

**TO:** Planning & Development Committee

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

**DATE:** April 18, 2019

**RE:** First Quarter, 2019 Activity Report – Development Services Department  
**For Information Only**

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## **Overview:**

The Development Services Department comprises the functional areas of Planning, Building Inspection, Bylaw Enforcement, Heritage and Development Engineering.

## **PLANNING:**

### Q1 Activities

#### Regional Growth Strategy:

- Climate Projections Report: Pacific Climate Impacts Consortium continuing Climate projection modelling for Okanagan Basin. Project led by RDNO, with RDCO and RDOS in supporting role;
- South Okanagan Regional Growth Strategy Overview P&D Committee report;
- 2017 RGS Snapshot report presented to the Board in January, 2019;
- RGS consistency Board report presented for a proposed 12 lot subdivision in Electoral Area “E”.

#### Electoral Area Planning:

The following reports were prepared for consideration by the Planning and Development Committee:

- Official Community Plan Bylaw Review Schedule;
- *Agricultural Land Commission Act* Amendments – Residential Dwellings;
- Board of Variance Overview;
- Cannabis Production Facilities, Electoral Area Zoning Bylaw Amendment;
- Overview of OBWB/Provincial “1.0 Hectare Policy” for Grant Funding;
- Accessory Dwelling Unit (“carriage house”) Review; and
- Foreshore (Docks and Moorage) Regulations.

The following reports were prepared for consideration by the Board:

- 6 Official Community Plan and/or Zoning Bylaw Amendments\*;
- 7 Development Variance Permits;
- 1 Temporary Use Permits;
- 4 Agriculture Land Commission Referrals;
- Letters of Concurrence (Telus), Electoral Area “E”; and
- Official Community Plan Review

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

- 7 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority.
- 7 Advisory Planning Commission (APC) Meetings were scheduled.
- 2 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 2 Public Hearings were scheduled.
- The following Development Permits were approved:

**Environmentally Sensitive Development Permits**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	1	n/a	-	-	1	-	n/a	-	2	4
Land Alteration	-	n/a	-	-	-	-	n/a	-	-	-
Subdivision	-	n/a	-	-	-	-	n/a	-	-	-
<b>1<sup>st</sup> Quarter Total (2019)</b>	<b>1</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>*</b>	<b>n/a</b>	<b>-</b>	<b>1</b>	<b>4</b>

**Watercourse Development Permits**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	2	n/a	-	1	-	-	n/a	-	-	3
Land Alteration	-	n/a	-	-	-	-	n/a	-	-	-
Subdivision	-	n/a	-	-	-	-	n/a	-	-	-
<b>1<sup>st</sup> Quarter Total (2019)</b>	<b>2</b>	<b>n/a</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>3</b>

- A total of 3 Liquor License referral for Lounge and Special Event Area Applications:
  - ❖ Nighthawk Vineyards ("I")
  - ❖ Therapy Vineyards Ltd. ("E"); and
  - ❖ Desert Hills Estate Windery ("C").
- The following represents the subdivision referrals that were received from the Ministry of Transportation and Infrastructure (MoTI):

**Subdivisions Referrals Received: January 1, 2019 to March 31, 2019**

	A	B	C	D	E	F	G	H	I	Total
Fee Simple	-	-	-	-	-	-	-	-	-	-
Bare Land Strata	-	-	-	-	-	-	-	-	-	-
Conventional	-	-	-	-	1	-	1	3	-	5
Road Closure	-	-	-	-	-	-	-	1	-	1
<b>Year to Date</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>4</b>	<b>-</b>	<b>6</b>

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- Provision of planning services to the Town of Oliver on a month-to-month basis.  
NOTE: the Town of Oliver has notified the Regional District of its intent to cancel their planning services contract. Currently, the Town is in the hiring process of a Manager of Development Services.
  - Provision of planning services to the Village of Keremeos
  - Provision of planning services to the Town of Princeton

#### Planned Activities for Q2 – 2019

- Review of 2017 amendments to the Environmentally Sensitive Development Permit Area Designation, Guidelines & Mapping.
- Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Apex Zones, Small Holdings & Residential zones, etc.);
- Public consultation and adoption of amendment bylaw for Cannabis Production Facilities.
- Continue to provide planning services to the Town of Oliver, Village of Keremeos and Town of Princeton.

#### **BUILDING INSPECTION:**

##### Q1 Activities

- 135 permits were issued to March 31, 2019, compared to 99 which were issued to the same date in 2018 (see Attachment No. 2 for the annual summary of issued Building Permits).
- The new farm building provisions are currently undergoing public consultation with respect to draft Building Bylaw #2805, 2018.
- Active enforcement of Building bylaw violations continues. 13 files have been brought before the Board in Q1.
- Average timeline from application date to permit issuance is 23 days.

#### Planned Activities for Q2 – 2019

- Public consultation completion, review and adoption of Building Bylaw #2805, 2018.

#### **BYLAW ENFORCEMENT:**

##### Q1 Activities

- Schedules updated for the Bylaw Notice Enforcement Bylaw
- Review of the Animal Control level of Service for contributing Electoral Areas. Implementation of revised Animal Control service.
- One Untidy/Unsightly bylaw contravention Board report presented for Electoral Area "I".

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Planned Activities for Q2 – 2019

- Continue to review internal processes to work towards standardizing and streamlining workflows
- Work with Legislative Services to develop processes for board hearings related to Untidy & Unsightly premises bylaw and Noise Bylaw

(see Attachment 3 for Summary of Bylaw Enforcement Complaints)

**DEVELOPMENT ENGINEERING:**

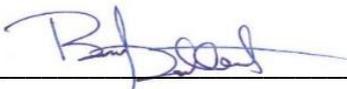
Q1 Activities

- Twin Lake Golf Course Resort development
  - ❖ Finalization of Water Monitoring Terms of Reference (requirement of 2<sup>nd</sup> reading)
- Keremeos Building Permits Review:
  - ❖ Off-site infrastructure requirements for two Building Permits
- Keremeos Subdivisions:
  - ❖ Issued Preliminary Layout Review for S-2018-01
  - ❖ Draft Preliminary Layout Review for S-2018-02
- Works and Services Bylaw Project: legal review of the “front-end” bylaw and a consultant is reviewing the technical specifications.

Planned Activities for Q2 – 2019

- Twin Lakes Golf Course Resort
  - Have community water and sewer designs at 80 percent complete
  - Draft Servicing Agreement(s) prior to scheduling public hearing for rezoning.
- Continue Works and Services Bylaw and Schedules preparation.
- Continue to provide development engineering services to the Village of Keremeos.
- Completing works and services reviews for referrals from Planning Services.

**Respectfully Submitted**



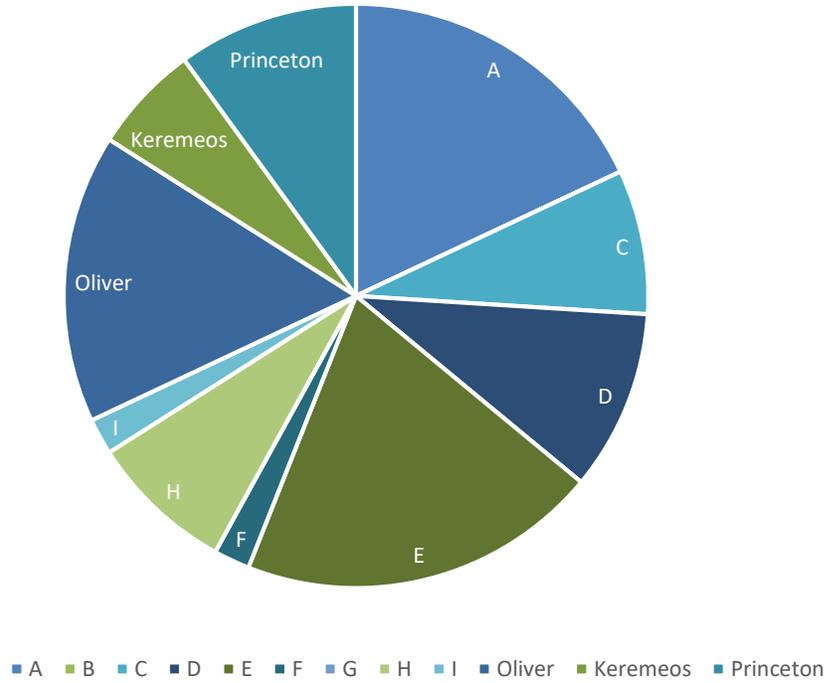
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B. Dollevoet, General Manager, Development Services

