



building communities together

2022 Business Plan Planning Services (1005)

Nigel Whitehead, Manager of Planning Services

Working in partnership with communities large and small to offer local, sub-regional, and regional services to ensure that the Cariboo Chilcotin is a socially, economically, and environmentally desirable region

Department/Function Services Overview

The Planning Services Department is involved with two divisions of planning: current and long-range planning.

Current planning involves responding to inquiries for current zoning information; current Official Community Plan designations; information respecting Agricultural Land Reserve status, policies and applications; information regarding subdivision and development of private lands; and Crown land referrals and database maintenance. Current planning also involves applications to amend Official Community Plans and/or zoning/rural land use bylaws, applications for temporary land use permits, development permits or development variance permits and applications under the *Agricultural Land Commission Act*.

Long-range planning consists of the preparation, implementation, amendment and administration of land use policies to guide future growth and development over an expanse of land. Generally, long-range planning pertains to the Official Community Plans (OCP). Long range planning also involves special planning projects that might include neighbourhood plans, land use policy development, housing needs assessments, and agricultural planning.

Statutory Authority for Planning Services was originally provided to the Regional District by way of a Supplementary Letters Patent No. 5 in 1969.

All Electoral Area Directors are responsible for the governance of this service.

Significant Issues & Trends

The Planning Services Department achieved full staffing in Summer of 2021, and with the close of the 2021 wildfire season, the department is reaching full work capacity, which is a significant and welcome occurrence. The department had been previously working below full staffing for various reasons since February 2019.

Work continues on streamlining and modernizing department procedures and will ultimately result in a much more automated application process, where applicants will have the option to fully submit application documents digitally through a user-friendly online interface.

Regulatory changes continue at the Agricultural Land Commission (ALC). Most recently in late 2020 through 2021 we have been working through the results of Provincial legislation extinguishing a landowner's right to make application to exclude their property from the Agricultural Land Reserve (ALR). On Jan 1, 2022, new regulations around second dwellings within the ALR come into effect. In some aspects, this will provide flexibility and a reduction in restrictions on second dwellings, however, it will also result in additional ALC permitting requirements around the import of fill onto the property (i.e. gravel for foundation, driveway, etc.). Staff will continue to monitor and analyze the changes, providing information and advice to landowners and the Board as necessary.

The impacts of climate change are becoming more evident, leading to wildfires, drought, flooding, landslides, etc. Staff are acutely aware of the resulting impacts on existing and future public and private infrastructure. This is a complex and evolving area combining risk management, land use planning, protective services, and landscape-level mitigation projects. Planning staff will continue to collaborate with Protective Services in developing proactive procedures and policies with respect to landscape-level hazards. This further involves ongoing monitoring of, and planning for, future obligations under the BC *Emergency Program Act* modernization.

Business Plan Goals, Rationale & Strategies

Year 2022 - Goals

- 1. Goal:** Geotechnical/Landslide Hazard Regulatory Review
Rationale: As the 2020 Spring Freshet event transitioned into a geohazard (landslide) event, it became evident to staff of the need for a coordinated approach to risk management, land use regulation, and emergency operations decision making with respect to landslide risk, particularly to private residential land. This is a coordinated multi-department project involving Planning Services, Protective Services, and Corporate Administration departments. It includes seeking legal

advice/review of existing regulations, best practices research, and harmonization of land use regulations in geotechnically hazardous areas across the CRD.

This project falls under Tactical Plan item 2.4.2, under Strategic Objective 2.4 (“Incorporate emergency management requirement in OCP updates/revisions”).

Strategy: This is an ongoing project with 2022 activities anticipated to include refinement of OCP hazard area boundaries based on recent aerial lidar surveys, strengthened building and development permitting policies and procedures, and continued development of public-facing hazard information. *(2021 Goal – Ongoing)*

2. Goal: Floodplain Mapping – Flood Construction Level and Scenario Mapping – Bridge Creek

Rationale: This is the ongoing next step in comprehensive flood risk assessments and mapping within the CRD. Grant funding of \$150,000 for this project was approved by UBCM in September 2021. This project will result in detailed flood hazard scenario inundation maps and 200 year return flood construction levels for built up areas, and base-level scenario maps for areas of lower development within the Bridge Creek floodplain.

This project falls under Tactical Plan item 2.4.2, under Strategic Objective 2.4 (“Incorporate emergency management requirement in OCP updates/revisions”).

Strategy: A professional consultant will continue building on the work completed over the past few years on establishing floodplain mapping within the CRD. This project will be co-coordinated between the Planning Services and Protective Services departments.

3. Goal: Agricultural Area Plan

Rationale: The CRD received a grant from the Investment Agriculture Foundation of BC to develop a region-wide Agricultural Area Plan. The Agricultural Area Plan aims to produce a comprehensive agricultural area planning document that will include an economic focus, consider climate change adaptations, broad land use objectives, and analyze ALR boundaries. This will help in increasing economic diversity of the regional agricultural sector, help inform and guide all regional Official Community Plan (OCP) updates, focus on climate change adaptation to embed resiliency in the agricultural sector, investigate and inform current Agricultural Land Reserve (ALR) boundaries, and strengthen the sector by guiding agricultural-related decision making within the CRD.

