

## ADMINISTRATIVE REPORT



**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** May 7, 2026

**RE:** "Optimize the Development Approval Process" - Secondary Suite Review (X2025.012-ZONE)

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### **Administrative Recommendation:**

**THAT the Okanagan Valley Zoning Amendment Bylaw No. 2800.59, 2026, be read a first, second and third time.**

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### **Alternative:**

1. THAT the Okanagan Valley Zoning Amendment Bylaw No. 2800.59, 2026, be denied.
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### **Purpose:**

The purpose of Amendment Bylaw No. 2800.59, 2026 is to amend regulations in the Okanagan Valley Zoning Bylaw No. 2800, 2022 relating to secondary suites.

Specifically, the proposed amendments seek to remove floor area restrictions that apply to secondary suites, permit the siting of secondary suites within duplex dwelling units, and expand density allowances for parcels 1.0 ha or greater in area.

**Strategic Priorities:** Operational

### **Background & Analysis:**

At its meeting of August 21, 2025, the (then) Planning and Development (P&D) Committee of the Board resolved that "the Regional District undertake the following in support of a review of its development approval process as a strategic project in 2025: Residential Zone Review ..."

This direction was in relation to the 2025 Strategic Priorities Work Plan, adopted by the Board at its meeting of March 6, 2025, and the inclusion of project described as; "Optimize Development Approval Process to ensure that the approval function provides the land use policies for responsible and sustainable development to occur required by small communities."

The "Optimize Development Approval Process" was assigned 400 FTE Hours and was anticipated to commence in 2025.

In order to provide a scope for this project, Administration recommended incorporating aspects of the provincial *Development Approvals Process Review (DAPR)* Report and Ministerial guidance related to Small-Scale Multi-Unit Housing (SSMUH) Implementation.

The objective of both these provincial documents was the creation of a "favourable regulatory environment" and included, amongst other things:

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- combine and simplify residential zonings;
  - enlarge building envelopes in residential zones in order to reduce the number of DVP applications being processed each year by the Regional District;
  - increase density allowances related to secondary suites and accessory dwellings in services areas and rural zones;
  - remove of restrictions related to secondary suite floor areas and dwelling widths; and
  - elimination of development permit area designations identified as potentially impeding residential dwelling development.

#### Previous Board Consideration

At its meeting of February 5, 2026, the Electoral Area Services Committee resolved to initiate Amendment Bylaw No. 2800.59, 2026.

#### **Analysis:**

In 2019, the Province made updates to the BC Building Code with the intention of removing barriers to the creation of more affordable housing including secondary suites. These updates included:

- Removing floor area restrictions for secondary suites (previously, a maximum of 90 m<sup>2</sup> and less than 40% of the habitable building); and,
- Expanding the types of dwelling units which secondary suites may be included within to include side-by-side duplexes and row homes (previously, secondary suites were only permitted within single detached dwellings).

At this time, existing zoning regulations within the Okanagan Valley Zoning Bylaw No. 2800, 2022 are not in alignment with the current regulations pertaining to secondary suites under the BC Building Code. With this in mind, there are seen to be opportunities to update the zoning regulations in order to reduce administrative burdens, provide greater flexibility to home owners, increase housing availability and provide support for multi-generational housing.

Accordingly, Amendment Bylaw No. 2800.59, 2026 proposes the following changes:

- Remove the floor area restrictions for secondary suites;
- Permitting the inclusion of secondary suites within duplex dwellings (i.e., within the Low Density Residential Duplex (RD1) and Low Density Residential Duplex Apex (RD2) Zones), to a maximum of one secondary suite per duplex dwelling unit;
- Expanding density allowances within the Small Holdings Three and Four (SH3 & SH4) Zones to permit a maximum density of one principal dwelling unit and one secondary suite and one accessory dwelling\*;
- Expanding density allowances within the Large Holdings One and Two (LH1 & LH2), Agriculture One, Two and Three (AG1, AG2 & AG3), and Resource Area (RA) Zones to permit a maximum density of one principal dwelling unit, one secondary suite and up to four accessory dwellings\*, depending on parcel size.

(NOTE: Accessory dwellings are only permitted on parcels 1.0 ha or greater in area)

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Administration finds that the proposed changes would bring regulations pertaining to secondary suites in alignment with the BC Building Code and is consistent with Provincial direction to create a “favourable regulatory environment” for residential development by increasing flexibility and removing unnecessary administrative burdens.

**Alternative:**

Conversely, the Board has the option to maintain the status quo (i.e., no changes to the Zoning Bylaw).

**Summary:**

For the reasons outlined above, Administration supports the amendment bylaw and is recommending that the bylaw be read a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> time.

**Financial Implications:**

Financial implications have been considered and none were found.

**Communication Strategy:**

The proposed bylaw amendment(s) have been notified in accordance with the requirements of the *Local Government Act* as well as the Regional District’s Development Procedures Bylaw No. 2500, 2011.

**Referrals:**

Approval from the Ministry of Transportation and Transport (MoTT) is required prior to adoption as the proposed amendments involve lands within 800 metres of a controlled access highway (i.e. Highway 97 & 3).

**Public Process:**

On April 15, 2026, a Public Information Meeting (PIM) was held electronically via video conference system (i.e., Webex), and was not attended by any members of the public.

Under Section 464(3) of the *Local Government Act*, the Regional District “must not hold a public hearing on a proposed zoning bylaw where:

- an official community plan is in effect for the area that is the subject of the zoning bylaw,
- the bylaw is consistent with the official community plan,
- the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
- the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.”

Section 467 of the Act further requires that the Regional District give notice 10 days prior to consideration of first reading of any zoning amendment bylaw that it is prohibited from scheduling a public hearing in relation to. This notice was published in relation to Amendment Bylaw No. 2800.59 on April 27, 2026.

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All comments received to date in relation to this application are included as a separate item on the Board Agenda.

Will a PowerPoint presentation be presented at the meeting?    No

**Respectfully submitted:**



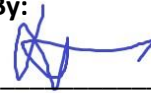
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