AGENDA

1. ADOPTION OF THE AGENDA
   1.1 February 5, 2020 Regular Meeting Agenda
       That the Electoral Area Committee adopt the agenda for its regular meeting scheduled for February 5, 2020 as circulated.

2. ADOPTION OF THE MINUTES
   2.1 October 15, 2019 Regular Meeting Minutes
       That the Electoral Area Committee adopt the minutes of its regular meeting held October 15, 2019 as circulated.

3. DELEGATIONS

4. INVITED PRESENTATIONS

5. REPORTS FROM COMMITTEE OR STAFF
   5.1 2020 Electoral Area Committee Priorities and Work Plan
       Designated Speaker: Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services
       That the Electoral Area Committee endorse the work plan as presented in the report dated January 17, 2020 titled “2020 Electoral Area Committee Priorities and Work Plan”.

   5.2 Electoral Area A Zoning Bylaw Review – Public Consultation Update
       Designated Speaker: Tom Pearce, Planner, Regional Planning and Housing Services
       That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “Electoral Area A Zoning Bylaw Review – Public Consultation Update”.

Note: Recommendation is shown under each item, where applicable.

January 30, 2020

Electoral Area Committee
5.3 **UBCM Emergency Preparedness Grant Applications for Electoral Area A (UBC/UEL)**  
*Designated Speaker: Rod Tulett, Emergency Preparedness & Security Coordinator, Security & Emergency Management, Corporate Services and Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services*  
That the MVRD Board endorse the applications for two grants totaling $41,836 from the Union of BC Municipalities to enhance emergency preparedness capacity in the Point Grey (UBC/UEL) communities of Electoral Area A.

5.4 **Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020**  
*Designated Speaker: Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services*  
That the MVRD Board:  
a) give first, second and third reading to *Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*; and  
b) pass and finally adopt *Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*.

5.5 **Manager’s Report**  
*Designated Speaker: Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services*  
That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “Manager’s Report”.

6. **INFORMATION ITEMS**

7. **OTHER BUSINESS**

8. **BUSINESS ARISING FROM DELEGATIONS**

9. **RESOLUTION TO CLOSE MEETING**  
*Note: The Committee must state by resolution the basis under section 90 of the Community Charter on which the meeting is being closed. If a member wishes to add an item, the basis must be included below.*

10. **ADJOURNMENT/CONCLUSION**  
That the Electoral Area Committee adjourn/conclude its regular meeting of February 5, 2020.

---

**Membership:**  
McCutcheon, Jen (C) - Electoral Area A  
Hocking, David (VC) - Bowen Island  
Belenkie, Neil – Belcarra  
Hardwick, Colleen - Vancouver  
Mandewo, Trish - Coquitlam  
McLaughlin, Ron - Lions Bay  
Patton, Allison – Surrey  
Wang, James - Burnaby

Electoral Area Committee
METRO VANCOUVER REGIONAL DISTRICT
ELECTORAL AREA COMMITTEE

Minutes of the Regular Meeting of the Metro Vancouver Regional District (MVRD) Electoral Area Committee held at 9:00 a.m. on Tuesday, October 15, 2019 in the 28th Floor Committee Room, 4730 Kingsway, Burnaby, British Columbia.

MEMBERS PRESENT:
Chair, Councillor David Hocking, Bowen Island
Vice Chair, Director Jen McCutcheon, Electoral Area A
Mayor Neil Belenkie, Belcarra
Councillor Laurie Guerra, Surrey
Mayor Ron McLaughlin, Lions Bay

MEMBERS ABSENT:
Councillor Colleen Hardwick, Vancouver

STAFF PRESENT:
Marcin Pachcinski, Division Manager, Electoral Area and Environment, Planning and Environment
Carol Mason, Chief Administrative Officer
Genevieve Lanz, Legislative Services Coordinator, Board and Information Services

1. ADOPTION OF THE AGENDA

1.1 October 15, 2019 Regular Meeting Agenda

It was MOVED and SECONDED
That the Electoral Area Committee adopt the agenda for its regular meeting scheduled for October 15, 2019 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 July 3, 2019 Regular Meeting Minutes

It was MOVED and SECONDED
That the Electoral Area Committee adopt the minutes of its regular meeting held July 3, 2019 as circulated.

CARRIED

3. DELEGATIONS
No items presented.
4. INVITED PRESENTATIONS
No items presented.

5. REPORTS FROM COMMITTEE OR STAFF

5.1 2020 - 2024 Financial Plan – Electoral Area A Service
Report dated October 2, 2019 from Marcin Pachcinski, Division Manager, Electoral Area and Environment, presenting the 2020 - 2024 Financial Plan for the Electoral Area A Service for consideration by the Committee.

Members were provided a presentation on the 2020-2024 Financial Plan for the Electoral Area A Service highlighting 2020 Electoral Area A revenues and reserves, expenditures and five-year financial summary.

Members commented on the strategic use of Electoral Area A reserve funds, emergency planning, and advocating for internet access on Barnston Island.

Presentation material titled “2020 – 2024 Financial Plan – Metro Vancouver Regional District – Electoral Area A” is retained with the October 15, 2019 agenda.

It was MOVED and SECONDED
That the Electoral Area Committee endorse the 2020 - 2024 Financial Plan for the Electoral Area A Service as presented in the report “2020 - 2024 Financial Plan – Electoral Area A Service” dated October 2, 2019 and forward it to the Metro Vancouver Regional District Board Budget Workshop on October 23, 2019 for consideration.

CARRIED

5.2 Electoral Area A Clean-up Event – Indian Arm
Tom Pearce, Regional Planner, Regional Planning and Electoral Area Services, provided members with a presentation on the Indian Arm clean-up event, highlighting resident participation, event preparation, and material collection statistics.

Members commented on opportunities to maximize barge space by informing member jurisdictions of future events and potential for a mix-model cost structure for service.

Presentation material titled “Electoral Area A Clean Up Event – Indian Arm” is retained with the October 15, 2019 Electoral Area Committee agenda.

It was MOVED and SECONDED
That the Electoral Area Committee receive for information the October 15, 2019 presentation from Tom Pearce, Regional Planning, regarding the Electoral Area A Indian Arm clean-up event.

CARRIED
5.3 Manager’s Report
Report dated September 20, 2019 from Marcin Pachcinski, Division Manager, Electoral Area and Environment, updating the Electoral Area Committee on the Committee’s 2019 Work Plan, and on the first round of community meetings to review the Electoral Area A Zoning Bylaw.

It was MOVED and SECONDED
That the Electoral Area Committee receive for information the report dated September 20, 2019, titled “Manager’s Report”.

CARRIED
Mayor Belenkie absent at the vote.

6. INFORMATION ITEMS
No items presented.

7. OTHER BUSINESS
No items presented.

8. BUSINESS ARISING FROM DELEGATIONS
No items presented.

9. RESOLUTION TO CLOSE MEETING
No items presented.

10. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED
That the Electoral Area Committee conclude its regular meeting of October 15, 2019.

CARRIED
(Time: 9:46 a.m.)

