

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 21, 2021

RE: Q4 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:

Q4 Activities

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Overview of project presented to Planning & Development Committee (December 3, 2020)
- Regional Housing Needs Assessment Report:
 - Draft of Report Completed.

Electoral Area Planning:

- A summary of Applications and Referrals processed in Q4 is presented at Attachment No. 2.
 - The following reports were prepared for consideration by the Board (including in Committee):
 - Solar Energy Devices;
 - Metal Storage Containers (review of public representations);
 - Park Land Dedication Procedures (i.e. processing of proposals);
 - Environmentally Sensitive Development Permit Area Amendments; and
 - Agricultural Land Reserve Exclusion Policies;
 - South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Phase 3 of Residential Zone Update (CD Zone)
 - OK Falls Town Centre Implementation – initial consultation (Phase 3 – Hwy 97 south of Main)
 - Electoral Area “A” OCP Bylaw Review:
 - Release of revised Draft OCP Bylaw and Schedules (October 20, 2020);
 - On-going APC meetings.
 - Electoral Area “G” OCP Bylaw Project:
 - Completion of 2nd Request for Proposals (RFP) on October 16, 2020.
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- Award of Contract (Board meeting of November 19, 2020).
 - Wildfire Hazard DP Area Project (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - On-going work related to preparation of Draft Guidelines and Mapping.
 - Provision of Planning Services to the Village of Keremeos:
 - OCP & Zoning Bylaw Review:
 - ❖ 1st & 2nd reading of Draft OCP & Zoning Bylaws approved on December 21, 2020.
 - Provision of Planning Services to the Town of Princeton.

Planned Activities for Q1 (2021):

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
 - Continue RGS review and analysis phase with staff and RGS Technical Advisory Committee; and
 - 2nd project presentation to Planning & Development Committee.
- Regional Housing Needs Assessment Report:
 - Finalize draft report; and
 - Capacity building workshop with project partners. (Caveat: timing of the workshop could be delayed as Keremeos is taking exception to the consultant’s population projection methodology. We will need to work through this first).

Electoral Area Planning:

- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
 - Initiate Phase 4 of the Residential Zone Review (RS & SH Zones); and
 - Complete Phase 3 of the OK Falls Town Centre Implementation (Hwy 97 south of Main St.);
 - Bring forward Draft Zoning Bylaw No. 2800 to Committee for review.
- Electoral Area “A” OCP Bylaw Review:
 - Finalise OCP Bylaw & Schedules;
 - Notify residents (mail-out) of current project status, consultation undertaken to date and final opportunity for input;
 - Schedule final electronic public information meeting to provide project summary;
 - Prepare report in accordance with Board “OCP Bylaw Consultation Policy”; and
 - Bring forward OCP Bylaw No. 2905 for consideration of 1st reading.
- Electoral Area “G” OCP Bylaw Project:
 - Appointment of Citizen’s Committee; and
 - Initiation of background research and determination of a consultation program.

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- Wildfire Hazard DP Area Project (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - Finalise mapping and prepare draft guidelines;
 - Initiate public consultation process; and
 - Prepare report on proposed DP Area designation for consideration at P&D Committee
 - Review of ESDP Area Designation (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
 - Present outcomes of consultation with APC and external agencies at P&D Committee.
 - Solar Energy Devices (Electoral Area “D”, “E”, “F” & “I”)
 - Complete public consultation;
 - Bring forward Amendment Bylaw No. 2911 for consideration of 1st reading.
 - Continue working on implementation of new software application (BasicGov).
 - Provision of Planning Services to the Village of Keremeos:
 - Complete OCP & Zoning Bylaw Review Project.
 - Provision of Planning Services to the Town of Princeton on an “as needed” basis.

BUILDING INSPECTION:

Q4, 2020 Activities

- Year-end total of 525 permits were issued, including 36 farm building permits and exemptions, to December 31, 2020, compared to 527 building permits and 24 farm building exemptions which were issued to 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 38-40 days.
- Provision of inspection services to the Village of Keremeos continues. Provision of building inspection services to the Town of Princeton on a short term basis until another building official is hired.
- 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 Q1

- 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 and increased fees
- Drafting of various procedures and policies
- Continued building enforcement

BYLAW ENFORCEMENT:

Q4 Activities

- Ongoing processing of complaints – 22 new complaints received and 38 enforcement files closed (see Attachment No. 4 for Summary of Bylaw Enforcement Complaints)

Planned Activities for Q1

- Work on development of BasicGov software to be introduced for Development Services in Q1 of 2021 (delayed due to ransomware attack and pandemic/staffing issues) .
- 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:

Q4 Activities

- Subdivision and Development Services Bylaw Update (Electoral Areas “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H” & “I”):
 - Continuing review of draft bylaw and schedules.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
 - Review of draft report and provision of additional feedback to consultant team.
- Ongoing Works and Services consultations for Subdivisions.
- Provision of Development Engineering Services to the Village of Keremeos.

Planned Activities for Q1

- 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:

Q4 Activities

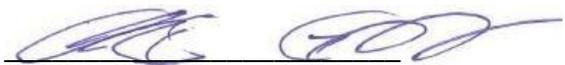
- Actively addressed items within the Okanagan Falls 2020 Economic Development & Recovery Plan that impact the OK Falls Economic Development Office and the Coordinator's position:
 - Provided business opportunity identification, business retention and expansion advise and support to existing local and new entrepreneurial businesses:
 - ❖ Interior Savings Credit Union;
 - ❖ Okanagan Falls ECE Little School;
 - ❖ Green Light Cannabis;
 - ❖ Kelly Kask – E-Bike Tours;
 - ❖ D & D Grocery Store Business Concept;
 - ❖ South Side Cabins & Bistro.
 - Completed a downtown business walk during October Small Business Week with the South OK Chamber of Commerce to introduce myself and offer support and assistance with respect to business recovery in light of COVID 19 economic slow down.
 - Attended meetings with OKCA and OK Falls Community Partners Association to introduce myself and to learn about their priority goals and objectives and to offer support and assistance as and when required in accordance with the RDOS Ec. Dev & Recovery Plan.
 - Connected with regional and community stakeholders relative to economic growth, community development and marketing / promotion of Okanagan Falls – Visit South Okanagan; Okanagan Falls & Skaha Lake Winery Association; Skaha Housing Society; OKF Water District; OKF Parks & Rec; RDOS Community Services; South Okanagan Chamber of Commerce; Community Futures, etc.
 - Attend weekly meetings with Ron Obirek, Area D Director to discuss approaches and actions to move the Recovery Plan forward.
 - Reviewed OK Falls marketing and promotional materials, tools, and resources to identify areas for updating. Documented areas for improvement within our websites, etc.
 - Reviewed past and current community and economic development strategies for both RDOS and Okanagan Falls.

Planned Activities for Q1

- Continue to advise and support existing businesses and new entrepreneurial investors through business retention and expansion advise and support services.
- Continue with business attraction activities to identify gaps in products / service and develop a platform to communicate these opportunities through the BC Government, Community Futures, BCEDA, web outreach programs:
 - Continue to attract a viable grocery service; and

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- Continue to explore the possibility of attracting another financial institution to increase services to the community.
 - Working with local and regional stakeholders, continue to review, refresh, and update all marketing and promotional materials, tools, and resource to attract more families and visitors to OK Falls.
 - Working with local community groups, continue to explore and support the launch of new tourism events to showcase OK Falls as an economically viable tourist destination.
 - With the support of OFCA, continue to work with Destination BC to establish the OFCA Visitor Centre as an official Destination BC Visitor Centre.
 - Work with OFCA to initiate a downtown revitalization program to incorporate artist murals, refreshing properties and improving outsides of buildings, etc.

Respectfully Submitted



C. Garrish, Planning Manager



L. Miller, Building & Enforcement Services Manager

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

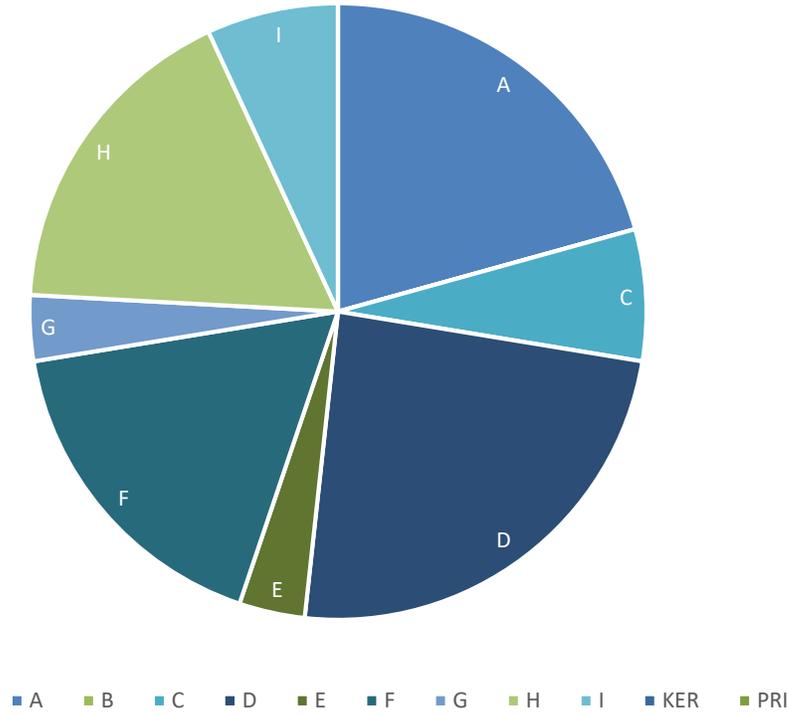
No. 2 – Summary of Application Activities

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

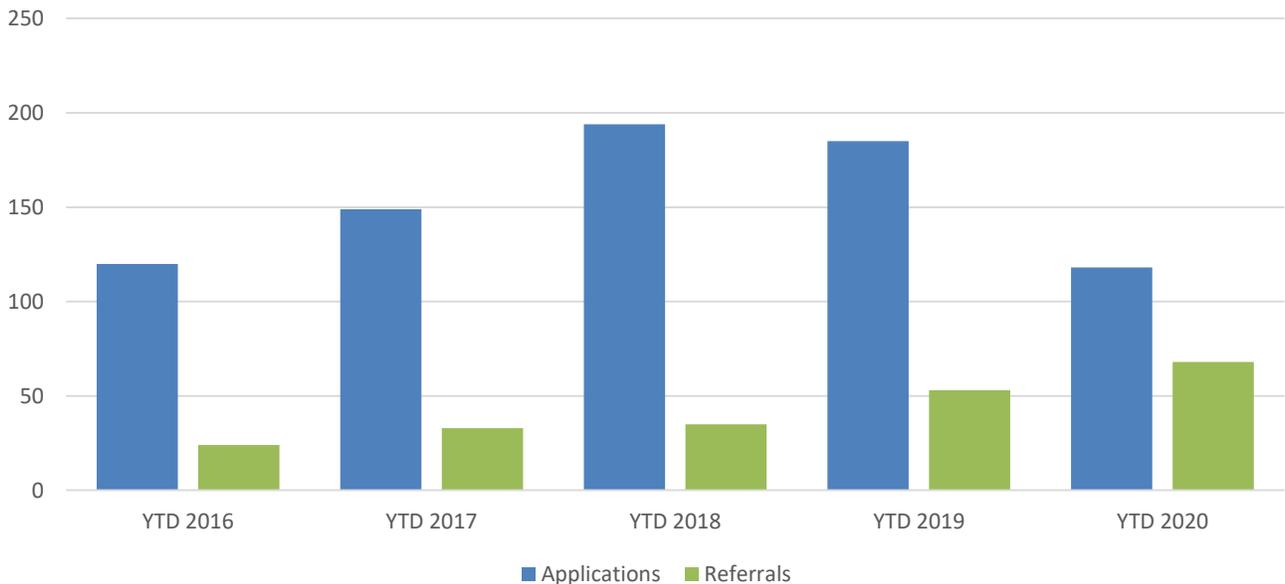
No. 4 – Summary of Bylaw Enforcement Complaints (3rd Quarter)

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

Development Applications - Electoral Areas/Member municipalities



2020 Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Application Activities

Board Reports – Q4 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)				2			1		1	1	5
Development Variance Permits	2			2	1	4		1	1		11
Temporary Use Permits	1										1
Agricultural Land Commission Referrals	1		5	1			1				8
Liquor and Cannabis Regulation Branch Referrals		1		1	2						4
Floodplain Exemptions			1								1
Yearly Total (2020)	8	1	12	14	13	8	2	12	9	3	82

Public Consultation – Q4 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	1		1	2	1	1		1	1		
Public Information Meeting					1			1		2	
Public Hearing			1	2				2	1	1	
Yearly Total (2020)	3		10	7	10	2		12	7	11	62

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			1	6
Yearly Total (2020)	9		1	8	6	3		3	2	32
Watercourse Development Permits										
Development, Land Alteration & Subdivision	2			2	1	4		1	1	11
Yearly Total (2020)	6		3	2	7	5		2	4	29
MoTI Subdivisions Referrals										
Fee Simple, Strata, Road Closure, etc.					2	1		2	1	6
Yearly Total (2020)			2	1	4	4		4	6	21

Attachment No. 3 – Summary of Building Permits Issued, 4th Quarter

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

NUMBER OF PERMITS ISSUED									
DESCRIPTION	A	C	D	E	F	H	I	TOTAL 2020	2019
RENEWAL/DEFICIENCY	2	0	3	3	3	10	7	28	39
S.F.D.	22	4	15	18	4	10	14	87	71
MOBILE/MANU HOMES	5	7	5	1	0	9	2	29	35
CABINS/REC	0	0	3	0	0	1	0	4	15
SEMI-DETACHED, DUPLEX, MULTI	0	0	0	0	0	0	0	0	1
DEMOLITION / MOVE	0	11	1	3	2	12	4	33	33
ACCESSORY USES	13	23	24	23	19	34	14	150	135
ADDITIONS / REPAIRS / PLUMBING	12	22	22	20	19	14	18	127	121
COMMERCIAL	1	9	7	4	0	0	1	22	19
INDUSTRIAL	0	0	1	0	1	0	0	2	1
FARM BUILDINGS	7	16	1	2	2	7	1	36	37
INSTITUTIONAL	0	3	2	1	0	1	0	7	1
SOLID FUEL APPLIANCE	0	0	0	0	0	0	0	0	19
2020	62	95	84	75	50	98	61	525	527
2019	50	73	59	80	31	132	102		

DOLLAR VALUE OF PERMITS									
DESCRIPTION	A	C	D	E	F	H	I	TOTAL 2020	TOTAL 2019
RENEWAL/DEFICIENCY	\$0	\$0	\$3,000	\$13,000	\$12,500	\$9,500	\$254,000	\$292,000	\$396,500
S.F.D.	\$8,956,566	\$2,293,685	\$5,182,462	\$7,233,600	\$1,867,195	\$2,833,385	\$4,032,796	\$32,399,689	\$20,840,515
MOBILE/MANU HOMES	\$1,059,360	\$1,025,760	\$854,390	\$165,924	\$0	\$1,476,495	\$486,954	\$5,068,883	\$4,745,069
CABINS/REC	\$0	\$0	\$40,500	\$0	\$0	\$159,270	\$0	\$199,770	\$1,696,975
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$298,380
DEMOLITION / MOVE	\$0	\$11,000	\$1,000	\$3,000	\$2,000	\$12,000	\$3,000	\$32,000	\$72,000
ACCESSORY USES	\$471,055	\$835,185	\$1,042,445	\$519,300	\$777,651	\$1,052,050	\$410,430	\$5,108,116	\$4,668,378
ADDITIONS / REPAIRS / PLUMBING	\$456,539	\$1,684,165	\$394,305	\$921,994	\$1,246,070	\$475,975	\$551,865	\$5,730,913	\$6,720,159
COMMERCIAL	\$67,160	\$511,300	\$804,840	\$376,769	\$0	\$0	\$4,940	\$1,765,009	\$5,461,127
INDUSTRIAL	\$0	\$0	\$40,000	\$0	\$143,360	\$0	\$0	\$183,360	\$217,858
FARM BUILDINGS	\$299,000	\$435,510	\$5,000	\$5,320	\$24,040	\$48,860	\$15,360	\$833,090	\$0
INSTITUTIONAL	\$0	\$1,704,400	\$135,000	\$100,000	\$0	\$44,925	\$0	\$1,984,325	\$0
SOLID FUEL APPLIANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
2020	\$11,309,680	\$8,501,005	\$8,502,942	\$9,338,907	\$3,434,886	\$6,112,460	\$5,759,345	\$52,959,225	\$48,675,452
2019	\$4,405,232	\$8,538,851	\$7,043,846	\$8,348,815	\$1,908,399	\$8,910,325	\$9,519,984		

