

DISTRICT OF NEW HAZELTON
REGULAR MEETING OF COUNCIL

****REVISED****

Monday, November 7, 2022
Council Chambers

Public Meeting – 7:00pm

Regular Meeting – 7:15 pm

(1) CALL TO ORDER:

(2) OATH OF OFFICE

(3) MINUTES:

- a) Accept minutes of the Oct 3, 2022 regular meeting

(4) PETITIONS & DELEGATIONS: None

(5) UNFINISHED BUSINESS: None

(6) CORRESPONDENCE:

- a) Learners Opportunity Group Society – Donation for the Christmas Gift of Literacy
- b) Hazelton Secondary School – Donation for the Asia 2023 School Trip

(7) REPORTS: None

(8) BYLAWS:

- a) First, Second and Third readings of the Permanent Lane Closure Bylaw No. 368, 2022
- b) Third Reading of the Zoning Bylaw No. 369, 2022
- c) First, Second and Third readings of New Hazelton Building Bylaw No. 370, 2022

(9) NEW BUSINESS:

- a) Review and Sign Council Code of Conduct
- b) Committee Appointments for 2022-2026 term
- b) Volunteer & Composite Fire Departments Equipment & Training – Approval of application
- c) Remembrance Day - Placing of the wreath
- d) Council Schedule
 - Budget Meeting 10:00 am – 12:00 noon - November 14, 2022
 - Strategic Planning Session 9:00-4:00 – November 24, 2022
 - Council Orientation Legal (Smithers) 10:00-3:00 – November 30, 2022
 - Winterfest – 5:00 – 7:30 - December 2, 2022
 - Regular Council Meeting – December 5, 2022

Adjournment

DISTRICT OF NEW HAZELTON
REGULAR COUNCIL MEETING
October 3, 2022
COUNCIL CHAMBERS

1) CALL TO ORDER: Meeting called to order at 6:58 pm

PRESENT: Mayor Lowry
Councillor G. Burns
Councillor J. Hobenshield
Councillor R. Sturney
Councillor B. Henwood
Councillor M. Weeber

STAFF PRESENT: L. Roe
B. White

REGRETS: Councillor A. Berg
W. Hunt

2) MINUTES:

RESOLUTION 8133/22

MOVED & SECONDED

That, the minutes of the Sept 13, 2022 regular meeting be accepted as presented.

CARRIED

3) PETITIONS & DELEGATIONS: None

4) UNFINISHED BUSINESS: None

5) CORRESPONDENCE:

6) REPORTS:

Councillor Sturney gave an update on Ross Lake. It is 2" below level it has been at historically. May need to put a new dam in, they are going to monitor the amphibians over the next few years. They have no baseline to go off of and said that water will drain faster with the new system.

Councillor Weeber gave an update on the Skeena TV Association.

Councillor Hobenshield gave report of the North West Library Association conference that she went to in Prince Rupert, many good speakers.

Mayor Lowry provided an update on the recent Regional District of Kitimat Stikine meeting.

7) BYLAWS: First and Second reading of Rezoning Bylaw No. 369, 2022

RESOLUTION 8134/22

MOVED & SECONDED

That, the District of New Hazelton give the first and second reading of the Rezoning Bylaw No. 369, 2022.

CARRIED

- Councillor B. Henwood opposed this resolution

8) NEW BUSINESS:

- a) Winterfest 2022 – It would be December 2nd 2022, Council would like to go ahead depending on staffing. It would be an amended Winterfest if it is going to be done. Hot chocolate, coffee, tea, bon fire, carolers, cupcakes, a couple baskets and fireworks.
- b) Budget Meeting – Council would like to do the Budget meeting November 14th @ 10:00am with lunch afterwards.
- c) Youth Parliament – Council decided to sponsor 2 youth from the Hazelton Secondary School for the Youth Parliament.

RESOLUTION 8135/22

MOVED & SECONDED

That, the District of New Hazelton sponsor two youth from the Hazelton Secondary School to go to the Youth Parliament.

CARRIED

- d) Council Schedule - Council reviewed their schedule for the coming months.
- e) Councillor Hobenshield asked if we could do a call out to other artists for Christmas Cards this year.
- f) Councillor Hobenshield asked if we have received the RCMP Community Plan yet – we have not.
- g) Councillor Hobenshield asked if a pile of dirt and asphalt would be dealt with that was left after paving – We will ask Roger
- h) Councillor Hobenshield asked about the total project cost for the new Municipal Hall of 3 million dollars and where the money came from? Asked if we were over budget. This was explained by the Chief Financial Officer as being the accumulated overall costs which came in under budget.

10) ADJOURNMENT:

RESOLUTION 8136/22

MOVED & SECONDED

That, the regular meeting be adjourned at 7:49 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2022

CHIEF ADMINISTRATIVE OFFICER

MAYOR

Learners Opportunity Group Society

Box 327, Hazelton, B.C.

October 11, 2022.

District of New Hazelton

4670 10th Ave, New Hazelton B.C. V0J2J0

Dear Councillors,

I am writing on behalf of the Learners Opportunity Group Society (LOGS). We are a small group of volunteers who work to promote literacy in the Upper Skeena Region. We recognise that people will not be readers unless they have access to interesting reading materials and so we give away books.

LOGS operates the Book Bus that travels to all locations in the Upper Skeena, distributing free reading materials. During COVID, LOGS put 20 Book Houses around the region to continue to distribute reading materials even in the event of a lock down. LOGS also organises the Book Bags for Babies project, giving new, free books to every child at every immunization up to 5 years old.

One of our favorite projects is the annual Christmas Gift of Literacy. This project gives a gift-wrapped book to each child enrolled in the Hazeltons from preschool to grade 7. The books are purchased new and are selected by teachers to suit the individual students. They are wrapped by volunteers from the community and distributed to the schools by Santa on the last week of school before Christmas.

We did not ask you for money for the 2021 project. We had a large private donation in memory of the outstanding woman who started this project, Janelle Erickson. Before last year, your council was able to give a generous donation of money to help purchase the books for the Christmas Gift of Literacy. We hope that you can consider supporting the Christmas Gift of Literacy for 2022. As in the past, LOGS will acknowledge all of the funders on a book-mark that goes in each of the book gifts and publish an announcement in the Bulkley Browser.

Please contact me if you have any questions regarding either this request, the work that LOGS does, or if you are interested in joining this exciting literacy group.

I hope to hear from you soon regarding your support for the Christmas Gift of Literacy.

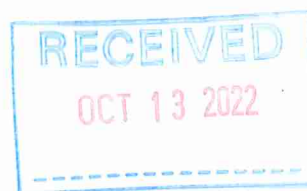
Sincerely,



Charlotte Linford

LOGS Chair

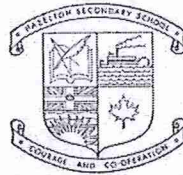
linfordcharlotte@gmail.com (250) 842-5887



E-mail: hss@cmsd.bc.ca

Phone: (250) 842-5214

2725 Highway 62
PO Box 300, Hazelton, BC
V0J 1Y0



HAZELTON SECONDARY SCHOOL

To whom it may concern,

We are writing to you from Hazelton Secondary School located on unceded traditional Gitxsan territory, as teachers, community volunteers, youth advocates, parents, and students, seeking your support in our educational ventures. Our school is composed of predominantly **First Nations (Gitxsan/ Wet'suwet'en) students** who are eager and hopeful to see the world outside of our community! In order to make their travel dreams come true, we are requesting your organizations support in our students educational ventures.

Earlier last year, our students had the opportunity to engage in the worldview analysis, historical studies, and the review of past genocides that have contributed to the present circumstances of various countries around the world. Through these studies, with the help of our amazing students, our educational team was inspired to bring this learning to life through meaningful hands on experience and travel. As part of an educational travel tour, our sights are set on taking our grade 12 students to Asia for 12 days during the 2023 school year! This trip would allow students to visit



historical monuments across Vietnam, Thailand, and Cambodia, as well as gain invaluable travel experience, exposure to various cultures, and an increased self-awareness/confidence. As educators, we are big believers in the fact that the best forms of learning are experiential. We cannot think of a better way to bring meaningful education to our students than through a hands-on experience such as this, exploring historical landmarks in such incredibly history-rich nations.

As a school composed of 80% Indigenous students of both Gitxsan and Wet'suwet'en ancestry, we have seen the barriers to life that prove difficult for our students. This educational journey would be a life-changing once in a lifetime opportunity for most of our students and something that they will carry with them for the rest of their lives. We have seen the impact on youth that these types of excursions can have- showing them life outside of our communities and inspiring our students to push their limits to pursue a life of adventure and travel. In addition to this, most of our students come from low-income families and the ability for them to travel has not yet been possible. This experience is exciting for everyone, as most of our students have travelled no farther than two hours from home, let alone out of the country.

Since our first initial discussion with these classes, our grade 12 students have been working relentlessly towards reaching their goal to learn them more about the topics they have so passionately studied. The cost to send each student on this once in a lifetime journey is \$5000, a worthwhile investment in their sense of pride and life-long education. This tour fee includes round trip airfare, overnight stays in hotels, breakfast and dinner daily, full time services of a Professional Tour Director, guided sightseeing tours and city walks as per itinerary and all-inclusive travel protection plan.

Our total cost to send these thirty deserving students on this unforgettable experience is \$150,000. In the past six months, our students have put on countless raffles, bake sales, bottle drives, catering events and have poured hard earned



personal savings into their accounts in hopes of making their dreams a reality. Unfortunately, we still have a long ways to go, and our deadline for the total cost to be paid to our travel companies is by this December. To date, we have fundraised about \$60,000, and still have \$90,000 to be raised.

Thank you for your consideration in investing in our students confidence, sense of pride, culture, and real-life education. We look forward to possibly working with you. Should you have any questions or require further info, we would be happy to communicate with you. Please feel free to contact either taylor.murrell@cmsd.bc.ca or heather.berry@cmsd.bc.ca, Support in any amount is greatly appreciated and impactful- and all donors will be honored via social media, The *Bulkley Browser*, *Terrace Standard*, *Smithers Interior*, *Prince George Citizen*, *Canada's First Nation Radio*, and advertisement in our school and local community.

Wishing you all the best,

HSS Teachers:

Taylor Murrell

Heather Berry

Colton Murrell

Tamara Stoney

Community Volunteer:

Elijah Larson

HSS Grade 12 Parents

& HSS Grade 12 Students





DISTRICT OF NEW HAZELTON BYLAW NO. 368,2022

A bylaw to permanently close and remove the alley designation on a portion of residential land within Plan 968 and District Lot 882 within the District of New Hazelton Bylaw No. 368,2022.

WHEREAS the Council of the District of New Hazelton may, by bylaw, close all or part of a roadway and alley and may permanently close and remove the dedication of a road or alley, or portion thereof, pursuant to the Community Charter;

AND WHEREAS the alley proposed for closure and dedication as road or alley within Plan 968, District Lot 882, is not required for highway, road, public laneway or Municipal purposes;

AND WHEREAS it is considered that this alley closure and removal of dedication is in the best interest of the Municipality.

NOW THEREFORE the Council of the District of New Hazelton in open meeting assembled enacts as follows:

1. That the alley area located between Plan EPP122683 Lots 5 & 6 and Lots 19 & 20 in Block 138 and shown in heavy outline on the map provided and annexed hereto as Schedule "A" to this Bylaw, is hereby permanently closed to traffic.
2. This Bylaw may be cited as the "District of New Hazelton Permanent Road Closure Bylaw No. 368,2022".

READ A FIRST TIME THIS DAY OF

READ A SECOND TIME THIS DAY OF

READ A THIRD TIME THIS DAY OF

ADOPTED THIS DAY OF

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REFERENCE PLAN

Plan EPP122683

To Accompany BYLAW No 368, 2022 of the Village of Hazelton to Close Parts of Lane Dedicated on Plan 968 Block 138 Section 2 District Lot 882 Cassiar District

Pursuant to Section 120 of the Land Title Act & Section 40 of the Community Charter.

