

# AGENDA

## *COUNCIL WORKSHOP*

**Monday, July 17, 2017**

**6:00 p.m.**

**Committee Room, Municipal Hall**

**355 West Queens Road,**

**North Vancouver, BC**

**Council Members:**

Mayor Richard Walton

Councillor Roger Bassam

Councillor Mathew Bond

Councillor Jim Hanson

Councillor Robin Hicks

Councillor Doug MacKay-Dunn

Councillor Lisa Muri



NORTH VANCOUVER  
DISTRICT

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## COUNCIL WORKSHOP

**6:00 p.m.**  
**Monday, July 17, 2017**  
**Committee Room, Municipal Hall,**  
**355 West Queens Road, North Vancouver**

### AGENDA

#### 1. ADOPTION OF THE AGENDA

##### 1.1. July 17, 2017 Council Workshop Agenda

*Recommendation:*

THAT the agenda for the July 17, 2017 Council Workshop is adopted as circulated, including the addition of any items listed in the agenda addendum.

#### 2. ADOPTION OF MINUTES

##### 2.1. June 20, 2017 Council Workshop p. 7-12

*Recommendation:*

THAT the minutes of the June 20, 2017 Council Workshop are adopted.

#### 3. REPORTS FROM COUNCIL OR STAFF

##### 3.1. District of North Vancouver Public Engagement Approach p. 15-44 File No. 04.1400

*Recommendation:*

THAT the District of North Vancouver Public Engagement Guide, attached to the July 10, 2017 report of the Manager – Strategic Communications and Community Relations entitled District of North Vancouver Public Engagement Approach, is received for information;

AND THAT the Public Engagement Approach detailed in the July 10, 2017 report of the Manager – Strategic Communications and Community Relations entitled District of North Vancouver Public Engagement Approach is approved.

##### 3.2. New Construction Bylaw and *Building Act* Update p. 45-117 File No. 09.3800.01/000.000

*Recommendation:*

THAT the July 5, 2017 report of the Manager – Development Services entitled New Construction Bylaw and *Building Act* Update is received for information.

**4. PUBLIC INPUT**

(maximum of ten minutes total)

**5. ADJOURNMENT**

*Recommendation:*

THAT the July 17, 2017 Council Workshop is adjourned.

# MINUTES

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**DISTRICT OF NORTH VANCOUVER  
COUNCIL WORKSHOP**

Minutes of the Council Workshop for the District of North Vancouver held at 5:03 p.m. on Tuesday, June 20, 2017 in the Council Chamber of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Mayor R. Walton  
Councillor J. Hanson  
Councillor R. Hicks  
Councillor D. MacKay-Dunn  
Councillor L. Muri

**Absent:** Councillor R. Bassam  
Councillor M. Bond

**Staff:** Mr. G. Joyce, Acting Chief Administrative Officer  
Mr. B. Dwyer, Acting General Manager – Planning, Properties & Permits  
Mr. J. Gordon, Manager – Administrative Services  
Mr. S. Ono, Manager – Engineering Services  
Ms. J. Paton, Manager – Development Planning  
Mr. S. Bridger, Section Manager – Engineering Design & Planning  
Ms. F. Dercole, Section Manager – Public Safety  
Ms. C. Archer, Confidential Council Clerk  
Mr. R. Boase, Environmental Protection Officer  
Ms. A. Mawdsley, Project Engineer

**1. ADOPTION OF THE AGENDA**

**1.1. June 20, 2017 Council Workshop Agenda**

**MOVED by Councillor MURI**

**SECONDED by Councillor HANSON**

THAT the agenda for the June 20, 2017 Council Workshop is adopted as circulated.

**CARRIED**

**2. ADOPTION OF MINUTES**

Nil

**3. REPORTS FROM COUNCIL OR STAFF**

**3.1. Climate Change Adaptation Strategy**

File No. 13.6770

Ms. Fiona Dercole, Section Manager – Public Safety, reported that climate change adaptation planning is underway and the strategy is being developed to leverage work already in progress in areas such as asset management and hazard management.

Ms. Dercole provided an overview of the challenge of climate change, highlighting record-setting temperatures, windstorms, drought conditions, heavy rainfall and snow events in recent years.

It was reported that climate models predict that by 2050:

- Temperatures in September will be higher than current July and August temperatures and the number of days over twenty-five degrees will increase from eighteen to forty-four per year;
- The temperature on very hot days will increase from thirty-three to thirty-eight degrees;
- The amount of rain falling on very wet days will double;
- Summer precipitation will decrease by eighteen percent;
- Sea level will rise by 0.5 to one metre; and,
- Severe weather events of all types will increase in frequency.

Ms. Dercole explained the difference between mitigation and adaptation, noting that mitigation through the reduction of greenhouse gas emissions helps reduce future climate change. However, because there is a delayed response to greenhouse gas emissions, some degree of climate change is unavoidable. Adaptation is therefore necessary to deal with the impacts of climate change. Mitigation efforts already underway in the District include the Green Building Strategy, use of renewable energy and waste diversion.

Ms. Dercole reviewed the additional benefits of climate change adaptation:

- A return rate of an estimated \$9-38 in avoided damages for every dollar invested;
- Improved environmental and personal health;
- Enriched public spaces; and,
- Improved liveability.

Climate change adaptation in the District and other jurisdictions was reviewed, including local and international agreements such as the District's Official Community Plan and Corporate Plan, the Paris Agreement on Climate Change, the BC Climate Leadership Plan and Metro Vancouver's Regional Growth Strategy. It was noted that the District received the United Nations Sasakawa Award for Disaster Risk Reduction in 2011, positioning the municipality as a world leader in climate change adaptation.

The Climate Change Adaptation Strategy will build on existing District policies, strategies and projects, including risk assessments for natural hazards, Development Permit Areas for natural hazards such as wildfire and streamside protection, and long-term asset management. The strategy will bridge cross-departmental gaps, coordinate efforts by identifying synergies between policies, programs and projects, reduce costs and maximize results. By integrating adaptation and long-term thinking into programs, policies and other decisions, the strategy will improve resilience and reduce the long-term costs and impacts of climate change.



Ms. Dercole reviewed the five steps to climate change adaptation planning and progress to date, noting that the steps will be revisited as new science becomes available in order to keep the strategy current:

1. Initiate adaptation planning:
  - Created a team with representatives from a variety of District departments including Finance, Engineering, Public Safety, Environment, Planning, Emergency Management, Fire and Rescue Services, Corporate Services and Parks;
  - Interviewed District senior management; and,
  - Interviewed local and regional governments with existing climate change adaptation strategies.
2. Identify priority climate change impacts:
  - Worked with a climate modelling centre at UVIC to understand predicted climate changes;
  - Provided information from climate modelling to staff focus groups to identify specific impacts; and,
  - Conducted a vulnerability and risk assessment to prioritize impacts for action planning.
3. Create a climate adaptation strategy:
  - Developed action objectives to focus planning;
  - Conducted cross-departmental workshops to brainstorm ideas;
  - Refined ideas into adaptation actions;
  - Prioritized actions into must-do, monitor and investigate actions based on urgency, cost-benefit ratio and the availability of resources.
4. Implement the strategy:
5. Monitor progress and review actions.

Council discussion ensued and the following comments and concerns were noted:

- Commended staff for work to date;
- Noted climate change adaptation is important to the future of the District;
- Queried the extent to which District is working with regional and provincial governments, including the other North Shore municipalities;
- Expressed concern regarding changes to animal, plant and insect life, including the increase in insect-borne diseases;
- Commented on tidal surges in conjunction with sea level rise;
- Requested that costs associated with the different actions be included in the plan;
- Suggested that the public would be supportive of spending on climate change adaptation;
- Commented on the effect of traffic congestion on greenhouse gas emissions;
- Expressed concern regarding materials used to construct homes in wildfire interface areas and suggested the use of fire retardant materials be made mandatory, including enforcement options; and,
- Commented on the impact of new home construction on the existing tree canopy.

In response to a question from Council regarding the existing flood works at Lynnmour-Inter River, Ms. Dercole reported that dikes are designed for a 200-year event and are considered adequate.

In response to a question from Council regarding priority climate change hazards, Ms. Dercole advised that wildfire is the top risk due to warmer, drier summers and lower snowpack levels, as well as the impact of invasive species on forest health. It was noted that the District has had a Community Wildfire Protection Plan since 2007 and that most of the thirty-eight recommendations from the plan have already been implemented. New homes located within the wildfire interface area must be built using fire retardant materials and fire resistant landscaping.

Ms. Dercole reviewed the next steps in the process:

- Incorporate Council feedback;
- Finalize the Climate Change Adaptation Strategy;
- Return the finalized plan to a Regular Meeting of Council for discussion and approval;
- Develop individual departmental plans, asset management plans and work with the Finance Department on annual finance planning; and,
- Monitor climate change indicators and conduct regular updates and reviews.

Council requested an additional workshop on this topic.

### **3.2. Integrated Stormwater Management Plan Framework and Objectives**

File No. 11.5225.50/001.000

Mr. Steve Ono, Manager – Engineering Services reported that the Integrated Stormwater Management Plan (ISMP) is a component of the Climate Change Adaptation Strategy and the purpose of this second workshop on the topic is to provide objectives for Council consideration and prioritization. A third workshop will focus on implementation plans, the impact of single-family redevelopment, proposed performance targets and the drainage section of the Development Servicing Bylaw.

Mr. Ono provided a brief review of the purpose of creating an ISMP, noting that an integrated approach will allow different departments that have an impact on drainage to work together and is required by the BC Ministry of Environment. The overall goal of the ISMP is to improve watershed health by addressing the impacts of stormwater drainage from properties and streets into creeks.

Ms. Angela Mawdsley, Project Engineer, reviewed the required elements of the ISMP, noting that the plan must be integrated at all stages including implementation.

Ms. Mawdsley reviewed the ISMP framework, highlighting the importance of objectives as they define what is important:

- Identify values and problems, including input from the public and stakeholders such as the North Shore Streamkeepers;
- Define objectives and measures;
- Develop and evaluate alternatives;
- Implement plans; and,
- Monitor and evaluate implementation.

Ms. Mawdsley provided an explanation of the importance of release rates on watershed health, noting that development changes creates non-porous surfaces,

resulting in higher peak flows during storm events and negative impacts on the ecosystem.

Council discussion ensued and the following comments and concerns were noted:

- Commented on the visible impact of construction on small creeks leading to larger watersheds;
- Noted some watersheds are more sensitive and require immediate attention;
- Commented on the effect of the landscaping trend where porous surfaces are covered with paving materials instead of grass, plants and trees;
- Queried what can be required of developers and homeowners;
- Observed that some new technologies are not beneficial;
- Remarked on the common objectives between the Climate Change Adaptation Strategy and ISMP, noting there may be opportunities to use both to create building guidelines;
- Expressed concern regarding the ability to implement ISMP on all watersheds; and,
- Commented on the effect of the *BC Building Act* on the District's ability to enact certain policies.

Mr. Ono advised that solutions will be customized to each watershed based on the different attributes of each, including the geology of the riverbed and direction the creeks face and flow.

Mr. Richard Boase, Environmental Protection Officer, commented that approval of the ISMP Framework and Objectives allows staff to proceed with work on developing recommendations to be returned for Council discussion. Mr. Boase provided an example of a possible recommendation to replace piping with swales, which would meet several of the approved objectives:

- Maximize natural assets;
- Maximize social-ecological connection by making stormwater visible above the surface; and,
- Maximize base flows by storing water and slowly returning it to creeks.

Mr. Boase further noted that the objectives allow for a better evaluation of the costs versus benefits of different options.

Staff noted that implementation of some of the recommendations will require amendments to bylaws to avoid conflicting regulations.

**MOVED by Mayor WALTON**  
**SECONDED by Councillor MURI**

THAT the Integrated Stormwater Management Plan Framework and Objectives as presented in the June 9, 2017 joint report of the Project Engineer and Section Manager – Engineering Planning and Design is approved.

**CARRIED**

#### 4. Public Input

##### 4.1 Mr. Doug Haymon, North Shore Streamkeepers:

- Expressed support for the use of swales in the District.

##### 4.2 Mr. Corrie Kost, District Resident:

- Commented on the importance of establishing a baseline and ongoing measures; and,
- Cautioned that open swales could be dangerous to children.

##### 4.3 Ms. Barbara Frisken, North Shore Streamkeepers:

- Commented on a North Shore Streamkeepers workshop on the ISMP and the role of the community to protect creeks and prevent flooding; and,
- Noted that the recommendation from the workshop is to tax properties based on the amount of impervious surface area.

##### 4.4 Ms. Janet Dysart, North Shore Streamkeepers:

- Commended Council for adopting the ISMP objectives; and,
- Remarked on the importance of educating the public.

##### 4.5 Ms. Sandie Hollick Kenyon, District Resident:

- Advised that she is with the Department of Fisheries and Oceans as well as North Shore Streamkeepers;
- Commented on the importance of educating the public on watersheds;
- Thanked District staff for working with other levels of government and volunteers;
- Suggested focusing on enhancing natural assets; and,
- Confirmed that some creeks are more vulnerable.

#### 5. ADJOURNMENT

**MOVED by Councillor MURI**

**SECONDED by Councillor HANSON**

THAT the June 20, 2017 Council Workshop is adjourned.

**CARRIED**  
(6:50 pm)

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Mayor


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Municipal Clerk

## REPORTS

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input type="checkbox"/> Other:	Date: _____

Dept. Manager	GM/ Director	 CAO
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## The District of North Vancouver REPORT TO COUNCIL

July 10, 2017  
File:

**AUTHOR:** Mairi Welman, Manager, Strategic Communications and Community Relations

**SUBJECT:** District of North Vancouver Public Engagement Approach

### RECOMMENDATION:

It is recommended that Council endorse the Public Engagement Approach, and receive the District Public Engagement Guide attached to the July 10, 2017 report of the Manager, Strategic Communications and Community Relations.

### SUMMARY:

The last time the District developed a new approach to how we seek and use public input was in the mid-1990s. The resulting policy was grounded in solid principles, and provided staff with clear direction.

In the intervening 20 years much has changed in the way people and government communicate with each other, and standards and expectations have changed as well. The public expects transparency. They expect that when they spend time providing thoughtful input they will be told how it was used. Council expects staff to be well-versed in up-to-date practices and to provide the public and Council with plain-language information and options. Staff require clarity of direction and the ability to make a clear promise to participants in any engagement exercise as to how their input will make a difference in the outcome.

The new approach provides a consistent set of guidelines to ensure all these expectations are considered in District participation processes, and that transparency, consistency and predictability are promoted.

### EXISTING POLICY:

*Framework for Public Involvement, April 22, 1996*

**ANALYSIS:**

Our new approach (below and Attachment 1) was developed with input from the public, staff, and industry practitioners. It provides the District with an updated method for planning public engagement based on today’s best practise, which is the International Association of Public Participation spectrum of engagement. The essence of the spectrum is to provide definitions for terms relating to public participation, and align the methods, goals and promises of public participation. The strategic benefit of this approach is that it provides everyone with clarity on terminology, process, level of promise, and expectation.

**IAP2 PUBLIC PARTICIPATION SPECTRUM**

INCREASING LEVEL OF PUBLIC IMPACT				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>Promise to the Public:</b>	<b>Promise to the Public:</b>	<b>Promise to the Public:</b>	<b>Promise to the Public:</b>	<b>Promise to the Public:</b>
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The Draft Public Engagement Guide (Attachment 2), is a work book to help staff think through the public engagement planning process, step-by-step. Key components of the workbook include:

- Understanding why we engage
- The guiding principles of public engagement
- The six levels of engagement
- An eight-step process to planning a public engagement strategy, including preparation, design and evaluation stages, and a
- Project planning worksheet template



Communications will continue to work closely with operational department staff to help plan public engagement and consultation processes, and decide which tools and tactics work best for each project. For some projects a simple two or three question survey may suffice, for others community dialogue or workshops may be required. The point of the new approach is that, depending on where the project lands on the defined spectrum of engagement, we will have a much clearer idea of the tools required, and the public will see greater consistency over time.

Council has always encouraged staff to be more innovative in our approach, and the public has told us that they want to engage with us online. This year we went live with the new Traffic and Development Map, we provided the public with a way to sign up for email alerts on development applications, and we launched the District's new online survey function at DNV.org. Everything on the site is mobile-friendly, which means it is convenient for people to provide input to civic decision-making whether they are on the bus, standing in line at the grocery store, or waiting for a child to finish a class or sports event.

It should be noted that the new approach applies only to the District's discretionary public engagement and consultation. It does not impact any of our statutory processes, which are dictated by legislation, however it could be used to enhance those engagement efforts.

The presentation in the July 17 workshop will take approximately 20 minutes, after which there will be time for a fulsome discussion regarding how the new approach can be applied in upcoming projects, and in order to engage with the public on topics of interest to Council.

**Timing/Approval Process:**

With Council's endorsement of the approach, a process of training and support with staff will begin in early September.

**Concurrence:**

Staff workshops were held across the organization to provide feedback and input on the approach while it was being developed. It has been reviewed with the Executive team, which has endorsed it proceeding to Council for input.

**Financial Impacts:**

Consistent and organization-wide use of the new approach will provide greater clarity on expected costs, and will help us to budget more accurately for engagement and consultation processes.

**Public Input:**

The public provided specific input on openness to being engaged by the District, preferred methods for engagement, and propensity to engage in the future via an opinion survey conducted in December 2016.

Surveys on engagement approaches and methods have also been conducted as part of specific engagement programs, such as the Delbrook Lands Dialogue and the Deep Cove Dialogue and these have also informed the development of the approach.

**Conclusion:**

The new Public Engagement Approach has been developed to provide a consistent, organization-wide method for planning public participation processes. Council's input will allow it to be finalized and provided, along with training and support, to staff in all departments.

**Options:**

1. that Council endorse the new District Public Engagement Approach and receive the Public Engagement Guide for information.
2. that Council provide alternate direction to staff to ensure industry best practise in public engagement by the District of North Vancouver.

