

PLANNING SERVICES DIVISION DEVELOPMENT & INFRASTRUCTURE DEPARTMENT



Quarterly Report Q3 - 2026



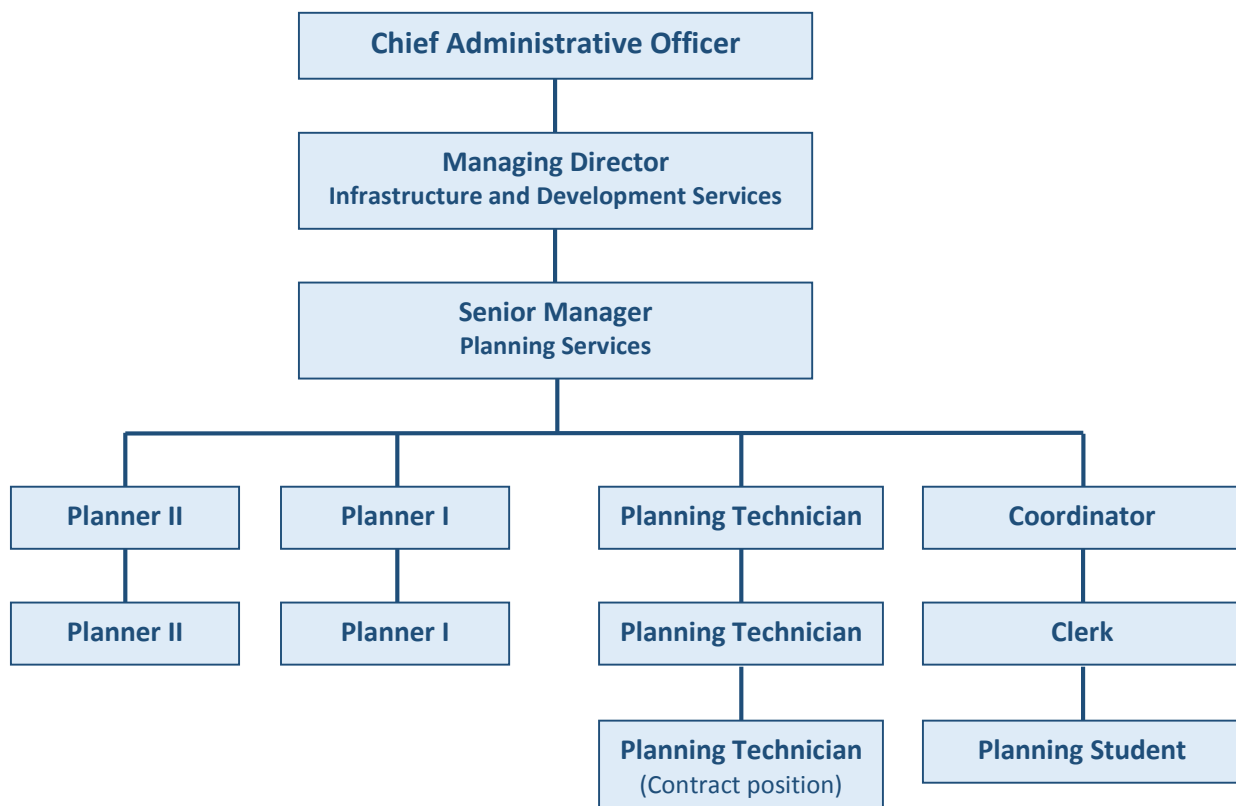
PURPOSE

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. Okanagan Valley OCP Project	75%
2. Regional Growth Strategy (RGS) Update	60%
3. Geotechnical Report Requirements Policy Review	50%
4. Section 52 Agreement with MoTT	50%
5. Electoral Area “H” OCP Bylaw Review	5%

* 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. Optimize Dev. Approval Processes: Residential Zone Review (2027)
2. Optimize Dev. Approval Processes: Development Permit Review (2027)
3. Optimize Dev. Approval Processes: Subdivision Approving Officer (2027)
4. Review Electoral Area “F” Soil Removal and Deposit Bylaw (2027)
5. Electoral Area “F” Secondary Suite Review (2027)
6. Electoral Area “I” Soil Removal and Deposit Bylaw (2027)
7. Electoral Area “I” Septic System Bylaw (2027)
8. Hazard Lands Update: Flood, Fire & Geotech (2027)

(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 of strategic projects identified by the Board in previous strategic planning sessions that were completed in 2026.

