



Agenda

Regular Council Meeting

Tuesday, August 19, 2025, 7:00 p.m.
Council Chambers/Video Conference
10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1

Pages

1. **Call to Order and Territorial Acknowledgement**
We acknowledge that we are conducting our business today on the unceded territory of squilx"/syilx (Okanagan) peoples. As a Council, we recognize the importance of doing our best to build respectful relationships that contribute to stewarding the land and waters in the community with integrity and consideration for future generations.
2. **Adoption of Agenda**
Recommendation
THAT the Regular Council Meeting Agenda of August 19, 2025 be adopted.
3. **Adoption of Minutes**
 - 3.1 **Public Hearing Meeting Minutes of July 15, 2025** 4
Recommendation
THAT the Public Hearing Meeting Minutes of July 15, 2025 be adopted.
 - 3.2 **Regular Council Meeting Minutes of July 15, 2025** 6
Recommendation
THAT the Regular Council Meeting Minutes of July 15, 2025 be adopted.
4. **Mayor's Report**
5. **Announcements**
 - LCFD is holding an Information Session on Thursday, August 21 and Wednesday, August 27 at 6:30 p.m. at Station 71 for anyone interested in finding out more about joining LCFD as a paid-on-call firefighter. In particular a few new members are needed for the Carr's Landing Station 81 in the coming year.
 - The next Pop-up Recycling Depot is being held Saturday, August 23 (10am-2pm) at the corner of Main St and Hill Rd in Lake Country's town centre. So please bring your depot only items like Styrofoam, plastic overwrap and packaging, glass bottles and jars, lightbulbs and small household electronics and be entered to win the monthly participation draw of a \$50 gift certificate to a local business of your choice.
6. **Delegations**
 - 6.1 **Okanagan Regional Library** 16
Danielle Hubbard, ORL CEO

| | | |
|------------|---|-----------|
| 7. | Planning and Development Applications | |
| 7.1 | Small-Scale Multiple-Housing First Year Implementation Summary Report for information | 28 |
| 7.2 | Temporary Use Permit TUP00112 Lot A, Okanagan Centre Road West Application to allow a trailer temporarily on a residential lot | 33 |
| | Recommendation THAT Temporary Use Permit TUP00112 (Attachment A to the report dated August 19, 2025) for the property at LOT A DISTRICT LOT 5216 AND SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 40587 (PID: 012-757-306) to consider allowing a trailer on a residential lot be approved for up to 3- year term expiring on May 31, 2028; AND THAT prior to adoption, the applicant enters into an agreement that the trailer will be removed with the expiry of TUP00112, with no ability to renew it. | |
| 7.3 | Zoning Amendment Bylaw 1298, 2025 Z0000351 Rural Large Parcel Oyama Road To update the subdivision regulations in the Rural Large Parcel Oyama Road zone | 42 |
| | Recommendation THAT Zoning Amendment Bylaw 1298, 2025 be read a first, second, and third time. | |
| 7.4 | Development Variance Permit DVP00412 14710 Carrs Landing Rd To authorize construction of an accessory building with variances to the allowable maximum floor area of an accessory suite and maximum height. | 54 |
| | Recommendation THAT Development Variance Permit DVP00412 (Attachment A to the Report to Council dated August 19, 2025) for the property located at 14710 Carrs Landing Rd, legally described as Lot 1 Section 5 Township 14 Osoyoos Division Yale District Plan 41484 (PID: 014-461-951), to vary the allowable maximum floor area of an accessory suite and maximum height of an accessory building, be approved. | |
| 8. | Departmental Reports | |
| 8.1 | Solid Waste Management Regulation Amendment Bylaw 1297, 2025 A bylaw to amend the Solid Waste Management Regulation Bylaw 708, 2009 | 75 |
| | Recommendation THAT Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be read a first, second, and third time. | |
| 8.2 | Grant in Aid Application GIA2025-003 Team Canada Dance Grant-in-Aid application for Emma and Tessa Starling competing on Team Canada Dance | 78 |
| | Recommendation THAT the Grant-in-Aid application from Andrea Szilagyi for a total of \$1000.00 to assist with travel, accommodation, meals, and fees for Emma and Tessa Starling to compete at a world championship dance event in Prague, Czechia in October 2026 be accepted. | |
| 8.3 | Council Remuneration Task Force Update Report from the Council Remuneration Task Force (CRTF) | 93 |
| | Recommendation See report from the Council Remuneration Task Force. | |

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| 8.4 | Second Quarter Statistics For Information. | 117 |
| 9. | Bylaws for Adoption and Readings Following a Public Hearing | |
| 9.1 | Alternative Means of Public Notice Bylaw 1293, 2025 Read a 1st, 2nd, 3rd time July 15, 2025. | 137 |
| | Recommendation THAT Alternative Means of Public Notice Bylaw 1293, 2025 be adopted. | |
| 9.2 | Water and Sanitary Sewer Regulation and Rate Amendment Bylaws Read a 1st, 2nd, 3rd time July 15, 2025. | 138 |
| | Recommendation THAT the Water Regulation and Rates Bylaw 1286, 2025 be adopted; AND THAT the Sanitary Sewer Regulation and Rate Bylaw 1287, 2025 be adopted. | |
| 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 | 143 |
| 12.2 | Regional District of Central Okanagan Board Report of July 17, 2025 | 147 |
| 12.3 | Okanagan Basin Water Board Report of August 7, 2025 | 148 |
| 13. | Strategic Priorities | 151 |
| 14. | Report from Councillors | |
| 15. | Adjournment | |

posted August 14, 2025
Reyna Seabrook, Corporate Officer



Minutes

Public Hearing

July 15, 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 Michael Lewis
Councillor Todd McKenzie, electronically
Councillor Bib Patel
Councillor Cara Reed

Staff Present:

Paul Gipps, Chief Administrative Officer
Jeremy Frick, Director of Planning & Development
CFO, Director of Finance & Administration
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 and Culture
Greg Price, Manager of Building and Bylaw Services
Brian Zurek, Manager of Long Range Planning
Trevor Empey, Senior Planner
Sheeja Vimalan, Planner
Makayla Ablitt, Legislative & FOI Coordinator
Steven Gubbels, Development Engineering Manager
Scott Unser, Public Works Manager
Mike Mitchell, Utility Operations Manager
Richard Wagner, Manager of Finance
Nick Van Dalen, Engineering Technician II
James Robertson, Land Agent
Kiel Wilkie, Capital Project Manager
Lauren Sanbrooks, Grant Funding Specialist
Curtis Huppee, Planning Student

1. Acknowledgement

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build respectful relationships that contribute to stewarding the land and waters in the community with integrity and consideration for future generations.

2. Public Hearing Statement

The Mayor opened the Public Hearing at 7:00 p.m.

The Mayor read the statement regarding the role of Council at a Public Hearing. There were approximately 12 people in attendance.

3. OCP and Zoning Bylaw Amendments | OCP00062 & Z0000253 | Copper Hill

3.1 Letters received prior to posting of Agenda

None.

3.2 Letters received following posting of Agenda

1 letter was received following posting of the agenda.

3.3 Public Comment

Chris Schmidt | Sherman Drive

Mr. Schmidt asked questions regarding school capacity and the increased impact on traffic in the area with more development being proposed

Norla Day | McCarthy Rd

Ms. Day asked if the new road will be public access or secured for emergency egress only. She expressed concerns with dust and noise due to the road being located directly adjacent to her property.

Heather Garrett | Copper Hill Place

Ms. Garrett asked questions regarding the locked gate on the emergency egress road, and who will unlock the gate during an emergency.

The Mayor asked if there were any further comments from the gallery a first, second, and third time. There were none.

Paul Gipps, CAO, responded to questions asked by the public.

4. Closure of Public Hearing

The Mayor terminated the public hearing at 7:29 p.m.

Mayor, Blair Ireland

Corporate Officer, Reyna Seabrook



Minutes

Regular Council Meeting

July 15, 2025, 7:15 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 Michael Lewis
Councillor Todd McKenzie
Councillor Bib Patel
Councillor Cara Reed

Staff Present:

Paul Gipps, Chief Administrative Officer
Jeremy Frick, Director of Planning & Development
Trevor James, Chief Financial Officer
Darren Lee, Fire Chief
Matthew Salmon, Director of Infrastructure & Development Engineering
Brad Savoury, Director of Legal Services and Risk Management
Reyna Seabrook, Director of Corporate Services
Matt Vader, Director of Parks, Recreation & Culture
Steven Gubbels, Manager of Development
Scott Unser, Public Works Manager
Richard Wagner, Manager of Finance
Kiel Wilkie, Capital Project Manager
Brian Zurek, Manager of Long Range Planning
Makayla Ablitt, Legislative & FOI Coordinator
Travis Tonn, Information Technology Manager
Lauren Sanbrooks, Grant Funding Specialist
Mike Mitchell, Utility Operations Manager

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 7:29 p.m.

2. Adoption of Agenda***2025-07-161 It was moved and seconded***

THAT the Regular Council Meeting Agenda of July 15, 2025 be adopted with the following amendments:

- Remove item 7.4 Official Community Plan and Zoning Bylaw Amendment | ASP00002 | 11470 Bond Road
- Addition of Item 9.2 OCP and Zoning Bylaw Amendments | OCP00062 & Z0000253 | Copper Hill

Carried.

3. Adoption of Minutes**3.1 Regular Council Meeting Minutes of July 8, 2025*****2025-07-162 It was moved and seconded***

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

Carried.

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 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 Swallowwell 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
- This Saturday, July 19th, come to a special kids story time at the Library with the Lake Country Fire Department! They'll read some books, talk about fire safety and might even bring the fire truck along. Junior firefighter outfits welcome! Held 10:30-11:30am at the Lake Country Library.

6. Delegations

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

2025-07-163 It was moved and seconded

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.

Carried.

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

2025-07-164 It was moved and seconded

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 with the following condition:

- Hours of operation be amended to adjust the opening time to 9:00 a.m. as opposed to 6:00 a.m.

Main Motion Carried as Amended.

OPPOSED: Councillors Irvine, and Reed

Amendment:**2025-07-165 It was moved and seconded**

THAT the hours of operation be amended to adjust the opening time to 7:00 a.m.

Amendment to Main Motion Carried.

OPPOSED: Councillors Irvine, Reed, McKenzie

Main Motion as amended reads as follows:

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 with the following condition:

- Hours of operation be amended to adjust the opening time to 7:00 a.m. as opposed to 6:00 a.m.

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)

2025-07-166 It was moved and seconded

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:

- the location of the establishment (2850 Woodsdale Road) and impacts on the surrounding neighbourhood.
- the current business operating hours are:

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

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

- 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

- 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.

Motion Failed.

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

2025-07-167 It was moved and seconded

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.

Carried.

OPPOSED: Councillor Reed

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 Pelmevash Parkway | Teddy Bear Lodge and Wood Lake Terrace

To consider placing a notice on title in accordance with section 57 of the Community Charter

2025-07-168 It was moved and seconded

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

Carried.

8.2 Demonstration Garden

A demonstration garden that will showcase sustainable gardening practices

2025-07-169 It was moved and seconded

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

Carried.

8.3 Kelowna Regional Fare Review Update

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

2025-07-170 It was moved and seconded

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.

Carried.

8.4 Strategic Priorities Fund 2025

Strategic Priorities Fund 2025 - Application

2025-07-171 It was moved and seconded

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.

Carried.

8.5 Water and Sanitary Sewer Regulation and Rate Amendment Bylaws

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

2025-07-172 It was moved and seconded

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

Carried.

8.6 Alternative Means of Public Notice | Bylaw 1293, 2025

To consider providing public notice by other means than in a newspaper distributed at least weekly

2025-07-173 It was moved and seconded

THAT Alternative Means of Public Notice Bylaw 1293, 2025 be read a first, second and third time with the condition that the link to the Public Notice webpage be accessed from the home page.

Carried.

9. Bylaws for Adoption and Readings Following a Public Hearing

9.1 Council Procedure Bylaw 1282, 2025

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

2025-07-174 It was moved and seconded

THAT Council Procedure Bylaw 1282, 2025 be adopted.

Carried.

OPPOSED: Councillor Reed

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

Consideration of Official Community Plan Amendment (OCP00062) Bylaw 1284, 2025 and Zoning Amendment (Z0000253) Bylaw 1285, 2025 following a public hearing.

2025-07-175 It was moved and seconded

THAT Official Community Plan Amendment (OCP00062) Bylaw 1284, 2025 be read a third time;

AND THAT Zoning Amendment (Z0000253) Bylaw 1285, 2025 be read a third time.

Carried.

10. Rise and Report from In Camera

11. Council Committees

12. External Committees and Boards

13. Strategic Priorities

14. Report from Councillors

Councillor McKenzie noted some interesting findings from travelling in different cities

Councillor Irvine said goodnight

Councillor Brett echoed Councillor Irvine and said goodnight.

Councillor Patel wished everyone a happy and safe summer

Councillor Reed noted the Carrs Landing Water Meeting is being held in Council Chambers on Wednesday July 23rd at 7:00 p.m. Carr's Landing Community Association is hosting an evening of music in Coral Beach Park on July 26th. Councillor Reed announced Tri Lake Animal Hospital is celebrating 40 years in the community this year.

Councillor Lewis thanks for everyone who came to Public Hearing. He looks forward to attending Live In Lake Country this week, and for the rest of summer.

Mayor Ireland attended Live In Lake Country last week, and thanked the Staff who put it on each summer. He noted meetings with ministers over the next couple of weeks, and reminded the community to not litter or smoke in public places.

15. Adjournment

The Mayor adjourned the meeting at 10:35 p.m.

Mayor, Blair Ireland

Corporate Officer, Reyna Seabrook



Danielle Hubbard

CEO

Okanagan Regional Library

Summer Reading Club



35%

Increase in participation
since COVID

8,139

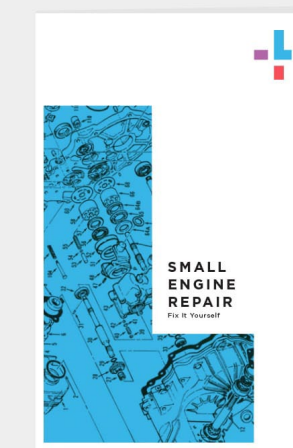
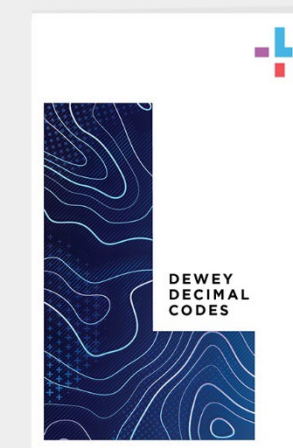
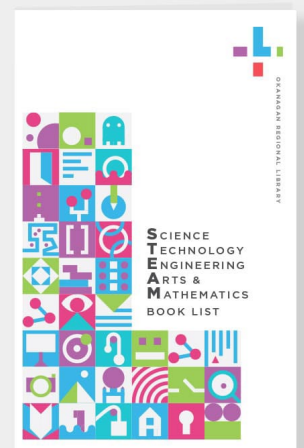
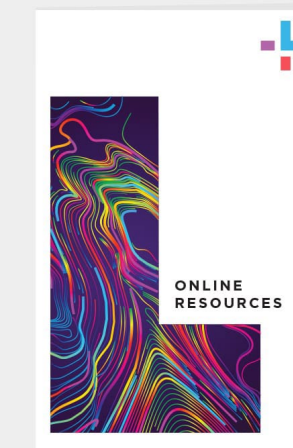
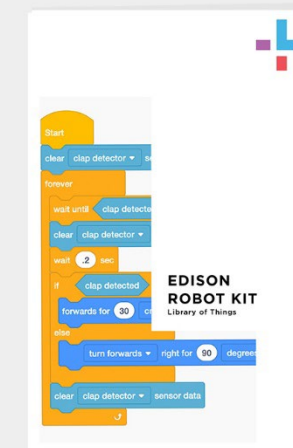
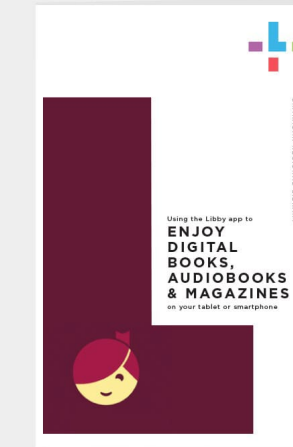
Kids registered in the
Summer Reading Club

RECORD

28,713

Kids and parents
attended programs

Free Electronic Resources



784,620

Digital Books Borrowed

8.6% increase from 2023

487,170

Audiobooks Listened

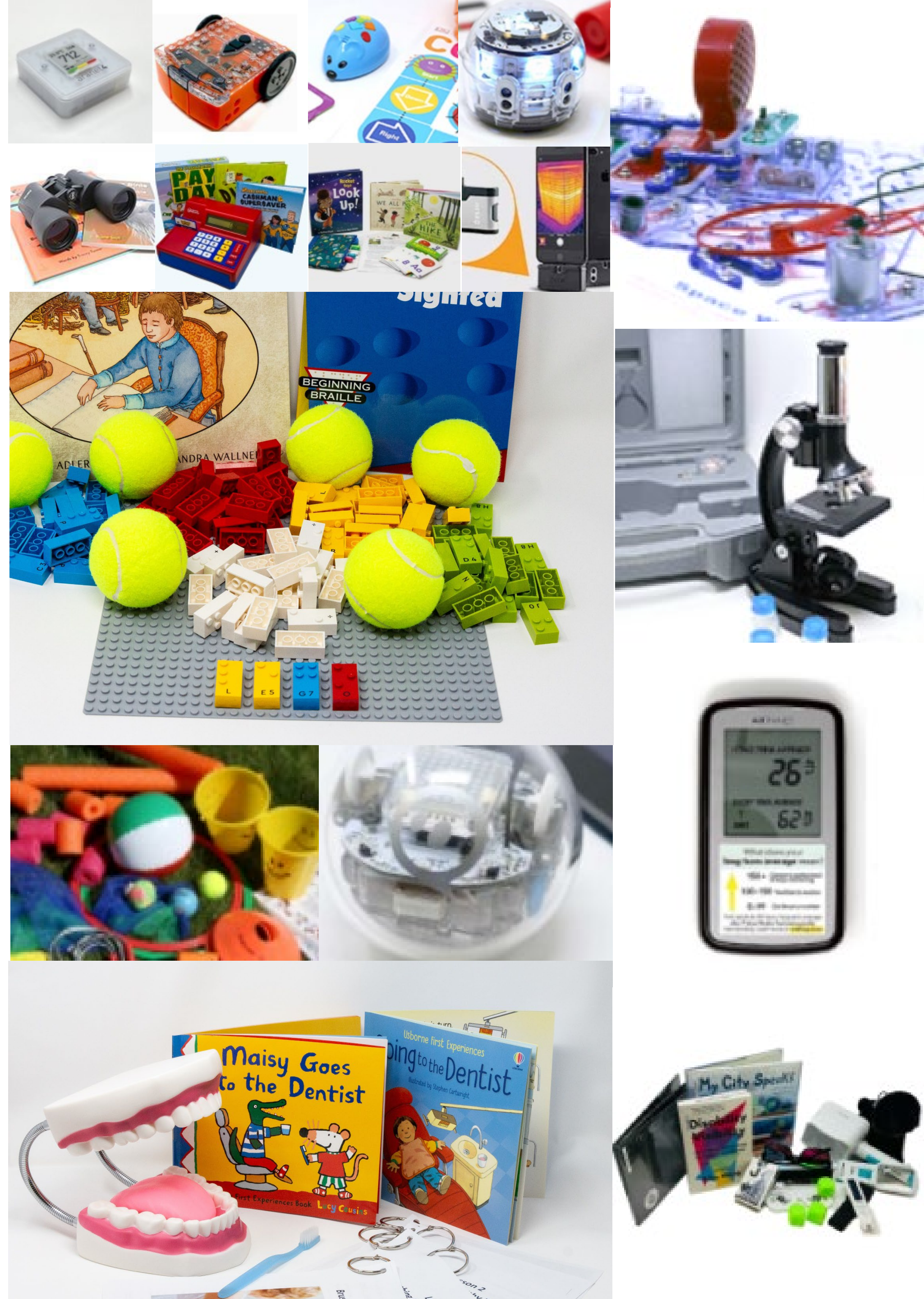
23% increase from 2023

232,365

Digital Magazines Read

61% increase from 2023

Library of Things Kits



22 Kits for all ages

1,912 Borrowed in 2024

Show & Tell with Danielle

**Libraries:
Community Hubs &
Emergency Lifelines**



 LIBRARY

Come on in
the Library is

GOOL

Provincial Enhancement Grant





Your Local Library

Questions?

Danielle Hubbard

Okanagan Regional Library

CEO

dhubbard@orl.bc.ca

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: August 19, 2025
Meeting Type: Regular Council Meeting

Prepared by: Megan Turcato, Planning Student
Department: Planning and Development

Title: Small-Scale Multiple-Housing First Year Implementation Summary
Description: Report for information

RECOMMENDATION

For information.

EXECUTIVE SUMMARY

This report provides an update on the use of Small-Scale Multiple Housing (SSMH) zoning in the District since it was implemented last year in response to provincial legislation.

As of July 2025, there were 1,208 lots in the District eligible for four units under SSMH. That is an increase of 26 lots compared to last year.

However, on lots eligible for up-to four units under SSMH, no building permits for three-plex or four-plex projects have been issued since the zoning changed. Between July 1, 2024 and July 31, 2025, building permits have been issued for four secondary suites and one single family home on lots eligible for up-to four units under SSMH. These five projects were all on separate lots. These projects are all in the RU1 zone which allowed a secondary suite prior to the SSMH zoning update.

BACKGROUND

In response to provincial legislation requiring municipalities to allow Small-Scale Multi-Unit Housing, Council adopted a zoning amendment on July 2, 2024.

With limited exemptions, the province requires that up to four units be allowed on lots that meet the following criteria:

- Formerly restricted to single-family dwellings, secondary suites, axillary suites and/or duplexes
- Within the Urban Containment Boundary
- Between 280 m² and 4,050 m² in size
- Connected to municipal water and sewer

Lots that are 280 m² or smaller are only required to permit up to three units. This does not apply in Lake Country as the District does not have any lots that are this size and meet all the other SSMH criteria.

ANALYSIS

When Council was considering the SSMH zoning amendment in June 2024, statistics were developed to show the scale of the SSMH zoning changes. Table 1 summarizes how the SSMH eligibility has changed over the last year.

TABLE 1: Lot Eligibility for SSMH

| | 2024 | 2025 | Change |
|---|------------|------------|----------|
| # Lots Currently Eligible for 4 Units | 1,182 Lots | 1,208 Lots | +26 Lots |
| # Lots with Future Potential for 3 or 4 Units | 2,412 Lots | 2,418 Lots | +6 Lots |

The number of lots currently eligible for four units are those that are in formerly in restricted zones, < 4050m², within the Urban Containment Boundary and paying for municipal water and sewer. The lots with future potential for three or four units are those in formerly restricted zones that are within the Urban Containment Boundary.

Since the District's zoning was updated to include SSMH no owner has used the new zoning to build three or four units. On lots eligible for up to four units through SSMH, five building permits for new housing units were issued. Four of those permits were for secondary suites and one was for a single-family home. Each of these projects were located on a separate lot. Table 2 provides a summary of building permits issued on SSMH four-unit eligible lots.

TABLE 2: BUILDING PERMITS ISSUED FOR NEW HOUSING UNITS ON 4-UNIT ELIGIBLE LOTS

| July 1, 2024 – July 31, 2025 | |
|------------------------------|---|
| Single Family Home | 1 |
| Secondary Suite | 4 |
| Three Plex | 0 |
| Four Plex | 0 |
| Total | 5 |

The five projects that involved new housing units were all in the RU1 zone. That zoned allowed a secondary suite prior to the SSMH zoning update.

While no three-unit or four-unit projects have yet come to fruition on SSMH lots, staff have received a modest number of inquiries about building under SSMH legislation. This is relatively new zoning and it may take some time for proponents to conceptualize projects under the new rules.

With the SSMH legislation the province aims to create "more housing options for people with middle incomes." SSMH can be looked at as a tool for housing creation not an end in itself. Creating more housing, especially more affordable housing, is an important objective and a complex issue. Meaningful progress will require coordination between and investment from all levels of government, the development community, and individual landowners; however, SSMH is an option that is now available should there be a demand to create this type of housing. As local property owners and developers become more familiar with the redevelopment potential of SSMH-eligible lots in the District, Lake Country can expect to see more associated development in the future.

FINANCIAL IMPLICATIONS

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

Respectfully Submitted,
Megan Turcato, Planning Student

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Z0000334 - Small-Scale Multiple-Housing First Year Implementation Summary.docx |
| Attachments: | - ATTACHMENT A - Z0000334 - Lots currently eligible for 4 units.pdf - ATTACHMENT B - Z0000334 - Lots with future potential for 3 or 4 units.pdf |
| Final Approval Date: | Aug 13, 2025 |

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

Brian Zurek, Manager of Long Range Planning - Aug 8, 2025 - 12:12 PM

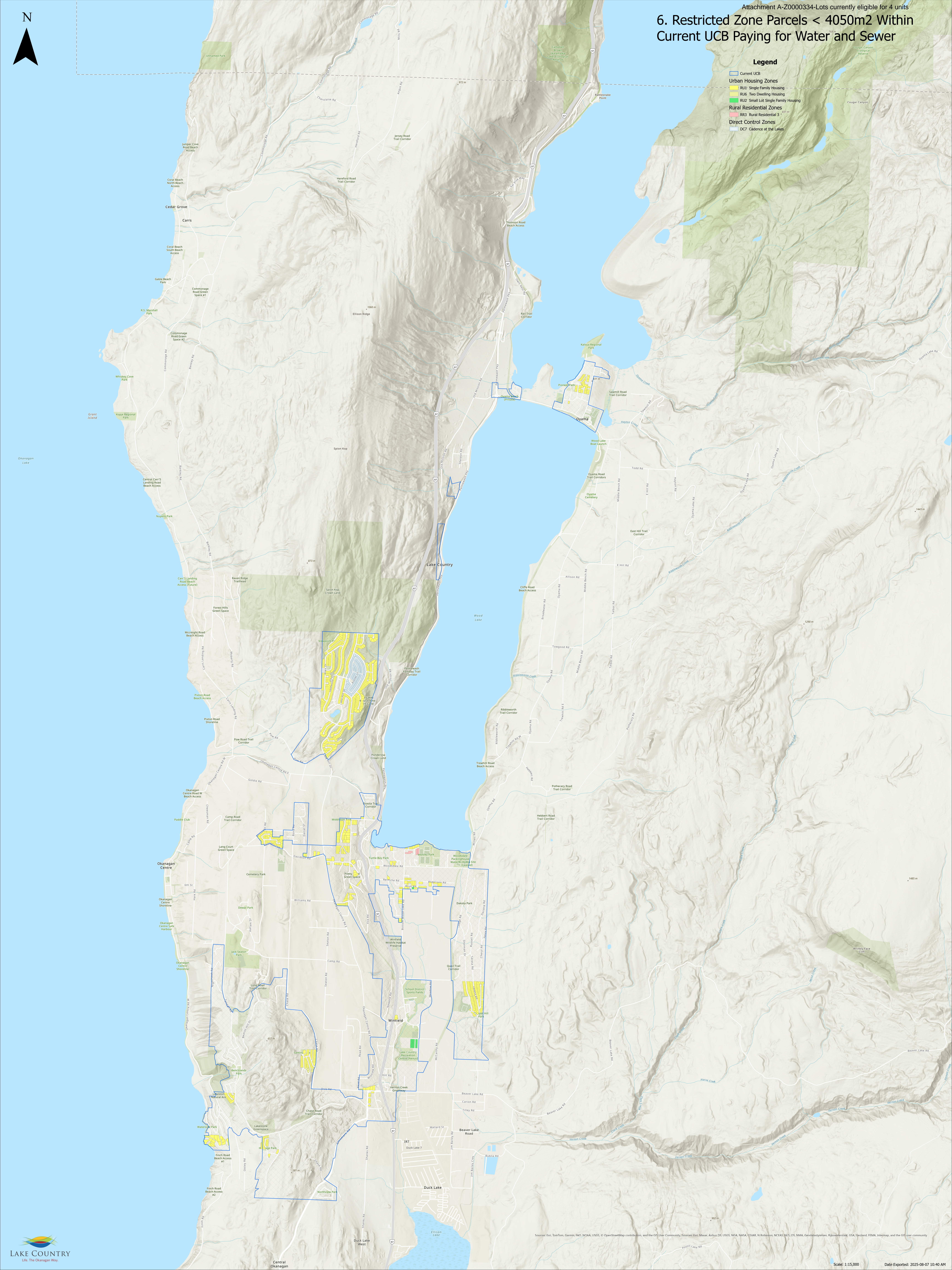
Jeremy Frick, Director of Development Approvals - Aug 13, 2025 - 11:46 AM

Reyna Seabrook, Director of Corporate Services - Aug 13, 2025 - 12:17 PM

Paul Gipps, Chief Administrative Officer - Aug 13, 2025 - 4:08 PM

Makayla Ablitt, Legislative & FOI Coordinator - Aug 13, 2025 - 4:46 PM

6. Restricted Zone Parcels < 4050m2 Within Current UCB Paying for Water and Sewer



To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: August 19, 2025
Meeting Type: Regular Council Meeting

Prepared by: Sheeja Vimalan, Planner

Department: Planning and Development

Title: Temporary Use Permit | TUP00112 | Lot A, Okanagan Centre Road West

Description: Application to allow a trailer temporarily on a residential lot

RECOMMENDATION

THAT Temporary Use Permit TUP00112 (Attachment A to the report dated August 19, 2025) for the property at LOT A DISTRICT LOT 5216 AND SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 40587 (PID: 012-757-306) to consider allowing a trailer on a residential lot be approved for up to 3- year term expiring on May 31, 2028; AND THAT prior to adoption, the applicant enters into an agreement that the trailer will be removed with the expiry of TUP00112, with no ability to renew it.

EXECUTIVE SUMMARY

The application is for a new Temporary Use Permit (TUP), and the applicant seeks to obtain a TUP to allow a trailer on a residential lot.

The subject property (0.09 ha/0.22 ac) is zoned RU1 – Small-Scale Multiple Housing, is within the Lake Riparian Area setback and Natural Environmental Development Permit Area and is accessible by Okanagan Centre Road West and Okanagan Lake.

The District noticed the use of the property as non-confirming and therefore a Temporary Use Permit (TUP) for a maximum period of three (3) years would provide enough time for the family to remove the trailer from the property, subject to the conditions in the draft permit (attachment A).

Staff recommend authorizing the recreation use, including a trailer, on the subject property through a Temporary Use Permit for a maximum period of three years with no ability to renew, and subject to the trailer being removed before the expiry of TUP. Staff will also confirm that the sewage disposal system remains functional and has had the appropriate approvals granted.

BACKGROUND

| Application Information | | | |
|--------------------------------|--|--------------------------|-------------------|
| Application Type | Temporary Use Permit | Application Date: | May 30, 2025 |
| Applicant: | D. Corinne Dolman | Owner: | D. Corinne Dolman |
| Application Description | Request to allow a trailer on a residential lot for three-year time period only. | | |

| Property Information: General | |
|--------------------------------|--|
| Folio/Roll #: | 2689.092 |
| Legal Description | LOT A DISTRICT LOT 5216 AND SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 40587 |
| PID | 012-757-306 |
| Civic Address: | Lot A, Okanagan Centre Road West |
| Property Information: Land Use | |
| OCP Designation: | Urban Residential |

| | | |
|----------------------------------|---|-------------------------|
| Zoning Designation: | RU1-Small-Scale Multiple Housing | |
| Land Use Contract | n/a | |
| ALR: | n/a | |
| Parcel Size: | ~0.09 ha/ 0.22vac | |
| Development Permit Areas: | Natural Environmental and Lakes Riparian Area | |
| Adjacent Land Summary: | Zoning: | Use: |
| <i>North:</i> | RU1 – Small-Scale Multiple Housing | Residential |
| <i>East:</i> | C2 – Neighbourhood Commercial | Commercial & Fourth St. |
| <i>South:</i> | Public Property | Lake Access |
| <i>West:</i> | Okanagan Lake | Dock & Lake |

| Property Information: Infrastructure and Development Engineering | |
|--|---|
| Road Network | Minor connector |
| Driveway Access | On file |
| Water Supply: | Municipal (source: Beaver Lake/Okanagan Lake) |
| Sewer: | Private – on-site septic |
| Drainage / Stormwater | Ditch drainage |
| Comments: | N/A |

ANALYSIS

Background

The subject property (0.09 ha/0.22 ac) and is situated on the east side of Okanagan Lake. The property is accessible by Okanagan Centre Road W and Okanagan Lake (Attachment B).

Since 1981, the property has been used for recreational purposes, with a trailer and dock. The property has approved connections for electrical, septic, water, driveway access and a license for private mooring purposes for the dock. The use of a trailer on the property does not conform with the permitted residential uses allowed for this property.

The District has sent notification to remove the trailer from the property, and recommended the owner apply for a Temporary Use Permit subject to remove the trailer within the permit timeframe and not requesting a renewal of the permit.

The proponent has agreed to the recommendation and has requested that Council consider a TUP for a three-year period to allow the family time to plan for future use of the property. The applicant confirms that they would ensure that the trailer is removed from the property.

Local Government Act

A Temporary Use Permit is regulated under the Local Government Act (Division 8) and permits a use that is not permitted in a zone to be allowed on a temporary basis for a period of up to 3 years, and with the ability to request an extension for an additional 3 year term (s.497-*Local Government Act*). The issuance of a TUP is at the discretion of Council.

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.

Official Community Plan

- The current Future Land Use Designation in the Official Community Plan (OCP) is Urban
- The subject property is within the Lake Riparian Area setback and Natural Environmental Development Permit Area
- The OCP (s.23.6.1) includes provisions regarding the consideration of a Temporary Use Permit to allow for land use not permitted by the applicable Zoning Bylaw to occur on a specified property, in accordance with the following policies:
 - 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.*

Zoning Bylaw

The subject property is zoned RU1 – Small-Scale Multiple Housing. The RU1 zone permits for residential purposes; a campsite is not a permitted use, and a recreational vehicle is not permitted to be used as a dwelling unit.

RECREATIONAL VEHICLE means a transportable conveyance that may be registered as a vehicle by the Ministry of Transportation intended as a temporary accommodation for travel, vacation, or recreational use and includes travel trailers, motorized homes, slide-in campers, chassis-mounted campers, boats, all-terrain vehicles, snowmobiles and tent trailers but not including manufactured homes.

DWELLING UNIT means accommodation providing sleeping rooms, washrooms, and a kitchen intended for domestic use, and used or intended to be used permanently for a household. A dwelling may include only one room which, due to its design, plumbing, equipment and furnishings, may be used primarily as a kitchen; additional kitchens and wet bar facilities will be permitted in accordance with Section 3.3 General Definitions. This use does not include a room in a hotel or a motel, and does not include recreational vehicles. A secondary suite and an accessory suite are each considered a dwelling unit.

Temporary Use Permit (TUP) Rationale:

The applicant would have to meet all conditions as set out in the TUP. Staff recommend the following conditions:

- a maximum three years with no ability to renew it expiring on May 31, 2028
- the applicant is to provide an undertaking that they will remove the trailer before the TUP expires, and they will relinquish any legal claim that they have a legal non-conforming right to continue using the trailer on the property.
- Issuing a TUP would:
 - provide a flexible, lower-impact alternative to permanent rezoning,

- allow the family with enough time to plan for the future use of the property.
- Denial of the TUP could impact the District's approach to communications and agreements with the family on the temporary use of the property.

District staff are supportive of the proposed temporary use as it integrates livability within the facility currently existing at the site, and would allow for the temporary extension of a long standing non-permitted use while the family plans for redevelopment of the property.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

- 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 RESOLUTION OPTION(S)

1. THAT Temporary Use Permit TUP00112 (Attachment A to the report dated August 19, 2025) for the property at LOT A DISTRICT LOT 5216 AND SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 40587 (PID: 012-757-306) to consider allowing a trailer on a residential lot for a maximum of three years, not be approved.
2. THAT Temporary Use Permit TUP00112 (Attachment A to the report dated August 19, 2025) for the property at LOT A DISTRICT LOT 5216 AND SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 40587 (PID: 012-757-306) to consider allowing a trailer on a residential lot for a maximum of three years, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,
Sheeja Vimalan, Planner

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Temporary Use Permit -TUP00112 - Lot A District Lot 5216.docx |
| Attachments: | - Attachment A-TUP00112-Draft-a.pdf - Attachment B-TUP00112-Location Map and Orthophoto.pdf |
| Final Approval Date: | Aug 13, 2025 |

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

Steven Gubbels, Development Engineering Manager - Aug 8, 2025 - 1:51 PM

Carie Liefke, Manager of Current Planning - Aug 8, 2025 - 1:53 PM

Jeremy Frick, Director of Development Approvals - Aug 11, 2025 - 11:25 AM

Reyna Seabrook, Director of Corporate Services - Aug 11, 2025 - 4:15 PM

Paul Gipps, Chief Administrative Officer - Aug 13, 2025 - 4:30 PM

Makayla Ablitt, Manager of Corporate Administration - Aug 13, 2025 - 5:07 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 #: TUP00112
 FOLIO #: 2689092
 ZONING DESIGNATION: RU1-Smal-Scale Multiple Housing
 ISSUED TO: Dawn Corinne Dolman
 SITE ADDRESS: Lot A, Okanagan Centre Road West
 LEGAL DESCRIPTION: LOT A DISTRICT LOT 5216 AND SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 40587
 PARCEL IDENTIFIER: 012-757-306

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 TUP00112 (Lot A, Okanagan Centre Road W); legally described as LOT A DISTRICT LOT 5216 AND SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 40587 is approved allowing use of trailer on the subject property, 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) This Temporary Use Permit will be issued for a 3- year term expiring on May 31, 2028 with no ability to renew it;
- c) The trailer would have to be removed before TUP00112 expires;

- d) As per section 495 of the *Local Government Act*, the District will require the applicant to provide an undertaking that they will remove the trailer when the TUP expires, and they will relinquish any legal claim that they have a legal non-conforming right to continue using the trailer on the property.
- e) Failure to adhere to the conditions contained within this permit can result in the termination of the permit;
- f) This permit, issued as per Section 493 of the Local Government Act, is valid from the approval date to the expiry dated indicated below;
- g) 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.

