DEVELOPMENT



Bylaw No. 2500, 2011 – Regional District of Okanagan-Similkameen

PROCEDURES BYLAW

District of Falls

This Bylaw has been consolidated for Convenience only and includes all Amendments to the text up to:

May 21, 2026

Regional District of Okanagan-Similkameen

Development Procedures Bylaw No. 2500, 2011

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District of OK Falls

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

DEVELOPMENT PROCEDURES BYLAW NO. 2500, 2011

A Bylaw to establish procedures for the processing of land development applications including amendments of an Official Community Plan Bylaw, Zoning Bylaw, land use contract, approval of Site Specific Exemptions to a floodplain, or to issue permits under Part 14[i] of the *Local Government Act*.

WHEREAS the Regional Board has adopted Official Community Plans by bylaw, Zoning Bylaws, and land use contracts by bylaw;

AND WHEREAS the Regional Board has designated areas within which Temporary Use Permits are required;

AND WHEREAS the Regional Board has designated areas within which Development Permits are required;

AND WHEREAS the Regional Board shall, under Section 460[ii] of the *Local Government Act*, by bylaw establish procedures to amend an official community plan or zoning bylaw or issue a permit under part 26 of the *Local Government Act*;

AND WHEREAS, the Regional Board may, under section 466[iii] of the *Local Government Act*, make requirements for the posting of development signs on properties that are subject to a proposed bylaw amendment;

AND WHEREAS the Regional Board may, under Section 502[iv] of the *Local Government Act*, require that the applicant for a permit under Part 14[v] of the *Local Government Act* provide security in an amount stated in the permit by an irrevocable letter of credit or the deposit of securities in a form satisfactory to the local government;

AND WHEREAS the Regional Board may, pursuant to the *Liquor Control and Licensing Act* and *Cannabis Control and Licensing Act* impose fees to recover the cost of providing comments or recommendations on license applications made under that Act;[vi]

NOW THEREFORE the Regional Board of the Regional District of Okanagan-Similkameen in open meeting assembled HEREBY ENACTS AS FOLLOWS:

[i] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[ii] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[iii] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[iv] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[v] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[vi] Amendment Bylaw No. 2500.10, 2018 – adopted September 20, 2018.

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1.0 TITLE AND SCOPE

1.1 Title

This bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011".

1.2 Scope

This bylaw shall apply to the following:

.1 an application, by a party other than the Regional District, to:

(a) amend an Official Community Plan;

(b) amend a Zoning Bylaw; and

(c) amend or cancel a Land Use Contract.

.2 an application, by a party other than the Regional District, for a:

(a) Development Permit;

(b) Development Variance Permit; and

(c) Temporary Use Permit, including a Short-Term Rental Accommodation (STR) Permit.[vii]

.3 an application to the Agricultural Land Commission to:

(a) include land in the Agricultural Land Reserve ("ALR");

(b) exclude land from the ALR;

(c) subdivide land within the ALR;

(d) use land in the ALR for non-farm purposes; or

(e) place fill on, or remove soil from, land in the ALR for non-farm purposes.

.4 a Floodplain Exemption under s. 522 of the *Local Government Act*.[viii]

.5 an application for the strata title conversion of existing buildings.

.6 an application to the Liquor and Cannabis Regulation Branch to obtain or amend a:[ix]

(a) liquor license; or

(b) cannabis license.

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[vii] Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.
[viii] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[ix] Amendment Bylaw No. 2500.10, 2018 – adopted September 20, 2018.

.7 an application to the Ministry of Transportation and Infrastructure (MoTI) to subdivide land or buildings.[x]

.8 a Park Land Dedication proposal under s. 510 of the *Local Government Act*.[xi]

.9 a Soil Removal and Deposit permit or bylaw amendment proposal under s. 327 of the *Local Government Act*.[xii]

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[x] Amendment Bylaw No. 2500.11, 2018 – adopted November 21, 2019.
[xi] Amendment Bylaw No. 2500.16, 2020 – adopted November 19, 2020.
[xii] Amendment Bylaw No. 2500.29, 2023 – adopted March 2, 2023.

2.0 TRANSITION AND DEFINITIONS

2.1 Transition

.1 The "Regional District of Okanagan-Similkameen Procedures Bylaw No. 906, 1986" is repealed.

.2 The processing of any application made prior to the date of adoption of this bylaw shall be continued and dealt with by the Board in accordance with the provisions of this bylaw.

2.2 Definitions

In this bylaw:

"ALR" means the Agricultural Land Reserve designated by the B.C. *Agricultural Land Commission Act*;

"APC" or "Advisory Planning Commission" means an Advisory Planning Commission established by the Board from time to time;

"Amendment Application" means an application to amend an OCP, amend a Zoning Bylaw, or amend or discharge a land use contract;

"Board" means the board of directors for the Regional District of Okanagan-Similkameen;

"Chief Administrative Officer" or **"CAO"** means the person appointed by the Regional Board as CAO and any person who, from time to time, is the deputy CAO or is appointed by the Regional Board to act in the capacity of the CAO in the CAO's absence;

"Development Services" means the Regional District's Department of Development Services;

"FCL" means flood construction level;

"Fees and Charges Bylaw" means the Regional District's Fees and Charges Bylaw No. 2523;

"OCP" or **"Official Community Plan"** means an Official Community Plan adopted by the Regional District;

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"Permit Application" means an application for a Development Permit, Development Variance Permit, Temporary Use Permit, including for a Short-Term Rental Accommodation (STR), or Soil Permit;[xiii]

"Qualified Professional" means a professional engineer, architect, planner, biologist or other professional with experience relevant to the applicable matter, as determined by the CAO;

"Secretary" means the Deputy Corporate Officer, or equivalent, of the Regional District, or his or her deputy; and

"Zoning Bylaw" means a Zoning Bylaw or Land Use Bylaw adopted by the Regional District.

2.3 Interpretation

A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

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[xiii] Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.

3.0 GENERAL PROVISIONS

3.1 Severability

If any section, subsection, sentence, clause or phrase of this bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the bylaw shall not be affected.

3.2 Making Application

.1 An application for amendment of an Official Community Plan Bylaw or Zoning Bylaw, or amendment or cancellation of a Land Use Contract, shall be made and processed substantially as outlined in Schedule '2' of this bylaw.

.2 An application for a Development Permit shall be made and processed substantially as outlined in Schedule '3' of this bylaw.

.3 An application for a Development Variance Permit shall be made and processed substantially as outlined in Schedule '4' of this bylaw.

.4 An application for a Temporary Use Permit, or an application to renew a Temporary Use Permit shall be made and processed substantially as outlined in Schedule '5' of this bylaw.[xiv]

.5 An application for a Strata Title Conversion shall be made and processed substantially as outlined in Schedule '6' of this bylaw.

.6 An application for an Floodplain Exemption shall be made and processed substantially as outlined in Schedule '7' of this bylaw.

.7 An application in respect of land within the Agricultural Land Reserve shall be made and processed substantially as outlined in Schedule '8" of this bylaw.

.8 An application to the Liquor and Cannabis Regulation Branch (LCRB) requiring local government comment(s) and/or recommendation(s) shall be made and processed substantially as outline in Schedule '9' of the bylaw.[xv]

.9 An application to the Ministry of Transportation and Infrastructure (MoTI) to subdivide land or buildings requiring review for compliance with Regional District bylaws and policies shall be made and processed substantially as outlined in Schedule '10' of the bylaw.[xvi]

.10 The submission of a Park Land Dedication proposal shall be made and processed substantially as outlined in Schedule '11' of the bylaw.[xvii]

[xiv] Amendment Bylaw No. 2500.02, 2012 – adopted December 20, 2012; and Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.
[xv] Amendment Bylaw No. 2500.10, 2018 – adopted September 20, 2018.
[xvi] Amendment Bylaw No. 2500.11, 2019 – adopted November 21, 2019.
[xvii] Amendment Bylaw No. 2500.16, 2020 – adopted November 19, 2020.

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.11 An application for a Soil Removal and Deposit Permit or Bylaw Amendment shall be made and processed substantially as outlined in Schedule '12' of this bylaw.[xviii]

3.3 Development Approval Information

.1 Where an OCP specifies circumstances or designates areas of "development approval information", the Board delegates to the Chief Administrative Officer the authority of the Board to require development approval information under Section 484[xix] of the *Local Government Act* and the provisions of the OCP. The CAO may require in writing that the applicant provide, at the applicant's expense, development approval information in a report that is certified by a Qualified Professional that:

(a) Addresses the potential impacts on land use, traffic, the environment, utilities and other Regional District services and facilities (where applicable);

(b) identifies and defines the context, scope, magnitude and significance of the anticipated impacts of the activity or development on the community;

(c) provides recommendations for conditions or requirements that the Board or the CAO may impose to mitigate or ameliorate the anticipated impacts; and

(d) provides recommendations and details costs for modifications to the environment, or construction of works to mitigate or ameliorate the anticipated impacts.

.2 An applicant may appeal, in writing, to the Board at no charge to the applicant, the decision of the Chief Administrative Officer in regards to Development Approval Information to require development approval information under the OCP, within 10 working days of the date on which the decision is mailed or faxed to them. [xx]

.3 A request for reconsideration must be delivered in writing to the CAO and must set out the grounds on which the applicant considers the decision is inappropriate and what decision the applicant considers the Board ought to substitute.

.4 The CAO must place each request for reconsideration on the agenda of a meeting of the Board to be held not earlier than 2 weeks from the date on which the request for reconsideration was delivered.

.5 The CAO must notify the applicant and any other person who the CAO reasonably considers may be affected by the reconsideration of the date of the meeting at which it will occur.

.6 At the meeting, the Board may either confirm the decision or substitute its own decision.

3.4 Bylaw Amendments – Approval or Refusal

[xviii] Amendment Bylaw No. 2500.29, 2023 – adopted March 2, 2023.
[xix] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[xx] Amendment Bylaw No. 2500.01, 2012 – adopted March 15, 2012.

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.1 The Board may, upon receipt of the report under Schedule '2' of this bylaw,

(a) Proceed with the bylaw in accordance with the Amendment Application;

(b) forward the amending bylaw to a public hearing or waive the holding of a public hearing;

(c) reject or refuse the Amendment Application; or

(d) defer or otherwise deal with the Amendment Application, including requiring additional reports or information.

.2 Notwithstanding Schedule '2' of this bylaw, the Board may, by resolution, agree to postpone giving consideration to individual amendments to an Official Community Plan Bylaw or Zoning Bylaw until completion of any major review that the said bylaw may be undergoing at the time of the request.

3.5 Land Use Contract – Approval or Refusal

The Board may, upon receipt of the report under Schedule '2' of this bylaw, proceed with a Land Use Contract amendment bylaw or a Land Use Contract discharge bylaw, as applicable (with the concurrence of the relevant property owner), or reject the application.

3.6 Permits – Issuance or Refusal

.1 The Board may, upon receipt of the report under Schedules '3', '4', '5' and '12' of this bylaw:[xxi]

(a) issue, amend, or refuse the permit;

(b) impose requirements, and set conditions or standards;

(c) impose conditions for the sequence and timing of construction;

(d) require security; or

(e) defer or otherwise deal with the Permit Application.

.2 When the Chief Administrative Officer (CAO) has been delegated authority under the Regional District's *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*, to approve or refuse a permit, the following applies to any such decision:[xxii]

(a) any owner of property that is subject to a decision under the *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*, who is dissatisfied with the decision is entitled to have the decision reconsidered by the Regional District Board in accordance with this section.

(b) An owner who wishes to have a decision reconsidered by the Regional District Board must apply for reconsideration by delivering, to the CAO, or their delegate, within 30 days after the decision is communicated in writing to:

[xxi] Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.
[xxii] Amendment Bylaw No. 2500.03, 2019 – adopted November 21, 2019.

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(i) the date and the nature of the decision;

(ii) the reason why the owner wishes the decision to be reconsidered by the Regional District Board;

(iii) the decision the owner requests be made by the Board, with brief reasons in support of the requested decision; and

(iv) a copy of any materials considered by the owner to be relevant to the reconsideration by the Board.

(c) A reconsideration application will be considered by the Regional District Board at a regular meeting of the Regional District Board.

(d) The CAO, or their delegate, must:

(i) place each reconsideration application on the agenda for a regular meeting of the Regional District Board in accordance with section 3(c);

(ii) give notice of each reconsideration by the Regional District Board in accordance with any notice requirements in respect of the original application that are set out in this bylaw; and

(iii) before each reconsideration by the Regional District Board, deliver to each Director a copy of the material that was considered by the delegate in making the decision that is to be reconsidered.

(e) In reconsidering a decision, the Regional District Board must consider the material that was considered by the delegate in making the decision.

(f) At a reconsideration of a decision, the owner and any other person who is interested in the decision are entitled to be heard by the Regional District Board.

(g) The Regional District Board is entitled to postpone reconsideration of a decision.

(h) After having reconsidered a decision, the Board may either confirm the decision or may set aside the decision and substitute the decision of the Regional District Board.

3.7 Performance Security

.1 Security required by permits shall be in the form of cash or an irrevocable letter of credit, effective for the term of the permit. Such irrevocable letter of credit shall be clean and unconditional, automatically renewing and redeemable at a local bank.