Genevieve Lanz, Legislative Services Coordinator

David Hocking, Chair
To: Electoral Area Committee

From: Marcin Pachcinski, Division Manager, Electoral Area and Environment
Regional Planning and Housing Services

Date: January 17, 2020

Meeting Date: February 5, 2020

Subject: 2020 Electoral Area Committee Priorities and Work Plan

RECOMMENDATION
That the Electoral Area Committee endorse the work plan as presented in the report dated January 17, 2020 titled “2020 Electoral Area Committee Priorities and Work Plan”.

EXECUTIVE SUMMARY
The work plan presented in this report conveys the priorities and terms of reference for the Electoral Area Committee in 2020. The 2020 Work Plan includes: a review of the Electoral Area A Zoning Bylaw and Building Administration Bylaw; a Fire Service Options and Costs Study for Howe Sound and Barnston Island; discussion with the Committee on potential uses of the Electoral Area Reserve Fund; a flood construction level study for Barnston Island; and a barge clean-up event for water access properties on Pitt Lake.

PURPOSE
To provide the Electoral Area Committee with the priorities and work plan for the year 2020.

BACKGROUND
At its October 15, 2019 meeting, the Electoral Area Committee endorsed the 2020 Budget and Annual Work Plans for the Electoral Area Services function, which served as the basis for the 2020 Budget approved by the MVRD Board on November 1, 2019. The 2020 Annual Work Plan(s) included a list of key actions that has been used to develop the Electoral Area Committee’s work plan presented in this report.

The work plan presented in this report is consistent with the Electoral Area Committee’s terms of reference (Attachment 2) and with the Board Strategic Plan and is being brought forward for the Committee’s information, review and endorsement.

2020 WORK PLAN
The Electoral Area Committee is the standing committee of the Metro Vancouver Board that provides advice and recommendations on policies, bylaws, plans, programs, budgets, and issues related to the Electoral Area Services function.

Key actions in the 2020 Work Plan for the Committee are described below and listed according to the Committee responsibilities in its Terms of Reference.

- Complete the review of the Electoral Area A Zoning Bylaw and Building Administration Bylaw

Electoral Area Committee
• Undertake a Fire Service Options and Costs Study for Howe Sound and Barnston Island
• Conduct a Barnston Island flood construction level study
• Coordinate a clean-up event for Electoral Area A Pitt Lake communities
• Continue to administer the building, zoning, official community plan, and unsightly premise and nuisance bylaws
• Communicate with Electoral Area residents through the Electoral Area A Bulletin and Electoral Area A Director's Update
• Engage the UBC/UEL communities on liquor license and retail cannabis referrals
• Continue to offer staff support to Electoral Area Board Director
• Facilitate emergency management education for residents.

The 2020 Work Plan for the Electoral Area Committee is provided in Attachment 1, including the expected time frame for reports to this Committee. The Committee will be updated on the status of the actions and projects in this work plan on a quarterly basis per the Committee’s schedule.

ALTERNATIVES
1. That the Electoral Area Committee endorse the work plan as presented in the report dated January 17, 2020, titled “2020 Electoral Area Committee Priorities and Work Plan”.

2. That the Electoral Area Committee endorse the work plan as presented in the report dated January 17, 2020, titled “2020 Electoral Area Committee Priorities and Work Plan” with the amendments provided at the Electoral Area Committee February 5, 2020 meeting.

FINANCIAL IMPLICATIONS
The priorities in the 2020 Work Plan of the Electoral Area Committee are consistent with the 2020 Budget approved by the MVRD Board on November 1, 2019 and with key actions included in the 2020 Annual Work Plans.

CONCLUSION
The work plan presented in this report conveys the priorities for the Electoral Area Committee in 2020 and is consistent with its terms of reference and the 2020 Budget approved by the MVRD Board. Staff recommends that Alternative 1 be approved.

Attachment
1. Electoral Area Committee 2020 Work Plan
2. Electoral Area Committee Terms of Reference
## Priorities

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<tr>
<td>2020 Electoral Area A Committee Work Plan</td>
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<td>Electoral Area A Zoning Bylaw Review – Public Consultation Update</td>
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<tr>
<td>Electoral Area A Building Administration Bylaw – Consideration of Bylaw Amendments</td>
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</tr>
<tr>
<td>UBCM Emergency Preparedness Grant Application</td>
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<tr>
<td>Liquor licence, development variance permit, and rezoning applications, as applicable</td>
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<tr>
<td>Electoral Area A Building Administration Bylaw – Status Update</td>
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<td>Liquor licence, development variance permit, and rezoning applications, as applicable</td>
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<td>Fire Service Options and Costs Study for Howe Sound and Barnston Island</td>
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<tr>
<td>Barnston Island Flood Construction Level Study</td>
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<tr>
<td>Pitt Lake Clean-up – Post-Event Report</td>
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<tr>
<td>Liquor licence, development variance permit, and rezoning applications, as applicable</td>
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Electoral Area Committee
Terms of Reference

The Electoral Area Committee is a standing committee of the Metro Vancouver Board. The Committee provides advice and recommendations directly to the Metro Vancouver Board on policies, bylaws, plans, programs, budgets and issues related to Electoral Area A services and administration. The Committee’s focus is Electoral Area A; the Committee’s scope is not regional in nature.

Committee Responsibilities

Within the scope of the Board Strategic Plan, Electoral Area A Official Community Plan, and Metro Vancouver Financial Plan, the Committee provides guidance and oversight to staff on the implementation of the annual work plans and business plans that govern the provision of local services to Electoral Area A. Specific Committee responsibilities include the following:

- **Local Planning and Development** – In parts of the Electoral Area that receive local planning and development services from Metro Vancouver, the Committee oversees the development, implementation, amendment and enforcement of key policy and regulatory tools, including the Electoral Area A Official Community Plan, Electoral Area A Zoning Bylaw and the Electoral Area A Building Administration Bylaw. The Committee also recommends Advisory Planning Commission and Board of Variance members to the Board, as needed.

- **General Administration** – The Committee oversees the general administration of the parts of Electoral Area A that are outside of the University of British Columbia lands, and the University Endowment Lands. In this capacity the Committee reviews requests for local services, and oversees studies on matters that affect Electoral Area A. The Committee monitors a variety of issues that directly impact the residents throughout the Area. Where deemed important, the Committee recommends positions for the Board to take in response to issues or needs that arise.

- **Grants and Funds** – The Committee oversees and participates in the processes through which various grants and funds, specific to the Electoral Area, are administered (e.g., Community Works Fund, Regional District Basic Grant). The Committee recommends recipients for such grants and funds to the Board.

Committee Membership and Meetings

The Chair, Vice Chair and members are appointed annually by the Chair of the Metro Vancouver Board. The Committee meets every second month, but holds special meetings as required. A quorum of 50% plus one of the Committee membership is required to conduct Committee business.
Committee Management
The Committee Chair, or in the absence of the Chair the Vice-Chair, is the chief spokesperson on matters of public interest within the Committee’s purview. For high profile issues the role of spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer or a senior staff member is the appropriate chief spokesperson. Where necessary and practical, the Board Chair, Committee Chair and Chief Administrative Officer confer to determine the most appropriate representative to speak.

