

# ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** July 22, 2021

**RE:** Q2 Activity Report – Development Services  
For Information Only

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## **Overview:**

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

## **PLANNING:**

### Q2 Activities

#### Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
  - Ongoing background work
- Regional Housing Needs Assessment Report completed.

#### Electoral Area Planning:

- A summary of Applications and Referrals processed in Q2 is presented at Attachment No. 2.
  - The following reports were prepared for consideration by the Board (including in Committee):
    - Procedures for processing Agricultural Land Reserve (ALR) Exclusion Requests;
    - Processing procedure changes for Vacation Rental Temporary Use Permit Applications;
    - Subdivision Servicing Bylaw Amendments:
      - ❖ OK Falls Sewer Service Area Connections;
      - ❖ Waiver for Proof of Water on Larger Lots (20+ ha);
      - ❖ Confirmation of Onsite Septic Requirements;
      - ❖ Confirmation of Water Connection Requirements; and
      - ❖ Confirmation of Community Sewer Connections Requirements.
    - Okanagan Food Innovation and Processing Hub (District of Summerland Presentation);
    - Zoning Regulations governing Retail Sales of Cannabis (Response to Director Motion);
    - Metal Storage Container - Zoning Regulations & Siting Permits;
    - Secondary Suite & Accessory Dwelling Floor Area Review; and
    - Deadline to submit representations for TUP & DVP applications.
  - South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
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- Community Consultation on Phase 4 of Residential Zone Update (RS & SH Zone Review); and
  - OK Falls Town Centre Implementation (C4 Zone Review)
    - ❖ 1<sup>st</sup> & 2<sup>nd</sup> reading and public hearing for amendment bylaws.
  - Electoral Area “A” OCP Bylaw Review:
    - Adopted on May 6, 2021.
  - Electoral Area “G” OCP Bylaw Project:
    - Background research;
    - Citizen’s Committee meetings; and
    - Community Survey.
  - Provision of Planning Services to the Village of Keremeos.

Planned Activities for Q3 (2021):

Regional Growth Strategy:

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

Electoral Area Planning:

- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
  - Complete 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 discussion papers on Signage and Short-term use of RVs; and
  - Bring forward Draft Zoning Bylaw No. 2800 to Committee for review.
- Electoral Area “G” OCP Bylaw Project:
  - Citizen Committee Meeting (September 2021).
- Electoral Area “E” OCP Bylaw Review:
  - Initiate background research (i.e. community profile and infrastructure study).
- 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.

**NOTE:** the following activities are dependent upon department staffing levels:

- Consultation with APCs regarding proposed zoning regulations for Metal Storage Containers.
- Review of ESDP Area Designation (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
  - Electronic Public Information Meeting (PIM) – meeting date to be determined;

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- Consideration of 1<sup>st</sup> reading or proposed amendments.
  - Regional Heritage Program (identification of site brought forward from community).
  - Review of Watercourse Development Permit (WDP) Areas to respond to provincial on “Compliance and Inspection” reports.
  - Review of farm labour housing regulations in the zoning bylaws;
  - Review of zoning in Faulder (Electoral Area “F”);
  - Discussion papers on various Board Motions (e.g. bunkies, mobile tiny homes and RVs; increasing food security; ticketing DP infractions; cannabis retail; vacation rental review, etc.)

## **BUILDING INSPECTION:**

### Q2, 2021 Activities

- 332 Permits have been issued to June 30, 2021 compared to 238 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. As at the end of June, 2021 358 applications for building permits have been submitted compared to 254 in the same time period in 2020.
- Our newest Building Official (Plan Reviewer) has been integrated into the inspection regime in addition to plan reviews
- The average timeline from application date to permit issuance has increased due to the additional workload.
- Project for expired permits – numbers of expired permits has been reduced substantially
- Provision of inspection services to the Village of Keremeos continues in addition to the mutual aid agreement with the 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 consultation – community feedback pages set up on Regional Connections

### Planned Activities for Q3

- Finalization 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
- Continued coordination with Senior Energy Specialist for Step Code consultation prior to proposed implementation.

## **BYLAW ENFORCEMENT:**

### Q2 Activities

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- Ongoing processing of complaints – 9 new complaints received and 47 enforcement files closed (see Attachment No. 4 for Summary of Bylaw Enforcement Complaints)

#### Planned Activities for Q3

- Continued progress on development of BasicGov software.
- Recruit for additional staff member (COVID restart funding) to assist with backlog of complaint files
- Final preparation of bylaw for consolidation of Noise bylaws.
- Initial preparation for consolidation of Untidy and Unsightly Premises Bylaw
- Amendments to Bylaw Notice Enforcement Bylaw for various offences related to Dog Control, Noise Control Bylaws and Untidy and Unsightly Premises Bylaw
- Parking lot: Bylaw Enforcement Education Workshop (proposed for Q4 or 2022 Q1).

#### **DEVELOPMENT ENGINEERING:**

##### Q2 Activities

- Subdivision and Development Services Bylaw Update remains on-going.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
  - Finalizing draft report.
- Ongoing Works and Services consultations for Subdivisions.
- Provision of Development Engineering Services to the Village of Keremeos.

##### Planned Activities for Q3

- Continuing review of Subdivision and Development Services Bylaw.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
  - 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”):**

##### Q2 Activities

- Facilitated opening of OKFalls Visitor Info Centre to full operations (7 days/week from 9:00 am to 4:00 pm) (by assisting with recruitment of two summer students).
- Completed ‘On This Spot’ tourism phone app project, to be launched by July 9, 2021.
- Ongoing work on the development of a proposal concept for the establishment of an Okanagan Falls Community Cultural Centre

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- Assisted the South Okanagan Chamber of Commerce (SOCC) to submit a grant application to etsiBC and was successful in receiving approval for \$85,000 to support economic recovery activities.
  - Completed the Okanagan Falls Relocation & Visitor Guide.
  - Completed a grant application to etsiBC Grant (Economic Development Recovery) to develop a business case for high speed internet capacity building for the Okanagan Falls area.

#### Planned Activities for Q3

- Continue to support existing businesses and new entrepreneurial investors
- Continue to support the work of OFCA to initiate a downtown beautification and revitalization program to incorporate artist murals, wayfinding signage, refreshing properties and improving outsides of buildings, etc.
  - Will apply for grants in Q3 to fund murals and wayfinding signage
- Continue to identify and provide support and services that will enhance and grow the community of Okanagan Falls as a community of choice to live, work, and play.
  - Fire Truck Grant application to be submitted by July 30/21
  - Fibre Optics / High Speed Internet Business Case development
- Continue to meet with local community organizations, attend their regular monthly meetings, provide economic development and tourism development updates;
- Continue to work on implementation of business plan and action items.

#### **Respectfully Submitted**



C. Garrish, Planning Manager



L. Miller, Building & Enforcement Services Manager

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

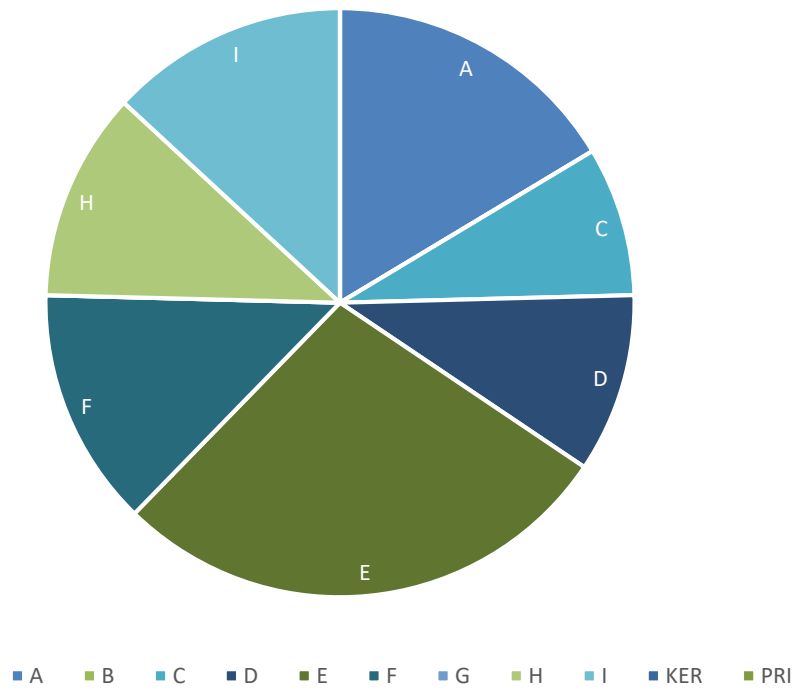
No. 2 – Summary of Application Activities

