

## ADMINISTRATIVE REPORT

**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 28, 2016  
**RE:** First Quarter Activity Report – For Information Only

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### 1.0 DEVELOPMENT SERVICES DEPARTMENT

#### 1.1 PLANNING

See Attachment No. 1 for number of Planning Applications / Referrals received as of March 31<sup>st</sup>, 2016.

##### Q1 Activities

- Adoption of bylaw to terminate the Land Use Contract at Heritage Hills;
- Issuance of a number of Temporary Use Permits for vacation rentals;
- Finalized public and APC consultation on the proposed 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);
- Area “D-1” Community Plan with consultant, including Citizen’s Committee meetings and preparation of Draft Area D-1 Community Plan. Board presentation on Draft Plan.
- Zoning Amendment Process Kaizen; Board Report on Options for Public Hearings; work on Inquiries Wizard, brochures, application forms; APC minutes, organize Workshop; File management items such as new GIS maps, clerk priorities, inactive applications, send out referrals earlier, redesign of web site and work on on-line application tracker
- Board Reports on RDOS comments on new Provincial Climate Action Leadership Plan
- Proposed Revisions to Zoning Bylaws for Livestock and Agricultural zones – Open Houses and APC meetings.
- Revised policy for Decommissioning Dwellings and related zoning bylaw amendments report.
- Attend several First Nations Referrals Workshops
- Work on Gallagher Lake Area Plan on preparation of Final Plan;
- Review and report on a number of planning related Board policies;
- Board Report on hooked lots

- Continue to provide planning services to 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;
- 12 planning reports to the Board / Planning Committee and 12 reports for Advisory Planning Committee meetings.

### **Planned Activities for Q2 - 2016**

- Final Official Community Plan for Electoral Area “D-1”, including adoption process;
- Ongoing work on Gallagher Lake Area Plan including third public open house, Citizen’s Committee meeting, preparation of final plan and adoption process;
- Okanagan Valley Electoral Areas to present the Environmentally Sensitive Development Permit Area Community Plan Amendments - preparation of Final Bylaws and adoption process;
- Provide planning services to Oliver and Keremeos;
- Meetings with Board on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws;
- Regional Growth Strategy, retain consultant for the Minor Amendment project.
- New Kennedy Lake zone and bylaw amendment process.

## **1.2 BUILDING INSPECTIONS**

- Permits are being applied for and issued at a higher rate than 2015 (which was a record year).
- Some Kennedy Lake permits issued last year have not had initial inspections. These permits expired October 31, 2015. Demolition may be pending. Several other permits have been ready to be issued but have not been paid for. These structures may also be scheduled for demolition.
- Ongoing work and review of policies and procedures.
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits for the year 2015.

## **1.3 BYLAW ENFORCEMENT**

### **Activity Highlights:**

- Q1 Enforcement Activity
  - Completed review of Dog Control Contract with contractor
  - Discussions to utilize Town of Oliver Animal Shelter
  - Initiated moving of electronic files into EDMS

- 11 New complaint files
  - 26 complaint files closed
- **Enforcement Activity Planned for 2nd Quarter, 2016**
    - Finalize Town of Oliver Animal Shelter Use Agreement
    - Bring forward Dog Control Bylaw to Board
    - Continue discussions with IT regarding a Ticket Tracking Database
    - Explore purchase of Complaint Tracking Software to streamline process
    - Continue with moving files in EDMS
    - Processing older files is ongoing

