

ADMINISTRATIVE REPORT



TO: Planning & Development Committee

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 16, 2025

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

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen Business Licence Regulation Amendment Bylaw No. 3100.02, be initiated.

Purpose:

The purpose of this report is to seek the Board's direction with respect to the regulation of "home occupation" businesses in the Greater West Bench Area within Electoral Area "F".

Strategic Priorities: 5.1 Establish Regional Policy Framework

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 & Analysis:

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 for specified businesses within Electoral Areas "A", "D", "E" and "I".

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.

Financial Implications:

The expansion of the Regional District's business licensing program would also incur an additional administrative burden as it relates to the number of applications/licence renewals that would need to be processed on an annual basis. That being said, it is unlikely that a significant number of applications would be received for home occupation business operations; however, it is unknown how many home occupation businesses currently exist in the Greater West Bench.

Communication Strategy:

As previously noted, the Regional District has a statutory obligation to give notice of its intention to impose business regulations and provide an opportunity for individuals who may be affected by the bylaw to make representations to the Board.

It is therefore being proposed that the following public engagement and education works be undertaken:

- Public Information Meeting;
- Consideration by the Electoral Area "F" APC;
- Mailed letters to all residents of the Greater West Bench;
- Newspaper advertisements
- Bulletin board notice;
- Project web page;
- Feedback forms; and,
- Community survey.

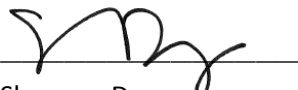
Due to the on-going Canada Post labour disruption and to ensure adequate notification of the project, it is being proposed that the initiation of the project be delayed until such time as the labour disruption is resolved.

Alternatives:

1. THAT the Regional District of Okanagan-Similkameen Business Licence Regulation Amendment Bylaw No. 3100.02 not be initiated.

Will a PowerPoint presentation be presented at the meeting? Yes

Respectfully submitted



Shannon Duong
Planner II

Endorsed by:



C. Garrish
Senior Manager of Planning

Endorsed by:



A. Fillion
Managing Director, Dev. & Infrastructure