

**TO:** Planning & Development Committee

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

**DATE:** July 16, 2020

**RE:** Q2 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, Development Engineering and Economic Development.

## **PLANNING:**

### Q2 Activities

#### Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review - Request for Proposals (RFP) prepared and released.
- Regional Housing Needs Assessment Report:
  - RFP was prepared released on May 14, 2020; and
  - Contract awarded to EcoPlan International Inc at June 18, 2020, Board meeting.

#### Electoral Area Planning:

- A summary of Applications and Referrals processed in Q2 is presented at Attachment No. 2.
- The following reports were prepared for consideration by the Board (including in Committee):
  - Public Meetings (i.e. PIMs & APCs) – Provincial Health Emergency;
  - Statement of Significance – David Woodbury McLelland Residence (Hedley, BC)
  - Residential Flexibility in the ALR – Ministry of Agriculture Consultation;
  - Development Permit Enforcement – UBCM Resolution.
- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
  - Consultation with Twin Lakes residents – Apex Zone Update
  - Residential Zone Update (Phase 3) – preparation of Comprehensive Development (CD) Zone update amendment bylaw.
- Electoral Area “A” OCP Bylaw Review:
  - On-going preparation of draft OCP Bylaw & Map Schedules;
  - APC meeting to discuss resident survey results, future consultation opportunities.
- Electoral Area “G” OCP Bylaw Project:
  - preparation and release of a Request for Proposals (RFP) on June 8, 2020.

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- Wildfire Hazard DP Area Project (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
    - Contract awarded at Board meeting of June 4, 2020; and
    - Kick-off meeting with consultant held on June 25, 2020.
  - Dock Regulations (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
    - Presentation to P&D Committee of the Board on May 21, 2020;
    - Agency consultation initiated / public consultation opportunities being organised.
  - Provision of Planning Services to the Village of Keremeos:
    - OCP & Zoning Bylaw Review:
      - ❖ completion of draft bylaws and map schedules.
  - Provision of Planning Services to the Town of Princeton.

#### Planned Activities for Q3 (2020):

- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
  - Initiate Phase 3 of the Residential Zone Review (CD Zone Update)
  - Initiate Phase 4 of the Residential Zone Review (RS & SH Zones)
- Electoral Area “A” OCP Bylaw Review:
  - Finalise a working draft of the new OCP Bylaw for consultation purposes;
  - Initiate next phase of public consultation (i.e. new survey, APC meeting, Anarchist community group meeting, public open house, agency referrals, farmer’s market, etc.).
- Electoral Area “G” OCP Bylaw Project:
  - Bring forward report to the Board to award contract;
  - Schedule a kick-off meeting with successful consultant firm;
  - Initiation of background research and determination of a consultation program.
- Wildfire Hazard DP Area Project (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
  - Present overview of project to the Board at Committee (August 6, 2020); and
  - Initiation of background research.
- Dock Regulations (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
  - Schedule electronic public information meetings (x4) with lake front property owners;
  - Review feedback received on amendment bylaw and present to Board.
- Review of ESDP Area Designation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
  - Continue with amendments to mapping layer; and
  - Finalise draft of Environmental Survey Report (to replace Rapid Environmental Assessment)
- Continue working on implementation of new software application (BasicGov).

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- Provision of Planning Services to the Village of Keremeos:
    - OCP & Zoning Bylaw Review:
      - ❖ present draft bylaws and map schedules to Council; and
      - ❖ initiate public consultation.
  - Provision of Planning Services to the Town of Princeton on an “as needed” basis.

