



## Agenda

### Regular Council Meeting

Tuesday, March 19, 2024, 7:00 p.m.  
Council Chambers/Video Conference  
10150 Bottom Wood Lake Road  
Lake Country, British Columbia V4V 2M1

---

#### Pages

1. **Call to Order**  
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 March 19, 2024 be adopted.
3. **Adoption of Minutes**
  - 3.1 **Special Council Meeting Minutes of February 27, 2024** 4  
Recommendation  
THAT the Special Council Meeting Minutes of February 27, 2024 be adopted.
  - 3.2 **Regular Council Meeting Minutes of March 5, 2024** 7  
Recommendation  
THAT the Regular Council Meeting Minutes of March 5, 2024 be adopted.
4. **Report from Mayor**
  - 4.1 **Regional District of Central Okanagan Board Report of March 14, 2024** 11
  - 4.2 **Okanagan Basin Water Board Report of March 6, 2024** 12
5. **Announcements**  
Bring the whole family and join your friends and neighbours for the annual Easter Egg Hunt at Jack Seaton Park (1950 Camp Rd) on Friday March 29! Egg Hunt sign-up begins at 10:00 a.m.
6. **Delegations and Petitions**
  - 6.1 **Okanagan Regional Library** 13  
Danielle Hubbard, CEO
7. **Bylaws following a Public Hearing (No Public Comment)**
8. **Bylaws for Adoption**
  - 8.1 **Bylaw 1220, 2024 2024-2028 Financial Plan** 22

**For adoption.**

Recommendation

THAT 2024-2028 Financial Plan Bylaw 1220, 2024 be adopted.

9. **Public Comment (For items not included on the Agenda)**
10. **Development-Related Applications (Public Comment)**
11. **Development-Related Applications (No Public Comment)**
  - 11.1 **Development Permit | DP000802 | 1660 Highway 97** 26  
**Development Permit with Variance for 76 Rental Tenure Townhouse Units**  
  
Recommendation  
THAT Development Permit DP000802 (Attachment D to the Report to Council dated March 19, 2024) for property at 10660 Highway 97 (Roll 1151800; PID 012-592-641) to allow for a multiple unit development be approved.
  - 11.2 **Amendments to Official Community Plan (2018-2038) Bylaw 1065, 2018** 64  
**Amendments include expansion of DP Area exemptions, consolidate certain DP Areas, and clarification of OCP Terminology**  
  
Recommendation  
THAT OCP Amendment (DP Exemptions) Bylaw 1225, 2024 be read a first and second time;  
AND THAT prior to Public Hearing, the required external consultation be conducted, in accordance with Sections 475 of the Local Government Act.
  - 11.3 **Development Approval Procedures Discussion** 85  
**Report to be distributed**  
  
**Discussion on Delegation Authority and Minor Development Variances**  
  
Recommendation  
THAT staff be directed to prepare amendments to the Development Procedures Bylaw, 1133, 2023 at the next available meeting.
12. **Non-Development Related Reports**
  - 12.1 **Additional UBCM CRI FireSmart Grant Funding Application for 2024** 89  
**Request for Council Decision to support the additional UBCM CRI-FCFS Grant Funding Application of \$100,000 for 2024**  
  
Recommendation  
THAT an application to the UBCM Community Resiliency Investment - Fire Smart Community Funding for an additional \$100,000 in 2024 for FireSmart related programs and services, be supported;  
AND THAT pending approval of the additional \$100,000 grant, staff be directed to amend the 2024 Financial Plan and administer the grant;  
AND THAT the District be responsible for providing overall management of the grant.
  - 12.2 **EMCR Contribution Agreement** 99  
**\$40,000 EMCR grant for First Nations consultation required under the new BC Emergency and Disaster Management Act.**  
  
Recommendation  
THAT the Mayor and CAO be authorized to sign the EMCR Contribution Agreement;  
AND THAT the 2024 Financial Plan be amended to include the grant amount of

\$40,000;

AND THAT staff be authorized administer the EMCR grant on behalf of the District of Lake Country.

13.	Report from In Camera	
14.	Council Committees	
14.1	Public Art Advisory Commission Draft Meeting Minutes of March 4, 2024	105
15.	Information Items	
15.1	Board of Education Meeting Highlights of February 28, 2024	109
16.	Mission Statement	112
17.	Councillor Items	
18.	Adjournment	

posted March 15, 2024  
Reyna Seabrook, Corporate Officer



## Minutes

### Special Council Meeting

February 27, 2024, 5:00 p.m.  
Council Chambers/Video Conference  
10150 Bottom Wood Lake Road  
Lake Country, British Columbia V4V 2M1

**Council Present:**

Mayor Blair Ireland  
Councillor Tricia Brett  
Councillor Heather Irvine  
Councillor Michael Lewis  
Councillor Todd McKenzie  
Councillor Bib Patel  
Councillor Cara Reed

**Staff Present:**

Paul Gipps, Chief Administrative Officer  
Greg Buchholz, Director of Utilities  
Trevor James, Chief Financial Officer  
Jared Kassel, Director of Planning and Development  
Darren Lee, Fire Chief  
Matthew Salmon, Director of Engineering & Environmental Services  
Reyna Seabrook, Director of Corporate Services  
Matt Vader, Director of Parks, Recreation & Culture  
Shaun Lesowski, Parks and Facilities Manager  
Scott Unser, Public Works Manager  
Richard Wagner, Manager of Finance  
Kiel Wilkie, Utility Manager  
Ruth Sulentich, Economic Development and Public Engagement Specialist  
Travis Tonn, Support Analyst  
Makayla Ablitt, Legislative Technical Clerk

---

**1. Call to Order**

*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 5:01p.m.

**2. Adoption of Agenda**



**2024-02-045 It was moved and seconded**

*THAT the Special Council Meeting Agenda of February 27, 2024 be adopted.*

**Carried.**

**3. Budget 2nd and 3rd Reading**

2024-2028 Financial Plan

**2024-02-046 It was moved and seconded**

*THAT the 2024-2028 Financial Plan Bylaw 1220, 2024 be amended as follows:*

1. Increase Capital Budget Request 24010 – Pretty Road Improvements by \$100,000 from Water capital Reserves (total project budget \$2,100,000)
2. Lake Country Health – Operating Grant Request for \$25,000 be funded on a one-time basis through capital reserves (General Fund Surplus) thereby reducing taxation by 0.125%

*AND THAT the 2024-2028 Financial Plan Bylaw 1220, 2024 be read a second and third time as amended;*

*AND THAT the Capital Carryforwards 2023 to 2024 (\$14,661,143) projects, attached to the report from the Chief Financial Officer dated February 27, 2024, be carried over from 2023 to 2024 to allow expenditure in the 2024-2028 Financial Plan.*

**Main Motion Carried as Amended.**

**Amendment:**

**2024-02-047 It was moved and seconded**

*THAT the main motion be amended by adding amendment item 3 as follows:*

3. THAT Interest earned during 2023 from the Growing Communities Fund be used to fund a portion of 2024 Fire capital projects and that the reserve contribution increase required to fund the 25-Year Fire Department Asset Management Plan to the Fire Facilities & Equipment Reserve be reduced from \$100,000 to \$75,000, thereby reduction taxation by 0.125%.

**Amendment to Main Motion Carried.**

*The main motion as amended reads as follows:*

*THAT the 2024-2028 Financial Plan Bylaw 1220, 2024 be amended as follows:*

1. Increase Capital Budget Request 24010 – Pretty Road Improvements by \$100,000 from Water capital Reserves (total project budget \$2,100,000)
2. Lake Country Health – Operating Grant Request for \$25,000 be funded on a one-time basis through capital reserves (General Fund Surplus) thereby reducing taxation by 0.125%
3. Interest earned during 2023 from the Growing Communities Fund be used to fund a portion of 2024 Fire capital projects and that the reserve contribution increase required to fund the 25-Year Fire Department Asset Management Plan to the Fire Facilities & Equipment Reserve be reduced from \$100,000 to \$75,000, thereby reduction taxation by 0.125%.

*AND THAT the 2024-2028 Financial Plan Bylaw 1220, 2024 be read a second and third time as amended;*  
*AND THAT the Capital Carryforwards 2023 to 2024 (\$14,661,143) projects, attached to the report from the Chief Financial Officer dated February 27, 2024, be carried over from 2023 to 2024 to allow expenditure in the 2024-2028 Financial Plan.*

**4. Revenue Anticipation Bylaw**

To consider a bylaw that permits temporary borrowing to meet current lawful expenditures

***2024-02-048 It was moved and seconded***

*THAT Revenue Anticipation Borrowing Bylaw 1224, 2024 be read a first, second and third time.*

***Carried.***

**5. Adjournment**

The Mayor adjourned the meeting at 7:02p.m.

---

Mayor, Blair Ireland

---

Corporate Officer, Reyna Seabrook



## Minutes

### Regular Council Meeting

March 5, 2024, 7:00 p.m.  
Council Chambers/Video Conference  
10150 Bottom Wood Lake Road  
Lake Country, British Columbia V4V 2M1

**Council Present:**

Mayor Blair Ireland  
Councillor Tricia Brett  
Councillor Heather Irvine  
Councillor Michael Lewis  
Councillor Todd McKenzie  
Councillor Bib Patel  
Councillor Cara Reed, electronically

**Staff Present:**

Paul Gipps, Chief Administrative Officer  
Greg Buchholz, Director of Utilities  
Trevor James, Chief Financial Officer  
Jared Kassel, Director of Planning and Development  
Darren Lee, Fire Chief  
Matthew Salmon, Director of Engineering & Environmental Services  
Reyna Seabrook, Director of Corporate Services  
Matt Vader, Director of Parks, Recreation & Culture  
Kiel Wilkie, Utility Manager  
Steven Gubbels, Manager of Development  
Mike Mitchell, Utility Superintendent  
James Robertson, Land Agent  
Makayla Ablitt, Legislative Technical Clerk

#### 1. Call to Order

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

The Mayor called the meeting to order at 7:03 p.m.

#### 2. Adoption of Agenda

**2024-03-049 It was moved and seconded**

*THAT the Regular Council Meeting Agenda of March 5, 2024 be adopted.*

**Carried.**

### **3. Adoption of Minutes**

#### **3.1 Regular Council Meeting Minutes of February 20, 2024**

**2024-03-050 It was moved and seconded**

*THAT the Regular Council Meeting Minutes of February 20, 2024 be adopted.*

**Carried.**

### **4. Report from Mayor**

#### **4.1 Regional District of Central Okanagan Board Report of February 22, 2024**

### **5. Announcements**

The Lake Country Indoor Children's Festival offers fun entertainment and activities for the whole family Saturday, March 9<sup>th</sup> (11am-3pm) with admission by donation.

The 2024 Spring/Summer Activity Guide is now out in the mailboxes and available online with registration opening this Friday, March 8<sup>th</sup>.

Longterm member of the community, Susumu Taiji, passed away at the age of 98. Born in 1926 in Okanagan Centre. He graduated from Oyama Highschool, and often caught a ride there with George Elliot. He was a founding member of the Winfield Fire Department Serving as Company Captain and Fire Chief. President of the Winfield Curling Club and instrumental in the formation of Winfield and District Minor Hockey Association. He has 17 great-grandchildren in the community.

### **6. Delegations and Petitions**

### **7. Bylaws following a Public Hearing (No Public Comment)**

### **8. Bylaws for Adoption**

#### **8.1 Revenue Anticipation Bylaw 1224, 2024**

For adoption.

**2024-03-051 It was moved and seconded**

*THAT Revenue Anticipation Bylaw 1224, 2024 be adopted.*

**Carried.**

### **9. Public Comment (For items not included on the Agenda)**

#### **Paul Partlo | Moberly Road**

Mr. Partlo addressed Council regarding their development permit application process and expressed his wish for changes in the near future.

### **10. Development-Related Applications (Public Comment)**

### **11. Development-Related Applications (No Public Comment)**

## 12. Non-Development Related Reports

### 12.1 Crown Land Tenure and Section 11 Application for Waterside Park

Crown Land Tenure – Waterside Park

**2024-03-052 It was moved and seconded**

*THAT staff be directed to apply for a Crown Land Tenure/Licence of Occupation for the area of foreshore, known as Waterside Park located at 1787 B Lakestone Drive, inclusive of the footprint of the public dock and swim bay, extending into Okanagan Lake for an area of 40 m<sup>2</sup> fronting District-owned land for the purposes of community recreation.*

**Carried.**

### 12.2 Licence of Occupation | LA2024-003 | Okanagan Lake Foreshore Road Ends (Carr's Landing)

To renew a Province of BC Licence of Occupation for foreshore Road Ends along Okanagan Lake

**2024-03-053 It was moved and seconded**

*THAT staff be authorized to enter into a Licence of Occupation with the Province of BC for a term of thirty (30) years (expiring October 1, 2049) for the public recreational purposes of Crown foreshore legally described as:*

*All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake and fronting on roads within Sections 8 and 5 Township 14 and Sections 32 and 29, Township 20, Osoyoos Division Yale District, containing 3.7445 hectares, more or less*

*and*

*All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake and fronting on roads within Sections 20, 17 and 8, Township 14, Osoyoos Division Yale District, containing 11.9995 hectares, more or less containing a total of 15.744 hectares more or less for the purposes of public recreation*

*AND THAT the Chief Administrative Officer (CAO) and Corporate Officer be authorized to sign all documents required to enter into the Licence of Occupation.*

**Carried.**

## 13. Report from In Camera

## 14. Council Committees

### 14.1 Agricultural Advisory Committee Meeting Minutes of November 20, 2023

### 14.2 Draft Agricultural Advisory Committee Meeting Minutes of February 12, 2024

## 15. Information Items

### 15.1 Board of Education Meeting Highlights of February 14, 2024

**16. Mission Statement****17. Councillor Items**

Councillor Lewis reminded the community that cannabis can be extremely toxic to dogs and to clean up appropriately after their use.

Councillor Patel echoed Councillor Lewis' comments regarding cannabis. He encouraged the community to go outside and meet their neighbors with the warmer weather.

Councillor Brett noted that the Lake Country Farmers Institute put on a great event where experts spoke about water use from an agricultural perspective, and some tools that the water sustainability project is using to help farmers. A take home message she received was; we are all in this together, there is a limited amount of water available and we all need to use is appropriately. She acknowledged International Women's Day on Friday March 8<sup>th</sup>, and her fellow female Councillors. She thanked Sergeant Collins for his response to her mention of speeding in Lake Country.

Councillor McKenzie reminded the community Saturday March 9<sup>th</sup> is the Ocoala Fish and Game Club banquet.

Councillor Irvine echoed Councillor McKenzie's comments regarding the Ocoala Fish and Game Club banquet and noted the summer/spring activity guide is out now. She announced the green bins start tomorrow for most areas.

Mayor Ireland reminded the community to give pedestrians space and to not speed and to give walkers and riders the room they deserve.

Councillor Reed echoed comments from Mayor Ireland regarding speeding and noted how much the Ocoala Fish and Game Club does for the community. She acknowledge the passing of community member Dora Brassard, who was 103.

**18. Adjournment**

The Mayor adjourned the meeting at 7:33 p.m.

---

Mayor, Blair Ireland

---

Corporate Officer, Reyna Seabrook



# The Board Reports

Regional District of Central Okanagan  
1450 KLO Rd., Kelowna, BC, V1W 3Z4

Phone: 250-763-4918

[rdco.com](http://rdco.com)

[facebook.com/regionaldistrict](https://facebook.com/regionaldistrict)

[info@rdco.com](mailto:info@rdco.com)

---

## Highlights of the Regional Board meeting – March 14, 2024

---

### 2024-2028 Five-Year Financial Plan adopted

The Regional Board gave first, second and third readings and adopted the Regional District 2024-2028 Five-Year Financial Plan Bylaw No. 1543. The detailed financial plan and background on the financial planning process can be found at [yoursay.rdco.com](http://yoursay.rdco.com).

---

### Zoning Amendment Bylaw No.871-285 – Corrugated metal fencing

Following approval by the Ministry of Transportation & Infrastructure, the Regional Board adopted an amendment to Zoning Bylaw No. 871 to permit the use of finished corrugated metal for fencing, provided that exposed edges are capped or framed with other materials.

---

### Fire Services review recommendation

The Regional Board received an update on the RDCO Fire Service Review recommendations. The update included an [assessment of the recommendations from high to low priority](#) and identified areas where multiple recommendations align and would be considered and actioned together. Regular updates on the activities related to the Service Review recommendations will be provided to the Board through strategic priorities reporting.

---

### Excluded Salary Administration Policy 8.11

The Regional Board approved changing the performance review timeline in the [Excluded Salary Administration Policy 8.11](#) from July to January to align with the fiscal year of January to December.

---

### Regional Board meetings

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

- Thursday, March 28 – 8:30 a.m.
- Thursday, April 11 – 8:30 a.m.
- Thursday, April 25 – 8:30 a.m.

A live stream video link will be available for each meeting in the Upcoming Meeting agenda section of [rdco.com/agenda](http://rdco.com/agenda). When available, a link to the Video recording will be posted in the Past Meetings section for the individual meeting date.

---

### Stay informed about the Regional District

Sign up at [rdco.com/subscribe](http://rdco.com/subscribe) for customized news and information from the Regional District.

Follow RDCO projects at [yoursay.rdco.com](http://yoursay.rdco.com).



**Okanagan Basin**  
WATER BOARD

## BOARD REPORT: March 6, 2024

1450 KLO Road, Kelowna, BC V1W 3Z4

P 250.469.6271 F 250.762.7011

[www.obwb.ca](http://www.obwb.ca)

### **OBWB Directors**

**Blair Ireland - Chair,**  
Regional District of Central  
Okanagan

**Doug Holmes - Vice-Chair,**  
Regional District of Okanagan-  
Similkameen

**Victor Cumming,** Regional  
District of North Okanagan

**Rick Fairbairn,** Regional  
District of North Okanagan

**Christine Fraser,** Regional  
District of North Okanagan

**Wayne Carson,** Regional  
District of Central Okanagan

**Charlie Hodge,** Regional  
District of Central Okanagan

**Rick Knodel,** Regional District  
of Okanagan-Similkameen

**Sue McKortoff - Chair,**  
Regional District of Okanagan-  
Similkameen

**Tim Lezard,** Okanagan Nation  
Alliance

**Bob Hrasko,** Water Supply  
Association of B.C.

**Jeremy Fyke,** Water  
Stewardship Council

**The next regular meeting of the  
OBWB will be Tuesday, April 2,  
2024 at the Regional District of  
North Okanagan.**

**Stay connected! Follow us on**



## **Okanagan Basin Water Board Meeting Highlights**

**Board receives invasive mussel outreach update:** Okanagan and Similkameen Invasive Species Society (OASISS)'s executive director Lisa Scott presented to the board on 2023 invasive mussel outreach efforts. The OBWB provides OASISS funds to extend outreach of its [Don't Move A Mussel](#) (DMM) campaign to water recreationists, retailers, yacht clubs and others. OASISS provided DMM materials to 178 businesses, interacted with about 3,360 people at boat launches, community events and youth camps, and surveyed 1,237 watercraft users. They also collected 131 water samples from five lakes. Test results came back showing no mussels detected.

**Directors updated on expanding invasive mussel prevention efforts:** The board was updated on plans for the first meeting of the Okanagan-Interior Invasive Mussel Working Group on March 8. Expected attendees include representatives from provincial and local governments, chambers of commerce, tourism, marinas, watershed groups and others. Participants will discuss what more can be done to prevent zebra and quagga mussels from arriving in the B.C. Interior, how to stop their spread should they arrive, and how to prepare for their potential arrival. About 100 people from the Thompson-Okanagan and Columbia-Shuswap regions are registered. The board also received a new map showing mussel vulnerability in the Okanagan based on water chemistry. The new map will help direct resources to at-risk areas. And, the board received letters from six organizations supporting the OBWB's call on a temporary boat moratorium, pull-the-plug legislation, and increased federal funding support for B.C.'s inspection stations.

**New amphibious milfoil harvester currently in transit:** The OBWB's new harvester is scheduled to arrive at the Port of Montreal in early March and is expected to be delivered to Vernon by the end of the month. The Water Board is planning to host a public event in June to officially showcase and launch the machine once harvesting season begins. Stay tuned.

**OBWB's 2023 conservation efforts reviewed with eye to 2024:** The board received a report on its 2023 [Make Water Work](#) outdoor residential water conservation campaign. Highlights included two new garden centre partners in the valley, advertising on billboards, TV, radio and social media, wrapped vehicles and more. In all, the campaign delivered more than 6.7 million views. With a budget of \$52,670 and in-kind support, staff delivered a campaign worth \$77,867. The report will help inform Make Water Work 2024. A new communications piece for agricultural water users was also shared with the board. It is available at <https://tinyurl.com/yh64uzu7>. And, the OBWB has been supporting the Province of B.C. in promoting its "Decoding Drought" community workshops aimed at answering questions ahead of another potential drought year. The next provincial workshop is March 9, 9:30-11:30 a.m. at Beasley Hall in Lake Country. Find more information at <https://tinyurl.com/decoding-drought>.

**For more information, please visit: [www.OBWB.ca](http://www.OBWB.ca)**





**Danielle Hubbard**

R ndqdjdq#Uhj lrgd#Oleudu|  
FHR #

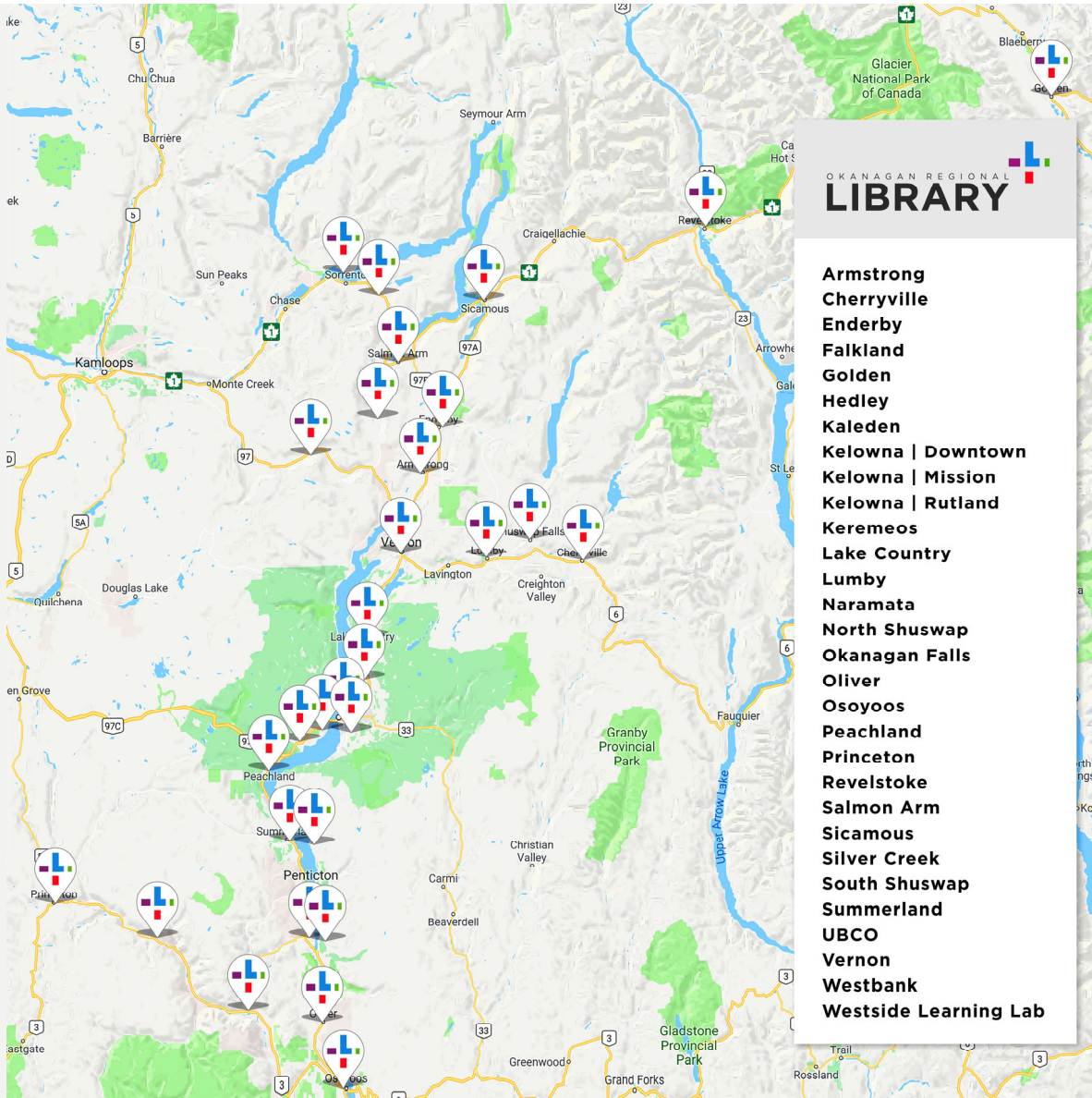
A vital community  
space for learning,  
connecting,  
& exploring.

# Our Goals

- Cultivate learning, literacy, creativity, and imagination.
- Offer a welcoming, inclusive space to gather, and connect.
- Embrace local heritage, and culture.
- Develop and nurture community partnerships
- Strive for organizational and service excellence



# Our Branches

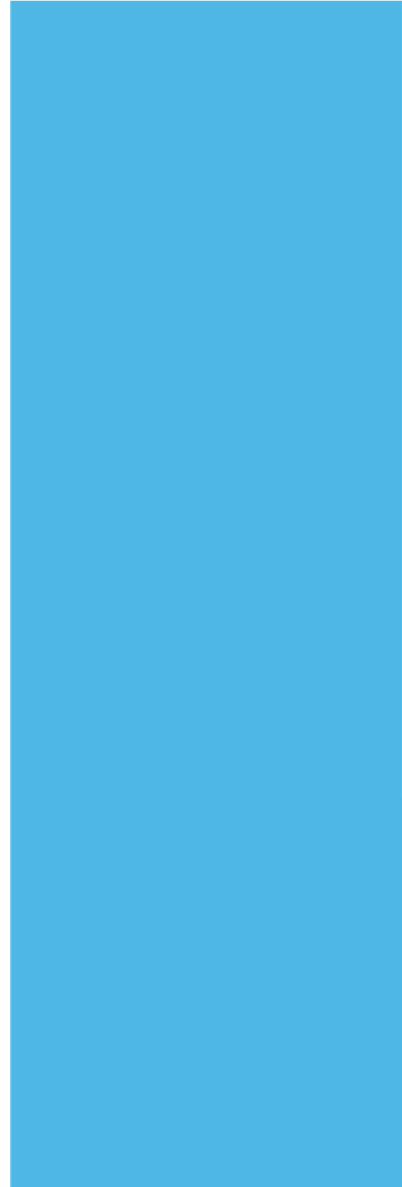


588,550

Physical Materials

144,650

Digital Materials



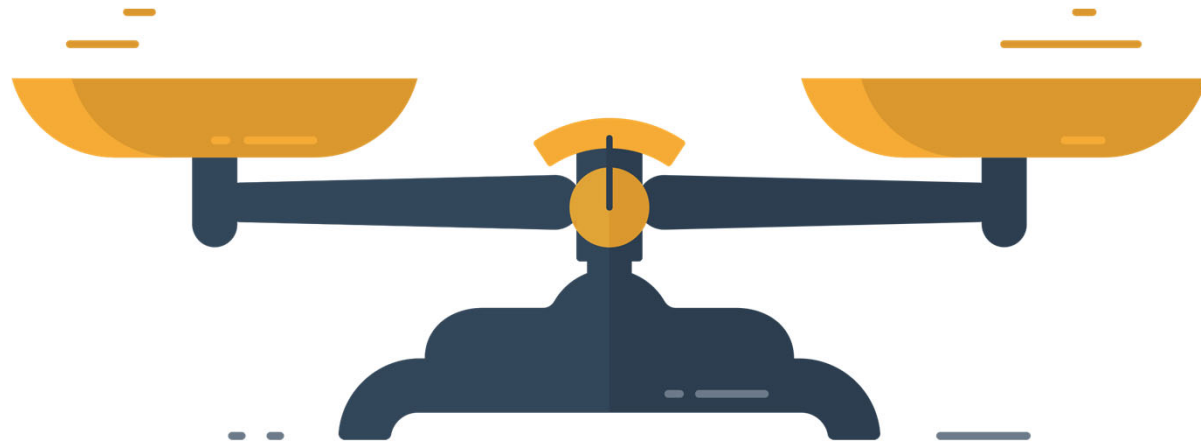


Benefits

# Centralized Service



# Financial Allocation Model



**WHAT'S  
NEW!**

**Local Updates**



Questions?

