

**TO:** Planning & Development Committee

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

**DATE:** July 18, 2019

**RE:** Second 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:**

### Q2 Activities

#### Regional Growth Strategy:

- July meeting of RGS Technical Advisory Committee scheduled. Questions for municipal planning staff on the degree of changes required for the RGS in 2020 (i.e. minor vs. major update).
- OBWB Floodplain grant management.
- Climate Projections Report writing RFP awarded by RDNO (RDOS a partner).

#### Electoral Area Planning:

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

- Agricultural Land Commission Act – Recent Amendments;
- Environmentally Sensitive Development Permits (ESDP) 24 month review; and
- Cannabis Production Facilities, Home Occupations & Home Industries (x 2).

The following reports were prepared for consideration by the Environmental Committee:

- City of Penticton – Official Community Plan Bylaw Referral

The following reports were prepared for consideration by the Board:

- 7 Official Community Plan and/or Zoning Bylaw Amendments\*;
- 7 Development Variance Permits;
- 2 Temporary Use Permits; and
- 4 Agriculture Land Commission Referrals;
- Development of an Okanagan Lake Protection Strategy – Request for Letter of Support

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

- 31 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority.
- 6 Advisory Planning Commission (APC) Meetings were scheduled.

- 3 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 1 Public Hearing was 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)	8	n/a	1	1	1	1	n/a		4	16
Land Alteration		n/a					n/a			
Subdivision	1	n/a			1		n/a			2
<b>2<sup>nd</sup> Quarter Total (2019)</b>	<b>9</b>	<b>n/a</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>n/a</b>		<b>4</b>	<b>18</b>

**Watercourse Development Permits**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)		n/a		3	1	1	n/a	2	2	9
Land Alteration		n/a					n/a			
Subdivision		n/a		1	1		n/a	1	1	4
<b>2<sup>nd</sup> Quarter Total (2019)</b>		<b>n/a</b>		<b>4</b>	<b>2</b>	<b>1</b>	<b>n/a</b>	<b>3</b>	<b>3</b>	<b>13</b>

- A total of 5 Liquor License referral for Lounge and Special Event Area Applications:
  - Desert Hills Estate Winery ("C");
  - Ye Olde Welcome Inn ("C");
  - Therapy Vineyards Ltd. ("E");
  - Here's the Thing Vineyards ("C"); and
  - Ricco Bambino Wines Inc. ("C")
- The following represents the subdivision referrals (YTD) that were received from the Ministry of Transportation and Infrastructure (MoTI):

**Subdivisions Referrals Received: January 1 to June 30, 2019**

	A	B	C	D	E	F	G	H	I	Total
Fee Simple										
Bare Land Strata									1	1
Conventional			1		2		2	3		8
Road Closure								1		1
<b>Year to Date</b>			<b>1</b>		<b>2</b>		<b>2</b>	<b>4</b>	<b>1</b>	<b>10</b>

- Provision of planning services to the Town of Oliver on a month-to-month basis.

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NOTE: The Town has recently hired a new Director of Development Services and it is anticipated that the Regional District will cease providing planning services to the Town by the end of Q3.

- Provision of planning services to the Village of Keremeos
- Provision of planning services to the Town of Princeton

#### Planned Activities for Q3 – 2019

- Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Apex Zones, Small Holdings & Residential zones, etc.);
- Bring forward amendments to allow Accessory Dwelling Units (i.e. “carriage houses”) in a wider range of zones;
- Bring forward amendments to the Hillside and Steep Slope Development Permit Area designation in the Electoral Area “D” Official Community Plan No. 2603, 2013;
- Bring forward amendments to the Development Procedures Bylaw related to the processing of subdivision referrals received from the Ministry of Transportation and Infrastructure (MoTI);
- Prepare amendments related to the regulation of docks through the various Electoral Area zoning bylaws;
- Bring forward amendments related to the Environmentally Sensitive Development Permit Area Designation, Guidelines & Mapping;
- Public consultation and adoption of amendment bylaw for Cannabis Production Facilities; and
- Continue to provide planning services to the Village of Keremeos and Town of Princeton and wind down planning services provided to the Town of Oliver.

