

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 20, 2022

RE: 4th 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

Q4 2021 Activities

- ✓ Preparation of draft amendments and discussion paper options related to review of Rural Growth Areas.

Planned Activities for Q1 2022

- Present discussion paper and amendment options for Rural Growth Areas at a P&D Committee meeting.
- Present discussion paper 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 the following:
 - *Agriculture component;*
 - *Economic development;*
 - *Housing options.*

2. Electoral Area “G” OCP Bylaw Project:

Q4 Activities

- ✓ In-person public open houses held in Hedley and Keremeos.

Planned Activities for Q1

- In-person Citizen Committee Meeting to be schedule in Keremeos.
- Complete Preliminary Draft of OCP Bylaw.

3. Electoral Area “E” OCP Bylaw Review:

Q4 Activities

- ✓ Finalized work plan & community engagement strategy.

-
- ✓ Background Reports completed.
 - ✓ Public Project Launched (e.g. Citizen’s Forum).
 - ✓ Community Survey launched.

Planned Activities for Q1

- Implement Community Engagement Strategy, including scheduling of public open houses.
- Commence drafting of OCP Bylaw.

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

Q4 Activities

- ✓ Update of commercial signage regulations (October 21, 2021)
 - APC recommendations presented and proposed revisions put forward for information.
 - Regulations to be incorporated into new zoning bylaw.
- ✓ Residential Zone Update (RS & SH Zones) amendment bylaw adopted on December 2, 2021.

Planned Activities for Q1

- Present Draft of Zoning Bylaw No. 2800 at a meeting of the P&D Committee.
- Initiate public engagement and agency referrals.
- Bring the bylaw forward for consideration of 1st reading.

5. Subdivision and Development Servicing Bylaw Review

Q4 Activities

- ✓ Street Lighting Update Amendment Bylaws adopted (December 16, 2021)

Planned Activities for Q1

- Finalize draft water and sewer design schedules.

6. Environmentally Sensitive Development Permit (ESDP) Area Review

Q4 Activities

- None (anticipated action items were not completed in the quarter)

Planned Activities for Q1

- Electronic Public Information Meeting (PIM) to present proposed OCP Bylaw amendments.

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

Q4 Activities

- ✓ Discussion paper presented at P&D Committee (October 21, 2021)
 - APC recommendations presented and proposed revisions put forward.

-
- Resolution provided by Committee to update amendment bylaw and conduct additional public engagement.

✓ Public engagement initiated to seek feedback on new regulations.

Planned Activities for Q1

- Present results of recent public engagement at P&D Committee.
- Seek formal amendment of bylaw (e.g. repeal and re-read 2nd reading as amended) and scheduling of a third public hearing.

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

Q4 Activities

- ✓ Final Report presented by consultants at P&D Committee.
- ✓ Final Report presented by consultants at a public information meeting (PIM).
- ✓ OCP Bylaw Amendments presented at PIM and referred to external agencies for comment.

Planned Activities for Q1

- Present results of public engagement on amendment bylaws at P&D Committee.
- Bring amendment bylaws forward for consideration of 1st reading.

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

Q4 Activities

- ✓ Draft amendments to allow for permits to be issued for “retroactive” development on the basis of a “Condition and Impact” Assessment from a qualified environmental professional (QEP).

Planned Activities for Q1

- Finalize draft amendments.
- Present a discussion paper regarding proposed amendments at a meeting of the P&D Committee.

10. Minimum Report Requirements for Septic System Assessments

Q4 Activities

- ✓ Draft bylaw amendments to establish minimum report requirements for septic assessments provided by Registered Onsite Wastewater Practitioners (ROWPs) in support of change of use applications (i.e. vacation rental TUPs).
- ✓ Initiate engagement with ROWPs to obtain feedback on draft bylaw amendments.

Planned Activities for Q1

- Finalize draft bylaw amendment.
- Present a discussion paper regarding proposed amendments at a meeting of the P&D Committee.

