

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
ELECTORAL AREA SERVICES COMMITTEE
REGULAR AGENDA



Thursday, May 7, 2026, 1:00 pm
RDOS Boardroom
101 Martin Street, Penticton, BC V2A 5J9

		Pages
A.	APPROVAL OF AGENDA <u>RECOMMENDATION</u> THAT the Agenda for the Electoral Area Services Committee Meeting of May 7, 2026, be adopted.	
B.	MINUTES <u>RECOMMENDATION</u> THAT the minutes of the April 16, 2026, Electoral Area Services Committee meeting be adopted.	3
C.	DELEGATIONS	
C.1	BC Nature Federation of BC Naturalists Presenter: Molly Tiden, Municipal Protected Areas Program, and Andrew Banks, Project Manager. Topic: The Municipal Protected Areas Program Overview.	5
D.	20260427 APC C MIN Minutes For information.	6
E.	Planning Services Division – Quarterly Activity Report (Q1 2026) <u>RECOMMENDATION</u> For information.	8
F.	Short-Term Rental Accommodation Program – 6-Month Review (X2026.003-ZONE) <u>RECOMMENDATION</u> The following amendment bylaws be initiated: <ul style="list-style-type: none">• Electoral Area Official Community Plan (OCP) Amendment Bylaw No. 3147;• Business Licence Regulation Amendment Bylaw No. 3100.03;• Chief Administrative Officer (CAO) Delegation Amendment Bylaw No. 3033.04;	25

- Development Procedures Amendment Bylaw No. 2500.39; and
- Fees and Charges Amendment Bylaw No. 3128.01.

G. Vacation Rental Temporary Use Permit Policy (Okanagan Electoral Areas)

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RECOMMENDATION

THAT the Electoral Area Services Committee recommend that the Board of Directors rescind the *Vacation Rental Temporary Use Permit Policy*.

H. ADJOURNMENT

RECOMMENDATION

THAT the meeting adjourn.

D. Review of Large Holdings One Site Specific (LH1s) Zone - Anarchist Mountain (A2026.001-ZONE)

MOVED and SECONDED

THAT the Okanagan Valley Zoning Amendment Bylaw No. 2800.63, 2026, proceed to first reading.

CARRIED

E. OTHER BUSINESS

E.1 Directors Motions

E.2 Electoral Area Directors - Rural Matters

F. ADJOURNMENT

MOVED and SECONDED

THAT the meeting adjourn at 3:38 pm.

CARRIED

M. Pendergraft, Chair

T. Batten, Corporate Officer



Regional District of Okanagan-Similkameen
REQUEST TO APPEAR AS A DELEGATION

Request to appear as a delegation on:

May 7, 2026

Name(s) of person(s) making presentation:

Molly Tiden & Andrew Banks

Name of the group or organization that the person is representing:

BC Nature, Municipal Protected Areas Program

Presentation Title:

The Municipal Protected Areas Program Overview

What is your request to the Board?

BC Nature is requesting approval from the Board to undertake a desktop assessment of RDOS protected lands and register eligible areas in the Canadian Protected and Conserved Areas Database.

Details of Presentation:

The Municipal Protected Areas Program supports Canada's commitment to protect 30% of lands and waters by 2030 by supporting local governments to register eligible land in the Canadian Protected and Conserved Areas Database. We will provide the Board with a list of RDOS parks that are good candidates for registration in the database.



Minutes

Electoral Area 'C' Advisory Planning Commission

Special Meeting of Monday, April 27, 2026

Location: Webex virtual meeting or RDOS Boardroom, 101 Martin St

Present:

Members: Irwin Chahal, Alternate Director, Electoral Area "C"
Sara Bunge (Chair), Norm Gaumant (Vice Chair), Richard Thom, Mike Stevens,
Dave Janzen

Delegates: Bryce Goligher (Agent), Brad Scott, Teena Williams

1. CALL TO ORDER

The meeting was called to order at 1:02 p.m.

2. ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED

3. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

It was Moved and Seconded that the Minutes of March 20, 2026 be approved.

CARRIED

4. DEVELOPMENT APPLICATIONS

4.1 Bryce Goligher (Agent) – Hopeall Holdings Inc. and Briemon Properties Inc (Owners) – C2025.015-Zone

Teena Williams, Brad Scott and Bryce Goligher made a presentation.

MOTION

That the APC recommends to the RDOS Board of Directors that the subject development application be approved with the following conditions:

- i. That the “cooking facilities” in proposed motel units not include a dishwasher or range/stove.
- ii. Any overflow parking cannot be accommodated on adjacent public roads.

CARRIED

4.2 Gurmeet Brar (Agent) - Crown Referral Application – C2026.003-Crown

MOTION

That the Crown Land Tenure Application to allow for an “Agriculture – Intensive” use of an approximately 1.14 ha area of land comprised within the parcel legally described as Plan KAP429A, District Lot 3473, SDYD, Except Plan KAP82998 and EPP23666, not be supported.

CARRIED

5. ADJOURNMENT

MOTION

It was Moved and Seconded that the meeting be adjourned at 2:07 pm.

CARRIED

Sara Bunge

Advisory Planning Commission Chair

ADMINISTRATIVE REPORT



TO: Electoral Area Services Committee
FROM: J. Zaffino, Chief Administrative Officer
DATE: May 7, 2026
RE: Planning Services Division – Quarterly Activity Report (Q1 2026)

Administrative Recommendation:

For information.

Purpose:

The purpose of this report is to provide the Board with a copy of the Quarterly Activity Report for the Planning Services Division.

Strategic Priorities: Operational

Background:

The preparation of a Quarterly Report for the Planning Services Division is seen to serve several important governance, management, and accountability purposes and provides an important oversight tool and a policy feedback mechanism for the Board to consider when assessing progress on the completion of its strategic priorities and desired service levels (e.g. are policy, staffing, or budget responses required).

For instance, a Quarterly Report can maintain transparency without requiring the Board to be involved in day-to-day operational decisions by providing the following information:

- volume and types of applications that are being received (e.g. rezonings, development permits and subdivisions);
- processing timelines and service demands (e.g. to help understand operational constraints that affect the responsiveness of the Division);
- corresponding shifts in land use demands (e.g., more multi-family, industrial, or infill development) and if these shifts are seasonal or cyclical;
- identification of policy conflicts or regulatory gaps to address shifts in land use demands (e.g. avoidance of reactive decision-making); and
- an understanding of what decisions are being made under delegated authority.

In addition, Quarterly Reporting demonstrates a commitment by the Board to good governance by routinely overseeing its statutory responsibilities in relation to land use planning, and that the Regional District is consistently and routinely reporting in an open manner on how the Planning Services Division is performing.

Finally, Quarterly Reporting facilitates institutional memory and continuity across transitions resulting from elections and staff changeover.

Analysis:

In future, it is anticipated that Quarterly Reports for the Planning Services Division will contain performance metrics in relation to the processing of various land use applications and referrals. Administration commenced tracking performance metrics in January of 2026 and is still refining data collection of reporting processes.

Issues and trends that Administration is currently monitoring in relation to the Planning Services Division include:

- the on-going need for possible direction from the Board regarding implementation of the short-term rental accommodation regulatory regime (e.g. business licencing and STR Permits);
- continued review of development approval processes for efficiencies and streamlining (e.g. importance of the Development Permit Area designations & Residential Zones review projects);
- land use bylaw amendments required to address the pending incorporation of Okanagan Falls in 2026 (e.g. OCP and Zoning);
- possible changes to the level of service provided to the Town of Osoyoos as a result of staffing changes (e.g. recent hiring by the Town of a Director of Development Services position);
- Agricultural Land Commission (ALC) staffing and budget pressures; implications for processing of land use applications in the Electoral Areas;
- regulatory changes to the *Riparian Areas Protection Regulation* (RAPR), to come into effect on January 1, 2027 (e.g. “possible exemptions from RAPR requirements for certain low-risk activities”); and
- *Heritage Conservation Act* Update and proposed revisions being considered by the province (e.g. new requirements for the issuance of building permits and subdivision approvals).

It is also noted that, on April 9, 2026, the provincial government announced that Private Member’s Bill M216 (“Professional Reliance Act”) would no longer be considered (e.g. it is being abandoned). The Minister of Housing and Municipal Affairs further indicated that the province would be undertaking “further work on the bill’s core principles” later in 2026.

Financial Implications:

Not applicable.

Communication Strategy:

A copy of the Quarterly Report for the Planning Services Division will be made available on the Regional District’s website.

Alternatives:

Not applicable.

