

**SQUAMISH NATION SENAKW CERTIFIED PROFESSIONAL BY-LAW
2022**

This By-law was published and came into force on _____.

SQUAMISH NATION SENAKW CERTIFIED PROFESSIONAL BY-LAW 2022

WHEREAS the Band Council of the Squamish Indian Band deems it to be in the best interests of the Squamish Nation to enact a by-law governing the administration and enforcement of the British Columbia Building Code through a Certified Professional Program on Kitsilano Indian Reserve No. 6.

NOW THEREFORE the Band Council of the Squamish Indian Band at a duly convened meeting of the Band Council assembled on the 30th day of June, 2022, hereby enacts, pursuant to sections 81(g), 81(l), 81(h), 81(q) and 81(r) of the *Indian Act*, R.S.C. 1985, Chapter I-5, as a By-law the following:

Title

1. This By-law may be cited as the “SQUAMISH NATION SENAKW CERTIFIED PROFESSIONAL BY-LAW “

Definitions

2. The following definitions apply in this By-law:
 - (a) “**Architect**” means a person registered or licensed under the *Architects Act* as a member of the Architectural Institute of British Columbia;
 - (b) “**Authority Having Jurisdiction**” means Squamish Nation acting through its Council,;
 - (c) “**Building Code**” means the current edition of the British Columbia Building Code, including the current edition of the British Columbia Plumbing Code, the City of Vancouver Fire By-law and the elements of the Vancouver Building By-law pertaining to Vancouver Fire and Rescue Services provisions, all as amended or replaced from time to time;
 - (d) “**business day**” means means any day other than a Saturday, Sunday, Indigenous Peoples Day (June 21), National Day for Truth and Reconciliation (September 30), or any statutory holiday in the Province of British Columbia;
 - (e) “**Certified Professional**” means an Architect or Engineer who has been recognized as qualified as a Certified Professional by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia;
 - (f) “**Designated Entity**” means the Squamish Nation Department of Planning and Capital Projects, or another Squamish Nation department or agent designated by Council by Resolution;
 - (g) “**Engineer**” means a person registered under the *Engineers and Geoscientists Act* as a professional engineer;
 - (h) “**Owner**” means any person that is in lawful possession of land or improvements on the Reserve;

- (i) **“Permit”** means a written document or approval issued by the Authority Having Jurisdiction or a Designated Entity pursuant to this By-law authorizing the construction or occupancy of a building by the Owner;
- (j) **“Reserve”** means Kitsilano Indian Reserve No. 6;
- (k) **“Resolution”** means a motion, as recorded in the minutes of the meeting, passed and approved at a duly convened meeting of the Council pursuant to the consent of the majority of the councillors present at that meeting;
- (l) **“Squamish Nation”** means the Squamish Indian Band, a band as defined in the *Indian Act* R.S.C. 1985, Chapter I-5;
- (m) **“Squamish Nation Certified Professional Program”** means the optional and voluntary program for a building and occupancy permit process for the Reserve set out in the Squamish Nation Certified Professional Program Manual; and
- (n) **Squamish Nation Certified Professional Program Manual** means the manual and all appendices, copies of which are set out in Schedule “A”, which set out the policy, procedure and requirements of the Squamish Nation Certified Professional Program, as amended from time to time.

Scope of By-law

- 3. This By-law applies to the Reserve.

Building Code

- 4. The design, construction and substantial alteration of all buildings must comply with the provisions of the Building Code.

Designated Entity

- 5. A Designated Entity shall have the rights and powers to act on behalf of the Authority Having Jurisdiction, as specified in this By-Law, unless and to the extent revoked by the Authority Having Jurisdiction by a Resolution. For greater certainty, all of the rights and powers of a Designated Entity specified in this By-Law may be exercised by the Authority Having Jurisdiction.

Disqualification of Certified Professional

- 6. The Authority Having Jurisdiction may suspend or disqualify a Certified Professional from practising on the Reserve if that individual does not meet the requirements of the Certified Professional Program Manual or that individual:
 - (a) if an architect, ceases to be a member of, or licenses by, the Architectural Institute of British Columbia or, if an engineer, ceases to be registered or licensed as a professional engineer under the provisions of the *Engineers and Geoscientists Act*;
 - (b) fails, when required by the Authority Having Jurisdiction, to demonstrate a satisfactory familiarity with the provisions of the Building Code;

- (c) submits to the Authority Having Jurisdiction a certificate or letter of assurance which is in any material way inaccurate;
- (d) fails to disclose to the Authority having Jurisdiction any deviations from, or violations of the Building Code of which the Certified Professional is aware, on any project with which the Certified professional is connected; or
- (e) does or fails to do anything, whether as a Certified Professional or otherwise, with the intent of misleading or concealing something from the Authority Having Jurisdiction.

Application for Permit by Certified Professional

7. If an Owner wishes to have the Squamish Nation Certified Professional Program apply to the design and construction of a building, or portion thereof, that falls within the scope of Part 3 of the Building Code, a Certified Professional shall submit an application for that Permit to the Designated Entity that includes all requirements of the Squamish Nation Certified Professional Program Manual. If the Designated Entity issues a Permit, an Owner shall be bound by the Permit and shall comply with all the terms and provisions and perform all of the duties and obligations set out in or referred to in the Squamish Nation Certified Professional Program Manual.

Fees

8. The Fees set out in Schedule “B” are payable by the Owner or applicant to the Authority Having Jurisdiction, care of the Designated Entity, at the time of an application for a Permit.