## **BUILDING INSPECTION:**

### Q2 Activities

- 238 Permits have been issued to June 30, 2020 compared to 264 for the same date in 2019 (see Attachment No. 2 for the summary of issued Building Permits).
- Average timeline from application date to permit issuance is currently at 35 days.
- Provision of inspection services to the Village of Keremeos continues.
- Continued with development of BasicGov software to be introduced for Development Services in 2020. This target date will likely be Q4 due to delays with the pandemic.
- Presentation to Board – Energy Step Code

### Planned Activities for Q3

- Continued work for implementation of BasicGov software for Building inspection modules.
- Building Bylaw amendments – various housekeeping amendments plus revisions required for implementation of new BasicGov software
- Drafting of various procedures and policies
- Continued research with Step Code incentive
- Continued building enforcement

## **BYLAW ENFORCEMENT:**

### Q2 Activities

- Ongoing processing of complaints – 27 new complaints received and 39 enforcement files closed
- Positive result: site clean up – Electoral Area H – 3577 Princeton-Summerland Road (before the Board January 9, 2020)  
(see Attachment No. 3 for Summary of Bylaw Enforcement Complaints)

### Planned Activities for Q3

- Work on development of BasicGov software to be introduced for Development Services in July 2020.
- Work with Legislative Services to develop processes for board hearings.
- Initiation of consolidation of Untidy/Unsightly regulatory bylaws.

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- Review of annual dog licensing – explore potential for lifetime dog licenses.
  - Outstanding legal action for 5 properties (3 unsightly, 2 non-conforming uses)

## **DEVELOPMENT ENGINEERING:**

### Q2 Activities

- Subdivision and Development Services Bylaw Update (Electoral Areas “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H” & “I”):
  - On-going review of draft Schedules and Standard Drawings.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
  - Review of draft report and provision of preliminary feedback to consultant team.
- Ongoing Works and Services consultations for Subdivisions:
  - Twin Lake Golf Course Resort (“I”): review of Works and Services Agreement is on-going. Agreement on domestic water and sewer systems design is pending.
  - Grace Estates (“E”): pending water modelling.
  - Naramata Benchlands (“E”): pending applicant submission for water design.
  - Kettle Ridge – Phase 3a (“E”): pending applicant.
  - Patterson & Hayman Roads (“E”): reviewing water system requirements.
- Provision of Development Engineering Services to the Village of Keremeos.
- Provision of Development Engineering Services to the Town of Princeton.

### Planned Activities for Q3

- Subdivision and Development Services Bylaw Update (Electoral Areas “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H” & “I”):
  - Finalize review of draft Schedules (i.e. Water, Sewer, Roads, etc.)
  - Finalize review of draft Standard Drawings;
  - Present Draft Bylaw at a Planning & Development Committee meeting; and
  - Initiate consultation.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
  - Finalise draft report and present to Planning and Development Committee; and
  - Initiate consultation.
- Provision of Development Engineering Services to the Village of Keremeos.
- Provision of Development Engineering Services to the Town of Princeton “as needed”.

## **ECONOMIC DEVELOPMENT:**

### Q2 Activities

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- Completed demographic mapping for a commercial investors marketing package.
  - Obtained a designation for the OK Falls Visitor Centre as a booth in the Destination BC Visitor Information Network.
  - Provision of business outreach and support (retention and expansion).
  - Completed a draft of an Economic Development Strategic Plan.
  - Summer student hired to staff the Visitor Information Centre.
  - Initiated process of developing a community fund for Okanagan Falls (Community Foundation Partnership).
  - Participated in the development of a “Visit South Okanagan” organization to support regional tourism efforts.

### Planned Activities for Q3

- Ongoing business outreach and support (retention and expansion).
- Support the Okanagan Falls Community Association on branding and signage installation.
- Develop and distribute a community survey for grocery needs, including ongoing research and conversation with grocery corps, co-ops and landlord.
- Undertake a grant application to develop a downtown façade improvement or mural program.
- Collaborate on the development of a community public art project.
- Support the visitor center operation.
- Continued participation in the Visit South Okanagan program
- Ongoing promotion of our area for tourism.

