



Revised Agenda Regular Council Meeting

**Tuesday, July 15, 2025, Immediately following the Public Hearing
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 July 15, 2025 be adopted.
- 3. Adoption of Minutes**
 - 3.1 Regular Council Meeting Minutes of July 8, 2025**
Recommendation
THAT the Regular Council Meeting Minutes of July 8, 2025 be adopted.
- 4. Mayor's Report**
- 5. Announcements**
 - During summer wildfire season, it is important to discuss your household emergency plan and be prepared with a grab and go emergency kit.
 - Remember a fire can spread extremely quickly, engulfing a home in a matter of minutes.
 - Smoke alarms and a home fire escape plan will provide time for you to get out safely. When your smoke alarm beeps, first get everyone out of the premises.
 - When everyone is safely out of harm's way, call 9-1-1 to report the fire.
 - In the event of a wildfire, follow directions from emergency personnel to leave the area.
 - Subscribe to CORDemergency.ca updates for emergency information for communities in the Central Okanagan.
 - When the summer temperatures rise, the District of Lake Country would like to remind members of our community to check in on neighbours, friends and loved ones frequently -- especially those who are more susceptible to heat illness -- to

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ensure they are prepared the summer heat. Lake Country Health and some local community associations and faith groups have taken the initiative to do wellness checks on individuals they are aware of that may be more vulnerable – you can too.

- Drink plenty of water to stay hydrated
- Visit cooler indoor and outdoor spaces like lake front parks or Swalwell Park with Tretheway Splash Park, the Library, Municipal Hall, and Winfield Arena, or businesses open to the public.
- Take a cool shower or put part of your body into a tepid bath
- Wear a wet shirt or apply damp towels to your skin to cool down

6. Delegations 13

6.1 Valley Inter-City Tram-Train Connector Dr. Gord Lovegrove to present.

7. Planning and Development Applications

7.1 Official Community Plan Amendment | OCP00063 | Housing Needs Policy Proposed Housing Policy Changes to Comply with Local Government Act (Bill 44) Legislation 22

Recommendation

THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be read a first time;

AND THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be considered in conjunction with the District's financial plan and waste management plan;

AND THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be read a second time;

AND FURTHER THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be forwarded to Public Hearing.

*7.2 Temporary Use Permit | TUP00111 | 14864, 14838 & 14824 Carrs Landing Road Application to allow use of three existing docks located on three adjacent properties for commercial purposes 37

Recommendation

THAT Temporary Use Permit TUP00111 (Attachment A in the Report to Council dated July 15, 2025) for the properties at 14864, 14838 & 14824 Carrs Landing Road, legally described as LOT 1 SEC 5 TWP 14 ODYD PLAN EPP77578 (PID: 030-326-231), LOT A SEC 5 TWP 14 ODYD PLAN EPP101104 (PID: 031-065-317), and LOT B SEC 5 ODYD TWP 14 PLAN EPP101104 (PID: 031-065-325), allowing limited commercial use of the lands and associated existing docks, be approved.

7.3 Liquor License Referral Application | R0000418 | 2850 Woodsdale Road An application for Turtle Marine Bay Pub to change the hours of liquor service (outside service hours) 50

Recommendation

THAT the following comments be forwarded to the Liquor and Cannabis Regulation Branch (LCRB) regarding Liquor License Referral Application R0000418 for property located at 2850 Woodsdale Road:

1. Council has considered the following:

(a) the location of the establishment (2850 Woodsdale Road) and impacts on the surrounding neighbourhood,

(b) the current business operating hours of:

11:00 AM to 11:00 PM Sunday - Tuesday

11:00 AM to 12:00 AM Wednesday - Saturday

(c) the current hours of liquor service permitted by LCRB are:

9:00 AM to 12:00 AM Sunday – Tuesday,

9:00 AM to 1:00 AM Wednesday – Thursday,

9:00 AM to 2:00 AM Friday – Saturday

(d) the proposed hours of liquor service are:

9:00 AM to 2:00AM Monday through Sunday

2. Council's comments on the prescribed criteria are as follows:

(a) Location: the location of the establishment is within a Tourist Commercial (C9) zone on Wood Lake, adjacent to similar tourist-oriented and highway commercial uses, and buffered from residential areas,

(b) Hours of liquor service and person capacity: aligning late-night liquor service (2:00AM) across the full week provides flexibility for special-event scheduling; these hours would match the existing liquor service hours permitted by LCRB for Friday and Saturday. The applicant has indicated that changes in hours would only be for occasional/annual special events, intended for after-hours parties. The applicant has indicated that the requested change in liquor service hours would not affect the current business operating hours except for special events. The current person capacity for liquor service does not exceed the occupancy load stipulated by the BC Building Code,

(c) Noise: no noise complaints have been received by the District regarding Turtle Bay Marine Pub; additional impacts are expected to be minimal on the neighboring properties,

(d) Impact on community: extending hours is anticipated to enhance tourism through the provision of special events (i.e. Boots 'n' Boats), and stimulate economic activity for local businesses with minimal impacts on the neighbouring properties,

3. The District of Lake Country gathered the views of residents regarding this application:

(a) Views were gathered via the following methods:

- The views of residents were solicited by letters to the surrounding property owners and tenants within a 100-metre buffer area, signage on the subject property, and advertisement in the local newspaper for two consecutive weeks on July 3rd and July 10th, 2025. All feedback received was provided to Council,

- Community members had an opportunity to provide comments at the regular Council meeting of July 15th, 2025.

(b) Views of the residents include:

- Opposition to extended weekday service hours at Turtle Bay Marine Pub due to concerns about excessive summer noise disrupting nearby residents' peace, especially after midnight.
- Opposition to extended pub service hours due to existing noise complaints and concerns that late-night alcohol consumption near the lake increases safety risks, including potential drownings and strain on emergency services.
- *additional comments to be added if further correspondence received.*

4. Council recommends the issuance of the changed hours of liquor service (outside service hours) for the following reasons:

- Council believes the proposed change will have a positive impact on the community by providing flexibility of hours for Turtle Bay Marine Pub to host special events that support tourism and community engagement.
- The extended liquor service hours are not intended for daily use but rather for occasional or annual events, such as the Boots 'n' Boats music festival.

***7.4 Official Community Plan and Zoning Bylaw Amendment | ASP00002| 11470 Bond Road**
Item deferred to a future council meeting.

8. Departmental Reports

8.1 Notice on Title | 14810 and 14814 Pelmewash Parkway | Teddy Bear Lodge and Wood Lake Terrace
To consider placing a notice on title in accordance with section 57 of the Community Charter

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Recommendation

THAT a Notice on Title be filed in the land title office for the properties 14810 Pelmewash Parkway PID: 002-923-980 and 14814 Pelmewash Parkway PID: 008-401-314 pursuant to section 57 of the Community Charter.

8.2 Demonstration Garden

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Recommendation

THAT the Community Engagement Grant request in the amount of \$8,000 from the Lake Country Garden Club for a demonstration garden be approved.

8.3 Kelowna Regional Fare Review Update

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Recommendation

THAT the Fare Increase outlined as Option 1, Recommended Increase, in Table 1: Current Fare Rates and Fare Options, in the Report to Council dated July 15, 2025, be approved and implemented effective October 1, 2025;

AND THAT staff be directed to increase the UPASS rate to align with the 30-day Adult Pass rate (less approved administrative costs);

AND THAT implementation of automatic DayPASS and DayPASS on board in place of the current transfer policy be approved;

AND FURTHER THAT implementation of the EcoPASS program allowing for bulk transit

purchases by developers on behalf of future residential tenants be approved.

8.4 Strategic Priorities Fund 2025 139

Recommendation

THAT an application to the Strategic Priorities Fund for up to \$1,288,793, for design, permitting and construction of a pedestrian bridge, a multi-use pathway connecting Lake Country's Town Centre across Middle Vernon Creek, and two pocket parks on Main Street, be supported;

AND THAT staff be authorized to apply for, receive and manage the grant funding on behalf of the District of Lake Country.

AND THAT if successful, the 2025-2029 Financial Plan be amended to include the receipt and expenditure of the grant funds.

8.5 Water and Sanitary Sewer Regulation and Rate Amendment Bylaws 143
A Bylaw to amend the Water Regulation and Rates Bylaw 984, 2016 and Sanitary Sewer Regulation and Rate Bylaw 1176, 2022

Recommendation

THAT the Water Regulation and Rates Bylaw 1286, 2025 be read a first, second, and third time

AND THAT the Sanitary Sewer Regulation and Rate Bylaw 1287, 2025 be read a first, second, and third time

8.6 Alternative Means of Public Notice | Bylaw 1293, 2025 173

Recommendation

THAT Alternative Means of Public Notice Bylaw 1293, 2025 be read a first, second and third time.

9. Bylaws for Adoption and Readings Following a Public Hearing

9.1 Council Procedure Bylaw 1282, 2025 176
Read a 1st, 2nd, 3rd time June 3, 2025.

Recommendation

THAT Council Procedure Bylaw 1282, 2025 be adopted.

10. Rise and Report from In Camera

11. Council Committees

12. External Committees and Boards

13. Strategic Priorities 191

14. Report from Councillors

15. Adjournment

posted July 15, 2025

Reyna Seabrook, Corporate Officer



Minutes

Regular Council Meeting

July 8, 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 Heather Irvine
Councillor Todd McKenzie, electronically
Councillor Bib Patel
Councillor Cara Reed

Council Absent:

Councillor Michael Lewis

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
Steven Gubbels, Manager of Development
Ruth Sulentich, Economic Development and Public Engagement Specialist
Scott Unser, Public Works Manager
Richard Wagner, Manager of Finance
Brian Zurek, Manager of Long Range Planning
Makayla Ablitt, Legislative & FOI Coordinator
Travis Tonn, Support Analyst
Lauren Sanbrooks, Grant Funding Specialist

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.n.

2. Adoption of Agenda

2025-07-149 It was moved and seconded

THAT the Regular Council Meeting Agenda of July 8, 2025 be adopted.

Carried.

3. Adoption of Minutes

3.1 Regular Council Meeting Minutes of June 17, 2025

2025-07-150 It was moved and seconded

THAT the Regular Council Meeting Minutes of June 17, 2025 be adopted.

Carried.

4. Mayor's Report

5. Announcements

- Live! In Lake Country FREE concerts are happening each Friday evening until August 15th at Swalwell Park (10090 Bottom Wood Lake Rd) from 7:00-9:00pm and the Farmers Market vendors are open for business in the park from 3:00pm. Bring a blanket or lawn chair for seating in the park. Carpool, walk or cycle to the park as parking is limited and onsite parking is designated for those with mobility challenges and Accessible Parking Permits; and leave pets at home where they feel safe and cool and aren't overwhelmed by the noise and large crowd of people
- Stay Safe and cool during summer heat.
 - As the summer temperatures rise, we want to encourage Lake Country residents to regularly check on older adults, infants and children, anyone under-housed with fewer options to avoid heat, those doing a lot of physical activity or working outside, and people with chronic disease or mental illness for signs of heat-related illness. Make sure they are keeping cool and drinking plenty of fluids. Check on those who are unable to leave their homes, and people whose judgment may be impaired.
 - Residents may wish to cool down during the extended hours of operation at the Trethewey Splash Park at Swalwell Park (10090 Bottom Wood Lake Rd); or one of the Lake Country community or regional waterfront parks on Wood Lake, Kalamalka Lake and Okanagan Lake. Residents and summer visitors can also take breaks by visiting air-conditioned spaces in the community such as Winfield Arena, Municipal Hall and the Lake Country Branch, ORL, restaurants and shops during regular hours of operation.
 - **A Free 24/7 potable water station** is located at the NEXUS activity hub/ Winfield Arena (9830 Bottom Wood Lake Rd). Bring your own bottle and fill it with fresh drinking water from the easily accessible water station in the east side of the parking lot.

6. Delegations

7. Planning and Development Applications

7.1 Temporary Use Permit | TUP00107 | 5550 Todd Road

Application to allow a welding and fabrication business out of an existing accessory building on an RLP – Rural Large Parcel 1.

2025-07-151 It was moved and seconded

THAT Temporary Use Permit TUP00107 (Attachment A in the Report to Council dated July 8, 2025) for the property at 5550 Todd Road, legally described as Lot 1 Section 6 Township 10 Osoyoos Division Yale District Plan Kap53967, (PID: 019-115-504), to allow a welding and fabrication business within an existing accessory building, be approved.

AND THAT prior to issuance of Temporary Use Permit TUP00107 an application for a Driveway Access Permit be submitted to the District of Lake Country for review.

Carried.

7.2 Development Variance Permit | DVP00400 | 11911 Okanagan Centre Rd E.

Application to authorize the reduction of the front setback from 15 m to 5.73 m for an existing agricultural building

2025-07-152 It was moved and seconded

THAT Development Variance Permit DVP00400 (Attachment A to the Report to Council dated July 8, 2025) for the property located at 11911 Okanagan Centre Rd E, legally described as LOT 4 SECTION 22 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAP444 TOWNSHIP 20; (PID: 012-386-111), to reduce the front setback from 15 m to 5.73 m for an existing agricultural building, be approved;

AND THAT prior to issuance of Development Variance Permit DVP00400 an application for a Driveway Access Permit for the subject property be submitted to the District of Lake Country for review.

Carried.

7.3 Development Variance Permit | DVP00415 | 10310 Teresa Road

To authorize construction of a secondary suite in the existing single-family dwelling with variance to the allowable maximum floor area.

2025-07-153 It was moved and seconded

THAT Development Variance Permit DVP00415 (Attachment A to the Report to Council dated July 08, 2025) for the property located at 10310 Tessa Rd, legally described as LOT 16 SECTION 11 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAP79528 TOWNSHIP 20; (PID: 026-483-459), to vary the allowable maximum floor area of a secondary suite, be approved.

Carried.

7.4 Zoning Amendment Application | Z0000336 | 15519 Barkley Road

Rezoning a property from RR1 – Rural Residential 1 to RR2 – Rural Residential 2

2025-07-154 It was moved and seconded

THAT Zoning Amendment (Z0000336) Bylaw 1288, 2025 be read a first, second and third time.

AND THAT prior to Zoning Amendment (Z0000336) Bylaw 1288, 2025 being considered for adoption, the applicant be required to:

- a) apply for and obtain a variance to the requirement to connect to the community water system as per the District's Subdivision and Development Servicing Bylaw, and
- b) register a Land Title Act section 219 covenant on title establishing maintenance and waste collection processes on the unopened-unmaintained road right of way.

Carried.

7.5 Zoning Amendment for Industrial Purposes | Z0000346 | 380 Bubna Rd

Industrial Rezoning Proposal for Lands Located

2025-07-155 It was moved and seconded

THAT Zoning Amendment (Z0000346) Bylaw 1292, 2025 be read a first and second time;

AND THAT Zoning Amendment (Z0000346) Bylaw 1292, 2025 be forwarded to a Public Hearing.

Carried.

7.6 Copper Hill OCP and Zoning Bylaw Amendments | OCP00062 & Z0000253 | Copper Hill

Copper Hill Land Use Changes Proposed for Residential, Light Industrial and Park Purposes – Consideration of 2nd Reading

2025-07-156 It was moved and seconded

THAT Official Community Plan Amendment (OCP00062) Bylaw 1284, 2025, as amended, be considered in conjunction with the District's financial plan and waste management plan;

AND THAT Official Community Plan Amendment (OCP00062) Bylaw 1284, 2025 be read a second time, as amended;

AND THAT Zoning Amendment (Z0000253) Bylaw 1285, 2025 be read a second time, as amended;

AND THAT prior to adoption of Zoning Amendment (Z0000253) Bylaw 1285, 2025 and OCP Amendment (OCP00062) Bylaw 1284, 2025, the applicant be required to:

1. construct the emergency egress route through the subject property (PID 013-537-270), from Sherman Drive to the McCarthy Road extension, and enter into an agreement to make such route open and available to the District and the public prior to adoption of the above noted bylaws and prior to being dedicated as a road right of way; and
2. enter into an agreement with the District, establishing that:

- a. the egress route is to be fully constructed and dedicated to the District prior to the first building in CD-16 Area B and/or Area C being occupied;
- b. the applicant will transfer approximately 1.8 ha (4.4 acres) of land (as shown on Attachment F to the Report to Council dated July 8, 2025) to the District for institutional purposes; and
- c. the applicant will transfer undevelopable land (as shown on Attachment F to the Report to Council dated July 8, 2025) to the District for park conservation purposes.

Carried.

8. Departmental Reports

8.1 2025 Grant-in-Aid Application | GIA2025-002 | Lake Country Community Fridge

Grant-in-Aid application for Lake Country Community Fridge

2025-07-157 It was moved and seconded

THAT the Grant-in-Aid request from Lake Country Community Fridge in the amount of \$2,000 to assist with ongoing costs including food, structure needs and maintenance, be approved.

Carried.

8.2 UBCM Community Excellence Award Submission

Application for communication and engagement of the 2023 budget

2025-07-158 It was moved and seconded

THAT staff be directed to submit an application for the 2025 UBCM Community Excellence Awards for the District's communication and engagement regarding financial plans and taxation increases.

Carried.

8.3 2024 Grants Summary

A summary of the 2024 Grants.

For Information.

8.4 Paid-On-Call Firefighter Compensation Policy and Fire Department Smartphone Stipend

To consider a Paid-On-Call Compensation Policy and new Fire Department Technology Stipend

Councillor Reed declared a conflict of interest due to a personal relationship and left the meeting at 8:09 p.m.

2025-07-159 It was moved and seconded

THAT Paid-on-Call Firefighter Compensation Policy 222, 2025 be adopted.

Carried.

Councillor Reed returned to the meeting at 8:13 p.m.

9. Bylaws for Adoption and Readings Following a Public Hearing

9.1 Road Closure (RC2024-003) Bylaw 1253, 2024

Read a 1st, 2nd, 3rd time [June 3, 2025](#).

2025-07-160 It was moved and seconded

THAT Road Closure (RC2025-003) Bylaw 1253, 2024 be adopted.

Carried.

10. Rise and Report from In Camera

11. Council Committees

12. External Committees and Boards

12.1 Board of Education Meeting Highlights of June 11, 2025

12.2 Regional District of Central Okanagan Board Report of June 19, 2025

13. Strategic Priorities

14. Report from Councillors

Councillor McKenzie appreciates the opportunity to attend remotely and has enjoyed experiencing other communities in his travels.

Councillor Reed acknowledged Councillor McKenzie dedication to the community. She thanked the firefighters for their support on the Whelan Creek Wildfire over the weekend, as well as the staff who supported the Emergency Operations Centre (EOC).

Councillor Patel echoed Councillor Reeds respects to firefighters. He is proud to be part of the Lake Country Community.

Councillor Brett echoed Councillor Patels comments. She reminded the community to drive slowly and be cautious on the roads. Councillor Brett noted stone fruits are in season and many goods are being produced locally.

Councillor Irvine is excited to see the progress on the emergency egress for Copper Hill.

Mayor Ireland echoed comments from around the table. He emphasized the importance of taking care of each other.

15. Adjournment

The Mayor adjourned the meeting at 8:21 p.m.

DRAFT

[Your organization's Letterhead]

May 15, 2025

To Whom it May Concern

RE: Letter of Support – Indigenous-Led Inter-Community Valley Rail Planning Study (Osoyoos–Kelowna–Kamloops Corridor)

Ladies & Gentlemen,

On behalf of the **(insert your organization name here)**, I am writing to offer our full and unequivocal support for the \$3 million planning study for the proposed **Indigenous-led hydrail light rail corridor** spanning Osoyoos, Kelowna, and Kamloops. This transformative initiative is not only aligned with the urgent need for sustainable, zero-emission transportation—it embodies the principles of reconciliation, regional equity, and community empowerment.

This project represents a **first-of-its-kind Indigenous-led inter-community rail initiative** in British Columbia. As such, it stands as a model for the implementation of the **United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)**, which is enshrined in both **provincial (Declaration Act)** and **federal policy frameworks**. In particular, the project fulfills critical commitments to:

- **Advance Indigenous self-determination** in infrastructure design and governance;
- **Support equitable access** to health, education, and economic opportunity across Nations and communities;
- **Promote sustainable development** that respects Indigenous land, knowledge, and long-term planning values.

Grounded in Indigenous Leadership and Public Support

Findings from a **November 2024 ThoughtExchange survey** conducted by MC2 Management Ltd., at a Valley Rail community forum co-hosted by the Thompson Okanagan Tourism Association (TOTA), Okanagan Transit Alliance (OTA) and UBCO, illustrate overwhelming support for:

- An Indigenous-led process rooted in community-defined priorities;
- Public funding mechanisms that ensure **universal access and public ownership**;
- A regional system designed to serve Elders, youth, and underserved communities;
- Collaboration between First Nations, municipalities, and the Province in a **nation-to-nation approach** to infrastructure planning.

As articulated by **Secwepemc Nation citizen Dawn McGrath, UBCO PhD Candidate**, this is not merely a transportation initiative—it is a public health, cultural, and climate resilience

investment. It opens the door to bold, inclusive infrastructure development that integrates Indigenous legal orders, planning practices, and land stewardship principles.

Alignment with Provincial and Federal Mandates

This project exemplifies the goals of:

- **BC's Declaration Act Action Plan (2022–2027)**, especially Actions 4.12 and 4.13, which commit to Indigenous-led climate infrastructure and improved access to services in rural and remote Indigenous communities;
- **Canada's National Infrastructure Assessment** and **Green Infrastructure Stream**, which prioritize Indigenous leadership and clean transportation;
- The **CleanBC Plan** and the federal **Hydrogen Strategy for Canada**, under which green hydrail technology is recognized as a key decarbonization pathway.

Additionally, the project aligns with our **(insert here your organizations's relevant strategic priorities/values/)**, and our commitment to **regenerative tourism development**, ensuring that visitor economies contribute to the well-being of local communities and the protection of the lands we all rely upon.

Our Commitment

(Replace with name of your organization) stands ready to collaborate with the Syilx Okanagan Nation, the Osoyoos Indian Band, the Secwepemc Nation, and all partners advancing this bold vision. We support the planning study as an essential step toward implementation and call on all levels of government to contribute to its funding and long-term success.

We recognize the power of Indigenous leadership to guide our region toward a more just, connected, and sustainable future—and we are honoured to walk this path in support.

Sincerely,



OKANAGAN HYDRAIL BASED MOBILITY PROJECT



PRESENTED BY

DR GORD LOVEGROVE, DAWN MCGRATH PHD CANDIDATE, DR H. BUSCHE

WHY “BENEFITS”

Tourism & Development

Resilience

Reduce Congestion & Crashes

Secondary Savings on Roads

Affordability & Equity

Connections

Climate

HOW MUCH

- Investment cost: \$ 33M/year Valley communities to get it built (2/3 by Prov/Feds)
- Operational cost: \$164M/year Valley communities to keep it going
- \$200M/yr in total for the whole Valley, with 200,000 HH & 3M tourists/year
- \$1,000/yr/HH = \$85/month for unlimited Valley travel
- Could be further REDUCED by partners such as Tourists & Developers

NOT IN MY LIFETIME?

- Phase it! But where/who first??
- Local investment & jobs
- Partners – MoTT, LGs
- Governance – wholly owned ‘crown’ corporation with partners at the leadership table
- Initial \$3 M grant, to start planning

WHAT WOULD IT LOOK LIKE IN MY COMMUNITY?

- Feasibility studies already done
- Reduced traffic congestion & crashes
- TramTrain = Streetcars (Tram) in communities, train between communities
- Community engagement confirms route, stations, schedules for the entire Valley
- Options for infrastructure, vehicles & schedules to optimize connections & best integrate
- Options for governance, community & partnerships
- Financing & options for phasing



OKANAGAN HYDRAIL BASED MOBILITY PROJECT



THANK YOU FOR YOUR ATTENTION:

DR GORD LOVEGROVE, DAWN MCGRATH PHD CANDIDATE, DR H. BUSCHE

FOR MORE INFORMATION: GORD.LOVEGROVE@UBC.CA

ADDITIONAL: WHY NOT JUST BUSES

- Ridership attraction
- All season safety & reliability
- Trains last longer
- Comfort
- Costs over 30 years

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

Prepared by: Brian Zurek, Manager of Long Range Planning
Department: Planning and Development

Title: Official Community Plan Amendment | Housing Needs Policy | OCP00063
Description: Proposed Housing Policy Changes to Comply with Local Government Act (Bill 44) Legislation

RECOMMENDATION

THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be read a first time;
AND THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be considered in conjunction with the District's financial plan and waste management plan;
AND THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be read a second time;
AND FURTHER THAT Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025 be forwarded to Public Hearing.

EXECUTIVE SUMMARY

The purpose of the report is to describe specific amendments required to bring the Official Community Plan (OCP) into compliance with the Local Government Act (Bill 44). The District is required to update the OCP by December 21, 2025 to include housing policies that address three classes of housing need:

- family housing,
- shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness, and
- housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

The draft OCP bylaw is included as Attachment A. A marked-up version of current OCP policy is included as Attachment B. Subsequent to the proposed amendment before Council, there are no further OCP amendments required to comply with Bill 44 legislation at this time.

The provincial mandate to review and update the OCP for Bill 44 is separate from general review and update of the OCP underway currently. The general review of the OCP is scheduled to conclude by July 2026.

The recommendation in this report does not fetter Council's decision-making authority to consider further amendments as part of the general review of the OCP which is currently under way and anticipated to be concluded by July 2026.

BACKGROUND

Local Government Act (Bill 44) Requirements

In the fall of 2023, the Province passed local government housing legislation to facilitate the more residential development in municipalities across BC. The District's progress toward the legislative requirements is summarized in Table 1.

TABLE 1. Local Government Act Housing Legislation Requirements

Housing-Related Action Required	Required Completion Date	Status
Remove the requirement for public hearings where proposed rezonings are consistent with the OCP	November 30, 2023	Complete
Implement zoning for small-scale multiple-housing	June 30, 2024	Complete
Develop an interim housing needs report	January 1, 2025	Complete
Confirm that the OCP and Zoning Bylaw support the 20-year need for housing	December 31, 2025	Complete
Update the OCP to align with housing legislation*	December 31, 2025	Draft
Align density bonusing in Zoning Bylaw with provincial housing mandate	June 30, 2026	2026
Update the housing needs report	December 31, 2028 (+ every 5 years thereafter)	2028
Update the OCP and Zoning Bylaw	December 31, 2030 (+ every 5 years thereafter)	2030

***subject of this report**

To comply with the current mandate, by December 31, 2025 the District is required to:

- review and update, if required, OCPs to include statements and associated mapping designations (location, type, and density of residential development) to meet the anticipated 20-year need for housing;
- align Zoning Bylaws with OCPs (pre-zoning use and density of residential development), if required, to meet the anticipated 20-year need for housing; and
- ensure that OCPs include housing policies respecting each of the seven classes of housing needs required by the most recent housing needs report:
 1. affordable housing
 2. rental housing
 3. special needs housing
 4. seniors' housing
 5. family housing
 6. shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness (homelessness shelters / housing)
 7. housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation (transportation network housing).

As a result of the Bill 44 requirements staff have reviewed existing future land use designations, and the potential development capacity of lands zoned for residential development. Based on the review, staff determined that the District has sufficient lands identified in the OCP and Zoning Bylaw (Attachment C). Amendments to the OCP future land use designations or Zoning Bylaw are not needed at this time to comply with Bill 44 requirements.

Additionally, staff reviewed the existing housing policies against the seven classes of housing as required by Bill 44. Staff determined that OCP policies for three classes of housing need are needed at this time to be compliant with provincial legislation:

- family housing,
- homelessness shelters / housing, and
- transportation network housing.

General OCP Review and Update

The provincial mandate to review and update the OCP for Bill 44 is separate from general review and update of the OCP which is underway. The general review of the OCP is scheduled to conclude by July 2026.

The work of the general OCP review will include the evaluation of OCP policy, including housing and the proposed amendments. Council and the community will have an opportunity to build on, modify, or eliminate policy subject

to provincial legislative requirements. The general OCP review will be informed by public engagement and additional analysis (land capacity, demographics).

Staff have initiated the Bill 44 OCP review prior to the first phase of general OCP engagement (September 2025). Limiting overlap between the provincially mandated (Bill 44) review and the Council-initiated general review of the OCP will allow each process to proceed independently and reduce the potential for confusion.

DISCUSSION/ANALYSIS

Policy Analysis

The OCP contains housing policies (Section 7) that consider a broad range of housing goals. Existing housing policies address housing demand, tenure, affordability, and building forms (single and multi-family development).

Staff identified broad and general alignment between policies in this section and the seven classes of housing need identified in the District's Interim Housing Needs Report. Analysis of existing policies is included as Attachment D.

The current OCP policies addressing affordable housing, rental housing, special needs housing, and seniors' housing comply with provincial legislation for four of the seven classes of housing identified by Bill 44.

The existing OCP policies do not address family housing, homelessness shelters / housing, or transportation network housing as required by Bill 44. To align OCP housing policy with provincial legislation, draft policy is proposed for Council's consideration (Attachments A and B).

Policy Implications

Adopting the proposed housing policy will bring the District into compliance with provincial legislation. The amendments will not obligate District to develop specific classes of housing, for example, housing for seniors, families, or for individuals experiencing homelessness. Instead, the provincial mandate requires the District to identify the potential to develop housing to meet the needs of the entire community.

Because affordable, non-market, or other forms of subsidized housing is not typically supplied by the market, the provision of these forms of housing would rely on partnerships with the provincial government, non-profit organizations, government agencies, or regional governments to diversify the housing supply in the community. For example, the District is planning with regional governments to deliver housing and associated support services to meet the needs of the unhoused in the region. Through proactive planning regional cooperation, the District can positively influence the development of housing in Lake Country.

Additionally, the proposed amendments are limited to OCP housing policy, and do not impact development potential (future land use) of land in the District. Council would be required to authorize any proposed residential uses not currently authorized through land use designations or zoning regulations. Council retains discretion over the regulation of land use within the District.

Authority to Amend the OCP

Nothing in the staff recommendation to adopt housing policy would fetter Council's decision-making authority when considering amendments as part of the general review of the OCP. Council retains the authority to determine the scope and content of the OCP.

Financial Plan and Waste Management Plan

The District must consider the proposed OCP amendments in conjunction with the Financial Plan and the Waste Management Plan. No impacts to either the Financial Plan or the Waste Management Plan are anticipated at this time.

Next Steps

Should Council support the proposed amendments, the proposal would be scheduled for a public hearing and third reading of the amendment bylaw. Following third reading and final adoption, staff would notify the province that the District's OCP is compliant with Bill 44 legislation.

The general OCP update and review would continue through the review and approval process. The target date for approval of the general update is July 2026.

FINANCIAL IMPLICATIONS

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

As noted previously, the proposed OCP amendments are not anticipated to impact the District's Financial Plan.

COMMUNICATION

- This application has received initial review by staff.
- Referrals for the proposal have been circulated.
- Prior to any future scheduled Public Hearing, District and applicant notifications are to occur in accordance with Development Approval Procedures Bylaw 1227, 2024.

ALTERNATE RECOMMENDATIONS

1. THAT Official Community Plan Amendment (Housing Needs Policy) Bylaw 1289, 2025 be read a first time subject to conditions identified by Council;
2. THAT Official Community Plan Amendment (Housing Needs Policy) Bylaw 1289, 2025 be deferred pending additional information identified by Council.

Respectfully Submitted.

Brian Zurek, Manager of Long Range Planning

Report Approval Details

Document Title:	Official Community Plan Amendment (OCP000063) – Bill 44 Housing Policy.docx
Attachments:	<ul style="list-style-type: none"> - Attachment A – OCP00063 – Bylaw 1289-1.pdf - Attachment B - OCP00063 – OCP Housing Policy Redline Markup.pdf - Attachment C - OCP00063 – Residential Capacity Summary Tables.pdf - Attachment D - OCP00063 – Existing OCP Housing Policy Analysis.pdf
Final Approval Date:	Jul 10, 2025

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

Jeremy Frick, Director of Development Approvals - Jul 9, 2025 – 7:43 PM

Reyna Seabrook, Director of Corporate Services - Jul 10, 2025 - 11:39 AM

Paul Gipps, Chief Administrative Officer - Jul 10, 2025 - 11:59 AM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 10, 2025 - 12:16 PM

DISTRICT OF LAKE COUNTRY

BYLAW 1289, 2025

A BYLAW TO AMEND OFFICIAL COMMUNITY PLAN BYLAW 1065, 2018

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

1. Official Community Plan Bylaw 1065, 2018 is hereby amended as follows:
 - 1.1. Section 7 – Housing, is amended as follows:
 - (a) In Sub-section 7.1.5, adding the following new sections immediately after subsection h.:

“i. Promote units for families in low-, medium-, and high-density residential developments. Family-friendly units include three or more bedrooms. Encourage family-friendly amenities including play areas, green space and adaptable unit designs.

j. Support the development of housing that address each class of housing need. In addition to traditional forms of affordable market and non-market housing, housing need can include housing for individuals at risk of homelessness, and shelters for the unhoused. Partner with non-profit organizations, government agencies, or regional governments to increase the supply of needed housing in the community. Lobby senior levels of government for additional housing-related funding.”
 - (b) In Sub-section 7.1.7, adding the following new section immediately after subsection i.:

“j. Encourage higher-density development in areas served by transportation infrastructure that supports public transit, active transportation, or other alternate forms of transportation providing access to employment, services, and amenities.”
2. This bylaw may be cited as “Official Community Plan Amendment (OCP00063) Bylaw 1289, 2025”.

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

CONSIDERED in conjunction with the financial plan and waste management plan this ____ day of ____, 2025.

READ A SECOND TIME this ____ day of ____, 2025.

ADVERTISED on the ____ and ____ days of ____, 2025 and a Public Hearing held pursuant to Section 464 of the *Local Government Act*.

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

ADOPTED this ____ day of ____, 2025.

Mayor

Corporate Officer

SECTION 7 |

7 HOUSING

EXISTING CONDITIONS

Housing stock in the District has changed considerably over the past thirty years as Lake Country has evolved from a primarily rural or agricultural community into a mostly bedroom community serving Kelowna and Vernon. It is anticipated the housing mix will continue to diversify as employment opportunities continue to grow and develop.

The housing stock in Lake Country is overwhelmingly dominated by single-unit dwellings; however, there has been an increase in construction of multi-family units. Since 2006, 1,036 single-family dwellings and 954 multi-family dwellings were constructed.

Objectives

- 7.1.1 Support a variety of residential housing options.
- 7.1.2 Allow for a range of residential housing tenures.
- 7.1.3 Promote the availability of affordable housing.
- 7.1.4 Protect the existing rental stock.

POLICIES

- 7.1.5 The policies of Council are as follows:
 - a. Discourage stratification of existing rental properties.
 - b. Support the use of secondary suites and accessory suites as a means of providing affordable and rental options.
 - c. Establish an Affordable Housing Strategy for Lake Country.
 - d. Continue to shift the composition of housing stock by encouraging more multiple unit buildings and fewer single detached dwellings, aiming for a total housing composition of less than the current 70% single detached dwellings and more than the current 30% multiple unit dwellings.
 - e. Work with the development community to ensure the availability of an appropriate mixture of housing types.
 - f. Inventory and categorize existing residential units.
 - g. Encourage the development of multiple unit residential buildings by pre-zoning land.
 - h. Support the development of higher density housing in the Urban Containment Boundary identified on Map 3. Higher density housing forms include townhouses, apartments, duplexes, and triplexes.
 - i. Promote units for families in low-, medium-, and high-density residential developments. Family-friendly units include three or more bedrooms. Encourage family-friendly amenities including play areas, green space and adaptable unit designs.
 - j. Support the development of housing that address each class of housing need. In

SECTION 7 |

addition to traditional forms of affordable market and non-market housing, housing need can include housing for individuals at risk of homelessness, and shelters for the unhoused. Partner with non-profit organizations, government agencies, or regional governments to increase the supply of needed housing in the community. Lobby senior levels of government for additional housing-related funding.

Objective

7.1.6 Improve opportunities for affordable and attainable housing in the community.

POLICIES

7.1.7 The policies of Council are as follows:

- a. Continue to conduct a housing needs assessment to guide land use decisions.
- b. Expedite permitting procedures for development proposals providing attainable ownership units, rental units, special needs housing, seniors housing, or congregate care facilities.
- c. Seek to ensure low income housing is not removed unless alternate housing is provided for the residents that are displaced.
- d. Consider residential facilities designed for people with special needs in all neighbourhoods.
- e. Encourage purpose-built developments to provide suitable housing for all segments of the population, particularly those whose needs are currently unmet by the existing housing stock.
- f. Support the use of housing agreements to ensure the long-term provision of affordable, rental and special needs housing.
- g. Consider granting density bonuses for the creation of affordable, rental and special needs housing.
- h. Identify housing gaps that arise from time to time.
- i. Encourage and prioritize housing development that considers the full costs of housing, including but not limited to: commute times, access to transit, walkability, multi-modal connections, parks, and access to a diverse selection of public, private, social, and other services.
- j. Encourage higher-density development in areas served by transportation infrastructure that supports public transit, active transportation, or other alternate forms of transportation providing access to employment, services, and amenities.

7.2 Housing Profile

In 2016, the District of Lake Country had approximately 5,095 residences, of which single-detached houses represented 68.9% of all private dwellings. This was a 9.1% reduction from 2011.

Of the 5,095 occupied private dwellings in 2016, 69% were single-detached units while the remaining 31% represented other types of structures including semi-detached houses, townhouses, apartments or flats in duplexes, as well as moveable dwelling units.

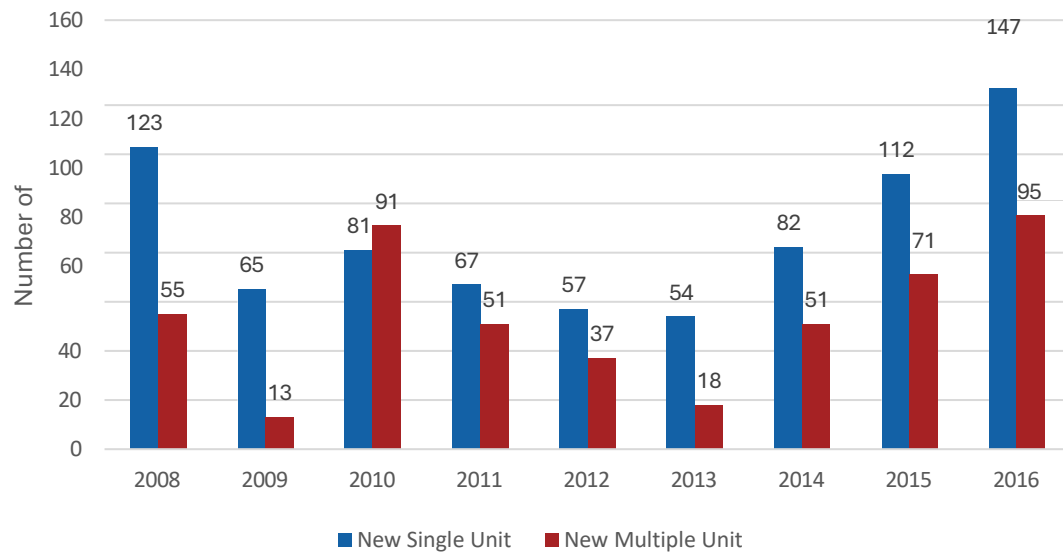
In 2016, 21.8 % of all dwelling units made up the rental stock within the District.

SECTION 7 |

Table 7.1 Housing Unit Growth 2008 - 2016

	New Single Unit	New Multiple Unit	Total Units in DLC
2008	123	55	5,180
2009	65	13	5,259
2010	81	91	5,431
2011	67	51	5,549
2012	57	37	5,644
2013	54	18	5,717
2014	82	51	5,850
2015	112	71	6,033
2016	147	95	6,277
Total	788	482	-

Figure 7.1. Housing Unit Growth (2008-2016)



7.3 Housing Demand

The municipality expects growth will continue to progress in fits and starts as the housing market dictates, but that the average annual growth rate will be somewhere around 3.1% per year. This anticipated growth rate is thought to be a healthy increase for the community.

The District would like to provide a diversified housing stock consisting of fewer than 70% single-unit and more than 30% multiple-unit housing. With an anticipated 1.5% - 3.1% population growth rate, about 2,100 – 5,100 new residential units will be required by 2038. To shift the proportions to a

SECTION 7 |

higher percentage of multiple family units, a substantial portion of these new units will need to be in multiple-unit buildings.

It is anticipated those lands within the Urban Containment Boundary will be sufficient to accommodate a five-year supply of housing for the District.

7.4 Rental Housing

Rental housing is imperative to the development of a complete community. Lake Country has few units available in the rental market. While the percentage of rental units in Lake Country is low, this number has been very gradually increasing over the last ten years. This is reflected in the Census data, which indicates that in 2006, 16% of units were rented, 18.1% in 2011, and 21.8% in 2016.

As of 2017, there has been no multiple-unit development constructed purely for the purpose of rental housing in the District of Lake Country since 2000. Most multiple-unit construction has been condominiums intended for owner occupation. Only a small percentage of these units were purchased with the intention to rent.

The remainder of the rental stock is comprised of mobile homes and seasonal accommodation that is occupied for short durations in the summer months but is otherwise available for long-term rental in the off season.

The significant lack of rental accommodation affects the development of the local economy, as business owners cannot find staff within the community. As such, the District is committed to protecting existing rental stock and supports an increase to the availability of rental housing.

