

**TO:** Planning & Development Committee

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

**DATE:** July 19, 2018

**RE:** Second 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:**

##### Q2 Activities (April to June)

- Electoral Area “F” Official Community Plan Review is ongoing. The final two public open houses were to held to show the Round 3 survey results and provide feedback as to what is moving forward to the Draft Plan. The OCP draft plan was completed and advertised to the public and put on RDOS website. Expectation is a mid-summer Board report for first reading.
- The following reports were prepared for consideration by the Planning and Development Committee:
  - Sunset Acres CT1 Zone Review;
  - Residential Zone Review;
  - Naramata Town Centre DP Area Review;
  - Gallagher Lake Area Plan to OCP;
  - Foreshore Regulations; and
  - Okanagan Falls Town Centre Plan (South) – OCP Amendments.
- The following reports were prepared for consideration by the Board:
  - 15 Official Community Plan and/or Zoning Bylaw Amendments\*;

- 
- 4 Development Variance Permits;
  - 1 Development Permit (Form & Character);
  - 2 Temporary Use Permits; and
  - 1 Floodplain Exemption.

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

- 15 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority.
- 3 referrals from the Province regarding proposed use of Crown land were processed.
- 7 Advisory Planning Commission (APC) Meetings were scheduled.
- 13 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 8 Public Hearings were scheduled.
- A total of 2 Liquor License referral for Lounge and Special Event Area Applications:
  - Royal Canadian Legion, Okanagan Falls
  - Harker Organics & Rustic Roots
- Provision of planning services to the Town of Oliver, including:
  - 1 Zoning Bylaw Amendment;
  - 1 Development Variance Permit;
  - 2 Development Permits (Industrial and Multiple Family);
  - 3 Subdivision referrals;
  - Zoning Bylaw No. 1380 (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> reading reports, Public Hearing attendance); and
  - Discussion Paper on Retail Sales of Cannabis.
- Provision of planning services to the Village of Keremeos, including:
  - 2 OC P& Zoning Amendments (C2 Zone Update and Retail Sales of Cannabis);
  - 2 Development Variance Permits;
  - 1 Temporary Use Permit; and
  - Discussion Papers on Retail Sales of Cannabis and C2 Zone Update.
- Provision of planning services to the Town of Princeton, including:
  - 1 Zoning Bylaw Amendment;
  - 1 Development Variance Permit; and
  - 1 Development Permit.

#### Planned Activities for Q3 – 2018 (July to September)

- 
- Bring forward draft Electoral Area “F” Official Community Plan Bylaw for Board review and consideration of 1<sup>st</sup> reading;
  - Bring forward OCP Amendment Bylaw related to Okanagan Falls Town Centre Plan for Board review and consideration of 1<sup>st</sup> reading;
  - Present zoning bylaw amendments in support of Okanagan Falls Town Centre Plan at Planning and Development (P&D) Committee;
  - Bring P&D Committee report on options for legalization of retail cannabis dispensaries;
  - Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Small Holdings & Residential zones, etc.);
  - Exploration and research of zoning bylaw options for within the lakeshore of the Okanagan Valley lakes; and
  - Continue to provide planning services to the Town of Oliver, Village of Keremeos and Town of Princeton.

## **BUILDING INSPECTION:**

### Q2 Activities (April to June)

- A total of 221 permits were issued to June 29, 2018, compared to 288 which were issued to June 30, 2017 (see Attachment No. 2 for the summary of issued Building Permits in Q2).
- There have been 1081 inspections undertaken throughout the building inspection service area.
- Building Officials have also been conducting rapid damage assessments on behalf of the Emergency Operations Centre for the properties which were under evacuation order as a result of the spring flooding
- Kennedy Lake inspections are ongoing. 71 permits remain outstanding at varying degrees of completeness. 149 permits have been closed. Three structures were demolished the week of June 18, 2018.
- 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 Q3 – 2018 (July to September)

- 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.
- Research for fees for structures that meet the definition of farm building and amendment of the bylaw provisions relating to farm buildings.

- 
- Continue exploration of external software providers related to the strategic goal of the Building Permit Kaizen. Book internal seminars from providers with key staff on the potential functionality and fit with department process needs.

