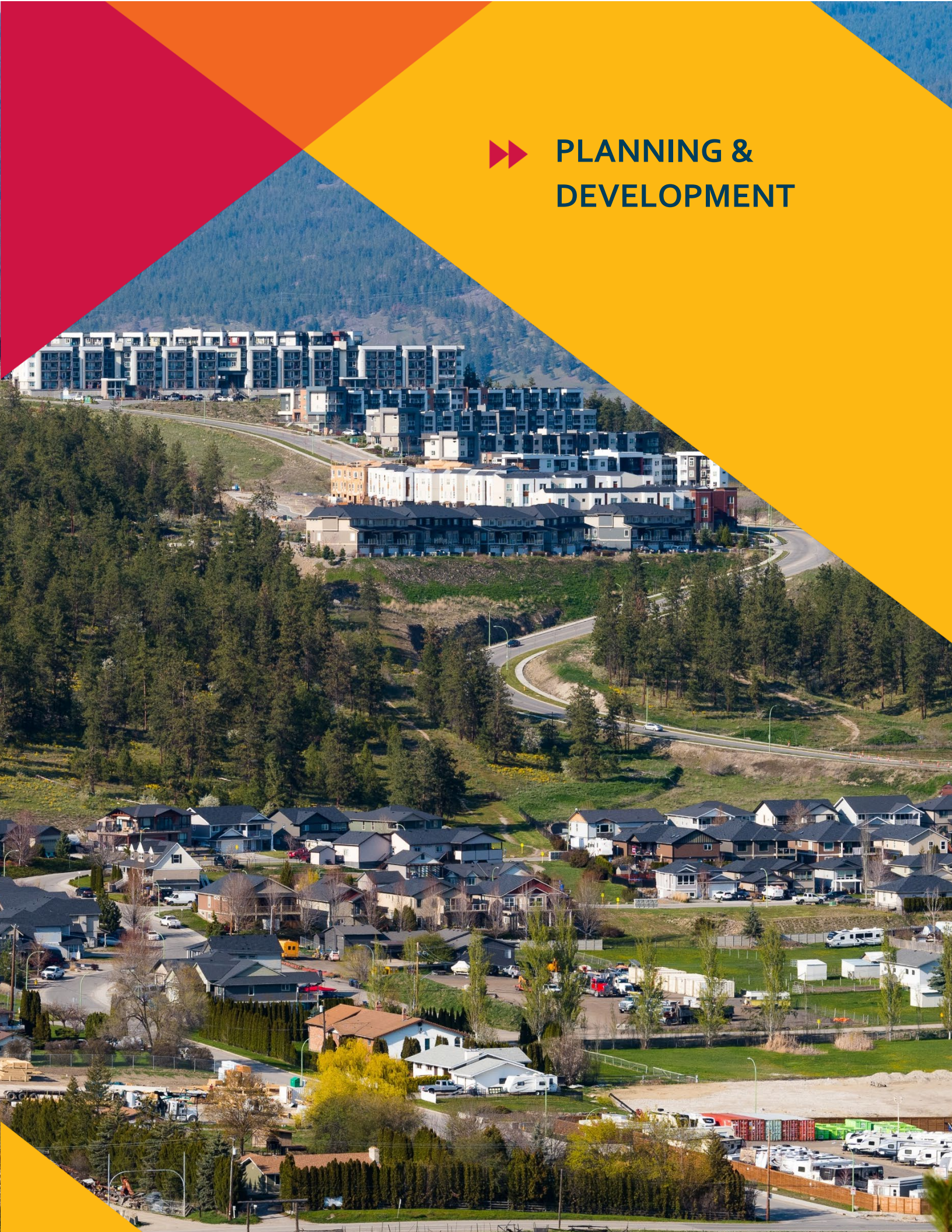




PLANNING & DEVELOPMENT



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PLANNING & DEVELOPMENT SERVICES

The Planning & Development Services Division focuses on long-term planning and development-related planning and services. The division has three departments; Policy & Planning, Development Planning and Development Services; and one two-year term position focused on climate and environment programs.

PLANNING & DEVELOPMENT SERVICES
 Ryan Smith
 Divisional Director



Champion of the Environment is a two-year term position (April 2021 – March 2023) focused on reviewing the City’s climate and environment (C&E) related policies, programs, actions, and systems, and completing a report with a series of recommendations for improvements and coordination. The overarching objective of the position is to develop and advance long-term climate action and environmental protection solutions in line with Council and community priorities.