No. 3 – Summary of Building Permits (1<sup>st</sup> Quarter)

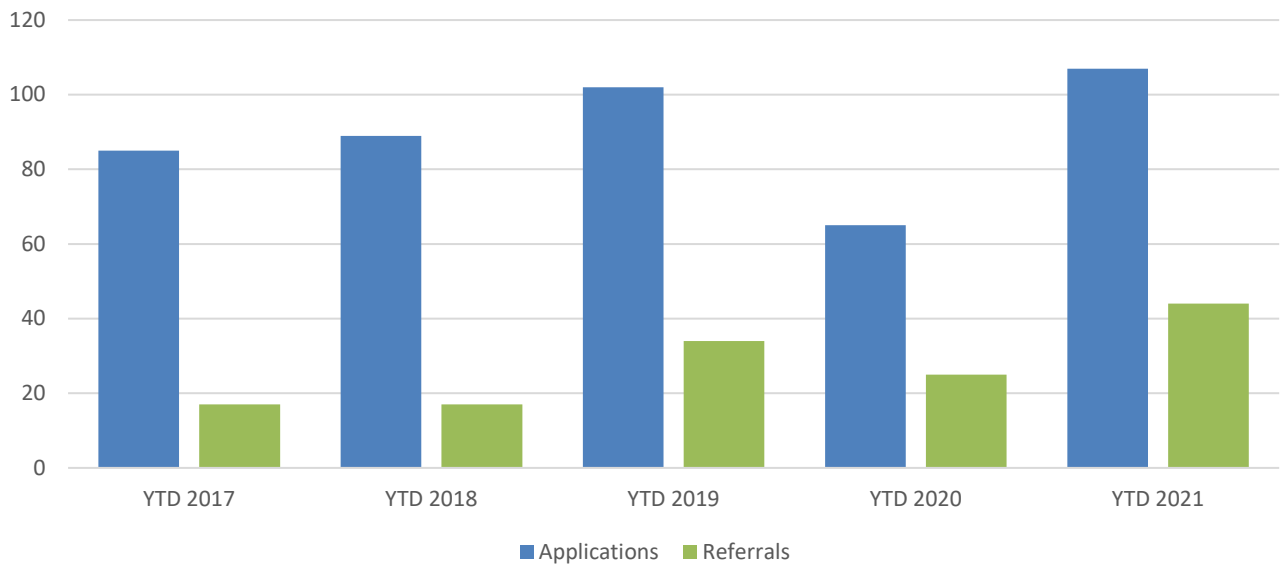
No. 4 – Summary of Bylaw Enforcement Complaints (1<sup>st</sup> Quarter)

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

Q2 Development Applications - Electoral Areas/Member municipalities



2021 Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Application Activities

**Board Reports – Q2 Land Use Applications**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
<b>Board Reports – Land Use Applications</b>											
Land Use Bylaw Amendments (OCP and/or Zoning)	3			5		2				4	14
Development Variance Permits	1		1	2	4			1	4		13
Temporary Use Permits			1	2	1				1		5
Agricultural Land Commission Referrals			1	1					1		3
Liquor and Cannabis Regulation Branch Referrals				1							1
Floodplain Exemptions											
<b>Yearly Total (2021)</b>	<b>8</b>	<b>1</b>	<b>9</b>	<b>18</b>	<b>12</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>11</b>	<b>4</b>	<b>73</b>

**Public Consultation – Q2 Land Use Applications / Projects**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
<b>Public Consultation Forum</b>											
Advisory Planning Commission (APC) Meetings / Info Mailouts	2		2	3	3	1		1	2		14
Public Information Meeting	1		2	2	2		3		2		12
Public Hearing	1			1		1				1	4
<b>Yearly Total (2021)</b>	<b>10</b>		<b>10</b>	<b>12</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>8</b>	<b>3</b>	<b>61</b>

**Delegated Development Permits & MoTI Referrals Processed**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
<b>Environmentally Sensitive Development Permits</b>										
Development, Land Alteration & Subdivision	8			2	4	1			3	18
<b>Yearly Total (2021)</b>	<b>11</b>		<b>1</b>	<b>3</b>	<b>8</b>	<b>1</b>			<b>6</b>	<b>30</b>
<b>Watercourse Development Permits</b>										
Development, Land Alteration & Subdivision				1	3	1		4	2	11
<b>Yearly Total (2021)</b>				<b>1</b>	<b>4</b>	<b>1</b>		<b>6</b>	<b>2</b>	<b>14</b>
<b>MoTI Subdivisions Referrals</b>										
Fee Simple, Strata, Road Closure, etc.	1			2			1		1	5
<b>Yearly Total (2021)</b>	<b>1</b>			<b>2</b>	<b>3</b>		<b>2</b>	<b>4</b>	<b>3</b>	<b>15</b>

