Village of Lytton
AGENDA – Citizens' Advisory Committee

Virtual over Zoom
Wednesday, March 2, 2022 at 4:00 pm

1 CALL TO ORDER

2 ADOPTION OF THE AGENDA

2.1 Agenda for the March 2, 2022 Citizens' Advisory Committee meeting

2.2 Addition of Late Items

THAT *the Select Committee adopt the agenda for the March 2, 2022 Citizens' Advisory Committee as presented/or amended.*

3 ADOPTION OF THE MINUTES

3.1 Minutes for the February 16, 2022 Citizens' Advisory Committee be adopted Pg: 2-3

THAT *the minutes for the February 16, 2022 Citizens' Advisory Committee be adopted.*

4 BUSINESS ARISING FROM THE MINUTES

4.1 Draft Terms of Reference

Draft Terms of Reference for CASC Pg: 4-10

5 Building Bylaw 710 & 711

5.1 Building Bylaw 710, 2022 – Status Pg.11-81

Ron Dickinson, Director of Planning and Development

Building Bylaw 711 – Wildfire Component of Bylaw Pg 82-102

Sophie Guilbault, M.Arch, M.Sc., Director of Partnerships, Institute for Catastrophic Loss Reduction

5 ADJOURNMENT

Adjournment of the March 2, 2022, Citizens' Advisory Select Committee

THAT *the March 2, 2022 Citizens' Advisory Select Committee be adjourned.*

Next meeting to be held on March 16, 2022

Village of Lytton
Minutes – Citizens' Advisory Select Committee
Virtual over Zoom
Wednesday, February 16, 2022 at 4:00 pm

Committee/Alternates Present:	Chair Hay, Jade Baxter, Jessoa Lightfoot, Sheila Maguire, Nonie McCann,
Staff Present:	A/CAO Groulx
Regrets:	Dylan Taylor, John Haugen, Melissa Michelle, Ollie Harrison, Patsy Gessy
Guests:	Ron Mattiussi, Policy Advisor

1 CALL TO ORDER

Chair Hay called the February 16, 2022, Citizens' Advisory Select Committee Meeting to order at 4:09 pm. There was 50% of the members present.

2 ADOPTION OF THE AGENDA

2.1 Agenda for the February 16, 2022 Citizens' Advisory Select Committee meeting

CAC-22-017 *Moved by Committee Member Lightfoot seconded by Member McCann,*
***THAT** the Select Committee adopt the agenda for the February 16 2022 Citizens' Advisory Select Committee as presented.*

CARRIED

3 ADOPTION OF THE MINUTES

3.1 Minutes for the February 2, 2022 Citizens' Advisory Select Committee be adopted

CAC-22-018 *MOVED BY Committee member Maquire seconded by Member McCann,*
***THAT** the minutes for the February 2,2022 Citizens' Advisory Select Committee be adopted as presented.* **CARRIED**

CAC-22-015

4. BUSINESS ARISING FROM THE MINUTES

4.1 Draft Terms of Reference

Minutes of Sub-Committee held February 8-2022

CAC-22-019 *Moved by Member McCann seconded by Member Lightfoot*
***THAT** the minutes of the sub-committee held on February 8, 2022 be adopted.*

CARRIED

Draft Terms of Reference for CASC
Moved by Member Maguire seconded by Member Lightfoot

CAC-22-020 ***THAT*** *the Terms of Reference as amended by the sub-committee be forwarded to Council for approval.*

CARRIED

4.2 **Internal Communications for CASC**

Member McCann explained that a sub-committee should be struck to discuss communications and how items should be brought forward to Council.
Of the members present there was a consensus agreement and that Member McCann will Chair this sub-committee.

4 ADJOURNMENT

Adjournment of the February 16, 2022, Citizens' Advisory Selection Committee

CAC-22-022 *Moved by Committee member Maquire,*
THAT *the February 16, 2022 Citizens' Advisory Select Committee be adjourned at 4:15pm.*

CARRIED

Certified Correct

Chair Hay

A/CAO - Corporate Officer Groulx

Village of Lytton

Citizen's Advisory Select Committee

REVISED DRAFT TERMS OF REFERENCE

Revised: 2022-02-08

Sub-Committee met to review and recommend changes

Chair Hay	Sub-committee Input
1. Authority	**1. Authority**
The Citizens' Advisory Select Committee (CASC) was established by the Village of Lytton Mayor and Council to act as an advisory body to the Mayor and Council for the Village of Lytton	No change
2. Definitions	2. **Definitions**
Advisory means having or consisting in the power to make recommendations, but not to take action enforcing them. **Advisory Committee** means an advisory committee, in a community context, is a structure often formal, but non-decision-making in which the mandate consists of giving advice, of formulating opinions, or of making recommendations on questions where the topic affects the community. In general, advisory committee members are volunteers. Also, to gather concerns of residents and bring them forward to Mayor and Council. **Chairperson** means the person in charge of a meeting, committee, or organization. **Select Committee** as defined in the *Community Charter* under Section 142 1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to Council. 2) At least one member of a select committee must be a council member. 3) Subject to subsection (2), person(s) who are not council members may be appointed to a select committee.	***Add definitions for "resident" and "citizen"*** ***"Resident" means any person, organization or business lives or operates within the boundaries of the Village of Lytton; and*** ***"Citizen" means any person, organization or business living in the surrounding areas.*** ***"Committee member" means citizen and/or resident.***

Meeting means an assembly of people, especially the members of a society or committee, for discussion	
3. Purpose	**3. Purpose**
To advise the Mayor and Council regarding the recovery and rebuild of the Village after the June 30, 2021 Wildfire, with two main objectives: a) **Primary**: the recovery and rebuild of the Village of Lytton, and b) **Secondary**: securing answers to resident's concerns on other recovery matters.	Remove b) Secondary: securing answers to resident's concerns on other recovery matters.
4. Mandate	**4. Mandate**
Advise Mayor and Council on matters relating to planning and land use, the preparation and adoption of the Village's Official Community Plan, and proposed bylaws or permits relating to the **recovery** and **rebuild** of the Village of Lytton, by: a) Sharing and discussing information related to the community and business recovery plans b) Hearing from residents, invited resource experts and stakeholders on a variety of recovery-related themes, such as, but not limited to land use planning, fire protection, business recovery and community engagement initiatives. c) Providing recommendations to Mayor and Council related to the social, economic, health and fiscal recovery of the Village.	No change
5. **Committee Composition**	**5. Committee Composition**
The Village of Lytton Citizens Advisory Committee (CASC) has been established by resolution of the Village of Lytton Council as a '***select committee'*** comprised of key local stakeholders as follows: Chairperson - Councillor (appointment by Council) Lytton Recovery Manager (staff lead) Representation Youth (1)	***That the Committee composition be changed from specific named organizations to state "representation from a broad selection of community members".***

Representation Small Business / Farmers Market (1) Representation Arts Community (1) Representation Lytton First Nation (1) Representation – Westside (1) Representation Non-Profits (1) Representation Volunteers (1) Representation Residents (2) Representation Loring / Ponderosa (1) Chief Administrative Officer (ex-officio) Alternate Committee Members (3)		
6. **Committee Member Responsibilities**	6. **Committee Member Responsibilities**	
a) Attending and contributing to Committee meetings; b) Articulating and maintaining the strategic direction of the Committee; c) Contributing (i.e. providing advice and recommendations) to the Committee to ensure that individual projects align with key Recovery\Rebuild Program priorities as identified in the Short, Medium and Long Term Recovery Plan; d) Monitoring overall progress of Recovery\Rebuild projects and, where necessary, recommend actions to increase the effectiveness and impact of the Recovery\Rebuild Program priorities as identified in the Short-, Medium- and Long-Term Recovery Plan; e) Consider or inquire into any other related matter or resident concern(s) and to report its findings and opinion to Council for the Village of Lytton.	No change	
7. **Communications**	7. **Communications**	
a) The Committee Chair shall oversee all stakeholder communications. a. All decisions regarding formal external communications from the Committee and any sub-		

committees thereof shall be at the discretion of the Committee Chair. b. The Committee Chair shall keep the Committee informed of any communications by way of regular Committee meetings or through direct communications as required.	
8. Meetings	**8. Meetings**
a) Committee meetings shall be held on the First and Third Wednesdays of the month. a. Meetings shall be held in person and/or via teleconferencing (Zoom platform). b. All meeting materials, including agendas and supplementary documentation shall be circulated prior to the meetings. c. If deemed necessary, Special Meetings may be called by the Committee Chairperson and Committee Members shall be informed of this at least three days in advance of the Meeting date.	***Add meeting time –*** ***Meetings: that 4pm needed to be added with "or a predetermined time agreed to by the committee".***
9. **Reporting**	**9. Reporting**
a) The Committee reports back to Mayor and Council through the Council representative on the Committee; and b) A designated committee representative may appear as a delegation before Council where relevant; and c) The Committee Report shall be in writing and follow the format as designated by the Village Administration.	a) The Committee reports back to Mayor and Council through the Chairperson of the Committee; and
10. Protocol and Procedures	**10. Protocols and Procedures**
Meeting Agendas and Minutes 1) All meetings must have an agenda.	**Meeting Agendas and Minutes** No changes

2) Each member of the Committee must be in receipt of an agenda prior to the meeting. 3) Meetings are to be kept to a maximum of one and one-half hours (1.5). **Consensus Decision-making** 1) The CASC members will vote on any issues. 2) When a decision or direction is required, it is to be achieved through majority agreement. **Conduct** 1) The members of the CASC shall conduct themselves in a respectful manner in all of their dealings with each other and the Council as a whole. 2) Members must abstain from discussion and voting on a matter where they have a real or perceived conflict of interest. **Governance** 1) The Council appointed representative will hold the position of Chair. 2) The committee meetings will follow Roberts Rules of Order. 3) The committee meetings are open to the public, but without public participation.	**Consensus Decision-making** replace 1. With 1) When a decision or direction is required, it is to be achieved through consensus. Delete 2) **Conduct** no changes **Governance** No Changes
11. Committee Chair	**11. Committee Chair**
A. The Chair shall be appointed by the Mayor and Council. B. The Chair shall be responsible for overseeing Committee meetings, activities and functions and shall: 1) make the purpose of each meeting known and clear to members by explaining the agenda at the beginning of each meeting; 2) keep the meeting moving by putting time limits on each agenda item in order to keep the	***That the Chair be elected by the members of the Citizen's Advisory Select Committee***

Committee discussion within the meeting times arranged; 3) encourage broad participation in discussions; 4) end each Committee meeting with a summary review of decisions and assignments on action items (where applicable).	
12. Term	**12. Term**
The Committee shall function until 30 November 2022, at which time the committee function will be reviewed and a recommendation on the future status sent to Council.	

Remove the appendix - Appendix: Committee Members Listing as of December 2021 (Organization / person name) as replaced by

Committee composition shall be comprised of "representation from a broad selection of community members".

