

# ADMINISTRATIVE REPORT



**TO:** Board of Directors

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

**DATE:** August 21, 2025

**RE:** Business Licence Regulation Bylaw (X2024.014-ZONE)

---

## **Administrative Recommendation:**

**THAT the Regional District of Okanagan-Similkameen Business Licence Regulation Bylaw No. 3100, 2025, Chief Administrative Officer Delegation Amendment Bylaw No. 3033.01, 2025 and Municipal Ticketing Information Amendment Bylaw No. 2328.05, 2025 be adopted.**

---

## **Purpose:**

The purpose of this report is to introduce business regulations and licensing requirements in relation to short-term rental accommodation (STR) in Electoral Areas “A”, “D”, “E” and “I”.

## **Strategic Priorities:**

5.1 Establish Regional Policy Framework

## **Background & Analysis:**

At its meeting of October 3, 2024, the Board adopted the Business Licensing Service Establishment Bylaw No. 3078, 2024, which would enable the Regional District to regulate and license businesses within Electoral Areas “A”, “B”, “D”, “E”, “F”, “G” & “I”.

At its meeting of December 19, 2024, the Planning and Development (P&D) Committee of the Board considered draft versions of multiple amendment bylaws related to the regulation and licensing of short-term rentals and resolved that each of the bylaws be initiated.

At its meeting of March 6, 2025, the Regional District Board resolved to approve third reading of the proposed bylaws.

At its meeting of March 20, 2025, the Regional District Board resolved to postpone consideration of adoption of these bylaws to a future meeting in order “to allow staff to gather further information.”

This direction is understood to be related to an earlier direction by the Board at this same meeting in which it resolved to postpone consideration of separate amendments to the Electoral Area Official Community Plan (OCP) and zoning bylaws.

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.
-

---

At its meeting on August 7, 2025, the P&D Committee re-considered the four amendment bylaws, along with a revised version of Business Licence Regulation Amendment Bylaw No. 3100.01, 2025 reflecting the direction from July 3, and resolved that the bylaws be brought forward for consideration of first reading at a forthcoming Regional District Board meeting.

**Analysis:**

Administration considers that the direction from the August 7, 2025 P&D Committee meeting addresses the Board resolution in relation to the Business Licence Bylaw No. 3100 and supporting amendment bylaws that are related to this report and now allows for these bylaws to be considered for adoption.

**Financial Implications:**

This was previously addressed at first reading.

**Communication Strategy:**

This was previously addressed at first reading.

**Alternatives:**

1. THAT first, second and third readings of Regional District of Okanagan-Similkameen Business Licence Regulation Bylaw No. 3100, 2025, Chief Administrative Officer Delegation Amendment Bylaw No. 3033.01, 2025, and Municipal Ticketing Information Amendment Bylaw No. 2328.05, 2025, be rescinded and the bylaws abandoned.

Will a PowerPoint presentation be presented at the meeting?      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