Attachment No. 3 – Summary of Building Permits Issued, 2nd Quarter

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

<b>NUMBER OF PERMITS ISSUED</b>										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2021	2020
RENEWAL/DEFICIENCY	2		1				1	4	17	14
S.F.D.	3		3	3		5		14	46	42
MOBILE/MANU HOMES			2			2		4	21	10
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI FAMILY			1					1	3	0
DEMOLITION / MOVE		1		3	1		2	7	28	9
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	1	5	2	4	3	4	3	22	95	61
COMMERCIAL	1	3	2	3	2	1	3	15	89	62
INDUSTRIAL	1	1						2	11	15
FARM BUILDINGS				1		2		3	18	17
INSTITUTIONAL			1			1		2	3	5
SOLID FUEL APPLIANCE								0	0	0
<b>MONTHLY TOTAL</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>6</b>	<b>15</b>	<b>9</b>	<b>74</b>	<b>332</b>	<b>238</b>
<b>YEAR TO DATE 2021</b>	<b>33</b>	<b>56</b>	<b>50</b>	<b>49</b>	<b>31</b>	<b>53</b>	<b>60</b>	<b>332</b>		
<b>SAME MONTH 2020</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>15</b>	<b>3</b>	<b>11</b>	<b>7</b>	<b>56</b>		
<b>YEAR TO DATE 2020</b>	<b>30</b>	<b>47</b>	<b>39</b>	<b>34</b>	<b>26</b>	<b>38</b>	<b>24</b>	<b>238</b>		
<b>DOLLAR VALUE OF PERMITS</b>										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY	\$2,000		\$1,000				\$1,000	\$4,000	\$14,000	
S.F.D.	\$1,242,479		\$1,442,400	\$1,711,160		\$1,196,146		\$5,592,185	\$16,213,699	
MOBILE/MANU HOMES			\$675,930			\$352,800		\$1,028,730	\$5,082,288	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI			\$2,000,000					\$0	\$134,645	
DEMOLITION / MOVE		\$1,000		\$3,000	\$1,000		\$2,000	\$7,000	\$28,000	
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$17,920	\$230,467	\$109,150	\$110,754	\$89,720		\$130,000	\$688,011	\$3,424,837	
COMMERCIAL	\$394,800	\$370,440				\$300,000		\$1,065,240	\$1,781,927	
INDUSTRIAL								\$0	\$250,000	
FARM BUILDINGS				\$4,800		\$30,000		\$34,800	\$462,680	
INSTITUTIONAL			\$1,000,000			\$350,000		\$1,350,000	\$1,378,875	
SOLID FUEL APPLIANCE								\$0	\$0	
<b>MONTHLY TOTAL</b>	<b>\$1,658,199</b>	<b>\$638,147</b>	<b>\$5,311,080</b>	<b>\$1,853,434</b>	<b>\$119,600</b>	<b>\$2,377,906</b>	<b>\$389,175</b>	<b>\$12,347,541</b>	<b>\$35,451,162</b>	
<b>YEAR TO DATE 2021</b>	<b>\$6,450,232</b>	<b>\$4,400,048</b>	<b>\$8,107,662</b>	<b>\$4,225,221</b>	<b>\$1,680,150</b>	<b>\$7,132,017</b>	<b>\$3,455,832</b>	<b>\$35,451,162</b>		
<b>SAME MONTH 2020</b>	<b>\$978,915</b>	<b>\$480,710</b>	<b>\$410,040</b>	<b>\$1,738,745</b>	<b>\$123,822</b>	<b>\$842,215</b>	<b>\$1,775,460</b>	<b>\$6,349,907</b>		
<b>YEAR TO DATE 2020</b>	<b>\$6,997,375</b>	<b>\$3,951,735</b>	<b>\$2,870,960</b>	<b>\$4,000,164</b>	<b>\$1,641,548</b>	<b>\$3,408,705</b>	<b>\$3,542,136</b>	<b>\$26,412,623</b>		
<b>BUILDING INSPECTION REVENUE</b>										
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	\$83,495.89			
MAY	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81	\$52,842.35	\$37,469.43			
JUNE	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49	\$75,271.11	\$133,808.41			
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				
<b>TOTAL</b>	<b>\$627,180.85</b>	<b>\$671,069.50</b>	<b>\$961,213.29</b>	<b>\$660,402.96</b>	<b>\$558,865.98</b>	<b>\$603,598.34</b>	<b>\$390,409.12</b>			