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

Q4 Activities

- ✓ Discussion paper presented at P&D Committee meeting of December 16, 2021.
- ✓ Board resolution that OCP Amendment Bylaw No. 2603.23 be initiated.

Planned Activities for Q1

- Public engagement, Agency referrals and APC consideration.
- Presentation of feedback and consideration of OCP Amendment Bylaw No. 2603.23 for first reading.

12. Delegated Development Variance Permits (DVP)

Q4 Activities

- Background Research.

Planned Activities for Q1

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

13. Chadwell Place Setbacks (Electoral Area “D”)

Q4 Activities

- ✓ Discussion paper presented at P&D Committee meeting of November 18, 2021
- ✓ Board resolution that item to be considered as a strategic project in 2022.

Planned Activities for Q1

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

14. Cannabis Retail Store Zoning Amendments (Electoral Area “D”);

Q4 Activities

- ✓ Discussion paper presented at P&D Committee meeting on cannabis retail store “moratorium” policy (October 7, 2021).
- ✓ Approval of *Electoral Area “D” Update of Retail Cannabis Zoning Regulations Policy*.

Planned Activities for Q1

- None (NOTE: preparation of draft zoning bylaw amendment options for subsequent consideration by the Electoral Area “D” APC is anticipated to occur in Q2).

15. Faulder Zone Update (Electoral Area “F”)

Q4 Activities

-
- ✓ Proposed OCP & Zoning Bylaw amendments presented to APC (October 25, 2021) and at a public information meeting (October 13, 2021).
 - ✓ Bylaw amendments referred to external agencies for comment.
 - ✓ Discussion paper presented at P&D Committee (October 21, 2021)
 - APC recommendation and public feedback presented.
 - Committee resolved to defer project pending completion of a separate Meadow Valley aquifer study.

Planned Activities for Q1

- None (project has been deferred).

16. Investigation of Agricultural Protection & Food Security

Q4 Activities

- ✓ Discussion paper presented at P&D Committee (October 21, 2021) in response to Director's Motion.
- ✓ Board resolved not to pursue this as a strategic project in 2022.

Planned Activities for Q1

Not applicable.

17. Removal of APC Members for non-attendance at meetings

Q4 Activities

- ✓ Amendment to APC Bylaw adopted by the Board at its meeting of October 7, 2021.

Planned Activities for Q1

Not applicable.

18. Town of Osoyoos Official Community Plan (OCP) Bylaw Referral

Q4 Activities

- ✓ Regional Context Statement (RCS) accepted by the Board at its meeting of October 7, 2021;
- ✓ OCP Bylaw referrals comments considered by the Board at its meeting of October 21, 2021.

Planned Activities for Q1

Not applicable.

19. Update of Landscaping Security Requirements (introduction of \$25,000 threshold)

Q4 Activities

- ✓ Development Procedures Amednment Bylaw adopted by the Board at its meeting of Oct. 7, 2021.

Planned Activities for Q1

Not applicable.

20. Review of Application & Referral Fees for Rezoning, Temporary Use Permit & Subdivision

Q4 Activities

- ✓ Discussion paper on TUP fees presented at P&D Committee (October 7, 2021); and
- ✓ Fees and Charges Bylaw updated to incorporate new rezoning, subdivision and TUP fees effective January 1, 2022.

Planned Activities for Q1

- Fees to be carried forward into new Fees and Charges Bylaw.

21. Advisory Planning Commission (APC) 2022 Meeting Schedule

Q4 Activities

- ✓ APC Schedule adopted by the Board at its meeting of November 4, 2021.

Planned Activities for Q1

Not applicable.

22. Provision of Planning Services

Q4 Activities

- ✓ Planning Services provided to the Village of Keremeos.