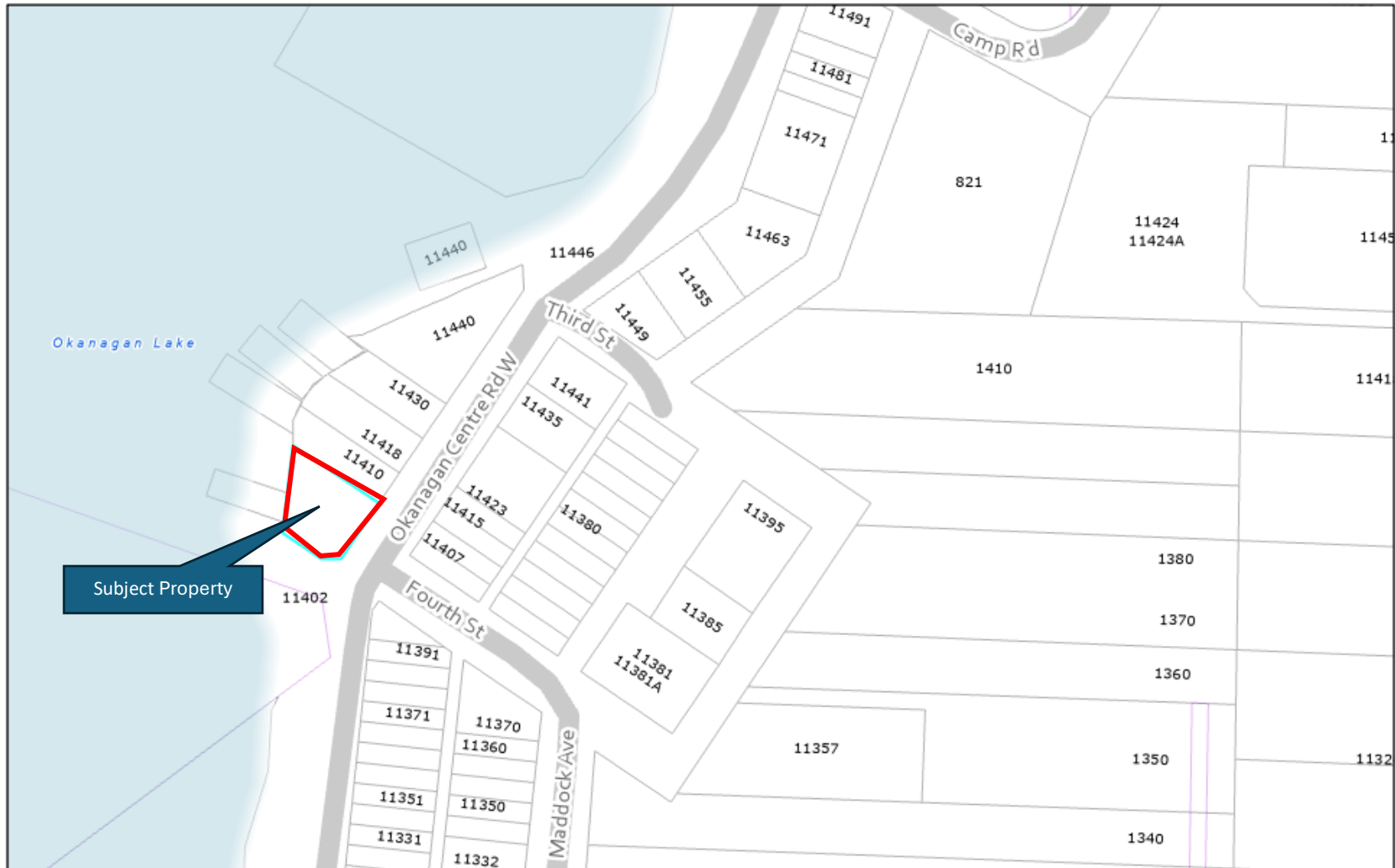
Issued by the Corporate Officer of the District of Lake Country this ____ day of ____, 2025.

4. EXPIRY

Temporary Use Permit TUP00112 (Lot A, Okanagan Centre Road West) expires on the 31st day of May 2028.

Corporate Officer, Reyna Seabrook

LOCATION MAP



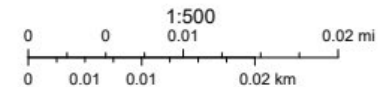
ORTHOPHOTO

District of Lake Country Map



8/6/2025, 8:39:06 AM

- | | | |
|--------------------|-----------|-----------------------|
| Lakes | Parcels | Streets |
| Parcels (On Ortho) | Easements | Street |
| | | Lake Country Boundary |



District of Lake Country Online Mapping System
District of Lake Country

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: August 19, 2025
Meeting Type: Regular Council Meeting

Prepared by: Megan Turcato, Planning Student
Department: Planning and Development

Title: Zoning Amendment Bylaw 1298, 2025 | Z0000351 | Rural Large Parcel Oyama Road
Description: To update the subdivision regulations in the Rural Large Parcel Oyama Road zone

RECOMMENDATION

THAT Zoning Amendment Bylaw 1298, 2025 be read a first, second, and third time.

EXECUTIVE SUMMARY

Staff is recommending Council amend the Rural Large Parcel Oyama Road zone (RLPO) to update the way subdivision is controlled in the zone, as indicated in draft Zoning Amendment Bylaw 1298, 2025 (Attachment D).

The zone was adopted in 2012 to allow for the controlled subdivision of eight rural properties along Oyama Lake Road. However, the zone's current method of controlling the number of lots created by subdivision has proven cumbersome for applicants and staff. Currently the RLPO zone controls subdivision based on a pre-determined lot layout (Attachment A), which has necessitated a time-consuming Development Variance Permit process if an applicant requests their subdivision have different lot lines than what is shown on the map.

To continue controlling the number of lots in this rural area while allowing more flexibility with placement of the lot lines, staff propose that Council amend the zone to remove the map and replace it with a table specifying the number of lots each existing lot has the ability to subdivide into. Property owners would retain the ability to create the same number of lots as they currently could, retain the minimum lot size of 4 hectares, and would gain flexibility as to the configuration of those lots. The proposed change would also eliminate the need for future Development Variance Permit applications to alter the lot layout, thereby saving applicant and staff time.

BACKGROUND

| TABLE 1: Application Information | | | |
|----------------------------------|--|--------------------------|-----|
| Application Type | Zoning Amendment | Application Date: | n/a |
| Applicant: | District of Lake Country | Owner: | n/a |
| Application Description | Proposal to change subdivision regulations in Rural Large Parcel Oyama Road zone | | |
| OCP Designation | Rural | | |
| Zoning District | RLPO – Rural Large Parcel Oyama Road | | |
| ALR | No | | |
| Development Permit Areas | Agricultural Stability, Erosion & Drainage Wildfire Natural Environment | | |

| TABLE 2: Property Information | | | | | |
|-------------------------------|--------------------------|--|-------------|-----------------------------------|---------------------------|
| | Folio/Roll # | Legal Description | PID | Civic Address | Land Area |
| Property A | 01535.403 & 01535.401 | NW 1/4 SEC 6 TWP 10 ODYD EXCEPT PLANS 34917, 35092, 39199, KAP53967 AND KAP81360 | 009-778-829 | 5574 Todd Rd. & 5574A Todd Rd. | 46.81 ha. / 115.66 ac. |
| Property B | 01535.601 | SW 1/4 OF SEC 6 SHOWN ON PLAN B16275; TWP 10 ODYD EXCEPT PLANS 34917, KAP55023, KAP59748, KAP65139 AND KAP67846 | 013-451-642 | 5610 Oyama Lake Rd. | 22.22 ha. / 54.90 ac. |
| Property C | 03091.003 | LOT 2 SEC 31 TWP 21 ODYD PLAN KAP84855 | 027-227-120 | 5617 Oyama Lake Rd. | 29.20 ha. / 72.15 ac. |
| Property D Lot A | 03091.005 | LOT A SEC 31 TWP 21 ODYD PLAN EPP43236 | 029-487-986 | 5691 Oyama Lake Rd. | 10.70 ha. / 26.44 ac. |
| Property D Lot B | 03091.010 | LOT B SEC 31 TWP 21 ODYD PLAN EPP43236 | 029-487-994 | 5653 Oyama Lake Rd. | 19.60 ha. / 48.43 ac. |
| Property E | 01535.602 | LOT 1 SEC 6 TWP 10 ODYD PLAN KAP65139 | 024-585-211 | 5697 Oyama Lake Rd. | 9.12 ha. / 22.53 ac. |
| Property F | 01535.200 | SE 1/4 OF SEC 6 TWP 10 ODYD EXCEPT PLANS H18507, KAP44199 AND KAP44768 | 013-451-669 | 5815 Oyama Lake Rd. | 51.85 ha. / 128.13 ac. |
| Property G | 01535.632 | LOT A SEC 6 TWP 10 ODYD PLAN KAP50199 | 018-332-366 | 6011 Oyama Lake Rd. | 16.19 ha. / 40.01 ac. |
| Property H Lot A | 01535.004 | LOT A SEC 6 TWP 10 ODYD PLAN EPP47829 | 029-727-359 | 6022 Oyama Lake Rd. | 4.86 ha. / 12.01 ac. |
| Property H Lot B | 01535.006 | LOT B SEC 6 TWP 10 ODYD PLAN EPP47829 | 029-727-367 | 6034 Oyama Lake Rd. | 4.96 ha. / 12.28 ac. |
| Property H Lot NE ¼ | 01535.002 | NE 1/4 OF SEC 6 TWP 10 ODYD EXCEPT PLANS 35112, KAP50199, KAP76060 AND EPP47829 | 013-451-634 | 6047 Oyama Lake Rd. | 20.53 ha. / 50.73 ac. |

TABLE 3: Property Information - Infrastructure and Development Engineering

| | |
|------------------------------|--|
| Road Network | Local connector |
| Driveway Access | Reviewed with future development applications (Subdivision or Building Permit) |
| Water Supply: | Private on-site water |
| Sewer: | Private – on-site septic |
| Drainage / Stormwater | Ditch drainage |
| Comments: | N/A |

The RLPO zone was created in 2012 (Attachment C) to allow for the controlled subdivision of eight rural properties along Oyama Lake Road. This zone was requested by the property owners at that time as the re-write of the zoning bylaw (from Zoning Bylaw 176 to Zoning Bylaw 561) changed the minimum lot area for subdivision from 4 hectares to 30 hectares, which resulted in reduced subdivision potential for the area.

When the zone was created the eight properties were labeled A through H (Attachment A). Since then, two of the eight properties have subdivided (Table 4). Property D subdivided into two properties: Property D Lot A and Property D Lot B, and Property H subdivided into three properties: Property H Lot A, Property H Lot B, and Property H Lot NE ¼ (remainder). There are now eleven properties in the RLPO zone (Attachment B). All properties are at least 4 hectares in size, designated rural in the OCP, and outside of the Agriculture Land Reserve.

ANALYSIS

The zone was written to control subdivision using a map depicting the exact configuration of lots (i.e. lot line placement). This method of subdivision control has proven cumbersome for applicants and staff (including fettering the judgement of the Approving Officer). When those wishing to subdivide want different property lines than what is depicted on the map, they must go through a time-consuming Development Variance Permit process.

This proposed zoning amendment would update the subdivision control in the Rural Large Parcel Oyama Road zone (RLPO). Staff is proposing to remove the map (Attachment A) and replace it with a list of the number of lots each property can subdivide into. This would have the effect of continuing to control the number of properties created in this rural area while allowing more flexibility with lot lines when subdividing.

The proposed update to the zoning maintains the initial intent of the zone: to allow subdivision while controlling the number of lots. At the same time it provides greater flexibility to property owners and the District as to what the property lines look like. Property owners would retain the ability to create the same number of lots as they currently have (maintain status-quo) and would gain added flexibility as to how the lots are configured. Through this change the District would also prevent the need for time consuming Development Variance Permits that use up applicant and staff time. The minimum lot size would remain 4 hectares, and the maximum number of lots that could be created in this zone would remain 21.

The intent of this bylaw is to provide each parent property with the same subdivision rights it had as of the zone's creation in 2012. The extent to which each property's subdivision opportunities have already been used determines the property's future ability to subdivide. The subdivision status and future subdivision eligibility of each property in the RLPO zone is summarized in Table 4, below.

- Property D and H: have subdivided already, thereby reducing the subdivision eligibility for these lots
- Property C: has an active subdivision application for a two lot subdivision. At the March 18, 2025 meeting Council approved a Development Variance Permit (DVP00411) to vary the permitted lot configuration. Should this subdivision be finalized the resulting lots would not have the ability to subdivide further. The current bylaw amendment would not impact Property C's ability to move forward with its planned subdivision.
- Property G has an active subdivision application for a three lot subdivision, following the configuration shown in the existing map and therefore compliant with the current zoning bylaw. This file is nearly completed, and is under consideration for registration. Should this subdivision be finalized the resulting lots

would not have the ability to subdivide further. The current bylaw amendment would not impact Property G's ability to move forward with its planned subdivision.

| TABLE 4: Subdivision Status | | | |
|---|--|---|--|
| PROPERTY (AT RLPO ZONE CREATION, 2012) | ORIGINAL SUBDIVISION ELIGIBILITY (AT RLPO ZONE CREATION, 2012) | SUBDIVISION HISTORY (2012 – PRESENT) | CURRENT SUBDIVISION ELIGIBILITY |
| Property A | up to three lots | n/a | up to three lots |
| Property B | up to two lots | n/a | up to two lots |
| Property C | up to two lots | n/a | up to two lots |
| Property D | up to two lots | 2 lots created (Lot A and Lot B EPP43236) | no further subdivision potential |
| Property E | up to two lots | n/a | up to two lots |
| Property F | up to two lots | n/a | up to two lots |
| Property G | up to three lots | n/a | up to three lots |
| Property H | up to five lots | 3 lots created (Lot A and Lot B EPP47829, and Remainder NE ¼) | Lot A and Lot B EPP47829 may not be subdivided further. Remainder NE ¼ may subdivide into up to three lots. |

FINANCIAL IMPLICATIONS

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

COMMUNICATION

- This application was referred to the Infrastructure and Development Engineering department.
- Under the *Local Government Act* a public hearing is prohibited. A newspaper ad was published notifying the public.
- The Planning Department has sent letters to owners of the subject properties.

ALTERNATE RESOLUTION OPTION(S)

1. THAT Zoning Amendment Bylaw 1298, 2025 not be read a 1st, 2nd and 3rd time, and the file be closed.
2. THAT Zoning Amendment Bylaw 1298, 2025 be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,

Megan Turcato, Planning Student

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Z0000351 - RLPO Zone Update.docx |
| Attachments: | <ul style="list-style-type: none"> - Attachment A - Z0000351 - Existing Subdivision Map.pdf - Attachment B - Z0000351 - Current Properties RLPO Zone.pdf - Attachment C - Z0000351 - Current RLPO Text.pdf - Attachment D - Z0000351 - Bylaw 1298, 2025 RLPO Text Amendment - DRAFT.pdf |
| Final Approval Date: | Aug 13, 2025 |

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

Carie Liefke, Manager of Current Planning - Aug 8, 2025 - 3:20 PM

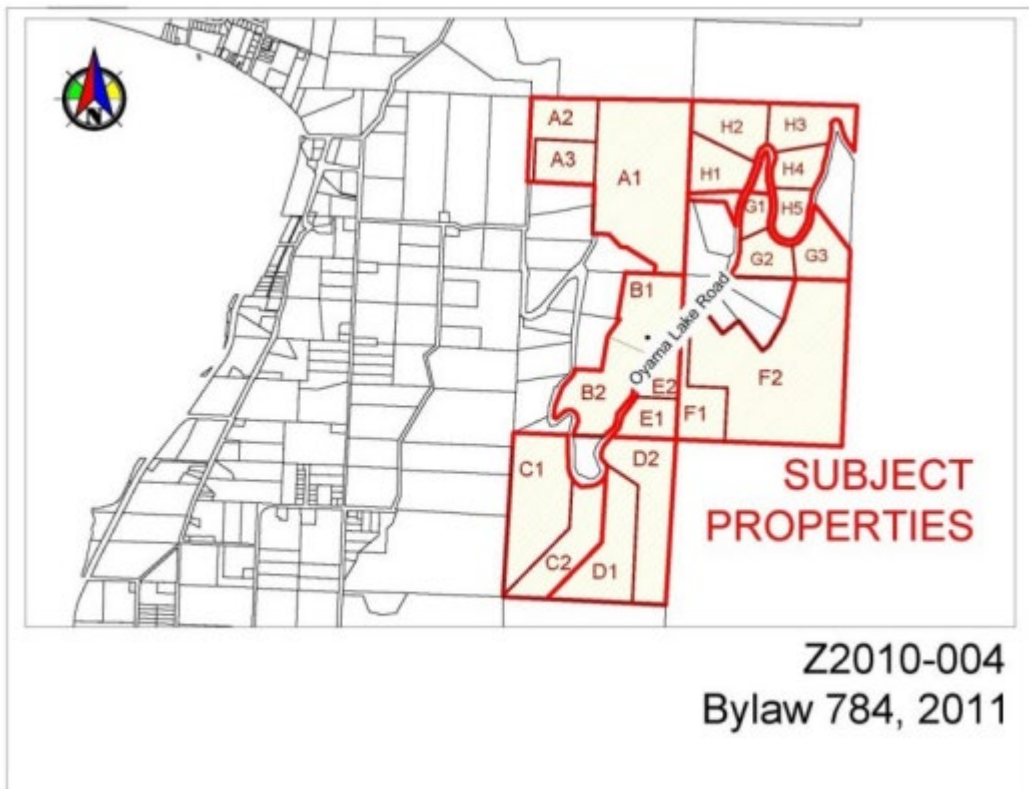
Steven Gubbels, Development Engineering Manager - Aug 8, 2025 - 3:43 PM

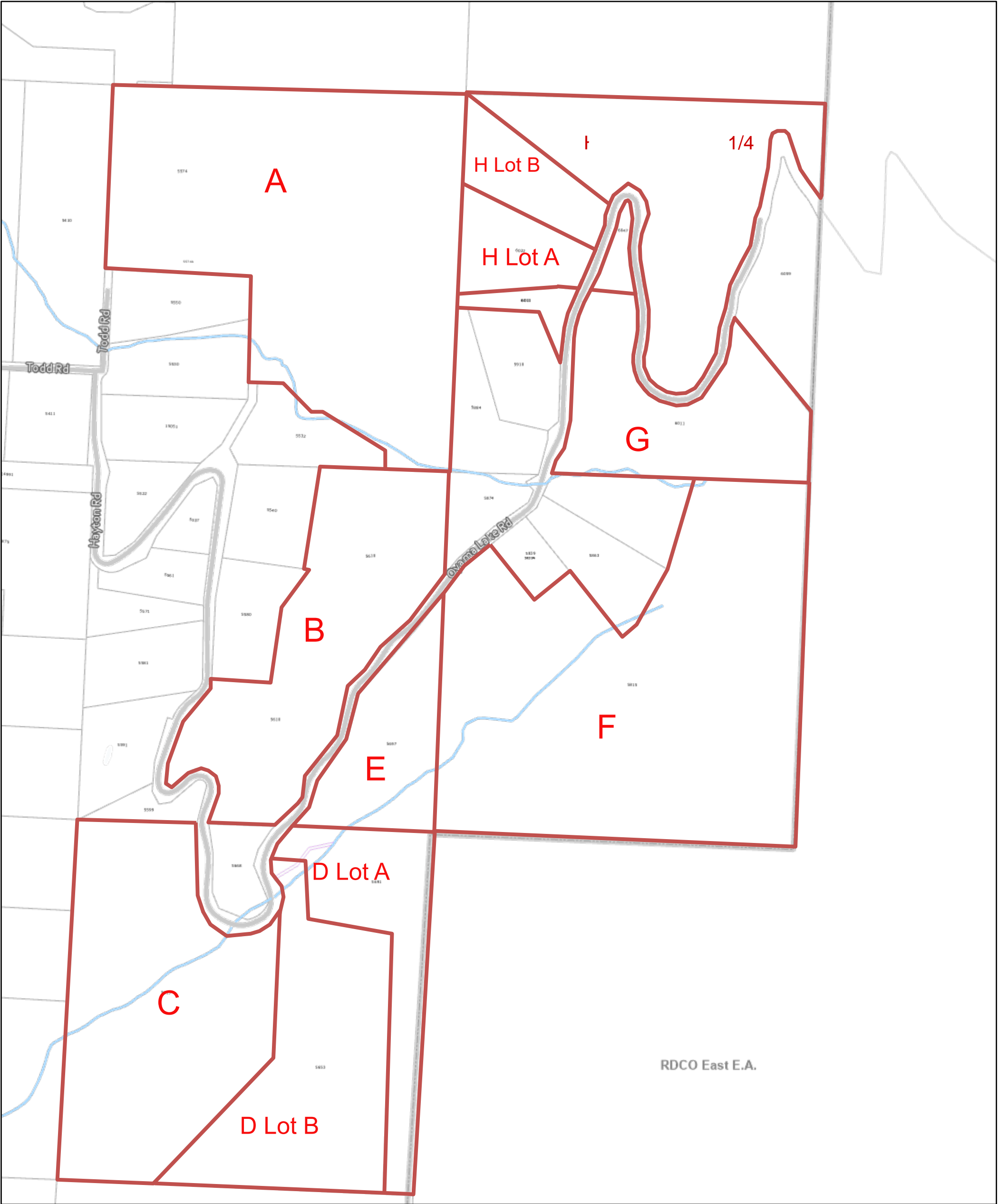
Jeremy Frick, Director of Development Approvals - Aug 11, 2025 - 2:03 PM

Reyna Seabrook, Director of Corporate Services - Aug 11, 2025 - 4:06 PM

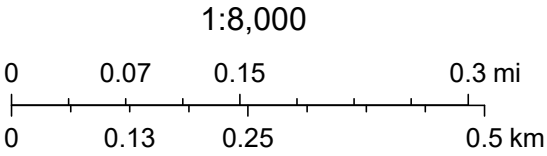
Paul Gipps, Chief Administrative Officer - Aug 13, 2025 - 7:25 AM

Makayla Ablitt, Manager of Corporate Administration - Aug 13, 2025 - 11:17 AM





7/30/2025, 3:01:23 PM



Zoning Bylaw 561, 2007 CONSOLIDATED 2025-04-15

*Section 13.2 added by Bylaw 784***13.2. RLPO – Rural Large Parcel Oyama Road****13.2.1 Purpose**

The purpose is to provide a zone for rural properties along Oyama Road to allow predetermined subdivisions of new lots.

13.2.2 Principal Uses

- a) agriculture, extensive
- b) aquaculture
- c) greenhouses and plant nurseries
- d) group homes, minor
- e) mobile homes
- f) single dwelling housing

13.2.3 Secondary Uses

- a) animal clinics, major
- b) animal clinics, minor
- c) bed and breakfast homes
- d) care centres, minor
- e) forestry
- f) home occupations
- g) kennels and stables
- h) secondary or accessory suite
- i) short term vacation rental
- j) tourist campsites
- k) utility services, minor impact
- l) Zipline Course on Lot 2 Section 31 Township 21 ODYD Plan KAP84855

Added by Bylaw 1053



Added by Bylaw 882

**13.2.4 Buildings and Structures Permitted**

- a) one single detached house (which may contain a secondary suite) or one mobile home (as a principal use)
- b) accessory buildings or structures (which may contain an accessory suite).
- c) A mobile or manufactured home as an accessory suite

13.2.5 Subdivision Regulations

- a) Subdivisions may only occur as indicated by the map 13.1., and must have a minimum size of 4.0 ha.

13.2.6 Development Regulations**a) SITE COVERAGE**

The maximum site coverage is 2500 m² for residential development, and it is 35% for agricultural buildings and structures except it may be increased to 75% for greenhouses with closed wastewater and storm water management systems.

b) HEIGHT

The maximum height is the lesser of 9.5 m or 2½ storeys, except it is 13.0 m for accessory buildings and 16.0 m for agricultural structures.

c) FRONT YARD

The minimum front yard is 6.0 m.

d) SIDE YARD

The minimum side yard is 3.0 m, except it is 4.0 m from a flanking street.

e) REAR YARD

The minimum rear yard is 10.0 m, except it is 3.0 m for accessory buildings.

f) FARM BUILDINGS

Notwithstanding subsections 13.1.6(c) to (e), buildings housing more than 4 animals, or used for the processing of animal products or for agricultural and garden stands, shall not be located any closer than 15.0 m from any lot line, except where the lot line borders a residential zone, in which case the area, building or stand shall not be located any closer than 30.0 m from the lot line.

13.2.7 Other Regulations

a) KENNELS/STABLES

Kennels and stables must be located a minimum of 50.0 m from all property lines.

b) FLOOR AREA

The maximum gross floor area of stands selling agricultural products shall be 50.0 m².

c) TOURIST CAMPSITES

Seasonal use for recreational purposes not to exceed 240 days in one year. Tourist campsites are allowed at a rate of 10 sleeping units/60 ha.

d) SECONDARY SUITE

A secondary suite, in accordance with Section 10.7, may only be located within a single detached dwelling.

e) ACCESSORY SUITE

(i) An accessory suite, in accordance with Section 10.8, may only be located within an accessory building to a single detached dwelling which is no closer than 5.0 m to the principal building.

(ii) A mobile or manufactured home may be considered an accessory suite in the RLPO zone.

(iii) One secondary suite or accessory suite is permitted per parcel.

f) ADDITIONAL REGULATIONS

In addition to the regulations listed above, other regulations may apply. These include the general development regulations of Section 7 (accessory development, yards, projections into yards, lighting, agricultural setbacks, etc.), the landscaping and fencing provisions of Section 8, the parking and loading regulations of Section 9, the specific use regulations of Section 10, and the sign regulations of Section 11.

Schedule A to RLPO

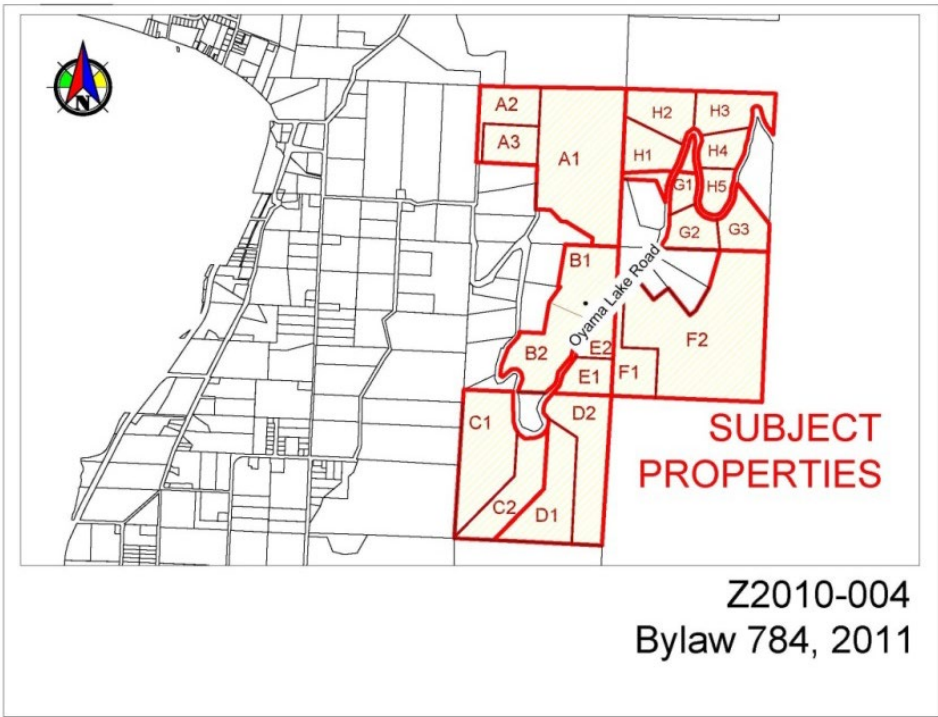
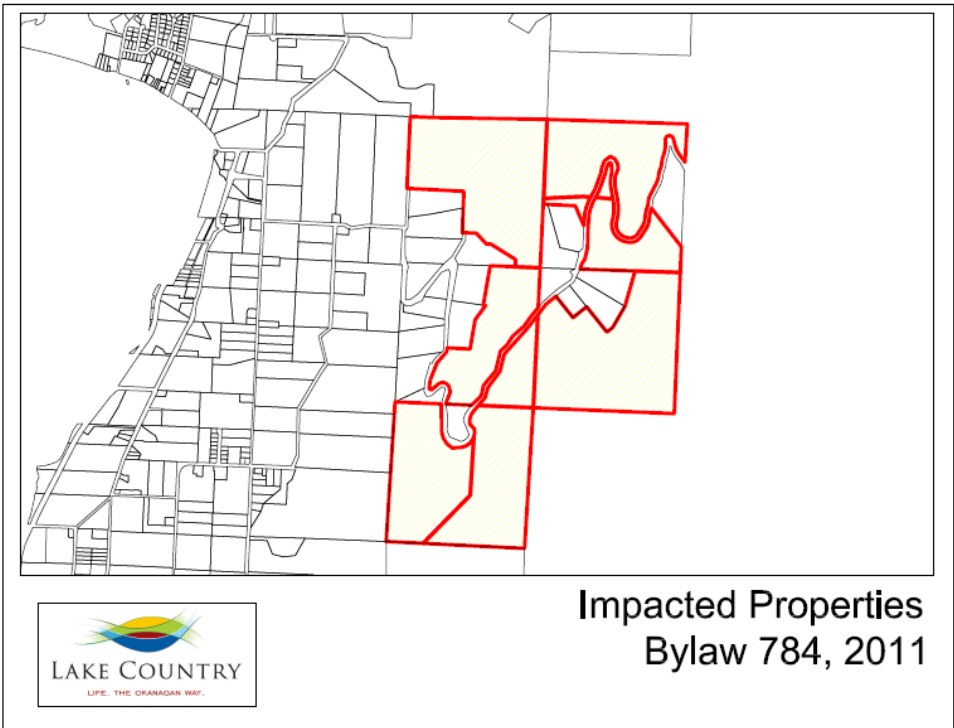


Figure 13.1 - Permitted Lot Configurations in RLPO zones

Schedule B to RLPO



DISTRICT OF LAKE COUNTRY**BYLAW 1298, 2025****A BYLAW TO AMEND ZONING BYLAW 561, 2007**

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

1. District of Lake Country Zoning Bylaw 561, 2007 is hereby amended as follows:

1.1. Section 13.2 RLPO – Rural Large Parcel Oyama Road, subsection 13.2.5 (a), is deleted and replaced with the following.

- a) the minimum lot area is 4.0 ha, and
- b) subdivision may only occur as indicated in Table 13.2.5

| Table 13.2.5 | | | |
|--------------|--|--|-------------------------|
| | ADDRESS | LEGAL DESCRIPTION | SUBDIVISION ELIGIBILITY |
| i. | 5574 Todd Rd. | NW 1/4 SEC 6 TWP 10 ODYD EXCEPT PLANS 34917, 35092, 39199, KAP53967 AND KAP81360 (PID: 009-778-829) | up to three lots |
| ii. | 5610 Oyama Lake Rd. | THE SW 1/4 OF SEC 6 SHOWN ON PLAN B16275; TWP 10 ODYD EXCEPT PLANS 34917, KAP55023, KAP59748, KAP65139 AND KAP67846 (PID: 013-451-642) | up to two lots |
| iii. | 5617 Oyama Lake Rd. | LOT 2 SEC 31 TWP 21 ODYD PLAN KAP84855 (PID: 027-227-120) | up to two lots |
| iv. | 5697 Oyama Lake Rd. | LOT 1 SEC 6 TWP 10 ODYD PLAN KAP65139 (PID: 024-585-211) | up to two lots |
| v. | 5815 Oyama Lake Rd. | THE SE 1/4 OF SEC 6 TWP 10 ODYD EXCEPT PLANS H18507, KAP44199 AND KAP44768 (PID: 013-451-669) | up to two lots |
| vi. | 6011 Oyama Lake Rd. | LOT A SEC 6 TWP 10 ODYD PLAN KAP50199 (PID: 018-332-366) | up to three lots |
| vii. | 6047 Oyama Lake Rd. | THE NE 1/4 OF SEC 6 TWP 10 ODYD EXCEPT PLANS 35112, KAP50199, KAP76060 AND EPP47829 (PID: 013-451-634) | up to three lots |
| viii. | Any RLPO parcel not listed has previously subdivided to the maximum number of lots allowed, and may not subdivide further. | | |

1.2. Section 13.2 RLPO – Rural Large Parcel Oyama Road, Schedule A and Schedule B to RLPO are deleted.

2. This bylaw may be cited as “Zoning Amendment (Z0000351) Bylaw 1298, 2025”.

ADVERTISED on the xx and xx days of xxx, 202x that the Public Hearing was waived pursuant to Section 467 of the *Local Government Act*.

READ A FIRST TIME this XX day of XX, 202X.

READ A SECOND TIME this XX day of XX, 202X.

ADVERTISED on the XX and XX days of XX, 202X and a Public Hearing held pursuant to Section 464 of the Local Government Act on the X day of XX, 202x.

READ A THIRD TIME this X day of XX, 202X

Certified correct at third reading.

Dated at Lake Country, B.C.

Corporate Officer

Approved pursuant to section 52(3)(a) of the *Transportation Act* this _____ day of _____, 20____

for Minister of Transportation & Transit

ADOPTED this xx day of month, 202X.

Mayor

Corporate Officer

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: August 19, 2025
Meeting Type: Regular Council Meeting

Prepared by: Jason Tran, Planner

Department: Planning and Development

Title: Development Variance Permit | DVP00412 | 14710 Carrs Landing Rd
Description: To authorize construction of an accessory building with variances to the allowable maximum floor area of an accessory suite and maximum height.

RECOMMENDATION

THAT Development Variance Permit DVP00412 (Attachment A to the Report to Council dated August 19, 2025) for the property located at 14710 Carrs Landing Rd, legally described as Lot 1 Section 5 Township 14 Osoyoos Division Yale District Plan 41484 (PID: 014-461-951), to vary the allowable maximum floor area of an accessory suite and maximum height of an accessory building, be approved.

EXECUTIVE SUMMARY

The subject property is a previously developed residential lot located within the District of Lake Country, currently containing a single-family dwelling and detached garage. The applicant proposes to demolish the existing garage and construct a new garage in the same location, with an attached residential dwelling (accessory suite). The new structure would be tiered to follow the natural slope of the hillside, accommodating the existing topography.

To proceed with the proposed development, the applicant is requesting two variances to Zoning Bylaw No. 561, 2007:

1. An increase in the maximum allowable floor area of an accessory suite to 105.63 m².
2. An increase in the maximum permitted height of the accessory building to 11 metres.

The proposal aligns with the objectives and policies outlined in the Official Community Plan (OCP). Staff are in support of the requested variances.

BACKGROUND INFORMATION

Table 1: Application Information

| Application Information | | | |
|--------------------------------|--|--------------------------|--|
| Application Type | Development Variance Permit | Application Date: | 2025-04-14 |
| Applicant: | JEFF GAGNON OKANAGAN DEVELOPMENT CONSULTANTS | Owner: | HOUGHTON, LARRY R HOUGHTON, MARIE C |
| Application Description | Request to allow construction of an accessory suite with a variance to the allowable maximum floor area and maximum height requirement | | |
| Variances | ❶ Indicates requested variance to the maximum floor area of an accessory suite requirement the lesser of 90 m ² or 75% to 105.63 m² . | | |
| | ❷ Indicates requested variance to the maximum building height of the Accessory Building requirement from 8 m to 11 m . | | |

Table 2: Property Information: General

| Property Information: General | |
|-------------------------------|--|
| Folio/Roll #: | 01751.090 |
| Legal Description | LOT 1 SECTION 5 TOWNSHIP 14 OSOYOOS DIVISION YALE DISTRICT PLAN 41484 |
| PID | 014-461-951 |
| Civic Address: | 14710 Carrs Landing Rd |

Table 3: Property Information: Land Use

| Property Information: Land Use | | |
|----------------------------------|--------------------------------------|-------------------------------|
| OCP Designation: | Rural Residential | |
| Zoning Designation: | RR3 – Rural Residential 3 | |
| Land Use Contract | n/a | |
| ALR: | n/a | |
| Parcel Size: | ~ 1.177 ha/ 2.908 ac | |
| Development Permit Areas: | Natural Environment | |
| Adjacent Land Summary: | Zoning: | Use: |
| <i>North:</i> | P1 – Public Park and Open Space | Community Recreation Services |
| <i>East:</i> | Carrs Landing Rd, A1 – Agriculture 1 | Road & Agricultural |
| <i>South:</i> | RR3 – Rural Residential 3 | Residential |
| <i>West:</i> | W1 – Recreational Water Use | Recreational Water Activities |

Table 4: Property Information: Infrastructure And Development Engineering

| Property Information: Infrastructure and Development Engineering | |
|--|---|
| Road Network | Minor connector |
| Driveway Access | Driveway access permit required upon successful BP application |
| Water Supply: | Private (Source: Okanagan Lake) |
| Sewer: | On-site septic (with connection to municipal sewer) |
| Drainage / Stormwater | Ditch drainage |
| Comments: | Special consideration to be taken pertaining to storm drainage and erosion and sediment control due to close proximity to Okanagan Lake |

ANALYSIS

The subject property, located at 14710 Carrs Landing Road (see Attachment B), contains a single-family dwelling, a cellar, and a detached garage (Attachment E – Site Plan). The applicant proposes to demolish the existing garage and cellar (Attachment C – Existing Buildings) and construct a new larger accessory building (~320m²) in the same location (Attachment E – Project Area). The new structure would include a garage at the lower level and an accessory suite above.