Respectfully submitted,



Mairi Welman  
Manager, Strategic Communications & Community Relations

REVIEWED WITH:					
<input checked="" type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input checked="" type="checkbox"/> Development Planning	_____	<input checked="" type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Utilities	_____	<input checked="" type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input checked="" type="checkbox"/> Engineering	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input checked="" type="checkbox"/> Parks	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input checked="" type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Real Estate	_____		

# IAP2 spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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# PUBLIC ENGAGEMENT GUIDE

## ***The Core Values of Public Participation***

### ***Public participation must . . .***

- 1.** be based on the belief that those who are affected by a decision have a right to be involved in the decision-making process
- 2.** include the promise that the public's contribution will influence the decision
- 3.** promote sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers
- 4.** seek out and facilitate the involvement of those potentially affected by or interested in a decision
- 5.** seek input from participants in designing how they participate
- 6.** provide participants with the information they need to participate in a meaningful way
- 7.** communicate to participants how their input affected the decision

***Adapted from the International Association for Public Participation***

# WHY WE ENGAGE

Each week, the District of North Vancouver (DNV) makes decisions that affect the lives of tens of thousands of people who live, work, and play on the North Shore. That's why public engagement is such a critical part of the decision-making process.

When we take the time to invite the insights, ideas, and aspirations of our citizens, we ensure that the outcomes of our decisions reflect the vision, values, and needs of the whole community. Meaningful engagement produces a deeper understanding of the issues, allows different perspectives to be heard, builds credibility and trust, and fosters confidence in the final decision. On top of this, public engagement benefits society at large by encouraging future involvement in civic issues.

Public or community engagement can be any kind of interaction where information and opinions are shared, and used in the decision-making process. Some traditional examples include open houses, surveys, citizen committees and advisory panels, task forces, and public meetings, workshops, or a

table at a community event. But in order to attract the participation of a broader range of demographics, decision-makers are increasingly turning to highly visual and interactive web-based tools, where involvement can be maximized through convenience. The objective of engagement is not necessarily to reach consensus, but to form better decisions and develop more informed policy by building greater understanding of the issues—for the community and the decision makers.

## ***Through public engagement, we can:***

- allow community members and decision-makers to hear a variety of perspectives
- manage differences, establish direction for moving forward on complex issues, and build understanding regarding trade-offs
- foster confidence and trust in local government
- build better neighbourhoods and stronger communities through common understanding and shared aspirations

- correct misinformation, and address hidden obstacles or unknown consequences early in the process

As the District of North Vancouver changes, it is more important than ever to ensure our decision-making process is inclusive, meaningful, accountable, and responsive to the community's needs.

***This framework has been created to ensure that these principles are consistently applied by setting an organization-wide best practice approach to public engagement .***

Along with the Project Planning Worksheet, this guide will help staff design, implement, and evaluate an effective strategy for community outreach.

Projects at the DNV range from straightforward to highly complex, and while this framework and workbook will promote consistent best practice, the DNV Communications department will also continue to work with staff to help develop the best approach for engagement in all circumstances.

# The Guiding Principles of Public Engagement

*To support effective decision making and to foster community trust, engagement processes at the District of North Vancouver must follow these key principles:*

## **INCLUSIVE & ACCESSIBLE:**

Everyone who could potentially be affected by a decision must be afforded an opportunity to provide input.

### **Successfully adopting these principles means that we:**

- Engage with people where they live, whether online or in-person.
- Proactively seek the involvement of a wider range of voices; for instance, parents of young children, newcomers, and young people.
- Identify any barriers to participation and ensure they are removed.

## **RESPECTFUL & RESPONSIVE:**

The engagement process must be thoughtful and relevant, and must value the input and interests of participants.

### **Successfully adopting these principles means that we:**

- Initiate early, well before decisions are to be considered, to give participants time to make informed choices and meaningful contributions.
- Plan for appropriate budget and other resources.
- Provide a process that is transparent, open, and adaptive to community needs and interests.
- Record and share the views and ideas expressed, as well as how they affected the outcome.



## **CLEAR & TRANSPARENT:**

Information about the project and the engagement process itself must be easy to understand. Communication must be open, honest, thorough and frequent.

### ***Successfully adopting these principles means that we:***

- Accurately communicate the level of involvement and influence participants can expect to have.
- Provide clear, concise, objective information in plain language that is free from technical jargon and promotes greater understanding of the project.
- Communicate constraints and contextual information that deepens understanding of the issues.
- Widely communicate regular updates, including information about the schedule, milestones, and opportunities for involvement.
- Create material for and use multiple communication channels to achieve maximum reach in the community.
- Report back to participants on what views and ideas were expressed and how they affected the outcome.

## **CONTINUOUS IMPROVEMENT:**

Each process is evaluated, so that lessons learned can be captured and applied to future engagements.

### ***Successfully adopting these principles means that we:***

- Evaluate completed engagement processes against guiding principles and best practices to measure success.
- Ask participants for feedback on both their experience and on the process.
- Foster creativity, seek out innovative methods, and look for ways to continually improve.
- Keep up to date on technological tools and communication platforms to reach the whole community.
- Commit to training for District staff so they are up to date on public engagement best practices.

# The Six Levels of Public Engagement

While many project and policy decisions benefit from—or even require—input from the community, there is no one size fits all approach.

For example, if a decision has already been made, engagement should be strictly limited to keeping the public informed, since an invitation to provide feedback could be misinterpreted as an opportunity to influence the outcome and would ultimately generate mistrust.

These *Six Levels of Public Engagement*, adapted from the International Association of Public Participation's (IAP2) Spectrum of Public Participation, represent globally-accepted best practice standards for public engagement.

Before you plan your engagement process, consider these six levels and ask yourself two questions:

**1. Which strategy is appropriate for the decision that needs to be made?**

**2. Which promise are you sure you will be able to keep?**

DRAFT

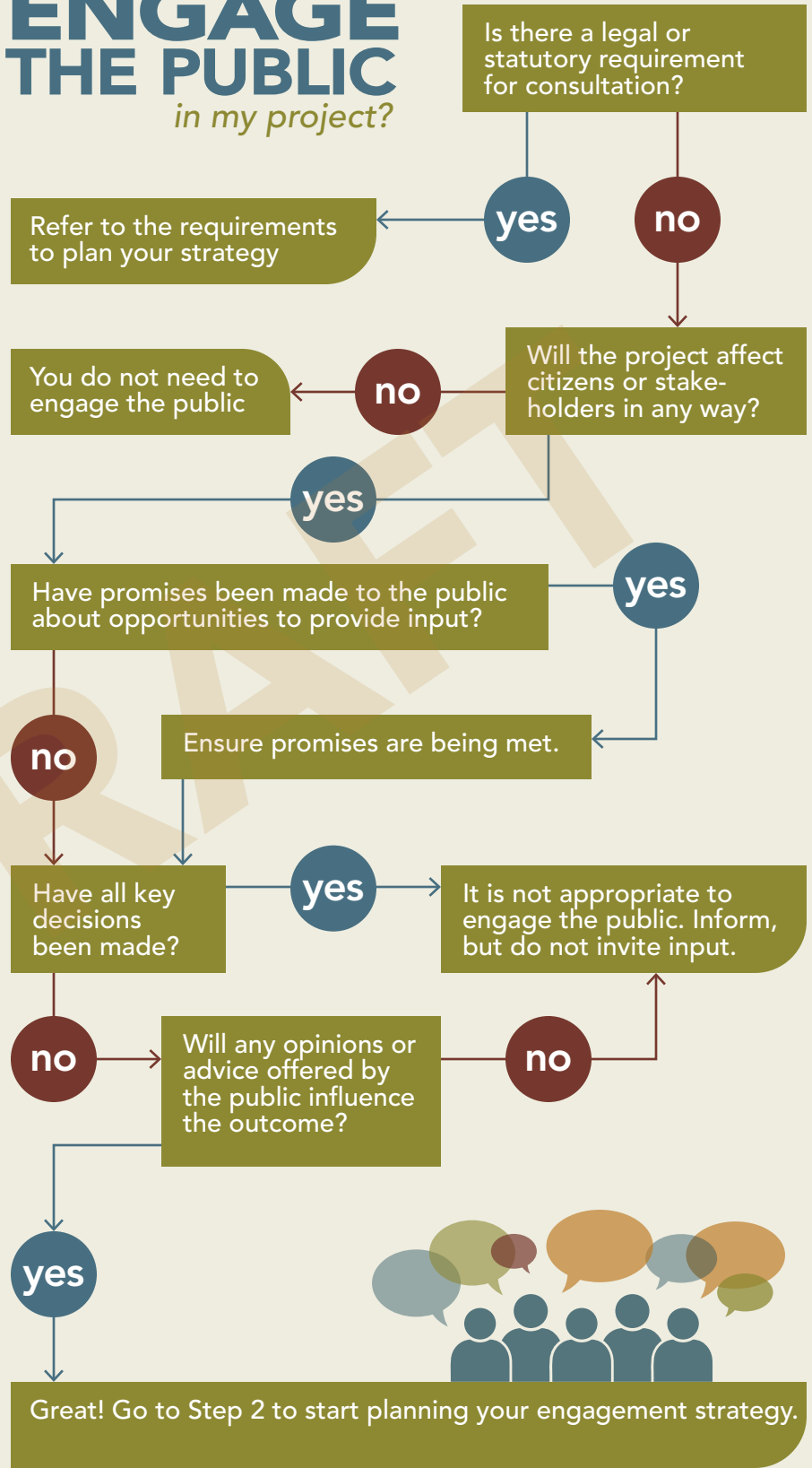
Engagement Level	Strategy	Promise
<b>Inform</b>	DNV provides citizens and stakeholders with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and solutions.	"We will keep you informed. We will provide information that is timely, accurate, balanced, objective, and easily understood. We will respond to questions for clarification and direct you to sources of additional information."
<b>Listen &amp; Learn</b>	The public and DNV listen to and learn about each other's views, plans, concerns, and expectations.	"We will listen to you and learn about your plans, views, and issues; and work to understand your concerns, expectations, and ideas."
<b>Consult</b>	DNV consults with citizens and stakeholders to ensure issues and concerns are understood, and to obtain feedback on analysis and/or decisions.	"We will keep you informed, and listen to and acknowledge your concerns and aspirations in developing final solutions, and we will report back to you on how your input influenced the decision."
<b>Involve</b>	DNV works directly with citizens and stakeholders throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	"We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed, and we will report back on how your input influenced the decision."
<b>Collaborate</b>	DNV partners with the public in each aspect of the decision-making process, including the development of alternatives and the identification of the preferred solution.	"We will look to you for advice and innovation in formulating solutions, and we will incorporate your recommendations into the decisions to the maximum extent possible."
<b>Empower</b>	DNV places the final decision-making power in the hands of the public.	"We will implement what you decide."

# GETTING STARTED

## Planning and Implementing a Public Engagement Strategy

There are eight critical steps to developing an effective public engagement strategy. For detailed information on what questions to ask, and actions to take, as you go through these steps, see the Project Planning Worksheet on Page 14.

### Do I need to **ENGAGE THE PUBLIC** in my project?



## Prepare

### STEP 1: ASSESS THE NEED FOR PUBLIC ENGAGEMENT

The first step is to determine if public engagement is required.

If the project does not affect the public or there is no opportunity to influence the decision, engagement is likely not necessary. For example, in cases where a project is required by regulation, mandated by senior government, or when public safety is at stake, your only duty would be to keep the public informed.

## Prepare

### STEP 2: DETERMINE YOUR OBJECTIVES

Before you identify or approach your audiences, it's important to fully understand what you want to achieve by engaging the public.

*For example, do you want to:*

- Provide the public with accurate information?
- Hear their concerns?
- Help create a shared vision?
- Strengthen relationships with the community?

By clearly defining your goals—and there may be several—you are more likely to achieve them. Consider some of the common goals for engagement that may apply to your project.

### Common Objectives for an Engagement Strategy

- Providing timely, accurate, balanced, and easily understood information
- Listening and learning about views, concerns, and interests
- Obtaining feedback on options
- Creating a shared vision
- Delegating decision making
- Bringing attention to an important issue
- Identifying areas of conflict so you can build understanding of the trade-offs
- Identifying a broader range of options
- Managing stakeholder expectations
- Informing citizens about plans and decisions that will affect their lives
- Mitigating project impacts on the public
- Helping the public understand the complexities of an issue
- Reducing or avoiding delays

## Prepare

### STEP 3: IDENTIFY AND ASSESS YOUR STAKEHOLDERS

*Who might be affected by the project or decision?*

*How will you assess how their input might affect the outcome?*

While the public may or not be affected by a project or decision, stakeholders are people, groups, institutions, or even other government bodies that are in some way impacted by a project.

Decide who your stakeholders are, and how they might be impacted by the outcome. Then decide how they could influence the decision, and how best to communicate with them to help them become involved.

This is also a good time to list other factors that might affect or be affected by your project, such as the environment, transportation impacts, or other projects in the DNV or nearby communities.

### Potential Stakeholders

#### Individuals:

- Residents
- Indigenous peoples
- Landowners
- Visitors

#### Business and economic groups:

- Business owners
- Employees and employee groups
- Industry Groups (e.g. Waterfront)
- Chamber of Commerce
- Merchant Associations

#### Special Interest groups:

- Environmental organizations
- Multicultural groups
- Youth/Student groups
- Arts organizations
- Sports and leisure groups
- Service agencies and boards
- Religious organizations
- Neighbourhood associations
- Organizations representing persons with disabilities

#### Government bodies:

- Tsleil Waututh and Squamish First Nations
- Government of Canada
- Province of B.C.
- North Vancouver School District
- North Vancouver City
- West Vancouver District
- Metro Vancouver Regional District
- Partner agencies, such as NSEM, NVRCC, NVDPL, etc.
- Police, Coast Guard
- Vancouver Coastal Health
- Port of Vancouver
- Translink
- Other neighbouring municipalities

## Design

### STEP 4: DETERMINE THE APPROPRIATE TACTICS

Now you can begin to plan your engagement process. For each stakeholder group, list the likely key concerns or questions, and their expected level of involvement. Consult the Six Levels of Public Engagement chart on page 4 to determine which level of promise is appropriate for your project and to help choose the strategies and tactics that will help you fulfil that promise. Be specific for each action: list when it will happen, how it will happen, and who is responsible.

## Design

### STEP 5: PLAN YOUR STORY

The goal here is to build knowledge and understanding around your project so that the public can offer meaningful feedback. Your story should offer the facts in a clear, engaging way that is free of jargon and consistent across all the platforms you have chosen.

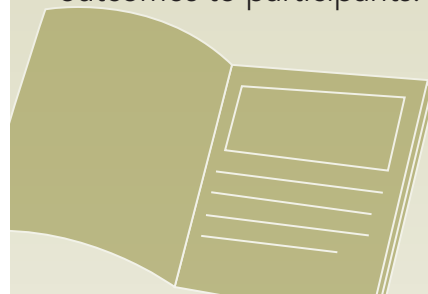
#### *Work closely with the Communications department to help develop your story:*

- Offer background and contextual information on the project
- Outline the questions that need to be answered
- Let participants know how they can provide feedback
- Tell them how their input might affect the outcome

## Storytelling Tools and Platforms

The tools you use to convey your project's story will depend on the level of engagement and the size of the audience you want to reach. Some common communications tools are social media, videos, photos, backgrounders and fact sheets, advertising, websites and story boards, but there is no one-size-fits-all approach.

The DNV Communications department can help you to determine the best tools for your project and budget, whether you are building awareness and understanding for the project, inviting the public to become involved, or reporting results and outcomes to participants.



## What to Communicate About Your Project

### Background Information

This outlines the parameters of the project and gives the public the details they need to offer informed feedback.

*You'll need to answer the following questions to get started:*

- What is the project?
- What are we trying to address with this project?
- Where is the project located?
- Why do we need it?
- Who is affected?
- What are the options?
- What are the constraints or trade-offs?
- How does it tie in or compete with other projects in the community?
- How does it tie in with DNV or other government plans?
- What specific questions to you want participants to answer?

### Contextual Information

This provides insight into the overall engagement process, and informs participants about the impact their input will have in the decision-making process.

*Information to provide includes:*

- a summary of the overall engagement process
- how feedback will be collected
- a timeline of events and milestones for the engagement process
- who will be making the ultimate decision(s)
- what effect their input will have

## Design

### STEP 6: CREATE YOUR FINAL ACTION PLAN

How you reach your stakeholders will vary with each project, but the goal is always the same: to raise awareness and to let the community know that their involvement is invited and important. Using the groundwork you have completed in the previous steps, create your action plan.



# PUBLIC ENGAGEMENT PROCESS

## **Prepare**

- 1 → Assess the need for public engagement
- 2 → Determine your objectives
- 3 → Identify and assess your stakeholders

## **Design**

- 4 → Determine the appropriate tactics
- 5 → Plan your story
- 6 → Create your final action plan

## **Implement**

- 7 → Tell your story, invite response, and report back

## **Evaluate**

- 8 → Share your results and evaluate your performance

## Implement

### STEP 7: TELL YOUR STORY, INVITE RESPONSE, AND REPORT BACK

Now it is time to actually engage the public. Be open to all perspectives as you meet with the community, and straightforward in answering their questions. Maintain your lines of communication throughout the project by updating the participants regularly, providing next steps, and reporting back on how their input was used. At each step, make sure to thank participants for their involvement.

### **Our Editorial Guidelines require that your communications are:**

- 1. Clear:** Present the information in plain language and at an easy-to-understand, Grade 10 reading level\*.
- 2. Concise:** Use brief, bulleted lists for quick understanding instead of wordy paragraphs.
- 3. Concrete:** Convey factual information in a straightforward manner. Avoid speculation, and take care to remove any bias that may be seen to taint the input.
- 4. Correct:** Fact-check your copy carefully to ensure the information is accurate.
- 5. Coherent:** Eliminate wordiness and technical jargon.
- 6. Complete:** Check with people in other departments to ensure you have not missed key information.
- 7. Courteous:** Be respectful of the time and effort participants are giving, and treat all points of view as valuable.

*\*Be sure to follow the DNV Editorial Guidelines (edoc #3167019)*

## Evaluate

### **STEP 8: SHARE YOUR RESULTS AND EVALUATE YOUR PERFORMANCE**

Before you launch your engagement strategy, establish milestones and metrics that will serve as indicators of success, and identify the tools you will use to gather feedback.

Each stage of your project should be documented and evaluated, both from the perspective of your team, and based on feedback from participants. Sharing these results with others will help everyone benefit from your lessons learned.

