



**Corporate and  
Planning &  
Development  
Services**

# QUARTERLY UPDATE

**Quarter Four  
October 1, 2025 - December 31, 2025**

# Corporate Services

The Corporate Services Department encompasses legislated responsibilities for the Corporate Officer under the *Community Charter*, Bylaw Enforcement, Communications, Freedom of Information, Human Resources, Insurance, Land Issues, Local Government Elections, Town Hall reception, Records Management, Transit, and Victim Services.

## Bylaw Enforcement

The goal of Bylaw Enforcement is not to penalize the residents of Osoyoos or visitors to our Town but, rather, to achieve compliance through education. While there are certain areas of enforcement that are safety related and require proactive enforcement, the majority of bylaws are enforced on a complaint only basis.

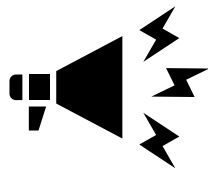
Number of interactions bylaw is having with the public:



## Top Five Concerns by Type



Unsightly Premises  
53



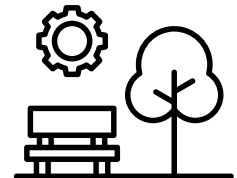
Noise Complaints  
30



Traffic Violations  
25



Animal Control  
20



Parks Violations  
14

## Communications

December 1, 2025 the Town's Facebook went live. We now communicate with residents and visitors via [www.osoyoos.ca](http://www.osoyoos.ca), eNews, Facebook, local radio, and the Times Chronicle newspaper.



Facebook  
476 Followers  
33,050 views  
5,799 viewers



Website  
56,218 total views  
20,437 new users



eNews  
1,630 subscribers  
58 emails sent  
67.3% open rate

### Top Three Facebook Posts

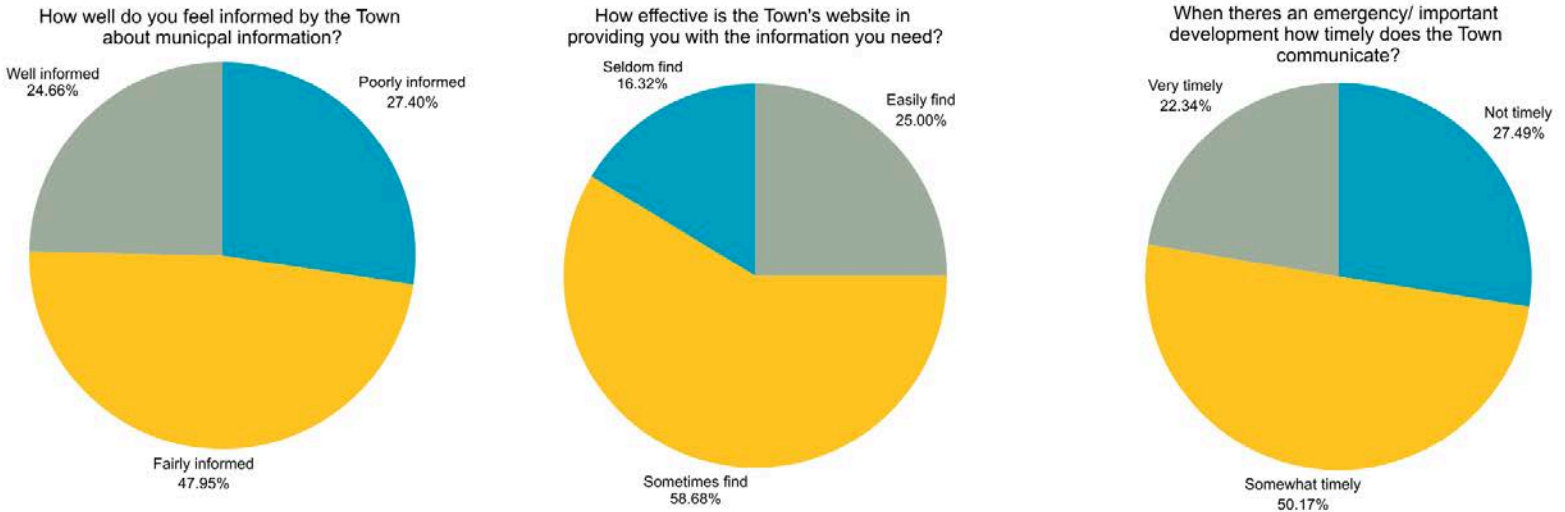
Landfill Closure, December 17<sup>th</sup>, 2025 - 2,260 views  
Holiday Public Skating Schedule - 2,045 views  
Holiday Hours - 1,838 views

