



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Electoral Area Directors Meeting
Thursday, June 18, 2026

Zoom/Board Room (Hybrid)-3008 Fifth Avenue, Port Alberni, BC
10:00 AM

Regular Agenda

1. CALL TO ORDER

RECOGNITION OF FIRST NATION TRADITIONAL TERRITORIES

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Introductions - Board Members and Staff present in the Boardroom and on Zoom.

2. APPROVAL OF AGENDA

(ALL EA DIRECTORS, 2/3 majority vote)

Motion:

THAT the Electoral Area Directors Committee adopt the agenda as circulated.

3. DECLARATIONS

(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

6. ADOPTION OF MINUTES

Page 3

Motion:

THAT the minutes of the Electoral Area Directors Committee meeting held on April

22, 2026 be adopted.

7. PUBLIC INPUT PERIOD (15 minute maximum)

(Public will be permitted to speak for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

Page 6

a. Building Bylaw and Communication Review Initiative Project

Motion:

THAT the Electoral Area Directors Committee review the information provided on the Building Bylaw and Communication Review project and provide feedback to help inform the project's direction and outcomes.

11. REPORTS

12. OTHER BUSINESS (including Late Items)

(Late Items are defined as matters arising after the preparation of the agenda which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents).

13. QUESTION PERIOD (15 minute maximum)

(Public will be permitted to ask questions for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendee, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

14. ADJOURN



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, APRIL 22, 2026, 10:00AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS PRESENT: Mike Sparrow, Chairperson, Director, Electoral Area “F” (Cherry Creek)
Bob Beckett, Vice-Chairperson, Director, Electoral Area “A” (Bamfield)
Fred Boyko, Director, Electoral Area “B” (Beaufort)
Vaida Siga, Director, Electoral Area “C” (Long Beach)
Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Susan Roth, Director, Electoral Area “E” (Beaver Creek)

REGRETS:

STAFF PRESENT: Alex Dyer, General Manager of Planning and Development
Cynthia Dick, General Manager of Administrative Services
Jaleen Rousseau, Planning Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/22-4-2026/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00 am.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

The Motion was MOVED and SECONDED

THAT the agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. DECLARATIONS

4. **INVITED PRESENTATIONS**

5. **DELEGATIONS (10 minute maximum)**

6. **ADOPTION OF MINUTES**

- a. Electoral Area Directors Committee Meeting – February 19, 2026

The Motion was MOVED and SECONDED

THAT the minutes of the Electoral Area Directors Committee meeting held on February 19, 2026, be adopted.

CARRIED UNANIMOUSLY

7. **PUBLIC INPUT PERIOD**

8. **CORRESPONDENCE FOR INFORMATION**

9. **CORRESPONDENCE FOR ACTION**

10. **REQUEST FOR DECISION REPORTS**

- a. Major Planning Project — Great Central Lake Official Community Plan (OCP) Amendment and Rezoning Application RD26001

The Motion was MOVED and SECONDED

THAT the Electoral Area Directors Committee review and provide feedback on the Great Central Lake OCP Amendment and Rezoning Application RD26001.

The Motion was MOVED and SECONDED

*THAT the motion be amended in **bold** as follows:*

*THAT the Electoral Area Directors Committee review and provide feedback on the Great Central Lake OCP Amendment and Rezoning Application RD26001 **and recognize that staff will work in conjunction with the applicant to provide clarity on the details of the zoning request.***

CARRIED UNANIMOUSLY

The motion as amended was

CARRIED UNANIMOUSLY

11. **REPORTS**

12. OTHER BUSINESS (including Late Items)

13. QUESTION PERIOD

Applicant of RD26001, Mark Marley of Mahoe Properties, thanked the Committee for their questions and feedback and noted that they will work with staff to answer questions regarding the application.

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 11:03 am.

CARRIED UNANIMOUSLY

Certified Correct:

Mike Sparrow,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



To: Electoral Area Director's Committee
From: Jaleen Rousseau, Planning Manager
Meeting Date: June 18, 2026
Subject: Building Bylaw and Communication Review Initiative Project

Recommendation:

THAT the Electoral Area Directors Committee review the information provided on the Building Bylaw and Communication Review project and provide feedback to help inform the project's direction and outcomes.

Desired Outcome:

To update the Board on the Building Bylaw and Communication Review project, including identified gaps in the current bylaw and the proposed project timeline. Early feedback from the Committee is requested to help shape the project's direction. This input will be incorporated to support the project's objectives and improve overall efficiency.

Summary:

The Development Approvals Program Review (DAPR) provided an assessment of the ACRD's building permit application review framework and identified opportunities to improve the efficiency and effectiveness of regional building approval processes. In 2025, the Building Bylaw and Communication Review Initiative was approved as a 2026 Planning and Development Department project. Staff are presenting the project scope and timeline to the Committee at this stage to seek early feedback and help inform project outcomes. The project is currently underway and is anticipated to be completed by September 2026.

Background:

In April 2021 the Board considered and approved an update to Building Bylaw No. PS1011, 2021, with the intention of improving efficiencies in the delivery of the building inspection services and cost recovery. The updates included:

1. Fee updates and process changes
2. Application deadlines
3. Farm building exemptions
4. Modernization and clarity

On October 22, 2025, the Committee of the Whole (COW) received the Development Approvals Program Review report. This report provided an assessment of the ACRD's building permit application review framework and included recommendations for procedural, bylaw, and structural improvements for more efficient and effective regional building approval processes. The COW discussed options for implementing report recommendations as part of the Planning and Development Department's workplan in 2026.

On December 10, 2025 the Committee of the Whole received and gave feedback on 11 Proposed Initiative Cases (PICs) for 2026. Those approved included the Building Bylaw and Communication Review Initiative (PIC #3) and were incorporated into the 2026-2030 financial planning process. PIC #3 as presented, included the following project considerations:

ACRD Building Bylaw PS1013 Review:

- modernize building regulations to align with updated Provincial regulations
- promote transparency in review processes
- update building permit application fee structure
- improve expired permit management
- consider exemptions for simple structures
- minimize regulatory cost barriers throughout the process where possible

Building Services Communication Component:

- Creation of brochures to include process visualizations
- Simplification of technical information
- Creation of Frequently Asked Questions document
- Building services webpage updates
- Application form updates

Discussion

Completed and Ongoing Tasks

To date, the following Building Bylaw and Communication Review Initiatives have been undertaken:

- ✓ Creation of Building Permit Required Inspections document *March 2026 -attached*
- ✓ Creation of Frequently Asked Questions document *April 2026 -attached*
- ✓ Staff review and issues identification of ACRD Building Bylaw No. PS1011, 2021 *April/May*
- ✓ General Issue and Gap Analysis of ACRD Building Bylaw No. PS1011 as it relates to similar and adjacent jurisdictions and in particular modernization updates *May*
- ✓ Comparative analysis of Exemptions and Fees in similar jurisdictions *May/June*

Review and issues identification of Building Bylaw No. PS1011, 2021

PS1013 requires modernization to align with current BC regional district building bylaw practice and meet the initiatives of the project, particularly in the areas of code referencing, permit flexibility, fee recovery, and enforcement tools. The bylaw also appears to include operational provisions that may not reflect current administrative practices, creating avoidable compliance and liability risk. The strongest gaps, based on common current BC Regional District practices reviewed, are in:

- permit administration
- exemptions
- fee recovery

- enforcement tools
- alignment with the 2024 BC Building Code.

