

ADMINISTRATIVE REPORT



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: October 15, 2015
RE: Q3 2015 Activity Report – For Information Only

1.0 DEVELOPMENT SERVICES DEPARTMENT

1.1 PLANNING

See Attachment No. 1 for number of Planning Applications / Referrals received as of September 30, 2015.

Q3 Activities

- Commenced process to discharge and terminate Land Use Contract at Heritage Hills -- Phase 1 being the removal of the LUC at the Vintage views neighbourhood ;
- Issuance of a number of Temporary Use Permits for vacation rentals;
- Ongoing work on the project to update Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” Official Community Plans (as per “Keeping Nature in Our Future”), including preparation of draft Community Plan amendments. Board approval to seek public input granted;
- Work on Area “D-1” Community Plan with consultant, including Citizen’s Committee meetings and preparation of Draft Area D-1 Community Plan.
- Coordination with the consultants on organization of the Okanagan Falls Town Centre Charrette and attendance at event;
- Work on Gallagher Lake Area Plan with consultant, including meetings with Citizen’s Committee, second Public Open House with survey, and Preliminary Policy Direction;
- Ongoing liaison with solicitor on Grelish legal action;
- Continue to provide planning services to Osoyoos, Princeton, Oliver and Keremeos, including work on a major development application in Oliver and in the preparation of Terms of Reference for a new Oliver Community Plan;
- 30 planning reports to the Board / Planning Committee and 17 reports for Advisory Planning Committee meetings.

Planned Activities for Q4 - 2015

- Ongoing work on Electoral Area “D-1” Official Community Plan, including Board report and presentation update by staff and consultant on the Draft Plan and an outline of planning changes and issues. Second Public Open House and further meetings with Citizens Committee;

- Ongoing work on Gallagher Lake Area Plan including Draft Plan, Citizen’s Committee meetings, public meeting/open house, and Final Plan;
- Advisory Planning Committee Meetings and Public Open Houses for Okanagan Valley Electoral Areas to present the Environmentally Sensitive Development Permit Area Community Plan Amendments;
- Provide planning services to Osoyoos, Oliver, Princeton and Keremeos;
- Meetings with Board on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws;
- Regional Growth Strategy, work with consultant on the 5 Year Review Project and ongoing collaboration with NORD and CORD on a regional indicators report.

1.2 BUILDING INSPECTIONS

- Ongoing enforcement files
- Continue to receive, and process applications for Kennedy Lake. Ongoing communications with leaseholders and various stakeholders (IH, HPO). 40 permits have been issued to the end of May. The property owner has signed the Homeowner Protection Office covenant, which now allows us to issue permits for cabins.
- Ongoing work and review of policies and procedures.
- Review of Code amendments for Energy Provisions which came into effect December 19, 2014
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits to the end of August 2015.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Q3 Enforcement Activity
 - 11 enforcement files initiated
 - 12 files closed
 - 79 total active files
 - 1 BON (fine) paid (total \$525.00);
 - 3 BON’s (fines) disputed; Adjudication Hearing attended; all fines upheld in favour of RDOS
 - Agreement to secure payments for Crucetti litigation has been executed
 - Agreement to secure payments for Cook litigation has been executed
 - Pilot project for Naramata Night Patrols completed

- Attendance at Naramata Parks and Recreation Association meeting to review results of night patrols
- Attended site inspection with MOE - RAR contravention at intersection of Eastside Rd. and McLean Creek Road
- Assisted Natural Resource Officer with RAR contravention enforcement south of Banbury Point Campground – Pineview Road, Kaleden
- Agreement discussions to utilize Town of Oliver Animal Shelter in Oliver ongoing
- Development Services Clerk training ongoing
- Assist Public Works Project Coordinator with Pest Control Bylaw

Enforcement Activity Planned for 4th Quarter

- Pursue Town of Oliver Animal Shelter Use Agreement
- Review active enforcement files to assign priority to each
- Initiate closure of pending enforcement files
- Continue with Development Services Clerk training (for enforcement procedures)
- Initiate discussion with IS staff to implement Ticket Tracking Database
- Explore purchase of Complaint Tracking Software to streamline process
- Process one vacation rental file for Board direction
- Process one untidy/unsightly premise file for Board direction
- Process one land use enforcement (industrial business on AG land) for Board direction
- Review Dog Control Contract for year end and discuss modifications with contractor