Will a PowerPoint presentation be presented at the meeting? Yes

Respectfully submitted:



C. Garrish, Senior Manager of Planning

Endorsed By:



A. Fillion, Managing Director, Dev. & Infrastructure

Attachments: No. 1 – Planning Services Division – Quarterly Report (Q1 2026)

**PLANNING SERVICES DIVISION
DEVELOPMENT & INFRASTRUCTURE
DEPARTMENT**



**Quarterly Report
Q1 - 2026**



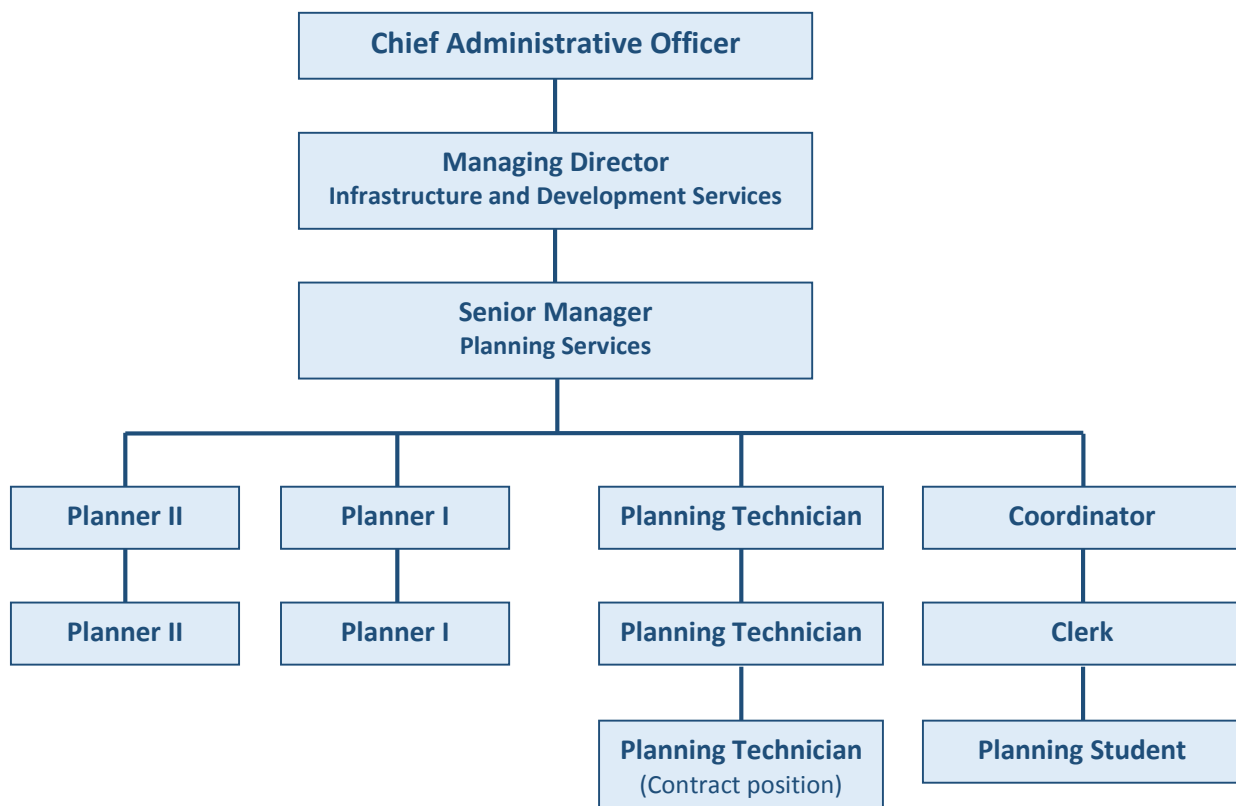
PURPOSE

The purpose of a “Quarterly Report” is to provide an update for the Board on the activities of the Planning Services Division of the Development and Infrastructure Services Department during the preceding three (3) month period.

The Planning Division is primarily responsible for implementing the Regional District Board’s strategic land use priorities, including:

- responding to resident and property owner inquiries related to the use and development of land;
- the preparation of land use plans and policies for consideration by the Board;
- administration of Regional District land use bylaws, standards and policies;
- to facilitate citizen participation in the land use process; and
- to act as a resource to the Board on planning and development matters.

The reporting structure of the Division is as follows:



STRATEGIC PRIORITIES

The following are the priority land use projects identified by the Regional District Board through its annual strategic planning process along with an estimation of current completion.

Strategic priorities, including any associated engagement, are completed by senior planning staff and a summary overview of these projects is provided on the following page.

Project	Status*
1. Regional Growth Strategy (RGS) Update	50%
2. Okanagan Valley OCP Project	50%
3. Electoral Area “G” Zoning Bylaw Update	20%
4. Development Cost Charge (DCC) Bylaw Update	20%
5. Park Rill, Horn & Kearns Creek Floodplain Zoning Review	50%

* the status of a project *may* be revised to reflect scope changes directed by the Board

Subject to the completion of the projects listed above, the following strategic priorities identified by the Board as part of the most recent strategic planning process will be initiated:

Next Project to be Initiated
1. Electoral Area “H” Official Community Plan (OCP) Bylaw Review (& STR Update)
2. Section 52 Agreement with MoTT
3. Optimize Dev. Approval Processes: Residential Zone Review (2027)
4. Optimize Dev. Approval Processes: Development Permit Review (2027)
5. Optimize Dev. Approval Processes: Subdivision Approving Officer (2027)
6. Geotechnical Report Requirements Policy Review (2027)
7. Review Electoral Area “F” Soil Removal and Deposit Bylaw (2027)
8. Electoral Area “F” Secondary Suite Review (2027)
9. Electoral Area “I” Soil Removal and Deposit Bylaw (2027)
10. Electoral Area “I” Septic System Bylaw (2027)
11. Hazard Lands Update: Flood, Fire & Geotech (2027)

(NOTE: background research on these projects may be occurring concurrently while work on the projects listed above is being completed)

The following is a listing of strategic projects identified by the Board in previous strategic planning sessions that were completed in 2026.

Projects Completed in 2026

1. 2024 Regional Growth Strategy (RGS) Snapshot

The following provides a current snapshot of the active land use projects being completed by the department. More detailed information regarding the current status of each project is available on the Regional District’s webpage and links have been provided below.

1. Regional Growth Strategy (RGS) Update

It is being proposed to update the South Okanagan RGS Bylaw by removing “Rural Growth Areas”, incorporating recent Census data and updating climate action policies.

In support of this, it is also proposed that the Official Community Plan (OCP) bylaws that apply to the six (6) Okanagan Valley Electoral Areas be amended to reflect any RGS amendment.

Start Date:	June 2, 2022
Current Status:	RGS Consultation Plan adopted by Board on February 19, 2026.
Next Steps:	RGS Amendment Bylaw No. 2770.02 to be presented to municipal Councils in April, public information meetings in May, APC meetings in June of 2026.
Comments:	Due to statutory requirements related to the adoption of RGS and OCP amendment bylaws, it is unclear if this project can be completed in the 2026 calendar year.
Project Webpage:	RGS Update

2. Okanagan Valley OCP Project

It is being proposed to consolidate the five (5) of the Okanagan Valley Electoral Area OCP bylaws into a single OCP bylaw. (NOTE: this project applies to Electoral Areas “A”, “C”, “D”, “E” & “F”.

Start Date:	November 17, 2022
Current Status:	Period for initial public and agency comments on Draft OCP closed on April 17, 2026.
Next Steps:	OCP Bylaw to be considered at a forthcoming Electoral Area Services Committee (EASC) meeting for direction on next steps.
Comments:	The Draft OCP reflects the current RGS Bylaw due to consistency requirement under s. 445 of the <i>Local Government Act</i> , and <u>not</u> the contents of Draft Amendment Bylaw No. 2770.02. It is being proposed that the area that comprises the proposed District Municipality of Okanagan Falls be separated into its own OCP & Zoning bylaws prior to Incorporation.
Project Webpage:	Okanagan Valley OCP Project

3. Electoral Area “G” Zoning Bylaw Update

It is being proposed to update the Electoral Area “G” Zoning Bylaw in order to address concerns around the protection of water resources in the Electoral Area. This will include the introduction of

zoning to areas of Crown land identified as possessing parks and recreation, conservation area and watershed values.

Start Date:	August 15, 2025
Current Status:	Scope of the amendments related to Watershed policies and regulations is being finalized.
Next Steps:	Public input on proposed amendments related to Watershed policies and regulations.
Comments:	Amendment Bylaw No. 2781.03, 2026, was adopted by the Board at its meeting of March 19, 2026. This introduced the PR and CA zones to Electoral Area “G”.
Project Webpages:	Conservation Area (CA) and Parks and Recreation (PR) Zones Update Resource Area (RA) Zone Update

4. Development Cost Charge (DCC) Bylaw Update

It is being proposed to repeal a number of outdated Capital Expenditure Charge (CEC) and Development Cost Charge (DCC) bylaws currently being administered by the Regional District and to commence work on updating the DCC rates for the Naramata Water System through the initiation of a water modelling exercise.

Start Date:	March 31, 2025
Current Status:	A consulting firm has been retained and is currently completing background research on the existing CEC and DCC Bylaws.
Next Steps:	Present a draft bylaw to the Board in Committee in 2026. Initiate consultation program with residents, developers, and key stakeholders in 2026.
Comments:	Funding for this project is being provided by the provincial Local Government Housing Implementation Fund. Due to the age of many Regional District CEC and DCC bylaws (e.g. adopted over 20+ years ago), Administration has concerns regarding the continued collection of charges under these bylaws. Due to the pending incorporation of Okanagan Falls, it is proposed that a decision on any new water and sewer DCCs for this community be deferred to the new municipal Council.
Project Webpage:	Development Cost Charge (DCC) and Capital Expenditure Charge (CEC) Bylaw Review

5. Park Rill, Horn & Kearns Creek Flood Mapping Update (Electoral Areas “C” & “I”)

It is being proposed to amend the Okanagan Valley Zoning Bylaw No. 2800, 2022, in order to incorporate the recommendations contained within the *Park Rill Creek, Horn Creek and Kearns Creek Flood Mapping Report (2022)* as they relate to floodplain mapping and regulations for lands within this area.

Start Date:	April 2, 2026
Current Status:	Draft Amendment Bylaw and referral documents are being finalized prior to community consultation .
Next Steps:	Refer the proposed amendments to external agencies and present at in-person public information meetings in Electoral Areas “C” & “I” (anticipated to occur in July of 2026).
Comments:	It is anticipated that the proposed amendments could be considered for 1 st reading at a Board meeting in August or September of 2026.
Project Webpage:	Park Rill, Horn and Kearns Creek Floodplain Mapping Review

OPERATIONAL

Operational or “core” work undertaken by the Planning Services comprises the majority of the Division’s workload — estimated to be above 80% of staff resources — and is primarily related to the processing of land use applications.