POLICIES

7.4.1 The policies of Council are as follows:

- a. Undertake an Affordable Housing Needs Analysis and implement any resulting recommendations while considering different implementation approaches aimed at generating more affordable rental housing.

7.5 Affordable Housing

There is a shortage of affordable and attainable housing in the community. This is an impediment to economic development and the establishment of a complete community, as individuals in the lower to middle income brackets are largely excluded from the District.

7.6 Secondary Suites

Secondary and accessory suites provide an important alternative to more traditional large-scale, multiple-unit residential dwellings. Suites provide a means to accommodate a mixture of income and age levels within existing neighbourhoods without increasing apparent density or changing the character of the neighbourhood.

SECTION 7 |

To further encourage suite development, the District of Lake Country amended the Zoning Bylaw in 2009 to permit secondary suites in all residential zones and to permit accessory suites on all rural residential properties.

7.7 Single Unit Residential

The community is predominately comprised of single-unit residential dwellings in both urban and rural areas. Housing prices in Lake Country are high and continue to rise, and this is partially due to the predominance of low density, single-family dwellings on individual lots.

To reduce the amount of land consumed by low density development, help limit urban sprawl and to reduce the ecological impact of urban development, the District of Lake Country is advocating increased density in single-unit residential neighbourhoods.

7.8 Multiple Unit Residential

While the multiple-unit residential stock within the District had two peak increases in 2010 and 2016, there is still a low supply of this type of housing form within the community compared to the number of single-family units.

Objective

- 7.8.1 Accommodate a range of income levels and ages by encouraging development of mid- and high-density multiple unit projects.

POLICIES

- 7.8.2 The policies of Council are as follows:
- a. Locate high-density, multiple-unit projects within easy access of commercial services, parks, and community and recreational facilities in areas such as Main Street and Woodsdale.
 - b. Locate townhouses and other mid-density, ground-oriented developments in the Urban Containment Boundary identified on Map 3 and near local schools as an option for young family and seniors' housing.
 - c. Retain the existing mobile home parks and prevent their conversion to other forms of development

Table A: Estimated Development Capacity by Select OCP Residential and Mixed Use Future Land Use Designations

Future Land Use Designations	Maximum Development Capacity (Units)	Existing Residential (Units)	20-Year Housing Need (Units)	Capacity Reduction: Physical Constraints and Market Examples (Units)		Surplus Residential Capacity (Units)
				High	Low	
High Density Residential, Urban Residential, Rural Residential, Mixed Use Commercial	30,900	-6,400	-5,162	-13,700	-8,000	5,600 -11,300*

*Surplus residential capacity estimated by reducing the maximum capacity (OCP future land use) by existing units, the calculated 20-year need for housing, and development constraints (high and low)

Table B: Estimated Development Capacity by Select Residential and Mixed Use Zones

Zones	Maximum Development Capacity (Units)	Existing Residential (Units)	20-Year Housing Need (Units)	Capacity Reduction: Physical Constraints and Market Examples (Units)		Surplus Residential Capacity (Units)
				High	Low	
Urban Housing, C1 - Town Centre Commercial, Rural Residential, Rural Large Parcel, Direct Control	20,900	-6,700	-5,162	-8,500	-4,300	500 - 4,700**

**Surplus residential capacity estimated by reducing the maximum capacity (residential and mixed-use zoning) by existing units, the calculated 20-year need for housing, and development constraints (high and low)

Seven Classes of Housing Need	OCP Housing Policy Alignment	OCP Housing Policy Gaps	Analysis	Options
1. Affordable Housing	<ul style="list-style-type: none"> General policy supports the creation of affordable housing in the DLC Policy guidance to create affordable housing strategy 	<ul style="list-style-type: none"> Limited policy in absence of affordable housing strategy 	<ul style="list-style-type: none"> OCP provides direction to undertake an Affordable Housing strategy for Lake Country (not part of project scope) Limited amount of affordable housing created in DLC since adoption of current OCP 	<ul style="list-style-type: none"> Maintain current policies Further review policies in general OCP Review and Update
2. Rental Housing	<ul style="list-style-type: none"> Policies include protection and creation of multi-unit rental developments through housing agreements and density bonusing 	<ul style="list-style-type: none"> Limited policy in absence of affordable housing strategy 	<ul style="list-style-type: none"> Over the last two years, DLC has approved several development permit applications that include rental housing; however, little purpose-built rental housing has been constructed to date 	<ul style="list-style-type: none"> Maintain current policies Further review policies in general OCP Review and Update
3. Special Needs Housing	<ul style="list-style-type: none"> Policies support housing agreements, expedited permitting and density bonusing to create special needs housing 		<ul style="list-style-type: none"> Limited amount of special needs housing created in DLC since adoption of current OCP 	<ul style="list-style-type: none"> Maintain current policies Further review policies in general OCP Review and Update
4. Seniors Housing	<ul style="list-style-type: none"> Policy supports expedited permitting to create seniors housing and the creation of ground-oriented developments 	<ul style="list-style-type: none"> Limited policy to support creation of seniors housing 	<ul style="list-style-type: none"> Associated Town Centre policy supports incentives for development of seniors housing 	<ul style="list-style-type: none"> Maintain current policies Further review policies in general OCP Review and Update
5. Housing for Families	<ul style="list-style-type: none"> Policy supports housing for young families in ground-oriented multi-family developments near schools 	<ul style="list-style-type: none"> Limited policy direction to support creation of family-friendly housing 	<ul style="list-style-type: none"> Additional policy supporting the creation of associated units would better align the DLC with provincial housing goals 	<ul style="list-style-type: none"> Add new policy Further review policies in general OCP Review and Update
6. Emergency Housing	<ul style="list-style-type: none"> Policy supports suitable housing for all segments of population, particularly 	<ul style="list-style-type: none"> No specific policies regarding shelters or housing for those at 	<ul style="list-style-type: none"> Additional policy supporting the creation of associated housing would 	<ul style="list-style-type: none"> Add new policy Further review policies in general

Seven Classes of Housing Need	OCP Housing Policy Alignment	OCP Housing Policy Gaps	Analysis	Options
	those with unmet housing needs	risk of homelessness	better align the DLC with provincial housing goals	OCP Review and Update
7. Housing nearby active transportation options	<ul style="list-style-type: none"> Policy supports prioritizing housing that considers living costs including commute times, transit access, and alternate forms of transportation 	<ul style="list-style-type: none"> Limited policy to support creation of housing near multi-modal transportation infrastructure 	<ul style="list-style-type: none"> DLC has limited infrastructure supporting active transportation or transit service Additional policy supporting the creation of associated housing would better align the DLC with provincial housing goals 	<ul style="list-style-type: none"> Build on current policies Further review policies in general OCP Review and Update

To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting
Prepared by: Sheeja Vimalan, Planner
Department: Planning and Development
Title: Temporary Use Permit | TUP00111 | 14864, 14838 & 14824 Carrs Landing Road
Description: Application to allow use of three existing docks located on three adjacent properties for commercial purposes

RECOMMENDATION

THAT Temporary Use Permit TUP00111 (Attachment A in the Report to Council dated July 15, 2025) for the properties at 14864, 14838 & 14824 Carrs Landing Road, legally described as LOT 1 SEC 5 TWP 14 ODYD PLAN EPP77578 (PID: 030-326-231), LOT A SEC 5 TWP 14 ODYD PLAN EPP101104 (PID: 031-065-317), and LOT B SEC 5 ODYD TWP 14 PLAN EPP101104 (PID: 031-065-325), allowing limited commercial use of the lands and associated existing docks, be approved.

EXECUTIVE SUMMARY

The application is a Temporary Use Permit (TUP) to allow use of three existing docks located on three adjacent properties (O'Rourke Family Vineyards properties) for commercial purposes subject to the conditions in the *Permit* (attachment A). The aim is to utilize the currently constructed docks in a commercial fashion to allow boat owners to be shuttled to various O'Rourke Family Vineyard (OFV) properties in the area, so more effectively utilizing the lake as a transportation option instead of adding additional vehicle traffic on local roads.

The applicant confirms that the OFV would only allow docking and undocking during nautical hours consistent with those regulations currently observed by the Districts Okanagan Safe Centre Harbour Regional Park and would install no buoys nor permit any docking via buoy at the facility.

A Temporary Use Permit is regulated under the Local Government Act (Division 8) and permits a Temporary Use to occur on a specified parcel for 3 years (until July, 2028) which can be renewed (s.497-*Local Government Act*), subject to Council decision, for another 3 years (until July, 2031).

The proposal aligns with the relevant policies outlined in the Official Community Plan (OCP). Staff have no concerns with the proposed commercial use as the temporary use and recommend the issuance of the Temporary Use Permit for three (3) years.

BACKGROUND

Application Information			
Application Type	Temporary Use Permit	Application Date:	May 15, 2025
Applicant:	SUREWAY CONSTRUCTION	Owner:	O'ROURKE FAMILY VINEYARDS LTD
Application Description	Request to allow use of three existing docks located on three adjacent properties for commercial purposes.		

Property Information: General			
	Property 1	Property 2	Property 3
Civic Address:	14864 Carrs Landing Rd	14838 Carrs Landing Rd	14824 Carrs Landing Rd
Folio/Roll #:	01751.015 & 01751.016	01751.014 & 01751.021	01751.022 & 01751.023

Legal Description	LOT 1 SEC 5 TWP 14 ODYD PLAN EPP77578	LOT A SEC 5 TWP 14 ODYD PLAN EPP101104	LOT B SEC 5 ODYD TWP 14 PLAN EPP101104
PID	030-326-231	031-065-317	031-065-325
Parcel Size:	~ 0.40 ha/0.99 ac	~0.32 ha/0.80 ac	~0.31 ha/0.76 ac
Official Community Plan	Rural		
Zoning Designation:	RR3 – Rural Residential 3 & W1 - Recreational Water Use		
Land Use Contract	No		
ALR:	No		
Development Permit Areas:	Agricultural and Natural Environmental		
Adjacent Land Summary:	Zoning:	Use:	
<i>North:</i>	RR3- Rural Residential 3	Residential	
<i>East:</i>	A1- Agricultural 1	Road & Agricultural	
<i>South:</i>	RR3- Rural Residential 3	Residential	
<i>West:</i>	W1-Recreational Water Use	Okanagan Lake	

Property Information: Infrastructure and Development Engineering	
Road Network	Existing minor connector
Driveway Access	Permit required
Water Supply:	Private
Sewer:	Municipal
Drainage / Stormwater	Ditch
Comments:	no comment

ANALYSIS

Background

The subject properties are currently developed with residential buildings, a boat house, and docks. The properties are accessible by Carrs Landing Road, through a shared driveway easement, and Okanagan Lake (Attachment B).

The proponent has requested a permit, for a three-year period, to allow the properties associated with O'Rourke Family Vineyards (OFV) to test the feasibility of operating the docks in a commercial manner as described in their application letter (Attachment C). The proposed use of the properties includes a controlled environment so as not to disrupt local residents. The proponent would like to use the existing boat house as a meeting area before people are taken to Peak Cellars Winery, Garden Bistro and/or O'Rourke Family Estate; food and beverage service would be offered.

OFV confirms that they would ensure the docks and operations associated with the docks would be to an industry standard level. The proposal includes limiting hours of docking and undocking to nautical hours consistent with those regulations currently observed by the Okanagan Centre Safe Harbour Regional Park. Traffic would be limited to 4 boats per dock (up to a maximum of 12 vessels combined) at any one time during the permitted operating hours, and OFV does not intend to install buoys, nor permit any docking via buoy at the facility. (Attachment C).

Local Government Act

Section 493 (2) *A temporary use permit may do one or more of the following:*

- (a) *allow a use not permitted by a zoning bylaw;*
 - (b) *specify conditions under which the temporary use may be carried on;*
 - (c) *allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.*
- (3) *If a local government delegates the power to issue a temporary use permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter.*

Section 497 (1) *The owner of land in respect of which a temporary use permit has been issued has the right to put the land to the use described in the permit until the earlier of the following:*

- (a) the date that the permit expires;
 (b) 3 years after the permit was issued.
- (2) A person to whom a temporary use permit has been issued may apply to have the permit renewed, subject to the restriction that a temporary use permit may be renewed only once.

Official Community Plan

- The current Future Land Use Designation in the Official Community Plan (OCP) is Rural.
- A Temporary Use Permit allows for land use not permitted by the applicable Zoning Bylaw to occur on a specified property.
- Official Community Plan policies include:
 - a) *The District will consider the issuance of a Temporary Use Permit provided that the proposed use:*
 - *Is temporary or seasonal.*
 - *Not be noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference or an offensive trade within the meaning of the Health Act, as amended from time to time.*
 - *Have no negative impact on adjacent lands.*
 - *Create no significant increase in the level or demand for services.*
 - *Not permanently alter the site upon which it is located.*
 - b) *The District may apply any conditions to the permit, including but not limited to: the hours of operation, square footage, appearance, screening, site rehabilitation or clean up, or any other matters deemed appropriate by Council.*
 - c) *Temporary Use Permits may be issued for a period of up to three years, and may be renewed once for a second period of up to three years.*
 - d) *Temporary Use Permits may be issued in all areas of the District.*
- Section 18.1 states that Lake Country “presents several opportunities for neighbourhood and tourist commercial development.
- Objective 18.1.8 is to “Provide opportunities for tourist commercial development”.
- Policy 18.1.7, indicates that the District supports neighbourhood commercial development which minimizes impacts (i.e. number and frequency) of vehicle trips and impacts to the neighbourhood.

The proponent has put forth an application which would help reduce traffic on local roads by allowing guests to arrive by boat, and has limit the number of boats to a maximum of 12 at any one time. The proposal does not include the construction of any additional buildings.

Zoning Bylaw

- The Zoning Bylaw assigns two zoning districts to the subject properties, with the upland portion being RR3 – Rural Residential 3, and the waterside portion being W1- Recreational Water Use.
- The RR3 zone aims to provide a zone for country residential development, and complementary uses, on smaller sized lots in areas of high natural amenity and rural services. Commercial uses are not permitted within the RR3 zone and therefore a Temporary Use Permit is necessary for this business endeavor.
- The W1 zone purposes to provide a zone that allows for the recreational enjoyment of upland property owners and foreshore public access while minimizing impacts on fish, wildlife, and vegetation communities. This zone does permit the uses permitted by Provincial Crown Lands, and the use of private docks.

DOCKS, COMMUNITY means a structure available for use by the general public that is permanently affixed to aquatic land.

DOCKS, PRIVATE means a structure, used for personal or private purposes, permanently affixed to aquatic land and used on a year-round basis. Docks do not include seasonal private moorage facilities which are withdrawn from the water and are stored on the upland during the winter season.

The Province has permitted the three existing docks to be constructed for private residential purposes; the applicant is currently working with the Province to amend the dock licenses for private commercial purposes.

The applicant would have to meet all the Federal and Provincial requirements for the use of docks for commercial purposes.

Temporary Use Permit (TUP) Rationale:

- Issuing a TUP would:
 - provide a flexible, lower-impact alternative to permanent rezoning,
 - provide the proposed business, and the community, the opportunity to try this type of business model under defined conditions for a limited term,
 - provide additional employment opportunities within the community, and
 - allow types of services offered by this business to expand and therefore further contribute to the local economy.
- Denial of the TUP could impact the District's approach to economic development and employment opportunities, particularly as Lake Country's economy continues to become more tourism based.

District staff are supportive of the proposed temporary use as it integrates into facilities currently existing at the site, and has potential to benefit the area and contribute to the community at large.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

- This application was referred to internal departments and comments were provided and shared with the applicant.
Land Agent: 14824 Carrs Landing Rd (PID 031-065-325) has covenant KJ1739 registered on title, which limits development adjacent to the foreshore.
- The Planning Department has prepared the appropriate letter/signage and landowner notifications prior to the application being presented to Council for consideration. Any comments received from the notification would be forwarded to Council for consideration.
- As per the *Local Government Act* (s.494) and the Development Approvals Procedure Bylaw, neighbourhood consultation, a development notice sign has been installed on the property, notice has been advertised in the local newspaper, and letters have been sent out to neighbouring property owners and tenants within 100m of the subject property.

ALTERNATE RECOMMENDATION(S)

Should Council not concur with the staff recommendation, the following resolutions could be considered:

1. THAT Temporary Use Permit TUP00111 (Attachment A in the Report to Council dated July 15, 2025) for the properties at 14864, 14838 & 14824 Carrs Landing Road, legally described as LOT 1 SEC 5 TWP 14 ODYD PLAN EPP77578 (PID: 030-326-231), LOT A SEC 5 TWP 14 ODYD PLAN EPP101104 (PID: 031-065-317), and LOT B SEC 5 ODYD TWP 14 PLAN EPP101104 (PID: 031-065-325), allowing limited commercial use of the lands and associated existing docks, not be approved.
2. THAT Temporary Use Permit TUP00111 (Attachment A in the Report to Council dated July 15, 2025) for the properties at 14864, 14838 & 14824 Carrs Landing Road, legally described as LOT 1 SEC 5 TWP 14 ODYD PLAN EPP77578 (PID: 030-326-231), LOT A SEC 5 TWP 14 ODYD PLAN EPP101104 (PID: 031-065-317), and LOT B SEC 5 ODYD TWP 14 PLAN EPP101104 (PID: 031-065-325), allowing limited commercial use of the lands and associated existing docks, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,
Sheeja Vimalan, Planner

Report Approval Details

Document Title:	Temporary Use Permit - TUP00111 - O'Rourke Family Vineyards Ltd - 14864 14838 14824 Carrs Landing Road.docx
Attachments:	<ul style="list-style-type: none"> - Attachment A-TUP00111-Draft TUP.pdf - Attachment B-TUP00111-Location Map and Orthophoto.pdf - Attachment C-TUP00111-Rationale Letter.pdf
Final Approval Date:	Jul 10, 2025

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

Steven Gubbels, Development Engineering Manager - Jul 7, 2025 - 10:43 AM

Carie Liefke, Manager of Current Planning - Jul 7, 2025 - 10:48 AM

Jeremy Frick, Director of Development Approvals - Jul 8, 2025 - 9:32 AM

Reyna Seabrook, Director of Corporate Services - Jul 8, 2025 - 9:47 AM

Paul Gipps, Chief Administrative Officer - Jul 10, 2025 - 7:36 AM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 10, 2025 - 5:20 PM

TEMPORARY USE 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 TEMPORARY USE PERMIT (pursuant to Sec. 493 of the Local Government Act)

PERMIT #: TUP00111

FOLIO #: 1751015, 1751016, 1751014, 1751021, 1751023 & 1751022

ZONING DESIGNATION: RR3 – Rural Residential 3 & W1 – Recreational Water Use

ISSUED TO: O'Rourke Family Vineyards Ltd

SITE ADDRESS: 14864, 14838 & 14824 Carrs Landing Road

LEGAL DESCRIPTION: LOT 1 SECTION 5 TOWNSHIP 14 OSOYOOS DIV OF YALE LAND DISTRICT PLAN EPP77578,
LOT A SECTION 5 TOWNSHIP 14 OSOYOOS DIV OF YALE LAND DISTRICT PLAN EPP101104,
LOT B SECTION 5 TOWNSHIP 14 OSOYOOS DIV OF YALE LAND DISTRICT PLAN EPP101104

PARCEL IDENTIFIER: 030-326-231, 031-065-317 & 031-065-325

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

Temporary Use Permit TUP00111, for lands located at 14864, 14838 & 14824 Carrs Landing Road and legally described as LOT 1 SEC 5 TWP 14 ODYD PLAN EPP77578 (PID: 030-326-231), LOT A SEC 5 TWP 14 ODYD PLAN EPP101104 (PID: 031-065-317), and LOT B SEC 5 ODYD TWP 14 PLAN EPP101104 (PID: 031-065-325) (the "Lands") is approved allowing limited commercial use of the lands and associated existing docks, subject to the following conditions:

- a) Development and business operations shall be conducted in compliance with the provisions of the District's various bylaws including Nuisance Bylaw 857, 2013, Business Licensing Bylaw 1000, 2017, Signage Regulation

Bylaw 501, 2004, and Zoning Bylaw 561, 2007 except as explicitly varied or supplemented by the terms of this permit subsequent permits, amendments(s) and/or development variance permits;

- b) limited commercial use of the Lands specifically includes: lake-side arrival/departure area (existing docks) and lobby (existing boathouse) for guests of O'Rourke Family Vineyard (OFV) properties within the District of Lake Country, which shall include but is not limited to Peak Cellars Winery, Garden Bistro and the O'Rourke Family Estate (the "Properties");
- c) vessel traffic (boats, etc.) shall be restricted to a maximum of 4 vessels per dock (up to a maximum of 12 vessels combined) at any one time;
- d) no buoys shall be installed by the permittee, and no boats may dock via a buoy;
- e) hours of operation are limited to nautical hours consistent with the following:
 - Jan 1 to Feb 28: 6 AM-6 PM
 - Mar 1 to May 31: 6 AM-9 PM
 - Jun 1 to Aug 31: 6 AM-11 PM
 - Sept 1 to Oct 14: 6 AM-9 PM
 - Oct 15 to Dec 31: 6 AM-6 PM;
- f) all use must occur by appointment only;
- g) all use must occur under direct supervision of an OFV employee;
- h) the permittee shall be responsible and liable for maintaining and insuring safe access a) between the docks and the Lands, and b) between the Lands and the Properties;
- i) the use must maintain an industry standard level;
- j) no new structures or buildings may be constructed as part of this permit;
- k) Temporary Use Permit (TUP) must not occur until all necessary Federal and Provincial permits have been granted;
- l) failure to adhere to any condition contained within this permit can result in the termination of the permit;
- m) this permit, issued as per Section 493 of the Local Government Act, is valid from the approval date to the expiry dated indicated below; and
- n) at the end of the term of this permit all uses on this property must revert back to uses permitted under the zoning bylaw of the day.

2. DEVELOPMENT

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

This permit is not transferrable unless specifically permitted by the Municipality. The authorization to transfer the Permit shall, if deemed acceptable, be granted by Council resolution.

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

3. APPROVALS

Authorizing resolutions passed by the Council on the ____ day of ____, 2025.

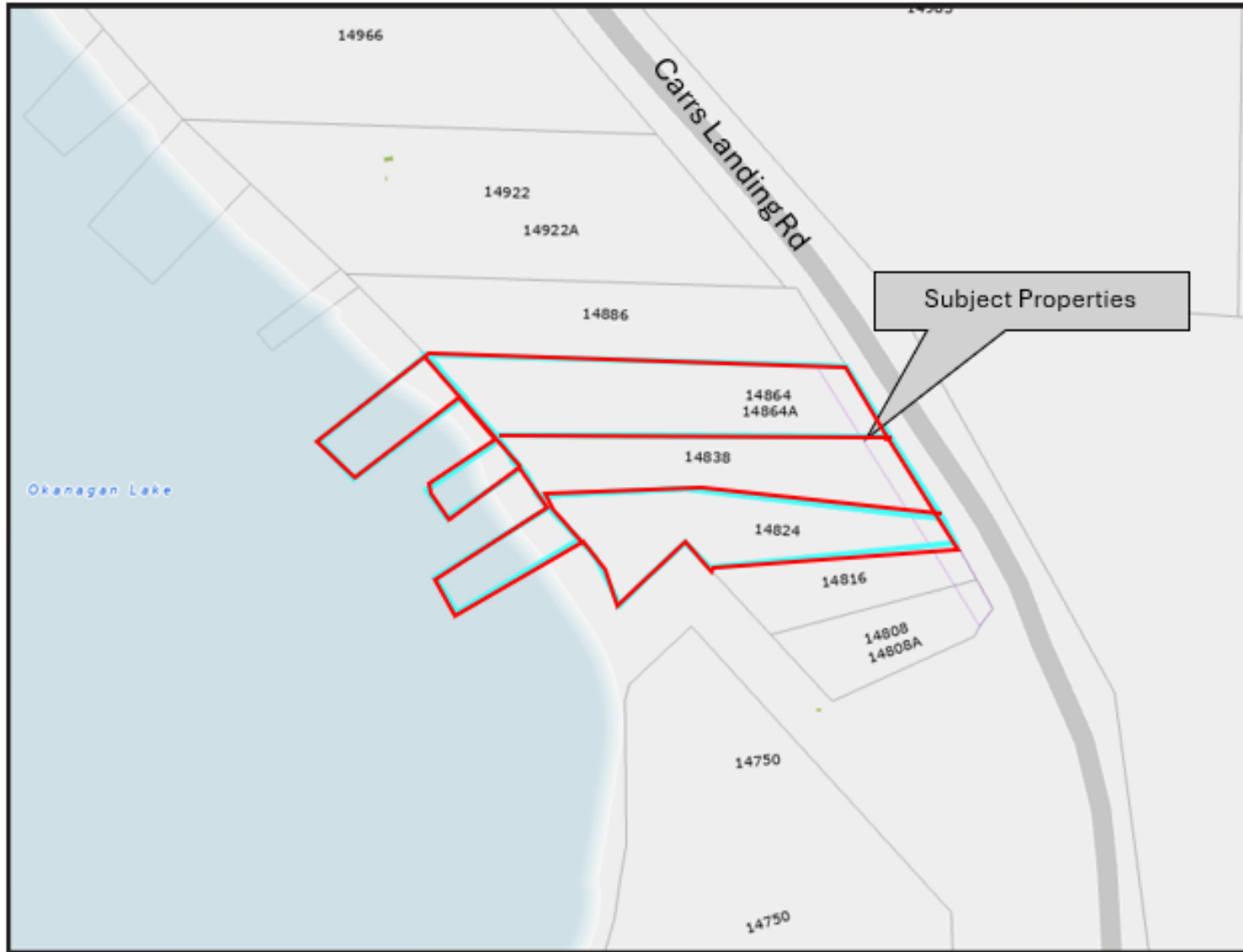
Issued by the Corporate Officer of the District of Lake Country this ____ day of ____, 2025.

4. EXPIRY

Temporary Use Permit TUP00109 (14864, 14838 & 14824 Carrs Landing Road) expires on the ____ day of ____ 2028.

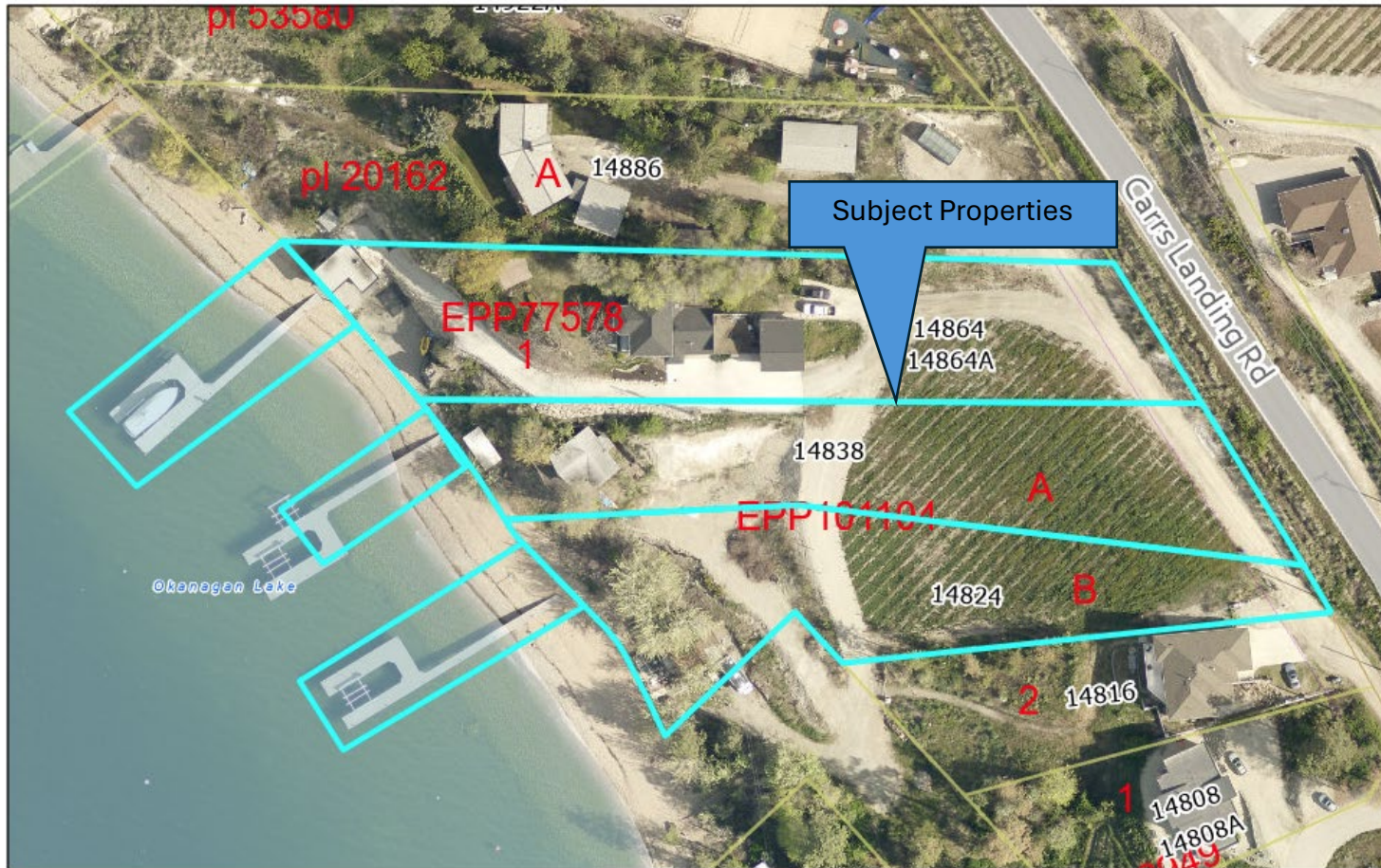
Corporate Officer, Reyna Seabrook

LOCATION MAP



ORTHOPHOTO

District of Lake Country Map



6/29/2025, 10:26:16 AM

Parcels (On Ortho)
 Streets
 Lakes
 Lake Country Boundary

Parcels
 Street
 Easements

Street Names 502-1001

1:1,000

0 0.01 0.01 0.03 mi

0 0.01 0.03 0.05 km

District of Lake Country Online Mapping System
District of Lake Country



May 15, 2025
District of Lake Country
10150 Bottom Wood Lake Rd.
Lake Country, BC
V4V 2M1

Attention: Jeremy Frick, Director of Development Approvals

Re: Temporary Dock Permit for Commonage Road Properties.

Dear Mr. Frick

Further to our recent discussion and site meeting it is our understanding that O'Rourke Family Vineyards Ltd (OFV) could submit a Temporary Use Permit Application to the District to request that Council consider allowing us to use three existing docks located on three adjacent properties for a three year period for commercial purposes.

Please consider the outline below as a summary of our intentions with respect to usage of these docks.

1. The overarching concept is to utilize the currently constructed docks in a commercial fashion to allow boat owners to be shuttled to various OFV properties in the area, more effectively utilizing the lake as a transportation option instead of adding additional vehicle traffic on local roads.
2. Traffic would be limited to 4 boats per dock (up to a maximum of 12 vessels combined) at any one time during the permitted operating hours;
3. OFV would provide adequate signage to ensure responsible operation at safe speed at observed times;
4. OFV would only allow docking and undocking during nautical hours consistent with those regulations currently observed by the Districts Okanagan Safe Centre Harbour Regional Park which are as follows:

General: Open dawn to dusk, with seasonal variations.

Jan 1 to Feb 28: 6 AM-6 PM.

Mar 1 to May 31: 6 AM-9 PM.

Jun 1 to Aug 31: 6 AM-11 PM.

Sept 1 to Oct 14: 6 AM-9 PM.

Oct 15 to Dec 31: 6 AM-6 PM

Attachment C-TUP00111-Rationale Letter

5. Docking would be by appointment only and be associated with attendance at any facility located at or associated with O'Rourke Family Vineyard's which includes but is not limited to Peak Cellars Winery, Garden Bistro and the O'Rourke Family Estate properties;
6. The permit request would be for a three-year period allowing us to test the commercial feasibility of operating the docks in a commercial manner under a controlled environment so as not to disrupt local residents.
7. The docks would be under OFE employee supervision during all hours of operation;
8. OFV would be responsible and liable for maintaining and insuring safe access to and from the docks and the adjacent properties;
9. OFV would insure the docks and operations associated with same to an industry standard level;
10. OFV would install no buoys nor permit any docking via buoy at the facility.
11. Boat house will be used as a meeting area before people are taken to the Peak and/or OFV, we would offer it for food and beverage service;
12. I have attached a copy of the property plan and easement;
13. OFV is committed to working with Front Counter BC to allow the docks to be used for commercial purposes;
14. TUP request would be for both the land (RR3 zone) and the water (W1 zone);
15. OFV will operate this area the same as all other OFV facilities that server alcohol. OFV works with Responsible Service BC and key staff is required to take the Serving It Right Exam, which is a mandatory certification for individuals serving alcohol in British Columbia;
16. OFV will hire dock specific staff to ensure clients are safe on arrival and departure.
17. OFV will shuttle customers from the lake lots to OFV as per the map attached.
18. OFV has reached out to the Girl Guides/Camp Arbuckle they have no objections to our proposal.

I trust this is satisfactory for your needs. If you have any questions or concerns, feel free to contact me at your earliest convenience.

Thank you,



Michael Leitch

14838

PP101104

A

14824

B

2

14816

4808

4808A

pl 53949

Carrs Landing Rd

1488

200ft

14750

734 866 East

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

Prepared by: Curtis Huppee, Planning Student

Department: Planning and Development

Title: Liquor License Referral Application | R0000418 | 2850 Woodsdale Road

Description: An application for Turtle Marine Bay Pub to change the hours of liquor service (outside service hours)

RECOMMENDATION

THAT the following comments be forwarded to the Liquor and Cannabis Regulation Branch (LCRB) regarding Liquor License Referral Application R0000418 for property located at 2850 Woodsdale Road:

1. Council has considered the following:

- (a) the location of the establishment (2850 Woodsdale Road) and impacts on the surrounding neighbourhood,
- (b) the current business operating hours of:
 - 11:00 AM to 11:00 PM Sunday - Tuesday
 - 11:00 AM to 12:00 AM Wednesday - Saturday
- (c) the current hours of liquor service permitted by LCRB are:
 - 9:00 AM to 12:00 AM Sunday – Tuesday,
 - 9:00 AM to 1:00 AM Wednesday – Thursday,
 - 9:00 AM to 2:00 AM Friday – Saturday
- (d) the proposed hours of liquor service are:
 - 9:00 AM to 2:00AM Monday through Sunday

2. Council's comments on the prescribed criteria are as follows:

- (a) Location: the location of the establishment is within a Tourist Commercial (C9) zone on Wood Lake, adjacent to similar tourist-oriented and highway commercial uses, and buffered from residential areas,
- (b) Hours of liquor service and person capacity: aligning late-night liquor service (2:00AM) across the full week provides flexibility for special-event scheduling; these hours would match the existing liquor service hours permitted by LCRB for Friday and Saturday. The applicant has indicated that changes in hours would only be for occasional/annual special events, intended for after-hours parties. The applicant has indicated that the requested change in liquor service hours would not affect the current business operating hours except for special events. The current person capacity for liquor service does not exceed the occupancy load stipulated by the BC Building Code,
- (c) Noise: no noise complaints have been received by the District regarding Turtle Bay Marine Pub; additional impacts are expected to be minimal on the neighboring properties,
- (d) Impact on community: extending hours is anticipated to enhance tourism through the provision of special events (i.e. Boots 'n' Boats), and stimulate economic activity for local businesses with minimal impacts on the neighbouring properties,

3. The District of Lake Country gathered the views of residents regarding this application:

- (a) Views were gathered via the following methods:
 - The views of residents were solicited by letters to the surrounding property owners and tenants within a 100-metre buffer area, signage on the subject property, and advertisement in the local newspaper for two consecutive weeks on July 3rd and July 10th, 2025. All feedback received was provided to Council,
 - Community members had an opportunity to provide comments at the regular Council meeting of July 15th, 2025.

(b) Views of the residents include:

- Opposition to extended weekday service hours at Turtle Bay Marine Pub due to concerns about excessive summer noise disrupting nearby residents' peace, especially after midnight.
 - Opposition to extended pub service hours due to existing noise complaints and concerns that late-night alcohol consumption near the lake increases safety risks, including potential drownings and strain on emergency services.
 - *additional comments to be added if further correspondence received.*
4. Council recommends the issuance of the changed hours of liquor service (outside service hours) for the following reasons:
- Council believes the proposed change will have a positive impact on the community by providing flexibility of hours for Turtle Bay Marine Pub to host special events that support tourism and community engagement.
 - The extended liquor service hours are not intended for daily use but rather for occasional or annual events, such as the Boots 'n' Boats music festival.

EXECUTIVE SUMMARY

The Application is for a change of hours of liquor service (outside service hours) for Turtle Bay Marine Pub.

Current hours of liquor service permitted by LCRB current Hours:

9:00 AM to 12:00 AM Sunday – Tuesday,
 9:00 AM to 1:00 AM Wednesday – Thursday,
 9:00 AM to 2:00 AM Friday – Saturday

Proposed Hours:

9:00 AM to 2:00AM Monday through Sunday

The applicant has indicated that the reason for changing the service hours is to provide flexibility for the occasional special event that is held at the pub (e.g. Boots 'n' Boats festival). The applicant has indicated that the extended hours provide opportunities for an "after party" following the events. The applicant also noted this is not intended to change their regular hours of operation, rather it is only intended for special events and the after party following the events till 2:00AM. (Attachment C).

The District has not received noise-related bylaw complaints for the subject property. The proposed extension to liquor service hours is expected to result in a noise-impact similar to current operations. The overall impact of the proposed extension of liquor service is expected to be positive. The LCRB requests that the District provide comments, in the form of a resolution, regarding this application.

BACKGROUND

Application Information			
Application Type	Liquor License Application	Application Date:	January 30, 2025
Applicant:	Anne Stewart	Owner:	Stewart Smith
Application Description	Change the hours of liquor service (outside service hours)		

Property Information: General	
Folio/Roll #:	02864.321
Legal Description	STRATA LOT 9 SECTION 22 TOWNSHIP 20 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAS1913 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
PID	023-817-844
Civic Address:	2850 Woodsdale Road
Property Information: Land Use	
OCP Designation:	Tourist Commercial
Zoning Designation:	C9- Tourist Commercial
Land Use Contract	n/a

ALR:	n/a	
Parcel Size:	~ 0.205 ha/0.507 ac	
Development Permit Areas:	Multiple Unit, Commercial, Drainage, Natural Environment	
Adjacent Land Summary:	Zoning:	Use:
<i>North:</i>	C9- Tourist Commercial	Mixed Use
<i>East:</i>	N/A	Wood Lake
<i>South:</i>	C9- Tourist Commercial	RV Park
<i>West:</i>	C10- Highway Commercial	Gas Station

Property Information: Infrastructure and Development Engineering	
Road Network	Existing Minor Connector
Driveway Access	Permit not required for this application
Water Supply:	Municipal (Source: Okanagan Lake)
Sewer:	Community Sewer
Drainage / Stormwater	Open Ditch
Comments:	N/A

The Application (Attachment D) is for a change in the hours of liquor service (outside service hours). The LCRB refers the application to the local municipality for input based on the following criteria:

1. the location of the establishment;
2. the person capacity and hours of liquor service of the establishment;
3. the impact of noise in the immediate vicinity; and,
4. the impact on the community if the application is approved.

Additionally, the LCRB requests that the local government collect feedback from nearby residents and business owners regarding this application (Attachment B).

Previously, on May 22, 2025, Turtle Bay Marine Pub submitted a request (R0000421) for a Temporary Change to the Hours of Sale under their Liquor Primary license. The request sought to extend their licensed service hours on Sunday from midnight to 2:00 AM to accommodate the final night of the three-day Boots'n'Boats music festival, held from Friday through Sunday. The extension was intended to allow additional time for the event's after-party, featuring live music and open mic performances. The temporary change in hours was approved.

ANALYSIS

The Location of the Establishment

- The Turtle Bay Marine Pub is within the Tourist Commercial (C9) designation and land use zone, located at 2850 Woodsdale Road (Attachment A). The Turtle Bay Marine Pub is in a central location East of Highway 97 and Pelmeash Parkway, situated on the waterfront of Wood Lake. The property slopes from West to East with views of Wood Lake.
- The neighboring properties have compatible OCP and zoning designations, with two properties (North & South) having the same zoning designation (C9) both being used for RV Parks, and one property (West) being Highway commercial (C10) currently used as a gas station.
- The establishment is close to local parks and attractions, including the Pelmeash Parkway and the Rail Trail, which attract a significant number of tourists to the area.
- Having extended hours to support special events at this establishment would provide a unique venue serving local residents and tourists. Additionally, the pub would support surrounding small commercial businesses and bring more people to the community.

The person capacity and hours of liquor service of the establishment

- The establishment is not proposing an increase in person capacity for liquor service. The current person capacity of liquor service does not exceed the occupancy load for the establishment, based on BC Building Code requirements.
- The proposed serviceable hours are 9:00AM to 2:00AM Monday through Sunday to accommodate special late night events. The applicant does not intend to change the regular operating hours of the business.
- The extension of hours provides the establishment with flexibility for occasional/annual special events and after-hour parties.