#### **BUILDING INSPECTION:**

##### Q2 Activities

- Year-to-date 248 permits were issued (264 including farm exemptions) to June 30, 2019, compared to 211 which were issued to the same date in 2018 (see Attachment No. 2 for the annual summary of issued Building Permits).
- Active enforcement of Building bylaw violations continues.
- Average timeline from application date to permit issuance is 32 days.
- Provision of inspection services to the Village of Keremeos and the Town of Princeton.
- Adoption of Building Bylaw #2805, 2018.
- Review of policies, procedures and forms related to adoption of Building Bylaw #2805.

##### Planned Activities for Q3 – 2019

- Fee incentive program for Step Code implementation.
- Ongoing review of policies, procedures and forms related to Building Bylaw #2805.
- Start of implementation of BasicGov software for Building inspection modules.

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## **BYLAW ENFORCEMENT:**

### Q2 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 based on rural and more urban-orientated Electoral Areas.
- Direct action clean up of a property in contravention of the Untidy and Unsightly Premises Bylaw (see attachment 4)
- Two Untidy/Unsightly bylaw contravention Board reports presented – one for Electoral Area “D” and the other for Electoral Area “H”.

### Planned Activities for Q3 – 2019

- Continue to review internal processes to work towards standardizing and streamlining workflows (Deliverable in the department business plan).
- Work with Legislative Services to develop processes for board hearings related to Untidy & Unsightly premises bylaw and Noise Bylaw.
- Initiation of consolidation of Untidy/Unsightly bylaws in conjunction with Legislative Services. (see Attachment No. 3 for Summary of Bylaw Enforcement Complaints)

## **DEVELOPMENT ENGINEERING:**

### Q2 Activities

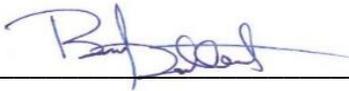
- Twin Lake Golf Course Resort development
  - Review of sewer infrastructure
- Keremeos Building Permits Review:
  - Off-site infrastructure requirements for two Building Permits
- Keremeos Subdivisions:
  - Issued Preliminary Layout Review for S-2018-02
  - DVP application review for S-2018-02
- Works and Services Bylaw Project
  - Finalizing draft of Water Section
  - Reviewing Sanitary Section
  - Start external agency consultation

### Planned Activities for Q3 – 2019

- Twin Lakes Golf Course Resort

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- Review of sewer infrastructure
  - 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 land use applications from Planning Services.

**Respectfully Submitted**



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B. Dollevoet, General Manager, Development Services

