



DATE: January 20, 2026 FILE: 6400-6970
 TO: Graham Statt, Chief Administrative Officer
 FROM: Julie McGuire, Director of Planning and Development
 SUBJECT: 2025 Year in review Planning and Development Report

STAFF RECOMMENDATION:

That Council pass the following resolution:

THAT the 2025 Year in review Planning and Development Report be received for information.

STRATEGIC PRIORITY:

To Provide Good Governance - To provide up to date information on current planning and development applications which supports transparency in reporting, and to keep Council informed on development in the community.

PURPOSE:

To update Council about activities within the Planning and Development Department by month and year for the reporting term of January to December 2025.

DISCUSSION:

The Planning and Development Department reports monthly on department activity, including a summary of new development applications received, in-stream applications, building permits issued, and bylaw enforcement activity. Additionally, there is an annual statistical report of activities compared to previous years.

Planning Acronym Legend:

APC – Advisory Planning Commission	TPC – Technical Planning Committee	DVP – Development Variance Permit
TIA – Traffic Impact Assessment	ALC – Agricultural Land Commission	PLA – Preliminary Layout Approval
MOTT – Ministry of Transportation and Transit	QEP – Qualified Environmental Professional	AAC – Agricultural Advisory Committee
DP – Development Permit	OCP – Official Community Plan	AIA – Archeological Impact Assessment

Planning and Development Department Summary

The Planning and Development Department carries a significant and diverse workload that extends beyond the processing of formal planning applications and pre-application requests. The Department is currently staffed by a director, an assistant, two planners, two full-time building officials, and a part-time senior building official. Staff are responsible not only for statutory planning and building functions, but also for a broad range of operational and administrative duties.

In addition to managing active applications, staff provide daily front counter services and administrative support, including responding to public, applicant, and stakeholder enquiries by phone and email. Planners regularly conduct in-person meetings with developers and applicants, complete technical plan reviews in coordination with the Planning and Building Departments, review business licence applications for land use compliance, and undertake site visits to assess development proposals and existing site conditions.

The Department also leads and supports public engagement initiatives and provides committee liaison services, for four Committees (Agricultural Advisory Committee, Advisory Planning Commission, Development Process Improvement Advisory Committee, and the Climate Action Committee). Duties include agenda preparation, minute taking, meeting administration, officiating, and attendance at Council meetings to present reports and provide professional planning advice. Ongoing responsibilities further include bylaw review and housekeeping to ensure regulatory alignment and compliance, as well as the preparation and administration of grant funding applications.

Collectively, these responsibilities represent a substantial time commitment and represent a busy year within the department, which underwent significant staffing changes in 2025.

Planning Applications in Progress

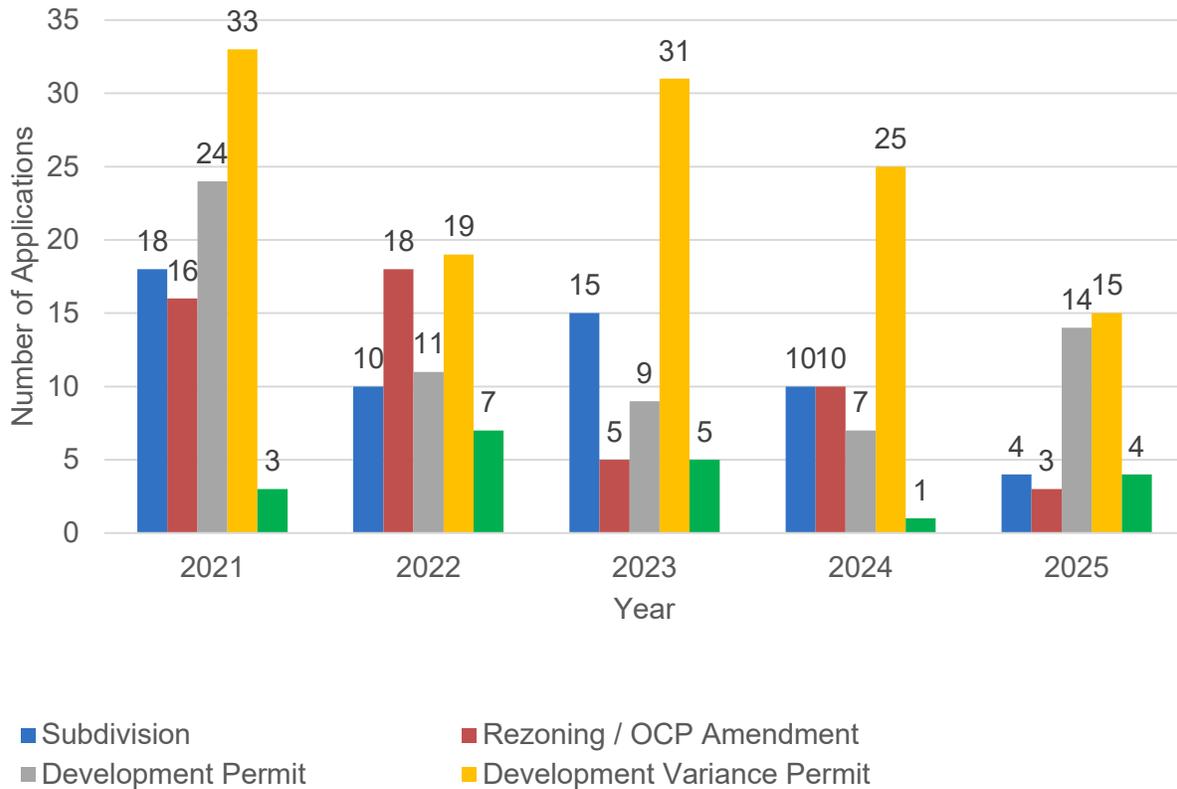
The Planning and Development Department has a number of applications in progress. For a full list of these see Attachment 1.

As shown in Table 1 and Figure 1, development applications were down in 2025 compared to the previous four years.

Table 1: Number of development applications by type from 2021 to 2025.

Year	2021	2022	2023	2024	2025
Subdivision	18	10	15	10	4
Rezoning / OCP Amendment	16	18	5	10	3
Development Permit	24	11	9	7	14
Development Variance Permit	33	19	31	25	15
ALC Applications	3	7	5	1	4
Total	94	65	65	53	40

Figure 1: Development Application Summary 2020 to 2025.



Major Policy Planning Projects

In 2025, the Planning and Development Department launched the first of four phases of an update to the Official Community Plan (OCP) with Urban Systems (project consultant). The year saw community visioning, urban growth boundary analyses, and engagement to review draft OCP content. By the end of 2025, staff received a second draft OCP to be finalized in 2026.

Development Permits

2025 saw a rise in Watercourse Development Permits, making up almost half of the overall number (14) of DPs. This was a significant jump from 2023 and 2024 which only received 2 permits of this type, total. This type of development permit requires prior approval from the Riparian Areas Protection Program within the Ministry of Water, Land and Resource Stewardship (WLRS) and is a lengthy process. The majority of the applications were waterfront properties or properties near Summerland's main water sources.

Pre-Applications

Pre-application requests also increased in 2025. The pre-application process is a free service provided by the Planning and Development Department and is intended to offer preliminary guidance for a potential future application by identifying any major issues or non-compliance with applicable bylaws and policies.

Although informal in nature, pre-application requests follow a process similar to a formal application, including circulation for interdepartmental referrals and a comprehensive review by

Planning staff. Depending on the type and complexity of the proposed development, this process can extend over several weeks or months.

With the next review of the Fees and Charges Bylaw, Council could direct staff to investigate the introduction of a charge for pre-application requests. Many neighbouring communities and cities currently charge for this service, with fees typically varying based on application type and complexity.

Staff in 2025 reviewed pre-applications for the following major projects:

- 5-storey apartment building (9800 Turner Street - ongoing)
- 6-storey apartment building (8709 Jubilee Road- formal application now received)
- 1224 m² indoor tennis structure (13607 Lakeshore Drive – ongoing)
- 3 Lot- Fee-Simple Subdivision & re-zoning (67101 Peach Orchard Rd – closed)
- 892 m² indoor Pickleball structure (6321 Peach Orchard Rd – ongoing)

Development Projects of Note

Food Hub

One project of note in 2025 was the Okanagan Food and Innovation Hub (15815 Highway 97). This is a milestone project that is now at the building permit stage where applications are under review for the new building.

8709 Jubilee Road

The property owners of 8709 Jubilee Road (locally known as the previous “RCMP site”) have submitted a Multi-family Development Permit presenting a 6 Storey 92 Unit apartment building. The application is currently moving through the referrals process, and an outcome letter will be issued to the applicant with comments and suggestions in the first two weeks of January 2026.

Building Summary

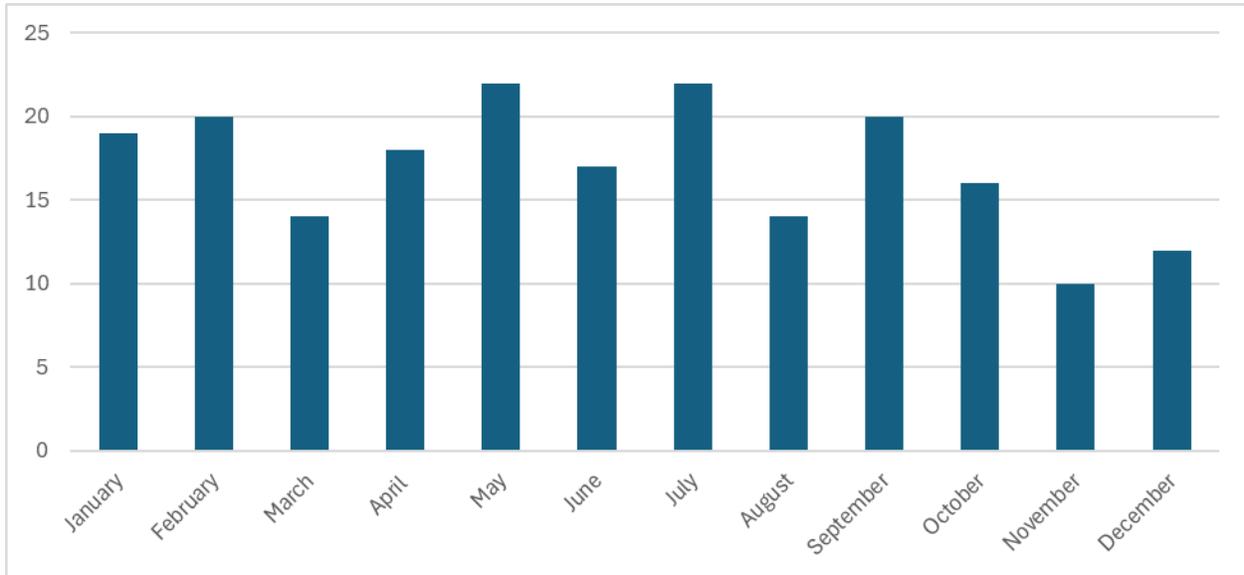
The District of Summerland issued 204 building permits in 2025 and had its highest year in total construction value issued through building permits-to-date at a value of \$99,498,885 (see Table 2). In comparison to the last five years, the total value of construction has increased significantly. For a summary of building permit activity by month from 2021 to 2025, please see Attachment 2.

Table 2: Building Permit Activity (Five Year Comparison)

Total Annual	2021	2022	2023	2024	2025
Permits Issued	195	227	183	191	204
Revenue	\$557,236.00	\$444,590.00	\$501,835.00	\$475,863.35	\$855,870.02
Total Construction Value	\$58,088,300.00	\$42,995,000.00	\$47,300,023.00	\$34,969,132.72	\$99,498,885.11

As shown in Figure 2, the busiest months for issuing building permits in 2025 were May and July.

Figure 2: Number of Building Permits issued by month in 2025



The following list shows progress on projects:

- **Parkdale Housing Complex at 13609 Dickson Avenue:** Foundation work is progressing with nearly 90% of the foundations in place. Slab on Grade and under slab plumbing are 50% complete. They should finish the foundation work before cold winter weather sets in.
- **Turning Points Affordable Housing at 13206 Henry Street:** Foundations and main floor concrete slab on grade are complete. The second level suspended concrete slab is now complete. Self-erecting crane is in place and is being tested. Wood framing materials are expected to start being delivered early in the new year.
- **The Okanagan Food and Innovation Hub at 15815 Highway 97:** Foundation permit has been issued, and work has started on excavation and footings. Building Officials are currently reviewing the full building permit application and documents.
- **Summerland Childcare facility Project at 13611 Kelly Avenue:** Nearing completion and will be ready for occupancy early in 2026.
- **Henry Avenue and Dickson Avenue watermain** were both completed in October 2025
- **Hunters Hill Phase 4** broke ground in the summer and earthworks has been ongoing into the fall.
- **The DCC and ACC Bylaw review** was kicked off in September 2025.
- **Oasis Development:** Received full occupancy (with Conditions).

Building Officials have been reviewing and organizing open permits, and have been able to close 18, either through inspections or getting required documentation to allow closure. There are currently 26 expired permit files that have been reviewed and have had letters sent out to customers to try to get them closed. Already, six owners have contacted the Department with a desire to close their files. As time permits, the Building Officials will continue to organize permit files. Two owners of ten to twelve year old permits are in the process of applying for new permits to complete the old permits.

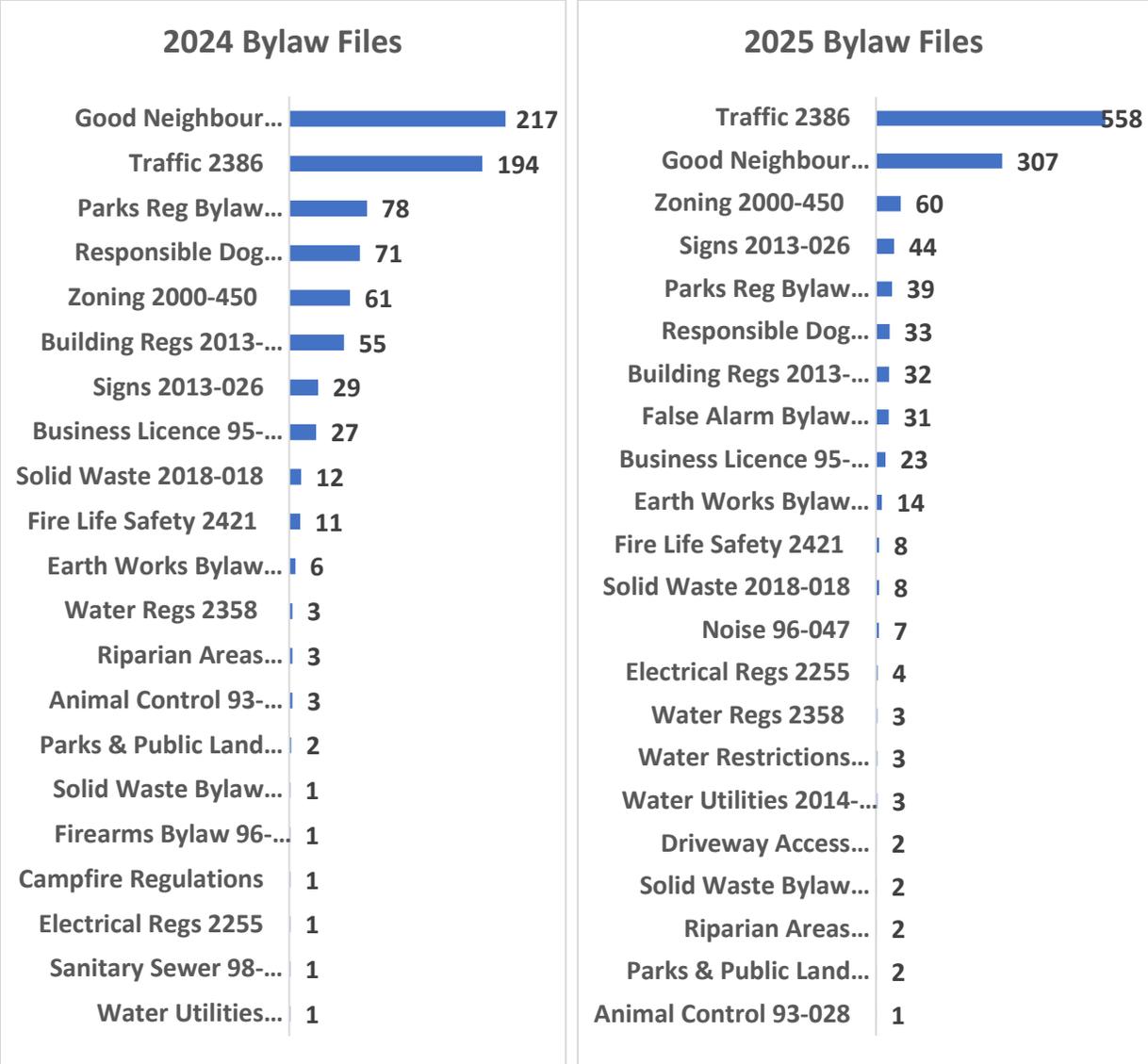
Bylaw Enforcement Department

2025 Activities Report:

The Bylaw Services department was transferred to Corporate Services from Development Services in September 2025. While Bylaw Services still works closely with Development Services, the new reporting structure better supports the needs and complexities of Bylaw Enforcement while affording the Director of Planning and Development additional capacity to attend to the requirements of the Planning and Building departments and the local building community. Accordingly, this will be the final Bylaw Services to be included in the Development Services report to Council. Going forward, Bylaw Services will transition to quarterly reporting in line with those presented to Council by the RCMP and Fire Department.