The Chief Administrative Officer assigns a Committee Manager for the Committee. The Committee Manager is responsible for coordinating agendas and serves as the principal point of contact for Committee members.
RECOMMENDATION
That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “Electoral Area A Zoning Bylaw Review – Public Consultation Update”.

EXECUTIVE SUMMARY
A zoning bylaw review was identified as an action in the Electoral Area A Official Community Plan, adopted in 2018. The MVRD Board approved the scope for the zoning bylaw review in July 2019, and staff and the Electoral Area A Director held two rounds of community meetings in the fall for residents where the zoning bylaw applies. The first round of meetings provided residents with an overview of the zoning bylaw review and a chance to discuss a range of other issues. The second round of meetings focused on discussing potential amendments to zoning regulations with residents. Public input will be used to draft proposed amendments to the zoning bylaw, which will be posted to the Metro Vancouver website in spring for additional public feedback before an amending bylaw is prepared for Committee and Board consideration.

PURPOSE
The purpose of this report is to update the Electoral Area Committee on the public consultation undertaken to date as part of the review of the Electoral Area A Zoning Bylaw.

BACKGROUND
In 2018, Metro Vancouver adopted an Official Community Plan (OCP) for rural portions of Electoral Area A (covering approximately 500 properties; excluding UBC, UEL, Passage and Bowyer Islands). An OCP contains land use map designations and policies that together set out the long term vision for communities. The OCP provides guidance to the public, developers, Metro Vancouver staff, other orders of government, and elected representatives when considering land use changes, such as proposals for new development. One of the actions identified in the OCP was to conduct a zoning bylaw review. The review was also identified as an action item in the 2019 Electoral Area Committee work plan. At the July 26, 2019 MVRD Board meeting, the following resolution was passed:

That the MVRD Board approve the scope of the proposed Electoral Area A Zoning Bylaw Review and authorize staff to proceed with the engagement process as presented in the report titled “Electoral Area A Zoning Bylaw Review – Scope of Work and Engagement Process”, dated June 17, 2019.

Two rounds of public consultation took place in fall 2019, and are summarized in this report.
PUBLIC CONSULTATION
The engagement process for the zoning bylaw review includes meetings with residents from the distinct communities of Electoral Area A. The Electoral Area A Director and staff held two rounds of community meetings on Barnston Island, in Port Moody for Indian Arm and Pitt Lake residents, and in Howe Sound. At each meeting, staff presented information on the zoning bylaw, sought feedback on issues related to existing regulations, and answered questions.

First Round of Community Meetings
Barnston Island
On September 14, 2019, 14 residents attended the meeting on Barnston Island. In addition to providing input on zoning regulations, residents discussed the on-going challenges with the ferry, maintaining the dike, and derelict buildings. Residents also expressed satisfaction with the level of communication and responsiveness of Regional Parks.

Indian Arm and Pitt Lake
On September 18, 2019, 18 Indian Arm and Pitt Lake residents attended the meeting in Port Moody. In addition to providing input on zoning regulations, Indian Arm residents expressed gratitude for the recent barge clean-up event, and Pitt Lake residents expressed a desire for such an event in their community. Short-term rentals, the lack of cell-signal during emergencies in Indian Arm, the desire for better response from RCMP to cabin break-ins on Pitt Lake, and dock upkeep concerns at Grant Narrows (Pitt Lake) were also brought up.

Howe Sound Mainland
On September 19, 2019, 10 residents of Montizambert Wynd, Ocean Point and Strachan Point met at Lions Bay Village Hall. In addition to providing input on zoning regulations, most of the meeting was devoted to discussing the history of and future potential options around fire protection, which continues to be the top issue for these communities.

Staff received the feedback on zoning regulations to draft potential amendments to the existing zoning regulations and brought those back for discussion at the second round of community meetings in late October 2019.

Second Round of Community Meetings
Barnston Island
On October 19, 2019, approximately 10 residents attended the meeting on Barnston Island. Building on discussions from the first round of consultation, staff discussed draft proposed changes. Discussions on proposed changes included implementation of the recent Agricultural Land Commission regulations regarding second dwellings on agricultural land; simplifying and removing existing site specific setback regulations; and increasing the maximum allowable height of buildings.
Howe Sound Mainland
On October 23, 2019, 10 residents of Montizambert Wynd, Ocean Point and Strachan Point met at Gleneagles Community Centre in West Vancouver. Discussions on proposed changes included removing the split zoning for hooked parcels in the Montizambert Zone, increasing the maximum allowable height buildings, and clarifying and enabling legal accessory suites. In addition, proposed changes include removing the building scheme provisions in the zoning bylaw for Ocean Point simplifying the zoning for the strata townhouses.

Indian Arm and Pitt Lake
On October 24, 2019, approximately 20 Indian Arm and Pitt Lake residents attended the meeting in Port Moody. Discussions on proposed changes included bed and breakfast regulations (and discussion of short-term rentals); setbacks; lot coverage; enabling legal sleeping cabins; and increasing the maximum allowable height of buildings.

Next Steps
The zoning bylaw materials from round 1 and round 2 of public consultation are posted on the Metro Vancouver website. Public input received from both rounds will be used to draft revised proposed amendments to the zoning bylaw that will be posted to the Metro Vancouver website in spring for additional public feedback. Subsequently, an amending bylaw will be brought forward to the Electoral Area Committee and MVRD for consideration.

ALTERNATIVES
As this is an information report, no alternatives are provided.

FINANCIAL IMPLICATIONS
There are no financial implications associated with this report.

CONCLUSION
Following Board direction in July 2019 to review the Electoral Area A Zoning Bylaw, staff undertook two rounds of community meetings in different parts of the Electoral Area public consultation of the Electoral Area A Zoning Bylaw review. Next steps are to use public input received through the consultation to draft revised amendments that will be posted on the Metro Vancouver website in spring for additional public feedback before preparing an amending bylaw for Committee and MVRD Board consideration.
To: Electoral Area Committee

Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services

Date: January 17, 2020

Meeting Date: February 5, 2020

Subject: UBCM Emergency Preparedness Grant Applications for Electoral Area A (UBC/UEL)

RECOMMENDATION
That the MVRD Board endorse the applications for two grants totaling $41,836 from the Union of BC Municipalities to enhance emergency preparedness capacity in the Point Grey (UBC/UEL) communities of Electoral Area A.

EXECUTIVE SUMMARY
The Union of BC Municipalities (UBCM) has grants available through the Community Emergency Preparedness Fund (CEPF) to support members in increasing emergency preparedness and emergency response capacity. Metro Vancouver has long planned that emergency response in the Point Grey portion of Electoral Area A would best be coordinated through an Area Emergency Operations Centre (EOC) established at the University of British Columbia (UBC) due to its proximity to, and availability of, local agency representatives. Additionally, through partnership with UBC, increasing the pool of Emergency Support Services (ESS) volunteers available to take care of the needs of displaced people following an emergency in the Point Grey area is a key gap in emergency preparedness. Two grant applications totaling $41,836 are provided for Electoral Area Committee and MVRD Board consideration.

PURPOSE
To seek a MVRD Board resolution in support of two UBCM grant applications to enhance emergency preparedness capacity in the Point Grey communities of Electoral Area A.

