

**Date:** Tuesday, April 26, 2022

**To:** Sheena Fraser, Acting Chief Administrative Officer

**From:** Scott McRae, Manager of Development Services

**Subject:** Development Services 2022 First Quarter Report

---

**PURPOSE**

The purpose of this report is to inform Council of the activities of the Development Services department in the first quarter of 2022.

**BACKGROUND**

Quarterly reports are provided throughout the year to keep 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 January 1 and March 31, 2022 in the following areas:

**BUILDING DIVISION**

In the first quarter of 2022, 41 permit submissions were received and 25 permits were issued with 16 permit applications still under review. The time between submission of application and permit issuance is estimated to be 4-6 weeks for minor permits and 12 weeks minimum depending on the complexity of the project and this information is provided on the Village's website.

A breakdown of building permit data for the first quarter of 2022 is provided below:

<b>Type of Permit</b>	<b>Permits Issued</b>	<b>Value of Construction</b>	<b>Permit Fees</b>
Single Family Dwelling	1	\$ 1,070,000	\$ 8,040
Single Family Dwelling with suite	4	\$ 3,422,679	\$ 25,408
Other (Decks, Stairs, Reno's, Pools, Plumbing, etc.)	19	\$ 207,000	\$ 5,660
(Commercial/Industrial)	1	\$ 80,000	\$ 100
<b>TOTAL</b>	<b>25</b>	<b>\$ 4,779,679</b>	<b>\$ 39,208</b>

The following development cost charges were collected in the first quarter of 2022:

Fund	DCCs Collected
Roads	\$ 363
Drainage	\$ 23
Sewer	\$ 905
Water	\$ 439
Parks	\$ 584
<b>TOTAL</b>	<b>\$ 2,317</b>

The table below shows permit submissions, permits issued, and fees and charges collected in the first quarters of 2021 and 2022:

Description	Total for 1 <sup>st</sup> Quarter 2022	Total for 1 <sup>st</sup> Quarter 2021	Percent Change
Building Permit Applications	41	45	-9%
Building Permits Issued	25	38	-34%
Building Permit Fees Collected	\$ 39,208	\$ 85,269	-54%
Value of Construction	\$ 4,779,679	\$ 9,936,342	-52%
DCCs Collected	\$ 2,317	\$ 34,875.40	-93%

The number of permit submissions was comparable between 2021 and 2022. That fewer permits were issued in 2022 reflects differences in applicant response times and the varying complexity of review requirements. The difference between development costs charges collected in the two periods is explained by the issuance of a multi-family building permit in the first quarter of 2021.

## PLANNING DIVISION

### 2022 Current Development Applications

A list of applications currently in-house is provided below with information new to the first quarter 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
<b>DP90</b>	<b>7454 Prospect Street – Tenquille Building – Mixed Use Building</b>	<b>In Process; Expected before Council in 2<sup>nd</sup> Quarter</b>
<b>DP91</b>	<b>Sunstone Phase 2B Lot Grading</b>	<b>Permit Issued, Pending registration</b>
<b>DP92</b>	<b>Sunstone Phase2C Lot Grading with Variance</b>	<b>Permit Issued, Pending registration</b>
DPm122	7374 Pemberton Farm Road E - Redwoods Environmental Protection	Received 09.23.2021; Deferred
DPm123	7431 Prospect Street- Post Office Extension	Received 10.25.2021; In Process
<b>DPm124</b>	<b>7426 Prospect Street – RONA Extension</b>	<b>Permit Issued, pending registration, building stages</b>
DVP125	Harmony Reach (Wye Lands) – Combined Commercial Residential Development – road and parking variances	In Process; Awaiting info from Applicant
<b>DVP131</b>	<b>Co-Living, Crabapple Court – Parking Variance</b>	<b>In Process; latest submission in review</b>
OR131	Hwy 99 K- 12 Francophone School (SD93) –OCP & Zoning Bylaw Amendment	Waiting on details from MOTI and applicant
<b>OR133</b>	<b>Nkwûkwma (Benchlands) OCP/Zoning Amendment</b>	<b>Update provided at Committee of the Whole on 01.18.2022</b>
<b>OR134</b>	<b>7374 Pemberton Farm Road East – Redwoods</b>	<b>Received 12.01.2021; Deferred 01.18.2022</b>
<b>OR135</b>	<b>7362 Pemberton Farm Road East (Lot C) – OCP/Zoning Amendment for 34 SFD lots and mixed-use commercial residential</b>	<b>Received 02.02.22 – In Process</b>
<b>OR136</b>	<b>SSCS- Affordable Housing Project</b>	<b>Received 18.03.2022- In Process</b>
S071	1368 Fernwood – 4 Lot Subdivision	In Process
<b>S076</b>	<b>1400 Oak Street – PSS Lot Split</b>	<b>TAL renewal request received, In process</b>
<b>S078</b>	<b>Sunstone Phase 2</b>	<b>TAL renewed 22.02.2022</b>
<b>S079</b>	<b>1929 Stone Cutter Place – VOP &amp; SLRD</b>	<b>Registered 05.01.2022, completed</b>
S081	Sunstone Phase 1C –	In Process

	14 Fee Simple Lots + Remainder	
<b>S082</b>	<b>Sunstone Phase 3 – 9 Lots</b>	<b>Received 27.01.22; In process</b>
<b>SAP 2021-33</b>	<b>3005 Tenquille Place</b>	<b>Issued, work in progress</b>
<b>SAP 2021-34</b>	<b>3009 Tenquille Place</b>	<b>Issued, work in progress</b>
<b>SAP 2021-35</b>	<b>7662 Cerulean Drive</b>	<b>Issued, work in progress</b>
<b>SAP 2021-36</b>	<b>1500 Whitecap Crescent</b>	<b>Issued, work in progress</b>
<b>SAP 2022-1</b>	<b>1450 Alder Drive – Tree Removal</b>	<b>Issued, work in progress</b>
<b>SAP 2022-2</b>	<b>1775 Pinewood Drive – Site Prep</b>	<b>Issued, work in progress</b>
<b>SAP 2022-3</b>	<b>3016 Tenquille Place – Site Prep</b>	<b>Issued, work in progress</b>
<b>SAP 2022-4</b>	<b>7400 Arbutus Street – Tree Removal</b>	<b>Received 31.03.22- In process</b>
<b>SAP 2022-5</b>	<b>1313 Eagle Drive – Site Prep</b>	<b>Received 31.03.22 – In Process</b>
<b>SAP 2022-6</b>	<b>1315 Eagle Drive – Site Prep</b>	<b>Received 31.03.22 – In Process</b>
<b>BoV29</b>	<b>1353 Cedar Lane</b>	<b>Variance Issued</b>
<b>BoV30</b>	<b>1775 Pinewood Drive</b>	<b>Received 25.01.22- Variance not required</b>
<b>BoV31</b>	<b>1755 Pinewood Drive</b>	<b>Received 14.02.22 – Outside scope of BOV, Closed</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

The following table identifies the number of applications received in the first quarter:

<b>Permit/Application Type</b>	<b>Code</b>	<b>Number Received</b>
OCP/Zoning Amendments	OR	2
Development Permits	DP	0
Development Variance Permit	DVP	0
Minor Development Permit	DPm	0
Board of Variance	BoV	2
Subdivision	S	1
Site Alteration Permit	SAP	6

Liquor Licence	LL	0
Cannabis Licence	CL	0
Temporary Use Permit	TUP	0

## 2022 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of March 31, 2022.

Project	Status
Official Community Plan (OCP) Update	In Progress, Project Work Plan presented to Council 08.03.2022
Community Climate Action Plan (CCAP)	Adopted by Council 08.03.2022
Zoning Bylaw Text & Mapping Amendments	1 <sup>st</sup> and 2 <sup>nd</sup> reading 05.04.2022
Development Cost Charge (DCC) Bylaw Review	In Progress
Fee Waivers for Eligible Developments Policy	In Progress, Fees and Charges Bylaw amendment for 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> reading 08.03.2022
Subdivision Development and Control Bylaw Review	In Progress

## Official Community Plan (OCP) Progress Review

The OCP update project was kicked off at the end of the fourth quarter of 2021. The project work plan, presented to Council on March 8, 2022, described the scope and objectives of the review, the roles and responsibilities of those involved, and presented a preliminary schedule. Staff are working on a request for proposals (RFP) for the hiring of a consulting team, to be issued in the second quarter of 2022.

