

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 15, 2021

RE: Q1 Activity Report – Development Services
For Information Only

Overview:

The Development Services Report comprises the functional areas of Planning, Building Inspection, Bylaw Enforcement, Heritage, Development Engineering and Economic Development.

PLANNING:

Q1 Activities

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Ongoing background work
- Regional Housing Needs Assessment Report:
 - Draft of Report Completed, scheduled for consideration at April 1, 2021, Board meeting.

Electoral Area Planning:

- A summary of Applications and Referrals processed in Q1 is presented at Attachment No. 2.
- The following reports were prepared for consideration by the Board (including in Committee):
 - Subdivision Servicing Bylaw Amendments (various housekeeping);
 - Metal Storage Container (Zoning Regulations & Siting Permits);
 - Advisory Planning Commissions (APCs) and Public Representations;
 - Solar Energy Devices (Zoning Regulations); and
 - Environmentally Sensitive Development Permit Area Amendments.
- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Adoption of Phase 3 of Residential Zone Update (CD Zone);
 - Background work on Phase 4 of Residential Zone Update (RS & SH Zone Review); and
 - OK Falls Town Centre Implementation –Consultation on Phase 3 (C4 Zone Review).
- Electoral Area “A” OCP Bylaw Review:
 - Presentation to P&D Committee on Land Use Bylaw Transition Summary (i.e. significant policy changes and impacts on current subdivisions);
 - Consideration of 1st & 2nd reading of OCP Bylaw No. 2905.

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- Electoral Area “G” OCP Bylaw Project:
 - Background research;
 - Initial meeting of Citizen’s Committee; and
 - Initiation of Community Survey.
 - Wildfire Hazard DP Area Project (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - Presentation of Draft Guidelines and Mapping to P&D Committee (March 18, 2021).
 - Provision of Planning Services to the Village of Keremeos:
 - New OCP & Zoning Bylaws adopted on February 16, 2021.
 - Provision of Planning Services to the Town of Princeton.

Planned Activities for Q2 (2021):

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Continue RGS review and analysis phase with RGS Technical Advisory Committee; and
 - 2nd project presentation to Planning & Development Committee.

Electoral Area Planning:

- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Initiate Phase 4 of the Residential Zone Review (RS & SH Zones); and
 - Complete Phase 3 of the OK Falls Town Centre Implementation (C4 Zone Review);
 - Bring forward Draft Zoning Bylaw No. 2800 to Committee for review.
- Electoral Area “A” OCP Bylaw Review:
 - Public Hearing on April 21, 2021;
 - Consideration of 3rd reading and adoption on May 6, 2021.
- Electoral Area “G” OCP Bylaw Project:
 - Second Citizen’s Committee Meeting on April 19, 2021; and
 - Completion of Community Survey on April 30, 2021.
- Electoral Area “E” OCP Bylaw Review:
 - Initiate background research (i.e. community profile and infrastructure study).
- Review of ESDP Area Designation (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - Electronic Public Information Meeting (PIM) – meeting date to be determined;
 - Consideration of 1st reading or proposed amendments.
- Solar Energy Devices (Electoral Area “D”, “E”, “F” & “I”)
 - Schedule Public Hearing for May 6, 2021;

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- Consideration of 3rd reading on May 6, 2021.
 - Continue working on implementation of new software application (BasicGov).
 - Provision of Planning Services to the Village of Keremeos:
 - Provision of Planning Services to the Town of Princeton on an “as needed” basis.

BUILDING INSPECTION:

Q1, 2021 Activities

- 143 Permits have been issued to March 31, 2021 compared to 111 for the same date in 2020 (see Attachment No. 2 for the summary of issued Building Permits).
- The number of applications received in 2021 has risen substantially over 2020. To date 176 applications for building permits have been submitted compared to 91 in the same time period in 2020.
- New Building Official (Plan Reviewer) commenced employment on February 2, 2021
- Average timeline from application date to permit issuance has been reduced to approximately 24 days.
- Provision of inspection services to the Village of Keremeos continues. Mutual aid agreement with Town of Princeton for building inspection backfill.
- Continuing with development of BasicGov software. Go live date Q3-Q4.
- Fee increases became effective April 1, 2021
- Step Code presentation – filing of notification to begin consultation

Planned Activities for Q2

- Continued work for implementation of BasicGov software for Building inspection modules.
- Building Bylaw amendments – various housekeeping amendments plus revisions required for implementation of new BasicGov software
- Drafting of various procedures and policies
- Commenced a project to review and process all expired building permit and enforcement files. Goal will be to have several enforcement files brought to the Board each meeting.
- Coordinating with Senior Energy Specialist to provide consultation to the public and contractors for Step Code prior to proposed implementation

BYLAW ENFORCEMENT:

Q1 Activities

- Ongoing processing of complaints – 17 new complaints received and 27 enforcement files closed (see Attachment No. 4 for Summary of Bylaw Enforcement Complaints) (128 remain active)
- Adoption of Amendments to Dog Control Bylaw – lifetime dog tags (annual license fees still required).