BACKGROUND
Since 1996, Regional Districts have been required under the Emergency Program Act RSBC 1996 to identify and plan for emergencies that may affect the residents of their Electoral Areas. To fulfill this requirement, Metro Vancouver created the Electoral Area A Emergency Management Plan (EMP) which was adopted by the Board in 2007. The EMP recognizes that any response in the Point Grey area is highly dependent on assistance from UBC as they are home to approximately 85% of the Electoral Area population. Given this fact, the UBC Emergency Response Plan is included as an annex to the Metro Vancouver EMP.

It is highly desirable to increase the response capacity to manage emergencies in the Point Grey area of Electoral Area A. Metro Vancouver has a legal responsibility, and UBC has an inherent responsibility as the primary land manager, to foster resilience to emergencies and plan for an effective response.
on campus administered lands, including the market residential areas, both on and off campus. To this end, a partnership in preparedness and response is essential.

**Emergency Operations Centre**
A well-equipped and functional Area EOC is vital to Metro Vancouver’s ability to manage a significant emergency in the Point Grey area. UBC has the available facilities of sufficient size for such an EOC and is willing to maintain and operate it on Metro Vancouver’s behalf. Additionally, UBC has committed to the creation of an Emergency Call Centre capability that would be available to assist in the re-unification of displaced residents with their families, and act as a centre for emergency messaging to both students and area residents alike. Equipping these two centres with reliable communications is essential, thus the procurement of a number of VOIP telephones and their associated infrastructure is sought. The amount requested from UBCM is $16,836, with additional in kind contributions of up to $5,000 from UBC and Metro Vancouver for installation and maintenance (Attachment 1).

**Emergency Support Services**
Providing training to ESS volunteers, Metro Vancouver and UBC staff will build capacity to respond to emergencies that cause the displacement of residents of the area. This training will include mass care, reception centre(s), and disaster financial assistance processes that can be applied at any scale of emergency, from fires in a single family dwelling, to the housing of residents of multi-family buildings. UBC has committed to providing $11,500 of the requested $36,500 for training and exercising of ESS volunteers (Attachment 2).

**ALTERNATIVES**
1. That the MVRD Board endorse the applications for two grants totaling $41,836 from the Union of BC Municipalities to enhance emergency preparedness capacity in the Point Grey (UBC/UEL) communities of Electoral Area A.
2. That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “UBCM Emergency Preparedness Grant Applications for Electoral Area A (UBC/UEL)” and provide alternate direction to staff.

**FINANCIAL IMPLICATIONS**
The financial implications of endorsement of these UBCM grant applications are estimated not to exceed $5,000, which is within existing budgeted funds.

**CONCLUSION**
Metro Vancouver has long planned that emergency response in the Point Grey portion of Electoral Area A would best be coordinated through an Area Emergency Operations Centre (EOC) established at the University of British Columbia (UBC) due to its proximity to, and availability of, local agency representatives. This EOC would act as “Area Command” for the various neighbourhoods and campus lands of both UBC and the University Endowment Lands (UEL). Additionally, through partnership with UBC, increasing the pool of Emergency Support Services (ESS) volunteers available to take care of the needs of displaced people following an emergency in the Point Grey area is a key gap in emergency preparedness that training and exercising funding would address. Staff recommend Alternative 1.

Electoral Area Committee
Attachments

References
1. UBCM Local Government Program Services
Please complete and return the application form by March 13, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

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<tr>
<td>Name of Local Government or First Nation: Metro Vancouver Regional District</td>
<td>Date of Application: 2020.03.13</td>
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<tr>
<td>Contact Person*: Rod Tulett</td>
<td>Position: Emergency Program Coordinator</td>
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<tr>
<td>Phone: 604-451-6111</td>
<td>E-mail: <a href="mailto:rod.tulett@metrovancouver.org">rod.tulett@metrovancouver.org</a></td>
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* Contact person must be an authorized representative of the applicant.

SECTION 2: For Regional Projects Only

1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program & Application Guide for eligibility.

   N/A

2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.

   N/A

SECTION 3: Project Summary

3. Name of the Project:
   VOIP Wireless Phone Kits for Metro Vancouver's UBC Area EOC

4. Project Cost & Grant Request:
   Total Project Cost: $16,836.00       Total Grant Request: $16,836.00

   Have you applied for, or received funding for, this project from other sources?

Electoral Area Committee
5. **Project Summary.** Provide a summary of your project in 150 words or less.

Basic communication between the Metro Vancouver EOC and the UBC Area EOC has been a recurring challenge due to the absence of UBC EOC phone number continuity. In assessing the needs of the program, we understand that mobility and communications accessibility are priorities for Metro Vancouver and UBC. The procurement of VOIP Wireless phones for the UBC EOC will allow us to remedy the technical communication barriers and allow UBC to communicate both internally and externally wherever its EOC is set up.

The acquisition of VOIP communication phones would fulfill UBC's internal function and allow UBC to liaise, not just with Metro Vancouver, but also with other external agencies and community partners. Additionally, it would strengthen Emergency Support Services communication and allow for the establishment of an emergency call center for the UBC and UEL area communities.

To these ends, we are seeking funding to support the purchase of thirty-five (35) VOIP Wireless phone kits and six (6) secure mobile storage cases for UBC's EOC. Twenty (20) VOIP phones will be solely for the Emergency Call Center, and fifteen (15) will be for the UBC EOC.

6. **Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Following UBC's last two annual full-scale exercises, we have heard strongly messages from players, controllers and stakeholders that communication between the ICP and UBC EOC was a limiting factor to the success of the exercise objectives. These recommendations inform UBC's strategic emergency planning goals and contribute to the program direction. Disseminating information to the UBC EOC is a challenge when there are no central communication means available. Over the past several years, in addition to UHF/VHF radios, UBC has relied on cellular technologies. This method of communication has shown some limitations including lack of continuity with phone numbers, inability to capture response information for records and preset relationships with partners.

With this funding, Metro Vancouver can enable the development of a more robust emergency communication system at UBC. This will further enable Metro Vancouver to receive real-time information from UBC, the peninsula community and working partners.
7. **Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

This funding will be used to purchase VOIP Wireless phone kits to establish a public emergency communications system connecting Metro Vancouver's EOC to the UBC EOC and ICP.

8. **Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

In an emergency, communication infrastructure and its associated devices are crucial to the collection of information and response. By equipping the UBC EOC team with basic and accessible communications equipment, we will not only be building capacity within their inventory but increasing the type and number of tools at their disposal. This will enable better inter-organizational training and increase capacity between organizations.

9. **Emergency Support Services.** Describe the extent to which the proposed project will consider large scale emergency support services scenarios.

The procurement of VOIP Phones will allow for an emergency call center to be established at UBC in support of the Emergency Support Services for Metro Vancouver Electoral Area A (Point Grey area). The call center will provide direct assistance and information to displaced students, residents, community members, volunteers and concerned parents. We can also foresee an influx of media and community partners seeking or offering assistance to the community and VOIP phone kits will enable UBC to capture response information and manage the information being disseminated. Moreover, strengthening of the UBC EOC will allow Metro Vancouver to capture real-time information, use the available resources efficiently and assist in the setup and functioning of its mass care centers.