**BYLAW ENFORCEMENT:**

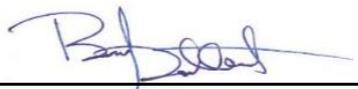
Q2 Activities (April to June)

- Adopted new Bylaw Enforcement Procedures Policy and new policy was posted on the RDOS website to provide clarity to complainants about RDOS process.
- Attended Licsence Inspectors Bylaw Officers Association of BC AGM
- Continued work with new Animal Control provider to streamline service and provide enhanced level of service within the contract.

Planned Activities for Q3 – 2018 (July to September)

- Compile amendments to Bylaw No. 2507 Bylaw Notice Enforcement Bylaw No. 2507, 2010, to recognize and incorpate fines for amendments to Okanagan Valley Electoral Area Zoning bylaws (related to the zoning bylaw consolidation project);
- Amend Untidy and Unightly Premises Bylaws by rescinding schedules and to allow these bylaws to follow the newly adopted Bylaw Enforcement Procedures Policy.
- Continue exploration of external software providers related to the Building Permit Kaizen.

**Respectfully Submitted,**



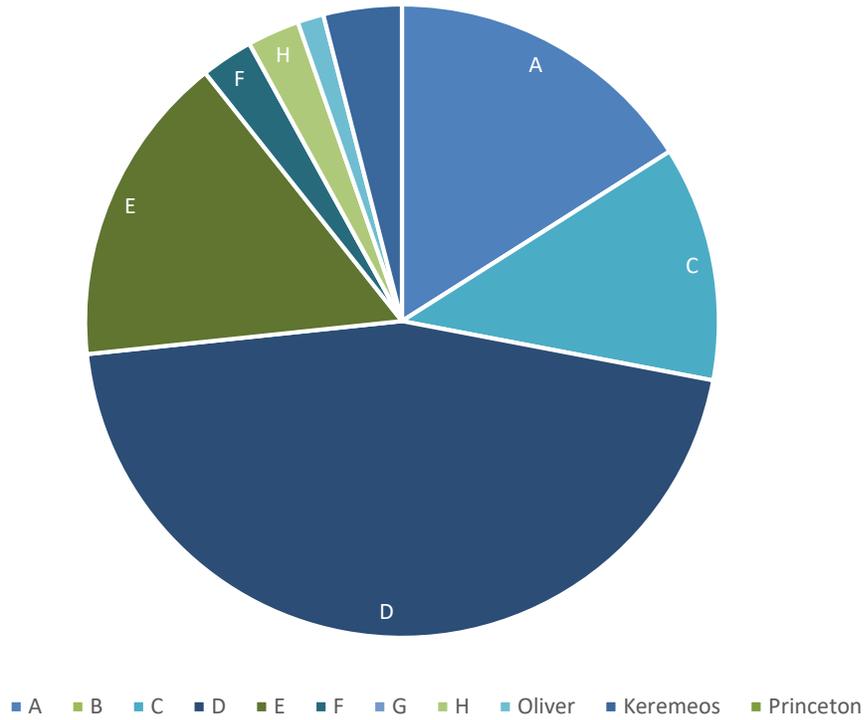
---

B. Dollevoet, Development Services Manager

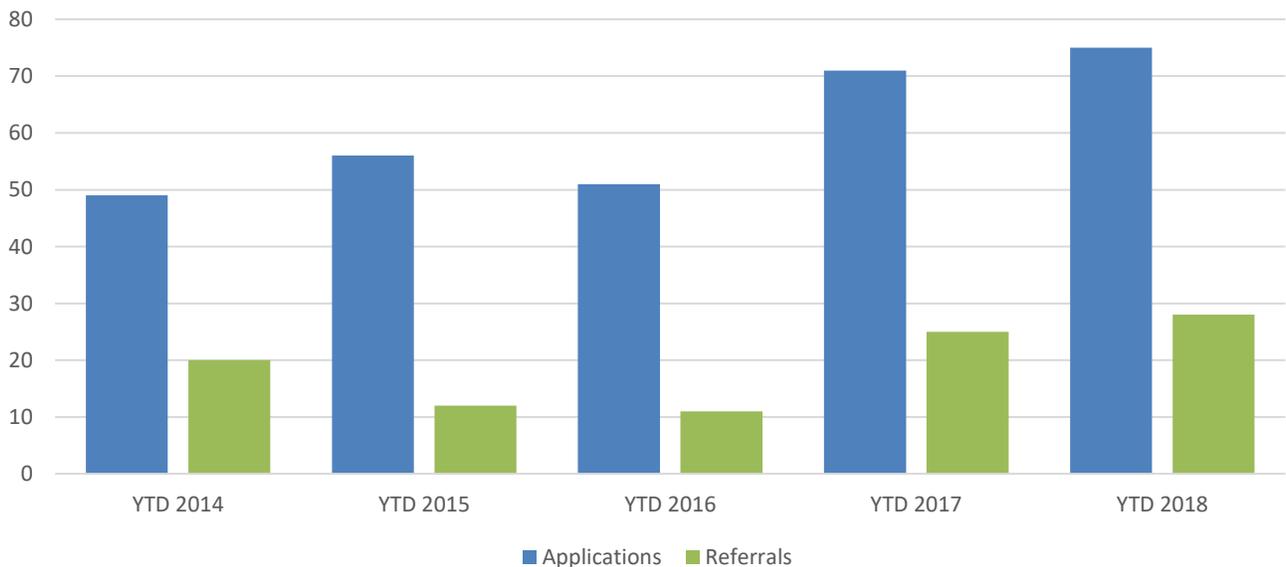
Attachments: No. 1 – Number of Development Applications / Referrals (2<sup>nd</sup> Quarter)  
No. 2 – Summary of Building Permits (YTD – June)  
No. 3 – Summary of Bylaw Enforcement Complaints (2<sup>nd</sup> Quarter)

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

Development Applications - Electoral Areas/Member municipalities



Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Building Permits Issued, 2<sup>nd</sup> Quarter 2018

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

| <b>NUMBER OF PERMITS ISSUED</b>                     |           |           |            |           |           |           |            |            |            |
|---|-----------|-----------|------------|-----------|-----------|-----------|------------|------------|------------|
| DESCRIPTION   | A         | C         | D          | E         | F         | H         | TOTAL      | 2018       | 2017       |
| RENEWAL/DEFICIENCY                                  |           |           | 1          |           |           |           | 1          | 17         | 18         |
| S.F.D.  | 3         |           | 3          | 1         |           |           | 7          | 43         | 46         |
| MOBILE/MANU HOMES                                   | 1         | 1         |            |           |           |           | 2          | 17         | 20         |
| CABINS/REC<br>SEMI-DETACHED, DUPLEX,<br>MULTI       |           |           |            |           |           |           | 0          | 1          | 1          |
| DEMOLITION / MOVE                                   |           |           | 1          | 1         |           |           | 2          | 12         | 15         |
| ACCESSORY USES<br>ADDITIONS / REPAIRS /<br>PLUMBING | 4         | 1         | 2          | 1         |           | 2         | 10         | 47         | 60         |
| COMMERCIAL  | 1         | 1         | 1          | 1         |           | 1         | 4          | 17         | 20         |
| INDUSTRIAL<br>FARM BUILDING<br>EXEMPTION            |           |           | 1          |           |           |           | 1          | 1          | 1          |
| INSTITUTIONAL                                       |           | 1         |            |           |           | 2         | 3          | 12         | 15         |
| SOLID FUEL APPLIANCE                                |           |           | 4          |           |           |           | 4          | 6          | 26         |
| <b>MONTHLY TOTAL</b>                                | <b>9</b>  | <b>5</b>  | <b>15</b>  | <b>6</b>  | <b>0</b>  | <b>9</b>  | <b>44</b>  | <b>221</b> | <b>288</b> |
| <b>YEAR TO DATE 2018</b>                            | <b>33</b> | <b>37</b> | <b>62</b>  | <b>42</b> | <b>10</b> | <b>37</b> | <b>221</b> |            |            |
| <b>SAME MONTH 2017</b>                              | <b>7</b>  | <b>14</b> | <b>43</b>  | <b>10</b> | <b>4</b>  | <b>12</b> | <b>90</b>  |            |            |
| <b>YEAR TO DATE 2017</b>                            | <b>37</b> | <b>62</b> | <b>101</b> | <b>25</b> | <b>19</b> | <b>44</b> | <b>288</b> |            |            |

