



AGENDA ITEM SUMMARY

C 3 9

TO: Chairman and Members, Corporate Communications and Policy Committee
AND TO: R.A. Long, Administrator
FROM: Rick Hodgson, Chief Building Inspector DATE: April 2, 2001
DATE OF MEETING: April 11, 2001
SHORT SUMMARY: New Policy regarding Building Location Surveys
VOTING: Stakeholder Vote – Weighted – Electoral Areas A, B, C, D, E, F, G, H, I, and L
MEMORANDUM: At its regular meeting held on August 9, 2000, the Board endorsed the following resolution:

“That staff be requested to prepare the necessary bylaw amendments and policy documentation to implement the requirement for the provision of building location surveys with building permit applications for new construction.”

The necessary building bylaw changes have been drafted and are being presented to the Planning Committee under a separate memo.

The proposed bylaw revisions will authorize the building inspector to require building location surveys; however, a Board policy is required to define application of the requirement. A proposed policy has been drafted and is attached for this committee's consideration.

ATTACHMENT: Proposed Board Policy regarding Requirements for Building Location Surveys for Construction Projects with Building Permits.

POLICY IMPLICATIONS: **Liability**
Currently, the Building Inspection Department is not inspecting zoning setbacks. Under the proposed policy, the Building Inspection Department would now be involved in approving the location of all new construction. Projects being surveyed by registered BC Land Surveyors would generally not increase liability on the CRD's behalf. However, under the proposed policy for exemption of building location surveys, an owner/builder could stake a construction project by using the wrong survey pins and, if this error was not obvious to the inspector, liability exposure to the CRD would result. Use of the wrong survey pins by owners/builders has occurred in several past projects within the Cariboo Regional District. Efforts to offset this liability include a proposed amendment within the building bylaw clarifying that the owner is responsible for determining proper siting of a building; and a disclaimer on building permits stating that the regional district is not responsible for ensuring correct

siting.

FINANCIAL
IMPLICATIONS:
OPTIONS:

None to the regional district (excluding potential liability).

Reviewed by the Treasurer:

The Board policy could require building location surveys in every instance of new construction, which would reduce potential liability to the regional district but would impose financial and time costs on owners and builders.

The Board policy could require building location surveys only where construction was proposed at the minimum setback requirements (as opposed to adding the one metre "buffer").

The Board could instruct the Building Inspection department to only require building location surveys where a problem was discovered or anticipated. (This would only be reactive to a problem, and may not be proactive in avoiding it).

RECOMMENDATION: That the agenda item summary from Rick D. Hodgson, Chief Building Inspector, dated April 3, 2001, regarding a proposed Policy for Building Location Surveys, be received. Further, that the proposed Board Policy regarding Requirements for Building Location Surveys for Construction Projects with Building Permits be endorsed, and that this policy become effective concurrent with the adoption of Cariboo Regional District Building Bylaw No. 3684, 2001.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "RD Hodgson", with a stylized flourish at the end.

Chief Building Inspector

Proposed Board Policy Requirements for Building Location Surveys

1. This policy is applicable within the North, Central and South Cariboo Building Inspection Service Areas.
2.
 - (a) Building location surveys will be required to be submitted for all new buildings; additions to buildings; and alterations modifying exterior wall profiles or roof projections. Building location survey plans are to be submitted after the foundation wall forms are erected for concrete walls, or after construction of a masonry or preserved wood foundation and floor assembly, but prior to further construction or backfilling .
 - (b) Notwithstanding 2(a), building location surveys will not be required for:
 - manufactured homes and additions, or ancillary buildings located in Mobile Home Parks.
 - single or two-family dwellings, or residential ancillary buildings, if a 1 metre “buffer” is provided in addition to the required setbacks, and all iron pins defining the lot are exposed. String lines shall be run between pins where required to clearly indicate setbacks plus the buffer. NOTE: This exemption does not apply to other than straight-line lot lines.
 - ancillary buildings under 55m² in building area located on surface foundations of other than concrete.
3. The survey plan shall indicate the shortest distance from lot lines to:
 - the inner surface of the exterior concrete foundation wall forms after bracing is secured, and prior to the placing of the concrete;
 - the outer face of wood sheathing for PWF foundation walls when the foundation is completed and the floor system installed; and
 - the outer face of masonry blocks for masonry foundation walls when the foundation is completed.

Setbacks to property lines shall be indicated on the survey plan for all exterior wall faces.

Building Location Survey Plans derived from GPS instruments may be accepted by the building inspector for buildings located on large lots or unsurveyed lots, if the limits of accuracy of the instruments used are added to the required buffer and setback.