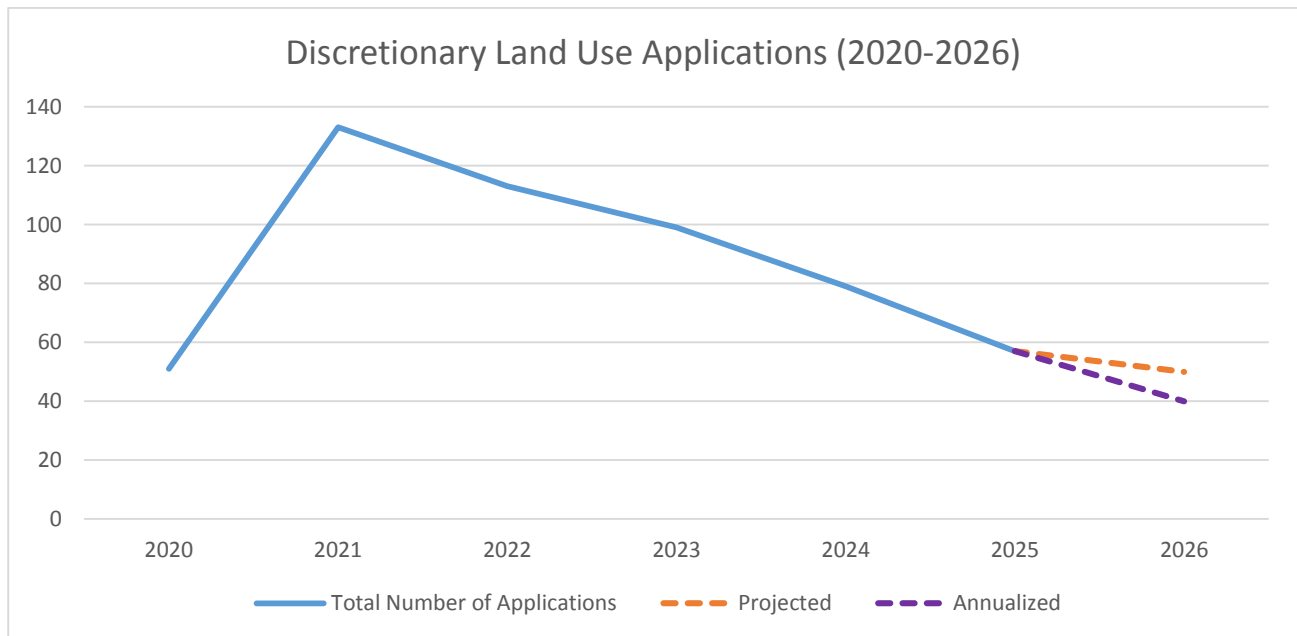
Discretionary Land Use Applications

Under Section 460 of the *Local Government Act*, after adopting an OCP or zoning bylaw the Board must consider every application from an owner of land for an amendment to those bylaws or the issuance of a permit, also in relation to those bylaws.

This includes ensuring statutory requirements related to notification of an application have been adhered to (e.g. written notification to adjacent residents and property owners and/or scheduling of Public Information Meetings) and scheduling consideration by an Electoral Area Advisory Planning Commission (APC), as required.

APPLICATION TYPE	2020	2021	2022	2023	2024	2025	2026
Land Use Amendment Bylaws:	10	29	12	10	13	11	1
Service Area Petition Amendments:	4	6	8	5	3	4	1
Temporary Use Permits:	10	28	32	37	23	7	1
Development Variance Permits:	22	68	58	46	37	35	6
Floodplain Exemptions:	3	0	1	0	2	0	1
Board of Variance:	2	2	2	1	1	0	0
TOTAL	51	133	113	99	79	57	10*

*YTD Figures



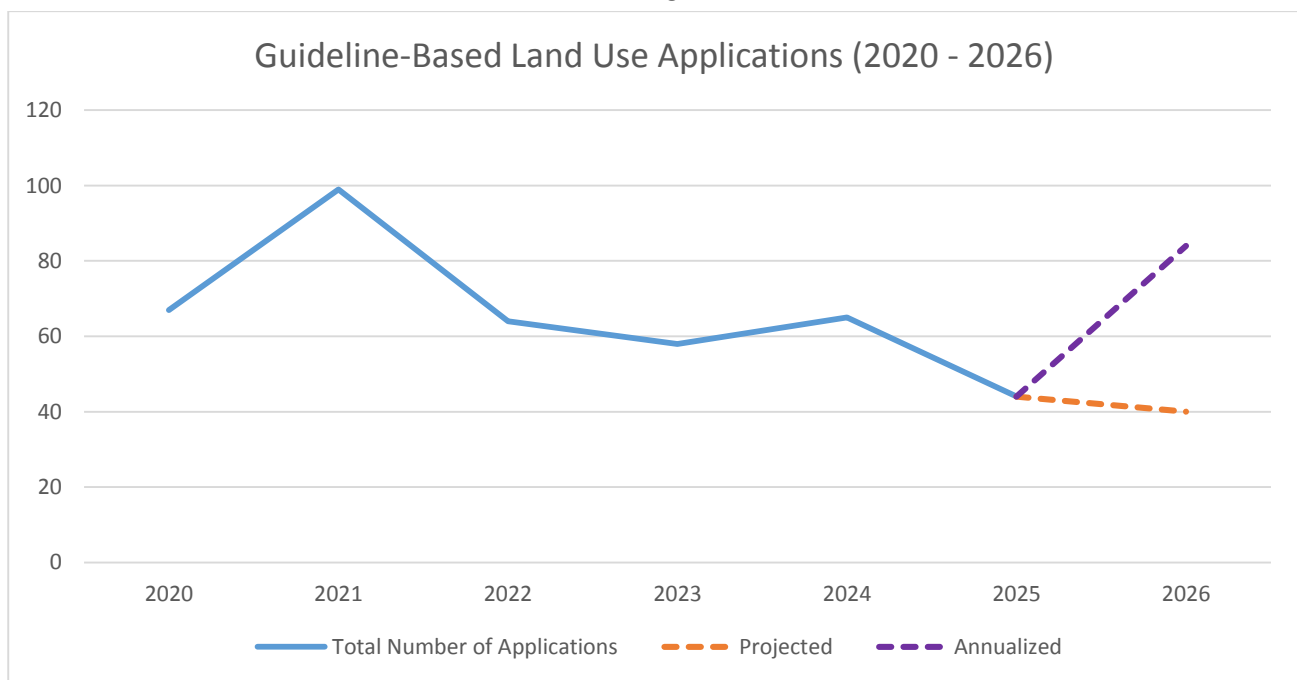
(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x4) based on Q1)

Guideline-Based Land Use Applications

Certain permit types, such as development permits and soil permits, are considered to be “Guideline-Based” in that the Board has established guidelines and objectives that, if met, will generally result in the issuance of a permit.

APPLICATION TYPE	2020	2021	2022	2023	2024	2025	2026
Development Permits:							
• Environmentally Sensitive	41	61	41	29	39	21	5
• Gallagher Lake Commercial	0	0	0	0	0	1	0
• Hillside	0	0	0	0	0	1	0
• Naramata Village Centre	0	1	0	0	0	0	0
• OK Falls Commercial	1	3	0	0	1	1	0
• OK Falls Industrial	2	3	1	1	1	2	1
• OK Falls Multiple Family	1	0	1	1	0	0	0
• OK Falls Town Centre	3	2	2	1	1	1	0
• Protection of Farming	0	0	0	0	0	0	0
• Watercourse	19	29	19	21	22	15	4
Soil Permit:	-	-	-	5	1	0	0
Short Term Rental (STR) Permit:	-	-	-	-	-	2	11
TOTAL	67	99	64	58	65	44	21*

*YTD Figures



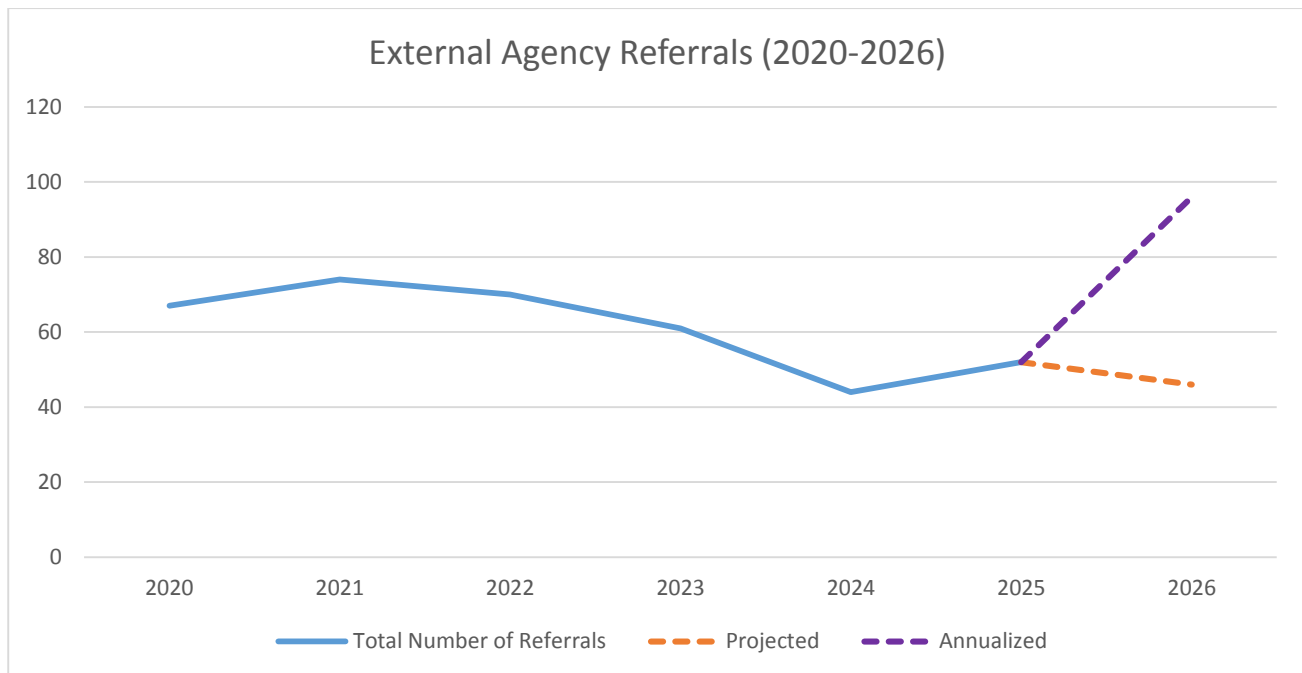
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External Agency Referrals

Finally, the Division will respond to various “referrals” received from external agencies such as the Agricultural Land Commission (ALC), Ministry of Transportation and Transit (MoTT), Liquor and Cannabis Regulations Branch (LCRB), FrontCounterBC, member municipalities and other adjacent local governments seeking input regarding the Regional District’s interests in a particular proposal.