### **Respectfully Submitted**



C. Garrish, Planning Manager

L. Miller, Building & Bylaw Enforcement Services Manager

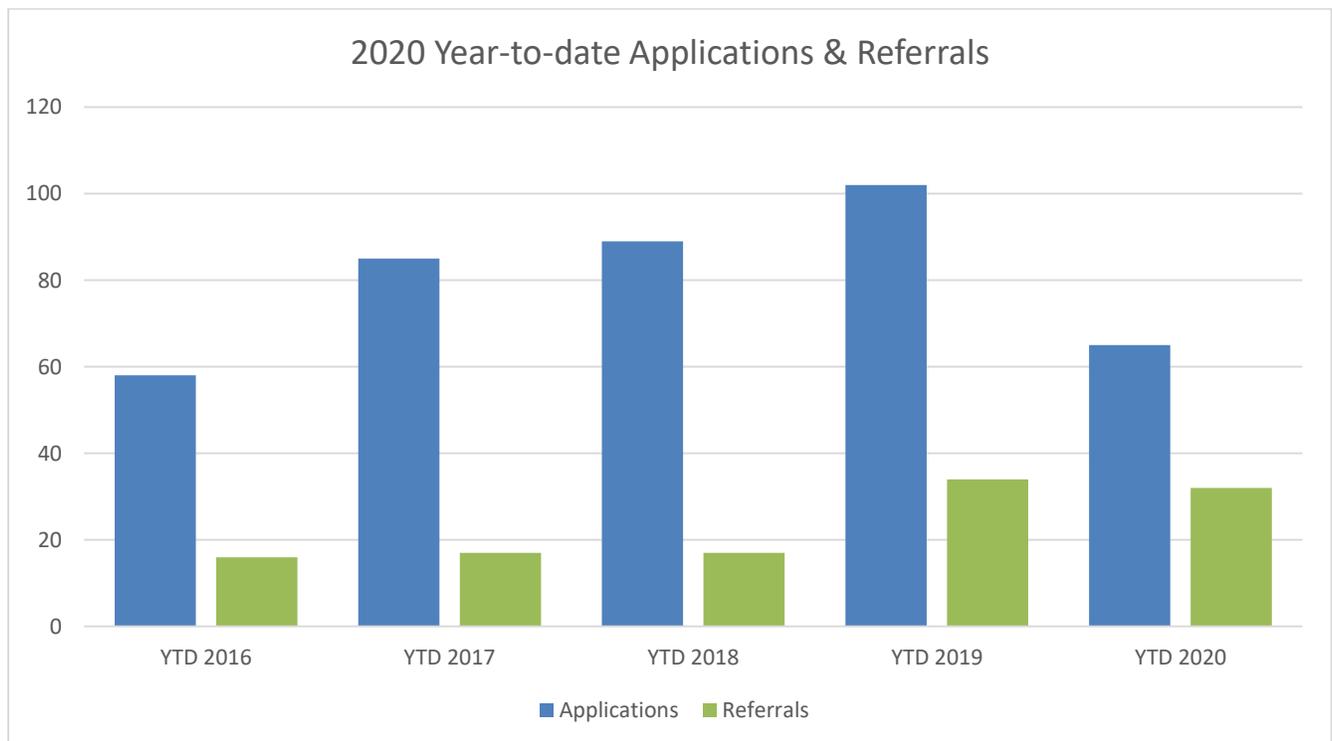
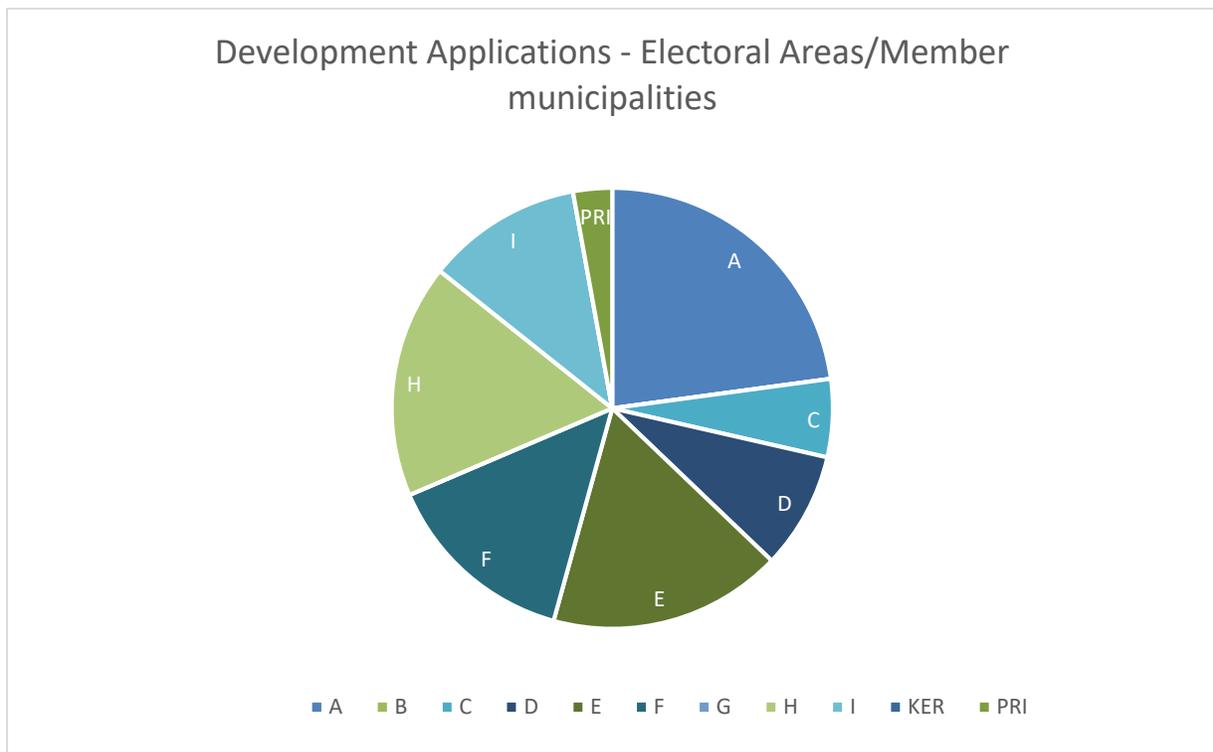
Attachments: No. 1 – Development Applications by Electoral Area & Year to Date (2020)

