

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 21, 2022

RE: 1st Quarter Activity Report – Development Services

Overview:

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

PLANNING:

1. Regional Growth Strategy (RGS) Review

Q1 Activities

- ✓ Preparation of draft amendments and discussion paper options related to review of Rural Growth Areas, including preparation of new mapping.
- ✓ Discussion paper presented at a P&D Committee meeting responding to direction from Strategic Planning Session with Gord McIntosh regarding a new “RGS Update”, including budget, staffing requirements and schedule, in order to undertake agricultural, economic development and housing reviews.

Planned Activities for Q2

- Present discussion paper and amendment options for Rural Growth Areas at a P&D Committee meeting.

2. Electoral Area “G” OCP Bylaw Project:

Q1 Activities

- ✓ On-going work on drafting of OCP BYlaw.
- ✓ Focus Group sessions with OCP Committee and public

Planned Activities for Q2

- Completion of Focus Group sessions.
- Complete Preliminary Draft of OCP Bylaw.
- Present Draft OCP Bylaw to OCP Committee and the public.
- On-going Community Consultation.

3. Electoral Area “E” OCP Bylaw Review:

Q1 Activities

- ✓ Completed Background Reports.

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- ✓ Implemented Community Engagement Strategy, including scheduling of public open houses.
 - ✓ Community Survey launched.

Planned Activities for Q2

- Continue Public Review & Engagement.
- Continue drafting of OCP Bylaw.

4. Okanagan Valley Zoning Bylaw Project (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):

Q1 Activities

- ✓ Present Draft of Zoning Bylaw No. 2800 at February 17, 2022 meeting of the P&D Committee.
- ✓ Initiate public engagement and agency referrals.
- ✓ 1st and 2nd reading of the bylaw on March 17, 2022.

Planned Activities for Q2

- Public Hearing and 3rd reading on April 7, 2022.
- Adoption on April 21, 2022.

5. Subdivision and Development Servicing Bylaw Review

Q1 Activities

- ✓ Continuing work on finalizing draft water and sewer design schedules.

Planned Activities for Q2

- Finalize front end of the bylaw as well as draft water and sewer design schedules.

6. Environmentally Sensitive Development Permit (ESDP) Area Review

Q1 Activities

- ✓ Public Information Meeting (PIM) on February 21, 2022.
- ✓ Consideration of 1st reading of Amendment Bylaw No. 2912 on March 3, 2022.

Planned Activities for Q2

- Presentation by Ministry staff at the April 21, 2022, meeting of the Planning and Development Committee.
- Consideration of 1st reading of Amendment Bylaw No. 2912 on May 5, 2022.

7. Regulation of Metal Storage Containers (Electoral Area “A”, “C”, “D”, “E”, “F”, and “I”)

Q1 Activities

- ✓ Presented results of recent public engagement at February 17, 2022, meeting of the Planning and Development Committee.

Planned Activities for Q2

- Seek formal amendment of Bylaw No. 2895 (e.g. repeal and re-read 2nd reading as amended) and scheduling of a third public hearing at May 5, 2022, Board meeting.
- Public Hearing, followed by 3rd reading and adoption (dates to be determined).

8. Greater West Bench Geotechnical Review & Bylaw Amendments (Electoral Area “F”)

Q1 Activities

- ✓ 1st & 2nd reading of Amendment Bylaw Nos. 2790.04 and 2461.21 approved on March 3, 2022.

Planned Activities for Q2

- Public Hearing scheduled for April 13, 2022.
- Consideration of 3rd reading and adoption (dates to be determined).

9. West Bench Soil Removal and Deposition Bylaw (Electoral Area “F”)

Q1 Activities

- ✓ Preparation of draft Soil Removal and Deposition Bylaw and supporting amendment bylaws.

Planned Activities for Q2

- Presentation of draft bylaws at a meeting of the Planning and Development Committee.

10. Watercourse Development Permit (WDP) Area Update – “Condition and Impact” Assessments

Q1 Activities

- ✓ Amendment Bylaws presented at February 17, 2022, meeting of the Planning and Development Committee.

Planned Activities for Q2

- Consideration of 1st & 2nd reading of the Amendment Bylaws on April 7, 2022.
- Public Hearing, 3rd reading and adoption of the Amendment Bylaws to be considered on May 5, 2022.

11. Minimum Report Requirements for Septic System Assessments

Q1 Activities

- ✓ Draft Amendment Bylaws presented at the February 3rd and 17th and March 3rd meetings of the Planning and Development Committee.

Planned Activities for Q2

- None [project has been deferred indefinitely].

12. Development Permit Triggers (Electoral Area “D”).

Q1 Activities

- ✓ 1st & 2nd reading of Amendment Bylaw No. 2603.23 approved on March 17, 2022.

Planned Activities for Q2

- Public Hearing, 3rd reading & adoption scheduled for May 5, 2022.

13. Delegated Development Variance Permits (DVP)

Q1 Activities

- Background Research.

Planned Activities for Q2

- Presentation of a discussion paper at a P&D Committee meeting regarding introduction of delegated DVP provisions to *Local Government Act*.

14. Chadwell Place Setbacks (Electoral Area "D")

Q1 Activities

- ✓ None (NOTE: preparation of Draft Zoning Amendment Bylaw is anticipated to occur in Q2 or Q3).

Planned Activities for Q2

- None (NOTE: preparation of Draft Zoning Amendment Bylaw is anticipated to occur in Q2 or Q3).

15. Cannabis Retail Store Zoning Amendments (Electoral Area "D");

Q1 Activities

- ✓ None (NOTE: preparation of Draft Zoning Amendment Bylaw is anticipated to occur in Q2 or Q3).

Planned Activities for Q2

- Preparation of draft zoning bylaw amendment options for subsequent consideration by the Electoral Area "D" APC is anticipated to commence in Q2.

16. Faulder Zone Update (Electoral Area "F")

Q1 Activities

- ✓ None (project has been deferred pending completion of Meadow Valley Aquifer Study).

Planned Activities for Q2

- None (project has been deferred pending completion of Meadow Valley Aquifer Study).

17. Provision of Planning Services

Q1 Activities

- ✓ Planning Services provided to the Village of Keremeos.

Planned Activities for Q2

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- Planning Services to provided to the Village of Keremeos, as required.
 - Planning Services to the Town of Princeton on an “as needed” basis.

18. Processing or Land Use Applications & Referrals

A summary of Applications and Referrals processed in Q4 is presented at Attachment No. 2.

BUILDING INSPECTION:

Q1 Activities

- ✓ 54 building permits were issued to the end of March, compared to 47 in 2021. (see Attachment No. 3 for the summary of issued Building Permits).
- ✓ There has been a 52% increase in permits for single family dwellings over the same period in 2021.
- ✓ 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.
- ✓ Continuing with development of BasicGov software. The target date will now likely be Q2 of 2022 due to delays with the pandemic & requirements to integrate with RDOS systems.
- ✓ Ensured the 3 properties identified by the Province of BC to be threatening a water course, due to atmospheric river flooding, were removed or had demolition permits issues.
- ✓ Organized specific hostility de-escalation training for staff
- ✓ Secured clerical support with Covid Grant funding.
- ✓ 2 unsuccessful recruitment attempts for a Building Official.

Planned Activities for Q2

- Finalization of BasicGov software for Building inspection and Bylaw Enforcement modules.
- Building Bylaw amendments – various housekeeping amendments plus revisions required for implementation of new BasicGov software.
- Continued coordination with Senior Energy Specialist for Step Code consultation prior to proposed implementation.
- Continued building contravention enforcement.
- Prepare to assist EOC with spring freshet.
- Review options to increase customer service.
- Provide Inspection coverage to the Town of Osoyoos until they can fill their vacant position.
- Re-post the Building Official position (3rd time). Explore options for hard to recruit position benefits.

BYLAW ENFORCEMENT:

Q1 Activities

- ✓ Ongoing processing of complaints – 23 new complaints received and 43 enforcement files closed. (see Attachment No. 4 for Summary of Bylaw Enforcement Complaints)
- ✓ Collected \$13,090 in outstanding Bylaw Offence Notices through small claims court.

Planned Activities for Q2

- Final preparation for consolidation of Noise bylaws.
- Initial preparation for consolidation of Untidy and Unsightly Premises Bylaw.
- Preparation of amendment bylaws for annual dog licensing (yearly renewals).
- Amendments to Bylaw Notice Enforcement Bylaw for various offences related to Dog Control, Noise Control Bylaws and Untidy & Unsightly Premises Bylaw.
- Complete recruitment for Bylaw Supervisor and update work flow.

ECONOMIC DEVELOPMENT (ELECTORAL AREA “D”):

Q1 Activities

- ✓ ETSI-BC \$15k grant to carry out an ‘Connectivity High Speed Internet Review (report submitted March 2022).
- ✓ Assisting the Okanagan Falls Community Association (OFCA) in the development and launch of a ‘Flowering Up Okanagan Falls’ program.

Planned Activities for Q2

- Ongoing assistance to the OFCA on projects of shared interest.

Respectfully Submitted:



C. Garrish, Planning Manager

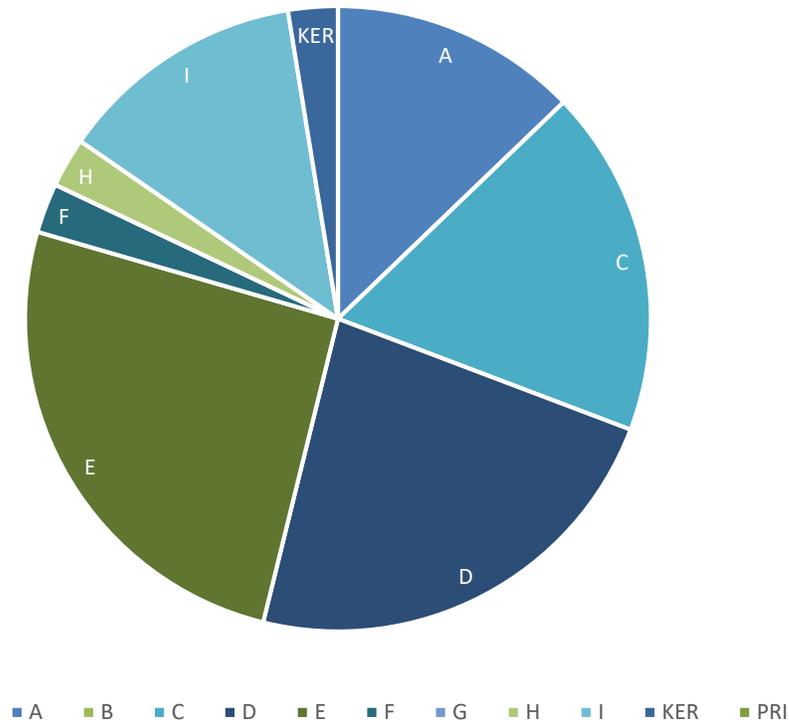


M. Petry, Building & Enforcement Services Manager

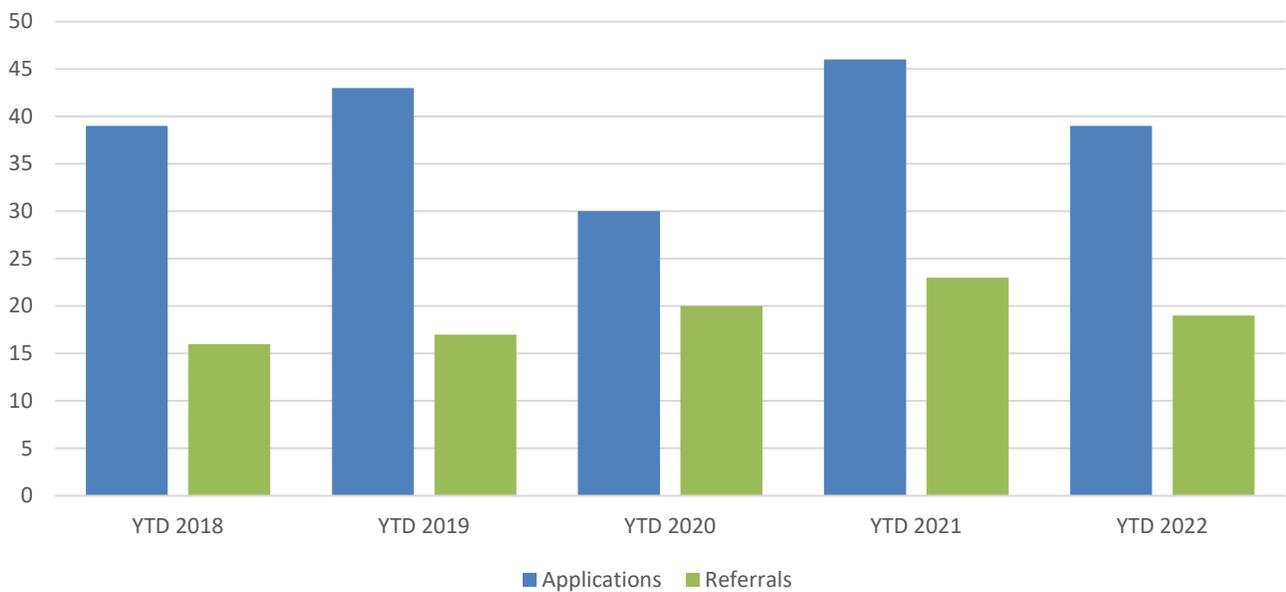
Attachments: No. 1 – Development Applications by Electoral Area & Year to Date (2021)
No. 2 – Summary of Application Activities
No. 3 – Summary of Building Permits (March 2022)
No. 4 – Summary of Bylaw Enforcement Complaints (4th Quarter)

Attachment No. 1 - Development Applications by Electoral Area & Year to Date (2022)

Development Applications - Electoral Areas/Member municipalities



Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Application Activities

Board Reports – Q1 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)	3			1	1	1		1	3	2	12
Development Variance Permits			4	3	6	1			2		16
Temporary Use Permits											
Agricultural Land Commission Referrals			1								1
Liquor and Cannabis Regulation Branch Referrals											
Floodplain Exemptions											
Yearly Total (2022)	3		5	4	7	2		1	5	2	29

Public Consultation – Q1 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	2		2	2	2	1		2	2		13
Public Information Meeting	1			3	8		1	1	3	3	20
Public Hearing									1	1	2
Yearly Total (2022)	3		2	5	10	1	1	3	6	4	35

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		1	1	2				3	9
Yearly Total (2022)	2		1	1	2				3	9
Watercourse Development Permits										
Development, Land Alteration & Subdivision	1		2							3
Yearly Total (2022)	1		2							3
MoTI Subdivisions Referrals										
Fee Simple, Strata, Road Closure, etc.										0
Yearly Total (2022)										0

Attachment No. 3 – Summary of Building Permits Issued, March 2022

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2022

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2022										
NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2022	2021
RENEWAL/DEFICIENCY								0	0	6
S.F.D.	1		2	3	1	2	2	11	29	19
MOBILE/MANU HOMES								0	8	11
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI FAMILY								0	0	0
DEMOLITION / MOVE	1	1	1	1		4		8	12	16
ACCESSORY USES	3	1	2	8		3	1	18	43	39
ADDITIONS / REPAIRS / PLUMBING	3	1		3		1	2	10	33	35
COMMERCIAL			4				1	5	7	4
INDUSTRIAL								0	0	1
FARM BUILDINGS			1	1				2	10	11
INSTITUTIONAL								0	1	1
SOLID FUEL APPLIANCE								0	0	0
MONTHLY TOTAL	8	3	10	16	1	10	6	54	143	143
YEAR TO DATE 2022	29	17	20	33	5	25	14	143		
SAME MONTH 2021	3	15	8	7	2	6	6	47		
YEAR TO DATE 2021	15	33	23	15	13	20	24	143		
DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY								\$0	\$0	
S.F.D.	\$401,490		\$971,395	\$1,958,325	\$254,984	\$564,580	\$850,043	\$5,000,817	\$11,624,105	
MOBILE/MANU HOMES								\$0	\$1,568,602	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI								\$0	\$0	
DEMOLITION / MOVE	\$1,000	\$1,000	\$1,000	\$1,000		\$4,000		\$8,000	\$13,000	
ACCESSORY USES	\$234,320	\$171,600	\$46,020	\$464,720		\$279,640	\$60,000	\$1,256,300	\$3,064,708	
ADDITIONS / REPAIRS / PLUMBING	\$115,290	\$290,362		\$299,910		\$7,200	\$175,128	\$887,890	\$2,547,448	
COMMERCIAL			\$6,650,000				\$21,000	\$6,671,000	\$6,799,472	
INDUSTRIAL								\$0	\$0	
FARM BUILDINGS			\$28,800.00	\$12,000.00				\$40,800	\$450,110	
INSTITUTIONAL								\$0	\$4,500,000	
SOLID FUEL APPLIANCE								\$0	\$0	
MONTHLY TOTAL	\$752,100	\$462,962	\$7,697,215	\$2,735,955	\$254,984	\$855,420	\$1,106,171	\$13,864,807	\$30,567,445	
YEAR TO DATE 2022	\$3,756,379	\$1,045,416	\$8,623,914	\$6,772,350	\$848,764	\$6,939,532	\$2,581,090	\$30,567,445		
SAME MONTH 2021	\$31,750	\$1,752,870	\$964,928	\$466,838	\$17,763	\$574,465	\$524,290	\$4,332,904		
YEAR TO DATE 2021	\$2,403,980	\$3,070,321	\$2,248,173	\$663,883	\$895,577	\$2,260,260	\$1,076,610	\$12,618,804		
BUILDING INSPECTION REVENUE										
MONTH	2016	2017	2018	2019	2020	2021	2022			
JANUARY	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46	\$46,158.04	\$71,061.71			
FEBRUARY	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98	\$43,612.27	\$95,785.69			
MARCH	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58	\$45,865.08	\$133,868.25			
APRIL	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02	\$41,620.45	\$83,495.89				
MAY	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81	\$52,842.35	\$37,469.43				
JUNE	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49	\$75,271.11	\$133,808.41				
JULY	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71	\$57,104.01	\$164,701.57				
AUGUST	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34	\$42,437.50	\$139,578.47				
SEPTEMBER	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49	\$77,667.72	\$61,285.69				
OCTOBER	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70	\$48,451.14	\$86,856.67				
NOVEMBER	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51	\$35,849.11	\$36,759.65				
DECEMBER	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33	\$46,501.93	\$69,935.65				
TOTAL	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$603,598.34	\$949,526.82	\$300,715.65			

