



Agenda

Regular Council Meeting

Tuesday, March 4, 2025, 7:00 p.m.
Council Chambers/Video Conference
10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1

Pages

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

2. **Adoption of Agenda**
Recommendation
THAT the Regular Council Meeting Agenda of March 4, 2025 be adopted.

3. **Adoption of Minutes**

- 3.1 **Regular Council Meeting Minutes of February 18, 2025**

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Recommendation
THAT the Regular Council Meeting Minutes of February 18, 2025 be adopted.

4. **Mayor's Report**

5. **Announcements**

The 2025 Spring/Summer Activity Guide should have arrived in everyone's mailbox now and Registration opens Friday, March 7.

The Lake Country Children's Festival is taking place Saturday, March 8th at the Community Complex at George Elliott Secondary School and Creekside Theatre from 11am to 3pm.

Anyone that participated in the Radon Challenge this winter and deployed the Radon Test Kit in their home or business, must return the test kit to Lake Country Municipal Hall this week, by the end of the day March 7, to get the analysis from the lab in Manitoba where the kits are sent off to.

6. **Delegations**

7. **Planning and Development Applications**

- 7.1 **Temporary Use Permit | TUP00086 | 12474 Oyama Road**
To authorize outdoor storage of landscaping and snow equipment at 12474 Oyama Road

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Recommendation

THAT Temporary Use Permit TUP00086 (Attachment A) for property located at 12474 Oyama Road (Lot 2, Sec 23 and 26, Twp 20, ODYD, Plan 22945 Except Plan 25990, PID: 002-317-257) to allow the temporary land use of outdoor storage to a maximum of 1,375m² (as shown on Attachment B) for landscaping and snow equipment be approved for a 3-year term expiring on March 4, 2028.

AND THAT the business owner secure a business location in an area zoned appropriately for outdoor storage prior to the expiry of TUP00086.

- 7.2 Temporary Use Permit | TUP00095 | 5325 Todd Road** 23
Application to allow operation of home-based automotive and equipment repair shop on a property within the Agricultural Land Reserve.

Recommendation

THAT Temporary Use Permit TUP00095 (Attachment A to the report dated March 4, 2025) for the property located at 5325 Todd Road, legally described as LOT 1 DL7 ODYD PLAN KAP16648 PID 008-555-575, to allow operation of a home-based automotive and equipment repair shop, be approved for a 3-year term expiring on March 4, 2028.

- 7.3 Zoning Amendment Bylaw 1268, 2025 | Z0000340 | Lot 11 – 18451 Crystal Waters Road** 31
Zoning Amendment to facilitate a bare land strata subdivision of an existing parcel zoned DC5 – Direct Control 5 (Crystal Waters)

Recommendation

THAT Zoning Amendment (Z0000340) Bylaw 1268, 2025 be read a first, second and third time.

- 7.4 Zoning Amendment Bylaws 1261, 2025 & 1259, 2025 | Z0000269 & Z0000274 | Lot 63 & 64 Tyndall Road** 41
Servicing Update related to Rezoning Applications proposing RU1 – Small-Scale Multiple Housing on the Lot 63 and 64 Tyndall Road.

Recommendation

THAT Zoning Amendment (Z0000269) Bylaw 1261, 2025 be read a second and third time;

AND THAT Zoning Amendment (Z0000274) Bylaw 1259, 2025 be read a second and third time.

8. Departmental Reports

- 8.1 Canada Cultural Spaces Fund** 50
Canada Cultural Spaces Fund Grant Application

Recommendation

THAT a grant application to the Canada Cultural Spaces Fund, Department of Canadian Heritage to fund \$98,000 of the total project cost of \$200,000 for the purchase and installation of a sound system for the Creekside Theatre, be supported;

AND THAT if successful, the remaining portion of the project in the amount of \$102,000 be funded from Facilities Renewal Reserve;

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

8.2	Local Government Infrastructure Planning Grant To consider Infrastructure Planning projects eligible for a grant application up to \$10,000 each	53
	<p>Recommendation</p> <p>THAT an application to the Ministry of Municipal Affairs Local Government Infrastructure Planning Grant Program for the following infrastructure planning projects, in order or priority, be supported in the amount of up to \$10,000 for each project:</p> <ol style="list-style-type: none"> 1. Flood Management Bylaw project; 2. Eldorado Hydrogeneration Facility Expansion; and 3. Subdivision and Development Services Bylaw - Update; <p>AND THAT if successful, the 2025 Financial Plan be amended to include the receipt and expenditure of the grant funding.</p>	
8.3	2025 Intake for the UBCM-CEPF for EOC Training and Equipment Application to the 2025 UBCM-CEPF for Emergency Operations Centre Training and Equipment	56
	<p>Recommendation</p> <p>THAT the Regional District of the Central Okanagan (RDCO) 2025 grant application to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Emergency Operations Centre and Training Stream, be supported;</p> <p>AND THAT the RDCO be authorized to apply for, receive and manage the grant funding on behalf of the District of Lake Country.</p>	
8.4	Sanitary Sewer Regulations and Rates Amendment Bylaw 1270, 2025 Bylaw amendments to repeal parcel taxes associated with the sanitary sewer system, along with various rate scenarios presented for Council's consideration.	59
	<p>Recommendation</p> <p>THAT Sanitary Sewer Regulations and Rates Amendment Bylaw 1270, 2025 as shown on Attachment B (Option 1) of the Report to Council dated March 4, 2025, be read for a first, second, and third time.</p>	
8.5	AAP-2025 Kelowna-Lake Country Boundary Adjustment To initiate an Alternative Approval Process for a proposed boundary adjustment	89
	<p>Recommendation</p> <p>THAT as per <i>Community Charter</i> section 86, the Corporate Officer proceed with an Alternative Approval Process (AAP) to obtain elector opinion on a proposed boundary adjustment that would transfer 5 properties from the City of Kelowna to the District of Lake Country as shown on Attachment A to the Report to Council dated March 4, 2025 and legally described as:</p> <ol style="list-style-type: none"> 1. THAT PART LOT 46 SHOWN ON PLAN 940F DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 EXCEPT PLAN 36673 (PID 011-168-226) 2. THAT PART LOT 45 SHOWN ON PLAN 940F DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 EXCEPT PLAN 36673 (PID 011-168-218) 3. THAT PART OF LOT 46 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT 	

PLAN 457 SHOWN IN RED ON PLAN 939F (PID 012-232-969)

4. THAT PART OF LOT 45 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 SHOWN IN RED ON PLAN 939F (PID 012-323-951)
5. THAT PART LOT 44 SHOWN IN BOLD OUTLINE ON PLAN 39249 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 (PID 011-914-475)

AND THAT the deadline for receipt of elector response forms be established as 4:30 p.m., 30 days from the date of the second notice required for an AAP;

AND THAT the Elector Response Form (the “Form”) as shown on Attachment B to the Report to Council dated March 4, 2025, be established as the official Form for the AAP-2025 Boundary Adjustment.

9.	Bylaws for Adoption and Readings Following a Public Hearing	
9.1	Zoning Amendment (Z0000331) Bylaw 1240, 2024 Lot 30 - 18451 Crystal Waters Rd For adoption.	99
	Read a 1st, 2nd, and 3rd time July 16, 2024.	
	Recommendation THAT Zoning Amendment (Z0000331) Bylaw 1240, 2024 be adopted.	
9.2	2025-2029 Draft Financial Plan For adoption.	102
	Read a 1st time December 3, 2024. Read a 2nd and 3rd time February 18, 2025.	
	Recommendation THAT the 2025 - 2029 Financial Plan Bylaw 1255, 2025 be adopted.	
10.	Rise and Report from In Camera	
11.	Council Committees	
11.1	Agricultural Advisory Committee DRAFT Meeting Minutes of February 10, 2025	106
12.	External Committees and Boards	
12.1	Board of Education Meeting Highlights of February 19, 2025	110
12.2	Regional District of Central Okanagan Board Report of February 20, 2025	113
13.	Strategic Priorities	115
14.	Report from Councillors	
15.	Adjournment	

posted February 27, 2025
Reyna Seabrook, Corporate Officer



Minutes

Regular Council Meeting

February 18, 2025, 7:00 p.m.
Council Chambers/Video Conference
10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1

Council Present:

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

Staff Present:

Jeremy Frick, Director of Planning & Development
Trevor James, Chief Financial Officer
Darren Lee, Fire Chief
Reyna Seabrook, Director of Corporate Services
Matt Vader, Director of Parks, Recreation & Culture
Carie Liefke, Manager of Current Planning
Steven Gubbels, Manager of Development
James Robertson, Land Agent
Scott Unser, Public Works Manager
Richard Wagner, Manager of Finance
Kiel Wilkie, Utility Manager
Makayla Ablitt, Legislative & FOI Coordinator
Lauren Sanbrooks, Grant Funding Specialist

1. **Call to Order and Territorial Acknowledgement**

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

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

2. **Adoption of Agenda**

2025-02-049 It was moved and seconded

THAT the Regular Council Meeting Agenda of February 18, 2025 be adopted.

Carried.

3. Adoption of Minutes

3.1 Public Hearing Minutes of February 4, 2025

2025-02-050 It was moved and seconded

THAT the Public Hearing Minutes of February 4, 2025 be adopted.

Carried.

3.2 Regular Council Meeting Minutes of February 4, 2025

For adoption.

2025-02-051 It was moved and seconded

THAT the Regular Council Meeting Minutes of February 4, 2025 be adopted with the following amendment:

Under item 14, Report from Councillors, comments from Councillor Reed at paragraph 4 is amended by deleting the third sentence to the end of her comments and replacing it with:

"Councillor Reed reported the directors of the Carr's Landing Community Association met this week to begin preparation of a new recreation needs assessment. She noted that the last recreation needs assessment was completed in 2018 and many of the priorities from 2018 have been delivered. With an update to the Official Community Plan in the works, she encouraged all members of the community to be involved."

Carried.

4. Mayor's Report

Mayor Ireland reported the Lake Country Fire Fighters hockey team won their annual fire fighters tournament at Big White over the weekend, and thanked Big White for hosting.

5. Announcements

Business Licence fees are due March 1. Create a MyLakeCountry account to view your invoice and make payment online. Visit the District website www.lakecountry.bc.ca for more information.

If you participated in the **Radon Challenge** this winter, please drop off your Radon test kit from March 3 – 7 at municipal hall. Both the start and end survey must be completed online to receive the results of your Radon test kit.

Sunday Funday takes place at GESS every Sunday in February. For just a toonie per session, young families and teens can enjoy Open Gym activities and/or movies. Visit the District's Facebook page for more information. Be sure to vote on which movie you'd like to see on the last Sunday of the month – choose between Happy Feet, Lego, Lego Batman or the Simpsons movie. Email theatre@lakecountry.bc.ca with your choice!

6. Delegations

7. Planning and Development Applications

7.1 Agricultural Land Reserve | ALR00193 | 13402 Talbot Road

Application to allow construction of an additional single-family dwelling on a property in the Agricultural Land Reserve.

2025-02-052 It was moved and seconded

THAT Agricultural Land Reserve ALR00193 application for the property at 13402 Talbot Road, legally described as LOT 2 SECTION 25 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 2484 EXCEPT PLAN KAP47011; Roll 02915.000 PID: 011-000-198, be supported.

Carried.

8. Departmental Reports

8.1 2025 – 2029 Draft Financial Plan 2nd & 3rd Reading

2025 – 2029 Financial Plan

2025-02-053 It was moved and seconded

THAT the 2025 – 2029 Financial Plan Bylaw 1255, 2025 be read a second and third time;

AND THAT the Capital Carry forwards 2024 to 2025 (\$16,490,713) projects, attached to the report from the Chief Financial Officer dated February 18, 2025, be carried over from 2024 to 2025 to allow expenditure in the 2025 – 2029 Financial Plan.

Carried.

8.2 2025 UBCM-Next Generation 911 Grant

2025 UBCM-Next Generation 911 Grant for up to \$100,000 of Application Based Funding

2025-02-054 It was moved and seconded

THAT an application to the 2025 Union of British Columbia Municipalities (UBCM) Next Generation 911 Grant (NG911) for up to \$100,000 of Application Based Funding, be supported;

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

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

Carried.

8.3 2025 Southern Interior Local Government Association (SILGA) Resolutions

Two Resolutions for SILGA

2025-02-055 It was moved and seconded

WHEREAS the US government is imposing tariffs on manufacturers in many local government jurisdictions;

AND WHEREAS Federal and Provincial officials are considering counter tariffs on US products;

AND WHEREAS Federal and the Provincial officials want to encourage more made in Canada goods;

THEREFORE BE IT RESOLVED that the Province set aside funds collected from US counter tariffs for local governments to access to create economic opportunities for local Canadian manufacturers to invest in their communities.

Carried.

2025-02-056 It was moved and seconded

WHEREAS BC faces real threats to a sustainable water supply- droughts, flood and fire to name a few;

AND WHEREAS increased water supply will be necessary to accommodate the housing growth that the BC Government is mandating, along with maintaining and growing the agricultural sector to feed this new population;

AND WHEREAS UBCM is the voice of the municipalities;

THEREFORE be it resolved that UBCM strike a water panel to advocate to the Provincial government on water issues pertaining to their municipal members.

Carried.

9. Bylaws for Adoption and Readings Following a Public Hearing

9.1 Road Closure Bylaw 1210, 2024 | RC2023-030 | 11th Street

For adoption.

Read a 1st, 2nd, and 3rd time [January 21, 2025.](#)

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

2025-02-057 It was moved and seconded

THAT Road Closure (RC2023-030) Bylaw 1210, 2024 be adopted.

Carried.

9.2 Road Closure Bylaw 1237, 2024 | RC2023-025 | 15851 Trask Road

For adoption.

Read a 1st, 2nd, and 3rd time [January 21, 2025.](#)

The Mayor asked if there were any comments from the gallery.

Michael Sullivan | Claridge Drive

Mr. Sullivan expressed his opposition for the proposed road closure, he believes there are options to resolve the applicants concerns which do not close the road. He asked Council to take alternate options into consideration.

Steve Cunningham | Claridge Drive

Mr. Cunningham expressed his opposition for the proposed road closure. He believes permitted parking would satisfy the applicants needs and maintain the road as a resource for the community.

Nelson Martin | McLaren Road

Mr. Martin explained his reasoning for the proposed road closure application. He noted that he has included an easement to ensure his neighbours do not lose any access.

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

2025-02-058 It was moved and seconded

THAT Road Closure (RC2023-025) Bylaw 1237, 2024 be adopted.

Carried.

OPPOSED: Councillor Reed

10. Rise and Report from In Camera

11. Council Committees

12. External Committees and Boards

12.1 Okanagan Basin Water Board Report of February 4, 2025

13. Strategic Priorities

14. Report from Councillors

Councillor Irvine congratulated the Lake Country Fire Fighters for winning their hockey game on Sunday at Big White. She is thankful for the snow, but looks forward to warm weather and gardening.

Councillor McKenzie echoed comments to the Lake Country Fire Fighters for their win in their hockey game on Sunday. He proposed a delegation from Girl Guides. Councillor McKenzie advised the community to be cautious and stay close to the shore should they chose to walk on frozen lakes.

