

**PLANNING SERVICES DIVISION  
DEVELOPMENT & INFRASTRUCTURE  
DEPARTMENT**



**Quarterly Report  
Q2 - 2026**



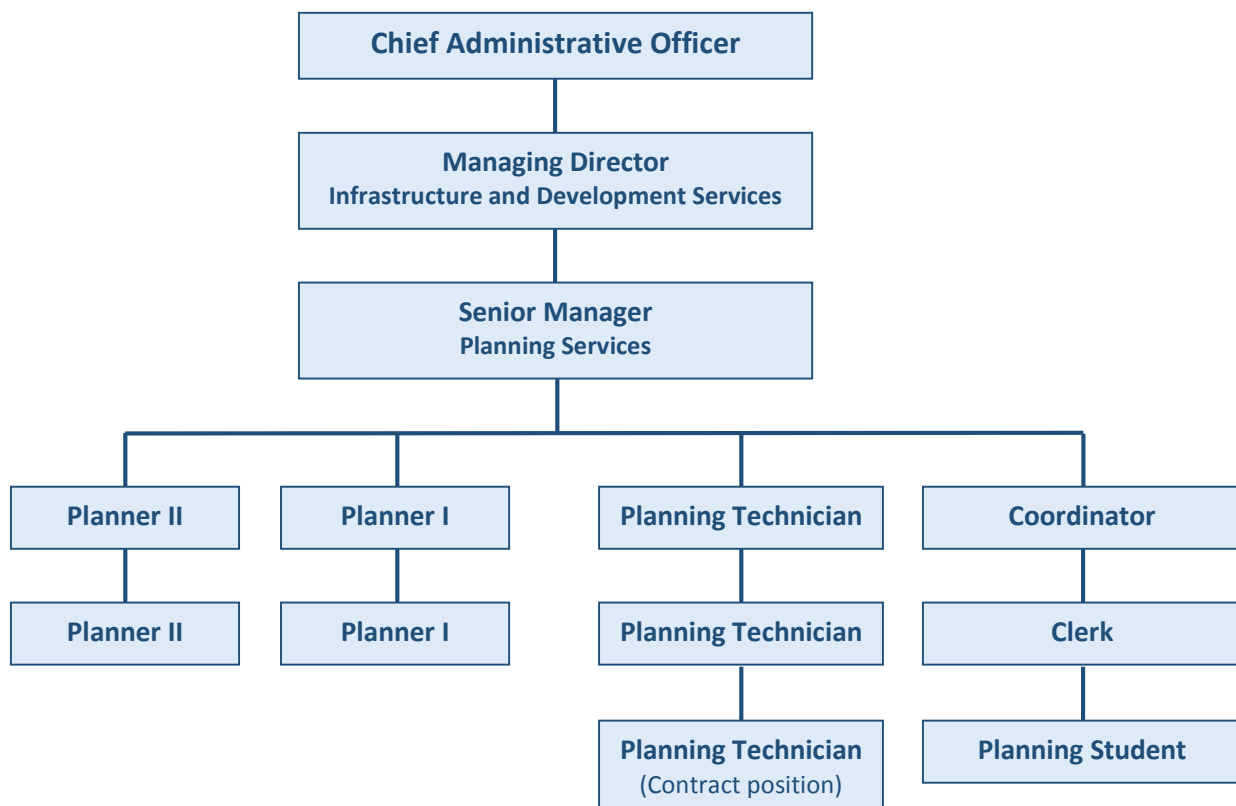
## PURPOSE

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. Regional Growth Strategy (RGS) Update                   | 60%     |
| 2. Okanagan Valley OCP Project                             | 75%     |
| 3. Okanagan Falls OCP & Zoning Project                     | 75%     |
| 4. Park Rill, Horn & Kearns Creek Floodplain Zoning Review | 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 (& STR Update) |
| 2. Section 52 Agreement with MoTT   |
| 3. Optimize Dev. Approval Processes: Residential Zone Review (2027)             |
| 4. Optimize Dev. Approval Processes: Development Permit Review (2027)           |
| 5. Optimize Dev. Approval Processes: Subdivision Approving Officer (2027)       |
| 6. Geotechnical Report Requirements Policy Review (2027)                        |
| 7. Review Electoral Area “F” Soil Removal and Deposit Bylaw (2027)              |
| 8. Electoral Area “F” Secondary Suite Review (2027)                             |
| 9. Electoral Area “I” Soil Removal and Deposit Bylaw (2027)                     |
| 10. Electoral Area “I” Septic System Bylaw (2027)                               |
| 11. 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. 2024 Regional Growth Strategy (RGS) Snapshot       |
| 2. Optimize Dev. Approval Processes: Secondary Suites |
| 3. Electoral Area “G” Zoning Bylaw Update (Withdrawn) |
| 4. Development Cost Charge (DCC) Bylaw Update         |

