

# **Municipality of North Cowichan**

## **Regular Council**

### **AGENDA**

Wednesday, March 18, 2020, 1:30 p.m.  
Municipal Hall - Council Chambers

**Pages**

**1. CALL TO ORDER**

This meeting is open to the public. All representations to Council form part of the public record. Proceedings will be streamed live and archived at northcowichan.ca.

**2. APPROVAL OF AGENDA**

Recommendation:

That Council adopt the agenda, as circulated [or as amended].

**3. ADOPTION OF MINUTES**

5 - 8

Recommendation:

That Council adopt the minutes of the meeting held March 4, 2020.

**4. MAYOR'S REPORT**

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Cowichan Green Community**

Purpose: To hear from Kat Brust of the Cowichan Green Community regarding the Cowichan Agricultural Seed Hub at 2431 Beverly Street.

**6. PUBLIC INPUT**

Opportunity for brief verbal input from registered speakers regarding subsequent agenda items.

**7. BYLAWS**

**7.1 Bylaw 3781 - "MTI System Amendment Bylaw, 2020"**

9 - 30

Purpose: To consider adoption of "MTI System Amendment Bylaw, 2020", No. 3781 for the purpose of removing Section 5 - Commercial Vehicle Licensing Bylaw 1964 from Schedules 1 and 2, and updating the designated Bylaw Enforcement Officers in Schedule 1.

Recommendation:

That Council adopt "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

## 8. REPORTS

### 8.1 2020 Garbage Rate Increase

31 - 32

Purpose: To present Council with a fees and charges amendment that will formalize the garbage rate increases as outlined in the 2020-2024 Financial Plan which was supported by Council at Its February 11, 2020 meeting.

Recommendation:

That Council direct staff to include an increase to the annual residential waste collection rate from \$91 to \$102 per household, in relation to the increased costs associated with the provision of this service, for consideration at the same time that a revision to all fees and charges contained in Fees Bylaw No. 3603 is presented for first three readings.

## 9. NOTICE OF MOTIONS

## 10. UNFINISHED AND POSTPONED BUSINESS

### 10.1 Reconsideration of Senior Social and Housing Planner Position

33 - 37

Purpose: For Council to consider the matter brought back for reconsideration by Mayor Siebring on March 4, 2020 *"to include a full-time Social and Housing Planner in the 2020 Operating Budget"* that was postponed until such time as they heard from the Executive Director of the Cowichan Housing Society and been able to workshop their priorities.

### 10.2 Request For Reconsideration of BC Energy Step Code Decision

38 - 72

Purpose: To consider Councillor Douglas' request that Council reconsider the following motion, approved at the Regular Council meeting held March 4, 2020:

That Council:

1. Endorse the implementation strategy for the BC Energy Step Code outlined in the February 19, 2020 staff report;
2. Allocate up to \$30,000 a year from the Climate Action and Energy Plan Reserve Fund for the provision of BC Energy Step Code rebates; and
3. Direct staff to draft an amendment to Building Bylaw No. 3172 to require that all new construction meet Step 2 of the BC Energy Step Code as of January 1, 2021 for consideration of first and second reading.

## 11. NEW BUSINESS

### 11.1 Water and Sewer Rates

Purpose: To endorse the March 4, 2020 Committee of the Whole recommendation to increase the water and sewer rates.

Recommendation:  
That Council increase:

- Chemainus water metered minimum and parcel tax by 5%;
- Crofton water metered minimum and parcel tax by 5%;
- South End water metered minimum and parcel tax by 3%; and
- Metered water rates by 3%.

Recommendation:  
That Council increase:

- Chemainus sewer parcel tax and user fees by 3%;
- Crofton sewer parcel tax and user fees by 3%;
- South End sewer parcel tax and user fees by 3%; and
- Maple Bay Sewer Treatment Plant user fee by 3%.

## **11.2 Establishment of a Notice of Motion Procedure**

Purpose: To endorse the March 4, 2020 Committee of the Whole recommendation to direct staff to draft a Notice of Motion policy.

Recommendation:  
That Council direct staff to draft a Notice of Motion policy which includes the following provisions:

1. The content for all notice of motions shall include a subject heading/topic, an introduction with a brief outline of 500 words or less, and the notice of motion recommendation;
2. Deadline for submitting a notice of motion shall be one week prior to the meeting;
3. Notices of motion shall be introduced at Council meetings;
4. Members shall not be allowed to provide any introductory remarks when giving notice of their motion;
5. Members shall not be permitted to ask clarifying questions when the notice of motion is given;
6. Notices of motion shall be referred to staff where there are policy implications, statutory requirements, a financial or budgetary impact, staff resource requirements, or where Council would like to consider alternative options at the same time;
7. Notices of motion may be withdrawn at any time prior to the meeting date where it will be considered;
8. Notices of motion may be amended for any reason; and
9. Where the maker of the notice of motion is absent, the motion shall be automatically be postponed to the next regular meeting.

## **12. QUESTION PERIOD**

Public opportunity to ask brief questions regarding the business of this meeting.

**13. CLOSED SESSION**

Recommendation:

That the meeting be closed to the public at \_\_\_\_\_ p.m. in order that the item, the subject of which falls under section 90(1)(c) of the *Community Charter* which pertains to labour relations or other employee relations be discussed.

**13.1 Section 90(1)(c) Labour Relations**

**14. RISE AND REPORT**

**15. ADJOURNMENT**

# **Municipality of North Cowichan**

## **Regular Council**

### **MINUTES**

**March 4, 2020, 1:30 p.m.**  
**Municipal Hall - Council Chambers**

**Members Present**

Mayor Al Siebring  
Councillor Rob Douglas  
Councillor Christopher Justice  
Councillor Tek Manhas  
Councillor Kate Marsh (attended electronically)  
Councillor Rosalie Sawrie  
Councillor Debra Toporowski

**Staff Present**

Ted Swabey, Chief Administrative Officer (CAO)  
Mark Frame, General Manager, Financial and Protective Services  
Ernie Mansueti, General Manager, Community Services  
Rob Conway, Director of Planning and Building  
Clay Reitsma, Senior Manager, Engineering  
Jason Birch, Chief Information Officer  
Michelle Martineau, Corporate Officer  
Nelda Richardson, Deputy Corporate Officer

**1. CALL TO ORDER**

There being a quorum present, Mayor Siebring called the meeting to order at 1:30 p.m.

**2. APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

That Council remove item 5.1 and adopt the agenda as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

IT WAS MOVED AND SECONDED:

That Council adopt the minutes of the meeting held February 19, 2020.

**CARRIED**

**4. MAYOR'S REPORT**

The Mayor gave a verbal report on meetings and activities he recently attended.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Cowichan Housing Society**

This item was removed from the agenda.

**5.2 Cowichan Green Community**

Council heard from Judy Stafford of the Cowichan Green Community, she presented a video which highlighted the Cowichan Green Community's projects and achievements for 2019 and responded to questions of Council.

**5.3 Broombusters Invasive Plant Society**

Council heard from Joanne Sales of Broombusters regarding scotch broom removal, she provided a presentation which highlighted the damage caused by scotch broom, and what steps can be taken to control or eliminate the proliferation of scotch broom, and responded to questions of Council.

**6. PUBLIC INPUT**

Council received brief public input regarding agenda item 11.3 from one registered speaker.

**7. BYLAWS**

**7.1 Bylaw 3777 - "Street Name Change Bylaw, 2020"**

IT WAS MOVED AND SECONDED:

That Council adopt "Street Name Change Bylaw, 2020", No. 3777".

**CARRIED**

**7.2 Bylaw 3778 - "Fees Amendment Bylaw, 2020"**

IT WAS MOVED AND SECONDED:

That Council adopt "Fees Amendment Bylaw, 2020", No. 3778.

**CARRIED**

**7.3 Bylaw 3779 - "Commercial Vehicle Licensing Repeal Bylaw, 2020"**

IT WAS MOVED AND SECONDED:

That Council adopt "Commercial Vehicle Licensing Repeal Bylaw, 2020", No. 3779.

**CARRIED**

**7.4 Bylaw 3781 - "MTI System Amendment Bylaw, 2020"**

IT WAS MOVED AND SECONDED:

That Council read a first, second and third time "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

**CARRIED**

**8. REPORTS**

**8.1 Council Strategic Plan Administration Policy**

IT WAS MOVED AND SECONDED:

That Council approve the Council Strategic Plan Administration Policy, as attached to the March 4, 2020 staff report.

**CARRIED**

**9. NOTICE OF MOTIONS**

None.

**10. UNFINISHED AND POSTPONED BUSINESS**

**10.1 Attendance at the Vancouver Island Symposium on Water Stewardship**

IT WAS MOVED AND SECONDED:

That Council ratify their February 27, 2020 decision to amend their February 19, 2020 resolution to "authorize Councillors Justice, Manhas and Sawrie to attend the April 24, 2020 session on Natural Assets as Ecological Systems and Services at the 3rd Annual Vancouver Island Symposium on Water Stewardship in a Changing Climate at the Florence Filberg Centre in Courtenay BC" by striking out "Manhas" and "April 24, 2020 Session on Natural Assets as Ecological Systems and Services at the" and inserting "from April 22, 2020 to April 24, 2020" at the end.

**CARRIED**

**10.2 Reconsideration of Senior Social and Housing Planner Position**

IT WAS MOVED AND SECONDED:

That Council defer consideration of the motion "to include a full-time Social and Housing Planner in the 2020 Operating Budget" until after a presentation from John Horn, Executive Director of the Cowichan Housing Society, and a Council workshop to discuss priorities for such a position has occurred.

**CARRIED**

**11. NEW BUSINESS**

**11.1 Letter from Leadership Group**

IT WAS MOVED AND SECONDED:

That Council direct the Mayor to write follow-up letters to the list of Ministers contacted in the February 16<sup>th</sup> letter from the Cowichan Leadership Group with respect to the specific and ongoing social, financial, and staff capacity impacts the Mental Health/Opioid/Homelessness Crisis is having on the Municipality of North Cowichan.

**CARRIED**

**11.2 Respectful Spaces Bylaw**

IT WAS MOVED AND SECONDED:

That Council direct staff to draft a Respectful Spaces Bylaw as discussed at the February 19, 2020 Committee of the Whole meeting.

**CARRIED**

**11.3 BC Energy Step Code**

IT WAS MOVED AND SECONDED:

That Council:

1. Endorse the implementation strategy for the BC Energy Step Code outlined in the February 19, 2020 staff report;

2. Allocate up to \$30,000 a year from the Climate Action and Energy Plan Reserve Fund for the provision of BC Energy Step Code rebates;
3. Direct staff to draft an amendment to Building Bylaw No. 3172 to require that all new construction meet Step 2 of the BC Energy Step Code as of January 1, 2021 for consideration of first and second reading.

(Opposed: Justice)

**CARRIED**

IT WAS MOVED AND SECONDED:

That Council Direct staff to draft a BC Energy Step Code rebate policy for Council's review and consideration at a future meeting.

(Opposed: Douglas)

**CARRIED**

Following a discussion on how energy saving retrofit incentives could be extended to existing homes, Council adopted the following motion:

IT WAS MOVED AND SECONDED:

That Council direct staff to prepare a report on a rebate policy focused on renovations to existing dwellings.

**CARRIED**

## **12. QUESTION PERIOD**

Council received one question from the public regarding business considered at this meeting.

## **13. ADJOURNMENT**

The Mayor adjourned the meeting at 3:05 p.m.

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Certified by Corporate Officer

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Signed by Mayor





The Corporation of the District of North Cowichan

**Municipal Ticket Information System Amendment Bylaw, 2020**

Bylaw 3781

The Council of The Corporation of the District of North Cowichan enacts as follows:

**Title**

1. This Bylaw may be cited as "Municipal Ticket Information System Amendment Bylaw, 2020", No. 3781.

**Amendment**

2. "Municipal Ticket Information System Bylaw," No. 3464 is amended as follows:
  - (a) by deleting Schedule 1 and replacing it with Schedule 1 as attached to and forming part of this bylaw.
  - (b) by deleting Schedule 2 and replacing it with Schedule 2 as attached to and forming part of this bylaw.

Read a first time on March 4, 2020

Read a second time on March 4, 2020

Read a third time on March 4, 2020

Adopted on

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CORPORATE OFFICER

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PRESIDING MEMBER

### SCHEDULE 1

Item	Column 1 <b>Designated Bylaw</b>	Column 2 <b>Designated Bylaw Enforcement Officers</b>
1	Animal Responsibility Bylaw 2019	Animal Control Officer Bylaw Compliance Officer Manager of Fire and Bylaw Services Poundkeeper RCMP Officer
2	Blasting Bylaw 2006	Bylaw Compliance Officer Director of Engineering Manager of Fire and Bylaw Services
3	Building Bylaw 2003	Bylaw Compliance Officer Chief Building Inspector Manager of Fire and Bylaw Services
4	Business Licence Bylaw 2002	Business Licence Officer Bylaw Compliance Officer Manager of Fire and Bylaw Services
5	Fire Protection Bylaw 2008	Bylaw Compliance Officer Fire Chief Local Assistant to the Fire Commissioner Manager of Fire and Bylaw Services Municipal Forester RCMP Officer
6	Fireworks Bylaw 1974	Bylaw Compliance Officer Manager of Fire and Bylaw Services RCMP Officer
7	Float Home Standards Bylaw 1999	Chief Building Inspector Bylaw Compliance Officer Manager of Fire and Bylaw Services
8	Forest Use Bylaw 2007	Bylaw Compliance Officer Manager of Fire and Bylaw Services Municipal Forester
9	Highway Use Bylaw 1988	Animal Control Officer Bylaw Compliance Officer Commercial Transport Inspection Officer Manager of Fire and Bylaw Services

Item	Column 1 <b>Designated Bylaw</b>	Column 2 <b>Designated Bylaw Enforcement Officers</b>
		Manager of Operations RCMP Officer
10	Noise Bylaw 1995	Animal Control Officer Bylaw Compliance Officer Manager of Fire and Bylaw Services RCMP Officer
11	Nuisance (Controlled Substance) Bylaw 2006	Bylaw Compliance Officer Chief Building Inspector Manager of Fire and Bylaw Services RCMP Officer
12	Official Community Plan Bylaw	Bylaw Compliance Officer Director of Planning and Building Manager of Fire and Bylaw Services
13	Parks and Public Places Regulation Bylaw	Bylaw Compliance Officer Director of Parks and Recreation Manager of Fire and Bylaw Services Municipal Forester RCMP Officer
14	Sign Bylaw	Bylaw Compliance Officer Chief Building Inspector Manager of Fire and Bylaw Services
15	Soil Removal and Deposit Bylaw 2009	Bylaw Compliance Officer Director of Engineering Manager of Fire and Bylaw Services
16	Traffic Bylaw 1988	Bylaw Compliance Officer Manager of Fire and Bylaw Services Manager of Operations RCMP Officer
17	Untidy and Unsightly Premises Bylaw 1991	Bylaw Compliance Officer Manager of Fire and Bylaw Services
18	Waste Collection Bylaw	Bylaw Compliance Officer Manager of Fire and Bylaw Services Manager of Operations
19	Waterworks Bylaw	Bylaw Compliance Officer

Item	Column 1	Column 2
	Designated Bylaw	Designated Bylaw Enforcement Officers
20	Zoning Bylaw 1997	Manager of Fire and Bylaw Services
		Manager of Operations
		Bylaw Compliance Officer
		Director of Planning and Building
		Manager of Fire and Bylaw Services

## SCHEDULE 2

### Section 1 – Animal Responsibility Bylaw 2019

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Keep more than 6 companion animals	3	\$100
2	Harbour more than 3 dogs	3	\$100
3	Harbour more than 5 cats	3	\$100
4	Keep rabbits in an unsecured outdoor pen	4	\$100
5	Improper keeping of bees	5 (a)(b)	\$150
6	Cat running At-Large without identification	6	\$50
7	Cat not spayed or neutered	7.1	\$100
8	Use of Prohibited Animals	8 (a)(b)(c)(d)(e)(f)	\$200
9	Commit Animal Cruelty	18 (a)(b)(c)(d)(e)	\$475
10	Fail to provide basic animal care requirements	19 (a)(b)(c)(d)(e)	\$200
11	Fail to meet outdoor shelter requirements	20; 21 (i)(ii)(iii)(iv)	\$150
12	Excessive confinement of a dog	21 (a)	\$150
13	Fail to meet sanitation requirements.	22	\$100
14	Unlawful tying or tethering of animals.	23 (a – i, ii, iii) (b)(c)(d)(e)	\$150
15	Unlawful transport of animals in motor vehicle	24 (a)	\$150
16	Unlawful confinement without Adequate Ventilation	24 (b)	\$475
17	Unlawful exercising of a Dog next to a motor vehicle	25 (a)	\$200
18	Unlawful exercising of a Dog next to a bicycle	25 (b)	\$100
19	Use, set, or maintain a trap	27	\$475
20	Allow Animals to trespass on private property		
	1 <sup>st</sup> offence	28	\$100
	2 <sup>nd</sup> offence		\$200
	3 <sup>rd</sup> offence		\$300
21	Allow Dog to be off-leash in public		
	1 <sup>st</sup> offence	29	\$100
	2 <sup>nd</sup> offence		\$200
	3 <sup>rd</sup> offence		\$300
22	Insufficient care, custody or control of a Dog	30	\$100
23	Permit a Dog to obstruct a pathway or Municipal sidewalk	32	\$100
24	Fail to securely confine a snake or other reptile in a Public Place	33	\$100
25	Insufficient control of an Animal in a public place	34	\$100
26	Unlawful Animal performances	35 (a)(b)(c)(d)	\$475

## SCHEDULE 2

### Section 1 – Animal Responsibility Bylaw 2019

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
27	Allow an animal to damage public property	36	\$200
28	Unlawfully chase, harass, molest, attack or injure an animal or person	38	\$475
29	Fail to confine a female Dog in heat	39	\$100
30	Fail to obtain a Dog licence	41	\$100
31	Fail to affix a valid licence tag on a Dog	47	\$50
32	Unlawful removal of a licence tag	49	\$100
33	Unlawful possession of an Animal-At-Large	50	\$200
34	Fail to obtain a kennel licence.	56	\$250
35	Fail to supply annual documentation for an Aggressive Dog	67 (a)(b)(c)	\$300
36	Fail to keep secure an Aggressive Dog	69 (a)	\$300
37	Aggressive Dog At-Large	69 (b)	\$475
38	Fail to muzzle an Aggressive Dog	69 (c)	\$300
39	Improper Enclosure of an Aggressive Dog	69 (e); 71 (a)(b)(c)	\$300
40	Aggressive Dog on school grounds, playgrounds, or restricted areas	70 (a)(b)(c)	\$300
41	Fail to comply with conditions for an Aggressive Dog	72 (b) (c) (f)	\$300
42	Fail to display Aggressive Dog Signage	69 (d); 77	\$200
43	Fail to meet requirements for Guard Dogs	82 (a) (b) (d)	\$300
44	Fail to display Guard Dog signage	82 (c)	\$200
45	Fail to remove and dispose of Dog excrement	83	\$100
46	Improper deposit of Dog excrement	84	\$100
47	Allow or permit a Noisy Dog		
	1 <sup>st</sup> offence	85 (a)(b)(c)(d)	\$100
	2 <sup>nd</sup> offence		\$200
	3 <sup>rd</sup> offence		\$300
48	Unlawfully feed Wildlife	86 (a)(b)(c)(d)(e)(f)	\$200
49	Fail to provide information to Animal Control Officer	107 (a)(b)(c)(d)(e); 108 (a)(b)(c)(d)	\$200
50	Obstruct Animal Control Officer	111 (a)(b)(c)(d)	\$475

*Section 2 – Blasting Bylaw 2006*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	No Permit	1	\$100
2	Blast after 6:00 p.m. but before 7:00 a.m.	3(4)(a)	\$100
3	Blasting on Sunday	3(4)(b)	\$100
4	Fail to Abide with Conditions of Blasting Near School	3(4)(c)	\$200
5	Blast when Conditions Prohibit Blasting	3(4)(d)	\$100
6	Fail to Abide with Conditions of Blasting Permit	3(4)(e)	\$100
7	Fail to Arrange Pre-blast Inspection	3(5)(a)	\$100
8	Fail to Provide Inspection Report when Requested	3(5)(b)	\$100
9	Fail to Provide Seismic Monitoring	3(5)(c)	\$100
10	Fail to Give Notice of Exceeding Maximum Ground Vibration	3(5)(d)	\$100
11	Fail to Keep Accurate Records	3(5)(e)	\$100
12	Fail to Make Records Available	3(5)(f)	\$100
13	Exceed Maximum Ground Vibration	3(6)	\$100
14	Fail to Return Cancelled Permit	3(8)	\$100
15	Fail to Give Notice of Blast within 300 Metres of House	4(1)(a)	\$100
16	Fail to Take Necessary Precautions to Protect Property	4(1)(b)	\$100
17	Fail to Warn of Blast Near Public Thoroughfare	4(2)	\$100
18	Blast within 300 Metres of Hospital without giving 24 hours' Notice	4(3)	\$100
19	Fail to Give Notice of Blast Adjacent to Public Utility	4(4)	\$100
20	Interfere with Director of Engineering	5(2)	\$100

*Section 3 – Building Bylaw 2003*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	No Building Permit	6(a)	\$200
2	Fail to Abide with Work Stop Order	6(b)	\$200
3	Submit False Permit Application Information	6(c)	\$200
4	Interfere with Building Inspector's Duties	6(d)	\$200
5	Work Contrary to Plans	6(e)	\$100
6	Tamper with Notice, Permit or Certificate	6(f)	\$100

*Section 3 – Building Bylaw 2003*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
7	No Occupancy Permit	6(g)(i)	\$200
8	Occupancy Contrary to Permit or Notice	6(g)(iii)	\$100
9	Fail to Post Permit	14(4)(a)	\$50
10	No Occupancy Certificate	14(4)(b)	\$100
11	Fail to Post Address	14(4)(c)	\$50
12	Fail to Furnish Sewer Hookup Information	14(4)(e)	\$50
13	Fail to Obtain Survey of Non-Encroachment	14(5)	\$100
14	No Building Inspection	15(3)	\$100
15	No Moving Permit	17(1), (4)	\$100
16	No Demolition Permit	18(1)	\$100
17	No Fireplace or Chimney Permit	19(1)	\$100

*Section 4 – Business Licence Bylaw 2002*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	No Business Licence	2(1)(a)	\$200
2	Carrying on Business Without Licence for Each Location	2(1)(b)	\$200
3	Fail to Post Business Licence	3(a)	\$50
4	Fail to Notify Change of Mailing Address/Business Name	3(b)	\$50
5	Fail to Comply with Terms and Conditions of Licence	3(c)	\$200
6	Change Business Location Without Transfer	4(2)	\$50
7	Remove Suspension Notice	9(2)	\$100
8	Refuse to Allow Inspection	11(2)	\$200
9	No Mobile Food Service Licence	7.2 (1)	\$200
10	Operating a mobile food service business contrary to requirements	7.2 (3-11) 7.3 7.4	\$200



*Section 5 – Fire Protection Bylaw 2008*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Allow Fire Hazard	2(1)	\$150
2	Fail to Clean Chimney When Required	2(2)	\$150
3	Accumulate Combustible Waste	2(3)	\$150
4	Block Aisle, Passage or Stairway	2(4)	\$50
5	Flammable Substances in Vacant Building	2(5)(a)	\$100
6	Unsecured Vacant Building	2(5)(b)	\$100
7	Unsecured Fire Damaged Building	2(6)(b)	\$100
8	Fail to Clean-up Debris When Required	2(7)	\$150
9	Refuse to Allow Inspection	2(8)	\$200
10	Fail to Eliminate Fire Hazard	2(9)	\$200
11	Fail to Obey Order to Assist	3(2)	\$100
12	Fail to Comply with Evacuation Order	3(7)	\$100
13	Obstruct Fire Services Personnel	3(10)	\$150
14	Obstruct Access to Fire Hydrant	3(12)	\$100
15	Enter Restricted Area	3(8)	\$100
16	Open Fire Hydrant	3(11)	\$100
17	Unlawful Incineration	7(1)	\$100
18	Unsupervised Outdoor Fire	9	\$250
19	Unlawful burning – first offence		\$250
	Unlawful burning – second offence	11	\$500
	Unlawful burning – third offence		\$1 000
20	Illegal Burning to Clear, Till, or Grade Land	11	\$1 000
21	Burn Prohibited Materials	11	\$500
22	Non-compliant Recreational Fire Pit	12	\$50

*Section 6 – Fireworks Bylaw 1974*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Sell Fireworks	2(a)	\$100
2	Unlawfully Possess Fireworks	2(b)	\$200
3	Unlawfully Discharge Fireworks	2(b)	\$200

*Section 7 – Float Home Standards Bylaw 1999*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	No Building Permit	5	\$100
2	Building Permit Not Posted	6	\$50
3	Flotation System Design not Certified	8	\$100
4	Pumps not in Working Order	9	\$100
5	No Sounding Pipes in Each Compartment	9	\$100
6	Inadequate Design for Local Conditions	11	\$100
7	Insufficient Flotation System	12, 14	\$100
8	Insufficient Flotation System Stability	13	\$100
9	Superstructure not Compliant with <i>BC Building Code</i>	15	\$100
10	Electrical Work not Compliant with <i>BC Electrical Safety Act</i>	16	\$100
11	Gas Work not Compliant with <i>BC Gas Safety Act</i>	17	\$100
12	Unlawful Gas-Powered Lighting, Heating or Cooking Systems	18	\$100
13	No Gas Detector, Audio-Visual Alarm, or Shut-off Valve	19	\$100
14	Unapproved Water Source	20	\$100
15	Plumbing not Compliant with <i>BC Plumbing Code</i>	21	\$100
16	Unapproved Sewage Disposal System	22, 49	\$100
17	No Safety Equipment	23	\$100
18	No Portable Fire Extinguisher at Entrance	24	\$100
19	Improperly Placed Fire Extinguisher	25	\$100
20	Insufficient Fire Protection	26	\$100
21	Smoke Detectors or Alarms not Compliant with <i>BC Building Code</i>	27	\$100
22	Insufficient Moorage Lines	28	\$100
23	Obstructed Access to Shore	30	\$100
24	Pier or Walkway Less Than 1.5 m in Width	31	\$100
25	Walkway not Equipped with Non-slip Surface	32	\$100
26	No Handrails on Inclined Walkways or Ramps	33	\$100
27	No Construction Permit	34	\$200
28	No Site Plan or Development Permit	35	\$100
29	Fail to Submit Site Plans for Approval	37	\$100
30	No Authorization for Changes in Site Plan	38	\$100

*Section 7 – Float Home Standards Bylaw 1999*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
31	Inaccurate or Insufficient Record Keeping	39	\$100
32	Register not Available During Office Hours	40	\$100
33	Insufficient Distance Between Float Homes	43	\$100
34	Insufficient Open Water Access	45, 46	\$100
35	Insufficient Access to Float Home	47	\$100
36	Sewage or Oil Discharged into Water	51	\$200
37	Notice of Sewage Discharge Prohibition Not Posted	51	\$100
38	No Sewer Pump-out System Available	52	\$100
39	Sewer Pump-out System Unavailable when Marina Open	53	\$100
40	Improper Placement of Sewer Laterals	54	\$100
41	No Fire Safety Plan	56	\$200
42	Fail to Keep Marina Clean	59	\$100
43	Fail to Maintain Fire Fighting Equipment	60, 61, 62, 63	\$100
44	Fail to Keep Marina Free of Obstructions	64	\$100
45	Insufficient Lighting	65	\$100
46	Refuse to Assist in Pre-Fire Planning	66	\$100
47	No Fire Extinguishers at Designated Areas	67, 68	\$100
48	Improperly Installed Standpipe System	69	\$100
49	No Fire Standpipe Systems in Required Areas	70, 71, 72	\$100
50	Improperly Installed Hydrant or Water Supply	73	\$100
51	No Emergency Phone Available	75	\$100

*Section 8 – Forest Use Bylaw 2007*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Enter Forest when Closed	2(1)(a)	\$100
2	Litter in Forest	2(1)(b)	\$200
3	Remove Forest Products without Permit	2(1)(c)	\$200
4	Operate Vehicle Off Road	2(1)(d)	\$400
5	Open Fire when Restricted	2(1)(e)(i)	\$100
6	Open Fire Creating Fire Hazard	2(1)(e)(ii)	\$100
7	Enter Active Logging Area	2(1)(f)	\$100

*Section 8 – Forest Use Bylaw 2007*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
8	Damage Trees or Streams	2(1)(g)	\$100
9	Build Unauthorized Trails or Structures	2(1)(h)	\$500
10	Remove, Destroy, or Deface Signs	2(1)(i)	\$500
11	Camp when Prohibited	2(1)(j)	\$100

*Section 9 – Highway Use Bylaw 1988*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Obstruct or Foul Highway	3(1)	\$100
2	Fail to Remove Material from Highway	3(2), (3)	\$100
3	Park Vehicle for Upkeep on Highway	3(4)	\$50
4	Damage Highway through Release of Effluent	3(5)	\$100
5	Drag Logs or Timber over Highway	3(6)	\$100
6	Drive on Highway or Boulevard with Spiked Tires	3(7)	\$50
7	No Construction Permit	4	\$100
8	Remove Tree from Highway	4 (e)	\$300
9	Fail to Comply with Construction Permit	5(1)(b)	\$100
10	No Highway Access Permit	6(1)	\$100
11	Unauthorized Interference with Traffic	9	\$100
12	Place Merchandise on Highway Without Permit	10	\$100
13	Animal at large on Highway	11(1)	\$100
14	Un-permitted Animal on Sidewalk	11(2)	\$100
15	Animal Tethered on Highway	11(3)	\$100
16	Fail to Obey A No Heavy Truck Route Restriction	13(1)	\$100
17	Fail to Remove Snow or Ice from Sidewalk	14(1)	\$100
17.1	Fail to Maintain Boulevard	14(2)	\$100
18	Fail to Comply with Order of Traffic Control Officer	16	\$150

*Section 10 – Noise Bylaw 1995*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Noise which Disturbs	2	\$200
2	Animal Noise which Disturbs	3(1)	\$200
3	Stereo Equipment Noise which Disturbs	3(2)	\$200
4	Musical Instrument Noise which Disturbs	3(2)	\$200
5	Engine/Motor Vehicle Noise which Disturbs	3(3)	\$200
6	Construction Noise which Disturbs	3(4)	\$200
7	Demolition Noise which Disturbs	3(4)	\$200
8	Loudspeaker Noise which Disturbs	3(5)	\$200

*Section 11 – Nuisance (Controlled Substance) Bylaw 2006*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Disconnect Meter	2(a)	\$100
2	Divert Electrical or Water Distribution System	2(b)	\$100
3	Unlawful use of Exhaust Vents	2(c)	\$100
4	Install Unauthorized Lighting	2(d)	\$100
5	Unlawful Storage or Use of Dangerous Goods	2(e)	\$250
6	Obstruct Exit or Remove Fire Stopping	2(f)	\$250
7	Unlawful Alteration of Building	2(g)	\$100
8	Cause or Allow Building to House Amphetamines	2(h)	\$100
9	Exhaust Hazardous Vapours	2(i)	\$100
10	Cause or Allow Growth of Mould or Fungus	3(a)	\$100
11	Cause or Allow Accumulation of Pesticides or Chemicals	3(b)	\$100
12	Cause or Allow Noxious or Offensive Trade	4	\$100
13	Fail to Comply with Order to Remove or Reduce Fire Hazard	5(2)	\$250
14	Fail to Inspect Premises	6(a)	\$100
15	Fail to Report Contravention	6(b)(i)	\$250
16	Fail to Take Compliance Action	6(b)(ii)	\$250
17	Fail to Remove or Clean Carpets and Curtains	8(1)(a)	\$100
18	Fail to Clean Walls and Ceilings	8(1)(b)	\$100
19	Fail to Clean Countertops and Cabinets	8(1)(c)	\$100
20	Fail to Clean Ducts and Heaters	8(1)(d)	\$100
21	Occupy Prior to Safety Inspection	8(2)(e)	\$250
22	Occupy Prior to Completing Remedial Action	8(2)(g)	\$250
23	Occupy Prior to Paying fees and Service Costs	8(2)(h)	\$250

*Section 11 – Nuisance (Controlled Substance) Bylaw 2006*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
24	Occupy without Permit	8(2)(i)	\$250
25	Occupy Against Posted Notice	8(2)(j)	\$250
26	Fail to Provide Certification	9(1)	\$100
27	Fail to Submit Certification within 60 days	9(2)	\$100
28	Fail to Notify Prospective Tenants of Prior Grow Op	10(2)	\$250
29	Interfere with an Inspection	12(2)	\$250
30	Interfere or Obstruct Inspector from Posting Notice	12(4)	\$250

*Section 12 – Official Community Plan Bylaw*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Development Without Permit	Appendix 3	\$500

*Section 13 – Parks and Public Places Regulation Bylaw*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Destroy, damage, remove a tree or plant	2 (a)	\$200
2	Deface a wall, fence or other structure	2 (c)	\$200
3	Remain overnight without authorization	2 (e)	\$200
4	Foul or pollute a body of water or beach	2 (g)	\$200

*Section 14 – Sign Bylaw*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	No Sign Permit	2(1)	\$100
2	Posting Political Poster or Bill Without Paying Deposit	8	\$100
3	Sign in Poor Repair	11	\$100

*Section 15 – Soil Removal and Deposit Bylaw 2009*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Remove soil or deposit fill without a permit	15(a)	\$200
2	Fail to comply with a permit term or condition	15(c)	\$200
3	Fail to comply with an order or notice given	15(d)	\$200
4	Refuse or hinder an inspection	15(e)	\$200

*Section 16 – Traffic Bylaw 1988*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Stop or Park Over-length Vehicle in Lane	7(1)(a)	\$50
2	Stop or Park Over-length Vehicle in Angle Parking Zone	7(1)(b)	\$50
3	Park Over-weight Vehicle on Highway	7(2)	\$50
4	Park Trailer on Highway more than 2 Hours	7(3)	\$50
5	Park within 6 m of Intersection	8(1)	\$50
6	Park within 2 m of Intersecting Lane	8(2)	\$50
7	Park Obstructing Roadway	8(3)	\$50
8	Unauthorized Angle Parking on Highway	8(4)	\$50
9	Park on Highway more than 24 hours	8(5)	\$50
10	Park Obstructing Exit of Parked Vehicle	8(6)	\$50
11	Stop or Park on Boulevard or Boulevard Crossing	9(1)	\$50
12	Stop or Park within 2 m of Private Road	9(2)	\$50
13	Stop or Park within 2 m of Driveway	9(2)	\$50
14	Stop or Park within 2 m of Sidewalk Crossing	9(2)	\$50
15	Park Next to Curb Painted Yellow or Red	9(3)	\$50
16	Park in Bus Stop Zone	9(3)	\$50
17	Park Next to Line on Road with No Curb	9(3)	\$50
18	Park Next to White Walking Lane Line	9(3)	\$50
19	Park in Fire Zone	9(4)	\$50
20	Park in Restricted Zone Longer than Permitted	9(5)	\$50
21	Fail to Reduce Speed to Avoid Splashing Pedestrian	12	\$50
22	Jaywalking	11(1)	\$50
23	Fail to Step Out of Roadway for Emergency Vehicle	11(2)	\$50
24	Leave Bicycle on Highway, Sidewalk, or Walkway	13(1)	\$50
25	Fail to Park Bicycle in Designated Area	13(2)	\$50
26	Place Traffic Sign on Highway	14(1)	\$50
27	Place Traffic Sign in View of Highway	14(1)	\$50
28	Interfere with Traffic Control Device	14(2)	\$100

*Section 16 – Traffic Bylaw 1988*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
29	Damage Traffic Control Device	14(2)	\$200
30	Remove Traffic Control Device	14(2)	\$200

*Section 17 – Untidy and Unsightly Premises Bylaw 1991*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Accumulate Rubbish on Premises	2	\$200
2	Deposit Rubbish	3	\$200
3	Unsightly Property	4	\$200
4	Place Graffiti	5	\$200
5	Accumulate Brush or Noxious Weeds	6	\$200
6	Fail to Remove Graffiti	7	\$200

*Section 18 – Waste Collection Bylaw*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Unlawful Garbage Container	3(1)	\$100
2	Unlawful Kitchen Organics Container	3(2)	\$100
3	Unlawful Disposal of Recyclables or Kitchen Organics	3(6)	\$100
4	Unlawful Disposal of Syringes, Sharp Objects, Dusty materials or Liquids	3(7)	\$200
5	Unlawful Disposal of Explosive Substances	3(8)	\$300
6	Fail to Drain or Bag Wet Garbage	4(a)	\$100
7	Fail to Pay Fees	5(b)	\$100

*Section 19 – Waterworks Bylaw*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Connect to main without consent	2	\$200
2	Tamper with meter	13 (1)	\$200
3	Violate water conservation measures: stage one	17	\$100
4	Violate water conservation measures: stage two	17	\$200



*Section 19 – Waterworks Bylaw*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
5	Violate water conservation measures: stage three	17	\$300
6	Use excessive quantity of water	22 (1)	\$50
7	Improper disposal of water	22 (1)	\$50
8	Increase amount of water entitlement	22 (1)	\$50
9	Use water from service which bypasses meter	22 (1)	\$200
10	Supply water to other premises	22 (1)	\$50
11	Use water to wash street	22 (1)	\$50
12	Unlawful entry to watershed	24 (1)	\$100
13	Fail to provide backflow prevention	29 (5)	\$50
14	Use hydrant, valve or hose connection without permit	25 (1)	\$100
15	Obstruct access to hydrant	26 (1)	\$100
16	Obstruct access to fixture other than hydrant	26 (1)	\$50
17	Interfere with waterworks system	27 (1)	\$200
18	Turn on service unlawfully	28 (2)	\$100
19	Turn off service unlawfully	28 (2)	\$100
20	Fail to maintain apparatus	29 (1)	\$50
21	Cross-connection to waterworks system	31 (1)	\$200
22	Fail to install backflow preventer	32	\$200
23	Fail to provide report	33	\$200
24	Fail to maintain backflow prevention device	34	\$200
25	Fail to inspect and test backflow prevention device	34, 39	\$200
26	Use broken water service	37	\$200
27	Use of unapproved water service	38	\$200
28	Unapproved auxiliary water connection	40	\$200
29	Use of unapproved apparatus	41	\$50
30	Refuse to allow inspection	51	\$150

*Section 20 – Zoning Bylaw 1997*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
1	Exceed Maximum Storage Area	12(4)	\$100
2	Unlawful Setback	13(1)(a-c), 51(6)(a-f), 52(6)(a-e), 53(6) a-d), 54(5)(a-b), 55(6)(a-c), 56(6)(a-b), 56(6.1), 57(6)(a-b), 57(6.1), 57.1(6)	\$100

*Section 20 – Zoning Bylaw 1997*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
		a-b), 58(6)(a-b), 58(6.1), 58.1(8)(a-c), 58.2(8)(a-d), 58.2(9)(a-b) 58.2(10) 59(6)(a-b), 59(6.1), 60(6)(a-b), 61(6)(a-b), 61(6.1), 62(6)(a-b), 62.1(6)(a-b), 63(6)(a-b), 67(5)(a- b), 67.1(7)(a-b), 68(7)(a-b), 69(5)(a- b), 70(5)(a-d), 71(5)(a-b), 72(7)(a- b), 73(6)(a-b), 74(6)(a-b), 75(10), 76(5)(a-c), 77(5)(a- d), 78(3)(a-b), 79(2)(a-b), 80(2)(a- c), 80.1(7), 80.2(7)(a-d), 80.4(6)(a-e), 80.5(6)(a-c), 80.6(6) (a-c), 80.7(8)	
3	Insufficient Building Elevation	14	\$100
4	Unlawful Siting Of Accessory Building	16	\$100
5	Unlawful Off-Street Parking	18, 19, 20.1, 21, 23, 80.2(9)	\$100
6	Visitor Parking Sign not Posted	20	\$50
7	Insufficient Disabled Parking	21(8-9)	\$100
8	Undersize Parking Space	24	\$100
9	Unlawful Off-Street Loading Space	26, 27, 28	\$100
10	No Garbage Container on Site	29	\$100
11	Fail to Comply with Home Based Business Regulations	30(1-4), 31(1-3), 32(1-3), 32.1	\$100
12	Unlawful Building Projection	33, 35(1), 35(2)	\$100
13	Unlawful Location of Swimming Pool	34	\$100
14	Unlawful Visual Obstruction of Intersection	36	\$100
15	Fail to Enclose Swimming Pool	38	\$200
16	Fail to Provide Required Landscaped Screen	39(1-3)	\$100

*Section 20 – Zoning Bylaw 1997*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
17	Fail to Maintain Required Landscaped Screen	39(1-3)	\$100
18	Unlawful Vehicle Storage	40	\$100
19	Unlawful Shipping Container Use	40.1	\$500
20	Unlawful Aircraft Landing Strip	41	\$100
21	Unlawful Use	51(1), 52(1), 53(1), 54(1), 55(1), 56(1), 57(1), 57.1(1), 58(1), 58.1(1), 58.2(1) 59(1), 60(1), 61(1), 62(1), 62.1(1), 63(1), 64(1), 65(1), 66(1), 67(1), 67.1(1), 68(1), 69(1), 70(1), 71(1), 72(1), 73(1), 74(1), 75(1), 76(1), 77(1), 78(1), 79(1), 80(1), 80.1(1), 80.2(1), 80.4(1), 80.5(1), 80.6(1), 80.7(1)	\$500
22	More than 6 sleeping units in a Bed & Breakfast	51(8)(a), 52(8)(a), 53(8)(d), 55(8)(d), 56(8)(d), 73(8)(a)	\$100
23	Exceed Maximum Density of Use	51(4)(a)(i-iii), 52(4)(a)(i-iii), 53(4)(a-b), 55(4)(a- b), 56(4)(a-c), 57(4)(a), 57.1(4)(a- b), 58(4)(a-d), 58.1(6)(a-b), 58.2(5)(a-f), 59(4)(a), 60(4)(a), 61(4)(a-b), 62(4)(a- b), 62.1(4)(a-b), 63(4)(a), 67.1(6)(a), 68(4)(a), 72(4)(a-b), 80.2(2), 80.2(4)(a-c), 80.4(4)(a-b), 80.5(4)(a-c)	\$100

*Section 20 – Zoning Bylaw 1997*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
24	Exceed Maximum Building Height	51(7)(a-b), 52(7)(a-b), 53(7)(a-b), 54(6)(a-b), 55(7)(a-b), 56(7)(a-b), 57(7)(a-b), 57.1(7)(a-b), 58(7)(a-b), 58.1(7), 58.2(11)(a-d), 59(7)(a-b), 60(8)(a-b), 61(7)(a-b), 62(7)(a-b), 62.1(7)(a-b), 63(7)(a-b), 65(5), 66(6), 67(6), 67.1(8), 68(8)(a-b), 69(6)(a-b), 70(6)(a-b), 71(6)(a-b), 72(8)(a-b), 73(7)(a-b), 74(7)(a-b), 75(9), 78(4)(a-b), 80(3)(a), 80.1(7), 80.2(8), 80.4(7), 80.5(7)	\$100
25	Exceed Maximum Lot Coverage	51(5), 52(5), 53(5), 54(4), 55(5), 56(5), 57(5), 57.1(5), 58(5), 58.1(7), 58.2(6), 59(5), 60(9)(a-b), 61(5), 62(5), 62.1(5), 63(5), 65(3)(a), 66(4)(a-b), 67(4), 67.1(5)(a-b), 68(6), 69(4), 70(4), 71(4), 72(6), 73(4), 74(4), 75(4), 76(4), 77(4), 78(2), 80.1(7), 80.2(6)	\$100
26	Fail to Abide with Conditions of Use	51(8)(b), 52(8)(b), 53(8)(e-f), 55(8)(a-c)(e), 56(8)(g-h),	\$100

*Section 20 – Zoning Bylaw 1997*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
		57(8), 57.1(8)(a-b), 58(8)(e-j), 58.1(8)(a-e), 58.2(13), 61(11)(e), 62(13)(e), 62.1(11)(a-f), 63(12)(d-e), 64(2), 65(4), 66(5)(a), 67(7)(a), 67.1(9), 73(8), 75(6-8)	
27	Overheight Fence	53(8)(a-c), 55(8)(a-c), 56(8)(a-c), 57(8)(a-c), 57.1(8)(a-b) 58(8)(a-c), 58.1(8)(a-b), 58.2(13)(e), 59(8)(a-c), 61(11)(a-c), 62(13)(a-c), 62.1(11)(a-c), 63(12)(a-c), 80.1(11-12), 80.2(11), 80.4(8)(a), 80.5(8)(a)	\$100
28	Exceed Maximum Floor Space Ratio	56(4)(c), 57(4)(b), 57.1 (4)(b), 58(4)(b), 58.1(6)(b), 58.2(5)(c-d), 61(4)(b), 62(4)(c-d), 62.1(4)(b), 63(4)(a), 72(5), 73(5), 74(5), 80.1(7), 80.2(4)(c), 80.4(4)(b), 80.5(4)(b)	\$100
29	More than 3 Sleeping Units in a Bed & Breakfast	58(8)(d)	\$100
30	Exceed Driveway Width	58(9)	\$100
31	No Buffer Between Mobile Home Pads	60(5)	\$100
32	Insufficient Yard Size	60(7)	\$100
33	Fail To Provide Required Recreation Area	60(10)(a), 61(10)(a-	\$100

*Section 20 – Zoning Bylaw 1997*

Item	Column 1 <b>Offence</b>	Column 2 <b>Section</b>	Column 3 <b>Fine</b>
		c), 62(11)(a-c), 62.1(10)(a-c), 63(11)(a-c)	
34	Insufficient Building Separation	61(8)(a-c), 62(8)(a-c), 62.1(8)(a-b), 63(8)(a-c)	\$100
35	Fail To Provide Required Landscaped Open Space	61(9), 62(10), 62.1(9), 63(10)	\$100
36	Fail To Adequately Screen Garbage Receptacles	61(11)(d), 62(13)(d), 62.1(11)(d), 63(12)(d)	\$100
37	Exceed Maximum Gross Floor Area	63(9), 67.1(9)(a), 68(5), 72(5), 75(5)	\$100
38	Exceed Maximum Residential Use Area	67.1(2)	\$100
39	Fail to Apply for Development Permit	Schedule J Part vi	\$250

# Report

Date March 9, 2020

File:

To Council

From Walter Wiebe, Senior Manager, Financial Services

Endorsed:



Subject 2020 Garbage Rate Increase

## Purpose

The purpose of this report is to present Council with a fees and charges amendment that will formalize the garbage rate increases as outlined in the 2020-2024 Financial Plan which was supported by Council at its February 11, 2020 meeting.

## Background

The 2020-2024 financial plan includes a revenue budget of \$1,386,900 (2019 - \$1,263,840) for garbage and recycling collection. This resulted in a \$123,060 or a 10% or increase in revenue from the 2019-2023 financial plan.

This increase in revenue is required to cover the expense increase in garbage collection. The expense budget required in 2020 is \$1,386,900 (2019 - \$1,224,200) an increase of \$162,700 or 14% from 2019.

The expense increase is a result of the following:

	Amount
2019 Budget – expenses	\$1,224,200
Increase in Inflation	16,400
Increase in fleet equipment costs	66,700
Increase in recycling contract	79,600
2020 Budget – expenses	\$1,386,900

The inflationary increases caused an increase of \$16,400. The aging fleet equipment required an increase to the maintenance budget by \$66,700. The recycling contract from January 1, 2014 to December 31, 2019 expired and the new contract increased the budget by \$79,600.

The garbage service is funded by collection fees and contributions from Recycle BC only with no funding from general taxation.

## Discussion

As a result of inflationary, equipment maintenance and curbside contract increases, the waste collection rate, per dwelling per year, requires an increase of 12% to \$102 (2019 - \$91).


In accordance with section 194 of the *Community Charter*, an amendment to the Fees Bylaw, No. 3603, is required to change the waste collection rate. As additional amendments to the Fees Bylaw are required to increase the utility rates presented at the March 4, 2020 Committee of the Whole meeting, staff is recommending that the increase to the waste collection rate be included in the same bylaw revision.

### **Recommendation**

That Council direct staff to include an increase to the annual residential waste collection rate from \$91 to \$102 per household, in relation to the increased costs associated with the provision of this service, for consideration at the same time that a revision to all fees and charges contained in Fees Bylaw No. 3603 is presented for first three readings.



# Report

Date	February 19, 2020	File:
To	Council	
From	Rob Conway, Director of Planning and Building	Endorsed: 
Subject	Senior Social and Housing Planner Position– Implications of not hiring	

## Purpose

To advise Council which social and housing priorities identified within the 2019-2022 Corporate Strategic Plan may be achieved during the term, based upon current staffing capacities.

## Background

Presentations to the Committee of the Whole on February 3, 2020 and the February 11, 2020 Special Council meeting on the 2020 Planning and Building Department Business Plan and the 2020-2024 General Operating Budget identified a "senior social and housing planner" as a staff position Council may wish to consider funding as a way to advance a number of its Strategic Plan priorities. At the February 11, 2020 Special Council meeting, Council discussed and debated the merits of the position and ultimately decided not to fund it in the 2020 budget. During Council's deliberation on the position there were questions about how housing and social planning services could be delivered with existing resources and how the position relates to the services provided by the CVRD's Regional Housing Service. This report is intended to provide Council with information regarding the proposed position, and to outline work that can be accomplished on Council's housing and social planning strategic priorities utilizing existing resources.

## Discussion

### *What is social planning?*

Social planning is about improving the well-being and quality of life of people. It is a process that involves collaboration with citizens, non-profit agencies, local government departments, provincial and federal agencies, community leaders and local business to address complex issues of accessibility, equity, affordability, safety and public health.

### ***Demands for Social Services:***

Housing and social planning are public services that have traditionally been provided by the senior levels of government. Despite past practice, local governments are increasingly involved in housing and social planning issues as the provincial and federal government have moved away from providing social services and the need for such services within communities has become more acute.

Due to the demand for these services and the impact of not providing them has on communities, the Municipality has become increasingly involved in issues of housing affordability, homelessness and the opioid crisis. Council's 2019-2022 Strategic Plan indicates Council's intention to maintain and expand housing and social planning services.

***Current Resources and Capacity:***

In response to increased demand for social planning services in the Cowichan Region and community needs identified in the Visions 2020 planning process two decades ago, Social Planning Cowichan was established as a charitable society in 2004 to provide social planning services within the Cowichan region. The organization is partially funded by the CVRD's Social Planning Service, which will provide \$51,000 to Social Planning Cowichan in 2020, of which approximately \$20,000 is funded by North Cowichan.

A new CVRD Regional Housing Service was established by referendum in 2018 for the purpose of assisting the Cowichan Housing Association with costs associated with providing programs and services related to affordable housing and homelessness prevention in the Cowichan Valley. The Service has two primary goals;

1. To increase local funds for affordable housing in order to leverage funds from other sources and to incentivize the development of affordable and attainable housing options in the Cowichan region.
2. To increase the capacity of local communities to develop affordable housing projects by providing expertise, knowledge and support.

The total 2020 budget for the service is \$765,000, of which approximately \$246,500 is funded by North Cowichan property owners. \$252,000 of the 2020 budget is allocated to operating the service with the remainder held in a reserve fund for affordable housing projects.

The Municipality presently does not have dedicated staff for housing and social planning issues or for advancing Council's housing and social planning agenda. Resourcing for housing and social planning is provided by the Chief Administrative Officer (CAO), senior management and community planning staff. The time that any individual staff member has to allocate to housing and social planning issues is small due to various other duties and competing priorities and none of these staff have specialized training or direct experience with housing and social planning. This ad hoc structure has allowed the Municipality to respond to emerging social issues and participate in social planning initiatives involving other partners, but the approach draws staff resources away from core services and other Council priorities. Current resources do not afford any additional capacity for expanding the level of service for housing and social planning issues without reducing service levels elsewhere.

### ***Anticipated Capacity with Social and Housing Planner Position:***

The ideal candidate for the position would be an experienced senior planner with expertise in social planning and housing, but also with a solid understanding of community planning in the municipal context. The candidate would be adept at building relationships, advocating for resources with municipal partners, and capable of delivering on the Municipality's objectives and priorities. The establishment of a dedicated social and housing planner position would allow the Municipality to accelerate the pace at which housing and social policy objectives are achieved and would better position the Municipality to respond to current and emerging challenges related to the cost and availability of housing, the opioid crisis, and the general health and well being of North Cowichan residents.

Specific duties associated with the position include:

- Promote and facilitate affordable housing, social equity, cultural diversity and community health.
- Liaise and develop strong relationships with non-profit agencies, community organizations, local first nations, provincial and federal agencies, and adjacent local and regional governments.
- The coordination and management of affordable housing and other housing and social planning projects.
- Coordinate, compile and maintain housing data.
- Facilitate and develop community partnerships.
- Prepare and administer social and housing policies.
- Participate in community planning processes, including the official community plan, local area plans, comprehensive land use planning.
- Undertake assignments involving the application of specialized knowledge in the analysis of community and social planning policy, legislation and best practice.
- Work collaboratively with Council, North Cowichan staff, external agencies, stakeholders and the public to achieve housing and social planning objectives.

### ***Council Strategic Priorities and Projects:***

Priorities from the 2019-2020 Council Strategic Plan that involve housing and social planning are:

SERVICE:	✓	Maintain the existing high level of service in the community
	✓	Identify potential new sources of review
ENGAGEMENT:	✓	Support community groups and organizations
	✓	Work collaboratively with regional government partners, ensuring a strong relationship with the CVRD
	✓	Lobby the CVRD, provincial and federal governments to support North Cowichan through grants, funding and tax revenues
HOUSING:	✓	Seek opportunities to partner and support affordable housing initiatives
	✓	Create opportunities for new forms of housing
	✓	Explore opportunities for additional housing that meets the needs of the community
ENVIRONMENT		"... lead in environmental policies and practices to support the future health of our community (purpose statement)
ECONOMY		"...attract and retain great talent and sustainable business, and have opportunities for all" (purpose statement)

Housing and social planning projects that are not specifically identified in Council's Strategic Plan, but which Council has explicitly supported through resolutions or implicitly supported through policy, including:

- Implementation of the Cowichan Attainable Housing Strategy.
- Participation on the Community Action Team.
- Participation in a Housing Needs Assessment with the CVRD and other member municipalities.
- Facilitation of the new Cowichan District Hospital and the new high school.
- Administration of the affordable housing reserve fund.
- Development of housing and social planning policy through the OCP review.
- Participation with the CVRD in the BC Childcare Space Planning Grant and application for funding from the Community Childcare Space Creation Program.
- Partnering with the Community Land Trust on affordable housing projects at Sherman Road and Willow Street.
- Establishment of the Safer Community Plan and the Corridor Safety Office.
- Exploring affordable housing options for municipally-owned properties.
- Interaction with land owners, developers and non-profit housing providers about prospective affordable housing projects.

***Relationship to CVRD's Regional Housing Service and Social Planning Service:***

Housing and social issues are not easily contained within municipal boundaries and such issues are often better regionally or inter-regionally. CVRD's Regional Housing and Social Planning Services are being effectively delivered by Cowichan Housing Society and Social Planning Cowichan and current and future resources that North Cowichan Council allocates for housing and social planning priorities within the Municipality should not be considered a substitute for these important regional initiatives. Similarly, while the Cowichan Housing Society and Social Planning Cowichan are valuable allies that help to promote and facilitate affordable housing and social planning in the Cowichan region, including North Cowichan, they have neither the mandate nor capacity to provide direct resourcing for Council's priorities and directives. However, by working in partnership with these organizations the Municipality can make effective use of existing resources and utilize those resources to help both North Cowichan and the Regional District realize their objectives. Cowichan Housing Society and Social Planning Cowichan are resources that complement and facilitate North Cowichan's housing and social planning priorities.

***Conclusion:***

"Opportunity Cost" is the cost of what has to be given up when making choice. In the context of the senior social and housing planner, the opportunity cost can be thought of as the work and accomplishments that cannot be achieved if the position is not created. While it is difficult to be precise about what won't be accomplished if Council decides to not create the new position because there is an ability to shift existing resources between priorities. The following list attempts to summarize some of the anticipated implications of not filling the position and continuing to use existing resources for providing housing and social planning services as well as implications if capacity is expanded by creating the new position.

Maintaining existing capacity means:

- Responsibility for delivering priorities will be shared among senior staff and community planning staff to the extent possible.
- Response to emerging issues and opportunities will tend to be reactive.
- Affordable housing projects initiated by North Cowichan or projects that involve the Municipality as a partner will require project management services to be contracted or be undertaken by a partner that may not be directly accountable to the Municipality.
- Staff will need to be selective about participating in housing and social planning initiatives due to capacity constraints.
- Some of Council's priorities may be delayed until staff resources are available, or until opportunities and circumstances are conducive to their delivery.
- Progress on Council priorities will be more dependant on other projects (e.g. OCP, local area plans) rather than stand-alone initiatives.

Expanding capacity through the creation of a new position means:

- Time that senior staff and community planning staff currently spend on housing and social planning issues can be re-allocated to other priorities.
- Funding and other resources from senior government can be more readily identified, accessed and leveraged.
- A more strategic and pre-emptive approach to current and emerging social issues can be taken.
- The Municipality can better participate in building the relationships and partnerships that are needed to address challenging social issues.
- Expectations may be raised about North Cowichan's responsibility for providing affordable housing and social services.

## Implications

The annual cost of a senior social and housing planner, including wages and benefits, is \$120,000. This represents a tax rate increase of 0.20% in 2020 and 0.19% in 2021.

## Recommendation

**For information (no recommendation).**

# Report

Date February 19, 2020  
To Committee of the Whole  
From Lane Killick, Chief Building Inspector  
Subject BC Energy Step Code Implementation Strategy

File: SPP00070  
3090-20/1950

Endorsed:



## Purpose

To provide the Committee of the Whole with an implementation strategy and recommendation for Council on the BC Energy Step Code.

## Background

At the December 18, 2019 meeting of the Committee of the Whole, a report (Attachment A) on the merits of implementing the BC Energy Step Code was presented. Following review of the report and a staff presentation, the following resolution was passed:

*That the Committee of the Whole recommend that Council direct staff to prepare a phased implementation strategy for the BC Energy Step Code that combines regulation, incentives and industry engagement.*

This report provides a strategy for implementing the BC Energy Step Code (the Step Code) in North Cowichan.

## Discussion

The proposed Step Code implementation strategy has five components:

### 1. **Staff Training:**

Prior to the launch of the Step Code program, building inspection staff will require training to familiarize themselves with Step Code inspection procedures and processes. Training opportunities are available through the Building Officials Association of BC and the Energy Step Code Council. Staff training will be accommodated within existing budget for staff development.

### 2. **Program Administration:**

It will be necessary to develop application forms, brochures, promotional materials and other documents in advance of the Step Code program launch. It may also be necessary adjust building inspection procedures and other current practices in order to shift from the current prescriptive building code requirements to the performance based standards in the Step Code. By establishing the administrative materials and processes required to implement the program in advance of the program launch, the process for applying for a building permit base on the Step Code should be more easily understood and followed by applicants and staff.

3. **Building Bylaw Amendment:** The proposed amendment would, based on previous Council direction, require that all new construction comply with Step 2 of the BC Energy Step Code as of January 1, 2021. In order to enact the Step Code in North Cowichan as directed, an amendment to the Building Bylaw (Bylaw No. 3172) is required.

The Province has indicated that it intends to mandate Step 3 of the BC Energy Step Code in 2022. Should that happen, further amendments to the Building Bylaw may be required at that time. Alternatively, should Step 3 not be mandated by the Province, Council may wish to consider future amendments to the Building Bylaw to require higher level steps.

4. **Rebate Program:**

A primary objective of initiating the Step Code in North Cowichan in advance of it being mandated thought the BC Building Code is to assist the local building and development industry to transition to the Step Code's performance-based building standards. A rebate program is a recommended strategy for encouraging the industry to participate in the transition and to help offset some of the costs associated with the transition. Early participation in the Step Code program is also expected to have a positive effect on the energy efficiency of North Cowichan's building stock, by encouraging a higher energy efficiency standard in advance of mandatory requirements.

Proposed rebates (Table 1) are structured to provide incentives for projects that *voluntarily* achieve a given steps, with increased incentives for higher-level steps. Eligibility for a rebate would be determined at the time of building permit issuance and would be paid at the time of building completion (occupancy). As an example, if someone applied to build a home in October 2020, achieved Step 2, and obtained occupancy in March 2021, they would qualify for the \$500 Step rebate, even though Step 2 is required at the time of completion. If an applicant applied in January 2021 and completed in September 2021, they would only qualify for a rebate for a Step 3 or higher build.

Table 1

Step	Rebate Offered	Anticipated Efficiency Increase
1	\$0	0%
2	\$500	10%
3	\$750	20%
4	\$1,000	40%
5	\$1,250	80%

It is recommended that the terms and conditions for Step Code rebates be set-out in a Council Policy. A draft rebate policy is provided in Attachment B.

Funding for the rebate program is proposed from the Climate Action and Energy Fund. It is recommended that up to \$30,000 per year be allocated to the rebate program, to be issued on a first-come, first served basis.

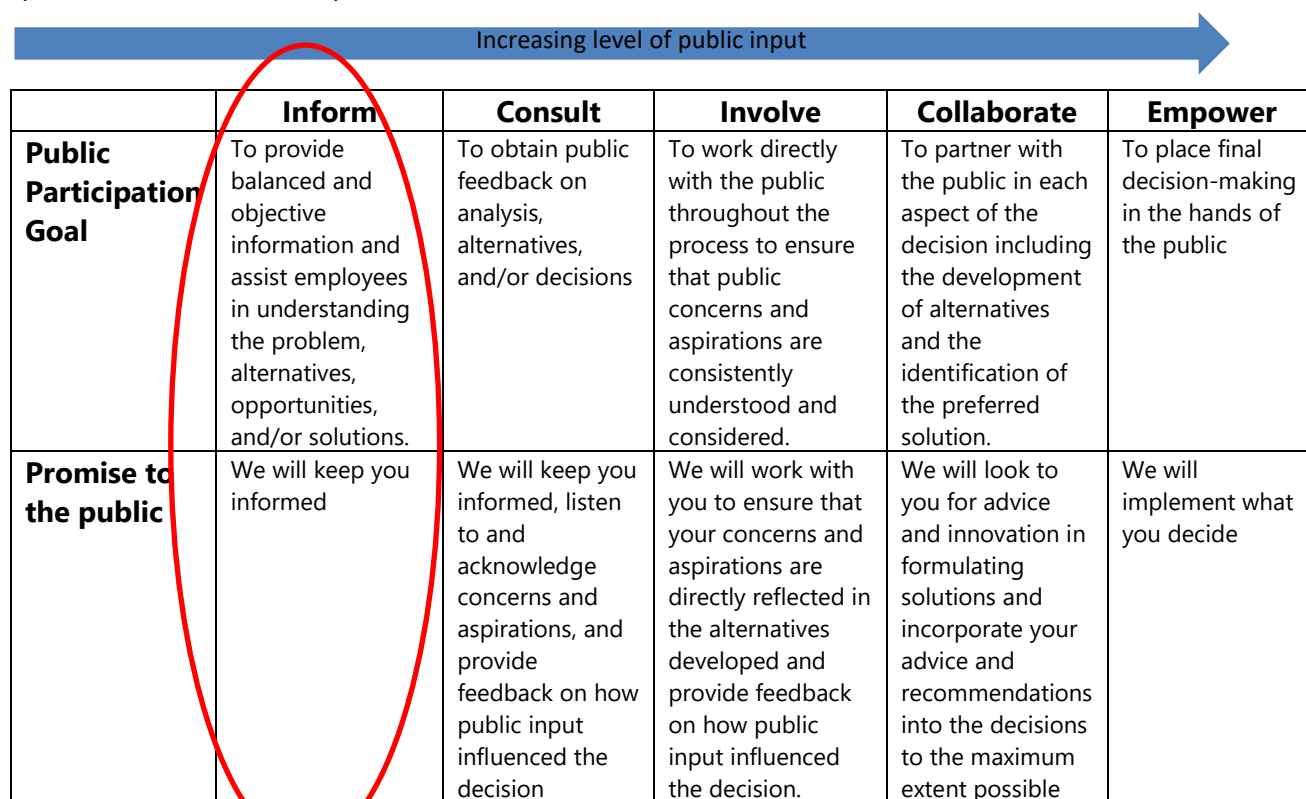
## 5. **Public Engagement:**

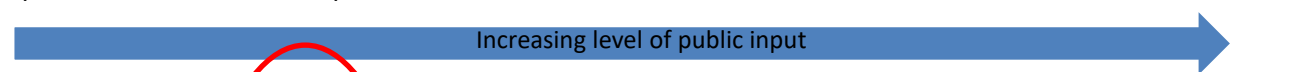
This engagement strategy has been developed in collaboration with the Municipality's communications staff. It is intended to address two engagement goals:

1. Prior to Program Launch: To inform all stakeholders and the public about the BC Energy Step Code, including pending Building Bylaw changes effective 2021 and the anticipated mandate of Step Code in the 2022 *BC Building Code*.
2. Following Program Launch: To promote and educate industry stakeholders and prospective building clients about the Step Code Rebate Program.

Engagement efforts will mainly inform, focusing on educating industry professionals and the public about the Step Code and the Rebate Program.

### *Spectrum of Public Participation*



Increasing level of public input 

	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public Participation Goal</b>	To provide balanced and objective information and assist employees in understanding the problem, alternatives, opportunities, and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public
<b>Promise to the public</b>	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide

### *Engagement Methods:*

#### Print Media:

- The monthly building newsletter – which currently has about 140 subscribers – will include regular features about BC Energy Step Code and the Step Code Rebate Program with a static reminder and link to our webpage in every newsletter.
- A program webpage will be set up on northcowichan.ca to communicate information about the BC Step Energy Code Program, the Step Code Rebate Program, and any other relevant programs.



- Links will be shared in the newsletter and on the website to encourage stakeholders to also sign up for Provincial online webinars and receive informational materials from the Province.
- An information sheet will be prepared for distribution at the Municipal Hall front counter for prospective applicants.

#### Social Media:

- Staff will share information through social media about the Step Code Rebate Program and Open Houses.
- Advertisements will run on Facebook to promote the building newsletter or open house events so that interested individuals can sign up and stay informed.

#### Stakeholder Meetings:

- Open House 1 - An open house in spring (prior to program launch) will inform stakeholders about BC Energy Step Code and the Step Code Implementation Incentive Program. The format could include a panel of experts, including a guest someone from another jurisdiction that has successfully implemented BC Energy Step Code, and North Cowichan staff who can speak to the Step Code Implementation Incentive Program. Informational materials will be provided, as well as poster boards at the open house and sign-up sheets to sign up for the newsletter. There will also be a Q&A opportunity.
- Open House 2 - A second open house will take place as soon as possible after the launch the Step Code Implementation Incentive Program. This event will include poster boards, informational materials to hand out, and a Q&A.
- All Events Features – Educational events will be held at different times and dates in order to accommodate different schedules. The designated facility will be accessible for everyone, including those with a physical disability.
- Building Brew - An informal coffee session will be held with Municipal staff to have a discussion about BC Energy Step Code, North Cowichan's implementation, and the Rebate Program with key stakeholders. This can be done in small groups multiple times, if necessary.

#### *Implementation Schedule (Estimated):*

March: Execution of the engagement strategy begins with an Open House #1 with industry stakeholders and release of other communications elements.

April: Bylaw and Policy drafted and presented for Council's consideration.

May: Adoption of Building Bylaw amendment bylaw and North Cowichan BC Energy Step Code Rebate Program Policy.

June: Program launch and Open House #2.

June, 2020 – 2022 – Periodic industry and community engagement.

January 1, 2021 – Step 2 of the Step Code is mandated by North Cowichan Building Bylaw.

2022 (TBD) – Province mandates Step 3 of Step Code with enactment of the 2022 *BC Building Code*.

---

Recommendation

**That the Committee of the Whole recommended to Council:**

- 1. That the implementation strategy for the BC Energy Code outlined in the attached February 19, 2020 staff report, be endorsed;**
- 2. That up to \$30,000 a year be allocated from the Climate Action and Energy Plan Reserve Fund for the provision of BC Energy Step Code rebates;**
- 3. That staff be directed to draft an amendment to Building Bylaw No. 3172 to require that all new construction meet Step 2 of the BC Energy Step Code as of January 1, 2021 for consideration of 1<sup>st</sup> and 2<sup>nd</sup> reading; and**
- 4. That staff be directed to draft a BC Energy Step Code rebate policy for Council's review and consideration at a future meeting.**

Attachments (2)

Attachment A – December 18, 2019 report to Committee of the Whole

Attachment B – Draft Energy Step Code Rebate Policy

# Report

Date	December 18, 2019	Prospero No: SPP00070 File: 3090-20 19.05
To	Committee of the Whole	
From	Lane Killick, Chief Building Inspector	Endorsed:
Subject	BC Energy Step Code	

## Purpose

1. To provide the Committee with an overview of the BC Energy Step Code Program;
2. To evaluate the merits of the Step Code and of adopting a local implementation program; and
3. To outline options for Council to advance a Step Code program in North Cowichan.

## Background

The BC Energy Step Code (the Step Code) is a provincial regulation that local governments in British Columbia may use, if they wish, to incentivize or require a level of energy efficiency in new construction that goes above and beyond the requirements of the base building code. The Province of British Columbia has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make new buildings net-zero energy ready by 2032. The Step Code is the part of the BC Building Code that works towards achieving that effort. A brochure with additional information about the Step Code is attached to this report as **Attachment 1**.

Council's 2019-2022 Strategic Plan contains an Action to "Evaluate the merits of adopting the BC Energy Step Code". This report is intended to provide an evaluation of the Step Code program and to outline a process for implementing the program in North Cowichan.

## Discussion

### Program Description:

The Step Code is a voluntary provincial standard enacted in 2017, with the intention that all local governments in BC engage by the year 2020. In addition to promoting energy efficient new construction, the program is also intended to improve consistency by creating a Provincial standard for energy efficient buildings that replaces the patchwork of different energy standards previously developed or implemented by the private sector and government agencies.

The Step Code takes a new, performance-based approach to energy efficiency standards rather than the traditional prescriptive approach. This means the Step Code does not specify how to construct a building, but rather identifies an energy-efficiency standard that must be met and lets the designer/builder decide how to meet it. Compliance with the Step Code standards are determined by modeling the building design prior to construction and by testing the building with respect to the standard following construction.

The Step Code has four steps for large, complex buildings (referred to as Part 3 buildings in the BC Building Code), and five steps for houses and small buildings (referred to as Part 9 buildings in the Building Code). Local Governments are able to determine the Step Code standard they wish to apply locally, but the Province has indicated it will phase in progressively higher mandatory Step Code standards between 2022 and 2032.

### Merits of the BC Step Code Program

A key feature of the Step Code is that every level of performance (or 'step') is evaluated using the same tests and metrics. This consistent way of measuring and understanding energy use in all buildings, regardless of their level of performance, helps transition the building industry to a province-wide performance-based building standard. Higher steps in the Step Code represent higher performance targets (i.e., greater energy efficiency), but use the same measurement tools as the lower steps.