Projects Completed in 2026
1. Regional Growth Strategy (RGS) Snapshot (2024)
2. Optimize Dev. Approval Processes: Secondary Suites
3. Electoral Area “G” Zoning Bylaw Update (abandoned)
4. Development Cost Charge (DCC) Bylaw Update
5. Okanagan Falls OCP & Zoning Project (abandoned)
6. Park Rill, Horn & Kearns Creek Floodplain Zoning Review (abandoned)

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

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 also proposed that the Official Community Plan (OCP) bylaws that apply to the six (6) Okanagan Valley Electoral Areas be amended to reflect any RGS amendment.

Start Date:	June 2, 2022
Current Status:	RGS Consultation Plan adopted by Board on February 19, 2026.
Next Steps:	Consideration by COTW to amend the consultation plan at the Board Meeting of November 19 th
Comments:	Due to statutory requirements related to the adoption of RGS and OCP amendment bylaws, it is unclear if this project can be completed in the 2026 calendar year. Project was further delayed due to pending incorporation of Okanagan Falls.
Project Webpage:	RGS Update

2. Okanagan Valley OCP Project

It is being proposed to consolidate the four (4) of the Okanagan Valley Electoral Area OCP bylaws into a single OCP bylaw. (NOTE: this project applies to Electoral Areas "A", "C", "D" & "F".

Start Date:	November 17, 2022
Current Status:	EASC directed that the OCP proceed to consideration of 1 st reading (2026-06-04).
Next Steps:	Consideration of 1 st reading at the Board meeting of November 19 th
Comments:	Project was delayed due to pending incorporation of Okanagan Falls.
Project Webpage:	Okanagan Valley OCP Project

3. Geotechnical Report Requirements Policy Review

The Board's current *Building Permits Issuance West Bench, Sage Mesa, Husula Highlands, West Bench Estates Policy* (No. P3740-00.02) was implemented in 1992 and suggests requirements in relation to the preparation of geotechnical reports for properties in the affected area. Following the completion of *West Bench Geotechnical Review* in 2022, this Policy is seen to be redundant and requiring review.

Start Date:	2022 (as part of implementation of the <i>West Bench Geotechnical Review</i>)
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Current Status:	Draft Policy to be presented at EASC Meeting of 2026-10-08.
Next Steps:	To be determined by the Board at EASC Meeting of 2026-10-08.
Comments:	Abandoned in light of impending incorporation of the District of Okanagan Falls.
Project Webpages:	Geotechnical Report Requirements Policy Review

4. Section 52 Agreement with MoTT

Section 52 of the *Transportation Act*, allows the Ministry of Transportation and Transit (MoTT) to enter an agreement with a local government so that the local government can adopt a bylaw that applies to lands within 800 metres of a “controlled access” highway without the need for Ministerial approval.

Start Date:	May 4, 2023
Current Status:	The Ministry has provided feedback on the Draft Agreement and this is being reviewed by staff
Next Steps:	Revise Agreement and submit to the Ministry for its review and confirmation
Comments:	Work on this project had to be deferred due to prioritization of provincial priorities related to Small-Scale Multi Unit Housing (SSMUH) and the <i>Short-Term Rental Accommodation Act</i> .
Project Webpage:	Section 52 Agreement

5. Electoral Area “H” Official Community Plan (OCP) Review

The goals and policies contained in an OCP form a framework used by the Regional Board, Regional District staff, other agencies and the community to guide their decisions about future land use. The Electoral Area “H” OCP was last reviewed between 2009-12 and an updated review has been identified as a strategic priority within the Regional District's 2026 Strategic Actions Workplan.

Start Date:	September 24, 2026
Current Status:	OCP Consultation Plan accepted by the EASC of the Board on 2026-09-24
Next Steps:	Prepare a Request for Proposals (RFP) in relation to Phase 1 of the Consultation Plan
Comments:	It is anticipated that community consultation will commence in early 2027.
Project Webpage:	Electoral Area “H” OCP Review

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.