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.

|                         |  |
|-------------------------|--|
| <b>Start Date:</b>      | June 2, 2022   |
| <b>Current Status:</b>  | RGS Consultation Plan adopted by Board on February 19, 2026.   |
| <b>Next Steps:</b>      | RGS Consultation Plan to be re-presented at a Board meeting in November of 2026.   |
| <b>Comments:</b>        | Due to the project applying to lands in Electoral Area “D” that will be Incorporated within the new municipality of Okanagan Falls, work has been deferred until after local government elections in October of 2026. As a result, the project will likely be completed in 2027. |
| <b>Project Webpage:</b> | <a href="#">RGS Update</a>   |

### 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”.

|                         |   |
|-------------------------|---|
| <b>Start Date:</b>      | November 17, 2022   |
| <b>Current Status:</b>  | EASC directed that the OCP proceed to consideration of 1 <sup>st</sup> reading (2026-06-04).  |
| <b>Next Steps:</b>      | Consideration of 1 <sup>st</sup> reading at a Board meeting in November   |
| <b>Comments:</b>        | Due to the project applying to lands in Electoral Area “D” that will be Incorporated within the new municipality of Okanagan Falls, work has been deferred until after local government elections in October of 2026. |
| <b>Project Webpage:</b> | <a href="#">Okanagan Valley OCP Project</a>   |

### 3. Okanagan Falls OCP & Zoning Project

The project involves the creation of a new Official Community Plan (OCP) Bylaw and Zoning Bylaw specific to the Okanagan Falls area, as well as a corresponding amendment to the Okanagan Valley Zoning Bylaw to reflect the community's upcoming incorporation. These new bylaws will give the future municipality a clear, standalone policy and regulatory framework for land use planning.

|                          |   |
|--------------------------|---|
| <b>Start Date:</b>       | June 4, 2026  |
| <b>Current Status:</b>   | Public Consultation closed on July 6 <sup>th</sup> .  |
| <b>Next Steps:</b>       | Present public feedback and overview of consultation and transition implications (e.g. new policies and impacts on current subdivisions) to be presented at EASC on July 16 <sup>th</sup> .   |
| <b>Comments:</b>         | It is being proposed that consideration of the OCP & Zoning Bylaws for Okanagan Falls be abandoned due to concerns that have been raised by the Osoyoos Indian Band.<br>The Electoral Area “D” OCP Bylaw No. 2603, 2013, and Okanagan Valley Zoning Bylaw No. 2800, 2022, will still require amendment after November 6 <sup>th</sup> to reflect that Okanagan Falls has been incorporated. |
| <b>Project Webpages:</b> | <a href="#">Okanagan Falls Official Community Plan &amp; Zoning Bylaw Implementation</a>  |

#### 4. Park Rill, Horn & Kearns Creek Flood Mapping Update (Electoral Areas “C” & “I”)

It is being proposed to amend the Okanagan Valley Zoning Bylaw No. 2800, 2022, in order to incorporate the recommendations contained within the *Park Rill Creek, Horn Creek and Kearns Creek Flood Mapping Report (2022)* as they relate to floodplain mapping and regulations for lands within this area.

|                         |  |
|-------------------------|--|
| <b>Start Date:</b>      | April 2, 2026  |
| <b>Current Status:</b>  | Draft Amendment Bylaw initiated by EASC at its meeting of 2026-04-02.  |
| <b>Next Steps:</b>      | Public Information Meetings in Electoral Areas “C” & “I” (in-person and online) are tentatively scheduled for July 6 <sup>th</sup> to July 8 <sup>th</sup> . |
| <b>Comments:</b>        | It is anticipated that the proposed amendments could be considered for 1 <sup>st</sup> reading at a Board meeting in August or September of 2026.            |
| <b>Project Webpage:</b> | <a href="#">Park Rill, Horn and Kearns Creek Floodplain Mapping Review</a>   |