Permits

9. (1) A Permit may be issued by the Designated Entity on behalf of the Authority Having Jurisdiction if the application includes and satisfies all the requirements of the Squamish Nation Certified Professional Program Manual and this By-Law and issuance is recommended by the Certified Professional.
- (2) If a Permit is not issued within five business days of recommendation for issuance by the Certified Professional under section 8(1), then at the request of the Owner, representatives of the Owner and the Designated Entity will meet within a further two business days with the Squamish Nation Chief Administrative Officer, or equivalent, to discuss any timing or other issues related to issuing a Permit.

Revocation of Permit

10. A Designated Entity may revoke a Permit issued under the Squamish Nation Certified Professional Program if :
- (a) the Owner has failed, after reasonable notice in writing to comply in a material respect with the requirements of the Program or Building Code;
 - (b) if a Certified Professional is no longer retained by the Owner for that project;
 - (c) if a Certified Professional for that project ceases to be a Certified Professional; or
 - (d) if a Certified Professional fails to perform any of their duties or obligations as set out in the Squamish Nation Certified Professional Manual.

Responsibility of the Owner

11. Notwithstanding any other provision of this By-Law, neither the granting of a Permit by the Designated Entity, the approval of drawings or inspection made by the Designated Entity shall relieve the Owner from the obligation to carry out or have work carried out in accordance with the requirements of this By-Law and the Building Code and either the Authority Having Jurisdiction or the Designated Entity may enforce the provisions of this By-Law by the issuance of stop work orders, injunctions, prosecutions or by any other legal means available.

No Liability

12. Where the Designated Entity accepts a certificate of a Certified Professional, neither the Authority Having Jurisdiction nor any of its employees or the Designated Entity shall be liable for any loss, damage or expense caused by or contributed to because a building in respect of which a certificate is issued is unsafe or does not comply with the Building Code.

Schedules

13. The Schedules attached to this By-law form part of this By-law.

Severability

14. If any provision of this By-law is found invalid, that provision is severable.

SCHEDULE “A”

SQUAMISH NATION CERTIFIED PROFESSIONAL PROGRAM MANUAL

[See Manual attached next page]



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Kitsilano Indian Reserve #6 - Señákw SUPPLEMENT TO THE PROVINCIAL CERTIFIED PROFESSIONAL MANUAL March 2022

- 1. Introduction:**
 - 1.1. General
 - 1.2. Kitsilano Indian Reserve #6 Building Bylaw
 - 1.3. Certified Professional Program

- 2. Kitsilano Indian Reserve #6 Certified Professional Program Requirements**
 - 2.1. General
 - 2.2. Application of the Certified Professional Program
 - 2.3. Building Permit Application
 - 2.4. Civic Address
 - 2.5. Construction Value
 - 2.6. Building Permit Fees
 - 2.7. Staged Building Permits
 - 2.8. Tenant and Landlord Improvements
 - 2.9. Departmental Reviews
 - 2.10. Energy Step Code Requirements
 - 2.11. Special Mechanical Systems
 - 2.12. Alternative Solutions
 - 2.13. Revision Permits
 - 2.14. Trade Permits
 - 2.15. Liability Insurance
 - 2.16. Building Inspections and Occupancy
 - 2.17. Final Design Drawings

- 3. Appendix**

Certified Professional Program Forms



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

1. Introduction

1.1 General

The Certified Professional (CP) Program is recognized as an optional and voluntary program for the building permit process in the Kitsilano Indian Reserve #6. To become a Certified Professional (CP), Registered Professionals must successfully complete the Certified Professional Course and pass its examinations as administered by Engineers and Geoscientists British Columbia and the Architectural Institute of British Columbia.

1.2 Kitsilano Reserve #6 Building Bylaw

In 2022, Squamish Nation Council passed a Band Council resolution to use the Certified Professional Program for Kitsilano Indian Reserve #6 to facilitate the development of the Señákw project on the Reserve.

CPs have an obligation to the Squamish Nation to monitor and ascertain that projects are designed and built in accordance with the BC Building Code 2018. **CP may be disqualified from practicing on Kitsilano Indian Reserve #6 for not meeting requirements.**

1.3 Certified Professional Program

The Certified Professional Program for Kitsilano Indian Reserve #6 will follow the requirements outlined in the British Columbia *Certified Professional Program, Practice and Procedure Manual*. Refer to the resources in the link below:

<https://www.egbc.ca/Practice-Resources/Programs-Resources/Certified-Professional-Program>



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

2. Kitsilano Indian Reserve #6 Certified Professional Program Requirements

2.1 General

In general, the Certified Professional Program for Kitsilano Indian Reserve #6 follows the procedures outlined in the British Columbia *Certified Professional Program, Practice and Procedure Manual*. This section outlines specific requirements and provides necessary information for CPs to practice on Kitsilano Indian Reserve #6.

2.2 Application of the CP Program

The CP Program may be applied to the design and construction of any new Part 3 building that is proposed to be constructed as part of the Señákw project on Kitsilano Indian Reserve #6.

2.3 Building Permit Application

The CP must submit the building permit application and all supporting documents. The submission requirements are as outlined in the Certified Professional Program Building Permit Application Checklist in the Appendix.

Once the permit package is complete and ready for submission, the CP can schedule a meeting with the Squamish Nation Planning and Capital Projects Department (SNPCP) to go over the particulars of the project and the submission.

