

SECTION 13.0 OF COUNCIL POLICY G-17 – MUNICIPAL REVIEW PROCESS BY APPLICATION TYPE

Schedule A – Permanent Liquor Licence Applications with High Potential for Impacts

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
<p>New or relocated* liquor primary licence \$2,000</p> <p>New brewery, distillery or winery lounge or special event area \$2,000</p> <p>New Temporary Use Area endorsement for downhill ski property or golf course \$2,000</p> <p>Structural change to liquor primary licence to add a new outdoor patio area (may also include a change in hours of liquor service outside the hours currently approved) \$1,500</p> <p>Structural change to liquor primary licence (other than a new patio area) resulting in an increase in total occupant load (may also include a change in hours of liquor service outside the hours currently approved) \$1,500</p> <p>Structural change to brewery, distillery or winery lounge and/or special event area to add a new outdoor patio (may also include change in hours of liquor service outside the hours currently approved) \$1,500</p> <p>Structural change to brewery, distillery or winery lounge and/or special event area (other than a new patio area) resulting in an increase in total occupant load (may also include change in hours of liquor service outside the hours currently approved) \$1,500</p> <p>Change to existing Temporary Use Area to add a new area or increase occupant load of an existing area \$1,500</p> <p>New or relocated* food primary licence with hours of liquor service past midnight \$1,300</p> <p>New or relocated* food primary licence with patron participation entertainment (may also include hours of liquor service past midnight) \$1,500</p> <p>Permanent change to food primary licence to add patron participation entertainment (may also include change in hours of liquor service past midnight) \$1,300</p>	<ul style="list-style-type: none"> Submit municipal application (including required documents) and fee Include copy of LCRB application Include plan drawing with proposed occupant load Applicant must be signatory to a Good Neighbour Agreement 	<ul style="list-style-type: none"> Review application for compliance with municipal policy and impacts on the community Good standing review (applicant must be in good standing based on compliance history to be considered – not applicable to new licences) Floor plan review by Building and Fire departments for code compliance and occupant load stamp Return plan to applicant 	<ul style="list-style-type: none"> Public Notification (two consecutive newspaper ads, site sign for 30 days) LLAC and/or Council public hearing may be required in exceptional circumstances 	<ul style="list-style-type: none"> E-mail referral to LLAC members for comment (2 weeks) Staff considers LLAC member comments and prepares report for presentation at LLAC meeting LLAC members vote on recommendation to Council (meeting minutes included in report to Council) 	<ul style="list-style-type: none"> Staff considers LLAC recommendation and prepares report with a resolution addressing LCRB prescribed criteria and a licence recommendation for consideration by Council Council votes on resolution to LCRB <p>Note: The municipal Consolidated Business Regulation Bylaw No. 739, 1989 requires Council approval for any increase in capacity of a liquor primary licensed establishment</p> <p>Municipal Processing Time</p> <ul style="list-style-type: none"> 90 days from receipt of application 180 days if rezoning or covenant modification required <p>Additional Municipal Requirements and Fees</p> <ul style="list-style-type: none"> If a Council public hearing is required, there is an additional fee of \$1,200, plus the cost of legal, advertising and notification. Additional fees if further public consultation is required Additional fees if rezoning, covenant modification or Development Permit required 	<ul style="list-style-type: none"> Staff letter to LCRB with resolution from Council LCRB will approve (or reject) new licence or licence amendment

* If an establishment is to be relocated in the same building, then the application is considered to be a permanent (structural) change to a food or liquor primary licence with a new licensed area.

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Schedule B – Permanent Liquor Licence Applications with Medium Potential for Impacts

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
<p>Permanent change to liquor primary licence hours of liquor service outside the hours currently approved \$900</p> <p>Permanent change to food primary licence hours of liquor service past midnight \$900</p> <p>Permanent change to manufacturer lounge or special event area hours of liquor service outside the hours currently approved \$900</p> <p>Permanent change to event driven liquor primary licence terms and conditions requiring a resolution from Council \$900</p>	<ul style="list-style-type: none"> • Submit municipal application (including required documents) and fee • Include copy of LCRB application • Include plan drawing with proposed occupant load • Applicant must be signatory to a Good Neighbour Agreement 	<ul style="list-style-type: none"> • Review application for compliance with municipal policy and impacts on the community • Good standing review (applicant must be in good standing based on compliance history to be considered) • Floor plan review by Building and Fire departments for code compliance and occupant load stamp (for applications for a change to licensed area) • Return plan to applicant 	<ul style="list-style-type: none"> • Public Notification (two consecutive newspaper ads, site sign for 30 days) • LLAC and/or Council public hearing may be required in exceptional circumstances 	<ul style="list-style-type: none"> • E-mail referral to LLAC members for comment (2 weeks) 	<ul style="list-style-type: none"> • Staff considers LLAC comments and prepares report with a resolution addressing LCRB prescribed criteria and a licence recommendation for consideration by Council • Council votes on resolution to LCRB 	<ul style="list-style-type: none"> • Staff letter to LCRB with resolution from Council • LCRB will approve (or reject) licence amendment
<p>Municipal Processing Time</p> <ul style="list-style-type: none"> • 60 days from receipt of application • 180 days if rezoning or covenant modification required 						<p>Additional Municipal Requirements and Fees</p> <ul style="list-style-type: none"> • If a Council public hearing is required, there is an additional fee of \$1,200, plus the cost of legal, advertising and notification. • Additional fees if further public consultation is required • Additional fees if rezoning, covenant modification or Development Permit required

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Schedule C – Permanent Liquor Licence Applications with Low Potential for Impacts

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
<p>New food primary licence with hours of liquor service up to midnight and no patron participation entertainment (\$350)</p> <p>Structural change to food primary licence to add a new interior or patio area or to make an alteration to an existing interior or patio area \$350</p> <p>Occupant load stamp for an existing licensed establishment – not related to one of the other application types (\$200)</p>	<ul style="list-style-type: none"> • Submit municipal application (including required documents) and fee • Include copy of LCRB application • For a change in licensed area submit plan drawing with proposed occupant load • Applicant must be signatory to a Good Neighbour Agreement 	<ul style="list-style-type: none"> • Floor plan review by Building and Fire departments for code compliance and occupant load stamp (for applications for a change to licensed area) • Return plan to applicant 			<div data-bbox="2209 314 2890 461" style="border: 1px solid black; padding: 5px;"> <p>Municipal Processing Time</p> <ul style="list-style-type: none"> • 14 days from receipt of application • 180 days if rezoning or covenant modification required </div> <div data-bbox="2188 556 2915 897" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Additional Municipal Requirements and Fees</p> <ul style="list-style-type: none"> • If a Council public hearing is required, there is an additional fee of \$1,200, plus the cost of legal, advertising and notification. • Additional fees if further public consultation is required • Additional fees if rezoning, covenant modification or Development Permit required </div>	

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Schedule D – Temporary Change to an Existing Licence

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
<p>Temporary change to a food primary or liquor primary licence for hours of liquor service past 2 a.m. (\$540)</p> <p>Temporary change to a brewery, distillery or winery lounge or special event area for hours of liquor service past 2 a.m. (\$540)</p> <p>Temporary extension of a food primary or liquor primary licensed area or change in location for 500 or more people (\$540)</p>	<ul style="list-style-type: none"> Submit municipal application (including required documents) and fee Include copy of LCRB application For a temporary change in licensed area submit plan drawing with proposed occupant load Applicant must be signatory to a Good Neighbour Agreement 	<ul style="list-style-type: none"> Review application for compliance with municipal policy and impacts on the community Good standing review (applicant must be in good standing based on compliance history to be considered) Fire Department to stamp plan drawing for occupant load (for applications for a change to licensed area) Return plan to applicant 		<ul style="list-style-type: none"> E-mail referral to LLAC members for comment (1 week) 	<ul style="list-style-type: none"> Staff considers LLAC member comments and prepares report with resolution for Council consideration Council votes on staff recommendation 	<ul style="list-style-type: none"> Staff signs LCRB temporary change application and returns to applicant LCRB will approve (or reject) the licensing for the event
<p>Temporary change to a liquor primary licence for hours of liquor service up to 2 a.m. (\$240)</p> <p>Temporary change to a food primary licence for hours of liquor service past midnight up to 2 a.m. (\$240)</p> <p>Temporary change to a brewery, distillery or winery lounge or special event area for hours of liquor service up to 2 a.m. (\$240)</p> <p>Temporary change to food primary licence to add patron participation entertainment (\$240)</p> <p>Temporary extension of a food primary or liquor primary licensed area or change in location for fewer than 500 people (\$240)</p> <p>Temporary extension of a brewery, distillery or winery lounge or special event area licensed area for fewer than 500 people (\$240)</p>	<ul style="list-style-type: none"> Submit municipal application (including required documents) and fee Include copy of LCRB application For a change in licensed area submit plan drawing with proposed occupant load Applicant must be signatory to a Good Neighbour Agreement 	<ul style="list-style-type: none"> Review application for compliance with municipal policy and impacts on the community Good standing review (applicant must be in good standing based on compliance history to be considered) Fire Department to stamp plan drawing for occupant load (for applications for a change to licensed area) Return plan to applicant 		<ul style="list-style-type: none"> E-mail referral to LLAC members for comment (1 week) 	<p>Municipal Processing Time</p> <ul style="list-style-type: none"> 90 days from receipt of application 	<ul style="list-style-type: none"> The General Manager of Resort Experience (or designate) considers LLAC comments, prepares comments for LCLB temporary change application and returns to applicant LCLB will approve (or reject) the licensing for the event

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Schedule E – Special Event Permit (SEP) and Catering Licensed Events

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
<p>SEP or catering licensed event with hours of liquor service past 2 a.m. (\$540)</p> <p>Outdoor SEP or catering licensed event for 500 or more people (\$540)</p> <p>Indoor SEP or catering licensed event for 500 or more people in normally unlicensed venue (\$540)</p>	<ul style="list-style-type: none"> Submit on-line application to LCRB Submit municipal application (including required documents) and fee Include a description of the benefits to the resort community and plans for mitigation of potential negative impacts Submit plan drawing with proposed occupant load unless venue has permanent licence 	<ul style="list-style-type: none"> Review application for compliance with municipal policy and impacts on the community Fire Department to stamp plan drawing for occupant load Return plan to applicant RCMP may impose conditions on licence 		<ul style="list-style-type: none"> E-mail referral to LLAC members for comment (1 week) 	<ul style="list-style-type: none"> Staff considers LLAC member comments and prepares report with resolution for Council consideration Council votes on staff recommendation 	<ul style="list-style-type: none"> Staff provides written comments to applicant and to LCRB LCRB will approve (or reject) the licensing for the event
					<p>Municipal Processing Time</p> <ul style="list-style-type: none"> For liquor sale past 2 a.m. – 90 days from receipt of application For other applications – 40 days from receipt of application 	
Outdoor SEP or catering licensed event past 10 p.m. (no fee)	<ul style="list-style-type: none"> Submit on-line application to LCRB Applicant to notify RCMP and RMOW a minimum of 21 days in advance Include a description of plans for mitigation of potential negative impacts Submit plan drawing with proposed occupant load 	<ul style="list-style-type: none"> Review application for impacts on community. The General Manager of Resort Experience (or designate) will accept or reject outdoor hours past 10 p.m. Fire Department to stamp plan drawing for occupant load Return plan to applicant RCMP may impose conditions on licence 				<p>Municipal Processing Time</p> <ul style="list-style-type: none"> 14 days from receipt of application
SEP or catering licensed event for fewer than 500 people in normally unlicensed venue (no fee)	<ul style="list-style-type: none"> Submit on-line application to LCRB Submit plan drawing with proposed occupant load 	<ul style="list-style-type: none"> Fire Department to stamp plan drawing for occupant load Return plan to applicant RCMP may impose conditions on licence 				<p>Municipal Processing Time</p> <ul style="list-style-type: none"> 14 days from receipt of application
SEP or catering licensed event with hours of sale up to 2 a.m. in normally licensed venue that has de-licensed (no fee)	<ul style="list-style-type: none"> Submit on-line application to LCRB 	<ul style="list-style-type: none"> RCMP may impose conditions on licence 				<p>Municipal Processing Time</p> <ul style="list-style-type: none"> 14 days from receipt of application