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	\$48,451.14
NOVEMBER	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51	\$35,849.11
DECEMBER	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33	\$46,501.93
TOTAL YEAR	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$603,598.34

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

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BYLAW INFRACTIONS
4TH QUARTER (October - December 2020)**

COMPLAINTS RECEIVED October - December 2020

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	1	0	1	4	0	2	0	1	4	13	41	15	48
ESDP	1	0	0	0	0	0	0	0	0	1	1	1	6
WDP	1	0	0	0	0	0	0	0	0	1	3	0	3
MULTIPLE	0	0	0	1	0	0	0	0	0	1	6	0	1
UNTIDY/UNSIGHTLY	0	0	1	0	0	0	0	0	0	1	16	0	13
BUILDING BYLAW	0	0	0	0	0	0	0	2	0	2	9	9	18
ANIMAL CONTROL	1	0	14	4	0	0	4	0	2	25	81	18	83
NOISE CONTROL	0	0	1	9	0	3	0	0	4	17	68	17	95
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	1	1
Totals	4	0	17	18	0	5	4	3	10	61	225	61	268

COMPLAINTS RESOLVED October - December 2020

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	2	0	3	2	3	2	0	4	7	23	97	19	50
ESDP	0	0	0	0	0	0	0	0	0	0	1	2	4
WDP	1	0	0	1	0	0	0	0	1	3	7	2	3
MULTIPLE	0	0	0	0	0	0	0	0	0	0	1	2	5
UNTIDY/UNSIGHTLY	0	0	1	3	2	2	0	1	0	9	21	12	26
BUILDING BYLAW	0	0	0	0	0	0	0	1	0	1	20	6	16
ANIMAL CONTROL	1	0	14	4	0	0	4	0	2	25	88	18	78
NOISE CONTROL	0	0	1	9	0	3	0	0	4	17	70	17	93
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	2	3
Totals	4	0	19	19	5	7	4	6	14	78	305	80	278

TOTAL ACTIVE COMPLAINTS

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL
LAND USE	4	0	17	11	8	10	1	4	13	68
ESDP	2	0	0	1	0	1	0	0	0	4
WDP	1	0	0	2	0	0	0	0	2	5
MULTIPLE	0	0	5	4	1	1	1	1	0	13
UNTIDY/UNSIGHTLY	0	0	3	4	1	0	3	2	2	15
BUILDING BYLAW	3	0	2	2	0	0	0	2	1	10
ANIMAL CONTROL	1	0	4	1	0	0	1	0	0	7
NOISE CONTROL	0	0	0	0	0	0	0	0	2	2
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0
Totals	11	0	31	25	10	12	6	9	20	124
Previous Quarter	10	0	34	32	12	14	5	13	24	144

MILEAGE

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD
LAND USE	7	0	538	230.5	68	35	0	7	344	1229.5	7430
ESDP	0	0	0	0	0	0	0	0	0	0	206
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	48.5	65	0	41	159	67	82.5	463	1733
ANIMAL CONTROL	67	0	567	1867	1508	1030	446		2214	7699	23353.5
NOISE CONTROL	0	0	0.5	194	0	118	0	0	121	433.5	2573.7
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
Totals	74	0	1154	2356.5	1576	1224	605	74	2761.5	9825	35296.2
YTD	1401	0	6288.2	6799.5	5782	4373.5	2033.5	2492.5	8271	37441.2	