### Top Three pages visited on [www.osoyoos.ca](http://www.osoyoos.ca)

Job Opportunities - 2,630 views  
Sun Bowl Arena - 2,152 views  
Sonora Community Centre - 2,133 views

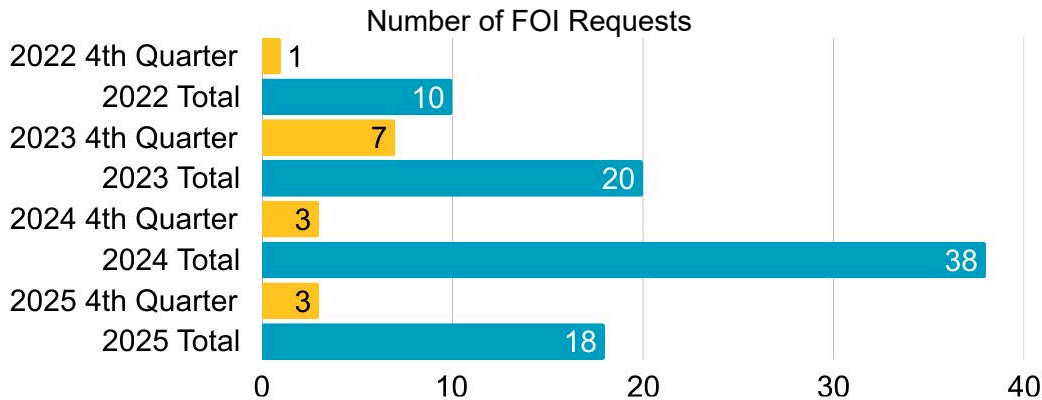
# Communications Survey

In December the Town ran a communications survey to the public to get a benchmark of how we are doing in our communication with them. The following graph shows the response to the three main questions, full feedback can be found at [www.osoyoos.ca/surveys](http://www.osoyoos.ca/surveys)



## Freedom of Information Requests

Freedom of Information (FOI) requests are written requests made to the municipality under the *Freedom of Information and Protection of Privacy Act (FIPPA)* to access records that are in its custody or control. Municipalities have 30 business days to respond once a request as been made. All FOI requests for the fourth quarter have been completed.



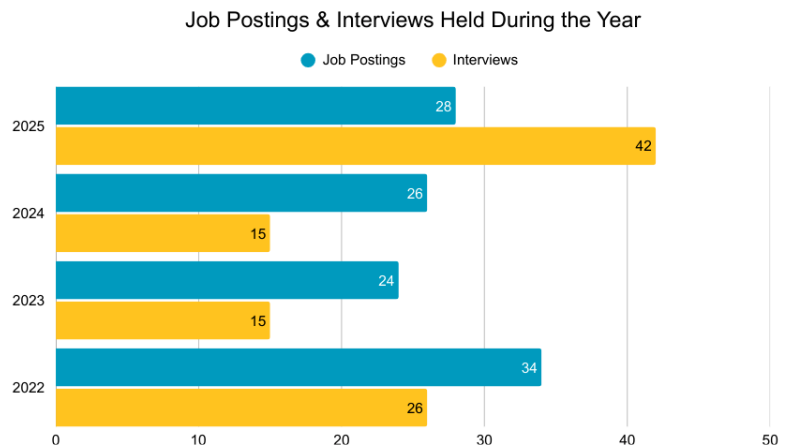
## Human Resources

Jobs posted in the 4<sup>th</sup> Quarter:

- Corporate Services Administrative Support
- Director of Financial Services
- Manager of Capital Projects & Infrastructure
- Victim Services (continued)