To facilitate this development, the applicant is requesting two variances to the Zoning Bylaw No. 561, 2007:

1. **Floor Area:** An increase in the maximum allowable floor area for an accessory suite from 90 m² to 105.6 m² (Attachment F – Suite Plan). The RR3 zone does not have a maximum size for an accessory building, except for site coverage, which is not an issue with this proposal.
2. **Height:** An increase in the maximum permitted height for an accessory building from 8 m to 11 m (Attachment G – Cross Section).

This proposed renovation aims to address the applicant's family housing needs during the ongoing housing crisis. The existing dwelling lacks sufficient space to accommodate the applicant's extended family, specifically their children and grandchildren who visit frequently. The current home does not provide enough bedrooms, amenities, or living space. With the garage requiring reconstruction, the applicant sees this as an ideal opportunity to incorporate an accessory suite (Attachment D – Rationale Letter).

Servicing Information

The existing principal dwelling is currently serviced by an onsite septic tank which is connected to the DLC Carrs Landing Sewer System. The applicant proposes to connect the accessory suite to the same sewer line that services the principal dwelling, ensuring consistency with existing infrastructure and compliance with DLC servicing standards.

Official Community Plan (OCP)

The property is designated Rural Residential under the District's OCP. The proposal aligns with the objectives and policies outlined in Section 12 – Rural Residential, which support low-density development on large lots. Staff consider the proposed variances consistent with the intent of the OCP.

Zoning Bylaw 561, 2007

The property is zoned **RR3 – Rural Residential 3**. To proceed with the proposed accessory building and suite, the applicant seeks the following variances (see *Table 1*):

1. **Maximum Floor Area** - Section.10.8.5:
Increase from **90 m²** (968 ft²) to **105.63 m²** (1,136.99 ft²), a variance of **15.63 m²**.
2. **Maximum Height** - Section.14.3.6.b):
Increase from **8 m** to **11 m**, a variance of **3 m**.

Staff Rationale for Supporting Variance Application

District staff recommend approval of the requested variances based on the following considerations:

- Outdated Zoning Bylaw Regulation: The 90 m² minimum floor area requirement for accessory suites was established under earlier versions of the BC Building Codes. Although the Building Codes were updated in 2018 to remove this requirement, the DLC Zoning Bylaw was not amended to reflect this change.
- Support for Housing Objectives: Approving the variance supports the District's broader housing goals by facilitating the development of additional accessory suites in a variety of building types. This contributes to increasing the local housing supply while maintaining acceptable standards of health and fire safety.
- Precedent and Future Applications: This is not the first variance application related to the 90 m² regulation, and staff anticipate similar applications in the future. Supporting this variance is consistent with past decisions and reflects evolving housing needs.
- Building Design Consideration: The accessory building exceeds the permitted height in the bylaw due to the applicant's intent to connect it to the garage as a single structure. If constructed as two separate buildings, a height variance would not be required.
- Limited Visual Impact: The proposed building site is situated at a lower elevation and will not be visible from Carrs Landing Road, minimizing its visual impact on the surrounding area.

Staff are of the opinion that the proposed development supports the District's objectives for housing diversity and affordability. Furthermore, the proposal complies with all other applicable regulations under the Zoning Bylaw.

Table 5: Development Regulations

| DEVELOPMENT REGULATIONS | | |
|-------------------------|--|------------------------------------|
| CRITERIA | RR3 ZONE REQUIREMENTS | PROPOSAL |
| Accessory Suite | Section 10.8.5. When the accessory suite is located in an accessory building, the maximum floor area of the accessory suite shall not exceed the lesser of 90 m ² or 75% of the total floor area of the principal building. | ❶ 105.63 m ² floor area |
| Minimum Lot Area | 2500 m ² for subdivision minimum lot area to have a suite 1.0 ha | 11,840 m ² (1.18 ha) |

| | | |
|----------------|---|----------------------------------|
| Maximum Height | Section 14.3.6. b) Accessory Buildings and Structures: The maximum height is the lesser of <u>8.0 m</u> or 2 storeys for accessory buildings and 13.0 m for accessory structures. | ② 11 m Accessory Building Height |
|----------------|---|----------------------------------|

FINANCIAL IMPLICATIONS

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

COMMUNICATION

- This application was referred to internal departments and had no comments.
- Neighbour Consultation was completed and the applicant noted that no comments were received by the neighbours consulted.
- Staff completed Statutory Notification requirements where properties within 100m were notified, and a Development Notice Sign was placed on the subject property.

ALTERNATE RESOLUTION OPTION(S)

1. THAT Development Variance Permit DVP00412 (Attachment A to the Report to Council dated August 19, 2025) for the property located at 14710 Carrs Landing Rd, legally described as Lot 1 Section 5 Township 14 Osoyoos Division Yale District Plan 41484 (PID: 014-461-951), to vary the allowable maximum floor area of an accessory suite and maximum height of an accessory building, not be approved.
2. THAT Development Variance Permit DVP00412 (Attachment A to the Report to Council dated August 19, 2025) for the property located at 14710 Carrs Landing Rd, legally described as Lot 1 Section 5 Township 14 Osoyoos Division Yale District Plan 41484 (PID: 014-461-951), to vary the allowable maximum floor area of an accessory suite and maximum height of an accessory building, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,
Jason Tran, Planner

Report Approval Details

| | |
|----------------------|---|
| Document Title: | Development Variance Permit - DVP00412 - 14710 Carrs Landing Rd.docx |
| Attachments: | <ul style="list-style-type: none"> - Attachment A - DVP00412 - Draft DVP.pdf - Attachment B - DVP00412 - Location Map.pdf - Attachment C - DVP00412 - Existing Buildings.pdf - Attachment D - DVP00412 - Rationale Letter.pdf - Attachment E - DVP00412 - Site Plan Project Area.pdf - Attachment F - DVP00412 - Suite Plan.pdf - Attachment G - DVP00412 - Cross Sections.pdf |
| Final Approval Date: | Aug 13, 2025 |

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

Carie Liefke, Manager of Current Planning - Aug 7, 2025 - 1:44 PM

Steven Gubbels, Development Engineering Manager - Aug 8, 2025 - 10:25 AM

Jeremy Frick, Director of Development Approvals - Aug 13, 2025 - 2:52 PM

Reyna Seabrook, Director of Corporate Services - Aug 13, 2025 - 4:07 PM

Paul Gipps, Chief Administrative Officer - Aug 13, 2025 - 4:30 PM

Makayla Ablitt, Manager of Corporate Administration - Aug 13, 2025 - 4:46 PM

DEVELOPMENT VARIANCE PERMIT

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

APPROVED ISSUANCE OF DEVELOPMENT VARIANCE PERMIT *(pursuant to Sec. 498 of the Local Government Act)*

PERMIT #: DVP00412
 FOLIO #: 01751.090
 ZONING DESIGNATION: RR3—Rural Residential 3
 HOUGHTON, LARRY R
 ISSUED TO: HOUGHTON, MARIE C
 SITE ADDRESS: 14710 Carrs Landing Rd
 LEGAL DESCRIPTION: LOT 1 SECTION 5 TOWNSHIP 14 OSOYOOS DIVISION YALE DISTRICT PLAN 41484
 PARCEL IDENTIFIER: 014-461-951

SCOPE OF APPROVAL

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

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

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

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

1. TERMS AND CONDITIONS

Development Variance Permit DVP00412 for 14710 Carrs Landing Rd, legally described as LOT 1 SECTION 5 TOWNSHIP 14 OSOYOOS DIVISION YALE DISTRICT PLAN 41484 for the construction of a garage with an accessory suite, shall be conducted in accordance with the recommendations contained in the following documents attached to and forming part of this permit:

a) Amend Zoning Bylaw 561, 2007 as follows:

i) Section 10.8.5 to vary the allowable maximum floor area requirement:

From: When the accessory suite is located in an accessory building, the maximum floor area of the accessory suite shall not exceed the lesser of **90 m²** or 75% of the total floor area of the principal building.

To: 105.63 m²

- ii) Section 14.3.6 (iv) to vary the allowable maximum building height requirement:

From: Accessory Buildings and Structures: The maximum height is the lesser of **8.0 m** or 2 storeys for accessory buildings and 13.0 m for accessory structures.

To: 11 m

- b) The development of the secondary suite shall be conducted substantially in accordance with the following documents to the satisfaction of the Director of Planning and Development:

- 1) **Schedule A:** Suite Plan, prepared by KH Designs, submitted by OKANAGAN DEVELOPMENT CONSULTANTS, dated June 25, 2024.
- 2) **Schedule B:** Cross Sections, prepared and submitted by OKANAGAN DEVELOPMENT CONSULTANTS, dated February 20, 2025.

2. DEVELOPMENT

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

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

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

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

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

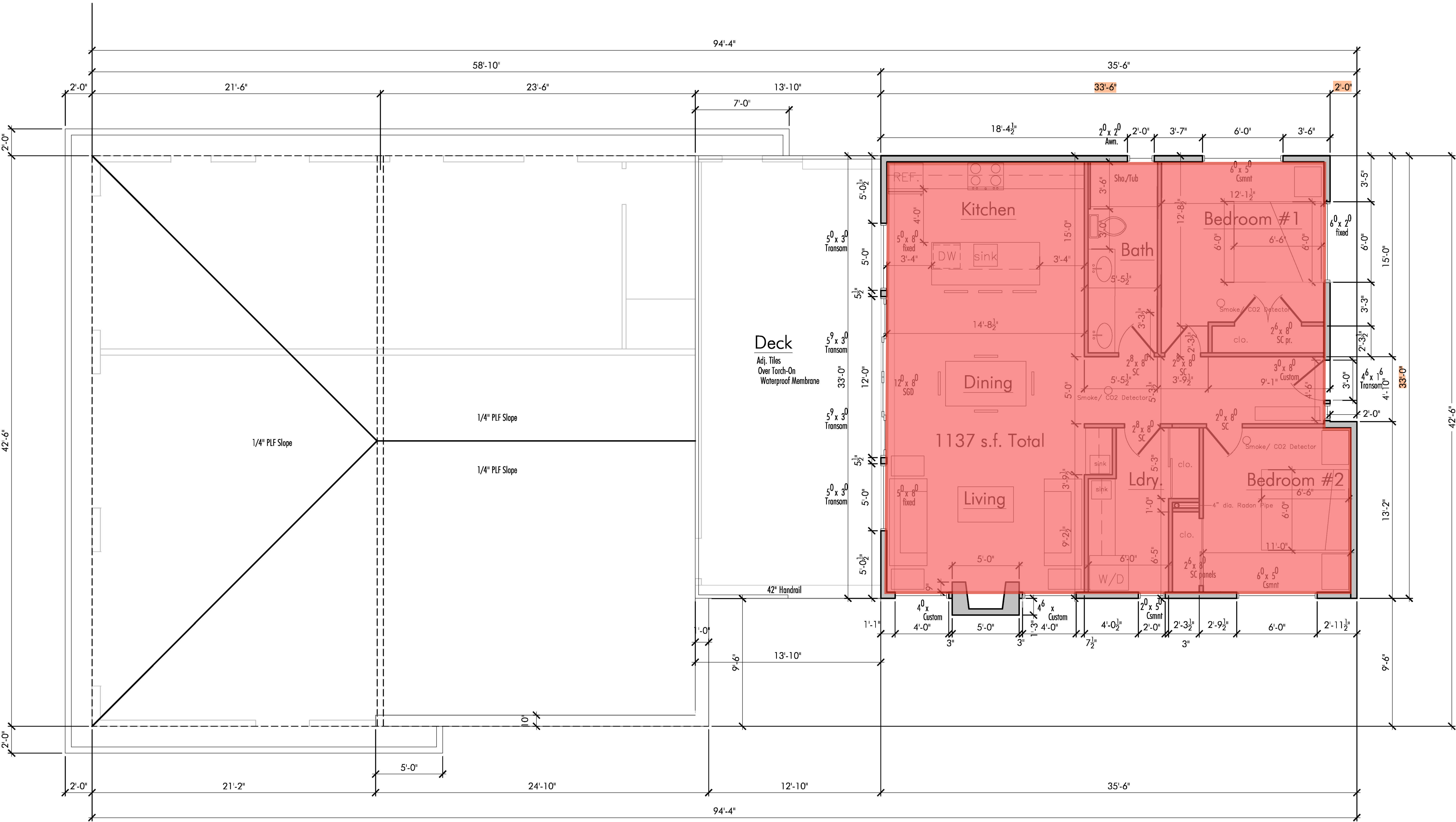
3. APPROVALS

Authorization passed by Council on the ____ day of _____, 2025.

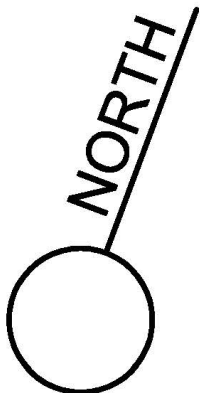
Issued by the Corporate Officer of the District of Lake Country this ____ day of _____, 2025.

Corporate Officer, Reyna Seabrook

Schedule A - Suite Plan



1 SUITE
A-5 1/4"=1'-0"



KH INC.
DESIGNS

CUSTOM
DESIGN

488 Sheila Crescent
Kelowna BC
V1W 4L8
250.575.0590

14710
Carrs Landing Road
Lake Country BC

DRAWN BY: KJH

PROJECT : 9-24
FILE:

ISSUE DATE
Drawing Issued 6/25/2024
SCALE:

Suite
Plan

A-5

OKANAGAN DEVELOPMENT CONSULTANTS INC.

Schedule B: Cross Sections



LAND & BUILDING DEVELOPMENT CONSULTANTS:
13222 KELLY AVE, SUMMERLAND, B.C. PO BOX 774, VOH 1Z0
PH: (250) 494-0747
EMAIL: odcinc@telus.net
WEBSITE: www.odcinc.ca

PROJECT: PROPOSED ACCESSORY SUITE FOR LARRY HOUGHTON
PROJECT ADDRESS: 14710 CARRS LANDING RD, LAKE COUNTRY, BC
LEGAL DESCRIPTION: PID 014-461-951, LOT 1 SECTION 5 TOWNSHIP 14 ODYD, PLAN 41484
CURRENT ZONING: RR3
PLOT DATE: February 21, 2025

OKANAGAN DEVELOPMENT CONSULTANTS
MIKE NIELD & JEFF GAGNON
LAND & BUILDING DEVELOPMENT CONSULTANTS
13222 KELLY AVE, SUMMERLAND, B.C.
PO BOX 774, VOH 1Z0
OFFICE PH: (250) 494-0747
OFFICE EMAIL: odcinc@telus.net
WEBSITE: www.odcinc.ca

PROJECT:
PROPOSED ACCESSORY
SUITE FOR
LARRY HOUGHTON

PROJECT ADDRESS:
14710 CARRS LANDING
RD, LAKE COUNTRY, BC

START DATE 07 / - / 24

ISSUED FOR CLIENT REVIEW: 02 / 20 / 25

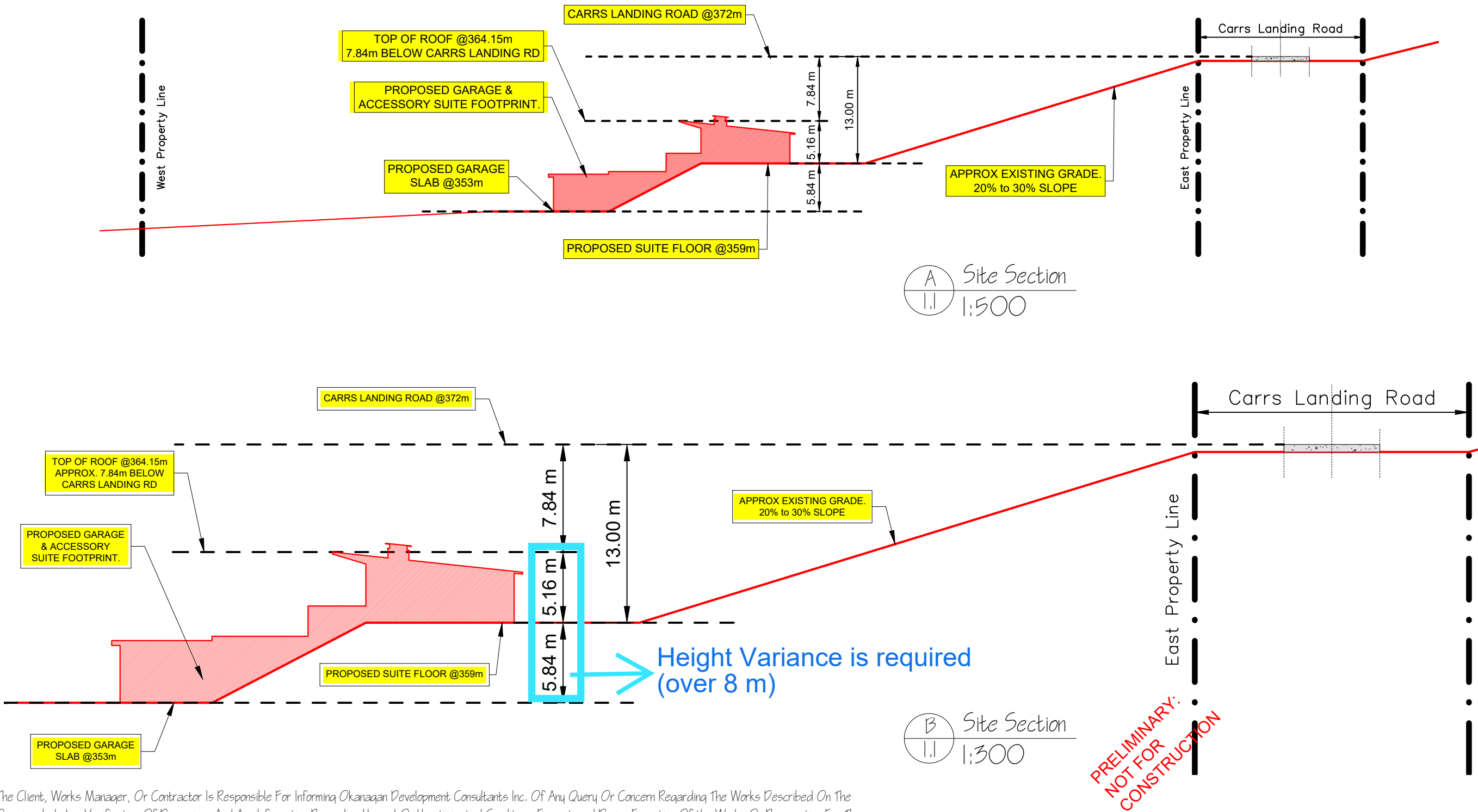
ISSUED FOR DVP 11 / 18 / 24

DESIGNED BY:
MIKE & JEFF

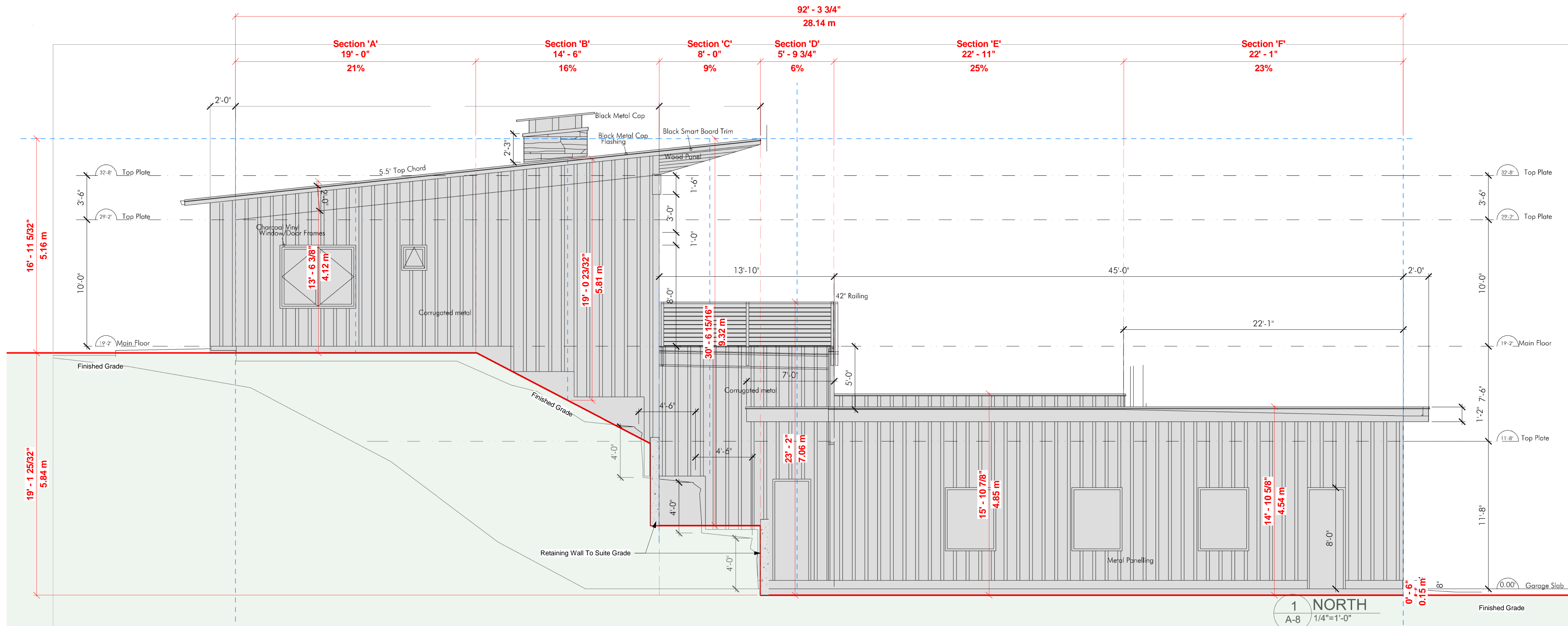
DRAWN BY:
JEFF GAGNON

SHEET:
A - 1.1

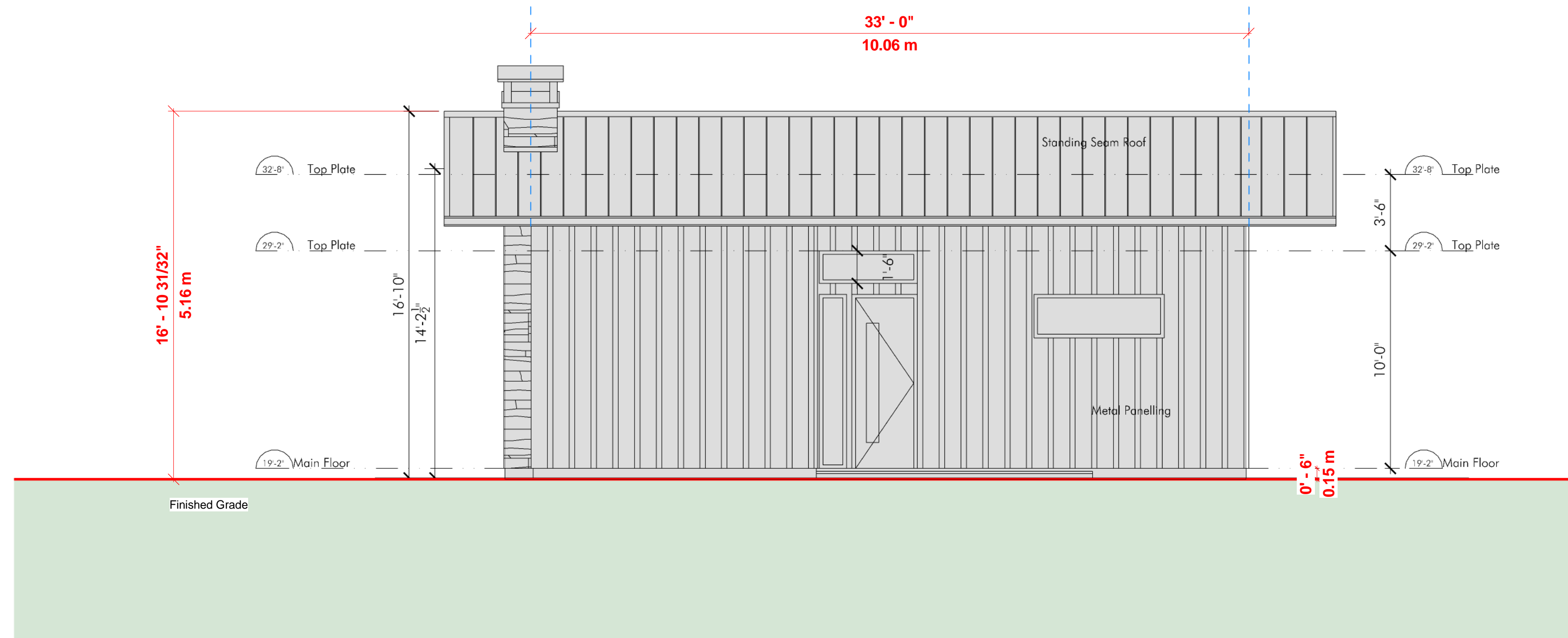
PLOT DATE:
February 21, 2025



The Client, Works Manager, Or Contractor Is Responsible For Informing Okanagan Development Consultants Inc. Of Any Query Or Concern Regarding The Works Described On The Drawing, Including Verification Of Dimensions And Any Information Regarding Unusual Or Unanticipated Conditions Encountered During Execution Of the Works Or Preparation For Them.



1 North Elevation
1/4" = 1'-0"



2 East Elevation
1/4" = 1'-0"

| Average Elevation Height: | |
|----------------------------------|-------|
| North Wall Height - | |
| A- 4.12m x21% = 0.86 + | |
| B- 5.81m x16% = 0.93 + | |
| C- 9.32m x9% = 0.84 + | |
| D- 7.06m x6% = 0.42 + | |
| E- 4.85m x25% = 1.21 + | |
| F- 4.54m x23% = 1.04 = | 5.30m |
| East Wall Height- | |
| | 5.16m |
| South Wall Height- | |
| A- 4.54m x23.3% = 1.06 + | |
| B- 3.03m x24.4% = 0.74 + | |
| C- 2.96m x6.2% = 0.18 + | |
| D- 5.67m x8.5% = 0.48 + | |
| E- 4.33m x37.6% = 1.62 = | 4.08m |
| West Wall Height- | |
| A- 11.0m x78% = 8.58 + | |
| B- 6.0m x22% = 1.32 = | 9.9m |
| Proposed Height | |
| (5.30 + 5.16 + 4.08 + 9.9) / 4 = | 6.11m |
| Max Height Allowed= | |
| | 8.0m |

ODC

OKANAGAN DEVELOPMENT CONSULTANTS
MIKE NIELD & JEFF GAGNON

LAND & BUILDING DEVELOPMENT
CONSULTANTS

13222 KELLY AVE. SUMMERLAND BC.
PO BOX 774. V0H1Z0
OFFICE PH: 250-494-0747
OFFICE EMAIL: odcinc@telus.net
WEBSITE: www.odcinc.ca

PROJECT

PROPOSED
ACCESSORY SUITE
FOR
LARRY HOUGHTON

NOTE
ACCESSORY SUITE DESIGNED
BY
KH DESIGNS INC.
488 Sheila Crescent
Kelowna
V1W 4L8
250-575-0590

ODC PROVIDING
DOCUMENTATION FOR
REQUIRED DEVELOPMENT
VARIANCE PERMIT

PROJECT ADDRESS

14710 CARRS
LANDING
LAKE COUNTRY, BC

START DATE - / - / 24

ISSUED FOR CLIENT REVIEW 02-21-25

01-14-25

REVISION 2

REVISION 3

ISSUED FOR PERMIT - / - / 25

PROJECT DESIGNED BY:
MIKE NIELD & JEFF GAGNON

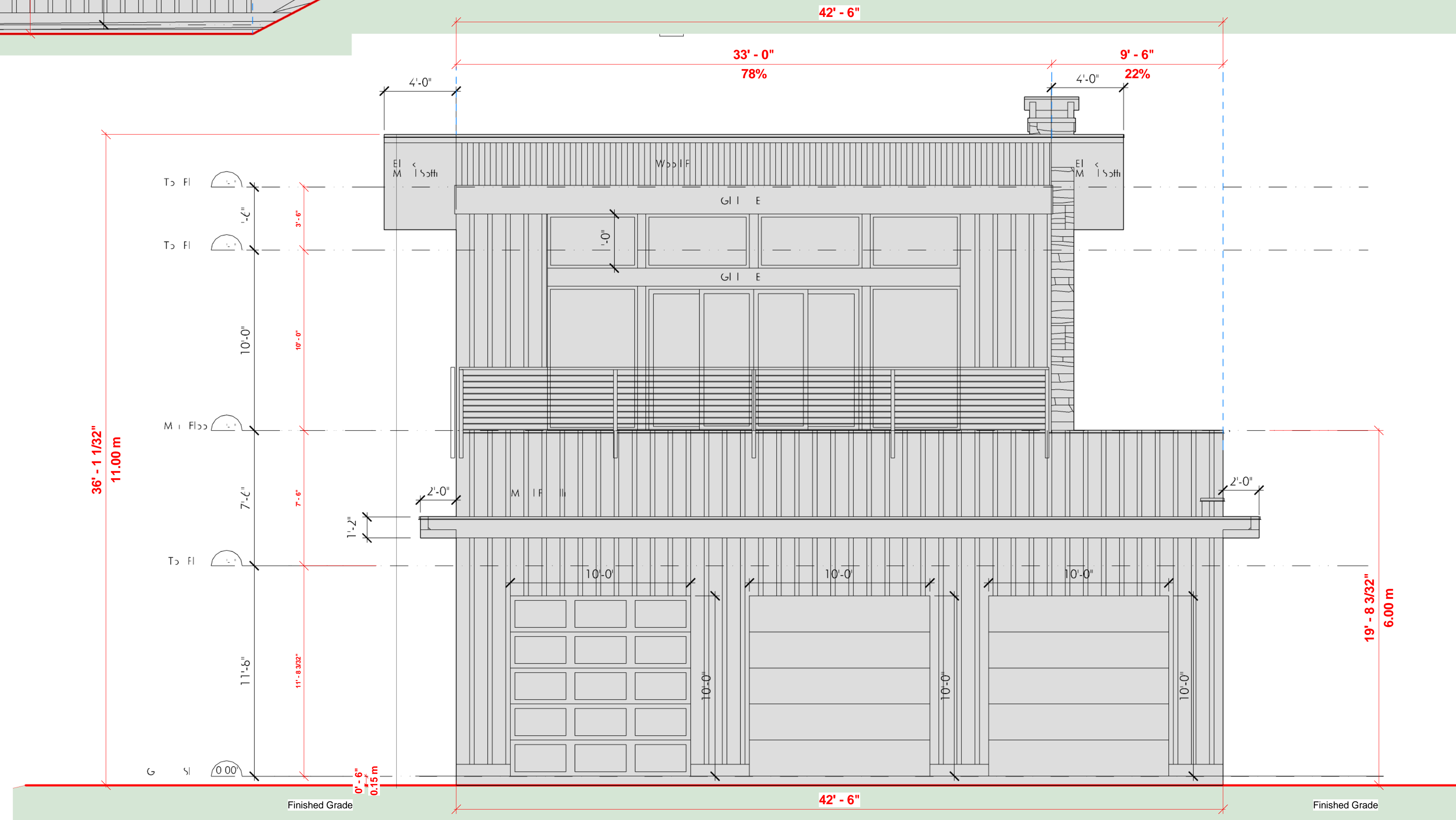
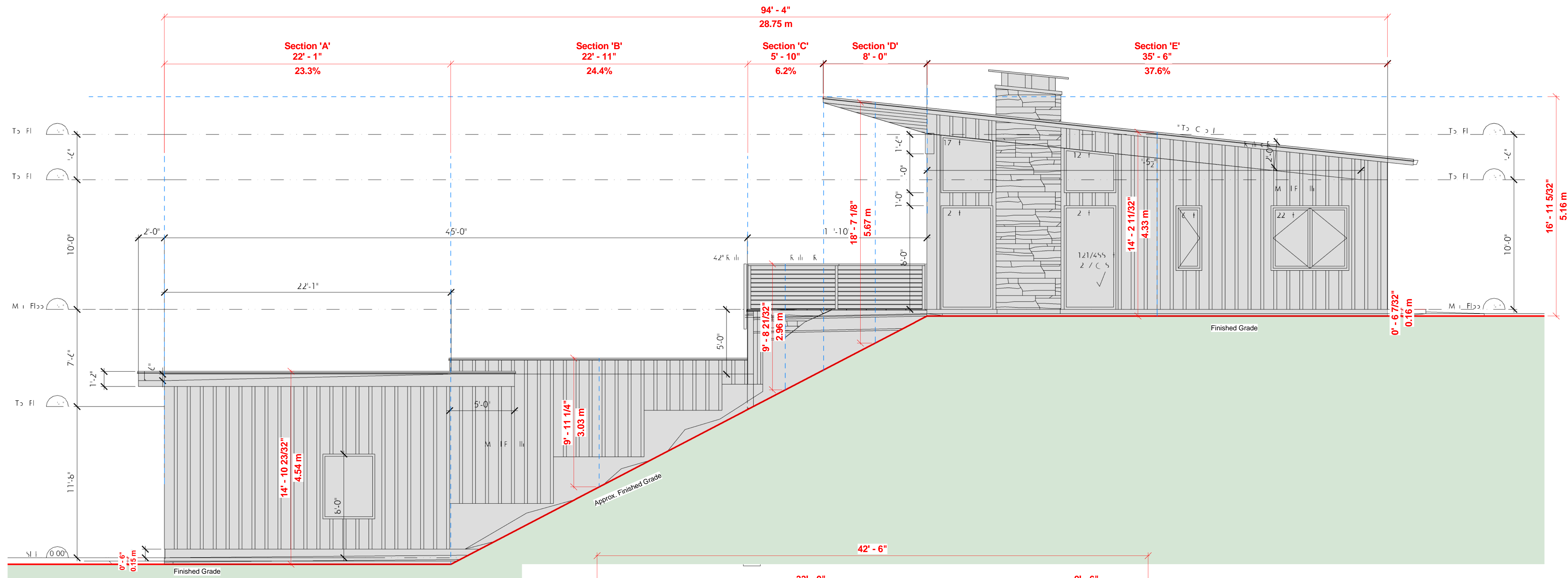
DRAWN BY:
JEFF GAGNON

SHEET:

A7.0

PLOT DATE

FEBRUARY 21,
2025



Average Elevation Height:

North Wall Height -
A- 4.12m x21% = 0.86 +
B- 5.81m x16% = 0.93 +
C- 9.32m x9% = 0.84 +
D- 7.06m x6% = 0.42 +
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West Wall Height-
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B- 6.0m x22% = 1.32 = **9.9m**

Proposed Height
(5.30 + 5.16 + 4.08 + 9.9) / 4 = **6.11m**
Max Height Allowed= **8.0m**

② West Elevation
1/4" = 1'-0"

ODC

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PERMIT - / - / 25

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DRAWN BY:

JEFF GAGNON

SHEET:

A7.1

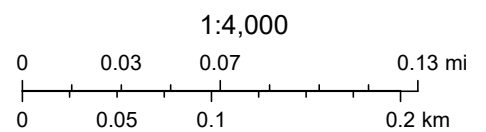
PLOT DATE

FEBRUARY 21,
2025

District of Lake Country Map



7/28/2025, 10:49:42 AM



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PROJECT ADDRESS: 14710 CARRS LANDING RD, LAKE COUNTRY, BC
LEGAL DESCRIPTION: PID 014-461-951, LOT 1 SECTION 5 TOWNSHIP 14 ODYD, PLAN 41484
CURRENT ZONING: RR3
PLOT DATE: November 18, 2024



