

**RESORT MUNICIPALITY OF WHISTLER**

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## STAFF REPORT TO COUNCIL

**PRESENTED:** January 23, 2024  
**FROM:** Building Department  
**SUBJECT:** BUILDING AND PLUMBING REGULATION AMENDMENT BYLAW (FEE UPDATES) NO. 2425, 2024 REPORT

**REPORT:** 24-008  
**FILE:** 3900-20-2425

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Climate Action, Planning and Development Services be endorsed.

### RECOMMENDATION(S)

**That** Council consider giving first, second and third readings to “Building and Plumbing Regulation Amendment Bylaw (Fee Updates) No. 2425, 2024”.

### PURPOSE OF REPORT

The report provides Council with information sufficient to allow endorsement of the proposed updates to permit fees contained in Schedule B of the “Building and Plumbing Regulation Bylaw No. 1617, 2002” (Building Bylaw).

☐ Information Report ☒ Administrative Report (Decision or Direction)

### DISCUSSION

#### **Background**

The Resort Municipality of Whistler (RMOW) building regulatory service operates on a cost recovery basis. Fees charged for building and plumbing permits are collected to offset the cost of providing plan review, permit issuance, and inspection services to the community by the RMOW’s Building Official team.

On June 7, 2022, staff presented a [report](#) to Council highlighting the disparity between the RMOW fee structure and our comparison communities in the Lower Mainland. The analysis demonstrated that the current method for calculating building permit fees is not in line with other comparison communities in the local area, with RMOW permit fees being significantly lower.

Building and plumbing permit fees have remained static since the last amendment to the Building Bylaw in 2012. The permitting process and required supporting resources have changed significantly within the RMOW over this time and there have been no adjustments in the fees to account for this.

During 2023, staff identified a need to add additional plan review resources to the Building Official team to be able to review permit applications within an acceptable timeframe. As part of the 2024 budget process the equivalent of 5.5 Full Time Equivalent (FTE) roles were added to the staff resources for the Building Department to support an increase in service. This reflects the volume, growing complexity, and additional review needed for applications. These additional roles also provide staff development and succession planning within the RMOW Building Department team. These roles are as follows:

- Chief Building Official
- Three Building Officials in Training
- Supervisor – Applicant Support
- Building Technician – Property Record Requests

To continue to support these positions, as the Building Department operates on a cost recovery basis, staff are proposing an increase in building and plumbing permit fees as set out in the “Building and Plumbing Regulation Amendment Bylaw (Fee Updates) No. 2425, 2024” (Fee Updates Bylaw).

### **Analysis**

The June 7, 2022 [Building and Plumbing Regulation Bylaw Fee Update Report](#) presented a comparison of RMOW permit fees with the following seven local communities;

- District of North Vancouver
- City of North Vancouver
- District of Squamish
- City of Burnaby
- City of Richmond
- District of West Vancouver
- City of Coquitlam

A summary of the building permit fees are included below in Table 1.

For a construction value of \$100,000 Table 1 shows the variance of the RMOW Building permit fees in comparison to the sample group of local communities that have similar construction demographics to Whistler.

<b>Municipality</b>	<b>Building Permit Fee</b>	<b>Differential in Permit Fees</b>	<b>% above current RMOW Permit Fees</b>
<b>Resort Municipality of Whistler</b>	\$ 1,037.39		
City of North Vancouver	\$ 1,115.74	\$ 78.35	8%
District of North Vancouver	\$ 1,473.09	\$ 435.70	42%
Richmond	\$ 1,341.99	\$ 304.60	29%
Coquitlam	\$ 1,573.54	\$ 536.15	52%
District of West Vancouver	\$ 1,336.49	\$ 299.10	29%
Burnaby	\$ 1,513.69	\$ 476.30	46%
Squamish	\$ 1,100.00	\$ 62.61	6%

*Table 1*

Based on the comparison to the seven local communities, staff are proposing to update permit fees by 30 per cent, as set out in the Fees Update Bylaw (included in Council package).