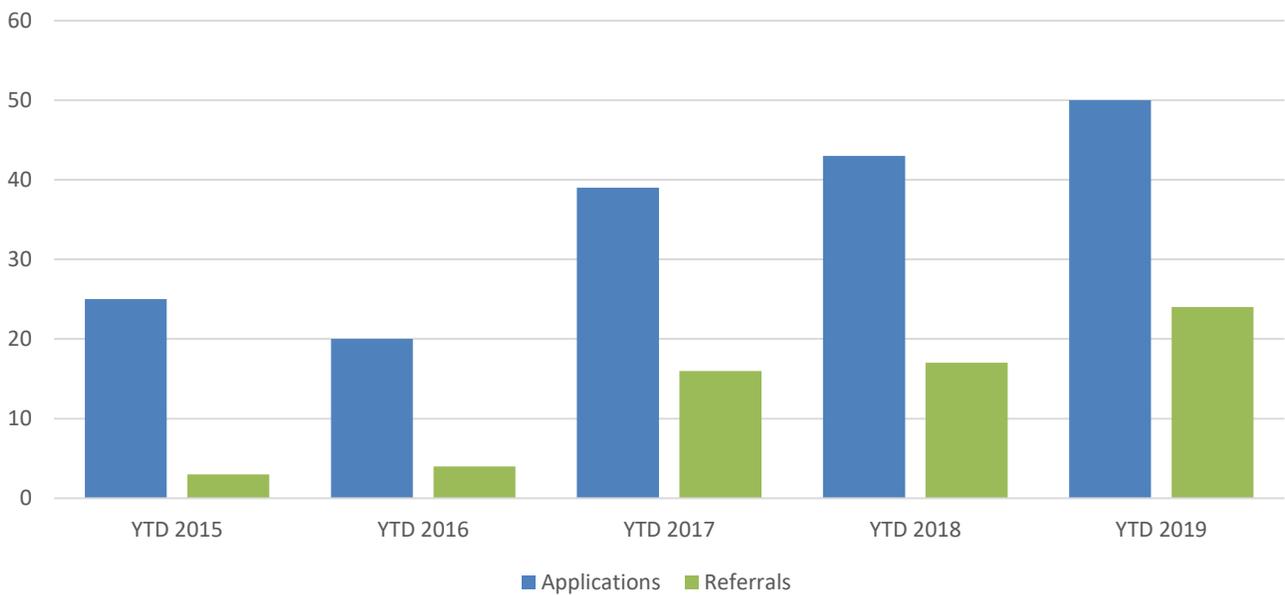
Attachments: No. 1 – Number of Development Applications / Referrals (1<sup>st</sup> Quarter)  
No. 2 – Summary of Building Permits (1<sup>st</sup> Quarter)  
No. 3 – Summary of Bylaw Enforcement Complaints (1<sup>st</sup> Quarter)

Attachment No. 1 - Number of Development Applications / Referrals, 1<sup>st</sup> Quarter, 2019

Development Applications - Electoral Areas/Member municipalities



Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Building Permits Issued, 1<sup>st</sup> Quarter 2019