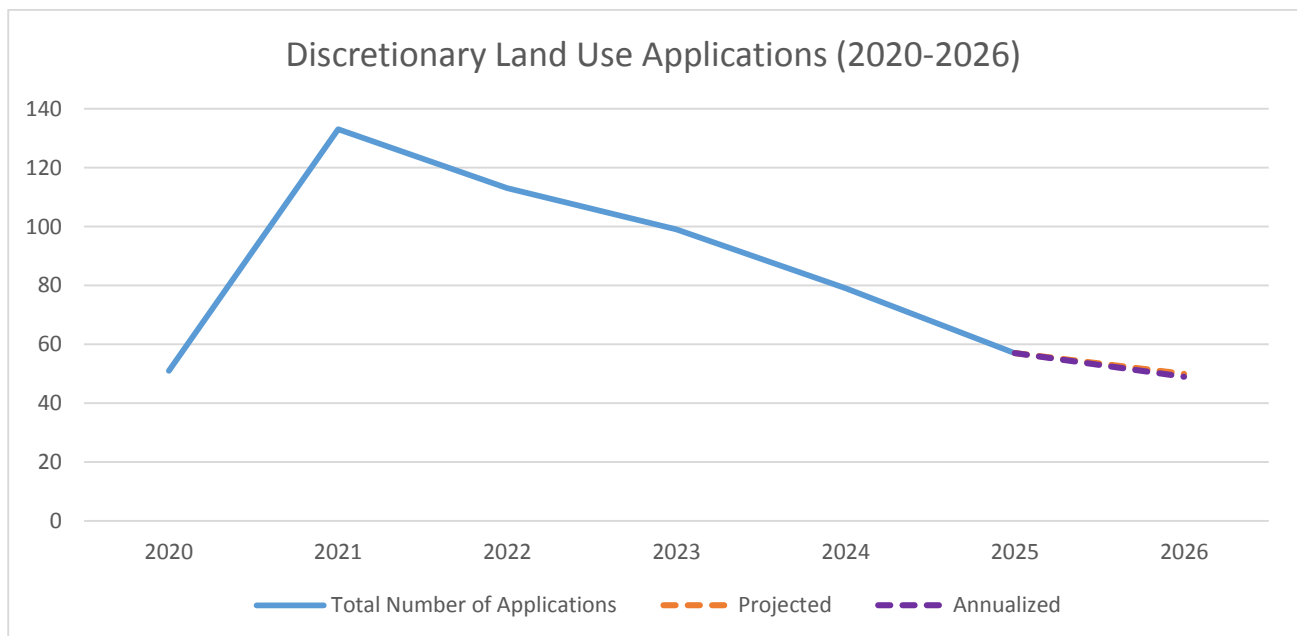
Discretionary Land Use Applications

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	2020	2021	2022	2023	2024	2025	2026
Land Use Amendment Bylaws:	10	29	12	10	13	11	4
Service Area Petition Amendments:	4	6	8	5	3	4	1
Temporary Use Permits:	10	28	32	37	23	7	4
Development Variance Permits:	22	68	58	46	37	35	26
Floodplain Exemptions:	3	0	1	0	2	0	2
Board of Variance:	2	2	2	1	1	0	0
TOTAL	51	133	113	99	79	57	37*

