

**TO:** Planning & Development Committee

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** January 23, 2020

**RE:** Q4 2019 Activity Report – Development Services Department  
**For Information Only**

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## **Overview:**

The Development Services Department comprises the functional areas of Planning, Building Inspection, Bylaw Enforcement, Heritage, Development Engineering, and recently added, Economic Development.

## **PLANNING:**

### Q4 Activities

#### Regional Growth Strategy:

- RGS Technical Advisory Committee met twice and provided a recommendation for Board consideration of an RGS review in 2020.
- Housing Needs Assessment presented to RGS committee and Board. Board approved project and a grant application was submitted to the province.
- Budget Committee report provided to gauge the Board's preference for the "level of review" to be completed for the Regional Growth Strategy, starting in 2020.
- Participation on Writing Committee with RDCO and RDNO for the Okanagan Region Climate Projections Report.

#### Electoral Area Planning:

The following reports were prepared for consideration by the Planning and Development Committee:

- Housing Needs Assessment;
- AI Zone Review;
- Micro Cannabis Production Facilities;
- Parkland Dedication Policy;
- Development Procedures Bylaw Updated – Subdivision Referrals;
- CAO Delegation Amendment Bylaw;
- Watercourse Development Permit (WDP) Area Update (Provincial).

The following reports were prepared for consideration by the Board:

- 27 Official Community Plan and/or Zoning Bylaw Amendments\*;

- 10 Development Variance Permits;
- 4 Temporary Use Permits;
- 1 Liquor & Cannabis Regulation Branch Referral (Green Light Cannabis);
- 2 Floodplain Exemptions;
- 1 Agriculture Land Commission Referral;
- Area A OCP Review RFP Award;
- Greater West Bench Geotech Review RFP Award;
- Housing Needs Report – Grant Application; and
- Parkland Dedication Policy.

\*may include multiple readings of same amendment bylaw(s)

- 12 Advisory Planning Commission (APC) Meetings were scheduled.
- 8 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 3 Public Hearings were scheduled.
- 17 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority. Yearly totals for 2019 are as follows:

#### Environmentally Sensitive Development Permits

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	13	n/a	2	7	5	3	n/a	-	6	36
Land Alteration	-	n/a	-	1	-	-	n/a	-	-	1
Subdivision	1	n/a	-	-	1	-	n/a	-	-	2
<b>Yearly Total (2019)</b>	<b>14</b>	<b>n/a</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>n/a</b>	<b>-</b>	<b>6</b>	<b>39</b>

#### Watercourse Development Permits

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	3	n/a	-	6	2	2	n/a	4	4	21
Land Alteration	-	n/a	-	-	-	-	n/a	-	-	-
Subdivision	-	n/a	-	1	1	-	n/a	1	1	4
<b>Yearly Total (2019)</b>	<b>3</b>	<b>n/a</b>	<b>-</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>n/a</b>	<b>5</b>	<b>5</b>	<b>25</b>

- The following represents the subdivision referrals (YTD) that were received from the Ministry of

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Transportation and Infrastructure (MoTI):

**Subdivisions Referrals Received: January 1 to December 31, 2019**

	A	B	C	D	E	F	G	H	I	Total
Fee Simple										
Bare Land Strata									1	1
Conventional	1		2		3		2	4		12
Road Closure								1		1
<b>Year to Date</b>	<b>1</b>		<b>2</b>		<b>3</b>		<b>2</b>	<b>5</b>	<b>1</b>	<b>14</b>

- Provision of planning services to the Village of Keremeos
- Provision of planning services to the Town of Princeton

Planned Activities for Q1 – 2020

- Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Apex Zones, Small Holdings & Residential zones, etc.);
- Complete background work related to the Electoral Area “A” OCP Bylaw Review and commence community engagement (i.e. visioning and goals);
- Bring forward amendments to allow Accessory Dwelling Units (i.e. “carriage houses”) in a wider range of zones;
- Bring forward amendments to the Development Procedures Bylaw related to the processing of parkland dedication proposals submitted in relation to subdivision applications;
- Prepare amendments related to the regulation of docks through the various Electoral Area zoning bylaws;
- Bring forward amendment bylaws for Micro Cannabis Production Facilities;
- Working with Avocette Technologies on the construction of software requirements needed for Regional District planning applications;
- Prepare a Request for Proposals (RFP) in relation to the 5-year review of the Regional Growth Strategy (RGS) Bylaw; and
- Continue to provide planning services to the Village of Keremeos and Town of Princeton.