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN SUMMARY OF ENFORCEMENT FILES - 3rd QUARTER 2015									
TOTAL ACTIVE FILES TO DATE (processed in office)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Untidy and Unsightly	n/a	n/a	3	8	3	0	2	1	17
Land Use	4	n/a	11	24	8	10	0	11	68
WDP	0	n/a	1	2	1	0	0	4	8
ESDP	2	n/a	0	0	0	0	0	0	2
TOTAL	6	n/a	15	34	12	10	2	15	79
ANIMAL CONTROL - 3rd Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	3	3	6	7	4	0	3	n/a	26
Claimed by Owner	3	0	6	5	3	0	2	n/a	19
Euthanised	0	1		1		0		n/a	2
Adopted	0	2		1	1	0	1	n/a	5
Complaints	2	3	13	20	8	2	4	n/a	52
Warnings/Tickets	0	1	1	4	1	0	1	n/a	8
NOISE COMPLAINTS - 3rd Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	0	7	16	2	8	0	0	33
Warnings/Tickets	n/a	0	2	1	0	0	0	0	3

1.4 SUBDIVISION SERVICING

3rd Quarter Activities:

- **Subdivision Referrals**

- 17 referrals received for 2015
- 58 referrals ongoing and pending applicants' action

- **Ongoing Major Subdivisions:**

- Twin Lakes Golf Resort – proposed 208 units
 - ❖ RDOS received Consultants comments back and working on reply.
 - Grelish Subdivision (Area “A”) proposed 11 Lot bare land strata
 - ❖ Under provision of the Local Government Act, S.943 until August 21st.
 - Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision
 - ❖ PLA issued by MOTI
 - ❖ Parkland acquisition complete and donation is on-going. Estimate time of completion December 2015.
 - Reflection Point – 8 strata lots
 - ❖ Applicant has submitted for final approval, but many items outstanding
 - ❖ PLA extension issued by MOTI
 - ❖ Parkland Dedication – works for park are being completed
 - ❖ Developer applied for Phase 2
 - Naramata Benchlands
 - ❖ Revised subdivision plan
- **Other Projects:**
- Planning development application referrals
 - Assisting with Area “D-1” OCP review
 - Parkbridge, Gallagher Lake Resort Rezoning;
 - Gallagher Lake: Area Plan and water and sanitary service areas
 - (Subdivision) Works and Services Bylaw
 - Willowbrook water system
 - Okanagan Falls Sanitary: service area expansion and DCC review

Planned Activities for 4th Quarter:

- **Ongoing or Planned:**

- Review of Area “D-1” subdivision relating to future Area “D-1” OCP
- Finalize Naramata DCC and Capital Plan
- Assist with Electoral Area “D-1” OCP review
- Willowbrook water system
- Reflection Point subdivision: Phase 1 completion and start of Phase 2
- Gallagher Lake Area
 - ❖ Petitions for sewer and water service area, west side of Hwy 97
 - ❖ Assist with Gallagher Lake Area Plan
- Twin Lakes –Draft Groundwater Availability Study - the applicant to complete
- Vintage Views Phase 3 (Chadwell Place) subdivision
- Gallagher Lake Mobile Home Park - Phase II
- Willow Beach proposal anticipated
- (Subdivision) Works and Services Bylaw review

Respectfully Submitted,

Donna Butler

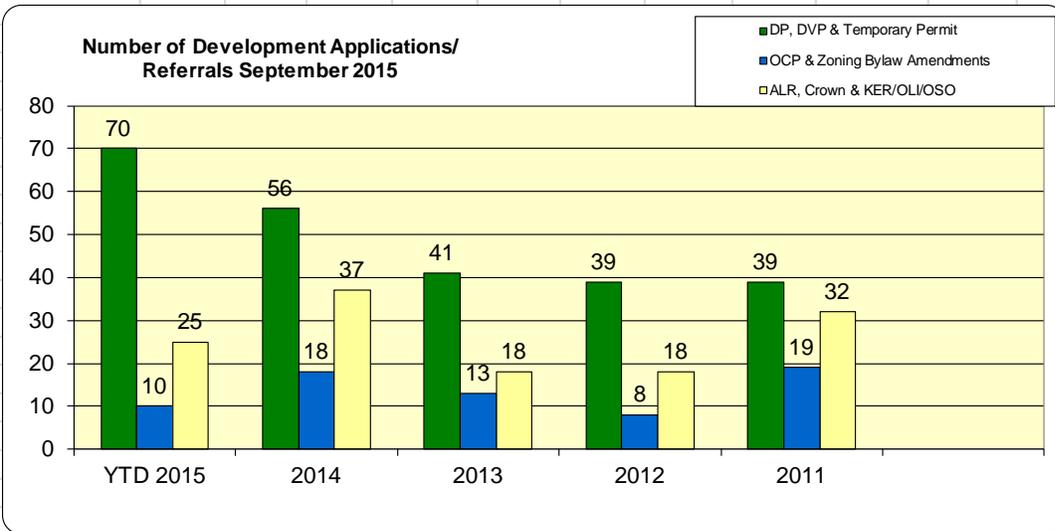
Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals
Attachment No. 2 – Summary of Building Permits (May 2015)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals September 2015 Year to Date

	Month								Total	YTD 2015	2014	2013	2012	2011
	A	B	C	D	E	F	G	H						
Develop Permit & DVP			1	3	1			1	6					
Temp. Industr									0					
DP, DVP & Temporary Permit									6	70	56	41	39	39
Zoning									0					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									0	10	18	13	8	19
ALR									0					
Crown Land			1						1					
KER/OLI/OSO			1						1					
ALR, Crown & KER/OLI/OSO									2	25	37	18	18	32



Attachment No. 2 – Summary of Building Permits for 2015

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF AUGUST 2015

NUMBER OF PERMITS ISSUED

DESCRIPTION	A	C	D	E	F	H	TOTAL	2015	2014	KL
RENEWAL/DEFICIENCY			1			4	5	35	27	
S.F.D.	1			1		3	5	50	47	
MOBILE/MANU HOMES		2			1	1	4	18	15	
CABINS/REC						7	7	26	1	7
SEMI-DETACHED, DUPLEX, MULTI							0	1	0	
DEMOLITION / MOVE		1				2	3	11	13	
ACCESSORY USES	2		5	2	3	18	30	133	54	16
ADDITIONS / REPAIRS / PLUMBING	1	3	3	1	1	8	17	82	76	1
COMMERCIAL			1				1	8	13	
INDUSTRIAL FARM BUILDING							0	0	0	
EXEMPTION		1				1	2	16	20	
INSTITUTIONAL							0	2	1	
SOLID FUEL APPLIANCE							0	1	1	
MONTHLY TOTAL	4	7	10	4	5	44	74	383	268	24
YEAR TO DATE 2015	27	41	82	44	25	164	383			99
<i>SAME MONTH 2014</i>	<i>3</i>	<i>5</i>	<i>11</i>	<i>4</i>	<i>3</i>	<i>9</i>	<i>35</i>			
<i>YEAR TO DATE 2014</i>	<i>43</i>	<i>41</i>	<i>80</i>	<i>40</i>	<i>12</i>	<i>52</i>	<i>268</i>			

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL
RENEWAL/DEFICIENCY			\$1,000			\$90,000	\$91,000	\$313,020	
S.F.D.	\$338,955			\$253,965		\$808,015	\$1,400,935	\$15,037,424	
MOBILE/MANU HOMES		\$390,985			\$124,740	\$189,540	\$705,265	\$3,537,430	
CABINS/REC						\$219,790	\$219,790	\$550,515	\$219,790
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$224,994	
DEMOLITION / MOVE		\$1,000				\$2,000	\$3,000	\$11,000	
ACCESSORY USES	\$408,000		\$234,980	\$35,760	\$91,240	\$258,880	\$1,028,860	\$3,159,061	\$210,165
ADDITIONS / REPAIRS / PLUMBING	\$21,720	\$103,070	\$232,594	\$12,000	\$80,000	\$569,385	\$1,018,769	\$3,877,485	\$8,760
COMMERCIAL			\$166,000				\$166,000	\$3,085,734	
INDUSTRIAL FARM BUILDING							\$0	\$0	
EXEMPTION							not valued / no revenue		
INSTITUTIONAL							\$0	\$55,000	
SOLID FUEL APPLIANCE							\$0	\$1,000	
MONTHLY TOTAL	\$768,675	\$495,055	\$634,574	\$301,725	\$295,980	\$2,137,610	\$4,633,619	\$29,852,664	\$438,715
YEAR TO DATE 2015	\$3,192,820	\$2,770,264	\$8,786,430	\$5,619,143	\$3,976,130	\$5,507,877	\$29,852,664		\$1,622,412
<i>SAME MONTH 2014</i>	<i>\$230,185</i>	<i>\$240,200</i>	<i>\$1,507,074</i>	<i>\$127,790</i>	<i>\$218,050</i>	<i>\$805,805</i>	<i>\$3,129,104</i>		
<i>YEAR TO DATE 2014</i>	<i>\$4,452,310</i>	<i>\$3,461,602</i>	<i>\$7,887,137</i>	<i>\$4,814,962</i>	<i>\$307,580</i>	<i>\$4,631,460</i>	<i>\$25,555,051</i>		

BUILDING INSPECTION REVENUE

MONTH	2009	2010	2011	2012	2013	2014	2015	Kennedy Lake
JANUARY	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	
FEBRUARY	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	
MARCH	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	
APRIL	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66	\$6,776.30
MAY	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$3,791.87
JUNE	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$2,164.42
JULY	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$7,424.34
AUGUST	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$8,101.95
SEPTEMBER	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72		
OCTOBER	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11		
NOVEMBER	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83		
DECEMBER	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14		
TOTAL	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	\$367,748.07	\$28,258.88