## COMMUNICATIONS

The Development Services department works with the Communications & Grants Coordinator to regularly update the Village website with information related to planning and building and to meet statutory requirements related to notification.

The new online public engagement website, [HaveYourSay.Pemberton.ca](http://HaveYourSay.Pemberton.ca), is used to share information and seek input on long range planning projects.

Development Services provides an active listing of all building permits and development permits on the village website.

Beginning May 1, 2022, Building Services will issue a monthly newsletter to keep the building community informed of relevant changes and information related to building in the Village.

## LEGAL CONSIDERATIONS

There are no legal considerations.

## **IMPACT ON BUDGET & STAFFING**

Development Services operates on a cost recovery basis as per Development Procedures Bylaw No. 887, 2020. Application fees are collected with development and building permit applications. If the cost of review of a development application exceeds the deposit, additional staff time is cost-recoverable from the applicant.

The first quarter of 2022 saw significant changes to staffing. Lisa Pedrini, OCP Policy Planner, accepted another opportunity and resigned effective March 25<sup>th</sup>. Ms. Pedrini continued to help plan the launch of the Community Climate Action Plan under a one-month contract. As Ms. Pedrini's role as OCP Policy Planner was temporary, the decision was made not to replace her and instead use the funds to hire consultants to complete the OCP review. Chris Derouin, Building Official, also accepted another opportunity and submitted a letter of resignation, with his last day to be April 29, 2022.

Development Services is actively recruiting to fill the position of building official. Negotiations are underway with contract building officials to ensure continuity of services should the recruitment of a new building official take longer than expected.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

## **COMMUNITY CLIMATE ACTION PLAN**

### **BC Hydro Transition Incentives**

The BC Energy Step Code is a performance path to energy efficiency in buildings that exceeds the current prescriptive requirements of the BC Building Code. In recognition of the challenge of transitioning to a higher standard, the Village, with the support of a grant from BC Hydro, offered financial incentives to builders from January 2020 to March 31, 2022 to assist builders with the transition to building under the BC Energy Step Code. Participation numbers were as follows:

<b>INFORMATION</b>	<b>TOTAL</b>	<b>COMMENTS</b>
Number of rebates provided by Program	22	
Number of builders who participated in Program	16	Some builders applied with multiple projects
Number of new homes impacted by program	18	4 homes received both incentives, 17 homes received at least one incentive
Funds dispersed in incentives	\$11,000	
Number of new projects received between January 1, 2020 and March 31 2022 that would be eligible for the incentives if they were to continue	70	This number includes projects that have building permits but are not yet at a stage of completion where they could apply before the March 31, 2022 deadline

The BC Hydro Transition Incentives Funding was allocated as follows:

- Incentives: \$11,000
- Education: \$ 1,000
- GST allocated: \$ 600
- Total: \$12,600

### **Community Climate Action Plan – Implementation**

Development Services will lead the implementation of the Community Climate Action Plan in 2022 to the extent possible without dedicated resources. Staff have reviewed the actions, ranked them by cost and term, and identified over 20 actions that may be implemented to some extent in 2022. Two actions were identified as already implemented:

<b>Strategy</b>	<b>Action</b>	<b>Comments</b>
LEADERSHIP 1.2 – Building Staff and Financial Capacity for implementation	a. Report on climate action or sustainability implications in relevant reports to Council.	Implemented 08.03.2022
LEADERSHIP 1.4 – Communicate the Village’s Intended Actions on Climate Change	a. Declare a climate emergency to acknowledge that climate impacts are already causing loss of life and destroying vital ecosystems, and that the Village is prepared to mobilize its resources to take effective action at the necessary scale and speed.	Implemented 08.03.2022

### **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 2022 First Quarter Report be received for information.

### **ATTACHMENTS: NONE**

Prepared by:	Nikki Segovia, Building and Planning Clerk
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer