

**PLANNING SERVICES DIVISION
DEVELOPMENT & INFRASTRUCTURE
DEPARTMENT**



**Quarterly Report
Q4 - 2025**



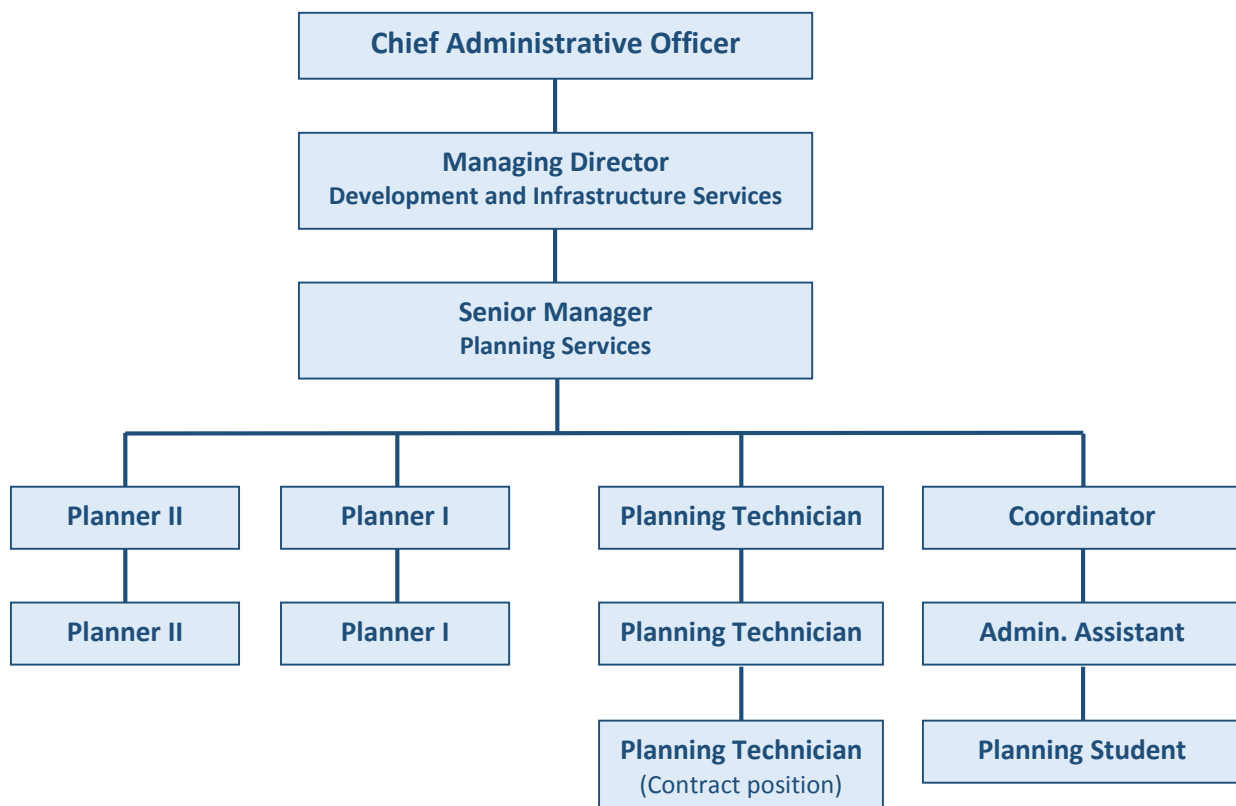
PURPOSE

The purpose of a “Quarterly Report” is to provide an update for the Board on the activities of the Planning Services Division of the Development and Infrastructure Services Department during the preceding three (3) month period.

The Planning Division is primarily responsible for implementing the Regional District Board’s strategic land use priorities, including:

- responding to resident and property owner inquiries related to the use and development of land;
- the preparation of land use plans and policies for consideration by the Board;
- administration of Regional District land use bylaws, standards and policies;
- to facilitate citizen participation in the land use process; and
- to act as a resource to the Board on planning and development matters.

The reporting structure of the Division is as follows:



STRATEGIC PRIORITIES

The following are the priority land use projects identified by the Regional District Board through its annual strategic planning process along with an estimation of current completion.

Strategic priorities, including any associated engagement, are completed by senior planning staff and a summary overview of these projects is provided on the following page.

