

# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** J. Zaffino, Chief Administrative Officer  
**DATE:** October 17, 2024  
**RE:** Development Procedures Bylaw – Notification Radius Amendments (X2024.001-DPB)

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## Administrative Recommendation:

**THAT the Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.35, 2024, be read a first, second and third time.**

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## Proposal:

The purpose of this report is to provide options to the Board in relation to the notification of Official Community Plan (OCP) and Zoning Bylaw Amendment applications, Development Variance Permit (DVP) applications and Temporary Use Permit (TUP) applications.

## Background:

At its meeting of May 9, 2024, the following Notice of Motion was brought forward and subsequently supported by the Board at its meeting of May 23, 2024:

*THAT notice be provided to property owners and tenants of land measured from the boundaries of any subject property to a minimum of 100 metres; and*

*That existing citizen notification tools remain, and that Voyent Alert! is added as an additional and required notification tool for citizens.*

At its meeting of June 13, 2024, the Planning and Development Committee (P&D) of the Board resolved that the notification requirements for development variance permit (DVP) applications in the Regional District's Development Procedures Bylaw No. 2500, 2011, be amended as follows:

- a) the written notification radius be expanded from 60.0 metres to 100.0 metres; and
- b) applications be notified on VoyentAlert! within a radius of 150 metres.

At its meeting of July 4, 2024, the Board resolved to defer consideration of Amendment Bylaw No. 2055.35, 2024, due to proposed changes that would remove a current discretion that allows staff to increase a notification radius.

At its meeting of August 15, 2024, the P&D Committee of the Board resolved to postpone further consideration of draft Development Procedures Amendment Bylaw No. 2500.35, 2024, in order "to allow staff to prepare alternate options."

At its meeting of October 3, 2024, the P&D Committee of the Board resolved that the Development Procedures Amendment Bylaw No. 2500.35, 2024, be initiated.

## Analysis:

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Further to the previous direction provided by the Board, Amendment Bylaw No. 2500.35 proposes to amend the notification requirements for DVP applications as follows:

- 100 metres from the property under application for written notifications; and
- 150 metres from the same property for electronic notifications (e.g. VoyentAlert!).

To ensure the Regional District is being consistent in its approach to the notification of land use applications, Administration is recommending that a similar approach be applied to land use amendment bylaw applications (e.g. “rezonings”) and Temporary Use Permit (TUP) applications.

Conversely, if the Board only supports the proposed changes being applied to DVP applications, Amendment Bylaw No. 2500.35 be can be amended to remove these other application types.

**Financial Implications:**

Financial implications have been considered and are deemed to be minor if the notification radius is increased and that this will relate primarily to the preparation and mailing of additional notices to residents (e.g. increased postage costs), fielding queries from a greater number of residents receiving notifications as well as the processing of additional representations submitted in relation to an application.

**Communication Strategy:**

It is proposed to update the various webpages, brochures, guides and other documentation available from the Regional District in relation to the processing of DVP applications to reflect the increased notification requirements.

**Alternatives:**

1. THAT the Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.35, 2024, be read as first time as amended in order to only apply the revised notification radius to development variance permit applications.
2. THAT first reading of the Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.35, 2024, be denied.

**Respectfully submitted:**



C. Garrish, Senior Manager of Planning