Planned Activities for Q2

- Continued progress on development of BasicGov software.
- Initiation of consolidation of Noise bylaws.
- Preparation of bylaw for consolidation of Noise Control Bylaws
- Amendments to Bylaw Notice Enforcement Bylaw for various offences related to Dog Control and Noise Control Bylaws
- Parking lot: Bylaw Enforcement Education Workshop.

DEVELOPMENT ENGINEERING:

Q1 Activities

- Subdivision and Development Services Bylaw Update (Electoral Areas “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H” & “I”):
 - Continuing review of draft bylaw and schedules.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
 - Review of draft report and provision of additional feedback to consultant team.
- Ongoing Works and Services consultations for Subdivisions.
- Provision of Development Engineering Services to the Village of Keremeos.

Planned Activities for Q2

- Subdivision and Development Services Bylaw Update (Electoral Areas “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H” & “I”):
 - Continuing review of draft bylaw and schedules.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
 - Finalise draft report and present to Planning and Development Committee; and
 - Initiate consultation.
- Provision of Development Engineering Services to the Village of Keremeos.
- Provision of Development Engineering Services to the Town of Princeton “as needed”.

ECONOMIC DEVELOPMENT (ELECTORAL AREA “D”):

- Okanagan Falls Visitor Centre confirmed as a Destination BC Visitor Service Network member. Carries a \$10k grant annually to deliver services.
- Still waiting to hear on approvals for Canada Student Work Grant. OFCA applied for two to work in the Visitor Centre.
- ETSI-BC Rural Advisory Grant – collaborated with Oliver and Osoyoos to request a full time regional rural advisor. ETSI-BC just announced that all 30 positions have been assigned.

Locations to be announced shortly. Thompson Okanagan Region will receive 16 advisors. Oliver/Osoyoos/OkFalls received notice of conditional approval but not to be announced at this time. This grant pays for a full time one year position up to \$75,000. South Okanagan Chamber of Commerce will oversee this grant approval. OKFalls will receive equitable advisory time.

- Still Standing CBC Television Show just notified Okanagan Falls Ec Dev office that Okanagan Falls has been short listed and they wish to arrange a visit to our community to do more research with our community. If they get what they are looking for, Okanagan Falls will be showcased in their 2021 Season 7. This is huge and so will the coverage be huge. I am the lead on coordinating the info and contacts.
- Fortis BC has given approval for installation of new banners for our main street area. OFCA has sold 14 or the 17 banners. 3 more to be confirmed.
- Okanagan Falls Relocation & Visitor Guide nearly final draft. This project may possibly be 100% cost recovery due to arranging for half page ad opportunity with local businesses.
- Visit South Okanagan alliance in full swing now. Great graphics, visuals, promotions, contests, etc. all showcasing our region. Latest media coverage generated an audience reach of 305,000. New promotions being launched in April, June, and July this year which will create exceptional media coverage and audience reach. These promotional activities are all covered within each communities annual membership. For Area D - \$2500.00/yr.
- Little Falls Foods will be opening in mid May, 2021. It is located in the old post office just off Main. Concept is online ordering and delivery but can also shop in person if desired.
- Referred three business interests to Avery Group for light industrial site opportunities
- Continuing further discussion with Interior Savings Credit Union regarding potential use of their building for a local Arts & Culture Community site. ISCU are very supportive of this initiative and want to find ways to make it work for the community. It will involve seeking a grant opportunity up to \$200k.
- A solution to keeping Okanagan Falls only daycare/ECE Mini School open is ongoing. Working with their board.
- Okanagan Falls Summer Market is requiring our assistance to support the opening of the market this year. COVID 19 may prevent this. Finding a volunteer coordinator for the market is their primary focus at this time.

Respectfully Submitted



C. Garrish, Planning Manager



L. Miller, Building & Enforcement Services Manager

Attachments: No. 1 – Development Applications by Electoral Area & Year to Date (2021)

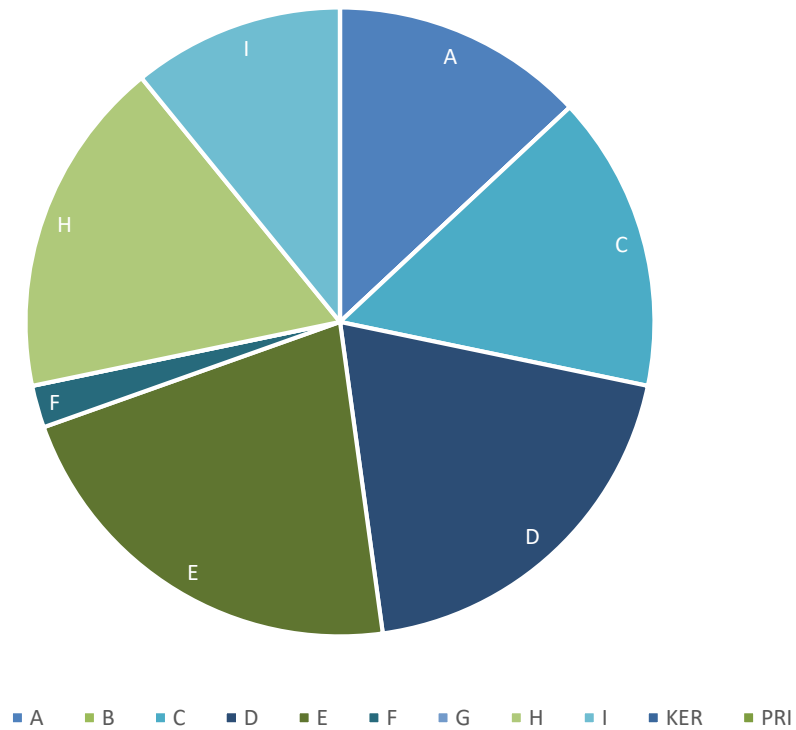
No. 2 – Summary of Application Activities

No. 3 – Summary of Building Permits (1st Quarter)

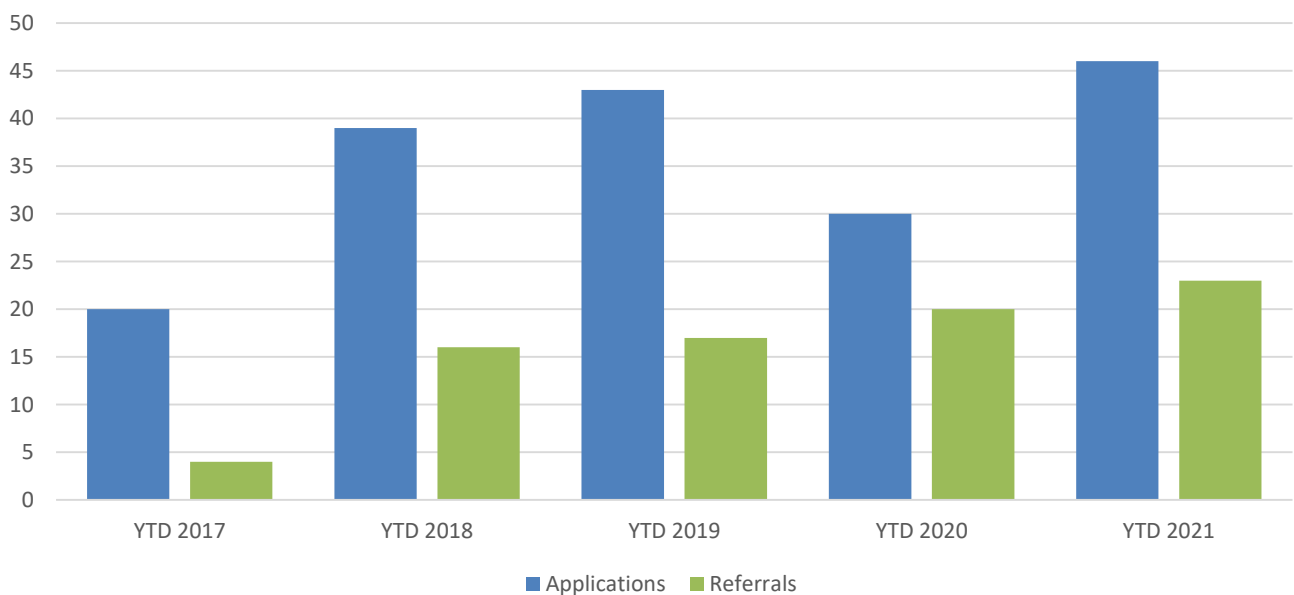
No. 4 – Summary of Bylaw Enforcement Complaints (1st Quarter)