*YTD Figures



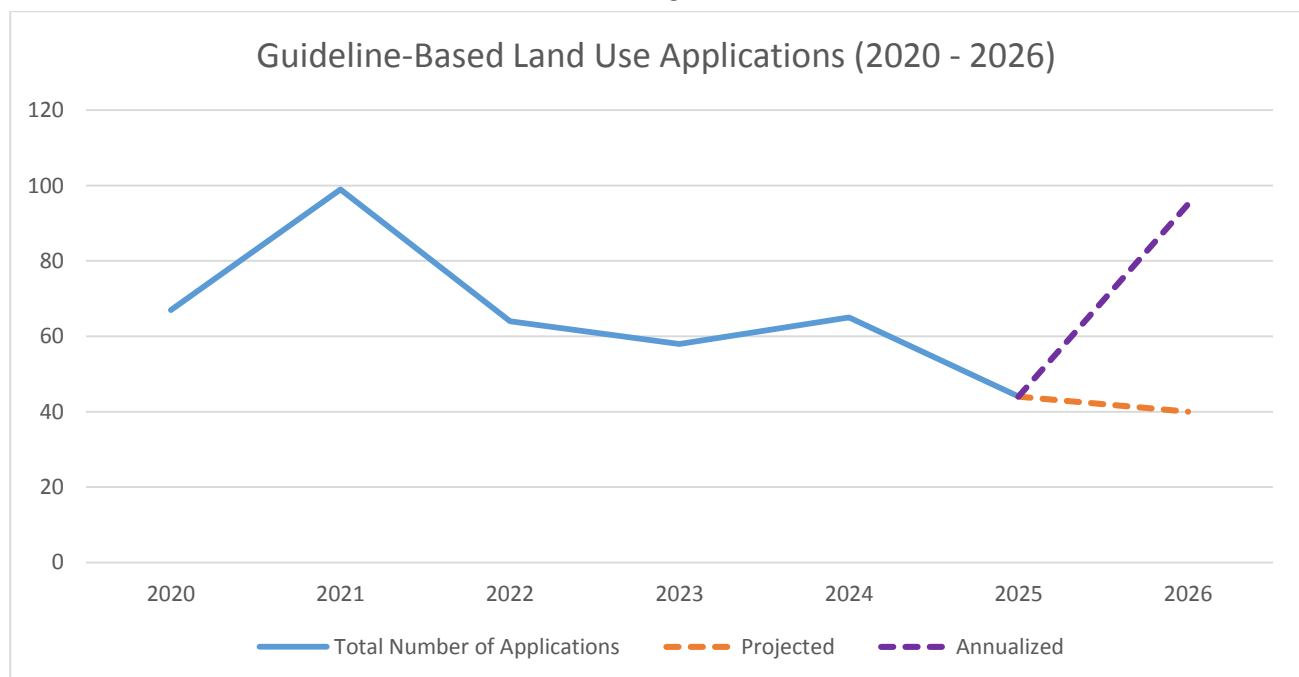
(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted projection (x1.33) based on Q3)

Guideline-Based Land Use Applications

Certain permit types, such as 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	2020	2021	2022	2023	2024	2025	2026
Development Permits:							
• Environmentally Sensitive	41	61	41	29	39	21	23
• Gallagher Lake Commercial	0	0	0	0	0	1	0
• Hillside	0	0	0	0	0	1	0
• Naramata Village Centre	0	1	0	0	0	0	0
• OK Falls Commercial	1	3	0	0	1	1	0
• OK Falls Industrial	2	3	1	1	1	2	3
• OK Falls Multiple Family	1	0	1	1	0	0	0
• OK Falls Town Centre	3	2	2	1	1	1	0
• Protection of Farming	0	0	0	0	0	0	1
• Watercourse	19	29	19	21	22	15	11
Soil Permit:	-	-	-	5	1	0	0
Short Term Rental (STR) Permit:	-	-	-	-	-	2	33
TOTAL	67	99	64	58	65	44	71*

*YTD Figures



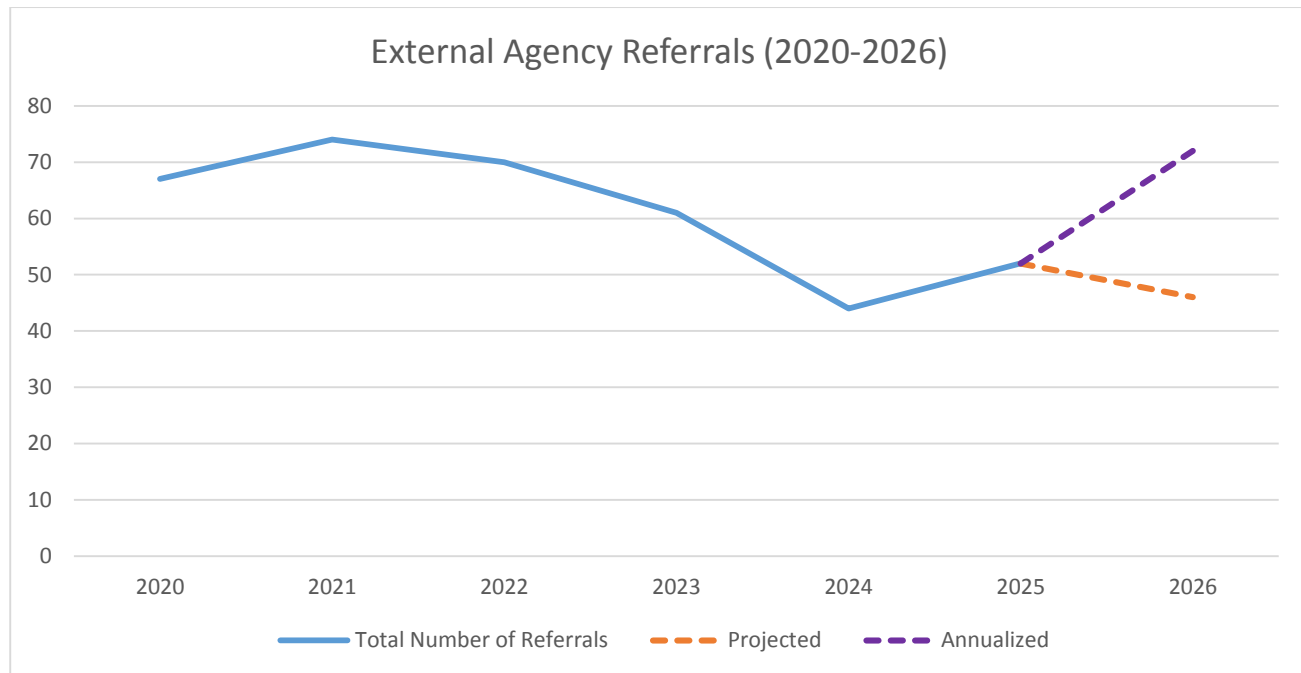
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External Agency Referrals

