

**PLANNING SERVICES DIVISION
DEVELOPMENT & INFRASTRUCTURE
DEPARTMENT**



**Quarterly Report
Q1 - 2026**



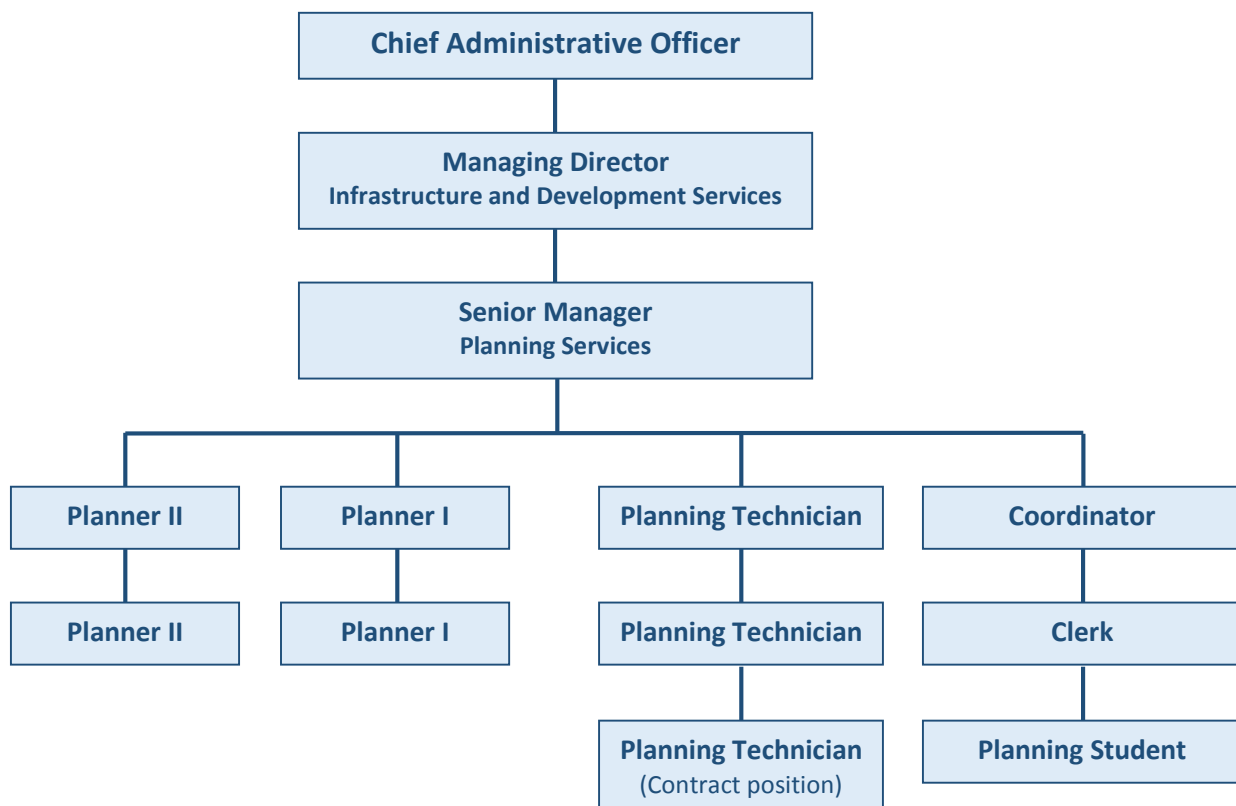
PURPOSE

The purpose of a “Quarterly Report” is to provide an update for the Board on the activities of the Planning Services Division of the Development and Infrastructure Services Department during the preceding three (3) month period.

The Planning Division is primarily responsible for implementing the Regional District Board’s strategic land use priorities, including:

- responding to resident and property owner inquiries related to the use and development of land;
- the preparation of land use plans and policies for consideration by the Board;
- administration of Regional District land use bylaws, standards and policies;
- to facilitate citizen participation in the land use process; and
- to act as a resource to the Board on planning and development matters.

The reporting structure of the Division is as follows:



STRATEGIC PRIORITIES

The following are the priority land use projects identified by the Regional District Board through its annual strategic planning process along with an estimation of current completion.

Strategic priorities, including any associated engagement, are completed by senior planning staff and a summary overview of these projects is provided on the following page.