Strategy: CRD staff will create an RFP and select a consultant to work on this project. Staff will provide ongoing project management oversight and support the consultant as necessary. The IAFBC grant supports 50% of eligible project costs, up to a maximum \$40,000. The remaining \$40,000 will be funded by the Planning Service’s accumulated operating surplus.

4. Goal: Complete the Bouchie-Milburn Neighbourhood Plan

Rationale: This is a pilot project to develop a detailed long-range land use plan tailored to the neighbourhood level. Neighbourhood plans may be formed as a

subset of an existing OCP or as a stand-alone document where an OCP is not in place. The plan will provide a framework for future development and quality of life improvements desired by the community.

Strategy: This project has been held at draft stage since late 2020. Community input was gathered throughout 2019 and into early 2020. Final community engagement steps were held off due to public meeting restrictions. A public open house is tentatively scheduled for late 2021 with completion anticipated for early 2022. *(2019 Goal - Ongoing)*

5. Goal: Improve and streamline development processes

Rationale: Continuous improvement of permitting processes helps to ensure an efficient development community and good customer service. This goal falls under tactical plan item 2.4.1, under strategic objective 2.4, to “Improve development approval process to serve needs to development applicants.”

Strategy: This is an ongoing project, started in 2020. Inconsistencies with zoning language are tracked on an ongoing basis for the next housekeeping amendments. Substantial updates to the department’s digitized application processing system (CityView) have been completed, with ongoing improvements expected to continue through 2021 and 2022. Planning and Building Services will work together on fulfilling Information Technology’s (IT) business plan goal to upgrade CityView to permit online, digital building and planning application submissions. This will significantly improve application processing, particularly for regular applicants, such as landowner agents and building contractors. *(2020 Goal – Ongoing)*

6. Goal: Shipping Container Regulations

Rationale: Based on Board direction, staff will undertake development of regulating the placement of shipping containers within the CRD.

Strategy: Regulations will be drafted for Board review. They will be referred to Advisory Planning Commissions and the general public for feedback. Subsequent amendments to the zoning and rural land use bylaws will then be undertaken. *(2021 Goal – Delayed)*

7. Goal: Temporary Use Permit Policy for RVs Implementation - OCP Harmonization

Rationale: As discussed at the June 18, 2020 Committee of the Whole Meeting, although a Temporary Use Permit Policy for seasonal RV use was endorsed by the Board in 2015, permissive OCP language to allow Board consideration of such permits is not universal throughout the CRD. Accordingly, staff will work to harmonize TUP enabling language within the OCPs and RLUBs.

Strategy: Policy amendments will be drafted for Board review. They will be referred to Advisory Planning Commissions and the general public for feedback. Subsequent amendments to the OCPs and RLUBs will then be undertaken. *(2021 Goal – Delayed)*

- 8. Goal:** South Cariboo OCP Implementation Amendments
Rationale: Comprehensive long-range documents such as OCPs can result in unforeseen issues once implementation and full utilization of the document begins. Staff have found some inconsistencies and challenges with some sections of the South Cariboo OCP (adopted in February 2019), and plan to bring some proposed amendments to the Board.
Strategy: Implementation challenges have been tracked by staff. Proposed OCP amendments will be brought to the Board for consideration. Amendments would then be run through a public consultation process and back to the Board for adoption, as required.
- 9. Goal:** Planning Policies Review & Update
Rationale: There are a number of old and outdated Board Policies with respect to the Planning Services function. Some of the policies are beginning to challenge staff in conducting day to day business in the department.
Strategy: Review policies and bring forward recommendations to Policy Committee.
- 10. Goal:** Board Orientation of Planning Department
Rationale: With local government elections in October 2022, Board orientation will include in-depth review of the planning department's activities and responsibilities.
Strategy: Depending on the amount of turn-over at the Board table, this activity will be tailored to the overall experience-level of the elected Board members.

Future Years' Business Planning Goals

Future business plan goals are provided below to assist the Board in anticipating future projects. Background research and preparation for undertaking these goals will be conducted as time and resources permit. This background research will inform the development of a strategy in prioritizing and completing the goals. Future goals may be further refined or replaced in the lead-up to the following year's business plan.

- 1. Future Goal:** Zoning and Rural Land Use Bylaw Harmonization/Consolidation
Rationale: With six zoning and rural land use bylaws across the region, sharing relatively common language, there is potential value in harmonizing and/or consolidating these into fewer bylaws. Zoning Bylaw consolidation is a leading practice at some regional districts elsewhere in the province. It would allow for common zoning regulation across the region, significantly streamlining customer service and overall bylaw maintenance.
- 2. Future Goal:** OCP Harmonization/Consolidation.
Rationale: Regional planners elsewhere in the province are also finding value in harmonizing and consolidating OCPs across their jurisdictions. For example, much

of the regulatory language and broad policy statements are very similar across the CRD's seven OCPs, and between the three RLUBs. Maintaining uniform regulation in relation to best practices or changes in provincial legislation becomes unwieldy when having to simultaneously amend seven bylaws, each with their own public consultation requirements.

Staff recognize the importance of ensuring community identities and development visions remain unique to each area of the region. Staff will carefully assess the results of the Bouchie-Milburn Neighbourhood Planning process, as that may represent a better strategy in supporting the unique identities of individual communities, while housing broader policy that is applicable region-wide under fewer, larger OCPs.