10. **Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

The Point Grey Peninsula is made up of numerous partners that look to Metro Vancouver & UBC Administration for support (the University Neighborhood Association, the University Endowment Lands Neighborhood, UBC Hospital, a Tapestry Seniors Community, and the Musqueam Nation) and is bordered by the Point Grey Neighborhood. As part of our foundational planning assumptions, we anticipate UBC providing support to its neighbouring communities to whatever extent necessary. Publishing UBC's EOC call centre information to the community would allow the UBC EOC to acquire information on the situation of its neighbouring communities and respond to their needs. The resources obtained through this project will serve as another transferable asset available to the UBC community and partners. Being that First Nation Musqueam, University Neighborhood Association, UBC Hospital, University Endowment Lands Neighborhood residents will likely be important partners in/to the
UBC EOC, ensuring the availability of all necessary communication equipment is critical and will only strengthen the inter-organizational response.

11. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

N/A

12. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

The VOIP wireless phone kits project will be evaluated on the effectiveness and efficiency of communication (as assessed by UBC’s EOC Team) and based on successful emergency communications during UBC’s Mass Care Exercise in June 2020.

13. Progress to Date. If you received funding under the 2018 or 2019 Emergency Operations Centres & Training funding stream, please describe the progress you have made in increasing EOC capacity.

N/A

14. Additional Information. Please share any other information you think may help support your submission.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.

- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority’s jurisdiction (or appropriate approvals are in place).

<table>
<thead>
<tr>
<th>Name: Rod Tulett</th>
<th>Title: Emergency Program Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

An electronic or original signature is required.

Submit applications to Local Government Program Services, Union of BC Municipalities
E-mail: cepf@ubcm.ca
Mail: 525 Government Street, Victoria, BC, V8V 0A8
Community Emergency Preparedness Fund

Emergency Support Services

2020 Application Form

Please complete and return the application form by February 14, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Local Government or First Nation:</th>
<th>Metro Vancouver Regional District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person*: Rod Tulett</td>
<td>Position: Emergency Program Coordinator</td>
</tr>
<tr>
<td>Phone: 604-451-6111</td>
<td>E-mail: <a href="mailto:rod.tulett@metrovancouver.org">rod.tulett@metrovancouver.org</a></td>
</tr>
</tbody>
</table>

* Contact person must be an authorized representative of the applicant.

SECTION 2: For Regional Projects Only

1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program & Application Guide for eligibility.

2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.

SECTION 3: Project Summary

3. Name of the Project:
   Emergency Support Services & Mass Care Training & Exercising

4. Project Cost & Grant Request:
   Total Project Cost: $36,500.00  Total Grant Request: $25,000
   Have you applied for or received funding for this project from other sources? No.
5. **Project Summary.** Provide a summary of your project in 150 words or less.

Metro Vancouver relies upon the University of BC to provide Emergency Support Services (ESS) and Mass Care for the population of 94,000 community members, 25,000 of whom live full time on campus, as well as the adjacent University Endowment Lands residents who may, for proximity reasons, seek support from the UBC community in a regional emergency.

In support of UBC Emergency Support Services and Mass Care plan, Metro Vancouver will use this funding to enable UBC to train staff, volunteers and local residents to perform basic ESS functions, as well as implement reception center and group lodging practices for larger Mass Care events.

This project will include four customized JIBC ESS training sessions as well as a full scale exercise on UBC campus in the summer of 2020 to allow training and planning to be translated into hand's on, practical learning.

6. **Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Metro Vancouver's Electoral Area A Emergency Management Plan Appendix 10 (UBC Emergency Response Plan) Annex H Mass Care details the basic necessities of UBC's diverse populations (including children in daycare, young first year residents and senior care residents) as well as the ESS and Mass Care supports that each group will require in a variety of incidents.

While Metro Vancouver's plan is based on the foundations of municipal ESS programs, the nature of UBC's population and community dynamics as well as its local authority structure, unique ESS and Mass Care supports are necessary.

The strategic planning and organization of UBC ESS and Mass Care supports as well as the physical resources have been built, the next requirement of Annex H is training for those staff and volunteers who will fulfill UBC Area ESS roles.

### SECTION 4: Detailed Project Information

7. **Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

Enable Metro Vancouver and UBC to work with the JIBC to build a series of four UBC-specific, customized training sessions for 60 staff, volunteers and residents to perform ESS and Mass Care functions.

Fund exercise costs associated with hiring a consultant, designing and executing a small full scale exercise to provide the opportunity for practical application of the skills taught in training as well as to validate planning.

8. **Modernization of local ESS programs.** How will the proposed activities support the modernization of the local ESS program?
This project moves Metro Vancouver's ESS program another step closer to being able to integrate with efforts for modernization by EMBC; Metro Vancouver's ESS is not currently mature enough to participate in many of the modernization activities.

9. **Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

By funding this project at UBC, Metro Vancouver will significantly increase UBC's capacity to provide ESS and Mass Care to the community as it will deepen staff and volunteer understanding of ESS practices.

Further, following training with an exercise will allow Metro Vancouver and UBC to firmly root the learning in practical application. Being that its ESS and Mass Care teams are made up of volunteers with a diverse background and skill set, it is critical that standardized processes are practiced and understood by all.

10. **Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (i.e. ESS volunteers, training resources, cots, blankets, etc.).

Through the process of building the ESS and Mass Care program, Metro Vancouver has worked with UBC and the City of Vancouver to better understand how ESS is administered and to create alignments where possible. Ensuring our training and ESS program is as similar as is possible, to that of the provincial ESS framework enables them to grow the pool of transferable ESS skills available in the province.

Despite some of the unique features of UBC's ESS supports, UBC is committed to training its staff and volunteers to EMBC standards to ensure they are able to integrate with existing ESS teams in a regional emergency. Further, many of UBC's staff live off campus and may become valuable resources in their communities if they are unable to attend campus.

11. **Partnerships.** In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

Metro Vancouver will partner with UBC and work closely with the Justice Institute to develop training that is both true to the provincial ESS model and serves the unique needs of the UBC and UEL communities.

12. **Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (i.e. tracking the number of training events and recruitments, external evaluators, etc.)

For both the training and the exercise, clear objectives and evaluation criteria will be set out and measured at the conclusion of each engagement.
Further, UBC will measure the training attendance against the necessary staffing levels set out in its mass care plan to ensure they are succeeding in training the necessary numbers of volunteers.

Success will look like creating a sufficient number of trained staff and volunteers as well as successful completion of UBC’s exercise objectives developed to reinforce that training.

13. **Progress to Date.** If you received funding under the 2017 or 2018 Emergency Social Services funding stream, please describe the progress you have made in increasing ESS capacity.

N/A

14. **Additional Information.** Please share any other information you think may help support your submission.

N/A

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.

- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority’s jurisdiction (or appropriate approvals are in place).

Name: Rod Tulett
Title: Emergency Program Coordinator

Signature:
*An electronic or original signature is required.*

Date:
Submit applications to Local Government Program Services, Union of BC Municipalities
E-mail: cepf@ubcm.ca
Mail: 525 Government Street, Victoria, BC, V8V 0A8
To: Electoral Area Committee

From: Marcin Pachcinski, Division Manager, Electoral Area and Environment Regional Planning and Housing Services

Date: January 17, 2020

Meeting Date: February 5, 2020

Subject: Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020

RECOMMENDATION
That the MVRD Board:

a) give first, second and third reading to Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020; and

b) pass and finally adopt Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020.

EXECUTIVE SUMMARY
GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006 regulates the construction of buildings in rural parts of Electoral Area A. It has not been amended since its adoption in 2006, and in March 2018, the MVRD Board directed staff to review the bylaw. Subsequent to staff’s review, Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020 is ready for consideration by the Electoral Area Committee and MVRD Board. Proposed amendments include: updating the permit fee schedule (Schedule D) and increasing the building permit validity time, which responds to resident input regarding the need for more time to complete construction in rural and remote portions of the Electoral Area, along with a number of clean-up and administrative revisions.

PURPOSE
This report seeks the Electoral Area Committee and MVRD Board approval of Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020 (Attachment 1).

BACKGROUND
GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006, which regulates the construction of buildings in rural parts of the Electoral Area, was adopted in July 2006 and has not been amended since its adoption (Reference 1).

At the March 23, 2018 MVRD Board meeting, the following resolution was passed:

That the MVRD Board direct staff to review Greater Vancouver Regional District Electoral Area A Building Administration Bylaw, No. 1043, 2006 as presented in the report dated February 18, 2018, titled “Electoral Area A Building Inspection Function Review”.

In July 2019, the Electoral Area Committee and MVRD Board received an information report regarding proposed increases to permit fees for new building permit applications (Reference 2), which stated that a single bylaw amendment would be brought forward at a later date. The amending bylaw is now ready for Electoral Area Committee and MVRD Board consideration.
SUMMARY OF PROPOSED AMENDMENTS

The table below provides an overview of proposed amendments. The full list of amendments is provided in the attached amending bylaw. Overall, most amendments are clean-up or administrative in nature (e.g. fixing outdated references, removing the application form from the bylaw). Material changes proposed include updated permit fees (Schedule D) and increasing the building permit validity time, which responds to resident input regarding the need for more time to complete construction in rural and remote portions of the Electoral Area.

Table 1. Summary of Proposed Amendments

<table>
<thead>
<tr>
<th>Topic / Section</th>
<th>Proposed Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions / Section 105</td>
<td>Update a number of definitions and add a definition for ‘owner’</td>
</tr>
<tr>
<td>BC Building Code References</td>
<td>Remove outdated references to sections, parts, etc. of the BC Building Code and replace with general references.</td>
</tr>
<tr>
<td>Sewage Disposal / Section 202</td>
<td>Add language regarding composting toilets and greywater systems.</td>
</tr>
<tr>
<td>Permit Validity / Section 205</td>
<td>Extends the validity of permits (from 2 to 4 years) in recognition of longer construction timelines in rural and remote portions of Electoral Area A.</td>
</tr>
<tr>
<td>Permit Fees / Schedule D</td>
<td>Revise the permit fees (Reference 2).</td>
</tr>
<tr>
<td>Application Form / Schedule E</td>
<td>Remove the application form from the bylaw to allow for easier updating of information on the application form.</td>
</tr>
</tbody>
</table>

The map (Schedule A of the bylaw) will be reviewed at a later date and any proposed amendments will be brought to the Committee for consideration in 2021. The amending bylaw has undergone legal review.

Permit Fee Review

As detailed in the July 2019 staff report (Reference 2), staff reviewed the current fees based on the permit processing resources (e.g. building inspector plan review) and compared fees charged by similar local governments. To account for inflation since 2006, a number of fees, including the construction value calculation, is proposed to increase by approximately 25%, which is expected to generate $2,500 in additional annual revenues. Overall, the revised permit fees will increase the ability of permit fees to cover the cost of providing the building inspection function.

PUBLIC CONSULTATION

The summer 2019 edition of the Electoral Area A Bulletin (which is sent out to rural Electoral Area residents within the building inspection area) provided information related to the review and a link to the July staff report on proposed updates to permit fees.
Staff also provided hard copies of the July staff report on proposed updates to permit fees to residents and discussed the building bylaw review with residents as part of the zoning bylaw review meetings held in fall 2019:

- Barnston Island – September 14, 2019
- Indian Arm and Pitt Lake – September 18, 2019
- Howe Sound Mainland – September 19, 2019

One letter was received from Bowyer Island Estates Ltd. (Attachment 2) noting that some of the proposed fee increases are more than the quoted 25% inflation-related rationale (some of the fees were increased based on a review of the fees charged in comparable local government jurisdictions or related to the amount of staff time involved). The letter also voiced support for longer construction time frames, which the amending bylaw proposes to do.

**ALTERNATIVES**

1. That the MVRD Board:
   a) give first, second and third reading to *Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*; and
   b) pass and finally adopt *Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*.

2. That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “*Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*” and provide alternate direction to staff.

**FINANCIAL IMPLICATIONS**

If the MVRD Board amends *GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006* and adopts the proposed permit fees shown in Schedule D (see Attachment 1), there will be an increase in revenue associated with each new building permit application. Given the proposed construction value-based fee increase is 25% (to account for inflation since the bylaw was adopted in 2006) and since all permits for new construction include a construction value, at a minimum, each new building permit will generate 25% more revenue.

The total revenue generated by the increase in relation to the costs of the building inspection service varies year-to-year based on the annual number and value of permits. Based on a review of costs and permit fee revenues over the last ten years, on average, the building inspection service costs approximately $14,000 annually and permit fee revenues have been $10,000 annually. If Schedule D is amended, average annual revenues can be expected to increase by $2,500 to $12,500.

Given low application volumes (less than 10 per year), considerable annual fluctuations in permit fee revenues are unavoidable. However, the revised permit fees will improve the ability of permit fees to cover the cost of providing the building inspection function.
CONCLUSION
Following MVRD Board direction in March 2018 to review GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006, staff have completed public consultation regarding proposed building permit fee increases, and the amending bylaw has undergone legal review and is now ready for Electoral Area Committee and MVRD Board consideration. Staff recommend Alternative 1.

Attachments
1. Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020
2. Letter from Bowyer Island Estates Ltd, dated August 29, 2019

References
1. GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006
2. Electoral Area Committee Report – Electoral Area A Building Administration Bylaw – Permit Fees (July 2019)
WHEREAS:

A. The Board of Directors of the Metro Vancouver Regional District has adopted "Greater Vancouver Regional District Electoral Area A Building Administration Bylaw, No. 1043, 2006", a bylaw to provide for the administration of the Building Code; and

B. The Board of Directors of the Metro Vancouver Regional District wishes to amend "Greater Vancouver Regional District Electoral Area A Building Administration Bylaw, No. 1043, 2006";

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

Citation
1. The official citation of this bylaw is “Metro Vancouver Regional District Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020”

