



**ELECTORAL AREA A  
ZONING BYLAW REVIEW  
COMMUNITY MEETING  
Howe Sound – Mainland  
(Montizambert Wynd, Ocean Point and Strachan Point)**

Thursday, September 19, 2019  
6:30 pm – 8:30 pm  
Lions Bay Village Hall  
400 Centre Road, Lions Bay

**A G E N D A**

- 1. Welcome and Introductions**
- 2. Purpose of the Meeting**
  - Provide information regarding the Zoning & Building Bylaw Review
  - Provide residents an opportunity to meet the new Electoral Area A Director Jen McCutcheon
- 3. Package of Materials**
  - a) Electoral Area A Zoning Bylaw
  - b) Electoral Area A Official Community Plan
  - c) Discussion on specific zoning-related issues residents have experienced
  - d) Questions and Answers
- 4. Building Bylaw**
  - Questions and Answers
- 5. Discussion on other community topics**

**For additional questions or comments, please contact:**

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**For this round, please submit any additional comments by October 1, 2019.**

**COMMENTS**

**For this round, please submit any additional comments by October 1, 2019.**

# ELECTORAL AREA A OFFICIAL COMMUNITY PLAN

## LAND USE POLICIES SPECIFIC TO **Howe Sound**

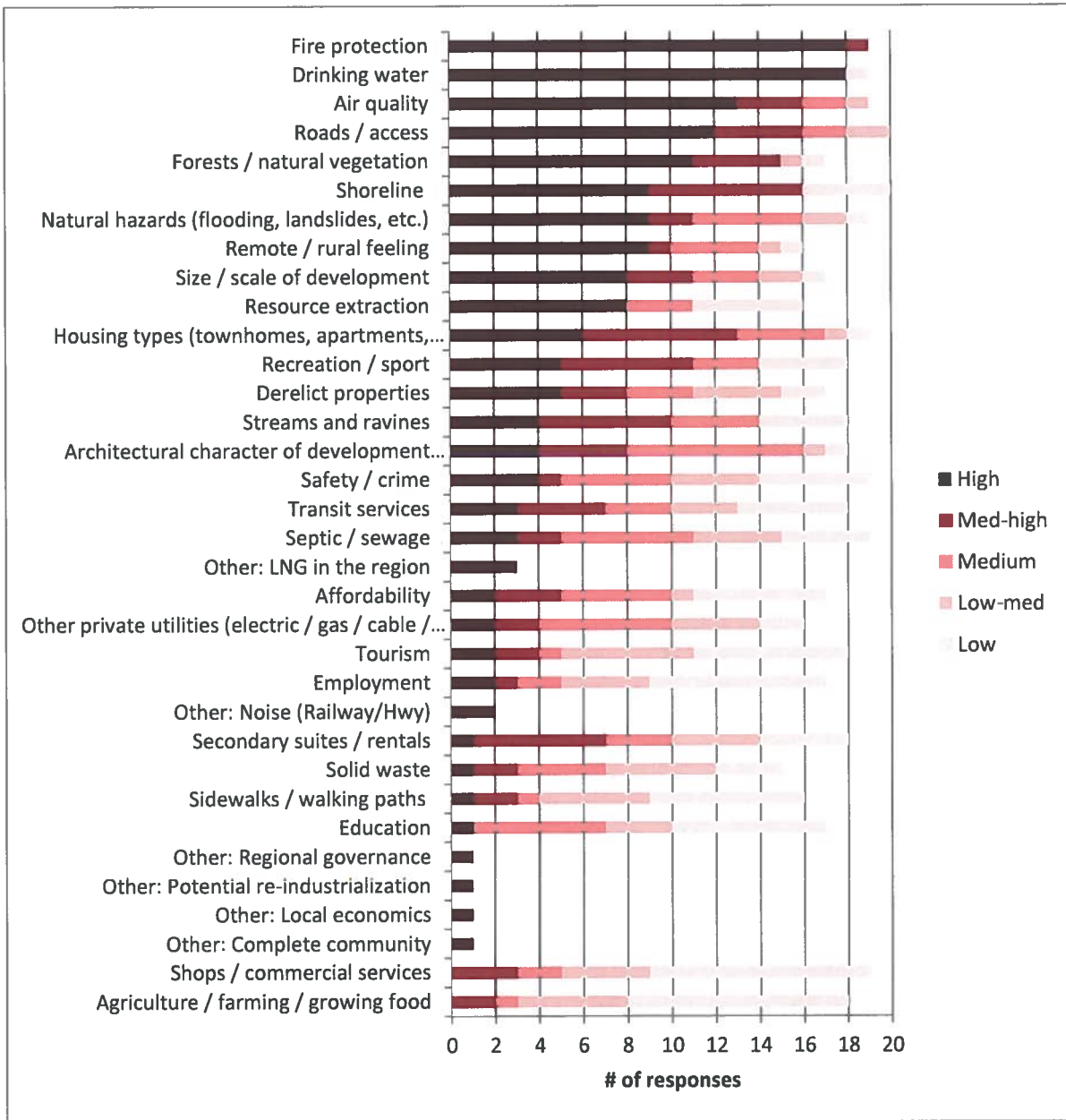
### 5.2 MANAGE LAND DEVELOPMENT TO MAINTAIN RURAL CHARACTER

#### **Howe Sound** (OCP page 20)

10. **Land use:** Land shall be used in accordance with Schedule B-2.
11. **Subdivision:** Subdivision of land for the purposes of future development in the Howe Sound corridor will not be supported under the current governance structure (see Policy 5.6.8).
12. **Natural resource:** For lands designated as 'Natural Resource' on Schedule B-2, Metro Vancouver discourages, insofar as its authority permits, uses such as forestry and mineral extraction that might impact the security and quality of the local water supply and aesthetics of the corridor.
13. **Rural:** For lands designated as 'Rural' on Schedule B-2, provide for one primary dwelling and one secondary dwelling unit, providing the secondary unit meets regulations for health, safety, on-site parking, and adequate septic and water supply. Metro Vancouver does not support residential intensification of these lands until such time that reliable fire and secure water servicing for the area is established.
14. **Suburban residential:** Lands designated as 'Suburban Residential' on Schedule B-2 provide for one primary dwelling and one secondary dwelling, if the units meet regulations for health, safety, on-site parking, and septic and water supply.
15. **Housing character:** Limit development to small-scale, sensitive typologies that fit with the surrounding natural environment including shorelines and steep site topography.
16. **Rights-of-way:** Lands designated as 'Transportation / Utilities' on Schedule B-2 provide for hydro, and current and future road and rail transportation along the corridor.
17. **Views:** Ensure that building heights preserve views of Howe Sound from private property and along the Highway corridor.
18. **Tourism / rentals:** Development of tourism and short-term vacation rentals are not supported.
19. **Railway noise:** Work with land owners to mitigate the noise impacts from rail movement in Howe Sound, and consider the Federation of Canadian Municipalities' *Guidelines for New Development in Proximity to Railway Operations*.

**METRO VANCOUVER ELECTORAL AREA A OCP**

Round 1 Engagement Summary  
June 30, 2016



**Figure 3: Issues prioritized for Howe Sound**

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To: Electoral Area Committee

From: Tom Pearce, Planner, Regional Planning

Date: June 17, 2019 Meeting Date: July 3, 2019

Subject: **Electoral Area A Building Administration Bylaw – Permit Fees**

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### **RECOMMENDATION**

That the Electoral Area Committee receive for information the report dated June 17, 2019, titled “Electoral Area A Building Administration Bylaw – Permit Fees”.

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### **PURPOSE**

This report provides information on proposed revisions to the building permit fee schedule of *GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006*, which are part of a series of revisions that will be considered by the Electoral Area Committee and MVRD Board as a single bylaw amendment at a later date.

### **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.

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”.*

Three main areas for review have been identified: bylaw language and regulations, permit fees, and service area boundaries. This report provides the Electoral Area Committee with information on proposed revisions to the permit fees. Reports on the other areas will be provided to the Committee later this year. A single bylaw amendment will then be prepared for consideration by the Electoral Area Committee and MVRD Board.

### **PERMIT FEE REVIEW**

Schedule D of the *GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006* lists the fees charged for various building inspection related services. The bylaw, including Schedule D, has not been reviewed or amended since its adoption in 2006. In addition, a review of the average annual permit revenues and expenses (described in the Financial Implications section of this report) revealed a gap that this review is intended to help address.

Staff reviewed these fees based on experience gained through their application to Electoral Area A building permits and the resources associated with each fee (e.g. Building Inspector review of plans, administrative costs, etc.).