- 3. Goal:** Development Variance Permit Analysis.
Rationale: The Board requested an analysis of DVP applications, in order to determine if zoning and rural land use bylaw regulations are reasonable. Staff will bring an analysis of broader considerations regarding issuance of DVPs (i.e. legalization) for existing non-conforming structures, as well as structures built without permits. This was an incomplete 2021 goal and is reduced in priority to a future goal as the number of DVPs processed annually has remained relatively consistent.
Strategy: Conduct research of past years' permits, analyze data, present to Board, consider refinements to zoning and rural land use bylaws.
- 4. Future Goal:** Interlakes OCP Review.
Rationale: The Interlakes Area Official Community Plan (OCP) is now the oldest OCP within the region, completed in 2004. In preparation for a future review, background land use analysis was completed in 2016. Although this OCP is ready for review, it was the last one completed with in-house planning staff and has stood up well to the test of time.
- 5. Future Goal:** Zoning Bylaw Updates – Post-Bouchie-Milburn Neighbourhood Plan.
Rationale: Upon completion of the Bouchie-Milburn Neighbourhood Plan (BMNP) comprehensive zoning bylaw amendments are recommended to align current zoning with the plan's vision.
- 6. Future Goal:** Short Term Rental (STR) Monitoring.
Rationale: Staff will continue to monitor public complaints and impacts of unlawful short-term rental accommodations throughout the Cariboo. This future goal earmarks a broader project to be undertaken if concerns surrounding this land use increase.

Overall Financial Impact

The 2022 taxation requisition shows an increase of 1.8% when compared to the previous year 2021. This accounts for inflationary costs, plus an increase of \$10,000 for ongoing consulting work, anticipated for subject matter expertise in dealing with ongoing natural hazard (i.e. landslide, floodplain, wildfire) regulatory work.

A further one-time budget item of \$40,000 is included for 2022 in anticipation of OCP hazard area boundary and regulatory development work. A further \$40,000 is budgeted for the Agricultural Area Plan development. The department has a healthy accumulated operating surplus which will fund these two projects. Also included in the budget is the \$150,000 grant received from UBCM for further flood mapping work. The Planning Services budget overall is stable and projected to return to inflationary tax requestion increases in year 2023.

A total of 70 development applications were received from September 2020 to August 2021, an increase of 67% when compared to 42 applications from September 2019 to August 2020. This increase is attributed to a building rebound from a COVID-19 related downturn throughout much of 2020.

Measuring Previous Years' Performance

1. **Project:** Flood hazard mapping. *(2019 Goal – Ongoing)*

Flood hazard mapping is an ongoing project, presently based on the availability of grant funding through federal and provincial governments. Consecutive projects build upon each other, prioritizing detailed level flood mapping of built-up areas.

CRD Flood Hazard Mapping Progress		
Project/Task	Area	Completion Date
Risk Prioritization Modelling	Thompson River Watershed (i.e. Bridge Creek, Anim River)	March 2019
Base-level mapping	Bridge Creek	April 2020
Risk Prioritization Modelling	Region-wide	Sept 2020
Risk Prioritization – Data Update	Region-wide	June 2021
Base-level mapping	Bridge Creek (update data), Chimney Creek, Fraser River, Cottonwood River,	June 2021

	Baker Creek, Horsefly River, Nazko River, Lac La Hache	
Flood Construction level and Scenario Mapping	Bridge Creek and Little Bridge Creek	Anticipated 2022
Public Online Interface and Regulatory Development	Region-wide	Anticipated 2023

2. **Project:** Geotechnical/Landslide Hazard Regulatory Review. *(2021 Goal – Ongoing)*
This project is an ongoing collaboration between Planning Services, Protective Services, and Administrative Services. The following tasks were completed in 2021:
 - Project framework developed.
 - Legal exposure review underway.
 - Legal review and update of geotechnical covenant language completed.
 - Increased geotechnical reporting standards implemented.
 - New lidar and change analysis report underway.
 - Communications planning and municipal coordination underway.

3. **Project:** Bouchie Lake Neighbourhood Plan. *(2019 Goal - Ongoing)*
This project is ongoing and nearing completion. Final community engagement steps were held off due to public meeting restrictions. A public open house is tentatively scheduled for late 2021 with completion anticipated for early 2022.

4. **Project:** City of Williams Lake and Central Cariboo Housing Needs Assessment. *(2020 Goal – Completed)*
This project had an anticipated completion of December 2020 but was delayed by COVID-19 constraints. It was completed in early Summer 2021 and the final report was received by the Board in Fall 2021.

5. **Project:** Improve and streamline development process. *(2020 Goal – Ongoing)*
This is an ongoing project. Completed tasks in 2021 are listed below:
 - Reinforcement of consistency and accuracy during staff training.
 - Ongoing tracking of bylaw wording inconsistencies.
 - Ongoing digitization of planning procedures.
 - Ongoing automation of planning form letters.
 - Automating integration of property and permitting management software (CityView) with records management software (Laserfiche).

6. **Goal:** South Cariboo / District of 100 Mile Housing Needs Assessment *(2021 Goal – On-track; anticipated completion late 2021)*

This project was undertaken in collaboration with the District of 100 Mile House staff for the District of 100 Mile House, and Electoral Areas G, H and L.