Project	Status*
1. Regional Growth Strategy (RGS) Update / Okanagan Valley OCP Project	30%
2. Electoral Area “G” Zoning Bylaw Update	85%
3. Development Cost Charge (DCC) Bylaw Update	10%
4. Business License Review – “Home Occupations” (Electoral Area “F”)	50%

* the status of a project *may* be revised to reflect scope changes directed by the Board

Subject to the completion of the projects listed above, the following strategic priorities identified by the Board as part of the most recent strategic planning process will be initiated.

Next Project to be Initiated

1. Electoral Area “H” Official Community Plan (OCP) Bylaw Review (& STRs)
2. Small Holdings West Bench (SH5) Zone Review (“accessory structures”)
3. Subdivision Approving Officer (“Optimize Dev. Approval Processes”)
4. Development Permit Review (“Optimize Dev. Approval Processes”)
5. Residential Zone Review (“Optimize Dev. Approval Processes”)
6. Review Soil Removal and Deposit Bylaw
7. Review the “Building Permit Issuance West Bench, Sage Mesa, Husula Highlands, West Bench Estates Area” Board Policy”
8. Create a publicly accessible document library of geotechnical reports for the Greater West Bench community

(NOTE: background research on these projects may be occurring concurrently while work on the projects listed above is being completed)

The following is a listing strategic projects identified by the Board in previous strategic planning sessions that were completed in 2025.

Projects Completed in 2025

1. Housing Needs Report
2. Vacation Rental Review – Okanagan Electoral Areas
3. Introduction of Business Licence Regulations Bylaw
4. Review of Bylaw Amendment (Rezoning) Fees

The following provides a current snapshot of the active land use projects being completed by the department. More detailed information regarding the current status of each project is available on the Regional District’s webpage and links have been provided below.

1. Regional Growth Strategy (RGS) Update / Okanagan Valley OCP Project

It is being proposed to update the South Okanagan RGS Bylaw by removing “Rural Growth Areas”, incorporating recent Census data and updating climate action policies.

In support of this, it is further being proposed to consolidate the six (6) Okanagan Valley Electoral Area OCP bylaws into a single OCP bylaw that reflects these RGS amendments.

Start Date:	June 2, 2022
Current Status:	Consideration of RGS Amendment deferred by Board on September 4, 2025. Consideration of OCP Bylaw deferred by Board on Sept. 4, 2025 & Oct. 18, 2025.
Next Steps:	RGS Amendment to be considered at COTW meeting on January 22, 2025. OCP Bylaw to be considered at a forthcoming Electoral Area Services Committee (EASC) meeting.
Comments:	Due to statutory requirements related to the adoption of RGS and OCP bylaws, it is unclear if this project can be completed in the 2026 calendar year.
Project Webpages:	RGS Update Okanagan Valley OCP Project

2. Electoral Area “G” Zoning Bylaw Update

It is being proposed to update the Electoral Area “G” Zoning Bylaw in order to address concerns around the protection of water resources in the Electoral Area. This will include the introduction of zoning to areas of Crown land identified as possessing parks and recreation, conservation area and watershed values.

Start Date:	August 15, 2025
Current Status:	Public engagement and agency referrals on the proposed amendments to the Zoning Bylaw were completed in September of 2025.
Next Steps:	Consideration by the Board of the respective amendment bylaws introducing a PR, CA and WRA Zone is tentatively scheduled for early 2026.
Comments:	It is anticipated that this project could be completed by Q2 2026.
Project Webpages:	Conservation Area (CA) and Parks and Recreation (PR) Zones Update Resource Area (RA) Zone Update

3. Development Cost Charge (DCC) Bylaw Update

It is being proposed to update the Regional District’s existing Capital Expenditure Charge (CEC) and Development Cost Charge (DCC) financial rate model and develop new DCC rate tables, including, but not limited to, projects, project costs and timing, DCC rate calculations for the Naramata Water System, Okanagan Falls Water System and Okanagan Falls Sewer System.

