

## ADMINISTRATIVE REPORT

**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** January 19, 2017  
**RE:** Fourth Quarter Activity Report – For Information Only

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### 1.0 DEVELOPMENT SERVICES DEPARTMENT

#### 1.1 PLANNING

See Attachment No. 1 for number of Planning Applications / Referrals received as of December 31, 2016.

##### Q4 Activities

- Finalized revised proposed Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” and worked on Map Schedules for Official Community Plans (as per “Keeping Nature in Our Future)
- Worked with Consultant on 5 Year sub-Regional Growth Strategy Review project;
- Adoption of Gallagher Lake Area Plan;
- Adoption of “D-1” Community Plan;
- Area “F” Community Plan – consultant proposal and selection process;
- Prepared first stage of Okanagan Falls Town Centre Plan, Phase 3 (Rural Dividend Fund grant application made for remainder);
- Conservation Fund Service Area public assent process;
- Zoning Amendment Process Kaizen; Board presentation on work on Inquiries Wizard, brochures, application forms; file management items such as new GIS maps, redesign of web site and work on on-line application tracker;
- Attended several First Nations Referrals Workshops;
- Renewal of 11 Temporary use Permits for vacation rentals;
- Continued to provide planning services to Oliver and Keremeos, including the new Oliver Community Plan;
- Climate Action Plan – work on Energy Efficiency Measures for RDOS Facilities and Buildings;
- 34 planning reports to the Board / Planning Committee and 10 reports for Advisory Planning Committee meetings.

##### Planned Activities for Q1 - 2017

- Commence the Area “F” Community Plan – appoint Citizens Advisory Committee, establish public consultation strategy and carry out Inventory;
- Adoption of Environmentally Sensitive Development Permit Area Community Plan Amendments;
- Okanagan Falls Town Centre Plan – retain consultant and proceed with property owner/community consultation and work on Community Plan amendments;
- Zoning Bylaw amendments for retaining walls and building height, review of Hillside Development Permit Area;
- Commence Bylaw Enforcement Policy review;
- Provide planning services to Oliver and Keremeos;
- Sub-Regional Growth Strategy, final report and Board presentation.

## 1.2 BUILDING INSPECTIONS

- Permits are being applied for and issued at a higher rate than 2015 (which was a record year).
- to end of August we have issued permits and accepted 362 applications for building permits. Last year for the same period we had accepted 335 applications.
- We have issued 53 permits in Kennedy Lake this year for a total of 192. Only 6 permits remain to be issued.
- Ongoing work and review of policies and procedures.

See Attachment No. 2 for the summary of issued Building Permits for the 2016 2<sup>nd</sup> quarter.

## 1.3 BYLAW ENFORCEMENT

### Activity Highlights:

- **Q4 Enforcement Activity**
  - Ticket Tracking Database is completed and undergoing critique
  - Twelve (12) files opened
  - Twenty three (23) files closed
  - Four files prepared and sent to Alpha Bailiff and Collections to collect outstanding fines
  - Renewal letters prepared and mailed to 2016 dog licence holders
  - Sale of 2017 dog licences have been initiated
  - Commenced processing of Untidy and Unsightly Property file in Coalmont for legal review

- **Enforcement Activity Planned for 1st Quarter, 2017**

- Amalgamated Untidy and Unsightly Premises Bylaw to be introduced to Board
- Continue with moving files into EDMS
- Processing older files is ongoing
- Input outstanding ticket information into new ticketing tracking
- Rescind and replace dated bylaws to recognize new Animal Shelter facilities
- Work with Public Works staff to initiate review of Apex Mountain Waste Transfer Station Bylaw for inclusion into BON Bylaw
- Introduce Dog Control Bylaw to Board
- Introduce Animal Control Bylaw for Areas “B” and “G” to Board

## 1.4 SUBDIVISION SERVICING

### 4th Quarter Activities:

- **Subdivision Referrals**

- 14 referrals received for 2016 to date
- 53 referrals ongoing and pending applicants’ action

- **Ongoing Major Subdivisions:**

- Twin Lakes Golf Resort – DVP to the Subdivision Bylaw registered
  - ❖ Developer submitted revised plan for 50 units. Staff are in discussion with Developer.
- Reflection Point
  - ❖ – Phase 2 - 20 strata lots –Letter of Requirement issued – pending developer
- Naramata Benchlands
  - ❖ Revised subdivision plan for Phase 2 – 42 strata lots
  - ❖ Pending developer – anticipating completion in early 2017.
  - ❖ Phase 3 nearing registration (large lot subdivision)
- Kettle Ridge - Phase 2 - 19 fee simple lots
  - ❖ Pending developer – anticipating completion in early 2017.
  - ❖ Water Service Area Petition complete
- Kettle Ridge - Phase 3 - 31 fee simple lots
  - ❖ Developer split Phase 3, review of subdivision design needed
- St Andrews - Phase 4 - 25 strata lots
  - ❖ Pending revised subdivision plan
- Shuttleworth Properties - 7 (industrial) lots

- ❖ Letter of Requirement issued
- Bassett Avenue Subdivision, 6 lots
  - ❖ Pending developer – anticipating completion in early 2017.
- **Other Projects:**
- Service Area Petitions
  - ❖ Gallagher Lake water and sewer
- Planning development application referrals
- Gallagher Lake: Area Plan and water and sanitary service areas
- (Subdivision) Works and Services Bylaw
- Water and Sewer Regulatory Bylaws review

**Planned Activities for 1st Quarter:**

- **Ongoing or Planned:**
  - Major Subdivisions
    - ❖ Twin Lakes Golf Resort
    - ❖ Naramata Benchlands, Phase 2
    - ❖ Reflection Point, Phase 2
    - ❖ Kettle Ridge, Phase 2 and 3
    - ❖ St Andrews, Phase 4
    - ❖ Shuttleworth Properties
    - ❖ Bassett Avenue Subdivision
    - ❖ Acherman subdivision
    - ❖ Willow Beach (proposed zoning and subdivision)
  - Naramata DCC and Capital Plan
  - Gallagher Lake Area
    - ❖ Petitions for sewer and water service area
    - ❖ Gallagher Lake Village, Phase 3
  - (Subdivision) Works and Services Bylaw review
  - Water and Sewer Regulatory Bylaws review

**Respectfully Submitted,**

*Donna Butler*

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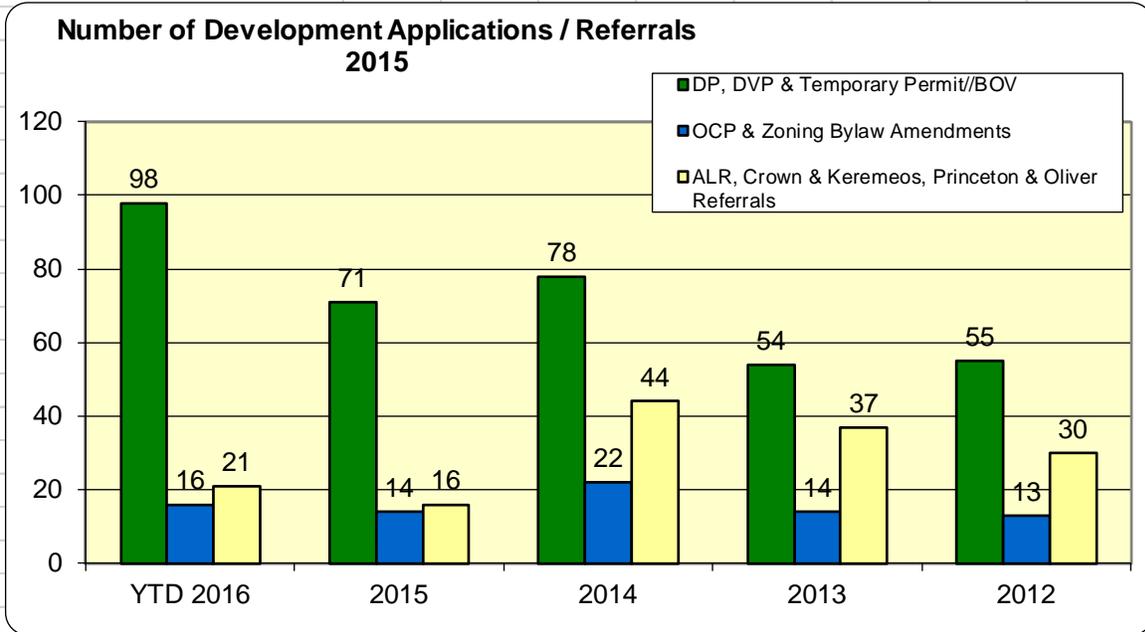
Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals (YTD - December)

Attachment No. 2 – Summary of Building Permits (YTD - August)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals 2016					
	YTD 2016	2015	2014	2013	2012
Develop Permit & DVP/BOV					
Temp. Industr					
DP, DVP & Temporary Permit/BOV	98	71	78	54	55
ZONING					
OCP/ZONING					
OCP & Zoning Bylaw Amendments	16	14	22	14	13
ALR					
Crown Land					
Keremeos/Others					
ALR, Crown & Keremeos, Princeton & Oliver Referrals	21	16	44	37	30



Attachment No. 2 – Summary of Building Permits Issued to Date, 2016

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF AUGUST 2016

NUMBER OF PERMITS ISSUED

DESCRIPTION	A	C	D	E	F	H	TOTAL	2016	2015	KL
RENEWAL/DEFICIENCY							0	20	35	
S.F.D.	1	1	5	2		1	10	59	50	
MOBILE/MANU HOMES	1	3	1			1	6	22	18	
CABINS/REC						6	6	34	26	6
SEMI-DETACHED, DUPLEX, MULTI							0	2	1	
DEMOLITION / MOVE				1	1	1	3	17	11	
ACCESSORY USES	3		5	2	1	7	18	102	133	5
ADDITIONS / REPAIRS / PLUMBING	2		6	3	1	2	14	82	82	
COMMERCIAL		2		1			3	18	8	
INDUSTRIAL							0	1	0	
FARM BUILDING										
EXEMPTION		1		1		1	3	14	16	
INSTITUTIONAL							0	1	2	
SOLID FUEL APPLIANCE							0	3	1	
<b>MONTHLY TOTAL</b>	<b>7</b>	<b>7</b>	<b>17</b>	<b>10</b>	<b>3</b>	<b>19</b>	<b>63</b>	<b>375</b>	<b>383</b>	<b>11</b>
<b>YEAR TO DATE 2016</b>	<b>34</b>	<b>46</b>	<b>100</b>	<b>49</b>	<b>26</b>	<b>120</b>	<b>375</b>			<b>53</b>
<i>SAME MONTH 2015</i>	<i>4</i>	<i>7</i>	<i>10</i>	<i>4</i>	<i>5</i>	<i>44</i>	<i>74</i>			
<i>YEAR TO DATE 2015</i>	<i>27</i>	<i>41</i>	<i>82</i>	<i>44</i>	<i>25</i>	<i>164</i>	<i>383</i>			

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL
RENEWAL/DEFICIENCY							\$0	\$112,800	
S.F.D.	\$253,290	\$321,970	\$1,498,145	\$706,525		\$164,110	\$2,944,040	\$17,919,398	
MOBILE/MANU HOMES	\$149,040	\$618,170	\$238,980			\$216,270	\$1,222,460	\$4,201,982	
CABINS/REC						\$286,605	\$286,605	\$1,188,195	\$286,605
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$1,879,370	
DEMOLITION / MOVE				\$1,000	\$1,000	\$1,000	\$3,000	\$15,000	
ACCESSORY USES	\$96,960		\$280,240	\$21,335	\$25,000	\$118,985	\$542,520	\$2,713,761	\$66,185
ADDITIONS / REPAIRS / PLUMBING	\$110,400		\$141,680	\$350,575	\$36,000	\$15,280	\$653,935	\$3,233,817	
COMMERCIAL		\$317,160		\$133,985			\$451,145	\$3,130,585	
INDUSTRIAL							\$0	\$4,188,755	
FARM BUILDING									
EXEMPTION							not valued / no revenue		
INSTITUTIONAL							\$0	\$15,360	
SOLID FUEL APPLIANCE							\$0	\$3,000	
<b>MONTHLY TOTAL</b>	<b>\$609,690</b>	<b>\$1,257,300</b>	<b>\$2,159,045</b>	<b>\$1,213,420</b>	<b>\$62,000</b>	<b>\$802,250</b>	<b>\$6,103,705</b>	<b>\$38,602,023</b>	<b>\$352,790</b>
<b>YEAR TO DATE 2016</b>	<b>\$2,887,622</b>	<b>\$7,363,715</b>	<b>\$17,153,996</b>	<b>\$4,098,733</b>	<b>\$1,165,872</b>	<b>\$5,932,085</b>	<b>\$38,602,023</b>		<b>\$1,596,880</b>
<i>SAME MONTH 2015</i>	<i>\$768,675</i>	<i>\$495,055</i>	<i>\$634,574</i>	<i>\$301,725</i>	<i>\$295,980</i>	<i>\$2,137,610</i>	<i>\$4,633,619</i>		
<i>YEAR TO DATE 2015</i>	<i>\$3,192,820</i>	<i>\$2,770,264</i>	<i>\$8,786,430</i>	<i>\$5,619,143</i>	<i>\$3,976,130</i>	<i>\$5,507,877</i>	<i>\$29,852,664</i>		

BUILDING INSPECTION REVENUE

MONTH	2010	2011	2012	2013	2014	2015	2016	Kennedy Lake
JANUARY	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$375.00
FEBRUARY	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	\$0.00
MARCH	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$150.00
APRIL	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66	\$15,209.80	\$0.00
MAY	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$1,143.10
JUNE	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$5,500.30
JULY	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$13,942.98
AUGUST	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$6,255.78
SEPTEMBER	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59		
OCTOBER	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81		
NOVEMBER	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97		
DECEMBER	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41		
<b>TOTAL</b>	<b>\$437,636.30</b>	<b>\$394,617.63</b>	<b>\$398,199.32</b>	<b>\$346,070.90</b>	<b>\$494,994.53</b>	<b>\$627,180.85</b>	<b>\$462,137.29</b>	<b>\$27,367.16</b>