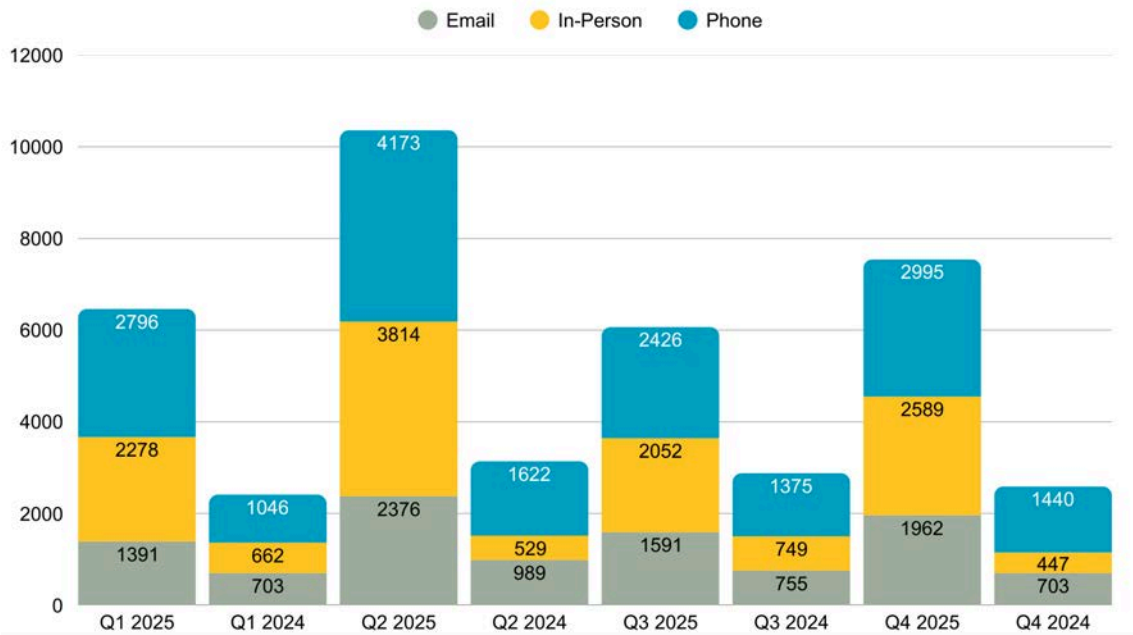
Jobs filled in the 4<sup>th</sup> Quarter:

- Corporate Services Administrative Support
- Director of Financial Services
- Victim Services



## Reception | Town Hall

The following graph shows the increase in reception traffic since switching to quarterly utility billing. Other factors adding to the increase in numbers include property taxes, the new curbside collection program, radon challenge, and a change in water restrictions this year. These numbers reflect transactions being done by Corporate Services and do not reflect transactions entered by Financial Services. Phone calls include all calls coming into the main line 250.495.6515. These calls are answered by Corporate Services and Financial Services staff.

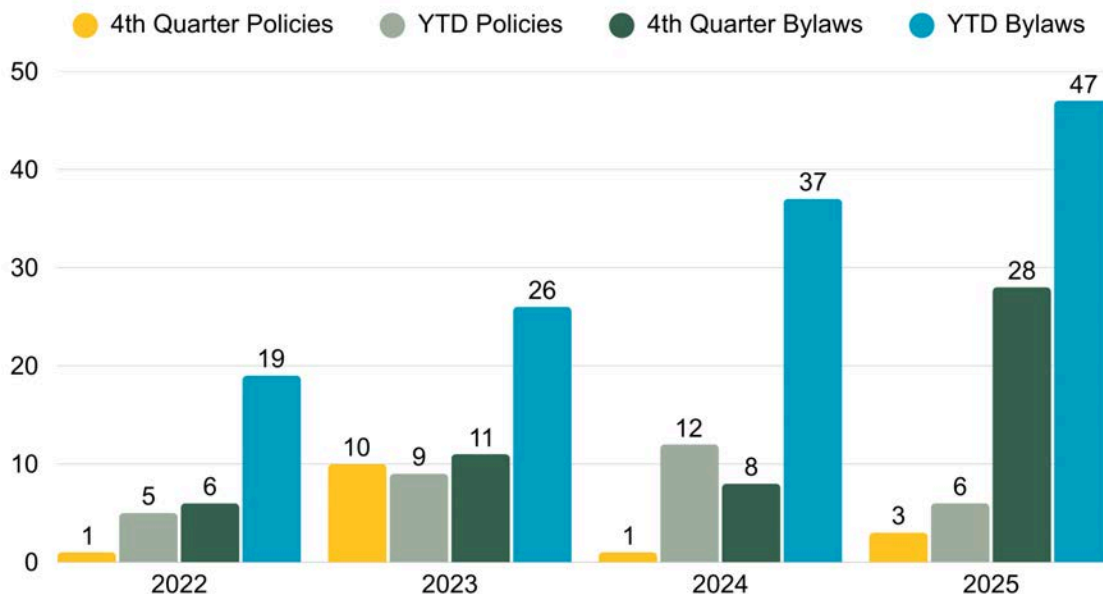


## Radon Kit Challenge

Corporate Services organized the Take Action on Radon 100 Free test kit challenge. The program was planned regionally with the Regional District Okanagan Similkameen and other participating municipalities. 150 (100 for Osoyoos, 50 for RDOS Area A) Free Radon test kits were given out at Town Hall between October 31, 2025 and November 3, 2025. These kits will be returned to Town Hall during the first quarter of 2026 for measuring and reporting Radon levels.

