

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: October 15, 2020

RE: Q3 Activity Report – Development Services
For Information Only

Overview:

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

PLANNING:

Q3 Activities

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Contract awarded at August 6, 2020, Board meeting; and
 - Project initiation meeting with staff and consulting team occurred on September 14th.
- Regional Housing Needs Assessment Report:
 - On-going work related to data collection phase.

Electoral Area Planning:

- A summary of Applications and Referrals processed in Q3 is presented at Attachment No. 2.
- The following reports were prepared for consideration by the Board (including in Committee):
 - Land Use Contract LU-6-D (St Andrews) and Dominion Radio Astrophysical Observatory.
- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Apex Zone Update amendment bylaw adoption.
 - Micro Cannabis amendment bylaw adoption.
 - Consultation on Phase 3 of Residential Zone Update (CD Zone)
- Electoral Area “A” OCP Bylaw Review:
 - Completion of 1st Community Survey;
 - Release of Draft OCP Bylaw and Schedules;
 - In-person Open House at the Sonora Centre on September 21st
 - On-going APC meetings.
- Electoral Area “G” OCP Bylaw Project:
 - Completion of Request for Proposals (RFP) on June 8, 2020.

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- Background work on Community Profile and Map Schedules.
 - Preparation of a revised RFP for re-release.
 - Wildfire Hazard DP Area Project (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - Presentation to the Board on August 6th.
 - On-going work related to preparation of Draft Guidelines and Mapping.
 - Dock Regulations (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - 1st reading on September 17th.
 - Provision of Planning Services to the Village of Keremeos:
 - OCP & Zoning Bylaw Review:
 - ❖ Release of Draft OCP & Zoning Bylaws.
 - ❖ Public Notification of Project.
 - Provision of Planning Services to the Town of Princeton.

Planned Activities for Q4 (2020):

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Initiate review and analysis phase with staff, RGS Technical Advisory Committee; and
 - Project presentation to Planning & Development Committee on December 3rd.
- Regional Housing Needs Assessment Report:
 - Complete data collection and initiate data analysis phase; and
 - Capacity building workshop with project partners.

Electoral Area Planning:

- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Complete Phase 3 of the Residential Zone Review (CD Zone Update);
 - Initiate Phase 4 of the Residential Zone Review (RS & SH Zones); and
 - Bring forward Draft Zoning Bylaw No. 2800 to Committee for review.
- Electoral Area “A” OCP Bylaw Review:
 - Finalise public consultation processes;
 - Finalise OCP Bylaw & Schedules.
- Electoral Area “G” OCP Bylaw Project:
 - Re-release of Request for Proposals (RFP);
 - Bring forward report to the Board to award contract;
 - Schedule a kick-off meeting with successful consultant firm;

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- Initiation of background research and determination of a consultation program.
 - Wildfire Hazard DP Area Project (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - Finalise mapping and prepare draft guidelines;
 - Initiate public consultation process.
 - Dock Regulations (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Schedule Public Hearing for November and consideration of 3rd (and adoption) before year end.
 - Review of ESDP Area Designation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Seek direction from Board on amendment bylaws at October 15th meeting
 - Solar Energy Devices (Electoral Area “D”, “E”, “F” & “I”)
 - Public Consultation (i.e. External & Internal Agency Referrals, APCs); and
 - Schedule 1st Reading December 17th (tentative).
 - Continue working on implementation of new software application (BasicGov).
 - 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:

Q3 Activities

- 399 Permits have been issued to September 30, 2020 compared to 405 for the same date in 2019 (see Attachment No. 3 for the summary of issued Building Permits).
- Average timeline from application date to permit issuance is currently at approximately 38 days.
- Provision of inspection services to the Village of Keremeos continues.
- Continued with development of BasicGov software which was to be introduced for Development Services in 2020. This target date will likely be Q1 of 2021 due to considerable delays with the pandemic and then the attempted ransomware attack.

