

DEVELOPMENT SERVICES 2021 Mandate & Workplan

FUNCTIONS

- 171 – Building Inspection Area F
- 172 – Building Inspection Sub Regional B, C, E
- 180 – Bylaw Enforcement
- 265 – Development Services
- 266 – Special Projects (shared with other Departments)

RESOURCES	
Department Head:	Gerald Christie, Manager, Development Services
Team Leaders:	Corey Paiement, Team Leader, Planning Services Marty Herbert, Team Leader, Building and Bylaw Services
Current FTEs:	17 FTE

ADDITIONAL RESOURCES REQUIRED

One additional FTE is proposed for 2021 re: hiring of a Plan Checker to aid in the review of building permit applications as recommended per October 29, 2020 discussion with Electoral Area Directors (EAD).

An additional building staff FTE was originally proposed and discussed in 2019 but the decision delayed until the workload and number of permits for the newly introduced building inspection service in Electoral Area C was better understood. Due to the significant building permit activity encountered in the participating Electoral Areas over the last two years as highlighted within this document, and the increased regulation being put on staff via the new provincial Building Act, staff supports the EAD recommendation to add one full-time Plan Checker position in 2021. The significant number of building permits to the department, estimated to be 359 applications by the end of 2020, has resulted in a bottle neck in the receiving, payment, application review, and initial BC Building Code analysis of the applications received due to the capacity of a single staff person responsible for that initial review. A Plan Checker qualified as a Building Official Association of BC Level I Building Inspector will allow for a more efficient processing and initial review and analysis of building permit applications; following the initial review the application, drawings and supplemental information (e.g. geotechnical reports) are then able to be forwarded to the Building Officials to review and conduct the necessary site inspections and granting of approvals. It is anticipated that this proposed additional capacity within the department will increase service levels in the processing and approval of building permit

applications in a timelier manner. Further, the addition of an appropriately qualified Plan Checker would allow for some staff redundancy in the department to better manage staff sickness or holidays.

Financial implications of an additional FTE is provided in the corresponding budget sheets.

MANDATE

The Development Services (DS) Department's mandate is to provide Electoral Area land use planning, development control, and bylaw enforcement as well as building regulation and dog control to participating areas. The department provides professional advice and recommendations to the Board of Directors who provide policy directives and decision-making on 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/Dog Control

CSRD Strategic Plan

The 2019-2022 CSRD Strategic Plan sets out priorities and theme areas which guide the Board and staff in the setting of priorities and resources in achieving these goals. The Development Services Department notes the following specific actions that have been undertaken in the following strategic theme areas:

Natural Disaster Mitigation

- Creation of new Development Permit Areas (DPAs) and associated guidelines as part of the development of the new Electoral Area E Official Community Plan (OCP) which has now received first reading. New DPAs will provide clarity to applicants and staff with regard to regulations that deal with development in hazardous areas and that the land is safe for the use intended. Intent is to incorporate new DPA language into other OCPs in the CSRD.
- Review of existing CSRD floodplain specifications and incorporate into the new Electoral Area E Zoning Bylaw such that known flood areas may be safely used for the use intended.
- Working with BGC Consultants, CSRD Protective Services and IT staff on the Geohazard Risk Prioritization Hazard Assessment project funded through Emergency Management BC (EMBC) and the Natural Disaster Mitigation Program (NDMP). Results to be presented to the Board and report will provide information to consider more detailed study of high-risk areas.

Responsible Governance

- As specifically noted as a workplan item in the Strategic Plan, staff have completed a comprehensive review of, and amendments to, the Development Services Procedures Bylaw No. 4001 and the Board adopted the amended bylaw in the fall of 2020. The result is more efficient staff and Board procedures in the processing of land use applications.

Culture of Engagement

- Created a procedure to conduct virtual public hearings to continue to encourage public engagement and input on significant land use matters when the pandemic and public health orders do not permit meetings or gatherings.
- Reviewing and adding information guides in hardcopy and online about application processes and frequently asked questions.
- Work underway with IT staff on the implementation of mobile technology to better serve residents on site, as well as making upgrades to the CSRD website to provide the ability of the public to make applications online.

