

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 19, 2018

RE: First Quarter, 2018 Activity Report – Development Services Department

For information only

Purpose:

The purpose of this report is to present the Board with an overview of activities undertaken by the Development Services Department during the previous quarter.

Background:

The Development Services Department provides a quarterly update to the Regional District Board in April (Q1), July (Q2), October (Q3) and January (Q4) of each year.

Overview:

The Development Services Department comprises Planning, Building Inspection and Bylaw Enforcement and is generally responsible for planning for and regulating development within the Regional District. The following is an overview of activities undertaken by the Department by division:

PLANNING:

Q1 Activities (January to March)

- Electoral Area “F” Official Community Plan Review is ongoing. Round 3 survey results completed and will be soon presented to public at information session. A working draft has been initiated.
- The following reports were prepared for consideration by the Planning and Development Committee:
 - Lean Kaizen Rezoning Process Discussion – Professional Planner Requirement & Results Found
 - Overview of recreational cannabis legislation, to-date.
 - Small Holdings One (SH1) Zone Review
 - Zoning Bylaw Consolidation Amendments – APC Consideration; and
 - Medical Cannabis Production Facilities – Industrial Zone Consolidation Bylaw
- The following reports were prepared for consideration by the Board:
 - 2 Joint Official Community Plan Bylaw & Zoning Bylaw Amendments*;
 - 7 Zoning Bylaw Amendments*;
 - 2 Development Variance Permits;

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- 1 Development Permit;
 - 1 Temporary Use Permit
 - 1 Agricultural Land Commission (ALC) referral.

* may include multiple readings of same amendment bylaw(s)

- 17 Development Permits (i.e. Environmentally Sensitive, Watercourse, Industrial, etc.) were issued under delegated authority.
- 8 referrals from the Province regarding proposed use of Crown land were processed.
- 6 Advisory Planning Commission (APC) Meetings were scheduled.
- 3 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 3 Public Hearings were scheduled.
- A total of 6 Liquor License referral for Lounge and Special Event Area Applications:
 - Stag's Hollow Winery & Vineyard (Electoral Area "D")
 - Arterra Wines Canada for See Ya Later Ranch (Electoral Area "D") (3 referrals)
 - Noble Ridge Vineyard & Winery (Electoral Area "D")
 - Apex Mountain Resort – Gunbarrel Pub (Electoral Area "D").
- Provision of planning services to the Town of Oliver, including:
 - 1 Zoning Bylaw Amendment;
 - 2 Industrial Development Permits;
 - 3 Subdivision referrals;
 - 1 Liquor Licence referral;
 - Preparation of a new Zoning Bylaw No. 1380; and
 - Preparation of a new Land Use Procedures Bylaw No. 1367.
- Provision of planning services to the Village of Keremeos, including:
 - 1 Zoning Bylaw Amendment (update of General Regulations and AG Zone).

Planned Activities for Q2 – 2018 (April to June)

- Continue work on the Electoral Area "F" Official Community Plan Bylaw Review
- Present the OCP amendments in support of Okanagan Falls Town Centre Plan;
- Review of Provincial and Federal legislation on Recreational Marijuana (when released);
- Continue work on Zoning Bylaw Update (Small Holdings & Residential zones, etc.);
- Exploration of consideration of land use controls within the lakeshore for the Okanagan Valley lakes.
- Continue to provide planning services to the Town of Oliver and Village of Keremeos.

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- RDOS also recently signed a new contract with the Town of Princeton to provide planning services. A number of applications from Princeton have been recently submitted which will add to already high application volumes for 2018. In response, looking to hire a temporary relief Planner to help with workload.