Attachment No. 4 – Summary of Bylaw Enforcement Complaints, 1st Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BYLAW INFRACTIONS
1ST QUARTER (JAN-MAR 2022)

COMPLAINTS RECEIVED January - March 2021

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2022 YTD	2021	2021 YTD
LAND USE	2		1	3	2	1	0	0	1	10	10	6	6
ESDP	0		0	0	1	0	0	0	0	1	1	0	0
WDP	0		2	0	0	0	0	0	0	2	2	0	0
MULTIPLE	0		0	0	0	0	0	0	0	0	0	2	2
UNTIDY/UNSIGHTLY			0	0	0	0	0	0	0	0	0	2	2
BUILDING BYLAW	0		1	3	0	0		4	2	10	10	4	4
ANIMAL/DOG CONTROL	0	0	0	0	0	0	0		0	0	0	19	19
NOISE CONTROL			0	0	0	0		0	0	0	0	6	6
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	2	0	4	6	3	1	0	4	3	23	23	39	39

COMPLAINTS RESOLVED January - March

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2022 YTD	2021	2021 YTD
LAND USE	2		4	5	2	7	1	2	2	25	25	51	51
ESDP	0		0	1	0	0	0	1	0	2	2	1	1
WDP	0		0	0	0	0	0	0	0	0	0	2	2
MULTIPLE	0		0	1	1	0	0	1	0	3	3	0	0
UNTIDY/UNSIGHTLY			0	2	0	0	1	1	1	5	5	6	6
BUILDING BYLAW	2		0	2	0	0		2	0	6	6	13	13
ANIMAL/DOG CONTROL	0	0	1	1	0	0	0		0	2	2	19	19
NOISE CONTROL			0	0	0	0		0	0	0	0	6	6
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	4	0	5	12	3	7	2	7	3	43	43	98	98

TOTAL ACTIVE COMPLAINTS

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL
LAND USE	11		9	7	8	9	0	2	6	52
ESDP	0		0	1	1	1	0	0	0	3
WDP	1		1	0	0	0	0	0	1	3
MULTIPLE	0		5	2	1	1	1	1	0	11
UNTIDY/UNSIGHTLY			1	2	1	1	2	1	1	9
BUILDING BYLAW	0		2	3	0	0		4	3	12
ANIMAL/DOG CONTROL	1	1	1	0	1	0	0		1	5
NOISE CONTROL			1	1	0	0		0	0	2
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0
Totals	13	1	20	16	12	12	3	8	12	97

MILEAGE

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD
LAND USE	544		720	128	141	144	0	322	110	2109	2109
ESDP	0		0	0	0	0	0	0	0	0	0
WDP	0		0	0	0	0	0	0	0	0	0
MULTIPLE	0		0	0	0	0	0	0	0	0	0
UNTIDY/UNSIGHTLY	0		0	86	33	68	146	0	0	333	333
ANIMAL/DOG CONTROL	110	120	211	284	929	209	284		462	2609	2609
NOISE CONTROL			85.5	231	130	126		0	152	724.5	724.5
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
Totals	654	120	1017	729	1233	547	430	322	724	5775.5	5775.5
YTD	654	120	1017	729	1233	547	430	322	724	5775.5	