Planned Activities for Q1

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

23. Processing or Land Use Applications & Referrals

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

BUILDING INSPECTION:

Q4 Activities

- ✓ Year end total of 611 permits were issued compared to 525 in 2020 (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.
- ✓ Continuing with development of BasicGov software. The target date will likely be Q1 of 2022 due to delays with the pandemic & requirements to integrate with RDOS systems.

Planned Activities for Q1

- 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.
- Remediation Action required for three properties affected by November 2021 flooding.
- Review options to increase customer service.

BYLAW ENFORCEMENT:

Q4 Activities

- ✓ Ongoing processing of complaints – 59 new complaints received and 167 enforcement files closed (see Attachment No. 4 for Summary of Bylaw Enforcement Complaints)

Planned Activities for Q1

- 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 and Unsightly Premises Bylaw.
- Hiring Bylaw Coordinator I and update work flow.

ECONOMIC DEVELOPMENT (ELECTORAL AREA “D”):

Q4 Activities

- ✓ Okanagan Falls Community Association (OFCA) Economic Development Update Session:
 - presentation on recent activities undertaken by the Economic Development office team;
- ✓ Development of a business case on High Speed Connectivity for the Okanagan Falls area;
- ✓ Development of a business case on the current and future requirements for the local fire hall.

Planned Activities for Q1

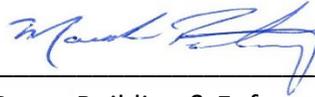
- Renewal of Destination BC – Visitor Centre Agreement.

-
- Submission of Canada Summer Jobs Grant for VIC support during high season.
 - Explore grant / funding options in support of OFCA / RDOS OKFalls Ec Dev Services.

Respectfully Submitted:



C. Garrish, Planning Manager



M. Petry, Building & Enforcement Services Manager

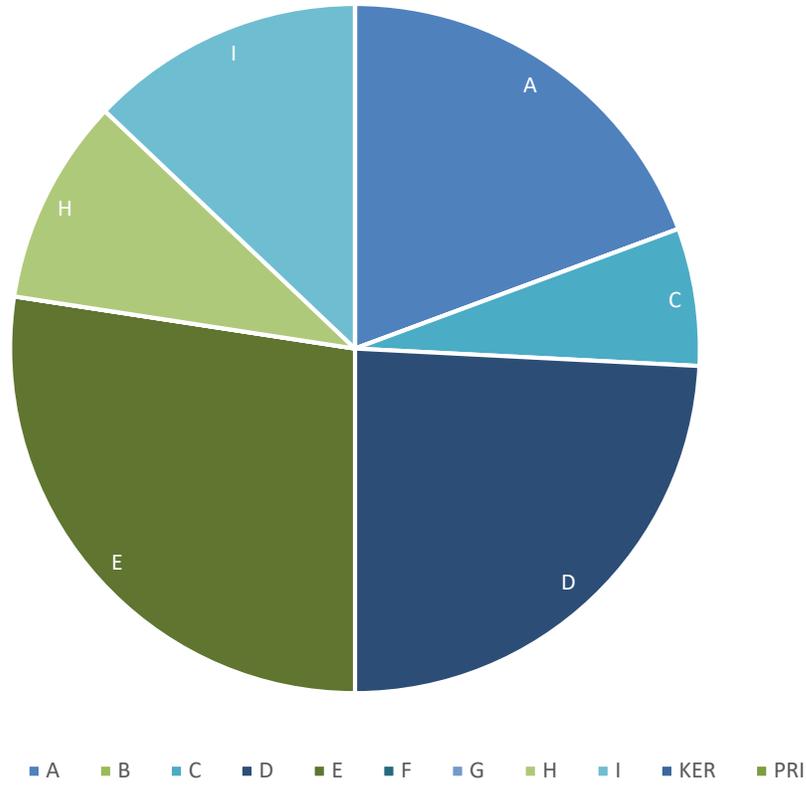
Attachments: No. 1 – Development Applications by Electoral Area & Year to Date (2021)

No. 2 – Summary of Application Activities

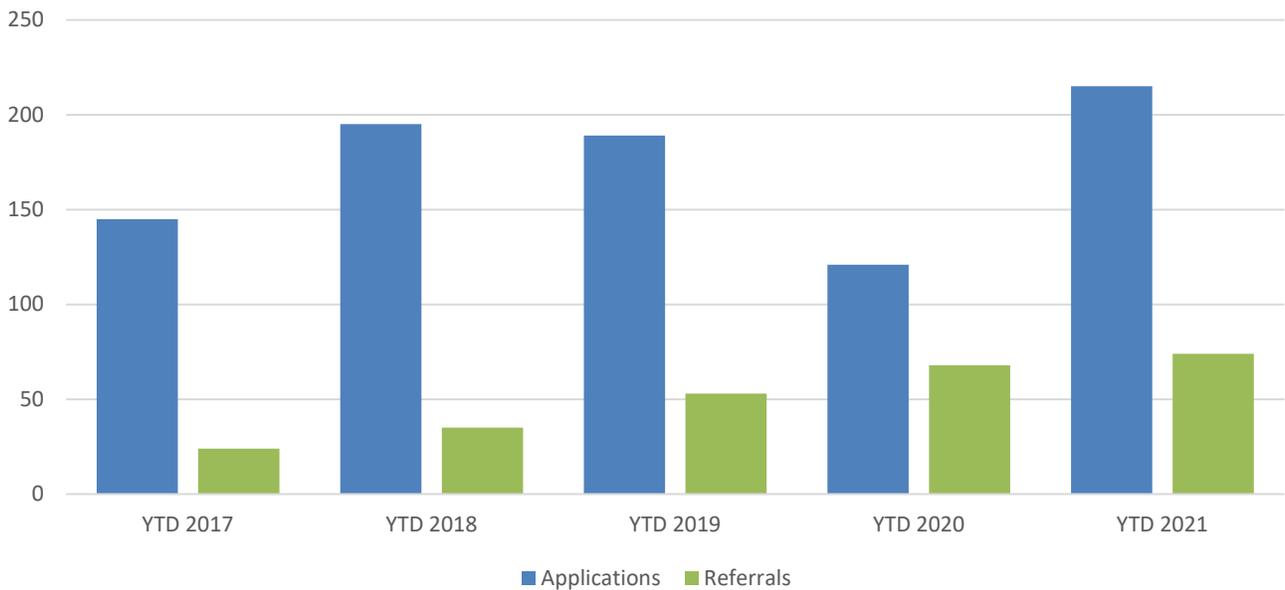
No. 3 – Summary of Building Permits (4th Quarter)

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

Q4 Development Applications - Electoral Areas/Member municipalities



2021 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)	3			3		4		1	1	4	16
Development Variance Permits	1		3	6	4			2	1		17
Temporary Use Permits					5						5
Agricultural Land Commission Referrals			1								1
Liquor and Cannabis Regulation Branch Referrals											
Floodplain Exemptions											
Yearly Total (2021)	14	2	18	37	31	12	2	12	17	10	155

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			3	3	2	3			1	1	13
Public Information Meeting				1	1	2			1		5
Public Hearing	1			1		2		1		1	6
Yearly Total (2021)	17		18	21	15	20	3	8	13	6	121

Delegated Development Permits & MoTI Referrals Processed

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Environmentally Sensitive Development Permits										
Development, Land Alteration & Subdivision	10			4	3				2	19
Yearly Total (2021)	23		1	9	15	2			11	61
Watercourse Development Permits										
Development, Land Alteration & Subdivision			1	1	1			3	3	9
Yearly Total (2021)			1	4	6	2		10	6	29
MoTI Subdivisions Referrals										
Fee Simple, Strata, Road Closure, etc.					2					2
Yearly Total (2021)	2			5	6	1	2	4	4	24

Attachment No. 3 – Summary of Building Permits Issued, 2021

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR 2021									
NUMBER OF PERMITS ISSUED									
DESCRIPTION	A	C	D	E	F	H	I	TOTAL 2021	2020
RENEWAL/DEFICIENCY	11	1	5	0	0	10	8	35	28
S.F.D.	28	3	12	27	4	18	11	103	87
MOBILE/MANU HOMES	3	7	8	0	2	9	2	31	29
CABINS/REC	0	3	0	0	0	0	0	3	4
SEMI-DETACHED, DUPLEX, MULTI	0	0	1	3	0	2	0	6	0
DEMOLITION / MOVE	13	11	4	8	3	7	6	52	33
ACCESSORY USES	13	21	25	38	23	17	28	165	150
ADDITIONS / REPAIRS / PLUMBING	12	25	25	30	14	22	35	163	127
COMMERCIAL	1	7	7	3	0	1	2	21	22
INDUSTRIAL	0	0	1	0	0	0	0	1	2
FARM BUILDINGS	1	5	3	4	3	9	2	27	36
INSTITUTIONAL	0	0	2	0	0	2	0	4	7
SOLID FUEL APPLIANCE	0	0	0	0	0	0	0	0	0
2021	82	83	93	113	49	97	94	611	525
2020	62	95	84	75	50	98	61		
DOLLAR VALUE OF PERMITS									
DESCRIPTION	A	C	D	E	F	H	I	TOTAL 2021	TOTAL 2020
RENEWAL/DEFICIENCY	\$10,000	\$0	\$8,000	\$0	\$0	\$10,000	\$17,583	\$45,583	\$292,000
S.F.D.	\$11,440,071	\$1,031,788	\$5,030,389	\$13,717,133	\$2,118,280	\$5,472,411	\$4,242,233	\$43,052,304	\$32,399,689
MOBILE/MANU HOMES	\$748,800	\$1,757,025	\$2,180,398	\$0	\$617,325	\$1,861,151	\$1,002,274	\$8,166,973	\$5,068,883
CABINS/REC	\$0	\$28,080	\$0	\$0	\$0	\$0	\$134,645	\$162,725	\$199,770
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$2,000,000	\$6,000,000	\$0	\$1,476,960	\$0	\$9,476,960	\$0
DEMOLITION / MOVE	\$13,000	\$11,000	\$4,000	\$8,000	\$3,000	\$7,000	\$6,000	\$52,000	\$32,000
ACCESSORY USES	\$1,012,030	\$1,025,039	\$2,495,045	\$3,978,312	\$985,696	\$633,681	\$1,332,140	\$11,461,943	\$5,108,116
ADDITIONS / REPAIRS / PLUMBING	\$705,679	\$1,006,342	\$1,034,333	\$1,613,767	\$1,219,724	\$949,229	\$1,260,988	\$7,790,062	\$5,730,913
COMMERCIAL	\$394,800	\$655,127	\$1,203,940	\$335,000	\$0	\$335,040	\$400,000	\$3,323,907	\$5,461,127
INDUSTRIAL	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000	\$183,360
FARM BUILDINGS	\$6,720	\$124,600	\$242,600	\$51,160	\$3,000	\$464,240	\$2,000	\$894,320	\$0
INSTITUTIONAL	\$0	\$0	\$1,028,875	\$0	\$0	\$360,000	\$0	\$1,388,875	\$1,984,325
SOLID FUEL APPLIANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2021	\$14,331,100	\$5,639,000	\$15,477,580	\$25,703,372	\$3,732,835	\$11,569,712	\$7,772,488	\$84,226,087	\$52,959,225
2020	\$11,309,680	\$8,501,005	\$8,502,942	\$9,338,907	\$3,434,886	\$6,112,460	\$5,759,345		
BUILDING INSPECTION REVENUE									
MONTH	2015	2016	2017	2018	2019	2020	2021		
JANUARY	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46	\$46,158.04		
FEBRUARY	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98	\$43,612.27		
MARCH	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58	\$45,865.08		
APRIL	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02	\$41,620.45	\$83,495.89		
MAY	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81	\$52,842.35	\$37,469.43		
JUNE	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49	\$75,271.11	\$133,808.41		
JULY	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71	\$57,104.01	\$164,701.57		
AUGUST	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34	\$42,437.50	\$139,578.47		
SEPTEMBER	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49	\$77,667.72	\$61,285.69		
OCTOBER	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70	\$48,451.14	\$86,856.67		
NOVEMBER	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51	\$35,849.11	\$36,759.65		
DECEMBER	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33	\$46,501.93	\$69,935.65		
TOTAL YEAR	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$603,598.34	\$949,526.82		