**BUILDING INSPECTION:**

Q4, 2019 Activities

- Year-end total of 527 permits were issued, with an addition of 24 farm building exemptions, to December 31, 2019, compared to 515 which were issued to the same date in 2018. (see Attachment No. 2 for the annual summary of issued Building Permits).

- A total construction value of \$48,675,452 was issued through building permits in 2019. This is down from 2018, which had a construction value of \$61,897,739. As a result, building permit fee revenue was much lower than projected for 2019 (\$558,865 Actual, \$650,000 Budgeted).
- Active enforcement of Building bylaw violations continues. Below is a table of annual enforcement files which were brought before the Board for decision.

	Category 2	Category 3	Total
2019	7	19	26
2018	8	17	25
2017	3	7	10
2016	4	7	11

- Average timeline from application date to permit issuance is up to approximately 44 business days (i.e ~ 9 weeks). This timeline is targeted to come back down to 25 days (i.e. 5 weeks) following the hiring of the Level 1 Building Official in April, 2020.
- Provision of inspection services to the Village of Keremeos continues.
- Continued meetings with Avocette Technologies Inc. for development of BasicGov software to be introduced for Development Services in July, 2020.

Planned Activities for Q1 – 2020

- Fee incentive program for Step Code implementation for Committee presentation.
- Continued meetings and discussions with Avocette for implementation of BasicGov software for Building inspection modules.
- Town of Princeton has hired a full time Building Official and will result in reduced hours of service to the Town of Princeton.

**BYLAW ENFORCEMENT:**

Q4, 2019 Activities

- Finalization of internal processes to work towards standardizing and streamlining workflows (Deliverable in the department business plan).
- Site clean up – Electoral Area H  
(see Attachment No. 3 for Summary of Bylaw Enforcement Complaints)

Planned Activities for Q1 – 2020

- Meetings with Avocette Technologies Inc. for development of BasicGov software to be introduced for Development Services in July, 2020.
- Work with Legislative Services to develop processes for board hearings.

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- Initiation of consolidation of Untidy/Unsightly regulatory bylaws.
  - Review of annual dog licensing – explore potential for non-expiring dog licenses.

## **DEVELOPMENT ENGINEERING:**

### Q4, 2019 Activities

- Twin Lake Golf Course Resort development
  - Review of water and sewer infrastructure for servicing agreement. Nearing agreement on domestic water and sewer design. Public Hearing scheduling expected in Spring, 2020.
- Village of Keremeos Building Permits Review:
  - Off-site infrastructure requirements for two Building Permits and one rezoning referral.
- Village of Keremeos Subdivisions:
  - Issued Preliminary Layout Review for S-2018-02
  - DVP application review for S-2018-02
- Town of Princeton
  - Review of development engineering for five subdivision applications and two rezoning referrals.
- Works and Services Bylaw
  - Finalizing draft of Sanitary Section
  - Reviewing Levels of Service
  - External agency consultation ongoing and project will continue into early 2020.
- Greater West Bench Geotechnical RFP
  - RFP closed in September. Award of project to Ecora Engineering in Q4, 2019. Document review occurred in 2019.
- Ongoing Works and Services consultations for Subdivisions:
  - Grace Estates (Area E)
  - Naramata Benchlands (Area E)
  - Kettle Ridge – Phase 3a (Area E)
  - Patterson and Hayman (Area E)

### Planned Activities for Q1 – 2020

- Twin Lakes Golf Course Resort
  - Finalize concept of the water and sewer infrastructure.
  - Finalize Servicing Agreement(s) prior to scheduling public hearing for rezoning.
- Continue Works and Services Bylaw and Schedules preparation.

