

# 2004

## DEVELOPMENT AND ENGINEERING SERVICES DEPARTMENT



### ANNUAL REPORT

105 Seymour Street

Kamloops, BC

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## SPOTLIGHT ON DEVELOPMENT ANNUAL REPORT, 2004

1 February 2005

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### COUNCIL SUMMARY

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2004 was a year of strong development activity. The \$107,449,403 in new building construction was the second highest value in 10 years and fifth highest in the last 20 years. The total number of dwelling units constructed in 2004 rose to 534 from 285 in 2003, which was considered the "turn-around year". All indications show residential building activity continuing to be strong in 2005. Residential vacancy rates hover around 2.7 per cent, interest rates remain low, subdivision activity is high, and inquiries to the Development and Engineering Services Department are high - all favourable situations for increased building activity.

All development-related permit activity in the Department was higher in 2004 compared to the last several years with subdivision activity being the most remarkable. Currently, the Department has over 55 active subdivision applications comprising over 885 lots. To put this number into context, 881 lots were created in the seven-year period from 1998 through to 2004. In addition to these applications, the Department has had conversations with developers on other projects that are expected to come on-line in 2005. Of particular interest is the Jimeva Farms development, or Valleyview on the Park, as it is estimated to bring between 50 and 100 lots onto the market late this year.

On the commercial side, although the number of new businesses created (579) was slightly down from the 610 created in 2003 and 619 created in 2002, the number of business closures is significantly down (509 closures in 2004 compared to 612 closures in 2003). This translates to a healthy commercial sector with 4,612 businesses, including 1,344 home-based businesses that were licensed in 2004. If developers inquiring into building commercial projects on the former Christian School site on Tranquille Road and on the former Topper's Fun Towne site next to Superstore commence construction of their projects, it is anticipated that by the end of 2005, the total number of businesses will easily top the 5,000 mark.

Given the 5,000 business milestone, it is fitting that the two area plans that the Community Planning Section will be commencing in 2005 will be the Downtown Core Plan and the Tranquille Market Plan. The addition of these plans, coupled with the completion of the Aberdeen and Pineview Valley Sector Neighbourhood Plan, means a busy year in long-term planning.

The Property Management Division of the Department had an extremely busy 2005. The Division marketed, for sale, the former Kamloops Christian School site, the Topper's Fun Towne site, the Summit Drive property adjacent to Fire Station No. 1, the satellite works yard at the corner of McGill Road and Summit Drive, the 6th Avenue and Battle Street property, and 529 Seymour Street. In addition to marketing properties for sale, the Division secured over 7.3 ha of riverfront property in Valleyview (Jimeva Farms), acquired the 202 Willow Street site to increase the marketability of the former Kamloops Christian School site, tied the "Levesque" property at 3rd Avenue and Lorne Street, acted as the contact and coordinating Department for

the Waterfront Hotel proposal and Ministry of Transportation yard, and executed several leases of City property to record revenues.

Besides handling the significant increase in development activity, and of the opinion of the Director of the Development and Engineering Services Department, in a very admirable manner, the staff and management of the Department embarked on a Client Services Initiative in 2004. The initiative, spawned from the IPSOS Reid Survey, resulted in the following actions:

- The restructuring of the front counter and front counter job functions at 105 Seymour Street to provide better technical and more proactive service to customers.
- The restructuring of the Building Inspection Division to allow more personnel to be used for plan checking and building inspections, allowing for more timely service to the customer.
- The commencement of Process Mapping of the rezoning, building, and subdivision applications, with the intent to better understand the processes involved in each and to revise and/or reduce redundancies and timelines while still giving complete and accurate information.
- The hiring of a front desk technician and a development engineering technician to help provide customers with a faster response and to allow application processing staff the opportunity to concentrate on the processing of applications.
- Numerous other smaller initiatives such as a decision letter, a review of other municipality's processes, development of e-banking for business licences, and commencement of the formation of development project teams.

All indications show that 2005 will be just as busy as 2004, if not busier. The Development and Engineering Services Department will continue to persevere to meet application processing times, meet developers', builders', and citizen's requests and needs, while at the same time, strive to implement the goals and strategies that are contained in the City's and Department's strategic plans.

## HIGHLIGHTS

### BUILDING INSPECTION DIVISION

- Building Permit values for 2004 (\$107.4 million) decreased from 2003 levels (\$125.4 million), but was the second highest amount seen over the past ten years.
- Total housing unit starts for 2004 (536) almost doubled from 2003 starts (285), due to a significant increase in the number of multiple and single family units constructed.
- Multi-family construction (269 units) more than doubled from 2003 (106 units) and is the highest amount seen since 1995. Mobile home construction remained consistent with previous years.
- Commercial, industrial, and institutional activity in 2004 (\$36.1 million) returned to a level more consistent with the levels reached over the past 20 years.

## **COMMUNITY DEVELOPMENT AND PLANNING DIVISION**

### **Business Licensing Section**

- The number of new business licences in 2004 (579) is down from 2003 (619) and 2002 (610). However, the total number of businesses licensed in the City at year-end is 4,612 compared to 4,536 in 2003, 4,432 in 2002, 4,313 in 2001, and 4,283 in 2000.
- The Business Licensing Section held a press release for the OneStop program in the Development and Engineering Services Department office. The press release was attended by high level Provincial Directors, City Councillors, the Mayor, and MLAs all recognizing the City's work in the OneStop program.

### **Engineering Development Section**

- This Section provides guidance to the development community and the public on numerous inquiries, service connection estimates, approval of public utility permits, development related road/utility construction approvals, access permits, road right-of-way permits, and blasting permits.

### **Community Development Section**

- Numbers for development applications is the highest amount seen since 1997. Overall development application activity levels in 2004 was significantly higher than levels experienced in the previous year due to a significant increase in rezoning and subdivision activity.
- The number of lots created in 2004 (331) nearly doubled from 2003 (178) to a level not experienced since the high development period of 1997. Subdivision activity is expected to remain strong into 2005.

### **Community Planning Section**

- A Request for Proposal (RFP) has been prepared for the review of the City Centre Plan and for the preparation of a North Shore Planning Strategy. The RFP will open in early 2005 and close in February 2005.
- Phase II of the SCPI Project has been initiated and is called Sustaining Community Partnerships Committee (SCPC). A pilot project has been identified and encompasses the odd side of 400 Block of St. Paul Street and the even side of 400 Block Battle Street. The Committee will be inviting stakeholders to a design charette at the end of January 2005 to vision what these two block faces could look like and what uses could take place there.

**ENGINEERING DIVISION**

- Completion of major significant projects took place throughout the year, including the:
  - Finalization of the implementation of the GPS system to improve the efficiency of survey pick up and layout;
  - Provision of technical assistance to the team implementing the Kamloops Community Fibre Optic Network;
  - Finalization of the updating of the North Shore Signal system to optimize and improve the efficiency of traffic safety and movements through the area; and
  - Finalization of the alignment for the South East Sector trunk main from Tanager Road to Vanstone Road.

**REAL ESTATE DIVISION**

- The City is continuing with the PHI Group on advancing the development of a Waterfront Hotel in the parking lot north of Sport Mart Place. Conceptual drawings were presented at a 2004 December 9 Open House where 57 per cent of those attendees who submitted surveys supported the project.
- Work is continuing on securing the land interests necessary to complete the Rivers Trail. A comprehensive report is to be presented to Council during the first quarter of 2005.

**GOALS REVIEW**

**BUILDING INSPECTION DIVISION**

<b>2004 Goals</b>	<b>Status</b>
Continue to enhance efficiency and effectiveness through improved staff training, computerization of permits, file management, and the inspection process.	Completed
Finalize and implement Building By-law revisions to be consistent with the MIA Core Building By-law provisions.	Review Completed; Project Ongoing
Implement registration of Section 57 Notices if safety and health issues are not resolved.	Did Not Initiate
Reduce expired permit files by 25 per cent by implementing consistent follow-up procedures.	Ongoing

## COMMUNITY DEVELOPMENT AND PLANNING

### Business Licensing Section

2004 Goals	Status
Work with RCMP regarding Second-Hand Store By-laws.	Completed
Review the Sale of Goods, Call Centre, and Liquor Business Licence fees.	Moved to 2005 Goals
Review Business Licence By-law with regards to the Community Charter.	Moved to 2005 Goals
Review and improve the referral times with Building and Fire departments.	Completed
Implement and begin running BizPal program.	Completed
Implement PC Banking payments.	Completed
Integrate enhanced Business Licence Software into Licensing.	Completed

### Engineering Development Section

2004 Goals	Status
Continue to monitor the Aberdeen Dewatering Infrastructure.	Completed
Complete the Project Evaluation Team reviews for the rezoning and subdivision approval processes.	Ongoing
Adopt Safer City design evaluation procedures.	Ongoing
Improve response times for development application referrals.	Ongoing

### Community Development Section

2004 Goals	Status
Review and update the Subdivision and Earthwork Control By-laws.	Ongoing
Completion of Housekeeping Amendment Backlog.	Ongoing
Complete the Heritage Survey/Inventory Project - Phase I.	Complete
Review and update the South Thompson Silt Bluffs Hazard Lands Development Permit Guidelines.	Ongoing
Review and update the Latecomer Agreement Policy.	Ongoing

**Community Planning Section**

<b>2004 Goals</b>	<b>Status</b>
Finalize KAMPLAN 2004.	Completed
Initiate Southwest Sector Plan.	Ongoing
Initiate City Centre Plan.	Ongoing
Organize Small Cities Forum.	Completed
Complete McDonald Park Project.	Completed

**ENGINEERING DIVISION**

<b>2004 Goals</b>	<b>Status</b>
Finish the construction of the new Water Treatment Plant.	Completed
Upgrade Wastewater Treatment Centre.	Ongoing
Develop a city-wide environmental evaluation program.	On hold
Implement Safer Cities Initiative.	Ongoing
Pavement Restoration Capital Works Project.	Completed
Improve quality of construction on development projects.	Ongoing
Promote Greenways Project.	Ongoing
Initiate creation of a Storm Water Management Manual.	Ongoing
Update the Operations and Maintenance Manual.	Ongoing
Review and update the Emergency Flood Response Plan.	Ongoing

**REAL ESTATE DIVISION**

<b>2004 Goals</b>	<b>Status</b>
Finish the design charrette for the lands surrounding Sport Mart Place.	Completed
Develop a long-term strategy for Rivers Trail Property Acquisitions.	Ongoing
Secure property interests required for the Tournament Capital Facilities Expansion Program	Completed
Develop a Silt Bluff Land Acquisition Policy to address the transfer to the City of non-developable lands through tax sale of gifting.	Did not Initiate

**GENERAL ADMINISTRATION**

**APPLICATION PROCESSING TIMES**

The Development and Engineering Services Department Strategic Plan has set targets for processing development and building applications. The objective is to process 80% of all applications within a predetermined time frame. The Department continues to meet or exceed, on average, the target process times in most categories with the performance level showing an improvement in several areas. This latter factor is directly influenced by the complexity of applications and often by the applicant's desire to coordinate approval with market conditions.

**FIGURE 1.**

**ANNUAL AVERAGE PROCESSING TIMES**

	<i>Target Process Time</i>	<i>2003 Average</i>	<i>2003 Performance</i>	<i>2004 Average</i>	<i>2004 Performance</i>
REZONING	2½ mos.	2 mos.	74%	2½ mos.	69%
SUBDIVISION - PRELIMINARY - FINAL	2½ mos. 1 mo.	1¾ mos. ¾ mo.	88% 79%	2 mos. 2 wks	66% 89%
DEVELOPMENT PERMIT	1½ mos.	1 mos.	92%	1 mo.	82%
DEVELOPMENT VARIANCE PERMIT	1½ mos.	1 ½ mos.	69%	1 mo.	79%
BUILDING PERMIT - RESIDENTIAL - COMMERCIAL	2 wk. 4 wk.	1 ½ wks 2 wks	86% 90%	2½ wks 3½ wks	73% 83%
BUSINESS LICENSING* - COMMERCIAL - HOME-BASED	15-18 days 3-5 days	23 days 1 day	25% 100%	14 days 1 day	64% 100%

\*Processing times for business license applications were started in 2003.

