



**DISTRICT OF 100 MILE HOUSE**  
**COMMITTEE OF THE WHOLE**  
**TO BE HELD IN DISTRICT COUNCIL CHAMBERS**  
**Tuesday September 9<sup>th</sup>, 2025, AT 3:30 PM**

	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor to call the Committee of the Whole meeting to order.</p> <p>Mayor acknowledges that this meeting is being held on Tsqescencúlecw.</p>
<b>A.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<p><b>A1</b></p> <p><b>BE IT RESOLVED THAT</b> the September 9<sup>th</sup>, Committee of the Whole agenda <u>be approved</u>.</p>
<b>B.</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C.</b>	<b><u>DELEGATIONS:</u></b>
<b>Stantec - Draft OCP &amp; Zoning Bylaw workshop</b>	<p><b>C1</b></p> <p>Chris Wilcott, from Stantec will be joining Council via Teams to review outstanding items requiring council direction for the OCP and Zoning bylaws.</p>
<b>D.</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>E.</b>	<b><u>CORRESPONDENCE:</u></b>

F.	<b><u>STAFF REPORTS:</u></b>
G.	<b><u>BYLAWS:</u></b>
H.	<b><u>OTHER BUSINESS:</u></b>
I.	<b><u>QUESTION PERIOD:</u></b>
J.	<b><u>ADJOURNMENT:</u></b>
	<b>J1</b>  <b>BE IT RESOLVED THAT</b> the Committee of the Whole meeting of September 9 <sup>th</sup> , 2025 adjourn:      PM:



**District of  
100 MILE HOUSE**

**COUNCIL REPORT  
File No. 570-01**

**Committee of the Whole Meeting  
Sept. 9, 2025**

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**REPORT DATE:** Sept. 4, 2025  
**TITLE:** OCP & Zoning Council Workshop  
**PREPARED BY:** J. Doddridge, Director Economic Development & Planning

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**PURPOSE:** To request Council direction on select items so staff can proceed with finalizing drafts of new Official Community Plan and Zoning Bylaws.

**RECOMMENDATION:** Recommended Resolution:

**BE IT RESOLVED THAT** Council receive the memo from Director of Economic Development and Planning.

**BACKGROUND INFORMATION / DISCUSSION:**

Enclosed is a series of one-page OCP and Zoning topic areas for Council discussion. Staff requires Council direction to proceed.

**OPTIONS:** N/A

**BUDGETARY IMPACT:** N/A

**LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):** N/A

**ATTACHMENTS:**

One-page OCP or Zoning topics requiring discussion

**Prepared By:** J. Doddridge  
J. Doddridge, Dir Ec Dev & Planning

**Date:** Sept. 4/25

**Reviewed By:** S. Elias  
S. Elias, Deputy Dir Corporate Admin

**Date:** Sept 5/25



## **Official Community Plan – RESIDENTIAL-COMMERCIAL TRANSITION DP AREA**

**Issue** - Does Council wish to re-introduce the Residential-Commercial Transition Development Permit Area for Cedar Ave?

**Background** – Presently, most of Cedar Ave is within the Central Business District DP Area. Cedar Ave was formerly part of the Residential-Commercial Transition DP Area, but this was removed from the OCP at the 2016 bylaw update. The purpose of the Residential-Commercial Transition DP area formerly was:

*The Residential – Commercial Transition Development Permit Area seeks to achieve a high standard of quality and land use compatibility for commercial development in a transitional neighbourhood on the edge of the Commercial Centre. Land uses in this area are changing and any new commercial development or residential conversion to commercial use that takes place should be sensitive to the existing form and character of the single family residential units. The Development Permit Area seeks to allow commercial development that reflects the form and character of the existing area.*

The mixed uses on Cedar Ave, while sometimes challenging to administer from a zoning perspective, are seldom problematic from a neighbourhood appearance perspective, as generally, new developments are sensitive to the form and character of the existing residential mixed-use neighbourhood. In fact, they are typically improvements to the older housing units in the area.