Amendment of Bylaw
2. “Greater Vancouver Regional District Electoral Area A Building Administration Bylaw, No. 1043, 2006” (the “Bylaw”) is hereby amended as follows:
   a) Delete section 103 of the Bylaw in its entirety and mark it as repealed.
   b) In section 104 of the Bylaw, delete all the words after the words “is repealed and replaced by this Bylaw”.
   c) Delete all references to specific appendices, dates, parts, sections, and schedules of the Building Code throughout the Bylaw, except the following:
      i) in section 202(2)(e), reference to Schedules B-1 and B-2;
      ii) in section 202(2)(g), reference to Schedule A;
      iii) in section 202(2)(h), reference to Schedules B-1 and B-2;
      iv) in section 202(3)(d), reference to Schedule A;
      v) in section 202(3)(e), reference to Schedules B-1 and B-2;
      vi) in section 203(1), reference to Schedules B-1 and B-2;
      vii) in section 208(1), reference to Schedules B-1, B-2 and C-B; and
viii) in section 208(2), reference to Schedules C-A and C-B.

d) In section 105 of the Bylaw, delete the paragraph preceding the definitions in its entirety and replace with the following:

The following words and terms have the meanings set out in the British Columbia Building Code as amended or re-enacted from time to time: assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, field review, high-hazard industrial occupancy, industrial occupancy, low-hazard industrial occupancy, major occupancy, mercantile occupancy, medium-hazard industrial occupancy, occupancy, plumbing system, registered professional, and residential occupancy.

e) In section 105 of the Bylaw, delete the definitions of “Building Code”, “Building Official”, “Regional District” and “Zoning Bylaw” in their entirety and replace them with the following:

“Building Code” means the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time.

“Building Official” means a qualified building official as defined in the Building Act, SBC 2015, Ch.2, as amended or re-enacted from time to time, as well as plan checkers, planners and such other persons as may be designated by the Regional District from time to time.

"Regional District" means the Metro Vancouver Regional District.

"Zoning Bylaw" means the Greater Vancouver Regional District Electoral Area A Zoning Bylaw No. 1144, 2011 as amended, re-enacted or replaced from time to time.

f) In section 105 of the Bylaw, add a new definition for “Owner” in alphabetical order, as follows:

“owner” includes the registered owner of an estate in fee simple of land, and also where the context or circumstances so require:

(a) a tenant for life under a registered life estate;

(b) a registered holder of an agreement for sale;

(c) a holder or occupier of land held in the manner mentioned in sections 228 and 229 of the Community Charter;
(d) a lessee or licensee with authority to build on land;

and in respect of water includes an occupier, tenant or holder of an interest in respect of the 
surface of the water;

g) Delete section 202(2)(a) of the Bylaw in its entirety and replace it with the following new 
section 202(2)(a):

(a) be made on the application forms provided by the Regional District, signed by the 
owner or his or her agent;

h) In section 202(2)(d)(ix) of the Bylaw, insert the words “, including composting toilets and 
greywater systems,” following the words “sewage disposal system”.

i) In section 202(2)(d)(x) of the Bylaw, delete all the words following “Registered On-Site 
Wastewater Practitioner”.

j) Delete section 202(3)(a) of the Bylaw in its entirety and replace it with the following new 
section 202(3)(a):

(a) be made on the application forms provided by the Regional District, signed by the 
owner, or a signing officer if the owner is a corporation, and the coordinating 
registered professional;

k) Delete section 205(2) of the Bylaw in its entirety and replace it with the following new 
section 205(2):

(2) Every permit is issued upon the condition that it shall expire and the rights of the 
owner under the permit shall terminate if:

(a) the work authorized by the permit is not commenced within twelve (12) months 
from the date of issuance of the permit; or

(b) the work authorized by the permit remains incomplete forty-eight (48) months 
after a permit is issued.

(c) Notwithstanding 2(a)(b), the Building Official may extend the period of time set 
out under this Section where construction has not been commenced or where 
construction has been discontinued due to adverse weather, strikes, material or 
labour shortages, or similar hardship beyond the owner’s control.

l) In each of section 207(1) and section 207(2) of the Bylaw, delete the words “one (1) year” 
and replace them with the words “two (2) years”. 
m) In section 211(4) of the Bylaw, delete the words “forty-eight (48) hour’s” and replace them with the words “five (5) business days”.

n) In section 212 of the Bylaw, delete and replace the title in its entirety with the following:

212 OCCUPANCY PERMITS / FINAL BUILDING INSPECTION REPORTS

o) In sections 212(1), (2), and (3) of the Bylaw, insert the words “or final building inspection report” following the words “occupancy permit”.

p) Delete section 213 of the Bylaw in its entirety and replace it with the following new section 213:

213 CLIMATIC DATA

The climatic values required in the design of buildings shall conform with the values contained in the Building Code.

q) In section 601 of the Bylaw, delete references to Schedule E.

r) Delete Schedule D of the Bylaw in its entirety and replace it with Schedule D, attached to and forming part of this Bylaw, which will come into effect July 1, 2020.

s) Delete Schedule E of the Bylaw in its entirety.

Read a first, second and third time this ______ day of ____________________, ______.

Passed and finally adopted this ______ day of ____________________, ______.

________________________________________
Sav Dhaliwal, Chair

________________________________________
Chris Plagnol, Corporate Officer
Effective date July 1, 2020

**Building Permit Fees**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>1.</td>
<td>Minimum fee for any building permit application (deducted from building</td>
<td>$150</td>
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<td></td>
<td>permit fee if application is approved)</td>
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<tr>
<td>2.</td>
<td>Deposit required when building permit application is approved (returned</td>
<td>1.0% of construction</td>
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<td></td>
<td>when the occupancy permit is issued or, for structures not requiring an</td>
<td>value</td>
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<td>occupancy permit, upon the Building Official’s authorization that the</td>
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<td>project is fully completed)</td>
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<td>3.</td>
<td>For single family residential and accessory building construction work, if</td>
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<td>the construction value is:</td>
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<td>$0 to $1,000</td>
<td>$95.00</td>
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<td>$1,001 to $50,000</td>
<td>$95.00 plus $15.00 per</td>
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<td>$1,000 of construction</td>
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<td>value or fraction thereof</td>
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<td>exceeding the first $1,000</td>
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<td>$850.00 plus $12.50 per</td>
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<td>For Commercial, Industrial, Assembly and Institutional Buildings:</td>
<td>An additional $1.00 over</td>
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<td>the rates listed for</td>
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<td>residential and accessory</td>
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<td>building construction</td>
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<td></td>
<td>per $1,000 of construction</td>
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<td></td>
<td></td>
<td>value or fraction thereof</td>
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<tr>
<td>4.</td>
<td>Where a building permit has been issued but construction has not</td>
<td>50% of the building permit</td>
</tr>
<tr>
<td></td>
<td>commenced and the property owner has provided written notification that</td>
<td>fee and 100% of the deposit</td>
</tr>
<tr>
<td></td>
<td>the project will not be undertaken</td>
<td>shall be refunded to the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>property owner</td>
</tr>
<tr>
<td>5.</td>
<td>Where no changes are proposed in design or siting, for the re-application</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>of a building permit which has lapsed,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Fee</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Plan review for building design modifications</td>
<td>$75.00 per hour</td>
</tr>
<tr>
<td>7</td>
<td>Transfer of a building permit</td>
<td>$300.00</td>
</tr>
<tr>
<td>8</td>
<td>Permit to install plumbing</td>
<td>$20.00 per fixture with a minimum fee of $75.00</td>
</tr>
<tr>
<td>9</td>
<td>Permit to install a chimney, heating device which is connected to the chimney, or a fireplace (masonry or factory-built chimney)</td>
<td>$75.00 per chimney, heating device or fireplace</td>
</tr>
<tr>
<td>10</td>
<td>Any application for a permit not specifically provided herein</td>
<td>$150.00</td>
</tr>
<tr>
<td>11</td>
<td>Where it has been determined by the Building Official that due to non-compliance with the provisions of this Bylaw or the British Columbia Building Code, more than two inspections are necessary for a single type of inspection, the fee for each inspection after the second inspection</td>
<td>$125.00</td>
</tr>
<tr>
<td>12</td>
<td>Demolishing a structure</td>
<td>$150.00</td>
</tr>
<tr>
<td>13</td>
<td>Permit for moving a building or structure within the Regional District</td>
<td>$315.00 per building or structure</td>
</tr>
<tr>
<td></td>
<td>Inspection fee for examination of a building or structure prior to move</td>
<td>$190.00 per building or structure</td>
</tr>
<tr>
<td></td>
<td>Inspection fee if inspection exceeds two hours</td>
<td>$70.00 per hour</td>
</tr>
<tr>
<td>14</td>
<td>Cash or letter of credit deposit prior to issuing a permit to move a building to ensure that the exterior of the building is completed within ninety (90) days of the permit issuance.</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>15</td>
<td>Cash or letter of credit bond deposit to indemnify the Regional District against all damages to Regional District and other public property of any kind, howsoever caused by the moving of a building</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>16</td>
<td>Where a building permit is issued for a property not accessible by motor vehicle via a public road and must</td>
<td>Actual cost</td>
</tr>
</tbody>
</table>
### Schedule D

