



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 3800-01-2501

From: Director of Development Services

Date: September 17, 2025

Subject: Building Amendment Bylaw No. 3193– Implementation of BC Zero Carbon Step Code

PURPOSE:

To present Council with “Building - Amendment Bylaw No. 3193, 2025 (Zero Carbon Step Code)” for consideration of 1st, 2nd, and 3rd reading.

BACKGROUND:

On 1st May 2023 the province introduced the Zero Carbon Step Code (ZCSC) into the BC Building Code to regulate greenhouse gas (GHG) emissions in new construction. It provides several options to reduce the amount of operational carbon emissions from a building and permits local governments to establish a timeline for GHG reductions for their community.

At the regular meeting of Council on the 30th July 2025, information was presented to Council on ZCSC from the engagement process with the development community and Council adopted the following resolution:

THAT Council adopt the Provincial Zero Carbon Step Code; and

THAT Council direct staff to amend “Building Bylaw No.3114 “ to

- a) require all applicable Part 3 and Part 9 buildings meet the Zero Carbon Performance Level (EL-3) of the Zero Carbon Step Code from January 1, 2026; and*
- b) require all applicable Part 3 and Part 9 buildings meet the Zero Carbon Performance Level (EL-4) of the Zero Carbon Step Code on January 1, 2028.*

DISCUSSION:

The proposed building amendment bylaw No. 3193 (Attachment 1) for Council’s consideration includes the adoption of the Zero Carbon Step Code and a timeline starting with EL-3 on 1st January 2026 followed by EL-4 on 1st January 2028 for all applicable Part 3 and Part 9 buildings.

In addition to updating the building bylaw to include the Zero Carbon Step Code and timelines in Part 13 Energy Conservation and GHG Emission Reduction, a review of the bylaw was completed to reflect updated City bylaws and minor text amendments for better clarification and delivery of the permitting approval process. The following changes have been included for Council’s consideration and have been reviewed by Legal Counsel:

- Part 15 Offences. This has been deleted and replaced to reflect the adoption of the Municipal Enforcement Bylaw No.3185 on 7th May, 2025.
- The restrictions on wood stove installations has been included with Part 13 Energy Conservation and GHG Emission Reduction
- Section 7.1 Permit Requirements has been amended clarifying each building and structure require separate permits.
- Section 10.2 General Application Requirements and 10.9 Application Fees clearly indicate that application fees are non-refundable.
- Appendix A Fees and Charges. To address properties that have large frontages that would be required to provide excessively high security deposits a \$15,000 maximum security deposit for Multi-residential/ commercial/industrial/institutional has been added.

POLICY ANALYSIS:

The Community Charter provides municipalities the authority to regulate, prohibit and impose requirements by bylaw in respect to buildings and structures (Part 2: Division 1 Section 8).

The City of Courtenay Official Community Plan outlines objectives and policies (BL6 and BL7) to accelerate energy efficiency and to regulate carbon pollution for new buildings.

FINANCIAL IMPLICATIONS:

Staff time for policy development and legal review was included in the 2025 budget.

OPTIONS: 1 Recommended

1. THAT Council give first, second and third reading to the “Building - Amendment Bylaw No. 3193, 2025 (Zero Carbon Step Code)”.
2. That Council provide alternative direction to staff.

ATTACHMENTS:

1. Building Amendment Bylaw No. 3193

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Concurrence: Geoff Garbutt, M.PI, MCIP, RPP, City Manager (CAO)