~~Appendix: Committee members as of December 2021~~

~~**Committee Member are made of Stakeholder representatives:**~~

~~Chairperson (appointed by Council) - Councillor Ian Hay~~

~~Lytton Recovery Manager (staff lead) – Alison Poste~~

~~Representation Youth (1) – Jade Baxter~~

~~Representation Small Business / Farmers Market (1) - Patsy Gessey –~~

~~Representation Arts Community (1) - Ollie Harrison~~

~~Representation Lytton First Nation (1) - John Haugen~~

~~Representation – Westside (1) - Jessoa Lightfoot~~

~~Representation Non-Profits (1) - Sheila Maguire~~

~~Representation Volunteers (1) - Nonie McCann~~

~~Representation Residents (2) - Melissa Michell~~

~~Representation Loring / Ponderosa (1) - Dylan Taylor~~

~~Alternate Committee Members (separate Resolution in Council)~~

~~Cleann Coglin;~~

~~Angela Brown; and~~

~~Karen Kimble~~

VILLAGE OF LYTTON

BUILDING BYLAW NO. 710, 2022

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Village of Lytton

BUILDING BYLAW NO. 710, 2022

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

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GIVEN that the Village Council

A. may by bylaw regulate, prohibit, and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):

   (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;

   (b) the conservation of energy or water;

   (c) the reduction of greenhouse gas emissions;

   (d) the health, safety or protection of persons or property;

B. is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in Lytton in accordance with the *Community Charter* and the *Building Act*;

C. has engaged trained building officials for the purposes of this bylaw;

NOW THEREFORE the Council of the Village of Lytton enacts as follows:

PART 1: TITLE

Citation

1.1 This bylaw may be cited as “BUILDING BYLAW NO. 710, 2022”.

PART 2: PURPOSE OF BYLAW

2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.

2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.

2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to *construction* in the Village in the public interest.

2.4 The purpose of this bylaw does not extend to

the protection of *owners, designers* or *constructors* from economic loss;

the assumption by the Village or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;

providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;

providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the Village is free from latent, or any, defects; or

the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

3.1 This bylaw applies to the geographical area of the Village and to land, the surface of water, air space, *buildings* or *structures* in the Village.

3.2 This bylaw applies to the design, construction or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.

3.3 This bylaw does not apply to

(a) except as set out in Part 11 [*Retaining Walls*] of this bylaw, a fence;

(b) an accessory *building* with a floor area of less than 10 square metres~~;~~

a trellis, an arbour, a wall supporting soil that is less than 1.22 metres in height, or other similar landscape *structures* on a parcel zoned for single-family *residential occupancy* uses under the Village's zoning bylaw;

a *building* or *structure* commonly known as "Canadian Standards Association Z240 MH series or Z241 series", except as regulated by the Building Code.

Limited Application to Existing Buildings

3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit,* when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.

3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Village, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.

3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to addresses any new infractions introduced in the remainder of the building as a result of the *alteration*.

3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

4.1 A person must not commence or continue any *construction, alteration, excavation,* reconstruction, demolition, removal, relocation or change the use or *occupancy* of any *building* or *structure*, including other work related to construction

(a) except in conformity with the requirements of the *building code* and this bylaw; and

(b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.

4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*

(a) unless a subsisting *final inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or

(b) contrary to the terms of any *permit* issued or any notice given by a *building official.*

4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or construction undertaken pursuant to this bylaw.

4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official,* or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.

4.5 A person must not, unless authorized in writing by a *building official,* reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.

4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building, structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official.*

4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Village on property in the administration of this bylaw.

4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.

4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.

4.10 A person must not change the use*, occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.

5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the Village will in any way

(a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;

(b) constitute a representation, warranty, assurance or statement that the *building code,* this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or

(c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.

5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.

5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code,* this bylaw and all other applicable codes, standards and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

6.1 Words defining the authority of a *building official* are be construed as internal administrative powers and not as creating a duty.

6.2 A *building official* may

(a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;

(b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;

(c) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and

(d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient

evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code.*

Refusal and Revocation of Permits

6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the Village, and must state the reason in writing.

6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

Right of Entry

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

Powers

6.6 Subject to applicable enactments, a *building official* may by notice in writing require

(a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;

(b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Village or other applicable enactments, or if there is deemed to be an *unsafe condition,* and may enter on property to affix or post a stop work order in the form of Appendix I;

(c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;

(d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;

(e) an *owner* to have work inspected by a *building official* prior to covering;

(f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official;*

(g) a person to cease any *occupancy* in contravention of a provision of this bylaw;

(h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;

(i) an *owner* to correct any *unsafe condition*; and

(j) an *owner* to correct any work that contravenes this bylaw, the *building code,* or any other enactment.

6.7 Every reference to "*owner*" in section 6.6 includes a reference to the *owner's* agent or *constructor*.

6.8 Every person served with a notice under this Part must comply with that notice

(i) within the time ordered, or

(ii) if no time is ordered, immediately.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to

(a) *constructing*, repairing or *altering* a *building* or *structure*, including a *pool* or *retaining wall*;

(b) moving a *building* or *structure* into or within the Village;

(c) demolishing a *building* or *structure*;

(d) *occupying* a new *building* or *structure*;

(e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*.

(f) changing the use or *occupancy* of a *building,*

unless the works are the subject of another valid and subsisting *building permit*.

7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

7.3 Every *owner* must

(a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;

(b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all municipal inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and

(c) prior to the issuance of a *building permit*, execute and submit to the Village an *owner's* undertaking in the form attached as Appendix E, where required by the *building official*.

7.4 Every *owner* and every owner's *agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the Village and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.

7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during construction,

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

(b) post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address.

Damage to Municipal Works

7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.

7.7 In addition to payment of a security deposit under sections 10.8 to 10.12, every *owner* must pay to the Village, within 30 days of receiving an invoice for same from the Village, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Demolition

7.8 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must

(a) provide to the Village a vacancy date;

(b) pay capping and inspection chamber installation fees as set out in the Village's bylaws governing waterworks and sewer; and

(c) ensure that all municipal services and other services are capped and terminated at the property line in a Village standard inspection chamber and valve arrangement.

7.9 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the *site* is levelled or graded, or made safe if levelling and grading are not possible.

Notice

7.10 Every *owner* must, at least 48 hours prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.

7.11 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 24 hours of when the change or termination occurs.

7.12 If an *owner* or a *registered professional* terminates the engagement of the *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.

7.13 Without limiting sections 10.29 to 10.44, every *owner* must give at least 48 hours' online or written notice to a *building official*

(a) of intent to do work that is required or ordered to be corrected during *construction*;

(b) of intent to cover work that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and

(c) when work has been completed so that a final inspection can be made.

7.14 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in Appendix B immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.

7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.

8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.

8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

9.1 The provision by the *owner* to the Village of letters of assurance in accordance with the requirements of the *building code* shall occur prior to

(a) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building,* or

(b) a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.

9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set by Appendix E to this bylaw.

Requirement for a Registered Professional

9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code,* in respect of a *permit* application

(a) prior to the pre-occupancy site review coordinated by the coordinating registered professional or other registered professional for a complex building, or

(b) prior to a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;

(c) except for garages, carports and garden structures, *foundation* and *excavation* components of new *simple buildings* and *additions* greater than 55 square metres to *simple buildings* in accordance with the *building code*;

(d) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;

(e) prior to *alterations* to a *building,* or to a structural component of a *building* described in paragraph (b);

(f) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;

(g) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than two dwellings, or if the

building envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and

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

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

(ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the Village.

9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

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

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

9.7 For a building permit issued for the construction of a *complex building,* the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the Village or its *building officials* on the *registered professionals*.

9.8 If a *building permit* is issued for a construction of a *complex building*, the *permit* fee is reduced by 5% of the fees payable under Appendix B to this bylaw, up to a maximum reduction of $500.00 (five hundred dollars).

Certified Professional Program

9.9 If an *owner* elects by prior written notice to the Village to apply for a *building* permit under the Village's *certified professional program*, then this Part 9 and Appendix L apply to the design and construction of the *building*, in addition to the other provisions of this bylaw.

9.10 The *building official* may designate a *registered professional* as a *certified professional* subject to the *registered professional* satisfying the following:

(a) completion of a course or courses recognized by the *building official* concerning the *building code*, this bylaw, other bylaws and applicable standards of *building* design, *construction* and site review; and

(b) demonstration, through examination or as otherwise directed by the *building official*, of a level of competency in respect of the matters to which paragraph (a) refers.

9.11 A *certified professional* providing the Village with forms of assurance, in accordance with this Part, or with letters of assurance under the *building code*, must also provide proof of insurance in an amount and form satisfactory to the Village.

9.12 The *building official* may cancel the designation of a *registered professional* from practicing as a *certified professional* in the Village if the *registered professional*

(a) is no longer licensed as a *registered professional* in the Province of British Columbia;

(b) fails to demonstrate the level of competence required for designation;

(c) submits any required documentation, which is in any material way inaccurate or misleading;

(d) fails to disclose in a timely manner to the *building official* any significant variation or change to the design or *construction* of a *building*; or

(e) fails to satisfactorily perform any duties or obligations required by this or other bylaws.

9.13 The *building official* may accept a *construction* development application for processing under the Village's *certified professional program*, if

(a) the *building* document plans have been reviewed by the *certified professional* for compliance with requirements of the *building code*, relevant bylaws and standards; and

(b) the *permit* application has been prepared as required under this bylaw and includes all required letters of assurance, any required confirmations with respect to the development and certification of *building code* coordination.

9.14 A *certified professional* must, in respect of the development for which a *permit* was issued under the Village's *certified professional program* and, in addition to any other applicable responsibilities,

(a) review, in advance of any tenancy improvement *building permit* application, any tenancy improvement work constructed prior to substantial completion of the shell of the *building*;

(b) review for adequacy and acceptability, any report concerning testing and *field reviews* related to the development and maintain a detailed record of such reports and, if requested, make these available to the *building official*;

(c) advise the *building official* promptly, in writing, if any matter of design, *construction* or *field review* does not meet the requirements of the *building code*, this bylaw or other applicable enactments; and

(d) at least once every 30 days from the date of issuance of a permit, submit to the *building official* a written progress report together with copies of the *field review* reports from each *registered professional* involved in the development.

9.15 The *building official* may post a stop work notice or revoke a *permit* under the Village's *certified professional program* in any of the following circumstances:

(a) if the *certified professional* ceases to be retained by the *owner*, resigns or is otherwise unable or unwilling to carry out *field reviews* or other duties related to the development for which a permit was issued under the Village's *certified professional program*. Under such circumstances the *certified professional* must immediately notify the *building official* in writing of the date on which they will cease their involvement;

(b) if the *certified professional* is no longer licensed as a *registered professional* in the Province of British Columbia;

(c) if the *certified professional* fails to perform any of their duties under this bylaw; or

(d) if a document required by this bylaw or under the Village's *certified professional program* is not delivered by the *certified professional* within the time frame specified in this Bylaw.

9.16 If a permit is revoked under section 9.16, only work necessary, as authorized by the *building official,* to remove any hazards or to mitigate damage arising from exposure to the elements, may be undertaken on the development unless otherwise expressly authorized in writing by the *building official*. Work on the development must not resume until the *building official* has received written notice from a *certified professional* that the *certified professional*

(a) has been retained by the *owner* for the continuation of *construction* of the *building*;

(b) has reviewed the *building* and certifies that the *building*, as *constructed* up to that point, substantially complies with the *building code*, this bylaw and other applicable enactments and has been *constructed* in accordance with the approved plans; and

(c) will carry out the duties of the *certified professional* that are required in order to bring the *building* to completion and to certify substantial compliance with the *building code*, this bylaw and other applicable enactments and that *construction* will be in accordance with the previously approved plans.

9.17 Nothing in this Part relieves the *owner*, or the *certified professional* of record for the development, from full responsibility for ensuring that the *building* or *structure* is in substantial compliance with the design, plans and specifications, the *building code*, this bylaw and other applicable enactments.

9.18 If the *building official* accepts a *permit* application and assurance from a *certified professional* for a development, the *building official* will rely on the certifications issued by the *certified professional* and other *registered professionals*, that the drawings will meet the requirements of the *building code*, that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety or *protection*.

9.19 Every provision of this bylaw and the *building code* that applies to a *registered professional* also applies to a *certified professional*.