2020 Workplan Major Projects

Although the COVID-19 pandemic has caused unanticipated interruptions to the 2020 Development Services workplan and the holding of public hearings for land use applications, staff in the department were still able to handle an unexpected surge in land use applications as well as undertake and complete numerous planned projects; however, due to the provincial limitations on public gatherings, and CSRD COVID-19 health and safety policies, some projects have only partially been completed with others necessary to be delayed to 2021. In order to continue with projects and applications in a timely fashion Development Services staff have developed and utilized new public hearing procedures for in-person meetings in conjunction with a virtual meeting option. Staff anticipate that such measures will continue to be used in the near term but are hopeful that an easing of such meeting restrictions may occur in mid 2021 allowing for more traditional public engagement opportunities for applications and projects, e.g. resumption of Advisory Planning Commission meetings, open houses.

Workplan projects undertaken in 2020 include:

- Electoral Area E OCP draft complete and first reading granted;
- Electoral Area E Zoning Bylaw draft nearing completion and first reading anticipated early in 2021;
- Electoral Area C and E Housing Needs Reports completed (UBCM grant);
 - Grant application now submitted to UBCM to undertake Housing Needs Reports for Electoral Areas B, D and F;
- Completed parcel coverage research and discussion with the EAD with amendments now adopted for three Electoral Area F Zoning Bylaws;
- Development Services Fees Bylaw No. 4000 research, analysis and application time tracking has been undertaken for amendments to be proposed to the bylaw in 2021;
- Completed transition of Dog Control Services from Operations Management to Development Services;
- Completed setback exemption research and discussion with the EAD resulting in the Board adopting amendments to the three Electoral Area F zoning bylaws;

- Forestry and Crown Referral Policy researched and draft policy to be brought to Board in 2021;
- Draft covenant pro-forma documents have been created with the intent in 2021 that they will be able to be used by applicants and staff to save time and cost in the application process;
- Research undertaken as to the status of Land Use Contracts in the CSRD; provincial requirements are that LUCs be removed from all properties by mid 2024;
- Researching accessory building sizes to update regulations in various land use and zoning bylaws for consistency and to allow larger accessory buildings on appropriately sized lots;
- Work begun with CSRD IT Services to implement online applications and payments for departmental processes; and,
- Work begun with CSRD IT Services towards the implementation of mobile technology for permitting and bylaw enforcement purposes.

DEVELOPMENT SERVICES GOALS FOR 2021

There are several projects that continue from 2020 as well as newly identified projects for 2021. Given the significant increase in applications of all types to the department the priority of DS staff continues to be the processing of these applications; however, where capacity allows, it is the intent of DS staff to complete existing projects first and then continue to undertake new priority projects.

Workplan goals for 2021 include:

- Hiring of a Plan Checker in the Building Department to facilitate timely review of building permit applications to Building Inspectors;
- Electoral Area E OCP and Zoning Bylaw completed in 2021;
- Undertake Housing Needs Reports for Electoral Areas B, D and F;
- Project start in late 2021 for the new Electoral Area D Falkland/Salmon Valley OCP;
- Discuss amendments to the Development Services Fees Bylaw No. 4000 with the EAD and Board;
- Research and discuss the creation of a CSRD Housing Policy;
- Create new Forestry/Crown referral policy prioritizing need for appropriate public consultation from the Province and forestry companies with regard to forestry and other Crown land use and plans;
- Research and discuss proposed amendments to various Zoning Bylaw regulations with regard to a greater allowance for secondary suites;
- Propose zoning bylaw amendments that would allow for increased sizes of accessory buildings on appropriately sized lots;
- Review of existing CSRD floodplain specifications and incorporate into the new Electoral Area E Zoning Bylaw such that known flood areas may be safely used for the use intended;
- Bylaw Notice Adjudication detailed research, proposed bylaw amendments and implementation plan;
- Proposed subdivision regulations and groundwater mapping updates to be brought forward to the Board for consideration of amendments to Subdivision Servicing Bylaw No. 641;
- Development Permit and miscellaneous bylaw amendments (all OCPs);
- Research and discuss with the EAD the concept and pros/cons to developing one comprehensive Zoning Bylaw for the CSRD;
- Research OCP policy about public access along the foreshore;

- Staff to provide information to the EAD with regard to provincial regulations pertaining to the Energy Step Code and impacts to housing construction;
- Staff to consider OCP Development Permit Area and Building Bylaw amendments to allow for a greater range of exemptions in specific development and geotechnical situations;
- Bylaw Enforcement staff to continue working with Transport Canada in dealing with illegal and non-compliant buoys on CSRD lakes;
- Create CSRD ALR Exclusion Policy due to new ALC regulation changes that require exclusion applications to be made by the local government; and,
- Implement new Provincial contaminated site disclosure statement process for planning and building applications.