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>For providing property title search from Land Title Office (per title)</td>
</tr>
<tr>
<td>18.</td>
<td>For obtaining and/or providing a copy of an instrument registered on the property title</td>
</tr>
<tr>
<td>19.</td>
<td>For registration and review of Section 219 covenant placed according to <em>Land Title Act</em></td>
</tr>
<tr>
<td>20.</td>
<td>For discharge of Section 219 covenant placed according to <em>Land Title Act</em></td>
</tr>
<tr>
<td>21.</td>
<td>For registration and review of priority agreements</td>
</tr>
<tr>
<td>22.</td>
<td>For discharge of notices placed under the <em>Local Government Act or Community Charter</em></td>
</tr>
</tbody>
</table>

Notwithstanding the fees set out in this Schedule:

i) the applicable *Building Permit* Fees shall be doubled where *construction* is commenced prior to the issuance of the required *permit* by the *Building Official*;

ii) the *Building Permit* Fees calculated in Clauses 3 and 13 of this Schedule shall be reduced by 5% where the certification of a *registered professional* is required or requested by the *Building Official* at the time the *Building Permit* is issued.
Mr. Marcin Pachcinski  
Division Manager  
Electoral Area and Environment  
marcin.pachcinski@metrovancouver.org

RE: ELECTORAL AREA A BUILDING ADMINISTRATION BYLAW – PERMIT FEES

Dear Mr. Pachcinski:

Our land company, Bowyer Island Estates Ltd., consists of 24 vacation properties on Bowyer Island located within Electoral Area "A".

We recently received the Summer 2019 Bulletin with a section titled "Electoral Area A Building Administration Bylaw Review". This included a link to the June 17, 2019 document "Electoral Area A Building Administration Bylaw – Permit Fees".

(https://www.metrovancouver.org/boards/ElectoralArea/EA_2019-Jul-3_AGE.pdf#page=11)

This document quotes a Bank of Canada inflationary increase in general prices of 25% since 2006 and suggests that an approximately 25% increase in fees is appropriate. However, the proposed fee increases are not "approximately 25%" but are actually much higher.

Table 1 and Table 2 below show that in percentage terms, proposed fee increases in the report range from 25% to 300%. These increases mean that some fees are as much as 4 times the previous fees.

<table>
<thead>
<tr>
<th>Construction Value</th>
<th>Electoral Area A Current</th>
<th>Electoral Area A Proposed</th>
<th>Proposed Increase (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,000</td>
<td>$303</td>
<td>$380</td>
<td>25.41%</td>
</tr>
<tr>
<td>$100,000</td>
<td>$1,175</td>
<td>$2,088</td>
<td>77.70%</td>
</tr>
<tr>
<td>$500,000</td>
<td>$4,375</td>
<td>$6,460</td>
<td>47.66%</td>
</tr>
<tr>
<td>$1,000,000</td>
<td>$8,375</td>
<td>$11,460</td>
<td>36.84%</td>
</tr>
<tr>
<td>Fee I.D.</td>
<td>Description</td>
<td>Current</td>
<td>Proposed</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>1.</td>
<td>Minimum fee for any building permit application (deducted from building permit fee if application is approved)</td>
<td>$75</td>
<td>$150</td>
</tr>
<tr>
<td>5.</td>
<td>Where no changes are proposed in design or siting, for the re-application of a building permit which has lapsed, if requested in writing by the property owner</td>
<td>$75.00 or 20% of the current building permit fee, whichever is greater</td>
<td>$300.00</td>
</tr>
<tr>
<td>7.</td>
<td>Transfer of a building permit</td>
<td>$75.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>10.</td>
<td>Any application for a permit not specifically provided herein</td>
<td>$75.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

We trust Metro Vancouver would limit building permit fee increases across the board to a reasonable value such as the mentioned inflationary value of 25%.

A high priority for property owners on off grid, boat access only island areas such as Bowyer Island is a review of the administration of building permits. Building permit regulations such as a longer term for island cabin construction should consider impacts on construction duration of being off grid, being off road (no heavy equipment, no deliveries) and in a location where access is difficult for half of the year.

In short, as part of the upcoming Building Administration Review, there is an opportunity for Metro Vancouver to make minor changes (permit durations, etc.) so that the building permit process is more applicable and equitable to island conditions and to cabin construction or renovation projects.

Best Regards,

Robert G. Allan P. Eng.
President
Bowyer Island Estates Ltd.

Electoral Area Committee
To: Electoral Area Committee

From: Marcin Pachcinski, Division Manager, Electoral Area and Environment Regional Planning and Housing Services

Date: January 17, 2020

Subject: Manager’s Report

RECOMMENDATION
That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “Manager’s Report”.

COMMUNITY ENGAGEMENT SERIES FOR UBC AND UEL RESIDENTS
On January 23, 2020, the Electoral Area A Director, with support from Metro Vancouver staff, hosted the first in a series of community engagement events for residents of the University Neighbourhoods (which are on UBC Lands) and the University Endowment Lands (UEL). The purpose of this engagement series is to inform residents about the various roles that Metro Vancouver plays that relate to the UBC and UEL communities and how they can engage with Metro Vancouver’s work. The first engagement event introduced Metro Vancouver and Electoral Area A and then focused on the topic of climate change and environmental protection. Both the Electoral Area A Director and staff from Air Quality and Climate Change presented to approximately 25 residents who were in attendance at this first event. Future events are expected to take place quarterly on a variety of topics relevant to UBC and UEL residents.