Planned Activities for Q4

- 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

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- Continued building enforcement

BYLAW ENFORCEMENT:

Q3 Activities

- Ongoing processing of complaints – 32 new complaints received and 8 enforcement files closed
- Positive result: file closure/site clean up – Electoral Area H – 2619 Nicola Avenue
(see Attachment No. 4 for Summary of Bylaw Enforcement Complaints)

Planned Activities for Q4

- Work on development of BasicGov software to be introduced for Development Services in July 2020 (delayed due to ransomware attack and pandemic/staffing issues) .
- Work with Legislative Services to develop processes for board hearings.
- Initiation of consolidation of Untidy/Unsightly regulatory bylaws.
- Preparation of amendment bylaws for annual dog licensing – for yearly renewal of lifetime dog licenses.
- Outstanding legal action for 5 properties (3 unsightly, 2 non-conforming uses)

DEVELOPMENT ENGINEERING:

Q3 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”): water system design submitted and under review.
 - Naramata Benchlands (“E”): reviewing concept water design
 - Kettle Ridge – Phase 3A (“E”): Letter of Compliance issued. Warranty Agreement ongoing
 - Patterson & Hayman Roads (“E”): construction of water infrastructure complete, pending Warranty Agreement
 - Mill Road Partners (“E”): Works and Services Agreement complete, Letter of Compliance issued.
- Provision of Development Engineering Services to the Village of Keremeos.

Planned Activities for Q4

- Subdivision and Development Services Bylaw Update (Electoral Areas “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H” & “I”):
 - Finalize Draft Bylaw and present at a Planning & Development Committee meeting.
- 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:

Q3 Activities

- Okanagan Falls 2020 Economic Development and Recovery Plan.
- Completed a community survey for grocery needs, including ongoing research and conversation with grocery corps, co-ops and landlord.

Planned Activities for Q4

- Commence implementation of Economic Development and Recovery Plan.
- Ongoing business outreach and support (retention and expansion).
- Support the Okanagan Falls Community Association on branding and signage installation.
- 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 & Enforcement Services Manager