The impact of noise in the immediate vicinity

- The establishment is located in an area that has similar land uses consisting of Tourist Commercial (RV Park & mixed use) and Highway Commercial (Gas station).
- The current hours of liquor service for Friday and Saturday is already 9:00AM to 2:00 AM, and there have been no noise complaints filed with the District regarding this establishment.
- While there is potential for noise to be a concern during the weeknights, the applicants has demonstrated their ability to control noise considering that no noise complaints have been filed.
- Turtle Bay Marine Pub recently operated the annual special event “Boots ‘n’ Boats” with a temporary license, and no infractions or complaints were reported, this indicates that the proposed change in liquor service hours would likely have minimal impact of noise within the immediate vicinity.

The impact on the community if the application is approved

- If approved, the change in hours of liquor service would likely have a positive impact on the community.
- The extension of liquor service hours provides Turtle Bay Marine Pub flexibility for more events without needing to apply for a special permit each time, thereby supporting local business.
- The provision of special events within the community helps build community vibrancy by bringing local residents and tourists together for a shared social experience.
- Their proposed hours are not unlike their existing liquor service hours on Friday and Saturday (9:00AM to 2:00AM). There would likely be minimal impact on the properties in the immediate vicinity.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

This application was referred to internal and external departments, including Bylaw and the RCMP. Neither the Bylaw nor RCMP staff noted concerns about the proposal.

Development notice signs have been installed on the property, and letters have been sent to neighboring property owners and tenants within 100m of the property. A newspaper ad was published in the newspaper on the July 3rd and 10th, 2025.

Any public correspondence received is to be provided to Council and staff will provide a summary during the presentation of the application.

ALTERNATE RESOLUTION(S)

1: Hours to remain unchanged with exception around Sundays and Statutory Holidays

THAT the following recommendation be forwarded to the Liquor and Cannabis Regulation Branch (LCRB) regarding Liquor License Referral Application R0000418 for property located at 2850 Woodsdale Road:

1. Council has considered the following:
 - (a) the location of the establishment (2850 Woodsdale Road) and impacts on the surrounding neighbourhood.
 - (b) the current business operating hours are:
11:00 AM to 11:00 PM Sunday - Tuesday

11:00 AM to 12:00 AM Wednesday - Saturday

(c) the current hours of liquor service permitted by the LCRB are:

9:00 AM to 12:00 AM Sunday – Tuesday,

9:00 AM to 1:00 AM Wednesday – Thursday,

9:00 AM to 2:00 AM Friday – Saturday

(d) the proposed hours of liquor service permitted by LCRB are:

9:00 AM to 2:00AM Monday through Sunday

2. Council's comments on the prescribed criteria are as follows:

(a) Location: the location of the establishment is within a Tourist Commercial (C9) zone on Wood Lake, adjacent to similar tourist-oriented uses, highway commercial use, and buffered from residential areas.

(b) Hours of operation: while aligning late-night liquor service (2:00AM) across the full week provides flexibility for the business, the extended hours during the week could create unnecessary disturbances for neighbouring overnight accommodation uses, and residential properties in the vicinity. It is recommended that weeknight hours not be extended.

(c) Noise: there are concerns for potential late-night noise disturbances on weeknights for residential properties if liquor service hours were extended to 2:00 AM to accommodate special events.

(d) Impact on community: weeknight hour extensions may retract from the quiet neighbourhood(s) in the vicinity without compelling economic justification for weekdays.

3. District of Lake Country gathered the views of residents regarding this application.

(a) Views were gathered via the following methods:

- The views of residents were solicited by letters to the surrounding property owners and tenants within a 100-metre buffer area, signage on the subject property, and advertisement in the local newspaper for two consecutive weeks on July 3rd and July 10th, 2025.
- Community members had an opportunity to provide comments at the regular Council meeting of July 15th, 2025.
- Council received public feedback received by the District during the consultation process, and a summary of feedback received at the Council meeting on July 15th, 2025.

(b) Views of the residents include:

- Opposition to extended weekday service hours at Turtle Bay Marine Pub due to concerns about excessive summer noise disrupting nearby residents' peace, especially after midnight.
- Opposition to extended pub service hours due to existing noise complaints and concerns that late-night alcohol consumption near the lake increases safety risks, including potential drownings and strain on emergency services.
- *additional comments to be added if further correspondence received.*

4. Council recommends a partial change to the hours of liquor service (outside service hours) with the following conditions and reasons:

- a partial change to the liquor service hours (outside service hours) could have a positive impact on the community provided that the liquor service hours do not exceed the following:
 - 9:00 AM to 2:00 AM for Friday through Sunday, and
 - 9:00 AM to 12:00 AM for Monday and Tuesday, and
 - 9:00 AM to 1:00 AM for Wednesday through Thursday, and
 - 9:00 AM and 2:00 AM Statutory holidays and the day preceding a statutory holiday.
 - liquor service hours will remain the same on weeknights, Monday through Thursday, unless a separate application for a special event or temporary extension of liquor service hours through the LCRB is reviewed and accepted.

- supporting the change in liquor service hours only on weekends provides Turtle Bay Marine Pub with opportunity to continue operating special events with after parties, while maintaining noise levels on weekdays for surrounding community members.

2: Comments and Recommendation to be *identified by Council*

THAT the following recommendation be forwarded to the Liquor and Cannabis Regulation Branch (LCRB) regarding Liquor License Referral Application R0000418 for property located at 2850 Woodsdale Road:

1. Council has considered the following:
 - (a) the location of the establishment (2850 Woodsdale Road) and impacts on the surrounding neighbourhood.
 - (b) the current business operating hours are:
 - 11:00 AM to 11:00 PM Sunday - Tuesday
 - 11:00 AM to 12:00 AM Wednesday - Saturday
 - (c) the current hours of liquor service permitted by the LCRB are:
 - 9:00 AM to 12:00 AM Sunday – Tuesday,
 - 9:00 AM to 1:00 AM Wednesday – Thursday,
 - 9:00 AM to 2:00 AM Friday – Saturday
 - (d) the proposed hours of liquor service permitted by LCRB are:
 - 9:00 AM to 2:00AM Monday through Sunday
2. Council's comments on the prescribed criteria are as follows:
 - (a) Location: as identified by Council.
 - (b) Hours of operation: as identified by Council.
 - (c) Noise: as identified by Council.
 - (d) Impact on community: as identified by Council.
3. District of Lake Country gathered the views of residents regarding this application.
 - (a) Views were gathered via the following methods:
 - The views of residents were solicited by letters to the surrounding property owners and tenants within a 100-metre buffer area, signage on the subject property, and advertisement in the local newspaper for two consecutive weeks on July 3rd and January 10th, 2025.
 - Community members had an opportunity to provide comments at the regular Council meeting of July 15th, 2025.
 - Council received public feedback received by the District during the consultation process, and a summary of feedback received at the Council meeting on July 15th, 2025.
 - (b) Views of the residents include:
 - Opposition to extended weekday service hours at Turtle Bay Marine Pub due to concerns about excessive summer noise disrupting nearby residents' peace, especially after midnight.
 - Opposition to extended pub service hours due to existing noise complaints and concerns that late-night alcohol consumption near the lake increases safety risks, including potential drownings and strain on emergency services.
 - *additional comments to be added if further correspondence received.*
4. Council recommends that....as identified by Council...

3: Non-Support

THAT the Liquor License Referral Application R0000418 submitted by Turtle Bay Marine Pub, for property located at 2850 Woodsdale Road, not be supported

AND THAT this resolution be forwarded to the Liquor and Cannabis Regulation Branch (LCRB)

Respectfully Submitted,
Curtis Huppee, Planning Student

Report Approval Details

Document Title:	R0000418- 2850 Woodsdale Rd, Turtle Bay Marine Pub-2025-06-27.docx
Attachments:	<ul style="list-style-type: none"> - Attachment A - R0000418 - Location Maps.pdf - Attachment B - R0000418 - Community Feedback_Redacted.pdf - Attachment C - R0000418 - Community Impact Statement_Redacted.pdf - Attachment D - R0000418 - LCRB Referral Application Redacted.pdf
Final Approval Date:	Jul 10, 2025

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

Brian Zurek, Manager of Long Range Planning - Jul 9, 2025 - 4:25 PM

Jeremy Frick, Director of Development Approvals - Jul 10, 2025 - 9:59 AM

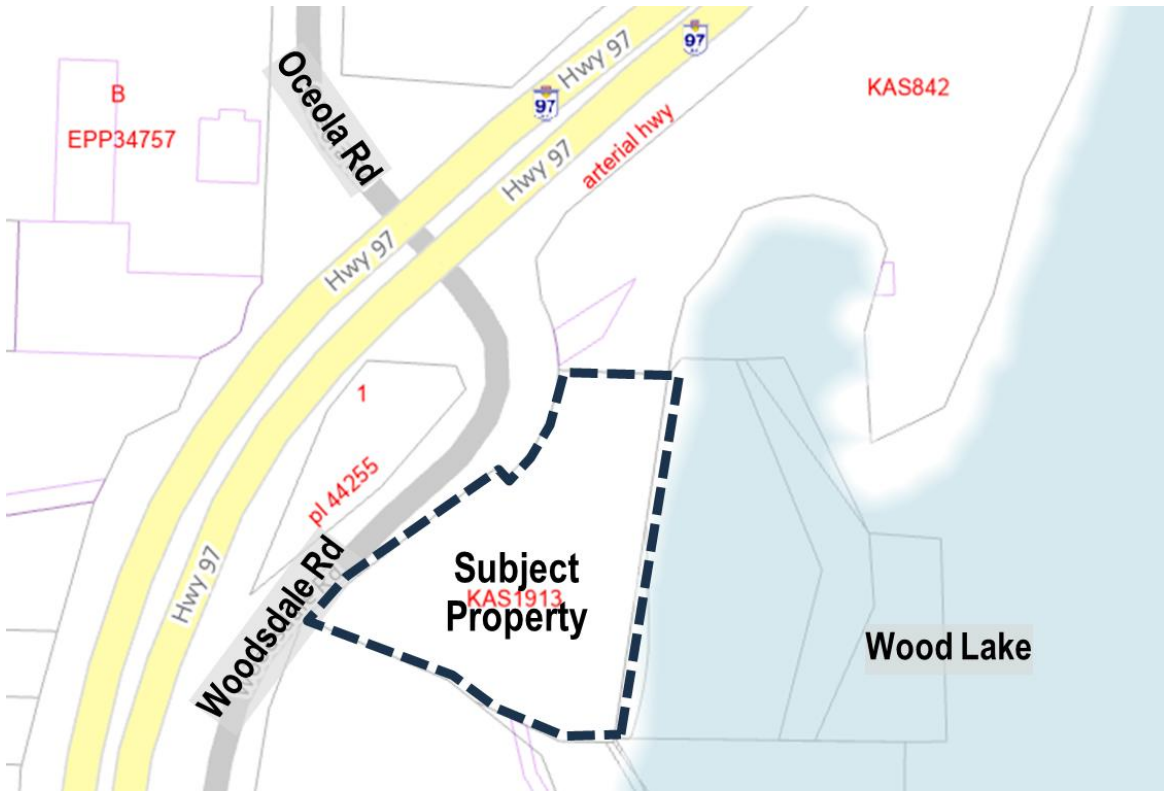
Reyna Seabrook, Director of Corporate Services - Jul 10, 2025 - 11:29 AM

Paul Gipps, Chief Administrative Officer - Jul 10, 2025 - 11:57 AM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 10, 2025 - 12:15 PM

Location Map and Orthophoto

Address: 2850 Woodsdale Rd.



Makayla Ablitt

From: Mayor and Council
Sent: Thursday, July 03, 2025 9:19 AM
To: Makayla Ablitt
Subject: FW: File R0000418 - Turtle Bay Pub Hours

From: Paul Dudar [REDACTED]
Sent: Wednesday, July 02, 2025 8:17 PM
To: Planning <planning@lakecountry.bc.ca>
Subject: File R0000418 - Turtle Bay Pub Hours

You don't often get email from [REDACTED]. [Learn why this is important](#)

Hello,

We received the notice regarding the application for extended hours of Turtle Bay Pub. Thank you for the opportunity to share our notes.

There is already ongoing noise complaints from Turtle Bay. Extending alcohol consumption on a lake, is not prioritizing safety - and continuing to disregard/disrespect the residential neighbourhood with noise nuisances. If the pub is already a noise nuisance, and extended alcohol consumption on a lake is a greater drowning liability....how is this a good idea?

We respect it is not the responsibility of the pub to police the lake, but promoting late night alcohol consumption (on a lake) exponentially increases drowning liability.

Jagermeister available even later, before tourist pyrotechnics, before going drunk swimming....Lake Country EMS doesn't need more of this.

Paul
[REDACTED]

Makayla Ablitt

From: Mayor and Council
Sent: Thursday, July 03, 2025 9:19 AM
To: Makayla Ablitt
Subject: FW: Turtle Bay Marine Pub

From: Jacqueline Parsons [REDACTED]
Sent: Wednesday, July 02, 2025 8:37 PM
To: Planning <planning@lakecountry.bc.ca>
Subject: Turtle Bay Marine Pub

You don't often get email from [REDACTED]. [Learn why this is important](#)

Hello,

I live at [REDACTED] Pretty Rd and have received the letter soliciting views of residents that may be affected by the proposed change.

Our house is directly across the highway from the pub, so the highway traffic is very noisy during the summer months and at night.

While the proposed hours would likely not affect us during the winter months, I would **not** support the excessive noise that may be generated by the pub on late weeknight hours especially during the summer. While I appreciate that we live in a tourist town, we also do work and live here year round and would appreciate our town being quiet after midnight during weekdays. I am not convinced that the pub would keep the noise indoors during the summer and therefore, do not support the proposed hours .

Thank you,
Jackie Parsons

From: [Planning](#)
To: [Curtis Huppee](#)
Cc: [Mayor and Council](#)
Subject: FW: Turtle bay pub
Date: Wednesday, July 09, 2025 9:44:58 AM

FYI

Starla Weigel
Planning Services Clerk

From: bryan wilhelm [REDACTED]
Sent: Tuesday, July 08, 2025 5:10 PM
To: Planning <planning@lakecountry.bc.ca>
Subject: Turtle bay pub

You don't often get email from [REDACTED] [Learn why this is important](#)

I am total opposed to the request to lengthen Turtle bay marine pub business hours. We already have to deal with the noise pollution coming from the pub and allowing them to lengthen there business hours would negatively affect my personal residence.

I feel there current hours are more than sufficient.

My patio deck faces the pub, and we have to constantly deal with the noise coming from the pub, plus the increased traffic noise latter into the night.

regards

Bryan Wilhelm

[REDACTED] Woodsdale rd

Lake Country BC

Community Impact of Extended Liquor License Hours for Turtle Bay Pub

Current Hours for liquor service:

Mon	Tues	Wed	Thu	Fri	Sat	Sun
12am	12am	1am	1am	2am	2am	12am

Requested Hours for liquor service:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2am	2am	2am	2am	2am	2am	2am

Our hours of operation are determined by multiple factors such as customer/community demand, staff availability and staff safety. Despite being licensed until 2am on Friday and Saturday, we haven't stayed open that late for years, except for special events.

The reason for this requested change to our hours is that we would like, on the odd occasion, to host special events that run until 1-2am, particularly during the summer months, and not be limited to just Friday and Saturday nights. An example of this is the Country Singer/Songwriter concert (Boots 'n' Boats) that will be back at the Turtle Bay Marina this June for their second annual show. Turtle Bay Pub would like to host the after parties for this event but would require our liquor license to be extended until 2am for the Sunday show.

Seeing that Boots 'n' Boats is anticipated to be an annual occurrence, it makes sense to change our licensed hours for good, rather than to apply for 'special event' licenses annually. It is conceivable that an event like this could happen mid-week, and we would like to be prepared for that scenario.

Staying open later than we have in previous years is highly unlikely. However, the option is nice to have.

Noise for the neighboring area should hardly be an issue. I say this because I don't recall ever getting noise complaints from the pub before. During late nights, noise is usually contained to where the action is, which is inside.

We strive to be a respectful and contributing part of the community, and any upset that our actions may cause would be taken seriously.

From: [Ruth Sulentic](#)
To: [Ariel Cawley](#); [Starla Weigel](#)
Subject: Fwd: Regarding Turtle Bay Pub
Date: Friday, January 31, 2025 9:41:05 AM

Good morning. Please attach the email below to the liquor application you either received yesterday or will be receiving today.

Thanks!

Ruth

Begin forwarded message:

From: Anne Stewart [REDACTED]
Date: January 30, 2025 at 11:27:40 AM PST
To: Ruth Sulentic <rsulentic@lakecountry.bc.ca>
Subject: Regarding Turtle Bay Pub

Hello Ruth,

Ginger mentioned that you would probably be the best person for me to reach out to regarding this issue. I am one of the owners of Turtle Bay Pub here in Lake Country, and I'm wanting to make some changes to our liquor service hours. I know that before these changes can be approved by the LCLB, they go through local government. I thought it might be worth me sending along an explanation of why I want to see these changes to our hours, to help inform any decisions or concerns regarding our application.

Our current liquor service hours begin at 9am daily, and end at either midnight, 1am or 2am dependent on the day of the week. I would like to change our hours to 9am - 2am daily. This does not mean, however, that we plan on changing our actual hours of Operation. We are typically only open until 11am or midnight. Trends have changed in recent years, seeing lower alcohol consumption as well as a decline in late-night traffic. The only reason we want to have the option to stay open until 2am daily is for the odd special event that we might have. We have opportunities from time to time to host music events, fundraisers or just events for certain holidays (Halloween, St. Patrick's Day, etc) where there may be benefit to being licensed later into the evening. There is an event coming up in June, Boots 'n' Boats, where this is the case.

Boots 'n' Boats is a 3-day singer songwriter festival that kicked off last year at the Turtle Bay Marina. Turtle Bay Pub hosted the after party for the event, on the last day. This year, there will be an after party each day of the concert, and the after party is expected to go until 2am. Currently, on one of those days (Sunday) we are only licensed until midnight, so we will need to apply for either a special event license (\$330 application fee) which would cover us for this one time event, or we could apply to change our hours permanently (also \$330 application fee) and that would cover us for all future events. Since Boots 'n' Boats plans to be an annual

event, we would appreciate not having to fill out and pay for an application annually. We would also welcome the opportunity to host other late night events should the opportunity arise. We are already licensed to be open until 2am on Friday and Saturday which is when most events would be held, but again, the option would be nice to have.

I reiterate that we have no intention of changing our hours of operation. I can't say that we will never change our hours, because who knows that the future holds. I will say, however, that it is of utmost importance to the ownership and management of Turtle Bay Pub to be a respectful, considerate and contributing neighbor and member of this community, and those values always help guide business decisions.

I will now move forward with submitting my application, and I hope this email just serves as a bit of insight into our intentions. Please don't hesitate to reach out if you have any questions or concerns regarding this issue.

Thank you, Ruth. Have a wonderful rest of you day,
Anne Stewart





Provide Comment on Change to Hours of Liquor Service (outside Service Hours) Application

Licensees may apply to revise hours of liquor service, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.

The application fee is \$330.

If you leave this page, the information you input will be saved. You can continue later from the dashboard.

BEFORE STARTING THE APPLICATION

This application is to request a change to the hours of service **outside the hours currently approved** for your licensed establishment. To make a change within the hours currently approved must submit a different application.

If an LG/IN is the applicant, the Branch will gather community input and consider the regulatory criteria; the LG/IN is not permitted to conduct public input or provide comments on their own application. This is to prevent conflicts of interest. The applicant must pay any costs incurred to obtain the views of residents.

If you have any questions about this application, contact the Liquor and Cannabis Regulation Branch (LCRB) at LCRBliquor@gov.bc.ca (<mailto:LCRBliquor@gov.bc.ca>)

ESTABLISHMENT DETAILS

Establishment Name

Turtle Bay Marine Pub

LIQUOR PRIMARY LOCATION ADDRESS

The establishment is currently located at the following address:

Address

2850 Woodside Rd

City

Lake Country

Province

British Columbia

Postal Code

V4V1Y1

Country

Canada

Parcel Identifier (PID)

023-817-933

ESTABLISHMENT CONTACT DETAILS

The phone and email address used to contact your establishment:

Establishment Email

Chat with us

anne@turtlebaypub.com

Establishment Phone

(778) 214-5731

HOURS OF SALE

Indicate the proposed hours of sales below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	09:00 ▼	09:00 ▼	09:00 ▼	09:00 ▼	09:00 ▼	09:00 ▼	09:00 ▼
Close	02:00 ▼	02:00 ▼	02:00 ▼	02:00 ▼	02:00 ▼	02:00 ▼	02:00 ▼

APPLICATION CONTACT DETAILS*Please provide contact information for the contact that the LCRB should communicate with regarding this application.***First Name ***

Anne

Last Name *

Stewart

Title/Position**Phone Number (main) ***

[REDACTED]

Email **By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.*

[REDACTED]

DECLARATIONS

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

☐ * I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

☐ * I understand and affirm that all of the information provided for this application is true and complete

LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION**LG/IN**

Lake Country

Name of Official

[REDACTED]

Title/Position

[REDACTED]

Phone

(000) 000-0000

Email

This application serves as notice from the Liquor and Cannabis Regulation Branch (LCRB) that an application for a change to hours of liquor service for a Food Primary, Liquor Primary or Liquor Primary Club has been made within your community.

TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).
FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.
MAX FILE SIZE: 25MB.

Opt Out of Comment

Reject Application

Accept Application



To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

Prepared by: Greg Price, Manager of Building and Bylaw Services
Department: Planning and Development

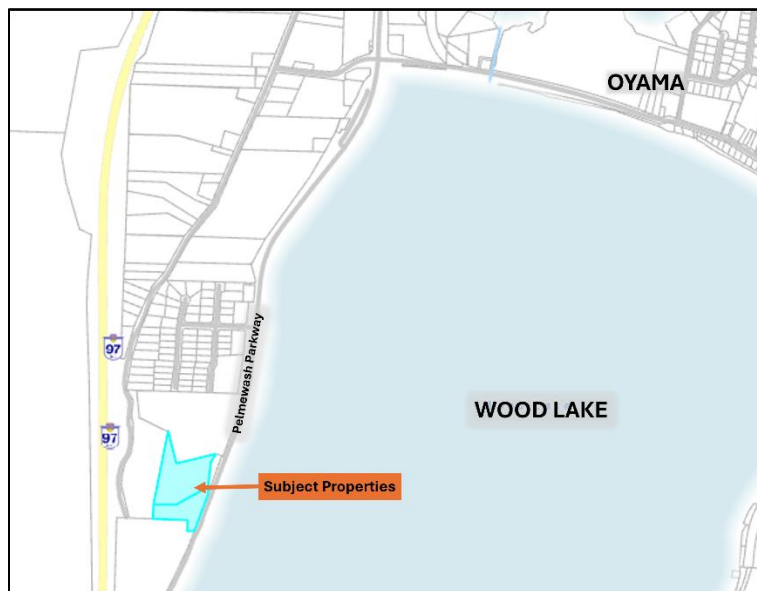
Title: Notice on Title | 14810 and 14814 Pelmewash Parkway | Teddy Bear Lodge and Wood Lake Terrace
Description: To consider placing a notice on title in accordance with section 57 of the Community Charter

RECOMMENDATION

THAT a Notice on Title be filed in the land title office for the properties 14810 Pelmewash Parkway PID: 002-923-980 and 14814 Pelmewash Parkway PID: 008-401-314 pursuant to section 57 of the Community Charter.

EXECUTIVE SUMMARY

To achieve compliance on two properties located on Pelmewash staff is recommending Council consider registering a notice on title on two properties, 14810 Pelmewash Parkway (Teddy Bear Lodge property) and 14814 Pelmewash Parkway.



BACKGROUND

Notice on Title 2 Application Information			
Application Type	Notice on Title	Owner:	MDK ENTERPRISES INC
Property Information			
Folio/Roll #:	01736.001		
Legal Description	LOT 1 SECTION 2 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAP17414 TOWNSHIP 14 EXCEPTPLAN 34991		
PID	008-401-314		
Civic Address:	14814 PELMEWASH PARKWAY		

Property Information: Land Use	
OCP Designation:	Tourist Commercial
Zoning Designation:	C9 – Tourist Commercial
Land Use Contract	n/a
ALR:	n/a
Parcel Size:	Property 1: ~ 1.1 ha / 2.6 ac Property 2: ~2.2 ha / 5.5 ac
Development Permit Areas:	Agricultural, Drainage Corridor Hazard, Wildland Fire, Natural Environment

DISCUSSION/ANALYSIS

On both properties there are outstanding bylaw and zoning infractions. Neither property is compliant with building or fire codes, water and septic are also problematic. The current state of both properties jeopardizes the safety of current residents and the community. Despite past efforts with previous owners to bring the property into compliance, including stop work notices being placed, the infractions remain unresolved, and the properties are currently being used contrary to current C9 zoning and building bylaws.

Placing a Notice on Title will serve as a formal record of the non-compliance and ensure that future owners or interested parties are aware of outstanding health and life safety issues that exist on the properties. This step aligns with the District's commitment to upholding community standards and protecting public interest.

Infractions

Land Use & Bylaws

- Unauthorized residential use;
- Land alterations and vegetation removal without permits (DP's);
- Construction without Building Permits;
- Expired Building Permits without final approval;
- Building code safety infractions;
- Lack of smoke alarms, fire extinguishers and emergency evacuation plans;
- No posted civic addresses;
- Water connection issues; and
- No business license for either property.

Other

- Electrical Code infractions (BC Safety Authority; 2007);
- Sewerage complaints and Interior Health Authority Order (Attachment A);
- For both properties combined, there were 37 RCMP calls between June 2024 to June 2025 ranging from Unspecified Assistance, Bylaw Noise Complaints, Cause a Disturbance, Mental Health and Breaches.
- Bylaw concerns for officer safety attending the site. Staff only attend when accompanied as recommended by the RCMP; and
- Concerns from the fire department regarding the ability to manage fire risk. This was evident with recent structure fire at 14814 Pelmewash Parkway.

For reference the 2006 orthophoto compared to the 2024 orthophoto (see next page) illustrates construction and addition of structures on the property. Current photos of 14814 Pelmewash Parkway are included in Attachment B, and current photos of 14810 Pelmewash Parkway are included as Attachment C.

Staff will continue to work with the two separate property owners to determine a reasonable path forward to bringing both properties into compliance. Once the properties are compliant, the Notice on Title would be able to be released from the property titles.

The process for issuing a Notice on Title is as follows:

- Letters (Attachment D) were sent to property owners on June 26th advising them of the July 15th Regular Council Meeting, informing owners that they have the opportunity to address Council.

- Should Council resolve to place the notice on title, a follow up letter would be provided to the owner informing them of Council's decision.
- Staff would register the notice on title with the Land Title and Survey Authority (LTSA).



FINANCIAL IMPLICATIONS

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

ALTERNATE RESOLUTION OPTION(S)

1. THAT staff not proceed with placing a Notice of Title on 14810 Pelmeash Parkway and 14814 Pelmeash Parkway.

Respectfully Submitted.

Greg Price, Manager of Building and Bylaw Services

Report Approval Details

Document Title:	Notice on Title-14810 and 14814 Pelmewash Parkway.docx
Attachments:	- Attachemnt A - IHA.pdf - Attachment B - 14814 Pelmewash Photos.pdf - Attachment C - 14810 Pelmewash Photos.pdf - Attachment D - Letters to Property owners_Redacted.pdf
Final Approval Date:	Jul 10, 2025

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

Carie Liefke, Manager of Current Planning - Jul 4, 2025 - 9:38 AM

Jeremy Frick, Director of Development Approvals - Jul 4, 2025 - 10:45 AM

Reyna Seabrook, Director of Corporate Services - Jul 7, 2025 - 5:02 PM

Paul Gipps, Chief Administrative Officer - Jul 10, 2025 - 7:30 AM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 10, 2025 - 9:58 AM

Greg Price

From: Gruszie, Blake [IH] <Blake.Gruszie@interiorhealth.ca>
Sent: Thursday, June 26, 2025 2:04 PM
To: Greg Price
Subject: RE: 14810 and 14814 Pelmewash Parkway

Hi Greg

I received this message re the sewage filings search for both properties :

We are unable to locate any paper files for these 2 pieces of property

14810 PELMEWASH PKY LAKE COUNTRY V4V 2G6

Area-Jurisdiction-Roll: 19-331-01738.272

Legal description and parcel ID

LOT A, PLAN KAP34991, SECTION 2, TOWNSHIP 14, OSOYOOS DIV OF YALE LAND DISTRICT
PID: 002-923-980

14814 PELMEWASH PKY LAKE COUNTRY V4V 2G6

Area-Jurisdiction-Roll: 19-331-01736.001

Legal description and parcel ID

LOT 1, PLAN KAP17414, SECTION 2, TOWNSHIP 14, OSOYOOS DIV OF YALE LAND DISTRICT, EXCEPT PLAN 34991
PID: 008-401-314

I suspect the age of the property is the issue – probably constructed in the 1960s or 1970s when no paperwork or approval was required.

I hope this information is of benefit.

Kind regards

Blake Gruszie
Environmental Health Officer
Interior Health Authority, Environmental Public Health
Vernon Health Centre
1440 14th Ave
Vernon, B.C, V1B 2T1
PH: 250-549-5779
FAX: 250-549-6367
Blake.Gruszie@interiorhealth.ca

I acknowledge that my work place is within the ancestral, traditional, and unceded territory of the Syilx Nation.

The contents of this e-mail, including its attachments, are intended for the exclusive use of the recipient and may contain confidential or privileged information. If you are not the intended recipient and received this in error, you

ORDER – 14810 Pelmewash Parkway, Lake Country, BC



Interior Health

ORDER

**PURSUANT TO PART 4 DIVISION 4 (SECTION 30(1)) OF
THE BRITISH COLUMBIA PUBLIC HEALTH ACT [SBC 08], CHAPTER 28**

**101244369 Saskatchewan Ltd
Box 909
White City, SK
S4L 5B1**

Delivery Method - Registered Mail

ATTN: [REDACTED]

**RE: TEDDY BEAR LODGE (2012) LTD. : DISCHARGE OF DOMESTIC SEWAGE
ONTO THE SURFACE AT 14810 PELMEWASH PARKWAY, LAKE COUNTRY, BRITISH
COLUMBIA (LOT A, SECTION 2, TOWNSHIP 14, OSOYOOS DIVISION, YALE
DISTRICT, PLAN 34991 ("the property"))**

In the matter of an ORDER made pursuant to Part 4 Division 4 of the *British Columbia Public Health Act*, I, Blake Gruszie, Environmental Health Officer, Interior Health Authority, Vernon, am of the opinion that you [REDACTED] and **101244369 Saskatchewan Ltd.** are in contravention of the *Public Health Act* (Chapter 28) and the *Sewerage System Regulation* (BC Reg. 209/2010) pursuant to the *Public Health Act*.

Reason for the Order

I conducted site inspections, pursuant to Section 24 and Section 25 of the *Public Health Act*, of the subject property located at 14810 Pelmewash Parkway, Lake Country, BC, on April 17, 2015 and April 30, 2015 and observed the following:

- 1) On April 17, 2015, I received a complaint from the public that there was a sewage malfunction on the above noted property. Sewage was present on the ground behind the main building. At the time of the inspection, sewer odors were present. I did not observe liquid sewage leaving your property. I spoke with [REDACTED] manager of Teddy Bear Lodge, and he stated there was a septic system malfunction and the owners are in the process of acquiring estimates from contractors to repair the septic system.
- 2) On April 30, 2015, I received another complaint from the public that sewage was being discharged from the edge of the property, running down the bank and collecting into the ditch. Upon my inspection I observed liquid sewage being discharged from the property and collecting in the ditch below the property.

Bus: 250-549-5779 Fax: 250-549-6367
Email: blake.gruszie@interiorhealth.ca
<http://www.interiorhealth.ca>

HEALTH PROTECTION
Less Risk – Better Health

Vernon Health Centre
1440-14th Avenue
Vernon, BC V1B 2T1

ORDER – 14810 Pelmeash Parkway, Lake Country, BC

The *Sewerage System Regulation* [B.C. Reg. 209/2010] states the following:

Section 3, Subsection (1):

*“The owner of every parcel on which a structure is constructed or located must ensure that all domestic sewage originating from the structure ...
(b) Does not cause, or contribute to, a health hazard.”*

A health hazard as defined by the *Sewerage System Regulation* includes:

*“(a) the discharge of domestic sewage or effluent into ...
(iv) A sewerage system that, in the opinion of an inspector, is not capable of containing or treating domestic sewage, and
(b) the discharge of domestic sewage or effluent onto land.”*

Action Required

Therefore, I hereby, ORDER, pursuant to Division 4 Section 31 of the *Public Health Act* that upon receipt of this ORDER, you:

1. **Immediately** pump the septic tank and continue to have the tank pumped at intervals to ensure that sewage effluent does not reach the surface of the land and cause a Health Hazard.
2. Provide a written record/receipt from the sewage pump and haul company that the septic tank(s) have been pumped and the sewage appropriately disposed of **within ten (10) days** of receipt of this letter.
3. Retain the services of a person who is qualified to act as an *authorized person* under Section 7 of the *Sewerage System Regulation*;
4. Ensure Interior Health Authority has accepted the Record of Sewerage System Filling for the repair and a copy of this **ORDER** is attached to the filing in accordance with Section 8(2) of the *Sewerage System Regulation* by **June 4, 2015**
5. Ensure Interior Health Authority has received a copy of the *Sewerage System Letter of Certification* certifying the repair or replacement has been completed as per the original filing from the authorized person in accordance with Section 9 of the *Sewerage System Regulation* by **July 6, 2015**;

Pursuant to Section 42 of the *Public Health Act*, you have a duty to comply with this order

Please note that a sewage disposal system may not be constructed, altered, or repaired without a Record of Sewerage System having been filed and accepted by Public Health Protection, Interior Health Authority as stated in Section 8 of the *Sewerage System Regulation*.

Right to Review or Reconsideration

Section 43 of the *Public Health Act* provides that a person affected by an ORDER, or the variance of an ORDER may request the health officer who issued the ORDER to reconsider the ORDER or variance.

ORDER – 14810 Pelmewash Parkway, Lake Country, BC

Authority to Issue Order

I, Blake Gruszie, Environmental Health Officer, Interior Health Authority, Vernon, BC, have issued this order as a person who has been designated as an Environmental Health Officer under the Public Health Act.

Duration of the Order

This Order remains in effect unless and until you are notified in writing by me or another Environmental Health Officer that the Order is amended or rescinded.

Consequences of Failure to Comply

A further inspection or inspections may be conducted to ensure compliance with this ORDER. Failure to comply with the terms of this ORDER may result in the issuance of a Violation Ticket, prosecution, or other legal action as may be appropriate to enforce this ORDER. The Public Health Act provides that a health officer or health authority or person ordered to comply with an ORDER issued under the Public Health Act may recover reasonable costs from the person who was subject to the original ORDER.

I request your cooperation with this ORDER. Failure to comply will necessitate further action.

Dated this **4** day of **May, 2015**.

Signed: _____
Blake Gruszie, CPHI(C)
Environmental Health Officer
Interior Health Authority

cc: Jen Jacobsen, Team Leader, IHA
Courtney Hesketh, Manager – Environmental Health, IHA



LAKE COUNTRY

Life. The Okanagan Way.

Recent photos 14814 Pelmewash





Recent photos 14810 Pelmewash





District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
Tel: 250-766-5650
Fax: 250-766-0116

June 26, 2025

Via email - [REDACTED]

**Re: Bylaw Infractions – Proposed Notice on Title
Wood Lake Terrace RV & Campground – 14814 Pelmewash Parkway
PID: 008-401-314**

On Tuesday July 15th at the Regular Council Meeting – Council will determine if the District should proceed with placing a Notice on Title at 14814 Pelmewash Parkway.

Placing a Notice on Title will serve as a formal record of the non-compliance and ensure that future owners or interested parties are aware of outstanding health and life safety issues that exist on the property. This step aligns with the District's commitment to upholding community standards and protecting public interest.

Property owners are able to address Council at the meeting, if they choose to do so. Council can be addressed in one of two ways:

- Attend in person beginning at 7:00 pm
District of Lake Country - Council Chambers, 10150 Bottom Wood Lake Road
- Attend via Microsoft Teams beginning at 7:00 pm
If this is your preferred option please send me an email and I will arrange for the meeting link to be sent to you.

I would encourage you to contact me to discuss a path forward for the property. The District's priority is to ensure the safety and wellbeing of the community and bring the property into compliance with zoning bylaws and building code regulations.

Yours truly,

**Greg
Price**
Digitally signed
by Greg Price
Date: 2025.06.26
13:00:35 -07'00'

Greg Price
Manager of Building, Bylaw, and Business Licensing
gprice@lakecountry.bc.ca



District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
Tel: 250-766-5650
Fax: 250-766-0116

June 24, 2025

Via email - [REDACTED]

Re: Bylaw Infractions – Proposed Notice on Title
Sage Valley Resort and RV Park – 14810 Pelmewash Parkway
PID: 002-923-980

On Tuesday July 15th at the Regular Council Meeting – Council will determine if the District should proceed with placing a Notice on Title at 14810 Pelmewash Parkway.

Placing a Notice on Title will serve as a formal record of the non-compliance and ensure that future owners or interested parties are aware of outstanding health and life safety issues that exist on the property. This step aligns with the District's commitment to upholding community standards and protecting public interest.

Property owners are able to address Council at the meeting, if they choose to do so. Council can be addressed in one of two ways:

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If this is your preferred option please send me an email and I will arrange for the meeting link to be sent to you.

I would encourage you to contact me to discuss a path forward for the property. The District's priority is to ensure the safety and wellbeing of the community and bring the property into compliance with zoning bylaws and building code regulations.

Yours truly,

Greg Price
Digitally signed
by Greg Price
Date: 2025.06.26
13:03:30 -07'00'

Greg Price
Manager of Building, Bylaw, and Business Licensing
gprice@lakecountry.bc.ca

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

Prepared by: Matt Vader, Director Parks, Recreation and Culture
Department: Parks, Recreation and Culture

Title: Demonstration Garden
Description: A demonstration garden that will showcase sustainable gardening practices

RECOMMENDATION

THAT the Community Engagement Grant request in the amount of \$8,000 from the Lake Country Garden Club for a demonstration garden be approved.

EXECUTIVE SUMMARY

To give back to the community, the Lake Country Garden Club is building a Demonstration Garden in collaboration with the District of Lake Country. In early 2025, Lake Country Garden Club and District of Lake Country agreed on a location for the future Demonstration Garden - a 1000 m² corner of Swalwell Park, formerly the baseball diamond.

The Demonstration Garden will be a vibrant living classroom designed to inspire and educate gardeners of all ages and skill levels. The garden will showcase sustainable, ecologically-friendly gardening practices and highlight plants that are native to the local environment, pollinator-friendly, water-wise, and edible. It will be open to the community year-round and the community is invited to explore, learn, and grow with the Garden Club. In addition, the Lake Country Garden Club looks forward to offering digital self-guided tours and scheduled programming including tours, hands-on workshops, and tailored programs to meet specific interests and needs.

The Garden Club's activities in 2025 have been focused on Fundraising and Design. The Garden Club has selected a Landscape Architect to design the garden with the project beginning with a Conceptual Design, paid for with funds previously raised by the Club. The Club is requesting a grant to turn the Concept Design into a Detailed Landscape and Irrigation Design. All Design work will be completed by September 2025.

DISCUSSION/ANALYSIS

This application embodies the concept for this grant when it was originally presented to Council and then subsequently supported. This grant was an opportunity for the community to come together with ideas along with funds or resources or support for their idea. While these involve differing levels of support from the District, the concept is the same, creating a better community.

Under section 8 of the Community Charter, Fundamental Powers, a municipality has the right to provide assistance except that Council must not provide a grant, benefit, advantage, or other form of assistance to a business including an exemption from a tax or fee (section 25). Business is defined as carrying on a commercial or industrial activity or undertaking of any kind and providing professional, personal, or other services for the purpose of gain or profit. Legislation does not define assistance to non-profit organizations although nearly all municipalities in BC set out policies restricting funding to only non-profit organizations registered under the BC Corporate Registry. A non-profit is considered an organization, not a business under the Community Charter therefore, there is no prohibition on a municipality from providing assistance to non-profits as legislation only applies to businesses.

FINANCIAL IMPLICATIONS

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

The 2025 Financial Plan identifies a budget of \$15,000 for the Community Engagement Grant. Approval of the request will leave \$7,000 of the annual budgeted amount within the Community Engagement Grant for allocation for 2025.

ALTERNATE RECOMMENDATION(S)

1. THAT the Community Engagement Grant request from the Lake Country Garden Club not be approved.

Respectfully Submitted.

Matt Vader, Director Parks, Recreation and Culture

Report Approval Details

Document Title:	Community Engagement Grant - Garden Club .docx
Attachments:	
Final Approval Date:	Jul 10, 2025

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

Reyna Seabrook, Director of Corporate Services - Jul 4, 2025 - 3:00 PM

Paul Gipps, Chief Administrative Officer - Jul 10, 2025 - 7:31 AM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 10, 2025 - 9:59 AM

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

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

Title: Kelowna Regional Fare Review Update

Description: To provide an update on the Transit Fare Review outcomes and seek direction on implementing the recommended fare strategy.