Development Planning is a progressive department that reviews, plans, promotes and advocates change that moves the City towards the Kelowna envisioned by Imagine Kelowna and the policy direction of the Official Community Plan (OCP). The work of this department is focused on processing land use and development permit applications, and providing advice and information on planning processes to Council and the public.

Development Services develops and implements operational policies, processes and practices to ensure compliance with bylaws, codes, regulations and Council policies with respect to building/development approvals and business licensing in the City. These rules govern the development process for road construction, utilities installation, building construction and the licensing of businesses in buildings through to completion and occupancy.

Policy & Planning is a future-forward department that sets the course for Kelowna’s future by anticipating trends, understanding best practices and shaping innovative policies for short and long-term community goals. It develops leading-edge planning policies based on extensive research in land use, housing, built and natural environments, heritage, and data analytics that builds a foundation for strong and diverse community neighbourhoods. Research outputs are also used to help inform the work undertaken by other City Divisions.

Divisional Activities

Community Safety

- Support the Property Standards Compliance Team in efforts to bring problem properties into compliance with applicable bylaws and standards
- Lead the creation of an Agricultural Property Compliance team that will work with partners to remove non-compliant land uses and businesses from agricultural land

Social & Inclusive

- Administer ~ \$300k in rental housing grants to encourage the construction of new non-market rental housing across the community
- Implement the Affordable Housing Land Acquisition Strategy (AHLAS) as a means to encourage new affordable rental housing
- Explore options for the Housing Opportunities Reserve Fund Program to purchase new parcel(s) for the development of affordable rental housing in the long-term
- Deliver the Annual Housing Report to provide clear insights into local housing market dynamics
- Partner with UBC's School of Community and Regional Planning to complete pre-planning for the development of an Equity Strategy
- Investigate options for Rental Housing and Replacement Regulations to protect existing rental stock
- Update the Housing Needs Assessment as part of a legislative requirement to identify existing and projected gaps in the community's housing needs

Vibrant Neighbourhoods

- Complete and then begin implementation of Phase 1 of the Infill Strategy: Infill Options Program, which will lay the groundwork to commence a comprehensive Infill Residential Strategy to promote various housing forms, tenures, and design responses in our Core Area
- Implement a Fast Track Permitting Program targeted towards the City's residential infill permitting process, to streamline processes and improve efficiencies to onboard this housing supply
- Initiate work on Phase 2 of the Infill Options focusing on development along Transit Supportive Corridors.
- Update the Heritage Conservation Guidelines following select stakeholder engagement and best practice review.
- Complete the North End Plan to provide clear long-term vision and direction for one of the most diverse and rapidly changing parts of Kelowna. This flexible, staged approach to delivering the North End Plan alongside the Mill Site Area Redevelopment Plan will result in an accelerated process that remains committed to community priorities
- Process the Mill Site Area Redevelopment Plan in tandem with the North End Plan
- Initiate the next Urban Centre Plan to establish a clear long-term vision for the area

Economic Resiliency

- Construction activity and permit volume in Kelowna for 2023 are anticipated to continue to be strong with a forecast of \$900 Million
- Represent the City at the International Accreditation Service (IAS), Urban Development Institute and the Canadian Home Builder Association of the Central Okanagan (CHBA CO).

Environmental Protection

- Replace the Development Services vehicle fleet with electric vehicles
- Develop a Climate Resilient Kelowna Strategy to mitigate and adapt to climate change (based on results of GHG Modelling Study and the Climate Vulnerability and Risk Assessment)
- Meet provincial reporting requirements to obtain the Local Government Climate Action Program (LGCAP) grant
- Complete the update to the Sustainable Urban Forest Strategy to increase the resilience of the City's urban forest
- Updating regional Sensitive Ecosystem Inventory (SEI) mapping (partnership with RDCO and neighbouring municipalities)
- Implement Energy Step Code for Part 3 and Part 9 buildings to increase building efficiency