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN SUMMARY OF ENFORCEMENT FILES - 1st QUARTER 2016									
<b>TOTAL ACTIVE FILES TO DATE (processed in office)</b>									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Untidy and Unsightly	n/a	n/a	3	6	2	0	2	4	17
Land Use	2	n/a	8	25	5	9	0	10	59
WDP	0	n/a	1	1	1	0	0	3	6
ESDP	1	n/a	0	0	0	0	0	0	1
<b>TOTAL</b>	<b>3</b>	<b>n/a</b>	<b>12</b>	<b>32</b>	<b>8</b>	<b>9</b>	<b>2</b>	<b>17</b>	<b>83</b>
<b>ANIMAL CONTROL - 1st Quarter only (processed by contractor)</b>									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	1	0	4	4	2	1	2	n/a	14
Claimed by Owner	0	0	3	3	2	1	2	n/a	11
Euthanised	0	0	0	0	0	0	0	n/a	0
Adopted	1	0	1	1	0	0	0	n/a	3
Complaints	6	0	9	9	1	1	10	n/a	36
Warnings/Tickets	0	0	0	0	0	1	0	n/a	1
<b>NOISE COMPLAINTS - 1st Quarter only (processed by contractor)</b>									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	n/a	5	11	1	11	0	0	28
Warnings/Tickets	n/a	n/a	0	0	0	0	0	0	0

## 1.4 SUBDIVISION SERVICING

### 1<sup>st</sup> Quarter Activities:

- **Subdivision Referrals**
  - 17 referrals received for 2015
  - 4 referrals received for 2016 to date
  - 61 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
  - Twin Lakes Golf Resort – proposed 208 units

- ❖ RDOS received Developer's draft hydrogeological report and is being reviewed by the Provincial Approving Officer. RDOS is reviewing the proposed water use for the proposal
- Vintage Views Phase 3 (Chadwell Place) – 24 Lot subdivision
  - ❖ Subdivision is nearing completion for registration
  - ❖ Parkland donation and acquisition completing at registration
- Reflection Point
  - ❖ – Phase 1 - 8 strata lots - registered
  - ❖ – Phase 2 - 20 strata lots – at Letter of Requirement review
- Naramata Benchlands
  - ❖ Revised subdivision plan for Phase 2 – 42 strata lots– to be reviewed for revised Letter of Requirement
  - ❖ Phase 3 nearing registration (large lot subdivision)
- Kettle Ridge - Phase 2 - 19 strata lots
  - ❖ At Letter of Requirement review
- St Andrews - Phase 4 - 25 strata lots
  - ❖ At Letter of Requirement review
- Shuttleworth Properties (Weyerhaeuser)
  - ❖ Discussion of future subdivision and development
- Bassett Avenue Subdivision, 6 lots
  - ❖ Sewer expansion
- **Other Projects:**
  - Service Area Petitions
    - ❖ Olalla water petition
    - ❖ Gallagher Lake water and sewer
    - ❖ OK Falls sewer
  - Planning development application referrals
  - Review of Naramata DCC and Capital Plan
  - 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
  - Water and Sewer Regulatory Bylaws review

- Willowbrook water system
- Okanagan Falls Sanitary: service area expansion and DCC review

**Planned Activities for 2<sup>nd</sup> Quarter:**

• **Ongoing or Planned:**

- Major Subdivisions
  - ❖ Twin Lakes Golf Resort
  - ❖ Vintage Views, Phase 3
  - ❖ Reflection Point, Phase 2
  - ❖ Kettle Ridge, Phase 2
  - ❖ St Andrews, Phase 4
  - ❖ Shuttleworth Properties (Weyerhaeuser)
  - ❖ Bassett Avenue Subdivision
  - ❖ Willow Beach (proposed zoning and subdivision)
- Assist with finalizing Naramata DCC and Capital Plan
- Assist Willowbrook water system
- Gallagher Lake Area
  - ❖ Petitions for sewer and water service area, west side of Hwy 97
  - ❖ Assist with Gallagher Lake Area Plan
  - ❖ Meet with Osoyoos Indian Band to discuss water and sewer
- (Subdivision) Works and Services Bylaw review
- Water and Sewer Regulatory Bylaws review