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2019

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2019										
NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2019	2018
RENEWAL/DEFICIENCY		1						1	8	10
S.F.D.	1	1	1	4		2	2	11	24	18
MOBILE/MANU HOMES	1							1	9	11
CABINS/REC						1		1	1	1
SEMI-DETACHED, DUPLEX, MULTI								0	0	1
DEMOLITION / MOVE	1	1	1					3	7	4
ACCESSORY USES	1	5	3	2	2	3	2	18	34	20
ADDITIONS / REPAIRS / PLUMBING	1	1		2	4	1		9	26	23
COMMERCIAL							1	1	5	8
INDUSTRIAL								0	0	0
FARM BUILDING EXEMPTION		1				1		2	5	3
INSTITUTIONAL								0	0	0
SOLID FUEL APPLIANCE								0	16	0
<b>MONTHLY TOTAL</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>47</b>	<b>135</b>	<b>99</b>
<b>YEAR TO DATE 2019</b>	<b>12</b>	<b>23</b>	<b>19</b>	<b>22</b>	<b>10</b>	<b>21</b>	<b>28</b>	<b>135</b>		
<i>SAME MONTH 2018</i>	<i>6</i>	<i>7</i>	<i>11</i>	<i>8</i>	<i>4</i>	<i>4</i>	<i>0</i>	<i>40</i>		
<i>YEAR TO DATE 2018</i>	<i>16</i>	<i>19</i>	<i>21</i>	<i>22</i>	<i>7</i>	<i>14</i>	<i>0</i>	<i>99</i>		
DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YEAR	
RENEWAL/DEFICIENCY		\$1,000						\$1,000	\$146,500	
S.F.D.	\$348,185	\$335,400	\$344,760	\$1,207,697		\$301,390	\$193,865	\$2,731,297	\$7,174,825	
MOBILE/MANU HOMES	\$131,760							\$131,760	\$1,129,655	
CABINS/REC						\$93,975		\$93,975	\$93,975	
SEMI-DETACHED, DUPLEX, MULTI								\$0	\$0	
DEMOLITION / MOVE	\$1,000	\$1,000	\$1,000					\$3,000	\$7,000	
ACCESSORY USES	\$57,120	\$210,040	\$136,890	\$37,310	\$116,979	\$147,040	\$80,720	\$786,099	\$1,583,514	
ADDITIONS / REPAIRS / PLUMBING	\$14,000	\$94,400		\$119,800	\$89,710	\$5,760		\$323,670	\$1,799,468	
COMMERCIAL							\$80,000	\$80,000	\$2,507,740	
INDUSTRIAL								\$0	\$0	
FARM BUILDING EXEMPTION								\$0	\$0	
INSTITUTIONAL								\$0	\$0	
SOLID FUEL APPLIANCE								\$0	\$16,000	
<b>MONTHLY TOTAL</b>	<b>\$552,065</b>	<b>\$641,840</b>	<b>\$482,650</b>	<b>\$1,364,807</b>	<b>\$206,689</b>	<b>\$548,165</b>	<b>\$354,585</b>	<b>\$4,150,801</b>	<b>\$14,458,676</b>	
<b>YEAR TO DATE 2019</b>	<b>\$1,128,560</b>	<b>\$2,435,940</b>	<b>\$3,276,655</b>	<b>\$2,625,322</b>	<b>\$580,544</b>	<b>\$1,308,665</b>	<b>\$3,102,990</b>	<b>\$14,458,676</b>		
<i>SAME MONTH 2018</i>	<i>\$837,185</i>	<i>\$1,076,570</i>	<i>\$1,845,606</i>	<i>\$1,248,035</i>	<i>\$631,140</i>	<i>\$802,340</i>	<i>\$0</i>	<i>\$5,067,093</i>		
<i>YEAR TO DATE 2018</i>	<i>\$2,355,195</i>	<i>\$4,884,210</i>	<i>\$2,554,806</i>	<i>\$3,344,365</i>	<i>\$672,240</i>	<i>\$1,206,780</i>	<i>\$0</i>	<i>\$12,042,313</i>		
BUILDING INSPECTION REVENUE										
MONTH	2013	2014	2015	2016	2017	2018	2019			
JANUARY	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46			
FEBRUARY	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$81,677.98			
MARCH	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20			
APRIL	\$20,973.73	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96				
MAY	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86				
JUNE	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42				
JULY	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33				
AUGUST	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93				
SEPTEMBER	\$24,607.81	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16				
OCTOBER	\$28,791.57	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81				
NOVEMBER	\$25,620.64	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80				
DECEMBER	\$16,484.32	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12				
<b>TOTAL</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>\$660,402.96</b>	<b>\$163,581.64</b>			