<https://Rdos.Escribemeetings.Com/Reports/Quarterly Report - Planning And Development Committee.Docx> File No: [Click here to enter text.](#)

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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
4TH QUARTER (October - December 2021)													
COMPLAINTS RECEIVED October - December 2021													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	1		2	4	0	2	0	0	1	10	27	13	41
ESDP	0		0	0	0	0	0	0	0	0	1	1	1
WDP	0		0	0	0	0	0	0	0	0	0	1	3
MULTIPLE	0		0	0	0	0	0	0	0	0	0	1	6
UNTIDY/UNSIGHTLY			0	0	0	0	0	0	0	0	5	1	16
BUILDING BYLAW	0		0	0	0	0		0	0	0	0	2	9
ANIMAL/DOG CONT	0	0	0	0	0	0	0		0	0	0	25	81
NOISE CONTROL			0	0	0	0		0	0	0	0	17	69
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	1	0	2	4	0	2	0	0	1	10	33	61	226
COMPLAINTS RESOLVED October - December 2020													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	12		6	2	4	1	0	3	4	32	68	23	97
ESDP	1		0	1	0	0	0	1	0	3	9	0	1
WDP	0		0	1	0	0	0	1	0	2	3	3	7
MULTIPLE	0		0	0	0	0	0	0	1	1	5	0	1
UNTIDY/UNSIGHTLY			1	2	1	0	1	1	0	6	13	9	21
BUILDING BYLAW	0		0	1	0	0		1	0	2	8	1	20
ANIMAL/DOG CONT	0	0	0	0	0	0	0		0	0	3	25	88
NOISE CONTROL			0	0	0	0		0	0	0	0	17	70
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	13	0	7	7	5	1	1	7	5	46	109	78	305
TOTAL ACTIVE COMPLAINTS													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	0		0	0	0	0	0	0	0	0			
ESDP	0		0	0	0	0	0	0	0	0			
WDP	0		0	0	0	0	0	0	0	0			
MULTIPLE	0		0	0	0	0	0	0	0	0			
UNTIDY/UNSIGHTLY			0	0	0	0	0	0	0	0			
BUILDING BYLAW	0		0	0	0	0		0	0	0			
ANIMAL/DOG CONT	0	0	0	0	0	0	0		0	0			
NOISE CONTROL			0	0	0	0		0	0	0			
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0			
Totals	0	0	0	0	0	0	0	0	0	0			
Previous Quarter	20	1	26	20	13	14	4	6	12	116			
MILEAGE													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD		
LAND USE	727		769.5	355	31	306	0	179	124	2491.5	8244		
ESDP	0		0	0	0	0	0	0	0	0	138		
WDP	0		0	0	0	0	0	0	0	0	0		
MULTIPLE	0		0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY			63.5	45	0	0	235	0	0	343.5	1106.5		
ANIMAL/DOG CONT	147	0	400	80	682	408	245		244	2206	13907		
NOISE CONTROL			368.5	296	69	0		0	0	733.5	3095.5		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
Totals	874	0	1601.5	776	782	714	480	179	368	5774.5	26491		
YTD	2474	0	5188	4834.5	4436.5	3231	1496	2417	3688	27765			