

ADMINISTRATIVE REPORT



TO: Advisory Planning Commission

FROM: J. Zaffino, Chief Administrative Officer

DATE: November 10, 2025

RE: Business Licence Regulation Bylaw – Licencing Home Occupations in the Greater West Bench (X2025.001-BLB)

Purpose:

The purpose of the proposed amendments to the Regional District's Business Licence Regulation Bylaw is to regulate "home occupation" businesses in the Greater West Bench Area of Electoral Area "F".

Legislative Requirements:

Before adopting a business regulation bylaw, in accordance with Section 59(2) of the *Community Charter*, the Regional District must:

- give notice of its intention to regulate businesses; and
- provide an opportunity for persons who consider they are affected by the bylaw to make representations to the Board.

Background:

At its meeting of March 6, 2025, the Board adopted the 2025 Strategic Priorities Work Plan, which included a business licence review for home occupations with an anticipated 40 FTE hours for Planning Services staff.

At its meeting of August 21, 2025, the Regional District Board resolved to adopt Business Licence Regulation Bylaw No. 3100, 2025, which introduced business licencing requirements applicable within Electoral Areas "A", "D", "E" and "I".

At its meeting of October 16, 2025, the Planning and Development (P&D) Committee of the Board resolved to initiate Business Licence Regulation Amendment Bylaw No. 3100.02 in order to require "home occupation" uses in the West Bench obtain business licences.

Analysis:

Further to the Regional District Board's direction under the 2025 Strategic Priorities Work Plan, amendments are being proposed to the Business Licence Regulation Bylaw No. 3100, 2025, in order to introduce business licencing requirements for "home occupation" business operations within the Greater West Bench.

In general, the imposition of business licensing requirements provides for greater oversight by both introducing an additional review process to determine compliance with relevant bylaws, and strengthening means of enforcement.

Alternative

Alternatively, the option remains to maintain the status quo and not proceed with amendments to the Business Licence Regulation Bylaw.

In this case, home occupations would continue to be able to operate within the Greater West Bench without the prior issuance of a business licence.

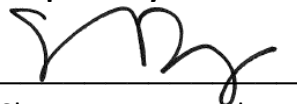
Administrative Recommendation:

THAT the proposed amendments to the “Regional District of Okanagan-Similkameen Business Licence Regulation Bylaw No. 3100, 2025, be approved.

Options:

1. THAT the proposed amendments to the “Regional District of Okanagan-Similkameen Business Licence Regulation Bylaw No. 3100, 2025, be approved.
2. THAT the proposed amendments to the “Regional District of Okanagan-Similkameen Business Licence Regulation Bylaw No. 3100, 2025, be approved, subject to the following revisions:
 - i) *TBD*
3. THAT the proposed amendments to the “Regional District of Okanagan-Similkameen Business Licence Regulation Bylaw No. 3100, 2025, be denied.

Respectfully submitted



Shannon Duong, Planner II

Endorsed by:



C. Garrish, Senior Manager of Planning