

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: August 7, 2025

RE: Short-Term Rental Accommodation Review – Electoral Areas “A”, “C”, “D”, “E”, “F” & “I” (X2024.017-ZONE)

Administrative Recommendation:

MOTION ON THE FLOOR (from July 3, 2025)

MOVED AND SECONDED

THAT the following bylaws be brought forward for consideration of first reading at a forthcoming Regional District Board meeting:

- **Official Community Plan (OCP) Amendment Bylaw No. 3099;**
- **Okanagan Valley Zoning Bylaw No. 2800.50;**
- **Business Licence Regulation Amendment Bylaw No. 3100.01;**
- **Fees and Charges Amendment Bylaw No. 3097.01; and,**

THAT business licences for Electoral Area “A” for traditional B&B’s be removed; and,

THAT business licence requirement for Electoral Area “D” for traditional B&B’s be removed; and,

THAT Apex be exempt from the business licence requirements.

Purpose:

The purpose of this report is to confirm revisions to the Short-Term Rental (STR) Accommodation Review in response to direction received at the July 3, 2025, Planning & Development (P&D) Committee.

NOTE: The motion on the floor from the July 3, 2025, P&D meeting was previously amended and can no longer be further amended.

Background / Analysis:

Background

At its meeting on July 3, 2025, the P&D Committee considered four amendment bylaws related to the ongoing STR Review in order to consider feedback received following public consultation.

In response, the Committee moved to refer the STR Review to staff to implement the following revisions:

- **remove the business licence requirement for traditional B&B’s in Electoral Areas “A” and “D”; and**
 - **remove the business licence requirement for the Apex Mountain Resort area.**
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Analysis

In response, Business Licence Regulation Amendment Bylaw No. 3100.01 has been revised as follows:

- adding an exemption to the business licence requirement in Electoral Areas “A” and “D” when the person operating the STR business is present and residing in the same dwelling unit as a patron during the patron’s stay (currently referred to as a “bed and breakfast operation” under the Okanagan Valley Zoning Bylaw); and
- adding an exemption to the business licence requirement on lands within the Apex Mountain Resort Area of Electoral Area “I” for all STR businesses.

Summary

Administration considers these revisions sufficient to give effect to the discussion from the P&D Committee at its meeting on July 3, 2025 and confirms that the revisions reflect the motion on the floor.

This motion will allow for the following bylaws to be brought forward for consideration of first reading at a forthcoming Regional District Board meeting:

- Official Community Plan (OCP) Amendment Bylaw No. 3099;
- Okanagan Valley Zoning Bylaw No. 2800.50;
- Business Licence Regulation Amendment Bylaw No. 3100.01; and
- Fees and Charges Amendment Bylaw No. 3097.01.

Should the motion on the floor be supported, the following bylaw amendments related to the STR Review, which have not been revised since they were initiated on December 19, 2024, will also be brought forward for first reading:

- CAO Delegation Amendment Bylaw No. 3033.02, 2025; and
- Development Procedures Amendment Bylaw No. 2500.36, 2025.

At the same time, administration will also bring forward the following bylaws for adoption. These bylaws are related to the introduction of a business licencing bylaw, and were deferred after third reading on March 20, 2025, pending revisions to the related STR land use bylaws:

- Business Licence Regulation Bylaw No. 3100, 2025;
- CAO Delegation Amendment Bylaw No. 3033.01, 2025; and
- Municipal Ticketing Information Amendment Bylaw No. 2328.05, 2025

Financial Implications:

The financial implications of implementing a Business Licence Regulation Bylaw will primarily be in relation to the administration of the bylaw (e.g. receiving, reviewing and determining licence applications, responding to complaints, etc.).

Based upon a review of the fees being charged by other local governments in the Okanagan, Administration considers the proposed \$500 fee to be appropriate but is aware that a higher fee may be required in future if the intent is for the program to run on a full cost recovery basis.

For this reason, Administration is anticipating that a review of this fee will be required following the conclusion of the 2026 licencing year to identify all direct and indirect costs incurred by the Regional District in administering with the program and bringing forward recommended fee changes in response.

Communication Strategy:

The proposed bylaw amendments have been notified in accordance with the requirements of the *Local Government Act*, the *Community Charter* and the Regional District's Development Procedures Bylaw No. 2500, 2011.

Alternatives:

1. THAT Business Licence Regulation Amendment Bylaw No. 3100.01, 2025, Fees and Charges Amendment Bylaw No. 3097.01, 2025, Amendment Bylaw No. 3099, 2025, Okanagan Valley Zoning Amendment Bylaw No. 2800.50, 2025, CAO Delegation Amendment Bylaw No. 3033.02, 2025, and Development Procedures Amendment Bylaw No. 2500.36, 2025, be amended by:
 - i) *TBD*

PowerPoint Presentation: No.

Respectfully submitted:

"Ben Kent"

B. Kent
Planner II

Endorsed By:



C. Garrish
Senior Manager of Planning

Endorsed By:



A. Fillion
Managing Director, Dev. & Infrastructure