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	2020	2021	2022	2023	2024	2025	2026
Agricultural Land Commission:	20	25	22	16	10	15	10
FrontCounterBC (Crown land):	12	10	8	12	11	14	20
Liquor & Cannabis Regulation Branch:	14	16	21	15	8	12	6
Ministry of Transportation & Transit:	21	23	19	18	15	11	10
Local Governments:	n/a	n/a	n/a	n/a	n/a	n/a	8
TOTAL	67	74	70	61	44	52	54*

*YTD Figures



(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted projection (x1.33) based on Q3)

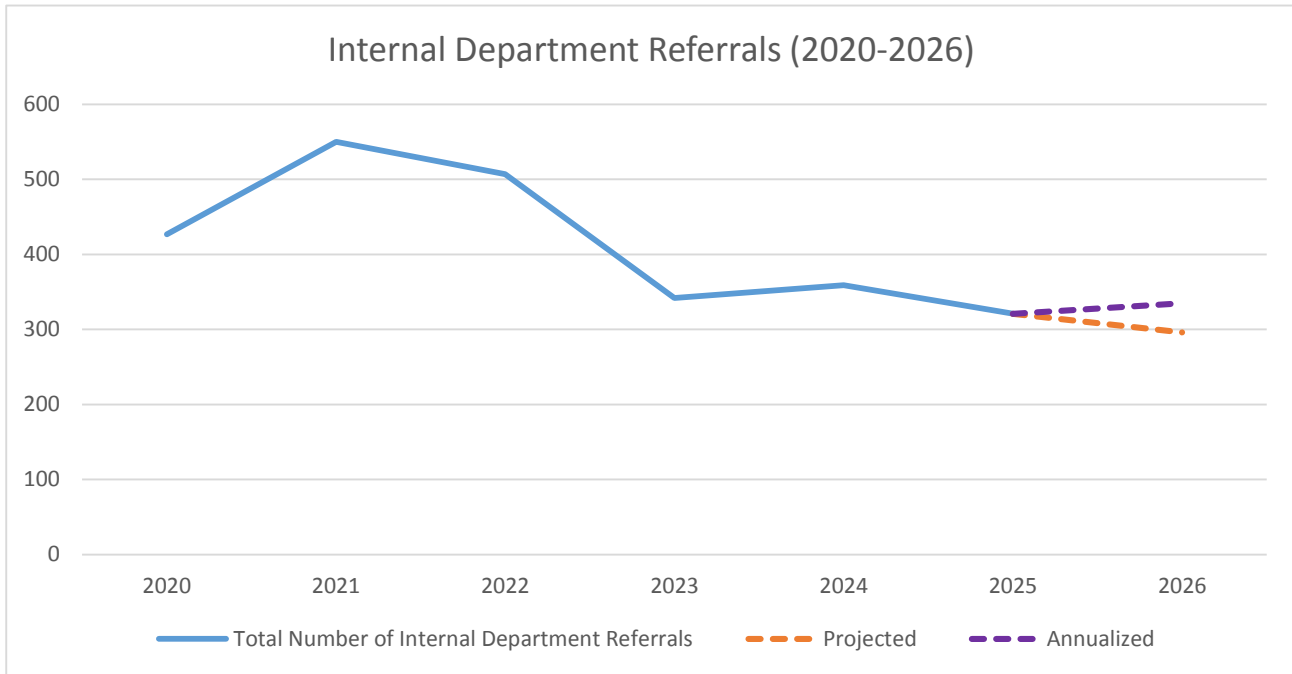
Internal Department Referrals

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	2020	2021	2022	2023	2024	2025	2026
Building Inspection (Zone Check):	427	550	507	342	359	295	204

