



Regional Board Report

Request for Decision

To: Regional Board
From: Director of Development and Engineering Services
Date: May 15, 2025
Subject: Building Bylaw Amendments

Voting Entitlement: *All Directors - Unweighted Corporate Vote - Simple Majority (LGA s.208)*
Bylaw adoption requires 2/3 majority (LGA s.228)

Purpose: To consider amendments to the RDCO Building Bylaw to enhance the Regional District of Central Okanagan's Inspection Service efficiency.

Executive Summary:

To improve business process efficiencies, Building Bylaw amendments are being proposed to Building Bylaw No. 1482 to change the holding period for building permit applications that cannot be issued. Currently, deficient or incomplete building permit applications are held for 180 days before expiry. The RDCO currently holds 34 permit applications that are unable to be processed, creating an administrative accumulation that affects staff's ability to process complete applications and other services. The proposed amendment suggests cancelling applications if they are deficient and cannot be issued within 60 days. This is one of several operational improvements aimed at increasing administrative efficiency in the Inspections Department.

Recommendation:

THAT the Regional Board gives first, second and third reading to Bylaw No.1569, Amendment No. 3 to Building Bylaw No. 1482, 2023;

AND THAT the Regional Board adopts Bylaw No.1569, Amendment No. 3 to Building Bylaw No. 1482, 2023.

Respectfully submitted by: Adam Bednarski, Building Official

Report Approved by: Danielle Noble-Brandt, Director of Development and Engineering Services

Approved for Agenda: Sally Ginter, Chief Administrative Officer

Strategic Plan Alignment:

- | | |
|--|---|
| <input type="checkbox"/> Emergency preparedness | <input type="checkbox"/> Truth and reconciliation |
| <input type="checkbox"/> Health and wellness | <input type="checkbox"/> Environment and climate – Regional priority only |
| <input type="checkbox"/> Regional transportation | <input checked="" type="checkbox"/> Growth and development – Electoral Area priority only |
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Background:

RDCO Building Bylaw No. 1482 was adopted in 2023, and while many regulations were updated, other items were carried forward from its 1999 predecessor (Building Bylaw No.835) including provisions for Building Permit application expiration.

RDCO Inspection Services staff typically receive a range of 270-300 applications per year, and they work closely with applicants to ensure that submitted materials represent complete applications that will allow them to fulfill their professional responsibilities under the BC Building Code. Although staff try to ensure that only valid and complete applications are received, currently the department is holding 34 applications that cannot be issued or advanced due to application deficiencies. Administrative staff maintain physical and digital versions of application materials and follow up with applicants as needed, meaning that this backlog draws on staff resources which can detract from other customer service functions.

Proposal:Amendment Bylaw

The amendment to subsection 10.18 of Building Bylaw No. 1482 proposes to reduce the time a Building Permit application will be held, from 180 days to 60 days. From a functional perspective, RDCO Inspection Services would notify applicants if their application cannot be issued, and if deficiencies are not addressed within 60 days of submission, the application will be expired. Building Application Fees, as listed in Schedule 1 of RDCO Development Application Fees and Charges Bylaw No. 1483, are non-refundable.

By reducing the application expiry period, the RDCO intends to alleviate the number of unissued permit applications and manage the expectations of applicants who might inaccurately assume their file is under review. It is noteworthy that each member municipality currently adheres to a 180-day or 6-month application expiry policy. This bylaw amendment aims to allocate administrative resources to active applications that are complete and thorough, thereby directing staff efforts and processes toward files that can be processed efficiently, ultimately leading to housing construction starts and wildfire rebuilds.

Considerations:

Organizational: Updating relevant Inspections Services bylaws aims to elevate efficiencies and streamline development processes to support housing outcomes and enable staff to enhance customer service.

Legal/Statutory Authority: Section 298 of the *Local Government Act* grants regional districts the power to enact building regulation bylaws.

Considerations not applicable:

- External
- Financial
- Alternate Recommendation

Attachments: 1. Building Bylaw No. 1482, 2023 - Redlined
2. Bylaw No.1569, Amendment No. 3 to Building Bylaw No. 1482, 2023
3. PowerPoint Presentation