Final Results of the 2001 Public Opinion Survey

Res. JJ

Moved Director Motherwell;

Seconded Director Sehn:

"That the agenda item summary and attachment from C. Dubois-Howard, Directors' Assistant, dated April 4, 2001, regarding the final results of the 2001 Public Opinion Survey, be received."

Carried Unanimously

Lore Schick, Recording Secretary left the meeting at 11:15 a.m.

Kathy Genton, Recording Secretary entered the meeting at 11:15 a.m.

Delegations

CMH Heli-Skiing

Chairman Sehn welcomed the CMH Heli-Skiing on behalf of the Board.

Willy Trinker of CMH Heli-Skiing spoke to the Board regarding their application for heli-skiing access to the Cariboo Mountains. This company has been working with Ministry of Environment and other affiliates to address the concerns with heli-skiing and the wildlife habitat impact. A question and answer period ensued where several questions were addressed regarding economic impact to local areas, heli-skiing in parks, and other wildlife habitat concerns. The CMH Heli-Skiing asked for the Cariboo Regional District's support in their application.

Chairman Sehn thanked CMH Heli-skiing for their presentation.

Res. KK

Moved Director Donna Barnett;

Seconded Director Motherwell:

"That a letter of support be forwarded to CMH Heli-skiing for their application for heli-skiing access to the Cariboo Mountains, on the condition that all environmental concerns are addressed and all other recreational users are taken into consideration for the land use."

Carried

Contrary to the motion: Directors Duncan Barnett and D. Hendrixson

New Policy – Building Location Surveys

Res. LL

Moved Director Motherwell;

Seconded Director Kemp:

"That the agenda item summary and attachment from Rick Hodgson, Chief Building Inspector, dated April 2, 2001, regarding a proposed Policy for Buildings Location Surveys, be received. Further, that the proposed Board Policy regarding Requirements for Buildings Locations Surveys for Construction Projects with Building Permits be endorsed, and that this policy become effective concurrent with the adoption of Cariboo Regional District Building Bylaw No. 3684, 2001."

Carried Unanimously

12.4 Policy Committee Minutes - October 22, 2015

Corporate Vote - Unweighted

2015-11-33

Moved Director Forseth

Seconded Director Bruce

That the minutes of the Policy Committee meeting, held October 22, 2015, be received.

Carried Unanimously

12.4.1 Policy Committee Recommendations

Corporate Vote - Unweighted

2015-11-34

Moved Director Forseth

Seconded Director Cobb

That the agenda item summary from Lore Schick, Deputy Corporate Officer, dated November 4, 2015, regarding recommendations from the Policy Committee, be received. Further that the following recommendations be endorsed:

- 1) That "Building Location Surveys Policy No. 01-04B-7" be amended to read as follows:

That a sight survey be required prior to a foundation being poured, in order to confirm setbacks and prevent the loss of capital investment should the setback be incorrect. Exceptions may be made for buildings in a mobile home park or where, in the case of a single or 2 family dwelling, a 1 metre "buffer" is established from the property line.

- 2) That "Development Trends Policy No. 06-06B-38" be rescinded.
- 3) That "Review of Expired and Outstanding Building Permit Files Policy No. 06-07A-49" be retained.



Date: 04/11/2015

AGENDA ITEM SUMMARY

To: Chair and Directors, Cariboo Regional District Board

And To: Janis Bell, Chief Administrative Officer

From: Lore Schick, Deputy Corporate Officer

Date of Meeting: Cariboo Regional District Board_Nov13_2015

File: 340-50

Short Summary:

Policy Committee Recommendations

Voting:

Corporate Vote - Unweighted

Memorandum:

At its October 22, 2015 meeting, the Policy Committee reviewed a number of policies and hereby provides several recommendations to the Board, as a result of the discussion.

- 1) Amend the following policy:

Building Location Surveys Policy Policy No. 01-04B-7

That a sight survey be required prior to a foundation being poured, in order to confirm setbacks and prevent the loss of capital investment should the setback be incorrect. Exceptions may be made for buildings in a mobile home park or where, in the case of a single or 2 family dwelling, a 1 metre "buffer" is established from the property line.

- 2) Rescind the following policy:

Development Trends Policy No. 06-06B-38

That it be a goal of the Board to consider provision of the full building inspection service in portions of the currently unregulated areas if and when these areas begin to experience

AND WHEREAS the RCMP Detachments in Quesnel, Williams Lake and 100 Mile House have agreed to enforce the Bylaws as complaints are received;

THEREFORE the Board of the Cariboo Regional District will rely on the Quesnel and Williams Lake RCMP Detachments to enforce this Bylaw as required.

- 6) Rescind the following policy:

Unightly Premises Policy No. 06-06B-45

Upon receipt of a formal complaint, the site will be inspected by the Bylaw Enforcement Officer to verify that a violation of Cariboo Regional District Untidy and Unightly Premises Bylaw No. 1665 exists. Pursuant to Section 4 of Bylaw No. 1665, notice will be forwarded to the owner(s) of the property advising of the violation and action required to obtain compliance. This notice will allow for a period of thirty (30) days, from the date of receipt of the notice, to comply. Upon expiry of the notice, the site will again be inspected to determine if it now complies with Bylaw No. 1665. If the violation remains, legal counsel for the Cariboo Regional District will send notice of continued violation and possible actions by the Cariboo Regional District should they not comply. Should the property owner(s) still not comply, Notice of Hearing will be forwarded to the property owner(s), advising of the date of the next Board meeting and that they can attend to discuss the continued violation. Upon hearing the circumstances, the Board can vary the date for compliance, or pursuant to Section 6 of Bylaw No. 1665, authorize clean up of the unsightly premises by contractors. Costs will then be recovered from the owner, voluntarily or pursuant to Bylaw No. 1665, in the same manner as municipal taxes.

- 7) Amend the following policy:

Bylaw Enforcement Complaints - Interior Lot Line Property Setback Complaints Policy No. 08-11A-49

Bylaw Enforcement action will be taken regarding a complaint about a neighbour's setback, only if the subject property adjoins the complainant's property; and the onus will be on the complainant to show that the setback is wrong, prior to enforcement action being taken.

- 8) Retain the following policy:

Authority and Distribution Policy No. 12-06B-4(1)

News Releases are to be prepared by the CRD Communications Department and approved by the CAO and:

- 1) the CRD Communications Chair; or (if unavailable)
- 2) the CRD Chair; or (if unavailable)

local governments, provincial and Federal governments or any of their affiliated agencies.

CRD staff members are not permitted to post content on CRD social media sites, except to respond to questions and comments from the public as directed by and only with permission from the Chief Administrative Officer (CAO) or designate or the EOC Director.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. All uses of social media must follow the same ethical standards that employees must otherwise follow. The Chair, Directors or CRD staff shall not divulge confidential information on social media sites, including but not limited to in camera items, personnel matters, or Emergency Operations Centre internal information.

Direct responses from the Chair and Directors will not be available on this site, but through regular appropriate channels, such as contacting the CRD offices via telephone, email or mail.

2.2 Disclosure

All social networking sites shall follow branding standards in accordance with the CRD Graphic Standards Manual.

2.3 Posting guidelines

After research into a wide range of social media tools, the Communications Department recommends several online tools. This recommendation is based on a number of factors, including; volume of users of a particular tool, popularity with the general public and ease of use. The online tools recommended for use by the CRD are:

- Facebook
- Twitter
- YouTube
- Flickr
- LinkedIn

Content, comments or links containing any of the following will not be allowed on CRD Social Networking sites.

- Comments not topically related to the particular site or blog article;
- Slanderous or defamatory remarks, obscene language or sexual content;
- Content that could, in the sole discretion of the CRD, constitute harassment of a CRD elected official, staff member or any other person;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;

specific tasks will not be employed for three months prior to Election Day, unless otherwise authorized by existing Board policy.

- CRD staff shall not appear in photo opportunities with any local government candidates for a period of three months prior to Election Day.
- CRD staff shall not provide assistance to Directors and/or candidates in website, social media, or other communications strategy development to support any election campaigns.
- The CRD's UpFront newsletter will continue to be distributed on its regular schedule during an election year; issued at the beginning of June and December. The December edition will include election results.

11) Retain the following policy:

CRD Web Posting Guidelines and Policy No. 2014-10B-19

This policy and guideline has been developed to help guide the Cariboo Regional District with website content management including the appropriate documents and links for posting on the Cariboo Regional District's website located at cariboord.ca. Without a policy or guideline to follow, many websites become cluttered with outdated materials, and invalid links which makes it more difficult for the overall experience for users and difficult to find the information required.

Any new postings or documents uploaded to the CRD website are generally reviewed and posted by the Communications staff, and various departments within the organization who have been provided with administrative access to their respective areas.

The overall content and structure of the website will include pertinent information about the corporation and the services offered by the Regional District including appropriate documents, content, bylaws, procurement documents and other public communications materials. The information will remain current and will be updated as required.

Bylaws posted on the website include the most commonly accessed files for each department. If a website user does not find the Bylaw they are looking for, verbiage is posted on the Bylaw landing page directing users to contact the CRD's Corporate Officer to receive a copy of the appropriate signed Bylaw.