## Policy & Regulatory Updates

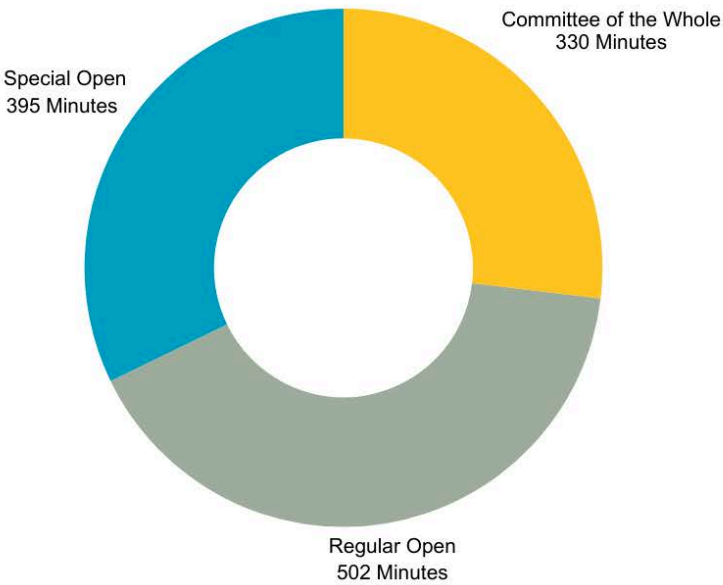
The following graph shows the number of policies approved or repealed and bylaws adopted or abandoned in the 4<sup>th</sup> quarter as well as year to date (YTD) totals for the past four years.



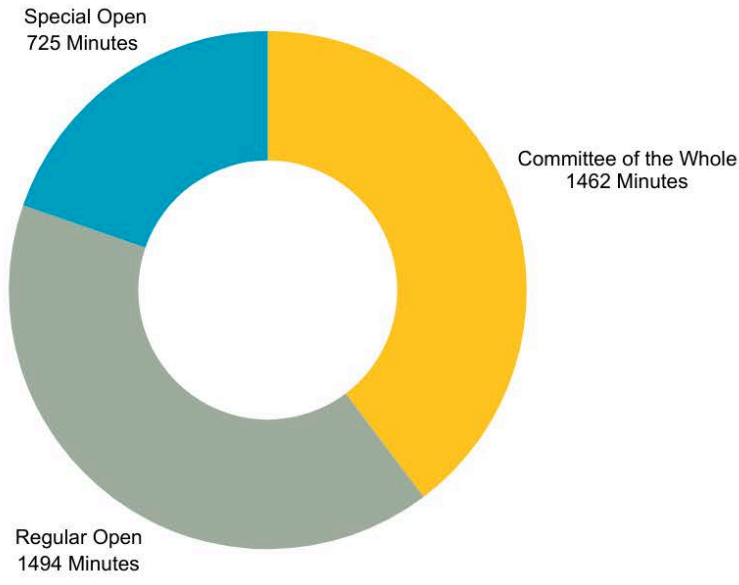
## Council Meetings

Council spent 20.45 hours in Council meetings in the fourth quarter and 61.35 hours in total for 2025. This included three Public Hearings, two public input meetings and two budget deliberation meetings.

4th Quarter Time Spent in Meetings



2025 Total Time Spent in Meetings

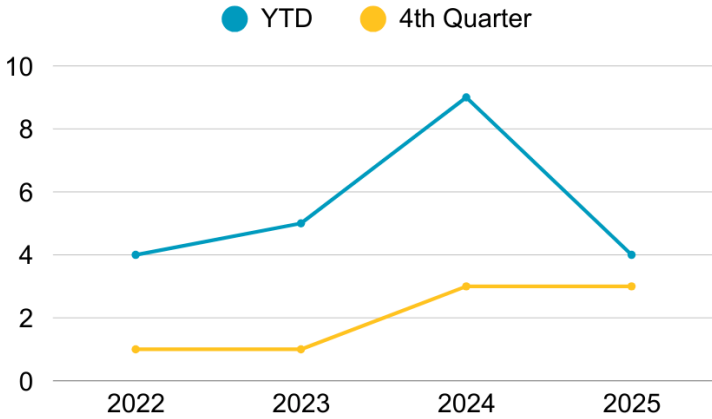


## Victim Services

Interviews were held in the fourth quarter, and the Victim services position was filled.