REFERRAL TYPE	2020	2021	2022	2023	2024	2025	2026
Agricultural Land Commission:	20	25	22	16	10	15	5
FrontCounterBC (Crown land):	12	10	8	12	11	14	11
Liquor & Cannabis Regulation Branch:	14	16	21	15	8	12	2
Ministry of Transportation & Transit:	21	23	19	18	15	11	5
Local Governments:	n/a	n/a	n/a	n/a	n/a	n/a	1
TOTAL	67	74	70	61	44	52	24*

*YTD Figures



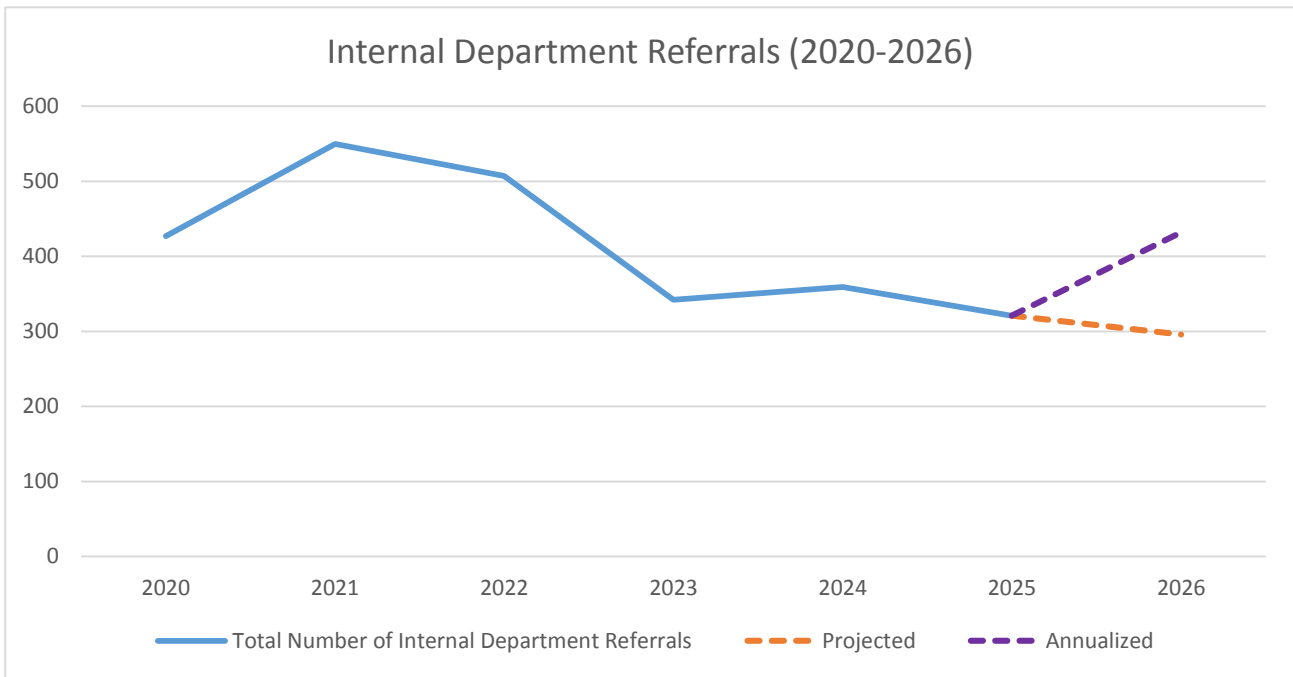
(NOTE: “Projected” is based on totals from previous years, “Annualized” is a weighted distribution (x4) based on Q1)

Internal Department Referrals

The Planning Division also provides assistance to other departments such as Building and Bylaw Enforcement by confirming building permit application compliance with land use bylaws (e.g. completion of “Zone Checks”) and providing input on formal complaints (e.g. determining if a reported activity is consistent with a bylaw).

DEPARTMENT REFERRAL	2020	2021	2022	2023	2024	2025	2026
Building Inspection (Zone Check):	427	550	507	342	359	295	81
Bylaw Enforcement (Complaint):*	n/a	n/a	n/a	n/a	n/a	21	0
Business Licencing (Zone Check):	-	-	-	-	-	5	27
TOTAL	427	550	507	342	359	321	108*

* YTD Figures

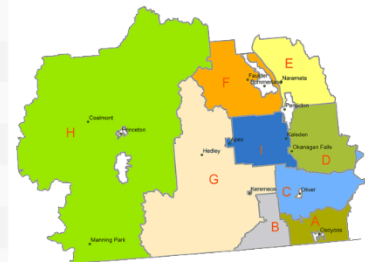


(NOTE: "Projected" is based on totals from previous years, "Annualized" is a weighted distribution (x4) based on Q1)

More detailed information regarding current individual applications and recent decisions is available from the Regional District's webpage at: ["Current Applications & Decisions"](#).

Current Applications & Decisions

- Electoral Area "A"
- Electoral Area "B"
- Electoral Area "C"
- Electoral Area "D"
- Electoral Area "E"
- Electoral Area "F"
- Electoral Area "G"
- Electoral Area "H"
- Electoral Area "I"



Provisions of Contracted Planning Services

The Planning Services Division continues to provide services to the Village of Keremeos (since 2015) and the Town of Osoyoos (since 2023).

QUERIES

In addition to Strategic Priorities and core Operational work, Planning Services responds to general queries from members of the public via phone, email and in-person at the RDOS Office.

Phone Calls (incoming)

The following data regarding the number of incoming phone calls to the Planning Services Division and is derived from calls to the following numbers:

- **250-490-0237** (being the Regional District’s “Mainline menu”); and
- **250-490-4108** (being the Planning Services Division main line).

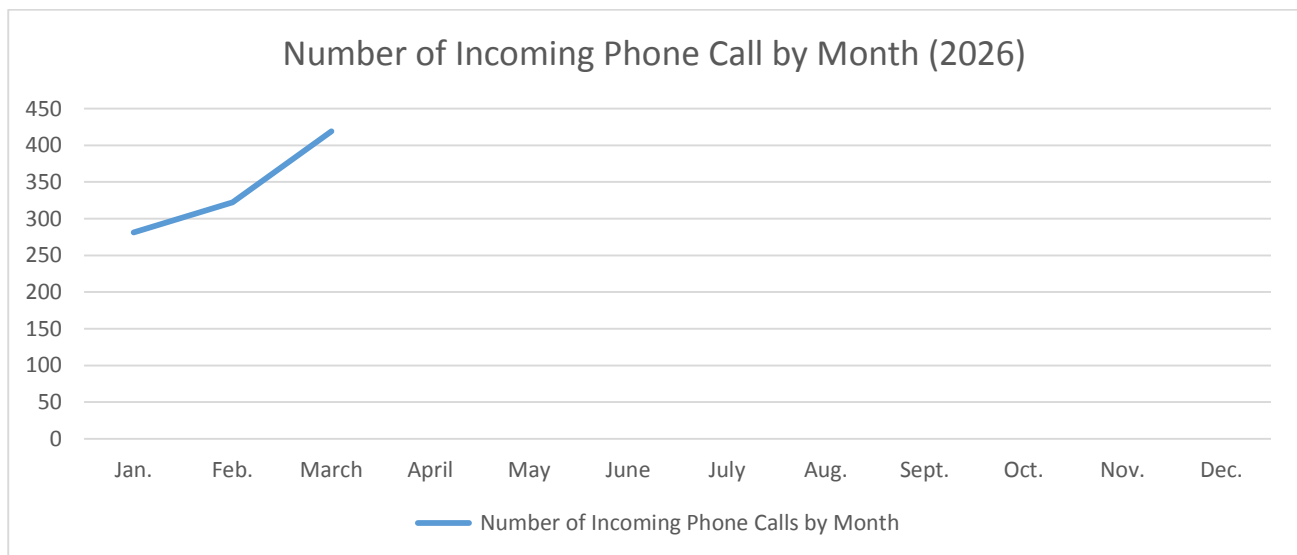
This data is intended to provide a snapshot into one aspect of the phone queries handled by Planning Services Division staff.

Importantly, this data does **not** capture incoming calls *directly* to Planning Services staff or return calls placed by staff to residents in response to voice messages or email queries.

Of note:

- The average number of incoming calls per month is **341**; and
- The approximately number of incoming calls per day (based on 21 business days in a month) is **11.5**.

Incoming Calls (2026)	
Month	Total
January	281
February	322
March	419
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
Total	(TBD)



Emails

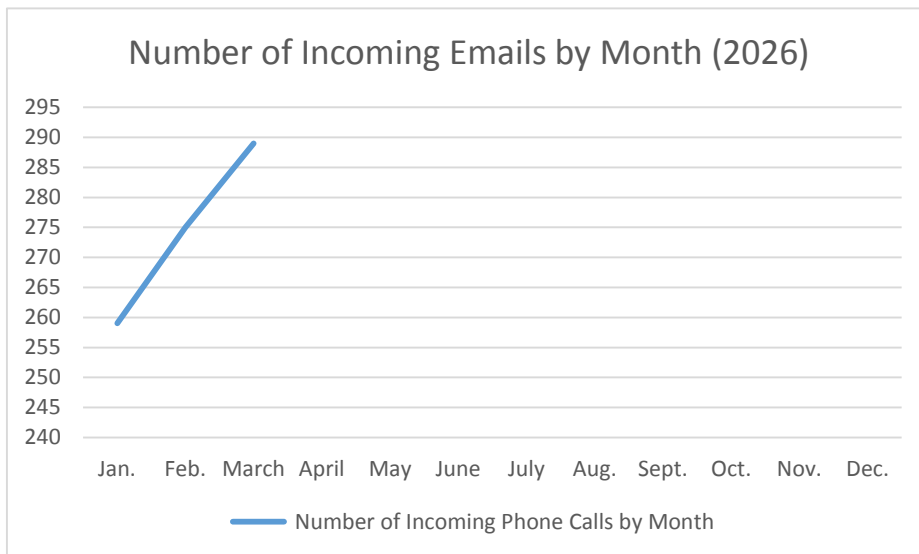
Email inquiries can represent the earliest point of public engagement with the planning process in the form of initial queries from property owners, developers, realtors, and residents that frequently precede or accompany formal applications.

Emails are also the most common method used by residents and property owners to submit formal representations for the consideration by the Regional District Board on land use applications that have been notified for public input.

Monitoring email volumes provides a more complete picture of overall departmental workload, and provide context for the demand placed on staff beyond what formal application counts alone reflect.

The following data regarding the number of incoming emails to the Planning Services Division and is derived from correspondence to the planning@rdos.bc.ca address. Of note:

- The average number of incoming emails per month is **274**;
- The approximately number of incoming emails per day (based on 21 business days in a month) is **13.1**; and
- Approximately 300 emails are from an “rdos.bc.ca” email which means internal communication and redirecting of queries to the appropriate department.



Incoming Emails (2026)	
Month	Total
January	259
February	275
March	289
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
Total	(TBD)

In-Person

As of January 2026, the Planning Services Division has begun records the number of residents, property owners, developers, and other members of the public who visit the Division’s front counter each day.

Walk-in counter traffic represents direct, in-person engagement with planning staff and captures a category of public interaction that is distinct from both formal application submissions and digital correspondence. Many counter visits involve preliminary inquiries, assistance with application requirements, zoning confirmations, or general land use questions that are resolved at the counter and may not generate a formal record of interaction elsewhere within the organization.

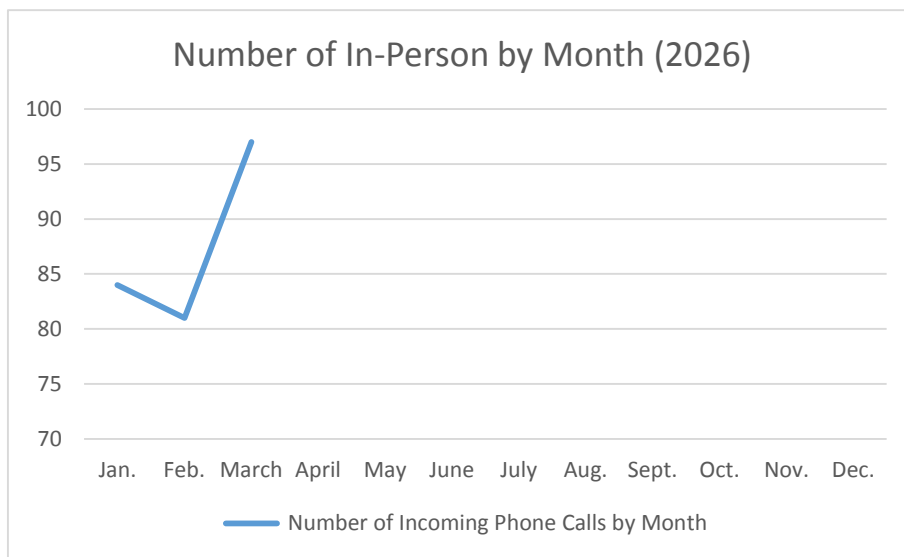
Tracking this activity *may* provide insight into the volume and nature of face-to-face service demand, supports the allocation of staff time across services, and helps identify patterns such as seasonal peaks or the impact of policy changes that *could* inform how front counter services are resourced.

Of note, the recording of front counter interactions is a manual process shared across all members of the Division. Accordingly, the figures presented in this section likely represent a minimum observed volume rather than an exact count of every interaction and are likely an under-count of actual interactions. Occasional gaps in recording *may* occur when multiple staff are serving the counter simultaneously or during periods of high demand.

Notwithstanding this limitation, front counter data provides a reliable indication of trends in face-to-face service demand and, when read alongside email and phone query volumes, contribute to a more complete picture of the overall workload of the Division.

Of note:

- The average number of front counter queries per month is **87**;
- The approximately number of front counter queries per day (based on 21 business days in a month) is **4.2**.



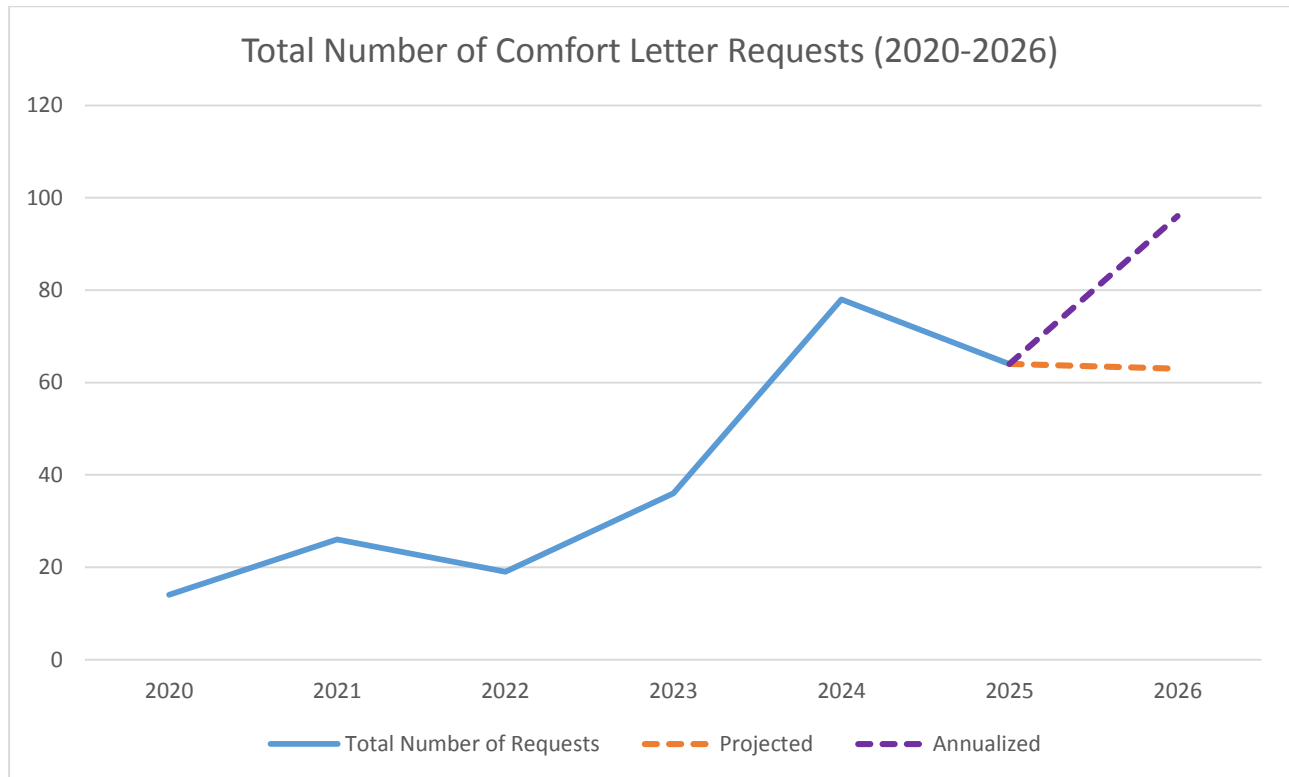
In-Person Calls (2026)	
Month	Total
January	84
February	81
March	97
April	-
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
Total	(TBD)

Comfort Letters

Comfort Letters provide information on land use items such as the current zoning, building permit records, etc. and are most commonly requested by law firms or real estate agents wanting to know the current status of a property before the finalization of a property sale.

	2020	2021	2022	2023	2024	2025	2026
TOTAL	14	26	19	36	78	64	24*

*YTD Figures



(NOTE: "Projected" is based on totals from previous years, "Annualized" is a weighted distribution (x4) based on Q1)



TO: Electoral Area Services Committee
FROM: J. Zaffino, Chief Administrative Officer
DATE: May 7, 2026
RE: Short-Term Rental Accommodation Program – 6-Month Review (X2026.003-ZONE)

Administrative Recommendation:

The following amendment bylaws be initiated:

- Electoral Area Official Community Plan (OCP) Amendment Bylaw No. 3147;
 - Business Licence Regulation Amendment Bylaw No. 3100.03;
 - Chief Administrative Officer (CAO) Delegation Amendment Bylaw No. 3033.04;
 - Development Procedures Amendment Bylaw No. 2500.39; and
 - Fees and Charges Amendment Bylaw No. 3128.01.
-

Alternatives:

1. Status quo; or
 2. THAT following amendment bylaws be initiated, subject to the following revisions:
 - a) TBD
-

Purpose:

The purpose of this report is to present options and seek further direction from the Committee with respect to possible bylaw amendments related to the short-term rental accommodation program.