Start Date:	March 31, 2025
Current Status:	A consulting firm has been retained and is currently completing background research on the existing CEC and DCC Bylaws.
Next Steps:	Present a draft bylaw to the Board in Committee in 2026. Initiate consultation program with residents, developers, and key stakeholders in 2026.
Comments:	The Regional District’s CEC and DCC bylaws have not been kept current to reflect infrastructure requirements within the applicable service areas and their updating is considered a critical priority by the Department. Funding for this project is being provided by the provincial Local Government Housing Implementation Fund.
Project Webpage:	Development Cost Charge (DCC) and Capital Expenditure Charge (CEC) Bylaw Review

4. Business License Review – “Home Occupations” (Electoral Area “F”)

It is being proposed to amend the Business Licence Regulations Bylaw No. 3100 in order to introduce licencing requirements for "home occupation" uses within the Greater West Bench Area of Electoral Area “F”.

Start Date:	October 16, 2025
Current Status:	Public engagement with residents was started in Q4 of 2025.
Next Steps:	Present findings of public engagement at a forthcoming meeting of the COTW.
Comments:	It is Administration’s understanding that the Board will consider cancellation of this project as part of the 2026 Strategic Plan.
Project Webpage:	Licencing Home Occupations in the Greater West Bench Project

OPERATIONAL

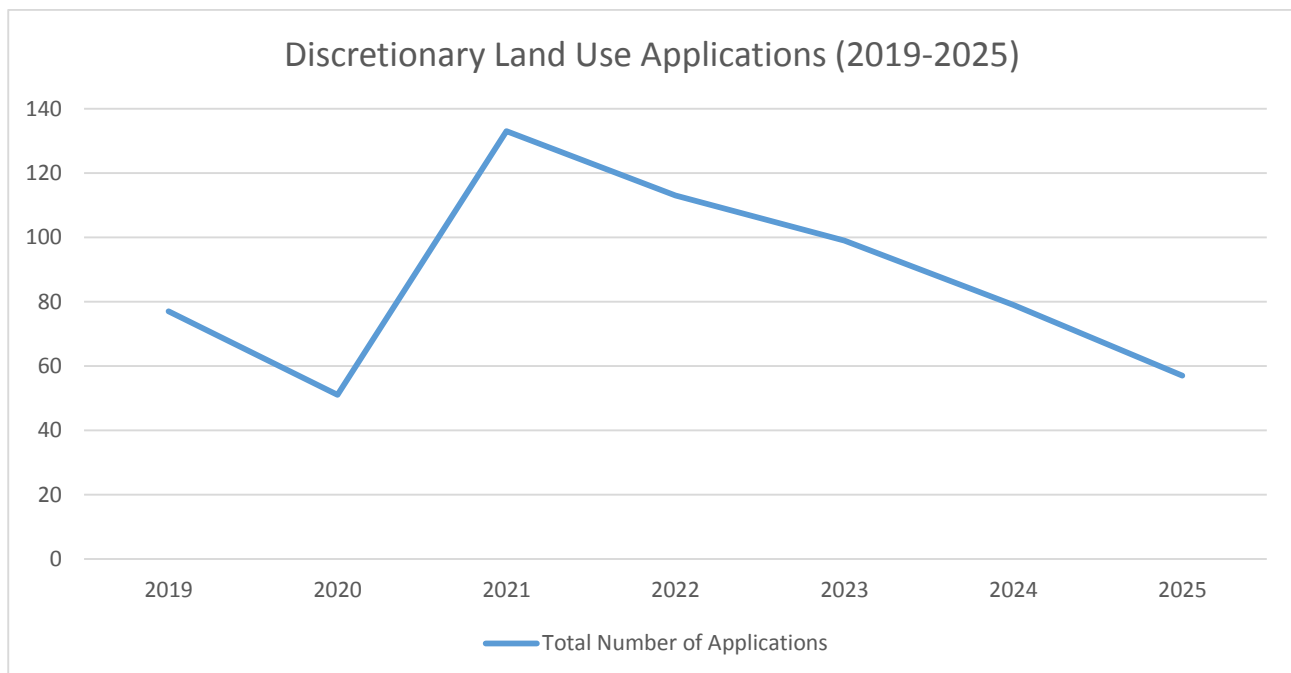
Operational or “core” work undertaken by the Planning Services comprises the majority of the Division’s workload — estimated to be above 80% of staff resources — and is primarily related to the processing of land use applications.

Discretionary Land Use Applications

Under Section 460 of the *Local Government Act*, after adopting an OCP or zoning bylaw the Board must consider every application from an owner of land for an amendment to those bylaws or the issuance of a permit, also in relation to those bylaws.