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PROJECT:
PROPOSED ACCESSORY
SUITE FOR
LARRY HOUGHTON

PROJECT ADDRESS:
14710 CARRS LANDING
RD, LAKE COUNTRY, BC

START DATE 07 / - / 24

ISSUED FOR CLIENT REVIEW X / X / 24

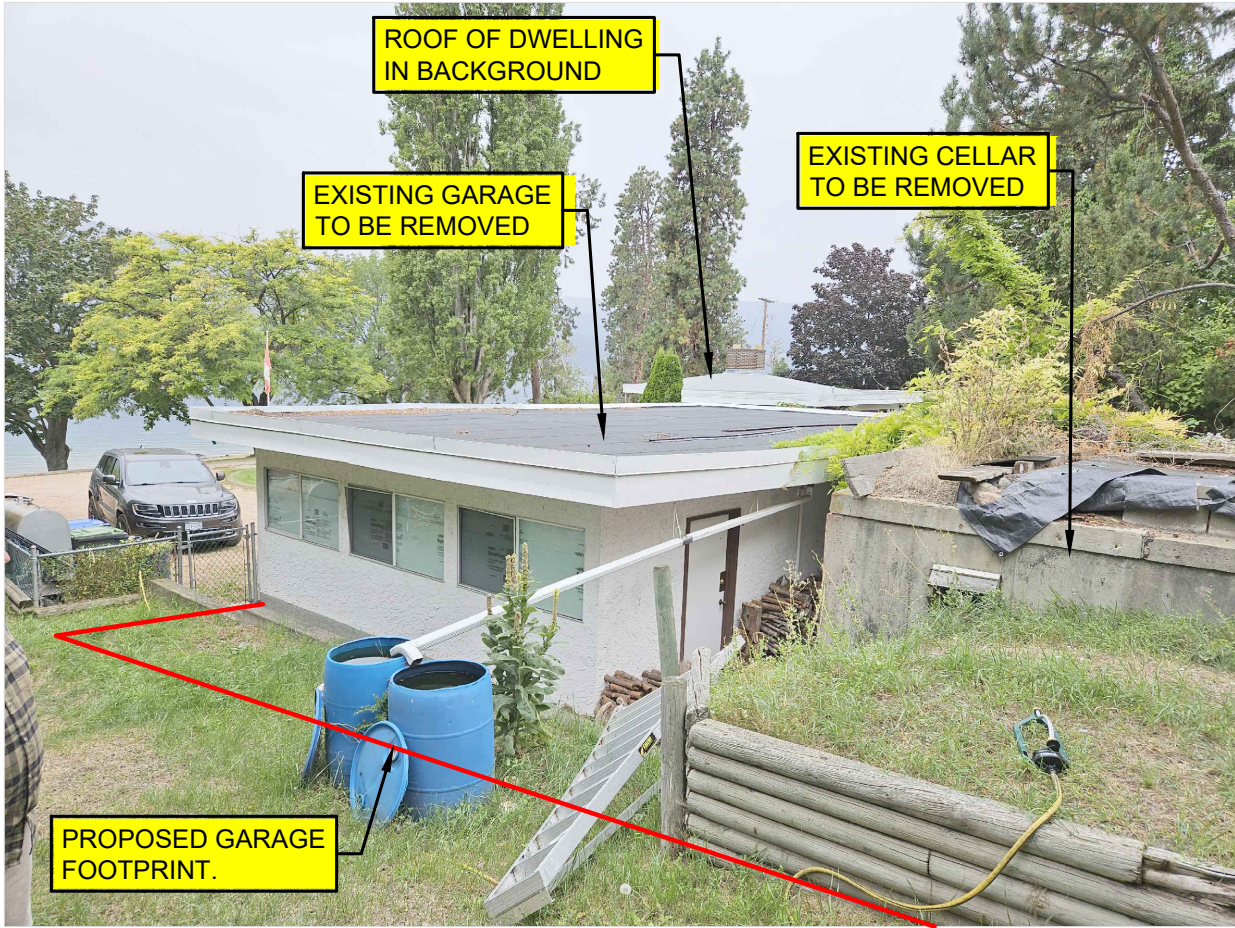
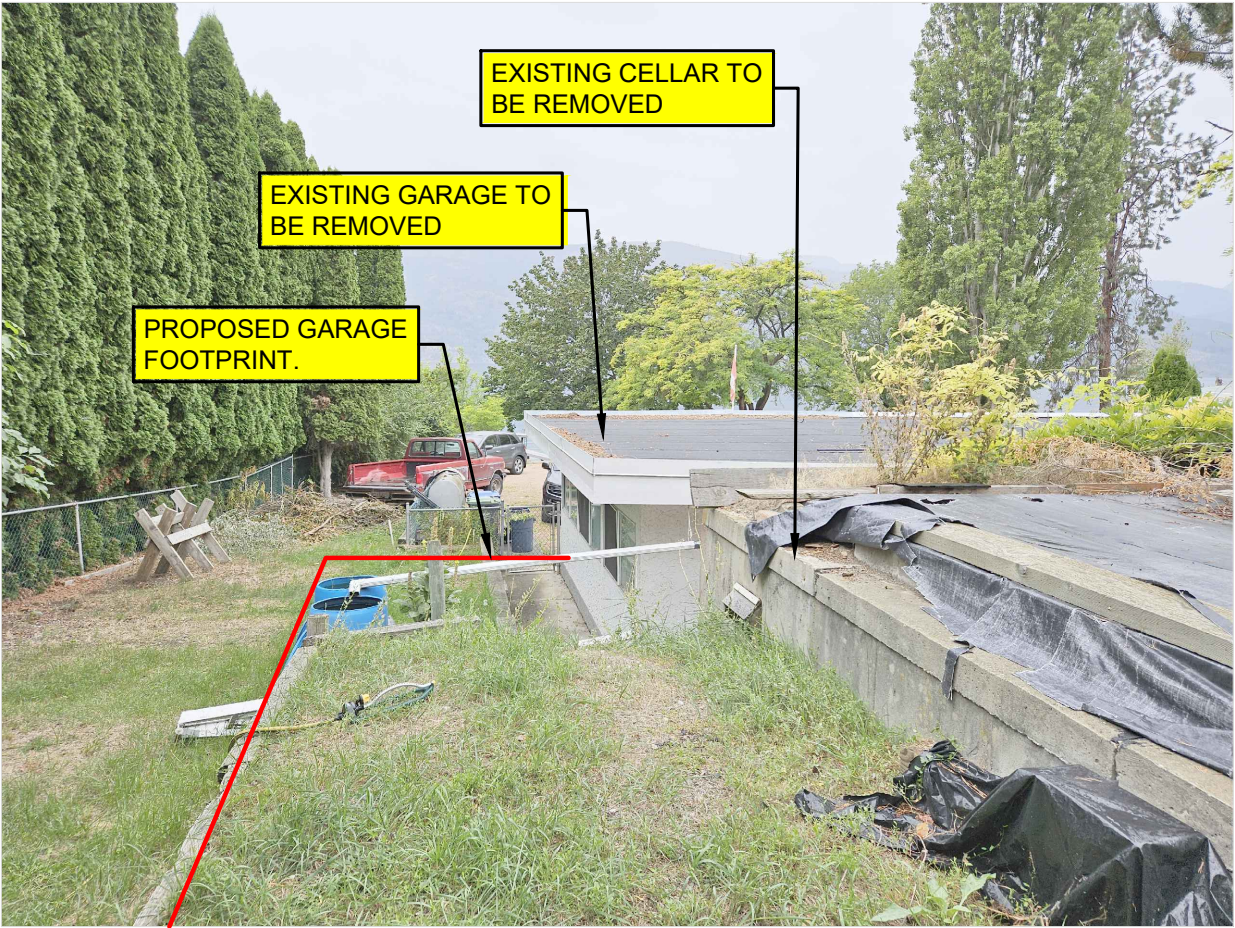
ISSUED FOR DVP 11 / 18 / 24

DESIGNED BY:
MIKE & JEFF

DRAWN BY:
JEFF GAGNON

SHEET:
A - 3.0

PLOT DATE:
November 18, 2024



PRELIMINARY:
NOT FOR
CONSTRUCTION

A Site Pictures
NTS



OKANAGAN DEVELOPMENT CONSULTANTS INC.

PO Box 774, Summerland, BC. V0H 1Z0
Office at 13222 Kelly Ave. Summerland
Phone 250-494-0747

Office Email: odcinc@telus.net
Accounts Payable: odcaccts@telus.net
Website: www.odcinc.ca

District of Lake Country
Development Services Department

Re: DEVELOPMENT VARIANCE APPLICATION. AN INCREASE TO
MAXIMUM FLOOR AREA & MAXIMUM HIGHT FOR A PROPOSED
ACCESSORY SUITE.

This letter is to accompany our Development Variance application for the
property located at 14710 Carrs Landing, Lake Country, legally described as
LOT 1 SECTION 5 TOWNSHIP 14 OSOYOOS DIVISION YALE DISTRICT
PLAN 41484, with the current zone of RR3

PROPOSED VARIANCES

We are proposing two variances for this project.

One to increase the floor area of the accessory suite from 90m² to 105.63m²
and the second to increase the building height from 8.0m to 11.0m.

Specifically we are requesting an increase to Section 10.8.5. for floor area and
section 14.3.6.(b)(iv) for accessory building height as indicated in
Zoning Bylaw 561,2007.

The increase to the accessory suite floor area will accommodate the families
needs for additional living space, while the additional building height will
accommodate the existing topography.

PROPOSED PROJECT

This project consists of a new garage for the primary dwelling and a new
accessory suite partially located over top of the new garage. 14710 Carrs Landing
is approximately 1.18ha in area and currently has a primary dwelling of
approximately 1900sq.ft. an existing garage, and concrete cellar on site. The
existing garage is small and in need of too many repairs to renovate or salvage.
The cellar which is situated directly behind the garage is not salvageable. The
existing concrete cellar and garage will both be demolished in this proposal.

The proposed garage will be situated in the same location as the existing garage
and cellar while also expanding the footprint.

The accessory suite will be located at the east end of the new structure and
partially built over top of the new garage. This new structure will be tiered up the
hillside to accommodate the existing topography.

The family (typically the owners children and grandchildren) who visit their parents often, are constantly handcuffed by the limited space within the dwelling. Currently the existing dwelling does not meet their needs in regards to the amount of bedrooms, facilities, and extra living space to accommodate all parties. With the new garage having to be built it was the perfect time to include an accessory suite.

While designing the proposed layout and trying to stay within the 90m² it was quickly determined that additional space would be required. The extra 170ft² (15.63m²) would greatly help accommodate two modest bedrooms, laundry facility, bath and general space within the kitchen/dining/living areas.

It is anticipated that the current owners may move into this suite sometime in the near future. The additional space within the suite will allow for this transition to occur. The primary dwelling will then be open for their children and grandchildren to move into, to aid in their parents eldercare.

SITE CONDITIONS

The existing grade around the dwelling and garage is mostly flat with a gentle slope to the West leading into the Lake. However to the East is a large, steep vegetated hillside. This hillside has an small plateau break where an existing driveway is located before the hillside continues East upwards to Carrs Landing.

This plateau/existing driveway would be used as driveway access to the accessory suite, main entry, parking and amenity space. The location works perfectly with the building design as suite floor is located nearly at grade. This minimizes the disturbance of native soils & vegetation and reduces the impact of excavation to the hillside.

Although we are requesting a variance to increase the height from 8.0m to 11.0m please note that there is no part of this building that is actually 11.0m in vertical height.

The 11.0m height is measured from the lowest grade (at the west face of garage wall) vertically straight up to the highest point of the suite roof.

Because the building is only partially two stories tall with that portion mainly built into the hillside to suit the steep topography, the actual vertical heights are;
West elevation garage wall = 4.54m

East elevation suite entry wall including roof = 5.16m

Two storey portion (North & South elevation) average 7.5m

We reviewed the possibility of dropping the suite ceiling height and changing the design to a flat roof in the attempt to lower the overall height. We determined that this only shaves off about 0.6m or 24" from the overall height.

The only option to keep within the current bylaw height of 8.0m is to drop down the suite floor by 2.5-3.0m. Doing this would cause major site excavation and damage the natural hillside, not only where the suite is located but the parking area and driveway access. This would also add great costs to the construction of the building.

Please review attached 2D elevations & 3D renderings for detailed illustrations showing the profile of the proposed building in relation to the neighbours & road side views. The distance between the pavement on Carrs Landing to the top of the suite roof is approximately 7.84m. It is anticipated that the location of the accessory suite will not block, reduce or negatively impact the neighbours views or privacy. Views from the road to the lake will not be blocked either.

With the recent changes from the BC government around Bill 44 many municipalities and Regional Districts have already increased the size of their accessory suites (Carriage houses, secondary dwellings, garden suites etc.) from the standard 90m² to 110m², 125m² and larger.

We respect each municipality and how they proceed with their own zoning bylaws, however we can foresee Lake Country's bylaws being potentially revised and updated in the near future to align with other Okanagan communities, specifically increasing the maximum size allowed for accessory suites.

The proposed structure is a clean, modern building design that will be aesthetically pleasing and will compliment the form and character of the surrounding neighbourhood.

Thank you for your consideration in this matter.

Signed: Jeff Gagnon Date May 02, 2025
Per: Okanagan Development Consultants Inc.

OKANAGAN DEVELOPMENT CONSULTANTS INC.

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PROJECT ADDRESS: 14710 CARRS LANDING RD, LAKE COUNTRY, BC
LEGAL DESCRIPTION: PID 014-461-951, LOT 1 SECTION 5 TOWNSHIP 14 ODYD, PLAN 41484
CURRENT ZONING: RR3
PLOT DATE: August 8, 2025



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PROJECT:
PROPOSED ACCESSORY SUITE FOR LARRY HOUGHTON

PROJECT ADDRESS:
14710 CARRS LANDING RD, LAKE COUNTRY, BC

START DATE 07 / - / 24

ISSUED FOR CLIENT REVIEW: 02 / 20 / 25

ISSUED FOR DVP 11 / 18 / 24

DESIGNED BY:
MIKE & JEFF

DRAWN BY:
JEFF GAGNON

SHEET:

A - 1.0

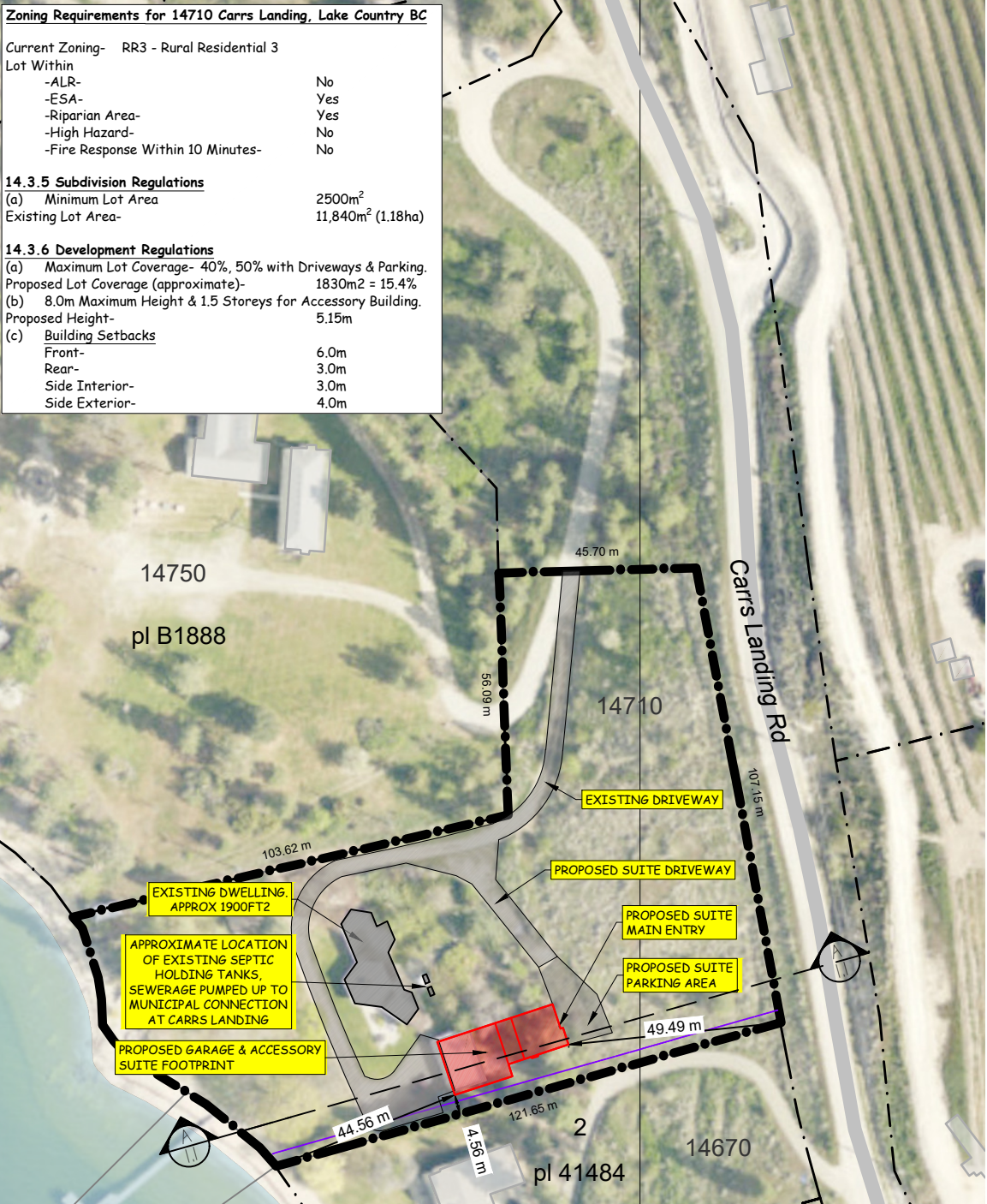
PLOT DATE:
August 8, 2025

Zoning Requirements for 14710 Carrs Landing, Lake Country BC

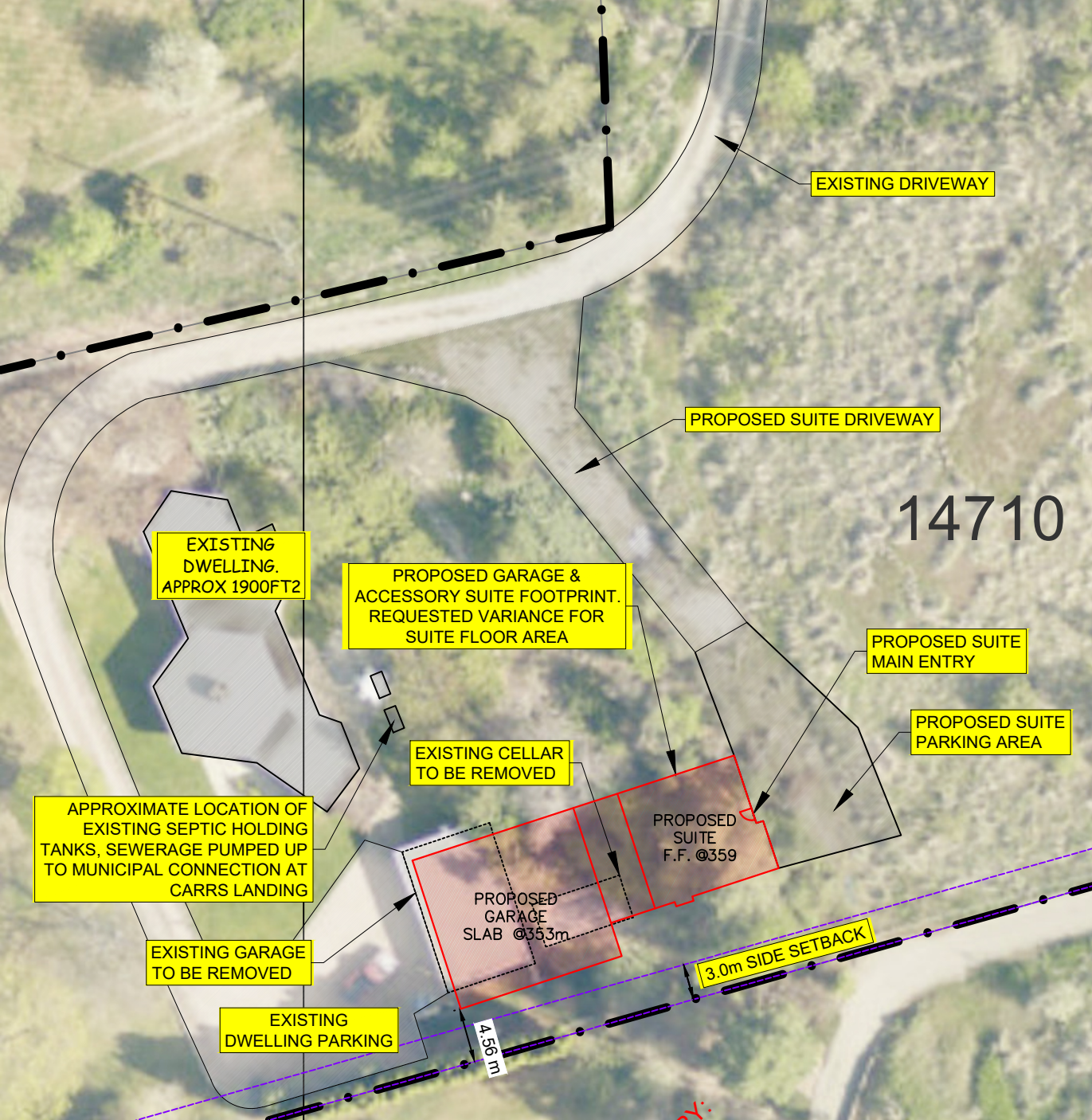
| | |
|-----------------------------------|---------------------------|
| Current Zoning- | RR3 - Rural Residential 3 |
| Lot Within | |
| -ALR- | No |
| -ESA- | Yes |
| -Riparian Area- | Yes |
| -High Hazard- | No |
| -Fire Response Within 10 Minutes- | No |

| | |
|--------------------------------|-------------------------------|
| 14.3.5 Subdivision Regulations | |
| (a) Minimum Lot Area | 2500m ² |
| Existing Lot Area- | 11,840m ² (1.18ha) |

| | |
|---|----------------------------|
| 14.3.6 Development Regulations | |
| (a) Maximum Lot Coverage- 40%, 50% with Driveways & Parking. | |
| Proposed Lot Coverage (approximate)- | 1830m ² = 15.4% |
| (b) 8.0m Maximum Height & 1.5 Storeys for Accessory Building. | |
| Proposed Height- | 5.15m |
| (c) Building Setbacks | |
| Front- | 6.0m |
| Rear- | 3.0m |
| Side Interior- | 3.0m |
| Side Exterior- | 4.0m |



A Site Plan
1:1500



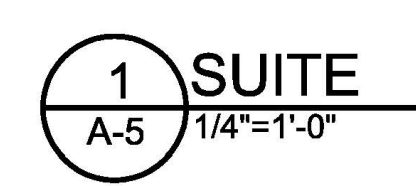
B Project Area
1:1500

PRELIMINARY:
NOT FOR
CONSTRUCTION

The Client, Works Manager, Or Contractor Is Responsible For Informing Okanagan Development Consultants Inc. Of Any Query Or Concern Regarding The Works Described On The Drawing, Including Verification Of Dimensions And Any Information Regarding Unusual Or Unanticipated Conditions Encountered During Execution Of the Works Or Preparation For Them.

CUSTOM
DESIGN

488 Sheila Crescent
Kelowna BC
V1W 4L8
250-575-0590



14710
Carrs Landing Road
Lake Country BC

DRAWN BY: KJH

PROJECT : 9-24
FILE:

ISSUE DATE
Drawing Issued 6/25/2024
SCALE:

Suite
Plan

A-5

OKANAGAN DEVELOPMENT CONSULTANTS INC.

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CURRENT ZONING: RR3
PLOT DATE: February 21, 2025



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PROJECT ADDRESS:
14710 CARRS LANDING
RD, LAKE COUNTRY, BC

START DATE 07 / - / 24

ISSUED FOR CLIENT REVIEW: 02 / 20 / 25

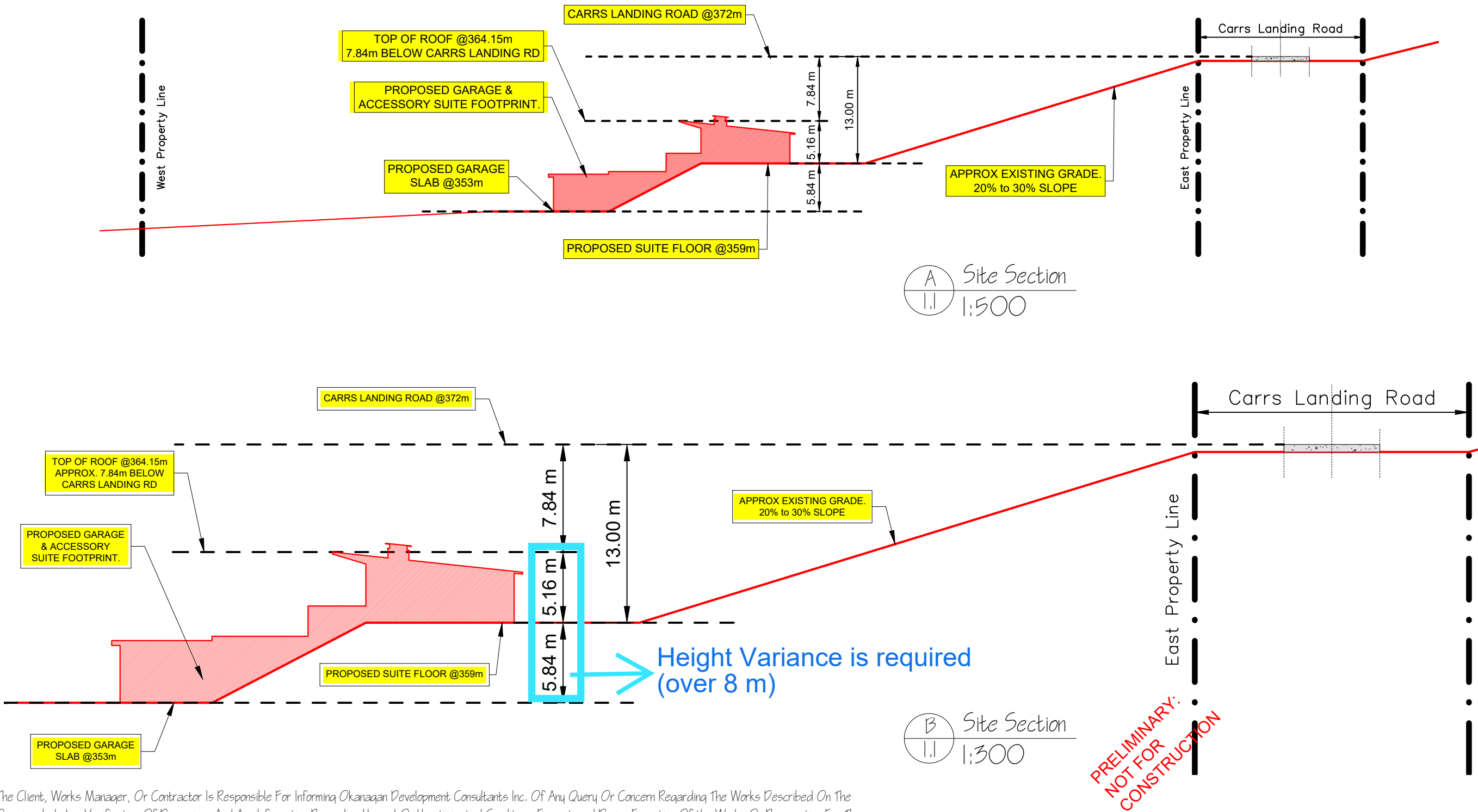
ISSUED FOR DVP 11 / 18 / 24

DESIGNED BY:
MIKE & JEFF

DRAWN BY:
JEFF GAGNON

SHEET:
A - 1.1

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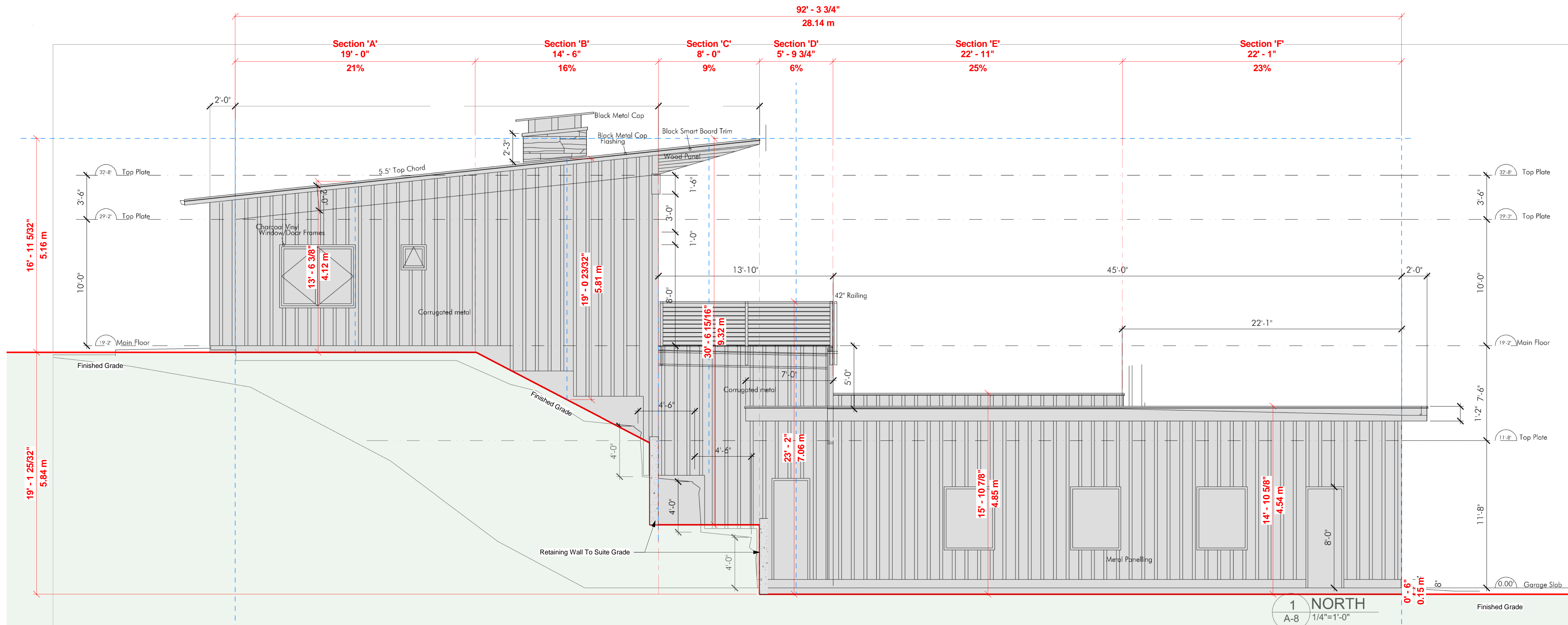
JEFF GAGNON

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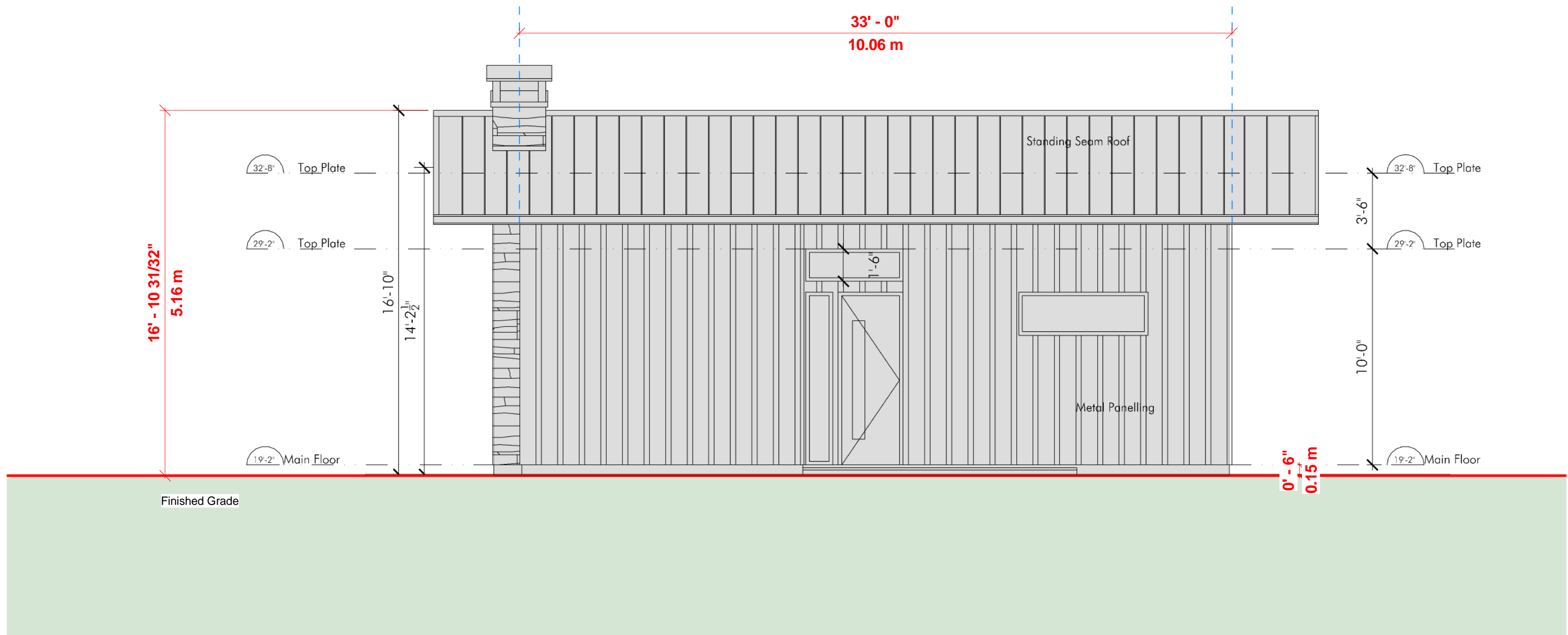
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PLOT DATE

FEBRUARY 21,
2025



1 North Elevation
1/4" = 1'-0"



2 East Elevation
1/4" = 1'-0"

Average Elevation Height:

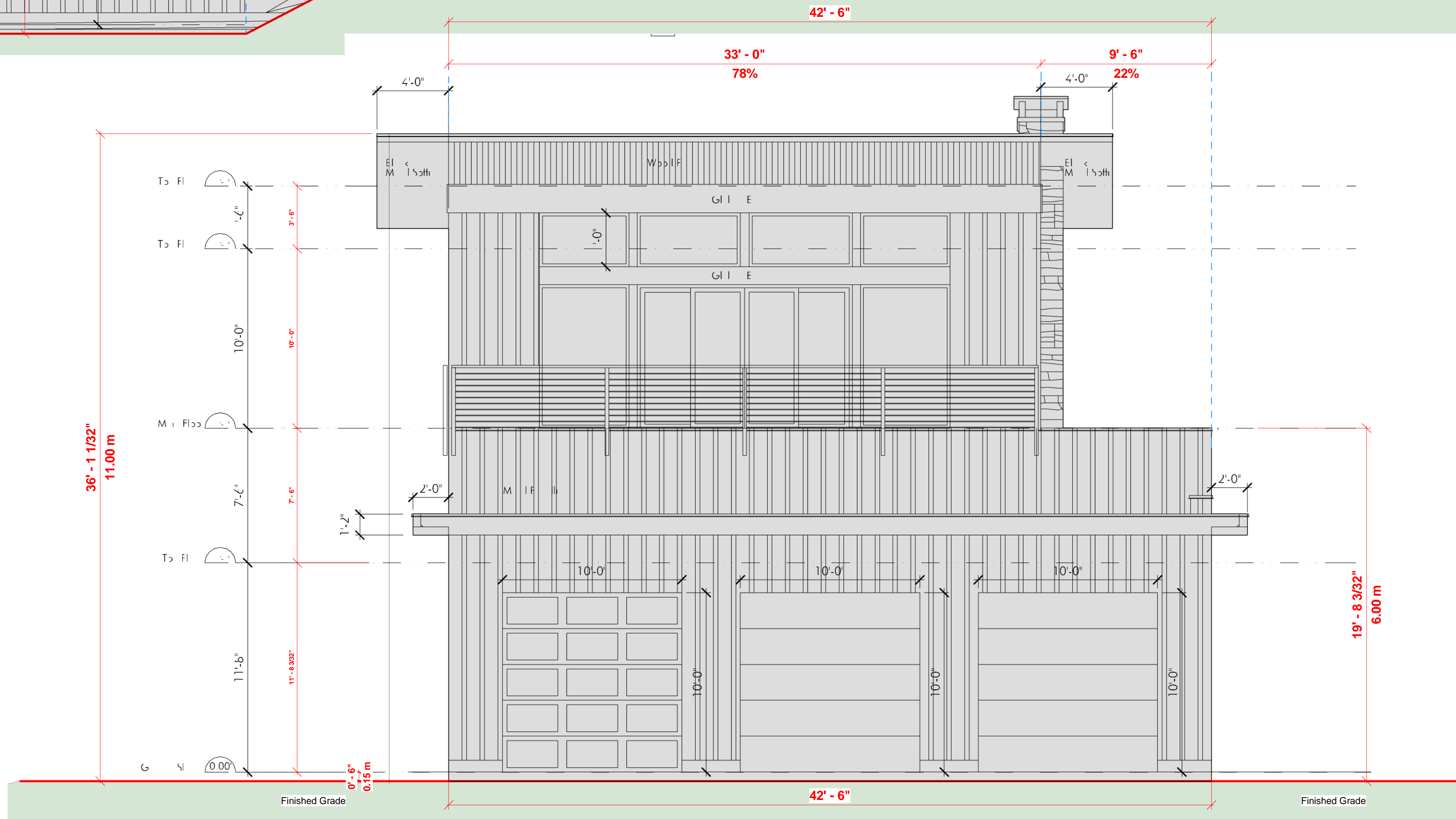
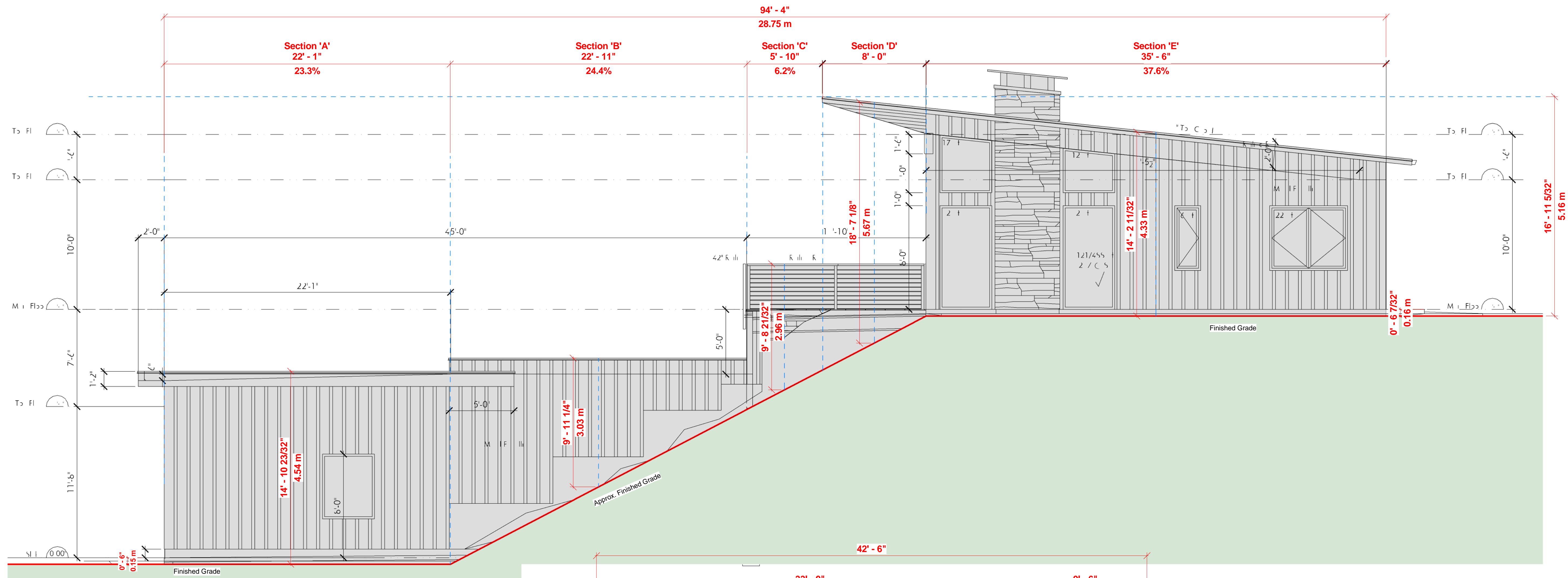
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East Wall Height- 5.16m

South Wall Height-
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A- 11.0m x78% = 8.58 +
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Max Height Allowed= 8.0m



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START DATE - / - / 24

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01-14-25

REVISION 2

REVISION 3

ISSUED FOR
PERMIT - / - / 25

PROJECT DESIGNED BY:
MIKE NIELD & JEFF GAGNON

DRAWN BY:

JEFF GAGNON

SHEET:

A7.1

PLOT DATE

FEBRUARY 21,
2025

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: August 19, 2025
Meeting Type: Regular Council Meeting

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

Title: Solid Waste Management Regulation Amendment Bylaw 1297, 2025
Description: A bylaw to amend the Solid Waste Management Regulation Bylaw 708, 2009

RECOMMENDATION

THAT Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be read a first, second, and third time.

