



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, June 14, 2023

11:05 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [23-402](#) Minutes of the May 10, 2023 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of May 10, 2023 be adopted as circulated.

Attachments: [Minutes -May 10, 2023](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

- 6.1.** [23-414](#) BC Building Energy Step Code Revision - Bylaw 4538, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023"
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
a) That Bylaw 4538, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023" be introduced and read a first, second, and third time; and (NWA)
b) That Bylaw No. 4538 be adopted. (NWA, 2/3rds on adoption)
- Attachments:** [Staff Report: BC Bldg Energy Step Code Revision-Amendment Bylaw 4538](#)
 [Appendix A: Bylaw No. 4538](#)
 [Appendix B: Bylaw No. 3741 \(Redlined\)](#)
- 6.2.** [23-381](#) Appointment of Officers
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Lance Hurrell, Tony Dobos, Wolfgang Brunnwieser, Maen Rashead, Aya Endrigo, Taelyn Munro, Nathaniel Blondeau, Sam Poffinbarger, Theron Watson, Sean Eversfield, Murray Fyfe, Bradley McQueen, Dana Dawson, and John-Brian Alag be appointed as a Bylaw Enforcement Officers. (NWA)
- Attachments:** [Staff Report: Appointment of Officers](#)
- 6.3.** [23-404](#) 2023 Salt Spring Island Local Community Commission Election Results
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: 2023 SSI LCC Election Results](#)
 [Appendix A: Declaration of Official Results](#)
 [Appendix B: Official Results \(by location\)](#)
 [Appendix C: Voter Turnout Percentage by Opportunity](#)
 [Appendix D: Ballot Account Summary](#)
- 6.4.** [23-413](#) Salt Spring Island Local Community Commission Remuneration
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the CRD Board Remuneration and Travel Expense Reimbursement Policy be amended to provide remuneration in the amount of ten thousand dollars (\$10,000) annually to a Commissioner of the Salt Spring Island Local Community Commission, as attached at Appendix A.
- Attachments:** [Staff Report: Salt Spring Island Local Community Commission Remuneration](#)
 [Appendix A: Board Remuneration & Travel Expense Reimbursement Policy](#)

6.5. [23-365](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) Galiano Island Parks and Recreation Commission minutes of May 10, 2023
b) Mayne Island Parks and Recreation Commission minutes of April 13, 2023
c) Mayne Island Parks and Recreation Commission minutes of May 11, 2023
d) Willis Point Fire Protection and Recreation Facilities Commission minutes of April 25, 2023

Attachments: [Minutes: Galiano Island Parks & Rec Commission - May 10, 2023](#)
[Minutes: Mayne Island Parks & Rec Commission - April 13, 2023](#)
[Minutes: Mayne Island Parks & Rec Commission - May 11, 2023](#)
[Minutes: Willis Pt. Fire Prot'n & Rec Facilities Commission - April 25, 2023](#)

7. Notice(s) of Motion

7.1. [23-369](#) Motion with Notice: Household Hazardous Waste Pickup in Electoral Areas (Director Brent)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That staff investigate the cost and feasibility of Hartland funding a one-time household hazardous waste (HHW) pickup on the four islands in the Southern Gulf Islands, Juan de Fuca, and also on Salt Spring Island.
(NWA)

8. New Business

9. Adjournment

The next meeting is July 12, 2023.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, May 10, 2023

11:05 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim

Staff: N. Chan, Chief Financial Officer; I. Jesney, Acting General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Henderson, Senior Manager, Real Estate; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director: C. Plant

The meeting was called to order at 11:14 am.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the May 10, 2023 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [23-342](#) Minutes of the April 12, 2023 Electoral Areas Committee Meeting

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the minutes of the Electoral Areas Committee meeting of April 12, 2023 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-269](#) Feedback from Local Service Area Committees - Electoral Areas Water Conservation Bylaw No. 1, 2023 (Bylaw No. 4492)

I. Jesney spoke to Item 6.1.

Discussion ensued regarding:

- bylaw enforcement
- water usage by tree farms

**MOVED by Director Holman, SECONDED by Director Wickheim,
The Electoral Areas Committee recommends to the Capital Regional District Board:**

1. That Bylaw No. 4492, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4492 be adopted.
3. That Bylaw No. 4554, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 77, 2023", be introduced and read a first, second and third time; and,
4. That Bylaw No. 4554 be adopted.

CARRIED

6.2. [23-284](#) 221 Drake Road, Salt Spring Island, Water Local Area Service

K. Campbell spoke to Item 6.2.

Discussion ensued regarding the timeline of a service establishing bylaw.

**MOVED by Director Holman, SECONDED by Director Brent,
The Electoral Areas Committee recommends to the Capital Regional District Board:**

That staff be directed to continue discussions with the owner of 221 Drake Road regarding the establishment of a new local service area to take over the operations and maintenance of a private water system for the proposed Dragonfly Commons development, subject to the owner meeting the CRD's requirements as set out in this report.

CARRIED

6.3. [23-320](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Magic Lake Estates Water and Sewer Committee minutes of February 14, 2023
- b) Mayne Island Parks and Recreation Commission minutes of March 9, 2023
- c) Pender Island Parks and Recreation Commission minutes of March 13, 2023
- d) Salt Spring Island Parks and Recreation Commission minutes of November 15, 2022
- e) Salt Spring Island Parks and Recreation Commission minutes of December 6, 2022
- f) Salt Spring Island Transportation Commission minutes of January 30, 2023
- g) Salt Spring Island Transportation Commission minutes of February 27, 2023

7. Notice(s) of Motion

7.1. **23-369** Motion with Notice: Household Hazardous Waste Pickup in Electoral Areas (Director Brent)

Director Brent provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee.

"That staff investigate the cost and feasibility of Hartland funding a one-time household hazardous waste (HHW) pickup on the four islands in the Southern Gulf Islands, Juan de Fuca, and also on Salt Spring Island."

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the May 10, 2023 Electoral Areas Committee meeting be adjourned at 11:32 am.
CARRIED

CHAIR

RECORDER



Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JUNE 14, 2023

SUBJECT **BC Building Energy Step Code Revision - Bylaw 4538, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023”**

ISSUE SUMMARY

The Capital Regional District’s (CRD) Building Regulation Bylaw dates from 2010. Staff are recommending the introduction of recent Building Code changes as well as some minor modernizations to address the following issues: changes associated with the BC Energy Step Code that would enable builders to use the prescriptive aspects of the BC Building Code (BCBC) for compliance; to enable the Zero Carbon Step Code, which would allow the CRD to limit greenhouse gas emissions (GHG) of new buildings; clarification of the application of partial building permit refunds when Registered Professionals are involved; reinstatement of the ability of the Building Official to, with discretion, extend the expiry date of a building permit; review of the minimum inspection booking notice period to increase flexibility of the offices’ functions, and reduction of the minimum building permit fee for permit re-applications for consideration of smaller, less expensive permits.

BACKGROUND

BC Building Code Revisions

New revisions to the BCBC, effective May 1, 2023, introduce mandatory requirements to meet at minimum Step 3 of the Energy Step Code. Building Code provisions include means to provide compliance through energy modelling, under the review and guidance of a registered Energy Advisor.

Local authorities can enable the optional prescriptive path to seek compliance by introducing this option into the CRD’s Building Regulation Bylaw. A builder then may follow this prescriptive path of construction without the need for an Energy Advisor. The BCBC prescriptive path revisions are, apparently, more stringent than the performance path and possibly more expensive to use. However, the prescriptive pathway provides builders with a second option for compliance with the Energy Step Code should the availability of Energy Advisors be limited, or circumstances warrant.

The BCBC revisions also provide an optional power that local authorities can exercise to limit GHG emissions from new buildings. This provision in the Code is known as the Zero Carbon Step Code and is tiered into “Moderate”, “Strong”, and “Zero Carbon” limits. The Province has indicated its intention to gradually move to Zero Carbon limits by 2030. The Zero Carbon Code pushes the builders towards electrification of buildings and limits the installation of fossil fuel heating systems like propane furnaces, water heaters, and cooking ranges. Consultations with builders in the electoral areas indicated support for adopting the Zero Carbon Step Code limits, but also indicated concerns for limiting the use of propane ranges because of the frequency of BC Hydro grid outages. Currently the cost and functionality of electric back-up systems are not well understood. As such, staff are recommending enabling the Strong Carbon Limits, which would in most cases limit the installation of fossil fuel space and water heating systems, while allowing for the installation of propane ranges as well as propane or wood burning secondary or back-up heating systems. Staff are also recommending that areas without hydro power in the electoral areas be exempt from the GHG emissions restrictions.

Building Permit Refund when Registered Professionals Involved

The Building Regulation Bylaw article 2.3.7(3) requires that building permit fees be reduced by 10%, up to a maximum of \$1000 when Registered Professionals are involved in the design of a project or part of a project. In accordance with the Bylaw, as written, this refund is available for both Part 3 Complex projects and smaller Part 9 projects, where determined by the Building Official to have the need for a Registered Professional(s). Historically, this refund has only been granted for Complex projects and not for smaller projects. To more closely follow the *Local Government Act*, it is proposed to continue the 10% building permit reduction (up to a maximum of \$1000) for Complex Part 3 projects with one or more Registered Professionals addressing design aspects of the project, and to provide a 5% fee reduction (up to a maximum of \$500) for Simple Part 9, projects having the involvement of one or more Registered Professionals.

Discretion to Extend a Permit Expiry Date

Previously, article 2.5.4 of the Building Regulation Bylaw gave a Building Official the ability to extend the expiry date of a building permit when adverse conditions prevented the owner from completing a project prior to the permit expiry date. This was mostly allowed for only short periods of time when it was warranted or when the applicant encountered an undue hardship. This Bylaw article was unintentionally removed from the Building Regulation Bylaw during one of the recent revision processes. It is recommended that this article be reinstated to allow the Building Official this discretion to aid owners and applicants.

Sufficient Notice for Booking Inspections

Article 3.5.4 of the Building Regulation Bylaw requires an owner to give at least 24 hours notice to the CRD when requesting an inspection. Although the Building Inspection Division strives to provide a timely response to inspection requests, it is not always possible, especially for the smaller Gulf Islands where inspections involve lengthy travel times. It is recommended to revise this article to allow greater flexibility and more realistic expectations of the owners and applicants.

Minimum Fee for Re-applications of Permits

Article 2.5.3 of the Building Regulation Bylaw addresses the process for reapplication of a building permit after a permit has expired. Sentence 3(b) states that the fee for this permit will not be less than \$300. Considering that smaller permits such as chimney and woodstove permits cost less than \$300 it is proposed to revise the minimum fee to be not more than the cost of the original permit.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board:

- a) That Bylaw 4538, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023” be introduced and read a first, second, and third time; and
- b) That Bylaw No. 4538 be adopted.

Alternative 2

That the BC Building Energy Step Code Revision - Bylaw 4538, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023” report be referred back to staff for further information based on direction from the Electoral Areas Committee.

IMPLICATIONS

Service Delivery

The introduction of the prescriptive path to Energy Step Code compliance will benefit builders and homeowners by permitting more flexibility with respect to BCBC compliant solutions. Potentially this could reduce time needed for an applicant to prepare a building permit application.

Adopting the BCBC provision to restrict GHG emissions will align with CRD’s commitment to support the provincial Zero Carbon Step Code.

Allowing for building permit fee reductions when Registered Professionals are required on projects of all types will allow for increased liability protection.

The remaining proposed revisions will allow for a less restrictive application of the Building Regulation Bylaw by allowing for permit expiry date extensions, a more workable inspection notice period, and permit re-application fees that better reflect those original permit fees of a lower value. These revisions will reduce hardship to some applicants.

Financial Implications

The introduction of prescriptive path provisions in the Building Bylaw may have little or no effect on the Building Inspection Division but may allow reduced delays for applicants awaiting the availability of an Energy Advisor before submitting a permit application.

The introduction of the Zero Carbon Step Code will likely have no or little financial implications on permit applicants and the Building Inspection Division.

Increasing the number of partial building permit refunds will have a negative effect on the Building Inspection Division budget. It is hoped, however, that this will reduce future liability to the CRD for project failures.

The allowance for short-term permit extensions and a lower minimum fee for permit re-applications may, to a small degree, negatively affect the Building Inspection Division revenue budget. Despite the slight reduction in permit revenue, this should be seen as positive and helpful to owners and applicants.

CONCLUSION

The introduction of prescriptive means for Energy Step Code compliance will meet the requirements of the Ministerial Order for the recent Building Code revisions and allow for an alternative means to meet Building Code compliance. Restrictions for GHG emissions will align with CRD’s commitment to support the provincial movement to reduce GHG emissions.

Updating of the Building Regulation Bylaw to clarify when partial permit fee refunds are applicable, allowing for permit expiry date extensions, providing for more realistic inspection booking times, and reducing the minimum permit re-application fee will help to ensure fair, clear, and consistent Division practices.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:

- a) That Bylaw 4538, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023” be introduced and read a first, second, and third time; and
- b) That Bylaw No. 4538 be adopted.

Submitted by:	Mike Taylor, RBO, Manager and Chief Building Inspector, Building Inspection
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

ATTACHMENTS

- Appendix A: Amendment Bylaw No. 4538, “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023”
- Appendix B: Bylaw No. 3741 (Redlined)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4538**

**A Bylaw to Amend Building Regulation Bylaw No. 5, 2010 (Bylaw No. 3741)
A Bylaw to Regulate the Construction, Alteration, Repair or Demolition of
Buildings and Structures in the Electoral Areas of the Capital Regional District**

WHEREAS:

- A. Under Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", the Regional Board established a Bylaw to Regulate the Construction, Alteration, Repair or Demolition of Buildings and Structures in the Electoral Areas of the Capital Regional District;
- B. Revisions to the British Columbia Building Code effective May 1, 2023, introduce mandatory requirements to meet Step 3 of the Energy Step Code or better, and require the review and guidance of a registered energy advisor, unless modifications are made to a local authority's building bylaw to permit a prescriptive path for compliance;
- C. The Board is concerned with a lack of energy advisors in the region, and desires to permit applicants to follow the prescriptive path for compliance;
- D. The Board desires to permit Building Officials to extend permit expiry dates in the event of hardship;
- E. The Board desires to allow Building Officials more flexibility in scheduling inspections;
- F. The Board desires to adjust various fees that are currently payable under the Bylaw;
- G. The Board wishes to amend Bylaw No. 3741 to allow for the prescriptive path for compliance with Step 3 of the Energy Step Code, to permit Building Officials to extend permit expiry dates in the event of hardship, and to allow Building Officials more flexibility in scheduling inspections;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010", is hereby amended as follows:
 - (a) By replacing section 2.3.7(3) in its entirety with the following:

(3) When a Permit is issued in accordance with Section 2.3.4 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to Appendix B to this Bylaw, up to a maximum reduction of \$1000 (one thousand dollars).
 - (b) By inserting the following as section 2.3.7(4):

(4) When a Permit is issued for a Simple Building and a Building Official has required one or more letters of assurance under section 3.4.1 of this Bylaw, the Permit fee shall be reduced by 5%, of the fees payable pursuant to Appendix B to this Bylaw, up to a maximum reduction of \$500 (five hundred dollars).