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:

(a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the Village's Official Community Plan as a development *permit* area;

(b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Village, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;

(c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;

(d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;

(e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Village's sewage disposal system, the *owner* must apply for and obtain approval from the Village and other applicable public authorities for an alternate *private sewage disposal system*;

(f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Village's waterworks system, the *owner* must apply for and obtain approval from the Village and other applicable public authorities for an alternate water supply system;

(g) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Village's storm water drainage system, the *owner* must apply for and obtain approval from the Village and other applicable public authorities for the alternate storm water drainage and detention system; and

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

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must

(a) be made in the form attached as Appendix A to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form attached as Appendix D to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

(d) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the building code, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, firewalls and facilities;

(e) include a copy of a survey plan prepared by a British Columbia land surveyor;

(f) include a site plan prepared by a *registered professional* showing

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

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

(iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;

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

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

(vi) north arrow;

(vii) if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;

(viii) zoning compliance summary;

(ix) the location, dimensions and gradient of parking and parking access;

(x) proposed and *existing* setbacks to property lines;

(xi) natural and finished grade at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;

(xii) first storey floor elevation;

(xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;

(xiv) line of upper floors;

(xv) location and elevation of curbs, sidewalks, manholes, and service poles;

(xvi) location of *existing* and proposed service connections;

(xvii) location and species of all trees greater than 10 centimetres in diameter;

(xviii) location of top bank and water courses;

(xix) access routes for firefighting;

(xx) *accessible* paths of travel from the street to the *building*;

(xxi) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;

include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;

include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Village zoning bylaw and development permit;

include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;

include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Davison C of the *building code*;

include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;

include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;

include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;

include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section; and

include illustration of any slopes on the subject parcel that exceed 30%.

10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant

(a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Village's subdivision and development servicing bylaw;

(b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and

(c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

10.4 An application for a *building permit* with respect to a *simple building* must

(a) be made in the form attached as Appendix A and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix D and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

(d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;

(e) include a site plan showing

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

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

(iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;

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

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

(vi) north arrow;

(vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;

(viii) the location, dimensions and gradient of parking and parking access;

(ix) proposed and *existing* setbacks to property lines;

(x) natural and finished grade at *building* corners and datum determination points;

(xi) *first storey* floor elevation;

(xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;

(xiii) line of upper floors;

(xiv) location and elevation of curbs, sidewalks, manholes and service poles;

(xv) location of *existing* and proposed service connections;

(xvi) location and species of all trees greater than 10 centimetres in diameter;

(xvii) location of top bank and water courses;

(xviii) access routes for firefighting;

(xix) *accessible* paths of travel from the street to the *building*;

(xx) zoning compliance summary; and

(xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;

include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Village zoning and development permit;

include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;

include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;

except for garages, carports and garden structures located on land, include a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*;

include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;

include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section; and

include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is

designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of section 10.4 of this Part, if a *project* involves

(a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 square metres;

(b) two or more *buildings* that will contain four or more dwelling units; or

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

a *building official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the *project:*

(d) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;

(e) a roof plan and roof height calculations;

(f) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional;*

(g) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and

(h) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Site and Location Information

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

(a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;

(b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaw have been complied with;

(c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and

(d) in relation to *construction* of a new *building*, or *addition* to an *existing building,* prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

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

Building Permit Fee

10.7 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Village

(a) the *building permit* fee prescribed in Appendix B; and

(b) any fees, charges, levies, or taxes imposed by the Village and payable under an enactment at the time of issuance of the *building permit.*

Security Deposit with Building Permit Application

10.8 An applicant for a *building permit* must pay to the Village, at the time of the application, the following security deposit:

(a) for a single family dwelling parking *structure*, combination parking *structure*/ accessory *building*, a swimming pool or an accessory *building* greater than 25 square metres: [*waived subject to future bylaw amendment*];

(b) for a single family dwelling *addition*, *alteration*, renovation, demolition: [*waived subject to future bylaw amendment*];

(c) for a new single family dwelling or *simple building*: [*waived subject to future bylaw amendment*]; and

(d) for a *complex building*: [*waived subject to future bylaw amendment*].

10.9 If a security deposit is required under section 10.8 of this Part at a future date, the security

(a) covers the cost borne by the Village to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in

the carrying out of the work referred to in any *building permit* held by the applicant;

(b) covers the cost borne by the Village to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;

(c) serves as the security deposit for provisional *occupancy* when such a *final inspection notice* makes provision for a security deposit; or

(d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

10.10 The security deposit or applicable portion, if applicable, must be returned to the applicant

(a) when the *building official* is satisfied that no further damage to public works or public lands will occur;

(b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and

(c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;

only if the applicant has requested the return of the security.

10.11 Any credit greater than the amount of the security deposit used by the Village for the purposes described in sections 10.8 to 10.10 of this Part will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the Village to complete corrective work to public lands, public works, or the site is recoverable by the Village from the *permit* holder, the *constructor* or the *owner* of the property.

10.12 If the proposed work includes *excavation* or construction on lands within 10 metres of works or services owned by the Village, the *owner* must deliver to the *building official* a signed agreement in a form prescribed by the Village's Public Works Superintendent under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the construction associated with the *building permit* will be repaired by the *owner* at its expense and to the satisfaction of the Public Works Superintendent, and the *owner* must deposit with the Village security in accordance with sections 10.8 to 10.11 of this Part.

Permit Fee Refunds

10.13 If a fee or part of a fee is required at a future date and paid to the Village, it may be refunded if construction of the *building* has started.

10.14 A *building permit* or other *permit* fee may be waived or partially refunded as set out in Appendix B, only if Appendix B so provides or if:

(a) the *owner* has submitted a written request for a refund;

(b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and

(c) the *permit* has not expired.

10.15 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.46 of this Part.

Design Modification

10.16 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the Village a *building permit* fee based on the any plan review hourly rate that is set out in Appendix B, as that fee may be applicable from time to time.

Construction Before Permit Issued

10.17 The *building permit* or other *permit* fee is doubled for every *permit* application if construction commenced before the *building official* issued a *permit*, to a maximum of $10,000.00.

Expiration of Application for a Permit

10.18 A *building permit* or a mechanical *permit* application expires 180 days from the date a complete application is received under this Part if the *building permit* or mechanical *permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the Village.

Issuance of a Building Permit

10.19 If

(a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;

(b) the *owner* has paid any applicable fees set out in sections 10.7 to 10.17 of this Part;

(c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;

(d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;

(e) the *owner* has retained an architect if required under applicable enactments; and

(f) no covenant, agreement, resolution, or regulation of the Village requires or authorizes the *permit* to be withheld,

the *building official* will issue the *permit*, in the form of Appendix F, for which the application is made, and the date of issuance is deemed to be the date the Village gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

10.20 Despite section 10.19, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

Compliance with the *Homeowner Protection Act*

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

(a) is covered by home warranty insurance; and

(b) the *constructor* is a licensed “residential builder” as defined in that Act.

10.22 Section 10.21 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act.*

10.23 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

10.24 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.45, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the Village to do so.

10.25 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.46, permanent type fencing with privacy screen complying with the Village's Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

10.26 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under Appendix B. The transfer or assignment of a *building permit* is not an extension of a *building permit.*

10.27 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

10.28 If a *registered professional* provides letters of assurance in accordance with this Part, the Village will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the construction substantially conforms to

the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.

10.29 Despite section 10.28 of this Part, a *building official* may attend the site from time to time during construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

10.30 A *building official* may attend periodically at the site of the construction of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.

10.31 For all work in respect of *simple buildings* the *owner* must give at least 48 hours' notice to the Village when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them

(a) after demolition, the grading of and removal of debris from the site;

(b) *excavation*, within 24 hours of the start of *excavation*;

(c) *foundation* and footing forms, before concrete is poured;

(d) prior to inspection under section 10.31(e), plumbing located below the finished slab level;

(e) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;

(f) after inspection under section 10.31(e) hydronic heating pipes and below slab insulation;

(g) installation of rough-in plumbing before it is covered;

(h) installation of *building* services before being covered;

(i) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;

(j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;

(k) insulation and vapour barrier;

(l) *construction* of an exterior deck if the deck serves as a roof;

(m) on-site *constructed* tubs or showers and tub or shower trap tests;

(n) the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and

(o) the *health and safety aspects of the work* and the conservation, GHG emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.

10.32 A *building official* will only carry out an inspection under section 10.31 if the *owner* or the *owner's agent* has requested the inspection online or in writing in accordance with this bylaw.

10.33 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.31, if a *registered professional* provides letters of assurance, the Village will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.

10.34 No person may conceal any aspect of the work referred to in section 10.31 of this bylaw until a *building official* has *accepted* it in writing.

10.35 For work in respect of *complex buildings*, the *owner* must

(a) give at least 48 hours' online or written notice to the Village when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the *owner* or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;

(b) give at least 48 hours' online or written notice to the Village when requesting a pre-occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and Fire Services the compliance with *the health and safety aspects of the work*, the

coordination and integration of the fire and life safety system, applicable Village requirements and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and

(c) cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required Documentation described in Appendix G, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

10.36 The *building official* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice in the form described in Appendix I on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the Village or the applicable provisions of the *Homeowner Protection Act*.

10.37 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.

10.38 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building official* is deemed to have issued a stop work order under section 10.36.

10.39 The *owner* must immediately, after the posting of a notice under section 10.36, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Village.

10.40 Subject to section 10.36, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.36 until the stop work order notice has been removed by the *building official*.

10.41 The notice referred to in section 10.36 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

10.42 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form of Appendix J on the affected part of the *building* or *structure*.

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

Inspection and Other Fees

10.44 In addition to the fees required under other provisions of this bylaw, if the Village amends this bylaw to require fees at a future date, the *owner* must pay the non-refundable fee set out in Appendix B for

(a) a second and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;

(b) a special inspection during the Village's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location, or construction techniques; and

(c) inspection required under this bylaw which cannot be carried out during the Village's normal business hours.

Permit Expiration

10.45 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if

(a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;

(b) work is discontinued for a period of 180 days; or

(c) the work is not completed within two years of the date of issuance of the *permit*.

Permit Extension

10.46 A *building official* may extend the period set out under section 10.45 for only one period, not to exceed twelve months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if

(a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and

(b) the non-refundable fee set out in Appendix B has been paid.

Building Permit Revocation

10.47 The *building official* may revoke a *building permit* if there is a violation of

(a) a condition under which the *permit* was issued; or

(b) a requirement of the *building code* or of this or another bylaw of the Village,

such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

10.48 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official.*

10.49 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".

10.50 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or “amended”.

10.51 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under Appendix B, less

(a) any non-refundable portion of any applicable fee; and

(b) 15% of the refundable portion of any applicable fee.

Occupancy

10.52 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a final inspection notice has been issued by a *building official.*

10.53 A final inspection notice will not be issued unless

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

(b) all aspects of the work requiring inspection and acceptance pursuant to sections 7.11 to 7.16 of Part 7 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;

(c) the *owner* has delivered to the Village as-built plans of works and *services* in digital format as required by the Village;

(d) the *owner* has provided to the Village a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and elevation determined in accordance with the Village's land use regulations;

(e) all other documentation required under applicable enactments has been delivered to the Village; and

(f) the *owner* has delivered to the Village as-built drawings of the *building* or *structure* in digital format as required by the Village.

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

10.55 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under construction when

(a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and

(b) the requirements set out in section 10.53 have been met with respect to it.

10.56 A final inspection notice may not be issued unless

(a) all letters of assurance and the Confirmation of Required Documentation described in Appendix G have been submitted when required in accordance with the requirements of this bylaw;

(b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.28 through 10.35 of this bylaw have both been inspected and *accepted*;

(c) the *owner* has executed and delivered to the Village every agreement, instrument or form required by the Village in relation to the work or the site; and

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

Temporary Buildings

10.57 Subject to the bylaws of the Village and orders of Council, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* if

(a) the *permit* is for a period not exceeding one year; and

(b) the *building* or *structure* is located in compliance with the Village's zoning bylaw, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to Village utility services.

