

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2500.36, 2025**

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**A Bylaw to amend the Development Procedures Bylaw No. 2500, 2011**

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The REGIONAL BOARD of the Regional District of Okanagan-Similkameen in open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the “Development Procedures Amendment Bylaw No. 2500.36, 2025.”
2. The “Development Procedures Bylaw No. 2500, 2011,” is amended by:
  - i) replacing sub-section 2(c) under Section 1.2 (Scope) in its entirety with the following:
    - c) Temporary Use Permit, including a Short-Term Rental Accommodation (STR) Permit.
  - ii) replacing the definition of “permit application” under Section 2.2 (Definitions) in its entirety with the following:

**“Permit Application”** means an application for a Development Permit, Development Variance Permit, Temporary Use Permit, including for a Short-Term Rental Accommodation (STR), or Soil Permit;
  - iii) replacing the first sentence of Section 3.6 (Permits – Issuance or Refusal) in its entirety with the following:

The Board may, upon receipt of the report under Schedules ‘3’, ‘4’, ‘5’ and ‘12’ of this bylaw:
  - iv) replacing the Section 4.2 (Refund of Application Fees) in its entirety with the following:

**4.2 Refund of Application Fees**

- .1 Where an application to amend an OCP or zoning bylaw is withdrawn by the applicant prior to consideration of first reading, the Regional District shall pay to the applicant a refund in the amount of 25% of the application fee.
  - .2 Where a permit application is withdrawn by the applicant prior to consideration by the Regional District Board, the Regional District shall pay to the applicant a refund in the amount of 25% of the application fee.
  - .3 If an application is deemed incomplete and closed in accordance with Section 3.11 (Lapse of Application), 80% of the application fee shall be refunded.
- v) replacing the first sentence of Section 1.1(a) (Authorisation) under Schedule 5 (Application for a Temporary Use Permit) in its entirety with the following:
- (a) An application for a Temporary Use Permit, or an application to renew a Temporary Use Permit, including a “Short-Term Rental (STR) Permit”, shall be made to the Chief Administrative Officer (CAO) in writing and on the appropriate form, and shall be:
- vi) replacing Section 1.2 (Proposal Summary) under Schedule 5 (Application for a Temporary Use Permit) in its entirety with the following:
- .2 Proposal Summary
    - (a) An outline of the type of land use and development proposed, including:
      - (i) explanation of compliance with current OCP policies and zoning regulations and any proposed deviation or change, if applicable; and
      - (ii) explanation of the anticipated benefit and impact of proposal.
- vii) replacing Section 1.7 (Health and Safety Inspection) under Schedule 5 (Application for a Temporary Use Permit) in its entirety with the following:
- .7 Health and Safety Compliance
    - (a) Confirmation from a Building Inspector, or other qualified individual in the form of a “Health and Safety Inspection” report that the proposed use of a building or structure for a “short-term rental accommodation” use meets minimum standards for health and safety.
    - (b) A “Health and Safety Inspection Report”, which may be re-used in support of a renewal or reissuance application for an STR Permit, provided that:
      - (i) no structural alterations have been undertaken to the dwelling unit following completion of the Health and Safety Inspection Report; and

- (ii) no changes have occurred to the internal floor plan considered at the time the Health and Safety Inspection Report was completed.

viii) adding a new sub-section Section 1.8(b) (Notice of Development) under Schedule 5 (Application for a Temporary Use Permit) to read as follows:

- (b) despite sub-section 1.8(a), an applicant for a Short-Term Rental (STR) Accommodation Permit, is not required to post a Notice of Development Sign on the parcel of land which is the subject of the application and, for clarity, is not required to provide proof of installation to the Regional District.

ix) adding a new section 3. (Processing Procedure – Short-Term Rental (STR) Accommodation Permit) under Schedule ‘5’ (Application for a Temporary Use Permit) to read as follows:

**3. Processing Procedure – Short-Term Rental (STR) Accommodation Permit**

An application submitted in accordance with this bylaw for an STR use that has been delegated to the CAO under the Regional District’s Chief Administrative Officer Delegation Bylaw will be processed as follows:

- .1 Upon receipt of an application accompanied by the required fees and attachments, Development Services staff will open a file and issue a fee receipt to the applicant.
- .2 Development Services staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant.
- .3 Development Services staff will notify the relevant Area Director of an application.
- .4 Development Services staff will refer the application to all applicable Regional District departments.
- .5 Development Services staff will publicly notify the application by:
  - a) mailing a written notice to property owners and tenants of land within a radius of 100.0 metres of the boundaries of the property subject to the permit application;
  - b) electronic notice distributed through the Regional District’s electronic subscription service to property owners and tenants of land within a radius of 150.0 metres of the boundaries of the property subject to the permit application; and
  - c) posting of an application notice on the Regional District’s Public Notice Board.
- .6 Any public representations that may be submitted to the Regional District in relation to a notified STR application will be placed on file and will not

be considered by Development Services staff as part of their assessment of the application.

- .7 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies and incorporate its assessment into an administrative memo to be considered for delegated approval, in accordance with the criteria established by the Regional District's *Chief Administrative Office Delegation Bylaw*.
- .8 If approval of an application to issue a permit is granted by the CAO, or their delegate, Development Services Staff will execute the temporary use permit.
- .9 If a Permit is granted, a Notice of Permit will be signed and sealed by the CAO and registered against the title of the property(s) at the Land Title Office.
- .10 An owner of property may request a re-consideration of a decision by the CAO as outlined at Section 3.6.2 of this bylaw. A decision by the Board is considered final.
- .11 When a decision is to (re)considered by the Regional District Board, a technical report will be prepared.
- .12 The applicant is invited to attend the Board meeting at which the decision will be (re)considered.
- .13 The Board will consider the technical report and may grant the requested permit, or may refer, table, direct back to an Advisory Planning Commission (APC) or deny the application.
- .14 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.
- .15 If an STR permit is granted by the Board, a Notice of Permit will be signed and sealed by the CAO and registered against the title of the property(s) at the Land Title Office.
- .16 If an application submitted in accordance with this bylaw is for an STR use that cannot be considered under delegated authority, it will be processed in accordance with Section 2 (Processing Procedures) under Schedule '5' (Application for a Temporary Use Permit) of this bylaw.

READ A FIRST, SECOND AND THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2025.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Corporate Officer