Councillor Brett hopes to see community members at the Ocoela Fish & Game Club Dinner and Dance on February 22. She thanked the club for providing an opportunity for groups to volunteer and be paid for it.

Councillor Patel echoed congratulations to the Fire Department for their win on Sunday. He wishes he could have been there to support.

Councillor Reed congratulated the Fire Department for their win on Sunday. She announced that tickets are still available for the Ocoela Fish & Game Club Dinner & Dance. The money goes to support conservation, fish, and wildlife projects across Lake Country and the Okanagan Valley. Projects last year included a cougar study they sponsored as well as matching funds from the District and the Rotary Club they donated \$18,000.00 each towards the fishing and kayak pier.

The freshwater society donated even more, and oversaw construction and installation. Councillor Reed encouraged the community to vote for Happy Feet to be Sunday Funday movie on February 23 at George Elliot.

Councillor Lewis echoed comments from around the table.

Mayor Ireland looks forward to the Oceola Fish & Game Club Dinner and Dance on Saturday. He indicated an award will be given out at the event.

15. Adjournment

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

Mayor, Blair Ireland

Corporate Officer, Reyna Seabrook

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

Prepared by: Jason Tran, Planner
Department: Planning and Development

Title: Temporary Use Permit | TUP00086 | 12474 Oyama Road
Description: To authorize outdoor storage of landscaping and snow equipment at 12474 Oyama Road

RECOMMENDATION

THAT Temporary Use Permit TUP00086 (Attachment A) for property located at 12474 Oyama Road (Lot 2, Sec 23 and 26, Twp 20, ODYD, Plan 22945 Except Plan 25990, PID: 002-317-257) to allow the temporary land use of outdoor storage to a maximum of 1,375m² (as shown on Attachment B) for landscaping and snow equipment be approved for a 3-year term expiring on March 4, 2028.

AND THAT the business owner secure a business location in an area zoned appropriately for outdoor storage prior to the expiry of TUP00086.

EXECUTIVE SUMMARY

An application to renew a Temporary Use Permit (TUP) was submitted on September 17, 2021, and was deemed complete on November 26, 2024. Due to the delay in submitting required documentation, the application is for a new TUP, not a renewal.

The applicant seeks to obtain a Temporary Use Permit to authorize the outdoor storage of landscaping and snow equipment, thereby allowing an existing business to continue operations at 12474 Oyama Road. This site is situated on the east side of Wood Lake.

The applicant proposes to expand the Temporary Use Permit area from the current 279 m² (3,000 sq ft - Attachment C) to 586 m² (6,308 sq ft - Attachment D). However, staff are recommending the area be 1,375m² based on the full size of the parking area.

Staff support the TUP, including the proposed expansion for the following reasons:

- There have been no Bylaw complaints since the last Temporary Use Permit was issued on October 2, 2018.
- Neighbourhood consultation conducted by the applicant in the week of January 14, 2025 revealed no concerns.
- No written feedback has been received, as of February 24, 2025, as a result of the posted development notice sign and newspaper advertisements.
- The local business is experiencing growth, and the additional space will facilitate further expansion.
- The additional space is primarily required in the winter for snowplow trucks and equipment during the winter months (November to February). During the summer months, the crew leaders take many trucks and trailers home.

BACKGROUND

Summary Information			
Application Type	Temporary Use Permit		
File Number:	TUP00086	Roll Number:	02892.033
Proponent:	STARK, JAN L	Owner(s):	STARK, JAN L
Legal Description:	Lot 2 Sections 23 And 26 Township 20 Osoyoos Division Yale District Plan 22945 Except Plan 25990		
PID	002-317-257		
Civic Address:	12474 OYAMA ROAD, LAKE COUNTRY, BC V4V 2A3		
OCP Designation:	Rural Residential		
Zoning Designation:	RR2 - Rural Residential 2		
Land Use Contract	No		
ALR:	No		
Parcel Size:	1.45 Hectares (3.6 Acres)		
Water Supply:	Oyama Lake		
Sewer:	On-site Sewage Disposal		
Site Summary:		Zoning:	Use:
	<i>North:</i>	A1 Agriculture 1	Agriculture and residential
	<i>East:</i>	RR2 Rural Residential	Residential
	<i>South:</i>	RR2 Rural Residential	Residential
	<i>West:</i>	RR2 Rural Residential	Residential

The applicant has maintained a valid Business Licence for a home occupation since 2015. The company holds several local contracts, including with School District 23 in both Kelowna and Lake Country, as well as with other businesses and strata corporations. Despite the company's growth, the applicant notes that additional time and further expansion are necessary before securing a commercially zoned property for their business.

A Description Letter submitted by the applicant is attached as Attachment E.

DISCUSSION/ANALYSIS

In 2018, the District issued a Temporary Use Permit (TP2018-006), subject to the conditions outlined in the original permit. The permit authorized outdoor storage for an area of 279 m² (3,000 sq ft), as shown on Attachment C.

Site Description:

- The property spans 1.45 hectares (3.6 acres).
- The east side of the property fronting Oyama Road is relatively flat, while the western portion slopes downward with a west-facing aspect.
- An existing berm across the property's frontage shields the visibility of the outdoor storage TUP area.
- The property includes a single-family dwelling and an accessory building.

The existing business grew considerably as they moved into snow-clearing services. During the TUP application review, staff identified no concerns with the proposal, including an increase in area (from 279m² to 586m², as shown on Attachments C and D) used for outdoor storage to accommodate additional snow-clearing vehicles and equipment. Prior to the 2018 TUP, the business employed 10-15 individuals; since then, the applicants workforce has grown to 15-20 employees.

Staff is not concerned about the business growing to 15-20 employees, as the employees do not work from this location. Nor is there concern regarding the use of Oyama Road, provided that the applicant keeps all business vehicles and equipment on-site (within their property). There are additional areas on the property used for their business storage (Attachment B).

The applicant has indicated that other areas of the property are used for storing personal items, such as RVs and boats (see Attachment C, areas to the south and north-west of house). The Zoning Bylaw (s.5.3) specifically prohibits more than two RVs outdoors per residential lot. The applicant has indicated that these issues will be addressed. There is also temporary storage of building materials on the property while they rebuild their house.

Staff support the temporary use of this property for outdoor storage for a business, but it is recommended that the long term solution for this business would be to relocate to the Lake Country Business Park. A draft Temporary Use Permit is attached as Attachment A for Council's review of the permit conditions.

As per 497 of the *Local Government Act*, a Temporary Use Permit can be issued for up to 3 years with the option to renew the permit for one additional 3 year term. After these terms have expired, a new application would be required.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

This application was referred to internal departments and external agencies on February 10, 2023. Based on the initial application, staff recommended changes to the proposed plan. The engineering referral comments required an Access Permit. This permit is ready for issuance subject to TUP approval.

As per the requirements of the Development Approval Procedure Bylaw 1227, 2024, the applicants were required to complete Neighborhood Consultation. During the week of January 14, 2025, the applicant personally delivered notices to 10 properties within a 100-meter radius and mailed three letters to non-local addresses. Additionally, they spoke with the neighbors, who expressed no objections to the application.

As per section 494 of the *Local Government Act* and Development Approval Procedures Bylaw 1227, a Development Notice Sign was posted on February 7, 2025. Additionally, staff placed advertisements in the Lake Country Calendar for two consecutive weeks leading up to the March 4, 2025 Council meeting.

ALTERNATE RECOMMENDATIONS

- A. THAT Temporary Use Permit TUP00086 for property located at 12474 Oyama Road (Lot 2, Sec 23 and 26, Twp 20, ODYD, Plan 22945 Except Plan 25990, PID: 002-317-257) to allow the temporary land use of outdoor storage to a maximum of 279m² (as shown on Attachment C) for landscaping and snow equipment be approved for a 2-year term expiring on March 4, 2027.

AND THAT the business owner secure a business location in an area zoned appropriately for outdoor storage prior to the expiry of TUP00086.

- B. THAT Temporary Use Permit TUP00086 for property located at 12474 Oyama Road (Lot 2, Sec 23 and 26, Twp 20, ODYD, Plan 22945 Except Plan 25990, PID: 002-317-257) to allow the temporary land use of outdoor storage to a maximum of 279m² (as shown on Attachment C) for landscaping and snow equipment be approved for a 3-year term expiring on March 4, 2028.

AND THAT the business owner secure a business location in an area zoned appropriately for outdoor storage prior to the expiry of TUP00086.

- C. THAT Temporary Use Permit TUP00086 for property located at 12474 Oyama Road (Lot 2, Sec 23 and 26, Twp 20, ODYD, Plan 22945 Except Plan 25990, PID: 002-317-257) to allow the temporary land use of outdoor storage to a maximum of 586m² (as shown on Attachment D) for landscaping and snow equipment be approved for a 3-year term expiring on March 4, 2028.

AND THAT the business owner secure a business location in an area zoned appropriately for outdoor storage prior to the expiry of TUP00086.

- D. THAT Temporary Use Permit TUP00086 for property located at 12474 Oyama Road (Lot 2, Section 23, and 26, Township 20, ODYD, Plan22945 Except Plan 25990, PID: 002-317-257) to allow the temporary land use of outdoor storage of landscaping and snow equipment be denied.
- E. THAT Temporary Use Permit TUP00086 for property located at 12474 Oyama Road (Lot 2, Section 23, and 26, Township 20, ODYD, Plan22945 Except Plan 25990, PID: 002-317-257) to allow the temporary land use of outdoor storage of landscaping and snow equipment be deferred pending additional information as identified by Council.

Respectfully Submitted.

Jason Tran, Planner

Report Approval Details

Document Title:	Temporary Use Permit - TUP00086 - 12474 Oyama Road.docx
Attachments:	<ul style="list-style-type: none"> - Attachment A - TUP00086 - DRAFT Permit.pdf - Attachment B - TUP00086 - 1375 m2 or 14,800 sq ft.pdf - Attachment C - TUP00086 - 279 m2 or 3000 sq ft.pdf - Attachment D - TUP00086 - 586 m2 or 6308 sq ft.pdf - Attachment E - TUP00086 - Description Letter - Feb. 11-25.pdf
Final Approval Date:	Feb 27, 2025

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

Carie Liefke, Manager of Current Planning - Feb 25, 2025 - 10:49 AM

Jeremy Frick, Director of Development Approvals - Feb 27, 2025 - 9:04 AM

Steven Gubbels, Development Engineering Manager - Feb 27, 2025 - 9:40 AM

Reyna Seabrook, Director of Corporate Services - Feb 27, 2025 - 10:32 AM

Task assigned to Paul Gipps, Chief Administrative Officer was completed by workflow administrator Reyna Seabrook, Director of Corporate Services

Paul Gipps, Chief Administrative Officer - Feb 27, 2025 - 10:55 AM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 27, 2025 - 11:29 AM

Temporary Use Permit

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

APPROVED ISSUANCE OF ☐ TEMPORARY USE PERMIT (pursuant to Sec. 497 of the Local Government Act)

PERMIT # TUP00086 Renewal
 FOLIO # 02892.033
 ZONING DESIGNATION: RR2-Rural Residential 2
 ISSUED TO: Jan Louisa Stark
 SITE ADDRESS: 12474 Oyama Road
 LEGAL DESCRIPTION: Lot 2, Sections 23 and 26, Township 20, ODYD, Plan 22945 Except Plan 25990
 PARCEL IDENTIFIER: 002-317-257

SCOPE OF APPROVAL

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

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

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

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

1. TERMS AND CONDITIONS

Temporary Use Permit TUP00086 for 12474 Oyama Road legally described as Lot 2, Sections 23 and 26, Township 20, ODYD, Plan 22945 Except Plan 25990 for **Outdoor Storage** of landscaping and snow removal equipment, subject to the following conditions:

- a) Development and business operations shall be conducted in compliance with the provisions of the District's various bylaws including Nuisance Bylaw 857, 2013, Business Licensing Bylaw 1000, 2017, Signage Regulation Bylaw 501, 2004, and Zoning Bylaw 561, 2007 except as explicitly varied or supplemented by the terms of this permit. subsequent permits, amendments(s) and/or development variance permits;
- b) Outdoor Storage is restricted to the area shown on Schedule 'A' attached to and forming part of this Permit;
- c) The Outdoor Storage area as shown on Schedule 'A' must be constructed using permeable materials;
- d) Movement of machinery and equipment can only occur between the hours of 7:00 a.m. to 7:00 p.m. from Monday to Saturday, excluding Sundays and Statutory Holidays;
- e) If any fuel is stored on-site the BC Fire Code must be followed for safe site storage;
- f) Failure to adhere to the conditions contained within this permit can result in the termination of the permit;

- g) This permit, issued as per Section 497 of the Local Government Act, is valid for one 3-year period, and a new Temporary Use Permit application (or another planning application) must be submitted;
- h) At the end of the term of this permit all uses on this property must revert back to uses permitted under the zoning bylaw of the day.

2. DEVELOPMENT

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

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

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

3. APPROVALS

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

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

4. EXPIRY

Temporary Permit TUP00086 expires on the ____ day of MONTH 202X.

Corporate Officer
Reyna Seabrook

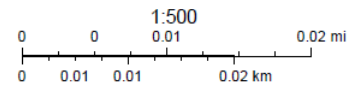
Schedule "A"



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Parcels (On Ortho) Streets Lake Country Boundary
Parcels Street

Approximately Area Total:
1375 m2 (14,800 sq ft)



District of Lake Country Map

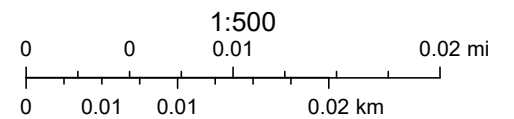
Attachment B - TUP00086



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- Parcels (On Ortho)
- Streets
- Lake Country Boundary
- Parcels
- Street

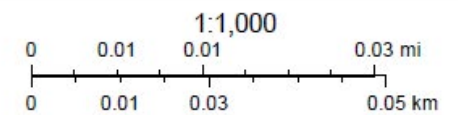
Approximately Area Total:
1375 m2 (14,800 sq ft)