(c) By inserting the following as section 2.3.8:

2.3.8 Prescriptive Path Permitted

(1) In relation to the conservation of energy, construction on or after May 1, 2023 may meet the prescriptive requirements of s. 9.36.2 to 9.36.4 of Division B of the Building Code;

(d) By replacing section 2.5.3(1) in its entirety with the following:

(1) Except as provided in 2.5.9 and 2.5.10, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work.

(e) By replacing section 2.5.3(3)(b) with the following:

(b) will in no event be greater than the original Permit fee.

(f) By inserting the following as section 2.5.10:

2.5.10 Extension of a Permit

(1) In addition to a renewal under section 2.5.9, a Building Official may extend the period of time set out under section 2.5.2 where construction has not commenced, or has been discontinued, due to adverse weather, strikes, or material or labour shortages. The maximum period of an extension is 12 months.

(g) By renumbering section 3.5.5 as section 3.5.6.

(h) By adding the following as section 3.5.5:

3.5.5 A Building Official shall attempt to accommodate the requested inspection date and time for any inspection requested under section 3.5.4. If the Building Official is unable to attend at the requested date and time due to travel distance or time constraints, the inspection shall occur as soon as reasonably practicable thereafter.

2. This Bylaw may be cited for all purposes as Bylaw No. 4538, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 5, 2023".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER



Making a difference...together

**CAPITAL REGIONAL DISTRICT (CRD)
BYLAW NO. 3741**

BUILDING REGULATION BYLAW NO. 5, 2010

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED OCTOBER 12, 2010
(Consolidated with Amending Bylaws 3780, 4403, 4480, 4535, 4538)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: 250.360.3127, F: 250.360.3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

Unofficial Consolidation current to June 8, 2023

TABLE OF CONTENTS

CAPITAL REGIONAL DISTRICT BYLAW NO. 3741

	Page
PART 1 SCOPE AND DEFINITIONS	2
1.1 SCOPE	2
1.2 DEFINITIONS	3
1.3 PURPOSE OF BYLAW	5
PART 2 PERMITS AND PERMIT FEES	6
2.1 GENERAL	6
2.2 COMPLIANCE	8
2.3 APPLICATIONS	8
2.4 PERMIT FEES AND PLAN PROCESSING FEES	12
2.5 CONDITIONS OF A PERMIT	14
2.6 CERTIFICATE OF OCCUPANCY	18
PART 3 PROHIBITIONS AND OBLIGATIONS	19
3.1 GENERAL	19
3.2 BUILDING OFFICIALS	20
3.3 RESPONSIBILITY OF THE OWNER	21
3.4 PROFESSIONAL DESIGN AND FIELD REVIEW	22
3.4A PROFESSIONAL DESIGN (POTABLE WATER SYSTEMS)	22
3.5 INSPECTIONS	23
PART 4 ADMINISTRATIVE PROVISIONS	24
4.1 PENALTIES AND ENFORCEMENT	24
PART 5 GENERAL	25
5.1 SCHEDULES	25
5.2 SEVERABILITY	25
5.3 REPEAL OF BYLAWS	25
5.4 CITATION	25

Bylaw Schedules

- Appendix A: Fees and Charges
- Appendix B: Permit Fees Based on Construction Value
- Appendix C: Construction Values for Buildings Other Than Single Family Dwellings, Factory-Built Homes, Mobile Homes, and Moved Buildings
- Appendix D: Construction Values for Single and Two-Family Dwellings, Factory-Built Homes, Mobile Homes, and Moved Buildings
- Appendix E: Conditional Certificate of Occupancy
- Appendix F: Certificate of Occupancy
- Appendix G: Building Permit

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3741**

**A BYLAW TO REPEAL EXISTING BUILDING REGULATIONS AND TO ADOPT
NEW BUILDING REGULATIONS IN AREAS OF THE CAPITAL REGIONAL DISTRICT
NOT WITHIN A CITY, DISTRICT, TOWN OR VILLAGE**

WHEREAS:

- A. Section 298(1) of the Local Government Act and Section 53 of the Community Charter authorizes the Capital Regional District, for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw. **(BI 4403)**

- B. The Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the province.

- C. It is deemed necessary to provide for the administration of the building code.

NOW THEREFORE the Board of the Capital Regional District, in open meeting assembled hereby enacts as follows:

PART 1 SCOPE AND DEFINITIONS

1.1 SCOPE

1.1.1 Electoral Areas

The provisions of this Bylaw shall apply in all parts of Juan de Fuca, Southern Gulf Islands, and Salt Spring Island electoral areas in the Capital Regional District.

(BI 4403)

1.1.2 Other Legislation

Nothing contained in this Bylaw relieves any person from complying with all other applicable legislation or enactments respecting health, safety and the protection of persons and property.

1.1.3 Application

The provisions of this Bylaw shall apply to the:

- (1) design and construction of new buildings or structures; and

- (2) alteration, reconstruction, demolition, deconstruction and change in use or class of occupancy of existing buildings or structures.

(BI 4403)

1.2 DEFINITIONS

1.2.1 Non-defined Terms

Definitions of words or phrases used in this Bylaw that are not specifically defined under Section 1.2 and are not defined under the *Building Code* shall have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw, consistent with the specialized use of terms within the various trades and professions to which the terminology applies.

1.2.2 Definitions:

In this Bylaw:

“**Accessory Building**” means a building or structure, the use or intended use of which is ancillary, subordinate, customarily incidental and exclusively devoted to the principal use.

(BI 4403)

“**Alteration**” means a change or extension to any matter or thing or to any occupancy regulated by the *Building Code*.

(BI 4403)

“**Board**” means the Board of the Capital Regional District.

“**Building Code**” means the *British Columbia Building Code* as adopted from time to time by the Minister pursuant to Part 2 of the *Building Act*.

(BI 4403)

“**Building Official**” means a Building Inspector appointed by the Capital Regional District to administer this Bylaw.

“**Certificate of Occupancy**” includes a Conditional Certificate of Occupancy where appropriate.

“**Conditional Certificate of Occupancy**” means a partial certificate of occupancy issued by a Building Inspector, of a temporary nature, in accordance with sections 2.5.9 and 2.6 of this Bylaw.

(BL 4535)

“**Complex Building**” means:

- (a) a building classified as a post-disaster building;
- (b) a building used for major occupancies classified as:
 - (i) assembly occupancies,
 - (ii) care or detention occupancies,
 - (iii) high hazard industrial occupancies; and

- (c) a building 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,
 - (iv) medium and low hazard industrial occupancies.

"Construct" includes build, erect, install, repair, alter, add, enlarge, move, locate, reconstruct, demolish, remove, excavate or shore.

(BI 4403)

"Construction Value" means the fair market value of the work proposed to be undertaken, including the value of all labour and materials whether contracted, volunteered or provided by the owner, together with the value of all design and professional consulting services, construction management services, and contractor's profit and overhead, as determined in accordance with section 2.4.4 of this Bylaw.

(BI 4403)

"Deconstruction" means the taking apart of a building or structure whereby at least 70% of the framing members of the building or structure are removed in salvageable form and are capable of being reused as framing members.

"Excavation" means the removal of soil, rock or fill for the purpose of construction requiring a permit.

(BI 4403)

"Health and Safety Aspects of the Work" means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9, and 10, Division B, of the *Building Code*, and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B.

(BI 4403)

"Owner" includes a person who has been authorized by the owner to act as the owner's agent.

"Permit" means a Permit as required in Section 2 and may include a building permit, a plumbing permit, a demolition permit or a deconstruction permit, a permit for a change of occupancy, and a fireplace/chimney/woodstove/oil furnace/oil tank permit.

"Registered Professional" means a person who is registered or licensed to practice as an architect under the *Architects Act*, or a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Act*.

"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.

"Structure" means a construction or portion of construction, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.2 meters in height.

(BI 4403)

"Wetland" means land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions supports vegetation typically adapted for life in saturated soil conditions, including marshes, swamps and bogs.

1.3 PURPOSE OF BYLAW

1.3.1 Interpretation

This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.3.2 General

This Bylaw is enacted for the purpose of regulating construction within all parts of the Juan de Fuca, Southern Gulf Islands and Salt Spring Island electoral areas in the general public interest. The activities undertaken by or on behalf of the Capital Regional District pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety, and protection of persons and property. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- (1) to the protection of owners, owner/builders or constructors from economic loss;
- (2) to the assumption by the Capital Regional District or any building official of any responsibility for ensuring the compliance by an owner, his or her representatives or any employees, constructors or designers retained by him or her, with the *Building Code*, the requirements of this Bylaw or any other applicable codes, enactments or standards;
- (3) to providing to any person a warranty of design or workmanship with respect to any building or structure for which a Permit or a Certificate of Occupancy is issued under this Bylaw;
- (4) to providing to any person a warranty or assurance that construction undertaken pursuant to a Permit issued by the Capital Regional District is free of latent defects.

(BI 4403)

PART 2 PERMITS AND PERMIT FEES

2.1 GENERAL

2.1.1 (1) A Permit is required whenever work regulated under the Building Code and this Bylaw is to be undertaken.

(BI 4403)

(2) The Chief Building Official shall create, modify, or adopt for usage, forms (other than those prescribed by enactment) in relation to Permit applications, in order to collect or make use of information or documentation necessary for the administration and enforcement of this bylaw, the Building Code, and other applicable enactments. The Building Department shall maintain a list of such forms.

(BL 4535)

(3) In creating or modifying Permit forms, the Chief Building Official shall ensure forms contain a limitation of liability substantially similar to the clauses in Sections 2.1.4 to 2.1.6 of this Bylaw, as well as *Freedom of Information and Protection of Privacy Act* personal information collection statements. The Chief Building Official may include fee calculation materials in Permit forms, consistent with fee appendices attached to this Bylaw, for ease of administration of the Permits.

(BL 4535)

(4) The following appendices form part of this Bylaw:

Appendix A: Fees and Charges

Appendix B: Permit Fees Based on Construction Value

Appendix C: Construction Values for Buildings Other Than Single Family Dwellings, Factory-Built Homes, Mobile Homes, and Moved Buildings

Appendix D: Construction Values for Single and Two-Family Dwellings, Factory-Built Homes, Mobile Homes, and Moved Buildings

Appendix E: Conditional Certificate of Occupancy

Appendix F: Certificate of Occupancy

Appendix G: Building Permit

(BL 4535)

2.1.2 Permits Required

Every person shall apply for and obtain:

(1) a building permit before commencing:

(a) site excavation or blasting;

(b) construction, repairing or altering a building or structure;

- (c) moving a building; or
- (d) changing an occupancy;
- (2) a plumbing permit prior to commencing the installation of any plumbing;
- (3) a fireplace and chimney permit prior to the construction of a masonry fireplace or the installation of a solid fuel burning appliance or factory/masonry chimney unless the works are encompassed by a valid building permit;
- (4) a demolition permit before demolishing a building or structure;
- (5) a deconstruction permit prior to commencing the deconstruction or removal of a building.

(BI 4403)

2.1.3 Permits Not Required

A Permit is not required in the following circumstances:

- (1) for minor repairs or alterations to non-structural components of the building;
- (2) when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired if no change to the piping is required;
- (3) for accessory buildings less than 10 square meters in area that do not create a hazard;
- (4) retaining structures less than 1.2 meters in height;
- (5) other retaining structures more than 1.2 meters in height and greater than 30° off vertical.

(BI 4403)

2.1.4 Neither the issuance of a Permit under this Bylaw nor the acceptance or review of plans or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in accordance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.

2.1.5 It shall be the full and sole responsibility of the owner and where the owner is acting through a representative, the representative to carry out the work in respect of which the Permit was issued in compliance with the *Building Code*, this Bylaw and all other applicable enactments, codes and standards.

2.1.6 Neither the issuance of a Permit, Certificate of Occupancy under this Bylaw nor the acceptance or review of plans, drawings, specifications, or supporting documents, nor any inspections made by or on behalf of the Capital Regional District constitute in any way a representation, warranty, assurance or statement that the *Building Code*, this Bylaw or any other applicable enactments, codes and standards have been complied with, nor does

it constitute a representation or warranty that the building or structure meets any standard of materials or workmanship.

(BI 4403)

2.1.7 Essential Services

No Permit shall be issued for the construction of any residential, commercial, institutional or industrial buildings until the following essential services are provided for:

- (1) **Water (Potable)** A community water service or other source of potable water, approved by the medical health officer, public health inspector or the authority having jurisdiction, shall be provided;
- (2) **Sanitary Sewer** A community sewer or other method of sewage disposal, provided that, for a sewerage system, the owner has submitted to the building official all documents to be filed with the Vancouver Island Health Authority as prescribed in Section 8(2) of the Sewerage System Regulation BC Reg. 326/04; and for a holding tank, the owner has submitted to the building official a holding tank permit as prescribed in the Sewerage System Regulation BC Reg. 326/04;
- (3) **Storm Drainage** An approved method of storm drainage disposal shall be available to service the building or structure;
- (4) **Access to Property** A driveway of sufficient strength, grade and width for access and egress to all principal buildings by fire and emergency vehicles within 30 meters of a building;
- (5) Water supply as per NFPA 1142 "Standard for Water Supply for Suburban and Rural Fire Fighting" or equivalent documents for adequate water supply for fire fighting; and
- (6) Site visit to be completed by a registered professional or building official to determine if land is subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock-fall, subsidence or avalanche.

2.2 COMPLIANCE

- 2.2.1** No person shall rely upon any Permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms.

2.3 APPLICATIONS

- 2.3.1** An application for a Permit shall be made on the appropriate form, issued from time to time in accordance with this Bylaw.

(BL 4535)

- 2.3.2** All plans submitted with Permit applications shall bear the name and address of the designer of the building or structure.