EXECUTIVE SUMMARY

This report presents amendments to Solid Waste Management Regulation Bylaw 708, 2009 that will align the end of the month billing payment due date with the Water and Sanitary Sewer Regulation and Rates billing schedule.

DISCUSSION/ANALYSIS

In 2022, the District transitioned to new utility billing software and adjusted the payment due date for quarterly bills 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.

Council has given three readings to both the Water and Sanitary Sewer Regulation and Rates Amendment Bylaws amending the billing payment due date from the 15th to the end of the second month following each billing cycle. This change provides a more manageable timeline for staff and improved customer experience.

Amendments to Solid Waste Management Regulation Bylaw 708, 2009 will extend the utility billing due date to the end of the second month following each billing cycle for consistency across all three bylaws.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

Notification of the change will be included with the quarterly billing inserts. Since this change benefits customers by providing additional time to pay their utility bill, this level of communication is considered appropriate.

ALTERNATE RECOMMENDATION(S)

1. THAT Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be amended (as identified by Council)
AND THAT Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be read a first, second, and third time as amended.
2. THAT the Solid Waste Management Regulation Amendment Bylaw 1297, 2025 be deferred pending additional information identified by Council.

Respectfully Submitted.

Nick Van Dalen, Engineering Technician II

Report Approval Details

| | |
|----------------------|--|
| Document Title: | Solid Waste Management Regulations Amendment Bylaw.docx |
| Attachments: | - Attachment A – Solid Waste Management Regulation Amendment Bylaw.pdf |
| Final Approval Date: | Aug 13, 2025 |

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

Matthew Salmon, Infrastructure & Development Engineer Director – Aug 11, 2025 – 11:29 AM

Reyna Seabrook, Director of Corporate Services - Aug 11, 2025 - 4:10 PM

Paul Gipps, Chief Administrative Officer - Aug 13, 2025 - 7:27 AM

Makayla Ablitt, Legislative & FOI Coordinator - Aug 13, 2025 - 11:17 AM

DISTRICT OF LAKE COUNTRY

BYLAW 1297

A BYLAW TO AMEND THE SOLID WASTE MANAGEMENT REGULATION BYLAW 708, 2009

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

1. Solid Waste Management Regulation Bylaw 708, 2009 is hereby amended as follows:
 - 1.1 Schedule A **SYSTEM LIMITS**, Section 2 **FEES AND CHARGES**, subsection 2.3 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 |

2. This bylaw may be cited as “Solid Waste Management Regulation Amendment Bylaw 1297, 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

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: August 19, 2025
Meeting Type: Regular Council Meeting

Prepared by: Makayla Ablitt, Manager of Corporate Administration
Department: Corporate Services

Title: Grant in Aid Application | GIA2025-003 | Team Canada Dance
Description: Grant-in-Aid application for Emma and Tessa Starling competing on Team Canada Dance

RECOMMENDATION

THAT the Grant-in-Aid application from Andrea Szilagyi for a total of \$1000.00 to assist with travel, accommodation, meals, and fees for Emma and Tessa Starling to compete at a world championship dance event in Prague, Czechia in October 2026 be accepted.

DISCUSSION/ANALYSIS

Council has an annual Grant-in-Aid budget (Grants to Community Organizations) of \$7,000. Funds are allocated to recipients with standing resolutions for annual grants and then on a first come, first serve basis. Annual recipients receive \$2,000 to 3,000 (depending on the Rotary Fundraiser amount) each year leaving \$4,000 to \$5,000 for distribution. This year Council has approved one Grant-in-Aid application to the Lake Country Community Fridge in the amount of \$2000.00.

| 2025 RECIPIENTS | | AMOUNT | RESOLUTION |
|-----------------------------------|--|-------------------|-------------|
| Annual | GESS Dry Grad | \$500.00 | 07.05.235 |
| Annual | Rotary Fundraiser Facility Rental (varies each year, maximum \$1500) | \$845.25 | 08.11.506 |
| Annual | Oyama Fun Days | \$500.00 | 10.05.226 |
| Annual | Lake Country Native Association (LCNA) Pow Wow | \$500.00 | 05.05.198 |
| GIA2025-002 | Lake Country Community Fridge | \$2000.00 | 2025-07-157 |
| TOTAL USED | | \$4,345.25 | |
| AVAILABLE FOR DISTRIBUTION | | \$2,654.75 | |

Andrea Szilagyi is requesting \$1000.00 total for Emma and Tessa Starling (\$500.00 each) who are competing at a world championship dance event in Prague, Czechia this coming October. Receipt of funds from the District would contribute towards travel, accommodation, meals, and fees.

In April 2025, Grant in Aid Policy 175 was updated to provide clarification on athletic and sporting event applications. The application meets the criteria that athletes that live within the District of Lake Country incurring travel related expenses while participating in high level sporting events and Dance sport is identified under the National Sports Organization of Canada in accordance with Section 4.3 of the policy.

FINANCIAL IMPLICATIONS

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

The \$7,000.00 Grant-in-Aid budget currently has \$2,654.75 available for distribution. Approval of the request would leave \$1,654.75 available for the remainder of 2025.

ALTERNATE RECOMMENDATION(S)

1. THAT the Grant-in-Aid request from Andrea Szilagyi for a total of \$1000.00 to assist with travel, accommodation, meals, and fees for Emma and Tessa Starling to compete at a world championship dance event in Prague, Czechia in October 2026 not be accepted.

Respectfully Submitted.

Makayla Ablitt, Manager of Corporate Administration

Report Approval Details

| | |
|----------------------|---|
| Document Title: | GIA2025-003 Team Canada Dance.docx |
| Attachments: | <ul style="list-style-type: none">- Grant-in-Aid Policy 175, 2019.pdf- grant-aid-application_Tessa Starling_Team Canada_redacted_Redacted.pdf- grant-aid-application_Emma Starling_Team Canada_Redacted.pdf- TCD Dancer Sponsorship Letter.pdf |
| Final Approval Date: | Aug 14, 2025 |

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

Trevor James, CFO, Director of Finance & Administration - Aug 13, 2025 - 5:09 PM

Reyna Seabrook, Director of Corporate Services - Aug 14, 2025 - 11:50 AM

Paul Gipps, Chief Administrative Officer - Aug 14, 2025 - 11:51 AM

Date

The following was adopted as Policy by **Resolution No. 20.03.050** at the **Regular Council Meeting** held on **March 17, 2020**.

This policy was amended as follows:

| Amendment Date | Resolution No. | Summary of Amendment |
|----------------|----------------|---|
| 2021-04-06 | 21.04.060 | Add section 8, Community Engagement Grant |
| 2025-04-15 | 2025-04-100 | Amend and update Community Hall Capital Funding. Add Athletic and Sporting Events section. |

Purpose

This Policy establishes grant categories, eligibility requirements, application criteria and reporting back requirements for grant funding provided by the District of Lake Country (the "District").

Policy

1. PRINCIPLES

- 1.1. Council, at its discretion, may provide grant funds to groups or organizations that Council considers enhance or contribute to the projects, residents or facilities of Lake Country.
- 1.2. Council may not provide any form of assistance to a business.
- 1.3. Council may consider applications that do not adhere to this policy but have merit in terms of community value and involvement.
- 1.4. Receipt of a grant does not guarantee funding in the future.
- 1.5. Failure to comply with this policy and any subsequent requests of Council may result in denial of future grant requests.
- 1.6. Incomplete applications will not be accepted and receipt of a complete application does not guarantee funding.
- 1.7. All funds must be used for the purpose specified in the application. Failure to do so may result in the District requesting the return of funds.
- 1.8. All funding shall be by approved by Council resolution or budget approval.

1.9. Applications are ineligible for grants if:

- (a) they are a business, 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
- (b) they have outstanding debts or other obligations to the District;
- (c) the grant is fundraising for a specific individual, except where the application is for an individual applying for athletic or Sporting Events Grant;
- (d) the funds are for assistance with prior expenses or for deficit reduction;
- (e) the funds are for acquisition of real property;
- (f) the event, project or program is:
 - (i) focused on attracting a limited or special interest audience;
 - (ii) excludes anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income; or
 - (iii) reproduces local government or agency mandates, except where there is an established need.

2. DEFINITIONS

Business means 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.

Capital costs are fixed one-time expenses incurred on or for physical assets or the equipment used in the rendering of services including design and engineering services where necessary.

Community Group includes voluntary groups, neighbourhood associations, service clubs or other groups of individuals that are not registered with BC Corporate Registry, operate with no constitution or bylaws or any paid staff, have a banking account in the group's name, have been operating for at least one year and provide programs, projects or capital expenditures that positively and directly impact Lake Country residents.

In-Kind Services means the provision of service for no cost, including labour or equipment but not rental fee waivers. In-kind services will not be considered a reimbursable expense.

Local means operating within the municipal boundaries of the District of Lake Country or in the case of a group or organization, 60% or more of the members or participants are residents of the District of Lake Country.

Registered Organization includes an organization, a society, a non-profit or not-for profit organization, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

Registered Charity means charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion, or other purposes that benefit the community.

Non-profit or not-for profit organizations means associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Society or societies includes non-profit or not—for profit corporations or organizations and means a group that is formed for any lawful purpose or purposes, including agricultural, artistic, benevolent, charitable, educational, environmental, patriotic, philanthropic, political, professional, recreational,

religions, scientific, social or sporting purposes. A society must not have, as one of its purposes, the carrying on of a business for profit or gain but carrying on a business to advance or support the purposes of as society is not prohibited.

3. GRANT-IN-AID

- 3.1. Grants-in-aid are funding for a program, short term undertaking with a completion date or an event with a start and finish date (may be an annual event). Programs or events must be within District boundaries, be open to the general public and have free or nominal admission.
- 3.2. Grants-in-aid do not include Fee Waivers or capital projects as set out under this Policy.
- 3.3. Applications for grants-in-aid must:
 - (a) include a written application;
 - (b) provide a budget;
 - (c) ensure Lake Country residents, projects or facilities are the primary beneficiaries of any approved funding.
- 3.4. Applications for grants-in-aid over \$1,000 must meet the requirements of 3.3 and:
 - (a) be from a Registered Organization with proof of registration;
 - (b) provide financial statements;
 - (c) indicate any grants received or requested for the same purpose;
 - (d) indicate if a permissive tax exemption has been received from the District;
 - (e) within 90 days of the event provide:
 - (i) an event budget;
 - (ii) a declaration from an authorized signatory that funds were used as per the application;
 - (iii) an evaluation of how the event benefitted Lake Country projects, residents or facilities.

4. ATHLETIC AND SPORTING EVENTS GRANTS

- 4.1. Athletic and Sporting Events Grants are intended to support individual athletes that live in the District of Lake Country and sport organizations that operate within the District of Lake Country boundaries, that incur travel-related expenses while participating in high-level sporting events. Notwithstanding section 1.9 (c) applications may be considered for a specific individual.
- 4.2. For the purpose of this section, a high-level sporting event is a provincial, national, world, Olympic, major-games, or Western Canadian, event.
- 4.3. In order to apply for a grant-in-aid under the Athletic and Sporting Event section:
 - (a) the sport must be identified under the [National Sport Organization](#) of Canada;
 - (b) the event must be a high-level sport event as identified in 4.2;
 - (c) the athlete or majority of the team members (more than 50%) must be residents of Lake Country;
 - (d) funds must only be used for event related expenses including travel, registration fees, transportation, meals and accommodations.
- 4.4. Where a grant is approved, the District is under no obligation to provide the funding in accordance with event payment schedules. Applicants are responsible for all event related expenses and may be reimbursed for costs through the grant application.

- 4.5. The maximum allocation for Athletic and Sporting Events Grants will be \$500 to any one athlete per calendar year and \$1,000 to any one team per calendar year.

5. FEE WAIVER

- 5.1. Fee Waivers are when rental fees for District owned facilities, as set out in District bylaws, as amended from time to time, are reduced or waived.
- 5.2. Applications for fee waivers must:
- (a) include a written application;
 - (b) provide a budget;
 - (c) ensure the residents, projects or facilities of Lake Country are the primary beneficiaries of any approved funding;
 - (d) include a rental facility quote including the date of use;
 - (e) enter into a standard rental contract;
 - (f) provide insurance coverage at their own expense; AND
 - (g) be responsible for any additional fees or taxes.
- 5.3. Applications for fee waivers over \$1,000 must meet the requirements of 4.2 and:
- (a) be from a Registered Organization with proof of registration;
 - (b) provide financial statements;
 - (c) indicate any grants received or requested for the same purpose;
 - (d) indicate if a permissive tax exemption has been received from the District;
 - (e) within 90 days of the event provide:
 - (i) an updated budget;
 - (ii) a declaration from an authorized signatory that funds were used as per the application;
 - (iii) an evaluation of how the event benefitted Lake Country projects, residents or facilities.
- 5.4. Applications for fee waivers related to Arts and Culture shall first apply to the Lake Country Arts Council prior to applying to Council.

6. OPERATING GRANTS

- 6.1. Operating Grants are the multi-year provision of funds to assist with a group's general operating expenses such as facility development, administrative costs or program-related expenses. Operating Grants provide on-going funding for continuing organizations that Council determines provide benefit to the community.
- 6.2. Operating Grants are funded separately from the Grant-in-Aid budget and must be approved through Council's budget deliberations each year or by Council resolution.
- 6.3. Receipt of an Operating Grant in no way confers any of the recipient's rights, responsibilities or obligations to the District.
- 6.4. Recipients of Operating Grants shall enter into an agreement with the District setting out the requirements for use of funds and reporting back conditions or other Council identified requirements. The Chief Financial Officer and Corporate Officer are authorized to sign Operating Grant agreements.
- 6.5. Operating Grants shall be for a term no longer than 4 years and coincide with Council's term, if possible and where applicable.

6.6. Operating grants must:

- (a) be local;
- (b) be from a Registered Organization with proof of registration;
- (c) provide financial statements prior to October 31 of each year;
- (d) enhance or contribute to the projects, residents or facilities of Lake Country;
- (e) indicate any grants received or requested for the same purpose;
- (f) indicate if a permissive tax exemption has been received from the District;
- (g) have fulfilled all reporting requirements for any previous District provided funding; present a summary on use and benefits of funding to Council prior to October 31 of each year;

7. COMMUNITY HALL CAPITAL FUNDING

- 7.1. Each year, the District will allocate capital funds within the budget for each of the Okanagan Centre Hall, Oyama Community Hall and Winfield Community Hall. These funds will be available to each Hall in accordance with this Policy.
- 7.2. Funds are to be used for the purpose of assisting with **capital** improvements and replacements.
- 7.3. Community Hall representatives may request funds any time throughout the year by submitting a request in writing that includes:
- (a) A detailed explanation of the proposed project;
 - (b) A project budget that identifies all funding sources including any grants received or requested for the same purpose;
 - (c) Financial statements for the organization
 - (d) A current and next year's capital improvement plan with costs and funding sources;
 - (e) Proof of the Community Hall being in good standing as a Registered organization.
- 7.4. In the event a Community Hall does not use the full annual amount, the funds will be added to the next year's annual available amount.
- 7.5. Recipients of the Community Hall Capital Funding will:
- (a) Use competitive quotes or bid processes when required to do so by the District;
 - (b) Have all volunteer or in-kind labour supervised or performed by a contractor;
 - (c) Within 90 days of completion of the project provide an update on the use of the funds and a declaration from an authorized signatory that funds were used in accordance with this policy;
 - (d) Provide copies of all receipts if requested; Seek all potential sources of funding and not to become solely dependent upon District funding for capital improvements. Seek all potential sources of funding and not to become solely dependent upon District funding for capital improvements.

8. LETTER OF SUPPORT FOR GRANT APPLICATIONS

- 8.1. Community Groups and Registered Organizations may request letters of support from the District of Lake Country Council to aid in external grant or sponsorship applications. Letters of support shall be approved by Council resolution.
- 8.2. The District shall not provide its business number to organizations for use in grant or sponsorship applications unless through a joint application with the District and approval from Council.

9. COMMUNITY ENGAGEMENT GRANT

- 9.1. Community Engagement Grants are funds available to Registered Organizations or Community Groups to assist with capital projects that directly enhance or contribute to projects, residents or facilities of Lake Country. Registered Organizations must provide proof of registration and Community Groups must provide proof of a banking account in the group's name and that they have been operating for at least one year.
- 9.2. Priority will be determined based on need, funding sources, projects that align with District Master Plans, strategic priorities or policies and staff time, resources and workload required to administer or oversee the project.
- 9.3. Where applications require District staff to administer a project:
 - (a) Council will consider the impact on staff time, resources and workload;
 - (b) Staff will determine the timeline for approved projects.
- 9.4. Where applications are to be administered by the applicant, the District will provide staff time to oversee the project, at the sole discretion of staff.
- 9.5. Applications for public art projects will not be considered as Community Engagement Grants.
- 9.6. All assets resulting from Community Engagement Grants will become and remain the property of the District unless otherwise indicated and agreed upon.
- 9.7. Council may recommend that applications be forwarded to a Council Committee prior to approval.
- 9.8. Community Engagement Grants must:
 - (a) Contribute to the project whether financial or in-kind;
 - (b) be from a Registered Organization or Community Group as per Section 8.1.;
 - (c) use funds for capital improvement costs;
 - (d) directly enhance or contribute to the projects, residents or facilities of Lake Country;
 - (e) enter into an agreement with the District;
 - (f) provide current financial statements and/or a project budget;
 - (g) identify all funding sources;
 - (h) identify any operational costs required after completion of the project and the intended funding;
 - (i) use a competitive quote or bidding process when required by the District;
 - (j) have all volunteer or in-kind labour supervised or performed by a contractor;
 - (k) use a qualified design professional when required by the District;
 - (l) where the District is not administering the project, within 90 days of completion of the project:
 - (i) provide written certification from an authorized signatory that funds were used in accordance with the application;
 - (ii) provide copies of all receipts;
 - (iii) provide a revenue and expenditure statement;
 - (iv) return unused funds to the District if requested.
- 9.9. Applications must include:
 - (a) a summary of the project;
 - (b) a budget including funding sources;
 - (c) details of contributions;
 - (d) a schematic or drawing;
 - (e) timelines for completion;
 - (f) description of the group involved;
 - (g) description and proof of ownership of the land where the project is to be located.

Original signed by James Baker

Mayor

April 6, 2021 Amendment signed:

Original signed by James Baker

Mayor

April 15, 2025 Amendment signed:

Original signed by Blair Ireland

Mayor

Original signed by Reyna Seabrook

Corporate Officer

Original signed by Reyna Seabrook

Corporate Officer

Original signed by Reyna Seabrook

Corporate Officer

Please read [Grant in Aid Policy 175, 2019](#) for complete details.

| ELIGIBILITY CHECKLIST | | |
|---|---|--|
| You must answer NO to all items in the Eligibility Checklist in order to be eligible for a Grant in Aid. If you answer YES, you may continue with the application although Council will be advised the request does not adhere to policy. | | |
| (a) Have you applied to the Lake Country Arts Council for funding? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (b) Is your organization a business or commercial enterprise? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (c) Does the organization have any outstanding debts or other obligations to the District? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (d) Is the application fundraising for a specific individual? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (e) Are the funds to assist with prior expenses or deficit reduction? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (f) Are the funds for acquisition of real property? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (g) Is the event, project or program focussed on a limited or special interest audience? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (h) Does the event focus on a limited or special interest audience, exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (i) Does the event reproduce local government or agency mandates? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

| APPLICANT INFORMATION | | |
|-----------------------|-------------------------|------------------|
| Date of application: | August 4, 2025 | |
| Name of Group: | Team Canada Dance | |
| Contact Person: | Andrea Szilagyi | |
| Address: | [REDACTED] Middleton Rd | |
| Phone: | [REDACTED] | Cell: [REDACTED] |
| Email: | [REDACTED] | |

| TYPE OF FUNDING REQUESTED | | |
|---|--|---|
| <input checked="" type="checkbox"/> Grant in aid up to \$1000 | <input type="checkbox"/> Grant in aid over \$1000 | <input type="checkbox"/> Operating Grant |
| <input type="checkbox"/> Rental fee waiver up to \$1000 | <input type="checkbox"/> Rental fee waiver over \$1000 | <input type="checkbox"/> Community Hall Grant |
| What amount of funding are you applying for? | | \$500 |

| EVENT/PROJECT/PROGRAM | |
|--|--|
| Name/description of event/project/program: | Athletic and Sporting Events Grant requested for Tessa Starling, who is part of Team Canada Tap, competing at a World Championship Competition in Prague, Czechia, in October 2025. Intensive rehearsals take place in Vancouver, so travel is required SIX times before the competition. Funds will be used for travel, accommodation, meals, and fees. |
| Date of event/rental: | October 22-26, 2025 |

| GRANT IN AID AND RENTAL FEE WAIVER UP TO \$1000 | GRANT IN AID | RENTAL FEE WAIVER |
|--|--------------|--|
| 1. Written application, including: <ul style="list-style-type: none"> a. summary of request b. how the funds will be used c. how you will ensure the residents, projects or facilities of Lake Country are the primary beneficiaries of any approved funding d. description of your organization | Attach | Attach |
| 2. Project budget | Attach | Attach |
| 3. Rental facility quote including date of use | N/A | Attach |
| 4. Enter into a standard rental contract | N/A | Initial: |
| 5. Provide insurance at your own expense | N/A | Initial: |
| 6. Responsible for any additional fees or taxes other than the rental fee | N/A | Initial: |
| GRANT IN AID OR RENTAL FEE WAIVER OVER \$1000 <i>all of the above, plus the following:</i> | | |
| 7. Your organization must be registered with the BC Corporate Registry. | | Attach |
| 8. Have you received a permissive tax exemption from the District? | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Have you received or requested any other grants for the same purpose from any other organizations of levels of government? If yes, attach amounts requested and received. | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Financial Statements | | Attach |

| COMMUNITY HALL GRANT FOR CAPITAL PROJECTS ONLY | |
|--|----------|
| 1. <input type="checkbox"/> Oyama Community Hall <input type="checkbox"/> Okanagan Centre Hall <input type="checkbox"/> Winfield Memorial Hall | |
| 2. Description of project and its benefits | Attach |
| 3. Proof of registration with BC Corporate Registry | Attach |
| 4. A competitive quote or bidding process will be used if required by the District | Initial: |
| 5. All volunteer or in-kind labour will be supervised or performed by a contractor | Initial: |
| 6. Financial Statements | Attach |
| 7. Project budget identifying all funding sources | Attach |
| 8. Current and next year capital improvement plans including costs and funding sources | Attach |

| REPORTING BACK REQUIREMENTS |
|--|
| Grant in aid and fee waiver recipients of over \$1000 must, within 90 days of the event/project, submit: <ul style="list-style-type: none"> • an updated budget (revenue and expenditures); • declaration from an authorized signatory that funds were used as per the application; and • an evaluation of how the event benefitted Lake Country projects, residents or facilities. |

SUBMIT APPLICATION AND ALL ATTACHMENTS TO the Corporate Services Manager at admin@lakecountry.bc.ca

Please read [Grant in Aid Policy 175, 2019](#) for complete details.

| ELIGIBILITY CHECKLIST | | | |
|---|---|--|--|
| You must answer NO to all items in the Eligibility Checklist in order to be eligible for a Grant in Aid. If you answer YES, you may continue with the application although Council will be advised the request does not adhere to policy. | | | |
| (a) Have you applied to the Lake Country Arts Council for funding? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| (b) Is your organization a business or commercial enterprise? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| (c) Does the organization have any outstanding debts or other obligations to the District? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| (d) Is the application fundraising for a specific individual? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | |
| (e) Are the funds to assist with prior expenses or deficit reduction? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| (f) Are the funds for acquisition of real property? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| (g) Is the event, project or program focussed on a limited or special interest audience? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| (h) Does the event focus on a limited or special interest audience, exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |
| (i) Does the event reproduce local government or agency mandates? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | |

| APPLICANT INFORMATION | | | |
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| Date of application: | August 4, 2025 | | |
| Name of Group: | Team Canada Dance | | |
| Contact Person: | Andrea Szilagyi | | |
| Address: | [REDACTED] Middleton Rd | | |
| Phone: | [REDACTED] | Cell: | [REDACTED] |
| Email: | [REDACTED] | | |

| TYPE OF FUNDING REQUESTED | | |
|---|--|---|
| <input checked="" type="checkbox"/> Grant in aid up to \$1000 | <input type="checkbox"/> Grant in aid over \$1000 | <input type="checkbox"/> Operating Grant |
| <input type="checkbox"/> Rental fee waiver up to \$1000 | <input type="checkbox"/> Rental fee waiver over \$1000 | <input type="checkbox"/> Community Hall Grant |
| What amount of funding are you applying for? | | \$500 |

| EVENT/PROJECT/PROGRAM | |
|--|---|
| Name/description of event/project/program: | Athletic and Sporting Events Grant requested for Emma Starling, who is part of Team Canada Tap, competing at a World Championship Competition in Prague, Czechia, in October 2025. Intensive rehearsals take place in Vancouver, so travel is required SIX times before the competition. Funds will be used for travel, accommodation, meals, and fees. |
| Date of event/rental: | October 22-26, 2025 |

| GRANT IN AID AND RENTAL FEE WAIVER UP TO \$1000 | GRANT IN AID | RENTAL FEE WAIVER |
|--|--------------|--|
| 1. Written application, including: <ul style="list-style-type: none"> a. summary of request b. how the funds will be used c. how you will ensure the residents, projects or facilities of Lake Country are the primary beneficiaries of any approved funding d. description of your organization | Attach | Attach |
| 2. Project budget | Attach | Attach |
| 3. Rental facility quote including date of use | N/A | Attach |
| 4. Enter into a standard rental contract | N/A | Initial: |
| 5. Provide insurance at your own expense | N/A | Initial: |
| 6. Responsible for any additional fees or taxes other than the rental fee | N/A | Initial: |
| GRANT IN AID OR RENTAL FEE WAIVER OVER \$1000 <i>all of the above, plus the following:</i> | | |
| 7. Your organization must be registered with the BC Corporate Registry. | | Attach |
| 8. Have you received a permissive tax exemption from the District? | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Have you received or requested any other grants for the same purpose from any other organizations of levels of government? If yes, attach amounts requested and received. | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Financial Statements | | Attach |

| COMMUNITY HALL GRANT FOR CAPITAL PROJECTS ONLY | |
|--|----------|
| 1. <input type="checkbox"/> Oyama Community Hall <input type="checkbox"/> Okanagan Centre Hall <input type="checkbox"/> Winfield Memorial Hall | |
| 2. Description of project and its benefits | Attach |
| 3. Proof of registration with BC Corporate Registry | Attach |
| 4. A competitive quote or bidding process will be used if required by the District | Initial: |
| 5. All volunteer or in-kind labour will be supervised or performed by a contractor | Initial: |
| 6. Financial Statements | Attach |
| 7. Project budget identifying all funding sources | Attach |
| 8. Current and next year capital improvement plans including costs and funding sources | Attach |

| REPORTING BACK REQUIREMENTS |
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| Grant in aid and fee waiver recipients of over \$1000 must, within 90 days of the event/project, submit: <ul style="list-style-type: none"> • an updated budget (revenue and expenditures); • declaration from an authorized signatory that funds were used as per the application; and • an evaluation of how the event benefitted Lake Country projects, residents or facilities. |

SUBMIT APPLICATION AND ALL ATTACHMENTS TO the Corporate Services Manager at admin@lakecountry.bc.ca



Team Canada Dance Organization
National Director - Bonnie Dyer
146 Bristol St, Guelph ON N1H 3L9
bonnie@cdo-online.org
contact@teamcanadadance.ca
www.teamcanadadance.ca

Dear Sir/Madam,

A very talented member of your community has been chosen by Team Canada Dance/IDO Canada to represent Canada at the official IDO World Tap Championships, which will be held in Prague, Czechia, from October 22 -26, 2025. Auditions for Team Canada Dance brought some of the best dancers from across Canada to vie for a position to represent Canada at the prestigious event.

The International Dance Organization (IDO) is a World Dance and Dance-Sport Federation with a membership of over 90 nations, representing more than 250,000 dancers from six continents. The best dancers worldwide will compete for the World Championship title! Our organization, Team Canada Dance, is a non-profit National Member Organization (NMO) with IDO. We audition dancers and recruit the best choreographers to represent Canada for the World Championships.

In Canada, dance is not recognized as a sporting event, even though many of these dancers train up to 7x/week, are as flexible as any gymnast, as graceful as any figure skater, and as dedicated as any Olympic athlete. Dancers of our caliber train for many hours a week to represent our country with pride. A non-profit organization like ours cannot get funding for our award-winning dancers to compete. Each dancer must obtain their own sponsors as we have been unsuccessful in our attempt to receive government support for the team. In addition, it is more difficult for Canadian dancers as not only do we have the expense to travel so far to attend the Championships, but many of our European counterparts are recognized by their Olympic Committees and are financially rewarded when they win a gold medal at these Championships. Since our dancers are not recognized for their athleticism, we are not as lucky in obtaining financial support in the same way. Our choreographers not only produce world-level choreography but also strongly emphasize good sportsmanship and value being the proud ambassadors they are for Canada.

Each dancer must raise a minimum of \$4,300 CDN to cover their hotel, rehearsal, and entry fees. Additionally, they must pay for their flights, and other expenses. Any amount that you can donate to help sponsor this very talented dancer from your community would be VERY MUCH APPRECIATED! Please find enclosed a letter from the Team Canada Dance member describing what dancing at the World Championships means to them.

If you have any questions regarding the World Championships or the official Team Canada Dance/ IDO Canada, please contact Mrs. Bonnie Dyer, Team Canada Dance National Director directly at bonnie@cdo-online.org. We also invite you to check out our website www.teamcanadadance.ca.

Please make any sponsorship cheques payable to the dancer that you are helping to sponsor. 100% of what you are donating goes directly to the dancers for their participation in representing Canada on the world stage! We offer to feature your logo in our social media, website, and team communication as a thank you for your generous donation and receipts are available. If you have any questions regarding your donations, please contact Mrs. Bonnie Dyer.

Thank you for your time and interest in helping the youth of Canada to be represented at this prestigious dance event!

Yours Truly,

Bonnie Dyer

Bonnie Dyer
Team Canada Dance National Director
bonnie@cdo-online.org



"NOTHING IS MORE THRILLING THAN TO STAND ON THE PODIUM REPRESENTING CANADA AND HEARING THE NATIONAL ANTHEM BEING PLAYED AS OUR FLAG IS RAISED!"

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: August 19, 2025
Meeting Type: Regular Council Meeting

Prepared by: Paul Gipps, Chief Administrative Officer
Department: CAO

Title: Council Remuneration Task Force Update
Description: Report from the Council Remuneration Task Force (CRTF)

RECOMMENDATION

See report from the Council Remuneration Task Force.

EXECUTIVE SUMMARY

On January 15, 2024 Council reviewed the remuneration for the Mayoral position, recognized the position of Mayor as full time (Resolution No. 2024-01-015) and directed the Council Remuneration Task Force (CRTF) be called to convene as soon as possible to conduct an independent review. (Resolution No. 2024-01-016)

In accordance with Council Remuneration Task Force (CRTF) Policy 154, Council appointed three representatives from the community at large in April 2025, the year prior to a general election. The Task Force convened their first meeting on May 7, 2025 to undertake a comprehensive report and recommendations on the Council remuneration and expenses. The Task Force has completed their review and provided a summary of their finding and recommendations for Council's consideration.

FINANCIAL IMPLICATIONS

A \$3,000 increase to the Mayor's remuneration and \$1,200 to Councillors results in a \$10,200 increase on an ongoing basis as well as a minor increase as a result of the annual CPI adjustments (for example a \$204 difference in a year with a 2% CPI adjustment). The recommendation for Mental Health and Wellness Counselling being added with the premiums paid by the District would only result in an annual cost of approximately \$260. These costs can be accommodated in the 5 Year Financial Plan within Council's strategy of stabilized tax increases.

Respectfully Submitted.

Paul Gipps, Chief Administrative Officer

Report Approval Details

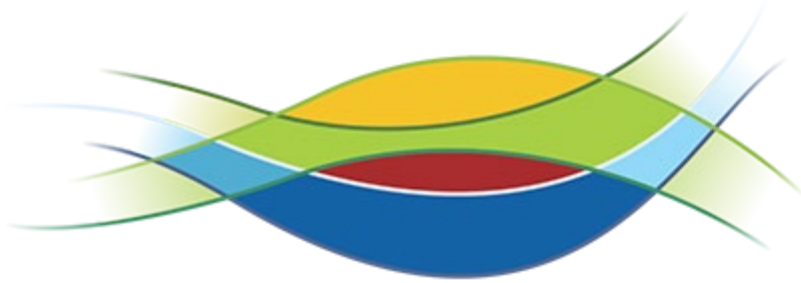
| | |
|----------------------|---|
| Document Title: | Council Remuneration Task Force Update.docx |
| Attachments: | - Report to Council-CRFT Recommendations-2025-08-19.pdf |
| Final Approval Date: | Aug 14, 2025 |

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

Paul Gipps, Chief Administrative Officer - Aug 14, 2025 - 7:34 AM

Makayla Ablitt, Manager of Corporate Administration - Aug 14, 2025 - 9:13 AM

DISTRICT OF LAKE COUNTRY



LAKE COUNTRY

Life. The Okanagan Way.

**Council Remuneration/
Compensation Review**

REPORT

July 2025

Submitted by:

District of Lake Country – Council Remuneration Task Force

Donna Kirsch, member

Charlene Undseth, member

Bob McCoubrey, Chair

Leslie Groulx Consulting, District Liaison

Table of Contents

| | | |
|----------|---|-----------|
| 1 | EXECUTIVE SUMMARY | 3 |
| 2 | INTRODUCTION AND METHODOLOGY | 4 |
| 2.1 | Project Background and Description | 5 |
| 2.2 | Project Scope and Methodology | 5 |
| 3 | ANALYSIS AND FINDINGS | 7 |
| 3.1 | External Market Comparison..... | 7 |
| 3.2 | Findings..... | 7 |
| 3.2.1 | Mayor and Council Remuneration Comparisons | 7 |
| 3.3 | Cost of Living – 2020-2024 | 8 |
| 3.3.1 | Council Workload | 10 |
| | Current Remuneration and Expenses Policy of District of Lake Country..... | 11 |
| 4 | RECOMMENDATIONS COMPENSATION - MAYOR AND COUNCIL: | 12 |
| 4.1.1 | Remuneration and Expenses: | 12 |
| 4.1.2 | Benefit Plan: | 13 |
| 4.1.3 | Meals | 13 |
| 4.1.4 | Travel – Conferences, training & professional development..... | 14 |
| 4.1.4 | Technology Expenses | 14 |
| 4.2 | Attachments..... | 14 |

Our Mission:

“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.”

1 EXECUTIVE SUMMARY

In April, 2025, the District of Lake Country Council appointed three citizens, Donna Kirsch, Charlene Undseth and Bob McCoubrey, to sit as volunteers on the Council Remuneration Task Force, under Policy 154, 2016, with a mandate to review and make recommendations for possible changes to Council Remuneration and Expense Policy 164, 2018. Leslie Groulx, of Leslie Groulx Consulting was retained to support the Task Force in its deliberations. At its first meeting, Bob McCoubrey was chosen to chair the Task Force.

The Task Force gathered information from up to 16 municipalities, including Lake Country, on parameters such as: population, property tax bases, annual budgets -both operating and capital, historical and projected growth rates, current remuneration and expense policies, workloads of Mayors and Councillors (time requirements for meetings, preparation for meetings and interactions with citizens), and other issues facing municipal councils.

Beginning with 15 roughly similar communities, we pared the list down to 10 and finally to 5 comparable towns with populations between 11,000 and 21,500. While these parameters were used to compare Lake Country with other communities, it became clear that there is no place exactly like Lake Country. Our task came down to answering two basic questions. What does the job entail and does the current Remuneration Policy fairly and adequately compensate members of Council for their time and effort? And, will citizens with the applicable skills be encouraged to run for office?

Lake Country has experienced significant growth since its incorporation in 1995, and is projected to face continued growth pressure in the foreseeable future. The provision of services and critical infrastructure to accommodate future growth will require thoughtful consideration and wise decision making to ensure scarce resources are allocated appropriately.

While some have historically taken the view that sitting on Council should be thought of as a community service, with only token remuneration, the Task Force takes the view that Council's work is valuable work and should be adequately compensated. Considering the old adage "you get what you pay for", the Task Force wanted to ensure that Council remuneration rates would not discourage good candidates from running in the next election.