Project	Status*
1. Regional Growth Strategy (RGS) Update	50%
2. Okanagan Valley OCP Project	50%
3. Electoral Area “G” Zoning Bylaw Update	20%
4. Development Cost Charge (DCC) Bylaw Update	20%
5. Park Rill, Horn & Kearns Creek Floodplain Zoning Review	50%

* the status of a project *may* be revised to reflect scope changes directed by the Board

Subject to the completion of the projects listed above, the following strategic priorities identified by the Board as part of the most recent strategic planning process will be initiated:

Next Project to be Initiated
1. Electoral Area “H” Official Community Plan (OCP) Bylaw Review (& STR Update)
2. Section 52 Agreement with MoTT
3. Optimize Dev. Approval Processes: Residential Zone Review (2027)
4. Optimize Dev. Approval Processes: Development Permit Review (2027)
5. Optimize Dev. Approval Processes: Subdivision Approving Officer (2027)
6. Geotechnical Report Requirements Policy Review (2027)
7. Review Electoral Area “F” Soil Removal and Deposit Bylaw (2027)
8. Electoral Area “F” Secondary Suite Review (2027)
9. Electoral Area “I” Soil Removal and Deposit Bylaw (2027)
10. Electoral Area “I” Septic System Bylaw (2027)
11. Hazard Lands Update: Flood, Fire & Geotech (2027)

(NOTE: background research on these projects may be occurring concurrently while work on the projects listed above is being completed)

The following is a listing of strategic projects identified by the Board in previous strategic planning sessions that were completed in 2026.

Projects Completed in 2026

1. 2024 Regional Growth Strategy (RGS) Snapshot

The following provides a current snapshot of the active land use projects being completed by the department. More detailed information regarding the current status of each project is available on the Regional District’s webpage and links have been provided below.

1. Regional Growth Strategy (RGS) Update

It is being proposed to update the South Okanagan RGS Bylaw by removing “Rural Growth Areas”, incorporating recent Census data and updating climate action policies.

In support of this, it is also proposed that the Official Community Plan (OCP) bylaws that apply to the six (6) Okanagan Valley Electoral Areas be amended to reflect any RGS amendment.

Start Date:	June 2, 2022
Current Status:	RGS Consultation Plan adopted by Board on February 19, 2026.
Next Steps:	RGS Amendment Bylaw No. 2770.02 to be presented to municipal Councils in April, public information meetings in May, APC meetings in June of 2026.
Comments:	Due to statutory requirements related to the adoption of RGS and OCP amendment bylaws, it is unclear if this project can be completed in the 2026 calendar year.
Project Webpage:	RGS Update

2. Okanagan Valley OCP Project

It is being proposed to consolidate the five (5) of the Okanagan Valley Electoral Area OCP bylaws into a single OCP bylaw. (NOTE: this project applies to Electoral Areas “A”, “C”, “D”, “E” & “F”.

Start Date:	November 17, 2022
Current Status:	Period for initial public and agency comments on Draft OCP closed on April 17, 2026.
Next Steps:	OCP Bylaw to be considered at a forthcoming Electoral Area Services Committee (EASC) meeting for direction on next steps.
Comments:	The Draft OCP reflects the current RGS Bylaw due to consistency requirement under s. 445 of the <i>Local Government Act</i> , and <u>not</u> the contents of Draft Amendment Bylaw No. 2770.02. It is being proposed that the area that comprises the proposed District Municipality of Okanagan Falls be separated into its own OCP & Zoning bylaws prior to Incorporation.
Project Webpage:	Okanagan Valley OCP Project

3. Electoral Area “G” Zoning Bylaw Update

It is being proposed to update the Electoral Area “G” Zoning Bylaw in order to address concerns around the protection of water resources in the Electoral Area. This will include the introduction of

zoning to areas of Crown land identified as possessing parks and recreation, conservation area and watershed values.

Start Date:	August 15, 2025
Current Status:	Scope of the amendments related to Watershed policies and regulations is being finalized.
Next Steps:	Public input on proposed amendments related to Watershed policies and regulations.
Comments:	Amendment Bylaw No. 2781.03, 2026, was adopted by the Board at its meeting of March 19, 2026. This introduced the PR and CA zones to Electoral Area “G”.
Project Webpages:	Conservation Area (CA) and Parks and Recreation (PR) Zones Update Resource Area (RA) Zone Update

4. Development Cost Charge (DCC) Bylaw Update

It is being proposed to repeal a number of outdated Capital Expenditure Charge (CEC) and Development Cost Charge (DCC) bylaws currently being administered by the Regional District and to commence work on updating the DCC rates for the Naramata Water System through the initiation of a water modelling exercise.