## 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.

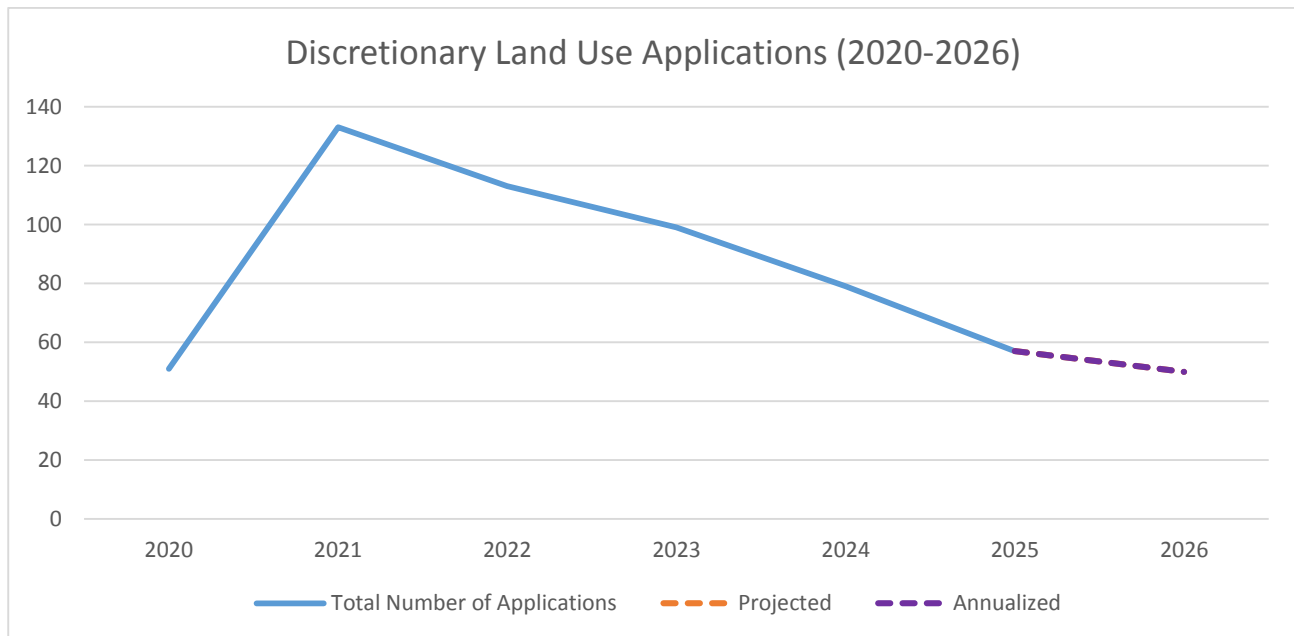
### Discretionary Land Use Applications

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        | 2          |
| Service Area Petition Amendments: | 4         | 6          | 8          | 5         | 3         | 4         | 1          |
| Temporary Use Permits:            | 10        | 28         | 32         | 37        | 23        | 7         | 3          |
| Development Variance Permits:     | 22        | 68         | 58         | 46        | 37        | 35        | 17         |
| Floodplain Exemptions:            | 3         | 0          | 1          | 0         | 2         | 0         | 2          |
| Board of Variance:                | 2         | 2          | 2          | 1         | 1         | 0         | 0          |
| <b>TOTAL</b>                      | <b>51</b> | <b>133</b> | <b>113</b> | <b>99</b> | <b>79</b> | <b>57</b> | <b>25*</b> |