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- Continue to provide development engineering services to the Village of Keremeos.
  - Continue to provide development engineering services to the Town of Princeton.
  - Completing works and services reviews for Planning Services applications.

**AREA “D” ECONOMIC DEVELOPMENT:**

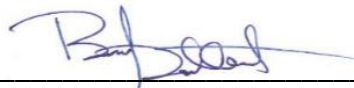
Q4, 2019 Activities

- Grand Opening event of the new Economic Development Office was held on November 26, 2019. An approximate total of ~100 people attended the day event.
- Completed Christmas Holiday lights project in Christie Memorial and Kenyon Parks.
- Start of literature review for Economic Development Strategic Plan.

Planned Activities for Q1 – 2020

- Working with newly incorporated society: Okanagan Falls Community Association (OFCA) to host strategic planning sessions with community to include feedback in new Economic Development Strategic Plan.
- Start development on investment marketing packages.
- Contacting grocery corporations to determine barriers to new store location in Okanagan Falls.

**Respectfully Submitted**

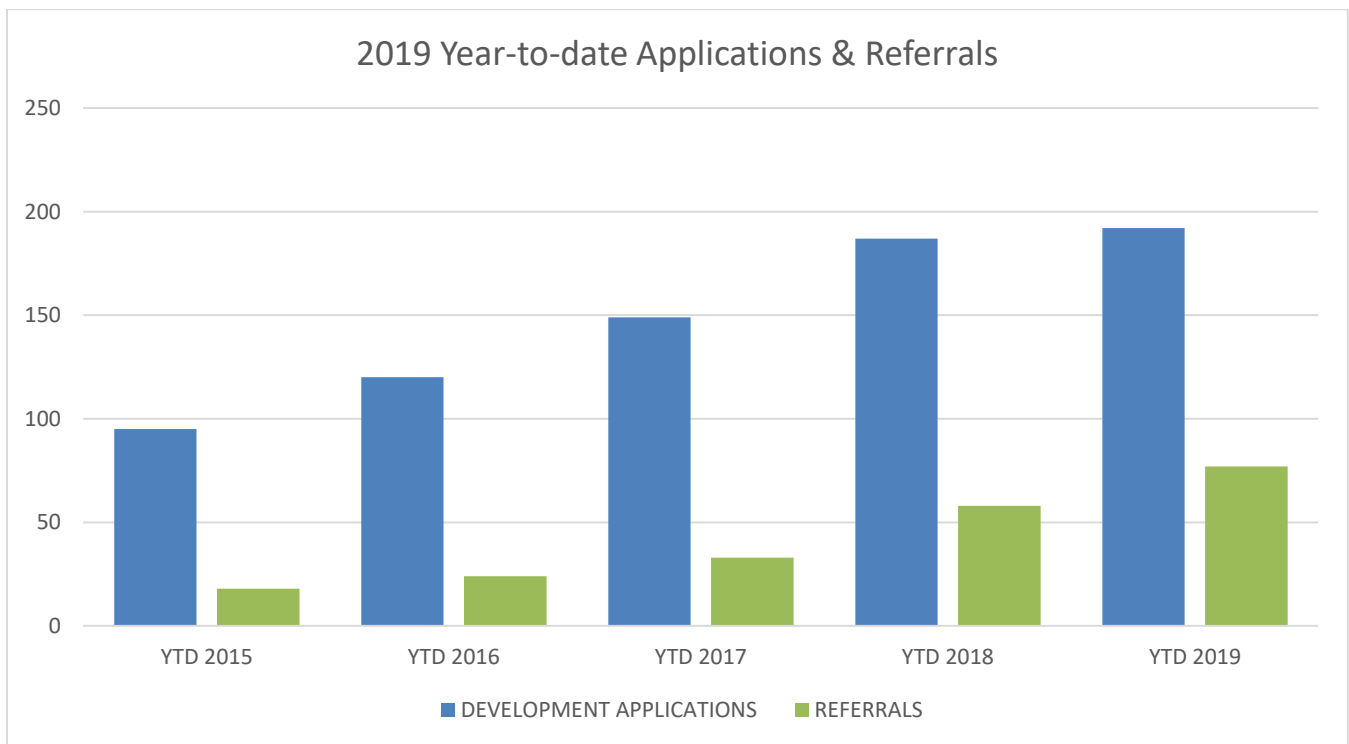
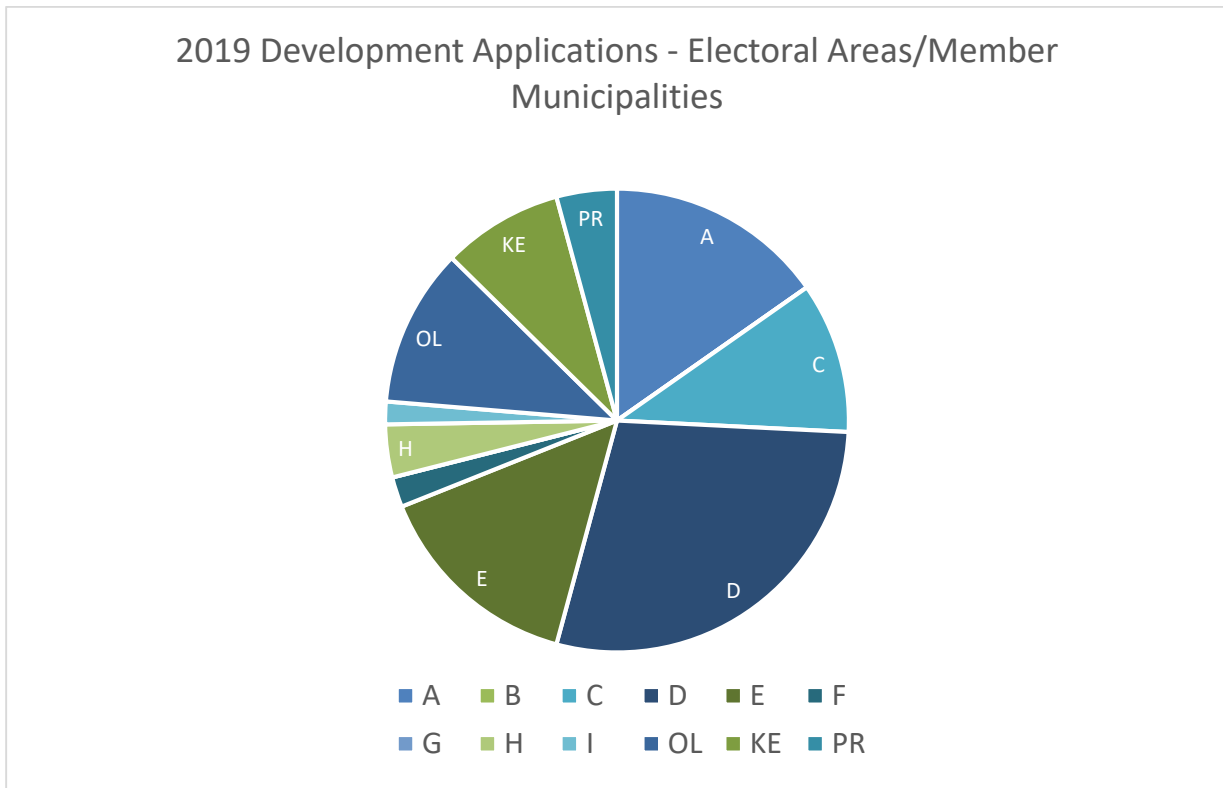


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B. Dollevoet, General Manager, Development Services

Attachments: No. 1 – Number of Development Applications / Referrals ( 2019 Year end)  
No. 2 – Summary of Building Permits (2019 Year end)  
No. 3 – Summary of Bylaw Enforcement Complaints (4<sup>th</sup> Quarter)

Attachment No. 1 - Number of Development Applications / Referrals, Year to Date - 2019