Final Subdivision, Development Variance Permit, and Commercial Business Licence applications all increased in performance levels over 2003.

**CALLS FOR SERVICE**

In 2004, the number of official complaints received by the Division (124) is considerably lower than 2003 levels (163). The city-wide organization has moved to a Central Complaint System, which has increased efficiency by ensuring that complaints are referred to the proper division as they are received rather than being manually transferred through a mail system.

**Typical calls for service in 2004 include:**

- 22 complaints of construction without a Building Permit;
- 19 complaints of dust at a construction site;
- 5 complaints about construction with unsafe conditions; and
- 12 complaints about operating without a Business Licence.

**Figure 2**

**NUMBER OF CALLS FOR SERVICE^**

Division	New Files*		Resolved Files		Unresolved Files**	
	2003	2004	2003	2004	2003	2004
<b>Building Division</b>						
- hours/noise	5	2	5	2	0	0
- drainage/water	9	6	3	4	3	4
- general	9	14	6	13	0	0
- pools/fences	9	6	8	4	0	1
- rooming houses	0	0	0	0	0	0
- untidy site	3	7	3	7	0	0
- construction without a permit	10	22	9	18	0	3
- dust at a construction site	35	19	32	18	2	1
- construction during unsafe conditions	11	5	7	5	0	1
<b>Business Licensing</b>						
- customers at a home-based business	1	4	3	4	0	0
- illegal auto/vehicle repair	4	0	4	0	0	0
- general	3	5	2	4	0	0
- traffic at a home-based business	3	2	2	2	0	0
- operating without a Business License	9	12	1	12	0	0
- commercial vehicles as a home-based business	0	0	0	0	0	0
<b>Community Development and Real Estate</b>						
- landscaping	0	1	0	1	0	0
- illegal suites	8	2	6	6	8	3
- general	28	6	10	4	3	2
- fences	9	2	6	4	4	0
- parking	2	4	3	3	0	0
- signs	3	2	2	2	0	0
- zoning	2	3	0	4	2	1
<b>Year to Date</b>	<b>163</b>	<b>124</b>	<b>122</b>	<b>117</b>	<b>23</b>	<b>16</b>
<b>Quarterly Breakdown</b>						
4th Quarter	38	19	37	21	23	16
3rd Quarter	55	51	36	30	31	20
2nd Quarter	57	37	38	48	22	32
1st Quarter	13	17	11	19	15	20

\* New files may include multiple complaints for one file; closed files may include files that were started prior to 2004.

\*\* Unresolved files are not a year to date calculation, but rather represent the number of files remaining open as of the end of 2004.

^ Calls For Service numbers vary at year-end calculations due to the number of calls that have been transferred out to other City Departments.

**BUILDING INSPECTION DIVISION**

**2005 Goals**

- Finalize Process Mapping for Building Permit applications.
- Implement registration of Section 700/57 Notice if safety and health issues are not resolved.
- Finalize Procedure/Policy Manual.
- Update Commercial Building Permit Application Guide.
- Review and prepare lot grading and drainage policy for residential construction.

**2004 Review**

**YEAR TO DATE APPLICATION ACTIVITY LEVELS\***

<b>Application Type</b>	<b>New Applications</b>	<b>Brought Forward*</b>	<b>Cancelled/ Deleted</b>	<b>Permits Issued</b>	<b>Ongoing Applications*</b>
Residential	529	48	33	508	36
Commercial**	183	17	13	176	11
Miscellaneous	589	11	13	214	7
Plumbing	223	0	0	589	0
<b>Totals</b>	<b>1,524</b>	<b>76</b>	<b>59</b>	<b>1,487</b>	<b>54</b>

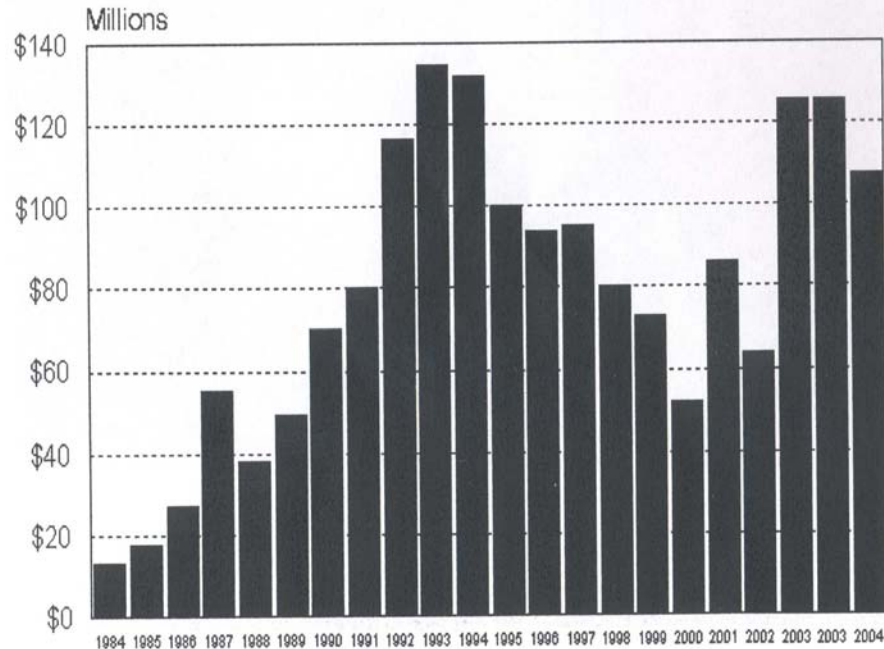
\*Numbers under the "Brought Forward" and "Ongoing Applications" represent numbers current as of year-end, rather than a total of activity throughout the year.

\*\*Commercial Applications include Multiple Family Developments.

- The number of Building Information Requests (BIR) completed for 2004 (1,284 applications) is a steady increase over previous years of 2003 (1,165 applications) and 2002 (776 applications) and is the highest amount seen over the past 10 years. Revenue collected from BIRs over 2004 was \$40,860 compared to \$34,340 in 2003.

**FIGURE 3. TOTAL BUILDING PERMIT VALUES 1984-2004**

Year	Values (\$)
1984	12,990,999
1985	17,611,642
1986	27,181,831
1987	55,141,570
1988	38,043,112
1989	49,366,356
1990	70,243,784
1991	80,210,414
1992	116,528,671
1993	134,722,790
1994	132,090,854
1995	100,142,294
1996	93,787,930
1997	95,071,577
1998	80,401,176
1999	72,955,289
2000	52,041,972
2001	86,048,061
2002	63,858,859
2003	125,415,460
2004	107,449,403



- The total value of Construction Permits for 2004 (\$107.4 million) decreased from 2003 levels (\$125.4 million), but was the second highest amount seen over the past 10 years.
- The total number of Building Permits issued in 2004 (1,487) is the highest amount seen since 1998.

FIGURE 4.

**BUILDING PERMITS BY SECTOR 2001 - 2004**  
**(\$ Millions)**

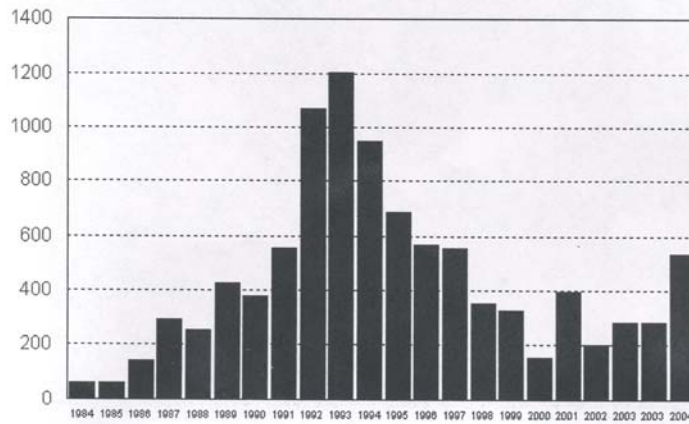
	2004		2003		2002		2001		2000	
	Permits	Value	Permits	Value	Permits	Value	Permits	Value	Permits	Value
Residential	508	68.1	370	\$37.4	357	\$30.8	315	\$39.3	246	\$20.1
Commercial	160	19.3	168	43.5	150	19.6	174	34.9	166	22.2
Industrial	4	1.6	7	5.3	5	1.1	9	3.7	4	0.2
Institutional	12	15.2	23	34.2	17	8.3	18	6.5	10	6.9
Miscellaneous	<u>803</u>	<u>3.2</u>	<u>683</u>	<u>5.1</u>	<u>613</u>	<u>4.0</u>	<u>534</u>	<u>1.6</u>	<u>411</u>	<u>2.6</u>
TOTAL:	<u>1,487</u>	<u>\$107.4</u>	<u>1,251</u>	<u>\$125.4</u>	<u>1,142</u>	<u>\$63.8</u>	<u>1,050</u>	<u>\$86.0</u>	<u>837</u>	<u>\$52.0</u>

- Total residential units in 2004 (534) is up significantly from 2003 (285) as a result of an increase in the number of multiple and single family units constructed.
- Multi-family apartment and strata title construction (269 units) has more than doubled over 2003 (106 units) and is the highest amount seen since 1995.
- Single family construction (246 units) increased by 52.8 per cent over last year's total of 161 units.

**FIGURE 5. RESIDENTIAL UNIT CONSTRUCTION ACTIVITY  
 1984-2004  
 HOUSING STARTS BY TYPE**

Year	Detached House	Mobile Home	Two Family	Multiple Family	Total
	SFD	MH			
1984	56	-	4	-	60
1985	59	-	2	-	61
1986	125	8	2	7	142
1987	244	14	4	30	292
1988	202	12	8	30	252
1989	294	10	14	110	428
1990	285	21	29	45	380
1991	330	24	24	177	555
1992	501	12	59	499	1,071
1993	436	16	95	654	1,201
1994	441	56	66	386	949
1995	260	16	21	387	684
1996	314	10	28	215	567
1997	264	35	26	232	557
1998	150	36	26	139	351
1999	114	13	7	191	325
2000	91	12	1	50	154
2001	137	14	3	242	396
2002	158	14	5	25	202
2003	161	13	5	106	285
2004	246	12	7	269	536
TOTAL	4,868	348	436	3,796	9,448

**FIGURE 6. TOTAL HOUSING STARTS 1984 - 2004**

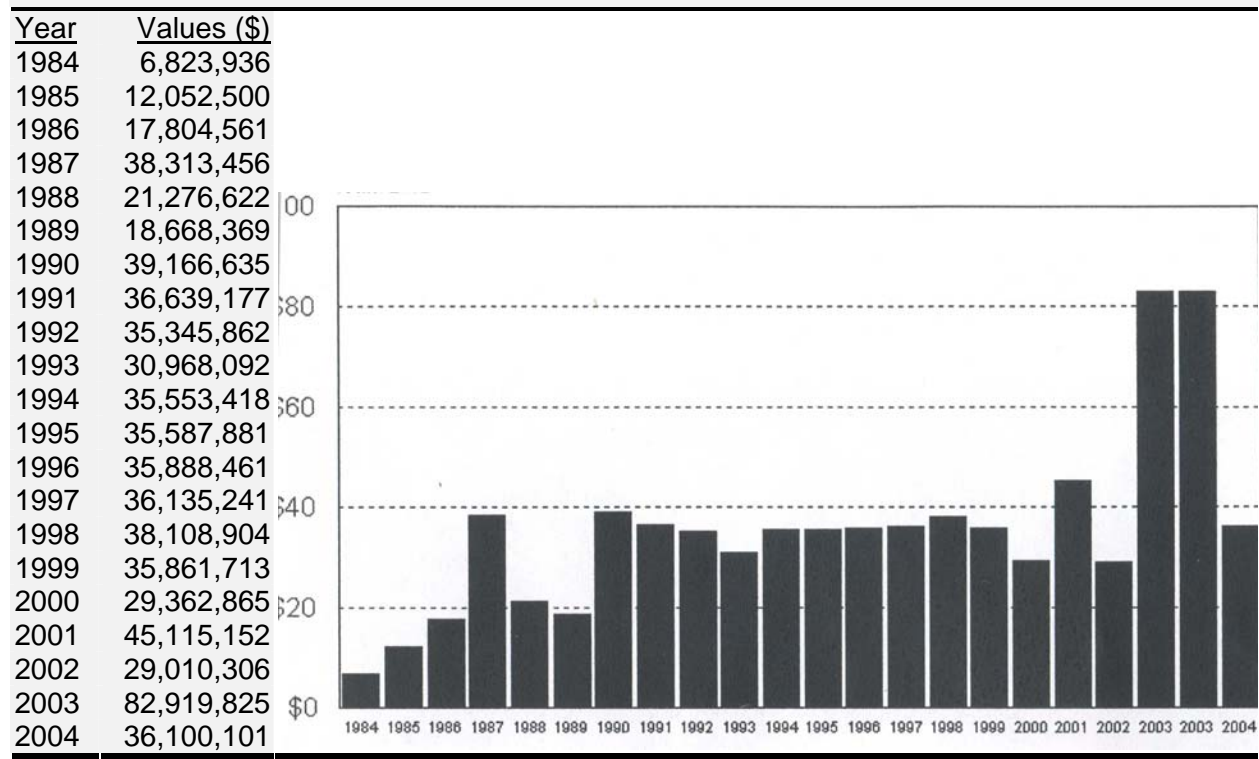


- In 2004, the South Shore had the highest build-up rate with 106 new residential units, followed by Aberdeen with 91 units. The North Shore and Batchelor Heights areas followed with a total of 149 units.

**FIGURE 7. NEW RESIDENTIAL DWELLING UNITS BY AREA  
(1994 - 2004)**

<b>AREA</b>	<b>1994</b>	<b>1995</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>TOTAL</b>
Mt. Dufferin	2	8	7	6	6	2	2	0	3	13	63	112
Aberdeen	259	89	165	180	76	71	49	66	73	64	91	1,183
Sahali	93	75	114	79	45	34	9	162	16	75	5	707
South Shore	207	88	71	22	118	154	1	9	4	6	106	786
Valleyview	12	7	10	43	3	0	2	5	6	3	11	102
Rose Hill	2	2	1	1	3	0	3	1	3	2	3	21
Juniper Ridge	70	18	10	13	5	9	6	1	10	9	39	190
Dallas/Barnhartvale	58	48	46	32	18	9	7	15	15	14	24	286
Heffley Creek	1	0	0	2	3	2	1	0	1	0	1	11
Rayleigh	10	10	6	2	2	1	3	2	2	3	6	47
Westsyde	107	49	72	61	32	16	24	18	16	38	29	462
North Shore	27	244	28	81	9	2	0	44	2	3	78	518
Brocklehurst	79	38	25	24	15	9	35	38	6	14	9	292
Batchelor Heights	22	8	12	11	16	16	12	36	45	41	71	290
<b>TOTAL</b>	<b>949</b>	<b>684</b>	<b>567</b>	<b>557</b>	<b>351</b>	<b>325</b>	<b>154</b>	<b>397</b>	<b>202</b>	<b>285</b>	<b>536</b>	<b>5,007</b>

**FIGURE 8. COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL PERMIT VALUES 1984-2004**



- Commercial, industrial, and institutional activity in 2004 (\$36.1 million) returned to a level more consistent with the levels reached over the past 20 years. Institutional activity and industrial activity are both lower in 2004 compared to 2003.
- Major commercial projects consisted of: the second storey addition to Royal Inland Hospital; the new Water Treatment Plant; the reconstruction of McArthur Island; the addition to the City pump house; an addition to the BC Lotto Corporation Building; seat expansion at Sport Mart Place; a new restaurant at the Gateway Truck Stop; and the construction of the new Wendy's Restaurant on the North Shore.

## MAJOR CONSTRUCTION PROJECTS

### Non-Residential Projects:

• New RIH Mental Health Building	311 Columbia Street	\$13,428,928
• McArthur Island Project	1525 Island Parkway	9,400,000
• City Pump House Addition	1295 River Street	3,000,000
• BC Lotto Corp. Addition	74 Seymour Street West	1,000,000
• Sport Mart Place Seat Expansion	300 Lorne Street	880,000
• Interior Restorations - Restaurant	175 Kokanee Way	880,000
• New Wendy's Restaurant	801 Fortune Drive	750,000
• Addition to Main Building	900 McGill Road	723,512
• Site Services	1705 Copperhead Drive	700,000
• Safeway - Interior Renovations	945 Columbia Street West	625,000
• New Commercial Warehouse	1780 Versatile Drive	600,000
• New Shopper's Drug Mart	48 - 700 Tranquille Road	503,000
• Airport Terminal Addition	3035 Airport Road	500,000
• Credit Union Tenant Improvements	1210 Summit Drive	457,400
• Heritage House Addition	100 Lorne Street	430,000

### Residential Projects:

• 642 Tranquille Road	96 units	\$7,000,000
• 529 Seymour Street	76 units	6,900,000
• 1055 Aberdeen Drive	16 units	1,600,000
• 1104 Quail Drive	14 units	1,360,640
• 2210 Qu'Appelle Boulevard	8 units	1,024,000
• 1104 Quail Drive	10 units	740,400
• 1940 Hillside Drive	8 units	620,000
• 2210 Qu'Appelle Boulevard	6 units	600,000
• 1940 Hillside Drive	8 units	600,000
• 1940 Hillside Drive	6 units	510,000
• 5200 Dallas Drive	44 units	460,000

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**COMMUNITY DEVELOPMENT AND PLANNING DIVISION**

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**BUSINESS LICENSING SECTION**

**2005 Goals**

- Work toward official launch of BizPal (Summer 2005).
- Host an "All Partners" BizPal meeting 2005 April 11-13.
- Review and amend the Business Licence By-law.
- Assist the RCMP on dealing with Second-Hand Store By-law issues.

**2004 Review**

- The total number of businesses licensed in the City at year-end is 4,612, the highest amount since 1997.
- Business Licence revenue for 2004 was \$835,850, an increase of \$6,656 over 2003.
- The number of new businesses licensed in 2004 (579) decreased from 2003 (619) and 2002 (610) levels.
- The total number of Business Licence applications in 2004 (1,096), including address and name changes, is down from 2003 (1,167) and from 2002 (1,193).
- The Business Licensing Section held a press release for the OneStop Program in the Development and Engineering Services Department office. The press release was attended by high level Provincial Directors, City Councillors, the Mayor, and the MLAs, all recognizing the City's work in the OneStop Program.

**FIGURE 9.**

**BUSINESS LICENCE ACTIVITY**

	2004	2003	2002	2001	2000	1999
<b>** Total Applications:</b>	1,096	1,247	1,193	1,001	981	1,089
<b>New Businesses:</b>	579	619	610	544	563	615
<b>Total Licences: (on file at year-end)</b>	4,612	4,536	4,432	4,313	4,283	4,301
<b>Total Annual Revenue:</b>	\$835,850*	\$849,544	\$832,544	\$802,735	\$785,358	\$823,660

\*2004 total revenue is an estimate

\*\* Applications include new, change of location, ownership, and trade name

- Business Licence approval times for 2004 show applications being processed within two weeks for Commercial Business Licences and one day for Home Occupation Licences.

## ENGINEERING DEVELOPMENT SECTION

### 2005 Goals

- Continue to monitor the Aberdeen Dewatering Infrastructure.
- Complete process mapping for plan approvals and development referral protocols.
- Finalize the update to the design manual including the Safer City Road Form Guidelines.
- Assist in the update of the Subdivision By-law.

### 2004 Review

- The Engineering Development Section acts as a resource primarily to the Community Development and Building sections for reviewing technical engineering issues on development referrals.
- This Section also provides guidance to the development community and the public on numerous inquiries, service connection estimates, approval of public utility permits, development related road/utility construction approvals, access permits, road right-of-way permits, and blasting permits.

- Work is ongoing for the following projects:
  - Updating of municipal design standards.
  - Participation in the Safer City's road form standards.
  - Coordinating the ongoing de-watering and piezometer monitoring program for Aberdeen.

**Engineering Application Year to Date Totals**

Application Type	New Applications	Completed Applications	Ongoing Applications
Planning Referrals	113	109	4
Subdivision Referrals	83	69	14
Commercial Building Referrals	49	46	3
Eng. Drawing Reviews	18	12	6
Utility Approvals	77	77	0
<b>Totals</b>	<b>340</b>	<b>313</b>	<b>27</b>

**COMMUNITY DEVELOPMENT SECTION**

**2005 Goals**

- Review and update the Subdivision and Earthwork Control By-laws.
- Develop a policy on groundwater supply for rural subdivisions.
- Review, update, and revise all Development Application Procedure Guides.
- Review and update the South Thompson Silt Bluffs Hazard Lands Development Permit Guidelines.

**2004 Review**

**FIGURE 10.**

**TOTAL DEVELOPMENT ACTIVITY LEVELS**

<b>YEAR</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>	<b>1998</b>	<b>1997</b>
Subdivision Applications:	81	56	36	37	28	64	64	105
Lots Created	257	162	17	61	61	32	120	292
Strata Lots Created	74	16	42	43	57	59	89	184
Total Lots	331	178	59	104	118	91	209	476
Rezoning Applications	50	30	31	23	22	24	30	54
Preliminary Approval Applications	13	14	18	18	14	19	22	22
Land Use Contract Amendment	2	0	4	2	0	0	0	1
Development Permit Applications	24	19	13	19	16	18	19	15
Develop. Var. Permit Applications	30	31	23	21	20	19	30	53
Board of Var. Applications	20	31	26	26	23	30	50	42
ALR Applications	4	2	3	2	2	1	2	3
Inter-Governmental Referrals	2	3	7	5	5	11	10	11
Sign Permits	55	74	74	98	63	83	75	75
Temp. Use Permit Applications	1	3	2	0	1	3	1	2
Liquor Licence Applications	22	5	10	19	0	1	-	-
<b>TOTALS:</b>	<b><u>304</u></b>	<b><u>268</u></b>	<b><u>247</u></b>	<b><u>270</u></b>	<b><u>194</u></b>	<b><u>273</u></b>	<b><u>303</u></b>	<b><u>383</u></b>

Subdivision Activity applications in 2004 (81) were up 455 per cent over 2003 (56). There were 331 lots created in 2004, an 86 per cent increase in levels reached in 2003. 2004 was also a year of intense activity for the subdivision approval section. Files requiring preliminary approval reached 30 with a total of 450 lots coming on stream in 2005. Files waiting for final subdivision approval represent another approximately 434 lots.

Major subdivisions in 2004 include:

#### RESIDENTIAL LOTS

O'Conner Road	31 lots
Aberdeen Highlands - Phase 6	44 lots
Serle Road	21 lots
Qu'Appelle Boulevard	27 lots
Hugh Allan Drive	30 lots
Batchelor South	40 lots
Aberdeen Highlands - Phase 7	22 lots

#### STRATA PROJECTS

Qu'Appelle Boulevard	16 lots
Hillside Drive - Mt. Dufferin	34 lots
Batchelor North	34 lots

Rezoning Activity in 2004 (50 applications) increased by 67 per cent over 2004 (30 applications) and is on par with 1997 (54 applications), the busiest year over the past ten years. Rezoning considered in 2004 included: Guerin Creek Estates, Jimeva Farms, Juniper East, and Nina Place Estates.

Development Variance Permit Applications in 2004 (30 applications) are on par with 2004 levels (31 applications) and remain higher over the past five years. Development Variance Permit applications considered in 2004 included requests for increases in the maximum permitted lot coverage for accessory buildings, variances to reduce the minimum required number of parking stalls, yard setback reductions, and sign height increases.

Development Permit activity increased again in 2004 with 24 applications compared to 19 applications in 2003 and 13 applications in 2002. This number is even higher than 1997, which saw a total of 15 applications for the whole year. Development Permit applications received for areas of the City include: Dallas/Campbell Creek (4), North Shore (3), Downtown (5), Sahali Town Centre (1), Mt. Dufferin (4), Pineview Valley (2), Silt Bluffs (3), and Notre Dame Drive (2).

Preliminary Development Applications are even (13 applications) with the previous year (14 applications). This is a voluntary process to provide developers with a detailed review of a proposal to identify potential issues before detailed development approvals are sought.

Liquor License Applications have increased dramatically due to the further restructuring of provincial legislation. The 22 applications processed this year are the highest since this application process began in 1999.

Board of Variance Applications (20) are down from 2003 (31). The Board went through some personnel changes and have become more strict with ensuring variance requests fall within the hardship or minor variance category, as set out in provincial legislation.

Zoning Information Request activity is higher with 57 applications in 2004 compared with 47 in 2003, 49 in 2002, and 43 in 2001. The average annual revenue generated from these requests is \$1,425.

**YEAR-TO-DATE APPLICATION ACTIVITY LEVELS\***

<b>Application Type</b>	<b>New Applications</b>	<b>Completed Applications</b>	<b>Ongoing Applications</b>
Rezoning	50	38	28
Subdivision	81	54	84
Development Variance Permits	30	42	7
Development Permits	24	25	7
<b>Totals</b>	<b>185</b>	<b>159</b>	<b>126</b>

\*Completed applications and ongoing applications may include applications started prior to the fourth quarter.

**COMMUNITY PLANNING SECTION**

**2005 Goals**

- Complete City Centre Plan.
- Complete North Shore Planning Strategy.
- Complete Southwest Sector Plan.
- Contribute to Battle Street/St. Paul Street SCPI Design Charrette.
- Review Urban Interface policies and regulations and prepare a report with recommendations to the Mayor's Task Force on the Urban Interface.

**2004 REVIEW**

**KAMPLAN: The Official Community Plan Review**

- Members of the Agricultural Land Commission had a tour of Kamloops in October 2004 to further evaluate policies within the draft KAMPLAN document. The Commission has received the newest version of KAMPLAN and will be providing comments in January 2005.

### **Supporting Communities Partnership Initiatives (SCPI) Committee**

- Phase II has been initiated and is called Sustaining Community Partnerships Committee (SCPC). A pilot project has been identified and encompasses the odd side of the 400 block of St. Paul Street and the even side of 400 block Battle Street.
- The Committee will be inviting stakeholders to a design charrette at the end of January 2005 to vision what these two block faces could look like and what uses could take place there.
- To date, the Mayor, City Senior Management, landowners, some adjacent property owners, Kamloops Central Business Improvement Area, and the Social Planning Council have all been informed of the Committee and the project.
- The goal of the design charrette is to create a concept that can be championed by the community to make the project a success.

### **CURA: Community - University Research Alliances**

- The City of Kamloops, the Planning Institute of British Columbia, the Kamloops Art Gallery, Thompson Rivers University, and various other partners have joined together for the preparation of the second Small Cities Forum which will be held in Kamloops 2005 May 4-7.
- It is expected that 150 delegates will attend this second session. Evening presentations, workshops, presentation of papers, and field visits will make up the Forum events. Speakers and venues are now being organized.

### **Aberdeen Area Plan**

- This project began in the summer of 2004 and was initiated to develop a neighbourhood plan for the Aberdeen Area.
- The plan has been placed on hold until groundwater and slope stability issues have been further analyzed for the area. It is expected the development of the plan will resume in May 2005.

### **City Centre Plan and North Shore Planning Strategy**

- A Request for Proposal (RFP) has been prepared for the review of the City Centre Plan and for the preparation of a North Shore Planning Strategy. The RFP will open in early 2005 and close in February 2005.
- As a first planning step for the North Shore, a strategy is necessary to identify the most appropriate planning exercise and products to achieve a successful plan. This strategy will form the foundation for a comprehensive North Shore Plan or series of plans.
- The North Shore plan will consider linkages between residential neighbourhoods, commercial areas, parks, recreational facilities, the airport, and other parts of the City including the City Centre.

- The City Centre Plan is scheduled to be reviewed and updated by the end of October 2005. Exploration of additional waterfront development opportunities and the coordination between the North and South shores will also be examined.
- The City Centre Plan will also undertake a Transportation Impact Assessment to examine and evaluate the benefits and constraints of changing the traffic circulation pattern from one-way to two-way on Seymour Street and Lansdowne Street.

### **Committees**

- KAMPLAN: Advisory Planning Committee;
- CURA (Community University Research Alliance) Committee;
- SCPI (Supporting Community Partnerships Initiative) Working Committee.

## **ENGINEERING DIVISION**

### **DESIGN AND DRAINAGE SECTION**

#### **2005 Goals**

- Review staffing allocation for utility records (as-builts).

#### **2004 Review**

- Capital Projects Completed:
  - Road and water main upgrading of Ord Road - \$1,000,000;
  - Local Roads Reconstruction Program - \$400,000;
  - Bicycle path upgrading - \$125,000;
  - Sidewalk upgrading program - \$230,000;
  - Strawberry Heights road drainage - \$50,000;
  - Valleyview Drive improvements - preliminary design - \$2,100,000; and
  - Rehabilitate water mains - \$250,000.
- Completed the implementation of a GPS system to improve the efficiency of survey pick up and layout.

### **FIELD SERVICES SECTION**

#### **2005 Goals**

- Phase capital project construction through the year for completion by 2005 November 1.
- Continue efforts to improve the overall quality of workmanship for development projects.

## 2004 Review

- Capital Projects Completed:
  - Ord Road upgrading- \$1,000,000;
  - Summit Drive rehabilitation - \$300,000;
  - Hillside Drive and Hillside Way traffic signal - \$175,000;
  - Tranquille Road pedestrian safety improvements - \$240,000;
  - Copperhead/Versatile intersection and Batchelor Drive rehabilitation - \$200,000;
  - Sidewalk Upgrading Program - \$230,000;
  - Local Roads Overlay Program - \$400,000; and
  - Street Crack Sealing Program - \$40,000.
- Ongoing monitoring and reporting on the Guerin Creek landfill methane gas emissions.
- Provided technical assistance to the implementation of the Kamloops Community Fibre Optic Network.

## TRAFFIC AND TRANSPORTATION SECTION

### 2005 Goals

- Continued implementation of the Safer City Initiative.
- In conjunction with BC Transit, prepare a long-range Transit Business Plan.

### 2004 Review

- Capital Projects Completed:
  - Hillside Drive and Hillside Way traffic signal - \$175,000;
  - Traffic signal and pole rehabilitation - \$150,000;
  - Pedestrian improvements at Station Road - \$100,000;
  - Tranquille Road pedestrian safety improvements - \$240,000;
  - Summit Drive Safer City Initiative - \$110,000; and
  - Miscellaneous traffic improvements - \$25,000.
- Transit initiatives worked on during the year included implementation of the UPASS program and enhancement of the conventional transit service to accommodate increased ridership for both the UPASS and City growth.
- Transportation initiatives worked on during the year included the provision of technical support to the Traffic Advisory Committee and the Safer City Initiative. The North Shore Signal system (Fortune Drive and Tranquille Road) was updated and optimized to improve the efficiency of traffic safety and movements through the area.

## UTILITIES SECTION

### 2005 Goals

- Finalize design concept and initiate detailed design of the Waste Water Treatment Centre upgrade.
- Develop a Watershed Management Strategy.

## 2004 Review

- Capital Projects Completed:
  - Water Treatment Plant - \$29,000,000;
  - River Street High Lift Pump Station - \$3,300,000 (ongoing);
  - Waste Water Treatment Centre Expansion - \$475,000;
  - Waste Water Treatment Centre, Sludge Treatment - \$310,000; and
  - Upgrade Sewage Lift Stations - \$100,000.
- Reviewed final approval of the Liquid Waste Management Plan.
- Completed the final alignment for the Southeast Sector trunk main from Tanager Road to Vanstone Road.
- Provided technical support to the Water Treatment Committee and to the Waste Water Steering Committee.
- Provided technical assistance to the Public Works Department on the water main flushing program as part of the Water Treatment Project.
- Reviewed utility servicing plans for new developments in Valleyview, Juniper, and Westsyde.
- Provided technical assistance to the Rose Hill Community with respect to the installation of sanitary sewers in their neighbourhood.
- Initiated conceptual planning for the future Water Treatment Interpretive Centre.
- Received approval from the FCM for a \$16.7 million Green Municipal Investment Fund low interest loan for the new Water Treatment Plant.

## REAL ESTATE DIVISION

### 2005 Goals

- Conclude the approval process for the Waterfront Hotel Proposal.
- Develop a Silt Bluff Acquisition Policy to address the transfer of non-developable lands through gifting or a tax sale.
- Develop the Parkland Acquisition Strategy to include the completion of Peterson Creek Park and the Rivers Trail.
- Initiate a highest invest use study to address the redevelopment of the Central Maintenance Yard on Mission Flats Road.

## **2004 Review**

### **Sales Activity**

In 2004, the City concluded the sale of 529 Seymour Street to the John Howard Society for \$400,000. Throughout the year, over \$3.8 million in commercial property was under conditional contract signifying a return in the retail market in Kamloops. Four road closures, with an approximate value of \$14,000, were also completed in 2004.

In November, Cape Developments advised it would not be proceeding with its acquisition of the approximately 1.05 ha property located at 685 Tranquille Road. The \$1 million sale, with the City responsible for construction of a \$300,000 road, was subject to Cape Developments securing a hotel for the site. With the collapse of this deal, City Council accepted an offer for \$1.6 million from North Core Development Ltd. for the entire 2.02 ha site. The "No Subjects" deal is scheduled to close July 2005 with North Core Development Ltd. including a hotel into its development plan.

Condition offers on 370 Battle Street (\$235,000) and 1211 Summit Drive (\$640,000) also collapsed. Marketing of both properties will continue into the spring of 2005.

The conditional sale of the former Topper's Fun Towne Site on 1180 Columbia Street West to Vancouver Pacific Development Corp. is scheduled to close in the first quarter of 2005. The conditional removal date is 2005 January 13.

### **Acquisitions**

The City concluded two property acquisitions through 2004 for a total of \$675,000: the Jimeva Farms waterfront park and 202 Willow Street.

The 8.5 ha Jimeva Farms waterfront park acquisition of \$550,000 adds over 2 km of future trail to the Rivers Trail system. Demolition of the remaining farm structures is scheduled for 2005 with the Parks, Recreation, and Cultural Services Department taking the lead on the park planning exercise.

The property at 202 Willow Street, which sits adjacent to the Old Kamloops Christian School, was acquired as part of the land assembly for this development site.

In the fourth quarter, City Council authorized the acquisition of approximately 0.69 ha along Lorne Street for \$1.8 million and is conditional upon the City proceeding with the Waterfront Hotel project. In the short-term, land will continue to be utilized for parking.

Five statutory rights-of-way, with an approximate value of \$14,000, were concluded in the fourth quarter. The SRWs were required as part of the City's Capital Infrastructure Program.

### **Lease/Rentals**

The City concluded three new leases in 2004: Insight Support Services at Unit 5, Station Plaza; TNRD for a portion of the old Knutsford gravel pit; and Tercon Developments for the new mountain bike park in Juniper Ridge.

With the relocation of Venture Kamloops from Unit 2, Station Plaza, to the newly rehabilitated Old Cigar Factory building located at the corner of 1st Avenue and Seymour Street, this unit is now available. There is current interest from UCC with a potential offer being submitted in the first quarter of 2005.

### Major Projects

Major projects for 2004 include the following:

- *Waterfront Hotel Proposal* - the City is continuing with the PHI Group on advancing the development of a Waterfront Hotel in the parking lot, north of Sport Mart Place. Conceptual drawings were presented at a 2004 December 9 Open House. Of those completing the survey available at the Open House, 57 per cent were in support of the project (78 surveys were received from the recorded 133 attendees). PHI and the City have cost shared on the geotechnical report to determine the foundation design for the hotel. Negotiations regarding the land sale are continuing. A rezoning and a Development Permit are required, and if adopted, PHI anticipates start of construction in the fall of 2005 with opening targeted for 2007 January.
- *Satellite Yard/Ministry of Transportation Yard Exchange with BC Building Corporation* - BCBC is continuing with the marketing of the exchange of lands located at the southwest corner of Summit Drive and McGill Road. A number of offers are currently under review and upon sale of the exchanged lands, the City will take ownership of the Ministry of Transportation yard and initiate the process of the relocation of the Public Works Yard from its current location on Mission Flats Road.
- *Rivers Trail Land Acquisition Strategy* - work is continuing on securing the land interests necessary to complete the Rivers Trail. A comprehensive report is to be presented to Council in the first quarter of 2005.

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Planner

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Director

CAS/rjt