RECOMMENDATION

THAT the Fare Increase outlined as Option 1, Recommended Increase, in Table 1: Current Fare Rates and Fare Options, in the Report to Council dated July 15, 2025, be approved and implemented effective October 1, 2025; AND THAT staff be directed to increase the UPASS rate to align with the 30-day Adult Pass rate (less approved administrative costs); AND THAT implementation of automatic DayPASS and DayPASS on board in place of the current transfer policy be approved; AND FURTHER THAT implementation of the EcoPASS program allowing for bulk transit purchases by developers on behalf of future residential tenants be approved.

EXECUTIVE SUMMARY

As requested by local government and First Nation partners in 2024, BC Transit has conducted a comprehensive fare review for the Kelowna Regional Transit System. This fare review was conducted in partnership with the following regional partners:

- District of Lake Country
- City of Kelowna
- City of West Kelowna
- Westbank First Nation
- District of Peachland
- Regional District of Central Okanagan

The fare review aims to modernize fare options, improve cost recovery, and enhance the rider experience. The proposed changes focus on long-term sustainability, equity, and affordability, in alignment with BC Transit Fare Guidelines.

The Kelowna Regional Transit System's fare structure hasn't changed since 2015, despite rising operating costs. **Fare revenue is shared among local government and First Nation partners, who must unanimously approve any changes.** The 2024 launch of BC Transit's Umo electronic fare system has modernized fare collection and enabled new fare options. Public input was gathered through an online survey as part of the review process.

BC Transit has the following recommendations as an outcome of this fare review for the Kelowna Regional Transit System:

- Endorse Option 1 fare change, effective as of October 1, 2025
- Increase the U-PASS fee at UBCO to \$80 less approved administration costs
- Replace the existing transfer policy with the DayPASS system
- Introduce the EcoPASS pre-paid fare program

Table 1: Current Fare Rates and Fare Options

Fare Product		Existing Fares	Option 1 Recommended Increase	Option 2 Fare Guideline Alignment	Option 3 Cost Recovery Goal
Single Ride		\$2.50	\$3.00 (+20%)	\$3.00 (+20%)	\$4.00 (+60%)
DayPASS*		\$5.00	\$6.00 (+20%)	\$6.00 (+20%)	\$8.00 (+60%)
10 Rides	Adult	\$22.50	Discontinued		
	Concession	\$20.25			
30 Day / Monthly Pass	Adult	\$70	\$80 (+14%)	\$80 (+14%)	\$112 (+60%)
	Concession**(Senior)	\$45	\$55 (+22%)	\$68 (+51%)	\$95.20 (+111%)
Post-Secondary 30-Day Pass		\$55	\$65 (+18%)	\$68 (+23%)	\$95.20 (+73%)
Post-Secondary Semester Pass		\$176	\$208 (+18%)	\$217 (+23%)	\$304.64 (+73%)
5-Tickets (handyDART)	Adult	\$11.25	\$15 (+33%)	\$15 (+33%)	\$20 (+77%)
	Senior	\$10	\$15 (+50%)	\$15 (+50%)	\$20 (+100%)

Table 2: Comparison of Transit System Fares

Transit System	Population Served	Ridership	Adult Fare	Adult Pass	Senior Pass	Student Pass
Kelowna, BC (existing)	164,014	6,253,275	\$2.50	\$70	\$45	\$55
Kelowna, BC (Option 1)			\$3.00	\$80	\$55	\$65
Nanaimo, BC	129,023	3,581,974	\$2.75	\$65	\$45	\$55
Central Fraser Valley, BC*	163,581	1,826,023	\$2.25	\$52	\$38	\$35
Victoria, BC	409,189	24,754,924	\$3.00	\$85	\$45	\$45
Regina, SK	239,236	10,285,051	\$3.25	\$88	\$30	\$60
Windsor, ON	229,660	9,487,527	\$3.75	\$118	\$60	\$81
Canadian Average			\$3.50	\$90.20	\$52.24	\$67.07

FINANCIAL IMPLICATIONS

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

The recommended fare option 1 is projected to increase Lake Country's annual share of fare revenues by \$38,598 and serve to stabilize cost recovery to maintain the balance of user pay and public subsidy. Cost recovery has been declining since 2019 and are below the system target of 35%.

If option 1 is implemented October 1, 2025, the District would realize approximately one quarter (3 months) of increased revenue or approximately \$9,650. Revenues in the subsequent full fiscal year would rise by the forecasted annual increase and could grow further should the impacts to ridership growth be less than forecasted.

COMMUNICATION

A transit fare increase will be communicated via multiple channels including media release, the BC Transit website, postings within buses, and in transit print materials such as Riders Guide schedule booklets.

Respectfully Submitted.

Matthew Salmon, Infrastructure & Development Engineering Director

Report Approval Details

Document Title:	Kelowna Regional Fare Review Update.docx
Attachments:	- Attachment 1 - Kelowna Fare Review 06122025.pdf - Attachment 2 - Kelowna Fare Review Presentation 06122025.pdf
Final Approval Date:	Jul 9, 2025

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

Trevor James, CFO, Director of Finance & Administration - Jul 9, 2025 - 9:42 AM

Reyna Seabrook, Director of Corporate Services - Jul 9, 2025 - 12:33 PM

Paul Gipps, Chief Administrative Officer - Jul 9, 2025 - 3:05 PM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 9, 2025 - 4:05 PM



Kelowna Regional Transit System Fare Review Report

City of Kelowna
City of West Kelowna
Westbank First Nation
District of Lake Country
District of Peachland
Regional District of Central Okanagan

June 3, 2025

Submitted by:
Tessa Stewart
Manager, Business Development

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Summary

As requested by local government and First Nation partners in 2024, BC Transit has conducted a comprehensive fare review for the Kelowna Regional Transit System. The objective is to update the fare structure to improve cost recovery, modernize fare options, and enhance rider experience, while maintaining affordability and alignment with BC Transit Fare Guidelines. The proposed changes are intended to support long-term system sustainability, enhance equity and convenience for riders, and improve financial performance in a balanced and reasonable manner.

This fare review was conducted in partnership with the following regional partners:

- City of Kelowna
- City of West Kelowna
- Westbank First Nation
- District of Lake Country
- District of Peachland
- Regional District of Central Okanagan

Fare Review Context

- The current fare structure has remained unchanged since 2015, despite significant increases in operating costs due to inflation and post-pandemic impacts.
- Fare revenue is shared between all local government and First Nation partners, based on ridership and service hours.
- All decisions regarding fares must be unanimously approved by all local government and First Nation partners to allow for implementation.
- The introduction of BC Transit's electronic fare system, Umo, in 2024, has modernized fare collection and enables enhanced fare products and data collection.
- As a part of the fare review, BC Transit undertook public consultation to gain insights from residents within the Kelowna Regional Transit System in the form of an online survey.

Fare Review Outcomes

DayPASS System Implementation

- Replace the 90-minute transfer policy with an automatic DayPASS system which simplifies fare policies and improves fairness, particularly for customers taking multiple buses. Riders paying with Umo would automatically receive a DayPASS after purchasing two fares in a day, with the option to purchase a paper DayPASS onboard by paying twice the base fare. Moving to the DayPASS system requires discontinuing the 10-Rides product available to riders within Umo.

EcoPASS Bulk Purchase Fare Program

- Introduce the EcoPASS bulk purchase program, allowing BC Transit to facilitate bulk purchase transit access, establishing transit funds that eligible riders can draw down from in real-time.

Fare Changes

This report presents three fare change options for consideration, with analysis provided on revenue and ridership impacts outlined below in Table 2.

- Option 1: Recommended Fare Increase**
 Increasing the base Single Ride fare to \$3.00 and increase 30-Day and Monthly pass rates modestly by \$10. The Semester pass would follow BC Transit's guidelines with a 20% discount provided. This option would increase revenue by \$1.15M (+16.4%) factoring in a small decrease in transit ridership growth.
- Option 2: Full alignment with BC Transit Fare Guidelines.**
 Increasing the base Single Ride fare to \$3.00 and adjusting all pass products to align with BC Transit's recommended Fare Guidelines. This option would increase revenue by \$1.58M (+22.5%) factoring in a decrease in transit ridership growth. This option would necessitate a large increase to Concession Pass pricing.
- Option 3: Cost Recovery Goal**
 To meet the Kelowna Regional Transit System's cost recovery goal of 35%, Option 3 increases the Single Ride fare to \$3.50 and adjusts all pass products to align with BC Transit's recommended Fare Guidelines. This option would increase revenue by \$2.18M (+31%) factoring in a larger decline to anticipated ridership growth due to the large fare increases.

Table 1: Proposed Fare Options

Fare Product		Existing Fares	Option 1 Recommended Increase	Option 2 Fare Guideline Alignment	Option 3 Cost Recovery Goal
Single Ride		\$2.50	\$3.00 (+20%)	\$3.00 (+20%)	\$3.50 (+40%)
DayPASS*		\$5.00	\$6.00 (+20%)	\$6.00 (+20%)	\$7.00 (+40%)
10 Rides	Adult	\$22.50	Discontinued		
	Concession	\$20.25			
30 Day / Monthly Pass	Adult	\$70	\$80 (+14%)	\$80 (+14%)	\$87.50 (+25%)
	Concession**	\$45	\$55 (+22%)	\$68 (+51%)	\$74.38 (+65%)
Post-Secondary 30-Day Pass		\$55	\$65 (+18%)	\$68 (+23%)	\$74.38 (+35%)
Post-Secondary Semester Pass		\$176	\$208 (+18%)	\$217 (+23%)	\$238 (+35%)
5-Tickets (handyDART)	Adult	\$11.25	\$15 (+33%)	\$15 (+33%)	\$17.50 (+55%)
	Senior	\$10	\$15 (+50%)	\$15 (+50%)	\$17.50 (+75%)

*DayPASS-on-Board and Fare Capping to generate automatic DayPASS.

** Concession fare valid for youth aged 13-18 and persons 65 and over.

Table 2: Conventional Transit Fare Options Quantitative Analysis

Quantitative Analysis	2024/2025 Actuals	Option 1 Recommended Change	Option 2 Fare Guideline Alignment	Option 3 Cost Recovery Goal
Passenger Fare Revenue	\$5,369,062	\$6,275,953	\$6,707,534	\$7,275,971
U-PASS Revenue	\$1,556,879	\$1,784,601	\$1,784,601	\$1,818,295
ProPASS Revenue	\$100,083	\$114,240	\$114,240	\$116,025
Total Fare Revenue*	\$7,026,024	\$8,174,795	\$8,606,376	\$9,210,291
Revenue Increase	-	\$1,148,771 (+16.4%)	\$1,580,352 (+22.5%)	\$2,184,267 (+31%)
Total Ridership**	6,540,465	6,585,233	6,450,535	6,331,984
Ridership Variance	-	-164,712 (+0.68%)	-299,410 (-1.4%)	-417,961 (-3.19%)
Cost Recovery	31%	31%	33%	35%

*Total Fare Revenue excludes revenue from BC Bus Pass and the Children 12 & Under program

**Total Ridership projections includes budgeted ridership increases from the 2025/2026 budget

Recommendations

BC Transit has the following recommendations as an outcome of this fare review for the Kelowna Regional Transit System:

- Endorse Option 1 fare change, effective as of October 1, 2025
- Increase the U-PASS fee at UBCO to \$80 less approved administration costs
- Replace the existing transfer policy with the DayPASS system
- Introduce the EcoPASS pre-paid fare program

Current Fare Structure

The current fare structure has remained largely unchanged since 2015, despite increases in operating costs due to inflation and service expansion. Fare pricing is aligned across conventional (fixed route) transit and custom (handyDART) transit, and any changes to fares that are approved will be applied to both forms of transit service.

With the introduction of BC Transit's electronic fare technology, Umo, in 2024 minor changes to fare products to improve customer ease of use were introduced, including:

- Replacing the Monthly Pass with a 30-Day Pass;
- Adjusting the transfer window to provide a consistent policy across all Umo systems, offering customers a 90-minute transfer window for their next bus; and
- Decreasing the DayPASS rate from \$6.50 to \$5.00 (two times the Single Ride fare).
- Renaming the Student/Senior Pass product to Concession Pass

Umo also introduced the ability for customers to load a Cash Balance to their Umo account to pay for Single Ride fares as an alternative to Cash. To finalize the transition to Umo, as of October 2024, physical fare products were discontinued on Conventional transit service.

At this time, Umo is only available on conventional transit, and as such some fare products are only available for use on custom transit, such as the 5-ticket product and physical Adult and Senior Monthly passes. Fare pricing between the 30-Day and Monthly passes are consistent across conventional and custom transit.

Riders can expect Credit and Debit tap payments to be available in the near future as another improvement that Umo validators allow for.

Table 3: Existing Fare Structure

Fare Product		Fare Price
Single Ride		\$2.50
DayPASS*		\$5.00
10-Rides	Adult	\$22.50
	Concession**	\$20.25
30 Day / Monthly Pass	Adult	\$70
	Concession**	\$45
Post-Secondary 30-Day Pass		\$55
Post-Secondary Semester Pass		\$176
5-Tickets (handyDART)	Adult	\$11.25
	Senior	\$10

*DayPASS-on-Board and Fare Capping to generate automatic DayPASS.

** Concession fare valid for youth aged 13-18 and persons 65 and over.

BC Transit Fare Guidelines

BC Transit's Fare Guidelines are based on industry best practice and have been developed to provide guidance to local governments in setting fares. The Fare Guidelines promote a balance between maximizing fare revenues while maintaining affordability and growing ridership. BC Transit's fare strategy focuses on fare products that are attractive to customers, encourage ridership, and are easy to sell.

Table 4: BC Transit Fare Guidelines

Product	Audience	Price Guideline
Single Ride	All	Base
DayPASS Onboard	All	2 times Base Fare
Adult Pass	All	20 to 30 times Base Fare
Concession Pass	Senior/Youth/Student	Adult Pass less 15%
University Semester Pass	Post-Secondary Student	4 times Student Pass less 20%
No Fare Transfers		

BC Transit's fare guidelines promote a simplified fare structure wherever possible to reduce confusion from riders when choosing to ride and purchase fare products.

The Kelowna Regional Transit System operates with a 90-minute transfer window for passengers paying with a single ride fare or 10-rides product, and a pre-purchased DayPASS product for unlimited travel in a single day.

BC Transit recommends a DayPASS system which replaces the transfer policy by offering all day transit for riders at the rate of two times a Single Ride fare, offering unlimited rides that day after the payment of the second fare.

Outside of fare product alignment, the fare guidelines also include pricing recommendations as outlined in Table 4. Note that the current Concession and Post-Secondary 30-Day Passes in the Kelowna Regional Transit System, as well as the Semester Pass, currently fall below the Fare Guidelines. Any recommended fare changes included in this Fare Review will aim to align with the Fare Guidelines outlined below as much as possible, with the goal of full alignment remaining for future fare reviews.

Sources of Fare Revenue

The Kelowna Regional Transit System has several sources of fare revenue from existing fare products. The largest revenue source from fare products is the 30-Day Concession Pass, followed by Single Ride fares in the form of Cash and Umo Cash Balance purchases. U-PASS revenue makes up 19 per cent of the revenue from fares and is received from students paying U-PASS fees through their tuition payments at the University of British Columbia Okanagan Campus (UBCO). Currently, the U-PASS pricing aligns with the Adult Pass rate at \$70, with the transit system retaining \$67 after the removal of administration fees. The Kelowna Regional Transit System also has an employer pass program, ProPASS, that provides discounted travel to participating organization's employees facilitated through payroll deductions.

The Kelowna Regional Transit System's local government partners can approve changes to all sources of fare revenue outside of the BC Bus Pass and Free Transit for Children 12 and Under program, which are provincially funded initiatives and applied to the local government's budget according to provincial allocation models. BC Transit has agreements with the province to deliver these programs across all of BC Transit, and as such they fall beyond the scope of this fare review.

Figure 1: Kelowna Regional Transit System Conventional Fare Product Revenue for 2024/25

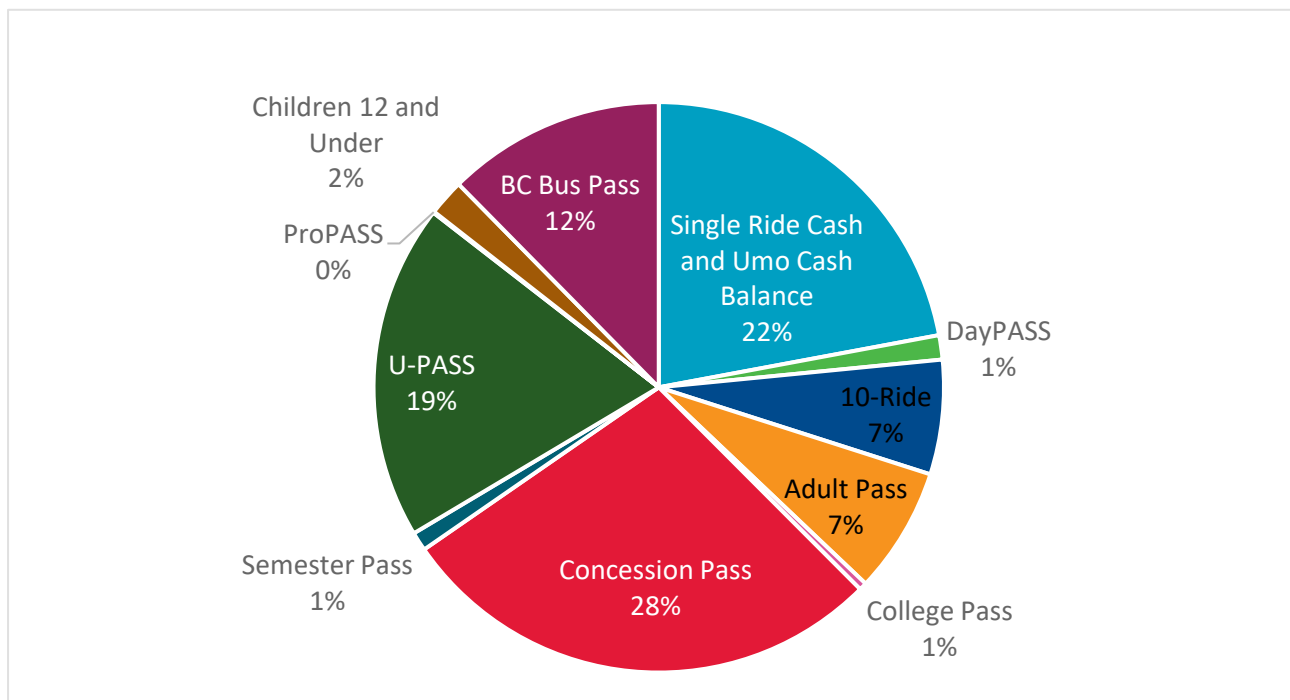
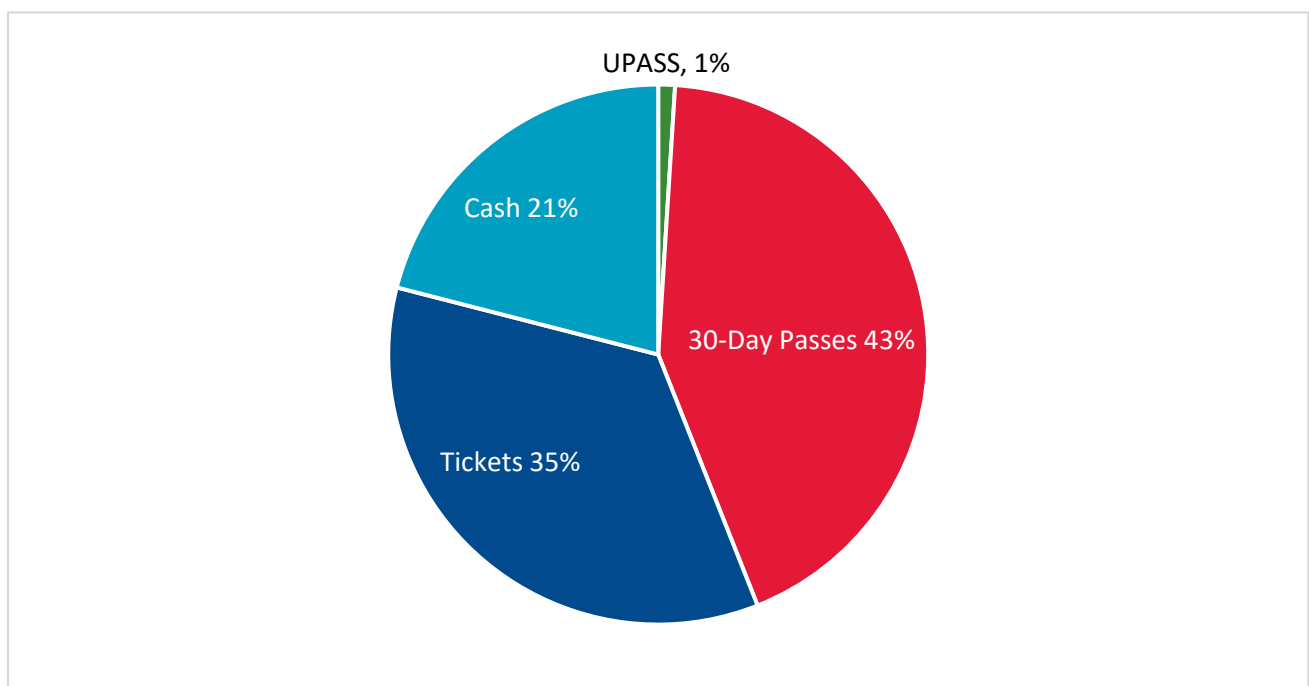


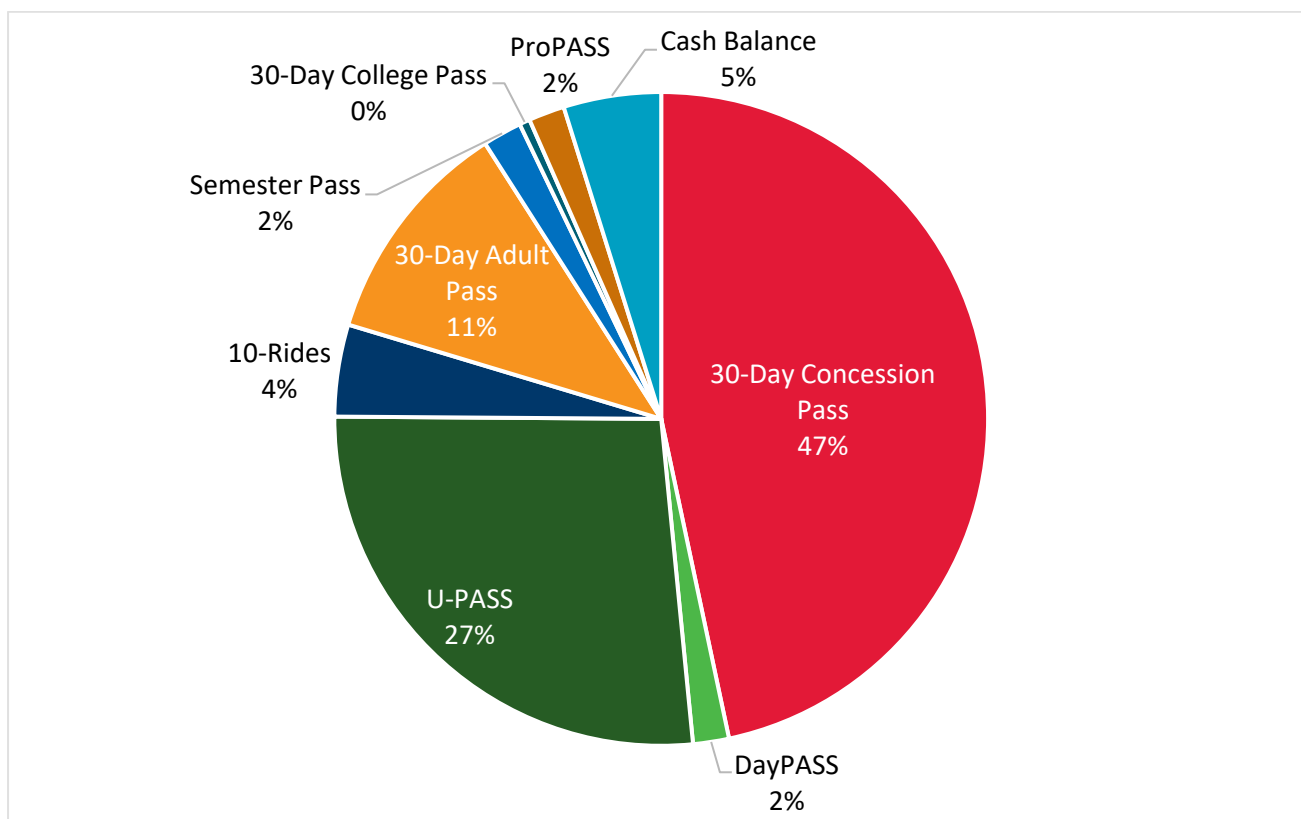
Figure 2: Kelowna Regional Transit System Custom Fare Product Revenue for 2024/25



Umo Usage

As of October 2024, the Kelowna Regional Transit System has fully transitioned its conventional system to Umo and phased out physical pass and ticket sales. As customers have transitioned to Umo, BC Transit is now able to gather insights that were previously unavailable, such as ridership based on fare product. Figure 3 shows ridership by fare product from January – April 2025 which provides insights on customer usage in the system. BC Transit will continue to explore how Umo usage and data can be further leveraged to inform future fare reviews.

Figure 3: Kelowna Regional Transit System Umo Ridership by Product January – April 2025



Key Metrics

Table 5 highlights key system metrics for the Kelowna Regional Transit System as a baseline for this fare review. Operating Cost Recovery was calculated based on total revenue (farebox, tickets & passes, Youth 12 & Under, BC Bus Pass, and advertising where applicable) divided by the total operating cost, but excluding lease fees (costs charged for capital amortization and debt servicing) and infrastructure project development. For comparison, the tier average provided is based on similarly sized BC Transit systems.

Table 5: Key Performance Measures 2024/2025

Measure		2023/2024 Tier Average
Passenger Trips	6,540,465	
Year over Year Passenger Trip Increase	4.6%	
Total Revenue	\$8,642,496	
Year over Year Revenue Increase	4.36%	
Revenue From Passenger Fare Sources	\$7,026,024	
Revenue / Trip	\$1.32	
Operating Cost / Passenger Trip	\$4.23	
Operating Cost Recovery	31.2%	
		\$1.23
		\$4.70
		26.36%

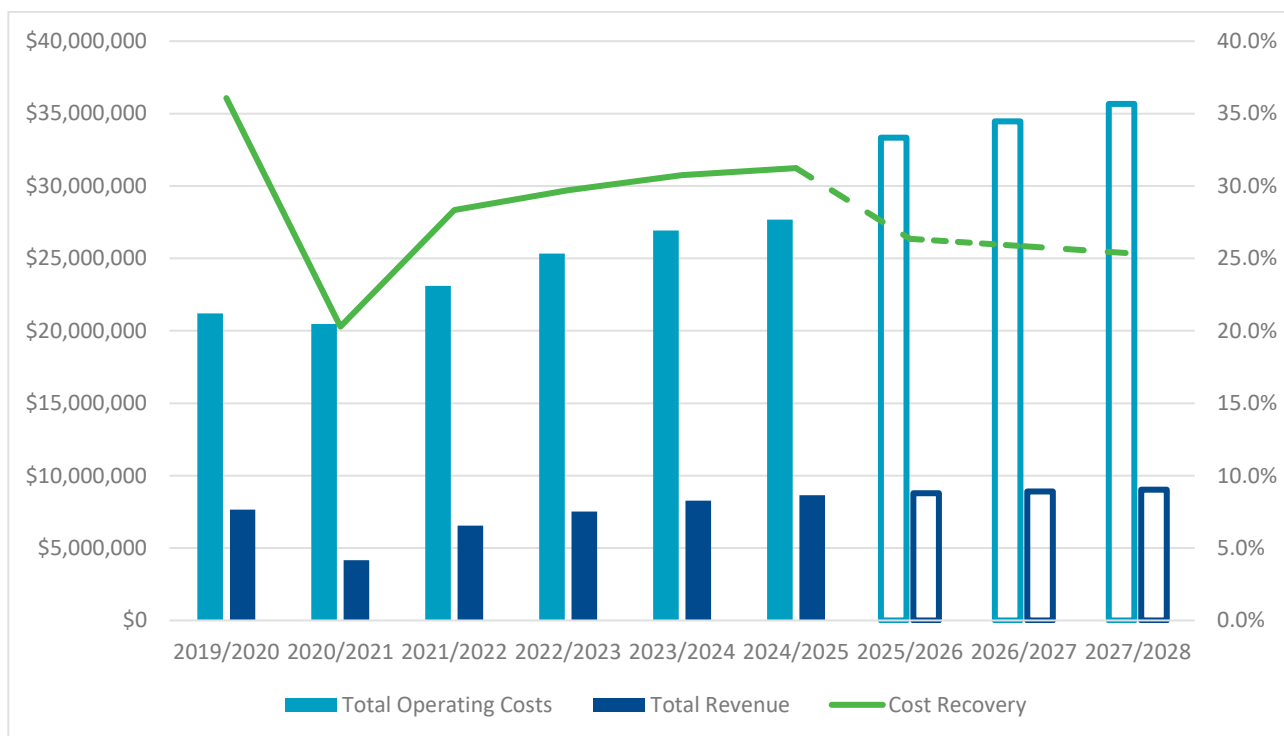
Cost Recovery

The following figure shows total fare revenues, total transit system operating costs, and the corresponding cost recovery over the past five years. Operational costs are also included as a forecast over the next three years. The budgeted increases do not include any increases from expansion or infrastructure investments.

The Kelowna Regional Transit System has an approved cost recovery target of 35 per cent set as per the Central Okanagan Transit Service Guidelines. Prior to the COVID-19 pandemic, fare revenue was able to recover costs at this level, but cost recovery has not reached these levels since 2019. With operational costs expected to continue to increase over the next three years, it is expected that cost recovery will continue to decline with the current fare structure. For the purposes of this report, cost recovery outlined is calculated using fare revenue only, and varies slightly from the Operating Cost Recovery utilized by BC Transit

Local government and First Nation partners will need to allocate additional funding to transit in order to meet these increased costs, which can be done through a mix of increasing passenger fares and property taxes, at local government's discretion. Similar to conventional transit costs, custom transit (handyDART) has seen decreased cost recovery, with pre-pandemic cost recovery at 6 percent and 2024/2025 cost recovery for custom transit at 3 percent, which is slightly less than average.

Figure 4: Kelowna Regional Transit System Conventional Cost Recovery 2019 - 2028



Local Revenue Sharing

The Kelowna Regional Transit system is comprised of six local government and First Nation partners. Fare revenue is collected by the City of Kelowna prior to being shared between partners based on agreed upon percentages determined through local ridership and service hours and a pre-determined cost-sharing agreement.

To understand how the fare review considerations may impact local partners, a breakdown of the revenue and ridership for each regional partner is included below.

Table 6: Regional Partner Ridership and Revenue Allocation 2024/2025

Regional Partner	Ridership	Ridership %	Revenue
City of Kelowna	5,622,838	85.97%	\$6,373,902.40
City of West Kelowna	533,702	8.16%	\$772,719.06
Westbank First Nation	155,663	2.38%	\$230,548.10
District of Lake Country	180,517	2.76%	\$272,185.93
District of Peachland	37,281	0.57%	\$61,752.77
Regional District of Central Okanagan	11,119	0.17%	\$12,357.08

Transit System Comparison

To determine reasonable fare levels for the Kelowna Regional Transit System, the following table provides a comparison of Canadian transit systems that serve similar population sizes and have similar total annual ridership or are in close proximity to Kelowna Regional Transit System. The data provided is based on the Canadian Urban Transit Association (CUTA) 2023 Operating Data report.

Table 7: Comparison of Transit System Fares

Transit System	Population Served	Ridership	Adult Fare	Adult Pass	Senior Pass	Student Pass
Kelowna, BC	164,014	6,253,275	\$2.50	\$70	\$45	\$55
Nanaimo, BC	129,023	3,581,974	\$2.75	\$65	\$45	\$55
Central Fraser Valley, BC*	163,581	1,826,023	\$2.25	\$52	\$38	\$35
Victoria, BC	409,189	24,754,924	\$3.00	\$85	\$45	\$45
Regina, SK	239,236	10,285,051	\$3.25	\$88	\$30	\$60
Windsor, ON	229,660	9,487,527	\$3.75	\$118	\$60	\$81
Canadian Average			\$3.50	\$90.20	\$52.24	\$67.07

*Central Fraser Valley is currently undergoing a fare review

Pre-Paid Fare Programs

BC Transit is continuously looking to support transit systems with new fare program opportunities that increase transit ridership, while also bringing in new revenue opportunities. With the rollout of Umo, BC Transit is now able to facilitate and administer pre-paid fare programs. Pre-paid fare

programs provide guaranteed sources of fare revenue and enhance cost recovery. BC Transit is currently looking to introduce the following pre-paid fare programs to all suitable transit systems.

EcoPASS Program

EcoPASS is a pre-paid fare program that allows BC Transit to facilitate the bulk purchase of transit access through an established transit fund. Currently, this program is most frequently used by property developers as a Transportation Demand Management (TDM) initiative that allows developers to invest in transit access for occupants in residential buildings in exchange for parking variances. The program could also be utilized by events, conferences, or employers that wish to establish a transit fund that can be drawn down from over time. BC Transit is encouraging the expansion of the EcoPASS program to additional transit systems to allow for additional avenues for fare revenue to be secured.

To administer the program, BC Transit provides enrolled participants transit access on demand through Umo, which allows participants to draw a Single Ride fare from the transit fund each time they ride the bus. The EcoPASS transit fund would remain in place until the fund is exhausted and revenue would be realized as fare revenue once redeemed, or at the time of fund expiration.

To incentivize larger investments in a transit fund, a proposed discount structure is included below for the program. This discount would apply to the total transit fund investment.

Table 8: EcoPASS Bulk Purchase Discount Structure

Discount Tier	Amount Spent	% Discount
Tier 1	\$5,000	5.00%
Tier 2	\$10,000	5.50%
Tier 3	\$20,000	6.00%
Tier 4	\$30,000	6.50%
Tier 5	\$40,000	7.00%
Tier 6	\$50,000	7.50%
Tier 7	\$100,000	10.00%
Tier 8	\$150,000	12.50%
Tier 9	\$200,000+	15.00%

The EcoPASS option would be a tool available for all local government and First Nation partners in the region.

U-PASS

The U-PASS program provides students at partnering educational institutions with unlimited access to Kelowna Regional Transit services throughout their enrolled term. This initiative improves affordability for students, increases ridership, and ensures a stable revenue stream for the transit system. The cost of U-PASS is included in tuition fees, making transit more accessible while providing guaranteed fare revenue, as all students are automatically enrolled.

The Kelowna Regional Transit System currently has a U-PASS partnership agreement with the University of British Columbia Okanagan Campus (UBCO) which was initiated in 2007. During this time, U-PASS has played a key role in supporting local transit. In 2024, it accounted for 19% of total fare revenue for Kelowna Regional Transit, demonstrating its ongoing impact on transit funding.

The existing agreement with UBCO allows for increases to U-PASS pricing to occur when public fare product pricing is increased. As this is the case, U-PASS fees have not increased since 2015 when, via referendum approval, the U-PASS fee was increased to align with the increased Adult pass rate of \$70. The Kelowna Regional Transit System provides a \$3 administration fee per U-PASS to the UBCO student union to administer this program, which is deducted from the revenue the Kelowna Regional Transit System receives. If the Adult pass fare is increased as a result of this fare review, notice of the intent to increase the U-PASS fee may be presented to UBCO by August 15, 2025 to allow for the pricing to go into effect as of September 1, 2026. Once the intent to increase the U-PASS fee is issued, a referendum vote will be required to approve the new fee with a “yes” majority. If the referendum resulted in a “no” majority, the U-PASS agreement could be exited at that time.

Supportive Transit Programs

To ensure that transit is accessible to all, a range of supportive programs have been implemented to assist individuals facing financial or mobility challenges. The following initiatives available in the Kelowna Regional Transit System are designed to help those in need to access essential services and stay connected to their communities. These programs aim to make public transit more inclusive and equitable. The City of Kelowna is currently undertaking a study to determine if a new supportive program should be introduced to further support residents with subsidized transit access. Please note, these programs are shared for your awareness, and no changes will be made as part of this fare review.

Get on Board Program - Free Transit for Children 12 and Under

The Get on Board program allows children aged 12 and under to ride conventional and handyDART buses for free. The program is designed to make public transit more accessible to young people, encouraging them to use the system independently and confidently. Eligibility includes:

- Children aged 6 to 12: Can ride unaccompanied without requiring a fare product or ID.
- Children aged 5 and under: Must be accompanied by someone 12 years or older and must board and depart at the same stop as their guardian.

This initiative is funded by the BC Ministry of Transportation and Transit with the goal of not only increasing ridership but also fostering a sense of independence and familiarity with public transit among youth. By making transit free for children, the program aims to instill lifelong habits of sustainable transportation use.

BC Bus Pass

The BC Bus Pass Program provides unlimited transit access to low-income seniors (\$45/year) and individuals on disability assistance (free). Designed to ensure affordable and accessible transportation, it helps participants stay connected to their communities. Registration is available online, by phone, email, mail, or fax. The program is funded by the BC Ministry of Social Development and Poverty Reduction and is available across all BC transit systems.

Emergency Transit Assistance Program

The Emergency Transit Assistance Program (ETAP) is a partnership between United Way BC and the City of Kelowna, providing single-use bus tickets and passes to non-profit agencies that support low-income residents facing transportation barriers. United Way distributes the Umo fare products on a regular basis to non-profit agencies who regularly support those with medical and/or emergency transportation and has done so since 2012.

As of September 2024, the program is providing 5550 Single Ride fares distributed quarterly and 100 monthly passes distributed each month. ETAP provides transit vouchers to agencies accepted to the program and allows people in need to use public transportation for emergency needs, employment, education, medical, dental, social recreation, food, and shelter.

DayPASS System

To allow for the best use of Umo, BC Transit is recommending adopting a DayPASS policy in the Kelowna Regional Transit System as a replacement for the existing transfer policy. Currently, riders can transfer to a connecting bus within 90 minutes without paying an additional fare. Riders who have a trip of more than 90 minutes or who take more than two buses will be required to pay an additional fare.

BC Transit is recommending the introduction of the DayPASS OnBoard for cash paying users and fare capping for Umo Cash Balance users to generate an automatic DayPASS. This change will simplify the fare structure, improve customer experience, and align with best practices outlined in the Fare Guidelines. As an important note, the 10-Rides product in Umo will be discontinued with this transition as it is not compatible with Umo fare capping.

The DayPASS System has been successfully introduced into many BC Transit Systems, increasing ridership and ease of use for customers in the following communities: Victoria, Nanaimo, Kamloops, Prince George, Cowichan Valley, Dawson Creek, Sunshine Coast, Squamish, Port Alberni, and Campbell River.

BC Transit has analyzed Umo usage and found that the majority of users in the Kelowna Regional Transit System are already paying for two or more fares daily and therefore would benefit from this transition. The pre-purchased DayPASS has also increased in usage, and further points to a large customer base who would benefit from the transition to the DayPASS system. As well, as provided in the Fare Review Survey results in the following section, the majority of respondents supported the transition to the DayPASS System. Customers utilizing a pre-purchased fare product, such as a 30-Day pass, Semester pass, or U-PASS would not be impacted by this change.

The DayPASS OnBoard and Fare Capping models have already been successfully implemented in over 11 major BC Transit systems, demonstrating increased ridership, reduced operational friction, and improved customer satisfaction. Together, these changes modernize the fare experience, improve equity and access, and support the long-term sustainability of the transit system. The changes for cash and Umo users are outlined in more detail below.

DayPASS OnBoard

With the DayPASS OnBoard, passengers paying cash can purchase a DayPASS directly from the operator by paying twice the base fare in the farebox at the time of boarding their first bus of the day. The paper DayPASS grants unlimited travel for the remainder of the day, streamlining fare collection and eliminating ambiguity around transfer validity. Operators currently must visually

validate transfer validity when customers board, and the paper DayPASS product removes this ambiguity therefore improving load times and reducing potential conflict with customers.

Umo Fare Capping

For customers utilizing Umo Cash Balance or soon to be introduced Credit or Debit tap payments to pay their fares, Umo will automatically apply a DayPASS utilizing fare capping technology. Once a rider pays the equivalent of two single fares in one day, the system automatically provides unlimited travel for the rest of the day—effectively issuing a DayPASS without requiring pre-purchase.

Fare Review Engagement

Public consultation for the Fare Review was undertaken from February 10th – March 10th, 2025. The consultation included an online survey that was promoted on the BC Transit website, internal bus cards, digital programmatic advertisements, newspaper advertisements, and social media campaigns. As well, media releases further promoted the survey and ongoing fare review and garnered numerous media articles.

The online survey was generated to gather public feedback on whether potential fare change options would impact ridership positively or negatively and whether the transition to the DayPASS system would be supported by customers. Full survey results are included in Appendix A for review.

Online Survey Summary

The online survey page, hosted on BC Transit's engagebctransit.com platform, was answered in part or in full by 628 individuals. Almost all respondents (91%) were regular fixed-route bus customers, with 80% of respondents residing within the City of Kelowna. The survey results indicated that most customers utilized Single Ride fare products, being either Cash or Umo Cash Balance, at 61%.

As a part of the survey, respondents were asked if they believe passenger fares should contribute more to funding transit operations to reduce the need for increases in property taxes. The responses were mixed, with 49% of respondents disagreeing and 29.7% agreeing, with the remainder (21.2%) remaining neutral.

Respondents were also polled whether a small increase in fares would impact their transit ridership. The largest response at 41% indicated that there would be no change in their transit usage, and 20.3% indicated it would depend on the amount of the increase. Only 9.2% of respondents indicated that they would stop using transit as their primary mode of transportation. Overall, the results indicated that increases to fares would have a minimal impact on ridership.

Lastly, the survey looked to ascertain if customers would support a transition to the DayPASS system. When asked if riders can complete their trip within one transfer window, an almost equal number of respondents indicated that yes, they can complete their trip within the transfer window, at 35.7%, while 32.6% indicated they need to pay an additional fare. The remainder indicated use of pre-purchased products and that they will not be impacted by the change.

As a summarizing question, the survey asked respondents if they would support moving to the DayPASS system, with the largest response group indicating they would support this transition at 46.5%. A smaller percentage of respondents indicated a desire to maintain the transfer policy, at 31.9%, while the remainder had no opinion.

Fare Change Options

Along with the introduction of the DayPASS policy, BC Transit has included fare change options for consideration as outlined in Table 9 below. The last fare increase in the Kelowna Regional Transit System occurred in 2015, and the system has seen increased expenses due to high inflation and industry changes following the COVID-19 pandemic. While expenses have increased annually over the past 10 years, fare prices have not kept parity with inflation. If the Single Ride fare of \$2.50 was to have maintained value with inflation, the Bank of Canada's Inflation Calculator estimates the equivalent would be \$3.24 in 2025, further highlighting the desire to assess existing fare prices in the system.

BC Transit is recommending that the Kelowna Regional Transit System endorse Option 1 to allow for a fare increase to take place to support the desire for additional revenue and improved cost recovery and realign fares that have lagged behind over the last ten years. The fare change options presented below were developed using BC Transit's Fare Guidelines, which are detailed in Table 4 of this report. Fare changes were developed with consideration to support maximum cost recovery to enable ongoing service levels while maintaining affordability. These fare change options apply to both conventional and custom transit, as the fare structures for both transit types are aligned.

Outside of existing fare products listed below, the Kelowna Regional Transit System has two pre-paid fare programs indexed to the Adult pass rate. As previously outlined, the U-PASS agreement with UBCO states that an increase to the U-PASS fee can be proposed with an accompanied increase to the general Adult pass rate, with the increase pending student body referendum approval. ProPASS is an existing pre-paid fare program that is also indexed to the Adult pass rate. Currently, ProPASS offers discounts from 10 – 15 percent dependent on the number of employees enrolled. With any approved increase to the Adult pass rate, ProPASS pricing would also be increased accordingly.

Table 9: Proposed Fare Options

Fare Product		Existing Fares	Option 1 Recommended Increase	Option 2 Fare Guideline Alignment	Option 3 Cost Recovery Goal
Single Ride		\$2.50	\$3.00 (+20%)	\$3.00 (+20%)	\$3.50 (+40%)
DayPASS*		\$5.00	\$6.00 (+20%)	\$6.00 (+20%)	\$7.00 (+40%)
10 Rides	Adult	\$22.50	Discontinued		
	Concession	\$20.25			
30 Day / Monthly Pass	Adult	\$70	\$80 (+14%)	\$80 (+14%)	\$87.50 (+25%)
	Concession**	\$45	\$55 (+22%)	\$68 (+51%)	\$74.38 (+65%)
Post-Secondary 30-Day Pass		\$55	\$65 (+18%)	\$68 (+23%)	\$74.38 (+35%)
Post-Secondary Semester Pass		\$176	\$208 (+18%)	\$217 (+23%)	\$238 (+35%)
5-Tickets (handyDART)	Adult	\$11.25	\$15 (+33%)	\$15 (+33%)	\$17.50 (+55%)
	Senior	\$10	\$15 (+50%)	\$15 (+50%)	\$17.50 (+75%)

*DayPASS-on-Board and Fare Capping to generate automatic DayPASS.

**Concession fare valid for youth aged 13-18 and persons 65 and over.

With the removal of the 10-rides product and subsequent discount, BC Transit recommends removing the discount provided for the 5-Tickets handyDART fare product as well to ensure parity between conventional and custom transit. As a more cost effective option, Monthly Passes are available on handyDART custom transit.

Option 1: Recommended Option

BC Transit has included Option 1 as the recommended fare change for the Kelowna Regional Transit System. This option better aligns with BC Transit's recommended fare guidelines, with only the Concession Pass rate residing outside of our guidelines with a discount of 27 per cent less the Adult pass fare. Although the BC Transit guidelines currently call for a 15 per cent discount on this product, a gradual increase is recommended to reach this target with the goal of the next fare review to be a closer alignment with the fare guidelines. As well, this option includes a \$10 increase for each 30-Day/Monthly pass product for simplicity in communication and equity amongst customers.

Option 2: Fare Guideline Alignment

BC Transit has included Option 2 as the option which aligns with the existing fare guidelines BC Transit currently adheres to. The pricing of pass products meet the guidelines previously outlined and can be viewed as a target option for future fare reviews. At this time, BC Transit is not recommending Option 2 as meeting the fare guidelines would necessitate large increases to pass products that could create affordability concerns for some passengers.

Option 3: Cost Recovery Goal

As an outcome of staff consultation during the fare review process, BC Transit has included Option 3 to reflect the fares that would be required if the Kelowna Regional Transit System was to meet their goal of a 35 per cent cost recovery rate. The fare pricing on all pass products adheres with BC Transit's recommended fare guidelines, and with this option, a 35 per cent cost recovery goal can be achieved. As the fares required to meet this goal are higher than the Canadian averages and would cause affordability concerns for many riders, BC Transit does not recommend this option.

Options Analysis

The below analysis provides a quantitative assessment of the estimated impacts of the provided fare change options on revenue and ridership for conventional transit in the Kelowna Regional Transit System. The ridership and revenue impacts of the fare options were calculated using established industry-standard fare product elasticity models commonly applied in transit fare analyses. Transit is generally considered an inelastic product, meaning that fare increases are expected to have a minimal impact on overall ridership. The impacted change on ridership is outlined as the total number of rides, and not riders, that may decrease with the increased fares.

The revenue impacts include projected revenue increases from fare product purchases and increased revenue from U-PASS and ProPASS fees. As previously outlined, U-PASS fees must be approved by the participating post-secondary institutions before being adopted. For the purposes of this assessment, existing enrollment figures for U-PASS and ProPASS were used to provide the estimated revenue increases.

As increasing cost recovery is also a goal of the Kelowna Regional Transit System, the projected cost recovery is also included which is calculated with budgeted annual costs. All assessments below reference Conventional transit and exclude Custom transit revenue and ridership impacts.

Table 10: Conventional Transit Fare Option Analysis

Quantitative Analysis	2024/2025 Actuals	Option 1 Recommended Change	Option 2 Fare Guideline Alignment	Option 3 Cost Recovery Goal
Passenger Fare Revenue	\$5,369,062	\$6,275,953	\$6,707,534	\$7,275,971
U-PASS Revenue	\$1,556,879	\$1,784,601	\$1,784,601	\$1,818,295
ProPASS Revenue	\$100,083	\$114,240	\$114,240	\$116,025
Total Fare Revenue*	\$7,026,024	\$8,174,795	\$8,606,376	\$9,210,291
Revenue Increase	-	\$1,148,771 (+16.4%)	\$1,580,352 (+22.5%)	\$2,184,267 (+31%)
Total Ridership**	6,540,465	6,585,233	6,450,535	6,331,984
Ridership Variance	-	-164,712 (+0.68%)	-299,410 (-1.4%)	-417,961 (-3.19%)
Cost Recovery	31%	31%	33%	35%

*Total Fare Revenue excludes revenue from BC Bus Pass and the Children 12 & Under program

**Total Ridership projections includes budgeted ridership increases from the 2025/2026 budget

Regional Partner Considerations

As the Kelowna Regional Transit System is comprised of multiple regional partners, a breakdown of the potential revenue impacts for each partner is included in Table 11 below. The estimates are based on existing approved revenue and cost sharing agreements that consider ridership and service hours for regional partners.

Table 11: Fare Option Revenue Impacts for Regional Partners

Quantitative Analysis	Regional Partner	Option 1 Recommended Change	Option 2 Fare Guideline Alignment	Option 3 Cost Recovery Goal
Total Fare Revenue Impact	City of Kelowna	+\$957,845	+\$1,317,697	+\$1,821,244
	City of West Kelowna	+\$109,363	+\$150,449	+\$207,941
	Westbank First Nation	+\$32,969	+\$45,356	+\$62,688
	District of Lake Country	+\$38,598	+\$53,099	+\$73,390
	District of Peachland	+\$8,156	+\$11,220	+\$15,507
	Regional District of Central Okanagan	+\$1,838	+\$2,528	+\$3,494

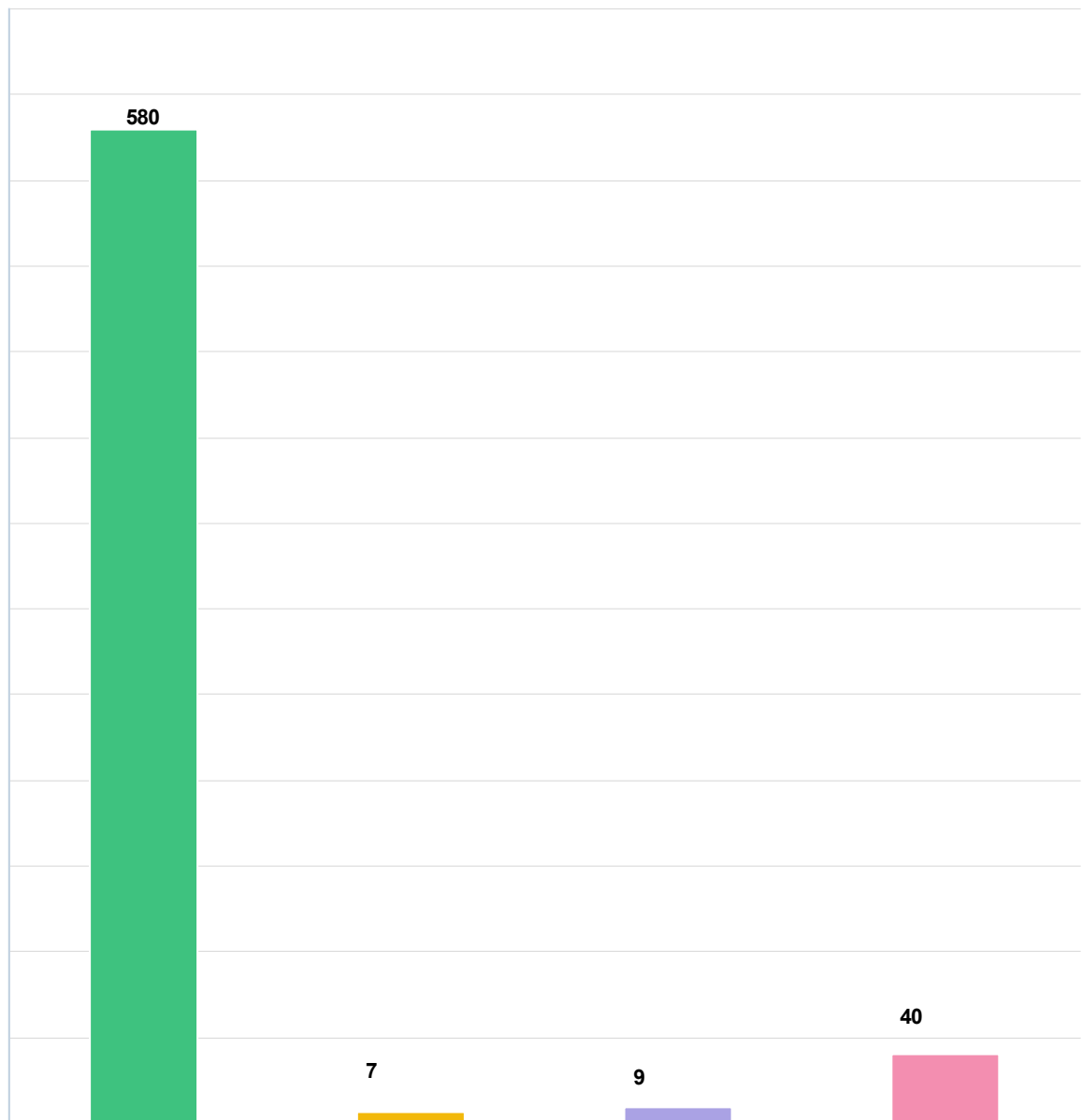
Recommendations

BC Transit has the following recommendations as an outcome of this fare review for the Kelowna Regional Transit System:

- Endorse Option 1 fare change, effective as of October 1, 2025, which includes the following fare increases and the discontinuation of the Umo 10-Rides product:
 - Single Ride: \$3.00
 - DayPASS: \$6.00
 - 10 Rides: Discontinued
 - 30 Day/Monthly Pass Adult: \$80
 - 30 Day Pass College: \$65
 - 30 Day/Monthly Pass Concession: \$55
 - 120 Day Semester Pass College: \$208
 - 5-Tickets Adult (handyDART): \$15
 - 5-Tickets Concession (handyDART): \$15
- With the approval of Option 1 fare change, increase the U-PASS fee at UBCO to align with the 30-Day Adult Pass fare (\$80) less approved administration costs
- Replace the existing transfer policy with the DayPASS system, allowing cash users to purchase a paper DayPASS at the time of boarding and Umo users to automatically receive a DayPASS via Umo fare capping technology.
- Introduce the EcoPASS pre-paid fare program allowing for bulk transit purchases to be made with the previously outlined discount structure.

Appendix A: Kelowna Regional Transit Fare Review Survey Results

Q2 Which transit service do you currently use?



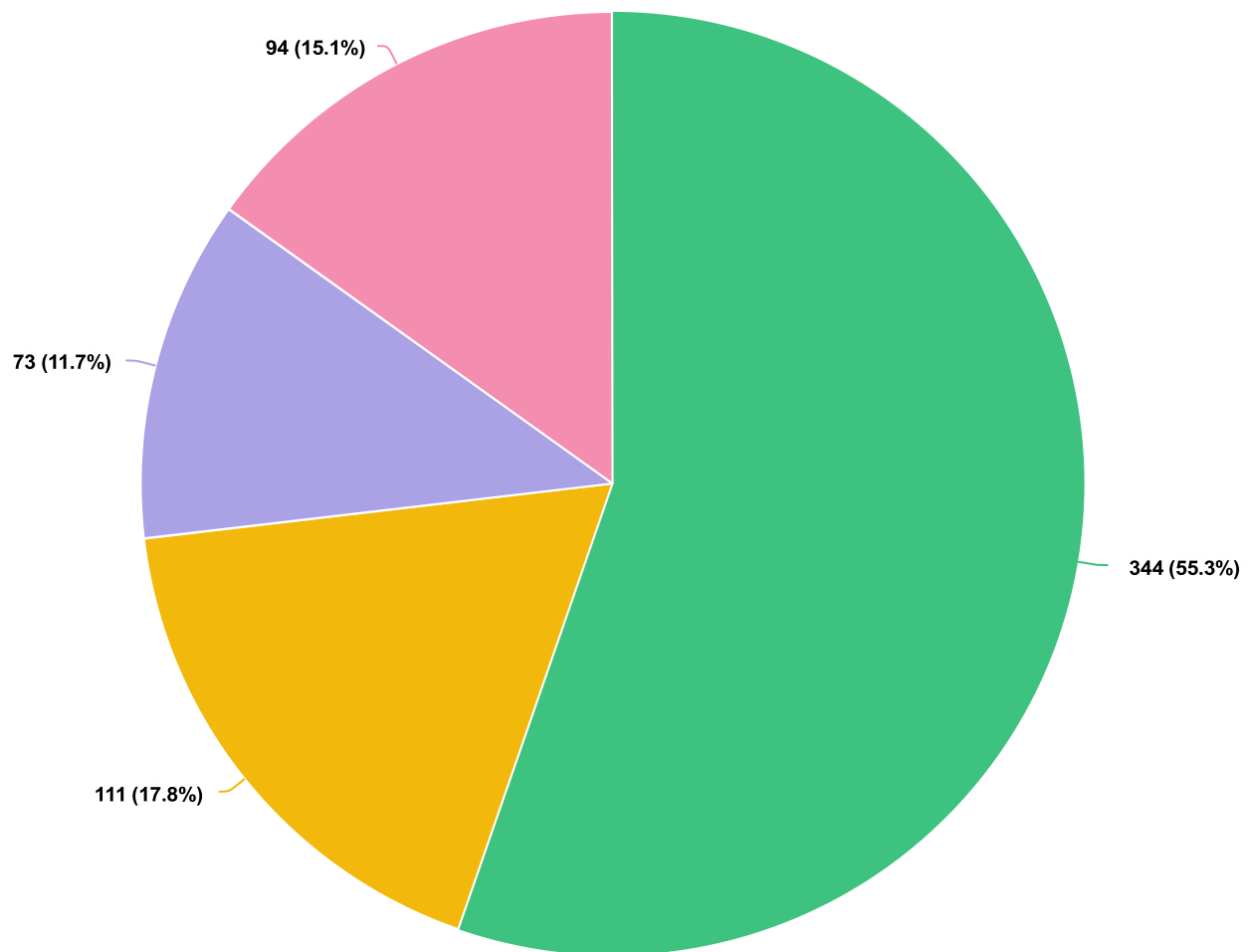
Question options

- ☒ Regular fixed route bus service (conventional transit) ☐ handyDART service (custom transit) ☐ OnDemand Transit ☐ None

Optional question (628 response(s), 0 skipped)

Question type: Checkbox Question

Q3 | How frequently do you use transit in the Kelowna Regional Transit System?

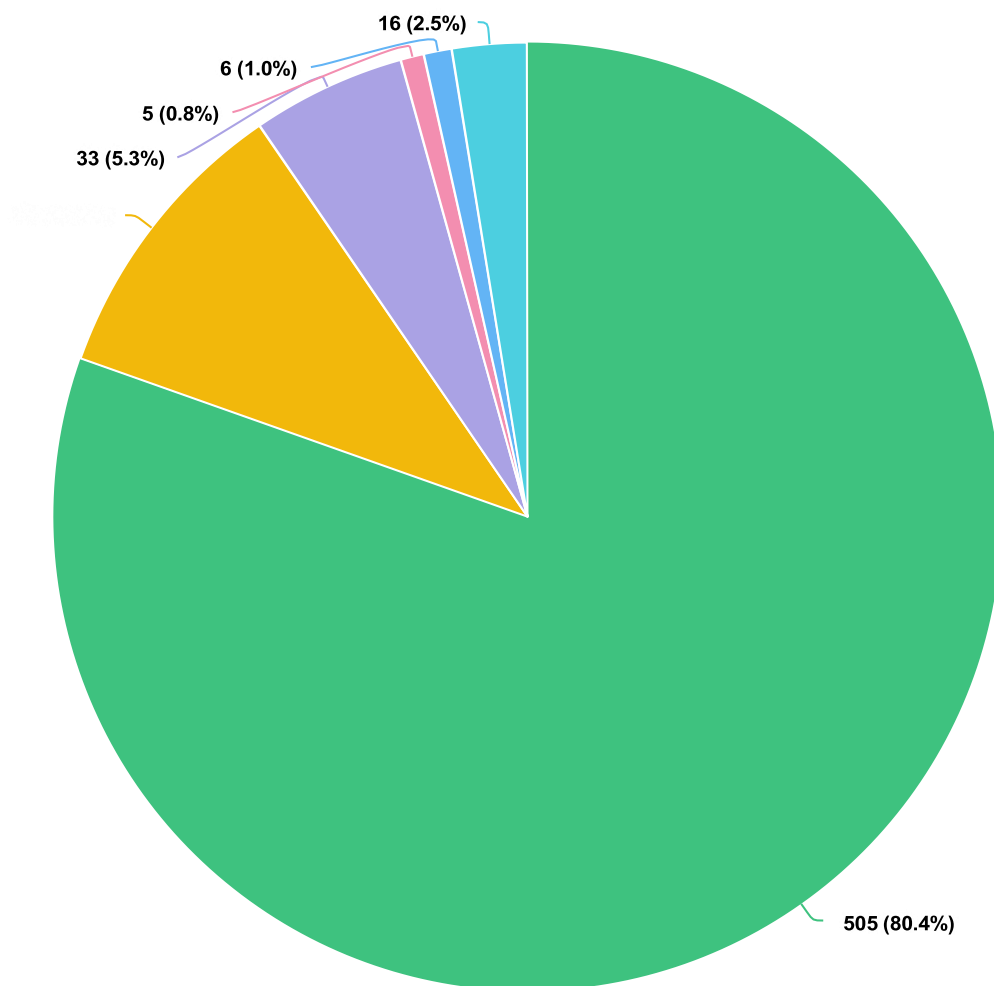


Question options

- ☒ Frequent rider (ride 15+ days a month)
- ☐ Light rider (ride 8 to 14 days a month)
- ☐ Occasional rider (ride 2 to 7 days a month)
- ☐ Infrequent rider (ride once a month or less)

Optional question (622 response(s), 6 skipped)
Question type: Radio Button Question

Q4 Which municipality do you currently reside in?



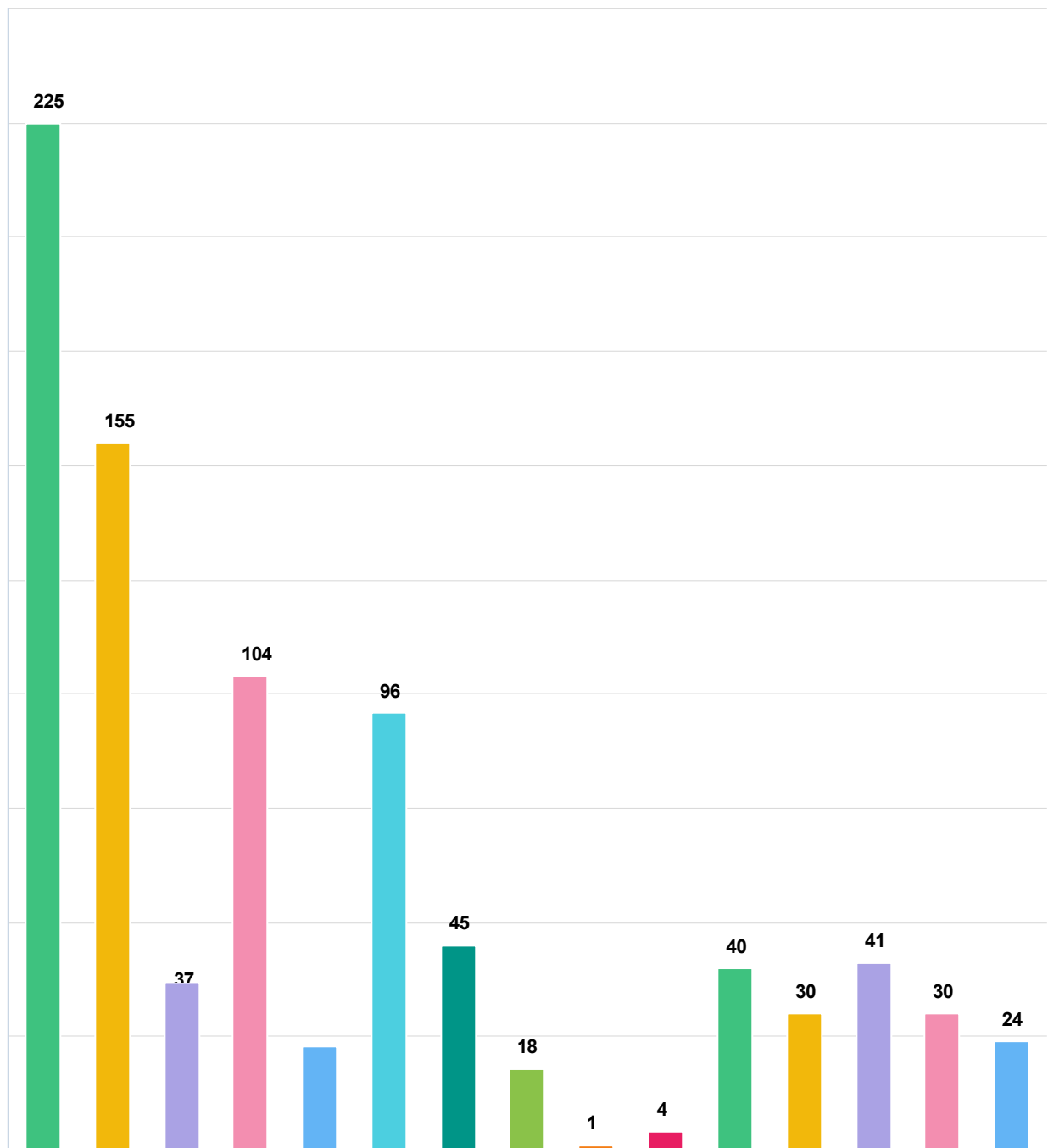
Question options

- City of Kelowna
- City of West Kelowna
- District of Lake Country
- Westbank First Nation
- District of Peachland
- Other (please specify)

Optional question (628 response(s), 0 skipped)

Question type: Radio Button Question

Q5 Which fare product do you currently use when riding transit? Select all that apply:

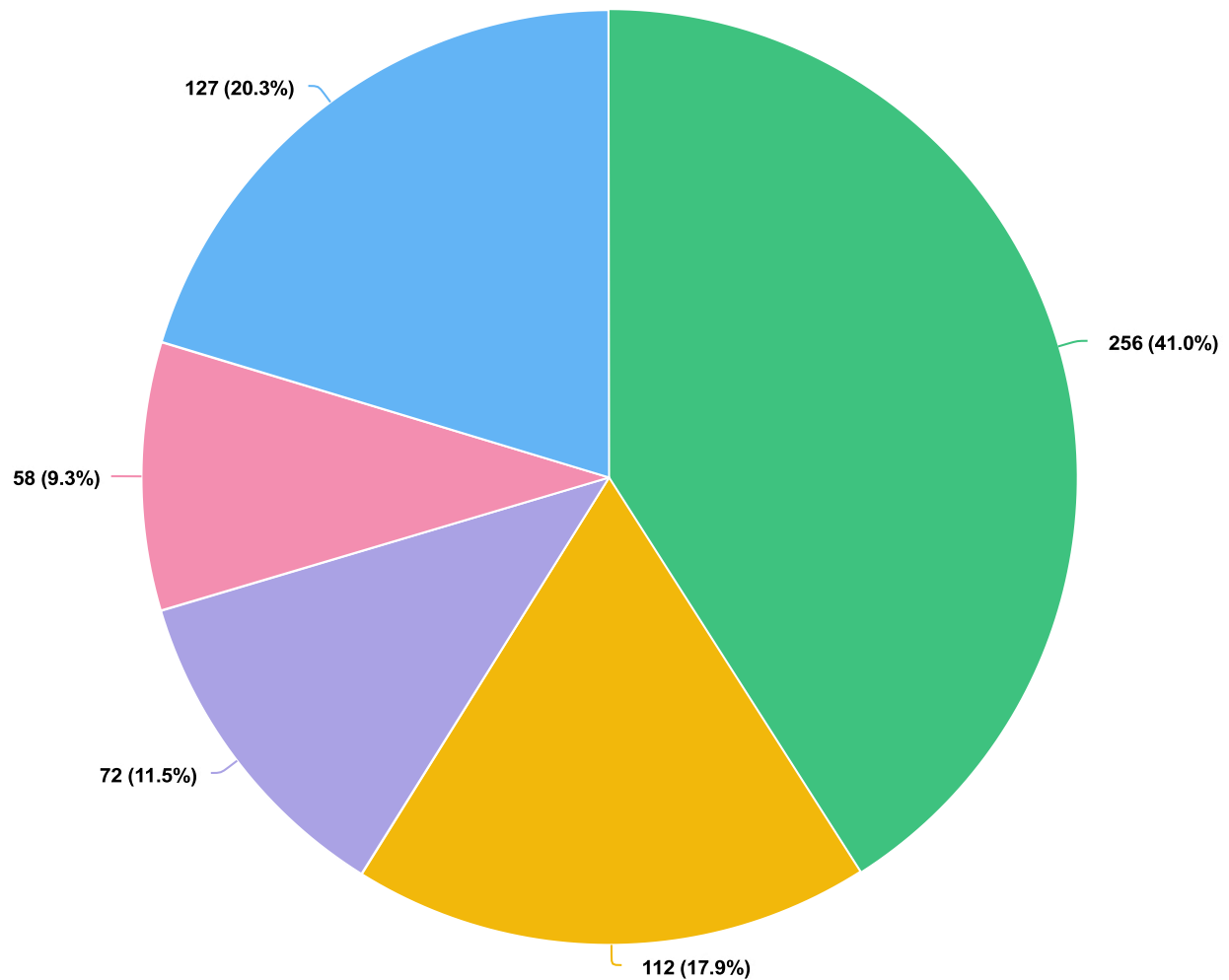


Question options

- Single Ride Cash Fare
 ● Umo Cash Balance
 ● DayPASS
 ● Adult 10-Rides
 ● Concession 10-Rides
- Adult 30-Day Pass
 ● Concession 30-Day Pass
 ● Post-Secondary 30-Day Pass
 ● 5-Ticket Adult (handyDART only)
- 5-Ticket Senior (handyDART only)
 ● University Semester Pass
 ● U-PASS
 ● ProPASS
 ● BC Bus Pass
- Other (please specify)

Optional question (624 response(s), 4 skipped)
Question type: Checkbox Question

Q6 As a part of the fare review process, fares are being assessed and may be increased to help improve cost recovery in the Kelowna Regional Transit System. If a small fare increase were necessary to maintain or improve service levels, how would it im...

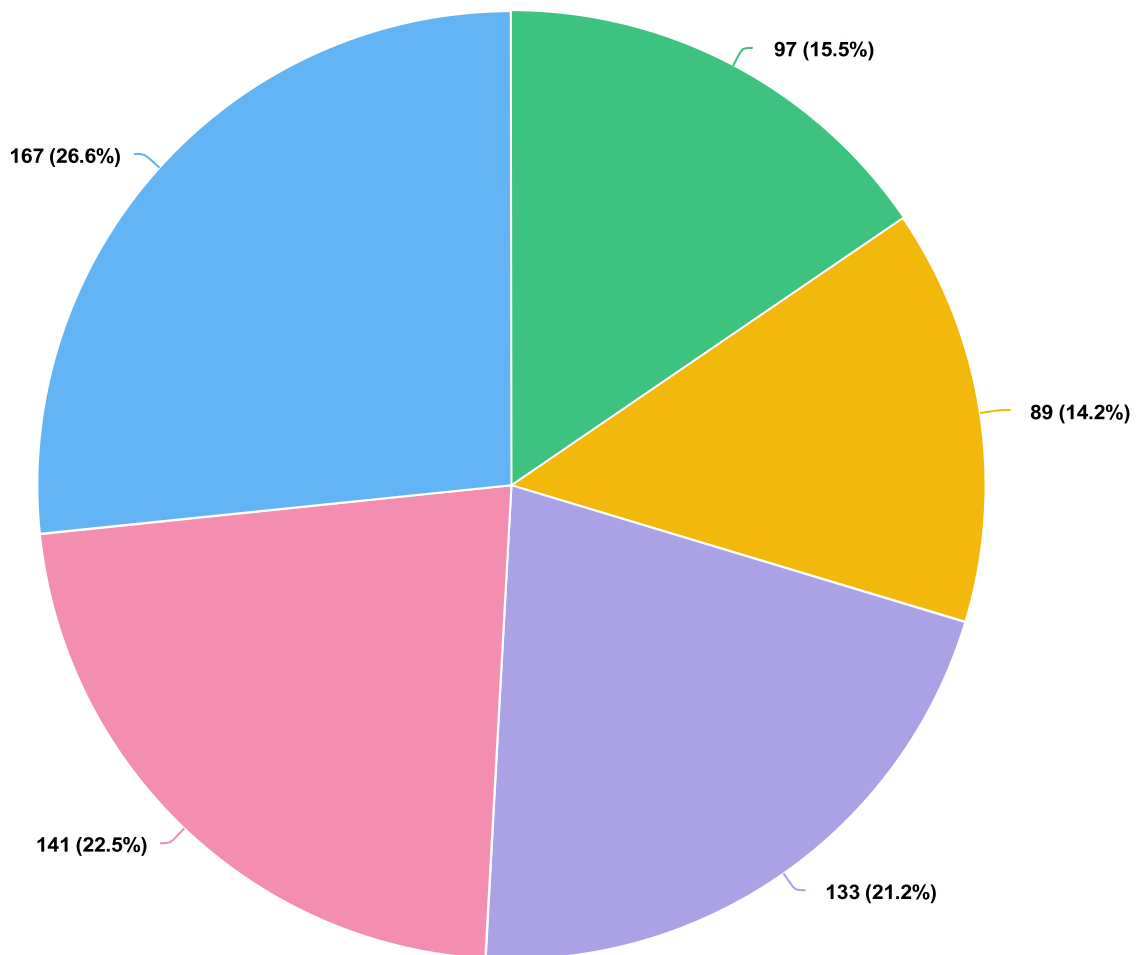


Question options

- I would continue to use transit as frequently as I do now.
- I might adjust my usage slightly but would still rely on transit
- I would need to reduce my transit usage significantly
- I would likely stop using transit as my primary mode of transportation
- It depends on the amount of the fare increase

Optional question (625 response(s), 3 skipped)
Question type: Radio Button Question

Q7 | Conventional transit operations in the Kelowna Regional Transit System are funded through a combination of passenger fares, local government funding (property taxes), advertising revenue, and provincial funding. As operational costs rise, the Kelown...



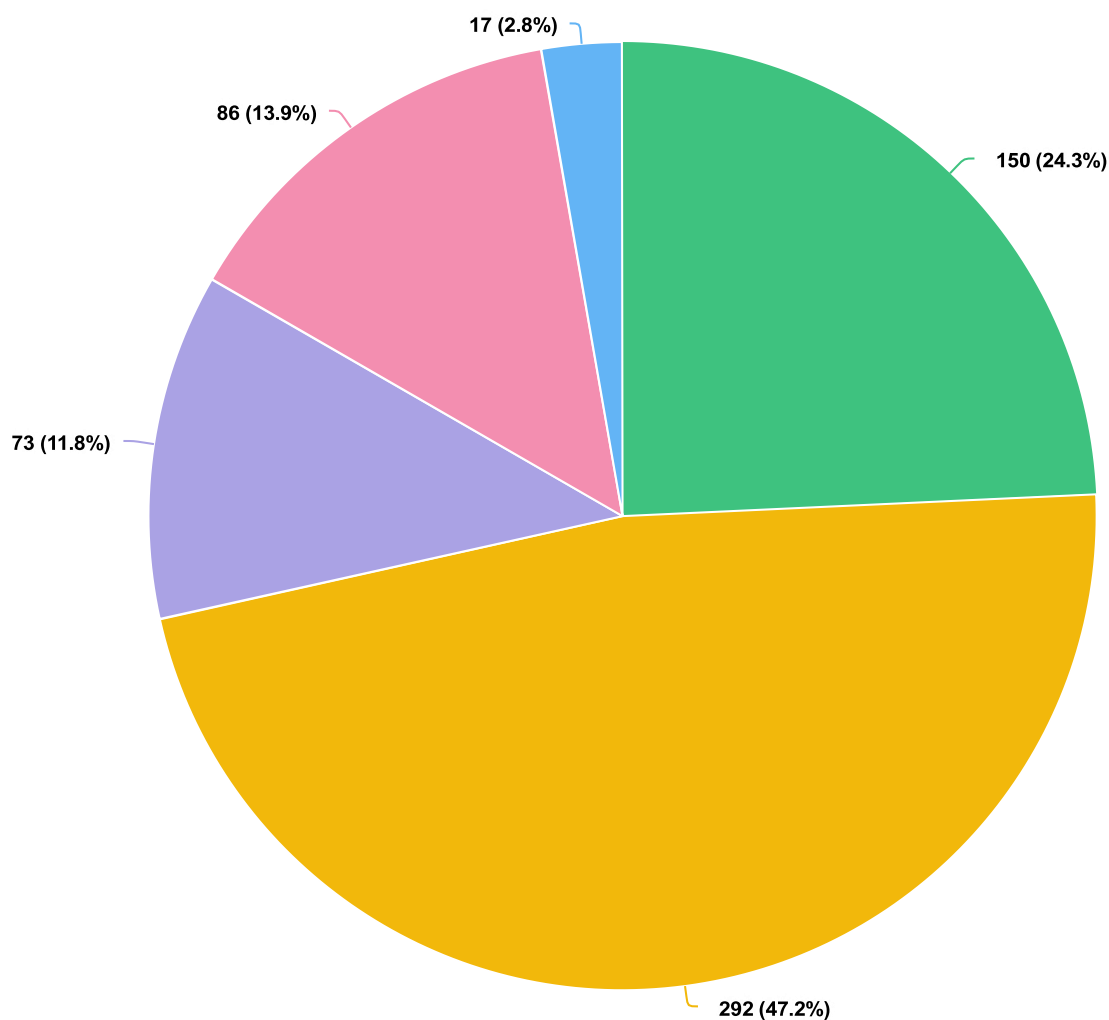
Question options

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Optional question (627 response(s), 1 skipped)

Question type: Radio Button Question

Q8 | On an average day, how many buses do you board when using the Kelowna Regional Transit System:



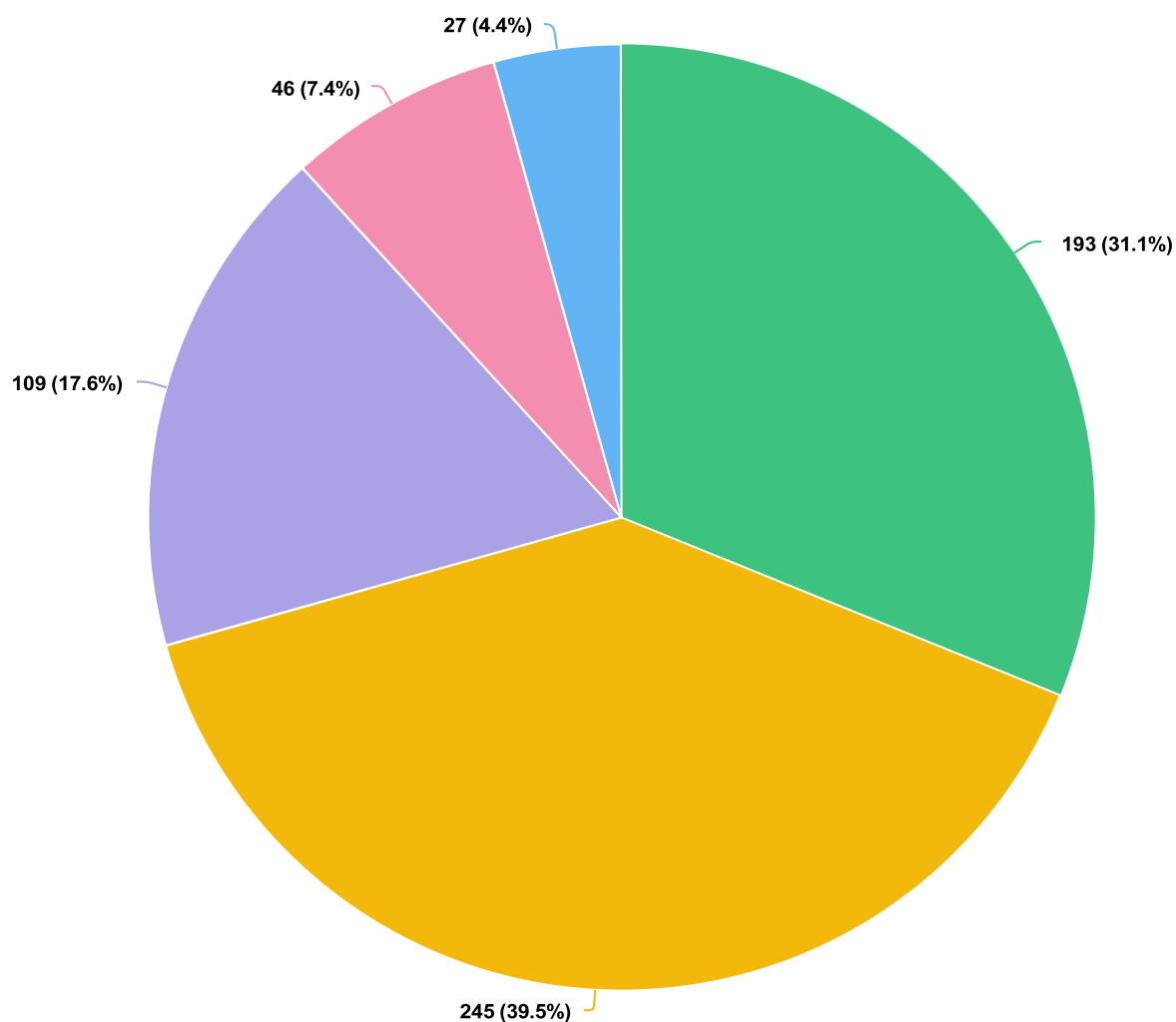
Question options

1 2 3 4 5+

Optional question (618 response(s), 10 skipped)

Question type: Radio Button Question

Q9 | On an average day, how long do you spend riding transit in the Kelowna Regional Transit System?