Attachment No. 2 – Summary of Building Permits Issued, Year-end 2019

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF DECEMBER 2019**

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2019	2018
RENEWAL/DEFICIENCY		2	2					4	39	50
S.F.D.					1		2	3	71	87
MOBILE/MANU HOMES								0	35	39
CABINS/REC		2						2	15	2
SEMI-DETACHED, DUPLEX, MULTI								0	1	3
DEMOLITION / MOVE	1	1	1		1	1		5	33	30
ACCESSORY USES				2	1		2	5	135	118
ADDITIONS / REPAIRS / PLUMBING			2	1	1	3	5	12	121	120
COMMERCIAL								0	19	24
INDUSTRIAL								0	1	2
FARM BUILDINGS						1		1	37	27
INSTITUTIONAL								0	1	1
SOLID FUEL APPLIANCE								0	19	12
<b>MONTHLY TOTAL</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>32</b>	<b>527</b>	<b>515</b>
<b>YEAR TO DATE 2019</b>	50	73	59	80	31	132	102	527		
<i>SAME MONTH 2018</i>	10	5	6	4	2	12	7	46		
<i>YEAR TO DATE 2018</i>	83	69	136	83	27	95	22	515		

DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YEAR	
RENEWAL/DEFICIENCY		\$2,000	\$11,000					\$13,000	\$396,500	
S.F.D.					\$342,805		\$570,825	\$913,630	\$20,840,515	
MOBILE/MANU HOMES								\$0	\$4,745,069	
CABINS/REC		\$38,880						\$38,880	\$1,696,975	
SEMI-DETACHED, DUPLEX, MULTI								\$0	\$298,380	
DEMOLITION / MOVE	\$1,000	\$1,000	\$1,000		\$1,000	\$1,000		\$5,000	\$72,000	
ACCESSORY USES				\$46,160	\$4,480		\$40,160	\$90,800	\$4,668,378	
ADDITIONS / REPAIRS / PLUMBING			\$38,650	\$15,000	\$12,500	\$63,830	\$356,300	\$486,280	\$6,720,159	
COMMERCIAL								\$0	\$8,479,619	
INDUSTRIAL								\$0	\$217,858	
FARM BUILDINGS						\$1,000		\$1,000	\$21,000	
INSTITUTIONAL								\$0	\$500,000	
SOLID FUEL APPLIANCE								\$0	\$19,000	
<b>MONTHLY TOTAL</b>	<b>\$1,000</b>	<b>\$41,880</b>	<b>\$50,650</b>	<b>\$61,160</b>	<b>\$360,785</b>	<b>\$65,830</b>	<b>\$967,285</b>	<b>\$1,548,590</b>	<b>\$48,675,452</b>	
<b>YEAR TO DATE 2019</b>	\$4,405,232	\$8,538,851	\$7,043,846	\$8,348,815	\$1,908,399	\$8,910,325	\$9,519,984	\$48,675,452		
<i>SAME MONTH 2018</i>	\$736,030	\$3,000	\$370,100	\$939,576	\$22,000	\$373,430	\$235,960	\$2,680,096		
<i>YEAR TO DATE 2018</i>	\$9,665,490	\$8,775,063	\$23,194,246	\$11,537,421	\$1,357,990	\$6,323,240	\$1,044,290	\$61,897,739		

BUILDING INSPECTION REVENUE							
MONTH	2013	2014	2015	2016	2017	2018	2019
JANUARY	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46
FEBRUARY	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92
MARCH	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20
APRIL	\$20,973.73	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02
MAY	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81
JUNE	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49
JULY	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71
AUGUST	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34
SEPTEMBER	\$24,607.81	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49
OCTOBER	\$28,791.57	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70
NOVEMBER	\$25,620.64	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51
DECEMBER	\$16,484.32	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33
<b>TOTAL</b>	<b>\$346,070.90</b>	<b>\$494,994.53</b>	<b>\$627,180.85</b>	<b>\$671,069.50</b>	<b>\$961,213.29</b>	<b>\$660,402.96</b>	<b>\$558,865.98</b>



Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 4th Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BYLAW INFRACTIONS  
4TH QUARTER (October - December 2019)**