The first step in the Step Code—called the 'Enhanced Compliance Step'—means building to the current requirements in the BC Building Code and measuring the performance of the building using the modelling and measuring tools of the Step Code. This allows the builder, owner, or designer to satisfy the current expectations of the BC Building Code using the tests and metrics required for all higher performance steps. It involves analyzing building performance using a computer energy modelling program, which is a common approach to all high-performance building, and testing the air leakage rate of the building during construction, which is an indicator of a building's energy efficiency.

Overall, the Step Code program offers:

- A gradual method of implementing higher efficiencies for new buildings.
- Improved long-term affordability of utilities while providing healthier living conditions with improved ventilation.
- Support for the Province's long-term energy reduction objective of having all new homes be net zero energy ready by 2032.
- Business opportunities related to the design and testing of new buildings.
- A consistent, clear program for achieving multiple levels of energy efficient designs and materials.
- Opportunity to work with adjacent local governments with a multi jurisdictional implementation.

### Considerations for Local Governments:

#### *Cost*

The cost of implementing the Step Code for new construction will vary depending on which step is applied, the type of building proposed and the climatic zone where the proposed building is located. Studies commissioned by the Province on the feasibility and affordability of the Step Code (Metrics Research Report, 2017 and 2018) estimate that the program would add between one and three percent to total construction costs. Costs associated with the Step Code include approximately \$1,000 for an energy adviser and air leakage test and construction costs related to design, materials, labour and equipment required to achieve the level of efficiency sought. Literature on the financial implications of Step Code implementation indicate that most local governments in the Province can target Step 3 for both Part 3 and Part 9 buildings as an aggressive but affordable base code.

### *Capacity-Building, Communications and Engagement*

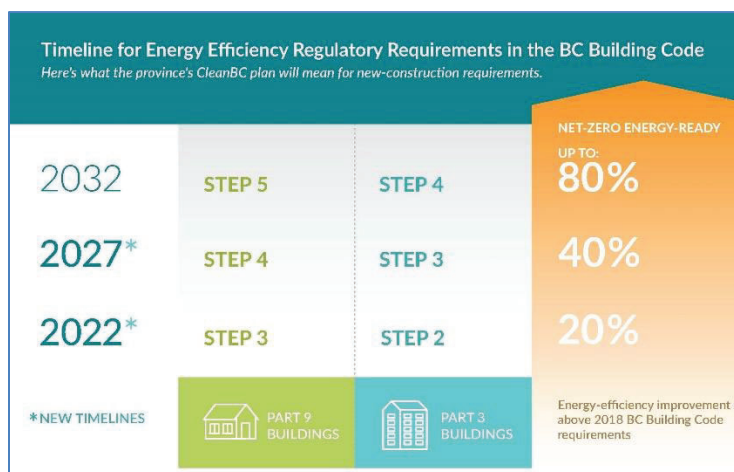
In order to successfully implement the Step Code in North Cowichan, it is necessary to have industry capacity in the form of energy advisors and energy modellers that can work with building permit applicants to achieve compliance with Step Code requirements. There likely is not sufficient local industry capacity to implement a mandatory Step Code requirement at this time. A phased-in approach is expected to enhance industry capacity by attracting more people and business to the industry of energy advising and modelling. If the Municipality and other local governments in the region provide clear and gradual implementation of the Step Code, it is expected that a right-sized pool of local energy advisors and modellers will be established in the mid-to-long term.

Education and outreach will also be required with the local building industry to familiarize it with the Step Code and the requirements and implications that implementation of the Step Code will have for new construction. An information and engagement strategy should be included in any Step Code implementation program.

Some capacity building and resourcing for North Cowichan's Planning and Building Department will also be necessary for it to participate in community and industry engagement processes and to develop and implement new processes and procedures associated with a performance based building code standard. Coordinating and harmonizing North Cowichan's implementation of the Step Code with implementation initiatives of other local governments in the Cowichan Valley will also require resourcing and prioritization.

### Implementation of the Step Code:

Step Code is currently a voluntary program. However the BC Safety Standards Branch has announced that it intends to enact regulations to make Step 3 a requirement in the BC Building Code in 2022. The period prior to this is an opportunity for local governments to create incentive programs and to phase-in regulations to encourage an early and gradual implementation process and to educate and prepare industry professionals and government staff for the pending change. An Implementation Guide (**Attachment 2**) provides direction for local governments to implement the Step Code and it is recommended that this document be used to guide North Cowichan's Step Code implementation.



The Implementation guide recommends that local governments not regulate steps higher than Step 3 until at least 2020. Introducing the Step Code gradually provides builders, property owners, land developers and municipal staff the opportunity to develop the knowledge, skills and procedures related to the design, construction and inspection of Step Code complaint buildings in an orderly and predictable manner.

The Implementation Guide also recommends that local governments develop incentives to help offset a portion of the cost. The Step Code comparison chart in **Attachment 3** shows how a number of local governments in BC have chosen to implement Step Code early.

#### Options Analysis and Resource Requirements:

In reflecting on the merits of the Step Code program outlined above and in the attachments, Council might consider the following approaches to implementation of a Step Code Program:

1. Phase In with Incentives Approach – Establish a voluntary, incentivized program with industry consultation and engagement until the Step 3 is required by Provincial regulation.

An incentive should not directly subsidize construction costs, but could subsidize a portion of the engagement of an energy advisor upon occupancy of a building that met Step 3. This process would require funding, and internal and external funding sources would need to be explored. This option would be the most gradual approach and provide staff and the industry the ability to work together to adjust to a new regulatory environment. Once the Province enacts Step Code compliance requirements, the program could be evaluated and adjusted or renewed.

2. Regulation Approach – Establish regulation to require Step Code compliance in advance of Provincial regulation.

North Cowichan could mandate compliance with the Step Code (e.g. Step 3) through an amendment to Building Bylaw No. 3172. In this case, no incentive would be in place to ensure gradual transition to the Step Code. Compliance and enforcement requirements would be immediate. This would be the most direct implementation approach, but would be disruptive and costly to the building industry. It would also be difficult for Planning and Building Department staff to administer in the short term.

3. Do Nothing Approach – Do not adopt Step Code regulation or incentives at this time and wait for the Step Code to be mandated by the Province in 2020.

Outside of voluntary efforts in the industry, this would be an abrupt and obtrusive approach.

4. Phased Implementation Strategy with Incentives and Regulation Approach – Establish Step 2 requirements by regulation in 2021 with a phased, incentivized implementation for Steps 3 and above.

This option involves a bylaw amendment to require Step 2 alongside a two-year incentive program for Step 3, 4 or 5. It is anticipated that an amendment to the Building Bylaw to require Step 2 would be undertaken in 2020 but not come into effect until 2021. By adopting Step Code regulation in advance of Provincial implementation, the local industry would have the certainty needed initiate the transition. The incentive program creates space for applicants and staff to engage and work through the incentive program and to encourage construction to higher level steps.

This would be the most effective approach in transitioning the local building industry to Step Code's performance based building standard and improving the energy efficiency of new construction in the Municipality. It would also have the greatest administrative burden for implementation and industry outreach.

Staff believe a combination of regulation, incentives and industry engagement would best support the objectives of the Province and Council in improving the energy efficiency of new buildings while helping the local building industry transition to the new Step Code standards the Province will be mandating in a manageable and cost effective manner.

In order to proceed with the implementation of the Step Code in 2020, it will be necessary to include the project in the Building Department's 2020 work plan and in the 2020 budget. While there are some external programs that may assist with funding incentives and implementation, it is expected that a Municipal budget allocation of \$25,000 to \$30,000 will be necessary to fund the program outlined in the recommended option.

## Options

### Alternative Options:

1. That Council direct staff to report back with a draft terms of reference and proposed options for funding for a BC Energy Step Code incentive program, as well as a public education, communications and engagement strategy.
2. That Council direct staff to prepare draft documents to require all new construction meet Step 3 of the BC Energy Step Code, including a bylaw amendment to Building Bylaw No. 3712; a public education, communications and engagement plan; and an implementation strategy for Council's consideration.
3. That Council receive the December 18, 2019 report from the Chief Building Inspector for information and that no action be taken on the implementation of the BC Energy Step Code at this time.

### Staff Recommendation:

4. That Council direct staff to prepare a phased implementation strategy for the BC Energy Step Code that combines, regulation, incentives and industry engagement.

**Recommendation:**

**That the Committee of the Whole recommend to Council to direct staff to prepare a phased implementation strategy for the BC Energy Step Code that combines regulation, incentives and industry engagement.**

**Attachments:**

1. BC Energy Step Code Brochure.
2. Provincial Policy: Local Government Implementation of the BC Energy Step Code
3. BC Energy Step Code implementation comparison chart



# How the BC Energy Step Code Works

The Province of British Columbia first introduced energy efficiency as a BC Building Code objective in 2008. Ever since, designers and builders have had the option to use either “prescriptive” or “performance” approaches to comply with the code’s efficiency requirements.

To date, the vast majority of builders in British Columbia have pursued the prescriptive approach. Following this approach, buildings must meet specific requirements for insulation, windows, furnaces, water heaters, lighting and other equipment and systems. It focuses on individual elements, rather than ensuring the building functions well as a system. The result can be a building that does not perform as well as intended.

Builders have a second option to comply with the energy-efficiency requirements of the BC Building Code: the performance approach. The BC Energy Step Code offers a specific form of this approach.

The performance approach establishes a desired outcome, and leaves it to the design and building team to decide how to achieve it.

To comply with the BC Energy Step Code, builders must use energy software modelling and on-site testing to demonstrate that both their design and the constructed building meet the requirements of the standard. They may use any materials or construction methods to do so.

This approach echoes that taken by many green-building certification programs, including Natural Resources Canada’s Energy Star for New Homes™ and R-2000™ programs, and Passive House Institute (in Darmstadt) certification, as well as the Canadian Home Building Association’s Net Zero Home™ and Net Zero Ready Home™ programs.

## A High-Performance Staircase

As shown below, the regulation sets performance targets for new construction and groups them into “steps” that apply across various building types and regions of the province. The Lower Steps are relatively straightforward to meet; the Upper Steps are more ambitious.

All authorities having jurisdiction over the BC Building Code—including local governments—can choose to require or incentivize builders to meet one or more steps of the BC Energy Step Code as an alternative to the code’s prescriptive requirements.

For governments, the BC Energy Step Code offers assurance that new buildings are performing as billed. Meanwhile, on the other side of the counter, builders have a more flexible option to comply with the energy-efficiency provisions of the provincial

legislation. The new standard empowers builders to pursue innovative, creative, cost-effective solutions—and allows them to incorporate leading-edge technologies as they come available.

Local governments can choose to require or incentivize a given step of the BC Energy Step Code in new construction. In addition, beyond the regulatory context, builders and developers can adopt a given step to use across all of their projects, if they wish.

The diagrams below show what the performance improvements look like for simple buildings (those covered under Part 9 of the BC Building Code) and more complex buildings (covered by Part 3 of the code). The first diagram outlines five steps from the current BC Building Code requirements to net-zero energy ready requirements for Part 9 residential buildings. As shown in the second diagram, the same progression for Part 3, wood-frame residential buildings is four steps.

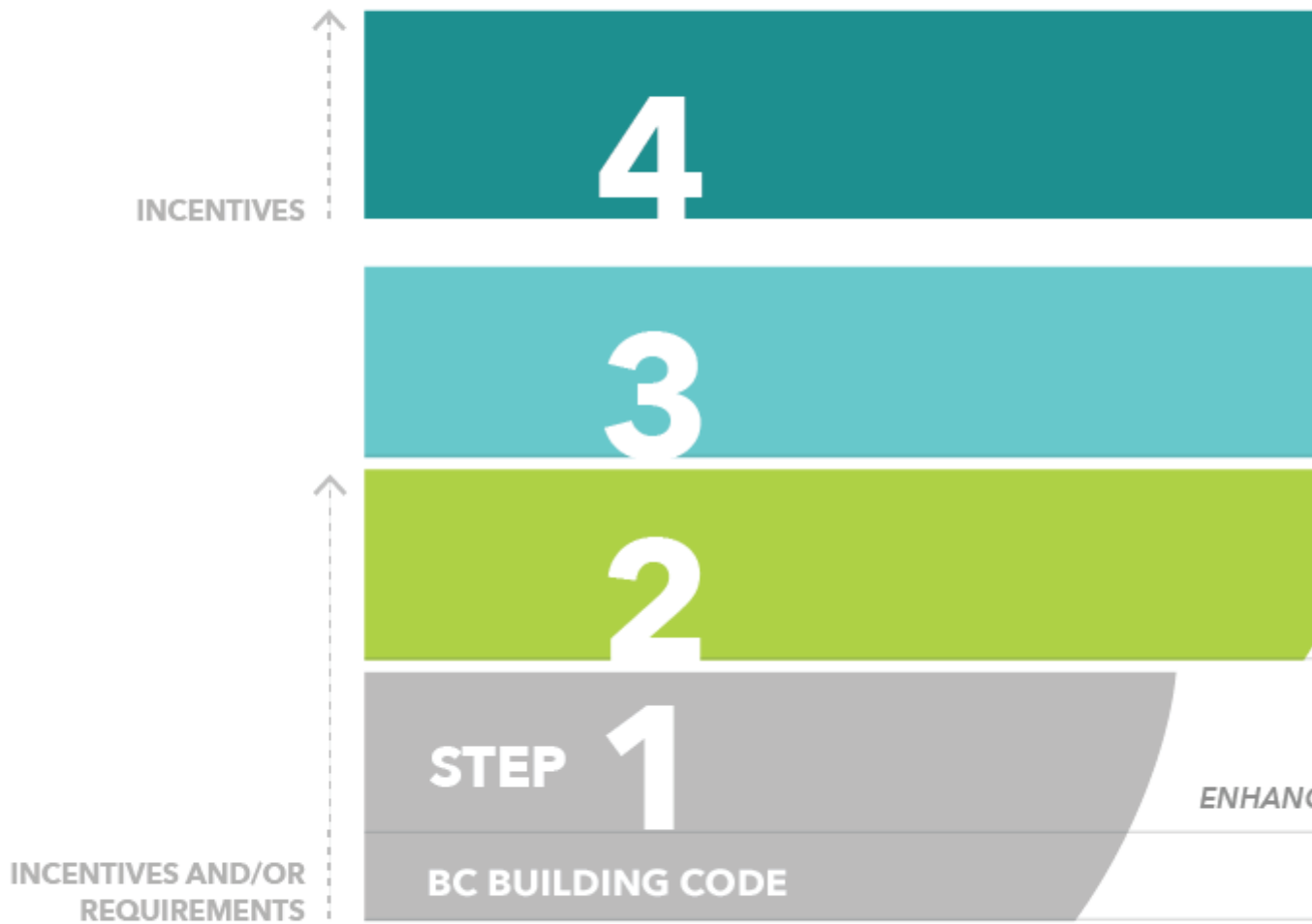
## PATHWAY TO 2032: **PART 9 (HOMES)**

**2017**



## PATHWAY TO 2032: PART 3 (WOOD-FRAME RESIDENTIAL)

**2017**



Over time, as high-performance designs, materials, and systems become increasingly available and cost-effective, the building industry will integrate new techniques into all new buildings. By 2032, the BC Building Code will move toward the higher steps of the BC Energy Step Code as a minimum requirement. The National Building Code of Canada is similarly moving towards this outcome by 2030.