A *General Issue and Gap Analysis of ACRD Building Bylaw No. PS1013* Table is attached to this report and provides additional information.

Project Schedule

The following project schedule is anticipated, with adoption of the bylaw occurring in September.

Building Bylaw and Communication Review Initiative Project Schedule		
Milestone	Timeline	Tasks
ACRD Building Bylaw Review (including fees) and gap and comparative analysis and creation of draft building bylaw	April	ACRD Building Bylaw Review kick-off meeting Identification of existing Bylaw Challenges & Opportunities Comparative Analysis of Fees Comparative Analysis of Exemptions
	May	Review of Building Bylaws in Other Jurisdictions
Draft bylaw / Referral / stakeholder engagement	June/July	Draft Bylaw utilizing Municipal Insurance Association of BC (MIABC) Template
	July	Referral to internal agencies and external industry stakeholders (building officials, fire department, prominent local developers and contractors, Building and Safety Standards Branch)
		Incorporation of feedback
		Review of applicable brochures, information sheets and website content to identify necessary updates
Board consideration & Adoption	August - September	1, 2 & 3 rd Reading Inform industry stakeholders and the public of upcoming amendments
		Adoption
Public & Industry Communication & Education – highlighting changes	September - November	Completion of updates to applicable brochures, information sheets and website content, etc.

Model Municipal Insurance Association of BC (MIABC) Building Bylaw Template

Amendments to the Bylaw intend to utilize the Model Municipal Insurance Association of BC (MIABC) Building Bylaw Template. This is a legally vetted, standardized model that is intended to provide BC local governments with a risk-managed baseline, ensuring local governments have the necessary tools for effective building regulation. Roughly 80% of the bylaw template is standardized to ensure compliance

with BC Building Code, the Energy Step Code and applicable Provincial Legislation. It is designed to clearly define the roles, responsibilities, and limits of liability for building officials, contractors, and property owners. 20% of the bylaw template is adaptable to be responsive to community needs, such as fees, local climate considerations and specific application requirements.

Time Requirements – Staff & Elected Officials:

Staff time is required to prepare the amendments and reports for the Board. Advertising, public notification and related education materials will also require staff time.

Financial:

This project is being completed as part of the existing standard 2026 departmental budget for the Planning and Development Department.

Strategic Plan Implications:

Building Inspection is a core service. While the Board has not identified a specific Strategic Plan Objective in relation to the Building Bylaw, the Development Approvals Process Review (DAPR) was presented to the Board on October 22, 2025 and on December 10, 2025 the Board approved the Proposed Initiative Case (PIC) for the *Building Bylaw and Communication Review (Case 03)*.

Policy or Legislation:

[The Building Act](#) is intended to bring greater consistency for technical building requirements and improves how construction codes are understood and applied around B.C.

[The BC Building Code](#) (2024) applies to all projects with building permits applied for after March 8, 2024.

Next Steps:

Upon receiving the Committee's input and direction on the proposed project tasks outlined in the *Building Bylaw and Communication Review Initiative Project Schedule* (page 3) and the issues and gaps identified in the *General Issue and Gap Analysis of ACRD Building Bylaw No. PS1013 Table* (Attachment 3), staff will revise the project plan accordingly and begin preparing the first draft of the updated Building Bylaw.

Attachments

1. *Building Permit Required Inspections document*
2. *Frequently Asked Questions Document*
3. *General Issue and Gap Analysis of ACRD Building Bylaw No. PS1013 Table*
4. *Existing Building Bylaw No. PS1013*

Submitted by:

Alex Dyer

Alex Dyer, MCIP, RPP, General Manager of Planning & Development

Approved by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services



Required Building Permit Inspections

Responsibility of Owner During Construction

Building Inspections are required during various phases of construction depending on the type of build and site conditions. It is the responsibility of the Property Owner / Applicant to confirm which inspections apply to their Building Permit Application. **Failure to ensure completion of the necessary inspections may result in an inability of the ACRD to issue an Occupancy Permit.**

Please Note: A minimum of 48 hours' notice (business days) is required when requesting an inspection – more notice is required for remote locations.

Excavation & Footings	After the excavation and footings are complete, all reinforcing steel is in place and after the engineers (if required) have conducted their inspection, but prior to placing any concrete. Drainage plan to be discussed at this inspection. <i>*Where under-slab fill is greater than 600mm an engineer's review will be required. *</i>
Perimeter Drainage & Damp proofing	When all perimeter and storm system pipes are installed and connected to the previously discussed drainage system, but prior to clean gravel and filter cloth are installed. <i>*Pictures of gravel and filter cloth will be required prior to backfilling. *</i>
Under-slab Plumbing	When all under-slab plumbing is installed that will be covered by concrete, backfill or insulation. DWV piping must be loaded and under test at the time of inspection. <i>*Plumbing Declaration required at this inspection*</i>
Under-slab Preparation	After the installation of under-slab fill, vapor barrier, and insulation is complete; but prior to concrete being poured.
Rough Plumbing & Framing	When the structure is at lock up stage (framing and sheathing are complete) before any insulation is installed. Roughed in plumbing and mechanical works are complete. Supply piping must be under pressure-test and DWV must be loaded.
Building Envelope	Exterior building wrap, rain screen strapping, bug screen, and all head and sill flashings are installed. All penetrations through the building wrap have been sealed and flashed as required and ready for cladding installation; identify if exterior air barrier is being utilized.
Insulation	Air barrier, insulation, and vapor barrier are completed, but prior to interior finish being installed. If spray foam is installed the daily work sheet must be provided to the inspector.
Final	When an accessory building is complete and ready for final or demolition of an existing building is completed. <i>*All necessary documentation is required by this inspection*</i>
Occupancy	When the dwelling unit is complete and ready for occupancy, but prior to the building being occupied. <i>*All necessary documentation is required by this inspection*</i>
Other Inspection	Additional Inspections may be required as identified by the Building Inspector or as a condition of site-specific construction constraints.



Building Permit Application FAQ

Responsibility of Owner During Construction

Before starting any work, ensure all required permits are obtained from the Regional District or any other applicable authority having jurisdiction. If you are unsure whether your project requires a building permit, please contact the ACRD by calling (250)720-2700 or email building@acrd.bc.ca

<p>Why are building permits required?</p>	<p>Building permits are to ensure construction projects comply with the BC Building Code, zoning bylaws, and safety regulations, prioritizing structural integrity, fire protection, and occupant health.</p>
<p>When do I need a building permit to do work in the Regional District?</p>	<p>You need a building permit for:</p> <ul style="list-style-type: none"> • Construction or placement of any buildings or structures • A change in occupancy of any building • An alteration of any building (renovation, addition, enclosing a carport) • Demolition of any building or structure • Reconstruction or repair of any building that has been damaged by fire, earthquake, or other cause • The correction of an unsafe condition in or about any building, including but not limited to rot repair • Placement, removal or relocation of a mobile home • Attached decks or independently supported decks over 10 - square meters • Finishing of unfinished spaces (unfinished basements, closing in a carport, etc) • The installation, extension, alteration, renewal, or repair of plumbing systems • Pool Installation • Permanent placement of sign for businesses <p>Where a Building Permit is not required, the Owner is solely responsible for ensuring the design, construction, siting, and use of the building complies with all applicable bylaws, enactments and regulations, including the Building Code and Zoning Bylaw</p>
<p>When is a building permit <i>not</i> required?</p>	<p>A Building Permit is not required for:</p> <ul style="list-style-type: none"> • Sewage, water, electrical, or telephone systems • Replacement or repairs of plumbing fixtures that do not require new traps, valves, pipes or hot water tank. • Replacing windows, doors or roofing • Accessory buildings less than 10 - square meters in building area that do not create a hazard • Farm Buildings less than 500 square meters in total floor area <p><small>* "FARM BUILDING" means a Building that does not contain a Dwelling Unit and is: (a) located on land that has been classified as a farm by the assessor under the Assessment Act, RSBC 1996, c</small></p>

	<p>20; and (b) used for a “qualifying agricultural use” as that use is defined in the Standards for the Classification of Land as a Farm Regulation, BC Reg 411/95.</p>
<p>How do I obtain a building permit?</p>	<p>To obtain a building permit, apply in person (3008 5th Avenue) or by email building@acrd.bc.ca or go to our website at Building Permits & Inspections</p> <p>For a complete list of all required documents for a building permit application, please review our building permit application form. If you have any further questions after completing a review, please email building@acrd.bc.ca, and we would be happy to answer any questions you may have.</p> <p>You can find our Building Permit Application Form here. You can find our Demolition Permit Application Form here.</p>
<p>Can I get the permit process started before I have a complete application?</p>	<p>We are unable to accept incomplete applications. You must have a complete application to apply. If you are missing any of the required information your application will not be accepted. This also helps keep processing times down.</p>
<p>How much does a building permit cost?</p>	<ul style="list-style-type: none"> • The cost of a building permit application is \$100.00. Building permit fees are paid at time of building permit issuance and are calculated based on the total value of the work: <ul style="list-style-type: none"> ○ For the first \$2,000.00 or fraction thereof → \$100.00 ○ For each additional \$1,000.00 or fraction thereof up to \$499,999.99 → \$7.00 ○ For each additional \$1,000.00 or fraction thereof exceeding \$500,000.00 → \$6.00 • Demolition Permit \$30.00 • Solid Fuel burning permit \$100.00 <p>You can find details on all other building permit in fees Schedule “A” of the Building Bylaw No. PS1013</p>
<p>How can I pay for my building permit?</p>	<p>If you are not located in Port Alberni, we are able to accept Visa or Mastercard over the phone. If you come to our office in person, we can accept Debit, Visa, MasterCard, cash or cheque.</p>
<p>How can I find out the status of my building permit?</p>	<p>You can call (250)-720-2700 or email building@acrd.bc.ca</p>
<p>How long is a building permit valid for?</p>	<p>A building permit is valid for 2 years from the date of payment. If the work isn’t finished in that time, you’ll need to renew the permit <i>before</i> it expires.</p>

<p>How long does it take to process a building permit?</p>	<p>Timelines for building permits can vary depending on their complexity and total building permit applications in the queue. Building Permits for single family dwellings can typically take approximately 6-8 weeks for issuance. Demolition permits can often be issued sooner.</p>
<p>How and when can I request a building inspection?</p>	<p>It is the responsibility of the Permit Holder to arrange for inspections.</p> <p>To request an inspection call 250-720-2700 or email building@acrd.bc.ca with your permit number, the type of inspection required and your desired inspection date.</p> <p>NOTE: A minimum of 48 hours notice is required when requesting an inspection. Some remote inspections may require longer notice to accommodate. Please speak to your assigned building inspector should you have further questions.</p>
<p>Can I request a certain time for my inspection?</p>	<p>Building Inspectors will do their best to accommodate any requests but cannot guarantee a certain time for inspections.</p>
<p>How long is a building permit valid?</p>	<p>A building permit is valid for 2 years from the date of payment. If the work isn't finished within that time, you'll need to renew the permit.</p>
<p>What Building Inspections are required in the ACRD?</p>	<p>For a complete list of required building inspections, please see the building Permit required inspection sheet.</p>
<p>Where can I find information about my septic system and how do I obtain a permit?</p>	<p>Island Health Authority maintains all septic records for the ACRD.</p> <p>Island Health's role in onsite sewage is to ensure all buildings with indoor plumbing have a sewerage system that is in compliance with the Sewerage Systems Regulation.</p> <p>You must obtain either an Authorized Person (AP) or a Registered Onsite Wastewater Practitioner (ROWP) with training and experience in designing and installing sewerage systems. They will help to ensure that your sewage system complies with British Columbia Health and Safety standards and obtain the appropriate permit and Final from Island Health. You will need to provide these records with your building permit application in some cases.</p>
<p>Where can I get a permit for my electrical and gas works?</p>	<p>Separate permits for gas and electricity are available from Technical Safety BC (TSBC). Please speak to your contractor about permitting, as a Final from TSBC will be required for Final or Occupancy Permit of your building.</p>
<p>Where can I get more information about my water system?</p>	<p>All Beaver Creek and Long Beach water applications are done through the ACRD, and more information can be found on our website or in person at our offices. (3008 5th Avenue)</p> <p>Bamfield Water System Application Form</p> <p>Beaver Creek Water System Application Form</p> <p>Long Beach Water System Application Form</p>

	Millstream Water System Application Form
Where can I get more information if I plan on building in the ALR?	Please contact the planning department at (250) 720-2700 or by email at planning@acrd.bc.ca

General Issue and Gap Analysis of ACRD Building Bylaw No. PS1013

PS1013 ISSUE	COMPARATOR PATTERN FROM LISTED COMMUNITIES	GAP IN ACRD PS1013	SUGGESTED AMENDMENT DIRECTION
Outdated code and standards references	Recently updated bylaws reflect the 2024 BC Building Code, BC Building Act, and current construction standards	PS1013 may not fully align with current BCBC timing, terminology, or modern building code references.	Update PS1013 to reference the BC Building Code as amended from time to time and align with current provincial effective dates.
Limited exemption framework	Modern bylaws increasingly include exemptions for low-risk or low-occupancy structures where appropriate	PS1013 appears more restrictive and may require permits for work that comparator bylaws exempt or simplify.	Expand exemptions for low-risk, low-occupancy, and non-habitable structures, with clear conditions.
Lack of clarity on professional involvement	Increased clarity surrounding when and what degree registered professionals are to be involved with construction projects	PS1013 may not clearly define when a registered professional is required, creating uncertainty for applicants and staff.	Add clearer thresholds for when professional design, review, or field certification is required.
Fee schedule not fully modernized	Modern bylaws increasingly use user-pay fee schedules, including application processing fees, inspection fees, permit extension fees, and detailed line items for simple and complex buildings	PS1013 may not recover costs for administrative processing, inspections, and follow-up work.	Modernize the fee schedule using a user-pay model, with separate fees for complex applications, extra inspections, and administrative services.
Missing or weak permit expiry rules	More recent frameworks reflect more formal permit administration	PS1013 may not clearly address permit expiry, lapse, extensions, or inactive permits.	Add explicit permit expiry, limited renewal, and reapplication rules for inactive or lapsed permits.
Enforcement tools may be limited	Modern bylaws increasingly include clearer compliance	PS1013 may lack practical tools such as stronger occupancy	Add stronger compliance provisions, including do-not-

Generally, the following Building Bylaws were considered in the development of this table, with particular attention to more recently amended Bylaws - Regional District of Nanaimo Bylaw No. 1250., Strathcona Regional District Bylaw No 158, Comox Valley Regional District Bylaw No 681, Cowichan Valley Regional District Bylaw No 4433, Capital Regional District Bylaw No 5, Squamish-Lillooet Regional District Bylaw No 2021-006, Fraser Valley Regional District Bylaw No 1188, District of Tofino Building Bylaw No. 1256, 2019, Ucluelet Building Bylaw No. 1363, 2025

General Issue and Gap Analysis of ACRD Building Bylaw No. PS1013

PS1013 ISSUE	COMPARATOR PATTERN FROM LISTED COMMUNITIES	GAP IN ACRD PS1013	SUGGESTED AMENDMENT DIRECTION
	tools tied to current permit and safety administration.	controls or clearer unsafe-work remedies.	occupy authority, unsafe structure response, and clearer stop-work measures.
Ambiguity around pools and accessory structures	the BC Building Code does not contain requirements for pool, which shows a more deliberate distinction between BCBC-driven and local requirements	PS1013 may continue to regulate items more broadly or ambiguously than current practice supports.	Clarify pool, deck, retaining wall, fence, and accessory structure treatment so the bylaw matches actual BCBC scope and local risk needs.
No strong alignment with model bylaw structure	Common practice for more recently updated bylaws is to utilize a model building bylaw developed for regional districts by (Municipal Insurance Association of British Columbia (MIABC)	PS1013 may be structurally dated relative to current model bylaw conventions.	Restructure PS1013 utilizing the MIABC Building Bylaw template for consistency, clarity, and easier regional comparison.
Inconsistent treatment of agricultural and low-human-occupancy uses	Some recently updated bylaws include exemptions for low human occupancy farm buildings, showing a trend toward practical agricultural exemptions	PS1013 may not adequately accommodate agricultural buildings or low-occupancy farm structures.	Add a defined agricultural exemption regime, with limits for higher-risk or regulated uses.
Permit administration not fully contemporary	Adjacent regional district with recent bylaw updates reflect a more modern administrative approach, including current consolidation and fee structures	PS1013 may not reflect current administrative workflow, digital records, or permit lifecycle expectations.	Update permit administration provisions, forms, and process language to match current practice.

Generally, the following Building Bylaws were considered in the development of this table, with particular attention to more recently amended Bylaws - Regional District of Nanaimo Bylaw No. 1250., Strathcona Regional District Bylaw No 158, Comox Valley Regional District Bylaw No 681, Cowichan Valley Regional District Bylaw No 4433, Capital Regional District Bylaw No 5, Squamish-Lillooet Regional District Bylaw No 2021-006, Fraser Valley Regional District Bylaw No 1188, District of Tofino Building Bylaw No. 1256, 2019, Ucluelet Building Bylaw No. 1363, 2025



Alberni-Clayoquot Regional District

Bylaw No. PS1013

A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE BUILDING CODE.

May 2023

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. PS1013

A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE BUILDING CODE.

The Board of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “The Building Bylaw No. PS1013, 2023”.

2. INTERPRETATION

For the purposes of this Bylaw, the following words and expressions are defined, and where the same words and expressions are defined in the Building Code, those definitions do not extend to the use of those words and expressions in this Bylaw:

- (a) “AGENT” includes a person representing the owner by designation or contract and includes a hired tradesman and contractor who may be granted permits for work within the limitations of his license.
- (b) “AUTHORITY HAVING JURISDICTION” as used in the Building Code for the purposes of this Bylaw means the Building Inspector.
- (c) “BUILDING” means a structure that is used or intended to be used for supporting or sheltering persons or animals or property, except those prescribed by regulation as exempted from the Building Code and includes plumbing contained in a building and servicing a building.
- (d) “BUILDING CODE” has the same meaning as the “British Columbia Building Code” in the Building Regulations of British Columbia made pursuant to the *Local Government Act*.
- (e) “BUILDING INSPECTOR” means the person or persons appointed from time to time by the Regional Board as Building Inspector and includes chief, deputy and assistant Building Inspector.
- (f) “BUILDING PERMIT” means a permit for construction required or issued pursuant to this Bylaw.
- (g) “CONSTRUCT” includes to reconstruct, install, repair, alter, demolish and

- (h) "CONSTRUCTION" includes reconstruction, installation, repair, alternations, demolition and moving.
- (i) "DWELLING UNIT" has the same meaning as the Zoning Bylaw.
- (j) "FARM BUILDING" means a Building that does not contain a Dwelling Unit and is:
 - (a) located on land that has been classified as a farm by the assessor under the *Assessment Act*, RSBC 1996, c 20; and
 - (b) used for a "qualifying agricultural use" as that use is defined in the *Standards for the Classification of Land as a Farm Regulation*, BC Reg 411/95.
- (k) "FEE" means the fee prescribed in Schedule "A" to this Bylaw.
- (l) "LANE" means a public secondary access to the side or rear of a parcel.
- (m) "OCCUPANCY PERMIT" means an Occupancy Permit issued pursuant to this Bylaw.
- (n) "OWNER" means the registered owner of an estate in fee simple of a parcel in relation to which a Permit application is made under this Bylaw, or on which Construction occurs, and includes an Agent authorized in writing by the Owner to make an application for a Permit and carry out the Owner's obligations under this Bylaw.
- (o) "PERMIT" means a Permit required or used pursuant to this Bylaw and includes a Building Permit, Demolition Permit, a Plumbing Permit, a Building Moving Permit, a Chimney Permit, a Fireplace Permit and a Solid Fuel Burner Permit.
- (p) "POOL" means anything constructed, set-up, dug or formed, for the express purpose of collecting, holding or ponding water to a depth exceeding 24 inches, which may be used for swimming, bathing, wading or for landscape or decorative purposes or for fish containment. This does not include irrigation or natural ponding or any type of water containment intended for agricultural uses i.e. stock watering.
- (q) "REGIONAL BOARD" means the Board of the Regional District of Alberni-Clayoquot.

- (r) "REGIONAL DISTRICT" means the Regional District of Alberni-Clayoquot.
- (s) "VALUE OF THE WORK" means the hard costs and soft costs of all Construction contemplated by a Building Permit, including, but not limited to, building materials, finishes, roofing, electrical, plumbing, drains, heating, venting and air-conditioning systems, fire extinguishing systems, elevators, any other equipment and materials, fees for design testing, consulting, management, all contributed or assumed labour and materials, contractor's profit and overhead, insurance and for site works and improvements, including all associated, paving, landscaping, connections and servicing and it will be the greater of:
 - (a) the value declared on the Building Permit application;
 - (b) the value of Construction that would be authorized by a Building Permit as estimated by a third-party quantity surveyor;
 - (c) the value of Construction that would be authorized by a Building Permit as estimated by the Building Inspector utilizing independent third-party valuation sources to determine the Construction costs, such as the Marshall & Swift "Marshall Valuation Service" guide or other comparable valuable sources; or
 - (d) the cumulative total of all contracts for Construction to complete the Building project.
- (t) "ZONING BYLAW" means the Zoning Bylaw of the Regional District of Alberni-Clayoquot in effect from time to time.

3. PROHIBITIONS

- (1) No person shall, unless exempted by this Bylaw or any other enactment, commence or continue to construct a building or structure without first obtaining a Permit for that purpose from the Building Inspector.
- (2) No person shall occupy or use a building or part of it after construction of that building or part of it without first obtaining an Occupancy Permit for it, or contrary to the terms of any Permit, Notice, Certificate or Order given by the Regional District or the Building Inspector.
- (3) No person shall occupy or use a building following a change in class of

occupancy of the building or part of it without first obtaining an Occupancy Permit for it.

- (4) No person shall, unless authorized by the Building Inspector, alter, reverse, deface, cover, remove or in any way tamper with any Notice, Permit or Certificate posted pursuant to the provisions of this Bylaw.
- (5) No person shall do any work that is at variance with the description, plans and specification for the building or structure which have been authorized by the Building Inspector and for which a permit has been issued, unless the variance has first been authorized in writing by the Building Inspector.
- (6) No Permit shall be issued for an alteration, addition or repair to a building which is deficient in means of egress, provision of air, light and ventilation or which is structurally defective, unless that defect or deficiency is corrected at the time of the alteration, addition or repair.
- (7) No person shall continue to do any work upon a building or structure or any portion of it after the Building Inspector has ordered cessation of work on it or has ordered the suspension of any portion of construction of it.
- (8) No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw and the Building Code.
- (9) No person may knowingly submit false or misleading information to the Building Inspector in relation to any Permit application or Construction undertaken pursuant to this Bylaw.

4. AUTHORITY OF BUILDING INSPECTOR

- (1) The Building Inspector is authorized to:
 - (a) administer this Bylaw;
 - (b) keep records of applications received, Permits and Orders issued, inspections and tests made, and retain copies of all papers and documents connected with the administration of this Bylaw; and
 - (c) take such action that they consider necessary to establish whether any method or type of construction or material used in the construction of a building conforms with the requirements and provisions of the Building Code; it being understood that the purpose

of this function is to enforce the provision of this Bylaw and not to hold out to any person that a building is constructed in a safe and proper manner.

(2) The Building Inspector

Authority to Enter

- (a) is hereby authorized to enter, at all reasonable times, upon any property, subject to the regulations of this Bylaw, and the Building Code, in order to ascertain whether the regulations of, or directions under them, are being observed.

Consent to Enter

- (b) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice twenty-four (24) hours in advance of entry pursuant to clause (4)(2)(a).

Correct Work

- (c) may order the correction of any work which is being or has been improperly done under any Permit.

Stop Work

- (d) may order the cessation of work that is proceeding in contravention of this Bylaw or the Building Code.

Power to Suspend Work

- (e) where any building under construction, in whole or in part;
- i. does not conform to this Bylaw or the Building Code, the Zoning Bylaw, or
 - ii. is being constructed without a Permit.

may order the immediate suspension of all or any portion of the construction by attaching a Notice of that effect to the Building and sending by return registered mail to the owner of the real property on which the building stands, at his address, a copy of the notice.

Tests

- (f)
 - i. shall retain as public record copies of the results of all tests ordered and carried out under the Building Code after construction is completed.
 - ii. may revoke or refuse to issue a Permit where, in his opinion the results of tests referred to in clause 4(2)(f)(i) are not satisfactory; and
 - iii. may order the correction of any work which they consider is being or has been improperly done.
- (3) Notwithstanding any other provisions of this Bylaw or the Building Code, whenever, in the opinion of the Building Inspector, the proposed work requires specialized technical knowledge, they may require, as a condition of the issuance of a Permit, that all drawings, specification and plot plans, or any part of them, be prepared, signed and sealed by and the construction carried out under the supervision of an architect or professional engineer specializing in the relevant field of engineering.

(4) Professional Certification

Where the Building Inspector considers that:

- (a) the site conditions, or
- (b) the size or complexity of
 - (i) the development, or
 - (ii) an aspect of the development

to which a building permit relates, warrants a certification by a professional Engineer or Architect that the plans submitted with the application of the permit, or specified aspects of those plans, comply with the Building Code and other applicable enactments respecting safety, the building inspector may require the owner to provide the certification.

(5) Endorsement and Notice under Section 4(4)

The following Notice shall be given to the owner by endorsing it on a building permit that is issued in reliance upon a certification by a professional Engineer or Architect that the plans submitted in support of the application

for the Permit comply with the British Columbia Building Code and other applicable enactments respecting safety of the building.

“Take notice that the Regional District of Alberni-Clayoquot, in issuing this permit has relied upon the certification of compliance of (Name of Consultant), professional Engineer or Architect, submitted with the plans of construction, that the plans comply with the current British Columbia Building Code and other applicable enactments respecting safety of the building or structure”.

- (6) The Building Inspector may require as a condition of a Permit that the Owner deposit with the Regional District performance security in the form of an irrevocable letter of credit, or cash, in the amount prescribed in Schedule “A-4”. The Regional District may use the performance security to:
- (a) repair any damage to the Regional District’s property occurring as a result of the Construction authorized by the Permit;
 - (b) clear any debris, materials, chattels or equipment that has accumulated or been left on the Regional District’s property during the Construction authorized by the Permit; or
 - (c) secure the removal or demolition of a Building within the time limit established by the Building Permit; or
 - (d) secure the provision of essential services in accordance with Section 15 of this Bylaw.

Any performance security held by the Regional District will be returned to the person who provided it after the issuance of an Occupancy Permit, other than a provisional Occupancy Permit issued pursuant to Section 12(3)(b) of this Bylaw, provided the Owner is not in default of any of the obligations for which the performance security was provided.

5. PERMITS

Issuing Permit

- (1) Where
 - (a) an application has been made;

- (b) the proposed work set out in the application complies with the Building Code, this Bylaw and all other applicable bylaws and enactments;
- (c) the applicant for a Permit has paid to the Regional District the fee or fees prescribed in Schedule "A-2" to this Bylaw;
 - i. any fees, charges, levies or taxes imposed by the Regional District and payable under an enactment at the time of issuance of the Building Permit;
- (d) the applicant has
 - i. provided to the Building Inspector proof that a sewage disposal system design has been filed with the required Health Authority, as required by the Health Act, or
 - ii. provided the Building Inspector with written assurance from a registered on-site wastewater practitioner that a sewerage system constructed under a permit from the Ministry of Health will function adequately with the projected demand on the system after the construction contemplated in the permit application is completed.

unless:

- iii. the property is serviced by a community sanitary sewerage system, or
- iv. the construction contemplated in the permit application is for an accessory use and has no habitable space or plumbing fixtures therein.

the Building Inspector shall issue the permit for which the application was made.

Permit Conditions

- (2) Every Permit is issued upon the following conditions:
 - (a) nine (9) inspections are included with each issued Permit. All subsequent inspections carry a charge of fifty (\$50) dollars per inspection.

- (b) construction shall commence within six (6) months from the date of issuing the Permit;
- (c) work is not to be discontinued or suspended for a period of more than six (6) months;
- (d) Permits shall lapse in the event that either of the preceding two conditions are not met;
- (e) a lapsed Permit shall not be renewed, nor the fee refunded. If the work is not completed when a Permit lapses, a new Permit shall be required for the remaining construction;
- (f) all Permits issued after the date of adoption of this Bylaw will expire two (2) years from the date of issuance;
- (g) at any time after the issuance of a Permit, but before the work under the Permit has commenced, the Permit holder may apply for cancellation of the Permit. Upon receipt of such application, the Building Inspector, if satisfied that the work has not commenced, shall cancel the Permit and shall refund to the Permit holder fifty (50%) percent of the fee paid by him in respect of the Permit;
- (h) the registered owner of the land signs the following, which may be endorsed on the permit;

“In consideration of the granting of this permit, I/we agree to release and indemnify the Regional District of Alberni-Clayoquot, its Board members, employees and agents from and against all liability, demands, claims of action, suits, judgments, losses, damages, costs, expenses of whatever kind which I/we or any other person, partnership or corporation or my/our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Regional District of Alberni-Clayoquot Building Bylaw or the British Columbia Building Code and I/we agree that the Regional District of Alberni-Clayoquot owes me/us no duty of care in respect of these matters.

I/we have read the above agreement, release and indemnity and understand it.”

Contents of Application for Permit

- (3) The application for a Building Permit shall
- (a) include a non-refundable application fee in the amount prescribed in Schedule “A-1” to this Bylaw to ascertain the completeness of the application;
 - (b) be made in the form prescribed by the Regional District;
 - (c) be signed by the owner or his agent;
 - (d) state the intended use or uses of the building;
 - (e) state the true value of the proposed work;
 - (f) include as exhibits, copies for detached dwelling units in duplicate, of the specification and scale drawings of the building with respect to which work is to be carried out showing;
 - i. the dimensions of the building including area of each floor;
 - ii. the dimensions, area and proposed use of each room or floor area;
 - iii. the dimensions of the parcel on which the building is, or is to be , situated;
 - iv. the proposed siting of the new building and the siting, use, height and horizontal dimensions of all existing buildings on the parcel referred to in subclause 5(3)(f)(iii) on a plan with a minimum scale of 1:200;
 - v. the technical information specified in other parts of this Bylaw and the Building Code required to be included on the drawings related to those parts;
 - vi. such other information as is necessary to illustrate all essential features of the design of the building;
 - vii. the name, address and telephone number of the designer; and

- viii. contain any and all other information necessary to establish compliance with this Bylaw, the Zoning Bylaw and any other applicable enactment.

Expiration of an Application for a Permit

- (4) An application for a Permit expires:

- (a) after six (6) months from the date an application is filed with the Regional District where the Building Inspector deems the application incomplete, and no significant steps are taken by the applicant to provide a complete application; or

- (b) after sixty (60) days from the date the Regional District confirms that the application for a Permit is complete, if the Building Permit cannot be issued because the applicant has not provided anything required by Section 5(1).

If a Permit application expires in accordance with this section, an Owner must submit a new application for a Permit, including the payment of new application fees.

- (5) When required by the Building Inspector, the application shall also be accompanied by:

- (a) details of the grades and elevations of the streets and public services, including sewer and drainage, abutting the parcel referred to in subsection 5(3)(f)(iii) and showing access to the building, parking, driveways, or site drainage and finished grades all tied into the Regional District's integrated survey area;

- (b) a plan that shows the location and size of every building drain and of every trap or inspection piece that is on drains;

- (c) a sectional drawing that shows the size and location of every soil or waste pipe, trap and vent pipe. The plans and specifications shall be submitted in the form and quantities required by the Building Inspector and shall have on them complete design and calculation criteria so that the Building Inspector has this information available for examination, and shall bear the name, address and telephone number of the designer;

- (d) a graphic drawing of proposed plumbing work showing the size and location of the plumbing system and containing complete design and calculation criteria; and
- (e) a survey of the building site by a registered British Columbia Land Surveyor whenever one of the following conditions exist;
 - i. there is doubt as to the location of the lot lines;
 - ii. there are no existing legal survey pins within sixty (60) metres of the building site.
- (6) Where the Regional District relies under Section 4(4) of this bylaw on a certificate of compliance in issuing a Building Permit, the fees payable for a Building Permit shall be reduced by 2.5% (to a maximum of \$500.00 for any one property).
- (7) The Building Inspector shall not issue a building permit for any premises not served by a community sanitary sewerage system until the conditions of 5(1)(d) have been met.
- (8) In addition to the conditions set out in subsection (2), it shall be a further condition of the issuance and validity of a Permit that the Permit Holder provide to the Building Inspector no later than upon completion of the foundations for the works authorized under the Permit, a Site Certificate prepared by a registered British Columbia Land Surveyor confirming locations of buildings and structures under construction under a Permit and, where applicable, buildings and structures already situated on a lot where one or more of the following circumstances apply :
 - (a) the lot (or the portion of the lot on which the building is to be sited) is less than 30.48 metres (100 feet) in width;
 - (b) the area of the lot is less than 1,672.2 square metres (18,000 square feet);
 - (c) the building is located within 6.10 metres (20 feet) of the required minimum setback for the zoning district in which it is located according to the Zoning By-Law and subsequent amendments thereto;
 - (d) the building is located within 6.10 metres (20 feet) of the setback provisions of the following sections of the Zoning By-Law and

subsequent amendments thereto :

6.2(3) & (4) [Location and Siting of Buildings]

6.5 [Accessory Buildings and Uses]

6.13 [Projections]

6.14 [Vision Clearance at Intersections]

- (e) in the opinion of the Building Inspector, any other significant site conditions or apparent anomalies in the location of existing buildings warrant confirmation of siting compliance with Regional District by-laws.

For clarification:

- this section does not replace Section 5(5)(e);
- it is the responsibility of the property owner to ensure that all buildings meet the setback requirements of this by-law and of the Regional District of Alberni-Clayoquot Zoning By-law.

6. EXEMPTIONS

- (1) A Building Permit is not required for:

(a) a Farm Building less than 500 square meters in total floor area; and

(b) the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, when such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures or hot water tanks.

Where a Building Permit is not required pursuant to this Bylaw, the Owner is solely responsible for ensuring the design, construction, siting, and use of the Building complies with all applicable bylaws, enactments and regulations, including the Building Code.

7. REVOCATION OF PERMIT

- (1) The Building Inspector may revoke a Permit for any of the following reasons:

(a) For a violation of any of a condition under which the Building Permit was issued;

(b) a provision of the Building Code, this Bylaw or other applicable

Bylaws or enactments;

- (c) if any reason is found to exist which would have been cause for denial of such Building Permit, if known to exist at the time of issuance of the Building Permit, or
 - (d) the Building Permit was issued in error.
- (2) The revocation shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three (3) days after the date of mailing.

8. PHASED CONSTRUCTION

- (1) (a) the Building Inspector may issue a permit for the construction of a part of a building before the entire plans and specifications for the whole building have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the Bylaw.
 - (b) the issuance of the Permit notwithstanding, the requirements of this Bylaw and the Building Code apply to the remainder of the building, as if the Permit had not been issued.
- (2) the Building Inspector may issue an Occupancy Permit for part of a building provided that he is satisfied that the part of the building complies with all applicable bylaws, enactments and regulations, and that all health and safety requirements have been met.

9. TEMPORARY BUILDINGS

- (1) Subject to compliance with other applicable bylaws, the Building Inspector may issue a Permit for the erection or placement of a temporary building if he is satisfied that the building is safe for the stated use and duration;
- (2) The word "Temporary", as used in this subsection, shall mean period not exceeding twelve (12) months;
- (3) Applications for a Permit to construct a temporary building shall be made in writing to the Building Inspector accompanied by:

- (a) plans showing the location of the building on the site and construction details of the building;
- (b) a statement of the intended use and duration of the use; and
- (c) a bond or certified cheque in the amount of ONE THOUSAND (\$1,000.00) DOLLARS which will guarantee that the building will be removed entirely and the site left in a safe and sanitary condition when the Permit has expired.

10. RESPONSIBILITY OF THE OWNER

- (1) Before construction commences, the owner shall
 - (a) determine that the building site is safe and will not be affected by flooding water caused by surface run-off or otherwise, or by land slip or other hazards; and
 - (b) incorporate into the design and plans submitted for a permit, the climatic data in Section 14.
 - (c) satisfy the BC Building Code requirements for the BC Energy Step Code using the performance approach, with the option to use the prescriptive approach for construction of renovations, additions and projects in remote locations where Energy Advisory services are not available. Use of the prescriptive approach in these instances must be approved by the Building Inspector.

11. GENERAL DUTIES OF THE OWNER BEFORE CONSTRUCTION

- (1) An owner of real property shall
 - (a) permit the Building Inspector to enter his building or premises at any reasonable time for the purpose of inspection;
 - (b) obtain from the Regional District, or other authority having jurisdiction where applicable, permits relating to demolition, excavation, building, repair or buildings, zoning, change in classification of occupancy, swimming pools, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, building to be moved, and all other permits required in connection with the

- proposed work prior to the commencement of the work;
- (c) when required by the Building Inspector, give at least 48 hours notice to the Building Inspector of the intention to start work on the construction site;
 - (d) obtain elevation and construction requirements relative to Provincial Flood Plan Restrictions from the Ministry of Environment;
 - (e) within fifteen (15) days after completion or occupancy of a building, place or cause to be placed on or over the entrance to the building or premises the number (address) as assigned on the Building Permit;
 - (f) not place or maintain, nor shall any owner or agent permit to remain on any building or premises, a building number other than that required under the provision of this Bylaw.
- (2) Neither the granting of a permit nor the acceptance of plans and specifications, nor inspections made by or on behalf of the Regional District, shall in any way relieve the owner from full responsibility to perform the work in strict accordance with this Bylaw, the Building Code and all other applicable enactments.

12. RESPONSIBILITY OF OWNER DURING CONSTRUCTION

- (1) Ensure no work is done on any part of the building or structure beyond that point indicated in each successive inspection report without first obtaining the written approval of the Building Inspector; and
- (2) During the progress of work, request the Building Inspector to make or cause to be made the following inspections, by giving notice to the Building Inspector a minimum of one (1) working day prior to the inspection being required
 - (a) after excavation is completed;
 - (b) after removal of formwork from a concrete foundation and installation of perimeter drain tiles, drain rock and damp proofing, but prior to backfilling against foundation;
 - (c) when framing and exterior sheathing of the building are complete,

including fire-stopping, bracing, chimney, duct work, plumbing, gas venting, wiring, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;

- (d) when insulation and vapour barrier is installed prior to covering of interior finish;
 - (e) before a building drain, sanitary or storm sewer is covered, and if any part of a plumbing systems is covered before it is inspected and approved it shall be uncovered if the Building Inspector so directs, and when considered necessary, underground building drains, branches, storm drains, and sewers shall be re-tested after the completion of all backfilling and grading by heavy equipment;
 - (f) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building; and
 - (g) where it is deemed necessary by the Building Inspector, provide specialized professional information at the owners cost, and the owner shall not proceed with any further work which would prevent a thorough inspection until the inspection has been done and approved.
- (3) The owner shall
- (a) ensure that the building or structure is built in compliance with the Building Code and this Bylaw;
 - (b) prior to the completion of any building, or part of it, obtain from the Building Inspector written permission to occupy part of it if partial occupancy is desired;
 - (c) prior to the occupancy of any building, or part of it, after completion of construction of the building, or part of it, or prior to any change in class of occupancy of any building, or part to it, obtain from the Building Inspector an Occupancy Permit, which may be withheld by the Building Inspector until the building or part of it complies with the requirements of this Bylaw, the Building Code and all other health safety requirements of any Municipal bylaw or other enactment;
 - i. Prior to the Building Inspector issuing an occupancy permit, the owner must provide proof of filing with the required Health

Authority that the sewage disposal system has been constructed in accordance with the design filed under section 5 (1)(d)(i) if applicable;

- (d) obtain from the Building Inspector written permission prior to resuming construction which has been suspended on any building;
- (e) where tests of any materials are required by the Building Inspector to ensure conformity with the requirements of this bylaw, transmit to the Building Inspector records of the test results;
- (f) in all cases where it is required to conduct the waste from plumbing fixtures or trade waste to a Regional District owned sanitary sewer make certain, by inquiring from the Building Inspector, that the sanitary sewer is at sufficient depth and capacity to receive the discharge; and also to arrange the plumbing to suit the location of the connection provided for the parcel by the Regional District;
- (g) where it is desired to connect a building or storm sewer with any building or storm sewer extension, furnish such information as the Building Inspector may require to show that the proposed sewers will be laid at such depth, and in such a position as to connect the property with the building or storm sewer extension;
- (h) obtain, where applicable, a highway or street access permit to the real property; and
- (i) during construction, keep
 - i. posted in a conspicuous place on the property in respect of which the Permit was issued a copy of the Permit or a poster or placard showing the material facts in the Permit in lieu of the permit; and
 - ii. a copy of the Permit drawings and specification on the property in respect of which the Permit was issued.

13. FENCES AND WALKWAYS

- (1) If, in the opinion of the Building Inspector, a fence or covered walkway is necessary for the protection and safety of the public during the construction or maintenance of a building, it shall be erected in accordance with this

Section.

- (2) In a commercial zone, a closed board fence is required not less than 1.83 metres in height and at a distance beyond the street line directed by the Building Inspector.
- (3) A covered walkway shall be a minimum of 1.22 metres in width and shall be equipped with red warning lights to warn of its existence to approaching pedestrians or traffic.
- (4) No fence or covered walkway shall be erected in such a way as to obstruct direct access to any fire hydrants, catch basins, fire alarm boxes, letter boxes or to obstruct light from street lamps.

14. CLIMATIC DATA

- (1) Climatic data for the design of buildings in the Regional District is:

- (2) Design Temperature

January 2 1/2%	-5C
January 1%	-7C
July 2 1/2%	
Dry	31C
Wet	18C

Degree - Days Below 18C - 3, 152

- (3) Maximum Rainfall

15 minutes	10mm
One Day	140mm

Maximum Snowload
on the Ground 2.7 kPa

Annual Total Precipitation 1 987mm

- (4) Hourly Wind Pressure

Probability 1/10	0.47 kPa
Probability 1/30	0.58 kPa

	Probability 1/100	0.70 kPa
(5)	Seismic Data	
	Za	5
	Zv	5
	Zonal Velocity Ratio	0.30

15. ESSENTIAL SERVICES

No permit for the construction of any residential, commercial or industrial building shall be issued unless the following essential services are provided for:

Highway Access

- (1) Practical and legal public road access to the property to allow access by emergency vehicles at all times, unless a property is accessible only by water.

Water Main

- (2) A public water service or other source of supply of water approved by the Medical Health Officer is available for the building or structure unless water is not required for the particular use of a building or structure.

Sewer

- (3) A public sewer or other approved method of sewage disposal unless water and sewage disposal is not required for the particular use of a building or structure.

Storm Drain

- (4) An approved method of storm drainage has been installed to service the building or structure.

Access to Driveway

- (5) A driveway of sufficient strength, grade and width for access from a public road described in Section 15 (1) to all buildings on the property, unless a property is accessible only by water.

16. BUILDING MOVES

- (1) No person shall move or cause to be moved any building into the Regional District or from one parcel to another in the Regional District without first obtaining a building permit.
- (2) The following conditions apply to the issuance of a Building Permit under this Section if the building to be moved is residential:
 - (a) the building shall either meet the requirement of the Building Code prior to its move or be rehabilitated to Building Code requirements within six (6) months from the issuance of the Permit to move.
- (3) The following conditions apply to all building in respect of which an application to move has been made:
 - (a) the floor area of the building to be moved shall be equal to or greater than the minimum floor area requirements for the parcel to which it is to be moved and, when located on that parcel, the building shall comply with all clearances and siting requirements applicable to that parcel; and
 - (b) the application for a building permit shall be accompanied by detailed plans and specifications of the proposed relocation and rehabilitation of the building and by an irrevocable letter of credit or a certified cheque in the amount of TWO THOUSAND (\$2,000.00) DOLLARS payable to the Regional District.

The letter of credit may be drawn upon by the Regional District in an amount sufficient to complete the work specified in the plans submitted if the work is not completed in its entirety within twelve (12) months from the date of issuance of the Permit to move, and the deposit or the balance thereof (if any) remaining in the hands of the Regional District shall be returned to the depositor after an Occupancy Permit in respect of the work has been issued.

17. POOLS

- (1) No person shall construct or set up any pool without first obtaining a building permit.
- (2) An application for a permit to construct or set up all swimming pools shall

include;

- (a) Plans and specifications for the pool including all water supply piping and waste water system and outfall.
 - (b) Details for the fence or enclosure around the pool
 - (c) A site drawing showing the location of the pool in relationship to property lines and all other buildings (wells and septic systems where applicable)
- (3) The following conditions apply to all pools, existing or proposed.
- (a) All swimming pools shall be fully enclosed by a fence or building or a combination of both. This enclosure shall be a minimum of 6 feet high with the base being within 4 inches of finished grade.
 - (b) All openings through the enclosure will be fitted with gates or doors, complete with self closing and self latching hardware. The latching hardware shall be located a minimum of 4 ft. 9 inches above grade if on the outside or 3 ft 3 inches if located on the pool side.
 - (c) All other openings shall be sized to prevent a spherical object of 4" in diameter passing through.
 - (d) There shall be no horizontal members on the outside of the enclosure to facilitate climbing.
 - (e) The enclosure shall be designed and built to prevent a child from going under, over or through it.
 - (f) A pool shall not be filled or allowed to contain water until the fence or enclosure has been inspected and approved by the Building Inspector.
 - (g) The location of a pool shall meet the requirements and provisions of the Zoning Bylaw of the Regional District of Alberni-Clayoquot.
 - (h) No swimming pool shall be located less than 10 ft. from any rear lot line.
 - (i) No in ground pool shall be located less than 10 ft. from any basement.

- (j) For the purpose of this section "Swimming Pool" shall include any pool constructed or set up to be used or intended to be used for swimming, bathing or wading, which is over 24 inches in depth.

18. RETAINING WALLS

- (1) A retaining wall shall be designed to resist the pressure of the retained material, including both dead and live load surcharges to which it may be subjected to ensure stability against overturning, sliding, excessive foundation pressure, and water uplift. Unless a drainage system is provided which will effectively drain the backfill under all conditions, the wall shall be designed to resist a hydrostatic pressure due to a head of water equal to the height of the backfill.

19. PENALTIES

- (1) A person who:
 - (a) violates a provision of the Building Code or this Bylaw;
 - (b) causes, suffers or permits an act, or thing, to be done in contravention or in violation of the Building Code or this Bylaw;
 - (c) neglects or refrains from doing anything required to be done by the Building Code or this Bylaw;
 - (d) carries out or suffers, causes or permits to be carried out any construction in a manner prohibited by or contrary to the Building Code or this Bylaw; or
 - (e) fails to comply with an order, direction or notice given under the Building Code or this Bylaw;

commits an offence and is liable on conviction to a fine and penalty not exceeding TWO THOUSAND (\$2,000.00) DOLLARS.

- (2) For each day that a violation of the provisions of this Bylaw is permitted to exist, it shall constitute a separate offence.
- (3) If any Construction for which a Building Permit is required under this Bylaw

is commenced before a Building Permit is issued, the Building Permit fees payable prior to issuance of a Building Permit in accordance with Section 5(1)(c) of this Bylaw will be doubled.

20. SEVERABILITY

If any provision of this by-law is held by a court to be void, voidable or unenforceable, such provision may be severed, and the remaining provisions shall continue in effect.

21. ENACTMENT

This Bylaw shall come into full force and effect upon its adoption. Any complete applications for a Permit that have been received by the Regional District prior to the adoption of this Bylaw, but for which the Permits have not been issued, will expire sixty (60) days from the date of adoption of this Bylaw.

22. REPEAL BYLAWS

Building Bylaw PS1011 is hereby repealed.

READ A FIRST TIME THIS 10th DAY OF MAY, 2023

READ A SECOND TIME THIS 10th DAY OF MAY, 2023

READ A THIRD TIME THIS 10th DAY OF MAY, 2023

ADOPTED THIS 10th DAY OF MAY, 2023

John Jack

CHAIRPERSON

Wendy Thomson

CORPORATE OFFICER

SCHEDULE "A"

A-1 PERMIT APPLICATION FEE

Upon application for a Permit, a non-refundable application fee shall be paid to the Regional District as follows:

1.1	For any Building Permit.	\$100.00
1.2	For a solid fuel burning permit	\$100.00*

The application fee may be credited toward the final Permit fees calculated in accordance with Schedule A-2.

A-2 PERMIT FEES AND CHARGES

Permit fees and charges shall be paid to the Regional District at issuance of the Permit and shall be calculated on the total Value of the Work as follows:

2.1	For the first \$2,000.00 or fraction thereof	\$100.00
2.2	For each additional \$1,000.00 or fraction thereof up to \$499,999.99	\$7.00
2.3	For each additional \$1,000.00 or fraction thereof exceeding \$500,000.00	\$6.00
2.4	For a Demolition Permit	\$30.00
2.5	For a solid fuel burning permit	\$100.00*
2.6	For provisional Occupancy Permits under Section 12(3)(b) of this Bylaw	\$500.00
2.7	For Occupancy Permits under Section 12(3)(c)	\$nil
2.8	For all other Permits	\$100.00*

Any changes to the application documentation or drawings will incur additional fees and charges in accordance with Schedule A-3.

Where the Building Inspector relies on certification by a professional Engineer or Architect that the plans submitted with the application for the Permit comply with the Building Code or other applicable enactment, the fees and charges payable under this section shall be reduced by 2.5% to a maximum reduction of \$500.00 to the building permit fee for any one property.

Where the Building Permit is being issued for Construction commenced before the Regional District issued a Building Permit, the Building Permit fees payable will be double the amount prescribed in the A-2 above.

A-3 ADDITIONAL FEES AND CHARGES

3.1	For Permit applications where the plan review requires more than two (2) iterations of the drawings or supporting documents to be resubmitted	\$150.00
3.2	For review of changes to Building plans or related documents due to change in design after the Building Permit is issued	\$250.00
3.3	For change in ownership for an open Permit file	\$100.00
3.4	For each additional inspection in excess of the nine (9) inspections included in the fees paid under Schedule A-2	\$50.00
3.5	Land Title Office (LTO) Legal Notation/Covenant Registration or Discharge	All fees and disbursements incurred by the Regional District for the preparation of these documents plus a 15% administration charge
3.6	Return payment fee (NSF fee)	\$25.00

A-4 SECURITY DEPOSIT

4.1	For Permits where the Value of the Work is \$500,000.00 or more	\$3,500.00
4.2	For all other Permits	\$1,000.00
4.3	For provisional Occupancy Permits under Section 12(3)(b) of this Bylaw	150% of the Value of Work outstanding

Note: The fees and charges in this schedule do not include applicable taxes except for those fees marked with an asterisk (*).