### **Five Steps to a Successful Evaluation**

- 1** Record the results of the engagement process, including all participant feedback on the project.
- 2** Document your methodology and process, and evaluate the success of your engagement against the guiding principles outlined on page 2.
- 3** Share the public's feedback with colleagues and other departments who may work on future phases of the project.
- 4** Report back the results to the public on how their feedback affected the outcome.
- 5** Share your own evaluation of your engagement process, for the purposes of continuous learning.

# PROJECT PLANNING WORKSHEET

Use these questions and frameworks to help design an engagement strategy for your next civic project.

## **PREPARE**

1. What is the project (define in some detail)

Blank response area for question 1.

2. Who is the project lead?

Blank response area for question 2.

3. Which other internal departments and individuals are involved?

Blank response area for question 3.

4. What are our objectives?

Blank response area for question 4.

5. What questions do we need answered in order to proceed with the project/decision?

6. Who are the audiences and stakeholders?

7. What are the potential impacts of the project to those audiences and stakeholders?

8. What information do audiences and stakeholders require?

9. How might audiences and stakeholders influence the decision?

10. Why do we need to engage?

11. What are the risks of NOT engaging?

12. How broadly should we engage?

## Check in with Communications & Community Relations

### DESIGN

13. What influence or impact will our participants have on the decisions?\*(  
Refer to the Six Levels of Public Engagement)

*\*Important note: If stakeholders have no opportunity to influence the decision or outcome with their participation, do not continue planning an engagement process. In this case, the appropriate action is "Inform." Please contact the Communications department for further assistance.*

**14.** What specific engagement tactics will we use?

Blank response area for question 14.

**15.** How long will the process be? Is it a simple question we need to answer, or is it a major item, requiring ongoing/multiple engagements and decision points through council?

Blank response area for question 15.

**16.** What platforms are best suited to telling this project's story?

Blank response area for question 16.

**17.** How will I invite participation?

Blank response area for question 17.

18. How will I report the findings - to participants, to Council?

**Check in with Communications & Community Relations**

**IMPLEMENT**

19. Now it is time to execute your plan, tell your story and invite response.

**Check in with Communications & Community Relations for assistance with this phase.**

**EVALUATE**

20. Did we achieve our objectives? Why or why not?

Yes  No

21. **Diversity** – Did we engage a wide range of voices? How?

Yes  No



**22. Accessibility** – Did we ensure barriers to participation were removed? How?

Yes  No

**23. Inclusion** – Were all relevant stakeholders identified and included?

Yes  No

**24. Relevancy** – Were the materials and questions provided meaningful and relevant to participants?

Yes  No

**25. Responsiveness** – How did the public engagement team respond to participant questions? Did the team follow up with participants with results?

Yes  No

**26. Respect** – Was the process respectful of participants' time and input? How?

Yes  No

**27. Communication** – Did the communication materials provide clear, objective, and helpful information to participants at appropriate phases of the project?

Yes  No

**28. Transparency** – Were the levels of involvement and influence clearly communicated with participants? Did we report back results and updates to participants?

Yes  No

**29.** Overall comments regarding the effectiveness of the engagement.

**30.** Was the process effective? Why or why not?

Blank response area for question 30.

**31.** What would you do differently next time?

Blank response area for question 31.

***Send your completed evaluation form, along with all participant feedback forms, to the Communications & Community Relations Department once your process is complete.***




DRAFT



355 West Queens Road  
North Vancouver, BC

604-990-2311  
[dnv.org](http://dnv.org)

AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Council Workshop	Date: <u>JULY 17, 2017</u>

 Dept. Manager	 GM/ Director	 CAO
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## The District of North Vancouver REPORT TO COMMITTEE

July 5, 2017  
File: 09.3800.01/00

**AUTHOR:** Brett Dwyer, Manager Development Services

**SUBJECT:** **New Construction Bylaw and Building Act Update**

**RECOMMENDATION:**

That the report titled "New Construction Bylaw and *Building Act* Update" from the Manager, Development Services dated July 5, 2017 be received for information.

**REASON FOR REPORT:**

To provide Council with background on a new draft Construction Bylaw and an update and implications of the *Building Act*.

**SUMMARY:**

Construction in the District is currently regulated by the Building Regulation Bylaw (Bylaw 7353), Electrical Bylaw (Bylaw 7464) and Gas Bylaw (Bylaw 7465). These bylaws require updating to align with current best practices, new processes and the new Provincial *Building Act*. It is proposed to consolidate the abovementioned bylaws into one new Construction Bylaw.

**BACKGROUND:**

The BC Building Code applies to all municipalities in BC (except for the City of Vancouver and lands under Provincial or Federal jurisdiction exempt by agreement) and has the same force and effect as if it were adopted as a District bylaw. Owners are fully responsible for carrying out the work or having the work carried out on their behalf in full compliance with the Code. It is however up to individual municipalities to determine how and if they regulate construction (i.e. plan review and approval, issuance of permits and undertaking of inspections). The District currently regulates construction through its Building, Electrical and Gas Bylaws.

The Province enacted the *Building Act* (the Act) in March 2015, and various section of the Act have come into force as enabling regulations have been adopted. The Act creates implications for the new Construction Bylaw as it places restrictions on a local government's ability to implement local building regulations, i.e. create regulations that go above and beyond what is prescribed in the BC Building Code.

**EXISTING POLICY:**

The current Building Regulation Bylaw was adopted by Council on December 1, 2003 and the Electrical and Gas Bylaws were both adopted by Council on May 17, 2004.

**ANALYSIS:**

In drafting the new Construction bylaw the process was driven by a number of guiding principles as follows:

- Reduce, where possible, municipal risk and exposure using the MIA Model Bylaw as a reference guide. The MIA Model Bylaw is a template bylaw developed and recommended by the Municipal Insurance Association.
- Shift from prescriptive to empowering regulation.
- Maintain a high level of occupant life safety and public safety.
- Consolidate construction related regulations where appropriate.
- Clarify matters or regulations that have been ambiguous or open to a range of interpretations.
- Reconcile inconsistent provisions.
- Delete repetitive, redundant or unnecessary provisions.
- Group like provisions together for ease of use.
- Encourage consistent standards for discretionary energy and fire regulations across the North Shore.

A draft of the new Construction bylaw is attached as Attachment 1.

**Fundamentals of the Construction Bylaw**

The bylaw sets out provisions for review and approval of construction projects; it sets out the inspection process and the requirements for project completion; it established requirements for security deposits, owner and constructor responsibilities; delegates certain powers to staff; establishes where professional certification is required; and regulates, as appropriate, building-related life safety matters. The bylaw also establishes ticketing provisions for infractions and non-compliances.

The bylaw specifies its scope in providing limited and interim spot checking during construction. It is not possible or practical for a municipality to go beyond this limitation. It does not impart on the District any responsibility for ensuring compliance with the Building Code (this ultimately rests with the property owner), it does not provide any warranty of design or workmanship, it does not protect owners from economic loss nor does it provide any warranty that the construction is free from defects.

The bylaw adopts an approach of spot checking during construction for Simple Buildings where inspections will be carried out at predetermined stages of construction (i.e. footings, framing and final) and adopts an approach of Compliance Monitoring for Complex Buildings where the District will rely upon professional assurances for design, field review and compliance.



### **Bylaw Changes and Improvements**

The following is a list of notable changes or improvements from the current Building Regulation Bylaw:

1. The revised bylaw will consolidate the Building, Electrical and Gas Bylaws so that these construction related regulations are contained in one bylaw.
2. Requirement for construction notice to be placed on construction sites with relevant information including contractor contact information and permitted construction hours to better inform the neighbours and nearby residents.
3. Requirement added for "Preconstruction Meeting" for single family new construction projects to go over 'Good Neighbour' requirements and possible site specific issues with the contractor to minimise impacts to adjoining property owners and the neighbourhood in general.
4. Revision and rationalization of the required inspections.
5. Requirement for a building envelope professional for new single-family construction.
6. Provisions to enable the District to move towards a risk-based approach to inspections, where low risk inspections for a high performing contractor can be waived (based on recorded performance measures) to free up inspectors' time for more value-added tasks and duties.
7. Enable a single security deposits taken on a construction project to do multiple duties. i.e. rather than take separate security deposits for building and landscape, tree replacement, soil and driveway removal, take one adequate security deposit that can serve as security for a range of purposes.
8. Strengthened environmental controls with corresponding ticketing provisions.
9. Bylaw simplified by moving many of the detailed application requirements to a Master Requirement List.

### **The *Building Act***

The *Building Act* received royal assent on March 25, 2015, although many of its provisions have only come into effect with the creation of subsequent supporting or enabling regulations. The benefits provided by the Act, as stated by the Province, are to promote consistency of code application, competency of building officials and innovation in construction.

The main matters contained within the Act for local government consideration are the broad powers provided to the Minister, the restriction on local building requirements and the requirement for qualified building officials.

### **Broad Powers**

The Act gives the Minister very broad powers to create regulations that could potentially dictate how municipalities undertake review, inspections and enforcement related to construction projects. The Province, through the Building Safety Standards Branch, has stated that it does not intend to regulate how municipalities administer and enforce the code however the Act clearly allows for this.

For example, the Act gives the Minister the power to make regulations that may:

- (a) prescribe requirements in respect of building activities;
- (b) prescribe requirements for the reduction of safety risks on sites where building activities occur;
- (c) prescribe requirements in respect of one or more of the following:
  - (i) the design of buildings or planning of building activities;
  - (ii) the inspection of buildings or building activities;
  - (iii) the designs, plans, notices, reports or other records relating to an activity referred to in subparagraph (i) or (ii);
  - (iv) the preparation, retention or inspection of records;
  - (v) any other matter that the minister considers necessary or advisable.

It is not known at this time if any additional regulations will be pursued by the Province. Staff will monitor Provincial actions and update Council as appropriate.

#### Qualification of Building Officials

Under the Act building officials working for local governments will need to be qualified if they are making decisions about compliance with the BC Building Code. The Act establishes mandatory minimum qualifications for "Building Officials". The extent to which a Building Official will be able to work on a particular class of building or construction project will be dependent on their level of qualification. This relates to all stages of review and construction. For example, a building official that reviews and approves Part 9 buildings (primarily single family dwellings) is required to have a minimum building level 1 class qualification. Similarly a building official inspecting Part 9 buildings requires the same level qualifications. Likewise a building official reviewing, approving or monitoring construction on Part 3 buildings (larger complex buildings) is required to have and maintain building level 3 class qualifications. A transition period of 4 years was provided from the effective date of February 28, 2017 intended to give individuals time to undertake the required training, exams and experience. This provision will take effect on February 28, 2021. Current District staff are well positioned for this transition date and appropriate hiring practices and training opportunities have been put in place to ensure the District meets these future requirements.

#### Restriction on Local Building Requirements

The Act restricts local government from regulating to a higher standard any matter regulated by the BC Building Code. This restriction applies to any local building requirement contained in a bylaw that sets a higher standard than that in the BC Building Code. Examples of local building requirements would include green building density bonus zoning in the District's Zoning bylaw and stacked rock wall prohibition in the Building Regulation bylaw. A 2-year grace period was provided from the effective date of December 15, 2015 so that after December 15, 2017 any provision regulating to a standard higher than the BC Building Code would have no effect. The exception to this relates to 'Unrestricted matters' and 'Time-limited unrestricted matters' which have been listed in the subsequent Building Act General Regulation as well as matters that have been deemed 'Out of Scope' by the Province. The rationale under which a matter may be designated as Unrestricted is if the matter relates to a



specific physical location or local circumstance that local governments are best suited to regulate, or matters for which a local government aims to achieve are primarily non-BC Building Code objectives using an existing statutory authority, and the enacted technical building requirement is necessary to achieve the objective. Time-limited unrestricted are matters that could be the subject of a new or revised BC Building Code requirement or a local government variation request.

Where the District wishes to continue to regulate matters related to the BC Building Code, section 219 covenants may be used. However, these are only available where a project requires a discretionary approval such as OCP amendment, rezoning or temporary use permit.

In addition, the Province has established an Energy Step Code which allows local governments to establish, by bylaw, higher building energy performance standards. There are also provisions for a local government to apply to the Province where they feel a local building requirement is appropriate for a 'Local Variation'. Provincial consideration of local variations are subject to prescribed cost-recovery provisions.

Each of the above-noted exceptions are discussed in the following sections.

#### Unrestricted Matters

Unrestricted matters are listed matters that are not subject to the restrictions on local building requirements under the Act. This means that these matters can be regulated by a local government to a higher or enhanced standard beyond the BC Building Code. The unrestricted matters listed in the regulation are as follows:

1. Parking stalls for persons with disabilities;
2. Design of access for firefighting;
3. Water supply for firefighting;
4. Flood construction regulation;
5. Heritage protection;
6. Development Permit requirements for wildfire, form and character, and conservation of energy and water and reduction of greenhouse gas emissions;
7. District energy systems;
8. Sound transmission into buildings; and
9. Radio repeater systems for emergency communications.

Subsequently, any bylaw regulating these matters will remain valid after Dec 15, 2017. Given the list of unrestricted matters staff are proposing that regulations relating to sound transmission into buildings and radio repeaters for emergency communication be included in the new construction bylaw.

#### Time-Limited Unrestricted Matters

Time-limited unrestricted matters are matters listed in the regulation that are not subject to the restrictions on local building requirements under the Act but only up until Dec 15, 2017. This means that these matters can be regulated by a local government to a higher or enhanced standard beyond the BC Building Code provided the requirement is created



before, and not amended after, Dec 15, 2017. The time-limited unrestricted matters listed in the regulation are as follows:

1. Fire sprinklers;
2. Accessibility of buildings; and
3. Adaptable dwelling units.

Given this list of time-limited unrestricted matters staff will be maintaining the fire sprinkler provision and adding a provision for compliance with the District's Accessible Design Policy.

#### Out of Scope matters

In addition to unrestricted matters the Province has indicated that certain other matters are 'out of scope' and subsequently not subject to the *Building Act* provisions which limit the ability of a local government to regulate. These include electric vehicle charging infrastructure, testing of backflow prevention devices, cross-connections outside of property line and screening of rooftop mechanical equipment. In this regard the District can continue to regulate and/or manage these matters as appropriate.

#### Section 219 Covenants

Section 219 covenants are seen as an available vehicle to achieve what may otherwise be considered a local building regulation. Section 219 covenants are generally negotiated for a variety of matters through the rezoning process, currently including green building standards, accessible design, stormwater management, etc. Where a matter would otherwise not be allowed as local building requirement a section 219 covenant could be used. For example, on a sloping site being redeveloped staff may deem it appropriate to require a section 219 covenant prohibiting the use of stacked rock walls. Without such covenant staff could not limit the use of stacked rock walls at the building permit stage as this would be considered a local building requirement. Equally, a 219 covenant could be used to manage other matters.

#### Local Variations

The Act permits a local government to request a 'local authority variation' as a way of addressing local needs. It is assessed on a cost-recovery basis and requires the Minister's approval. An example of a local variation that the District may wish to pursue would be the prohibition of stacked rock retaining walls which would otherwise be considered a local building requirement and have no effect after Dec 15, 2017.

#### Energy Step Code

The BC Energy step code was created by a Ministerial Order under the *Building Act* on April 7, 2017. The Step Code is a series of incremental steps that prescribe progressive performance targets related to building energy efficiency from the current BC Building Code requirements to net zero ready buildings. The Energy Step Code only applies to new buildings and entirely new additions. It is a voluntary tool that local governments can use to encourage or require the construction of more energy efficient buildings in a predictable way. The expectation from the Province is that by 2032 all new buildings will be net zero energy ready. The Province defines a net zero ready building as a building built to high energy-

efficiency standards such that it could (with additional measures) generate enough onsite energy to meet its own energy needs.

Under the Energy Step Code the Province has created 5 steps for Part 9 (single family) buildings. The higher the step, the higher the energy performance of the building, with step 5 being 'net zero ready'.

The BC Energy Step Code: Steps for Part 9 Buildings



For certain Part 3 Buildings (multi-family residential, mercantile, business and personal service) the Step Code prescribes up to 4 steps; step 4 being the highest from an energy performance perspective.

The following table shows the 4 energy steps for Group C classification (residential) buildings. Each increasing step prescribes a decreasing maximum total energy use intensity and maximum thermal energy demand intensity that the building will need to meet. All building designed and built under the step code will require energy modelling upfront and airtightness testing during construction.



**Energy Performance Requirements for Residential Occupancies**  
 Forming Part of Sentences 10.2.3.3.(1) and (2)

Step	Equipment and Systems – Maximum Total Energy Use Intensity (kWh/m <sup>2</sup> ·year)	Building Envelope – Maximum Thermal Energy Demand Intensity (kWh/m <sup>2</sup> ·year)
1	Conform to Part 8 of the NECB	
2	130	45
3	120	30
4	100	15

The following table shows the 3 energy steps for Group D and E classification (commercial and retail) buildings. Again, each increasing step prescribes a decreasing maximum total energy use intensity and maximum thermal energy demand intensity that the building will need to meet with required energy modelling and airtightness testing.

**Energy Performance Requirements for Business and Personal Services or Mercantile Occupancies**  
 Forming Part of Sentences 10.2.3.3.(1) and (2)

Step	Equipment and Systems – Maximum Total Energy Use Intensity (kWh/m <sup>2</sup> ·year)	Building Envelope – Maximum Thermal Energy Demand Intensity (kWh/m <sup>2</sup> ·year)
1	Conform to Part 8 of the NECB	
2	170	30
3	120	20

The Province is encouraging municipalities that want to implement the step code to implement the lower steps only initially and gradually 'ladder up' to the higher steps.

<b>BC Energy Step Code: Lower and Higher Steps</b>		
Building Type	Lower Steps	Higher Steps
Part 3 Residential	Steps 1 and 2	Steps 3 and 4
Part 9 Residential	Steps 1, 2 and 3	Steps 4 and 5

Staff have had discussions with our counterparts at the City of North Vancouver and the District of West Vancouver with a view to creating a unified North Shore approach to the Step Code. Coming out of these discussion there was consensus to start at Step 1 as of Dec 15, 2017, then move to Step 2 on July 1, 2018, but developments that require rezoning are to meet Step 3.

As part of the step code roll out the Province has undertaken significant industry consultation and readiness surveys so that industry is ready as local governments adopt and bring the step code online.