10.58 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application under Appendix B, signed by the *owner* or *agent*, and must include

(a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;

(b) plans and supporting documents showing construction details of the *building* or *structure*;

(c) a statement by the *owner* indicating the intended use and duration of the use;

(d) plans and supporting documents showing the proposed parking and loading space;

(e) a written description of the *project* explaining why the *building* is temporary;

(f) a copy of an issued development *permit*, if required;

(g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;

(h) a report or drawing by an engineer, architect or designer confirming compliance with the *building code*, this bylaw, the Village's zoning bylaw and other applicable bylaws;

security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security

(i) may be used by the Village to remove the *building* after one year of the date of the final inspection required under this bylaw; or

(ii) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw; and

in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.

10.59 Before receiving a *building permit* for a *temporary building* or *structure* for *occupancy*, the *owner* must pay to the Village the applicable any applicable *building permit* fee set out in Appendix B.

10.60 A *permit fee* for a *temporary building* or *structure* is not refundable.

Sanitary Facilities

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

(a) sanitary sewer; or

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

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

PART 11: RETAINING WALLS AND GRADES

11.1 No person may construct, or structurally repair, a *retaining wall* without a *building permit.*

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

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

PART 12: BUILDING MOVE

12.1 No person may move a *building* or *structure* into or within the Village

(a) except where certified by a *registered professional* that the *building,* including its *foundation*, will substantially comply with the current version of the *building code*; and

(b) a *building permit* has been issued for the *building* or *structure*.

PART 13: NUMBERING OF BUILDINGS

13.1 Immediately upon issuance of a *building permit* governing the *construction*, *alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the Village

(a) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and

(b) until such time as the *building* is removed from the site or has been demolished.

13.2 Despite section 13.1, the Village's Chief Administrative Officer or Deputy may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.

13.3 Without limiting sections 13.1 or 13.2, the *building official* must, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction.

13.4 Without limiting sections 13.1 through 13.3, on issuance of an *occupancy permit,* the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the *building* such that the number is visible from an adjacent highway that is not a lane.

PART 14: POOLS

Swimming Pool Permit and Fencing

14.1 Without limiting section 5.1 of this bylaw, a person must not construct, or structurally repair, a swimming *pool* without a valid *building permit.*

14.2 A swimming *pool*, including a spa or hot tub must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.22 metres and no openings greater than 100 mm at their greatest dimension.

Pool Gate

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

Spa or Hot Tub Lid

14.4 In lieu of a fence, a spa or hot tub may be covered with a locking cover, which would prevent unauthorized access to the water.

Maintenance

14.5 A person may not use or *occupy* a swimming *pool*, including a spa or hot tub unless the *owner* or *occupier* of property on or in which a *pool*, spa or hot tub is located maintains every fence or cover required under sections 14.2 to 14.4 in good order. and without limitation always maintains and repairs in good order sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

Leaks or Other Failures

14.6 A person may not obtain a valid and subsisting *building permit* for or use or *occupy* a swimming *pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *pool* will not cause or result in leaks or other failures of the *pool*.

PART 15: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

15.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the District incorporates by reference the British Columbia Step Code in accordance with sections 15.2 through 15.4.

15.2 A *building* regulated by Part 3 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step Three of the Step Code.

15.3 A *building* regulated by Part 9 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step Three of the Step Code.

15.4 Without limiting sections 15.2 or 15.3, any *building* regulated by Part 3 or Part 9 of the *Building Code* that is located on property that is rezoned or for which there is a change in use must be designed and constructed to meet the minimum performance requirements specified in Step Three of the Energy Step Code.

PART 16: EXCESS OF STANDARD REQUIREMENTS

18.1 Nothing in this Bylaw shall be construed to prohibit a better *development* plan, *construction,* fire protection infrastructure or an otherwise safer condition than that specified by the minimum requirements of this standard.

PART 17: OFFENCES

Violations

19.1 Without limiting Part 4 of this bylaw, every person who

(a) violates a provision of this bylaw;

(b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; and

(c) neglects to do anything required to be done under any provision of this bylaw,

commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than $10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

19.2 Every person who fails to comply with any order or notice issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.

19.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in Appendix B of this bylaw.

Deemed Offence

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

19.5 No person is deemed liable under section 19.4 who establishes, on a balance of probabilities, that the construction or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.

19.6 Nothing in section 19.5 affects

(a) the Village's right to require and the *owner's* obligation to obtain a *permit*; and

(b) the obligation of the *owner* to comply with this bylaw.

Ticketing

19.7 The offences in Appendix K are designated for enforcement under s. 264 of the *Community Charter*.

19.8 The following persons are designated as bylaw enforcement officers under section 264(1) (b) of the *Community Charter* for enforcing the offences in Appendix K: *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.

19.9 The words or expressions set forth in Column 1 of Appendix K are authorized pursuant to s. 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.

19.10 The amounts appearing in Column 3 of Appendix K are the fines established pursuant to s. 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

PART 18: INTERPRETATION

Definitions

20.1 In this bylaw

accepted means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

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

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

alternative solution means an alternative solution authorized under the *building code*;

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

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

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

building official means the person designated in or appointed to that position by the Village, and includes a building inspector, plan checker, plumbing inspector gas inspector, or electrical inspector designated or appointed by the Village, and for certainty the *building official* is the "building inspector" referred to in the *Community Charter* and *Local Government Act*;

certified professional means a registered professional practising under the certified professional program set out in in Sections 9.10 through 9.20 and Appendix P;

certified professional program means the program set out in sections 9.10 through 9.20 and Appendix L;

complex building means:

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

(i) *assembly occupancy*;

(ii) *care occupancy*;

(iii) *detention occupancy*;

(iv) *high hazard industrial occupancy*,

(v) *treatment occupancy*; or

(vi) *post-disaster building*,

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

(i) *residential occupancy*;

(ii) *business and personal services occupancy*;

(iii) *mercantile occupancy*; or

(iv) *medium and low hazard industrial occupancy*;

coordinating registered professional means a *registered professional* retained pursuant to the *building code* to coordinate all design work and field reviews of *the registered professionals* required for a development;

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

constructor means a person who *constructs*;

District Energy Area means the area in which a *building* may be connected to the Village's district energy system, which area is shown in Appendix O;

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

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

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

GHG means greenhouse gas*;*

health and safety aspects of the work means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form attached as Appendix D;

permit means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a final inspection notice, to occupy a *building* or part of a *building*;

pool means a *structure* or *constructed* depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and

has a depth, at any point, exceeding 0.6 m, including an in-ground *pool* and hot tub;

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

project means any construction operation;

retaining wall means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it;

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

(a) *residential occupancy*;

(b) *business and personal services occupancy*;

(c) *mercantile occupancy*;

(d) *medium hazard industrial occupancy*; or

(e) *low hazard industrial occupancy*,

sprinkler system means an automatic fire extinguishing system designed to the National Fire Protection Association 13, 13D or 13R standard and all applicable sprinkler standards and installed by a *sprinkler system installer*, and which consists of a system of devices and equipment designed to automatically detect a fire and discharge water or another approved fire extinguishing agent in the area of or onto the fire;

sprinkler system installer means a person who has successfully completed an accredited program as a *sprinkler system installer* under the *Industry Training Authority Act,* SBC 2003, c. 34 and *Industry Training Regulation*, BC Reg 324/2003;

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.22 meters in height;

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

value of the work means that amount that is calculated as follows:

(a) for construction of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of

(i) the declared *value of the work*; or

(ii) the value calculated using Appendix D; or

for all other construction, the greater of

(iii) the declared *value of the work*; or

(iv) the value calculated using a method stipulated in the "Marshall Valuation Service".

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

(a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition*;

(b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service* and *soil*; and

(c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.

20.3 Every reference to this bylaw in this or another bylaw of the Village is a reference to this bylaw as amended to the date of the reference.

20.4 Every reference to

(a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and

(b) a section of the *building code* is a reference to the applicable successor sections,

as the code or section may be amended or re-enacted from time to time.

20.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

20.6 Appendices A through L are attached to and form part of this bylaw.

Severability

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

PART 19: REPEAL

21.1 Building Regulation Bylaw No. 693, 2018, as amended, is repealed.

PART 20: IN FORCE

22.1 This bylaw comes into force on adoption.

READ A FIRST TIME this 9th, day of February, 2022.

READ A SECOND TIME this ___ day of _____, 2022.

READ A THIRD TIME this ___ day of _____, 2022.

ADOPTED this ___ day of _____, 2022.

_____	_____
Mayor Polderman	Corporate Officer

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX A – BUILDING PERMIT APPLICATION

BUILDING PERMIT APPLICATION

File Number:_____ Date: _____

Site Address:_____

Permit Use: _____

Value of Work:_____

Applicant's Name: _____

(PRINT)

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

E-mail:_____

Owner's Name:_____

(PRINT)

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

E-mail: _____

Builder's Name: _____

(PRINT)

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

E-mail:_____

Owner's Name (PRINT): _____

Signature of Owner or Agent: _____

Date: _____

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX B – FEES

Fees are waived, until this Appendix B is amended at a future date, in recognition of the greenhouse gas emission and energy conservation requirements of this Bylaw.

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX C – LETTER OF AUTHORIZATION

To whom it may concern:

Property Address:_____

Legal Description:_____

I am the owner, as defined in the current "Building Bylaw", of the above referenced property and hereby authorize:

Representative/Contact:_____

____

(PRINT)

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

E-mail:_____

Please check where applicable.

To represent me in an application for:

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

To obtain copies of:

- Building Permit Plans (Archive Copies)

Owner's Information:

Name: _____

(PRINT)

Address: _____

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

E-mail: _____

Date: _____ Signature: _____

This form may be faxed, mailed or delivered in person.

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX D – OWNER'S UNDERTAKING

Property Address:_____

Legal Description:_____

Building Permit #:_____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Village will rely on same.

2. I confirm that I have applied for a building permit pursuant to "Village BUILDING BYLAW NO. 710, 2022" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.

3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.

4. I am not in any way relying on the Village or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Village or its building officials.

5. I hereby agree to indemnify and save harmless the Village and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.

6. I am authorized to give these representations, warranties, assurance, and indemnities to the Village.

Owner's Information:

Name:

_____

(PRINT)

Address:

_____

_____

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

Email:_____

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

(Day) (Month) (Year)

1. Where owner is an individual:

Owner's Signature

_____

Owner's Name

_____

(PRINT)

2. Where owner is a corporation:

Name of Corporation

_____

Per:

Authorized Signatory

_____

Name

_____

(PRINT)

3. Where owner is a partnership:

_____

Name of Partnership

_____

Per:

Authorized Signatory

_____

Name

_____

(PRINT)

Signed, sealed and delivered in the presence of:

Witness's Signature

_____

Witness's Name

_____

(PRINT)

Witness's Address

_____

Signed, sealed and delivered in the presence of:

Witness's Signature

_____

Witness's Name

_____

(PRINT)

Witness's Address

_____

Signed, sealed and delivered in the presence of:

Witness's Signature

_____

Witness's Name

_____

(PRINT)

Witness's Address

_____

Village of Lytton

Bylaw No. 710, 2022

APPENDIX E – CONFIRMATION OF PROFESSIONAL LIABILITY INSURANCE

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

Attention: Manager, Inspections

Property Address:_____

Legal
Description:_____

The undersigned hereby gives assurance that:

(a) I have fulfilled my obligation for insurance coverage as outlined in the Village BUILDING BYLAW NO. 710, 2022;
(b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars ($1,000,000.00);
(c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
(d) I am a registered professional; and
(e) I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction._____

_____
Name (PRINT)

_____ _____
Signature Date

_____
Address (PRINT)

_____ (Affix professional seal here)
Phone

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

I am a member of this firm:

_____

Name of Firm (PRINT)

_____

Address (PRINT)

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

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

Village of Lytton

Bylaw No. 710, 2022

APPENDIX F – BUILDING PERMIT

Building Permit No: _____

OWNER:

ADDRESS:

This *Permit* is issued pursuant to *BUILDING BYLAW NO. 710, 2022* in sole reliance on the documents submitted by the *Owner* and the representations by the *Owner* (and if applicable the *registered professional*) that this application and the documents comply with

a) the requirements of the Bylaw,

b) the applicable requirements of the *Building Code*,

c) any standard referred to in the Bylaw identified on the Appendices, and

d) the *Building Code*, and other applicable enactments respecting safety.