Note: If the application is for an event at a RMOW facility or property, the applicant must have an approved municipal Rental Contract.

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Schedule F – Temporary Use Area (TUA) Licensed Events

Application Type and Fee	Application Submission	Municipal Review	Public Input	LLAC Review	Council Review	Recommendation to LCRB
“Urban” TUA event for 500 or more people (\$540)	<ul style="list-style-type: none"> Submit a description of the event (number of guests, hours, entertainment, guest transportation plans, security measures, etc.) and plans for mitigation of potential negative impacts on the community Submit plan drawing with proposed occupant load 	<ul style="list-style-type: none"> Review application for impacts on community Fire Department to stamp plan drawing for occupant load Return plan to applicant 		<ul style="list-style-type: none"> E-mail referral to LLAC members for comment (1 week) 	<ul style="list-style-type: none"> Staff considers LLAC member comments and prepares report with resolution for Council consideration Council votes on staff recommendation 	<ul style="list-style-type: none"> Staff provides written comments to applicant and to LCRB LCRB will approve (or reject) the licensing for the event
					<p>Municipal Processing Time</p> <ul style="list-style-type: none"> 40 days from receipt of application 	
“Urban” TUA event for fewer than 500 people (no fee)	<ul style="list-style-type: none"> Submit a description of the event (number of guests, hours, entertainment, guest transportation plans, security measures, etc.) and plans for mitigation of potential negative impacts on the community Submit plan drawing with proposed occupant load 	<ul style="list-style-type: none"> Review application for impacts on community and respond to applicant, if needed Fire Department to stamp plan drawing for occupant load Return plan to applicant 				
					<p>Municipal Notification Time</p> <ul style="list-style-type: none"> Notify RCMP and RMOW a minimum of 7 days in advance 	
“Remote” TUA event <ul style="list-style-type: none"> Fewer than 500 people: no notification required (no fee) 500 or more but fewer than 1,000 people: notify RCMP 21 days in advance (no fee) 1,000 or more people: notify RCMP/RMOW 4-6 weeks in advance (no fee) 	<ul style="list-style-type: none"> Licence holder to submit plan drawing of each unique venue for occupant load stamp 	<ul style="list-style-type: none"> Fire Department to stamp plan drawing for occupant load Return plan to applicant 				
					<p>Municipal Notification Time</p> <ul style="list-style-type: none"> See notification requirements in first column 	

Whistler Blackcomb Temporary Use Area Locations

“Urban” Locations

Whistler Mountain	W1 – Creekside World Cup Plaza	W5 – Boneyard at bottom of Bike Park
Blackcomb Mountain	B5 – Tube Park	B6 – Base 2 Parking Lot 6

“Remote Locations”

Whistler Mountain	W2 – Whistler Peak Chair Flats	W3 – Top of Harmony Lift	W4 – Bottom of Harmony Lift	W6 – Roundhouse Lodge and Peak to Peak
Blackcomb Mountain	B1 – Blackcomb Glacier	B2 – Glacier Creek Lodge	B3 – Rendezvous Flats and Peak to Peak	B4 – Blackcomb Super Pipe