



building communities together

2025 Business Plan Building Inspection Services (1007)

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

Executive Summary

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

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

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

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

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

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

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

Services Offered

Services provided by the department include:

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

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

“The service area is contained within the boundaries of:

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

The Market

By providing building inspection services, it allows the CRD to provide valuable statistical information to measure the economic health of our region. The following graphs and tables display the number of issued building permits and value of construction for permitted construction within the CRD Building Inspection Service Area for the period of 2003 – 2024 (September).

Table 1: Annual Building Permits Issued and Value of Construction

Year	Building Permits Issued	Value of Construction
2003	691	23,213,507
2004	673	25,704,235
2005	801	29,467,660
2006	957	40,864,252
2007	1,167	58,676,400
2008	1,157	54,641,500
2009	1,080	43,362,287
2010	1,023	40,574,130
2011	734	27,045,525
2012	616	23,546,741
2013	428	19,899,900
2014	368	16,372,983
2015	480	26,876,111
2016	424	31,857,646
2017	340	36,270,175
2018	422	38,198,773
2019	563	29,636,932
2020	494	\$65,315,292
2021	430	49,188,255
2022	521	66,854,643
2023	597	53,872,254
2024 - September	349	\$30,406,621

Figure 1: Annual Building Permits Issued

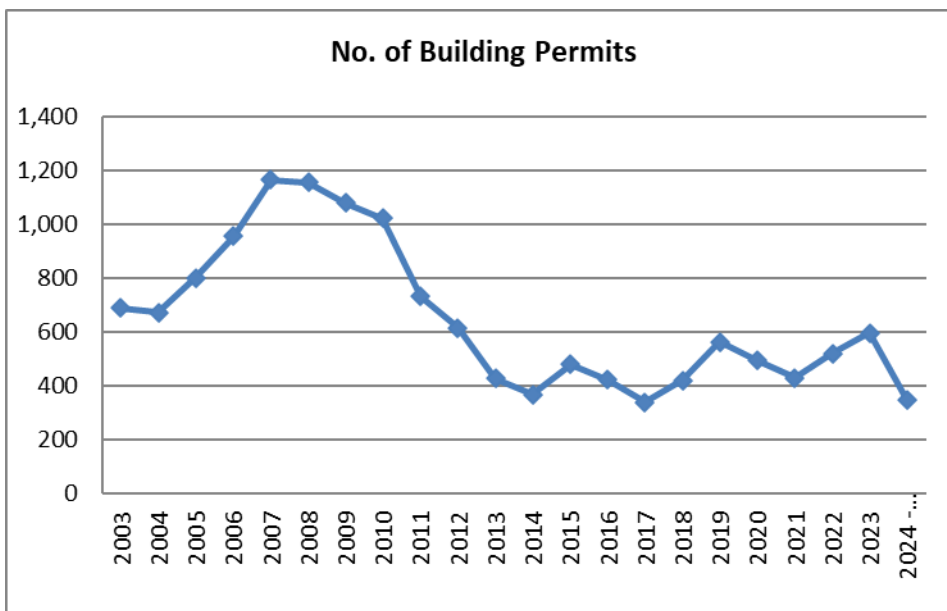
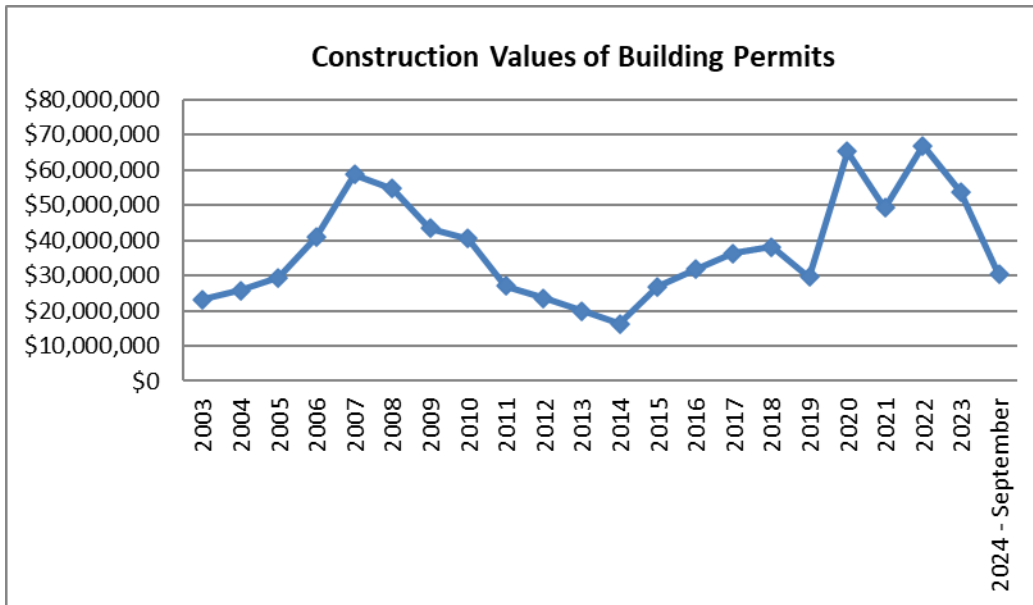


Figure 2: Annual Value of Construction



Building Inspection service areas are divided into three separate areas being North, Central and South. The Cariboo continues to see an influx of residents from the coastal region. This trend appears to be continuing.

Business Plan Goals

2024

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

A constant challenge within the department has been to ensure clerical and operational consistency across all three offices. These problems have been amplified in past years due to employee turnover and lack of updated policies and procedures for new staff to rely upon. Recent years have implemented automated processes and the creations of new policies and procedures to transfer institutional knowledge from staff into tangible processes and documents that can be relied upon by all. This will continue into 2024 as detailed below.

Objectives

- i. Expand use of CityView Mobile – Met in 2024 and ongoing into 2025.
- ii. Expand Standard Operating Procedure (SOP) Plan – Started in 2021 and ongoing into 2025.
 - a. Numerous SOPs have been developed on an as-needed basis. As issues and inconsistencies arise, additional SOPs are created to

address each issue. These are reviewed with staff and then implemented.

- iii. Increase the efficiency of building permit application by implementing the use of CityView Portal. CityView Portal, which allows the public to submit applications on line, has an estimated rollout date of early 2025.

2. Goal: Enhance inspection staff expertise.

The BC Building Code was revised in 2024. The new 2024 Building code training began in November of 2023 and continues into 2025.

Objectives

- i. Ensure all Inspectors maintain certification - Met in 2024 and ongoing into 2025.
 - In addition to the required CPD point training, all Inspectors will undergo energy step code training.
- ii. Ensure all Inspectors who are willing, progress in their certification – Met in 2024 and ongoing into 2025.
- iii. Ensure all Inspectors are trained in all Building Code updates – Started in 2024 and ongoing into 2025.

3. Goal: Increase building permit application efficiency.

It is a standing order within the Building Department to provide services to the public in the most efficient manner possible. The building department kicked off its CityView Portal Project starting early 2024 to expand the use of CityView portal, which will allow applicants to submit permit applications online. Testing of Cityview Portal will started in 2024 and will be going live early 2025.

Objectives

- i. Implement CityView Building Department Workflow and Portal – Ongoing
 - The Building Department has been working with IT to implement this. We have been working to modify the Department’s process to match the CityView standard process. This is ongoing and will continue throughout 2025. The goal is to have our day-to-day process matching the standard CityView Portal process prior to the implementation of CityView Portal. The goal for CityView Portal implementation is 2025.
- ii. Sync the Development Permit and Building Permit application process – Ongoing
- iii. Expand the use of CityView functions to include: conditions, correspondence, and activity lists.

5. Goal: Update the Building Bylaw.

A variety of updates are required to further enable the bylaw department to enforce and implement fines.

6. Goal: Increase efficiencies of department and ensure staffing levels stay at or below historic average.

The 2010-2019 Cost of Construction inspected per Inspector (COC/Inspector) is \$9.1 million/inspector. The 2020 to 2023 of COC/ Inspector are:

- I. 2020 : \$18,661,512
- II. 2021: \$14,492,614
- III. 2022: \$19,101,327
- IV. 2023: \$15,392,073

These values show that the Building Department is increasing our efficiency level but at the same time is understaffed as the current COC/Inspector is significantly higher than historic levels.

While some of this overage can be compensated for by increasing efficiencies, the Building Department may have to look at increasing permanent staff if this trend continues through 2024.

Objectives

The 2025 business plan proposes the following to address this increased COC/Inspector through 2025:

- i. Maintain the use of subcontractors that are currently being used.
- ii. Budget for the hiring of a casual building inspector for use as needed.

7. Goal – Geotechnical/Landslide Hazard Regulatory Development

The Cariboo Regional District continues to experience landslide activity within its Building Permit Inspection Service areas. The building department is working with the Planning Department to refine/update hazard mapping.

Objectives

Submit an RFP for proposals to refine and update the OCP risk hazard mapping boundaries.

Financials

The Building Inspection Service is funded through taxation within the service areas, as well as building permit revenues. The building inspection revenue forecast for 2025 is \$766,126 with \$480,855 (63%) coming from permit fees (includes renewals and other recoveries) and the remaining \$285,271 (37%) coming from taxes.

Historical reports have shown that CRD permit fees are in the median with neighbouring municipalities.

Significant Issues & Trends

Energy Step Code

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

By 2032, the BC Building Code will move towards the higher steps of the BC Energy Step Code as a minimum requirement. The National Building Code of Canada will also be moving towards this outcome by 2032. Step 3 of the BC Energy Step Code became mandatory in 2024.

Zero Carbon Step Code

Like the BC Energy Step Code, the Zero Carbon Step Code is a flexible, predictable plan to improve new buildings over time, with the objective to reach zero emissions from all new buildings by 2030. It complements the BC Energy Step Code by reducing emissions while improving energy efficiency. Together, they make buildings that are cleaner, more energy efficient, and affordable to operate.

The Zero Carbon Step Code was first introduced in a May 1, 2023 update of the BC Building Code. It provides several options to reduce the amount of operational carbon emissions from a building by requiring lower emissions from space and water heating systems. The Zero Carbon Step Code is a voluntary, provincial standard for reducing emissions in new buildings. Local governments reference the Zero Carbon Step Code in bylaws and programs to require or encourage lower carbon new construction in their communities.