This includes ensuring statutory requirements related to notification of an application have been adhered to (e.g. written notification to adjacent residents and property owners and/or scheduling of Public Information Meetings) and scheduling consideration by an Electoral Area Advisory Planning Commission (APC), as required.

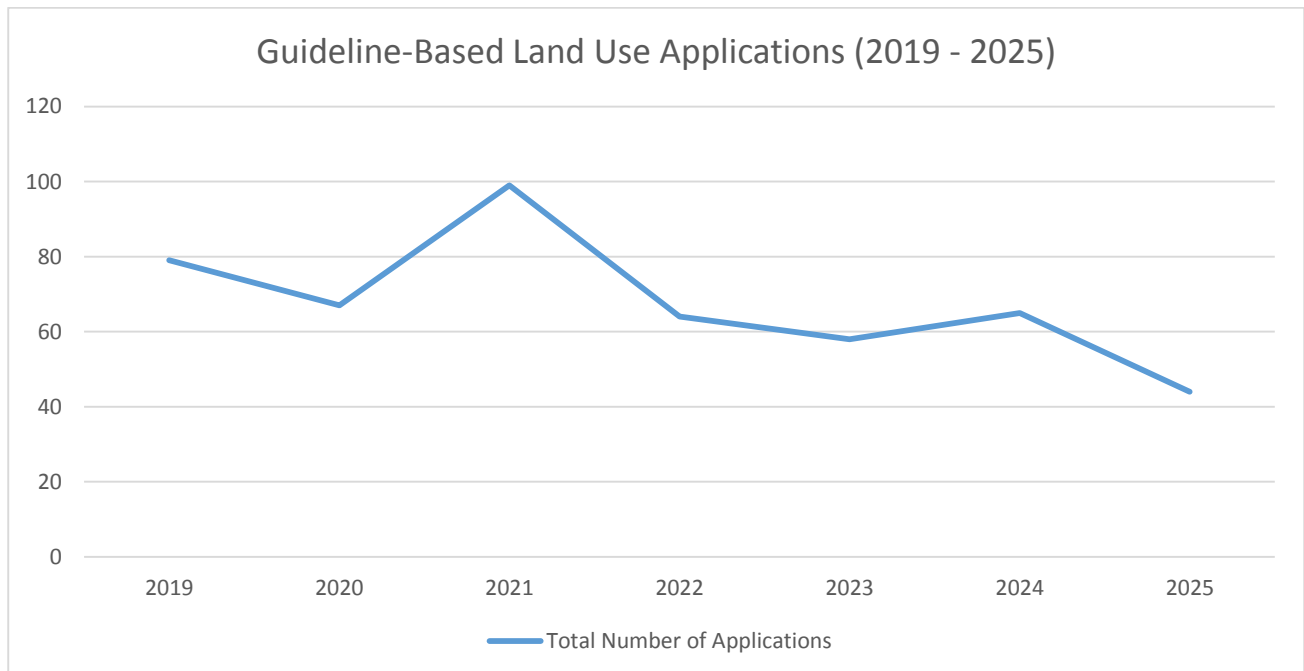
APPLICATION TYPE	2019	2020	2021	2022	2023	2024	2025
Land Use Amendment Bylaws:	18	10	29	12	10	13	11
Service Area Petition Amendments:	0	4	6	8	5	3	4
Temporary Use Permits:	15	10	28	32	37	23	7
Development Variance Permits:	38	22	68	58	46	37	35
Floodplain Exemptions:	2	3	0	1	0	2	0
Board of Variance:	4	2	2	2	1	1	0
TOTAL	77	51	133	113	99	79	57



Guideline-Based Land Use Applications

Certain permit types, such development permits and soil permits, are considered to be “Guideline-Based” in that the Board has established guidelines and objectives that, if met, will generally result in the issuance of a permit.

APPLICATION TYPE	2019	2020	2021	2022	2023	2024	2025
Development Permits:							
• Environmentally Sensitive	45	41	61	41	29	39	21
• Gallagher Lake Commercial	0	0	0	0	0	0	1
• Hillside	0	0	0	0	0	0	1
• Naramata Village Centre	0	0	1	0	0	0	0
• OK Falls Commercial	1	1	3	0	0	1	1
• OK Falls Industrial	2	2	3	1	1	1	2
• OK Falls Multiple Family	0	1	0	1	1	0	0
• OK Falls Town Centre	0	3	2	2	1	1	1
• Protection of Farming	0	0	0	0	0	0	0
• Watercourse	31	19	29	19	21	22	15
Soil Permit:	-	-	-	-	5	1	0
Short Term Rental (STR) Permit:	-	-	-	-	-	-	2
TOTAL	79	67	99	64	58	65	44

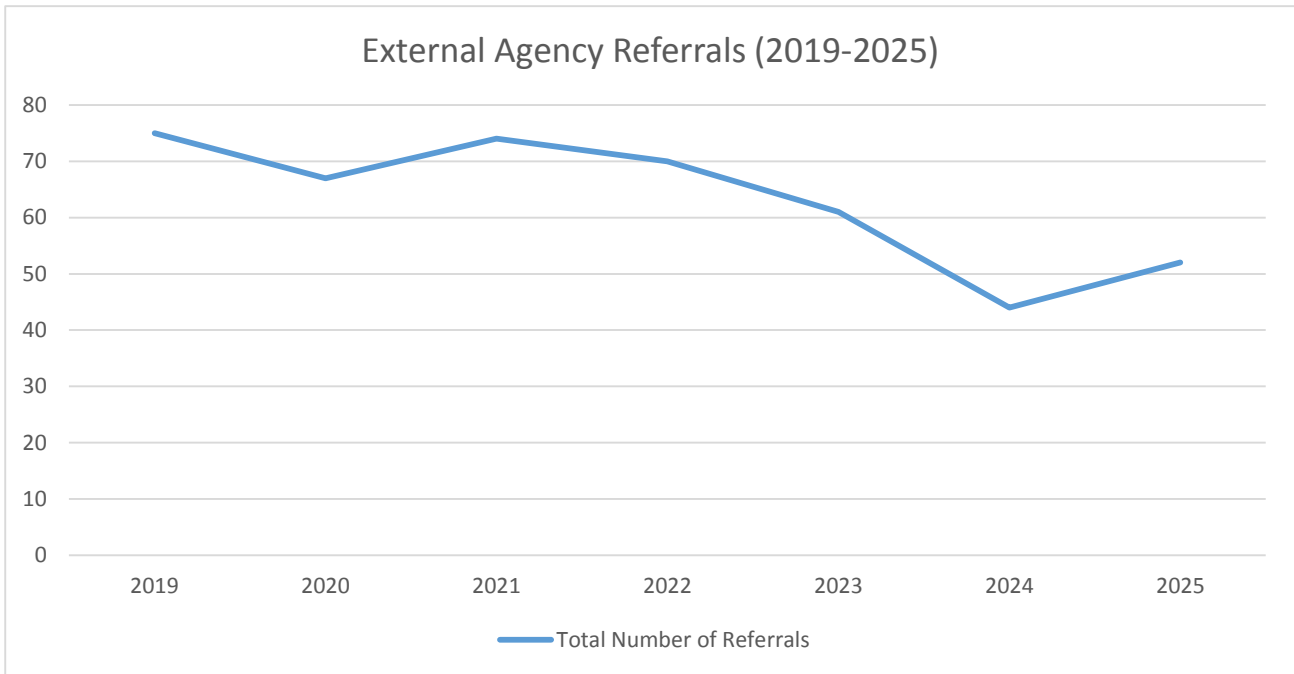


External Agency Referrals

Finally, the Division will respond to various “referrals” received from external agencies such as the Agricultural Land Commission (ALC), Ministry of Transportation and Transit (MoTT), Liquor and Cannabis Regulations Branch (LCRB), FrontCounterBC, member municipalities and other adjacent local governments seeking input regarding the Regional District’s interests in a particular proposal.

REFERRAL TYPE	2019	2020	2021	2022	2023	2024	2025
Agricultural Land Commission:	26	20	25	22	16	10	15
FrontCounterBC (Crown land):	21	12	10	8	12	11	14
Liquor & Cannabis Regulation Branch:	14	14	16	21	15	8	12
Ministry of Transportation & Transit:	14	21	23	19	18	15	11
Local Governments:*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TOTAL	75	67	74	70	61	44	52

* data for referrals received from other local governments has not previously been tracked.