This *Permit* has been made to the best of the *Building Official's* knowledge, information and belief. It does not constitute approval or acceptance of any design, plan, or work not in accordance with the requirements of the *Building Bylaw*, *Building Code* or approved plans, whether or not such defect(s) could have been observed or discovered during plan review or construction.

The *Owner* has read and understands the Village's applicable bylaws and acknowledges that the *Owner* is deemed to have knowledge of the requirements, regulations and prohibitions in each of the bylaws.

This Permit is issued expressly subject to Part 2 and all other terms, conditions, regulations, prohibitions and requirements of *Building Bylaw No.* 710, 2022.

_____

Building Official

Date:_____

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX G – CONFIRMATION OF REQUIRED DOCUMENTATION

Building Permit Number: _____

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Chief Building Inspector 48 hours prior to the Pre-Occupancy Coordinated Review.*

2. *The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.*

	Provided	N\A	
TAB 1	☐	☐	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	☐	☐	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	☐	☐	Owner
	☐	☐	Co-ordinating Registered Professional
	☐	☐	Registered Professionals
	☐	☐	Warranty Provided
	☐	☐	Licensed Builder
	☐	☐	Sub-Contractors
TAB 3	☐	☐	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	☐	☐	Co-ordinating Registered Professional
	☐	☐	Architectural
	☐	☐	Structural
	☐	☐	Mechanical
	☐	☐	Plumbing
	☐	☐	Electrical
	☐	☐	Geotechnical Temporary
	☐	☐	Geotechnical Permanent
	☐	☐	Fire Suppression

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

TAB 9 ☐ ☐ DEFICIENCY LIST

Submitted by Coordinating Registered Professional

_____

Name (PRINT)

_____ _____

Signature Date

_____

Address (PRINT)

_____

Phone

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX H – FINAL INSPECTION NOTICE FOR COMPLEX BUILDINGS

OWNER:_____

ADDRESS:_____

This Notice is issued pursuant to Part 11 of the Village Building Bylaw No. 710, 2022 in sole reliance on the letters of assurance submitted by the registered professionals that the work substantially complies with the Building Code, the Building Bylaw and other applicable enactments respecting safety.

This Notice has been made to the best of the Official's knowledge, information and belief. It does not constitute acceptance of any work not in accordance with the requirements of the Building Bylaw, Building Code or approved plans, whether such defect(s) could have been observed or discovered during construction.

_____

Building Official

Date:_____

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX I – STOP WORK ORDER

VILLAGE OF LYTTON

BUILDING SERVICES

[Address]

STOP WORK ORDER

YOU ARE HEREBY NOTIFIED that the Village considers construction activity on this property in breach of its BUILDING BYLAW NO. 710, 2022.

FURTHER CONSTRUCTION SHALL NOT CONTINUE until satisfactory corrections have been made.

EVERY PERSON WHO FAILS TO COMPLY WITH THIS ORDER MAY, UPON CONVICTION FOR AN OFFENCE AGAINST SAID BYLAW, BE LIABLE TO A PENALTY AS STIPULATED IN THE BYLAW.

_____

ADDRESS of PROPERTY

_____

DATE INSPECTOR

NO PERSON MAY REMOVE, REVERSE, ALTER, COVER OR IN ANY WAY TAMPER WITH THIS NOTICE WITHOUT AUTHORIZATION OF THE VILLAGE.

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX J – DO NOT OCCUPY

Village of Lytton

BUILDING SERVICES

[Address]

NO OCCUPANCY

YOU ARE HEREBY NOTIFIED that the Village considers occupancy of this property to be a breach of its BUILDING BYLAW NO. 710, 2022.

OCCUPANCY OF THIS PROPERTY IS PROHIBITED until further notice.

EVERY PERSON WHO FAILS TO COMPLY WITH THIS ORDER MAY, UPON CONVICTION FOR AN OFFENCE AGAINST SAID BYLAW, BE LIABLE TO A PENALTY AS STIPULATED IN THE BYLAW.

_____

ADDRESS of PROPERTY

_____

DATE INSPECTOR

NO PERSON MAY REMOVE, REVERSE, ALTER, COVER OR IN ANY WAY TAMPER WITH THIS NOTICE WITHOUT AUTHORIZATION OF THE VILLAGE.

Village of Lytton

BYLAW No. 710, 2022

APPENDIX K – OFFENCES

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
Interference with building official's right of entry	6.5	$200
Construction without building permit	4.1(b)	$200
Demolition without building permit	4.1	$200
Moving building without building permit	7.1	$200
Failure to having permit and supporting documents on site	7.3(b)	$200
Breach of any prohibition under section 4	4	$200
Failure to post civic address	4.8	$200
Failure to comply with permit conditions	Part 5	$200
Failure to obtain final inspection notice	4.2	$200
		$200
Failure to clear all debris and fill	7.9	$200
Failure to obtain building official's written acceptance prior to concealing work	10.31	$200
Failure to stop work after a registered professional's services are terminated	7.12	$200
Violation of Stop Work Order	10.40	$200
Violation of Do Not Occupy Notice	10.43	$200

Village of Lytton

BUILDING BYLAW NO. 710, 2022

APPENDIX L – CERTIFIED PROFESSIONAL PROGRAM

1. Certified Professional Role

(a) The *Certified Professional* is a *registered professional*, and every provision of this bylaw applicable to a *registered professional* also applies to the *Certified Professional*.

(b) The *Certified Professional* must provide liaison between the *building official* and persons involved with the work under an application under this bylaw, including the *owner*, *coordinating registered professional*, *registered professionals*, and *constructors*.

(c) The *Certified Professional* must communicate all information respecting the work under an application under this bylaw to the *building official*, and from the *building official* to persons involved with the work.

(d) Every drawing and document submitted for a *building permit* must bear the *Certified Professional's* seal, stamp and signature.

(e) The *Certified Professional* must provide *building code* review and coordination for the design work and *field reviews* of the *registered professionals* in order to ascertain that the design will substantially comply with the *building code* as shown on the drawings and specifications submitted for *building permit*. *Field reviews* are required by all the *registered professionals*, and by the *Certified Professional*, who is supporting the role of the *building official* under this bylaw.

(f) During the *building permit* application process and subsequent *field reviews,* the Certified Professional is responsible for responding to all questions arising in relation to the *building code* and this bylaw.

(g) The *building official* will provide a *building code* interpretation if the Certified Professional raises questions during the course of the Certified Professional's work, either through a proposed *alternative solution* or a *building code* interpretation request.

Certified Professional Duties

Lot Grading, Site Drainage, and Retaining Wall Requirements

2. The *Certified Professional* must ensure that the preparation of all plans required under this bylaw have been completed by the responsible *registered professionals* prior to application for the *building permit*.

3.The *Certified Professional* must ensure that the proposed means of controlling surface storm water flows are shown on a site drainage drawings and that the site drainage information is coordinated with the building mechanical drawings.

Landscape Approval Requirements

4.For a project that does not require a Village development permit, the *Certified Professional* must ensure the landscaping plans are reviewed by a landscape architect.

5. For projects with an issued Village development Permit, the *Certified Professional* must review the landscape drawings being submitted for the *building permit* for correlation with the approved development permit drawings, and ensure certification of completion from the landscape architect prior to issuance of an *occupancy permit*.

Plumbing System Review

6.The *Certified Professional* must monitor the progress of the plumbing system review with the plumbing plan reviewer and coordinate the exchange of all pertinent information between the plumbing plan reviewer and the designer.

Electrical System Review

7.The *Certified Professional* must monitor progress of the electrical system review with the electrical plan reviewer, and coordinate the exchange of all pertinent information between the electrical plan reviewer and the designer.

Mechanical System Review

8.The *Certified Professional* must ensure that mechanically related fire emergency systems (such as dust collectors, paint spray booths or commercial kitchen exhaust systems) and fire suppression system drawings have been submitted to the *building official* for review and that all pertinent information is exchanged between the Village's Fire Chief or designate and the designer before installation of the system.

9.The installation of a pre-engineered fixed fire-extinguishing system such as a wet chemical or dry chemical system installation is deemed to be included in the *building*

permit. However, the *Certified Professional* must ensure that installation of a sprinkler or standpipe system only occurs under a separate plumbing *permit a*pplication from a licensed sprinkler contractor.

Field Review Procedure

10.The *Certified Professional* must ensure that each appropriate *registered professional* conducts field reviews and coordinates changes that may affect other areas (through the *coordinating registered professional*). The *Certified Professional* must collect all site reports through the *coordinating registered professional* and compile these as the record of satisfactory progress in relation to the final inspection and issuance of an *occupancy permit*.

11.The *Certified Professional* must confirm that all trade permits have been granted to the applicable contractor, including plumbing, electrical, gas, sprinklers, hoarding, sewer, water connections, curb cuts, highway use or any other permits that may be necessary.

Procedures for Applying for a Building Permit

General

12.Prior to making a *building permit* application, the *Certified Professional* must ensure that the correct civic address and legal description of the project are used on all documents associated with the work. If a new legal description is pending, it must be registered in Land Title Office before a *building permit* will be issued. Without limitation, the *Certified Professional* must ensure the correct civic address and legal description of the project are on all Letters of Assurance. The *Certified Professional* must ensure the *building permit* application form has the *owner's* signature or the signature of the *Certified Professional* if he or she is acting as the *owners'* representative agent. Without limitation, the *Certified Professional* must ensure that a *building permit* application complies in every respect with the requirements of this bylaw and the *building code*.

Building Permit Submission

13.The *Certified Professional* must ensure that a *building permit* application is complete, including final drawings.

Other Approvals

14.In relation to a project, the *Certified Professional* must establish the requirements of regulatory authorities other than the Village, such as provincial ministries, crown corporations or the Agricultural Land Commission. The *Certified Professional* must

confirm to the Village in writing that the necessary external approvals are in place before issuance of the *building permit*.

Alternative Solutions

15.Before the Village considers an *alternative solution* for a project in respect of which the owner has elected to retain a *Certified Professional*, the *alternative solution* must be proposed in writing by the *Certified Professional* for review and consideration by the Village before *building permit* application.

Procedure During Construction

General

16.After a *building permit* is issued, the *Certified Professional* must inform the Village in writing, within a week of the commencement of construction that construction has commenced.

Field Reviews

17.The *Certified Professional* must file *field review* reports with the *chief building inspector* at least once every month. If the *Certified Professional* is to be temporarily unavailable, the *Certified Professional* must arrange, in consultation with the Village, for the reports during the time of absence to be submitted by another *Certified Professional* or a *registered professional*.

18.The *Certified Professional*, or the relevant *Registered Professional* involved in the field review, must be able to address the Village's questions related to *field review*s.

19.Random site visits may be made by Village employees or agents to review the status of the building relative to the *Certified Professional's field review* reports.

20.The *Certified Professional* must keep a record of all *construction*-related events during *construction*.

Revision

21.The *Certified Professional* must apply to the *building official* for a revision to the *Building Permit* if proposed project changes affect

(a) the structural design,

(b) fire safety system or fire separation,

(c) main entrance or public corridor on a floor,

(d) exit to a public thoroughfare or to the exterior,

(e) type of construction, location or openings of an exterior wall, or

(f) addition of usable floor space, either within or outside of the building envelope.

A change after a *building permit* is issued must be documented through an amended *building permit*.

Final Acceptance

General

22.The *Certified Professional* must ensure the following procedures and requirements are satisfied in relation to final inspection and issuance of an occupancy permit:

(a) The *Certified Professional* must submit all necessary documents for fire and life safety systems tests applicable to the project to the Village for review. The *Certified Professional* must contact the Village to determine if a demonstration test is required and, if required, to set the date and time for the test. Any demonstration test must precede the final *field review*.

(b) The *Certified Professional* must submit all necessary documents and final design drawings (if changes transpired during construction) to the Village for review before the final *field review*.

(c) The *Certified Professional* must contact the Village to schedule a final *field review*. The *Certified* Professional must submit all required final approvals from applicable regulatory authorities other than the Village prior to requesting a final *field review*.

(d) The *Certified Professional* must recommend a final inspection and occupancy permit *issuance* before the Village will consider these.

Record Drawings or Final Design Drawings

23.Record as-built drawings are not required to be submitted to the Village if the *Certified Professional* certifies that the accepted *building permit* drawings were complete and that no design changes have occurred since the application for the *building permit*.

24.If design changes have occurred, the *Certified Professional* may not request a final *field review* until a revised *building permit* application, including revised drawings and a list of changes, is submitted by the *Certified Professional* to the Village.

Village of Lytton

BUILDING BYLAW AMENDMENT BYLAW NO. 711, 2022

A Bylaw to Provide for Wildland/Urban Interface Fire Protection for Buildings and Accessibility for Life Safety

---

GIVEN that the Village Council

A. may by bylaw regulate, prohibit, and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the health, safety or protection of persons or property under section 53(2) of that statute;

B. is enacting this bylaw to amend *Building Bylaw No. 710, 2022* in accordance with approvals of the Province of British Columbia respecting:

   (a) wildland/urban interface fire protection;

   (b) structure ignition zones;

   (c) vegetation management for fire protection; and

   (d) accessibility and life safety;

C. the Province has approved this Bylaw under the *Building Act* and *Building Act General Regulation 131/2016*; and

D. has engaged trained building officials for the purposes of this bylaw;

NOW THEREFORE the Council of the Village of Lytton enacts as follows:

Citation

1. This bylaw may be cited as “BUILDING BYLAW AMENDMENT BYLAW NO. 711, 2022”.

Amendment of Building Bylaw No. 710, 2022

2. BUILDING BYLAW NO. 710, 2022 is amended by adding the following:

(a) Parts 21, 22 and 23 after Part 20; and

(b) Appendices M, N, and O after Appendix L.

PART 21: FIRE SAFETY

Protection of Construction Against Wildland Urban Interface Fire

21.1 *Construction* of new Part 3 and Part 9 *buildings* shall comply with Appendix M. Appendix M is the current Chapter 3 of the *NRC WUI Fire Guide,* which is incorporated by reference in this Bylaw as Appendix M, as amended from time to time by the National Research Council of Canada.

PART 22: STRUCTURE IGNITION ZONES

22.1 Appendix N applies to the maintenance of existing *buildings*.

PART 23: VEGETATION MANAGEMENT

23.1 Every new *building permit* application is subject to submission to the *building official* of a vegetation management plan described under Appendix O.

23.2 Without limiting section 23.1, every new *building permit* application is subject to submission to the building official of a fuel management plan for the parcel in respect of which the *owner* has applied for a building permit, in accordance with Appendix O.

PART 24: ACCESSIBILITY STANDARDS

24.1 Chapter 7 of the B651-18 National Standard of Canada, as amended from time to time, is incorporated by reference in this Bylaw.

24.2 *Construction* of new Part 3 and Part 9 *buildings* shall comply with Appendix P. Appendix P comprises *SAFERhome Standards*.

APPENDIX M – WILDLAND URBAN INTERFACE FIRE PROTECTION FOR BUILDINGS

1. Scope

1) Despite any other enactment, every Part 9 *building* and *structure* shall be constructed in accordance with this Bylaw. New Part 3 buildings shall comply with Appendix M, including Chapter 3 of the *NRC WUI Fire Guide*, as amended from time to time.

2. Objectives

1) This Appendix addresses property protection by establishing construction measures for buildings. These measures are consistent with nationally recognized good practice for the protection of buildings exposed to WUI fires, including the *NRC WUI Fire Guide.* They are intended to mitigate the risk to buildings posed by exposure to WUI fire.

2) WUI fire protection measures presented here are intended to protect structures only, do not provide for life safety, and do not allow for occupants to "shelter in place" during WUI fire events.

3. Implementation

1) The implementation of this Appendix M may be achieved by complying with Chapter 3 of the *NRC WUI Fire Guide*, as amended from time to time, including application of alternative measures that achieve the same performance as intended by the stated objectives and functions described in Chapter 1 of the *NRC WUI Fire Guide*.

4. Exposure Level and Construction Class

1) In accordance with *NRC WUI Fire Guide* Clause 3.2.1.(4), the Exposure Level is High.

2) In accordance with *NRC WUI Fire Guide* Clause 3.2.2., Table 7, CCR1(FR) shall be applied for all construction.

5. Definitions

Accessory structure: means a *building or structure* used to shelter or support any material, equipment, chattel, or occupancy other than a habitable building.

Combustible material: means any material that, in the form in which it is used and under the conditions anticipated, will ignite and burn or will add appreciable heat to an ambient fire.

Exposure level: means the degree to which structures are likely to be exposed to embers, radiation, or flame contact.

Non-combustible material: [In relation to building materials] meets the acceptance criteria of CAN/ULC-S114, "Test for Determination of Non-Combustibility in Building Materials," (NRC WUI Fire Guide) *or* material that used under the conditions anticipated, will not ignite, burn, support combustion, or release combustible vapours when subjected to fire or heat (NFPA 1144).

NRC WUI Fire Guide: Bénichou N., Adelzadeh M., Singh J., Gomaa I., Elsagan N., Kinateder M., Ma C., Gaur A., Bwalya A., and Sultan M. (2021). National Guide for Wildland-Urban Interface Fires. National Research Council Canada: Ottawa, ON. 192 pp., available from https://nrc-publications.canada.ca/eng/view/object/?id=3a0b337f-f980-418f-8ad8-6045d1abc3b3

Structure Ignition Zones: means the zone around a building or other point source where specific fuel management measures are used (see Appendix N).

Structure Ignition Zone 1A: means the Priority Zone that is immediately adjacent to a building and extends to 1.5m outward in all directions from the furthest projection of the building (see Appendix N).

Structure Ignition Zone 1: means the Priority Zone that is beyond 1.5m and extends to 10 m outward in all directions from the furthest projection of the building. The main objective of the management of vegetation and combustible material in this zone is to create an environment that will not support fire of any kind (see Appendix N).

Slope: means the upward or downward inclination of the earth's surface (i.e. the deviation in terrain from level or flat ground). Slope is a percentage calculated as the vertical rise or fall in elevation divided by the horizontal distance and then multiplied by 100.

Structure Ignition Zone: means the area in Priority Zones 1A to 3 around a specific structure and associated accessory structures, including all vegetation that constitutes potential fuel for ignition (see Appendix N).

6. **Construction Measures**

(a) Existing Applicable Regulations

1) Care shall be taken during implementation of this Appendix M so as not to contravene the British Columbia Building Code and bylaws that apply to new construction and renovations in accordance with applicable law.

2) Despite any other provision of this Bylaw, Parts M and N apply to fences and accessory buildings for the purposes of managing WUI fire risk, including for application of Appendix M.

(b) Roofing Materials

1) Roof coverings shall have a Class A classification when tested using CAN/ULC-S107, “Fire Tests of Roof Coverings”.

2) Valley and hip flashing, roof penetration flashing, sill plate flashing, and any other flashing that could be exposed to accumulated embers shall be non-combustible.

3) Drip edges shall

    a. be non-combustible, and

    b. extend at least 75 mm upslope from the edge of the roof.

4) Roof penetrations, such as pipes shall be non-combustible.

5) Any gaps larger than 3mm on the roof, including gaps at junctions or around penetrations or attachments, that could allow the entry of embers shall be sealed with non-combustible material.

6) For certainty, treated or untreated wood shakes are prohibited roof materials.

7) For all roof cover products, follow manufacturers’ instructions concerning application of underlayment to achieve CAN/ULC-S107 Class A fire rating.

8) Cant strips, roof curbs, nailing strips, and similar components used in the installation of roofing must not be combustible.

(c) Gutters and Downspouts

1) Gutters and downspouts shall be:

    a. non-combustible, and

    b. fitted with corrosion-resistant, non-combustible screens or guards to prevent the buildup of combustible materials in the gutters and downspouts.

(d) Eaves, Soffits and Roof Projections

1) Eaves, soffits, and roof projections on buildings shall be finished with non-combustible material.

2) Except as described in C.6.8 Service Openings and Vents, eaves, soffits, and roof projections shall be enclosed without openings.

(e) Exterior Walls

1) The exterior wall cladding shall extend from the top of the foundation to

   a. the top plate (track) of the exterior wall,

   b. the bottom chord of the roof truss,

   c. the intersection of the exterior wall and the soffit, or

   d. the bottom of the built-up roof deck

2) All joints in the exterior wall cladding or related wall components shall be covered, sealed, overlapped, backed, or butt-jointed with no unprotected gaps greater than 3mm.

3) All openings and penetrations in the exterior wall cladding or related wall components shall be sealed with no gaps greater than 3mm.

4) Exterior vertical surfaces that are less than 200 mm from the ground or a deck, roof, or similar horizontal surface where embers may accumulate shall be protected on the exterior by

   a. non-combustible material, or

   b. at least one layer of Type X exterior gypsum sheathing or cement board.

5) Exterior walls shall be constructed by using the construction specifications presented in Table 9.10.3.1.-A of the British Columbia Building Code (as appropriate) of not less than 1 h.

6) Exterior wall assemblies shall

   a. be clad with masonry or concrete having a thickness not less than 25 mm, or

   b. meet the recommended acceptance criteria stated in Table 9 in Chapter 3 of the *NRC WUI Fire Guide* when tested using ASTM E2707, “Standard Test Method for Determining Fire Penetration of Exterior Wall Assemblies Using a Direct Flame Impingement Exposure”.

7) Log Wall and fire-retardant-treated wood cladding (combustible cladding) are prohibited building materials.

(f) Foundation Walls

1) Foundation walls shall be constructed of concrete or unit masonry.

2) All joints in the external wall cladding or related wall components of the foundation wall shall be covered, sealed, overlapped, backed or butt-jointed with no unprotected gaps greater than 3mm.

3) All openings and penetrations in the exterior wall cladding or related wall components of the foundation wall shall be sealed with no gaps greater than 3mm.

(g) Raised or Elevated Buildings

1) All supporting elements for a raised or elevated building shall be of non-combustible construction.

2) Spaces underneath a raised or elevated building shall be enclosed with non-combustible material to prevent storage under the building and to discourage growth of vegetation.

(h) Service Openings and Vents

1) Openings required for soffit venting or the ventilation of roof spaces shall be screened with ember-resistant rated vents or corrosion-resistant, non-combustible mesh with a maximum mesh aperture of 3mm.

2) Where required for the ventilation of wall assemblies, ventilation gaps greater than 3mm in width shall be covered by non-combustible screening with a maximum mesh aperture of 3mm.

(i) Doors and Windows

1) Exterior doors on buildings shall

   a. be non-combustible, and

   b. have a fire-protection rating of not less than 20 mins when tested using CAN/ULC-S104, “Standard Method for Fire Tests of Door Assemblies”.

2) Glazing on exterior doors* shall

   a. include an outer pane of tempered or heat-strengthened glass,

   b. be multi-layered glazed panels, or

   c. have a fire-resistive rating of not less than 20 minutes

3) Where installed, secondary screen doors provided for exterior doors shall

   a. be non-combustible,

b. be fitted with

i) a corrosion-resistant, non-combustible wire mesh with a maximum mesh aperture of 3mm, or

ii) shutters conforming to Sentence (6),

c. have no gaps greater than 3mm at the perimeter of the screen assembly where it is fitted to the door, and

d. be equipped with a self-closing device to keep the screen door in the closed position when not in use.

4) Window glazing and skylights* shall

a. be tested using SFM Standard 12-7A-2, “Exterior Windows,”

b. be tempered glass, multi-layered glazed panels, glass block, or

c. have a fire-resistive rating of not less than 20 minutes.

5) All windows shall be fitted with a screen that

a. is made of corrosion-resistant, non-combustible wire mesh with a maximum mesh aperture of 3mm,

b. has no gaps greater than 3mm at its perimeter where it is fitted to the window, and

c. is supported by a metal frame

6) Where installed, shutters shall

a. be made of non-combustible material,

b. be fixed to the building,

c. when in the closed position, have no gaps greater than 3mm between the shutter and the wall, the sill, or the head,

d. be readily manually operable from either inside or outside, and

e. protect the entire window assembly or door assembly.

*Note: Glazing recommendations provided in NFPA 1144 (2018) Clause 5.7.1. are included as options in this bylaw due to the lack of availability of products in Central BC that comply with NRC WUI Fire Guide glazing recommendations (including tempered or heat-strengthened glass for outer panes and testing according to SFM Standard 12-7A-2, “Exterior Windows”).

(j) Decks, Balconies, and Other Building Attachments

1) Decks, balconies, porches, and other similar building elements or buildings attached to or within 10m of the primary building structure shall be constructed of non-combustible materials.

2) All graded surfaces below decks, balconies, porches, raised buildings, and other similar building extensions shall be non-combustible surface materials.

3) For certainty, decks include any attached stairs and membranes.

(k) Fences

1) Fencing within 10m of the furthest projection of the building shall be constructed of non-combustible materials.

(l) Liquefied Petroleum Gas Tanks

1) Liquefied petroleum gas (LPG) tanks rest upon a non-combustible surface that extends not less than 1.5m outward in all directions from the perimeter of the tank.

2) All vegetation and combustible material shall be removed within a zone of not less than 3 m extending outward in all directions from the perimeter of LPG tanks. The distance between overhead tree limbs and LPG tanks shall be assessed using the outer extent of limbs

3) The clearance between an LPG tank and any building wall shall be not less than 10m.

4) LPG tanks shall not be stored under a deck, balcony, or roof eave or soffit.

(m) Accessory Structures

1) Accessory structures shall be constructed to meet the requirements of this Appendix or shall be separated from the main structure by a minimum of 10m.

7. **Building Maintenance**

Gutters and Downspouts

1) Gutters and downspouts shall be regularly cleaned to remove accumulated material from gutters and guard surfaces

Roof, Exterior Siding, Deck Replacement

2) Roof covering on buildings or structures in existence prior to the adoption of this Bylaw that are replaced or have 25 percent or more replaced in a 12-month period shall be replaced with a roof covering required for new construction, as in Roofing Materials.

3) Exterior siding on buildings or structures in existence prior to the adoption of this Bylaw that are replaced or have 25 percent or more replaced in a 12-month period shall be replaced with exterior siding required for new construction, as in Exterior Walls.

4) Decks, balconies, porches, and other similar building elements in existence prior to the adoption of this Bylaw that are replaced or have 25 percent or more replaced in a 12-month period shall be replaced with materials required for new construction, as in Decks, Balconies, and Other Building Attachments.

APPENDIX N - STRUCTURE IGNITION ZONES

1. Definitions

In this Appendix N:

Exposed building face means that part of the exterior wall of a building that faces one direction and is located between ground level and the ceiling of its top storey, as well as, for the purposes of this Bylaw, the roof above that part of the exterior wall;

Firebreak means the barrier to fire spread built by clearing or significantly thinning fuels on a strip of strategically located land;

Fuel break means the trench dug down to mineral soil that stops surface fire spread;

Non-combustible material means the [in relation to building materials] meets the acceptance criteria of CAN/ULC-S114, “Test for Determination of Non-Combustibility in Building Materials,” (NRC WUI Fire Guide) *or* material that used under the conditions anticipated, will not ignite, burn, support combustion, or release combustible vapours when subjected to fire or heat (NFPA 1144);

NRC WUI Fire Guide is: Bénichou N., Adelzadeh M., Singh J., Gomaa I., Elsagan N., Kinateder M., Ma, C., Gaur A., Bwalya A., and Sultan M. (2021). National Guide for Wildland-Urban Interface Fires. National Research Council Canada: Ottawa, ON. 192 pp., available from https://nrcpublications.canada.ca/eng/view/object/?id=3a0b337f-f980-418f-8ad8-6045d1abc3b3;

Structure Ignition Zone means the zone around a building or other point source where specific fuel management measures are used;

Structure Ignition Zone 1A means a Priority Zone that is immediately adjacent to a building and extends to 1.5m outward in all directions from the furthest projection of the building;

Structure Ignition Zone 1 means a Priority Zone that is beyond 1.5m and extends to 10m outward in all directions from the furthest projection of the building. Note 1 to entry: The main objective of the management of vegetation and combustible material in this zone is to create an environment that will not support fire of any kind;

Slope means the upward or downward inclination of the earth’s surface (i.e. the deviation in terrain from level or flat ground). Slope is most commonly expressed as

a percentage calculated as the vertical rise or fall in elevation divided by the horizontal distance and then multiplied by 100;

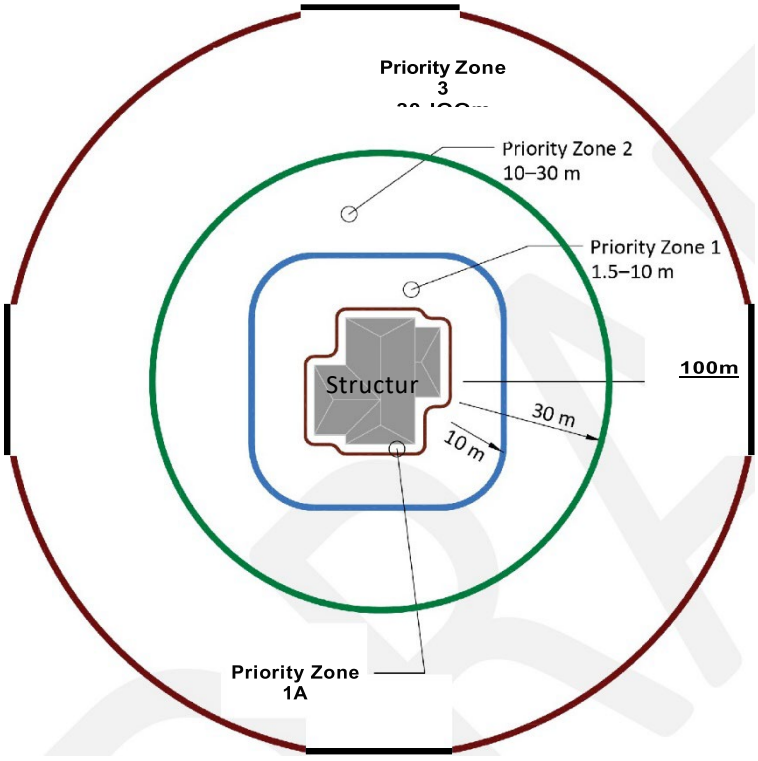
Structure Ignition Zone means an area in Priority Zones 1A to 3 around a specific structure and associated accessory structures, including all vegetation that constitutes potential fuel for ignition;

2. Structure Ignition Zones

In addition to the construction measures prescribed in Appendix M, fuel shall be managed in zones within a certain radius of the *structure,* which are called *Structure Ignition Zones.*

Figure 1, which is based on the FireSmart zone concept, shows a definition of the *Structure Ignition Zone,* which includes *Priority Zones 1A to 3.*

Figure 1 The *Structure Ignition Zones* extend outward in all directions within the indicated distances from the furthest projection of the *building*. Note that zone radii are not to scale.



3. Structure Ignition Zones Requirements

a. Structure Ignition Zone 1A

i. Within a zone of not more than 1.5m extending outward in all directions from the furthest projection of the *building,* the following measures shall be used:

1. Vegetation and *combustible* material, including woody shrubs, trees and tree branches, shall be completely removed down to mineral soil, and

2. *Non-combustible* materials, such as gravel, brick, and concrete, shall be used for landscaping features

b. Structure Ignition Zone 1

i. Within a zone beyond 1.5m and not more than 10m extending outward in all directions from the furthest projection of the *building*, the following measures shall be used:

1. over-mature, dead, and dying trees with potential to ignite and carry fire shall be removed,

2. highly flammable species of trees with potential to ignite and carry fire shall be removed,

3. vegetation shall be thinned and pruned to prevent a fire from being carried toward or away from the *building,*

4. remaining vegetation shall be converted to less fire-prone species if compatible with ecological considerations;

5. *combustible* debris and items, including firewood piles, construction materials, furniture, decorative items, trailers, recreational vehicles, storage sheds, and ancillary or *accessory structures* that are not in compliance with Appendix M, shall not be present, and

6. *firebreaks* shall be provided as described in Clause 3(g) Firebreaks and Fuel Breaks, where

a. a *slope* increases the *WUI fire risk* to the *building* or the *subdivision, or*

b. the *building* is located adjacent to a *slope* without the setback required by Clause 3(f).

c. Structure Ignition Zone 2

i. Except as described in Sentence (2), within a zone beyond 10m and not more than 30m extending outward in all directions from the furthest projection of the *building,* the following measures shall be used

1. fuel shall be reduced through selective removal of coniferous trees to maintain a horizontal separation not less than 3m between single and grouped *tree crowns,*

2. branches located up to a height not less than 2 m from the ground shall be removed from the remaining trees, and

3. accumulation of fallen branches, dry grass, and needles shall be removed to the greatest extent reasonably practicable.

ii. The outer radius of the zone described in Sentence (1) shall be adjusted for *slope* as described in Clause L.3.5. Slope Adjusted Priority Zones.

d. Structure Ignition Zone 3

i. Except as described in Sentence (2), within a zone beyond 30 m and not more than 100 m extending outward in all directions from the furthest projection of the *building*, the measures of Clause 3(b)(i)(c) shall be used.

ii. The outer radius of the zone described in Sentence 3(d)(1) shall be adjusted for *slope* as described in Clause 3(e) Slope-Adjusted Priority Zones.