**Implications of the Energy Step Code for Existing Policies**

As the *Building Act* will not allow municipalities to regulate building energy efficiency other than in accordance with the step code the District's current Green Building Policy will not be able to be enforced. Furthermore the modest density bonus provisions in the zoning bylaw will no longer have any effect after Dec 15, 2017, and should be removed as a housekeeping amendment to the zoning bylaw.



Given that the step code will be the vehicle to manage building energy efficiency it may also be appropriate to consider amending or removing the policies related to District Energy in the Official Community Plan.

**Potentially Impacted Bylaws and Policies**

The following table provides a list of bylaws and policies that are potentially impacted by the *Building Act* and its limitations on local building requirements.

<b>Bylaw or Policy</b>	<b>Current Implementation</b>	<b>Comment</b>
Green Building Strategy (policy)	Green Building rating system and energy performance requirement negotiated through rezoning and secured by s219 covenant.	Transition to Step Code will supersede Green Building Strategy.
Density Bonus general provisions (zoning bylaw)	'As a right' for zoned properties.	Transition to Step Code will supersede requirement for these provisions.
Accessible Design Policy (Policy)	Negotiated through rezoning and implemented with Development Covenant.	Time-limited unrestricted matter so can be incorporated as a requirement into Construction Bylaw.
Sound Transmission into Buildings (Bylaw)	Generally created as a site specific zoning regulation through rezoning.	As an unrestricted matter can now be included as a general provision in the Construction bylaw.
Fire Sprinklers (Bylaw)	Current Building Regulation bylaw.	As a time-limited unrestricted matter the current provisions can be ported over to the new Construction bylaw.
Radio repeaters	Negotiated through rezoning.	As an unrestricted matter the requirement for radio repeaters for emergency communication will be included in the new Construction bylaw.
Stacked rock walls (bylaw)	Currently prohibited in Building Regulation bylaw	No longer permitted to be regulated under the <i>Building Act</i> . If appropriate s219 covenant could be negotiated through rezoning process or the District may wish to apply to the Province for a Local Variation.



**Environmental Considerations**

The proposed Construction Bylaw includes a number of important policy changes that will allow DNV staff to manage the impacts of construction in a proactive manner. Currently, the bylaws that address environmental protection are mainly reactive in their implementation. Damage or impact happens and then staff take enforcement action. Building, Legal and Environment staff have collaborated on the proposed Construction Bylaw resulting in new policy that will allow staff to prevent unnecessary environmental impacts. Trained staff will now be able to identify construction activity with potential for fouling of our streams, storm sewers and roadways and require immediate implementation of better management practices. Failure to mitigate or reduce the potential for environmental damage will be subject to penalties under the new bylaw.

The proposed bylaw will also consider and integrate important procedural steps for projects that involve both Building as well as Development permits. This is another important step to ensure that recommendations developed by qualified professionals (relating to site safety) during the Development Permit process are carried through to the Building Permit process.

The process for securing environmental restoration, planting and other enhancement work, as a condition of permits, will also be strengthened with the new bylaw.

The Construction Bylaw will require 4 readings by Council. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings can be done at the same time with 4<sup>th</sup> reading (adoption) at a subsequent Council meeting. After feedback at the Council workshop it is anticipated that the finalized Construction bylaw will be brought back to Council in the Fall for the required readings, prior to December 15<sup>th</sup>, 2017.

**Concurrence:**

Staff have worked closely with Legal, Environment and Fire Department in the drafting of the Construction Bylaw.

**Liability/Risk:**

Adoption of the new Construction Bylaw will reduce the District's liability exposure.

**Conclusion:**

The Building Regulation Bylaw requires updating and revision to align with current best practices, new processes and the new Provincial *Building Act*. It is proposed to consolidate related bylaws into a new Construction Bylaw.

Respectfully submitted,



Brett Dwyer, Chief Building Official  
Manager Development Services

<b>REVIEWED WITH:</b>		
<input type="checkbox"/> Sustainable Community Dev. _____	<input type="checkbox"/> Clerk's Office _____	External Agencies:
<input type="checkbox"/> Development Services _____	<input type="checkbox"/> Communications _____	<input type="checkbox"/> Library Board _____
<input type="checkbox"/> Utilities _____	<input type="checkbox"/> Finance _____	<input type="checkbox"/> NS Health _____
<input type="checkbox"/> Engineering Operations _____	<input checked="" type="checkbox"/> Fire Services _____	<input type="checkbox"/> RCMP _____
<input type="checkbox"/> Parks _____	<input type="checkbox"/> ITS _____	<input type="checkbox"/> Recreation Com. _____
<input checked="" type="checkbox"/> Environment _____	<input checked="" type="checkbox"/> Solicitor _____	<input type="checkbox"/> Museum & Arch. _____
<input type="checkbox"/> Facilities _____	<input type="checkbox"/> GIS _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Human Resources _____		

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# THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER

## BYLAW \_\_\_\_\_

A bylaw for the Administration and Enforcement of the *Building Code*

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WHEREAS the Province of British Columbia has enacted the British Columbia *Building Code* to govern standards in respect of the *construction*, alteration, repair and demolition of *buildings* and *structures* in municipalities and regional districts in the Province;

AND WHEREAS the Province by enactment has authorized the Council, for the health, safety and protection of persons and property, to regulate the *construction*, alteration, repair or demolition of *buildings* and *structures* by bylaw;

NOW THEREFORE the Council of the District of North Vancouver, in open meeting assembled, enacts as follows:

### PART 1 INTERPRETATION

#### Citation

1.1 This bylaw may be cited as “**CONSTRUCTION BYLAW \_\_\_\_\_, 2017**”.

#### Definitions

1.2 In the absence of specific definition in section 1.4, the words used in this bylaw have the meaning, if any, given to them by definition in the *Community Charter*, S.B.C. 2003 c. 26, as amended or replaced.

1.3 In this bylaw the following words and terms have the meanings set out in Section 1.4.1.2 of the *Building Code* as of the date of the adoption of this bylaw: *assembly, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, detention occupancy, excavation, field review, firewall, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, private sewage disposal system, registered professional, residential occupancy and unsafe condition.*

1.4 In this bylaw:

*addition* means any *alteration* to a *building* which will increase the total aggregate floor area or the *building height*;

*alteration* means any change, repair or modification of the *construction* or arrangement of any *building* or *structure* or to an *occupancy* regulated by this bylaw;

*Approving Officer* means the person appointed by the *Council* as the Approving Officer

under the *Land Title Act* and includes his or her deputy;

*architect* means a person who is a member in good standing of The Architectural Institute of British Columbia pursuant to the *Architects Act*, RSBC 1996, c. 17, as amended or replaced;

*assessed value* means the value of the property determined by the BC Assessment Authority pursuant to the *Assessment Act*, RSBC 1996, c. 20;

*Authorized Person* means the General Manager – Engineering, Parks and Facilities or a person appointed by the General Manager – Engineering, Parks and Facilities to act as his or her deputy;

*B.C. Natural Gas and Propane Code* has the meaning given to it in the *Gas Safety Regulation*;

*Building Code* means the current edition of the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended, re-enacted or repealed and replaced from time to time;

*building official* means the *Chief Building Official* and the building inspectors, plan checkers, plumbing inspectors, mechanical inspectors and electrical inspectors designated or appointed by the *District*;

*building permit* means a *permit* issued under Parts 5, 6, 7 or 8 of this bylaw;

*building review* means an audit check by a *building official* of representative elements of a *building* or *structure* prior to or under *construction* for the purposes of the *health and safety aspect of the work*;

*bylaw enforcement officer* means the person(s) appointed by the *District* whose duties include enforcing and carrying out the provisions of this bylaw;

*Chief Building Official* means the person designated or appointed to that position by the *District* and any *person* named by the Council to act in place of the *Chief Building Official*;

*Community Charter* means the *Community Charter*, SBC 2003, c. 26, as amended or replaced;

*complex building* means:

- (a) all *buildings* used for *major occupancies* classified as:
  - (i) *assembly occupancies*,
  - (ii) *care or detention occupancies*, or
  - (iii) *high hazard industrial occupancies*, or
- (b) all *buildings* exceeding 600 square meters in *building area* or exceeding three storeys in *building height* used for *major occupancies* classified as:

- (i) *residential occupancies,*
- (ii) *business and personal services occupancies,*
- (iii) *mercantile occupancies, or*
- (iv) *medium and low hazard industrial occupancies;*

*construct* or *construction* includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore;

*Council* means the elected council of the *District*;

*demolition permit* means a *permit* authorizing the demolition of a *building* subject to the terms and conditions specified in sections 4.41 and 4.43 of this bylaw;

*designer* means the *person* responsible for design and, unless the requirement is waived under an enforcement policy of the Council, if required under this bylaw or the *Building Code* must be an *architect* or *engineer*;

*development permit* means a permit for development in an area designated as a development permit area by the *District's* Official Community Plan Bylaw 7900;

*development permit area* means an area designated as a development permit area by the *District's* Official Community Plan Bylaw 7900;

*District* means the Corporation of the District of North Vancouver;

*Do Not Occupy Notice* means a notice posted by a *building official* pursuant to section 4.63;

*Electrical Code* has the meaning prescribed in the *Safety Standards Act* and *Electrical Safety Regulation*;

*electrical work* has the meaning prescribed in the *Safety Standards Act*, *Electrical Safety Regulation*;

*electrical permit* means a *permit* issued under Part 11 of this bylaw;

*Electrical Safety Regulation* means the *Electrical Safety Regulation* under the *Safety Standards Act* (BC Reg. 186/2009);

*Energy Step Code* means the British Columbia Energy Step Code established by the *Building Code*;

*engineer* means a person who is a professional engineer and/or geoscientist and member in good standing of The Association of Professional Engineers and Geoscientists of the Province of British Columbia pursuant to the *Engineers and Geoscientists Act*, RSBC 1996, c. 116, as amended or replaced;

*Engineering Services Agreement* means an agreement between the *District* and the *owner* regarding the provision of off-site works and services entered into in accordance with the Development Servicing Bylaw;

*Environmental Protection and Preservation Bylaw* means the District's Environmental Protection and Preservation Bylaw No. 6515;

*environmental protection officer* means the person designated or appointed to that position by the *District* and includes a designate;

*field safety representative* has the meaning prescribed in the *Safety Standards Act*, *Safety Standards General Regulation*;

*Gas Safety Regulation* means the *Gas Safety Regulation* under the *Safety Standards Act* (BC Reg. 290/2010);

*gas work* means regulated work in respect of gas equipment or a gas system for which the *District* is entitled to issue a *permit* under this bylaw and under the *Gas Safety Regulation*;

*health and safety aspects of the work* means design and *construction* related only to fire and life safety provisions of the *Building Code* regulated by Part 3, and Sections of Part 9.4 to 9.10, 9.13 to 9.25, 9.27, 9.28, and 9.31 to 9.37 of the *Building Code*; and for certainty, does not include design or *construction* of building envelope, mechanical systems, or structural elements where there are Letters of Assurances submitted by the *registered professionals*;

*heating system* includes forced air duct and hydronic piping distribution systems;

*licensed gas contractor* has the meaning prescribed in the *Gas Safety Regulation*;

*Master Requirements List* means the *District's* list of requirements for the information, forms, and plans to be included in an application for a *permit* provided by the Building Department of the *District* and/or available on the *District's* website;

*mechanical permit* means a *permit* issued under Part 10 of this bylaw and includes an installation permit under the *Gas Safety Regulation*;

*mechanical work* includes work on *plumbing* and *heating systems* and any other work for which a *mechanical permit* is required under this *Bylaw* and includes *gas work*, but does not include any mechanical work that is not specifically regulated under the *Building Code*;

*Municipal Solicitor* means the person designated or appointed to that position by the *District* and any *person* named by the *Council* to act in place of the *Municipal Solicitor*;

*occupancy permit* means an occupancy permit issued by the *District* under section 5.23 to 5.26 of this bylaw;

*owner* means the person who is the *owner* as defined in the *Building Code* or an agent of that person;

*permit* means a permit under this bylaw, including a *building permit*, *electrical permit*, *mechanical permit* or *occupancy permit*;

*plumbing* includes all or any part of a drainage system, venting system, sanitary sewage system or water system, and includes fire sprinklers;

*pool* means a *structure* or depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth exceeding 0.5 m;

*professional design* means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

*project* means any construction operation for which a *permit* is required under this bylaw;

*qualified person* has the meaning prescribed in section 20.112(1) of the *Occupation Health and Safety Regulation*, BC Reg 296/97, as amended or replaced from time to time;

*registered professional* means an *architect* or an *engineer*;

*retaining wall* means a wall, or a series of walls, constructed for the purpose of supporting or confining earth, water or other material and restraining it from moving, which:

- (a) exceeds 1.22 m (4 ft) in height above the lesser of natural or finished grade; or
- (b) in the case of a series of walls, if any of the walls extend above a line commencing 1.22 metres above the lesser of natural or finished grade at the base of any of the walls and projected at an angle of one linear unit vertically to one unit horizontally;

*Safety Standards Act* means the *Safety Standards Act*, SBC 2003, c. 39;

*security deposit* means the amount to be deposited with District in accordance with section 5.7;

*simple building* means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square meters and used for *major occupancies* classified as:

- (a) *residential occupancies*;
- (b) *business and personal services occupancies*;
- (c) *mercantile occupancies*; or

(d) *medium and low hazard industrial occupancies;*

*Stop Work Order Notice* means the notice in a form specified by the *Chief Building Official* directing that work be immediately suspended pursuant to section 4.58 or 4.59;

*structure* means any construction or portion thereof of any kind, whether fixed to, supported by, or sunk into land or water;

*temporary building* includes a sales office, construction office or a *structure* in which tools are stored during construction of a *building* or other *structure*;

*Tree Protection Bylaw* means the District's Tree Protection Bylaw No. 7671;

*value of the work* means the amount calculated as follows:

- (a) for construction of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of:
  - (i) the declared value of the work, or
  - (ii) the value calculated using Schedule A; or
- (b) for all other construction, the greater of:
  - (i) the declared value of the work, or
  - (ii) the value calculated using a method stipulated in the "Marshall Valuation Service" or "RS Means".

*Zoning Bylaw* means the *District's Zoning Bylaw* No. 3210.

### **Administrative Directions**

- 1.5 Words defining the authority of a *building official* are to be construed as internal administrative directions and not as creating a duty.

### **Abbreviations**

- 1.6 The abbreviations of words and phrases in this bylaw have the meanings assigned to them by the *Building Code*.

## **PART 2 PURPOSE OF BYLAW**

- 2.1 This bylaw is enacted for the purpose of regulating construction within the District of North Vancouver in the general public interest. The activities undertaken by or on behalf of the *District* under this bylaw are for the sole purpose of providing a limited and interim spot checking function for reasons of the health, safety and protection of persons, property and the environment. This bylaw and the acceptance or review of plans, drawings, specifications and supporting documents, *building reviews* or inspections made by or on behalf of the *District* do not:

- 2.1.1 constitute a representation, warranty, assurance or statement that any work undertaken pursuant to *permits* issued by the *District*:
- (a) is free from latent, or any, defects;
  - (b) complies with the *Building Code*, this bylaw or any other applicable standards or enactments; or
  - (c) meets any standards in respect of design, materials or workmanship;
- 2.1.2 in any way relieve the *owner* or his or her representatives from full and sole responsibility to perform the work in strict accordance with the *Building Code*, the *Gas Safety Regulation*, the *Electrical Safety Regulation*, this bylaw, other *District* bylaws and any other applicable enactments respecting safety;
- 2.1.3 protect *owners*, *owner/builders* or *constructors* from economic loss;
- and no person may rely on this bylaw or any of those acts as establishing compliance with the *Building Code*, this bylaw or any standard of construction.

- 2.2 This bylaw is to be interpreted in accordance with the purposes set out in section 2.1, notwithstanding any other provision in this bylaw.

### PART 3 APPLICATION

#### Application

- 3.1 Notwithstanding the issuance of a *permit* under this bylaw, an *owner* must comply with all applicable requirements in the *Zoning Bylaw*, the *Environmental Protection and Preservation Bylaw*, the *Tree Protection Bylaw* and any applicable development *permit area* requirements.
- 3.2 This bylaw applies to:
- 3.2.1 the design, *construction* and *occupancy* of new *buildings* and *structures*;
  - 3.2.2 the alteration, reconstruction, demolition, removal, relocation and *occupancy* of existing *buildings* and *structures*; and
  - 3.2.3 existing *buildings* and *structures* in the circumstances set out in sections 3.4 to 3.6.
- 3.3 This bylaw does not apply to:
- 3.3.1 *buildings* and *structures* exempted by Part I of the *Building Code* except as expressly provided herein;
  - 3.3.2 a fence permitted to be *constructed* under the *Zoning Bylaw*, except as provided for in Part 8 - Pools;

- 3.3.3 paving;
- 3.3.4 a retaining *structure* that is not a *retaining wall*;
- 3.3.5 an accessory *building* with a floor area less than 10 square metres or a trellis, arbour or other such landscape feature on a parcel zoned for single family residential uses under the *Zoning Bylaw*;
- 3.3.6 non-structural repair and maintenance of lawfully-conforming *structures* on a parcel zoned for single-family residential use under the *Zoning Bylaw*;
- 3.3.7 the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, or the replacement of tubs, showers, toilets, lavatories or sinks if the work does not involve or require the rearrangement of valves, pipes or fixtures or hot water tanks.
- 3.3.8 electrical work to which the Electrical Safety Regulation does not apply;
- 3.3.9 *gas work* to which the *Gas Safety Regulation* does not apply.

#### **Limited Application to Existing *Buildings***

- 3.4 If an application is made for a *building permit* to re-construct an existing *building* or a *structure* that is damaged or destroyed by fire, decay, storm, earthquake or otherwise to the extent of 150 percent or more of its *assessed value* above its foundations, as determined by the *building official*, then the entire *building* or *structure*, including those portions that are not damaged or destroyed, must comply with this bylaw and all other applicable District bylaws as if the entire *building* or *structure* were a new *building* or *structure*.
- 3.5 If an application is made for a *building permit* for an *alteration* or *addition* to an existing *building*, other than a single family residential *building*, the balance of the *building* must be upgraded to a level consistent with Schedule B.
- 3.6 If an *alteration* is limited to a suite intended for a Group A Division 2, D, E or F2 *occupancy* under the *Building Code* and if the *occupancy* load for that suite exceeds 60 persons, the suite area and its means of egress must be upgraded to a level consistent with Schedule B and:
  - 3.6.1 materials approved for one-hour fire resistive *construction* must be installed on the suite side of the suite separation, or
  - 3.6.2 the *building* must either have been *constructed* or upgraded to a level consistent with Schedule B within the last 20 years.