BUILDING INSPECTION:

Q1 Activities (January to March)

- 99 permits were issued to March 31, 2018 which is the same number of permits issued for the same time frame in 2017 (see Attachment No. 2 for the summary of issued Building Permits in Q1).
- Kennedy Lake inspections are ongoing. 77 permits remain outstanding at varying degrees of completeness. 140 permits have been closed. A review of remaining permits is being conducted to determine additional structures to demolish.
- Many action items from the Building Inspection Services Kaizen have been implemented and results are already being found in a reduction in Building Permit turn-around timeline. A few “quick hit” actions have been delayed due to support staffing matters

Planned Activities for Q2 – 2018 (April to June)

- The sample core building bylaw has been released from MIABC and Building Services will be reviewing this bylaw and preparing a new version of a building bylaw for Board consideration. This bylaw takes into consideration greenhouse gas emission requirements as well as the Step Code provisions which are currently a voluntary requirement in the BC Building Code but will be a requirement in the next version of the BC Building Code which is anticipated to come into effect in December, 2018.
- Continue exploration of external software providers related to the strategic goal of the Building Permit Kaizen. Book seminars from providers with key staff on the potential functionality and fit with department process needs.

BYLAW ENFORCEMENT:

Q1 Activities (January to March)

- Finalized and entered into a contract with Service Provider for Bylaw Enforcement Services
- Finalized and entered into a contract with Service Provider for Animal Control Services
- Drafted new fine amounts for Bylaw Enforcement Notice Bylaw to conform with new Dog Control and Animal Control Bylaw (adopted by the Board Jan. 4, 2018);
- Initiated sale of 2018 dog licences at RDOS and Okanagan Falls office.
- Initiated Bylaw Enforcement Policy Review and provide discussion report to Board Committee on policy options. The updated Bylaw Enforcement Procedures Policy is proceeding to the Board for consideration of adoption at its meeting of April 19, 2018.

Planned Activities for Q2 – 2018 (April to June)

- Distribute new dog bylaw regulations through media and updated information brochures.
- Following adoption of Bylaw Enforcement Procedures Policy, start work on drafting an internal enforcement assessment procedure (identified in Bylaw enforcement procedures policy)
- Initiate amendments to Bylaw No. 2507 Bylaw Notice Enforcement Bylaw No. 2507, 2010, to recognize and incorporate fines for amendments recently completed to Electoral Area Zoning bylaws.
- Update Bylaw Enforcement webpage following recommendations of the Office of the Ombudsperson's report.
- Continue to work with newly contracted Animal Control Service provider to streamline and improve this service.