Bylaw Enforcement (Complaint):*	n/a	n/a	n/a	n/a	n/a	21	0
Business Licencing (Zone Check):	-	-	-	-	-	5	47
TOTAL	427	550	507	342	359	321	251*

* YTD Figures

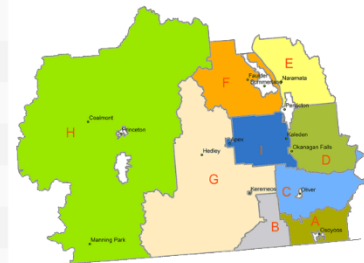


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More detailed information regarding current individual applications and recent decisions is available from the Regional District’s webpage at: [“Current Applications & Decisions”](#).

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).

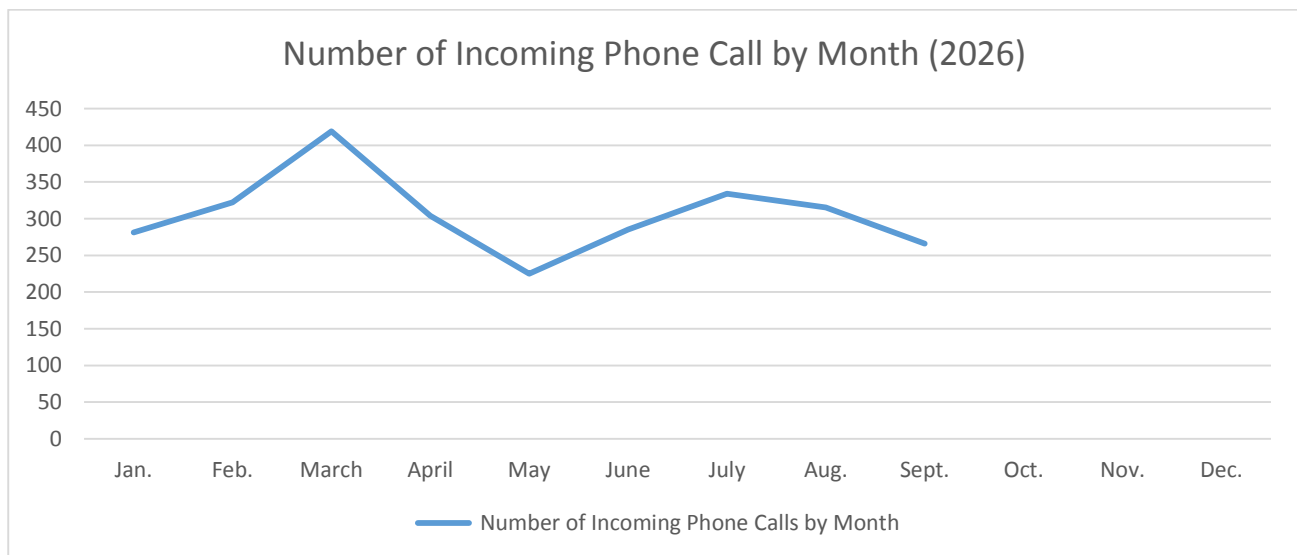
This data is intended to provide a snapshot into one aspect of the phone queries handled by Planning Services Division staff.

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 **305**; and
- The approximately number of incoming calls per day (based on 21 business days in a month) is **14.5**.

Incoming Calls (2026)	
Month	Total
January	281
February	322
March	419
April	304
May	225
June	285
July	334
August	315
September	266
October	-
November	-
December	-
Total	(TBD)