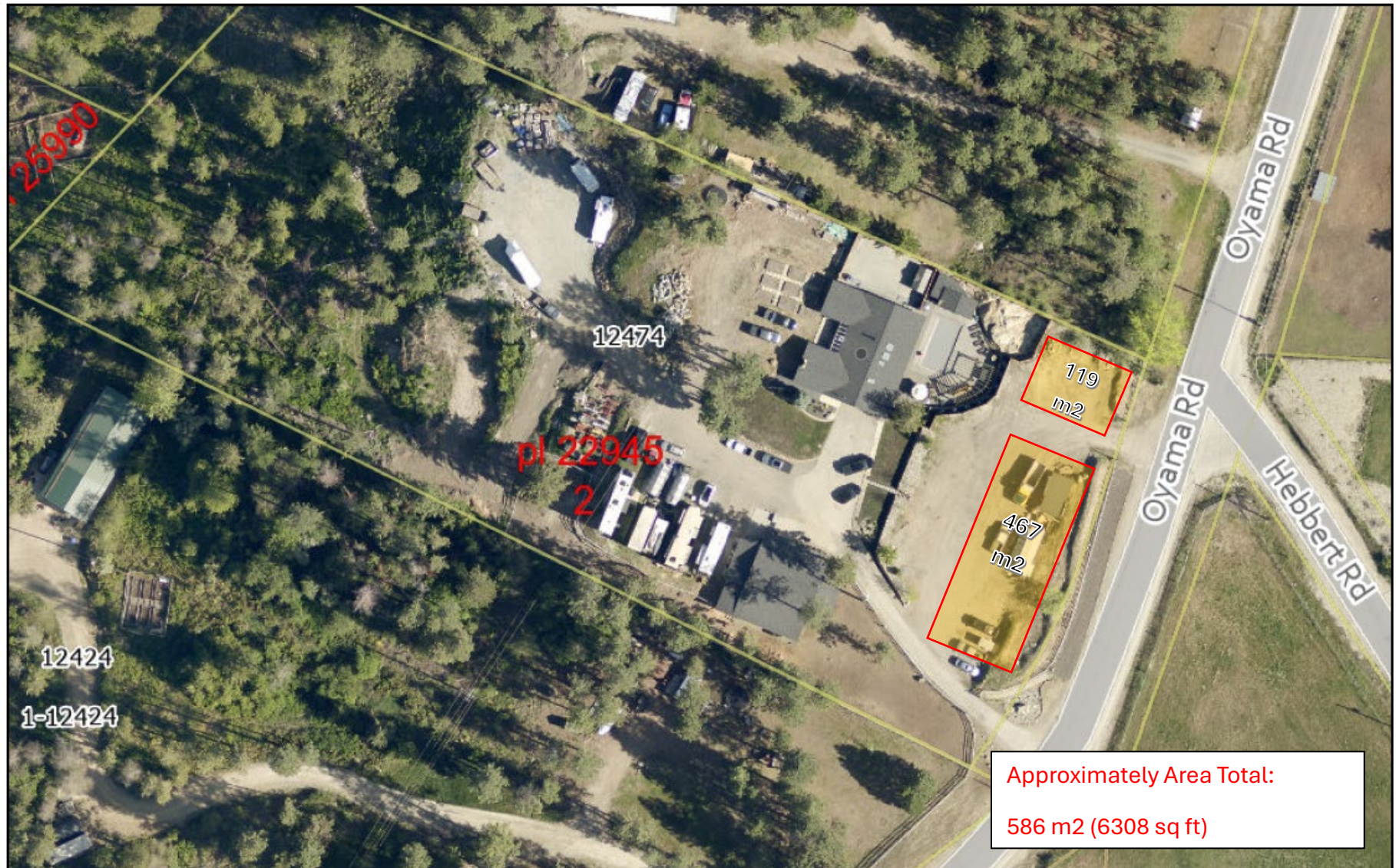




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Parcels (On Ortho)
 Easments
 Street Names 502-1001
 Parcels
 Streets
 Lake Country Boundary
 Street



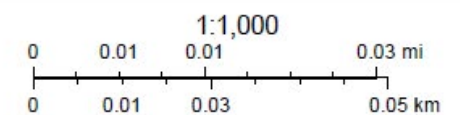


2/10/2025, 12:14:10 PM

Parcels (On Ortho) Easments Street Names 502-1001

Parcels Streets Lake Country Boundary

Street



Feb. 11th, 2025

To Whom It May Concern,

Please accept my application to renew our temporary use permit to continue to store our landscaping and snow removal equipment at our property located at 12474 Oyama Road, Lake Country. We own and operate Okanagan Yard Works & Okanagan Snow Works, a landscaping and snow removal company, which has been in operation since we established it in 2015. We currently have multiple trucks, cargo trailers, dump trailers, skid steers, excavators and snow equipment that needs to be stored at our property when not in use. We hope to renew our original TUP of 3000sqft– with the additional option of increasing the space to include the additional area as highlighted on the map that was submitted with this application. This would allow us to properly store our trucks with plow attachments during the winter months (Nov.-Feb.) - that we use to maintain all of schools in Lake Country (School District 23) during the snow removal season.

My husband and I established our business over 10 years ago from the ground up. Since then, we have grown at a steady rate, with increased growth each year. We take pride in the fact that we are a Lake Country based business, servicing and investing back in the Lake Country community. We typically employ 15-20 people at any given time, with many of them being Lake Country residents. Most of our product/material suppliers are based in Lake Country, such as Kel Lake Nurseries, Oyama Sand & Gravel, Westridge Oyama and Pier Mac Oyama just to name a few. We typically spend over \$500,000

each year in materials and equipment rentals, and by using Lake Country vendors, we are investing back in our community. We also provide services to hundreds of Lake Country clients each year, both in landscaping and snow removal. We have a number of Lake Country businesses and strata companies as clients also, such as Lake Country Lodge & Manor, Beeline Web, St. Edwards Catholic Church, UPS, Blue Heron Villas, and of course all the elementary schools, middle school and high school in Lake Country. We also keep our banking local, dealing with TD Canada Trust on Main Street in Lake Country. I feel that in the 10 years we've been in operation, we have made such a positive impact on the growth and development of the Lake Country community, with hopefully many more years to come.

While there is no question that we have achieved great growth in a relatively short amount of time, we are not quite at the point yet where we can afford to purchase a commercial property to relocate our business/equipment storage to.

We are asking for this permit to allow us the time to make the smooth transition to the next phase of this company's future. So many residents, businesses and employees of Lake Country rely on it.

Please feel free to contact me @ (250) 899-0981 with any questions you might have.

Kind regards,

Jan Stark, *owner*

Okanagan Yard Works/Okanagan Snow Works

Website: okyw.ca Email: jan@okyw.ca

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

Prepared by: Sheeja Vimalan, Planner
Department: Planning and Development

Title: Temporary Use Permit | TUP00095 | 5325 Todd Road
Description: Application to allow operation of home-based automotive and equipment repair shop on a property within the Agricultural Land Reserve.

RECOMMENDATION

THAT Temporary Use Permit TUP00095 (Attachment A to the report dated March 4, 2025) for the property located at 5325 Todd Road, legally described as LOT 1 DL7 ODYD PLAN KAP16648 PID 008-555-575, to allow operation of a home-based automotive and equipment repair shop, be approved for a 3-year term expiring on March 4, 2028.

EXECUTIVE SUMMARY

The applicant proposes a Temporary Use Permit (TUP) authorizing an automotive and equipment repair shop on the subject property. The applicant has benefited from Temporary Use Permits in the past including TP2013-005 and TP2019-003. The applicant intends to continue the use of the property for mechanical, electrical and maintenance repair; both mobile and shop-based services would be offered.

The subject property (0.29 ha/0.72 ac) is zoned A1 – Agriculture, within the Agricultural Land Reserve (ALR) and is accessible by Todd Road and East Hill Road.

Staff recommend authorizing an automotive and equipment repair shop through a Temporary Use Permit on the subject property.

BACKGROUND

Property Information			
Application Type	Temporary Use Permit		Application Date: 2022-05-26
Folio/Roll #:	9269.000		
PID & Legal Description	PID: 008-555-575; LOT 1 DISTRICT LOT 7 OSOYOOS DIVISION YALE DISTRICT PLAN KAP16648		
Civic Address:	5325 Todd Road		
Applicant:	Neil Love	Owner:	Neil Love
OCP Designation:	Agricultural		
Zoning Designation:	A1– Agriculture 1		
Land Use Contract	N/A		
ALR:	Yes		
Parcel Size:	0.29 ha/0.72 ac		
Development Permit Areas:	Drainage Hazard Development Permit Area		
Water Supply:	Municipal		
Sewer:	Private		

Site Summary:	Zoning:	Use:
North:	A1 – Agriculture 1	Residential, Agriculture
East:	A1 – Agriculture 1	Agriculture
South:	A1 – Agriculture 1	Agriculture
West:	A1 – Agriculture 1	Residential, Agriculture

ANALYSIS

The subject property was created in 1966 (before the 1972 creation of the Agricultural Land Reserve). The applicant resides on the subject property and operates a 38m² mechanics shop inside an 88 m² (960 sq. ft) accessory building (Attachment B). The total area of the accessory building (88m²) is over the allowable area for a Country Residential Home Occupation (s.10.5.4). However, the area used for automotive repair use is only 38 m² which is within the allowable parameters. The applicant intends to continue operating an orchard that currently has 45 apple trees and may switch to berries in the future.

The applicant has provided the following information:

- Mobile repair;
- Shop repair – maximum of 2 vehicles at a time (no customer vehicles left on site for extended time);
- Use of an existing accessory building for business purposes;
- No welding services provided;
- Repair to vehicles, farm equipment, quads, dirt bikes, watercraft, motorcycles, and any mechanical equipment;
- Organization and cleanliness are very important to the applicant.
- May employ a part-time or student helper in the future, which is permitted by the Country Residential Home Occupation regulations.

A temporary use permit can be issued for a 3-year period and can carry certain conditions, such as size of operation, hours of operation or provision of buffering. The owner of the business has abided by the conditions set under previous Temporary Use Permits including TP2013-005 and TP2019-003 and there were no associated Bylaw complaints with the previous permits.

As per section 10.5.7, the proposed use (automotive repair) is prohibited as a Country Residential Home Occupation hence the temporary use application. The proposal is consistent with the *Local Government Act* (s. 493), the District's Official Community Plan (OCP) section 23.6, the Zoning Bylaw A1 - Agriculture 1(s.12.1.4) and the *Agricultural Land Commission Act – Agricultural Land Reserve Use Regulation* (s.24).

District staff are supportive of the proposed Temporary Use Permit as it adheres to the OCP objectives and policies.

Agricultural Advisory Committee

The District's Agricultural Advisory Committee (AAC) reviewed this application on February 10, 2025. The AAC supported the application.

Agricultural Land Reserve

Agricultural Land Reserve Use Regulation, Home occupation use outlines the following regulations:

24 (1) The use of agricultural land for a commercial or similar use within a structure is permitted, but may be prohibited as described in section 20, if all of the following conditions are met:

- (a) the structure is accessory to and located on the same parcel as a residence;
- (b) the structure occupies an area that does not exceed
 - (i) the limit specified in an applicable local government enactment or first nation government law, or
 - (ii) if subparagraph (i) does not apply, 100 m².

(2) The conditions set out in subsection (1) do not apply to a type of use referred to in any other provision of this regulation.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

Internal and External referrals were sent out on April 29, 2024. The referral comments came back were no concerns or no comments.

ALTERNATE RESOLUTION OPTIONS

- A. THAT Temporary Use Permit TUP00095 (Attachment A to the report dated March 4, 2025) for the property located at 5325 Todd Road, legally described as LOT 1 DL7 ODYD PLAN KAP16648 PID 008-555-575, to allow operation of a home-based automotive and equipment repair shop for a 2-year term expiring on March 4, 2027.
- B. THAT Temporary Use Permit TUP00095 (Attachment A to the report dated March 4, 2025) for the property located at 5325 Todd Road, legally described as LOT 1 DL7 ODYD PLAN KAP16648 PID 008-555-575, to allow operation of a home-based automotive and equipment repair shop for a 3-year term expiring on March 4, 2028, not be approved.
- C. THAT Temporary Use Permit TUP00095 (Attachment A to the report dated March 4, 2025) for the property located at 5325 Todd Road, legally described as LOT 1 DL7 ODYD PLAN KAP16648 PID 008-555-575, to allow operation of a home-based automotive and equipment repair shop for a 3-year term expiring on March 4, 2028, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,
Sheeja Vimalan, Planner

Report Approval Details

Document Title:	Temporary Use Permit - TUP00095 - 5325 Todd Road.docx
Attachments:	- Attachment A-TUP00095-Draft Temporary Use Permit.pdf - Attachment B-TUP00095-Location Map and Site Plan.pdf
Final Approval Date:	Feb 27, 2025

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

Steven Gubbels, Development Engineering Manager - Feb 24, 2025 - 9:55 AM

Carie Liefke, Manager of Current Planning - Feb 24, 2025 - 10:02 AM

Jeremy Frick, Director of Development Approvals - Feb 26, 2025 - 4:39 PM

Reyna Seabrook, Director of Corporate Services - Feb 27, 2025 - 8:55 AM

Task assigned to Paul Gipps, Chief Administrative Officer was completed by workflow administrator Reyna Seabrook, Director of Corporate Services

Paul Gipps, Chief Administrative Officer - Feb 27, 2025 - 10:49 AM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 27, 2025 - 11:28 AM

APPROVED ISSUANCE OF ☒ **DEVELOPMENT PERMIT** (pursuant to Sec. 493 of the Local Government Act)

PERMIT #: TUP00095
FOLIO #: 9269.000
ZONING DESIGNATION: A1 - Agriculture 1
DEVELOPMENT PERMIT AREA: Drainage Hazard Development Permit Area
ISSUED TO: Neil Love
SITE ADDRESS: 5325 Todd Road
LEGAL DESCRIPTION: LOT 1 DISTRICT LOT 7 OSOYOOS DIVISION YALE DISTRICT PLAN 16648
PARCEL IDENTIFIER: 008-555-575

SCOPE OF APPROVAL

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

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

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

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

1. TERMS AND CONDITIONS

Temporary Permit TUP00095 legally described as Lot 1, District Lot 7, Osoyoos Division Yale District, Plan 16648 is approved allowing for a home-based automotive and equipment repair shop within the Agricultural Land Reserve subject to the following conditions:

- a) Development and business operations shall be conducted in compliance with the provisions of the District's various bylaws including Nuisance Bylaw 857, 2013 Consolidated (October 4, 2022), Business Licensing Bylaw 1000, 2017 Consolidated (September 18, 2018), Signage Regulation Bylaw 501, 2004 Consolidated (July 18, 2017), and Zoning Bylaw 561, 2007 Consolidated 2024-11-19 except as explicitly varied or supplemented by the terms of this permit. subsequent permits, amendments(s) and/or development variance permits;
- b) Uses allowed under this permit are limited to a home-based business to those uses listed below:
 - i) The automotive and equipment repair shop may utilize up to 88m² (960 sq. ft) of the existing accessory building. Outdoor storage or operation of vehicles associated with the Temporary Use Permit is not permitted;
 - ii) Business hours are limited to 8:00AM to 6:00PM Mondays to Fridays and statutory holidays shall be observed as

non-work days;

- iii) A maximum of one proprietor and one employee, involved in the repair of automobiles and equipment, are permitted;
- iv) There is to be no dumping or draining of deleterious materials on the site;
- v) No nuisances, noise, vibration, smoke, dust, odour, litter or heat may be produced outside of the confines of the accessory building;
- c) Signage shall be governed by the District of Lake Country Signage Regulation Bylaw 501, 2004 (as amended).
- d) This permit, issued as per Section 493 of the Local Government Act is valid for one 3-year period and, upon application and subsequent approval by Council, may be renewed only once for one additional period up to 3 years in duration;
- e) At the end of the term of this permit all uses on this property must revert back to uses permitted under the zoning bylaw of the day.

2. DEVELOPMENT

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

THIS IS NOT A BUILDING PERMIT

3. APPROVALS

Authorization passed by Council on the __4__ day of __March_____, 2025.

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

4. EXPIRY

Temporary Use Permit TUP00095 expires on the 4 day of __March__, **2028** .