BCGS 93M.023

SCALE:



The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:400.

LEGEND:

Symbols Found	Description
TH	Traverse Hub
IP	Standard Iron Post

Grid bearings are derived from differential carrier phase GNSS observations and are referred to the central meridian of UTM Zone 9 North.

The UTM coordinates and estimated absolute accuracy achieved are derived from 8 hours of GNSS dual frequency observations processed using the Precise Point Positioning (PPP) service provided by Natural Resources Canada.

This plan shows horizontal ground level distances, unless otherwise specified. To compute grid distances, multiply ground level distances by the average combined factor of 0.9996495. The average combined factor has been determined based on an ellipsoidal elevation of 318 metres.

This plan shows one or more witness posts which are not set on the true corner(s).

UTM Zone 9 Coordinates			
NAD83 (CSRS) 2002.0			
Station	Northing	Easting	EAA
TH1	6122869.72	589972.39	0.03
TH8	6122872.87	590547.23	0.05

HBH
LAND SURVEYING INC.

Prince George
203-1300 1st Ave.
Prince George, BC V2L 2Y3
250.640.2287

Smithers
3750 1st Ave. PO Box 536
Smithers, BC V0J 2N0
250.847.3808

www.HBHLandSurveying.com

HBH File LEW2201

12th Avenue

2

Section

Closed Lane

Area: 98.2m²

Lot A

Plan 10422

Lane

Block

882

13th Avenue

DL

Rem Parcel B

(CA1609801)

Plan Block

151 Lot A

Plan EPP104806

McBride Street

968

TH1

TH8

This plan lies within the District of New Hazelton.
This plan lies within the Regional District of Kitimat-Stikine.
The field survey represented by this plan was completed on the 3rd day of August, 2022.
Gino MP Hibber, BCLS 871



DISTRICT OF NEW HAZELTON

Bylaw No. 369, 2022

A bylaw to amend the Zoning Bylaw No. 317, 2014

The Council for the District of New Hazelton, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the Zoning Amendment Bylaw No. 369, 2022.
2. Schedule A (Zoning Bylaw Map) is hereby amended by rezoning Lots 4-5, Block 30 Plan 968, District Lot 863, Section 1, Cassiar Land District and Parcel A, Block 30, Plan 968, District Lot 863 as shown on the map attached here to as Schedule "A" from Residential (R-1) to Commercial Downtown (C-1) as shown on the map attached here to as Schedule "A".

READ A FIRST TIME THIS 3rd day of October, 2022

READ A SECOND TIME THIS 3rd day of October, 2022

READ A THIRD TIME THIS day of

ADOPTED THIS day of

Chief Administrative Officer

Mayor

BRIEFING NOTE

Prepared by: Wendy Hunt
October 3, 2022

Reason for Briefing Note:

Zoning Amendment of residential property to commercial property

Background:

There are two folios that are located on the corner of Churchill and 8th Avenue, a total of five (lots) that are currently zoned for residential use. They are the only lots on the block that are zoned residential. In 2004, the property was zoned at Commercial Downtown and taxed at the business rate. In the taxation years prior to 2004 and after 2004 it was zoned and taxed as residential; **2004 is the only year that the commercial zoning was in effect.**

Update:

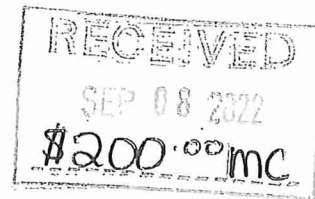
The properties in question have been purchased by Anspayaxw Developments Ltd (Kispiox Band) who are wishing to have the zoning changed from Residential (R-1) to Commercial Downtown (C-1).

Due to the fact that the rest of the block is zoned as Commercial Downtown, it makes sense that the five remaining lots be rezoned to from Residential to Commercial Downtown. In addition, the five lots zoned residential and the adjacent lots (20-24) are all owned by Anspayaxw so changing the zoning will allow them much more flexibility in the use of the property than it would if those 5 lots stayed as residential.

Recommendation:

Staff is recommending that Council pass a resolution to approve the Zoning Amendment Bylaw No. 369, 2022 as presented.

SCHEDULE "A"
DISTRICT OF NEW HAZELTON
APPLICATION FOR ZONING AND/OR O.C.P. AMENDMENT



1. I/We hereby make application to ☐ amend the Zoning Bylaw.
☐ amend the Official Community Plan
2. Name of Applicant(s) ANSPAYAKW DEVELOPMENTS LTD.
3. Address 1336 KISPIOK VALLEY RD.
KISPIOK, B.C. V0J 1Y4.
4. Telephone Number: Business 250 8425248 Residence _____
5. Name of Owner (s) _____
 (If different from Applicant)
6. Address _____

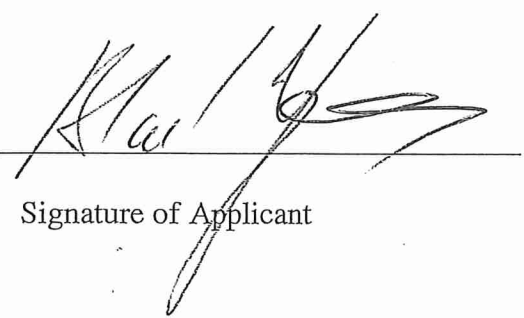
7. Legal Description of Property ARE - JURISDICTION - Roll:
25-342-00557.000
8. Street Address of Property 3575 CHURCHILL ST. NEW HAZELTON.
9. Official Community Plan Map Designation CR
10. Present Zoning R2
11. Amendment Proposed:

<input type="checkbox"/> Zoning Map	From <u>R2</u> to <u>C-1</u>
<input type="checkbox"/> Zoning text	Attached
<input type="checkbox"/> Official Community Plan	From <u>CR</u> to <u>C</u>
<input type="checkbox"/> OCP test	Attached

12. Explain purpose of application (including intended use) INTENDED COMMERCIAL
PROPERTY DEVELOPMENT PLAN IN PROGRESS TO INCLUDE THIS
LOCATION WITH THE ADJOINING LOCATIONS.
13. Current Use of Property ABANDONED HOUSE / BUILDING
14. Attached is application fee of \$200.00 (Both amendments for \$400.00)
15. Attached is current, date-stamped State of Title Certificate July 12, 2022 ✓
16. Attached is Letter of Consent from the Owner. _____
(applies only if the applicant is not the owner) ✓

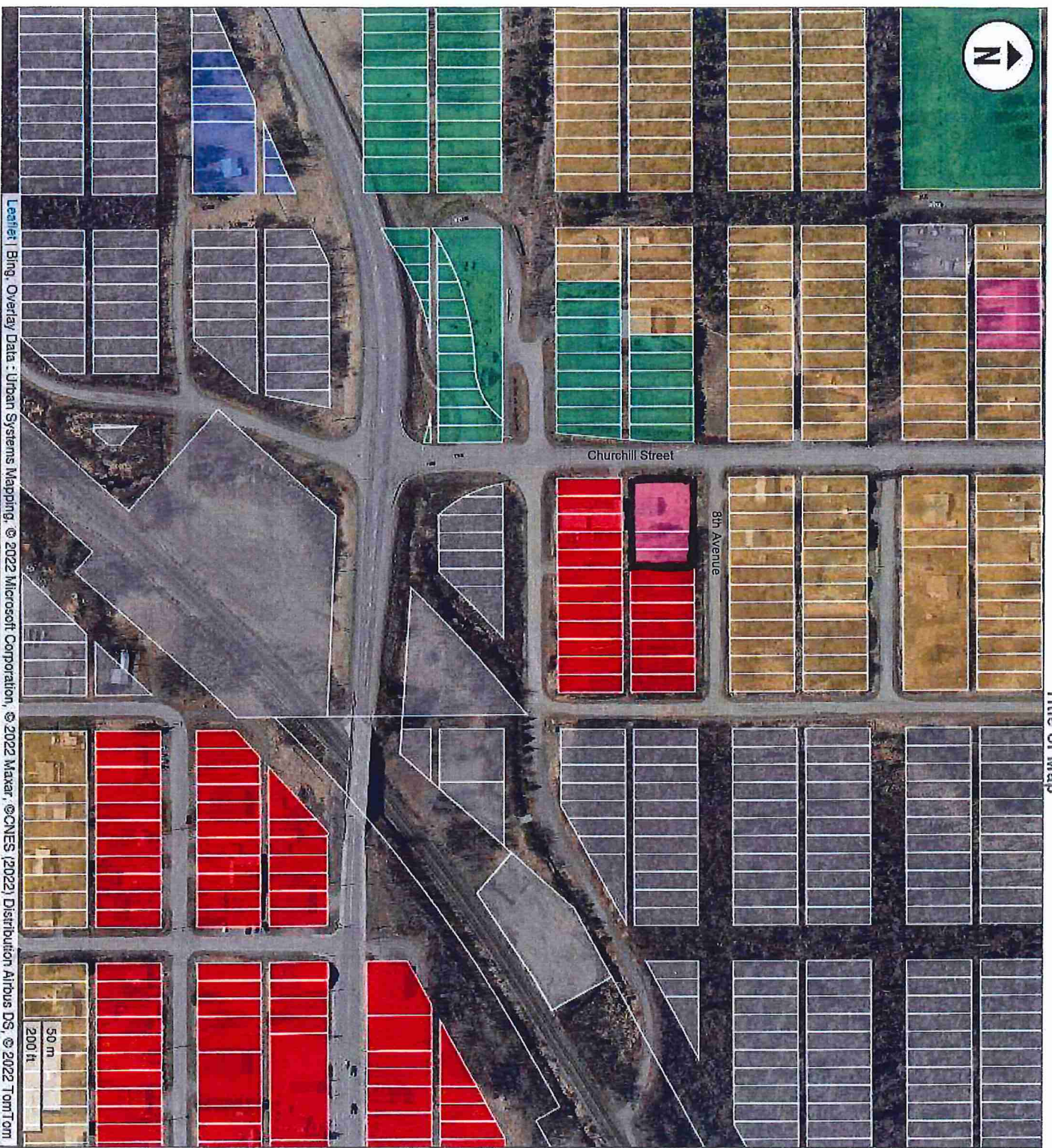
I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS.

Dated this 8 day of September, 2022


Signature of Applicant

BLANKA JECHINKOVA
FOR Ansparaxa Development Ltd.
Print Name of Applicant
(Kispiox Band Council)

Title of Map



Leaflet | Bing, Overlay Data : Urban Systems Mapping, © 2022 Microsoft Corporation, © 2022 Maxar, © CNES (2022) Distribution Airbus DS, © 2022 TomTom

- Hazleton_2021_North
- 4069
- 4069
- 4069
- New Hazelton Cadastrial
- New Hazelton Zoning Oct 2020
- R1 - Single Family Residential
- R2 - Medium Residential Density
- R3 - Multi-Unit Residential
- R4 - Mobile Residential Neighbourhood
- R5 - Rural Residential
- R6 - Modular Home Residential
- C1 - Commercial Downtown
- C2 - Service Commercial
- I1 - Industrial
- P1 - Community Services
- Ru - Rural Resource
- Hazleton_2021_South



DISTRICT OF NEW HAZELTON

Bylaw No. 370, 2022

A Bylaw for Administration of the Building Code and Regulation of Construction

The Council for the District of New Hazelton, in open meeting assembled, enacts as follows:

TITLE

This Bylaw may be cited as District of New Hazelton Building Bylaw 370, 2022.

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DISTRICT OF NEW HAZELTON

BYLAW NO. 370, 2022

A Bylaw for Administration of the BC Building Code and Regulation of Construction

GIVEN that the District of New Hazelton Council

- a. may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):
 - (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
 - (b) the conservation of energy or water;
 - (c) the reduction of greenhouse gas emissions; and
 - (d) the health, safety or protection of persons or property.
- b. is enacting this bylaw to regulate construction and administer the *British Columbia Building Code* in New Hazelton in accordance with the *Community Charter* and the *Building Act*.
- c. has employed trained Building Officials for the purposes of this bylaw.

