

**Date:** February 15, 2022  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Scott McRae, Manager of Development Services  
**Subject:** Development Services 2021 Fourth Quarter Report: October-December

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**PURPOSE**

The purpose of this report is to inform Council of the activities of the Development Services Department for the Fourth Quarter of 2021.

**BACKGROUND**

Quarterly reports will be provided throughout the current year as a means of keeping Council up to date with building, planning and development activities.

**DISCUSSION & COMMENTS**

This report provides an overview of the number of permits issued and applications received between October 1 and December 31, 2021 in the following areas:

**BUILDING DIVISION**

**October – December 2021 - Building Permit Overview**

A breakdown of building permit data for the Fourth Quarter of 2021 is provided below.

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling with suite	2	\$1,700,000	\$12,500
Mixed Use (Industrial, Residential)	1	\$3,765,000	\$26,655
Industrial (New)	1	\$1,215,674	\$8,809
Other (Decks, Stairs, Renovations, Plumbing, etc.)	19	\$188,000	\$6,973
<b>Totals</b>	<b>23</b>	<b>\$6,868,674</b>	<b>\$54,937</b>

The following Development Cost Charges (DCCs) were collected in the Fourth Quarter of 2021.

Fund	DCCs Collected in 4th Quarter
Roads	\$27,352
Drainage	\$2,765
Sewer	\$33,529
Water	\$16,764
Parks	\$2,338
<b>TOTAL</b>	<b>\$82,749</b>

For Council's information, the table below summarizes total building permit and DCC fees collected in all of 2021.

Description	Total for 2021	Total for 2020	Percent Increase
Building Permits Issued	199	100	99%
Building Permit Fees Collected	\$ 519,743	\$ 243,109	114%
Value of Construction	\$ 63,912,626	\$ 30,420,014	110%
DCCs Collected	\$ 341,083	\$ 110,324	209%

## PLANNING DIVISION

### 2021 Current Development Applications

A list of applications currently in-house is provided below; information new to the Fourth Quarter is shown in **bold font**.

Application #	Project	Status
DP86	Harmony Reach (Wye Lands) – Combined Commercial Residential Development	On hold pending DVP125 (see below)
DP88	1422, 1426, 1430 Portage Road – The Aspect – Multi-family Building/Dedicated Rental	In Process; Developer working with MOTI
DP90	7454 Prospect Street – Tenquille Building – Mixed Use Building	In Process; Applicant addressing Engineering comments
DP91	Sunstone Phase 2B Lot Grading	Received 07.21.2021; In Process

<b>DP92</b>	<b>Sunstone Phase2C Lot Grading with Variance</b>	<b>Received 10.20.2021; In Process</b>
DPm122	7374 Pemberton Farm Road E - Redwoods Environmental Protection	Received 09.23.2021; Deferred
<b>DPm123</b>	<b>7431 Prospect Street- Post Office Extension</b>	<b>Received 10.25.2021; In Process</b>
<b>DPm124</b>	<b>7426 Prospect Street – RONA Extension</b>	<b>Received 12.07.2021; In Process</b>
DVP125	Harmony Reach (Wye Lands) – Combined Commercial Residential Development – road and parking variances	In Process; Awaiting info from Applicant
DVP128	7661 Cerulean Drive – Retaining Wall Variance	Referred back to Staff 04.13.2021; Awaiting info from Applicant
OR131	Hwy 99 K- 12 French School – OCP & Zoning Bylaw Amendment	Public Hearing 09.21.2021 OCP/Zoning Bylaws received Third Reading 10.05.2021; Waiting on details from MOTI and applicant
OR133	Nkwûkwma (Benchlands) OCP/Zoning Amendment	Received 03.18.2021 – In Process Update provided at Committee of the Whole- 01.18.2022
<b>OR134</b>	<b>7374 Pemberton Farm Road East – Redwoods</b>	<b>Received 12.01.2021; Deferred 01.18.2022</b>
<b>S061</b>	<b>Tiyata – Phase 4 – 16 Small Lot Subdivision</b>	<b>Completed 12.22.2021</b>
S071	1368 Fernwood – 4 Lot Subdivision	In Process
S076	1400 Oak Street – PSS Lot Split	TAL Expired 04.15.2021
S078	Sunstone Phase 2	In Process, TAL renewed
S079	1929 Stone Cutter Place – VOP & SLRD	In Process
S081	Sunstone Phase 1C – 14 Fee Simple Lots + Remainder	TAL Issued 05.05.2021
<b>S082</b>	<b>Sunstone Phase 3 – 1 Lot</b>	<b>Received 10.28.2021; In process</b>
<b>SAP 2021-32</b>	<b>1360 Fernwood</b>	<b>Received 10.08.2021; Issued</b>
<b>SAP 2021-33</b>	<b>3005 Tenquille Place</b>	<b>Received 10.08.2021; Issued</b>
<b>SAP 2021-34</b>	<b>3009 Tenquille Place</b>	<b>Received 10.13.2021; Issued</b>