Links on the Cariboo Regional District site will be restricted to local governments, provincial and federal government websites and government agencies. The CRD also reserves the right to include links to affiliated local agencies or organizations which have shared values and visions of the Regional District. However, these sites will be reviewed regularly and if inappropriate content, or if the website is not kept current, the link may be removed at the discretion of the Cariboo Regional District.

At no time shall the Cariboo Regional District provide links on the Regional District website to a for profit organization, charitable or religious groups, political parties, or any

submit a copy of their telephone bills for reimbursement of long distance telephone charges acquired to arrange meetings.

- 16) Rescind the following policy:

Expense Reimbursement Policy No. 91-4-4(d)

That Advisory Planning Commission expense cheque requisitions will only be processed when the amount is in excess of \$25.00 or every six months, whichever is appropriate.

- 17) Combine the following policies:

Policy No. 91-4-4(e)

That a brief written or oral report be presented at the next upcoming meeting of the Cariboo Regional District Board by Directors attending conventions or seminars. In instances when two or more directors attend a given function, then one person may be designated as the spokesperson for the group and deliver the report.

Policy No. 91-4-4(f)

That Board representatives appointed to outside organizations provide the Board with a brief report on their attendance at said meetings.

- 18) Amend the following policy:

Scheduling of New Directors Seminar Policy No. 91-4-4(g)

That an orientation session(s) for newly elected and returning Directors be scheduled as soon as possible following each general election.

Attachments:

None

Financial Implications:

[Click here to enter text.](#)

Policy Implications:

Policy implications are outlined in the memorandum section of the agenda item.

CAO Comments:

Concur

Options:

- 1) Endorse recommendations
- 2) Receipt and other action

- 13) That "Family Washrooms in Public Buildings Policy No. 07-09A-34" be retained.
- 14) That "Security Deposits Policy No. 11-04A-45" be retained.
- 15) That "Mileage/Honorariums/Long Distance Phone Charges Policy No. 91-4-4(c)" be revised to replace "Treasurer" with "Chief Financial Officer".
- 16) That "Expense Reimbursement Policy No. 91-4-4(d)" be rescinded.
- 17) That "Reports on Conventions or Seminars Policy No. 91-4-4(e) and "Reports on Meetings of Outside Organizations by Board Appointees Policy No. 91-4-4(f)" be combined as one policy.
- 18) That "Scheduling of New Directors Seminar Policy No. 91-4-4(g)" be amended to read as follows:

That an orientation session(s) for newly elected and returning Directors be scheduled as soon as possible following each general election.

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3. DISCUSSION ITEMS

3.1 Review of Existing Policies

3.1.1 B1.4 Building Location Surveys Policy No. 01-04B-7

PC.2015-10-3

Moved Director Sorley

Seconded Director Bruce

That "Building Location Surveys Policy No. 01-04B-7" be amended to read as follows:

That a sight survey be required prior to a foundation being poured, in order to confirm setbacks and prevent the loss of capital investment should the setback be incorrect. Exceptions may be made for buildings in a mobile home park or where, in the case of a single or 2 family dwelling, a 1 metre "buffer" is established from the property line.

Carried Unanimously

3.1.2 B1.5 Development Trends Policy No. 06-06B-38

PC.2015-10-4

Moved Director Bruce

Seconded Director Forseth

That "Development Trends Policy No. 06-06B-38" be rescinded.

Carried Unanimously

3.1.3 B1.6 Review of Expired and Outstanding Building Permit Files Policy No. 06-07A-49

PC.2015-10-5

Moved Director Bruce

Seconded Director Forseth

That "Review of Expired and Outstanding Building Permit Files Policy No. 06-07A-49" be retained.

Carried Unanimously

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BUILDING INSPECTION AND BYLAW ENFORCEMENT

Building Inspection

B1.1 Building Location Surveys Policy



Regional Board Policy

Building Location Surveys Policy

Category: Building Inspection	Number: 2015-11-34(1)	Replaces: 01-04B-7
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Building Inspection and Bylaw Enforcement		
Date Adopted: April 2001	Board Resolution Number: 01-04B-7	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

To establish a process for site surveys before construction within the CRD.

POLICY:

That a site survey be required prior to a foundation being poured, in order to confirm setbacks and prevent the loss of capital investment should the setback be incorrect. Exceptions may be made for buildings in a mobile home park or where, in the case of a single or 2 family dwelling, a 1 metre "buffer" is established from the setback line.

*** END OF POLICY ***

<u>Amended (Yes/No)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Yes	November 2015	2015-11-34(1)
Adopted – New Policy	April 2001	01-04B-7