Emails

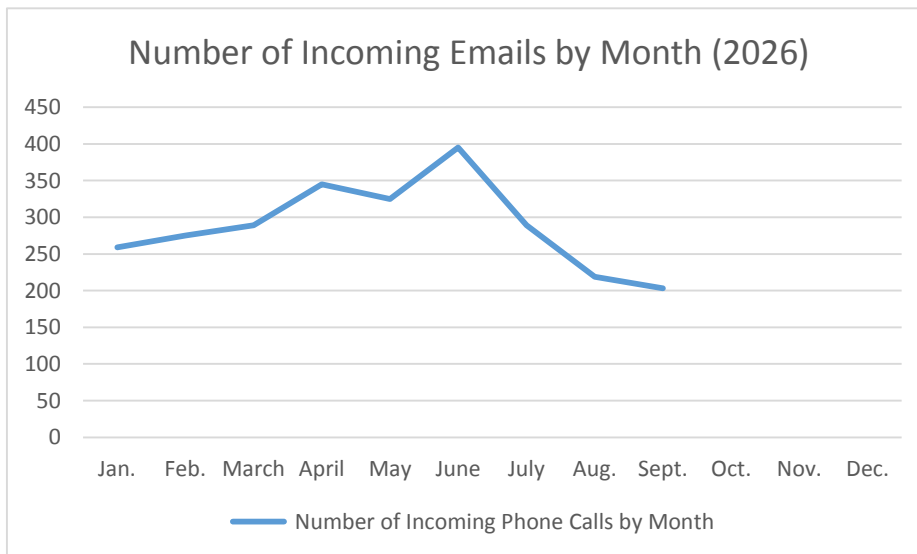
Email inquiries can represent the earliest point of public engagement with the planning process in the form of initial queries from property owners, developers, realtors, and residents that frequently precede or accompany formal applications.

Emails are also the most common method used by residents and property owners to submit formal representations for the consideration by the Regional District Board on land use applications that have been notified for public input.

Monitoring email volumes provides a more complete picture of overall departmental workload, and provide context for the demand placed on staff beyond what formal application counts alone reflect.

The following data regarding the number of incoming emails to the Planning Services Division and is derived from correspondence to the planning@rdos.bc.ca address. Of note:

- The average number of incoming calls per month is **237**; and
- The approximately number of incoming calls per day (based on 21 business days in a month) is **11.3**.



Incoming Emails (2026)	
Month	Total
January	259
February	275
March	289
April	345
May	325
June	395
July	289
August	219
September	203
October	-
November	-
December	-
Total	(TBD)

In-Person

As of January 2026, the Planning Services Division has begun records the number of residents, property owners, developers, and other members of the public who visit the Division's front counter each day.

Walk-in counter traffic represents direct, in-person engagement with planning staff and captures a category of public interaction that is distinct from both formal application submissions and digital correspondence. Many counter visits involve preliminary inquiries, assistance with application requirements, zoning confirmations, or general land use questions that are resolved at the counter and may not generate a formal record of interaction elsewhere within the organization.

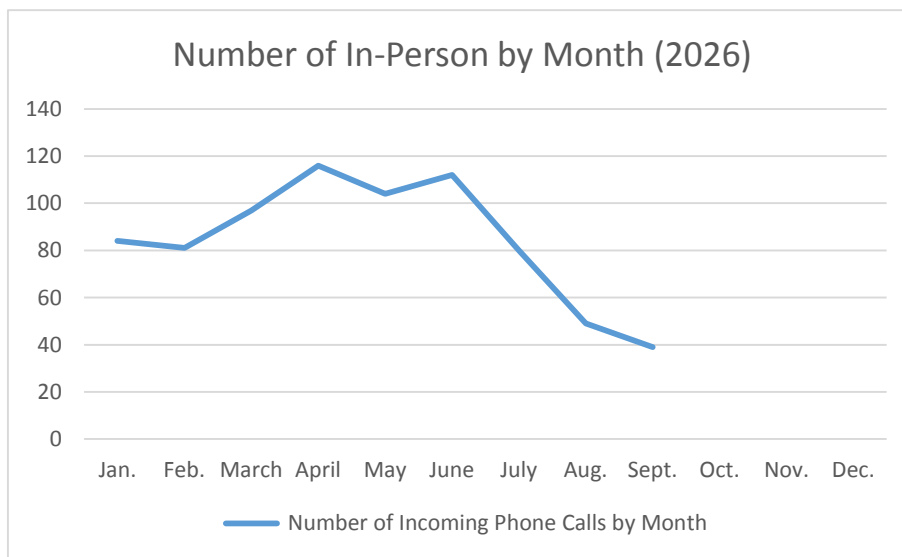
Tracking this activity *may* provide insight into the volume and nature of face-to-face service demand, supports the allocation of staff time across services, and helps identify patterns such as seasonal peaks or the impact of policy changes that *could* inform how front counter services are resourced.