| <b>DOLLAR VALUE OF PERMITS</b>                      |                    |                     |                     |                    |                    |                    |                     |            |                     |
|---|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|------------|---------------------|
| DESCRIPTION   | A                  | C                   | D                   | E                  | F                  | H                  | TOTAL               | TOTAL YEAR |                     |
| RENEWAL/DEFICIENCY                                  |                    |                     | \$0                 |                    |                    |                    | \$0                 |            | \$74,500            |
| S.F.D.  | \$1,018,350        |                     | \$1,069,785         | \$374,860          |                    |                    | \$2,462,995         |            | \$13,763,305        |
| MOBILE/MANU HOMES                                   | \$151,380          | \$171,400           |                     |                    |                    |                    | \$322,780           |            | \$3,466,410         |
| CABINS/REC<br>SEMI-DETACHED, DUPLEX,<br>MULTI       |                    |                     |                     |                    |                    |                    | \$0                 |            | \$72,720            |
| DEMOLITION / MOVE                                   |                    |                     | \$1,000             | \$1,000            |                    |                    | \$2,000             |            | \$12,000            |
| ACCESSORY USES<br>ADDITIONS / REPAIRS /<br>PLUMBING | \$121,940          | \$50,000            | \$23,850            | \$5,600            |                    | \$90,000           | \$291,390           |            | \$2,047,700         |
| COMMERCIAL  | \$3,000            | \$12,800            | \$46,580            | \$63,900           |                    | \$142,460          | \$268,740           |            | \$2,185,030         |
| INDUSTRIAL<br>FARM BUILDING<br>EXEMPTION            |                    | \$35,760            | \$80,000            | \$6,150            |                    | \$4,200            | \$126,110           |            | \$4,934,260         |
| INSTITUTIONAL                                       |                    |                     | \$5,200,000         |                    |                    |                    | \$5,200,000         |            | \$5,200,000         |
| SOLID FUEL APPLIANCE                                |                    |                     | \$4,000             |                    |                    |                    | \$4,000             |            | \$6,000             |
| <b>MONTHLY TOTAL</b>                                | <b>\$1,294,670</b> | <b>\$269,960</b>    | <b>\$6,425,215</b>  | <b>\$451,510</b>   | <b>\$0</b>         | <b>\$236,660</b>   | <b>\$8,678,015</b>  |            | <b>\$32,277,101</b> |
| <b>YEAR TO DATE 2018</b>                            | <b>\$4,721,480</b> | <b>\$5,858,665</b>  | <b>\$12,300,411</b> | <b>\$5,921,590</b> | <b>\$911,205</b>   | <b>\$2,563,750</b> | <b>\$32,277,101</b> |            |                     |
| <b>SAME MONTH 2017</b>                              | <b>\$465,980</b>   | <b>\$1,027,420</b>  | <b>\$1,311,685</b>  | <b>\$952,365</b>   | <b>\$549,985</b>   | <b>\$1,143,815</b> | <b>\$5,451,250</b>  |            |                     |
| <b>YEAR TO DATE 2017</b>                            | <b>\$3,763,236</b> | <b>\$36,619,421</b> | <b>\$7,991,813</b>  | <b>\$2,081,480</b> | <b>\$2,259,428</b> | <b>\$3,022,735</b> | <b>\$55,738,113</b> |            |                     |

| <b>BUILDING INSPECTION REVENUE</b> |                     |                     |                     |                     |                     |                     |                     |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 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         | \$41,018.96         |
| MAY                                | \$30,849.83         | \$43,054.17         | \$47,678.54         | \$34,819.01         | \$88,336.89         | \$335,459.36        | \$61,771.86         |
| JUNE                               | \$44,166.92         | \$42,069.21         | \$78,964.49         | \$62,473.80         | \$105,215.54        | \$66,954.09         | \$70,972.42         |
| 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         |                     |
| <b>TOTAL</b>                       | <b>\$398,199.32</b> | <b>\$346,070.90</b> | <b>\$494,994.53</b> | <b>\$627,180.85</b> | <b>\$671,069.50</b> | <b>\$961,213.29</b> | <b>\$339,850.81</b> |

Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 2<sup>ND</sup> Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BYLAW INFRACTIONS  
2ND QUARTER (APR-JUN 2018)**