No. 2 –

No. 3 – Summary of Building Permits (2nd Quarter)

No. 4 – Summary of Bylaw Enforcement Complaints (2nd Quarter)

Attachment No. 1 - Development Applications by Electoral Area & Year to Date (2020)



Attachment No. 2 –

**Board Reports - Land Use Applications**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
<b>Board Reports – Land Use Applications</b>										
Land Use Bylaw Amendments (OCP and/or Zoning)						1		5	1	7
Development Variance Permits	1				1	1		1		4
Temporary Use Permits					4					4
Agricultural Land Commission Referrals			1		1					2
Liquor and Cannabis Regulation Branch Referrals			1	1						2
Floodplain Exemptions								1		1
<b>Yearly Total (2020)</b>	<b>2</b>		<b>5</b>	<b>4</b>	<b>8</b>	<b>4</b>		<b>9</b>	<b>4</b>	<b>36</b>

**Public Consultation – Land Use Applications / Projects**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MUL TIPLE	Total
<b>Public Consultation Forum</b>											
Advisory Planning Commission (APC) Meeting	1										1
Public Information Meeting						1			1		2
Public Hearing									1		1
<b>Yearly Total (2020)</b>	<b>2</b>		<b>3</b>	<b>1</b>	<b>4</b>	<b>2</b>		<b>2</b>		<b>5</b>	<b>19</b>

**Delegated Development Permits & MoTI Referrals Processed**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
<b>Environmentally Sensitive Development Permits</b>										
Development, Land Alteration & Subdivision	3			3	3				1	10
<b>Yearly Total (2020)</b>	<b>5</b>	<b>-</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>18</b>
<b>Watercourse Development Permits</b>										
Development, Land Alteration & Subdivision	1				1			2	1	5
<b>Yearly Total (2020)</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>8</b>
<b>MoTI Subdivisions Referrals</b>										
Fee Simple, Strata, Road Closure, etc.			1			1		2	2	6
<b>Yearly Total (2020)</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>4</b>	<b>12</b>

Attachment No. 3 – Summary of Building Permits Issued, 2<sup>nd</sup> Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF JUNE 2020**

