

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2500.30, 2022**

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**A Bylaw to amend the Regional District of Okanagan-Similkameen  
Development Procedures Bylaw 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 “Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.30, 2022.”
2. The “Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011” is amended by:
  - (i) replacing Section 2 (Processing Procedure) under Schedule 5 (Application for a Temporary Use Permit) in its entirety with the following:

**.2 Processing Procedure**

A Temporary Use Permit application, or an application to renew or re-issue a Temporary Use Permit submitted in accordance with this 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(s) of an application.
- .4 Development Services staff will notify the application by:
  - a) written notice to property owners and tenants of land within a radius of not less than 100.0 metres of the boundaries of the subject property;  
and

- b) electronically distributing the notice through the Regional District's mass notification service to subscribers within a radius of not less than 100.0 metres of the boundaries of the subject property;
  - c) posting of application materials on the Regional District's web-site; and
  - d) posting of an application notice on the Regional District's Public Notice Board.
- .5 A period of 20 working days from the date of the notification to property owners and tenants will be provided for comments to be submitted to the Regional District.
  - .6 To be considered by the Board, a representation from a property owner or tenant of land must be received by the Regional District prior to 4:30 p.m. seven calendar (7) days prior to the Board meeting at which a resolution to issue a temporary use permit is to be scheduled.
  - .7 Development Services staff will refer the application to all applicable Regional District departments, government ministries and agencies. The proposal will also be referred to a Municipality if the application could affect that municipality.
  - .8 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies.
  - .9 Any referral agency comments as well as feedback received at the public information session, open house or public meeting may then be incorporated into a technical report to the Board.
  - .10 The applicant is invited to attend the Board meeting at which the application will be considered.
  - .11 The Board will consider the technical report and may grant the requested permit, or may refer, table and direct that a public information session be scheduled, direct back to the applicable Electoral Area Advisory Planning Commission (APC) or deny the application.
  - .12 Applicants that are required to host a public information session, open house or public meeting will do so at their own expense prior to the TUP application being re-considered by the Board. Development Services staff may assist with the scheduling and notification of a public information session, open house or public meeting, in accordance with the requirements of Section 5.0 of this bylaw.
  - .13 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.
  - .14 If an application is proposing to renew or re-issue an existing permit, this may be considered for delegated approval, in accordance with the criteria established by the Regional District's *Chief Administrative Office Delegation Bylaw*.

- .15 An application proposing to renew or re-issue an existing permit will be notified in accordance with sub-section 2.4 with a period of 15 working days from the date of the letter to property owners and tenants being provided for comments from the public to be submitted electronically or in-person to the Regional District.
- .16 If approval of an application to renew or re-issue a permit is granted by the CAO, or their delegate, Development Services Staff will execute the temporary use permit.
- .17 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.

READ A FIRST, SECOND AND THIRD TIME this 15<sup>th</sup> day of December, 2022.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

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