

# Inspection Services - 2020 Review

## Policy & Procedures Review Summary

	Update / Create	Rescind
<b>Admin Policies</b>	<ul style="list-style-type: none"> <li>6.01 Zoning Bylaw Violation Procedure</li> </ul>	<ul style="list-style-type: none"> <li>6.02 Completion Inspections</li> <li>6.03 Testing of Water Systems</li> <li>6.04 Mirrored Glass Doors</li> <li>6.06 Publication of Building Permit Information</li> <li>6.07 BC Building Code – Section 3.6 Health Requirements</li> <li>6.8 Approving Glass Guards</li> </ul>
<b>Board Policies</b>	<ul style="list-style-type: none"> <li>6.17 Strata Conversion of Existing Buildings</li> <li>6.22 Building Bylaw Enforcement and Permit File Closing Policy</li> <li>6.23 Inactive Building Permits – Stop Work Orders with a Bylaw Contravention</li> </ul>	<ul style="list-style-type: none"> <li>6.14 Philpott Road</li> <li>6.15 Non-conforming properties</li> <li>6.16 Notification on Strata Title Conversions</li> <li>6.18 Table of Percent Slopes</li> <li>6.19 Zoning Bylaw Infractions</li> <li>6.20 Height Requirements of Fences-Hedges</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>Working Alone Procedures</li> <li>Mobile Stores Policy</li> </ul>	<ul style="list-style-type: none"> <li>Retaining Walls Policy</li> <li>Seasonal Storage Policy</li> <li>Treated Wood Policy</li> </ul>
<b>Proposed Policies</b>	<ul style="list-style-type: none"> <li>Decommissioning Suites and Dwellings</li> <li>Archaeological Assessments</li> </ul>	

## Policies

Policy	Board or Admin Policy	Action	Rationale
6.01 Zoning Bylaw Violation Procedure	Admin	Update	<ul style="list-style-type: none"> <li>Staff bringing forward new Bylaw Compliance Policy (Q4 of 2021)</li> </ul>
6.02 Completion Inspections	Admin	Rescind	<ul style="list-style-type: none"> <li>Policy refers to old Building Bylaw 384</li> <li>Covered by new Building Bylaw</li> </ul>
6.03 Testing of Water Systems	Admin	Rescind	<ul style="list-style-type: none"> <li>Covered by BC Plumbing Code</li> </ul>
6.04 Mirrored Glass Doors	Admin	Rescind	<ul style="list-style-type: none"> <li>Covered by BC Building Code</li> </ul>
6.06 Publication of Building Permit Information	Admin	Rescind	<ul style="list-style-type: none"> <li>Covered in FOI Policy &amp; Procedures Manual</li> </ul>
6.07 BC Building Code – Section 3.6 Health Requirements	Admin	Rescind	<ul style="list-style-type: none"> <li>Covered by BC Building Code</li> <li>Pre-dates CWK Incorporation</li> </ul>
6.8 Policy for Approving Glass Guards	Admin	Rescind	<ul style="list-style-type: none"> <li>Covered by BC Building Code</li> </ul>
6.14 Philpott Road	Board	Rescind	<ul style="list-style-type: none"> <li>DP's have been implemented in Joe Rich to better protect development from hazardous conditions</li> </ul>
6.15 Non-conforming properties	Board	Rescind	<ul style="list-style-type: none"> <li>Non-conforming uses are subject to Part 14 of the Local Government Act</li> </ul>
6.16 Notification on Strata Title Conversions	Board	Rescind	<ul style="list-style-type: none"> <li>Covered under policy 6.17.</li> <li>Policy 6.17 to be updated</li> </ul>
6.17 Strata Conversion of Existing Buildings	Board	Update	<ul style="list-style-type: none"> <li>Policy to be reviewed and updated.</li> </ul>
6.18 Table of Percent Slopes	Board	Rescind	<ul style="list-style-type: none"> <li>Not necessary.</li> <li>Steep slopes covered by DP's</li> </ul>
6.19 Zoning Bylaw Infractions	Board	Rescind	<ul style="list-style-type: none"> <li>Will be covered by the new Bylaw Compliance Policy</li> </ul>
6.20 Height Requirements of Fences-Hedges	Board	Rescind	<ul style="list-style-type: none"> <li>Not necessary</li> <li>Zoning Bylaw regulates height of structures (not vegetation)</li> </ul>
6.22 Building Bylaw Enforcement and Permit File Closing Policy	Board	Update	<ul style="list-style-type: none"> <li>Policy 6.22 &amp; 6.23 to be combined into one policy</li> </ul>
6.23 Inactive Building Permits – Stop Work Orders with a Bylaw Contravention	Board	Update	<ul style="list-style-type: none"> <li>Policy 6.22 &amp; 6.23 to be combined into one policy</li> </ul>

## Miscellaneous

Policy	Action	Rationale
Working Alone Procedures (Inspections Policy 001)	Create a formal policy	<ul style="list-style-type: none"> <li>New policy required.</li> <li>Confirmed with HR that this is a requirement of WorksafeBC</li> </ul>
Mobile Stores	Review and create a formal policy	<ul style="list-style-type: none"> <li>Currently under review.</li> <li>New policy required (either Board or Admin)</li> </ul>
Retaining Walls	Delete and create bulletin	<ul style="list-style-type: none"> <li>To be clarified through the updated Building Bylaw and Zoning Bylaw</li> </ul>
Seasonal Storage	Delete and create bulletin	<ul style="list-style-type: none"> <li>To be clarified through the updated Building Bylaw and Zoning Bylaw</li> <li>Definition of seasonal structure to be reviewed</li> </ul>
Treated Wood	Delete	<ul style="list-style-type: none"> <li>Covered by BC Building Code</li> </ul>

## Proposed Board Policies

Policy	Action	Rationale
Decommissioning Suites and Dwellings	Review need for a policy, creation of a bulletin and explore opportunities for regional consistency.	<ul style="list-style-type: none"> <li>To provide clarity to property owners, agents and staff for decommissioning a dwelling.</li> <li>To create a standard process for decommissioning a dwelling.</li> <li>To explore opportunities for regional consistency.</li> <li>To assist with enforcement resources.</li> </ul>
Archaeological Assessments	Review need for a policy, creation of a bulletin and explore opportunities for regional consistency	<ul style="list-style-type: none"> <li>To provide clarity to property owners, agents and staff for archaeological assessments.</li> <li>To create a standard process for arch assessments.</li> <li>To explore opportunities for regional consistency.</li> </ul>