Attachment No. 1 - Development Applications by Electoral Area & Year to Date (2021)

Development Applications - Electoral Areas/Member municipalities



2021 Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Application Activities

Board Reports – Q1 Land Use Applications

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
Board Reports – Land Use Applications											
Land Use Bylaw Amendments (OCP and/or Zoning)	1			1		1					3
Development Variance Permits	2		1	4	4			4	2		17
Temporary Use Permits			3	2	1				1		7
Agricultural Land Commission Referrals	1		2				1	1	2		7
Liquor and Cannabis Regulation Branch Referrals		1		1	1						3
Floodplain Exemptions											
Yearly Total (2021)	4	1	6	8	6	1	1	5	5		37

Public Consultation – Q1 Land Use Applications / Projects

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
Public Consultation Forum											
Advisory Planning Commission (APC) Meetings / Info Mailouts	3		3	1		2		1	3		13
Public Information Meeting	3		3	2		1				1	10
Public Hearing				3		1		2	1	1	8
Yearly Total (2021)	6		6	6		4		3	4	2	31

Delegated Development Permits & MoTI Referrals Processed

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Environmentally Sensitive Development Permits										
Development, Land Alteration & Subdivision	3		1	1	4				3	12
Yearly Total (2021)	3		1	1	4				3	12
Watercourse Development Permits										
Development, Land Alteration & Subdivision					1			2		3
Yearly Total (2021)					1			2		3
MoTI Subdivisions Referrals										
Fee Simple, Strata, Road Closure, etc.					3		1	4	2	10
Yearly Total (2021)					3		1	4	2	10

Attachment No. 3 – Summary of Building Permits Issued, 1st Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2021**

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2021	2020
RENEWAL/DEFICIENCY			1					1	6	7
S.F.D.		1	1	1		2	1	6	19	16
MOBILE/MANU HOMES		1	2					3	11	4
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI FAMILY								0	0	3
DEMOLITION / MOVE	2	4	1	1				8	16	0
ACCESSORY USES	1	3	2	4	2	1	2	15	39	28
ADDITIONS / REPAIRS / PLUMBING		3		1		2	3	9	35	29
COMMERCIAL		1	1					2	4	7
INDUSTRIAL								0	1	0
FARM BUILDINGS		2				1		3	11	13
INSTITUTIONAL								0	1	4
SOLID FUEL APPLIANCE								0	0	0
MONTHLY TOTAL	3	15	8	7	2	6	6	47	143	111
YEAR TO DATE 2021	15	33	23	15	13	20	24	143		
<i>SAME MONTH 2020</i>	7	15	2	2	4	8	6	44		
<i>YEAR TO DATE 2020</i>	12	30	20	11	11	16	11	111		

DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY			\$1,000					\$1,000		\$4,000
S.F.D.		\$659,163	\$441,093	\$376,650		\$465,145	\$261,170	\$2,203,220		\$6,445,740
MOBILE/MANU HOMES		\$480,428	\$320,605					\$801,033		\$2,758,120
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI								\$0		\$0
DEMOLITION / MOVE	\$2,000	\$4,000	\$1,000	\$1,000				\$8,000		\$16,000
ACCESSORY USES	\$29,750	\$77,180	\$151,230	\$80,548	\$17,763	\$64,800	\$37,120	\$458,391		\$1,283,518
ADDITIONS / REPAIRS / PLUMBING		\$259,800		\$8,640		\$15,000	\$226,000	\$509,440		\$1,201,344
COMMERCIAL		\$168,900	\$50,000					\$218,900		\$254,687
INDUSTRIAL								\$0		\$250,000
FARM BUILDINGS		\$103,400				\$29,520		\$132,920		\$376,520
INSTITUTIONAL								\$0		\$28,875
SOLID FUEL APPLIANCE								\$0		\$0
MONTHLY TOTAL	\$31,750	\$1,752,870	\$964,928	\$466,838	\$17,763	\$574,465	\$524,290	\$4,332,904		\$12,618,804
YEAR TO DATE 2021	\$2,403,980	\$3,070,321	\$2,248,173	\$663,883	\$895,577	\$2,260,260	\$1,076,610	\$12,618,804		
<i>SAME MONTH 2020</i>	\$1,611,809	\$1,985,225	\$26,500	\$72,500	\$608,622	\$757,405	\$618,141	\$5,680,202		
<i>YEAR TO DATE 2020</i>	\$2,643,701	\$2,557,670	\$1,500,105	\$1,187,914	\$727,772	\$1,295,490	\$1,139,781	\$11,052,433		