<b>SAP 2021-35</b>	<b>7662 Cerulean Drive</b>	<b>Received 10.13.2021; Issued</b>
<b>SAP 2021-36</b>	<b>1500 Whitecap Crescent</b>	<b>Received 10.15.2021; Issued</b>
<b>SAP 2021-37</b>	<b>1478 Lupin Street</b>	<b>Received 10.27.2021; Issued</b>
<b>SAP 2021-38</b>	<b>1353 Cedar Lane</b>	<b>Received 11.04.2021; Not Permitted, sent to BoV</b>
<b>SAP 2021-39</b>	<b>7416 Flint Street</b>	<b>Received 12.09.2021; Issued</b>
<b>BoV29</b>	<b>1353 Cedar Lane</b>	<b>Received 12.20.2021; In Process</b>
<b>TUP010</b>	<b>6991 Hwy 99- Tisdale Storage</b>	<b>Received 10.13.2021; In Process</b>

DP: Development Permit  
 DVP: Development Variance Permit  
 LL: Liquor Licence  
 TUP: Temporary Use Permit

S: Subdivision  
 BoV: Board of Variance  
 CL: Cannabis Licence

DPm: Minor Development Permit  
 OR: OCP/Zoning Amendment  
 SAP: Site Alteration Permit

As this is the 2021 Fourth Quarter Report, Staff have prepared a table that identifies the number of applications or permits issued for the year overall and includes the applications/permits noted above.

<b>Permit/Application Type</b>	<b>Code</b>	<b>Number Received</b>
OCP/Zoning Amendments	OR	2
Development Permits	DP	3
Development Variance Permit	DVP	4
Minor Development Permit	DPm	6
Board of Variance	BoV	8
Subdivision	S	5
Site Alteration Permit	SAP	39
Liquor Licence	LL	0
Cannabis Licence	CL	0
Temporary Use Permit	TUP	1

## 2021 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of December 31, 2021.

Project	Status
Official Community Plan (OCP) Update	In Progress, Terms of Reference due Q1 2022
Community Climate Action Plan (CCAP)	In Progress, to be presented Q1 2022
Zoning Bylaw Text & Mapping Amendments	In Progress, to be presented Q1 2022
Development Cost Charge (DCC) Bylaw Review	In Progress
Affordable Housing Action Plan – Work Program	In Progress
Building Bylaw Update	Building Bylaw adopted October 21, 2021 and Amendment adopted November 16, 2021 - <b>Completed</b>

### Official Community Plan (OCP) Progress Review

The OCP update project was kicked off at the end of the Fourth Quarter of 2021. The last significant update of the OCP occurred in 2011. OCP updates are recommended every 5 – 10 years. The OCP update project is a major undertaking for the Development Services department. The work will include significant community and stakeholder engagement, a review of the vision and guiding principles, preparation of policy options and recommendations, reviewing and updating Development Permit Guidelines, and incorporating a new Regional Context Statement. The Terms of Reference for the OCP update will be presented to Committee of the Whole at the end of First Quarter of 2022 and will include project details as identified above.

### Additional Projects

#### Pemberton Creek Pedestrian Bridge

The Development Services team is leading the effort to establish a new pedestrian crossing over Pemberton Creek between the Highway 99 bridge and the CN rail bridge. ISL was retained to complete an alignment and siting study which will result in a more accurate cost estimate for the project. This cost estimate will be presented to School District 93 to aid in discussions about overall funding plans. The cost of the engineering investigation is wholly covered by funds received from the developer of Tiyata Phase 4.

#### Lot 8 Master Plan

The Development Services team is leading the effort to generate a masterplan for Lot 8, the narrow parcel of land between Frontier Street and the CN rail lines north of the Community Barn. Tom Barratt Landscape Architects have been retained to generate initial site plans for review and discussion. These plans will be used to further the conversation about how best to utilize this parcel of land.

### COMMUNICATIONS

The Development Services Department works with the Communications & Grants Coordinator to regularly update the Village's website with current information related to planning and building to meet statutory requirements related to notification as needed.

The new online public engagement website – HaveYourSay.Pemberton.ca is used to share information and seek input on certain Long Range Planning Projects.

### **LEGAL CONSIDERATIONS**

There are no legal considerations as this report is being presented for information purposes.

### **IMPACT ON BUDGET & STAFFING**

The Development Services Department operates on a cost recovery basis as per the *Development Procedures Bylaw No. 887, 2020*, as amended from time to time. All applications for development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional time is cost-recoverable from the applicant.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The Development Services Department works closely with all Village Departments through referrals and coordination of public hearings, reports, and presentations to Council.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There are no impacts on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

This report is presented for information. There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** the Development Services 2021 Fourth Quarter Report be received for information.

Submitted by:	Scott McRae, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer