

**To: Development/Construction Industry**

**Re: Planning and Development Process Streamlining/Modifications**

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On Monday, March 25, Kelowna Council approved and gave third reading to several temporary changes to the development application and approvals process in light of COVID-19. The changes are intended to free up some staff and Council resources to focus on emerging priorities, allow for business continuity for development applications, and adjust to social distancing requirements. The bullets below are a summary of the changes that impact the planning and development process.

#### **Delegated Authorities**

- Delegated authority to Divisional Director of Planning and Development to approve all Development Permits and temporary farm worker permits that are not already delegated to staff.
  - NOTE: all Development Permits with associated Development Variance Permits will continue to go to Council.
- Delegated authority to Divisional Director of Planning and Development to extend bylaws at third reading for a maximum of 6 months if no previous extension requests have been made.

#### **Public Hearing Changes**

- Council will now waive the public hearings for rezoning applications that are consistent with the Official Community Plan, have a recommendation of support from staff, and are not expected to generate significant public input based on correspondence received at the time of the report to Council;
  - Does not include OCP amendments, rezonings with OCP amendments, rezonings inconsistent with OCP policies, text amendments, or land use contracts.

#### **Advisory Committees**

- Council have suspended the duties and meetings of the Agricultural Advisory Committee and Heritage Advisory Committee and have directed staff to proceed with processing applications without consideration by the relevant committee.
  - All applications to proceed without being considered by committees

## **Council Policy 367 – Public Consultation for Development**

- Council has waived the direction for applicants to have face-to-face interactions with neighbours and waives the requirement for applicants to hold in-person public information sessions;
- Applicants must still complete public notification and consultation with no face-to-face interactions
  - Council Policy No. 367 section 4.b. Neighbour Consultation
    - Still conduct as per usual except without face-to-face conversations
  - Council Policy No. 367 section 4.c. Public Information Session
    - Send mailout and advertise in the newspaper to reach broader public
    - Provide opportunity for more correspondence between public and applicant
- Given these changes, staff encourage applicants/developers to come up with creative ways to engage with the public without being in person (under the circumstances).

Also worth noting at this time is that the Council Public Hearing originally scheduled for the evening of Tuesday, April 7 has been cancelled. The status of future Council Public Hearings will be decided approximately 3 weeks prior to the meeting.

While staff from Kelowna's Planning, Building, Development Engineering and Business Licensing functions have modified the way we are currently doing business, we remain eager to help the building and development industries move projects forward and trouble shoot issues as they arise. Please do not hesitate to contact us by phone or email.

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