Bylaw Services saw a substantial increase to Bylaw Enforcement files in 2025 compared to 2024. 2024 saw 778 Bylaw files created compared to 615 in 2023. 2025 saw 1187 Bylaw files created with 58 remaining open as of January 1, 2026. A significant portion of the increase in files were Traffic Enforcement related. There were also 90 additional Good Neighbour Bylaw complaints received in 2025 (307) compared to 2024 (217). Several long-standing properties that required major work were also brought into compliance in 2025.

The unhoused continued to be a significant community concern and resource draw in 2025. Considerable Bylaw Services resources were allocated to the unhoused population in Summerland and the properties where they are known to associate. Multiple encampments were dismantled and daily patrols of areas of concern were conducted during the warmer months, with problem encampments receiving multiple daily visits.



Business Licencing

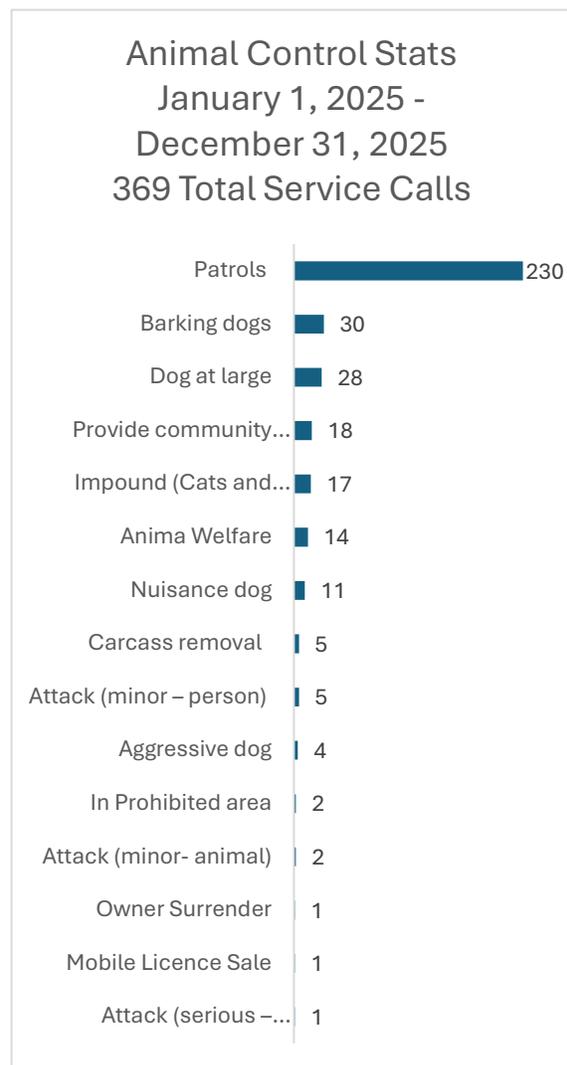
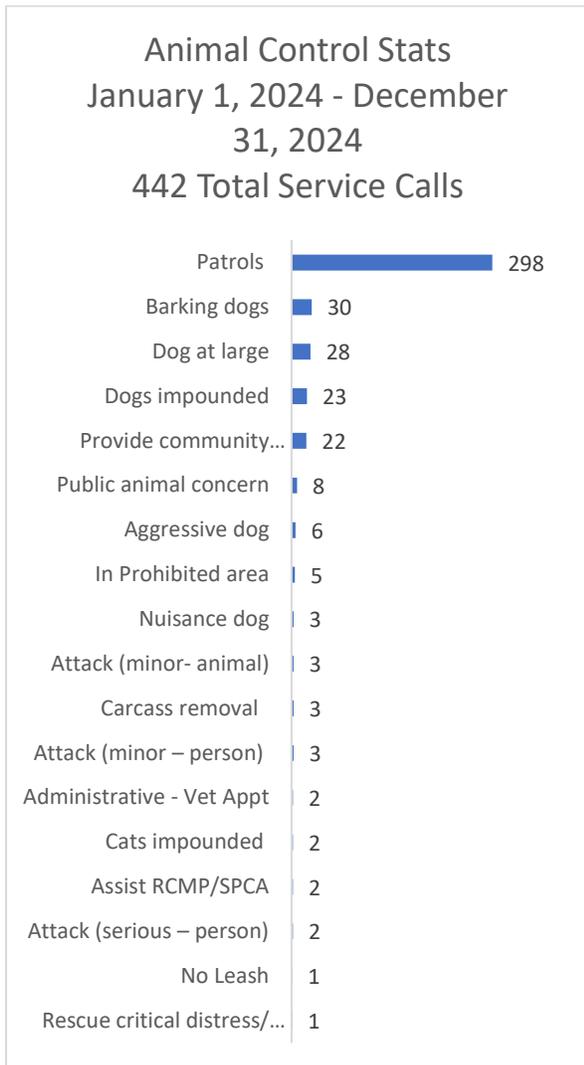
26 new Short-Term Rental (STR) Business Licences were issued in 2025. There are currently 95 licenced STR properties in Summerland. This equates to an overall increase of 17 STR properties compared to 2024 as nine (9) vacation rental properties chose to cease operating in 2025. The Province’s STR registration program has significantly increased compliance with the District’s STR business licence program and we are seeing close to 100% compliance with registration requirements.