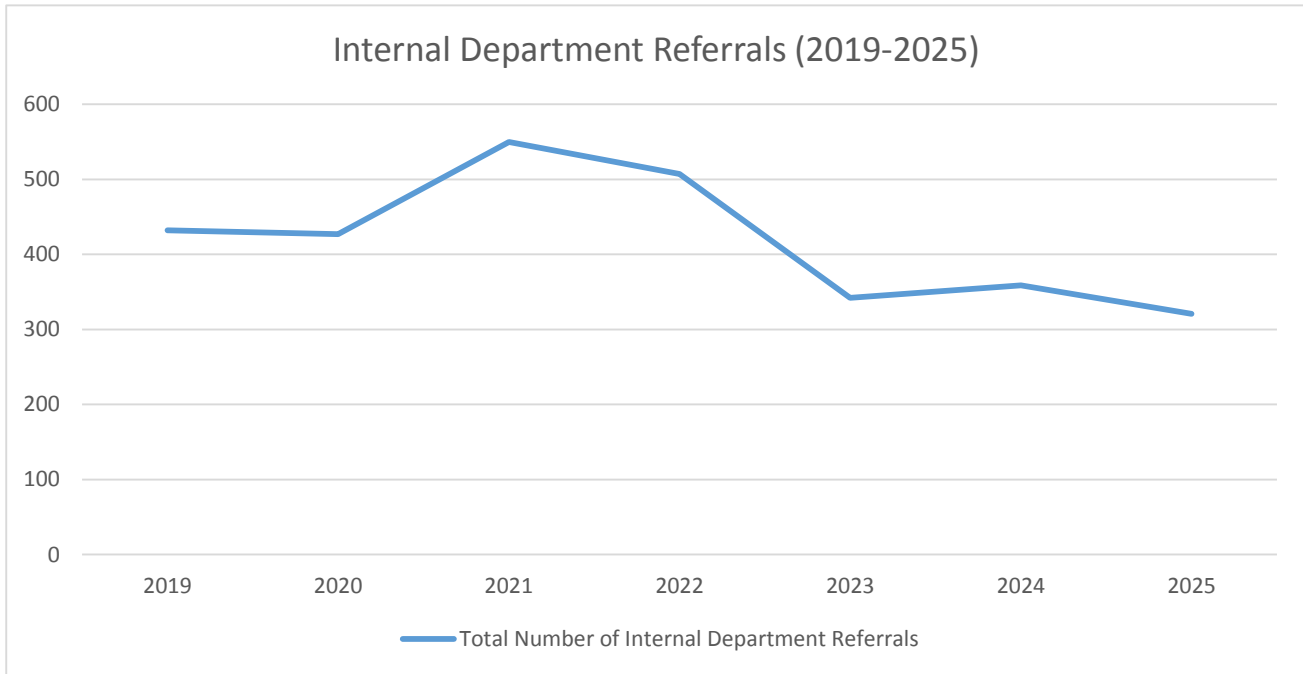


Internal Department Referrals

The Planning Division also provides assistance to other departments such as Building and Bylaw Enforcement by confirming building permit application compliance with land use bylaws (e.g. completion of “Zone Checks”) and providing input on formal complaints (e.g. determining if a reported activity is consistent with a bylaw).

DEPARTMENT REFERRAL	2019	2020	2021	2022	2023	2024	2025
Building Inspection (Zone Check):	432	427	550	507	342	359	295
Bylaw Enforcement (Complaint):*	n/a	n/a	n/a	n/a	n/a	n/a	21
Business Licencing (Zone Check):	-	-	-	-	-	-	5
TOTAL	432	427	550	507	342	359	321

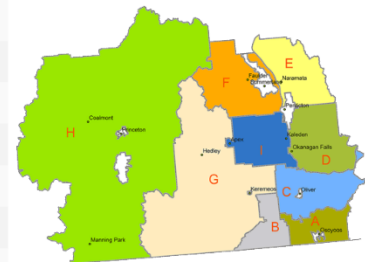
* data for referrals received from Bylaw Enforcement was not tracked prior to 2025.



More detailed information regarding current individual applications and recent decisions is available from the Regional District’s webpage at: [“Current Applications & Decisions”](#).

Current Applications & Decisions

- Electoral Area "A"
- Electoral Area "B"
- Electoral Area "C"
- Electoral Area "D"
- Electoral Area "E"
- Electoral Area "F"
- Electoral Area "G"
- Electoral Area "H"
- Electoral Area "I"



Provisions of Contracted Planning Services

The Planning Services Division continues to provide services to the Village of Keremeos (since 2015) and the Town of Osoyoos (since 2023).

