



## DEVELOPMENT SERVICES 2019 Goals and Objectives

### FUNCTIONS

- 171 – Building Inspection Area F
- 172 – Building Inspection Sub Regional B, C, E
- 180 – Bylaw Enforcement
- 265 – Development Services
- 266 – Special Projects

### RESOURCES

Department Head:	Gerald Christie, Manager, Development Services
Team Leaders:	Corey Paiement, Team Leader, Planning Services Marty Herbert, Team Leader, Building and Bylaw
Current FTEs:	16 FTE
2019 Operating Budget	See Corresponding Budget Sheets
2019 Capital Budget	See Corresponding Budget Sheets

### ADDITIONAL RESOURCES REQUIRED

New Staff – Building Inspector            1.0 FTE  
(expansion of building inspection service into Area C)

### MANDATE

The Development Services Department's mandate is to provide region-wide land use planning, development control, building regulation and bylaw enforcement to meet the expectations and needs of the residents of the region. The department provides professional advice and recommendations to the Board of Directors who provide policy directives and decision-making on significant land use matters. Development Services staff adheres to provincial government legislation and regulations and works cooperatively with provincial and federal government

ministries and other agencies in the delivery of its products and services. The Development Services Department's organization is structured into four distinct functions:

- Long range planning
- Current planning
- Building Regulation/Inspection
- Bylaw Enforcement

## 2018 MAJOR PROJECTS

- Hiring of new Team Leader Building and Bylaw Services complete;
- New Building Regulation Bylaw No. 660 approved
- Building industry professionals consultation; legal reviews;
- Building Regulation Public Engagement in Electoral Area C
- Three public information meetings in June 2018
- Online and written materials, social media, and comment forms available
- Rancho/Deep Creek Zoning Bylaw adopted;
- Noise Bylaw No. 5754 and Service Area Bylaw developed and adopted (RCMP enforcement tool);
- Medical marijuana and cannabis retail regulation review complete
- Cannabis Related Business Policy A-71 approved
- Cannabis Retail and Production Referrals Procedure (draft complete);
- Development Services Fees Bylaw minor amendments complete;
- Review and update of MTI Bylaw for zoning regulations complete;
- Soil Removal and Deposit Bylaw discussion with Board and bylaw rescindment complete;
- Research and discussion with Board with regard to Provincial changes to private moorage program complete;
- Outreach to Shuswap development community, e.g. Shuswap Construction Industry Professionals and North Shuswap Chamber of Commerce (meetings ongoing);
- Subdivision Servicing Bylaw amendments
- Amendments proposed to EAD; referrals and consultation ongoing;
- Electoral Area 'B'/Revelstoke Diagnostic Inventory
- Review of consultant reports; Final report completed
- Staff report to CSRD Board and City of Revelstoke for information and direction complete;
- Bylaw Enforcement Policy A-69 amendments, i.e. Noise Bylaw, complete

## DEVELOPMENT SERVICES GOALS FOR 2019

- Electoral Area E OCP consultation, public hearing and adoption;
- Electoral Area C Zoning Bylaw and OCP amendments RFP and project started;
- Undertake *Housing Needs Assessments* in Electoral Area C and E for OCP projects; start assessments in other Electoral Areas in 2020;
- Implementation of building inspection service in Electoral Area C;
- EA D Building Regulation Public Engagement

- Three public information sessions in late spring with written materials and social media;
- Minor amendments to Building Bylaw No. 660;
- Qualified Professional Reports/Required Content Policy;
- Ministry of Energy, Mines and Petroleum Resources (MEMPR) Referral Policy;
- Agricultural Land Commission (ALC) Application Procedure;
- Bylaw Notice Adjudication research for future EAD discussion;
- Development Permit and miscellaneous bylaw amendments (all OCPs);
- Development Services Procedures Bylaw miscellaneous amendments;
- Lakes Zoning Bylaw dock size and various mapping amendments;
- Public hearing advertising review;
- Subdivision Servicing Bylaw amendments;
- Salmon Valley Land Use Bylaw housekeeping amendments – accessory building size and floodplain specifications to replace Salmon Valley Floodplain Bylaw No. 2600;
- North Shuswap Zoning Bylaws housekeeping amendments – parcel coverage, accessory building size, structures/decks for RVs and parks models.