**Respectfully Submitted,**

*Donna Butler*

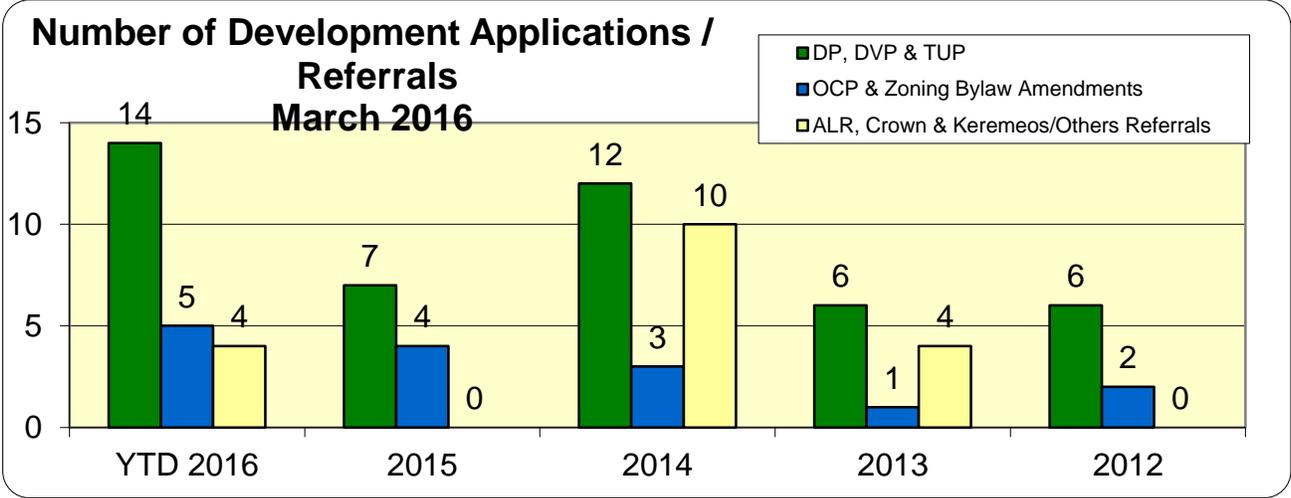
Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals (YTD - March)  
Attachment No. 2 – Summary of Building Permits (YTD - March)

## Attachment No. 1 - Number of Development Applications / Referrals

**Number of Development Applications / Referrals March 2016 Year to Date**

	1								Month Total	YTD 2016	2015	2014	2013	2012
	A	B	C	D	E	F	G	H						
Develop Permit & DVP	3			1	1	3			8					
TUP				2					2					
<b>DP, DVP &amp; TUP</b>									<b>10</b>	<b>14</b>	7	12	6	6
Zoning				1					1					
OCP/Zoning			1	1					2					
<b>OCP &amp; Zoning Bylaw Amendments</b>									<b>3</b>	<b>5</b>	4	3	1	2
ALR		1							1					
Crown Land				2					2					
KER/OLI/OSO									0					
<b>ALR, Crown &amp; Keremeos/Others Referrals</b>									<b>3</b>	<b>4</b>	0	10	4	0



Attachment No. 2 – Summary of Building Permits Issued to Date, 2016

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2016**

**NUMBER OF PERMITS ISSUED**

DESCRIPTION	A	C	D	E	F	H	TOTAL	2016	2015	KL
RENEWAL/DEFICIENCY		1					1	7	7	
S.F.D.	1	2	2	2		2	9	19	12	
MOBILE/MANU HOMES							0	3	1	
CABINS/REC						1	1	3	0	1
SEMI-DETACHED, DUPLEX, MULTI							0	0	0	
DEMOLITION / MOVE	1		1			1	3	5	4	
ACCESSORY USES		2	1	1	2	1	7	20	12	
ADDITIONS / REPAIRS / PLUMBING	1		2	3	3	1	10	25	11	
COMMERCIAL		1					1	4	4	
INDUSTRIAL							0	0	0	
FARM BUILDING							0	2	2	
EXEMPTION							0			
INSTITUTIONAL						1	1	1	1	
SOLID FUEL APPLIANCE		1			1		2	3	0	
<b>MONTHLY TOTAL</b>	<b>3</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>35</b>	<b>92</b>	<b>54</b>	<b>1</b>
<b>YEAR TO DATE 2016</b>	<b>8</b>	<b>15</b>	<b>31</b>	<b>13</b>	<b>8</b>	<b>17</b>	<b>92</b>			<b>3</b>
<i>SAME MONTH 2015</i>	<i>2</i>	<i>3</i>	<i>5</i>	<i>9</i>	<i>2</i>	<i>0</i>	<i>21</i>			
<i>YEAR TO DATE 2015</i>	<i>7</i>	<i>6</i>	<i>18</i>	<i>11</i>	<i>2</i>	<i>10</i>	<i>54</i>			