**COMPLAINTS RECEIVED April - June 2018**

| DESCRIPTION      | A        | B        | C         | D         | E         | F        | G        | H        | TOTAL     | 2018      | 2017      |
|------------------|----------|----------|-----------|-----------|-----------|----------|----------|----------|-----------|-----------|-----------|
| LAND USE         | 2        |          | 3         | 3         | 2         | 4        |          | 1        | 15        | 15        | 14        |
| ESDP             |          |          |           | 1         | 1         |          |          |          | 2         | 2         |           |
| WDP              |          |          |           | 1         |           |          |          |          | 1         | 1         | 2         |
| MULTIPLE         |          |          |           | 1         |           |          |          |          | 1         | 1         |           |
| UNTIDY/UNSIGHTLY |          |          | 1         | 4         | 2         | 1        |          |          | 8         | 8         | 9         |
| BUIDING BYLAW    |          |          |           |           |           |          |          |          |           |           | 2         |
| ANIMAL CONTROL   | 4        |          | 2         | 13        | 3         | 1        |          |          | 23        | 23        | 1         |
| NOISE CONTROL    |          |          | 7         | 7         | 2         |          |          | 1        | 17        | 17        | 1         |
| BURNING BYLAW    |          |          |           |           |           |          |          |          |           |           |           |
| <b>Totals</b>    | <b>6</b> | <b>0</b> | <b>13</b> | <b>30</b> | <b>10</b> | <b>6</b> | <b>0</b> | <b>2</b> | <b>67</b> | <b>67</b> | <b>29</b> |

**COMPLAINTS RESOLVED April - June 2018**

| DESCRIPTION      | A | B | C         | D         | E        | F        | G        | H | TOTAL     | 2018      | 2017      |
|------------------|---|---|-----------|-----------|----------|----------|----------|---|-----------|-----------|-----------|
| LAND USE         |   |   | 1         | 2         |          | 1        |          |   | 4         | 4         | 14        |
| ESDP             |   |   |           |           |          |          |          |   |           |           |           |
| WDP              |   |   |           |           | 1        | 1        |          |   | 2         | 2         |           |
| MULTIPLE         |   |   |           |           |          |          |          |   |           |           | 2         |
| UNTIDY/UNSIGHTLY |   |   | 1         |           |          |          |          |   | 1         | 1         | 6         |
| BUIDING BYLAW    |   |   |           |           |          |          |          |   |           |           | 1         |
| ANIMAL CONTROL   | 3 |   | 2         | 10        | 3        | 1        | 1        |   | 20        | 1         | 1         |
| NOISE CONTROL    |   |   | 7         | 7         | 2        |          |          | 1 | 17        | 17        |           |
| BURNING BYLAW    |   |   |           |           |          |          |          |   |           |           |           |
| <b>Totals</b>    |   |   | <b>11</b> | <b>19</b> | <b>6</b> | <b>3</b> | <b>1</b> |   | <b>44</b> | <b>25</b> | <b>24</b> |

**TOTAL ACTIVE COMPLAINTS April - June 2018**

| DESCRIPTION      | A         | B        | C         | D         | E         | F         | G        | H        | TOTAL      | 2018       | 2017      |
|------------------|-----------|----------|-----------|-----------|-----------|-----------|----------|----------|------------|------------|-----------|
| LAND USE         | 6         |          | 8         | 15        | 3         | 10        | 1        | 2        | 45         | 45         | 27        |
| ESDP             |           |          | 1         | 2         | 1         |           |          |          | 4          | 4          |           |
| WDP              | 1         |          | 1         | 2         |           |           |          |          | 4          | 4          | 2         |
| MULTIPLE         |           |          |           | 2         |           |           |          |          | 2          | 2          | 1         |
| UNTIDY/UNSIGHTLY |           |          | 4         | 6         | 3         | 1         | 6        | 3        | 23         | 23         | 15        |
| BUIDING BYLAW    |           |          |           | 2         | 1         |           |          |          | 3          | 3          | 2         |
| ANIMAL CONTROL   | 4         | 3        | 2         | 11        | 3         | 1         |          |          | 24         | 24         | 2         |
| NOISE CONTROL    |           |          | 7         | 7         | 2         |           |          | 1        | 17         | 17         |           |
| BURNING BYLAW    |           |          |           |           |           |           |          |          |            |            |           |
| <b>Totals</b>    | <b>11</b> | <b>3</b> | <b>23</b> | <b>47</b> | <b>13</b> | <b>12</b> | <b>7</b> | <b>6</b> | <b>122</b> | <b>122</b> | <b>49</b> |