In addition, staff researched five other local government jurisdictions (Village of Belcarra, District of North Vancouver, Fraser Valley Regional District, Squamish Lillooet Regional District and Sunshine Coast Regional District) to analyze how fees in Metro Vancouver’s Electoral Area A compare to adjacent Electoral Areas and municipalities. Local governments use different formulas and have a variety of fees associated with the building permit process, so the fee schedules for each government are not identical. However, generally, there are standard fees such as building permit application fees and construction value calculations that allow for meaningful comparisons among jurisdictions.

The current and proposed building permit fees for *GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006* are presented in Attachment 1.

**Permit Fee Increases**

Based on the Bank of Canada’s consumer price index, there has been an approximate 25% increase in prices since 2006. To account for this inflation, a number of fees, including the construction value calculation, are proposed to increase by approximately 25% (see the Financial Implications section of this report for more information). In some instances, no change is proposed based on analysis of resources and the fees charged in comparable local government jurisdictions. Comments on the rationale and exceptions are noted in the same column as the proposed fee in Attachment 1.

**Construction Value Fee Comparison**

Fees based on the construction value of a project typically represent the largest portion of building permit fees. Using a simple construction value calculation (i.e. not including fees per plumbing fixtures), the table below presents current and proposed fees in a number of construction value categories in Metro Vancouver’s Electoral Area A, alongside those from comparable jurisdictions:

Table 1. Current and Proposed Building Permit Fees Based on Construction Value *(20XX - fees last updated)*

Construction Value	Electoral Area A Current	Electoral Area A Proposed	Village of Belcarra	District of North Vancouver	Fraser Valley RD	Squamish Lillooet RD	Sunshine Coast RD
<i>Fees last updated</i>	<i>2006</i>	<i>n/a</i>	<i>2019</i>	<i>2018</i>	<i>2017</i>	<i>2015</i>	<i>2014</i>
\$20,000	\$303	\$380	\$270	\$357	\$330	\$305	\$268
\$100,000	\$1175	\$2088	\$1700	\$1353	\$1050	\$1145	\$943
\$500,000	\$4375	\$6460	\$4500	\$6153	\$4650	\$3665	\$4593
\$1,000,000	\$8375	\$11460	\$8500	\$12153	\$9650	\$7865	\$9043

**ALTERNATIVES**

This is an information report; no alternatives are presented.

**FINANCIAL IMPLICATIONS**

There are no financial implications to this report as it is being presented for information and discussion. At a future date, if the MVRD Board amends Schedule D of *GVRD Electoral Area A Building*

*Administration Bylaw, No. 1043, 2006* and adopts the proposed permit fees shown in 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. If Schedule D is amended, staff will continue to monitor the annual costs and revenues and report back with that information to the Electoral Area Committee.

#### **SUMMARY / CONCLUSION**

The MVRD Board directed staff to review the *GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006*, including bylaw language and regulations, service area boundaries, and permit fees. This report addresses permit fees. Staff have reviewed the current fees based on the permit processing resources (e.g. building inspector plan review) and compared fees charged by five 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. Attachment 1 shows the current and proposed fees. Overall, the revised permit fees will increase the ability of permit fees to cover the cost of providing the building inspection function.

Reports on the other key areas of the review (bylaw language and regulations and service area boundaries) will be provided to the Committee later this year for information and discussion. The Committee's input will help staff shape a bylaw amendment addressing all areas of the review, which will then be prepared for consideration by the Electoral Area Committee MVRD Board.

#### **Attachment**

Current and Proposed Fees for Schedule D of *GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006*