\*YTD Figures



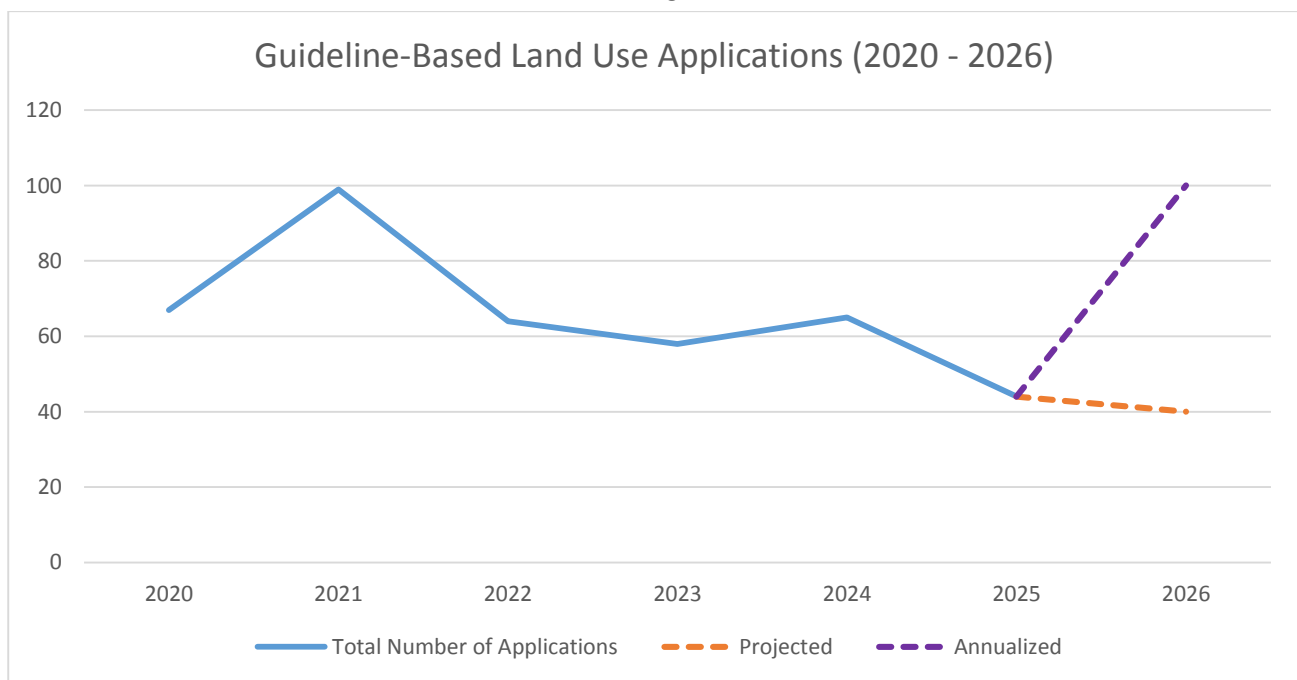
(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x2) based on Q2)

## 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       |
|--|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| <b>Development Permits:</b>            |           |           |           |           |           |           |            |
| • Environmentally Sensitive            | 41        | 61        | 41        | 29        | 39        | 21        | 13         |
| • 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         | 2          |
| • 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        | 9          |
| <b>Soil Permit:</b>                    | -         | -         | -         | 5         | 1         | 0         | 0          |
| <b>Short Term Rental (STR) Permit:</b> | -         | -         | -         | -         | -         | 2         | 25         |
| <b>TOTAL</b>                           | <b>67</b> | <b>99</b> | <b>64</b> | <b>58</b> | <b>65</b> | <b>44</b> | <b>50*</b> |

\*YTD Figures



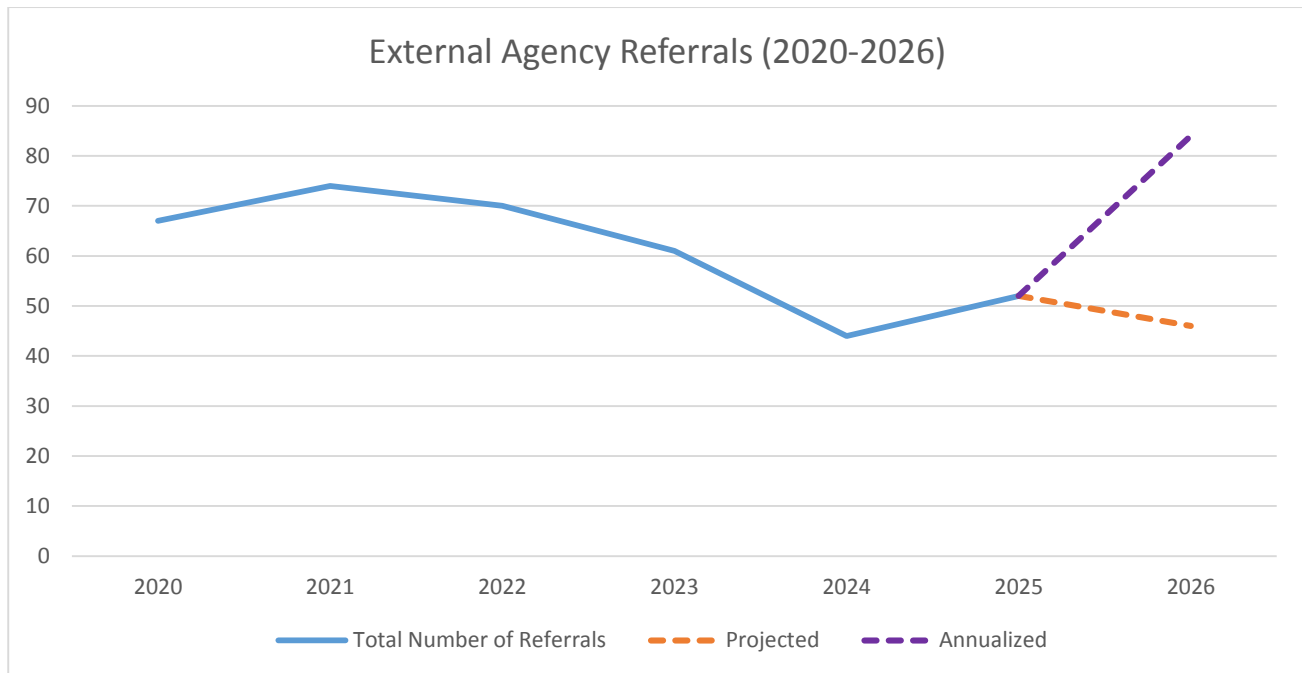
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## External Agency Referrals