Corporate Officer, Reyna Seabrook

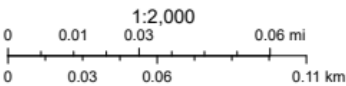
Location Map

District of Lake Country Map

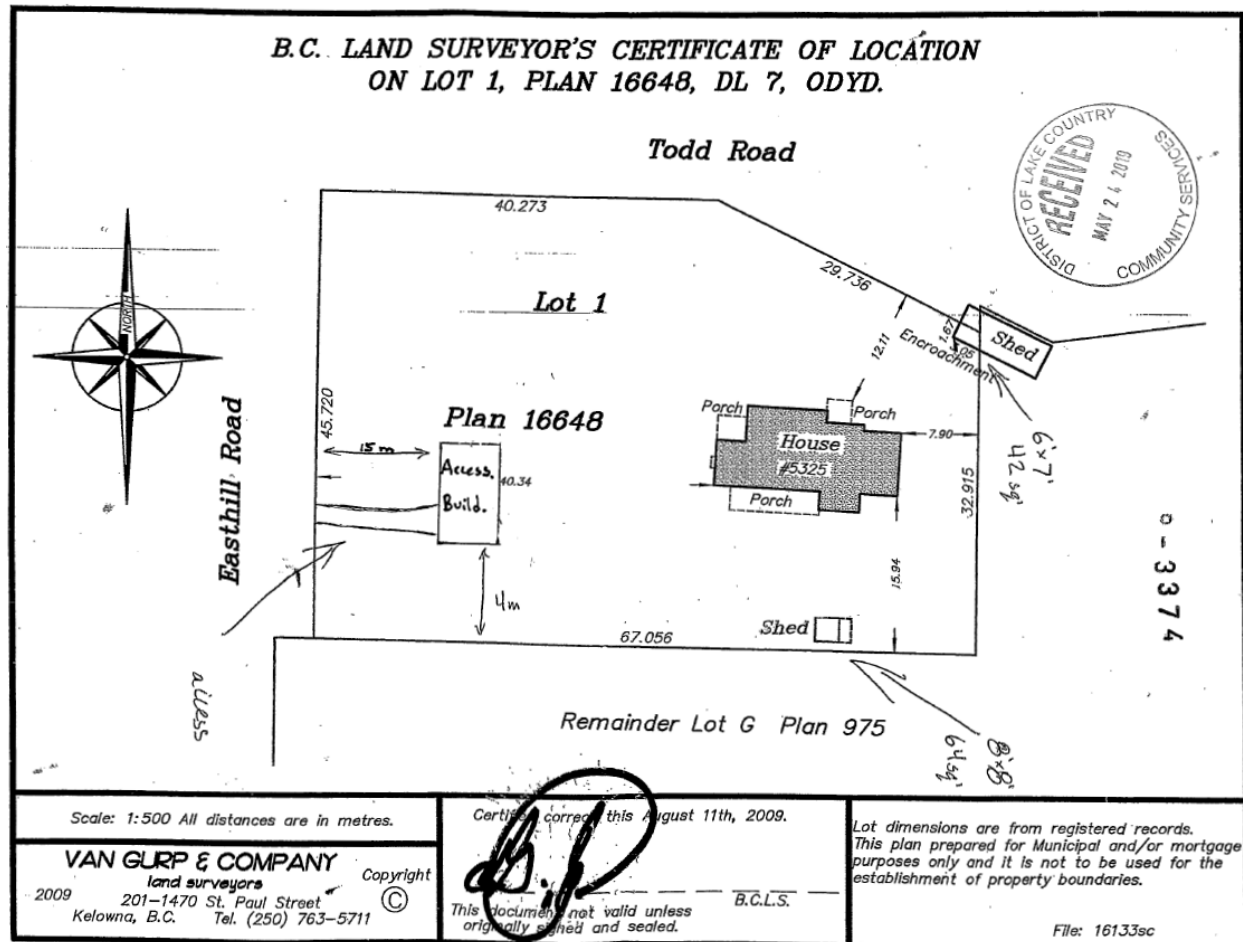


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- Building
- Streets
- Streams
- Parcels
- Street
- Stream
- Lake Country Boundary



Site Plan



To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

Prepared by: Jason Tran, Planner
Department: Planning and Development

Title: Zoning Amendment Bylaw 1268, 2025 | Z0000340 | Lot 11 – 18451 Crystal Waters Road
Description: Zoning Amendment to facilitate a bare land strata subdivision of an existing parcel zoned DC5 – Direct Control 5 (Crystal Waters)

RECOMMENDATION

THAT Zoning Amendment (Z0000340) Bylaw 1268, 2025 be read a first, second and third time.

EXECUTIVE SUMMARY

The applicant proposes to amend the DC5 – Direct Control 5 (Crystal Waters) zone to allow a bare land strata subdivision of Lot 11 – 18451 Crystal Waters Road.

The Official Community Plan (OCP) designates the property Urban Residential. The proposed Zoning Bylaw amendment is consistent with the OCP.

There is an existing duplex on the subject property. The proposed amendment would permit Lot 11 to be subdivided, creating two separate bare land strata lots with individual titles. The existing density permitted would be maintained.

Staff supports the proposed Zoning Amendment Bylaw.

DISCUSSION/ANALYSIS

Summary Information			
Application Type	Zoning Text Amendment Bylaw		
File Number:	Z0000340	Folio/Roll #:	02053.060
Legal Description:	STRATA LOT 11 DISTRICT LOT 5237 & 5238 SECTION 24 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAS2946		
PID	026-545-306		
Civic Address:	11 - 18451 CRYSTAL WATERS Rd		
OCP Designation:	Urban Residential		
Zoning Designation:	DC5 – Direct Control 5 (Crystal Waters)		
Land Use Contract	None		
ALR:	None		
Parcel Size:	499.9 m2 (0.12 acres)		
Water Supply:	Onsite private		
Sewer:	Onsite private		
Site Summary:	Zoning:	Use:	
North:	DC5 – Crystal Waters	Single family residential	
East:	P1 - Public Park and Open Space; DC5 – Crystal Waters	Rail Trail; Single family residential	
South:	RR3 – Rural Residential 3	Single Dwelling Housing	
West:	DC5 – Crystal Waters	Two-family residential	

Background

The residential development at 18450 Crystal Waters Road is a private bare land strata subdivision with on-site water and sewer servicing. The Crystal Waters strata is responsible for maintaining the service infrastructure. The application was initially received on Sep 19, 2024. An occupied duplex has existed on the subject property since 2011. (Attachment A – Location Map)

Site Context

The subject property is suburban in nature, with the Crystal Waters subdivision being located along the western shore of Kalamalka Lake and bisected by the Rail Trail. Highway 97 is located west of the strata subdivision, and parcels zoned RR3 - Rural Residential 3 lots are located to the south. The subject property is located approximately 150 metres from the District's northern municipal boundary. The Regional District of North Okanagan is just north of Crystal Waters subdivision. (Attachments A and B – Location & Orthophoto Map)

Official Community Plan

The OCP Future Land Use Designation for the subject property is Urban Residential. This designation aims to increase population density, enhance livability, and minimize conflicts between Urban Residential uses and adjacent parcels.

The OCP recommends that Urban Residential areas support single-family dwellings, duplexes, townhomes, and mobile homes. The proposed Zoning Bylaw amendment aligns with the Urban Residential designation by offering an alternative housing form to single-family residences.

Zoning Bylaw

The DC5 zone permits two-family (duplex) or single family residential uses on the subject property. The duplex has been occupied since 2011 on the bare land strata lot. The owner proposes to subdivide Lot 11 into two separate bare land strata parcels. Each proposed parcel would contain one-half of the duplex. The proposed subdivision would allow the owner to create separate titles for each duplex unit. The current DC5 zoning would not permit Lot 11 to be subdivided, unless text amendments to the zone are approved.

The Proposal (Attachment C – Plan of Survey)

The proposed Zoning Amendment Bylaw for proposed Lot 11 would:

- remove two-family residential as a principal use,
- reduce the shared Lot 11A, 11B site standards (0 m side yard setback),
- reduce the minimum lot area (243.3 m²), and
- maintain two-family lot coverage (60.7%).

TABLE 3: ZONING ANALYSIS

DC5 – Direct Control (Crystal Waters)	Current	Proposed
Principle Uses	<ul style="list-style-type: none"> • Zone: single family, two-family, and three-family residential • Lot 11: single family and two-family residential 	<ul style="list-style-type: none"> • Remove Lot 11 from two-family residential on strata lot
Site Coverage	<ul style="list-style-type: none"> • 50% for single family • 62% for 2 and 3 family lots 	<ul style="list-style-type: none"> • Lot 11: 60.7%
Minimum Lot Area	<ul style="list-style-type: none"> • 450 m² 	<ul style="list-style-type: none"> • Lot 11: 243.3 m²
Height	<ul style="list-style-type: none"> • 9.5m / 2 ½ storeys 	<ul style="list-style-type: none"> • No change
Front Yard	<ul style="list-style-type: none"> • 2 m 	<ul style="list-style-type: none"> • No change
Side Yard	<ul style="list-style-type: none"> • 1.5 m 	<ul style="list-style-type: none"> • Lot 11: 0 m
Rear Yard	<ul style="list-style-type: none"> • 1.5 m 	<ul style="list-style-type: none"> • No change

The proposed amendment would maintain the number of dwelling units permitted (two) on Lot 11 but allow each unit to be located on a separate bare land strata parcel. (Attachment C and D)

Applicable legislation

Section 464 (3) of the *Local Government Act* requires that local government must not hold a public hearing on a proposed zoning bylaw if:

- a. an official community plan is in effect for the area that is the subject of the zoning bylaw,
- b. the bylaw is consistent with the official community plan,
- c. the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
- d. the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development

Impacts on infrastructure, services or staff capacity

There are no concerns with this application for a Zoning Text Amendment Bylaw.

Staff supports the proposed Zoning Amendment Bylaw. (Attachment E – Draft Zoning Amendment Bylaw 1268, 2025)

FINANCIAL IMPLICATIONS

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

COMMUNICATION

Referrals were sent out on October 7th, 2024. All the referrals' comments were "No concern" except for one from BC Hydro, which will require a Right of Way from the owners.

Ministry of Transportation has no concern, and Preliminary Approval is granted for the rezoning for one year pursuant to Section 52(3)(a) of the Transportation Act.

ALTERNATE RECOMMENDATION(S)

- A. THAT Zoning Amendment (Z0000340) Bylaw 1268, 2025 not be read a first, second and third time and the file closed.
- B. THAT Zoning Amendment (Z0000340) Bylaw 1268, 2025 be deferred pending additional information as identified by Council.

Respectfully Submitted.

Jason Tran, Planner

Report Approval Details

Document Title:	Zoning Amendment Bylaw - Z0000340 - 11 - 18451 CRYSTAL WATERS RD.docx
Attachments:	<ul style="list-style-type: none"> - Attachment A - Z0000340 - Location Map.pdf - Attachment B - Z0000340 - Orthophoto Map.pdf - Attachment C - Z0000340 - Plan of Survey.pdf - Attachment D - Z0000340 - Drone Views.pdf - Attachment E - Draft Zoning Amendment Bylaw 1268 2025.pdf
Final Approval Date:	Feb 27, 2025

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

Carie Liefke, Manager of Current Planning - Feb 24, 2025 - 12:49 PM

Jeremy Frick, Director of Development Approvals - Feb 25, 2025 - 10:43 AM

Steven Gubbels, Development Engineering Manager - Feb 25, 2025 - 2:22 PM

Reyna Seabrook, Director of Corporate Services - Feb 26, 2025 - 9:37 AM

Paul Gipps, Chief Administrative Officer - Feb 26, 2025 - 9:51 AM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 27, 2025 - 11:26 AM

Location Map



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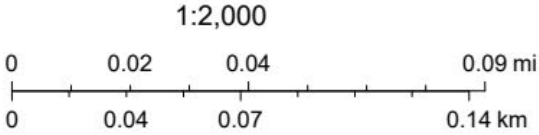
- Building

Streams
- Parcels

Stream
- Streets

Lakes
- Street

Lake Country Boundary
- Highway



Orthophoto Map



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Parcels

Easements

Streets

Street

Lakes

Lake Country Boundary

Street Names 502-1001

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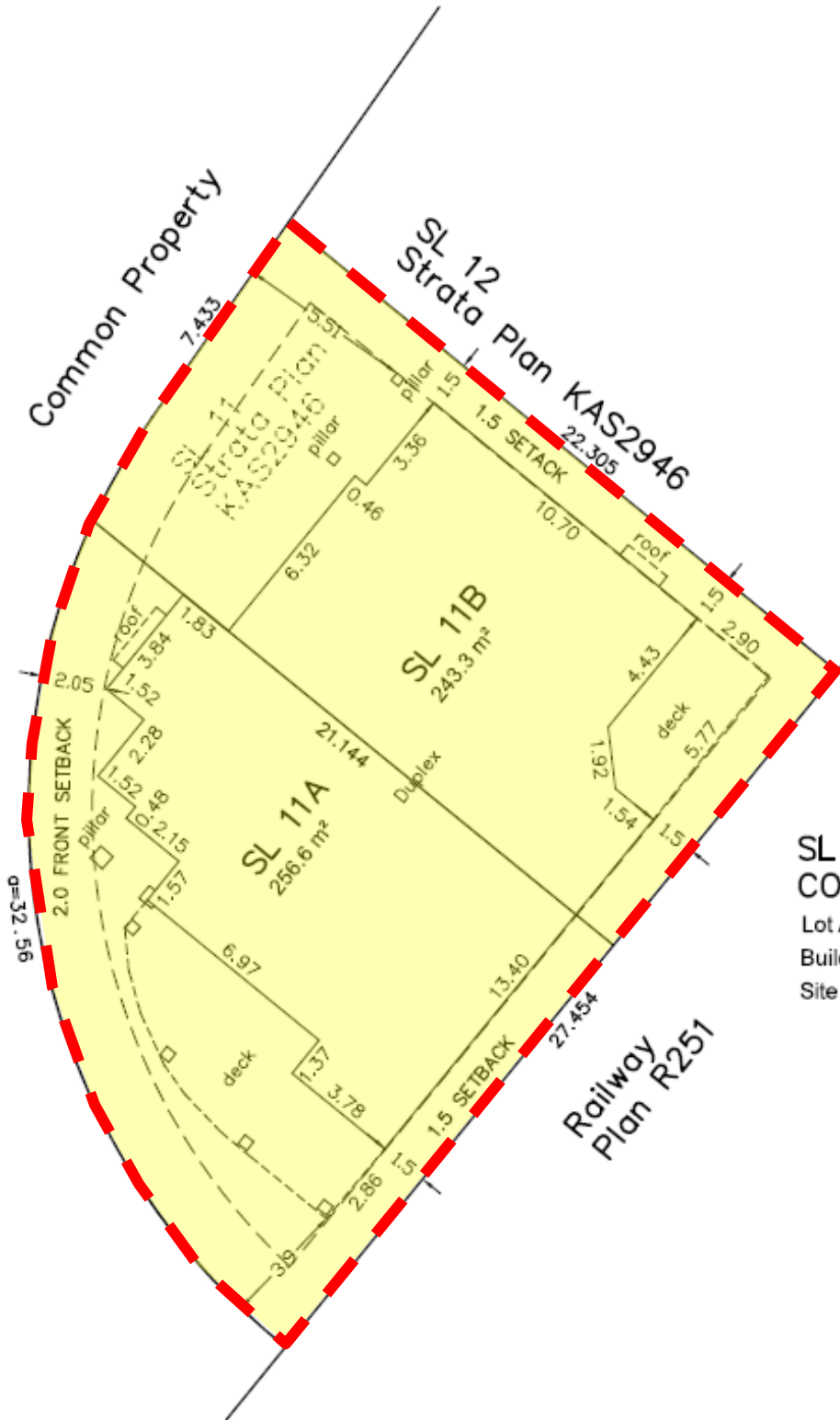
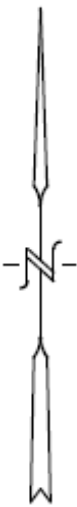
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District of Lake Country Online Mapping System

District of Lake Country

Plan of Survey



Subject Property:
11 – 18451 Crystal Waters Road

SL 11A COVERAGE	SL 11B COVERAGE
Lot Area = 256.6 m²	Lot Area = 243.3 m²
Building Area = 155.8 m²	Building Area = 134.5 m²
Site Coverage = 60.7%	Site Coverage = 55.3%

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Drone Views



DISTRICT OF LAKE COUNTRY

BYLAW 1268, 2025

A BYLAW TO AMEND ZONING BYLAW 561, 2007

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

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

1.1. Section 19.5. DC5 – Direct Control 5 (Crystal Waters) is amended by:

- (a) in subsection 19.5.2(b) Principal Uses, deleting the lot number “11”;
- (b) in subsection 19.5.4(a)(ii) Side Setback, adding the following section immediately after section b.:
“c. Notwithstanding 19.5.4.(a)(ii)a. the Residential Shared Side Setback on Strata Lot 11, Plan KAS2946 ODYD is 0 metres”
- (c) in subsection 19.5.4(b) Minimum Lot Area, adding the following immediately after section (i):
“(ii) Notwithstanding 19.5.4.(b)(i) the Minimum Lot Area is 243 square metres on strata lot 11, Plan KAS2946 ODYD”
- (d) in subsection 19.5.4(d) Maximum Lot Coverage, adding the following immediately after section (iii):
“(iv) Notwithstanding 19.5.4.(d)(i), the Maximum Lot Coverage is 61% on strata lot 11, Plan KAS2946 ODYD”.