Respectfully Submitted,

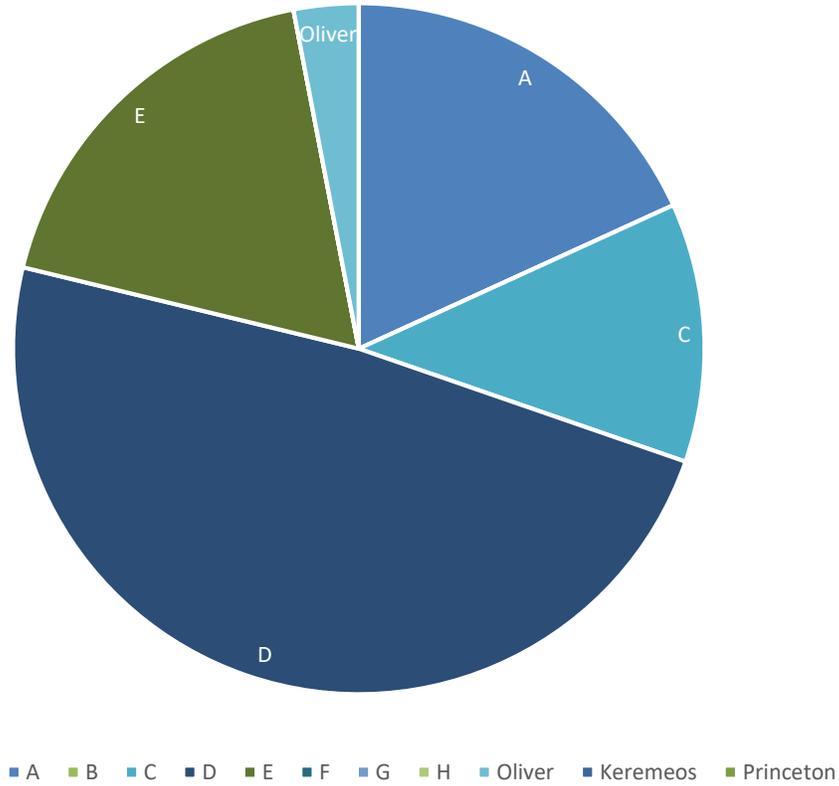


Brad Dollevoet, Development Services Manager

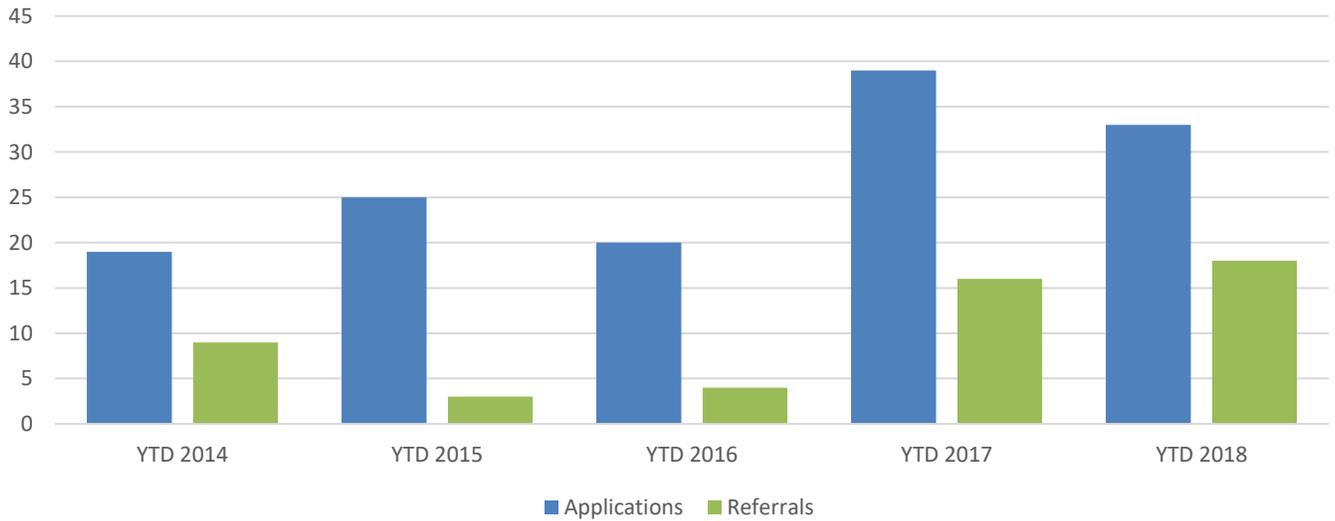
Attachments: No. 1 – Number of Development Applications / Referrals (1st Quarter)
No. 2 – Summary of Building Permits (YTD – March)
No. 3 – Summary of Bylaw Enforcement Complaints (1st Quarter)

Attachment No. 1 - Number of Development Applications / Referrals

Year-to-Date Development Applications
Electoral Areas/Member municipalities



Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Building Permits Issued, 2018