Recommendations:

Remuneration (Option 3):

THAT the Mayor's annual remuneration be increased by \$3000 and Councillor's remuneration to be increased by \$1200 – as per District Policy 164, 2018, which states that Councillor's will receive 40% of the Mayor's rate. This increase should be implemented on November 1, 2026, after the election of the next Council, and will be in addition to the annual cost of living adjustment that is based on the CPI index for BC, and implemented on January 1st of each year.

Benefit Plan:

THAT Mental Health and Wellness Counselling be added to Council's benefit plan effective immediately, premiums to be paid by the District.

Meals:

THAT the amounts allowed for meals, either to be claimed individually, or to be deducted from the per diem when meals are provided as part of event registration fees, be amended as follows:

- Breakfast` \$20
- Lunch. \$20
- Dinner \$45

Travel:

THAT reimbursement for Council to attend approved municipal approved functions be provided on a per kilometer rate based on CRA rates.

Technology:

THAT each member of Council be issued a District owned and maintained device that meets the needs of fulfilling their Council duties; and that the Mayor be issued a District owned and maintained cell phone.

(All District business must be carried out on District owned devices for security and adherence to District policies.)

The Task Force appreciates the hard work that members of Council perform on behalf of District citizens. We thank you for your efforts and thank you for allowing us to be involved in a small way. We also than Leslie Groulx for her efforts gathering information and guiding our deliberations.

2 INTRODUCTION AND METHODOLOGY

Lake Country is a district municipality with an estimated population of 18,700 (2023) located in the Okanagan Valley region of British Columbia. It is a part of the Regional District of Central Okanagan and located between the City of Kelowna and City of Vernon. The middle of Okanagan Lake defines the western boundary of the municipality, while the entirety of Wood Lake and the southernmost portion of Kalamalka Lake are encompassed by it.

Lake Country was incorporated in 1995 and was formerly known as Area A of the RDCO. The District of Lake Country is governed under a modified ward system, by an elected Council comprised of a Mayor and six Councillors, elected for a four-year term. The previously unincorporated communities of Winfield, Okanagan Centre, Oyama, and Carr's Landing were united to form the District of Lake Country. Today, they remain as separate wards within the municipality, one councillor is elected from each of these wards, while the mayor and two councillors are elected "at large" by the citizensⁱ.

The current Council term is 2022 to 2026.

2.1 Project Background and Description

In March 2025 as per Policy No. 154, 2016 the District advertised for members of the community at large to serve on the Council Remuneration Task Force. The purpose of the Task Force is *“to conduct an independent unbiased and reasonable review of Mayor and Council’s remuneration and expenses policies”*ⁱⁱ. Policy 154, 2016 provides the Terms of Reference for the Task Force, further the Council Remuneration and Expenses Policy 164, 2018 provides the framework in which Council is compensated for their service to the municipality.

The District received five (5) submission for three (3) positions, and in April Council appointed Bob McCoubrey, Donna Kirsch, and Charlene Undseth as members of the Council Remuneration Task Force (Task Force).

The Council Remuneration and Expenses Policy 164, 2018 was last updated October 19, 2021, this update was complete in the year prior to the municipal election held in October 2022. The scope of this assignment is to complete an assessment of remuneration and claimable expenses, with a view to ensure the compensation is fair relative to comparator municipalities, responsibilities, and workload.

The workload and expectations of Mayor and Council has changed significantly over the past decade as municipalities assume federal and provincial government downloads and expand their responsibility for new and complex programs and services. These changes have seen a more demanding environment with high expectations of transparency, accountability and efficiencies. There is increasing interest across municipalities in BC to ensure remuneration practices are reflective of the time commitment, as well as support interest and engagement of a more diverse pool of candidates.

2.2 Project Scope and Methodology

Council Policy 154, 2016 outlines the points which the Task Force is to address during their review. These points are listed below:

- Mayor and Council remuneration;
- Wage loss indemnity;
- Expense policy(s);
- Vehicle and other allowances;
- Travel policy;
- Training and conferences;
- Liability coverage;
- Health, dental and accidental insurance.

In addition, the CAO retained the services of Leslie Groulx Consulting to provide support for the Task Force. The Task Force worked with the consultant to determine a comparable set of municipalities and to review and recommend a compensation program for Mayor and Council, that is equitable and competitive.

The Task Force aims to ensure fairness, transparency, and accountability in remuneration decisions and to provide recommendations back to Council on the findings.

The project scope and methodology addressed the following:

- Developing a list of comparable municipalities, determined by similar parameters such as population, resource base, service delivery, property assessment values, and annual budgets.
- Reviewing bylaws and policies pertaining to council remuneration and expenses, currently employed by Lake Country and the comparable municipalities;
- Surveying current council members to determine time commitments involved in preparing and attending council meetings, internal and external committee meetings, whether there is extra compensation provided to attend committees, and time spent interacting with constituents;
 - The intent of this exercise was to determine if a “per meeting” rate should be considered over and above a base remuneration in response to workload distribution is not even among council members.
- Developing a report to include observations of current practices and policies employed by the District while considering [best practices](https://www.ubcm.ca/sites/default/files/2021-08/Council%20%26%20Board%20Remuneration%20Guide%20%28September%2C%202019%29.pdf) recommended through UBCM’s Council & Board Remuneration Guide (2019) <https://www.ubcm.ca/sites/default/files/2021-08/Council%20%26%20Board%20Remuneration%20Guide%20%28September%2C%202019%29.pdf> ;
- Submitting draft report for review by the CAO;
- Submitting all documentation collected to be retained by the District.
- Finalizing report and presenting to Council (August) by Chair McCoubrey;

The UBCM guide recommends that local governments use a set of standards that are fair and defensible, and follows a formula-based approach, or a variation thereof. For example, first set the remuneration for the Mayor as the median value of all Mayor remunerations from the comparison set of municipalitiesⁱⁱⁱ and to calculate remuneration for Council as a percentage (eg: 40% of the Mayor’s remuneration to reflect the lesser workload and level of responsibility relative to those of the Mayor. Remunerations generally consist of a base amount for Mayors, and Councillors, and in some communities an additional amount is paid in recognition for committee work. Base amounts are intended to reflect the expectations and duties associated with the specific role, and for that reason are expected to differ by role.^{iv} Remuneration may also include payments that are made to elected officials, additional to base pay for attending different types of meetings, leading committees, sitting as appointees on external bodies, performing the role of deputy Mayor, and undertaking other duties as assigned.

3 ANALYSIS AND FINDINGS

3.1 External Market Comparison

The parameters of the comparator municipalities initially reviewed included:

- Population (2023 Civic info data set) using an initial range of 11,000 to 21,500;
- Number of members serving on Council;
- Number of council meetings including public hearings and committee meetings (internal / external);
- Economic base and similar service delivery ie: roads, infrastructure, recreation, economic development, etc;
- 2024 Assessed Property values for Residential, Business, Light industrial, and Farm classifications;
- 2024 and 2025 Operating and Capital budgets including Utilities;
- Historical and projected growth (where available);
- Geographical size;
- Council Remuneration Bylaws and Policies.

Initially the Task Force identified 15 communities and subsequently pared to ten (10) (excluding DLC), These communities listed below:

- | | |
|------------------------------|----------------------------|
| ✓ Central Saanich (District) | ✓ North Saanich (District) |
| ✓ Coldstream (District) | ✓ Salmon Arm (City) |
| ✓ Comox (Town) | ✓ Sooke (District) |
| ✓ Dawson Creek (City) | ✓ Summerland (District) |
| ✓ Nelson (City) | ✓ Williams Lake (City) |

Refer to Appendix A “Survey – Comparator Municipalities; Remuneration & Expenses” for full data analysis.

3.2 Findings

3.2.1 Mayor and Council Remuneration Comparisons

The survey data reports that the Mayoral remuneration is based on part-time (<35 hours per week) hours for all comparator municipalities. Therefore, it can be assumed that the compensation rates in the table below are valid comparisons to the District of Lake Country Mayor. District of Lake Country’s Council remuneration is calculated at the recommended 40% of the Mayor’s remuneration.

Table 1: Remuneration Comparisons - Mayor and Council

| Mayor and Council Remuneration 2024 – Population >11,000 to < 21,500 | | | | | | Current % of Mayor |
|--|---------------------|--------------|---------------|-----------------|-----------------|-----------------------|
| Name of Community | | Population | # Council mtg | Mayor | Councillor | |
| City | Williams Lake | 11626 | 41 | \$63,588 | \$22,964 | 36.11% |
| City | Nelson | 11713 | 28 | \$72,240 | \$28,373 | 39.28% |
| District | Coldstream | 12306 | 25 | \$38,657 | \$17,054 | 44.12% |
| District | North Saanich | 13198 | 42 | \$35,914 | \$18,694 | 52.05% |
| District | Summerland | 13310 | 35 | \$39,704 | \$18,236 | 45.93% |
| City | Dawson Creek | 13615 | 23 | \$79,905 | \$27,168 | 34.00% |
| Town | Comox | 15902 | 26 | \$60,845 | \$27,534 | 45.25% |
| District | Sooke | 16866 | 38 | \$52,630 | \$22,261 | 42.30% |
| District | Lake Country | 18705 | 32 | \$60,231 | \$24,092 | 40.00% |
| District | Central Saanich | 19326 | 41 | \$61,183 | \$26,858 | 43.90% |
| City | Salmon Arm | 21034 | 25 | \$75,095 | \$29,742 | 39.61% |
| | Mean | 15236 | 32 | \$58,181 | \$23,907 | 42.0% |
| | Median | 13615 | 32 | \$60,845 | \$24,092 | 42.3% |
| | Highest | 21034 | 42 | \$79,905 | \$29,742 | 52.1% |
| | Lowest | 11626 | 23 | \$35,914 | \$17,054 | 34.0% |

All comparators set their annual increase based on Consumer Price Index (for BC or Victoria) for the year prior with the effective date for increase as January 1 of each year.

3.3 Cost of Living – 2020-2024^v

Lake Country's Policy No. 164, 2018 Remuneration and Expenses Policy sets an annual increase by the amount of the British Columbia Consumer Price Index (CPI) for the year prior, to be effective January 1 of each year. Further stating that if CPI is negative the remuneration remains the same as the prior year."

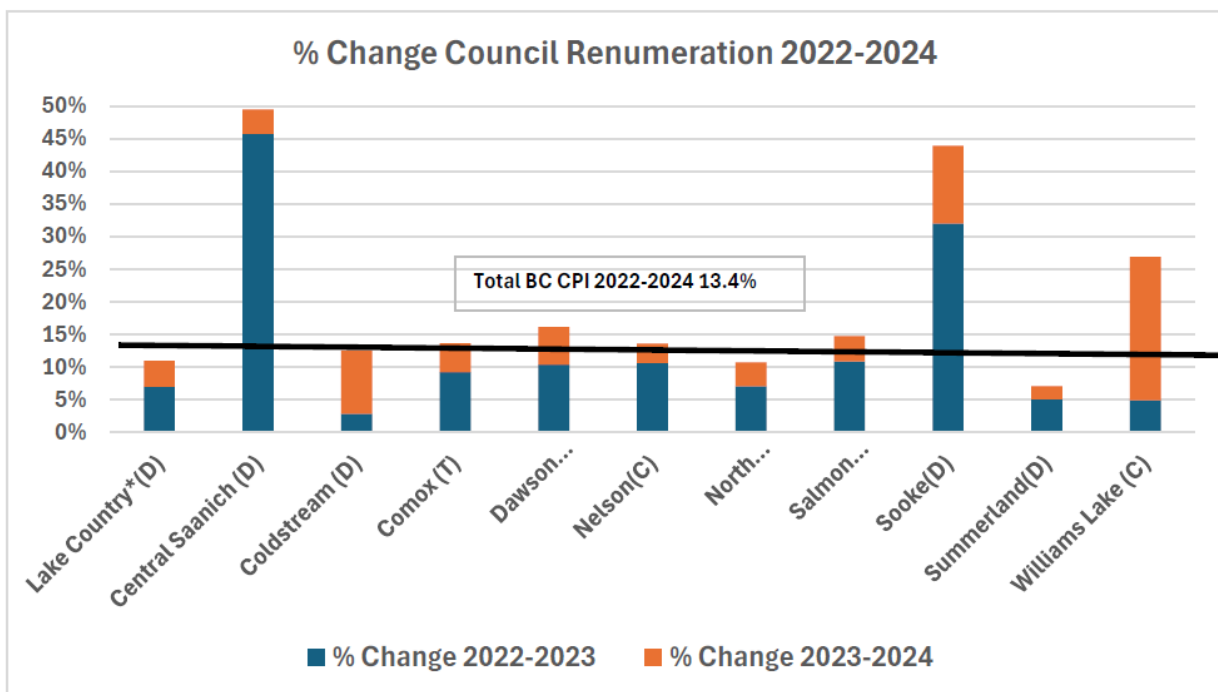
The cost of living in a particular region or city can impact elected officials' remuneration, areas with higher costs of living may offer higher remuneration to attract qualified individuals to public office. Table 2 provides data set for CPI increase for the past five (5) years, these increases have been consistently applied to Lake Country.

Table 2: CONSUMER PRICE INDEX (2002 = 100) - ANNUAL
CANADA **BRITISH COLUMBIA**

| Year | Annual | | Annual | |
|------------------------|-----------------|----------------|-----------------|----------------|
| | All Items Index | Percent Change | All Items Index | Percent Change |
| 2020 | 137.0 | 0.7 | 132.4 | 0.8 |
| 2021 | 141.6 | 3.4 | 136.1 | 2.8 |
| 2022 | 151.2 | 6.8 | 145.5 | 6.9 |
| 2023 | 157.1 | 3.9 | 151.2 | 3.9 |
| 2024 | 160.9 | 2.4 | 155.2 | 2.6 |
| Total Increase: | | 17.2% | 17.0% | |

The data set in Table 3 shows the current term (2022-2026) over the past three (3) years where some municipalities increased their remunerations more than the CPI rate. District of Lake Country ranks in the lower end of the percent changes in remuneration. Yet Lake Country has seen the highest growth during this same time period (Appendix A – DLC Comparator Data – Survey of Municipalities). Lake Country is projected to see a grow rate of 12%¹ within the next five (5) years.

Table 3: Change Comparison for Council Remuneration 2022-2024



¹ District of Lake Country Housing Needs Report - 2023

Consideration was given as to whether the annual CPI has allowed the District of Lake Country's Mayor and Council remuneration to keep up with the evolution of responsibilities, based on increasing downloads from higher levels of government, the demands on infrastructure and historical and future community growth.

3.3.1 Council Workload

The Task Force conducted an online survey of Mayor and Council to determine time commitments in relative to District related work.

What we heard:

- Each councillor provided clarity on the number of hours they believe is required to prepare for and time commitment to attend council and committee meetings related to their core council duties.
- Individuals reported that the required time commitment to prepare for a council meeting ranged from five (5) to twenty (20) hours per meeting depending on the size of the agenda, and attendance for council meetings ranged from six (6) to ten (10) hours per meeting depending on the content of the agenda. *(Note: based on two council meetings per month this translates to a range of ten and forty hours per month for prep and between twelve and twenty hours for attendance.)*
- Individuals reported a wide range of time commitment for committee work ranging from one (1) to twelve (12) hours per month. Not all committees meet on a regular schedule; some may only take place once per year.
- There is no extra compensation for internal committee work.
- Hours per month spent on communications with constituents appears to vary. The hours reported varied from five (5) to forty (40) per month.
- The general consensus as to whether councillors' felt fairly compensated - noted that with the ever-changing expectations, responsibilities and time commitments in order to attract qualified candidates, an increase to the compensation should be given.

The UBCM [Best Practice](#) Guide recognizes that there is significant variability among local governments in British Columbia. Considerable variables in population, area, scope of services, size of administration, location, growth rate, local economy, and other factors mean that local governments should consider applying the best practices in ways that respond to local needs and are sensitive to local conditions.

Projected Growth Rates was a key consideration of the Task Force in determining whether a one-time lift to the current remuneration over and above the CPI is warranted. Table 4 provides data showing that the District of Lake Country has experienced significant growth in recent years, with an **average annual population growth rate of 3.7% between 2011 and 2021.**^{vi}

Table 4: Population and Population Change, District of Lake Country & Central Okanagan Regional District (2011-2021)

| | 2011 | 2016 | 2021 | Growth 2011- 2021 | Percent Change 2011-2021 |
|------------------------------------|---------|---------|---------|-------------------------|--------------------------------|
| District of Lake Country | 11,708 | 12,922 | 15,817 | +4,109 | +35% |
| Central Okanagan Regional District | 179,839 | 194,892 | 222,162 | +42,323 | +23% |

**Source: Statistics Canada, 2021 Census of Population, 2016 Census of Population, 2011 Census of Population*

The Task Force felt that Lake Country's recent growth rate, projected growth rates, the change in scope of activity (responsibility and workload) and budget (both operations and capital) for which Council is responsible warrants a one time increase to the remuneration for the Mayor. A subsequent increase for Council remuneration will be reflected as per s. 1.4 *"The remuneration of each Councillor shall be calculated as forty percent (40%) of the Mayor's remuneration as of January 1, of each year."*

Current Remuneration and Expenses Policy of District of Lake Country

Annual Mayor Compensation – When considering UBCM's Best Practice Guide, and looking at the market median annual salary for the Mayor position of \$60,845 for 2024, Lake Country's annual salary for Mayor of \$60,231 of that same time period, there is a shortfall of \$614.

Annual Councillor Remuneration – Based on Lake Country's Policy 154, 40% of Mayor's remuneration, Council's remuneration would be a shortfall of \$245.60.

Municipalities may offer similar benefits including dental, extended health, group life, or AD&D. These benefits can either be through a private insurance company or in some cases through UBCM's benefit. Remuneration, Benefits, Travel, Conferences and technology expenses have been previously established in DLC Policy No. 164, 2018 Council Remuneration and Expenses.

Local governments who wish to provide some level of benefit coverage for their elected officials may have concerns regarding the cost of premiums. In an effort to minimize costs, local governments elected officials may consider extending existing staff benefit programs to include themselves, or joining with UBCM's local government group insurance program. To join UBCM's plan at least three elected officials from the local government must opt-in to the plan. Lake Country currently has four elected officials participating in Lake Country's benefit plan.

Benefit Plan

- Council members may opt into the extended health and dental benefit plans on a 50/50 cost sharing basis, also included is accident insurance coverage of \$100,000 (premium paid by the District).

Travel

- Mileage is reimbursed at the current CRA rate per kilometer
- Meals and out of pocket expenses related to out-of-town events, conferences, and training are reimbursed at \$85 per day, if meals are included in the registration fees the following amounts are deducted – Breakfast \$15, Lunch \$15, Dinner \$30.

Conferences/Training/Professional Development:

- The 2025 Budget to cover Council attending Conferences/Conventions is set at \$35,000 (this includes all member of Council).
- Lake Country's current practice is for all of Council members to attend UBCM and SILGA; the Mayor and one Council member attends FCM.
 - Anything above these requires approval by council resolution.

Technology:

- Council members are **offered** the use of one electronic device (tablet, tablet computer or laptop), these remain the property of the District, and maintained by the District.
- Currently, the Mayor is **offered** a District issued cell phone; if declined will receive \$50/mo for cellphone use.

Eligible Expenses

Generally speaking, municipalities reimburse members of Council for out-of-pocket expenses only related to out-of-town travel ie: mileage, travel by taxi, bus, train, ferry, rental car, or air; accommodation; conference fees and per diem payments for meals.

4 RECOMMENDATIONS COMPENSATION - MAYOR AND COUNCIL:

4.1.1 Remuneration and Expenses:

Recommendations:

The general consensus is that based on the findings of the Task Force, it has been determined that a one-time increase to the Mayor's remuneration with the corresponding one-time increase for Council of 40% of the Mayor's increase. Continuation of the annual CPI increase as currently stated in Policy No. 164, 2018 is intended to keep pace. The Task Force has provided the following options for Council's consideration:

- Option 1: THAT the Council Remuneration Task Force recommends that a one-time increase of \$3,000 (to the 2025 remuneration) be applied to the Mayor's annual remuneration with the corresponding increase of 40% (\$1,200) to be applied to Council's annual remuneration effective January 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2018 s. 1.3.

- Option 2: THAT the Council Remuneration Task Force recommends that a one-time increase of \$3,000 (to the 2025 remuneration) be applied to the Mayor's annual remuneration with \$1,500 effective January 1, 2026, and \$1,500 effective July 1, 2026; and THAT a corresponding increase of 40% equaling \$600 be applied to the Council annual remuneration effective January 1, 2026 and the remaining \$600 effective July 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2015 s. 1.3.
- Option 3 THAT the Council Remuneration Task Force recommends that a one-time increase of \$3,000 (added to the 2026 remuneration) be applied to the Mayor's annual remuneration with the corresponding increase of 40% (\$1,200) be applied to the Council annual remuneration effective November 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2018 s.1.3.
- Option 4: THAT a one-time increase of \$614 (to the 2025 remuneration) be applied to the Mayor's annual remuneration with the corresponding increase of 40% (\$245.60) to be applied to Council's annual remuneration effective January 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2018 s. 1.3.
- Option 5: Status Quo – To continue to apply the annual Cost of Living (CPI) adjustments as stated in Policy No. 164, 2018 s. 1.3.

4.1.2 Benefit Plan:

Recommendation:

THAT the Council Remuneration Task Force recommends the addition of Health and Wellness counselling to the Council benefit plan paid by the District to take effect immediately.

4.1.3 Meals

Recommendation:

THAT the Council Remuneration Task Force recommends Policy 164, 2018 – Council Remuneration and Expenses be amended to revise the pre diem allowance when meals are included in the event registration fees – those meals shall be deducted from the per diem rate in accordance with the table below:

| MEAL | PER DIEM ALLOWANCE |
|-----------|--------------------|
| Breakfast | \$20.00 |
| Lunch | \$20.00 |
| Dinner | \$45.00 |

4.1.4 Travel – Conferences, training & professional development

Recommendation:

THAT the Council Remuneration Task Force recommends that reimbursement for Mayor and Council for travel to attend approved municipal functions be provided on a per kilometer rate in line with CRA.

4.1.4 Technology Expenses

Recommendation:

THAT the Council Remuneration Task Force recommends each Council member is **issued** one electronic device (ie: IPAD, tablet, tablet computer, laptop) that meets the needs in fulfilling their duties; and

THAT the Mayor shall also be provided a District **issued** cell phone for use during the term; and

FURTHER THAT all district business must be conducted on electronic devices owned and maintained by the District;

4.2 Attachments

1. Policy 154, 2016 Council Remuneration Task Force
2. Policy No. 164, 2018 Council Remuneration and Expenses
3. Survey Results – District of Lake Country Comparator Survey data

ⁱ https://en.wikipedia.org/wiki/Lake_Country

ⁱⁱ Council Remuneration Task Force Policy 154, 2016

ⁱⁱⁱ UBCM Council and Board Remuneration Guide – 1st Edition September 2019

^{iv} UBCM Council and Board Remuneration Guide – 1st Edition September 2019

^v <https://catalogue.data.gov.bc.ca/dataset/2c75c627-3eb6-41ee-bb54-7b089eade484/resource/1903ad08-a460-4f56-8c6e-a802b5a39732/download/cpidata.pdf>

^{vi} District of Lake Country Housing Needs Report July 2023



Council Remuneration Task Force Policy 154, 2016

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-5650 f: 250-766-0116
lakecountry.bc.ca

Date

The following was adopted at the Regular Council Meeting held on October 4, 2016 by Resolution No. 16.10.229.

Purpose

To ensure an independent, unbiased and reasonable review of Mayor and Council's remuneration and expense policies is conducted prior to each year where a regular municipal election is to be held.

Policy

1. Policy

- 1.1. A Council Remuneration Task Force (the "CRTF") consisting of representatives from the community at large shall convene in the year prior to when a regular municipal election is to be held. The CRTF shall review Council's remuneration and expense policies with the objective of presenting recommendations on its findings to Council with any changes to be in effect for the Inaugural Council Meeting.
- 1.2. The Chief Administrative Officer may delegate a Staff Liaison to coordinate, support and provide resources to the CRTF as needed.

2. Terms of Reference

- 2.1. The CRTF shall meet as it deems necessary with the objective of presenting a comprehensive report on its findings to Council within six months of convening.

The CRTF shall review and make recommendations on the following:

- (a) Mayor and Council remuneration;
- (b) Wage loss indemnity;
- (c) Expense policy(s);
- (d) Vehicle and other allowances;
- (e) Travel policy;
- (f) Training and conferences;
- (g) Liability coverage;
- (h) Health, dental and accident insurance

2.2. Any recommendations made by the CRTF shall be based on the following:

- (a) Comparison to BC municipalities of similar size and structure, including ward systems from other provinces if appropriate and available;
- (b) Consideration of the functions and responsibilities of Mayor and Council;
- (c) Consideration of the public expectations and level of commitment required of Mayor and Council;
- (d) Consideration of the impact to attract qualified elected officials;
- (e) Address conflicts in existing policies.

3. Membership

- 3.1. The CRTF shall be comprised of three (3) representatives from the community at large. Preference will be given to those who can demonstrate a vested interest in the community and who possess relevant skills in finance, human resources, or business management. Members must not be currently elected at any level of government or be a current staff member at the District of Lake Country. Members must not have a direct or indirect pecuniary interest in the outcome of the recommendation.
- 3.2. Nominations and applications for members will be accepted beginning in January of each year that precedes a regular municipal election year. All members will be appointed by Council resolution in March of that same year.
- 3.3. Members shall be appointed for the duration of the CRTF's purpose and mandate, after which time membership shall expire.
- 3.4. A Chairperson shall be appointed by consensus of the CRTF at the first meeting. The Chairperson shall be responsible for scheduling meetings and will be the chief liaison with the District Staff Liaison.
- 3.5. Council may revoke a CRTF appointment by resolution if the member fails to attend three (3) consecutive meetings, or for any other reason as determined by Council. Where a member resigns or an appointment is revoked, Council may appoint another qualified person to complete the balance of the term.
- 3.6. Members shall serve without remuneration, but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with District policies. Expenses must be pre-approved by the Chief Financial Officer.

ADOPTED this 4th day of October, 2016.

Mayor



Corporate Officer





Council Remuneration and Expenses Policy 164, 2018

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-5650 f: 250-766-0116
lakecountry.bc.ca

Date

The following was adopted at the Regular Council Meeting held December 18, 2018 by Resolution No. 18.12.270.

This policy repeals Council Remuneration and Expenses Policy No. 00.02.46 and Travel and Expense Policy 06.03.75.

This policy was amended as follows:

| Amendment Date | Resolution No. | Summary of Amendment |
|------------------|----------------|---|
| October 19, 2021 | 2021-10-223 | <ul style="list-style-type: none"> Annual remuneration not be adjusted. The basis and timing for annual CPI increases to Council remuneration be included. Authority to travel be included Provided technology devices be included. |
| February 6, 2024 | 2024-02-033 | <ul style="list-style-type: none"> Section 4.3 deleted and replaced in its entirety. |

Preamble

This policy sets out the guidelines for Mayor and Council remuneration and expenses. Council members may incur out-of-town travel expenses within Council approved budget limits while representing the municipality, engaging in municipal business, or attending meetings, conferences, seminars and other training opportunities. This policy will provide guidelines for consistency and accountability.

For the purposes of this policy, the term “Council” and “Council members” shall include the Mayor.

Policy

1. REMUNERATION

1.1. Effective January 1, 2021 the Mayor shall receive annual indemnity of \$52,143, paid on a monthly basis.

1.2. Effective January 1, 2021 each Councillor shall receive annual indemnity of \$20,857 paid on a monthly basis.

- 1.3. The remuneration for the Mayor shall increase on January 1 of each year by the amount of the British Columbia Consumer Price Index (BC CPI) for the prior year. In years where the BC CPI is negative, the remuneration shall remain the same as the prior year.
- 1.4. The remuneration for each Councillor shall be calculated as forty percent (40%) of the Mayor's remuneration as of January 1 of each year.
- 1.5. Remuneration provided in 1.1 and 1.2 above shall be reviewed as per Council Remuneration Task Force Policy 154, 2016, as amended from time to time.
- 1.6. A T2200 will be issued to each Council member annually in addition to the T4. One professional accounting session will be provided to Council as a group as part of orientation each term.
- 1.7. Each Council member shall receive accident insurance coverage of \$100,000 with the premiums paid for by the District.
- 1.8. Council members may opt into the District's extended health and dental plans on a 50/50 cost sharing basis.

2. AUTHORITY TO APPROVE TRAVEL

- 2.1. A resolution of Council is required to approve attendance of any Council member at a function where there will be a cost incurred by the municipality. A budget limit to attend the meeting, conference, seminar or other training opportunity must be provided and approved as part of the resolution.
- 2.2. Where possible annual planning for Council travel should occur prior to the adoption of the budget each year. However, opportunities can arise throughout the year and be considered at the time by Council subject to the unallocated Annual Budget.

3. TRAVEL EXPENSES

- 3.1. In addition to the remuneration provided in Section 1 Council members shall receive the following expenses for attendance at meetings, courses or conventions and when representing the municipality or engaging in municipal business authorized by Council:
- 3.2. Expenses are not eligible if a Council member receives an honorarium, a per diem, or other form of expense reimbursement for attending the meeting or other function from any other source.
- 3.3. Where attendance requires absence from the District of Lake Country for one day or less:
 - (a) vehicle expenses at the current CRA reasonable per km allowance; and
 - (b) actual cost of meals.
- 3.4. Where attendance requires absence from the District of Lake Country for more than one day or a one-day event requiring overnight travel:
 - (a) return economy air transportation, or
 - (b) where scheduled air transportation is not suitable, vehicle expenses at the current CRA reasonable per km allowance to a limit of no more than the cost of available air transportation; and

- (c) a per diem rate of \$85 per day without receipts to cover all meals, gratuities, dry cleaning, personal telephone calls and other miscellaneous costs. The per diem rate for the day of departure or day of return will be calculated on a prorated basis with one half the per diem payable for any portion of the day prior to 2:00 pm and one half the per diem payable for any portion of the day after 2:00 pm. If meals are included in the event registration fees then the cost of those meals will be deducted from the per diem rate in accordance with the table below:

| MEAL | PER DIEM ALLOWANCE |
|-----------|--------------------|
| Breakfast | \$15.00 |
| Lunch | \$15.00 |
| Dinner | \$30.00 |

- (d) the registration fee for such meeting, course or convention; and
- (e) the actual cost for single room hotel accommodation, not to exceed the event rate or government rate at the site of the event, subject to availability. Hotel parking, business calls, postage or other business incidentals necessarily incurred and included in the hotel bill will be paid by the District and is not part of the per diem rate.
- 3.5. The Mayor may incur meal costs for business meetings held locally or out of town involving other persons. The name of the person, company, and nature of the meeting must be indicated on the receipt. A full receipt must accompany and credit card or debit card receipt. Reimbursements will not include alcoholic beverages or cannabis related products.
- 3.6. Travelers wishing to combine a business trip with personal travel may do so at their own expense. The traveler will be required to pay any additional travel and accommodation expenses that are not associated with the business travel.
- 3.7. Costs of spousal travel, including transportation, accommodation, registration and meals are an expense of the individual and not the District.
- 3.8. Each Council member is required to submit a travel expense claim supplied by the finance department within 30 days of the event. The Director of Finance or designate will review and approve the travel expense claim.
- 3.9. Where the approved travel requires overnight stay(s) and the Council member chooses to stay with friends or relatives in lieu of a hotel, a \$25 per night private accommodation allowance is permitted without the submission of receipts. Additional costs incurred as a result of the alternate accommodation (i.e. taxi fare, mileage) will be reimbursed with the submission of receipts although the combined costs of the private accommodation allowance and additional costs shall not exceed the event rate or government rate of the conference hotel.

4. TECHNOLOGY EXPENSES

- 4.1. It is recognized that Council members perform many of their duties and prepare for meetings away from the Municipal Hall.
- 4.2. Each Council member will be offered one electronic device (i.e. tablet, tablet computer or laptop) that meets the needs in fulfilling their duties. Should the offer be declined, no additional allowance will be payable.

- 4.3. In addition to 4.2, the Mayor will be eligible for a cellular phone in accordance with District of Lake Country Cellular Device Policy 179, 2020 as amended from time to time.

Original signed by James Baker

Mayor James Baker

Original signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer

Amendment dated October 19, 2021

Original Signed by James Baker

Mayor James Baker

Original signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer

Amendment dated February 6, 2024

Original Signed by Blair Ireland

Mayor Blair Ireland

Original Signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer

Comparator Municipalities - Council Remuneration for 2022-2024

| Local Government Name | Jurisdiction Type | Population 2024 | Mayor Annual Remuneration 2022 | Mayor Annual Remuneration 2023 | Mayor Annual Remuneration 2024 | Councillor Annual Remuneration 2022 | Councillor Annual Remuneration 2023 | Councillor Annual Remuneration 2024 | |
|-----------------------|-------------------|-----------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| Williams Lake | City | 11626 | \$50,887 | \$53,357 | \$63,588.00 | \$17,751.00 | \$18,613.00 | \$22,964.00 | +\$132/mtgs outside Council |
| Nelson | City | 11713 | \$60,482 | \$70,170 | \$72,240.00 | \$25,413.00 | \$27,560.00 | \$28,373.00 | |
| Coldstream | District | 12306 | \$34,272 | \$35,231 | \$38,657.00 | \$15,120.00 | \$15,543.36 | \$17,054.00 | |
| North Saanich | District | 13198 | \$32,367 | \$34,633 | \$35,914.00 | \$16,848.00 | \$18,027.00 | \$18,694.00 | |
| Summerland | District | 13310 | \$36,000 | \$38,906 | \$39,704.00 | \$17,200.00 | \$17,879.00 | \$18,236.58 | |
| Dawson Creek | City | 13615 | \$54,800 | \$75,530 | \$79,905.00 | \$25,545.00 | \$25,680.00 | \$27,168.00 | |
| Comox | Town | 15902 | \$44,687 | \$58,275 | \$60,845.00 | \$25,599.00 | \$26,371.00 | \$27,534.00 | |
| Sooke | District | 16866 | \$31,500 | \$47,083 | \$52,630.07 | \$15,750.00 | \$19,875.00 | \$22,260.64 | |
| Lake Country | District | 18705 | \$54,177 | \$57,915 | \$60,231.00 | \$21,670.00 | \$23,166.00 | \$24,092.00 | |
| Central Saanich | District | 19326 | \$40,794 | \$59,000 | \$61,183.00 | \$17,710.00 | \$25,900.00 | \$26,858.00 | |
| Salmon Arm | City | 21034 | \$70,170 | \$72,276 | \$75,095.00 | | \$28,626.00 | \$29,742.00 | |

DLC is in the top three for population but in the bottom five for remunerations

Comparator Municipalities - Council Remuneration for 2022-2024

| Local Government Name | Jurisdiction Type | Population 2024 | Mayor Annual Remuneration 2022 | Mayor Annual Remuneration 2023 | Mayor Annual Remuneration 2024 | Councillor Annual Remuneration 2022 | Councillor Annual Remuneration 2023 | Councillor Annual Remuneration 2024 | |
|-----------------------|-------------------|-----------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| North Saanich | District | 13198 | \$32,367 | \$34,633 | \$35,914.00 | \$16,848.00 | \$18,027.00 | \$18,694.00 | +\$132/mtgs outside Council |
| Coldstream | District | 12306 | \$34,272 | \$35,231 | \$38,657.00 | \$15,120.00 | \$15,543.36 | \$17,054.00 | |
| Summerland | District | 13310 | \$36,000 | \$38,906 | \$39,704.00 | \$17,200.00 | \$17,879.00 | \$18,236.58 | |
| Sooke | District | 16866 | \$31,500 | \$47,083 | \$52,630.07 | \$15,750.00 | \$19,875.00 | \$22,260.64 | |
| Lake Country | District | 18705 | \$54,177 | \$57,915 | \$60,231.00 | \$21,670.00 | \$23,166.00 | \$24,092.00 | |
| Comox | Town | 15902 | \$44,687 | \$58,275 | \$60,845.00 | \$25,599.00 | \$26,371.00 | \$27,534.00 | |
| Central Saanich | District | 19326 | \$40,794 | \$59,000 | \$61,183.00 | \$17,710.00 | \$25,900.00 | \$26,858.00 | |
| Williams Lake | City | 11626 | \$50,887 | \$53,357 | \$63,588.00 | \$17,751.00 | \$18,613.00 | \$22,964.00 | |
| Nelson | City | 11713 | \$60,482 | \$70,170 | \$72,240.00 | \$25,413.00 | \$27,560.00 | \$28,373.00 | |
| Salmon Arm | City | 21034 | \$70,170 | \$72,276 | \$75,095.00 | | \$28,626.00 | \$29,742.00 | |
| Dawson Creek | City | 13615 | \$54,800 | \$75,530 | \$79,905.00 | \$25,545.00 | \$25,680.00 | \$27,168.00 | |

DISTRICT OF LAKE COUNTRY SURVEY MUNICIPALITIES

* C = City; D = District; T = Town

| Questions | Lake Country*(D) | Central Saanich (D) | Coldstream (D) | Comox (T) | Dawson Creek(C) | Nelson(C) | North Saanich(D) | Salmon Arm(C) | Sooke(D) | Summerland(D) | Williams Lake(C) |
|--|----------------------------------|---|---|--------------------------------------|--|---|--|-------------------------------------|-------------------------------------|-----------------------|----------------------------|
| Population | 18705 | 19326 | 12306 | 15902 | 13615 | 11713 | 13198 | 21034 | 16866 | 13310 | 11626 |
| # on Council | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Council mtgs - 2024 (incl Public Hearings) | 32 | 41 | 25 | 26 | 23 | 28 | 42 | 25 | 38 | 35 | 41 |
| Committee mtgs (Internal/External) | 31 | 17 | 16 | 6 | 4 | 20 | 34 | 21 | 12 | 53 | 17 |
| 2025 Operating Budget incl utilities | \$46,732,656 | \$34,795,600 | \$15,481,665 | \$36,357,159 | \$55,645,987 | \$59,564,885 | \$28,317,087 | \$48,019,284 | \$27,978,655 | \$50,477,907 | \$34,034,966 |
| 2025 Capital Budget | \$30,296,713 | \$29,898,700 | \$6,967,265 | \$13,302,152 | \$40,053,596 | \$28,981,808 | \$8,139,200 | \$7,549,955 | \$9,876,611 | \$32,642,093 | \$20,715,465 |
| Total Budget - 2025 | \$77,029,369 | \$64,694,300 | \$22,448,930 | \$49,659,311 | \$95,699,583 | \$88,546,693 | \$36,456,287 | \$55,569,239 | \$37,855,266 | \$83,120,000 | \$54,750,431 |
| 2024 Operating Budget incl Utilities | \$46,570,000 | \$32,160,400 | \$13,353,967 | \$31,870,337 | \$54,939,124 | \$56,004,740 | \$27,238,650 | \$40,106,395 | \$24,724,879 | \$48,451,309 | \$30,464,779 |
| 2024 Capital Budget | \$29,900,141 | \$20,997,700 | \$16,810,649 | \$8,522,598 | \$34,907,522 | \$26,190,902 | \$7,983,800 | \$6,703,280 | \$18,026,599 | \$30,709,535 | \$15,509,879 |
| Total Budget - 2024 | \$76,470,141 | \$53,158,100 | \$30,164,616 | \$40,392,935 | \$89,846,646 | \$82,195,642 | \$35,222,450 | \$46,809,675 | \$42,751,478 | \$79,160,844 | \$45,974,658 |
| 2024 Residential Assessed Value | \$6,962,974,767 | \$7,118,278,959 | \$4,405,344,865 | \$4,827,786,801 | \$1,322,368,000 | \$2,771,227,600 | \$8,097,063,425 | \$5,162,796,300 | \$5,184,551,286 | \$4,503,644,829 | \$1,444,144,209 |
| 2024 Business Assessed Value | \$287,212,924 | \$731,975,300 | \$70,713,900 | \$185,864,501 | \$516,607,454 | \$407,565,600 | \$440,147,400 | \$627,647,880 | \$237,689,100 | \$193,914,032 | \$338,017,335 |
| 2024 Light Industrial Assessed Value | \$31,859,600 | \$152,233,000 | \$13,322,800 | \$7,269,200 | \$23,368,100 | \$3,354,200 | \$38,588,300 | \$68,141,800 | \$11,602,200 | \$48,398,400 | \$13,872,000 |
| 2024 Farm Assessed Value | \$8,266,683 | \$6,779,450 | \$9,593,843 | \$86,422 | \$340,008 | \$0 | \$3,109,377 | \$8,877,497 | \$644,486 | \$5,539,887 | \$33,973 |
| Median Household Income | \$98,000 | \$103,000 | \$110,000 | \$83,000 | \$81,000 | \$72,500 | \$121,000 | \$75,000 | \$90,000 | \$82,000 | \$76,500 |
| Geographical Size | 122.16 km ² | 422.0/km ² | 167.8/km ² | 16.87 km ² | 24.37 km ² | 11.93 km ² | 37.16 km ² | 155.19 km ² | 56.60 km ² | 74.04 km ² | 33.13 km ² |
| ***Economy | Tourism, Agriculture, Tech, Arts | Agriculture, Tourism, Retail, residential | Forestry, Agriculture retail, manufacturing | Tourism, Fishing golf, military base | Agriculture, Retail tourism, oil & gas | Forestry, Tourism Prov/Fed Admin centre, retail, arts & culture | Residential, agriculture Transport-Ferry/Airport | Forestry, Tourism recreation retail | Tourism recreational arts & culture | Agriculture, tourism | Forestry, mining, ranching |

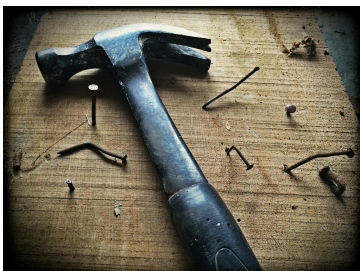
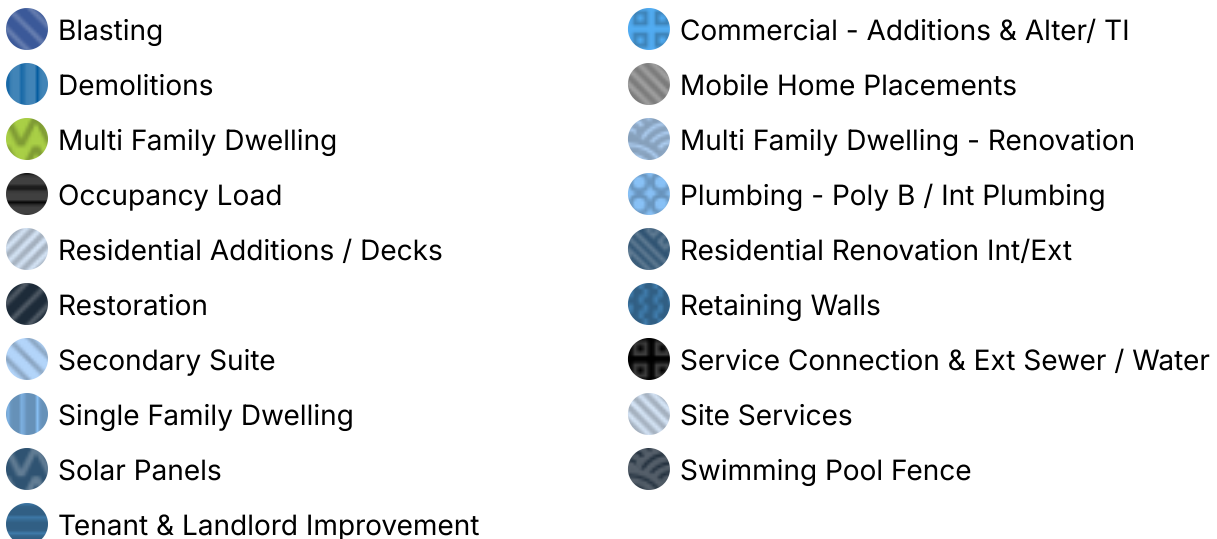
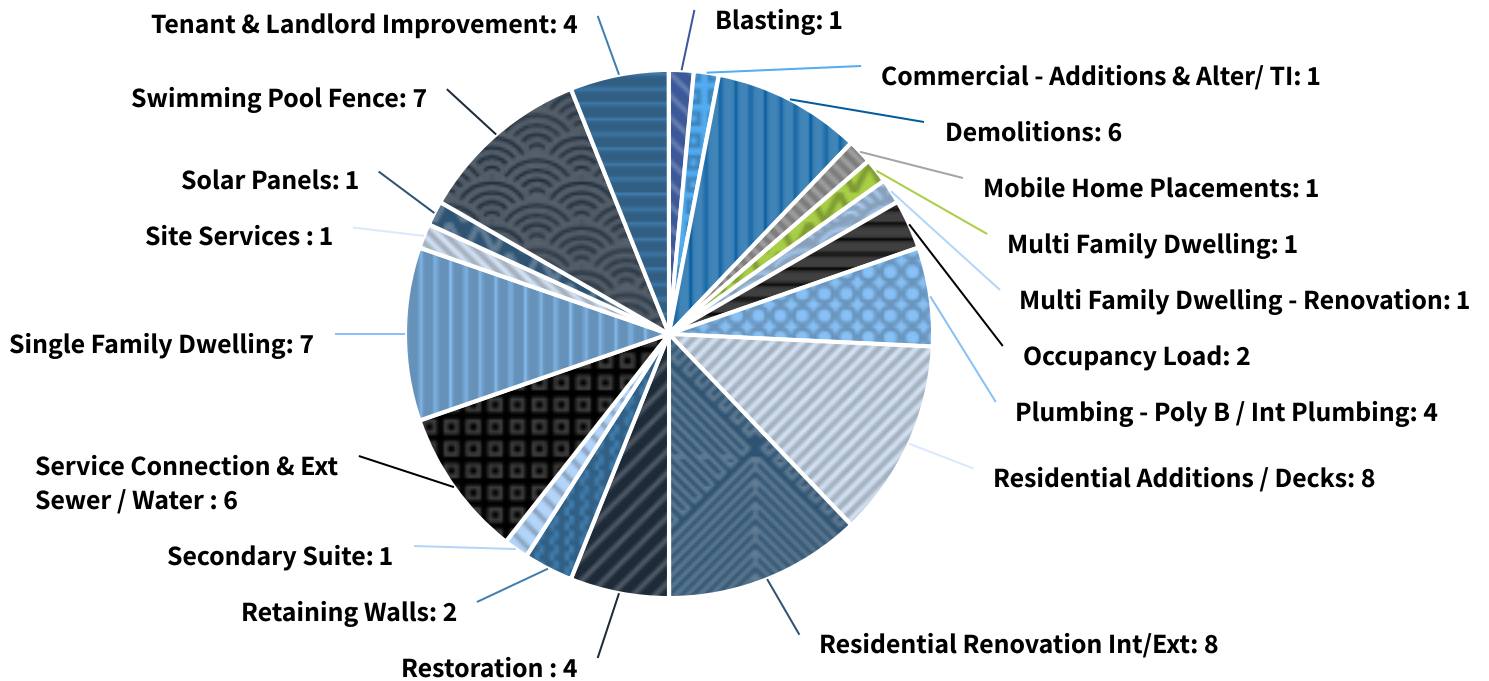
*Historical growth based on 2016 to 2021 #'s Taken from Housing needs report

** Projected growth based on 5 years Not found

*** Economy - source Wikipedia

Building Permit Report

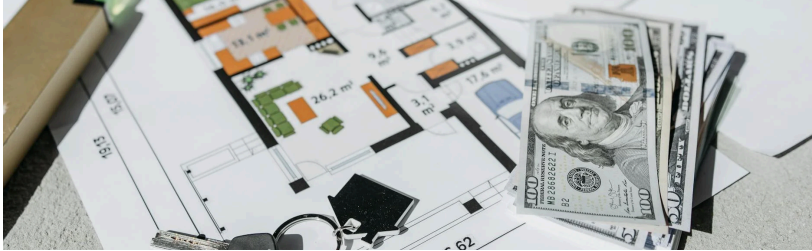
Q2 2025



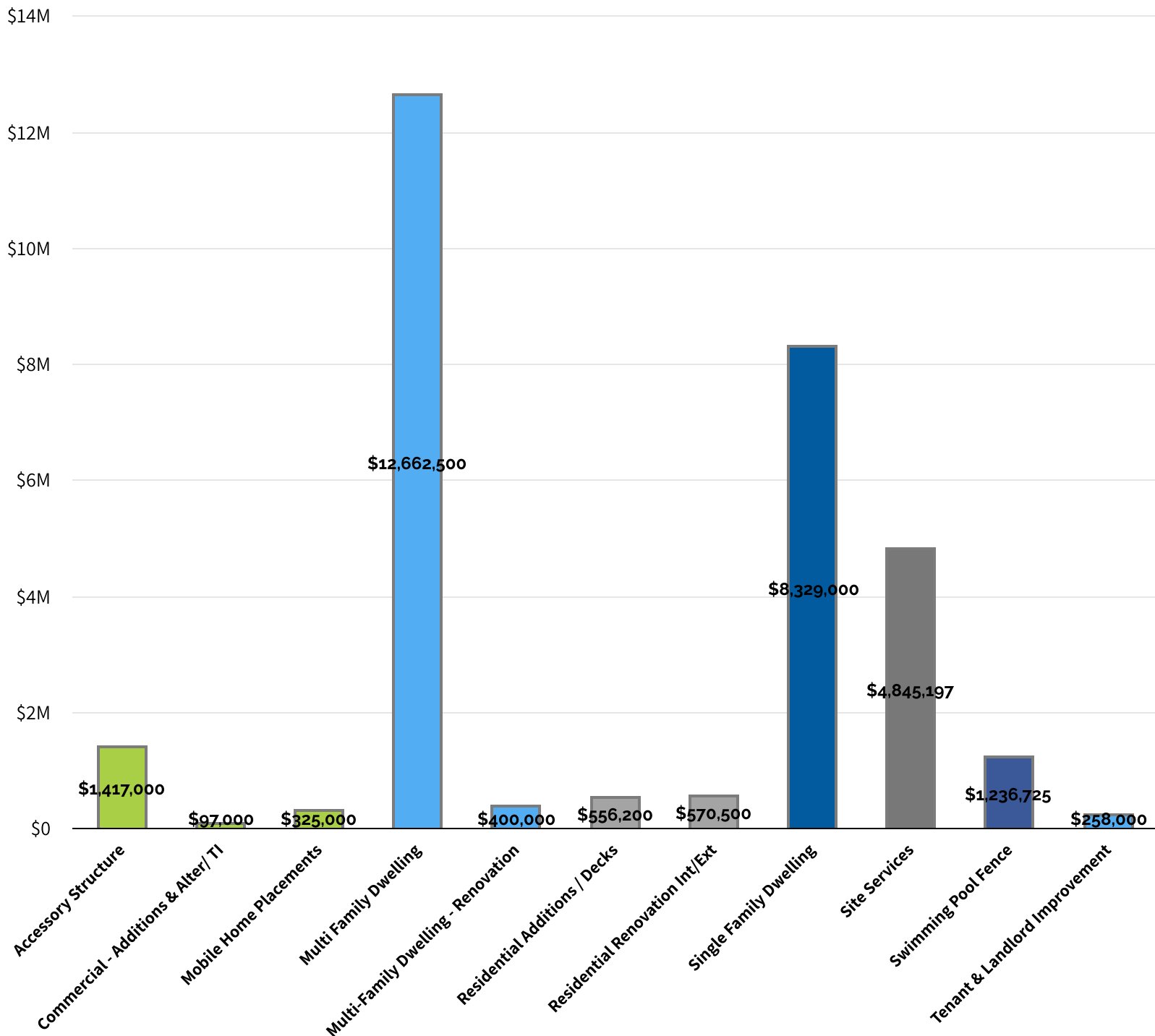
Q2 2025 74 permits were issued

Building Permit Report

Q2 2025

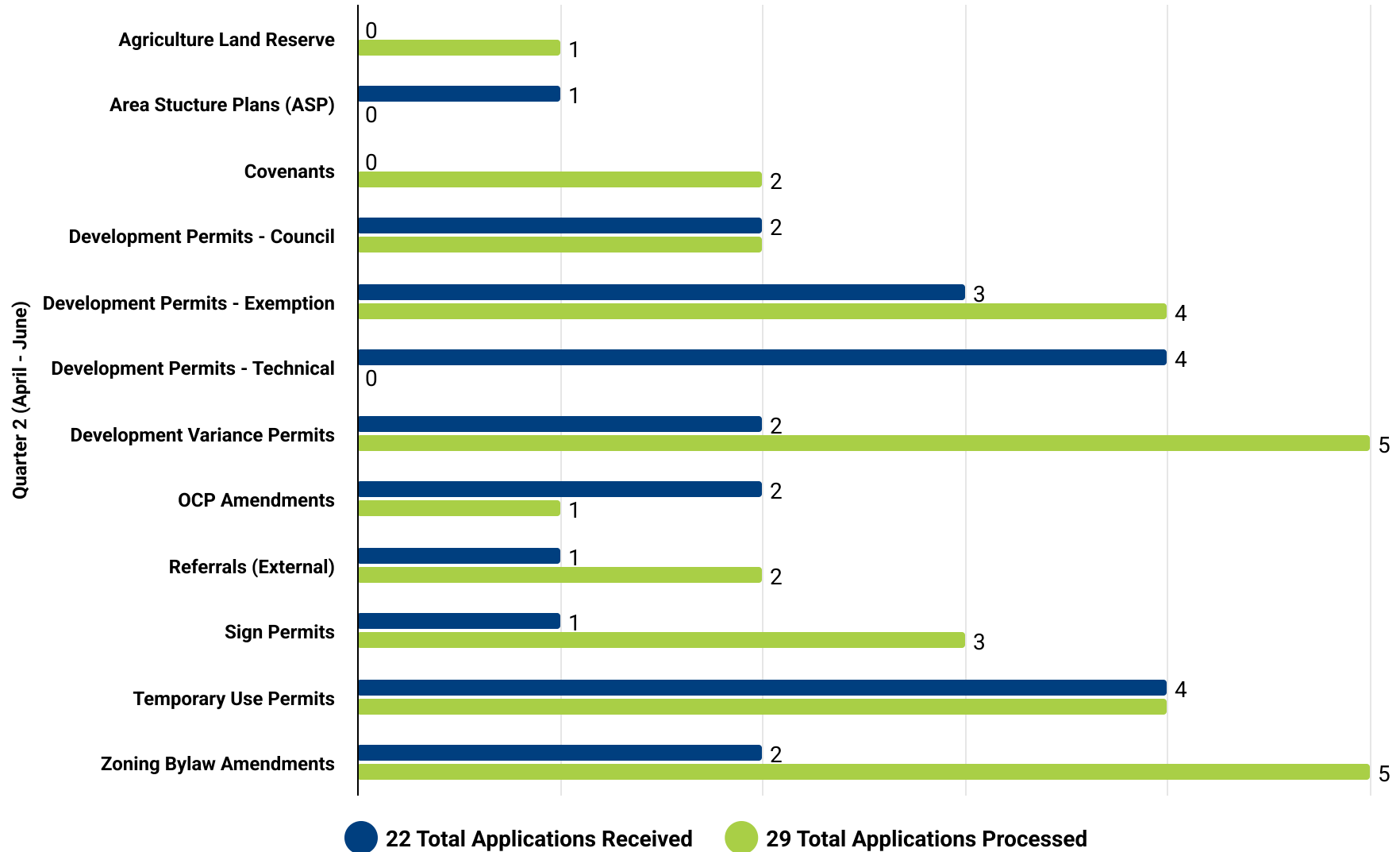


Q2 2025 total value of permits was \$31,077,450.23 which includes \$12,662,500 for a 59 unit MFD



2025 Quarter 2 (April - June) Planning Applications

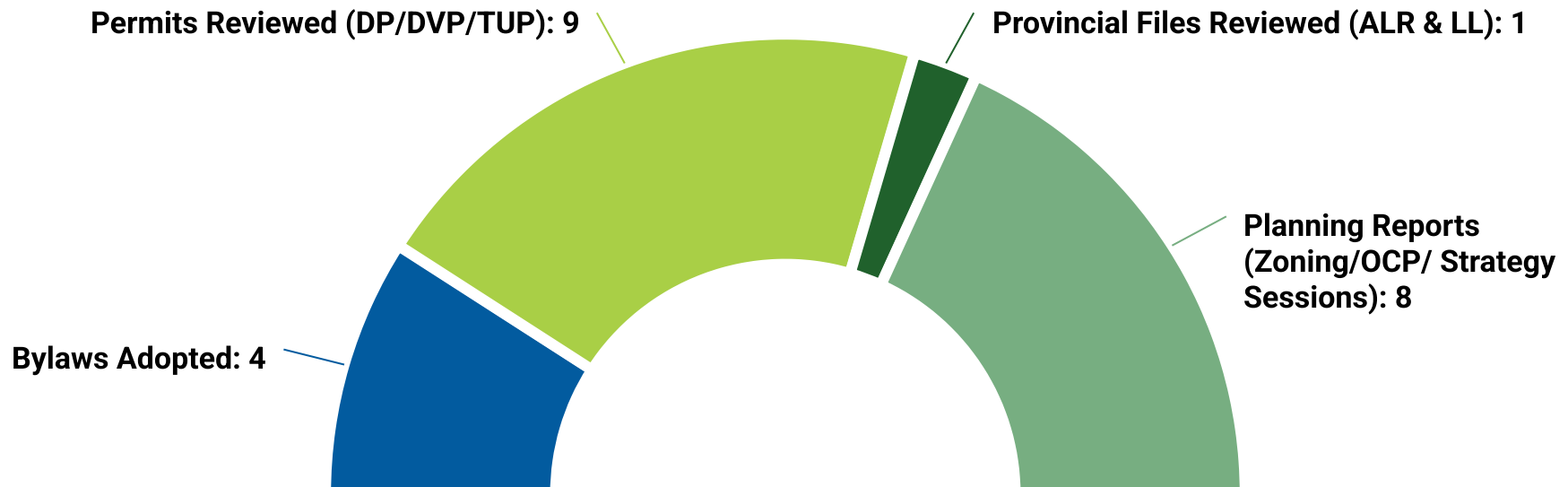
Planning Applications Received vs Processed



2025 Quarter 2 (April - June) Planning Applications



Planning Items to Council



22 Total

ALR = Agricultural Land Reserve
DP = Development Permit
DVP = Development Variance Permit
LL = Liquor Licence
OCP = Official Community Plan
TUP = Temporary Use Permit

Q2 (April - June)

Lake Country Fire Department

Q2 2025 - Emergency Response Summary

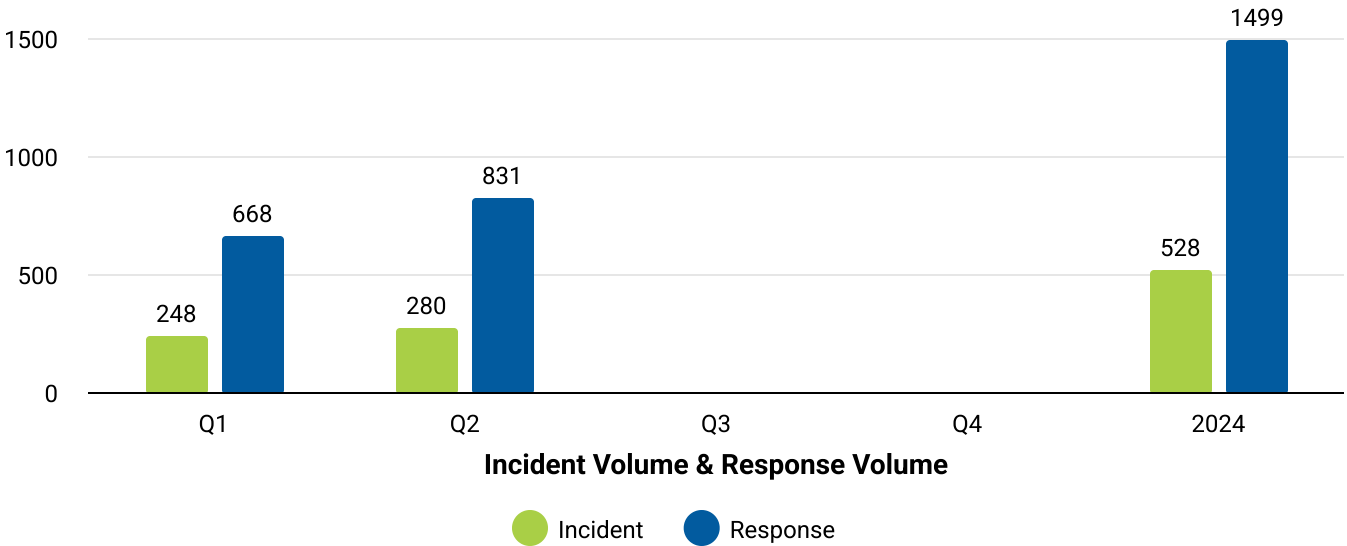
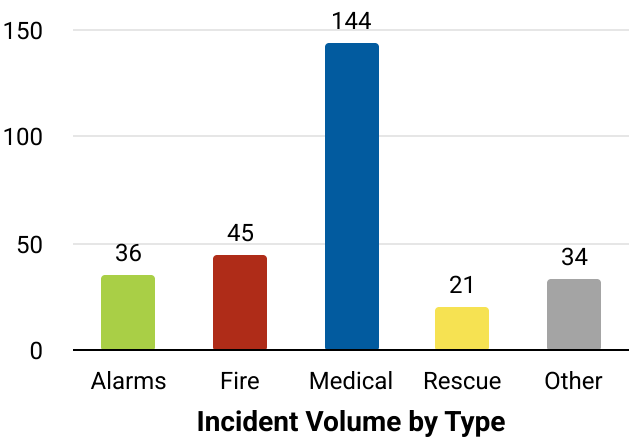
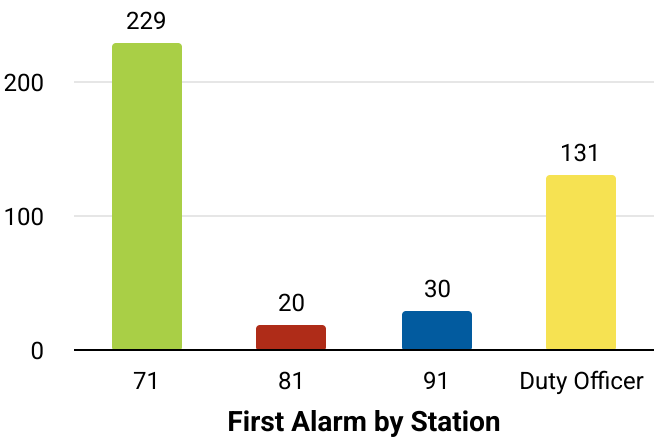


**Emergency Services
for Residents &
Businesses**

24 - 7 - 365

**61 Paid-On-Call
Firefighters**
10 Career Staff
3 Fire Stations

| | | | |
|--|---|--|--|
| | | | |
| 21 | 0 | 8 | 74 |
| Critical Lifesaving Medical Interventions | Civilian Fire Related Injuries | Fire Investigations Property Saved \$1,143,760 Property Lost \$446,740 | Official LCFD Training Events |





LAKE COUNTRY
Life. The Okanagan Way.

Lake Country Fire Department

Q2 2025 - Fire Prevention Summary



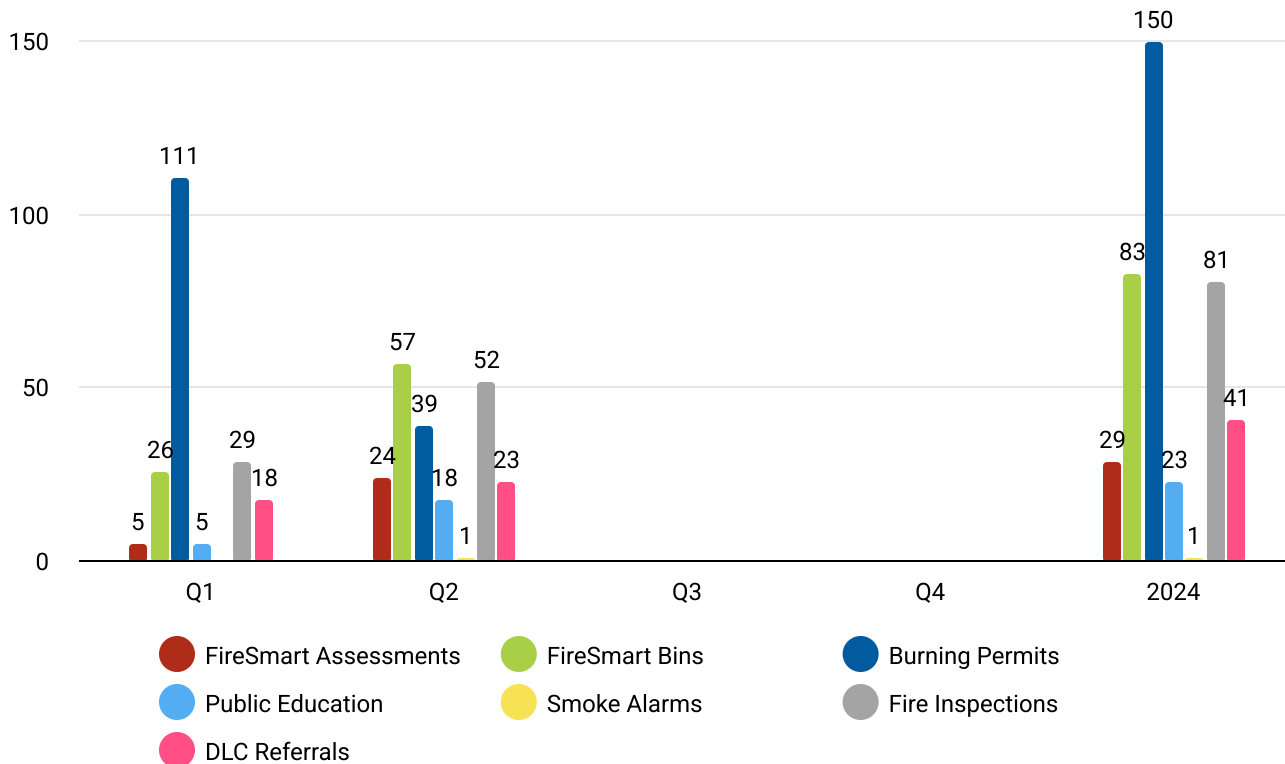
Lake Country FireSmart Recycling Bin Pilot Program Year 2

4 Strategically Located Recycling Bins deployed throughout the Community on District Property to Support Residents

Neighborhood Recycling Bins Deployed for Special Projects to Support FireSmart BC Community Champions

Total Weight of Recycled Vegetation YTD - 103,510 Kg

Q1 - 19,790 Kg Q2 - 82,720 Kg



Q2 2025 Update

Human Resources

High retention reduces lost knowledge, hiring expenses, and missed revenue opportunities. The **Employee Retention Rate** and **Employee Turnover Rate** represent different aspects of the ability to nurture and maintain a workforce.

Data includes comparison of Q2 2024 and Q2 2025 for both the Employee Turnover Rate and Employee Retention Rate.



Employee Retention Rate

| | Q2 2024 | Q2 2025 |
|--|---------|---------|
| Headcount Jan 1 (beginning of quarter) | 96 | 110 |
| Headcount Mar 31 (end of quarter) | 96 | 105 |
| Employee Retention Rate | 100% | 95.45% |

- **Employee Retention** measures workforce stability, not including new hires
- The **Employee Retention Rate** measures the percentage of employees who remain employed over a specific period of time
- A target annual retention rate of **85-90% or higher** is considered good for most industries



Employee Turnover Rate

| | Q2 2024 | Q2 2025 |
|--|---------|---------|
| Headcount Jan 1 (beginning of quarter) | 96 | 110 |
| Headcount Mar 31 (end of quarter) | 96 | 105 |
| Employee Turnover Rate | 0% | 4.85% |

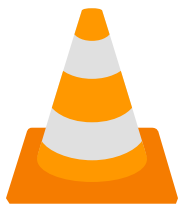
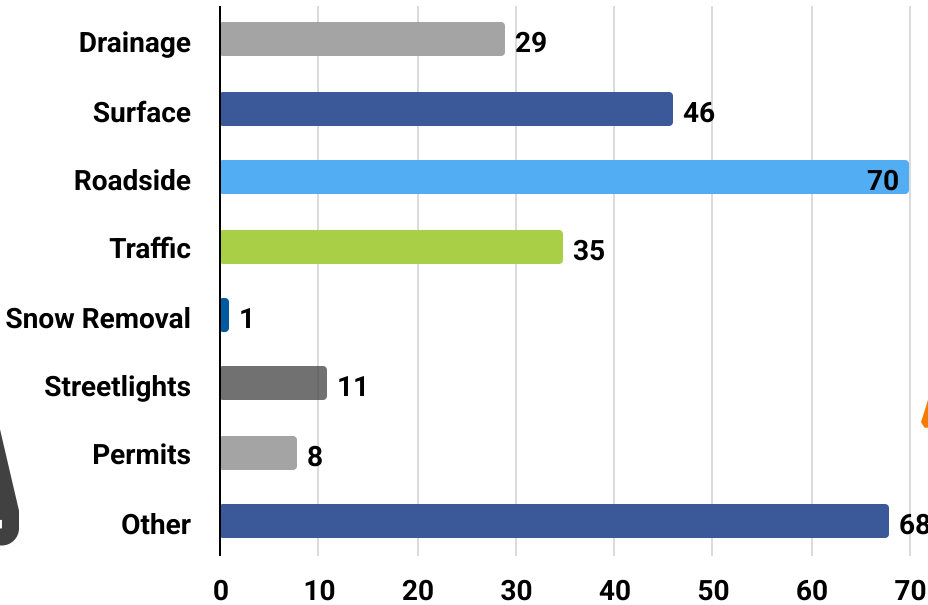
- **Employee Turnover** measures movement and includes new hires
- The **Employee Turnover Rate** measures the percentage of employees who leave an organization within a specific period of time
- A target annual turnover rate of **10%** is considered normal and desirable

Infrastructure & Development Engineering

Q2 - 2025



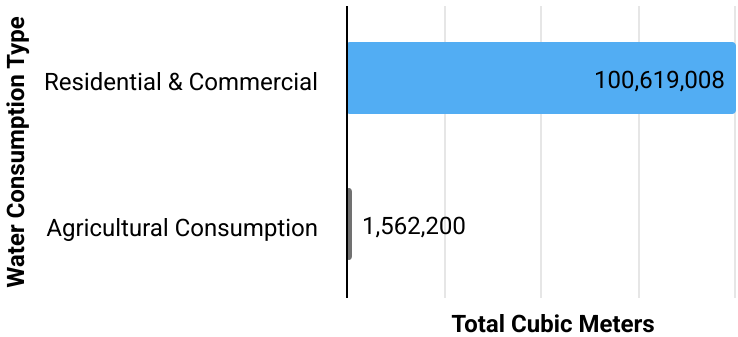
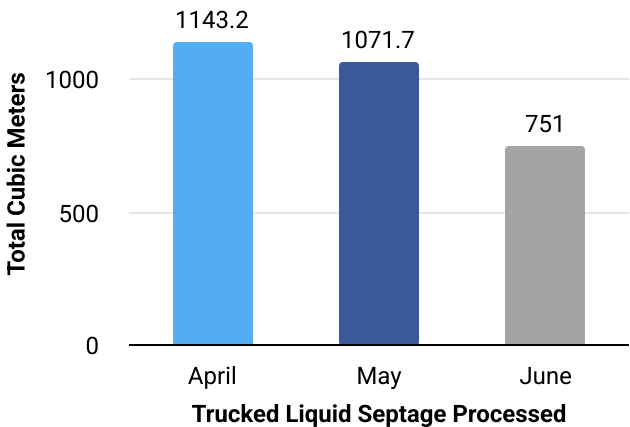
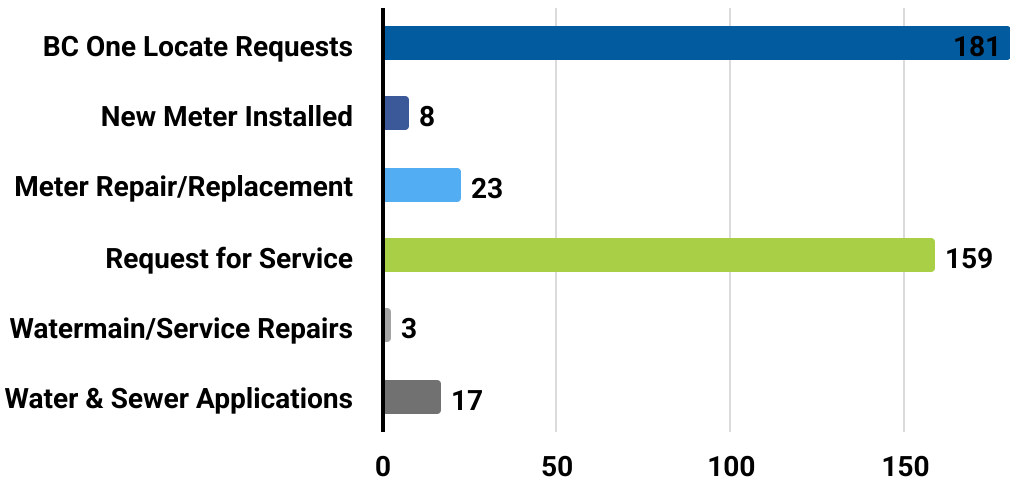
Public Works



Surface: Potholes, cracks/damage, road marking (line painting), grading, dust control, street sweeping.
Roadside: Street signs, barricades/bollards, sidewalks, mowing/vegetation/trees, litter/debris, illegal dumping, vandalism/graffiti, deceased animals, other misc. right-of-way questions or concerns.