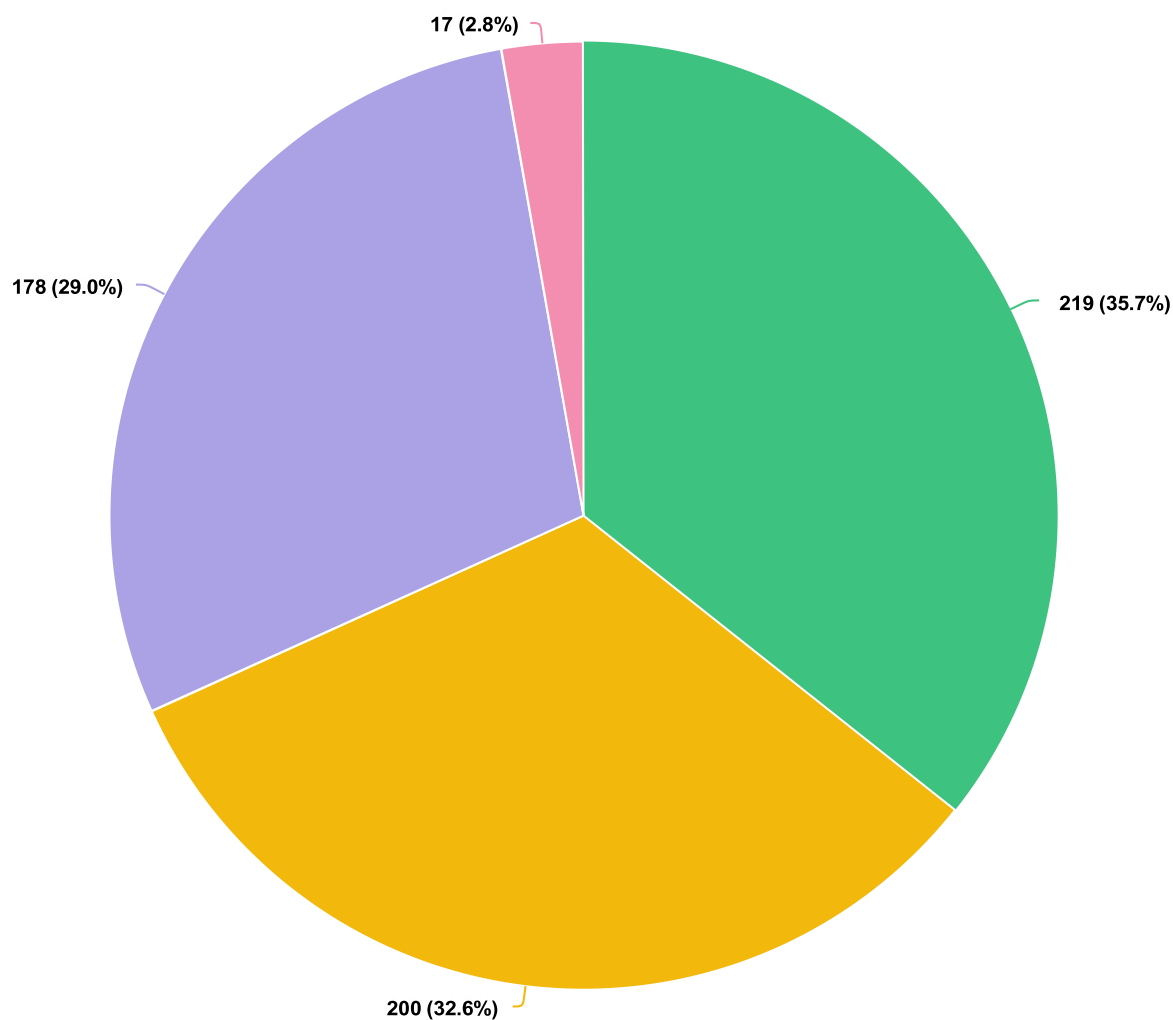


Question options

0-30 minutes 30-60 minutes 60-90 minutes 90-120 minutes 120+ minutes

Optional question (620 response(s), 8 skipped)
Question type: Radio Button Question

Q10 | If you currently use a Single Ride Fare (Cash, Umo Cash Balance, 10-Rides Product), are you able to complete your daily trip within one transfer window?



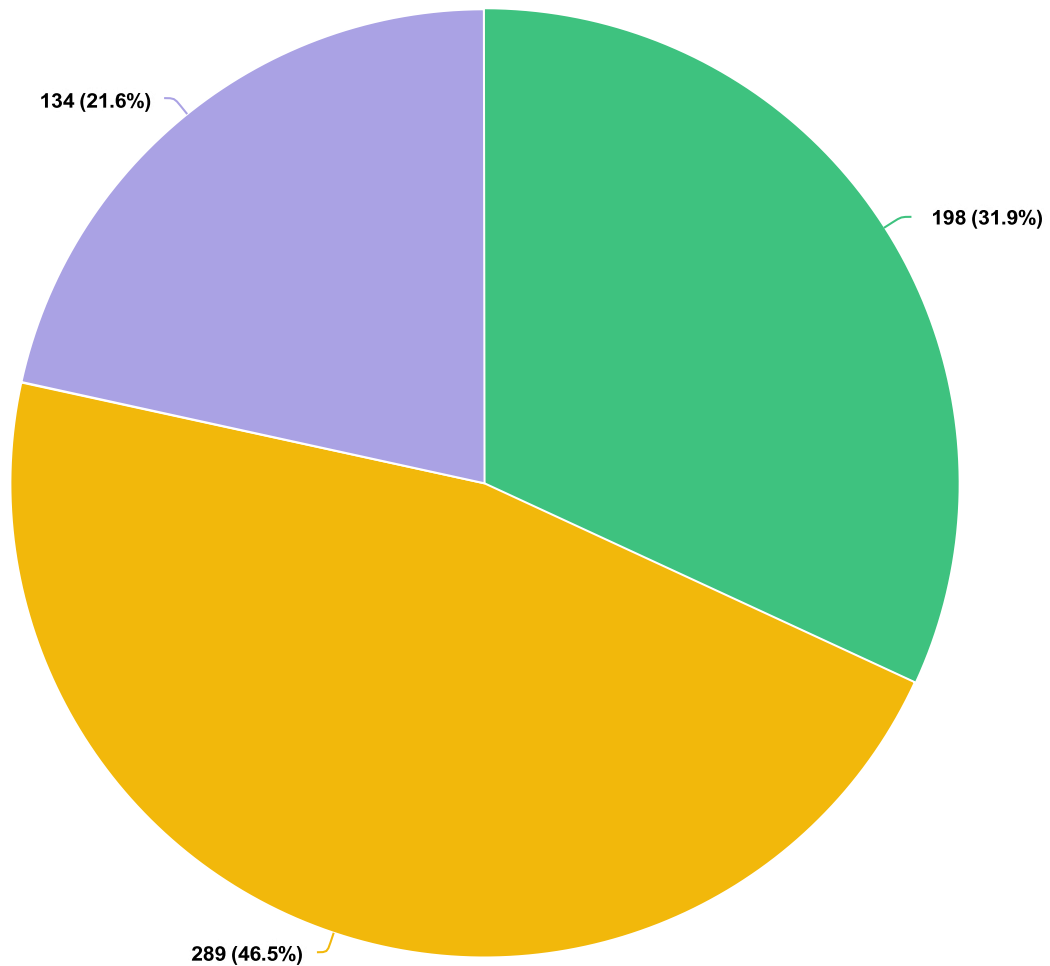
Question options

- Yes, I complete my daily trip within one transfer window (pay one Single Ride fare total)
- No, I exceed the transfer window or take a return trip (pay two Single Ride fares or more in total)
- Not Applicable, I use a pre-purchased pass product
- Other (please specify)

Optional question (614 response(s), 14 skipped)

Question type: Radio Button Question

Q11 | Would you prefer to keep the existing 90-minute transfer policy, or move to the automatic DayPASS system?

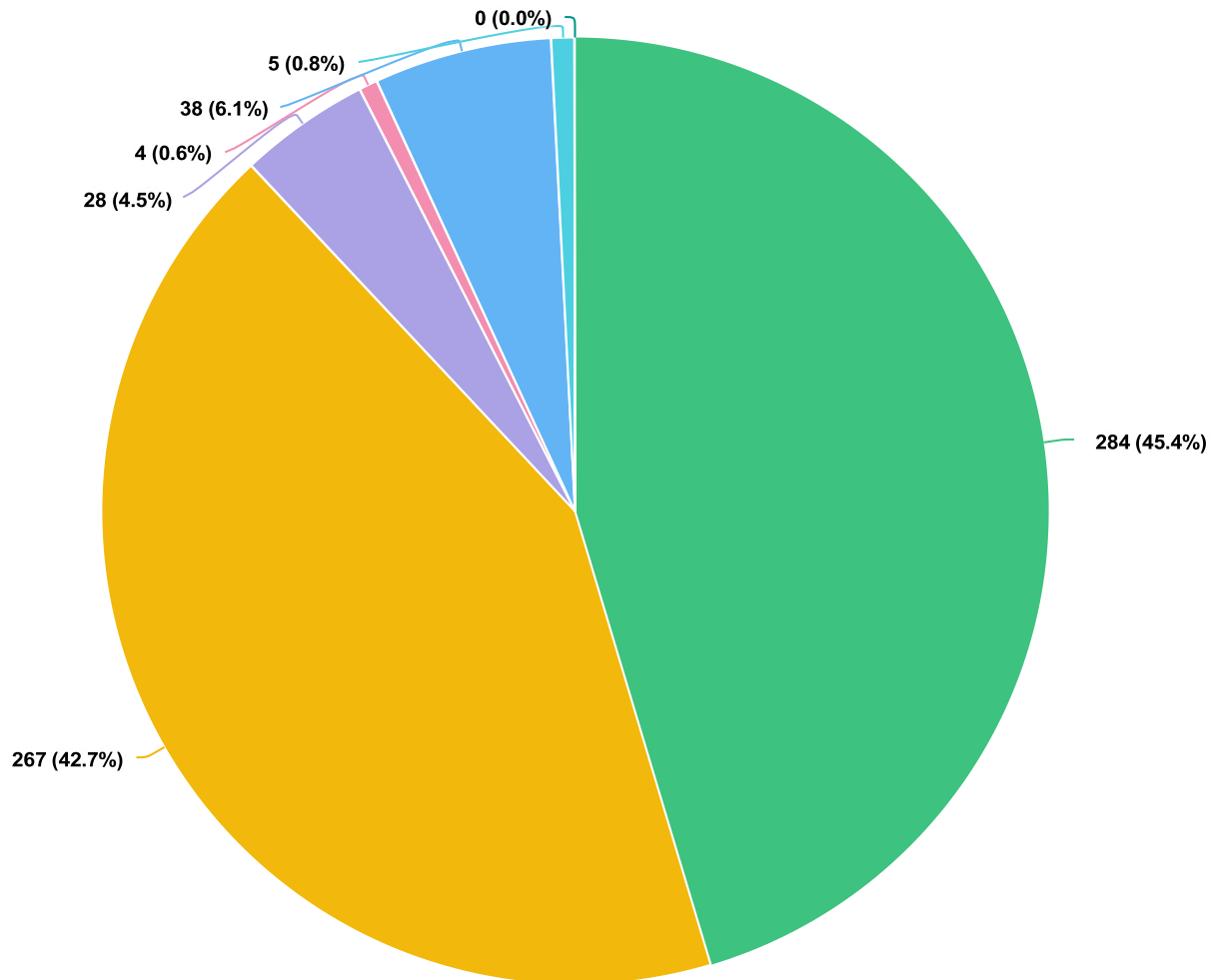


Question options

- ☒ Keep transfer policy of one free transfer for next connecting bus within 90-minutes
- ☒ Remove transfers and allow unlimited travel all day with the DayPASS system
- ☐ No opinion

Optional question (621 response(s), 7 skipped)
Question type: Radio Button Question

Q12 | How do you identify?



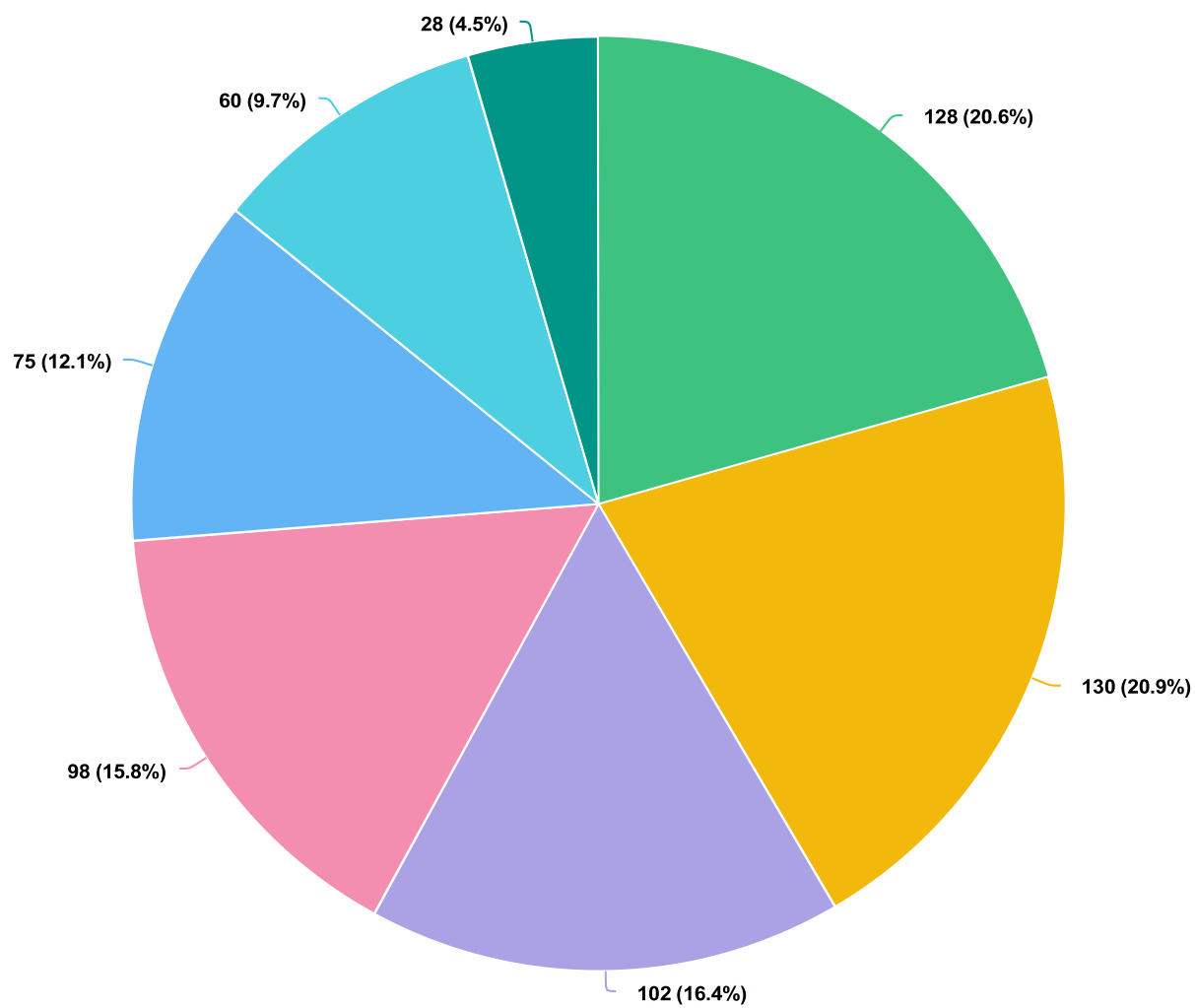
Question options

- Woman
- Man
- Non-binary (including polygender, genderqueer, agender, bigender and others)
- Two-spirited
- Prefer not to say
- Not listed here
- Other cultural genders

Optional question (626 response(s), 2 skipped)

Question type: Radio Button Question

Q13 Please specify your age group.



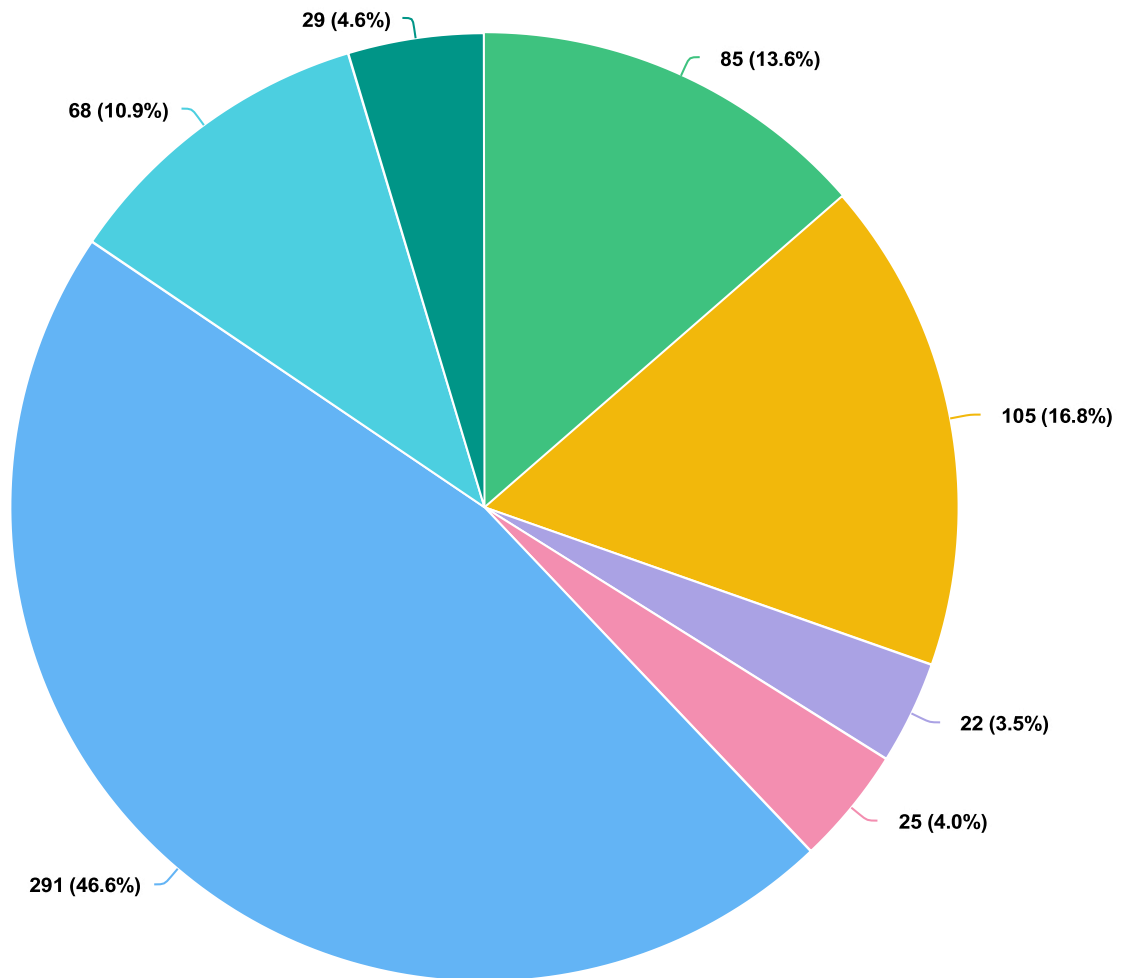
Question options

19-24 25-34 35-44 45-54 55-64 65-74 Above 75

Optional question (621 response(s), 7 skipped)

Question type: Radio Button Question

Q14 | What is your current employment status?

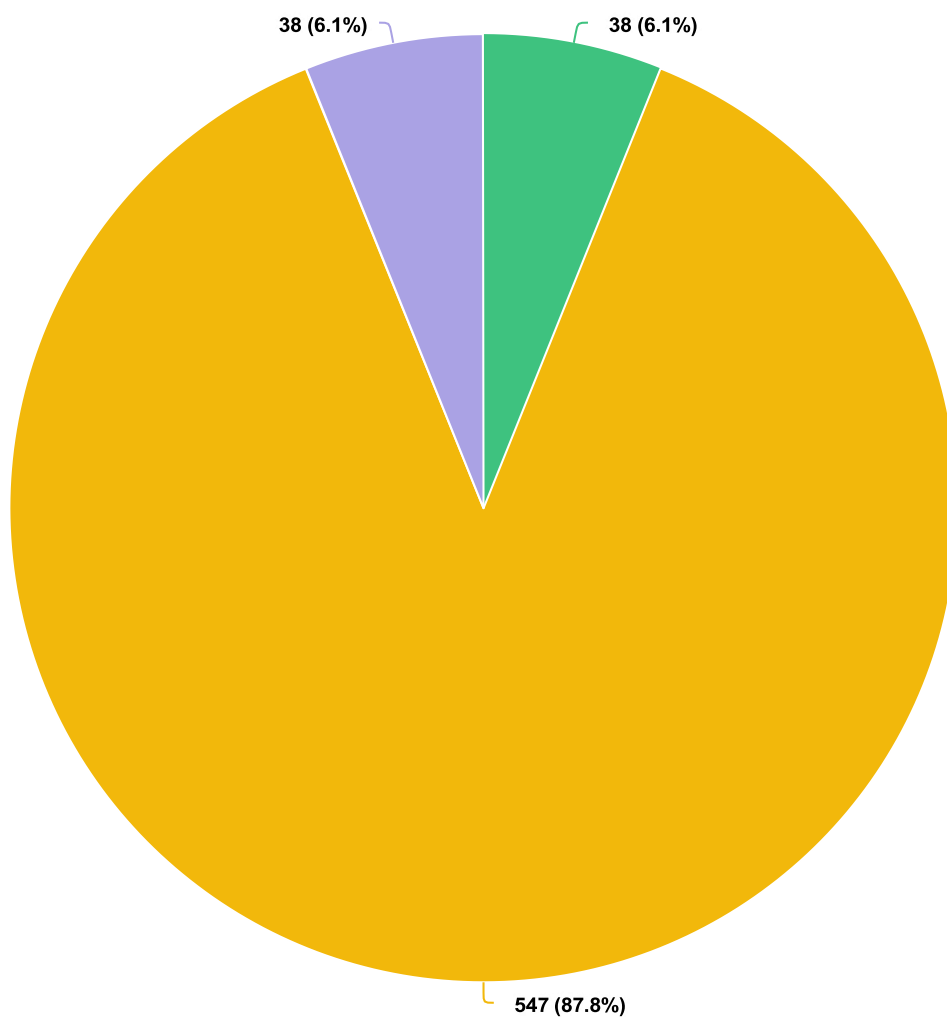


Question options

- Retired
- Student
- Unemployed
- Employed (working from home)
- Employed (working from an external workspace)
- Employed (hybrid)
- Other (please specify)

Optional question (625 response(s), 3 skipped)
Question type: Radio Button Question

Q15 | Do you identify as an Indigenous Person, that is, a person who identifies with Aboriginal, First Nation (Status/Non-Status), Metis or Inuk (Inuit) cultural and/or ancestral background?



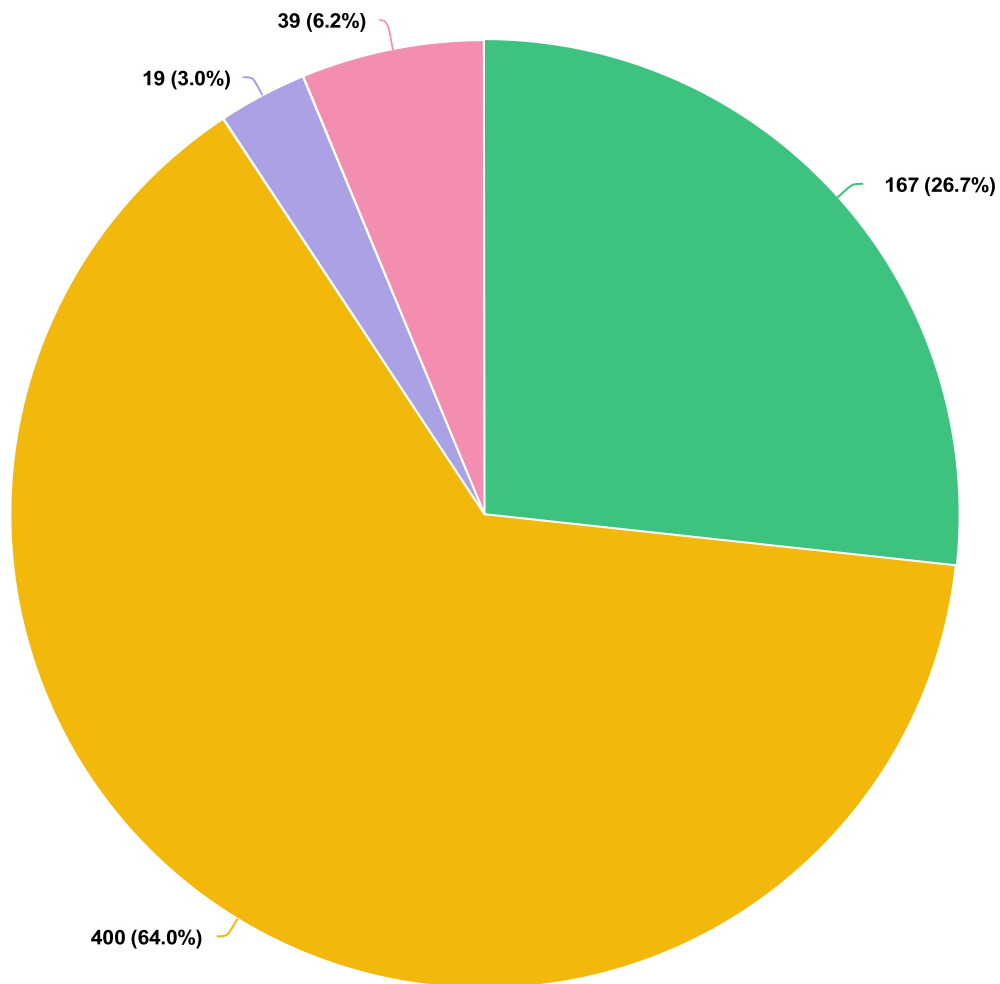
Question options

☐ Yes ☐ No ☐ Prefer not to say

Optional question (623 response(s), 5 skipped)

Question type: Radio Button Question

Q16 | Do you identify as a person with a disability? Examples of disabilities include, but are not limited to: Mental health disability: Psychiatric disorders such as major depressive disorder, anxiety disorders, schizophrenia, bipolar disorder, post-tra...

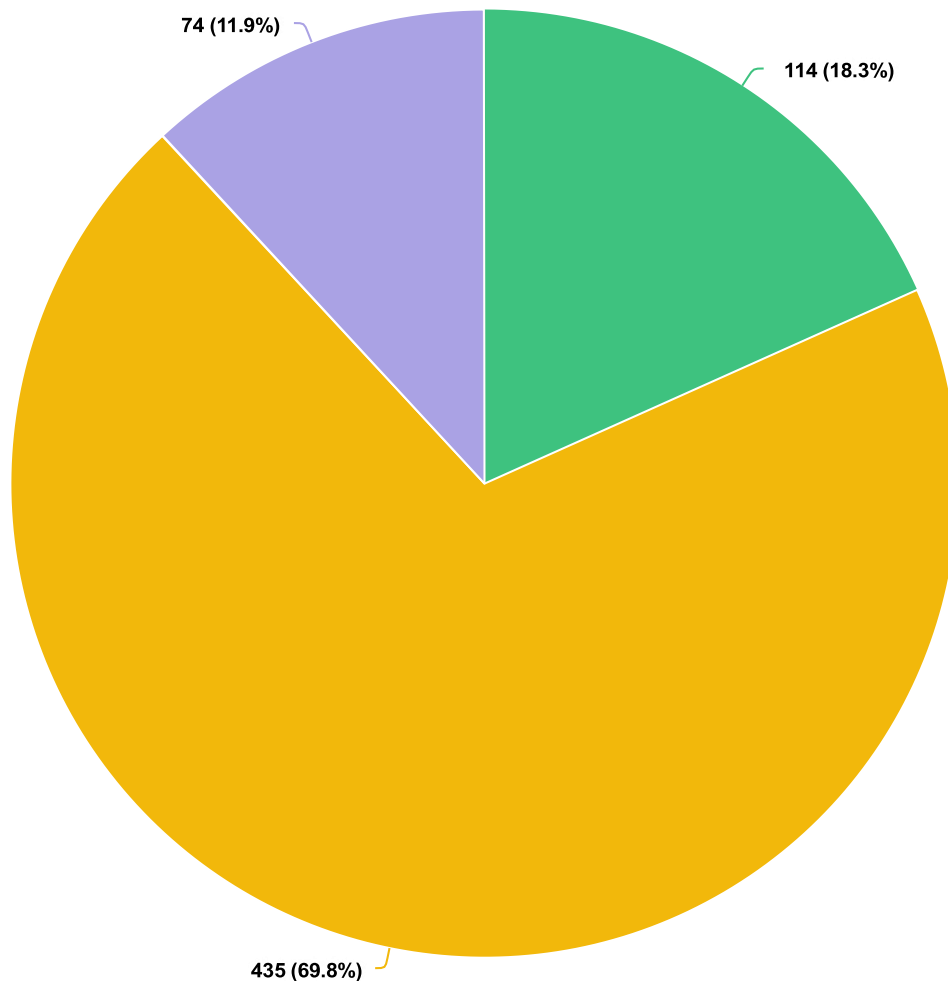


Question options

☒ Yes ☒ No ☒ Unsure ☒ Prefer not to say

Optional question (625 response(s), 3 skipped)
Question type: Radio Button Question

Q17 | In addition to, or other than your gender identity and/or identifying as an Indigenous Person and/or identifying as a person with a disability, do you identify as belonging to ADDITIONAL equity-seeking groups? Equity-seeking groups are communities t...

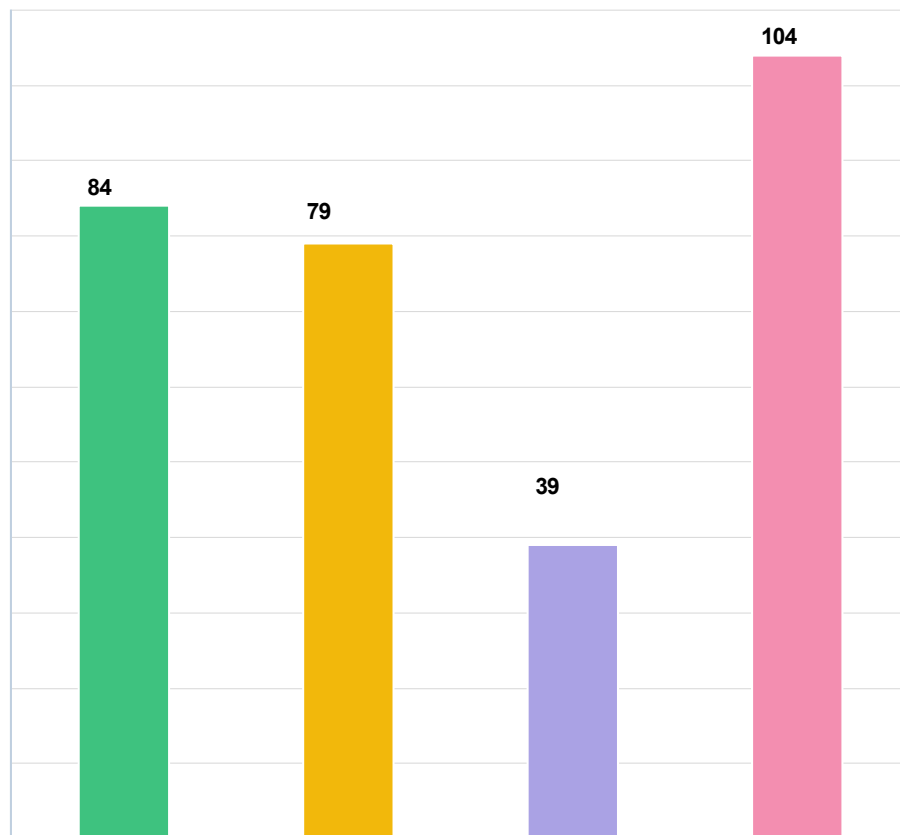


Question options

☒ Yes ☒ No ☐ Prefer not to say

Optional question (623 response(s), 5 skipped)
Question type: Radio Button Question

Q18 Please check if applicable



Question options

- ☒ I am a deaf person, person with disabilities and/or a person living with mental illness. [1] ☒ I am a person of colour or racialized person. [2]
- ☒ My gender identity or gender expression differs from my sex assigned at birth. [3] ☒ I identify as a member of the LGBTQ*2S community.[4]

Optional question (223 response(s), 405 skipped) Question type: Checkbox Question



Fare Review Kelowna Transit System

June 2025



Fare Review Objective

- Utilize BC Transit's recommended Fare Strategy to account for inflation and operational costs in proposed fare recommendations

Maximize revenue

Attract and retain ridership

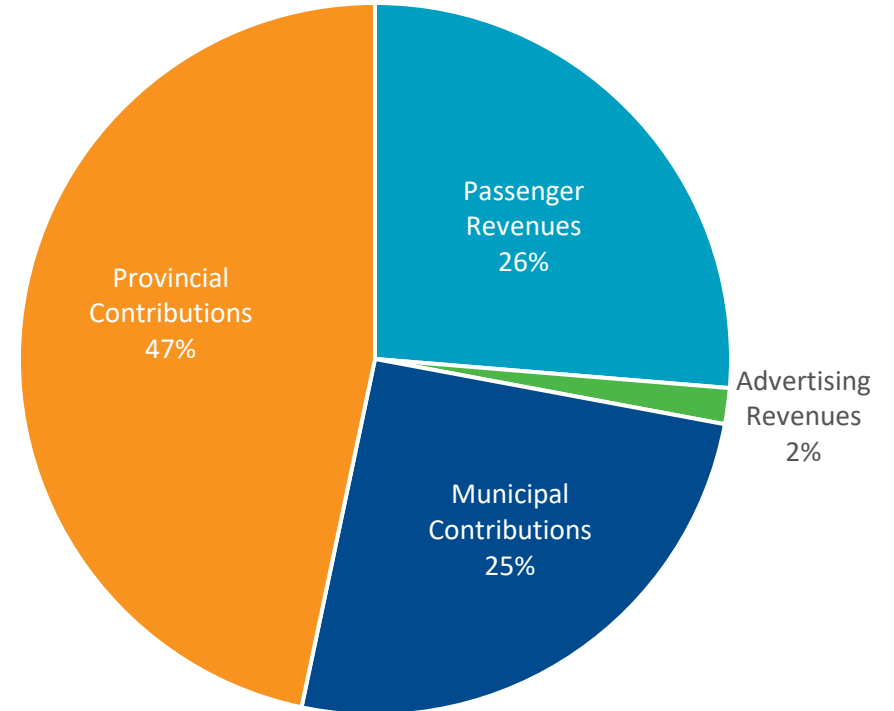
Consider affordability

2025 Fare Review Objective

- Increase ease of use for passengers and boost ridership
- Align with BC Transit's recommended fare structure
- Get the most out of existing electronic fare collecting technology (Umo)
- Introduce automatic DayPASS
- Introduce EcoPASS transit fund program

Funding and Decision Authority

- Funding for Kelowna Regional Transit System is cost shared between the Province and
 - City of Kelowna,
 - City of West Kelowna,
 - District of Lake Country,
 - Westbank First Nation,
 - District of Peachland,
 - Regional District of Central Okanagan.
- Decision on fares, routes and service levels are made by the councils and boards based on information and planning provided by BC Transit
- Operating costs are met by a combination of
 - farebox passenger revenues
 - local partner funding and
 - provincial funding



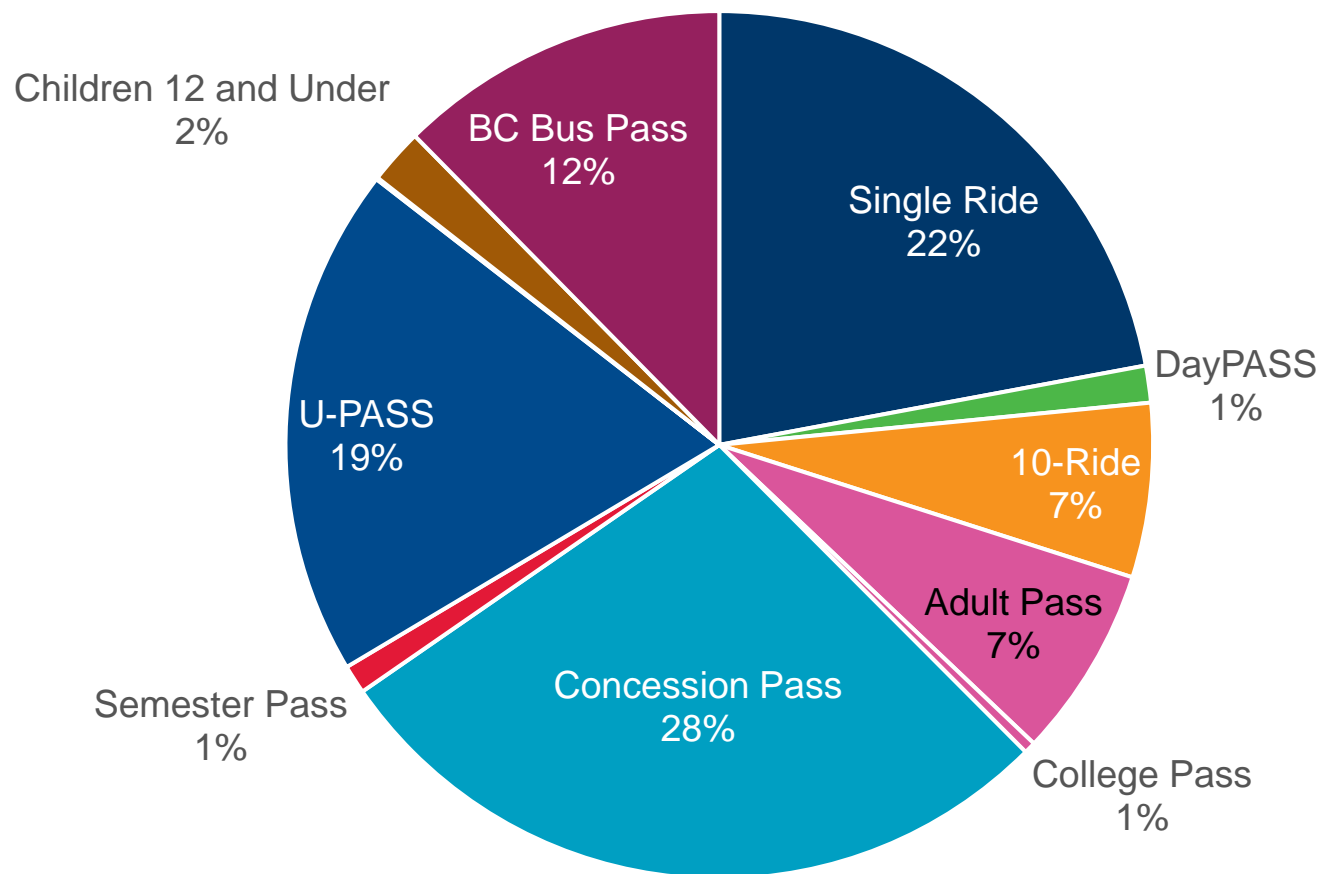
Cost Share Kelowna Conventional 2024/25

Current Fare Structure vs Fare Guidelines

Fare Type		Price		Variance
Single Ride		\$2.50	Base	-
DayPASS		\$5.00	2 times Base Fare	-
10-Rides	Adult	\$22.50	9 times Base Fare	-
	Concession*	\$20.25	9 times Base Fare	8 times Base Fare
30-Day / Monthly Pass	Adult	\$70.00	20 to 30 times Base Fare	-
	Concession*	\$45.00	Adult 30-Day Pass less 15%	Adult 30-Day Pass less 36%
Post-Secondary 30-Day Pass		\$55.00	Adult 30-Day Pass less 15%	Adult 30-Day Pass less 20%
Post-Secondary Semester Pass		\$176.00	4 times Student 30-Day Pass less 20%	-
5-Tickets (handyDART))	Adult	\$11.25	-	-
	Concession*	\$10.00	-	-

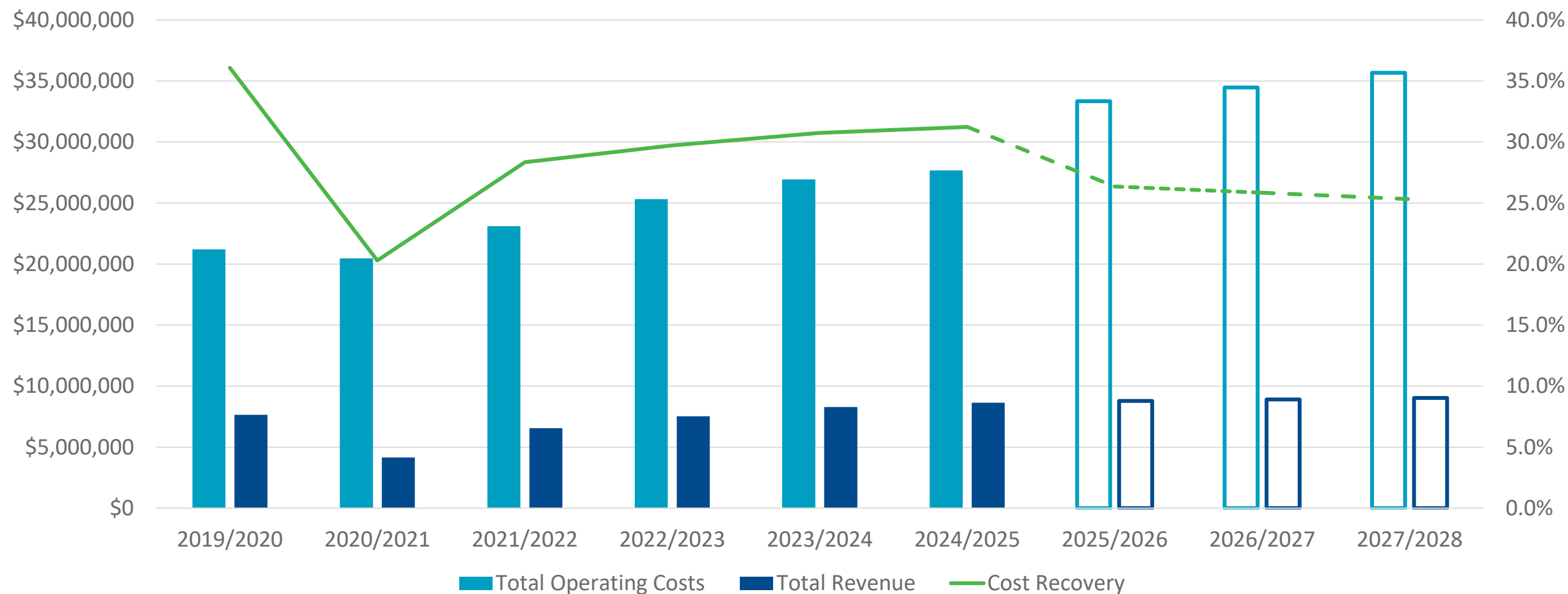
*Concession fare valid for youth aged 13 – 18 and persons 65 and over

Conventional Fare Product Revenue 2024/2025



Cost Recovery – Conventional Transit

Kelowna Regional Transit
Cost Recovery target 35%



Regional Partner Revenue Allocations

The Kelowna Regional Transit System has a revenue-sharing agreement, revenue allocation is based on local ridership in each community (75%) and agreed upon cost-sharing (25%)

Regional Partner	Ridership	Ridership %	Revenue
City of Kelowna	5,622,838	85.97%	\$6,373,902.40
City of West Kelowna	533,702	8.16%	\$772,719.06
Westbank First Nation	155,663	2.38%	\$230,548.10
District of Lake Country	180,517	2.76%	\$272,185.93
District of Peachland	37,281	0.57%	\$61,752.77
Regional District of Central Okanagan	11,119	0.17%	\$12,357.08

Online Engagement

- Survey was live from February 10th – March 10th
- Marketing through traditional and online media
- 625 Respondents, 893 visitors who interacted with the page
- Engagement was launched to gather public feedback on whether potential fare change options would impact ridership and whether the transition to the DayPASS system would be supported
- Key takeaways:
 - Survey respondents were 91% regular fixed-route bus customers with the majority using Single Ride fare products, with 80% of respondents residing within the City of Kelowna
 - 41% of respondents indicated that there would be no change to their transit usage with a small fare increase, and 20.3% indicated it would depend on the amount of the increase
 - The survey asked respondents if they would support moving to the DayPASS system, with 46.5% of respondents supporting the transition, and 31.9% indicating a desire to maintain transfers. The remainder had no opinion.