2020 PLANNING, BUILDING PERMITS AND ENFORCEMENT

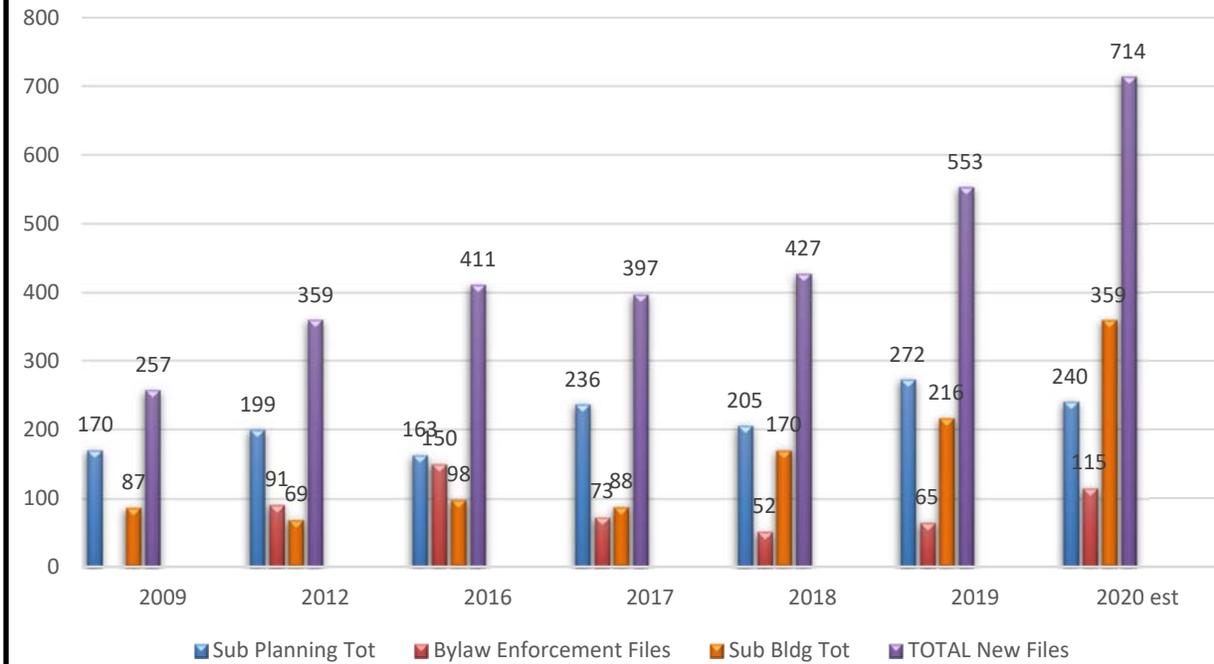
The number of land use and permit applications continue to increase significantly with a 29% increase in applications over 2019. Regardless of the pandemic, additional development activity has been increasing steadily in most areas of the CSRD. With increasing development brings with it applications for bylaw amendments, Development Permits and variances, as well as building permits required in areas that previously did not have that service.

As projects continue to be identified, and the processing of building permits and land use applications continues to increase, staffing appropriately to manage the expectations of individual Directors, the Board and the public will be an ongoing challenge for the Department. Hence, staff will continue to seek efficiencies in all of the Department's processes, including using technology to create a more productive flow of communication between residents, applicants and staff when dealing with bylaw enforcement, building inspection or planning-related items. Recent changes to the Development Services Procedures Bylaw will help to improve the flow of applications through the Department and the Board, however further efficiencies will continue to be sought.

Planning

The processing of applications in a timely and efficient manner remains the top priority of DS current planning staff. Also, a priority is to undertake some significant zoning amendments that have been previously identified by Directors and staff such as reviewing regulations pertaining to secondary suites and increasing the allowable size for accessory buildings. Balancing these priorities of application processing and planning projects will continue to be a challenge as year over year the number of land use applications processed by DS staff continues to grow.

Development Services Applications 2009 - 2020(est)



* Estimated (est) YTD values based on data to December 1, 2020.

