LAKE COUNTRY
Life. The Okanagan Way.

Revised Agenda
Regular Council Meeting

Tuesday, October 7, 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 October 7, 2025 be adopted.

3. **Adoption of Minutes**

   3.1 Public Hearing Minutes of September 16, 2025 6

   Recommendation
   THAT the Public Hearing Minutes of September 16, 2025 be adopted.

   3.2 Regular Council Meeting Minutes of September 16, 2025 8

   Recommendation
   THAT the Regular Council Meeting Minutes of September 16, 2025 be adopted.

4. **Mayor's Report**

5. **Announcements**
   We'd like to remind the community that the Campfire ban has been extended into October until further notice due to recent fire activity in the region, along with continued high temperatures, dry conditions, and elevated fire danger ratings.

   Open burning permits will also not be available until after October 15th.

   We encourage Lake Country residents to take FireSmart action around their home, and use the green waste bins at Fire Station 71 on Okanagan Centre Rd East to deposit leaves, small branches and clippings. Information about FireSmart tips and action you can take is highlighted on the District website at www.lakecountry.bc.ca.

6. **Delegations**

   6.1 Lake Country Food Bank 14
   Lake Country Food Bank to present

6.2 **Lake Country Museum & Archives** 22
Lynn Fanelli to present

7. **Planning and Development Applications**

7.1 **UBCM – 2024 Local Government Development Approvals Program | P2024-003** 35
Lake Country Integrated Process Review – Development Approvals Program Grant Project Summary

Recommendation
THAT the Development Application Process Review Final Report, attached to the report from the Planning and Development Department dated October 7, 2025, be endorsed in principle.

7.2 **Timeline Extension to Satisfy Development Permit Conditions| DP000802 | 10660 Hwy.97** 95
Request for Council to Extend the Timeline to Satisfy Conditions of this Council Approved Development Permit

Recommendation
THAT Development Permit with Variance DP000802 (Attachment A to the Report to Council dated October 7, 2025) for a portion of the property at 10660 Hwy. 97, be re-renewed to allow the applicant additional time to satisfy conditions.

*7.3 **Liquor Licence Referral Application | R0000416 | 1055 Camp Road** *120*
An application for structural changes to an approved lounge or special event area (capacity increase)

Updated to include correspondence received as of Oct 7 2025 at 10:30am

Recommendation
THAT the following comments be forwarded to the Liquor and Cannabis Regulation Branch (LCRB) regarding Liquor Licence Referral Application R0000416 for property located at 1055 Camp Road:

1. Council has considered the following:

(a) the location of the establishment (1055 Camp Road) and impacts on the surrounding neighbourhood.

(b) the current business operating hours are:

11:00 AM to 7:30 PM Monday through Sunday (as per advertised hours)

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

(a) Location: the location of the establishment is within the agriculture (A1) zone, adjacent to similar agricultural uses, as well as rural residential.

(b) Hours of liquor service and person capacity: The current liquor service hours for Gray Monk Estate Winery are 10:00AM to 12:00AM Monday through Saturday and 11:00AM to 12:00 AM on Sundays.

The current person capacity for the restaurant and sundeck is 65 people.

The proposed person capacity for the restaurant and sundeck is for 200 people.

(c) Noise: no noise complaints have been received by the District regarding Gray Monk

Estate Winery; additional impacts are expected to be minimal on the neighboring properties.

(d) Impact on community: increasing person capacity for the designated area (restaurant and sun deck) is anticipated to enhance agri-tourism through the provision of special events such as fundraisers or private occasions and possibly stimulating economic activity for local businesses with minimal impacts on the neighbouring properties.

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 September 25th and October 2nd, 2025.

- Community members had an opportunity to provide comments at the regular Council meeting of October 7, 2025.

- The District requested public input during a consultation process, and a summary of the feedback was received by Council at the Regular Council Meeting of October 7, 2025.

4. Council recommends the issuance of the structural changes (person capacity increase) for the following reasons:

(a) Council believes the proposed change will have a positive impact on the community by providing flexibility in space and liquor service capacity for Gray Monk Estate Winery to host special events that support agri-tourism and community engagement.

(b) Council believes that increasing the capacity to 200 persons is appropriate given the surrounding land uses, and minimal potential impacts on traffic and noise for the surrounding area.

(c) Council recognizes the value of agri-tourism and is not concerned that an increase in capacity may alter the character of the area.

7.4 Temporary Use Permit & Non-farm Use | TUP00114 & ALR00196| 15792 Sawmill Road Application to allow the seasonal boat storage temporarily in an existing building within the Agricultural Land Reserve. 155

Recommendation
THAT Temporary Use Permit TUP00114 (Attachment A to the report dated October 7, 2025) for the property located at 15792 Sawmill Road, legally described as LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489; PID: 026-339-102, to allow a seasonal boat storage business in an existing building, be approved for a 3-year term;

AND THAT Non-Farm Use application ALR00196 be forwarded to the Agricultural Land Commission.

8. Departmental Reports

8.1 Strategic Priorities Fund 2025 – Updated Resolution 182
Strategic Priorities Fund 2025 – Updated Resolution

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

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

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

AND THAT any cost overruns to the project, be supported.

8.2 **Appointment of Municipal Auditor** 185
Appointment of the District's Municipal Auditor as required by the Community Charter

Recommendation
THAT BDO Canada LLP be appointed as the Municipal Auditor for the 2025-2029 fiscal years.

8.3 **Encroachment Application E000018 at 11090 Eva Road** 188
Formalize existing retaining wall re-construction and encroachment at 11090 Eva Road

Recommendation
THAT the owners of the property having a civic address of 11090 Eva Road, legally described as Lot 44, Plan KAP32546, Section 15, Township 20, Osoyoos Div of Yale Land District, (the "Applicant") be authorized to encroach on the District's Right-of-Way, with a re-constructed retaining wall;
AND THAT prior to issuance of an Encroachment Permit, the Applicant be required to register a Long-Term Encroachment Agreement and Covenant on Title

8.4 **North Aberdeen Plateau** 191
North Aberdeen Plateau – Guidance Plan

Recommendation
THAT the North Aberdeen Plateau Guidance Plan dated August 2025 (attached to the Report to Council dated October 7, 2025) be adopted;

AND THAT Mayor Blair Ireland be appointed as the District of Lake Country representative, and (insert Councillor Name as determined by Council) be appointed as the alternate to the North Aberdeen Plateau Guidance Plan Leadership Team.

8.5 **POL2025-218 Video Surveillance System Policy** 234
To consider adoption of a Video Surveillance System Policy

Recommendation
THAT Video Surveillance System Policy 218, 2025 be adopted.

9. **Bylaws for Adoption and Readings Following a Public Hearing**

10. **Rise and Report from In Camera**

11. **Council Committees**

12. **External Committees and Boards**

12.1 **Board of Education Meeting Highlights of September 10, 2025** 241

12.2 **Regional District of Central Okanagan Board Report of September 18, 2025** 243

13. Strategic Priorities

14. Report from Councillors

15. Adjournment

posted October 2, 2025
Reyna Seabrook, Corporate Officer

Minutes

Public Hearing

September 16, 2025, 5:30 p.m.
Council Chambers/Video Conference
10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1

Council Present:	Mayor Blair Ireland Councillor Tricia Brett Councillor Michael Lewis Councillor Todd McKenzie Councillor Bib Patel Councillor Cara Reed
Council Absent:	Councillor Heather Irvine
Staff Present:	Paul Gipps, Chief Administrative Officer Jeremy Frick, Director of Planning & Development Trevor James, 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 Carie Liefke, Manager of Current Planning Brian Zurek, Manager of Long Range Planning Makayla Ablitt, Manager of Corporate Administration Travis Tonn, Information Technology Manager

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1. 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. Public Hearing Statement

Mayor Ireland called the meeting to order at 5:30 p.m. and read the Public Hearing Statement. There were approximately 15 people in attendance.

3. Zoning Amendment for Industrial Purposes | Z0000346 | 380 Bubna Rd

3.1 Public Comment

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

4. Official Community Plan Amendment | OCP00063 | Housing Needs Policy

4.1 Public Comment

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

5. Bylaw to amend Bylaw 1265, 2025 | Z0000335 | 14198 Middle Bench Road

5.1 Public Comment

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

6. Official Community Plan and Zoning Bylaw Amendment | OPZ00004 | 9730, 9750, 9764, 9778 Highway 97 and 9743, 9751 Okanagan Centre Road East (6 Parcels)

6.1 Public Comment

Stephane & Roxana Kolic | Okanagan Centre Road East
Mr. Kolic, while noting not opposed to development the community, read a prepared statement regarding their concerns for the proposed development including:

- the fit of the project in the neighbourhood, and the impact it will have on the community's character;
- the loss of cherished views and privacy for surrounding properties;
- the impact of increased traffic; and
- possibility of increased property taxes.

Carla Lundman | Windview Rd
Ms. Lundman echoed comments read by Mr. Kolic, and suggested alternative places for the development, while noting she is not opposed to progress. She encouraged Council to drive by the area of the proposed development.

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

7. Closure of Public Hearing

The Mayor terminated the public hearing at 6:01 p.m.

Mayor, Blair Ireland

Corporate Officer, Reyna Seabrook

DRAFT

Minutes

Regular Council Meeting

September 16, 2025, Immediately Following Public Hearing
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 Carie Liefke, Manager of Current Planning Ruth Sulentich, Economic Development and Public Engagement Specialist Kiel Wilkie, Capital Project Manager Brian Zurek, Manager of Long Range Planning Makayla Ablitt, Manager of Corporate Administration Travis Tonn, Information Technology Manager Sheeja Vimalan, Planner

DRAFT

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 6:03 p.m.

2. Adoption of Agenda

2025-09-205 It was moved and seconded

THAT the Regular Council Meeting Agenda of September 16, 2025 be adopted.

Carried.

3. Adoption of Minutes

3.1 Regular Council Meeting Minutes of September 2, 2025

2025-09-206 It was moved and seconded

THAT the Regular Council Meeting Minutes of September 2, 2025 be adopted.

Carried.

4. Mayor's Report

5. Announcements

- The District is reviewing its Official Community Plan. This plan will shape how our community grows and develops over the next 20 years.We want to hear from you so we'll be attending various community group meetings, and will be at the:
  - Farmers Market at Swalwell Park Friday, September 19
  - Lunch at the Seniors' Activity Centre Tuesday, September 23
  - Food Bank Thursday morning, October 2.Visit www.LetsGrowLakeCountry.ca to take a survey that is available until Sept 30th. This site is full of information about the process and ways to get involved.
- Council members and some staff will be participating in the annual Union of BC Municipalities convention in Victoria next week; and are taking advantage of the opportunity to raise the priority interests and needs of our community at meetings scheduled with ministers and portfolio leaders. Watch for a report on the highlights later this month.

We'd like to thank Ron Buss for the generous donation of his time and expertise in serving on the Water Service Advisory Committee for the past 15 years. With Ron moving out of the province, we'll need to find another Lake Country resident with demonstrated community interest and concern relative to environmental issues to volunteer to serve on the Water Service Advisory Committee. Volunteer committee members provide advice to Council on a wide range of policy topics related to water infrastructure planning, water conservation, annual water budget requests, and watershed protection. Anyone interested in participating on the WSAC can find out more on the District website and email admin@lakecountry.bc.ca outlining their interest.

6. Delegations

7. Planning and Development Applications

7.1 Development Variance Permit | DVP00420 | 11487 Darlene Rd

To vary the permitted yard setback requirements for a single dwelling housing lot

2025-09-207 It was moved and seconded

THAT Development Variance Permit DVP00420 (Attachment A in the Report to Council dated September 16, 2025) for the property at 11487 Darlene Road, to vary the permitted yard setbacks and agricultural setback for development, be approved.

Carried.

7.2 Zoning Amendment | Z0000338 | 9971 Okanagan Centre Road East

Rezoning application from RR2-Rural Residential to C1-Town Centre Commercial to support future Commercial and Residential development

2025-09-208 It was moved and seconded

THAT Zoning Amendment (Z0000338) Bylaw 1301, 2025 be read a first time;

AND THAT Staff be directed to report back on traffic impacts.

Main Motion Carried as Amended.

Amendment:
2025-09-209 It was moved and seconded

THAT the main motion be amended to include the following immediately after the text "traffic Impacts":

, the applicants objectives for the development and the impact of the proposed zero setbacks.

Carried.

Main motion as amended reads as follows:

THAT Zoning Amendment (Z0000338) Bylaw 1301, 2025 be read a first time; AND THAT Staff be directed to report back on traffic impacts, the applicants objectives for the development and the impact of the proposed zero setbacks.

7.3 Development Permit Application | DP001076| 15595 Commonage Rd

To authorize a development permit for components of the existing winery including event spaces, amphitheater and gate house.

2025-09-210 It was moved and seconded

THAT Development Permit DP001076 (Attachment A in the Report to Council dated September 16, 2025) for the property at 15595 Commonage Road, legally described as LOT A SECTIONS 5 AND 8 TOWNSHIP 14 OSOYOOS DIVISION YALE DISTRICT PLAN EPP141227 (PID: 032-401-906), to authorize construction of event spaces, amphitheater and gate house as part of the winery be approved.

Carried.

7.4 Area Structure Plan | ASP00004 | Okanagan Centre Road West

UPDATE: Item removed from agenda and deferred to a future Council Meeting

Application to include the subject properties inside the Urban Containment Boundary, amend the Official Community Plan future land use designation to Urban Residential, and rezone to a comprehensive development zone.

8. Departmental Reports

8.1 Regional Transportation Service

To consider participating in a Regional Transportation Service administered by the Regional District of Central Okanagan (RDCO)

2025-09-211 It was moved and seconded

THAT consent for participation in the in the Regional Transportation Service set out in in Bylaw No. 1573, Amendment to RDCO Transportation Demand Management Extended Service Establishment Bylaw No. 831, 1999, amending the boundaries of the service area for the Transportation Demand Management Extended Service to include the District of Lake Country as a participating area, not be provided at this time;

AND FURTHER THAT staff be directed to continue collaborating with the RDCO and municipal partners to ensure alignment with shared regional transportation objectives.

Carried.

9. Bylaws for Adoption and Readings Following a Public Hearing

9.1 Zoning Amendment Bylaw 1292, 2025 |Z0000346 | 380 Bubna Rd

Consideration Following A Public Hearing

The Mayor called a recess at 6:58 p.m. and the meeting resumed at 7:08 p.m.

2025-09-212 It was moved and seconded

THAT Zoning Amendment (Z0000346) Bylaw 1292, 2025 be read a third time with the following conditions to be met prior to consideration of adoption:

a covenant be registered on title requiring the conditions outlined within the Okanagan environmental report dated September 12, 2025.

Carried.

9.2 Official Community Plan Amendment | OCP000063 | Housing Needs Policy

Consideration following a Public Hearing.

2025-09-213 It was moved and seconded

THAT Official Community Plan Amendment (OCP000063) Bylaw 1289, 2025 be amended by:

- delete and replace section 1.1(a) with the following:"i. Promote units for families in low- , medium-, and high-density residential units including three and more bedrooms. Encourage family-friendly amenities including play areas, green space, and adaptable unit designs.j. Support the development of housing that address each class of housing need. In addition to traditional forms of

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

- delete and replace "future urban growth" with "future growth" at the beginning of the second paragraph of section 1.1(c)

AND THAT Official Community Plan Amendment (OCP000063) Bylaw 1289, 2025 be read a third time as amended;
AND THAT Official Community Plan Amendment (OCP000063) Bylaw 1289, 2025 be adopted.

Carried.

OPPOSED: Councillors Brett, Reed

9.3 Bylaw to amend Zoning Amendment Bylaw 1265, 2025 | Z0000335 | 14198 Middle Bench Rd

Consideration Following A Public Hearing

2025-09-214 It was moved and seconded

THAT Zoning Amendment (Z0000335) Bylaw 1299, 2025 be read a third time and adopted.

Carried.

9.4 Official Community Plan and Zoning Bylaw Amendments | OPZ00004 |9730, 9750, 9764, 9778 Highway 97 and 9743, 9751 Okanagan Centre Road East (6 Parcels)

Consideration after a Public Hearing

2025-09-215 It was moved and seconded

THAT Official Community Plan Amendment (OPZ00004) Bylaw 1294, 2025 be read a third time;

AND THAT Zoning Amendment (OPZ00004) Bylaw 1295, 2025 be read a third time;

AND THAT Staff be directed to work with the applicant to bring back a development permit which addresses access, sighting, masting and all other forms related to the development for Council's consideration prior to adoption.

Motion Failed.

2025-09-216 It was moved and seconded

THAT Official Community Plan Amendment (OPZ00004) Bylaw 1294, 2025 be read a third time and adopted;

AND THAT Zoning Amendment (OPZ00004) Bylaw 1295, 2025 be referred back to Staff and Staff be directed to work with the applicant to bring forward a comprehensive development (CD) zone for Council's consideration.

Carried.

9.5 Zoning Amendment Bylaw 1298, 2025 | Z0000351 | Rural Large Parcel Oyama Road

Read a 1st, 2nd, 3rd time August 19, 2025.

2025-09-217 It was moved and seconded

THAT Zoning Amendment (Z0000351) Bylaw 1298, 2025 be adopted.

Carried.

10. Rise and Report from In Camera

11. Council Committees

12. External Committees and Boards

12.1 Okanagan Basin Water Board Report of September 5, 2025

13. Strategic Priorities

14. Report from Councillors

Councillor McKenzie shared a story from after last Council meeting.

Councillor Brett thanked the ArtWalk volunteers, and enjoyed her time volunteering there as well.

Councillor Patel echoed comments from Councillor McKenzie and Brett. He reminded the community how important it is to check in on your neighbours and be there for one another.

Councillor Reed echoed previous comments from around the table. She announced the Carr's Landing Community and Recreation Association is meeting is tomorrow night at 7pm at the Carr's Landing fire hall. Further, Lake Country Health is having their grand parade on Saturday September 20th from 10am - 1pm. Councillor Reed attended the OCP open house which was well staffed, with great information shared.

Councillor Lewis echoed comments from the table. He was happy to have conversations at the OCP open houses with different ideas and opinions shared.

Mayor Ireland reminded the public to look after each other and take the time to reach out to neighbours.

15. Adjournment

The Mayor adjourned the meeting at 8:30 p.m.

Mayor, Blair Ireland

Corporate Officer, Reyna Seabrook

LAKE COUNTRY FOOD
ASSISTANCE SOCIETY

Building Food Security Today and for the Future



Since the last time we met…

Completion of new warehouse building

- Increasing much needed warehouse space
- Open access to share excess food
- Space for social worker to provide supports to clients



Since the last time we met…



Purchased New Truck

- Increases capacity to receive and move excess food
- Feeding people, not landfills

Since the last time we met…

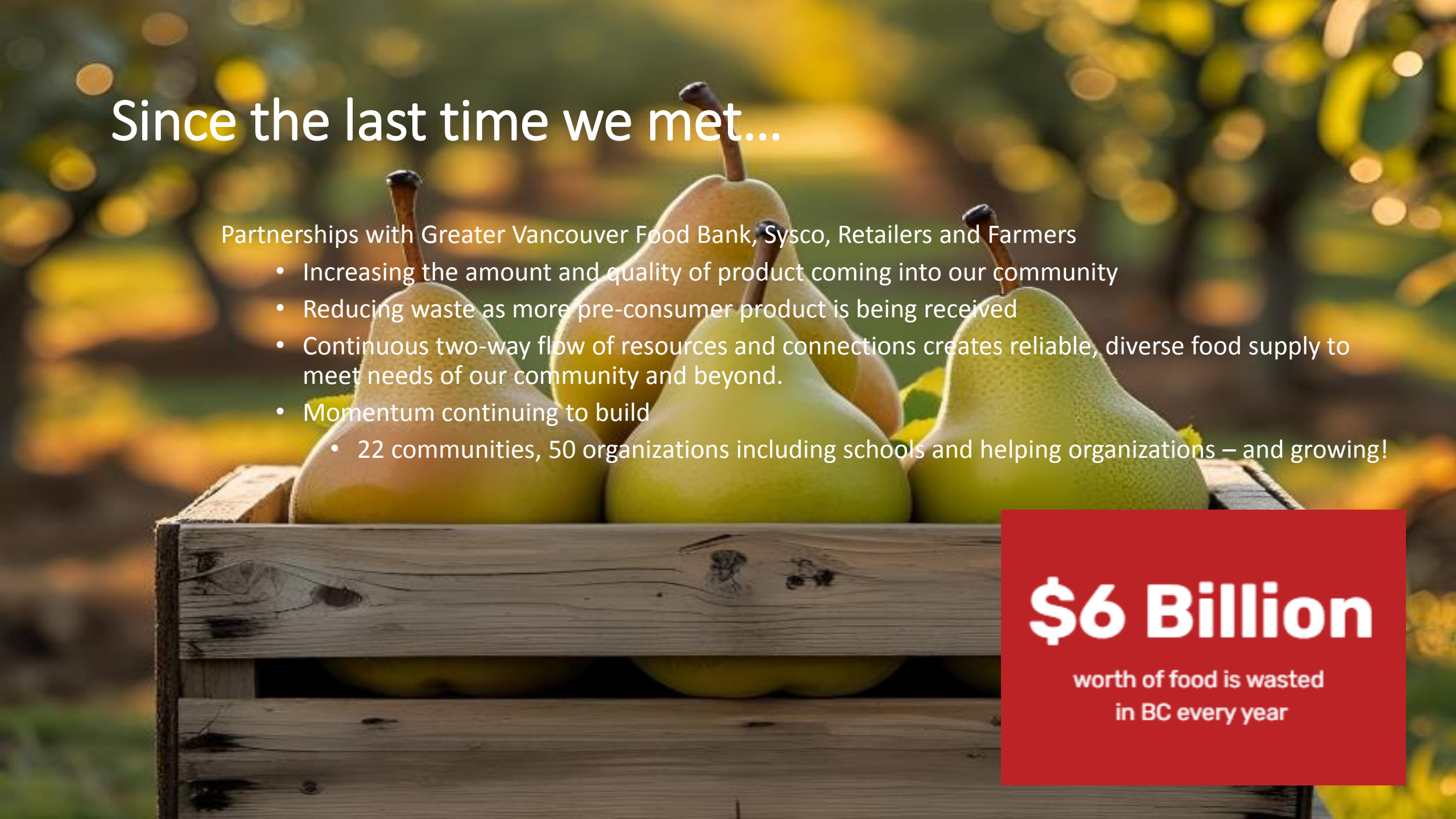
Growing Need

- Each month over 5615 people helped with hampers (2910 registered clients + approximately 2705 Indigenous and Métis individuals)
- Deepening relationship with Okanagan Indian Band that will increase numbers served
- Helping more working people
  - Considering adding additional volunteer shifts to accommodate

Since the last time we met…

Partnerships with Greater Vancouver Food Bank, Sysco, Retailers and Farmers

- Increasing the amount and quality of product coming into our community
- Reducing waste as more pre-consumer product is being received
- Continuous two-way flow of resources and connections creates reliable, diverse food supply to meet needs of our community and beyond.
- Momentum continuing to build
    - 22 communities, 50 organizations including schools and helping organizations – and growing!



Since the last time we met…



Capacity

- Volunteers continue to play an integral role
  - Team fluctuates in size but typically we have 70-100 volunteers
- Added an additional paid employee, 3 total

Looking to the future

Innovation in how food is processed

- Testing dehydration and freeze-drying
- Creating nutritious products that only require addition of water

Distribution and processing facility

- Greater capacity to receive and move food
- Commercial kitchen to test, innovate and educate

Increasing size of paid employees

- Stability and sustainability of the organization



Thank you!

Lake Country
MUSEUM & ARCHIVES

11255 Okanagan Centre Rd. W.
Lake Country, BC V4V 2J7

Business Plan

2025-2030

October
2025

Lake Country Heritage and Cultural Society
operates the
Lake Country Museum & Archives

11255 Okanagan Centre Road West, Lake Country, BC, Canada, V4V 2J7
1.250.766.0111
www.lakecountrymuseum.com

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Lake Country
MUSEUM & ARCHIVES

Executive Summary

The Programs	The Lake Country Museum & Archives (LCMA) provides special interest presentations and exhibits, research opportunities for those interested in genealogy, land ownership and the diverse history of Lake Country, plus **critical programs for children and families**. The Museum offers up to 13 weeks each year of unique day camp programs for children age 6-12 years old.
The Leadership	The Lake Country Heritage and Cultural Society was established as a charity to operate a museum in the Okanagan Centre School after it closed in 1984. The Society ensures the preservation and engagement with local history.
The Arts and Cultural Sector	Lake Country is home to an amazing museum and archives actively engaging our citizens in local history, a progressive art gallery providing year round access to local artists and numerous individuals undertaking all arts and cultural form. **Culture is an essential component of our community and our identity**. This diversity triggers economic development, tourism, placemaking and community spirit.
The Value Proposition	The Lake Country Museum & Archives **offers a critical service for our community through programs** which enlighten all residents regardless off ability about the significance of Lake Country. This in turn creates a sense of belonging and personal commitment. Citizens enhance their sense of community, which results in a drive to give back and ensures inclusivity.
The Financial Status	The Lake Country Heritage and Cultural Society operates the Lake Country Museum & Archives with minimal funding. This had been the case since inception and the lack of resources has drastically impacted operations. The goal is to **obtain enough funds through a variety of revenue streams** to ensure operational growth and stability.
The Future	By 2029, the Charity intends to be fully prepared for expansion of it's operation to the old BC Tree Fruits building on Bottom Wood Lake Road, in Winfield. Furthermore, it strives to achieve financially sustainability to ensure full operation of the museum and archives.

The Society, Staff & Volunteers

Meet our Leadership



Lynn Fanelli | Executive Director

Lynn oversees operation of the museum and archives as well as administers the Society's business. She has managed operations since 2019 and has ensured that educational programs and day camps are a critical resource for local families.



Tiana Langedyk | President

Tiana joined the museum team in 2020 as a Canada Summer Jobs student. Since then she has volunteered with the museum and has worked on an array of projects including the new website launched in 2024. Currently Tiana is employed by Okanagan College in the marketing department.

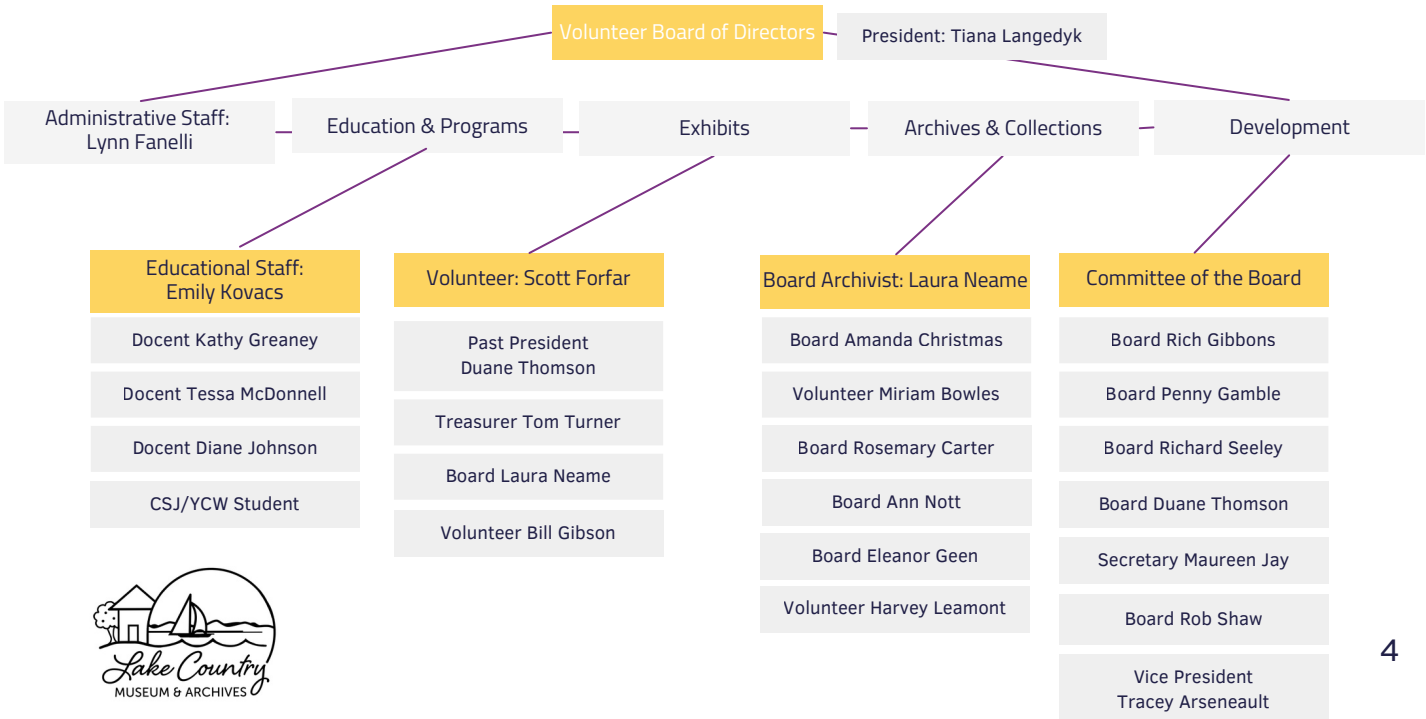
VISION

Since its inception in 1985, the Lake Country Museum & Archives has been active in collecting, preserving and presenting to the public, artifacts, manuscripts and photographs documenting the history of Lake Country.

MISSION

Our mission is to:
"Tell the story of Lake Country's region, while providing an opportunity to learn through research, education, and collaboration."

LAKE COUNTRY HERITAGE AND CULTURAL SOCIETY



Charitable Purpose

OUR CONSTITUTION

The purpose:

A) to collect, preserve, describe, exhibit, and act as a repository for materials and artifacts pertaining to the establishment and development of Lake Country; including, the collection and exhibition of natural and cultural materials of interest and significance to the residents of Lake Country, and

B) to promote and enhance education and access opportunities through exhibits, events, publication, web presence, and other means, and

C) to maintain and operate the museum building which houses the museum exhibits and archives, and

d) to provide input on heritage issues as they involve Lake Country, including the heritage value of buildings, the naming of parks and roads, and the recognition of heritage assets.







CONNECTING MADE EASY

The Lake Country Museum & Archives is a critical resource that instills a sense of community and creates connections that develop personal pride and highlight individual accomplishments.

The Museum is a place to learn and understand the hard work and achievements of our ancestors, who created the great community Lake Country is today. Our exhibits are the only place in Lake Country which tells our story.

Create your connection to your community. Come for a visit or more importantly, volunteer!



What we do...

Education	The Lake Country Museum & Archives launched educational day camps in 2020. Since then we have seen hundreds of local children participate and have fun learning about our local history!	Three-day camps: $149
Programs	Programming is readily available for School District 23 along with other groups, individuals and/or organizations on the Lake Country Museum & Archives website. In-house or off-site presentations are undertaken in the fall and spring as well as available upon request. Presentations elaborate on our history and draw from our four in-house publications: Cattle Kings & Cowboys, All Aboard, Apple Valley and The Okanagan Forest Industry - 1880-2020.	In house presentations: By admission. Off sight presentations: $100+
Archives	The Archives houses historic maps, photographs, manuscripts, video recordings and a variety of other print material. Currently these resources are housed in the old fire hall on Okanagan Centre Road East, as it is a more fire-safe location than the Museum. You can visit the Archives by appointment.	Research: First half hour free, $50 per hour thereafter
Exhibits	You want to know; why we grow grapes, where did the road names come from, why we have resident California Quails in Lake Country. Visit and find out!	Admission by minimum donation: $5 per person $20 per family

Museum Background

OUR HISTORY

Citizens of Lake Country are passionate about their community!

When the Okanagan Centre School closed in 1984, the community rallied to ensure the 1932 schoolhouse was not removed as a community space. A charitable society was formed to preserve the space for all to enjoy and learn about local history.

In a time when Canadian museums are struggling to be relevant, the Lake Country Museum & Archives is thriving; while telling the history of all our ancestors.

Historically, Lake Country was and is a multicultural community.

Given that our redesigned exhibits and enhanced educational platforms provide our community easy access to the history of our Japanese, South Asian, Chinese and European settlers, the outlook for our offerings continue to grow unlike some museums which are planning closure.





OUR OPPORTUNITY

LACK OF CHOICE FOR PARENTS

It continues to be reported by local media that major players in Lake Country who supply 6 to 12 year olds with activities have no vacancies.

Historically, daycare, after school care and programming options for families have been very limited.

The Lake Country Museum & Archives is fully prepared to relieve the pressure for our local families through new educational programming based on historically significant activity.

SWOT Analysis

A brief analysis of Museum & Archive capacity

01	Strengths	• Well-established local identity and brand with limited competition. • A long history provides experience and stability. • Trusted by partners, funders and collaborators. • One of a few heritage institutions in the area. • Niche advantage with immigration stories of settlers from around the world. • Specializes in historically focused education and cultural programming. • Valuable to schools, researchers, and tourism stakeholders. • Strong assets in programs, archives and facilities. • Potential for growth with investment and outreach. • Opportunities through partnerships and programming.
02	Weaknesses	• Not having a comprehensive District of Lake Country "Arts and Cultural Plan" which specifically outlines: commitment, vision, funding parameters and equitable distribution of critical resources. • Operates under limited funding and significant marketing constraints. • Financial limitations hinder the expansion of programming, infrastructure upgrades, and outreach to wider audiences. • Lack of resources affects staff capacity and implementation of strategic initiatives. • Its remote location restricts accessibility for residents, tourists and non-local visitors. • Being far from Kelowna, a major tourist destination, impacts attendance and visibility.
03	Opportunities	• Actively seeking new revenue streams. • Applying for grants and fundraising initiatives. • Partnering with local organizations. • Reach the full potential of seasonal day camps which generate income and promote youth engagement. (Restricted by the Province of BC to a maximum of 13 weeks for children 6-12 years old.) • Educational partnerships with schools and institutions. • Potential for public events and workshops to boost community involvement. • Facility rentals as an emerging revenue opportunity.
04	Threats	• Shift in public attitudes toward museums. • Younger generations see museums as outdated. • Declining interest in white settler history. • Long-term challenge for engagement and outreach. • Government policy and funding changes threaten financial stability. • Changes in employment and financial uncertainty. • Uncertainty from potential U.S.A threats. • Limited access to public grants and support. • Environmental risks: wildfires and extreme weather.

Market Analysis

Competitors & Audience

COMPETITORS

Within the museum community worldwide, museums do not see other historical assets as competition since the typical consumer seeks out likewise activities.

It is different with children's facilities and programs. The educational day camps started in 2020 by the Lake Country Museum & Archives have direct competitors.
They are:
New Beginnings - Early Years Centre, Boys and Girls Club Okanagan, YMCA-Okanagan, Elowyn, and Kees Tae Kwon Do.

At this time, all Lake Country facilities have waitlists and there are no immediate spaces available for 6 -12 year old's to register.

Because all competitors are at full capacity, their marketing effort is minimal.



AUDIENCE & DEMOGRAPHICS

Target Market Description - Key Characteristics

Primary:
Community Members
The local population, primarily women aged 55–70 in the middle-to-upper income class with some college education or more.
- Represents 41% of all museum visits.
- Most engaged on-site and on Facebook.
- Locals live within 30 minutes of the museum.
- Median income: $83,243.

- 17.4% local population aged 0-14 (2,565).

Secondary (prior):
Tourists
Tourists, especially female tourists aged 30–45 with small children in the middle-to-upper income bracket and some college education or more.
- Live over one hour from LCMA.
- Visits during peak summer months.
- Popular on social media.
- Value learning opportunities for children.

Secondary (current):
Local Families
Families residing in Lake Country, Vernon, and Kelowna who visit the museum to engage in family-oriented activities and educational opportunities.
- Primarily families with school-aged children.
- Value the museum for interactive and educational experiences.
- Live within 30 minutes of the museum.

Tertiary:
Archive Users
Individuals seeking historical information, such as students, teachers, researchers, and local historians for projects or research.
- Includes academic and professional researchers.
- Focus on utilizing the Museum's rich resources for educational and research purposes.

Marketing Strategy

ENHANCE COMMUNITY IMPACT

The Lake Country Museum & Archives enlisted the help of the UBCO Bachelor of Management students to undertake a marketing strategy to support the next five years of operation.

The goal of the strategy is to refocus marketing efforts toward local families, community members and archive users.

Marketing strategy components include: a three year marketing plan for museum operation and a communications plan for the archives.

The marketing strategy is a separate document provided upon request for you review.



Financial Plan

Base year plus a five-year projection, adjusted for inflation.

		2025	2026	2027	2028	2029	2030
		Actual					
Revenue							
	Membership and Admissions	3172	3331	3497	6470	8087	10109
	Donations	7859	8252	10000	15000	18750	23438
	Operating Revenue (Gift Shop & Sales)	3061	4500	4725	5906	8859	13289
	Publication Sales	164	300	450	675	1013	1519
	Canada Summer Jobs	9664	10147	10655	11187	11747	12334
	Day Camps	6465	9698	14546	21819	32729	49094
	Other Grants	33311	20000	21000	22050	23153	24310
	DLC Grant	57500	57500	69000	82800	99360	119232
	Bank Interest & Rewards	0	500	525	551	579	608
	Donated Goods	462	300	315	331	347	365
	TOTAL REVENUE	121658	114527	134713	166790	204623	254296
Expense							
Museum and Archives							
	Administration (Management)	42897	43242	51868	64835	81044	101305
	Archives & Collections	20941	20000	5967	8951	10000	10500
	Exhibits	5412	5683	5967	8950	10000	10500
	Education and Programs	11721	16300	24000	32000	48000	78400
	Marketing	10710	7125	12000	15000	16500	18150
	Museum Enterprises	9961	4000	4200	4410	4631	4862
	General	1426	1500	1575	1654	1736	1823
	Future Site Construction	0	0	5000	5000	5000	5000
	Sub Total	103068	97850	110577	140799	176911	230540
Society Expenses							
	Administration	13747	14434	15156	15914	16710	17545
	Development	0	1000	1250	1563	1953	2441
	Volunteers	1042	500	550	605	666	732
	Advocacy	0	0	0	200	210	221
	Legacy Fund	0	0	2500	2500	2500	2500
	Capital Improvement Fund	0	0	5000	5000	5000	5000
	Sub Total	14789	15934	24456	25781	27038	28439
	TOTAL EXPENSE	117857	113784	135033	166581	203949	258979
	Net Income	3801	743	-320	209	674	-4683

The Future

The Lake Country Museum & Archives is the HEART of our community!

A PLACE TO CALL HOME

Since the inception of the Lake Country Museum & Archives in the mid 1980s, volunteers have worked tirelessly to capture OUR history. The result is an amazing story of our resilience, diversity and multiculturalism.

Our future plans include: full day camp registration, a possible expansion project, new programs and public presentations.

The goal is to create the next generation of advocates, volunteers, and individuals who have the desire to support our community in the future.

Where memories are captured!



2027

Increase day camp registration by 50%.

2028

Prepare for a substantial increase in demand for programming.

2029

Increase earned revenue by 200% from our base year (2025).

2030

Increase engagement by 500% through the addition of new cultural space and community outreach channels.

Contact us for further inquiries

Lake Country
MUSEUM & ARCHIVES

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250.766.0111
www.lakecountrymuseum.com

October
2025

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**

Prepared by: **Carie Liefke, Manager of Current Planning**
Department: **Planning and Development**

Title: UBCM – 2024 Local Government Development Approvals Program | P2024-003
Description: Lake Country Integrated Process Review – Development Approvals Program Grant Project Summary

RECOMMENDATION

THAT the Development Application Process Review Final Report, attached to the report from the Planning and Development Department dated October 7, 2025, be endorsed in principle.

EXECUTIVE SUMMARY

This report is intended to provide Council with an update on the $145,000 grant from UBCM which was received to fund the cost of revamping the development approvals process. This work was carried out in 2024 and 2025, and consisted of an in-depth review of the current process and a re-write of the procedures and various application documents.

The internal procedures have been aligned with current legislation and industry best practices. Internal documents have been revised to reflect the updated procedures and external documents (i.e. application forms and information bulletins) have been created to help ensure developers and the general public are informed. These documents should help ensure a streamlined development application process.

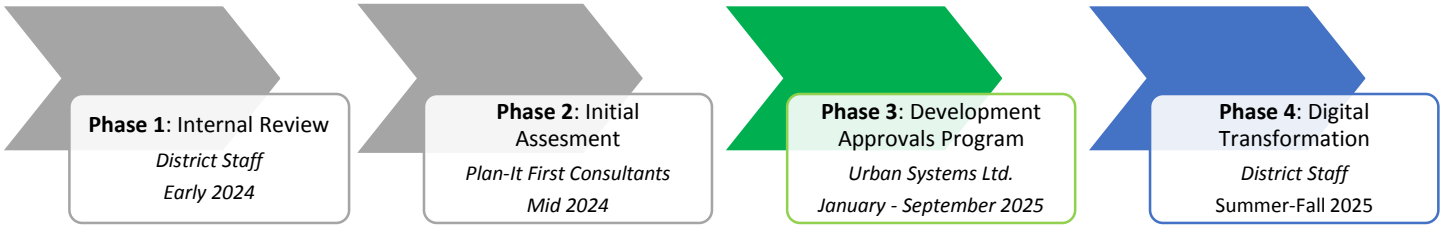
While much of the process and documentation has been updated, the digital transformation process (i.e. digital applications and forms) is still in the implementation stage.

Final reporting for this grant funded project will be forwarded to UBCM in October 2025.

DISCUSSION/ANALYSIS

The District of Lake Country was awarded a $145,000 grant from the Local Government Development Approvals Process Review (DAPR) program administered by the Union of BC Municipalities (UBCM). This grant funded the the Districts integrated process review (i.e. review of the development approvals processes). The grant was applied for in March 2024 and awarded in May 2024.

The project was broken into four phases, as shown in the figure below, to complete initial improvements internally, complete an initial external review, to create a renewed approvals process, and finally to implement the process digitally. Phase 1 and 2 of this initiative were completed in 2024, and Phases 3 and 4 were conducted in 2025.



Date	Event
2024-02-20	Regular Council Meeting resolution 2024-02-041 *THAT the grant application in the amount of $150,000 to UBCM Local Government Development Approvals Program for the purposes of retaining a consultant to review the development approvals process including the OCP, Zoning Bylaw and Development Approvals Procedure Bylaw, be supported;* *AND THAT the District of Lake Country be responsible for the overall grant management.*
2024-02-22	Grant application submitted
2024-05-29	Grant awarded
2024-06-01	Phase 1 (Preliminary Internal Actions by District staff)
2024-10-28	Phase 2 (Initial Assessment by Plan-It First Consultants Ltd.)
2024-12-06	Phase 3 (Development Approvals Program Review by Urban Systems Ltd.)
2025-10-07	Regular Council Meeting – Summary of Development Approvals Program grant.

PHASE 1 – PRELIMINARY INTERNAL ACTIONS

The scope of Phase 1 included the review and completion of initial actions that were completed internally. This included:

1. Amendments to the Official Community Plan to streamline the development permit process, including expansion of exemption criteria, and administrative updates for consistency and clarity. Adoption of amendment Bylaw 1225 and Bylaw 1226 occurred on June 4, 2024.

2. Initial rewrite of the Development Approval Procedures Bylaw, with adoption of Bylaw 1227 on July 2, 2024.

3. Revisions to the Building Regulation Bylaw to streamline processes, remove redundancy and conflicting rules, clarify definitions, and provide consistency with the building code. Amendment Bylaw 1230 was adopted on May 21, 2024.

4. Completion of initial recommendations from the Planning and Development Review dated January 30, 2024 from R.L. Mattiussi Advisory Services Inc. including:
   a. Review organizational structure.
   b. Increase trained clerical and technical support to reduce administrative burden on planners.
   c. Establish clear roles and responsibilities to ensure consistency and accountability.
   d. Continue implementation of Tempest/Prospero.

5. Updates to the DCC Bylaw to fairly allocated infrastructure costs to all developments. Adoption of amendment Bylaw 1233 occurred on March 18, 2025.

PHASE 2 – INTIAL ASSESSMENT

Phase 2 of the integrated process review, completed by Planit First Consultants (October 2024), was to provide a detailed assessment and analysis of all development related bylaws, policies, procedures and processes. This included:

1. Reviewing all development-based bylaws that are relevant and material to the project.

2. Discussing the project with the planning, engineering, building and corporate administration departments to determine the existing development approvals process. These discussions provided insight into what is working well and also the issues that complicated, delayed, and frustrated the existing development approval process.

3. Documenting the processing flow, staff/public/political input milestones and other external processes for every type of development application and document what affects (real or perceived) the processing timeline or complicate the approval processes in general.

4. Preparation of an existing conditions assessment and review document. This included a summary of the issues, challenges and successes of the existing development approval process.

PHASE 3 – CREATE AND IMPLEMENT NEW PROCESSES & DOCUMENTATION

The third phase of the integrated process review focused on documenting step by step procedures for all development approval processes and creating both internal and public documents to aid application processing. Building on the previous two phases, the goal of this phase was to remove redundancies, ensure a commonsense approach to development was employed, and develop documentation that is clearly articulated and easily understood. This phase includes a final summary report and recommendations (Attachment A), and includes:

1. Processes and documents created fused industry best practices, current legislation, District bylaws, and tested processes from other municipalities.

2. Documents created include templates for application forms, application checklists, internal procedure manuals, and external guides for applicants.

3. Training and implementation for staff started during the Phase 3 review period and will be ongoing. Training focuses on:
   a. understanding the broader scope of development applications (i.e. interconnect between planning-building-engineering departments, connections with financing and marketing, etc.)
   b. understanding development application review process from start to finish (frontline staff: broad scope; technical staff: indepth scope, etc.)
   c. understanding customer services from a local government perspective.

4. Recommendations for additional amendments to District bylaws in order to align the new processes.

PHASE 4 – DIGITAL TRANSFORMATION

The final phase of the integrated process review is to ensure that all processes have been incorporated digitally into the Districts software and online platforms. This phase has begun but additional time is required to complete the rollout. Phase 4 includes:

1. Updates to Tempest Prospero to refine the workflow process.
2. Synchronize remaining templates with Tempest Prospero.
3. Refine the fillable pdf application forms into a fully digital application process.

FINANCIAL IMPLICATIONS

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

Budget for this project was 100% funded, for $145,000, through the UBCM Local Government Development Approvals Process Review (DAPR) program.

COMMUNICATION

- Interdepartmental meetings and individual staff consultation with project consultants (Planit First Consultants Ltd., Urban Systems Ltd.).
- External discussion with stakeholder groups (local developers, Urban Development Institute, etc.)

ALTERNATE RECOMMENDATION(S)

1. THAT the Development Application Process Review Final Report, attached to the report from the Planning and Development Department dated October 7, 2025, not be endorsed in principle

2. THAT the Development Application Process Review Final Report, attached to the report from the Planning and Development Department dated October 7, 2025, be deferred pending receipt of additional information as identified by Council

Respectfully Submitted.
Carie Liefke, Manager of Current Planning
RPP, MCIP

Report Approval Details

Document Title:	Development Application Process Review Final Report.docx
Attachments:	- Attachment A - P2024-003 - DAPR Recommendations Final Report.pdf
Final Approval Date:	Oct 2, 2025

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

Jeremy Frick, Director of Development Approvals - Oct 2, 2025 - 10:21 AM

Reyna Seabrook, Director of Corporate Services - Oct 2, 2025 - 10:41 AM

Paul Gipps, Chief Administrative Officer - Oct 2, 2025 - 11:41 AM

Makayla Ablitt, Manager of Corporate Administration - Oct 2, 2025 - 1:07 PM

LAKE COUNTRY
Life. The Okanagan Way.

DEVELOPMENT APPROVALS PROGRAM

FINAL SUMMARY REPORT AND RECOMMENDATIONS

September 29, 2025



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1.0 EXECUTIVE SUMMARY

This report provides the results of the third and final phase of the District of Lake Country's Development Approvals Process project. This project is made possible by grant funding provided from the Union of BC Municipalities (UBCM) Local Government Development Approvals Process Review (DAPR) program. Phases 1 – 2 of this project were completed by others and Phase 3 completed by Urban Systems. This project, and the funding program that made it possible, were both informed by the 2019 "Provincial Development Approvals Process Review" (DAPR) report.

This Phase of the project aimed to improve the efficiency and effectiveness of District's intake and processing of development applications (such as development variances, rezonings, and Development Permits), in line with the principles that emerged from the Province's 2019 DAPR Report:

- Certainty
- Transparent
- Collaborative
- Flexible
- Appropriate Timelines
- Achieve Outcomes in the Public Interest

The Phase 3 process involved a review of existing policies, bylaws, and application reference materials, a walk through of typical application processes with staff, as well as numerous informal interviews – 'conversations' – with staff across the departments involved in the day to day application processing to gain insights in new opportunities. The process utilized an 'appreciative inquiry' approach to frame conversations positively, focused on what worked well and how goals of streamlining and effectiveness could be incorporated. This final phase of work within the District results in 3 major components of output:

- Reference materials to both internal and public communications;
- Application processing changes; and
- A series of recommendations for staff and District Council to consider for further action.

A summary of the major insights from this process includes the following:

- The necessary and appropriate development application review steps are well established within existing District processes. Broadly speaking there is no need within the District for any fundamental alteration of application review processes, nor are there glaring omissions of best practices that might be expected to be incorporated.
- Council has already taken significant steps to make bylaw amendments that support process improvements and Best Practices. This includes a recent overhaul of the District's Procedures Bylaw, delegation of approval of Technical Development Permits to staff, and support for revisions to the OCP to clarify Development Permit requirements and exemptions.
- Additionally, there have been significant staffing additions and staff-initiated procedural changes before and during the process, respectively, which also support application streamlining and best practices.
- Opportunities for improving efficiency of staff-led application processes include better establishing application stage timing benchmarks (which are within the District's control), clarifying and strictly enforcing minimum application submission requirements, and improving collaboration and interdepartmental understanding of development application processing requirements.

- Many established Best Practices are, as a result already in place or partially implemented, putting the District in a strategic position to continue to refine and hone procedures that are already in place without the need for significant disruptive change.

SUMMARY OF RECOMMENDATIONS

A detailed discussion of key observations, a review of best practices and how these can be implemented within the District, and a list of recommendations are all provided in detail in the report. A brief summary of the categories of recommendations is provided below, with those which are being completed as an outcome of this report noted. Other recommendations will require further work from staff and in some cases consideration by Council for bylaw amendments.

Category	Recommended Action	Completed with DAP
External Communication Materials	Revise Application Forms and Checklists	✓
	Develop Supporting Application Information Guides	✓
Processing Improvements	Reinforce Application Timing and Sequencing	✓
	Document Standard Operating Procedures	✓
	Strengthen Pre-Application Meeting Processes	✓ (Partial)
	Improve Application Intake Process	✓
	Improve Council Report Scheduling Protocols for Council Agendas	✓
	Revise Development Notification Signs Requirements	✓ (Partial)
	Simplify Attendance of Development Review "CORE" Team Meetings	✓
	Develop and Strengthen Internal Application Review Resources	✓
Organizational Development and Change Management	Strengthen Front-Line Staffing Capacity with Cross-Disciplinary Training	
	Expand the use of Application Metrics and Reporting	
Bylaw/Policy Changes	Official Community Plan Amendments to Development Permit Guidelines	
	Review Subdivision & Development Servicing Bylaw for Clarity	
	Audit Historical DVPs and Identify Zoning Bylaw Changes	
	Amend the Development Approvals Procedures Bylaw to Streamline Approvals and Align with DAPR Changes	
	Increase Delegation of Authority to Staff for Minor Development Variance Permits and Form and Character Development Permits	
	Review Fees & Charges Bylaw to Maximize Cost Recovery	
Systems & Technology	Utilize Technology to Improve Internal and External Communication	
	Enhance Planning Information on the District Website	
	Develop Digital Application Submission Program	

2.0 PROJECT OVERVIEW

The District of Lake Country (the District) was awarded a grant from the Union of BC Municipalities (UBCM) Local Government Development Approvals Process Review (DAPR) program to conduct a review of its Development Approvals Processes (the Review). The Province of BC introduced the DAPR program in 2019 as a part of the broad and ongoing push from the province to support increased housing supply.

When a development approval process is clear, transparent, and focuses on client and community needs, it is more efficient to administer and helps ensure compliance with local government regulations and policies. Conversely, an inefficient system with ad hoc requirements and unclear mandates can create confusion, generate delays, and add to the cost of planning, design, and construction. Not only does this make it difficult for staff and those involved in the approvals process, this all may discourage development.[1]

The guiding principles behind the UBCM funding program and this project are:

Achieve Outcomes in the Public Interest	The approvals process is set up to support development that is strategically aligned with adopted community plans and the public interest, supports community values, and generates high-quality built environments.
Certainty	The requirements, timeframes and costs of development approvals are clearly outlined and communicated in advance or as early as possible in the application process.
Transparent	Decisions during the approval process are documented and communicated in a clear and timely manner.
Collaborative	Local governments and applicants work collaboratively to achieve desired outcomes. Where public involvement is appropriate, the process seeks public input early and in an informed manner.
Flexible	The process achieves consistency while providing some flexibility to respond to unique opportunities and encourages innovation.
Timeliness	The development approval process occurs on timeframes that are appropriate to the level of complexity of the application and requires all parties to acknowledge their responsibility to provide necessary information in a timely manner.

[1] It should be noted that assessing District Staff's workloads and evaluating the capabilities or performance of District Staff members involved in processing development applications is not a focus of this process.

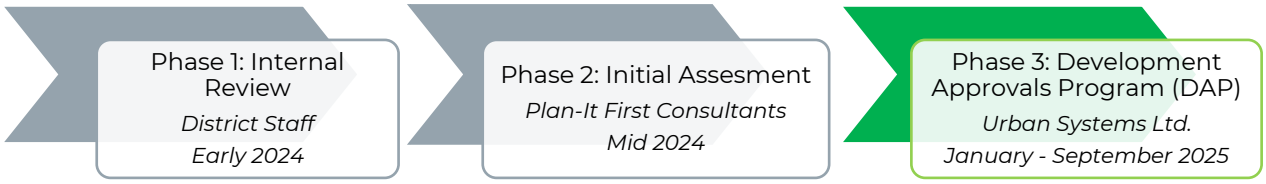
2.1 GOAL AND PURPOSE

The goal of the Review is to help identify opportunities to increase the efficiency and effectiveness of the District's development approvals processes. The Review assesses the current development application process, including identifying additional opportunities for streamlining, delegation of authority to staff, enhancing clarity in communication, and reducing the need for amendments and variances. The Review has considered the current development landscape to provide recommendations. Efforts taken by the District to examine and improve its approval process efficiency, as well as its regulatory requirements, will make it easier for developments to proceed and meet the needs and interests of the community.

This report summarizes the learnings from reviewing information related to the development approval processes from application requirements to submission, through to approval.

2.2 APPROACH

To utilize the UBCM grant funding, the District divided it's review it into three phases. Phase 1 and 2 of this initiative was started in 2024, completed by others, and resulted in a series of bylaw amendments to support improved application processing as well as some organizational changes. Phase 3 of the Review (Development Approvals Program (DAP), completed by Urban Systems, is the third and final phase. It aimed to specifically review and streamline development application processes, including support with new internal and external facing approvals related documents and reference materials. The project will end with training conversations with staff to introduce new materials and procedures.



The following summarizes the steps involved in Phase 3 of the DAP process review and the foundation for the recommendations in this report.

- Reviewed applicable background material provided by the District with respect to Phases 1 and 2 of the DAP review process.
- Reviewed relevant bylaws and policies and background information as detailed in this report.
- Conducted staff workshops and interviews to understand the current development approvals procedures focused on what works, what doesn't, and why.
- Developed draft versions of a new standardized development approvals process tailored to the District's goals and current challenges in alignment with legislation and municipal best practices. This allowed for District staff's input followed by a finalized development approvals process.
- Developed user-friendly forms, handouts, templates, informational bulletins and other guidance documents to support a revised development approvals process to be used by both

internal staff and customers. The consulting team worked closely with District staff to ensure clarity and usability of the documentation.

- Established recommendations for bylaw, policy and procedural changes as detailed in **Section 6.0** of this report.
- Undertook collaborative staff training on the implementation of new processes and documentation.

2.3 REPORT STRUCTURE

This report is structured into the following subsequent sections:

- **Development Approvals Context**: Provides information on the current landscape of development approvals, including recent Province policy and legislation, population growth in Lake Country, an overview of the existing policy framework, details on recent permitting data, organizational structure, staffing levels, and comparative information on fees and structure.

- **Development Approval Processes**: **Observations and Discussion:** This section provides detailed discussion on the results of a review of District policies, materials, and extensive conversations with staff about the Development Approvals Process and contains further discussion about policy and procedural changes that can be taken by the District to improve the Development Approvals Process.

- **Best Practices**: Provides an overview of approaches to development approvals taken by local governments that are in line with Province DAPR principles, along with examples. This section indicates whether the District is currently following these best practices and provides some insight into how they might better approvals processes

- **Summary of Recommendations:** This section provides a detailed summary all recommendations that result from the Development Approvals Program project and indicates whether they have been implemented as part of the project or will require further work by the District to put in place.



3.0 DEVELOPMENT APPROVALS CONTEXT

3.1 PROVINCIAL CONTEXT

Ongoing provincial initiatives are setting the pace and tone for development in local governments across B.C.; in particular, the Homes for B.C. report informed the creation of the DAPR program and Bill 26. Since the initiation of the DAPR program, there has been further progress and advancements on these initiatives, including the Province's Homes for People Action Plan which was released in early 2023, and the introduction of further new legislation in 2024 which intends to facilitate a more pro-active approach to planning for growth and new housing.

Homes for BC: A Government's 30 Point Plan for Housing Affordability

In this report drafted in 2018, the Province of B.C. recognized that local governments are a strategic partner in delivering affordable housing and that municipalities are on the front lines of the housing crisis. The Province of B.C. is committed to empowering and supporting local governments' efforts to accelerate the construction of housing that meets communities need. The development approval process plays an important role in the realization of the community's development vision and ensuring that local interests are met, including an adequate supply of safe, well-serviced, suitable, attainable and adequate housing.

Development Approvals Process Review (DAPR)

In 2019, the Ministry of Municipal Affairs and Housing (MAH) completed the third stage of the province-wide DAPR initiative. The DAPR was initiated to better understand the challenges facing development approvals across B.C. as part of a broader effort to identify barriers to creating additional affordable housing. Consultation with rural, suburban, and urban local governments, and various non-government stakeholders provided a cross-section of the diverse challenges facing the development approvals process. This engagement allowed MAH to assess the common challenges, outline the qualities of effective and efficient processes, and identify opportunities to improve development application and approval processes across the province.

The DAPR identified internal issues that local governments in B.C. face in their application processes, including:

- Incomplete or poor-quality submissions by proponents;
- Increased complexity of requirements;
- Inconsistent development permit area guidelines; and,
- Contradictory advice across departments.

In addition, challenges identified by the development industry included:

- Lack of transparency on the status of development applications; and,
- Lack of consistency of requirements between adjacent local governments.

This report considers these issues provides recommendations to help facilitate development process improvements in the District.

Bill 26 – Municipal Statutes Amendment Act (No. 2), 2021

Bill 26: Municipal Statutes Amendment Act (No. 2) 2021, was given Royal Assent on November 25th, 2021. The Bill proposed amendments to various sections in the *Local Government Act* and *Community Charter*, including:

- Removal of the default requirement to hold public hearings for Zoning Bylaw amendments that are consistent with the OCP;
- Allowing for delegation of decisions on 'minor' development variance permits; and
- Enabling local governments to determine specific methods for public notice requirements.

Changes regarding public hearings, delegation of development variance permits, and public notice as applicable to development applications were considered as part of this review.

Homes for People Action Plan

The Homes for People Action Plan was released in 2023, by the Province of B.C. It aims to tackle persistent permitting and zoning challenges. Structured around four key pillars – 1) unlocking more homes faster; 2) delivering housing people can afford; 3) supporting those with the greatest need; and 4) prioritizing people over profit. The plan in part triggered bold actions such as permitting small-scale multi-unit homes (townhomes, duplexes, triplexes), offering forgivable loans for secondary suites, streamlining permitting, and launching a digital permitting system. The primary goal of the action plan is to create optimal conditions to encourage faster housing construction and reduce development costs, by way of relaxed zoning regulations, a focus on targeted types of housing and more incentives. The action plan contributed to the implementation of Bill 44.

Bill 44 – Housing Statutes (Residential Development) Amendment Act, 2023

Bill 44 – Housing Statutes (Residential Development) Amendment Act, 2023, was given Royal Assent on November 30th, 2023. The Bill introduced several amendments to various sections in the *Local Government Act* to shift local governments towards a more proactive, long-term approach to planning. The legislative changes have required local governments to:

- Identify their housing needs using a standard method on a regular basis for a more consistent and robust understanding of local housing needs over 5 and 20 years. An Interim Housing Needs Report is required to be completed by December 31, 2025. The first regular Housing Needs Reports are required to be completed by December 31, 2028, and every five years thereafter;
- Plan for housing needs in OCPs on a regular basis with updates following each Housing Needs Reports;
- Align Zoning Bylaws with OCPs and Housing Needs Reports to pre-zone for local housing need on a regular basis;
- Prohibit public hearings for rezonings for housing projects that are consistent with OCPs; and
- Accommodate small-scale, multi-unit housing in land use zones that were otherwise restricted to single-detached dwellings or duplexes.

These changes are intended to help local governments better understand and respond to housing needs in their communities while providing more affordable housing options without requiring potentially onerous rezonings and reducing administrative requirements. This legislation resulted in a once-in-a-generation shift of the nature of planning in the Province. The shift in policy and procedural response to this legislation is still occurring and will take time to fully realize and implement.

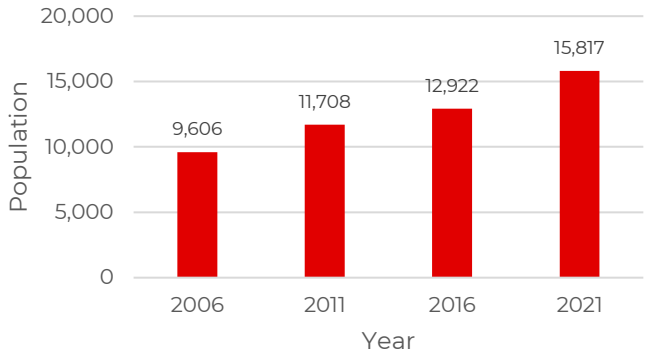
3.2 LOCAL CONTEXT

3.2.1 DEMOGRAPHIC DATA

Since incorporation, Lake Country's population has increased by 75%, growing from 9,010 in 1996 to 15,817 in 2021. According to the District's *2021 Census Profile*, the District of Lake Country's population rapidly grew 22.4% between 2016 (12,922) and 2021 (15,817), as shown in **Figure 1**, which was well above the provincial average of 7.6% growth over the same period. In 2021, individuals identifying as Indigenous made up 6% of the District's total population.. This growth builds on a 21.8% increase between 2006 (9,606) and 2011 (11,708) and a 10.4% increase between 2011 and 2016. This is an increase of 35% since 2011, indicating the District has grown at a faster pace than both the Central Okanagan Regional District (23%) and B.C. (14%) in the same period.

It is important to note that the Census data does not reflect the community's "shadow population" comprised of vacationers, second homeowners, and seasonal residents, which may impact growth and the overall demand for services, infrastructure, amenities, and housing in Lake Country.

Figure 1. Population Growth – 2006-2021 (Census)



Looking ahead, under the medium population growth scenario outlined in Lake Country's OCP and 2023 Housing Needs Assessment, the number of residents in Lake Country is projected to increase by 3,894 people (26.8%) between 2021 and 2031. Between 2016 and 2036, this results in a 2.4% average annual population growth rate, which is lower than recent trends where the District's population increased at a 3.5% growth rate or by 4,109 people between 2011 and 2021.

According to the 2021 Census, Lake Country's median age was 44, comparable to the regional median of 44.2 and slightly above the provincial median of 43.1. The proportion of seniors (aged 65+) has increased in Lake Country, from 14% in 2011 to 18% in 2021. Similarly, Lake Country has seen the largest population increase in the 60-64 age category during this period. An aging population coupled with increasing numbers of seniors looking to retire in Lake Country has likely contributed towards this rise. Population aging is happening province-wide and Lake Country's demographic dynamics reflect such trends. Due to the potential demography of their "shadow population," Lake Country may have a slightly older community than is reflected in the Census data. That said, Lake Country has a younger population than the Central Okanagan region, with 81% of the population below the age of 64, compared to the region with 77% of the population below the age of 64.

3.2.2 REAL ESTATE TRENDS[2]

B.C. residential sales dollar volumes are down 9.4% to $40.8 billion year-to-date (July 2025), compared with the same period in 2024. Residential unit sales are down 5.7% year-over-year at 42,895 units, while the average MLS® residential price is also down 3.9% to $952,323.

Generally, real estate sales and transactions trend higher in the summer months and can be expected to increase as tariff uncertainties fade. Transactions and sale volumes regularly reach annual highs during the months of April to October. The overall number of real estate sales transactions in the Okanagan has been trending upwards since July 2024, increasing by 10%. While the residential average price in the Okanagan has declined 4.1% from $777,754 in July 2024 to $746,230 in July 2025. Minimal fluctuations in year-over-year pricing may suggest a stabilizing market.

3.3 BACKGROUND REVIEW

3.3.1 PLANNING AND REGULATORY REVIEW

To understand the District's current policy and regulatory framework, Urban Systems reviewed key municipal documents that influence the District's development approval processes. Documents reviewed include:

- Development Approvals Procedure Bylaw No. 1227 (2024)
- Fees Bylaw No. 987 (2016)
- Housing Needs Report (2023)
- Interim Housing Needs Report (2024)
- Official Community Plan (2018-2038) Bylaw No. 1065 (2018)
- Preliminary Layout Review Policy No. 209 (2024)
- Professional Reports & Technical Studies Terms of Reference Policy No. 186 (2021)
- Secondary and Accessory Suite Policy No. 104 (2009)
- Strata Corporation Dissolution Policy No. 165 (2018)
- Subdivision and Development Servicing Bylaw No. 1121 (2020)
- Zoning Bylaw No. 561 (2007)

Strategic Documents and Reports

The Strategic Plan, OCP, and Housing Needs Report are three key documents outlining strategic direction and analysis findings that relate to the District's development approvals process as a whole.

Council's Strategic Priorities 2024-2026

Created as part of the District of Lake Country's strategic planning process, this framework identifies action items and priorities for Council. It also includes the following vision and mission statement:

> **Vision:**
>
> "*Lake Country, living the Okanagan way. Embracing our histories and nurturing our future.*"

[2] B.C. Real Estate Association (August 2025)

Mission:

"*We serve 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 five pillars of the District's vision and mission include:

- **Infrastructure –** Well-maintained infrastructure and facilities like fire protection, wastewater, water, and transportation that meet the needs of a growing community.
- **Environment and Climate Action –** Maintaining a healthy natural environment through incentive-based change, watershed stewardship and approaches to build resiliency.
- **Economic Prosperity –** Building a strong and vibrant community by diversifying the tax base, promoting Downtown's economy, and expanding agriculture and tourism.
- **Governance –** Ensuring effective governance by centering community input, maintaining transparency, expanding intergovernmental relationships, and advocating for District priorities.
- **Community –** Building a complete community that promotes a high quality of life by providing housing options, adequate health care, access to recreation amenities and protective services.

An ongoing objective of Council's governance priority includes the identification and support for improvements to the development process which is directly related to this DAP review.

District of Lake Country Official Community Plan

The OCP sets the overall framework for community development, including land use planning, parks and recreation, arts and culture, mobility networking, and infrastructure servicing within the District. The document provides strategic guidance (goals, objectives, and policies) for Council and staff in departments throughout the organization. The document is a product of public engagement, including visioning, consultation, and dialogue: the OCP belongs to the entire community, including residents and stakeholders.

An OCP update was undertaken in 2024, as a part of the initial phases of the Review to streamline approvals. This update expanded the list of exemption criteria and consolidated the number of Development Permit Areas as an interim step in improving development application processes.

As of January 2025, the District began the process of updating its OCP. The project is in its first phase: Background and Visioning. The updated OCP is anticipated to be ready for Council's consideration of formal adoption in July 2026.

The District's OCP update is intended to build on the existing OCP with a focus on the following:

1. Review and evaluate existing policies and guidelines (for example, urban containment boundaries, future land use designations, Development Permit Areas);
2. Update the OCP to include the specific policy documents created since 2018 (for example, Water Master Plan, Liquid Waste Management Plan, and Transportation Master Plan);
3. Fill information gaps with data generated through updated population demographic projections, housing needs assessments, and land capacity analyses;
4. Include new priorities into the District's strategic policy fabric (for example, Council's 2025 strategic priorities); and
5. Monitor progress towards the updated policy guidance.

It's important to note that District staff have concurrently initiated an OCP amendment in the short-term to comply with Bill 44 legislation. The Bill 44 update of the OCP will be limited to ensuring that the 20-year need for housing can be accommodated by the future land use designations supporting residential housing and including housing policies for each class of housing need described in the District's 2024 Interim Housing Needs Report.

District of Lake Country's Housing Needs Report

Council adopted the District's 2024 Interim Housing Needs Report on December 17, 2024. This Interim Housing Needs Report supplements the 2023 Housing Needs Report. The Interim Report estimates housing need along the housing continuum using a new standardized method. As noted above, the District is required to review and update the OCP to ensure that the 20-year need for housing can be accommodated in the community. The next regular Housing Needs Report update will be required by 2028, and subsequently in five-year intervals.

The Interim Housing Needs Report was required to include three new, additional items:

- The number of housing units required to meet current and anticipated need for the next 5 and 20 years, as calculated using the HNR Method provided in the Regulation;
- A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and
- A description of the actions taken by the local government, since receiving the most recent Housing Needs Report, to reduce housing needs

The District was also required to provide the total number of housing units needed over 5- and 20-years to address the following six housing classes. These housing classes are also required to be incorporated into the OCP to promote the delivery of each housing class.

- Extreme Core Housing Need
- Persons Experiencing Homelessness
- Suppressed Household Formation
- Anticipated Growth
- Rental Vancy Rate Adjustment Additional Local Demand

The Council Strategic Plan, OCP, and Housing Needs Report all identify important, often interwoven goals that can be better achieved through an improved development approvals process. For example, diversifying housing stock and increasing the supply of available housing across the community will contribute to goals outlined in both the Strategic Plan and OCP, as well as address the challenges identified in the Housing Needs Report.

Similarly, another example is the relationship between ensuring focused growth and achieving the goals outlined in the District's OCP; directing growth efficiently can support the utilization of vacant and under-utilized housing parcels identified in the Housing Needs Report which in turn supports community vibrancy.

3.3.2 LOCAL DEVELOPMENT ENVIRONMENT/ACTIVITY

A densification trend has been occurring in Lake Country and has resulted in an increase in multi-unit dwellings, aligning with regional planning goals and population growth. Between 2011 and 2016, approximately 600 housing units were built, compared to 2016 to 2021 where approximately 980

housing units were built.[3] Since that time, an additional 666 housing units have been approved between 2022 and Q2 of 2025.[4]

Despite these increases, Lake Country's housing stock has limited diversity with 66% of housing units comprising single-detached dwellings.[5] However, recent years have seen a rise in multi-unit housing, expanding the range of housing options for young families, seniors, couples, and single-person households. The following tables summarize development application trends in the District from 2020 to Q2 of 2025. While total building permit volumes have declined since 2021, there has been a notable increase in planning applications in the first half of 2025, which may indicate future growth in construction activity.

Table 1. Building Permit Application Issuance[6]

Building Permits	2020	2021	2022	2023	2024	2025 (Q1 & Q2)
Single-detached Dwelling	93	94	45	27	28	10
Multi-Unit Dwelling*	23	6	6	23	9	1
Commercial	13	18	14	0	3	2
Industrial	1	0	0	1	2	0
Total Applications	331	363	260	190	223	123
Total Value of Construction	$115,549,640	$92,075,742	$68,646,841	$110,141,281	$110,482,995	$39,841,033

***Note: Multi-unit dwelling permits represent the number of permits issued rather than the number of units constructed. One multi-unit dwelling permit may consist of two or more units.

[3] Housing Needs Report 2023
[4] BC Stats Release Building Permits (BPER) August 2025
[5] Housing Needs Report 2023
[6] District of Lake Country Annual Report 2022, 2023, and 2024

Table 2. Planning Applications Administered[7]

Planning Applications	2023	2024	2025 (Q1 & Q2)
Total Applications (Received/Resolved)	52/57	31/32	50/53

The District receives a steady volume of development applications, driven by significant population growth in recent years. Complex development applications are routinely submitted. Digital tracking of planning applications was only formalized in 2023 with the adoption of Tempest software, as such only recent data was compiled for this report.

The building permit data suggests a shift away from single-detached dwellings towards multi-unit dwellings is occurring. Although multi-unit permits are fewer in number, they represent larger and denser housing projects which tend to be more complex, involving land use applications like rezoning and Development Permits, engineering, numerous building inspections and cross-coordination between departments. This trend is expected to continue, as an aging population and rising housing costs drive demand for more affordable and diverse housing, including "missing middle" housing.

The following statistics[8] help illustrate some of these trends:

- Between 2016 and 2021, Lake Country's population grew at 4.4% annually, significantly higher than the provincial average of 1.5%.
- It is estimated that Lake Country will experience demand for an additional 1,485 net new housing units by 2026, and approximately 5,162 net new housing units by 2041.
- The median household after-tax income in 2020 was $87,000, exceeding both regional ($75,500) and provincial ($76,000) medians.
- Despite relatively higher incomes, affordability challenges persist. As of 2021, 21% of Lake Country households in core housing need paid more than 30% of their income on shelter costs.

The current development environment is influenced by a range of interrelated pressures, including:

- Housing pressures, which include a shortage of housing stock and increases to housing costs;
- Increase in development activity;
- Escalating land values;
- Increasing quantity, complexity, and sophistication of development applications;
- Rising costs of infrastructure requirements;
- Possible infrastructure constraints and unknowns;
- Limited staff capacity and staffing deficiencies;
- Environmentally sensitive or hazardous lands; and,
- Applicants with various levels of development experience.

This wide range of development factors may potentially affect municipal staff across departments and may grow more severe if pressure from these factors increase over time. Pressure may also start to arise

[7] District of Lake Country Annual Report 2023 and 2024
[8] Interim Housing Needs Report 2024

from the development community, which will desire increased certainty and efficiency with respect to timelines and outcomes.

Notably, increases in development activity and the consequent challenges arising from such an increase is not a phenomenon unique to the District of Lake Country. Communities across British Columbia are facing similar challenges related to development application reviews and overarching community pressures, like housing affordability and climate change impacts and considerations.

3.3.3 ORGANIZATIONAL STRUCTURE AND STAFFING

The District has seven main departments: Corporate Services; Engineering and Environmental Services; Finance and Administration; Parks, Recreation and Culture; Planning and Development Services; Protection Services; and Utilities. Each department has its own Director or Managers (Public Works, Planning and Development Services) as needed. Recent organization changes have resulted in new Director positions for both Engineering and Development Approvals, with other organizational shifts and staffing changes within these divisions.

The Development Approvals Department has 17 staff across three divisions: Planning, Current Planning and Building Inspection (including Bylaw Services and Business Licensing). Reflecting the steady increase in both population growth and development activity, the District's staff capacity has been increased to meet the expanded demand for local government services. It should be noted that of the 6 positions which are directly related in day-to-day processing of planning applications, 4 positions are new within the last 18 months.

3.3.4 APPLICATION MATERIALS AND PROCESS

The District currently provides only a limited selection of publicly available planning resources, which may present challenges for applicants, especially those unfamiliar with local development approval processes (this is discussed in more detail in subsequent sections of this report). Existing materials include eight (8) application forms and eleven (11) information guides. Of the eleven (11) guides, eight (8) are checklists related to the different Development Permit types.

Information about each form is summarized in **Table 3** below:

Table 3. The District's Development Approvals Forms

Form	Description
Agent Authorization Form	Allows the registered owner(s) of a property to designate an agent to act on their behalf with regards to a development application or other purposes.
Agricultural Land Reserve Application Form	An application for Agricultural Land Reserve is necessary when adding, removing or subdividing land within the Agricultural Land Reserve, accommodating non-farm use of agricultural lands, placing of fill and secondary dwelling for farm purposes, as examples.
Development or Variance Permit Application Form	A development permit is required prior to the subdivision or development (i.e., construction, alteration or addition of a building) within the following development permit areas: • Agricultural • Commercial • Industrial

	• Multiple Unit Residential • Natural Environment • Stability Erosion and Drainage Hazard • Town Centre • Wildland Fire To vary the provisions of a Zoning Bylaw, servicing requirements, signage regulations and certain other provisions.
General Permit Application Form	The general application form should be used for the following application types: • Board of Variance • Covenant Amendment • Development Permit Exemption • Liquor Licensing Permit • Property Status Letter • Sign Permit • Soil Removal / Deposit Permit • Temporary Use Permit
Liquor Licence Application Form	When an application to the Liquor & Cannabis Regulation Branch (LCRB) requires local government comment, the applicant must make application directly to the District of Lake Country to initiate the review process. The District is required to gather public input and submit a Council resolution to the LCRB within 90 days.
Official Community Plan Amendment Application Form	To change any of the policies outlined in the OCP—in other words, to change the vision approved by Council—an OCP amendment is required.
Subdivision Application Form	A subdivision application is required to divide a titled parcel of land for the purpose of re-zoning, developing / re-developing and/or selling each individual parcel separately.
Zoning Amendment Application Form	To amend or change zoning on a particular parcel, requires a Zoning Amendment Application be submitted for consideration.

Information about each guide is summarized in Error! Reference source not found.**4** below:

Table 4. The District's Development Approval Guides

Form	Description
Development Permit Application Guidelines / Checklists	Each of the following development permit areas has its on specific application checklist related to the guidelines outlined in the OCP and Zoning Bylaw regulations: • Agricultural • Commercial • Industrial • Multiple Unit Residential • Natural Environment • Stability Erosion and Drainage Hazard • Town Centre

	• Wildland Fire
Contaminated Site Disclosure Statement Information Bulletin	Information on the local government's requirement to screen for contaminated sites and the triggers requiring submission of a Contaminated Site Disclosure.
Liquor Licence Application Guide	Outlines the application process between the Liquor & Cannabis Regulation Branch (LCRB) and local governments. Provides applicants with a checklist of items required at the time of submission.
2025 Planning Fees Information Bulletin	Details on the 2025 Planning Fees in accordance with Fees Bylaw 987, 2016. There are some discrepancies between the values shown here and the Fees Bylaw, due to the 2% annual increase over the past 9 years, rounded up to the nearest ten dollars ($10).

The absence of more comprehensive application guides, zoning interpretation resources, and detailed process flowcharts can result in confusion, delays, and increased reliance on staff for clarification. As development activity becomes more complex and applicant diversity increases, improving the accessibility, clarity, and completeness of planning-related information will be essential to support a more efficient and transparent development approval process.

3.3.5 DEVELOPMENT APPLICATION PROCESSING SOFTWARE

To understand the current framework and flow of information applicable to development approval processes, past reports on the District's current software and management systems were reviewed and discussed in engagement sessions with District staff. These sources of information provide an overview of the current use of the systems and technology in place and their capacity to complete additional functions.

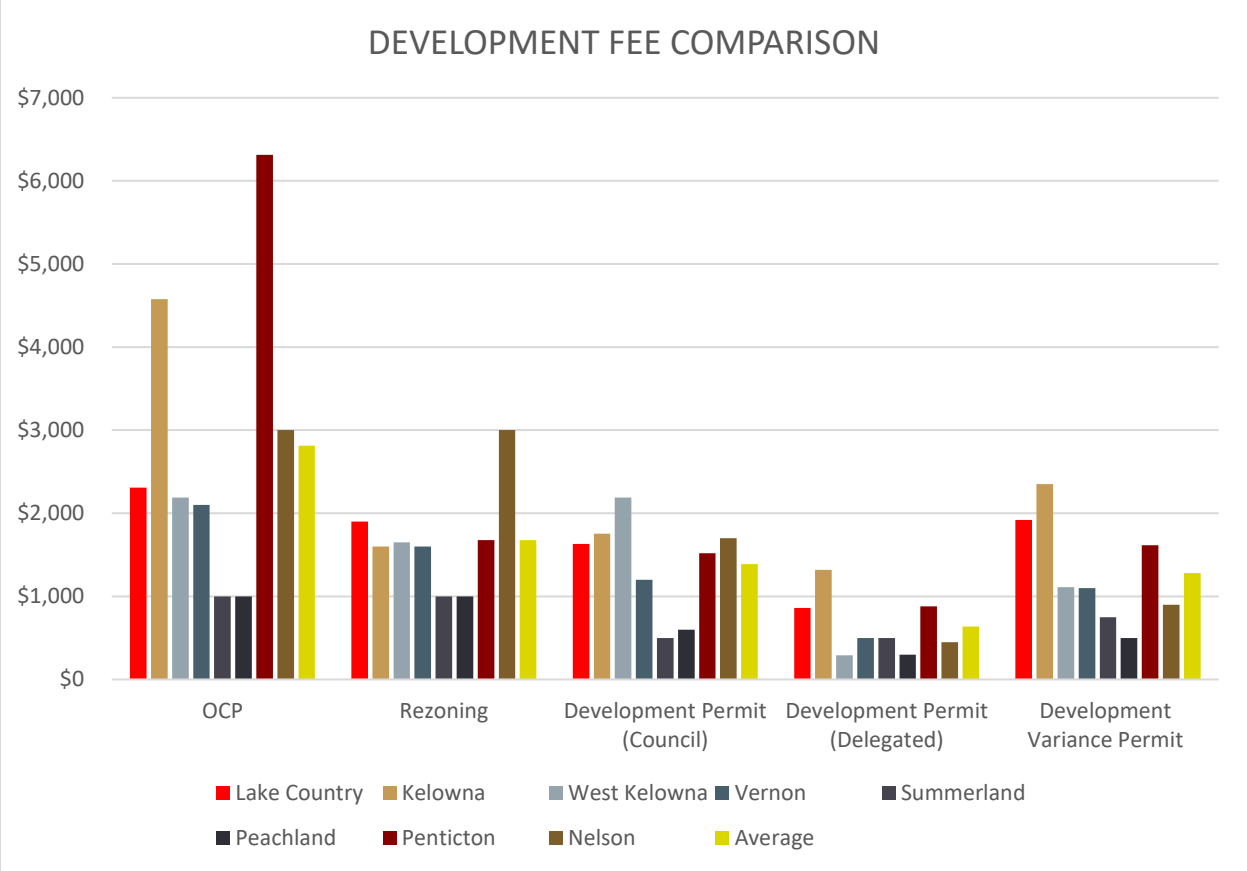
The current information technology and systems in place across District departments are described below:

- **Tempest Prospero** is the internal permitting module that allows staff to process development applications and permits. Tempest Prospero is heavily used for application processing and filing of documentation, with the District's development application process (for planning applications) being paperless for the most part.
- **Tempest MyCity** provides web-based access to property tax, utilities and business licence account information.
- **Escribe** is an agenda and meeting management tool used by the District's Corporate Services department to streamline the creation, distribution, and management of meeting agendas for Council and committee meetings.

Following completion of the DAP, District staff are exploring further improvements to Tempest Prospero, alongside development of a more sophisticated digital application submission tool. These additional tools can help to support efficiency in application intake and processing but are not a replacement for staff oversight and review of application components.

3.3.6 DEVELOPMENT FEES

Lake Country's Development fees and charges are generally consistent when compared to other municipalities in the Okanagan region. A comparative review of municipalities indicates that Lake Country's fees are near the average in most cases, but lower than City of Kelowna in all categories except rezoning applicatoins . The most notable difference is in OCP Amendments fees where Lake Country charges 50-63% less than Kelowna ($4,575) and Penticton ($6,315), respectively. Overall, Lake Country provides a balanced fee structure with clear inclusions for public hearings and advertising costs, reflecting reasonable costs for developers and applicants.



Beyond these development fees for key application types, additional components such as Development Cost Charges (DCCs), subdivision and servicing fees, and other permitting costs also play a significant role in the overall development approval process. DCCs for example can vary widely between jurisdictions and is a key mechanism by which local governments invest in the infrastructure, services and amenities needed to support new development.

As part of ongoing efforts to improve service delivery, Lake Country continues to work with the development community to find a balance between improved processing times and the need for increased application and permit fees to cover the costs of additional staffing and resources. Overall, Lake Country's fee structure reflects reasonable and predictable costs for developers, while supporting sustainable community growth. There may be opportunity to increase some fees if there is desire to match with neighbouring Kelowna.

4.0 DEVELOPMENT APPROVALS: OBSERVATIONS AND DISCUSSION

4.1 ANALYSIS METHODOLOGY

To understand current development application processing practices within the District and find opportunities to consider streamlining improvements, Urban Systems undertook two primary avenues of research: 1.) numerous in person conversations with District staff across multiple departments involved in development application review and 2.) an in-depth review of existing policies, bylaws, and supporting development application materials. This also included a scan of website content and some recent Council Reports.

Conversations with staff were approached with an appreciative inquiry[9] framing by focusing specifically on what worked well within the process and what steps would normally be taken during application review, when there were identifiable milestones and timelines within the process that could serve as benchmarks for timing and sequencing, and what supporting documentation and templates were used. During conversations, Urban Systems considered whether all information needed was available or considered, how integration with other departments occurred, how and when referral processes occurred, and the nature of cross-departmental collaboration. The review also examined how application materials and requirements were communicated to applicants at key milestones.

Input was gathered from 9 separate one-on-one conversations with District Staff and two department-based workshops, each involving 3 staff members. A total of 13 staff participated. In all cases, staff provided feedback on their experiences in accepting and reviewing development applications and their roles within development approvals. The interviews and workshops covered the entire planning application process, starting from pre-application inquiries through to application submission, and progressing through referrals, analysis, council report writing, and application completion. Discussions considered common planning application types, such as Rezonings, Development Permits, and Development Variance Permits and their related considerations. The interviews involved representatives from the following departments/divisions:

- Planning and Development Services
- Building Services (Front Counter staff)
- Development Engineering
- Corporate Services

Unlike many other UBCM funded DAPR projects that have been conducted throughout the Province, the District of Lake Country's process did not include interviews with members of the development community. This was due to knowing already that development approval processes were needing refinement/streamlining as well as a desire to direct project budget and resources towards improved documentation. There are already existing communication channels and regular check-ins between the District and the development community at large that provide opportunities for their feedback. In

[9] Appreciative Inquiry engages individuals in change management processes by focusing on what works well, rather than what is not working.

large part, across the Province as noted in the 2019 Provincial DAPR Report, the development community seeks consistency and predictability of process and as such these objectives were factored into the work.

A Report to Council with an overview of Phase 3 of the project, alongside a presentation, was provided to Mayor and Council at a Committee of the Whole Meeting in May 2025. This was intended to provide the opportunity to understand what Council is hearing from applicants and the public about the District's development approvals process. Council moved to receive the report but no feedback was received following this presentation.

This review process provided valuable insight into the development application and approvals process in the District as well as the underlying bylaws and policies that frame these current practices. Several insights emerged; while District staff have made some significant and impactful changes to process, coinciding with new staffing and management positions, there remain opportunities for additional streamlining.

The following subsections outline the major themes resulting from the staff conversations and policy review. It provides contextual discussion surrounding these themes and identifies where there are opportunities for improvement as they pertain to either processes, supporting documentation, or underlying policy. Some of the best practices identified in **Section 4.0** from other municipalities are interwoven with suggested recommendations and discussion. A concise summary of all recommendations stemming from discussion in this section and the review underpinning the previous Best Practices section can be found in **Section 6.0**.

4.2 DEVELOPMENT APPLICATION PROCESSES

Generally speaking, the District's application review steps are well established and already in alignment with Provincial best practices. Processes are documented in detailed flowchart graphics that are available to all staff. Furthermore, the District's Tempest/Prospero software is utilized to manage applications and track applications, with detailed tasks assigned to the different major steps of application review processes. The District understands the importance of communication and is already taking internal measures to bolster the quality of communication materials and ensure that the public and applicants have ready access information.

While supporting practices for these identified applications steps are in place, they do not always reflect the realities of a growing organization, recently created new staffing positions, legislative changes, new management structures, and emerging best practices observed in other communities and DAPR projects. Several opportunities for continuous improvement were identified.

Broadly speaking however there is no need within the District for any fundamental alteration of application review processes, nor are there glaring omissions of best practices that might be expected to be incorporated. Many best practices are already in place, such as pre-application meetings, refusal of incomplete applications, convening of Development Review (CORE) team meetings, issuance of comprehensive review letters, use of tracking software, and the use of process flowcharts.

There are, rather, numerous opportunities to increase processing efficiency and decrease overall application timelines by:

- more clearly outlining application requirements to prevent incomplete application submissions,
- clarifying and solidifying application intake procedures, including file assignment and preliminary review,

- better establishing and defining discrete application sequences and timelines associated with each,
- Improving upon the common interdepartmental understanding of application steps and discrete departmental requirements,
- Establishing 'stage-gates' at key points in the application process, to ensure that necessary input is received, to avoid work proceeding prior to all required input or considerations;
- Clarifying individual's roles and responsibilities to all involved across the organization,
- Improving collaboration across planning, engineering and building,
- Establishing defined and more strict timelines for Council Report referrals, agenda setting, and submission deadlines; and
- Improving application review resource documentation for staff.

These improvements, while simple, can be expected to significantly improve efficiency across interdepartmental communications and application review processes. District staff involved in the process are very receptive to new ways of streamlining, clarifying, reducing delays, and collaborating with each other. It is important to note that staff spoke about a positive workplace culture, and there was a general observation of positive working relationships amongst staff.

Internal Communications and Referrals

Communications across departments and between individuals are frequent throughout application processes, as is typical and necessary for effective application review. DAPR focused conversations with staff however revealed an opportunity to better the effectiveness of communication by improving on the shared understanding of roles and responsibilities across all individuals and departments involved within the planning application process.

For example, conversations with staff often reflected an uncertainty about who might be responsible for specific tasks, and sometimes an uncertainty from one department about when a task that involves shared responsibility needs to be completed in another department. The consequences of this are not severe in terms of the quality of application review or results of recommendations to Council, but would typically result in extended timelines and inefficiencies in the use of staff (and potentially applicant) time.

While planning applications are received, managed and processed by Planning Department staff, the review of development proposals involves input and expertise from multiple departments across the District. Not only is there a need for a shared understanding of process, but for a shared understanding of the responsibilities and needed contribution of each person and department. It should be noted that this type of uncertainty is a natural consequence of staffing turnover and experienced staff in a small organization, as well as a consequence of rapid population growth and introduction of additional application complexity, and it is not the fault of any individuals involved in the process.

Staff did express mixed feelings and differing views about the effectiveness of inter-departmental communications as it relates to application review efficiency. Overall, staff generally agreed that better communication throughout the development application review process is necessary to streamline workflows, referrals, and improved upon a shared understanding of different departments and individuals responsibilities throughout the application process.

Several opportunities to improve communication and improve the efficiency of the referral process alongside clarification of roles and responsibilities were identified. Some of these are detailed further in below subsections and the best practices section. Others include:

- Clarify application intake and file assignment processes for front counter staff and ensure all staff are aware of roles, responsibilities and timeliness associated with the file intake and assignment (to a planner/file manager) process.
- Increased training for all front counter staff (across building, planning and engineering departments), including guidance on application requirements and how to field basic public inquiries surrounding planning processes, to both support improved customer service and shared understanding of processes and requirements.
- Staff noted that there is room for communication improvement between the Building Team, Engineering Team and the Planning Team within the Development Services department, notably for requirements and sequencing of Technical Development Permits with Building Permits.
- Staff further noted opportunities for better integration of customer service roles between the Planning, Engineering and Building teams.
- Establishment of timing expectations for key application components (discussed below), particularly surrounding application intake, referral send-out and responses, and Council Report review.
- Creation of documented Standard Operating Procedures which detail roles and responsibilities and individual application steps.
- Simplified public guidance materials including flow-chart graphics for planning processes which can also be used for internal education of planning processes.
- Improvements surrounding understanding of when Council reports are initiated, referred, and how this leads to establishment of an anticipated Council date.
- Creation of a simplified Engineering Referral Response Letter (that accompanies the typical and longer engineering Referral Response). This 'short form' referral response can be useful to help planners understand and discuss engineering requirements, and can later be used as a succinct and more efficient way to accompany Council Reports and communicate engineering requirements to Council.
- Interdepartmental report referrals require a more structured process and turnaround timeline.

Development Review "CORE" Team

Municipalities can often work in "silo" environments which can be detrimental to inter-departmental communication. Development Review Team meetings are a common approach among local governments to integrate cross-departmental input on development application reviews. In the District, Development Review meetings, also known as "CORE" Team meetings, occur bi-weekly for regular application review unless no new applications were received. CORE meetings typically happen in advance of referrals being circulated amongst departments to preview forthcoming referrals.

Several staff expressed mixed feelings about the effectiveness of CORE meetings. While they can encourage group discussion and help staff adapt a problem-solving mindset and provide an opportunity to address technical development application items, the District's current CORE team setup does not appear to be facilitating this. Reasons include:

- Some believe it is challenging to have meaningful conversations during the meetings as most of the material is new and they have not seen it yet.

- Others felt that the CORE meetings would be more meaningful if attendees had more time to review the file being presented.
- Some felt that CORE meetings resulted in a sharing of opinions more than a statement of objective review.
- The CORE Team meeting process, in advance of the typical 4-week referral process, is adding approximately 2 – 3 weeks of additional time onto application review.
- CORE Team meetings currently have an invite list of over 20 people, including numerous managers and senior level staff.

It is recommended that new parameters are created around the scheduling of CORE meetings – adjusting the timing to be after the referrals are sent out, and reducing the number of participating staff to only those who are directly involved in application review processes – approximately 4 – 8 persons for typical applications. It is further recommended to scale back the number of applications that are discussed at CORE meetings, bringing only complex applications. If is anticipated by planning staff that the referrals process can sufficiently provide opportunity for interdepartmental feedback, then a CORE team meeting is not necessary. Other departments receiving referrals can still request an interdepartmental meeting as necessary.

Reducing the volume of applications brought to CORE meetings, and a reducing the number of people in attendance will reduce the burden on staff time. Further, by reducing the size of the meeting this will hopefully encourage more open and informal discussion surrounding application specifics. More regular in-person meetings between representative file managers from planning and engineering departments can help support improved collaboration and coordination. The 'walk down the hallway' approach to collaboration is encouraged as it supports continued efforts to improve upon the shared understanding of the different requirements of each respective profession and their associated policies and bylaws. Additionally, by not having senior managers attend these meetings, in addition to freeing up resources, it is anticipated that more junior staff and assigned file managers will become both more empowered and accountable to drive issues within individual applications towards a solution.

During the file assignment process, senior managers have the opportunity to review and flag more complex applications that are likely to warrant senior management involvement.

Application Timing: Benchmarks and Level of Service Targets

Conversations with staff, across different roles and departments, also yielded repeated feedback about the uncertainty of the timing of processes, including when actions should be taken (such as initiation of a referral process) and what the expectation should be for how long it should take (such as a waiting period for a response). This reflected that there is a need to develop an organization-wide standard for timing surrounding discrete steps of application processing.

There are many factors that contribute to approval timelines. The District and Council needs to recognize that review and processing timeframes can be greatly impacted by the responsiveness of applicants to provide required information, or the time required to satisfy conditions of approval and secure project financing. Delays in application processing are often the fault of applicant delay, by either not submitting quality materials or disregarding requests from staff to incorporate changes.

This presents a need to establish key timing benchmarks throughout the application process for steps that are within the District's control (such as turnaround time for responses to complete submissions). This will help balance expectations for communication protocols. It will also lead to an ability to establish timing benchmarks that can be used to set expectations with the development community and with Council.

To be clear, benchmarks are not primarily intended to be a performance metric, but rather an establishment of 'normal' to gauge progress and communicate expectations. As mentioned, planning applications can vary significantly in their complexity, and delays are often outside of the control of staff, being created by applicants themselves or from external agencies and organizations. Establishing agreed upon turnaround times for referrals, deadlines for report submissions, and turnaround times for communication with applicants are a processing efficiency and customer service primarily, and secondarily can serve as a metric for staffing needs and customer service.

Staff agreed in conversations that established timing protocols would benefit processes and also indicated that this would assist in improving upon the overall organization-wide shared understanding of application steps and expectations.

Establishing realistic and clear benchmarks or targeted processing timelines and level of service expectations for applicants is considered a best practice for streamlining the development review process. When establishing targets for key development application milestones, it is important to identify benchmarks in the process that are within the District's control. Examples of timeline targets that could be considered include the following benchmarks:

1. Provide applicant a summary of application requirements after a pre-application meeting;
2. Establish a timeline to send out external agency and internal referral comments from date of complete application submission;
3. Schedule a date for an application review team meeting at the end of the referral period;
4. Establish a timeline to provide applicant comprehensive review letter; and,
5. Determine a target date to get application before Council for consideration or delegated approval by staff. Note that consideration of this timing cannot be undertaken during development applications until a complete application is received and all responses to a comprehensive letter are resolved. Any correspondence with applicants, the public, and the development community should note this caveat.

It is recommended that the District establish timeline targets for key milestones in the development review process and monitor the success of reaching these targets. The existing Tempest-Prospero software can be used to generate and monitor such targets once a longer history of application processing history is input and patterns resulting from established processes and changes detailed here are established.

Documentation of Standard Operating Procedures

The District does not currently have written documentation of application processing procedures. Where there are, documents are significantly out of date. While discrete actions, tasks and accompanying checklists have been incorporated in the Tempest-Prospero software (which remains important), this platform lacks the nuance of contextual information or nuanced explanation, details on timing, and other factors that might be considered.

As a result, it is recommended that procedures manuals are created for standard application review processes and for any other processes that are standardized and common. This is recommended for the following items, at minimum:

- Pre-Application Meetings
- Application Intake and Assignment
- Rezonings and OCP Amendments
- Development Permits and Development Variance Permits

- Public Notification Processes

While documentation of operating procedures is generally not necessary for more experienced planners, and would not directly impact the public or planning outcomes, documentation of standard operating procedures can support training of new roles, improve cross-departmental understanding of responsibilities and processes, and improve application processing efficiency and consistency overall.

Some of the District's historical application review capacity challenges stem from recent staff turnover. In particular, staff identified the challenges associated with losing significant organizational knowledge. Standard Operating Procedures function as a means of succession planning should it be necessary, and they also reduce the burden on senior staff for onboarding processes. It was interpreted from conversations with staff that incorporation of workflow diagrams and role-specific charts within Standard Operating Procedure manuals would support departmental consistency. Standard Operating Procedures are discussed further in the Best Practices section below.

Metrics, and Monitoring and Application Status

The District started reporting on application volumes in its Annual Report in 2023. This is coupled with initiation of the use of Tempest-Prospero, an application management and task-tracking software. Continuing the use of annual monitoring of application volumes, along with an internal tracking of application timelines as discussed, will help inform whether staffing volumes are maintained at an appropriate level to maintain a desired level of service.

This process of monitoring also allows for establishing fact-based reasonable and realistic timeframes for application timing (and/or stages of an application) that can be communicated to the public and Council. This is often something that the development community requests and/or benefits from, as it allows them to plan effectively for their project timelines and associated necessary considerations (such as carrying costs, lender requirements, and scheduling of contractors).

Communications (External)

A consistent volume of daily inquiries are fielded at the front counter in the Development Services Department. As the District is relatively small, by comparison to nearby municipalities, staffing roles for Development Services staff comprise multiple duties that involve both answering public inquiries and managing file processing duties. This can make it challenging to maintain the desired level of customer service to the public, while also maintaining a level of service and attention towards application processing.

Staff emphasized there is a lack of guidance materials available to the public, both in terms of general planning information, application specific information, and application processes that could help alleviate this challenge. Educational materials for applicants may not always replace in-person visits or phone call inquiries, but physical and digital guides on common issues (suite legalization, development variance permits, rezoning, etc.) would be valuable to avoid a member of the public needing to visit City Hall or phone in to the department the department.

In terms of staffing capacity to manage applications and maintain communication with the public, staff noted the time burden of effectively communicating the development process to potential applicants and responding to basic and repetitive inquiries. With new staff recently hired, process improvements underway, and efforts focused on reducing the backlog of older planning files, it is premature to assess whether staffing resources and capacity are affecting processing efficiency or timelines.

It is recommended that, alongside tracking application timelines, the District also monitor the volume of inquiries and the time senior planning staff spend responding to them. In the future, it may be

warranted that additional front-counter staff, with previous experience, be considered to reduce the burden on existing staffing resources and ensure that desired levels of customer service and responsiveness can be maintained.

In terms of communicating planning requirements, staff further noted:

- There are repeated counter inquiries about common and simple planning issues (such as 'what is a Development Permit and when is it required') that could be addressed with improved online information resources.
- Application forms and application requirements are outdated and lacking clarity for applicants who are not familiar with planning processes or technical planning submissions. Several amendments to the current development application forms are recommended to provide additional clarity to the development application process, namely, to remove unnecessary technical information from the application forms and create PDF forms that can be digitally completed. Continuing updates to the application forms will need to be made in the future to reflect updated bylaws, and other related procedural requirements that the District may make following completion of this project.
- During the engagement process, staff highlighted the importance of increased training for front-end staff to reduce miscommunication between departments and the public. In particularly, cross training of front-counter staff would reduce the number of staff necessary to respond to inquiries, improve a shared understanding of processes, and by consequence improve customer service. It is therefore recommended to implement specific training for front-end District staff that are answering inquiries for development applications and receiving submission packages.
- While Comprehensive Review Letters are currently in use, there is no standard template for content. It is recommended that a standard Comprehensive Review Letter Template be developed and be incorporated into use to improve consistency in communication and help ensure that components of review are not overlooked.
- It was noted by staff and through Urban Systems review that there are no planning related website resources for the public. It is recommended that the District invest in a review of website resources and undertake measures to expand website information services and content.

Lastly, despite the above, it was noted that the District currently shares application statistics and statuses with the public on its website using Microsoft Excel, which is updated approximately once a week. This practice is time-consuming and reliant on multiple persons for each update, is prone to errors or missing information, and does not use available technology features in the Tempest-Prospero software.

To support application status tracking, monitoring application targets, and the volume of applications, it is recommended to explore utilization of custom reporting tools available in Tempest-Prospero which could automate this system and ensure accuracy and current information and reduce staff burden. Monthly and year-to-date stats would be appropriate. This information could be used to better define and monitor service targets, enabling a more fulsome understanding of timelines and capacity.

Pre-Application Meetings

District staff currently facilitate pre-application meetings with applicants prior to submitting an application and staff have a reasonably well-established process to do so. While encouraged, these pre-

application meetings are not currently a requirement. Formalizing pre-application meetings could allow other departments to engage with development proposals early in the application process to identify any major concerns, application requirements, and information servicing requirements. While the ability to provide advisory comments at this early stage of the process is limited as a complete application has yet to be submitted, providing strategic direction and policy insights early in the process can save significant time for both staff and applicants later on.

To reduce the number of incomplete applications, it is suggested that for complex applications a pre-application is made mandatory prior to the submission of a development application. This requirement can be discretionary and established by staff. Parameters of what constitutes 'complex' will vary from case to case. Involving Development Engineering and Building staff, establishing a preliminary understanding of engineering requirements and their impact on planning concerns and future building processes early in the inquiry process will help determine the necessity of a pre-application meeting.

It is further recommended that the District's planning application forms and website clearly outline the parameters for a pre-application meeting. In addition, it is recommended that staff ensure to distinguish to potential applicants the expected level of information that would be provided from a pre-application meeting (formal follow-up) and a response to a simple development inquiry (either verbal response or simple email answer). It is at this point that a determination for a pre-application would be made, following a cursory review of the question being asked.

No fee is currently charged for pre-application meetings. Many municipalities charge a fee for pre-application meetings, while others provide one complimentary pre-application meeting and charge applicants for any subsequent meetings. The District may wish to explore pre-application and subsequent meeting fees further if they find it to be too resource intensive or if applicants begin to abuse the opportunity for information. It is important to balance the demands on staff time that a pre-application meeting requires with the necessity of pre-application meetings (they are not necessary for all planning applications). Effectively communicating planning processes via public guides (as discussed) is one method to avoid unnecessary pre-application meetings for simple but unavoidable applications.

To further reduce incomplete submissions, it is recommended that the practice of providing a follow-up pre-application letter and/or checklist to the applicant following the pre-application meeting continue to occur. This applies additional rigor to the application intake process. The letter and/or checklist should summarize the application requirements applicable to the scope of the development application and provide advisory comments for consideration, as discussed in the pre-application meeting. The application should then be reviewed against the pre-application requirements checklist before accepting the application.

Incomplete Applications

The submission of incomplete applications is a pressing issue for the District, as it has been for many other municipalities. Staff indicated that many development applications received are incomplete and are frequently of poor quality and lacking important contextual information about development proposals.

This is a significant challenge as it results in an inefficient process whereby staff must follow-up, often multiple times, to ensure a complete application before the review process can begin. The timing between application intake and staff review will increase due to incomplete applications, resulting in the perception of lost time by the development community while waiting for news on their submission.

Currently, application forms and fees are received in hard copy form at the front desk of the Municipal Hall, and other related application content is submitted digitally. Staff acknowledged the burden of navigating multiple file submissions without fully understanding the content, of a lack of naming convention for submitted files, and the time associated with this should an application be incomplete. It is understood that the District is currently exploring development of a digital application submission program, and it is recommended that this continue to be pursued.

If an application is missing a baseline of required components, it is recommended that the application not be received by the District until it is complete. This practice is underway but could be procedurally improved with application forms, submission checklists, and pre-application meeting follow-up letters. This practice becomes critical should the District begin to communicate level of service benchmarks and timelines, and becomes further critical should the District move to a digital application submission platform. While those applicants with incomplete submissions may not be in favour of this practice, more experienced developers throughout B.C. acknowledge this as a best practice and recognize the inefficiencies associated with incomplete applications.

Discussions will often and still need to occur to determine what constitutes a “complete” application for some complex proposals. Additional training and support for front counter staff on how to review individual application submissions for completeness, filtering out applications that are incomplete, and turning away incomplete applications may be beneficial. It is recommended that the District consider discussing with neighbouring municipalities the opportunity to share experienced front counter resources to support training, in the absence of more senior front counter planning support staff at the District for this specific application process.

Preventing the submission of applications that are missing critical components will help streamline the review process for staff and minimize the need for back-and-forth communication with applicants. The District and Council should see this as a customer service improvement and one of the most important activities associated with development approvals processes.

Public Notification Processes and Requirements

Public participation is an important component of application processes, but it is resource intensive. As result it is necessary to balance the need for public input with the need for streamlined application review and understand that formalized public input is not necessary for all application types. Ensuring that transparency remains in place through notification procedures, meeting minimum legislative requirements, and requiring addition notification and consultation will help build trust with the community and Council in the application process.

The District currently employs several measures to facilitate public participation, which are generally consistent with best practices. A few opportunities exist to lessen administrative workload and improve process efficiency in the application process.

Staff identified that certain application processes create unnecessary burden, particularly the current requirement for staff to manage applicant signage installation. Urban Systems review found opportunities to reduce staff time by shifting aspects of signage preparation to applicants. Under this approach, applicants would prepare a ‘digital proof’ of proposed signage content and confirm this with staff. Following staff’s approval, it would be the Applicant’s responsibility to have the sign printed and installed by a professional signage company. This shifts the burden of installation to the applicant rather than relying on staff to print and assemble signs and coordinate install with the applicant.

The requirement for installation of signage is currently required, as per the Development Approvals Procedure Bylaw, a minimum of 10 days prior to public hearing or Council consideration, and is

required to include Public Hearing information. The timing of signage install comes at a critical and busy time in the application review process for planners, while they are preparing to attend Council. It is recommended to require installation of signage earlier in the application process, closer to application submissions and referrals. This provides the following benefits: increases public awareness of the application earlier in the process, allows for the sign to remain in place for the duration of the application process, allows more time for the public to gain awareness, and reduces the risk of signage install being missed or done incorrect during tight Council timing requirements. It is also recommended to remove the requirement to include Public Hearing details directly on the sign and make these available via the District's website, consistent with current public notice practices, using digital (i.e. QR code) technology. Lastly, it is recommended to standardize signage templates with a clearer format and include the applicant's contact information for the public.

It is also recommended to consider, via amendments to the Development Approvals Procedure Bylaw, to remove the requirement for signage for all development applications except OCP Amendments and Zoning Amendments. This would remove signage requirements for Phased Development Agreements, Temporary Use Permits, and Development Variance Permits. The former two are generally too complicated to describe on signage, generally already require consistency with the OCP, and are not well understood by the public. The latter, Development Variance Permits, typically would only impact immediate surrounding properties. Mail-outs to surrounding properties provides sufficient notice to those impacted the most. This is a further change that can simplify application processes and reduce burden on both applicants and staff while not impact public trust in the process or planning outcomes. For clarity, this would mean the Development Notice Signs would only be required for OCP Amendments, Zoning Bylaw Amendments (both with and without Public Hearings).

4.3 BYLAW, POLICY, PLAN UPDATES

Staff indicated that updating District planning-related bylaws would help streamline the approvals process. The Zoning Bylaw (No. 561) was particularly referenced as being outdated and in need of review. Clarity of requirements in the Subdivision and Development Servicing Bylaw (No. 1121) were also referenced. Although these Bylaws were not reviewed as part of the DAPR project, it is recommended that, given this feedback, a review of them be undertaken.

In the meantime, there are also opportunities for the District to consider auditing historical Development Variance Permit Applications to understand the nature of variances and where amendments to the Zoning Bylaw could be made which could reduce the demand on staff resources for commonly requested variances that have a high rate of Council approval.

Staff also noted challenges with the vagueness of policy wording in the current OCP and the difficulty that this creates in communicating policy interpretation and application review results to applicants. The current Official Community Plan is under review. Amendments to Development Permit Areas were made in 2024 as an interim measure to improve OCP legibility and implementation and reduce application burden. It is recommended that any future OCP Design Guidelines be developed to be concise and non-redundant, with clearly defined objectives and corresponding guidelines, and that checklists for Development Permit compliance be created concurrently.

The Development Approvals Procedure Bylaw was repealed and replaced in 2024, however several items within that Bylaw warrant consideration of further amendments, which would support a more streamlined application process (some of these are also discussed in the previous subsection titled "Public Notification Processes"). Those include:

- A refinement of base information for applications that reflects updates to application forms made as part of this project;
- Inclusion of a specific requirement for submission of a "Description and Planning Rationale" for OCP Amendments, Rezonings, Development Variance Permits, and Development Permits.
- Requirements for a Summary Report by Applicants following the holding of a Public Information Meeting;
- Update Table 1 which references requirements for Newspaper Ads to reflect the recently adopted "Alternative Means of Public Notice Bylaw" No. 1293;
- Remove the requirement for a Notice Sign for Development Variance Permits;
- Consider a reduction of the buffer distance for Development Variance Permits as noted in this report. 30 -50 metres would capture adjacent properties plus one or two;
- Consideration for inclusion of a definition for 'substantial construction' be included to improve clarity of enforcement of expiry of Development Permits;

As noted in the Best Practice section, there is currently limited delegation to staff for approval of Development Permits, and no delegation for Development Variance Permits. These are best practices that provides opportunity to streamline and shorten the application review process and are a recommendation emerging from this review.

4.4 OVERALL SUMMARY

Alongside the District's strengths in customer service, teamwork, and carrying high-volume workloads, the above analysis highlighted the District's positive workplace culture and existing established application processes, many of which already incorporate numerous well-established best practices in alignment with Provincial DAPR report findings.

Since there are many recommendations, it is important to note the importance of prioritization—implementing certain improvements (e.g., those related to reducing timelines and minimizing Council involvement where possible) will ultimately facilitate solving others (e.g., delays in application timelines and staffing resources). Establishing consistent process is also critical to addressing identified process challenges, particularly within areas of staff training, interdepartmental communication, and internal/external communication.

This report highlights the need to incorporate greater clarity and consistency into the development approvals process. Staff conversations identified a need to define roles and responsibilities for each of the District's departments and, particularly those that contribute to the review of development applications, as a means to improve inter-departmental understanding and communication. Improving predictability, providing ongoing staff training, fostering collaboration, and establishing clear expectations for application timelines will help build staff confidence, retention, and professional resilience. This, in turn, can strengthen Council's trust in staff and the application review process. Ideally, this will streamline Council's review of applications, ensuring that details best addressed during staff review are not debated in Council chambers, where context and expertise may be limited. It is also anticipated that this would provide Council with the comfort to expand delegated decision-making authority to staff.

Clarity also extends to the importance of establishing key milestones throughout the development application and review process: important benchmarks include pre-application meetings, pre-application letters, Development Review (CORE) Team meetings, and clear comprehensive letters. Similarly, another notable recommendation is to use online and printed educational materials to

provide clear communication and consistent expectations with regards to application processes, requirements, and timelines.

Updating policies to align with best practices and provincial legislative changes, such as modifications to delegated authority and public hearings, are also recommended improvements that will strengthen and shorten the District's approvals process. Where possible, drawing from best practices in other municipalities, along with some of the recommendations suggested by staff, will help the District address a lot of critical improvements and challenges. Additionally, using these best practices will help with strengthening what the District already does well.

5.0 BEST PRACTICES

Building upon similar work completed in other municipalities on other projects, the following section provides a summary of broad "best practices" related to Development Approvals Processes. While the previous section focuses mostly on process that involve the day-to-day activities of staff and reflect specific aspects of the District's processing procedures, this section speaks to underlying bylaws and policies that are legislatively the responsibility of Council.

This section incorporates approaches that other local governments have taken to implement changes in recent years resulting from DAPR funded projects as well as the practices of other municipalities throughout the Province. The best practices referenced largely relate to three key topics:

1. Development Approvals Procedures
2. Internal Procedures
3. Application Process

	In addition to incorporating practices from other municipalities and the Provincial DAPR Report, this section has been informed by a review of existing District bylaws, review of the District's planning processes, and informed by conversations with staff.
	Red checkmarks indicate DAPR Best Practices that are not implemented in the District of Lake Country.
	Orange Check Marks indicate that the Best Practice is partially implemented, but there is opportunity for additional changes to maximize benefit.
	Green checkmarks indicate Best Practices that are already implemented.
	Grey checkmarks indicate Best Practices to consider, but these topics that were not reviewed as part of the District's DAPR project
	While a brief assessment of the state of the Best Practice is provided by the check-box colour, based on the project teams observations through policy review and staff conersatoins, a detailed analysis of each Practice area has not been undertaken. This section is intended to provide context of these Best Practices that have been observed in other communities more than it is intended to assess particular practices within the District. For some of the Best Practices, a brief amount of context is provided for the checkmark colour, where details are available or context is necessary. A detailed list of recommendations specific to the District of Lake Country that arise out of this Best Practice Review, are contained in **Section 6.0**.

5.1 DEVELOPMENT APPROVALS PROCEDURES

5.1.1 DEVELOPMENT PROCEDURES BYLAW

As per s.460 of the *Local Government Act*, local governments are required to define procedures for amendments to the OCP or Zoning Bylaw and for the issuance of permits. Local governments typically define procedures for processing development permits, development variance permits, temporary use permits, and OCP/Zoning Bylaw amendments through a Development Approvals Procedure Bylaw.

Challenges

Across the Province, local governments and the development community have experienced the following challenges with their current Development Approvals Procedure Bylaws:

- Development Application Procedures often vary from one municipality to another, which makes development application submissions challenging for developers who work in multiple municipalities. There is an opportunity to harmonize procedures between neighbouring communities where applicable by following common best practices.
- Redundant (e.g., overlapping policies between Development Approvals Bylaw and Delegation Bylaw), irrelevant policies (e.g. internal procedures) and/or contradictory processes and policies between departments will create confusion for applicants as well as staff who must administratively maintain and cross-reference policies across multiple bylaws.

- ☑ Review the current Development Approvals Procedure Bylaw to clearly outline practices and benchmarks, clarify development information requirements and application procedures, and possibly consolidate redundant bylaws.
- ☑ Ensure a clear distinction, as well as consistency, between the procedures within the Development Approvals Procedure Bylaw and internal procedures that staff follow to process development applications. Procedures outlined in the bylaw are legally enforceable whereas internal procedures are not.

The District of Lake Country recently made significant amendments to the Development Procedures Bylaw via a a complete repeal and replace. Further addressing any process changes resulting from this Development Approvals Process review would ensure that the above and below Best Practices are pursued to the furthest extent that is possible.

The sections below describe specific best practices for various components of the Development Approvals Procedure Bylaw, some of which have not yet been incorporated.

5.1.2 DELEGATION OF AUTHORITY

Delegation of Authority is an opportunity for Council to delegate its powers, duties, and functions to a Council member, a Council committee, an office or employee, or to another body established by Council in order to focus on broader and longer-term needs of the municipality. The *Community Charter* and the *Local Government Act* outline the scope and limitations of the delegation of power to ensure Councils remain accountable to the public for its decisions. Historically, and up until recent legislation changes (described below), all development applications were approved by Council except for some types of applications such as those for minor development permits.

The District of Lake Country Council has already made significant steps to delegate technical Development Permits to staff, which has resulted in streamlined approvals for those particular application times. The below section identifies where there are further opportunities to expand upon this delegation.

Challenges

Local governments have identified through broader provincial DAPR processes the following challenges with approval of all development applications by elected officials:

- Applications requiring approval by elected officials generally increase overall approval timeframes, particularly when there are requirements for public notification and long lead times for Council report preparation, referral, review, and agenda finalization.
- Elected official approval may lead to uncertainty where projects meet required criteria outlined in municipal bylaws and policies but are not approved due to subjective requirements from Council. This has cascading impacts on District priorities, including adding time, complexity and cost to the delivery of housing.
- Redundancy where applications are aligned with the OCP, approved area plans, and/or development permit area guidelines but applications require site specific accommodations. Planning policies and documents are often, by design, generalized to account for representing large areas of the municipality.
- Cases of elected officials making decisions on development applications based on details that are not supposed to be considered either due to pressure from the public or lack of understanding about the parameters of evaluation (e.g., making a decision on the intended users of a proposed development instead of the intended use).

Delegated Minor Development Variance Permits (DVPs)

Legislative Changes

As of November 25, 2021, s.498.1 was added to the *Local Government Act* to enable local governments to delegate decisions on Development Variance Permits (DVPs) to staff, where the proposed variance is minor and relates to:

- the siting, size, and dimensions of buildings, structures, and permitted uses;
- off-street parking and loading spaces;
- signs; and/or;
- screening and landscaping for natural environmental benefits.

Local governments that choose to implement this power are required to delegate such authority to staff by bylaw. The bylaw must also outline:

1. Criteria for determining whether a proposed variance is minor in nature; and
2. Guidelines that staff must consider in deciding whether to issue a DVP.

It is important to establish the comfort level of the local government when considering an increased scope of staff authority for DP and DVP approval. Delegation of powers can be expanded or retracted by a bylaw amendment and can be phased in over time, taking an incremental approach to implementation. Council can also establish a right of reconsideration in the bylaw which allows staff or applicants to choose to “opt out” – sending variance requests to Council for consideration to ensure fairness and political accountability (e.g., when a delegated person makes decisions that will impact individuals or property rights).

The intent of the legislative revision is to provide local governments more autonomy to simplify and speed up the decision-making process for development approvals when technical DVP decisions could be reasonably made by staff.



Identify expanded scope of delegated Council authority to staff for Development Variance Permits as per recent amendments to the *Local Government Act*.



Establish criteria within the Development Approvals Procedure Bylaw for determining when proposed variances are minor in nature, as per recent amendments to the *Local Government Act*.

Common criteria include:

- The variance would have no significant negative impact on the use of nearby and adjacent properties.
- Degree or scope of the variance is not significant.
- The proposed variance is consistent with the purpose and intent of the zone.
- The proposed variance is consistent with the character of nearby development.
- There is a valid reason for the variance request.



Establish guidelines within the Development Approvals Procedure Bylaw that the delegate must consider in deciding whether to issue a Development Variance Permit, as per recent amendments to the *Local Government Act*.

Municipalities have taken one of two approaches to delegating minor variances to staff for approval. The first approach is based on broader principles in the development of criteria and guidelines where 'minor' is defined by a suite of land use planning considerations.

Common broader principled guidelines include:

- The proposed variance addresses a physical or legal constraint associated with the site (e.g., unusual parcel shape, topographical feature, statutory right-of-way, etc.).
- If strict compliance with the zoning regulation would be unreasonable or un-necessary.
- If the proposed variance would unduly impact the character of the streetscape.
- The proposal provides a community/environmental benefit and/or supports a Council priority.

The second approach is very specific and typically based on 'minor' being defined as a certain percentage or limit to varying a specific regulation. Local governments have outlined specific guidelines, such as:

- The proposed variance does not reduce the required number of parking stalls.
- The proposed development will not vary maximum permitted parcel coverage by greater than 10%.
- Any proposed variance to the height of buildings must be for less than 10% of the roof area or 10% or less of the allowed height.

Delegated Development Permits (DPs)

S.490 of the *Local Government Act* provides staff the authority to approve Development Permits (DPs), which is already reflected in most local government Development Procedures Bylaws. A DP is a permit that specifies how development is to occur on a given parcel of land in accordance with related Development Permit Area guidelines. DPs are a non-discretionary approving authority, meaning that both the local government and the applicant are bound to adhere to the established development permit guidelines in the OCP. The most appropriate place for the delegation of authority in relation to approving land use applications is consolidated within the Development Approvals Procedure Bylaw.



Clarify and expand scope of delegated Council authority to staff for Development Permits.

Powers of Council delegated to staff for issuing Development Permits are outlined in Development Procedures Bylaws and typically include:

- Requiring security as a condition of issuing a temporary use permit or land use permit;
- Designating the form of any permit;
- Designating the form and content of application forms;
- Creating, amending, and prescribing graphic design templates for development application notice signs;
- Issuing or amending DPs where only minor variances are requested; and,
- Renewal of unchanged, lapsed permits.

Table 5 outlines how nearby local governments have defined the scope of delegated authority for issuing and amending DPs within their Development Approvals Procedure Bylaws. It is noted that neighbouring communities of Kelowna and Vernon both have much more extensive delegation of Development Permit and Development Variance Permit approvals to staff.

Table 5. Scope of Delegated Authority to Staff to Issue or Amend Development Permits

City of Kelowna	City of Vernon	City of West Kelowna
Form and Character DPs (non-residential use) Form and Character DPs (intensive residential) only within the Sensitive Infill Development Permit Area Farm Protection DPs Natural Environment and Hazardous Conditions DPs where no variances to the Zoning Bylaw are required.	Issuing, amending or cancelling all Development Permit applications. Minor Variance Permit that varies the following: · Building on slopes of 30% or greater · Lot width within Development Districts 1 & 2 · Site and surface coverage · Height of primary and secondary buildings · Front, side, and rear setbacks	Commercial DPs with certain restrictions. Industrial DPs with certain restrictions. Multi-unit and Intensive Residential DP to a max of three storeys and floor area of 1400 square metres. Hillside, Aquatic Ecosystem, Sensitive Terrestrial Ecosystem, and Wildlife Interface DPs where a QEP Report addresses requirements and/or protection measures.

	· Screening and landscaping · The provisions of Sign Bylaw 4489	Renew DPs and Minor DPs that do not have any proposed changes. Minor Variance Permit that varies: · The provisions of the Sign Bylaw · Parcel coverage · Height of buildings and structures · Floor area of buildings and structures · Setbacks · Off-street parking/loading · Screening and landscaping

5.1.3 PUBLIC HEARINGS

Public hearings allow affected citizens to provide their views to elected officials on planning matters. When required, Public hearings must be held after first reading and before third reading of a bylaw.

Challenges

There are challenges associated with public hearings, namely:

- The format of a public hearing does not allow for discussion. Councils may not respond to public comments, which can cause frustration.
- Public hearings occur late in the development approvals process, after considerable time and costs have been invested into a proposed project. Consequently, change can be difficult to accommodate at this stage.
- Public hearings tend to attract and empower well-organized interest groups that may not represent the broader perspective of the community, which can result in applications being denied despite being aligned with community plans.

Legislative Changes

As of November 25, 2021, the *Local Government Act* removed the default requirement for local governments to hold public hearings for Zoning Bylaw amendments that are consistent with the OCP (Bill 26). The intent of this legislative revision is to reduce processing timelines and resources to coordinate and organize the public hearings that may not provide value to a Zoning Bylaw amendment application process if the application is already in alignment with the OCP.



Remove the default requirement for public hearings in the Development Approvals Procedure Bylaw, as per recent amendments to the *Local Government Act*.

In most cases, local governments have removed the default public hearing requirement from their Procedures Bylaw for Zoning Bylaw amendments consistent with the OCP but have added the option for Council to facilitate a public hearing prior to third reading of the amending bylaw. However, in 2023 further legislative changes to the *Local Government Act* came into effect outright prohibiting public hearings for Zoning Bylaw amendments for housing projects that are consistent with the OCP (Bill 44).

Earlier opportunities for public input are not required in legislation; however, many local governments have created their own processes for meaningful public engagement earlier in the process. Similarly, while there are no requirements for proponents to engage with the public at any point in the process, many choose to do so.



Establish requirements for applicants to hold Public Information Meetings prior to Council's first reading of an amending bylaw to provide the public an opportunity to access information and to inquire about the proposal.

Some local governments have included Public Information Meetings (PIM) as a requirement, some encourage PIMs, and others may require a PIM, if applicable. The District requires Public Information meetings for OCP amendments and Phased Development agreements, which is an appropriate use of this tool.

5.1.4 PUBLIC NOTICE

The *Community Charter* and *Local Government Act* require local governments to provide advance public notice to inform the public of opportunities to participate in local government decision-making and share views (e.g., public information meetings, elections, public hearings, disposition of land). The Development Approvals Procedure Bylaw outlines notification requirements for Development Variance Permits, OCP, and Zoning Bylaw amendments.

Challenges

Local governments experience challenges notifying the community of upcoming public engagement opportunities, for example:

- Local governments, especially regional districts, generally encompass large areas with a diverse mix of rural and urban needs which may make it challenging to find methods of public notice that will reach everyone.
- With modern communication methods evolving, publishing public notices in the newspaper is no longer practical.

Legislative Changes

As of February 28, 2022, S.94 of the *Community Charter* was amended to enable local governments to determine alternative methods for public notice requirements. The public notice requirements provide local governments with two options:

1. Continue to use the default publication requirements of publishing in a newspaper once each week for two consecutive weeks; or

2. Adopt a bylaw to provide for alternative methods of publication (i.e., a public notice bylaw), which:

    a. Specifies at least two methods of notice (e.g., newspaper and local government website), not including the public notice posting places; and

    b. Considers the principles of effective public notice (reliable, suitable, and accessible) described by the Public Notice Regulation.

The intent of the legislative revision is to allow local governments to choose to incorporate alternative means of public notice if publication by newspaper is no longer practical, so the public consistently knows where to find public notices in the community. If a local government has not adopted a public notice bylaw to provide for alternative methods of publication, the default publication requirements apply.



Revise public notice requirements for public hearings and public information meetings to support open and transparent communication and to ensure the community is informed of current development applications.

The District has just adopted an alternative means of public notice bylaw, which now provides the opportunity to post public hearing information online rather than in print. This is a leading edge best practice and an example of process streamlining that takes advantage of technology while maximizing staffing resources.

5.1.5 COUNCIL COMMITTEES

Local governments often refer applications to advisory planning committees for additional policy review. These advisory committees can include general planning groups such as an advisory planning commission or advisory design panel, or groups that specialize in specific focus areas such as heritage committees, accessibility committees, economic development committees, homelessness and affordable housing committees, and others.

Challenges

Advisory Committees aim to provide a community-driven approach to planning. Despite this benefit these committees have their challenges, for example:

- Advisory Committees consume a large portion of staff resources to prepare reports, agendas, and meeting minutes.
- Advisory Committees are not always the most appropriate place for reviewing development permits, temporary use permits, and development variance permits, as the intent of these committees to aid local governments in achieving their higher-level planning goals is often lost in the review of an application's details.



Eliminate or consolidate advisory planning committees or establish terms of reference that focus on long range planning initiatives versus the review of development applications that are in alignment with the OCP.

The District currently only has one advisory committee, The Agricultural Advisory Committee, which reviews development applications related to agricultural lands.

5.2 INTERNAL PROCEDURES

Internal procedures refer to the steps followed by staff to review and process all development application submissions. It includes all processes required for efficient intake, good customer service, and communication between internal departments and Council. Internal procedures should be documented clearly and consistently in all communication tools, software, manuals, flowcharts, onboarding, and training documentation to ensure all staff have a clear understanding of local government bylaws, policies, and procedures, and can apply them during the review of all types of development applications. Internal procedures documentation is intended only for use by staff and Council.

Challenges

Local governments experience many common challenges internally regarding development approval procedures, including:

- High demands and limited staff resources, resulting in insufficient capacity to meet the desired level of service.
- Incomplete or poor-quality applications, resulting in the need to guide applicants through requirements and processes, which increases application process times.
- Significant organizational knowledge lost as a result of any staff turnover.
- Finding and retaining qualified planning staff in addition to significant onboarding demands for new staff and consultants.
- Lack of standardization in development procedures, approaches to filing, communication, and interpretation of policies and regulations results in gaps and inconsistencies in available information and records management.
- Using staff resources to process commonly approved variances.
- Contradictory advice from different departments.

5.2.1 PROCEDURES MANUALS

Development Procedures Manuals are internal documents that are used to help staff review and process development applications for various types of permits, subdivision applications, and bylaw amendments. A procedures manual allows for a consistent process by detailing the steps staff must follow during application review, from pre-application meetings with prospective applicants to issuance of permits. These manuals also allow for succession planning and support with training of new staff.



Create internal procedures manuals that outline internal policy, procedures, templates, flowcharts, and application checklists to ensure process consistency and improve effectiveness of onboarding new staff or third-party consultants.

Procedures manuals are discussed in the Section 4.0 and are also incorporated into the recommendations, and are anticipated to be produced as an outcome of the Development Approvals Process.

5.2.2 INTER-DEPARTMENTAL COLLABORATION

There is a need for staff across departments to communicate, understand, and balance requirements administered through development approval processes. Development Review Team meetings are a common approach to integrate cross-departmental input on development application reviews. They are intended to address technical development application items, anticipate development impacts and requirements, provide updates, share information, and discuss inter-departmental referrals.

Interdepartmental meetings can quickly become burdensome and shift from objective application evaluation to subjective opinion if too many people are involved, or the department of those in attendance is not directly involved or carries relevant subject matter expertise. It is important to calibrate attendance based on the specifics of the application and ensure staff in attendance have sufficient knowledge and experience to identify and discuss appropriate items.



Establish Development Review Team meetings where relevant department representatives can discuss and clarify application specifics, provide advisory comments on an application that identifies any conditions that must be satisfied prior to the permit/application being approved.

The District currently employs a “CORE” team meeting to review development applications. Recommendations to improve upon the existing Development Review (‘CORE’) team meetings are incorporated into **Section 4.0 and Section 6.0**.

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5.2.3 APPLICATION STATISTICS AND STATUS TRACKING

Application tracking procedures include application status tracking, monitoring application targets, and the volume of applications. This information can be used to better define and monitor service targets, enabling a more complete understanding of timelines and capacity, as well as illustrate demands for additional staffing. Tracking information can also be used for keeping records of inquiries and applicant interactions to create consistency when staff are advising on development application requirements. It should be noted that establishing consistent use of application management software (such as Tempest/Prospero) through the entire development application process is a necessary precursor to being able to effective track statistics.

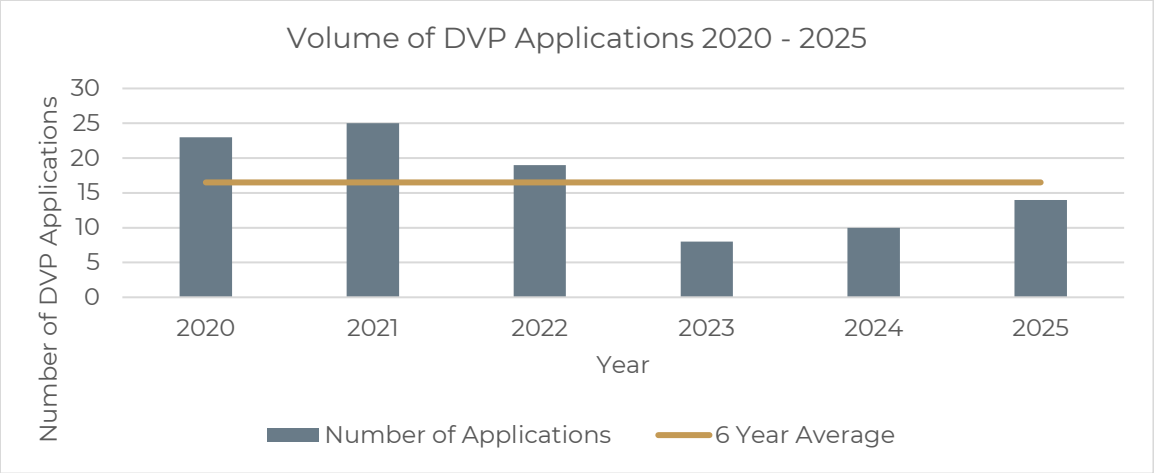


Implement a digital permit tracking system and consistent tracking procedures for use by all departments involved in approvals to enable application statistics tracking and reporting.

Recommendations for application tracking and benchmarking are discussed in **Section 4.0 and Section 6.0**.

5.2.4 REDUCING COMMON VARIANCES

A Development Variance Permit (DVP) is a permit issued by local governments that modifies land-use bylaw regulations to account for special circumstances. Common variance requests typically relate to setbacks, height or dimensions of buildings, parking regulations, screening provisions, sign regulations, frontage requirements, and servicing. It may be appropriate for local governments to update their Zoning Bylaws, Subdivision Servicing Bylaws, or other bylaws to reduce common development variance permit applications and to ensure that land use regulations align with current planning policy.



Review and amend appropriate bylaws to reduce common variances.

The District experiences a significant volume of DVP applications relative to the total number of planning applications; annually 30% of all planning applications are Development Variance Permits. This will consume significant staffing resources across multiple departments and also result in considerable work to bring these applications to Council. A recommendation to audit historical DVP applications, review the Zoning Bylaw for opportunities to amend, and proceed with Zoning Bylaw amendments where feasible is included in **Section 6.0**.

5.2.5 CORPORATE RECORDS

Effective corporate records management is vital to streamlining the development approvals process. Policies for corporate records management are useful for streamlining development application intake and for guiding staff in consistency and efficiently handling development application information.

[Note that these practices were not reviewed as part of the District's Development Approvals Process. As such, no status has been provided in reference to the check-mark colour].

Implement a corporate records management system for digital files and scans of physical files.

Establish a file management policy to clarify processes related to electronic and paper filing (e.g. file naming protocols and procedures for scanning records).

Establish file close-out procedures that clearly outline conditions of approval and track requirements and consideration for subsequent approvals.

5.3 APPLICATION PROCESS

The application process refers to the applicants' experience in submitting and seeking approval for development applications. The application process requires an application form, an understanding of development requirements, and clear resources and communication from staff to support applicants throughout the process. Public facing materials that support the application process can include application forms, comprehensive letters, application status updates, and reference information such as guides, bulletins, and webpages. Clear, simple, and easily accessible communication materials are important to ensure complete and high-quality application submissions.

Challenges

Some of the challenges that proponents experience throughout the development application process, include:

- Increased complexity of application requirements;
- Inconsistent development permit guidelines between neighbouring municipalities;
- Lengthy application processes;
- Lack of transparency on the status of development applications to the applicant from the local government; and
- Lack of consistency in application requirements between adjacent local governments.

5.3.1 APPLICATION INTAKE

Application intake requires the applicant to complete a development application form and submit any required documents. Application forms indicate the information required to consider an application to be complete, which can include identification of existing and proposed uses, associated fees due, appearances before staff and/or Council, variance requests and other information, such as reports, plans, and drawings. Submissions are often completed through an online submission system or receipt of hard copy documents at the front counter.



Acceptance of only complete applications. Local governments can only begin processing applications when they have been submitted with all required documentation as detailed on the application form/checklist. By ensuring all required documentation is submitted correctly and completely early in the process, significant time can be saved for both staff and applicants later on.

District staff currently have a review process and will not accept incomplete applications. There are opportunities to improve and clarify this process, as is detailed in **Section 5.0**.

5.3.2 PRE-APPLICATION MEETINGS

A pre-application meeting is typically an informal meeting between a prospective applicant and the file manager prior to the application intake, which provides applicants an opportunity to connect with staff to review the application process, requirements, timelines, and fees. Pre-application meetings are important for establishing a collaborative relationship between the prospective applicant and staff, communicating application requirements and responsibilities early to applicants, collecting information, and addressing questions. It is also an opportunity for staff to make applicants aware of any initial concerns that may impact their application or development (e.g., infrastructure capacity, frontage improvements).



Encourage pre-application meetings between applicant, file manager and other necessary staff (usually Development Engineering or Building) to review the application requirements and expected processing timelines based on defined level of service targets. Be clear that a pre-application meeting is not considered to be an application submission.



Provide applicants with a pre-application letter and/or checklist following the pre-application meeting to apply additional rigor to the application intake process. The letter and/or checklist should outline the requirements relevant to the applicant's development application as discussed in the pre-application meeting. Applicants must comply with the application requirements checklist to qualify as a complete application submission at the time of application intake.

Pre-application meetings are a current practice. There are opportunities to improve the process as is discussed and detailed in **Section 5.0** (Discussion) and **Section 6.0** (Recommendations).

5.3.3 COMMUNICATION

Communications can get very complex if there are numerous players representing an application, and as a result, place demands on limited staff resources that could be better used elsewhere in the process.



Require a single point of contact representing the property owner(s) for each application to simplify communication between the local government staff and the applicant or their agent.



Require a single point of contact from the District for each application to not only simplify communication between staff and the applicant or their agent, but between internal staff as well.

The District currently assigns a file manager to each project following the application intake. There is opportunity to reinforce the single point of contact approach via the initial application acknowledgement letter.

The exception to the rule for the single-point of contact involves inclusion of a representative from Development Engineering. It is crucial that whenever a representative from Development Engineering is involved in communication, that key message is discussed between planning and engineering in advance of being sent to the applicant, and that the planning file manager is copied on correspondence.

5.3.4 REFERENCE MATERIALS

Publicly available reference materials are important tools to support applicants throughout the development application review process. Reference materials should be provided for prospective applicants in the form of guides, brochures, bulletins, and/or checklists that outline information regarding processes, roles and responsibilities, timelines, expectations, and all required documentation. Materials need to be consistent with Council policies, internal development procedures manuals, and the Development Procedures Bylaw.

In addition, many local governments have online planning "portals" that share property information, zoning, permits and licensing information, applicable bylaws, and other helpful information on a GIS web viewer (business directories, trail maps, utilities, street maps, flood plains, etc.). This is a useful tool

that allows the public to access information about properties that can help to confirm regulatory compliance.

All development application materials should be easily accessible and searchable online.

- ☑ Create or update application reference guides and checklists to clearly outline application processes and components of the process that often lead to staff inquiries for clarification.
- ☑ Create a centralized online location for hosting GIS, and asset mapping tools, as well as all development application materials including forms, guides, and checklists, to ensure ease of access for applicants.

Common reference materials include:

- Pre-application Meeting Guide;
- Pre-application Checklist (DP, DVP, OCP amendments);
- Development Permit and Development Variance Permits Guide;
- OCP and Zoning Bylaw Amendment Guide;
- Temporary Use Permit Guide; and,
- Subdivision Application Guide.

Many of these materials are being developed as an output of this program and will be made available in print and digital forms at the completion of this project.

5.3.5 COMPREHENSIVE REVIEW LETTERS

A comprehensive review letter is provided by the file manager to the applicant following the staff and agency review and referral process. The letter details any outstanding requirements, anticipated conditions, and issues that may arise at future stages of the development approval process. This allows the applicant to have the full picture of what to expect in the development process to avoid unexpected changes in project budgets or proformas.

- ☑ Develop a Comprehensive Review Letter following the Development Team Review meeting that summarizes all recommendations and feedback from external agencies that outline preliminary development conditions or requirements to the applicant.

The District currently issues Comprehensive Review Letters for applications. There are opportunities to improve upon the clarity of content and develop a more robust template to ensure that items are not missed and that the District is taking a consistent approach to its communications at this key stage of the application process.

5.3.6 NOTICE OF APPLICATION SIGNAGE

Under S.541 of the *Local Government Act,* all owners and tenants adjacent to land subject to a development application must be given notice of the application and the time and date when the application will be heard by Council. Notice of application signs are intended to notify community

members that would fall outside of the notification boundary distance. Provisions for development application public notice signage must be included in the Development Approvals Procedure Bylaw.



Outline public notification signage requirements and responsibilities of applicants and provide applicants with the appropriate resources to create and print notice of application signs.

Local governments are commonly providing branded sign template options to applicants, with the onus on the applicant to develop the sign content, print, and post the sign. Notice of application signs are trending towards more colourful, simplified, and informative signs with graphics.

The District currently has signage policies in place, however these can be bettered to both improve transparency with the public and reduce administrative burden. This is discussed further in **Section 5.0**.

6.0 SUMMARY OF RECOMMENDATIONS

The above described review has identified several action items for the District's consideration that aim to improve development approvals processes. These actions have been summarized in this section into a concise list of recommended actions. These recommendations have been strategically prioritized based on immediate need, grant scope, and ease of use and implementation in the near term. This section groups the recommended action items into the following categories:

The checkmarks indicate actions that are being implemented as part of the scope of the Development Approvals Process Review



No checkmark represents actions that were not within the scope of the Development Approvals Process Review or require ongoing effort but are still recommended to be undertaken when possible.



Action No.	Recommended Action	Status
	External Communication Materials	
1A	**Revise Application Forms and Checklists** • Update application forms for clarity, removing unnecessary technical information and include the ability for forms to be digitally fillable. • Update the Owner's Authorization Form to clarify that applicants/agents are responsible for communicating or forwarding application information to relevant stakeholders, owners, and consultants. • Update application checklists to clarify documentation and report requirements, establish bare minimum submission components for all applications, and improve overall clarity for applicants and District staff.	
1B	**Develop Application Guides** • Develop accessible public guidance materials for both digital and print, covering general planning information, application-specific details, and common applications (e.g., Development Variance Permits, rezoning, Development Permits) to reduce in-person and phone inquiries. • Support guidance materials with process flowcharts to improve clarity, accessibility, and efficiency in the development approval process	

Action No.	Recommended Action	Status
	Processing Improvements	
2A	**Reinforce Application Timing and Sequencing** • Develop preliminary level of service targets for timing of stages of application review that are within staff control, such as application intake, initial review, referral response, detailed review and analysis, and issuance of comprehensive review letters, as a means to improve processing efficiency and benchmark individual application steps. • Establish realistic timeline targets for key milestones in the development review process and monitor progress in meeting them. • Use Tempest/Prospero software to track and report on application timelines once sufficient history and process patterns are established.	☑

2B	**Document Standard Operating Procedures**
	• Develop/update written procedures manuals for standard application review processes. Incorporate workflow diagrams and role-specific charts within SOP manuals to improve clarity and consistency across departments and support staff training and succession planning. Include the following processes at minimum:
	  ○ Pre-application meetings.
	  ○ Application intake and assignment.
	  ○ Rezoning and OCP amendments.
	  ○ Development Permits and Development Variance Permits.
	  ○ Public notification processes
		☑

2C	**Strengthen Pre-Application Meeting Processes** • Consider requiring mandatory pre-application meetings for complex applications to reduce incomplete submissions and ensure early engagement from all relevant departments, particularly engineering and building. • Clearly outline on the District's website and application forms the purpose, scope, and expected outcomes of pre-application meetings versus simple development inquiries. • Ensure potential applicants are provided a detailed application requirement letter or checklist following pre-application meetings to ensure completeness at submission and strengthen the application intake process. Incorporate new processes to ensure filing and tracking of pre-application meetings.	☐

2D	**Improve Application Intake Process** • Provide targeted training for front-end staff across Planning, Building, and Engineering, including application requirements and handling basic public inquiries. • Clarify application intake and file assignment processes for front-counter staff, ensuring all staff understand roles, responsibilities, and timelines. • Reinforce that that only complete applications will be accepted; applications missing baseline required components will not be accepted until complete. • Improve application forms, submission checklists, and pre-application meeting follow-up letters to support completeness and reduce back-and-forth with applicants.	
2E	**Improve Council Report Scheduling Protocols for Council Agendas** • Establish clear timing expectations for key application components related to preparation of Council Reports, including advance estimating of Council agenda dates, interdepartmental report referrals, and Manager/Director/CAO review. • Incorporate approval chain set up in eScribe with submission deadlines and reviewer deadlines associated to each Council meeting date.	
2F	**Development Notification Signs** • Shift aspects of signage preparation to applicants to reduce staff workload. • Require signage installation earlier in the application process, closer to submission and referrals. • Remove specific Public Hearing details from signage and provide links to the Public Notices Section on the District's website (using digital tools e.g., QR codes) to facilitate signage being installed earlier in the application process and take advantage of the District's new alternative means of notice. • Standardize signage templates with a revised template and clear and concise format. Include the applicant's and planner's contact information for the public to access.	

2G	**Revise Development Review "CORE" Team Meetings**
	• Establish new parameters for scheduling CORE meetings:
	  ○ Hold meetings after referral circulation.
	  ○ Reduce default participation to staff directly involved in application review (approximately 4–8 people for typical applications).
	  ○ Discuss only complex applications; routine applications can rely on the referral process for interdepartmental feedback.
	  ○ Allow other departments to request interdepartmental meetings as needed.
	• Improve ongoing collaboration and coordination between Planning and Development Engineering through increasing the number of regular meetings between representative file managers.
		

2H	**Internal Application Review Resources** • Develop a more robust standard Comprehensive Review Letter template for consistent use across applications. Incorporate precedent examples and best practices to improve clarity, consistency, and support a streamlined application review process. • Introduce a simplified Engineering Referral Response Template to provide concise guidance for planners and streamline inclusion of Engineering comments in Council Reports. • Enhance External Referral Templates to ensure that all external organizations are clear on referral content, what is being requested as part of a referral package, and what the timeline for referral response is. • Reinforce requirements for internal referral response timelines and develop 'stage-gate' steps that cannot be passed without receiving referral comments or confirmation from departments (ie Issuance of Building Permit, issuance of Development Permit, inclusion of Council Report on agendas). • Begin developing an 'interpretation manual' to act as an internal tracking mechanism for consistency in application of District Bylaws and responses to the public. • Clarify roles and responsibilities across all departments included in the development approvals process, including Planning, Engineering, Building, Corporate Services, and Front Counter staff, during roll-out of new processes and documentation associated with the Development Approvals Program.	☑

Action No.	Recommended Action	Status
	Organizational Development & Change Management	
3A	**Expand and Improve Staffing Capacity** • Explore expanding existing roles or hiring new front-line development staff, such as a 'Development Coordinator' or 'Super Clerk' role to manage applicant inquiries, increase rigour associated with application intake, improve customer service, and improve interdepartmental coordination for application processes between planning, engineering and building. • Consider engaging with a larger neighbouring municipality to arrange a temporary secondment of District front-counter staff for in-person training as a means to expedite exposure and experience within established systems and development topics. • Continue to provide internally hosted cross-departmental information and/or 'Lunch and Learn' sessions on basic components of application processing and local government services, such as engineering requirements, planning requirements, and building code implications. Use this as a means to build a shared understanding of the different roles and responsibilities within planning, engineering, and building.	☐

	• Create formalized onboarding practices and materials for staff that are entering new roles or are new to District.	

3B	**Expand the Use of Application Metrics and Reporting**
	• Continue reporting on application volumes through the District's Annual Report.
	• Expand the use of application management software (e.g., Tempest-Prospero) to track application volumes and timelines.
	• Implement internal monitoring of application timelines to:
	  ○ Assess whether staffing levels are sufficient to maintain desired service standards; and
	  ○ Establish realistic timeframes for application processing that reflect actual data.
	• Publish level of service targets to the public once sufficient processing history is established. (For example, Development Permits anticipated to take approximately 4 – 6 months).	

Action No.	Recommended Action	Status
	Bylaw/Policy Updates	
4A	**Official Community Plan Amendments to Design Guidelines** • Review the OCP's Development Permit Area Guidelines to ensure that desired design objectives and associated guidelines are clearly articulated. • Ensure that any future OCP Design Guidelines that are developed are concise, non-redundant, written in simple and accessible language, and clearly articulate objectives and guidelines. Further ensure that guidelines are performance based and not prescriptive to a single outcome. • Develop corresponding proposal review checklists for internal and external purposes for Development Permit compliance.	
4B	**Review Subdivision & Development Servicing Bylaw for Clarity** • Undertake a review and potentially amendments to the Subdivision and Development Servicing Bylaw (No. 1121) to ensure servicing requirements reflect the OCP growth strategy. • Seek to improve clarity of servicing requirements in the Subdivision and Development Servicing to assist with application requirement transparency and the ability of applicants to scope their projects.	

4C	**Review and Amend Zoning Bylaw to Reduce Variances** • Audit historical Development Variance Permit applications to identify trends and potential Zoning Bylaw amendments that could reduce staff workload for commonly approved variances.	
4D	**Amend the Development Approvals Procedures Bylaw to Streamline Approvals** • Consider the following amendments to streamline application procedures: o Remove the signage requirement for all development applications except OCP Amendments and Zoning Amendments. Development Notice Signs would only be required for OCP Amendments, Zoning Bylaw Amendments (both with and without Public Hearings). o Update base application information to reflect revised forms. o Require a "Description and Planning Rationale" for OCP Amendments, Rezonings, DVPs, and Development Permits. o Require a Summary Report from applicants following Public Information Meetings. o Update references to newspaper ads to align with Bylaw No. 1293 for alternate public notice. o Include a definition for "substantial construction" to clarify Development Permit expiry enforcement. o Introduce delegated authority for staff to approve minor DVPs and smaller-scale Development Permits for form and character to streamline review. o Incorporate consideration for inclusion of a definition for 'substantial construction' be included to improve clarity of enforcement of expiry of Development Permits.	
4E	**Increase Delegation of Authority to Staff** • Amend the Development Approvals Procedures Bylaw to expand delegation of approvals to staff for the following: o Expand delegated authority for Development Permits to include form and character DPs. o Consider establishing criteria for which Form and Character Development Permits must go to Council (ie buildings above 3 stories or 1,400m^2). • Introduce delegated authority for Minor Development Variance Permits. o Establish criteria and guidelines for determining when variances and DPs are minor in nature and delegate minor variances to Staff.	
5E	**Review Fees & Charges Bylaw to Maximize Cost Recovery** • Ensure a review of the Fees and Charges Bylaw is made regularly to align fees collected with established level of service targets, regional comparisons, and to fund staffing needs. Consider the following: o Quantify staff time and resources spent on applications to inform cost recovery thresholds. o Include research of comparable communities. o Consider a regular fee update to avoid large jumps every few years. o Review building permit valuation methodology and fees to reflect current market conditions and ensure fees capture actual construction costs.	

Action No.	Recommended Action	Status
	Systems & Technology	
6A	**Utilize Technology to Improve Internal and External Communication** • Explore the use of expanded Tempest-Prospero tools to automate information sharing, ensure accuracy, and reduce staff workload. Utilize dashboards and summary reporting to communicate with Staff, Council, and the public.	
6B	**Enhance Planning Information on the District Website** • Place development application materials such as policies and reference materials (some produced as part of this process) in an easily accessible and searchable online location on the District website. • Invest in a general review of website resources and undertake measures to expand website information services and content related to planning applications and planning processes in general. Adapt Guides (completed as part of this DAPR project) to basic website content and include application flowchart graphics. • Replace the current "Planning Application Status" with Tempest-Prospero live application lookup feature. • Explore incorporation of Tempest-Prospero application details within the City's public-facing GIS system so that the public can access geospatially linked current and historical application data.	
6C	**Develop Digital Application Submission Program** • Continue pursuing the development of a digital application submission program to streamline submissions and reduce staff burden. • Explore enhancements to existing software like Tempest-Prospero through the integration of the eApply module which offers a web-based portal for direct, online application submissions.	

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**
Prepared by:	**Trevor Empey, Senior Planner**		
Department:	**Planning and Development**		
Title:	Timeline Extension to Satisfy Development Permit Conditions| DP000802 | 10660 Hwy.97		
Description:	Request for Council to Extend the Timeline to Satisfy Conditions of this Council Approved Development Permit		

RECOMMENDATION

THAT Development Permit with Variance DP000802 (Attachment A to the Report to Council dated October 7, 2025) for a portion of the property at 10660 Hwy. 97, be re-renewed to allow the applicant additional time to satisfy conditions.

EXECUTIVE SUMMARY

The applicant has requested that Council consider extending the timeline for permit issuance to allow the applicant additional time to satisfy council's conditions of this Development Permit.

On March 19, 2024, Council approved this Development Permit with Variance (Attachment A), to permit a 76-unit townhouse development at 10660 Hwy. 97 (subject property). To expedite this application and following OCP policy direction, the applicant voluntarily agreed to register a 10-year rental tenure covenant on title as a condition of this Development Permit.

The Development Approval Procedures Bylaw outlines that applicants are permitted 12 months to satisfy conditions of a Development Permit, with the possibility of an extension of 6 additional months provided the total time does not exceed 18 months from the date the permit was approved. The Development Approval Procedures Bylaw also provides direction that if the permit has not been issued the applicant would be required to reapply.

The applicant has yet to satisfy this condition of the Development Permit, and a 6-month extension was granted by staff on March 20, 2025, to support the applicant meeting this condition. As this 6-month extension concluded September 20, 2025, the 18-month timeline has passed and the Development Permit will expire unless an additional extension is granted by Council. The applicant submitted an extension request on September 16, 2025.

Staff support the re-approval of the Development Permit to provide more time for the applicant to satisfy the conditions of this Development Permit.

BACKGROUND

Application Information			
Application Type	Development Permit	**Application Date:**	November 2, 2021
Applicant:	Saba Construction	**Owner:**	1151716 BC LTD
Application Description	Proposed 76-unit townhouse development. Request to extend the timeline of this Development Permit for the applicant to satisfy council conditions.		

Property Information: General	
Folio/Roll #:	11518.000
Legal Description:	Lot 9 District Lot 169 ODYD Plan 216 except Plans 3028,7818, & 40583
PID:	012-592-641
Civic Address:	10660 Highway 97

Property Information: Land Use		
OCP Designation:	Urban Residential	
Zoning Designation:	RM2 – Low Density Row Housing	
Land Use Contract	n/a	
ALR:	n/a	
Parcel Size:	2.0 Hectares / 5.0 Acres	
Development Permit Areas:	Multiple Unit	
Adjacent Land Summary:	**Zoning:**	**Use:**
North:	RR1 – Rural Residential	Vacant
East:	RM2 – Low Density Row Housing RM4 – Low Density Multiple Housing	RM2 – Low Density Row Housing
South:	C10 – Service Commercial	Service Station
West:	RU1 – Small Scale Multiple Unit Housing	Vacant

ANALYSIS

Site Context

The subject property (10660 Hwy 97) is urban in nature and is bisected by the Pretty/Newene Road dedication. The focus of this development permit application is on the smaller portion of the subject property that is located directly adjacent to Highway 97 (Attachment B).

Conditions and Timelines of Development Permit

This Multiple Unit Development Permit with Variance (Attachment A) was considered and approved by Council on March 19, 2024, at which time, the applicant voluntarily agreed to register a 10-year rental tenure covenant on title to support expedition of this application which is permitted as per OCP s.7.1.7(b). Staff have yet to issue the Development Permit as conditions of the Development Permit remain outstanding. Specifically, the applicant provided correspondence to staff in January 2025 indicating that there was difficulty getting the covenant executed as it would result in the rental tenure agreement being applied to the entire parcel of land, rather than only the Phase 1 townhouses as proposed.

The Development Approval Procedures Bylaw s13.1 outlines that applicants are permitted 12 months to satisfy conditions of a Development Permit, with the possibility of extension of 6 additional months provided the total time does not exceed 18 months from the date the permit was approved. Bylaw s.13.4 goes on to state that if the permit has not been issued the applicant would be required to reapply.

On January 30, 2025, the applicant was notified of the deadline to satisfy the conditions of this Development Permit, after which the applicant requested a 6-month extension until September 20, 2025. This request was reviewed and approved by staff as per the Development Approval Procedures Bylaw s 13.3. As the applicant has not satisfied the conditions of this Development Permit by the 18-month timeline, a further extension (re-approval) has been requested for Council review. This extension (re-approval) would allow the applicant to proceed with the existing development permit plans rather than re-applying to start the permitting process from the beginning.

Staff support the re-approval of the Development Permit to support the applicant in satisfying the conditions of this Development Permit.

Applicant's Request for Subdivision

To aid in having the covenant executed and applied to only the townhouse development, the applicant has applied to subdivide 10660 Hwy 97. The request for subdivision reflects the applicant's proposed phased development approach with Phase 1 as the 76-unit townhouse development. The District's Engineering Department issued a Preliminary Layout Review (PLR) on February 5, 2025, to the applicant which expires February 6, 2026. The expiration date of the PLR can be extended as determined by the District's Approving Officer.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

N/A

ALTERNATE RESOLUTION OPTION(S)

1. THAT Development Permit with Variance DP00802 (Attachment A to the Report to Council dated October 7, 2025) for the property at 10660 Highway 97 (PID: 012-592-641) not be re-approved and this application be closed.

Respectfully Submitted,
Trevor Empey, Senior Planner
RPP, MCIP

Report Approval Details

Document Title:	DP000802 - Request to Extend DP Conditions Timeline.docx
Attachments:	- Attachment A - DP000802 - Development Permit Draft.pdf - Attachment B - DP000802 - Location Map.pdf
Final Approval Date:	Oct 1, 2025

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

Carie Liefke, Manager of Current Planning - Sep 22, 2025 - 12:10 PM

Matthew Salmon, Infrastructure & Development Engineering Director - Sep 22, 2025 - 3:22 PM

Jeremy Frick, Director of Development Approvals - Sep 29, 2025 - 1:57 PM

Reyna Seabrook, Director of Corporate Services - Sep 29, 2025 - 2:54 PM

Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 8:19 AM

Makayla Ablitt, Manager of Corporate Administration - Oct 1, 2025 - 12:35 PM

Development Permit

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

APPROVED ISSUANCE OF ❑ DEVELOPMENT PERMIT *(pursuant to Sec. 488 of the Local Government Act)*

PERMIT #	DP000802
FOLIO #	11518000
ZONING DESIGNATION:	RM2 – Low Density Row Housing
DEVELOPMENT PERMIT AREAS:	Multiple Unit, Hillside, Greenhouse Gas Reduction & Resource Conservation
ISSUED TO:	1151716 B.C. Ltd.
SITE ADDRESS:	10660 Highway 97, Lake Country BC
LEGAL DESCRIPTION:	Lot 9 District Lot 169 ODYD Plan 216 except Plans 3028,7818, & 40583
PARCEL IDENTIFIER:	012-592-641

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 is approval solely for a land use planning development permit and does not authorize any building construction. A Building Permit is required to be completed and approved prior to any construction commencing.

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.

DRAFT

1. TERMS AND CONDITIONS

Development Permit DP000802 for a legally described parcel as Lot 9 District Lot 169 ODYD Plan 216 except Plans 3028,7818, & 40583 for a 76 multiple unit development is subject to the following conditions:

a) Amends Zoning Bylaw 561, 2007 as follows:

Section 15.5.6(c) to increase the maximum building height:

From: 9.5m / 2 storeys
To: 12.0m / 3 storeys

b) The development of the subject property shall be conducted in accordance with the following documents:
   - **(i)** **Schedule A**: Site Plans (A0.02D, A0.03D) completed by New Town Architecture signed by Roman Yamchshikov, Registered Architect in British Columbia
   - **(ii)** **Schedule B:** Building Elevations (A4.012 to A4.08D)
   - (iii) **Schedule C:** Building Materials and Colour Schemes as noted under sheet A4.09D
   - **(iv)** **Schedule D:** Landscape Plan (L-0) completed by Larch Landscape Architecture as signed by Jason Michael Jones, Registered Landscape Architect in BC on January 19, 2024
   - **(v)** **Schedule E:** Section 219 Covenant to require the 76 townhouse units as rental tenure with specified conditions as noted in the covenant and prior to the issuance of this development permit, the covenant shall be registered on title

c) If any archeologically significant item is found any construction activities must cease and the Province of British Columbia notified in conformity with the Heritage Conservation Act;

d) Development and use of the subject property be in compliance with the provisions of the Municipality's various bylaws, except as explicitly varied or supplemented by subsequent permits, amendment(s) and/or development variance permits;

e) This Development Permit is only valid for the development that is described herein. If a change to development is considered, a new development permit or an amendment to this permit is required before starting any work.

2. PERFORMANCE SECURITY

As a condition of the issuance of this Permit, a security deposit is required in the amount of **$1,022,520.00** (125% of the Landscape Estimate and Environmental Monitoring Estimate). This will be collected prior to the issuance of the Building Permit.

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

3. DEVELOPMENT

The development described herein shall be undertaken strictly in accordance with the terms, conditions and provisions of this Permit and any plans and specifications attached to shall form a part hereof. This is approval solely for a land use planning development permit and does not authorize any building construction. A Building Permit is required to be completed and approved prior to any construction commencing.

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

DRAFT

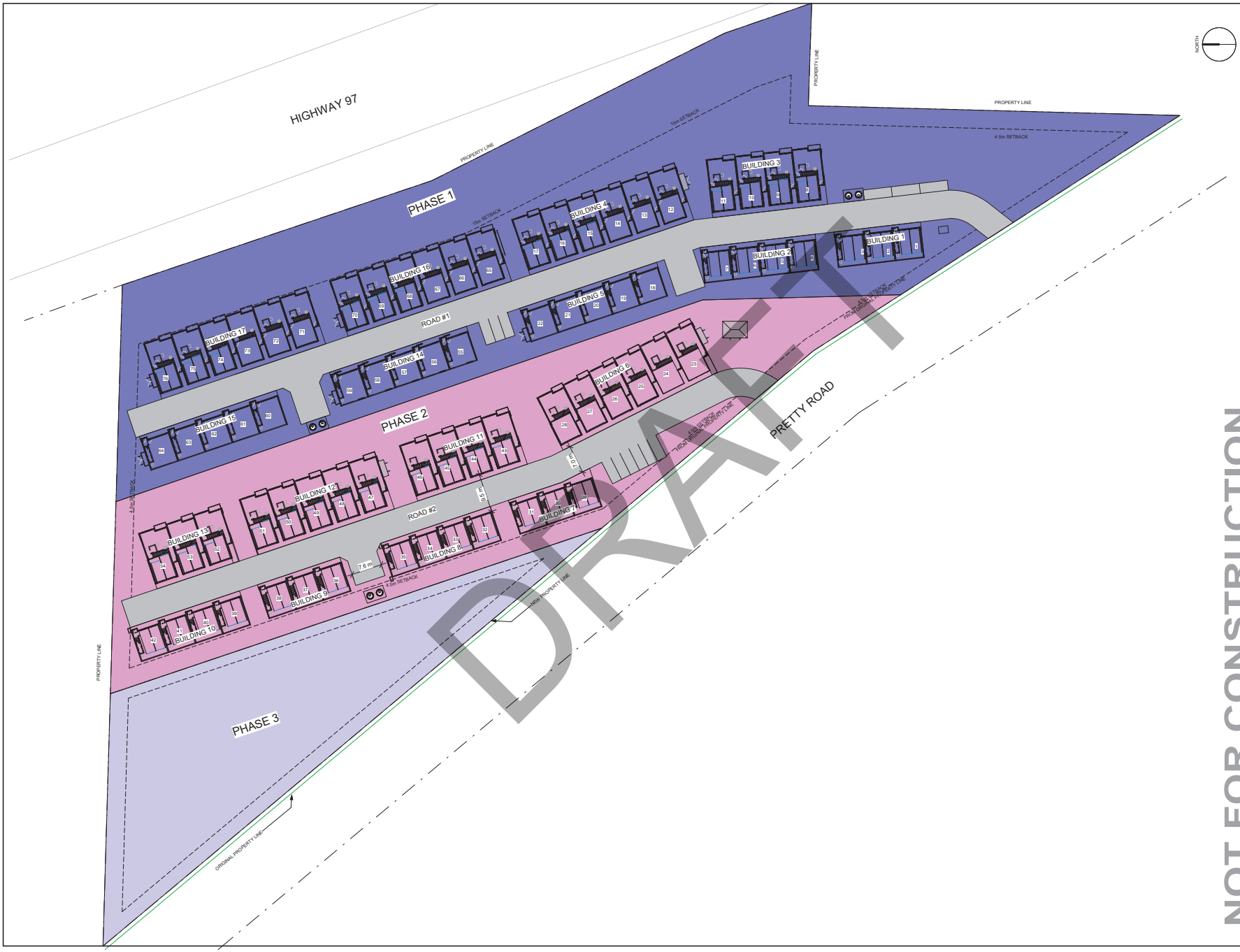
4. APPROVALS

Authorization passed by the 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

DRAFT



DRAFT

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Verify all dimensions and datums prior to commencement of work.

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Seal

REGISTERED ARCHITECT
KENNETH FRANCIS YUEN
BRITISH COLUMBIA

Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
4	09/19/23	RE-IFDP
5	01/15/24	RE-IFDP

project title
LAKE COUNTRY TOWNHOUSES

project address
10660 Highway 97, Lake Country, BC

project no. 4126

file no. C:\Users\Lucas\Documents\4126 Site Plan_KF_Lucas.rvt

drawing title
PHASING PLAN

designed KF	scale 1 : 400
drawn LK / JR	
checked RY	

drawing no. **A0.02D**

plotted 9/19/23 8:04:58 AM



UNIT PLAN LEGEND

- WALK-OUT UNIT
- WALK-UP UNIT

KEYNOTES - SITE PLAN

I.D	DESCRIPTION
01	WATER METER CLOSET LOCATION
02	TRANSFORMER LOCATION
03	GARBAGE LOCATION
04	BIKE PARKING (2)
05	BIKE PARKING (4)
06	ELECTRICAL CLOSET LOCATION
07	PEDESTRIAN WALKWAY
08	PARK AS PER LANDSCAPE

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project no. 4126

drawing title
SITE PLAN

designed JR / LK
scale 1 : 400
drawn JR / LK
checked RY

drawing no. **A0.03D**

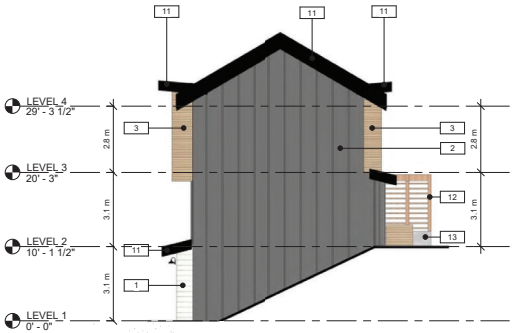
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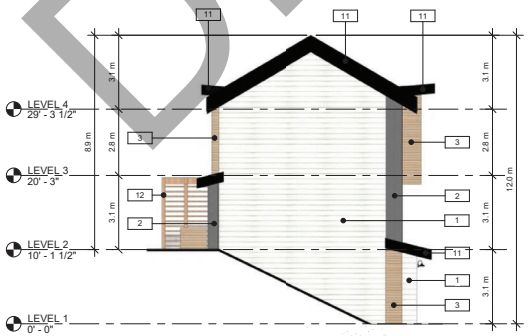
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2 TYPICAL BACK ELEVATION
1/8" = 1'-0"



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1/8" = 1'-0"



4 TYPICAL SIDE B ELEVATION
1/8" = 1'-0"

MATERIAL LEGEND

1. HORIZONTAL FIBRE CEMENT BOARD SIDING - WHITE
2. COMPOSITE BOARD AND BATTEN - URBAN GREY
3. COMPOSITE BOARD AND BATTEN - AUSTRALIAN RED CEDAR
4. PICKET RAILING - BLACK
5. VINYL WINDOWS - BLACK
6. FRONT DOOR W/ GLASS PANEL - PAINTED BLUE
7. SLIDING DOOR - BLACK
8. DECK DOOR W/ GLASS PANEL - PAINTED BLACK
9. GARAGE DOOR W/ GLASS PANELS
10. ASPHALT ROOF
11. FASCIA TRIM - BLACK
12. TRELLIS PRIVACY SCREEN
13. PLANTER
14. DOWNCAST EXTERNAL LIGHTING
15. AC UNIT WITH MECHANICAL SCREENING

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project title
LAKE COUNTRY TOWNHOUSES

project address
10660 HIGHWAY 97, LAKE COUNTRY, BC

project no. 4126

drawing title
BUILDINGS 1, 7 & 9 ELEVATIONS

designed JR / LK
scale As indicated
drawn JR / LK
checked RY

drawing no. **A4.01D**

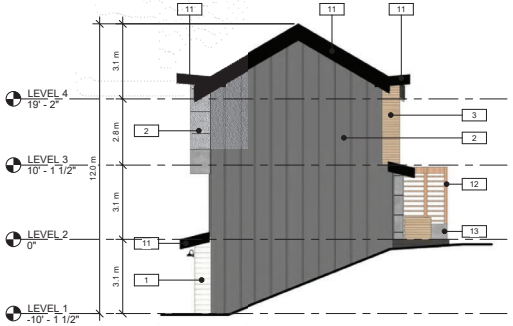
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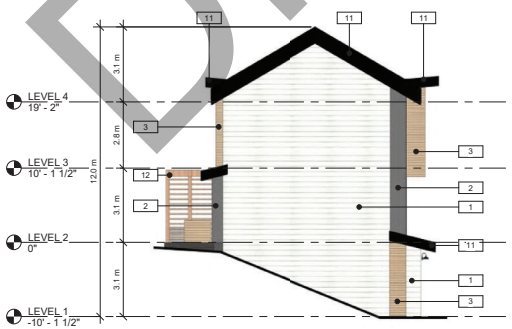
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project title
LAKE COUNTRY TOWNHOUSES

project address
10660 HIGHWAY 97, LAKE COUNTRY, BC

project no. 4126

drawing title
BUILDINGS 2, 8 & 10 ELEVATIONS

designed	JR / LK	scale	As indicated
drawn	JR / LK		
checked	RY		

drawing no. **A4.02D**

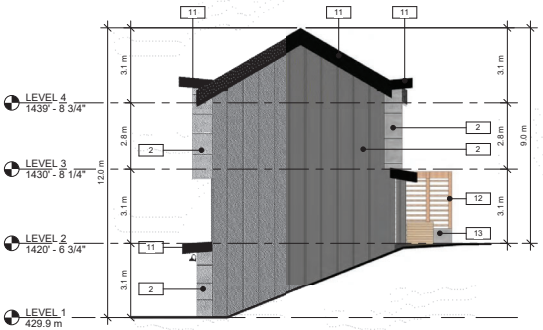
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1. HORIZONTAL HARDIE SIDING - WHITE
2. URBAN CONCRETE PANELS - URBAN GREY
3. CASTELLATION CLADDING - AUSTRALIAN RED CEDAR
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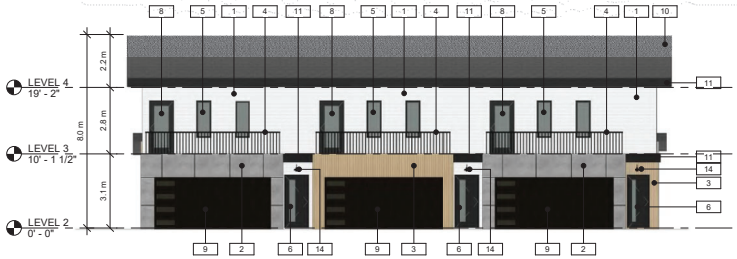
project no. 4126

drawing title
BUILDINGS 5,14,15 ELEVATIONS

designed JR / LK
scale As indicated
drawn JR / LK
checked RY

drawing no. **A4.03D**

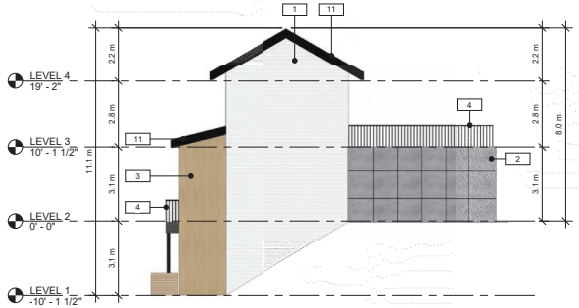
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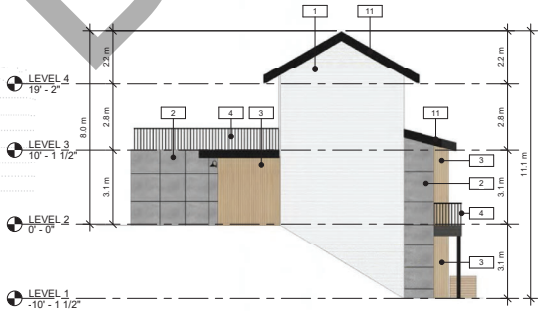
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No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/30/23	RE-IFDP
5	01/15/24	RE-IFDP

project title
LAKE COUNTRY TOWNHOMES

project address
10660 Highway 97, Lake Country, BC

project no. 4126

drawing title
BUILDING 13 ELEVATIONS

designed JR / LK
scale As indicated
drawn JR / LK
checked RY

drawing no. **A4.04D**

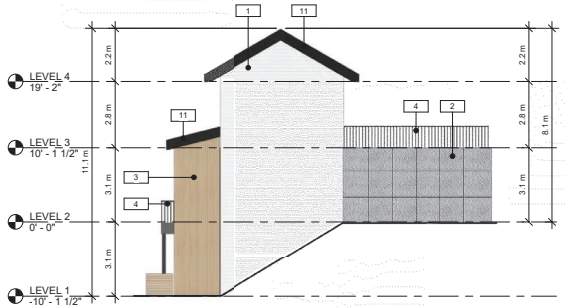
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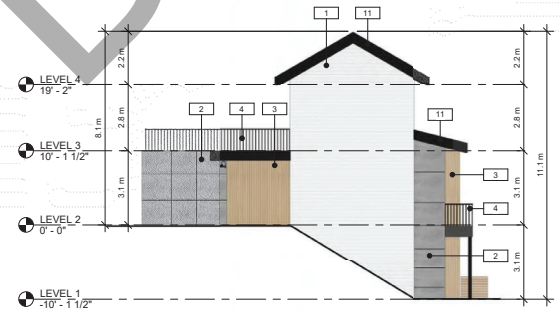
1 FRONT ELEVATION
1/8" = 1'-0"



2 BACK ELEVATION
1/8" = 1'-0"



3 SIDE A ELEVATION
1/8" = 1'-0"



4 SIDE B ELEVATION
1/8" = 1'-0"

MATERIAL LEGEND

1. HORIZONTAL FIBRE CEMENT SIDING - WHITE
2. FIBRE CEMENT PANELS - URBAN GREY
3. FIBRE CEMENT - AUSTRALIAN RED CEDAR
4. PICKET RAILING - BLACK
5. VINYL WINDOWS - BLACK
6. FRONT DOOR W/ GLASS PANEL - PAINTED BLACK
7. SLIDING DOOR - BLACK
8. DECK DOOR W/ GLASS PANEL - PAINTED BLACK
9. GARAGE DOOR W/ GLASS PANELS
10. ASPHALT ROOF
11. FASCIA TRIM - BLACK
12. TRELLIS PRIVACY SCREEN
13. PLANTER
14. DOWNCAST EXTERNAL LIGHTING
15. AC UNIT WITH MECHANCAL SCREENING

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project title
LAKE COUNTRY TOWNHOMES

project address
10660 Highway 97, Lake Country, BC

project no. 4216

drawing title
BUILDINGS 3 & 11 ELEVATIONS

designed	JR / LK	scale	As indicated
drawn	JR / LK		
checked	RY		

drawing no. **A4.05D**

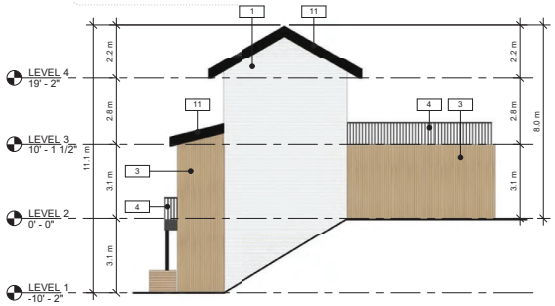
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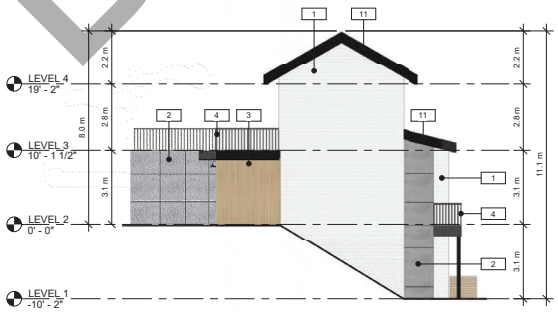
1 FRONT ELEVATION
1/8" = 1'-0"



2 BACK ELEVATION
1/8" = 1'-0"



3 SIDE A ELEVATION
1/8" = 1'-0"



4 SIDE B ELEVATION
1/8" = 1'-0"

MATERIAL LEGEND

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2. FIBRE CEMENT PANELS - URBAN GREY
3. FIBRE CEMENT - AUSTRALIAN RED CEDAR
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project address
10660 Highway 97, Lake Country, BC

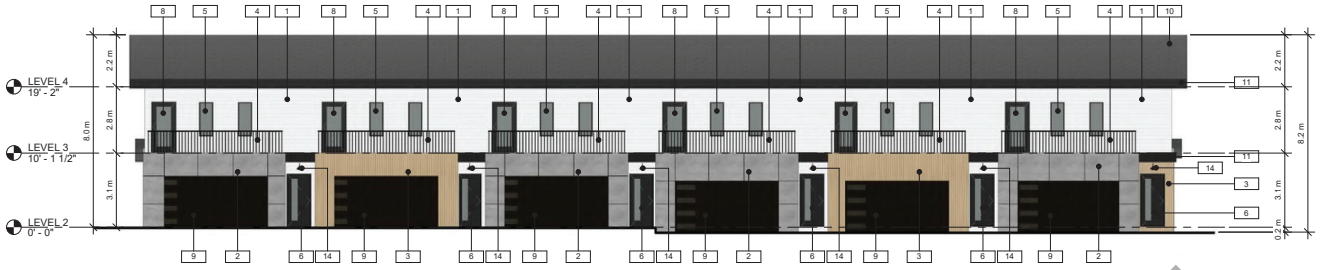
project no. 4126

drawing title
BUILDING 12 ELEVATIONS

designed JR / LK
scale As indicated
drawn JR / LK
checked RY

drawing no. **A4.06D**

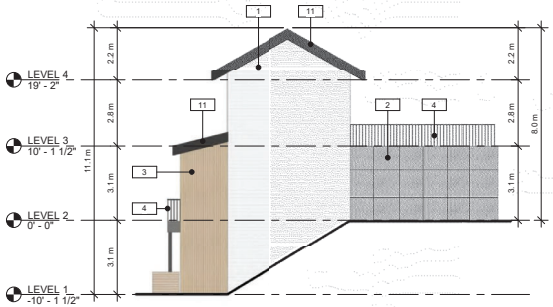
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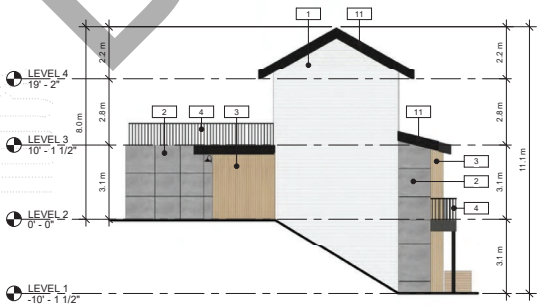
1 TYPICAL FRONT ELEVATION
1/8" = 1'-0"



2 TYPICAL SOUTH ELEVATION
1/8" = 1'-0"



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1/8" = 1'-0"



4 TYPICAL SIDE B ELEVATION
1/8" = 1'-0"

MATERIAL LEGEND

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2. URBAN CONCRETE PANELS - URBAN GREY
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project title
LAKE COUNTRY TOWNHOUSE'S

project address
10660 Highway 97, Lake Country, BC

project no. 4126

drawing title
BUILDINGS 4,16,17 ELEVATIONS

designed JR / LK
scale As indicated
drawn JR / LK
checked RY

drawing no. **A4.07D**

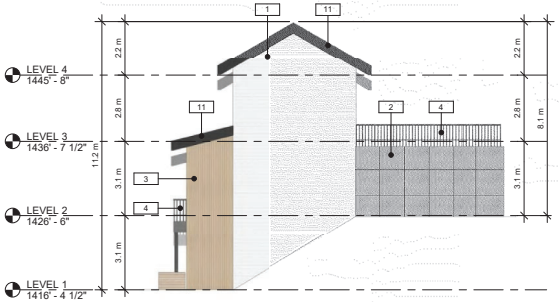
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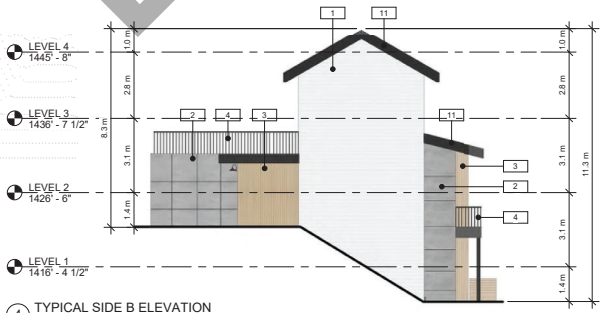
1 TYPICAL FRONT ELEVATION
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2 TYPICAL SOUTH ELEVATION
1/8" = 1'-0"



3 TYPICAL SIDE A ELEVATION
1/8" = 1'-0"



4 TYPICAL SIDE B ELEVATION
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MATERIAL LEGEND

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REGISTERED ARCHITECT
PROFESSIONAL ENGINEER
BRITISH COLUMBIA

Revisions

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project title
LAKE COUNTRY TOWNHOUSE'S

project address
10660 Highway 97, Lake Country, BC

project no. 4126

file no. C:\Users\Lake\Documents\Full_Model_Rev_5.0.rvt for Round 2_DP_Lake.rvt

drawing title
BUILDING 6 ELEVATIONS

designed	JR / LK
scale	As indicated
drawn	JR / LK
checked	RY

drawing no. **A4.08D**

plotted 1/15/24 11:43:43 AM

HORIZONTAL FIBRE CEMENT BOARD - WHITE (**#1**)



FIBRE CEMENT BOARD PANELS - URBAN GREY (**#2**)



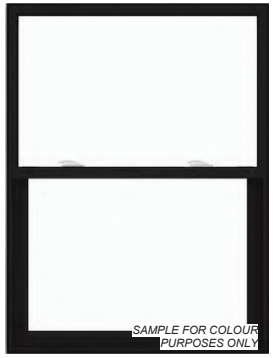
COMPOSITE BOARD AND BATTEN - AUSTRALIAN RED CEDAR (**#3**)



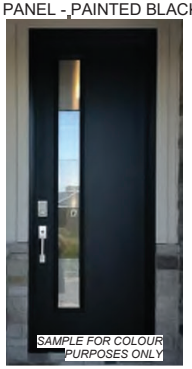
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VINYL FRAME WINDOWS - BLACK (**#5**)



FRONT DOOR W/ GLASS PANEL - PAINTED BLACK (**#6**)



DECK DOOR W/ GLASS PANEL - PAINTED BLACK (**#7**)



DECK DOOR W/ GLASS PANEL - PAINTED BLACK (**#8**)



ALUMINUM FASCIA TRIM - BLACK (**#11**)



SAMPLE FOR COLOUR
PURPOSES ONLY

GARAGE DOOR W/ GLASS PANELS - BLACK (**#9**)



ASPHALT SHINGLES - GREY (**#10**)



MOLOK GARBAGE & RECYCLING



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project title
LAKE COUNTRY TOWNHOUSES

project address
10660 Highway 97, Lake Country, BC

project no. 4126

drawing title
MATERIALS

designed KF | scale 1 : 10
drawn LK / JR
checked RY

drawing no. **A4.09D**

plotted 9/19/23 8:08:17 AM



WALK OUT UNIT - BUILDING #6 - FRONT



WALK UP UNIT - BUILDING #1 - REAR



WALK OUT UNIT - BUILIDING #6 & #11 - REAR



SHARED OPEN SPACE BETWEEN TOWNHOME ROWS

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project title
LAKE COUNTRY TOWNHOUSES

project address
10660 Highway 97, Lake Country, BC

project no. 4126

file no.

drawing title
RENDERINGS

designed KF	scale 1 : 10
drawn LK / JR	
checked RY	

drawing no. **A9.01D**

plotted 9/19/23 8:08:18 AM



WALK UP UNIT - BUILDING #7 - FRONT



OVERALL VIEW OF SITE - VIEW FROM HIGHWAY

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file no.

drawing title
RENDERINGS

designed KF	scale 1 : 10
drawn LK / JR	
checked RY	

drawing no. **A9.02D**

plotted 9/19/23 8:08:18 AM



1 Overall Plan
Scale: 1:500



2 landscape areas
Scale: 1:1500

Site Information

Address:	10660 Highway 97 Lake Country B.C.
District of Lake Country Zoning:	RM2

Landscape Statistics

Site Area Phase 1-3	**20,101.20** sq m	
Landscape area provided	9,933.33 sq m 49.42 % of site	
Trees 1 tree per 60 sq m		provided
	Total	179
Deciduous Trees		125.00
	75mm cal	90
	03	35
Coniferous Trees		54.00
	3m height	54.00
Shurbs 1 Shrubs per 30 sq m		provided
	Total	764
	Deciduous	505.00
	Coniferous	259.00

Site Notes:

• Sod areas are limited to the central ammenity areas to a maximum of 2,000 sq.m.. the remainder of the site will be landscaped with drought tolerant ground covers and plant material.

• Central community areas for planting beds equal a total area of 310 s.q.m

Plant List

Qty	Common Name	Botanical Name
Ornamental Grasses and Groundcovers		
329	Bronze Veil Tufted Hair Grass	Deschampsia caespitosa 'Bronzeschleier'
203	Avalanche Reed Grass	Calamagrostis x acutiflora 'Avalanche'
121	Flame Grass	Miscanthus sinensis 'Purpurascens'
129	Prairie Fire Red Switch Grass	Panicum virgatum 'Prairie Fire'
Shrubs		
Coniferous		
61	Blue Carpet Juniper	Juniperus squamata 'Blue Carpet'
70	Dwarf Mugo Pine	Pinus mugo 'pumilio'
128	Russian Sage	Perovskia atriplicifolia
Deciduous		
89	Amber Jubilee Ninebark	Physocarpus opulifolius 'Jefam'
69	Arctic Fire Red Twig Dogwood	Cornus sericea 'Farrow'
32	Double play candy corn spirea	Spiraea japonica 'candy corn'
32	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'
11	Mottled Dogwood	Cornus alba 'Gouchaultii'
50	Oso Easy Paprika Rose	Rosa sp ' Oso Paprika'
113	Red-osier Dogwood	Cornus sericea
109	Snowberry	Symphoricarpos albus
Trees		
Coniferous		
27	Interior Douglas Fir	Pseudotsuga menziesii
27	Yellow Ponderosa Pine	Pinus ponderosa
Deciduous		
7	Bloodgood London Plane	Platanus x acerifolia 'Bloodgood'
5	Bowhall Maple	Acer rubrum 'bowhall'
13	Crimson spire oak	Quercus robur 'crimschmidt'
30	Dakota Pinnacle Birch	Betula platyphylla 'Fargo'
5	Ivory Silk Japanese Tree Lilac	Syringa reticulata 'Ivory Silk'
8	Lone Star Linden	Tilia cordata
4	Patmore Green Ash	Fraxinus pennsylvanica 'Patmore'
53	Trembling Aspen	Populus tremuloides

legend

trees

- douglas fir — min 2.5m height
- yellow ponderosa pine — min 2.5m height
- bloodgood london plane — min 60 mm cal
- bowhall maple — min 60 mm cal
- crimson spire oak — min 60 mm cal
- lonestar linden — min 60 mm cal
- patmore green ash — min 60 mm cal
- trembling aspen — min 60 mm cal
- dakota pinnacle birch — min 60 mm cal
- japanese tree lilac — min 60 mm cal

groundcovers

- bronze veil tufted grass
- avalanche reed grass
- flame grass
- prairie fire red switch grass
- wood mulch
- sod — limited to central amenty area
- drought tolerant and flowering seed mix
  - sheep fescue
  - bluebunch wheetgrass
  - perennial rye grass
  - micro-clover
  - English daisy
  - roman chamomile
  - baby blue eyes
- concrete paving — accent colour concrete

shrubs

- blue carpet juniper
- dwarf mugo pine
- russian sage
- amber jubilee ninebark
- red twig dogwood
- candy corn spirea
- little devil ninebark
- mottled dogwood
- oso easy paprika rose
- red-osier dogwood
- snowberry

Arquiecos Group Ltd.
Design and Development Consultants
8-121 Village Heights SW
Calgary, Alberta T3H 2L2
p. 403.618.44.27
e. info@arquiecos.com

LARCH
LANDSCAPE ARCHITECTURE + AUTHENTIC MOUNTAIN DESIGN
BCSLA #965 p. 250.938.7337 e. larchlandscapearchitecture@gmail.com
Golden, BC V0A 1H0 www.larchlandscapearchitecture.com



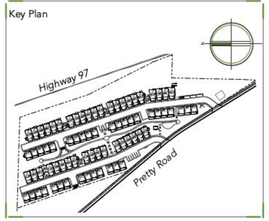
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   Due to printing and reproduction scale may vary slightly. Written dimensions rule over scaled dimensions
   Contractors to verify all dimensions, datum, elevations and grading on site prior to commencing work. Report any discrepancies immediately.
4. Any variatons and design changes to the information shown on these drawings must not be carried out without written authorization from Arquiecos Grup Ltd. the Project Owner or the Owner's Representative
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6. Contractor must adhere to municipal, provincial and federal regulations, guidelines and by-laws including but not limited to the most recent versions of the Canadian Standards for Nursery Stock as well as municipal Landscape and Roads Construction Standards.
   Any discrepancies between municipal standards and details presented in these drawings must be reported immediately. Municipal Construction standards rule over these drawings.

Irrigation Notes

1. All landscape areas shall be watered by an automatic underground irrigation system as per municipal standards.
   Contractor is responsible for coordination with other trades and subconsultants regarding the specifics of the system, including location of power and water sources.
   Ensure power and water meters are properly installed and operating prior to utilization of the system.
2. Sod areas to include high efciciency irrigation system with MP spray heads.
   Spray Irrigation for seeded areas to run until establishment and only if required thereafter.

Key Plan



8	DP	24.01.16
7	DP	23.10.11
6	review and coordination	23.10.10
5	DP	23.07.11
4	review and coordination	23.06.08
	Issued for:	Date. (yy.mm.dd)

Project No.
23-001

Project Title.

Lake Country Townhouses

10660 Highway 97
Lake Country, B.C.

Drawing Title:

Overall Plan

Drawn by: cmp	Drawing No. L-0
Checked by: jj / cmp	
Scale: 1:500	

DRAFT

Attachment C-DP000802-Landscape Plan



1 Overall Landscape Plan
Scale: 1:350

legend

trees
- douglas fir — min 2.5m height
- yellow ponderosa pine — min 2.5m height
- bloodgood london plane — min 60 mm cal
- bowhall maple — min 60 mm cal
- crimson spire oak — min 60 mm cal
- lonestar linden — min 60 mm cal
- patmore green ash — min 60 mm cal
- trembling aspen — min 60 mm cal
- dakota pinnacle birch — min 60 mm cal
- japanese tree lilac — min 60 mm cal

groundcovers
- bronze veil tufted grass
- avalanche reed grass
- flame grass
- prairie fire red switch grass
- wood mulch
- sod — limited to central amenty area
- drought tolerant and flowering seed mix
  - sheep fescue
  - bluebunch wheetgrass
  - perennial rye grass
  - micro-clover
  - English daisy
  - roman chamomile
  - baby blue eyes
- concrete paving — accent colour concrete

shrubs
- blue carpet juniper
- dwarf mugo pine
- russian sage
- amber jubilee ninebark
- red twig dogwood
- candy corn spirea
- little devil ninebark
- mottled dogwood
- oso easy paprika rose
- red-osier dogwood
- snowberry

Plant List

Qty	Common Name	Botanical Name
Ornamental Grasses and Groundcovers		
329	Bronze Veil Tufted Hair Grass	Deschampsia caespitosa 'Bronzeschleier'
203	Avalanche Reed Grass	Calamagrostis x acutiflora 'Avalanche'
121	Flame Grass	Miscanthus sinensis 'Purpurascens'
129	Prairie Fire Red Switch Grass	Panicum virgatum 'Prairie Fire'
Shrubs		
Coniferous		
61	Blue Carpet Juniper	Juniperus squamata 'Blue Carpet'
70	Dwarf Mugo Pine	Pinus mugo 'pumilio'
128	Russian Sage	Perovskia atriplicifolia
Deciduous		
89	Amber Jubilee Ninebark	Physocarpus opulifolius 'Jefam'
69	Arctic Fire Red Twig Dogwood	Cornus sericea 'Farrow'
32	Double play candy corn spirea	Spiraea japonica 'candy corn'
32	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'
11	Mottled Dogwood	Cornus alba 'Gouchaultii'
50	Oso Easy Paprika Rose	Rosa sp ' Oso Paprika'
113	Red-osier Dogwood	Cornus sericea
109	Snowberry	Symphoricarpos albus
Trees		
Coniferous		
27	Interior Douglas Fir	Pseudotsuga menziesii
27	Yellow Ponderosa Pine	Pinus ponderosa
Deciduous		
7	Bloodgood London Plane	Platanus x acerifolia 'Bloodgood'
5	Bowhall Maple	Acer rubrum 'bowhall'
13	Crimson spire oak	Quercus robur 'crimschmidt'
30	Dakota Pinnacle Birch	Betula platyphylla 'Fargo'
5	Ivory Silk Japanese Tree Lilac	Syringa reticulata 'Ivory Silk'
8	Lone Star Linden	Tilia cordata
4	Patmore Green Ash	Fraxinus pennsylvanica 'Patmore'
53	Trembling Aspen	Populus tremuloides

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e. info@arquiecos.com

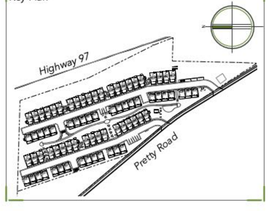
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REGISTERED MEMBER
JASON RAEL JONES
LSRS
2024-01-19

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Key Plan



8	DP	24.01.16
7	DP	23.10.11
6	review and coordination	23.10.10
5	DP	23.07.11
4	review and coordination	23.06.08
	Issued for:	Date. (yy.mm.dd)

Project No.
23-001

Project Title.
Lake Country Townhouses

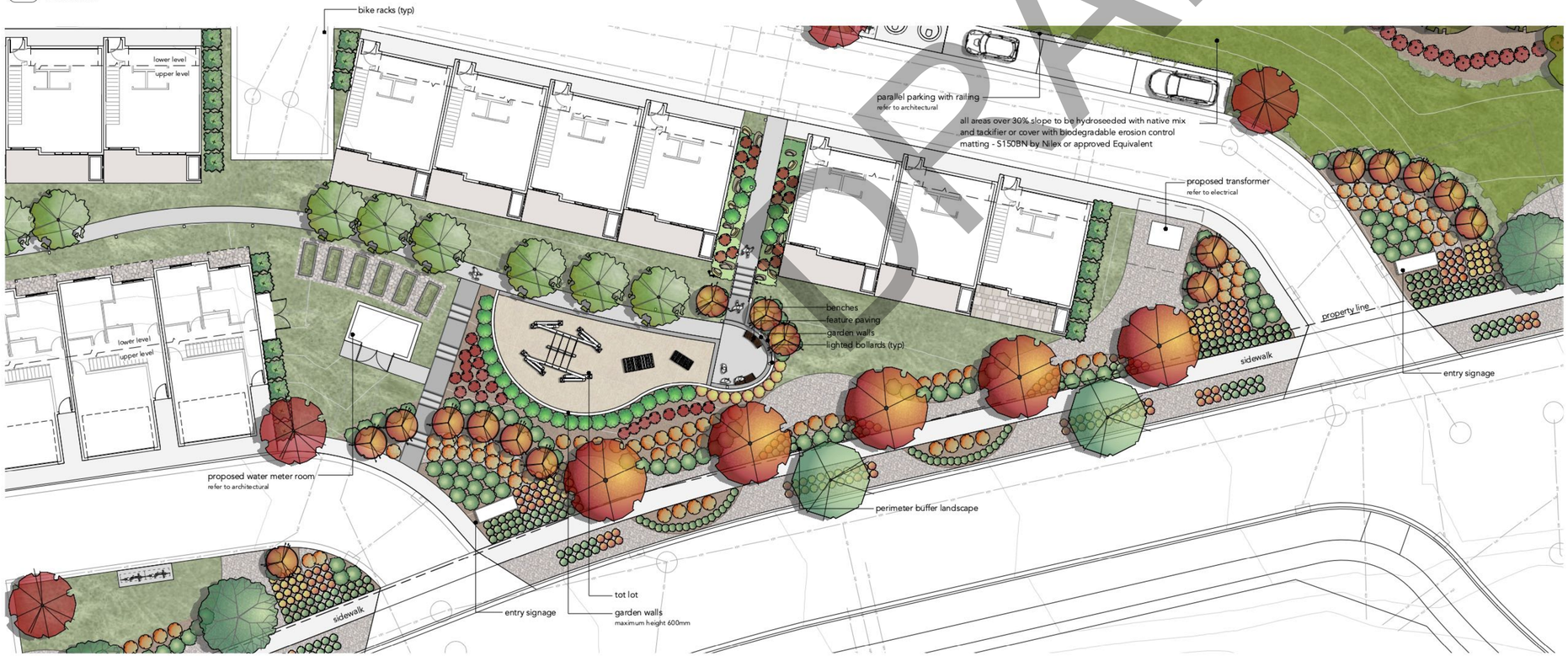
10660 Highway 97
Lake Country, B.C.

Drawing Title:
Overal Landscape Plan

Drawn by: cmp
Checked by: jj / cmp
Drawing No. L-1
Scale: 1:350



1 Central Courtyard North
Scale: 1:175



2 Central Courtyard South
Scale: 1:175

DRAFT

legend

trees

- douglas fir — min 2.5m height
- yellow ponderosa pine — min 2.5m height
- bloodgood london plane — min 60 mm cal
- bowhall maple — min 60 mm cal
- crimson spire oak — min 60 mm cal
- lonestar linden — min 60 mm cal
- patmore green ash — min 60 mm cal
- trembling aspen — min 60 mm cal
- dakota pinnacle birch — min 60 mm cal
- japanese tree lilac — min 60 mm cal

groundcovers

- bronze veil tufted grass
- avalanche reed grass
- flame grass
- prairie fire red switch grass
- wood mulch
- sod — limited to central amenty area
- drought tolerant and flowering seed mix
  - sheep fescue
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- mottled dogwood
- oso easy paprika rose
- red-osier dogwood
- snowberry

Site furnishings



Landscapeforms Link bench
metal legs, curved , back and arms
Titanium Powder coat



Landscapeforms Emerson bikerack
Surface mount
Titanium Powder coat



Earthscape Tot lot equipment
or approved similar
final design TBD

Landscapeforms Typology light bollard
Surface mount
Titanium Powder coat
Natural grey concrete

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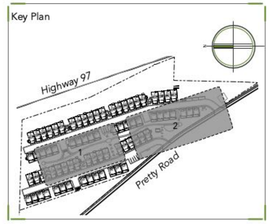
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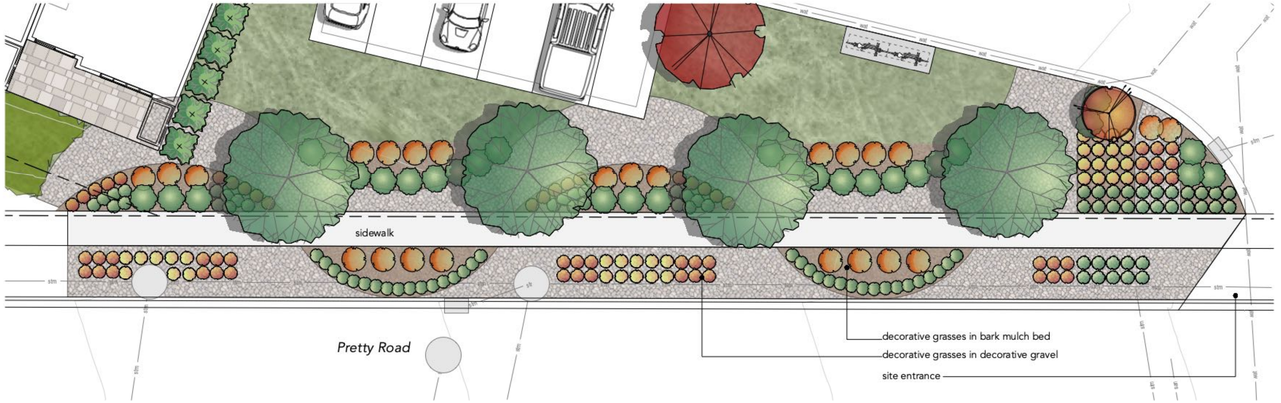
Lake Country Townhouses

10660 Highway 97
Lake Country, B.C.

Drawing Title:

Central Courtyard Plan

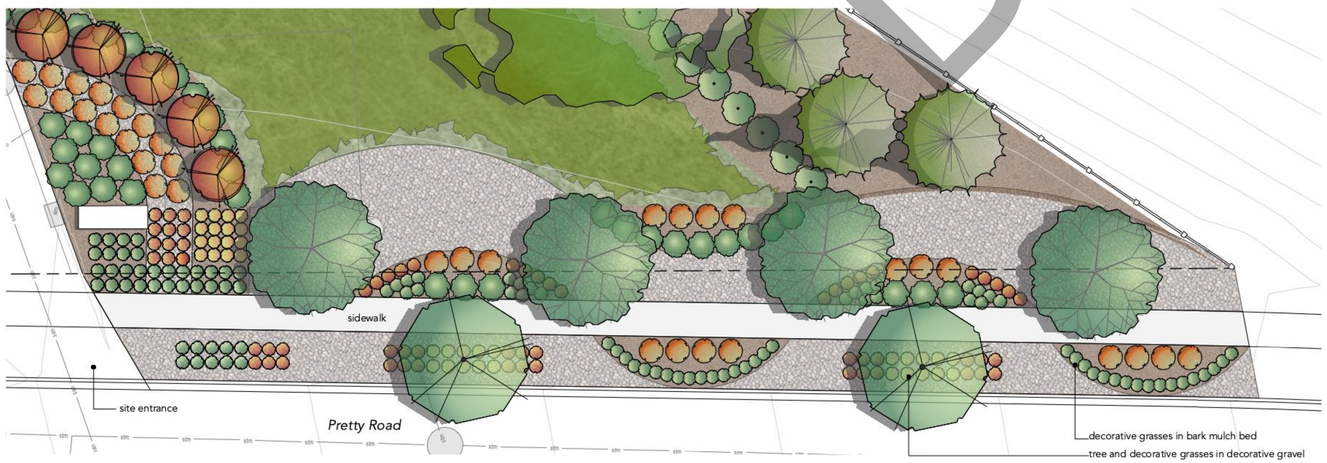
Drawn by: cmp
Checked by: jj / cmp
Drawing No. L-2
Scale: 1:175



1 west boulevard
Scale: 1:125



2 central boulevard
Scale: 1:125



3 east boulevard
Scale: 1:125

DRAFT

legend

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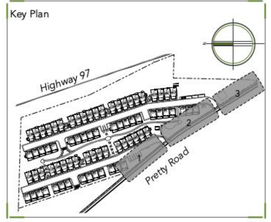
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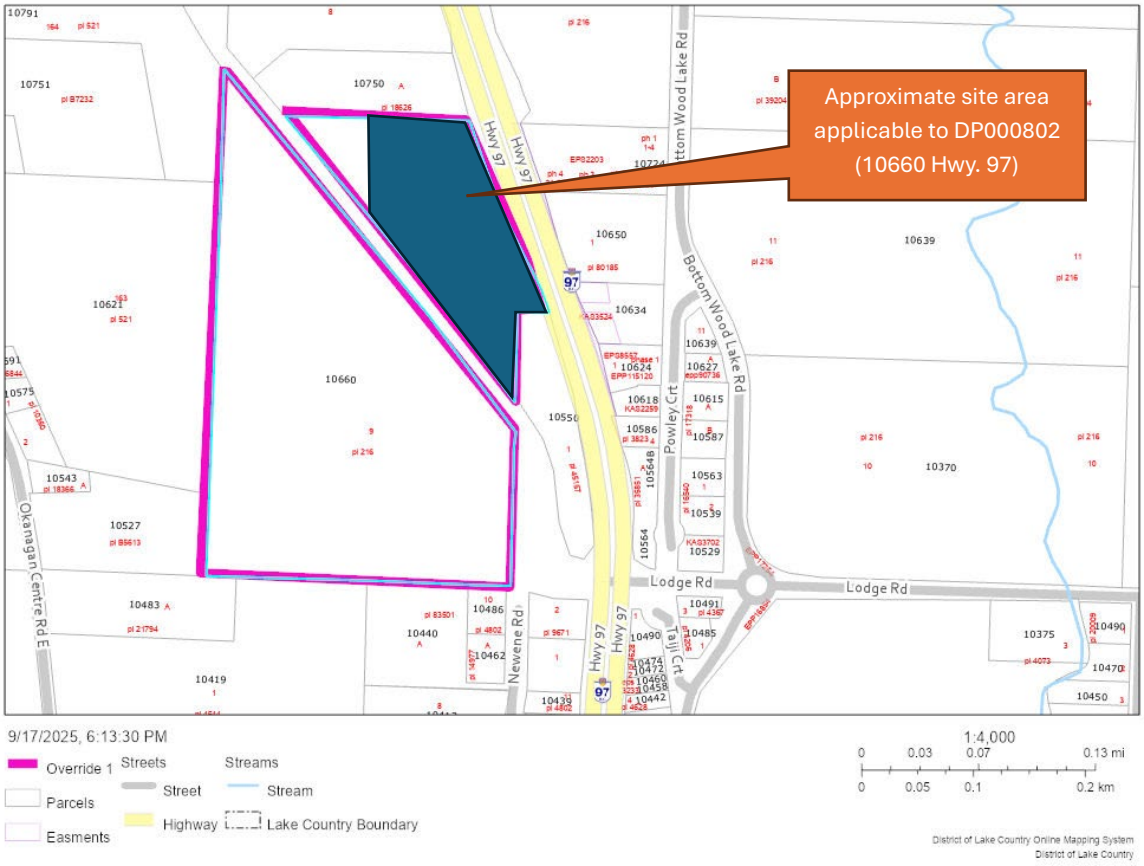
10660 Highway 97
Lake Country, B.C.

Drawing Title:
Boulevard landscape plans

Drawn by: cmp
Checked by: jj / cmp
Drawing No. L-3

Scale: 1:125
1 2.5 5 15m

Site Location



9/17/2025, 6:13:30 PM

Override 1
Parcels
Easements
Streets
Street
Highway
Streams
Stream
Lake Country Boundary

1:4,000

0 0.03 0.07 0.13 mi

0 0.05 0.1 0.2 km

District of Lake Country Online Mapping System
District of Lake Country

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**
Prepared by:	**Sheeja Vimalan, Planner**	**Department:**	**Planning and Development**

Title: Liquor Licence Referral Application | R0000416 | 1055 Camp Road
Description: An application for structural changes to an approved lounge or special event area (capacity increase)

RECOMMENDATION

THAT the following comments be forwarded to the Liquor and Cannabis Regulation Branch (LCRB) regarding Liquor Licence Referral Application R0000416 for property located at 1055 Camp Road:

1. Council has considered the following:
   (a) the location of the establishment (1055 Camp Road) and impacts on the surrounding neighbourhood.
   (b) the current business operating hours are:
   11:00 AM to 7:30 PM Monday through Sunday (as per advertised hours)
2. Council's comments on the prescribed criteria are as follows:
   (a) Location: the location of the establishment is within the agriculture (A1) zone, adjacent to similar agricultural uses, as well as rural residential.
   (b) Hours of liquor service and person capacity: The current liquor service hours for Gray Monk Estate Winery are 10:00AM to 12:00AM Monday through Saturday and 11:00AM to 12:00 AM on Sundays.
   The current person capacity for the restaurant and sundeck is 65 people.
   The proposed person capacity for the restaurant and sundeck is for 200 people.
   (c) Noise: no noise complaints have been received by the District regarding Gray Monk Estate Winery; additional impacts are expected to be minimal on the neighboring properties.
   (d) Impact on community: increasing person capacity for the designated area (restaurant and sun deck) is anticipated to enhance agri-tourism through the provision of special events such as fundraisers or private occasions and possibly stimulating economic activity for local businesses with minimal impacts on the neighbouring properties.
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 September 25th and October 2nd, 2025.
   - Community members had an opportunity to provide comments at the regular Council meeting of October 7, 2025.
   - The District requested public input during a consultation process, and a summary of the feedback was received by Council at the Regular Council Meeting of October 7, 2025.
4. Council recommends the issuance of the structural changes (person capacity increase) for the following reasons:
   (a) Council believes the proposed change will have a positive impact on the community by providing flexibility in space and liquor service capacity for Gray Monk Estate Winery to host special events that support agri-tourism and community engagement.
   (b) Council believes that increasing the capacity to 200 persons is appropriate given the surrounding land uses, and minimal potential impacts on traffic and noise for the surrounding area.
   (c) Council recognizes the value of agri-tourism and is not concerned that an increase in capacity may alter the character of the area.

EXECUTIVE SUMMARY

Gray Monk Estate Winery, located at 1055 Camp Road (Attachment A) has requested a person capacity increase through structural changes to an approved food and beverage service lounge (Attachment B). The applicant has indicated that the reason for the capacity increase via structural changes is to provide flexibility for the occasional special event (e.g. fundraisers). The applicant has indicated that the person capacity for the restaurant and sundeck will not exceed the occupancy load (200 persons) stipulated by the DLC Building Department. The applicant expressed that their intentions are to split the person capacity between the restaurant and sun deck with 80 people in the restaurant and 120 people on the sundeck.

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

Staff recommend that the application be supported.

BACKGROUND

Gray Monk Estate Winery has two buildings, the original building which consists of the restaurant and sundeck that is related to the application, and the newer building constructed in 2008-2010 that consists of wine-tasting, retail sales, and office space.

Gray Monk Estate Winery has played a foundational role in shaping Lake Country's identity as a premier wine-producing region in British Columbia. Their estate vineyards and winery have become a landmark, attracting visitors and contributing to local tourism and agriculture. A community impact statement (Attachment C) was provided by the winery.

Application Information			
Application Type	Liquor License Application	**Application Date:**	March 18, 2025
Applicant:	Mike Ricciotti	**Owner:**	Paul Dubkowski
Application Description	Request to increase capacity (occupant load) via structural change application through LCRB		

Property Information: General	
Folio/Roll #:	02758.100
Legal Description	LOT 16 SECTION 21 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAP1489B TOWNSHIP 20 W1/2 L 16 PL 444 S/O PL B1489
PID	012-386-979
Civic Address:	1055 Camp Road

Property Information: Land Use		
OCP Designation:	Agricultural	
Zoning Designation:	A1 - Agriculture	
ALR:	Yes	
Parcel Size:	1.87 ha/ 4.62 ac	
Development Permit Areas:	Commercial, Industrial, Erosion Hazard	
Adjacent Land Summary:	**Zoning:**	**Use:**
North:	A1- Agriculture	Farm/Residential
East:	A1- Agriculture	Farm
South:	A1- Agriculture	Farm
West:	RR2- Rural Residential 2	Residential

Property Information: Infrastructure and Development Engineering	
Road Network	Minor Connector Road
Driveway Access	Will be required for occupancy loading modification
Water Supply:	Municipal (Source: Okanagan Lake/Beaver Lake)
Sewer:	On-site Septic
Drainage / Stormwater	Ditch Drainage
Comments:	Property contains two areas of encroachment, one located at the main entrance to the property, and the other on the southwest corner. These must be formalized with the District through an encroachment agreement. Increasing capacity presents challenges with traffic management at the entrance to the property. Improvements will need to be made to reduce the occurrence of queuing at the entrance onto Camp Road.

ANALYSIS

The Location of the Establishment

- Gray Monk Estate Winery is within the Agriculture (A1) designation and land use zone, located at 1051 Camp Road (Attachment A). Gray Monk is West of Highway 97 and the property slopes down from East to West with views of Okanagan Lake.
- The neighboring properties have compatible OCP and zoning designations, with three properties (North & South & East) having the same zoning designation (A1), all three being used for farm use and one property (West) being Rural Residential 2 (RR2) currently used as residential.
- Gray Monk is close to other wineries, local parks, beaches and boat access.
- Permitting the additional person capacity will help provide a unique venue serving local residents and tourists for special events. Additionally, the winery could support surrounding small commercial businesses and bring more people to the community.

The person capacity and hours of liquor service of the establishment

- Gray Monk is proposing an increase in person capacity for liquor service for their existing food and beverage service lounge (restaurant & sun deck). The proposed person capacity (200 people) of liquor service does not exceed the occupancy load (200 people) for the establishment, stipulated by BC Building Code requirements (Attachment D).
- The applicant has indicated no intent to change the regular operating hours of the business, nor the liquor service hours.
- In 2018, a Building Permit application (BP2018-6717) for washroom renovations was issued. This renovation included adding additional washrooms, which allowed the building occupant load to be increased. The building permit drawings indicated a maximum occupant load of 210 persons for the restaurant area.
- The Building Department has reviewed and set the occupant load for the restaurant and deck at a maximum of 200 persons (Attachment B, page 8).
- The Zoning bylaw requires 1 parking space for every 4 seats (patrons). The existing parking lot provides 62 parking stalls, and therefore can accommodate 248 patrons. Should additional parking be required for events, the winery would need to provide those spaces on-site.

The impact of noise in the immediate vicinity

- The winery is situated in an area characterized by compatible land uses, including Agriculture (A1) and Rural Residential 2 (RR2). This area is composed of low-density rural residential and agriculture properties that are spread out. This alignment with surrounding properties suggests a minimal potential for noise impact within the neighborhood.
- The current hours of liquor service are not proposed to change, and there have been no noise complaints filed with the District.
- While there is potential for noise to be a concern during the weeknights, the applicants has demonstrated their ability to control noise considering that no noise complaints have been filed.

- Noise coming from the establishment must meet the requirements of Nuisance Bylaw 857, 2013.

The impact on the community if the application is approved

- If approved, the change in capacity could have a positive impact on the community, as additional consumers would be in the area and provide spin-off effects towards other local businesses.
- An increase in capacity may result in access challenges under the Subdivision and Development Servicing Bylaw 985-2016.
- The increase in capacity provides flexibility for larger events without needing to apply for a permit each time, thereby supporting agri-tourism, local businesses, and encouraging visitors to the community.
- The provision of special events within the community helps build community vibrancy by bringing local residents and tourists together for a shared social experience.

Agricultural Land Reserve

The current floor plan for the restaurant and sun deck exceeds the maximum area permitted by the Agricultural Land Commission (ALC) for a food and beverage service lounge under Section 13(1)(b) of the Agricultural Land Reserve Use Regulation, which states:

"(b) operating a food and beverage service lounge, if the area of the lounge does not exceed 125 m² indoors and 125 m² outdoors."

However, the restaurant and sun deck were constructed and in operation prior to the introduction of this regulation in the Agricultural Land Commission Act [SBC 2002]. As such, the use is considered a legal non-conforming use and is grandfathered under the ALC's regulatory framework.

COMMUNICATION

Both the Building Department and Engineering Department were consulted during the review of this Liquor License application. The 2018 property owner had been advised that access improvements would be required as part of a building permit application for exterior upgrades to the existing facility (as noted as part of the Development Permit application process for DP2018-033-C. The applicant did not proceed with the proposed exterior upgrade, and the file was subsequently cancelled (with no access improvements completed).

Development notice signs have been installed on the property, and letters have been sent to neighboring property owners and tenants within 100m of the property. A newspaper ad was published in the newspaper on September 25th and October 2nd, 2025.

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

ALTERNATE RECOMMENDATION(S)

1. Capacity to remain unchanged

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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 September 25th and October 2nd, 2025.
      - Community members had an opportunity to provide comments at the regular Council meeting of October 7, 2025.
      - The District requested public input during a consultation process, and a summary of the feedback was received by Council at the Regular Council Meeting of October 7, 2025.
4. Council does not recommend the issuance of the structural changes (person capacity increase) for the following reasons:
   (a) Council believes that maintaining the current approved capacity of 65 persons is appropriate given the surrounding residential land uses, as well as the potential impacts on traffic and noise with neighbouring properties.
   (b) Council recognizes the value of agri-tourism but is concerned that a significant increase in capacity may alter the character of the area and exceed the site's capacity to manage event-related impacts without further mitigation or planning.

2. Comments and Recommendation to be identified by Council

THAT the following comments be forwarded to the Liquor and Cannabis Regulation Branch (LCRB) regarding Liquor Licence Referral Application R0000416 for property located at 1055 Camp Road:

1. Council has considered the following:
   (c) the location of the establishment (1055 Camp Road) and impacts on the surrounding neighbourhood.
   (d) the current business operating hours are:
   11:00 AM to 7:30 PM Monday through Sunday (as per advertised hours)
2. Council's comments on the prescribed criteria are as follows:
   (e) Location: the location of the establishment is within the agriculture (A1) zone, adjacent to similar agricultural uses, as well as rural residential.
   (f) Hours of liquor service and person capacity: The current liquor service hours for Gray Monk Estate Winery are 10:00AM to 12:00AM Monday through Saturday and 11:00AM to 12:00 AM on Sundays.
   The current person capacity for the restaurant and sundeck is 65 people.
   The proposed person capacity for the restaurant and sundeck is for 200 people.
   (g) Noise: no noise complaints have been received by the District regarding Gray Monk Estate Winery; additional impacts are expected to be minimal on the neighboring properties.
   (h) Impact on community: increasing person capacity for the designated area (restaurant and sun deck) is anticipated to enhance agri-tourism through the provision of special events such as fundraisers or private occasions and stimulating economic activity for local businesses with minimal impacts on the neighbouring properties.
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 September 25th and October 2nd, 2025.
      - Community members had an opportunity to provide comments at the regular Council meeting of October 7, 2025.

- The District requested public input during a consultation process, and a summary of the feedback was received by Council at the Regular Council Meeting of October 7, 2025.

4. Council [recommends/does not recommend] the issuance of the licence with endorsements for person capacity increase through structural changes to an approved food and beverage service lounge for the following reasons:
    a. INSERT reasons
    b. INSERT any recommended conditions placed on endorsements (e.g. restrictions on hours of liquor service, person capacity)

Respectfully Submitted,
Sheeja Vimalan, Planner
Curtis Huppee, Student -Planner

Report Approval Details

Document Title:	R0000416 – 1055 Camp Rd, Gray Monk Estate Winery.docx
Attachments:	- Attachment A – R0000416 - Location Maps.pdf - Attachment B – R0000416 – LCRB Referral Application Redacted.pdf - Attachment C – R0000416 – Community Impact Statement Redacted.pdf - Attachment D – R0000416 – BC Building Code Requirements.pdf - Attachment E – R0000416 – Correspondence.pdf
Final Approval Date:	Oct 1, 2025

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

Matthew Salmon, Infrastructure & Development Engineering Director – Oct 1, 2025 – 5:02 PM

Greg Price, Manager of Building and Bylaw Services – Oct 1, 2025 – 5:08 PM

Carie Liefke, Manager of Current Planning – Oct 2, 2025 – 8:27 AM

Jeremy Frick, Director of Development Approvals – Oct 2, 2025 – 9:59 AM

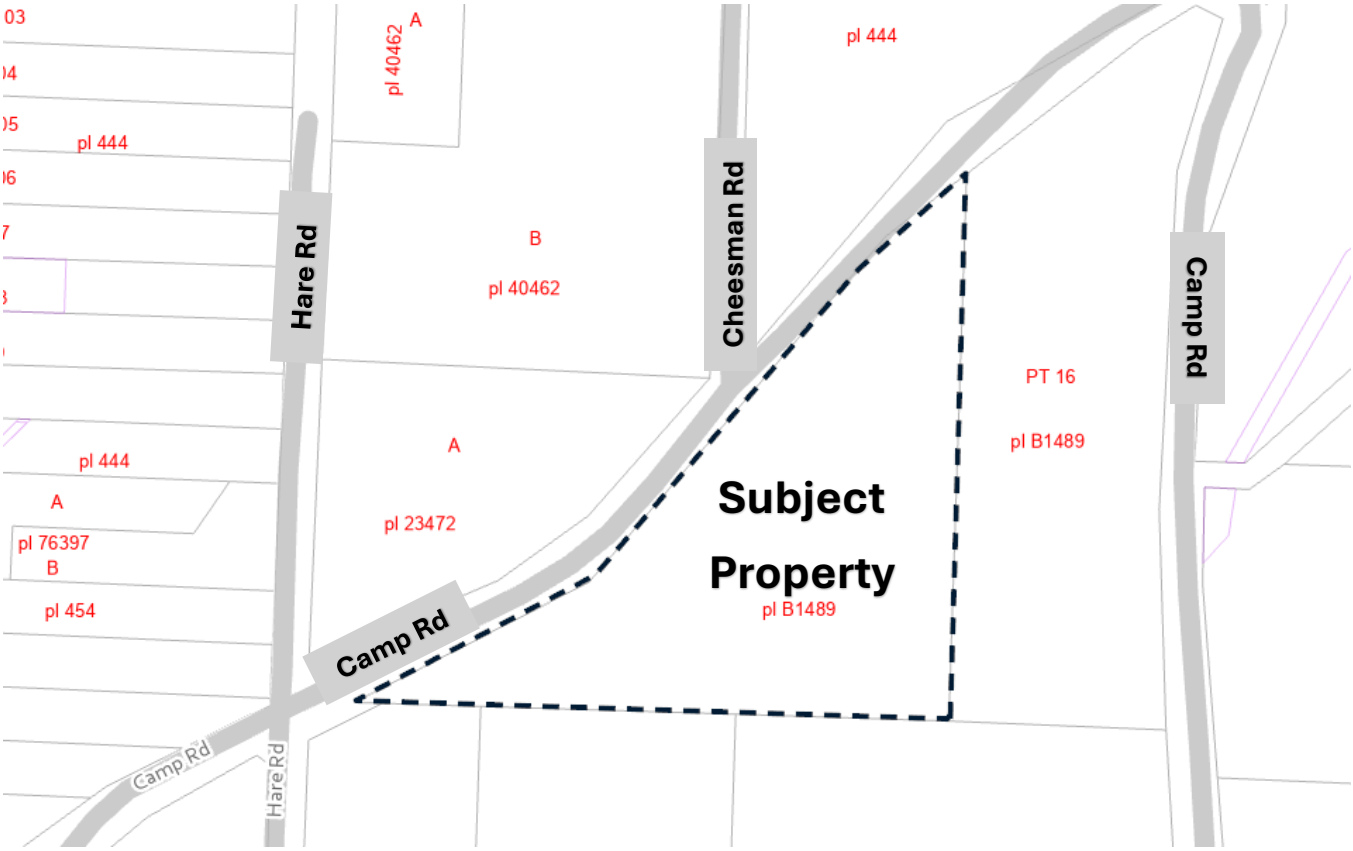
Reyna Seabrook, Director of Corporate Services – Oct 2, 2025 – 10:10 AM

Paul Gipps, Chief Administrative Officer - Oct 2, 2025 – 1:27 PM

Makayla Ablitt, Manager of Corporate Administration - Oct 2, 2025 – 2:00 PM

Location Map & Ortho

Address: 1055 Camp Rd





BRITISH COLUMBIA

Liquor and Cannabis Licensing

Dashboard | Licences & Authorizations | Security Screening | Applications for Review | Notices | Spec

Provide Comment on Structural Changes to an Approved Lounge or Special Event Area (cap increase) Application

Complete this application only if you have you have an existing and approved lounge or special event area(s) and you wish to increase the person capacity. If you have both endorsements, you must submit separate applications to describe the changes to your facility. Structural changes that do not include an increase in capacity are submitted through a different application.

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

Please review the information at https://www.lakecountry.bc.ca to ensure you have met the requirements of this application with your local government.

ESTABLISHMENT DETAILS

Establishment Name

Gray Monk Cellars

MANUFACTURER LOCATION ADDRESS

The establishment is currently located at the following address:

Address

1055 CAMP RD

City | **Province** | **Postal Code**

City

OKANAGAN CENTRE

Province

British Columbia

Postal Code

V4V2H4

Country

Canada

Parcel Identifier (PID)

LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION

Enter the local government or Indigenous Nation and police jurisdiction where the establishment will be located. Suggestions will be provided after you type the first three characters of the name.

Local Government/Indigenous Nation

Lake Country

Selected Local Government/Indigenous Nation

Name: Lake Country

Website: https://www.lakecountry.bc.ca

Please review the information at https://www.lakecountry.bc.ca to ensure you meet the requirements of this application with your local government. You may need to contact them prior to submitting to ensure your successful submission.

Police Jurisdiction

Kelowna RCMP

Selected Police Jurisdiction

Name: Kelowna RCMP

DESCRIPTION OF PROPOSED CHANGE

Please briefly outline the proposed change, including the general construction proposal and time frames for construction: *

This is regard to notice we were advised that the previous owners of Gray Monk did not complete an application for structural change, this is response to notice we received Oct 23, 2023. The changes were to accommodate an increase to 200 people between Sundeck and restaurant. The area was already complete when we acquired the business in 2017.

Floor Plan

Attach a high-quality copy of the proposed floor plan(s).
The floor plan(s) must be stamped with an occupant load for each proposed service area. The occupant load stamp must be signed and dated by the issuing authority within 1 year prior to the date of submission of this application.

Occupant load is the maximum number of persons (patrons plus staff) permitted in the service area and is generally determined by the Local Government (LG) / Indigenous nation (IN) fire and/or building authorities. If the LG/IN authority will not provide the occupant load, you must request they provide a letter confirming they do not issue occupant load and submit it with this application. The Branch will then accept your floor plan(s) with the occupant load calculation determined, and stamped/dated/signed, by a registered professional architect or engineer.

To avoid unnecessary delays in processing, do not submit this application without a current (within the last 12 months) occupant load stamp.

Plans must show all service areas and the following details:

- labels for each room
- patio(s)
- liquor service bars
- stage
- dance floor

- sound or DJ booth
- stairs, entrances and exits
- kitchen
- washrooms

Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed endorsement service area(s) from other liquor licences or unlicensed areas. If there is another liquor licence, or another business (such as a retail store) at the same site, provide floor plans showing the other business in relation to the proposed endorsement area(s).

Floor Plan_1.pdf 844 kb

SERVICE AREAS

Use the following table to list the service areas and provide their proposed person capacity (patrons and staff combined) for your establishment. Use names like **Patio** to refer to a patio service area.

Note: Proposed capacity cannot exceed occupant load issued by the local authority.

Area No.	Area/Floor Level	Indoor	Patio	Proposed Capacity
1	Restaurant	☑	☐	116
		Total Requested Capacity:		**116**

OUTSIDE AREAS

Proposed capacity of Outdoor Special Event Area(s):

Area No.	Size (in m^2)	Proposed Capacity
1	Sun Deck	116
	Total Requested Capacity:	**116**

Alert

If this applicant has answered YES to this question please contact LCRB (via email: LCRB.SLA@gov.bc.ca) prior to starting your related processes (i.e. for conducting public input and providing comment) to confirm whether these steps are required for this application. When an applicant proposes to have overlapping service areas it is often not necessary to conduct further public input or provide comment

Site Plan

Provide a scaled site plan of your property.

The site plan must identify the location of the proposed patio and show the following:

- All buildings and their uses (i.e., storage, manufacturing buildings, personal residences, garage, other businesses, etc.)
- All licensed areas (other endorsements or licences approved by the Liquor and Cannabis Regulation Branch)
- Vineyards/orchards/agricultural crops
- Private and public roadways and parking areas

Site Plan_1.pdf 694 kb

For Distillers Only: The Office of the Fire Commissioner (OFC) requires that a distillery be constructed and maintained in conformance with the BC Fire Code. The OFC will be provided a copy of the Approval in Principal for your application, if issued.

MANUFACTURER TIED HOUSE EXEMPTION

☐ The application will tied house exemption.

APPLICATION CONTACT DETAILS

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

First Name *

Mike

Last Name *

Ricciotti

Title/Position

Finance Manager, Treasury and Risk

Phone Number (main) *

[redacted]

Email *

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

[redacted]

DECLARATIONS

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director
Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

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

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

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

LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION

LG/IN

Lake Country

Name of Official

Title/Position

Phone

(000) 000-0000

Email

Provide a Resolution/Comment and any supporting reports with comments on:

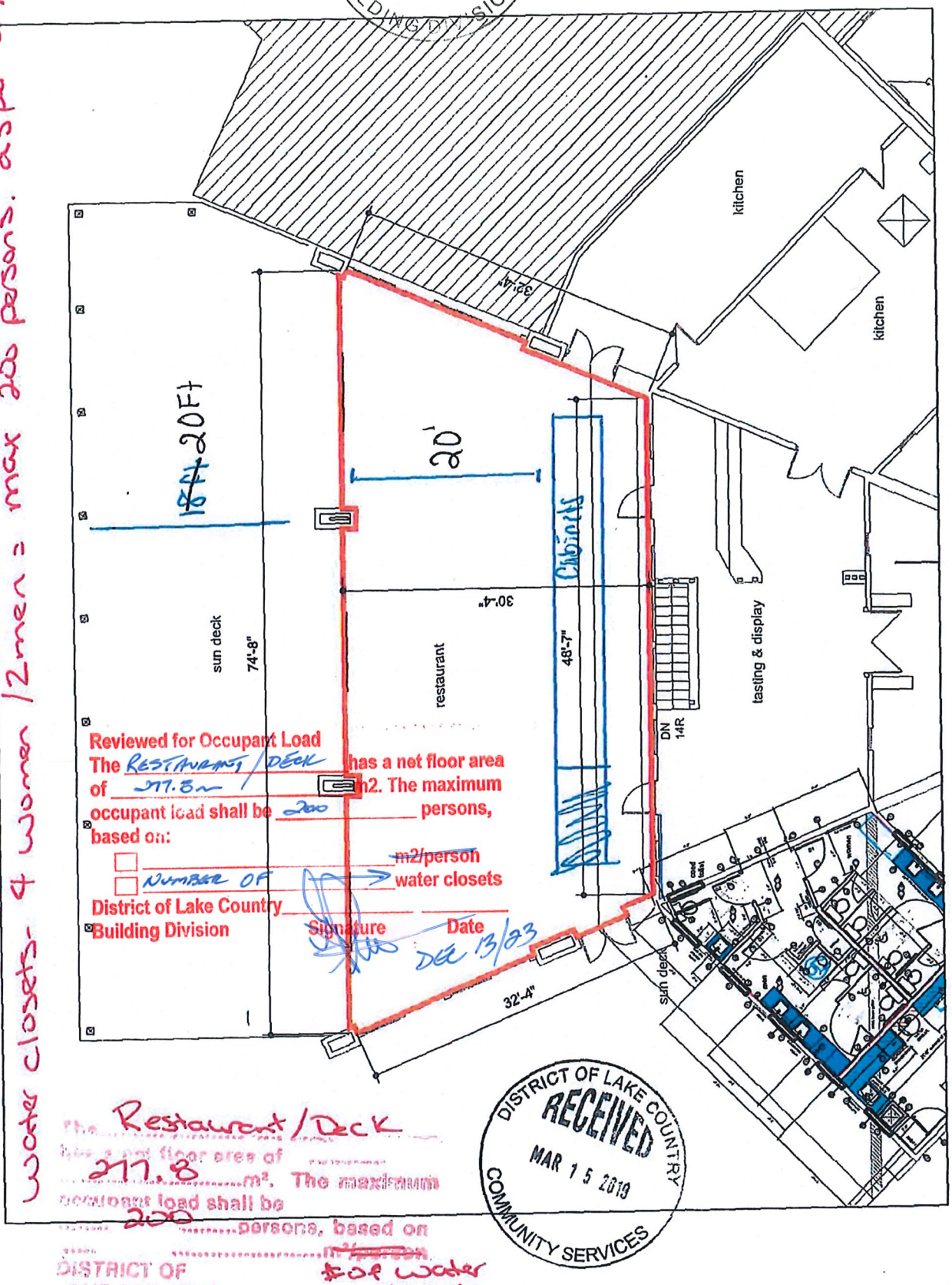
- The impact of noise on nearby residents
- The impact on the community if the application is approved
- The views of residents and a description of the method used to gather views
- The LG/In recommendations (including whether or not the application is approved) and the reasons on which they are based

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

Opt Out of Comment | Reject Application | Accept Application

DISTRICT OF LAKE COUNTRY
RECEIVED
NOV 24 2023
BUILDING DIVISION

Office Copy



Reviewed for Occupant Load
The RESTAURANT / DECK has a net floor area of 277.8 m2. The maximum occupant load shall be 200 persons, based on:
- ☐ ~~m2/person~~
- ☐ NUMBER OF water closets

District of Lake Country Building Division
Signature
Date DEC 13/23

DISTRICT OF LAKE COUNTRY
RECEIVED
MAR 15 2019
COMMUNITY SERVICES

The Restaurant/Deck has a net floor area of 277.8 m². The maximum occupant load shall be 200 persons, based on ~~m²/person~~ # of water closets

DISTRICT OF LAKE COUNTRY
BUILDING DEPARTMENT

009108

Sun Deck = 149.5 ☐ = 138.9 m² ÷ 1.2 = 116 persons
Restaurant = 149.5 ☐ = 138.9 m² ÷ 1.2 = 116 persons
Water closets - 4 women / 2 men = max 200 persons. as per 37.22.4.

GRAY MONK
ESTATE WINERY

Jan 16th 2025

Community Impact Statement for Lookout Restaurant

This statement is in regards to the expansion of the Lookout Restaurant floor plan and operational hours.

We feel that the local community will not be negatively affected by the extra guests the space allows for and we do not plan to change our normal operating hours. Regular business hours are noon to 7:30 (last seating) when we are in high season (June – Sept).

We understand and respect our place in the community and it will remain important to the management team that we remain a good neighbour.

The expansions of the space and operational hours is for a few occasions a year where we may host a fundraiser, wine club member experience or private celebration that has an expanded set up. Our closest neighbours are 5 acres away and we have self imposed restrictions on music and outside activities.

Please feel free to reach out with any questions regarding this statement.

Heather Courtney

Estate Manager

Gray Monk Estate Winery & Sandhill Urban Winery

[redacted]

POUR extraordinary INTO EVERYDAY LIFE

British Columbia Building Code Requirements

3.1.17.1. Occupant Load Determination

1) The *occupant load* of a *floor area* or part of a *floor area* shall be based on

a) the number of seats in an *assembly occupancy* having fixed seats,

b) 2 persons per sleeping room in a *dwelling unit*, or

c) the number of persons for which the area is designed, but not less than that determined from Table 3.1.17.1. for *occupancies* other than those described in Clauses (a) and (b), unless it can be shown that the area will be occupied by fewer persons.

2) If a *floor area* or part thereof has been designed for an *occupant load* other than that determined from Table 3.1.17.1., a permanent sign indicating that *occupant load* shall be posted in a conspicuous location.

3) For the purposes of this Article, *mezzanines*, tiers and balconies shall be regarded as part of the *floor area*.

4) If a room or group of rooms is intended for different *occupancies* at different times, the value to be used from Table 3.1.17.1. shall be the value which gives the greatest number of persons for the *occupancies* concerned.

Table 3.1.17.1.
Occupant Load
Forming Part of Article 3.1.17.1.

Type of Use of *Floor Area* or Part Thereof	Area per person, m^2
Assembly uses space with fixed seats	(1)
space with non-fixed seats	0.75
stages for theatrical performances	0.75
space with non-fixed seats and tables	0.95
standing space	0.40
stadia and grandstands	0.60
bowling alleys, pool and billiard rooms	9.30
classrooms	1.85
school shops and vocational rooms	9.30
reading or writing rooms or lounges	1.85
dining, beverage and cafeteria space	1.20
laboratories in schools	4.60
Care, *treatment* or detention uses *suites*	(2)
care, *treatment* and sleeping room areas	10.00
detention quarters	11.60
Residential uses *dwelling units*	(2)
dormitories	4.60
Business and personal services uses personal services shops	4.60
offices	9.30
Mercantile uses *basements* and *first storeys*	3.70
second *storeys* having a principal entrance from a pedestrian thoroughfare or a parking area	3.70
other *storeys*	5.60
Industrial uses manufacturing or process rooms	4.60
storage garages	46.00
storage spaces (warehouse)	28.00
aircraft hangars	46.00
Other uses cleaning and repair goods	4.60
kitchens	9.30
storage	46.00

From: [redacted]
To: Planning
Subject: Gray Monk Estate Winery - Application for changes to lounge or special events area/capacity - File: R0000416
Date: Tuesday, September 23, 2025 6:32:49 AM

You don't often get email from [redacted]. Learn why this is important

Thank you for your letter of September 18, 2025 informing residents of this application and feedback comments.

We are vehemently opposed to the approval of this application. As a resident living on Hare Road, we already have our peace and quiet of the neighborhood interrupted with music, gatherings with microphone presentations, speeches, clapping, and general people conversation and laughter, emanating from Grey Monk Winery and this is at a capacity of 65 people, to increase that capacity to 200 people would be devastating. We often have to go inside our home to avoid the noise associated with an event/function in the restaurant area. We understand that orchard and vineyard farming is important to the economy of Lake Country and readily accept the associated sounds. To increase the noise associated with increasing person capacity to 200 will bring intolerable related noise to a community that is increasing in affected population.

In addition to the intolerable increased noise associated with this application, we believe increased vehicle and people traffic will also negatively impact our neighborhood.

Regards:

Norm and Marg Leibel
[redacted]
Lake Country, B.C.

From: [redacted]
To: Planning
Subject: Gray monk capacity change
Date: Thursday, September 25, 2025 1:04:16 PM

[You don't often get email from [redacted]. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

The two concerns I have are:

1. On site parking. The winery would need a significant increase in parking lot size to handle 100 cars (2 people per vehicle attending). Large buses would have problems negotiating the access to this winery
2. The winery currently has the restaurant which has a potential 200 person capacity and an events room that can sit approximately 50 people. Is the winery planning to add to this floor space?

Paul Flynn
Okanagan Centre resident

Sent from my iPhone

From: [redacted]
To: Planning
Subject: Feedback on proposed capacity change at Gray Monk Estate Winery
Date: Thursday, September 25, 2025 11:18:30 AM

RE: Feedback on Proposed Capacity Expansion at Gray Monk Winery

FROM: Marie Molloy, Co-founder SAFR (Safety Awareness Friends & Residents)

SAFR encourages proactive road user safety measures be taken by Gray Monk and across the wine tourism industry by:

- offering voluntary breathalyzers for visitors to check their blood alcohol content before driving
- engaging taxi services or designated driver programs, and partnering with SAFR and other community organizations on awareness campaigns about responsible consumption and safe driving
- integrating ride-sharing options or having shuttles to help guests get to and from the winery safely
- arranging for local taxi companies or ride-sharing apps to help visitors find transportation when needed
- promoting responsible consumption by training staff to recognize signs of intoxication and provide responsible guidance on safe transportation options
- information and resource sharing with other wineries which can amplify the impact of safety initiatives across the wine tourism industry. In addition, it's come to SAFR's attention that large truck deliveries made at Gray Monk's lower property level on Camp Road are creating a road safety hazard. Because there is not sufficient space and access to the property for large delivery trucks, delivery drivers commonly stop and park transport trucks in the middle of well-used Camp Road to unload, which then forces other drivers to attempt to navigate around them on a curved, steep road with very limited visibility to on-coming pedestrian and vehicle traffic. SAFR appreciates this opportunity to provide feedback to Gray Monk's expansion proposal and looks forward to more opportunities to introduce and embed safer road practice initiatives across Lake Country's wine tourism industry.

Marie Molloy

From: District <communications@lakecountry.bc.ca>
To: marie [redacted]
Date: Thursday, 25 September 2025 10:07 AM PDT
Subject: Public Notice of opportunity to provide feedback on proposed capacity change at Gray Monk Estate Winery



Public Notice of opportunity to provide feedback on proposed capacity change at Gray Monk Estate Winery

September 25, 2025

Residents and businesses are invited to provide feedback before 4:30pm October 7, 2025 regarding the Gray Monk Estate Winery application to the Liquor and Cannabis Regulation Branch proposing application for structural changes to an approved lounge or special event area (capacity increase).

READ

Email sent to: [redacted]

District of Lake Country
10150 Bottom Wood Lake Road |
Lake Country, British Columbia | V4V 2M1 | Canada |
250-766-5650 | communications@lakecountry.bc.ca

Anti-spam policy | Report an abuse | Unsubscribe



From: [redacted]
To: Planning
Subject: proposed capacity change at Gray Monk Estate Winery
Date: Thursday, September 25, 2025 10:14:38 AM

[You don't often get email from [redacted] Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Hi

I am a new resident to Lake Country. I live on [redacted]

I am in favour of the idea of Grey Monk expanding their approved lounge and special event capacity. Great addition for the community.

Thanks
Dan Ruscheinski
[redacted]

From: [redacted]
To: Planning
Subject: Grey Monk
Date: Thursday, September 25, 2025 10:17:00 AM

[You don't often get email from [redacted] Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Hello, I live in The Lakes at [redacted] and I am 100% in favour of the request to increase the capacity at Grey Monk from 65 people to 200. I see absolutely nothing negative about this request. I get friends and family visiting from all over the world every year, and I'd love to show off a newly enhanced winery and get those tourist dollars flowing.

Sincerely,

Lise Simpson

Sent from my iPhone

From: [redacted]
To: Planning
Subject: Grey Monk capacity expansion
Date: Friday, September 26, 2025 10:29:58 AM

I have three comments on this proposal:

- I am concerned about the impact of additional traffic on Camp Road. For some reason on this street some drivers seem to ignore the centre line. We have many times seen them wander across the yellow line, sometimes on a curve and sometimes not. As you know, this is a difficult street to navigate, and has no safety options for pedestrians and cyclists either.
- related to this, the entrance from Lang to Davidson/Camp continues to be dangerous. Poor/no sight lines from above the hill and from Lang to the left. If turning left off Lang, my solution of choice at this time is to step on the gas to get out of the way of oncoming traffic I can not see. It's definitely challenging, especially as drivers may be searching for where the next winery is as they drive. Our neighbours previously requested a mirror across the street; any improvement is appreciated and would be of greater importance with additional Grey Monk traffic. Related to this issue, in light of potential increased traffic, are the drivers speeding down our short street thinking the next winery is at the end of our road, then speeding back out - there are a number of younger children living on our street.
- with Grey Monk / Peller no longer producing wine on site at Grey Monk, per on-site staff, I'm surprised that increasing the non-farm use of the property would be considered by DLC/ALR, but I'm not familiar with the rules and requirements in this aspect. Definitely would be a further shift away from agricultural use of agricultural land.

Thanks for the opportunity to comment,

Dan Effa
[redacted]

From: [redacted]
To: Planning
Subject: Gray Monk expansion
Date: Friday, September 26, 2025 3:10:46 PM

You don't often get email from [redacted] Learn why this is important

I am not in agreement regarding the proposed application for structural changes to an approved lounge or special event area (capacity increase) to 200 persons. The increased traffic on Camp Road would present more of a hazard than the current traffic already is on this road. It is narrow and winding and in very poor condition, with a dangerous entrance/exit to the winery at present.

Parking would also present a challenge, having to be increased and taking away agricultural land.

Thank you for this opportunity to share concerns about this proposal.

Sally McRoberts

[redacted]

From: [redacted]
To: Planning
Subject: reasoning for lounge expansion at Gray Monk
Date: Sunday, September 28, 2025 8:41:22 PM

[You don't often get email from [redacted]. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

To Planning Department, this is Jerry and Virginia Blaskovits and we live at [redacted] we are against the rezoning as we feel it will add way too much traffic for Camp Rd which already has too much traffic for the condition of the road. Also we already hear the noise from the existing lounge some nights , so now multiple it by 3.
Sincerity yours , Jerry and Virginia Blaskovits
Sent from my iPhone

This is a video I filmed October 1, 2025 of a loud party going on at the restaurant.

Public Notice

Gray Munk Estate Winery

Rosemary A. Carter
[redacted]
Lake Country BC
Canada V4V 1K1

Since G.M. was established there has'nt been a legal delivery entrance.

Coming up Camp Rd. for O.K.C. West meeting a delivery truck we "all" have to come to a full "Stop". Often the truck driver attempts to guide us by, with no legal training. I have spoken to a driver who told me it was too expensive to have a trained person on board

I understand if we pull out and go around the truck - it would be at our expense should there be a accident / Surely the residents who use this road are long over due, for a legal delivery bay.

Maybe it's time for the residents to take a stand against L.C. Municipality for neglect.

R. Carter

RECEIVED
OCT 0 6 2025
District of
Lake Country

From: [redacted]
To: Planning
Cc: [redacted]
Subject: Gray monk expansion
Date: Monday, October 06, 2025 12:33:45 PM

Good morning city planning.

I suspect you've received a lot of emails regarding the increase to noise levels in the area which will occur if gray monk expands their facility.

My concern is safety.

the overall volume of traffic, as it exists now, exceeds the capacity of camp Road to handle local traffic, beach goers, vineyard tourists, bikers and boat trailers.

Camp road, from Davis Road to Okonogan center road will require significantly upgrades to support the commercial expansion of gray monk winery. These upgrades are overdue.

I live directly below and across the street from the Grey monk parking lot. I witness every week and sometimes multiple times every week, near misses of pedestrians, deer and commercial trucks all of whom compete with fast moving cars and boat trailers on this stretch of road.

Everyone here knows that commercial trucks from Sysco are incapable of driving into the gray monk winery…….

Many of us have witnessed Sysco food trailers turning off camp road onto hare Road and using the intersection of Hare Road/Camp Road as an illegal turnaround. This cause traffic to stop and frequently and car drivers exit their vehicles to give hand directions to the truck driver who is blindly backing his commercial trailer down camp road without seeing the oncoming traffic.

It is my opinion, and my warning to the district, that if expansion to gray monk proceeds without significant infrastructure upgrades to Camp Road (closing exposed culverts, fixing uncontrolled intersections, installing street lights to improve visibility and installing sidewalks to accommodate the growing commercial activity and tourist foot traffic, some one will be injured or killed.

I am not opposed to expansion, if the city first completes the work required to keep the community and the tourists safe.

I ask that this letter be read into the next meeting of city council when council reviews the gray monk application.

Thank you

Bren Steele
[redacted]

Sent from my iPhone

From: [redacted]
To: Planning
Subject: Your File: R0000416 Gray Monk Estate Winery Capacity Increase Proposal - Updated
Date: Monday, October 06, 2025 3:17:04 PM
Attachments: Gray Monk Proposal Concerns.pdf

Please note the small typographical error in my earlier letter and use the attached instead please.

Murray Tekano
[redacted]

I respectfully acknowledge my home is located on the traditional territory of the Okanagan.

From: Murray Tekano <[redacted]>
Date: Monday, October 6, 2025 at 2:45 PM
To: Planning <planning@lakecountry.bc.ca>
Subject: Your File: R0000416 Gray Monk Estate Winery Capacity Increase Proposal

Planning & Development Department
District of Lake Country
101150 Bottom Wood Lake Road
Lake County, BC
V4V 2M1

October 6, 2025

By Email: planning@lakecountry.bc.ca

Re: Gray Monk Estate Winery Proposed Capacity Increase - Your File: R0000416

We are writing further to your letter of September 18, 2025 advising of the above by Gray Monk Estate Winery (Gray Monk) proposing structural changes which, if approved, would permit the company to expand the seating capacity from the current 65 persons to 200 persons, an increase of just over 3 times.

We are opposed to this proposed expansion.

Our family has lived at [redacted] since 2009 (16 years) during which time we have watched as the area grew more and more into the quiet rural-residential neighbourhood intended by the District of Lake Country's (the District) land use plans, local area bylaws and thoughtful development of recreational amenities along the Okanagan Lake front. The local neighbourhood ambience, side by side with orchards and vineyards, protected by these purposeful strategic efforts by the District reminds us everyday why we moved here. It seems to us that every step taken by the District to date has been toward enhancing and protecting the Okanagan Centre and immediate area, and its unique blend of small business, agricultural, and our homes. This proposal heralds a significant departure from these efforts by launching a new level of commercialization of our neighbourhood, a level we don't want to experience.

We recognize that Gray Monk has been a significant operation since before our family arrived in the area and that it has been, while a local family business, both an accommodating neighbour and notable bench mark for the wine industry. We had become accustom to the winery business in our neighbourhood and have been accommodating as well.

Noise from the winery has been increasing, and rather than looking at the lack of recorded noise complaints from our neighbourhood to date is any indication of Gary Monk's ability to manage noise consider it the outcome that accommodation. We hear the noise but recognize the nature of the operation. That nature will change significantly with the expansion of the capacity, as not only will there be more people on the outside deck areas generating noise, the entertainment and PA systems will become even louder, by need, as the space becomes bigger. We hear it all quite clearly now, and it will of course only be louder with larger space and bigger events. The design of the deck expansion doesn't appear to include measures to reduce the sound energy from activity on the deck as it extend 20 ft. beyond the current footprint and exposes a greater "radius" into the hillside below. The hard surface of the building and hillside behind will reflect higher noise levels than the current site arrangement which is becoming more problematic, as mentioned earlier. We note the comments in the Report to Council state "expectations " that noise impacts will be minimal, its not apparent what measurement staff are considering, but relying on future noise complaints seems a bit after the fact, so perhaps it needs to be a consideration now. The plan showing the foot print of the proposed expansion looks a bit like a megaphone, as opposed to an enclosed restaurant.

It's somewhat encouraging that the current parking area will accommodate the anticipated traffic generated by the expanded facility, based on 4 people per vehicle. We are sure there are many visitors who will travel 4 to a car, but past events hosted at the winery have resulted in significant parking spill over on to the very narrow shoulders of Camp Road as far down as Hare Road. Impacts from traffic volumes will only increase as the site capacity does.

While we have become accustomed to Gary Monk's current operation we are opposed to the proposed expansion as we believe it will increase noise in our neighbourhood both in volume, duration and frequency. Inevitably a larger operation will be marketed to an expanded clientele, it's why the proposal is being brought forward. As demand grows, so will the operation. A restaurant of 65 seats operating Monday through Sunday is a different operation than one with 200 seat capacity and shouldn't be considered as being the same without some evidence (noise studies are common in development expansions) or specific design.

Currently we tolerate the traffic generated by Gray Monk and note those "exceptional" events where parking spills out on the road side, but we are opposed to an expanded facility which will only erode traffic safety and capacity of the local road with increased volumes. A 65 seat restaurant generates significantly lower traffic volumes and less probability of incidents than a 200 seat restaurant where the probability of "exceptional" events will increase.

Lastly, the District has placed an emphasis on the preservation of the rural residential nature of Okanagan Centre and surrounding neighbourhood investing in substantial bylaws and land use planning to guide it. While this specific site is just outside the area sector plan it will be influential on it and we don't see that reflected in the recommendation made in the report to council, other than economic ones. We feel council should be opposed to this proposal not only for the impacts we and other local residents have expressed but in recognition it is a step away from the vision for this corner of the District.

Thank you for the opportunity to present our concerns on this proposal. We are happy to address any questions or concerns council may have about our letter.

Yours truly,

Murray Tekano & Stacey Wild
[redacted] Lake Country BC
[redacted]

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**
Prepared by:	**Sheeja Vimalan, Planner**	**Department:**	**Planning and Development**

Title: Temporary Use Permit & Non-farm Use | TUP00114 & ALR00196| 15792 Sawmill Road
Description: Application to allow the seasonal boat storage temporarily in an existing building within the Agricultural Land Reserve.

RECOMMENDATION

THAT Temporary Use Permit TUP00114 (Attachment A to the report dated October 7, 2025) for the property located at 15792 Sawmill Road, legally described as LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489; PID: 026-339-102, to allow a seasonal boat storage business in an existing building, be approved for a 3-year term;
AND THAT Non-Farm Use application ALR00196 be forwarded to the Agricultural Land Commission.

EXECUTIVE SUMMARY

The applicant proposes a Temporary Use Permit (TUP) to authorize a seasonal boat storage business in an existing concrete and steel building on the property which is located within the Agricultural Land Reserve. The proposed non-farm use is temporary and non-disruptive. The proposed temporary use would generate additional income to support future agricultural operations on the property.

The owner is actively developing agricultural opportunities on the property, including cattle operations and preparations for a future orchard, and expects implementation of a Farm Status shortly. In addition to the agricultural activities, the property is home to a small home-based business which specializes in sales, service and the installation of boat lifts.

Staff recommend approving the seasonal boat storage business within an existing building on the subject property through a Temporary Use Permit, provided that the landowner can receive authorization from the ALC for a non-farm use.

BACKGROUND

Application Information			
Application Type	Temporary Use Permit	**Application Date:**	July 30, 2025
Applicant:	Phil Wilson	**Owner:**	Phil Wilson
Application Description	Request to allow the seasonal storage of boats in the existing concrete and steel building on a property in the Agricultural Land Reserve.		

Property Information: General	
Folio/Roll #:	01916.246
Legal Description	LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489
PID	026-339-102
Civic Address:	15792 Sawmill Rd.

Property Information: Land Use		
OCP Designation:	Agricultural	
Zoning Designation:	A1– Agriculture 1	
Land Use Contract	n/a	
ALR:	Yes	
Parcel Size:	~ 4.9 ha/12.18 ac	
Development Permit Areas:	Natural Environment & Drainage Hazard	
Adjacent Land Summary:	**Zoning:**	**Use:**
North:	A1 – Agriculture 1, Road	Agriculture, Road
East:	I3 – Heavy Industrial	Industry
South:	A1 – Agriculture 1	Agriculture
West:	A1 – Agriculture 1	Agriculture

Property Information: Infrastructure and Development Engineering	
Road Network	Rural road
Driveway Access	Access permit on file
Water Supply:	Private - On-site well
Sewer:	Private – on-site septic
Drainage / Stormwater	Ditch drainage
Comments:	N/A

ANALYSIS

This Temporary Use Permit application and an Agricultural Land Reserve Application have been submitted to secure a non-farm use for seasonal (September - April) boat storage within an existing building on the property located at 15792 Sawmill Road (Attachment B). The property is (4.9 ha/12.18 ac) and is zoned Agriculture (A1).

The property is developed for agricultural use and includes a residence (237m^2) with a suite, a steel workshop (226m^2), and a concrete and steel accessory building (1046m^2) (Attachment C). The applicant has indicated that the workshop is for personal and farm equipment, and the accessory building is unusable for agricultural activities in its current condition (unheated, uninsulated). In addition, the property hosts a small home-based business (Lake Country Dock and Marine LTD.) which primarily operates off-site and occupies less than 100m^2 within the workshop; this business has minimal impacts on the agricultural use of property. The owner has also been actively developing the agricultural potential of the property since acquiring it in 2021; this includes a cattle operation and preparing 2 acres of land for an orchard (including site grading, fencing, drainage and irrigation).

The applicant has provided a rationale letter (Attachment D) and an ALR application (Attachment E). The owner indicates that the proposed boat storage business would financially support agricultural operations underway on the property and confirms that the proposed temporary use would be fully seasonal, reversible and would be within the existing structure only. The remainder of the property would remain in agricultural use with no loss of soil or site integrity. The applicant has indicated that the boat storage would not disrupt farming operations and would have minimal impact on neighbors or traffic. Additionally, the applicant has stated that the business would not use the Oyama boat launch at any time and no servicing or sales of boats would occur at the property. The letter also explains that a past bylaw infraction, related to unauthorized fill, is being corrected; they are actively restoring the land to agricultural standards and staff have confirmed this with the provincial authorities.

While the applicant has indicated that the proposed boat storage business would not impact traffic, the business model does not forsee significant traffic impacting the community with a seasonal increase in traffic (autumn and spring) when boats are being brought to or removed from the site. It is not expected that the increase in traffic would be disruptive to the neighbourhood.

The proposal requests a three-year permit, with the option to renew, pending Agricultural Land Commission (ALC) approval for the concurrent Non-Fram Use application. The ALC staff stated that the ALC will review the proposal and

application materials and make a decision once the application has been forwarded to the ALC by Council resolution from the local government.

District staff are supportive of the Temporary Use Permit if permitted by the ALC through a non-farm application process and adheres to the OCP objectives and policies.

Local Government Act

As per section 493 – 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.

Agricultural Land Commission Act and ALR Use Regulation

The proposed use of the accessory building (1046m^2) exceeds the 100m^2 home occupation limit set by ALC, and therefore a non-farm use application must be submitted and approved by the ALC prior to the property being used for boat storage purposes.

ALC Act, Section 20 – Non-farm use of land within the agricultural land reserve

(1)A person must not use agricultural land for a non-farm use unless permitted under section 25 or 45 or the regulations.

(2)A person may apply to the commission for permission under section 25 for a non-farm use of agricultural land if the person

(a)is an owner of the agricultural land, or
(b)has a right of entry, granted under an enactment, to the agricultural land.

ALR Use Regulation, Section 24 – Home Occupation Use

(1) The use of agricultural land for a commercial or similar use within a structure is permitted, but may be prohibited as described in section 20 (*ALR Use Regulation*) if all of the following conditions are met:

(a) the structure is accessory to and located on the same parcel as a residence;
(b) the structure occupies an area that does not exceed
    i. the limit specified in an applicable local government enactment or First Nation government law, or
    ii. if subparagraph (i) does not apply, 100 m2.

Official Community Plan

Section 23.6 contains policies related to Temporary Use permits. The policies are as follows:

(a) The District will consider the issuance of a Temporary Use Permit provided the proposed use:
    i. is temporary or seasonal;
    ii. 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;
    iii. have no negative impact on adjacent lands;
    iv. create no significant increase in the level or demand for services;
    v. 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.

This application contemplates the storage of boats, which would include the gas and oil in the boats. The draft permit (Attachment A) includes a term that specifically prevents the storage of hazardous or flammable materials; this term is in regard to the storage of various hazardous materials (i.e. oil drums, jerry cans, etc.) not potentially hazardous materials within specific items. While boats can be drained of these potentially hazardous liquids, it is not a standard practice to drain the boats prior to storage (as seals, etc. would dry out). The building is a steel, non-combustible building and therefore there is minimal concern regarding fire spread. Additionally, the boats would be stored on a

concrete floor and therefore should any spills occur, they could be cleaned up without causing environmental damage. At the time of business license, building and fire requirements will be considered, and any necessary upgrades will need to be completed.

The proposed temporary use (boat storage) meets the criteria as outlined in the OCP.

Zoning Bylaw 561,2007 Consolidated 2025-02-04

A rural home occupation is a permitted use on parcels zoned A1-Agriculture 1 provided that it is located within the principal dwelling or accessory building on lots 1 hectare or more in size (section 10.6). However, the home occupation is limited to 100m^2 of indoor space and 50m^2 of screened outdoor space. The proposed boat storage business is proposed to use the existing structure, which is 1046m^2, therefore not permitted as a home occupation. This TUP application has been requested to allow the additional indoor space.

Agricultural Advisory Committee

The application did not refer to the District's Agricultural Advisory Committee (AAC) as the proposal is for a temporary use within an existing building and therefore is expected to have little to no impact on agricultural activities on the property.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

- The owner conducted neighborhood consultation within a radius of 100m of the subject property.
- This application was referred to internal departments and comments are included in this report.
- Temporary Use Permit public notices were posted on the District's 'Public Notices' web page.
- The ALC provided comments that they will adjudicate the application once a Council resolution has been received.
- The Planning Department prepared the appropriate letter/signage and landowner notifications required prior to Council consideration of this application.

ALTERNATE RESOLUTION OPTION(S)

1. THAT Temporary Use Permit TUP00114 (Attachment A to the report dated October 7, 2025) for the property located at 15792 Sawmill Road, legally described as LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489; PID: 026-339-102, to allow a seasonal boat storage business in an existing building, not be supported;
   AND THAT Non-Farm Use application ALR00196 not be forwarded to the Agricultural Land Commission.

2. THAT Temporary Use Permit TUP00114 (Attachment A to the report dated October 7, 2025) for the property located at 15792 Sawmill Road, legally described as LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489; PID: 026-339-102, to allow a seasonal boat storage business in an existing building, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,
Sheeja Vimalan, Planner

Report Approval Details

Document Title:	TUP00114 and ALR00196 - Non-Farm Use - 15792 Sawmill Rd.docx
Attachments:	- Attachment A-TUP00114 - Draft TUP.pdf - Attachment B-TUP00114 - Location Map and Orthophoto.pdf - Attachment C-TUP00114 - Site Plan.pdf - Attachment D-TUP00114 - Rationale.pdf - Attachment E-TUP00114 - ALC Application.pdf
Final Approval Date:	Oct 2, 2025

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

Greg Price, Manager of Building and Bylaw Services - Oct 1, 2025 - 4:30 PM

Matthew Salmon, Infrastructure & Development Engineering Director - Oct 1, 2025 - 4:57 PM

Carie Liefke, Manager of Current Planning - Oct 2, 2025 - 8:27 AM

No Signature found

Jeremy Frick, Director of Development Approvals - Oct 2, 2025 - 10:00 AM

Reyna Seabrook, Director of Corporate Services - Oct 2, 2025 - 10:07 AM

Paul Gipps, Chief Administrative Officer - Oct 2, 2025 - 1:31 PM

Makayla Ablitt, Manager of Corporate Administration - Oct 2, 2025 - 3:26 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 #:	TUP00114
FOLIO #:	01916.246
ZONING DESIGNATION:	A1 – Agriculture 1
ISSUED TO:	WILSON, PHILIP C WILSON, KELSEY T
SITE ADDRESS:	15792 Sawmill Rd.
LEGAL DESCRIPTION:	LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489
PARCEL IDENTIFIER:	026-339-102

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 Temporary Permits should be aware that the issuance of a Permit limits the applicant to be in strict compliance with regulations of all Municipal 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 or 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 TUP00114 legally described LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489 is approved allowing seasonal use of existing building on the property for boat storage, 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) The boat storage must be seasonal from September to April only, and occur entirely within the existing accessory building as identified on Schedule 'A' attached to and forming part of this Permit;
c) No outdoor storage within the property or expansion of the building footprint will be permitted at any time;
d) No servicing or sales of boats will be permitted at any time at the property;

e) No productive farmland may be converted or impacted and should remain in agricultural use with no loss of soil or site integrity;
f) Prior to commencing the storage facility the owner must receive all necessary permits from the District (i.e. Development Permit(s), Building Permit(s), etc);
g) Prior to commencing the storage facility the owner must receive all necessary any necessary approvals or permits from the Agricultural Land Commission;
h) No flammable, toxic or hazardous materials shall be transported to or stored on the subject property or within this or any other residential area at any time.
i) Failure to adhere to the conditions contained within this permit can result in the termination of the permit;
j) This permit, issued as per Section 497 of the *Local Government Act* is valid for a three (3) year period and, upon application and subsequent approval by Council, may be extended only for one additional period up to 3 years at the discretion of Council.
k) 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

3. APPROVALS

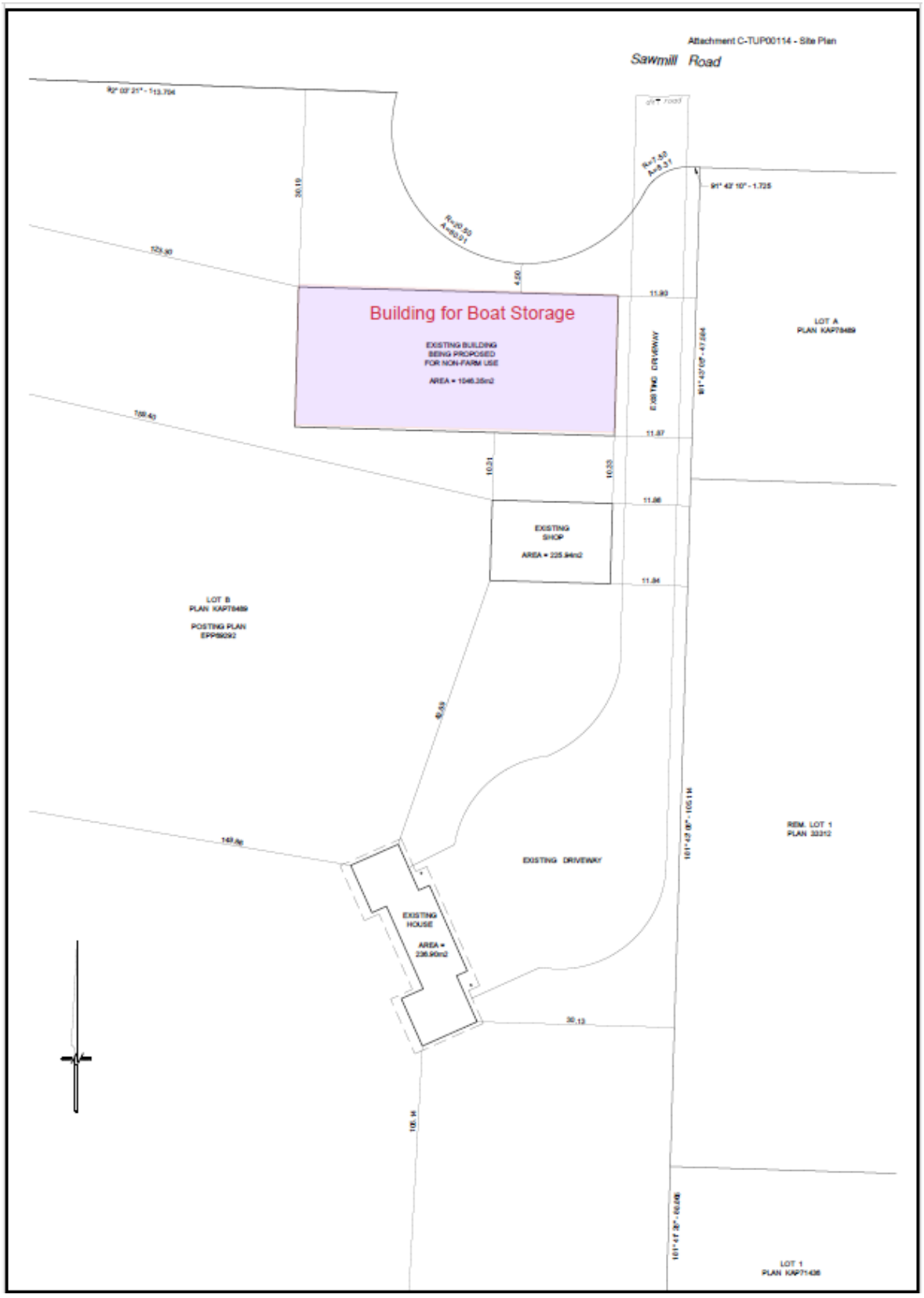
Authorizing resolutions passed by the Council on the **_____, 2025.**

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

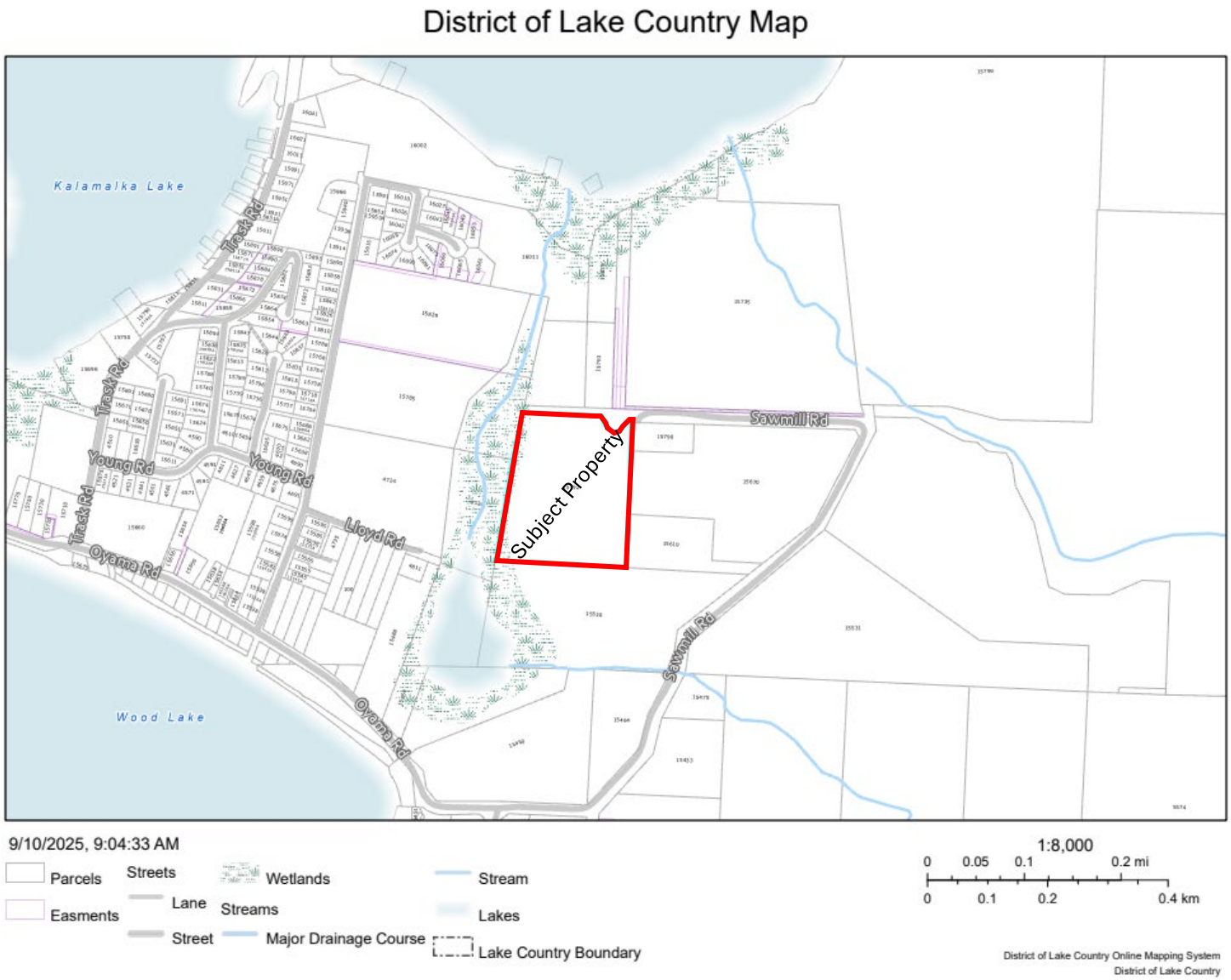
4. EXPIRY
Temporary Permit TUP00114 expires on the _____, 2028____.

_____
Corporate Officer, Reyna Seabrook

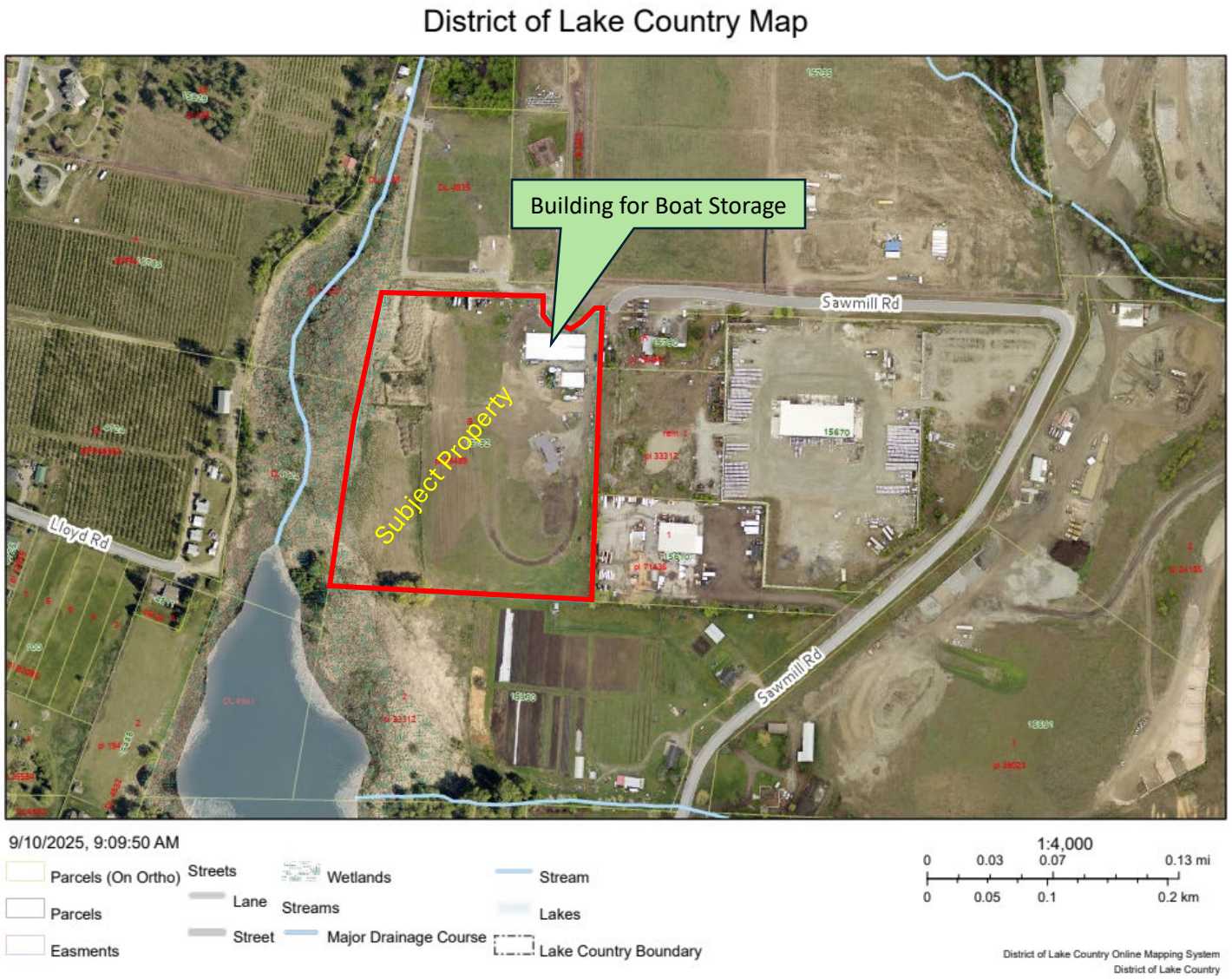
Site Plan


Attachment C-TUP00114 - Site Plan
Sawmill Road
Building for Boat Storage
EXISTING BUILDING BEING PROPOSED FOR NON-FARM USE
AREA = 1046.35m2
EXISTING DRIVEWAY
LOT A PLAN KAP78489
EXISTING SHOP
AREA = 225.94m2
LOT B PLAN KAP78489
POSTING PLAN EPP59092
EXISTING DRIVEWAY
EXISTING HOUSE
AREA = 236.90m2
REM. LOT 1 PLAN 33212
LOT 1 PLAN KAP71436

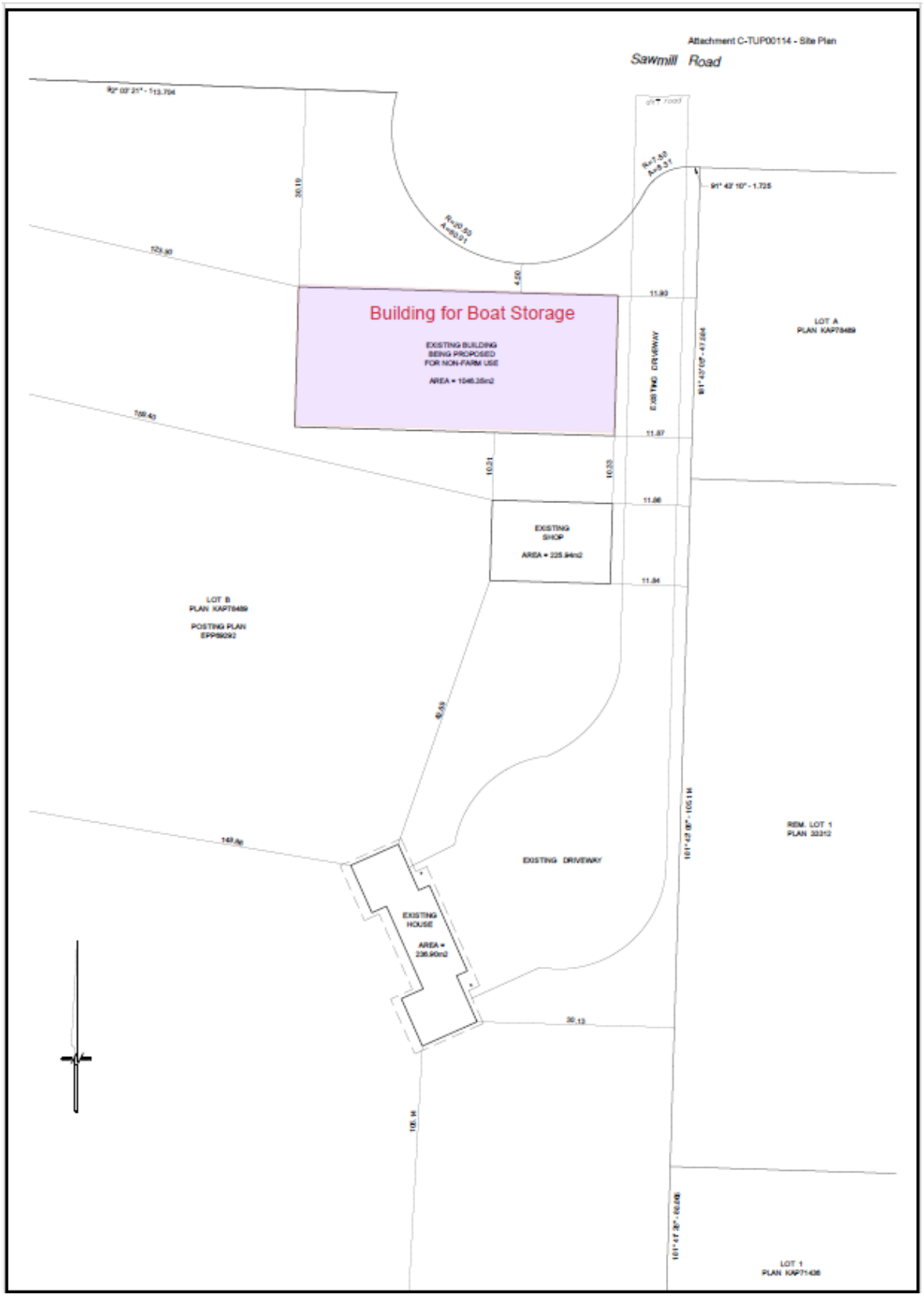
Location Map



Orthophoto


District of Lake Country Map
Building for Boat Storage
Subject Property
Sawmill Rd
Lloyd Rd
Sawmill Rd
9/10/2025, 9:09:50 AM
Parcels (On Ortho)
Parcels
Easments
Streets
Lane
Street
Wetlands
Streams
Major Drainage Course
Stream
Lakes
Lake Country Boundary
1:4,000
0 0.03 0.07 0.13 mi
0 0.05 0.1 0.2 km
District of Lake Country Online Mapping System
District of Lake Country

Site Plan


Attachment C-TUP00114 - Site Plan
Sawmill Road
Building for Boat Storage
EXISTING BUILDING BEING PROPOSED FOR NON-FARM USE
AREA = 1046.35m2
EXISTING DRIVEWAY
LOT A PLAN KAP78489
EXISTING SHOP
AREA = 225.94m2
LOT B PLAN KAP78489
POSTING PLAN EPP59092
EXISTING DRIVEWAY
EXISTING HOUSE
AREA = 236.90m2
REM. LOT 1 PLAN 33212
LOT 1 PLAN KAP71436

Temporary Use Permit Proposal

Applicant: Philip Wilson (on behalf of the property owners)

Property Address: 15792 Sawmill Road, Lake Country, BC

Zoning: A1 – Agriculture

Parcel Size: 13 acres

OCP Designation: Agricultural

Proposal Summary: Temporary seasonal use of an existing 7,700 sq. ft. building for off-season boat storage

1. Purpose of the Temporary Use

This application seeks a Temporary Use Permit to allow the seasonal storage of boats within an existing 7,700 sq. ft. concrete and steel building. The structure is not heated, not insulated, and currently unusable for agricultural activities in its current condition. Storage would occur seasonally from October to April and would be limited to the interior of the building only. There will be no outdoor boat storage or expansion of the building footprint.

2. Description of the Property

The 13-acre property is located at 15792 Sawmill Rd in Lake Country, BC. It is actively being developed for agricultural use and includes:
- A 3,000 sq. ft. residence with a 970 sq. ft. suite
- A 50' x 60' workshop used for personal and farm equipment
- A 7,700 sq. ft. steel and concrete building proposed for boat storage
- Fenced cattle grazing area
- A developing orchard site (with deer fencing installed and trees being prepared for planting)

Current Agricultural Work on Site

The owners have been actively developing the agricultural potential of the 13-acre property since acquiring it in 2021. The following improvements and work are currently underway or have recently been completed:

- Cattle Grazing: The site is home to a growing cattle operation. Fencing and gated access points have been installed around the grazing areas, and livestock are actively on-site. Cattle sales have been secured for the fall, which will meet the farm classification threshold for BC Assessment purposes. Farm status is expected to be implemented by October.
- Orchard Preparation: Approximately 2 acres on the northeast side of the property have been prepared for a future orchard. Deer fencing has been installed, and land grading and irrigation planning are ongoing in anticipation of spring planting.
- Drainage and Irrigation Access: Surface water drainage improvements have been completed to support both pasture and orchard development. Irrigation line connections

have been mapped and initial trenching is underway.
- Soil Remediation and Seeding: Following a bylaw infraction related to unauthorized fill, the owners have worked cooperatively with the Agricultural Land Commission and other regulatory bodies to mediate and resolve the issue. All fill has now been removed. The disturbed area is being graded and seeded to re-establish its suitability for agricultural use.
- Equipment and Infrastructure: A 50' x 60' steel workshop is being used to maintain farm equipment, fencing tools, and personal agricultural machinery. It also serves as a staging area for fencing and orchard-related work.

This work reflects a strong, ongoing commitment to restoring and enhancing the agricultural productivity of the land while ensuring the proposed non-farm use is isolated, temporary, and financially supports farm activities.

Other Non-Agricultural Uses on the Property

In addition to the agricultural activities, the property is home to a small, home-based business: LakeCountry Dock and Marine LTD. This business specializes in the sales, service, and installation of boat lifts. The following points describe the scope and limitations of this non-agricultural use:

- The business operates primarily as an administrative and equipment staging hub, with all sales and service work performed off-site.
- No lift storage, sales, or customer service occurs on-site — all inventory is warehoused in Sicamous, and installations occur at customer lakeside properties throughout the Okanagan region.
- The workboat used for installations is parked on-site when not in use and is used to transport new lifts from Sicamous to installation sites.
- The business area occupies less than 100 m^2 and is located in a small workshop separate from the residence and agricultural buildings.
- There is no storefront, no advertising on-site, and customers do not visit the property. Appointments, when needed, are conducted off-site or virtually.

The operations are quiet, seasonal, and do not interfere with the agricultural use of the land. The business contributes additional income that helps sustain agricultural improvements and has minimal physical or visual impact on the surrounding land.

3. Justification for the Temporary Use

The proposed temporary use is reasonable, contained, and financially supports the agricultural operations underway on the property. The following points reinforce why the use is appropriate:

- The building proposed for use is otherwise idle and not currently viable for agriculture
- No productive farmland is being converted or impacted
- The property is neighboring the Oyama industrial park and there will be little or no impact to any neighbors

- The property will remain in agricultural use with no loss of soil or site integrity
- The use is fully seasonal, reversible, and occurs entirely within the existing structure

Additional Considerations:
- The business will not use the Oyama boat launch at any time unless a storage customer lives on woods lake and is getting the boat delivered for the season.
- No servicing or sales of boats will occur at this location now or in the future
- Customers using the storage service are from across the Okanagan and will continue using their existing home lakes; no increased traffic to Wood Lake, Kalamalka Lake, or Woods Recreation area is expected
- Traffic impacts will be minimal and contained to existing driveway access

4. Compliance with OCP and Mitigation Measures

The proposed use does not conflict with the OCP's Agricultural designation because:
- No structural changes or service upgrades are proposed
- Agricultural activity will continue on the remainder of the parcel
- All proposed non-farm use is temporary and non-disruptive
- The use enhances farm viability by creating sustainable farm-supporting income

Mitigation & Compliance:
- There is no public storefront
- Vehicle access is via existing gravel driveway
- The storage building is away from property lines and residential neighbours

Additional Note:
There was a past bylaw infraction related to imported fill. The owners have been working with the Agricultural Land Commission and other agencies to resolve the matter through formal mediation. This process is nearly complete: the unauthorized material has been removed, and the remaining area is now being graded and seeded to return it to agricultural standards.

5. Term Requested

We request a three-year Temporary Use Permit, with the option to renew, pending Agricultural Land Commission approval for the concurrent Non-Farm Use application.

6. Attachments

- Site Plan (Google satellite and labelled schematic)
- ALR Non-Farm Use application (referenced)
- Photos of buildings and agricultural uses
- Owner Authorization

Photos of buildings









Provincial Agricultural Land Commission - Applicant Submission

Application ID:	105122
Application Type:	Non-Farm Uses within the ALR
Status:	Submitted to L/FNG
Name:	Vanderlende et al.
Local/First Nation Government:	District of Lake Country

1. Parcel(s) Under Application

Parcel #1

Parcel Type	Fee Simple
Legal Description	LOT B SECTION 12 TOWNSHIP 14 AND OF DISTRICT LOT 4934 OSOYOOS DIVISION YALE DISTRICT KAP78489
Approx. Map Area	4.93 ha
PID	026-339-102
Purchase Date	Apr 6, 2021
Farm Classification	No
Civic Address	15792 sawmill rd lakecountry bc
Certificate Of Title	Property Title.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Caitlin Vanderlende	Not Applicable	2508570571	phil.wilson@live.ca	Not Applicable
Kelsey Wilson	Not Applicable	5874386974	phil.wilson@live.c	Not Applicable

			a	
kristian wilson	Not Applicable	2503179281	kris_w1@hotmail.com	Not Applicable
Philip Wilson	Not Applicable	2508570571	phil.wilson@live.ca	Not Applicable

2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process?	No

3. Primary Contact

Type	Land Owner
First Name	Philip
Last Name	Wilson
Organization (If Applicable)	No Data
Phone	2508570571
Email	phil.wilson@live.ca

4. Government

Local or First Nation Government:	District of Lake Country

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s).	026-339-102 currently has 3 grazing cattle 7 acers of grazing area 2 acres are prepared for orchard planting in the spring
Describe all agricultural	Agricultural Improvements Summary for 15792 Sawmill Rd, Lake Country,

improvements made to the parcel(s).

BC

Since the purchase of the property in 2021, significant agricultural improvements have been undertaken to enhance the viability and productivity of the land for farming purposes. The key improvements include:

• Land Clearing: The entire property has been cleared of dense bramble and overgrown weeds to prepare the land for productive agricultural use.
• Fencing and Access: A secure perimeter fence has been installed around the 13-acre parcel, including multiple gates to facilitate efficient access to different sections of the property.
• Deer Fencing: A dedicated deer fence has been installed around approximately 2 acres designated for orchard planting in the spring, protecting young trees from wildlife damage.
• Drainage Systems: Six strategically placed drainage systems have been installed across the property to effectively manage overland flooding, ensuring suitable soil conditions for crop and pasture health.
• Topsoil Management: All previously bulldozed topsoil has been returned and evenly spread across the yard area to optimize soil quality for agricultural use.
• Irrigation Preparation: A water access point has been prepared for irrigation purposes, pending approval of the water use permit, to support sustainable watering of crops and pastures.
• Farm Structures: A dedicated cattle shelter shed has been constructed to provide protection and shelter for livestock.
• Orchard Development: Multiple fruit tree varieties have been planted across the property to evaluate their viability and optimize orchard production potential.
• Pasture Management: The property has been seeded and maintained primarily for cattle grazing, with ongoing weed control to support pasture health.
• Livestock Management: Cattle have been purchased and are currently being raised on the property, with adequate feeders, troughs, and water supply infrastructure in place to support their health and productivity.
• Farm Equipment: Multiple tractors and a full range of farm implements have been acquired to facilitate efficient land management, cultivation, and other farm operations.

These improvements collectively support the agricultural productivity and sustainability of the property and demonstrate ongoing investment in its agricultural use.

Describe all other uses that currently take place on the parcel(s).

Other Uses on the Property

In addition to agricultural activities, the following uses currently take place on the property at 15792 Sawmill Rd, Lake Country, BC:

• Residential Use: The property includes a 3,000 square-foot main home with an attached 970 square-foot suite, which serves as the residence for the property owners.
• Workshop Use: A 50 x 60-foot workshop is used for maintenance and repair of farm equipment as well as personal recreational vehicles, including dirt bikes and cars. This workshop is not used for any commercial manufacturing or industrial activity.
• Home-Based Business – Lake Country Marine: A small portion of the yard (less than 100 m^2) is used for the home-based business Lake Country Marine. The business involves sales, servicing, and installation of boat lifts. No new boat lifts are stored on-site; all inventory is warehoused in Sicamous. A work boat is parked on the property to facilitate loading of new boat lifts for installation on the nearby lakes. The business does not have a storefront, and customer interactions occur by appointment only and off-site.
• Access and Circulation: Multiple access points and gates allow movement of vehicles, equipment, and boats throughout the property to support both agricultural and non-farm uses.

Land Use of Adjacent Parcels

	Main Land Use Type	Specific Activity
North	Unused	Owner currently has the property for sale. It has a small cabin that is not in use. The area is also ALR. The second owner operates a marijuana growing facility
East	Industrial	3 properties border us to the East that are part of the Oyama industrial park. Grizzly Trucking

		(dump truck and logging truck company) Kon-Cast (concrete barrier and prefab concrete structure company) Windfield wood and Lath. (an industrial sawmill)
South	Agricultural / Farm	2 residential homes and an organic vegetable farm.
West	Unused	Wild area owned by Ducks Unlimited

6. Proposal

How many hectares are proposed for non-farm use?

0.0715 ha

What is the purpose of the proposal?

Agricultural Land Commission (ALC) Non-Farm Use Proposal
Applicant: Philip Wilson
Property Address: 15792 Sawmill Road, Lake Country, BC
Parcel Size: 12.3 acres
Current Use: Cattle grazing and future orchard production
Proposed Non-Farm Use: Seasonal boat storage within existing structure
1. Purpose of the Proposal
This application seeks approval from the Agricultural Land Commission (ALC) to permit the seasonal storage of boats within an existing 7,700 square-foot concrete and steel building located on the subject property. The building is currently unsuitable for agricultural use due to its lack of heating, insulation, and interior configuration. The intent is to utilize this underused space in a manner that does not disrupt existing agricultural activities.
2. Description of the Property and Existing Uses
The 13-acre parcel at 15792 Sawmill Road is actively used for cattle grazing and future orchard operations. These agricultural activities are ongoing and will continue to operate unaffected by the proposed use. The property contains a large, unheated, and uninsulated concrete and steel structure that is not viable for agricultural production or storage in its current condition. The property also serves as a residential home for the property owners.
3. Details of Proposed Non-Farm Use
• Type of Use: Storage of boats (primarily during the off-season, fall through spring)
• Structure Involved: 7,700 sq. ft. concrete and steel building

• Modifications Required: None — storage will use the existing footprint and structure
• Duration: Ongoing seasonal use (e.g., October through April)
• Traffic & Impact: Minimal vehicle traffic; no disruption to farming activities or soil
4. Rationale and Justification
The building in question is not being used for farming due to its design and construction. By allowing seasonal boat storage:
• The space is productively utilized without altering agricultural land
• Supplemental income is generated to support farm operations
• No arable land is lost or compromised
• The building remains intact and available for future agricultural retrofitting if feasible
5. Impact on Agriculture
The proposed use will not interfere with existing agricultural operations. It will be confined to an enclosed building, set apart from active orchard and cattle areas. There will be no soil disturbance, no paving, and no negative environmental impacts. This use will help preserve the long-term agricultural viability of the land by generating revenue that supports farm maintenance and operations.
6. Compliance with ALC Objectives
The application aligns with the Agricultural Land Commission Act by:
• Supporting the financial sustainability of agricultural use
• Ensuring that no productive agricultural land is removed from potential use
• Maintaining the long-term flexibility of the building for possible future farm-related use
7. Conclusion and Request
We respectfully request that the ALC approve this Non-Farm Use application for boat storage. The proposed use is temporary, contained, and non-intrusive, and it complements the overall agricultural integrity of the land. We are committed to ensuring that all activities remain compatible with the goals of the ALC and will take any necessary steps to mitigate concerns or ensure compliance with local bylaws and provincial regulations.

Could this proposal be accommodated on lands outside of the ALR?

The proposed boat storage use is limited exclusively to an existing 7,700 sq. ft. concrete and steel structure that currently sits idle on the property. The structure is not suitable for agricultural production in its current state, and no arable soil or active farmland will be impacted by its seasonal use for

storage.

Relocating the use to non-ALR land would:

Require the construction or lease of new space, which is economically inefficient compared to utilizing an already-built structure
Leave the existing building underutilized, contradicting sustainability and land-use efficiency goals
Fail to contribute any benefit to the farming operation, whereas the proposed use generates farm-supporting income

Additionally, the scale of the use is small and self-contained, and it poses no conflict with ongoing agricultural activities. The building is not on prime soils, and the proposed use does not trigger any land development or permanent conversion of agricultural land.

In short, this is a site-specific, building-specific proposal that:

Makes practical use of an existing structure
Avoids new land disturbance
Supports the long-term viability of agricultural operations on the site

For these reasons, this specific proposal cannot be effectively relocated to non-ALR land without undermining its economic rationale or leaving a permanent structure unused on a working farm.

Does the proposal support agriculture in the short or long term?

es, this proposal supports agriculture in both the short and long term by:

Short-Term Benefits:

Generates supplemental income that helps offset farm operating costs, equipment maintenance, and land upkeep.
Utilizes an otherwise idle structure in a productive way, without diverting resources from active farming activities (cattle and orchard).
Ensures that no land currently in agricultural use is lost or disrupted.

Long-Term Benefits:

Maintains the viability of the farm operation by helping the landowner diversify revenue streams, reducing reliance on seasonal agricultural income alone.
Preserves the 7,700 sq. ft. building without structural decay or abandonment, keeping it available for future agricultural retrofitting if economic or operational conditions change.
Reinforces the sustainability of the farm by keeping it financially stable, which ultimately supports the long-term retention of the land in agricultural use.

	The proposed use is compatible with agriculture and allows the farming operation to remain economically resilient — which is in line with the Agricultural Land Commission's mandate to preserve agricultural land and encourage farming.
Proposal Map / Site Plan	Site_Plan_15792_Sawmill_Rd.png
Do you need to import any fill to construct or conduct the proposed Non-farm use?	No

7. Optional Documents

Type	Description	File Name
Photo of the Application Site	Building Door	Proposed building 3.jpg
Photo of the Application Site	Building Exterior	Proposed building 2.jpg
Photo of the Application Site	Building interior	Proposed storage interior.jpg

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**

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

Title: Strategic Priorities Fund 2025 – Updated Resolution
Description: Strategic Priorities Fund 2025 – Updated Resolution

RECOMMENDATION

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

EXECUTIVE SUMMARY

Staff previously received Council's support to submit a $1,288,793 funding application to the Strategic Priorities Fund, a provincial grant program delivered by the Union of BC Municipalities (UBCM) under the federal–provincial Canada Community Building Fund (formerly the Gas Tax Fund). If approved, the funding would support design, permitting and construction of a pedestrian bridge, a multi-use pathway across Middle Vernon Creek, and two pocket parks on Main Street, improving connections between the Town Centre, surrounding neighbourhoods, and key community amenities.

After the application was submitted, UBCM advised that the Council resolution must include a clause confirming responsibility for any cost overruns. As such, the updated resolution is being brought back for Council's consideration.

DISCUSSION/ANALYSIS

For further details on the application and project, please refer to the July 15, 2025, Regular Council Meeting report.

File Chronology

Date	Event
2025-07-15	Regular Council Meeting resolution 2025-07-15 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.

Applicable legislation, bylaws and policies

Official Community Plan (2018-2023) Bylaw-1065

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

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

Strategic Priorities 2024

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

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

FINANCIAL IMPLICATIONS

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

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

COMMUNICATION

This report was referred to internal departments.

Respectfully Submitted.

Lauren Sanbrooks, Grant Funding Specialist

Report Approval Details

Document Title:	Strategic Priorities Fund - Updated Resolution.docx
Attachments:	
Final Approval Date:	Oct 1, 2025

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

Trevor James, CFO, Director of Finance & Administration - Sep 19, 2025 - 3:09 PM

Reyna Seabrook, Director of Corporate Services - Sep 19, 2025 - 3:24 PM

Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 8:27 AM

Makayla Ablitt, Manager of Corporate Administration - Oct 1, 2025 - 12:23 PM

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**

Prepared by: **Trevor James, CFO, Director of Finance & Administration**
Department: **Finance & Administration**

Title: Appointment of Municipal Auditor
Description: Appointment of the District's Municipal Auditor as required by the Community Charter

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RECOMMENDATION
THAT BDO Canada LLP be appointed as the Municipal Auditor for the 2025-2029 fiscal years.

EXECUTIVE SUMMARY
A request for proposal (RFP) was performed to select a municipal auditor. There were three proponents who submitted proposals:

- Doane Grant Thornton LLP
- MNP LLP
- BDO Canada LLP

The proponents were scored by a committee of finance staff against a set of criteria with the following weighting:

- Total 5-Year Contract Price – 30%
- Suitability of Team & Methodology – 35%
- Suitability of Experience & References – 30%
- Suitability of Exceptions to Contract – 5%

After scoring the proposals it was determined that BDO Canada LLP received the highest score.

DISCUSSION/ANALYSIS
BDO Canada LLP is a well-established audit firm with close connections to the Government Finance Officers Association of BC (GFOABC) and significant experience working with local governments and performing audit services for local governments. Staff has no concerns with appointing BDO Canada LLP as the municipal auditors.

Applicable legislation, bylaws and policies
Section 169 (1) of the *Community Charter* requires that Council must appoint an auditor for the municipality.

FINANCIAL IMPLICATIONS
☐ None ☒ Budget Previously Approved ☒ Other (see below)
Fixed lump sum annual price for interim & year end audit:

- 2025 - $37,500
- 2026 - $39,000
- 2027 - $40,500
- 2028 - $42,120
- 2029 - $43,800

The 2025 amount and approximate increases in years 2-5 are already captured in the 2025-2029 5 Year Financial Plan.

ALTERNATE RECOMMENDATION(S)

1. THAT a new request for proposal with Council direction on criteria, be issued to select a municipal auditor.

Respectfully Submitted.
Trevor James, CFO, Director of Finance & Administration

Report Approval Details

Document Title:	Appointment of Municipal Auditor.docx
Attachments:	
Final Approval Date:	Oct 1, 2025

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

Reyna Seabrook, Director of Corporate Services - Sep 24, 2025 - 10:39 AM

Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 12:43 PM

Makayla Ablitt, Manager of Corporate Administration - Oct 1, 2025 - 3:04 PM

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**

Prepared by: **Scott Unser, Public Works Manager**
Department: **Infrastructure & Development Engineering**

Title: Encroachment Application E000018 at 11090 Eva Road
Description: Formalize existing retaining wall re-construction and encroachment at 11090 Eva Road

RECOMMENDATION

THAT the owners of the property having a civic address of 11090 Eva Road, legally described as Lot 44, Plan KAP32546, Section 15, Township 20, Osoyoos Div of Yale Land District, (the "Applicant") be authorized to encroach on the District's Right-of-Way, with a re-constructed retaining wall;
AND THAT prior to issuance of an Encroachment Permit, the Applicant be required to register a Long-Term Encroachment Agreement and Covenant on Title.

EXECUTIVE SUMMARY

In August 2025, District Engineering staff were contacted by the owner, and their contractor, regarding permissions required to replace the existing wooden landscape tie retaining walls at 11090 Eva Road. Staff conducted a site visit and requested design details. At the time of the site visit, it was noted that the existing, and proposed wall, encroach onto the District Right-of-Way. Through collaboration with the District, the existing retaining wall was removed in June of 2025, under a Permit to Construct in the Right-of-Way, and the applicant applied for the Encroachment Permit on August 26, 2025.

The District's and the Owners' objective is to formalize the encroachment, clearly establish legal responsibilities and effectively manage risk. Highways Bylaw 1189, 2022, applies specifically to regulating Encroachment, and Section 219 of the Land Title Act authorizes the use of covenants by municipal government. Section 219 covenants run with the land and ensure the District's interests are protected over time and throughout any changes in ownership of the land. Highways Bylaw 1189, 2022, speaks to encroachments and prescribes Council authorization of long term surface encroachments.

The proposed new retaining wall, as designed, does not currently impact District infrastructure or operations. Staff are supportive of this solution as it replaces an older failing wooden structure with a more durable product and will mitigate some drainage concerns in this area. If necessary for future works, the District may invoke the termination clause in the Covenant at any time.

DISCUSSION/ANALYSIS

Drainage and retention on the west side of Eva Road presents challenging constraints due to the natural topography. The proposed new retaining walls will encroach by approximately 5 to 5.5 metres, however, they will address slope stability and drainage in an effective manner and reduce the encroachment by approximately .5m versus the original. The residence at 11090 Eva Road predates incorporation of the District. It is uncertain when the original landscape tie wall was constructed, however, it has exceeded its life span and was exhibiting signs of failure. The new wall will be constructed of segmental concrete block (Allan Block or similar) for an extended life span.

COMMUNICATION

No statutory advertising or public communication is required for an Encroachment Permit.

ALTERNATE RECOMMENDATION(S)

1. THAT the owners of the property having a civic address of 11090 Eva Road, legally described as Lot 44, Plan KAP32546, Section 15, Township 20, Osoyoos Div of Yale Land District, (the "Applicant") NOT be authorized to encroach on the District's Right-of-Way with a re-constructed retaining wall.

Respectfully Submitted.
Scott Unser, Public Works Manager



Figure 1 - Extents of Retaining Wall at 11090 Eva Road

Report Approval Details

Document Title:	Encroachment 11090 Eva Road.docx
Attachments:	
Final Approval Date:	Oct 1, 2025

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

Matthew Salmon, Infrastructure & Development Engineering Director - Sep 29, 2025 - 8:59 AM

Reyna Seabrook, Director of Corporate Services - Sep 29, 2025 - 12:25 PM

Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 12:47 PM

Makayla Ablitt, Manager of Corporate Administration - Oct 1, 2025 - 3:22 PM

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**

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

Title: North Aberdeen Plateau
Description: North Aberdeen Plateau – Guidance Plan

RECOMMENDATION

THAT the North Aberdeen Plateau Guidance Plan dated August 2025 (attached to the Report to Council dated October 7, 2025) be adopted;
AND THAT Mayor Blair Ireland be appointed as the District of Lake Country representative, and (insert Councillor Name as determined by Council) be appointed as the alternate to the North Aberdeen Plateau Guidance Plan Leadership Team.

EXECUTIVE SUMMARY

Since 2009, the biggest threat to watershed resilience has been identified as catastrophic wildfire. Recognizing the need for a landscape level approach, the wildfire advocacy work expanded in 2023 to form a partnership between Regional District of North Okanagan (RDNO), the District of Lake Country (DLC) and Okanagan Indian Band (OKIB) for enhanced wildfire protection in the North Aberdeen Plateau (NAP) that prioritizes water and cultural heritage values. Like the RDNO, DLC relies on the NAP for an important water supply and the NAP is within the traditional territory of the OKIB and has significant cultural heritage values.

DISCUSSION/ANALYSIS

On May 6, 2024, the extensive work culminated in a $15 million funding announcement from the province that was targeted at protecting water supply:

The Regional District of North Okanagan (RDNO), District of Lake County (DLC) and the Okanagan Indian Band (OKIB) forged a strong partnership to develop a North Aberdeen Plateau Watershed Resilience Plan to address and mitigate all risks with an objective of long-term stability for generations to come. [Province of BC announcement May, 2024]

The first step was in developing a direction regarding how the funds were to be used in the NAP which started with meetings with the Ministry of Forests (MOF) and BC Wildfire (BCWF). MOF and BCWF initially wanted to focus on fuel reduction and targeted prescriptions while the partnership was focused on the wider vision of a long-term Watershed Resilience Plan.

To advance the project, all parties agreed to direct funding toward a Wildfire Resilience Plan (WRP) that expanded the original "fuel reduction and targeted prescription" approach. The WRP incorporates water and cultural heritage values within a wildfire mitigation framework, while also creating opportunities for restoration activities-such as road rehabilitation, wildfire resilience research, and integrating watershed hydrology into treatment prioritization across the entire NAP area for long-term stability.

As indicated above, the partnership is focused on long-term watershed resilience with a priority of water

and cultural heritage values. To develop the vision, three facilitated workshops were completed in the fall and winter of 2024/2025 to develop the draft NAP Guidance Plan. There was a wide range of participants (staff and elected officials) from each of the partnership organizations, MOF, BCWF and other interested parties with expertise in the area and looking for partnering and knowledge expanding opportunities.

The draft Guidance Plan was presented to the leadership representatives from the partner organizations at a workshop on July 11, 2025. The input from meeting was incorporated into the final NAP Guidance Plan, August 2025 provided in Appendix "A".

The goal of the Guidance Plan is to provide the collective vision and goal of the partners highlighting water and cultural heritage values as a priority for the long-term benefit of the communities and the Syilx people. The plan will guide staff during project implementation, support leadership advocacy in partnerships and provincial discussions, and strengthen funding applications.

Partnership staff representatives will continue to work at the operation level with MOF and BCWF to ensure the work being completed conforms to the goals and visions of the NAP Guidance Plan and to provide input and review for WRP. Operationally the partnership staff will continue to inform other Ministries such as the Ministry of Water Land and Resource Stewardship (WLRS) on the Guidance Plan and all watershed activities.

Respectfully Submitted.
Matt Vader, Director Parks, Recreation and Culture

Report Approval Details

Document Title:	North Aberdeen Plateau.docx
Attachments:	- 25082_GP_NAP_FNL_App.pdf
Final Approval Date:	Oct 1, 2025

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

Reyna Seabrook, Director of Corporate Services - Sep 23, 2025 - 11:17 AM

Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 11:29 AM

Makayla Ablitt, Manager of Corporate Administration - Oct 1, 2025 - 12:08 PM

THE NORTH ABERDEEN PLATEAU GUIDANCE PLAN







August 2025

Developed by the Okanagan Indian Band,
the Regional District of North Okanagan,
and the District of Lake Country

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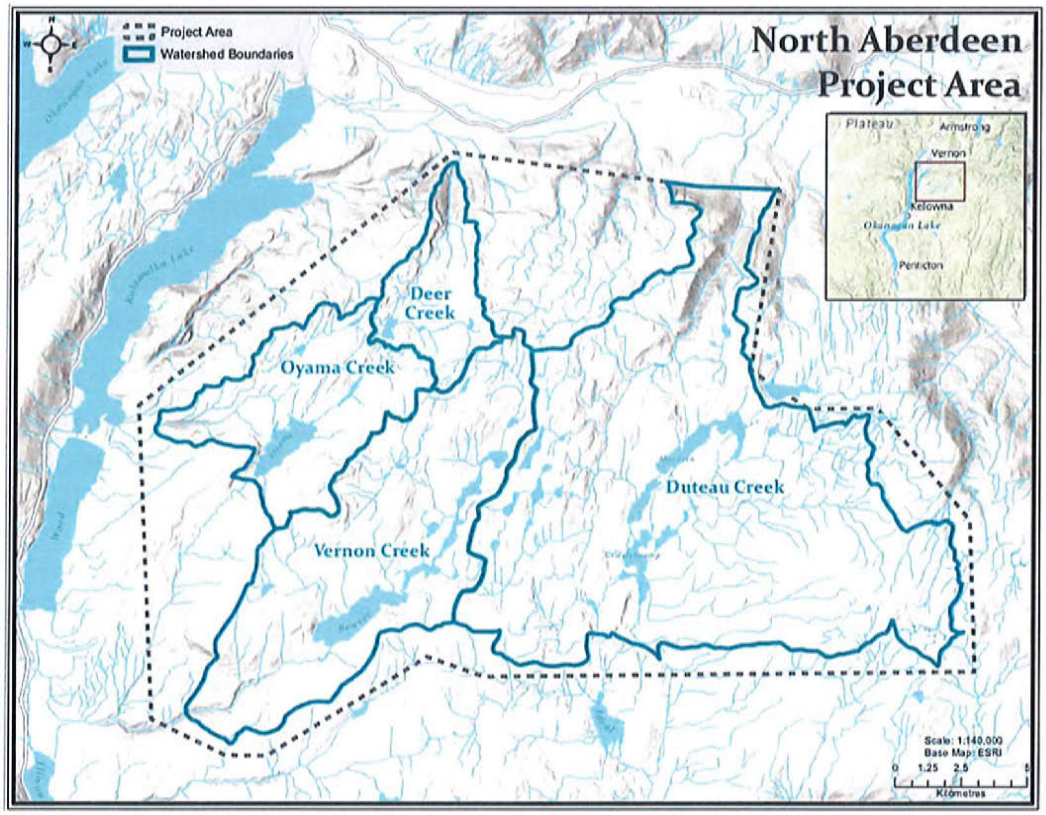
THE NORTH ABERDEEN PLATEAU

The North Aberdeen Plateau lies within *Syilx* territory, where the Okanagan Indian Band represents and upholds *Syilx* interests and values. The area holds significant cultural heritage importance for the *Syilx People*.

The Okanagan Indian Band people have maintained a deep, sacred connection to these lands and waters since time immemorial. Responsibilities include stewarding their lands, safeguarding water sources, protecting cultural sites, and ensuring the well-being of community members. This obligation is non-negotiable and intrinsic to their existence as *Syilx* people.

The plateau serves as a crucial water source for Lake Country and the Greater Vernon Area encompassing the Duteau Creek, Vernon Creek (Beaver Lake), King Edward and Oyama Watersheds. All told, many British Columbians rely on the water from this plateau for their sustenance, livelihoods and culture.

The North Aberdeen Plateau faces significant threats from climate change – including wildfire, drought, and extreme weather – as well as resource extraction and land development pressures. These risks could have catastrophic consequences for water sources, drinking and agricultural water supply, the regional economy and the overall way of life for residents.



This urgency drives the creation of the North Aberdeen Plateau Guidance Plan which outlines our vision, objectives for water security, stewardship and governance, and the necessary context for successfully integrating watershed and wildfire resilience efforts.

WHO WE ARE

We are a collaborative partnership that includes the Okanagan Indian Band (OKIB), the Regional District of North Okanagan (RDNO) and the District of Lake Country (DLC).

The RDNO owns and operates the Greater Vernon Water Utility, the third largest water supplier in British Columbia by volume. The Greater Vernon Water Utility provides domestic water to approximately 71,000 people and agricultural water to approximately 3,000 hectares of serviced land. The DLC provides domestic water to 12,000 people and agricultural water to approximately 1,200 hectares of serviced land. The North Aberdeen Plateau hosts much of the source water and infrastructure for these essential services.

As water purveyors, the RDNO and DLC are legally accountable for the provision of safe drinking water under the *Drinking Water Protection Act*; and yet RDNO and DLC do not have any legal authority to address activities on the land base that would affect that accountability.

The North Aberdeen Plateau is central to Indigenous rights, title and the cultural heritage[1] of the *Syilx People* and as such, the Okanagan Indian Band community has deep connections and responsibility for the stewardship of this area. The *Syilx* People have never ceded their indigenous rights and title and the time has come to take up their inherent authority to steward the lands and waters. The *Syilx People* are the Okanagan Nation with seven member communities in British Columbia - the Okanagan Indian Band, Osoyoos Indian Band, Penticton Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, and Westbank First Nation. Members share common land, *nsyilxcən* language, culture, and customs, all of which honor the natural laws of the *tmix*^{w} – *that which gives us life*.

Our alignment in ensuring water security for present and future generations is strong. Over the years, we have collaborated on watershed assessments, wildfire risk assessments, and recommendations to protect source water, drinking water, agricultural water and cultural heritage values.

While we each hold distinct accountabilities – OKIB for stewardship, RDNO and DLC for safe water provision – our shared goal is to protect water security and cultural heritage for future generations. This collaboration positions us to influence provincial decisions addressing the threats we face.

There is a palpable tension between acting immediately to reduce climate change risks and the ~~need to gather data and build~~ trust for effective decision making.

[1] *Cultural heritage does not end at monuments and collections of objects. It also includes traditions or living expressions inherited from our ancestors and passed on to our descendants, such as oral traditions, performing arts, social practices, rituals, festive events, knowledge and practices concerning nature and the universe of the knowledge and skills to produce traditional crafts. Source: OKIB Website*

Our work cannot be completed effectively without the cooperation of provincial decision makers. That is why our partnership (OKIB, RDNO, DLC) has developed this Guidance Plan. The Plan will inform our conduct, invite collaboration and guide us toward shared decision-making with the Province.

OUR VISION

We come together with a profound sense of responsibility and urgency. The North Aberdeen Plateau faces threats that endanger cultural identity, water access, food security, livelihoods, and recreational opportunities.

Climate change, drought, extreme weather events and wildfire risks jeopardize our water, land, and cultural heritage values. That's why we believe that the current management regime must shift. Our vision is to deliver:

- **Water Security:** Our water sources, water infrastructure, and cultural identity are under threat. Water security means that we recognize that ***"without water, there is no life"***. We must ensure that future generations have access to clean, abundant water.
- **Stewardship and Governance:** We will develop a governance approach that prioritizes local knowledge and influence. We will establish mechanisms for a collective approach to stewardship and governance that reflects our values and respects our rights. ***"We take care of the land - the land takes care of us."***

We are dedicated to a sustainable future for all natural resources in the North Aberdeen Plateau. By focusing on water security, stewardship and governance, we safeguard the broader ecosystem, the cultural identity of *Sylix* people and the communities we serve.

GUIDING PRINCIPLES

Our work for the North Aberdeen Plateau is guided by the Okanagan Similkameen Collaborative Leadership Table Memorandum of Agreement signed November 2024 and associated Terms of Reference dated April 24, 2025.

These documents reflect a broad arrangement between the *Syilx* Nation and Local Governments *"to protect and restore siwlkʷ in the Okanagan and Similkameen Watersheds, now and for future generations"*.

The following principles are intended to guide us in the work.

1. LOCAL LENS – A PLACE-BASED APPROACH: We aim to collaborate with the Province to implement shared decision-making processes that situate us, engage us, value us, and inspire us to be involved so we can effectively meet our accountabilities to community members. We aim to build an equitable relationship among all partners, ensuring that *Syilx People's* voices and perspectives are amplified and central in all decisions.

2. ECOSYSTEM HEALTH FOCUS: Adopt a perspective that prioritizes the overall health and resilience of the ecosystem, recognizing the interconnectedness of the land, the waters, the plants, the animals, and people that contribute to community resilience. As part of this work, we aim to implement restoration activities that remediate high-risk impacts on water and integrate restoration activities as an integral part of stewardship.

3. 7 GENERATIONS PRINCIPLE: The 7 generations principle urges us to make decisions with the long-term impact on future generations in mind. It encourages sustainable living, environmental stewardship, and social responsibility, ensuring our choices today do not harm future generations' ability to thrive. That is why we will evaluate our success using a quadruple bottom line – ecological, cultural, social and economic measures.

4. BALANCE: Approach issues from a collaborative perspective. We strive to find solutions that espouse shared land use with multiple benefits (e.g. a wildfire mitigation treatment could improve forage for ungulates, protect water, and support human land use).

5. RESPECT FOR ALL KNOWLEDGE: Utilize both Indigenous knowledge and western science to guide our actions. This includes revising management practices based on past learnings and current and future needs.

6. EDUCATION AND TRAINING: Focus on education and training to foster a deeper understanding of holistic stewardship and to pass on knowledge to current and future generations.

7. INNOVATION AND CONTINUOUS IMPROVEMENT: Regularly assess and adapt our strategies based on new information, experiences, and changing conditions. Remain open to innovative solutions and adjust our actions to effectively address the context we're in.

WATER SECURITY, STEWARDSHIP AND GOVERNANCE

To realize our vision of water security, stewardship and governance, we embrace the guiding principles above and will act deliberately to shift focus from resource development and extraction to protecting water, water infrastructure and cultural heritage values.

For historical context, we draw from the 2001 Okanagan–Shuswap Land and Resource Management Plan.

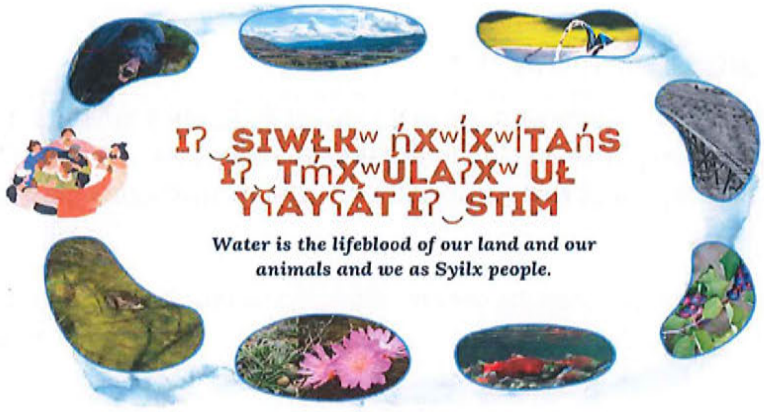
> *"Within these watersheds, water quality, water quantity, and timing of flows are recognized as principal values. Resource development and extraction activities are permitted provided community water supply objectives are achieved.*
>
> *The overall goal is to ensure that the surface and ground water resource will continue to provide a healthy, safe and affordable supply of drinking water in the future."*
> — Okanagan Shuswap Land and Resource Management Plan

These historic statements did not deliver the intended results. In light of climate change threats, our work must be bold and centralize *Syilx* title, rights and cultural values, as well as local-government statutory obligations in provincial decision-making.

Community and ecosystem resilience is central to our work as we deliver positive results for future generations.

WATER SECURITY

Water is Life. This statement reflects a fundamental truth that water is essential for all living things. One only needs to reflect on what would happen without water to recognize its value. Without it, the interconnectedness of life would not exist. We recognize that we can rebuild homes, but we can't rebuild natural water sources and systems.



To begin, we will seek funding partners to support the development of a Watershed Resilience Plan. A terms-of-reference for the Watershed Resilience Plan will be developed by the OKIB, RDNO and DLC to establish a budget, timelines and include the following components:

- purpose of the project,
- geographic scope,
- project lead, governing body, and engagement structures to align with this Guidance Plan,
- timelines,
- collection of agreed upon and available information,
- studies or research required to drive informed decision-making,
- identification of place names and stories reflective of *Syilx* Nation culture,
- threat analysis and risk assessments to inform priority restoration activities,
- linkages to the Wildfire Resilience Plan noted in the next section,
- development of methods and best practices that guide resource use reflecting the principles and priorities set out in this document
- project partners including academia, funding partners, and relevant provincial and Federal agencies,
- interest holders that will require engagement in the development and implementation process.

The completed Watershed Resilience Plan would examine water quality and quantity, hydrologic function, ecosystem and community resilience, *Syilx* cultural values, flood and drought resistance, as well as land use elements including sustainable forestry, recreation, agriculture, and land development. The results of this work will complement the Wildfire Resilience Plan and inform a broad range of provincial decisions that affect water security in the North Aberdeen Plateau.

Integral to this Guidance Plan is an Action Plan that outlines tasks, timelines, and accountabilities to deliver results. The Action Plan contains tasks to be completed between 2025 - 2027 and will be monitored by the Operations Team. The Operations Team will report out to the Leadership Team on an annual basis with progress reports, requests for direction, and task planning for subsequent years.

STEWARDSHIP AND GOVERNANCE

The Okanagan Similkameen Leadership Table Terms of Reference sets out a stewardship goal and governance framework to delineate membership roles and responsibilities, operational protocols, decision-making processes, consensus building methodologies, and the code of conduct.

This governance framework includes the tenets of the *Enowkinwixw* process: the *Syilx* discipline that describes how to plan, solve problems, make decisions, resolve conflicts and/or develop an action plan.

Enowkinwixw is a consensus-based practice developed on the principles of respect, trust and inclusion. The process includes Consensus, Establishment of Common Ground, Protocols for Discussion, Full Participation, Commitment, and Differing Perspectives. The process is complete when an action and implementation plan incorporating all views is in place.

We selected *Enowkinwixw* because it is based on the *Syilx* way of knowing and is consistent with our guiding principles. Using this process would mean that we value differing perspectives, make robust, defensible and transparent decisions, and generate certainty by collectively respecting and upholding the decisions made.

GOVERNANCE

OKIB, RDNO and DLC will emulate the applicable components of the Okanagan Similkameen Collaborative Leadership Table governance framework for the North Aberdeen Plateau.

Our group is organized as follows:

Leadership representation: Each organization will appoint one leadership representative and one alternate. Recognizing that each organization has its own structure and processes in place, leadership representatives will be responsible for disseminating information, making recommendations, and seeking authority from their respective organizations according to organization specific processes and legal requirements.

Operations Team: OKIB, RDNO and DLC each have one staff member appointed to deliver on the activities set out in the 2025 – 2027 Action Plan. The operations team will take guidance from the leadership team.

DECISION-MAKING

To foster a governance approach that prioritizes local knowledge and influence, we are committed to developing a shared decision-making with relevant provincial agencies over time.

We will start by working with the Ministry of Forests to build efficacy into the current activities and decision-making processes that contribute to catastrophic wildfire risk (eg. forestry, recreation, access, natural disturbance, and wildfire mitigation projects).

We will collaborate with the Ministry of Forests and BC Wildfire Service to build trust and develop a collaborative, local and inclusive stewardship approach.

In the immediate term, this means that we will focus on mitigating risk to water security, implementing wildfire resilience projects, and providing the BC Wildfire Service with our priorities, to support wildfire fighting decisions.

The Operations Team has established a table with the Ministry of Forests (based on the historic Integrated Watershed Management Planning tables) to:

- Develop annual plans for activities on the land base, including an assessment of how the cumulative impact of those activities contribute to wildfire risk;
- Understand existing legal orders and permits affecting the North Aberdeen Plateau;
- Identify and review plans and permit applications;
- Develop efficient, collaborative processes to review permit applications and land use plans through the lens of water and cultural heritage preservation and enhancement;
- Engage various tenure and permit holders in the area;
- Develop, track, and maintain fire mitigation prescriptions;
- Disseminate the successes and failures with a focus on continual improvement; and
- Provide capacity funding for the OKIB to represent our partnership in day-to-day activities.

This forum is led by the Ministry of Forests and engages the partnership on the matters noted above.

Our efforts to address catastrophic wildfire threats will directly inform our vision of achieving water security. The decision-making structure established with the Ministry of Forests includes our mutual commitment to the *United Nations Declaration on the Rights of Indigenous Peoples Act* and will advance our stewardship and governance goals for the North Aberdeen Plateau in line with our vision and guiding principles.

As we evolve our relationships with the Province and develop the Watershed Resilience Plan, we seek shared decision-making over a broader range of decisions that affect the water security of the North Aberdeen Plateau. This could manifest in a number of different ways – strategic, land or water use orders, tactical decisions or agreements. We will work collaboratively with the Province to review, identify and share decisions to define and propel our interests.

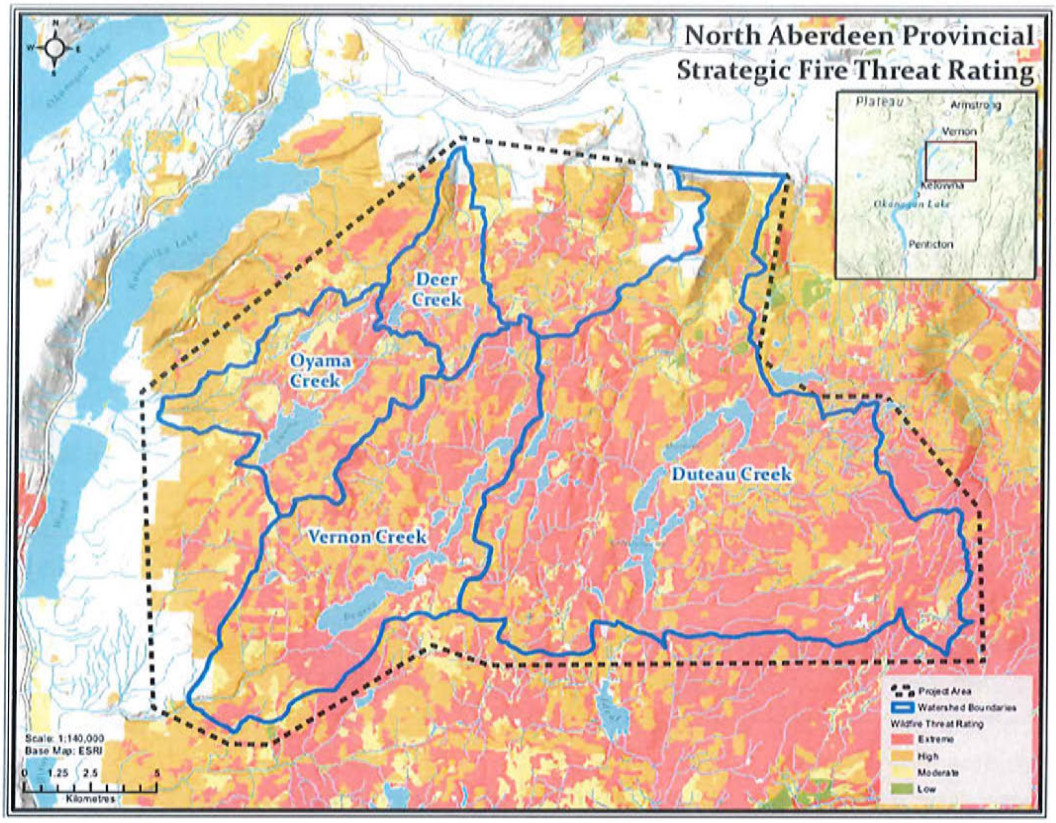
CATASTROPHIC WILDFIRE – THE IMMINENT THREAT

As we strive for water security, stewardship and governance, we must address the imminent threat of catastrophic wildfire. Severe wildfire presents the most immediate threat to water with potentially disastrous social, environmental and economic consequences for our communities.

In May 2024, the Ministry of Forests announced[2] a $15 million investment to collaborate with the OKIB, RDNO and DLC to protect water, water infrastructure and cultural values from catastrophic wildfire impacts.

The map below depicts the wildfire risk rating for the North Aberdeen Plateau.

[2] Government of British Columbia. (2024, April 24). Wildfire-prevention project will keep Okanagan communities safe, protect water supply. https://news.gov.bc.ca/releases/2024FOR0022-000682



We must act collaboratively and responsibly to mitigate wildfire impacts in the North Aberdeen Plateau. Wildfire mitigation and resilience work must be done so that trust is built and actions align with our vision of protecting water and fostering a resilient landscape.

This work is about learning and adapting to live with wildfire so we will implement treatments at the landscape level that emphasize community and ecosystem resilience. We embrace natural disturbances, prescribed fire, and forestry activities such as select harvest and commercial thinning as part of the solution. We recognize that as the environment and climate continue to change, the work we do today must enable future generations to continue the work of mitigation and adaptation.

WILDFIRE RESILIENCE

The OKIB, DLC, RDNO, the Ministry of Forests, including the BC Wildfire Service will develop a Wildfire Resilience Plan to guide effective planning and prioritization of wildfire mitigation treatments. This plan will incorporate Indigenous knowledge, prioritize water security and cultural heritage, and highlight the activities on the land base that are consistent with our objectives.

With support from the Ministry of Forests and the BC Wildfire Service (BCWS), our activities will include:

- Planning and implementing works to protect water, water infrastructure and cultural heritage values,
- Looking to images of the historic landscape (pre-modern wildfire fighting) to guide timber and fuel management treatments,
- Learning lessons from catastrophic wildfires in the region including, but not limited to, the MacDougall Creek Fire and White Rock Lake Fires,
- Modelling catastrophic wildfire impacts on water and prioritizing wildfire mitigation treatments accordingly,
- Developing plans to rehabilitate old roads / developments that contribute to risk of sedimentation and landslides, while maintaining appropriate access for BCWS to fight wildfires,
- Communicating with BCWS incident commanders to support their decisions when fighting wildfire in the area,
- Reducing wildfire intensity through annual fuel management, including the proactive use of traditional and prescribed burns, ladder fuel reduction, commercial thinning, pruning and mulching,
- Updating current practices to enhance wildfire resilience (eg. stocking standards, retention harvest methods, Allowable Annual Cut determinations, silviculture treatments, etc.),
- Creating opportunities and capacity building in fire mitigation works by planning multiple projects in advance,
- Increasing opportunities for the economic utilization of fibre removed through treatments,
- Evaluating treatment effectiveness and improving future decision making,
- Fostering awareness that prescribed traditional burning is one of many necessary tools to mitigate the risks of catastrophic wildfires,
- Reporting progress and successes to communities and interest holders.

PARTNERSHIPS, COMMUNICATION AND ENGAGEMENT

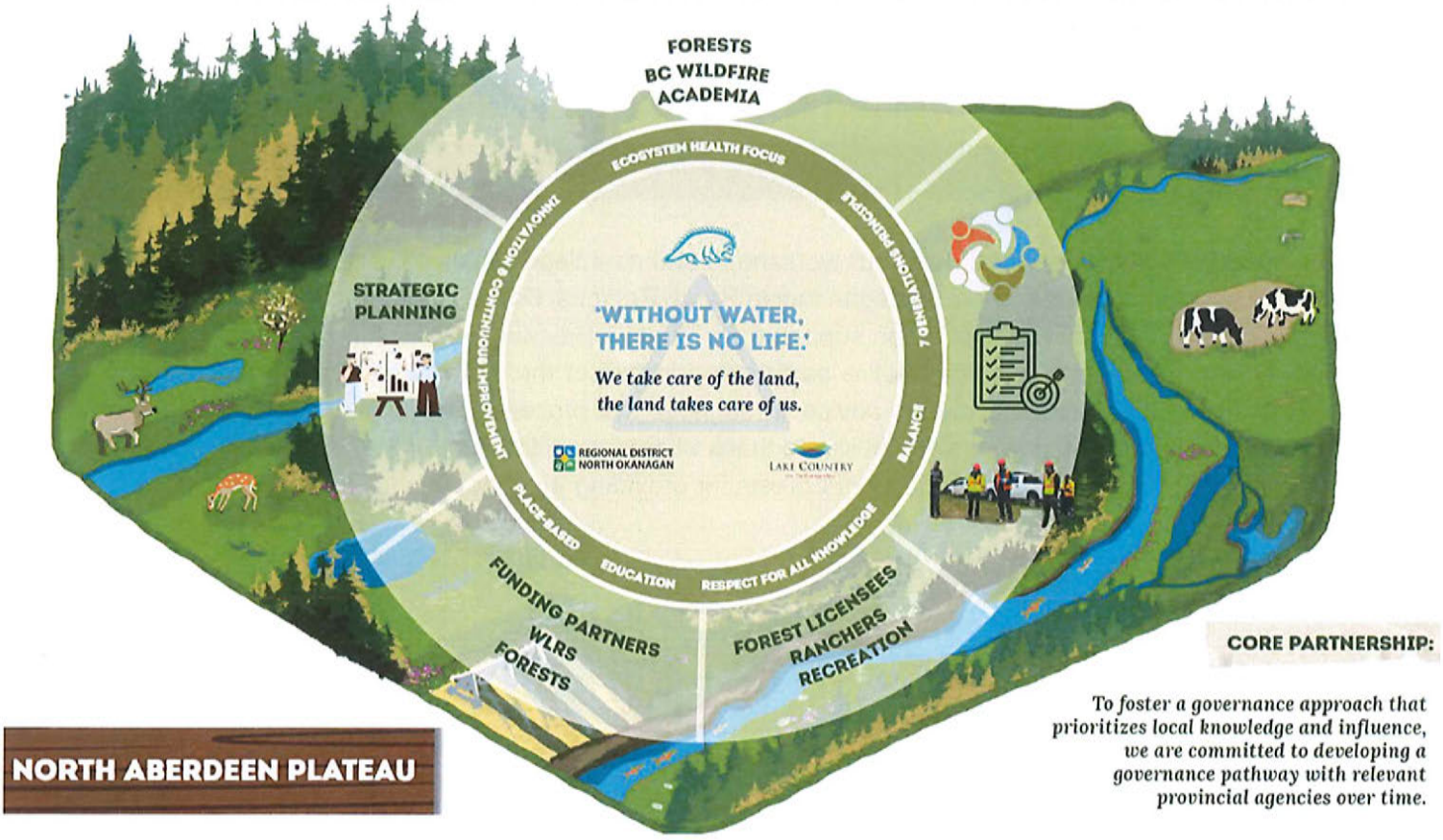
We are developing a new engagement model that prioritizes water security and local influence in light of the climate change threats. This statement is packed with accountability to share our work, partner with leading expert institutions, and deliver results that could be amplified throughout the Province, the country and globally.

We are committed to remedying historic practices that contributed to the risks now threatening water security. We reiterate that *Syilx* people and cultural values, as well as local government interests were not considered in previous decision-making.

That is why building partnerships with the Province and collaborating with all knowledge base institutes including the UVic POLIS Project Group, the University of BC Okanagan, and Forest Enhancement Society BC, and expertise in other jurisdictions (ie. US Forest Service PODs) are so important.

We are obligated to partner, communicate and engage with those affected by our work so that:

- Citizens understand where their water comes from and why we need to protect it;
- Tenure holders and licencees understand their role in mitigating risk of catastrophic wildfire and impacts on water sources (ie. responsible forestry, agriculture, recreation and ATV use, land leases, etc);
- Citizens understand the wildfire mitigation work doesn't prevent catastrophic wildfires - it only mitigates the impacts. This includes the use of prescribed fire (eg. 'a few ribbons of smoke now to avoid a summer choked with wildfire and smoke');
- *Syilx* knowledge keepers will play a pivotal role in determining future actions to complement western ways of knowing and provide for better future results, and;
- Importantly, local knowledge and influence contributing to decision-making in this area will deliver positive results.



CORE PARTNERSHIP:

To foster a governance approach that prioritizes local knowledge and influence, we are committed to developing a governance pathway with relevant provincial agencies over time.

CONCLUSION

Our commitment to mitigating the impacts of climate change, land development, and unresolved legacy issues drives our vision for water security in the North Aberdeen Plateau.

We will take deliberate steps starting with Wildfire Resilience planning and projects with the Ministry of Forests and the BC Wildfire Service. Each step we take will inform our broader interests that will be captured in the Watershed Resilience Plan.

For clarity, both the Wildfire and Watershed Resilience Plans will be centered around water security. Wildfire resilience is about managing and adapting to the impact of wildfires, watershed resilience involves a broader set of decisions to maintain the integrity of water systems, ecological and community health.

By embracing a collaborative approach, we aim to establish a new standard for water security, stewardship and governance. The legacy we build today will ensure that future generations inherit a vibrant, resilient, heathy and respected landscape.

ACKNOWLEDGEMENTS

This document was developed over four workshops and countless discussions with participants from the partner organizations - Okanagan Indian Band, Regional District of North Okanagan and District of Lake Country with facilitation support from Positive Precedent Consulting Services Inc. The Ministry of Forests and BC Wildfire participated in two of the workshops. The UVic Polis Project and UBCO provided expert advice throughout the process, and continue to provide invaluable support. The partners would like to thank all that provided input into the development of the document and thank the Ministry of Forests for providing the funding.

RESOURCES AND REFERENCE MATERIAL

1. Watershed Security Fund Home - Watershed Security Fund

2. The Four Chiefs Enowkinwixw Discourse https://indigenoussharing.org/docs/The-Four-Chiefs-Enowkinwixw-Discourse.pdf

3. Xwulqw'selu (Koksilah) Watershed Plan "A Collaborative, Community-based Planning Process led by Cowichan Tribes and the Province of BC Xwulqw'selu (Koksilah) Watershed | Koksilah Water

4. University of Victoria POLIS Project on Ecological Governance – Wildfire Resilience Project

   "Learning to Live with Fire: State of Wildfire in B.C., Policy, Programs & Priorities"; May 2024

   "Wildfire and a Whole-of-Society Approach"; July 2024

   "Economic Impacts & Implications of Catastrophic Fire"; September 2024

5. Forest Service US Department of Agriculture, Rocky Mountain Research Station Potential Operational Delineations (PODs) https://research.fs.usda.gov/rmrs/projects/pods

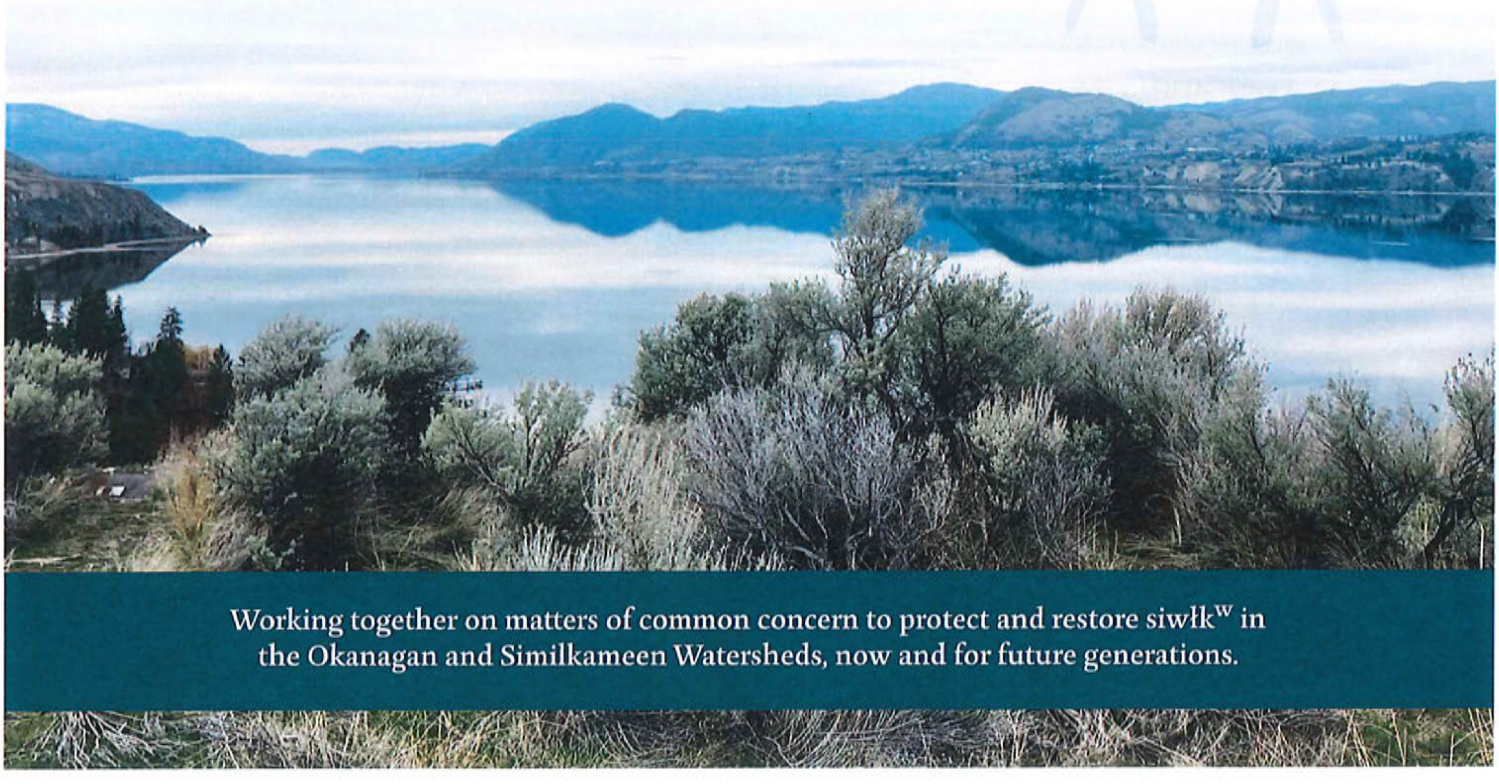
6. Okanagan – Shuswap Land Resource Management Plan pgs. 206-241 (dated April 11, 2001) Okanagan-Shuswap Land & Resource Management Plan - Province of British Columbia

APPENDIX 1 – OKANAGAN SIMILKAMEEN COLLABORATIVE LEADERSHIP TABLE MEMORADUM OF AGREEMENT AND TERMS OF REFERENCE

Okanagan Similkameen Collaborative Leadership Table



TERMS OF REFERENCE
April 24, 2025



Working together on matters of common concern to protect and restore siwłk^{w} in the Okanagan and Similkameen Watersheds, now and for future generations.

OKANAGAN SIMILKAMEEN COLLABORATIVE LEADERSHIP TABLE TERMS OF REFERENCE

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OKANAGAN SIMILKAMEEN COLLABORATIVE LEADERSHIP TABLE TERMS OF REFERENCE

Endorsed on April 24, 2025

1. Background

On November 15, 2024, the Syilx Nation and Local Government elected leaders of the Okanagan and Similkameen river watersheds formalized their commitment to the Okanagan Similkameen Collaborative Leadership Table (the "Table") to collectively protect and restore siwłkʷ, water across the region by signing a Memorandum of Agreement (MOA). This historic and pivotal agreement is founded on the longstanding directives of the Syilx Nation Chiefs Executive Council (CEC) and reflects the shared commitment of both the Syilx Nation and Local Governments to develop a collaborative, government-to-government decision-making process. The MOA acknowledges the vital role each party has in water governance while respecting jurisdictional authorities. The parties recognize that collaboration is critical for improving the protection and management of the Okanagan and Similkameen river watersheds now and for future generations.

2. Purpose of the Terms of Reference

This Terms of Reference (**TOR**) establishes the governance framework for the Table by delineating membership roles and responsibilities, operational protocols, decision-making processes, consensus-building methodologies, and the code of conduct. The TOR provides a foundational structure for how the Syilx Nation and Local Governments will collaborate in their shared goal of protecting and restoring siwłkʷ within the Okanagan and Similkameen watersheds. The TOR supplements the MOA, which includes the vision, shared purpose, guiding principles, areas of common concern, and general clauses governing the Table. In the event of any conflict or inconsistency between the TOR and the MOA, the terms of the MOA will prevail. The TOR will be reviewed every three years or at the direction of the Table.

3. Membership

Membership of the Okanagan Similkameen Collaborative Leadership Table includes Syilx Nation and Local Government organizations that have signed the MOA. Other Syilx Nation communities and Local Governments in the Okanagan and Similkameen watersheds are welcome to become members by signing the MOA.

3.1 Table Representatives

Syilx Nation Member Bands will appoint their Chief and one alternate. Local Government member councils will appoint their Mayor and one alternate. Regional Districts will appoint the Chair or Rural Area Director, as appropriate.

3.2 Duration of Term for Table Representatives

Table representatives and their alternates will represent their organizations at the Table for the duration of their respective election cycles.

4. Decision-Making Process

As described in the MOA, the Table will seek to make decisions by consensus by utilizing nʕawqnwixw and əlʕacx̓ən processes, which are set out in more detail in this section.

A consensus-building process is a collaborative approach to decision-making, where all parties can come to an agreement or reach a common understanding on a solution, direction, or course of action. This process is important as it allows for input from the multiple perspectives. The goal is to build a unified direction that everyone can support, even if there are disagreements during the process.

A process grounded in teachings from the Four Food Chiefs strongly supports a consensus-building approach by building connections with each other, considering existing laws and policies, and bringing forward innovative and creative outcomes. The consensus-building approach will be participatory, inclusive, and include the principles of Syilx self-determination, inherent rights affirmation and consensus-building decision-making. It is built on the understanding that Syilx peoples have the inherent rights, responsibilities and the place-based knowledge for decision-making in Syilx Territory.

A consensus-building process involves cooperation, patience, and compromise to ensure that decisions reflect the input and concerns of all parties at the Table. It emphasizes mutual respect and a shared commitment to the chosen solution. The consensus approach to the decision-making framework listed below is designed to support the Table:

i) Defining the issue, objective or a question

- *Chief siya? (Saskatoon Berry)* reminds us to bring forward innovation and creativity to reflect the diverse needs of the Table and a long-term vision for the next 25, 50, 100 years.
- Clarify the issue: The Table must first agree on what the issue or challenge is. This involves defining the problem or objective that needs a solution.

ii) Open discussion & idea generation

- *Chief skəmxist (Black Bear)* idea generation includes:
  - Bring forward the knowledge that we know.
  - What values and principles need to be maintained for the watershed?
  - Resource guests may be invited to meetings and given opportunity to speak.
- Encourage open and honest communication, where everyone can share their views, ideas, and concerns without judgment. It's common to encounter different opinions. These differences should be acknowledged and explored to understand underlying concerns or constraints. Important questions to consider are:
  - How are people affected in short and long term?
  - How is the watershed and tmix^{w}, all living things are affected short and long term?

- How is the whole community affected short term and long term?

iii) Evaluating Options

- *Chief n'tyxtix (Chinook Salmon)* evaluation includes examination of current land-uses and impacts. It identifies laws and policies that work, and ones that need to be updated or developed.
- Assess potential solutions: The Table representatives discuss and examine various ideas and weigh the pros and cons, considering how each option meets the needs and constraints of the representatives.
- Identify areas of common concern: Find aspects of proposed solutions that align with most table members' priorities to identify common areas of concern.

iv) Consensus-Building

- *Chief spitlem (Bitter Root)* encourages Table representatives to build connection to each other, and connections between our communities.
- Propose a solution or course of action that incorporates the best elements from different ideas.
- Encourage further dialogue if there are still reservations or hesitations. Adjust the objectives and or scope until there is a general feeling of agreement.

v) Decision & Commitment

- Final decision: Once everyone has had a chance to provide feedback and concerns are addressed, the group collectively agrees on a solution(s).
- Commitment to implementation: All members commit to executing the decision, which may include sharing responsibilities, resources, and timelines.
- Document the decision: The Coordinating Team will document the agreed-upon objective or actions so there is a clear understanding of the direction from the Table.

4.1 Voting Mechanism

If a decision cannot be reached through consensus-building, the Co-Chairs may call for a vote. For the vote to pass it will require a 2/3's majority from the Syilx Nation Table representatives and alternates and 2/3's majority from the Local Governments Table representatives and alternates in attendance. For clarity, each member with a Table representative or alternate present is entitled to one vote. Voting must be done in-person. However, telephone or video conferences may be called to address issues or developments as needed.

5. Co-Chairs

The Table meetings will be co-chaired by one representative from the Syilx Nation and one representative from the Local Governments for a 2-year term.

5.1 Co-chair elections

- The Syilx Nation Chiefs will elect their Co-Chair representative at a CEC meeting prior to the start of a new 2-year term.

- The Local Government Mayors and Regional District Chairs or Rural Area Directors or their alternates will vote for their co-chair.
    - The Co-Chairs and the Coordinating Team will send out a call for expressions of interest for the Local Government Co-Chair before the new term starts. Interested representatives are asked to send their expression of interest by e-mail.
    - If more than one local government representative is seeking the co-chair position a closed ballot vote will take place at a Table meeting.

5.2 Co-Chairs Roles and Responsibilities

- Act as a spokesperson for the Table.
- Work with the Coordinating Team and the host community representatives to develop agendas for meetings that support the progression of the MOA.
- Ensure the Code of Conduct is followed at the meetings.
- Facilitate discussion at the Table.
    - **Create an open environment:** Foster an atmosphere where participants feel safe to express their opinions, share ideas, and challenge each other's perspectives without fear of judgment or retribution.
    - **Encourage participation:** Actively invite input from all members, ensuring that everyone has an opportunity to speak and be heard, especially quieter or marginalized voices.
    - **Moderate discussions:** Keep discussions focused, on-topic, and respectful. Gently steer the conversation when it veers off-course or becomes unproductive.
    - **Manage conflict:** Address conflicts as they arise by acknowledging differing views, encouraging mutual respect, and finding common ground.
- Facilitate the consensus-building approach.
- Co-Chairs will work with the Coordinating team to develop a Communication Protocol.

6.0 Table Representatives Roles and Responsibilities

6.1 Roles of Table representatives and alternates include:

- Work to foster and strengthen relationships and trust among Table members.
- Promote collaboration by utilizing the consensus-building approach for problem solving for the areas of common concern. Uphold the vision and principles of the MOA.
- Remain unbiased: Recognize we each carry unconscious biases such as, over-generalizations, stereotypes and confirmation biases. Strive to be aware of biases so the Table can make more informed and balanced decisions.

6.2 Responsibilities of Table representatives and alternates include:

- Review agenda packages prior to the Table meetings.
- Demonstrate a commitment to truth and reconciliation by participating in learning opportunities at the Table.
- Identify funding opportunities to support the Table and its initiatives.

7.0 The Coordinating Team

The role of the Coordinating Team is to work with the Co-Chairs to:

- Plan and organize Table meetings, events and working groups.
- Develop communications for the membership and external partners.
- Facilitate the development of the Okanagan Similkameen Watershed Responsibility Planning Process.
- Secure funding for the Table and its initiatives.
- Manage resources, including human resources and budgets.
- Gather feedback and monitor the progress of the Table.

8.0 Guests and Elders

Guests may be invited to participate in or observe meetings of the Table. Elders, knowledge keepers and guests may provide expertise, guidance or conduct ceremonies for the Table.

9.0 Working Groups

Working groups will be an important part of the ongoing work of the Table. Working groups may be established by the Table to champion and undertake specific projects or initiatives. Working groups will be comprised of Table representatives and may include external partners with specialized expertise, and members of the Coordinating Team. Working groups should be established with a balance of Syilx Nation and Local Government representatives. The role of a working group is to:

- Develop workplans and timelines for specified water projects or initiatives.
- Identify additional funding requirements and opportunities.
- Provide updates to the Table as required via online presentations or at Table meetings.
- Bring recommendations for consideration to the Table.

10. Code of Conduct

Table representatives are expected to conduct themselves in an appropriate manner, based on **wa̓y̓ sic mi kwu x̌sɬca̓wt ki yaʕspuʔsmn̓tm** (We will act in a good way to stay focused on a common purpose). Table representatives must act with the principles and values of:

- Good faith
- Mutual respect and honour
- Kindness
- Generosity
- Trust
- Humility
- Honesty
- Integrity

10.1 Complaint Process

Anyone wishing to file a formal complaint must submit a summary of the complaint to the Co-Chairs. The summary should include the date of complaint the matter of the complaint and a proposed resolution sought of the complaint. The Co-Chairs must arrange a meeting as soon as possible with the parties of the complaint so they may reconcile and reach a resolution.

11. Table Meetings

11.1 Frequency

There will be a minimum of three meetings per year and meeting date(s) will be set at the beginning of each year. Members will take turns hosting the Table meetings throughout the watersheds. Meetings will be in person. Telephone or video conferences may be used to address issues or developments as needed.

- Table meetings will be held on the 3rd Friday of January, April and November.

11.2 Closed Meetings

Closed meetings may be scheduled to deal with legal and financial matters that affect the members.

11.3 Quorum

The minimum meeting quorum is 2/3 of Syilx Nation Table representatives and 2/3 Local Government representatives.

12. The Table Duration

The Table will continue to exist in perpetuity.

12.1 Exit Clause

- If a Table representative needs to be replaced at any time, its respective member will provide a member council resolution to the Table that includes the name of its new Table representative. The resolution will be included in the next meeting of the Table and documented in the meeting minutes.
- Members who wish to leave the Table may do so by providing a resolution to that affect.

13. Conflict of Interest

Each Table representative must declare if they have a conflict of interest or a perceived conflict of interest, relating to personal, professional, or financial interests in relation to their work or responsibilities.

Table representatives must disclose any potential conflicts to the Co-Chairs should they arise during their time on the Table to ensure transparency and integrity of the Table.

14. Confidentiality

The following parameters described below for the Table shall be considered confidential for the Table and such information is to be used for the sole purpose of fulfilling objectives of the Table.

- The Table will not communicate or divulge information in any manner; nor alter, copy, or interfere with such information except upon authorization and in accordance with objectives of the Table.
- Each Table representative and guest is responsible for maintaining the confidentiality, integrity, accuracy and privacy of the data entrusted to them as a representative of the Table and shall safeguard the data using best practices against accidental or unauthorized access, disclosure, use, modification, and deletion.
- Syilx Nation members information brought to the Table shall remain the intellectual property of the Syilx Nation and is not to be shared outside the Table without the permission of the Syilx Nation members.

Okanagan Similkameen Collaborative Leadership Table

Working together on matters of common concern to protect and restore siwɬkʷ in the Okanagan and Similkameen Watersheds, now and for future generations.

MEMORANDUM OF AGREEMENT

between the

SYILX NATION

Including

Lower Similkameen Indian Band
Okanagan Indian Band
Osoyoos Indian Band
Penticton Indian Band
Upper Similkameen Indian Band
Westbank First Nation

and

LOCAL GOVERNMENTS

Including

City of Kelowna
City of Penticton
City of Vernon
City of West Kelowna
District of Lake Country
District of Peachland
District of Summerland
District of Coldstream
Regional District of Central Okanagan
Regional District of North Okanagan
Regional District of Okanagan-Similkameen
Township of Spallumcheen
Town of Oliver
Town of Osoyoos
City of Armstrong
Town of Princeton
Village of Keremeos

of the

OKANAGAN AND SIMILKAMEEN RIVER WATERSHEDS INCLUDING kɬúsx̌nítkʷ, OKANAGAN LAKE AND THE nməlqaytkʷ, SIMILKAMEEN RIVER

hereafter

"THE PARTIES"



WHEREAS

A. The Parties understand that, as governments, they each occupy unique jurisdictional space and have historically different relationships with other international, national, regional, and local governments:

i. The Syilx[1] Nation's sovereign, unceded right to self-governance and self-determination are affirmed within Syilx laws and customs as directed through their captikʷɬ[2] and they hold and exercise title, rights, responsibilities and jurisdiction over lands and waters within Syilx territory[3], including in the Okanagan and Similkameen Watersheds.

ii. The Local Governments operate in the interests of their residents and the public through their statutory authority under the Community Charter and the Local Government Act having jurisdiction in respect of matters delegated to them by the Province of British Columbia.

B. The Parties live together in the Okanagan and Similkameen Watersheds and share a responsibility to safeguarding the siwɬkʷ that sustains their communities.

C. For the Syilx Nation, their relationship with siwɬkʷ means that they are responsible to ensure that siwɬkʷ as our relation can continue to maintain the health and resiliency of our tmxʷulaxʷ[4], land and tmixʷ[5], all lifeforms. This relationship with siwɬkʷ is the foundation for the Syilx Nation for these discussions.

D. For the Local Governments, their authorities under the Community Charter and the Local Government Act, govern their powers and responsibilities regarding their residents, communities, water and ecosystems.

E. The Parties seek to understand and apply these foundations as they build the government-to-government relationships and processes contemplated in this Memorandum of Agreement.

F. The Parties seek to engage in mutually respectful dialogue and take action on shared priorities consistent with the United Nations Declaration on the Rights of Indigenous Peoples and the Calls to Action of the Truth and Reconciliation Commission of Canada.

G. The Parties recognize the value in collaborating on matters of common concern and seek to establish ongoing, positive, collaborative government-to-government relationships, and processes through this Memorandum of Agreement.

1 Syilx are the original nsyilxcən speaking people who learned to live together on the land in peace; dreaming ones; bound together; of the land.

2 captikʷɬ are stories and oral traditions; creation stories that hold the laws.

3 The Syilx Territory encompasses over 27 different watersheds, each with its own personality, needs, and ways of being.

4 tmxʷulaxʷ is the land; the core spirit from which all creation arises and which unites everything.

5 tmixʷ is the nsyilxcən word that most closely translates as "ecology." tmixʷ includes everything alive – the land, water, insects, people, animals, plants and medicines.

PURPOSE OF AGREEMENT

The purpose of this Memorandum of Agreement is to formalize a government-to-government Leadership Table to set strategic direction and address matters of common concern to protect and restore siwɬkʷ in the Okanagan and Similkameen Watersheds now and for future generations.

OUR SHARED VISION

Our relation siwɬkʷ, our most sacred medicine, must be kept healthy to restore and hold its relationship to tmixʷ, in order to ensure resiliency of all, for the good of all, for all time.

PRINCIPLES FOR WORKING TOGETHER

The Parties agree that the following principles will guide the Leadership Table and the work related to siwɬkʷ under this Memorandum of Agreement.

GOVERNMENT-TO-GOVERNMENT: Work together to achieve respectful, strong, enduring, and meaningful relationships among our governments to advance issues of common concern.

SYILX-LED: Respect Syilx values and processes, including recognition of rights, respect, co-operation, and partnership.

RECONCILIATION: Support the framework for reconciliation set out in the United Nations Declaration on the Rights of Indigenous Peoples and the Calls to Action of the Truth and Reconciliation Commission of Canada.

DIVERSITY: Respect the diversity of cultures, histories, and traditions among the Parties and respect that each may have unique political and policy priorities.

COMMON CONCERN ON SIWŁKʷ: Work together to make progress and achieve outcomes on matters that they have agreed are shared priorities.

EQUITY: Ensure that there is equitable sharing of the benefits and the responsibilities associated with addressing issues of common concern.

JURISDICTIONAL COLLABORATION: Respect each other's autonomous jurisdictions, while agreeing that collaboration based on mutual respect creates deeper understanding and partnership opportunities to protect and restore siwɬkʷ

KNOWLEDGE SHARING: Recognize and respect the different forms of knowledge, information, and data held by the Parties and, where appropriate, to share knowledge to advance issues of common concern.

OTHER AGREEMENTS: Recognize that bilateral arrangements and agreements may also be appropriate to facilitate further cooperation between the governments.

PRINCIPLES GUIDING OUR WORK WITH SIWŁKʷ, WATER

The Parties are guided by existing principles developed by their respective systems regarding their relationships with the Okanagan and Similkameen Watersheds. The Parties agree that while these principles are unique, they can also be complementary. It is the Parties' intention that they be guided by all of these principles in their work under this Memorandum of Agreement.

SYILX SIWŁKʷ STRATEGY
Okanagan Nation Alliance

- Recognize and treat siwɬkʷ as a relative.
- Work to revitalize Syilx culture, language, and ceremonial practices in all of our work.
- Prioritize Syilx Traditional Ecological Knowledge (TEK). Lead with TEK and leadership.
- Maintain integrity of all Syilx research, content, and data.
- Utilize Western Science in conjunction with Syilx-based processes.
- Continue land-based gatherings and research to build relationships with each other and the tmixʷ.
- Improve partnerships and collaborations across all projects and initiatives.
- Be future looking by creating space to connect Youth to Elders and siwɬkʷ.

OKANAGAN SUSTAINABLE WATER STRATEGY
Okanagan Basin Water Board

- Respect water.
- Think and act as one watershed.
- Control pollution at its source.
- Restore aquatic and riparian ecosystems.
- Put water stewardship at the forefront of land-use planning decisions.
- Allocate water in a transparent and responsible manner.
- Ensure community water supply systems are resilient to climate change.
- Collect and share knowledge.
- Encourage active public engagement and learning.
- Practice adaptive management and think long-term.

OUR MATTERS OF COMMON CONCERN

The Parties agree to work together on matters of common concern to protect siwɬkʷ in the Okanagan and Similkameen Watersheds. These matters include, but are not limited to:

GOVERNANCE AND DECISION-MAKING
(e.g., mechanisms for collaborative decision-making, and implementation processes)

PROTECTION
(e.g., headwaters, species [salmon] and riparian areas)

RESTORATION
(e.g., rivers, creeks, lakes and lakeshores, wetlands, aquifers or other ecosystem restoration)

MAINTENANCE AND ENHANCEMENT
(e.g., support and enhance existing work)

WATER QUALITY AND QUANTITY
(e.g., base flows and flow regimes, water quality and quantity standards)

DATA AND INFORMATION PRIORITIES
(e.g., ensure foundation in Syilx Knowledge and Western Science, priorities for mapping, priority research areas)

ADDRESSING SYSTEMIC ISSUES, CLIMATE CHANGE AND CUMULATIVE IMPACTS

Additional matters of common concern may be addressed subject to agreement of the Parties.

IMPLEMENTATION OF THE MEMORANDUM OF AGREEMENT

GOVERNANCE STRUCTURES: The elected leaders of the Parties will participate at the Leadership Table to provide direction for the implementation of the Memorandum of Agreement. Only elected leaders may make decisions at the Leadership Table. A Terms of Reference to guide governance and operational procedures will be developed, and will include such items as quorum, meeting procedures, amendment procedures, and participation of the Parties (including alternates).

CONSENSUS-BUILDING DECISIONS: The Parties agree to make decisions by utilizing the nsawqnwixʷ[6] and əɬsacx̌ən[7], a Syilx decision-making practice to gain consensus on issues of common concern. The nsawqnwixʷ, ensures everyone at the table will be engaged in a dialogue. Everyone gets to share their personal perspective, and openly welcomes opposite perspectives that lead to resolving conflicts, making decisions, and developing plans for taking action. "Consensus" means all Parties agree or can find a way to support the decision with the group while agreeing to work to address any concerns over time.

CHAIRING THE PROCESS: The Leadership Table will be co-chaired by one representative from the Syilx Nation and one representative from the Local Governments. Co-chairs will rotate and be determined at the end of each meeting.

TASK FORCES: The elected leaders of the Parties may strike Task Forces on specific issues as needed. Each Task Force will be co-chaired by one representative from the Syilx Nation and one representative from the Local Governments. Task Forces can include elected leaders, staff from the Parties, external subject matter experts, and other representatives.

MEETINGS: The Leadership Table will meet quarterly or as determined by the Leadership Table. There will be seats at the table for Parties at every meeting, and each Party will make best efforts to attend every meeting. Meeting summaries will be produced and provided by the Coordinating Team.

COORDINATING TEAM: The Coordinating Team consists of staff from the Okanagan Nation Alliance and the Okanagan Collaborative Conservation Program and any such individuals, organizations or personnel as appointed by the Leadership +Table. Their efforts include leading the Syilx Watershed Responsibility Planning Process[8].

AGENDA: In advance of Leadership Table meetings, the Coordinating Team will work with the Co-Chairs to develop an agenda and will canvas the other Parties for agenda items. Where applicable, briefing materials, reports or other documents will be shared with the Parties prior to the meetings.

Summary of Outcomes: The Coordinating Team will ensure that a summary of outcomes is produced and distributed for approval of all Parties after each meeting.

Communication and Information Sharing: The Parties agree to share information with respect to matters of common concern in an open and timely manner. Protocols for communication among the Parties, including notification of upcoming activities, regional or local visits, and/or emergent issues of concern, will be developed as an immediate priority upon execution of the Memorandum of Agreement.

RESOURCING: The Parties may collectively pursue resourcing to implement projects and meetings addressing matters of common concern.

LIVING DOCUMENT: This Memorandum of Agreement will be reviewed two years following the signing to assess and update the document as required.

6 nsawqnwixʷ translates to knowledge filling participants' heads like drops of water; decision making through consensus building.

7 əɬsacx̌ən is a process Syilx follow to come to decisions about resources. One meaning is "look underneath" our actions and how they are connected to the future, to our grandchildren, to the continuation of all creation, and to the tracks that they make on the land. The process of tracking an animal and the need to look beyond the immediate to get underneath our own tracks to see where the footprints will lead.

8 The Syilx Watershed Responsibility Planning Process is a collaboration of Syilx and non-Syilx partners at the technical level to develop a watershed responsibility plan.

GENERAL CLAUSES

Nothing in this Memorandum of Agreement creates legal or financial obligations on the Parties.

This is a political Memorandum of Agreement of signatories, is not a legally binding agreement.

Nothing in this Memorandum of Agreement infringes on the Title and Rights of the Syilx Nation rights holders, nor any related processes or negotiations.

The signatories support this Memorandum of Agreement and commit to advancing its implementation through their respective government's processes, policies, and governance structures.

Nothing in this Memorandum of Agreement shall constrain or bind the governments from exercising their powers and responsibilities, nor impose any financial obligation.

Nothing in this Memorandum of Agreement prevents the Parties from participating in other intergovernmental processes or agreements.

Okanagan Similkameen Collaborative Leadership Table

Working together on matters of common concern to protect and restore siwɬkʷ in the Okanagan and Similkameen Watersheds, now and for future generations.

SIGNATORIES OF THE MEMORANDUM OF AGREEMENT

Signed at outma sqilxʷ cultural school, snpink'tn,
this 15th day of November, 2024.

[redacted]

kiʔlawnaʔ xaʔtus, Chief Clarence Louie
OSOYOOS INDIAN BAND

Mayor Julius Bloomfield
CITY OF PENTICTON

Mayor Patrick Van Minsel
DISTRICT OF PEACHLAND

[redacted]

ýilmixʷm, Chief Byron Louis
OKANAGAN INDIAN BAND

Mayor Christine Fraser
TOWNSHIP OF SPALLUMCHEEN

Mayor Doug Holmes
DISTRICT OF SUMMERLAND

[redacted]

ʔsimɔ̓ýilmixʷm, Chief Robert Louie
WESTBANK FIRST NATION

Mayor Victor Cumming
CITY OF VERNON

Mayor Martin Johansen
TOWN OF OLIVER

[redacted]

sil-teekin ýilmixʷm, Chief Greg Gabriel
PENTICTON INDIAN BAND

Mayor Ruth Hoyte
DISTRICT OF COLDSTREAM

Mayor Sue McKortoff
TOWN OF OSOYOOS

[redacted]

kaʔlùpaq'n ýilmixʷm, Chief Keith Crow
LOWER SIMILKAMEEN INDIAN BAND

Mayor Blair Ireland
DISTRICT OF LAKE COUNTRY

Mayor Jason Wiebe
VILLAGE OF KEREMEOS

[redacted]

ýilmixʷm, Chief Bonnie Jacobsen
UPPER SIMILKAMEEN INDIAN BAND

Mayor Spencer Coyne
TOWN OF PRINCETON

Mayor Tom Dyas
CITY OF KELOWNA

[redacted]

Mayor Gord Milsom
CITY OF WEST KELOWNA

Mayor Joe Cramer
CITY OF ARMSTRONG

Chair Mark Pendergraft
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Okanagan Similkameen Collaborative Leadership Table

Working together on matters of common concern to protect and restore siwɬkʷ in the Okanagan and Similkameen Watersheds, now and for future generations.

SIGNATORIES OF THE MEMORANDUM OF AGREEMENT

Signed at outma sqilxʷ cultural school, snpink'tn,
this 15th day of November, 2024.

[redacted]

səxʷkʷínmaʔm, Councillor Tim Isaac
OKANAGAN INDIAN BAND

Councillor Shirley Fowler
CITY OF ARMSTRONG

[redacted]

ćris səxʷkʷínmaʔm, Councillor Jordan Coble
WESTBANK FIRST NATION

Councillor Brian Guy
CITY OF VERNON

[redacted]

silxʷa əlqʷ səxʷkʷínmaʔm, Councillor Tim Lezard
PENTICTON INDIAN BAND

Councillor Tricia Brett
DISTRICT OF LAKE COUNTRY

[redacted]

səxʷkʷínmaʔm, Councillor Sammy Louie
OSOYOOS INDIAN BAND

Councillor Luke Stack
CITY OF KELOWNA

[redacted]

twintkʷ səxʷkʷínmaʔm, Councillor Janet Tebasket
LOWER SIMILKAMEEN INDIAN BAND

Councillor Keith Thom
DISTRICT OF PEACHLAND

[redacted]

pwálxkən səxʷkʷínmaʔm, Councillor Mike Allison
UPPER SIMILKAMEEN INDIAN BAND

Councillor Petra Veintimilla
TOWN OF OLIVER

[redacted]

chuchuwayha səxʷkʷínmaʔm, Councillor Charles Allison
UPPER SIMILKAMEEN INDIAN BAND

Electoral Director Amanda Shatzko
REGIONAL DISTRICT OF NORTH OKANAGAN, AREA C (BX/SILVERSTAR)

Electoral Director Kevin Kraft
REGIONAL DISTRICT OF CENTRAL OKANAGAN, AREA EAST

APPENDIX 2 – MINISTRY OF FORESTS NEWS RELEASE

Forests

Wildfire-prevention project will keep Okanagan communities safe, protect water supply

The Province is working with the Regional District of North Okanagan, District of Lake Country and the Okanagan Indian Band to protect the primary water source for Lake Country and the Greater Vernon area from the risk of wildfire.

"Many people in the Okanagan depend on the North Aberdeen Plateau for their drinking water," said Bruce Ralston, Minister of Forests. "We know that the risk of a wildfire in the area could have very real impacts on the water people depend on, which is why we are taking action to protect this resource now and for future generations. Local partners have put in significant work to get us to this point and our government is proud to support getting this important project underway immediately."

The North Aberdeen Plateau hosts critical natural resources and is a high priority for wildfire mitigation. Through $15 million from the Ministry of Forests, a project team will begin planning and implementing fire-mitigation prescriptions to protect water, water infrastructure and cultural heritage values in the North Aberdeen Plateau. This is a multi-year, multi-phase project, with phase 1 beginning immediately. Fire-mitigation work includes removing flammable woody material, thinning or pruning stands, and removing fallen or dead debris in order to slow or stop the spread of wildfire.

"We are pleased to be a partner in the protection of our watersheds, as we recognize and have recently experienced the significant impact that wildfire can have on our community," said Blair Ireland, mayor, Lake Country. "We look forward to collaboratively working with our friends and partners in the Okanagan Indian Band and the Regional District of the North Okanagan to protect the cultural heritage values, water supply and water infrastructure that are important to our communities."

The plateau is a water source for 18,000 people and agriculture producers in Lake Country, as well as a water source for the Greater Vernon Water Utility, which provides domestic and agricultural water to approximately 71,000 people in Vernon and Coldstream.

"As a community that has been recently and historically affected by wildfires, we are intimately aware of the need for more wildfire-mitigation procedures being implemented," said Chief Byron Louis, Okanagan Indian Band. "While we would like to see more focus on culturally appropriate Syilx wildfire-mitigation practices, we're happy to

collaborate with our project partners to take positive steps toward protecting our land and water. It can't be understated how important water is as a resource."

Over the past five years, First Nations, local communities and the provincial government have continued to work in partnership on fire-mitigation projects in high-risk areas in the Okanagan. The North Aberdeen Plateau fuel-break project is an opportunity to build on the experience, capacity and relationships that have been developed, and continue long-term and strategic planning that can be expanded to a watershed level.

"The North Aberdeen Plateau is the primary water source for the Greater Vernon area and Lake Country," said Victor Cumming, mayor, Vernon. "Provincial funding will help with wildfire mitigation through fuel reduction and facilitate the development of a long-term plan, involving tenure and title holders, to protect the shared watershed and cultural values."

In April 2024, the Premier's expert task force on emergencies released a summary of its recommendations, which included developing landscape-level, partnership-based resilience investment projects to demonstrate how to deliver risk reduction in the natural and built environment at the watershed scale. The North Aberdeen Plateau fuel-break project is the result of a community and partnership-based resilience project that is helping to reduce the risk of wildfire to the natural landscape.

The Province continues to implement recommendations from the task force to help prepare for wildfire season.

Quote:

Harwinder Sandhu, MLA for Vernon-Monashee –

"The North Aberdeen Plateau is a critical resource for people and families in the Okanagan, and we know that more must be done to protect our water sources from the growing risk of wildfire. Getting started on this fuel-break project is an important and much-needed step in ensuring that our communities and our drinking water sources are safe."

Quick Facts:

- Since 2018 and committed through to 2028, the Province, through BC Wildfire Service, has invested approximately $466 million in wildfire-resiliency and risk-reduction projects.
- The Province's approach to wildfire-risk reduction is through strategic partnerships with communities, First Nations and external partners, in addition to the BC Wildfire Service's direct wildfire mitigation.

- Since 2016, $69.4 million has been invested in wildfire-risk reduction projects through the Forest Enhancement Society of BC (FESBC).
- An additional $60 million was announced for FESBC to continue industry- and community-focused wildfire-risk reduction and fuel management as part of Budget 2024.

Learn More:

To learn more about wildfire-management strategies, visit: https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-response/management-strategies

To learn more about the Premier's expert task force on emergencies, visit: https://www2.gov.bc.ca/gov/content/safety/emergency-management/emergency-management/emergency-activation/em-taskforce

Report to Council

District of Lake Country

To:	Mayor and Council	**Meeting Date**:	October 7, 2025
From:	Paul Gipps, CAO	**Meeting Type**:	**Regular Council Meeting**

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

Title: POL2025-218 Video Surveillance System Policy
Description: To consider adoption of a Video Surveillance System Policy

RECOMMENDATION
THAT Video Surveillance System Policy 218, 2025 be adopted.

DISCUSSION/ANALYSIS
Staff are recommending adoption of a Video Surveillance System Policy (the "Policy") to proactively prepare for future systems. The District does not currently have any video surveillance systems and any future requests for a system would be proposed as a budget request. The Policy is proposed to ensure future considerations of a video surveillance system appropriately consider privacy and security.

The Policy has been drafted in accordance with *Freedom of Information and Protection of Privacy Act* (*FOIPPA*) regulations, in alignment with the Office of the Information and Privacy Commissioner (OIPC) Public Sector Video Surveillance Guidelines and Using Overt Video Surveillance Guidance Document and in comparison to other municipalities policies.

The scope of the Policy considers all Video Surveillance Systems owned, managed, and maintained by the District but is not applicable to traffic cameras, video of Committee or Council meetings, video surveillance conducted by the Royal Canadian Mounted Police ("RCMP") or the cameras operated by a third-party.

Video surveillance should only be used as a last resort after exhausting less privacy-invasive alternatives. Prior to installation, a Privacy Impact Assessment, including the rationale for the installation, and all privacy considerations, must be completed, reviewed and submitted to the Privacy Commissioner.

The Policy sets out the required notice to be posted, identifies secure access, establishes the life cycle management of footage and the retention and destruction timelines and processes as well as ensuring that any requests for access to footage are processed through a request for records under the *FOIPPA*.

Third-parties that have leased or licensed District-owned land that wish to install a Video Surveillance System are required to adhere to the rules and regulations of the *Personal Information Protection Act (PIPA)* rather than FOIPPA and are outside the District's scope. To ensure third-parties are aware of their responsibilities, the Policy requires third-parties leasing District-owned land to acknowledge their responsibilities in the agreement, provide written notice of a Video Surveillance System including the purpose, confirm less privacy-invasive options have been considered and release the District from harm of privacy breaches or complaints.

ALTERNATE RECOMMENDATION(S)
1. THAT the Video Surveillance Camera Policy be referred back to staff for amendments as identified by Council.

Respectfully Submitted.
Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Video Surveillance Camera Policy.docx
Attachments:	Attachment A-Video Surveillance System Policy 218, 2025
Final Approval Date:	Oct 1, 2025

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

Brad Savoury, Director of Legal Services and Risk Management – Oct 1, 2025 – 10:40 AM

Reyna Seabrook, Director of Corporate Services – Oct 1, 2025 - 12:08 PM

Paul Gipps, Chief Administrative Officer - Oct 1, 2025 - 12:49 PM

Video Surveillance System
Policy 218, 2025

The following was adopted as Policy by Resolution No. 2025-0X-xxx at the Regular Council Meeting held on Month, day, **2025.**

PURPOSE

Where the District of Lake Country ("District") determines the use of **Video Surveillance System**s are required to protect the safety, protection or security of people, assets, property or for law enforcement purposes, this Policy establishes standards for the implementation, use, access, disclosure, retention and destruction of **Video Surveillance System**s and their **Footage**.

POLICY

1. DEFINITIONS

Footage means any video, audio, images, or any other **Personal Information** collected through **Video Surveillance System**s.

Personal Information recorded information about an individual including, home address, phone number, email, SIN, gender, age, birthdate, personal opinions, license plate number, personal characteristics, health and medical information, financial and employment information, other sensitive information that could be used to identify a specific person. **Personal Information** is not business contact information which includes business name, position or title, business telephone, address or email.

Privacy Head means the District staff appointed as the Head of the privacy management program or their designate, in accordance with British Columbia's *Freedom of Information and Protection of Privacy Act* (*FOIPPA*).

Privacy Impact Assessment (PIA) means an assessment conducted by the District to identify, assess, and mitigate privacy risks and determine if a current or proposed initiative, system, project, program, or activity meets the requirements of *FOIPPA*.

Private Location means an area wherein a person would have a reasonable expectation not to be observed or monitored by **Video Surveillance System**s, including but not limited to locations such as changing rooms, bathrooms, and private office rooms.

Public Location means a common area where privacy should not be expected, and where observing or monitoring a person through **Video Surveillance System**s does not violate that person's privacy. Such locations may include but are not limited to parks, public spaces, parking lots, garages, elevators, building entrances, and walkways.

Video Surveillance System means a surveillance system that is capable of recording video, audio, images, or any other **Personal Information**, either continuously or periodically, in real-time or stored, and which may be used to observe or monitor individuals, assets, or property.

2. SCOPE

2.1. This Policy applies to all **Video Surveillance Systems** owned, managed, and maintained by the District. This Policy is not applicable to traffic cameras, cameras or video of Committee or Council meetings, video surveillance conducted by the Royal Canadian Mounted Police ("RCMP") or cameras operated by a third-party.

2.2. The **Privacy Head** is responsible for administering this Policy and any standards and operational procedures developed to support this Policy.

3. THIRD PARTY VIDEO SURVELLIANCE AT DISTRICT FACILITIES

3.1. Lease or license agreements for the use of District-owned land or facilities must include a clause requiring third parties to comply with the *Personal Information Protection Act (PIPA)* if a Video Surveillance System is installed.

3.2. Third parties must provide written notice of a Video Surveillance System to the District at least 30 days prior to installation, including:

(a) purpose of the surveillance
(b) confirmation that less privacy-invasive options were considered
(c) a release and indemnification of the District from privacy breaches or complaints
(d) acknowledgement of privacy obligations and compliance with *PIPA*
(e) details on public signage to be installed, if any

4. INSTALLATION

4.1. **The installation of Video Surveillance System**s must be approved by the **Privacy Head** and Information Management Department.

4.2. Prior to submitting a proposal for **Video Surveillance System** installation, staff should explore alternative methods of deterring unwanted activity that may be less invasive to privacy.

4.3. If it is determined that there are no better alternatives, a request to install a **Video Surveillance System** may be submitted to the **Privacy Head** outlining the following:

(a) the purpose and rationale for the system.
(b) areas and time of operations
(c) issues it would address
(d) benefit versus the risk to privacy rights
(e) the proposed location
(f) reports on vandalism, theft, property damage, liability, and safety concerns in the area
(g) any pre-existing security measures that are already in place

4.4. Prior to installation of an approved **Video Surveillance System** or expanding an existing system, a **PIA** will be conducted to assess how privacy rights will be affected.

5. LOCATIONS

5.1. **Video Surveillance Systems** will not be installed in **Private Locations**.

5.2. **Video Surveillance Systems** may only be installed in **Public Locations** if the installation is determined to be necessary for the safety, protection or security of people, assets, property or for law enforcement purposes.

5.3. External monitors or screens of **Video Surveillance System**s must be positioned to ensure recorded or live **Footage** is not visible to the public, unless the **Privacy Head** has specifically approved the public display for the purpose of deterring criminal or inappropriate behaviour.

5.4. **Video Surveillance Systems** should be located:

(a) in a location that collects the minimum amount of personal information necessary to achieve the purpose
(b) in a location that is most effective in meeting the purpose of the surveillance
(c) in a position that does not monitor other buildings or look through windows of adjacent buildings
(d) if used for surveillance related to crime, be restricted to the time periods when there is demonstrably higher likelihood of crime

6. NOTICE OF SURVEILLANCE

6.1. In accordance with *FOIPPA* section 27(2), the District will post highly visible signage that notifies the public the area is under surveillance and include District contact information for inquiries.

6.2. Information regarding how and when **Footage** is captured will be set out in the **PIA** conducted prior to the installation of a **Video Surveillance System**.

7. COLLECTION AND SECURITY OF FOOTAGE

7.1. **Video Surveillance System Footage** is the property of the District.

7.2. Only permitted Staff may collect, access, use, and disclose **Footage**.

7.3. Operation of a **Video Surveillance System** must be conducted professionally, ethically, and consistent with applicable District policies, and any federal or provincial legislation or regulations.

7.4. The Information Management Department is responsible for:

(a) establishing equipment specifications standards for the installation, maintenance, replacement and equipment disposal in accordance with District policy
(b) physical and electronic security measures to safeguard the **Footage**
(c) destruction of **Footage** after 15 days and no later than 60 days, except for where required for legal matters
(d) training authorized staff on the technical use of a **Video Surveillance System**
(e) retaining a list of locations of **Video Surveillance System**s cameras

7.5. The **Privacy Head** is responsible for:

(a) ensuring **Personal Information** collected through a **Video Surveillance System** is protected, used or disclosed under the provisions of *FOIPPA*

(b) ensuring users of a **Video Surveillance System** are aware of the legislative and policy privacy obligations

(c) providing guidance on best practices regarding the retention and destruction of **Footage**

8. ACCESS, USE, AND DISCLOSURE OF FOOTAGE

8.1. Access and use of **Footage** is limited to the Chief Administrative Officer (CAO), the **Privacy Head**, staff designated by the **Privacy Head**, the Director of Legal Services and Risk Management, the Information Manager and RCMP in relation to a law enforcement matter.

8.2. Access, review, and disclose of **Footage** will be done in compliance with bylaws, and applicable federal and provincial legislation.

8.3. **Footage** will not be used to surveil or supervise performance of District staff unless it is determined by the **CAO** and **Privacy Head** to be appropriate based on a significant need for security, health, and safety purposes.

8.4. **Footage** may be disclosed for the purposes of aiding in a law enforcement investigation or for purposes related to imminent health or safety concerns. Where requested for law enforcement purposes, staff will obtain a case file number from the authorized body prior to release.

8.5. **Footage** may only be disclosed through secured sharing means approved by the Information Management Department and must follow that department's set protocols to ensure the **Footage** being shared remains protected.

8.6. Once video **Footage** is disclosed to an authorized recipient, custody and responsibility for that **Footage** transfers to the recipient. The District is not responsible for the **Footage** after its release.

8.7. Requests for specific **Footage** by third parties must be made through the District's Freedom of Information Request process. When permitted to be released in accordance with *FOIPPA* and impractical to sever **Personal Information** from the **Footage**, the District may release stills taken of the **Footage**, with appropriate severing applied.

8.8. Any individual who is subject of surveillance has the right to request access to their recorded **Personal Information** under section 5 of *FOIPPA*. Release of **Footage** may require the identity of other individuals in the **Footage** to be blurred or otherwise concealed.

8.9. The Information Management department may access the **Video Surveillance System**s for maintenance, back-ups, extractions of **Footage** as needed, and any other technological support as may be required to ensure the **Video Surveillance System**s are functional.

9. RETENTION AND DESTRUCTION OF FOOTAGE

9.1. **Footage** may be destroyed at any time after 15 days and must be destroyed promptly after 60 days have passed, except if the District is required to retain the **Footage** for legal matters.

9.2. **Footage** must be securely disposed of based on media type and may include erasure, overwriting, magnetic erasure or shredding.

9.3. When **Footage** has been disclosed in response to a Freedom of Information Request, for investigative purposes, for legal matters or for internal purposes, the District will retain **Footage** for at least one year.

10. AUDITS

10.1. **Video Surveillance System**s will be internally audited on an ongoing and as needed basis by the **Privacy Head** and Information Management Department to ensure that these systems remain functional.

11. CONSEQUENSES

11.1. Any access, collection, use, or disclosure of **Footage** for purposes other than those set out in this Policy are prohibited.

11.2. If **Video Surveillance System**s are installed without following the processes set out in this Policy, they will be turned off until a **PIA** has been completed, and the **Privacy Head** and Information Management department has approved its use in accordance with this Policy.

12. APPROVALS, AMENDMENTS AND ANNUAL REVIEWS

Date	Approver	Type

Paul Gipps, Chief Administrative Officer

Date

Central Okanagan Public Schools
Together We Learn

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, September 10, 2025**

Introductions:

The Board of Education welcomed the following to Central Okanagan Public Schools:

Lynda, Reeve, Assistant Superintendent
Sylvie Forget, Vice-Principal, École Glenmore Elementary School

The Board of Education congratulated the following on their new roles in Central Okanagan Public Schools:

Bryce Owens, Principal, Raymer Elementary School
Ty Nelson, Vice-Principal, École KLO Middle School

Declarations

1. **Truth and Reconciliation Week: September 22-26, 2025**
   The Central Okanagan Board of Education declared the week of September 22-26, 2025 as 'Truth and Reconciliation Week' in Central Okanagan Public Schools.

2. **National Day for Truth and Reconciliation and Orange Shirt Day – September 30, 2025**
   The Central Okanagan Board of Education declared September 30, 2025 as 'National Day for Truth and Reconciliation and Orange Shirt Day' in Central Okanagan Public Schools.

Staff Presentations

1. **2025 School Opening Report – Part 1** *(Superintendent's District Start-Up Report 2025-2026)*
   Presenter: Jon Rever, Superintendent of Schools
   The Superintendent of Schools and Secretary-Treasurer/CFO provided an overview of the 2025/2026 district start-up. The Superintendent's District Start-Up Report 2025-2026 presentation is available on the Central Okanagan Public Schools website at www.sd23.bc.ca under Publications.

Action Items

1. **Strategic Plan, Governance Framework and Annual Work Plan**
   The Board of Education directed the Superintendent of Schools to work with the Board to design a process to revise and update the Board's Strategic Plan and to work with the Board in the creation and publication of a Governance Framework/Annual Work Plan for the Board. The Superintendent of Schools will report back to the Board with a timeline for completion of both processes by October 31, 2025.

2. **Enhancing Inside 23 for Governance and Continuous Improvement**
   The Board of Education approved the implementation of the Inside 23 Strategic Alignment Process, effective with the next Public Board Meeting on September 24, 2025, requiring that each Inside 23 presentation:
   a) identify the Strategic Plan direction and specific outcome(s) addressed;
   b) include concise evidence of impact on the progress of the goals and outcomes described in the Strategic Plan; and

c) state next steps and how progress will be monitored.

The Superintendent of Schools will provide an annual Inside 23 Evidence Summary to the Board synthesizing progress and themes aligned to the Strategic Plan.

Information Items

The Board of Education reviewed the following:

1. Level 4 and 5 Field Study Summary - 2025/2026
2. General Statement – June 25, 2025
3. Board Representation at District Student Council Meetings – 2025/2026
4. Board Representation at Central Okanagan Parent Advisory Council Meetings – 2025/2026

Advocacy

- BCSTA Motion Input: Student Voice
  The Board of Education will respond to a request from the BCSTA on the informal ways student voice is included in governance practices (which are not reflected in Policy).

Items of Special Mention

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

- Attendance at various meetings and events throughout the District, including a Welcome Back luncheon at the Board of Education Learning Centre, and a welcome to international students, hosted by the International Education Department, at Green Bay Bible Camp.
- The Superintendent of Schools expressed his appreciation to students, parents and staff for a very successful start-up to the 2025/2026 school year. A special mention was made to the Operations and Technology Departments for their work over the summer months to physically get schools ready for students on September 2nd.

Next Public Board Meeting

Wednesday, September 24, 2025 at 6:00 pm
Wednesday, October 15, 2025 at 6:00 pm

Board Standing Committee Meetings

Wednesday, September 17, 2025
4:00 pm Finance and Planning Committee
Wednesday, October 8, 2025
4:00 pm Education and Student Services Committee

For comments, please contact:
Julia Fraser, Chair of the Board of Education, 250-718-8613
Jon Rever, Superintendent of Schools, 250-470-3256
Delta Carmichael, Secretary-Treasurer/CFO, 250-860-8888

Board Highlights

Regional District of Central Okanagan
1450 KLO Rd., Kelowna, BC, V1W 3Z4
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Highlights of the Regional Board meeting – September 18, 2025

Okanagan Film Commission provides annual update

The board received an annual update from the Okanagan Film Commission. In 2024, more than 40 productions filmed in the region, generating an estimated $91 million in local economic impact. Highlights included the From Script to Screen initiative, growing demand for crew training and efforts to attract international productions.

Regional Agricultural Strategy endorsed

The board endorsed the updated Regional Agricultural Strategy, a roadmap to support and protect agriculture across the Central Okanagan through to 2035. Developed in collaboration with agricultural stakeholders, local governments, First Nations and provincial agencies, the strategy outlines seven regional goals and includes a phased 54-action implementation plan. As a regional strategy, it provides consistency across jurisdictions and supports better coordination on shared issues such as land use, water access and farmworker housing.

Land use amendment approved for 7319 Trapper Court

The board adopted a bylaw amendment to allow a secondary suite on a rural residential property in Joe Rich. The applicant will connect two existing homes with a hallway to meet land use bylaw requirements. This amendment brings the property into compliance and supports diverse housing options in Electoral Area East.

Strategic Priorities Fund grant applications approved

The board approved four applications to the Union of B.C. Municipalities Strategic Priorities Fund. The applications include upgrades to the East Trunk wastewater system, an energy retrofit for the KLO building, an Official Community Plan update and a review of the Regional Growth Strategy. Each project supports environmental goals, regional collaboration and service efficiency.

Regional Board meetings

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

- October 23 – 8:30 a.m.
- November 20 – 9:30 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.

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

For copies of this publication or more information contact
RDCO Communications
250-469-6339



Council Strategic Priorities

2024-2026

LAKE COUNTRY

Life. The Okanagan Way.

District of Lake Country Council



Blair Ireland
Mayor



Bib Patel
Councillor – At Large



Cara Reed
Councillor – Carrs Landing



Heather Irvine
Councillor – Winfield



Michael Lewis
Councillor – At Large



Todd McKenzie
Councillor – Oyama



Tricia Brett
Councillor – Okanagan Centre

Our Vision

Lake Country, living the Okanagan way. Embracing our histories and nurturing our future.

Our Mission

We serve 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.



Our Strategic Priorities

- **Infrastructure**
- **Environment & Climate Action**
- **Economic Prosperity**
- **Governance**
- **Community**



Infrastructure

We will invest in developing, maintaining and improving our utility systems, transportation networks, recreation assets, civic facilities and organizational capacity to meet the needs of the growing community. We will seek innovative and creative solutions that are cost-effective and affordable to ratepayers. Our commitment to the environment, and to resiliency in the face of change, will inform our infrastructure decisions.

Focus Areas

Fire Protection

We will continue to invest in mitigation initiatives, and will enhance our capacity to respond to a range of fire-related emergencies, guided by a set of risk-informed service levels that reflect the needs and characteristics of Lake Country.

Wastewater

We will make investments, on our own and in collaboration with the City of Kelowna, to provide the sewage infrastructure required to address existing needs and accommodate future growth.

Water

We will work to ensure that all parts of the community have equitable access to water that is safe and affordable, satisfies water quality requirements, provides for improved fire protection and takes into account future growth projections.

Transportation

We will increase mobility throughout the community by providing greater access to public transit, enhancing the District's active transportation network, introducing new transportation options and seeking improvements to the Highway 97 Corridor.

Environment & Climate Action



We will create incentives to curb greenhouse gas emissions, and build resiliency. We will enhance the health of our lakes, optimize our natural assets and promote conservation. All of the decisions we take as a local government will take into consideration the protection of our natural environment and our commitment to climate action.

Focus Areas

Incentive-based Change

We will provide tools, incentives and information to encourage greenhouse gas reduction, reduce footprints, promote responsible growth and protect natural assets in the community. Where necessary, we will supplement incentives with regulations to direct decisions and change behaviour.

Water

We will collaborate with regional agencies, provincial and federal governments, local governments, First Nations and community groups to restore and protect foreshores, promote watershed stewardship, advance water conservation efforts, encourage responsible lake use and enhance the health of our lakes.

Resiliency

We will continue to invest in programs and approaches to adapt to a changing climate, and to protect the community from floods, heatwaves, wildfires and other disasters.

Economic Prosperity



On our own and in collaboration with our partners we will diversify Lake Country's tax base, and create a complete community with economic opportunities and economic prosperity for those who call Lake Country home.

Focus Areas

Tax Base

We will identify and promote the development of employment lands (Class 5 and Class 6).

Downtown Core

We will promote the economic development of the community's downtown core, including Main Street.

Role of District

We will oversee the expansion of the District's in-house economic development function as the preferred service model for promoting sustainable economic opportunities, investment and economic growth in Lake Country.

Agriculture

We will initiate and support efforts to bolster the role of agriculture and agri-tourism as economic drivers.

Tourism

We will expand our organizational and financial capacity, including through participation in the Municipal Regional District Tax program and Destination British Columbia, to identify and develop tourism opportunities in Lake Country.

Governance



We will ensure that community input is at the heart of our decision-making. We will expand and nurture our relationships with other governments, seeking ways to leverage our resources for the benefit of Lake Country. Our advocacy to other orders of government will focus on finding areas of alignment to promote our priorities.

Focus Areas

Official Community Plan

We will engage the community in the development of our renewed Official Community Plan that, as the District's chief policy document, will be used to guide the growth of Lake Country as a thriving, sustainable and resilient community.

Intergovernmental Relations

We will build relationships and, where we share common ground, work in partnership with the Okanagan Indian Band, other Indigenous governments, local governments throughout the Okanagan, and other orders of government.

Advocacy

We will undertake our own initiatives, and will work through the Union of British Columbia Municipalities, the Southern Interior Local Government Association, and other local governments and partners in the Okanagan, to liaise with other orders of government and secure support for Lake Country's interests and priorities.

Communications

In our decision-making and in our delivery of services, we will communicate regularly with our community in ways that are clear, consistent, transparent and proactive.

Community



We will continue to build a complete community with a high quality of life in which people are safe, active and healthy.

Focus Areas

Housing

We will continue to provide incentives, further streamline our development approval processes, and work in other ways to support the development of housing options to address gaps identified in our *2024 Interim Housing Needs Report*.

Health Care

We will engage the Ministry of Health, Interior Health, Central Okanagan Regional Hospital District, KGH Foundation and other parties to identify and secure support for community-based health services that meet the needs of Lake Country's growing and diverse population.

Parks, Recreation and Culture

We will expand facility-based recreation services, parks, greenspaces and outdoor recreation amenities to meet growing community demand.

Protective Services

We will advance the development of the RCMP Lake Country Detachment building, and will work with Lake Country RCMP, Bylaw Enforcement, and Lake Country Fire Department to define and achieve Lake Country's protective services priorities.



District of Lake Country
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lakecountry.bc.ca

LAKE COUNTRY
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