**Recommendation** - Do not add another DP Area. Rather keep the CBD DP Area regulation, understanding that residential re-development usually does not trigger a DP. This approach is simpler to administer and is easier to understand for applicants. Language would be introduced to exempt residential R-2 properties.

**Council Direction** - Does Council wish to re-introduce the Residential-Commercial Transition DP Area into the OCP?

## Official Community Plan – APARTMENT RESIDENTIAL DP AREA

**Issue** - Does Council wish to re-introduce the Medium & High-Density Residential Development Permit Area?

**Background** – The Medium & High-Density Residential Development Permit Area was removed from the OCP at the 2016 bylaw update because at the time there was minimal interest in building higher density housing. The purpose of the DP area formerly was:

*The appearance, form and siting of medium and high density residential can have an impact on adjacent lower density residential and commercial properties. During the planning process Council expressed a desire to have greater control as to the siting, form and character of apartment and townhouse developments in 100 Mile House.*

*The design guidelines contained in this section help to enhance screening, and landscape, and minimize the negative aspects of higher density residential development on adjacent land uses.*

Since 2016, there has been increasing housing pressures and now we are seeing growing interest in building higher density housing. While it is important not to create disincentives to higher density development, it is also important to ensure that new higher density development meets minimum best practices for site planning, active frontages, access and circulation, and architectural character as well as making a positive visual contribution to the community.

**Recommendation** - Re-introduce an amended version of the Medium & High Density Residential Development Permit Area, that applies only to apartment developments with more than 10 dwellings to the OCP. Note: there will be no spatial component designated in the OCP that will be depicted on a DP Area map.

**Council Direction** - Does Council wish to re-introduce an Apartment Residential Development Permit Area into the OCP?



## Zoning Bylaw – TEMPORARY USE PERMITS

**Issue** - Does Council wish to add Temporary Use Permits?

**Background** – Temporary Use Permits (TUPs) are presently not provided in the Zoning Bylaw. TUPs are tools a local government can use for trial uses for a temporary period of time. Note: they are not meant to be permanent. Should they be included, a process would be implemented which would include: an application, a fee, a time limit, a renewal option, security, and enforcement provisions. (Note: TUPs are intended to be utilized to temporarily permit shipping containers in non-industrial areas on a case-by-case basis.)

The following regulation has been drafted:

**“temporary use permit”** is a permit that can be issued by the District to allow a use not permitted by zoning, specify conditions of that temporary use, and allow and regulate the construction of buildings or structure for the temporary use. A TUP may be issued for up to three years and can be renewed by District Council once.

### Temporary Use Permits

Temporary Use Permits can authorize a particular use to occur, temporarily, in a zone where it is not usually permitted. Temporary Use Permits are not intended to be a substitute for a rezoning application.

#### 1. Designated Areas

All properties in the District that are not in the Agricultural Land Reserve are designated a Temporary Use Permit Area.

#### 2. Duration

A Temporary Use Permit may be issued for up to 3 years and can be renewed once by Council, for an additional 3 years, for a maximum of 6 years.

#### 3. Conditions

Temporary Use Permits will be subject to conditions regarding the use of the land and a termination date of the permit. In considering the issuance of a Temporary Use Permit, District Council will use conditions it deems reasonable which may include:

- a. that the temporary use will operate at an intensity of use suitable to the surrounding area;
- b. that the temporary use will be compatible with regard to use, design and operation with other land uses;
- c. that the temporary use will operate on a temporary basis only and includes plans or a letter of undertaking, to terminate the use prior to the expiry date of the permit; and
- d. a financial security to ensure the temporary use is removed and the site is appropriately restored.