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       |
|--|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| <b>Agricultural Land Commission:</b>             | 20        | 25        | 22        | 16        | 10        | 15        | 6          |
| <b>FrontCounterBC (Crown land):</b>              | 12        | 10        | 8         | 12        | 11        | 14        | 16         |
| <b>Liquor &amp; Cannabis Regulation Branch:</b>  | 14        | 16        | 21        | 15        | 8         | 12        | 6          |
| <b>Ministry of Transportation &amp; Transit:</b> | 21        | 23        | 19        | 18        | 15        | 11        | 9          |
| <b>Local Governments:</b>                        | n/a       | n/a       | n/a       | n/a       | n/a       | n/a       | 5          |
| <b>TOTAL</b>                                     | <b>67</b> | <b>74</b> | <b>70</b> | <b>61</b> | <b>44</b> | <b>52</b> | <b>42*</b> |

\*YTD Figures



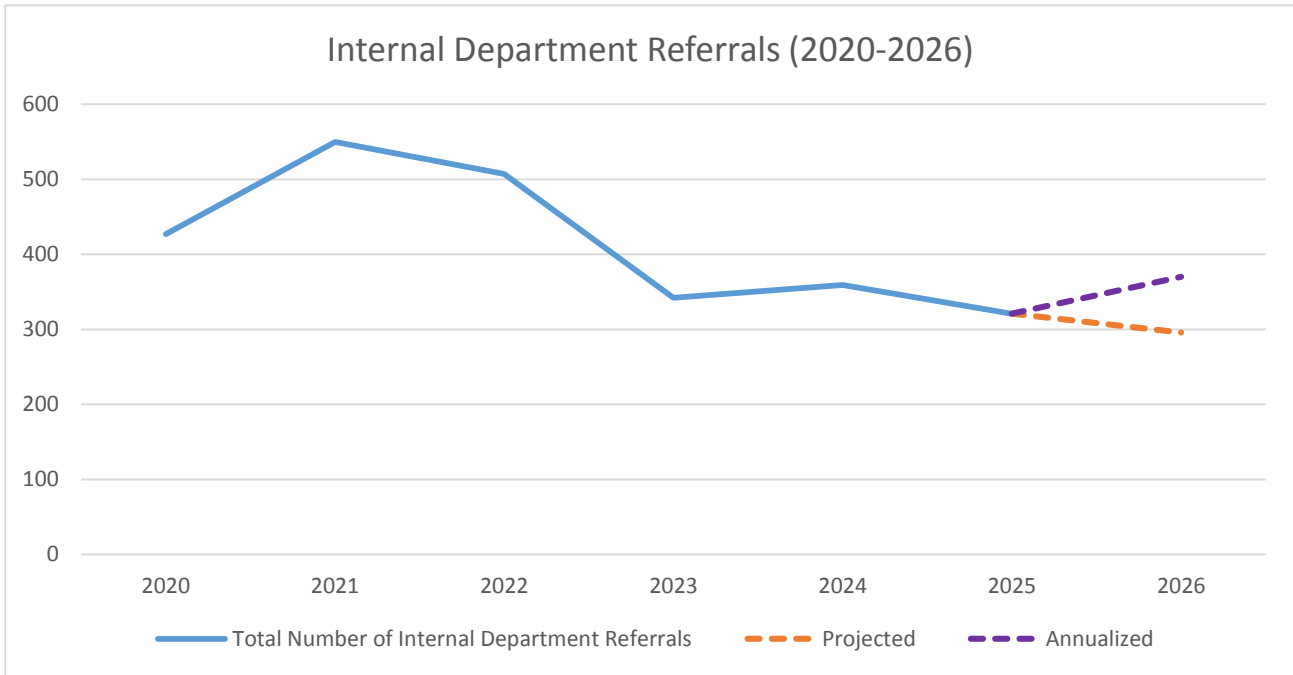
(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x2) based on Q2)

