



COLUMBIA SHUSWAP REGIONAL DISTRICT

Electoral Area Directors' Committee Meeting

AGENDA

Date: Tuesday, May 2, 2023
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act

Article 9: Indigenous peoples and individuals have the right to belong to an indigenous community or nation, in accordance with the traditions and customs of the community or nation concerned. No discrimination of any kind may arise from the exercise of such a right.

2. Call to Order

3. Adoption of Agenda

Motion

THAT: the agenda of May 2, 2023 Electoral Area Directors' Committee meeting be approved.

4. Meeting Minutes

4.1 Adoption of Minutes

Motion

THAT: the minutes of the January 12, 2023 Electoral Area Directors' Committee meeting be adopted.

5. Reports by Staff

5.1 Electoral Areas: B, C, E, F, and G Building Bylaw No. 660-03

5

Report from Marty Herbert, Team Leader, Building and Bylaw Services regarding an upcoming amendment to administer the BC Energy Step Code.

Report from Marty Herbert, Team Leader Building and Bylaw Services, dated April 13, 2023.

Motion

THAT: the Electoral Area Directors' Committee receive this report for information.

5.2 Community Works Fund (CWF) Eligibility

Policy F-3 Electoral Community Works Fund

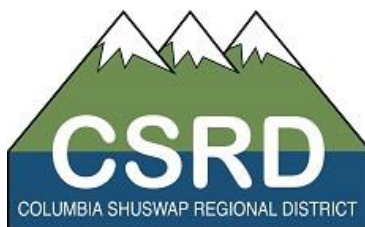
Community Works Fund Program Guide

6. Reports by Electoral Area Directors

None.

7. Adjournment**Motion**

THAT: the Electoral Area Directors' Committee meeting of May 2, 2023 be adjourned.



ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the Committee at the next Electoral Area Directors' Committee meeting.

Date: January 12, 2023
Time: 9:30 AM
Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	K. Cathcart^ D. Brooks-Hill^ M. Gibbons D. Trumbley R. Martin J. Simpson J. Smith	Electoral Area Director A Electoral Area Director B Electoral Area Director C Electoral Area Director D Electoral Area Director E Electoral Area Director F Alternate Director Electoral Area C
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Directors Absent	N. Melnychuk	Electoral Area Director G
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Staff in Attendance	J. MacLean J. Sham G. Christie* J. Pierce* C. Paiement* C. LeFloch* J. Thingsted* D. Sutherland*	Chief Administrative Officer Corporate Officer and Manager, Corporate Services Manager, Development Services Manager, Financial Services Team Leader, Planning Services Planner III Planner III Team Leader, Protective Services
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*attended a portion of the meeting only

^electronic participation

1. Call to Order

The Corporate Officer called the meeting to order at 9:30 AM.

2. Inaugural Proceedings

2.1 Election of Chair

The Corporate Officer called three times for nominations for the position of Chair for 2023.

Director Brooks-Hill nominated Director Simpson. Director Simpson consented to the nomination.

Hearing no further nominations for the position of Chair, the Corporate Officer declared Director Simpson as Chair of the Electoral Area Directors' Committee for 2023 by acclamation.

2.2 Election of Vice Chair

The Corporate Officer called three times for nominations for the position of Vice Chair for 2023.

Director Martin nominated Director Cathcart. Director Cathcart consented to the nomination.

Hearing no further nominations for the position of Vice Chair, the Corporate Officer declared Director Cathcart as Vice Chair of the Electoral Area Directors' Committee for 2023 by acclamation.

3. Adoption of Agenda

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: the agenda of January 12, 2023 Electoral Area Directors' Committee meeting be approved.

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Martin

Seconded By Director Brooks-Hill

THAT: the minutes of the May 31, 2022 Electoral Area Directors' Committee meeting be adopted.

CARRIED

5. Reports by Staff

5.1 Proposed Zoning Bylaw Amendments to Permit Secondary Dwelling Units

C. LeFloch, Planner III, provided project background and update presentation.

5.2 Proposed Zoning Bylaw Amendments to Increase Accessory Building Size

C. Paiement, Team Leader, Planning Services provided project background and update presentation.

5.3 Proposed Official Community Plan Amendments to Update Development Permit Areas

J. Thingsted, Planner III, provided project background and update presentation.

Late Agenda - corrected presentation attached.

The meeting recessed at 11:14 AM and resumed at 11:26 AM.

5.4 Proposed CSRD Referral Review and Response Policy

C. Paiement, Team Leader Planning Services, provided project background and update presentation.

The meeting recessed at 12:17 PM and resumed at 12:29 PM.

5.5 Road Rescue in the CSRD

Report from Derek Sutherland, Team Leader Protective Services dated January 6, 2023.

Moved By Director Martin

Seconded By Director Gibbons

THAT: the Electoral Area Directors recommend the Board authorize access to the Rural Feasibility Study Fund for up to \$25,000 to explore the

feasibility of providing road rescue services in Electoral Area D, F and G, this 12th day of January, 2022.