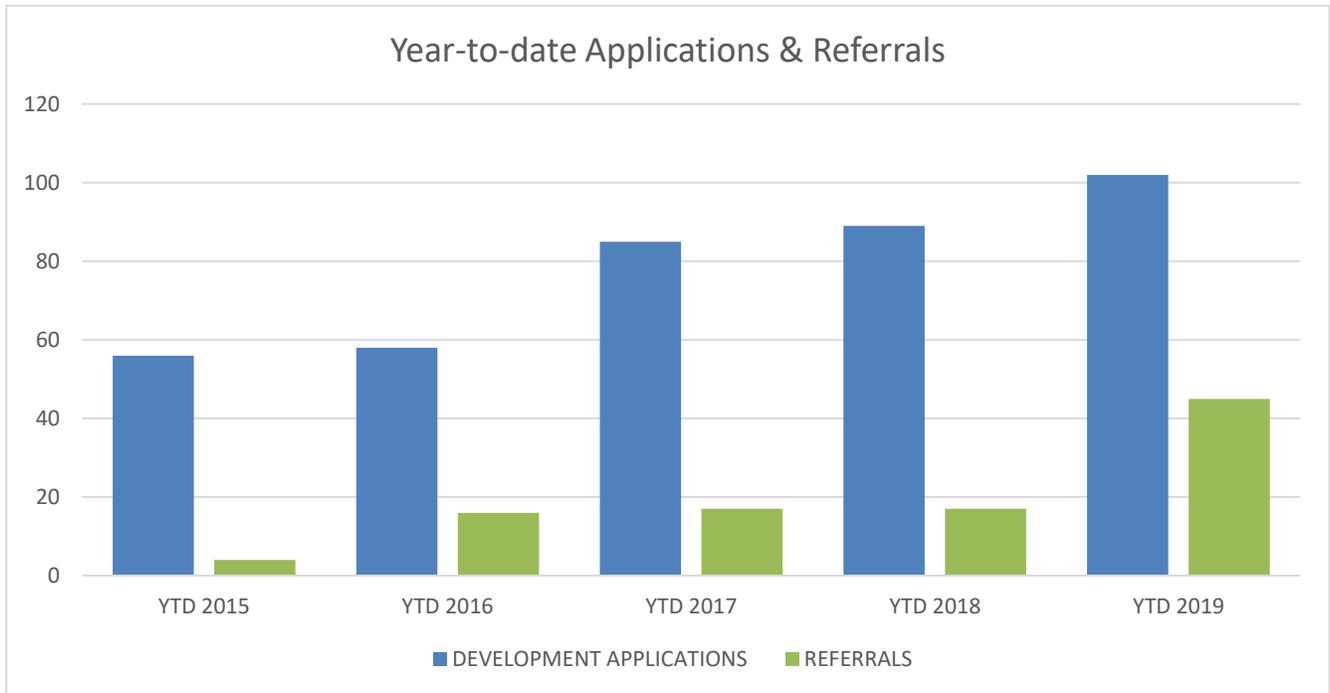
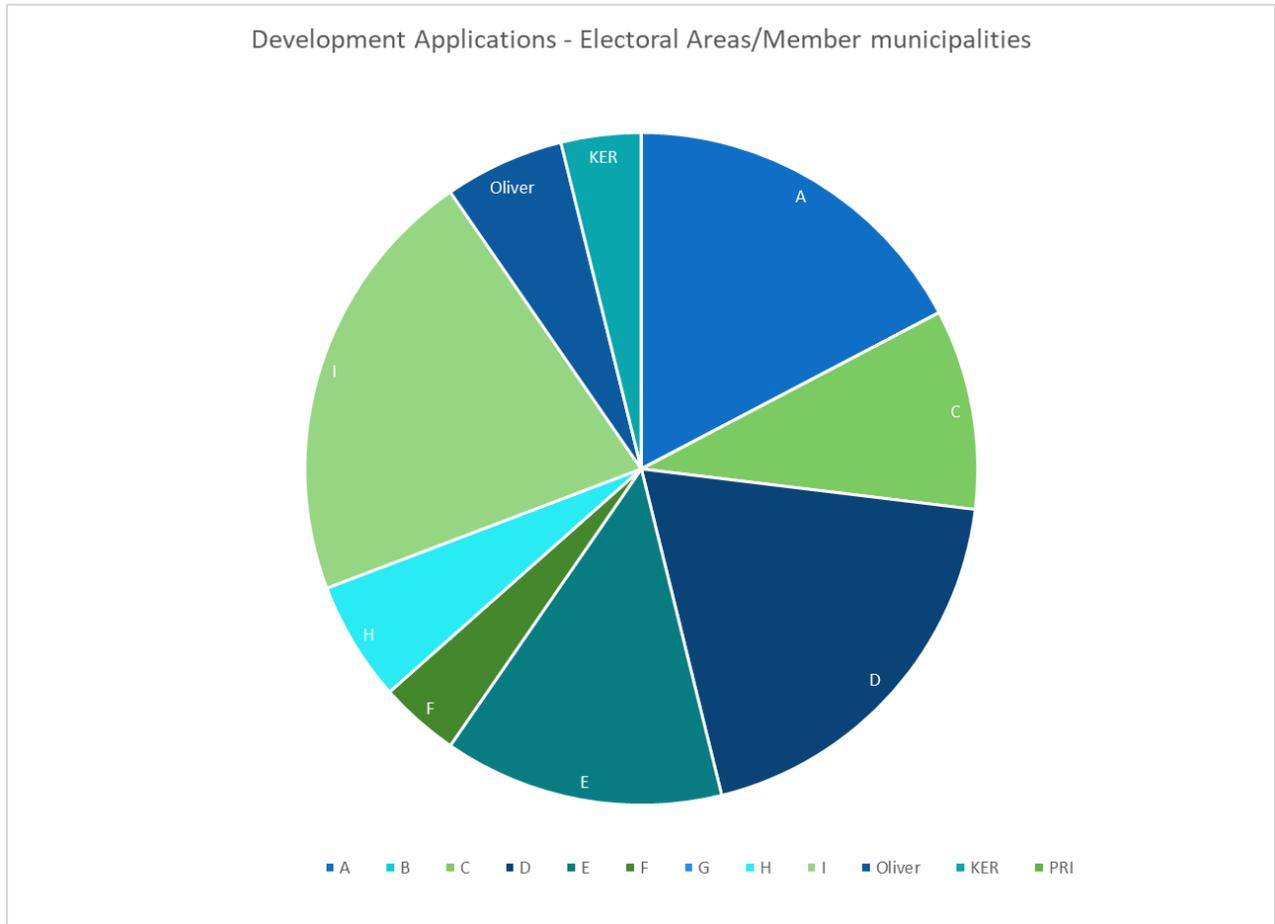
Attachments: No. 1 – Number of Development Applications / Referrals (2<sup>nd</sup> Quarter)