2.4 Civic Address

Prior to making a building permit application, the CP should confirm with the SNPCP Department that the correct civic address of the project is used. All Letters of Assurance and drawings are to be complete with the correct civic address noted thereon.

2.5 Construction Value

The CP must obtain a construction value from the owner to be declared at the time of building permit application. The SNPCP Department may verify the declared construction value with a third-party valuation source prior to building permit issuance. The higher of the values will be used to determine the building permit fees (see also Section 2.7).

Construction Value means the greater of declared value of the work provided by the applicant or the value of the work calculated by SNPCP staff using accepted current costing guides such as the Altus Helyar Construction Cost Guide. In the event the applicant does not agree with the value determined by the SNPCP

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Certified Professional Program

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Department, the applicant may, prior to payment of the fees and issuance of the Permit, retain a professional Quantity Surveyor to provide a written estimate of the value of the work, in which event “Construction Value” will mean the value of the work as estimated by the Quantity Surveyor.

2.6 Building Permit Fees

The building permit application fees are required to be paid at the time of application. The balance of the permit fees will be calculated and forwarded after the final review has been completed.

2.7 Staged Building Permits

A permit may be issued for a portion of a building, such as excavation and foundation to grade, before the documentation for the entire building has been accepted, provided sufficient information has been submitted by the CP to demonstrate to the Squamish Nation Planning and Capital Projects Department that the portion of the building accepted for construction substantially complies with the Building Code 2018, City of Vancouver Sewer and Water Utilities Bylaws and certain elements of the Vancouver Fire and Rescue Services standards relating to fire and life safety, approved project implementation plans, and other applicable standards that may be adopted from time to time.

2.8 Tenant or Landlord Improvements

If a building has not yet been granted final occupancy, any tenant or landlord work and permits requires involvement of the CP. The CP must either take overall responsibility (CP-1) or review the improvement for compatibility with the base building (CP-3).

Prior to base building being granted occupancy, it is a requirement that the Registered Professionals for the tenant or landlord improvement to be the same as the ones used for the base building. However, a letter will be accepted from the base building Registered Professional of Record stating that they have discussed the proposed improvements with the improvement Registered Professionals of Record and that it is acceptable for the work to be done by the improvement RPR prior to the base building receiving occupancy.

2.9 Departmental Reviews

In addition to the Building Permit review, separate reviews with other Squamish Nation departments or other agencies may occur during the building permit review process. The CP is the main point of contact with the Squamish Nation Planning and Capital Projects Department and is required to provide to the Squamish Nation departments the requested information and requirements from the various consultants.

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Kitsilano Indian Reserve #6 – Señákw

2.10 Energy Step Code Requirements

The Señákw project will be designed to meet the requirements of the 2018 BC Building Code including the BC Step Code requirements applicable at the time of building permit application.

2.11 Special Mechanical Systems

The CP is required to ascertain that mechanically related fire emergency systems (such as commercial kitchen exhaust systems, dust collectors, paint spray booths) and fire suppression system drawings have been submitted to the Squamish Nation Planning and Capital Projects department for review.

2.12 Alternative Solutions

Any Alternative Solutions to the requirements of the BC Building Code must be proposed in writing, preferably with the building permit application. The alternative solution must be reviewed and stamped by the CP and incorporated into the Building Code Report and Code Compliance Drawings, prior to submission to the Squamish Nation Planning and Capital Projects department.

2.13 Revision Permits

Revisions must be submitted to reflect changes made to the approved building permit drawings. However, we do not require a separate permit application to be made for revisions. Revisions stay with the original building permit. The CP must review all applicable revision drawings and supporting documents to ascertain that the revisions substantially comply with the Building Code 2018, City of Vancouver Sewer and Water Utilities Bylaws, City of Vancouver Fire Bylaw and elements of the VBBL pertaining to Vancouver Fire and Rescue Services provisions, approved project implementation plans, and other applicable standards. All related drawings and documents submitted are required to bear the stamp of the CP. It is the responsibility of the CP to collect the drawings and supporting documents and amalgamate them into a complete building permit revision package to be submitted to the Squamish Nation Planning and Capital Projects Department.

2.14 Trade Permits

Trade permits are required for mechanical/plumbing, and fire sprinkler works. The Squamish Nation does not issue trade permits for gas or electrical, which are reviewed by Technical Safety BC. Third party reviews and inspections will be required for mechanical, plumbing, and sprinkler systems. The CP shall confirm that these permits are in place prior to the contractor starting work and notify the building inspector if they are not.

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Kitsilano Indian Reserve #6 – Señákw

2.15 Liability Insurance

The CP must provide a copy of their certificate of liability insurance and must carry a minimum \$1,000,000 per claim.

2.16 Building Inspections and Occupancy

The CP is required to perform a minimum of monthly site reviews and submit a monthly report to the Squamish Nation Planning and Capital Projects Department.

The Squamish Nation Planning and Capital Projects department may make random site visits to review the status of the building relative to the CP's site review reports. The CP should meet with the SNPCP Department representative upon request.

Prior to final occupancy, the CP is required to submit the Final Building Inspection Document List (see Appendix) to the Squamish Nation Planning and Capital Projects Department in a binder. Once all required documents are confirmed, the CP will coordinate with the Squamish Nation Planning and Capital Projects department on a final walkthrough.

The Certified Professional can *recommend* Final Occupancy and/or issuance of Occupancy Permit but cannot *authorize* occupancy of a building.

2.17 Final Design Drawings (Record Drawings)

Final design drawings are not required to be submitted to the Squamish Nation Planning and Capital Projects Department if the CP verifies that the accepted building permit drawings were complete, and the final design substantially complies with the accepted building permit drawings.

If the final design does not substantially comply with the accepted building permit drawings, the CP shall not request a final inspection until revised drawings and a list of changes are submitted and accepted by the Squamish Nation Planning and Capital Projects department. Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved Implementation Plan for the project.



Certified Professional Program

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3. Appendix

Certified Professional Program Forms:

- ❖ Confirmation of Commitment by Owner and Certified Professional (Schedule CP-1)
- ❖ Confirmation of Completion of Code Coordination (Schedule CP-2)
- ❖ Confirmation of Tenant Improvement Compatibility (Schedule CP-3)
- ❖ Building Permit Application Checklist
- ❖ Building Permit Application Form
- ❖ Building Permit Inspection Checklist
- ❖ Implementation Plan Compliance Letter
- ❖ Project Directory



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Confirmation of Commitment by “Owner” and “Certified Professional” Schedule CP-1

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
 2. The phrase “Building Code” where used in this letter means the 2018 edition of the British Columbia Building Code
 2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
 3. Words in “quotations” are defined herein.

Authority having jurisdiction

To: Skw̓xwú7mesh Úxwumixw (Squamish Nation)
320 Seymour Blvd, North Vancouver, BC V7L

Date : _____

Project Address
or Legal
Description:

Building
Permit No. _____

In signing and submitting this document to the authority having jurisdiction the “owner” confirms that the owner has authorized the “Certified Professional (CP)”, to undertake “code coordination” and the undersigned “CP” confirms that the “CP” will undertake “code coordination” with respect to the above noted project for which a building permit is sought.

“Code coordination” includes the following tasks:

1. act on behalf of the owner as the owner’s representative in matters involving the authority having jurisdiction in relation to the building permit, related project construction and related occupancy;
2. ascertain that the required registered professionals of record (RPR) for the project have been retained to provide design and field review in accordance with the “Building Code”;
3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the registered professionals of record for the project and deliver the originals of same to the authority having jurisdiction when applying for the building permit for the project;
4. obtain the other necessary documents required to support the building permit application and deliver same to the authority having jurisdiction when applying for the building permit for the project;
5. apply for and obtain a building permit for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law;
6. provide “design review” of the plans and supporting documents prepared by each of the registered professionals of record for the project;

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Certified Professional Program

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“Code coordination” (cont’d):

7. ascertain that the registered professionals of record have incorporated in their plans and supporting documents, the requirements of the “Building Code” Division A; Division B Parts 1 and 3; and Division C;
8. ascertain that the Division A; Division B, Parts 1 and 3; and Division C “Building Code” requirements governing the project are compatible between the plans and supporting documents prepared by each registered professional of record;
9. provide “site review” of the components of the plans and supporting documents prepared by each of the registered professionals of record for the project;
10. keep records of all “site reviews” by the “CP” and of any corrective action required and taken as a result of these “site reviews”. Discrepancies noted during “site reviews” must be tracked and the resolution of these discrepancies noted such that a list of significant known unresolved discrepancies can be provided at the request of the authority having jurisdiction;
11. “monitor field review activities” of the registered professionals of record;
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the authority having jurisdiction during construction of the project;
14. consult with the authority having jurisdiction if any unresolved variances in interpretation of the “Building Code” arise between the “CP” and the registered professionals of record;
15. consult with the authority having jurisdiction if any unresolved issues with respect to the “Building Code” arise between the “CP” and the contractor.
16. review relevant shop drawings with respect to the requirements of Division A, Division B, Parts 1 and 3 and Division C of the “Building Code”;
17. notify the authority having jurisdiction in a timely manner of any significant known, unresolved contraventions of the “Building Code” or building permit requirements;
18. obtain the necessary letters of Assurance of Professional Field Review and Compliance from the registered professionals of record or the project and deliver the originals of same to the authority having jurisdiction when applying for occupancy for the project;
19. obtain the other necessary documents required to support the occupancy application and deliver same to the authority having jurisdiction when applying for occupancy for the project;

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“Code coordination” (cont’d):

20. apply for the occupancy approval for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law; and
21. apply the “CP” stamp to all relevant documents that are submitted to the authority having jurisdiction. Affixing his or her “CP” stamp to a document confirms that the “CP” has provided the relevant portion of “code coordination” applicable to that document.

“Design review” means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code”.

“Monitoring field review activities” means ascertaining that the registered professionals of record are providing field reviews as required by Div C, Part 2 of the “Building Code”, and includes keeping records of the field review reports prepared by the registered professionals of record. The owner will instruct each registered professionals of record to highlight in the RPR’s field review reports any significant variation from the documents accepted in support of the building permit and any corrective action as needed. The “CP” will review the variations highlighted in the field review reports and notify the authority having jurisdiction, in a timely manner, of significant known unresolved contraventions from the documents accepted in support of the building permit.

“Owner” means any “person” that holds a registered land interest in Kitsilano Indian Reserve #6.

“Person” includes any individual, partnership, firm, company, incorporated or unincorporated association or corporation or society, co tenancy, joint venture, syndicate, fiduciary estate, trust, bank, government, governmental or quasi-governmental agency, board, commission or authority, organization or any other form of entity howsoever designated or constituted, or any group, combination, or aggregation of any of them.

“Site review” means the activities necessary in the “CP’s” professional judgment to ascertain that the construction of the project substantially complies, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code” and the requirements of the building permit and monitors for compliance with the implementation plan issued for the project.

In addition to “code coordination” the undersigned owner and “CP” also acknowledge that:

1. If the project involves future tenant improvement works, and the base building occupancy is not achieved prior to commencement of the tenant improvement works, the involvement of a “CP” may be required; and,
2. The owner and the “CP” are each required to notify the authority having jurisdiction on or before the date the “CP” ceases to be retained by the owner. It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made, and a Stop Work Order shall be posted upon the said project by the authority having jurisdiction.

Date: _____

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Project Address: _____ Building Permit No. _____

NOTE: This letter must be signed by the *owner* or the *owner's* appointed agent and by the "CP". An agent's letter of appointment must be attached. If the *owner* is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

Owner Information (please print):

Owner's Name: _____	Name of, title of, Signing Officer, or Agent (if Applicable): _____
Address: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

Owner's or Owner's appointed agent's Signature (if owner is a corporation the signature of signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)

NOTE: A "Certified Professional" means an Architect or Professional Engineer who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or Engineers and Geoscientists British Columbia.

"Certified Professional" (please print):

Name: _____	Name of Firm: _____
Address: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

(Affix "Certified Professional's" stamp here)

(Affix "Certified Professional's" professional seal here)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Confirmation of Completion of Code Coordination Schedule CP-2

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
 2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
 3. Words in quotations are defined in Schedule CP-1.

Authority having jurisdiction
 To: Skwxwú7mesh Úxwumixw (Squamish Nation)
 320 Seymour Blvd, North Vancouver, BC V7L

Date : _____

Project Address or Legal Description: _____

Building Permit No. _____

I confirm that I have fulfilled my obligations for “code coordination” as outlined in my previously submitted Schedule CP-1 entitled **Confirmation of Commitment by Owner and “Certified Professional”**.

I enclose the relevant occupancy documents as listed on the attached **Occupancy Submission Documents Checklist**.

NOTE:	A “ Certified Professional ” means an Architect or Professional Engineer who has been recognized as qualified as a “ Certified Professional ” by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
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“Certified Professional”:

Name: _____ Name of Firm: _____

Address: _____ Tel: _____

City: _____ Email: _____

Postal Code: _____ Signature: _____

(Affix “Certified Professional’s” stamp here)

(Affix “Certified Professional’s” professional seal here)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Confirmation of Tenant Improvement Compatibility Schedule CP-3

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
 2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
 3. Words in quotations are defined in Schedule CP-1.

To: **Authority having jurisdiction**
 Skwxwú7mesh Úxwumixw (Squamish Nation)
 320 Seymour Blvd, North Vancouver, BC V7L

Date : _____

Project Address
 or Legal Description: _____

Building Permit No. _____

I confirm that I have reviewed the drawings on the attached list to ascertain that the tenant improvement design is substantially compatible with the original building code concepts for the base *building*.

I confirm that the construction of the base *building* shell space for this tenant improvement is essentially complete with the exception of the items indicated on the attached list.

NOTE:	A “ Certified Professional ” means an Architect or Professional Engineer who has been recognized as qualified as a “Certified Professional” by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
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“Certified Professional”:

Name: _____ Name of Firm: _____

Address: _____ Tel: _____

City: _____ Email: _____

Postal Code: _____ Signature: _____

(Affix “Certified Professional’s” stamp here)

(Affix “Certified Professional’s” professional seal here)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

BUILDING PERMIT APPLICATION CHECKLIST

A	BUILDING DEPARTMENT The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A. Submit documents electronically with one hard copy set.	CP	SNPCP
1	CP Program Building Permit Application Form		
2	Registered Owner's Authorization Letter		
3	Building Permit Application Fee		
4	B.C. Building Code Checklist (EGBC/AIBC)		
5	Building Code Report and Code Compliance drawings		
6	Confirmation of Commitment by <i>Owner</i> and "Certified Professional" Schedule CP-1		
7	Confirmation of Tenant Improvement Compatibility Schedule CP-3		
8	CP and Registered Professionals of Record Certificates of Insurance		
9	Owner's Acknowledgement for Part 3 Buildings		
10	CP Program Project Directory		
11	CP Program Implementation Plan Compliance Letter		
12	Alternative Solution Report(s)		
13	Geotechnical Report		
14	BC Energy Step Code <input type="checkbox"/> Design Intent Letter <input type="checkbox"/> Verification Report <input type="checkbox"/> BC Energy Design Report <input type="checkbox"/> Low carbon energy system (LCES) option,		
15	Architect to provide 11" x 17" floor plans of each level with the type of development, sq. m. of floor area for each use, and unit number for each unit, apartment or townhouse		
16	Construction Fire Safety Plan		
17	Metro Vancouver grease interceptor compliance letter, if applicable. Projects installing and connecting fixtures to a grease interceptor		
18	Letter of Assurance Schedule A		
19	Letters of Assurance Schedule B		
20			
21	Topographical Site Survey sealed or stamped by BCLS within 6 months of application date		
22	Site Plan minimum scale: 1:100 or 1/8" = 1'-0" <ul style="list-style-type: none"> ▪ All dimensions ▪ Setbacks must be shown perpendicular to property lines, and must be in meters ▪ Finished and natural grade elevations at all building corners ▪ Elevations of intermediate points wherever the grade slope changes ▪ Driveway location, including slope, and area ▪ All cantilevers and overhangs, including roof overhangs, to be clearly shown and dimensioned 		