NOW THEREFORE the District of New Hazelton Council, in open meeting assembled, enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as “Building Bylaw No. 370, 2022”.

PART 2: PURPOSE OF BYLAW

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every Permit issued under this bylaw is issued expressly subject to the provisions of this Part.

- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to construction in the District in the public interest.
- 2.4 The purpose of this bylaw does not extend to
- (a) the protection of Owners, Designers or Constructors from economic loss;
 - (b) the assumption by the District or any Building Official of any responsibility for ensuring the compliance by any Owner, his or her representatives or any employees, Constructors or designers retained by the Owner, with the *Building Code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person with a warranty of design or workmanship with respect to any building or structure for which a Building Permit or Occupancy Permit is issued under this bylaw;
 - (d) providing any person with a warranty or assurance that Construction undertaken under Building Permits issued by the District is free from latent, or any, defects; or
 - (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw applies to the geographical area of the District and to land, the surface of water, air space, buildings or structures in the District.
- 3.2 This bylaw applies to the design, construction or occupancy of new buildings or structures, and the Alteration, reconstruction, demolition, removal, relocation or occupancy or change of use or occupancy of Existing buildings and structures.
- 3.3 This bylaw does not apply to
- (a) except as set out in Part 11 [Retaining Walls] of this bylaw, a fence;
 - (b) an accessory building with a floor area of less than 10 square metres;
 - (c) a trellis, an arbour, a wall supporting soil that is less than 1.22 metres in height, or other similar landscape structures on a parcel zoned for single-family residential occupancy uses under the District's Zoning bylaw; and

- (d) a building or structure commonly known as “Canadian Standards Association Z240 MH series, Z241 series or A277 series”, except as regulated by the *Building Code*.

Limited Application to Existing Buildings

- 3.4 Except as provided in the *Building Code* or to the extent an Existing building is under construction or does not have an Occupancy Permit, when an Existing building has been constructed before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the building must be reconstructed and altered, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.5 This bylaw applies if the whole or any part of an Existing building is moved either within or into the District, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to building moves.
- 3.6 If an Alteration is made to an Existing building the Alteration must comply with this bylaw and the *Building Code* and the entire building must be made to comply with this bylaw and the *Building Code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the Alteration.
- 3.7 If an Alteration creates an Addition to an Existing Building, the Alteration or Addition must comply with this bylaw and the *Building Code* and the entire building must be made to comply with this bylaw and the *Building Code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the Alteration or Addition.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any construction, Alteration, excavation, reconstruction, demolition, removal, relocation or change the use or occupancy of any building or structure, including other work related to construction
- (a) except in conformity with the requirements of the *Building Code* and this bylaw;
and
 - (b) unless a Building Official has issued a valid and subsisting Permit for the work under this bylaw.
- 4.2 A person must not occupy or permit the occupancy of any building or structure or part of any building or structure
- (a) unless a subsisting Final Inspection Notice has been issued by a Building Official for the building or structure or the part of the building or structure; or

(b) contrary to the terms of any Permit issued or any notice given by a Building Official.

- 4.3 A person must not knowingly submit false or misleading information to a Building Official in relation to any Permit Application or construction undertaken pursuant to this bylaw.
- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the Building Official, or plans and supporting documents which have been filed for reference with the Building Official after a Permit has been issued.
- 4.5 A person must not, 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 or affixed to a building or structure pursuant to this bylaw.
- 4.6 A person must not do any work that is substantially at variance with the Accepted design or plans of a building, structure or other works for which a Permit has been issued, unless that variance has been authorized in writing by a Building Official.
- 4.7 A person must not interfere with or obstruct the entry of a Building Official or other authorized official of the District on property in the administration of this bylaw.
- 4.8 A person must not Construct on a parcel unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a Building Official made under section 6.6 or any other provision of this bylaw.
- 4.10 A person must not change the use, occupancy or both of a building or structure or a part of a building or structure without first applying for and obtaining a Building Permit under this bylaw.

PART 5: PERMIT CONDITIONS

- 5.1 A Permit is required if work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a Permit 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 District will in any way

- (a) relieve the Owner (and if the Owner is acting through an Agent, the Agent of the Owner) from full and sole responsibility to perform the work in respect of which the Permit was issued in strict compliance with this bylaw, the *Building Code*, and all other applicable codes, standards and enactments;
 - (b) constitute a representation, warranty, assurance or statement that the *Building Code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
 - (c) constitute a representation or warranty that the building or structure meets any standard of materials or workmanship.
- 5.3 No person shall rely on any Permit as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the Owner (and if the Owner is acting through a representative, the representative of the Owner) 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 codes, standards and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

- 6.1 Words defining the authority of a Building Official are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A Building Official may
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, Permits, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) establish or require an Owner to establish whether a method or type of construction or material used in the construction of a building or structure complies with the requirements and provisions of this bylaw and the *Building Code*; and
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundations be carried out, or that sufficient evidence or proof be submitted by the Owner, at the Owner's sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device,

construction or Foundation condition complies with this bylaw and the *Building Code*.

Refusal and Revocation of Permits

- 6.3 A Building Official may refuse to issue a Permit if the proposed work will contravene the requirements of the *Building Code* or the provisions of this or any other bylaw of the District, and must state the reason in writing.
- 6.4 A Building Official may revoke a Permit if, in their opinion, the results of tests on materials, devices, construction methods, structural assemblies or Foundation conditions contravene the *Building Code* or the provisions of this bylaw, or both, or if all Permits required under this bylaw have not been obtained.

Right of Entry

- 6.5 Subject to section 16 of the *Community Charter*, a Building Official may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

- 6.6 Subject to applicable enactments, a Building Official may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an Owner to stop work on a building or structure, or any part of a building or structure, if the work is proceeding in contravention of this bylaw, the *Building Code*, or any other enactment of the District or other applicable enactments, or if there is deemed to be an unsafe condition, and may enter on property to affix or post a Stop Work Order in the form prescribed by the Building Official;
 - (c) an Owner to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an Owner to remove any building or structure, or any part of a building or structure, constructed in contravention of a provision of this bylaw;
 - (e) an Owner to have work inspected by a Building Official prior to covering;
 - (f) an Owner to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a Building Official;

- (g) a person to cease any occupancy in contravention of a provision of this bylaw;
 - (h) a person to cease any occupancy if any unsafe condition exists because of work being undertaken but not complete and where the Building Official has not issued a Final Inspection Notice for the work;
 - (i) an Owner to correct any unsafe condition; and
 - (j) an Owner to correct any work that contravenes this bylaw, the *Building Code*, or any other enactment.
- 6.7 Every reference to "Owner" in section 6.6 includes a reference to the Owner's Agent or constructor.
- 6.8 Every person served with a notice under this Part must comply with that notice
- (i) within the time ordered; or
 - (ii) if no time is ordered, immediately.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

- 7.1 Subject to Part 10 of this bylaw, every Owner must apply for and obtain a Permit, prior to
- (a) constructing, repairing or altering a building or structure, or Retaining Wall;
 - (b) moving a building or structure into or within the District;
 - (c) demolishing a building or structure;
 - (d) occupying a new building or structure;
 - (e) constructing a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a building; or
 - (f) changing the use or occupancy of a building, unless the works are the subject of another valid and subsisting Building Permit.
- 7.2 Every Owner must ensure that plans submitted with a Permit Application bear the name, phone number, address and email address of the designer of the building or structure.

Owner's Obligations

7.3 Every Owner must

- (a) comply with the *Building Code*, the requirements of this bylaw and the conditions of a Permit, and must not omit any work required by the *Building Code*, this bylaw or the conditions of a Permit;
- (b) ensure that a Letter of Authorization in the form attached as Appendix "B" is submitted to the District if a Representative is Acting on behalf of the Owner for an Application;
- (c) ensure that all Permits, plans and specifications and supporting documents on which a Permit was based, all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours by the Building Official, and that all Permits are posted conspicuously on the site during the entire execution of the work; and
- (d) prior to the issuance of a Building Permit, execute and submit to the District an Owner's Undertaking in the form attached as Appendix "C", where required by the Building Official.

7.4 Every Owner and every Owner's Agent, must carry out Construction or have the Construction carried out in accordance with the requirements of the *Building Code*, this bylaw and other bylaws of the District and none of the issuance of a Permit under this bylaw, the review of plans and supporting documents, or inspections made by a Building Official or a registered professional shall relieve the Owner, or the Owner's Agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *Building Code* and all other applicable codes, standards and enactments.

7.5 Every Owner must allow a Building Official to enter any building or premises at any reasonable time to administer and enforce this bylaw. Every Owner to whom a Permit is issued must, during construction

- (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and
- (b) post the Permit on the property so that it may be easily read from the public highway from which the property takes its address.

Damage to Municipal Works

- 7.6 Every Owner to whom a Permit is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the Permit.
- 7.7 Every Owner may pay to the District, within 30 days of receiving an invoice for same from the District, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a Permit was issued.

Demolition

- 7.8 Prior to obtaining a Permit to demolish a building or structure, the Owner must
- (a) provide to the District a vacancy date;
 - (b) ensure that all municipal services and other services are capped and terminated at the property line in a District standard inspection chamber and valve arrangement.
- 7.9 Every Owner must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the site is levelled or graded, or made safe if levelling and grading are not possible.

Notice

- 7.10 Every Owner must, at least 48 hours prior to commencing work at a building site, give written or online notice to a Building Official of the date on which the Owner intends to begin such work.
- 7.11 Every Owner must give written or online notice to a Building Official of any change in or termination of engagement of a registered professional, including a Coordinating Registered Professional, during construction, within 24 hours of when the change or termination occurs.
- 7.12 If an Owner or a registered professional terminates the engagement of a registered professional, including a Coordinating Registered Professional, the Owner must terminate all work under a Building Permit until the Owner has engaged a new registered professional, including a Coordinating Registered Professional, and has delivered to a Building Official new letters of assurance.
- 7.13 Without limiting sections 10.24 to 10.39, every Owner must give at least 48 hours online or written notice to a Building Official

- (a) of intent to do work that is required or ordered to be corrected during construction;
 - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and
 - (c) when work has been completed so that a final inspection can be made.
- 7.14 Every Owner must give notice in writing to a Building Official and pay the non-refundable fee set out in Appendix "A" immediately upon any change in Ownership or change in the address of the Owner which occurs prior to the issuance of an Occupancy Permit.
- 7.15 Every Owner must give such other notice to a Building Official as may be required by the Building Official or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

- 8.1 Every constructor must ensure that all construction is done in compliance with all requirements of the *Building Code*, this bylaw and all other applicable, codes, standards and enactments.
- 8.2 Every constructor must ensure that no excavation or other work is undertaken on public property, and that no public is disturbed, no building or structure erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.
- 8.3 For the purposes of the administration and enforcement of this bylaw, every Constructor is responsible jointly and severally with the Owner for all work undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The provision by the Owner to the District of letters of assurance in accordance with the requirements of the *Building Code* shall occur prior to
- (a) the pre-occupancy site review coordinated by the coordinating registered professional or other registered professional for a Complex Building; or
 - (b) a Final Inspection for a Simple Building in circumstances where letters of assurance have been required in accordance with the requirements of the *Building Code*, in which case the Owner must provide the District with letters of

assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *Building Code*.

- 9.2 If a registered professional provides letters of assurance in accordance with the *Building Code*, they must also provide proof of Professional Liability Insurance to the Building Official in the form attached as Appendix "D" to this bylaw.