<b>NUMBER OF PERMITS ISSUED</b>										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2020	2019
RENEWAL/DEFICIENCY	2				1	1		4	14	15
S.F.D.	2		1	4		2	4	13	42	44
MOBILE/MANU HOMES		1				1	1	3	10	16
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI FAMILY								0	3	12
DEMOLITION / MOVE						1		1	9	17
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	2	1	2	5	1	2		13	61	56
COMMERCIAL	1	4	1	4	1	4	2	17	62	59
INDUSTRIAL	1	1		2				4	15	8
FARM BUILDINGS	1							0	0	1
INSTITUTIONAL								1	17	18
SOLID FUEL APPLIANCE								0	5	1
<b>MONTHLY TOTAL</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>15</b>	<b>3</b>	<b>11</b>	<b>7</b>	<b>56</b>	<b>238</b>	<b>264</b>
<b>YEAR TO DATE 2020</b>	<b>30</b>	<b>47</b>	<b>39</b>	<b>34</b>	<b>26</b>	<b>38</b>	<b>24</b>	<b>238</b>		
<b>SAME MONTH 2019</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>YEAR TO DATE 2019</b>	<b>25</b>	<b>40</b>	<b>25</b>	<b>40</b>	<b>15</b>	<b>74</b>	<b>45</b>	<b>264</b>		
<b>DOLLAR VALUE OF PERMITS</b>										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY					\$12,500	\$1,000		\$13,500	\$270,500	
S.F.D.	\$718,195		\$343,040	\$1,305,810		\$391,110	\$1,488,940	\$4,247,095	\$16,423,967	
MOBILE/MANU HOMES		\$145,410				\$168,480	\$265,520	\$579,410	\$1,850,069	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI								\$0	\$40,500	
DEMOLITION / MOVE						\$1,000		\$1,000	\$9,000	
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$139,920	\$266,120	\$65,000	\$77,915	\$12,482	\$102,640		\$664,077	\$2,623,717	
COMMERCIAL	\$67,160	\$44,180	\$2,000	\$310,020	\$98,840	\$177,985	\$21,000	\$670,225	\$2,099,425	
INDUSTRIAL		\$25,000		\$45,000				\$137,160	\$1,016,100	
FARM BUILDINGS	\$37,440.00							\$0	\$0	
INSTITUTIONAL								\$37,440	\$294,420	
SOLID FUEL APPLIANCE								\$0	\$1,784,925	
<b>MONTHLY TOTAL</b>	<b>\$978,915</b>	<b>\$480,710</b>	<b>\$410,040</b>	<b>\$1,738,745</b>	<b>\$123,822</b>	<b>\$842,215</b>	<b>\$1,775,460</b>	<b>\$6,349,907</b>	<b>\$26,412,623</b>	
<b>YEAR TO DATE 2020</b>	<b>\$6,997,375</b>	<b>\$3,951,735</b>	<b>\$2,870,960</b>	<b>\$4,000,164</b>	<b>\$1,641,548</b>	<b>\$3,408,705</b>	<b>\$3,542,136</b>	<b>\$26,412,623</b>		
<b>SAME MONTH 2019</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>YEAR TO DATE 2019</b>	<b>\$2,185,280</b>	<b>\$3,961,738</b>	<b>\$3,976,441</b>	<b>\$4,568,852</b>	<b>\$661,534</b>	<b>\$5,051,355</b>	<b>\$5,500,136</b>	<b>\$25,905,336</b>		
<b>BUILDING INSPECTION REVENUE</b>										
MONTH	2014	2015	2016	2017	2018	2019	2020			
JANUARY	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46			
FEBRUARY	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98			
MARCH	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58			
APRIL	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02	\$41,620.45			
MAY	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81	\$52,842.35			
JUNE	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49	<b>\$75,271.11</b>			
JULY	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71				
AUGUST	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34				
SEPTEMBER	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49				
OCTOBER	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70				
NOVEMBER	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51				
DECEMBER	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33				
<b>TOTAL</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>\$558,865.98</b>	<b>\$295,586.93</b>			