**COMPLAINTS RECEIVED October - December 2019**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	1	0	9	0	0	1	0	2	2	15	48	13	41
ESDP	1	0	0	0	0	0	0	0	0	1	6	1	3
WDP	0	0	0	0	0	0	0	0	0	0	3	0	9
MULTIPLE	0	0	0	0	0	0	0	0	0	0	1	0	2
UNTIDY/UNSIGHTLY	0	0	0	0	0	0	0	0	0	0	13	3	15
BUILDING BYLAW	2	0	3	1	1	0	0	2	0	9	18	4	14
ANIMAL CONTROL	1	0	3	1	0	4	4	0	5	18	83	11	107
NOISE CONTROL	0	0	4	0	5	6	0	0	2	17	95	23	117
BURNING BYLAW	0	0	1	0	0	0	0	0	0	1	1	0	0
<b>Totals</b>	<b>5</b>	<b>0</b>	<b>20</b>	<b>2</b>	<b>6</b>	<b>11</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>61</b>	<b>268</b>	<b>55</b>	<b>308</b>

**COMPLAINTS RESOLVED October - December 2019**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD	2018	2018 YTD
LAND USE	1	0	7	4	1	2	0	1	3	19	50	43	101
ESDP	0	0	0	0	1	0	0	0	1	2	4	5	7
WDP	0	0	0	0	0	2	0	0	0	2	3	6	14
MULTIPLE	0	0	1	0	0	0	0	0	1	2	5	2	2
UNTIDY/UNSIGHTLY	0	0	4	1	1	1	2	0	3	12	26	21	45
BUILDING BYLAW	0	0	3	0	0	1	0	2	0	6	16	4	10
ANIMAL CONTROL	1	0	3	1	0	4	4	0	5	18	78	17	49
NOISE CONTROL	0	0	4	0	5	6	0	0	2	17	93	22	104
BURNING BYLAW	0	0	1	1	0	0	0	0	0	2	3	0	0
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>23</b>	<b>7</b>	<b>8</b>	<b>16</b>	<b>6</b>	<b>3</b>	<b>15</b>	<b>80</b>	<b>278</b>	<b>120</b>	<b>332</b>

**TOTAL ACTIVE COMPLAINTS**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL
LAND USE	5	0	24	4	5	9	1	4	10	62
ESDP	1	0	1	1	0	1	0	0	1	5
WDP	2	0	0	2	0	0	0	0	2	6
MULTIPLE	0	0	1	0	0	0	0	3	0	4
UNTIDY/UNSIGHTLY	0	0	1	5	1	2	2	3	0	14
BUILDING BYLAW	2	0	1	2	0	0	0	1	2	8
ANIMAL CONTROL	1	0	1	0	0	4	0	0	3	9
NOISE CONTROL	0	0	0	0	1	2	0	0	0	3
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>11</b>	<b>0</b>	<b>29</b>	<b>14</b>	<b>7</b>	<b>18</b>	<b>3</b>	<b>11</b>	<b>18</b>	<b>111</b>
<b>Previous Quarter</b>	<b>8</b>	<b>0</b>	<b>29</b>	<b>17</b>	<b>10</b>	<b>13</b>	<b>5</b>	<b>10</b>	<b>20</b>	<b>112</b>

**MILEAGE**

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2019 YTD
LAND USE	303	0	650	94	7	73.5	0	225	133	1485.5	3241.5
ESDP	0	0	0	0	0	0	0	0	0	0	0
WDP	0	0	0	0	0	0	0	0	0	0	104
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0
UNTIDY/UNSIGHTLY	0	0	255	101	0	60	172.5	609	331.5	1529	3690
ANIMAL CONTROL	70	0	475	1271	1214	856	463		2777	7126	24082
NOISE CONTROL	0	0	159	0	178	102	0	0	119	558	7859
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>373</b>	<b>0</b>	<b>1539</b>	<b>1466</b>	<b>1399</b>	<b>1091.5</b>	<b>635.5</b>	<b>834</b>	<b>3360.5</b>	<b>10698.5</b>	<b>38976.5</b>
<b>YTD</b>	<b>1737.5</b>	<b>214</b>	<b>8724</b>	<b>7354.5</b>	<b>5554</b>	<b>3496.5</b>	<b>1701.5</b>	<b>3172</b>	<b>9759.5</b>	<b>41713.5</b>	