Requirement for a Registered Professional

- 9.3 The Owner must retain a registered professional to provide a Professional Design and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code*, in respect of a Permit Application
- (a) prior to the Pre-Occupancy Site Review coordinated by the Coordinating Registered Professional or other registered professional for a Complex Building, or
 - (b) prior to a Final Inspection for a Simple Building in circumstances where letters of assurance have been required in accordance with the requirements of the *Building Code*, in which case the Owner must provide the District with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *Building Code*;
 - (c) except for garages, carports and garden structures, Foundation and excavation components of new Simple Buildings and Additions greater than 55 square metres to Simple Buildings in accordance with the *Building Code*;
 - (d) a building that is designed with common egress systems for the occupants and requires the use of firewalls in accordance with the *Building Code*;
 - (e) prior to Alterations to a building, or to a structural component of a building described in paragraph (b);
 - (f) for a building in respect of which the Building Official determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *Building Code*;
 - (g) if the building envelope components of the building fall under Division B Part 3 of the *Building Code*, the building contains more than two dwellings, or if the building envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *Building Code*; and

(h) for a parcel of land on which a building or structure is proposed if the Building Official believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a Professional Design is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*

(i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and

(ii) that the plans submitted with the application comply with the relevant provisions of the *Building Code* and applicable bylaws of the District.

9.4 The Building Official may require any registered professional carrying out the Professional Design and field review required under section 9.3 to provide evidence that they have experience and expertise in respect of the Professional Design and field review of the context and scope required.

Professional Plan Certification

9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *Building Code* referred to in sections 9.1 and 9.3 are relied upon by the District and its Building Officials as certification that the design and plans to which the letters of assurance refer comply with the *Building Code*, this bylaw and other applicable enactment.

9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *Building Code*.

9.7 For a Building Permit issued for the Construction of a Complex Building, the Building Official shall provide the Owner with a notice that the Building Permit is issued in reliance on the certification of the registered professional that the Professional Design and plans submitted in support of the application for the Building Permit comply with the *Building Code* and other applicable enactments. Any failure on the part of the Building Official to provide the Owner with the notice will not diminish or invalidate the reliance by the District or its Building Officials on the registered professionals.

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

10.1 Prior to issuance of a Building Permit, the Owner must satisfy the following requirements or conditions:

- (a) the Owner must apply for and obtain a Development Permit if the building or structure is in an area designated by the District's Official Community Plan as a Development Permit Area;
- (b) the Owner must ensure that the proposed building or structure complies with all bylaws of the District, except to the extent a variance of a bylaw is authorized by a Development Permit, Development Variance Permit or order of the Board of Variance;
- (c) an Approving Officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed building or structure will be constructed, and the subdivision plan must have been registered in the Land Title Office;
- (d) the Owner must provide evidence to the Building Official showing that the person applying for the Building Permit is either the Owner of the parcel that is the subject of the proposed Building Permit, or is the Agent of the Owner, in which case, the Agent must provide the name and contact information of the Owner;
- (e) if the parcel that is the subject of the Building Permit Application is not intended to be connected to the District's sewage disposal system, the Owner must apply for and obtain approval from the District and other applicable public authorities for an alternate private sewage disposal system;
- (f) if the parcel that is the subject of the Building Permit application is not intended to be connected to the District's waterworks system, the Owner must apply for and obtain approval from the District and other applicable public authorities for an alternate water supply system;
- (g) if the parcel that is the subject of the Building Permit application is not intended to be connected to The District's storm water drainage system, the Owner must apply for and obtain approval from the District and other applicable public authorities for the alternate storm water drainage and detention system; and

- (h) if all on site and off site works and services required by a District bylaw or other enactment have not been completed in accordance with the enactments, the Owner must enter into a completion agreement with the District and deliver to the District letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

10.2 An application for a Building Permit with respect to a Complex Building must

- (a) be made in the form attached as Appendix "A" to this bylaw and signed by the Owner, or a signing officer if the Owner is a corporation;
- (b) be accompanied by the Owner's Acknowledgement of Responsibility and Undertaking made in the form attached as Appendix "C" to this bylaw and signed by the Owner, or a signing officer if the Owner is a corporation;
- (c) include a *Building Code* compliance summary including the applicable edition of the *Building Code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the *Building Code*, major occupancy classification(s) of the building, building area and building height, number of streets the building faces, and accessible entrances, work areas, washrooms, firewalls and facilities;
- (d) include a copy of a survey plan prepared by a British Columbia land surveyor, if required by the Building Official;
- (e) include a site plan prepared by a registered professional 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 Existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of Existing and proposed buildings or structures on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;

- (vii) if applicable, location of an approved Existing or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
- (viii) zoning compliance summary;
- (ix) the location, dimensions and gradient of parking and parking access;
- (x) proposed and Existing setbacks to property lines;
- (xi) natural and finished grade at building corners and significant breaks in the building plan and proposed grade around the building faces in order to ascertain Foundation height;
- (xii) first storey floor elevation;
- (xiii) location, setbacks and elevations of all Retaining Walls, steps, stairs and decks;
- (xiv) line of upper floors;
- (xv) location and elevation of curbs, sidewalks, manholes, and service poles;
- (xvi) location of Existing and proposed service connections;
- (xvii) location and species of all trees greater than 10 centimetres in diameter;
- (xviii) location of top bank and water courses;
- (xix) access routes for firefighting;
- (xx) accessible paths of travel from the street to the building;
- (xxi) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a building or structure where the District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the Building Official may waive, in whole or in part, the requirements for a site plan, if the Permit is sought for the repair or Alteration of an Existing building or structure;

- (f) include floor plans showing the dimensions and uses and occupancy classification of all areas, including: 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; fire separations; plumbing fixtures; structural elements; and stair dimensions;

- (g) include a cross-section through the building or structure in sufficient detail and locations to illustrate Foundations, drainage, ceiling heights and constructions systems;
- (h) include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural and finished grade, spatial separations and ridge height to comply with the *Building Code* and to illustrate that the building or structure conforms with the District's Zoning bylaw;
- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building conforms to the *Building Code*;
- (j) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *Building Code*;
- (k) 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 approvals;
- (l) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *Building Code*, signed by the Owner, or a signing officer if the Owner is a corporation, and the Coordinating Registered Professional;
- (m) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, 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;
- (n) include two sets of drawings at a suitable scale of the design prepared by each registered professional containing the information set out in (g) to (k) of this section; and
- (o) include illustration of any slopes on the subject parcel that exceed 30%.

10.3 In Addition to the requirements of section 10.2 of this bylaw, a Building Official may require the following to be submitted with a Permit application for the construction of a Complex Building if 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, in accordance with the Master Municipal Construction Document;
- (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.

Building Permit Applications for Simple Buildings

10.4 An application for a Building Permit with respect to a Simple Building must

- (a) be made in the form prescribed by the Building Official and signed by the Owner, or a signing officer if the Owner is a corporation;
- (b) be accompanied by the Owner's Acknowledgment of Responsibility and Undertaking made in the form attached as Appendix "C" and signed by the Owner, or a signing officer if the Owner is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the Permit application;
- (d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the Building Official may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (e) 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 Existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of Existing and proposed buildings or structures on the parcel;

- (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- (vi) north arrow;
- (vii) if applicable, location of an approved Existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
- (viii) the location, dimensions and gradient of parking and parking access;
- (ix) proposed and Existing setbacks to property lines;
- (x) natural and finished grade at building corners and datum determination points;
- (xi) first storey floor elevation;
- (xii) location, setbacks and elevations of all Retaining Walls, steps, stairs and decks;
- (xiii) line of upper floors;
- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of Existing and proposed service connections;
- (xvi) location and species of all trees greater than 10 centimetres in diameter;
- (xvii) location of top bank and water courses;
- (xviii) access routes for firefighting;
- (xix) accessible paths of travel from the street to the building;
- (xx) zoning compliance summary; and
- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a building or structure where the District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a Simple Building the Building Official may waive, in whole or in part, the requirements for a site plan, if the Permit is sought for the repair or Alteration of an Existing building;

- (f) include floor plans showing the dimensions and uses of all areas, including: 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;
- (g) include a cross-section through the building illustrating Foundations, drainage, ceiling heights and construction systems;
- (h) include elevations of all sides of the building showing finish details, roof slopes, windows, doors, the grade, the maximum building height line, ridge height, spatial separations and natural and finished grade to comply with the *Building Code* and to illustrate that the building or structure conforms with the District Zoning and Development Permit;
- (i) 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*;
- (j) 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 approvals;
- (k) except for garages, carports and garden structures located on land, include a Foundation and excavation design prepared by a registered professional in accordance with the *Building Code*;
- (l) include geotechnical letters of assurance, in Addition to a required geotechnical report, if the Building Official determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section; and
- (n) include a *Building Code* compliance summary including the applicable edition of the *Building Code*, such as, without limitation, whether the building is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *Building Code*.

10.5 In Addition to the requirements of section 10.4 of this Part, if a Project involves

- (a) two or more buildings, the gross floor areas of which in the aggregate total more than 1000 square metres;
- (b) two or more buildings that will contain four or more dwelling units; or

- (c) otherwise if the complexity of the proposed building or structure or siting circumstances warrant,

a Building Official may require the following be submitted with a Permit Application for the construction of each Simple Building in the Project:

- (d) a section through the site showing grades, buildings, structures, parking areas and driveways;
- (e) a roof plan and roof height calculations;
- (f) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a registered professional;
- (g) letters of assurance in the form of Schedule B referred to in Division C of the *Building Code*, signed by a registered professional; and
- (h) 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.

Site and Location Information

10.6 Without limiting sections 10.2(f) or 10.4(d) of this Part, the Building Official may in writing require an Owner to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any building to

- (a) establish, before construction begins, that all the provisions of this bylaw in relation to this information will be complied with;
- (b) verify, on completion of the construction, that all provisions of this and other applicable bylaw have been complied with;
- (c) in relation to an Existing building, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
- (d) in relation to construction of a new building, or Addition to an Existing building, prior to and after the placement of concrete for Foundations and footings, show the elevation at proposed top of concrete on all building elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

10.7 Before receiving a Building Permit for a building or structure, the Owner must first pay to the District

- (a) the Building Permit fee prescribed in Appendix "A"; and
- (b) any fees, charges, levies or taxes imposed by the District and payable under an enactment at the time of issuance of the Building Permit.

Permit Fee Refunds

10.8 No fee or part of a fee paid to the District may be refunded if construction of the building has started.

10.9 A Building Permit or other Permit fee is not refundable after the Permit has been extended under section 10.41 of this Part.

Design Modification

10.10 If an issued Building Permit or other Permit is active and the Owner proposes modification to the building design whereby the value of the work does not increase or the value of the work decreases, the Owner must pay to the District a Building Permit fee based on the plan review hourly rate set out in Appendix "A".

Construction Before Permit Issued

10.11 The Building Permit or other Permit fee is doubled for every Permit Application if Construction commenced before the Building Official issued a Permit, to a maximum of \$10,000.00.

Expiration of Application for a Permit

10.12 A Building Permit or a mechanical Permit application expires 180 days from the date a complete application is received under this Part if the Building Permit or mechanical Permit is not issued by the application expiration date, unless the Permit is not issued only due to delays caused by the District.

Issuance of a Building Permit

10.13 If

- (a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
- (b) the Owner has paid all applicable fees set out in sections 10.7 to 10.12 of this Part and Appendix "A";
- (c) the Owner or Owner Representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the Owner has retained a professional engineer or geoscientist if required under this bylaw;
- (e) the Owner has retained an architect if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the District requires or authorizes the Permit to be withheld,

the Building Official must issue the Permit, in the form prescribed by the Building Official, for which the application is made, and the date of issuance is deemed to be the date the District gives written notice to the Owner that the Permit is ready to be picked up by the Owner.

10.14 Despite section 10.13, the Building Official may refuse to issue a Permit when the Owner has been notified of a violation of this bylaw about the construction of another building or structure by the Owner.

Compliance with the Home Owner Protection Act

10.15 If the application is in respect of a building that includes, or will include, a residential occupancy governed by the *Home Owner Protection Act*, the Building Permit must not be issued unless the Owner provides evidence under section 30(1) of the *Home Owner Protection Act*, that the proposed building

- (a) is covered by home warranty insurance; and
- (b) the Constructor is a licensed "residential builder" as defined in that Act.