PLANNING AND CAPITAL PROJECTS



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A BUILDING DEPARTMENT					CP	SNPCP	
The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A.							
23	Complete sets of architectural, structural, mechanical, plumbing, fire suppression, electrical, and landscape drawings to an appropriate scale (minimum ¼" = 1'- 0" or 1:50, except site plan). Maximum page size ARCH D (24" x 36" or 610mm x 914mm). Submit documents electronically, sealed as applicable with the Notarius digital seal.						
B Document Submission Certified Professional to check <input checked="" type="checkbox"/>							
	RPR	Schedule A	Schedule B	Professional Liability Insurance Certificate	RPR Drawings or Report		
	CRP	<input type="checkbox"/>		<input type="checkbox"/>			
	Architectural		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Structural		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Mechanical		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Plumbing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fire Suppression		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Electrical		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Geotechnical Temp.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Geotechnical Perm.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C LAND DEVELOPMENT							
The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A. Submit documents electronically.					CP	SNPCP	
1	Landscape and Grading Plan						
2	Stormwater Management Plan						
3	Erosion and Sediment Control						
4	Traffic Management Plan						
5	Civil Offsite Service Drawings prepared in compliance with MMC & City of Vancouver Engineering Standards						
6	Excavation, Shoring, and Piling Drawings						
7	Legal Documents to address underpinning and tower crane erection						
8	Works and Services Agreement						
9	Flood Hazard Assessment Report prepared by a Professional Engineer, if applicable						



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Building Permit Application

Civic Address:	Application Date:
Proposed Work: <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Institutional <input type="checkbox"/> Other/Mixed Use _____ <input type="checkbox"/> New Building(s) Part 3 only <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Other Are you demolishing an existing building? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you aware of any contaminated soils on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No Is your property within a Wildfire Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No BCBC Occupancy Class (check) <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3 <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3	Zoning: _____ Building Permit: _____ Received By: _____ _____
Construction Value: \$ Subject to correction after plan review	

Description of Work:		
Business Name on Premise: <small>(if applicable)</small>	Business Operation: <small>(if applicable)</small>	
Certified Professional:	Business Name:	
Address:	Postal:	
Phone:	E-mail:	
Registered Property Owner(s) Name:		
Address:	Postal:	
Phone:	Email:	
Authorized Agent for Owner: <small>(if applicable)</small>	Business Name:	
Address:	Postal:	
Phone:	Email:	
Contractor (site contact name):	Business Name:	
Address:	Postal:	
Phone:	Email:	
Applicant Acknowledgement I, the Applicant, certify that, to the best of my knowledge, the information provided in this application and supplemental documentation submitted in support of the issuance of Building Permits by the Squamish Nation is true and correct. I, the Applicant, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.		
Applicant's Name:	Business Name:	
Applicant's Signature:	Email:	Phone:

PLANNING AND CAPITAL PROJECTS

Skwxwú7mesh Úxwumixw Squamish Nation 320 Seymour Blvd, North Vancouver, BC V7L
604-904-7474 permits@senakw.ca

[Senakw CP Manual BP Application Form 03102022](#)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Final Building Inspection Document Checklist

Name of CP: _____

Date: _____

Project Address: _____

Building Permit No.: _____

NOTE: The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A (not applicable). The Certified Professional is to collect all the completed documents and put them in a binder with the section TABs noted below. The Certified Professional will then call a document meeting with the building inspector prior to the coordinated final walkthrough.

	ITEMS	CP	SNPCP
	Table of Contents		
TAB 1	CONFIRMATION OF REQUIRED DOCUMENT LIST		
TAB 2	DIRECTORY OF PRINCIPALS (include role, firm, name, telephone, email)		
	Owner		
	Certified Professional		
	Co-ordinating Registered Professional		
	Registered Professionals of Record		
	Warranty Provider (residential only)		
	General Contractor		
TAB 3	LETTERS OF ASSURANCE		
	Certified Professional Schedule CP-2		
	Coordinating Registered Professional Schedule C-A		
	Architectural Schedule C-B		
	Structural Schedule C-B		
	Mechanical Schedule C-B		
	Plumbing Schedule C-B		
	Fire Suppression Schedule C-B		
	Electrical Schedule C-B		
	Geotechnical Temporary Schedule C-B		
	Geotechnical Permanent Schedule C-B		
TAB 4	PROFESSIONAL REVIEW LETTERS AND DOCUMENTS		
	Letters of Conformance with Alternative Solutions		
	Life Safety Demonstration Protocol for final building inspection		
	Final Registered Strata Plan including Civic Address (if applicable)		
	Final Survey (Sealed and Signed by BCLS) (including siting and height of all buildings/structures and grade elevations)		
	Site Services – Civil Engineer		
	Generator Test Report/Certificate		



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Final Building Inspection Document Checklist

		CP	SNPCP
	ITEMS		
	Other		
TAB 5	FIRE ALARM		
	Fire Alarm Verification Certificate (include field work sheets)		
	Fire Protective Signaling Certificate confirming alarm monitoring and service companies		
	Other		
TAB 6	SPRINKLER SYSTEM		
	Material and Test Certificate – Aboveground Piping		
	Material and Test Certificate – Underground Piping		
	Other		
TAB 7	CITY AND PROVINCIAL APPROVALS		
	Certificate to Operate Elevating Device (one per each device)		
	Technical Safety BC - Gas Approval		
	Technical Safety BC - Electrical Approval		
	Vancouver Coastal Health Approval – Pools/Hot Tubs		
	Vancouver Coastal Health Approval – Food Services		
TAB 8	SQUAMISH NATION FINAL INSPECTIONS AND APPROVALS		
	Electrical final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Plumbing final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Drainage final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Fire Sprinklers final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Acceptance from Squamish Nation Planning and Capital Projects department to conduct Final Building Inspection (email confirmation acceptable)		
	Acceptance of Pre-Incident Plan – Fire Department (email confirmation acceptable)		
	Acceptance of Fire Safety Plan – Fire Department (email confirmation acceptable)		
	Copy of Permit - Electrical Operating Permit (for service exceeding 250Kva)		
	Other		

CP Name: _____

Company Name: _____

CP Stamp:



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw Implementation Plan Compliance Letter

Name of CP: _____

Date: _____

Project Address: _____

Building Permit No.: _____

I, _____ (CRP/Architect of Record), hereby confirm that the drawings submitted and/or construction completed under the above noted Building Permit substantially comply with the Implementation Plan as approved. I also confirm that I understand this project may be audited by Squamish Nation Planning and Capital Projects staff for substantial compliance with the Implementation Plan approved for the applicable project phase.

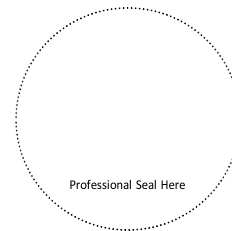
Signed by: _____

CRP/Architect of Record

Date: _____

Company Name: _____

Professional Seal:



Submitted by: _____

Certified Professional

Date: _____

Company Name: _____

CP Stamp:

PLANNING AND CAPITAL PROJECTS

Skwxwú7mesh Úxwumíxw Squamish Nation 320 Seymour Blvd, North Vancouver, BC V7L
604-904-7474 permits@senakw.ca

[Senakw Implementation Plan Compliance Letter 03102022](#)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Project Directory

Name of CP: _____

Date: _____

Project Address: _____

Building Permit No.: _____

Registered Owner:	Business Name:
Address:	Postal:
Phone:	E-mail:

Certified Professional:	Business Name:
Address:	Postal:
Phone:	E-mail:

Architect:	Business Name:
Address:	Postal:
Phone:	E-mail:

Structural Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

Mechanical Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

Plumbing Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

PLANNING AND CAPITAL PROJECTS

Skwxwú7mesh Úxwumixw Squamish Nation 320 Seymour Blvd, North Vancouver, BC V7L
604-904-7474 permits@senakw.ca



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Project Directory

Fire Suppression Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

Electrical Engineer:	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Geotechnical Engineer (permanent):	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Geotechnical Engineer (temporary):	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Co-ordinating Registered Professional	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Other: (specify engineer's role)	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

CP Signature _____ Business Name: _____

PLANNING AND CAPITAL PROJECTS

Skwxwú7mesh Úxwumixw Squamish Nation 320 Seymour Blvd, North Vancouver, BC V7L
604-904-7474 permits@senakw.ca



Certified Professional Program

Kitsilano Indian Reserve #6 – Senákw

Project Directory

Name of CP: _____

Date: _____

Project Address: _____

Building Permit No.: _____

Registered Owner:	Business Name:
Address:	Postal:
Phone:	E-mail:

Certified Professional:	Business Name:
Address:	Postal:
Phone:	E-mail:

Architect:	Business Name:
Address:	Postal:
Phone:	E-mail:

Structural Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

Mechanical Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

Plumbing Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

PLANNING AND CAPITAL PROJECTS

Skwxwú7mesh Úxwumixw Squamish Nation 320 Seymour Blvd, North Vancouver, BC V7L
604-904-7474 permits@senakw.ca



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Project Directory

Fire Suppression Engineer:	Business Name:
Address:	Postal:
Phone:	E-mail:

Electrical Engineer:	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Geotechnical Engineer (permanent):	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Geotechnical Engineer (temporary):	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Co-ordinating Registered Professional	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

Other: (specify engineer's role)	Business Name:
Mailing Address:	Postal:
Phone:	E-mail:

CP Signature _____ Business Name: _____

SCHEDULE "B"

SCHEDULE OF FEES

[See Schedule of Fees attached next page]



2022 Building Fee Schedule for Senakw

	Squamish Nation BP Fee	Squamish Nation CP BP Fee
1 The fees hereinafter specified shall be paid to the Nation with respect to and upon the application for the issue of a PERMIT as follows:		
(a) Except as provided for in Clause (b) for the CONSTRUCTION of any BUILDING, or part thereof (<i>fee based on a 35% reduction of the COV Fee and a further 25% reduction</i>):		
When the estimated cost of the work, being the valuation referred to in <i>Note 1</i> does not exceed \$5,000 or for the first \$5,000 of the estimated cost of the work	\$132.00	\$85.80
For each \$1,000, or part thereof, by which the estimated cost of the work exceeds \$5,000 but does not exceed \$50,000	\$8.40	\$5.46
For each \$1,000, or part thereof, by which the estimated cost of the work exceeds \$50,000	\$4.28	\$2.78
(b) For the installation, CONSTRUCTION, re-construction, ALTERATION or repair of, or ADDITION to:		
(c) For an OCCUPANCY PERMIT not required by the applicable code but requested	\$190.50	\$123.83
2 The fees hereinafter specified shall be paid to the Nation as follows:		
(a) For each special inspection of a BUILDING or structure to determine compliance with the applicable code, and in respect of which no specific fee is otherwise prescribed, the fee to be based on the time spent in making the inspection:		
For each hour or part thereof		\$171.75
(b) For each REINSPECTION made necessary due to faulty work or materials or incomplete work requested to be inspected		\$171.75
(c) For the extension of a BUILDING PERMIT where requested in writing by an applicant pursuant to <i>Note 2</i>		50 % of the BUILDING PERMIT fee to a maximum of \$317.25
(d) For the extension of a building permit by Council where requested in writing by an applicant pursuant to <i>Note 3</i>		\$2,077.50
(e) For evaluation of plans, specifications, building materials, procedures or design methods for the purpose of revisions to an application or a permit in accordance with <i>Note 4</i>		
where the PERMIT relates to any other BUILDING		\$520.50
plus for each hour, or part thereof, exceeding one hour		\$260.25
(f) For each RE-OCCUPANCY PERMIT after rectification of an UNSAFE CONDITION and related violations		\$316.50
(g) For review of plans, specifications, building materials, procedures or design methods for the purpose of acceptance of an alternative solution for new construction per <i>Note 5</i>		
for each application		\$727.50
(h) For the evaluation of a resubmission or revised submission made under		



Skwxwú7mesh Úxwúmixw

Clause
(g) of Section 2

\$260.25

- 3 The aforementioned fees do not include the fees relative to third-party (trade) permits including, but not limited to electrical, plumbing, gas, elevator, fire and sprinkler



Note 1 *Valuation For Permit*

- 1) The value of the proposed work stated on the application for the permit shall reflect the total current monetary worth of all proposed materials, construction and work related to the building.
- 2) In addition to Sentence (1), the value of the proposed work shall include the total current monetary worth of all labour and all fees and costs incurred for design, investigative testing, consulting services, construction, construction management, contractor's profit and overhead, sales taxes, and construction insurance related to the building.
- 3) The total current monetary worth referred to in Sentences (1) and (2) shall include the market value of all labour, including unpaid labour provided by an owner or volunteer, and the market value of all materials, including donated, recycled or used materials.
- 4) The total current monetary worth referred to in Sentences (1) and (2) shall include all components of the building, notwithstanding the fact that some components of the building may be subject to other permits and fees.

Note 2 *Application to Building Official for Extension*

- 1) An owner who wishes to seek an extension of a permit shall make application to the Building Official prior to the expiry of the permit.
- 2) An owner who wishes to seek an extension of a permit shall submit the application in writing accompanied by the requisite extension fee.

Note 3 *Application to Council for Extension*

- 1) An owner who has been granted an extension of a permit by the Building Official may make application to Council for a further extension prior to the expiry of the permit.
- 2) An owner who wishes to seek an extension of a permit from Council shall submit an application in writing to the Building Official accompanied by the requisite extension fee.
- 3) The Building Official shall forward to Council any application submitted in accordance with this section, together with information and advice to assist Council in considering the application.

Note 4 *Minor Revisions to Permit*

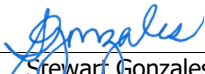



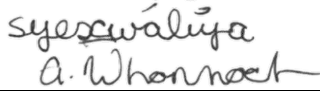
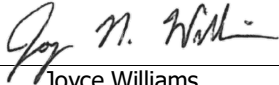

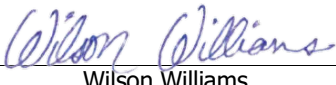
- 1) The Building Official may accept an application for minor revisions to an existing permit if the proposed revisions do not add or delete additional storeys or major occupancy classifications to or from the project.

Note 5 *Design Criteria*

- 1) Alternative solutions shall be based upon an acceptable report sealed by an acceptable registered professional and provided to the Building Official, which shall include
 - a) a thorough description of the building,
 - b) an analysis of the building that identifies all deviations from the requirements of the applicable code,
 - c) the life safety principles considered in developing the proposed alternative solutions and their rationale, based upon NRC fire research reports and other approved agencies where applicable,
 - d) a proposal for alternative solutions,
 - e) an evaluation of the proposed alternative solutions based upon generally recognized studies,
 - f) evidence of reliable performance of the proposed alternative solutions,
 - g) a method of monitoring the design of the proposed alternative solutions, and
 - h) a commitment to perform field review of the proposed alternative solutions.
- 2) The report described in Sentence (1) shall be sufficiently detailed to permit evaluation of the proposed alternative solutions.
- 3) Upon acceptance of a proposed alternative solution by the Building Official, the registered professional who has placed their seal on the report shall
 - a) submit a letter to the Building Official, assuring that the alternative solution, as installed, will perform as represented in the report, and
 - b) at the request of the Building Official, submit an acceptable field commissioning and testing report.

AV/ 19-139a 2022-03-09 fee schedule - copy

APPROVED AND PASSED at a duly convened meeting of the Band Council of the Squamish Band of Indians this 30th day of June, 2022

A QUORUM OF SQUAMISH NATION COUNCIL CONSISTS OF 4 COUNCILLORS	<u>SQUAMISH NATION COUNCIL</u>		320 SEYMOUR BLVD	
	<u>MEETING HELD AT:</u>		NORTH VANCOUVER, B. C.	
	DATED:		June 30, 2022	
MOVED BY:	Ann Whonnock	SECONDED BY	Stewart Gonzales	
 Stewart Gonzales Sempúlyan				
 Shayla Jacobs Sumkwaht				
 Dustin Rivers Sxwchálten iy Xelsílem		 Kristen Rivers Tiyáltelut		 Ann Whonnock Syexwáliya
 Joyce Williams		 Chief Richard Williams Xwélxwelacha Siyam		 Wilson Williams Sxwíxwtn