**Danielle Hubbard**

R ndqdjdq#Uhj lrqdc#leudu|  
F HR #

dhubbard@orl.bc.ca

**DISTRICT OF LAKE COUNTRY**

**BYLAW 1220**

---

**A BYLAW TO ADOPT A FINANCIAL PLAN FOR THE YEARS 2024 - 2028**

---

WHEREAS, pursuant to Section 165 of the Community Charter, Council shall, before the 15th day of May in each year, before the annual property tax bylaw is adopted, adopt a financial plan;

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

1. This Bylaw may be cited for all purposes as “2024-2028 Financial Plan Bylaw 1220, 2024.”
2. The schedules marked as Schedule A and B attached hereto, and forming part of this bylaw, are hereby declared to be the Financial Plan for the District of Lake Country for the period January 1, 2024 to December 31, 2028.

READ A FIRST TIME this 19<sup>th</sup> day of December, 2023.

READ A SECOND TIME this 27<sup>th</sup> day of February, 2024.

READ A THIRD TIME this 27<sup>th</sup> day of February, 2024.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**Schedule "A" attached to  
2024-2028 Financial Plan  
Bylaw 1220, 2024**

	2024	2025	2026	2027	2028
<b>Revenue</b>					
Property Taxes	(22,523,529)	(23,860,521)	(25,039,376)	(26,277,470)	(27,314,658)
Parcel Taxes	(2,365,855)	(2,420,132)	(2,475,781)	(2,532,836)	(2,591,335)
Fees and Charges	(12,071,410)	(12,841,522)	(13,659,932)	(14,457,689)	(15,322,404)
Other Revenue	(12,642,946)	(8,156,646)	(8,280,183)	(8,406,306)	(8,535,072)
Transfer from DCC Reserves	(4,240,170)	(627,017)	(627,017)	(627,017)	(627,017)
<b>Total Revenue</b>	<b>(53,843,910)</b>	<b>(47,905,838)</b>	<b>(50,082,289)</b>	<b>(52,301,318)</b>	<b>(54,390,486)</b>
<b>Expenses</b>					
General Government Services	4,863,754	4,741,510	4,876,025	5,034,511	5,157,085
Protective Services	9,782,111	10,391,328	10,869,593	11,460,509	11,951,541
Transportation Services	7,277,918	7,555,378	7,848,025	8,156,051	8,400,617
Environmental Services	2,426,947	2,494,167	2,563,325	2,634,476	2,707,680
Development Services	2,277,454	2,254,621	2,315,459	2,378,017	2,442,345
Parks and Recreation	6,138,734	6,272,896	6,435,733	6,603,547	6,776,418
Water Operations	4,967,586	5,092,976	5,221,989	5,354,748	5,491,327
Sewer Operations	2,732,215	2,799,442	2,868,474	2,939,368	3,012,178
Interest Expense	984,139	867,059	866,337	859,060	859,061
<b>Total Expenses</b>	<b>41,450,859</b>	<b>42,469,377</b>	<b>43,864,960</b>	<b>45,420,287</b>	<b>46,798,253</b>
<b>Annual Surplus</b>	<b>(12,393,052)</b>	<b>(5,436,462)</b>	<b>(6,217,329)</b>	<b>(6,881,031)</b>	<b>(7,592,234)</b>
Proceeds from Borrowing	-	-	-	-	-
Transfer from Reserves	(22,980,673)	(674,000)	(674,000)	(674,000)	(694,000)
Transfer from Surplus	(22,857)	7,275	12,881	18,392	24,591
Principal Repayment	1,019,965	861,533	863,250	814,489	814,490
Capital Expenditures	29,900,141	-	-	-	-
Transfer to Surplus and Non-Statutory Reserve	8,993,376	9,916,768	10,854,127	11,730,703	12,631,355
Actuarial Adjustment on Long Term Debt	350,569	350,569	350,569	350,569	350,569
Amortization of tangible capital assets	(4,867,469)	(5,025,683)	(5,189,498)	(5,359,122)	(5,534,772)
<b>Debt, Capital and Reserve/Surplus transfers</b>	<b>12,393,052</b>	<b>5,436,462</b>	<b>6,217,329</b>	<b>6,881,031</b>	<b>7,592,233</b>
<b>Financial Plan Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Statement of Objectives and Policies

In accordance with Section 165(3.1) of the Community Charter, the District of Lake Country is required to include in its Five-Year Financial Plan (2024 - 2028), objectives and policies regarding each of the following:

- A. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
- B. The distribution of property taxes among the property classes; and
- C. The use of permissive tax exemptions.

### 1. Funding Sources

The objectives and policies pertaining to municipal revenue which are incorporated into the District of Lake Country's Financial Plan include:

- The build-up of reserves to minimize the need to borrow for future capital projects;
- Provide sufficient operating funds to ensure existing infrastructure is properly maintained to maximize its lifespan;
- Pursue infrastructure grants from senior levels of government to lessen the impact on local property taxation and user fees;
- Review user fees to match operational costs, where appropriate;
- Examine business opportunities to raise revenue for the District of Lake Country; and
- In year 1 (2024) of the five-year plan, the proportion or percentage of total revenue from the various revenue sources, as detailed in the Financial Plan, is summarized in Table 1 below.

**Table 1: Sources of Revenue**

Revenue Sources	2024
Property Taxes	41.83%
Parcel Taxes	4.39%
Fees & Charges	22.43%
Other Revenue	23.48%
Transfers from DCC Restricted Revenue	7.87%
<b>Total Revenue</b>	<b>100%</b>

### 2. Distribution of Property Taxes

It is Council's goal to ensure there is a fair and equitable apportionment of taxes to each property class. The objectives and policies pertaining to the distribution of property taxes among the property classes and incorporated into the Financial Plan include:

- Regular reviews and comparisons of the District of Lake Country's tax burden relative to other BC municipalities and its neighbours to ensure a competitive tax structure and rates;

- Adjustments to taxation levels for specific property classes, where appropriate, based upon the reviews;
- Application of the general municipal tax increase to each property class individually so that each property class is impacted equally, relative to other property classes;
- Decrease (or increase) tax rates to offset the market increase (or decrease) in average taxable assessment within each property class compared to the previous year prior to applying the general municipal tax increase; and
- The use of non-market growth in the assessment roll due to new construction and development to assist in covering expenditures required to service the additional burden on the infrastructure and services within the District of Lake Country.

Table 2 below highlights the estimated municipal property tax dollars and the respective percentages to be collected from each of the tax classes for 2024.

**Table 2: Approximate Distribution of 2024 Municipal Property Taxes**

Property Class	Property Tax Dollars Raised (General, Police & Fire Protection)	% of Total Property Taxation	Ratio
(1) Residential	\$19,829,715	88.04%	1.0000
(2) Utility	\$254,516	1.13%	17.4695
(5) Light Industrial	\$549,574	2.44%	5.0201
(6) Business/Other	\$1,777,106	7.89%	2.5292
(8) Recreation/Non-Profit	\$105,861	.47%	2.2530
(9) Farm	\$6,757	.03%	0.2509
Totals	<b>\$22,523,529</b>	<b>100.00%</b>	

### 3. Permissive Tax Exemptions

The Annual Report details the extent of permissive tax exemptions provided by the District of Lake Country. The administration and approval of permissive tax exemptions is set by Council policy. Some of the eligibility criteria within the policy include the following:

- The paramount consideration for a permissive tax exemption is the benefit to the community and the residents of Lake Country;
- Permissive exemptions will also be granted where an organization provides a service that the District of Lake Country would provide given sufficient financial resources;
- Permissive tax exemptions are based on the principal use of the property;
- The goals, policies or principles of the organization must not be inconsistent or conflict with those of the District of Lake Country;
- Membership in the organization and/or use of the property must be reasonably open to all Lake Country residents; and
- The organization must be a registered non-profit society. The support of the municipality will not be used for commercial or private gain.

---

**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** March 19, 2024  
**AUTHOR:** Trevor Empey, Senior Planner  
**DEPARTMENT:** Planning and Development  
**ITEM TITLE:** Development Permit | DP000802 | 10660 Highway 97  
**DESCRIPTION:** To authorize the development of a 76-unit townhouse development with a variance for building height at 10660 Highway 97

---

#### **PURPOSE**

To consider a Multiple Unit Development Permit that would permit a 76-unit townhouse development that includes a variance for building height (from 9.5m/2 storeys to 12.0m/3 storeys).

#### **RECOMMENDATION**

THAT Development Permit DP000802 (Attachment D to the Report to Council dated March 19, 2024) for property at 10660 Highway 97 (Roll 1151800; PID 012-592-641) to allow for a multiple unit development be approved.

#### **EXECUTIVE SUMMARY**

A multiple unit development permit has been applied for to support a 76-unit townhouse development. Staff reviewed this application using the Multiple Unit and Greenhouse Gas Reduction & Resource Conservation Guidelines under the District's Official Community Plan 2018-2038 (OCP) and note that the proposal is in accordance with the applicable DPA Guidelines.

The applicant requested a variance of 2.5m/0.5 storey to the permitted height under the RM2 zone. The proposed variance would change the permitted height under this zone from 9.5m or 2.5 storeys to 12.0m or 3 storeys. Staff are supportive of this variance request as it is relatively minor, would support creation of a large amount of housing in the District and would have minimal impact to surrounding parcels.

A small portion of the Hillside Development Permit Area is located on this parcel; however the permit area does not coincide with the developed portion of the site.

To support the expedition of this application under the OCP, the applicant has voluntarily agreed to enter into a 10-year rental tenure covenant for the proposed townhouses on the subject property. The covenant will be registered on title as a condition of the Development Permit.

## BACKGROUND/HISTORY

**TABLE 1: PROPERTY INFORMATION**

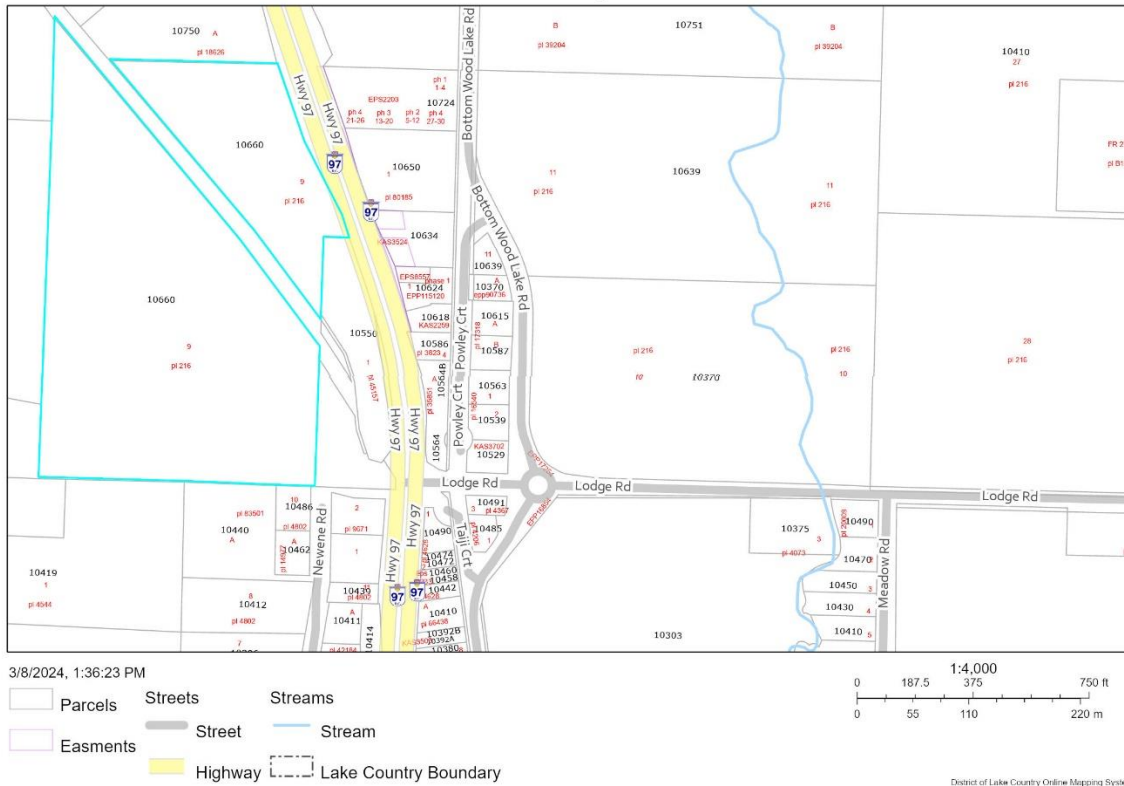
PROPERTY INFORMATION			
Civic Address:	10660 Highway 97		
Roll Number:	11518000		
Legal Description:	Lot 9 District Lot 169 ODYD Plan 216 except Plans 3028, 7818, & 40583		
Applicant:	New Town Architecture	Owner(s):	1151716 B.C Ltd.
OCP Designation:	Urban Residential		
Existing Zoning Designation:	RM2 – Low Density Row Housing		
Proposed Zoning:	No change proposed		
Land Use Contract:	N/A		
ALR:	N/A		
Parcel Size:	2.0 Hectares / 5.0 Acres		
DP Area(s):	Multiple-Unit, Hillside, Greenhouse Gas Reduction & Resource Conservation		
Water Supply:	Community		
Sewer:	Proposed Community		
Site Context:	Zoning:	Use:	
<i>North:</i>	RR1 – Rural Residential	Vacant	
<i>East:</i>	RM2 – Low Density Row Housing RM4 – Low Density Multiple Housing	Row Housing	
<i>South:</i>	C10 – Service Commercial	Service Station	
<i>West:</i>	RU1 – Urban Residential	Vacant	

### SITE CONTEXT

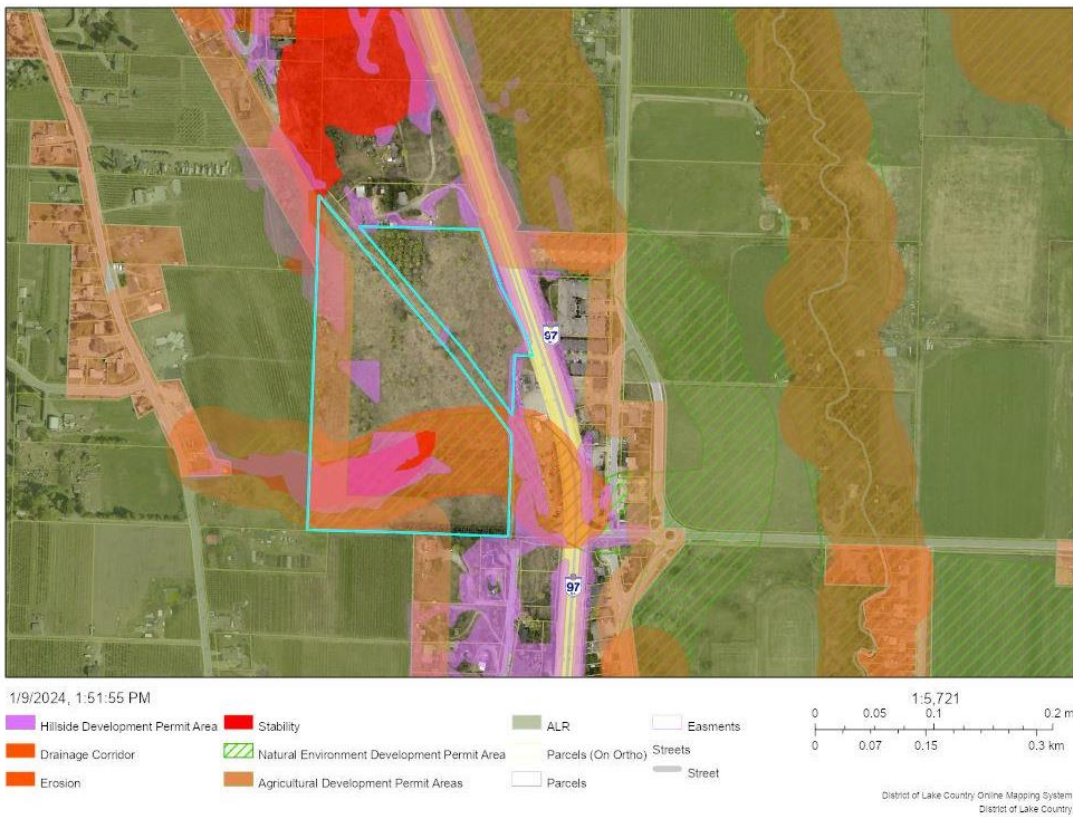
The subject property (10660 Hwy 97) is urban in nature and is bisected by the Pretty/Newene Road dedication. The focus of this development permit application is on the smaller portion of the subject property that is located directly adjacent to Highway 97. This area of the District is transitioning to higher density residential uses including a mix of townhomes, apartment buildings and single-family dwellings.

## MAP 1: LOCATION

10660 Hwy 97

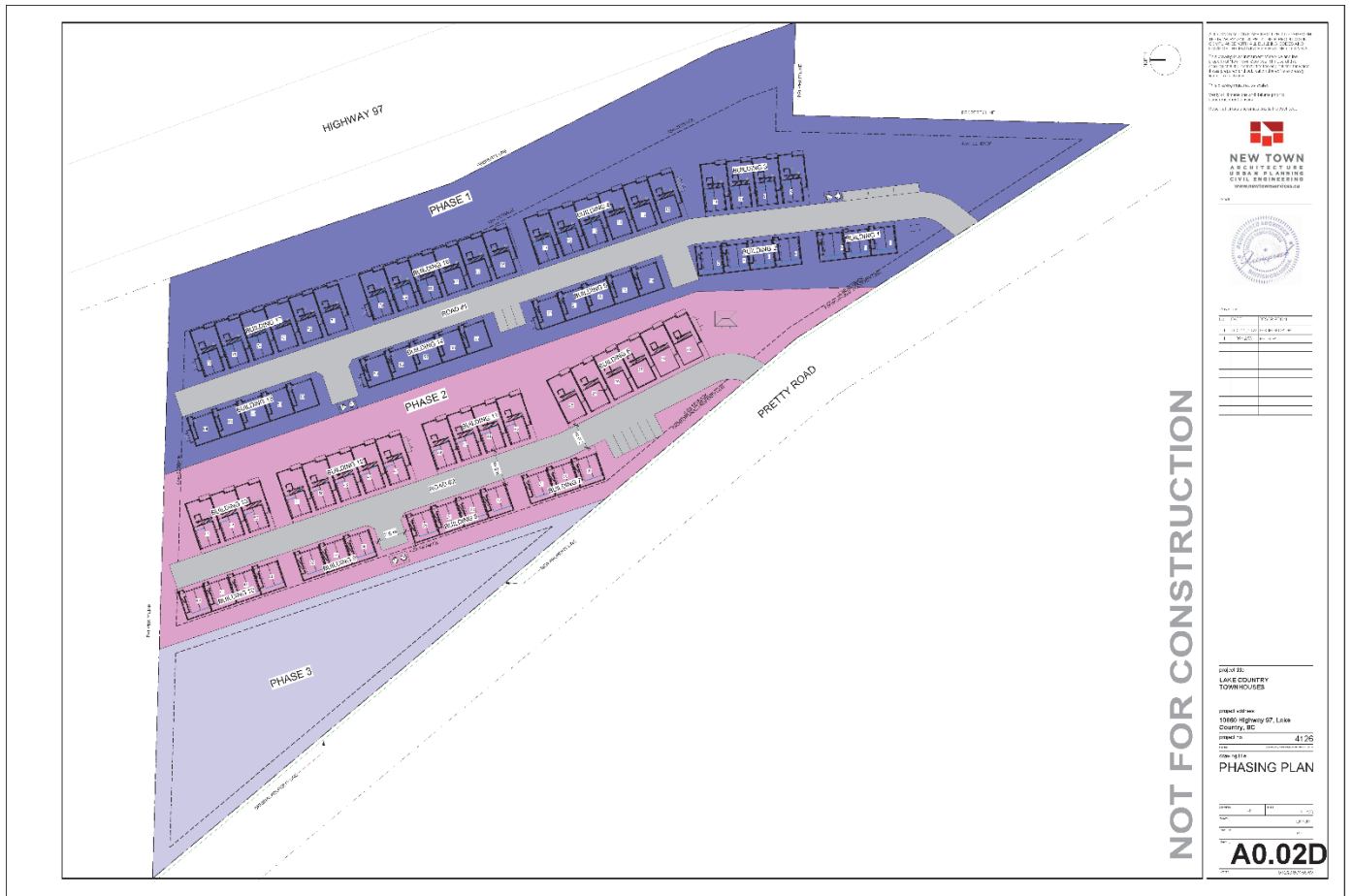


## MAP 2: ORTHO AND DEVELOPMENT PERMIT AREAS





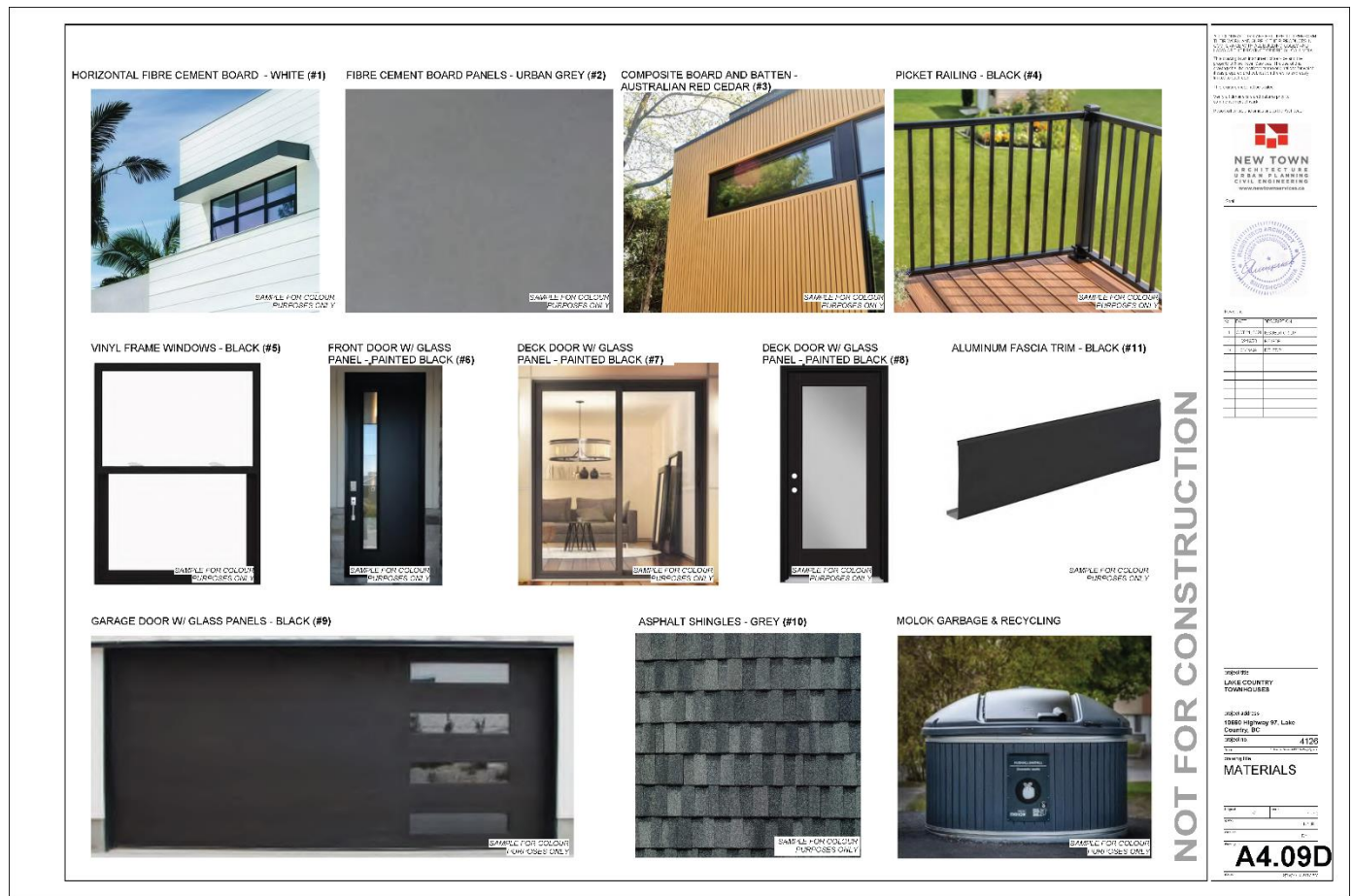
**FIGURE 1: CONCEPTUAL SITE PLAN**



## FIGURE 2: PROPOSED ELEVATION RENDERINGS



## FIGURE 2: PROPOSED COLOUR BOARD

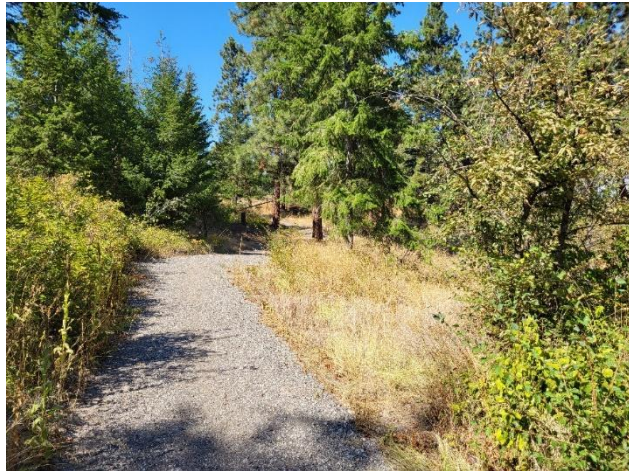


#### FIGURE 4: SITE PHOTOS

Photo 1: Southwest Corner – Full Site View



Photo 2: Northwest Corner - Upslope



**TABLE 2: FILE CHRONOLOGY**

<b>Date</b>	<b>Event</b>
2021-10-21	Application submission
2023-01-19	Core Team Meeting #1
2023-02-09	External Referrals
2023-05-16	Comprehensive Letter Issued
2023-18-10	Comprehensive Letter Response
2023-18-12	Comprehensive Letter #2
2024-22-01	Comprehensive Letter #2 Response

**DISCUSSION/ANALYSIS**

As this is a Development Permit for a multiple unit development, staff reviewed Section 21.5 – Multiple-Unit Development Permit Area Guidelines under the District’s OCP. Further, as this application also is within the GHG Development Permit Area, staff reviewed s.21.13 of the OCP in comparison to this application. The applicant is proposing 3 phases for multiple unit development on this parcel, with phases 1 and 2 being evaluated as part of this Development Permit application.

**Official Community Plan: Multiple Unit Development Permit Area (s.21.5)**

The purpose of the Multiple Unit DPA a is to ensure multiple unit residential development in Lake Country is built to a high aesthetic standard which benefits the community.

**Site Guidelines:**

Overall, staff are supportive of the proposed development as it integrates into the existing terrain and would benefit the area’s overall character. Buildings would be located to support view corridors, with spacing between unit blocks. Further, the building clusters would integrate large common open spaces with play spaces and community gardens along landscaped pathways between unit blocks which meet the objective to enhance the public realm of this development. Staff noted the lack of walkability on the drive aisles for residents to the applicant, however pedestrianization of the drive aisles is not a guideline under the s.21.5 of the OCP (Multiple Unit Development Permit Area), and further, the proposed common areas and walking paths should provide some walkable areas away from the drive aisles. Proposed downcast lighting would reduce glare and minimize light pollution. Waste disposal areas would incorporate landscaped screening, all which support the Multiple Unit Site DPA guidelines.