No. 2 – Summary of Building Permits (2<sup>nd</sup> Quarter)

No. 3 – Summary of Bylaw Enforcement Complaints (2<sup>nd</sup> Quarter)

No. 4 – Photo of remediated unsightly property

Attachment No. 1 - Number of Development Applications / Referrals, 2nd Quarter, 2019



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

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

<b>NUMBER OF PERMITS ISSUED</b>										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2019	2018
RENEWAL/DEFICIENCY		1				1		2	15	17
S.F.D.	1			4		3	1	9	44	43
MOBILE/MANU HOMES	1						1	2	16	17
CABINS/REC						1		1	12	1
SEMI-DETACHED, DUPLEX, MULTI								0	0	1
DEMOLITION / MOVE					1			1	17	12
ACCESSORY USES	1			1	1	5	1	9	56	47
ADDITIONS / REPAIRS / PLUMBING	2	1	1	2		2	3	11	59	47
COMMERCIAL		2						2	8	17
INDUSTRIAL								0	1	1
FARM BUILDING										
EXEMPTION	2	2				8		12	18	12
INSTITUTIONAL								0	1	0
SOLID FUEL APPLIANCE								0	17	6
<b>MONTHLY TOTAL</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>20</b>	<b>6</b>	<b>49</b>	<b>264</b>	<b>221</b>
<b>YEAR TO DATE 2019</b>	25	40	25	40	15	74	45	264		
<b>SAME MONTH 2018</b>	9	5	15	6	0	9	0	54		
<b>YEAR TO DATE 2018</b>	33	37	62	42	10	37	0	221		

<b>DOLLAR VALUE OF PERMITS</b>										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YEAR	
RENEWAL/DEFICIENCY		\$10,000				\$1,000		\$11,000	\$11,000	\$159,500
S.F.D.	\$117,960			\$1,156,195		\$435,790	\$313,555	\$2,023,500	\$2,023,500	\$12,541,555
MOBILE/MANU HOMES	\$168,480						\$277,500	\$445,980	\$445,980	\$1,871,285
CABINS/REC						\$72,960		\$72,960	\$72,960	\$1,573,135
SEMI-DETACHED, DUPLEX, MULTI								\$0	\$0	\$0
DEMOLITION / MOVE					\$1,000			\$1,000	\$1,000	\$17,000
ACCESSORY USES	\$19,200			\$22,680	\$6,000	\$290,305	\$24,000	\$362,185	\$362,185	\$2,585,019
ADDITIONS / REPAIRS / PLUMBING	\$39,880	\$20,000	\$12,000	\$136,605		\$129,185	\$386,170	\$723,840	\$723,840	\$3,538,395
COMMERCIAL		\$333,150						\$333,150	\$333,150	\$2,884,590
INDUSTRIAL								\$0	\$0	\$217,858
FARM BUILDING								\$0	\$0	\$0
EXEMPTION								\$0	\$0	\$500,000
INSTITUTIONAL								\$0	\$0	\$17,000
SOLID FUEL APPLIANCE								\$0	\$0	\$0
<b>MONTHLY TOTAL</b>	<b>\$345,520</b>	<b>\$363,150</b>	<b>\$12,000</b>	<b>\$1,315,480</b>	<b>\$7,000</b>	<b>\$929,240</b>	<b>\$1,001,225</b>	<b>\$3,973,615</b>	<b>\$3,973,615</b>	<b>\$25,905,336</b>
<b>YEAR TO DATE 2019</b>	\$2,185,280	\$3,961,738	\$3,976,441	\$4,568,852	\$661,534	\$5,051,355	\$5,500,136	\$25,905,336	\$25,905,336	
<b>SAME MONTH 2018</b>	\$1,294,670	\$269,960	\$6,425,215	\$451,510	\$0	\$236,660	\$0	\$5,451,250	\$5,451,250	
<b>YEAR TO DATE 2018</b>	\$4,721,480	\$5,858,665	\$12,300,411	\$5,921,590	\$911,205	\$2,563,750	\$0	\$55,738,113	\$55,738,113	