2. This bylaw may be cited as “Zoning Amendment (Z0000340) Bylaw 1268, 2025”.

ADVERTISED on the 20th and 27th days of February, 2025 that the Public Hearing was Prohibited pursuant to the provisions of Sections 464(3), 464(4), and 467 of the Local Government Act

READ A FIRST TIME this xx day of xxx, 2025.

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

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

Certified correct at third reading.

Dated at Lake Country, B.C.

Director of Corporate Services

RECEIVED the approval of the Ministry of Transportation this ____ day of _____, 2025.

Ministry of Transportation and Infrastructure

ADOPTED this xx day of xxx, 2025.

Dated at Lake Country, BC

Director of Corporate Services

DRAFT

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

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

Title: Zoning Amendment Bylaws 1261, 2025 & 1259, 2025 | Z0000269 & Z0000274 | Lot 63 & 64 Tyndall Road
Description: Servicing Update related to Rezoning Applications proposing RU1 – Small-Scale Multiple Housing on the Lot 63 and 64 Tyndall Road.

RECOMMENDATION

THAT Zoning Amendment (Z0000269) Bylaw 1261, 2025 be read a second and third time;
AND THAT Zoning Amendment (Z0000274) Bylaw 1259, 2025 be read a second and third time.

EXECUTIVE SUMMARY

Applications have been submitted to rezone Lot 63 and Lot 64 Tyndall Road to RU1 - Small-Scale Multiple Housing. The subject properties are located west of Tyndall Road; both properties are within the urban containment boundary of the Official Community Plan (OCP) and have been designated as Urban Residential. The rezoning applications are consistent with the OCP, and rezoning the land (along with the subsequent development) would help achieve the OCP policy objectives related to the environment, growth, infill development, and housing.

The rezoning applications, Bylaw 1261 and Bylaw 1259, were granted first reading on January 21, 2025, with a request from Council that an update on subdivision servicing requirements be provided at a future meeting. Staff have reviewed the engineering requirements and concerns raised by Council and the public regarding servicing in the area to prepare this update.

Staff are, and will continue to, advanced development in the Tyndall - Nighthawk - Okanagan Centre West areas in a comprehensive manner to ensure properties in the area are adequately serviced now and into the future. Infrastructure concerns regarding access, storm drainage, sewer, water, roads, etc. have been identified by staff and are working with engineering consultants to develop the appropriate servicing designs.

In addition, the standard subdivision review process, as identified through Provincial legislation (i.e. *Local Government Act*, *Land Title Act*, etc.) and District of Lake Country bylaws, must be followed by the District Approving Officer. Requirements of the subdivision process include, but is not limited to ensuring a subdivision proposal meets objectives and guidelines of the Official Community Plan to ensure the development fits into the surrounding neighbourhood, and servicing requirements of the Subdivision and Development Servicing Bylaw to ensure that matters such as sewer, water, drainage, roads, etc. are sufficient. These requirements are first managed by Council while setting the bylaw standards for the community, then these requirements are administered by the Approving Officer (and subdivision team) during a subdivision application.

The current rezoning applications (Z0000269 & Z0000274) are being presented to Council to determine if the requested RU1 - Small-Scale Multiple Housing zone is the best use for the subject properties (Lot 63 and Lot 64). Based on the objectives and guidelines of the adopted Official Community Plan, it is recommended that Council grant second and third reading to Bylaw 1259 and Bylaw 1261.

BACKGROUND

Property 1 - Information		
Civic Address:	Lot 63 Tyndall Road	
Application Type	Zoning Bylaw Amendment	Application Date: 2021-05-25
Folio/Roll #:	2215.000	
PID & Legal Description	LOT 63 SHOWN ON PLAN B13454 SECTIONS 9 AND 16 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 521 EXCEPT PLAN H18660	
OCP Designation:	Urban Residential	
Zoning Designation:	Current: RR1-Rural Residential 1 Proposed: RU1 – Small-Scale Multiple Housing	
ALR:	N/A	
Parcel Size:	3.7 ha/9.16 ac	
Development Permit Areas:	(4) Multiple Unit, Stability Erosion and Drainage Hazard, Natural Environment, Wildfire	
Water Supply:	Lake Intake	
Sewer:	Current: N/A Proposed: Municipal Sewer	

Property 2 - Information		
Civic Address:	Lot 64 Tyndall Road	
Application Type	Zoning Bylaw Amendment	Application Date: 2022-09-16
Folio/Roll #:	2216.000	
PID & Legal Description	LOT 64 SHOWN ON PLAN B13454; SECTIONS 9 AND 16 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 521 EXCEPT PLANS H18660 AND KAP70483	
OCP Designation:	Urban Residential	
Zoning Designation:	Current: RR2 – Rural Residential 2 Proposed: RU1 - Small-Scale Multiple Housing	
ALR:	N/A	
Parcel Size:	~2.41 Hectares / 5.97 Acres	
Development Permit Areas:	(4) Multiple Unit, Drainage Hazard, Natural Environment, Wildfire	
Water Supply:	Lake Intake	
Sewer:	Current: NA Proposed: Municipal Sewer	

DISCUSSION/ANALYSIS

It is in the best interests of the community that the District ensure that developments within the District, including the Tyndall - Nighthawk - Okanagan Centre West areas, be designed in a comprehensive manner to help ensure that a complete community would prevail. Therefore, when reviewing potential areas for growth, staff look at various attributes, such as access, egress, storm drainage, sewer services, water infrastructure and lot configurations, prior to providing recommendations to Council on land use changes.

Future Infrastructure, Services and Utilities

Staff had previously identified that there are servicing challenges for future development in the area that includes Lot A EPP122594 (formerly Lots 61 & 62) and Lots 63-66 Plan 521 in the Tyndall Road/Nighthawk road area (Figure 1). In anticipation of development in this area, staff had Urban Systems prepare a Tyndall Road Stormwater Servicing plan to identify high level options for stormwater management. This report identified potential stormwater corridors and outfalls, which in turn provided options for overall servicing and road alignments. These parcels are reliant on each other to provide servicing solutions, and staff have provided information to the consultants involved so all parties can work together toward a holistic solution to ensure that development in the area can be completed in a comprehensive manner that makes sense for the long-term interests of the District and the community as a whole.

As part of the future subdivision application process for any of the identified lots (Figure 1), applications would be circulated to internal and external agencies to receive comment, including but not limited to seeking comments from the Lake Country Fire Department. For a development of this type, the subdivision team would work closely with the various departments and agencies to ensure any of their concerns are considered. The responses received from the referral process would be provided back to applicants to assist them in their detailed engineering designs for the proposed subdivision.

While evaluating each application, the Approving Officer must not consider registering a subdivision unless the development:

- Demonstrates a safe road network with adequate access and egress that is designed and constructed to meet all District bylaws, and that has been reviewed by the Lake Country Fire Department. This may include a holistic road network plan that is not limited to any one lot.
- Has a storm system that safely conveys stormwater, and that is designed in accordance with all District bylaws and provincial regulations for drainage quality and quantity.
- Can be serviced with community sanitary sewer and water. A combined servicing plan with other developments in the area may be required to prove each individual development can be adequately serviced.
- Addresses geotechnical concerns through professional reporting that makes recommendations on slope stability and protected areas near steep slopes. This may include the registration of no build/no disturb covenants in areas of concern.

This is not necessarily a complete list of subdivision requirements, but at a minimum, a future subdivision plan on any of these lots cannot be registered until all these items are addressed in detail to the satisfaction of the District. It is noted that District staff have not identified any additional servicing requirements that need to be placed as a condition of rezoning, and are confident that any requirements can be satisfied through the regular subdivision process.

FINANCIAL IMPLICATIONS

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

COMMUNICATION

- Internal and external referrals were circulated for these applications.
- The *Local Government Act (Section 467)* prohibits a public hearing to be held for these applications. Public notifications (advertising and surrounding property owner letters) were circulated in accordance with the *LGA* in January 2025.
- The Applicant completed neighbourhood consultation, in accordance with the Districts procedures bylaw, in January 2025.

ALTERNATE RECOMMENDATION(S)

- A. THAT Zoning Amendment (Z0000269) Bylaw 1261, 2025 not be read a second or third time and the file be closed.
THAT Zoning Amendment (Z0000274) Bylaw 1259, 2025 not be read a second or third time and the file be closed.
- B. THAT Zoning Amendment (Z0000269) Bylaw 1261, 2025 be deferred pending receipt of additional information as identified by Council.
THAT Zoning Amendment (Z0000274) Bylaw 1259, 2025 be deferred pending receipt of additional information as identified by Council.

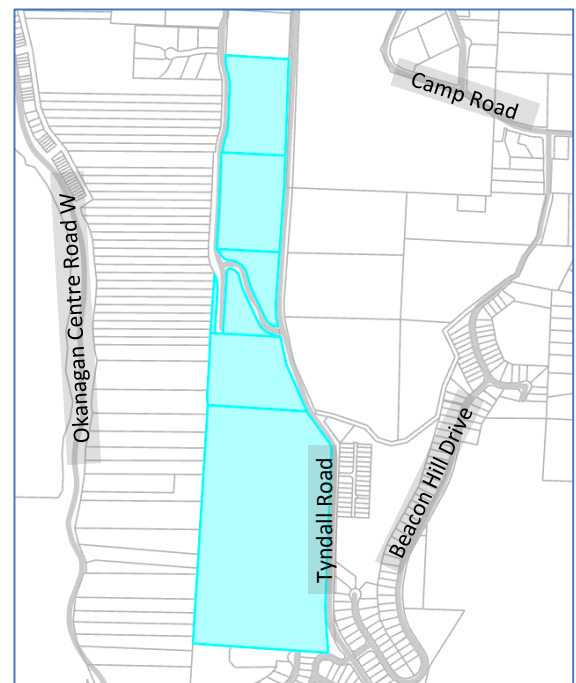


Figure 1: Tyndall Road/Nighthawk Road Area

Respectfully Submitted,
Carie Liefke, Manager of Current Planning

Report Approval Details

Document Title:	Z0000269 and Z0000274 - Zoning Amendment for Lot 63 and 64 Tyndall Road - Servicing Update.docx
Attachments:	
Final Approval Date:	Feb 27, 2025

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

No Signature found

Carie Liefke, Manager of Current Planning - Feb 25, 2025 - 12:40 PM

No Signature found

Steven Gubbels, Development Engineering Manager - Feb 25, 2025 - 4:33 PM

No Signature found

Jeremy Frick, Director of Development Approvals - Feb 26, 2025 - 4:22 PM

Reyna Seabrook, Director of Corporate Services - Feb 27, 2025 - 8:59 AM

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 - Feb 27, 2025 - 12:04 PM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 27, 2025 - 12:16 PM

DISTRICT OF LAKE COUNTRY

BYLAW 1261, 2025

A BYLAW TO AMEND ZONING BYLAW 561, 2007

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

District of Lake Country Zoning Bylaw 561, 2007 is hereby amended by changing the zoning classification of:

LOT 64 SHOWN ON PLAN B13454; SECTIONS 9 AND 16 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT
PLAN 521 EXCEPT PLANS H18660 AND KAP70483

From: RR1– Rural Residential 1

To: RU1 – Small-Scale Multiple Housing

As shown on Schedule A as Area ‘A’, attached to and forming part of this bylaw.

This bylaw may be cited as “Zoning Amendment (Z0000269) Bylaw 1261, 2025”.

ADVERTISED on the 9th and 16th days of January 2025 that the Public Hearing was prohibited pursuant to
Section 467 of the *Local Government Act*.

READ A FIRST TIME this 21st day of January, 2025.