Transfers vs Automatic DayPASS

Current policy: 90-Minute Transfer

Kelowna Transit allows riders to travel on the next connecting bus within 90 minutes of trip departure without an additional fare.

- Cash users receive a paper transfer from driver
- Paper transfer is difficult to validate for drivers
- Umo users have a transfer automatically applied

Proposed policy: Automatic DayPASS

Replacing transfers with automatic DayPASS which allows for unlimited rides all day, for two Single Ride fares

- Provides increased value and ease of use for riders
- Umo utilizes fare capping to automatically apply DayPASS fare for Umo cash balance users
- Riders using cash can purchase a paper DayPASS from their bus driver at the time of boarding
- To allow for fare capping and simplify fare structure 10-Rides and pre-purchased DayPASS product would be phased out

Umo Transfers March 2024 - March 2025



Fare Change Options

- BC Transit is providing three fare change options, developed based on:
 - Fare Review Objectives
 - Increase ease of use for passengers and boost ridership
 - Align with BC Transit's recommended fare structure
 - Get the most out of existing electronic fare collecting technology (Umo)
 - Comparable transit system fares
 - Average Single Ride Adult fare in Canada is **\$3.50**
 - Inflationary increases since the last fare increase in 2015
 - Bank of Canada's Inflation Calculator estimates a **\$2.50** fare in 2015 would be equivalent to **\$3.24** in 2025
 - Cost recovery goals
 - Kelowna Regional Transit has a set cost recovery goal of 35%

Maximize revenue

Attract and retain
ridership

Consider affordability

Fare Change Options

Fare Product		Existing Fares	Option 1 Recommended Increase
Single Ride		\$2.50	\$3.00 (+20%)
DayPASS*		\$5.00	\$6.00 (+20%)
10 Rides	Adult	\$22.50	Discontinued
	Concession	\$20.25	
30 Day / Monthly Pass	Adult	\$70	\$80 (+14%)
	Concession**	\$45	\$55 (+22%)
Post-Secondary 30-Day Pass		\$55	\$65 (+18%)
Post-Secondary Semester Pass		\$176	\$208 (+18%)
5-Tickets (handyDART)	Adult	\$11.25	\$15 (+33%)
	Senior	\$10	\$15 (+50%)

*DayPASS-on-Board and Fare Capping to generate automatic DayPASS.

**Concession fare valid for youth aged 13-18 and persons 65 and over.

Quantitative Analysis	2024/2025 Actuals	Option 1 Recommended Increase
Total Fare Revenue	\$7,026,024	\$8,174,795
Revenue Increase	-	\$1,148,771 (+16.4%)
Ridership	6,540,465	6,585,233 (+0.68%)
Cost Recovery	31%	31%

Fare Change Options

Fare Product		Existing Fares	Option 2 Fare Guideline Alignment
Single Ride		\$2.50	\$3.00 (+20%)
DayPASS*		\$5.00	\$6.00 (+20%)
10 Rides	Adult	\$22.50	Discontinued
	Concession	\$20.25	
30 Day / Monthly Pass	Adult	\$70	\$80 (+14%)
	Concession**	\$45	\$68 (+51%)
Post-Secondary 30-Day Pass		\$55	\$68 (+23%)
Post-Secondary Semester Pass		\$176	\$217 (+23%)
5-Tickets (handyDART)	Adult	\$11.25	\$15 (+33%)
	Senior	\$10	\$15 (+50%)

*DayPASS-on-Board and Fare Capping to generate automatic DayPASS.

**Concession fare valid for youth aged 13-18 and persons 65 and over.

Quantitative Analysis	2024/2025 Actuals	Option 2 Fare Guideline Alignment
Total Fare Revenue	\$7,026,024	\$8,606,376
Revenue Increase	-	\$1,580,352 (+22.5%)
Ridership	6,540,465	6,450,535 (-1.4%)
Cost Recovery	31%	33%

Fare Change Options

Fare Product		Existing Fares	Option 3 Cost Recovery Goal
Single Ride		\$2.50	\$3.50 (+40%)
DayPASS*		\$5.00	\$7.00 (+40%)
10 Rides	Adult	\$22.50	Discontinued
	Concession	\$20.25	
30 Day / Monthly Pass	Adult	\$70	\$87.50 (+25%)
	Concession**	\$45	\$74.38 (+65%)
Post-Secondary 30-Day Pass		\$55	\$74.38 (+35%)
Post-Secondary Semester Pass		\$176	\$238 (+35%)
5-Tickets (handyDART)	Adult	\$11.25	\$17.50 (+55%)
	Senior	\$10	\$17.50 (+75%)

Quantitative Analysis	2024/2025 Actuals	Option 3 Cost Recovery Goal
Total Fare Revenue	\$7,026,024	\$9,210,291
Revenue Increase	-	\$2,184,267 (+31%)
Ridership	6,540,465	6,331,984 (-3.19%)
Cost Recovery	31%	35%

*DayPASS-on-Board and Fare Capping to generate automatic DayPASS.

**Concession fare valid for youth aged 13-18 and persons 65 and over.

Regional Partner Impacts

Quantitative Analysis	Regional Partner	Option 1 Recommended Change	Option 2 Fare Guideline Alignment	Option 3 Cost Recovery Goal
Total Fare Revenue Impact	City of Kelowna	+\$957,845	+\$1,317,697	+\$1,821,244
	City of West Kelowna	+\$109,363	+\$150,449	+\$207,941
	Westbank First Nation	+\$32,969	+\$45,356	+\$62,688
	District of Lake Country	+\$38,598	+\$53,099	+\$73,390
	District of Peachland	+\$8,156	+\$11,220	+\$15,507
	Regional District of Central Okanagan	+\$1,838	+\$2,528	+\$3,494

Pre-Paid Fare Programs



- **U-PASS**

- U-PASS gives students at partnering post-secondary institutions (UBCO) unlimited access to travel on all Kelowna Regional transit services during their enrolled term.
- Gives transit systems guaranteed income as most students will be enrolled. The fee for a U-PASS is included in a student's tuition payment.
- If a fare increase is approved, UPASS fees increase can be issued, requiring student body approval.
 - UBCO requires one year notice of fare increase (August 15th deadline)
 - Student referendum would need to approve increase
 - If approved, UPASS rate would increase as of Sept 1 2026

Pre-Paid Fare Programs

EcoPASS

- A transit fund created via a bulk purchase discount that can be used by a variety of groups
- Secure stable revenue in the form of pre-purchased fare revenue
- Administered by BC Transit through Umo

Transit Fund	Discount %
\$5,000	5.00%
\$10,000	5.50%
\$20,000	6.00%
\$30,000	6.50%
\$40,000	7.00%
\$50,000	7.50%
\$100,000	10.00%
\$150,000	12.50%
\$200,000	15.00%

- Examples:
 - Property developers establish a transit fund for occupants of residential buildings to access to satisfy TDM programs
 - Conferences create a transit fund for attendees to access
 - Employers provide transit fund available to all employees
 - Social services agencies can use it to provide transit access for their target audience until the fund is extinguished

Summary of Recommendations

- Endorse Option 1 fare change and the discontinuation of the Umo 10-Rides product
- Replace the existing transfer policy with the DayPASS system, allowing cash users to purchase a paper DayPASS at the time of boarding and Umo users to automatically receive a DayPASS via Umo fare capping technology
- Increase U-PASS fees, in line with Option 1 Adult Pass fare, effective September 2026
- Introduce the EcoPASS pre-paid fare program allowing for bulk transit purchases to be made with the previously outlined discount structure.

Fare Review Timeline

Winter 2025

February 10 - March 10th: Survey Engagement Live

Spring 2025

Options Development and Staff Consultation

Summer 2025

July 8: Peachland Council

July 15: Lake Country Council

July 17: RDCO Board

July 21: COK Council

July 22: West Kelowna Council

July 7: Westbank FN Council

August 2025

Notify UPASS Agreements for price increase 12 months in advance

Fall 2025

Marketing campaign to notify riders

October 1, 2025

Fare change in-effect

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

Prepared by: Lauren Sanbrooks, Grant Funding Specialist
Department: Finance & Administration

Title: Strategic Priorities Fund 2025
Description: Strategic Priorities Fund 2025 - Application

RECOMMENDATION

THAT an application to the Strategic Priorities Fund for up to \$1,288,793, for design, permitting and construction of a pedestrian bridge, a multi-use pathway connecting Lake Country's Town Centre across Middle Vernon Creek, and two pocket parks on Main Street, be supported;
AND THAT staff be authorized to apply for, receive and manage the grant funding on behalf of the District of Lake Country.
AND THAT if successful, the 2025-2029 Financial Plan be amended to include the receipt and expenditure of the grant funds.

EXECUTIVE SUMMARY

Staff are seeking Council's support to submit a \$1,288,793 funding application to the Strategic Priorities Fund. The Strategic Priorities Fund is a provincial grant program delivered by UBCM under the federal-provincial Canada Community Building Fund (formerly the Gas Tax Fund). If successful, the funding will be used for design, permitting and construction of a pedestrian bridge, a multi-use pathway connecting Lake Country's Town Centre across Middle Vernon Creek, and two pocket parks on Main Street. This infrastructure will link commercial and residential areas on Main Street with key recreational amenities, institutional facilities and new housing developments along Bottom Wood Lake Road, enhancing community connectivity and active transportation options.

DISCUSSION/ANALYSIS

The Strategic Priorities Fund (SPF) is a competitive, application-based funding stream delivered through the Canada Community-Building Fund (CCBF)—formerly known as the Gas Tax Fund. In British Columbia, the SPF is administered by the Union of BC Municipalities (UBCM).

The program supports large-scale, regional, or innovative infrastructure and capacity-building projects that advance local priorities while contributing to broader goals such as productivity and economic growth, environmental sustainability, and strong, resilient communities. Funding is intended for projects that demonstrate clear community benefits, alignment with federal and provincial objectives, and readiness to proceed.

This intake will make up to \$125 million available for eligible projects. Applicants may receive up to 100% of net eligible costs, to a maximum of \$7 million per project. Eligibility is limited to local governments and other prescribed recipients outside the Metro Vancouver Regional District. Projects need to start no later than two years after grant approval and must be completed no later than five years after grant approval.

The Senior Leadership Team reviewed all potential projects eligible under the Strategic Priorities Fund. Priority was given to initiatives that have a completed design report, cost estimate, strong community benefits, and the ability to be implemented within the required timelines—in alignment with SPF program criteria. Given the program's funding cap and the population size of Lake Country, staff identified an appropriate funding request to maximize competitiveness and submit the strongest possible application.

Staff recommend applying for the grant to fund the design, permitting, and construction of a pedestrian bridge, a multi-use pathway connecting Lake Country's Town Centre across Middle Vernon Creek, and two pocket parks on Main Street. The grant request is for \$1,288,793, representing 73.3% of the total project cost. This infrastructure will link commercial and residential areas on Main Street with key recreational amenities, institutional facilities and new housing developments along Bottom Wood Lake Road, enhancing community connectivity and active transportation options. While many District projects and capital purchases would be eligible, staff ultimately recommend applying for this project based on the following:

- This project has strong alignment to the goals and objectives of the Strategic Priorities Fund which increases the likelihood of a successful grant application. The project guiding principles which provide this alignment are as follows:
 - Preserve and protect natural features
 - Encourage activities for all ages and abilities to support an active community
 - Celebrate unique culture, heritage, and arts
 - Support a safe network of paths, trails and connections for all abilities
 - Preserve public spaces
- The community was strongly in support of creating a looped trail network through the Town Centre by creating more creek crossing and connections between Creekside, Swalwell and McCarthy Park to Main Street. This is supported by the Mobility Master Plan, OCP and Parks and Recreation Master Plan.
- Successful receipt of this grant would have a positive impact on the District's overall reserves if received which would free up capital for other District priority projects.

Based on the SPF grant guide, scoring is based on several key factors. The table below outlines how this project aligns with each one:

Scoring Criteria	Project Alignment
Support for CCBF National Objectives <i>(productivity & economic growth, clean environment, strong cities & communities)</i>	Connects the Arena, MAC, and new residential developments with Main Street businesses and future mixed-use buildings—supporting economic growth and strong communities. The project also preserves and protects natural features and encourages non-vehicle modes of travel by providing direct pedestrian connectivity.
Project timing & outcomes	Project design and permitting could start in 2027, construction anticipated to start in 2028.
Community capacity to deliver, evaluate, operate & maintain	Concept design complete and aligned with the Parks & Recreation Master Plan. Operations team ready to maintain once built.
Strategic infrastructure investment or alignment with capital/sustainability plans	Strategically connects residential areas with the Main Street business core. Included in long-term capital planning.
Consideration of asset management practices	Aligned with asset management plans. A successful grant reduces reserve funding pressure, supporting other priority assets.
Sustainability outcomes	Encourages walking and cycling between key community destinations. Preserves natural features and supports environmental protection.
Climate resilience	Promotes low-carbon transportation options and safeguards natural features. Pedestrian bridge and multi-use pathway are designed to stay outside of Middle Vernon Creek flood plain.
Regional benefit	Benefits both sides of the creek—residents and businesses. Project connects from Okanagan Rail Trail to Main Street and supports regional users from OKIB and the City of Kelowna.
Scale relative to community size	Part of a larger District-wide project that improves connectivity across the community.

Innovation	Project uses industry best practices and improves safety and access with active transportation options.
Enables, supports or preserves housing	The project improves active transportation connections, making it more practical for residents to live in nearby housing without relying on a personal vehicle. This supports affordability, particularly for new developments east of the creek, by providing direct access to essential services. The project strengthens the viability of mixed-use developments along Main Street by improving access to community amenities (arena, food bank, and MAC).

Applicable legislation, bylaws and policies

Official Community Plan (2018-2023) Bylaw-1065

Policy 15.3.2b. Undertake a Trails Master Plan which builds upon the work undertaken in the Parks and Recreation Master Plan, but further develops a connected trail network throughout the District, complete with trail standards, cost estimates and timing.

Policy 8.5.2b. Expand the pedestrian network by enhancing and building connecting sidewalks. The Town Centre, schools, and transit routes, community parks, and recreation facilities should be prioritized, i.e. neighbourhoods should connect to schools, parks and so on.

Strategic Priorities 2024

Infrastructure – *Well maintained infrastructure and facilities that meet community needs and allow growth and development for prosperity.*

Governance – *Fiscally sustainable government focused on strategic decision-making, transparency and inclusiveness.*

FINANCIAL IMPLICATIONS

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

The grant request is for \$1,288,793, representing 73.3% of the total project cost (\$1,758,244). If the District is successful in securing this grant, the project could be delivered with less reliance on reserves—freeing up funding for other capital priorities such as mobility improvements, fire vehicles, and equipment.

COMMUNICATION

This report was referred to internal departments.

ALTERNATE RECOMMENDATION(S)

1. THAT the District not make an application to the Strategic Priorities Fund.

Respectfully Submitted.

Lauren Sanbrooks, Grant Funding Specialist

Report Approval Details

Document Title:	Strategic Priorities Fund.docx
Attachments:	
Final Approval Date:	Jul 8, 2025

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

Matt Vader, Director Parks, Recreation and Culture - Jul 4, 2025 - 1:46 PM

Trevor James, CFO, Director of Finance & Administration - Jul 4, 2025 - 2:23 PM

Reyna Seabrook, Director of Corporate Services - Jul 8, 2025 - 2:59 PM

Paul Gipps, Chief Administrative Officer - Jul 8, 2025 - 3:06 PM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 8, 2025 - 4:10 PM

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

Prepared by: Nick Van Dalen, Engineering Technician II
Department: Engineering and Environmental Services

Title: Water and Sanitary Sewer Regulation and Rate Amendment Bylaws
Description: A Bylaw to amend the Water Regulation and Rates Bylaw 984, 2016 and Sanitary Sewer Regulation and Rate Bylaw 1176, 2022

RECOMMENDATION

THAT the Water Regulation and Rates Bylaw 1286, 2025 be read a first, second, and third time
AND THAT the Sanitary Sewer Regulation and Rate Bylaw 1287, 2025 be read a first, second, and third time

EXECUTIVE SUMMARY

This report presents proposed amendments to the Water Regulation and Rates Bylaw 1286, 2025 and the Sanitary Sewer Regulation and Rates Bylaw 1287, 2025. The changes aim to improve administrative efficiency, align payment schedules, support infrastructure cost recovery, and respond to recent legislative and operational developments.

- Key updates to both bylaws include the introduction of standardized charges for new water and sewer service installations, replacing the current deposit and reconciliation model. This change is expected to reduce staff time while maintaining fairness to customers. Utility billing due dates are also being revised, moving to the end of the second month following each billing period to provide sufficient time for billing preparation and customer notice.
- The Capital Limit Adjustment Charge in the water bylaw, introduced through the 2023 Bulk Water Agreement with the City of Kelowna, has been updated to reflect the District's newly adopted Development Cost Charges (DCCs). This charge ensures cost recovery for in the Kelowna supply area.
- Additional changes in the water bylaw include transitioning to meter pits for all new residential water service connections, enabling more flexible servicing for pre-existing properties, and clarifying metering requirements for small-scale multi-unit housing developments permitted under provincial Bill 44.

These amendments support the District's goals of financial sustainability, operational efficiency, and alignment with current development and legislative frameworks.

DISCUSSION/ANALYSIS

Updates are proposed to both the Water Regulation and Rates Bylaw 984, 2016 and the Sanitary Sewer Regulation and Rate Bylaw 1176, 2022 to streamline internal administrative processes and align with evolving infrastructure practices, provincial legislation, and inter-municipal agreements.

1. Utility Service Installation Charges

Currently, new water and sewer service installation costs are estimated with a markup, and customers are required to pay the full deposit upfront. After installation, the actual cost is reconciled, and any overpayment is refunded. This process demands significant staff time from both the Utilities and Finance departments for

estimating, processing, and refunding.

The proposed amendments replace this deposit-based model with set charges for standard installation sizes and types based on historical installation cost data. Atypical installation sizes and types will continue to utilize the existing payment methodology. These standard fees reflect average actual costs and are not expected to result in customers paying more or less overall. This change will reduce administrative workload, simplify customer communication, and improve billing efficiency.

2. Quarterly Utility Billing Schedules

In 2022, when the District transitioned to new utility billing software, the payment due date for quarterly bills was changed to the 15th day of the second month following quarter-end. This adjustment was intended to standardize billing cycles; however, it has resulted in a turnaround time that is too short to accommodate meter reading, data validation, bill preparation, mailing, and sufficient notice for customers to make payments.

This bylaw update proposes reverting the due date to the end of the second month following each billing period. This change will provide a more manageable timeline for staff and improve customer experience.

3. Capital Limit Adjustment Charge (Bulk Water Agreement)

As part of the 2023 Bulk Water Agreement between the District of Lake Country and the City of Kelowna, a Capital Limit Adjustment Charge was introduced to recover the District's capital costs associated with providing water to another municipality. This charge functions similarly to a Development Cost Charge (DCC) by collecting a proportional contribution toward infrastructure expansion needed to service growth.

This charge was developed through inter-municipal negotiations to ensure the City of Kelowna contributes its fair share toward system improvements required to accommodate its demand. The formula used to calculate this charge—outlined in Appendix E—follows the same methodology as when originally implemented, and is based on the District's current DCC rates for water and the maximum day demand imposed by the City of Kelowna's water use.

4. Water Metering and Service Configuration

The proposed bylaw shifts toward standardizing meter pit installations for all new residential water service connections. Moving meters out of homes and into meter pits improves accessibility for maintenance, reduces liability from in-home leaks, and ensures all water usage on the private side of the service is accounted for. This will also support water conservation efforts by detecting leaks that might otherwise go unnoticed.

5. Watermain Extension Requirements for Existing Properties

Currently, property owners requesting a new service connection are required to upgrade upstream infrastructure to meet current Subdivision and Development Servicing (SDDS) Bylaw standards. In some cases, this results in prohibitively expensive upgrade requirements for isolated properties.

This update introduces flexibility for servicing pre-existing properties by allowing watermain extensions that meet SDDS standards without requiring upgrades to all upstream infrastructure. To ensure fire vulnerability risks are mitigated, the Director is designated authority to require additional onsite fire protection measures at their discretion when minimum residential fire flow requirements cannot be met through the existing system.

6. Metering for Small-Scale Multi-Unit Housing (Bill 44)

Recent provincial legislation—Bill 44: Small-Scale Multi-Unit Housing (SSMUH)—permits up to four dwelling units on lots with municipal water and sewer services. The proposed updates provide clarity on acceptable water meter configurations for freehold developments with up to four units, ensuring alignment with both legislation and operational best practices.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

This application was completed in consultation with the Utilities and Finance departments.

ALTERNATE RECOMMENDATION(S)

1. THAT the Water Regulation and Rates Amendment Bylaw 1286, 2025 and Sanitary Sewer Regulation and Rate Amendment Bylaw 1287, 2025 be amended (as identified by Council)
AND THAT the Water Regulation and Rates Amendment Bylaw 1286, 2025 be read a first, second, and third time as amended;
AND THAT the Sanitary Sewer Regulation and Rate Amendment Bylaw 1287, 2025 be read a first, second, and third time as amended.
2. THAT the Water Regulation and Rates Amendment Bylaw 1286, 2025 and Sanitary Sewer Regulation and Rate Amendment Bylaw 1287, 2025 be deferred pending additional information identified by Council.

Respectfully Submitted.

Nick Van Dalen, Engineering Technician II

Report Approval Details

Document Title:	Water and Sanitary Sewer Regulation and Rates Bylaw Amendments.docx
Attachments:	<ul style="list-style-type: none"> - Appendix A - Water Regulation and Rates Amendment Bylaw.pdf - Appendix B - Water Regulation and Rates Bylaw Redline.pdf - Appendix C - Sanitary Sewer Regulation and Rate Amendment Bylaw.pdf - Appendix D - Sanitary Sewer Regulation and Rate Bylaw Redline.pdf - Schedule E - City of Kelowna Capital Charge Calculation.pdf
Final Approval Date:	Jul 2, 2025

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

Kiel Wilkie, Capital Project Manager - Jul 2, 2025 - 8:14 AM

Mike Mitchell, Utility Operations Manager - Jul 2, 2025 - 8:21 AM

Reyna Seabrook, Director of Corporate Services - Jul 2, 2025 - 11:58 AM

Paul Gipps, Chief Administrative Officer - Jul 2, 2025 - 12:53 PM

Makayla Ablitt, Legislative & FOI Coordinator - Jul 2, 2025 - 1:06 PM

DISTRICT OF LAKE COUNTRY

BYLAW 1286

A BYLAW TO AMEND THE WATER REGULATIONS AND RATES BYLAW 984, 2016

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

1. Water Regulations and Rates Bylaw 984, 2016 is hereby amended as follows:
 - 1.1. Throughout the entirety of the bylaw the text “curb stop” is deleted and replaced with “**Isolation Valve**”
 - 1.2. Section 5 **WATER SERVICE CONNECTION** is amended by adding the following new subsection 5.11 immediately following subsection 5.10:

“5.11 All **Water Services** are to be installed as per standard drawings outlined in the Subdivision and Development Servicing Bylaw, or as approved by the **Director**.”
 - 1.3. Section 6 **WATER MAIN EXTENSIONS** is amended by adding the following new subsections 6.5 and 6.6, immediately following subsection 6.4:

“6.5 Where a water main extension is proposed to service an existing residential parcel in an area where the current **Waterworks System** does not meet the minimum residential fire flow requirements, the extension must be designed and sized to accommodate future upgrades to the **Waterworks System** that will enable it to meet the current residential fire flow standards.

6.6 Where the current **Waterworks System** does not meet the minimum residential fire flow requirements for new servicing, the **Director** may require additional on-site fire protection measures, which shall be secured through a covenant registered on the property title. These measures may include, but are not limited to increased building setbacks, fire resistant landscaping and building materials, and installation of residential fire sprinkler systems.”
 - 1.4. Section 9 **WATER METERING REGULATIONS** is amended by:
 - (a) deleting subsection 9.6(b) and replacing it with the following:

“(b) A Dwelling Unit of a freehold duplex, triplex, fourplex, or a Bare Land Strata shall be metered separately and are not considered Multifamily Residential.”
 - (b) Deleting subsection 9.7(a) and replacing it with the following:

“(a) shall be installed pursuant to the BC Building Code by a **Qualified Plumber** or **District Staff** in conformance with the standard drawings set out in the Subdivision and Development Servicing Bylaw, as amended from time to time;”
 - (c) In subsection 9.8, adding the text “With prior approval from the Director” to the immediate beginning of the section.

- 1.5. Section 10 **METER PITS** is amended by deleting subsections 10.2 through 10.5 in their entirety and replacing them with the following:
- “10.2 **Meter Pits** are required to be installed for all new **Water Service** connections that are not **Multifamily** or **Commercial**. This may include new construction, replacement, or repairs of the existing **Water Service** completed by the **Customer** or the **District**.
- 10.3 The **Customer** shall pay all **Costs** associated with a **Meter Pit** installation, as outlined in [Schedule A](#), unless a **Meter Pit** is installed at the **District’s** discretion during a **Water Service** repair.
- 10.4 The location of a **Meter Pit** must be approved by the **Director**. **Meter Pits** may be installed within a road right-of-way (on the untraveled portion of the road), on the **Customer’s** land adjacent to the **Isolation Valve** or as otherwise determined by the **Director**.
- 10.5 All Meter Pits:
- shall be installed pursuant to the BC Building Code by a **Qualified Plumber** or **District Staff** in conformance with the standard drawings set out in the Subdivision and Development Servicing Bylaw as amended from time to time; and
 - remain the property of the **District**.”
- 1.6. Section 16 **BILLING**, subsection 16.2 is amended by deleting and replacing the table with the following:
- | Billing Cycle | Due Date |
|--------------------------|-------------|
| January 1 to March 31 | May 31 |
| April 1 to June 30 | August 31 |
| July 1 to September 30 | November 30 |
| October 1 to December 31 | February 28 |
- 1.7. Schedule A **USER FEES** is deleted in it’s entirety and replaced with Schedule A, attached to and forming part of this bylaw.
- 1.8. Schedule D **STANDARD DRAWINGS** is deleted in its entirety.
- 1.9. Schedule E **CITY OF KELOWNA FEES AND CHARGES** is amended by:
- renumbering the Schedule from “Schedule E” to “Schedule D”, and
 - deleting and replacing section 2 with the following:
- “2. **Capital Limit Adjustment Charge**
1 litre per second (Maximum Day Demand) = \$226,590”
2. This bylaw may be cited as “Water Regulation and Rates Amendment Bylaw 1286, 2025”.

READ A FIRST TIME this
 READ A SECOND TIME
 READ A THIRD TIME

ADOPTED this xx day of month, 2025.

 Mayor

 Corporate Officer

Schedule A to Bylaw 1286

Schedule A
User Fees

Fee Item	User Fee	
	Standard Installation ¹	Complex Installation ²
<u>Water Services</u>		
Installation ^{3,4}		
25mm and less	\$3,900	\$6,400
38mm	\$4,300	\$6,800
50mm	\$5,000	\$7,500
Road Crossing ^{3,4,5}		
25mm and less	\$6,700	\$9,200
38mm	\$7,100	\$9,600
50mm	\$7,800	\$10,300
All other Water Service installations	Actual Cost	Actual Cost
Turn on/off		
Turn on/off Service Call		\$150 each
Turn on/off Service Call after business hours		\$250 each
<u>Connection Fee</u>		
General Connection Fee	\$1,000 per connection	
<u>Allotment Fee</u>		
Per Hectare (minimum 0.4 hectare)	\$29,536.46	
<u>Hydrant and Standpipe Fee</u>		
Setup & Take down (combined)	\$90 each occurrence	
Daily Use	\$45 per day	
Consumption	\$2.45 per cubic metre	
<u>Water Meters</u>		
Meter Prices	Actual Cost	
Meter Pit Installation	\$3,000	\$4,500
Manual Meter reading fee	\$180 per year	

¹Applies to installations less than 6 metres in length.

²Applies to installations that require utility pole holds, or hydrovac daylighting, or driveway/sidewalk concrete replacement, or asphalt replacement greater than 4 square metres.

³Includes meter pit installations but excludes water meters and backflow preventers.

⁴Water service installations deeper than 2m will be estimated and charged the **actual cost**.

⁵Road crossings means a water service installation that requires work and asphalt removal within the road right of way."

- 5.2. Prior to connecting to a **Water Service** a **Customer** must make application to connect and pay all related connection **User Fees** set out in [Schedule A](#).

Section 5.3 deleted by Bylaw 1103 and renumbered

- 5.3. The **Director** may require a **Customer** to provide a plan and specifications of **Works** that conform to the **District's** Subdivision and Development Servicing Bylaw.
- 5.4. Each parcel that is less than 0.8 hectares (2 acres) shall be limited to one (1) **Water Service**. Each parcel that is 0.8 hectares (2 acres) or greater shall be limited to two (2) **Water Services**, one of which will be an **Agricultural Irrigation Water Service** or **Seasonal Irrigation Water Service**, unless otherwise approved by the **Director**.
- 5.5. Notwithstanding section 5.4, if the **Waterworks System** does not have the capacity to provide an **Agricultural Irrigation Water Service** or a **Seasonal Irrigation Water Service** as determined by the **Director**, each parcel within a particular distribution system shall be limited to one (1) **Residential Water Service**, unless otherwise approved by the **Director**.
- 5.6. The **Director** shall, in every case, approve the size of the pipe to be used in supplying any **Water Service** connection and determine the location where the **Water Service** is to be installed.

Section 5.7 to 5.10 added by Bylaw 1103

- 5.7. All Premises that have been approved to connect to a District water system, and have not previously paid for water Allotment, shall pay the minimum Allotment Fee as per Schedule A, prior to connecting.
- 5.8. The minimum Allotment fee shall provide a Premises with an Allotment equal to the lot size to a maximum of 0.40 hectares (1 acre).
- 5.9. Increases in Allotment for the purpose of irrigation must be approved by the Director.
- 5.10. When increasing Allotment for the purpose of irrigation, the Premise must increase to a minimum of 0.80 hectares (2 acres). All Premises increasing Allotment for the purpose of irrigation shall pay the Allotment Fee, as per Schedule A.

5.11. All **Water Services** are to be installed as per standard drawings outlined in the Subdivision and Development Servicing Bylaw, or as approved by the Director

6. WATER MAIN EXTENSIONS

- 6.1. Where the **Works** do not exist adjacent to a proposed subdivision or development, or where the **Works** do not exist along a portion of the **Premises**, the applicant shall, at their sole expense, be required to extend the water main along the full frontage of the parcel being subdivided, and in the location designated by the **Director**.
- 6.2. The requirements set out in 6.1 may be waived by the **Director** if:
- (a) The development is on land zoned agricultural; or

(b) There is no potential for a future water main extension past that parcel lot boundary, on the further condition that the **Director** shall determine the location of the end of the water main and the water main shall front no less than three (3) meters of the parcel lot boundary.

6.3. All water main extensions are subject to the **District's** Subdivision and Development Servicing Bylaw.

6.4. A Customer shall pay all **Costs** associated with installing the Customer's water main, which may include pipe and all other appurtenances.

6.5. Where a watermain extension is proposed to service an existing residential parcel in an area where the current **Waterworks System** does not meet the minimum residential fire flow requirements, the extension must be designed and sized to accommodate future upgrades to the **Waterworks System** that will enable it to meet the current residential fire flow standards.

6.4-6.6. Where the current **Waterworks System** does not meet the minimum residential fire flow requirements for new servicing, the **Director** may require additional on-site fire protection measures, which shall be secured through a covenant registered on the property title. These measures may include, but are not limited to increased building setbacks, fire resistant landscaping and building materials, and installation of residential fire sprinkler systems.

7. WATER TURN-ON OR TURN-OFF

7.1. Turn-on and turn-off **User Fees** as per [Schedule A](#) shall be charged per discrete event or occurrence where **District Staff** leave and return from the **Premises** to provide the **Water Service**.

7.2. Other than emergency situations, **Customer** requests for water turn-on or turn-off must be made at least 24 hours in advance.

7.3. In the case of a **Water Service** that is turned off due to non-compliance with the provisions of this bylaw, the **Water Service** shall not be again turned on until the turn-off and turn-on **User Fees** have been paid or the non-compliance has otherwise been rectified to the satisfaction of the **Director**.

8. WATER SERVICE DISCONNECTION

8.1. When any **Water Service** is to be abandoned and/or disconnected the **Customer** shall notify the **Director** and the **Water Service** must be severed either at the ~~District curb-stop~~, Isolation Valve, at the **District's** water-main or as determined by the **Director**.

8.2. All **Costs** associated with Water Service disconnections are the Customer's responsibility.

9. WATER METERING REGULATIONS

9.1. All **Connected Water Services** are to be metered with a **Meter** and all water must flow through the **Meter**, unless a waiver of this requirement is granted pursuant to this bylaw.

9.2. All **Customers** shall permit **District Staff** to enter their **Premises** at all times upon receiving reasonable notice in order to read, inspect, maintain or replace a **Meter**.

9.3. Where section 9.1 or 9.2 are not complied with, the **Customer** will be deemed **Unmetered** by the **District** and charged the applicable **Rates** set out in [Schedule B](#).

9.4. No person is permitted to:

- (a) in any way to tamper with a Meter;
- (b) damage or destroy a Meter, whether deliberately or negligently;
- (c) move a Meter, unless approved by the **Director**.

9.5. A **Customer** shall be responsible for the **Costs** associated with the repair or replacement or installation of a **Meter** that is used in servicing the **Customer's Premises**.

9.6. Unless otherwise approved by the **Director**, each **Water Service** shall be limited to one **Meter**, provided that each:

- (a) **Water Use Classification** on **Mixed Use** properties must be equipped with its own **Meter** and the applicable **Rates** set out [Schedule B](#) apply to each **Meter**; and
- (b) A **Dwelling Unit** of a freehold duplex, ~~or~~ triplex, ~~fourplex~~, or a **Bare Land Strata** shall be metered separately and are not considered **Multifamily Residential**.

Replaced by
Bylaw 1103

9.7. All Meters:

- (a) shall be installed pursuant to the BC Building Code by a **Qualified Plumber** or **District Staff** in conformance with the standard drawings set out in [Schedule D](#);
- (b) are to be supplied and purchased through the **District** at the **User Fees** set out in [Schedule A](#); and
- (c) remain the property of the **District**.

9.8. With prior approval from the **Director**, A **Customer** is permitted to have a **Meter** inside their **Dwelling Unit** that does not transmit a radio frequency provided that the **Customer** installs a functional **Remote Meter Reading Pad** that is accessible on the exterior of the **Dwelling Unit**. Such **Customers** shall be charged a manual **Meter** reading **User Fee** for each reading as set out in [Schedule A](#).

10. METER PIT

10.1. The **Director** may require a **Meter** to be installed in a **Meter Pit** if a **Customer** has been using **Unmetered** water, if a **Customer** plans to have more than one **Dwelling Unit** or connection point prior to a **Dwelling Unit**, or any other related circumstance.

10.2. Where a **Customer** requests to have a **Meter** installed in a **Meter Pit**, the installation of the **Meter Pit** must be approved by the **Director**. **Meter Pits** are required to be installed for all new **Water Service** connections that are not **Multifamily** or **Commercial**. This may include new construction, replacement, or repairs of the existing **Water Service** completed by the **Customer** or the **District**.

10.3. The **Customer** shall pay all **Costs** associated with a **Meter Pit** installation, as outlined in [Schedule A](#), unless a **Meter Pit** is installed at the **District's** discretion during a **Water Service** repair.

- 10.4. The location of a **Meter Pit** must be approved by the **Director**. **Meter Pits** may be installed within a road right-of-way (on the untraveled portion of the road), on the **Customer's** land adjacent to the **Isolation Valve**~~curb stop~~ or as otherwise determined by the **Director**.
- 10.5. All Meter Pits:
- (a) shall be installed pursuant to the BC Building Code by a **Qualified Plumber** or **District Staff** in conformance with the standard drawings set out in Schedule D the Subdivision and Development Servicing Bylaw as amended from time to time; and
 - (b) remain the property of the **District**.
- 10.6. Where a **Meter Pit** has not been installed in accordance with this bylaw, the **District** shall only be responsible for the **Meter**.

11. WATER CONSERVATION AND ALLOCATION REGULATIONS

- 11.1. In case of a water shortage or other emergency, the **Director** is authorized to suspend, regulate or stop the supply of water to any or all **Customers**, including setting **Allocations** and certain hours, days and time periods during which **Customers** shall not be permitted to use water supplied by the **District** to sprinkle, irrigate or use water in any other manner as specified by the **Director**.
- 11.2. No constant run fixtures, swamp coolers, or water to waste refrigeration units are permitted to be **Connected** to the **Waterworks System**.
- 11.3. Every person that utilizes a **Water Service** for irrigating shall do whatever is necessary to prevent waste of water and ensure that the water is contained on their land.
- 11.4. No **Residential Water Service** may use more than 38 liters per minute (10 US gal/minute), except when suppressing an active fire.
- 11.5. No **Commercial Water Service** may use more than 38 liters per minute (10 US gal/minute) per 300 square metres of floor area, except when suppressing an active fire.
- 11.6. No **Agricultural Irrigation Water Service** or **Seasonal Irrigation Water Service** may use more than 56.7 liters per minute per hectare of land with an **Allotment** (6.0 US gallons per minute per acre).

12. AGRICULTURAL AND SEASONAL IRRIGATION WATER SERVICE REGULATIONS

- 12.1. The **Director** shall determine the schedule for activating and de-activating **Agricultural Irrigation Water Services** and **Seasonal Irrigation Water Services**.
- 12.2. Water turn-on and turn-off **User Fees** are not applicable to normal spring activation and fall deactivation of **Agricultural Irrigation Water Services** and **Seasonal Irrigation Water Services**.
- 12.3. No Customer shall use an **Agricultural Irrigation Water Service** or **Seasonal Irrigation Water Service** before the spring activation or after the fall de-activation, unless the **Customer** has received approval for early turn-ons or late turn-offs from the **Director**.
- 12.4. **Customers** may request from the **District** early **Agricultural Irrigation Water Service** turn-on for filling sprayers and irrigating new plantings. If an **Agricultural Irrigation Water Service** is turned

- (e) **Agri-tourism Accommodation Water Services** shall be charged the **Commercial Rate** as set out in [Schedule B](#).