<b>BUILDING INSPECTION REVENUE</b>							
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	\$86,493.92
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	\$42,268.02
MAY	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81
JUNE	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49
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>\$304,049.90</b>

Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 2nd Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
2ND QUARTER (APR-JUN 2019)													
<b>COMPLAINTS RECEIVED April - June 2019</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	0	0	4	1	3	2	0	2	3	15	19	15	17
ESDP	0	0	0	1	0	0	0	0	2	3	3	2	2
WDP	0	0	0	1	0	0	0	0	0	1	1	1	5
MULTIPLE	0	0	1	0	0	0	0	0	0	1	1	1	1
UNTIDY/UNSIGHTLY	0	0	0	1	1	0	2	1	1	6	8	8	8
BUILDING BYLAW	0	0	0	0	0	0	0	1	1	2	6	0	4
ANIMAL CONTROL	3	0	3	11	2	2	3	0	2	26	39	40	59
NOISE CONTROL	0	0	1	8	5	3	0	0	8	25	37	17	19
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>23</b>	<b>11</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>17</b>	<b>79</b>	<b>114</b>	<b>84</b>	<b>115</b>
<b>COMPLAINTS RESOLVED April - June 2019</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	0	0	0	2	0	0	0	2	1	5	13	4	51
ESDP	0	0	0	0	0	0	0	0	0	0	1	0	0
WDP	0	0	0	0	0	0	0	0	0	0	0	2	6
MULTIPLE	0	0	0	0	0	0	0	0	1	1	2	0	0
UNTIDY/UNSIGHTLY	0	0	2	0	1	0	0	0	0	3	4	1	20
BUILDING BYLAW	0	0	0	1	1	0	0	0	1	3	6	0	5
ANIMAL CONTROL	3	0	3	11	2	2	3	0	2	26	34	23	27
NOISE CONTROL	0	0	1	8	5	3	0	0	8	25	35	3	7
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>22</b>	<b>9</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>13</b>	<b>63</b>	<b>95</b>	<b>33</b>	<b>116</b>
<b>TOTAL ACTIVE COMPLAINTS</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	5	0	17	8	7	11	1	4	8	61			
ESDP	0	0	0	2	1	0	0	0	2	5			
WDP	4	0	0	2	0	0	0	0	1	7			
MULTIPLE	0	0	2	0	0	0	0	1	1	4			
UNTIDY/UNSIGHTLY	0	0	5	7	4	2	5	7	2	32			
BUILDING BYLAW	0	0	1	1	0	1	0	4	3	10			
ANIMAL CONTROL	1	0	2	1	0	1	0	0	0	5			
NOISE CONTROL	0	0	0	2	0	1	0	0	5	8			
BURNING BYLAW	0	0	0	1	0	0	0	0	0	1			
<b>Totals</b>	<b>10</b>	<b>0</b>	<b>27</b>	<b>24</b>	<b>12</b>	<b>16</b>	<b>6</b>	<b>16</b>	<b>22</b>	<b>133</b>			
<b>Previous Quarter</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>			
<b>MILEAGE</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD		
LAND USE	123	0	79	23	72	298	0	14	37	646	1139		
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	100	182	0	0	153	1376	0	1811	2659		
ANIMAL CONTROL	404	0	98	1599	841	758.5	190		1037	4928	7392.5		
NOISE CONTROL	0	0	62	238	210	74	0	0	342	926	1674		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
<b>Totals</b>	<b>527</b>	<b>0</b>	<b>339</b>	<b>2042</b>	<b>1123</b>	<b>1131</b>	<b>343</b>	<b>1390</b>	<b>1416</b>	<b>8311</b>	<b>12865</b>		
<b>YTD</b>	<b>920.5</b>	<b>0</b>	<b>1119</b>	<b>3408</b>	<b>1424</b>	<b>1458</b>	<b>464</b>	<b>1602</b>	<b>2470</b>	<b>12865</b>			

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Attachment No. 4 – Remediated unsightly property