- 10.16 Section 10.15 of this Part does not apply if the Owner is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Home Owner Protection Act*.
- 10.17 Every Permit is issued subject to the Owner and Constructor maintaining compliance with the *Home Owner Protection Act* and negotiations under it during the term of the Permit.

Partial Construction

- 10.18 If a site has been excavated under a Building Permit for excavation issued under this bylaw and a Building Permit is not subsequently issued or a subsisting Building Permit has expired under section 10.40, but without the construction of the building or structure for which the Building Permit was issued having commenced, the Owner must fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the District to do so.
- 10.19 If a Building Permit has expired and partial Construction has progressed, with no extension requested of the Building Official under section 10.41, permanent type fencing with privacy screen complying with the District's Zoning bylaw, must be erected around the building site for protection to the public.

Conditions of a Building Permit

- 10.20 A Building Permit or an application for a Building Permit that is in process may not be transferred or assigned until the Owner has notified the Building Official in writing, the Building Official has authorized the transfer or assignment in writing and the Owner has paid the non-refundable fee required under Appendix "A". The transfer or assignment of a Building Permit is not an extension of a Building Permit.
- 10.21 The review of plans and supporting documents and issuance of a Building Permit do not prevent the Building Official from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting building Construction or occupancy being carried on when in violation of this or another bylaw.

Inspections

- 10.22 If a registered professional provides letters of assurance in accordance with this Part, the District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to this bylaw and the *Building Code* as assurance that the construction substantially conforms to the design, plans and

specifications and that the construction complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.

- 10.23 Despite section 10.22 of this Part, 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.
- 10.24 A Building Official may attend periodically at the site of the construction of Simple Buildings or structures to ascertain whether the work is being carried out in substantial conformance with the *Building Code*, this bylaw and any other applicable enactments concerning safety.
- 10.25 For all work in respect of Simple Buildings the Owner must give at least 48 hours' notice to the District when requesting an inspection and must obtain an inspection and receive a Building Official's written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) excavation, within 24 hours of the start of excavation;
 - (c) Foundation and footing forms, before concrete is poured;
 - (d) prior to inspection under section 10.31(e), plumbing located below the finished slab level;
 - (e) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete Foundation walls and reinforcing steel;
 - (f) after inspection under section 10.31(e) hydronic heating pipes and below slab insulation;
 - (g) installation of rough-in plumbing before it is covered;
 - (h) installation of building services before being covered;
 - (i) rough in of factory-built chimneys and fireplaces and solid fuel burning appliances;
 - (j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (k) insulation and vapour barrier;

- (l) Construction of an exterior deck if the deck serves as a roof;
 - (m) on-site constructed tubs or showers and tub or shower trap tests;
 - (n) the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and
 - (o) the health and safety aspects of the work and the conservation, GHG emission reduction and accessibility aspects of the work when the building or structure is substantially complete, ready for occupancy but prior to occupancy.
- 10.26 A Building Official will only carry out an inspection under section 10.25 if the Owner or the Owner's Agent has requested the inspection in accordance with this bylaw.
- 10.27 Despite the requirement for the Building Official's acceptance of the work outlined in section 10.26, if a registered professional provides letters of assurance, the District will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the design, plans and specifications and that the Construction complies with the *Building Code*, this bylaw and other applicable enactments respecting safety.
- 10.28 No person may conceal any aspect of the work referred to in section 10.25 of this bylaw until a Building Official has Accepted it in writing.
- 10.29 For work in respect of Complex Buildings, the Owner must
- (a) give at least 48 hours' online or written notice to the District when requesting a preconstruction meeting with the Building Official prior to the start of construction, and the Owner or Owner Representative must ensure that the Coordinating Registered Professional, the constructor, as well as representatives of major trades, are in attendance;
 - (b) give at least 48 hours' online or written notice to the District when requesting a pre-occupancy coordinated by the Coordinating Registered Professional or other registered professional to have the Owner, the Constructor and the registered professionals demonstrate to the Building Official and Fire Services the compliance with the health and safety aspects of the work, the coordination and integration of the fire and life safety system, applicable District requirements and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and

- (c) cause the Coordinating Registered Professional, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the Coordinating Registered Professional, to deliver to the Building Official the Confirmation of Required Documentation described in Appendix “E”, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

- 10.30 The Building Official may direct the immediate suspension or correction of all or a portion of the Construction on a building or structure by attaching a Stop Work Order Notice on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *Building Code*, any applicable bylaw of the District or the applicable provisions of the *Home Owner Protection Act*.
- 10.31 The Coordinating Registered Professional may request, in writing, that the Building Official order the immediate suspension or correction of all or a portion of the Construction on a building or structure by attaching a Stop Work Order notice on the premises. The Building Official must consider such a request and, if not acted upon, must respond, in writing, to the Coordinating Registered Professional and give reasons.
- 10.32 If a registered professional’s services are terminated, the Owner must immediately stop any work that is subject to the design or field review and the Building Official is deemed to have issued a Stop Work Order under section 10.31.
- 10.33 The Owner must immediately, after the posting of a notice under section 10.36, secure the Construction and the lands and premises surrounding the Construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the District.
- 10.34 Subject to section 10.31, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.31 until the Stop Work Order Notice has been removed by the Building Official.
- 10.35 The notice referred to in section 10.31 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 10.36 If a person occupies a building or structure or part of a building or structure in contravention of this bylaw, a Building Official may post a Do Not Occupy Notice in the form prescribed by the Building Official on the affected part of the building or structure.

10.37 If a notice is posted under section 10.42, the Owner of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease occupancy of the building or structure immediately and refrain from further occupancy until all applicable provisions of the *Building Code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a Building Official.

Inspection and Other Fees

10.38 In Addition to the fees required under other provisions of this bylaw, the Owner must pay the non-refundable fee set out in Appendix "A" for

- (a) a second and each subsequent re-inspection where it has been determined by the Building Official that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;
- (b) a special inspection during the District's normal business hours to establish the condition of a building, or if an inspection requires special arrangements because of time, location or construction techniques; and
- (c) inspection required under this bylaw which cannot be carried out during the District's normal business hours.

Permit Expiration

10.39 Every Permit is issued on the condition that the Permit expires and the rights of the Owner under the Permit terminate if

- (a) the work authorized by the Permit is not commenced within 180 days from the date of issuance of the Permit;
- (b) work is discontinued for a period of 180 days; or
- (c) the work is not completed within two years of the date of issuance of the Permit.

Permit Extension

10.40 A Building Official may extend the period set out under section 10.39 for only one period, not to exceed twelve months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the Owner's control, or if the size and complexity of the construction warrants, if

- (a) application for the extension is made at least 30 days prior to the date of Permit expiration; and
- (b) the non-refundable fee set out in Appendix "A" has been paid.

Building Permit Revocation

10.41 The Building Official may revoke a Building Permit if there is a violation of

- (a) a condition under which the Permit was issued; or
 - (b) a requirement of the *Building Code* or of this or another bylaw of the District,
- such Permit revocation must be in writing and sent to the Permit holder by signature mail to, or personal service on, the Permit holder.

Building Permit Cancellation

10.42 A Building Permit, or a Building Permit application, may be cancelled by the Owner, or Agent, on delivery of written notification of the cancellation to the Building Official.

10.43 On receipt of the written cancellation notice, the Building Official must mark on the application, and a Permit if applicable, the date of cancellation and the word "cancelled".

10.44 If the Owner, or Agent, submits changes to an application after a Permit has been issued and the changes, in the opinion of the Building Official, substantially alter the scope of the work, design or intent of the application in respect of which the Permit was issued, the Building Official may cancel or amend the Permit and mark on the Permit the date of cancellation or amendment and the word "cancelled" or "amended".

10.45 If a Building Permit Application or Permit is cancelled, and Construction has not commenced under the Permit, the Building Official must return 50% of the fee deposited under Appendix "A" to the Owner.

Occupancy

10.46 No person may occupy a building or structure or part of a building or structure until a Final Inspection Notice has been issued by a Building Official.

10.47 A Final Inspection Notice will not be issued unless

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;

- (b) all aspects of the work requiring inspection and acceptance pursuant to sections 7.10 to 7.15 of Part 7 of this bylaw have both been inspected and Accepted or the inspections and acceptance are not required in accordance with this bylaw;
- (c) the Owner has delivered to the District as-built plans of works and services in digital format as required by the District;
- (d) the Owner has provided to the District a building survey prepared by a British Columbia Land Surveyor showing the building height, size, location and elevation determined in accordance with the District's land use regulations;
- (e) all other documentation required under applicable enactments has been delivered to the District; and
- (f) the Owner has delivered to the District as-built drawings of the building or structure in digital format as required by the District.

10.48 When a registered professional provides letters of assurance in accordance with this bylaw, the District will rely solely on the letters of assurance when issuing a final report authorizing occupancy as assurance that the items identified on the letters of assurance substantially comply with the design, the *Building Code*, this bylaw and other applicable enactments respecting safety.

10.49 A Building Official may issue a final inspection notice for partial occupancy of a portion of a building or structure under construction when

- (a) that portion of the building or structure is self-contained and provided with essential services respecting health and safety aspects of the work, and if applicable, accessibility, GHG emissions and conservation; and
- (b) the requirements set out in section 10.48 have been met with respect to it.

10.50 A Final Inspection Notice may not be issued unless

- (a) all letters of assurance and the Confirmation of Required Documentation described in Appendix "E" have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.23 through 10.29 of this bylaw have both been inspected and Accepted;
- (c) the Owner has executed and delivered to the District every agreement, instrument or form required by the District in relation to the work or the site; and

- (d) all required offsite works respecting safety have been completed.

Temporary Buildings

10.51 Subject to the bylaws of the District and orders of Council, the Building Official may issue a building Permit for the erection or placement of a temporary building or structure for occupancy if

- (a) the Permit is for a period not exceeding one year; and
- (b) the building or structure is located in compliance with the District's Zoning bylaw, built in compliance with the *Building Code* and this bylaw, and connected, as required by enactments, to District utility services.

10.52 An application for a Building Permit for the erection or placement of a temporary building or structure must be made in the form of a Temporary Permit Application in the form prescribed by the Building Official, signed by the Owner or Agent, and must include

- (a) plans and supporting documents showing the location and building height of the building or structure on the parcel;
- (b) plans and supporting documents showing Construction details of the building or structure;
- (c) a statement by the Owner indicating the intended use and duration of the use;
- (d) plans and supporting documents showing the proposed parking and loading space;
- (e) a written description of the Project explaining why the building is temporary;
- (f) a copy of an issued Development Permit, if required;
- (g) in the case of a manufactured building, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel building must be certified in accordance with CSA Standard A660;
- (h) a report or drawing by an engineer, architect or designer confirming compliance with the *Building Code*, this bylaw, the District's Zoning bylaw and other applicable bylaws; and
- (i) in the case of a temporary building, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.

10.53 Before receiving a Building Permit for a temporary building or structure for occupancy, the Owner must pay to the District the applicable building Permit fee set out in Appendix "A".

10.54 A Permit fee for a temporary building or structure is not refundable.

Sanitary Facilities

10.55 During the time a Building Permit has been issued and remains valid under this bylaw, the Owner must provide on the parcel of land in respect of which the Permit has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the Permit, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a

(a) sanitary sewer; or

(b) septic disposal system approved under the Health Act,

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

PART 11: RETAINING WALLS AND GRADES

11.1 No person may Construct, or structurally repair, a Retaining Wall without a Building Permit.

11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the Province of British Columbia, fill material placed on a parcel, unless restrained by Permitted Retaining Walls, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.

11.3 Without limiting section 11.2, no person may occupy a building unless the finished grade complies with all applicable enactments.

PART 12: BUILDING MOVE

- 12.1 No person may move a building or structure into or within the District
- (a) except where certified by a registered professional that the building, including its Foundation, will substantially comply with the current version of the *Building Code*;
 - (b) a Building Permit has been issued for the building or structure; and
 - (c) fees in Appendix "A" have been paid.

PART 13: NUMBERING OF BUILDINGS

- 13.1 Immediately upon issuance of a Building Permit governing the construction, Alteration or repair of a building, or prior to and during the occupancy of a building, the Owner or occupant must display the address number assigned to it by the District
- (a) on or over the entrance to the building or where landscaping or structures obscure the visibility of a building entrance from the adjacent highway, on the building property within sight of the adjacent highway; and
 - (b) until such time as the building is removed from the site or has been demolished.
- 13.2 Despite section 13.1, the District may renumber or alter the assigned numbers in respect of any building on any parcel, including those already in existence or numbered.
- 13.3 Without limiting sections 13.1 or 13.2, the Building Official must, on the issuance of a Building Permit, designate a house number or set of house numbers related to the building authorized by the Permit. The Owner or occupier must post the number or numbers on the site immediately after obtaining the building Permit and keep the numbers posted in a conspicuous location at all times during Construction.
- 13.4 Without limiting sections 13.1 through 13.3, on issuance of an Occupancy Permit, the Owner or occupier of the parcel must affix the numbers permanently in a conspicuous place on the building such that the number is visible from an adjacent highway that is not a lane.

PART 14: ACCESS ROUTE FOR FIRE VEHICLE

- 14.1 Prior to the issuance of a Building Permit for a building under Part 9 of the Building Code, the Owner must satisfy the Building Official that the building or structure for which the Permit is issued will be served by a fire access route that satisfies the following:
- (a) the width of an access route must be not less than 6 meters;
 - (b) the centerline radius of an access route must be 12 meters;
 - (c) the overhead clearance of an access route must be 5 meters;
 - (d) the gradient of the access route must not change more than 1 in 12.5 over minimum 15 meters;
 - (e) the access route must comply with the bearing load and surface material standards of the Master Municipal Construction Document; and
 - (f) the length above which a dead-end portion of an access route requires turnaround facilities is 90 meters long.

PART 15: OFFENCES

Violations

- 15.1 Without limiting Part 4 of this bylaw, every person who
- (a) violates a provision of this bylaw;
 - (b) Permits, suffers or allows any act to be done in violation of any provision of this bylaw; and
 - (c) neglects to do anything required to be done under any provision of this bylaw,
- commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$10,000.00, in Addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence. Fines not paid in full at the end of the calendar year, will be added to the taxation role for applicable property.
- 15.2 Every person who fails to comply with any administrative requirement issued by a Building Official, or who allows a violation of this bylaw to continue, contravenes this bylaw.

- 15.3 Every person who commences work requiring a Building Permit without first obtaining such a Permit must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an Additional charge as outlined in Appendix "A" of this bylaw.

Deemed Offence

- 15.4 An Owner is deemed to have knowledge of and be liable under this bylaw in respect of any Construction on the parcel the Owner owns and any change in the use, occupancy or both of a building or structure or part of a building or structure on that parcel.
- 15.5 No person is deemed liable under section 17.4 who establishes, on a balance of probabilities, that the Construction or change of use or occupancy occurred before the Owner became the Owner of the parcel.
- 15.6 Nothing in section 17.5 affects
- (a) the District's right to require and the Owner's obligation to obtain a Permit; and
 - (b) the obligation of the Owner to comply with this bylaw.

PART 16: INTERPRETATION

Definitions

- 16.1 In this bylaw:

"Accepted" means reviewed by the Building Official under the applicable provisions of the *Building Code* and this bylaw;

"Addition" means an Alteration to any building which will increase the total aggregate floor area or the building height (in storeys), and includes the provision of two or more separate buildings with openings between each other for intercommunication;

"Agent" includes a firm, corporation or other person representing the Owner, by written designation or contract, and includes a hired tradesperson or Constructor who may be granted a Permit for work within the limitations of his or her licence;

"Alternative Solution" means an Alternative Solution authorized under the *Building Code*;

"Alteration" means a change, repair or modification of the Construction or arrangement of or use of any building or structure, or to an occupancy regulated by this bylaw;

"Architects Act" means the *Architects Act* RSBC 1996, c. 17;

“Building Code” means the British Columbia *Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

“Building Official” means the person designated in or appointed to that position by the District, and includes a building inspector, plan checker, plumbing inspector gas inspector, or electrical inspector designated or appointed by the District, and for certainty the Building Official is the “Building Inspector” referred to in the *Community Charter* and *Local Government Act*;

“Complex Building” means:

(a) a building used for a major occupancy classified as:

- (i) assembly occupancy;
- (ii) care occupancy;
- (iii) detention occupancy;
- (iv) high hazard industrial occupancy,
- (v) treatment occupancy; or
- (vi) post-disaster building,

(b) a building exceeding 600 square metres in building area or exceeding three storeys in building height used for a major occupancy classified as:

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

“Coordinating Registered Professional” means a registered professional retained pursuant to the Building Code to coordinate all design work and field reviews of the registered professionals required for a development;

“Construct” includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore;

“Constructor” means a person who Constructs;

“Engineers and Geoscientists Act” means the *Engineers and Geoscientists Act* RSBC 1996, c. 116;

“Existing”, in respect of a building, means that portion of a building Constructed prior to the submission of a Permit application required under this bylaw;

“Foundation” means a system or arrangement of Foundation units through which the loads from a building are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building that lie below the finished grade immediately adjacent to the building;

“GHG” means greenhouse gas;

“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;

“Owner” means the registered Owner in fee simple, or an Agent duly authorized by the Owner in writing in the form attached as Appendix “C”;

“Permit” means permission or authorization in writing by the Building Official to perform work regulated by this bylaw and, in the case of a final inspection notice, to occupy a building or part of a building;

“Professional Design” means the plans and supporting documents bearing the date, seal or stamp, and signature of a registered professional;

“Project” means any Construction operation;

“Retaining Wall” means a structure exceeding 1.2 metres in height that holds or retains soil or other material behind it;

“Simple Building” means a building of three storeys or less in building height, having a building area not exceeding 600 square metres and used for a major occupancy classified as

- (a) residential occupancy;
- (b) business and personal services occupancy;

- (c) mercantile occupancy;
- (d) medium hazard industrial occupancy; or
- (e) low hazard industrial occupancy,

“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 1.22 meters in height;

“Temporary Building” includes a sales office, Construction office or a structure in which tools are stored during Construction of a building or other structure;

“Value of the Work” means that amount that is calculated as follows:

- (a) for Construction of a building containing a residential occupancy that is served by only one stove, or two stoves if Permitted as an auxiliary and secondary residential occupancy, the greater of
 - (i) the declared value of the work.
- (b) for all other Construction, the greater of
 - (i) the declared value of the work.

16.2 In this bylaw the following words and terms have the meanings

- (a) set out in section 1.4.1.2 of the *Building Code* as of the date of the adoption of this bylaw: accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, Constructor, Coordinating Registered Professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition;
- (b) subject to this bylaw, set out in the Schedule to the *Community Charter*: assessed value, highway, land, occupier, parcel, public authority, service and soil; and
- (c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: may, must, obligation, person, property, writing, written and year.

- 16.3 Every reference to this bylaw in this or another bylaw of the District is a reference to this bylaw as amended to the date of the reference.
- 16.4 Every reference to
- (a) the *Building Code* is a reference to the current edition as of the date of issuance of the Building Permit; and
 - (b) a section of the *Building Code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.
- 16.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

- 16.6 Appendices A through E are attached to and form part of this bylaw.

Severability

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

PART 17: REPEAL

- 18.1 BUILDING BYLAW NO. 264, 2003 IS HEREBY REPEALED IN ITS ENTIRETY.

READ A FIRST TIME THIS

DAY OF

READ A SECOND TIME THIS

DAY OF

READ A THIRD TIME THIS

DAY OF

ADOPTED THIS

DAY OF

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Appendix "A" – Fees

COLUMN 1	COLUMN 2
Description	Fee
Permit to erect, repair, alter, or add to a building or other structure: Where the value of work is <\$1,000 • \$1,001 to \$10,000 Where the value of work is >\$10,000	 \$0.00 \$50.00 ½ of 1% of the value of work
Demolition of a building: • Single Family or two-unit dwelling • Other Building	\$50.00 \$100.00
Permit to move, remove or place a building within or into the District in Addition to any Permit fees for related Construction	\$50.00
Permit renewal: • Lapsed Permit	\$50.00
Hourly Review	\$60.00
Permit Extension	\$50.00
Temporary Building	\$250.00
Stop Work Order	\$100.00
Construction without a building Permit	\$100.00
Demolition without a building Permit	\$100.00
Unsafe site/unsafe condition	\$100.00
Failure to comply with Permit conditions	\$100.00

Failure to obtain final inspection notice	\$100.00
Failure to clear all debris and fill	\$100.00
Failure to stop work after a registered professional's services are terminated	\$100.00
Violation of Do Not Occupy Notice	\$100.00

Appendix "B" – Letter of Authorization

To whom it may concern:

I am the Owner, as defined in the current "Building Bylaw", of:

Property Address: _____

Legal Description: _____

And hereby authorize:

Representative/Contact: _____

Telephone Number: _____ Cell Number: _____

E-mail: _____

To represent me in an application for: (Please check where applicable)

- ☐ Building Permit Application (If Registered Professional is involved, use Appendix "C", Owner's Undertaking)
- ☐ Demolition Permit Application
- ☐ Subtrade Permit

To obtain copies of:

- ☐ Building Permit Plans (Archive Copies)

Owner's Information:

Name: _____

(PRINT)

Address: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

E-mail: _____

Date: _____ Signature: _____

This form may be emailed to info@NewHazelton.ca, mailed or delivered in person to the District of New Hazelton at 4670 10th Avenue.

Appendix "C" – Owner's Undertaking

Property Address: _____

Legal Description: _____

Building Permit #: _____

1. This undertaking is given by the undersigned, as the Owner of the property described above, with the intention that it be binding on the Owner and that the District will rely on same.
2. I confirm that I have applied for a building Permit pursuant to "District of New Hazelton Building Bylaw No. 370, 2022" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which Permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the *Building Code* and the Bylaw whether any work to be performed pursuant to the Permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the District or its Building Officials, as defined under the Bylaw, to protect the Owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District or its Building Officials.
5. I hereby agree to indemnify and save harmless the District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the District.

Owner's Information:

Name: _____

(PRINT)

Address: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Email: _____

This undertaking is executed by the Owner this _____ day of _____, _____.

1. Where Owner is an individual:

Owner's Signature

Owner's Name

2. Where Owner is a corporation:

Name of Corporation

Per:

Authorized Signatory

Name

3. Where Owner is a partnership:

Name of Partnership

Per:

Authorized Signatory

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

Witness's Address

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

Witness's Address

Signed, sealed and delivered in the presence
of:

Witness's Signature

Appendix "D" – Confirmation of Professional Liability Insurance

1. This Confirmation letter must be submitted along with each BC *Building Code* Schedule A and Schedule B before issuance of a Building Permit. A separate Confirmation Letter must be submitted for each registered professional.
2. This Confirmation Letter must be submitted with each BC *Building Code* Schedule C after completion of the building but before a final inspection is made by the Building Official. A separate Confirmation Letter must be submitted for each registered professional.
3. Only an original Confirmation Letter, printed by the District or an unaltered photocopy of this document is to be completed and submitted.

Attention: Building Official

Property Address: _____

Legal Description: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the District of New Hazelton Building Bylaw No. 370, 2022;
- b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above Project, in the amount of at least One Million Dollars (\$1,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the Building Official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during Construction.

Name (PRINT)

Date

Signature

Address

Phone

(Affix professional seal here)

(If the registered professional is a member of a firm, complete the following)

I am a member of this firm:

Name of Firm (PRINT)

Address (PRINT)

I sign this letter on behalf of myself and the firm.

Note: This Confirmation letter must be signed by a registered professional. The BC *Building Code* defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the *Architects Act*, or (b) as a professional engineer under the *Engineers and Geoscientists Act*.

Appendix "E" – Confirmation of Required Documentation

Building Permit Number: _____

Note:

1. The Confirmation of Required Documentation and all required documentation must be submitted to the Building Inspector 48 hours prior to the Pre-Occupancy Coordinated Review.
2. The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.

	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> Provided N/A </div>	
TAB 1	<input type="checkbox"/> <input type="checkbox"/>	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	<input type="checkbox"/> <input type="checkbox"/>	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	<input type="checkbox"/> <input type="checkbox"/>	Owner
	<input type="checkbox"/> <input type="checkbox"/>	Co-ordinating Registered Professional
	<input type="checkbox"/> <input type="checkbox"/>	Registered Professionals
	<input type="checkbox"/> <input type="checkbox"/>	Warranty Provided
	<input type="checkbox"/> <input type="checkbox"/>	Licensed Builder
	<input type="checkbox"/> <input type="checkbox"/>	Sub-Contractors
TAB 3	<input type="checkbox"/> <input type="checkbox"/>	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	<input type="checkbox"/> <input type="checkbox"/>	Co-ordinating Registered Professional
	<input type="checkbox"/> <input type="checkbox"/>	Architectural
	<input type="checkbox"/> <input type="checkbox"/>	Structural
	<input type="checkbox"/> <input type="checkbox"/>	Mechanical
	<input type="checkbox"/> <input type="checkbox"/>	Plumbing
	<input type="checkbox"/> <input type="checkbox"/>	Electrical
	<input type="checkbox"/> <input type="checkbox"/>	Geotechnical Temporary
	<input type="checkbox"/> <input type="checkbox"/>	Geotechnical Permanent
	<input type="checkbox"/> <input type="checkbox"/>	Fire Suppression
	<input type="checkbox"/> <input type="checkbox"/>	_____ (other)

TAB 4	<input type="checkbox"/>	<input type="checkbox"/>	PROFESSIONAL REVIEW LETTERS
	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution (Confirmation of Field Review – sealed)
	<input type="checkbox"/>	<input type="checkbox"/>	Site Services – Civil Engineer
	<input type="checkbox"/>	<input type="checkbox"/>	Building Envelope Specialist
	<input type="checkbox"/>	<input type="checkbox"/>	Roofing Consultant
	<input type="checkbox"/>	<input type="checkbox"/>	Generator Test Report / Certificate
	<input type="checkbox"/>	<input type="checkbox"/>	(Other - specify) _____
	<input type="checkbox"/>	<input type="checkbox"/>	(Other - specify) _____
TAB 5	<input type="checkbox"/>	<input type="checkbox"/>	FIRE ALARM
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Verification Certificate (include field work sheets)
	<input type="checkbox"/>	<input type="checkbox"/>	Letter of Signed Contract from ULC Listed Monitoring Agency
TAB 6	<input type="checkbox"/>	<input type="checkbox"/>	SPRINKLER SYSTEMS
	<input type="checkbox"/>	<input type="checkbox"/>	Material and Test Certificate – Above ground piping
	<input type="checkbox"/>	<input type="checkbox"/>	Material and Test Certificate – Underground piping
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Pump Test Report
TAB 7	<input type="checkbox"/>	<input type="checkbox"/>	PROVINCIAL APPROVALS
	<input type="checkbox"/>	<input type="checkbox"/>	Certificate to Operate Elevating Device (one per each device)
	<input type="checkbox"/>	<input type="checkbox"/>	Health Approval (on-site sewage disposal)
	<input type="checkbox"/>	<input type="checkbox"/>	Health Approval (food services)
TAB 8	<input type="checkbox"/>	<input type="checkbox"/>	DISTRICT APPROVALS
	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler Permit – Pre-occupancy Co-ordinated Review
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Department Acceptance (Fire Safety Plan)
	<input type="checkbox"/>	<input type="checkbox"/>	Final Inspection (Building Inspector– pre-occupancy review)
	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Engineering Final Inspection
	<input type="checkbox"/>	<input type="checkbox"/>	Planning Technicians Final Inspection

TAB 9 ☐ ☐ **DEFICIENCY LIST**

Submitted by Coordinating Registered Professional

Name (PRINT)

Signature

Date

Address (PRINT)

Phone



October 12, 2022

Ref: 271278

Dear Chief Administrative Officers and Corporate Officers,

I am pleased to update you about additional tools that have been developed for local governments to help strengthen the responsible conduct of elected officials. These tools include:

- A new legislative requirement to consider establishing or reviewing a code of conduct,
- A new regulation for the prescribed oath of office, and
- A new education module on the foundational principles of responsible conduct.

Codes of Conduct

As you may be aware, new legislative requirements for codes of conduct came into force on June 13, 2022, with the *Municipal Affairs Statutes Amendment Act (No. 2), 2021*. Within six months after the first regular council or board meeting following the general local elections, a council or board must decide whether to adopt or review a code of conduct for the council or board members. Before making a decision, the council or board must consider the principles for codes of conduct prescribed by regulation. If the council or board decides not to adopt or review a code of conduct, they must make the reasoning behind their decision publicly available. If the council or board decided not to establish or review a code of conduct, they must reconsider that decision before January 1 of the year of the next general local election.

Oath of Office

A person elected or appointed to office must make an oath or solemn affirmation of office or the person will be disqualified from holding office. A council or board may, by bylaw, establish the oath for the purposes of this requirement, or they may use the oath that is prescribed by regulation. The prescribed oath of office has been amended to be more accessible to local governments (i.e., through the creation of a distinct regulation and the use of modern and clear language) and include the foundational principles of responsible conduct.

For clarity, the *Local Government Act* (or *Vancouver Charter*) and the *Local Elections Campaign Financing Act* are the applicable Acts for council and board members to confirm that they have complied with the provision in relation to their election to office. The *Community Charter* (or the *Vancouver Charter*) is the applicable Act for council and board members to indicate that they will abide by the rules related to conflict of interest.

Education Module

The Ministry of Municipal Affairs, in collaboration with our partners at the Union of B.C. Municipalities (UBCM) and the Local Government Management Association (LGMA), have developed an on-demand

eLearning course for elected officials which introduces the foundational principles for responsible conduct. The course entitled *Responsible Conduct Everyday* is based on real life scenarios that require the learner to make choices and reflect on behaviour. Like the Model Code of Conduct and the Forging the Path to Responsible Conduct guide, we hope the new course provides an additional tool to strengthen the practice of responsible conduct.

If you have any questions about these responsible conduct tools, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250-387-4020 or LGGovernance@gov.bc.ca.

Kind Regards,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a large, stylized flourish at the end.

Tara Faganello
Assistant Deputy Minister

pc: Gary MacIsaac, Executive Director, UBCM
Candace Witkowskyj, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC
Michelle Dann, Executive Director, Local Government Division, Municipal Affairs

B.C. Reg. 136/2022
O.C. 324/2022

Deposited June 13, 2022

This consolidation is current to September 27, 2022.

[Link to consolidated regulation \(PDF\)](#)

Community Charter

PRINCIPLES FOR CODES OF CONDUCT REGULATION

Definition

- 1** In this regulation, "**Act**" means the *Community Charter*.

Principles for codes of conduct

- 2** The following principles are prescribed for the purposes of sections 113.1 (2) (a) [*requirement to consider code of conduct*] and 113.2 (2) (a) [*reconsideration of decision respecting code of conduct*] of the Act as principles that a council must consider before making a decision under section 113.1 (1) or in a reconsideration under section 113.2 (1):
- (a) council members must carry out their duties with integrity;
 - (b) council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
 - (c) council members must be respectful of others;
 - (d) council members must demonstrate leadership and collaboration.

[Provisions relevant to the enactment of this regulation: *Community Charter*, S.B.C. 2003, c. 26, s. 282 (2) (h).]

The following Division is added to Part 4:

Division 8 – Code of Conduct

Requirement to consider code of conduct

113.1 (1) Within 6 months after its first regular council meeting following a general local election, a council must decide

- (a) whether to establish a code of conduct for council members, or
- (b) if a code of conduct for council members has already been established, whether it should be reviewed.

(2) Before making a decision under subsection (1), the council must

- (a) consider the prescribed principles for codes of conduct,
- (b) consider the other prescribed matters, if any, and
- (c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.

(3) If the council decides, under subsection (1), not to establish a code of conduct or review an existing code of conduct, it must make available to the public, on request, a statement respecting the reasons for its decision.

Reconsideration of decision respecting code of conduct

113.2 (1) If a council decides, under section 113.1, not to establish a code of conduct or review an existing code of conduct, the council must reconsider that decision before January 1 of the year of the next general local election.

(2) In a reconsideration under subsection (1), the council must

- (a) consider the prescribed principles for codes of conduct,
- (b) consider the other prescribed matters, if any, and
- (c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.

(3) If the council confirms the decision that is the subject of the reconsideration, the council must make available to the public, on request, a statement respecting its reasons for confirming the decision.

Policy Manual

(Council Code of Conduct)

PREPARED BY:

Administration

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

November 3, 2017
Resolution No. 7695/17

PURPOSE:

The District of New Hazelton (the District) seeks to maintain and enhance the quality of life for all residents through effective, responsible, ethical and transparent government. The purpose of this guideline is to establish standards of conduct expected and required of all District Council members, consistent with this objective.

The following standards are not intended to be exhaustive. Members will not assume that any unethical activities or behavior not covered by or specifically prohibited by this Code are condoned.

GUIDELINES:

1. Act in the Public Interest

Recognizing that the District seeks to maintain and enhance the quality of life for all District residents, Council members will conduct their business with the highest standard of integrity, in a fair, honest and open manner.

2. Duty of Loyalty

Council members have a duty of loyalty to the District. They must act honestly and in good faith and place the interests of the District ahead of their own private interests. Members are expected to maintain and contribute to the positive image and credibility of the District.

3. Comply with the Law

Council members will comply with all applicable federal, provincial and local laws in the performance of their public duties. These laws include, but are not limited to:

- a) the Constitution Act;
- b) the Provincial Human Rights Code;
- c) the Criminal Code;
- d) the Community Charter;
- e) the Local Government Act;
- f) laws pertaining to financial disclosures and employer responsibilities; and
- g) District of New Hazelton bylaws and policies.

4. Respect for Process

Council members will perform their duties and responsibilities in accordance with the policies and procedures and rules of order established by the District governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the District by its staff. When acting as a committee member, members shall be aware of the mandate of their respective committee and act in accordance with it.

5. Policy Role

Council members will respect and adhere to the Council/Chief Administrative Officer structure of government as practiced by the District. In this structure, the Council determines the policies of the District with the advice, information and analysis provided by the public, committees and staff.

Council members, therefore, will not interfere with the administrative functions of the District or with the professional duties of staff; nor will they impair the ability of staff to implement Council policy decisions.

6. Workplace Environment

Council members will refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Council members, staff or the public. Members will be aware of and act in accordance with the District's Workplace Bullying and Harassment Policy.

7. Confidentiality

Confidential information, in any form, that councillors receive through their position must not be disclosed, released or transmitted to anyone other than persons who are

authorized to receive the information. They will not disclose confidential information without proper authorization, or use such information to advance their personal, financial or other private interests. Confidentiality continues to apply even after a member is no longer on council. Councillors will familiarize themselves with Part 5 Division 1 Section 117 Duty to Respect Confidentiality of the *Community Charter* and the penalty provisions under that Section.

8. Communication

Subject to Section 7 of this Policy, Council members will share all substantive information that is relevant to a matter under consideration by them which they may have received from sources outside the public decision making process with the rest of Council.

9. Conflict of Interest

Council members will be aware of, and act in accordance with, Part 4 Division 6 – Conflict of Interest of the *Community Charter*.

