

Revised Agenda Regular Council Meeting

Tuesday, June 3, 2025, 7:00 p.m.
Council Chambers/Video Conference
10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1

Pages

- 1. Call to Order and Territorial Acknowledgement**
We acknowledge that we are conducting our business today on the unceded territory of squilx"/syilx (Okanagan) peoples. As a Council, we recognize the importance of doing our best to build respectful relationships that contribute to stewarding the land and waters in the community with integrity and consideration for future generations.
- 2. Adoption of Agenda**
Recommendation
THAT the Regular Council Meeting Agenda of June 3, 2025 be adopted.
- 3. Adoption of Minutes**
 - 3.1 Regular Council Meeting Minutes of May 20, 2025** 4
Recommendation
THAT the Regular Council Meeting Minutes of May 20, 2025 be adopted.
- 4. Mayor's Report**
- 5. Announcements**
The District has joined the ParticipACTION Community Challenge and we need your help to win the title of Canada's Most Active Community! This is a nationwide event running through the month of June, which encourages everyone to get moving and track their physical activity. The winning community receives \$100,000 to support local physical activity initiatives. Keep your eyes open for some free activities the District will host, and now that the weather has improved, let's get out there and stay active! Whether it's biking, running, yoga, stretching, walking, or even an evening stroll – every activity counts! To learn more, visit lakecountry.bc.ca
- 6. Delegations**
 - 6.1 Fortis BC | Shelley Martens, Manager, Community & Indigenous Relations** 9
Shelley Martens, Manager, Community & Indigenous Relations to present.
- 7. Planning and Development Applications**
 - 7.1 Development Permit with Variance Application | DP001059| 11437 Bottom Wood Lake Road** 17
Commercial and Multiple Unit Development Permit with variance for a 6-storey

mixed-use development

Recommendation

THAT Development Permit with Variance DP001059 (Attachment A in the Report to Council dated June 3, 2025) for the property at 11437 Bottom Wood Lake Road (PID 032-357-842), be approved.

8. Departmental Reports

- *8.1 Road Closure | RC2024-003 | 1210 8th Street** 37
A Bylaw to close a portion of road, and remove its highway dedication, adjacent to 1210 8th Street for residential use.

Recommendation

THAT Road Closure Bylaw (RC2024-003) 1253, 2025 be read a first, second, and third time.

- 8.2 Agricultural Advisory Committee (AAC) Terms of Reference (TOR) | Amendment** 48

Recommendation

THAT the Agricultural Advisory Committee (AAC) Terms of Reference (TOR) be amended by deleting and replacing section 4.1. MEMBERSHIP, as shown on the amended TOR, attached to the Report to Council dated June 3, 2025.

- 8.3 Hwy 97 to Glenmore Rd Connecting Road Design Budget Allocation** 53
Allocate funding to advance conceptual road design to allow acquisition of the road corridor.

Recommendation

THAT the 2025 Financial Plan be amended to include \$265,000 for the Hwy 97 to Glenmore Rd Connecting Road Design funded from the Transportation Infrastructure Reserve.

- 8.4 Council Procedure Bylaw 1282, 2025 | Meeting Management** 56
Update to Council Procedures Bylaw

Recommendation

THAT Council Procedures Bylaw 1282, 2025 be read a first, second and third time.

9. Bylaws for Adoption and Readings Following a Public Hearing

- 9.1 Wildlife and Vector Attractant Bylaw 1280, 2025 | BNE and MTI Amendment (Wildlife and Vector Attractant) Bylaw 1281, 2025** 74
Both read a 1st, 2nd, 3rd time May 20, 2025.

Recommendation

THAT Wildlife and Vector Attractant Bylaw 1280, 2025 be adopted;

AND THAT BNE and MTI Amendment (Wildlife and Vector Attractant) Bylaw 1281, 2025 be adopted.

10. Rise and Report from In Camera

- 10.1 Parks and Recreation Advisory Committee (PARC) | New Member Appointment**
Consideration of appointment to the Parks and Recreation Advisory Committee

2025-05-038 It was moved and seconded

THAT Rebecca Frechette be appointed to the Parks and Recreation Advisory Committee for a three-year term;

AND THAT the appointment be declassified from confidential.

Carried.

11.	Council Committees	
12.	External Committees and Boards	
12.1	Board of Education Meeting Highlights of May 14, 2025	79
12.2	Okanagan Regional Library Board of Trustees Regular Meeting Minutes of November 20, 2024	82
12.3	Regional District of Central Okanagan Board Report of May 15, 2025	87
13.	Strategic Priorities	89
14.	Report from Councillors	
15.	Adjournment	

posted May 28, 2025
Reyna Seabrook, Corporate Officer



Minutes

Regular Council Meeting

May 20, 2025, 7:00 p.m.
 Council Chambers/Video Conference
 10150 Bottom Wood Lake Road
 Lake Country, British Columbia V4V 2M1

Council Present:	Mayor Blair Ireland Councillor Tricia Brett Councillor Michael Lewis Councillor Todd McKenzie, electronically Councillor Bib Patel
Council Absent:	Councillor Heather Irvine Councillor Cara Reed
Staff Present:	Paul Gipps, Chief Administrative Officer Jeremy Frick, Director of Planning & Development Trevor James, Chief Financial Officer Darren Lee, Fire Chief Matthew Salmon, Director of Infrastructure & Development Engineering Brad Savoury, Director of Legal Services and Risk Management Reyna Seabrook, Director of Corporate Services Matt Vader, Director of Parks, Recreation & Culture Carie Liefke, Manager of Current Planning Ruth Sulentich, Economic Development and Public Engagement Specialist Scott Unser, Public Works Manager Richard Wagner, Manager of Finance Kiel Wilkie, Utility Manager Makayla Ablitt, Legislative & FOI Coordinator Travis Tonn, Support Analyst Lauren Sanbrooks, Grant Funding Specialist Mike Mitchell, Utility Operations Manager Philippa Harding, Manager of Corporate Services

1. Call to Order and Territorial Acknowledgement

We acknowledge that we are conducting our business today on the unceded territory of squilx"/syilx (Okanagan) peoples. As a Council, we recognize the importance of doing our best to build respectful relationships that contribute to stewarding the land and waters in the community with integrity and consideration for future generations.

The Mayor called the meeting to order at 7:00 p.m.

2. Adoption of Agenda

2025-05-116 It was moved and seconded

THAT the Regular Council Meeting Agenda of May 20, 2025 be adopted.

Carried.

3. Adoption of Minutes

3.1 Parcel Tax Roll Review Panel Meeting Minutes of May 6, 2025

2025-05-117 It was moved and seconded

THAT Parcel Tax Roll Review Panel Meeting Minutes of May 6, 2025 be adopted.

Carried.

3.2 Regular Council Meeting Minutes of May 6, 2025

2025-05-0118 It was moved and seconded

THAT the Regular Council Meeting Minutes of May 6, 2025 be adopted.

Carried.

3.3 Special Council Meeting Minutes of May 8, 2025

2025-05-119 It was moved and seconded

THAT the Special Council Meeting Minutes of May 8, 2025 be adopted.

Carried.

4. Mayor's Report

5. Announcements

Lake Country Road Safety Awareness Week will be held in conjunction with Go By Bike Week May 31 - June 6 to promote the safe sharing of road use in our community. Log any active transportation during that week, whether it's to school, work, for exercise, recreation or doing errands around the community. You could win some great prizes! Stop by the Celebration station on Wednesday, June 4th from 7:30am-9:30am at Swalwell Park. Register at gobybikebc.ca

Lake Country Fire Department is hosting a FireSmart Open House on May 24th from 11am – 2pm at Station 71 (Winfield). Meet the local firefighters for a fun family day of emergency preparedness education.

Next recycling depot pop-up is on Saturday May 24, from 10am-2pm. Attendees have an opportunity to enter and win a backyard composter or a \$50 gift card to a local business. Your name will also be entered for the Grand Prize, an e-bike provided by Lake Country Cycle at the end of the season in October.

We are sad to share the passing of well-loved community member Dave McClure on May 8th 2025. A long time Oyama Community member, Dave was a firefighter, farmer, orchardist, small

boat builder, and lifelong adventurer, serving 10 years on the Agricultural Advisory Committee. His kindness, dedication, and adventurous spirit will be deeply missed.

6. Delegations

6.1 Central Okanagan Economic Development Commission (COEDC)

Roadmap to Resiliency (COEDC Strategy 2025 - 2030) presented by Krista Mallory, Manager COEDC.

7. Planning and Development Applications

7.1 Agricultural Land Reserve | ALR00195 | 12192 Oceola Road

To permit 79 temporary farm worker housing units within 17 trailers within the Agricultural Land Reserve.

2025-05-120 It was moved and seconded

THAT Non-adhering Residential Use application ALR00195 for property at 12192 Oceola Road, (PID 010-562-605) to allow temporary farm worker housing within 17 trailers not be supported;

AND THAT Non-adhering Residential Use application ALR00195 not be forwarded to the Agricultural Land Commission.

Motion Failed.

OPPOSED: Mayor Ireland, Councillors Brett, Lewis, McKenzie, Patel

2025-05-121 It was moved and seconded

THAT Non-adhering Residential Use application ALR00195 be referred back to staff to work with the applicant on reducing the size and reconsidering the location of the proposed temporary farm work housing on the property;

AND THAT staff be directed to research and develop a temporary farm worker housing policy for the municipality;

AND THAT staff report back to Council at the earliest convenience.

Carried.

8. Departmental Reports

8.1 The 2025 ParticipACTION Community Challenge

Lake Country to participate in the 2025 ParticipACTION Community Challenge.

For information.

8.2 Liquid Waste Management Plan Stage 3 Report Adoption

An overview of the stage 3 report, seeking adoption to send to the Ministry of Environment for Approval

2025-05-122 it was moved and seconded

THAT the Liquid Waste Management Plan Stage 3 Report (Attachment A to the report to Council dated May 20, 2025) be adopted.

Carried.

8.3 Council Committee Update – Agricultural Advisory Committee (AAC)

To consider adopting updated Terms of Reference for the AAC

2025-05-123 It was moved and seconded

THAT the Agricultural Advisory Committee Terms of Reference dated 2012 be repealed;

AND THAT the Agricultural Advisory Committee Terms of Reference attached to the Report to Council dated May 20, 2025 be adopted.

Carried.

8.4 Wildlife and Vector Attractant Bylaw No. 1280, 2025

To consider a Wildlife and Vector Attractant Bylaw and associated penalties.

2025-05-124 It was moved and seconded

THAT Wildlife and Vector Attractant Bylaw No. 1280, 2025 be read a first, second and third time;

AND THAT BNE and MTI Amendment (Wildlife and Vector) Bylaw 1281, 2025 be read a first, second and third time.

Main Motion Carried as Amended.

OPPOSED: Councillor McKenzie

Amendment:

2025-05-125 It was moved and seconded

THAT the main motion be amended by deleting and replacing the second part of the main motion with the following:

AND THAT BNE and MTI Amendment (Wildlife and Vector) Bylaw 1281, 2025 be amended to adjust the penalties as identified by Council;

AND THAT BNE and MTI Amendment (Wildlife and Vector) Bylaw 1281, 2025 be read a first, second and third time as amended.

Amendment to Main Motion Carried.

OPPOSED: Councillor McKenzie

The main motion as amended reads as follows:

THAT Wildlife and Vector Attractant Bylaw No. 1280, 2025 be read a first, second and third time;

AND THAT BNE and MTI Amendment (Wildlife and Vector) Bylaw 1281, 2025 be amended to adjust the penalties as identified by Council;

AND THAT BNE and MTI Amendment (Wildlife and Vector) Bylaw 1281, 2025 be read a first, second and third time as amended.

9. Bylaws for Adoption and Readings Following a Public Hearing

10. Rise and Report from In Camera

11. Council Committees

12. External Committees and Boards

12.1 Okanagan Basin Water Board Report of May 6, 2025

13. Strategic Priorities

14. Report from Councillors

Councillor McKenzie announced Oyama Days is soon and asked Staff to look into how feedback is being received online for the Community Centre.

Councillor Brett asked that the District of Lake Country write a letter to Ministry of Infrastructure to reconsider the impact of Bill 15 adoption, specifically noting the lack of consideration of the Declaration on the Rights of Indigenous Peoples Act, and a removal of community involvement through the processes.

Councillor Patel announced he will be at the dunk tank for Oyama Days on June 1 and encouraged community members to participate in the event. He shared a quote in memory of Dave McClure: "To honor Dave, take your dog on a drive, learn at least one song on guitar to play proudly, and never pass up the chance to order dessert"

Councillor Lewis encouraged community members to attend the FireSmart Open House on May 24th from 11am - 2pm at Station 71.

Mayor Ireland announced he will be attending the Federation of Canadian Municipalities (FCM) Conference next week in Ottawa. He reminded community members of the pop up recycling depots and their opportunity to win a brand new e-Bike.

15. Adjournment

The Mayor adjourned the meeting at 9:13 p.m.

Mayor, Blair Ireland

Corporate Officer, Reyna Seabrook

Transitioning to a Lower Carbon Energy Future

District of Lake Country Council

June 7, 2025



Our Clean Growth Pathway to 2050



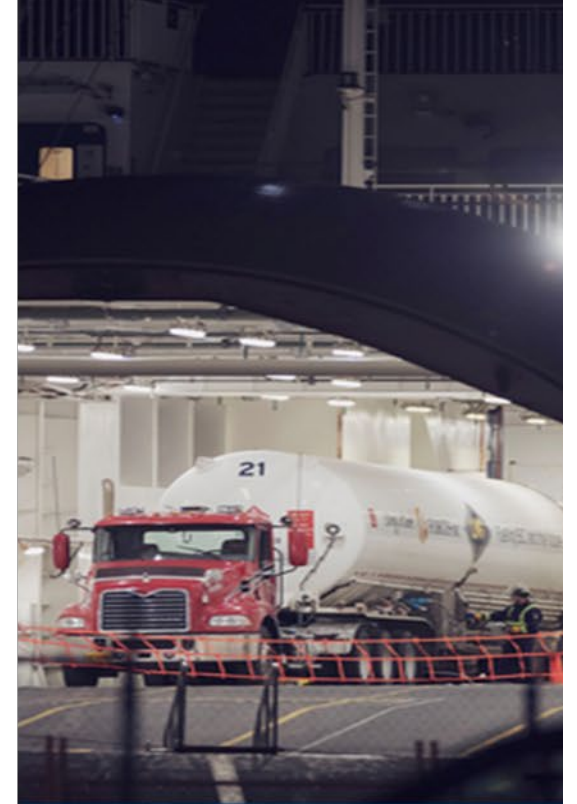
Energy efficiency



**Renewable
gas & hydrogen**



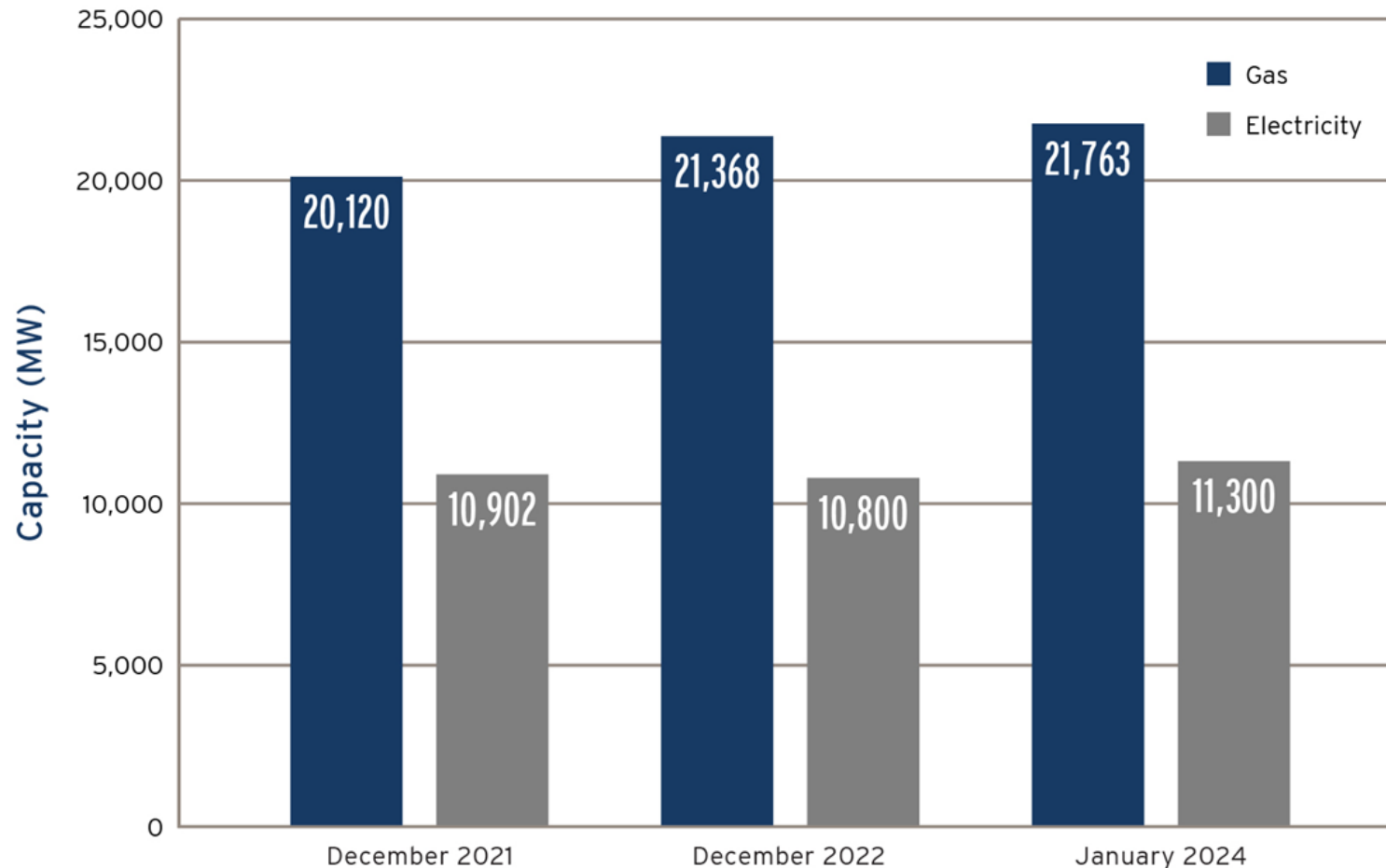
**Zero and
low carbon
transportation**



LNG for marine fueling

Gas System Delivers Majority of Energy on Coldest Days

B.C. peak demand comparison (3-year timeline)

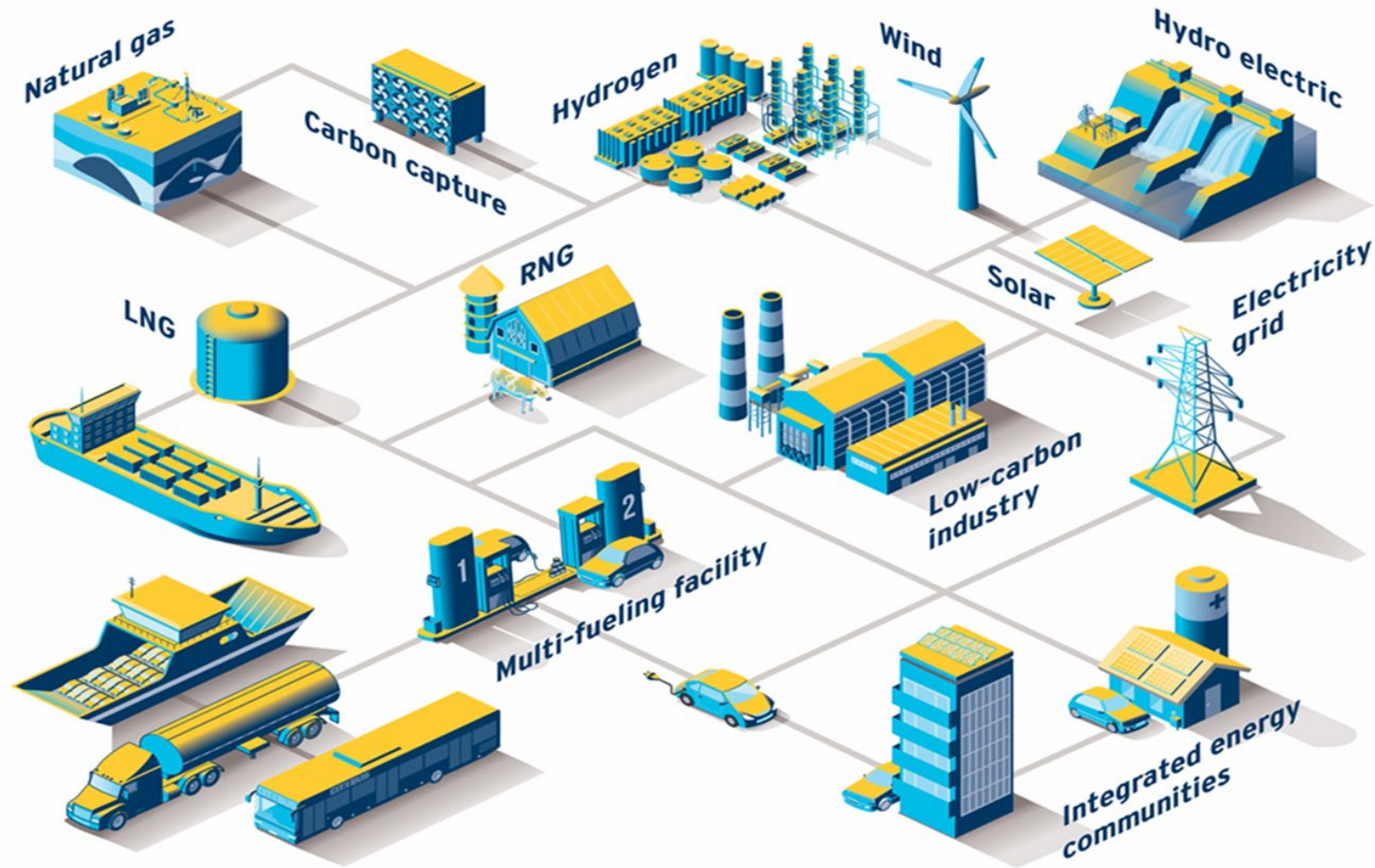


Kelowna Electrification Study

- Analyzed impact of **electrifying all gas heating demand**
- Key findings:
 - Peak demand could more than triple causing significant capital upgrades
 - Significant Rate Increases to ***all*** FortisBC electric customers
 - Requires new generation at further additional cost

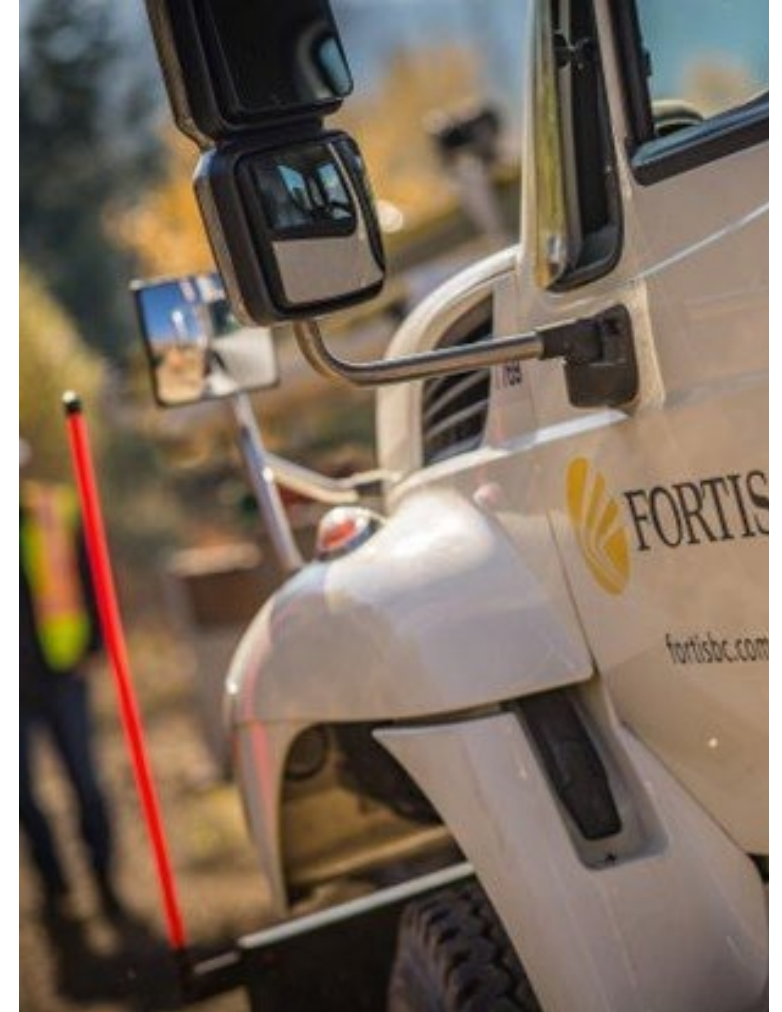


Pathways to Decarbonization



Current Projects

- Advanced Metering Infrastructure Project
- Okanagan Capacity Upgrade Project
- Request for Expression of Interest (RFEOI)



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FortisBC introduces new \$10,000 rebate for homeowners installing a dual fuel system

Jul 30, 2024

Share

New rebate for homeowners who install an energy-efficient, whole-home heating and cooling system

SURREY, B.C. – July 30, 2024:

FortisBC Energy Inc. (FortisBC) is introducing a new rebate of \$10,000 or more for eligible customers who replace their home's older gas heating system with an electric heat pump and high-efficiency gas furnace.¹ These dual fuel systems can operate at more than 100 per cent efficiency² under certain conditions, offering a promising way forward for customers who want to lower the costs and

This program is funded by the Province of British Columbia and the Government of Canada

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FortisBC gas customers in Kelowna can participate in new pilot program to help manage energy use

Aug 28, 2024

Share

Customers in Kelowna can receive rebates through a pilot that helps lower gas demand on the system

KELOWNA, B.C. – August 28, 2024:

As part of its efforts to help customers lower gas use in the winter months, FortisBC Energy Inc. (FortisBC) is inviting customers in Kelowna to participate in a new pilot, the **Peak Plan Pilot Program**. Building off the success of a similar program to help manage electricity use, FortisBC is looking to replicate the program for its gas in Kelowna customers. These programs can help spread

New Home Program



Rebates

FortisBC is advancing energy efficiency in new home construction by helping builders and developers achieve higher levels of the BC Energy Step Code with support through the New Home Program. The program helps lower the costs of incorporating higher energy efficiency in new home construction and building to higher code standards.

Thank You



For further information, please contact:

Shelley Martens

Manager, Community & Indigenous Relations

Find FortisBC at:

fortisbc.com

talkingenergy.ca

604-576-7000

Follow us **@fortisbc**



To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: June 3, 2025
Meeting Type: Regular Council Meeting

Prepared by: Trevor Empey, Senior Planner

Department: Planning and Development

Title: Development Permit with Variance Application | DP001059 | 11437 Bottom Wood Lake Road
Description: Commercial and Multiple Unit Development Permit with variance for a 6-storey mixed-use development

RECOMMENDATION

THAT Development Permit with Variance DP001059 (Attachment A in the Report to Council dated June 3, 2025) for the property at 11437 Bottom Wood Lake Road (PID 032-357-842), be approved.

EXECUTIVE SUMMARY

An application has been submitted for a six-storey mixed-use development that proposes commercial use at grade with 100 residential rental apartments above. Staff evaluated the Multiple Unit and Commercial Development Permit Area guidelines under the Official Community Plan (OCP) and concluded that this application would be consistent with the applicable Development Permit Area guidelines.

The application requests a variance to the Daylighting Standards within the Zoning Bylaw for the rear and side lot lines. The Zoning Bylaw requires a 65° angular plane be provided for a building 10.0 metres or more to ensure that adjacent parcels have access to adequate daylight. As the application is unable to meet the angular plane minimums, a variance is requested to the southern (side) and eastern (rear) angle of the proposed mixed-use building. Staff note minimal impact would occur to the southern and eastern adjacent parcels.

Staff are supportive of this application.

BACKGROUND

Application Information			
Application Type	Development Permit with Variance	Application Date:	Applied: December 14, 2023 Complete application received: May 2025
Applicant:	Novation Architecture	Owner:	0945725 BC LTD
Application Description	Commercial and Multi Unit Development Permits for a proposed 6 storey mixed use development		
Variances	① Daylighting Standards		

Property Information: General	
Folio/Roll #:	11591.003
Legal Description:	LOT B DISTRICT LOT 169 OSOYOOS DIVISION YALE DISTRICT PLAN EPP139349
PID:	032-357-842
Civic Address:	11437 Bottom Wood Lake Rd.
Property Information: Land Use	
OCP Designation:	Mixed Use Commercial
Zoning Designation:	CD15 – Comprehensive Development
Land Use Contract	n/a
ALR:	n/a

Parcel Size:	0.5 ha /1.24 ac	
Development Permit Areas:	Agricultural, Commercial, Multiple Unit	
Adjacent Land Summary:	Zoning:	Use:
<i>North:</i>	CD15 – Comprehensive Development	Commercial
<i>East:</i>	A1 - Agricultural	SFD with agricultural use
<i>South:</i>	RM4 – Low Density Multiple Housing	Multi Unit Strata
<i>West:</i>	P2 – Admin., Public Service and Assembly	Long-Term Care facility

Property Information: Infrastructure and Development Engineering	
Road Network	Minor Connector
Driveway Access	Permit will be required (reviewed at Building Permit stage)
Water Supply:	Municipal (source: Beaver Lake/Okanagan Lake)
Sewer:	Municipal
Drainage / Stormwater	BWL Rd E Catchment
Comments:	Driveway access shown on the site plan should be considered conceptual. Driveway access locations will be reviewed in detail during the Access Permit/Building Permit process and may require modification to ensure bylaw compliance.

ANALYSIS

A Multiple Unit and Commercial Development Permit to allow a 6-storey mixed use building on the property located at 11437 Bottom Wood Lake Road (Attachments B and C) has been submitted for Council's consideration. The application proposes 100 residential units (intended as rental units) and 2,543m² (27,380sqft) of commercial retail space. Staff reviewed the Multiple Unit and Commercial Development Permit Area (DPA) guidelines under the Official Community Plan 2018-2038 (OCP) and concluded that this application would be consistent with the applicable DP guidelines.

Commercial and Multiple Unit DPA Guidelines

The Commercial DPA focuses on guidelines to ensure consistent high-quality architectural standards for commercial buildings while the Multiple Unit DPA provides guidelines for multiple unit residential developments in the DLC. Both DPAs are similar in nature and as such have been reviewed collectively.

Site and Building and Structure Guidelines

The proposed site plan and building elevations (Attachment A – Schedules A and B) achieves the objectives of the building and structure guidelines of the DPAs where architectural features reduce the impact of long facades by colour schemes and design materials. Proposed building materials would integrate with the existing neighbourhood and would be consistent with permitted materials of the Commercial and Multiple Unit DPAs. Exterior finishes proposed are white cement, grey brick, wood textured composites and finished and painted concrete. Delineation of the pedestrian realm has been included with painted line markings within the parking lot. The applicant has proposed downcast lighting to ensure no impact to adjacent properties, garbage disposal areas have been provided within the underground parkade, and HVAC would be screened appropriately.

The scale of the proposed building fits well into an area that is transitioning from single-family dwellings to mixed-use and higher-density developments. The building includes a variety of residential unit types (e.g., bachelor to 3 bedroom), thereby providing necessary unit types identified in the District's Housing Needs Assessment. The proposed parking meets the parking regulations of Zoning Bylaw 561, 2007 with a mix of below-grade and surface vehicular and bicycle parking. As the proposed commercial use would require large delivery vehicles, the applicant provided analysis of delivery navigation. Loading bays would be situated to the rear of subject property and delivery vehicles would not impact public sidewalks or right of ways as delivery would occur on the subject property only.

Landscaping

The provided landscape (Attachment A – Schedule C) meets zoning bylaw landscaping requirements and, in accordance with the CD15 zone, no landscaping is required along the side or rear property line. In addition, due to

the limited number of surface parking spaces, the zoning bylaw does not require landscaped areas between the building and parking areas. While the submitted landscape plan meets the DP area objectives and the zoning bylaw, staff would encourage that the developer consider enhancing the site aesthetics and visitor experience through the addition of shade trees around the commercial entrance and bicycle parking area.

Agricultural DPA

The adjacent parcel is zoned A1 – Agricultural and located in the Agricultural Land Reserve (ALR), therefore the eastern portion of the subject property is located with the Agricultural DPA. It is also important to note that the future land use designation of the adjacent parcel is Parkland Conservation.

The intent of the DPA guidelines is to protect local farmland and reduce potential land use conflicts; these objectives are typically achieved through buffering (vegetation or fencing) and separation. In order to meet the objective of reducing potential land use conflicts and to utilize developable land most efficiently, the developer has sited the building in accordance with the 1.2m rear yard setback requirement of the CD15 zone. The proposed building siting, along with the first storey (6.4m/21ft high) concrete wall thereby effectively removes the potential for land use conflicts between the development site and the ALR land. To further reduce potential conflicts, the residential units on floors 2-6 have been further setback from the property line.

Given that the building design reduces potential land use conflicts, and that the OCP future land use designation supports parkland in the future, there is limited rationale to require a vegetated buffer between the properties.

Zoning Bylaw Analysis

The applicant has submitted a proposal that meets zoning bylaw requirements with respect to setbacks, parking, development regulations and landscaping per the CD15 zone as demonstrated in the tables below. The application proposes a total height of 22.0m which is permitted subject to density bonus provisions being provided; the applicant is aware of these bonusing requirements.

The proposal does not meet the Daylighting Standards of the Zoning Bylaw, and therefore two variances are requested as outlined below.

Variance to Daylighting Standards

Section 7.1.2 of the Zoning Bylaw outlines a 65° angular plane requirement which aims to reduce the impact of buildings that are 10.0m/two storeys or more and provide access to daylight for adjacent parcels and public right of ways. As the proposed building is over 10.0m in total height, the daylighting standards of the Zoning Bylaw apply. Staff note that the proposed building does meet the daylighting standards for the north (side) and west (front) building elevations. However, the proposed building would not meet daylighting standards for the south (side) and east (rear) portions of the proposed mixed-use building. As such, this application requests to vary Sections 7.1.2(b) and 7.1.2(c) as noted below and identified in the proposed elevation renderings drawings DPA3.00 to 3.03 located in Attachment A (Schedule B). A visual diagram of the angular plane requirements under s.7.1.2 of the Zoning Bylaw are provided in Attachment D for reference.

Staff are supportive of the requested variance as there would be minimal impact to the southern adjacent parcel as there is an access lane and green space buffer between existing residences and the subject property (Attachment E). Minimal impact would occur to the eastern adjacent parcel.

Variance Request:

Zoning Bylaw s.7.1.2(b):

- **From:** all points along the centre line of the rear lane or the rear boundary line of the lot where there is no lane and inclined at an angle of 65° to the horizontal;
- **To:** all points along the centre line of the rear lane or the rear boundary line of the lot where there is no lane and inclined at an angle of 85° to the horizontal;

Zoning Bylaw s.7.1.2(c):

- **From:** all points along the side lot line and inclined at an angle of 65° to the horizontal
- **To:** all points along the side lot line and inclined at an angle of 82° to the horizontal

DEVELOPMENT REGULATIONS		
CRITERIA	CD15 Zone	Proposal
Site Coverage	100%	46%
Site Coverage (Building, Driveways, Parking)	100%	84%
Height	12.4 m or 22.0m with density bonus	22.0m
Density (FAR)	3.0	1.76
Min. Front Yard (West)	2.0m	28.0m
Min. Side Yard (North)	0.0m	1.2m
Min. Side Yard (South)	1.2m	1.2m
Min. Rear Yard (East)	1.2m	1.2m
Private Open Space	1080 sq.m	1545 sq.m
Drive Aisle	6.0m	12.0m
Daylighting Standards	❶ 65° angular plane	❶ 85° angular plane for east elevation ❶ 82° angular plane for south elevation
Landscaping	CD15	PROPOSAL
Front	2.0m	2.0m
Side Interior	Equal to the side yard OR as determined through Development Permit	0.0 – reviewed through DP
Side Exterior	2.0m	0.0
Rear	Equal to the rear yard OR minimum as determined through Development Permit	0.0m – reviewed through DP
❶ Variance to Daylighting Standards (s.7.1.2) – for angular plane of east and south elevation		

PARKING REGULATIONS		
CRITERIA	CD15 REQUIREMENTS	PROPOSAL
Total Required Vehicle Parking	153	153
Visitor Parking	15	15
Commercial	51	51
Residential	100	100
Commercial Loading	2	2
Bicycle Stall Class I Bicycle Stall Class II	82	90

FINANCIAL IMPLICATIONS

- ☒ None
 ☐ Budget Previously Approved
 ☐ Other (see below)

COMMUNICATION

- Application referred to internal departments
- This application is a development permit and does not require statutory notification

ALTERNATE RECOMMENDATION(S)

1. THAT Development Permit DP001059 (Attachment A to the Report to Council dated June 3, 2025) for the property at 11437 Bottom Wood Lake Road (PID: 032-357-842) to allow for a six storey mixed use development with variance not be approved.
2. THAT Development Permit DP001059 (Attachment A to the Report to Council dated June 3, 2025) for the property at 11437 Bottom Wood Lake Road (PID: 032-357-842) to allow for a six storey mixed use development with variance be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,

Trevor Empey, Senior Planner

RPP,MCIP

Report Approval Details

Document Title:	DP001059 - 11437 Bottom Wood Lake Road.docx
Attachments:	<ul style="list-style-type: none"> - Attachment A - DP001059 - Draft Permit.pdf - Attachment B - DP001059 - Location Map.pdf - Attachment C - DP001059 - Ortho Map.pdf - Attachment D - DP001059 - Context Photo of Adjacent Parcels.pdf - Attachment E - DP001059 - Angular Plane Diagram.pdf
Final Approval Date:	May 28, 2025

This report and all of its attachments were approved and signed as outlined below:

Carie Liefke, Manager of Current Planning - May 26, 2025 - 10:48 AM

Steven Gubbels, Development Engineering Manager - May 26, 2025 - 4:12 PM

Matthew Salmon, Infrastructure & Development Engineering Director - May 27, 2025 - 8:15 AM

Jeremy Frick, Director of Development Approvals - May 27, 2025 - 12:26 PM

Reyna Seabrook, Director of Corporate Services - May 27, 2025 - 2:32 PM

Paul Gipps, Chief Administrative Officer - May 28, 2025 - 6:57 AM

Makayla Ablitt, Legislative & FOI Coordinator - May 28, 2025 - 8:28 AM

DEVELOPMENT PERMIT

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-6674 f: 250-766-0200
lakecountry.bc.ca

APPROVED ISSUANCE OF DEVELOPMENT PERMIT *(pursuant to Sec. 490 & 491 of the Local Government Act)*

PERMIT #: DP001059
 FOLIO #: 11591.003
 ZONING DESIGNATION: CD15 - Comprehensive Development Zone 15
 DEVELOPMENT PERMIT AREA: Multiple Unit, Commercial
 ISSUED TO: 0945725 BC Ltd.
 SITE ADDRESS: 11437 Bottom Wood Lake Road
 LEGAL DESCRIPTION: LOT B DISTRICT LOT 169 OSOYOOS DIVISION YALE DISTRICT PLAN EPP139349
 PARCEL IDENTIFIER: 032-357-842

SCOPE OF APPROVAL

This Permit applies to and only to those lands within the Municipality as described above, and any and all buildings, structures and other development thereon.

This Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit, noted in the Terms and Conditions below.

Applicants for Development Permits should be aware that the issuance of a Permit limits the applicant to be in strict compliance with all District bylaws unless specific Variances have been authorized by the Permit. No implied Variances from bylaw provisions shall be granted by virtue of drawing notations which are inconsistent with bylaw provisions and which have not been identified as required Variances by the applicant or Municipal staff.

If any term or condition of this permit is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this permit.

1. TERMS AND CONDITIONS

Development Permit DP001059 for land located at 11437 Bottom Wood Lake Road legally described as LOT B DISTRICT LOT 169 OSOYOOS DIVISION YALE DISTRICT PLAN EPP139349 for a Commercial and Multiple Unit Development Permit is subject to the following conditions:

a) Amends Zoning Bylaw 561, 2007 as follows:

- (i) Section 7.1.2(b): In the case of a building more than two storeys or 10.0 m in height, no part of such building above the second storey or above 10.0 m shall project above lines extending toward the building at right angles:

From: all points along the centre line of the rear lane or the rear boundary line of the lot where there is no lane and inclined at an angle of 65° to the horizontal;

To: all points along the centre line of the rear lane or the rear boundary line of the lot where there is no lane and inclined at an angle of 85° to the horizontal;

- (ii) Section 7.1.2 (c): In the case of a building more than two storeys or 10.0 m in height, no part of such building above the second storey or above 10.0 m shall project above lines extending toward the building at right angles:

From: all points along the side lot line and inclined at an angle of 65° to the horizontal

To: all points along the side lot line and inclined at an angle of 82° to the horizontal

- b) It shall be conducted in general accordance with the recommendations contained in the following documents attached to and forming part of this permit:
- (i) **Schedule A:** The Site Plan for the 11437 Bottom Wood Lake Rd. (DPA1.03) dated May 22, 2025, and prepared by Novation Architecture Ltd. (signed by Registered Architect P.Schuster)
 - (ii) **Schedule B:** The elevations and building materials as per Drawing DPA3.00 to 3.03 dated May 23, 2025 prepared by Novation Architecture Ltd. (signed by Registered Architect P.Schuster)
 - (iii) **Schedule C:** The Landscape Plan (L-0, L-1) prepared by Bench dated April 29, 2025
- c) If any archeologically significant item is found during construction activities must cease and the Province of British Columbia notified in conformity with the *Heritage Conservation Act*;
- d) Development and use of the subject property be in compliance with the provisions of the Municipality's various bylaws, except as explicitly varied or supplemented by the terms of this permit, subsequent permits, amendment(s) and/or development variance permits;
- e) Development permit is only valid for the development that is described herein. If a change to development is considered, a new development permit or an amendment to this permit is required before starting any work.
- f) The ownership, and ongoing responsibility to maintain, the retaining wall approved for development through this permit will remain the responsibility of the property owner.

2. PERFORMANCE SECURITY

As a condition of the issuance of this Permit, a security deposit is required in the amount of \$ 19,040.00 (125% of the Landscape Estimate and Environmental Monitoring Estimate).

- a) An irrevocable Letter of Credit in the amount of \$ 19,040.00

Upon acceptance of the works by municipal staff, 85% of the security shall be returned. The Municipality shall retain the remaining 15% for a period of 24 months from the date of acceptance of the works, during which time the Municipality may use the remaining security to replace the required works, if necessary. Upon the expiration of the 24 months warranty period, the Permit Holder must provide a statement certified by a qualified professional indicating that the works have met the requirements of the survival monitoring and reporting as identified in the Environmental Assessment Report along with the conditions specified in the Development Permit. The remaining security funds shall be refunded at the expiration of the 24 months warranty period, subject to a final inspection by Municipal staff to confirm the survival of the required works;

3. DEVELOPMENT

The development described herein shall be undertaken strictly in accordance with the terms, conditions and provisions of this Permit and any plans and specifications attached to shall form a part hereof.

The development shall commence within **TWO** YEARS of the date that this permit is issued.

If the Permit Holder does not substantially commence the development permitted by this Permit within **TWO** years of the date of issuance of this permit, this permit shall lapse.

The terms of the permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the permit.

**The PERMIT HOLDER is the current land owner.
The Security shall be returned to the PERMIT
HOLDER.**

**THIS IS NOT A BUILDING PERMIT
OR A CERTIFICATE TO
COMMENCE CONSTRUCTION**

4. APPROVALS

Authorized passed by Council on the XXX day of XXXX 2025

Issued by the Corporate Officer of the District of Lake Country this ____ day of _____, 2025.

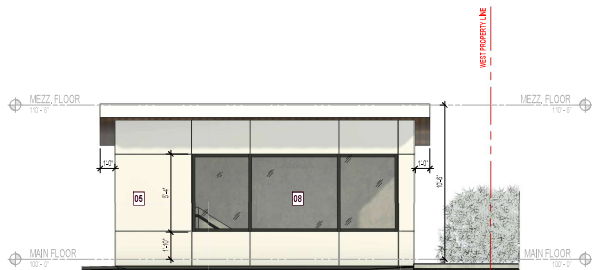
Corporate Officer, Reyna Seabrook



drawing no. **DPA1.03**



1 NORTH ELEVATION
3/32" = 1'-0"



2 STAIR #3 - NORTH ELEVATION
1/4" = 1'-0"

MATERIAL LEGEND

- | | |
|--------------------|---------------------------------------|
| 01. ROOF FASCIA: | WHITE CEMENT BOARD PANELS |
| 02. ROOF FASCIA: | GREY CEMENT BOARD PANELS |
| 03. WALL CLADDING: | GREY BRICK |
| 04. WALL CLADDING: | WOOD TEXTURED COMPOSITE MATERIAL |
| 05. WALL CLADDING: | WHITE PAINT |
| 06. WALL CLADDING: | LIGHT BROWN BRICK |
| 07. CONCRETE: | FINISHED AND PAINTED |
| 08. WINDOWS: | CLEAR GLASS WITH BLACK METAL FRAMES |
| 09. RAILING: | BLACK RAILING WITH CLEAR GLASS PANELS |

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Any omissions or discrepancies shall be reported to the architect.



2025-05-23

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4 2006002 REBUILT FOR DP
3 2006009 REBUILT FOR DP
2 2006007 REBUILT FOR DP
1 2006010 REBUILT FOR DP
REV. DATE DESCRIPTION
REVISIONS

NOVATION
ARCHITECTURE LTD.
302 - 2237 LECHE ROAD
KELOWNA B.C. V1Y 6T6

project title
LAKE COUNTRY HOME
HARDWARE
WOODDALE ROAD
LAKE COUNTRY

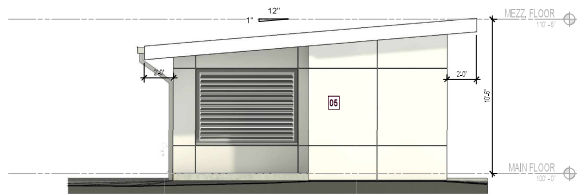
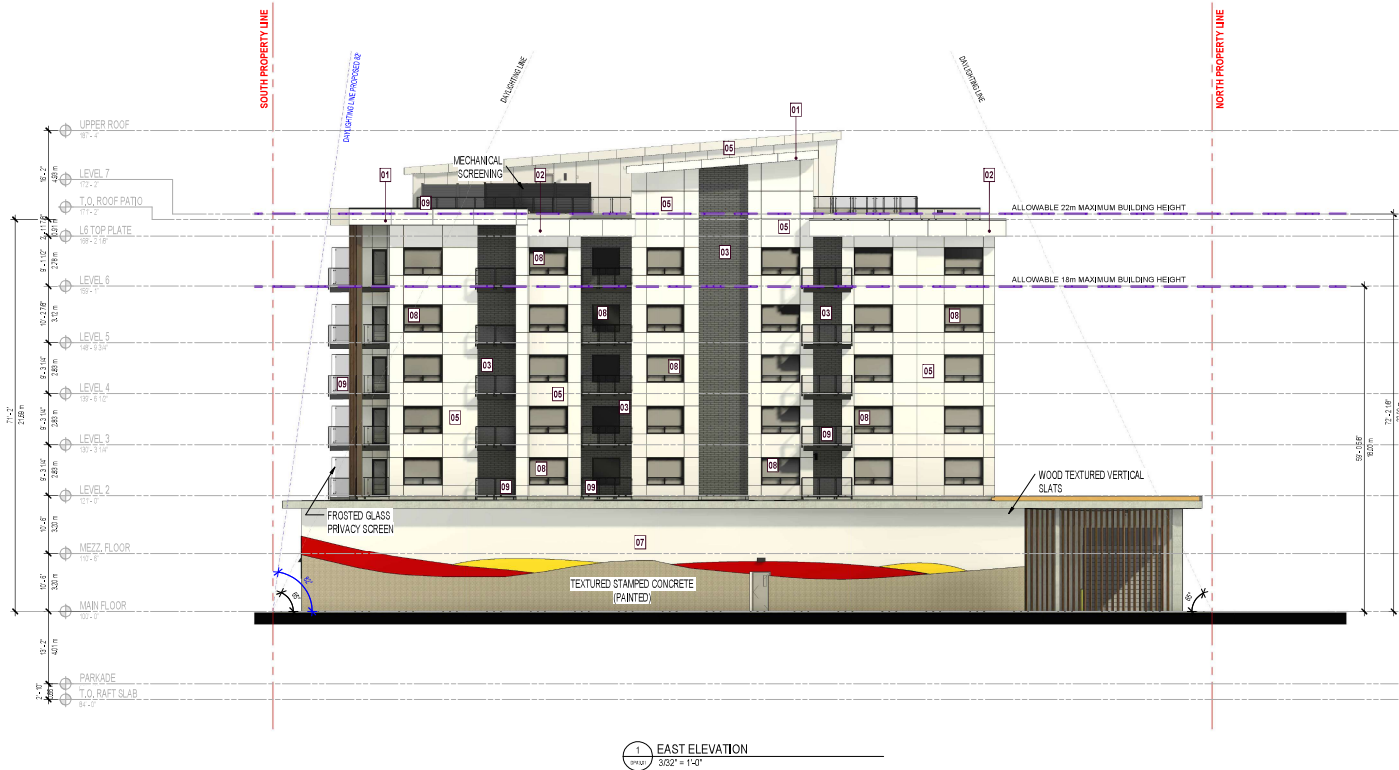
project no. 22024

drawing title
ELEVATION - NORTH

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drawn	F		
checked	PS		

drawing no.
DP A3.00

date 02/05/2025 10:52 AM

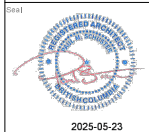


MATERIAL LEGEND

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| 02. ROOF FASCIA: | GREY CEMENT BOARD PANELS |
| 03. WALL CLADDING: | GREY BRICK |
| 04. WALL CLADDING: | WOOD TEXTURED COMPOSITE MATERIAL |
| 05. WALL CLADDING: | WHITE PAINT |
| 06. WALL CLADDING: | LIGHT BROWN BRICK |
| 07. CONCRETE: | FINISHED AND PAINTED |
| 08. WINDOWS: | CLEAR GLASS WITH BLACK METAL FRAMES |
| 09. RAILING: | BLACK RAILING WITH CLEAR GLASS PANELS |

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4	2006002	REBUILT FOR DP
3	2006003	REBUILT FOR DP
2	2006007	REBUILT FOR DP
1	2006010	REBUILT FOR DP

REV. DATE DESCRIPTION
REVISIONS

NOVATION
ARCHITECTURE LTD.
302 - 2237 LECKE ROAD
KELOWNA B.C. V1Y 6Y5

project title
**LAKE COUNTRY HOME
HARDWARE**
WOODDALE ROAD
LAKE COUNTRY

project no. 22024

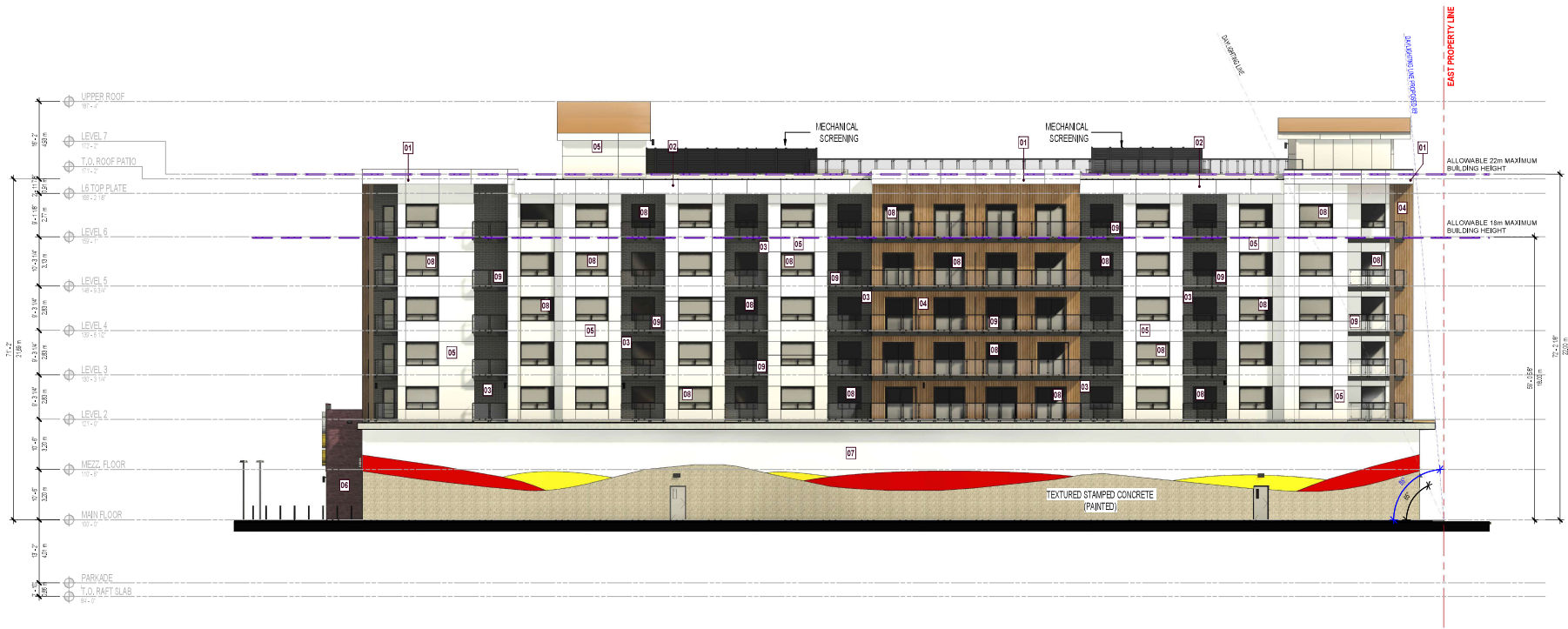
drawing title
ELEVATION - EAST

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drawn	F		
checked	PS		

drawn by

DPA3.01

date 02/03/2025 10:56 AM



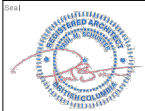
MATERIAL LEGEND

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4 20250523 REBUILT FOR DP
3 20250523 REBUILT FOR DP
2 20250523 REBUILT FOR DP
1 20250523 REBUILT FOR DP

NOV DATE DESIGNER

REBUILT FOR DP

NOVATION
ARCHITECTURE LTD.
302 - 2237 LECKE ROAD
KELOWNA B.C. V1Y 6Y5

project title
**LAKE COUNTRY HOME
HARDWARE**
WOODDALE ROAD
LAKE COUNTRY

project no. 22024

drawing title
ELEVATION - SOUTH

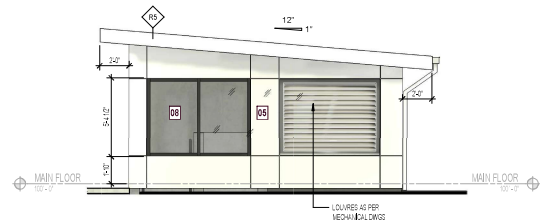
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checked	PS		

drawing no.
DPA3.02

date 02/05/2025 11:00:10 AM



1 WEST ELEVATION
3/32" = 1'-0"



2 STAIR #3 - WEST ELEVATION
1/4" = 1'-0"

MATERIAL LEGEND

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|--------------------|---------------------------------------|
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| 02. ROOF FASCIA: | GREY CEMENT BOARD PANELS |
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| 09. RAILING: | BLACK RAILING WITH CLEAR GLASS PANELS |

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4	20250523	REVISION FOR DP
3	20250523	REVISION FOR DP
2	20250523	REVISION FOR DP
1	20250523	REVISION FOR DP

NOV. DATE DESIGNED BY
REVISIONS

NOVATION
ARCHITECTURE LTD.
302 - 2237 LECKE ROAD
KELOWNA B.C. V1Y 6Y5

project title
**LAKE COUNTRY HOME
HARDWARE**
WOODDALE ROAD
LAKE COUNTRY

project no. 22024

drawing title
ELEVATION - WEST

designed	PS	scale	As indicated
drawn	F		
checked	PS		

drawing no.
DPA3.03

date
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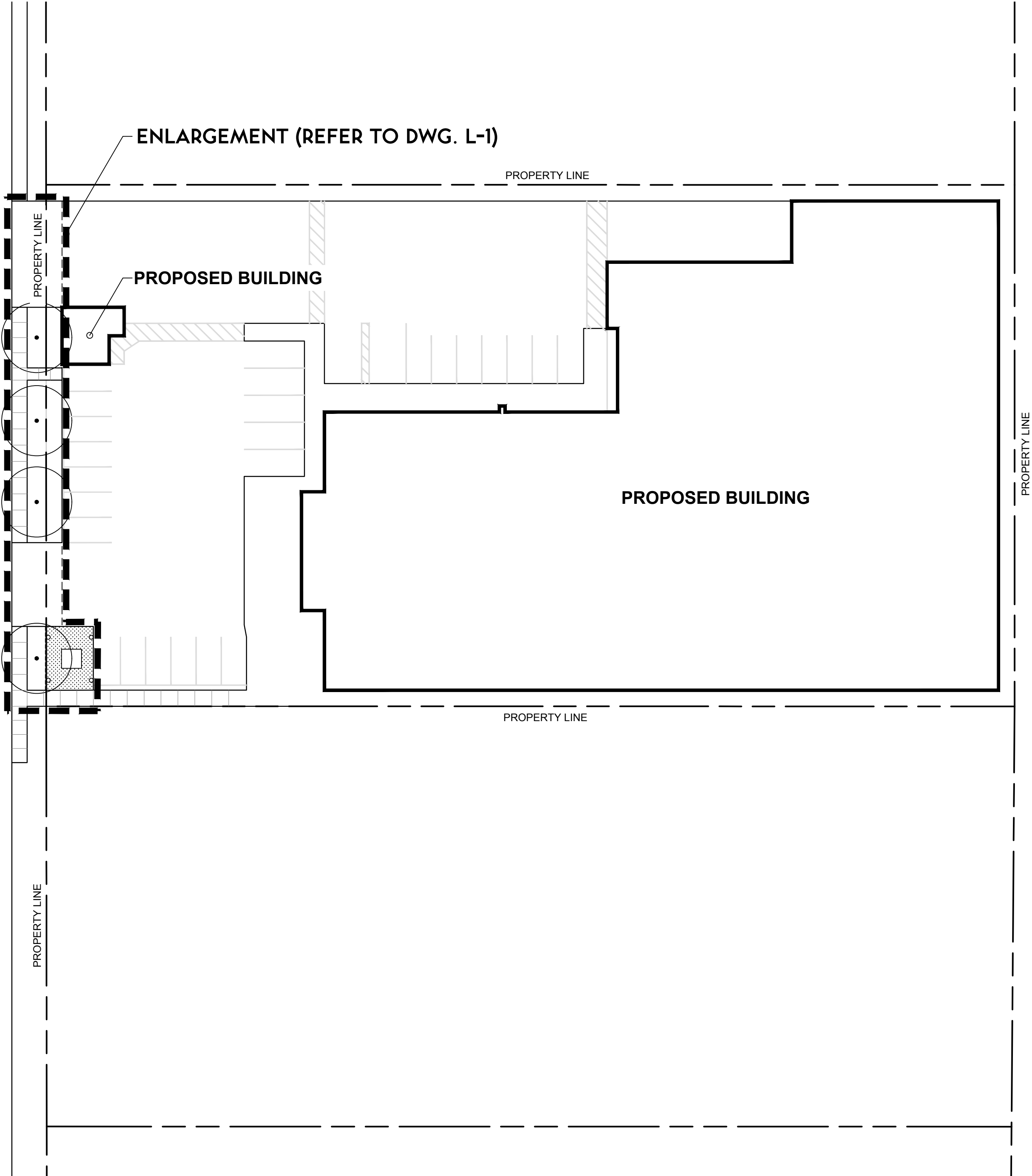
LAKE COUNTRY HOME HARDWARE

LAKE COUNTRY, BC

DEVELOPMENT PERMIT NOTES:

- A PLANT MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO MINIMUM STANDARDS ESTABLISHED IN THE LATEST EDITION OF THE CANADIAN LANDSCAPE STANDARDS, PUBLISHED BY C.N.L.A. AND C.S.L.A. AS WELL AS THE DISTRICT OF LAKE COUNTRY ZONING BYLAW 561.
- B THE LANDSCAPE DESIGN DESIGNATED HEREIN IS CONCEPTUAL BUT REFLECTS THE MINIMUM DISTRICT OF LAKE COUNTRY FORM AND CHARACTER REQUIREMENTS.
- C PLANT MATERIAL SELECTIONS ARE CONCEPTUAL ONLY. FINAL PLANTING SELECTIONS MAY VARY DEPENDING UPON AVAILABILITY AT THE TIME OF CONSTRUCTION.
- D TREES SHALL BE INSTALLED IN DEFINED SOIL PITS. ADEQUATE SOIL VOLUME SHALL BE PROVIDED BASED ON THE SPECIFIED TREE SPECIES AND LOCATION.
- E ORNAMENTAL SHRUB, GRASS AND PERENNIAL CLUSTERS ARE TO BE PLACED WITHIN DEFINED PLANTING BEDS. ALL PLANTING BEDS SHALL HAVE A MIN. OF 450mm (18") IMPORTED GROWING MEDIUM AND 75mm (3") OF COMPOSTED MULCH OR APPROVED EQUAL.
- F DECORATIVE ROCK AREAS SHALL HAVE A MIN. OF 100mm (4") OF FRACTURED ROCK. WEED BARRIER SHALL BE INSTALLED BELOW ALL DECORATIVE ROCK AREAS. WEED BARRIER SHALL BE DEWITT PRO 5 OR APPROVED EQUAL.
- G TURF AREAS SHALL BE LOW WATER USE 'NO. 1 PREMIUM' SOD WITH HAVE A MIN. OF 150mm (6") IMPORTED GROWING MEDIUM.
- H A HIGH EFFICIENCY IRRIGATION SYSTEM SHALL BE INSTALLED FOR ALL ORNAMENTAL LANDSCAPE AREAS AND SHALL CONFORM TO THE DISTRICT OF LAKE COUNTRY'S IRRIGATION STANDARDS IN BYLAW 561.

BOTTOM WOOD LAKE RD.



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SEAL

ORIENTATION



REVISIONS / ISSUED:

NO.	DATE	DESCRIPTION
2	APR 29/25	ISSUED FOR DP
1	APR 22/25	ISSUED FOR REVIEW

DESIGN BY	LH
DRAWN BY	VV
CHECKED BY	KN
PROJECT NO.	25-011
SCALE	1:300

CONSULTANT

BENCH
| 4-1562 Water Street, Kelowna BC V1Y 1J7 | t 250 860 6778 |

CLIENT:

NOVATION ARCHITECTURE LTD.
KELOWNA, B.C.

PROJECT:

LAKE COUNTRY
HOME HARDWARE
LAKE COUNTRY, B.C.

SHEET TITLE

CONTEXT PLAN

SHEET NO.

L-0

NOT FOR CONSTRUCTION

Location Map

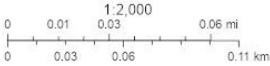


Ortho Map



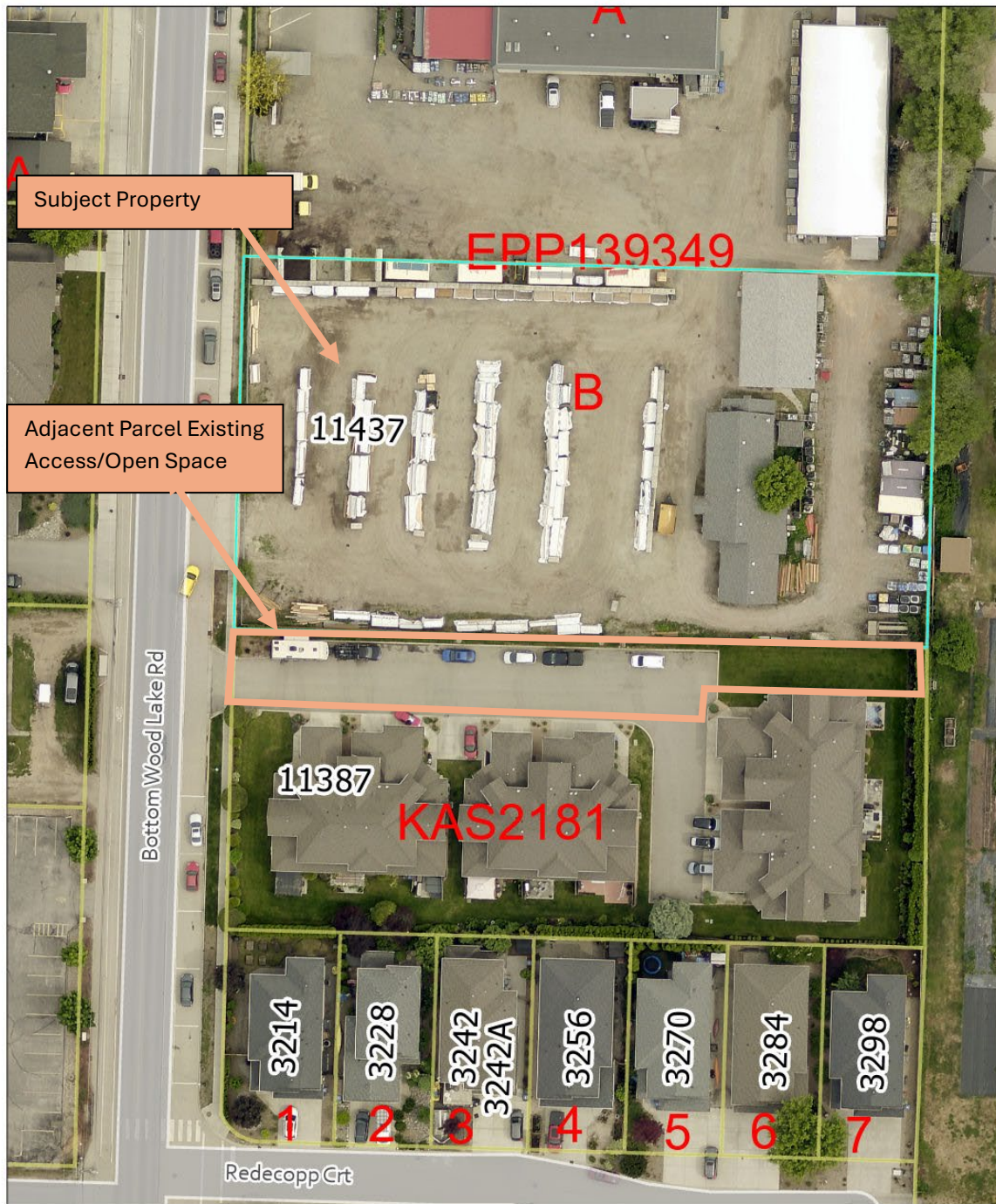
5/23/2025, 1:44:04 PM

- Parcels (On Ortho)
- Easements
- Lake Country Boundary
- Parcels
- Streets
- Street
- Subject Property



District of Lake Country Online Mapping System
District of Lake Country

Context Map: Adjacent Parcels



5/23/2025, 11:51:55 AM

 Parcels (On Ortho)

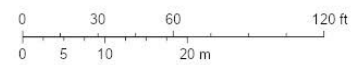
 Parcels

Streets

Street

 Lake Country Boundary

1:500



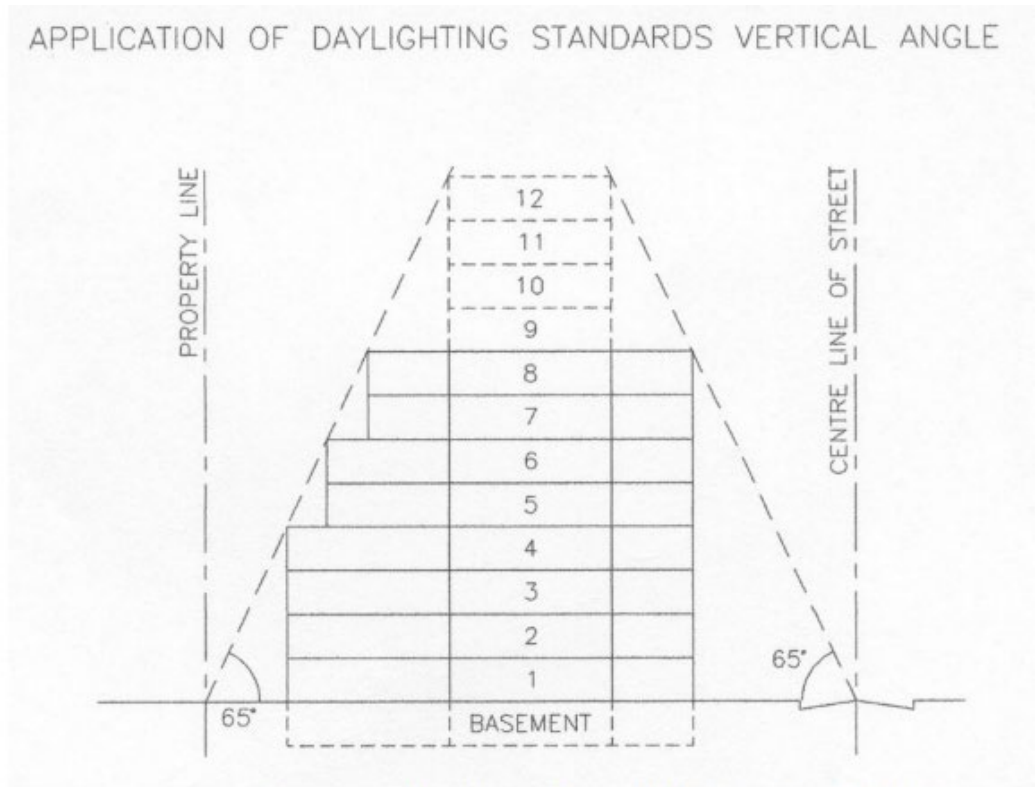


Diagram 7.1: Application of Daylighting Standards

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: June 3, 2025
Meeting Type: Regular Council Meeting

Prepared by: James Robertson, Land Agent
Department: Corporate Services

Title: Road Closure | RC2024-003 | 1210 8th Street
Description: A Bylaw to close a portion of road, and remove its highway dedication, adjacent to 1210 8th Street for residential use.

RECOMMENDATION

THAT Road Closure Bylaw (RC2024-003) 1253, 2025 be read a first, second, and third time.

EXECUTIVE SUMMARY

The owners' of 1210 8th Street have applied to close and purchase a 73.6 m² section of 8th Street and a 287.5 m² section of Maddock Avenue adjacent to their property (MAP 1).

The owners' house is located at the eastern edge of the property where they would like to acquire a portion of Maddock Avenue to landscape and create a natural privacy screen. The owners' detached garage encroaches slightly onto 8th Street and the proposed purchase would resolve the encroachment. The house and garage would remain non-conforming to the zoning bylaw due to insufficient property line setbacks, which is common for the neighbourhood. BC Hydro infrastructure would remain in the road, outside of the road closure area, however, BC Hydro requires a Statutory Right of Way over the consolidated property for the aerial trespass of its infrastructure. The owners' will be required to consolidate the closed road with their existing lot to form a single parcel and register a Statutory Right of Way in favour of BC Hydro against their property title. The owners are offering \$70,000 for the land including GST (\$66,666.67 + GST).

DISCUSSION/ANALYSIS

There is no vehicle access to Maddock Avenue from 8th Street. Maddock Avenue from 7th Street, provides access to several properties north of 1210 8th Street and a park corridor with walking trail (MAP 2). The land slopes significantly down from east to west creating a side slope such that the walking trail is established away from the proposed road closure toward the property on the opposite side of Maddock Avenue. The owner's desire for increased privacy would not affect trail users.

PROPERTY INFORMATION	
File #	RC2024-003 (1210 8 th Street)
Civic Address:	1210 8 th Street
Legal Description:	Parcel A (KL25250) Block J Section 17 Township 20 Osoyoos Division Yale District Plan 454
PID:	023-699-523
Folio #	2625.000
Charges on Title	None
Parcel Size:	0.23 acres / 10,019 square feet / 0.093 hectares
ALR:	No
Zoning:	RU1
DP Areas:	Natural Environment, Stability, Erosion & Drainage, Industrial, Commercial, Multiple Unit
Water:	Municipal
Sewer:	On site septic

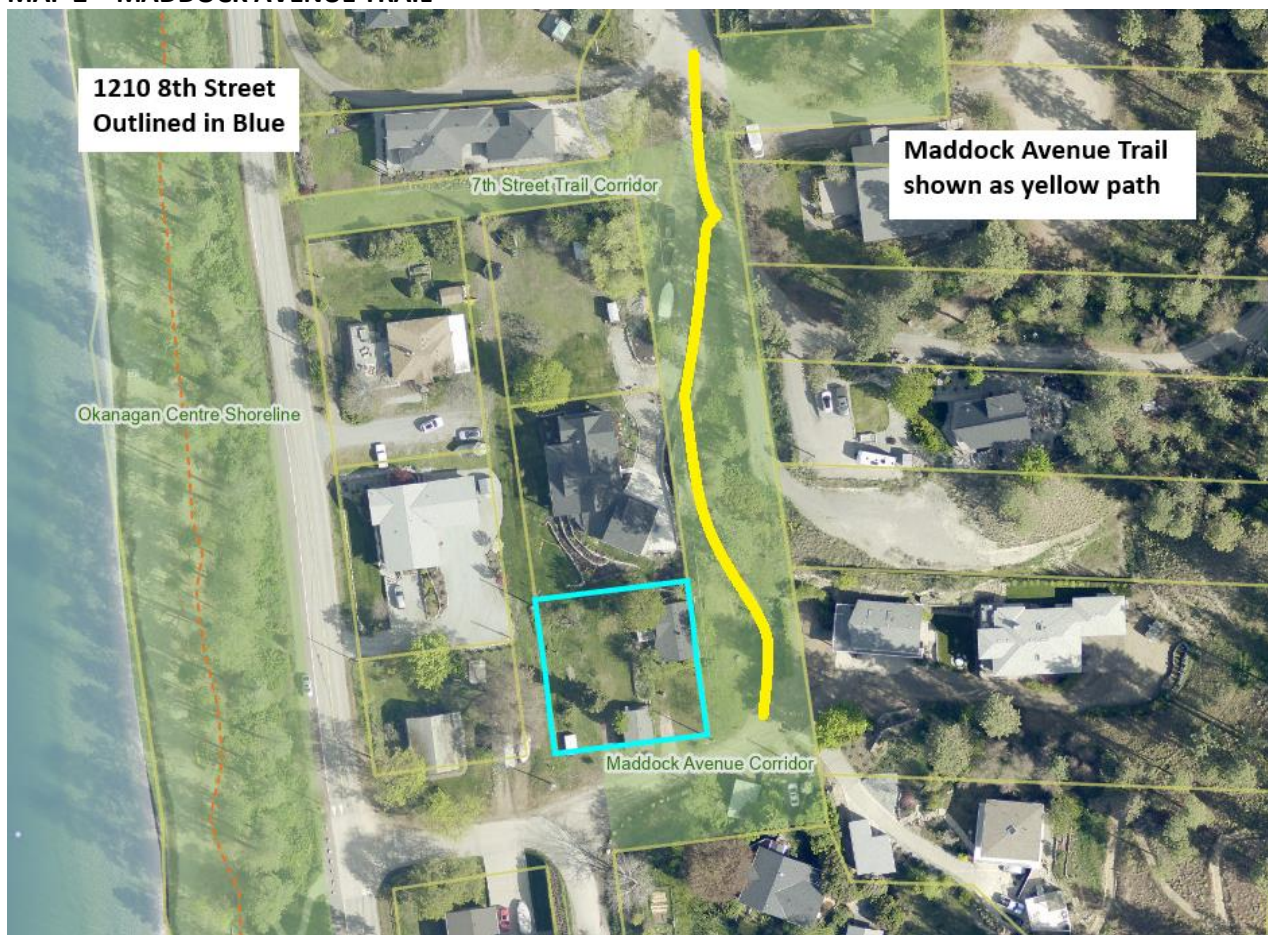
MAP 1 – PROPOSED ROAD CLOSURE**MAP 2 – MADDOCK AVENUE TRAIL**

PHOTO 1 – DRONE VIEW OF PROPOSED ROAD CLOSURE FACING EAST



PHOTO 2 - 8th STREET PROPERTY LINE FACING WEST

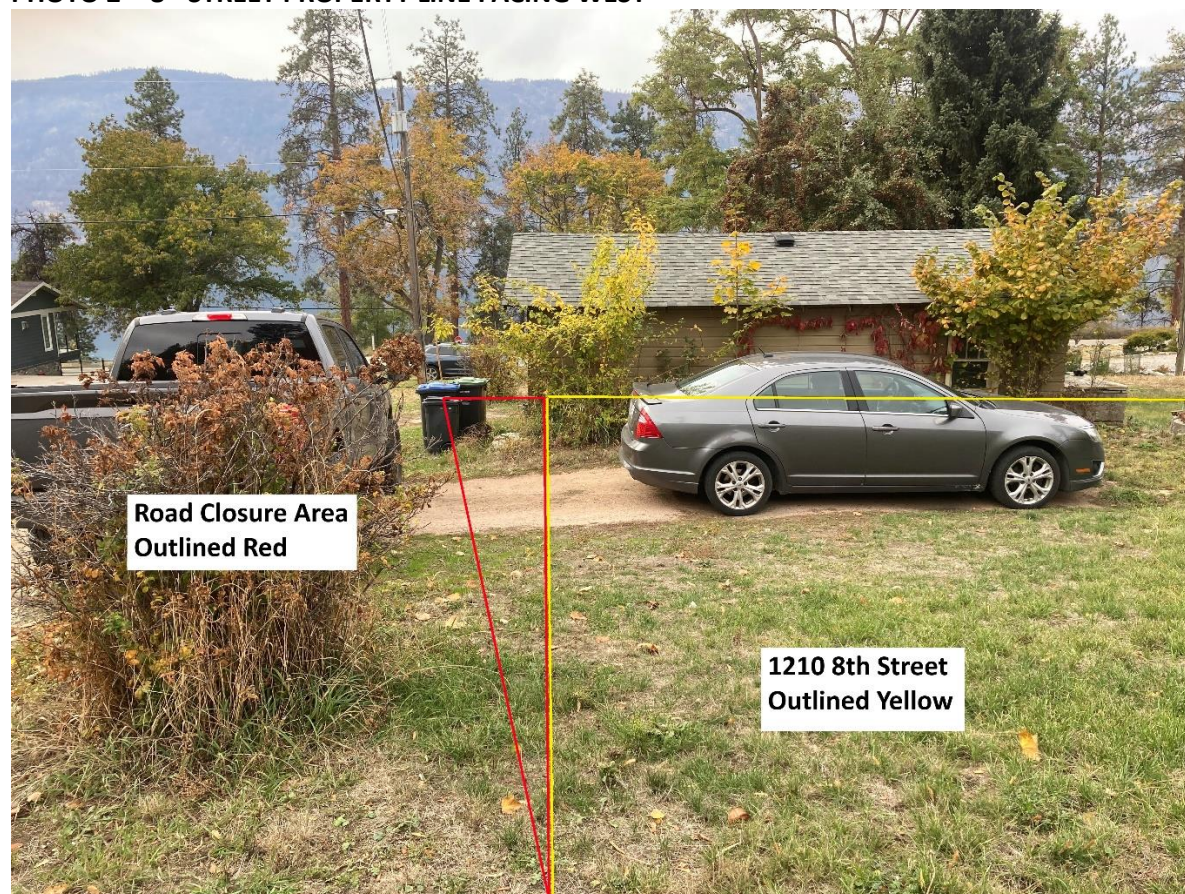
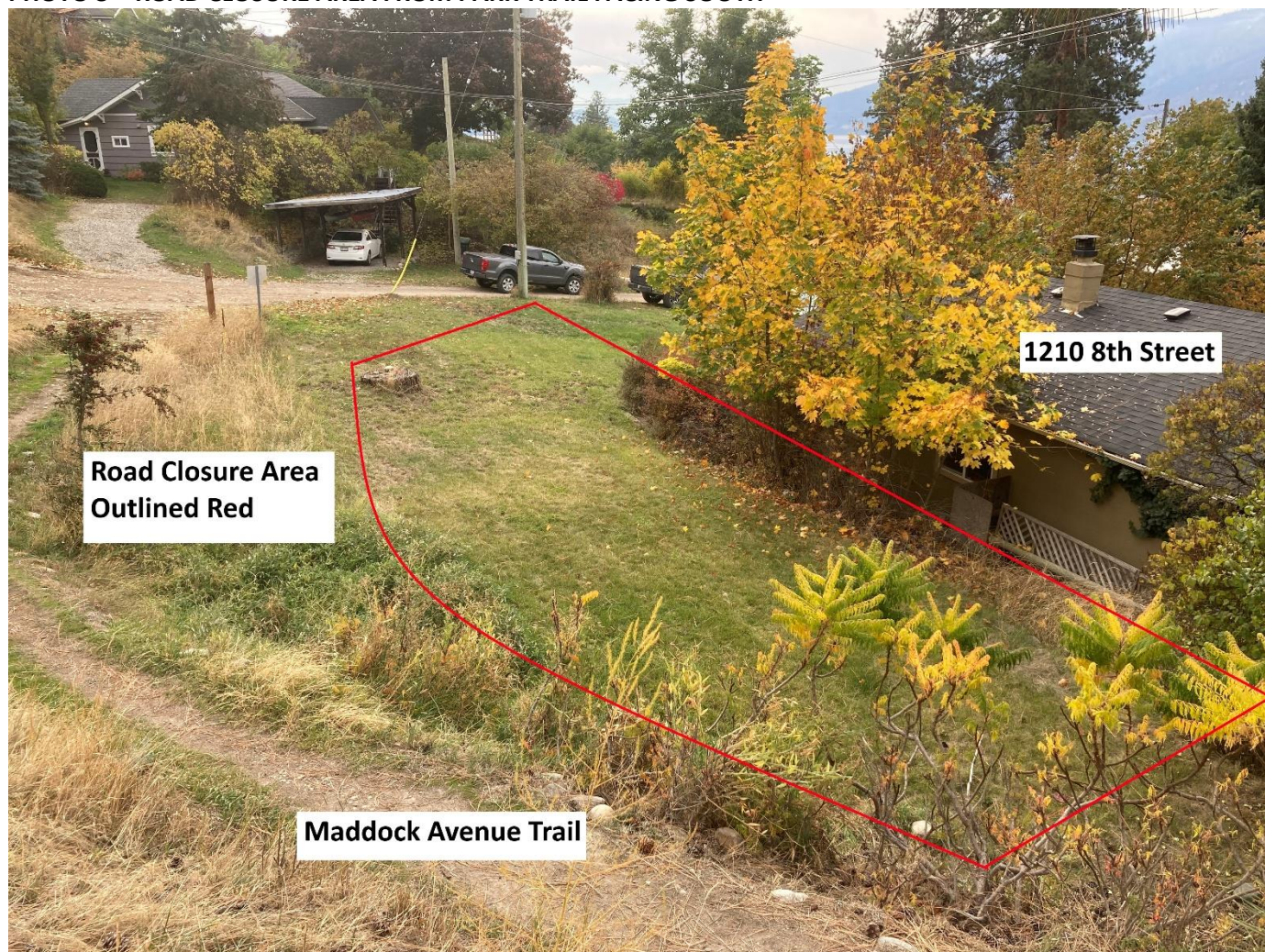


PHOTO 3 – ROAD CLOSURE AREA FROM PARK TRAIL FACING SOUTH



DEVELOPMENT POTENTIAL

The existing parcel is 930m². The addition of the closed road would create a parcel of approximately 1,247 m². The minimum parcel size for the existing zoning is 500m² which would allow subdivision although subdivision would require community sewer and the requirement to meet all setback requirements. The increase in parcel size does not affect the ability to construct additional accommodation; a secondary suite in the residence is permitted but an accessory suite in an accessory structure is not permitted.

IMPACTS ON INFRASTRUCTURE, SERVICES OR STAFF CAPACITY

Three properties are accessed from 8th Street beyond the proposed road closure; 1213 8th Street, 11025 Maddock Avenue and 11015 Maddock Avenue. Access to these properties is unaffected by the proposed road closure of 8th Street. The Director of Engineering confirmed that Maddock Avenue between 7th and 8th Street has too much of a side slope to construct a road without providing retaining structures and that there are no plans to develop it further. The District's existing water infrastructure is located outside of the proposed road closure area.

FINANCIAL IMPLICATIONS

Revenue:

The District will receive \$70,000 inclusive of GST for the land which is calculated: 361.1 m² x \$193.85/metre = \$70,000. The funds from the sale will go to the District's Land Reserve.

Expenses:

Legal \$750.00

APPLICABLE LEGISLATION, BYLAWS AND POLICY

Section 40 of the *Community Charter* allows Council, by bylaw, to close all or part of a highway that is vested in the municipality. Section 26 of the *Community Charter* requires notice of disposition to include a description of the land or improvements, the nature and, if applicable, the term of the proposed disposition; the person acquiring the property and the consideration to be received for the disposition.

CONSULTATION

This proposal was internally reviewed by all departments.

COMMUNICATIONS

After third reading, staff will advertise the terms of the proposed sale in the Lake Country Calendar and provide an opportunity for those affected persons to make their views known to Council prior to adoption.

OPTIONS

1. THAT Road Closure Bylaw (1210 8th Street) 1253, 2025 be read a first and second time with amendments as identified by Council.
2. THAT Road Closure Bylaw (1210 8th Street) 1253, 2025 not be read and the file closed.

Respectfully Submitted.

James Robertson, Land Agent

Report Approval Details

Document Title:	RC2024-003-Road Closure-1210 8th Street.docx
Attachments:	- Attachment A - RC2024-003 - Road Closure Plan.pdf - Attachment B - RC2024-003 - Consolidation Plan.pdf
Final Approval Date:	May 14, 2025

This report and all of its attachments were approved and signed as outlined below:

Darren Lee, Fire Chief - Apr 30, 2025 - 4:35 PM

Trevor James, CFO, Director of Finance & Administration - Apr 30, 2025 - 4:49 PM

Jeremy Frick, Director of Development Approvals - May 13, 2025 - 9:18 AM

Matthew Salmon, Infrastructure & Development Engineering Director - May 14, 2025 - 10:14 AM

Reyna Seabrook, Director of Corporate Services - May 14, 2025 - 11:06 AM

Paul Gipps, Chief Administrative Officer - May 14, 2025 - 11:08 AM

Makayla Ablitt, Legislative & FOI Coordinator - May 14, 2025 - 11:22 AM

REFERENCE PLAN TO ACCOMPANY BYLAW NO. 1234, 2024 (DISTRICT OF LAKE COUNTRY) TO CLOSE PART OF ROAD DEDICATED ON PLAN 454 SECTION 17 TOWNSHIP 20 ODYD

PLAN EPP142971

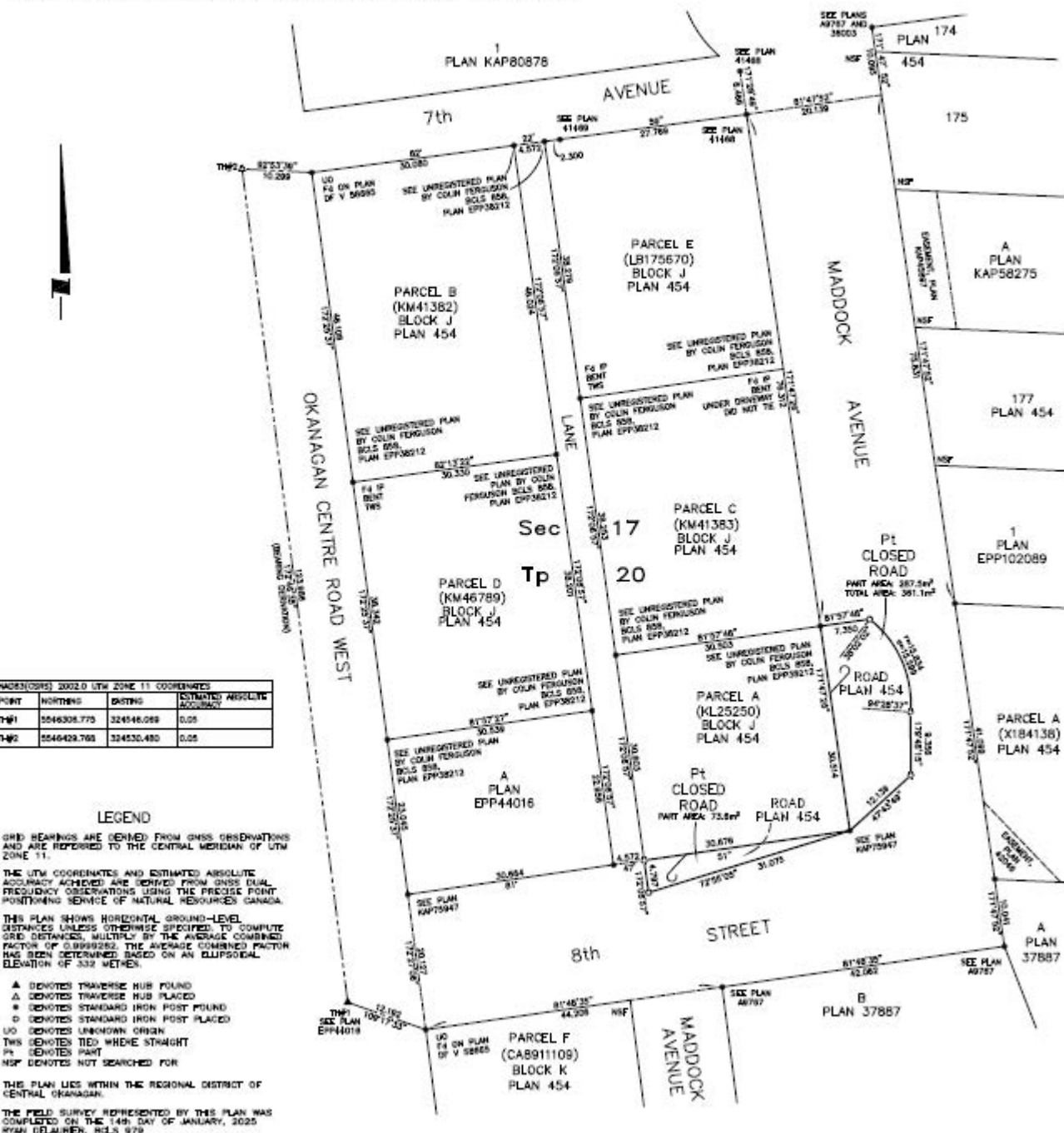
Attachment A
RC2024-003
Road Closure Plan

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND SECTION 40 OF THE COMMUNITY CHARTER

BCGS 82L.003

10 0 10 20 30 40 METRES

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN WIDTH BY 590mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:400

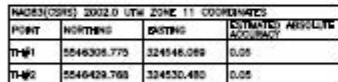
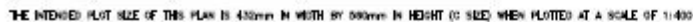


Ferguson Land Surveying & Geomatics Ltd.
B.C. AND CANADA LAND SURVEYORS
404-1630 PANDOSY STREET, VILLOUVA, B.C.
TELEPHONE (250) 763-3115 FAX (250) 763-0321

JOB No: 23723-ROAD CLOSE

ALL RIGHTS RESERVED BY THE SURVEYOR. NO PART OF THIS PLAN MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM THE SURVEYOR.

PLAN EPP142972
Attachment B
RC2024-003
Consolidation Plan



LEGEND

GRID BEARINGS ARE DERIVED FROM GNSS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 11.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM GNSS DUAL FREQUENCY OBSERVATIONS USING THE PRECISE POINT POSITIONING SERVICE OF NATURAL RESOURCES CANADA

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY BY THE AVERAGE COMBINED FACTOR OF 0.9999262. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 332 METRES.

- * DENOTES TRANSVERSE HUB FOUND
 * DENOTES STANDARD IRON POST FOUND
 O DENOTES STANDARD IRON POST PLACED
 UD DENOTES UNKNOWN ORIGIN
 TWS DENOTES TIED WHERE STRAIGHT
 PT DENOTES PART
 NSF DENOTES NOT SEARCHED FOR

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF CENTRAL OKANAGAN.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED ON THE 14th DAY OF JANUARY, 2025
RYAN DEJUNIER, Rd S 929

Ferguson Land Surveying & Geomatics Ltd.
B.C. AND CANADA LAND SURVEYORS
404-1630 PANDOSY STREET, VELDOWNA, B.C.
TELEPHONE (250) 783-3115 FAX (250) 783-0321

DISTRICT OF LAKE COUNTRY

BYLAW 1253

A BYLAW TO CLOSE A ROAD ADJACENT TO 1210 8TH STREET

NOW THEREFORE the Council of the District of Lake Country, in open meeting assembled, enacts as follows:

1. The District of Lake Country hereby authorizes the closure to traffic and the removal of highway dedication of the unconstructed dedicated road as outlined in bold black on the reference plan EPP142971, a reduced copy of which is attached to this bylaw as Schedule "A";
2. The District of Lake Country hereby authorizes the disposal of that section of highway that has been closed by this bylaw and described in Section 1 above to the owner of the adjacent property legally described as PARCEL A (KL25250) BLOCK J SECTION 17 TOWNSHIP 20 QSOYOOS DIVISION YALE DISTRICT PLAN 454. The land to be transferred will be amalgamated with the owners parcel as outlined in bold black on the reference plan EPP142972, a reduced copy of which is attached to this bylaw as Schedule "B";
3. The Corporate Officer and the Mayor are hereby authorized as signatories on all legal plans, conveyances and agreements that are necessary for the closure, removal of dedication, and disposal of the closed road for consolidation with Lot 3 Section 12 Township 14 Osoyoos Division Yale District Plan KAP8428;
4. This bylaw may be cited as "Road Closure Bylaw (1210 8th Street) 1253, 2024".

READ A FIRST TIME this ____th day of June, 2025.

READ A SECOND TIME this ____th day of June, 2025.

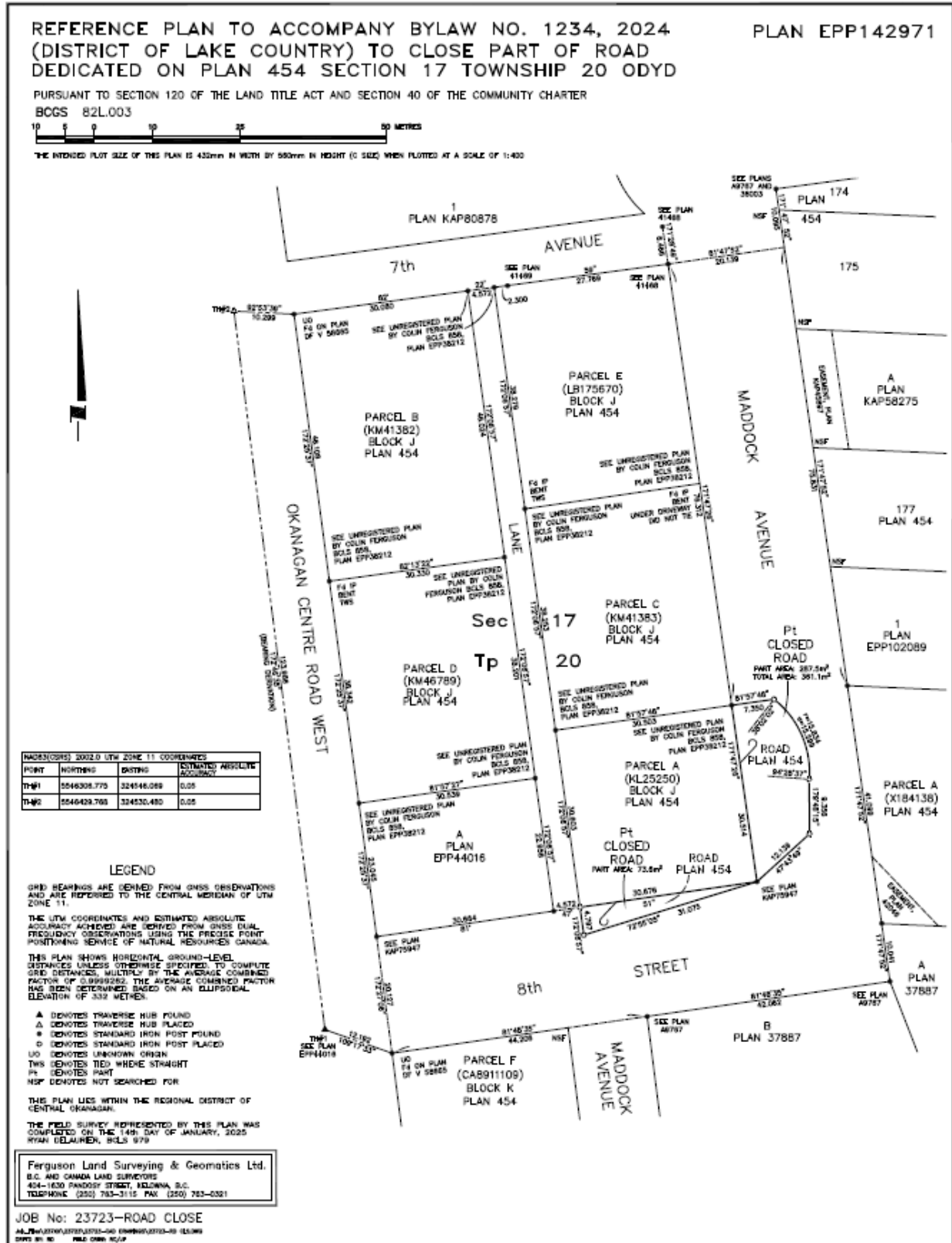
READ A THIRD TIME this ____th day of June, 2025.

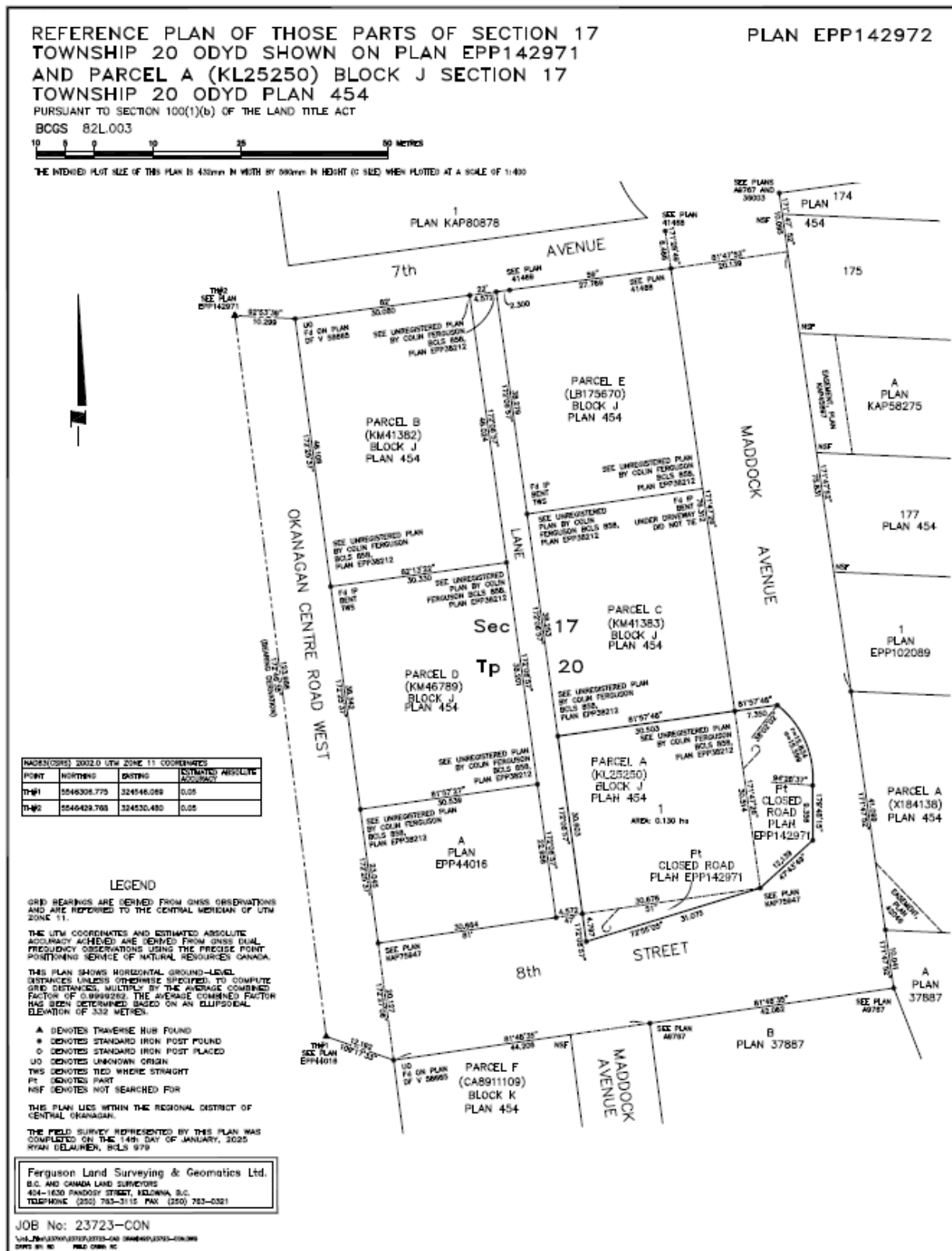
ADVERTISED on _____ and _____ in the local newspaper and posted pursuant to section 94(1) of the *Community Charter*.

ADOPTED this ____ day of _____, 2025.

Mayor

Corporate Officer





To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: June 3, 2025
Meeting Type: Regular Council Meeting

Prepared by: Reyna Seabrook, Director of Corporate Services
Department: Corporate Services

Title: Agricultural Advisory Committee (AAC) Terms of Reference (TOR) | Amendment
Description: Amendment to the TOR to clarify residency requirements

RECOMMENDATION

THAT the Agricultural Advisory Committee (AAC) Terms of Reference (TOR) be amended by deleting and replacing section 4.1. MEMBERSHIP, as shown on the amended TOR, attached to the Report to Council dated June 3, 2025.

EXECUTIVE SUMMARY

Council considered and adopted updated AAC TOR on May 20, 2025. Subsequently, it was found that section 4.1, Membership, does not clearly articulate residency requirements for membership. As such, staff have prepared an amendment that provides clarifying language as follows:

4. MEMBERSHIP

- 4.1. The Committee will consist of no less than seven (7) and no more than eleven (11) voting members that reside within the municipal boundaries of the District of Lake Country, from the following categories:
- (a) at least 5 members that are actively farming within the District of Lake Country;
 - (b) at least 2 representatives ~~members that reside in the District of Lake Country~~ with experience in farming or agriculture, agriculture economic development or sustainability or agriculture water service delivery or conservation.
- 4.2. At least 1 but not more than 2 members of Council as non-voting representative and 1 as an alternate.

Respectfully Submitted.

Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Agricultural Advisory Committee Terms of Reference - Amendment.docx
Attachments:	- AAC Terms of Reference-2025-06-03-Clean.pdf
Final Approval Date:	May 28, 2025

This report and all of its attachments were approved and signed as outlined below:

Brian Zurek, Manager of Long Range Planning - May 23, 2025 - 11:40 AM

Carie Liefke, Manager of Current Planning - May 23, 2025 - 1:16 PM

Jeremy Frick, Director of Development Approvals - May 23, 2025 - 2:09 PM

Paul Gipps, Chief Administrative Officer - May 28, 2025 - 6:51 AM

Makayla Ablitt, Legislative & FOI Coordinator - May 28, 2025 - 8:27 AM

The **Agricultural Advisory Committee (“AAC”)** is established in accordance with section 142 of the *Community Charter* to provide recommendations and advice to Council in accordance with these Terms of Reference (TOR).

1. GOVERNANCE

- 1.1. Committee procedures are governed by Council Procedures Bylaw. Member conduct is governed by Council’s Code of Conduct and Ethics Policy as amended from time to time.

2. MANDATE

- 2.1. The AAC’s role is to provide input or recommendations on the following agricultural related items which may be referred to the AAC by Council or at the discretion of the Director of Development Approvals (“Director”):
- (a) Applications:
 - (i) to the Agricultural Land Commission (ALC) that are referred to the District;
 - (ii) to amend the Official Community Plan (OCP) or Zoning Bylaws related to agriculture;
 - (iii) for subdivision that are related to agriculture;
 - (iv) for an Agricultural Development Permit (DP);
 - (v) other than noted above, that are related to agriculture, as determined by the Director.
 - (b) Topics related to the promotion, awareness and education of agriculture, food security, agri-tourism or agriculture related economic development;
 - (c) Policies, strategies, or regulations within the scope of the OCP, Zoning Bylaw, District Master Plans or other District strategic documents.
- 2.2. When determining applications or items that may be referred to the AAC, the Director will consider:
- (a) if the application aligns with the District’s OCP policies or Zoning Bylaw;
 - (b) the scale of development proposal;
 - (c) if the proposed development is permanent or temporary in nature;
 - (d) the potential impact on agriculture.
- 2.3. When considering items, the AAC will only comment on the following, as applicable:
- (a) contribution to regional agricultural economy;
 - (b) on-site farming operations;
 - (c) adjacent agricultural land or agricultural operations;
 - (d) for Agricultural DP applications, if the intent of the DP guidelines have been achieved.

3. INPUT AND RECOMMENDATIONS

- 3.1. At the discretion of the Director, comments in response to applications under section 2.1 may be solicited via email wherein members will consider the application in accordance with section 2.3 and provide comment on the following:
- (a) Support for application as proposed, and reasons

- (b) Non-support for application as proposed, and reasons;
- (c) Support for application subject to the following comments; or
- (d) Request to review application at a properly convened meeting.

- 3.2. Where an application has been circulated via email as per section 3.1, a majority of members may request, in writing, that a properly convened meeting be held to discuss the application, wherein a date and time will be scheduled for such a meeting.
- 3.3. Comments received in response to applications circulated under section 3.1 will be reviewed by Staff and included in a Report to Council where appropriate.
- 3.4. Consideration of items under section 2.1 (b) and (c) shall be done at a properly convened meeting.
- 3.5. Where a properly convened meeting is called, recommendations to Council shall be made by resolution.
- 3.6. Recommendations from the AAC to Council will be circulated to Council by including the AAC minutes on Council's Regular Council Meeting Agenda. Where Council desires to take action on an AAC recommendation, they may do so by proposing a motion in accordance with Council Procedures bylaw.
- 3.7. The AAC will present a summary of activities, goals and accomplishments once each year to Council.

4. MEMBERSHIP

- 4.1. The Committee will consist of no less than seven (7) and no more than eleven (11) voting members that reside within the municipal boundaries of the District of Lake Country, from the following categories:
 - (a) at least 5 members that are actively farming within the District of Lake Country;
 - (b) at least 2 members with experience in farming or agriculture, agriculture economic development or sustainability or agriculture water service delivery or conservation;
- 4.2. At least 1 but not more than 2 members of Council as non-voting representative and 1 as an alternate.

5. RESOURCES

- 5.1. A Council Representative, a Staff Liaison (if operational workload permits) and a Recording Secretary will be appointed. Duties and responsibilities of these positions are set out in the Council Procedures Bylaw.

6. APPOINTMENT AND TERM

- 6.1. Voting members shall be appointed for 2- or 3-year term expiring June 30th. Members will have the option to continue for additional 3-year terms with Council approval. Council may appoint, reappoint or revoke appointment of a member at any time.

7. CHAIRPERSON

- 7.1. At the first meeting of each year a Chair and Acting Chair, as required, will be appointed in accordance with the Council Procedures Bylaw. Council members shall not act as a Chairperson.

8. AGENDAS AND MINUTES

- 8.1. The Chair and Staff Liaison shall jointly determine items to be included on the agenda which shall be submitted to the Recording Secretary 4 days prior to a scheduled meeting for preparation of an Agenda.
- 8.2. Notice of a meeting including the date, time and location of the meeting, shall be posted in the Posting Places, delivered to each Member and made available to the public, no later than 3 days prior to the meeting.
- 8.3. Minutes will record business decisions only in accordance with the Council Procedures Bylaw.

9. MEETINGS AND QUORUM

- 9.1. The Committee shall meet as required.
- 9.2. A quorum, being a majority of the membership, is required to conduct business. A vacancy does not invalidate the committee so long as the number of members is not below quorum.
- 9.3. If no quorum is present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned.
- 9.4. Each voting member has one vote on each matter. A majority decides every matter.

10. REMUNERATION AND EXPENSES

- 10.1. Members serve without remuneration.
- 10.2. Requests for funding, resources, expenses or special initiatives with associated costs must be pre-approved by the CAO, Council resolution or Chief Financial Officer.

11. APPROVALS AND AMENDMENTS

Date	Approver	Type
May 20, 2025	Council Resolution No. 2025-05-123	Adoption
June 3, 2025	Council Resolution No. 2025-06-xxx	Amendment to section 4.1

Original signed by Mayor Ireland
Mayor

Original signed by Reyna Seabrook
Corporate Officer

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: June 3, 2025
Meeting Type: Regular Council Meeting

Prepared by: Matthew Salmon, Infrastructure & Development Engineering Director
Department: Infrastructure & Development Engineering

Title: Hwy 97 to Glenmore Rd Connecting Road Design Budget Allocation
Description: Allocate funding to advance conceptual road design to allow acquisition of the road corridor.

RECOMMENDATION

THAT the 2025 Financial Plan be amended to include \$265,000 for the Hwy 97 to Glenmore Rd Connecting Road Design funded from the Transportation Infrastructure Reserve.

EXECUTIVE SUMMARY

The District is collaborating with the Ministry of Transportation and Transit (MoTT) to start the process of creating the conceptual design of the proposed road connection between Hwy 97 and Glenmore Road. The proposed delivery strategy for this new road has been divided into two main Phases:

- **Phase 1.** Detailed Design and road corridor property acquisition. To be led by the District of Lake Country. Timing – complete by Q4 2025.
- **Phase 2.** Construction. To be led by MoTT. Timing – tbd.

In order to complete the Phase 1 work this year, the District's in-house project design and delivery team needs to be augmented with consulting services consisting of Engineers, Surveyors and Geotechnical Technicians. The estimated cost for these services is \$265,000.

The District controlling the Phase 1 work provides a more expeditious timeframe to deliver a complete design package that MoTT can use to seek construction funding.

Figure 1.2: Lake Country Planning Study Short-/Medium-Term Improvements

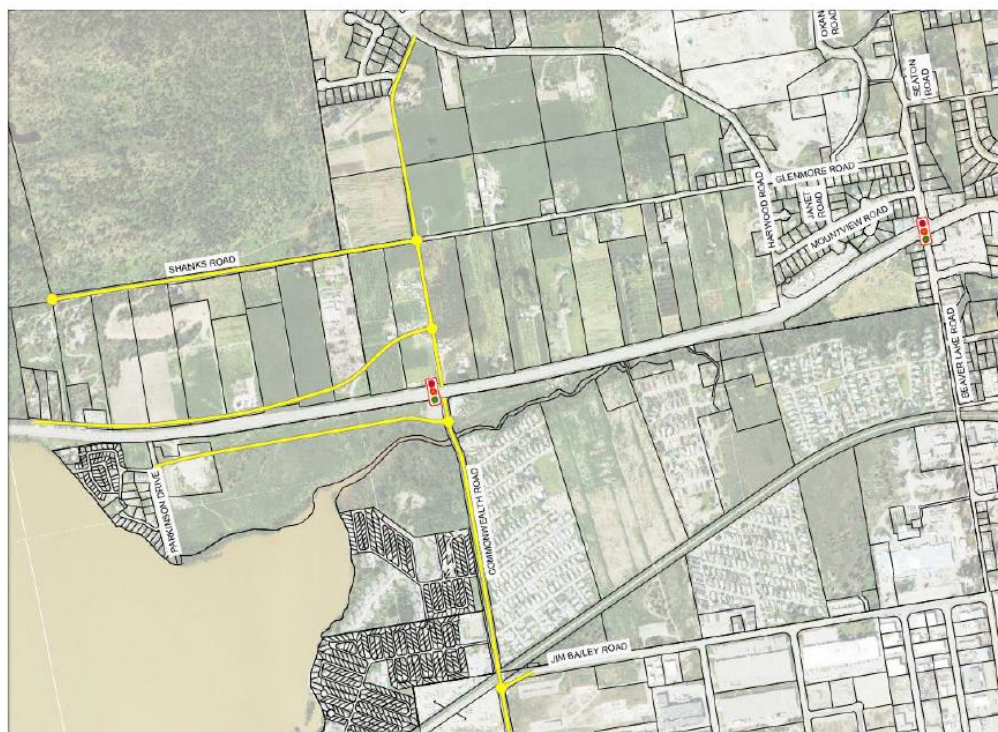


Figure 1. Excerpt from the MoTT Lake Country Planning Study showing the proposed road connection.

FINANCIAL IMPLICATIONS

☐ None ☐ Budget Previously Approved ☒ Other (see below)

The funding of \$265,000 will come from the Transportation Infrastructure Reserve and will be offset by recent project surpluses that will be transferred back into this reserve.

Respectfully Submitted.

Matthew Salmon, Infrastructure & Development Engineering Director

Report Approval Details

Document Title:	Hwy 97 to Glenmore Rd Connecting Road Design Budget Allocation.docx
Attachments:	
Final Approval Date:	May 28, 2025

This report and all of its attachments were approved and signed as outlined below:

Trevor James, CFO, Director of Finance & Administration - May 26, 2025 - 1:38 PM

Reyna Seabrook, Director of Corporate Services - May 26, 2025 - 1:52 PM

Paul Gipps, Chief Administrative Officer - May 28, 2025 - 6:58 AM

Makayla Ablitt, Legislative & FOI Coordinator - May 28, 2025 - 8:29 AM

To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: May 20, 2025
Meeting Type: Regular Council Meeting

Prepared by: Reyna Seabrook, Director of Corporate Services
Department: Corporate Services

Title: Council Procedure Bylaw 1282, 2025 | Meeting Management
Description: Update to Council Procedures Bylaw

RECOMMENDATION

THAT Council Procedures Bylaw 1282, 2025 be read a first, second and third time.

EXECUTIVE SUMMARY

In January 2025 Council began a review of meeting management best practices and potential bylaw amendments that would assist with facilitating productive, inclusive and enjoyable Council meetings. By way of an anonymous survey, Council provided feedback and input on potential amendments which are detailed below and included in the attached draft Council Procedures Bylaw for consideration.

DISCUSSION/ANALYSIS

In the feedback provided, Council indicated the current days (first and third Tuesdays of each month) and evening meeting times were satisfactory, with some minor amendments. Evening meetings allow the public and Council members time to attend meetings after daytime work hours and it was suggested daytime Council meetings may limit the demographic of people potentially considering an elected position.

MEETING TIME AND DATES

It was requested that public hearings begin earlier in the evening at 5:30 p.m. as opposed to the current 7 p.m., and that Regular Council Meetings begin immediately after a public hearing has concluded. In addition, staff should avoid additional meetings on the same date as a public hearing and consider the weight of each item when scheduling Regular Council Meeting agendas. These proposed changes allow the public an opportunity to attend evening meetings after regular work hours, provide additional time to continue regular business following a public hearing and help to ensure meetings do not go past 11 p.m.

The draft bylaw establishes the following Council meeting dates and times:

First and third Tuesday of each month	
4:30 p.m.	Closed (as required)
5:30 p.m.	Committee of the Whole (COW) (as required)
5:30 p.m.	Public Hearing (PH) (as required, no COW if PH scheduled)
7:00 p.m.	Regular Council Meeting (where PH scheduled, immediately following PH)

STRATEGY SESSION / COMMITTEE OF THE WHOLE

When considering Strategy Sessions, preference was indicated for renaming Strategy Sessions to Committee of the Whole (COW) and establishing procedures for COW meetings. COW meetings will generally be held on the same date and time as the current Strategy Sessions, will continue to be open to the public and live streamed and available on the District's website. The procedures established for COW include the ability for Council, if they desire, to make motions that provide a recommendation to Council, that direct staff or that refer matters to Council Committees or advisory bodies.

CONDUCT AND DEBATE

When considering conduct and debate, there was general agreement that procedures should indicate the mover has the opportunity to speak to their motion first, followed by the seconder, if they choose, followed by other members of Council who will be called to speak in the order they requested to speak, as determined by the Mayor. Such procedures are in keeping with Robert's Rules of Order.

Survey results expressed the desire for only clarifying questions to be asked of staff or the applicant with debate and positional statements related to an agenda item, presented either at the time a motion is being moved or seconded, or after a motion is on the floor for debate. This will assist in streamlined and efficient meeting processes. The draft bylaw includes language indicating members may ask clarifying questions of staff or presenters prior to a motion being moved and seconded and that debate or statements will be reserved for when a Member is either moving or seconding a motion, or after the motion is on the floor for debate.

The time limit for permitting members of the public to speak during a public hearing or where public is otherwise permitted to address Council, has been reduced from 10 minutes to 5 minutes with the additional caveat that members of the public may speak a second or third time, only after all others have been given a first opportunity. The time limit for a delegation remains at 10 minutes.

Clarifying language has been added to explain that the public may only address Council during a Regular or Special Council meeting when legislation specifically allows for public input or the right to be heard. Although the bylaw permits Council to hear from the public by resolution, staff recommend Council first seek guidance from the Director of Corporate Services or the Director of Legal Services before doing so. If notice does not indicate that public input will be received, and Council subsequently passes a resolution to allow it, this may result in procedural unfairness. Individuals who chose not to attend, relying on the notice that indicated no public input, would not be afforded the same opportunity to speak as those present and thereby permitted them to do so simply because they were present.

WRITTEN SUBMISSIONS IN RESPONSE TO PUBLIC HEARING

Public hearings provide an opportunity for members of the public to be heard, in person or through written submissions and provide Council the ability to weigh public input when making a decision. Where a public hearing has been prohibited, legislation has removed the opportunity for public input to be considered, both written and oral, with the intent that Council decisions are based on the OCP rather than public input.

The current Council Procedures bylaw permits the receipt of written submissions where for a prohibited public hearing which is contrary to the intent of the legislation and a de-facto way of holding a public hearing and does not provide consistent information to all parties.

To mitigate risk and ensure adherence to the intent of the legislation the draft bylaw establishes that written submissions for a prohibited public hearing will be retained by the Corporate Officer until conclusion of the application which is consistent with the requirement that Council not receive new information after a public hearing has been adjourned. Written correspondence in response to a public hearing that has been waived at the discretion of Council will follow the same process.

APPLICABLE LEGISLATION

Pursuant to section 124 of the *Community Charter*, Council is required to establish the general procedures to be followed by council and council committees in conducting their business. The procedures bylaw is required to establish:

- (a) rules of procedure for council meetings
- (b) rules of procedure for committee meetings
- (c) how resolutions may be passed
- (d) how bylaws may be adopted
- (e) rules for taking minutes of Council and Committee meetings
- (f) rules for certifying minutes
- (g) rules and how advance notice for committees will take place
- (h) where public notice posting places are located
- (i) procedures for an acting mayor
- (j) the first regular council meeting date following an election

A Council Procedures bylaw under section 124 of the *Community Charter* including any amendments, repeals or substitutions, requires notice to be posted for 2 consecutive weeks and must include a general description of the proposed changes. Should Council proceed with readings of the bylaw, notice will be published in the local newspaper for 2 consecutive weeks.

ALTERNATE RECOMMENDATION(S)

1. THAT Council Procedures Bylaw 1282, 2025 be referred back to staff with changes as identified by Council.

Respectfully Submitted

Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Meeting Management-Council Procedure Bylaw 1282, 2025.docx
Attachments:	- Council Procedure Bylaw 1282, 2025-Draft-2.pdf
Final Approval Date:	Apr 30, 2025

This report and all of its attachments were approved and signed as outlined below:

Brad Savoury, Director of Legal Services and Risk Management - Apr 28, 2025 - 3:35 PM

Paul Gipps, Chief Administrative Officer - Apr 29, 2025 - 8:00 AM

Makayla Ablitt, Legislative & FOI Coordinator - Apr 30, 2025 - 9:49 AM

DISTRICT OF LAKE COUNTRY

BYLAW 1282, 2025

A BYLAW TO ESTABLISH PROCEDURES FOR THE CONDUCT OF COUNCIL AND ITS COMMITTEES

NOW THEREFORE the **Council** of the **District of Lake Country**, in open meeting assembled, enacts as follows:

1. INTERPRETATION

- 1.1. In cases not provided for under this bylaw, the current edition of Robert's Rules of Order apply to the proceedings of **Council**, its **Committees** and Commissions to the extent that those rules are applicable and not inconsistent with the provisions of the *Community Charter*.
- 1.2. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto.

2. DEFINITIONS

Chair means the person presiding at a meeting of **Council** or a **Committee**, or the person authorized to act in their absence.

Chief Administrative Officer (CAO) means the person appointed as the **CAO** for the **District** of Lake Country and includes their deputy.

Closed Meeting means a meeting that is closed to the public in accordance with the *Community Charter*.

Corporate Officer means the person appointed as the **Corporate Officer** for the **District** of Lake Country and includes their deputy.

Committee means a standing, select, advisory or other **Committee** of **Council** and includes a Commission but does not include a **COW (COW)**.

Committee of the Whole (COW) means a meeting to which all **Members** of **Council** are invited to consider but not decide on matters of **District** business.

Council means the elected municipal **Council** of the **District** of Lake Country and includes the **Mayor**.

Council Representative means the **Member** of **Council** appointed to a **Committee** to act as direct communication link with **Council** and ensure **Committee** objectives, as set by **Council**, are met.

District means the municipal organization of the **District** of Lake Country.

Electronic Meetings means participation in a meeting by use of electronic, telephone, or other communication facilities that enable participants to hear and speak with each other and enable the public to hear the participation of **Members** during that part of the meeting that is open to the public.

Mayor means the person elected to the office of **Mayor** for the **District** of Lake Country and includes the Acting **Mayor**.

Member means a **Member of Council**, including the **Mayor**, or a **Member of a Committee**.

Municipal Hall means the offices of the **District** located at 10150 Bottom Wood Lake Road, Lake Country, BC V4V 2M1.

Posting Places means the notice boards located in the main floor foyer at the **Municipal Hall** and the **District Web Site**.

Quorum means a majority of the total membership of a **Council**, Commission or **Committee** except where otherwise set out.

Regular Council Meeting means a meeting of **Council** held on a regular basis as established by this bylaw and in accordance with section 125 of the *Community Charter*.

Special Council Meeting means a meeting of **Council** other than a **Regular Council Meeting**, **COW Meeting**, or an adjourned meeting.

Staff Liaison means the **District** staff person(s) assigned by the **CAO** to a **Committee** to provide information and support.

3. APPLICATION

- 3.1. The provisions of this bylaw govern meeting proceedings of **Regular Council Meetings**, **Special Council Meeting**, **COW**, standing **Committees**, select **Committees**, advisory bodies, parcel tax roll review panel and the board of variance.

4. INAUGURAL MEETING

- 4.1. The first **Regular Council Meeting** following a general election (“Inaugural **Council Meeting**”) will be held on the first Tuesday in November in the year of the election.
- 4.2. If a **Quorum** of **Council** has not taken office by the first Tuesday in November in the year of the election, the **Corporate Officer** will call an Inaugural **Council Meeting** as soon as reasonably possible after a **Quorum** of **Council** has taken office.

5. NOTICE

- 5.1. Notice of **Regular Council Meetings** and **Special Council Meeting** shall be given in accordance with section 127 of the *Community Charter*.
- 5.2. Notice of a **COW** meeting including the date, time and location shall be posted in the **Posting Places** and delivered to each **Member** no later than 3 days prior to the meeting.
- 5.3. Notice of a **Committee** meetings including the date, time and location, shall be posted in the **Posting Places** and delivered to each **Member** no later than 3 days prior to the meeting.
- 5.4. Notice of a **Public Hearing** shall be given in accordance with Division 3 – Public Hearings on Planning and Land Use Bylaws, of the *Local Government Act*.

- 5.5. Notice of the annual schedule of **Regular Council Meetings** including the date, time and location as well as notice that **Regular Council Meetings** may begin immediately following a Public Hearing where a Public Hearing is scheduled, shall be published in accordance with section 94 *Community Charter* and posted in the **Posting Places** at least once per year.
- 5.6. Where necessary, revisions to the Annual Schedule of **Regular Council Meetings** shall be posted in the **Posting Places** as soon as possible.
- 5.7. At any time during a **Regular Council Meeting** or **Special Council Meeting** for which proper notice has been given, **Council** may pass a resolution to go into a **Closed Meeting** without further notice.

6. COUNCIL MEETING DATES AND TIMES

- 6.1. **Regular Council Meetings, Special Council Meeting, Closed Meetings, COW** and Public Hearings will generally be held at the following times, and as set out in this bylaw.

First and third Tuesday of each month	
4:30 p.m.	Closed (as required)
5:30 p.m.	COW (COW) (as required)
5:30 p.m.	Public Hearing (PH) (as required, no COW if PH scheduled)
7:00 p.m.	Regular Council Meeting (where PH scheduled, immediately following PH)

- 6.2. **Regular Council Meetings** will be held at 7:00 p.m. on the first and third Tuesdays of each month of the year.
- 6.3. Notwithstanding item 6.2, where a Public Hearing is scheduled on the same day as a **Regular Council Meeting**, the **Regular Council Meeting** shall begin immediately following the Public Hearing.
- 6.4. **Regular Council Meetings, Special Council Meeting, COW** and Public Hearings will be held at the **Municipal Hall** except where **Council** passes a resolution to change the location and notice of the location is posted at the **Posting Places** at least one day prior to the meeting.
- 6.5. The **CAO** and **Mayor** may cancel **Regular Council Meetings, Special Council Meeting COW** or Public Hearings provided notice of cancellation is posted at the **Posting Places** at least one day prior to the meeting.
- 6.6. **Regular Council Meetings, Special Council Meeting** and **COW** shall not continue more than four (4) hours past the start time unless **Council** passes a resolution to continue the meeting.
- 6.7. **Special Council Meeting** may be held on any date and time, so long as the required notice is provided.
- 6.8. Calling of a **Special Council Meeting** shall be done in accordance with section 126 of the *Community Charter*.

7. COMMITTEE OF THE WHOLE (COW)

- 7.1. **COW**, where required, will be begin at 5:30 p.m. on the first and third Tuesdays of each month but may be held on any date and time so long as the required notice is provided.
- 7.2. **COW** will be convened to:
- (a) Receive information from staff on various matters; and
 - (b) hear from delegations or receive petitions.

- 7.3. Notwithstanding 7.2, the **Corporate Officer** may determine items to be included on the **COW** Agenda and the appropriate order of business.
- 7.4. **COW** is delegated the authority to make motions that provide:
- (a) recommendations to **Council**;
 - (b) the ability to continue meetings for more than 4 hours;
 - (c) the ability to hear from members of the public so long as it is not prohibited by legislation;
 - (d) direction to staff to begin work on projects that do not otherwise require a **Council** resolution up to the point where further action would require such a resolution to proceed;
 - (e) direction or referral of matters to **Council Committees** or advisory bodies.
- 7.5. Recommendations to **Council** from **COW** will be placed on a future **Regular Council Meeting** for consideration and ratification. Other information from **COW** may be placed on a **Regular Council Meeting** agenda at the direction of the **CAO** or **Mayor**.
- 7.6. The **Mayor**, if present, shall preside over **COW** meetings and may appoint other **Members** to act as **Chair**. Where the **Mayor** is not present, the regulations for **Acting Mayor** shall apply.
- 7.7. **Members** of the public who have an interest in the matters being considered at a **COW** may be afforded an opportunity to be heard at the invitation of the **Chair**, except that no person shall address **COW** on one matter for longer than (5) five minutes unless invited to continue by the **Chair**.
- 8. PUBLIC HEARINGS**
- 8.1. **Public Hearings**, where required, will begin at 5:30 p.m. on the first or third Tuesdays of each month but may be held on any date and time so long as the required notice is provided.
- 8.2. A Public Hearing may continue more than 4 hours past the start time and may be adjourned to a future date, time and location if such information is announced prior to closing the Public Hearing.
- 8.3. A **COW** will only be held on the same date as Public Hearing is scheduled if necessary.
- 8.4. Written submissions in response to a scheduled Public Hearing will be received up until 4:30 p.m. on the day of the meeting or at the meeting, once it has been convened.
- 8.5. **Council** is prohibited from receiving any oral or written submissions where a Public Hearing has been adjourned, from the date of the first notice where a Public Hearing has been prohibited or waived, until the adoption of the bylaw or conclusion of the application.
- 8.6. Written submissions received in response to a scheduled Public Hearing:
- (a) will be included in the agenda package.
 - (b) are considered part of the public record.
 - (c) will not be accepted if marked confidential.
- 8.7. Written submissions received in response to a Public Hearing that has been prohibited or waived:
- (a) from the date of the first notice, will be retained by the **Corporate Officer**;
 - (b) will not be included as part of the agenda package;
 - (c) will be circulated to **Council** as general correspondence in electronic format following adoption of the bylaw or conclusion of the application.

- 8.8. The order of business at a Public Hearing shall be as follows:
- (a) **Chair** reads a statement of procedures.
 - (b) Staff present details of the application.
 - (c) Staff announce the number of written submissions received.
 - (d) The owner or applicant is provided five (5) minutes to present.
 - (e) **Members** of the public are provided five (5) minutes each to make comments the first time and may speak a second and third time after all others have been given a first opportunity.
 - (f) The owner or applicant is provided five (5) minutes to respond to comments or questions.
 - (g) The **Chair** will call three times for persons wishing to speak before adjourning the hearing.
- 8.9. During a Public Hearing, **Council**:
- (a) may ask clarifying questions of the applicant, presenters or staff.
 - (b) will not engage a speaker in debate.
 - (c) will not comment on the merits of the application.
- 8.10. **Council** will debate merits of the application at a future **Council** Meeting, where the proposed bylaw is presented for readings.

9. ELECTRONIC MEETINGS

- 9.1. **Regular Council Meeting, Special Council Meeting, COW**, standing or select advisory **Committees**, **Closed Meetings** and Public Hearings may be conducted electronically.
- 9.2. A municipal officer must be in attendance for **Electronic Meetings**.
- 9.3. Where a meeting, or portion thereof is Closed in accordance with the *Community Charter*, **Members** shall ensure no person other than themselves, or person authorized to attend is able to hear or watch and hear the meeting.
- 9.4. Notice of an **Electronic Meeting** shall include the way the meeting is to be conducted and the place where the public may watch or hear the electronic proceedings.
- 9.5. **Members** participating electronically must vote by audibly stating “aye” or “nay”. If a **Member** does not indicate how they vote, they are deemed to have voted in the affirmative.
- 9.6. A **Member** will be considered absent if they have not joined the meeting electronically within 15 minutes of the start time.
- 9.7. If there is an interruption in the connection of a **Member** participating electronically, the other **Members** may decide on a short recess until a connection can be re-established or continue the meeting and treat the interruption in the same manner as if the **Member** was physically present and leaves the meeting room. If the connection is not re-established within 25 minutes, the **Member** will have been considered to have left the meeting.

10. CONFLICT OF INTEREST

- 10.1. Conflict of Interest provisions shall be adhered to in accordance with Division 6 of the *Community Charter*.

11. AGENDAS

- 11.1. The **Corporate Officer** shall prepare **Regular Council Meeting, Special Council Meeting, COW and Public Hearing** agendas that include all items to be considered by **Council** at the meeting. The **CAO** will have final approval of all agendas.
- 11.2. Items to be included on a **Regular Council Meeting** Agenda must be submitted to the **Corporate Officer** for approval within timelines established by the **Corporate Officer** and **CAO**.
- 11.3. **Regular Council Meeting, Special Council Meeting, COW and Public Hearing** agendas will be posted in the **Posting Places**, circulated to **Members** and made available to the public, generally by Wednesday prior to the meeting and no later than the Friday prior to the meeting.
- 11.4. Late items will be added to **Regular Council Meeting, Special Council Meeting and COW** agendas after posting, as follows:
- Where a new item is to be added after the agenda has been posted and before 430 p.m. Friday before the meeting, the late item may be added by approval of the **CAO** or **Mayor**. The agenda will be updated, recirculated to **Council** and reposted in the **Posting Places**.
 - Where a new item is received after 430 p.m. Friday before the meeting, the late item may be added by a resolution of **Council** as an addition to the agenda at the time of the meeting.
 - All relevant information for late agenda items, including reasons for the late inclusion, must be distributed to **Council** as soon as possible.
- 11.5. **Regular Council Meeting** Agendas will contain the following headings in the order listed, unless otherwise amended or deleted for specific meetings, by the **Corporate Officer** or **CAO** with approval from the **Mayor**.

Call to Order and Territorial Acknowledgement
Adoption of Agenda
Adoption of Minutes
Mayor's Report
Announcements
Delegations
Planning and Development Applications
Departmental Reports
Bylaws for Adoption and Readings Following a Public Hearing
Rise and Report from In Camera
Council Committees
External Committees and Boards
Strategic Priorities
Report from Councillors
Adjournment

- 11.6. Items will be ordered to ensure public or applicant participation are considered prior to internal or organizational reports.

12. QUORUM

- 12.1. Once **Quorum** is established after the scheduled start time for the meeting, the **Chair** must call the meeting to order as soon as possible.
- 12.2. If **Quorum** is established and both the **Chair** and **Acting Mayor** are absent for 15 minutes after the scheduled start time, the next **Member** on the rotation for **Acting Mayor** shall call the meeting to order as soon as possible.
- 12.3. If no **Quorum** is established within 30 minutes after the scheduled start time, the minutes will record names of the **Members** present and absent and the **Chair** shall adjourn the meeting.
- 12.4. **Quorum** shall be at least $\frac{1}{2}$ of the appointed **Members** as long as the number of **Members** is within the minimum or maximum number authorized.
- 12.5. A vacancy in the **Members**hip does not invalidate the establishment or impair the right of the **Members** in office, if the number of **Members** in office is not less than a **Quorum**.

13. ACTING MAYOR

- 13.1. At least once during each term of **Council**, **Council** must designate a **Member** to serve, on a rotating basis, as the **Member** responsible for acting in place of the **Mayor** when the **Mayor** is absent or otherwise unable to act or when the office of the **Mayor** is vacant.
- 13.2. While acting in the role of **Acting Mayor**, the designated **Member** must fulfil the responsibilities of the **Mayor** and shall have the same powers and duties as the **Mayor**.
- 13.3. If both the **Mayor** and the **Acting Member** are absent or otherwise unable to act, the **Member** who is next on the rotation shall be the **Acting Mayor**.

14. DELEGATIONS AND PETITIONS

- 14.1. Requests to present as a delegation must be submitted to the **Corporate Officer** and include the subject, the name of persons presenting, and any requests or recommendations to be made of **Council**.
- 14.2. Delegation requests must be approved by the **Mayor**, and will be scheduled on the appropriate meeting by the **Corporate Officer**.
- 14.3. Delegations shall be limited to ten (10) minutes unless invited to respond to questions or speak further, by the **Chair**.
- 14.4. Where a request to present as a delegation is denied, the decision may be appealed by submitting an appeal including reasons why the request should be approved, to the **Corporate Officer**. The **CAO** will make a final determination on the request and the decision will be circulated to all **Members** of **Council**.
- 14.5. A petition to **Council** is deemed presented when filed with the **Corporate Officer**. Petitions must include the full name, residential address and signature of each petitioner.

15. PUBLIC COMMENT

15.1. **Members** of the public may address **Council**:

- (a) during a Public Hearing as permitted in accordance with the *Local Government Act*;
- (b) during a **Regular Council Meeting** or **Special Council Meeting** where legislation identifies the public may make representation or have the right to be heard;
- (c) as otherwise required under legislation or bylaw;
- (d) as a delegation as contained herein;
- (e) by **Council** resolution so long as such a resolution is not contrary to applicable legislation.

15.2. **Members** of the public may not address **Council**:

- (a) where a Public Hearing has been held, waived, or prohibited, in accordance with the *Local Government Act*;
- (b) if the presentation has the sole purpose of promoting a business;
- (c) if the matter is to do with litigation or potential litigation;
- (d) if the matter is to do with employee relations.

15.3. Where authorized to address **Council**, **Members** of the public shall:

- (a) state their name;
- (b) state the general area where they reside if speaking to a land use application;
- (c) if an applicant, indicate the person or file they represent;
- (d) speak only once for a maximum of five (5) minutes unless otherwise invited by the **Chair**;
- (e) direct questions to **Mayor** and **Council** only.

16. BYLAWS

16.1. A bylaw may be introduced at a **Council** meeting only if a copy of it has been circulated to each **Member** before or at the **Council** meeting.

16.2. A bylaw must have a distinguishing name and number and have a place for the **Mayor** and **Corporate Officer** to sign.

16.3. **Council** may consider bylaws separately or jointly with other bylaws.

16.4. **Council** may give up to three readings to a bylaw at the same **Council** meeting.

16.5. A bylaw may be debated and amended any time after first reading and before third reading. Bylaws that have received third reading may only be amended by:

- (a) passing a resolution to rescind third reading;
- (b) passing a resolution to amend the bylaw; and
- (c) passing a resolution to read the bylaw a third time as amended which may be considered jointly or separately.

16.6. Readings of a bylaw must receive an affirmative vote of a majority of **Council Members** present, except for an official community plan bylaw which must receive an affirmative vote of a majority of all **Council Members**.

16.7. There must be at least one (1) day between third reading and adoption of a bylaw.

16.8. Notwithstanding item 16.7, Official Community Plan or Zoning bylaws, or amendments thereto, may receive third reading and adoption at the same meeting.

- 16.9. Where a bylaw requires approval from another level of government as per legislation, such approval must be obtained prior to a bylaw being submitted for assent or approval of the electors.
- 16.10. After a bylaw is adopted, it must be:
- (a) endorsed with date of readings, adoption and any approvals obtained;
 - (b) signed by the **Corporate Officer** and **Mayor**;
 - (c) placed in the **District's** records for safekeeping.
- 16.11. Bylaws, with the exception of Official Community Plan and Zoning Bylaws, that have not been adopted after a 2-year period will be deemed stale dated and closed.

17. CONDUCT AND DEBATE

- 17.1. The **Chair** must preserve order and decide points of order that may arise. Only the **Chair** may invite the public, **Council** or staff to speak.
- 17.2. **Members** shall:
- (a) address the **Mayor** as Mr. **Mayor** or Madam **Mayor**, Your Worship or **Mayor** and surname;
 - (b) address **Members** of **Council** by their title of **Councillor** and surname;
 - (c) speak only after being recognized by the **Chair**, except to raise a Point of Order;
 - (d) address themselves to the **Chair** before speaking by saying "through the **Chair**";
 - (e) use respectful language;
 - (f) stay on topic;
 - (g) not unnecessarily delay the conduct of business;
 - (h) not use offensive language, gestures or signs;
 - (i) not disregard the **Chair** with respect to preserving order at meetings;
 - (j) not interrupt another **Member** who is speaking, except to raise a Point of Order;
 - (k) adhere to the rules of procedure established under this bylaw and to the decisions of the **Chair** in connection with the rules and points of order.
- 17.3. If more than one **Member** speaks, the **Chair** must call on the **Member** who, in the **Chair's** opinion, spoke first.
- 17.4. The **Chair** may expel and exclude any person they consider to be acting improperly or **Members** who are not adhering to the rules of procedure established under this bylaw. If the person refuses to leave, a peace officer may enforce the order.
- 17.5. The **Chair** may limit **Members** to speaking once only in connection with a single question, except to reply to debate on a motion which the **Member** has made.
- 17.6. Before a motion is moved and seconded, **Members** may ask clarifying questions limited to the topic, application or agenda item being considered, of staff or presenters.
- 17.7. A **Member** that moves or seconds a motion may speak to the motion at the time of moving or seconding.
- 17.8. Debate or positional statements on a topic, application or agenda item will take place after the motion has been moved and seconded and is on the floor for consideration, other than to speak to move or second a motion.

- 17.9. Debate on a motion will be limited to limited to the topic, application or agenda item being considered.
- 17.10. After a motion has been moved and seconded and is open to the floor for debate:
- (a) each **Member** will be provided an opportunity to speak a first time before a **Member** speaks a second or third time;
 - (b) the **Mayor** will ask the **Member** who moved the motion if they wish to speak first, then
 - (c) the **Mayor** will ask the **Member** who seconded the motion if they wish to speak next, then
 - (d) the **Mayor** will ask **Members** to raise their hand or indicate they wish to speak. The **Mayor** will call on, in the **Mayor's** opinion, the **Member** who requested to speak next or, in the **Mayor's** opinion, the **Member** who has spoken fewer times than others.
- 17.11. Where a **Member** believes the **Chair** is failing to enforce the procedures of the meeting, they may state "Point of Order" wherein the **Chair** will:
- (a) ask the **Member** to identify the procedural breach;
 - (b) make a ruling and enforcement on the proposed breach; or
 - (c) reserve decision on a Point of Order until the next **Regular Council Meeting**, and
 - (d) cite the rule or authority for the breach, if requested to do so by another **Member**.
- 17.12. **Members** who are called to order by the **Chair**:
- (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal the **Chair's** decision in accordance with the *Community Charter*.

18. MINUTES

- 18.1. Minutes of **Regular Council Meetings**, **Special Council Meeting**, **COW** and **Committee** meetings shall:
- (a) record business decisions only;
 - (b) record names of all **Members** and staff in attendance;
 - (c) record names of **Members** who voted in opposition to a motion;
 - (d) be legibly recorded;
 - (e) be adopted by resolution of **Council** or **Committee** at the next available meeting;
 - (f) be certified correct by the **Corporate Officer** or **Recording Secretary**; and
 - (g) be signed by the **Chair**.
- 18.2. Minutes of **Council** meetings must be open for public inspection at the **Municipal Hall** during regular office hours, other than minutes or portions thereof, closed to the public pursuant to the *Community Charter*.
- 18.3. Minutes of a **Committee** or **COW** meeting shall be placed on the next available **Council** meeting for information.
- 18.4. When a declaration of conflict of interest is made, the declaration of conflict, the reasons for the conflict, the time of the **Member's** departure and, if applicable, the time of the **Member's** return, shall be recorded in the minutes.
- 18.5. Minutes of a Public Hearing will include the speaker's name, general area of speaker's residence and a summary of the comments made at the Public Hearing.
- 18.6. **COW** minutes will record a general summary of the discussion that occurred and recommendations to **Council**.

- 18.7. **Committee** Minutes will record a general summary of discussion that occurred and any motions made by the **Committee**.

19. MOTIONS

- 19.1. A motion that has been moved and seconded becomes the property of the assembly and cannot be modified, amended or withdrawn without a motion.
- 19.2. A motion that has been moved but not seconded, can be modified or withdraw by the **Member** who made the motion.
- 19.3. **Council** shall only vote on a motion that has been moved by one **Member** and seconded by another.
- 19.4. The **Mayor** may make a motion or invite a motion from a **Councillor**.
- 19.5. **Council** shall not make motions to receive.
- 19.6. A motion to not approve an item, application or bylaw reading is not required.
- 19.7. When a motion is on the floor for debate, a **Member** may only make the following motions:
- (a) to amend;
 - (b) to refer to a **Committee**;
 - (c) to move the previous question (call the question);
 - (d) to postpone to a certain time;
 - (e) to lay on the table;
 - (f) to adjourn.
- 19.8. A motion to call the question can be made as an informal statement in order to have the assembly vote on the pending motion. A motion to call the question:
- (a) is out of order when another **Member** has the floor;
 - (b) must be seconded;
 - (c) is not debatable;
 - (d) is not amendable;
 - (e) requires a 2/3 vote of those **Members** present, to be carried.
- 19.9. A **Member** may require a motion being debated to be read at any time during the debate so long as this does not interrupt another **Member**.
- 19.10. A motion to Postpone to a Certain time in order to consider the motion at a more convenient time, can be made as a main motion or as an amendment to a main motion, must be moved and seconded and is debatable.
- 19.11. A motion to Lay on the Table in order to temporarily delay a motion due to an urgency or immediate need to address another matter before considering the original motion, is out of order if the intent is to kill or avoid a matter, must be moved and seconded and is debatable.

- 19.12. A Motion to Amend a Main Motion:
- (a) can be made as a main motion or as a secondary motion to a main motion;
 - (b) must be moved and seconded, and is debatable;
 - (c) if presented as a secondary motion to a main motion, must be moved, seconded and voted on before the main question is considered;
 - (d) cannot be proposed as the same amendment a second time where the motion to amend fails;
 - (e) may only be amended one time.
- 19.13. Reconsideration of a Motion may be:
- (a) initiated by the **Mayor** in accordance with section 131 of the *Community Charter*;
 - (b) initiated by a **Member** who was on the prevailing side of the original motion making a motion to have a matter reconsidered, as per Robert's Rules of Order and any **Member** may second a motion to reconsider.
- 19.14. Where a **Member** makes a motion to reconsider and the motion:
- (a) is carried, **Council** must vote on the original motion as if no vote took place;
 - (b) is defeated, the original motion continues as it was originally adopted.
- 19.15. Where a motion is to be reconsidered, **Council** may choose to table the motion to be reconsidered to a subsequent meeting but must deal with reconsideration as soon as convenient.
- 19.16. The **Mayor** or **Member** who initiated the reconsideration opens debate by stating their reasons for reconsideration.
- 19.17. A motion to rescind or amend:
- (a) may only be considered if the main motion has not been implemented or it is impossible to undo;
 - (b) may be made by any member regardless of how they voted on the original motion;
 - (c) requires:
 - (i) a majority vote of **Members** present if prior notice of the motion is given
 - (ii) **Two-thirds (2/3)** if prior notice of the motion is not given.
- 19.18. If a motion to rescind or amend is carried, the original main motion no longer exists and the situation remains in the state it was in prior to the original main motion being made. If the motion to amend is adopted, the original motion is changed in accordance with the terms of the amendment.
- 19.19. Advance notice of a motion must be provided where a **Member** wishes to have a motion considered that is not included on a **Regular Council Meeting** Agenda. A **Member** may provide advance notice by:
- (a) reading their proposed motion out loud at a **Regular Council Meeting** wherein the motion will be recorded in the minutes under **Councillor** Items as a Notice of Motion, and placed on the next available **Council** Meeting Agenda for consideration, debate and voting, or
 - (b) providing the **Corporate Officer** with a written version of the motion prior to the deadline for publishing a **Regular Council Meeting** Agenda wherein the motion will be included on the next available **Council** Meeting Agenda for consideration, debate and voting.
- 19.20. Where a motion has been given advance notice as per item 19.19 (a) and (b) and is placed on an Agenda for consideration, debate and voting, the motion will first be moved and seconded prior to being debated.

20. VOTING

- 20.1. If requested by a **Member**, **Council** must vote separately on each distinct part of a question under consideration.
- 20.2. When debate on a matter is closed the **Chair** must put the matter to a vote by asking who is in favour of the question and then who is opposed.
- 20.3. Voting shall be by a show of hands. If a **Member** does not indicate how they vote the **Member** is deemed to have voted in the affirmative.
- 20.4. Unless otherwise provided, a motion is decided by a majority of the **Members** present.
- 20.5. Where votes on a question are equal for and against, the motion is defeated.
- 20.6. After the **Chair** has put the question to a vote a **Member** shall not speak to the question or make a motion concerning it. The **Chair's** decision as to whether a question has been finally put is conclusive.
- 20.7. The **Chair** must declare the result of the voting by stating whether the motion is carried or defeated and the names of those opposed to the motion.
- 20.8. No vote shall be taken by ballot or any other method of secret voting.

21. ADJOURN

- 21.1. The **Chair** may declare a meeting adjourned with no motion if:
 - (a) the agenda is complete,
 - (b) the hour adopted for adjournment has arrived,
 - (c) in the case of an emergency or immediate danger.
- 21.2. A motion to adjourn to a specific time and place has the effect of continuing the meeting and no further notice is required.

22. COMMITTEES

- 22.1. **Committee** meetings shall be held at the **Municipal Hall** whenever possible.
- 22.2. All **Committee** meetings shall be open to the public unless a meeting or part of a meeting is authorized to be closed to the public under the *Community Charter*.
- 22.3. Recommendations to **Council** by the **Committee** shall be made by resolution.
- 22.4. By resolution, **Committee Members** shall appoint a **Chair** at the beginning of each calendar year and may appoint an Acting **Chair** as required. The Acting **Chair** shall have the same powers as the **Chair** while in that role. A **Member** of **Council** shall not be appointed as **Chair** or Acting **Chair**.
- 22.5. Where both the **Chair** and the Acting **Chair** are absent, the **Members**, by resolution, shall choose a **Member** from those present, to preside at the meeting.
- 22.6. The **CAO** may delegate a **Staff Liaison** to a **Committee**.
- 22.7. **Committee** requests for funding, resources or expenses must be pre-approved by the **CAO** or **Council**.

- 22.8. Where a **Committee** is considering an application or permit, applicants shall be advised of the meeting location, date and time so they may attend if desired.
- 22.9. The **Chair** and **Council Representative** shall determine items to be included on the agenda.
- 22.10. The Recording Secretary is responsible for:
- (a) preparing an agenda;
 - (b) distributing and posting the agenda;
 - (c) recording and signing **Committee** minutes;
 - (d) ensuring minutes are provided to the **Corporate Officer** no more than 5 days after the meeting.
- 22.11. The **Committee Chair** is responsible for:
- (a) determining items to be included on the agenda;
 - (b) scheduling, organizing and arranging **Committee** meetings or cancelling a meeting;
 - (c) presenting to **Council** when required;
 - (d) acting as the liaison with the **Council Representative** and **Staff Liaison**.
- 22.12. Late items may be added to a **Committee** agenda by resolution.
- 22.13. The rules of Conduct and Debate within this bylaw apply to **Committee** Meetings so far as is possible.
- 22.14. **Council Members** appointed:
- (a) to select **Committees** are non-voting **Members**;
 - (b) to standing **Committees** are voting **Members**;
 - (c) to Commissions are voting **Members**;

23. SEVERANCE

- 23.1. If any section, subsection or clause of this bylaw is for any reason held to be invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder of this bylaw.

24. REPEALS

- 24.1. **District Council** Procedures Bylaw 1229, 2024 and all amendments thereto are hereby repealed.

25. CITATION

- 25.1. This Bylaw may be cited for all purposes as "Council Procedures Bylaw 1282, 2025."

READ A FIRST TIME this x day of x, 2025.

READ A SECOND TIME this x day of xx, 2025.

READ A THIRD TIME this xx day of xx, 2025.

ADVERTISED on the x and x days of xx, 2025 pursuant to the provisions of Section 94 of the *Community Charter*.

ADOPTED this xx day of xx, 2025.

Mayor

Corporate Officer

DISTRICT OF LAKE COUNTRY

BYLAW 1280

A BYLAW TO PROHIBIT THE ATTRACTING OF WILDLIFE OR VECTORS

The Council of the District of Lake Country, in open meeting assembled, enacts as follows:

1. DEFINITIONS

In this bylaw:

“Animal Attractant” means any substance that could reasonably be expected to attract **Wildlife** or does attract **Wildlife** including, but not limited to household refuse, kitchen waste, food or food products, barbecues grills, carcass or part of a carcass of an animal or fish, or other meat, pet food, bird feed, diapers, grease barrels, fruit, oil and other petroleum products, antifreeze, other chemical products and or any other substance or thing prescribed by regulation under the *BC Wildlife Act*.

“Vector” means an animal that is capable of transmitting disease or parasites from one animal, plant or source to another including, but not limited to mice, rats, mosquitoes, insects, fleas, cockroaches, bedbugs, racoons and skunks.

“Wildlife” means all amphibians, reptiles, birds, mammals including large carnivores such as bear cougar, coyote or wolf, excluding any domesticated animal under the control of a human or agricultural animal.

2. PROHIBITIONS

2.1. No person or owner or occupier of property shall:

- (a) feed or attempt to feed **Wildlife** or **Vectors**;
- (b) provide, leave or place an **Animal Attractant** on any property, in a manner that attracts or could attract **Wildlife** or **Vectors**;
- (c) cause, permit or allow the accumulation, storage or collection of an **Animal Attractant** on any property, in a manner that attracts or could attract **Wildlife** or **Vectors**;
- (d) cause, permit or allow a nuisance to be created by the presence of accumulation of an **Animal Attractant** on any property;
- (e) cause, permit or allow a nuisance to be created by the presence of **Wildlife** or **Vectors** on a property;
- (f) allow any outdoor refrigerator, freezer, storage container, device or apparatus that contains **Animal Attractants** to be located or equipped so that it is accessible to **Wildlife** or **Vectors**;
- (g) cause, permit or allow the accumulation of any garbage or compost on a property in a manner that attracts, or could attract, or may be accessible to **Wildlife** or **Vectors**.

2.2. No owner or occupier of property shall cause, allow, or permit:

- (a) any building or improvement;
- (b) any brush, trees, weeds or other growths;
- (c) any water, whether moving or standing; or
- (d) any other condition;

on a property to provide food, shelter, or breeding conditions that could attract **Wildlife** or **Vectors**.

2.3. For certainty, Prohibitions in Section 2, do not apply to:

- (a) farm operations;
- (b) plants or vegetation growing on property, including natural vegetation, personal gardens, ornamental plants or flowers and products;
- (c) hummingbird and bird feeders on private property provided feeders are inaccessible to **Wildlife** and **Vectors** and the area is kept clean.

3. **PENALTIES**

3.1. No person shall do any act or suffer or permit any act or thing to be done in contravention of this bylaw.

3.2. Any person who violates a provision of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw, commits an offence and is liable on summary conviction to a penalty not exceeding Fifty Thousand Dollars (\$50,000.00) plus the cost of prosecution.

3.3. Each day that the violation continues to exist shall constitute a separate offence.

4. **ADMINISTRATION, ENTRY AND INSPECTION:**

4.1. Where authorized, Bylaw Officers for the District of Lake Country believe that, as a result of a breach of this bylaw, **Wildlife** or **Vectors** are located on or near the property and have endangered or harmed a person, or presents an imminent threat to the safety of any person, domesticated animal or property; the officer may take steps to prevent, avert, reduce or mitigate the harm or threat or provide assistance.

5. **SEVERANCE**

5.1. If any portion of this Bylaw is held to be invalid by decision of any court of competent jurisdiction, the invalid portion shall be severed, without affecting the remainder of this Bylaw.

6. **CITATION**

6.1. This bylaw may be cited as "Wildlife and Vector Attractant Bylaw No. 1280, 2025"

READ A FIRST TIME this 20th day of May, 2025.

READ A SECOND TIME this 20th day of May, 2025.

READ A THIRD TIME this 20th day of May, 2025.

ADOPTED this xx day of month, 2025.

Mayor

Corporate Officer

DISTRICT OF LAKE COUNTRY

BYLAW 1281

A BYLAW TO AMEND BYLAW NOTICE AND MTI BYLAWS

The Council of the District of Lake Country, in open meeting assembled, enacts as follows:

1. Bylaw Notice Enforcement Bylaw 760, 2010 is hereby amended by:
 - 1.1. Adding Schedule A.23 Wildlife and Vector Attractant Bylaw 1280, 2025 attached hereto as Schedule A, in numerical order.
2. Municipal Ticket Information Bylaw 753, 2010 is hereby amended by:
 - 2.1. Adding the following to Schedule 1 as the last row:

Wildlife and Vector Attractant Bylaw 1280, 2025	Bylaw Enforcement Officer Manager of Building and Bylaw Services Chief Administrative Officer Public Works Manager Members of the R.C.M.P.
---	--

- 2.2. In sections 3, 4, and 4.i), deleting and replacing the words “Schedules 2 to 23” with the words “Schedules 2 to 24”.
 - 2.3. In section 7, deleting and replacing the words “Schedules 1 through 18” with “Schedules 1 through 24”.
 - 2.4. Adding Schedule 24 entitled “Wildlife and Vector Attractant Bylaw 1280, 2025” attached hereto as Schedule B, in numerical order.
3. This Bylaw may be cited “BNE and MTI Amendment (Wildlife and Vector) Bylaw 1281, 2025.”

READ A FIRST TIME this 20th day of May, 2025.

READ A SECOND TIME this 20th day of May, 2025.

READ A THIRD TIME this 20th day of May, 2025.

ADOPTED this

Mayor

Corporate Officer

SCHEDULE A**SCHEDULE A.23****Wildlife and Vector Attractant Bylaw 1280, 2025**

Section No. in Bylaw	Designated contravention	Column A1 Penalty	Column A2 Early Payment Penalty	Column A3 Late Payment Penalty	Column A4 Compliance Agreement Available
2.1.(a)	Feed or attempt to feed Wildlife or Vectors	\$450.00	\$225.00	\$550.00	Yes
2.1.(b)	Provide Animal Attractant	\$450.00	\$225.00	\$550.00	Yes
2.1.(c)	Accumulate Animal Attractant	\$450.00	\$225.00	\$550.00	Yes
2.1.(d)	Nuisance created by Animal Attractant	\$450.00	\$225.00	\$550.00	Yes
2.1.(e)	Nuisance created by Wildlife or Vectors on property	\$150.00	\$75.00	\$175.00	Yes
2.1.(f)	Storage container containing Animal Attractants is accessible	\$150.00	\$75.00	\$175.00	Yes
2.1.(g)	Accumulate garbage or compost that attracts Wildlife or Vectors	\$150.00	\$75.00	\$175.00	Yes
2.2.(a)	Structure that attracts Wildlife or Vectors	\$150.00	\$75.00	\$175.00	Yes
2.2.(b)	Growths that could attract Wildlife or Vectors	\$150.00	\$75.00	\$175.00	Yes
2.2.(c)	Water that could attract Wildlife or Vectors	\$150.00	\$75.00	\$175.00	Yes
2.2.(d)	Conditions that attract Wildlife or Vectors	\$150.00	\$75.00	\$175.00	Yes

SCHEDULE B**SCHEDULE 24****Wildlife and Vector Attractant Bylaw 1280, 2025**

Column 1 Section No. in Bylaw	Column 2 Authorized Expressions	Column 3 Set Fine in \$	Column 4 Set Fine in \$ if Paid within 30 days
2.1.(a)	Feed or attempt to feed Wildlife or Vectors	\$450.00	\$225.00
2.1.(b)	Provide Animal Attractant	\$450.00	\$225.00
2.1.(c)	Accumulate Animal Attractant	\$450.00	\$225.00
2.1.(d)	Nuisance created by Animal Attractant	\$450.00	\$225.00
2.1.(e)	Nuisance created by Wildlife or Vectors on property	\$150.00	\$75.00
2.1.(f)	Storage container containing Animal Attractants is accessible	\$150.00	\$75.00
2.1.(g)	Accumulate garbage or compost that attracts Wildlife or Vectors	\$150.00	\$75.00
2.2.(a)	Structure that attracts Wildlife or Vectors	\$150.00	\$75.00
2.2.(b)	Growths that could attract Wildlife or Vectors	\$150.00	\$75.00
2.2.(c)	Water that could attract Wildlife or Vectors	\$150.00	\$75.00
2.2.(d)	Conditions that attract Wildlife or Vectors	\$150.00	\$75.00



BOARD OF EDUCATION BOARD MEETING HIGHLIGHTS

The Central Okanagan Board of Education acknowledged that this meeting was held on the unceded, Traditional Territory of the Okanagan People.

Date: **Wednesday, May 14, 2025**

Inside 23

Art Education Enhancement Support

In attendance:

Jim Elwood, Art Teacher, Mount Boucherie Secondary School
Raquel Steen, Assistant Superintendent

Supporting teachers and students in creative Art Education.

Over the past few years, Jim Elwood, teacher at Mount Boucherie Secondary School, has had the honour of having an open visual art block in his schedule to work directly with schools, classes and even individual students. This has provided Mr. Elwood the opportunity to go into classes (Kindergarten to Grade 12) to guide teachers through everything from his Indigenous Art Lessons to co-designed art lessons, including technical help with kilns to the basics of working with students in pottery. This work has been very well received from students and teachers and Mr. Elwood has been honoured to share and guide this project.

Introductions

The Board of Education congratulated the following staff members new to the District:

Joanne Boot – Payroll Manager
Colin Mayer – Vice-Principal at École George Elliot Secondary School

The Board of Education also recognized the following staff members in their new roles:

Julie Loveridge-Marks – Vice-Principal at École Kelowna Secondary School
Rita Miller – Vice-Principal and Mar Jok Elementary School

Declarations

1. National Allergy Awareness Month

The Central Okanagan Board of Education declared the month of May, 2025 as 'National Allergy Awareness Month' in Central Okanagan Public Schools.

2. Mental Health Week: May 5 to 11, 2025

The Central Okanagan Board of Education acknowledged the week of May 5 through to May 11, 2025 was 'Mental Health Week' in Central Okanagan Public Schools.

3. National AccessAbility Week: May 25 to 31, 2025

The Central Okanagan Board of Education declared the week of May 25 through to May 31, 2025 as 'AccessAbility Week' in Central Okanagan Public Schools

4. **Pride Month**

The Central Okanagan Board of Education declared June as 'Pride Month' in Central Okanagan Public Schools.

Action Items

1. **Central Okanagan Public Schools Superintendent of Schools/CEO 2025/2026 Budget Recommendations Report**

The Board of Education approved the Central Okanagan Public Schools Superintendent of Schools/CEO 2025/2026 Budget Recommendations.

2. **Trustee Indemnity for the 2025/2026 Fiscal Year**

The Board of Education set the Trustee Indemnity, in accordance with the most recent BC Consumer Price Index of 2.5% for the period July 1, 2025 to June 30, 2026 thereby setting the stipend at:

Trustee:	\$25,564
Vice-Chair:	\$27,000
Chair:	\$29,181

Information Items

The Board of Education reviewed the following:

1. Level 4 and 5 Field Study Summary - 2024/2025
2. Level 4 and 5 Field Study Summary - 2025/2026
3. General Statement – April 23, 2025
4. Video Surveillance – Annual Report to the Board
5. 2025/2026 Estimated Ministry of Education and Child Care Grant Funding
6. Financial Update – March 31, 2025
7. COPAC Executive – 2025/2026

The Board Chair congratulated the members of the Executive of the Central Okanagan Parent Advisory Council for the 2025/2026 school year.

Advocacy

The Board Chair provided an update on the BCSTA Motions passed at the recent BCSTA Annual General Meeting on April 24 – 26, 2025. A Motion on Adequate Funding for Costs in Childcare and a Motion on Teaching Critical Thinking in K-12 were brought forth and both were passed unanimously.

Items of Special Mention

The Board Chair, Trustees and the Superintendent of Schools/CEO, spoke of the following:

- Attendance at various meetings and events throughout the District, including School Community Learning Plan Conversations at Canyon Falls Middle, Helen Gorman Elementary, École OKM Secondary and École Kelowna Secondary. Other events included retirement celebrations, assemblies, concerts and Track and Field Meets.
- Trustees, the Superintendent of Schools/CEO, Secretary-Treasurer/CFO and senior staff participated in the new George Pringle Secondary final beam signing ceremony. This event marked a significant milestone of the installation of the final beam in the steel structure.
- Congratulations were extended to grade 12 Rutland Senior Secondary student, Jaydin Schultz, who was the winner of the Secondary School Senior Math Contest held at the University of British Columbia-Okanagan, and also to Mount Boucherie Secondary School students Grace McCulloch who won the High School Short Film Award: Sunflowers at the 2025 Student Okanagan Film Festival, and Tyler Rubis who has been nominated for his film Recipe For a Break at the 2025 BC Student Film Festival in the category of Senior Narrative Comedy.
- The École George Elliot Secondary School Senior Band students performed and inspired the younger students at Davidson Road Elementary, Oyama Traditional and École Peter Greer Elementary.

- Congratulations to the volunteers, students and staff on their organization of another very successful Mount Boucherie Secondary School Walk for Mental Health held on May 8th. Over 2,200 people gathered at Mount Boucherie to raise awareness and money for Foundry Kelowna, a mental health resource operated by the Canadian Mental Health Association for youth aged 12-24. They are well on their way to surpassing their \$15,000 goal.
- On Monday, April 28th the National Day of Mourning was recognized with a ceremony at the Dease Road site under the flagpole. Mr. Pat Mullin, who lost his life while at work in Central Okanagan Public Schools on August 15, 2001, was honoured.
- On May 7th the Faisons Un Boeuf French Music Celebration was held at Evangel Church where elementary and middle school French Immersion students celebrated French music and culture. A concert was performed by LeFloFranco and students cheered on their school in a fun competition of dancing, sing-along music videos and more.
- A number of our current and past students, as well as a staff member, were honoured at the City of Kelowna Civic and Community Awards night. Congratulations to all of the nominees and winners for their commitment to excellence in the arts, athletic and community service. The Board of Education will honour the winners at a future Board Meeting.

Next Public Board Meeting

Wednesday, June 11, 2025 at 6:00 pm

Wednesday, June 25, 2025 at 6:00 pm

Board Standing Committee Meetings

Wednesday, May 28, 2025

4:00 pm Finance and Planning Committee

Wednesday, June 4, 2025

4:00 pm Policy Committee (**Cancelled**)

6:00 pm Education and Student Services Committee

For comments, please contact:

Julia Fraser, Chair of the Board of Education, 250-718-8613

Kevin Kaardal, Superintendent of Schools/CEO, 250-470-3256

Delta Carmichael, Secretary-Treasurer/CFO, 250-860-8888

REGULAR MINUTES
OKANAGAN REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING

Date: Wednesday, November 20, 2024
Time: 10:15 AM
Location: Boardroom, Library Administration Building 1430 K.L.O. Road, Kelowna, BC

Trustees Present: Neil Todd, Armstrong
Pat Cochrane, Coldstream
David Ramey, Enderby
Gord Lovegrove, Kelowna
Cara Reed, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Myers Bennett, Osoyoos
Terry Condon, Peachland
George Elliott, Princeton
Kari Gares, Vernon
Tasha Da Silva, West Kelowna
Kevin Kraft, Regional District Central Okanagan
Adrienne Fedrigo, Regional District Okanagan Similkameen (Alternate)

Trustees Participating Remotely: Tracy Henderson, Keremeos
Tim Palmer, Revelstoke
Sylvia Lindgren, Salmon Arm
Bob Evans, Sicamous
Erin Trainer, Summerland
Allysa Hopkins, Regional District North Okanagan

Trustees Absent: John Manual, Golden
Todd York, Spallumcheen
Jay Simpson, Regional District Columbia Shuswap
Sara Tronson, Westbank First Nation

Staff Present: Danielle Hubbard, Chief Executive Officer
Mark Reinelt, Director of Public Services
Jeremy Feddersen, Chief Financial Officer
Colleen Hardie, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Leah Samson, Administrative Services Manager (Recording Secretary)

1. CALL TO ORDER/INTRODUCTION OF GUESTS

Chair Da Silva called the meeting to order at 10:15 AM and introduced the guests: ORL PEA President Ashley Machum, ORL CUPE President Nicole Cabrejos, ORL Copywriter Shilo Jones, ORL Administrative Assistant Tamara Alves.

2. LAND ACKNOWLEDGMENT

The ORL Headquarters is located on the traditional, ancestral, and unceded tñxʷúlaʔxʷ (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. ADOPTION OF THE AGENDA

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C. 26, s.123)

It was moved and seconded

THAT the November 20, 2024 Board Meeting Agenda be adopted.

CARRIED

4. ADOPTION OF PREVIOUS MINUTES

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

It was moved and seconded

THAT the September 11, 2024, Regular Library Board Meeting Minutes be adopted as circulated.

CARRIED

5. FINANCE COMMITTEE REPORT – Chair Kari Gares

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

5.1. Enhancement Grant Spending Proposal

CEO Danielle Hubbard presented the proposed allocation of the remaining Provincial Enhancement grant. Several board members expressed support for the proposed initiatives.

It was moved and seconded

THAT the Board approve the proposed allocation of the remaining \$611,872 of the Provincial Enhancement Grant as set out in the Finance Committee Report dated November 20, 2024.

CARRIED UNANIMOSLY

6. PERSONNEL COMMITTEE REPORT – Lori Mindnich

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

6.1. Exempt Staff External Market Study Report

It was moved and seconded

THAT the Board approve an external market study of all exempt staff positions in 2025, as set out in the Personnel Committee Report dated November 20, 2024; AND FURTHER, THAT the cost of the study does not exceed \$20,000, to be funded from the professional fees reserve.

Opposed: 2

CARRIED

7. STAFF REPORTS

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

7.1 CEO REPORT AND OPERATIONAL PLAN UPDATE – Danielle Hubbard

The board heard an update on the ORL's operational and strategic activities, including the Summer Reading Club Report. Key highlights:

- Total participants for 2024 reached 8,139, an 8% increase.
- ORL delivered 561 programs with 28,713 total participants.
- School visits and ORL staff continue to be the top ways participants learn about the SRC.

It was moved and seconded

THAT the Report and Operational Plan Update from the CEO dated November 20, 2024 be received for information.

CARRIED

7.2 CYBER SECURITY REPORT – CEO Danielle Hubbard / CTO Jeff Campbell

Jeff Campbell presented a report on cybersecurity efforts and shared highlights from the recent security audit. He outlined the steps his department takes to keep the ORL secure. Danielle also mentioned that staff are developing an emergency communications plan in the event of a cybersecurity breach.

It was moved and seconded

THAT the Report from the CTO dated November 20, 2024 be received for information.

CARRIED

7.3 CFO REPORT - Jeremy Feddersen

Jeremy presented the ORL's quarterly financials, noting that expenses are on track and closely aligned with the 2025 budget. He reported that financial results through September 30th are consistent with expectations, and there are no issues requiring board attention at this time.

It was moved and seconded

THAT the Report from the CFO dated November 20, 2024 be received for information.

CARRIED

8. BOARD CHAIR REPORT – Tasha Da Silva

Chair Da Silva thanked the board for their contributions and the committees for their work over the past year. In accordance with Board Policy Section II. D, she then appointed the following board members to the Nominations Committee:

- North: Sylvia Lindgren
- Central: Gord Lovegrove
- South: Tracy Henderson.

On behalf of the Board, Chair Da Silva congratulated Leah Samson on her upcoming retirement and thanked her for her 22 years of dedicated service to the ORL and the Board.

9. LIBRARY TRUSTEES MEETING SCHEDULE YEAR 2025

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

It was moved and seconded

THAT the ORL Board of Trustees Meeting Schedule Year 2025 be approved as circulated.

CARRIED

10. CORRESPONDENCE TO THE BOARD

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

10.1. Various Public Comments re Lake Country Branch Children's Area and ORL response

CEO Danielle Hubbard reported that the new branch head office at the Lake Country branch will be in the existing children's area. While some members of the public were concerned that the children's area would be removed, it was clarified that it will instead be relocated. No further action is required from the board.

It was moved and seconded

THAT the correspondence regarding Lake Country Branch be received for information.

CARRIED

11. TRUSTEE REPORTS

An opportunity for board members to report on any library related activities in their region.

Princeton Trustee George Elliott. reported on the Princeton Community Arts Council and Writers' Festival, which will become a regular partnership event.

Enderby Trustee David Ramey shared that the Enderby and Armstrong branches held a friendly competition, with Armstrong coming out on top.

Lumby Trustee Lori Mindnich reported on her attendance at the grand opening of the new Lumby location, noting that the community is excited, and the new space is excellent.

12. NEW BUSINESS

12.1. Rise and Report: Acting CEO Policy

The Board rose from the in-camera session and reported the following motion which was passed in-camera:

It was moved and seconded

THAT the Board approve the adoption of an Acting CEO Policy.

CARRIED

The new policy states that if the CEO is absent for more than five business days, the Director of Public Service (DPS) will serve as Acting CEO for the remainder of the CEO's absence, with full decision-making authority. If both the CEO and DPS are unavailable, the Chief Financial Officer will assume the role of Acting CEO.

13. NEXT MEETING - Wednesday, February 19, 2025.

14. MOTION TO ADJOURN

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

It was moved and seconded

THAT the meeting be adjourned.

CARRIED

Adjourned at 11:28 AM.

X

Board Chair: Tasha Da Silva

Approved & Signed: Feb. 19, 2025

Highlights of the Regional Board meeting – May 15, 2025

2024 Financial Statements

The Regional Board approved the Regional District of Central Okanagan's Financial Statements, for the year ended December 31, 2024.

Falcon Ridge Water System East Service Area Security Issuing Bylaw No. 1570

The Regional Board gave first, second and third readings and adopted Falcon Ridge Water System Expansion East Security Issuing Bylaw No. 1570. The bylaw enables the borrowing of \$36,895 to cover final construction costs for one of three properties that joined the Falcon Ridge Water System through a borrowing process. The project was completed in 2024 and supports improved access to safe drinking water in the community. Debt servicing will be recovered from the participating property via annual parcel tax.

Miscellaneous Fees and Charges Bylaw updated

The Regional Board gave first, second and third readings and adopted Bylaw No. 1568, Amendment No. 1 to the Miscellaneous Fees and Charges Bylaw No. 1425, 2018. The amendment introduces three new fees: a 3.5% credit card processing fee on transactions over \$500 and two new information request fees for historical information searches and archival research. These changes help RDCO recover the cost of services not funded through other means and improve transparency and readability of the bylaw.

Purchasing Policy amendments

The Regional Board approved amendments to Board Policy BP7.20 – Purchasing Policy and renamed it to BP23-2025 Purchasing Policy. The updated policy reflects inflation-adjusted purchasing thresholds, new procurement methods and enhanced guidelines for ethical, social and environmentally responsible procurement. New sections address conflict of interest, confidentiality,

emergency expenditures, supporting local vendors and the disposal of surplus goods.

Grant-in-Aid Policy updated

The Regional Board approved amendments to the Regional Grant-in-Aid Policy and renamed it BP 22-2025 Grant in Aid. Updates clarify eligibility criteria, application deadlines and reporting requirements to improve transparency, ensure fiscal accountability and align funding decisions with RDCO priorities.

Building Bylaw amendments adopted

The Regional Board gave first, second and third reading and adopted Bylaw No. 1569, amending the RDCO Building Bylaw. The change reduces the time incomplete or deficient building permit applications are held from 180 days to 60 days. This update supports more efficient processing of applications and allows staff to focus resources on complete and actionable files, ultimately improving service delivery in support of housing and rebuilding efforts.

Draft Regional Agricultural Strategy survey

The Regional Board received an update that the Draft Regional Agricultural Strategy will be launched for public input. The strategy outlines goals and actions to support a thriving agricultural sector in the face of challenges such as population growth and climate change. A public survey will be conducted through yoursay.rdco.com from late May to the end of June to gather feedback and help shape the final strategy.

Regional Transportation Service update received

The Regional Board received an update on the establishment of a Regional Transportation Service at the RDCO to improve long-term regional transportation planning and coordination. Staff will now seek consent from Electoral Area Directors

and member local governments to proceed with the service establishment. If approved, the RDCO would begin regional transportation planning, coordination and program management starting in 2026.

Advisory committees dissolved following midterm review

The Regional Board rescinded the Terms of Reference and formally dissolved the Agricultural Advisory Committee, Planning Advisory Committee and Environment & Climate Advisory Committee. These changes follow a midterm committee review and support the transition to a consolidated Electoral Area Services Standing Committee model, streamlining advisory functions and aligning with current Board priorities.

Consent granted for water service to McCulloch Lake Resort

The Regional Board granted consent to the City of Kelowna to provide non-potable water service to McCulloch Lake Resort, a property located in RDCO Electoral Area East. The consent is a legal requirement under the Community Charter and may be rescinded if the agreement is terminated or if risks arise.

Library Loan Authorization Bylaw adopted

The Regional Board received the results of the Alternate Approval Process for Bylaw No. 1558, confirming elector assent. The Board adopted the bylaw, authorizing RDCO to borrow up to \$2.5 million on behalf of the Okanagan Regional Library for construction and renovations at the new West Kelowna branch. All costs will be repaid by the library with no financial impact to the RDCO.

Technical Rescue Services Agreement released

The Regional Board received information the Technical Rescue Services Agreement between RDCO and the City of West Kelowna for the 2025–2030 term. The agreement enhances specialized rescue service capacity throughout the region.

Fire Services Review final report received

The Regional Board received the final report of the Fire Services Review, which assessed RDCO Fire Services operations. The review included 45 recommendations related to compliance, agreements, staffing, training and operations—all

of which have now been implemented. The report confirms RDCO's commitment to delivering effective, safe and fiscally responsible fire protection services.

2023 Wildfires After-Action Review update received

The Regional Board received an update on progress made in response to the 2023 Wildfires After-Action Review. The update outlines actions taken by the Central Okanagan Regional Emergency Program to strengthen emergency preparedness and response capabilities. Staff continue to implement key recommendations to enhance coordination and service delivery ahead of future wildfire seasons.

Regional Board meetings

Regional District office – 1450 KLO Road, Kelowna (Woodhaven Boardroom)

- June 19 – 8:30 a.m. (Committee of the Whole)
- June 19 – 10:30 a.m. (Regular Board meeting)
- July 17 – 8:30 a.m. (Regular Board meeting)

A live stream video link will be available for each meeting in the Upcoming Meeting agenda section of rdco.com/agenda. When available, a link to the Video recording will be posted in the Past Meetings section.

Stay informed about the Regional District

Sign up at rdco.com/subscribe for customized news and information from the Regional District of Central Okanagan.

The Board Report is published after each regular meeting of the Board of the Regional District of Central Okanagan. The Regional Board meets monthly in regular session in the Woodhaven Boardroom at the Regional District office, 1450 KLO Road. The public is welcome to attend.

COUNCIL'S VALUES, VISION, AND MISSION STATEMENT

VALUES

1. **INTEGRITY:** We practice honesty by showing a consistent adherence to our shared vision and mission statement and through the truthfulness and accuracy of our actions.
2. **ACCOUNTABILITY:** We answer to our citizens with the expectation that we acknowledge and assume responsibility for our actions, decisions, and policies at all times.
3. **EMPATHY:** We make a sincere effort to understand our citizens' perspective and assist them with all our abilities within the boundaries given to us by the law, local regulations and approved policies.

VISION

Lake Country, Living the Okanagan Way. Embracing our Histories and Nurturing our Future

MISSION STATEMENT

To nurture a healthy natural environment, strong rural character and urban core, sustainable infrastructure, economic opportunities, an inclusive community with involved citizens, through respectful, transparent government, focused on balanced strategic decision-making.

THE 5 PILLARS OF OUR VISION AND MISSION STATEMENT

ENVIRONMENT:	Maintaining a healthy and natural environment through responsible use, protection, and sustainable practices.
INFRASTRUCTURE:	Well maintained infrastructure and facilities that meet community needs and allow growth and development for prosperity.
ECONOMY:	Building a strong and vibrant community by attracting, supporting and retaining businesses and residents.
SOCIAL:	Building Social Capital and engaging citizens and partners to improve the well-being and diversity of the community.
GOVERNANCE:	Fiscally sustainable government focused on strategic decision-making, transparency and inclusiveness.