## 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        |
|--|------------|------------|------------|------------|------------|------------|-------------|
| <b>Building Inspection (Zone Check):</b> | 427        | 550        | 507        | 342        | 359        | 295        | 143         |
| <b>Bylaw Enforcement (Complaint):*</b>   | n/a        | n/a        | n/a        | n/a        | n/a        | 21         | 0           |
| <b>Business Licencing (Zone Check):</b>  | -          | -          | -          | -          | -          | 5          | 42          |
| <b>TOTAL</b>                             | <b>427</b> | <b>550</b> | <b>507</b> | <b>342</b> | <b>359</b> | <b>321</b> | <b>185*</b> |

\* YTD Figures



(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x2) based on Q2)

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).

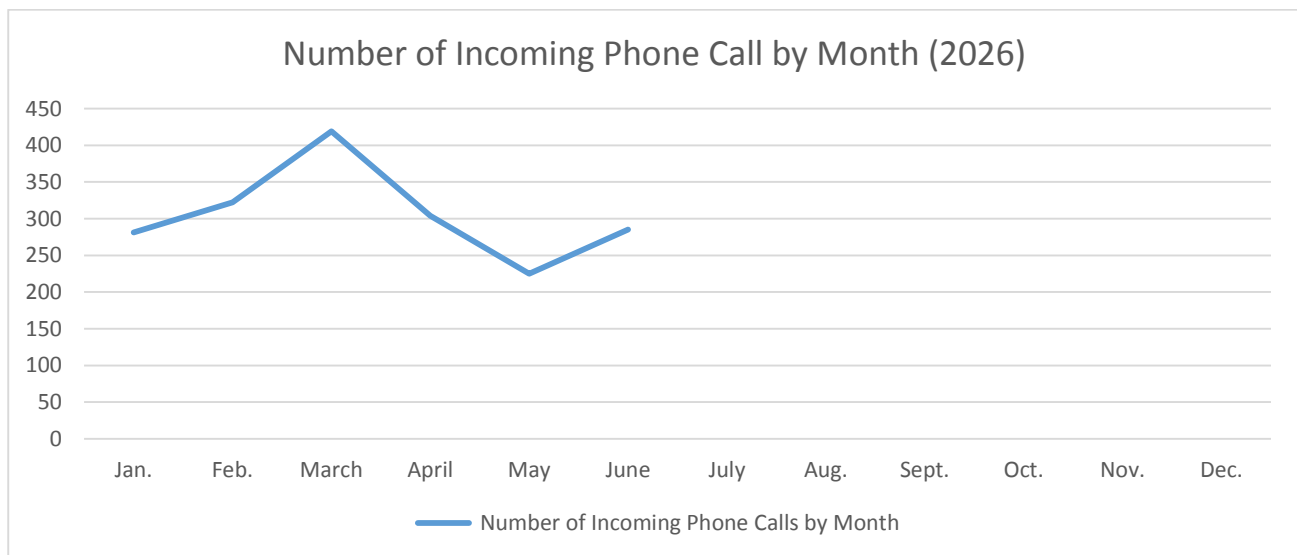
This data is intended to provide a snapshot into one aspect of the phone queries handled by Planning Services Division staff.