QUERIES

In addition to Strategic Priorities and core Operational work, Planning Services responds to general queries from members of the public via phone, email and in-person at the RDOS Office.

Phone Calls (incoming)

The following data regarding the number of incoming phone calls to the Planning Services Division and is derived from calls to the following numbers:

- **250-490-0237** (being the Regional District’s “Mainline menu”); and
- **250-490-4108** (being the Planning Services Division main line).

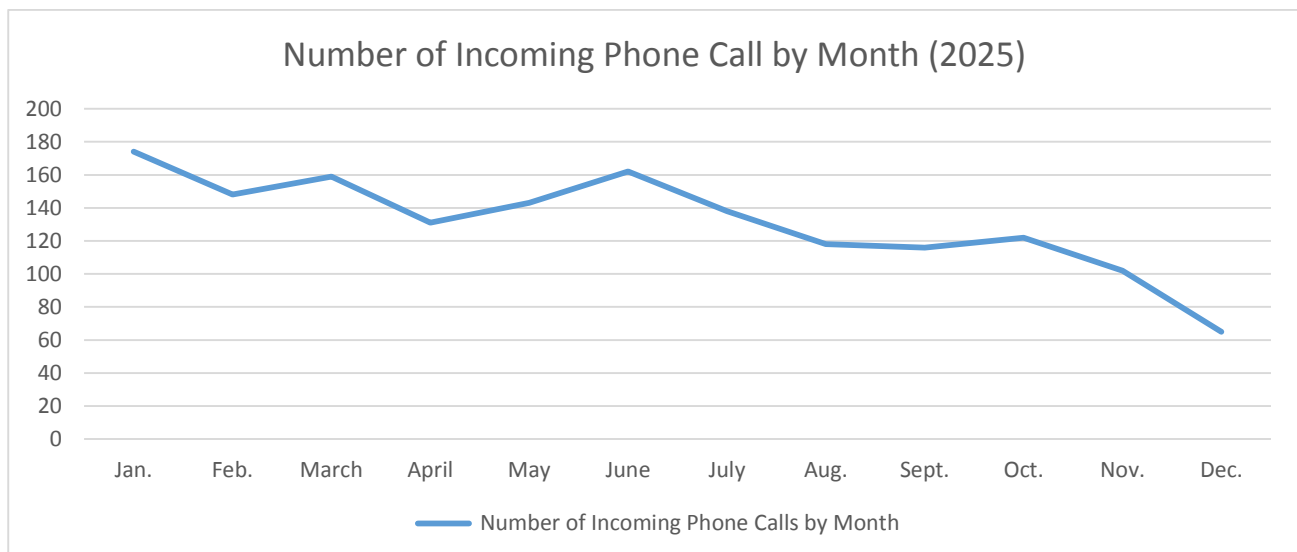
This data is intended to provide a snapshot into one aspect of the phone queries handled by Planning Services Division staff.

Importantly, this data does **not** capture incoming calls *directly* to Planning Services staff or return calls placed by staff to residents in response to voice messages or email queries.

Of note:

- The average number of incoming calls per month is **132**; and
- The approximately number of incoming calls per day (based on 21 business days in a month) is **6**.

	Number of incoming calls (2025)		
	Zoning	All other	Total
January	59	115	174
February	45	103	148
March	44	115	159
April	49	82	131
May	37	106	143
June	28	134	162
July	40	98	138
August	29	89	118
September	42	74	116
October	35	87	122
November	35	67	102
December	17	48	65
	460	1118	1578



Emails

The preparation of data regarding the number of queries submitted to the Planning Services Division through the planning@rdos.bc.ca email address in 2025 was not able to be completed in time for inclusion in this Quarterly Report.

It is anticipated that this information will be available for the Q1 2026 Quarterly Report, which will be presented in April of 2026.

Comfort Letters

Comfort Letters provide information on land use items such as the current zoning, building permit records, etc. and are most commonly requested by law firms or Real Estate Agents wanting to know the current status of a property before the finalization of a property sale.

	2019	2020	2021	2022	2023	2024	2025
TOTAL	18	14	26	19	36	78	64