#### **Reference**

*GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006*

29342711

**Current and Proposed Fees for Schedule D of  
GVRD Electoral Area A Building Administration Bylaw, No. 1043, 2006**

		CURRENT FEE	PROPOSED FEE (and comments)
1.	Minimum fee for any building permit application (deducted from building permit fee if application is approved)	\$75	\$150 <i>(in line with comparable local governments)</i>
2.	Deposit required when building permit application is approved (returned when the occupancy permit is issued or, for structures not requiring an occupancy permit, upon the Building Official's authorization that the project is fully completed)	1.0% of construction value	<i>No change</i>
3.	For single family residential and accessory building construction work, if the construction value is:		<i>Approximately 25% increase, equivalent to inflationary increase since bylaw adoption in 2006</i>
	- \$0 to \$1,000	\$75.00	\$95.00
	- \$1,001 to \$50,000	\$75.00 plus \$12.00 per \$1,000 of construction value or fraction thereof exceeding the first \$1,000	\$95.00 plus \$15.00 per \$1,000 of construction value or fraction thereof exceeding the first \$1,000
	- \$50,001 to \$100,000	\$675.00 plus \$10.00 per \$1,000.00 of construction value or fraction thereof exceeding \$50,000	\$850.00 plus \$12.50 per \$1,000.00 of construction value or fraction thereof exceeding \$50,000
	- \$100,001 and over	\$1,175.00 plus \$8.00 per \$1,000 of construction value or fraction thereof exceeding \$100,000	\$1,470.00 plus \$10.00 per \$1,000 of construction value or fraction thereof exceeding \$100,000



	For Commercial, Industrial, Assembly and Institutional Buildings	An additional \$1.00 over the rates listed for residential and accessory building construction per \$1,000 of construction value or fraction thereof.	<i>No change (very few examples of such buildings in Electoral Area A where this bylaw applies)</i>
4.	Where a building permit has been issued but construction has not commenced and the property owner has provided written notification that the project will not be undertaken	50% of the building permit fee and 100% of the deposit shall be refunded to the property owner	<i>No change</i>
5.	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	\$75.00 or 20% of the current building permit fee, whichever is greater	\$300.00 <i>(double the building permit application fee; admin costs covered)</i>
6.	Plan review for building design modifications	\$75.00	\$75.00 per hour <i>(consistent with comparables, which charge per hour, and better reflective of review costs)</i>
7.	Transfer of a building permit	\$75.00	\$300.00 <i>(double the building permit application fee; would cover admin costs, title search and reacceptance of consultant schedules)</i>
8.	Permit to install plumbing	\$20.00 per fixture with a minimum fee of \$75.00	<i>No change (consistent with comparables; main fee increase captured in construction value calculation)</i>
9.	Permit to install a chimney, heating device which is connected to the chimney, or a fireplace (masonry or factory-built chimney)	\$75.00 per chimney, heating device or fireplace	<i>No change (consistent with comparables; main fee increase captured in construction value)</i>

10.	Any application for a permit not specifically provided herein	\$75.00	\$150.00 <i>(same as building permit application fee)</i>
11.	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	\$100.00	\$125.00 <i>(25% inflationary increase since 2006)</i>
12.	Demolishing a structure	\$100.00 if less than 46 square metres, \$175.00 if 46 square metres or more	\$150.00 <i>(consistent with comparables)</i>
13.	Permit for moving a building or structure within the Regional District  Inspection fee for examination of a building or structure prior to move  Inspection fee if inspection exceeds two hours	\$250.00 per building or structure  \$150.00 per building or structure  \$55.00 per hour	\$315.00 per building or structure  \$190.00 per building or structure  \$70.00 per hour  <i>25% increase, equivalent to inflationary increase since bylaw adoption in 2006</i>
14.	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.	\$20,000.00	<i>No change</i>
15.	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	\$10,000.00	<i>No change</i>

16.	Where a building permit is issued for a property not accessible by motor vehicle via a public road and must instead be accessed by an alternative means of transportation by the Building Official	\$50 to \$250.00	Actual cost
17.	For providing property title search from Land Title Office (per title)	\$30.00	\$38.00 <i>25% increase, equivalent to inflationary increase since bylaw adoption in 2006</i>
18.	For obtaining and/or providing a copy of an instrument registered on the property title	Actual cost	<i>No change</i>
19.	For registration and review of Section 219 covenant placed according to <i>Land Title Act</i>	\$350.00	\$440.00 <i>25% increase, equivalent to inflationary increase since bylaw adoption in 2006</i>
20.	For discharge of Section 219 covenant placed according to <i>Land Title Act</i>	\$100.00	\$125.00 <i>25% increase, equivalent to inflationary increase since bylaw adoption in 2006</i>
21.	For registration and review of priority agreements	\$150.00	\$190.00 <i>25% increase, equivalent to inflationary increase since bylaw adoption in 2006</i>
22.	For discharge of notices placed under the <i>Local Government Act</i> or <i>Community Charter</i>	\$100.00	\$125.00 <i>25% increase, equivalent to inflationary increase since bylaw adoption in 2006</i>