## PART 4      ADMINISTRATION AND POWERS, ROLES AND RESPONSIBILITIES

### Local Safety Manager

- 4.1 The *Chief Building Official* is the local safety manager under the *Safety Standards Act* and associated regulations and has all of the powers of a local safety manager under said enactments.

### Powers

- 4.2 Council delegates to the *Chief Building Official* the authority to:
- 4.2.1 administer this bylaw;
  - 4.2.2 establish the form and content of application forms and other forms, plans or documents to be submitted as part of an application for a *permit*;
  - 4.2.3 establish the form and content of the Master Requirements List;
  - 4.2.4 establish the terms and conditions of obtaining and continuing to hold a *permit* pursuant to section 15 of the *Community Charter*;
  - 4.2.5 issue and revoke *permits* under this bylaw;
  - 4.2.6 withhold a *building permit* that conflicts with bylaws in preparation in accordance with section 463 of the *Local Government Act*, RSC 2015, c. 1;
  - 4.2.7 issue a *demolition permit* without a *building permit* where significant health and safety concerns exist if the *building* is not demolished;
  - 4.2.8 require an applicant for a *building permit* to provide certification by a qualified professional that the plans submitted with the *permit* application, or specified aspects of those plans, comply with the *Building Code* and other applicable enactments respecting safety;
  - 4.2.9 require an applicant for a *building permit* to establish whether a method or type of *construction* or material used in *construction* of a *building* or *structure* complies with the requirements of this bylaw and the *Building Code*;
  - 4.2.10 direct that tests of materials, equipment, devices, *construction* methods, structural assemblies or foundations be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* expense, where such evidence or proof is necessary to determine whether the material, equipment, device, *construction* or foundation condition complies with this bylaw and the *Building Code*; and
  - 4.2.11 require an applicant for a *building permit* in relation to a *building* that was *constructed* prior to 1990 to provide a hazardous materials report and

confirmation prepared by a *qualified person* in accordance with section 20.112 of the *Occupation Health and Safety Regulation*, BC Reg 296/97, as amended or replaced from time to time.

- 4.2.12 waive, in whole or in part, the requirements for a site plan, if the *building permit* is in relation to the repair or *alteration* of an existing *building* or *structure*;
  - 4.2.13 waive the requirement for a *building review* under section 5.24 of this bylaw;
  - 4.2.14 designate and alter the numbering of *buildings*.
- 4.3 The *Chief Building Official* may order the correction of any work that is being or has been done in contravention of this bylaw or any other bylaw of the *District* and, without limiting the generality of the foregoing, the *Chief Building Official* may order:
- 4.3.1 a *person* who contravenes any provision of this bylaw to comply with the provision and specify the time within which the work must be completed;
  - 4.3.2 an *owner* to have work inspected by a *building official* prior to covering;
  - 4.3.3 an *owner* to uncover any work that has been covered without *building review* contrary to this bylaw or an order issued by the *Chief Building Official*;
  - 4.3.4 a stop work order under sections 4.61 and 4.62;
  - 4.3.5 the removal of any *building*, *structure* or part of them *constructed* in contravention of a provision of this bylaw;
  - 4.3.6 the cessation of any *occupancy* in contravention of this bylaw;
  - 4.3.7 an *owner* to correct any unsafe conditions;
  - 4.3.8 an *owner* to correct any work that contravenes this bylaw, the *Building Code*, or any other *District* bylaws; and
  - 4.3.9 the removal of any unauthorized encroachment on *District* property.
- 4.4 Every person served with an order under section 4.3 must comply with the order within the time stated in the order.

### **Right of Entry**

- 4.5 *A building official:*
- 4.5.1 may enter any land, *building*, *structure* or premises at any reasonable time in order to ascertain whether the terms of this bylaw are being observed;
  - 4.5.2 where any residence is occupied, will obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry;
  - 4.5.3 will carry credentials confirming his or her status as a *building official*.

## Permit Required

- 4.6 A *permit* is required for any work regulated under this bylaw.
- 4.7 Without limiting section 4.6, and unless specifically exempted under a provision of this bylaw, every person must obtain a *permit* before:
- 4.7.1 *constructing*, repairing or altering a *building* or *structure*, including a *temporary building* or *structure*;
  - 4.7.2 changing the use, *occupancy*, or both, of a *building* or *structure* or part of a *building* or *structure*;
  - 4.7.3 installing or modifying a commercial cooking facility or ventilation system used in a process producing grease laden vapours;
  - 4.7.4 installing or modifying a fire alarm system or fire sprinkler system;
  - 4.7.5 moving a *building* or *structure*;
  - 4.7.6 demolishing a *building* or *structure*;
  - 4.7.7 occupying a new *building* or *structure*;
  - 4.7.8 installing, *constructing*, repairing or altering a masonry fireplace or a wood burning appliance or chimney, unless the works are encompassed by another valid *building permit*;
  - 4.7.9 installing, altering or repairing plumbing or heating systems or performing other *mechanical work*; or
  - 4.7.10 performing *electrical work*.
- 4.8 Applications for a *permit* must be submitted in the form specified by the *Chief Building Official*.

## Requirements of Permit

- 4.9 Every *owner* must comply with the requirements and conditions of this bylaw and any *permit* issued under this bylaw.

## Lapse of Application

- 4.10 A *permit* application lapses 180 days from the date on which a complete application is received, unless the *permit* has not been issued because of delays caused solely by the *District*.

### Expiration of Permit

- 4.11 A *permit* expires and the rights of the *owner* under the *permit* terminate if:
- 4.11.1 the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*; or
  - 4.11.2 work is discontinued for a period of 180 days or more; or
  - 4.11.3 the work is not completed within two years of the date of issuance of the *permit*.

### Permit Extension

- 4.12 A *building official* may extend the period of time set out under section 4.11 by up to six months if:
- 4.12.1 the work authorized by the *permit* has not been commenced or has been delayed or discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control or if the size and complexity of the *construction* warrants;
  - 4.12.2 an application for the extension is made within 30 days of the date of *permit* expiration; and
  - 4.12.3 the *owner* has paid the fees prescribed in the Fees and Charges Bylaw 6481.

### Refusal to Issue Permit

- 4.13 A *building official* may refuse to issue a *permit* where:
- 4.13.1 in his or her opinion the proposed work contravenes the *Building Code*, this bylaw or the provisions of any other bylaw of the *District*; or
  - 4.13.2 the *owner* has been notified of a violation of this bylaw about the *construction* of another *building* or *structure* by the *owner*.

### Permit Revocation

- 4.14 The *Chief Building Official* may revoke a *permit* if:
- 4.14.1 there is a violation of:
    - (a) a condition under which the *permit* was issued;
    - (b) a requirement of the *Building Code*, *Electrical Code*, *BC Natural Gas and Propane Code*, or the *BC Safety Act* and associated regulations;
    - (c) a requirement or prohibition under this bylaw or another bylaw of the *District*;

- 4.14.2 the *permit* was issued in error or based on false information;
- 4.14.3 the applicant has failed to obtain any permit required under another *District* bylaw; or
- 4.14.4 a circumstance arises that creates a risk that was not known or did not exist at the time the *permit* was issued.

### **Permit Cancellation**

- 4.15 An *owner*, or his or her *agent*, may cancel a *permit* application by delivering written notification of cancellation to the *Chief Building Official*.
- 4.16 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *Chief Building Official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *Chief Building Official* may cancel the *permit*.

### **Permit Transfers**

- 4.17 A *permit* or an application for a *permit* may not be transferred or assigned until the *owner* has notified the *Chief Building Official* in writing, the *owner* has paid the fee required in the Fees and Charges Bylaw 6481, and the *Chief Building Official* has authorized the transfer or assignment in writing. The transfer or assignment of a *permit* is not an extension of a *permit*.
- 4.18 Any *security* being held by the District in respect of a *permit* that has been transferred must either be returned to the person or entity that paid the *security deposit* or assigned to the transferee by way of an assignment agreement in a form satisfactory to the *Chief Building Official*.

### **Permit Correction**

- 4.19 The review of plans and supporting documents and issuance of a *permit* do not prevent the *Chief Building Official* from subsequently requiring the correction of errors in the said plans and supporting documents or from prohibiting work from being carried on pursuant to the *permit* or from prohibiting occupancy of a *building* where the plans, the supporting documents, the work or the *occupancy* are in violation of this or another bylaw.

### **Conformity to *Building Code***

- 4.20 The *Chief Building Official* may require the *owner* to establish whether a method or type of *construction* or material used in the *construction* of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *Building Code*.

### **Alternate Solutions**

- 4.21 Alternate solutions will be considered by the *building official* in accordance with the provisions of the *Building Code*.

## Tests

- 4.22 The *Chief Building Official* may direct that tests of materials, equipment, devices, *construction* methods, structural assemblies or *foundations* be made and reports, documentation and evidence be provided, all at the expense of the *owner*, to determine whether the material, equipment, device, *construction* or *foundation* condition complies with this bylaw and the *Building Code*.

## OWNER'S AND CONSTRUCTOR'S RESPONSIBILITIES

### Owner's Responsibility

- 4.23 It is the full and sole responsibility of the *owner* (and where the *owner* is acting through a representative, the *owner's* representative) to carry out the work in respect of which the *permit* was issued in compliance with the *Building Code*, the *Electrical Code*, the *B.C. Natural Gas and Propane Code*, this bylaw and all other applicable enactments respecting safety.

### Owner's Undertakings

- 4.24 Despite the other provisions of this bylaw, the *Chief Building Official* may require as a condition of the issuance of a *permit* that the *owner* execute and submit to the *District* the *owner's* undertaking in the form specified by the *Chief Building Official*.
- 4.25 Where the *Chief Building Official* determines that any work or excavation may directly, or indirectly, affect private property adjacent to the excavation site, the *owner* must provide:
- 4.25.1 an excavation and shoring plan, signed and sealed by a qualified professional; and/or
- 4.25.2 a report by a certified arborist,
- specifying measures to be taken to protect adjoining land, structures, walks, walls, services and trees.
- 4.26 Every *owner* to whom a *permit* is issued must:
- 4.26.1 allow the *Chief Building Official* and any person authorized by the *Chief Building Official* to act on his/her behalf to enter any land, *building*, *structure* or premises at any reasonable time in order to administer and enforce this bylaw;
- 4.26.2 ensure that the *permit*, the designs, plans and specifications on which the issuance of the *permit* was based, all municipal inspection certificates, and all professional *field review* records are available at the site of the work with respect to which the *permit* was issued for the purpose of inspection by the *building official*;
- 4.26.3 ensure that the *permit* is posted conspicuously on the site of the work authorized by the *permit* during the entire execution of said work;

- 4.26.4 ensure that all work for which a *permit* is required complies with the *Building Code*, the *Electrical Code*, the *B.C. Natural Gas and Propane Code*, this bylaw any other applicable bylaw of the *District*, provisions of the *Homeowner Protection Act*, *Safety Standards Act* and *associated regulations* and other applicable enactments respecting safety;
- 4.26.5 for any *building permit* that involves soil disturbance, excavation, or concrete works, ensure that sediment and erosion are managed on the site such that no material will enter the road, District sewer system or neighbouring property;
- 4.26.6 prior to commencing any *construction* under the *permit*, ensure that all catch basins capable of receiving surface run-off from the *construction* site are fitted with a catch basin specific design of sediment trap, which sediment traps must be maintained in accordance with the supplied manufacturer's specifications;
- 4.26.7 obtain all permits required under other *District* bylaws in relation to the proposed work;
- 4.26.8 pay the cost of repairs of any damage to public property or *District* works or services that occurs in the course of the work authorized by the *permit*, and
- 4.26.9 post a sign on the property to which the *permit* relates for the full duration of *construction*:
- (a) the civic address of the property in a location that is visible from all adjoining streets;
  - (b) the contact information for the *owner* or the *constructor*, including contact information that is monitored 24 hours per day for issues arising after hours or emergencies; and
  - (c) the contact information for the District's environmental and bylaw services.
- 4.27 The sign required under section 4.26.9 must conform to the template provided by the *Chief Building Official* and meet the following requirements:
- 4.27.1 maximum height from grade of 3.0 metres;
- 4.27.2 maximum area of 3.0 square metres for Part 3 buildings and a maximum area of 1.5 square metres for single or two family dwellings;
- 4.27.3 script that is at least 5.00 cm high and is in a colour that contrasts with the background of the sign; and
- 4.27.4 set out the hours permitted for *construction* under the Noise Regulation Bylaw 7188 and any exemptions to the *construction* hours which may have been granted.

## Notice

- 4.28 Every *owner* must give notice in writing to the *Chief Building Official* of any change in or termination of engagement of a *registered professional* during the course of the *construction* before the change or termination occurs.
- 4.29 If an *owner* terminates the engagement of a *registered professional*, the *owner* must suspend the work with respect to which the *registered professional* was engaged until the *owner* has engaged a new *registered professional* and has delivered to the *Chief Building Official* letters of assurance from the new *registered professional*.
- 4.30 Every *owner* must give notice in writing to the *Chief Building Official* and pay the applicable fee set out in the Fees and Charges Bylaw 6481 immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 4.31 Every *owner* must give such other notice to the *Chief Building Official* as may be required by the *Chief Building Official* or by a provision of this bylaw.

## Uncovering Work

- 4.32 When required by the *Chief Building Official*, every *owner* must uncover and replace at the *owner's* own expense any work that has been covered without inspection contrary to this bylaw.

## Damage to Public Property

- 4.33 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to *District* property or municipal works that occurs during the work authorized by the *permit*.
- 4.34 If the *Chief Building Official* determines that *District* property or municipal works or services have been damaged, obstructed or fouled by debris, material or dirt in the course of work authorized by a *permit*, the *Chief Building Official* may deliver written notice to the *permit* holder to repair or clean up and if the required work is not completed within the time specified in the notice, the *District* may, but is not obligated to, carry out such work.
- 4.35 Every *owner* must pay to the *District*, within 30 days of receiving an invoice for same from the *District*, the cost of repairs undertaken by the *District* pursuant to section 4.35, failing which the *District* may, without notice, deduct the invoiced amount from the *security deposit*.

## Demolition

- 4.36 Except as authorized by the *Chief Building Official* in accordance with section 4.2.7, a *demolition permit* to demolish a *building* or *structure* will only be issued by the *building official* concurrently with a *building permit* in relation to the same property.



- 4.37 Every *owner* applying for a *demolition permit* must:
- 4.37.1 provide a vacancy date;
  - 4.37.2 provide written authorization from all *owners* to demolish;
  - 4.37.3 deposit with the *District* a demolition *security deposit* as security for the repair, replacement, and clean up of any water and sewer works, roadways, curbs, gutters, sidewalks, boulevards and other *District* property damaged in the course of the work authorized by the *demolition permit* and for the clean-up of the land subject to the *permit* and/or completion of the works required under sections 4.40.4 [capping fees] and 4.43 [demolition clean up];
  - 4.37.4 pay the capping and inspection chamber installation fees specified in the Waterworks Bylaw and the Sewer Bylaw; and
  - 4.37.5 all municipal services must be capped and terminated at the property line in a *District* standard inspection chamber and valve arrangement.
- 4.38 The *Chief Building Official* may require as a condition of issuing a *demolition permit* that the *owner* provide a report from a commercial pest control service that a *building* or *structure* which is proposed to be demolished is free of rodent infestations and/or noxious weeds or pests.
- 4.39 Every *owner* must ensure that prior to carrying out demolition, all erosion and sediment controls as required pursuant to the Development Servicing Bylaw 8145 and the Environmental Protection and Preservation Bylaw 6515, as amended or replaced, have been installed.
- 4.40 Every *owner* must ensure that immediately upon completion of demolition:
- 4.40.1 all debris and fill is cleared from the site;
  - 4.40.2 all gypsum board and other recyclable materials from the *building* is separated from other debris and disposed of in accordance with applicable provincial regulations;
  - 4.40.3 the site is back-filled and all holes filled;
  - 4.40.4 the site is made level based on the grades indicated on the topographical survey required pursuant to section 5.6;
  - 4.40.5 the site is made stable from water or rainfall induced erosion; and
  - 4.40.6 the site left in a neat and tidy condition.
- 4.41 The *Chief Building Official* may waive and/or relax the time for compliance with any of the conditions set out in section 4.43 provided that a *building permit* to *construct* a new *building* has been issued for the same property.

- 4.42 If the *building official* determines that the terms and conditions upon which a *demolition permit* is issued are not being complied with, the *building official* may deliver written notice requiring compliance within 24 hours and if the *building official* determines that non-compliance continues after 24 hour notice period, then the *District* may, but is not obligated to, enter on to the property to which the demolition permit relates and do or cause to be done through its contractors all such things as may be required to fulfil said conditions, including without limitation, completion of the demolition and securing the site, and for such purpose may without notice or limitation deduct from the demolition *security deposit* all costs and expenses incurred and payments and expenditures made by the *District*, including the administration fee authorized under the Fees and Charges Bylaw.
- 4.43 The *District* will return to the payee the demolition *security deposit* less all amounts deducted therefrom in accordance with section 4.45, upon completion of the demolition work contemplated in the *demolition permit* and upon the *building official* being satisfied that all damage caused by the applicant has been repaired and all conditions upon which the *demolition permit* was issued have been complied with and satisfied.

### **Obligations of Constructor**

- 4.44 Every *constructor* must ensure that all requirements of the *Building Code*, this bylaw and other applicable enactments respecting *construction safety* are complied with.
- 4.45 Every *constructor* is responsible jointly and severally with the *owner* for all work undertaken to which this bylaw applies.

## **PROFESSIONAL DESIGN AND FIELD REVIEWS**

### **Requirement for Registered Professional for Construction of Complex *Building***

- 4.46 The *owner* must provide *professional design* and plan certification and *field reviews* for the *construction* of a *complex building*, supported by letters of assurance in the form specified in the current *Building Code*, each signed by such *registered professionals* as the *Chief Building Official* or *Building Code* may require.
- 4.47 If the site conditions, size or complexity of a development or an aspect of a development warrant, the *Chief Building Official* may require a qualified professional to determine the bearing capacity by providing design and plan certification and field reviews supported by letters of assurance in form specified in the current *Building Code*.

### **Other Projects where Registered Professional is Required**

- 4.48 The *owner* must provide *professional design* and *field reviews* supported by letters of assurance in the form of Schedules A (if applicable) and B referred to in section 2.6 of Part 2 of the *Building Code*, each signed by such *registered professionals* as the *Chief Building Official* or *Building Code* may require, to prepare the *professional design* for and conduct *field reviews* of:
- 4.48.1 the construction or *alteration* of a *simple building* constructed on, or contiguous to, a *complex building*;

- 4.48.2 the *construction* or *alteration* of *foundations* and *excavations* in respect of *simple buildings* if required by the *Chief Building Official* in the circumstances set out in section 5.54.4;
- 4.48.3 the *construction* or *alteration* of structural, electrical, mechanical or fire suppression elements for *simple buildings* if required by the *Chief Building Official* in the circumstances set out in section 5.5;
- 4.48.4 the *construction* or *alteration* of any structural components of a *building* that fall within the scope of Part 4 of the *Building Code*;
- 4.48.5 the *construction* or *alteration* of a *retaining wall*;
- 4.48.6 the *construction* or *alteration* of a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* according to the *Building Code*;
- 4.48.7 the *construction* or *alteration* of the *building* envelope components of:
- (a) all *buildings* under Part 3 of the *Building Code*,
  - (b) all residential *buildings* that contain more than two dwelling units, and
  - (c) all other *buildings* whose *building* envelopes do not comply with the prescriptive requirements of Part 9 of the *Building Code*;
- 4.48.8 electrical work in a complex building;
- 4.48.9 mechanical work in a complex building;
- 4.48.10 the installation of storm water pumps;
- 4.48.11 the installation of sanitary pumps where the pump serves an entire residence;
- 4.48.12 the installation of a fire sprinkler system, except for modifications to existing systems involving the relocation or addition of less than six sprinkler heads, in which case the requirement for *registered professional* design and *field review* may be waived by the *Chief Building Official*;
- 4.48.13 the *construction* or *alteration* of a *building* or *structure* on a parcel that the *Chief Building Official* believes is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche. For greater certainty, this requirement for *professional design* and a *field review* is in addition to a requirement under any other enactment for a report certified by a qualified professional that the parcel may be used safely for the use intended;
- 4.48.14 any *project* where the *Chief Building Official* considers that the site conditions, size or complexity of or associated with the *project* warrant the provision of *professional design* and *field reviews*.

- 4.49 Sealed copies of the *professional design* and *letters of assurance* required by sections 4.49 and 4.51 must be submitted to the *building official* prior to issuance of a *building permit* for the work.
- 4.50 The requirement for *professional design* and *field review* may be waived by the *Chief Building Official* for work involving minor tenant improvements.
- 4.51 The *Chief Building Official* may require the *registered professional* carrying out the *professional design* and *field review* of a *building* envelope to provide evidence that he or she has experience and expertise in respect of the *professional design* and *field review* of *building envelopes*.
- 4.52 Where *professional design* is required pursuant to sections 4.49 or 4.51, the *owner* must give notice in writing to the *Chief Building Official* of any change in or termination of engagement of a *registered professional* during *construction* immediately when the change or termination occurs.
- 4.53 If an *owner* terminates the engagement of a *registered professional*, the *owner* must terminate the work until the *owner* has engaged a new *registered professional* and has delivered to the *Chief Building Official* letters of assurance.
- 4.54 Where an *owner* has provided a report by a *registered professional*, the *Chief Building Official* make direct that the report be peer reviewed by a qualified professional selected and retained by the *District*. The peer review will be completed at the *owner's* expense and the *owner* must pay the invoice for same within 30 days of the invoice date.
- 4.55 For all new single family *construction*, the *owner* must provide *professional design* and plan certification and *field reviews* for the building envelope, supported by letters of assurance in the form specified in the current *Building Code*.

#### **Assurance of Field review**

- 4.56 Not less than 48 hours prior to the coordinated preoccupancy site review for a *complex building* and not less than 48 hours prior to final inspection for a *simple building* or other *project* in circumstances where letters of assurance have been required in accordance with section 4.49 or 4.51, the *owner* must provide the *District* with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in section 2.6 of Part 2 of the *Building Code*.

#### **Professional Liability Insurance**

- 4.57 A *registered professional* who provides letters of assurance as required by this bylaw must provide proof of professional liability insurance to the *Chief Building Official* in the form specified by the *Chief Building Official*.

## Professional Plan Certification

- 4.58 The letters of assurance provided pursuant to sections 4.49 or 4.51 are relied upon by the *District* and its *building officials* as certification that the *professional design* and plans to which the letters of assurance relate comply with the *Building Code*, the *Electrical Code*, the *B.C. Natural Gas and Propane Code* and other applicable enactments relating to safety.

## Field reviews

- 4.59 If a *registered professional* provides letters of assurance in accordance with sections 4.49 or 4.51, the *District* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the work authorized by the *permit* substantially conforms to the *design*, plans and specifications and that the work substantially complies with the *Building Code*, the *Electrical Code*, *B.C. Natural Gas and Propane Code*, this bylaw, any other applicable bylaw of the *District*, provisions of the *Homeowner Protection Act*, *Safety Standards Act* and associated regulations, or any other applicable enactments respecting safety.
- 4.60 Despite section 4.60, a *building official* may attend the site from time to time during the course of the work to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

## Stop Work Order

- 4.61 The *Chief Building Official* may direct the immediate suspension or correction of all or a portion of work to which this bylaw applies by attaching a *Stop Work Order Notice* on the premises on which the work is being done where the work is not being performed in accordance with the requirements of the *Building Code*, the *Electrical Code*, the *B.C. Natural Gas and Propane Code*, this bylaw, any other applicable bylaw of the *District*, provisions of the *Homeowner Protection Act*, *Safety Standards Act* and associated regulations, or any other applicable enactments respecting safety.
- 4.62 A *coordinating registered professional* may request, in writing, that the *Chief Building Official* order the immediate suspension or correction of all or a portion of work on a *building* or *structure* by attaching a *Stop Work Order Notice* on the premises on which the work is being done. The *Chief Building Official* will consider such a request and if not acted upon, will give reasons, in writing, to the *coordinating registered professional*.
- 4.63 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *professional design* or *field review* and the *Chief Building Official* is deemed to have issued a *Stop Work Order Notice* under section 4.62.
- 4.64 The *owner* must immediately after posting a *Stop Work Order Notice* secure the *construction* and the lands and premises surrounding the *construction* in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the *District*.

- 4.65 No work other than the required remedial measures may be carried out on a parcel affected by the *Stop Work Order Notice* until the *Stop Work Order Notice* has been removed by the *Chief Building Official*.
- 4.66 The *Stop Work Order Notice* must remain posted on the premises until the required remedial measures have been completed and the *Chief Building Official* directs in writing that the notice may be removed.

### **Do Not Occupy Notice**

- 4.67 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of section 13.9 of this bylaw a *building official* may post a *Do Not Occupy Notice* on the affected part of the *building* or *structure*.
- 4.68 If a notice is posted under section 4.62, the *owner* of the parcel on which a *Do Not Occupy Notice* has been posted and every other person must cease occupancy of the *building* or *structure* immediately and must refrain from further *occupancy* until all applicable provisions of the *Building Code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

## **PART 5 BUILDING PERMIT**

### **Requirements before Applying for Building Permit**

- 5.1 Prior to submitting an application for a *building permit*, the *owner* must satisfy the following requirements or conditions:
- 5.1.1 issuance of a development permit in an area designated by the *District's* official community plan as a development permit area, where required;
  - 5.1.2 compliance of the proposed *building* or *structure* with all *District* bylaws, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit or order of the Board of Variance;
  - 5.1.3 signing by the *Approving Officer* of a subdivision plan that, once registered, would create the parcel on which the *building* or *structure* is proposed to be *constructed*;
  - 5.1.4 documentation to provide evidence to the *Chief Building Official* that the *person* applying for the proposed *building permit* is the *owner* of the parcel that is the subject of the proposed *building permit* application or is the *agent* of the *owner*;
  - 5.1.5 if the parcel that is the subject of the proposed *building permit* application is not, or is not intended to be, connected to the *District's* sewage disposal system, approval of an alternate *private sewage disposal system*;

- 5.1.6 if the parcel that is the subject of the proposed *building permit* application is not connected to the *District's* waterworks system, approval of an alternate water supply system.

### **Applications for Complex Buildings**

- 5.2 An application for a *building permit* with respect to a *complex building* must include all of the applicable information, documents and plans specified in the Master Requirements List and:
- 5.2.1 be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form specified by the *Chief Building Official*, signed by the *owner*;
  - 5.2.2 include a copy of a title search made within 30 days of the date of the application;
  - 5.2.3 include the name and address of the *designer* of the *building* or *structure*; and
  - 5.2.4 include a *Building Code* compliance summary, including applicable edition of the *Building Code*, Part 3 or Part 9 designation, major occupancy classification(s) of the *building*, *building* area and height, number of streets the *building* faces, accessible entrances, work areas, washrooms and facilities.
- 5.3 In addition to the requirements of section 5.2, the following may be required to be submitted with a *building permit* application for the *construction* of a *complex building* if, in the opinion of a *building official*, the complexity of the proposed *building* or *structure* or siting circumstances warrant:
- 5.3.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the *District's* development servicing bylaw;
  - 5.3.2 section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
  - 5.3.3 any other information required by the *building official* or the *Building Code* to establish compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

### **Applications for Simple Buildings**

- 5.4 An application for a *building permit* for a *simple building* must include all of the applicable information, documents and plans specified in the Master Requirements List and:
- 5.4.1 the *owner's* acknowledgment of responsibility and undertakings made in the form specified by the *Chief Building Official*, signed by the *owner* or a signing officer if the *owner* is a corporation;

- 5.4.2 a title search made within 30 days of the date of the application;
- 5.4.3 the name and address of the *designer* of the *building* or *structure*;
- 5.4.4 a foundation and excavation design for components of new *simple buildings* greater than 46 m<sup>2</sup> and *additions* to *simple buildings* greater than 46 m<sup>2</sup> to *simple buildings* prepared by a *registered professional* in accordance with section 4.2 of Part 4 of the *Building Code*. This section 5.4.4 does not apply to garages, carports and garden *structures* located on land zoned for single family use. The requirements of this section 5.4.4 may be waived by the *Chief Building Official* if documentation, prepared and sealed by a *registered professional*, is provided assuring that the *professional design* of the foundation substantially complies with section 9.4.4 of Part 9 the *Building Code* and the foundation excavation substantially complies with section 9.12 of Part 9 of the *Building Code*;
- 5.4.5 include a geotechnical report if the *Chief Building Official* determines that the site conditions so warrant;
- 5.4.6 include letters of assurance as may be required pursuant to section 4.49 ;
- 5.5 In addition to the requirements of section 5.4, the *Chief Building Official* may require the following to be submitted with a *building permit* application for the *construction* of a *simple building* if the *project* involves two or more *buildings* which in the aggregate total more than 1000 square meters or two or more *buildings* that will contain four or more dwelling units:
  - 5.5.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Development Servicing Bylaw 8145;
  - 5.5.2 a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
  - 5.5.3 a roof plan and roof height calculations;
  - 5.5.4 letters of assurance as required by section 4.51.3;
  - 5.5.5 any other information required by the *building official* or the *Building Code* to establish substantial compliance with this bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.

## Survey

- 5.6 The *Chief Building Official* may order any *owner* to submit an up to date plan of survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building*:
  - 5.6.1 to establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;



- 5.6.2 to verify, on completion of the *construction*, that:
- (a) finished grade elevations and onsite drainage works have been completed in accordance with the *building permit* plans; and
  - (b) all provisions of this bylaw have been complied with;
- 5.6.3 in relation to an existing *building*, when and as required by the *Chief Building Official*, to substantiate its location, size, including appendages whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
- 5.6.4 in relation to *construction* of a new *building* or addition to an existing *building*, prior to the placement of concrete for *foundations* and footings, including the elevations at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,
- and every person served with an order under this section must comply with the order.

### Security Deposit

- 5.7 An applicant for a *building permit* must pay to the *District*, at the time of the application, *security deposits* in the following amounts in the form of cash or an irrevocable letter of credit in a form satisfactory to the *District*:
- 5.7.1 \$10,000 or 1.0 percent of the *value of the work*, whichever is greater, to a maximum of \$20,000 for each new single family residential dwelling or demolition authorized by the *permit*;
  - 5.7.2 \$2,500 or 1.0 percent of the *value of the work*, whichever is greater, to a maximum of \$5,000 for each *permit* for additions, renovations, alterations in a single family dwelling;
  - 5.7.3 1.0 percent of the *value of the work* up to a maximum of \$1,000 where the property to which the *permit* relates is not the subject of a form and character *development permit*; and
  - 5.7.4 where the property to which the *building permit* relates is the subject of a form and character *development permit*, the security taken for landscaping under the *development permit* will serve as the security for the *building permit* and may be used by the *District* in accordance with section 5.9.
- 5.8 The *security deposit* may be used by the *District* to:
- 5.8.1 cover the costs borne by the *District* to:
    - (a) maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in carrying out the work referred to in any *permit* held by the applicant, in accordance with sections 4.36 and 4.37;

- (b) cover the costs borne by the District to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
  - (c) clear any debris, material, dirt, chattels, or equipment which have accumulated on any road, lane, sidewalk, boulevard or other District property as a result of work carried out in connection with any *building permit* held by the applicant;
  - (d) backfill the site and make the site level based on the grades indicated on the topographical survey submitted as part of the application for a *permit*;
  - (e) install erosion and sediment controls;
  - (f) install sod, sow seeds, or plant trees and/or vegetation;
  - (g) make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
  - (h) correct any damage to the environment that results as a consequence of a contravention of any condition or requirement in a *development permit*;
- 5.8.2 cover the District's administrative costs including, but not limited to, costs incurred investigating expired *permits*, renewing existing *permits*, re-inspection fees, legal costs or Land Title Office registration costs for notices filed against title;
- 5.8.3 serve as the *security deposit* for a provisional *occupancy permit* when such a *permit* requires a security deposit; and
- 5.8.4 serve as a *security deposit* for the purpose of effecting compliance with any condition under which the *permit* was issued.
- 5.9 Where the *District* has drawn down the *security deposit* in accordance with section 5.8, the *building permit* applicant must within 10 days of notice from the *District* restore the *security deposit* to the amount originally posted.
- 5.10 The security taken pursuant to the Environmental Protection and Preservation Bylaw 6515 and the Tree Protection Bylaw 7671 constitutes security for the purpose of this bylaw and may be used in accordance with section 5.8.
- 5.11 The *security deposit*, or the amount remaining after any deductions made by the *District* in accordance with section 5.8, will be returned, with interest, to the person or entity that paid the *security deposit* after:
- 5.11.1 all required repairs, replacement, clean-up and other works under section 5.8.1 have been completed to the satisfaction of the *building official*;
  - 5.11.2 the *building official* is satisfied that no further damage to public works or public lands will occur;

- 5.11.3 the *building reviews* required by this bylaw are complete and acceptable to the *building official*; and
- 5.11.4 the conditions or provisions of a provisional *occupancy permit* are completed to the satisfaction of the *building official*.
- 5.12 Where a *building permit* has expired before final inspection has been completed or an *occupancy permit* has been issued, the *permit* holder must pay the *permit* expiration fee prescribed in the Fees and Charges Bylaw 6481.
- 5.13 Any amount in excess of the *security deposit* required by the *District* to complete corrective work to public lands, public works, or the site is recoverable by the *District* from the *permit* holder, the *constructor* or the *owner* of the property.
- 5.14 If a *security deposit* is not collected by the payee within [\_\_\_\_\_] months/years of the date the *occupancy permit* was issued, the full amount may be retained by the District.

#### **Compliance with the Homeowner Protection Act**

- 5.15 If a *building permit* application is made in respect of a *building* that includes, or will include, a *residential occupancy*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, SBC 1998, c. 31, that the proposed *building*:
- 5.15.1 is covered by home warranty insurance; and
- 5.15.2 the *constructor* is a licensed residential builder.
- 5.16 Section 5.15 does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*, SBC 1998, c. 31.
- 5.17 Every *building permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *building permit*.

#### **Partial Building Permit**

- 5.18 A *building official* may issue a *building permit* for a portion of a *building* or *structure* or for an *excavation* before the design, plans and specifications for the entire *building* or *structure* have been accepted if sufficient information has been submitted to the *District* to demonstrate to the *building official* that the portion authorized to be *constructed* substantially complies with this and other applicable bylaws and all *security deposits* and charges related to the entire *building* or *structure* and the *permit* fee applicable to that portion of the *building* or *structure* have been paid. Despite the issuance of a *permit*, the requirements of this bylaw apply to the remainder of the *building* or *structure* as if the *permit* for the portion of the *building* or *structure* had not been issued.

- 5.19 If a site has been *excavated* under a *building permit* for *excavation* only and a *building permit* is not subsequently issued for a *building* or *structure* to which the *excavation* relates, or if such a *permit* is issued but subsequently expires without the *construction* of the *building* or *structure* having commenced, the *owner* must fill in the *excavation* and restore the original gradients of the site within 60 days of being served notice by the *District* to do so.

### Building Reviews

- 5.20 If a *registered professional* provides letters of assurance in accordance with section 4.49 or 4.51, the *District* will rely solely on *field reviews* by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the *construction* substantially conforms to the design, plans and specifications and that the *construction* complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.
- 5.21 Despite section 5.20, a *building official* may attend the site from time to time during the course of *construction* to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 5.22 A *building official* may attend periodically at the site of the *construction* of *simple buildings* or *structures* to ascertain whether the *health and safety aspects of the work* are being carried out in substantial conformance with those portions of the *Building Code*, this bylaw and any other applicable enactments concerning safety.
- 5.23 For all work in respect of *simple buildings*, the *owner* must give at least 24 hours' notice to the *District* when requesting a *building review* and must obtain a *building review* and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them:
- 5.23.1 after demolition, the grading of and removal of debris from the site;
  - 5.23.2 *excavation*, within 24 hours of the start of *excavation*;
  - 5.23.3 foundation and footing forms, before concrete is poured;
  - 5.23.4 prior to inspection under section 5.23.5, plumbing located below the finished slab level;
  - 5.23.5 the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete foundation walls and reinforcing steel;
  - 5.23.6 after inspection under section 5.23.5, hydronic heating pipes and below slab insulation;
  - 5.23.7 rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
  - 5.23.8 framing, firestopping, bracing, chimney and ductwork, rough wiring, rough

plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;

- 5.23.9 insulation and vapour barrier;
- 5.23.10 the *health and safety aspects of the work* when the *building* or *structure* is substantially complete, ready for occupancy but prior to occupancy.
- 5.24 A *building official* will only carry out a *building review* under section 5.23 if the *owner* has requested the *building review* and only in the order specified in section 5.23.1 to 5.23.10.
- 5.25 Despite the requirement for the *building official's* acceptance of the work outlined in section 5.26, if a *registered professional* provides letters of assurance, the District will rely solely on *field reviews* by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspect of the *construction* referenced by those letters of assurance substantially conform to the design, plans and specifications and that the *construction* complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.
- 5.26 No aspect of the work referred to in section 5.23 of this bylaw will be concealed until a *building official* has provided notice of acceptance.
- 5.27 For work in respect of *complex buildings*, the *owner* must:
- 5.27.1 arrange a preconstruction meeting with at least 48 hours' notice to the *District*, said preconstruction meeting must be attended by the *building official*, the *owner* or his or her representative, the *coordinating registered professional*, the *constructor* as well as representatives of major trades;
- 5.27.2 arrange a pre-occupancy coordinated site review meeting with at least 48 hours' notice to the *District* for the *owner*, the *constructor* and the *registered professionals* to demonstrate to the *building official* and *District Fire Service* the compliance with the *health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable *District* requirements and other enactments respecting safety. ; and
- 5.27.3 cause the *coordinating registered professional* to deliver to the *building official*, at least 48 hours prior to the pre-occupancy coordinated site review meeting, the Confirmation of Required Documentation described in Schedule C, complete with all documentation in a hard covered three ring binder and in digital pdf format on a USB flash drive.

### Occupancy Permits

- 5.28 No person may occupy a new *building* or *structure* or a *building* where there has been a change in the occupancy classification under the *Building Code* until an *occupancy permit* has been issued by the *Chief Building Official*.

- 5.29 An *occupancy permit* will not be issued unless:
- 5.29.1 all letters of assurance have been submitted when required by this bylaw;
  - 5.29.2 the confirmation of required documentation described in Schedule C has been submitted when required in accordance with the requirements of this bylaw;
  - 5.29.3 all aspects of the work requiring *building review*, inspection and acceptance pursuant to this bylaw have been reviewed, inspected and accepted or the inspections and acceptance are not required pursuant to section 5.22;
  - 5.29.4 the post *construction* reports by the applicable qualified professionals pursuant to the *development permit* have been submitted;
  - 5.29.5 the *owner* has executed and delivered to the *District* every agreement, instrument or form required by the *District* in relation to the work or the site;
  - 5.29.6 all required off site works respecting safety have been completed; and
  - 5.29.7 the applicable fee specified in the Fees and Charges Bylaw 6481 has been paid.
- 5.30 A *building official* may issue a provisional *occupancy permit* for partial *occupancy* of a portion of a *building* under *construction* when that portion of the *building* or *structure* is self-contained and provided with essential services respecting health and safety. The holder of a provisional *occupancy permit* must pay the fee specified in the Fees and Charges Bylaw 6481.

### Temporary Building

- 5.31 Subject to the bylaws of the *District* and orders of *Council*, the *Chief Building Official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* provided that the *occupancy* will not exceed one year and the *building* or *structure* will be removed immediately thereafter.
- 5.32 The application for a *building permit* for the erection or placement of a *temporary building* or *structure* must include:
- 5.32.1 the information, documents and plans specified in the Master Requirements List;
  - 5.32.1 security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security:
    - (a) may be used by the *District* to remove the *building* after one year of the date of the final inspection required under this bylaw, or
    - (b) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw; and
  - 5.32.2 the non-refundable application fee specified in the Fees & Charges Bylaw 6481.

## Sanitary Facilities

5.33 After a *building permit* has been issued and during the time it remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *building permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *building permit*, which facilities must be accessible and unlocked when not occupied, and every sanitary facility that is not connected by plumbing that complies with the *British Columbia Plumbing Code* and this bylaw to a:

5.33.1 sanitary sewer; or

5.33.2 septic disposal system approved under the *Health Act*,

must, at all times the facility is required under this bylaw, be supplied with toilet paper, a locking door for privacy, and ventilation, and kept in a sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

## PART 6 ACOUSTIC REQUIREMENTS

6.1 The applicant for a *building permit* for *construction* of any *building* which will contain a *residential occupancy*, other than a single family dwelling, must provide as part of the application a report and recommendations prepared by persons trained in acoustics and current techniques of noise measurements demonstrating that the noise levels in those portions of the dwelling listed below shall not exceed the noise levels expressed in decibels set opposite such portions of the dwelling units. For the purpose of this section, the noise level is the A-weighted 24-hour equivalent (Leq) sound level:

Portion of Dwelling Unit	Noise Level (Decibels)
Bedrooms	34
Living, dining, recreation rooms	40
Kitchen, bathrooms, hallways	45

## PART 7 ACCESSIBLE DESIGN REQUIREMENTS

7.1 The applicant for a *building permit* for *construction* of a multi-family *building* must demonstrate that the design and *construction* complies with the District's Accessible Design Policy for Multi-Family Housing, as amended or replaced, or such other design as may be accepted by the Chief Building Official.

## POOLS

### Permit Required

- 7.2 Without limiting section 4.5, no person may *construct* or structurally repair a swimming *pool* without a valid and subsisting *building permit*.

### Swimming Pool Fencing

- 7.3 A *pool*, *spa* or *hot tub* not contained within a *building* must be completely enclosed by a fence *constructed* without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.2 meters and no openings greater than 100 mm at their least dimension.

### Pool Gate

- 7.4 Access through a fence enclosing a *pool*, *spa* or *hot tub* must be only through a self-closing and self-latching gate designed and *constructed* or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the *pool*, *spa* or *hot tub* side of the gate.

### Spa or Hot Tub Lid

- 7.5 In lieu of a fence, a *spa* or *hot tub* may be covered with a locking cover to prevent unauthorized access to the water.

### Maintenance

- 7.6 The owner and the occupier of any property on or in which a *pool*, *spa* or *hot tub* is located must maintain all fences, gates or covers required under sections 6.2 to 6.4 in good order at all times and must immediately repair or replace any sagging fences, gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

## PART 8 RETAINING WALLS

### Permit

- 8.1 A *registered professional* must undertake the design and conduct *field reviews* of the *construction* or structural repair of a *retaining wall*. Sealed copies of the design plan and letters of assurance prepared by the *registered professional* for all *retaining walls* must be submitted to a *building official* prior to issuance of a *permit* for the work.
- 8.2 Without limiting section 4.5, no *person* may *construct*, or structurally repair, a *retaining wall* without a valid and subsisting *building permit* or *development permit*, if required.



### Slopes Created by Excavation

- 8.3 Except as certified by a qualified professional, a cut on a parcel that is steeper than one linear unit vertically to one linear unit horizontally and total height of 1.22 meters or more that is created by *excavation* is prohibited unless restrained by a *retaining wall*.

### Slopes Created by Fill Material

- 8.4 Except as certified by a qualified professional, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.

## PART 9 BUILDING MOVE

### Permit Required

- 9.1 No *person* may relocate a *building* or *structure* into, out of or within the *District* without a valid and subsisting *building permit* for the relocation.
- 9.2 No *person* may relocate a *building* or *structure* into or within the *District* except:
- 9.2.1 where a *registered professional* has certified that the *building* or *structure* will substantially comply with the current version of the *Building Code*; and
- 9.2.2 a *building permit* has been issued for the *building* or *structure*.

## PART 10 ADDRESSING AND SUITE NUMBERING

### Addressing

- 10.1 Immediately upon issuance of a *building permit* or prior to and during the occupancy of a *building*, until such time as the *building* is removed from the site or has been demolished, the *owner* or occupant must display the address number assigned to the *building* by the *Chief Building Official*:
- 10.1.1 on or over the entrance to the *building*; or
- 10.1.2 elsewhere on the *building* within sight of the street where landscaping or *structures* obscure the view of the *building* entrance from the street.
- 10.2 Despite section 11.1, the *Chief Building Official* may re-number or alter the assigned numbers in respect of any *buildings* on any parcel, including those already in existence or numbered.
- 10.3 The address numbers must be on a contrasting background and of a size in conformance with Table 11.3.1 below:

Table 11.3.1

Building Setback from Street	Minimum Non-illuminated Character Size	Minimum Illuminated Character Size
0-15 m	100 mm	80 mm
15-20 m	150 mm	100 mm
Greater than 20 m	200 mm	150 mm

### Suite Numbering

- 10.4 Except as otherwise authorized by the *Chief Building Official*, all buildings must use a consecutive increasing numbering system for storey and suite numbering without skipping any numbers in accordance with the following:
- 10.4.1 Floors number in increasing numerical sequence starting from either the first storey as established by the *Building Code* or the primary addressed street entrance;
  - 10.4.2 Numbering must not skip numbers between adjacent floor levels; and
  - 10.4.3 Suites must be numbered in increasing numerical sequence, in a clockwise fashion starting from the first and closest suite located directly to the left when entering the floor space through either the primary addressed street entry or the passenger elevator serving the primary addressed street entry and ending to the right of the elevator.

## PART 11 MECHANICAL PERMIT

### Potable Water Cross Connection

- 11.1 The *Chief Building Official* may, in respect of a parcel where there is a cross connection to potable water, disconnect the water service to the parcel and discontinue the water service until the *Chief Building Official* confirms that the cross connection to the potable water has been removed.

### Mechanical Permits for Simple *Building*

- 11.2 An application for a *mechanical permit* for *plumbing* for a *simple building* must:
- 11.2.1 include the applicable information, documents and plans specified in the Master Requirements List; and
  - 11.2.2 contain any other information necessary to satisfy the *Chief Building Official* that the proposed installation, *alteration* or repair of plumbing complies with the

*health and safety aspects of the work* and this and every other applicable *District* bylaw.

- 11.3 An application for a *mechanical permit* for a forced air heating distribution system for a simple *building* must include heat loss calculations and appliance selection work sheet per the HVCIABC “Quality First” guidelines or equivalent.
- 11.4 An application for a *mechanical permit* for a hydronic heating distribution system for a *simple building* must include:
- 11.4.1 heat loss calculations and hydronic system design per the RHHWABC guidelines or equivalent;
- 11.4.2 letters of assurance as may be required pursuant to section 4.49 or 4.51.

### **Mechanical Permits for Complex Building**

- 11.5 An application for a *mechanical permit* for *plumbing* for a *complex building* must be signed by a licensed plumber and:
- 11.5.1 include the applicable information, documents and plans specified in the Master Requirements List; and
- 11.5.2 contain any other information necessary to satisfy the *Chief Building Official* that the proposed installation, *alteration* or repair of plumbing complies with the *health and safety aspects of the work* and this and every other applicable *District* bylaw.
- 11.5.3 when required by the *Chief Building Official*, include a minimum of two complete sets of:
- (a) plans showing the location and size of every *building* drain and every trap, sump and *plumbing* fixture and all water distribution piping; and
- (b) sectional drawings showing the size and location of every *soil* or waste pipe, trap and vent pipe,
- and the drawings and documents must be sealed by the *registered professional* and include complete design and calculation criteria so that the *Chief Building Official* has the information available for examination;
- 11.5.4 include letters of assurance as required pursuant to section 4.46 or 4.48;
- 11.5.5 contain any other information necessary to satisfy the *Chief Building Official* that the proposed installation, *alteration* or repair of plumbing complies with the *health and safety aspects of the work* and this and every other applicable *District* bylaw.

- 11.6 An application for a *mechanical permit* for sprinklers or a fire suppression system must:
- 11.6.1 be signed by a licensed sprinkler fitter or, if permitted by a provincial enactment, the *owner*;
  - 11.6.2 include plans, sections and documentation as required by the relevant NFPA 13, 13r or 13d standard sealed by the *registered professional*; and
  - 11.6.3 include letters of assurance as may be required pursuant to section 4.49 or 4.51.

### **Storm and Sanitary Sewer Connections**

- 11.7 Every *owner* of a parcel must in all cases where it is proposed to conduct waste from *plumbing* fixtures, trade waste or surface or roof water to a public sewer:
- 11.7.1 confirm with the *Chief Building Official* that the public sewer is at a sufficient depth and of a capacity to receive the discharge;
  - 11.7.2 deliver to the *District's* Director of Engineering such information as the Director of Engineering may require to show that the proposed sewers will be laid at such depth and in such a position as to connect the property with the *building* or storm sewer extension; and
  - 11.7.3 arrange the plumbing to suit the location of the connection provided for the parcel by the *Chief Building Official*.

### **Mechanical Inspections**

- 11.8 A *building official* may attend periodically at the site of *mechanical work* in respect of *simple buildings* or *structures* to ascertain whether the *health and safety aspects of the work* are being carried out in substantial conformance with those portions of the *Building Code*, this bylaw and any other applicable enactments concerning safety.
- 11.9 For all *mechanical work* in respect of *simple buildings* the *owner*, or his or her representative, must give at least 24 hours' notice to the *District* when requesting an inspection and must obtain an inspection and receive a *building official's* acceptance of the following aspects of the work prior to concealing them:
- 11.9.1 underground water, sanitary and storm services, foundation drainage piping and damp proofing; prior to such inspection the *owner* or his agent, must deliver to the *Chief Building Official* a letter sized site and foundation drainage plan;
  - 11.9.2 heating distribution piping or duct work;
  - 11.9.3 rough plumbing;
  - 11.9.4 rough fire sprinkler and fire suppression piping;

11.9.5 tub and shower fixtures and piping;

after the *mechanical work* is complete and ready for occupancy, but before occupancy.

11.10 A *building official* will only carry out an inspection under section 12.8 if the *owner* has requested the inspection and only in the order specified in section 12.9.1 to 12.9.5.

11.11 The requirements of section 12.9 do not apply to any aspect of the work that is the subject of a *registered professional's* letters of assurance provided in accordance with section 4.51.

11.12 For *mechanical work* in respect of *complex buildings* the *owner* or his or her representative must:

11.12.1 arrange a preconstruction meeting prior to the start of *construction* with at least 48 hours' notice to the *District* and this preconstruction meeting must be attended by the *building official*, the *owner* or his or her representative, the *coordinating registered professional*, the *constructor* and representatives of major trades;

11.12.2 request an inspection prior to opening the premise isolation water valve;

11.12.3 request an inspection prior to removal of the sanitary premise isolation plug; and

11.12.4 request an inspection prior to removal of the storm water premise isolation plug.

### **Provisional Plumbing Final**

11.13 The *Chief Building Official* may issue an inspection notice for provisional *plumbing* final in support of provisional *occupancy* of part of a *building* pursuant to section 5.27.

### **Connection to Storm Drainage System**

11.14 Subject to the Sewer Bylaw 6656 and Development Servicing Bylaw 8145, during *construction* or *alteration* of a single or two family dwelling, the *owner* must connect all rainwater conductors in the onsite drainage system to a municipal storm drainage system provided such system is contiguous to the parcel on which the *construction* or *alteration* is taking place.

11.15 The onsite drainage system referred to in section 10.15 must be extended to the rear parcel line if the municipal connection is located at the front of the parcel or to the front parcel line if the municipal connection is located at the rear of the parcel wherever reasonably possible.

### **Plumbing Regulations**

11.16 An *owner* must:

11.17 not permit or cause to be permitted material transitions upstream of the main shut off valve within the perimeter of a *building* foundation;

- 11.18 ensure that sanitary and storm sewer connections in respect of a *building* are fitted with a *District* standard inspection chamber at or near the property line;
- 11.19 not permit or cause to be permitted corrugated, perforated and unperforated plastic piping to be used in conveying storm water in a storm drainage system; and
- 11.20 not permit or cause to be permitted the connection of any subsoil drainage system to a drywell or rock pit unless the subsoil conditions are suitable for use of a drywell or rock pit as determined by a soil report prepared by a qualified professional engineer and accepted by the *Chief Building Official* in advance.

### Storm Water Pumps

- 11.21 A *mechanical permit* for the installation of storm water pumps must include letters of assurance as required pursuant to section 4.48.10.
- 11.22 New storm water pump installations must include:
  - 11.22.1 dual or duplex pumps; and
  - 11.22.2 a high level alarm audible within the premises.
- 11.23 As a condition of issuance of a *mechanical permit* for the installation of a storm water pump, the *Owner* must grant to the *District* a covenant under section 219 of the *Land Title Act* in a form satisfactory to the *municipal solicitor*.

### Sanitary System Pumps

- 11.24 A *mechanical permit* for the installation of sanitary pumps where the pump serves an entire residence must include letters of assurance as required pursuant to section 4.48.11.
- 11.25 New sanitary pump installations must include a high level alarm audible within the premises.

### Fire Sprinklers

- 11.26 "*Fire limits area*" in this Part means the areas shown on the plan attached as Schedule D.
- 11.27 Except as set out in section 12.28, sections 12.21 to 12.23 apply to:
  - 11.27.1 a new *building* containing a mercantile, industrial, assembly, institutional, business, personal service or *residential occupancy*;
  - 11.27.2 an existing *building* containing a *residential occupancy* upon creation of an additional dwelling unit;
  - 11.27.3 an existing *building* containing a mercantile, industrial, assembly, institutional, business, personal services or *residential occupancy* if the total *building permit* value of all *additions* and structural *alterations* made within any consecutive 24

month period, as determined by the *Chief Building Official* pursuant to this bylaw, exceeds 25% of the assessed value of the existing *building* as determined by the most recent assessment by the British Columbia Assessment Authority; and

- 11.27.4 an existing *building* containing a *residential occupancy* and located within the *fire limits area* if the total *building permit* value (excluding the value of the fire sprinkler system) of all *additions* and or structural *alterations* made within any consecutive 24 month period, as determined by the *Chief Building Official* pursuant to this bylaw, exceeds \$100,000.00.
- 11.28 Sections 11.21 to 11.23 do not apply to single family *residential* dwelling units located outside the *fire limits area*, accessory *buildings* having a floor area of less than 30 square meters, *temporary buildings*, park shelters, detached gas station canopies or detached garages serving only one dwelling unit.
- 11.29 A *building* containing a mercantile, industrial, assembly, institutional, business, personal service or *residential occupancy* and any *building* in a *fire limits area* must be sprinklered in accordance with NFPA 13 1996 "Standard for Installation of Sprinkler Systems".
- 11.30 A *building* containing only a *residential occupancy* of up to four storeys in height must be sprinklered in accordance with NFPA 13 1996 "Standard for installation of Sprinkler Systems" or with NFPA 13R 1996 "Standard for installation of Sprinkler Systems in Residential Occupancies up to and including Four Storeys in Height", except as set out in section 10.26.
- 11.31 A *building* containing only one or two family *residential occupancies* must be sprinklered in accordance with NFPA 13 1996 "Standard for installation of Sprinkler Systems" or with NFPA 13R 1996 "Standard for installation of Sprinkler Systems in Residential Occupancies up to and including Four Stories in Height", or NFPA 13D 1996 "Standard for installation of Sprinkler Systems in one and two Family Dwellings and Mobile Homes".
- 11.32 A *mechanical permit* for the installation of fire sprinkler systems must include letters of assurance as required pursuant to section 4.51.12.