## Insurance

The Director of Corporate Services receives and reviews all liability claims and forwards them to the Town's Insurance Provider as required. Below represents the number of claims received in the 4<sup>th</sup> quarter and YTD.



## Transit

BC Transit ran additional services through the month of December from Osoyoos to Penticton.

# Planning & Development Services

The Planning & Development Services Department is responsible for land use planning, growth management, building permits, business licensing, and the collection of securities and development cost charges and economic development.

## Land Use Planning, Growth Management and Special Projects

### Small-Scale Multi-Unit Housing (SSMUH) Implementation - Phase 2 - [Complete](#)

The proposed amendments to the Town's Official Community Plan (OCP) were intended to ensure statutory compliance with the Local Government Act as it relates to the Housing Needs Report and Small-Scale Multi-Unit Housing (SSMUH). Council adopted this amendment on October 14, 2025.

### Short-Term Rental Regulation Review - [Complete](#)

The Short-Term Rental Regulation Review was completed with adoption of the OCP, Zoning Bylaw, Municipal Ticketing Information (MTI Bylaw, and the Bylaw Notice Enforcement (BON) Bylaw on October 14, 2025. Residents can now apply for a business licence for a Short-Term Rental accommodation.



Approved Applications  
4th Quarter  
2



Applications Under Review  
4th Quarter  
3

### Business Licence Bylaw Review - [Complete](#)

The Business Licence Bylaw Review provided opportunity for the Town to ensure consistency in terms of definitions, regulations, permitted use classes, and fees. The review was complete with the adoption of the new Business Licence Bylaw on October 14, 2025.

### Various Land Use Bylaw Amendments - [Complete](#)

This project allowed staff to present options to Council in order to address a number of issues identified through day-to-day use of the land use bylaws. These amendments improve clarity, consistency and usability of the Town's land use bylaws, while supporting redevelopment and infrastructure needs. Amendments were adopted on November 12, 2025.

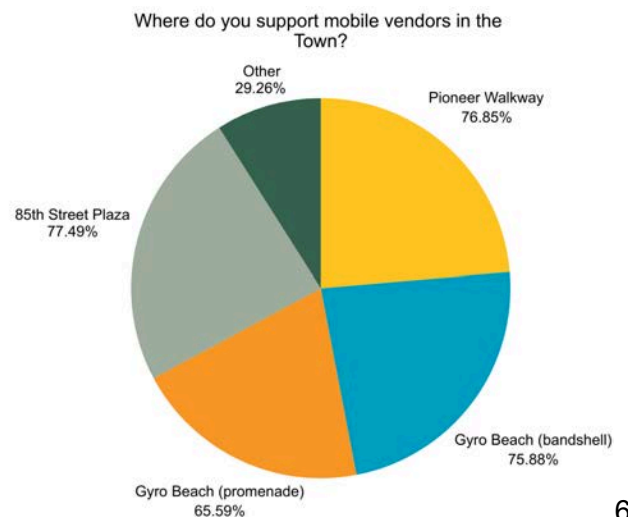
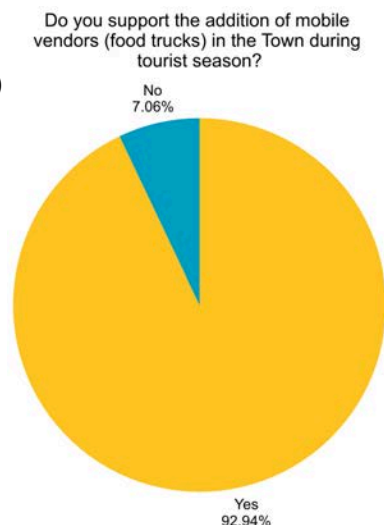
### Postal Work Stoppage Process Mitigation - [Complete](#)

With 2 postal work stoppages in the year 2025, amendments were proposed to the Land Use Procedures (LUP) Bylaw to update the requirements for application types that require written notification delivery by postal (mail) service. This amendment was adopted on October 28, 2025.

### Mobile Vendor Regulation Review - [Complete](#)

The "Street Food Vendor Selection and Approval Process" (PLA-016) was reviewed to ensure the references to bylaw regulation are current with the new Zoning and Business Licence Bylaw. Council approved the new policy on December 9, 2025. Staff will begin accepting application for the 2026 intakes year starting January 1, 2026.

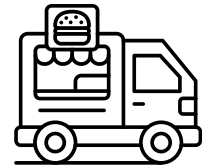
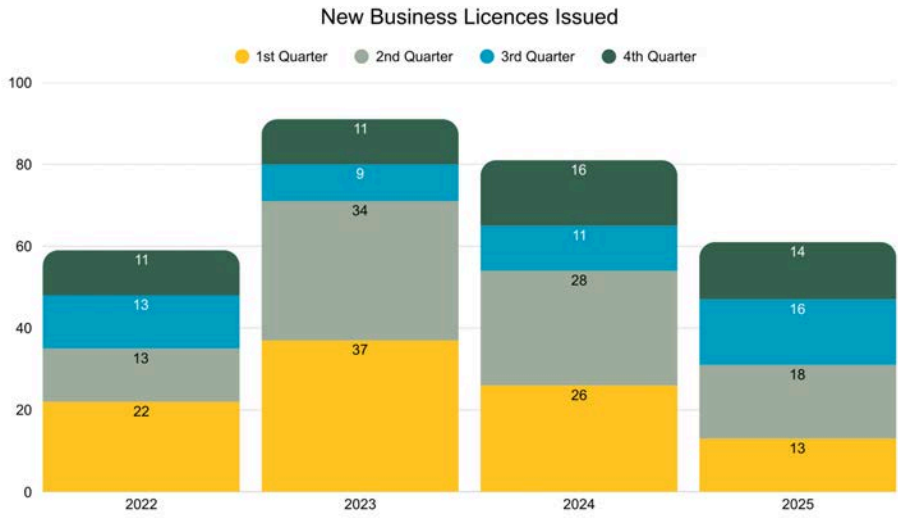
Mobile Vendor Survey:  
(Multiple choice question answers)



# Capital Projects

Project Description	Budget	Anticipated Completion Date	Status
Lake Health & Buoy Capacity Assessment Project	\$40,000	2026	RFP Released August 2025 - Unsuccessful
RMI - 45 <sup>th</sup> Street Pedestrian Connection	\$231,500	2026	Funding was reallocated during Resort Municipality Strategy approval process.

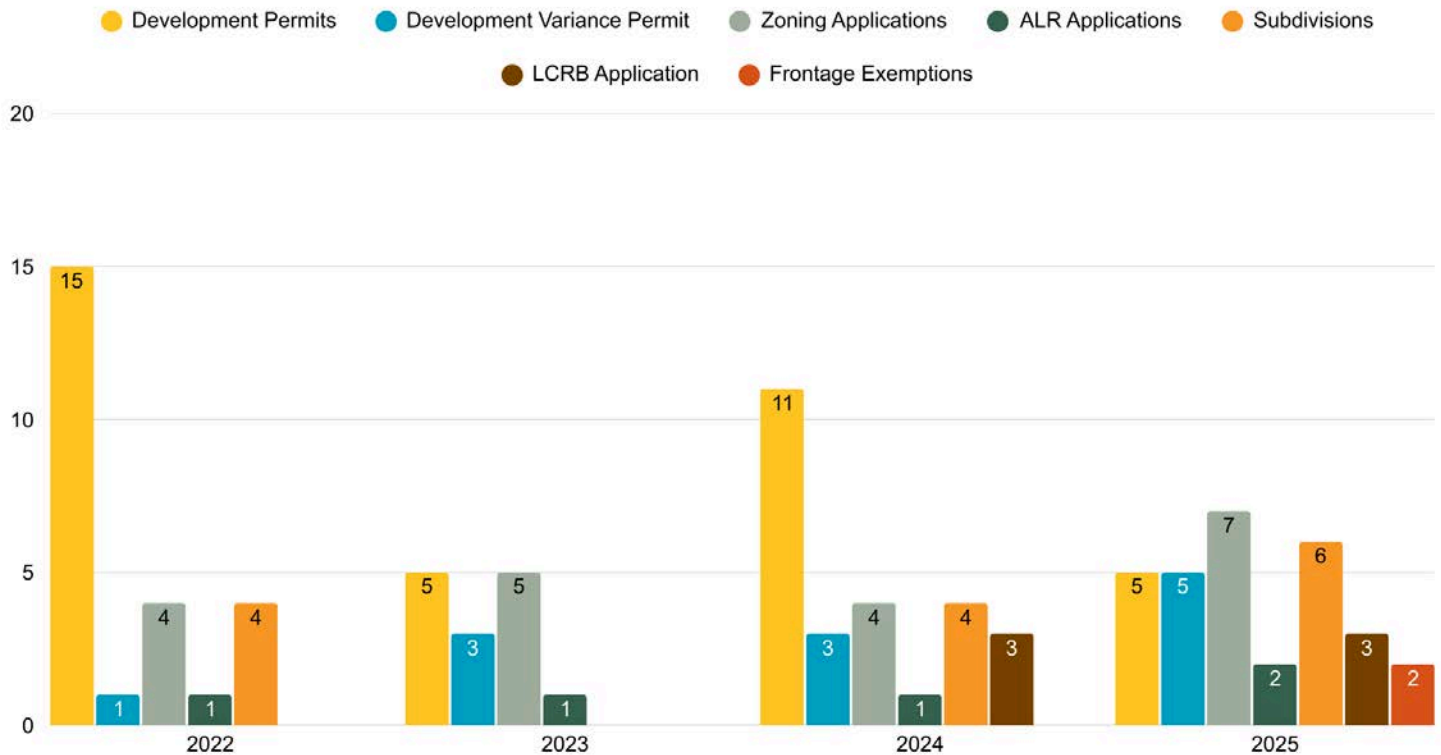
## Economic Development, Food Trucks & Business Licensing



### Food Trucks

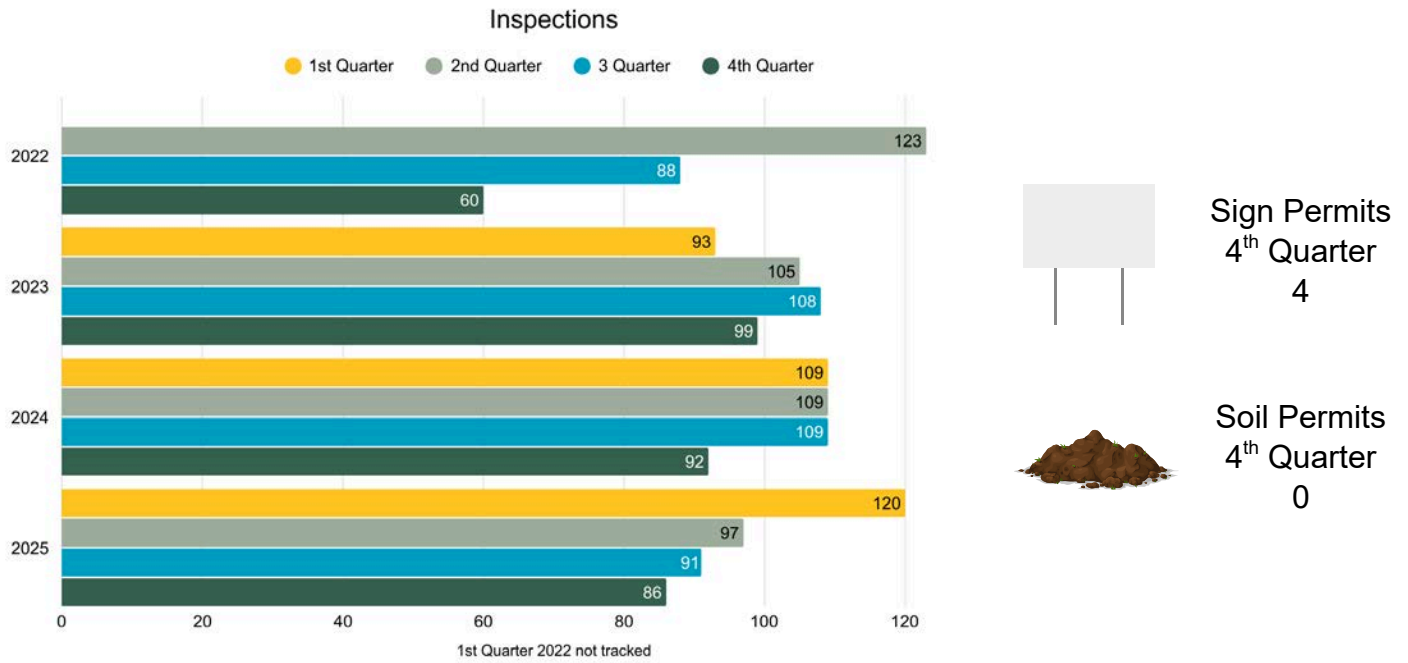
Intake for mobile vendor/food trucks begins in the first quarter of 2026. In preparation staff have worked on the new forms, and a webpage outlining the business licence requirements for mobile vending business licencing on Town-owned and on private property.

## 4th Quarter (YTD) Zoning & Planning Permit Activity



Staff prepared 13 comfort letters in the 4<sup>th</sup> quarter.

# Building Department



## Building Permits - 4<sup>th</sup> Quarter October

Permit #	Owner Name	Builder Name	Construction Location	Intended Use	Estimated Value
2025010	Suzanne/ Thomas Hass	Grant Leiterman	17-4110 36 Ave	New SFD	\$625,000.00
2025067	Bradley/ Catherine Garska	Total Restoration	6406 Nighthawk Drive	Fire restoration	\$1,000.00
202026	Graham Lamont	Self	3602 Jasmine Drive	Accessory building	\$90,000.00
2025056	Rubyhill Developments Ltd.	Rubyhill Developments Ltd.	114 Mallard Way	New SFD	\$436,275.00
2025072	Darren/ Angela Gee	Longhorn Construction Ltd.	8325 Kingfisher Drive	Enclose carport/ deck extension	\$100,000.00
2025066	Ross/ Judy Forbes	Solos Energy	5812 89 <sup>th</sup> Street	Solar Panel install	\$20,000.00
2025070	Adam Laberge	Self	6210 Maple Drive	Interior/ exterior alterations	\$75,000.00

**Monthly Total: \$1,816,530.00**  
**YTD Total 2025: \$11,522,780.00**  
**YTD Total 2024: \$18,320,200.00**

November

Permit #	Owner Name	Builder Name	Construction Location	Intended Use	Estimated Value
2025051	AF32 Holdings Ltd.	Desert Valley Consulting Ltd.	9415 Spartan Drive	Retaining wall	\$55,000.00
2025057	C21 Resources	Woodbrook Construction Ltd.	9143 Main Street	Extension into existing spaces	\$250,000.00
2024062	Como Lake Properties	Self	8907 Main Street	Commercial Tenant improvements	\$450,000.00
2025074	Grzegorz Szyal	McLean Constructions	7814 89 <sup>th</sup> Street	Converting carport to garage	\$9,000.00
2025075	Rubyhill Developments Ltd.	Rubyhill Developments Ltd.	104 Mallard Way	New SFD with secondary suite	\$481,580.00
2025078	Rubyhill Developments Ltd.	Rubyhill Developments Ltd.	110 Mallard Way	New SFD	\$436,840.00
2025083	Horia Coman	Accent Fireplace Gallery	8502 32 Ave	wood burning stove	\$16,171.00
2025077	Rubyhill Developments Ltd.	Rubyhill Development Ltd.	108 Mallard Way	New SFD with secondary suite	\$518,220.00
2025079	John Lino	Self	6 Poplar Court	Pre-Fab Accessory Building	\$13,400.00
2025065	Perry Andrews	Self	3820 Lakeshore Drive	Enclosing deck	\$20,000.00
2025076	Rubyhill Developments Ltd.	Rubyhill Development Ltd.	106 Mallard Way	New SFD	\$463,940.00

**Monthly Total: \$2,714,151.00**

**YTD Total 2025: \$14,236,931.00**

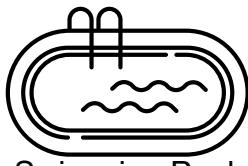
**YTD Total 2024: \$18,938,200.00**

4th Quarter Building Permits



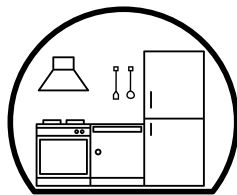
Single Family Dwellings

7



Swimming Pool

1



Residential Alterations

8



Accessory Buildings

3



Commercial/Industrial

3



Decommission Secondary Suite

2

# December

Permit #	Owner Name	Builder Name	Construction Location	Intended Use	Estimated Value
2025061	Hart Buckendahl	Deer Valley Holdings Ltd.	9420 115 Street	Precast Storage Shed	\$110,000.00
2025084	Club Siesta Strata KAS3169	Longhorn Construction Ltd.	4214 Pebble Beach Drive	Concrete pool replacement	\$160,000.00
2025063	Baljinder Uppal	Self	11 Finch Crescent	Enclose carport to create storage room	\$5,000.00
2025068	Baljinder Uppal	Self	11 Finch Crescent	Decommission unpermitted secondary suite	\$0.00
2025081	Jayden McIntyre	IRK General Contracting	7 Willow Crescent	Addition over garage	\$481,580.00
2025082	Bradley Gates	CLR Construction	3810 Fairwinds Drive	Accessory Building	\$20,000.00

**Monthly Total: \$355,710.00**  
**YTD Total 2025: \$14,592,641.00**  
**YTD Total 2024: \$19,494,200.00**

## Interactions with Staff in the Planning Office