**Recommendation** – Add TUPs as drafted.

**Council Direction** - Does Council wish to add TUPs to the Zoning Bylaw?



## Zoning Bylaw –SHORT TERM RENTALS

**Issue** - Does Council wish to add regulations for Short Term Rentals (STRs)?

**Background** – Currently, the Zoning Bylaw only regulates Bed and Breakfasts (B&Bs), not STRs. STRs are not a significant problem in the District, to the best of our knowledge. Most of the STRs we are aware of are located in ‘illegal units’ in commercial buildings.

Considering current housing shortages everywhere in the province, many local governments are finding ways to identify, define, and regulate STRs. The following is drafted for Council consideration:

**“short-term rentals”** means the renting of a dwelling unit or one of more sleeping units in a dwelling unit, for overnight accommodation for a period equal to or less than 30 consecutive days but does not include Bed and Breakfast..

2. **A Short-Term Rental use:**

- a. must be validly licensed;
- b. have one onsite parking space is provided; and
- c. no patron may stay within the same dwelling for more than thirty days in a calendar year.
- d. is located in a building with a valid Building Permit for residential occupancy.”

**Recommendation** – Add definition and regulation as drafted.

**Council Direction** - Does Council wish to add STR regulation to the Zoning Bylaw? As drafted, STRs would be permitted in any legal residential unit, and in commercial units having a legal residential occupancy.

Note: If Council wishes to proceed with the recommended option, additions to the Business Licence and Fees and Charges Bylaw will be required.





## Zoning Bylaw – **COMPREHENSIVE DEVELOPMENT CD-1 ZONE**

**Issue** - Does Council wish to update the CD-1 Zone?

**Background** – The CD-1 Zone is the specialty zone that was created for 98 Cecil Place to provide for uses preserving the legacies of Martin Exeter and the Emissaries of Divine Light. Now that the Valley Room has been demolished (and therefore the conference facility venue), does Council wish to update the zoning regulations for the principal and accessory uses as well as the specific use regulations for this one zone? The current zoning is copied below, with potential updates / deletions highlighted in yellow:

### **Comprehensive Development 1 (CD-1)**

Purpose:

The purpose of this zone is to provide for a variety of institutional public uses allowing for the legacies of Martin Exeter and the Emissaries of Divine Light to be preserved in the community.

Principal Permitted Uses:

- a. civic use;
- b. club or lodge;
- c. convention facility, including the provision of rooms or suites for temporary sleeping accommodation; and
- d. educational institution.

Accessory Permitted Uses:

- a. accessory buildings and structures;
- b. caretaker residence;
- c. health and fitness facility;
- d. restaurant; and
- e. retail sales.

Specific Use Regulations:

- c. A restaurant is permitted as an accessory use as a coffee shop, concession stand, confectionary shop, bakery and catering facility to a maximum gross floor area of 60 square metres.

**Recommendation** – Update the zone by removing the highlighted uses.

**Council Direction** - Does Council wish to remove any of the highlighted uses? Note: a potential Museum in the Lodge space would fall under civic use and would therefore continue to fit in this zone.





## **Zoning Bylaw – HIGHWAY ZONE USES**

**Issue** - Does Council wish to remove selected uses from the C-2 and C-3 Zones?

**Background** – At a recent Council meeting, Council discussed the desire to limit the uses along the highway corridor, with a preferred focus on uses that would appeal to tourists and the traveling public. C-2 is the Tourist Commercial Zone and C-3 is the Vehicle Oriented Commercial Zone. There were also conflicting views presented that during periods of slow economic growth, opening up the allowable uses was the preferred approach, rather than seeing empty storefronts.

Among the uses that were discussed at the time are:

**“assembly use”** means a building utilized for the gathering of persons for charitable, cultural, educational, philanthropic, recreational, religious and social purposes and includes auditoriums, theatres, schools and halls but does not include overnight accommodation.

**“club (or lodge)”** means a building or structure used by an association or organization for fraternal, benevolent, non-profit, philanthropic, social or recreational purposes. Clubs or lodges may include rooms for eating, drinking and general assembly.

**“office”** means a building or portion of a building used primarily for transacting business, providing professional services, or undertaking the administrative functions of a business, profession, service, government or non-profit society and include printing and photography but does not include a health care office or a financial institution.

**“retail store”** means the use of a building where goods are offered to the public for sale for personal consumption or household use and not for resale purposes but does not include the sale of gasoline, new or used vehicles, industrial equipment, a liquor primary use or retail cannabis sales.

Removing some of these uses from the C-2 and C-3 zones will create some non-conformities. But it will also limit these uses from increasing along the highway corridor. One approach has been to move office to upper units and retain retail with limited size restrictions.

**Recommendation** – Remove assembly use and club (or lodge) as permitted uses and allow office uses upstairs only. This will create non-conformities but will limit their increase.

**Council Direction** - Does Council wish to remove any of the noted uses from C-2 and C-3? Or limit them in another way?



## **Zoning Bylaw – LOW DENSITY RESIDENTIAL WITH STAFF ON-SITE**

**Issue** – How does Council wish to handle zoning in low density residential neighbourhoods, where the resident receives full time on-site care from staff who do not reside on-site?

**Background** – Stemming from the recently failed zoning amendment application on Cariboo Trail, and a subsequent similar use brought to light by a real estate inquiry and a pending sale, staff requests Council direction on how to handle these types of uses. The uses in question are residential uses, with full-time on-site staffing. The District's zoning bylaw definitions are not currently adequate to cover these uses in a residential setting.

A new definition (assisted living facility) has been created to better cover former 'care centre' uses, as follows:

**"assisted living facility"** means housing and care that may or may not be registered under the *Community Care and Assisted Living Act and the Residential Care Regulation* which provides round-the-clock personal care services. This use includes child and youth residential care, long term residential care, community living facility, acquired injury residential care, and a hospice but does not include a temporary shelter.

**Recommendation** – Staff cannot make a recommendation without Council direction.

**Council Direction** - Does Council wish to allow this use (a staffed residential use) in every zone? Does Council wish to designate areas for this use? If so, where? Or does Council wish to control the location of these uses on a case by case basis?



## Zoning Bylaw – SHIPPING CONTAINERS

**Issue** – How does Council want to handle shipping containers in the Zoning Bylaw?

**Background** – Previous Council discussions regarding shipping containers and enforcement have not yielded clear direction. One area which has been clear is that containers should not be permitted in residential areas. Whether they should be permitted in commercial areas remains uncertain. Council recently discussed a desire to see screening options to better visualize attractive treatments that may work in commercial areas. Some screening options are included in this package. It has also been discussed whether containers should be permitted subject to Council approval of a Temporary Use Permit outside of industrially zoned land.

Presently, there are many exemptions and conditions for their use. They are copied here:

4. *Shipping containers are permitted in all zones subject to the following regulations.*
  - a. *In residential zones, one shipping container per parcel is permitted only on a temporary basis, to a maximum of 2 years, during active construction on the property, such construction the subject of a valid Building Permit, provided the shipping container is removed within two weeks of the completion of construction or the expiration of the permit.*
  - b. *In all other zones, shipping containers are permitted on either a temporary or permanent basis.*
  - c. *Shipping containers may not comprise the sole use of the property; they must be ancillary to an existing principal permitted use.*
  - d. *Placement of shipping containers is subject to all zoning regulations, including setbacks, site coverage, maximum height.*
  - e. *Shipping containers which are placed permanently must be screened from a highway or roadway, and the container must not be visible above the screening. This applies to all zones except industrial zones, where screening is only required if visible from Cariboo Highway 97.*
  - f. *Shipping containers are not permitted to be used as components of buildings. This includes, among other things, that roofs are prohibited unless the roof is self-supporting, and completely independent of the shipping container.*
  - g. *Shipping containers are not to be used as habitable buildings or building components, unless professional involvement is provided.*
  - h. *Shipping containers are not permitted to be used as fencing, screening, principal purpose of advertising, or as a commercial storage facility.*
  - i. *A maximum of 1 shipping container per parcel is permitted except where parcels are larger than 0.4 hectare in area, one additional shipping container shall be permitted.*
  - j. *Where multiple shipping containers are permitted, no more than two shipping containers may be stacked on top of one another.*



### Proposed New Regulation

1. A shipping container shall only be used, placed, stored, repaired, cleaned, upgraded, or modified on a lot in the I-1 and I-2 Zones.
2. The shipping container must comply with the requirements of the zone as if it were a building or structure.
3. Where a shipping container is necessary and accessory to construction in progress and such construction is the subject of a current and valid building permit, the shipping container will be permitted.
3. Display or storage of shipping containers shall be limited to the lesser of two stacked shipping containers or a maximum of 7.0 m high.
5. Shipping containers are not to be used as habitable buildings or building components, unless professional involvement is provided, all Building Regulations, and underlying zone setback regulations are met.

**Recommendation** – Allow shipping containers only during active construction, and only permit them for permanent placement in industrial zones. In all other zones, allow them subject to a Temporary Use Permit, approvable by Council only with approved screening, and a security deposit for the removal upon expiration of the TUP.

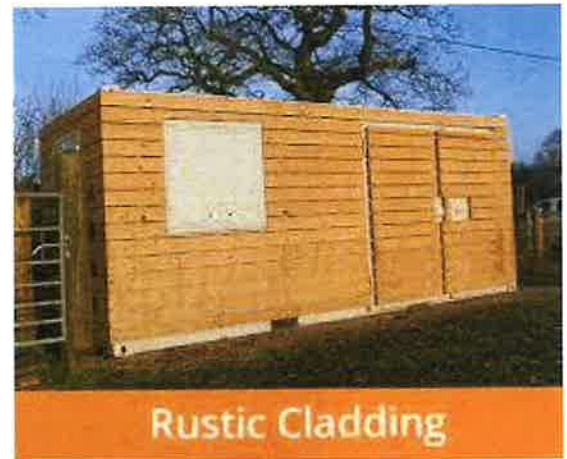
**Council Direction** – What is Council's direction regarding shipping containers? Should they be permitted in commercial and institutional areas? If so, under what conditions?

Screening examples follow:













- Use artificial plants to disguise
- Paint the outside
- Fencing
- Attach cladding to outside
- Use weather resistant screens





## OCP & Zoning Bylaw – INFORMATION ONLY

The overall goals of updating the OCP and Zoning Bylaws are:

1. Meet the Provincial requirements regarding inclusion of housing targets, demonstrating how we can achieve the number of units projected from the Interim Housing Needs Report.
2. Simplify and streamline the bylaws for ease of public understanding and staff administration.
3. Update problematic areas of the bylaws that are difficult to enforce or administer, providing solutions where possible.
4. Address the community's vision and goals as expressed during the public engagement process.

Council will have the opportunity to review the OCP and Zoning Bylaw in detail when the drafts are finalized. Meantime, for Council's information, the following are some of the general changes to the bylaws that are anticipated and being drafted:

- OCP policies updated to reflect current realities.
- DP exemptions (OCP) are being simplified, including an increase to a \$50,000 threshold (up from \$25,000).
- Definitions have been fine-tuned to better reflect actual uses.
- Duplication has been removed.
- Home occupation and home industry are being consolidated, as the regulation was substantially identical.
- Child care will be split into in-home and commercial daycare to differentiate between residential and commercial settings.
- We have not added allowances for the keeping of chickens & bees in urban areas, as more research is required.
- District parking requirements are among the lowest in the Cariboo, so they have been left mostly as-is.

It should also be noted that staff has tried to minimize those regulations that might create non-conformities. Also, it was not the intention to add or eliminate uses from specific properties or from zones generally. The major focus was on clarifying regulation.