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

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

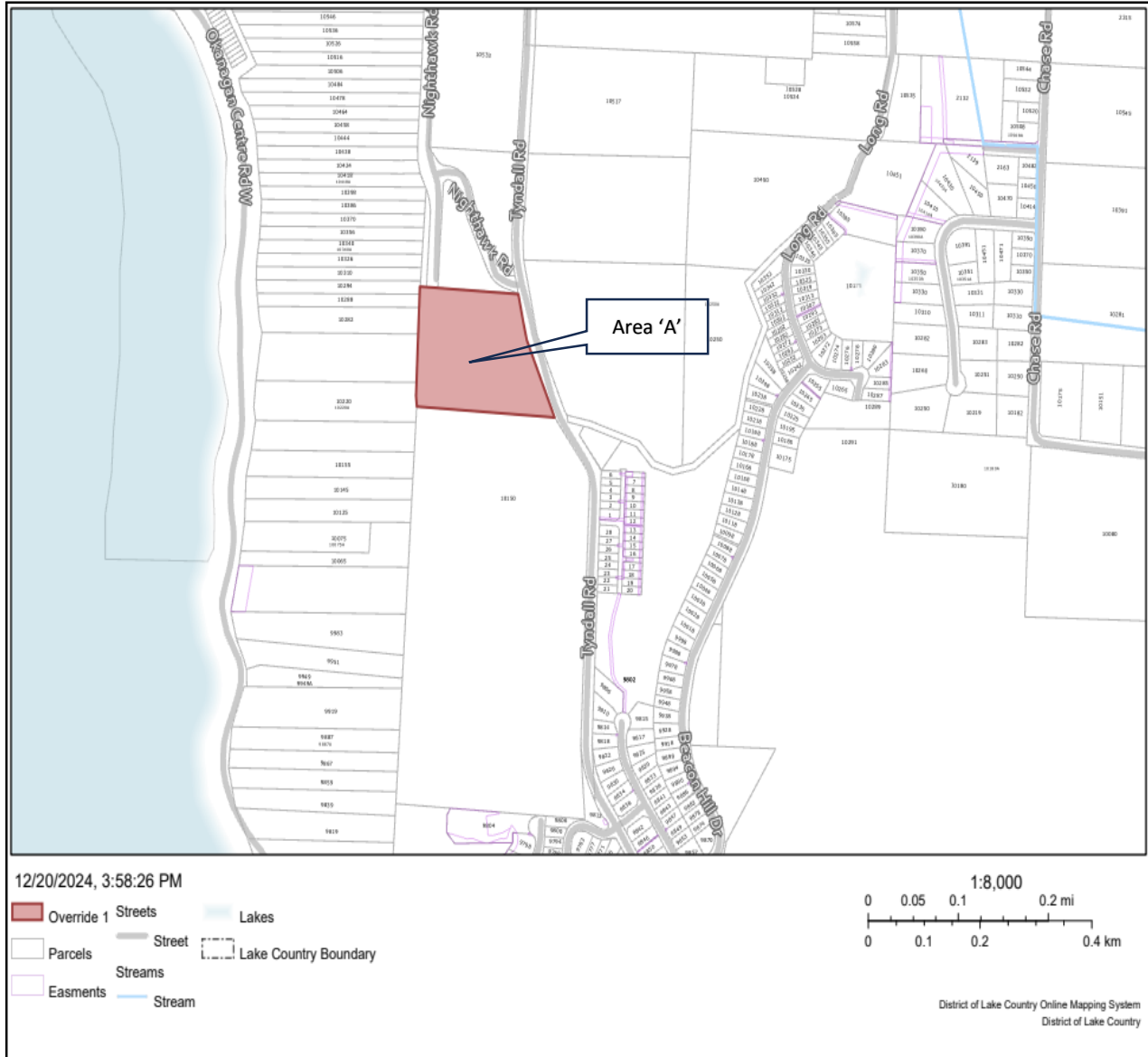
ADOPTED this xx day of XXX, 2025.

Mayor

Corporate Officer

Schedule A to Bylaw 1261, 2025

Lot 64 Tyndall Road - Zoning



DISTRICT OF LAKE COUNTRY

BYLAW 1259, 2025

A BYLAW TO AMEND ZONING BYLAW 561, 2007

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

District of Lake Country Zoning Bylaw 561, 2007 is hereby amended by changing the zoning classification of a portion of:

LOT 64 SHOWN ON PLAN B13454; SECTIONS 9 AND 16 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT
PLAN 521 EXCEPT PLANS H18660 AND KAP70483

From: RR2 – Rural Residential 2

To: RU1 – Small-Scale Multiple Housing

As shown on Schedule A as Area 'A', attached to and forming part of this bylaw.

This bylaw may be cited as "Zoning Amendment (Z0000274) Bylaw 1259, 2025".

ADVERTISED on the 9th and 16th days of January 2025 that the Public Hearing was prohibited pursuant to Section 467 of the *Local Government Act*.

READ A FIRST TIME this 21st day of January, 2025.

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

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

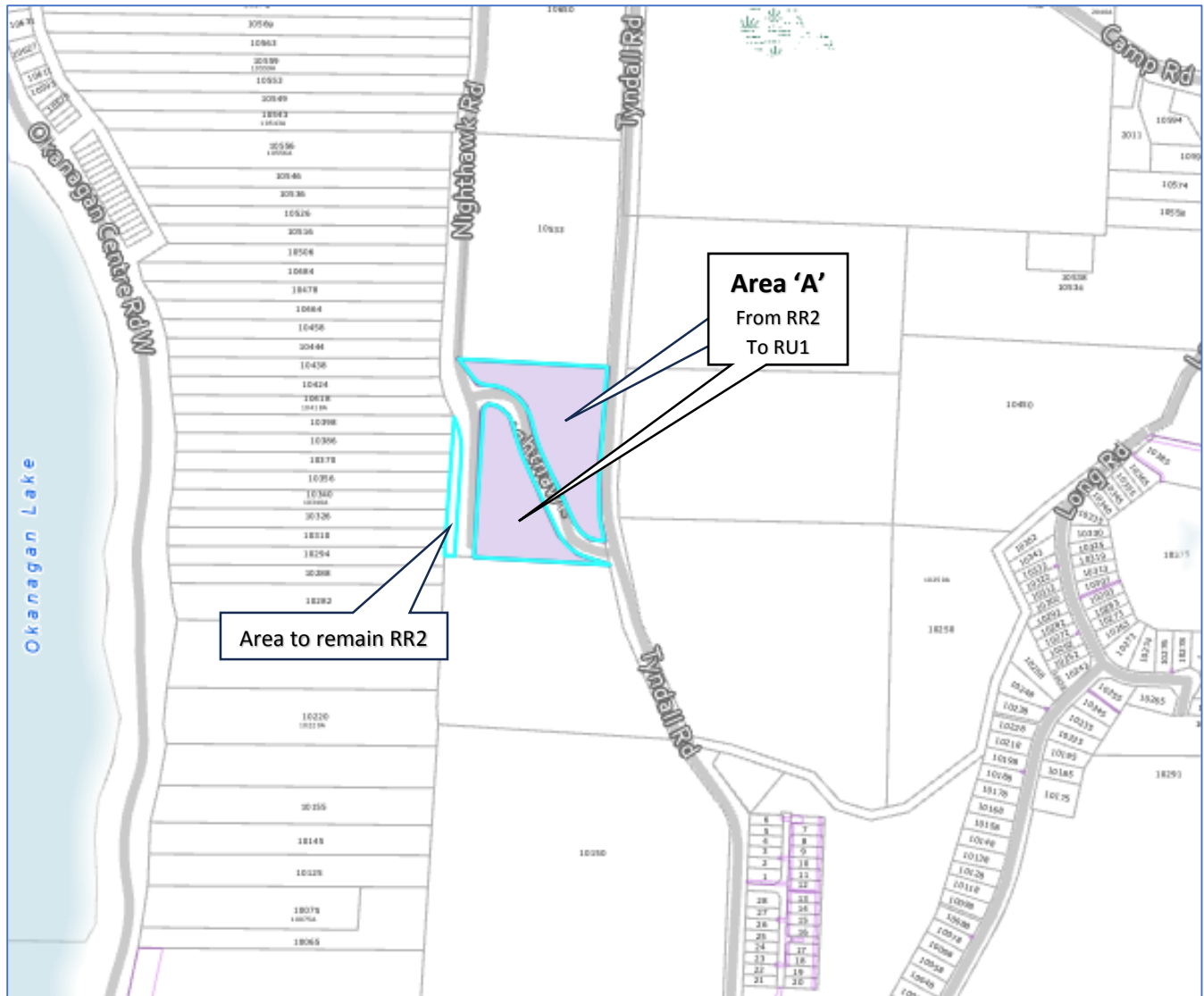
ADOPTED this xx day of XXX, 2025.

Mayor

Corporate Officer

Schedule A to Bylaw 1259, 2025

Lot 64 Tyndall Road – Zoning



To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

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

Title: Canada Cultural Spaces Fund
Description: Canada Cultural Spaces Fund Grant Application

RECOMMENDATION

THAT a grant application to the Canada Cultural Spaces Fund, Department of Canadian Heritage to fund \$98,000 of the total project cost of \$200,000 for the purchase and installation of a sound system for the Creekside Theatre, be supported;
AND THAT if successful, the remaining portion of the project in the amount of \$102,000 be funded from Facilities Renewal Reserve;
AND THAT if successful, the 2025 Financial Plan be amended to include the receipt and expenditure of the grant funding.

EXECUTIVE SUMMARY

The Canada Cultural Spaces Fund (CCSF), administered by the Department of Canadian Heritage, Government of Canada, aims to improve the physical conditions of arts and heritage cultural spaces for creation, collaboration, presentation, preservation, and exhibition. It also focuses on increasing and improving access for Canadians, including Indigenous, under-represented, and equity groups, to arts and heritage cultural spaces within their communities. The CCSF supports these objectives through the creation of planning and design documents, feasibility studies, or facility assessments for the construction or renovation of arts or heritage spaces. Additionally, it funds the purchase of specialized equipment and the construction or renovation of arts and heritage cultural spaces, ensuring that these spaces are operated in a manner consistent with professional standards.

To be eligible for funding from the CCSF, the project must be the:

- purchase and/or renovation of an arts or heritage space;
- purchase and installation of specialized equipment for an arts or heritage space;
- completion of infrastructure planning projects, design documents, feasibility studies, or facility assessments for the renovation or construction of an arts or heritage space;
- construction of an arts or heritage space.

DISCUSSION/ANALYSIS

The District will be applying to the Department of Canadian Heritage for funding through the Canada Cultural Spaces Fund to purchase and install sound equipment for the Creekside Theatre. The Creekside Theatre requires new sound equipment, as the current system is over 26 years old. The District has encountered multiple issues, including two instances where the sound system failed during live shows—once due to a malfunctioning amp and another time because of a broken soundboard. Upgrading the sound equipment is critical to ensuring smooth and reliable performances for both artists and audiences.

The project has faced delays for the past two years, primarily due to challenges with funding capacity. However, securing funding through the Canada Cultural Spaces Fund will allow the project to proceed in 2026. To further reduce the financial burden on taxpayers, the District of Lake Country collects Capital Improvement Fees (CIF) from

all users of the space. This revenue has grown significantly in recent years, from approximately \$8,000 to around \$17,000 annually, as a result of the increase in programming. Five years ago, the CIF was used to reduce the cost of the LED lighting upgrade at the Theatre. The CIF will be used to offset the cost of the sound system upgrade, reducing the impact on taxation.

Impacts on infrastructure, services or staff capacity

District staff will manage the application, administration and delivery enhancements under the Canada Cultural Spaces Fund.

Consultation and Communication

The application for the Canada Cultural Spaces Fund requires a certified Council resolution and has been reviewed and approved by the CAO and senior staff. Staff from Finance & Administration and Parks Recreation Culture & Facilities have been consulted on this grant application.

FINANCIAL IMPLICATIONS

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

The total cost of the project for purchasing and installing the sound system at Creekside Theatre is \$200,000. If approved, funding from the Canada Cultural Spaces Fund will help cover a portion of the costs, with the remaining amount to come from the Facilities Renewal Reserve.

COMMUNICATION

This application was referred to the CAO and internal departments.

ALTERNATE RECOMMENDATION(S)

THAT the application to the Canada Cultural Spaces Fund be referred back to staff for additional information as identified by Council.

Respectfully Submitted.

Lauren Sanbrooks, Grant Funding Specialist

Report Approval Details

Document Title:	Canada Cultural Spaces Fund.docx
Attachments:	
Final Approval Date:	Feb 24, 2025

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

Trevor James, CFO, Director of Finance & Administration - Feb 24, 2025 - 11:07 AM

Matt Vader, Director Parks, Recreation and Culture - Feb 24, 2025 - 11:16 AM

Reyna Seabrook, Director of Corporate Services - Feb 24, 2025 - 11:23 AM

Paul Gipps, Chief Administrative Officer - Feb 24, 2025 - 11:45 AM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 24, 2025 - 12:10 PM

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

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

Title: Local Government Infrastructure Planning Grant
Description: To consider Infrastructure Planning projects eligible for a grant application up to \$10,000 each

RECOMMENDATION

THAT an application to the Ministry of Municipal Affairs Local Government Infrastructure Planning Grant Program for the following infrastructure planning projects, in order of priority, be supported in the amount of up to \$10,000 for each project:

1. Flood Management Bylaw project;
2. Eldorado Hydrogeneration Facility Expansion; and
3. Subdivision and Development Services Bylaw - Update;

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

EXECUTIVE SUMMARY

The Local Government Infrastructure Planning Grant Program ("Program"), funded by the Ministry of Municipal Affairs (the "Ministry"), assists local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, protect the natural environment while strengthening local and regional economies.

Grants of up to \$10,000 per project are available to assist local governments in developing or enhancing long-term comprehensive plans, including but not limited to asset management plans, integrated stormwater management plans, water master plans, and liquid waste management plans. These grants can be used for a variety of activities that assess the technical, environmental, and/or economic feasibility of local government infrastructure projects. A certified Council resolution is required as part of the application.

Staff recommend submitting three projects for this intake which are detailed below. The Ministry conducts two rounds of review each year. While there is no limit on the number of applications that can be submitted per intake, only a limited number of projects will be selected for each round. Unselected projects will be carried over to the next intake for consideration.

Project selection is based on criteria that prioritize sustainability and resilience. Applications that demonstrate clear long-term planning, contribute to capital projects, and support ecological delivery, climate change adaptation, and community wellness are more likely to be approved.

DISCUSSION/ANALYSIS

Staff recommend that applications for three projects be submitted for this intake, with the understanding that only a limited number of projects will be selected for this round. Unselected projects will be rolled over to the fall intake. If a project is carried over to the subsequent intake, the project manager will assess whether it should remain in consideration or proceed without grant funding.

District staff will manage the applications, administration and delivery enhancements as required under the Program. Should one or all of the grants be successful, existing staff capacity will be used to implement the projects or, where required, consultants may be engaged depending on the project requirements.

The projects are listed in order of priority:

1. Flood Management Bylaw

A Flood Management Bylaw has been identified as a need for the District. The main objectives of this project are to establish a bylaw and regulations that designate flood plains, collate and consolidate all relevant legislation, policies, and guidelines into one document, and provide Flood Construction Levels (FCL). Additionally, the project aims to establish other flood-related specifications, including setbacks, design considerations, and usage guidelines for spaces located below the water table or FCL. This project has been identified as the first priority in the application submission. Should the application not be successful, staff will be using internal resources to undertake the project as they become available.

2. Eldorado Hydrogeneration Facility Expansion

Staff are planning to conduct an engineering assessment to explore the potential for expanding its existing green energy micro-hydrogeneration facility. The Eldorado 1.1 MW micro-hydrogeneration facility, constructed in 2009, has been supplying excess power to BC Hydro. Currently, approximately 30% of the water passing through the facility is used in the District's water distribution system, while the remaining water is redirected to a nearby watercourse via a bypass pipe, which has an approximate 100-meter elevation drop before reaching the watercourse.

The purpose of the assessment is to determine the feasibility of installing an additional power generator on the bypass pipe, thereby increasing green energy production for the BC Hydro grid. The District will collaborate with an electrical engineering consultant to evaluate options and assess the viability of this expansion.

3. Subdivision and Development Services Bylaw - Update

Staff have identified the need to review and update the Subdivision and Development Services Bylaw to ensure consistency with other regulations and bylaws and ensure a streamlined, efficient process is in place. The primary change will be to re-format the document to separate bylaw requirements from technical standards to provide clarity and make the bylaw easier to use. There will also be updates to ensure that technical specifications are consistent with current engineering practices and standards.