Attachment No. 4 – Summary of Bylaw Enforcement Complaints, 2<sup>nd</sup> Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**  
**SUMMARY OF BYLAW INFRACTIONS**  
**2ND QUARTER (APR-JUN 2020)**

<b>COMPLAINTS RECEIVED April - June 2020</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	0	0	2	3	0	2	0	0	2	9	12	15	19
ESDP	0	0	0	0	0	0	0	0	0	0	0	3	3
WDP	1	0	0	1	0	0	0	0	0	2	0	1	1
MULTIPLE	0	0	1	2	1	1	0	0	0	5	4	1	1
UNTIDY/UNSIGHTLY	0	0	1	0	1	1	0	0	2	5	6	6	8
BUILDING BYLAW	1	0	3	0	0	0	0	1	0	5	7	2	6
ANIMAL CONTROL	0	0	9	1	1	1	1	0	3	16	28	26	39
NOISE CONTROL	0	0	5	3	3	1	0	0	0	12	16	25	37
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>21</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>54</b>	<b>73</b>	<b>79</b>	<b>114</b>
<b>COMPLAINTS RESOLVED April - June 2020</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	3	0	6	1	1	4	0	1	2	18	69	5	13
ESDP	0	0	0	0	0	0	0	0	0	0	1	0	1
WDP	1	0	0	0	0	0	0	0	0	1	3	0	0
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0	1	2
UNTIDY/UNSIGHTLY	0	0	0	1	1	1	0	1	1	5	11	3	4
BUILDING BYLAW	1	0	3	1	1	0	0	0	0	6	19	3	6
ANIMAL CONTROL	0	0	9	1	1	1	1	0	3	16	35	26	34
NOISE CONTROL	0	0	5	3	3	1	0	0	0	12	18	25	35
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>5</b>	<b>0</b>	<b>23</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>58</b>	<b>156</b>	<b>63</b>	<b>95</b>
<b>TOTAL ACTIVE COMPLAINTS</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	4	0	14	7	4	7	1	4	9	50			
ESDP	1	0	0	1	0	1	0	0	0	3			
WDP	2	0	0	2	0	0	0	0	2	6			
MULTIPLE	0	0	4	2	2	1	1	0	0	10			
UNTIDY/UNSIGHTLY	0	0	2	2	1	1	2	3	2	13			
BUILDING BYLAW	3	0	2	1	0	0	0	2	1	9			
ANIMAL CONTROL	0	0	0	0	1	0	0	0	1	2			
NOISE CONTROL	0	0	3	2	1	1	0	0	0	7			
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0			
<b>Totals</b>	<b>10</b>	<b>0</b>	<b>25</b>	<b>17</b>	<b>9</b>	<b>11</b>	<b>4</b>	<b>9</b>	<b>15</b>	<b>100</b>			
<b>Previous Quarter</b>	<b>11</b>	<b>0</b>	<b>30</b>	<b>15</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>11</b>	<b>13</b>	<b>103</b>			
<b>MILEAGE</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD		
LAND USE	394	0	639.5	135	57	283	0	275	196.5	1980	3798		
ESDP	0	0	0	0	0	0	0	0	0	0	37		
WDP	120	0	0	24	0	0	0	0	0	144	144		
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY	0	0	179	125	34	83	86.5	531.5	124	1163	1346		
ANIMAL CONTROL	0	0	496	1209	1382	1054	125		1399	5665	7887.5		
NOISE CONTROL	0	0	501	81	133	123	0	0	0	838	1057.5		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
<b>Totals</b>	<b>514</b>	<b>0</b>	<b>1816</b>	<b>1574</b>	<b>1606</b>	<b>1543</b>	<b>211.5</b>	<b>806.5</b>	<b>1720</b>	<b>9790</b>	<b>14270</b>		
<b>YTD</b>	<b>582.5</b>	<b>0</b>	<b>3236</b>	<b>2022</b>	<b>2023</b>	<b>1842</b>	<b>541.5</b>	<b>1135</b>	<b>2889</b>	<b>14270</b>			