In the fall of 2020 the Board granted first reading to the Electoral Area E OCP. The associated Zoning Bylaw for Electoral Area E is currently being developed in conjunction with the policies espoused in the draft OCP and will be considered for first and second reading in early 2021. Referrals, public consultation and a legal review of both the OCP and Zoning Bylaw will be undertaken in spring of 2021 with the intent both bylaws will receive a public hearing in mid 2021 prior to Board adoption not long thereafter.

The Falkland/Salmon Valley OCP will also be started in 2021. An RFP will be developed and planning consultant chosen in mid 2021 with the project anticipated to start later that fall.

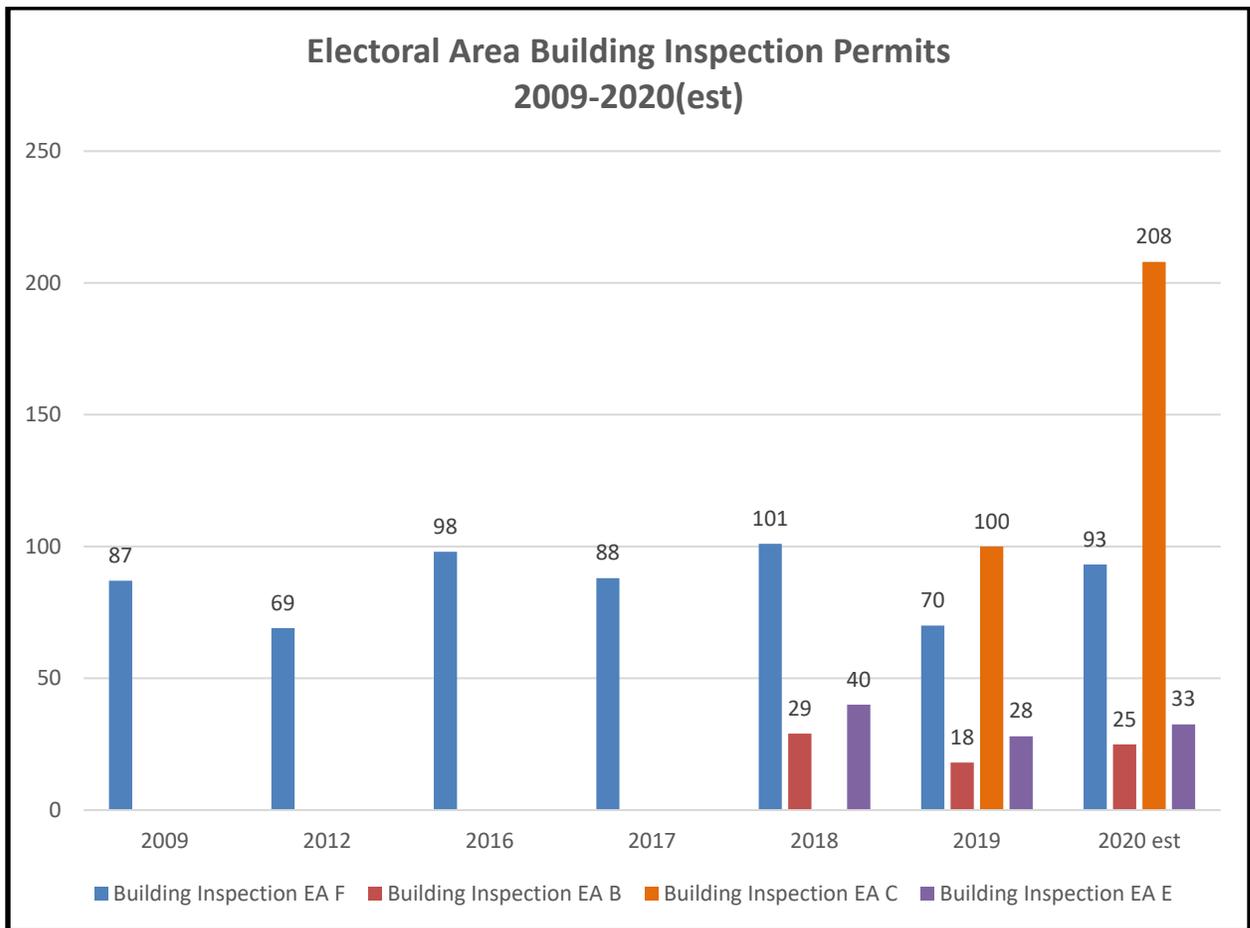
In support of these OCP projects, and as now required by the Province, Housing Needs Reports have been completed for CSRD Electoral Areas C and E, with reports for Electoral Areas A, B, D and F to be finished in 2021. Over time the data and results of these reports will be incorporated into the applicable OCP and required by provincial legislation.