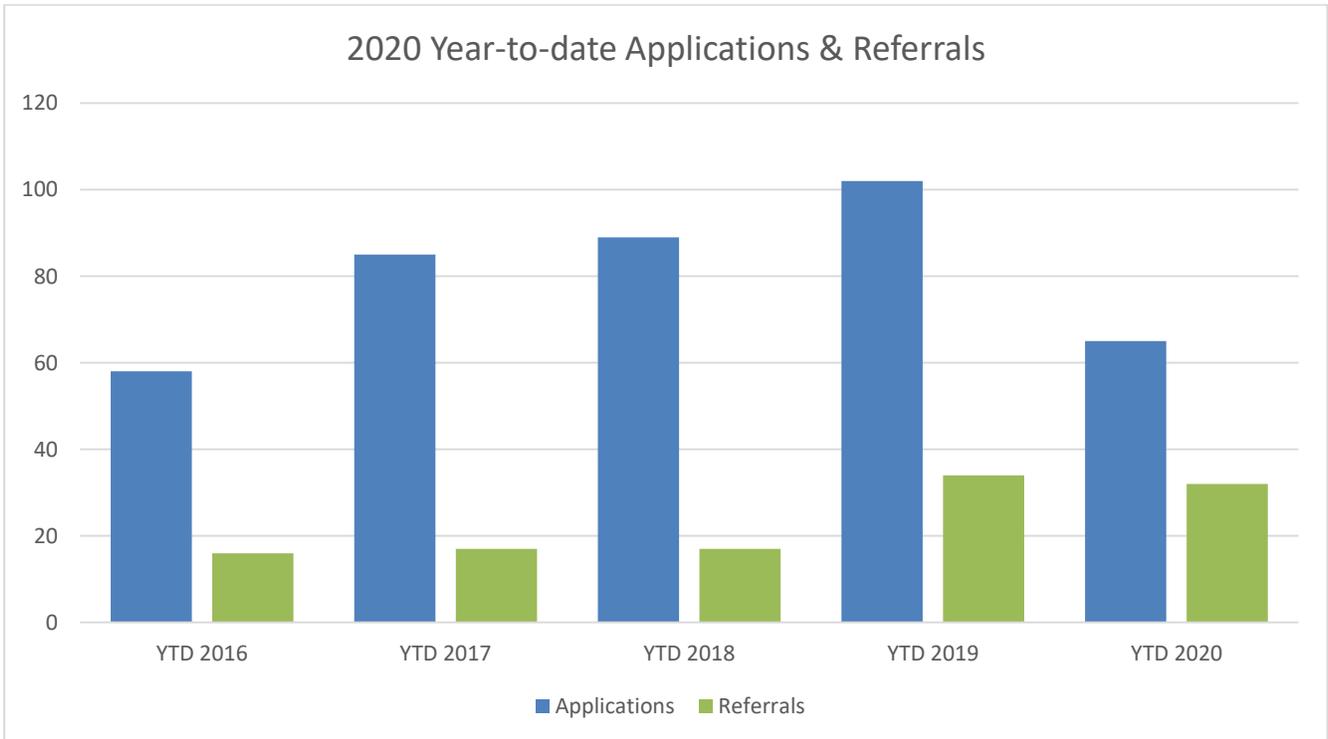
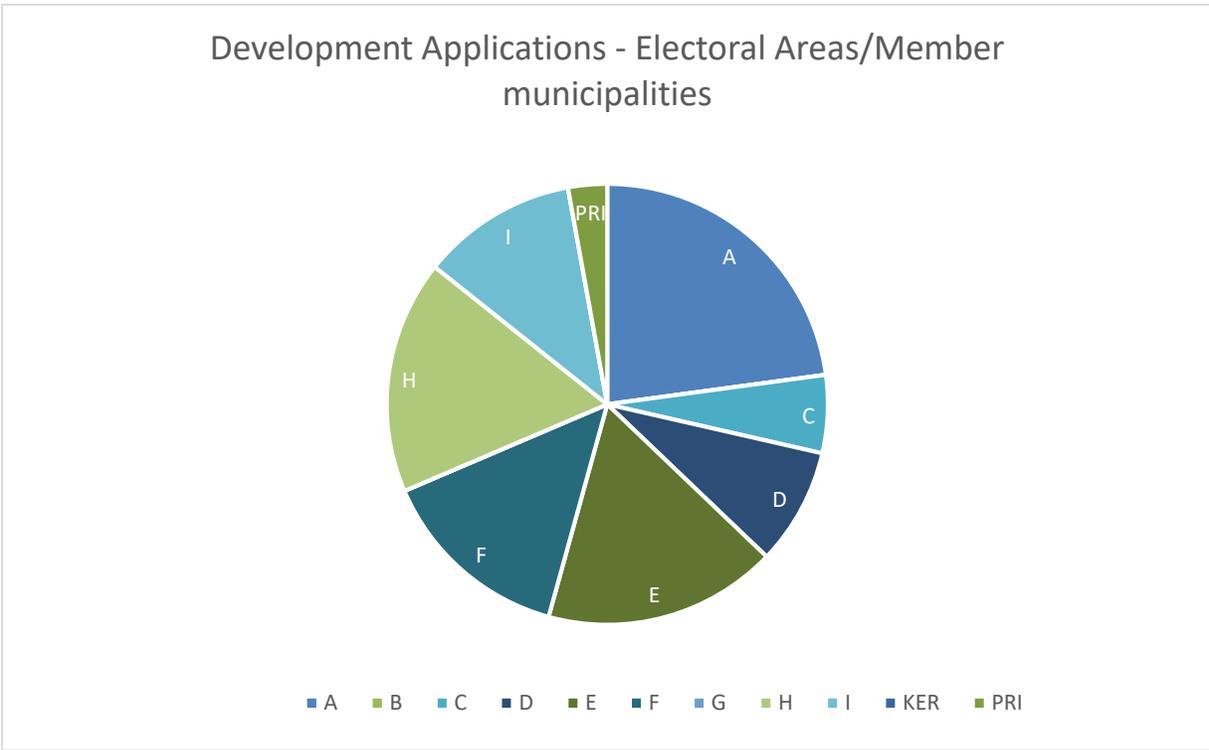
Attachments: No. 1 – Development Applications by Electoral Area & Year to Date (2020)