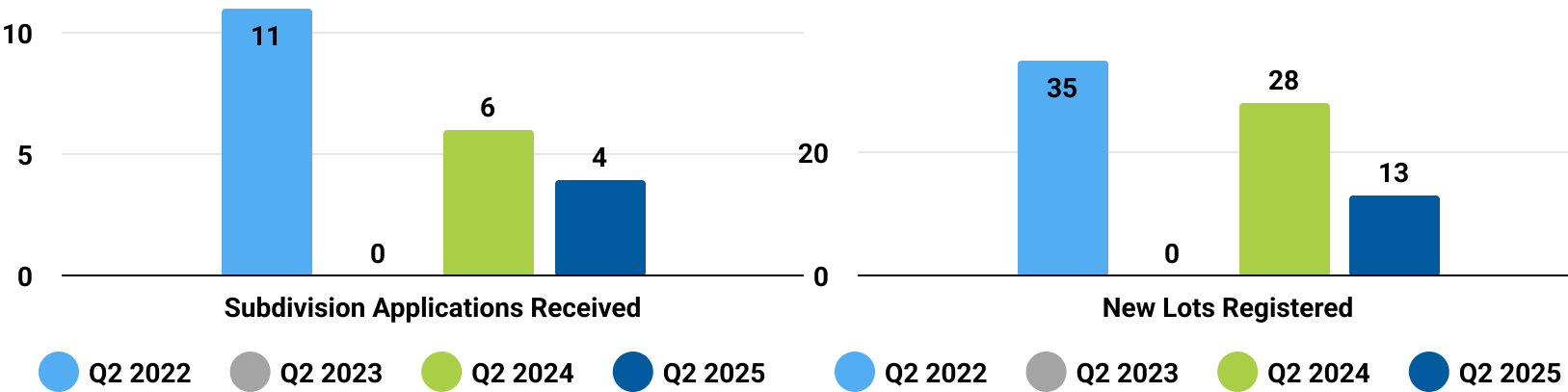


Water & Sewer Utilities

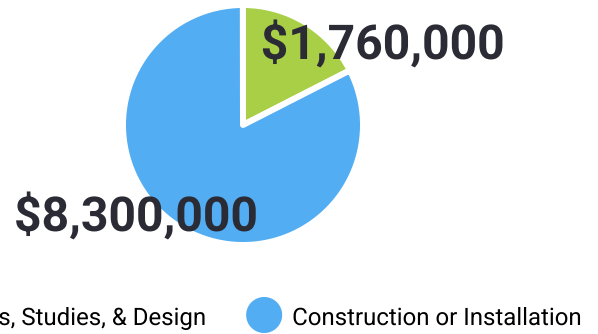




Development Engineering



Capital Program



| | Q1 2025 | | | Q2 2025 | | | Q3 2025 | | | Q4 2025 | | | Q1 2026 | | | Q2 2026 | | |
|---|---------|-----|-----|---------|-----|-----|---------|-----|-----|---------|-----|-----|---------|-----|-----|---------|-----|-----|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Capital Program 2025 \$10,060,000 | | | | | | | | | | | | | | | | | | |
| Scheduled Projects | | | | | | | | | | | | | | | | | | |
| Plans, Studies and Design \$1,760,000 | | | | | | | | | | | | | | | | | | |
| Carr's Landing (Commonage - Commonage) | | | | | | | | | | | | | | | | | | |
| Hydrogeneration Equipment Assessment | | | | | | | | | | | | | | | | | | |
| WWTP & Septage Receiving Improvements | | | | | | | | | | | | | | | | | | |
| Liquid Waste Management Plan Supplemental | | | | | | | | | | | | | | | | | | |
| McCarthy Lift Station | | | | | | | | | | | | | | | | | | |
| Lodge Rd Forcemain Partial Twinning | | | | | | | | | | | | | | | | | | |
| Kalamalka Lake Intake Extension | | | | | | | | | | | | | | | | | | |
| OK Centre Small Diameter Watermain Replacement | | | | | | | | | | | | | | | | | | |
| Woodsdale Watermain Connection | | | | | | | | | | | | | | | | | | |
| Construction or Installation \$8,300,000 | | | | | | | | | | | | | | | | | | |
| Lodge Rd. (Sherman - Woodsdale) | | | | | | | | | | | | | | | | | | |
| Glenmore Rd. PRV and Corridor | | | | | | | | | | | | | | | | | | |

*Above list does not include all active projects. Q3 to report on progress.

CULTURE



Creekside Theatre Tickets



2446

Q2 (2025) Creekside Theatre sold 2446 tickets.



1273

Q2 (2024) Creekside Theatre sold 1273 tickets.

Q2 (2025) - Creekside hosted 5 drama productions compared to 1 in 2024. Each ran at least a week, leading to a substantial increase in ticket sales.

Volunteer Hours



142 hrs

Q2 (2025) Creekside Theatre offered 142 hrs of volunteer work.

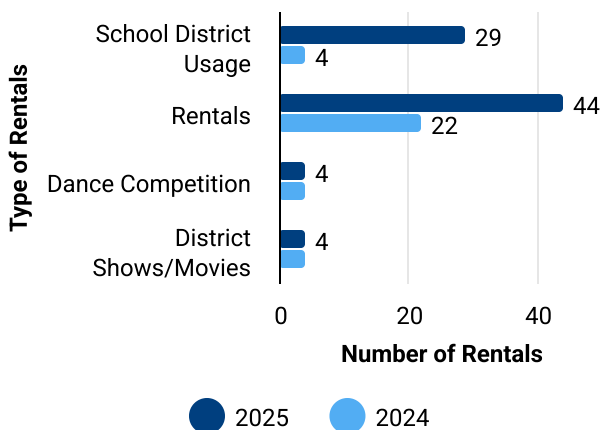


80 hrs

Q2 (2024) Creekside Theatre offered 80 hrs of volunteer work.

The theatre relies on volunteers to support venue operations and events, with volunteer hours directly tied to the number of shows hosted.

Creekside Rental/Uses



Q2 (2025) – Theatrical production rentals caused a significant increase in overall rentals at the Creekside Theatre.

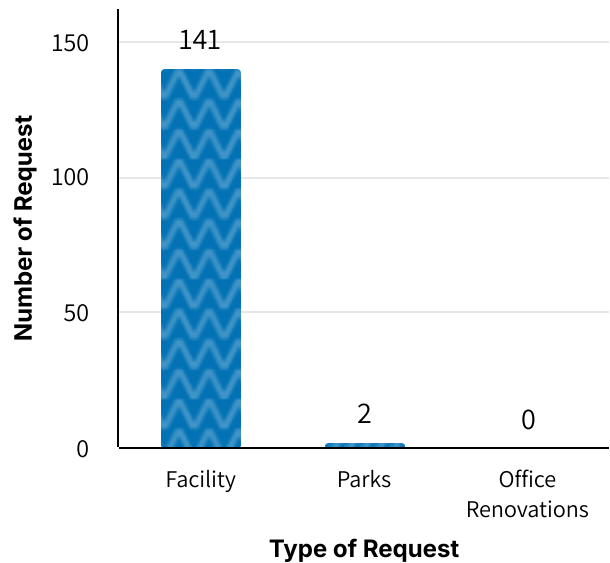
Live! in Lake Country

Q2 - 0 concerts hosted



In July & August, the district offers a free weekly community concert series, 0 concerts we're hosted in Q2 (2025).

External & Internal Service Requests

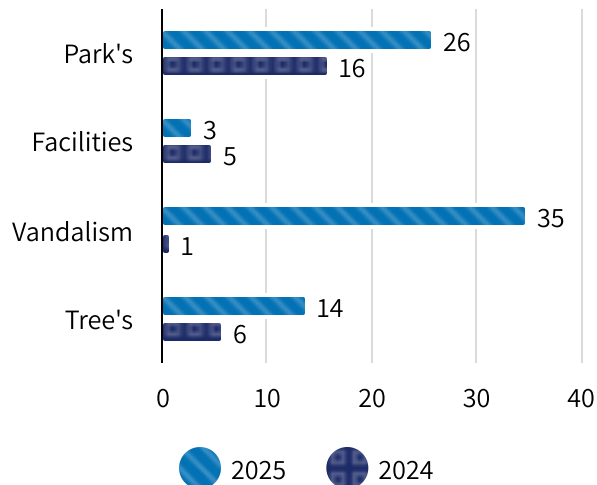


Internal Service Requests

Q2 (2025) A total of **143 internal service requests** were addressed. These requests included, but were not limited to, building repairs, renovations, and maintenance at District-owned facilities.



External Service Requests



Q2 (2025) The district observed an increase in vandalism incidents and park service requests, reflecting the community's strong commitment to maintaining **clean and aesthetically pleasing public spaces**.



FAQ

| Type of Requests | Definition |
|--------------------|--|
| Park Requests | Mowing, maintenance, litter, grooming trails |
| Facility Requests | Building maintenance & repairs. |
| Vandalism Requests | Removal of park & property defacement. |
| Tree Requests | Hazardous Tree Assessments & removal |

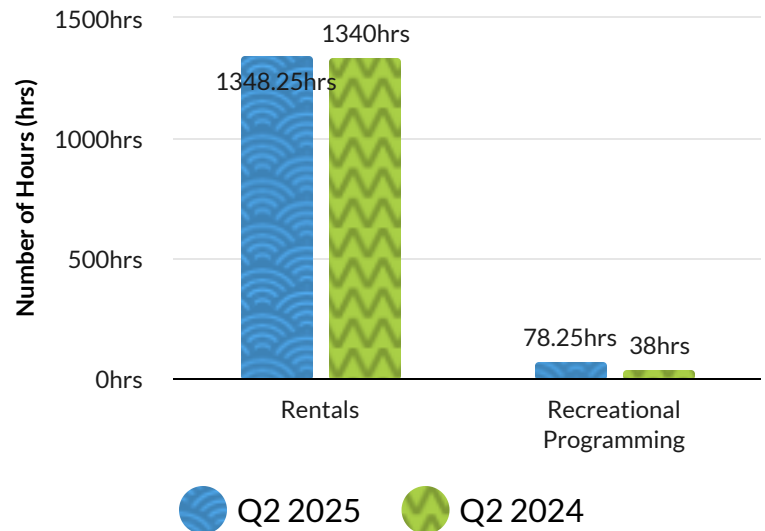
Arena, Parks & Fields



Arena

This report summarizes the ice usage at Winfield Arena during the second quarter of the **2025/2024** period.

Open daytime rental slots were filled with additional recreational programs such as **Stick & Puck**, **Public Skate**, **Adult Skate**, and **Pond Hockey**, maximizing facility use and increasing community access during non-peak hours.



Field Rentals

| Year | Q2 Rentals |
|------|------------|
| 2025 | 455 |
| 2024 | 575 |

Q2 (2025) - There were **455 field bookings**, down from 575 in Q2 2024. The decrease is due to Swalwell field closure for construction and changes to the youth local soccer program.



Events

| Year | Q2 Events |
|------|-----------|
| 2025 | 25 |
| 2024 | 14 |

Q2 (2025) - The Parks Department hosted **25 events**, representing a significant increase from 2024 and highlighting the growing interest in hosting events within Lake Country.



LAKE COUNTRY

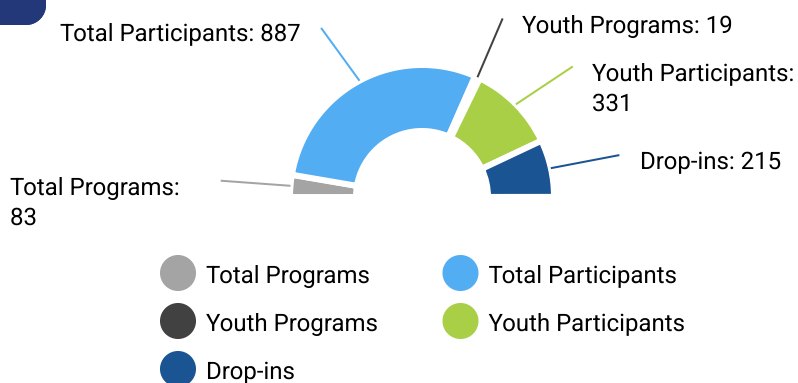
Life. The Okanagan Way.

RECREATION



Recreational Programming

Q2 (2025) Summary of programs delivered, including total programs, youth programs, and participant registrations. Also highlights drop-in participation from new 2024 initiatives: Adult Basketball, All Ages Volleyball, and Family Open Gym.



Recreation Events

Q2 (2025) This chart highlights our family-friendly events organized directly by the district. The numbers displayed represent **participation levels**. The Easter Egg Hunt hosted 2000 attendees at Jack Seaton Park in Q2 2025.

Number of Participants



Easter Egg Hunt

2025 (Q2) Summary

Between April 1 and June 30, 2025, the Recreation Department delivered **83 programs**, including **19 youth programs**, with a total of **887 participants**.

New drop-in initiatives launched in 2024 - **Adult Basketball, All Ages Volleyball, and Family Open Gym**, contributed **215 drop-in registrations** this quarter.

Additionally, the District hosted its largest community event of the quarter, the **Easter Egg Hunt** at Jack Seaton Park, welcoming **2,000 attendees**.



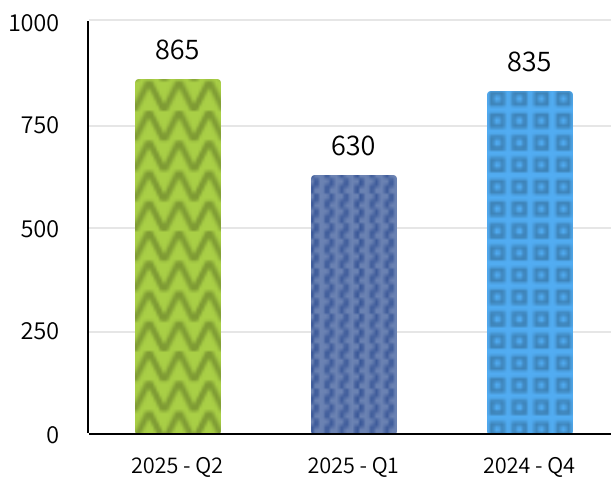
2025- Q2 Report

Lake Country Community Highlights

- Officers provided traffic control and participated in Oyama Days Parade handing out candy and stickers.
- 3 officers, Cst. HAZLEWOOD, Cst. VIEJOU, Cst. LADD, received Alexa Awards for their efforts removing at least 25 impaired drivers each from the streets of Lake Country.
- Cst. RIGBY and HAZLEWOOD with help of LCFD and BC EHS hosted a safe driving scenario and presentation to the youth of George Elliot Secondary School.
- Lake Country RCMP is working with LCFD to plan for evacuations and safe movement of people if there is another wildfire.
- S/Sgt. Jon COLLINS has returned to Lake Country detachment as the interim Commander, until the position is officially posted and filled.

CALLS FOR SERVICE

Comparison for Lake Country
2024 - Q4, 2025 - Q1 & Q2



SCHOOL RESOURCE OFFICER (SRO)

In this Quarter the School Resource Officer

April 2025

- SRO attends final presentation from UBC students re: SAFR collaboration
- Safer Schools Training
- GESS - Classroom presentations
- Collaborative Group - RCMP/SRO, Child/Youth Advocacy Centre/SD23
- SRO/SD23 SWIS - Newcomer student/Families Support Presentation

May 2025

- Early Learning for Families
- Road Safety Week Events
- Lake Country Community Network
- GESS/Community Capstone Presentations
- Provincial Child Exploitation Strategy Conference
- School Safety drills

June 2025

- Go By Bike week activities
- Reduce Preventable Crashes Collaborative: DLC/LCFD/BC EHS/Rotary Club/ICBC
- Community Presentation - Fraud Prevention
- Liaise Child Youth Advocacy Centre
- Community Events

DISTRICT OF LAKE COUNTRY POLICE SERVICES

Lake Country Policing Priorities

2025 – Q2 Report

Lake Country Community Highlights

- Officers provided traffic control and participated in Oyama Days Parade handing out candy and stickers.
- 3 officers, Cst. HAZLEWOOD, Cst. VIEJOU, Cst. LADD, received Alexa Awards for their efforts removing at least 25 impaired drivers each from the streets of Lake Country.
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- S/Sgt. Jon COLLINS has returned to Lake Country detachment as the interim Commander, until the position is officially posted and filled.

Calls for Service

2024 Q3, Q4 & 2025 Q1 & Q2 Comparision for Lake Country

| | 2024 – Q3 | 2024 – Q4 | 2025 – Q1 | 2025 – Q2 |
|-------------------|------------------|------------------|------------------|------------------|
| Calls for Service | 1014 | 835 | 630 | 865 |



PRIORITY: REINFORCE ROAD SAFETY

| OBJECTIVE | MEASURABLE | 2024-Q4 | 2024-Q3 | 2025-Q1 | 2025-Q2 |
|---|--|---------|---------|---------|---------|
| Increase the visibility of traffic enforcement through intelligence-led initiatives | <ul style="list-style-type: none"> Number of police officers in the traffic unit | 1 | 1 | 1 | 1 |
| | <ul style="list-style-type: none"> Number of MVA violations | | | 105 | 163 |
| | <ul style="list-style-type: none"> Number of excessive speeding violations | 13 | 3 | 5 | 10 |
| | <ul style="list-style-type: none"> Number of warnings | 306 | 252 | 185 | 47 |
| | <ul style="list-style-type: none"> Number of distracted driving violations | | 2 | | |
| | <ul style="list-style-type: none"> Number of prohibited driving Offences | 3 | 8 | 1 | 1 |
| | <ul style="list-style-type: none"> Number of CVSE inspections | | | | |
| | <ul style="list-style-type: none"> Number of school zone initiatives | 4 | 8 | 6 | 3 |
| Target impaired driving by alcohol and drug | <ul style="list-style-type: none"> Number of impaired driving including Criminal Code and IRP | 160 | 29 | 24 | 21 |
| | <ul style="list-style-type: none"> Number of Impaired driving initiatives | 13 | 7 | 11 | 5 |
| Citizen on Patrol (COP) Reporting | <ul style="list-style-type: none"> Hours of COP patrols | 40.5 | 25.25 | 50.25 | 34 |
| | <ul style="list-style-type: none"> Number of vehicles checked for violations | 1,057 | 1198 | 832 | 652 |
| | <ul style="list-style-type: none"> Number of warning letters issued | 2 | 3 | 4 | 2 |
| | <ul style="list-style-type: none"> Number of vehicles checked for signs of auto crime | 0 | 0 | 0 | 0 |



PRIORITY: REDUCE AND PREVENT CRIME

| OBJECTIVE | MEASURABLE | 2024-Q4 | 2024-Q3 | 2025-Q1 | 2025-Q2 |
|--|--|---------|---------|---------|---------|
| Implement Intelligence-led projects / initiatives focused on the crime types that are impacting the crime severity index and driving up the number of criminal code offences | Number of intelligence-led projects / initiatives focused on the crime types that are impacting the crime severity index and driving up the number of criminal code offences | 2 | 2 | 1 | 2 |
| | Number of criminal code offences | 174 | 210 | 145 | 101 |
| | Number of crimes against persons | 51 | 57 | 44 | 62 |
| Implement intelligence-led projects / initiatives focused on repeat offenders | Number of intelligence-led projects / initiatives focused on repeat offenders | 2 | 3 | 2 | 2 |
| | Number of curfew checks | 11 | 22 | 16 | 41 |
| Enhance external communication to increase public awareness and decrease crimes of opportunity | Number of police-led crime-reduction public education releases based on crime trends | 3 | 10 | 4 | 6 |



PRIORITY: ENHANCE POLICE / COMMUNITY RELATIONS

| OBJECTIVE | MEASURABLE | 2024-Q4 | 2024-Q3 | 2025-Q1 | 2025-Q2 |
|--|--|----------|-----------|----------|-----------|
| Enhance relationships with community youth, seniors & vulnerable citizens | Number of events / initiatives attended by members where the focus is on youth, seniors or vulnerable citizens | SRO 4 | SRO 12 | SRO 8 | SRO 16 |
| | Number of Coffee with a Cop sessions | 0 | 0 | 0 | 0 |
| | Delivery of a Detachment Open House | 0 | 1 | 1 | 0 |
| Develop / foster partnerships and strengthen key stakeholder relations to enhance integrated community response to existing and emerging social issues | Number of community events / celebrations and / or community service group meetings attended by members | 6 | 15 | 4 | 5 |
| Support and expand crime prevention programs | Number of crime prevention programs | 1 | 1 | 1 | 1 |
| | Number of times members attended a crime prevention initiative | 4 | 3 | 4 | 3 |

STRATEGIC ENABLER

| OBJECTIVE | MEASURABLE | 2024-Q4 | 2024-Q3 | 2025-Q1 | 2025-Q2 |
|---------------------------------------|--|---------|---------|---------|---------|
| Show up at our best for every citizen | Number of GIS police officers in Lake Country | 3 | 2 | 2 | 2 |
| | Number of training sessions attended by detachment members and support staff | 6 | 2 | 7 | 2 |
| | Reports to Council highlighting crime trends | 2 | 2 | 1 | 0 |
| | Percentage of callbacks within 3 days to citizens who contact Lake Country RCMP with a priority 1, 2 or 3 call for service | | | | |

STATISTICAL OVERVIEW Q2 YEAR: 2025

| | Q4 2024 (Oct to Dec) | Q3 2024 (July to Sept) | Q1 2025 (Jan to Mar) | Q2 2025 (Apr to June) |
|------------------------------------|-------------------------|---------------------------|-------------------------|--------------------------|
| Homicide | 0 | 0 | 0 | 0 |
| Attempt Murder | 0 | 0 | 0 | 0 |
| Violent Offences | 51 | 39 | 42 | 57 |
| Property Offences | 118 | 116 | 70 | 93 |
| Robbery | 0 | 0 | 0 | 0 |
| Assault w/Weapon or CBH | 5 | 4 | 3 | 1 |
| Uttering Threats/Harassment | 21 | 12 | 11 | 20 |
| Common Assault | 14 | 17 | 12 | 25 |
| Family/Relationship/Violence | 23 | 15 | 16 | 13 |
| Sexual Offences | 1 | 3 | 2 | 3 |
| B & E (Business & Other) | 2 | 3 | 4 | 0 |
| B & E (Residential) | 3 | 1 | 0 | 5 |
| Stolen Vehicles | 13 | 9 | 4 | 2 |
| Theft from MV | 17 | 13 | 5 | 8 |
| Drug Investigations | 4 | 5 | 2 | 2 |
| Disturbing the Peace | 16 | 16 | 15 | 19 |
| Noise Bylaws | 1 | 16 | 13 | 11 |
| MVA – Fatal | 0 | 0 | 1 | 0 |
| MVA – Injury | 12 | 6 | 4 | 8 |
| MVA – Over/Under 10000 | 39 | 44 | 14 | 25 |
| Traffic VT Issued | 145 | 149 | 133 | 177 |
| Traffic Warnings Issued | 252 | 169 | 185 | 150 |
| Immediate Roadside Prohibitions | 27 | 34 | 21 | 15 |
| 24 Hour Driving Suspension - Drugs | 0 | 2 | 0 | 0 |
| Liquor VTs Issued | 5 | 6 | 4 | 3 |
| Sudden Death | 3 | 8 | 5 | 5 |
| Missing Persons | 4 | 2 | 3 | 3 |
| Fraud | 18 | 25 | 13 | 22 |
| False Alarm | 24 | 20 | 14 | 19 |
| Mental Health | 19 | 22 | 16 | 25 |
| Dropped 911 | 21 | 13 | 7 | 21 |

Q2 2025 Update

Occupational Health and Safety

Q2 Safety By The Numbers

| | Q2 2025 | 2024 | 2023 |
|----------------------------------|---------|------|------|
| <i>Hazard Assessments</i> | 328 | 681 | 370 |
| <i>Safety Meetings</i> | 67 | 177 | 180 |
| <i>Inspections</i> | 107 | 169 | 238* |
| <i>Near Misses & Hazards</i> | 9 | 11 | 23 |
| <i>Actions Complete</i> | 24 | 171 | 96 |
| <i>Actions Outstanding</i> | 34 | 2 | 0 |
| <i>Lost Time Injuries</i> | 1 | 2 | 1 |
| <i>Medical Aid Injuries</i> | 2 | 3 | 4 |
| <i>First Aid Injuries</i> | 2 | 7 | 8 |
| <i>Workplace Violence</i> | 4 | 2 | 4 |
| <i>WorkSafe BC Inspections**</i> | 1 | 6 | 2 |

Health & Safety Training



Training completed in Q2

- Respectful Conduct in the Workplace
- Safety Leadership by Fiore Group
- BC Hydro - Electrical Safety Awareness
- Load Securement
- Office Ergonomics
- Wildfire Hazard Awareness
- Prevention of Workplace Violence

Upcoming Training

- Traffic Control Persons Certification
- Confined Space
- Lock Out Tag Out (LOTO)

2025 Focus



- Near Miss and Hazard Reporting
- COR Action Plan - Maintenance Audit in November
- Workplace Violence Prevention

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 15th day of July, 2025.

READ A SECOND TIME this 15th day of July, 2025.

READ A THIRD TIME this 15th day of July, 2025.

Principles prescribed by Public Notice Regulation B.C. Reg 52/2022 considered this 15th day of July, 2025.

ADOPTED this xx day of month, 2023.

Mayor

Corporate Officer

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:

- (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; and
- (b) 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:

- (a) renumbering the Schedule from “Schedule E” to “Schedule D”, and
- (b) 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 15th day of July, 2025

READ A SECOND TIME this 15th day of July, 2025

READ A THIRD TIME this 15th day of July, 2025

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."

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 15th day of July, 2025
READ A SECOND TIME this 15th day of July, 2025
READ A THIRD TIME this 15th day of July, 2025

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. | |



BOARD OF EDUCATION BOARD MEETING HIGHLIGHTS

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

Date: **Wednesday, June 11, 2025**

Inside 23

Becoming Us: A Year of Agency, Connection and Collective Growth

In attendance:

Jordan Kleckner, Director of Instruction: Learning & Innovation

Paige Labanowicz, Grade 6 teacher, Constable Neil Bruce Middle School

Torsten Raupach, Grade 6 teacher, Constable Neil Bruce Middle School

Paige and Torsten presented on how centering student agency has transformed a classroom into a vibrant, collaborative learning environment. Together a space was created where community and curiosity led to student ownership and meaningful learning. This journey revealed that when learners feel empowered, and teachers feel efficacy, everyone thrives together.

Recognition

The Board of Education congratulated the following:

Rutland Senior Secondary School Rugby Team

Provincial Champions

Rutland Senior Secondary School e-Sports Team

Pacific Region Champions

Tyson Cook

Kelowna Civic and Community Awards - Honour in the Arts Award Winner

Declarations

1. National Indigenous History Month – June 2025

The Central Okanagan Board of Education recognizes the month of June as 'National Indigenous History Month' and declared June 21, 2025 as 'Indigenous Peoples Day' in Central Okanagan Public Schools

Action Items

1. Affirmation of Board Statement on Indigenous Sovereignty

The Board of Education affirmed the decision at the May 21, 2025 Incamera Meeting to make public its statement on Indigenous Sovereignty in response to public comments made by an area MLA.

2. 2026/2027 Five-Year Capital Plan Submission

The Board of Education approved the Capital Plan Resolutions for the 2026/2027 Capital Plan for submission to the Ministry of Infrastructure by the June 30, 2025 deadline.

3. 2025/2026 Review of Meal Allowance Per Diem Rates

The Board of Education approved the recommended meal allowance per diem rates, being \$17 for breakfast (unchanged), \$22 for lunch (unchanged) and \$41 for dinner (increased from \$38), effective July 1, 2025.

4. 2026/2027 and 2027/2028 School Calendars

The Board of Education adopted the Local School Calendars for the 2026/2027 and 2027/2028 school years as identified in the calendar proposal presented at the June 11th Public Board Meeting. The calendar will be made available to the District once approved by the Ministry of Education and Child Care. The Superintendent of Schools/CEO will direct school Principals, in consultation with staff and parents, to establish site-based calendars for the 2026/2027 and 2027/2028 school years. In establishing such calendars, Principals must:

- Conform to the School Act and Regulations, applicable Collective Agreements, and School District No. 23 (Central Okanagan Public Schools) Board Policy.
- Schedule school parent/teacher conference times.
- Schedule their school's calendar and bell schedule.

2026/2027

| DESIGNATION | SCHOOL DISTRICT NO. 23 Local Calendar 2026/2027 |
|---|---|
| Days in session | 189 (3 summer Pro Days) |
| Number of days of instruction | 182 |
| Number of non-instructional days | 7 |
| Schools open | Tuesday, September 8 |
| National Day for Truth and Reconciliation | Wednesday, September 30 |
| Administrative Implementation Day | Friday, October 9 |
| Thanksgiving Day | Monday, October 12 |
| Teacher Professional Day | Friday, October 23 |
| Remembrance Day | Wednesday, November 11 |
| Winter vacation period (schools closed) | December 21 – January 1 |
| Statutory holiday (schools closed) | Friday, January 1 |
| Schools reopen after Winter vacation | Monday, January 4 |
| Teacher Professional Day (Support Staff In-Service Day) | Friday, February 12 |
| Family Day | Monday, February 15 |
| Spring vacation period (schools closed) | March 15 – March 25 |
| Schools reopen after Spring vacation | Tuesday, March 30 |
| Good Friday (schools closed) | Friday, March 26 |
| Easter Monday (schools closed) | Monday, March 29 |
| Victoria Day (schools closed) | Monday, May 24 |
| Administrative Day (students do not attend) | Wednesday, June 30 |

| DESIGNATION | SCHOOL DISTRICT NO. 23 Local Calendar 2027/2028 |
|---|--|
| Days in session | 189 (3 summer Pro Days) |
| Number of days of instruction | 182 |
| Number of non-instructional days | 7 |
| Schools open | Tuesday, September 7 |
| National Day for Truth and Reconciliation | Thursday, September 30 |
| Administrative Implementation Day | Friday, October 8 |
| Thanksgiving Day | Monday, October 11 |
| Teacher Professional Day | Friday, October 22 |
| Remembrance Day | Thursday, November 11 |
| Winter vacation period (schools closed) | December 20 – January 3 |
| Statutory holiday (schools closed) | Monday, January 3 |
| Schools reopen after Winter vacation | Tuesday, January 4 |
| Teacher Professional Day (Support Staff In-Service Day) | Friday, February 18 |
| Family Day | Monday, February 21 |
| Spring vacation period (schools closed) | March 20 – March 31 |
| Schools reopen after Spring vacation | Monday, April 3 |
| Good Friday (schools closed) | Friday, April 14 |
| Easter Monday (schools closed) | Monday, April 17 |
| Victoria Day (schools closed) | Monday, May 22 |
| Administrative Day (students do not attend) | Friday, June 30 |

The adopted calendars will be posted on the School District website (www.sd23.bc.ca) once approved by the Ministry of Education and Child Care.

Information Items

The Board of Education reviewed the following:

1. Level 4 and 5 Field Study Summary - 2024/2025
2. Level 4 and 5 Field Study Summary - 2025/2026
3. General Statement – May 14, 2025
4. General Statement – May 21, 2025
5. General Statement – June 2, 2025
6. COTA Executive 2025/2026 – 2026/2027
The Board of Education congratulated the members of the COTA Executive for 2025/2026 to 2026/2027.
7. 2025/2026 CommunityLINK Allocations
8. 2024/2025 International Education Program Update

9. 2024/2025 Transportation Services Department Update

Advocacy

Last week, on behalf of the Board of Education, Board Chair Julia Fraser presented to the Select Standing Committee on Finance and Government Services.

Items of Special Mention

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

- Attendance at various meetings and events throughout the District, including school assemblies, classroom visits, interviews for the new Assistant Superintendent, Graduation Ceremonies, a School Community Learning Plan Conversation at Rutland Senior Secondary School, Indigenous Graduation Ceremonies, Capstone presentations, École Glenrosa Elementary School Spring Carnival 50th Anniversary, and the Central School Annual Spring Community Barbeque,
- On Thursday, June 5th École Okanagan Mission Secondary School held their Relay for Life, bringing together cancer survivors, remembering those lost to cancer, and fundraising over \$70,000.
- École Dr. Knox Middle School held their Bald Falcon Day on May 30th to raise money for BC Children's Hospital. They exceeded their goal of \$14,000 and raised \$33,319.65.
- The Annual District Track and Field meets were held last week at the Apple Bowl where elementary and middle school students from across the Central Okanagan engaged in fun competition to ignite their interest in track and field sports. Thank you to the many volunteers (family, staff and community volunteers) who make this event so much fun for our learners.
- Trustees, staff and students participated in the Pride Festival held at City Park on Saturday, May 31st.
- The Annual iGen Finale night was held last evening at the Innovation Centre. Eight finalists pitched their startup ideas to a panel of judges and answered questions in front of a live audience. Marcus Kuhn collected the \$1,000 Kevin Greenwood Memorial Scholarship, generously donated by Okanagan College. Many thanks to the business education teachers in Central Okanagan Public Schools who mentored the students, as well as the generous donations received from sponsors.
- The June edition of Together We Learn will be published on or about Monday, June 16th with the theme of "System Wellbeing/Togetherness".
- On Tuesday, June 3rd at the Indigenous Education Council Meeting, members of the IEC, Trustees, Senior Staff, family and friends gathered to honour former Board Chair, Moyra Baxter, with a traditional blanketing. The Blanketing Ceremony was led by Westbank First Nation Councilor and IEC Chair, Jordan Coble.
- Thank you to the many staff and volunteers who organized the 10th Annual District SumoBot Competition on Thursday, May 22nd. We also appreciate our community partners at UBCO for hosting once again. With almost 200 students and 74 robot teams participating this year, it was another huge success that created a unique learning opportunity and sparked new interests in hundreds of our learners.
- On May 15th, over 400 middle school students from École Glenrosa Middle, Constable Neil Bruce Middle, École KLO Middle, and Canyon Falls Middle gathered at UBCO for the revamped Expo of Awesome: Youth Taking Action Towards a Sustainable Future.
- The Board of Education recently had a virtual meeting with Minister of Education and Child Care, Lisa Beare, to discuss the insights into our District's priorities, exciting initiatives, and challenges.
- The Heavy Equipment Operator Program Year-End Completion Ceremony was held on Friday, June 6th to recognize student achievements as they completed the rigorous, hands-on training program.

Next Public Board Meeting

Wednesday, June 25, 2025 at 6:00 pm

Board Standing Committee Meetings

Wednesday, June 18, 2025

4:00 pm Finance and Planning Committee

For comments, please contact:

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

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

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

The Board Meeting Highlights are published after each Public Board Meeting.

Please check the School District website (www.sd23.bc.ca) for all Board and Committee Meeting dates and times.

Board Meeting Highlights

June 11, 2025

Page 4 of 4

Highlights of the Regional Board meeting – July 17, 2025

BC Transit fare review

The Board endorsed Option 1 from BC Transit's fare review for the Kelowna Regional Transit System. The recommended changes are intended to improve cost recovery and reflect inflationary pressures, as fares have not changed since 2015. If approved by all regional transit partners, the updated fare structure would result in an estimated \$1,838 in additional revenue annually for the RDCO, and an equivalent reduction in property taxes.

Curbside food waste collection program update

The Board has removed the curbside organics collection program from its 2023 to 2026 Strategic Priorities. The City of Kelowna chose not to participate in the program due to cost concerns and the exclusion of multifamily housing. This decision removed economies of scale and made the program financially unfeasible for the remaining municipal partners. Staff were directed to include food waste diversion for all sectors through the next update to the Solid Waste Management Plan.

Security Issuing Bylaw for City of West Kelowna

The Board adopted Security Issuing Bylaw No. 1571 to authorize borrowing of \$23.5 million on behalf of the City of West Kelowna. The funding will support the Rose Valley Water Treatment Plant and will be issued through the Municipal Finance Authority's fall 2025 intake. The City is responsible for all repayment obligations.

Security Issuing Bylaw for Okanagan Regional Library

The Board adopted Security Issuing Bylaw No. 1572 to authorize borrowing of \$2.5 million on behalf of the Okanagan Regional Library. The funds will support construction of the West Kelowna branch and will be issued through the Municipal Finance Authority's fall 2025 intake. The Library is responsible for all repayment obligations.

2025 board meeting schedule amendment

The Board approved an amendment to the 2025 Board and Committee Meeting Schedule. The regular meeting previously scheduled for Oct. 16 will now be held on Oct. 23 to accommodate administrative requirements.

Regional Board meetings

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

- August 21 – 8:30 a.m.
- September 4 – 8:30 a.m. - Committee of the Whole
- September 18 – 8:30 a.m.

Stay informed about the Regional District

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



Board Report – August 2025

August 7, 2025

Highlights from the August 5, 2025 Meeting of the Okanagan Basin Water Board, held at the offices of the Regional District North Okanagan, Coldstream BC.

1. Water Board looks back as they prepare to look forward:

Board Directors received a presentation “51 Years Later: A Look Back at the 1974 Okanagan Basin Study.” The study that led to the formation of the OBWB took a new approach to water management, bringing together the combined skills of many experts in the fields of water quantity, water quality, waste treatment, socioeconomics, limnology and fisheries. Directors noted the valley’s growth in population surpassed the upper range of the predictive population modeling done in the study. The presentation set historical context for the strategic planning process that OBWB will undertake this fall. The formal engagement process will begin in October 2025, with the final draft scheduled for delivery at the March 2026 OBWB Board meeting.

Read the 1974 Okanagan Basin Study summary – [click here](#).

2. OBWB continues advocacy to Provincial, Federal Government on invasive mussel defence:

The OBWB continues to sound the alarm to senior governments on the economic devastation that follows the arrival of invasive mussels, calling for funding to enhance invasive mussel defense. James Littley, Chief Operating Officer, presented to the provincial Select Standing Committee on Finance and Government Services for Budget 2026 on June 10, urging the province to commit to annual funding of at least \$5.5 million for the Invasive Mussel Defense Program and establish a one-time \$5 million emergency response fund. On July 15, Executive Director Melissa Tesche, accompanied by OBWB Chair Blair Ireland, presented to the federal Pacific Caucus, which includes all B.C. Members of Parliament from the Liberal party, advocating for the federal government to match provincial funding and play a coordinating role with the western provinces that are currently mussel-free. She also underscored the need to bolster infrastructure funding for communities and the need for equitable federal funding at the new Canada Water Agency, where less than 2% of the total funds will be available for work in B.C.

3. OBWB responds to early, prolific invasive milfoil bloom:

An unusually early and significant milfoil bloom in Osoyoos this summer has prompted the milfoil team to begin harvesting in the lake two weeks ahead of schedule. In the first month alone, over 300 cubic yards of milfoil have been removed, a volume equivalent to covering a hockey rink with six inches of milfoil. Harvesting operations are also underway in Wood Lake, with plans to commence in Vaseux and Okanagan Lakes by early August.

4. New invasive milfoil harvester on its way:

A significant upgrade to the OBWB's lake management equipment is expected to arrive soon; a new milfoil harvester is expected to arrive in mid-August. The modern machine will replace the 1978 model that has reached the end of its service life. As of late July, the new harvester has been fully manufactured, painted, and in its final assembly stage in North Prairie, Wisconsin, boasting a more efficient on-board storage capacity of 15.5 cubic yards of invasive milfoil.

5. Mid-season outreach campaign update:

As the Okanagan heads into summer, the "Don't Move A Mussel" outreach campaign, in partnership with the Okanagan and Similkameen Invasive Species Society (OASISS), provided a mid-season update. As of July 25, OASISS has participated in over 20 community events, engaged with nearly 900 individuals, and surveyed close to 500 watercraft at 15 boat launches.

The “Make Water Work” campaign has also seen record-setting engagement this year and the contest for the Community Champion is heating up, with Armstrong currently leading, closely followed by Oliver and Osoyoos.

CTWIN for your garden AND your community – [Take the Make Water Work Pledge](#) and be entered to win one of two \$500 gift cards towards a WaterWise yard upgrade from one of our participating garden centre or irrigation partners!

The next regular meeting of the OBWB will be Tuesday, October 7, 2025 at the offices of the RDOS in Penticton, 101 Martin St, Penticton, BC. [Meet the Board – click here](#)

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. |