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

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BYLAW INFRACTIONS  
1ST QUARTER (JAN-MAR 2019)**

**COMPLAINTS RECEIVED January - March 2019**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	0	0	1	1	0	0	0	1	1	4	4	2	2
ESDP	0	0	0	0	0	0	0	0	0	0	0	0	0
WDP	0	0	0	0	0	0	0	0	0	0	0	4	4
MULTIPLE	0	0	0	0	0	0	0	0	1	1	0	0	0
UNTIDY/UNSIGHTLY	0	0	1	0	1	0	0	0	0	2	2	0	0
BUILDING BYLAW	1	0	1	0	0	2	0	0	0	4	4	4	4
ANIMAL CONTROL	3	0	3	4	1	2	0	0	1	14	13	19	19
NOISE CONTROL	0	0	0	7	2	1	0	0	2	12	12	2	2
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>12</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>37</b>	<b>35</b>	<b>31</b>	<b>31</b>

**COMPLAINTS RESOLVED January - March**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	0	0	1	0	2	4	1	0	0	8	8	47	47
ESDP	0	0	1	0	0	0	0	0	0	1	1	0	0
WDP	0	0	0	0	0	0	0	0	0	0	0	4	4
MULTIPLE	0	0	0	1	0	0	0	0	0	1	1	0	0
UNTIDY/UNSIGHTLY	0	0	0	1	0	0	0	0	0	1	1	19	19
BUILDING BYLAW	1	0	1	0	0	0	0	1	0	3	3	5	5
ANIMAL CONTROL	2	3	0	3	0	0	0	0	0	8	8	4	4
NOISE CONTROL	0	0	0	6	2	0	0	0	2	10	10	4	4
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>11</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>32</b>	<b>32</b>	<b>83</b>	<b>83</b>

**TOTAL ACTIVE COMPLAINTS**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL
LAND USE	5	0	15	9	3	9	1	3	7	52
ESDP	0	0	0	1	1	0	0	0	1	3
WDP	4	0	0	1	0	0	0	0	1	6
MULTIPLE	0	0	1	0	0	0	0	1	2	4
UNTIDY/UNSIGHTLY	0	0	5	8	3	2	3	5	2	28
BUILDING BYLAW	0	0	1	1	0	1	0	3	2	8
ANIMAL CONTROL	1	3	6	3	1	0	2	0	4	20
NOISE CONTROL	0	0	0	4	1	0	0	0	0	5
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>10</b>	<b>3</b>	<b>28</b>	<b>27</b>	<b>9</b>	<b>12</b>	<b>6</b>	<b>12</b>	<b>19</b>	<b>126</b>

**MILEAGE**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD
LAND USE	0	0	152	65	2	217	0	0	57	493	493
ESDP	0	0	0	0	0	0	0	0	0	0	0
WDP	0	0	0	0	0	0	0	0	0	0	0
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0
UNTIDY/UNSIGHTLY	0	0	91	351	45	0	82	212	67	848	848
ANIMAL CONTROL	393.5	0	537	521	68	76	39		830.5	2465	2465
NOISE CONTROL	0	0	0	429	186	34	0	0	99	748	748
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>393.5</b>	<b>0</b>	<b>780</b>	<b>1366</b>	<b>301</b>	<b>327</b>	<b>121</b>	<b>212</b>	<b>1054</b>	<b>4554</b>	<b>4554</b>
<b>YTD</b>	<b>393.5</b>	<b>0</b>	<b>780</b>	<b>1366</b>	<b>301</b>	<b>327</b>	<b>121</b>	<b>212</b>	<b>1054</b>	<b>4554</b>	<b>4554</b>