Page Last Updated: December 31, 2018.



Office of Housing and  
Construction Standards



# Provincial Policy: Local Government Implementation of the BC Energy Step Code

Section C2 of the *Building Act* Guide

April 2017



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## 1. About this Guide

In spring 2015, the Province passed the *Building Act*, the first Act dedicated solely to building and construction.

This guide is part of a series of informational materials prepared by the Province that forms the *Building Act* Guide. It explains the policy intent of the BC Energy Step Code and its use and application by local governments and other local authorities under the *Building Act*. If the *Building Act* information you are seeking is not in this guide, [check online](#) for more information, including other guides in this series. This guide may be revised in future. Please ensure you are reading the most current version which will always be available [online](#).

This guide is not a stand-alone document but is meant to complement additional educational materials about the BC Energy Step Code developed by the Building and Safety Standards Branch and the Energy Step Code Council, as explained later in this guide.

The information provided here is for guidance only and is not a substitute for provincial legislation. It is not legal advice and should not be relied upon for that purpose.

### A Note about the *Building Act* Guide

The *Building Act* Guide provides information about the Act for local authorities, building officials, and those working in the building construction sector. Sections of the guide are released as the Act and the supporting regulations come into force. The following sections are available [online](#):

#### Part A – Introduction

- A1 - Understanding B.C.'s Building Regulatory System
- A2 - A Guide to the *Building Act*: Modernizing B.C.'s Building Regulatory System
- A3 - *Building Act* Brochure
- A4 - *Building Act* Introductory PowerPoint Presentation

#### Part B – Information for Specific Stakeholders

- B1 - What Local Governments Need to Know about the *Building Act*
- B1 Appendix - Changes for Local Governments Under Section 5 of the *Building Act*
- B2 Short - What Building and Plumbing Officials Need to Know about the *Building Act*
- B2 Full - What Building and Plumbing Officials Need to Know about the *Building Act*

#### Part C – New Procedures (How to...)

- C1 - A Guide to Requesting a Local Authority Variation
- C2 - Provincial Policy: Local Government Implementation of the BC Energy Step Code (this section)





## 2. Introduction: What is the BC Energy Step Code?

The BC Energy Step Code is a voluntary roadmap that establishes progressive performance targets (i.e., steps) that support market transformation from the current energy-efficiency requirements in the BC Building Code to net zero energy ready buildings. It establishes a set of incremental performance steps for new buildings that aims to communicate the future intent of the Building Code and improve consistency in building requirements across British Columbia (B.C.) to transition to net zero energy ready buildings by 2032. It is a voluntary tool local governments across B.C. can use to encourage—or require—the construction of more energy-efficient buildings in their communities, and do so in a consistent, predictable way.

The BC Energy Step Code takes a new, performance-based approach rather than the traditional prescriptive approach. This means the BC Energy Step Code does not specify *how* to construct a building, but identifies an energy-efficiency target that must be met and lets the designer/builder decide how to meet it. The BC Energy Step Code has four steps for large, complex buildings (referred to as Part 3 buildings in the BC Building Code), and five steps for houses and small buildings (referred to as Part 9 buildings in the Building Code).

A key feature of the BC Energy Step Code is that every level of performance (or ‘step’) is evaluated using the same tests and metrics. This is intended to create a consistent way of measuring and understanding energy use in all buildings, regardless of their level of performance, and prepare industry for a province-wide performance-based building approach. Higher steps in the BC Energy Step Code represent higher performance targets (i.e., greater energy efficiency), but use the same measurement tools as the lower steps.

The first step in the BC Energy Step Code—called the ‘Enhanced Compliance Step’—means building to the current requirements in the BC Building Code and measuring the performance of the building using the modelling and measuring tools of the BC Energy Step Code. This allows the builder, owner, or designer to satisfy the current expectations of the BC Building Code using the tests and metrics required for all higher performance steps. It involves analyzing building performance using a computer energy modelling program, which is a common approach to all high-performance building, and testing the air leakage rate of the building during construction, which is an indicator of a building’s energy efficiency.

**What is a net zero energy ready building?**

For the purposes of this guide, a net zero energy ready building can be defined as a building built to high energy-efficiency standards such that it could (with additional measures) generate enough onsite energy to meet its own energy needs.

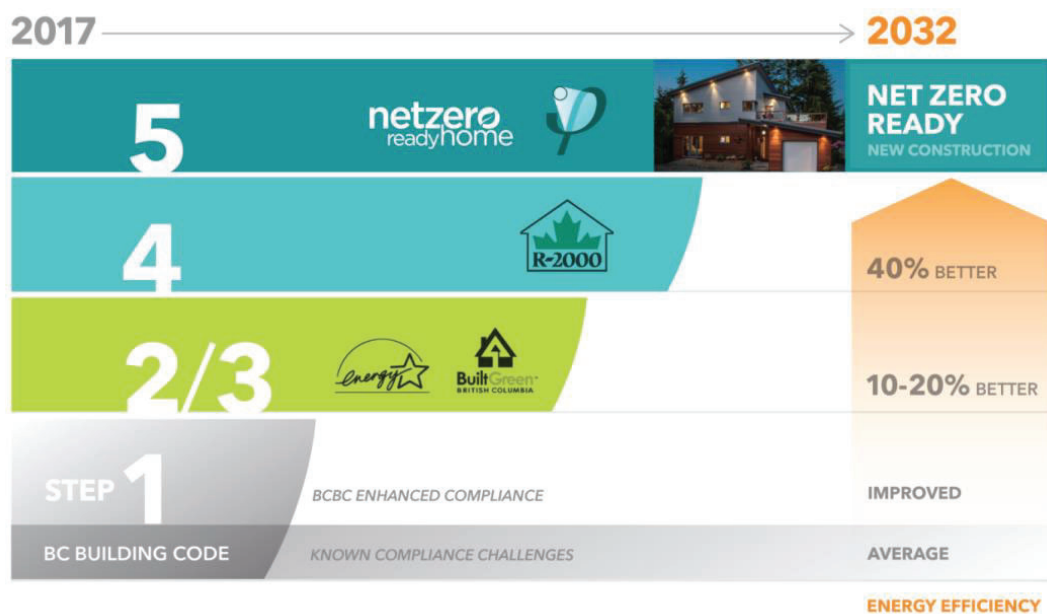
BC Energy Step Code: Lower and Higher Steps		
Building Type	Lower Steps	Higher Steps
Part 3 Residential	Steps 1 and 2	Steps 3 and 4
Part 9 Residential	Steps 1, 2 and 3	Steps 4 and 5



In addition to energy modelling and airtightness testing, all steps of the BC Energy Step Code use metrics to model the designed performance of the building envelope (insulation, air leakage, doors and windows, etc.), and the efficiency of the systems and equipment inside the building (heating, ventilation, etc.). To satisfy each step of the BC Energy Step Code, a builder needs to demonstrate that they have satisfied both the envelope target and the equipment and systems target—a different approach than has been used in the past.

The BC Energy Step Code is voluntary and is intended to apply to the construction of new buildings. Local governments and other local authorities may choose to require the steps in the BC Energy Step Code in their jurisdictions, but they are not obligated to do so; when they do, it is expected they will follow the policy guidance provided in this guide. Similarly, developers, builders, or owners may choose to build more energy-efficient buildings according to the requirements in the BC Energy Step Code, and may do so even if the jurisdiction in which they are building does not require it; however, they are not obligated to unless the jurisdiction in which they are building requires it.

### The BC Energy Step Code: Steps for Part 9 Buildings



## 2.1 Principles of the BC Energy Step Code

The BC Energy Step Code represents a substantial consensus among a broad range of stakeholders who participated in a series of working groups and committees over the past two years. The following key principles guided this work:

- **Provincial Priorities:** Consider provincial priorities, including the 2016 Climate Leadership Plan and housing affordability, when developing the BC Energy Step Code.
- **Consistency:** Increase the consistency of technical building requirements and practices across the province.



- **Local Options:** Provide local governments with options to meet adopted targets, policies, and actions to reduce greenhouse gas emissions, as required under the *Local Government Act*, and meet voluntary commitments under the *Climate Action Charter*.
- **Industry Flexibility:** Provide industry with flexibility to adjust to new technologies and clear guidance on the long-term intent of the BC Building Code.
- **Market Transformation:** Transition the market towards increased accountability and measurable improvements in energy efficiency.

## 2.2 Multi-Partner Collaboration and the Energy Step Code Council

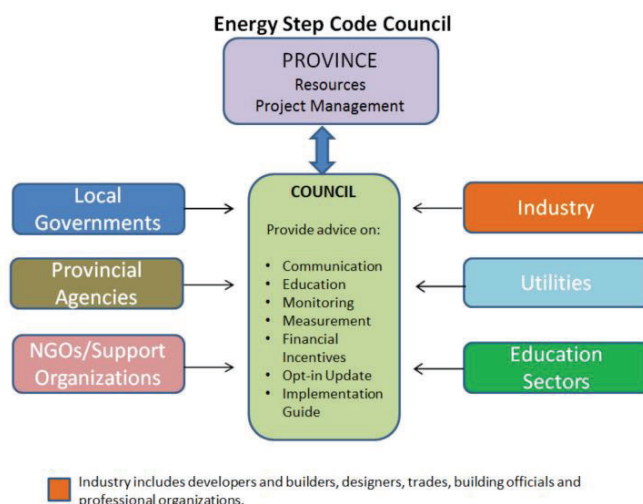
The Province, local governments, industry, and utilities are embarking on the BC Energy Step Code together. Success will require continued commitment from all involved during a transition period that will take place over at least the next three years (2017-2020). An Energy Step Code Council has been established to support local governments and industry towards smooth uptake of the BC Energy Step Code and help guide market transformation towards higher-performance buildings within B.C. The Energy Step Code Council will meet quarterly during the transition period with the following mandate:

- Support the creation and dissemination of training and capacity building opportunities for local governments, industry, and other stakeholders;
- Develop clear communications for various audiences on what the BC Energy Step Code is and how to implement it across the province;
- Provide advice and clarification on technical aspects of the BC Energy Step Code;
- Profile incentives and financing mechanisms; and
- Seek resolution of implementation issues as they arise.

A representative of the Building and Safety Standards Branch will chair the Energy Step Code Council and act as a liaison between the Council and the Province. The Energy Step Code Council comprises many stakeholders (see diagram).

In addition to leadership from the Energy Step Code Council, successful implementation will require:

- Leadership from the Province to support ongoing collaboration between stakeholders, resolve issues as they arise, conduct analysis to determine if the BC Energy Step Code is achieving intended results, continue analysis of technical issues related to high-performance buildings, and lead by example in public-sector buildings. Additionally, the Province will work to align the BC Energy Step Code with other provincial priorities.





- Local governments to represent the needs of their communities and engage within their region (as outlined in the BC Energy Step Code best practice implementation guide) to ensure uptake is as smooth as possible on both a local and regional basis. The best practice implementation guide is being developed to provide local governments with clarity on what stakeholders agree successful implementation will require, and is expected to be published in summer 2017.
- Industry to provide education on how to design, build and measure energy-efficient buildings, to prepare members for the BC Energy Step Code. Industry will be expected to provide feedback to the Province and local governments on impacts of the BC Energy Step Code implementation on building design and construction, and work with partners to align the pace of implementation with the growth of industry capacity.
- Utilities to support with training resources, capacity building and incentive programs that facilitate uptake of the BC Energy Step Code across the province. As implementation progresses, utilities can help evaluate the success of the program over time.





### 3. BC Energy Step Code Policy

#### Preamble

This BC Energy Step Code policy has been developed to support local governments and industry during a transition period from 2017 to at least 2020. The transition period may be extended depending on how the implementation of the BC Energy Step Code proceeds.

Until December 2017, the focus of the transition will be on helping shift local governments with existing energy-efficiency programs (for buildings) to appropriate targets in the BC Energy Step Code. From 2018 - 2020, the transition period will continue to support local governments using the BC Energy Step Code, and help other local governments that would like to explore doing so. Once local governments and industry are comfortable with the implementation of the BC Energy Step Code, the transition period will be formally closed, and the BC Building Code will be updated to require staged increases in energy performance, as per the BC Energy Step Code.

#### 3.1 Monitoring Implementation of the BC Energy Step Code

- 3.1.1 The Energy Step Code Council, with the participation of the Province, will monitor implementation of the BC Energy Step Code. Tracking key data will inform the continued implementation of the BC Energy Step Code.

#### 3.2 Legal Authority to Reference the BC Energy Step Code

- 3.2.1 The *Building Act* governs building and construction across B.C. except in the City of Vancouver, and on federal lands and reserves. Under the Act, the Province has sole authority to set technical building requirements (using the BC Building Code or other regulation).
- 3.2.2 The BC Energy Step Code is a provincial building regulation that is a voluntary compliance path within sections 9.36.6 and 10.2.3 of Division B of the BC Building Code.
- 3.2.3 By December 15, 2017, section 5 of the *Building Act* will render local government bylaws that establish technical building requirements of no legal force unless the bylaws concern what the Act calls ‘unrestricted matters.’
- 3.2.4 Two new matters (with two conditions) have been added to the unrestricted matters list in the Building Act General Regulation to enable local governments to require that new buildings constructed in their jurisdictions be constructed to one of the steps in the BC Energy Step Code. The two matters are:
- The conservation of energy, and
  - The reduction of greenhouse gas emissions.