## 2018 APPLICATIONS AND ENFORCEMENT

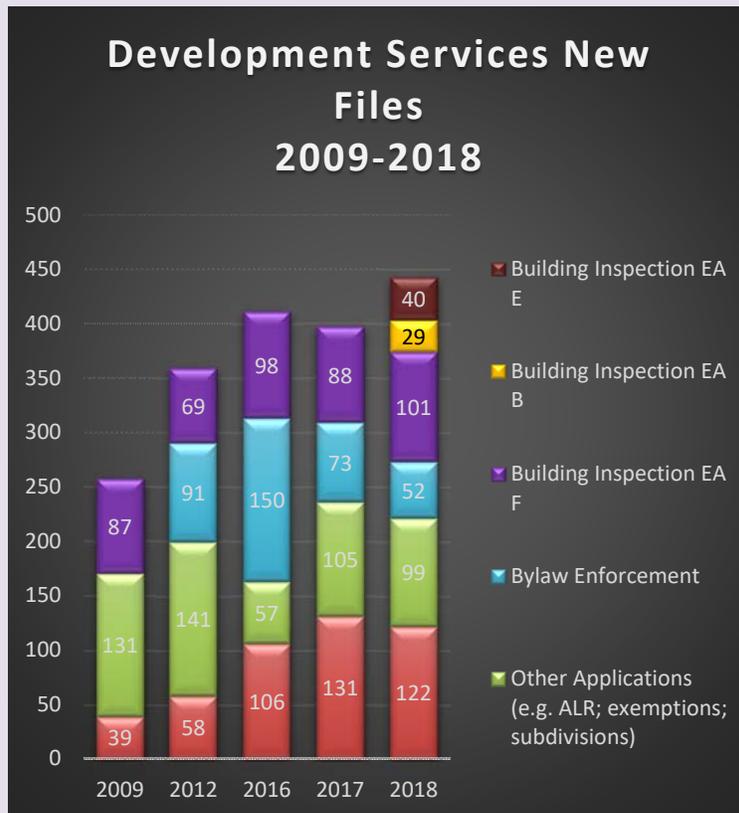
The number of land use applications are significant and are expected to continue to increase due to additional building and development activity occurring in the CSRD, implementation of building inspection to new Electoral Areas, as well as new bylaws being adopted, e.g. Ranchero/Deep Creek Zoning Bylaw, Electoral Area C OCP. With Electoral Areas B and E now having a building inspection service, and Electoral Area C in 2019 and Electoral Area D in 2020, the number of building permit applications will also increase significantly.

	2009	2012	2016	2017	2018	2012-2018	2009-2018
	New Files	New Files	New Files	New Files	New Files(est)	% Change New Files	% Change New Files
<b>Bylaw Amendments/DP's/DVP's/TUP's</b>	39	58	106	131	122	110%	213%
<b>Other Applications (e.g. ALR; exemptions; subdivisions)</b>	131	141	57	105	99	-30%	-24%
<b>Bylaw Enforcement</b>	N/A	91	150	73	52	-43%	N/A
<b>Building Inspection EA F</b>	87	69	98	88	101	46%	16%
<b>Building Inspection EA B</b>					29		
<b>Building Inspection EA E</b>					40		
<b>TOTAL</b>	257	359	411	397	443	23%	72%

The adoption of the new Bylaw Enforcement Policy in 2017 has had the desired effect in decreasing the overall number of complaints received, and the time necessary to be spent on managing such complaints. It should also be noted that until very recently the Bylaw Enforcement function has only been operating with one Bylaw Enforcement Officer due to the indefinite leave of the second Bylaw Enforcement Officer. As of November 2019, a one year term position for a Bylaw Enforcement Officer has been filled and thus additional complaints and associated investigations may again increase.