**Building and Structure Guidelines:**

Staff are supportive of this proposal in relation to the Multiple Unit DPA Guidelines for building and structures. The provided elevation drawings and colour board identify a varied façade, with a range of permitted materials and colours. The proposed buildings would be positioned to support numerous breaks by use of pedestrian alleys and landscaping. The proposed building materials meet the listed permitted materials which create a visually appealing pedestrian realm and offer varied and articulated design lines.

**Landscaping Guidelines:**

Staff are supportive of this proposal in relation to the Multiple Unit DPA Guidelines for landscaping. The proposed landscaping would enhance the existing property which appropriate planting areas, community gardens and a play area for residents. Parking areas are also proposed to be screened using landscaping along with buffers on property lines to adjacent parcels and roadways.

---

**Official Community Plan: Greenhouse Gas Reduction and Resource Conservation (GHG) Area (s.21.13)**

The purpose of the GHG DPA is to aid in the reduction of greenhouse gases and conservation of water and energy.

**Site Design, Buildings, and Landscaping**

Staff support the proposal. The compact design of the development would result in large greenspace for the use and enjoyment of residents. Contemporary buildings would incorporate modern construction standards into the proposed development to reduce energy consumption for heating and cooling. Landscaped areas would be maintained with high efficiency irrigation systems.

**Zoning Bylaw 561, 2007**

This parcel is zoned as RM2-Low Density Row Housing and staff reviewed this application in comparison to the regulations under the RM2 zone, along with other applicable regulations under Zoning Bylaw 561, 2007.

The purpose of the RM2 zone is to provide for low density row housing and compatible secondary uses on urban services.

**Height Variance: 9.5m/2.5 storeys to 12.0m/3.0 storeys**

The applicant requested a variance of 2.5m/0.5 storey to the permitted height under the RM2 zone. The proposed variance would change the permitted height under this zone from 9.5m or 2.5 storeys to 12.0m or 3 storeys. Staff are supportive of this variance request as it is relatively minor, would support creation of a large amount of housing in the District and would have minimal impact to surrounding parcels.

**Setbacks**

Staff reviewed the proposed setbacks provided in the applicant's Site Plan and Zoning Analysis Table which indicates conformity to all setback requirements for the RM2 zone and from the Provincial Highway 97.

**Parking**

Staff reviewed the proposed off-street parking requirements under Section 9 of Zoning Bylaw 561, 2007 in relation to the applicant's site plan and zoning analysis table and note conformity to parking requirements. Two private stalls per dwelling would be provided in garages (152 spaces in total) and 11 visitor parking stalls would be provided in designated visitor parking areas on this parcel. Further, the applicant would provide Class I bike parking in resident's garages and 8 short-term bike parking racks would be provided on site.

**Private Open Space**

Staff reviewed the proposed Site Plan and Zoning Analysis table provided by the applicant in relation to the Private Open Space requirements for RM2 zoned parcels and this applicant exceeds to private open space requirements with a total 5,311m<sup>2</sup> proposed in the form of private patios and communal space.

**Covenant to Secure Rental Tenure Housing**

This application has been expedited under s.7.1.7(b) of the OCP, which permits expedition of file review for applications that are proposing rental units, among other identified developments.

The applicant voluntarily agreed to enter into a Land Title Act Section 219 covenant agreement on the Phases 1-2 portion of the RM2 parcel. The covenant would require the proposed 76 townhouse units to be secured on title as rental tenure for a period of 10 years.

Staff reviewed Section 7 (Housing) of the OCP where 7.1.7(f) notes that housing agreements can be used to ensure the long-term provision of affordable, rental and special needs housing. Although this covenant agreement would be medium-term, it would support the creation of rental tenure housing in an appropriate location and support the diversification of housing tenures in the District which is identified in the OCP and 2023 Housing Needs Assessment Report. The covenant would be included as a condition of the Development Permit.



### IMPACT ON INFRASTRUCTURE, SERVICES AND STAFF CAPACITY

The works and servicing requirements of the Subdivision and Development Servicing Bylaw are required at time of building permit application. The RM2 zoning requires improvements including highways and walkways, sidewalk, curb and gutter, boulevards and landscaping, water distribution system, community sewer, storm sewer, sediment and erosion control, street lighting and underground utilities.

In addition, signalization and pedestrian improvements to the Pretty/Lodge and Highway 97 intersection are required by the Ministry of Transportation and Infrastructure through an existing covenant on title. Road network improvements including extensions and connections for Pretty and Newene Roads will be required as part of a future subdivision and in accordance with the Mobility Master Plan.

Water and sewer modelling previously completed in 2020 will need to be revised to account for changes in provincial legislation to account for potential increased densities in the proposed single-family portion of the development site. The modelling will determine the extent and requirements of water and sewer infrastructure needed to service the proposed development overall.

### FINANCIAL IMPLICATIONS

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

### CONSULTATION (Internal referrals, External Agencies, Committees, Stakeholders)

This application was referred to internal departments and comments were provided and shared with the applicant through the Comprehensive Letter. Comments provided by District Departments largely addressed considerations as the application progresses to the Engineering and Building Permit stages. Staff addressed comments from the Parks and Recreation Department in regard to the initial Landscape Plan where the applicant provided revisions to meet the applicable OCP DPA guidelines.

External agencies were referred to for comment where agencies noted support. As there is a Ministry of Transportation and Infrastructure (the Ministry) covenant requiring works and services to intersection upgrades as noted above, staff consulted with the Ministry to better understand the requirements of the covenant and to share these future works with the applicant through the Comprehensive letter.

### COMMUNICATIONS

N/A

### ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES

- ☐ Create and Support Opportunities for a Healthy, Active and Inclusive Community
- ☐ Create Infrastructure That Meets Community Needs
- ☒ Encourage Growth of the Downtown Core
- ☐ Ensure Sustainable Water Service Delivery for the Community
- ☐ Explore Opportunities to Engage With Regional Local Governments for the Betterment of the Community
- ☐ Honour Reconciliation by Strengthening Relationships and Inclusiveness With Our Indigenous Partners
- ☐ Identify and support improvements to the Development Process
- ☐ Implement the Agricultural Plan
- ☐ Preserve, Protect and Enhance Our Natural Environment
- ☐ Secure long term wastewater service delivery for our community
- ☐ Support Opportunities to Diversify Lake Country's Tax Base

### ALIGNMENT WITH MASTER PLANS

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Plan               | <input checked="" type="checkbox"/> Official Community Plan  |
| <input type="checkbox"/> Climate Action Charter          | <input type="checkbox"/> Parks & Recreation Master Plan 2019 |
| <input checked="" type="checkbox"/> Housing Needs Report | <input type="checkbox"/> Sanitary Sewer System Map           |

- |  |  |
|--|--|
| <input type="checkbox"/> Liquid Waste Management Plan Stage 1/2 Report | <input type="checkbox"/> Transit Future Plan-Central Okanagan Region-DRAFT |
| <input type="checkbox"/> McCoubrey Plateau Area Structure Plan         | <input type="checkbox"/> Transportation for Tomorrow                       |
| <input checked="" type="checkbox"/> Mobility Master Plan               | <input type="checkbox"/> Water Master Plan                                 |

## OPTIONS

The following options are presented for Council's consideration:

- A. THAT Development Permit DP000802 (Attachment D to the Report to Council dated March 19, 2024) for property at 10660 Highway 97 (Roll 1151800; PID 012-592-641) to allow for a multiple unit development be approved.
- B. THAT Development Permit DP000802 (Attachment D to the Report to Council dated March 19, 2024) for property at 10660 Highway 97 (Roll 1151800; PID 012-592-641) to allow for a multiple unit development not be approved.
- C. THAT Development Permit DP000802 (Attachment D to the Report to Council dated March 19, 2024) for property at 10660 Highway 97 (Roll 1151800; PID 012-592-641) to allow for a multiple unit development not be approved pending receipt of additional information as identified by council.

**Collaborators:** *(each individual collaborator to add name and date reviewed)*

Name	Date Reviewed

Respectfully Submitted,  
Trevor Empey, Senior Planner MCIP, RPP

---

**Report Approval Details**

Document Title:	Development Permit with Variance - DP000802 - 10660 Highway 97.docx
Attachments:	- Attachment A - DP000802 - Development Permit Checklists.pdf - Attachment B - DP000802 - Site Plan, Renderings and Elevations.pdf - Attachment C - DP000802 - Landscape Plan.pdf - Attachment D - DP000802 - Draft Permit.pdf
Final Approval Date:	Mar 12, 2024

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

**Brian Zurek, Manager of Planning - Mar 11, 2024 - 10:42 AM**

**Steven Gubbels, Manager of Development - Mar 11, 2024 - 1:08 PM**

**Matthew Salmon, Director of Engineering and Environmental Services - Mar 11, 2024 - 4:50 PM**

**Jared Kassel, Director of Planning & Development - Mar 11, 2024 - 7:19 PM**

**Reyna Seabrook, Director of Corporate Services - Mar 11, 2024 - 8:50 PM**

**Paul Gipps, Chief Administrative Officer - Mar 12, 2024 - 7:54 AM**



## DISTRICT OF LAKE COUNTRY

### DEVELOPMENT PERMIT AREA GUIDELINES CHECKLISTS

#### DEVELOPMENT PERMIT AREA (IN ALPHABETICAL ORDER):

Applicants are encouraged to insert relevant comments in each section to describe the proposed development.

#### GREENHOUSE GAS REDUCTION AND RESOURCE CONSERVATION

Consideration has been given to the following issues as identified in Section 21.13 of the Official Community Plan relating to the Greenhouse Gas Reduction and Resource Conservation Development Permit Areas:

Has site density been maximized for subdivisions?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has the building footprint been minimized in order to allow for maximum green space?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have lots been oriented to maximize solar orientation of building envelopes? Have buildings been oriented to maximize solar gain?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Is the subdivision laid out to minimize the length and amount of infrastructure (such as sewer & water lines and roads)?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Does the layout allow for alternative transportation options and transit?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the subdivision laid out to maximize site connectivity to nearby amenities and services?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do the materials and colors used in building construction minimize heat absorption? Is the roof not a dark color?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Are large windows sheltered by overhangs which maximize solar input during winter months?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do proposed buildings incorporate green roofs, living walls or other measures to reduce heat gains caused by hard surfaces?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Are alternative energy sources being proposed in large scale structures?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Do buildings have a south oriented roof to allow for future use of solar panels?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Are there opportunities for natural ventilation and airflow incorporated into the building?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do building materials encourage thermal massing and seasonal thermal energy storage?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are building envelopes well sealed and energy efficient?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is vegetation low maintenance and require minimal irrigation?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the enhanced landscaping located along the south and west facing parcel boundaries to create shade?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is rainwater recycling included in landscape designs?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have porous material been maximized throughout the landscaping?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do water features use recirculation systems as opposed to once through systems?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are opportunities for local food production and public food gardens incorporated into larger developments and subdivisions?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>



**HILLSIDE**

Consideration has been given to the following issues as identified in Section 21.10 of the Official Community Plan relating to Hillside Development Permit Areas:

<b>Views and Ridgeline Guidelines</b>					
Does the proposal avoid developing on or alteration of ridgelines?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Are the structures setback a minimum of 10m from ridgelines?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Is the structure designed so as not to impede the views from upland properties?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Are lots staggered in order to create offset building envelopes to protect views?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Does the natural character of the hillside remain, i.e. is the residences and structures not the dominant feature?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Site Guidelines</b>					
Has the natural topography been incorporated into the project to minimize site disturbance and blasting?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Do the proposed contours and gradients resemble natural occurring terrain?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Does the proposal avoid major cut and fills intended to create a buildable lot or flat yards?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Do the driveway grades follow the natural terrain?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Are manufactured slopes placed behind buildings and are natural slopes mimicked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Have rock cuts been used instead of retaining walls where necessary (i.e. for roads)? Has consideration been given for visual impact of the exposed rock faces?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is lot grading provided on a consistent, comprehensive basis throughout the whole of the development?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Have the manufactured slopes been re-vegetated to reflect natural conditions?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Site Guidelines - Retaining Walls</b>					
Are retaining walls minimized in order to decrease site disturbance?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Are the retaining walls designed to fit with the landscape and reduce the visual impact of the wall?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Do the materials evoke a sense of permanence and reflect natural qualities in appearance through the use of context-sensitive materials (i.e. stone, masonry, brick, etc.), colours and textures?</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have large concrete lock blocks been masked or screened (i.e. through use of landscaping)?</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are they curvilinear and follow the natural contours of the land? <i>Very short section.</i></li> </ul>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Have they been terraced to break up apparent mass and to provide planting space for landscaping features?</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have systems of smaller terraced walls been used instead of a single large wall?</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has landscaping been provided to screen or supplement all retaining features?</li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>

Are retaining wall 1.5 metres or less in height or are retaining walls terraced?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Site Guidelines - Lot Configuration and Clustering</b>						
Are subdivisions being clustered on a portion of the site in order to protect open space in steeper areas and the natural environment?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are higher-density developments (e.g. small lot single detached residential, townhouses) being proposed in areas with less steep slopes that are most easily developable?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the majority of the development in areas with natural slopes of less than 30%? and preserve open space in areas with natural slopes of 30% or more.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has the open space in areas with natural slopes of 30% or more been preserved?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Site Guidelines - Roads</b>						
Have roads been aligned to follow natural site contours, conforming to topographic conditions rather than cutting across contours and reducing the impact on hillsides?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has road connectivity been utilized in the road network over long cul-de-sacs and "dead-end" situations where topographic conditions permit? <ul style="list-style-type: none"> <li>Allow cul-de-sac length to be increased where connectivity in the road network is not possible due to topographic conditions, provided appropriate emergency access is constructed. <i>Connection of Newene Rd.</i></li> </ul>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have alternative approaches to turnarounds (e.g. hammerhead configurations) been utilized?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have split roads and/or one-way roads been utilized to preserve significant natural features, to reduce the amount of slope disturbance or to improve accessibility to individual parcels?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have reduced pavement widths and right-of-way widths been utilized where service levels (such as snow plowing) can be maintained, emergency vehicle access can be maintained, the reduced widths provide demonstrably less slope disturbance and the reduced widths contribute to the overall neighbourhood character?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Has reduced roadway cross sections in width been considered if parking is to be located on private lots or if special pull-out parking areas are established in strategic positions?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have meandering sidewalks adjacent to the road been provided as a means of eliminating long, sustained grades, preserving natural features, or reducing grading requirements within the right-of-way? Varied offsets between the road and sidewalk will be considered for these purposes.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Landscaping Guidelines - Preserving Vegetation</b>						
Has existing vegetation been retained?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have building envelopes been sited outside areas of established vegetation?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Landscaping Guidelines - Restoration of Vegetation</b>						
Have native plant materials been used to the greatest extent possible?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have dry slopes been replanted with drought and fire-resistant species?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

At bylaw minimum. No variance proposed.

Walkway separate from road.

Have trees, shrubs and grasses been planted in masses and patterns characteristic of a natural setting and with the intent of encouraging biodiversity?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Does the landscaping pay particular attention to areas adjacent to street frontages and areas adjacent to retaining features?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have trees and vegetation been replaced in a manner that replicates the characteristics and performance of the natural setting, including the provision of a sufficient density of trees, sufficient ground cover and intensity of vegetation?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have trees been planted in organic clusters rather than in lines or formal arrangements?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do manufactured slopes blend in with existing slope conditions?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have water-conserving principles and practices in the choice of plant material (xeriscaping) and in the irrigation design and watering been followed? (i.e. temporary drip irrigation systems, hand watering, and/or automatic shut-off valves). <i>↳ yet to be designed.</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has landscaping been used to minimize the impact to views by screening building, landscape cuts and retaining walls?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Building and Structure Guidelines</b>						
Are buildings located to minimize site grading?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has the building foundation been stepped back to reduce site grading and retaining requirements? (i.e. buildings should be set into the hillside and integrated with the natural slope conditions).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have stories been stepped back above second levels to avoid single vertical planes? <i>Walkouts are stepped back.</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have varying rooflines been provided?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have buildings been articulated to reduce mass and vary rooflines?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have unbroken expanses of wall been avoided?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have buildings been designed in smaller components that appear to fit with the natural topography of the site?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have roof pitches been designed to reflect the slope of the natural terrain? (i.e. angling roof pitches at slopes that are similar to those of the natural terrain).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have natural color tones for housing, fences, retaining walls and outbuildings been used to help the development blend in to the setting?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have natural building and retaining wall materials been used wherever possible? <i>Wood-look siding &amp; stone coloured fibre cement.</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have buildings been articulated to reduce mass and vary rooflines?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have retaining walls within the front yard been discouraged?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Building and Structure Guidelines- Siting and Orientation</b>						
Have buildings been oriented so they run parallel with the natural site contours to reduce the need for site grading works and to avoid high wall façades on the downhill elevation.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have buildings been sited to minimize interference with the views from nearby (uphill) buildings.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Building and Structure Guidelines- Setbacks</b>						
Have building setbacks been adjusted to allow greater flexibility locating a building and reduce the visual massing effect?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Do the setbacks enable off-street parking and utilize the road right-of-way behind the curb or sidewalk to accommodate parking?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have side-facing or setback garages been utilized as a means to reduce excessive cut/fill, help to avoid hazardous slopes or sensitive areas and enhance the neighbourhood? <i>Inside-facing</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Parking is not permitted within front yard setback or landscape buffers as per the Zoning Bylaw.

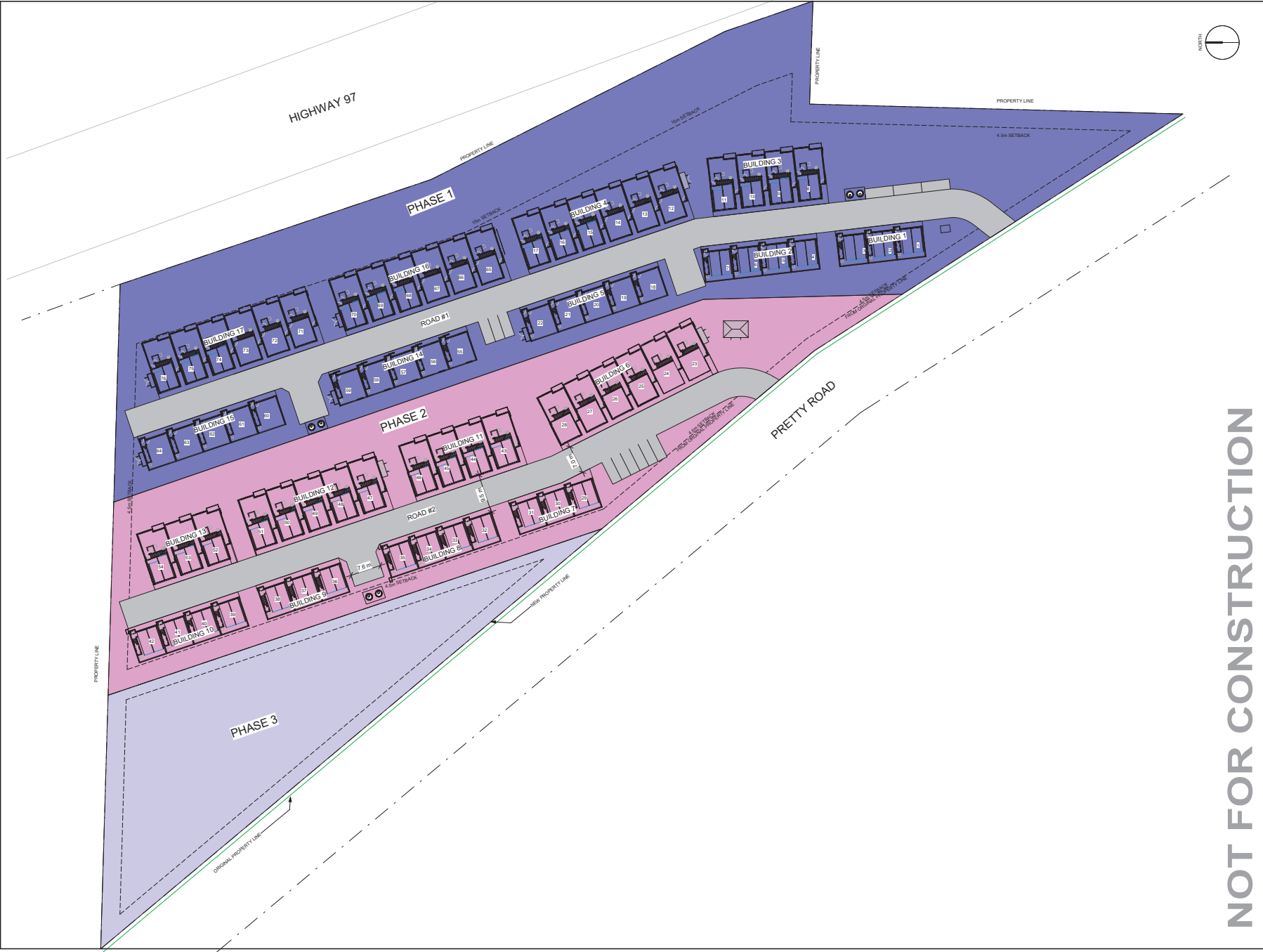
**MULTIPLE UNIT RESIDENTIAL**

Consideration has been given to the following issues as identified in Section 21.5 of the Official Community Plan relating to Multiple Unit Development Permit Areas:

<b>Site Guidelines - Parking</b>					
Does the proposal comply with parking requirements?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Is off street parking under buildings, behind buildings or in garages?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
If parking areas are 7 or fewer stalls and are surface parking areas, are they:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
- Single loaded and angled no greater than 45 degrees to the access lane? <i>→ yes</i>	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
- Adjacent to the building, not the sidewalk?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
- Provide a one way access lane accessing the stalls? <i>90° parking needs 2 way</i>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
- Have a minimum of 1m wide landscaped median provided between the access lane & and the sidewalk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is accessible bicycle parking provided in accordance with zoning requirements?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Site Guidelines - Lighting</b>					
Has site lighting (including external building lighting, lit signage, parking lot or security lighting) been designed to avoid glare onto abutting properties or public roadways?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Does lighting consist of downcast or cut off luminaires with internal optics designed to avoid glare?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Site Guidelines - Other</b>					
Are all waste containers, recycling areas and mechanical equipment screened from public view with a fenced and gated enclosure?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Has building clustering and other creative uses of space been encouraged?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Does the clustering of buildings around a central common area create opportunities for sheltered community space and enhance the public realm?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Has the use of impervious surfaces been minimized?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Building and Structure Guidelines</b>					
Are buildings laid out with sensitivity towards the view corridors of nearby properties?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Are existing view corridors being preserved through varying building and roof forms and site layouts?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Does the scale and architecture of the buildings complement the existing neighborhood?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Are building facades articulated or broken up (minimum 20m intervals) by colour or material changes, or incorporate physical separations such as breezeways, driveways or alleys?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Is the roofline varied, pitched or otherwise not flat? (eg. Gables, dormers, birds mouths, projections etc.)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Is rooftop equipment screened from view by incorporating vertical screening or landscaping that corresponds to the building material?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Are the materials used for the building appropriate?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Is the material used for building trim appropriate?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Is/are the building(s) scaled such that there are interesting visual elements to engage pedestrians and the pedestrian realm?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Are all buildings with facades fronting two or more roads built to equal design standards along both frontages?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Are building footprints cut or rounded at corners to create additional public space?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Landscaping Guidelines</b>						
Does landscaping provide a buffer between adjacent land uses?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Does landscaping screen parking, mechanical equipment and garbage disposal areas?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is landscaping provided:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Along the property edges next to roadways?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Between buildings and parking areas?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Along on-site access roads and driveways?		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Along the sides of buildings?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
On other open spaces (such as spaces not used for parking, access roads or walkways)?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has existing landscaping or greenery been incorporated where possible?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is at least 75% of the landscaping composed of drought tolerant species, local species or xeriscaped vegetation?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is sufficient community garden space provided on the property (minimum of 4m2 per unit)?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Are fencing materials consistent with the materials of the principle building?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Signage Guidelines</b>						
Are awning, canopy, fascia and signs designed so as to complement the building and neighbourhood?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is there only one free-standing sign for the entire project?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

None



ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.



Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2001	ISSUED FOR DP
4	08/19/23	RE-FDP
5	01/15/24	RE-FDP

project title  
LAKE COUNTRY  
TOWNHOUSES

project address  
10660 Highway 97, Lake  
Country, BC  
project no. 4126

drawing title  
PHASING PLAN

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

drawing no. A0.02D  
printed 9/16/23 8:04:58 AM

NOT FOR CONSTRUCTION



ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled

Verify all dimensions and datums prior to commencement of work.



**NEW TOWN**  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
[www.newtownservices.ca](http://www.newtownservices.ca)

Seal



### Revisions

[illegible]

# NOT FOR CONSTRUCTION

project title

**LAKE COUNTRY  
TOWNHOUSES**

project address  
**10660 Highway 97, Lake  
Country, BC**

file no. \_\_\_\_\_  
drawing title  
**SITE PLAN**

designed	JR / LK	scale	1 : 40
drawn			JR / LK
checked			

drawing no. **A0.03D**

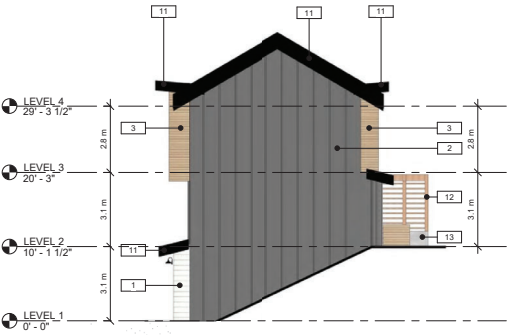




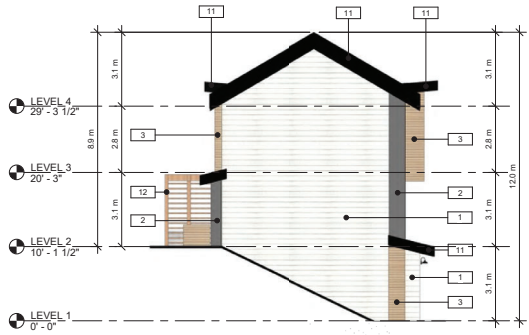
1 TYPICAL FRONT ELEVATION



2 TYPICAL BACK ELEVATION



3 TYPICAL SIDE A ELEVATION



4 TYPICAL SIDE B ELEVATION

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

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.



NEW TOWN  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/30/23	RE-FDP
3	01/15/24	RE-FDP

NOT FOR CONSTRUCTION

project title  
LAKE COUNTRY  
TOWNHOUSES

project address  
10660 HIGHWAY 97, LAKE  
COUNTRY, BC

project no. 4126

drawing title  
BUILDINGS 1, 7  
& 9  
ELEVATIONS

drawn JRL / LK

checked JRL / LK

approved RY

A4.01D

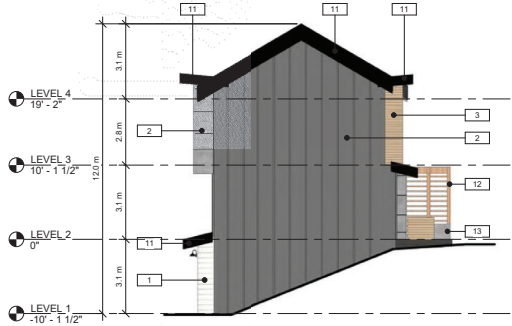
printed 1/15/24 10:05:20 AM



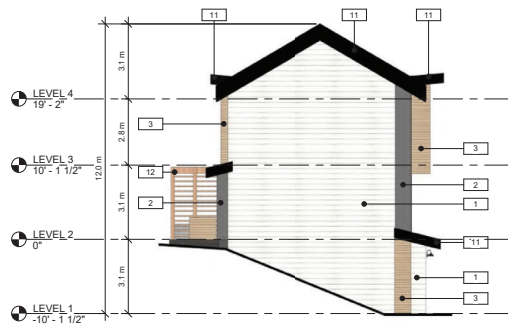
1 TYPICAL FRONT ELEVATION  
1/8" = 1'-0"



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



3 TYPICAL SIDE A ELEVATION  
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

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.  
Verify all dimensions and details prior to commencement of work.  
Report all errors and omissions to the Architect.



Seal



Revisions		
No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/20/23	RE-FDP
3	01/15/24	RE-FDP

NOT FOR CONSTRUCTION

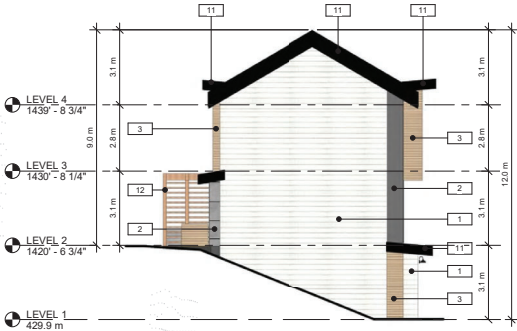
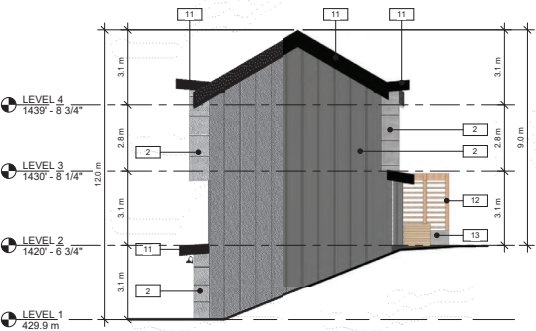
project title  
LAKE COUNTRY TOWNHOUSES

project address  
10660 HIGHWAY 97, LAKE COUNTRY, BC  
project no. 4126

drawing title  
BUILDINGS 2, 8 & 10 ELEVATIONS

drawn JRL / LK  
checked JRL / LK  
drawing no. RY

A4.02D  
1/15/24 10:07:58 AM



- MATERIAL LEGEND**
- 1. HORIZONTAL HARDIE SIDING - WHITE
  - 2. URBAN CONCRETE PANELS - URBAN GREY
  - 3. CASTELLATION CLADDING - AUSTRALIAN RED CEDAR
  - 4. PICKET RAILING - BLACK
  - 5. 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 MECHANICAL SCREENING

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.



**NEW TOWN**  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/20/23	RE-FDP
3	01/15/24	RE-FDP

NOT FOR CONSTRUCTION

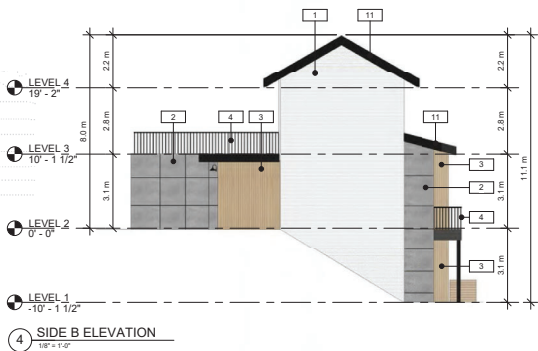
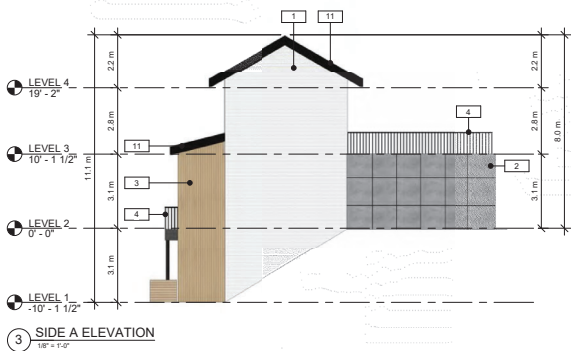
project title  
**LAKE COUNTRY TOWNHOUSES**

project address  
**10660 HIGHWAY 97, LAKE COUNTRY, BC**  
project no. **4126**

drawing title  
**BUILDINGS 5,14,15 ELEVATIONS**

drawn: JRL / LK  
checked: JRL / LK  
drawing no.: RY

**A4.03D**  
printed: 1/15/24 10:27:40 AM



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 MECHANICAL SCREENING

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.



NEW TOWN  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/2023	RE-FDP
3	01/15/24	RE-FDP

NOT FOR CONSTRUCTION

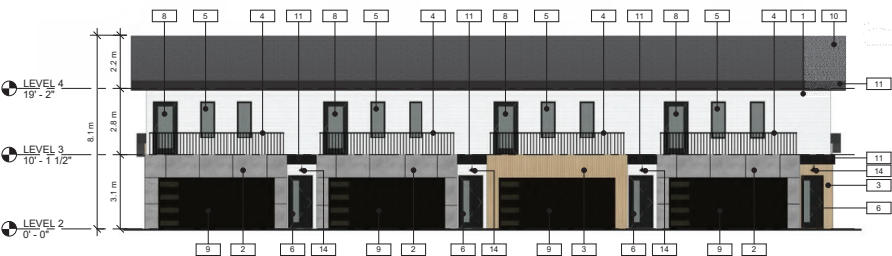
project title  
LAKE COUNTRY  
TOWNHOMES

project address  
10660 Highway 97, Lake  
Country, BC  
project no. 4126

drawing title  
BUILDING 13  
ELEVATIONS

designed JPL / LK  
drawn JPL / LK  
checked RY  
drawing no.

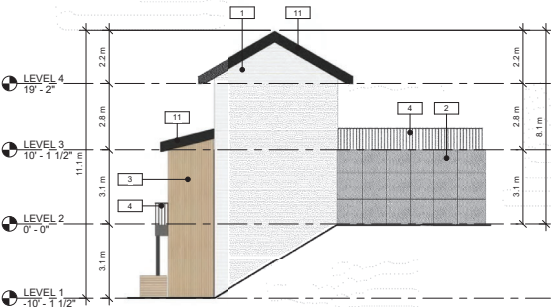
A4.04D  
printed 1/15/24 10:53:40 AM



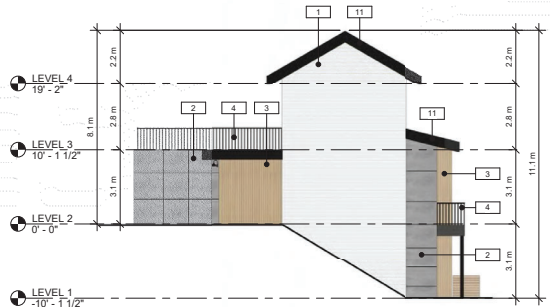
1 FRONT ELEVATION  
1/8" = 1'-0"



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 MECHANICAL SCREENING

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.  
Verify all dimensions and details prior to commencement of work.  
Report all errors and omissions to the Architect.



NEW TOWN  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/03/23	RE-FDP
3	01/15/24	RE-FDP

NOT FOR CONSTRUCTION

project title  
LAKE COUNTRY  
TOWNHOMES

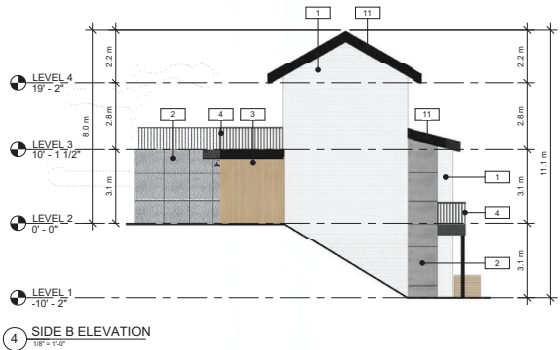
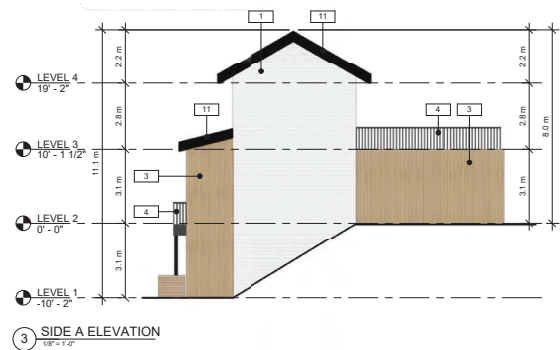
project address  
10660 Highway 97, Lake  
Country, BC  
project no. 4216

drawing title  
BUILDINGS 3 &  
11 ELEVATIONS

designed JPL / LK  
drawn JPL / LK  
checked JPL / LK  
drawing no. RY

1/15/24 11:03:54 AM  
A4.05D





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 MECHANICAL SCREENING

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.



NEW TOWN  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/2023	RE-FDP
3	01/15/24	RE-FDP

project title  
LAKE COUNTRY  
TOWNHOUSES

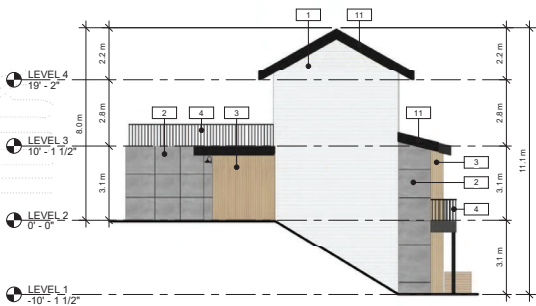
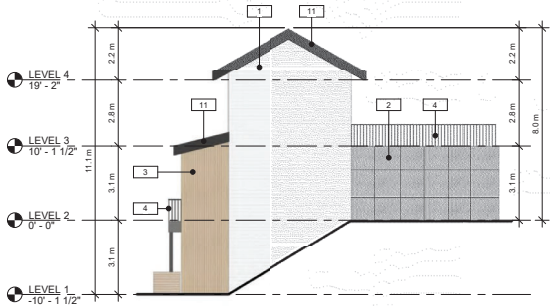
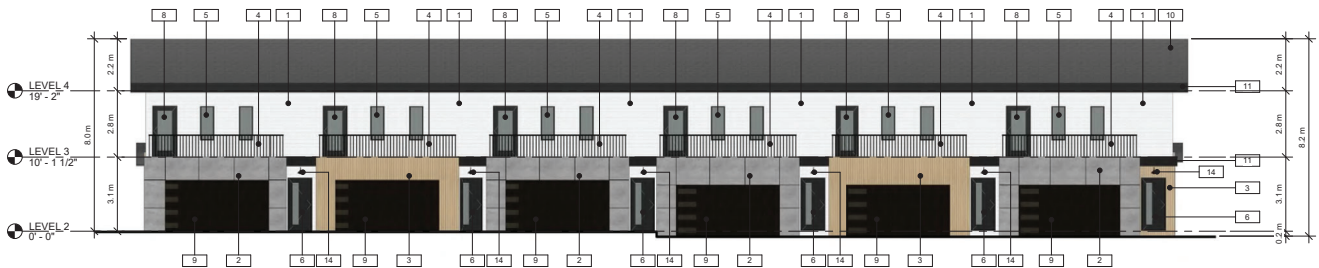
project address  
10660 Highway 97, Lake  
Country, BC  
project no. 4126

drawing title  
BUILDING 12  
ELEVATIONS

designed JPL / LK  
drawn JPL / LK  
checked JPL / LK  
drawing no. RY

**A4.06D**  
printed 1/15/24 11:14:27 AM

NOT FOR CONSTRUCTION



MATERIAL LEGEND

- 1. HORIZONTAL HARDIE SIDING - WHITE
- 2. URBAN CONCRETE PANELS - URBAN GREY
- 3. CASTELLATION CLADDING - 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 MECHANICAL SCREENING

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.  
Verify all dimensions and details prior to commencement of work.  
Report all errors and omissions to the Architect.



NEW TOWN  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/2023	RE-FDP
3	01/15/24	RE-FDP

NOT FOR CONSTRUCTION

project title  
LAKE COUNTRY  
TOWNHOUSE'S

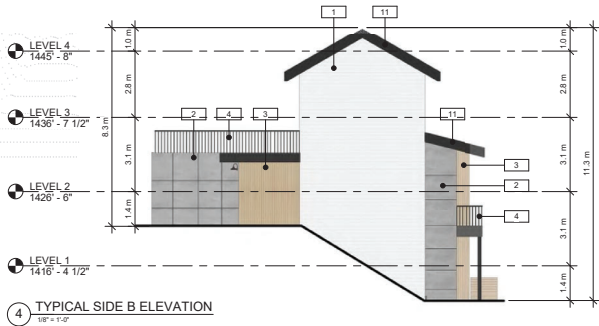
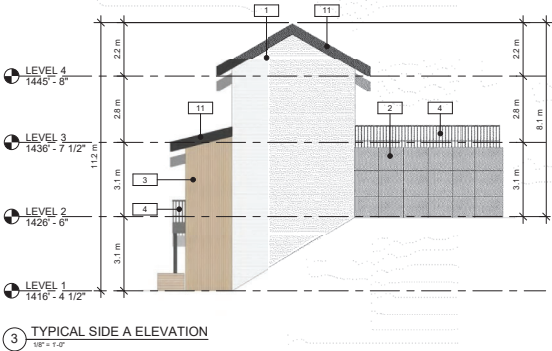
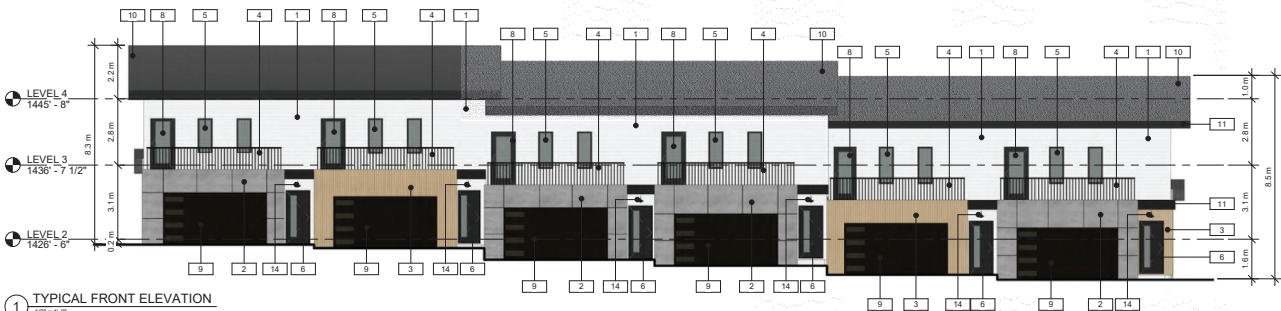
project address  
10660 Highway 97, Lake  
Country, BC  
project no. 4126

drawing title  
BUILDINGS  
4,16,17  
ELEVATIONS

drawn JPL / LK  
checked JPL / LK  
drawing no. RY

A4.07D  
1/15/24 11:34:10 AM





- MATERIAL LEGEND**
1. HORIZONTAL HARDIE SIDING - WHITE
  2. URBAN CONCRETE PANELS - URBAN GREY
  3. CASTELLATION CLADDING - AUSTRALIAN RED CEDAR
  4. PICKET RAILING - BLACK
  5. 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

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.



Seal



Revisions		
No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/30/23	RE-FDP
3	01/15/24	RE-FDP

NOT FOR CONSTRUCTION

project title  
LAKE COUNTRY TOWNHOUSE'S

project address  
10660 Highway 97, Lake Country, BC

project no.  
4126

drawing title  
BUILDING 6 ELEVATIONS

designed  
JRI / LK

drawn  
JRI / LK

checked  
JRI / LK

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

**A4.08D**

HORIZONTAL FIBRE CEMENT BOARD - WHITE (#1)



FIBRE CEMENT BOARD PANELS - URBAN GREY (#2)



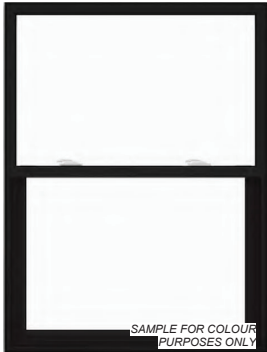
COMPOSITE BOARD AND BATTEN - AUSTRALIAN RED CEDAR (#3)



PICKET RAILING - BLACK (#4)



VINYL FRAME WINDOWS - BLACK (#5)



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



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



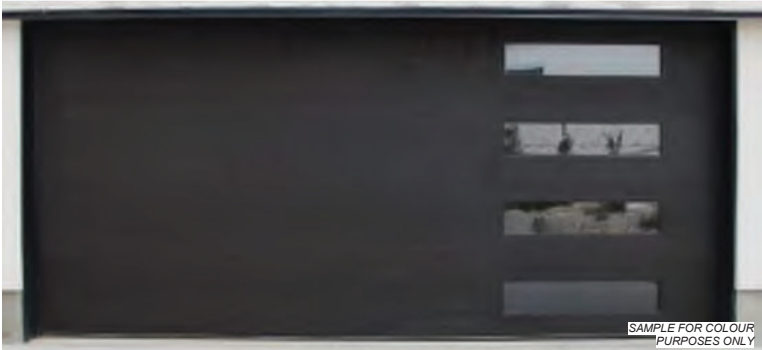
DECK DOOR W/ GLASS PANEL - PAINTED BLACK (#8)



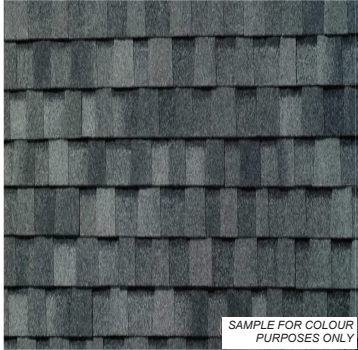
ALUMINUM FASCIA TRIM - BLACK (#11)



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



ASPHALT SHINGLES - GREY (#10)



MOLOK GARBAGE & RECYCLING



NOT FOR CONSTRUCTION

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.



NEW TOWN  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	09/19/23	RE-FDP
3	01/19/24	RE-FDP

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





WALK OUT UNIT - BUILDING #6 - FRONT



WALK UP UNIT - BUILDING #1 - REAR



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



SHARED OPEN SPACE BETWEEN TOWNHOME ROWS

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.

**NEW TOWN**  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

No.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	09/19/23	RE-FDP
3	01/19/24	RE-FDP

NOT FOR CONSTRUCTION

project title  
**LAKE COUNTRY  
TOWNHOUSES**

project address  
**10660 Highway 97, Lake  
Country, BC**

project no. **4126**

drawing title  
**RENDERINGS**

designed **KF** scale **1 : 10**

drawn **LK / JR**

checked **RY**

drawing no. **A9.01D**

printed 01/19/23 8:08:18 AM





WALK UP UNIT - BUILDING #7 - FRONT



OVERALL VIEW OF SITE - VIEW FROM HIGHWAY

ALL CONTRACTORS ARE REQUIRED TO PERFORM THEIR WORK AND SUPPLY THEIR PRODUCTS IN COMPLIANCE WITH ALL BUILDING CODES AND LAWS OF THE PROVINCE OF BRITISH COLUMBIA.

This drawing is an instrument of service and the property of New Town Services. The use of this drawing shall be restricted to the original site for which it was prepared and publication thereof is expressly limited to such use.

This drawing must not be scaled.

Verify all dimensions and details prior to commencement of work.

Report all errors and omissions to the Architect.

  
**NEW TOWN**  
ARCHITECTURE  
URBAN PLANNING  
CIVIL ENGINEERING  
www.newtownservices.ca

Seal



Revisions

NO.	DATE	DESCRIPTION
1	OCT 21, 2021	ISSUED FOR DP
2	08/19/23	RE-FDP
3	01/15/24	RE-FDP

project title  
**LAKE COUNTRY  
TOWNHOUSES**

project address  
**10660 Highway 97, Lake  
Country, BC**

project no. **4126**

drawing title  
**RENDERINGS**

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

drawing no. **A9.02D**  
printed 01/16/23 8:08:18 AM

NOT FOR CONSTRUCTION






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		provided
1 tree per 60 sq m	Total	179
	Deciduous Trees	125.00
	75mm cal	90
	03	35
	Coniferous Trees	54.00
	3m height	54.00
Shrubs		provided
1 Shrubs per 30 sq m	Total	764
	Deciduous	505.00
	Coniferous	259.00
Site Notes:		
• Sod areas are limited to the central amenity 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




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



wood mulch




sod  
limited to central amenity area




drought tolerant and  
flowering seed mix

- sheep fescue
- bluebunch wheatgrass
- perennial rye grass
- micro-clover
- English daisy
- roman chamomile
- baby blue eyes



concrete paving  
accent colour concrete



shrubs

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  
BC LA #603 p. 250.938.7337  
Calgary, BC V6A 1H6  
e. larchlandscapearchitecture@gmail.com  
www.larchlandscapearchitecture.com

**General Notes**

- This drawing, including all concepts and design ideas are property of Arquiecos Group Ltd.  
This drawings can only be reproduced with written authorization of Arquiecos Group, the Project Owner or the Owner's Representative.
- These drawings must not be used for construction purposes unless specifically issued as such.
- This drawings have been drawn to scale as indicated in the titleblock and viewports. Do not scale drawings.  
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.
- Any variations and design changes to the information shown on these drawings must not be carried out without written authorization from Arquiecos Group Ltd. the Project Owner or the Owner's Representative.
- Any references made to the location of all existing and proposed utilities, including URW must be verified on site prior to commencing work. Report any and all conflicts identified immediately.
- 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**

- 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.  
Spray irrigation for seeded areas to run until establishment and only if required thereafter.
- Sod areas to include high efficiency irrigation system with MP spray heads.

**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

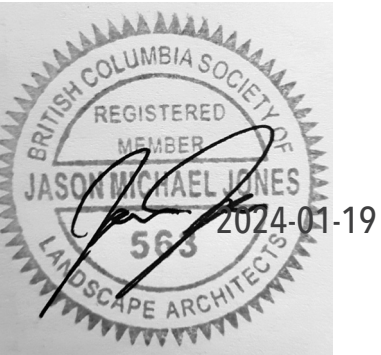
Checked by: jj / cmp

Drawing No.

L-0

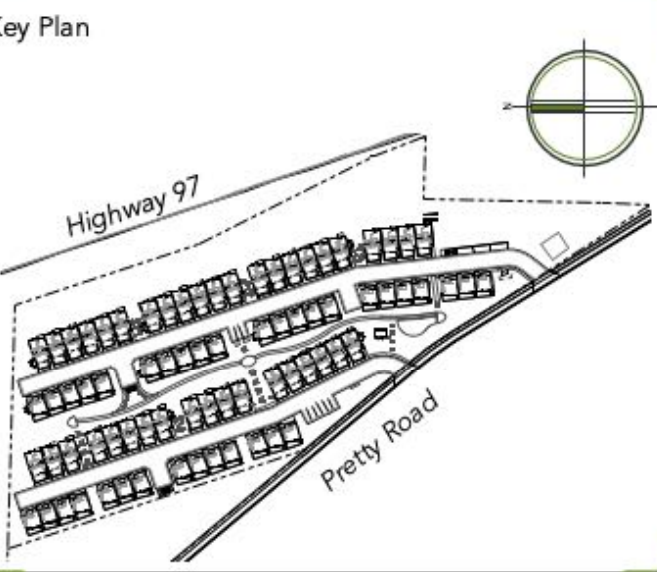
Scale: 1:500





- General Notes**
- This drawing, including all concepts and design ideas are property of Arquiecos Group Ltd. These drawings can only be reproduced with written authorization of Arquiecos Group, the Project Owner or the Owner's Representative.
  - These drawings must not be used for construction purposes unless specifically issued as such.
  - This drawing has been drawn to scale as indicated in the titleblock and viewpoints. Do not scale drawings. 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.
  - Any variations and design changes to the information shown on these drawings must not be carried out without written authorization from Arquiecos Group Ltd. the Project Owner or the Owner's Representative.
  - Any references made to the location of all existing and proposed utilities, including URW must be verified on site prior to commencing work. Report any and all conflicts identified immediately.
  - 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**
- 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.
  - Sod areas to include high efficiency irrigation system with MP spray heads. Spray irrigation for seeded areas to run until establishment and only if required thereafter.



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 Landscape Plan**

Drawn by: cmp Drawing No.

Checked by: jj / cmp **L-1**

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 spine 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 pinnate 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 amenity area
- drought tolerant and flowering seed mix
  - sheep fescue
  - bluebunch wheatgrass
  - perennial rye grass
  - micro-clover
  - English daisy
  - roman chamomile
  - baby blue eyes

**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
<b>Ornamental Grasses and Groundcovers</b>		
329	Bronze Veil Tufted Hair Grass	Deschampsia caespitosa 'Bronzeschleier'
203	Avalanche Reed Grass	Calamagrostis x acutiflora 'Avalanche'
121	Flame Grass	Miscanthus sinensis 'Purpureascens'
129	Prairie Fire Red Switch Grass	Panicum virgatum 'Prairie Fire'

**Shrubs**

<b>Coniferous</b>		
61	Blue Carpet Juniper	Juniperus squamata 'Blue Carpet'
70	Dwarf Mugo Pine	Pinus mugo 'pumilo'
128	Russian Sage	Perovskia atriplicifolia
<b>Deciduous</b>		
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

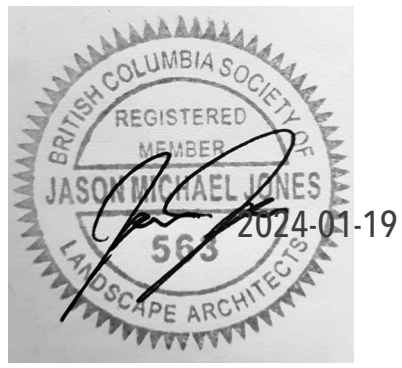
**Trees**

<b>Coniferous</b>		
27	Interior Douglas Fir	Pseudotsuga menziesii
27	Yellow Ponderosa Pine	Pinus ponderosa
<b>Deciduous</b>		
7	Bloodgood London Plane	Platanus x acerifolia 'Bloodgood'
5	Bowhall Maple	Acer rubrum 'bowhall'
13	Crimson spine 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





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



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 spine 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 amenity area
- drought tolerant and flowering seed mix
  - sheep fescue
  - bluebunch wheatgrass
  - 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 com spirea
- little devil ninebark
- mottled dogwood
- oso easy paprika rose
- red-osier dogwood
- snowberry

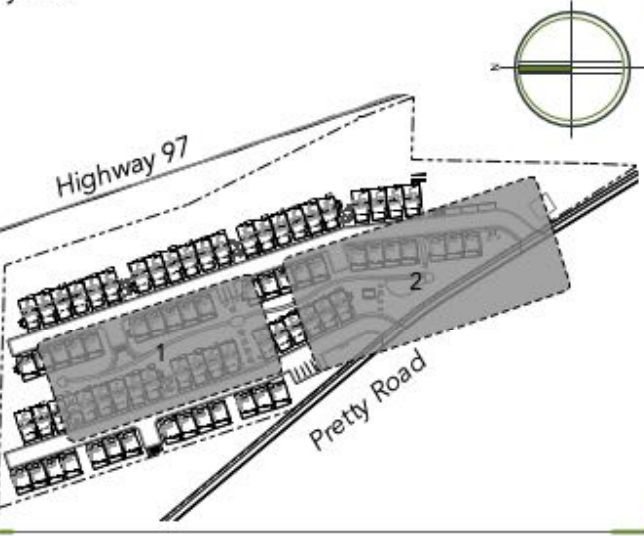
General Notes

- This drawing, including all concepts and design ideas are property of Arquiecos Group Ltd.  
This drawings can only be reproduced with written authorization of Arquiecos Group, the Project Owner or the Owner's Representative.
- These drawings must not be used for construction purposes unless specifically issued as such.
- This drawings have been drawn to scale as indicated in the titleblock and viewpoints. Do not scale drawings.  
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.
- Any variations and design changes to the information shown on these drawings must not be carried out without written authorization from Arquiecos Group Ltd. the Project Owner or the Owner's Representative.
- Any references made to the location of all existing and proposed utilities, including URW must be verified on site prior to commencing work. Report any and all conflicts identified immediately.
- 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

- 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.
- Sod areas to include high efficiency irrigation system with MP spray heads.  
Spray irrigation for seeded areas to run until establishment and only if required thereafter.

Key Plan



Site furnishings



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



Landscapeforms Emerson bikerack  
Surface mount  
Titanium Powder coat



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



Earthscape Tot lot equipment  
or approved similar  
final design TBD

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:

Central Courtyard Plan

Drawn by:

cmp

Checked by:

jj / cmp

Drawing No.

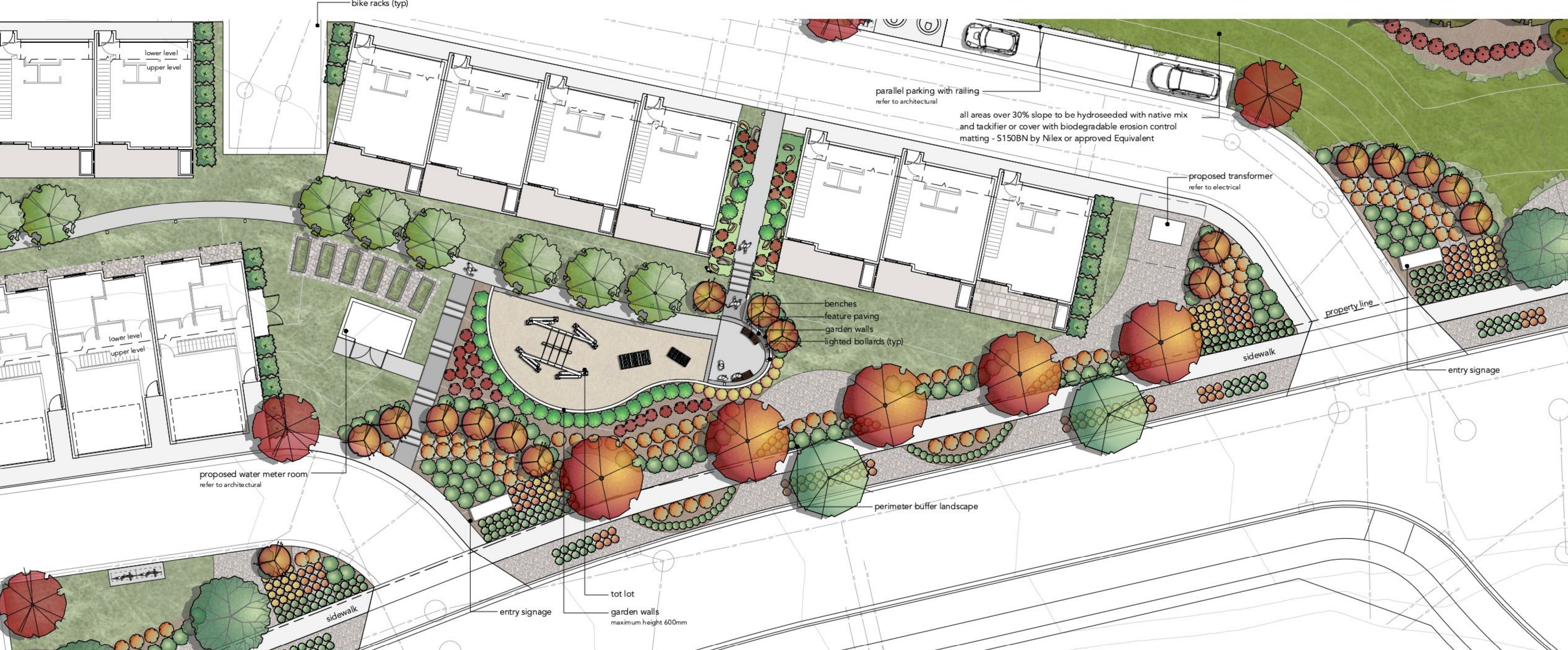
L-2

Scale:

1:175



1 Central Courtyard North  
Scale: 1:175

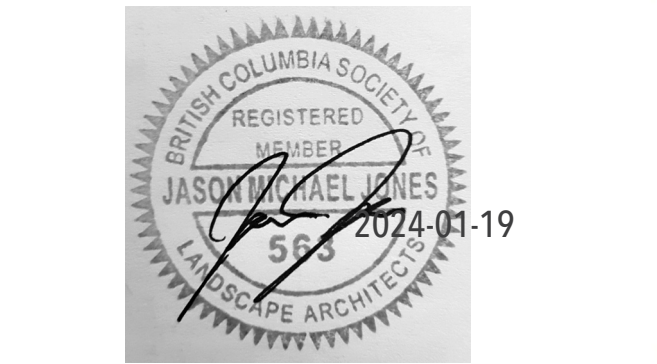


2 Central Courtyard South  
Scale: 1:175



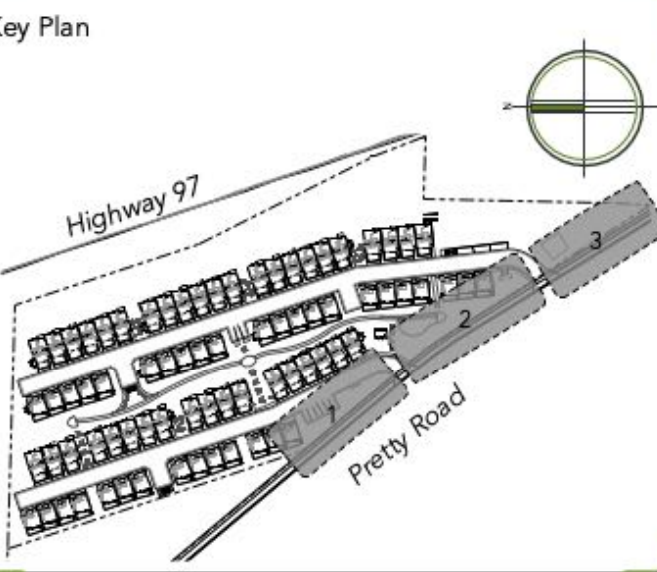


Arquiecos Group Ltd.  
Design and Development Consultants  
8-121 Village Heights SW  
Calgary, Alberta T3H 2L2  
p. 403.618.44.27  
e. info@arquiecos.com



- General Notes**
- This drawing, including all concepts and design ideas are property of Arquiecos Group Ltd.  
This drawings can only be reproduced with written authorization of Arquiecos Group, the Project Owner or the Owner's Representative.
  - These drawings must not be used for construction purposes unless specifically issued as such.
  - This drawings have been drawn to scale as indicated in the titleblock and viewpoints. Do not scale drawings.  
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.
  - Any variations and design changes to the information shown on these drawings must not be carried out without written authorization from Arquiecos Group Ltd. the Project Owner or the Owner's Representative
  - Any references made to the location of all existing and proposed utilities, including URW must be verified on site prior to commencing work. Report any and all conflicts identified immediately.
  - 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**
- 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.
  - Sod areas to include high efficiency irrigation system with MP spray heads.  
Spray Irrigation for seeded areas to run until establishment and only if required thereafter.



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

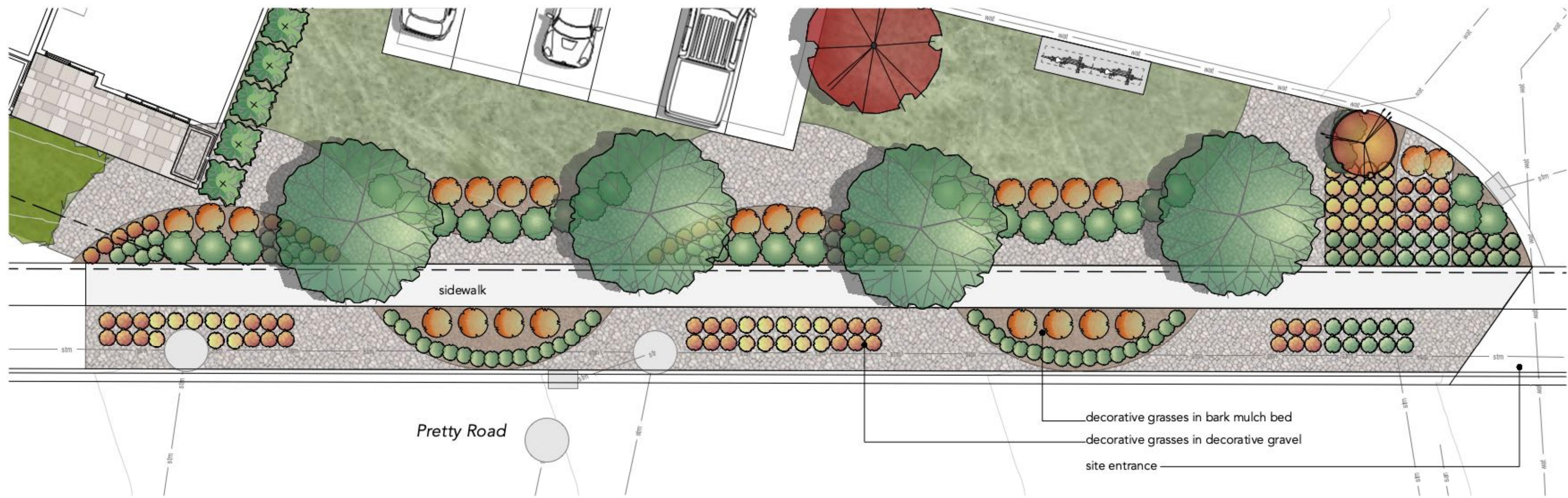
Project Title.  
**Lake Country Townhouses**

**10660 Highway 97**  
Lake Country, B.C.

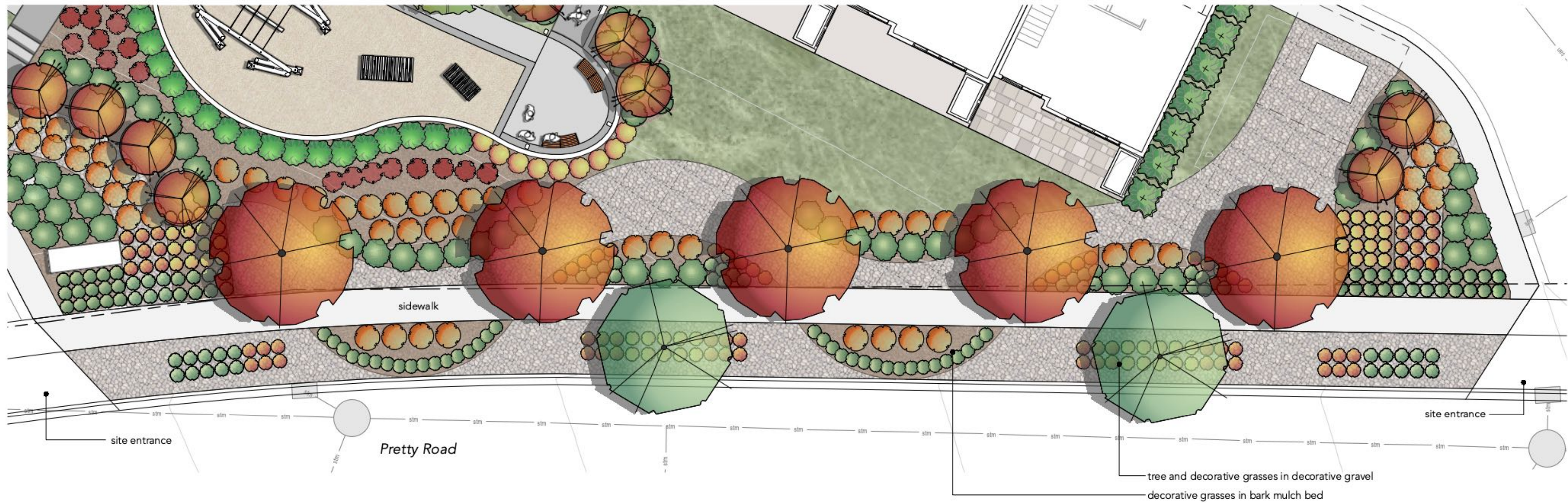
Drawing Title:  
**Boulevard landscape plans**

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

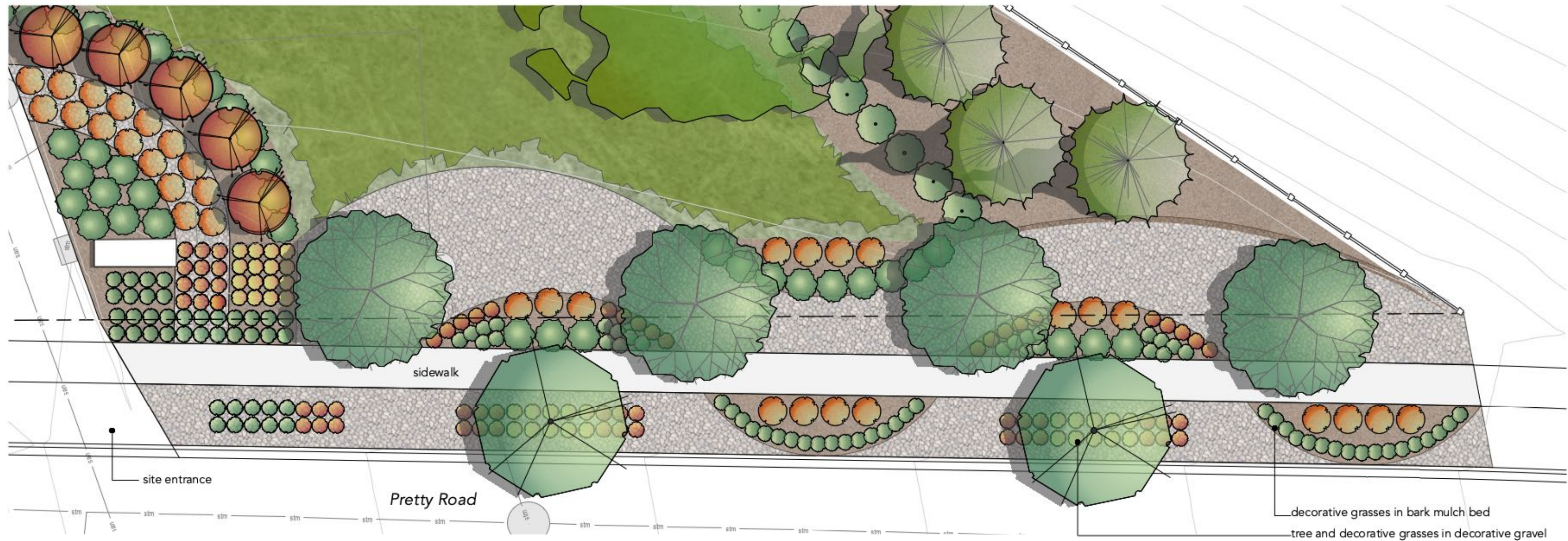
Scale: 1:125  
1 2.5 5 10m



1 west boulevard  
Scale: 1:125



2 central boulevard  
Scale: 1:125



3 east boulevard  
Scale: 1:125





**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.

**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 (A0.03D) 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 (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
- 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.
- f) As a condition and prior to the issuance of this development permit, a Covenant for rental tenure shall be registered on title.

## 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**

---

**4. APPROVALS**

Authorization passed by the Council on the \_\_\_\_ day of \_\_\_\_\_ 2024.

Issued by the Corporate Officer of the District of Lake Country this \_\_\_\_ **day of** \_\_\_\_\_, **2024**

\_\_\_\_\_  
Corporate Officer, Reyna Seabrook



---

**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** March 19, 2024  
**AUTHOR:** Jared Kassel, Director of Planning & Development  
**DEPARTMENT:** Planning and Development  
**ITEM TITLE:** Amendments to Official Community Plan (2018-2038) Bylaw 1065, 2018  
**DESCRIPTION:** Amendments include expansion of DP Area exemptions, consolidate certain DP Areas, and clarification of OCP Terminology

---

### **PURPOSE**

To update Council on the approval process improvements underway and seek Council's support to amend the Official Community Plan. These amendments would streamline the process by making changes to Definitions (Section 1), Environment and Sustainability (Section 3), Development Permit Areas (Section 21), and Development Approval Information (Section 22).

### **RECOMMENDATION**

THAT OCP Amendment (DP Exemptions) Bylaw 1225, 2024 be read a first and second time;  
AND THAT prior to Public Hearing, the required external consultation be conducted, in accordance with Sections 475 of the Local Government Act.

### **EXECUTIVE SUMMARY**

The District of Lake Country has been experiencing a development boom over the past several years. The updating of development application processes has not kept up with the increased needs of the community, and as a result the organization has struggled to adjust to the complexity and volume of new development applications. Administration recognizes there is a need to streamline approvals through changes to the OCP, Zoning Bylaw and Development Approvals Procedures Bylaw.

Currently staff is working on the following tasks to achieve streamlining approvals:

- Working with the City of Kelowna planning staff for assistance in processing the backlog of current applications.
- Making changes to the Development Approvals Procedure Bylaw to delegate minor development variances and DP renewals to staff (subject to Council review and approval).
- Digitizing development processes through the implementation of Tempest/Prospero software program.
- Drafting amendments to the Zoning Bylaw and Development Approval Procedures Bylaw to implement the provincial housing legislation regarding Small-Scale Multi-Unity Housing (SSMUH).

With respect to the OCP and DP exemptions process, at the September 12, 2023 regular meeting Council resolved to no longer accept applications for discretionary site-specific Development Permit (DP) exemptions, as the discretionary nature that exemptions were being granted was deemed as unlawful under the Local Government Act. The Council resolution began the OCP amendment process with the goal of creating explicit (and non-discretionary) criteria in which development proposals could be evaluated to determine whether a DP exemption would be granted.

The current file backlog for planning applications would be affected by the OCP amendments as follows (numbers are as of March 4, 2024):

	Prior to OCP Amendments	After OCP Amendments
Reduction in DP Areas	14	11
Reduction in Number of Development Permits	52	31

Therefore the amendments would eliminate approximately 60% of the DP applications (from 52 current DP applications down to 31) from the current application backlog. Planning staff recognize that there will be indirect impacts of the OCP changes, including the need to provide direction to applicants regarding requirements for Section 219 covenants and staff review of qualified professional reports. However, DP exemptions will free-up staff time in Planning and also throughout the organization, and they are an important piece in streamlining development approvals. The outcome of these changes will allow resources to be dedicated towards better customer service and other meaningful community building projects.

The goal is to not substantially change the intent of the DP guidelines in the OCP, but to align DP exemptions with the legislated requirements of the Local Government Act, to expand the list of DP exemption criteria, and to consolidate 3 DP Areas for the purposes of streamlining DP approvals. These amendments are one piece of the puzzle in the quest to streamline development approvals, and to become more focused on customer service. The process to begin a full rewrite of the OCP is intended for later in 2024, and is anticipated to take a minimum of 2 years. In the interim, Planning staff has been working with internal departments to create a more integrated DP application process, and with legal counsel to ensure legislated legal requirements are being met.

#### **APPLICABLE LEGISLATION, BYLAWS AND POLICIES**

*Local Government Act:* Division 7 – Part 14 – Planning and Land Use Management is the principal legislation used in British Columbia to govern land use and the associated processes in a municipality. A number of “tools” available in the Act are described under separate headings. Sections 488 through 497 provide the authority and guidance for Development Permit Area designation, issuance and exemption. In particular, Section 490(2) states: “The authority under subsection (1) must be exercised only in accordance with the applicable guidelines specified under section 488 in an Official Community Plan or zoning bylaw.”

*Community Charter:* Section 15(1) provides the authority for a local government to establish a system of licenses, permits and approvals to support the land use planning authorities found mainly in Part 14 of the *Local Government Act*.

*Official Community Plan:* In the District of Lake Country, Development Permit Areas (DPAs) are designated in the OCP; the plan describes the special conditions and objectives that justify the designation. DPAs identify locations that need special treatment for certain purposes, including the protection of the natural environment, protection of development from hazards, establishing objectives for form and character, revitalization of an area or establishing objectives to promote energy conservation, water conservation or reduction of greenhouse gas emissions. Specifically, Section 21 of the OCP contains guidelines for how development proposed in a DPA can address the special conditions or objectives and situations where development is exempt from those requirements.

*Zoning Bylaw:* Zoning regulations are the principal tool is used to implement local government land use regulations. *Local Government Act* Section 488(3) provides the opportunity to establish DPA guidelines in a Zoning Bylaw.

*Development Application Procedures Bylaw:* In the Local Government Act, Section 460 requires that “a local government that has adopted an Official Community Plan bylaw or a Zoning bylaw must, by bylaw, define procedures under which an owner of land may apply” to amend the bylaw or for issuance of a permit in accordance with that plan or bylaw. Furthermore, specific types of information may be required to support the decision-making process, and the authority for requiring this information is located in *Local Government Act*, Part 14, Division 6 (Sections 484 through 487).

#### **BACKGROUND**



During the process to improve development applications, Planning staff have had meetings with a variety of external stakeholders from the development and building community over the past 2 years, including:

- three meetings with the Urban Development Institute (UDI).
- Builders Forums in 2022 & 2023 which included members the Canadian Home Builders Association – Central Okanagan (CHBA-CO).
- Planning staff meetings with board members from the CHBA-CO.
- Planning & Development Forums including private industry planners and developers.
- Multiple phone calls with executive members from the CHBA-CO

The agenda for all of these meetings included detailed discussions regarding the District’s development processes. Planning received important feedback on suggested improvements to the District’s regulations, and the amendments to the Development Approval Procedures (DAP) Bylaw that were approved by Council on May 16, 2023 were an outcome of these discussions. The suggestions brought forward in the OCP amending bylaw are also an outcome of these discussions with the development industry. It’s important to note that these OCP amendments primarily focus on Section 21 of the OCP, and do not effectively change the intent of the DP Guidelines in this section. 3 DP Areas have been consolidated into the 11 remaining areas, and all guidelines are effectively captured and maintained. Furthermore, the OCP amendments should be regarded as an interim step in process improvements; a full holistic review and rewrite of the OCP and associated bylaws is necessary to fully transition the District’s development framework into a productive and effective design.

In addition to the DAP amendments in May 2023, Planning staff have continued discussions both internally and externally with a variety of developers and local residents to improve the OCP. The regulatory content of the OCP has been a recurrent discussion item at the weekly Planning department meetings. Planned changes to the OCP began in earnest in September 2024 once Council resolved for staff to no longer accept applications for parcel-specific DP Exemptions.

The process of amending Lake Country’s OCP included reviewing other OCPs from neighboring municipalities for context and best practice. Staff-to-staff discussions with other Planning departments have occurred on several occasions and an opportunity has been identified to reduce the number of applications that need to be considered by Council and to create greater efficiency for assessing development applications DPs, as well as providing greater clarity with respect to permitted exemptions.

Important dates of past Council decisions regarding the OCP exemption project include:

**July 2, 2019.** Council adoption of Official Community Plan (2018-2038) Bylaw 1065, 2018.

**September 12, 2023.** It was moved and seconded by Council “THAT staff no longer accept applications for parcel-specific Development Permit Exemptions”.

**December 7, 2023.** It was moved and seconded by Council “THAT Staff be directed to begin formal consultation on an OCP Amendment Bylaw to expand the exemptions applicable to Development Permit Areas, and consolidate certain DP Areas”.

## DISCUSSION/ANALYSIS

The process of expanding the DP exemptions applicable to DP areas, and the consolidation of certain DP areas was undertaken in partnership with legal counsel for the District. The bulk of this work happened over 3 months, and the project scope focused on *Section 21 – DP Areas*, *Section 22 – Development Approval Information Areas*, and the addition of a *Schedule ‘A’* to the bylaw, which identifies universal conditions that describe exemptions from all DP Areas.

### Changes to Definitions and Environment and Sustainability Chapters of OCP (Section 1 and 3)

The proposed OCP amendments add a *Farm Use* definition to the OCP. This addition insures clarity in the use of this term, and also consistency with the Agricultural Land Commission Act.

The amendments also propose textual changes to Section 3 of the OCP, by deleting references to the Hillside DP Area, which align with other changes proposed to Section 21 of the OCP.

### **Changes to General Exemptions of the OCP (Section 21.3)**

The OCP provides for general conditions that apply to all parcels of land where DP exemptions may apply. These proposed sub-sections (21.3.1 through to 21.3.4) will be entirely new to the OCP. The current OCP provides for an imprecise (and unlawful) use of DP exemptions that are to be reviewed on a site-specific basis, and for “unique circumstances where a parcel should be considered for an exemption but does not meet the exemption criteria listed”. In contrast, the proposed changes now list overarching circumstances for DP exemptions regarding subdivision, land alteration, construction and some additional general conditions.

The list of overarching DP exemptions for **subdivision** include boundary adjustments, when 3 (or less) additional lots are being created, as well as for the purposes of road widening, air parcel or building stratification.

The list of overarching exemptions for **land alteration** include such activities as:

- landscape maintenance;
- the removal of invasive species or hazardous trees (provided that a report is submitted by a qualified professional);
- land alteration (without construction of an engineered structure) for the restoration of environmental features;
- establishing trails along the foreshore of a lake as long as they are for pedestrians (and not vehicles), have a permeable surface and do not require the construction of retaining walls; and,
- Driveways that have received an Access Permit from the District, and are less than 10 meters long and maximum 4 meters wide will also be exempt from a DP.

The list of overarching exemptions for **construction** include:

- internal alterations to buildings where the parking or landscaping requirements are being increased;
- external alterations (except for the Town Center DPA);
- replacement or repair of buildings that were damaged or destroyed by a natural disaster and where the building envelop is in an identical or similar location (if the building is within the Wildfire DPA a covenant must be registered on title confirming adherence to BC Firesmart Guidelines);
- the addition or alteration of farm buildings in an agricultural zone;
- the construction of swimming pools, sheds, decks, pergolas, utility buildings and accessory structures less than 90 m<sup>2</sup> (except in the Town Center DPA or 30m of a watercourse in the Natural Environment DPA);
- the placement of temporary structures (except in the Town Center DPA or within 30m of a watercourse in the Natural Environment DPA); and,
- for the replacement of manufactured homes in a manufactured home community.

Additional **general conditions** for DP exemption are also listed in the OCP, including:

- for the construction, repair or maintenance of buildings and works & services by the District or Province of B.C. on highway rights-of-way;
- normal farm practice activities (as defined by the Right to Farm Act) on property in the ALR or zoned for agriculture use;
- emergency activities to mitigate against natural disasters; and,
- the construction or repair of buildings on federal land, or federally-regulated telecommunications towers under 20 meters in height.

### **Changes to DP Area – Specific Exemptions of the OCP (Sections 21.4 to 21.14)**

Textual updates to the OCP include the addition of *Farm Use* (as defined by the Agricultural Land Commission Act) and updating Section 21.2 (Development Permit Requirements) to include provisions for Landscaping Deposits to reflect language that is legally accurate.

Important changes to the **Agricultural DP Area** include exemptions to properties that already have, or will have, a naturally occurring or previously installed Landscape Buffer, and a Section 219 covenant that legally secures ongoing maintenance of that buffer. Furthermore, proposed development that is exclusively agriculture or a protected farm use under the ALC Act, or that doesn't include dwelling units that are within 50 meters of the ALR boundary, are also exempt from a DP.

The main exemption changes to the **Multiple-Unit DP Area, Town Center DP Area and the Industrial DP Area** have been expanded to include the subdivision of land (including lot consolidations), the proposed development is exclusively non-residential or includes less than 4 dwelling units, that external additions/alterations to an existing building are valued at less than \$200,000, and that additions are less than 25% of the floor area to a maximum of 200 sq. meters.

Similar to Multi-Unit and Town Center DPA's, **Commercial DP Area** exemptions include for the subdivision of land (including lot consolidations), the proposed development is exclusively non-residential or includes less than 4 dwelling units, that external additions/alterations to an existing building are valued at less than \$200,000, and that additions are less than 25% of the floor area to a maximum of 200 sq. meters. A Commercial DPA exemptions will apply to development that is exclusively non-commercial.

For the purpose of increasing efficiency in development approvals, these OCP amendments propose to consolidate the Agri-Tourism DP guidelines into the Commercial DP Area so that all of the guidelines can still be maintained on properties that are proposing Agri-tourism development. The **Agri-Tourism DP Area** would subsequently be deleted.

The main exemption changes to the **Natural Environment DP Area** includes that an exemption can be granted if a Conservation Covenant has been registered on a property with restrictions and requirements that accomplish the objectives of the DP Area, as confirmed by a technical report written by a qualified professional, and includes an indemnity to the benefit of the District. A DP exemption would also be granted where there is subdivision of land that either the subdivision is not occurring in the natural environment boundary, or where the natural environment is protected through dedication of a Section 219 covenant.

For the purpose of increasing efficiency in development approvals, the amendments propose to delete the **Hillside DP Area** guidelines in its entirety. The main justification for this change is to recognize that the technical objectives of the regulations are largely included in the Stability, Erosion and Drainage Hazard DP Area guidelines, as well as the Zoning Bylaw and Subdivision and Development Servicing Bylaw, and therefore the guidelines listed in the Hillside DP Area are unnecessary and add an excess of requirements to development applications.

The main exemption changes to the **Stability, Erosion & Drainage DP Area** have been expanded to include additions to buildings that are less than 25% of the existing floor area, lot consolidations and subdivisions that have a valid DP, when all grades within 15 meters of a disturbed area do not exceed 20%, and for construction/addition of a building that is outside of the DP Area (as determined by District staff).

The main exemption changes to the **Wildfire DP Area** includes that an exemption can be granted if removal of trees is in accordance with the Wildland Fire DP Area guidelines and FireSmart BC, if new construction/alteration of buildings has a registered covenant ensuring development aligns with the Wildland Fire DP Area guidelines and FireSmart BC, and includes an indemnity to the benefit of the District.

### **Changes to Development Approval Information Areas of the OCP (Section 22)**

This section designates all DP Areas as development approval information areas, and does so in accordance with the legal requirements of the Local Government Act. These amendments legally enable the municipality to request technical information reports for the purpose of assessing impacts to protect people, property, infrastructure and the environment.

## IMPACT ON INFRASTRUCTURE, SERVICES AND STAFF CAPACITY

- **Impact on Infrastructure and Other Municipal Services**

Realignment of application processes is not expected to have any direct impact on infrastructure or other municipal services.

- **Impact on Staff Capacity and Financial Resources (Cost/Benefit Analysis)**

A reduction in the number of DP Areas from 14 to 11, as well as expanding the DP exemption criteria, will eliminate approximately 60 % of the DP applications from the list currently in queue. In real numbers, this is about 31 applications from the current list of 52 (as of the end of February 2024). Planning staff will still need to provide direction to applicants regarding requirements for Section 219 covenants, and staff review of qualified professional reports. However, DP exemptions will free-up considerable staff time in Planning and also throughout the organization, and allow resources to be dedicated towards better customer service and other meaningful community building projects.

## FINANCIAL IMPLICATIONS

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

Changes to the OCP that affect Development Permit Areas and Development Approval Information is not anticipated to have any direct budgetary implications other than a reduction in the need for staff resources to process associated Development Permit applications.

## CONSULTATION (Internal referrals, External Agencies, Committees, Stakeholders)

During the scoping stage of these OCP amendments, Planning staff held various discussions with the Urban Development Institute (UDI), the Canadian Home Builders Association – Central Okanagan (CHBA-CO), individual industry planners and developers. Legal counsel was also consulted during the drafting of the OCP amendments.

Sections 475 and 476 of the Local Government Act describes the required consultation with persons, organizations and authorities that may be affected by the amendments. Prior to holding a Public Hearing, the District will consult with:

- Okanagan Indian Band;
- School District #23;
- Ministry of Transportation and Infrastructure;
- City of Kelowna and City of Vernon;
- Regional District of Central Okanagan;
- Ministry of Environment and Climate Change Strategy.

## COMMUNICATIONS (if applicable)

Furthermore prior to holding the Public Hearing, a public Open House will be scheduled at the District of Lake Country Municipal Hall.

## ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES

- ☐ Create and Support Opportunities for a Healthy, Active and Inclusive Community
- ☐ Create Infrastructure That Meets Community Needs
- ☐ Encourage Growth of the Downtown Core
- ☐ Ensure Sustainable Water Service Delivery for the Community
- ☒ Explore Opportunities to Engage With Regional Local Governments for the Betterment of the Community
- ☐ Honour Reconciliation by Strengthening Relationships and Inclusiveness With Our Indigenous Partners
- ☒ Identify and support improvements to the Development Process
- ☐ Implement the Agricultural Plan
- ☐ Preserve, Protect and Enhance Our Natural Environment
- ☐ Secure long term wastewater service delivery for our community

☐ Support Opportunities to Diversify Lake Country's Tax Base

#### **ALIGNMENT WITH MASTER PLANS**

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Plan                             | <input checked="" type="checkbox"/> Official Community Plan                |
| <input type="checkbox"/> Climate Action Charter                        | <input type="checkbox"/> Parks & Recreation Master Plan 2019               |
| <input checked="" type="checkbox"/> Housing Needs Report               | <input type="checkbox"/> Sanitary Sewer System Map                         |
| <input type="checkbox"/> Liquid Waste Management Plan Stage 1/2 Report | <input type="checkbox"/> Transit Future Plan-Central Okanagan Region-DRAFT |
| <input type="checkbox"/> McCoubrey Plateau Area Structure Plan         | <input type="checkbox"/> Transportation for Tomorrow                       |
| <input type="checkbox"/> Mobility Master Plan                          | <input type="checkbox"/> Water Master Plan                                 |

#### **OPTIONS**

The following options are presented for Council's consideration:

- A. THAT Official Community Plan Amendment be read a first and second time;  
AND THAT prior to Public Hearing, the required external consultation be conducted, in accordance with Sections 475 of the Local Government Act.
- B. THAT Official Community Plan Amendment not be read a first and second time;
- C. THAT Official Community Plan Amendment be deferred pending additional information as identified by Council.

#### **Collaborators:**

<b>Name</b>	<b>Date Reviewed</b>
Matthew Salmon, Director of Engineering	January 2024
Brian Zurek, Manager of Planning	February 2024
Steven Gubbels, Manager of Development	December 2023

Respectfully Submitted,  
Jared Kassel, Director of Planning & Development

---

**Report Approval Details**

Document Title:	Official Community Plan Amendments - DP Areas.docx
Attachments:	- Attachment A-OCP Amendment (DP Exemptions) Bylaw 1225, 2024.docx
Final Approval Date:	Mar 14, 2024

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

**Reyna Seabrook, Director of Corporate Services - Mar 11, 2024 - 12:44 PM**

**Paul Gipps, Chief Administrative Officer - Mar 14, 2024 - 2:55 PM**

**DISTRICT OF LAKE COUNTRY**

**BYLAW 1225**

---

**TO EXPAND EXEMPTIONS AND FACILITATE ADMINISTRATION FOR DEVELOPMENT PERMITS**

---

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

1. Schedule A to Official Community Plan (2018-2038) Bylaw 1065, 2018 is hereby amended as follows:

1.1. Section 1 - Introduction, is amended as follows:

- (a) Delete the definition Section 1.7.25 Footprint, in its entirety.
- (b) Add Section 1.7.10 (a) as follows:  
"1.7.10 (a) Building Footprint means the surface area of a lot occupied by a building or structure."
- (c) Add the following definition, in alphabetical order as item 1.7.21(a):  
"1.7.21(a) Farm Use has the same definition as the Agricultural Land Commission Act."

1.2. Section 3 - Environment and Sustainability is amended as follows:

- (a) Add the following to Section 3.1.12 in alphabetical order:  
  
"3.1.12 (j) Developments and subdivisions should use low maintenance vegetation that requires minimal irrigation and mimics the natural environment and incorporate opportunities for local food production and public food gardens."
- (b) Delete Section 3.11 Hillside Development Protection in its entirety.
- (c) In Section 3.12 Hazardous Slopes, delete the text "Hillside" from the final paragraph.
- (d) Delete Section 3.13.1 and 3.13.2 in their entirety.
- (e) Delete and replace Section 3.19.2., b with the following:  
  
"b. Encourage landscaping that uses drought-tolerant species or follows xeriscaping principles."
- (f) Add the following to Section 3.20.2 in alphabetical order:  
  
"3.20.2 (d) Building construction and orientation should minimize heat absorption, be well sealed and energy efficient."
- (g) Add the following to Section 3.1.14 Environment and Sustainability – Goals, Objectives and Policies:  
  
"3.1.14 (h) Subdivisions should maximize density and site connectivity to amenities and services."

1.3. Section 21 - Development Permit Areas is amended as follows:



- (a) Delete the text “Guidelines” from the Heading of each the following Sections: 21.4, 21.5, 21.6, 21.7, 21.8, 21.9, 21.11, and 21.12.

- (b) Delete each of the following Sections, entitled “Required Estimates and Securities”, in their entirety: 21.4.23, 21.5.39, 21.6.77, 21.7.40, 21.8.28, 21.9.54, 21.11.34, 21.12.23.

- (c) In Section 21.1 - Introduction, delete the 4<sup>th</sup> paragraph and replace it with the following:

“This Official Community Plan has designated development approval information areas and circumstances in accordance with provincial legislation; all development permit areas are designated as development approval information areas.”

- (d) Delete Section 21.2 Development Permit Requirements (including 21.2.1) in its entirety and replace it with the following:

“21.2 Development Permit Requirements

(a) DP applications require additional documents to be submitted before they can be approved and issued. A security deposit may be required to ensure works have been completed as shown on the submitted drawings. Reports from various consultants and professionals should be aligned; for example, where a building location has changed through the process, the revised location should be corrected on all applicable documents; or where a Registered Professional Forester report indicates specific trees are to be removed and the Registered Professional Biologist report says the same trees need to be retained, the applicant and the professionals are responsible for resolving the conflicting information.

(c) All objectives within this Section should strive to reduce greenhouse gas emissions and the consumption of water and energy resources by considering building and structure orientation, the use of appropriate building technologies and materials and through using landscaping that mimics the natural environment.”

- (e) Delete Section 21.3 - Development Permit Exemptions, in its entirety and replace it with the following:

“21.3 EXEMPTIONS

A Development Permit will not be required if the development consists of the following. Additional exemptions may be identified in specific DPA sections.

21.3.1 The following subdivision activities are exempt from obtaining a DP:

- a. Boundary adjustments between two lots when no new parcels are created.
- b. Boundary adjustments or lot consolidations that do not require new underground services or new roads.
- c. Boundary adjustments, lot consolidations or other subdivision resulting in the creation of fewer than three additional lots, and any replacement or upgrading of existing infrastructure or existing roads is outside of a Riparian Area or Ecological Connectivity Corridor area as shown on Map 15 and outside of a Natural Hazard Area.
- d. Subdivision for a road widening initiated by the District.
- e. Air Space Parcel subdivisions.

- f. Stratification, or other subdivision, of a building that has an existing DP registered on title.

21.3.2 The following land alteration activities are exempt from obtaining a DP:

- a. Maintenance, including pruning, of existing landscaping, planting native trees, shrubs or ground cover except where pesticides or herbicides are used in a Riparian Area.
- b. The hand removal of an invasive species.
- c. The removal of infested, diseased or hazardous trees provided all of the following conditions are met:
  - i. prior to the removal of trees, a written report prepared by an Arborist or other qualified professional is provided to the District;
  - ii. the removal of trees is done in accordance with the professional report and is supervised by the professional who prepared the report;
  - iii. staff recommendations in accordance with bylaws or policies are implemented; and
  - iv. a completion report by the same professional is provided to the District.
- e. Land alteration, without construction, for the sole purpose of restoring an environmental feature, or removal of invasive species with equipment or machine, provided all of the following conditions are met:
  - i. prior to any alteration, a restoration plan from an environmental professional is provided to the District;
  - ii. the works are done in accordance with the professional report and is supervised by the professional who prepared the report;
  - iii. staff recommendations in accordance with bylaws or policies are implemented; and
  - iv. a completion report by the same professional is provided to the District.
- f. One trail per parcel for the purposes of accessing the foreshore of Wood, Kalamalka or Okanagan Lakes, provided all of the following conditions are met:
  - i. The trail is for private pedestrian, non-vehicular use only;
  - ii. No trees are removed;
  - iii. The trail is no more than 1.5m wide;
  - iv. The trail is permeable;
  - v. The trail does not require the construction of retaining walls; and
  - vi. The trail is not circular or excessively longer than the most direct way.
- g. Land alteration exclusively for and within 5 metres of exempt construction.
- h. Driveways, up to a maximum length of 10 m and maximum width of 4 m that have an approved Access Permit from the District.

21.3.3 The following construction activities are exempt from obtaining a DP:

- a. Internal alterations of a building or structure, except where the internal alterations result in an increase in the parking or landscaping requirements.
- b. External alterations of a building or structure that are entirely within the building footprint, excluding buildings and structures within the Town Centre DPA.
- c. Replacement, reconstruction or repair of a building or structure that was damaged or destroyed by fire, earthquake, flooding, mud flows, torrents of debris, erosion, land slip, rock falls or subsidence provided all of the following conditions are met:
  - i. the construction is largely identical to the original in form and massing;
  - ii. the construction is within the building envelope as per zoning regulations;

- iii. if the property is within the Wildfire DP Area, a restrictive covenant under section 219 of the Land Title Act is registered on title. The covenant shall:
      - Require the owner to confirm development, ongoing maintenance and use of the property will occur in accordance with BC Fire Smart Guidelines;
      - Require indemnity to the benefit of the District;
    - iv. if the property is within the Natural Environment DP Area the construction is not within 30 m of a watercourse, otherwise a Natural Environment DP may be required.
  - d. Addition or alteration of a building or structure used for farm purposes only and located in an agricultural zone.
  - e. Construction of new buildings or structures which do not require a building permit and are not intended for habitation, excluding buildings or structures located within the Town Centre DPA.
  - f. Construction of swimming pools, sheds, decks, pergolas, utility buildings and accessory structures, less than 90 sq. m., excluding buildings and structures located within:
    - i. the Town Centre DPA, or
    - ii. 30 m of a watercourse where the watercourse is within the Natural Environment DPA.
  - g. Temporary structures limited to construction site offices, short-term special event and emergency facilities, excluding buildings or structures located within:
    - i. the Town Centre DPA, or
    - ii. 30 m of a watercourse where the watercourse is within the Natural Environment DPA.
  - h. Replacement of a manufactured home within a manufactured home community.
  - i. Text or content changes to existing signage.
- 21.3.4 The following activities are exempt from obtaining a DP:
  - a. The construction, repair, or maintenance of works and services on highway rights-of-way by the Province, the District or their authorized agents or contractors.
  - b. The construction, repair or maintenance of municipal building, structures, works and services by the District or its authorized agents or contractors.
  - c. Activities considered normal farm practices as defined in the *Farm Practices Protection (Right to Farm) Act* on property in the Agricultural Land Reserve (ALR) or on property where agricultural use is identified as a principle use in the zone.
  - d. Emergency procedures to prevent, control or reduce flooding or erosion, mitigate against wildfire or other immediate threats to life and property, including:
    - i. Emergency actions for flood and erosion protection;
    - ii. Clearing obstructions from bridge, culvert, or drainage flow; repairs to bridges and safety fences in accordance with the *Federal Fisheries Act* and *Wildlife Act*;
    - iii. Removal of hazardous trees; or
    - iv. Restoration works under the supervision of a qualified professional.
  - e. The construction, repair or maintenance of buildings and structures owned by, or on lands owned by, the Government of Canada, or federally-regulated communications towers under 20 metres in height.

- (f) Delete the content immediately beneath the heading Section 21.4 and delete the Section 21.4.1 in its entirety and replace with the following:

**"CATEGORY**

Section 488(1)(c) of the *Local Government Act* allows for the protection of farming.

**JUSTIFICATION**

This Development Permit Area (DPA) is established to protect local farmlands and reduce land use conflicts by providing buffering or separation of development from farming on adjoining or reasonably adjacent land. A healthy agricultural sector is vital to the District's economic and cultural wellbeing. Uncontrolled development next to agricultural properties can cause conflicts to the detriment of both farm and non-farm uses. The Agricultural Development Permit process guides subdivision adjacent to the Agricultural Land Reserve (ALR) to minimize impacts of non-farm use on agriculture. Further conditions and objectives justifying this DPA are identified below."

**APPLICABLE AREA**

This DPA applies to all areas shown on Map 10 including the area within 50 m from an Agricultural Land Reserve boundary.

**EXEMPTIONS**

A Development Permit will not be required if the development consists of the following:

- a. The application is for a subdivision only, provided all lots are of sufficient size and configuration to accommodate the Landscape Buffer and other requirements of this DPA at time of development.
- b. The subject property:
  - Has a naturally-occurring or previously-installed Landscape Buffer that:
    - is a minimum of 8 m wide for non-residential or 15 m wide for residential;
    - has an existing 1.8 m opaque fence along the property line; or
    - is otherwise comparable in achieving the objective of the DP requirements.
  - has ongoing maintenance secured by way of a restrictive covenant under section 219 of the Land Title Act or a Development Permit.
- c. A restrictive covenant under section 219 of the Land Title Act is registered on title. The covenant shall:
  - Require the property to have a Landscape Buffer that meets the minimum DP Guidelines;
  - Require a 1.8 m opaque fence along the property line;
  - Require the owner to achieve the DP requirements
  - Require ongoing maintenance of the buffer;
  - Require works to be completed in a time frame specified by the District.
- d. The proposed development is exclusively agriculture or a protected farm use under the *Farm Practices Protection (Right to Farm) Act*.
- e. The proposed development does not include dwelling units within 50 m of the ALR boundary.
- f. Construction is only in relation to existing principal buildings or new accessory buildings or structures."

- (g) Delete Section 21.4.10 and replace with the following:

"21.4.10 Development should incorporate landscaping to sufficiently transition between agricultural and non-agricultural uses."

- (h) Delete Section 21.4.13 and replace with the following:

"21.4.13 The buffer should be installed prior to development of dwelling units."

- (i) Delete the content immediately beneath the heading Section 21.5 and delete the Section 21.5.1 in its entirety and replace with the following:

**"CATEGORY**

Section 488(1)(f) of the Local Government Act allows for the establishment of objectives for the form and character of commercial, industrial or multi-family residential development.

**JUSTIFICATION**

This Development Permit Area (DPA) ensures a high aesthetic standard that enhances neighbourhoods and minimizes conflict between uses. Multiple-unit residential development is critical to shaping neighbourhood and community character. Structures are often large and highly visible in the community. Further conditions and objectives justifying this DPA are identified below."

**APPLICABLE AREA**

This DPA applies to all areas identified on Map 11, unless exempted.

**EXEMPTIONS**

A Development Permit will not be required if the development consists of the following:

- a. The application is only for the subdivision of land or lot consolidations.
- b. Land alteration or site preparation activities do not involve any buildings or structures.
- c. The proposed development is exclusively non-residential.
- d. The proposed development is exclusively residential with four (4) or less dwelling units.
- e. External additions or alterations to existing buildings meet all the following conditions:
  - i. Additions or alterations are valued less than \$200,000 for materials and labour combined;
  - ii. Changes are consistent with the general character of the development in terms of colour, material and form;
  - iii. Additions are less than 25% of the existing floor area to a maximum of 200 square metres; and
  - iv. Changes in the exterior design of a building on any one side involve an area less than 25%."

- (j) Delete the content beneath the heading Section 21.6 and delete the Section 21.6.1 in its entirety and replace with the following:

**"CATEGORY**

Section 488(1)(d) and (f) of the Local Government Act allow for the revitalization of an area in which a commercial use is permitted and for the establishment of objectives for the form and character of commercial, industrial or multi-family residential development.

**JUSTIFICATION**

This Development Permit Area (DPA) establishes guidelines for the area identified as Town Centre and Main Street. This DPA ensures consistent high-quality architectural standards, pedestrian friendly, mixed use, attractive and consistent development. Further conditions and objectives justifying this DPA are identified below."

**APPLICABLE AREA**

This DPA applies to all areas identified on Map 12, unless exempted.

**EXEMPTIONS**

A Development Permit will not be required if the development consists of the following:

- a. The application is only for the subdivision of land or lot consolidations.
  - b. Land alteration or site preparation activities do not involve any buildings or structures.
  - c. The proposed development does not include any commercial, institutional or industrial uses.
  - d. The proposed development is exclusively residential with four (4) or less dwelling units.
  - e. External additions or alterations to existing buildings meet all the following conditions:
    - i. Additions or alterations are valued less than \$200,000 for materials and labour combined;
    - ii. Changes are consistent with the general character of the development in terms of colour, material and form;
    - iii. Additions are less than 25% of the existing floor area to a maximum of 200 square metres; and
    - iv. Changes in the exterior design of a building on any one side involve an area less than 25%.”
- (k) Delete the content beneath the heading Section 21.7 and delete the Section 21.7.1 in its entirety and replace with the following:

#### “CATEGORY

Section 488(1)(d) and (f) of the Local Government Act allows the revitalization of an area in which a commercial use is permitted and the establishment of objectives for the form and character of commercial, industrial or multi-family residential development.

#### JUSTIFICATION

This Development Permit Area (DPA) ensures consistent, high-quality architectural standards. The permit process ensures commercial development occurs in a manner that achieves these goals. With respect to Agri-tourism Accommodations, a healthy agricultural sector is vital to the District’s economic and cultural wellbeing. Commercial accommodation within farming areas allows agriculturalists an opportunity to augment or subsidize on-farm revenue but not replace or compete with farm revenue. Agri-tourism Accommodation helps educate tourists about agricultural activities, increases awareness of local agriculture, supports community agriculture and enhances economic diversity while ensuring continued prosperity of farms. Further conditions and objectives justifying this DPA are identified below.

#### APPLICABLE AREA

This DPA applies to all areas identified on Map 13, unless exempted.”

#### EXEMPTIONS

A Development Permit will not be required if the development consists of the following:

- a. The application is only for the subdivision of land or lot consolidations.
- b. Land alteration or site preparation activities do not involve any buildings or structures.
- c. The proposed development does not include any commercial.
- d. External additions or alterations to existing buildings that meet all the following conditions:
  - i. Additions or alterations are valued less than \$200,000 for materials and labour combined;
  - ii. Changes are consistent with the general character of the development in terms of colour, material and form;
  - iii. Additions are less than 25% of the existing floor area to a maximum of 200 square metres; and
  - iv. Changes in the exterior design of a building on any one side involve an area less than 25%.”
- e. The development is agri-tourism accommodations:
  - i. Construction is in relation to existing or new accessory buildings or structures; or
  - ii. Accommodation facilities have, or will have, four (4) or fewer units.”

- (l) Add the following sections to Section 21.7 Commercial DP Area, immediately following Section 21.7.31:

“21.7.32 The use of impervious surfaces should be minimized.

21.7.33 Agri-tourism accommodations will be sited on lots to minimize impacts with farm uses and ensure compatibility with the surrounding area.

- (m) Delete the content beneath the heading Section 21.8 and delete the Section 21.8.1 in its entirety and replace with the following:

“CATEGORY

Section 488(1)(f) of the Local Government Act allows for the establishment of objectives for the form and character of commercial, industrial or multi-family residential development.

JUSTIFICATION

This Development Permit Area (DPA) ensures consistent, high-quality architectural standards. Further conditions and objectives justifying this DPA are identified below.”

APPLICABLE AREA

This DPA applies to all land within areas shown on Map 14, unless exempted.

EXEMPTIONS

A Development Permit will not be required if the development consists of the following:

- a. The application is only for the subdivision of land or lot consolidations.
  - b. Land alteration or site preparation activities do not involve any buildings or structures.
  - c. The proposed development does not include any industrial use.
  - d. External additions or alterations to existing buildings that meet all the following conditions:
    - i. Additions or alterations are valued less than \$200,000 for materials and labour combined;
    - ii. Changes are consistent with the general character of the development in terms of colour, material and form;
    - iii. Additions are less than 25% of the existing floor area to a maximum of 200 square metres; and
    - iv. Changes in the exterior design of a building on any one side involve an area less than 25%.”
- (n) Delete the content beneath the heading Section 21.9 and delete the Section 21.8.9 in its entirety and replace with the following:

“CATEGORY

Section 488(1)(a) of the Local Government Act allows for protection of the natural environment, its ecosystems and biological diversity.

JUSTIFICATION

A District sponsored study in 2006 with mapping updated in 2012, established a Sensitive Ecosystems Inventory which identified areas in the District that had significant environmental value that should be protected, including the preservation of corridors between the areas. Sensitive Habitat Inventory Mapping for the Vernon Creek riparian area was conducted in 2012 to identify fish habitat and associated sensitivities. The Regional Biodiversity Conservation Strategy in 2014 identified significant natural areas in the Okanagan and how they can be protected. A Foreshore



Inventory Study and mapping was completed in 2016 to further refine and identify critically sensitive areas located along the Okanagan Lake shoreline. All of these mapping projects have been included within the Natural Environment DPA. This DPA also includes ecological corridors, foreshore areas of Okanagan, Wood and Kalamalka Lakes and riparian areas.

This DPA seeks to protect these environmental features because of their significance as habitat for fish and wildlife, their vital functions in natural water storage and flood protection and their role in reducing climate change impacts. The ecological connectivity corridor is a wildlife corridor that connects Okanagan Mountain Provincial Park to Kalamalka Lake Provincial Park. These parks provide habitat for many species, but the ecological corridor allows species to move between the parks to find food and mates to ensure genetic diversity and the survival of species. The broader Natural Environment DPA area also covers a number of smaller local ecological corridors identified in the Sensitive Ecosystems Inventory that, if conserved or restored, will contribute to maintaining ecosystem connectivity within the District of Lake Country. This DPA mitigates the effect of development on the natural environment to protect environmentally sensitive areas in the community and lessens the negative effects of development on sensitive environmental features.

The *Riparian Areas Regulation* requires the District to protect riparian areas from the effects of development and the District also wishes to consider the *Species at Risk Act*, *Migratory Birds Convention Act* and *Wildlife Act* to protect the environment from the effects of development.”

#### APPLICABLE AREA

This DPA applies to all land within areas shown on Map 15, unless exempted.”

#### EXEMPTIONS

A Development Permit will not be required if the development consists of the following:

- a. Land is no longer considered environmentally sensitive due to the loss of environmental features, functions and conditions as a result of a previously approved development.
- b. Land is within the ALR or zoned for agricultural use, activities are considered normal farm practices as per the *Farm Practices Protection (Right to Farm) Act* and the subject area has been previously altered for agricultural purposes.
- c. Land is or has been used for mining or forestry-related development with an approved permit or licence from the Ministry of Energy, Mines & Petroleum Resources or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.
- d. A restrictive covenant under section 219 of the Land Title Act is registered on title. The covenant shall:
  - Require the owner to accomplish the objectives of this DPA;
  - Require an Environmental Assessment or Baseline Management Report prepared by a Qualified Environmental Professional as an attachment to the covenant;
  - Require adherence to the professional report ensuring protection of environmentally-significant natural areas and features identified in the report; and
  - Require indemnity to the benefit of the District.
- e. The construction, alteration, or addition to a building or structure, or alteration of land, is occurring outside of the DPA confirmed by the District or by a Qualified Registered Professional and identified on a survey completed by a registered BC Land Surveyor.
- f. Subdivision of land where all of the following conditions are met:
  - i. Minimum lot areas are met excluding the area within the DPA;
  - ii. No development activities related to the subdivision or servicing occurs within the DPA;

- iii. The land within the DPA has been protected through dedication, a restrictive covenant under section 219 of the Land Title Act, or other provisions acceptable to the Approving Officer; and
- iv. All requirements of the Districts Subdivision and Development Servicing Bylaw are met.”

- (o) Delete Section 21.10 Hillside DP Area Guidelines, in its entirety.
- (p) In Section 21.11 delete the headings and content under “Purpose”, “Justification”, “Applicable Area – Stability, Erosion and Drainage” and replace with the following:

#### “CATEGORY

Section 488(1) (a) and (b) of the Local Government Act allows protection of the natural environment, its ecosystems and biological diversity and protection of development from hazardous conditions.

#### JUSTIFICATION

A District study in 2006 identified areas in the community where stability should be considered potentially hazardous to development. A Stability Hazard Development Permit process was recommended to ensure development in the identified areas is conducted safely. District mapping also identified all drainage corridors. Development within a drainage corridor can block the natural flow of water and increases the risk of flooding to both the community and development. The 2006 study and drainage corridor mapping identified the following areas:

- Areas where that landscaping could address stability concerns - Map 17 A
- Areas where soils are subject to high risk of erosion - Map 17 B
- All known drainage corridors including offsets of 60 m - Map 17 C

This Development Permit Area (DPA) mitigates impacts on development in areas with known stability concerns, sensitive soils and also identifies the impact drainage can have on development and the environment. Further conditions and objectives justifying this DPA are identified below.

#### APPLICABLE AREA

This DPA applies to all land within areas shown on Map 17, 17A, 17B and 17C, unless exempted.”

#### EXEMPTIONS

A Development Permit will not be required if the development consists of the following:

- a. Additions to buildings increase the floor area by less than 25% of the existing floor area.
- b. The application is for a lot consolidation.
- c. All grades within 15 m of the proposed disturbed area do not exceed 20%
- d. Land alteration, construction or alteration of buildings or structures, and subdivision resulting in the creation of not more than three additional lots, where a restrictive covenant under section 219 of the Land Title Act is registered on title. The covenant shall:
  - Require a report from a qualified professional confirming safe development of the property for the intended use;
  - Require the owner to accomplish the objectives of this DPA; and
  - Require indemnity to the benefit of the District.
- e. Construction of a new building or structure where a Stability, Erosion and Drainage Hazard DP has been registered on title at the time of subdivision, and:
  - i. is within the building envelope identified on the approved subdivision plan; and
  - ii. does not require lot grading to be substantially altered.

- f. The construction, alteration, or addition to a building or structure, or alteration of land, occurs outside the DPA as determined by the District, or by a Qualified Registered Professional and identified on a survey prepared by a BC Land Surveyor.
- g. Routine maintenance of existing landscaping where there is no removal of vegetation, replacement with non-landscaped surfaces, or removal of trees unless done so at the recommendation and under the supervision of a Qualified Registered Professional
- (q) Delete the heading immediately above Section 21.11.4 and replace with “Stability Considerations”.
- (r) Delete the first sentence from Section 21.11.14 and replace with the following:

“21.11.14 Development Permit Applications for areas identified in Map 17A must include a Site Plan and may include, where required by District Staff, additional plans and reports as noted below, in accordance with Section 491(4)(5) of the *Local Government Act*:”
- (s) Delete the heading immediately above Section 21.11.15 and replace with “Erosion Considerations”.
- (t) Delete the first sentence from Section 21.11.22 and replace with the following:

“21.11.22 Development Permit Applications for areas identified in Map 17B must include a Site Plan, and may include, where required by District Staff, additional plans and reports as noted below in accordance with Section 491(4)(5) of the *Local Government Act*:”
- (u) Delete the heading immediately above Section 21.11.23 and replace with “Drainage Considerations”.
- (v) Delete the content beneath the heading Section 21.12 and delete the Section 21.12.1 in its entirety and replace with the following:

#### “CATEGORY

Section 488(1)(b) of the Local Government Act allows protection of development from hazardous conditions.

#### JUSTIFICATION

This Development Permit Area (DPA) establishes guidelines to minimize the risk of wildfire to development, life and property while balancing tree retention with wildfire protection, particularly on large lots abutting natural areas. A 2001 District study identified areas in the community exposed to a high risk of wildland fire which can be hazardous to development. The study recommended the Wildland Fire Development Permit process to ensure development in these areas is conducted safely. The District will continue to review efficiency of guidelines along with additional studies as development in Lake Country has changed significantly since 2001. The District does not encourage tree removal although for areas where wildland fire risk is higher, tree management strategies should be considered. Further conditions and objectives justifying this DPA are identified below.”

#### APPLICABLE AREA

This DPA applies to all land within areas shown on Map 18, unless exempted.”

## EXEMPTIONS

A Development Permit will not be required if the development consists of the following:

- a. The application is for a lot consolidation.
- b. The removal of trees or other plant materials is done in accordance with Wildland Fire DP Area Guidelines and BC FireSmart Guides.
- c. Land alteration, construction or alteration of buildings and structures, and subdivision resulting in the creation of not more than three additional lots as long as a restrictive covenant under section 219 of the Land Title Act is registered on title. The covenant shall:
  - Require the owner to confirm development, ongoing maintenance and use of the property will occur in accordance with BC Fire Smart Guidelines;
  - Require indemnity to the benefit of the District.

- (w) Delete Section 21.13 Greenhouse Gas Reduction and Resource Conservation DP Area Guidelines, in its entirety.
- (x) Delete Section 21.14 Agri-Tourism Accommodation DP Area, in its entirety.
- (y) Delete Map 16 – Hillside Development Permit Area.
- (z) Delete Map 19 Greenhouse Gas Reduction and Resource Conservation Development Permit Area.
- (aa) Delete Map 20 Agri-Tourism Accommodation Development Permit Area.

- 1.4. Delete Section 22 - Development Approval Information in its entirety and replace with the following:

"Development Approval Information (DAI) means information on the anticipated impact of a proposed activity or development on the community, including, without limiting this, information on matters such as: transportation patterns including traffic flow, local infrastructure, public facilities including schools and parks, community services and the natural environment of the affected area.

Pursuant to section 485(1)(b) of the Local Government Act, the District may also specify circumstances in which DAI may be required and the substance of the information that may be required.

Pursuant to Section 485.1 of the *Local Government Act*, all DPAs are designated as Development Approval Information (DAI) areas to guide and support new development that contributes to the goals and objectives of the Official Community Plan. The DAI required will be assessed on a case-by-case basis and pursuant to Section 487(1) *Local Government Act* may be required for a development permit, zoning amendment or temporary use permit.

The conditions and objectives that justify the designation of DAI Areas, include:

(bullet) Lake Country is a rapidly growing community and this growth will impact neighbourhoods, businesses, service provision and infrastructure. Information may be required to assess impacts on nearby and adjacent development, including shadowing, noise, visual impacts and scale, impacts on community services, such as parks, schools and protective services, socio-economic impacts, and impacts on the transportation and utility network and infrastructure.

(bullet) Lake Country's landscape includes hillsides, floodplains, wildfire interface areas and other unique landscapes. Information may be required to assess impacts on these landscapes and to protect people, property and infrastructure.

(bullet) Lake Country is home to many sensitive terrestrial and aquatic ecosystems, a valley-wide airshed, agricultural lands and water bodies, including Okanagan Lake. Information may be required to guide and inform protection of this land, water and air."

2. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
3. This Bylaw may be cited as "OCP Amendment (DP Exemptions) Bylaw 1225, 2024".

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ADVERTISED on the \_\_\_\_\_ and \_\_\_\_\_ days of \_\_\_\_\_, 2024 and a Public Hearing held pursuant to Section 464 of the *Local Government Act* Held on the xx day of 2024.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

---

**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** March 19, 2024  
**AUTHOR:** Jared Kassel, Director of Planning & Development  
**DEPARTMENT:** Planning and Development  
**ITEM TITLE:** Development Approval Procedures Discussion  
**DESCRIPTION:** Discussion on Delegation Authority and Minor Development Variances

---

**PURPOSE**

To discuss potential improvements to streamline the Development Approval Procedures Bylaw, 1133, 2023.

**RECOMMENDATION**

THAT staff be directed to prepare amendments to the Development Procedures Bylaw, 1133, 2023 at the next available meeting.

**EXECUTIVE SUMMARY**

Staff is seeking to improve timelines for development approvals by making adjustments to how Development Permit and variance applications are processed at the District. The Development Approval Procedures bylaw is a key tool that staff use to process applications, and the bylaw needs updating to ensure a focus on customer service and reasonable timeframes for decisions on applications. The current bylaw is cumbersome and difficult to manage when files need to be processed in a timely manner. Therefore Staff is seeking Council direction regarding expanding delegation authority to the CAO or Director of Planning for an expanded list of Development Permits, as well as establishing delegation authority for Development Variances (to the Zoning Bylaw) that are considered minor in nature.

**DISCUSSION/ANALYSIS**

As population growth in Lake Country has boosted economic activity over the past several years, an increased number of Development Permit and variance applications have been received at the District. In addition to the quantity of applications, there has also been an increase in the complexity of applications that require additional variances and technical oversight to ensure adherence to engineering and safety standards. These factors have contributed to the large backlog of applications for relatively simple construction projects. Currently, most of these DP applications are subject to a lengthy processing timeframe.

Under the existing Development Approval Procedures Bylaw, a regular Development Permit (DP) requires approval from Council, however a Technical Development Permit (Technical DP's) is authorized to be approved through administration (either the CAO or Director of Planning). Subject to Council direction, the current idea is to increase staff delegation authority for limited-scope DP's which affect multi-family residential, commercial and industrial development. The additional files that would be delegated to staff for multi-family residential, commercial and industrial developments are typically minor in scope and would not include large-scale developments of a noteworthy significance. With the additional delegation, approximately 6-8 current DP files would be affected from the current list of applications. This would save considerable staff time for these files, as they are typically form and character permits that are evaluated on OCP guidelines for developments such as townhouses, and small-scale commercial developments. The preparation of information and documents for Council reports that demonstrates this evaluation process requires considerable staff time compared to internal review of this information. Adherence to the OCP guidelines for these delegated DPs would still be ensured by staff through the application review process.

As an additional change to the bylaw, it is proposed that the District introduce Development Variance Permits of a minor nature. Currently, there are 18 variance applications in the queue waiting for a decision. Of the 18 variance applications in the queue, approximately 9 would be considered minor. A minor variance could include relatively small changes to parcel coverage, height of buildings, setbacks and landscaping. Staff would also continue to bring variances to Council if a particular development is deemed important and has significant impacts on the community, based on whether the District receives a significant number of written comments during the community notification process. Specific details would be brought forward for 1<sup>st</sup> reading at the next available Council meeting as part of the bylaw amendment process.

### **APPLICABLE LEGISLATION, BYLAWS AND POLICY**

*Community Charter:* Section 15(1) provides the authority for a local government to establish a system of licenses, permits and approvals to support the land use planning authorities found mainly in Part 14 of the *Local Government Act*.

*Local Government Act:* Division 7 – Part 14 – This is the principal legislation used in the Province of B.C. to govern land use within a municipality. A number of “tools” available in the Act are described under separate headings. Sections 488 through 497 provide the authority and guidance for Development Permit Area designation, issuance and exemption. In particular, Section 490(2) states: “The authority under subsection (1) must be exercised only in accordance with the applicable guidelines specified under section 488 in an official community plan or zoning bylaw.”

*Official Community Plan (OCP):* In the District of Lake Country, Development Permit Areas (DPAs) are designated in the OCP. DPAs identify locations that need special treatment for certain purposes, including the protection of the natural environment, protection of development from hazards, establishing objectives for form and character, revitalization of an area or establishing objectives to promote energy conservation, water conservation or reduction of greenhouse gas emissions. Specifically, Section 21 of the OCP contains guidelines for how development proposed in a DPA can address the special conditions or objectives and situations where development is exempt from those requirements.

*Zoning Bylaw:* Zoning regulations are the principal tool is used to implement local government land use plans. *Local Government Act* Section 488(3) provides the opportunity to establish DPA guidelines in a Zoning Bylaw.

*Development Application Procedures Bylaw:* In the *Local Government Act*, Section 460 requires that “a local government that has adopted an Official Community Plan bylaw or a Zoning bylaw must, by bylaw, define procedures under which an owner of land may apply” to amend the bylaw or for issuance of a permit in accordance with that plan or bylaw. Furthermore, specific types of information may be required to support the decision-making process, and the authority for requiring this information is located in *Local Government Act*, Part 14, Division 6 (Sections 484 through 487).

### **CONSULTATION**

The CAO, Director of Corporate Services and members of the Planning department participated in several discussions prior to the drafting of this Council report for information. Should Council provide direction to make changes to the bylaw, a communication plan will be developed and sent to stakeholders as well as posted on the District’s website.

### **ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES**

- ☐ Create and Support Opportunities for a Healthy, Active and Inclusive Community
- ☐ Create Infrastructure That Meets Community Needs
- ☐ Encourage Growth of the Downtown Core
- ☐ Ensure Sustainable Water Service Delivery for the Community



- 
- ☐ Explore Opportunities to Engage With Regional Local Governments for the Betterment of the Community
  - ☐ Honour Reconciliation by Strengthening Relationships and Inclusiveness With Our Indigenous Partners
  - ☒ Identify and support improvements to the Development Process
  - ☐ Implement the Agricultural Plan
  - ☐ Preserve, Protect and Enhance Our Natural Environment
  - ☐ Secure long term wastewater service delivery for our community
  - ☐ Support Opportunities to Diversify Lake Country's Tax Base

**ALIGNMENT WITH MASTER PLANS**

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Plan                             | <input checked="" type="checkbox"/> Official Community Plan                |
| <input type="checkbox"/> Climate Action Charter                        | <input type="checkbox"/> Parks & Recreation Master Plan 2019               |
| <input checked="" type="checkbox"/> Housing Needs Report               | <input type="checkbox"/> Sanitary Sewer System Map                         |
| <input type="checkbox"/> Liquid Waste Management Plan Stage 1/2 Report | <input type="checkbox"/> Transit Future Plan-Central Okanagan Region-DRAFT |
| <input type="checkbox"/> McCoubrey Plateau Area Structure Plan         | <input type="checkbox"/> Transportation for Tomorrow                       |
| <input type="checkbox"/> Mobility Master Plan                          | <input type="checkbox"/> Water Master Plan                                 |

Respectfully Submitted,  
Jared Kassel, Director of Planning & Development

---

**Report Approval Details**

Document Title:	Development Approval Procedures Bylaw.docx
Attachments:	
Final Approval Date:	Mar 15, 2024

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

**Reyna Seabrook, Director of Corporate Services - Mar 15, 2024 - 12:32 PM**

**No Signature - Task assigned to Paul Gipps, Chief Administrative Officer was completed by workflow administrator Reyna Seabrook, Director of Corporate Services**

**Paul Gipps, Chief Administrative Officer - Mar 15, 2024 - 2:45 PM**

---

**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** March 19<sup>th</sup>, 2024  
**AUTHOR:** Darren Lee, Fire Chief  
**DEPARTMENT:** Protective Services  
**ITEM TITLE:** Additional UBCM CRI-FCFS Grant Funding Application for 2024  
**DESCRIPTION:** Request for Council Decision to support the additional UBCM CRI-FCFS Grant Funding Application of \$100,000 for 2024

---

## **PURPOSE**

Staff are seeking Council approval to apply to the UBCM Community Resiliency Investment – Fire Smart Community Funding and Supports for an additional \$100,000 in 2024. This would allow the District of Lake Country to secure up to \$300,000 in 2024 and \$200,000 in 2025 to fund a suite of FireSmart related services and projects across the community.

## **RECOMMENDATION**

THAT an application to the UBCM Community Resiliency Investment - Fire Smart Community Funding for an additional \$100,000 in 2024 for FireSmart related programs and services, be supported;  
AND THAT pending approval of the additional \$100,000 grant, staff be directed to amend the 2024 Financial Plan and administer the grant;  
AND THAT the District be responsible for providing overall management of the grant.

## **EXECUTIVE SUMMARY**

The District of Lake Country (District) and the Lake Country Fire Department (LCFD) have experienced numerous Wildland Urban Interface (WUI) emergencies over the past several years. The 'Nighthawk Fire' was widely regarded as the WUI incident of note for the District. This was until the 'Clarke Creek Wildfire' burned approximately 360 hectares, damaged private property, damaged public property and triggered the evacuation alerts and orders for approximately 2,354 properties.

At the regular Council meeting on October 3<sup>rd</sup>, 2023 Council received a report from staff titled '2024 and 2025 UBCM CRI-FCFS Grant Application' which is included as 'Attachment A' to this report. Council directed staff to proceed with application to the combined 2024 and 2025 intake for the UBCM Community Resiliency Investment – Fire Smart Community Funding and Supports (UBCM CRI-FCFS) for \$200,000 in 2024 and \$200,000 in 2025. This grant funding is intended to support a suite of FireSmart related services and projects over the next two years.

During the final reporting process for the 2023 UBCM CRI-FCFS and application to the combined 2024 and 2025 UBCM CRI-FCFS, staff learned that the District of Lake Country is now eligible to apply for an additional \$100,000 in 2024. Page 21 of the UBCM CRI-FCFS Program Guide defines the eligible activities for this additional funding and provides some background information.

[LGPS CRI-FCFS Allocation-based 2024 Program Guide 2024.02.pdf \(ubcm.ca\)](#)

The District of Lake Country was identified by the Province as one of the communities directly impacted during the 2023 wildfire season. This additional \$100,000 is intended to support the anticipated increase in demands for FireSmart related programs and services in 2024. Staff has observed an increase in the number of requests for FireSmart related services and supports since the Clarke Creek Wildfire. The rate of inquiry has been steady over winter months and staff anticipate this trend to continue.

Staff are planning to utilize the additional \$100,000 to increase FireSmart Assessments of private property and critical government infrastructure. Staff also plan to utilize additional funding for the continued delivery of public education at public events such as Fire Department Open House Day, School District 23 Programs, Live! in Lake Country and other events through 2024 and beyond.

[Assessments | FireSmart BC](#)

[Wildfire Community Preparedness Day is almost here | FireSmart BC](#)

## **DISCUSSION/ANALYSIS**

At the regular Council meeting on October 3<sup>rd</sup>, 2023 Council received a report from staff titled '2024 and 2025 UBCM CRI-FCFS Grant Application.' That report is attached to this report as Attachment A. On October 3<sup>rd</sup>, 2023 Council directed staff to make application to the combined 2024 and 2025 intake for the UBCM CRI-FCFS to secure up to \$200,000 in 2024 and \$200,000 in 2025. Staff are required to provide the UBCM with an additional certified Council Resolution to support the District of Lake Country application to the UBCM CRI-FCFS for the additional \$100,000 in 2024.

## **APPLICABLE LEGISLATION, BYLAWS AND POLICY**

All First Nations and Local Governments in British Columbia are eligible to apply UBCM CRI-FCFS. Eligible applicants are allowed to submit one application per intake, including regional applications or participation as a partnering applicant in a regional application. Eligible applicants with a higher risk of wildfire, such as WUI Risk Class 1, 2 and 3, could apply for 100% of the cost of eligible activities to a typical maximum of \$200,000 per application. Staff had assessed the Districts WUI Risk Class using the available provincial mapping referenced in the application package.

[WUI\\_RiskClass\\_36x48L\\_82L\\_SW.pdf \(gov.bc.ca\)](#)

The full amount of \$200,000 was awarded to the District of Lake Country in the 2023 intake and staff anticipate that the District of Lake Country is eligible to secure up to \$300,000 in 2024 and \$200,000 in 2025. It is unclear if additional UBCM CRI-FCFS funds will be made available to FireSmart communities directly impacted by wildfires in the future.

## **IMPACT ON INFRASTRUCTURE, SERVICES AND STAFF CAPACITY (if applicable)**

The single biggest limiting factor in the delivery of FireSmart related programs and services is staff capacity. The addition of FTE's to the fire department in 2024 should help increase the ability to respond to requests from the community when those resources join the organization. It is important to note that paid-on-call firefighters continue to play a key role in supporting FireSmart and public education throughout the community.

## **FINANCIAL IMPLICATIONS**

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

Eligible applicants with a higher risk of wildfire, such as WUI Risk Class 1, 2 and 3, may apply for 100% of the cost of eligible activities under the UBCM CRI-FCFS. This creates an opportunity to make a positive impact on community resilience to wildfire without having to access funding from financial reserves or new taxation.

## **CONSULTATION (Internal referrals, External Agencies, Committees, Stakeholders)**

No specific referrals are required for the District of Lake Country to make application to the UBCM CRI-FCFS. All First Nations and Local Governments in British Columbia are eligible to apply UBCM CRI-FCFS. Once funding is awarded consultation is required for specific projects. One such example is the planning for the current Wildfire Risk Reduction Project on Spion Kop. Staff and the contracted Registered Professional Forester worked carefully with First Nations and the BC Forest Service to develop a plan that considers a wide range of cultural and environmental factors.

### **COMMUNICATIONS (if applicable)**

No specific communication is required for the District of Lake Country to make application to the UBCM CRI-FCFS. Once funding is awarded, effective communications are key to successful FireSmart programs and initiatives. District of Lake Country Communications staff and District of Lake Country Parks Recreation and Culture staff are an integral part of community engagement.

### **ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES**

- ☒ Create and Support Opportunities for a Healthy, Active and Inclusive Community
- ☐ Create Infrastructure That Meets Community Needs
- ☐ Encourage Growth of the Downtown Core
- ☐ Ensure Sustainable Water Service Delivery for the Community
- ☐ Explore Opportunities to Engage With Regional Local Governments for the Betterment of the Community
- ☒ Honour Reconciliation by Strengthening Relationships and Inclusiveness With Our Indigenous Partners
- ☐ Identify and support improvements to the Development Process
- ☐ Implement the Agricultural Plan
- ☒ Preserve, Protect and Enhance Our Natural Environment
- ☐ Secure long term wastewater service delivery for our community
- ☐ Support Opportunities to Diversify Lake Country's Tax Base

### **ALIGNMENT WITH MASTER PLANS**

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Plan                             | <input type="checkbox"/> Official Community Plan                           |
| <input checked="" type="checkbox"/> Climate Action Charter             | <input checked="" type="checkbox"/> Parks & Recreation Master Plan 2019    |
| <input type="checkbox"/> Housing Needs Report                          | <input type="checkbox"/> Sanitary Sewer System Map                         |
| <input type="checkbox"/> Liquid Waste Management Plan Stage 1/2 Report | <input type="checkbox"/> Transit Future Plan-Central Okanagan Region-DRAFT |
| <input type="checkbox"/> McCoubrey Plateau Area Structure Plan         | <input type="checkbox"/> Transportation for Tomorrow                       |
| <input type="checkbox"/> Mobility Master Plan                          | <input type="checkbox"/> Water Master Plan                                 |

### **OPTIONS**

- A. THAT an application to the UBCM Community Resiliency Investment - Fire Smart Community Funding for an additional \$100,000 in 2024 for FireSmart related programs and services, be supported;  
AND THAT pending approval of the additional \$100,000 grant, staff be directed to amend the 2024 Financial Plan and administer the grant;  
AND THAT the District be responsible for providing overall management of the grant.
- B. THAT staff delay the application to the UBCM Community Resiliency Investment – Fire Smart Community Funding and report back to Council with additional details on the works and projects that are eligible to be funded by the UBCM Community Resiliency Investment Fund.

Respectfully Submitted,  
Darren Lee, Fire Chief

---

**Report Approval Details**

Document Title:	Additional UBCM CRI FireSmart Grant Funding Application for 2024.docx
Attachments:	- Attachment A-Additional UBCM CRI-FCFS Grant Funding for 2024.docx
Final Approval Date:	Mar 14, 2024

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

**Trevor James, CFO, Director of Finance & Administration - Feb 29, 2024 - 11:20 AM**

**Reyna Seabrook, Director of Corporate Services - Feb 29, 2024 - 11:36 AM**

**No Signature - Task assigned to Paul Gipps, Chief Administrative Officer was completed by assistant Kelly McIntosh, Executive Coordinator**

**Paul Gipps, Chief Administrative Officer - Mar 14, 2024 - 2:58 PM**

---

**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** October 3<sup>rd</sup>, 2023  
**AUTHOR:** [Sponsor]  
**DEPARTMENT:** Protective Services  
**ITEM TITLE:** Attachment A-Additional UBCM CRI-FCFS Grant Funding for 2024.docx  
**DESCRIPTION:** [Document Description]

---

## QUESTION

Does Council wish to direct staff to make application to the combined 2024 and 2025 intake for the UBCM Community Resiliency Investment Fund; to secure up to \$200,000 in 2024 and an additional \$200,000 in 2025 to fund a suite of FireSmart BC related services and projects. This application will include provisions to fund the development of a FireSmart BC Bylaw for the District of Lake Country and a supporting provision to assess complementary Bylaws to ensure they are aligned to support the development of a fire adapted community.

## OPTIONS

- A. THAT the staff be directed to make application to the combined 2024 and 2025 intake for the UBCM Community Resiliency Investment Fund to secure up to \$200,000 in 2024 and \$200,000 in 2025.  
AND THAT the District of Lake Country provide overall grant management.  
AND FURTHER THAT, if successful a portion of the grant funds be allocated towards the development of FireSmart tools for the District of Lake Country that support the development of creating a fire adapted community
- B. THAT staff be directed to report back to Council with additional details on the works and projects 100% funded by the UBCM Community Resiliency Investment Fund grant prior to amending the 2024 Financial Plan.

## EXECUTIVE SUMMARY

The District of Lake Country (District) and the Lake Country Fire Department (LCFD) have experienced several Wildland Urban Interface (WUI) emergencies over the past several years. The 'Nighthawk Fire' was widely regarded as the WUI incident of note for the District until the McDougal Creek Wildfire burned approximately 330 hectares and threatened approximately 2,354 properties within the community.

Over the past two decades, Staff and LCFD Firefighters have also been called to assist our neighbors directly in their communities and in the Emergency Operations Centre. The frequency, complexity, and severity of WUI emergencies across British Columbia is trending upward. The WUI issue in the interior of British Columbia is a complicated problem with numerous casual factors that include but are not limited to:

- 80+ years of successful modern wildfire suppression,
- Evolving forest health issues,
- Evolving impacts of climate change, and
- Expanding development in the WUI.

To support Local Governments and First Nations throughout British Columbia, the Provincial Government created the Community Resiliency Investment (CRI) Fund in 2018. The CRI and its three separate funding streams are intended



to reduce the risk of wildfires and mitigate impacts on communities. The Fund was expanded for the 2023 intake, and now includes a wide range of eligible costs related to locally directed FireSmart BC programs and associated mitigation, emergency preparedness and emergency response. Previous to the 2023 wildfire season the Province was attempting to streamline the application process by combining the 2024 and 2025 intakes into a single application. In wake of the 2023 wildfire season the Province is attempting to simplify the application and reporting process by shifting to an allocation-based funding model.

[FireSmart shifting to allocation-based funding for higher risk areas in 2024 | Union of BC Municipalities \(ubcm.ca\)](#)

The District has accessed funding through the CRI. In 2023 the LCFD used funding from this grant to start a formal Fire Smart BC program and continue several Wildfire Risk Reduction (WRR) projects. The planning for these current WRR projects have been funded through the CRI for a number of years. WRR projects fall under Stream-2 of the CRI. Stream-2 is managed by the Ministry of Forests and is intended to be used for WRR on Crown Lands only. This funding stream is not to be used for mitigation efforts on private property.

In 2022 Staff investigated the eligible costs under Stream-1 of the CRI. In September of 2022, staff sought Councils approval to make an application to the UBCM FireSmart Community Funding & Supports program for an initial ask of \$200,000 to secure funding for a FireSmart Coordinator and associated costs.

*The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.*

[FireSmart Community Funding & Supports | Union of BC Municipalities \(ubcm.ca\)](#)

The timing of the initial Request for a Council Decision was based upon the 2023 intake for the FireSmart Community Funding & Supports program that opened October 1<sup>st</sup>, 2022. UBCM Staff indicated that applications would take approximately 90 days to process. District staff worked to ensure that the District's application was at the front of the queue when the UBCM began processing the 2023 applications in the fall of 2022. Unfortunately, resourcing issues and other administrative challenges delayed the approval process. During the delay, staff gathered considerable information as to what is working well in other communities. While this information will help inform the development of Districts Fire Smart program, staff were unable to fully utilize grant funding in the 2023 budget process.

## KEY INFORMATION

The history of FireSmart Canada goes back to 1990 when a multi-agency committee was established to address common concerns about wildfire in the wildland urban interface, where natural wildland environments and human development come together. FireSmart has evolved over the past 33-years and today it helps protect residents, their homes, neighbourhoods, critical infrastructure, and vital natural resources from wildfire. FireSmart advocates a shared responsibility involving all levels of government with participation from the private sector and neighbourhood leaders. FireSmart programs utilize seven disciplines to help neighbourhoods address the threat of wildfire. These are as follows:

- Education,
- Emergency Planning,
- Vegetation Management,
- Legislation,
- Development,
- Interagency Cooperation, and
- Cross Training.

[About FireSmart | FireSmart Canada](#)

Through the LCFD's 2022 annual training plan, several key staff members and paid-on-call firefighters completed the 32-hour FireSmart BC Home Partners Program – Wildfire Mitigation Specialist Course. This training helped fire personnel gain expertise in the seven disciplines with a specific focus on working with and from the community out into the natural wildland environment. The Wildfire Mitigation Specialist Course has allowed staff to network and gain insight into what programs and initiatives are making a positive impact regionally and provincially.

#### [FireSmart Home Partners Program | FireSmart Canada](#)

As was mentioned above, staff investigated the eligible costs under Stream-1 of the CRI and are sought Councils approval and make application to the UBCM FireSmart Community Funding & Supports program for an initial ask of \$200,000 to secure funding for various mitigation and FireSmart program costs. In May of 2023 staff finally received notification from UBCM staff and BCWS staff that the District of Lake Country Application had been approved to a maximum allowable value of \$200,000. It is important to note that the combined intake for 2024 and 2025 will permit a single application for a maximum of \$400,000 that will support programs and staffing over two years.

#### **DESIRED BENEFIT**

FireSmart BC programs are making significant improvements in their community's resiliency to wildfire within two or three years however no single staffing model has emerged as the most impactful. The one common trait among the successful FireSmart BC programs focusing on building relationships in their respective communities through considerable investments in their local schools, service clubs, and community associations.

The general allocation of funding in the previously approved in the 2023 application was:

- \$20,000 for fuel management prescriptions
- \$45,000 for structural protection unit (year 1 of 4)
- \$ 135,000 for operational expenses and staff time

Unfortunately, the CRI was very prescriptive and the LCFD struggled to find the right fit for staffing. With the shift to an allocation-based funding model, staff are cautiously optimistic that the funding may now be a better fit for the LCFD and support the additional FTE's in the 2024 financial plan. If the combined 2024 and 2025 application is successful, staff will be able to fully inform Council during the development of the 2024 District of Lake Country financial plan.

#### **STRATEGIC RELEVANCE AND COMMUNITY SUSTAINABILITY**

Securing funding for and creating an effective FireSmart BC program for the District of lake Country was aligned with all five of Councils 2022 Strategic Priorities.

- Infrastructure - Fire Smart can help improve protection specific critical infrastructure such as wastewater treatment facilities, drinking water treatment facilities and other assets by creating defensible space in and around these facilities.
- Economy - Fire Smart can support the local economy by making homes and businesses and more resilient by to the impacts of wildfire
- Governance – FireSmart will create opportunities to work with regional partners, provincial partners and First Nations.
- Environment – FireSmart can help public and private properties to live with current and future wildfire potentials.
- Social – FireSmart will allow the District to connect with individuals, groups and associations within the community.

FireSmart BC funding rules allow staff and consultants to amend policy and plans as they relate to mitigating the impacts of wildfire. The intent is to help local governments become more resilient to the threat of wildfire by mitigating current conditions while building the future mindful of the potential impacts of wildfire.

## **REQUISITES**

All First Nations and Local Governments in British Columbia are eligible to apply UBCM CRI. Eligible applicants are allowed to submit one application per intake, including regional applications or participation as a partnering applicant in a regional application. Eligible applicants with a higher risk of wildfire, such as WUI Risk Class 1, 2 and 3, could apply for 100% of the cost of eligible activities to a maximum of \$200,000 per application. Staff have assessed the Districts WUI Risk Class using the available provincial mapping referenced in the application package. The full amount of \$200,000 was awarded to the District of Lake Country in the 2023 intake.

[WUI\\_RiskClass\\_36x48L\\_82L\\_SW.pdf \(gov.bc.ca\)](#)

## **UNINTENDED OUTCOMES**

Staff originally planned on the LCFD being able to add seasonal or full FTE personnel for FireSmart BC programs. 2023 was an educational year and, staff are learning that many local FireSmart programs are evolving away from specialized personnel and making the shift to FireSmart as a portfolio or task within existing job descriptions. Staff believe that the LCFD can develop a FireSmart program that will fit the needs of the community and mitigate the unintended outcomes experienced by other local governments. With the shift to an allocation-based funding model, staff are cautiously optimistic that the CRI will be a better fit and support the addition of complimentary FTE's in the 2024 financial plan.

## **DISCUSSION/ANALYSIS**

If Council supports Option-A, staff will be able to utilize the \$200,000 in CRI grant funding in 2024 and utilize an additional \$200,000 in CRI grant funding in 2025 to supplement the respective budgets. Other than the significant investment of staff time there is no financial risk to the District.

## **IMPACT ON STAFF CAPACITY AND FINANCIAL RESOURCES**

In terms of the impact on staff capacity, securing funding for 2024 and 2025 will allow the LCFD to designate a manager to the 'FireSmart Coordinator' portfolio to provide management, leadership, planning, and coordination of the suite of programs and services supported by the CRI funding. This will also allow the LCFD to designate staff members to the 'FireSmart Specialists' portfolio. FireSmart specialist work under the direction of FireSmart coordinators and deliver frontline service to the community. This model has allowed other communities to allocate sufficient staff time and resources towards ensuring that their programs are impactful. It is unknown if the LCFD would require additional 'Fire Smart' support in form of FTE's but staff will assess needs throughout 2024.

The commitment to meet the communities demand for FireSmart related services and supports will require at least one additional FTE in 2024. This will ensure that other critical internal functions are addressed such as administration, human resources, payroll, technology, and statutory compliance.

Other external pressures related to the new BC Fire Safety Act, new BC Emergency Program Act, new BC Firefighter Minimum Training Standard, updated EMA First Responder Licensing and evolving RDCO Regional Programs are forcing change upon the LCFD and demanding additional staff time.

While the FireSmart BC suite of programs and services can help reduce the risks associated with wildfire, it is essential for Council to understand that LCFD is dealing with considerable pressure on the paid-on-call firefighter program and fire maintenance operator program. These areas need to be supported to maintain levels of service to the community. These programs need to be expanded to keep pace with the growing population, growing building stock, growing infrastructure, and the associated demands for service from the community. A separate financial analysis surrounding future staffing will be provided with the 2024 financial plan.

### **ANALYSIS OF OPTIONS FOR CONSIDERATION**

Option A provides the District the best opportunity to utilize as much of the \$200,000 awarded for 2024 and the \$200,000 awarded for 2025 as possible. The harmonized 2024 and 2025 CRI application will open October 1<sup>st</sup>, 2023. This initial round of funding will be a benefit to the District and allow staff to grow the program as required.

In closing, staff would like to thank Council for their thoughtful consideration of this proposal.

Respectfully Submitted,  
[Sponsor]

### **Report Approval Details**

Document Title:	20254 and 2025 UBCM CRI FireSmart BC Grant Application.docx
Attachments:	
Final Approval Date:	

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

**Report Approval Details**

Document Title:	2024 and 2025 UBCM CRI Fire Smart BC Grant Application.docx
Attachments:	
Final Approval Date:	Sep 25, 2023

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

**Trevor James, CFO, Director of Finance & Administration - Sep 25, 2023 - 2:26 PM**

**Reyna Seabrook, Director of Corporate Services - Sep 25, 2023 - 2:34 PM**

**No Signature found**

**Matt Vader, Director Parks, Recreation and Culture - Sep 25, 2023 - 3:42 PM**

---

**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** March 19, 2024  
**AUTHOR:** Darren Lee, Fire Chief  
**DEPARTMENT:** Protective Services  
**ITEM TITLE:** EMCR Contribution Agreement  
**DESCRIPTION:** \$40,000 EMCR grant for First Nations consultation required under the new BC Emergency and Disaster Management Act.

---

## **PURPOSE**

To inform Council of the requirement for First Nations consultation included in the new BC Emergency and Disaster Management Act which replaced the previous BC Emergency Program Act in November of 2023. And secure \$40,000 in grant funding from EMCR to assist in the District of Lake Country in undertaking the additional consultation with Indigenous Governing Bodies.

## **RECOMMENDATION**

THAT the Mayor and CAO be authorized to sign the EMCR Contribution Agreement;  
AND THAT the 2024 Financial Plan be amended to include the grant amount of \$40,000;  
AND THAT staff be authorized administer the EMCR grant on behalf of the District of Lake Country.

## **EXECUTIVE SUMMARY**

The new British Columbia Emergency and Disaster Management Act (EDMA) received royal assent on November 8<sup>th</sup>, 2023. This act replaced the previous British Columbia Emergency Program Act (EPA) and brings in comprehensive changes for emergency management. The province intends to provide additional details and implement EDMA throughout 2024.

EDMA places more responsibility on local governments which will impact the District of Lake Country (DLC) and the RDCO Regional Emergency Program. EDMA identifies the boundaries of treaty lands and coordination agreements to consider indigenous knowledge, traditional territories, and treaty areas in emergency management planning, risk assessments and decision-making. To assist local governments, meet this requirement, the province has provided a \$40,000 direct award grant on the condition that they sign the provincial contribution agreement March 31<sup>st</sup>, 2024.

This funding stream is intended to support municipalities and regional districts in meeting their legislated requirements under EDMA. Indigenous Governing Bodies are receiving similar grants from EMCR to support their participation in the engagement process with local governments under EDMA.

## **DISCUSSION/ANALYSIS**

One of the key changes in EDMA includes the previously mentioned agreements with IGB's. Under EDMA, each local government within the RDCO is required to sign the EMCR Contribution Agreement by March 31<sup>st</sup>, 2024.

Staff from the five local governments within the RDCO have discussed coordination of consultation with the Indigenous Governing Bodies via the RDCO Regional Emergency Program. Coordinating consultation efforts would meet legislative requirements, build stronger relationships, and respect the impact this work will have on Indigenous Governing Bodies and their staff.

EDMA also requires:

- Incorporation of traditional Indigenous knowledge into risk assessments;
- Consultation on all aspects of emergency planning;
- Consultation on the use of certain powers when declaring a State of Local Emergency and declaring a Recovery Period; and
- Local authorities are expected to consult with every Indigenous Governing Bodies that acts on behalf of Indigenous Peoples who's traditional or treaty territory overlaps with the Regional Districts jurisdiction.

In addition to consultation, cooperation, and collaboration with Indigenous Governing Bodies, local governments are now required to:

- Prepare risk assessments for all foreseeable hazards and prepare emergency management plans informed by those risk assessments;
- This includes identification of risk and undertaking of mitigation actions for identified risks;
- Local governments are also required to develop business continuity plans that inform how essential services will be provided during an emergency; and
- Each local government is responsible for their own plans and may be required to submit reports to the province.

#### **APPLICABLE LEGISLATION, BYLAWS AND POLICY**

The applicable provincial legislation is the new British Columbia Emergency and Disaster Management Act (EDMA) received royal assent on November 8<sup>th</sup>, 2023.

[Bill 31 – 2023: Emergency and Disaster Management Act \(leg.bc.ca\)](https://leg.bc.ca/Bill/31-2023/English/1stReading/1stReading.html)

The applicable local bylaw RDCO Emergency Management Program Bylaw which was last updated by the RDCO Board in 2019.

[Emergency-Program-Bylaw-No.-1444.pdf \(rdco.com\)](#)

#### **IMPACT ON INFRASTRUCTURE, SERVICES AND STAFF CAPACITY (if applicable)**

Initial assessment of EDMA indicates that significant new requirements for emergency management could be placed on the DLC and its staff. The DLC is a partner in the RDCO Emergency Management Program. Staff at the RDCO coordinate a range of emergency planning activities under this program and they are supported by a range of staff from the DLC.

#### **FINANCIAL IMPLICATIONS**

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

The \$40,000 EMCR grant will be included in the DLC 2024 Financial Plan. The associated works and services would be 100% funded through this grant. It is anticipated that in-kind staff time will be required to undertake consultation, cooperation, and collaboration with the OKIB, WFN and ONA.

#### **CONSULTATION (Internal referrals, External Agencies, Committees, Stakeholders)**

Initial consultation with has been undertaken at the staff level amongst the five local governments within the RDCO. No formal referrals or consultation has been undertaken to date.

### **COMMUNICATIONS (if applicable)**

Not Applicable.

### **ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES**

- ☒ Create and Support Opportunities for a Healthy, Active and Inclusive Community
- ☐ Create Infrastructure That Meets Community Needs
- ☐ Encourage Growth of the Downtown Core
- ☐ Ensure Sustainable Water Service Delivery for the Community
- ☐ Explore Opportunities to Engage With Regional Local Governments for the Betterment of the Community
- ☒ Honour Reconciliation by Strengthening Relationships and Inclusiveness With Our Indigenous Partners
- ☐ Identify and support improvements to the Development Process
- ☐ Implement the Agricultural Plan
- ☐ Preserve, Protect and Enhance Our Natural Environment
- ☐ Secure long term wastewater service delivery for our community
- ☐ Support Opportunities to Diversify Lake Country's Tax Base

### **ALIGNMENT WITH MASTER PLANS**

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural Plan                             | <input type="checkbox"/> Official Community Plan                           |
| <input checked="" type="checkbox"/> Climate Action Charter             | <input type="checkbox"/> Parks & Recreation Master Plan 2019               |
| <input type="checkbox"/> Housing Needs Report                          | <input type="checkbox"/> Sanitary Sewer System Map                         |
| <input type="checkbox"/> Liquid Waste Management Plan Stage 1/2 Report | <input type="checkbox"/> Transit Future Plan-Central Okanagan Region-DRAFT |
| <input type="checkbox"/> McCoubrey Plateau Area Structure Plan         | <input type="checkbox"/> Transportation for Tomorrow                       |
| <input type="checkbox"/> Mobility Master Plan                          | <input type="checkbox"/> Water Master Plan                                 |

### **OPTIONS**

- A. THAT the Mayor and CAO be authorized to sign the EMCR Contribution Agreement;  
AND THAT the 2024 Financial Plan be amended to include the grant amount of \$40,000;  
AND THAT staff be authorized administer the EMCR grant on behalf of the District of Lake Country.
- B. THAT staff be directed to provide Council with a subsequent report with additional information.

Respectfully Submitted,

**Darren Lee, Fire Chief**



---

**Report Approval Details**

Document Title:	EMCR Contribution Agreement.docx
Attachments:	- Attachment A - EMCR Letter to CAO.pdf
Final Approval Date:	Mar 14, 2024

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

**Reyna Seabrook, Director of Corporate Services - Mar 14, 2024 - 1:07 PM**

**Paul Gipps, Chief Administrative Officer - Mar 14, 2024 - 1:42 PM**

January 12, 2024

District of Lake Country  
10150 Bottom Wood Lake Rd  
Lake Country, BC  
V4V 2M1

Dear Chief Administrative Officer:

**Re: *Emergency and Disaster Management Act Implementation* - Indigenous Engagement Requirements Funding Program**

On behalf of the Province of British Columbia, I am pleased to provide this letter of offer and Contribution Agreement to support implementation of the *Emergency and Disaster Management Act* (EDMA) through the Indigenous Engagement Requirements Funding Program.

Guided by the *United Nations Sendai Framework for Disaster Risk Reduction* and B.C.'s *Declaration on the Rights of Indigenous Peoples Act*, the EDMA includes engagement provisions that promote relationship building and collaboration across jurisdictions. Engagement requirements of municipalities and regional districts include consultation and cooperation with Indigenous governing bodies, the incorporation of available Indigenous knowledge into emergency plans and risk assessments, and consideration of cultural safety across emergency management practices.

The Indigenous Engagement Requirements Funding Program is intended to:

- support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experience of Indigenous Peoples; and
- address the disproportionate impacts on Indigenous Peoples during emergency events.

The Province is providing funding to First Nations, municipalities, and regional districts in response to feedback about capacity requirements to implement the EDMA. This funding is intended to support municipalities and regional districts in meeting their Indigenous engagement requirements, and to support Indigenous governing bodies in participating in such engagement.

This letter of offer is accompanied by a Contribution Agreement which sets out the terms and conditions of the funding, including eligible activities and reporting. The term of the Contribution Agreement begins on the Effective Date and extends to March 31, 2025. Please sign and return the Contribution Agreement

to [EMCR.Procurement@gov.bc.ca](mailto:EMCR.Procurement@gov.bc.ca) on or before March 31, 2024 to receive funding.

Further information about the Indigenous Engagement Requirements Funding Program is provided on our [website located here](#) and includes the Indigenous Engagement Requirements Funding Program Guide, fact sheet, and Interim Guidance. The website also contains contact information should you have further questions about the Indigenous Engagement Requirements Funding Program.

Yours truly,



Monica Cox  
Assistant Deputy Minister  
Partnerships, Engagement and Legislation  
Ministry of Emergency Management and Climate Readiness



## Minutes

### Public Art Advisory Commission Meeting

March 4, 2024, 5:00 p.m.  
Winfield Room, Municipal Hall  
10150 Bottom Wood Lake Road  
Lake Country, British Columbia V4V 2M1

Council Present: Mayor Blair Ireland  
Councillor Michael Lewis

Staff Present: Makayla Ablitt, Legislative Technical Clerk  
Ryan Donn, Cultural Development Coordinator  
Steve Petryshyn, Parks and Landscape Planner

Committee Members Present: Sharon McCoubrey, Chair  
Asahna Hughes  
Janice Larson  
Petrina McNeill  
Pippa Dean-Veerman  
Wanda Lock  
Emma Simpson, Guest

---

#### 1. Call to Order

*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 Chair called the meeting to order at 5:01 p.m.

#### 2. Adoption of Agenda

It was moved and seconded

THAT the Public Art Advisory Commission Meeting Agenda of March 4, 2024 be adopted.

**Carried.**

**3. Adoption of Minutes**

It was moved and seconded

THAT the Public Art Advisory Commission Meeting Minutes of December 4, 2023 be adopted.

**Carried.**

**4. Chair Selection**

The Chair asked the Commission if anyone wished to put their name forward for the 2024 Chair position. The Commission discussed Ms. McCoubrey returning as Chair for 2024 while mentoring Ms. Larson in preparation for the Chair position in January 2025.

It was moved and seconded

THAT Sharon McCoubrey be elected as Chair of the Public Art Advisory Commission for 2024; AND THAT Sharon McCoubrey mentor Janice Larson in 2024 with the intention that Janice Larson assume the PAAC Chair position in January 2025.

**Carried.**

**5. Davidson Road Mural Update**

The Chair reported she has received calls of interest regarding the mural and has provided clarification as to what the Commission is looking for in an application. No applications have been received yet.

Recent Social Media conversations were considered, and discussion regarding who may apply occurred to the Call-Out took place. Anyone may apply and the Commission will determine the successful applicant.

**6. Oyama Isthmus Update**

The Commission discussed the artwork for the side of the Oyama Isthmus building. In consultation with the Chair the local donor decided upon the artwork done by Daniel Dearborn.

The original art piece was given to the District by Mr. Dearborn in exchange for the honorarium of \$1,000.00.

The Commission discussed who should receive the painting, and determined the donor will be offered the painting first. If the donor does not accept, the Commission will then consider how it will be accepted.

Steve Petryshyn, Parks and Landscape Planner confirmed the artwork is intended to be on the building in April.

The Commission discussed the use of a Contract which would confirm when the artwork may be replaced.

**7. Birdhouse Sculptures**

The Commission discussed the one more sculpture that is required and individuals on the Commission will reach out to artists that may be interested.

**8. Traffic Circle “Energy” Sculpture Update**

The Sub committee discussed their interest in engaging an individual who could add value to the process. Consideration for engaging Asahna Hughes as a Fine Arts Practicum Student was discussed.

The sub committee would like to engage public artists, community members, and energy experts for preparation of the Call-Out document. The community meeting would likely take place at HS Grenda Middle School.

The Commission discussed potential sponsors for the project.

**9. Practicum Request**

The Commission discussed the Practicum Arrangement document previously circulated

It was moved and seconded

THAT a Practicum with the Public Art Advisory Commission would be completed by UBCO student, Asana Hughes;  
AND THAT Sharon McCoubrey be his supervisor for the practicum arrangement.

**Carried.**

**10. Policy for PAAC Permanent Art Collection**

Ms. McCoubrey noted potential sub-topics for the Policy.

The Commission discussed the storage of public art, and potential display sites in Lake Country.

The Policy will be refined and brought back for referral.

**11. Presentation by Lake Country Art Gallery regarding Permanent Art Collection**

Ms. McCoubrey briefly noted a statement from the Art Gallery regarding the Permanent Art Collection.

This item was deferred to the next meeting.

**12. Public Art Maintenance Plan for 2024**

The Commission discussed five pieces to be assessed.

1. Portrait Silhouettes in Creekside Park
2. Logo Mosaic at Swalwell Park
3. Lake Country Living Map
4. Town Wall Structures
5. Street Banners

Commission members will look at the pieces noted and brainstorm potential art replacements.

**13. PAAC Members**

The Chair announced Renee Leboe is no longer a member of the Commission due to housing and job relocation.

The Commission discussed actively looking to recruit individuals to the Commission to encourage diversity.

**14. Other**

The Commission heard updates from Mayor Ireland and Councillor Lewis.

Councillor Lewis wondered if the retaining wall below the boys and girls club could be painted for a mural.

**15. Next Meeting**

June 3, 2024 at 5:00 p.m.

**16. Adjournment**

The Chair adjourned the meeting at 6:54 p.m.

---

Sharon McCoubrey, Chair

---

Tara Simpson, Recording Secretary



# 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, February 28, 2024**

---

## Central Okanagan Public Schools – "Inside 23"

### Celebrating Inclusive Education Month through Learning!

In attendance:

Michelle Kaupp, District Principal – Inclusive Education

Cori Christensen, Inclusive Education Consultant

Sebastien Gould, Grade 6 Student at Constable Neil Bruce Middle School

Lisa Gould, Parent

Inclusive Education staff assisted in organizing the February 16, 2024 CUPE (Canadian Union of Public Employees) Professional Development Day with keynote speaker, Myles Himmelreich. In his presentation, Myles spoke on \*FASD Myth Busting 101 and \*FASD Whole Body Research. CUPE and COTA (Central Okanagan Teachers' Association) staff gained valuable knowledge about FASD, the strengths and challenges associated with exposure to alcohol in the womb, and a better understanding of FASD-Informed Teaching.

\*Fetal Alcohol Spectrum Disorder

## Introduction

### Samantha Bauer, Human Resources Advisor

The Board of Education welcomed Samantha Bauer, Human Resources Advisor, to Central Okanagan Public Schools.

## Declaration

At the February 14, 2024 Public Board meeting, the Board of Education declared today, Wednesday, February 28<sup>th</sup>, as Bullying Awareness (Pink Shirt Day).

## Action Items

1. **Annual Review of Committee's Mandate, Purpose and Function – Policy 155 - Planning and Facilities Committee**  
The Board of Education affirmed Policy 155 – Planning and Facilities Committee.
2. **Three Year Annual Facility Grant (AFG) Plan 2024/2025 – 2026/2027**  
The Board of Education approved the Annual Facility Grant (AFG) Plan for 2024/2025 through 2026/2027.
3. **Deletion of Policy 505 – Learning Assistance, Regulations 505R – Learning Assistance, Appendix 505A – Learning Assistance (Appendix A) and Appendix 505A – Learning Assistance (Appendix B)**  
The Board of Education approved the removal of Policy 505 – Learning Assistance, Regulations 505R – Learning Assistance, Appendix 505A – Learning Assistance (Appendix A) and Appendix 505A – Learning Assistance (Appendix B).



Assistance (Appendix B) from the Policy Manual, with the understanding that this documentation will be residing in the Human Resources posting process which is guided by the Ministry of Education and Child Care's "Special Education Services: A Manual of Policies, Procedures and Guidelines".

**4. Amendments to Policy 161 – Accumulated Operating Surplus**

The Board of Education approved the amendments to Policy 161 – Accumulated Operating Surplus.

**5. Amendments to Policy 620 – Integrated Pest Management (IPM)**

The Board of Education approved the amendments to Policy 620 – Integrated Pest Management (IPM).

**6. Amendments to Policy 405 – Student Placement and Regulations 405R – Student Placement**

The Board of Education approved the amendments to Policy 405 – Student Placement and Regulations 405R – Student Placement.

**Information Items**

The Board of Education reviewed the following:

1. Level 4 and 5 Field Study Summary – 2023/2024
2. General Statement – February 14, 2024

**Items of Special Mention**

Trustees and the Assistant Superintendents spoke of the following.

1. Attendance/participation in various meetings and events throughout the District, including the annual Board Meeting with Central Okanagan Parent Advisory Council, the Webber Road School Community Student Learning Plan Conversation and KSS Night Owl Theatre presentation of Shakespeare in Love.
2. Today is Pink Shirt/Bullying Awareness Day. Pink Shirt Day is an annual event against bullying. Pink Shirt Day was started in 2007 in Canada. The annual Boys and Girls Club Okanagan Pink Shirt Day Breakfast was held this morning at the Laurel Packinghouse. Trustees, senior staff, and students heard from renowned international speaker Trisha Miltimore who shared insights on building positive relationships, living with less stress and more enjoyment using the tools of kindness, community and gratitude.
3. On Friday, February 16<sup>th</sup>, the Central Okanagan Teachers' Association and CUPE Local 3523 held their professional development days. Over 500 CUPE employees participated in 33 sessions facilitated by our District's managers and consultants. The Central Okanagan Teachers' Association (COTA), partnering with the North Okanagan-Shuswap, Oliver, Okanagan Skaha, and Vernon School Districts, hosted a ZONAL conference at Rutland Senior Secondary School with a record-breaking 949 educators in attendance! Also, Central Okanagan Principals' and Vice Principals' Association (COPVPA) and Senior Admin co-hosted a 2nd Annual Learning Symposium – a day of professional learning focused on leading our school and student learning priorities. Over 100 Principals, Vice-Principals, and senior staff came together to explore emerging research in leadership practices, and collaborative teamwork in leading learning.
4. This past weekend, École Glenrosa Middle School and Constable Neil Bruce Middle School welcomed staff and 103 grade nine students from Haruhigaoka Junior High School. The friendship between Central Okanagan Public Schools and Haruhigaoka is the longest international school partnership in our District's history, spanning over thirty years. Trustees attended welcome assemblies at École Glenrosa Middle School and Constable Neil Bruce Middle School, and a welcome luncheon was held on Friday, February 23<sup>rd</sup> with administration from Haruhigaoka Junior High School, Trustees and Senior Staff.
5. Proud for Prom is holding their annual Boutique Day for grade 12 graduates on Saturday, March 2<sup>nd</sup> at Quigley Elementary School. Proud for Prom is a 100% volunteer community-based organization whose mission is to empower graduating high school students to be proud of their achievements and celebrate their success through participation at graduation prom night. Proud for Prom ensures that every student has the opportunity to experience their high school prom, regardless of their financial situation.
6. Former District Student Council Co-President, Mehak Parihar, who is now a first-year engineering student at UBCO, was the regional recipient of national BGC Canada Youth of the Year. Mehak was awarded this honour for her exceptional leadership, dedication to service and remarkable achievements within her community.

7. The BC High School Curling Championships are being held this weekend at the Kelowna Curling Club. The KSS team will be looking for their first title on home ice.
8. The second annual RCMP/Constable Neil Bruce Middle School charity basketball game will be held on February 29<sup>th</sup> at 4:00 pm at Constable Neil Bruce Middle School. West Kelowna Indigenous Police Service unit and RCMP, as well as Westbank First Nation council and community members, will be playing against Constable Neil Bruce Middle grade 8 basketball players.  
The Central Okanagan Parent Advisory Council (COPAC) is excited to announce that they have arranged for two engaging live virtual events with The White Hatter, focusing on crucial topics related to our digital era.

Event 1: Internet Safety and Digital Literacy for Parents and Caregivers

- Date: Tuesday, March 5, 2024

- Start Time: 6:30 PM

Event 2: Youth Online Aggression, Cyberbullying, Threats, and Violence

- Date: Tuesday, April 23, 2024

- Start Time: 6:30 PM

### **Next Public Board Meeting**

Wednesday, March 13, 2024

6:00 pm

Wednesday, April 10, 2024

6:00 pm

All Public Board Meetings take place in the Main Board Room at 1040 Hollywood Road South unless otherwise noted.

### **Board Standing Committee Meetings**

Wednesday, March 6, 2024

4:00 pm General Affairs Committee **Cancelled**

6:00 pm Planning and Facilities Committee **Cancelled**

Wednesday, April 3, 2024

4:00 pm Finance and Audit Committee

6:00 pm Planning and Facilities Committee

All Public Board Standing Committee Meetings take place in the Main Board Room at 1040 Hollywood Road South unless otherwise noted.

---

For comments, please contact:

Lee-Ann Tiede, Chair of the Board of Education, 250-258-3556

Jon Rever, Assistant Superintendent, 250-470-3256

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

---

## **COUNCIL'S VALUES, VISION, AND MISSION STATEMENT**

---

### **VALUES**

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

### **VISION**

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

### **MISSION STATEMENT**

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

### **THE 5 PILLARS OF OUR VISION AND MISSION STATEMENT**

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