These two matters are **unrestricted with two conditions:**

- Local governments may not require buildings to be constructed except in conformance with a step described in Article 9.36.6.3. or 10.2.3.3. of Division B of the BC Building Code; and
- Local governments may not modify a requirement of, or impose requirements in addition to those set out in, Subsection 9.36.6. or 10.2.3. of Division B of the BC Building Code.

3.2.5 The BC Energy Step Code is available for local governments to reference in bylaws, policies, and programs using the authorities in the *Local Government Act*, *Community Charter*, *Building Act*, or other sources of local government authority.

### 3.3 How to Implement the BC Energy Step Code

3.3.1 Local governments are advised to review the best practice implementation guide (when it becomes available) to understand recommended steps to successfully adopt and implement the BC Energy Step Code.

3.3.2 Local governments are advised to contact the Energy Step Code Council when beginning to consider adopting the BC Energy Step Code, to ensure access to the latest information, tools and support.

3.3.3 Local governments are advised to review readiness in their communities and region to reference and implement the BC Energy Step Code, prior to taking any action. This includes:

- Understanding industry readiness to meet the requirements of the BC Energy Step Code in the local government's region. The Energy Step Code Council is undertaking a review of industry capacity in different regions, and will make this material available on the BC Energy Step Code website. Local governments are advised to consider this analysis, alongside local analysis of capacity; costs; benefits; technical implications; and opportunities to provide training, information and education for industry on how to implement the BC Energy Step Code.
- Reviewing organizational readiness to implement the BC Energy Step Code. This includes training needs for city councils, design panels, planners, and building officials, as well as reviewing inspection procedures, policy documents, community development processes, handouts, bulletins, and websites for necessary changes.

3.3.4 A local government should notify the Energy Step Code Council of its intent to consult with the development and building industry servicing its region, and other associated organizations, including neighboring municipalities. A timeline for notification is provided in section 3.4 of this guide.

3.3.5 A local government should notify the Energy Step Code Council when bylaws or policies that reference the BC Energy Step Code are ratified, and of the date of enactment.



3.3.6 Steps in the BC Energy Step Code are divided into higher and lower steps.

3.3.6.1 For Part 3 Buildings, higher steps are defined as steps 3 and 4 (step 4 being the highest).

3.3.6.2 For Part 9 Buildings, higher steps are defined as steps 4 and 5 (step 5 being the highest).

3.3.6.3 During the transition period (from now until at least 2020), local governments should not apply community-wide requirements to meet the higher steps of the BC Energy Step Code.

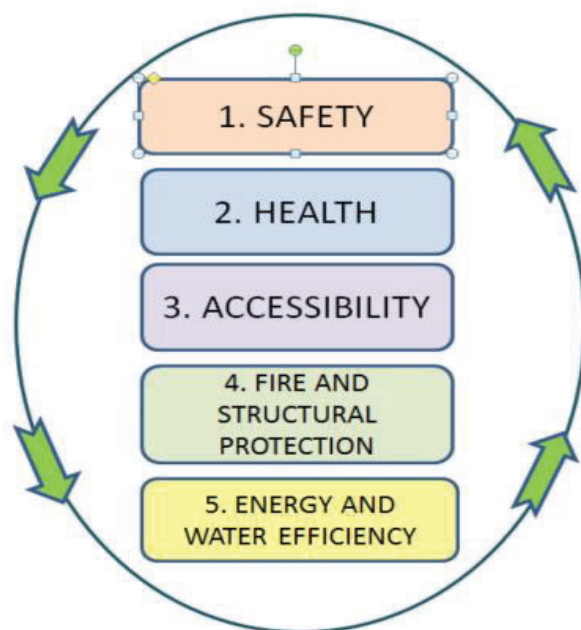
3.3.6.4 During the transition period, reference to higher steps should only be made in circumstances where there is significant value being added to the property where higher steps will apply. The value added should be equal or greater than the cost to build to the higher step.

3.3.6.5 Local governments are advised to exercise caution when calculating the anticipated increased cost of building to the performance targets in the BC Energy Step Code. Over time, the cost of building to the BC Energy Step Code is expected to decrease as familiarity with it increases.

3.3.6.6 The use of higher steps in the BC Energy Step Code will require financial or other incentives. Depending on local circumstances, value could be added through a significant increase in buildable floor area, revitalization tax exemptions, or other inducements.

3.3.7 Supporting the energy-efficiency requirements in the BC Energy Step Code does not mean the other BC Building Code objectives are less important. The BC Building Code sets technical building requirements to meet five objectives; energy efficiency is just one of the five. Buildings that meet the higher energy targets in the BC Energy Step Code must still meet all other requirements supporting the four other Building Code objectives.

### BC Building Code Objectives





### 3.4 Minimum Timelines for Requiring the BC Energy Step Code

- 3.4.1 This policy sets a framework for local governments to support progressively higher energy performance buildings in concert with increasing local industry capacity. Minimum timelines are intended to:
- Reduce the risk of a community requiring a performance level that local industry or internal staff cannot meet;
  - Provide an adequate consultation window for industry to provide input on policy and bylaw changes that may have an impact on their work;
  - Give the Energy Step Code Council information to track projected and actual BC Energy Step Code uptake provincially;
  - Create an opportunity to mitigate unintended consequences as they arise;
  - Provide an adequate time for industry and local governments to prepare after adoption; and
  - Encourage incremental adoption of steps rather than big leaps.
- 3.4.2 All Programs: During the transition period (i.e., until at least 2020), local governments should not apply community-wide requirements to meet higher steps of the BC Energy Step Code.
- 3.4.3 New Programs, Lower Steps (Part 3 & Part 9 buildings): Local governments intending to require lower steps should notify industry and the Energy Step Code Council of their intent to reference the BC Energy Step Code at least six months prior to enforcement.
- 3.4.4 New Programs, Higher Steps (Part 3 & 9 buildings): Local governments intending to require higher steps (in a specific location or situation) should notify industry and the Energy Step Code Council of their intent to reference the BC Energy Step Code at least 12 months prior to enforcement.
- 3.4.5 Existing Programs, All Steps (Part 3 & 9 buildings): After December 15, 2017, existing programs may be deemed equivalent to the BC Energy Step Code per an equivalency table that will be available from the Energy Step Code Council. These programs may reference an equivalent step of the BC Energy Step Code without a delay for enforcement.
- 3.4.6 When existing programs in a community are applied in a new location within that community (e.g., a neighbourhood plan) or situation (e.g., rezoning), the minimum timeline between notifying industry and enforcement of the BC Energy Step Code is three months.

### 3.5 Grace Period for In-stream Projects

- 3.5.1 When a local government implements the BC Energy Step Code, applicants who have applied for a development application (rezoning, development permit, development variance permit, or building permit), with detailed design drawings, should be permitted to build to the energy standards in place at the time of application, as long as they have moved to full building permit application within one year. In-stream protection of one year from the proposed enactment of the BC Energy Step Code regulation is considered appropriate. An exemption to this is where there has been a lengthy consultation process





with the public and industry to increase the energy requirements of a development, prior to adoption of a bylaw referencing the BC Energy Step Code.

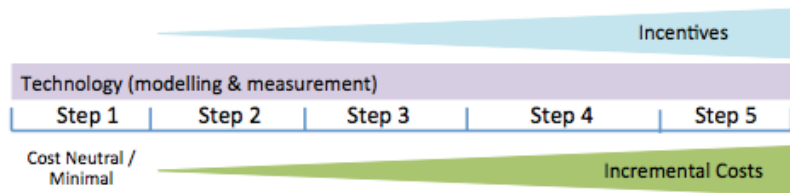
- 3.5.2 In situations where there is no development process in place (e.g., Part 9 buildings), there should also be a three-month grace period between enactment and enforcement.

### 3.6 Equivalency Table for the BC Energy Step Code

- 3.6.1 The Building and Safety Standards Branch will provide information, through the Energy Step Code Council, for local governments seeking to replace current technical building requirements for energy efficiency in bylaws with equivalent steps in the BC Energy Step Code.

### 3.7 Financial Tools and Incentives

- 3.7.1 In some cases, financial tools and incentives will be required to expedite and support BC Energy Step Code implementation. Step 1 is expected to be cost minimal or cost neutral, as these costs are needed to bring buildings up to the energy performance standard expected in the BC Building Code. For steps beyond step 1, local governments are advised to conduct cost analysis to ensure benefits offered through incentives and financial tools match additional costs, and do not add hardship to industry. The figure below illustrates when financial support may be necessary to achieve higher steps of the BC Energy Step Code. A list of incentives and financial tools for consideration will be available in the best practice implementation guide.



### 3.8 Policy Alignment

- 3.8.1 **Policy alignment with district energy:** Where a district energy system is planned or in operation, or an innovative renewable energy source is being incorporated, local governments are advised to consider lowering the required step of the BC Energy Step Code.
- 3.8.2 **Where to seek support for resolving issues:** The Province commits to continuing to be involved directly in the implementation of the BC Energy Step Code through active participation in and resourcing of the Energy Step Code Council. This engagement will ensure direct communication between the development industry, local governments, and the Province.



## 4. Other Implementation Information

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The Province and the Energy Step Code Council realize that successful implementation of the BC Energy Step Code will be a collaborative effort. This guide outlines provincial BC Energy Step Code policy only; it does not contain all of the information needed to understand and implement the BC Energy Step Code.

Additional educational and implementation materials will be developed and distributed by the Energy Step Code Council and the Building and Safety Standards Branch, including:

- A local government implementation best practice guide.
- Communication and training materials for:
  - Local government councils;
  - Local government staff;
  - Design professionals (e.g., architects, engineers);
  - Professional associations;
  - Developers, builders and those in the trades;
  - Suppliers; and
  - Others as needed.
- Costing studies on the costs of building to the enhanced energy-efficiency steps in the BC Energy Step Code.
- Funding programs offered by the utilities and governments.

Please visit the provincial website ([www.gov.bc.ca/buildingcodes](http://www.gov.bc.ca/buildingcodes)) for regular updates.



## 5. For More Information

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Find out more about the *Building Act*:

Website: Regular updates, including other guides in this series, will be posted online as they become available - see [www.gov.bc.ca/buildingact](http://www.gov.bc.ca/buildingact).

Email: [Building.Safety@gov.bc.ca](mailto:Building.Safety@gov.bc.ca)

Mail: Building and Safety Standards Branch  
Office of Housing and Construction Standards  
PO Box 9844 Stn Prov Govt  
Victoria, British Columbia  
CANADA - V8W 9T2



## 6. Glossary of Terms

**BC Energy Step Code:** A voluntary compliance path within the BC Building Code that local governments across B.C. can use to encourage or require the construction of more energy-efficient buildings in their jurisdictions. Building owners may also voluntarily choose to build to the BC Energy Step Code.

- Steps 3 and 4 are the higher steps for Part 3 buildings (step 4 being the highest).
- Steps 4 and 5 are the higher steps for Part 9 buildings (step 5 being the highest).

**Energy Step Code Council:** A multi-stakeholder committee, chaired by the Province, established to support local governments and industry towards smooth implementation of the BC Energy Step Code, and guide market transformation towards higher-performance buildings within B.C.

**Net Zero Energy Ready Buildings:** A building built to high energy-efficiency standards such that it could (with additional measures) generate enough onsite energy to meet its own energy needs.

**Part 3 Buildings:** Buildings regulated under Part 3 of the BC Building Code. Part 3 buildings include large, complex buildings.

**Part 9 Buildings:** Buildings regulated under Part 9 of the BC Building Code. Part 9 buildings include houses and small buildings.



FOR MORE INFORMATION PLEASE VISIT:  
[WWW.GOV.BC.CA/BUILDINGACT](http://WWW.GOV.BC.CA/BUILDINGACT)

## BC Energy Step Code comparison chart

Step Code	Voluntary	Mandatory	Incentives	Residential	Commercial	Incentive Non-monetary	Phased	Other Energy Incentives
Penticton	Starts	2021	Up to \$1500	yes	no	no	yes	yes
Campbell River	yes	no	Up to 100% of BP fee	yes	no	Yes	no	yes
Saanich	Starts	2020	Flat \$500	yes		no	no	yes
Kamloops	yes	no	Up to \$3000	yes	yes	no	no	yes
Squamish	no	yes	none	yes	yes	none	yes	no
Whistler	no	yes	none	yes	yes	none	no	yes
Kimberly	yes	no	yes	yes	yes			yes
Kelowna	yes	yes	yes	yes	no	no	yes	yes
Whistler	no	yes	no	yes	yes	no	yes	yes

## COUNCIL POLICY

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### NORTH COWICHAN ENERGY STEP CODE REBATE POLICY

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#### 1. PURPOSE

To encourage voluntary participation in the BC Energy Step Code in advance of mandatory requirements.

#### 2. SCOPE

This policy applies to individuals applying for rebates for the North Cowichan BC Energy Step Code Rebate Program.

#### 3. DEFINITIONS

"BC ENERGY STEP CODE" means the system of energy performance requirements set out in Subsections 9.36 of the BC Building Code.

"BUILDING CODE" means the current version of British Columbia Building Code

#### 4. POLICY

4.1 All complete building permit applications accepted by North Cowichan building department after July 1<sup>st</sup> 2020 are eligible for the corresponding rebate as shown in table 4.8 in accordance with this policy.

#### RELATED POLICIES & PROCEDURES

4.2 Rebates described in sentence 4.1 are based on achieving compliance with one of the steps 2-5 described in Part 9.36.6 **Energy Step Code** of the 2018 BC Building Code

4.3 Rebate applications must be submitted prior to the issuance of the building permit.

4.4 The following documents are to be provided to confirm compliance with section 4.2

- North Cowichan Energy Step Code rebate application form
- Energy modeling report as described in Part 9.36.6.4 BC Building Code
- BC Energy pre construction report
- Mid construction report
- As-Built Compliance Report

4.5 Rebates will be processed upon the issuance of occupancy by a building inspector along with the submission of all compliance documents as stated in section 4.4.

4.6 Rebates are not redeemable for expired building permits, (2 years from building permit issuance date).

4.7 Rebates applications will be accepted for all steps in table 4.8, unless those steps are mandatory in accordance with the Building Code or North Cowichan’s Building Bylaw.

4.8

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Step 2	\$500	10% higher efficiency
Step 3	\$750	20% higher efficiency
Step 4	\$1000	40% higher efficiency
Step 5	\$1250	80% and Net 0 Ready

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#### APPROVAL HISTORY

WRITTEN BY: Lane Killick	APPROVED BY:	DATE: <a href="#">Click here to enter a date.</a>
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