When implementing new building regulations, or adopting new land use bylaws, it is expected that this may result in additional bylaw enforcement activity, variances, development permits and bylaw amendments as land owners learn the land use regulations and transition to using the new building inspection service.

The introduction of building regulation to Electoral Areas B and E has been a major undertaking for several DS staff throughout 2018. In particular, and as a result of requirements in the new provincial Building Act legislation, the creation of CSRD's Building Bylaw No. 660 required several months of research, bylaw development, consultation with construction and building industry professionals, legal



reviews and finally presentation and adoption by the Board; the CSRD Building Bylaw is now the first of its kind in the province and is expected to be a template used by other Regional Districts when creating and updating their building bylaws. In June of 2018 staff also organized and held public information events in Electoral Area C to inform residents of the pending introduction of building regulation and inspection services starting in early 2019. A Service Area Bylaw and amendment to Building Bylaw No. 660 was then adopted late in 2018 allowing for the introduction of building inspection in Electoral Area C starting in March 2019. Included in the Development Services 2019

budget are funds to now also conduct public information sessions in Electoral Area D for 2019 with the intent to begin inspection services in that area beginning in early 2020.

In addition to the introduction of the building inspection service, there have been several major bylaws and projects that have been undertaken and completed by DS staff in 2018 as well as the processing of development applications. 2016, 2017 and 2018 have been historic years with regard to the number of land use applications processed by DS staff, and since 2009 bylaw and land use permit applications (e.g. rezoning applications, variance permits, Development Permits) are up 213%. In addition to the major projects undertaken by DS staff, this dramatic increase in the processing of development-related applications has decreased the ability of DS staff to spend time taking on some other project goals. In particular a notable amount of staff time has been spent in research, planning, consultation and reporting starting in 2017 with regard to Noise Bylaw No. 5754, Building Regulation Public Engagement for Electoral Areas B, E and F in 2017 (and Electoral Area C in 2018), consultation and completion of Ranchero/Deep Creek Zoning Bylaw in 2017/18, drafting and completion of Building Bylaw No. 660 in 2017/18, and the time sensitive research and completion necessary for the drafting and approval of the CSRD Cannabis Related Business Policy due to the legalization of recreational cannabis and its retail sale.

With these other major projects now complete, completion of the long overdue Electoral Area E Official Community Plan is now the main priority. In late spring 2019 staff will begin public engagement for the implementation of building inspection services in Electoral Area D in 2020; and in late 2019 staff will create an RFP and choose a consultant to undertake the development of a new Electoral Area C Zoning Bylaw and proposed OCP amendments. As time permits other smaller projects, e.g. various zoning bylaw amendments, will be undertaken although the processing of applications in a timely and efficient manner remains the priority of DS current planning staff.

Staffing appropriately to manage the expectations of individual Directors, the Board and the public will therefore remain a challenge as the Department implements a new and more robust building inspection program, continues to work existing and already proposed projects, while also processing an ever increasing number of building permits and land use applications.

## OVERALL FINANCIAL IMPACT

See corresponding budget sheets

The most significant impact to the Development Services budget is an increase in staffing due to implementation of building regulation and a six inspection regime for Electoral Areas B, C, E and F. In 2018, a new Team Leader Building and Bylaw Services was created and filled to manage those functions. With building regulation to now include Electoral Area C starting in March 2019, another Building Inspector needs to be hired this December to help contractors and land owners transition to the new service. As discussed previously with the Board in 2017 and 2018, initially two additional inspectors were to be hired in 2018 with the introduction of building inspection services in Electoral Area C, however staff felt that a phased-in approach would be appropriate in the short term with the intent to hire another inspector in early 2020 to help provide service to Electoral Area C as well as the new building inspection service proposed beginning that same year in Electoral Area D.