



Governance & Services Committee

TO: Governance and Services Committee

FROM: Todd Cashin
Director of Community Services

DATE: May 13, 2021

SUBJECT: Policy and Procedures Review – Building Inspections Program

Purpose: To provide an overview of the Building Inspections Program policies and procedures associated with the 2020 service review update.

Executive Summary:

In 2014, the Board approved a Service Review schedule which directs the review of all services the Regional District provides every five (5) years. In 2020, the Building Inspection Program was one of the services that was to be reviewed.

In preparing this update, staff reviewed policies and procedures associated with the Building Inspection Program. It has been identified that various policies are no longer applicable, others require updates, and there are opportunities to consider new policies to build on the goals of the program.

RECOMMENDATION:

THAT the Governance & Services Committee receive for information the Building Inspection Policy and Procedures report dated May 13, 2021;

AND THAT the Governance & Services Committee recommends the Regional Board consider rescinding the following twelve (12) policies:

- 6.02 Completion Inspections
- 6.03 Testing of Water Systems
- 6.04 Mirrored Glass Doors
- 6.06 Publication of Building Permit Information
- 6.07 BC Building Code – Section 3.6 Health Requirements
- 6.8 Policy for Approving Glass Guards
- 6.14 Philpott Road
- 6.15 Non-conforming properties
- 6.16 Notification on Strata Title Conversions
- 6.18 Table of Percent Slopes
- 6.19 Zoning Bylaw Infractions
- 6.20 Height Requirements of Fences-Hedges

AND FURTHER THAT the Regional Board support staff updating the following policies:

- 6.01 Zoning Bylaw Violation Procedure
- 6.17 Strata Conversion of Existing Buildings
- 6.22 Building Bylaw Enforcement and Permit File Closing Policy
- 6.23 Inactive Building Permits – Stop Work Orders with a Bylaw Contravention

AND FURTHER THAT the Regional Board support staff drafting the following new policies:

- Mobile Stores Policy
- Decommissioning Suites and Dwellings Policy
- Archaeological Assessments Policy

Respectfully Submitted:



Todd Cashin
Director of Community Services

Approved for Committee's Consideration



Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan: Supports the Regional Board's Strategic Priorities, objectives and initiatives:

Sustainable Communities: We will initiate and support efforts to create a healthy built environment in which all people throughout the region enjoy a high quality of life with access to safe neighbourhoods including a diverse range of housing options.

Environment: We will initiate and support efforts to reduce our environmental footprint, adapt to climate change and connect with nature.

Policy: The associated review was conducted in accordance with the RDCO Service Establishment Bylaw Review Schedule.

Background:

The Regional Board adopted a five-year cycle of service reviews on January 16, 2014. The Inspections Services Review Update was scheduled for review in 2020 and has been completed. In preparing this update, staff reviewed policies and procedures associated with the Building Inspection Program.

It has been identified that various policies are no longer applicable, others require updates, and there are opportunities to consider new policies to build on the goals of the program.

The mandate of Building Inspections is to:

- Provide building inspections services for the electoral areas;
- Provide land use bylaw enforcement services for the electoral areas;
- Ensure compliance with applicable codes and regulations in order to increase the safety and health of the community;
- Support responsible environmental protection and energy efficiency in new construction; and
- Maintain records of all historic and current building permit documentation.

Building Inspections Policies and Procures

The services within the Building Inspections Program currently meets its mandate; however, the 2020 review has identified a few areas of improvement for consideration relating to policies and procedures.

- All existing Building Inspections policies have been reviewed (see attached):
 - 12 policies are proposed to be rescinded;
 - 4 policies are proposed to be updated; and
 - 4 new policies are proposed to be created.

Financial Considerations:

There would be no associated financial implications as the policies can be updated and developed internally by Inspections Services staff.

Alternative Recommendation:

THAT the Governance & Services Committee receive for information the Building Inspections report;

AND THAT the Governance & Services Committee recommends the Regional Board not support changes to Building Inspections policies and procedures.

Attachment:

- Inspection Services Policy & Procedures Review Summary