- Continue the Energy Step Code Compliance Assurance Program and make recommendations to optimize the program
- Work in partnership with FortisBC to offer a pilot energy concierge program
- Update GHG emission inventory with new provincial data release to track how we are progressing on GHG emission reduction goals
- Offer provincial top up incentives for fuel switching to low carbon, energy efficient heat pumps
- Implement the Community Electric Vehicle & E-Bike Strategy including EV readiness and public charging infrastructure
- Continue the partnership with Natural Resources Canada (NRCan) through a research collaboration to create retrofit options based on a community energy emissions map prototype to reduce energy, emissions, and operating energy costs for the residents of Kelowna
- Collaborate with Carleton University on the randomized control trial heat pump survey to better understand the barriers to low carbon heat pump adoption
- Continue to work with Fortis BC to provide relevant information regarding potential rebates to the building community through BC building code upgrades
- Create new Landscape Maintenance Bylaw to support tree retention and replacement efforts

Financial Management

- Integrate all online payments and building permit applications available to the general public
- Update application fees in all processes to reflect costs based on inflation.

Clear Direction

- Monitor permit turnaround times to ensure more than 28% of building permits are issued within 2-business days as part of the fast-track program
- Implementation of Zoning Bylaw No. 12375
- Review and update short-term rental and secondary suite regulations
- Update of Council Liquor Policy
- Assist the development and implementation of artificial intelligence (Chat Bot) for permit and inspection inquiries
- Review and update Cannabis Regulation and fees
- Review opportunities for Development Variance Permit process streamlining
- Help industry to adapt to new Zoning and Official Community Plan terminology and requirements

People

- Implement updated Divisional Strategic Plan with staff led team

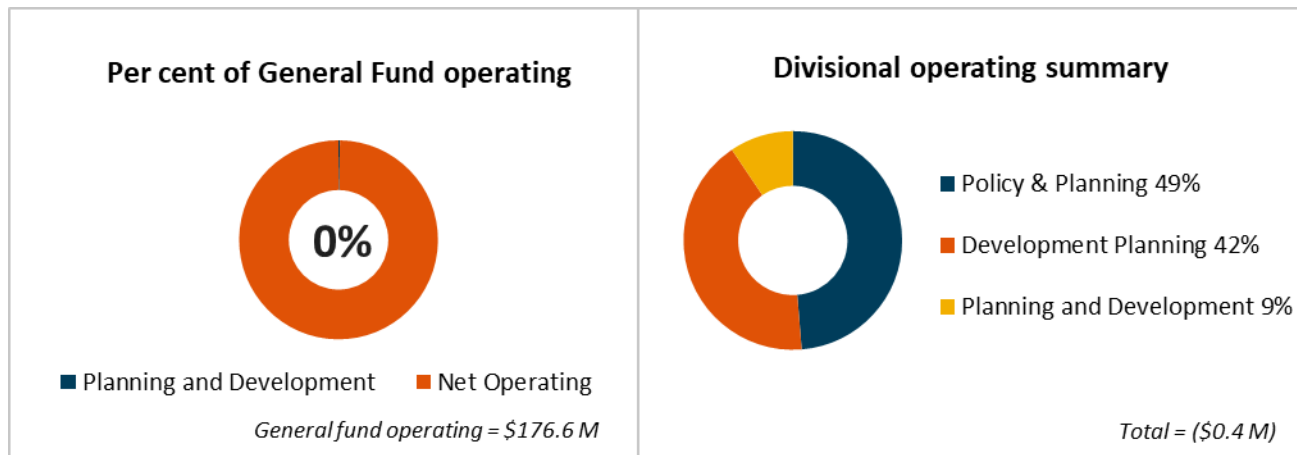
Base Business

- Improve/modernize property addressing program with help from stakeholders
- Improve the online permitting process by moving towards a full digital application process
- Promote the Energy Step code 3 and 4 initiatives to reduce the carbon footprint
- The Building and Permitting Branch continues to ensure quality and exceptional service with help from the International Accreditation Services (IAS)
- The evaluation and audit will be conducted by IAS and the goal is to achieve a clean bill of audit with no corrective actions
- Implement full digital plan examination for all types of buildings for Building Permit applications
- Update the Business Licensing, Cannabis, Pawn broker, and Plumbing and Gas Bylaws
- Implement new Business System throughout the Planning and Development Services Division