CARRIED

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: the Electoral Area Directors' Committee recommend the Board direct staff to write a letter to the appropriate levels of government communicating concerns with road rescue.

CARRIED

Moved By Director Gibbons

Seconded By Alternate Director Smith

THAT: the Electoral Area Directors' Committee recommend the Board write letters of appreciation to societies who supply road rescue services with in the CSRD.

CARRIED

6. Reports by Electoral Area Directors

None.

7. Adjournment

1:17 PM.

Moved By Director Gibbons

Seconded By Director Trumbley

THAT: the Electoral Area Directors' Committee meeting of January 12, 2023 be adjourned.

CARRIED

CORPORATE OFFICER

CHAIR



ELECTORAL AREA DIRECTORS REPORT

TO: Chair and Directors

File No: BL No.660-03

SUBJECT: Electoral Areas, B, C, E, F and G: Building Bylaw No.660-03, upcoming amendment to administer the BC Energy Step Code

DESCRIPTION: Report from Marty Herbert, Team Leader Building and Bylaw Services, dated April 13, 2023.

RECOMMENDATION: THAT: the Electoral Area Directors' Committee receive this report for information.

SUMMARY:

The BC Energy Step Code enacts Clean BC's directive for new construction energy efficiency gradually over a 15-year period, 2017-2032. The overall goal of this compulsory legislation is to minimize the impacts of climate change by reducing energy use thereby lowering greenhouse gas emissions and achieve Net Zero ready homes by 2032. This will be achieved by phased new building code requirements which will be doubling the overall performance requirements of the house every 5 years.

BACKGROUND:

Please see November 30, 2021, Electoral Area Directors' Committee Meeting; [The BC Energy Step Code](#) for background with regards to the new legislation. On multiple occasions, staff previously referred to the upcoming mandatory provincial Step Code legislation to the Board of Directors within the following reports:

- Development Services Mandate and Work Plan report, Committee of the Whole, January 27, 2021,
- Development Services Mandate and Work Plan report, Committee of the Whole report January 26, 2022,
- Building Bylaw amendments, report to the Board, June 6, 2022, and,
- Development Services Overview report to the Board, December 8, 2022.

The BC Energy Step Code is a mandatory compliance path in the BC Building Code that local governments must use to require a level of energy efficiency in new construction that goes above and beyond the previous prescriptive requirements of the BC Building Code. Previously, builders may have voluntarily used the BC Energy Step Code as a new compliance path for meeting the energy-efficiency requirements of the BC Building Code in place of the prescriptive building code. As of May 1, 2023, all new residential construction, when applying for a building permit, builders, and homeowners are now required to engage a Certified Energy Advisor (CEA), to provide whole home energy modeling documentation that meets the Step Code. Under the guidance of the CEA, the new method involves a blower door test at insulation stage to determine the actual airtightness of the building. The final energy modelling and home airtightness report of the newly constructed dwelling is then required to be provided to the building department prior to an occupancy inspection.

After a pause exceeding two years due to the pandemic, which included an advertised start date of December 31, 2022 that proved to be false, the BC Minister of Housing reenergized this program and in February 2023, the legislation was formally signed, and new Step Code requirements come into force across the province starting May 1, 2023.

This new legislation is enforced by local governments and at this time, staff are simply providing the Electoral Area Directors notice of the date that the new compulsory provincial regulations come into force. Staff will present a proposed Building Bylaw No. 660-03 amendment report to the Board, May 18, 2023, which will include the requisite housekeeping amendments to the Building Bylaw to efficiently administer the new mandatory provincial Step Code building regulations.

NEXT STEPS:

As a result of the poor notification and inconsistent implementation messaging from the province, staff immediately scheduled a meeting with the Shuswap Construction Industry Professionals (SCIP) in late February to inform them of the imminent mandatory legislation implementation date. A further meeting to discuss the construction professionals' feedback from the code changes is forthcoming.

Further, requisite Energy Step Code training has already been well underway for Building Officials to accurately respond to public enquiries and efficiently implement these changes in the building permit and inspection process.

In addition to the new Step Code legislation, staff are providing notice to the Directors that the province has plans in the near future to introduce the Zero Carbon Step Code to the BC Building Code that allows local governments to limit operational carbon from new buildings. While an optional standard currently, the province intends to make operational carbon limits mandatory over time, with the ultimate objective for all new buildings to be zero carbon by 2030. A mandatory date has not yet been announced.

If the Board of Directors approves the Building Bylaw Step Code amendments during the upcoming May 18 Board meeting, staff will update the building inspection public information bulletins, CSRD website and social media posts.

Report Approval Details

Document Title:	2023-05-02_EAD_DS_Bylaw-No.660-03_Amendments.docx
Attachments:	
Final Approval Date:	Apr 24, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Gerald Christie was completed by assistant Jennifer Sham

Gerald Christie

A handwritten signature in black ink, appearing to read "Jennifer Sham". The signature is written in a cursive, flowing style.