Start Date:	March 31, 2025
Current Status:	A consulting firm has been retained and is currently completing background research on the existing CEC and DCC Bylaws.
Next Steps:	Present a draft bylaw to the Board in Committee in 2026. Initiate consultation program with residents, developers, and key stakeholders in 2026.
Comments:	Funding for this project is being provided by the provincial Local Government Housing Implementation Fund. Due to the age of many Regional District CEC and DCC bylaws (e.g. adopted over 20+ years ago), Administration has concerns regarding the continued collection of charges under these bylaws. Due to the pending incorporation of Okanagan Falls, it is proposed that a decision on any new water and sewer DCCs for this community be deferred to the new municipal Council.
Project Webpage:	Development Cost Charge (DCC) and Capital Expenditure Charge (CEC) Bylaw Review

5. Park Rill, Horn & Kearns Creek Flood Mapping Update (Electoral Areas “C” & “I”)

It is being proposed to amend the Okanagan Valley Zoning Bylaw No. 2800, 2022, in order to incorporate the recommendations contained within the *Park Rill Creek, Horn Creek and Kearns Creek Flood Mapping Report (2022)* as they relate to floodplain mapping and regulations for lands within this area.

Start Date:	April 2, 2026
Current Status:	Draft Amendment Bylaw and referral documents are being finalized prior to community consultation .
Next Steps:	Refer the proposed amendments to external agencies and present at in-person public information meetings in Electoral Areas “C” & “I” (anticipated to occur in July of 2026).
Comments:	It is anticipated that the proposed amendments could be considered for 1 st reading at a Board meeting in August or September of 2026.
Project Webpage:	Park Rill, Horn and Kearns Creek Floodplain Mapping Review

OPERATIONAL

Operational or “core” work undertaken by the Planning Services comprises the majority of the Division’s workload — estimated to be above 80% of staff resources — and is primarily related to the processing of land use applications.

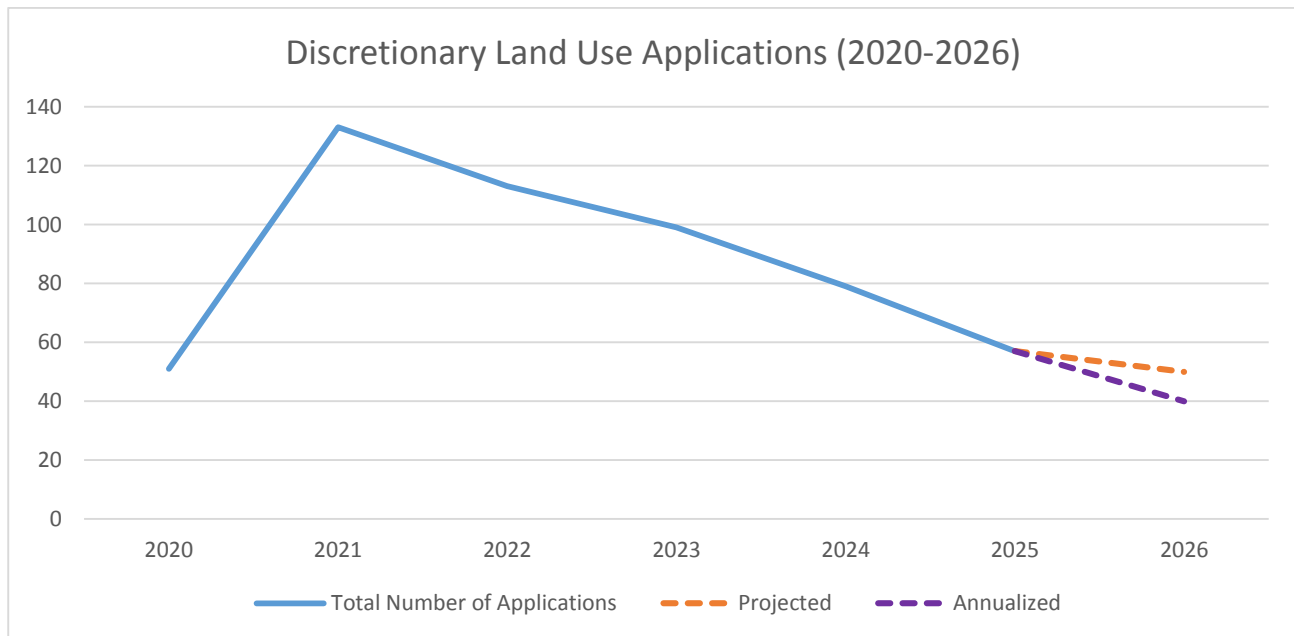
Discretionary Land Use Applications

Under Section 460 of the *Local Government Act*, after adopting an OCP or zoning bylaw the Board must consider every application from an owner of land for an amendment to those bylaws or the issuance of a permit, also in relation to those bylaws.

This includes ensuring statutory requirements related to notification of an application have been adhered to (e.g. written notification to adjacent residents and property owners and/or scheduling of Public Information Meetings) and scheduling consideration by an Electoral Area Advisory Planning Commission (APC), as required.

APPLICATION TYPE	2020	2021	2022	2023	2024	2025	2026
Land Use Amendment Bylaws:	10	29	12	10	13	11	1
Service Area Petition Amendments:	4	6	8	5	3	4	1
Temporary Use Permits:	10	28	32	37	23	7	1
Development Variance Permits:	22	68	58	46	37	35	6
Floodplain Exemptions:	3	0	1	0	2	0	1
Board of Variance:	2	2	2	1	1	0	0
TOTAL	51	133	113	99	79	57	10*

*YTD Figures



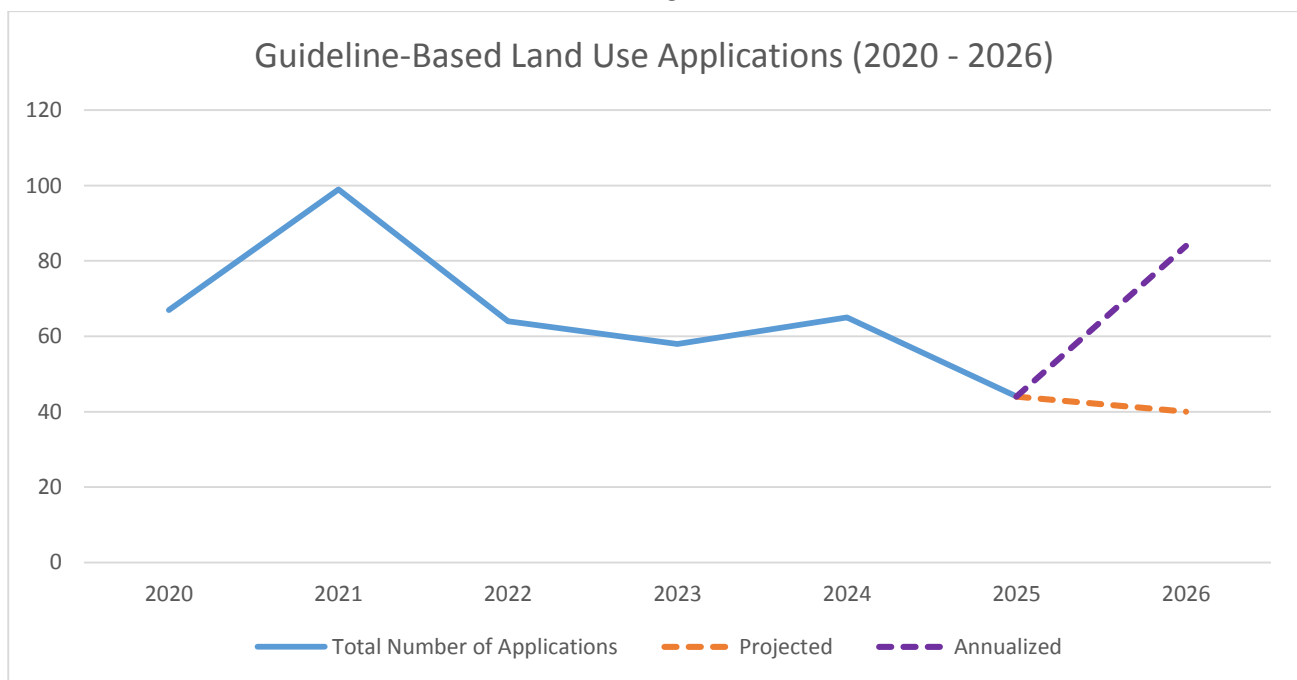
(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x4) based on Q1)

Guideline-Based Land Use Applications

Certain permit types, such as development permits and soil permits, are considered to be “Guideline-Based” in that the Board has established guidelines and objectives that, if met, will generally result in the issuance of a permit.

APPLICATION TYPE	2020	2021	2022	2023	2024	2025	2026
Development Permits:							
• Environmentally Sensitive	41	61	41	29	39	21	5
• Gallagher Lake Commercial	0	0	0	0	0	1	0
• Hillside	0	0	0	0	0	1	0
• Naramata Village Centre	0	1	0	0	0	0	0
• OK Falls Commercial	1	3	0	0	1	1	0
• OK Falls Industrial	2	3	1	1	1	2	1
• OK Falls Multiple Family	1	0	1	1	0	0	0
• OK Falls Town Centre	3	2	2	1	1	1	0
• Protection of Farming	0	0	0	0	0	0	0
• Watercourse	19	29	19	21	22	15	4
Soil Permit:	-	-	-	5	1	0	0
Short Term Rental (STR) Permit:	-	-	-	-	-	2	11
TOTAL	67	99	64	58	65	44	21*

*YTD Figures



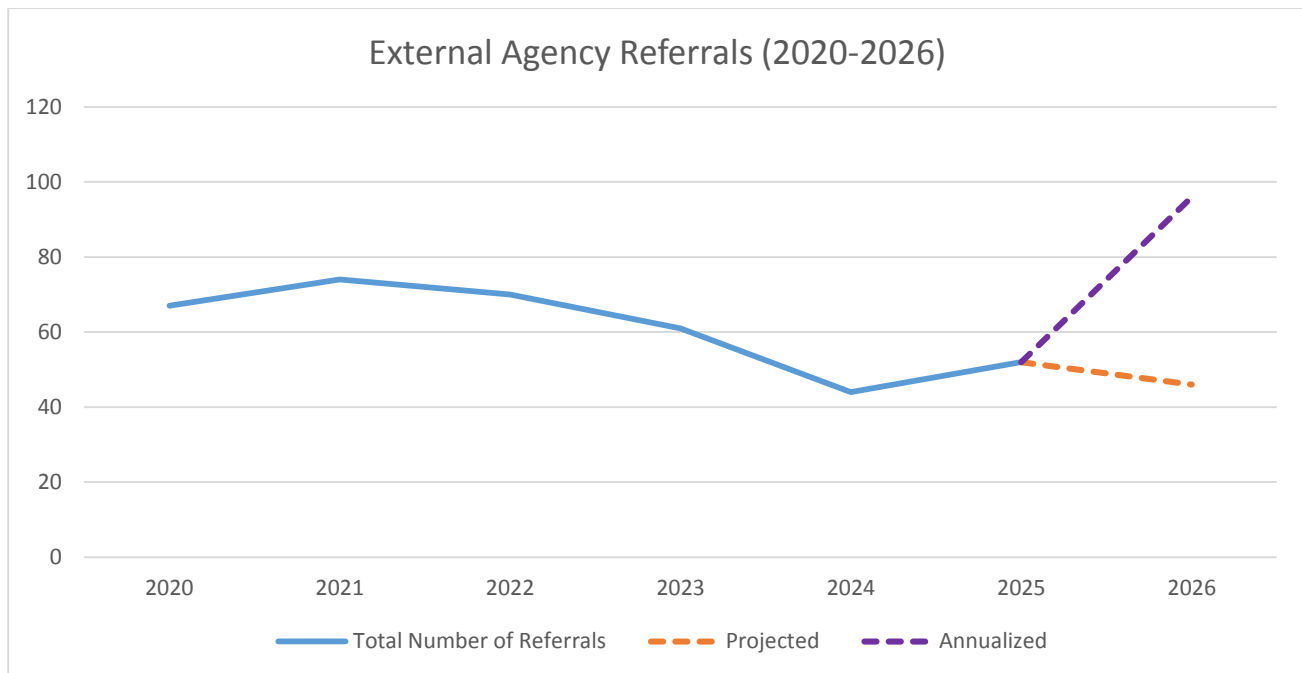
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External Agency Referrals

Finally, the Division will respond to various “referrals” received from external agencies such as the Agricultural Land Commission (ALC), Ministry of Transportation and Transit (MoTT), Liquor and Cannabis Regulations Branch (LCRB), FrontCounterBC, member municipalities and other adjacent local governments seeking input regarding the Regional District’s interests in a particular proposal.

REFERRAL TYPE	2020	2021	2022	2023	2024	2025	2026
Agricultural Land Commission:	20	25	22	16	10	15	5
FrontCounterBC (Crown land):	12	10	8	12	11	14	11
Liquor & Cannabis Regulation Branch:	14	16	21	15	8	12	2
Ministry of Transportation & Transit:	21	23	19	18	15	11	5
Local Governments:	n/a	n/a	n/a	n/a	n/a	n/a	1
TOTAL	67	74	70	61	44	52	24*

*YTD Figures



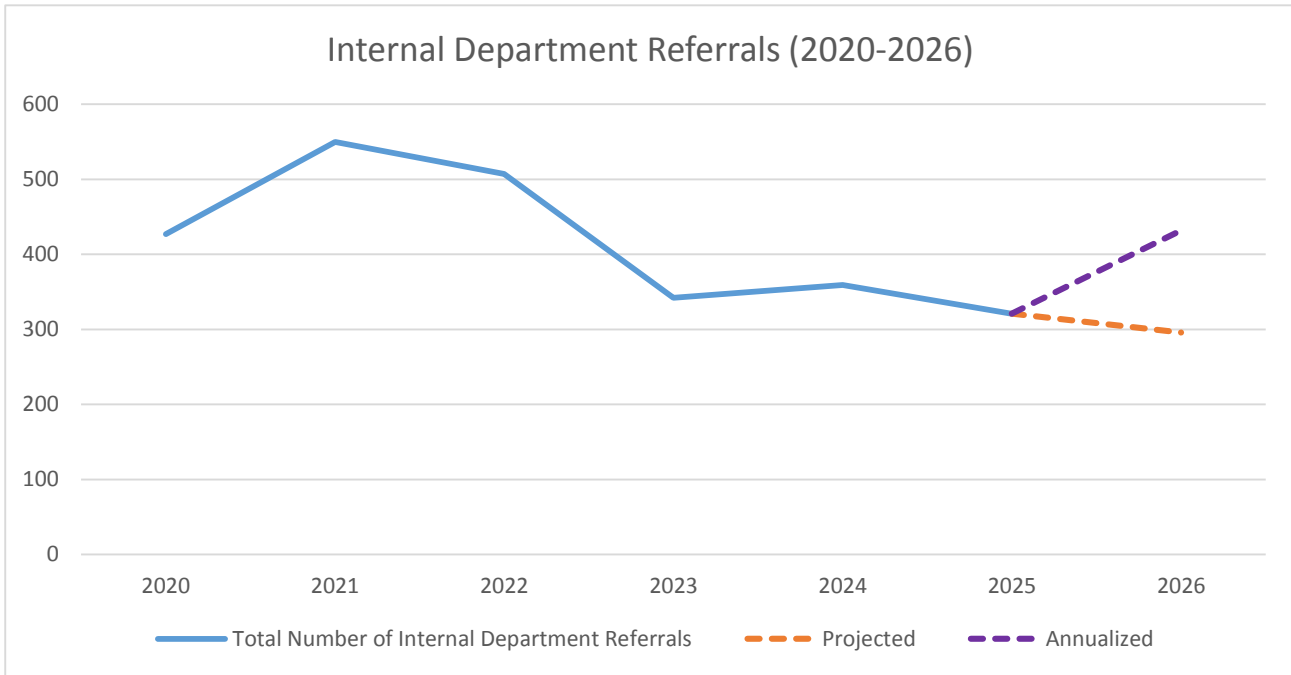
(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x4) based on Q1)

Internal Department Referrals

The Planning Division also provides assistance to other departments such as Building and Bylaw Enforcement by confirming building permit application compliance with land use bylaws (e.g. completion of “Zone Checks”) and providing input on formal complaints (e.g. determining if a reported activity is consistent with a bylaw).

DEPARTMENT REFERRAL	2020	2021	2022	2023	2024	2025	2026
Building Inspection (Zone Check):	427	550	507	342	359	295	81
Bylaw Enforcement (Complaint):*	n/a	n/a	n/a	n/a	n/a	21	0
Business Licencing (Zone Check):	-	-	-	-	-	5	27
TOTAL	427	550	507	342	359	321	108*

* YTD Figures

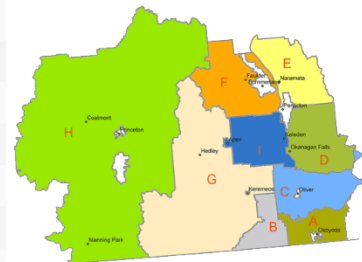


(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x4) based on Q1)

More detailed information regarding current individual applications and recent decisions is available from the Regional District’s webpage at: [“Current Applications & Decisions”](#).

Current Applications & Decisions

- Electoral Area “A”
- Electoral Area “B”
- Electoral Area “C”
- Electoral Area “D”
- Electoral Area “E”
- Electoral Area “F”
- Electoral Area “G”
- Electoral Area “H”
- Electoral Area “I”



Provisions of Contracted Planning Services

The Planning Services Division continues to provide services to the Village of Keremeos (since 2015) and the Town of Osoyoos (since 2023).

QUERIES

In addition to Strategic Priorities and core Operational work, Planning Services responds to general queries from members of the public via phone, email and in-person at the RDOS Office.

Phone Calls (incoming)

The following data regarding the number of incoming phone calls to the Planning Services Division and is derived from calls to the following numbers:

- **250-490-0237** (being the Regional District’s “Mainline menu”); and
- **250-490-4108** (being the Planning Services Division main line).

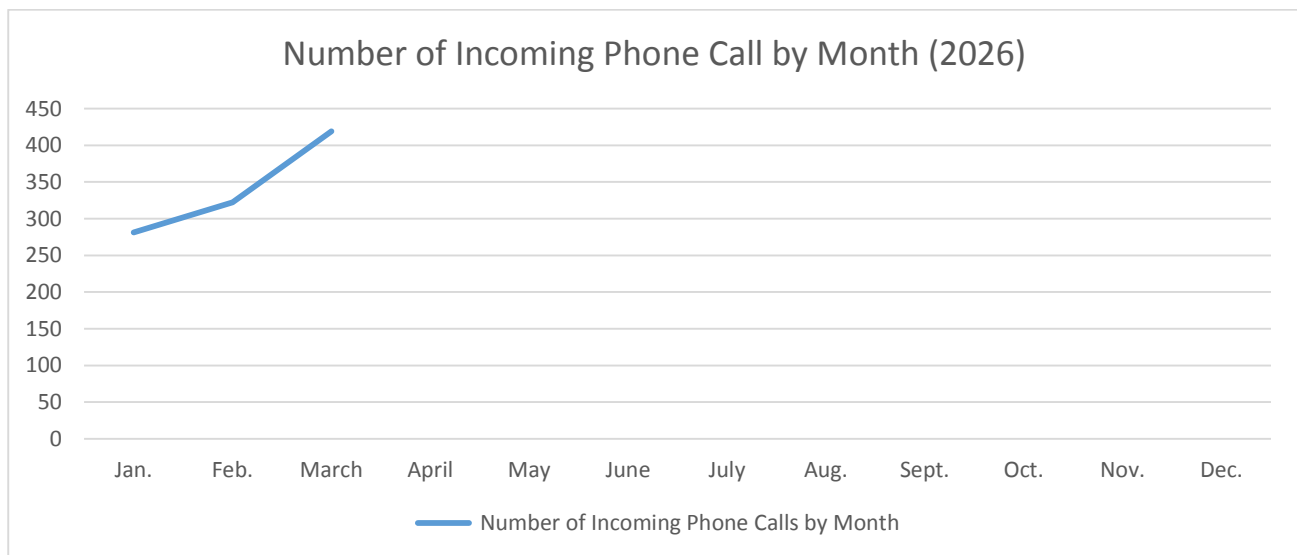
This data is intended to provide a snapshot into one aspect of the phone queries handled by Planning Services Division staff.

Importantly, this data does **not** capture incoming calls *directly* to Planning Services staff or return calls placed by staff to residents in response to voice messages or email queries.

Of note:

- The average number of incoming calls per month is **341**; and
- The approximately number of incoming calls per day (based on 21 business days in a month) is **11.5**.

Incoming Calls (2026)	
Month	Total
January	281
February	322
March	419
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
Total	(TBD)



Emails

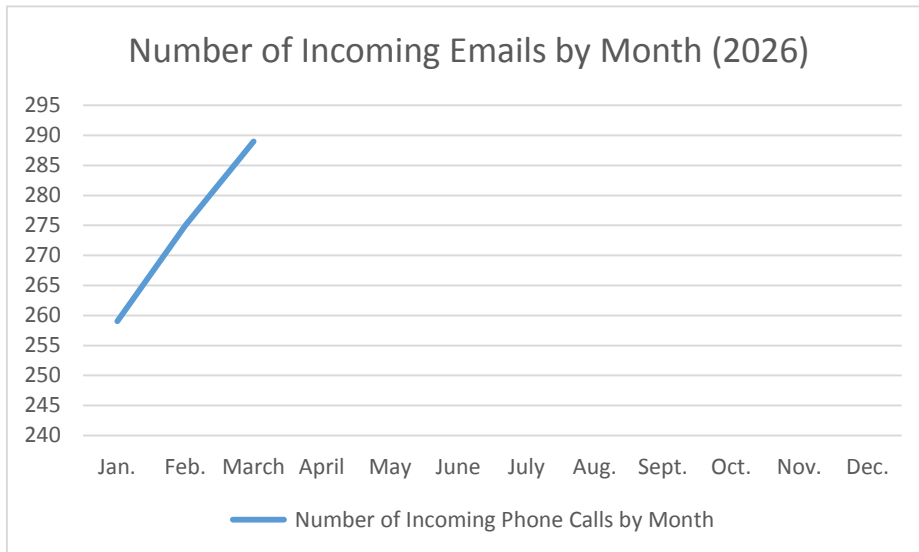
Email inquiries can represent the earliest point of public engagement with the planning process in the form of initial queries from property owners, developers, realtors, and residents that frequently precede or accompany formal applications.

Emails are also the most common method used by residents and property owners to submit formal representations for the consideration by the Regional District Board on land use applications that have been notified for public input.

Monitoring email volumes provides a more complete picture of overall departmental workload, and provide context for the demand placed on staff beyond what formal application counts alone reflect.

The following data regarding the number of incoming emails to the Planning Services Division and is derived from correspondence to the planning@rdos.bc.ca address. Of note:

- The average number of incoming emails per month is **274**;
- The approximately number of incoming emails per day (based on 21 business days in a month) is **13.1**; and
- Approximately 300 emails are from an “rdos.bc.ca” email which means internal communication and redirecting of queries to the appropriate department.



Incoming Emails (2026)	
Month	Total
January	259
February	275
March	289
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
Total	(TBD)

In-Person

As of January 2026, the Planning Services Division has begun records the number of residents, property owners, developers, and other members of the public who visit the Division’s front counter each day.

Walk-in counter traffic represents direct, in-person engagement with planning staff and captures a category of public interaction that is distinct from both formal application submissions and digital correspondence. Many counter visits involve preliminary inquiries, assistance with application requirements, zoning confirmations, or general land use questions that are resolved at the counter and may not generate a formal record of interaction elsewhere within the organization.

Tracking this activity *may* provide insight into the volume and nature of face-to-face service demand, supports the allocation of staff time across services, and helps identify patterns such as seasonal peaks or the impact of policy changes that *could* inform how front counter services are resourced.

Of note, the recording of front counter interactions is a manual process shared across all members of the Division. Accordingly, the figures presented in this section likely represent a minimum observed volume rather than an exact count of every interaction and are likely an under-count of actual interactions. Occasional gaps in recording *may* occur when multiple staff are serving the counter simultaneously or during periods of high demand.

Notwithstanding this limitation, front counter data provides a reliable indication of trends in face-to-face service demand and, when read alongside email and phone query volumes, contribute to a more complete picture of the overall workload of the Division.

Of note:

- The average number of front counter queries per month is **87**;
- The approximately number of front counter queries per day (based on 21 business days in a month) is **4.2**.



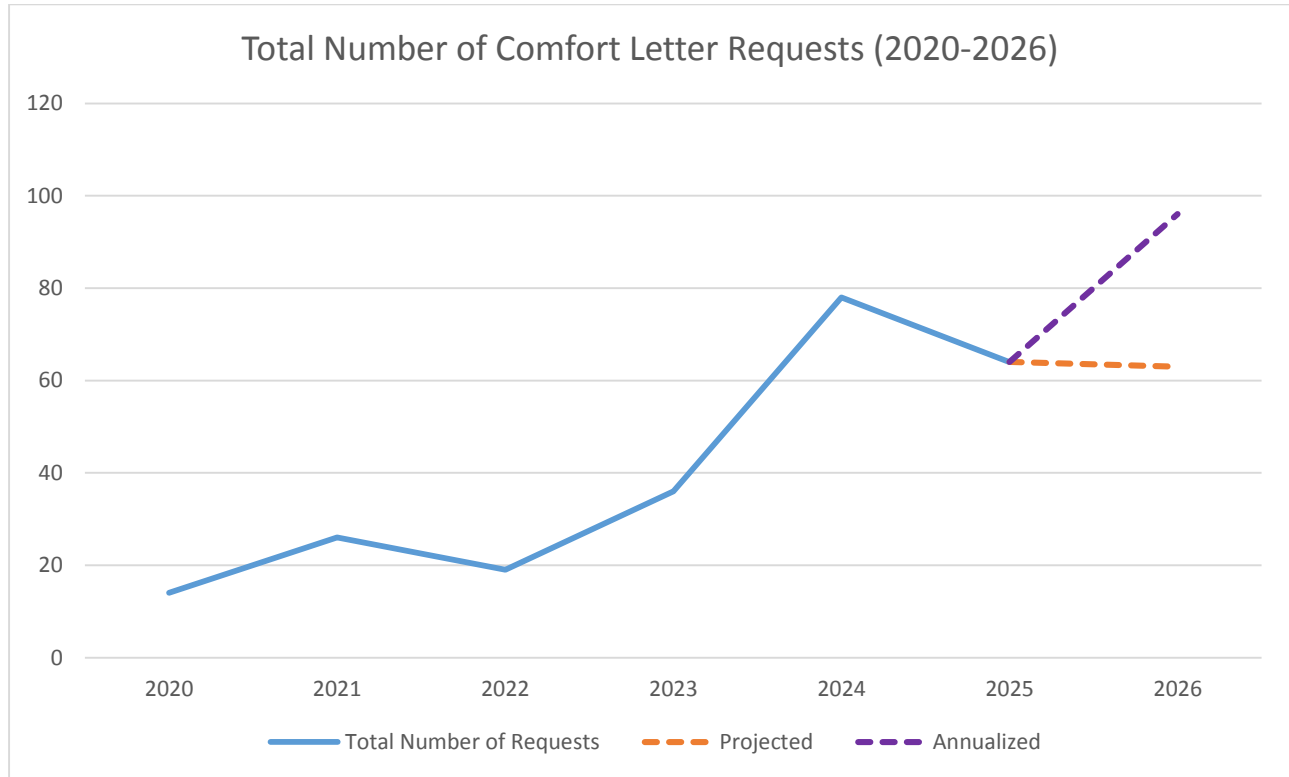
In-Person Calls (2026)	
Month	Total
January	84
February	81
March	97
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
Total	(TBD)

Comfort Letters

Comfort Letters provide information on land use items such as the current zoning, building permit records, etc. and are most commonly requested by law firms or real estate agents wanting to know the current status of a property before the finalization of a property sale.

	2020	2021	2022	2023	2024	2025	2026
TOTAL	14	26	19	36	78	64	24*

*YTD Figures



(NOTE: "Projected" is based on totals from previous years, "Annualized" is a weighted distribution (x4) based on Q1)