Smaller operational grants help offset internal costs and act as a strategic tool to assist larger projects. In addition, they provide an opportunity for the Ministry to become familiar with larger District projects that the smaller operational grants have supported, which may improve success of achieving larger, future grant funding.

ALTERNATE RECOMMENDATION(S)

THAT the proposed applications to the Ministry of Municipal Affairs Infrastructure Planning Grant be referred back to staff for additional information as identified by Council.

Respectfully Submitted.

Lauren Sanbrooks, Grant Funding Specialist

Report Approval Details

Document Title:	Local Government Infrastructure Planning Grant.docx
Attachments:	
Final Approval Date:	Feb 25, 2025

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

Trevor James, CFO, Director of Finance & Administration - Feb 24, 2025 - 10:23 AM

Reyna Seabrook, Director of Corporate Services - Feb 24, 2025 - 12:19 PM

Paul Gipps, Chief Administrative Officer - Feb 25, 2025 - 4:35 PM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 25, 2025 - 4:37 PM

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

Prepared by: Darren Lee, Fire Chief
Department: Protective Services

Title: 2025 Intake for the UBCM-CEPF for EOC Training and Equipment
Description: Application to the 2025 UBCM-CEPF for Emergency Operations Centre Training and Equipment

RECOMMENDATION

THAT the Regional District of the Central Okanagan (RDCO) 2025 grant application to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Emergency Operations Centre and Training Stream, be supported;
AND THAT the RDCO be authorized to apply for, receive and manage the grant funding on behalf of the District of Lake Country.

EXECUTIVE SUMMARY

The [Union of British Columbia Municipalities - Community Emergency Preparedness Fund](#) (UBCM-CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations, and communities in responding to various emergencies. This funding is provided by the Province of British Columbia and is administered by the Union of British Columbia Municipalities (UBCM).

With Councils approval, RDCO staff and/or contractors will make a joint application to the 2025 intake of the (UBCM-CEPF) under the Emergency Operations Centre Training and Supports stream for a combined amount of approximately \$240,000. The combined funding will support the RDCO Emergency Operations Centre staff training and RDCO Emergency Operations Centre equipment.

This funding will help pay for specific training and technology required to support staff during the activation of the RDCO Emergency Program and the RDCO Emergency Operations Centre. The RDCO Emergency Operations Centre is activated in support of site level operations during a Local State of Emergency.

DISCUSSION/ANALYSIS

RDCO Emergency Operations Centre staff training and supporting technology are vital components of the RDCO Regional Emergency Program. This program offers cooperative support to local governments during emergencies such as wildfires and floods.

In the aftermath of the 2023 Wildfire Season, it was imperative that knowledge, capacity, resources, and community resilience be enhanced for the benefit of all residents, businesses, and visitors throughout the RDCO. By combining the capacity of all the First Nations and local governments within the RDCO, the Emergency Operations Centre can deliver a high-level of service, over extended periods of time in support of emergency response and emergency recovery.

Impacts on infrastructure, services or staff capacity

An in-kind contribution of staff-time will be required to support training and/or the deployment of new technology and equipment.

Consultation and Communication

The planned application to 2025 intake for the UBCM-CEPF was discussed with leadership representing the regional partners within the RDCO Regional Emergency Program.

Applicable legislation, bylaws and policies

This application is in compliance with the [British Columbia Disaster and Emergency Response Act](#) which was passed into force by the Province of British Columbia in November of 2023. This application is also in compliance with [RDCO Emergency Management Program Bylaw 1444, 2019](#) which was last updated in July of 2019.

File Chronology

At the Regular Council Meeting on June 18, 2024, Council supported staff's recommendation that Regional District of Central Okanagan (RDCO) staff and/or contactors jointly apply for, receive and manage the 2024 intake for the UBCM-CEPF grant, under the Emergency Operations Centre Equipment and Training stream, on behalf of the District of Lake Country.

If Council approves this application to the UBCM-CEPF and it is successful, the 2025 funding will help pay for specific training and technology required to support staff during the activation of the RDCO Emergency Program and the RDCO Emergency Operations Centre.

FINANCIAL IMPLICATIONS

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

With Council's approval, RDCO staff and/or contractors will make a joint application to the 2025 intake of the (UBCM-CEPF) under the Emergency Operations Centre Training and Supports stream for an estimated combined amount of \$240,000. The cost of training services and equipment will be 100% funded. An in-kind contribution of staff-time will be required to support training and/or the deployment of new technology and equipment.

COMMUNICATION

The potential application to 2025 intake for the UBCM-CEPF was referred to District of Lake Country department leadership. The matter was also referred to leadership representing the regional partners within the RDCO Emergency Program.

ALTERNATE RECOMMENDATION(S)

THAT the 2025 Intake for the UBCM-CEPF for EOC Training and Equipment be referred back to staff for further information.

Respectfully Submitted.

Darren Lee, Fire Chief

Report Approval Details

Document Title:	UBCM-CEPF EOC Training and Equipment - 2025 Intake .docx
Attachments:	
Final Approval Date:	Feb 27, 2025

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

Lauren Sanbrooks, Grant Funding Specialist - Feb 25, 2025 - 11:06 AM

Trevor James, CFO, Director of Finance & Administration - Feb 25, 2025 - 7:14 PM

Paul Gipps, Chief Administrative Officer - Feb 26, 2025 - 9:48 AM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 27, 2025 - 11:23 AM

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

Prepared by: Kiel Wilkie, Capital Project Manager
Department: Infrastructure & Development Engineering

Title: Sanitary Sewer Regulations and Rates Amendment Bylaw 1270, 2025
Description: Bylaw amendments to repeal parcel taxes associated with the sanitary sewer system, along with various rate scenarios presented for Council's consideration.

RECOMMENDATION

THAT Sanitary Sewer Regulations and Rates Amendment Bylaw 1270, 2025 as shown on Attachment B (Option 1) of the Report to Council dated March 4, 2025, be read for a first, second, and third time.

EXECUTIVE SUMMARY

As part of the District's Liquid Waste Management Plan, staff reviewed all upcoming expenses related to capital improvements projects, renewal projects, operational costs, and the associated revenue required to fund these expenses. Currently, the District collects funds from the community to fund the sanitary sewer system through three methods: user fees included in quarterly utility bills and two parcel taxes—the Sewer Service Parcel Tax and the Wastewater Management Plan Parcel Tax (commonly referred to as the 'Environmental Levy').

User fees and the Sewer Service Parcel Tax are charged to properties that either use the sanitary sewer system or have access to it. In contrast, the Environmental Levy that is applied to all properties within the community. In the early phases of the District installing a sanitary sewer collection and treatment system, the District used these parcel taxes as a revenue source to repay a loan that matured in 2024, thus making the timing to evaluate these parcel taxes prudent. Additionally, the rationale for the Environmental Levy included the fact that even properties without direct sewer access still benefit from the system, as all septic waste is processed at the District's wastewater treatment plant.

Typical municipal practice is to recover utility service costs through utility billing, charging only those properties that directly benefit from the service. Staff propose transitioning to this approach by eliminating the parcel taxes and consolidating all costs for the operation, maintenance, and improvements of the sanitary sewer system into user fees collected through the utility billing process. Although this results in an increased user fee, the total annual amount paid by direct users would not significantly change, as parcel taxes would no longer apply.

A current single family home connected to or having access to the sanitary sewer system pays \$600 annually (\$75 Environmental Levy, a \$275 Sewer Service Parcel Tax and a \$250 user fee). This \$600 has not changed since 2015. Attachment A (Urban Systems memorandum, dated February 13, 2025) analyzes the guiding principles for financial stability in the sanitary sewer system, key funding assumptions, and the impacts of transitioning to a strictly user fee-based structure. This change would require a modest rate increase, and the memorandum outlines three rate options for Council's consideration:

Option 1: 4-Year Smoothed

This scenario gradually increases annual costs to connected properties over four years, rising from \$600 in 2024 to \$720 by 2028.

Option 2: Accelerated

This scenario implements a faster rate increase, raising annual costs from \$600 in 2024 to \$700 in 2025, and then to \$715 by 2028. The earlier increases result in a slightly lower final cost by 2028.

Option 3: 4-Year Smoothed with Multifamily Rate at 80%

Similar to Scenario 1, this option gradually increases rates over four years but includes a reduced rate for multifamily properties. To offset the reduced rate for multifamily users, non-multifamily customers would experience a greater rate increase.

Staff recommend Council adopt Scenario 1, as it allows rates to increase gradually over time and avoids disproportionately impacting non-multifamily users compared to multifamily users. Staff also suggest that Council consider waiting to implement a variable sewer rate system, which would allow for a more equitable rate structure rewarding users who discharge less sewage to the system.

Additionally, the proposed bylaw amendment includes a change to when new construction begins incurring sewer service charges. Under the amendment, fully connected user fees would commence at the time of occupancy rather than at the issuance of a building permit.

DISCUSSION/ANALYSIS

Staff proposes that Council consider transition funding for the sanitary sewer system by adopting a user fee structure collects all fees through the utility billing process. This following provides additional discussion and analysis of the proposed sanitary sewer billing structure, particularly for non-residential and non-stratified multifamily properties, and highlights differences from residential rates.

Non-Residential Properties: Non-residential properties (primarily commercial) are subject to an excess discharge fee based on their water consumption during the first quarter of the year. Since the fee's implementation in 2022, each excess discharge fee has been equal to the standard user fee. However, the proposed bylaw amendments recommend setting the excess discharge fee at 40% of the user fee. This percentage reflects the variable cost associated with collecting and treating the additional sewage. Charging at this rate ensures that these customers are not disproportionately impacted and keeps the increases to this customer type in proportion to the other users.

Non-Stratified Multifamily Properties: Non-stratified multifamily properties would face significant increases if the parcel taxes and users fees were combined into a single, larger user fee. Currently, these properties pay one parcel tax along with user fees based on the number of individual units. A substantial user fee increase in 2025 would likely have a disproportionate financial impact on these customers. To mitigate this, a phased approach is proposed to gradually increase user fees for this customer type over the next four years. This incremental adjustment allows this customers type time to adapt to the new fee structure.

FINANCIAL IMPLICATIONS

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

It is crucial that the services provided are supported by a robust financial plan to ensure the availability of funding for capital improvement projects, renewal initiatives, and operational costs as required. Staff analysis indicates that the current revenue collection methods for the sanitary sewer system are generally sufficient to meet the necessary revenue requirements. However, the existing approach collects funds from properties that do not directly benefit from the sanitary sewer system and was set up when a significant loan was required to create the system and provide overall community benefit in terms of less properties on septic as well as a septage acceptance facility.

Transitioning to a primarily user-based billing structure will necessitate a modest increase in sanitary sewer rates. These rate increases are detailed in the attached Urban Systems memorandum.

If Council wishes to implement a rate structure that offers reduced rates for multifamily properties, this adjustment would result in a larger increase for other customer categories. The impacts of this approach are outlined in Scenario 3 of the attached Urban Systems memorandum.

COMMUNICATION

If Council adopts one of the three proposed bylaw amendments, it will be essential for staff to implement a comprehensive communications strategy to ensure customers are informed about the changes and the rationale behind them. Initially, there may be a perception that fees related to the sanitary sewer system have increased significantly. In reality, while utility bills will be higher and property taxes lower, the total annual amount paid by property owners will not change significantly and for many properties the total tax bill will drop by the \$75 environmental levy with no other changes.

ALTERNATE RECOMMENDATION(S)

THAT Sanitary Sewer Regulations and Rates Amendment Bylaw 1270, 2025 as shown on Attachment C (Option 2) of the Report to Council dated March 4, 2025, be read for a first, second, and third time.

THAT Sanitary Sewer Regulations and Rates Amendment Bylaw 1270, 2025 as shown on Attachment D (Option 3) of the Report to Council dated March 4, 2025, be read for a first, second, and third time.

Respectfully Submitted.

Kiel Wilkie, Capital Project Manager

Report Approval Details

Document Title:	Sanitary Sewer Regulations Rates Bylaw Amendment and Sewer Parcel Tax Repeal .docx
Attachments:	<ul style="list-style-type: none"> - Attachment A - 2025-02-13 Liquid Waste Management Plan Financial Analysis.pdf - Attachment B-Sanitary Sewer Regulation and Rate Amending Bylaw 1270, 2025 OPTION 1.pdf - Attachment C-Sanitary Sewer Regulation and Rate Amending Bylaw 1270, 2025 OPTION 2.pdf - Attachment D-Sanitary Sewer Regulation and Rate Amending Bylaw 1270, 2025 OPTION 3.pdf
Final Approval Date:	Feb 24, 2025

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

Reyna Seabrook, Director of Corporate Services - Feb 21, 2025 - 11:06 AM

Trevor James, CFO, Director of Finance & Administration - Feb 24, 2025 - 9:11 AM

Paul Gipps, Chief Administrative Officer - Feb 24, 2025 - 12:30 PM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 24, 2025 - 2:49 PM

DATE: February 13, 2025
TO: Kiel Wilke, Capital Projects Manager
CC: Ehren Lee, Urban Systems
FROM: Joel Short, Urban Systems
FILE: 1577.0122.01
SUBJECT: Liquid Waste Management Plan Financial Analysis

1.0 INTRODUCTION

This memo sets out the results of a financial analysis on the District of Lake Country sewer system for the Liquid Waste Management Plan in the following sections:

- Finance Principles
- Background information
- Assumptions
- Results
- Conclusions

2.0 FINANCE PRINCIPLES

This section sets out the broad financing principles that guide the analysis. The five main guiding principles and relevant points are set out below:

1. Sewer service is self funding:
 - Sewer service should be self-funding – it should not receive funding from other services.
 - Achieve full cost recovery by those directly benefiting from the service.
 - Paid by those predominantly benefiting from the community sewer system.
2. Growth pays for growth:
 - Development pays for improvements and future works required to service development.
 - The portion of projects required for growth are allocated to growth.
 - Costs are generally recovered through Development Cost Charges, but infrastructure is also built by developers, or paid for directly up front by developers.
3. Sewer Retrofit through Local Service Areas:
 - Sewer retrofit of existing neighbourhoods will be considered through a Local Service Area process; areas include:
 - Oyama existing neighbourhoods (Cornwall, Isthmus area)
 - Winfield unserviced areas (Bond, Kelvern, Winview, Pretty, Mountview)
 - The area that benefits pays for the sewer extension.
 - Paid for through local service area process.
 - Sewer retrofit projects will depend on grants to proceed.
 - Timing for these Local Service Area projects is after the WWTP upgrades and a long-term effluent disposal option is secured.

4. Septage facility is funded as a regional service:
 - Septage facility is self funded as a Regional service, and is not subsidized by the Lake Country Sewer Utility.
 - Full cost recovery funded by the District of Lake Country charging the Regional District which covers costs by charging septage haulers, and haulers charge users to cover tipping charges.
5. Stormwater funded with mobility:
 - Stormwater operations, maintenance and capital projects will not draw on sewer revenues.
 - Most stormwater components are ditches along roadways and drainage associated with curb & gutter usually along sidewalks.
 - Stormwater is considered as part of the mobility network.
 - Separate from the LWMP and sewer function.
 - Projects identified through Storm Water Master planning process are funded under General Revenue and Transportation Parcel Tax.