Divisional Performance Measures

	2021 Actual	2022 Estimate	2023 Forecast
Construction Value of Building permits	\$1.1B	\$945M	\$900M
# of Building Inspections	11,833	11,259	12,060
# of Plumbing and Gas Inspections	10,428	10,050	10,000
# of Building Permits	2,841	2,250	2,055
# of gas permits	4,756	4,330	4,151
# of plumbing permits	2,171	1,747	1,695
1-2 family complete building permit applications approved for issuance within 10 working days (%)	95%	96%	96.5%
Inspections made within 48 hours or request (%)	98%	96%	98%
Inspection costs recovered by permit revenues (%)	100%	100%	100%
Building permits for small projects issued within 2 days or less (%)	23%	25%	28%
# of information booklets/bulletins created by Building & Permitting	12	15	17
# of staff initiated Zoning Bylaw amendments (improvements)	3	4	3
# of Agricultural Advisory Committee meetings (staff supported)	12	9	10
% growth in the urban core	53%	78%	
Urban vs suburban split of residential building permits	53%/47%	78%/22%	70%/30%
# of rental units with occupancy permit	837	None to date	1500
# Rental units supported by Tax Relief	460	Not available	
Total # of residential housing units approved	3,187	2,683	2,000
Open files that were processed to completion (%)	71%	65%	75%
# of Director approved development/heritage permits	185	140	150
# of development applications per planner	72	66	60
# of closed service requests: Development Planning	152	140	140
# of engineering construction drawings reviewed by Dev. Eng.	208	194	200
# of utility drawings reviewed by Dev. Eng.	582	636	476
# of building permit applications reviewed by Dev. Eng.	109	122	90
# of strata applications reviewed by Dev. Eng.	9	4	9
# of deferred revenue releases by Dev. Eng.	20	12	19
# of 3 rd Party release of Right of Ways by Dev. Eng.	39	41	45
# of As-Builts drawings reviewed by Dev. Eng.	20	21	43
# of development applications reviewed by Development Engineering	436	391	416
# of Business Licenses	11,025	11,572	11,803
# of new business license applications	2,323	2,449	2,498
# of total mobile licences by year	1,294	1,680	1,710
Ensuring timely license release within 2 weeks (%)	57%	70%	80%

Budget Overview



Divisional summary

	Actual 2021	Revised 2022	Preliminary 2023	Change from prior year	Per cent change
Departmental operating cost centres (\$ thousands):					
Planning and Development					
144 Planning and Development	236	257	342		
	236	257	342	85	33.0%
Development Planning					
146 Urban Planning Management	810	1,067	964		
147 Development Planning	(456)	(269)	(269)		
181 Suburban & Rural Planning	909	828	827		
	1,263	1,626	1,521	(105)	(6.5%)
Development Services					
138 Business License	(1,946)	(1,438)	(1,784)		
148 Development Services	(9,137)	(6,557)	(6,591)		
149 Building, Plumbing & Gas Inspections	1,643	1,710	1,710		
151 Building & Permitting	1,692	2,339	2,378		
178 Development Engineering	177	273	273		
	(7,572)	(3,674)	(4,015)	(341)	9.3%
Policy & Planning					
153 Policy & Planning	1,164	1,322	1,419		
235 Long Range Policy Planning	354	350	350		
	1,517	1,672	1,769	97	5.8%
Net operating expenditures	(4,555)	(119)	(382)	(264)	222.1%
Divisional capital cost centres (\$ thousands):					
	0	0	0		
Net capital expenditures	0	0	0	0	0.0%
Total divisional net expenditures	(4,555)	(119)	(382)	(264)	222.1%
Operating full-time equivalent positions:					
Management	12.7	14.0	13.2		
Union hourly	8.2	3.0	3.0		
Union salary	55.5	65.3	65.5		
Total operating full-time equivalent positions	76.4	82.3	81.7	-0.6	(0.7%)

Detailed operating program changes (\$ thousands)

		Total	FTE
2022 revised budget		(119)	82.3
2023 net impacts			
One-time operating requests	(50)		(1.3)
Prior years ongoing adjustments	29		(0.3)
Divisional adjustments	(417)	(438)	(1.0)
		(557)	79.7
2023 Program additions (P1)			
2023 operating requests:	174	174	2.0
Total		(382)	81.7
Unfunded 2023 requests (P2)			
2023 operating request		0	1.0
Total unfunded requests for 2023		0	1.0

Note: Totals may not add due to rounding.