Note: Structure Ignition Zone 3 may managed by a forest professional through the development of a fuel management prescription.

e. Slope-Adjusted Priority Zones

i. Except as described in Sentence (ii), the outer radii of *Priority Zones 2 and 3* shall be adjusted for *slope* as described in Sentences (iii) and (iv).*

ii. The adjustment for *slope* described in Sentence (i) need not apply where the effects of *slope* in *Priority Zone 3* and Exposure Zone 4 are considered through the use of the detailed method to assess the *Exposure Level* of the *building*, as described in Chapter 2 of the *NRC WUI Fire Guide*.

iii. Where the *slope* of *Priority Zone 2 and 3* is greater than 30% and less than or equal to 55%, the outer radius of the zone shall be increased (see Figure 2) by

    1. a factor of 2 in the downslope direction, and

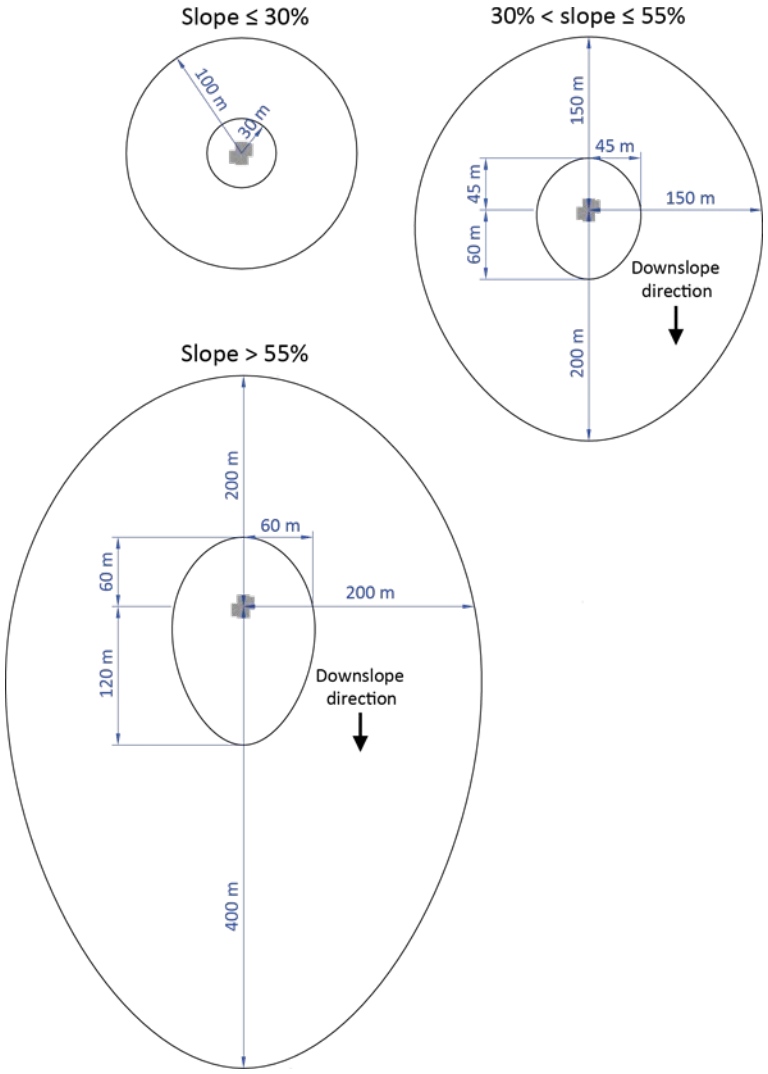
    2. a factor of 1.5 in the horizontal direction

iv. Where the *slope* of *Priority Zone 2 and 3* is greater than 55%, the outer radius of the zone shall be increased by

    1. a factor of 4 in the downslope direction, and

    2. a factor of 2 in the horizontal direction

*the location of the inner radius of Zone 3 shifts to coincide with the new position of the outer radius of Zone 2 after any adjustment.



f. Setbacks

i. Except as described in Sentence (ii), *buildings* in *Structure Ignition Zone 1* must be located at a distance not less than 10 m from the crest of any hill (see Figure 3).

ii. Where a setback as described in Sentence (i) is not possible, the *Construction Class* of the *exposed building face* facing the downslope shall be taken as CC1(FR).

Note: The Current iteration of Appendix M provides construction requirements in compliance with CC1(FR). L.2.6 applies only where other construction classes, as outlined in the *NRC WUI Fire Guide*, are applied.

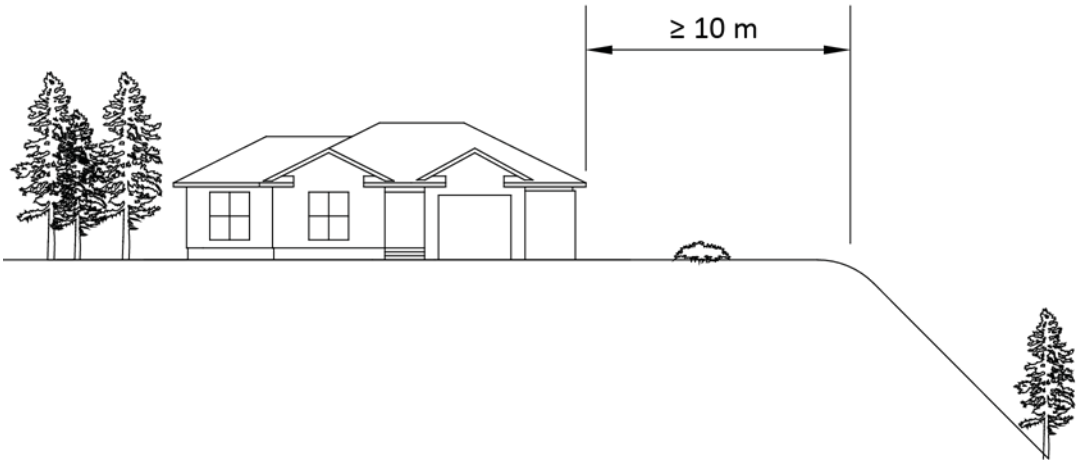


Figure 3: Example setback, as described in Setbacks

g. Firebreaks and Fuel Breaks

The minimum width of the *firebreak* described in Clause O.3.2(f) shall be

i. based on the magnitude of the *slope* in accordance with Table O.1.

Table L.1: Minimum Width of Firebreaks

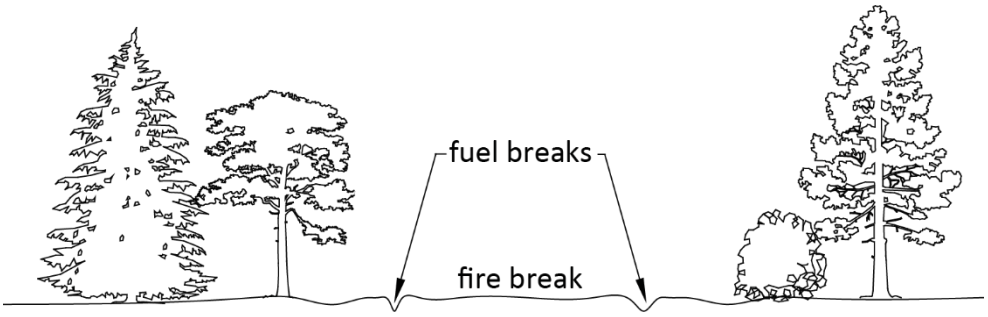
Slope, %	Minimum Width of Firebreak, m
≤ 5	30
> 5 and ≤ 15	40
> 15	50

ii. *Fuel breaks* shall be provided on both sides of the *firebreak* referred to in Sentence (1) (see Figure O.4)

iii. Vegetative fuels shall be completely removed down to mineral soil from the *fuel breaks* referred to in Sentence (2).

iv.

Figure 4. Fuel breaks on both sides of a firebreak, as described in Clause 3(g)(ii)



4. Structure Ignition Maintenance

a. Priority Zone 1A

i. For raised or elevated buildings, combustible materials shall not be stored underneath the building and the accumulation of combustible debris underneath the building shall be prevented by the installation of non-removable mesh or guard made of corrosion-resistant, non-combustible material, per Appendix M, Clause C.6.7(2).

b. Structure Ignition Zone 1

i. Within a zone beyond 1.5m and not more than 10m extending outward in all directions from the furthest projection of the building, the following measures shall be used:

1. Annual grasses shall be mowed to a height of not more than 10cm, and

2. Ground litter and downed trees shall be removed at a frequency not less than annually.

APPENDIX O - VEGETATION MANAGEMENT

Vegetation management plans shall be submitted to the *building official* for review and approval as part of the plans required for a *building permit*.

Plan Content

Vegetation management plans shall describe all actions that will be taken to prevent a fire from being carried toward or away from the building. A vegetation management plan shall include the following information:

(a) a copy of the site plan;

(b) methods and timetables for controlling, changing or modifying areas on the property; elements of the plan shall include removal of slash, snags, vegetation that may grow into overhead electrical lines, other ground fuels, ladder fuels and dead trees, and the thinning of live trees; and

(c) a plan for maintaining the proposed fuel-reduction measures.

Fuel Modification

To be considered a fuel modification for purposes of this Bylaw, the *owner* must continuously maintain the clearance.

APPENDIX P – SAFERHOME STANDARDS

Every *owner constructing* a new residential *building* must comply with the following standards as a condition of *building occupancy*.

	STRUCTURE & DESIGN	
Criteria	**Standard**	**Description**
1	Exterior Thresholds	All exterior thresholds are flush.
2	Interior Thresholds	All interior thresholds meet minimal code constraints (eg. shower entrance).
3	Doors (& pinch points)	All doors and pinch points are a minimum of 34″ but ideally 36″ wide.
4	Hallways	All hallways are a minimum of 40″ but ideally 42″ wide.
5	Washroom Wall Reinforcements	Reinforced with 2″x12″ solid lumber in all washroom tub, shower, and toilet locations.
6	Wall Reinforcements (Top of the Stairs)	At the top of all stairs, walls are reinforced with 2″x12″ solid lumber at 36″ to centre.
7	Multistory Connection Provision	Either an allowance for an elevator option in stacked closets or build all staircase(s) with a minimum width of 42″.
8	Sink Cabinets	Cabinets underneath each sink are easily removed.
	ELECTRICAL & TELECOM	
Criteria	**SAFERhome Standard**	**Description**
9	Light Switch Positioning	All switches positioned at 42″ to the centre of the electrical box from the finished floor.
10	Electrical Outlet Positioning	All outlets positioned at 18″ to the centre of the electrical box from the finished floor.
11	Electrical Outlet Placement Locations	Beside windows, especially where draperies or blinds may be installed; Bottom of staircases; Beside the toilet; Above external doors (inside); On front face of kitchen counter.
12	Four-Plex Outlet Locations	Placed in master bedroom, home office, garage, and recreation room.
	Optional Criteria	A hard-wired low voltage system provides a higher level of security and reliability.
Supplemental	RG-6 Coaxial Cable Runs	All homeruns return to one central area. (Node Zero).

Supplemental	Telephone Pre-Wiring	CAT 5E (4 pair) homerun to all areas and return to one central area. (Node Zero).
Supplemental	Electrical Outlet Placement At Node Zero	At Node Zero Location (the communications control centre for smart home options) where all the house wiring meets in one place.
	PLUMBING	
Criteria	**Standard**	**Description**
13	Bath and Shower Control Positioning	All controls are offset from centre, roughly 1/2 way between the historic centre location and the outside edge of the shower or tub enclosure.
14	Waste Pipes	All pipes are brought in no higher than 14″ to the centre of the pipe from floor level.
15	Pressure/Temperature Control Valves	Control valves are installed on all shower faucets.

In Force

This amendment bylaw comes into force on adoption.

READ A FIRST TIME this 9th day of February, 2022.

READ A SECOND TIME this ___ day of _____, 2022.

READ A THIRD TIME this ___ day of _____, 2022.

APPROVED BY PROVINCE OF BRITISH COLUMBIA this ___ day of _____, 2022

ADOPTED this ___ day of _____, 2022.

_____ _____

Mayor Polderman Leslie Groulx, Corporate Officer