2.3.3 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee based on the value of the building or structure as determined in accordance with Appendices A to D of this Bylaw. **(BI 4403)**

2.3.4 Applications for Complex Buildings

(1) An application for a building permit with respect to a complex building shall:

(a) be made on the appropriate form issued from time to time, signed by the owner, or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation; **(BL 4535)**

(b) include a copy of a title search made within 30 days of the date of this application, complete with copies of all easements, statutory rights of way and covenants;

(c) include a site plan prepared by a registered professional or British Columbia land surveyor showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan;

(ii) the legal description and civic address of the parcel;

(iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;

(iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;

(v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;

(vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and

(vii) the location, dimension and gradient of parking and driveway access.

(d) include floor plans showing the dimensions and uses of all areas; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

(e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights, the dimensions and height of crawl and roof spaces, and construction systems;

(f) include elevations of all sides of the building or structure to confirm that it substantially conforms to the *Building Code* and any other applicable enactments;

- (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal permits, Highway Access permits and Ministry of Health Services approval;
 - (i) (include a letter of assurance in the form of Schedule A, as referred to in Division C of Part 2 of the *Building Code*, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;
 - (j) include letters of assurance in the form of Schedule B as referred to in Division C of Part 2 of the *Building Code*, each signed by such registered professionals as the building official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure;
 - (k) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands) at a scale of $\frac{1}{4}'' = 1'$ or 1:50 (or other appropriate scale) of the design prepared by each registered professional and including the information set out in Section 2.3.4(1) (d) to (g) of this Bylaw.
- (2) In addition to the requirements of Section 2.3.4(1), the following may be required by a building official to be submitted with a building permit application for the construction of a complex building where the complexity of the proposed building or structure or siting circumstances warrant:
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional;
 - (b) a section through the site showing grades, buildings, structures, parking areas and driveways; and
 - (c) 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.

2.3.5 Applications for Simple Buildings

- (1) An application for a building permit with respect to a simple building shall:
- (a) be made on the appropriate form issued from time to time, signed by the owner or by a signing officer with sufficient authority to bind the corporation if the owner is a corporation;
 - (b) include a copy of a title search made within 30 days of the date of the application, complete with copies of all easements, statutory rights of way and covenants;
 - (c) include a site plan showing:

- (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of all statutory rights of way, easements, development permit areas and setback requirements;
 - (iv) the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any sea, lake, wetland, pond or watercourse;
 - (vi) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Capital Regional District's or the Islands Trust's land use regulations establish siting requirements related to minimum floor elevation; and
 - (vii) the location, dimension and gradient of parking and driveway access.
- (d) include floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - (e) include a cross-section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
 - (f) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural or finished grade as applicable and building height;
 - (g) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the *Building Code*;
 - (h) include copies of approvals required under any enactment relating to health or safety, including, without limitation, Sewage Disposal permits, Highway Access permits and Ministry of Health Services approval;
 - (i) include two copies of specifications and two sets of drawings (three of each on the Southern Gulf Islands) at a scale of $\frac{1}{4}'' = 1' 0''$ or 1:50 (or other appropriate scale) of the design including the information set out in Section 2.3.5(1) (d) to (g) of this Bylaw;
 - (j) include 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.

2.3.6 Applications for Moved Buildings or Structures

- (1) A Permit is required for the rehabilitation of a moved building or structure on the property to which it is to be moved.

- (2) Before issuing a Permit under Section 2.3.6(1), the building official may require certification from a registered professional that the building meets the requirements of this Bylaw, the *Building Code* and any other applicable enactment.

2.3.7 Professional Plan Certification

- (1) The letters of assurance in the form of Schedules A, B and C-A and C-B referred in Division C of Part 2 – Administrative Provisions of the *Building Code* and provided pursuant to this Bylaw are relied upon by the Capital Regional District and its building officials as certification that the design and plans to which the letters of assurance relate comply with the *Building Code* and other applicable enactments. Any failure on the part of the building official to provide the owner with the written notice will not diminish or invalidate the reliance by the Capital Regional District or its building officials on the registered professionals.

(BI 4403)

- (2) A Permit issued pursuant to Section 2.3.4 or Section 3.4.1 of this Bylaw shall include a notice to the owner that the Permit is issued in reliance upon the certification of the registered professionals that the building complies with the *Building Code* and other applicable enactments relating to safety.

- ~~(3) When a Permit is issued in accordance with Section 2.3.4 or Section 3.4.1 of this Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to Appendix E to this Bylaw, up to a maximum reduction of \$1000 (one thousand dollars). When a Permit is issued in accordance with Section 2.3.4 of the Bylaw, the Permit fee shall be reduced by 10% of the fees payable pursuant to Appendix B to this Bylaw, up to maximum reduction of \$1000 (one thousand dollars).~~

(BI 4538)

- ~~(4) When a Permit is issued for a Simple Building and a Building Official has required one or more letters of assurance under section 3.4.1 of this Bylaw, the Permit fee shall be reduced by 5%, of the fees payable pursuant to Appendix B to this Bylaw, up to a maximum reduction of \$500 (five hundred dollars).~~

(BI 4538)

2.3.8 Prescriptive Path Permitted

- ~~(1) In relation to the conservation of energy, construction on or after May 1, 2023 may meet the prescriptive requirements of s. 9.36.2 to 9.36.4 of Division B of the Building Code;~~

(BI 4538)

2.4 PERMIT FEES AND PLAN PROCESSING FEES

- 2.4.1** A Permit fee for any of the following work, calculated in accordance with Appendices A to D, shall be paid in full prior to issuance of:

- (1) a plumbing Permit pursuant to section 2.1.2(2) of this Bylaw;
- (2) a Permit for the installation of a fireplace, chimney, or wood stove pursuant to section 2.1.2(3) of this Bylaw;

- (3) a Permit for the demolition or deconstruction of a building or structure, pursuant to section 2.1.2(4) or (5) of this Bylaw.

(BI 4403)

- 2.4.2** A Permit fee, calculated in accordance with Appendix B of this Bylaw, and based upon the construction value of the proposed work as determined in accordance with section 2.4.4 of this Bylaw, shall be paid in full prior to the issuance of a Permit for the construction, alteration or repair of a building or structure pursuant to section 2.1.2(1) of this Bylaw.

(BI 4403, 4535)

- 2.4.3** An application for a Permit pursuant to section 2.1.2(1) of this Bylaw must be accompanied by the owner's declaration of the value of the proposed work.

(BI 4403)

- 2.4.4** For the purpose of section 2.4.2, the construction value of the proposed work shall be the greater of the following:

- (1) the value of the proposed work, as declared by the owner under section 2.4.3,
- (2) the construction value of the proposed work, as determined by the building inspector using one of the following sources:
 - (a) the construction values set out in Appendix C and D to this Bylaw; or
 - (b) a construction costing manual or service that is nationally-recognized by the construction and real estate industries as authoritative, including but not limited to the Marshall & Swift Valuation Service or Residential Cost Handbook.

(BI 4403, 4535)

- 2.4.5** A plan processing fee, as set out below, shall accompany an application made for a building permit to this Bylaw.

- (1) The plan processing fee for a building or structure with a construction value as established under section 2.4.4 of less than \$50,000 (fifty thousand dollars) shall be \$100 (one hundred dollars).
- (2) The plan processing fee for a building or structure with a construction value as established under section 2.4.4 between \$50,000 (fifty thousand dollars) and \$200,000 (two hundred thousand dollars) shall be \$200 (two hundred dollars).
- (3) The plan processing fee for a building or structure with a construction value as established under section 2.4.4 of greater than \$200,000 (two hundred thousand dollars) shall be \$300 (three hundred dollars).

(BI 4403, 4535)

- 2.4.6** The plan processing fee is non-refundable and shall be credited against the building permit fee when the Permit is issued.

2.4.7 Cancellations and Refunds

- (1) An application shall be cancelled and the plan processing fee forfeited if the Permit has not been issued within six months of the date that the Permit application was received.
- (2) When an application is cancelled, the plans and related documents submitted with the application may be destroyed.
- (3) The owner may obtain a refund of the Permit fee set out in Section 2.4.1 of this Bylaw, by way of a written request, when a Permit is surrendered and cancelled within six months of the Permit being issued and before any excavation or construction begins.
- (4) At the written request of the owner, after six months from the date of issuing the Permit and if the work has not commenced, including excavation, the Permit shall be cancelled and a refund to the Permit holder of 60% of the fees paid for the Permit.

2.4.8 Where, due to non-compliance with this Bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge of \$100 (one hundred dollars) shall be paid prior to additional inspections being performed.

2.4.9 The fee for a special inspection or consultation with the building inspector for work which is not addressed by an existing Permit shall be at the charge-out rate of \$92 (ninety-two dollars) per hour and prorated in the case of a partial hour to the nearest quarter hour.

2.4.10 The fee for a letter report on the status of an existing building or structure shall be \$100 (one hundred dollars).

(BI 4480)

2.4.11 The fee for removing a notice that has been placed on title to land in accordance with Section 57 of the *Community Charter* shall be \$500 (five hundred dollars).

2.4.12 The fee for the review of a 219 Restrictive Covenant required in accordance with Section 219 of the *Local Government Act* and/or Section 56 of the *Community Charter* shall be \$300 (three hundred dollars) and, when requested, the fee for the execution of the approved covenant shall be \$200 (two hundred dollars).

(BI 4403)

2.5 CONDITIONS OF A PERMIT

2.5.1 A building official shall issue the Permit for which the application is made when:

- (1) a completed application in compliance with Section 2.1.2 and with Section 2.3.4 or Section 2.3.5 of this Bylaw, including all required supporting documentation, has been submitted and the review of the application has been completed;
- (2) the owner has paid all applicable fees set out in Section 2.4 of this Bylaw;
- (3) the owner has paid all charges and met all regulations and requirements imposed by any other bylaw or enactment;

- (4) the proposed construction does not contravene any covenant under Section 219 of the *Land Title Act*;
- (5) no enactment authorizes the Permit to be withheld; and
- (6) the owner is not disentitled to a Permit by operation of Section 2.5.5 [*Violations and Notices on Title*].

(BL 4535)

2.5.2 Every Permit is issued upon the condition that the Permit shall expire and the rights of the owner under the Permit shall terminate if:

- (1) work authorized by the Permit is not commenced within six months from the date of issuance of the Permit;
- (2) work is discontinued for a period of 12 months or no inspection as listed in Section 3.5.4 has been requested during that period;
- (3) work has not been completed within 24 months from the date of the issuance of the Permit; or
- (4) there is a sale or transfer of the property in respect of which the Permit is issued, unless the owner has first notified the building inspector in writing and the building inspector has authorized the transfer or assignment of the Permit to the new owner.

(BI 4403)

2.5.3 Reapplication

- (1) ~~Except as provided in 2.5.9, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work.~~ Except as provided in 2.5.9 and 2.5.10, where a permit expires under section 2.5.2 the owner must apply for a new permit in order to complete the work.

(BI 4538)

- (2) An application under section 2.5.3(1) must be accompanied by any of the information referred to in sections 2.3.4 or 2.3.5 that the building inspector considers is necessary to verify that the health and safety aspects of the work that has yet to be substantially completed will conform with the requirements of the then-current Building Code, this Bylaw and any other applicable enactment.

- (3) The fee for a Permit issued under section 2.5.3(1):

- (a) will be based upon the value of the work that remains to be completed, as determined by the building inspector in accordance with section 2.4.4 of this Bylaw;

- (b) ~~will in no event be less than \$300.00, will in no event be greater than the original Permit fee.~~ will in no event be less than \$300.00, will in no event be greater than the original Permit fee.

(BI 4538)

(BI 4403)

2.5.4 Revocation of a Permit

The building official may revoke a Permit if one or more of the following violations occurs:

- (1) there is a contravention of a condition under which the Permit was issued;
- (2) there is a contravention of a provision of the *Building Code*, this Bylaw or other applicable bylaws or enactments;
- (3) the Permit was issued in error; or
- (4) the Permit was issued on the basis of false or incorrect information.

The revocation shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three days after the date of mailing.

2.5.5 Denial of Permits

- (1) Any person who has a notice placed on their property's title under section 57 of the *Community Charter*, or who has been notified in writing that work done by him or her or on his or her behalf is a violation referred to in Section 2.5.4 (collectively an "Infraction Notice"), shall have no Permit issued in respect of the same property, until the person has complied, corrected the violation, or the issue identified in any notice on title, or satisfied the building official of their ability to do so.
- (2) As an exception to Section 2.5.5(1), if the building permit application is for a building or structure other than the building or structure for which an Infraction Notice was issued, a building inspector may issue the building permit if:
 - a. the building inspector is satisfied that the construction and occupancy of the new building or structure does not adversely affect health or life safety aspects of any existing buildings or structures, and any existing buildings or structures do not adversely affect health or life safety aspects of the new structure; or
 - b. the owner undertakes to alleviate any health or life issues created by the construction or occupancy of the new building or structure. The building inspector may make alleviating the issue a condition of the permit, and may require the owner to secure its undertaking by providing a section 219 Land Title Act covenant. Without limiting the requirements that the building inspector can require in the section 219 covenant, the covenant may prohibit occupancy of the new building or structure until the health and life safety issues have been alleviated to the satisfaction of the building inspector.
- (3) As an exception to Section 2.5.5(1), if the building permit application is for the same building or structure for which an Infraction Notice has been issued, the building inspector may issue a permit if:
 - a. the owner satisfies the building inspector that the issue is capable of being rectified; and the owner undertakes to rectify the issue. The building inspector may make rectifying the issue a condition of the permit, and may secure the owner's undertaking by requiring the owner provide a section 219 Land Title

Act covenant. Without limiting the requirements that the building inspector can require in the section 219 covenant, the covenant may prohibit occupancy of the building or structure until the existing health and life safety issues have been alleviated to the satisfaction of the building inspector; or

- b. it is practically unfeasible to rectify the subject matter of the Infraction Notice, and the building inspector is satisfied that issuing a building permit for the subject matter of the building permit application would not adversely affect any existing life safety or health issues with the building or structure. The building inspector may note on an occupancy permit for the work that the occupancy permit relates only to the work authorized by the building permit, and that the issuance of the permit does not relate to any previous construction or work. The building inspector may also require the owner to provide a section 219 Land Title Act covenant requiring the owner to only construct the work in accordance with the submitted plans, and releasing and indemnifying the CRD and the building official from and against any liability resulting from construction and occupancy of the building, including any past construction.

(4) Despite having discretion in Section 2.5.5(2):

- a. there is no obligation on a building official to provide an advance ruling or decision on the exercise of their discretion to an owner or potential owner in advance of receipt of a completed action plan; and
- b. there is no obligation on a building official to exercise discretion in favour of an owner.