Of note, the recording of front counter interactions is a manual process shared across all members of the Division. Accordingly, the figures presented in this section likely represent a minimum observed volume rather than an exact count of every interaction and are likely an under-count of actual interactions. Occasional gaps in recording *may* occur when multiple staff are serving the counter simultaneously or during periods of high demand.

Notwithstanding this limitation, front counter data provides a reliable indication of trends in face-to-face service demand and, when read alongside email and phone query volumes, contribute to a more complete picture of the overall workload of the Division.

Of note:

- The average number of front counter queries per month is **56**;
- The approximately number of front counter queries per day (based on 21 business days in a month) is **2.67**.



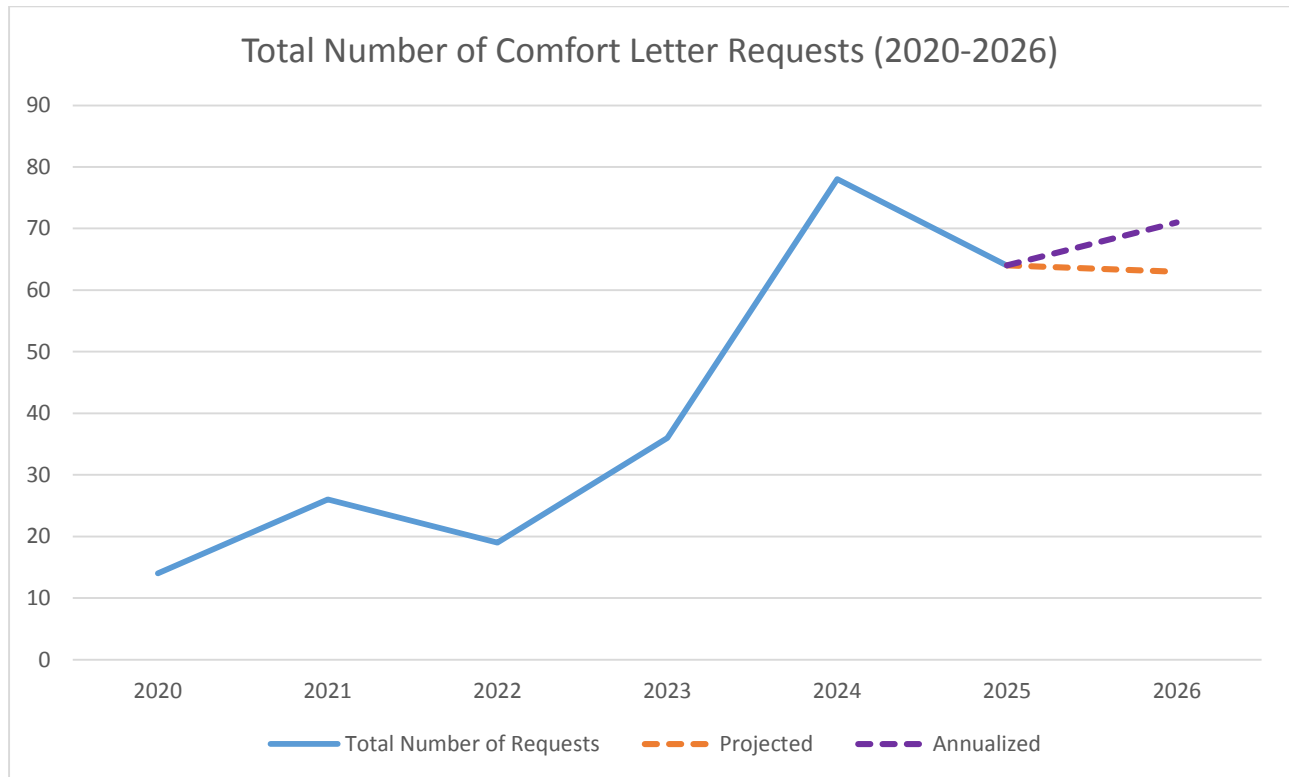
In-Person (2026)	
Month	Total
January	84
February	81
March	97
April	116
May	104
June	112
July	80
August	49
September	39
October	-
November	-
December	-
Total	(TBD)

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.

	2020	2021	2022	2023	2024	2025	2026
TOTAL	14	26	19	36	78	64	53*

*YTD Figures



(NOTE: "Projected" is based on totals from previous years, "Annualized" is a weighted projection (x1.33) based on Q3)