15.4. Seasonal Irrigation and Agricultural Irrigation

- (a) **Agricultural Irrigation** and **Seasonal Irrigation User Fees** shall be charged as per [Schedule B](#).
- (b) Seasonal Accommodation For Farm Help Connected to an Agricultural Irrigation Water Service shall not be subject to additional User Fees or Rates.
- (c) **Agricultural Irrigation Rates** shall be calculated per hectare of land that has an **Allotment**. A minimum charge at 0.40 hectares (1.0 acres) shall apply.
Deleted and replaced by Bylaw 1217, 2023
- (d) Where a **Premises** has an **Allotment** intended for farming but does not have an **Agricultural Irrigation Water Service** or **Seasonable Irrigation Water Service**, a **Non-connected User Fee** shall be charged as set out in [Schedule B](#).
- (e) If a **Premises** loses **Farm Status** in any given calendar year, **Seasonal Irrigation Rates** will commence January 1st of the following year.
- (f) Agricultural rates as per [Schedule A](#) will apply as of January 1st of the calendar year in which a **Premises** obtains **Farm Status**.

16. BILLING

- 16.1. Invoices or notices requiring payment of **User Fees** and **Rates** pursuant to this bylaw are deemed to have been delivered to the **Customer** on the date on which it was mailed. Failure to receive such invoice or notice does not negate the responsibility of the **Customer** from paying the **User Fees** and rates established by this bylaw.

Deleted and replaced by Bylaw 1217, 2023

- 16.2. Invoices for **User Fees** shall be charged quarterly and are payable by each **Customer** with the following billing cycles and due dates, or as otherwise approved by the **Director**:

Billing Cycle	Due Date
January 1 to March 31	May 31 ¹⁵
April 1 to June 30	August 15 ³¹
July 1 to September 30	November 15 ³⁰
October 1 to December 31	February 28 ¹⁵

- 16.3. Interest on **User Fees** and **Rates** remaining unpaid after the applicable due date shall be charged at 1.5% per month compounded annually.
- 16.4. Where it is determined that incorrect billing has taken place, charges and/or refunds shall be processed accordingly. Such charges and/or refunds shall not exceed a period of two (2) years prior to the date of notification of incorrect billing.
- 16.5. All **Customers** are considered **Connected** to the **Waterworks System** on the date a building permit is issued for the **Premises** ("**Date of Connection**").
- 16.6. Billing of **Rates** shall commence on the full **Billing Cycle** immediately following the **Date of Connection**. Where the connection is for newly constructed **Commercial** or **Multi-family**

21. CITATION

21.1. This bylaw may be cited as "Water Regulation and Rates Bylaw 984, 2016".

READ A FIRST TIME this ~~6th day of December, 2016.~~

READ A SECOND TIME this ~~6th day of December, 2016.~~

READ A THIRD TIME this ~~6th day of December, 2016.~~

ADOPTED ~~this 20th day of December, 2016~~

~~Original signed by James Baker~~

Mayor

~~Original signed by Reyna Seabrook~~

Corporate Officer

Schedule A deleted and replaced by Bylaw 12~~8617~~, 202~~53~~

**Schedule A
User Fees**

<u>Fee Item</u>		<u>User Fee</u>
	<u>Standard Installation¹</u>	<u>Complex Installation²</u>
<u>Water Services</u>		
<u>Installation^{3,4}</u>		
25mm and less	<u>\$3,900</u>	<u>\$6,400</u>
38mm	<u>\$4,300</u>	<u>\$6,800</u>
50mm	<u>\$5,000</u>	<u>\$7,500</u>
<u>Road Crossing^{3,4,5}</u>		
25mm and less	<u>\$6,700</u>	<u>\$9,200</u>
38mm	<u>\$7,100</u>	<u>\$9,600</u>
50mm	<u>\$7,800</u>	<u>\$10,300</u>
All other <u>Water Service</u> installations	<u>Actual Cost</u>	<u>Actual Cost</u>
<u>Turn on/off</u>		
Turn on/off Service Call		<u>\$150 each</u>
Turn on/off Service Call after business hours		<u>\$250 each</u>
<u>Connection Fee</u>		
General Connection Fee	<u>\$1,000 per connection</u>	
<u>Allotment Fee</u>		
Per Hectare (minimum 0.4 hectare)	<u>\$29,536.46</u>	
<u>Hydrant and Standpipe Fee</u>		
Setup & Take down (combined)	<u>\$90 each occurrence</u>	
Daily Use	<u>\$45 per day</u>	
Consumption	<u>\$2.45 per cubic metre</u>	
<u>Water Meters</u>		
Meter Prices	<u>Actual Cost</u>	
Meter Pit Installation	<u>\$3,000</u>	<u>\$4,500</u>
Manual <u>Meter</u> reading fee	<u>\$180 per year</u>	
<u>Fee-Item</u>	<u>User Fee</u>	
<u>Water Service Installation</u>		
Any <u>Water Service</u> Installation	<u>Actual Cost</u>	
		
<u>Connection Fee</u>		
General Connection Fee	<u>\$1000 per connection</u>	
		
<u>Allotment Fee</u>		
Per Hectare (minimum 0.4 hectare)	<u>\$18,832.50</u>	
		

<u>Hydrant and Standpipe Fee</u>	
Setup & Take down (combined)	\$90 each occurrence
Daily Use	\$45 per day
Consumption	\$2.45 per cubic metre
<u>Turn on/off</u>	
Turn on/off Service Call	\$150 each
Turn on/off Service Call after business hours	\$250 each
<u>Meter Prices</u>	
All Meters	Actual Cost
<u>Other</u>	
Manual Meter reading fee	\$180 per year

¹Applies to installations less than 6 metres in length.

²Applies to installations that require utility pole holds, or hydrovac daylighting, or driveway/sidewalk concrete replacement, or asphalt replacement greater than 4 square metres.

³Includes metre pit installations but excludes water metres and backflow preventers.

⁴Water service installations deeper than 2m will be estimated and charged the **actual cost**.

⁵Road crossings means a water service installation that requires work and asphalt removal within the road right of way.

Schedule C

Stock Watering Credit Calculation

A credit to an account for **Stock Watering** shall apply under the following circumstances:

- The **Premises** has **Farm Status**.
- The stock water is being supplied from the **Residential** service line.
- The dollar value, as calculated below, exceeds \$15 dollars per month.

The formula used to calculate **Stock Watering Costs** will be as follows:

- Number of Animals x Daily Water Consumption for Type of Animal (from Table 1) x number of day in that month x water consumption fee per cubic metre.
- Each different type of animal will be calculated independently and their cost added together.

If the **Stock Watering** cost is calculated to be greater than \$15 dollars per month the total amount calculated will be applied to the account. The credit amount cannot reduce the water consumption fee to less than \$10 dollars per month.

Table 1

TABLE 1 ESTIMATED AVERAGE DAILY WATER CONSUMPTION FOR LIVESTOCK (US GALLONS PER DAY)											
TYPE OF ANIMAL			DESCRIPTION	US GPD	TYPE OF ANIMAL			DESCRIPTION	US GPD		
BEEF					SWINE (with wash water)						
cow with calf *			1,300 lb	12	farrow - finish			--	24 / sow		
dry cow/mature cow *			1,300 lb	10	farrow - late wean			50 lb	8 / sow		
calf *			250 lb	3	farrow - early wean			15 lb	6.5 / sow		
feeder – growing **			400-800 lb	6 - 9	feeder			50 - 250 lb	2 / pig		
feeder – finishing **			600-1,200 lb	9 - 12	weaner			15 - 50 lb	0.6 / pig		
bull			--	12	POULTRY						
DAIRY					broiler					per 100	4.2
milking * (with wash water)			holstein	36	roaster/pullet					per 100	4.8
dry cow/replacement			holstein	12	layer					per 100	6.5
calf			to 550 lb	3.5	breeder					per 100	8.5
SHEEP AND GOATS					turkey - grower					per 100	15.5
ewe/doe			--	2.5	turkey - heavy					per 100	19
milking ewe/doe			--	3.5	OSTRICH			--	1.2		
feeder lamb/kid			--	2	DEER, LLAMA, ALPACA			--	2.5		
BISON, HORSE, MULE					--	12	ELK, DONKEY			--	6

* For peak water use on days above 25^o C multiply gpd by 1.5

** For peak water use on days above 25^o C multiply gpd by 2

* For peak water use on days above 25° C multiply gpd by 1.5

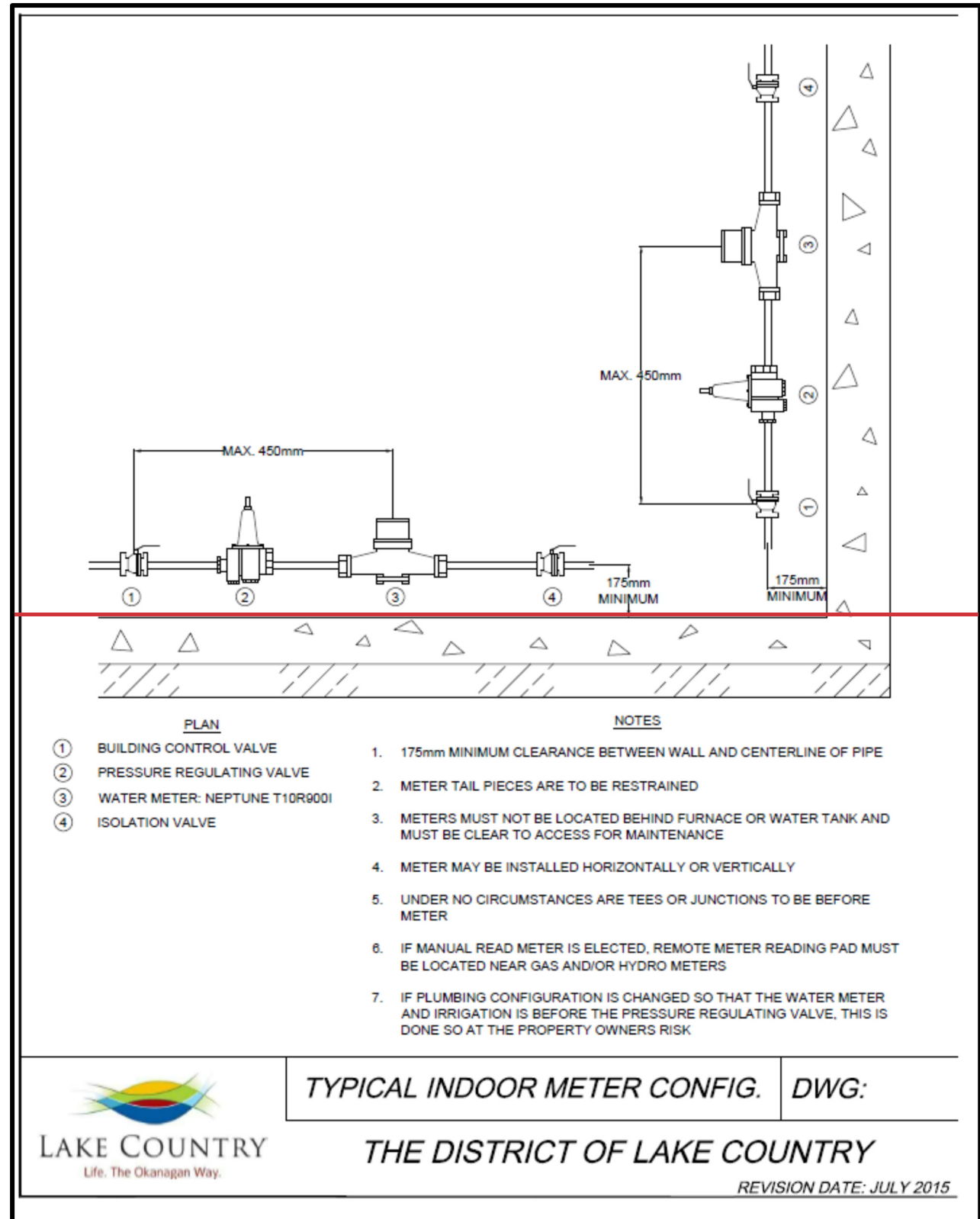
** For peak water use on days above 25° C multiply gpd by 2

Sources: Farm Water Supply Requirements, Alberta Agriculture, Food and Rural Development;
The Stockman's Guide to Range Livestock Watering From Surface Water Sources, PAMI;
Estimated Daily Water Intake of Beef Cattle, Cornell University, New York State

Schedule D deleted and replaced by Bylaw 1286, 2025

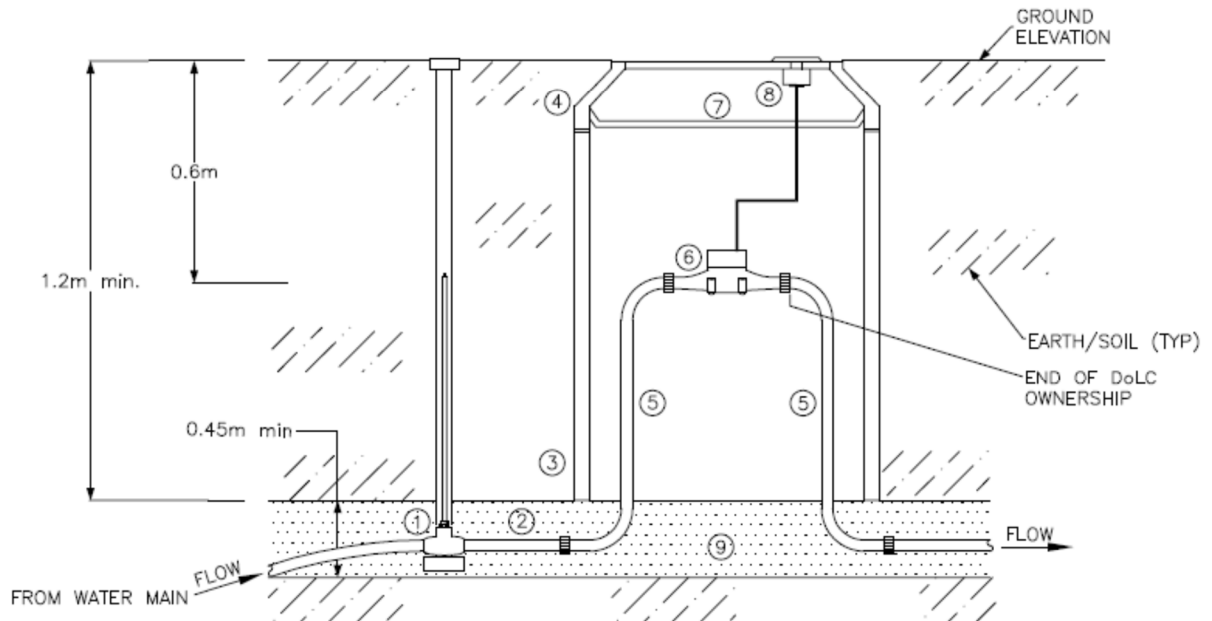
Schedule D
Standard Drawings

Typical Residential Water Meter Installation



Typical Meter Pit Installation (25mm and less)

STANDARD DETAIL DRAWINGS



PLAN

- ① CURB STOP: BALL VALVE BRASS
DOMESTIC BOX: GROUND LEVEL WITH STAINLESS STEEL ROD
- ② MUNICIPAL OR COPPER TUBING
- ③ ULTRA-RIB 450mm \varnothing PVC PIPE
- ④ CAST IRON METER PIT COVER WITH PAD/ANTENNA MOUNT
- ⑤ COPPER TUBING
- ⑥ WATER METER
- ⑦ INSULATING LAYER
- ⑧ E-CODER ANTENNA/MANUAL TOUCH PAD
- ⑨ BEDDING SAND OR 450mm \varnothing PIPE PLACED ON CONCRETE CINDER BLOCKS
NOTE: MINIMUM OF 0.45m DEPTH OF BEDDING SAND

NOTES

1. WATER METER MUST BE LOCATED UPSTREAM OF ALL DOMESTIC BRANCH LINES, TEES OR JUNCTIONS. ALL WATER USED FOR DOMESTIC PURPOSES WHICH INCLUDES LAWN AND GARDEN MUST BE DIRECTED THROUGH THE METER.
2. IF WATER METER LOCATED UNDER AN AREA OF TRAVEL, H-20 RATED LID MUST BE USED.



LAKE COUNTRY
Life. The Okanagan Way.

TYPICAL METER PIT 25mm OR LESS DWG:

THE DISTRICT OF LAKE COUNTRY

REVISION DATE: AUG. 2014

Schedule E deleted by Bylaw 1103

Added by Bylaw 1196

Schedule E
City of Kelowna Fees and Charges

1. Bulk Charge

Year	Per cubic metre
2023	\$0.68
2024	\$0.77
2025	\$0.88

2. Capital Limit Adjustment Charge

1 litre per second (Maximum Day Demand) = \$~~226,590~~143,298

DISTRICT OF LAKE COUNTRY

BYLAW 1287

A BYLAW TO AMEND THE SANITARY SEWER REGULATIONS AND RATE BYLAW 1176, 2022

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

1. Sanitary Sewer Regulations and Rate Bylaw 1176, 2022 is hereby amended as follows:
 - 1.1 Section 4 **SEWER SERVICE CONNECTION** is amended by deleting subsection 4.2 in its entirety and leaving the numbers of the remaining sub-sections as is.
 - 1.2 Section 14 **BILLING**, subsection 14.2 is amended by deleting and replacing the table with the following:

Billing Cycle	Due Date
January 1 to March 31	May 31
April 1 to June 30	August 31
July 1 to September 30	November 30
October 1 to December 31	February 28

- 1.3 Schedule A **USER FEES AND RATES** is deleted in its entirety and replaced with Schedule A, attached to and forming part of this bylaw.
 - 1.4 Schedule C **STANDARD DRAWINGS** is deleted in its entirety.
2. This bylaw may be cited as “Sanitary Sewer Regulation and Rate Amendment Bylaw 1287, 2025”.

READ A FIRST TIME this
READ A SECOND TIME this
READ A THIRD TIME this

ADOPTED this xx day of month, 2025.

Mayor

Corporate Officer

Schedule A to Bylaw 1287, 2025

Schedule A
User Fees and Rates

Fee Item	User Fee	
	Standard Installation ¹	Complex Installation ²
<u>Service Connection</u>		
Installation ³	\$3,900	\$6,700
Road Crossing ^{3,4}	\$6,400	\$9,200
All other Service Connection installations	Actual Cost	Actual Cost
<u>Connection Fee</u>		
General Connection Fee	\$1,000 per connection	
<u>Service Calls and Other Works</u>		
Service Call	\$150 per occurrence	
Service Call After Hours	\$250 per occurrence	
Inspection Chamber Replacement or Alteration Fee	\$250	
Brooks Box Fee	\$130	
Contaminated Material Disposal Fee	\$250	

¹Applies to 100mm diameter or less installations that are less than 6 metres in length

²Applies to 100mm diameter or less installations that require utility pole holds, or hydrovac daylighting, or driveway/sidewalk concrete replacement, or asphalt replacement greater than 4 square metres

³**Service Connections** deeper than 2m will be estimated and charged the **actual cost**

⁴Road crossing means a **Service Connection** installation that requires work and asphalt removal within the road right of way

Annual User Fees	2025	2026	2027	2028
Residential & Residential Multifamily Strata	\$640	\$670	\$700	\$720
Residential Multifamily Non-Strata	\$320	\$470	\$630	\$720
Registered Accessory Suite or Secondary Suite	\$115	\$120	\$130	\$140
Commercial Customer	\$640	\$670	\$700	\$720
Excess Discharge Fee	\$260	\$270	\$280	\$290
Non-connected Fee	\$275	\$290	\$295	\$300

Excess Wastewater Discharge Fee	As calculated below
CALCULATION CRITERIA	
The Average Annual Wastewater Discharge shall be calculated as follows:	
(Meter reading from last reading in March – meter reading from last reading in previous December) ÷ days between readings x 365 days	= Average Annual Wastewater Discharge
If Average Annual Wastewater Discharge is greater than 230 cubic meters, the Excess Wastewater Discharge Fee shall be calculated as follows:	
(Average Annual Wastewater Discharge – 230 cubic meters) ÷ 230 x Excess Discharge Fee	= Excess Wastewater Discharge Fee
**All volumes are cubic metres, and when the reading is unavailable an estimate based off previous years or similar Customer types will be used.	

- 3.9. Where a **Customer** wishes to connect to the **Sanitary Sewer System**, undertake a renewal of **Works**, or increase **Wastewater** discharge in volume or concentration, inside or outside of the **District's** boundaries, the **Director** may, in any case, require the **Customer** and **District** to enter into an agreement setting out the terms and conditions of service. In the case of a conflict between this bylaw and an agreement, the provisions of this bylaw shall take precedence.
- 3.10. Any **Customer** responsible for, or aware of, the discharge of **Wastewater** that does not comply with the provisions of this bylaw into the **Sanitary Sewer System** must immediately report such information to the **Director**.
- 3.11. Any **Customer** responsible for, or aware of, the accidental discharge of **Wastewater** into a **Watercourse** must take immediate steps to stop, remove, and report such **Wastewater** discharge to the **District**.
- 3.12. The **Director** and **District Staff** may enter on any parcel at reasonable times and in a reasonable manner, upon taking steps to give reasonable notice, for the purpose of inspecting and ascertaining whether the regulations and requirements of this bylaw are being observed.
- 3.13. No **Customer's Pressurized Sewer** Connection shall cause another **Customer's Service Connection** or the **Sanitary Sewer System** to not function as approved or designed.
- 3.14. Other than for a **Registered Accessory Suite**, no connection to the **Building Sewer** is permitted between a **Dwelling Unit** and the **Service Connection**, unless authorized by the **Director**.
- 3.15. All **Commercial Customer** units **Connected** to the **Sanitary Sewer System** must have a **Water Meter** installed measuring all water usage.

Section 3.16 added by Bylaw 1215, 2023.

- 3.16. The **Customer** is responsible for the cost, as outlined in Schedule A, for the replacement or alterations of an inspection chamber resulting from damage, **Customer** request, or at the discretion of the **Director**. In cases where there is a higher risk of damage, the **Director** may require the installation of a brooks box, and the associated costs, per Schedule A, shall be the responsibility of the **Customer**.

4. SEWER SERVICE CONNECTION

- 4.1. Prior to connecting to a **Service Connection**, a **Customer** must make an application to the **District** to connect to the **Sanitary Sewer System** and pay all related fees set out in Schedule A.
- ~~4.2. In circumstances where there is no existing **Service Connection**, **District Staff** will estimate the cost to complete the **Works** and provide an estimate to the **Customer**. Prior to commencing the **Works**, the **Customer** must pay a deposit to the **District** in the amount of the estimated cost plus 25% (the "Deposit"). Where a Deposit is ultimately less than the **Actual Cost** of the **Works**, the **Customer** must pay the outstanding amount to the **District** upon receipt of an invoice from the **District**. Where the Deposit ultimately exceeds the **Actual Cost** of the **Works**, the **District** shall refund the excess amount to the **Customer** within a reasonable period of time after completing the **Works**.~~
- 4.3. All **Service Connections** must be installed in accordance with Schedule C, and/or in accordance with the **District's** Subdivision and Development Servicing Bylaw, or as otherwise approved by the **Director** in writing. In the case of any conflict in such requirements, the **Director** shall determine which requirements are applicable.
- 4.4. A **Customer** must not connect to a **Service Connection** unless written approval from both the **District's** building inspector and the **Director** is first received in writing.

(k) any other information deemed necessary by the **Director**.

- 11.3. The **Director**, in his or her sole discretion, may refuse to approve a **Customer** request made under section 11.2 of this bylaw.

12. VOLUME CONTROL AND DISCHARGE RATES

- 12.1. Unless otherwise approved in advance by the **Director** in writing, **Customers** shall not discharge **Wastewater** into the **Sanitary Sewer System** in excess of the following discharge rates:

Per Unit	Discharge Rate
Litres per minute	170
Litres per hour	500
Litres per day	1050

- 12.2. If a **Customer's Wastewater** discharge into the **Sanitary Sewer System** exceeds any discharge rate in section 12.1 of this bylaw, the **Director** may require the **Customer** to take measures to equalize the **Wastewater** discharge volumes.
- 12.3. All **Wastewater** equalization systems must be designed by a qualified **Professional Engineer** and approved by the **Director**.
- 12.4. Equipment necessary to comply with this section must be paid for, maintained, and operated by the **Customer** in a manner satisfactory to the **Director**.

13. SAMPLING AND ANALYSIS

- 13.1. All sampling and flow monitoring must be in accordance with the procedures described in the most recent "British Columbia Field Sampling Manual for Continuous Monitoring and the Collection of Air, Air-Emission, Water, **Wastewater**, Soil, Sediment, and Biological Samples, (Permittee Edition)" or most recent edition, or by alternative procedures as authorized in writing by the **Director**.
- 13.2. All testing required shall be the sole cost and responsibility of the **Customer**.
- 13.3. Additional or subsequent testing of **Wastewater** as a result of non-compliance with this bylaw, or at the request of the **Director**, shall be the sole cost and responsibility of the **Customer**.

14. BILLING

- 14.1. Any invoice or notice requiring payment of **User Fees** is deemed delivered to the **Customer** on the date on which it was mailed. Failure to receive an invoice or notice does not negate the responsibility of the **Customer** to pay the **User Fees** established by this bylaw.

Section 14.2 deleted and replaced by Bylaw 1215, 2023

- 14.2. **User Fees** shall be charged and are payable by each **Customer** quarterly with the following billing cycles and due dates, or as otherwise approved by the **Director**:

Billing Cycle	Due Date
January 1 to March 31	May 31 ¹⁵
April 1 to June 30	August 31 ¹⁵
July 1 to September 30	November 30 ¹⁵

October 1 to December 31

February ~~28~~¹⁵

- 14.3. Interest on **User Fees** remaining unpaid after the due date shall be charged at 1.5% per month, compounded annually.
- 14.4. Where it is determined by the **District** that there is an error on a notice or invoice, charges or refunds shall be processed accordingly. Such charges or refunds shall not be applicable for any period exceeding two (2) years prior to the date of discovery or notification of incorrect billing.

deleted and replaced by Bylaw 1270, 2025

- 14.5. **Customers** are deemed **Connected** to the **Sanitary Sewer System** on the date occupancy is granted as determined by the **Building Official** ("Date of Connection").

Section 14.6 deleted and replaced by Bylaw 1215, 2023.

- 14.6. **User Fees** for new construction shall be commence as follows:
- (a) on the first full billing cycle following the Date of Connection for **Residential Customers**;
 - (b) on the second full billing cycle following the Date of Connection for **Commercial Customers** or Multi-family **Residential Customers**.

Section 14.7 deleted and replaced by Bylaw 1215, 2023.

- 14.7. An **Excess Wastewater Discharge Fee** may be imposed where a **Commercial Customer's Average Annual Wastewater Discharge**, as calculated in Schedule A, is greater than 230 cubic metres or, where the **Director**, their sole discretion, determines that the **Excess Wastewater Discharge Fee** is appropriate based on the **Commercial Customer's** water usage or estimated water usage.
- 14.8. Notwithstanding section 14.7, the **Director** may, in the **Director's** sole discretion, reduce the **Excess Wastewater Discharge Fee** where a **Commercial Customer** demonstrates to the satisfaction of the **Director** that water measured by the **Commercial Customer's Water Meter** did not enter the **Sanitary Sewer System**, by estimating the volume of **Wastewater** that did enter the **Sanitary Sewer System** and recalculating the **Excess Wastewater Discharge Fee** as per Schedule A.
- 14.9. Where parcels or dwellings share a common **Building Sewer**, the person(s) named on title of the parcel shall be considered the **Customer** and shall be delivered the invoice for **User Fees**. Strata corporations shall be invoiced in a method determined by the **Director**.
- 14.10. Any amounts remaining unpaid after the 31st day of December in any given year may be deemed property taxes in arrears for the parcel **Connected** to the **Sanitary Sewer System** and recoverable as property taxes in accordance with the Community Charter.
- 14.11. The **Director**, in his or her sole discretion, may assign or re-classify the customer classification of a **Customer** in accordance with the customer types contained herein.
- 14.12. Monies received in payment for **User Fees** shall firstly be applied to all outstanding **User Fees** due for previous periods, plus any applicable interest, before being applied to **User Fees** for a current period.

added by Bylaw 1270, 2025

- 14.13. **Non-Connected** parcels shall be charged a non-connected fee as per Schedule A.

15. **PENALTIES**

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

15.2. 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.

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

16. **REPEALS**

16.1. Sanitary Sewer Regulation and Rate Bylaw 98-214 and any amendments thereto are hereby repealed in their entirety.

17. **SEVERABILITY**

17.1. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

18. **EFFECTIVE DATE**

18.1. This bylaw shall come into full force and effect on April 1, 2022

19. **CITATION**

19.1. This bylaw may cited as "Sanitary Sewer Regulation and Rate Bylaw 1176, 2022"

READ A FIRST TIME this ~~19th day of April, 2022.~~

READ A SECOND TIME this ~~19th day of April, 2022.~~

READ A THIRD TIME this ~~19th day of April, 2022.~~

ADOPTED this 3rd day of May, ~~2022.~~

~~Original signed by James Baker~~

Mayor

~~Original signed by Reyna Seabrook~~

Corporate Officer

Schedule A
User Fees and Rates

Deleted and replaced by Bylaw 1270, 2025.

<u>Fee Item</u>	<u>User Fee</u>	
	<u>Standard Installation¹</u>	<u>Complex Installation²</u>
<u>Service Connection</u>		
<u>Installation³</u>	<u>\$3,900</u>	<u>\$6,700</u>
<u>Road Crossing⁴</u>	<u>\$6,400</u>	<u>\$9,200</u>
<u>All other Service Connection installations</u>	<u>Actual Cost</u>	<u>Actual Cost</u>
<u>Connection Fee</u>		
<u>General Connection Fee</u>	<u>\$1,000 per connection</u>	
<u>Service Calls and Other Works</u>		
<u>Service Call</u>	<u>\$150 per occurrence</u>	
<u>Service Call After Hours</u>	<u>\$250 per occurrence</u>	
<u>Inspection Chamber Replacement or Alteration Fee</u>	<u>\$250</u>	
<u>Brooks Box Fee</u>	<u>\$130</u>	
<u>Contaminated Material Disposal Fee</u>	<u>\$250</u>	

<u>Item</u>	<u>User Fee</u>
Service Connection Installation	
Any Service Connection Installation	Actual Cost
Connection Fee	
General Connection Fee	\$1,000 per connection
<u>Service Calls and Other Works</u>	
Service Call	\$150 per occurrence
Service Call After Hours	\$250 per occurrence
Inspection Chamber Replacement or Alteration Fee	\$250
Brooks Box Fee	\$130
Contaminated Material Disposal Fee	\$250

¹*Applies to 100mm diameter or less installations that are less than 6 metres in length*

²*Applies to 100mm diameter or less installations that require utility pole holds, or hydrovac daylighting, or driveway/sidewalk concrete replacement, or asphalt replacement greater than 4 square metres*

³***Service Connections** deeper than 2m will be estimated and charged the **actual cost***

⁴*Road crossing means a **Service Connection** installation that requires work and asphalt removal within the road right of way*

<u>Annual User Fees</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
<u>Residential & Residential Multifamily Strata</u>	<u>\$640</u>	<u>\$670</u>	<u>\$700</u>	<u>\$720</u>
<u>Residential Multifamily Non-Strata</u>	<u>\$320</u>	<u>\$470</u>	<u>\$630</u>	<u>\$720</u>
<u>Registered Accessory Suite or Secondary Suite</u>	<u>\$115</u>	<u>\$120</u>	<u>\$130</u>	<u>\$140</u>
<u>Commercial Customer</u>	<u>\$640</u>	<u>\$670</u>	<u>\$700</u>	<u>\$720</u>
<u>Excess Discharge Fee</u>	<u>\$260</u>	<u>\$270</u>	<u>\$280</u>	<u>\$290</u>
<u>Non-connected Fee</u>	<u>\$275</u>	<u>\$290</u>	<u>\$295</u>	<u>\$300</u>

Excess Wastewater Discharge Fee	As calculated below
<u>CALCULATION CRITERIA</u>	
The Average Annual Wastewater Discharge shall be calculated as follows:	
<u>(Meter reading from last reading in March – meter reading from last reading in previous December) ÷ days between readings x 365 days</u>	= <u>Average Annual Wastewater Discharge</u>
If Average Annual Wastewater Discharge is greater than 230 cubic meters, the Excess Wastewater Discharge Fee shall be calculated as follows:	
<u>(Average Annual Wastewater Discharge – 230 cubic meters) ÷ 230 x Excess Discharge Fee</u>	= <u>Excess Wastewater Discharge Fee</u>
<u>**All volumes are cubic metres, and when the reading is unavailable an estimate based off previous years or similar Customer types will be used.</u>	

Updated City of Kelowna Capacity Limit Adjustment Charge Calculation

July, 2025

Purpose-

To determine water demand increases that triggers a water capacity limit adjustment charge to the city of Kelowna, and the associated fee.

Data-

Projected Maximum demands =

58 Litres Per Second (LPS) Average Day Demand (ADD) & 116LPS Maximum Day Demand (MDD)

	% Demand Split	Ultimate MDD	Existing MDD	Remaining MDD
City of Kelowna	46%	53	28	25
Okanagan Indian Band	54%	63	32	31
TOTAL		116	60	56

* Table values are in Litres Per Second and values from the original agreement

Demands

OKIB Residential Growth Multiplier

1 SFE = \$11,862

1 SFE = 1,971m³/year MDD (Kelowna SDDS bylaw 1,800LCPD @ 3ppl/unit) = 0.0625LPS

1 LPS MDD growth = 16 SFE

**CoK Industrial
Growth Multiplier**

Industrial = \$40.16/m²

CoK developable area per hectare = 70% = 7,000m²

Cost per hectare = \$40.16/m² x 7,000m² = \$281,120 per Hectare

Flow per hectare (MDD) = 1,800LCPD x 50pp/hectare (DLC SDDS bylaw) = 90,000 litres / day-hectare
= 1.042 L/S-Hectare

Calculations-

Growth charge per LPS (MDD)

1 LPS growth OKIB residential = 16 SFE x \$11,862 = \$189,792 per LPS

1 LPS growth CoK Industrial = \$281,120 per Hectare ÷ 1.042 L/S-Hectare = \$269,789 per LPS

Growth charge per LPS Blended

OKIB = 54% per LPS = \$189,792 x 54% = \$102,488 per LPS (MDD)

CoK = 46% per LPS = \$269,789 x 46% = \$124,103 per LPS (MDD)

Combined = \$102,487 + \$124,103 = \$226,590 per LPS (MDD)

Capacity Limit Adjustment Charge

Increments MDD (LPS)	Demand Increase MDD (LPS)	Capacity Charge
32.36		
40	7.64	\$1,731,148
50	10	\$2,265,900
60	10	\$2,265,900
70	10	\$2,265,900
80	10	\$2,265,900
84	4	\$1,731,148
Total	56	\$12,525,895

*\$226,590 per LPS MDD

- End of 2024, CoK purchased an additional 4.36 LPS MDD capacity increasing reserved capacity of their industrial area 32.36 LPS
- 32 LPS MDD of demand will be reserved for the existing OKIB residents.
- Demand increases calculations using ADD shall be a 2:1 MDD to ADD ratio
- Charges are based on updated District of Lake Country water DCC fees

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: July 15, 2025
Meeting Type: Regular Council Meeting

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

Title: Alternative Means of Public Notice | Bylaw 1293, 2025
Description: To consider providing public notice by other means than in a newspaper distributed at least weekly

RECOMMENDATION

THAT Alternative Means of Public Notice Bylaw 1293, 2025 be read a first, second and third time.

DISCUSSION/ANALYSIS

In February 2022 changes to the *Community Charter* provided an opportunity for local governments to continue to use the default requirements for publishing public notices in a local newspaper once each week for two consecutive weeks or to adopt a bylaw that provides for alternate methods of publication in accordance with section 94.2. The changes were introduced to provide flexibility for communities that were regularly using alternative means because newspaper was not practical. Establishing standard posting locations other than in the newspaper provided consistency on where the public could find public notices.

In accordance with section 94 of the Community Charter, notice is required to be given or published in accordance with section 94.1 or 94.2 **and** by posting in the public notice Posting Places. Public notice Posting Places are defined in Council Procedure Bylaw as “*the notice boards located in the main floor foyer at the Municipal Hall and the District Web Site*”. If a section 94.2 bylaw has not been adopted, notice must be published once a week for two weeks in a newspaper distributed weekly in the affected area. If this isn’t practical, alternative methods may be used if they follow the same timing and are similarly effective.

A bylaw under section 94.2 must specify at least two methods of notice, not including public notice Posting Places. The bylaw can specify any means of publication so long as Council considers the notice to be reasonably equivalent to notice in a newspaper and that, prior to adoption, Council considers if the alternative means meet the following principles of the [Public Notice Regulation](#): *Reliable* – the publication methods are dependable and trustworthy; *Suitable* – the publication methods work for the purpose for which the public notice is intended; and, *Accessible* – the publication methods are easy to access and have broad reach. A bylaw under section 94.2 is not permitted to specify different means for different types of notice or geographic areas.

If a bylaw under section 94.2 is adopted, notice must be published by **all** means identified in the bylaw and posted in the Posting Places. Section 94.2 requires notice to be posted at least seven days before the date of the matter to be considered, unless a specific timeframe is set out in legislation, for example, not less than 3 days and not more than 10 days before a public hearing. Where legislation sets out a specific timeframe and a bylaw under section 94.2 has been adopted, one means of notice must be published during the specified timeframe (i.e. not less than 3 not more than 10) and the other means of notice must meet the seven-day requirement. Local governments can also provide any additional notice as they consider appropriate.

An alternative means of public notice bylaw was not presented in 2022 and the legislated notice requirements therefore default to two consecutive weeks in a local newspaper. The District currently reserves one full page each week in the Lake Country Calendar for publishing legislated public notices, where required, and otherwise for general District information. Second or third pages are purchased where one page does not accommodate the required notices.

A bylaw under section 94.2 is being presented to provide increased flexibility in meeting publishing deadlines and ensuring dependable, accurate notices. Publishing through a third party creates a possible risk of missed or inaccurate information and electronic notification is more accessible with a broader reach. The majority of news and information is now consumed electronically and although the use of print media has declined, staff recommend retaining the one-page print media in the Lake Country Calendar as an alternative source for information.

As previously identified, an alternative means of public notice bylaw must identify at least two methods of notice not including the Posting Places (foyer and website). Only one of the means of notice in the bylaw is required to meet timelines established by legislation (i.e. at least 3 days and not more than 10) and the other means of notice must meet the default notice of at least seven days before the matter is considered.

The bylaw presented for Council's consideration identifies a specific "Public Notice" page on the District's website as one of the means of notice and distribution via the existing email subscription service as the second means. The following table provides other communities alternative means for public notice:

MUNICIPALITY	LOCATION 1	LOCATION 2	POSTING PLACES (Council Procedures Bylaw)
Central Saanich	Public Notice Page	Social Media	Digital display at City Hall and website
CSRD	Website	Email subscription	Notice Board and website
Fort St. John	Website	Social media	Notice Board
Hudson Hope	Website and Facebook	Email subscription	Notice Board and website
Kelowna* no bylaw	Website	Newspaper	Notice Board
Nanaimo	Website	Newspaper	Notice Board
Penticton	Online news	Newspaper	Notice Board and website
RDCO	Website	Email subscription	Notice Board
RDOS	Website	Email subscription	Notice Board
Spallumcheen	Website	Newsletter	Notice boards and website
Surrey	Website	Email subscription	Notice boards
Victoria* no bylaw			Notice Board and Council Chambers
West Kelowna	Website	Newspaper	Notice Board

FINANCIAL IMPLICATIONS

There are no additional costs for providing public notice on the District's website or the email subscription service.

ALTERNATE RECOMMENDATION(S)

1. THAT Public Notice Bylaw 1293, 2025 not receive any readings and the Districts public notice requirements remain as required in accordance with the Community Charter.

Respectfully Submitted.

Reyna Seabrook, Director of Corporate Services

DISTRICT OF LAKE COUNTRY

BYLAW 1293

A BYLAW TO PROVIDE ALTERNATE MEANS OF PUBLIC NOTICE

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

1. Any notice required to be advertised in accordance with section 94 of the Community Charter may be given by using the following alternative means:
 - 1.1. posting notice on the District of Lake Country's website Public Notice page located at www.lakecountry.bc.ca; and
 - 1.2. distributing notice via the District of Lake Country's email subscription service.
2. This bylaw may be cited as "Alternative Means of Public Notice Bylaw 1293, 2025".

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

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

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

Principles prescribed by Public Notice Regulation B.C. Reg 52/2022 considered this x day of 2025.

ADOPTED this xx day of month, 2023.

Mayor

Corporate Officer

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 be 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, 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 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 **Membership** 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 3rd day of June, 2025.

READ A SECOND TIME this 3rd day of June, 2025.

READ A THIRD TIME this 3rd day of June, 2025.

ADVERTISED on the 3rd and 10th days of July , 2025 pursuant to the provisions of Section 94 of the *Community Charter*.

ADOPTED this xx day of xx , 2025.

Mayor

Corporate Officer

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.