Building Inspection

With the new building regulation service successfully started in Electoral Area C in March 2019, in addition to the existing service areas of B, E and F, building staff continue to be very busy processing building permit applications again this past year.

Overall the number of building permit applications continues to rise significantly. However, applications within the CSRD for building permits are uneven with Electoral Area C making up the bulk of applications. Regardless, all Electoral Areas have experienced substantial increases in building-related activity over 2019:

- Electoral Area B – 25 (2019 – 18; 38% increase)
- Electoral Area C – 208 (2019 – 100; 108% increase)
- Electoral Area E – 33 (2019 – 28; 16% increase)
- Electoral Area F – 93 (2019 – 70; 33% increase)



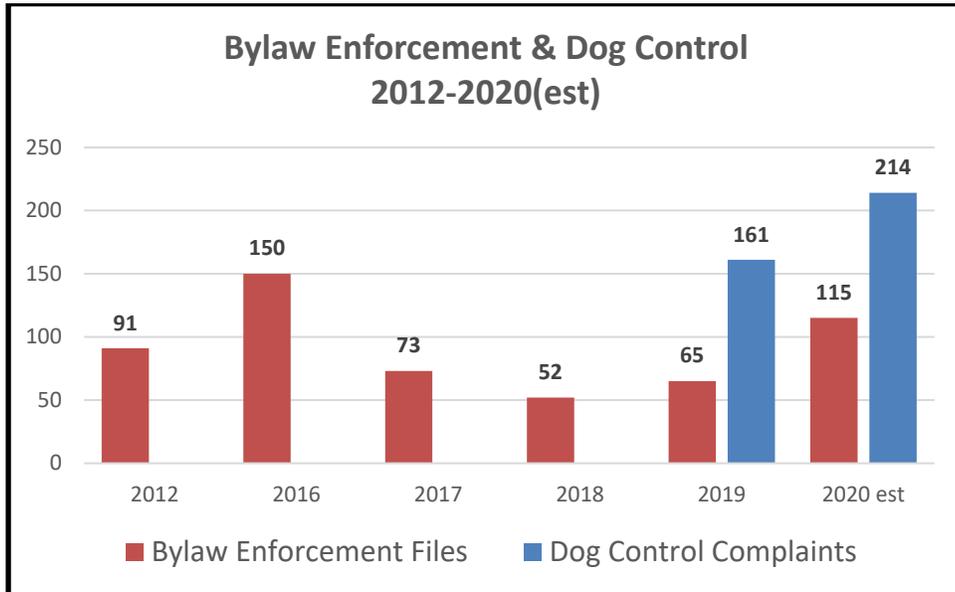
* Estimated (est) YTD values based on data to December 1, 2020.

It is estimated that by the end of 2020 the number of building permit applications will total 359; this is an overall increase of 66% from 2019.

Bylaw Enforcement

Bylaw Enforcement complaints are once again rising. 2020 year-to-date totals surpassed 2019 totals in September. To December 1, 2020 there has been 306 written complaints received resulting in 106

investigation files being opened, plus hundreds of additional phone calls being managed. By year end a 77% increase in new bylaw enforcement files is expected over 2019.



* Estimated (est) YTD values based on data to December 1, 2020.

The increase in complaints can at least be somewhat attributable to more people staying and working from home thus leading to more neighbourly type issues. This includes complaints about the installation of illegal docks and buoys, dogs, land uses, as well as complaints about people not adhering to fire bans in their area.

Further, seasonal residents coming to the Shuswap with RVs and parking and living in them in areas where such use may not be permitted has also led to a significant increase in complaints about illegal camping in certain areas, e.g. Anglemont. 36% (111 total) of written complaints received have been about illegal camping. Other top complaints as a percentage of total written complaints include:

- Docks and Buoys 15%
- Home Occupation Uses 6%
- COVID-19 5%
- Other not regulated by CSRD 8%

It should also be noted that staff do continue to respond to COVID-related complaints and relay such information to provincial enforcement authorities as necessary and inform residents of provincial regulations as required.