**DOLLAR VALUE OF PERMITS**

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL
RENEWAL/DEFICIENCY		\$1,000					\$1,000	\$19,000	
S.F.D.	\$285,115	\$657,010	\$522,947	\$433,673		\$616,305	\$2,515,050	\$5,785,316	
MOBILE/MANU HOMES							\$0	\$509,447	
CABINS/REC						\$23,360	\$23,360	\$36,160	\$23,360
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$0	
DEMOLITION / MOVE	\$1,000		\$1,000			\$1,000	\$3,000	\$5,000	
ACCESSORY USES		\$93,760	\$6,080	\$6,000	\$29,855	\$7,200	\$142,895	\$620,451	
ADDITIONS / REPAIRS / PLUMBING	\$6,400		\$37,200	\$162,460	\$182,537	\$800	\$389,397	\$923,665	
COMMERCIAL		\$69,120					\$69,120	\$811,920	
INDUSTRIAL							\$0	\$0	
FARM BUILDING									
EXEMPTION								not valued / no revenue	
INSTITUTIONAL						\$15,360	\$15,360	\$15,360	
SOLID FUEL APPLIANCE		\$1,000			\$1,000		\$2,000	\$3,000	
<b>MONTHLY TOTAL</b>	<b>\$292,515</b>	<b>\$821,890</b>	<b>\$567,227</b>	<b>\$602,133</b>	<b>\$213,392</b>	<b>\$664,025</b>	<b>\$3,161,182</b>	<b>\$8,729,319</b>	<b>\$23,360</b>
<b>YEAR TO DATE 2016</b>	<b>\$319,715</b>	<b>\$1,917,550</b>	<b>\$3,514,939</b>	<b>\$1,038,153</b>	<b>\$322,752</b>	<b>\$1,616,210</b>	<b>\$8,729,319</b>		<b>\$36,160</b>
<i>SAME MONTH 2015</i>	<i>\$344,630</i>	<i>\$248,855</i>	<i>\$1,247,300</i>	<i>\$733,095</i>	<i>\$13,240</i>	<i>\$0</i>	<i>\$2,587,120</i>		
<i>YEAR TO DATE 2015</i>	<i>\$936,155</i>	<i>\$250,855</i>	<i>\$2,698,583</i>	<i>\$750,095</i>	<i>\$13,240</i>	<i>\$820,530</i>	<i>\$5,469,458</i>		

**BUILDING INSPECTION REVENUE**

MONTH	2010	2011	2012	2013	2014	2015	2016	Kennedy Lake
JANUARY	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$375.00
FEBRUARY	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	
MARCH	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$150.00
APRIL	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66		
MAY	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01		
JUNE	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80		
JULY	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43		
AUGUST	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80		
SEPTEMBER	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59		
OCTOBER	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81		
NOVEMBER	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97		
DECEMBER	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41		
<b>TOTAL</b>	<b>\$437,636.30</b>	<b>\$394,617.63</b>	<b>\$398,199.32</b>	<b>\$346,070.90</b>	<b>\$494,994.53</b>	<b>\$627,180.85</b>	<b>\$108,915.81</b>	<b>\$525.00</b>