No. 2 – Summary of Application Activities

No. 3 – Summary of Building Permits (3rd Quarter)

No. 4 – Summary of Bylaw Enforcement Complaints (3rd Quarter)

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



Attachment No. 2 – Summary of Application Activities

Board Reports – Q3 Land Use Applications

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
Board Reports – Land Use Applications											
Land Use Bylaw Amendments (OCP and/or Zoning)			1							2	3
Development Variance Permits	1			1					3		5
Temporary Use Permits								2			2
Agricultural Land Commission Referrals	1			1	1						3
Liquor and Cannabis Regulation Branch Referrals				2	1						3
Floodplain Exemptions											
Yearly Total (2020)	4		6	8	10	4		11	7	2	52

Public Consultation – Q3 Land Use Applications / Projects

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
Public Consultation Forum											
Advisory Planning Commission (APC) Meetings / Info Mailouts			4	2	2			4	2		
Public Information Meeting			1		2			2	1	3	9
Public Hearing						1					1
Yearly Total (2020)	2		8	3	8	1		8	5	8	43

Delegated Development Permits & MoTI Referrals Processed

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Environmentally Sensitive Development Permits										
Development, Land Alteration & Subdivision	2			2	1	2		1		8
Yearly Total (2020)	7		1	6	6	2		3	1	26
Watercourse Development Permits										
Development, Land Alteration & Subdivision	2								1	3
Yearly Total (2020)	4		1		1	1		1	3	11
MoTI Subdivisions Referrals										
Fee Simple, Strata, Road Closure, etc.			1	1					1	3
Yearly Total (2020)			2	1	2	3		2	5	15

Attachment No. 3 – Summary of Building Permits Issued, 3rd Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS TO THE END OF SEPTEMBER 2020**

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2020	2019
RENEWAL/DEFICIENCY								0	20	25
S.F.D.	1	1	4	3	1	1	1	12	69	58
MOBILE/MANU HOMES	1	1	1				1	4	20	28
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI FAMILY								0	3	12
DEMOLITION / MOVE		2		1		3	1	7	0	1
ACCESSORY USES	2	1	2	4	4	6	5	24	23	23
ADDITIONS / REPAIRS / PLUMBING	1	3	8	3	3		1	19	110	110
COMMERCIAL								0	101	85
INDUSTRIAL								0	20	14
FARM BUILDINGS						2		2	2	1
INSTITUTIONAL			1					1	25	29
SOLID FUEL APPLIANCE								0	6	1
MONTHLY TOTAL	5	8	16	11	8	12	9	69	399	405
YEAR TO DATE 2020	49	69	70	58	38	72	43	399		
SAME MONTH 2019	3	2	6	4	1	5	5	26		
YEAR TO DATE 2019	41	62	42	59	21	97	83	405		
DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY								\$0	\$287,500	
S.F.D.	\$289,660	\$367,115	\$1,088,770	\$1,037,735	\$340,815	\$152,640	\$176,420	\$3,453,155	\$25,486,547	
MOBILE/MANU HOMES	\$182,250	\$133,245	\$147,705				\$221,434	\$684,634	\$3,622,688	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI								\$0	\$40,500	
DEMOLITION / MOVE		\$2,000		\$1,000		\$3,000	\$1,000	\$7,000	\$23,000	
ACCESSORY USES	\$148,750	\$32,160	\$95,880	\$105,720	\$134,549	\$149,890	\$135,520	\$802,469	\$4,141,396	
ADDITIONS / REPAIRS / PLUMBING	\$71,550	\$876,450	\$271,505	\$31,720	\$35,389		\$300,000	\$1,586,614	\$4,150,023	
COMMERCIAL								\$0	\$1,543,989	
INDUSTRIAL								\$0	\$183,360	
FARM BUILDINGS						\$20,000		\$20,000	\$526,250	
INSTITUTIONAL			\$95,000					\$95,000	\$1,879,925	
SOLID FUEL APPLIANCE								\$0	\$0	
MONTHLY TOTAL	\$692,210	\$1,410,970	\$1,698,860	\$1,176,175	\$510,753	\$325,530	\$834,374	\$6,648,872	\$41,885,178	
YEAR TO DATE 2020	\$9,454,280	\$6,366,310	\$7,065,380	\$6,261,637	\$2,895,421	\$4,976,625	\$4,865,525	\$41,885,178		
SAME MONTH 2019	\$49,400	\$1,000	\$472,700	\$618,864	\$193,853	\$229,420	\$1,042,255	\$2,607,492		
YEAR TO DATE 2019	\$3,480,860	\$7,071,684	\$6,021,591	\$5,575,605	\$956,787	\$6,454,360	\$7,820,799	\$37,381,686		
BUILDING INSPECTION REVENUE										
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	\$75,271.11			
JULY	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71	\$57,104.01			
AUGUST	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34	\$42,437.50			
SEPTEMBER	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49	\$77,667.72			
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				
TOTAL	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$472,796.16			