Jennifer Sham

No Signature - Task assigned to John MacLean was completed by assistant Jennifer Sham

John MacLean

CSRD Development Services Electoral Areas B,C,E, F and G

**Building Bylaw No.660-03, upcoming future amendment to
administer the BC Energy Step Code.**

May 2, 2023



RECOMMENDATION:

THAT: The CSRD Electoral Area Directors receive this report for information.

BACKGROUND:

The BC Energy Step Code is a standard introduced as part of the BC Building Code (BCBC) in April 2017 that sets higher requirements for energy efficiency than in the base BC Building Code.

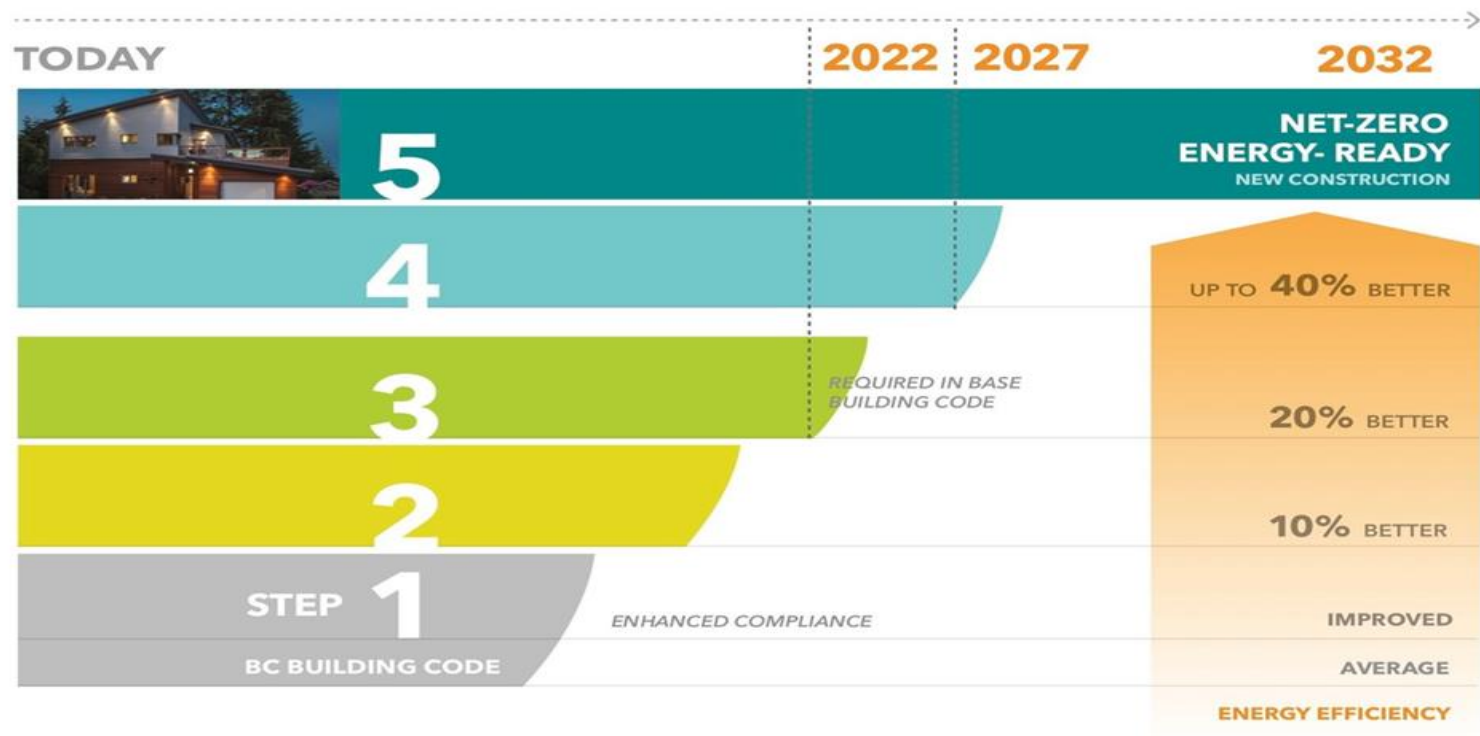
Local governments have authority to require or incentivize the BC Energy Step Code in their communities. The goal of the Step Code is to achieve Net Zero Ready homes by 2032 at a slowly stepped pace.

By 2032, new buildings will be
80% more energy efficient
than a home built today.



ENERGY
STEPCODE
BUILDING BEYOND THE STANDARD

BACKGROUND (Cont'd):



BACKGROUND (Cont'd):

The BC Energy Step Code trade offs;

- Increased Construction Costs,
- Additional Education Requirements,
- Design Limitations



SUMMARY:

This new legislation is enforced by local governments and at this time, staff are simply providing the Directors notice of the date that the new compulsory provincial regulations came into force.

Staff will present a building bylaw amendment report to the May 18, 2023, Board whereby at that time, this report will include the requisite housekeeping amendments to the Building Bylaw to efficiently administer the new mandatory provincial building regulations.

Only the Step Code is mandatory legislation, however at this time, we are informing the Directors that the province still has more climate action goals forthcoming....



ZERO CARBON STEP CODE

Provincial Pathway: Stepping up to 2030