79 new Business Licences were issued in 2025 (excluding STR’s). There are currently 695 licenced businesses in Summerland not including STR licences. Of the 695 licenced businesses, 632 are businesses operating out of Summerland and 63 are from businesses from outside the community that are working here (note that this does not include those operating with a Thompson Okanagan Intercommunity Business Licence). In 2024, there were 596 local Business Licences issued (excluding STR’s) for a net increase of 36 local businesses.

In October, Bylaw Services and the Finance Department initiated a program to address the outstanding business licence balances which resulted in the removal of approximately 40 businesses that are no longer in operation from our system. Our intent is to continue with this program on a yearly basis to improve accuracy in our records and reporting.

Animal Control

Including patrols, the total number of calls for service in 2025 was 369 compared to 442 in 2024. Animal Control dropped off 22 Christmas Pet hampers to the Summerland food bank this month along with dog and cat food. We also had 4 Summerland residents attend our facility to pick up a pet hamper.



LEGISLATION and POLICY:

- Regional Growth Strategy Bylaw No. 2770, 2017
- Official Community Plan Bylaw No. 2014-002
- Zoning Bylaw No. 2000-450
- Building Regulation Bylaw No. 2013-017
- Development Application Procedures Bylaw No. 2020-026

FINANCIAL IMPLICATIONS:

Development applications generate revenue to support the activities of the Planning and Development Department.

SUPPORTING DOCUMENTS:

1. Development Applications in Progress
2. Summary of Building Permit Activity by month from 2021 to 2025

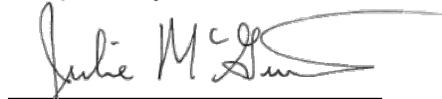
CONCLUSION:

These reports supplement any information available to track and assess development activity.

OPTIONS:

1. Move the motion as recommended by staff.
2. Direct staff to provide additional or less information in subsequent months.

Respectfully submitted,



Julie McGuire
Director of Planning and Development

Endorsed by,



Graham Statt
Chief Administrative Officer

Presentation: Yes No