BUILDING INSPECTION REVENUE							
MONTH	2015	2016	2017	2018	2019	2020	2021
JANUARY	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46	\$46,158.04
FEBRUARY	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98	\$43,612.27
MARCH	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58	\$45,865.08
APRIL	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02	\$41,620.45	
MAY	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81	\$52,842.35	
JUNE	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49	\$75,271.11	
JULY	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71	\$57,104.01	
AUGUST	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34	\$42,437.50	
SEPTEMBER	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49	\$77,667.72	
OCTOBER	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70	\$48,451.14	
NOVEMBER	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51	\$35,849.11	
DECEMBER	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33	\$46,501.93	
TOTAL	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$603,598.34	\$135,635.39

Attachment No. 4 – Summary of Bylaw Enforcement Complaints, 1st Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
1ST QUARTER (JAN-MAR 2021)													
COMPLAINTS RECEIVED January - March 2021													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	4	0	0	2	3	0	0	0	1	10	10	6	6
ESDP	0	0	0	0	0	0	0	0	0	0	0	0	0
WDP	0	0	0	0	0	0	0	0	0	0	0	0	0
MULTIPLE	0	0	2	0	0	0	0	0	0	2	2	2	2
UNTIDY/UNSIGHTLY	0	0	1	0	0	0	0	0	0	1	1	2	2
BUILDING BYLAW	0	0	0	0	0	0	0	0	0	0	0	4	4
ANIMAL CONTROL	1	0	0	0	1	0	0	0	1	3	3	19	19
NOISE CONTROL	0	0	0	0	0	0	0	0	0	0	0	6	6
BURNING BYLAW	0	0	0	0	0	0	0	0	1	1	1	0	0
Totals	5	0	3	2	4	0	0	0	3	17	17	39	39
COMPLAINTS RESOLVED January - March													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	0	0	3	0	0	0	0	0	1	4	4	51	51
ESDP	2	0	0	2	0	1	0	0	0	5	0	1	1
WDP	0	0	0	0	0	0	0	0	0	0	0	2	2
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0	0	0
UNTIDY/UNSIGHTLY	0	0	0	0	0	0	0	0	0	0	0	6	6
BUILDING BYLAW	2	0	2	1	0	0	0	1	1	7	0	13	13
ANIMAL CONTROL	1	1	5	1	0	0	0	0	2	10	0	19	19
NOISE CONTROL	0	0	0	0	0	0	0	0	0	0	0	6	6
BURNING BYLAW	0	0	0	0	0	0	0	0	1	1	0	0	0
Totals	5	1	10	4	0	1	0	1	5	27	4	98	98
TOTAL ACTIVE COMPLAINTS													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	8	0	14	11	11	10	1	4	12	71			
ESDP	2	0	0	2	0	1	0	0	0	5			
WDP	1	0	2	0	0	0	0	0	1	4			
MULTIPLE	0	0	5	4	1	1	1	1	0	13			
UNTIDY/UNSIGHTLY	0	3	2	1	1	1	3	2	2	15			
BUILDING BYLAW	2	0	2	1	0	0	0	1	1	7			
ANIMAL CONTROL	1	1	5	1	0	0	0	0	2	10			
NOISE CONTROL	0	0	1	1	0	0	0	0	0	2			
BURNING BYLAW	1	0	0	0	0	0	0	0	0	1			
Totals	15	4	31	21	13	13	5	8	18	128			
MILEAGE													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD		
LAND USE	158.5	0	448.5	390	148	148.5	0	0	393	1686	1685.5		
ESDP	0	0	0	0	0	0	0	0	0	0	0		
WDP	0	0	0	0	0	0	0	0	0	0	0		
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY	4	0	43.5	13	0	18	0	0	4	82.5	82.5		
ANIMAL CONTROL	252	0	769	656	640	273	355		243	3188	3188		
NOISE CONTROL	61	0	0	159	83	140	0	0	61	504	504		
BURNING BYLAW	0	0	0	25	32	55	0	0	62	174	174		
Totals	475.5	0	1261	1243	903	634.5	355	0	763	5634	5634		
YTD	475.5	0	1261	1243	903	634.5	355	0	763	5634			