10. Gifts and Favours

Council members will not accept any money, property, benefits, position or favour of any kind whether to be received at the present or in the future, from a person or business having, or seeking to have dealings with the District, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the Council member. Gifts or personal benefits are to be disclosed in accordance with Part 4 Division 6 Section 106 of the *Community Charter*.

11. Public Resources

Council members will not use public resources that are not available to the general public, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Public Meetings

Council members will prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They will not interrupt other speakers, make personal comments not relevant to the business of the body or otherwise disturb a meeting.

13. Council Decisions

Council members should base their decisions only on the merits and substance of the matter at hand in respect to the community's greater good, rather than on unrelated circumstances.

Decisions should generate an atmosphere of confidence and a basis for action. Councillors should feel free and confident to voice their views throughout the period prior to the decision. Once the vote has been taken, however, the decision is that of Council, acting as a whole, on behalf and in the best interests of, the District and citizenry. Councillors should accept the decision and not attempt to undermine the decision.

14. Public Comments

Council members will represent the official policies or positions of the District to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, they will explicitly state they do not represent Council or the District, nor will they allow the inference that they do.

15. Implementation

Council members will receive a copy of the Code of Conduct Policy upon being elected to the District Council. The policy is intended to be self-enforcing. Council members should view the policy as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

16. Compliance and Enforcement

Any complaint claiming a breach of this Code must be presented in a written report to the Mayor, providing details including the nature, timing and evidence of the alleged infraction. The Mayor will then either investigate the complaint or establish an investigating committee of three Councillors to investigate and report back on the alleged breach.

The principles of Natural Justice must be observed during the investigation of an alleged breach and the Council member who is the subject of an investigation must be given an opportunity to be heard on the matter if they desire.

In the event that the subject of the complaint is the Mayor, the written report will be referred to the Chief Administrative Officer for referral to the remaining Council members for the appointment of a three member investigative committee.

**Schedule of Council Appointments
2022 - 2026
Effective: November 7, 2022**

INTERNAL

DEPUTY MAYOR	George Burns
AUDIT COMMITTEE	George Burns (Chair) Jutta Hobenshield Allan Berg
ADMINISTRATOR REVIEW COMMITTEE (ARC)	Braunwyn Henwood (Chair) Ray Sturney Mike Weeber
SIGNING OFFICERS	Gail Lowry George Burns Braunwyn Henwood Wendy Hunt Laura Roe

EXTERNAL

HAZELTON DISTRICT PUBLIC LIBRARY	Jutta Hobenshield Allan Berg (Alternate)
NORTHERN DEVELOPMENT	Gail Lowry Braunwyn Henwood (Alternate)
MAKING AGRICULTURE SUSTAINABLE IN THE HAZELTONS	Mike Weeber
REGIONAL DISTRICT KITIMAT-STIKINE REP.	Gail Lowry Braunwyn Henwood (Alternate)
SKEENA HOUSING COALITION	Gail Lowry
SKEENA ICE ARENA	George Burns
SKEENA TV ASSOCIATION	Allan Berg
SOCIAL ISSUES ADVOCACY COMMITTEE	Mike Weeber George Burns (Alternate)
UPPER SKEENA DEVELOPMENT CENTER	Ray Sturney Jutta Hobenshield (Alternate)
UPPER SKEENA RECREATION CENTER	George Burns
WRINCH MEMORIAL FOUNDATION	Gail Lowry

Community Emergency Preparedness Fund

Volunteer & Composite Fire Departments

Equipment & Training

2022 Application Form

Please complete and return the application form by **October 21, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <small>(for administrative use only)</small>
Name of Primary Applicant: District of New Hazelton	Date of Application: October 21, 2022
Contact Person*: Wendy Hunt	Position: Chief Administrative Officer
Phone: 250-842-6571	E-mail: whunt@newhazelton.ca

** Contact person must be an authorized representative of the applicant (i.e. an employee or elected official).*

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 in the <i>Program & Application Guide</i> for eligibility.</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

SECTION 3: Project Summary
<p>3. Project Information</p> <p>A. Project Title: New Hazelton Fire Department Gear Upgrades</p> <p>B. Proposed start and end dates. Start: January 1, 2023 End: March 30, 2023</p>

4. Project Cost & Grant Request:

- A. Total proposed project budget: \$26,732.00
- B. Total proposed grant request: \$25,000.00
- C. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.
N/A

5. Project Summary. Provide a summary of your project in 150 words or less.

The New Hazelton Fire Department is desperately in need of upgrades to personnel gear and department gear. We also need to spread new gravel in the parking lot because when we do live fire training the lot gets muddy and it gets all over the hoses and equipment.

SECTION 4: Detailed Project Information

6. Requirement to be Volunteer or Composite Fire Department. Please list the name and location of each eligible fire department that is included in this application, describe the composition (volunteer or composite) of each department, and state the declared level of service of each department.

New Hazelton Volunteer Fire Department
3026 Bowser Street

The department is a volunteer department. Honorariums are paid for services rendered by the volunteers.

Copies or extracts of the available evidence of declared level of service is required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

7. Operating Budget(s).

- a. Please indicate the annual operating budgets of each fire department included in this application.

The projected 2023 operating budget for the New Hazelton Fire Department is \$118,520 of which \$13,000.00 is allocated to supplies and equipment and \$14,500 is allocated to training. The remainder of the budget is used for wages, insurance, benefits, and fuel.

- b. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

While it seems like a fair amount allocated, the current budget allows for only minimal training and replacement of equipment. Costs are often times prohibitive in small rural communities. Without grants such as the CEPF, the volunteer run department would really struggle to stay viable.

8. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4 and 6 of the *Program & Application Guide* for eligibility.

a. Purchase of equipment.

The New Hazelton Fire Department will be purchasing a number of equipment to update existing equipment that has met or exceeded its useful life. Some of the equipment includes:

Bolt Cutter

Axes

Caution tape

Hearing protection

4 lengths of fire hose

Hose drying equipment

Fire Extinguishers

Lighting

Two-Way radio headsets

b. Training. *Note: training is for fire department members only and not community members. All proposed training activities must include the name of course and the instructor and/or agency who will provide the training.*

N/A

9. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

All of the proposed equipment will improve the Fire Department's ability to respond to emergencies efficiently. We expect this investment will directly influence volunteer retention and attraction. The equipment and gravel being purchased will improve the working conditions of the department significantly. The operating budget would not support such an investment so accessing CEPF funding is very important to us.

10. Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

The District of New Hazelton Volunteer Fire Department takes mental health and well-being seriously and provides support to the members. Mental well-being is often a topic of conversation among members at their regular meetings and training exercises. Having working equipment gives volunteers a better sense of security when faced with emergencies. We have seen mental health concerns from volunteer burnout and one of the biggest issues is a lack of functioning equipment. Volunteers just want to be able to do their jobs effectively. We believe an investment into better functioning equipment will be a valuable one for mental health resiliency.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other communities (e.g. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.).

The District of New Hazelton is always open to sharing resources with our municipal or First Nation neighbours, whether the demands are related to the fire department, or public works. As long as there is no immediate need for the equipment by our department, the District will be open to sharing the equipment to help protect people, property or any other public infrastructure.

12. Partnerships. Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together.

There are no partnerships coordinated for this application.

13. Additional Information. Please share any other information you think may help support your submission.

The reality of the District of New Hazelton's volunteer fire department is that it is severely under funded yet is proud of the great group of dedicated and loyal people committed to protecting their community and responding to traffic emergencies. A resolution from District Council supporting the application will be forwarded shortly after the submission of the application.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- ☒ Completed application form;
- ☒ Evidence of declared service level (e.g. bylaw, resolution); and
- ☒ Detailed project budget

Local government, First Nation, or improvement district applicants must submit:

- ☒ Council or Board resolution, Band Council Resolution or Treaty First Nation resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management.

Legally incorporated society-run fire department applicants must submit:

- ☐ Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
- ☐ Current Certificate of Good Standing.

Regional project applicants are required to submit:

- ☐ Resolution or motion from each partnering applicant clearly stating their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).

Name: Wendy Hunt

Title: Chief Administrative Officer

Signature: 
An electronic or original signature is required.

Date: October 18, 2022

** Signatory must be an authorized representative of the applicant (i.e. an employee or elected official)*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Volunteer & Composite Fire Department Training & Equipment

Detailed Budget

District of New Hazelton

Equipment	Equipment & Training Budget							CEPF	
	Per Unit	Units	Subtotal	GST	PST	Total	Eligible	Ineligible	
Bolt Cutter 36"	\$ 43	1	\$ 43	\$ 2	\$ 3	\$ 48	\$ 43	\$ 5	
Pick-Head Axe w/ Fibreglass Handle	\$ 47	1	\$ 47	\$ 2	\$ 3	\$ 53	\$ 47	\$ 6	
Frontier Nomex Hood/Balaclava	\$ 52	5	\$ 260	\$ 13	\$ 18	\$ 291	\$ 260	\$ 31	
Barricade Tape - CAUTION - Yellow	\$ 17	5	\$ 83	\$ 4	\$ 6	\$ 93	\$ 83	\$ 10	
Flat Head Axe 6lbs Fibreglass	\$ 31	1	\$ 31	\$ 2	\$ 2	\$ 35	\$ 31	\$ 4	
Hearing ear protection	\$ 10	6	\$ 62	\$ 3	\$ 4	\$ 69	\$ 62	\$ 7	
Pike Pole - NY Roof Hook w/ chisel end	\$ 239	1	\$ 239	\$ 12	\$ 17	\$ 267	\$ 239	\$ 29	
Extreme Fire Hose 400 50ft Yellow	\$ 244	4	\$ 975	\$ 49	\$ 68	\$ 1,092	\$ 975	\$ 117	
Pike Pole 6ft trash hook - D handle	\$ 252	1	\$ 252	\$ 13	\$ 18	\$ 282	\$ 252	\$ 30	
Emergency staging equipment mat/tarp 6x10	\$ 607	1	\$ 607	\$ 30	\$ 42	\$ 680	\$ 607	\$ 73	
BlitzFire Oscillating Portable Monitor Package	\$ 8,185	1	\$ 8,185	\$ 409	\$ 573	\$ 9,167	\$ 8,185	\$ 982	
GearGrid Mobile Hose Dryer	\$ 2,961	1	\$ 2,961	\$ 148	\$ 207	\$ 3,316	\$ 2,961	\$ 355	
GearGrid GearCart Hose Dryer w/ 1 hose dryer attachment	\$ 2,336	1	\$ 2,336	\$ 117	\$ 164	\$ 2,616	\$ 2,336	\$ 280	
GearGrid Compact Mobile Upright Hose Dryer	\$ 933	1	\$ 933	\$ 47	\$ 65	\$ 1,044	\$ 933	\$ 112	
ABC Dry Chemical Extinguisher w/ bracket	\$ 73	2	\$ 147	\$ 7	\$ 10	\$ 164	\$ 147	\$ 18	
Fire-Dex FXM Standard Gear (Coat)	\$ 1,698	1	\$ 1,698	\$ 85	\$ 119	\$ 1,902	\$ 1,698	\$ 204	
GearGrid Slinger Tool Grid Wall Mount	\$ 204	1	\$ 204	\$ 10	\$ 14	\$ 228	\$ 204	\$ 24	
Glove Strap	\$ 10	12	\$ 125	\$ 6	\$ 9	\$ 140	\$ 125	\$ 15	
Frontier Portable LED Area Light w/ Tripod Stand	\$ 1,847	2	\$ 3,693	\$ 185	\$ 259	\$ 4,136	\$ 3,693	\$ 443	
Loads crush gravel 3/4	\$ 260	6	\$ 1,560	\$ 78	\$ 109	\$ 1,747	\$ 1,560	\$ 187	
Behind the Head Duel Speaker Heavy Duty Headset	\$ 382	6	\$ 2,294	\$ 115	\$ 161	\$ 2,569	\$ 2,294	\$ 275	
Total Eligible Costs							\$ 26,732		
Total CEPF Funding Request							\$ 25,000		
Total Municipal Contribution							\$ 1,732		