.2 The amount of security may be calculated using:

(a) such methodologies as the CAO may prescribe from time to time; or

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(b) an estimate or quote provided at an applicant's expense by a professional qualified to undertake or supervise the works for which the securities are required.

.3 Where security is a condition of a permit,

(a) in the case of a condition in a permit respecting landscaping, the amount shall be 115% of the cost of the landscaping works, payable before the permit will be issued, except that if the cost of the landscaping works is less than $25,000.00 no security under this section shall be required;[xxiii]

(b) in the case of an unsafe condition that might result from a contravention of a permit condition, the amount of security shall reflect the nature of the permit condition, the nature of the unsafe condition, and the cost to the Regional District of entering on the land, undertaking work to correct the unsafe condition, including the cost of repairing any damage to land and improvements that may have been caused by the unsafe condition or that may have occurred in connection with the repair work; and

(c) in the case of damage to the natural environment that might result from a contravention of a permit condition, the amount shall reflect the nature of the permit condition, the nature of the damage, and the cost to the Regional District of entering on the land, correcting the damage to the environment, and restoring or enhancing the natural environment to compensate for the damage that has been caused by the contravention of the permit condition.

.4 In accordance with Section 502[xxiv] of the *Local Government Act*, the amount of security required under Sections 3.7.3(b) or (c) shall be determined by the CAO using the following guidelines:

(a) the amount of security may be calculated using such methodologies as the CAO may prescribe from time to time; or

(b) an estimate or quote provided at the applicant's expense by a professional qualified to undertake or supervise the works for which the securities are required. An estimate or quote under subsection (b) may be obtained by the applicant and submitted with the application.

3.8 Form of Permits

The Chief Administrative Officer may designate the form of permits.

3.9 Form of Application Forms

[xxiii] Amendment Bylaw No. 2500.23, 2021 – adopted October 7, 2021.
[xxiv] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.

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The Chief Administrative Officer may designate the form of application forms and in so doing may prescribe different forms for different categories of applications based on the nature or complexity of the application.

3.10 Notice of Decision

Written notice of a decision shall be mailed or otherwise delivered to an applicant at the address provided on the application form within thirty (30) calendar days immediately following the date of the decision.[xxv]

3.11 Lapse of Application

.1 If Development Services staff determines that an application is incomplete, the applicant will be requested to provide the required information. If an applicant does not provide the required information within three (3) months of the request, the application and fee will be returned.

.2 In the event that an application made pursuant to this bylaw is one (1) year old or older and has been inactive for a period of six (6) months:

(a) The application will be deemed to be abandoned and will be closed, and

(b) In the case of an Amendment Application, the Chief Administrative Officer will place on the agenda of the next meeting of the Board a motion to rescind all readings of the bylaw associated with that Amendment Application.

.3 Upon written request by the applicant prior to the lapse of the application, the Board may extend the deadline for a period of six (6) months by passing a resolution to that affect.

.4 If applicable, a refund will be paid to the applicant in accordance with Section 4.0 of this bylaw for proposals that have been deemed to have lapsed.

.5 In order for an application that has lapsed under sub-sections 3.11.1 or 3.11.2 to proceed, a new application (including fee), will be required.

3.12 Re-application

.1 Re-application for a bylaw amendment, land use contract amendment or discharge, permit, floodplain exemption, strata title conversion, or ALR application that has been refused by the Board shall not be considered within a twelve (12) month period immediately following the date of refusal.

.2 Where an applicant intends to appeal to the Board to vary the time limit set in section 3.12.1 pursuant to Section 460(3)[xxvi] of the *Local Government Act*, the applicant shall submit, in writing, a detailed statement as to why the time limit for the reapplication should be varied.

[xxv] Amendment Bylaw No. 2500.01, 2012 – adopted March 15, 2012
[xxvi] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.

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3.13 Change of Ownership

.1 If there is a change of ownership of a parcel of land that is the subject of an Amendment Application or a Permit Application, the Regional District will require an updated title certificate and written authorisation from the new owner prior to proceeding further with the application.

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4.0 APPLICATION FEES

4.1 Application Fees

.1 At the time of application, the applicant shall pay to the Regional District an application fee in the amount as set out in the Fees and Charges Bylaw.

.2 Any costs associated with the postponement of a Public Hearing, either at the request of the applicant, or due to the failure of the applicant to comply with the requirements of this Bylaw, shall be paid by the applicant.

.3 Where a public information meeting is required by the Board, the applicant shall pay all costs associated with the public information meeting.

.4 The fees prescribed in the Fees and Charges Bylaw apply to each parcel of land for which the application is made, as follows:

(a) if an application involves two or more contiguous parcels of land, they shall be treated as one proposal;

(b) if an application involves two or more parcels of land that are not contiguous, they will be treated as separate applications and the fee prescribed in the Fees and Charges Bylaw applies to each parcel of land for which the application is made.

4.2 Refund of Application Fees[xxvii]

.1 Where an application to amend an OCP or zoning bylaw is withdrawn by the applicant prior to consideration of first reading, the Regional District shall pay to the applicant a refund in the amount of 25% of the application fee.

.2 Where a permit application is withdrawn by the applicant prior to consideration by the Regional District Board, the Regional District shall pay to the applicant a refund in the amount of 25% of the application fee.

.3 If an application is deemed incomplete and closed in accordance with Section 3.11 (Lapse of Application), 80% of the application fee shall be refunded.

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[xxvii] Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.

5.0 PUBLIC CONSULTATION

5.1 Public Information Meetings

5.1.1 Public Information Meetings[xxviii]

.1 A public information meeting is to be held as part of the Board's consideration of an Amendment Application, an Application for Temporary Use Permit or an application to renew a Temporary Use Permit in accordance with the requirements of Schedules '2' and '5' of this bylaw.[xxix]

.2 An applicant shall pay all costs associated with the public information meeting.

.3 The notice of a public information meeting shall be mailed or distributed in the same manner as would be required for a public hearing; or, where the application is for a permit, in the same manner as if it were a notice of a proposed Temporary Use Permit.

5.1.2 *deleted*.[xxx]

5.1.3 Scheduling of a Public Information Meeting[xxxi]

.1 A public information meeting shall be arranged and conducted according to the following guidelines:

(a) A public information meeting should commence no later than 7:00 p.m.

(b) A public information meeting should be held Monday through Thursday, excluding holidays. Where the Chief Administrative Officer considers appropriate, a public information meeting may be held on a day of the weekend, if in the event that members of the public or adjacent property owners would otherwise have difficulty attending a meeting held on a weekday. A public information meeting held on a weekend should be in the afternoon.

(c) Where possible, a public information meeting should be held in the community most affected by the respective application. If deemed more appropriate by the Chief Administrative Officer, a public information meeting may be held within the offices of the Regional District.

(d) To ensure the public and persons who may be affected by a bylaw amendment have adequate notice of a public information meeting, the

[xxviii] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.
[xxix] Amendment Bylaw No. 2500.27, 2022 – adopted July 21, 2021.
[xxx] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.
[xxxi] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.

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applicant must notify adjacent property owners and residents within a distance not less than 100 metres of the boundaries of the subject property in person, by mail or by handbill left at each adjacent property. BC Assessment rolls should be used in preparing an adjacent-property owner list. Regional District staff may assist in preparing the list.

5.2 Public Hearings

5.2.1 Conduct of a Public Hearing[xxxii]

.1 The minimum duration of a Public Hearing that has been delegated to an Electoral Area Director shall not be less than 10 minutes.[xxxiii]

.2 If, after a minimum of 10 minutes, no members of the public are in attendance of the stated public hearing that has been delegated to an Electoral Area Director then the Public Hearing may be adjourned.[xxxiv]

.3 If no members of the public attend the Public Hearing, and the Public Hearing notice has been properly published, the Regional District will consider that the Public Hearing has been held, as required.

5.3 Public Notification

5.3.1 *deleted*.[xxxv]

5.3.2 Posting of Notice of Development Sign[xxxvi]

In respect of an application for a Zoning Bylaw amendment, Official Community Plan Bylaw amendment or Temporary Use Permit the applicant, at his or her cost, must erect a notice of development sign on that parcel of land which is the subject of the application, in accordance with the following:

.1 Each sign must comply with the requirements outlined in Schedule '1' and section 5.3.3 of this bylaw;

.2 Each sign must be erected prior to the submission of the Amendment application or Temporary Use Permit application to the Regional District;

.3 Proof of sign installation must be provided to the Regional District by the applicant in the form of photographs of the sign(s) located on the property, including a close-up photograph sufficient to read sign details, and a distant photograph of the sign(s) in order to verify the location on the subject property.

[xxxii] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.
[xxxiii] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[xxxiv] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[xxxv] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017; and Amendment Bylaw No. 2500.35, 2024 – adopted November 7, 2024.
[xxxvi] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.

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.4 The applicant must keep all signs in place continuously and in good repair until the close of the public hearing or a decision to issue or refuse the permit by the Board, and must be removed by an applicant within seven (7) working days following the close of the Public Hearing or a decision to issue or refuse the permit by the Board. Non-compliance with this section due to the removal, destruction or alteration of the sign by unknown persons, vandalism or natural occurrence shall not affect the validity of the bylaw or permit that is the subject of the application.

.5 It is an applicant's responsibility to ensure that all signs are updated throughout the application process to reflect any amendments to the proposal, and that such revisions to the content of the development sign are undertaken in accordance with the requirements of Schedule '1'.

.6 Multiple signs are required for subject properties that are not contiguous to each other.

5.3.3 Development Sign Requirements

.1 Notice of development sign(s) must be posted and retained on the subject property to adequately notify the general public as follows:

(a) the specifications of the development sign shall be:

(i) 1.2 metres x 1.2 metres in area;[xxxvii]

(ii) constructed of 1.3 centimetre plywood, or other durable material;

(iii) comprised of black letters on a white background colour scheme;

(iv) located a minimum of 1.2 metres from ground level; and

(v) securely fixed in order to withstand wind and weather.

(b) the location of the sign shall be:

(i) on each principal and secondary road frontage of the site to inform the public about the nature and purpose of the application (corner sites smaller than 1.0 hectare in area may be permitted to have only one sign);

(ii) located within 3.0 metres of the road frontage and at approximately the mid-point of the frontage of the subject property;

(iii) clearly visible from the road;

(iv) not create a hazard or interfere with pedestrian or vehicular traffic, or obstruct visibility from roads, walkways or driveways.

.2 The applicant or his sign contractor will submit a proof to the Regional District for approval prior to manufacturing of the sign.

[xxxvii] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.

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.3 Failure to install the sign(s) according to these requirements will result in the postponement of assessment and/or consideration of the application. Any costs incurred by the Regional District for a delay for public notification or other, shall be the responsibility of the applicant.

5.4 Agency Referral Process

.1 When dealing with an Amendment Application, the Development Services Department will develop a referral list of agencies, organizations or levels of government that the amendment must be sent to for review and comment.

.2 Each agency, organization or level of government must be given thirty (30) calendar days, after the application has been mailed or otherwise delivered to them, to provide any comments. If after thirty (30) calendar days the agency, organization or level of government has not notified the Regional District in writing about their concerns, the agency, organization or level of government must be considered to have no concern.[xxxviii]

5.5 State of Provincial Emergency[xxxix]

.1 *deleted*.[xl]

5.6 Mail Delivery Work Stoppage[xli]

.1 In the case of an application made before the resolution of any work stoppage affecting postal services provided by Canada Post, the postal delivery of notices required under Part 14 of the *Local Government Act* or this bylaw shall only be undertaken in relation to parcels that are immediately adjacent a parcel that is the subject of an application.

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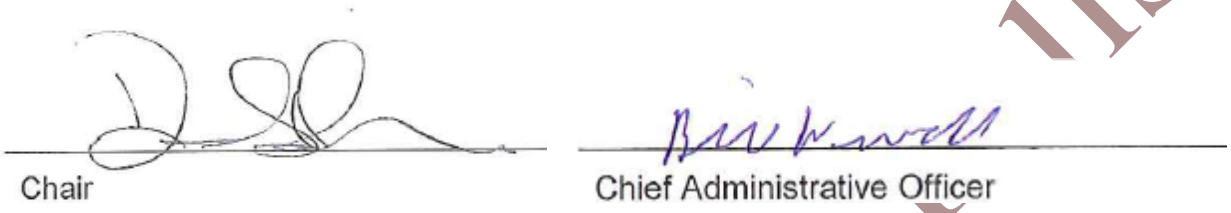
[xxxviii] Amendment Bylaw No. 2500.01, 2012 – adopted March 15, 2012.
[xxxix] Amendment Bylaw No. 2500.15, 2020 – adopted May 7, 2020.
[xl] Amendment Bylaw No. 2500.22, 2021 – adopted July 8, 2021.
[xli] Amendment Bylaw No. 2500.37, 2025 – adopted January 9, 2025.

READ A FIRST TIME on the 3rd day of March, 2011.

READ A SECOND TIME on the 3rd day of March, 2011.

READ A THIRD TIME on the 3rd day of March, 2011.

ADOPTED this 3rd day of March, 2011.



Chair

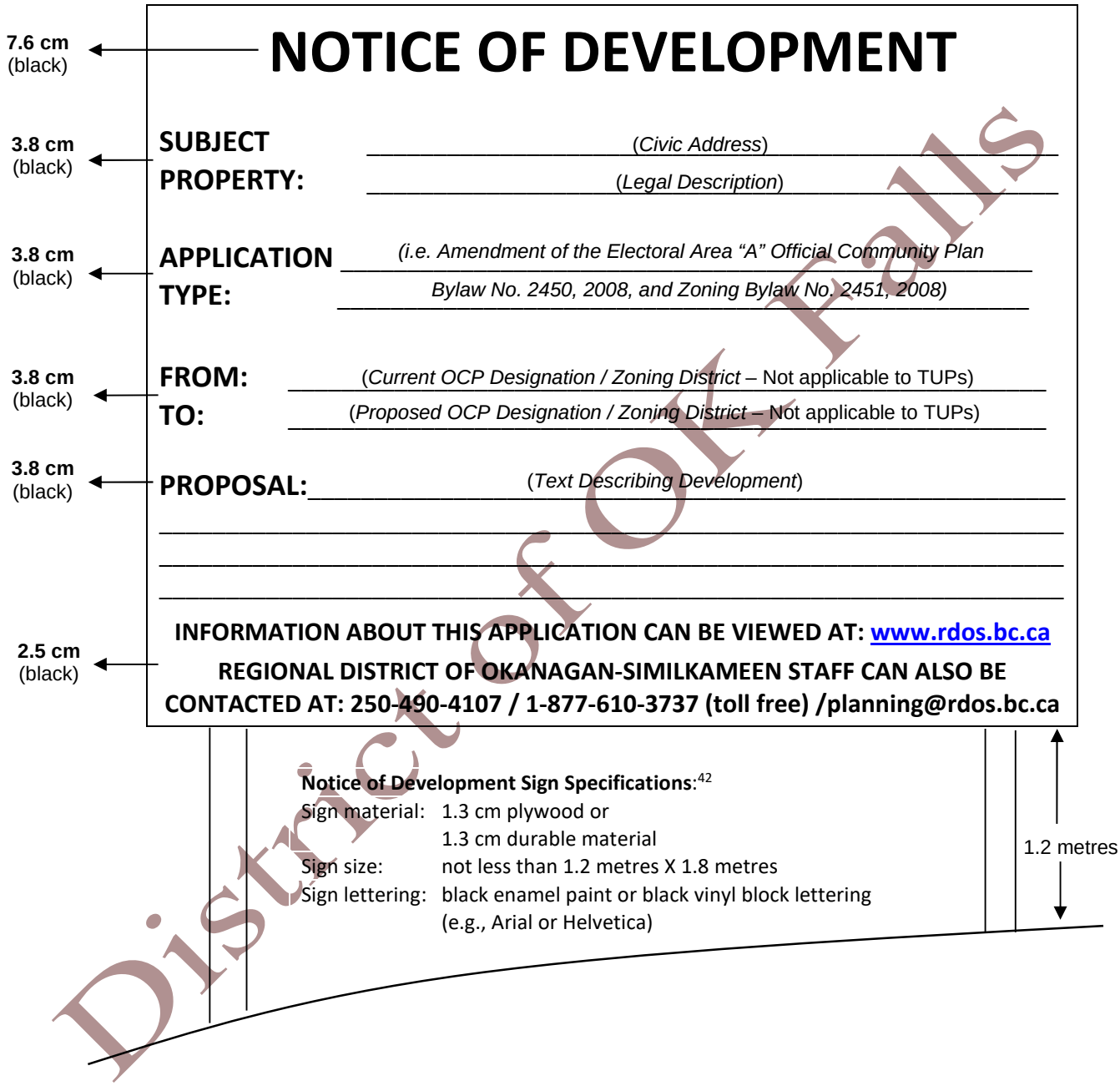
Chief Administrative Officer

District of OK Falls

SCHEDULE **1**

NOTICE OF DEVELOPMENT SIGN FORMAT SHEET

(for Zoning and Official Community Plan Bylaw Amendments)



Notice of Development Sign Specifications:[42]

Sign material:	1.3 cm plywood or 1.3 cm durable material
Sign size:	not less than 1.2 metres X 1.8 metres
Sign lettering:	black enamel paint or black vinyl block lettering (e.g., Arial or Helvetica)

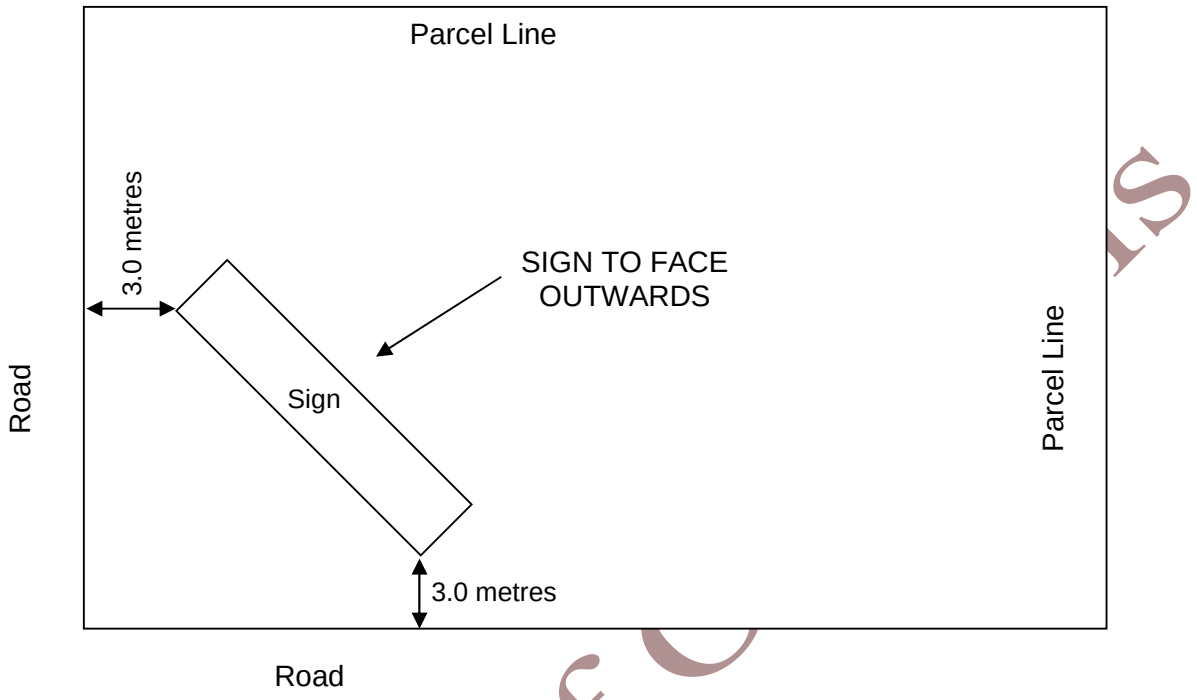
District of OK Falls

[42] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.

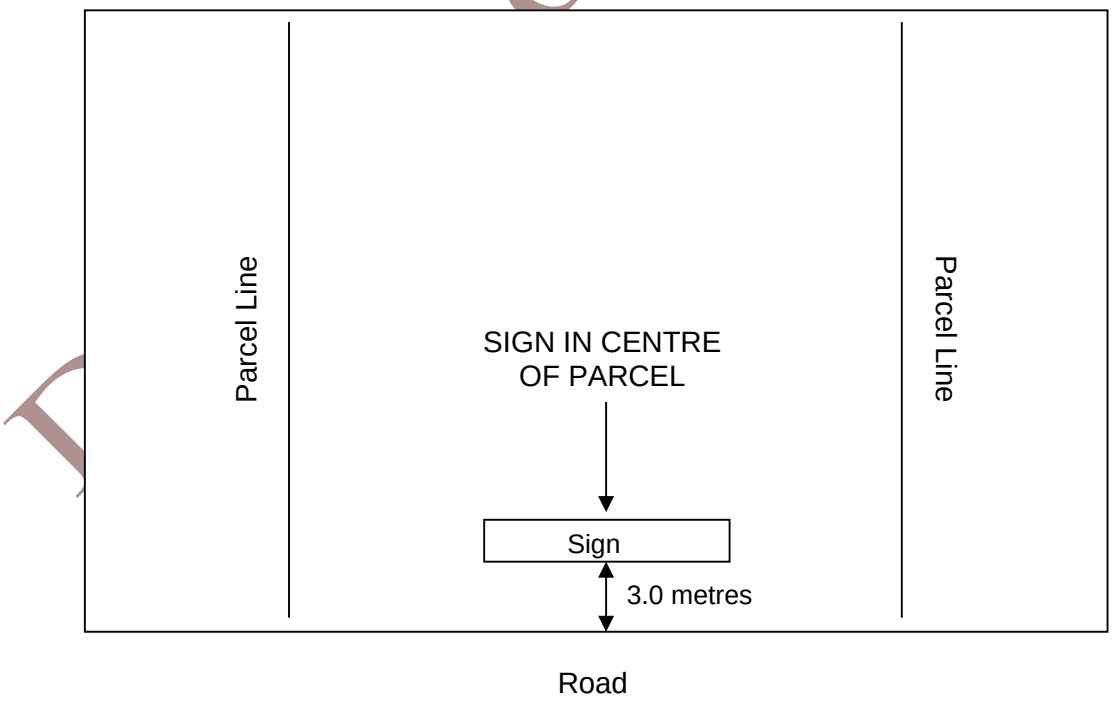
SCHEDULE **1**

AFFIDAVIT FOR THE INSTALLATION OF NOTICE OF DEVELOPMENT SIGN(S)

CORNER LOT



INTERIOR LOT



SCHEDULE 2 APPLICATION TO AMEND AN OCP BYLAW, ZONING BYLAW OR LAND USE CONTRACT (INCLUDING DISCHARGE)

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

1. Application Requirements

.1 Authorisation

(a) An application for a bylaw or Land Use Contract amendment shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:

(i) made by the owner(s) of the land involved or by a person authorized by all property owner(s);

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;

(iii) made on the appropriate form designated by the CAO; and

(iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

.2 Proposal Summary

(a) An outline of the type of development or land use proposed, including:

(i) explanation of compliance with current zoning and proposed deviation or change, if applicable; and

(ii) explanation of community / neighbourhood benefit and impact of proposal and how it furthers the objectives of the OCP.

.3 State of Title Certificate

(a) a copy of the Land Title Office search print, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and [xliii]

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

.4 Development Plans (drawn to scale)

(a) a site plan and context map (existing land uses adjacent to the subject property are to be indicated on the plans); and

(b) proposed subdivision plan (where applicable) showing the dimensions and area of all proposed lots or proposed boundary changes.

.5 Notice of Development[xliv]

[xliii] Amendment Bylaw No. 2500.01, 2012 – adopted March 15, 2012.
[xliv] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.

District of OK Falls

(a) Proof of installation of a Notice of Development Sign on the subject property, in accordance with the requirements outlined in Section 5.3 and Schedule '1' of this bylaw.

.6 Other

(a) any additional information the Chief Administrative Officer may require in reviewing and making a recommendation concerning the proposed amendment and any applicable development approval information required under Section 3.3 of the bylaw.

2. Processing Procedure[xlv]

An amendment application submitted in accordance with this bylaw will be processed as follows:

.1 Upon receipt of an application submitted in accordance with the requirements of this bylaw, 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 If an application involves an amendment to an Official Community Plan (OCP) Development Services staff may refer the application to the Regional District Board for a determination of consistency with the Regional Growth Strategy (RGS) Bylaw, and prior to an additional information request made under sub-section 2.2.[xlvi]

.4 Development Services staff will refer the application to all applicable Regional District departments, government ministries and agencies and the appropriate Advisory Planning Commission (APC). The proposal will also be referred to a Municipality if the application could affect that municipality.

.5 Applicant's are required to host a public information session, open house or public meeting at their own expense prior to the amending bylaw being 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.

.6 If the Regional District is prohibited from holding a public hearing on an amendment bylaw pursuant to Section 464 of the *Local Government Act*:[xlvii]

a) despite Section 2.4, the application will not be referred to the appropriate Advisory Planning Commission (APC);

b) despite Section 2.5, an applicant is not required to host a public information session, open house or public meeting;

[xlv] Amendment Bylaw No. 2500.09, 2017 – adopted May 18, 2017.
[xlvi] Amendment Bylaw No. 2500.13, 2020 – adopted January 20, 2020.
[xlvii] Amendment Bylaw No. 2500.33, 2024 – adopted February 22, 2024.

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c) Development Services staff will notify the application prior to first reading in accordance with the requirements of Section 2.11;[xlviii] and

d) to be considered by the Regional District Board, public comments on an amendment bylaw notified under this section must be submitted prior to first reading.

.7 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies, and may meet with the applicant (as required).

.8 The referral agencies' comments, feedback received at the public information session, open house or public meeting, or any public comment received pursuant to Section 464 of the *Local Government Act* will be attached to a technical report to the Board.[xlix]

.9 The applicant is invited to attend the Board meeting at which the amendment application will be considered.

.10 If the Board decides to proceed with the amendment application, an amending bylaw may be given first and second readings. The Board may alternatively decide to refer, table or deny the application.

.11 Should the amending bylaw receive first and second readings and a public hearing is required to be held pursuant to the *Local Government Act*, Development Services staff will notify the application by:[l]

a) mailing a written notice to property owners and tenants of land within a radius of 100.00 metres of the boundaries of the property subject to the bylaw amendment;

b) the means of publication established in the Regional District's Public Notice Bylaw to owners and tenants of land within a distance of 150.00 metres of the boundaries of the property subject to the bylaw amendment; and

c) posting a notice on the Regional District's Public Notice Board.

.12 The minutes of the Public Hearing will be presented prior to third reading of the amendment bylaw.

.13 Following receipt of the Public Hearing minutes the Board will consider the amendment bylaw and may proceed with third reading (including the imposition of conditions), refer, table or deny the application. Upon third reading, an amendment bylaw may need to be sent to the relevant provincial minister(s) for signature before proceeding to adoption.

.14 Once the applicant has adequately addressed all of the conditions identified at third reading (if any), the Board will consider the adoption of the bylaw(s).

.15 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.

[xlviii] Amendment Bylaw No. 2500.35, 2024 – adopted November 7, 2024.
[xlix] Amendment Bylaw No. 2500.33, 2024 – adopted February 22, 2024.
[l] Amendment Bylaw No. 2500.33, 2024 – adopted February 22, 2024; and Amendment Bylaw No. 2500.35, 2024 – adopted November 7, 2024.

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SCHEDULE 3 APPLICATION FOR A DEVELOPMENT PERMIT

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

1. Application Requirements[li]

(a) General Application Requirements

.1 Authorisation

(a) An application for a Development Permit (DP) shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:

(i) made by the owner(s) of the subject property or by a person authorized by all property owner(s);

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;

(iii) made on the appropriate form designated by the CAO; and

(iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

.2 Proposal Summary

(a) An outline of the type of development or land use proposed, including:

(i) explanation of compliance with current OCP guidelines.

.3 State of Title Certificate

(a) a copy of the Land Title Office search print, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

.4 Site Plan

(a) a site plan of the proposed development drawn to scale and showing dimensions, and including the following (as applicable):

(i) north arrow and scale;

(ii) dimensions and boundaries of property lines, rights-of-way, covenant areas and other easements;

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[li] Amendment bylaw No. 2500.08, 2017 – adopted June 15, 2017.

(iii) location and dimensions of existing and proposed structures and setbacks (including projections and overhangs) to parcel lines, rights-of-way, and easements;

(iv) location of existing and proposed access roads, driveways, vehicle parking spaces, pathways, screening and fencing;

(v) natural and finished grades of site at buildings and retaining walls (indicate source of grade data);

(vi) location of any physical or topographical constraints (e.g. watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.);

(vii) location of all existing and proposed water lines, wells, and septic fields, including sizes; and

(viii) proposed covenant areas (if any).

.5 Development Plans (drawn to scale, in metric)

(a) detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, pathways, and screening and fencing proposed for the site;

(b) a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and

(c) location and width of existing or proposed access(es) to the property, driveways, manoeuvring aisles and parking layout.

.6 Site Surveys

(a) if a proposed development involves a variance to the siting or building envelope of an existing structure a current sketch plan, certified by a BC Land Surveyor, in metric, shall be required. This may be combined with the requirements for sub-section 4 of this Schedule 3 (where appropriate).

(b) if a proposed development is within 10% of the setback line (i.e. within 3.0 metres of a 30.0 metre setback line), a current sketch plan, certified by a BC Land Surveyor, in metric, shall be required. This may be combined with the requirements for sub-section 4 of this Schedule 3 (where appropriate).

(b) Watercourse Development Permit Application Requirements

.1 In addition to the application requirements listed in Section 1(a), the following is also required for Watercourse Development Permit Applications:[lii]

a) an Assessment Report, provided to the Regional District by the responsible provincial minister under Section 6 of the *Riparian Areas Protection Regulation* (RAPR) in relation to the development, and which is not expired under Section 7 of the Regulation; or

[lii] Amendment bylaw No. 2500.25, 2022 – adopted May 5, 2022.

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b) if the minister will not provide the Assessment Report under Section 6 (Administration of assessment reports by minister) of the RAPR because the development that is the subject of the Assessment Report has already occurred, the Assessment Report submitted to the Regional District as defined in section 1 (b)(2).

c) if the provincial ministry responsible for reviewing Assessment Reports has indicated to the Regional District that Assessment Reports are unlikely to be reviewed and forwarded to the District within six (6) months of being submitted, then a Watercourse Development Permit (WDP) may be considered for issuance without an "Assessment Report" having been received from the responsible provincial Minister, provided that an Assessment Report prepared in accordance with the RAPR has been submitted directly to the Regional District, certifying that the proposed development:[liii]

i) will not occur in the streamside protection and enhancement area (SPEA); and

ii) if the Assessment Report is based on a detailed assessment, will not result in any harmful alteration, disruption or destruction (HADD) of natural features, functions and conditions in the streamside protection and enhancement area that support the life processes of protected fish.

Assessment Report[liv]

.2 An Assessment Report must be prepared, signed and sealed by a qualified environmental professional (QEP), include all required components of an Assessment Report that is consistent with RAPR, and clearly indicate one of the following professional determinations of the level of impact of the development that has occurred:

a) no development has occurred in the SPEA or that could affect the integrity of the SPEA and no restoration is required;

b) development has occurred in the SPEA or that could affect the integrity of the SPEA and restoration measures have been prescribed to improve the area without removing any buildings or structures; or

c) development has occurred in the SPEA or that could affect the integrity of the SPEA and restoration measures have been prescribed to remove any buildings or structures and restore the area to the natural condition.

(c) Environmentally Sensitive Development Permit Application Requirements

[liii] Amendment bylaw No. 2500.32, 2023 – adopted May 18, 2023.
[liv] Amendment bylaw No. 2500.25, 2022 – adopted May 5, 2022.

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.1 In addition to the application requirements listed in Section 1(a), the following is also required for Environmentally Sensitive Development Permit Applications:

a) an Environmental Assessment (EA) Report; or

b) a Rapid Environmental Assessment (REA) Report.

Environmental Assessment (EA) Report

.2 An Environmental Assessment (EA) Report must be prepared, signed and sealed by an RPBio and include the following:

a) an Ecological Assessment Phase prepared in accordance with the requirements of sections 1(c)(3) & (4) of this Schedule.

b) an Impact Assessment Mitigation Phase prepared in accordance with the requirements of section 1(c)(5) of this Schedule.

Ecological Assessment Phase

.3 The Ecological Assessment Phase shall include the following:

a) an overview of all habitats and features found within a subject property;

b) a site map with a scale of not less than 1:500 or greater than 1:5,000 that includes the following information:

i) location of plant species and plant communities;

ii) location of sensitive ecosystems;

iii) a list of found species (e.g. fish distribution);

iv) areas of expected/potential terrestrial/aquatic wildlife use;

v) observations and/or recorded locations of federally listed, provincially ranked, or regionally significant plant communities and species (for all life stages) or their habitats (including Critical Habitat for Species at Risk Act listed species);

vi) a Streamside Protection and Enhancement Area (SPEA) setback (if applicable);

vii) other existing environmentally valuable resources, including wildlife connectivity corridors, wildlife trees, and hibernacula, etc.;

viii) landforms, site stability, geological and topographical features and contours;

ix) adjacent lands and uses;

x) contour maps and cross sections, if available, for sites with slopes greater than 20%;

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xi) surface and ground water features including swales, wetlands, draws, spring discharge or recharge areas, floodplains, top of bank, high water mark; and

xii) existing structures, paved and unpaved roads, soil disturbance, logging, and land clearing.

c) rare and endangered species records, within and adjacent to the subject property. If rare and endangered species potentially utilize the site, a species specific inventory must be conducted, in the appropriate season(s).

d) the findings of any Riparian Area Assessment report prepared if the proposed development involves the disturbance of land within a designated Watercourse Development Permit (WDP) Area.

e) identification of environmentally valuable resources occurring within the study area. This is to be based upon the following four-class rating system:

i) ESA-1 (High), which shall be applied to occurrence-based Critical Habitat, locally and provincially significant ecosystems, extremely rare and/or of critical importance to rare wildlife species.

ii) ESA-2 (Moderate), which shall be applied to attribute-based Critical Habitat, locally or provincially significant ecosystems, uncommon and important to rare wildlife species.

iii) ESA-3 (Low), which shall be applied to ecosystems that may have low to moderate conservation values because of importance to wildlife (e.g. disturbed or fragmented ecosystems or habitat features).

iv) ESA-4 (Not Sensitive), which shall be applied to areas with little or no inherent ecological value or importance as wildlife habitat.

f) The ESA criteria/rating system used in the evaluation of ESAs, which should include the following components:

i) ecosystem mapping refined to 1:5,000 or less, including structural stage and seral association or condition;

ii) rarity in the region, province, country, including historical loss;

iii) landscape context including contiguity to other ESAs (buffering function) and whether the area is vital to health of ecosystems beyond its boundaries (water catchment, storage/recharge zone);

iv) habitat suitability for provincially ranked and/or federally listed or significant species;

v) presence of important environmentally valuable resources (e.g. breeding/spawning areas, hibernacula, migration stop over, connectivity corridors, reported sightings of uncommon species, ungulate winter range, high value wildlife trees);

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vi) species diversity/habitat complexity;

vii) ecosystems at risk in the Okanagan including riparian (including subsurface flow and recharge areas), wetlands, grasslands, rock outcrops, talus and cliffs, old growth, and low elevation forests;

viii) vulnerability to anthropogenic disturbance (e.g. soil disturbance, road conflicts, pets, invasive plants);

ix) current condition (biological integrity) function, structure, stability and probability of restoration to a functional level or ecological capability; and,

x) cumulative impacts from surrounding land uses.

g) recommendations to be used to guide project design and planning for the development.

Impact Assessment & Mitigation Phase

.4 The Impact Assessment & Mitigation Phase shall include the following:

a) an assessment of potential impacts resulting from the proposed development that considers the following:

i) magnitude of the proposed development;

ii) geographic extent of the proposed development;

iii) timing of the proposed development;

iv) duration of the proposed development;

v) frequency of the proposed development;

vi) reversibility of the proposed development; and

vii) likelihood of occurrence of the proposed development.

b) an assessment of mitigation measures and their anticipated effectiveness in maintaining the health, form and function of natural ecosystems and features by reducing or eliminating potential impacts from development that considers the following:

i) management of erosion and sediment impacts during and after construction;

ii) control of invasive plant species using site and species appropriate methods (e.g. hand pulling, digging, cutting, and mowing);

iii) scheduling construction during recommended timing windows for species;

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iv) designing linear corridors such as roads, driveways, or trails to be as narrow as possible, create as little disturbance as possible and configure them to allow for wildlife crossings;

v) the use of permeable surfaces or other means to minimize impact and maintain the characteristics of the non-disturbance areas;

vi) management of access to "non-disturbance areas";

vii) compensation for environmental losses at a 3:1 ratio on the "no net loss principle".

c) identification of those persons who will be:

i) responsible for monitoring potential impacts, and propose a monitoring schedule including who will perform the monitoring;

ii) accountable for potential impacts that might occur; and

iii) responsible for unintended but foreseeable impacts.

d) a Monitoring Plan that should include, but is not limited to:

i) the installation of temporary fencing to clearly delineate 'no disturbance areas' around ESAs and other areas designated for protection;

ii) pre-construction meeting onsite between QEP and contractors to insure all site workers are aware of non-disturbance areas;

iii) monitors or the District must be given the authorization to stop work if they believe that on-site conditions are in contravention of the conditions of the permit; and

iv) regular monitoring reports sent to the District and regulatory agencies involved and a final 'substantial completion' report at a suitable interval following the completion of a project.

<u>Rapid Environmental Assessment</u>

.5 A Rapid Environmental Assessment (REA) Report must include the following:

a) Site Plan indicating proposed footprint of development;

b) an Environmentally Valuable Resources (EVR) assessment indicating the following values within 100 metres of a proposed development site:

i) Sensitive Ecosystems (SEI: Vernon to Osoyoos):

.1 Wetland (includes vernal or ephemeral);

.2 Riparian;

.3 Old Forest;

.4 Grasslands (including disturbed);

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.5 Shrub-steppe (includes antelope- brush, sage-brush);

.6 Broadleaf Woodland;

.7 Coniferous Woodland;

.8 Sparsely vegetated areas and rocky outcrops; and

.9 Other Sensitive Ecosystems.

ii) Ecological Communities on BC CDC red or blue lists;

iii) Known occurrences of listed species (federal or provincial);

iv) Critical Habitat as identified under SARA (source: Species at Risk Act Public Registry); and

v) Habitat Features with high potential for important life requisites of listed species:

.1 Wildlife Trees;

.2 Hibernacula/Roosts;

.3 Active nest sites or areas known for nesting;

.4 Dens and burrows;

.5 Wildlife corridor considerations; and

.6 Other landscape features of environmental significance.

c) Mitigation information on EVR locations, strategies to achieve avoidance, and/or recommendations for restoration, protection and mitigation measures shall be provided in the form of a summary report where restoration, protection or mitigation measures are prescribed.

(d) Hillside Development Permit Application Requirements[lv]

.1 In addition to the application requirements listed in Section 1(a), the following is also required for Hillside Development Permit Applications:

a) a Geotechnical Report prepared by a qualified professional that is a Registered Professional Engineer in British Columbia (P.Eng) or team that shall include a P.Eng under contract to the development applicant and that includes:

i) A statement that each professional and/or technical staff that contributed to the preparation of the Geotechnical Report is a professional engineer or geoscientist and is appropriately knowledgeable to provide the Geotechnical Report and is a member in "good standing" with the Association of Professional Engineers and Geoscientists of the Province of British Columbia (APEGBC). A signature and seal/number must also be included.

[lv] Amendment Bylaw No. 2500.03, 2019 – adopted November 21, 2019.

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ii) Cross sections of the property in sufficient numbers to demonstrate terrain conditions prior to the proposed development and intended terrain conditions post-development.

iii) A topographic survey indicating natural slope contours and proposed slope contours post-development that includes the following:

.1 natural slope contours:

a) in 0.5 metre contour intervals on parcels less than 2,000 m^2 in area; and

b) in 2.0 metre contour intervals on parcels greater than 2,000 m^2 in area.

.2 spot elevations;

.3 swales;

.4 knolls;

.5 ridgelines;

.6 bedrock outcrops;

.7 cliffs and slope transitions;

.8 seasonal and permanent watercourse drainage routes;

.9 top of bank and break lines; and

.10 current and proposed road and site grading.

iv) A written assessment outlining adherence to the Engineers & Geoscientists BC *Guidelines for Legislated Landslide Assessments for Proposed Residential Developments in BC* if the subject property is proposed for residential development. The professional completing the report shall also complete Appendix D: *Landslide Assessment Assurance Statement.*

v) An identification of potential hazards to the land proposed for development as well as surrounding properties as a result of the proposed development.

vi) An identification of surface and subsurface conditions and recommendations for managing storm water and groundwater seepage related to the proposed development.

vii) Confirmation that there will be no net decrease in overall slope stability (including seismic and static stabilities) resulting from the proposed development, and that off-site slope instabilities will be mitigated to provide for safe occupation and use of nearby lands.

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viii) A professional opinion by the P.Eng. that, in the event of any land slip, landslide, rock fall, mud flow, debris flow, debris torrent, erosion, slumping, settling, groundwater seepage, surface water accumulation, or other such occurrence, which occurs after the proposed development is completed, the extent of the property damage and damage to life and limb which occurs is not likely to be in any way any greater than the damage or harm which would occur prior to the development taking place.

2. Processing Procedure – Non-Delegated Development Permits[lvi]

A Development Permit application submitted in accordance with this bylaw for a type of development permit that has not been delegated to the CAO under the *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*, 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 evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

.4 Development Services staff will refer the application to all applicable Regional District departments, committees and the appropriate Advisory Planning Commission (APC).

.5 The referral comments and/or recommendation may then be incorporated into a technical report to the Board.

.6 The recommendation to the Board may identify as a condition of the issuance of a permit, that the applicant for the permit provide a security by an irrevocable letter of credit or other means in a form satisfactory to the Board in an amount stated in the permit to guarantee the performance of the terms of the permit; a covenant; or other legal documents.

.7 The applicant is invited to attend the Board meeting at which the variance application will be considered.

.8 The Board will consider the technical report and may grant the requested permit, or may refer, table, direct back to the APC or deny the application.

.9 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.

.10 If a development 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.

[lvi] Amendment Bylaw No. 2500.12, 2019 – adopted December 19, 2019.

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.11 Development Services staff shall administer any further conditions of the Development Permit as specified within each individual permit as required.

.12 Development Services staff may conduct inspections, on an as-required basis, to ensure that the terms of the Development Permit are being satisfied.

.13 For development permits designated for the "protection of the natural environment, its ecosystems and biological diversity", monitoring and reporting by a Qualified Environmental Professional (as defined in the applicable RDOS Bylaw) on the behalf of the permit holder may be a requirement of the permit.

3. Processing Procedure – Delegated Development Permits[lvii]

A Development Permit application submitted in accordance with this bylaw for a type of development permit that has been delegated to the CAO under the *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*, 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 evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

.4 Development Services staff will refer the application to all applicable Regional District departments or committees, as applicable. The referral comments and/or recommendations may then be incorporated into a staff memo to the CAO, and/or the Development Permit, as applicable.

.5 When all relevant conditions and guidelines have been satisfied, the staff memo and drafted Development Permit will be considered for approval by the CAO, or their delegate.

.6 If approval of the permit is granted by the CAO, or their delegate, the General Manager of Development Services will execute the Development Permit.

.7 Development Services staff will register the Notice of Permit against the title of the property(s) at the Land Title Office.

.8 An owner of property may request a reconsideration of a decision by the CAO as outlined at Section 3.6.2 of this bylaw. A decision by the Board is considered final.

.9 The CAO may use discretion to forward development permits to the Board for decision and not use the delegated authority. If a development permit is forwarded to the Board for decision, it shall be processed in accordance with Section 2 (Processing

[lvii] Amendment Bylaw No. 2500.12, 2019 – adopted December 19, 2019.

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Procedures – Non-Delegated Development Permits) of this Schedule. A decision by the Board is considered final.

.10 Development Services staff shall administer any further conditions of the Development Permit as specified within each individual permit as required.

.11 Development Services staff may conduct inspections, on an as-required basis, to ensure that the terms of the Development Permit are being satisfied.

.12 For development permits designated for the "protection of the natural environment, its ecosystems and biological diversity", monitoring and reporting by a Qualified Environmental Professional (as defined in the applicable RDOS Bylaw) on the behalf of the permit holder may be a requirement of the permit.

4. deleted[lviii]

5. *deleted*[lix]

6. *deleted*[lx]

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[lviii] Amendment Bylaw No. 2500.12, 2019 – adopted December 19, 2019.
[lix] Amendment Bylaw No. 2500.12, 2019 – adopted December 19, 2019.
[lx] Amendment Bylaw No. 2500.12, 2019 – adopted December 19, 2019.

SCHEDULE **4**

APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

1. Application Requirements

.1 Authorisation

(a) An application for a Development Variance Permit (DVP) shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:

(i) made by the owner(s) of the subject property or by a person authorized by all property owner(s);

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;

(iii) made on the appropriate form designated by the CAO; and

(iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

.2 Proposal Summary

(a) An outline of the type of development or land use proposed, including:

(i) a description of the variance requested, including bylaw section number, and reasons or rationale for the proposal and why the standard cannot be met.

.3 State of Title Certificate

(a) a copy of the Land Title Office search print, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and [lxi]

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

.4 Site Plan

(a) a site plan of the proposed development drawn to scale and showing dimensions, and include the following (as applicable):

(i) north arrow and scale;

(ii) dimensions and boundaries of property lines, rights-of-way, covenant areas and other easements;

(iii) location and dimensions of existing and proposed structures and setbacks (including projections and overhangs) to parcel lines, rights-of-way, and easements;

[lxi] Amendment Bylaw No. 2500.01, - adopted March 15, 2012

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(iv) location of existing and proposed access roads, driveways, vehicle parking spaces, pathways, screening and fencing;

(v) natural and finished grades of site, at buildings & retaining walls (indicate source of grade data);

(vi) location of any physical or topographical constraints (e.g., watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.);

(vii) location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes; and

(viii) proposed covenant areas (if any).

.5 Development Plans (drawn to scale, in metric)

(a) detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, access roads, driveways, vehicle parking spaces, pathways, and screening and fencing proposed for the site;

(b) a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and

(c) location and width of existing or proposed access(es) to the property, driveways, manoeuvring aisles and parking layout.

.6 Site Surveys

(a) if a proposed development involves a variance to the siting or building envelope of an existing structure a current sketch plan, certified by a BC Land Surveyor, in metric, shall be required.

.7 Utility Condition Assessment[lxii]

(a) Where an application proposes to vary a zoning bylaw in order to permit subdivision approval or the issuance of a building permit where a proposed water system or sewer system does not comply with the bylaw's definition of 'community water system' or 'community sewer system', the application shall be accompanied by a report from a qualified professional engineer that includes:

(i) drawings of the existing or proposed system prepared to the standards set out in Schedule 'A' to Regional District of Okanagan-Similkameen's Subdivision and Development Servicing Bylaw No. 2900, 2024, or any successor bylaw, including digital versions of such drawings;

(ii) the engineer's certification that the system was designed and constructed to standards equivalent to or exceeding the standards for such works prescribed by the Regional District of Okanagan-Similkameen Subdivision and Development Servicing Bylaw No. 2900, 2024, or any successor bylaw, or alternatively to the applicable standards in the current edition of the Master Municipal Standard Specifications and Standard Detail Drawings

[lxii] Amendment Bylaw No. 2500.06, 2015 – adopted November 5, 2015; and Amendment Bylaw No. 2500.34, 2025 – adopted August 7, 2025.

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published by the Master Municipal Construction Documents Association, and in the event of any deficiencies an opinion on whether the deficiency can from a technical perspective be corrected by the applicant;

(iii) the engineer's assessment of the current condition of any existing works, including an opinion on whether the works appear to have been operated and maintained since construction in accordance with generally accepted utility operation and maintenance standards, and in the event of any deficiencies, an opinion on whether the deficiency can be corrected by means of future operation and maintenance practices; and

(iv) the engineer's certification that the system has the capacity to support the entire development in respect of which the application is being made without diminishing the level or quality of service that the system provides to existing development.

.8 Provincial Approvals[lxiii]

(a) Where it is proposed to place a building or structure within 4.50 metres of a highway, a copy of an approved Highway Use Permit (Structural Setback) from the Ministry of Transportation and Infrastructure (MoTI) shall be provided.

2. Processing Procedure[lxiv]

A Development Variance Permit application 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:[lxv]

a) mailing a written notice to property owners and tenants of land within a radius of 100.0 metres of the boundaries of the property subject to the permit application; and

b) electronic notice distributed through the Regional District's electronic subscription service to property owners and tenants of land within a radius of 150.0 metres of the boundaries of the property subject to the permit application.

[lxiii] Amendment Bylaw No. 2500.26, 2022 – adopted June 16, 2022.
[lxiv] Amendment Bylaw No. 2500.26, 2022 – adopted June 16, 2022.
[lxv] Amendment Bylaw No. 2500.35, 2024 – adopted November 7, 2024.

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.5 A period of 15 working days from the date of the letter to property owners and tenants will be provided for comments from the public to be submitted electronically or in-person to the Regional District.

.6 Development Services staff will refer the application to all applicable Regional District departments for comment and *may* conduct a site visit to view the property as part of the evaluation process.

.7 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies.

.8 All comments and/or recommendations may then be incorporated into a staff memo and/or a draft development variance permit, as applicable.

.9 If no representations opposing the requested variance(s) are received within the timeframe specified under sub-section 2.5, the staff memo and draft development variance permit will be considered for delegated approval, in accordance with the Regional District's *Chief Administrative Officer Delegation Bylaw*, by the CAO, or their delegate.

.10 If approval of the permit is granted by the CAO, or their delegate, Development Services staff will execute the development variance permit.

.11 Development Services staff will register the Notice of Permit against the title of the property(s) at the Land Title Office.

.12 A development variance permit application will automatically be (re)considered by the Regional District Board at a forthcoming meeting if the following applies:

a) the permit has been denied by the CAO, or their delegate; or

b) a representation opposing the requested variance(s) has been submitted to the Regional District within the timeframe specified in sub-section 2.5.

.13 When a permit is to (re)considered by the Regional District Board, a technical report will be prepared and accompanied by all representations received on the proposed variance(s).

.14 The applicant is invited to attend the Board meeting at which the variance application will be (re)considered.

.15 The Board will consider the technical report and may grant the requested permit, or may refer, table, direct back to the APC or deny the application.

.16 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.

.17 If a development variance permit is granted by the Board, 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.

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SCHEDULE 5 APPLICATION FOR A TEMPORARY USE PERMIT

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

1. Application Requirements

.1 Authorisation

(a) An application for a Temporary Use Permit, or an application to renew a Temporary Use Permit, including a "Short-Term Rental (STR) Permit", shall be made to the Chief Administrative Officer (CAO) in writing and on the appropriate form, and shall be:[lxvi]

(i) made by the owner(s) of the land involved or by a person authorized by all property owner(s);

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;

(iii) made on the appropriate form designated by the CAO; and

(iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

.2 Proposal Summary[lxvii]

(a) An outline of the type of land use and development proposed, including:

(i) explanation of compliance with current OCP policies and zoning regulations and any proposed deviation or change, if applicable; and

(ii) explanation of the anticipated benefit and impact of proposal.

.3 State of Title Certificate

(a) a copy of the Land Title Office search print, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and[lxviii]

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

.4 Site Plan

(a) a site plan of the proposed development drawn to scale and showing dimensions, and including the following (as applicable):

(i) north arrow and scale;

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[lxvi] Amendment Bylaw No. 2500.02, 2012 – adopted December 20, 2012; and Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.
[lxvii] Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.
[lxviii] Amendment Bylaw No. 2500.01, 2012 – adopted March 15, 2012.

(ii) dimensions and boundaries of property lines, rights-of-way, covenant areas and other easements;

(iii) location and dimensions of existing and proposed structures and setbacks (including projections and overhangs) to parcel lines, rights-of-way, and easements;

(iv) location of existing and proposed access roads, driveways, vehicle parking spaces, pathways, screening and fencing;

(v) natural and finished grades of site, at buildings and retaining walls (indicate source of grade data);

(vi) location of any physical or topographical constraints (e.g. watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.);

(vii) location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes; and

(viii) proposed covenant areas (if any).

.5 Development Plans (drawn to scale, in metric)

(a) detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, access roads, driveways, vehicle parking spaces, pathways, and screening and fencing proposed for the site;

(b) a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and

(c) location and width of existing or proposed access(es) to the property, driveways, manoeuvring aisles and parking layout.

.6 Site Surveys

(a) if a proposed development involves a variance to the siting or building envelope of an existing structure a current sketch plan, certified by a BC Land Surveyor, in metric, shall be required.

.7 Health and Safety Declaration [lxix]

(a) In Electoral Area "C", a Health and Safety Declaration, completed by the owner or applicant, indicating the dwelling unit complies with minimum standards for health and safety as specified in the Regional District's Business Licence Regulation Bylaw, as amended.

(b) A Health and Safety Declaration may be re-used in support of a renewal or reissuance application for an STR Permit provided that:

(i) no structural alterations have been undertaken to the dwelling unit following completion of the Health and Safety Declaration; and

[lxix] Amendment bylaw No. 2500.05, 2015 – adopted June 4, 2015; Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025; Amendment Bylaw No. 2500.39, 2026 – adopted May 21, 2026.

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(ii) no changes have occurred to the internal floor plan considered at the time the Health and Safety Declaration was completed.

.8 Notice of Development[lxx]

(a) Proof of installation of a Notice of Development Sign on the subject property, in accordance with the requirements outlined in Section 5.3 and Schedule '1' of this bylaw.

(b) despite sub-section 1.8(a), an applicant for a Short-Term Rental (STR) Accommodation Permit, is not required to post a Notice of Development Sign on the parcel of land which is the subject of the application and, for clarity, is not required to provide proof of installation to the Regional District.[lxxi]

2. Processing Procedure[lxxii]

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:[lxxiii]

a) mailing a written notice to property owners and tenants of land within a radius of 100.0 metres of the boundaries of the property subject to the permit application;

b) electronic notice distributed through the Regional District's electronic subscription service to property owners and tenants of land within a radius of 150.0 metres of the boundaries of the property subject to the permit application; and

c) posting a 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.

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[lxx] Amendment bylaw No. 2500.09, 2017 – adopted May 18, 2017.
[lxxi] Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.
[lxxii] Amendment Bylaw No. 2500.02, 2012 – adopted December 20, 2012; Amendment bylaw No. 2500.09, 2017 – adopted May 18, 2017; Amendment Bylaw No. 2500.27, 2022 – adopted July 21, 2021; and Amendment bylaw No. 2500.30, 2022 – adopted January 5, 2023.
[lxxiii] Amendment Bylaw No. 2500.35, 2024 – adopted November 7, 2024.

.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.

3. Processing Procedure – Short-Term Rental (STR) Accommodation Permit [lxxiv]

An application submitted in accordance with this bylaw for an STR use that has been delegated to the CAO under the Regional District's Chief Administrative Officer Delegation Bylaw will be processed as follows:

[lxxiv] Amendment Bylaw No. 2500.26, 2025 – adopted October 2, 2025.

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.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 of an application.

.4 Development Services staff will refer the application to all applicable Regional District departments.

.5 Development Services staff will publicly notify the application by:

a) mailing a written notice to property owners and tenants of land within a radius of 100.0 metres of the boundaries of the property subject to the permit application;

b) electronic notice distributed through the Regional District's electronic subscription service to property owners and tenants of land within a radius of 150.0 metres of the boundaries of the property subject to the permit application; and

c) posting of an application notice on the Regional District's Public Notice Board.

.6 A period of 15 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.[lxxv]

.7 Any public representations that may be submitted to the Regional District in relation to a notified STR application will be placed on file and will not be considered by Development Services staff as part of their assessment of the application.

.8 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies and incorporate its assessment into an administrative memo to be considered for delegated approval, in accordance with the criteria established by the Regional District's *Chief Administrative Office Delegation Bylaw*.

.9 If approval of an application to issue a permit is granted by the CAO, or their delegate, Development Services Staff will execute the temporary use permit.

.10 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.

.11 An owner of property may request a re-consideration of a decision by the CAO as outlined at Section 3.6.2 of this bylaw. A decision by the Board is considered final.

.12 When a decision is to (re)considered by the Regional District Board, a technical report will be prepared.

.13 The applicant is invited to attend the Board meeting at which the decision will be (re)considered.

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[lxxv] Amendment Bylaw No. 2500.38, 2026 – adopted March 5, 2026.

.14 The Board will consider the technical report and may grant the requested permit, or may refer, table, direct back to an Advisory Planning Commission (APC) or deny the application.

.15 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.

.16 If an STR permit is granted by the Board, 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.

.17 If an application submitted in accordance with this bylaw is for an STR use that cannot be considered under delegated authority, it will be processed in accordance with Section 2 (Processing Procedures) under Schedule '5' (Application for a Temporary Use Permit) of this bylaw.

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SCHEDULE 6 APPLICATION FOR A STRATA TITLE CONVERSION

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

1. Application Requirements

.1 Authorisation

(a) An application for a Strata Title Conversion of an existing building shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:

(i) made by the owner of the subject property or by a person authorized by all property owners;

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;

(iii) made on the appropriate form designated by the CAO; and

(iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

.2 Proposal Summary

(a) An outline of the type of development or land use proposed, including:

(i) demonstration of substantial compliance with current zoning bylaw;

(ii) plans for the relocation of persons occupying a residential building on the subject property;

(iii) a rental vacancy report; and

(iv) explanation of community / neighbourhood benefit and impact of proposal.

.3 State of Title Certificate

(a) a copy of the Land Title Office search print for the subject property, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and [lxxvi]

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property.

.4 Site Plan

(a) a site plan of the proposed development drawn to scale and showing dimensions. The site plan must include:

(i) north arrow and scale;

[lxxvi] Amendment Bylaw No. 2500.01, 2012 – adopted March 15, 2012

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(ii) dimensions and boundaries of property lines, rights-of-way, covenant areas and easements;

(iii) location and dimensions of existing and proposed structures and setbacks (including projections and overhangs) to parcel lines, rights-of-way, and easements;

(iv) location of existing and proposed access roads, driveways, vehicle parking spaces, pathways, screening and fencing;

(v) calculations showing compliance with the relevant zoning regulations, such as parcel coverage and density; and

(vi) proposed covenant areas (if applicable).

.5 Floor Plans

(a) Floor Plans of all levels of the existing building(s).

.6 Building Report

(a) A Building Report, written report by a Professional Engineer or Architect, that provides a *BC Building Code* review that specifically addresses, for each subject building:

(i) fire separation;

(ii) soundproofing;

(iii) structural integrity;

(iv) mechanical review;

(v) information on the:

(a) building's state of repair;

(b) building's general workmanship;

(c) life expectancy of the building;

(d) projected major increases in maintenance costs due to the condition of the building; and

(e) assessments of the condition of the roof and the exterior and interior surfaces and details of the building.

If the building does not comply with the current *BC Building Code,* the professional shall identify the work that is required to bring the building up to code. This report will be retained as public record.

(b) Plan of Strata Subdivision prepared by a British Columbia Land Surveyor may be submitted for final approval when all conditions imposed by the Board are resolved to the satisfaction of the Approving Officer.

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2. Processing Procedure

1. Application for conversion along with all requirements for the application as noted is received by the Regional District.
2. Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant.
3. Staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.
4. Staff will refer the application to all relevant Regional District departments, government ministries and agencies and the Advisory Planning Commission as applicable.
5. A letter shall also be forwarded by the Regional District to all tenants advising of the application for conversion.
6. The referral agencies' comments along with any other representations will then be incorporated into a technical report to the CAO.
7. When all relevant conditions and guidelines have been satisfied, the staff report and strata plan will be considered for approval by the CAO
8. If the CAO grants approval in principle to the application, the applicant may then engage a British Columbia Land Surveyor to prepare strata plans in accordance with the provisions of the *Strata Property Act*. The strata plans are to be forwarded to the Secretary for execution.
9. Before the strata plans are signed, the applicant must comply with the conditions, imposed by the CAO. Once signed, the Regional District's Building Department will retain one set of paper prints for the record, and return all remaining copies to the applicant for deposit with the Registrar at the Land Title Office.
10. An owner of property may request a reconsideration of a decision by the CAO as outlined at Section 3.6.2 of this bylaw. A decision by the Board is considered final.[lxxvii]
11. The CAO may use their discretion to forward a strata conversion application to the Board for decision and not use the delegated authority. A decision by the Board is considered final.
12. Should an application be forwarded to the Board, the applicant will be invited to attend the Board meeting at which the application will be considered.
13. The Board will consider the technical report and may approve the conversion, or deny the application.
14. Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.

[lxxvii] Amendment bylaw No. 2500.03, 2019 – adopted November 21, 2019.

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15. If the Board grants approval in principle to the application, the applicant may then engage a British Columbia Land Surveyor to prepare strata plans in accordance with the provisions of the *Strata Property Act*. The strata plans are to be forwarded to the Secretary for execution.

16. Before the strata plans are signed, the applicant must comply with the conditions, imposed by the Board. Once signed, the Regional District's Building Department will retain one set of paper prints for the record, and return all remaining copies to the applicant for deposit with the Registrar at the Land Title Office.

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SCHEDULE 7

APPLICATION FOR A FLOODPLAIN EXEMPTION

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

1. Application Requirements

.1 Authorisation

(a) An application for a Floodplain Exemption shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:

(i) made by the owner of the land involved or by a person authorized by all property owners;

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;

(iii) made on the appropriate form designated by the CAO; and

(iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

.2 Proposal Summary

(a) An outline of the type of development or land use proposed, including:

(i) a description of the exemption sought and reasons or rationale for the proposal.

.3 State of Title Certificate

(a) a copy of the Land Title Office search print for the subject property, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and [lxxviii]

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property.

.4 Site Plan

(a) a site plan of the proposed development drawn to scale and showing dimensions. The site plan must include:

(i) north arrow and scale;

(ii) dimensions and boundaries of property lines, rights-of-way, covenant areas and easements;

(iii) location and dimensions of existing and proposed structures, including elevations and setbacks (including projections and overhangs) to parcel lines, rights-of-way, and easements;

[lxxviii] Amendment Bylaw No. 2500.01, 2012 – adopted March 15, 2012.

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(iv) location of existing and proposed access roads, driveways, vehicle parking spaces, pathways, screening and fencing;

(v) calculations showing compliance with the relevant zoning regulations, such as parcel coverage and density; and

(vi) proposed covenant areas (if applicable).

.5 Assessment Report:

(a) A Professional Engineer or Geoscientist's Report/Floodplain Hazard Assessment Report certifying that the land may be used safely for the intended purpose is required. The report must be prepared in accordance with the document entitled *Guidance for Selection of Qualified Professionals and Preparation of Flood Hazard Assessment Reports.*

2. Processing Procedure

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 evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.
4. Development Services staff will refer the application to all applicable Regional District departments, government ministries and agencies, as applicable.
5. The referral agency comment will then be incorporated into a technical report to the Board.
6. The applicant is invited to attend the Board meeting at which the application will be considered.
7. The Board may grant the requested site specific exemption, or may refer, table or deny the application.
8. Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.
9. If an exemption is granted, a covenant under Section 219 of the *Land Title* Act will be prepared at the expense of the applicant to be signed and sealed by the Secretary and registered against the title of the subject property at the Land Title Office.

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SCHEDULE **8**

REFERRAL OF AN AGRICULTURAL LAND COMMISSION APPLICATION

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

1. Application Requirements[lxxix]

.1 Applications are to be submitted electronically to the Agricultural Land Commission (ALC) through the "ALC Application Portal" at www.alc.gov.bc.ca. This web-site contains details on ALC application requirements as well as the ALC process for issuing approvals.

.2 A request to the Regional District to initiate an application to the ALC to have lands excluded from the Agricultural Land Reserve (ALR) must be accompanied by the following:

(a) Proposal Summary

(i) An outline of the proposed exclusion area(s), including:

.1 consistency with the Regional Growth Strategy (RGS), Official Community Plan (OCP) and Zoning bylaws and any proposed deviation or change, if applicable;

.2 an explanation of the community benefit of the proposal and how it furthers the growth management objectives of the RGS and OCP bylaws, if applicable;

.3 information outlining all previous non-farm use, non-adhering residential use and/or subdivision applications submitted to the Agricultural Land Commission (ALC) involving the subject lands, including decisions of the Commission, if applicable.

(b) Development Plans (drawn to scale)

(i) a site plan of the proposed development drawn to scale and showing dimensions, and include the following (as applicable):

.1 building sections, elevations, access roads, driveways, vehicle parking spaces and landscaping;

.2 subdivision layout, including proposed parcel areas and road accesses.

2. Processing Procedure

.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 The application is reviewed to determine whether it is complete and, if incomplete, the applicant will be notified of any outstanding requirements.

[lxxix] Amendment Bylaw No. 2500.18, 2012 – adopted May 5, 2021.

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.3 Regional District staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Regional District staff may conduct a site visit to view the property as part of the evaluation process.

.4 Regional District staff will refer the application to all applicable Regional District departments and the relevant Area Director(s) for comment, and notify the relevant Advisory Planning Commission Chair(s).

.5 The referral comments will then be incorporated into a technical report. If Sections 25(3) or 30(4) of the *Agricultural Land Commission Act* are not triggered by the proposal, the Chief Administrative Officer will forward the proposal to the ALC with comments.

.6 If the proposal does trigger Sections 25(3) or 30(4) of the *Agricultural Land Commission Act*, the technical report will be forwarded to the Board for consideration.

.7 The Board will consider the technical report and may:

(i) agree to "authorise" the application;

(ii) defer making a decision and either direct that the proposal first be considered by the relevant Advisory Planning Commission, or that certain conditions are met; or

(iii) determine to not "authorise" the application.

.8 Should the Board agree to "authorise" the application, a recommendation is sent to the ALC, and the ALC makes the final decision.

3. Processing Procedures – Requests to the Regional District to initiate an Exclusion[lxxx]

1. Upon receipt of a request, the Regional District will open a file and review the proposal to determine whether it is complete and, if incomplete, the proponent will be notified of any outstanding requirements.
2. The proposal will be evaluated for compliance with relevant Regional District bylaws and policies. A site visit to view the property may be undertaken as part of the evaluation process.
3. The request shall be referred to all applicable Regional District departments.
4. A technical report will be prepared and forwarded to the Board for consideration.
5. The property owner(s) of the land being considered for exclusion will be invited to attend the Board meeting at which the request will be considered.
6. The Board will consider the technical report and may pass a resolution to:
   a) deny the request;
   b) support the request proceeding to a public hearing; or
   c) defer making a decision.

[lxxx] Amendment Bylaw No. 2500.18, 2012 – adopted May 5, 2021.

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7. If the Board resolves to support the Exclusion request to proceed to public hearing, Development Services staff will undertake the following:

    a) provide a written notice mailed to property owners and tenants of land within a radius not less than 100 metres of the boundaries of the subject property;

    b) post information related to the proposed Exclusion on the Regional District's web-site and social media accounts;

    c) post a sign in a form and manner acceptable to the Agricultural Land Commission (ALC) on the land that is the subject of the application;

    d) refer the proposal to the applicable Advisory Planning Commission (APC) for a recommendation; and

    e) schedule a public hearing and provide notification in accordance with the requirements of the *Agricultural Land Reserve General Regulation.*

8. A period of not less than 28 calendar days will be provided for written comments from the public to be submitted to the Regional District.

9. The referral comments as well as any written comments from the public will be incorporated into a technical report to be forwarded to the Board for consideration.

10. The property owner(s) of the land being considered for exclusion will be invited to attend the Board meeting at which the outcomes of the public consultation process will be considered.

11. The Board will consider the technical report and may pass a resolution to:

    a) not submit an exclusion application to the Agricultural Land Commission (ALC);

    b) submit an exclusion application to the ALC; or

    c) defer making a decision.

12. If the Board resolves to submit an application to exclude the land(s) from the ALR, the required application materials will be submitted to the ALC for final decision.

13. Once the Board minutes have been prepared, the applicant will be notified in writing of the resolution.

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SCHEDULE 9

REFERRAL OF A LIQUOR & CANNABIS REGULATION BRANCH APPLICATION

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.[lxxxi]

.1 Application Requirements

1. Please review the Liquor and Cannabis Regulation Branch's (LCRB) application requirements at the provincial government's web-site (www.gov.bc.ca).

.2 Processing Procedures – Cannabis Retail Store Licence

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. The application is reviewed to determine whether it is complete and, if incomplete, the applicant will be notified of any outstanding requirements.
3. Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Development Services staff may conduct a site visit to view the property as part of the evaluation process.
4. Development Services staff will refer the application to all applicable Regional District departments for comment.
5. Where an application involves the use of land in which retail sales are not listed as a permitted use in the applicable zone, a technical report will be forwarded to the Board for consideration prior to any public notification of the application.
6. Where an application involves the use of land in which the retail sales are listed as a permitted use in the applicable zone, Development Services staff will notify the application by:[lxxxii]
    a) written notice mailed to property owners and tenants of land within a radius not less than 100 metres of the boundaries of the subject property;
    b) posting of application information on the Regional District's web-site and social media accounts;
    c) requiring the applicant to erect a Notice of Development Sign, in accordance with the requirements outlined in Section 5.3 and Schedule '1' of this bylaw, on the property under application; and,
    d) distribution of information through the Regional District's mass notification service.
7. A period of not less than 28 calendar days will be provided for written comments from the public to be submitted to the Regional District.

[lxxxi] Amendment Bylaw No. 2500.10, 2018 – adopted September 20, 2018.
[lxxxii] Amendment Bylaw No. 2500.31, 2023 – adopted February 16, 2023.

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8. The referral comments as well as any written comments from the public will then be incorporated into a technical report to be forwarded to the Board for consideration.
9. The applicant is invited to attend the Board meeting at which the application will be considered.
10. The Board will consider the technical report and may:
    a) make a recommendation to deny the application;
    b) make a recommendation in favour of the application; or
    c) defer making a recommendation.
11. Should an application be deferred to allow for additional consultation in the form of a public hearing, notice of the public hearing will be given in accordance with sub-sections 2.5(a) to (c) of this Schedule.
12. Development Services staff will forward the Board's final recommendation to the LCRB, along with any required documentation, and the LCRB makes the final decision.
13. Once the Board minutes have been prepared, the applicant will be notified in writing of the recommendation.
14. If an application is proposing to relocate an existing licence, issuing a recommendation to the Liquor and Cannabis Regulation Branch (LCRB) may be considered under delegated authority and in accordance with the criteria established by the Regional District's Chief Administrative Office Delegation Bylaw.[lxxxiii]
15. An application proposing to relocate an existing licence will be notified in accordance with sub-sections 2.6 and 2.7.[lxxxiv]
16. If a recommendation regarding the relocation of an existing Cannabis Retail Store (CRS) licence is made by the CAO, or their delegate, Development Services Staff will forward the recommendation, along with any required documentation to the LCRB.[lxxxv]

.3 Processing Procedures – Liquor Licence

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. The application is reviewed to determine whether it is complete and, if incomplete, the applicant will be notified of any outstanding requirements.
3. Development Services staff will evaluate the proposal for compliance with the permitted uses listed in the zoning applied to the property under application in the applicable Regional District zoning bylaw.
4. The authority to provide comments to the LCRB on applications is delegated to the General Manager of Development Services and Development Services staff will

[lxxxiii] Amendment Bylaw No. 2500.31, 2023 – adopted February 16, 2023.
[lxxxiv] Amendment Bylaw No. 2500.31, 2023 – adopted February 16, 2023.
[lxxxv] Amendment Bylaw No. 2500.31, 2023 – adopted February 16, 2023.

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forward a memorandum incorporating the zoning review to the Manager for their consideration.

5. If an application complies with the zoning, the General Manager of Development Services staff will endorse the application by advising that the Regional District will not be proving comment to the LCRB.
6. Once the General Manager of Development Services has endorsed the application, the application will be returned to the applicant.

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SCHEDULE 10 REFERRAL OF A MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE SUBDIVISION APPLICATION

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.[lxxxvi]

1. Review Requirements

.1 State of Title Certificate

(a) a copy of the Land Title Office search print, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

.2 Proposed Subdivision Plan

(a) a proposed subdivision plan prepared by a BC Land Surveyor and drawn to scale shall be submitted to the Regional District and include the following (as applicable):

i) north arrow and scale;

ii) dimensions and area of all proposed parcels, including any areas of lands to be considered as dedicated parkland;

iii) location of existing and proposed access roads and driveways;

iv) location and dimensions of existing structures and setbacks (including projections and overhangs) to parcel lines and proposed road dedications;

v) location and dimensions of existing rights-of-way, covenant areas and other easements;

vi) location and dimensions of proposed rights-of-way, covenant areas and other easements (if any);

vii) location of all existing community water and/or sewer lines and utilities;

viii) minimum useable parcel area or not less than 200.0 m^2 on each proposed parcel as defined by the applicable Electoral Area zoning bylaw;

ix) floodplain elevations as specified in the applicable Electoral Area zoning bylaw; and

x) development permit area designations for the protection of the natural environment and for the protection of development from hazardous conditions.

.3 Digital Files

(a) a digital file of the proposed subdivision plan prepared by a BC Land Surveyor shall be submitted to the Regional District in the form of a "shape", ".dwg" or similar Computer-Aided Design (CAD) format.

[lxxxvi] Amendment Bylaw No. 2500.11, 2019 – adopted November 21, 2019.

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2. Processing Procedure

A Subdivision application referred to the Regional District of Okanagan-Similkameen (RDOS) by the Ministry of Transportation and Infrastructure (MoTI) will be processed as follows:

.1 Upon receipt of an application referral from MoTI, the Regional District will open a file and Development Services staff will review the application referral to determine whether it is complete and, if incomplete, will request the required information from the applicant.

.2 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

.3 Development Services staff will refer the application to all applicable Regional District departments for comment.

.4 Development Services staff will notify the relevant Area Director(s) of an application.

.5 The referral comments will then be incorporated into a Subdivision Review Report to the Chief Administrative Officer, or their delegate, identifying any outstanding requirements, areas of the application that may conflict with applicable bylaws and/or any required amendment(s).

.6 The Regional District will forward copies of the Subdivision Review Report to MoTI and the applicant. The Subdivision Review Report will outline the results of the evaluation identifying any outstanding requirements, areas of the application that may conflict with applicable bylaws, and/or required amendment(s) and any required fees in accordance with the Regional District's Fees and Charges Bylaw.

.7 Comments contained in the Subdivision Review Report are valid for 18 months from the date of issue. Renewal of comments contained in a Subdivision Review Report for up to an additional 12 month period is subject to the submission of a written request to the Regional District by the applicant and the payment of applicable renewal fees.

.8 As any outstanding requirements are submitted by the applicant, the Regional District will verify that the conditions of the Subdivision Review Report have been satisfied.

.9 If a Ministry condition of approval of a subdivision includes the requirement for the registration of a statutory covenant on title in which the Regional District is to be a named party, this document shall be prepared by the Regional District's solicitor, at the applicant's cost, and formally endorsed by the Regional District prior to registration.

.10 Once all the requirements defined by the Regional District in the Subdivision Review Report have been satisfied by the applicant, the Regional District will notify MoTI and the applicant through the issuance of a Letter of Compliance (LoC) that there are no outstanding issues within the scope of the RDOS review.

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SCHEDULE 11 PARK LAND DEDICATION PROPOSALS

This information is meant as a general guide only and is not regarded as the right to Board acceptance of a Park Land Dedication approval if the steps indicated are followed.[87]

1. Submission Requirements – All Types of Proposals

.1 Authorisation

(a) A Park Land Dedication proposal shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:

(i) made by the owner(s) of the land involved or by a person authorized by all property owner(s);

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director; and

(iii) made on the appropriate form designated by the CAO.

.2 State of Title Certificate

(a) a copy of the Land Title Office search print, issued not more than thirty (30) calendar days prior to the submission date for any parcel of land subject to the Park Land Dedication proposal; and

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

2. Submission Requirements – Land Dedication Proposals

In addition to the requirements of Section 1, a proposal that involves the dedication of land shall provide the following:

.1 Proposed Subdivision Plan

(a) a proposed subdivision plan prepared by a BC Land Surveyor and drawn to scale shall be submitted to the Regional District and include the following (as applicable):

(i) north arrow and scale;

(ii) dimensions, boundaries and land area of park land dedication area;

(iii) dimensions, boundaries and land areas of all proposed parcels;

(iv) location and dimensions of all existing structures;

(v) location of all existing infrastructure (i.e. water lines, wells, septic fields, sanitary sewer & storm drain facilities, etc.);

(vi) location of existing road accesses;

[87] Amendment Bylaw No. 2500.16, 2020 – adopted November 19, 2020.

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(vii) existing covenant areas, easements and right-of-ways (if applicable); and

(viii) all future subdivision phases (if applicable).

.2 Proposal Summary

(a) An outline of the lands being proposed for dedication, including:

(i) an explanation of why the land is being proposed for dedication instead of a payment;

(ii) an explanation of the benefits to the community of the Regional District acquiring the land for park land; and

(iii) an overview of an any previous park land dedication or future subdivision phases that may require park land dedication.

.3 Digital Files

(a) a digital file of the proposed subdivision plan prepared by a BC Land Surveyor shall be submitted to the Regional District in the form of a "shape", ".dwg" or similar Computer-Aided Design (CAD) format.

3. Submission Requirements – Payment (Cash In-lieu) Proposals

In addition to the requirements of Section 1, a proposal that involves the payment of cash in-lieu of land shall provide the following prior to Regional District Board consideration:

.1 Full Narrative Appraisal

(a) to be completed by an accredited appraiser in accordance with the Regional District Board's "Park Land Dedication Policy" (2019).

4. Processing Procedure

A Park Land Dedication proposal submitted to the Regional District of Okanagan-Similkameen (RDOS) will be processed as follows:

.1 Upon receipt of a proposal, the Regional District will open a file and Development Services staff will review the proposal to determine whether it is complete and, if incomplete, will request the required information from the proponent.

.2 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

.3 Development Services staff will refer the proposal to all applicable Regional District departments for comment.

.4 Development Services staff will notify the relevant Area Director(s) of the proposal.

.5 The File Manager will be prepare a technical report to be forwarded for consideration to either:

i) the applicable Electoral Area Parks & Recreation Commission; or

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ii) if there is no Parks & Recreation Commission service area established for the lands being subdivided, the applicable Electoral Area Advisory Planning Commission (APC).

.6 The proponent will be included as a delegation on the Agenda of the applicable commission meeting at which the proposal will be considered and will be invited to attend the meeting in order to present their proposal and answer any questions from Commission members.

.7 If a cash-in-lieu payment is recommended by the Commission, Administration will require a Full Narrative Appraisal to be submitted for the application to proceed.

.8 The File Manager will then incorporate all referral comments and the Full Narrative Appraisal (if applicable) into a technical report to the Board.

.9 The applicant is invited to attend the Board meeting at which the Park Land Dedication Proposal will be considered.

.10 The Board will consider the technical report and may accept the Park Land Dedication Proposal, or may table or refuse the Park Land Dedication Proposal.

.11 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.

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SCHEDULE 12 APPLICATION FOR A SOIL REMOVAL AND DEPOSIT PERMIT OR BYLAW AMENDMENT

This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.[88]

1. General Application Requirements

.1 Authorisation

(a) An application for a Soil Deposit and Removal Permit shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:

(i) made by the owner(s) of the subject property or by a person authorized by all property owner(s);

(ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;

(iii) made on the appropriate form designated by the CAO; and

(iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

.2 Proposal Summary

(a) an explanation of why soil deposition and/or removal needs to be undertaken and how it relates to a permitted use of the land under the applicable zoning bylaw;

(b) the total volume and a general description of the soil that is to be deposited or removed, including anticipated changes in site elevation; and

(c) measures to address any resulting dust, dirt and noise issues related to the proposed activities.

.3 State of Title Certificate

(a) a copy of the Land Title Office search print, issued not more than thirty (30) calendar days prior to the submission date for any parcel of land subject to the Park Land Dedication proposal; and

(b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

.4 Site Plan

(a) a scaled and dimensioned site plan of the parcel where the soil is to be deposited and/or removed showing:

(i) dimensions and boundaries of property lines, rights-of-way, covenant areas and other easements;

(ii) location and dimensions of all buildings and structures;

[88] Amendment Bylaw No. 2500.29, 2023 – adopted March 2, 2023.

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(iii) location of all existing public utilities and private infrastructure such as water lines, wells, and septic fields, including sizes;

(iv) proposed road access location and internal driveway access to soil activity site;

(v) location of any physical or topographical constraints, such as geotechnical hazard classifications, watercourses, ravines, wetlands, steep slopes, bedrock outcrops, etc.; and

(vi) the location of the soil that is to be deposited or removed, including site elevations.

.5 Professional Reports

(a) A geotechnical assessment prepared in accordance with the requirements of Section 1(d) (Hillside Development Permit Application Requirements) of Schedule 3 (Application for a Development Permit) of this bylaw.

.6 Contaminated Site Profile

(a) A site disclosure statement of the site from which any soil proposed for deposition originated prepared in accordance with Schedule 1 of the *Contaminated Sites Regulation*.

.7 Ministry of Transportation and Infrastructure

(a) A copy of any requirements the Ministry of Transportation and Infrastructure has imposed in relation to road maintenance and cleanup during and after the proposed soil deposition and/or removal works.

2. Processing Procedure – Permit Application

A Soil Removal and Deposit Permit application, or an application to renew a Soil Removal and Deposit 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 evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

.4 Development Services staff will refer the application to all applicable Regional District departments. The referral comments may then be incorporated into a staff memo to the CAO, and/or the permit, as applicable.

.5 When all relevant conditions and guidelines have been satisfied, the staff memo and drafted permit will be considered for approval by the CAO, or their delegate.

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.6 If approval of the permit is granted by the CAO, or their delegate, the Planning Manager will execute the permit.

.7 Development Services staff will register the Notice of Permit against the title of the property(s) at the Land Title Office.

.8 An owner of property may request a reconsideration of a decision by the CAO as outlined at Section 3.6.2 of this bylaw. A decision by the Board is considered final.

.9 Development Services staff shall administer any further conditions of the permit as specified within each individual permit as required.

.10 Development Services staff may conduct inspections, on an as-required basis, to ensure that the terms of the permit are being satisfied.

3. Processing Procedure – Bylaw Amendment Application

An application to amend the Soil Removal and Deposit Bylaw submitted in accordance with this bylaw will be processed as follows:

.1 Upon receipt of an application submitted in accordance with the requirements of this bylaw, 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 application by:

i) written notice to property owners and tenants of land within a radius of 100.0 metres of the boundaries of the subject property;

ii) posting of application materials on the Regional District's web-site.

.4 A period of 15 working days from the date of the letter to property owners and tenants will be provided for feedback from the public to be submitted electronically or in-person to the Regional District.

.5 Development Services staff will refer the application to all applicable Regional District departments for comment.

.6 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

.7 All comments, including any feedback received from property owners and tenants will then be incorporated into a technical report to the Board.

.8 The applicant is invited to attend the Board meeting at which the amendment application will be considered.

.9 If the Board decides to proceed with the amendment application, an amending bylaw may be given first, second and third readings. The Board may alternatively decide to

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refer, table and direct that a public information session, open house or public meeting be scheduled or deny the application.

.10 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 permit 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.

.11 Once the applicant has adequately addressed all of the conditions identified at third reading (if any), the Board will consider the adoption of the bylaw(s).

.12 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.

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SUMMARY OF AMENDMENTS

Bylaw No.	Adopted	Amendment	Purpose
2500.01, 2012	2012-03-15	Amend Sections 3.3.2, 3.10 and 5.4.2 and Amend Schedules 2, 3, 4, 5, 6 and 7.	Introduce procedures for Protection of Farming DP and clarify when deadlines listed in the bylaw refer to "calendar" or "working" days.
2500.02, 2012	2012-12-20	Amends sub-sections 3.2.4; 5.1.1.1; 5.1.2.2; 1(a), 2 and 2.3 under Schedule '5'.	Addresses procedures to be used when considering a request to renew a Temporary Use Permit.
2500.03, 2019	2019-11-21	Amend Section 3.6 and Schedules 3 & 6.	Update Hillside DP Area and introduce appeal procedures for delegated decisions.
2500.04, 2015	2015-04-02	Amend sub-sections 2.5 and 2.10 under Schedule '5'	Staff to refer TUP applications to government agencies.
2500.05, 2015	2015-06-04	Addition of new sub-section 1.7 under Schedule '5'	Health and Safety Inspection confirmation from building official or qualified individual for TUP's.
2500.06, 2015	2015-11-05	Addition of new sub-section 1.7 under Schedule '4'	Address Professional Reports when varying the Subdivision Servicing Bylaw.
2500.07, 2016	2015-06-16	Replace sub-section 2.5 (Processing Procedures) under Schedule 4	Update Bylaw to Introduce discretion for Directors to request DVP applications to proceed to APC's prior to Board consideration.
2500.08, 2017	2017-06-15	Amend Schedule 3	Update ESDP & WDP application requirements and procedures.
2500.09, 2017	2017-05-18	Amend Sections 3.2.4, 5.1.1, 5.1.2, 5.1.3, 5.2.1, 5.3.1, 5.3.2, 5.3.3 and Schedules 1, 2 and 5.	Update Public Information and Public Hearing Procedures.
2500.10, 2018	2018-09-20	Add a new Section 1.2.6, 3.2.8 and Schedule 9	Introduce procedures for the processing of referrals from the LCRB.
2500.11, 2019	2019-11-21	Amend Sections 1.2, 3.2 and add a new Schedule 10	Introduction of procedures for subdivision referrals from MoTI.
2500.12, 2020	2019-12-19	Amending Sections 2, 3, 4, 5 & 6 of Schedule 3	Update processing procedures for Delegated and Non-Delegated DP's.
2500.13, 2020	2020-01-09	Section 2 (Processing Procedure) of Schedule 2	Introduction of procedure for Board consideration of a rezoning proposal's consistency with RGS Bylaw.

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SUMMARY OF AMENDMENTS

Bylaw No.	Adopted	Amendment	Purpose
2500.13, 2020*	2020-02-20	Amend Section 1(b)(1)(a) of Schedule 3.0	Update WDP application requirements to reflect new provincial legislation requirements.
2500.15, 2020	2020-05-07	Introducing new Section 5.5	Procedures during Provincial State of Emergency.
2500.16, 2020	2020-11-19	Amend Section 1.2 & 3.2, adding Schedule 11	Introduction of Park Land Dedication proposal procedures.
2500.17	abandoned	-	-
2500.18, 2021	2021-05-06	Amend Schedule 8	Introduce processing procedures for request to the Regional District to Exclude land from the ALR.
2500.19, 2021	2021-04-01	Amend Section 2.5 under Schedule 4	To update the process for referring DVP applications to Advisory Planning Commissions.
2500.20, 2021	2021-07-22	Adding a new Section 2.5 under Schedule 5	To remove the requirement that "vacation rental" TUP renewals or reissuances first be considered at a PIM and APC.
2500.21, 2021	2021-07-08	Amend Sections 2.9 & 2.10 under Schedule 4, and amend Sections 2.8, 2.9 & 2.10 under Schedule 5	To introduce deadlines for the submission of representations on permit applications.
2500.22, 2021	2021-07-08	Amend Sections 5.2.1 & 5.5.1 as well as references to Local Government Act sections	Update public hearing procedures to allow for electronic meetings. Further updates references to LGA sections to reflect 2016 revision to the Act.
2500.23, 2021	2021-10-07	Amend Section 3.7.3(a)	To introduce a minimum threshold of $25,000 under which a landscaping security is not required.
2500.24	abandoned	-	-
2500.25, 2022	2022-05-05	Amend Section 1(b) under Schedule 3	To allow for the submission of Assessment Reports authorizing retro-active development.
2500.26, 2022	2022-06-16	Amend Section 2 under Schedule 4	To introduce processing procedures for delegated DVPs.
2500.27, 2022	2022-07-21	Amend Section 5.1.1.1 and Section 2 under Schedule 5	To remove the mandatory requirement for a PIM prior to Board consideration of a TUP application.
2500.28, 2022	2022-09-22	replacing sub-section 2.10 under Schedule '2' replacing sub-section 2.9 under Schedule '5'	Public Notice Bylaw implementation

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SUMMARY OF AMENDMENTS

Bylaw No.	Adopted	Amendment	Purpose
2500.29, 2023	2023-03-02	Amend Sections 1.2.9 & 3.2.11 and introduce a new Schedule 12	To support the introduction of a Soil Removal and Deposit Bylaw.
2500.30, 2022	2023-01-05	Replace Section 2 under Schedule 5	To introduce delegation procedures for TUP applications and update PIM requirements.
2500.31, 2023	2023-02-16	Amend Section 2.6 and add new Sections 3.14, 2.15 & 2.16 under Schedule 9	Update Cannabis Retail Store notification requirements and introduce delegation procedures for license transfers.
2500.32, 2023	2023-05-18	Adding a new Section 1(b)(1)(c) under Schedule 3	To introduce provisions related to provincial timelines for processing riparian assessment reports.
2500.33, 2024	2024-02-22	adding a new Section 2.6 under Schedule '2', replacing Section 2.7 under Schedule '2'; and replacing Section 2.10 under Schedule '2'.	To introduce processing procedures related to prohibited public hearings.
2500.34, 2025	2025-08-07	replacing Section 1.7 under Schedule 4	To introduce processes related to the regulation of private utilities.
2500.35, 2024	2024-11-07	replacing Section 5.3.1; replacing Section 2.6(c) and 2.11 under Schedule 2; replacing Section 2.4 under Schedule 4; replacing Section 2.4 under Schedule 5.	To update notification radius for rezoning, DVP and TUP applications.
2500.36, 2025	2025-10-02	replacing Section 1.2.2(c) replacing definition of "permit application" replacing the first sentence of Section 3.6 replacing the Section 4.2 replacing first sentence s. 1.1(a) under Schedule '5' replacing Section 1.2 under Schedule '5' replacing Section 1.7 under Schedule '5' adding Section 1.8(b) under Schedule '5' adding section 3. under Schedule '5'	To introduce procedures for Short-Term Rental (STR) Accommodation Permit
2500.37, 2025	2025-01-09	adding a new sub-section 5.6 under Section 5.0	To update notification requirement in relation mail delivery work stoppages.

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SUMMARY OF AMENDMENTS

Bylaw No.	Adopted	Amendment	Purpose
2500.38, 2026	2026-03-05	adding a new sub-section 3.6 under Schedule 5.0	To provide a period (15 days) for representations to be submitted on STR applications.
2500.39, 2026	2026-05-21	replacing section 1.7 under Schedule 5	To update requirements for Health and Safety Declarations

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