



DEVELOPMENT PROCESS IMPROVEMENT ADVISORY COMMITTEE MEETING MINUTES

May 6th, 2020 – 3:30-5:00pm
Electronic Meeting – Zoom

1. Call to Order

2. Previous Meeting Notes

2.1 Adoption of Minutes

That the February 20th, 2020 Development Process Improvement Advisory Committee meeting minutes be adopted.

CARRIED

3. Agenda

3.1 Adoption of Agenda

Recommendation:

THAT the May 6th, 2020 Development Process Improvement Advisory agenda be adopted

CARRIED

4. Unfinished Business

4.1 N/A

5. New Business

5.1 Electrical Service Upgrades / Connections – process & estimates

Jeremy Storvold, the District's General Manager of the Electrical updated the committee on work being undertaken to improve processes, the Electrical Bylaw and cost estimating. Work currently underway in the Electrical utility includes:

- Electrical bylaw review
- Cost estimating tool being finalized to ensure consistency in cost estimates.
- Historical issues around cost estimates Vs actual costs were identified, whereby once a project was complete the difference between the actual

cost and original cost estimate was substantial enough to significantly impact the viability of a project.

- Resource available to complete estimates in a timely manner is something that the department is working with the Development Services team on.

The committee asked about the potential to provide firm estimates at the development application stage to avoid higher costs coming at the end of the development process.

The potential for standardization of costs for certain types of service was also discussed to provide customers with fixed costs at an early stage of development.

Latecomer agreements as an option for electrical service upgrades was also discussed and staff will need to investigate where or not a latecomer agreement can be applied to electrical upgrades.

Concerns were identified around the timeline for receiving electrical service estimates and delays in receiving cost estimates, including the amount of touch points in the District when applying for a service upgrade.

Staff identified that through upcoming process improvement and bylaw upgrades, they will be looking to enhance service levels, and will look to provide a more consistent approach to cost estimating including the potential for providing fixed costs earlier in the development process.

Staff will bring back to the committee, the draft process changes and Electrical bylaw for review before moving forward to Council over the coming months.

5.2 Farmworker Housing Zoning Bylaw Amendments

The District's Chief Administrative Officer presented the proposed zoning Bylaws amendments.

The committee identified concerns with the proposed amendments including:

- The need to reduce hurdles for farmworker housing.
- Concerns around the time required by farm operators and District staff to monitor these operations through the proposed bylaw requirements once approved.
- The applicability of the proposed zoning amendments on smaller farms Vs larger farms. The amendments need to ensure that they do not unfairly penalize smaller farmers, who need worker housing.
- The committee discussed the potential for allowing family members to reside in the farmworker housing, recognizing that family members can work on the farm on a full-time basis.

- The District needs to ensure that farmworker housing regulations are consistent with the Agricultural Land Commission regulations.
- Historical issues in Summerland were identified around allowing family members to reside in farmworker housing units and how that may have impacted Okanagan Basin Water Board (OBWB) grants in the past.
- Consideration to be given for the full-time farm worker housing to ensure farmworker housing dwellings are limited to single story especially on 'hobby farm' size properties – with no basement or second storey.

Staff will take the comments received by the Committee and consolidate with the feedback received from the other committees when bringing back to Council for consideration.

5.3 Land Use Procedure Bylaw Review

This item was deferred to the next meeting.

6. For Information

- ### 6.1 Development Statistics
- Planning Applications
 - Building Permit Applications

Staff verbally presented an update to the committee on the April development application and building permit applications and construction values.

7. Adjournment

7.1 Adjourn Meeting

Recommendation:

THAT May 6th, 2020 Development Process Improvement Advisory agenda be adjourned.

The meeting was adjourned at 5:06pm