- 7. Goal:** Shipping Containers Regulations *(2021 Goal – Delayed)*
This project was delayed due to staff shortages. It is currently underway and anticipated for completion in 2022.
- 8. Goal:** Temporary Use Permit Policy for RVs Implementation - OCP Harmonization. *(2021 Goal – Delayed)*
This project was delayed due to staff shortages. It is anticipated for 2022 completion.



building communities together

2022 Business Plan Building Inspection Services (1007)

Virgil Hoefels, Chief Building Official

Working in partnership with communities large and small to offer local, sub-regional, and regional services to ensure that the Cariboo Chilcotin is a socially, economically and environmentally desirable region.

Executive Summary

In keeping with its mandate to bring much needed services to the residents of the Cariboo Regional District, the CRD implemented building inspection in 1969. It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders.

The BC Building Code, in conjunction with building inspections, addresses many of society's most important concerns including public health and safety. Because they are developed by a democratic and deliberative process that applies improvements incrementally, the building codes also address cost-efficiency and investment value. In large part, building codes and inspections establish a building's quality, safety and energy performance for years to come.

This Building Department was established in 1969 through supplementary letters patent; and in 2010, Cariboo Regional District Building Inspection Service Amendment Bylaw No. 4635, 2010 was adopted by the Board. Previously, the service was divided into two functions: South/Central and North regions. However, Bylaw No. 4635, 2010 amalgamated these two functions. The Building Bylaw No. 4635, 2010 has been updated throughout the years and the current revision is Bylaw 4997, 2016.

The CRD continues to work collaboratively with its member municipalities to provide efficient and cost-effective building inspection services by entering into service agreements.

The Cariboo Regional District is a signatory on the Province of BC/UBCM Climate Action Charter and has committed to continuing to work towards carbon neutrality in respect of corporate operations.

Cariboo Regional District Building Officials are located in the Central Cariboo office in Williams Lake, the North Cariboo office in Quesnel and in the South Cariboo office in 100 Mile House.

Directors for Electoral Areas A, B, C, D, E, F, G, H, I and L are responsible for the governance of this service.

Services Offered

Services provided by the department include:

- Technical plan reviews and administration of the building permit process,
- The provision of building and plumbing inspections at construction sites,
- Responding to public enquiries relating to construction standards and regulations,
- Providing initial enforcement of the building bylaw,
- Issuing permits for wood-burning appliances and inspections to confirm safe installations; and
- Verifying that projects comply with zoning and land use bylaws.

Cariboo Regional District Building Inspection Service Amendment Bylaw No. 4635, 2010, pages 1 and 2 describe the service area as follows:

“The service area is contained within the boundaries of:

- (i) Electoral Areas ‘D’, ‘G’, ‘H’, and ‘L’ in their entirety; and
- (ii) Portions of Electoral Areas ‘A’, ‘B’, ‘C’, ‘E’, ‘F’, and ‘I’ as shown outlined on Schedule ‘A’ attached hereto and forming part of this bylaw and shall be known as the “Cariboo Regional District Building Inspection Service Area”.”

The Market

By providing building inspection services, it allows the CRD to provide valuable statistical information to measure the economic health of our region. The following graphs and tables display the number of issued building permits and value of construction for permitted construction within the CRD Building Inspection Service Area for the period of 2003 – 2019. For 2020, the total value of construction is shown with and without the Quesnel Jr. Secondary School.

Year	Building Permits Issued	Value of Construction (\$)
2003	691	23,213,507
2004	673	25,704,235
2005	801	29,467,660
2006	957	40,864,252
2007	1,167	58,676,400
2008	1,157	54,641,500
2009	1,080	43,362,287
2010	1,023	40,574,130
2011	734	27,045,525
2012	616	23,546,741
2013	428	19,899,900
2014	368	16,372,983
2015	480	26,876,111
2016	424	31,857,646
2017	340	36,270,175
2018	422	38,198,773
2019	563	29,636,932
2020 (w/o school)	493	42,315,292
2020 (with school)	494	65,315,292
2021 - August	430	33,042,510

Table 1: Annual Building Permits Issued and Value of Construction

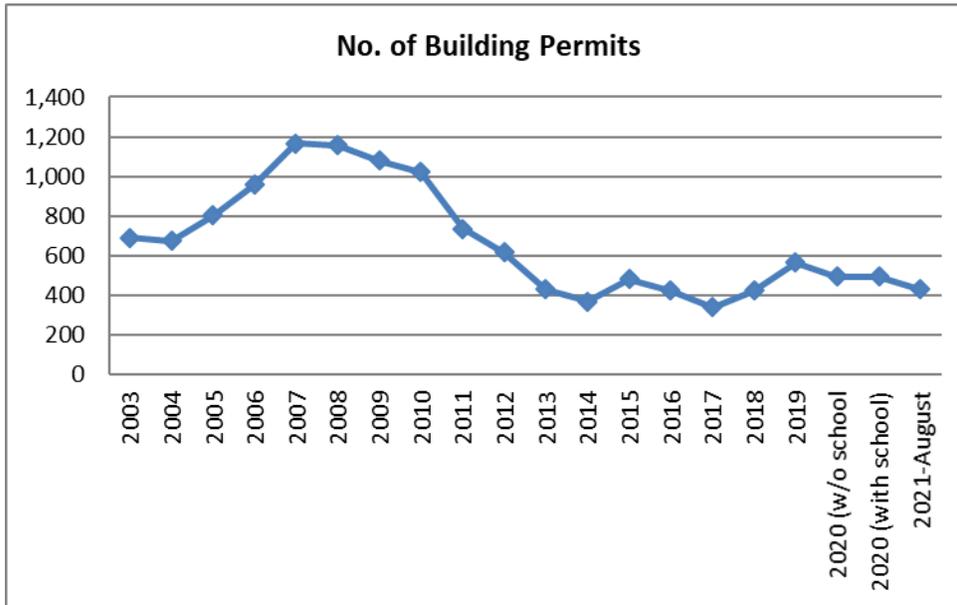


Figure 1: Annual Building Permits Issued

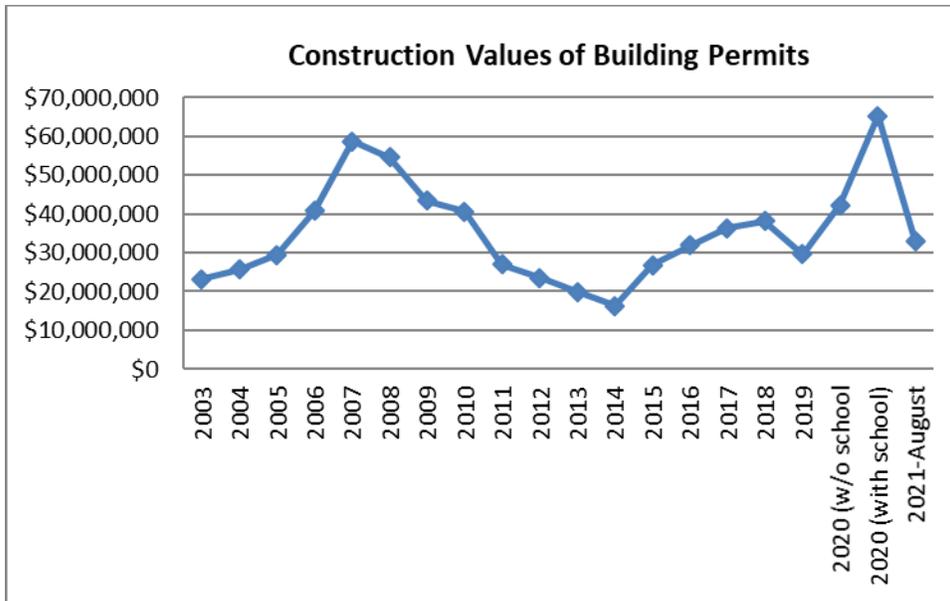


Figure 2: Annual Value of Construction

Building Inspection service areas are divided into three separate areas being North, Central and South. During the COVID-19 pandemic we have seen an influx of residents from the coastal region. It is unsure if this trend will continue into 2022; however, discussions with prominent residential contractors in the area would suggest it will. Many of these contractors have stated that they are scheduled well into 2022 for new residential builds.

Business Plan Goals

Previous Years' Business Plan Goals and Status

2021

The following represents an accumulated list of previous years' goals for 2019-2020, and goals for the Building Department for 2021 and beyond. A more in-depth strategic plan will be developed for each goal as it is approached, complete with action steps and deliverables.

1. **Goal:** Incorporate previous years' goals into 2021 goals, objectives and action steps.
2. **Goal:** Develop consistency and increase efficiencies across all three offices.

A constant challenge within the department has been to ensure clerical and operational consistency across all three offices. These problems have been amplified in recent years due to employee turnover and lack of updated policies and

procedures for new staff to rely upon. By implementing automated processes and documenting policies and procedures, we will transfer institutional knowledge from staff into a tangible process and documents that can be relied upon by all.

Objectives

- i. Implement CityView Mobile
- ii. Develop Clerk Procedures Manual
- iii. Develop In-House Documents
- iv. Implement Standard Operating Procedure/Policy (SOP) Plan
- v. Update Building Procedures Manual
- vi. Create Building Inspection Mapping App

3. Goal: Enhance inspection staff expertise.

The BC Building Code was revised in 2018. Since its revision in 2018, it has undergone various updates each year. It is a challenge for Inspectors to remain on top of these updates. It is critical that they do, however; as it is difficult and creates risk to the CRD to interpret these changes on the fly in the field. Advance training provides for a better service to the public and ensures certifications required by the BC Building Act.

Objectives

- i. Ensure all Inspectors maintain certification.
- ii. Ensure all Inspectors who are willing progress in their certification.
- iii. Ensure all Inspectors are trained in all Building Code updates.

4. Goal: Increase building permit application efficiency.

It is a standing order within the Building Department to provide services to the public in the most efficient manner possible. The onset of COVID-19 has forced the Building Department staff to accept numerous online building permit applications, which has led to exploring the options available within CityView to automate this process. It has been revealed that the CityView Portal offers a number of powerful tools to assist in this.

The Building and Planning Departments work hand in hand on many applications. Under its new structure with two separate Managers, it has allowed each Department to operate more efficiently. Policies and procedures are needed, however, to ensure interdepartmental operations stay efficient and services are kept streamlined.

Objectives

- i. Implement CityView Portal.
- ii. Sync the Development Permit and Building Permit application process.
- iii. Update Geotechnical DP guidelines in hand with Planning Department.

5. **Goal:** Address staff shortages during EOC activation and busy building season.

EOC activation is now the new normal. EOC activations typically occur during the busy construction season and cause disruption that is felt for many months post EOC deactivation.

Objectives

- i. Develop a reserve of sub-contractors or casual Inspectors to assist in providing building inspection services during these times.
- ii. Ensure sufficient Casual Clerks are hired to provide coverage.

6. **Goal:** Update the Building Bylaw.

The construction industry is evolving at a rapid pace. As it evolves, the complexity of building increases as does the cost of construction. As building becomes more complex, it becomes more difficult to provide services to historical levels. The Building Bylaw has not been updated since 2016; and as such, there are various areas that need to be addressed.

Objectives

- i. Submit an Agenda Item Summary for proposed Building Bylaw changes. Some of the changes include:
 - Update building permit process time.
 - Update building permit fees to match neighbouring municipalities.
 - Update Construction Values/Cost Per Ft² table.
 - Change minimum building permit fee to match application fee.

2022

The following shows what objectives from previous years' business plans were met, which are still in progress and new goals and objectives for 2022. A more in-depth strategic plan will be developed for each goal as it is approached, complete with action steps and deliverables.

1. **Goal:** Incorporate previous years' goals into 2022 goals, objectives and action steps.

This has been completed and will no longer be a goal in future business plans.

2. **Goal:** Develop consistency and increase efficiencies across all three offices.

A constant challenge within the department has been to ensure clerical and operational consistency across all three offices. These problems have been amplified in recent years due to employee turnover and lack of updated policies and procedures for new staff to rely upon. By implementing automated processes and

documenting policies and procedures, we will transfer institutional knowledge from staff into a tangible process and documents that can be relied upon by all.

Objectives

- i. Implement CityView Mobile – Met in 2021 and ongoing into 2022.
- ii. Develop Clerk Procedures Manual - Abandoned
 - The idea of a Specific Clerk Procedures Manual has been abandoned. Clerk procedures will be addressed through Clerk-specific Standard Operating Procedures (SOPS).
- iii. Develop In-House Documents - Met in 2021 and ongoing into 2022.
 - Numerous In-House guidance documents have been both developed and updated. This has been expanded to include public documents to guide the public in permit application requirements.
- iv. Implement Standard Operating Procedure/Policy (SOP) Plan - Met in 2021 and ongoing into 2022.
 - Through the year there have been numerous SOPs in development. These have been created on an as-needed basis. As issues and inconsistencies arise, SOPs are created to address each issue. These are reviewed with staff and then implemented.
- v. Update Building Inspection Procedures Manual - Met in 2021 and ongoing into 2022.
 - This is being replaced by the Standard Operating Policy and will be discontinued once all SOPs have been completed.
- vi. Create Building Inspection Mapping App - Abandoned
 - The Building Department has decided to use the Development Services Web App.

3. Goal: Enhance inspection staff expertise.

The BC Building Code was revised in 2018. Since its revision in 2018, it has undergone various updates each year. It is a challenge for Inspectors to remain on top of these updates. It is critical that they do, however; as it is difficult and creates risk to the CRD to interpret these changes on the fly in the field. Advance training provides for a better service to the public and ensures certifications required by the BC Building Act.

Objectives

- i. Ensure all Inspectors maintain certification - Met in 2021 and ongoing into 2022.
 - In addition to the required CPD point training, all Inspectors underwent in-depth HVAC training and certification through TECA (Thermal Environmental Comfort Association)
 - 2022 will focus training on Energy Step Code.

- ii. Ensure all Inspectors who are willing progress in their certification – Met in 2021 and ongoing into 2022.
 - New certification requirements were implemented by BOABC this year which has made it more difficult to obtain certification. All Inspectors are continually progressing with their certification.
- iii. Ensure all Inspectors are trained in all Building Code updates – Met in 2021 and ongoing into 2022.

4. Goal: Increase building permit application efficiency.

It is a standing order within the Building Department to provide services to the public in the most efficient manner possible. The onset of COVID-19 has forced the Building Department staff to accept numerous online building permit applications, which has led to exploring the options available within CityView to automate this process. It has been revealed that the CityView Portal offers a number of powerful tools to assist in this.

The Building and Planning Departments work hand in hand on many applications. Under its new structure with two separate Managers, it has allowed each department to operate more efficiently. Policies and procedures are needed, however, to ensure interdepartmental operations stay efficient and services are kept streamlined.

Objectives

- i. Implement CityView Portal – Ongoing
 - The Building Department has been working with IT to implement this. We have been working to modify the Department’s process to match the CityView standard process. This is ongoing and will continue throughout 2022. The goal is to have our day-to-day process matching the standard CityView Portal process prior to the implementation of CityView Portal. The goal for CityView Portal implementation is 2023.
- ii. Sync the Development Permit and Building Permit application process - Ongoing
- iii. Update Geotechnical Development Permit guidelines in hand with Planning Department - Ongoing

5. Goal: Address staff shortages during EOC activation and busy building season.

EOC activation is now the new normal. EOC activations typically occur during the busy construction season and cause disruption that is felt for many months post EOC deactivation.

Objectives

- i. Develop a reserve of sub-contractors or casual Inspectors to assist in providing building inspection services during these times. Met in 2021 and ongoing into 2022.
 - During 2021, the Building Department expanded its reliance on the service of Rick Hodgson to assist with plan reviews. This helped in addressing the staff shortages we were experiencing.
 - The 2022 salary budget has been increased to allow for the potential hiring of an in-house Plan Reviewer.
- ii. Ensure sufficient Casual Clerks are hired to provide coverage - Ongoing
 - Casual Clerks are sufficient in the Williams Lake and 100 Mile offices. However, the casual position for the Quesnel office is still vacant and posted.

6. Goal: Update the Building Bylaw.

The construction industry is evolving at a rapid pace. As it evolves, the complexity of building increases as does the cost of construction. As building become more complex, it becomes more difficult to provide services to historical levels. The Building Bylaw has not been updated since 2016; and as such, there are various areas that need to be addressed.

Objectives

- i. Submit an Agenda Item Summary for proposed Building Bylaw changes. Some of the changes include:
 - Update building permit process time - Completed
 - This has been updated to 4 weeks from 3 weeks
 - Update building permit fees to match neighboring municipalities - Completed
 - This was completed by the updating of the Fees Schedule in the Building Bylaw.
 - Update Construction Values/Cost Per Ft² table - Completed
 - This was completed by the updating of the Fees Schedule in the Building Bylaw.
 - Change minimum building permit fee to match application fee – Completed
 - This was completed by the updating of the Fees Schedule in the Building Bylaw.

7. Goal: Maintain Historic Staffing Levels for Field Inspectors

The 10 year average for Cost of Construction inspected per Inspector (COC/Inspector) is \$9,405,672. The last 3 years of COC/ Inspector are:

- i. 2019: \$8,467,695
- ii. 2020 (with school): \$18,661,512
- iii. 2020 (without school): \$12,090,083
- iv. 2021 - YTD: \$12,556,154

These values show that the Building Department is currently understaffed. The current COC/Inspector is approx. 30% higher than historic levels.

While some believe this overage can be compensated for by increasing efficiencies, the Building Department may have to look at increasing permanent staff if this trend continues through 2022.

The 2022 business plan proposes the following to address this increased COC/Inspector through 2022:

- i. Increase the use of subcontractors that are currently being used.
 - o This is a helpful tool to rely on; however, out-of-house subcontractors can be problematic to coordinate.
- ii. The salary budget has been increased to allow for the hiring of a full-time seasonal Plan Reviewer for the busy construction season months.

Financials

The Building Inspection Service is funded through taxation within the service areas, as well as building permit revenues. In 2019, the building inspection revenue was \$825,163, with \$587,682 (71%) coming from permit fees (includes renewals and other recoveries) and the remaining \$237,481 (29%) coming from taxes.

Historical reports have shown that our permit fees are in the middle area with neighbouring municipalities. However, this data is outdated and is to be updated with current values. This is listed as one of the goals in the Bylaw Update Goal.

Significant Issues & Trends

Historic Buildings Built Without Permits

The Cariboo Regional District has seen an increase in Building Permit Information Requests from local realtors. This has identified, and brought to the CRD's attention, various structures built without permits within the Building Inspection Service Areas. The realtors and prospective purchasers are seeking a formal response as to what sort of enforcement action will be taken by the CRD.

A legal opinion was obtained and a new policy was developed and adopted by the CRD Board of Directors to address these situations.

Request for Inspections in Non-Service Areas

There has been an increase in requests for voluntary inspections in non-inspection service areas. In these cases, we have advised the applicant that this service is not offered at the moment.

Energy Step Code

The BC Energy Step Code is a provincial standard that provides an incremental and consistent approach to achieving more energy-efficient buildings. It provides a common pathway that local governments may use to ensure British Columbia delivers on its goal of net-zero energy-ready performance by 2032. It does so by establishing a series of measurable, performance-based energy-efficiency requirements for construction that communities may choose to adopt when ready.

By 2032, the BC Building Code will move towards the higher steps of the BC Energy Step Code as a minimum requirement. The National Building Code of Canada will also be moving towards this outcome by 2030. Step 1 of the BC Energy Step Code is proposed to be implemented in 2021. It is unsure at this point what additional resources will be required to implement this provincial requirement.

Increased Construction

The Building Department has seen an increase in building inquires and permit applications from residents of the Lower Mainland. It appears that many are looking to move to rural areas as the COVID-19 pandemic endures. It is forecast that this elevated increase in construction will continue into 2022.



building communities together

2022 Business Plan Heritage Conservation (1670)

Nigel Whitehead, Manager of Planning Services

Working in partnership with communities large and small to offer local, sub-regional, and regional services to ensure that the Cariboo Chilcotin is a socially, economically, and environmentally desirable region.

Department/Function Service

The Heritage Conservation service was established in 2005 by Bylaw No. 4070. The participating areas for this service include all of the electoral areas. There is no requisition limit for this service. Principally, the service supports the activities of the CRD's Heritage Steering Committee. As the current requisition is minimal, staff provide a supporting role in the activities which are driven by committee members.