Attachment No. 4 – Summary of Bylaw Enforcement Complaints, 2nd Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
2ND QUARTER (APR-JUN 2021)													
<b>COMPLAINTS RECEIVED April - June 2021</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	8		0	0	4	0	0	0	0	12	15	15	19
ESDP	2		0	0	0	0	0	1	0	3	3	3	3
WDP	1		0	0	0	0	0	0	0	1	0	1	1
MULTIPLE	0		0	0	0	0	0	0	0	0	2	1	1
UNTIDY/UNSIGHTLY			0	1	0	0	0	0	0	1	2	6	8
BUILDING BYLAW	0		0	0	0	0		0	0	0	0	2	6
ANIMAL/DOG CONTR	0	0	0	0	0	0	0		0	0	4	26	39
NOISE CONTROL			0	0	0	0		0	0	0	0	25	37
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	1	0	0
<b>Totals</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>17</b>	<b>27</b>	<b>79</b>	<b>114</b>
<b>COMPLAINTS RESOLVED April - June 2021</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021	2020	2020 YTD
LAND USE	2		3	5	14	3	0	1	3	31	44	5	13
ESDP	0		2	0	0	0	0	0	1	3	3	0	1
WDP	0		0	0	0	0	0	0	0	0	1	0	0
MULTIPLE	0		3	0	0	0	0	2	0	5	7	1	2
UNTIDY/UNSIGHTLY			2	1	0	0	0	0	1	4	8	3	4
BUILDING BYLAW	0		0	0	0	0		1	0	1	6	3	6
ANIMAL/DOG CONTR	0	0	1	0	2	0	0		1	4	9	26	34
NOISE CONTROL			0	0	0	0		0	0	0	0	25	35
BURNING BYLAW	0	0	0	0	0	0	0	0	1	1	1	0	0
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>6</b>	<b>16</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>49</b>	<b>79</b>	<b>63</b>	<b>95</b>
<b>TOTAL ACTIVE COMPLAINTS</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	8		10	6	8	8	1	3	10	54			
ESDP	2		0	2	0	1	0	1	0	6			
WDP	1		0	2	0	0	0	0	1	4			
MULTIPLE	0		3	4	1	1	1	0	0	10			
UNTIDY/UNSIGHTLY			3	4	2	1	3	2	1	16			
BUILDING BYLAW	2		2	1	0	0		0	1	6			
ANIMAL/DOG CONTR	1	1	4	1	0	0	0		2	9			
NOISE CONTROL			1	1	0	0		0	0	2			
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0			
<b>Totals</b>	<b>14</b>	<b>1</b>	<b>23</b>	<b>21</b>	<b>11</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>15</b>	<b>107</b>			
<b>Previous Quarter</b>	<b>14</b>	<b>0</b>	<b>31</b>	<b>24</b>	<b>15</b>	<b>13</b>	<b>5</b>	<b>8</b>	<b>21</b>	<b>131</b>			
<b>MILEAGE</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD		
LAND USE	386		610	132	165	193.5	7	624.5	261	2379	4064		
ESDP	0		0	0	0	0	0	0	0	0	0		
WDP	0		0	0	0	0	0	0	0	0	0		
MULTIPLE	0		0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY			0	12	0	0	155.5	7.6	21	196.1	274.6		
ANIMAL/DOG CONTR	64	0	721	1518	1980	794	554		1183	6814	11308		
NOISE CONTROL			414	484	160	240		192	61	1551	2168		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
<b>Totals</b>	<b>450</b>	<b>0</b>	<b>1745</b>	<b>2146</b>	<b>2305</b>	<b>1228</b>	<b>716.5</b>	<b>824.1</b>	<b>1526</b>	<b>10940</b>	<b>17815</b>		
<b>YTD</b>	<b>1047</b>	<b>0</b>	<b>3164</b>	<b>3391</b>	<b>3419</b>	<b>1789</b>	<b>1072</b>	<b>824.1</b>	<b>3110</b>	<b>17815</b>			