Hourly rates for Building Official billable time are proposed be adjusted with an annual two per cent inflation rate since the last update in 2012.

- 2012 Hourly billable rate: \$58.78
- Proposed 2024 Hourly billable rate: \$73.09

Table 2 illustrates a range of examples to demonstrate what impact an increase of 30 per cent will have for Building Permit Fees

Declared Cost of Construction on Permit Application	Current Permit Fee	New Permit Fee based on proposed update
\$20,000	\$234.00	\$304.20
\$100,000	\$1,037.40	\$1,348.62
\$2,000,000	\$16,139.40	\$20,901.22

*Table 2*

### **Recommendations:**

Staff recommend the following fees be increased as detailed in the Fees Update Bylaw;

A 30 per cent increase to the following fees:

- Building permit fees
- Plumbing permit fees
- Demolition permit
- Fireplace and Chimney permit
- Moving permit
- Foundation permit
- Plan Processing Fees
- Building Inspection Fees
- Miscellaneous Fees

New fee to be added:

- Property Record Request
  - Simplify to one fee for this service. This is currently billed at a half hour increment and so taking the average time across each request will streamline this fee collection.

Removal of the following fee:

- Release of Microfilm
  - This service is no longer applicable. All microfilm records are now digitized.

No change to the following fees:

- Archiving
- Fire Suppression System
- Site Servicing Inspections
- Highway use, clearing and inspection

## POLICY CONSIDERATIONS

### Relevant Council Authority/Previous Decisions

“Building and Plumbing Regulation Bylaw No, 1617, 2002”

[June 7, 2022, Administrative Report No. 22-083: Building and Plumbing Regulation Bylaw Fee Update](#)

### 2023-2026 Strategic Plan

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

#### Strategic Priorities

- ☐ Housing  
*Expedite the delivery of and longer-term planning for employee housing*
- ☐ Climate Action  
*Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan*
- ☐ Community Engagement  
*Strive to connect locals to each other and to the RMOW*
- ☐ Smart Tourism  
*Preserve and protect Whistler’s unique culture, natural assets and infrastructure*
- ☒ Not Applicable  
*Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs*

### Community Vision and Official Community Plan

The Official Community Plan (OCP) is the RMOW's most important guiding document that sets the community vision and long-term community direction. This section identifies how this report applies to the OCP.

Updating Building and Plumbing permit fees supports the following OCP goals, objectives, and policies:

Goal 6.4. of the OCP is to reduce reliance on property taxes. Amending the Building and Plumbing permit fees align with Policy 6.4.1.1. Support the user-pay approach to municipal services while taking into consideration affordability measures and the policies of this OCP.

Goal 6.6 is to support a vibrant, growing and successful local business community. Using increased Building permit fees to improve the service level of the department supports Policy 6.6.1.1. Develop a municipal culture that seeks to deliver municipal services in a manner that supports local businesses.

Objective 8.6.1. is to implement leading practices for good governance. Updating the Building and Plumbing permit fees will support Policy 8.6.1.3. The budgeting process supports the achievement of the Community Vision and OCP goals and Policy 8.6.1.5. Ensure the municipality effectively and efficiently balances its costs and expenditures.

## BUDGET CONSIDERATIONS

No budget consideration, anticipated revenues have been included within proposed 2024 operating budget.

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## LIL'WAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Lil'wat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for Crown land planning; achieve mutual objectives; and enable participation in Whistler's resort economy.

There are no specific considerations to include in this report.

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## COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

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## REFERENCES

"Building and Plumbing Regulation Amendment Bylaw (Fee Updates) No. 2425, 2024" (included in Council package)

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## SUMMARY

This report presents "Building and Plumbing Regulation Amendment Bylaw (Fee Updates) No. 2425, 2024" for Council consideration of first, second and third readings.

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## SIGN-OFFS

### Written by:

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### Reviewed by:

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