In early 2007, the CRD Heritage Register was implemented, with one property being established on the Register. The following year, the Board approved the membership of the Heritage Steering Committee. In 2009, a training program was offered by the Heritage Ministry and a number of community members took part in the training program held in Williams Lake. Since this time, additional members have been trained to continue this work. There are presently 12 sites listed on the CRD register.

All Electoral Area Directors are responsible for the governance of this service.

Business Plan Goals, Rationale & Strategies

2022 Goals

- 1. Goal:** Host a strategic networking meeting. *(2020 Goal – Carried Forward)*
Rationale: The City of Quesnel, in partnership with the CRD Heritage Committee received grant approval of \$7,500 from the Heritage BC Legacy Fund in early 2020 for hosting a strategic networking meeting of heritage stakeholders from throughout the CRD. An online event was held in May of 2021, but the funding has yet to be utilized.

Strategy: The Committee will determine if it can be carried forward to 2022, if the funding can be reallocated, or if the grant money returned.

- 2. Goal:** Increase committee membership.
Rationale: The committee lost a member in 2021. There are currently eight members, including two Board representatives. The committee's terms of reference specifies a maximum of 12 members. Increasing the number of committee members will help reduce the burden of work on individual members.
Strategy: Discuss with the committee members and request suggestions from CRD Board members. Determine whether a selection process is necessary, depending on the number of interested people.
- 3. Goal:** Conduct training session with Heritage BC.
Rationale: A refresher session for committee members, particularly new members would be beneficial in helping the committee move forward with its mandate.
Strategy: Contact Heritage BC and work with committee members to determine what training is desired.
- 4. Goal:** Review, update, and complete the "Heritage Matrix".
Rationale: The Heritage Matrix document is a tracking document, identifying the registry status of existing heritage sites, as well as outstanding tasks required to register sites of interest.
Strategy: The committee will focus on this task as part of its central objective of increasing the number of properties on the CRD Heritage Register.
- 5. Goal:** Increase heritage awareness throughout the Cariboo Chilcotin
Rationale: Heritage awareness can bring a sense of community pride and identity, as well as attract tourism. A communications plan was developed in 2018.
Strategy: Continue to implement the communications plan developed in 2018.
- 6. Goal:** Continue to facilitate the inclusion of First Nations heritage sites on the CRD Heritage Register.
Rationale: The first citizens of the Cariboo Chilcotin were First Nations peoples. As such, the area is rich with First Nations settlements and cultural sites.
Strategy: Continue to work with First Nations, initially through First Nations members on the Heritage Steering Committee, to develop strong relationships related to cultural heritage and to share information, as well as continue to solicit First Nations membership on the Committee.



7. **Goal:** Continue the distribution of the Cariboo driving brochure and updates to the virtual GIS tour.
Rationale: A benefit to the local economies of the Cariboo is tourism. One of the means of enhancing tourism is by developing an inventory of historic places. This inventory and touring information is available in paper versions and in an interactive digital format.
Strategy: The driving tour brochure was completed and launched in 2013. Distribution will continue to be recorded. Updates to the brochure will continue and a new print order will be completed before the start of the spring tourism season. The committee will also ensure the changes are reflected in the “virtual” digital GIS tour.
8. **Goal:** Explore funding sources that are available for heritage conservation.
Rationale: Acquiring funding for heritage conservation projects is an important milestone for strengthening heritage awareness in the region.
Strategy: Many provincial and federal grants are available for heritage preservation projects. Work on investigating available funding resources in the Province of British Columbia and in Canada. Preparation of application requirements to submit completed grant applications for applicable heritage projects in the Cariboo region. The Committee will explore its ability to act as a conduit for grant funding for smaller heritage stakeholders in the region. The committee will also explore earmarking a reserve fund for grant applications where matching funds are required.

Overall Financial Impact

In the five-year financial plan, the requisition is projected to remain at \$10,000 per year. We have allocated for travel costs for 2021 as some members have a long distance to travel to attend meetings. Reprinting of the Heritage Driving brochure is budgeted at \$2,500, with the remaining attributed to meeting expenses, projects, and operating surplus allocation. The committee will work in 2022 to consider objectives in the utilization of its accumulated operating surplus.

Significant Issues & Trends

It continued to be another challenging year for the Committee due to the COVID-19 pandemic. The committee received a \$7,500 grant for strategic networking in early 2020 to facilitate regional networking of heritage stakeholders. It is hopeful that this grant will be extended due to COVID-19 and the funds utilized in 2022.

Measuring Previous Years Performance

- 1. Goal:** Increase number of properties on the CRD Heritage Register.
No additions to the registry were made in 2021. Work will continue in 2022.
Ongoing.
- 2. Goal:** Increase heritage awareness throughout the Cariboo Chilcotin.
In consultation with the Manager of Communications, a communications plan was drafted for the Heritage Committee in 2018. The committee will work to implement the plan moving forward. *Ongoing.*
- 3. Goal:** Continue the distribution of the Cariboo Driving brochure.
The driving brochure still proves to be popular, although a final tally of distribution was not completed for 2021. *Ongoing.*
- 4. Goal:** Host a strategic networking meeting.
The committee worked on planning for the strategic networking meeting, originally to be hosted in the Fall of 2020. This meeting will be hosted online in 2021, however none of the grant money was utilized. The committee will determine next steps and opportunities to utilize the funding going forward.
Ongoing.