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 **306**; and
- The approximately number of incoming calls per day (based on 21 business days in a month) is **14.6**.

| Incoming Calls (2026) |              |
|-----------------------|--------------|
| Month                 | Total        |
| January               | 281          |
| February              | 322          |
| March                 | 419          |
| April                 | 304          |
| May                   | 225          |
| June                  | 285          |
| July                  | -            |
| August                | -            |
| September             | -            |
| October               | -            |
| November              | -            |
| December              | -            |
| <b>Total</b>          | <b>1,836</b> |



## Emails

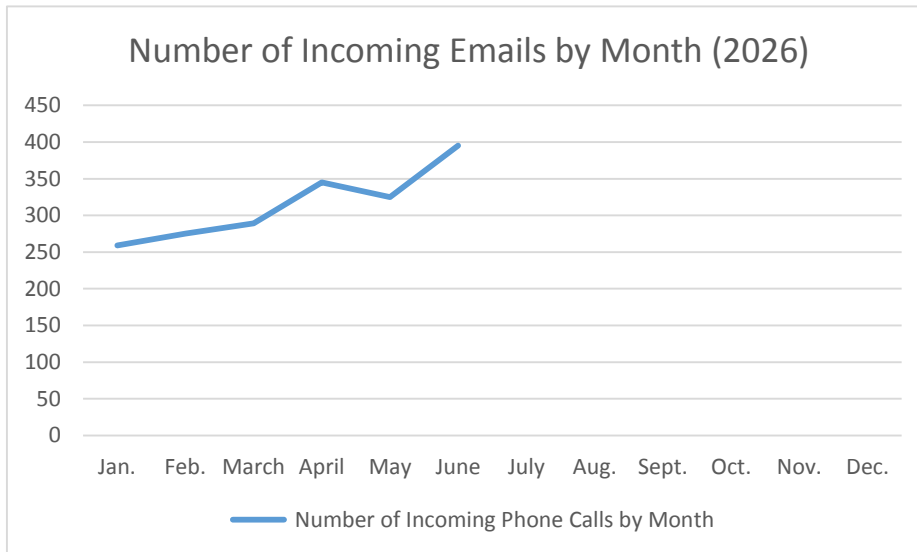
Email inquiries can represent the earliest point of public engagement with the planning process in the form of initial queries from property owners, developers, realtors, and residents that frequently precede or accompany formal applications.

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](mailto:planning@rdos.bc.ca) address. Of note:

- The average number of incoming emails per month is **314.7**;
- The approximately number of incoming emails per day (based on 21 business days in a month) is **15.0**; and
- Approximately 270 emails are from an “rdos.bc.ca” email which means internal communication and redirecting of queries to the appropriate department.



| Incoming Emails (2026) |              |
|------------------------|--------------|
| Month                  | Total        |
| January                | 259          |
| February               | 275          |
| March                  | 289          |
| April                  | 345          |
| May                    | 325          |
| June                   | 395          |
| July                   | -            |
| August                 | -            |
| September              | -            |
| October                | -            |
| November               | -            |
| December               | -            |
| <b>Total</b>           | <b>1,888</b> |

## 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.

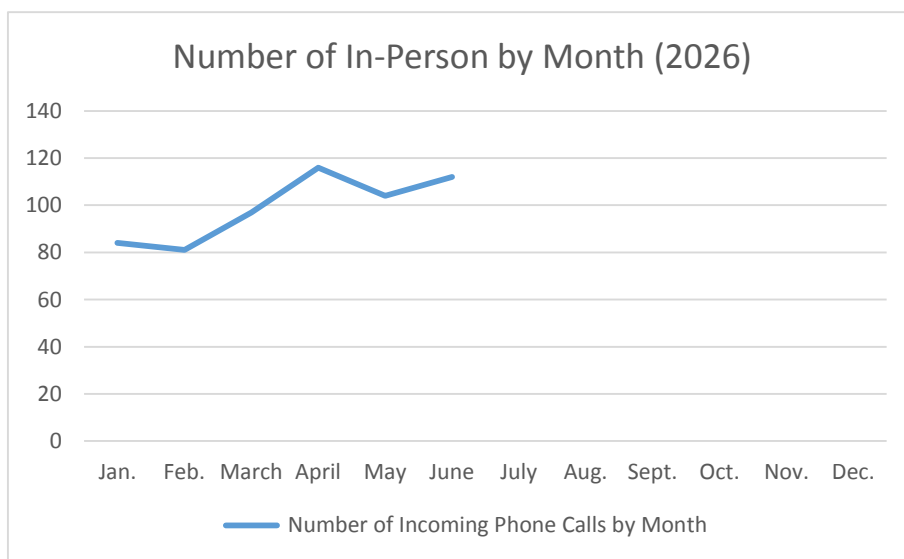
Tracking this activity *may* provide insight into the volume and nature of face-to-face service demand, supports the allocation of staff time across services, and helps identify patterns such as seasonal peaks or the impact of policy changes that *could* inform how front counter services are resourced.