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2018**

NUMBER OF PERMITS ISSUED									
DESCRIPTION	A	C	D	E	F	H	TOTAL	2018	2017
RENEWAL/DEFICIENCY	1			1		1	3	10	9
S.F.D.	3		2	2	1	2	10	18	25
MOBILE/MANU HOMES		5	1				6	11	10
CABINS/REC							0	1	0
SEMI-DETACHED, DUPLEX, MULTI			1				1	1	0
DEMOLITION / MOVE			1	1		1	3	4	4
ACCESSORY USES		1	2	2	1		6	20	15
ADDITIONS / REPAIRS / PLUMBING	1		4	2	2		9	23	28
COMMERCIAL							0	8	5
INDUSTRIAL							0	0	0
FARM BUILDING									
EXEMPTION	1	1					2	3	5
INSTITUTIONAL							0	0	0
SOLID FUEL APPLIANCE							0	0	0
MONTHLY TOTAL	6	7	11	8	4	4	40	99	101
YEAR TO DATE 2018	16	19	21	22	7	14	99		
<i>SAME MONTH 2017</i>	3	9	13	5	3	5	38		
<i>YEAR TO DATE 2017</i>	15	22	40	9	6	9	101		
DOLLAR VALUE OF PERMITS									
DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	
RENEWAL/DEFICIENCY	\$0			\$10,000		\$12,000	\$22,000	\$51,000	
S.F.D.	\$822,425		\$335,260	\$889,305	\$606,140	\$789,340	\$3,442,470	\$5,244,910	
MOBILE/MANU HOMES		\$1,051,610	\$189,690				\$1,241,300	\$2,257,510	
CABINS/REC							\$0	\$72,720	
SEMI-DETACHED, DUPLEX, MULTI			\$515,176				\$515,176	\$515,176	
DEMOLITION / MOVE			\$1,000	\$1,000		\$1,000	\$3,000	\$4,000	
ACCESSORY USES		\$24,960	\$728,000	\$24,220	\$10,000		\$787,180	\$1,238,380	
ADDITIONS / REPAIRS / PLUMBING	\$14,760		\$76,480	\$323,510	\$15,000		\$429,750	\$1,131,250	
COMMERCIAL							\$0	\$4,502,650	
INDUSTRIAL							\$0	\$0	
FARM BUILDING									
EXEMPTION								not valued / no revenue	
INSTITUTIONAL							\$0	\$0	
SOLID FUEL APPLIANCE							\$0	\$0	
MONTHLY TOTAL	\$837,185	\$1,076,570	\$1,845,606	\$1,248,035	\$631,140	\$802,340	\$6,440,876	\$15,017,596	
YEAR TO DATE 2018	\$2,355,195	\$4,884,210	\$2,554,806	\$3,344,365	\$672,240	\$1,206,780	\$15,017,596		
<i>SAME MONTH 2017</i>	\$708,730	\$1,296,750	\$1,385,778	\$461,495	\$324,965	\$889,375	\$5,067,093		
<i>YEAR TO DATE 2017</i>	\$1,972,965	\$2,483,525	\$5,252,403	\$574,495	\$790,550	\$968,375	\$12,042,313		
BUILDING INSPECTION REVENUE									
MONTH	2012	2013	2014	2015	2016	2017	2018		
JANUARY	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27		
FEBRUARY	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10		
MARCH	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20		
APRIL	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35			
MAY	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36			
JUNE	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09			
JULY	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43			
AUGUST	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53			
SEPTEMBER	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53			
OCTOBER	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30			
NOVEMBER	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60			
DECEMBER	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10			
TOTAL	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$166,087.57		

Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 1st Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BYLAW INFRACTIONS
1ST QUARTER (Jan-Mar 2018)

COMPLAINTS RECEIVED January - March 2018											
DESCRIPTION	A	B	C	D	E	F	G	H	TOTAL	2018	2017
LAND USE	1								1	1	5
ESDP											
WDP			2						2	2	
MULTIPLE											3
UNTIDY/UNSIGHTLY											2
BUIDING BYLAW	1			1				1	3	3	2
ANIMAL CONTROL	1	2	5	5			1		14	14	1
NOISE CONTROL			5	1					6	6	5
BURNING BYLAW											
Totals	3	2	12	7	0	0	1	1	26	26	18

COMPLAINTS RESOLVED January - March											
DESCRIPTION	A	B	C	D	E	F	G	H	TOTAL	2018	2017
LAND USE			2	16	3	5	1	3	30	30	3
ESDP											
WDP			2						2	2	
MULTIPLE											
UNTIDY/UNSIGHTLY				3	3	3	1	1	11	11	
BUIDING BYLAW	1							2	3	3	
ANIMAL CONTROL	1	2	5	5			1		14	14	
NOISE CONTROL			5	1	1				7	7	1
BURNING BYLAW											
Totals	2	2	14	25	7	8	3	6	67	67	4

TOTAL ACTIVE COMPLAINTS											
DESCRIPTION	A	B	C	D	E	F	G	H	TOTAL	2018	
LAND USE	2		7	13	1	7	1	1	32	32	
ESDP			1	2					3	3	
WDP	1		1	1		1			4	4	
MULTIPLE				1					1	1	
UNTIDY/UNSIGHTLY			4	3	1		6	3	17	17	
BUIDING BYLAW				2	1				3	3	
ANIMAL CONTROL		3	2	2		1	1		9	9	
NOISE CONTROL				2					2	2	
BURNING BYLAW											
Totals	3	3	15	26	3	9	8	4	71	71	