Strategic Priorities: Operational

Statutory Authority:

Under Section 460 of the *Local Government Act*, a local government that has adopted an official community plan or zoning bylaw must, by bylaw, define procedures under which property owners may submit bylaw amendment or land use permit applications, and is obligated to consider every such application.

The Regional District’s STR Permit is designated under Section 492 (temporary use permit authority) of the *Local Government Act* and the Regional District is, consequently, obligated to establish application requirements and processing procedures related to this type of permit.

Background & Analysis:

On October 2, 2025, the Regional Board adopted multiple amendments to various bylaws in order to facilitate the regulation of short-term rental accommodations. Amongst other things, these new regulations introduced the following:

- the submission of a Health and Safety (H&S) Inspection Report in support of a Business Licence Application and STR Permit application;
- delegated authority to the Chief Administrative Officer in relation to the issuance of STR Permits; and
- fees to be applied to Business Licence and STR Permit applications.

Analysis:

Through day-to-day use of the Regional District's new STR regulations, Administration has identified a number of issues that require Board direction and which are outlined in the following sub-sections:

Health & Safety Inspections

Since the introduction of permitting requirements for short-term rental accommodations in 2014, the completion of a successful Health and Safety (H&S) Inspection has been a requirement of obtaining a TUP and, more recently, an STR Permit / Business Licence.

The reasons for requiring a H&S Inspection are varied, but generally relate to ensuring that a structure to be used for short-term tourist accommodation purposes does not present a hazard to patrons.

For instance, it is not uncommon for an STR use to be proposed within a converted space — such as a basement, garage or accessory structure — that may have been finished without permits or not to the Building Code for residential occupancy. A H&S Inspection can catch unpermitted work, such as inadequate egress windows, substandard electrical or plumbing, and similar issues that could endanger patrons.

A H&S Inspection can further ensure that basic requirements for other tourist accommodation type uses are being provided, such as working smoke detectors, carbon monoxide alarms, fire extinguishers, and clearly marked emergency exits are in place before strangers occupy the space.

It is Administration's understanding that gas and electrical faults are among the leading causes of residential fires, explosions, and carbon monoxide fatalities.

ISSUES:

1. The inconsistent approach to the requirement for H&S Inspection across Electoral Areas:
 - in Electoral Areas "A" & "E", the submission of an approved H&S Inspection is required as part of an STR Permit and Business Licence application;
 - in Electoral Area "C" the submission of an approved H&S Inspection is required as part of an STR Permit application;
 - in Electoral Areas "D" & "I", the submission of an approved H&S Inspection is required as part of a Business Licence application;

-
- NOTE: at Apex Mountain Resort (Electoral Area “I”), an approved H&S Inspection is not required in order to operate an STR.
 - In Electoral Area “F” an approved H&S Inspection is not required in order to operate an STR;
 - in all Electoral Areas, an H&S Inspection is not required in order to operate a “tourist accommodation” use; and
 - in Electoral Area “E” an H&S Inspection is not required in order to operate a campground, hotel, motel and campground uses.
2. The inability of the Regional District to provide a full H&S Inspection as an internal service to applicants:
- Regional District staff are not qualified to confirm if gas and electrical systems are in good condition.

OPTIONS (Issue No. 1):

While Administration supports a consistent approach — across all Electoral Areas — to the requirement for an approved H&S Inspection in order to operate an STR, it is recognized that there are challenges to implementing this approach.

As an alternative, it is recommended that the duplication that currently exists in Electoral Areas “A” & “E” for an H&S Inspection to be submitted in support of an STR Permit and Business Licence application be amended so that the H&S Inspection is only required when applying for a Business Licence.

This would be consistent with the approach previously applied in Electoral Areas “D” & “I” and will simplify the application process and reduce confusion for the public and staff.

Alternately, the option to revisit when and where H&S Inspections are required is available and could take the form of removing this requirement entirely or applying it consistently across the six (6) Okanagan Electoral Areas (e.g. by requiring it in Electoral Area “F” and at Apex Mountain Resort).

OPTIONS (Issue No. 2):

The inability of Regional District staff to confirm if gas and electrical systems are in good condition is presenting logistical challenges for applicants attempting to submit a complete H&S Inspection and is requiring that they engage qualified professionals certified to undertake gas and electrical inspections.

Administration considers that four (4) options are available to the Board to address this:

1. Status quo;
2. Modify H&S Inspection requirements by removing confirmation of gas and electrical;
3. Implement a professional reliance model (only qualified professionals complete H&S Inspections);
4. Move to a “Self-Declaration” Model (e.g. property owners attest to the compliance of their dwelling with H&S Inspection requirements).

Of these four options, and in recognition of the value of confirming gas and electrical systems, Administration favours the implementation of a professional reliance model wherein a qualified professional (QP) is required to submit a completed Inspection.

It is recognized that this will impose an additional cost on applicants (estimated at approximately \$600), but does not diminish the underlying safety rationale for this requirement. The Board may also wish to consider revising the fee charged for a Business Licence if it is no longer intended to make Regional District staff available to complete parts of the H&S Inspection (see fee discussion below).

Of note, it is not clear how many QPs exist within the South Okanagan to undertake this work on behalf of property owners.

Conversely, the option of moving to a “Self-Declaration” model remains available and would rely on property owners to confirm the compliance of their dwelling with health and safety requirements.

In terms of potential liability in implementing this approach, while a local government can be liable for negligence, this is not the case if the alleged negligent act or omission is the result of a “policy decision” and it *may* be the transition to a “Self-Declaration” model would meet this standard.

As an aside, it is also recommended that the requirement for confirmation that the structure has been issued an Occupancy Permit be removed as many dwellings in the Electoral Areas pre-date the introduction of Building Inspection Services and some applicants are challenged to meet this requirement.

Delegated Authority

Under the Regional District’s Chief Administrative Officer (CAO) Delegation Bylaw, Administration has been granted authority to issue, renew or re-issue an STR Permit that meets specified criteria.

The benefits of delegating authority are multitude, and include:

- operational efficiency and the removal of routine, high-volume decisions from the Board's meeting agenda, thereby allowing Director’s to focus their time on policy-setting and community priorities rather than processing individual permit applications;
- timeliness of decision-making as Administration can process and issue permits on a continuous, day-to-day basis without waiting for a scheduled Board meeting; and
- improved consistency when specified assessment criteria are applied uniformly across eligible applications by Administration.

Another important consideration is that delegation specifies the limits of the authority that have been granted, and Administration is aware of when an application must be elevated to the Board for its consideration.

ISSUES:

- .1 at its meeting of February 19, 2026, the Board directed that the issuance of STR Permits could be considered for the full three (3) year term, as allowed for under the *Local Government Act*;
- .2 under CAO Delegation Bylaw, the CAO may only approved an STR Permits under delegated authority if the maximum term does not exceed one (1) calendar year.

OPTIONS:

The current delegation to the CAO for STR Permits was drafted to reflect the term of a business licence, which is to December 31st, being the end of the calendar year.

In light of this more recent direction from the Board, and in anticipation of applicant’s seeking a full 3-year term for an STR Permit, Administration is recommending that delegated authority criteria not be tied to a specific term.

Conversely, the option of retaining the current one (1) limit is available, however, it is anticipated that this would result in a majority of STR Permit applications having to be considered by the Board.

Application Fees

Application fees are generally intended to assist in the costs incurred by the Regional District in processing various types of applications and are not meant to generate revenue.

While application fees rarely reflect the true costs incurred by the Regional District in processing applications, since 2021, a full-cost recovery model has been applied to the processing of vacation rental permits.

ISSUES:

- .1 confusion regarding STR Permit fees (“Delegated” vs. “Non-Delegated”) as well as uncertainty regarding recent Board direction that such permits can be issued for 3-year terms; and
- .2 the appropriate fee to be applied to Business Licence applications if the Board resolves to require that Health and Safety (H&S) Inspections be completed by a qualified professional or a “Self-Declaration” model is introduced.

OPTIONS (Issue No. 1):

The fee structure for “Delegated” and “Non-Delegated” STR permits has caused confusion for applicants and resulted in delays to the processing of applications as Regional District staff have attempted to clarify proposed uses and applicable fees.

In light of the more recent direction from the Board regarding its willingness to allow STR Permits to be issued for up to 3-years (see discussion above), Administration is recommending that the fee structure for this application type be simplified and that a uniform \$1,250.00 fee be applied.

For comparison purposes, the current versus proposed fee structure is shown as follows:

Current Fee Structure	Proposed Fee Structure
<u>Short-Term Rental Accommodation (STR) Use:</u>	<u>Short-Term Rental Accommodation (STR) Use:</u>
i) Application Fee:	i) Application Fee: \$1,250.00
a) Delegated \$500.00	
b) Non-Delegated \$2,500.00	
ii) Renewal / Re-issuance Fee:	ii) Renewal / Re-issuance Fee: \$1,250.00
a) Delegated \$500.00	
b) Non-Delegated \$1,250.00	
<u>All Other Uses:</u>	<u>All Other Uses:</u>

i) Application Fee:	\$1,250.00	i) Application Fee:	\$1,250.00
ii) Renewal Fee:	\$1,250.00	ii) Renewal Fee:	\$1,250.00
(fee is premised on a 1-year STR Permit)		(fee is premised on a 3-year STR Permit)	

Conversely, the status quo is available to the Board in terms of maintaining the current fee structure, however, under this scenario Administration would favour amended language describing the different fee categories (e.g. replace references to “Delegated” and “Non-Delegated” with new language).

OPTIONS (Issue No. 2):

Administration supports retention of the current \$500 annual fee for business licence applications on the basis that the Board has historically sought to apply a full cost-recovery model to short-term rental uses in residential areas.

Administration notes that the current fee is competitive with those applied by the member municipalities in the Okanagan:

Local Gov.	STR Business Licence Fee	H&S Inspection Req.
Penticton	\$830 / \$550 / \$280	“Self-Declaration” Model
Osoyoos	\$750	“Self-Declaration” Model
RDOS	\$500	Service provided by the RDOS
Summerland	\$500	“Self-Declaration” Model
Oliver	\$300	Service provided by the Town

Conversely, should the Board resolve to move to either a professional reliance model or a “Self-Declaration” model for H&S Inspections (see discussion above), the option of revising the current business licence application fee is available.

Summary

Administration supports the proposed amendment bylaws on the basis that these changes will improve and provide greater clarity in regard to the processing of applications where a Health and Safety Inspection Report is required while reducing duplication, improving customer service, and aligning procedures with recent Board direction.

Financial Implications:

Given that the Board has not yet provided direction on the matters outlined in this report, it is not possible to determine financial impacts at this time.

Communication Strategy:

Should the Board initiate the proposed bylaw amendment(s), they will be notified in accordance with the requirements of the *Local Government Act* as well as the Regional District’s Development Procedures Bylaw No. 2500, 2011.

Will a PowerPoint presentation be presented at the meeting? Yes

Respectfully submitted:



C. Garrish, Senior Manager of Planning

Endorsed By:

Allen Fillion

A. Fillion, Managing Director, Dev. & Infrastructure

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 3147, 2026

A Bylaw to amend the Electoral Area “A” & “E” Official Community Plan Bylaws

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 “Electoral Area “A” & “E” Official Community Plan Amendment Bylaw No. 3147, 2026.”

Electoral Area “A”

2. The Electoral Area “A” Official Community Plan Bylaw No. 2905, 2021, is amended by:
 - i) replacing the first sentence of Section 6.5.12(e) (Policies) under Section 6.0 (Growth Management) in its entirety with the following:
 - e) *deleted.*
 - ii) replacing sub-section 22.4.1(b) (Policies – Short-Term Rental Accommodation (STR) Permits) under Section 22.0 (Temporary Use Permits) in its entirety with the following:
 - b) *deleted.*

Electoral Area “E”

3. The Electoral Area “E” Official Community Plan Bylaw No. 3010, 2023, is amended by:
 - i) replacing the first sentence of Section 6.7.15(e) (Policies) under Section 6.0 (Growth Management) in its entirety with the following:
 - e) *deleted.*
 - ii) replacing sub-section 22.4.1(b) (Policies – Short-Term Rental Accommodation (STR) Permits) under Section 22.0 (Temporary Use Permits) in its entirety with the following:
 - b) *deleted.*

READ A FIRST AND SECOND TIME this ____ day of _____, 2026.

PUBLIC HEARING held on this ____ day of _____, 2026.

READ A THIRD TIME AND ADOPTED this ____ day of _____, 2026.

Board Chair

Corporate Officer

DRAFT

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 3100.03, 2026

A Bylaw to amend the Business Licence Regulation Bylaw No. 3100, 2025

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 “Regional District of Okanagan-Similkameen Business Licence Regulation Amendment Bylaw No. 3100.03, 2026.”
2. The “Regional District of Okanagan-Similkameen Business Licence Regulation Bylaw No. 3100, 2025,” is amended by:
 - i) replacing Section 1.0(a)(iv) (Short-Term Rental Accommodation) under Schedule ‘A’ (Specific Business Use Regulations) in its entirety with the following:
 - iv) a Health and Safety Inspection report, completed to the satisfaction of the Regional District, indicating the dwelling unit complies with the following:
 - .1 the dwelling unit has been authorized by the Regional District for residential use;
 - .2 one (1) fire extinguisher is provided per floor and mounted in a visible location;
 - .3 interconnected smoke alarms are provided on each level;
 - .4 carbon monoxide alarms are installed where a dwelling unit has been furnished with appliances fueled by gas or wood, or contains an attached garage;
 - .5 dwellings containing a wood burning appliance shall submit an approved Wett inspection report;
 - .6 bedrooms must contain one (1) window having an unobstructed opening of not less than 0.35m² with no dimension less than 380 mm, unless the bedroom is sprinklered or has an exterior door;

- .7 stairs, decks and balcony have guard rails installed;
- .8 electrical and gas systems are in good general condition; and
- .9 hot tubs have a lockable cover and pools are surrounded by a minimum 1.2 metre high fence.

ii) adding a new sub-section 1.0(f) (Short-Term Rental Accommodation) under Schedule 'A' (Specific Business Use Regulations) to read as follows:

- f) a "Health and Safety Inspection Report" may be re-used in support of an application for a licence renewal, 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.

READ A FIRST, SECOND AND THIRD TIME this ____ day of _____, 2026.

ADOPTED this ____ day of _____, 2026.

Board Chair

Corporate Officer

DRAFT

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 3033.04, 2026

A Bylaw to amend the Chief Administrative Officer Delegation Bylaw No. 3033, 2023

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 “Chief Administrative Officer Delegation Amendment Bylaw No. 3033.04, 2026.”
2. The “Chief Administrative Officer Delegation Bylaw No. 3033, 2023,” is amended by:
 - i) replacing the first sentence of Section 3.23 under “Contracts and Agreements” in its entirety with the following:
 - 3.23 Be delegated authority to issue, renew or re-issue a Short-Term Rental Accommodation (STR) permit under Section 493(3) of the *Local Government Act* where:
 - i) the maximum number of short-term rental accommodation uses occurring on a parcel does not exceed the maximum number of dwelling units specified in the applicable zoning bylaw;
 - ii) the short-term rental accommodation use is to occur within a single detached dwelling, duplex dwelling, secondary suite or accessory dwelling unit;
 - iii) the maximum number of patrons to be accommodated within a dwelling unit does not exceed two (2) per bedroom;
 - iv) one (1) vehicle parking spaces is provided for each bedroom available within the dwelling unit that is to accommodate the short-term rental accommodation use;
 - v) in Electoral Area “C”, confirmation has been provided with an application that the dwelling unit to be used for the purposes of the short-term rental accommodation use complies with minimum

standards for health and safety as specified in the Regional District’s Business Licence Regulation Bylaw, as amended;

- vi) for a renewal or reissuance, no additional changes to the initial permit have been requested by the applicant; and
- vii) no representation(s) opposing the requested permit has been submitted to the Regional District within the timeframe specified in the Regional District’s Development Procedures Bylaw.

READ A FIRST, SECOND AND THIRD TIME this ____ day of _____, 2026.

ADOPTED this ____ day of _____, 2026.

Board Chair

Corporate Officer

DRAFT

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2500.39, 2026

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

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. 2500.39, 2026.”
2. The “Development Procedures Bylaw No. 2500, 2011,” is amended by:
 - i) 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) In Electoral Area “C”, 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” 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.

READ A FIRST, SECOND AND THIRD TIME this ____ day of _____, 2026.

ADOPTED this ____ day of _____, 2026.

Board Chair

Corporate Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 3128.01, 2026

A Bylaw to amend the Fees and Charges Bylaw No. 3128, 2026

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 “Fees and Charges Amendment Bylaw No. 3128.01, 2026.”
2. The “Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 3128, 2026” is amended by:
 - i) replacing sub-section 13.0 (Health and Safety Inspection) under Schedule 2 (Building Permit Fees) in its entirety with the following:

13.0 – *deleted*

- ii) replacing sub-section 2.0 (Temporary Use Permit) under Schedule 3 (Planning and Development Fees) in its entirety with the following:

2.0 – Temporary Use Permits

2.1 Short-Term Rental Accommodation (STR) Use:

- | | |
|---------------------|------------|
| i) Application Fee: | \$1,250.00 |
| ii) Renewal Fee: | \$1,250.00 |

2.2 All Other Uses:

- | | |
|---------------------|------------|
| i) Application Fee: | \$1,250.00 |
| ii) Renewal Fee: | \$1,250.00 |

READ A FIRST, SECOND AND THIRD TIME this ____ day of _____, 2026.

ADOPTED this ____ day of _____, 2026.

Board Chair

Corporate Officer

DRAFT



TO: Electoral Area Services Committee

FROM: J. Zaffino, Chief Administrative Officer

DATE: May 7, 2026

RE: Vacation Rental Temporary Use Permit Policy (Okanagan Electoral Areas)

Administrative Recommendation:

THAT the Electoral Area Services Committee recommend that the Board of Directors rescind the *Vacation Rental Temporary Use Permit Policy*.

Alternatives:

1. THAT the Electoral Area Services Committee recommends that the proposed review of the *Vacation Rental Temporary Use Permit Policy* comprise the following:
 - a. *TBD*
2. Status quo.

Purpose:

The purpose of this report is to seek direction from the Committee in relation to the Board *Vacation Rental Temporary Use Permit Policy*.

Strategic Priorities: Operational

Statutory Authority:

Under Section 492 (temporary use permit authority) of the *Local Government Act*, a local government may issue a temporary use permit on application by an owner of land.

A temporary use permit issued under this section may allow a use not permitted by a zoning bylaw, specify conditions under which the temporary use may be carried on, and allow and regulate the construction of buildings or structures related to the temporary use.

Background & Analysis:

On October 2, 2025, the Board adopted multiple amendments to its bylaws in order to facilitate the regulation of short-term rental accommodation (STR).

This included, amongst other things, the following:

- introduction of new Official Community Plan (OCP) policies related to the use of residential dwellings for short-term rental accommodations (including “tourist accommodation” uses);
- updated zoning regulations to reflect the new policy direction contained in the OCP bylaws; and

-
- a new business licence regulation bylaw to allow for the issuance of licences in Electoral Areas “A”, “D”, “E” & “I”.

Official Community Plan (OCP) Policies:

Generally speaking, the new OCP policies support the use of a residential dwelling unit for short-term rental accommodation purposes subject to a number of criteria, including:

- it is occurring in a dwelling unit such as a single detached dwelling, accessory dwelling or secondary suite (and not occurring in accessory structures);
- a limit on the number of STR uses per property (e.g. 1 or 2, depending on Electoral Area);
- a maximum occupancy not exceeding two (2) persons per bedroom;
- the provision of sufficient on-site vehicle parking spaces; and
- minimum health and safety standards are being met.

In Electoral Areas “A”, “C”, & “E” the new policies further speak to STR uses being permitted through the issuance of a “Short-Term Rental Accommodation” (STR) Permit.

Importantly, and depending on the Electoral Area, STR uses may also be permitted by:

- the issuance of a Business Licence (Electoral Areas “A”, “D”, “E” & “I”); or
- no approval at all (Electoral Area “F”).

In Electoral Areas “D”, “F” and “I”, policies also speak to support for these areas being formally “opted-in” to the provincial “Principal Residence Requirement” (PRR), while Electoral Area “E” has similar wording, despite not formally opting-in to the PRR but requesting that STR applications be considered against this criteria.

With regard to proposals seeking to use residentially zoned parcels for commercial “tourist accommodation” purposes (e.g. boutique campground, small-scale motel, urban or garage glamping), new OCP policies were introduced that speak against such uses (and to requiring the submission of a standard TUP application).

OCP Permits:

In the Electoral Area “A”, “C” and “E” Official Community Plans, a new “Short-Term Rental Accommodation” (STR) Permit option was introduced (utilizing the TUP authority under the *Local Government Act*) and delegation was given to staff to issue such permits in prescribed circumstances.

In circumstances where a proposal involves a commercial “tourist accommodation” use of a residential property, Administration will recommend to the Board that the application be denied on the basis of the new OCP policies.

This also applies to applications in Electoral Area “E” when an STR application involves a dwelling that is not someone’s principal residence or located on the same property as a principal residence.

Zoning Regulations:

Under the Okanagan Valley Zoning Bylaw, short-term rental accommodation and tourist accommodation are defined as mutually exclusive use classes.

The Okanagan Valley Zoning bylaw defines “short-term rental accommodation” as “the renting of a *dwelling unit* by its owner to members of the public for temporary accommodation for a period of less than 30 consecutive days for each patron...”.

In comparison, “tourist accommodation” is defined as “a building or buildings other than recreational vehicles, park model trailers, mobile homes or dwelling units, providing temporary accommodation for the travelling public...”.

The rental of houses that are not principal residences are not deemed to be tourist accommodation uses under the Zoning Bylaw, provided that at least one dwelling unit on the same property is used for residential purposes the majority of the time (i.e. at least 6 months of the year).

The Zoning Bylaw defines a “residential” use as:

the occupancy or use of a dwelling unit for the permanent domicile of a person or persons; or the occasional or seasonal occupancy of a dwelling unit as a dwelling by an owner who has a permanent domicile elsewhere or by non-paying guests of such an owner, but excludes short-term rental accommodation.

NOTE: a residential use does not require the owner to be present or residing on the property and can include seasonal or occasional personal use (i.e. a weekend home or cottage), the hosting of friends and family, or long-term rental (i.e. greater than 30 days) to tenants.

The Zoning Bylaw deems a use to be tourist accommodation if no residential use is occurring on a property (i.e. all dwelling units are used for short-term rental 12 months of the year) or accommodation is provided in a structure that is not a residential dwelling unit.

Short-term rental accommodation is a permitted accessory use in all zones that allow for a single detached dwelling (subject to certain criteria), whereas tourist accommodation is a permitted principal use in the village/town centre zones and certain commercial zones.

Board Consideration:

At its meeting of February 19, 2026, the Electoral Area Services Committee (EASC) considered several items to address operational aspects of the new short-term rental accommodation regulations ahead of the annual opt-in deadline under the *Short-Term Rental Accommodations Act*.

The Committee resolved to initiate an amendment to the Development Procedures Bylaw and recommended that the Board of Directors rescind the Board *Vacation Rental Temporary Use Permit Policy*.

The Committee further considered a proposal to introduce a new *Short-Term Rental Accommodation Permits Policy* limiting the issuance of STR Permits to a period of 12 months and resolved not to adopt the policy.

At its meeting of March 5, 2026, the Regional Board gave three readings to and adopted the amendment to the Development Procedures Bylaw and referred the proposed repeal of the *Vacation Rental Temporary Use Permit Policy* to the EASC.

Analysis:

The Board’s current “Vacation Rental Temporary Use Permit Policy” (see Attachment No. 1) was drafted to reflect the previous approach to the regulation of “vacation rental” uses and generally speaks to the issuance of an initial permit for a single “season” (e.g. 18 months).

This addressed a common community concern at the time around the potential for “bad operators” to become established in residential neighbourhoods and the recourse available to property owners, residents and the Regional District.

The single “season” policy was an attempt to address this by limiting the permit issued to a new operator in case there were performance management issues and providing an option to the Board to not renew a permit.

With the changes enacted by the Board in 2025, including the deletion of the “vacation rental” use class, this policy is now obsolete.

Moreover, given the direction provided by the Committee that an STR Permit can be considered for issuance for the full three (3) year period allowed under the *Local Government Act*, a Board Policy speaking to “seasons” or any other term less than 3-years is no longer seen to be needed.

Alternative:

Conversely, should the Board wish to reconsider the imposition of a term-limit of less than 3-years on STR Permits, this option remains available.

As was previously proposed, a new Board Policy could direct that STR permits be issued for a maximum of 12 months and expire in December of the year in which they are issued, to align with annual business license requirements (see Attachment No. 2).

New Strategic Project:

Alternately, the option of clarifying or revising the OCP policies enacted in 2025 as they relate to “short-term rental accommodation” and/or “tourist accommodation” uses is available to the Board.

Administration notes, however, that depending on the scope of any proposed changes, this may represent the initiation of a new project that is not currently contemplated in the 2026 Strategic Project list and that revisions to the Strategic Project list may be required (e.g. removal or deferral of an existing project).

Summary

In summary, there are no further matters requiring clarification through a Board policy and for this reason it is recommended that the *Vacation Rental Temporary Use Permit Policy* be rescinded.

Financial Implications:

Financial implications have been considered, and none were found.

Communication Strategy:

To be determined based on the direction provided by the Board (e.g. a decision to retain the status quo does not need to be communicated).

Will a PowerPoint presentation be presented at the meeting? Yes

Respectfully submitted:

"Ben Kent"

B. Kent
Planner II

Endorsed By:



C. Garrish
Senior Manager of Planning

Endorsed By:

Allen Fillion

A. Fillion
Managing Director, Dev. & Infrastructure

Attachments: No. 1 – Vacation Rental Temporary Use Permit Policy (2014)

No. 2 – Draft Short-Term Rental Accommodation Permits Policy

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: VACATION RENTAL TEMPORARY USE PERMIT

AUTHORITY: Board Resolution No. **B72/14** dated March 20, 2014.

ADMINISTRATIVE REVIEW: April 6, 2021

POLICY STATEMENT

The Regional District of Okanagan-Similkameen shall apply a term limit of not greater than 18 months to Temporary Use Permits issued for a vacation rental use on land which has not been the subject of such an approved use previously, or which is being proposed by new owners of the land.

PURPOSE

In order to provide consistency to applicants and neighbourhoods in which it is proposed to introduce a vacation rental use, a term limit of not greater than 18 months shall be applied to Temporary Use Permits issued for a vacation rental use on land which has not been the subject of such an approved use previously, or which is being proposed by new owners of the land.

In this way, should it be determined that a vacation rental use is inappropriate, incompatible or unviable at a particular location, a permit may be allowed to lapse or not renewed (subject to application) within a relatively short period (i.e. within one year of operation).

The actual term of a TUP issued in accordance with this Policy shall be at the discretion of the Regional District Board and shall generally be structured to ensure an applicant is afforded one full “season” (i.e. May 1st through October 31st) to operate a vacation rental use.

DEFINITIONS

Not applicable.

RESPONSIBILITIES

Development Services Department.

PROCEDURES

Not applicable.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: SHORT-TERM RENTAL ACCOMMODATION PERMITS

AUTHORITY: Board Resolution No. **XXXX** dated **XXXX XX**, 2026.

ADMINISTRATIVE REVIEW:

POLICY STATEMENT

The Regional District of Okanagan-Similkameen shall apply a term limit of December 31st for the calendar year in which a Short-Term Rental Accommodation (STR) Permit is issued.

PURPOSE

In order to provide consistency to applicants and neighbourhoods in which it is proposed to operate a short-term rental accommodation use, a term limit of not greater than 12 months shall be applied to an STR Permit issued for a short-term rental accommodation use.

In this way, should it be determined that a short-term rental accommodation use is inappropriate, incompatible or unviable at a particular location, a permit may be allowed to lapse or not renewed (subject to application) within a relatively short period.

DEFINITIONS

Not applicable.

RESPONSIBILITIES

Planning Services Department.

PROCEDURES

Not applicable.