(BI 4403, 4535)

2.5.6 Partial Permit

A building official may issue a building permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to the Capital Regional District to demonstrate to the building official that the portion authorized to be constructed substantially complies with this Bylaw and other applicable bylaws and the Permit fee applicable to that portion of the building or structure has been paid. The issuance of the Permit, notwithstanding the requirements of this Bylaw, applies to the remainder of the building or structure as if the Permit for the portion of the building or structure had not been issued. This section does not apply to single family dwellings and accessory buildings.

2.5.7 No person shall rely on the review or acceptance of the design, drawings, or specifications nor any inspection made by a building official as establishing compliance with the *Building Code*, this Bylaw, any other enactment or any standard of construction.

2.5.8 An owner shall arrange for transportation of a building official to the property on which a building or structure is being constructed, where the location of the property is remote or not accessible by motor vehicle. Vessels used for the marine transportation of a building official shall comply with Transport Canada's Small Commercial Vessel Safety Guide.

2.5.9 Permit Renewal

- (1) Where the rights of an owner under a Permit terminate under section 2.5.2, the owner may apply to renew the Permit provided the renewal application is made no later than 30 days after the expiry of the Permit.
- (2) Where all of the deficiencies listed on a Conditional Certificate of Occupancy have not been addressed to the satisfaction of the building inspector within 12 months of the issuance of the Conditional Certificate of Occupancy, the owner may apply to renew the Conditional Certificate of Occupancy, provided the renewal application is made no later than 30 days after the expiry of the Conditional Certificate of Occupancy.
- (3) The fee for an application under sections 2.5.9(1) or (2) shall be \$300.00.
- (4) Upon receipt of an application under sections 2.5.9(1) or (2), a building inspector may renew the Permit or Conditional Certificate of Occupancy, as applicable, for a period not to exceed 12 months.
- (5) A Permit or Conditional Certificate of Occupancy may only be renewed once under this section 2.5.9.

(BI 4403)

2.5.10 Extension of a Permit

- (1) In addition to a renewal under section 2.5.9, a Building Official may extend the period of time set out under section 2.5.2 where construction has not commenced, or has been discontinued, due to adverse weather, strikes, or material or labour shortages. The maximum period of an extension is 12 months.

(BI 4538)

2.6 CERTIFICATE OF OCCUPANCY

2.6.1 An owner must obtain a Certificate of Occupancy, on the form attached as Appendix F to this Bylaw, prior to occupying a building or structure. Certificates of Occupancy are not required for accessory buildings.

2.6.2 A building official shall not issue a Certificate of Occupancy unless:

- (1) all letters of assurance have been submitted (when required) in accordance with Section 2.3.4 and Section 3.4.2 of this Bylaw, and
- (2) all aspects of the work requiring inspection and an acceptance pursuant to Section 3.5.4 of this Bylaw have been inspected and accepted.

Notwithstanding Sections 2.6.2(1) and 2.6.2(2), where owing to strikes, lock-outs or other emergencies, one or more of the inspections of buildings or structures required by this Bylaw have not been carried out, the building official may issue a Certificate of Occupancy stating the building or structure is substantially complete and suitable for occupancy if satisfied, after a final inspection, that the building is fit for occupancy, but the certificate shall list those inspections which were not carried out and shall state that the Certificate does not imply approval of such stages of construction.

2.6.3 Conditional Certificate of Occupancy

- (1) A building official may issue a Conditional Certificate of Occupancy, on the form attached as Appendix E to this Bylaw, for part of a building or structure when that part of the building or structure is self-contained, provided with essential services and meets requirements set out in Section 2.6.2 of this Bylaw.
- (2) A Conditional Certificate of Occupancy may be issued for a single family dwelling and is valid for a period of 12 months from date of issue.
- (3) If at a date 12 calendar months from the date a Conditional Certificate of Occupancy is issued, all of the deficiencies listed on the Certificate have not been addressed to the satisfaction of the building inspector Section 2.5.10 Renewal shall apply.
- (4) If upon expiry of a Permit, an owner desires to obtain a Certificate of Occupancy for a single family dwelling, he or she may apply for a new Permit under Section 2.5.3.
- (5) A Conditional Certificate of Occupancy may contain such conditions, including restrictions, on occupancy of the building or structure, or portion thereof, as the Building Official deems necessary and desirable, and may list deficiencies required to be addressed to the satisfaction of the Building Official prior to the issuance of a Certificate of Occupancy.

(BI 4403)

2.6.4 Revocation of Certificate of Occupancy

A building official may revoke a Certificate of Occupancy or Conditional Certificate of Occupancy where:

- (1) a condition on a Conditional Certificate of Occupancy is breached;
- (2) the Certificate of Occupancy was issued in error; or
- (3) the Certificate of Occupancy was issued on the basis of false or incorrect information.

The revocation shall be in writing and transmitted to the Owner by registered mail, and deemed served at the expiration of three days after the date of mailing.

PART 3 PROHIBITIONS AND OBLIGATIONS

3.1 GENERAL

3.1.1 Work Without Permits

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction, for which a Permit is required under this Bylaw unless a building official has issued a valid and subsisting Permit for the work.

(BI 4403)

3.1.2 Demolish or Deconstruct

No person shall demolish or deconstruct a building or structure unless a building official has issued a valid and subsisting demolition or deconstruction permit for the work.

3.1.3 Occupancy

No person shall occupy or use any building or structure unless a valid and subsisting Certificate of Occupancy has been issued by a building official for the building or structure. No person shall occupy or use any building contrary to the terms of any Permit issued or contrary to any notice given by a building official.

Tampering with Notices

No person shall, unless authorized in writing by a building official, reverse, alter, deface, cover, remove or in any way tamper with any notice, Permit or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.

3.1.4 Approved Plans

No person shall do any work that is substantially at variance with the approved design, plans or specifications of a building, structure or other works for which a Permit has been issued, unless that variance has been accepted in writing by a building official.

3.1.5 Obstruction to Entry

No person shall obstruct the entry of a building official or other authorized official of the Capital Regional District on a property in the administration of this Bylaw.

3.1.6 Cessation of Work

No person shall continue to do any work upon a building or structure or any portion of it after the building official has ordered cessation or suspension of work on it.

3.1.8 Work Contrary to Requirements

No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw, the *Building Code* or any other applicable enactment.

3.2 BUILDING OFFICIALS

3.2.1 Each building official may:

- (1) administer this Bylaw, but owes no public duty to do so; and

- (2) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and may retain copies of all documents related to the administration of this Bylaw.

(BI 4403)

3.2.2 Authority

The building official:

- (1) is hereby authorized to enter, at all reasonable times, and in accordance with section 16 of the *Community Charter*, upon any property subject to the regulations of this Bylaw and the *Building Code*, in order to ascertain whether the regulations of or directions under them are being observed;
- (BI 4403)**
- (2) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice 24 hours in advance of entry pursuant to Section 3.2.2(1);
 - (3) may order the correction of any work which is being or has been improperly done under any Permit;
 - (4) may order the cessation of work that is proceeding in contravention of this Bylaw, the *Building Code* or any other applicable bylaw by advising the Permit holder by letter or by a written notice on a card posted adjacent to the work;
 - (5) may direct that tests of materials, devices, construction materials, structural assemblies, or foundation conditions be undertaken, or sufficient evidence be submitted, at the expense of the owner, where such evidence is necessary to determine whether the materials, devices, construction or foundation meet the requirements of this Bylaw, the *Building Code*, or any other applicable enactment. The records of such tests shall be kept available for inspection during the construction of the building as required by the building official.

3.3 RESPONSIBILITY OF THE OWNER

3.3.1 Every owner shall ensure that all construction complies with the *Building Code*, this Bylaw and other applicable enactments.

3.3.2 Every owner to whom a Permit is issued shall, during construction:

- (1) post and maintain the Permit in a dry and conspicuous place on the property in respect of which the Permit was issued;
- (2) keep a copy of the accepted designs, plans and specifications on the property; and
- (3) post the civic address on the property in a location visible from any adjoining streets.

3.3.3 Every owner shall, when notified of deficiencies by the building official, perform such alterations, corrections or replacements as may be necessary to ensure the work complies

with this Bylaw, the *Building Code*, or any other applicable enactment or regulation, and advise the building official when the work is ready for re-inspection.

3.4 PROFESSIONAL DESIGN AND FIELD REVIEW

3.4A PROFESSIONAL DESIGN (POTABLE WATER SYSTEMS)

3.4A.1 In this section, “On Site Water Collection” means a system for the collection of rainwater to be used as a source of potable water.

3.4A.2 As an exception to section 2.1.7(1), where an owner intends to provide potable water for a residential building that includes On Site Water Collection, the owner must provide to the building official certification by a qualified professional that the plans for the On Site Water Collection system, comply with the Building Code and other applicable enactments respecting safety of water supply and will provide the dwelling with potable water.

3.4A.3 A building official may require an applicant for a building permit to provide the Capital Regional District with the certification referred to in section 3.4A.2.

3.4A.4 In issuing a building permit where the owner has provided the certification of a qualified professional under section 3.4A.2:

(a) the Capital Regional District is not approving the water system, does not assume any responsibility to review or inspect the installation of the water system or the quality or quantity of the water from On Site Water Collection and will rely upon the certification provided by the engineer; and

(b) the portion of the Building Permit fee associated with the water catchment system shall be reduced by 10%.

(BI 3780)

3.4.1 When a building official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedule B referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.2 Prior to the issuance of a Certificate of Occupancy for a complex building, or simple building in circumstances where letters of assurance have been required in accordance with sections 2.3.4 or 3.4.1 of this Bylaw, the owner shall provide the building official with letters of assurance in the form of Schedule C-A and C-B as is appropriate, referred to in of Part 2 - Administrative Provisions of the *Building Code*.

3.4.3 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, he or she shall also provide proof of professional liability insurance to the building official.

3.5 INSPECTIONS

3.5.1 When a registered professional provides letters of assurance in accordance with sections 2.3.4 and 3.4.1 of this Bylaw, the Capital Regional District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to Section 3.4.2 of this Bylaw as certification 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.

3.5.2 Notwithstanding Section 3.5.1 of this Bylaw, 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.

3.5.3 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 carried out in substantial conformance with the portions of the *Building Code*, this Bylaw and any other applicable enactment.

3.5.4 The owner, or his or her representative, shall give at least 24 hours notice to the Capital Regional District when requesting an inspection of the following aspects of the work and, in the case of a simple building, shall obtain an inspection and receive a building official's acceptance prior to concealing any aspect of the work:

(1) the foundation and footing forms, before concrete is poured; location to be verified by legal survey;

(BI 4403)

(2) installation of perimeter drain tiles, roof water leader system and damp-proofing, prior to backfilling;

(BI 4403)

(3) the preparation of ground, including ground cover and insulation when required, prior to the placing of a concrete slab (as applicable);

(BI 4403)

(4) rough-in of all chimneys and fireplaces and solid fuel and oil burning appliances;

(5) framing inspection, after the roof, all framing, fire blocking and bracing is in place, and all pipes, vents, chimneys, electrical wiring, roof space and crawlspace vents are completed;

(6) water and sewer connections (as applicable);

(7) rough-in plumbing;

(8) ventilation;

- (9) building envelope;
- (10) lath;
- (11) stucco (1st, 2nd, final) (as applicable);
- (12) insulation and vapour barrier;
- (13) chimney (as applicable);
- (14) solid fuel burning appliance, fireplace (as applicable);
- (15) health and safety aspects of the work when the building or structure is substantially complete and ready for a Conditional Certificate of Occupancy
- (16) final inspection/Certificate of Occupancy.

3.5.5 A Building Official shall attempt to accommodate the requested inspection date and time for any inspection requested under section 3.5.4. If the Building Official is unable to attend at the requested date and time due to travel distance or time constraints, the inspection shall occur as soon as reasonably practicable thereafter.

(BI 4538)

3.5-53.5.6 The requirements of Section 3.5.4 of this Bylaw do not apply to any aspect of the work that is the subject of a registered professional's letter of assurance provided in accordance with sections 2.3.4, 3.4.1 or 3.4.2 of this Bylaw.

(BI 4538)

PART 4 ADMINISTRATIVE PROVISIONS

4.1 PENALTIES AND ENFORCEMENT

4.1.1 Stop Work Notice

A building official may order the cessation of any work that is proceeding in contravention of the *Building Code* or this Bylaw by posting a Stop Work Notice.

- (1) The owner of a property on which a Stop Work Notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work Notice has been rescinded in writing by a building official.
- (2) Every person who commences work requiring a Permit without first obtaining such a Permit shall, if a Stop Work Notice is issued, pay an additional charge equal to 100% of the required Permit fee prior to obtaining the required building permit.

4.1.2 Do Not Occupy

Where a person occupies a building or structure or part of a building or structure in contravention of Section 3.1.3 of this Bylaw a building official may post a Do Not Occupy Notice on the affected part of the building or structure.

4.1.3 Penalty

Every person who contravenes any provision of this Bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000 (ten thousand dollars) or to imprisonment for not more than six months.

PART 5 GENERAL

5.1 SCHEDULES

The schedules annexed hereto shall be deemed to be an integral part of this Bylaw.

5.2 SEVERABILITY

If any section of this Bylaw is for any reason held to be invalid, by the decision of any court, such decision shall not affect the validity of the remaining portions of this Bylaw.

5.3 REPEAL OF BYLAWS

Capital Regional District Bylaw 2990, "Building Regulation Bylaw No. 4, 2002, and amendment bylaws 3099, 3172, 3265 and 3394, are hereby repealed.

5.4 CITATION

This Bylaw may be cited for all purposes as "Building Regulation Bylaw No. 5, 2010".

READ A FIRST TIME THIS	13 th	day of	October	2010
READ A SECOND TIME THIS	13 th	day of	October	2010
READ A THIRD TIME THIS	9 th	day of	March	2011
ADOPTED THIS	9 th	day of	March	2011

CHAIR

CORPORATE OFFICER

BYLAW SCHEDULES

APPENDIX A FIREPLACE-CHIMNEY-WOOD STOVE APPLICATION FEES

FEE CALCULATIONS FOR PROPOSED WORK

Check the appropriate options below	Fees (\$)	Number		Totals
Construct CHIMNEY – one single flue (masonry or metal)	\$44 X		=	
Each additional flue in masonry chimney above	\$22 X		=	
Construct FIREPLACE connected to single flue	\$22 X		=	
SOLID FUEL BURNING APPLIANCE connected at time of construction	\$22 X		=	
SOLID FUEL BURNING APPLIANCE connected to existing acceptable chimney	\$44 X		=	
CHIMNEY reline, repair or alter (masonry)	\$44 X		=	
* APPLIANCES CONNECTED TO CHIMNEYS MUST COMPLY WITH AND BE INSTALLED TO ALL APPLICABLE REGULATIONS (See Building Inspector)	TOTAL PERMIT FEE			

PLUMBING PERMIT APPLICATION (RESIDENTIAL) FEES

FEE SCHEDULE	Total No. of Fixtures <input type="text"/>	VALUE (\$)	UNITS	FEE
Fee (first 10 fixtures)		\$22 Per fixture	X =	
Fee (additional fixtures)		\$17 per fixture	X =	
Hot Water Tank (domestic)		\$22 per tank	X =	
Lawn Sprinkler System		\$49	X =	
Hot Water Heating Boiler Connection		\$17	X =	
Connect to Existing Rough-In		\$12 per fixture	X =	
Alter Waste Line (no additional fixtures)		\$44	X =	
Water Connection		\$22	X 1 =	
Alter Water Lines or Add Special Valve		\$22	X =	
Sanitary Sewer Connection		\$22	X 1 =	
Storm or Sewage Lift Station		\$17	X =	
Remove or Make Safe Private Sewage System		\$17	X =	
Installation of Floor Drain		\$12 each	X =	
Install or Alter Rain Water Leads or Roof Drain		\$12	X =	
Install or Replace Cistern for Potable Water		\$34	X =	
Lawn Service Stand Pipe (not part of building plumbing)		\$22	X =	
Area Drains, Sumps, Catch Basins		\$22	X =	
Fire Protection Sprinkler System		\$22	X =	
Each Group of 10 Sprinklers or Portion Over First 10		\$17	X =	
TOTAL FEES				

PLUMBING PERMIT APPLICATION (COMMERCIAL) FEES

FEE SCHEDULE	Total No. of Fixtures	VALUE (\$)	UNITS		FEE
Fee (first 10 fixtures)		\$22 per fixture	X	=	
Fee (additional fixtures)		\$17 per fixture	X	=	
Hot Water Tank (domestic)		\$22 per tank	X	=	
Lawn Sprinkler System		\$49	X	=	
Hot Water Heating Boiler Connection		\$17	X	=	
Connect to Existing Rough-In		\$12 per fixture	X	=	
Alter Sanitary/Storm Drainage System (existing)		\$44	X	=	
Water Connection		\$22	X	=	
Sanitary Sewer Connection		\$22	X	=	
Alter or Add to Water System		\$22	X		
Install Floor Drain or Funnel Drain		\$12 each	X	=	
Install or Alter Rain Water Leads or Roof Drain		\$12	X	=	
Install or Replace Cistern for Potable Water		\$34	X	=	
Installation of Building Sanitary Sewer		\$21 per 100'	X	=	
Installation of Building Storm Sewer		\$21 per 100'	X	=	
FIRE PROTECTION					
Fire Protection Sprinkler System		\$21 each first 10 heads	X	=	
Each Group of 10 Sprinklers or Portion over First 10		\$21	X	=	
Fire Stand Pipe		\$21	X	=	
Fire Hydrant		\$32 each	X		
OUTSIDE SERVICES					
Pumping Station Other Than for S.F.D.		\$32 each	X	=	
Lawn Service Stand Pipe (not part of building plumbing)		\$21	X	=	
Storm or Sanitary Lift Station		\$32 each	X	=	
Remove or Make Safe Private Sewage System		\$16	X	=	
Area Drains / Catch Basins / Sumps		\$21	X	=	
Manholes and Interceptors (all kinds)		\$21	X	=	
Acid Neutralizers or Special Control Valve or Cap Off Sanitary, Storm, Water Connections		\$21	X	=	
TOTAL FEES					

DEMOLITION – DECONSTRUCTION PERMIT APPLICATION FEES

	Demolition Fee	Deconstruction Fee	Totals
Buildings up to 400 square feet in area	\$100	\$0	
Buildings over to 400 square feet in area	\$200	\$0	
Rendering private sewage disposal system safe	\$21	\$21	
Cap building sewer	\$16	\$16	
Total Permit Fee			

**APPENDIX B
PERMIT FEES BASED ON CONSTRUCTION VALUE**

TOTAL CONSTRUCTION VALUE AS PRESCRIBED IN 2.4.4, APPENDIX "C" AND "D"	FEE
Less than \$100.00	\$ NIL
Over \$100 and not over \$1,000	\$50
Each additional \$1,000.00 or fraction thereof and not exceeding \$5,000.00	\$25
Each additional \$1,000.00 or fraction thereof and not exceeding \$400,000.00	\$13
Each additional \$1,000.00 or fraction thereof over \$400,000.00	\$10

**APPENDIX C
CONSTRUCTION VALUES FOR BUILDINGS OTHER THAN SINGLE FAMILY DWELLINGS,
FACTORY BUILT HOMES, MOBILE HOMES, AND MOVED BUILDINGS**

TYPE OF BUILDING	TYPE OF CONSTRUCTION	VALUE	
		PER SQ. FOOT	PER METER SQ.
Hotel / Motel	Wood Frame	\$200	\$2,152.00
Hotel / Motel	Reinforced masonry or concrete	\$260	\$2,797.00
Hotel / Motel	Steel frame	Contract	Value
Town House or Apartment	Wood Frame	\$200	\$2,152.00
Town House or Apartment	Reinforced masonry or concrete	\$260	\$2,797.00
Town House or Apartment	Steel frame	Contract	Value
Commercial Building (shell only)	Wood Frame or Heavy Timber	\$150	\$1,614.00
Commercial Building (shell only)	Reinforced masonry or concrete	\$200	\$2,152.00
Commercial Building (shell only)	Steel frame	\$150	\$1,614.00
Commercial Building Except Offices and Restaurant	Completion of Interior	\$80	\$860.80
Commercial Buildings Restaurants	Completion of Interior	\$110	\$1,183.60
Commercial Building Office Interiors	Completion of Interior	\$80	\$860.80
Industrial Buildings (shell only)	Wood Frame or Heavy Timber	\$110	\$1,183.60
Industrial Buildings (shell only)	Steel Frame	\$110	\$1,183.60
Industrial Buildings	Reinforced masonry or concrete	\$150	\$1,614.00
Industrial Buildings (interiors)	Completion of Interior	\$35	\$376.60
Temporary Buildings	Wood Frame	\$70	\$753.20

APPENDIX D
CONSTRUCTION VALUES FOR SINGLE AND TWO FAMILY DWELLINGS, FACTORY BUILT HOMES, MOBILE HOMES, AND MOVED BUILDINGS IN THE ELECTORAL AREAS OF JUAN DE FUCA, SALT SPRING ISLAND, SOUTHERN GULF ISLANDS

FLOOR AREA OR TYPE OF STRUCTURE	VALUE	
	PER SQ. FT.	PER METER SQ.
Finished Main* Floor Areas	\$200	\$2,152
Finished Areas Other Than Main* Floor	\$150	\$1,614
Finishing previously Unfinished Basement,** Attics, or Other Floors	\$45	\$484.20
Garages and/or Workshops, Barns, or Sheds (Semi-Detached) Floor + Roof + Wall	\$90	\$968.40
Carports (Roof)	\$35	\$376.60
Sundecks (Floor)	\$35	\$376.60
Additions Where an Existing Wall Forms Part of the Additions	\$200	\$2,152
Finished Floor Areas of Factory Build Homes, Mobile Homes or Moved Dwellings	\$100	\$1,076
<p>* Main Floor shall be defined as the floor area where the main activity takes place, usually the floor where the living room, dining room, and/or kitchen are located.</p> <p>** Basement shall be defined as in the British Columbia Building Code</p>		

APPENDIX E

Appendix E	Conditional Certificate of Occupancy	Permit No. _____
ISSUED BY THE BUILDING INSPECTION DIVISION OF THE CAPITAL REGIONAL DISTRICT		



FOLIO No. _____					
OWNER _____	ADDRESS _____	<i>HOUSE</i>	<i>STREET</i>	<i>CITY</i>	<i>POSTAL CODE</i>
LEGAL DESCRIPTION _____					
LOT _____	SECTION _____	BLOCK _____	PLAN _____	LAND DISTRICT _____	

THE CONDITIONAL CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS:

1. The deficiencies listed below shall be rectified to the satisfaction of the building inspector
2. Upon satisfactory completion of all deficiencies the building inspector may issue a CERTIFICATE OF OCCUPANCY for the building.
3. If at a date 12 calendar months from the date of issue of this CONDITIONAL CERTIFICATE OF OCCUPANCY, all of the deficiencies listed below have not been addressed to the satisfaction of the building inspector, the permit will need to be renewed for an additional one year period. A renewal fee of \$300 shall be charged for each renewal, to a maximum of three years after which the permit will expire and the Capital Regional District will register a notice against the title of the land, referring to the outstanding deficiencies. The notice will remain in place until the deficiencies have been rectified to the satisfaction of the building inspector. Upon expiry of a building permit and in order for the building inspector to conduct the required final inspection and issue the CERTIFICATE OF OCCUPANCY, it will be necessary for the owner to apply for a permit to complete the outstanding work. Upon completion of all deficiencies the notice will be removed and the building inspector may issue a permanent CERTIFICATE OF OCCUPANCY for the building.
4. The CONDITIONAL CERTIFICATE OF OCCUPANCY confirms only that the building is believed to meet the minimum level of health and safety requirements and is not a representation, warranty, assurance or statement that the building complies with the Building Code, the Building Regulation Bylaw of the CRD, or any other applicable enactments, codes, or standards.


The following list of deficiencies should not be construed as a definitive list of all requirements.
Known deficiencies outstanding at date of issue of CONDITIONAL CERTIFICATE OF OCCUPANCY are:

Date of Sewerage System Certification _____	Authorized Use	<input type="checkbox"/> SFD	<input type="checkbox"/> Other _____	
APPROVED FOR OCCUPANCY _____	BUILDING INSPECTOR		DATE _____	

APPENDIX F

Appendix F	<h2 style="margin: 0;">Certificate of Occupancy</h2> <p style="margin: 5px 0 0 0;">ISSUED BY THE BUILDING INSPECTION DIVISION OF THE CAPITAL REGIONAL DISTRICT</p> <p style="margin: 5px 0 0 0;">PURSUANT TO THE BRITISH COLUMBIA LOCAL GOVERNMENT ACT</p>	Hold No. Permit No.
THIS IS TO CERTIFY that the premises named herein have been constructed under the authority of a valid Building Permit and have received the final inspection.		
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">THIS BUILDING IS NOW COMPLETED AND READY FOR OCCUPANCY.</div>		
FOLIO No. _____		
OWNER _____ ADDRESS _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 100px;"> <i>HOUSE</i> <i>STREET</i> <i>CITY</i> <i>POSTAL CODE</i> </div>		
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">LEGAL DESCRIPTION</div>		
LOT _____ SECTION _____ BLOCK _____ PLAN _____ LAND DISTRICT _____		
<p>No action may be brought against the Capital Regional District or its officials or servants for anything done or left undone in good faith in the performance or intended performance of any authority conferred or duty imposed under this or any other Bylaw adopted by the Capital Regional District pursuant to the British Columbia Local Government Act.</p> <p>NO REPRESENTATION BY THE CRD</p> <p>Neither the issuance of a permit, Certificate of Occupancy or Conditional Certificate of Occupancy under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspection made by or on behalf of the Capital Regional District constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable enactments, codes, and standards have been complied with.</p> <p>All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.</p>		
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> _____ Signature of Owner </div> </div>		
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> _____ Signature of Building Inspector </div> </div>		

APPENDIX G

Appendix G 	<h2 style="margin:0;">BUILDING PERMIT</h2> <h3 style="margin:0;">CAPITAL REGIONAL DISTRICT</h3> <p style="margin:0;">Building Inspection Division G.S.T. Registration No. R121299836</p>	Hold No. Permit No.				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; border-right: 1px solid black;"> SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION P.O. Box 1000, 625 Fisgard St. Victoria BC, V8W 2S6 (250) 360-3230, Fax-3232 Toll Free: 1-866-475-1581 </td> <td style="width:25%; border-right: 1px solid black;"> JUAN DE FUCA BUILDING INSPECTION 3-7450 Butler Rd. Sooke BC, V9Z 1N1 (250) 642-8109, Fax-5274 </td> <td style="width:25%; border-right: 1px solid black;"> SALT SPRING ISLAND BUILDING INSPECTION 206 -118 Fulford Ganges Rd. Salt Spring Island BC, V8K (250) 537-2711, Fax-9633 </td> <td style="width:25%;"> PENDER ISLAND BUILDING INSPECTION P.O. Box 113, 30-4605 Bedwell Harbour Rd. Pender Island BC, V0N 2M0 (250) 629-3424 </td> </tr> </table>			SOUTHERN GULF ISLANDS WILLIS POINT & MALAHAT BUILDING INSPECTION P.O. Box 1000, 625 Fisgard St. Victoria BC, V8W 2S6 (250) 360-3230, Fax-3232 Toll Free: 1-866-475-1581	JUAN DE FUCA BUILDING INSPECTION 3-7450 Butler Rd. Sooke BC, V9Z 1N1 (250) 642-8109, Fax-5274	SALT SPRING ISLAND BUILDING INSPECTION 206 -118 Fulford Ganges Rd. Salt Spring Island BC, V8K (250) 537-2711, Fax-9633	PENDER ISLAND BUILDING INSPECTION P.O. Box 113, 30-4605 Bedwell Harbour Rd. Pender Island BC, V0N 2M0 (250) 629-3424
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<p>PLEASE PRINT CLEARLY</p> <p>Pursuant to the regulations applicable to the CAPITAL REGIONAL DISTRICT:</p> <p>Mr. / Mrs. / Ms. _____</p> <p style="text-align: center;"> NAME HOUSE STREET CITY POSTAL CODE </p> <p>Being the owner is hereby granted a PERMIT to: _____</p> <p>Located at: _____ and as shown by the accompanying plan.</p> <p style="text-align: center;">SITE ADDRESS (UNIT #, HOUSE, STREET, CITY, POSTAL CODE)</p> <p>Telephone Number: _____</p>						
LEGAL DESCRIPTION _____		FOLIO No. _____				
LOT _____	SECTION _____	BLOCK _____	PLAN _____	LAND DISTRICT _____		
Owner _____ <p style="text-align: center;">FIRST & LAST NAME ADDRESS (UNIT #, HOUSE, STREET, CITY, POSTAL CODE)</p>		Builder _____ <p style="text-align: center;">FIRST & LAST NAME ADDRESS (UNIT #, HOUSE, STREET, CITY, POSTAL CODE)</p>				
<p>THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>						
<p>Notes:</p> <ol style="list-style-type: none"> 1. Permit issued according to the above SPECIAL REQUIREMENTS, the accompanying plans and the applicable regulations. 2. Inspections must be requested in accordance with Building Regulation Bylaw requirements. At least 24 hours notice is required. 3. A re-inspection fee will be charged in accordance with the Building Regulation Bylaw. 4. Work related to this permit must be started within 6 months of the date of issue and must not be discontinued or suspended for more than one year. Separate permits are required for plumbing installations, and fireplace / chimney construction. 5. A CERTIFICATE OF OCCUPANCY MUST BE APPLIED FOR AND OBTAINED PRIOR TO THE OCCUPANCY OF ANY BUILDING. 		<p>LIMITATION OF LIABILITY</p> <p>Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.</p> <p>FREEDOM OF INFORMATION WAIVER</p> <p>Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes of issuing this permit. Enquiries about the collection or use of information on this form can be directed to the appropriate building inspection office listed at the top of this appendix.</p> <p>All building in the Capital Regional District Electoral Areas is regulated by Building Regulation Bylaw No. 3741.</p>				
FEE SUMMARY						
AREA OF BUILDING		Fee				
ESTIMATED COST						
PLUMBING PERMIT (residential)						
PLUMBING PERMIT (commercial)						
CHIMNEY / APPLIANCE PERMIT						
DEMOLITION / DECONSTRUCTION PERMIT						
OTHER						
Total Permit Fee						
		Payment By <input type="checkbox"/> cheque date _____ <input type="checkbox"/> cash	BUILDING INSPECTOR CAPITAL REGIONAL DISTRICT _____ DATE PERMIT GRANTED			



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 14, 2023**

SUBJECT Appointment of Officers

ISSUE SUMMARY

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District (CRD) Bylaw and Animal Care Services Division.

BACKGROUND

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, the CRD Board must from time to time make resolutions for persons in new positions.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Lance Hurrell, Tony Dobos, Wolfgang Brunnwieser, Maen Rashead, Aya Endrigo, Taelyn Munro, Nathaniel Blondeau, Sam Poffinbarger, Theron Watson, Sean Eversfield, Murray Fyfe, Bradley McQueen, Dana Dawson, and John-Brian Alag be appointed as a Bylaw Enforcement Officers.

Alternative 2

That the Appointment of Officers report be referred back to staff for further information based on Committee direction.

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD Bylaw and Animal Care Services Division.

CONCLUSION

The bylaw enforcement appointments reflect staff changes in the CRD Bylaw and Animal Care Services Division.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Lance Hurrell, Tony Dobos, Wolfgang Brunnwieser, Maen Rashead, Aya Endrigo, Taelyn Munro, Nathaniel Blondeau, Sam Poffinbarger, Theron Watson, Sean Eversfield, Murray Fyfe, Bradley McQueen, Dana Dawson, and John-Brian Alag be appointed as a Bylaw Enforcement Officers.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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REPORT TO ELECTORAL AREAS COMMITTEE MEETING OF WEDNESDAY, JUNE 14, 2023

SUBJECT 2023 Salt Spring Island Local Community Commission Election Results

ISSUE SUMMARY

To report the results of the 2023 Salt Spring Island Local Community Commission Election held on May 27, 2023 to elect four commissioners.

BACKGROUND

On October 15, 2022, qualified electors in the Salt Spring Island Electoral Area voted in favour of the CRD Board adopting Bylaw 4507, "*Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022*", authorizing the establishment of the SSI Local Community Commission.

In accordance with the *Local Government Act*, on Saturday, May 27, 2023, the CRD held general voting to elect four commissioners to the newly established Salt Spring Island Local Community Commission. Pursuant to section 158 of the *Local Government Act*, the Chief Election Officer (CEO) must submit a report of the election results to the local government within 30 days after the declaration of the official results under Section 146, including a compilation of the information on the ballot accounts for the election.

Advance Voting opportunities were available in two locations on Wednesday, May 17 and 24, 2023. General Voting Day was Saturday, May 27, 2023 with 3 voting locations. In addition to the voting opportunities, the CRD also offered mail ballot voting to any elector that applied requesting a mail ballot package. The CRD received a total of 55 requests for mail ballots and had a response rate of 87%.

Attached as Appendix A is the Declaration of Official Results dated May 30, 2023, for the Salt Spring Island Local Community Commission. Appendix B is the Official Results by voting location. Appendix C is a table showing voter turnout at advance, general and mail ballot (overall voter turnout was 32%). Appendix D is a ballot account summary for all voting locations.

CONCLUSION

On October 15, 2022, qualified electors in the Salt Spring Island (SSI) Electoral Area voted in favour of the Capital Regional District (CRD) Board adopting Bylaw 4507, "*Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022*", authorizing the establishment of the SSI Local Community Commission. On Saturday, May 27, 2023, the CRD held general voting to elect four commissioners to the SSI Local Community Commission in accordance with the *Local Government Act*. Pursuant to section 158 of the *Local Government Act*, the Chief Election Officer (CEO) must submit a report of the election results to the local government within 30 days after the declaration of the official results. Attached to the report is the declaration of official results, results by voting location, and voter turnout at advance, general and mail ballot voting opportunities.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Declaration of Official Results

Appendix B: Official Results (by location)

Appendix C: Voter Turnout Percentage by Opportunity – Advance, General, Mail

Appendix D: Ballot Account Summary



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CAPITAL REGIONAL DISTRICT

DECLARATION OF OFFICIAL ELECTION RESULTS


SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION – 2023

I, Kristen Morley, Chief Election Officer for the Capital Regional District, do hereby declare, pursuant to section 146 of the *Local Government Act*, the following candidates received the highest number of valid votes and are hereby declared elected:

Office of Salt Spring Island Local Community Commissioner: (four persons to be elected)

Surname	Given Name
BAKER	Gayle
WEBSTER	Brian
ROOK	Earl
CORNO	Benjamin

Given under my hand at Victoria, British Columbia, this 30th day of May, 2023.



Kristen Morley

Chief Election Officer

OFFICIAL RESULTS

Salt Spring Island Local Community Commission - 4 Commissioners to be Elected

Candidates to be elected in **BOLD**

RACE	CANDIDATES	SSI Public Library (1)	SSI Gospel Church (2)	SSI Fulford Harbour (3)	CRD HQ - Mail Ballots (4)	TOTAL
SSI - LCC Commissioner	BAKER Gayle	867	793	284	33	1977
SSI - LCC Commissioner	BROWN Jesse	153	170	45	7	375
SSI - LCC Commissioner	COATES Kylie	114	131	35	5	285
SSI - LCC Commissioner	CORNO Benjamin	463	311	136	9	919
SSI - LCC Commissioner	COURTNEY David	104	142	32	6	284
SSI - LCC Commissioner	CUDMORE Lloyd	262	417	67	7	753
SSI - LCC Commissioner	GUERMOUDI Nejmah	350	235	89	6	680
SSI - LCC Commissioner	HARRIS Jamie	298	448	85	11	842
SSI - LCC Commissioner	KERRIGAN Jennifer	286	424	72	8	790
SSI - LCC Commissioner	LANNAN Jennifer	392	338	117	16	863
SSI - LCC Commissioner	MARCH Eric G.	78	49	16	3	146
SSI - LCC Commissioner	MARCOTTE Donald	226	356	57	10	649
SSI - LCC Commissioner	MCCLEAN Jenny	159	102	35	0	296
SSI - LCC Commissioner	ROOK Earl	662	639	211	26	1538
SSI - LCC Commissioner	WEBSTER Brian	858	792	286	38	1974
	TOTAL VOTERS	1395	1406	413	48	3262

Given under my hand at Victoria, British Columbia, this 30th day of May, 2023.



 Kristen Morley
 Chief Election Officer

Voter Turnout by Opportunity - Advance, General, and Mail Voting

Location/Tabulator	Advance May 17	Advance May 24	General May 27	TOTAL BALLOTS CAST	Voter Turnout % by Location
CRD Headquarters Mail Ballots			48	48	0.47%
SSI - Salt Spring Island Community Gospel Chapel	167	405	834	1,406	14%
SSI - Salt Spring Island Fulford Hall Senior's Centre			413	413	4%
SSI - Salt Spring Island Public Library	226	535	634	1,395	14%
Total	393	940	1,929	3,262	32%
Voter Turnout % (SSI EA Electors = 10,033)	4%	9%	19%	32%	

Additional Notes:

1. Advance Voting Turnout for both days was 13%
2. Mail Ballot Voting Turnout was 0.5%

NRPE - 128 Electors
RPE - 9,905 Electors

5 new
181 new

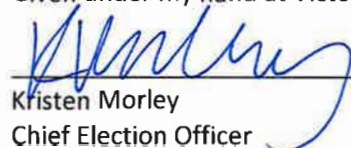
UPDATED VOTER COUNT

10,219

CAPITAL REGIONAL DISTRICT 2023 SSI LCC ELECTION BALLOT ACCOUNT SUMMARY		SSI Communi ty Gospel Chapel	SSI Fulford Hall - Seniors Centre Oct 15 only	SSI Public Library	CRD Mail Ballots	TOTAL
A	Number of Ballots Issued by CEO to Polls	3,000	995	3,000	212	7,207
B	Number of Ballots Issued to Voters	1415	415	1403	54	3,287
C	Number of Valid Ballots Cast (processed through ImageCast vote tabulator)	1406	413	1395	48	3,262
D	Number of Ballots Spoiled and Replaced	9	2	8	0	19
E	Number of Unused Ballots Returned to CEO	1,585	580	1,597	158	3,920
F	Number of Ballots Not Accounted For/Mail Ballots not returned by close on May 25 at 4 PM)	0	5	0	6	11
G-1	TOTAL (equals B + E + F)	3,000	1,000	3,000		7,000
G-1	TOTAL - Mail Ballots Only (equals C + E + F)				212	212
H	GRAND TOTAL	3,000	1,000	3,000	212	7,212

Notes:	Logic & Accuracy Testing Ballots	248
	Extra Ballots - not distributed to Polls	600
	Total Ballots Printed for Election	8,060

Given under my hand at Victoria, British Columbia, this 30th day of May, 2023.



 Kristen Morley
 Chief Election Officer



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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 14, 2023**

SUBJECT Salt Spring Island Local Community Commission Remuneration

ISSUE SUMMARY

To amend the Capital Regional District's Board Remuneration and Travel Expense Reimbursement Policy to include payment provisions for the Salt Spring Island (SSI) Local Community Commission (LCC).

BACKGROUND

Effective January 1, 2016, the CRD Board approved a remuneration policy for CRD Board Directors and Alternates ("*CRD Board Remuneration and Travel Expense Reimbursement*" policy). This Policy outlines remuneration rates for CRD Board Directors and their Alternates, and prescribed Commission members.

In December 2022, by Bylaw 4507, the CRD Board established the Salt Spring Island Electoral Area Local Community Commission. By its establishing Bylaw, "*Commissioners [of the LCC] shall receive an annual stipend or payment per meeting, and shall be reimbursed for necessary expenses incurred in the course of carrying out Commission business, as per applicable CRD Board policies.*" (Bylaw 4507 Part 10, Remuneration and Expenses).

On May 27, 2023, four (4) Commissioners were elected to the LCC, with the first meeting to be held on June 20, 2023. A remuneration payment of ten thousand dollars (\$10,000) annually per Commissioner is recommended and has been included in the SSI budget. For 2023, the payment will be pro-rated to reflect a June start date for Commissioners. To formalize payments for the LCC, the CRD's Board Remuneration and Travel Expense Reimbursement policy has been updated as attached at Appendix A.

ALTERNATIVES

Alternative 1

The Electoral Areas Committee recommends to the Capital Regional District Board: That the CRD Board Remuneration and Travel Expense Reimbursement Policy be amended to provide remuneration in the amount of ten thousand dollars (\$10,000) annually to a Commissioner of the Salt Spring Island Local Community Commission, as attached at Appendix A.

Alternative 2

That staff be requested to provide additional information.

IMPLICATIONS

Alternative 1

LCC Commissioner remuneration is provided for through the Salt Spring Island Electoral Area Services budget and is within current requisition. Consistent with other Commissioners who may receive payments, this remuneration would not be indexed. Payment for the Electoral Area Director sitting on the LCC is already included in the Electoral Area Director responsibilities under the Board remuneration policy and would not be adjusted.

Alternative 2

The SSI LCC commences meetings on June 20, 2023. A delay in amending the policy could delay remuneration payments to the LCC members.

CONCLUSION

The CRD Board has established a policy on CRD Board remuneration, which the Board may update from time to time. The Board Remuneration Policy governs the payment of remuneration to Directors and Commissioners and requires updating to include compensation for LCC Commissioners.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That the CRD Board Remuneration and Travel Expense Reimbursement Policy be amended to provide remuneration in the amount of ten thousand dollars (\$10,000) annually to a Commissioner of the Salt Spring Island Local Community Commission, as attached at Appendix A.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence	Ted Robbins, B.Sc, C.Tech, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Board Remuneration and Travel Expense Reimbursement Policy, Schedule (amendments noted for reference)



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CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	Board		
Section	Policies, Procedures, Manuals		
Title	Board Remuneration and Travel Expense Reimbursement		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	February 2, 2021	Amended By	HR
Policy Owner	Human Resources		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

“board remuneration” means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. RESPONSIBILITIES:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

6. PROCEDURE:

1. All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.

2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.
3. The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.
4. The remuneration structure will be reviewed periodically as directed by the Board.

7. SCHEDULE:

- A. Schedule 1 – CRD Board Remuneration and Travel Expense Policy
- B. Schedule 2 – Remuneration Eligibility Table
- C. Schedule 3 – CRD Board Remuneration Philosophy

8. AMENDMENT(S)

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)</i>
January 13, 2021 (Schedule 2 update)	<i>Amendment 4, approved by the Board</i>
February 2, 2021 (Schedule 1 update)	<i>Amendment 5, approved by Human Resources (eff. Jan.2021)</i>
January 24, 2022 (Schedule 1 update)	<i>Amendment 6, approved by Human Resources (eff. Jan.2022)</i>
January 20, 2023 (Schedule 1 update)	<i>Amendment 7, approved by Human Resources (eff. Jan.2023)</i>
<u>June 2023</u>	<u><i>Amendment 8, approved by the Board (eff. June 2023)</i></u>

9. REVIEW(S)

Review Date	Description:

Annually	<i>Review annually for schedule(s) update</i>
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10. RELATED POLICY, PROCEDURE OR GUIDELINE:

Bylaw No. 3828, "Board Procedures Bylaw, 2012" ~~No. 3828~~

*CRD Board Remuneration and Travel Expense Policy – Schedule 1
Effective January 1, 2023*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
ANNUAL STIPENDS				
Paid periodically throughout the year (currently, biweekly)				
1	CRD / CRHD Board Directors	15,034	7,517	22,551
	<i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>			
2	Electoral Area Directors (additional)	28,980	14,490	43,470
3	CRD Board Chair (additional)	22,110	11,055	33,165
4	CRD Board Vice-Chair (additional)	4,421	2,211	6,632
5	CRHD Board Chair (additional)	4,421	2,211	6,632
	<i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>			
6	Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) (when appointed by CRD Board Chair)	2,211	1,106	3,317
7	Additional Board Standing Committee(s) (additional)	4,421	2,211	6,632
	<i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>			
8	Salt Spring Island Local Community Commissioner	6,667	3,333	10,000
	<i>(Payable to all elected LCC commissioners, except the Electoral Area Director)</i>			
PER MEETING PAYMENTS				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance (see Footnote 2 – Eligibility Verification)				
9	Alternate CRD/CRHD Board Director and Acting Standing Committee Chair	73	37	110
10	CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings	73	37	110
	Does not apply when:			
	i. Commission /Committee within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the Commission			
	iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other			
11	First Nation Member appointees to eligible CRD Committee	73	37	110

12	CRD Board Directors – appointed by CRD to External Board	73	37	110
	Does not apply when:			
	i. External Board falls within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the External Board			
	iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other			
13	CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area	73	37	110
	Applies only when:			
	a. Attendance at a JDFEA land use committee meeting of which the director is a member			
	b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board			
	Does not apply to the Electoral Area Director			
14	Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director	73	37	110
15	All Commissioners - Regional Water Supply Commission	73	37	110
16	Forum of Councils – First Nations, Municipal Councilors and Directors	73	37	110

TRAVEL EXPENSES

(see Footnote 3 regarding claim process)

17	All Director, <u>LCC Commissioner</u>, or First Nation Member Travel - to and from meetings where the Director, <u>LCC Commissioner</u> or First Nation Member is a member	\$0.62		Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees
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DIRECTOR TRAVEL

Within Capital Region/Vancouver Island and Lower Mainland

18	Travel by Personal Automobile	\$0.62		Per kilometre
19	Travel by Bus, Train, Ferry, Air (economy class)	Actual expense		Payable upon receipt

DIRECTOR TRAVEL

Outside Capital Region/Vancouver Island and Lower Mainland

20	Travel by Personal Automobile	\$0.62		Per kilometre
21	Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)	Actual expense		Payable upon receipt
22	Electoral Area Director Travel - within Electoral Area	\$0.62		For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business

23	CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs	\$0.62	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
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MEALS

24	For Travel Requiring Greater-Than 24 Hours from Place of Residence	\$63	Per diem allowance for meals, gratuities, parking, local calls
For Travel Requiring Less-than 24 Hours from Place of Residence			
25	- Breakfast	\$10.50	See Footnote 1
26	- Lunch	\$21.00	See Footnote 1
27	- Dinner	31.50	See Footnote 1

OTHER

28	Seminars, Courses, Conferences, Meetings	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	Accommodation	Actual Cost	Based on single occupancy
30	Taxi Expenses	Actual Cost	Receipts are required
31	Long Distance Telephone Calls	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:

For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:

Claims for travel expenses are submitted to *Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

CRD Board Remuneration and Travel Expense Policy – Schedule 2

Remuneration Eligibility Table

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
First Nations Relations Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

8. *Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.*

Director Appointments to Local & Subregional Commissions	See Footnote
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Fernwood Dock Management Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
<u>Salt Spring Island Local Community Commission</u>	1, 4
Salt Spring Island Community Economic Development Commission	4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Salt Spring Island Parks and Recreation Advisory Commission	4
Salt Spring Island Transportation Commission	4
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
SSI - Salt Spring Island Liquid Waste Disposal Local Service Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Regional Board Appointments to External Boards	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
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7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

CRD Board Remuneration and Travel Expense Policy – Schedule 3

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

MINUTES: GALIANO ISLAND PARKS AND RECREATION COMMISSION
May 10, 2023 Galiano Library Meeting Room/Zoom

Present: Commissioners Charlene Dishaw (Chair), Lorne Byzyna, Barry New, Gerald Longson, Andrew Simon, Jim Henshall.
Staff: Emma Davis(EP) Galiano Liaison for the CRD) Lori Seay (Recorder)
Regrets: Stephen Ryback, Catherine Clinton, Paul Brent
EP=Electronic Participation

The meeting was called to order at 9:00 a.m.

1. TERRITORIAL ACKNOWLEDGEMENT

Commission Chair Dishaw provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Byzyna, Seconded by Commissioner New that the May 10, 2023 agenda be approved. CARRIED.

3. ADOPTION OF MINUTES

MOVED by Commissioner Longson, Seconded by Commissioner Byzyna that the April 6, 2023 minutes be approved as amended.. CARRIED.

4. CORRESPONDENCE

Michael Carrothers is recovering from an illness and is unavailable for 4-6 weeks.

ACTION: Chair Dishaw will reach out to shore access stewards to provide additional oversight in the Maintenance Contractor's absence.

5. PRESENTATIONS/DELEGATIONS

NONE.

6. RECREATION GRANT APPLICATION REVIEW

MOVED by Chair Dishaw , Seconded by Commissioner Simon to approve the expenditure of \$35,750 for community recreation grants to the following applicants:

Active Passive	\$800
Coro Galiano	\$2,000
GC-Gleaning	\$900
GC-Winter Gardening	\$500.00

MINUTES: GALIANO ISLAND PARKS AND RECREATION COMMISSION
May 10, 2023 Galiano Library Meeting Room/Zoom

PAC	\$1,000
Conservancy	\$1,200
Daycare	\$700
Golf Course	\$1,600
Health Care Society	\$2,000.00
Activity Center	20,000
Needle Guild	\$1,200
NGCA	\$2,200.00
Playgroup	\$200.00
Sturdies Baybs	\$450
Yellow House	\$1,000

CARRIED.

7. ADMINISTRATION REPORTS

- 7.1 Maintenance Contractor's Report : A full report was circulated prior to the meeting. Matthew's Upper trail work is almost complete. Bottom trail work paused until an appropriate contractor is found. With contractor absent, public toilet maintenance is a concern.

ACTION: Chair Dishaw will follow up on toilet maintenance.

- 7.2 Parks, Trails and Shore Access Report: Report circulated prior to meeting.

- 7.3 Recreation Report: 2022-2023 Facebook page will be used to share highlights from Grantee reports.

ACTION: Commissioner New will send grant approval letters.
Lori will post highlights from previous grant recipients on the GIPRC Facebook page.

- 7.4 Volunteer Report: Allan Forget and Anita Braha are new volunteer stewards for Betty's Place.

- 7.5 Betty's Place Operations Subcommittee Report : Irrigation system is being readied for the warmer weather. Upcoming Garden Gallivant /Open House in partnership with the Garden Club will be held on May 14 at 1 p.m. CRD has directed that we not allow guests on the deck during the event. Commissioner Rybak and Chair Dishaw will manage community engagement at the event.

MINUTES: GALIANO ISLAND PARKS AND RECREATION COMMISSION
May 10, 2023 Galiano Library Meeting Room/Zoom

- 7.6 Betty's Place Master Planning Subcommittee: Structural engineer visit is booked 10 May 2023, with a view to future assembly use, and the invoice for approximately \$1000 will be received by GIPRC. An RFP for house assessment will be developed by Commissioner Longson.

8. TREASURER REPORT

A full report including April 2023 statements were circulated prior to the meeting.

MOVED by Commissioner Simon, Seconded by Commissioner Longson to approve the financial report to April 30, 2023. CARRIED.

9. UPDATE STATUS OF CAPITAL PROJECTS

- 9.1 Silú Park Completion: Working on a graphic map of trails for posting. Signs are under construction.

ACTION: Chair Dishaw will finish Silu "story" for the interpretation panel from the Master Plan.

- 9.2 #17 Zuker-Georgeson Bay Shore Access Restoration: Jeannine Georgeson will be developing a plan for cultural services this year. New UVic student Deanna will coordinate a "Making a Difference" work event with local volunteers in early June. A presentation to the Commission on the restoration to date will be made in June 2023.

ACTION: Commissioner Simon arrange for a Georgeson Bay restoration presentation for June 2023.

10. NEW BUSINESS

- 10.1 Trails Maintenance Contract: Michael Carrothers has tendered his resignation effective May 28, 2023. The Commission discussed recruitment strategies. A probationary period will be used for the new contract. Employee support and training will be important. A thank you event will be organized for Michael Carrothers.

ACTION: Chair Dishaw will develop a contract posting and circulate widely.
Chair Dishaw will reach out to Justine Starke regarding CRD insurance requirements for prospective contractors.

MINUTES: GALIANO ISLAND PARKS AND RECREATION COMMISSION
May 10, 2023 Galiano Library Meeting Room/Zoom

10.2 SGI Parks and Recreation Commonality Meeting: The gathering is scheduled for June 20, 2023. A morning hike from the ferry to Betty's place via the Bluffs will kick off the day. The meeting will be held at Betty's Place from 12:00 - 6:00 p.m. Catering has been organized.

10.3 Commissioner Recruitment: Chair Dishaw noted that the Commission can anticipate vacancies for 2024. Any recommendations for new GIPRC Commissioners must be submitted to CRD by November 2023.

11. ADJOURNMENT: 11:40 a.m.

Approved at the June 1, 2023 GIPRC Meeting:



CHAIR

(signature block)

COMMITTEE CLERK "



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on April 13, 2023 at 3:00 pm.

PRESENT: Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)
Peter Askin Veronica Euper
Adrian Wright Kestutis Banelis
Lauren Edwards, (Recorder)

ABSENT: Jacquie Burrows, (Treasurer)
Jane Schneider
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

The Coast Salish people were acknowledged and thanked for their historic custodianship of these lands upon which MIPRC meet.

2. Approval of Agenda

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Askin,
that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of March 9, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
that the minutes of March 9, 2023 be approved as presented.

CARRIED

4. Chair's Remarks

Easter festivities were successful despite the weather. Commissioners and volunteers were thanked for their involvement.

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period March 1 - 31, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,
that the Treasurer's report for the period March 1 - 31, 2023 be approved as presented.

CARRIED

Mayne Island Parks and Recreation Commission
Minutes for April 13, 2023

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- Commonality meeting – Commissioners confirmed date options were submitted.
- Miners Bay UV light was discussed with the water systems operator and the Dinner Bay light will be replaced.
- Removal of the Christmas tree lights is scheduled for May 7th. A quote for pruning to be obtained.
- The monthly playground report is pending.

5.2.2. Health and Safety concerns

- A First Aid training event will be scheduled for May at the Japanese Memorial Garden.
- A fall in Mt. Parke requiring medical evacuation will be reported to CRD.

5.2.3. Events

- A report was received with the agenda.
- The disc golf tournament is scheduled.
- Discussion occurred regarding the provision of food during park events and it was agreed that event organizers are responsible for contracting catering services.
- Event scheduling conflicts will be addressed within a couple of weeks.

5.3. Committees

5.3.1. Fitness Track

- A report was received with the agenda.
- Additional material will be put down on the track in the fall.
- It was reported that the New Horizons for Seniors grant was not successful.
- It was reported that the Community Work Fund Grant application will reflect a downsizing of the project.
- Commissioners Kilpatrick and Banelis and volunteer Jeff Hansen were complimented for their good work in building the trail.
- It was reported that the CRD Archaeologist was in attendance however the cultural monitor visit had been cancelled.

5.3.2. Sanitation

- A report was received with the agenda.
- It was reported that the Chamber of Commerce may provide funding towards the purchase of electronic locking hardware to support locking the public washrooms at Miners Bay Park nightly. .

5.3.3. Technology

- A report was received with the agenda.
- It was discussed and agreed that should the CRD not be able to accept E-transfers by June 1, MIPRC would solve the issue internally.
- Park Patrol and Danger Tree Assessments update:

**Mayne Island Parks and Recreation Commission
Minutes for April 13, 2023**

- Report data was circulated for information.
- It was agreed that the committee members would meet for further discussion on priorities and budgeting.
- Last year's danger tree assessment reports will be entered into the program.

5.3.4. Commercial/Non-commercial activities update

- It was reported that the committee discussed fitness activities in Miners Bay and Dinner Bay parks. The following recommendations were provided:
 - Programs may offer light fitness activities with on-island providers.
 - No fee would be charged by MIPRC.
 - Fitness providers are required to have insurance.
 - Programs would be scheduled in the Events Calendar and events such as weddings would take priority.
 - Fitness programs will be advertised as a partnership between MIPRC and the providers.
 - A summary will be included as a supplement to the Commissioners' Handbook.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission approve a pilot project to run until labour day weekend in September for paid light fitness classes in Dinner Bay Park and Miners Bay Park as set out in the Amendment to the Supplement of the Commissioners' Handbook.

CARRIED

5.3.5. Finance – Library lease renewal

The Finance Committee will review the library building lease renewal for desired changes.

5.3.6. Land Acquisition summary

A summary is anticipated and the committee members will provide a report in July.

5.4. Parks

5.4.1. Miners Bay

See 5.2.1

5.4.2. Dinner Bay

- It was reported that arborist work included removal of some trees across the road from the Adachi Pavilion with more work to be done in that area as well as the Japanese Memorial Garden.
- A new cover will be installed over the tank near the Adachi Pavilion.
- The horseshoe pit will be replaced after the disc golf tournament.
- Communication has been initiated regarding backstop repair.
- The planting of three trees near Shook's Creek was discussed and the topic will be revisited in the fall.

**Mayne Island Parks and Recreation Commission
Minutes for April 13, 2023**

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Bell, that Mayne Island Parks and Recreation Commission approve engaging a contractor to repair the backstop at Dinner Bay ballpark for an expenditure up to \$5,000.00.

CARRIED

5.4.3. Anson Road

Discussion occurred regarding the removal of trees identified by the arborist for falling. It was decided that two quotes would be sought for bucking and removal.

5.4.4. Japanese Memorial Garden

- A report was received with the agenda.
- It was reported that work on the zigzag bridge is scheduled to start by April 26th.

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Askin, that Mayne Island Parks and Recreation Commission approve an initial expenditure of up to \$1,500.00 for the materials to replace the zigzag bridge at the Japanese Memorial Garden.

CARRIED

- An initial budget for new Christmas lights for the Japanese Memorial Garden was presented and is subject to further discussion.

5.4.5. Village Bay

It was reported that the contractor advised that the boat ramp repair work can be completed in September. Commissioners agreed to allow the September date subject to the current quote being confirmed.

5.4.6. Trail Network Development/Henderson

- A report was received with the agenda and a correction made to the third paragraph of the report which should read 50 kg not km.
- A collapsed fence at the beach access on Kadonaga Trail is scheduled for restoration.
- The lower staircase on Kippen Road will be lowered on Saturday at 11:00 a.m.
- A couple of loads of wood chips for the Ed Williams trail is pending.
- Discussion occurred regarding developing a new trail in the Conconi Reef area. An email will be sent to CRD about revisiting an agreement with the local improvement district.

6. Correspondence/Meetings

- 6.1. MIPRC inquiry regarding status of New Horizons for Seniors Program grant.
- 6.2. Follow-up with CRD, Finance concerning overhead charges to a cost centre funded by donations.
- 6.3. Email from park guardian re: Emma and Felix Jack Park maintenance in April/May.
- 6.4. Numerous emails re: planning Easter festivities at Dinner Bay Park.
- 6.5. Emails and meeting with CRD Archaeologist on March 21, 2023 re: Dinner Bay Park work.
- 6.6. Letter from Mt. Parke Estates Improvement District regarding work in Conconi Reef Park.

**Mayne Island Parks and Recreation Commission
Minutes for April 13, 2023**

- 6.7. Email regarding tree issues at Anson Road and neighbouring property.
- 6.8. Invitation to Community Connections Breakfast on April 5, 2023.
 - Kat Ferneyhough, CRD Liaison, will attend future meetings on behalf of the CRD and report on matters of interest to MIPRC.
- 6.9. Inquiry from the Province for additional information on groundwater wells in Community Parks.
- 6.10. CRD arranging trip to service John Deere Tractor in May 2023.
- 6.11. Email from Early Childhood Education Society re: recreational funding.
 - Swimming classes may have to be cancelled in which case the Active Kids drop-in program will be expanded. Updates will be provided.

7. New Business

No new business.

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the meeting of the Mayne Island Parks and Recreation Commission be closed in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.

CARRIED

9. Rise and Report

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission approve the janitorial contract with Jennifer Holt-Steinbach.

CARRIED

10. Meeting Adjournment

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis, that the meeting be adjourned.

CARRIED

The meeting adjourned at 5:06 p.m.

Original signed by

May 11, 2023

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder



Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Library, 411 Naylor Road, Mayne Island on May 11, 2023 at 3 pm.

Present: Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)
Jacquie Burrows, (Treasurer) Peter Askin
Adrian Wright Kestutis Banelis
Jane Schneider Lauren Edwards, (Recorder)

Absent: Veronica Euper
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

It was acknowledged that the meeting was held on the traditional lands of the Coast Salish People, and they were thanked for the use of the land.

2. Approval of Agenda

Add: 7.2 Emma and Felix Jack Park plant installation.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright,
that the agenda be approved as amended.

CARRIED

3. Adoption of Minutes of April 13, 2023

MOVED by Commissioner Askin and **SECONDED** by Commissioner Burrows,
that the minutes of April 13, 2023 be approved as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked the Japanese Garden volunteers for the great job they do and with special attention to Commissioner Kilpatrick and crew for the stunning work on the zigzag bridge. She suggested commissioners participate in a guided tour of the garden.

**Mayne Island Parks and Recreation Commission
Minutes for May 11, 2023**

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period April 1 - 30, 2023

A report was received with the agenda.

MOVED by Commissioner Burrows and **SECONDED** by Commissioner Bell, that the Treasurer's report for the period April 1 – 30, 2023 be approved as presented.
CARRIED

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- The Fallow Deer Committee will be participating in a general information community meeting at the Agricultural Hall on May 21st. Adam Olsen, MLA, will attend. The purpose of the meeting is to gather input.
- Commissioner Bell will investigate for any further issues concerning groundwater wells.
- When the Tree Assessment Report summary is updated and reviewed , the Finance Committee will review for budgeting.
- The monthly playground assessments are pending and Commissioner Bell will follow up with Don Klassen to complete an annual assessment.
- The cover over the waterlines near the Adachi Pavilion was completed.

5.2.2. Health and Safety concerns

The Japanese Garden and the Conservancy volunteers, as well as interested commissioners, have an opportunity participate in a first aid training session on May 30th at 10:15 a.m.

5.2.3. Events

A report was received with the agenda.

- The volunteer barbecue was scheduled for Wednesday, August 9th pending availability.
- BC Trails Day is scheduled for June 3rd.

5.3. Committees

5.3.1. Fitness Track

A report was received with the agenda.

- Discussion occurred regarding construction for either pad one or pad three.
- The Commission will make a decision and a presentation will be made at the next meeting.
- A presentation will also be made at the Lions meeting regarding the equipment contribution.

**Mayne Island Parks and Recreation Commission
Minutes for May 11, 2023**

5.3.2. Sanitation

- The Blackwater contract is to be signed.
- Commissioners responsible for a park will monitor the septic and vault toilets for pump-outs when required.

5.3.3. Technology

A report was received with the agenda.

5.3.4. Commercial/Non-commercial activities update

- Tim Begley is providing a mind/body fitness program at Dinner Bay.
- Carol Meldrum will provide a yoga class at Miners Bay. It may be moved to Dinner Bay if Miners Bay is unsuitable.
- An inquiry was received regarding meditation classes.
- Roller skating will not be a scheduled event.

5.3.5. Finance – Library lease renewal update and Motion

MOVED by Commissioner Bell and **SECONDED** by Commissioner Burrows that Mayne Island Parks and Recreation Commission approve the draft lease agreement dated June 1, 2023 between the Capital Regional District and the Mayne Reading Centre Society;

AND

that Mayne Island Parks and Recreation Commission request the Capital Regional District to provide Mayne Island Parks and Recreation Commission with any other proposed changes prior to execution.

CARRIED

- Discussion occurred regarding cost recovery for MIPRC's services and the maintenance costs for the building.
- Yearly capital project allocation for all infrastructure can be discussed during the budget preparation period.

5.4. Parks

5.4.1. Miners Bay

- The Christmas tree lights may be addressed in July and the pruning quote will be obtained at that time.
- A bench will be built on the sidewalk to resolve the trip hazard.

5.4.2. Dinner Bay

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Wright, that Mayne Island Parks and Recreation Commission approve a pest control company to reapply treatment for beetle infestation at the Adachi Pavilion for up to \$500.

CARRIED

**Mayne Island Parks and Recreation Commission
Minutes for May 11, 2023**

- A data sheet will be requested.

MOVED by Commissioner Banelis and **SECONDED** by Commissioner Kilpatrick, that Mayne Island Parks and Recreation Commission amend the Motion made on April 13, 2013 regarding the repair of the backstop at Dinner Bay ballpark and approve an increase in the cost of repair from \$5,000.00 to \$7,201.01 which includes a contingency of \$1,929.38.

CARRIED

- A quote will be obtained for branch removal at Dinner Bay. Other parks require same.
- Another load of woodchips is required for the trails and gardens.
- The Disc Golf tournament was well attended.
- The unsanctioned installation of a Tee sign on the disc golf course was discussed and recommendations were made for modifications to reduce the height and to add the park logo. This information and the requirement and reasons to receive prior approval for park structure installations will be communicated.
- The tractor servicing is completed and the invoice is pending.

5.4.3. Japanese Memorial Garden

A report was received with the agenda.

5.4.4. Cotton Park

A report was received with the agenda.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Bell, that Mayne Island Parks and Recreation Commission approve removal of the wooden staircase at Fred and Bette Cotton Community Park for safety reasons and leave the concrete pads in place, extend the existing split rail fence in front of the staircase and remove the three split rails in front of the granite bench to provide access to the foreshore.

CARRIED

Commissioner Bell will enquire with CRD regarding disposal of the wooden staircase.

5.4.5. Anson Road

- The arborist is scheduled to work on some trees.
- The invoice with PO number will be sent to Stephen Henderson.
- CRD will pay for and install the Anson Road Community Park sign.

5.4.6. Village Bay

- The trail guardian replacement, Shauna, was thanked for taking over the work on the trail all winter.
- Commissioner Schneider will mow the grass this weekend.
- The boat ramp repair contract is out for signing.

**Mayne Island Parks and Recreation Commission
Minutes for May 11, 2023**

5.4.7. Trail Network Development/Henderson

A report was received with the agenda.

- The dangerous tree at Sandy Hook Park was removed.
- The opportunity to build a trail on the panhandle when the Mount Park Improvement District is replacing the water pipes was raised. Commissioner Askin will discuss this topic with the Improvement District and develop a motion. He will respond to Stephen Henderson regarding the request for a sketch.
- Trustee Jeanine Dodds requested that a sign commemorating Punches Alley be installed as a historical marker with a brief description of its significance. The sign will be green, 12 x 16 inches and include the MIPRC logo. Commissioner Askin will follow up with Trustee Dodds and provide a motion for the next meeting.

6. Correspondence/Meetings

- 6.1. Commission input provided to CRD regarding Commonality Meeting in June 2023.
- 6.2. Email from CRD supporting purchase and installation of new sign at Anson Road.
- 6.3. Inquiry from the Province for additional information on groundwater wells in Community Parks.
- 6.4. Updated information for Insured Property Replacement Values to CRD, Risk and Insurance department.
- 6.5. Various emails and correspondence regarding Mind and Body Pilot Fitness Program.
- 6.6. Email from the Mayne Island Conservancy Society requesting participation in BC Trails Day.
- 6.7. Emails to/from CRD, Risk and Insurance regarding two recent incidents.
- 6.8. Estimates received regarding repair of backstop at Dinner Bay Park.
- 6.9. Emails to/from CRD Archaeologist regarding maypole and stakes at Miners Bay Park.

7. New Business

- 7.1. Using a society for fundraising.
 - A concept for ease of fundraising for the Japanese Memorial Garden and other projects was discussed.
 - Three commissioners would be on the society's board.
 - With the creation of a society, applications for grant funding is possible to cover maintenance.
 - This topic will be raised at the Commonality Meeting.
- 7.2. Emma and Felix Jack Park plant installation.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Schneider, that Mayne Island Parks and Recreation Commission approve the installation of a wooden planter and plants featuring indigenous pollinators and invasive plants by Johnny Aitken at Emma and Felix Jack Park with the planter to be removed in September 2023.

CARRIED

**Mayne Island Parks and Recreation Commission
Minutes for May 11, 2023**

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting

None

9. Rise and Report

None

10. Meeting Adjournment

MOVED by Commissioner Kilpatrick and **SECONDED** by Commissioner Burrows,
that the Mayne Island Parks and Recreation Commission meeting be adjourned.

CARRIED

The meeting adjourned at 4:40 pm

Original signed by

June 8, 2023

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Tuesday April 25, 2023 7:30 PM

Present: Brent Kornelson, Gary Howell, Brian McCandless, Aran Puritch, Paul Williams, Jim Potvin,

Absent: Director Al Wickheim, Joel Cotter

Guests & Invitees: Daniel Kenway (video), Darren Pine, Cody Daku (online), Paul McCormick

Meeting called to order at 7:30 pm

1) Approval of Agenda

MOTION by Brent Kornelson, **SECONDED** by Brian McCandless that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Brian McCandless, **SECONDED** by Paul Williams that the minutes of Feb 28 2023 be accepted as presented, **CARRIED**

3) Business Arising:

- a) Hall Managers Report: see attached
- b) Cell Tower: nothing new to report
- c) Asphalt Hall Apron: nothing to report, waiting for cell tower construction before proceeding
- d) Apparatus Replacement: Art reported the trip to evaluate the truck build was completed, they asked for several modifications to plumbing layout, cost of additions is about \$9000, funds to come out of the truck commissioning budget of \$50K.

4) New Business:

- a) Field Rental: Aran reported the Park Contractor's use of the field bringing in about \$4500; he will ensure it's billed.
- b) Gazebo Project: Art reported the contractor has not been returning his calls and is in default of his obligations, the initial CRD inspection failed and little work has been done, contractor has already received about \$16K on deposit. Art will be discussing the next step with CRD staff.
- c) Governance Meeting: Aran reported he and Art meet with CRD staff for a review into the state of CRD governance of the areas Fire Departments. This was a question and answer review the CRD is undertaking for long term planning purposes.
- d) **Hall Lower panels:** Brian reported there is finished ¼" birch plywood panels available at a materials cost of about \$1000, he will arrange volunteer labour to install panels.

MOTION by Brian McCandless, **Seconded** by Aran Puritch to approve up to \$2000 for materials to re-clad the Hall gym interior lower walls. **CARRIED**

- e) **Stage Storage:** Daniel discussed options for storing the stage which is a hazard currently sitting on the gym floor, Brian will review options for storage of the stage.

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

- f) **Garbage collection:** Paul McCormick brought up issues residents are having with existing garbage collection services. He is looking into other options and was looking for the commission support/feedback for potential solutions, including the potential for collections bins on Hall property.
- g) **Fire Smart:** Paul McCormick discussed the Fire Smart program for the Point. If homeowners sign up the Fire Department is willing to inspect private properties and make recommendations for improvements. Homeowners making improvements can be reimbursed for their time through the Fire Smart grants program. Members of the commission signed up for inspections.
- h) **Water Softener:** Paul McCormick donated a water softener to the Hall; Brian will review potential installation locations.
- i) **Insurance for WPCA:** Daniel requested a meeting with Aran together with CRD staff to review the need for this WPCA executive insurance.

Motion by Brian, seconded by Brent to adjourn meeting 9:30 pm, CARRIED.

Hall Managers Report

April 25, 2023

Regular use of the Fire Hall continues with Pickle Ball and the Fire Fighters floor hockey.

In addition to the March St.Patricks Day celebration a successful

Community Garage Sale was held at the hall on March 11th. There were

no new rentals in the month of April, however the hall is booked for a

full day training session on May 11th and the tennis court and field have

been rented for evening dog training classes on May 1, 15, 29, June 5th

and 12th.

There are no issues of concern at this time.

Submitted by,

Mariann Malvet

Hall Manager