Attachment No. 4 – Summary of Bylaw Enforcement Complaints, 3rd Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
3RD QUARTER (July-September 2020)													
COMPLAINTS RECEIVED July - September 2020													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	0	0	3	2	2	2	0	4	3	16	28	14	33
ESDP	0	0	0	0	0	0	0	0	0	0	0	2	5
WDP	0	0	0	1	0	0	0	0	1	2	2	2	3
MULTIPLE	0	0	0	0	0	0	0	1	0	1	5	0	1
UNTIDY/UNSIGHTLY	0	0	1	3	2	1	1	0	1	9	15	5	13
BUILDING BYLAW	0	0	0	0	0	0	0	0	0	0	7	3	9
ANIMAL CONTROL	0	0	8	7	4	1	3	0	5	28	56	26	65
NOISE CONTROL	0	0	7	7	1	3	0	0	5	23	39	41	78
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	19	20	9	7	4	5	15	79	152	93	207
COMPLAINTS RESOLVED July - September 2020													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	1	0	1	0	1	0	0	1	1	5	74	18	31
ESDP	0	0	0	0	0	0	0	0	0	0	1	1	2
WDP	1	0	0	0	0	0	0	0	0	1	4	1	1
MULTIPLE	0	0	0	0	0	1	0	0	0	1	1	1	3
UNTIDY/UNSIGHTLY	0	0	0	1	0	0	0	0	0	1	12	10	14
BUILDING BYLAW	0	0	0	0	0	0	0	0	0	0	19	4	10
ANIMAL CONTROL	0	0	8	7	4	1	3	0	5	28	63	26	60
NOISE CONTROL	0	0	7	7	1	3	0	0	5	23	41	41	76
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	1	1
Totals	2	0	16	15	6	5	3	1	11	59	215	103	198
TOTAL ACTIVE COMPLAINTS													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	5	0	18	9	7	9	1	7	13	69			
ESDP	1	0	0	1	0	1	0	0	0	3			
WDP	1	0	0	3	0	0	0	0	3	7			
MULTIPLE	0	0	4	3	1	1	1	1	0	11			
UNTIDY/UNSIGHTLY	0	0	3	6	2	2	3	3	3	22			
BUILDING BYLAW	3	0	2	2	0	0	0	2	1	10			
ANIMAL CONTROL	0	0	4	3	1	0	0	0	2	10			
NOISE CONTROL	0	0	0	0	0	0	0	0	0	0			
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0			
Totals	10	0	31	27	11	13	5	13	22	132			
Previous Quarter	10	0	25	17	9	11	4	9	15	100			
MILEAGE													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD		
LAND USE	575.5	0	228	79	0	14	0	391.5	102	1390	5188		
ESDP	0	0	0	0	0	0	0	0	0	0	37		
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	110	35	34	53	162.5	259	35	688.5	871.5		
ANIMAL CONTROL	0	0	360	1837	2008	866	486		2210	7767	15655		
NOISE CONTROL	0	0	886	262	34	175	0	0	161	1518	1737.5		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
Totals	575.5	0	1584	2213	2076	1108	648.5	650.5	2508	11364	23489		
YTD	1158	0	4820	4235	4099	2950	1190	1785	5397	25634			