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 **99**;
- The approximately number of front counter queries per day (based on 21 business days in a month) is **4.7**.



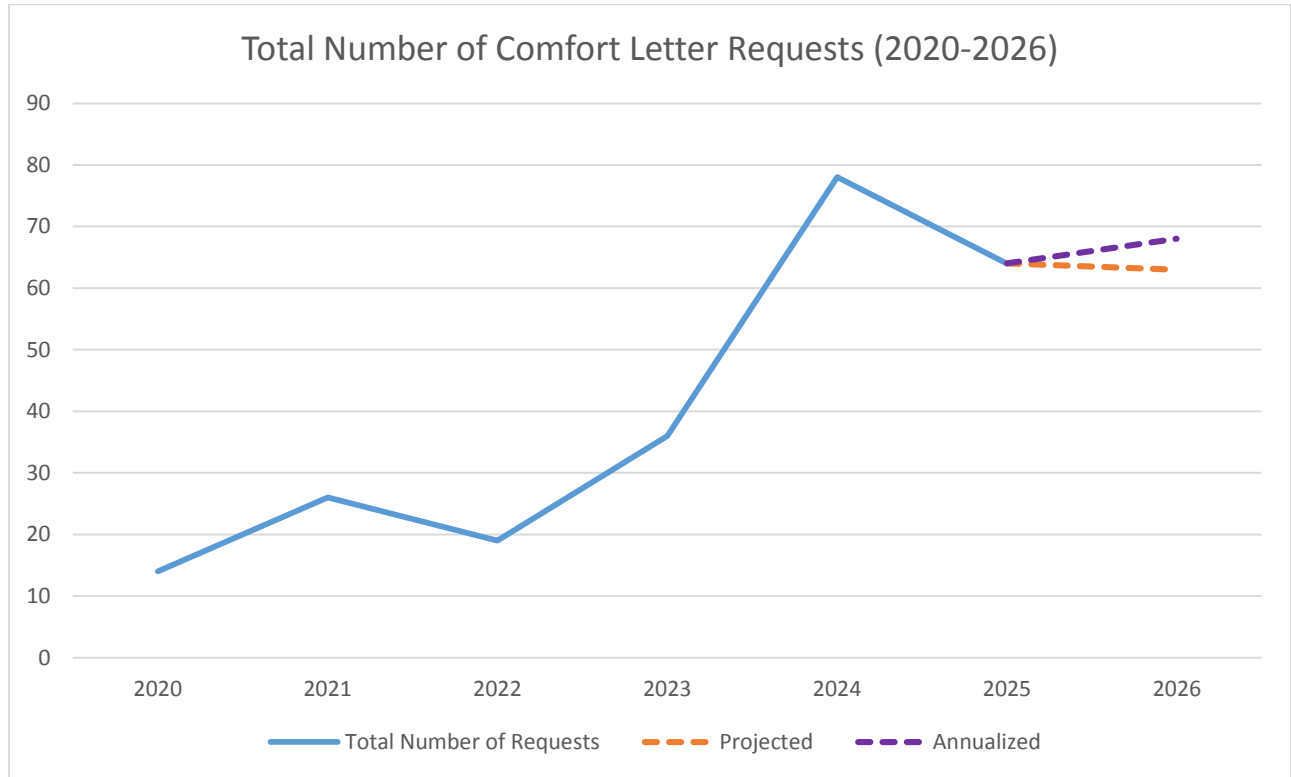
| In-Person Calls (2026) |            |
|------------------------|------------|
| Month                  | Total      |
| January                | 84         |
| February               | 81         |
| March                  | 97         |
| April                  | 116        |
| May                    | 104        |
| June                   | 112        |
| July                   | -          |
| August                 | -          |
| September              | -          |
| October                | -          |
| November               | -          |
| December               | -          |
| <b>Total</b>           | <b>594</b> |

## 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 |
|--------------|------|------|------|------|------|------|------|
| <b>TOTAL</b> | 14   | 26   | 19   | 36   | 78   | 64   | 34*  |

\*YTD Figures



(NOTE: "Projected" is based on totals from previous years, "Annualized" is a weighted distribution (x2) based on Q2)