### **Water Conservation**

- 11.33 Every water closet must be a low consumption type which:
- 11.33.1 conforms with CSA B45.0-99, "General Requirements for Plumbing Fixtures";  
and
- 11.33.2 has an average water consumption not exceeding 6 litres per flush cycle.

11.34 Every urinal must be a low consumption type which:

11.34.1 conforms with CSA B45.0-99, "General Requirements for Plumbing Fixtures", and

11.34.2 has an average water consumption not exceeding 3.8 litres per flush cycle.

### **Gas Work**

11.35 No *mechanical permit* is required under this Bylaw for *gas work* that may be done without a *permit* pursuant to the *Gas Safety Regulation*.

11.36 Only those persons who may perform *gas work* pursuant to the *Gas Safety Regulation* may apply for a *mechanical permit* for *gas work* under this bylaw.

11.37 The *District's* mechanical inspectors are safety officers under the *Safety Standards Act* for the purpose of administering the *Gas Safety Regulation* and have all of the powers of safety officers under said enactments.

11.38 Where *gas work is being* undertaken pursuant to a *mechanical permit* issued to a licensed gas contractor, the *District's* mechanical inspectors will provide random spot inspections only.

## **PART 12 ELECTRICAL PERMITS**

### **Local Safety Manager and Local Safety Officers**

12.1 The *District's* electrical inspectors are safety officers under the *Safety Standards Act* for the purpose of administering the *Electrical Safety Regulation* and have all of the powers of safety officers under said enactments.

### **Permits**

12.2 Only those persons who may perform *electrical work* pursuant to the *Electrical Safety Regulation* may apply for an *electrical permit* under this bylaw.

12.3 No *electrical permit* is required under this Bylaw for *electrical work* that may be done without a permit pursuant to the *Electrical Safety Regulation*.

### **Electrical Inspections**

12.4 Where, pursuant to section 4.49 of this bylaw, letters of assurance are being provided in respect of *electrical work*, no inspections will be performed by the District and the *field safety representative* must provide a declaration that the work performed under the *electrical permit* complies with the *Safety Standards Act* and associated regulations pursuant to section 19(6) of the *Electrical Safety Regulation*.



- 12.5 Despite section 12.4, a *building official* may attend the site from time to time during the course of *construction* to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

### **PART 13 ENERGY STEP CODE**

- 13.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the District may reference and implement, in whole or in part, the Energy Step Code.
- 13.2 Effective December 15, 2017, any *building* regulated by Part 3 or Part 9 of the *Building Code* must be designed and *constructed* to meet the performance requirements specified in Step 1 of the Energy Step Code.
- 13.3 Effective July 1, 2018, any *building* regulated by Part 3 or Part 9 of the *Building Code*, must be designed and *constructed* to meet the performance requirements specified in Step 2 of the Energy Step Code.
- 13.4 Any *building* regulated by Part 3 or Part 9 of the *Building Code* which is located on property that has been re-zoned after December 15, 2017, must be designed and *constructed* to meet the performance requirements specified in Step 3 of the Energy Step Code.

### **PART 14 ACCESS ROUTE FOR FIRE VEHICLES**

- 14.1 Prior to the issuance of a *building permit*, the *owner* must satisfy the *chief building official* that the *building* or *structure* for which the *permit* is issued will be served by a fire access route that satisfies the following:
- 14.1.1 the width of an access route must be not less than [\_\_\_\_\_];
- 14.1.2 the centreline radius of an access route must be [\_\_\_\_\_];
- 14.1.3 the overhead clearance of an access route must be [\_\_\_\_\_];
- 14.1.4 the gradient of the access route must not change more than [\_\_\_\_\_];
- 14.1.5 the access route must comply with the bearing load and surface material standards of the Development Servicing Bylaw 8145, as amended or replaced from time to time;
- 14.1.6 the length above which a dead-end portion of an access route requires turnaround facilities is [\_\_\_\_\_];

**PART 15            RADIO REPEATERS FOR EMERGENCY RESPONSE**

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**PART 16            FEES AND CHARGES**

**Permit Fees**

- 16.1 In addition to applicable fees and charges required under other bylaws, permit fees as prescribed in the Fees and Charges Bylaw 6481 must be paid as follows:
- 16.1.1            50% of the total applicable fees must be paid at the time of the *building permit* application; and
- 16.1.2            the full balance of the total applicable fees must be paid prior to issuance of the *permit*.

**Inspection and Other Fees**

- 16.2 In addition to the permit fees required under section 16.1, the *owner* must pay additional *building review*, inspection fees, re-examination fees and other fees as prescribed in the Fees and Charges Bylaw 6481.
- 16.3 The *permit* fee will increase as prescribed in the Fees and Charges Bylaw 6481 if, contrary to this bylaw, *construction* is commenced before the *Chief Building Official* has issued a *permit*.

**Fee Reduction where Letters of Assurance are Being Relied Upon**

- 16.4 Where letters of assurance are being relied upon by the *District* pursuant to sections 4.46 or 4.48, the applicable *permit* fee will be reduced by 2.5%, up to a maximum reduction of \$500.00.

**Refunds**

- 16.5 No fee or part of a fee paid to the *District* may be refunded if *construction* of the *building* has started.
- 16.6 Except as otherwise provided in this bylaw, all fees and charges required by this bylaw are non-refundable.
- 16.7 If a valid and subsisting *permit* is cancelled at the request of the applicant, the *Chief Building Official* may issue a refund as follows:
- 16.7.1 for a *building permit*, a refund equal to that part of the fees paid at issuance of the *permit* in accordance with section 12.1.2 less an administration fee of 15% of that amount;

16.7.2 for an *electrical permit* or *mechanical permit*, a refund equal to the application fees for such *permit* less an administration fee of 15%,

provided that:

16.7.3 the *owner* has submitted a written request for a refund;

16.7.4 the *Chief Building Official* has certified that *construction* of the work authorized by the *permit* has not been started;

16.7.5 the *permit* has never been extended; and

16.7.6 the *permit* has not expired.

16.8 If a valid and subsisting *electrical permit* or *mechanical permit* is cancelled at the request of the applicant, the *Chief Building Official* may refund the application fees for such *permit* less an administration fee of 15%.

## PART 17      PROHIBITIONS

### General Prohibitions

17.1 A person must not:

17.1.1 commence or continue any *construction* of any *building* or *structure* or change the *occupancy* of any *building* or *structure*;

17.1.2 install or modify a commercial cooking facility or ventilation system used in a process producing grease laden vapours;

17.1.3 install or modify a fire alarm system;

17.1.4 move a *building* or structure;

17.1.5 demolish a building or structure;

17.1.6 install, *construct*, repair or alter a masonry fireplace or a wood burning appliance or chimney;

17.1.7 perform electrical work; or

17.1.8 commence or continue the installation, *construction*, repair or alteration of *mechanical work*

unless a *building official* has issued a valid and subsisting *permit* for the work or unless the work is specifically excluded from the ambit of this bylaw under Part 3 of this bylaw.

- 17.2 A person must not reverse, alter, deface, cover, remove or in any way tamper with a *construction* site identification placard, *Stop Work Order Notice*, certificate, card or notice posted on or affixed to a *building* or *structure* pursuant to a provision of this bylaw unless authorized by the *Chief Building Official*.
- 17.3 A person must not do any work that is at variance with the accepted designs, plans and specifications of a *building* or *structure* or of any other work for which a *permit* has been issued, unless that variance has been accepted in writing by a *building official*.
- 17.4 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the *District* onto property in the administration of this bylaw.
- 17.5 A person must not erase, alter or modify plans and supporting documents after the same have been reviewed by a *building official* and a person must not erase, alter or modify plans and supporting documents which have been filed for reference with a *building official* after the *permit* has been issued.
- 17.6 A person must not submit false or misleading information in relation to a *permit*, an application for a *permit* or *construction* undertaken under this bylaw.
- 17.7 A person must not occupy or *permit occupancy* of a *building* or *structure* or part of a *building* or *structure* until a *building official* has issued a final inspection notice for it.
- 17.8 A person must not *construct* on a parcel unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 17.9 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first obtaining a *building permit* under this bylaw.

## PART 18      OFFENCES

### Violations

- 18.1 Every person who violates or causes or allows to be violated a requirement of this bylaw is guilty of an offence and of a separate offence each day the violation is caused or allowed to continue.

### Penalty

- 18.2 Every *person* who commits an offence contrary to the provisions of this bylaw is liable on summary conviction to a penalty of not more than \$10,000.00 in addition to the costs of the prosecution.

### Deemed Offence

- 18.3 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.



COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE

**PART 19 MISCELLANEOUS**

**Severability**

19.1 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

**References**

19.2 Any reference to Bylaw 7353, 2003 in any other *District* bylaw is hereby deleted and replaced with a reference to this Bylaw XXXX, 2017.

**Repeal**

19.3 The District of North Vancouver Building Regulation Bylaw No. 7353, 2005 is repealed and all references in other District bylaws to District of North Vancouver Building Regulation Bylaw No. 7353 are hereby amended to refer to District of North Vancouver Construction Bylaw XXXX, 2017.

**Schedules**

19.4 Schedules A to D are attached to and form part of this bylaw.

**Citation**

19.5 This Bylaw may be cited for all purposes as "**Construction Bylaw, \_\_\_\_\_**".

**In Force**

19.6 This bylaw comes into force \_\_\_\_\_.

**SCHEDULE A to BYLAW \_\_\_\_\_**

**VALUE OF WORK**

DRAFT

## SCHEDULE B to BYLAW \_\_\_\_\_

### Application to Existing Buildings

The level of upgrading required for an existing building that is non-compliant with the current version of the BC Building Code is illustrated in the table below. The upgrading is based on the aggregate project value of all building permits issued over the previous 24-month period immediately preceding the date of application of a proposed building permit, including the value of the proposed project, to the assessed value of the building, expressed as a percentage.

For the purpose of applying the table below, when voluntary upgrades for fire alarm systems, sprinkler systems, exits, accessibility, seismic work and building envelop are performed along with other alterations, additions and changes of major occupancy in existing buildings, the applicant may deduct the value of this work from the aggregate value of the project costs.

Ratio of Project Costs to Assessed Value %	Item to be Upgraded	Location of Upgrading			Notes for Upgrading Work
		Project Area	Public Areas	Entire Building	
Up to 25%	Exits (1)	X			Number, capacity and fire separations
Over 25% and up to 50%	Including item above				
	Alarms/detectors	X	X		
	Emergency Lights	X	X		
	Exits			X	
	Exits Lights & Signs		X	X	
Over 50% and up to 100%	Flame Spread Rating		X	X	
	Including all items above				
	Access to exits and means of egress		X		
	Alarms/detectors			XX	
	Emergency Lights			X	
	Fire Fighting Access and Water Supply				
	Floor assemblies & supports				



	Spatial Separation				
Over 100% and up to 200%	<p>Including all items above</p> <p>Access to Exits</p> <p>Building structure</p> <p>Flame Spread</p> <p>Rating Occupancy</p> <p>Separation</p> <p>Provisions for Section 3.8</p> <p>Standpipes &amp; Sprinklers</p> <p>Washrooms</p>	XX		XX XX X	<p>Structural survey</p> <p>On same floor level</p>
Over 200%	<p>Including all items above</p> <p>Building Structure</p> <p>Emergency Power &amp; Lights</p> <p>Floor assemblies &amp; supports</p> <p>High Rise requirements</p> <p>Lightning Levels</p> <p>Provisions for Section 3.8</p> <p>Spatial Separation STC requirements</p> <p>Ventilation</p> <p>Washrooms</p>			XX XX XX XX XX	<p>Structural analysis</p> <p>Except smoke venting and smoke classification of finishes</p> <p>Natural and/or mechanical</p>

**SCHEDULE C to BYLAW \_\_\_\_**

**CONFIRMATION OF REQUIRED DOCUMENTS**

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**SCHEDULE D to BYLAW \_\_\_\_\_**

**FIRE LIMITS AREAS**

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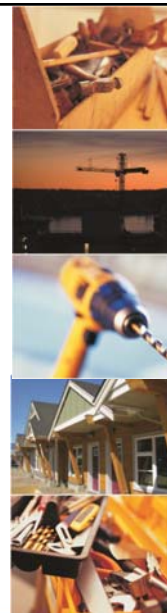
# Construction Bylaw and Building Act Update



## Guiding Principles



- Life Safety and Public Safety
- Reduce Municipal Risk
- Empowering Regulation



## Guiding Principles

- Clarity
- Consistency
- Ease of Use



## Changes and Improvements

- Consolidate
- Require Construction Notice
- Inspections

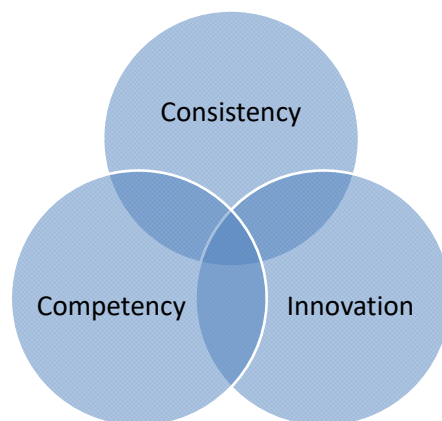


## Changes and Improvements

- Building Envelope Professional
- Risk-based Inspections
- Environmental Controls



## The Building Act



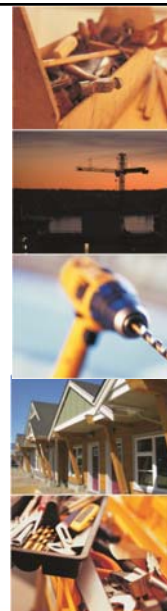
## The Building Act

- Broad Powers
- Mandatory Qualifications
- Local Building Requirements



## Unrestricted Matters

- Accessible Parking
- Flood Construction Levels
- District Energy Systems





## Unrestricted Matters (cont)



- Heritage Protection

- DPA's

- Sound Transmission



## Unrestricted Matters (cont)



- Firefighting Access Design

- Firefighting Water Supply

- Radio Repeaters



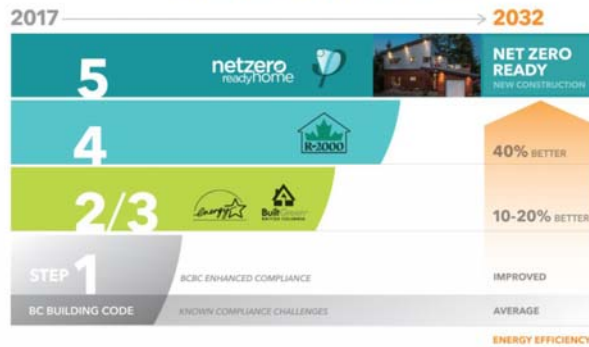
# Time-Limited Unrestricted Matters

- Fire Spinklers
- Accessibility of Buildings
- Adaptable Dwelling Units



# Energy Step Code

The BC Energy Step Code: Steps for Part 9 Buildings



# Energy Step Code

## Energy Performance Requirements for Residential Occupancies Forming Part of Sentences 10.2.3.3.(1) and (2)

Step	Equipment and Systems – Maximum Total Energy Use Intensity (kWh/m <sup>2</sup> ·year)	Building Envelope – Maximum Thermal Energy Demand Intensity (kWh/m <sup>2</sup> ·year)
1	Conform to Part 8 of the NECB	
2	130	45
3	120	30
4	100	15

## Energy Performance Requirements for Business and Personal Services or Mercantile Occupancies Forming Part of Sentences 10.2.3.3.(1) and (2)

Step	Equipment and Systems – Maximum Total Energy Use Intensity (kWh/m <sup>2</sup> ·year)	Building Envelope – Maximum Thermal Energy Demand Intensity (kWh/m <sup>2</sup> ·year)
1	Conform to Part 8 of the NECB	
2	170	30
3	120	20

### BC Energy Step Code: Lower and Higher Steps

Building Type	Lower Steps	Higher Steps
Part 3 Residential	Steps 1 and 2	Steps 3 and 4
Part 9 Residential	Steps 1, 2 and 3	Steps 4 and 5



# Bylaw/Policy Implications

Bylaw or Policy	Comment
Green Building Strategy (policy)	Transition to Step Code will supersede Green Building Strategy.
Density Bonus general provisions (zoning bylaw)	Transition to Step Code will supersede requirement for these provisions.
Accessible Design Policy (Policy)	Time-limited unrestricted matter so can be incorporated as a requirement into Construction Bylaw.
Sound Transmission into Buildings (Bylaw)	As an unrestricted matter can now be included as a general provision in the Construction bylaw.



# Bylaw/Policy Implications

Bylaw or Policy	Comment
Fire Sprinklers (Bylaw)	As a time-limited unrestricted matter the current provisions can be ported over to the new Construction bylaw.
Radio repeaters	As an unrestricted matter the requirement for radio repeaters for emergency communication will be included in the new Construction bylaw.
Stacked rock walls (bylaw)	No longer permitted to be regulated under the Building Act. If appropriate s219 covenant could be negotiated through rezoning process or the District may wish to apply to the Province for a Local Variation.



# Next Steps

- Discussion and Council feedback
- Return to Council with Bylaw in fall for adoption before Dec 15, 2017





Thank You



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