3.0 BACKGROUND INFORMATION

This memo is based on background information drawn from the following:

- District of Lake Country Liquid Waste Management Plan Stage 1 / 2 Report Final Draft August 2022.
- District of Lake Country Development Cost Charge Bylaw Background Report March 2016, along with coordination with current update to DCC bylaw.
- District Of Lake Country Financial Plans, Financial Statements and Annual Reports 2020, 2021, 2022, 2023
- District of Lake Country Sanitary Sewer Regulation and Rate Bylaw 1176, 2022 Consolidated Version.
- District of Lake Country Sewer Service Parcel Tax Bylaw 98-224 Consolidated Version.
- Lake Country Sewer Service Parcel Tax Amendment Bylaw 918, 2015.
- District of Lake Country Wastewater Management Plan Parcel Tax Bylaw 98-182.
- Information provided by the District of Lake Country Finance Department including details on the Sewer revenues and expenditures and numbers of users who pay user fees and parcels that pay parcel taxes.
- Information provided by the District of Lake Country Engineering on estimates of timing for capital projects and current system parcels and users.

Currently the Liquid Waste Management system in Lake Country is funded through the following main sources:

- Sewer Parcel Tax
 - Originally established to pay for the initial Sewage Treatment System debt that retires in 2024.
 - Applies to about 3,400 parcels that are connected or could be connected to the Sewage Treatment System.
 - Currently set at \$275 per year per parcel.

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- Environmental Levy
 - Originally established to ensure that all parcels in Lake Country help pay for the benefit of a community Sewage Treatment System.
 - Applies to all parcels ~6,300 in Lake Country.
 - Currently set at \$75 per year per parcel.
- User Fees
 - Established to pay for ongoing costs of the Sewage Treatment System.
 - User fees apply only to those connected to the Sewage Treatment System.
 - \$250 per year single detached dwellings or multi family units; \$100 for secondary suites; commercial units pay based on the usage.
 - About 3480 homes pay \$250 per year, and about 370 secondary suites pay the extra \$100 per unit. About 58 Commercial and Industrial properties pay based on usage that includes an excess discharge fee.

4.0 ASSUMPTIONS

This memo is based on discussions with District Staff regarding assumptions and details. A number of key assumptions for the analysis are as follows:

- Grants of 66% are assumed for the large projects including long-term effluent disposal and the phase 5 upgrades. For the phase 4 upgrades which have been completed and was not grant funded, the annual debt servicing costs are used in the model. It is understood that phase 5 upgrades and funding assumptions are subject to change, depending on negotiations with City of Kelowna.
- Borrowing is required for all major projects including Phase 4 upgrades, long-term effluent disposal option, and Phase 5 upgrades construction.
- Borrowed funds are through the Municipal Finance Authority over 20 years at 5%. Note that the current MFA rate is about 4.5%.
- Assumed \$200,000 for asset renewal starting in 2024 for 5 years until 2029 when it increases to \$350,000 for 3 years, then increasing to \$500,000 per year in 2032.
- Aim to have User Fee revenues replace the \$350 Parcel Taxes, with 2024 as the last year the Parcel Taxes are paid. Part of the logic is that debt payments for Phase 1 end in 2024.
- Apply a \$275 fee to parcels that could readily connect to sewer but are not connected, similar to the water system non-connected fee, and what they are currently paying.
- The analysis is conducted as a constant 2024 dollar analysis. Inflation has been accounted for in the modeled scenarios from 2025 to 2028.
- Operations and maintenance costs are based on costs for 2022, from Sewer Utility Fund data run November 29, 2023, with increases over time to account for expansions in the system as noted below.
- Wage related increases are 2% per year to account for increasing qualification levels over time. This is in addition to inflationary increases.

- Administration costs increase at 2% per year, to account for costs that rise slightly faster than inflation.
- Connections costs remain constant.
- Collection system and lift station operations and maintenance contracted services and materials/supplies to double over 20 years as District system size is expected to double. This results in a rate of 3.5% increase per year.
- Sewer Lift station utilities costs double over 20 years relative to system flow. This results in a rate of 3.5% increase per year.
- Oyama sewage treatment plant increase at 2% per year, to account for costs that rise slightly faster than inflation, but this cost is eliminated after the sewer retrofit occurs in 2034, since the plant will no longer be required.
- Wastewater Treatment plant operations contracted services and materials and supplies to double over 20 years as plant size could double. This results in a rate of 3.5% increase per year.
- Wastewater Treatment plant Utilities increases double over 20 years relative to system flow. This results in a rate of 3.5% increase per year.
- Operations and Maintenance cost for the Septage handling portions of the facility are assumed to be covered through the agreement with the RDCO to cover these costs.
- There are some capital expenditures that are shared between the septage facility and the community sewage facility and the portions of these shared costs that are allocated to the sewage facility are included in the sewage cost recovery analysis. The portions allocated to the septage facility are assumed to be covered through the agreement with the RDCO to cover these costs.
- Existing connections and units are based on 2024 and 2025 information from staff, as follows:

Environmental Levy	6282
Parcel Tax	3400
Parcels connected to sewer	3150
Parcels that have access but are not connected	250
User Fee Residential	3481
User Fee Suite	373
User Fee Commercial (non-residential)	58

- Future growth and development units are based on discussions with staff and a growth rate of approximately 3.1% which is consistent with the Official Community Plan High growth rate scenario. With staff we assumed 4000 residential equivalent units of growth with 67% assumed to be multi family units and 33% single detached units. We also assumed that 20% of new single detached units will have secondary suites, which will be in addition to the 4000 units. Growth is assumed to occur evenly over the 20 years. This rate may be lower than growth projected in the most recent housing needs report, but this analysis uses somewhat conservative projections to avoid having a revenue shortfall in the future.

URBAN SYSTEMS MEMORANDUM

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- The resulting annual growth is as follows:
 - 66 Single detached units per year
 - 13 Secondary suites per year
 - 134 Multi family units per year
 - 1.2 ICI (Industrial, Commercial, and Institutional) new properties
- Retrofit units (largely single detached dwellings on individual parcels) will be added to the system starting in 2034, over 5 years, for a total 757 units or about 151 units per year.

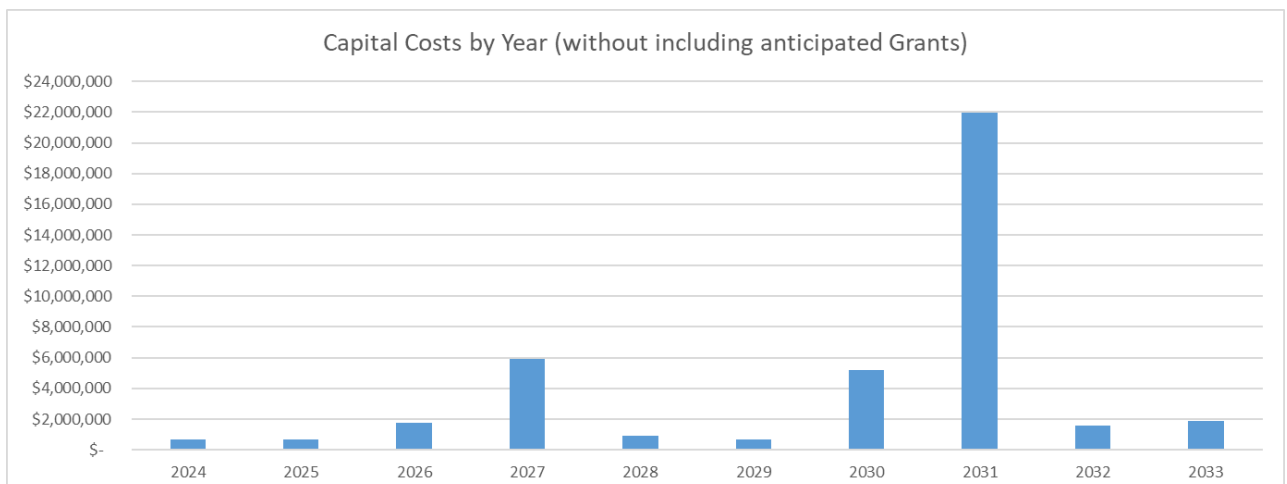
We recognize that these figures are constantly changing, but for this high level analysis we will use these figures.

- Capital projects timing and costs are based on the figures set out in the background reports, and based on discussion with staff.
- The costs and timing as set out in the financial analysis are summarized in the Table 4.1 below. The table shows the total amounts of the project costs, without including the anticipated grants.

Table 4.1 Capital projects

Project Name	Cost Recovery Note	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Phase 4 Upgrades	80% DCC - growth related	\$ 674,148	\$ 674,148	\$ 674,148	\$ 674,148	\$ 674,148	\$ 674,148	\$ 674,148	\$ 674,148	\$ 674,148	\$ 674,148
Turtle Bay Sewer Realignment - Construction	Not DCC - paid by existing users					\$ 250,000					
Lodge Road Force Main Twinning Partial	80% DCC - growth related			\$ 1,100,000							
Lodge Road Force Main Twinning Partial	80% DCC - growth related									\$ 900,000	
WWTP and Septage Improvements	\$1,000,000 allocated to Septage, Remainder is 80% DCC				\$ 3,750,000						
McCarthy Lift Station and Gravity sewer	80% DCC - growth related				\$ 1,500,000						
Seymour Lift Station and Force Main	80% DCC - growth related							\$ 4,000,000			
Lodge Road and Jensen Road Gravity Sewer	80% DCC - growth related										\$ 1,215,000
WWTP Phase 5 upgrades	80% DCC - growth related								\$21,275,000		
Sludge Bin Enclosure	50% septage, 50% existing users							\$ 500,000			

- The chart below shows total amounts of capital costs in each year without including the anticipated grants. The large spike in 2031 is for the Phase 5 upgrades. The size of the spikes indicates the importance of obtaining grants to reduce the costs to the District, and the need to borrow for the projects in order to spread out the costs over time. The chart does not include the planned retrofit costs, which will likely be paid with grants and by the properties in the Local Service Area.



- For DCC benefit allocation and funding sources, a broad assumption is that 20% of the growth related project costs are allocated to the existing population and therefore need to be paid from the fees collected; and 80% of the costs are allocated to growth and need to be paid for by DCCs. Approximately 20% of the projected sewer growth comes from existing properties. These include properties that currently have access to the sewer system but are not yet connected, as well as those that will be connected through retrofit sewer projects.. We recognize that this will vary from project to project, with some allocated 100% to growth and others having a lower allocation to growth, but for this high level analysis we will assume 20% allocated to existing, and 80% to growth. Equipment replacements are not paid for through DCCs and are not allocated to growth at all.
- Lake Country Business Park is not included in the current analysis as it is still in the early stages of development. The project is anticipated to be self-funded through Development Cost Charges (DCCs) and local service area parcel taxes.
- Retrofit sewer has the following assumptions:
 - \$20.825 million cost for Winfield area retrofit.
 - \$10.152 million cost for Oyama area retrofit.
 - \$11.685 million cost for Oyama trunk sewer.
 - 66% Federal/Provincial Grant.
 - 16% Okanagan Basin Water Board Grant.
 - 50% of cost for Oyama Trunk line and Oyama retrofit areas allocated to growth and paid for through DCCs since providing sewer to Oyama will serve growth in the area. Note that the existing DCC bylaw identifies that 50% of the Oyama Lift station and Forcemain is allocated to new growth.
 - Retrofit starts in 10 years, in 2034.
 - Undertaken as a Local Service Area.
 - All capital costs are paid for by the properties receiving the service, inside the Local Service Area; the broader District does not cover part of the costs of the Local Service Area.
- The sewer DCCs are currently being updated, and this financial analysis model uses a simplified calculation of the DCCs that has been coordinated with the Sewer DCC updates. The DCCs used will likely not be exactly the same as in the actual DCC update, but they will be within the range of accuracy useful for the LWMP financial analysis.
- The District plans for a larger Reclaimed Irrigation Water system in certain areas of the community by 2038. Currently the estimated cost is about \$20 million, but due to the number of unknowns and the timing 14 years in the future, the financial model only addresses this project in a general way. The model shows how the District can be in a positive position for the sewer capital reserve fund to help this option proceed. It is anticipated that this project would be paid for from a combination of water and sewer reserves, plus grant funding.

5.0 RESULTS

Applying the assumptions presented in Section 4, the financial model indicates that the District needs to collect \$2.4 million per year, increasing to \$2.9 million by 2029 and \$3.2 million by 2030. While multiple scenarios were analyzed, including variations of several factors, this memorandum focuses on the three scenarios that align with the financial principles and meet the required revenue targets.

- **Scenario 1: 4-Year Smoothed** – Rates are gradually increased over 4 years.
- **Scenario 2: Accelerated** – rates are increased at once in 2025, then subsequent minor inflationary adjustments.
- **Scenario 3: 4-Year Smoothed with Multifamily Rate at 80%** - This calculates the rates assuming multifamily properties are charged at 80% of the detached residential base rate.
- For all three scenarios we assume inflation at 3% for 2025 and 2% for years 2026 to 2028.

5.1 FEES AND TAXES

In basic terms the analysis shows that the Sewer Parcel Tax, and the Environmental Levy can be replaced with a User Fee with a moderate increase in annual costs to the users, keeping projects on schedule. The current system of charging a Sewer Parcel Tax, an Environmental Levy, and a User Fee can be replaced with a single User Fee, and the total amount charged will need to increase depending on the scenario. The tables below illustrate the shift under the three different scenarios.

Scenario 1: 4-Year Smoothed

Type of Charge	Existing	2025	2026	2027	2028
Environmental Levy	\$75	\$0	\$0	\$0	\$0
Sewer Parcel Tax	\$275	\$0	\$0	\$0	\$0
User Fee for <ul style="list-style-type: none"> • Detached Residential • Multi Family (Stratified) • Commercial 	\$250	\$640	\$670	\$700	\$720
Total	\$600	\$640	\$670	\$700	\$720

Secondary Suite User Fee	\$100	\$115	\$120	\$130	\$140
Multi family Non-Stratified User Fee	\$250	\$320	\$470	\$630	\$720
Commercial Excess Discharge Fee	\$250	\$260	\$270	\$280	\$290
Non-connected User Fee	\$0	\$275	\$290	\$295	\$300

Scenario 1 shows the rates gradually increasing over 4 years from 2025 to 2028 through a combination of increases required to generate enough revenue and increases due to inflation.

Scenario 2: Accelerated

Type of Charge	Existing	2025	2026	2027	2028
Environmental Levy	\$75	\$0	\$0	\$0	\$0
Sewer Parcel Tax	\$275	\$0	\$0	\$0	\$0
User Fee for <ul style="list-style-type: none"> • Detached Residential • Multi Family (Stratified) • Commercial 	\$250	\$700	\$705	\$710	\$715
Total	\$600	\$700	\$705	\$710	\$715

Secondary Suite User Fee	\$100	\$115	\$120	\$130	\$140
Multi family Non-Stratified User Fee	\$250	\$350	\$495	\$640	\$715
Commercial Excess Discharge Fee	\$250	\$280	\$280	\$285	\$285
Non-connected User Fee	\$0	\$275	\$290	\$295	\$300

Scenario 2 shows an immediate increase in rates in 2025 required to generate enough revenues, and then gradual increases in rates beyond 2025 due to inflation.

Scenario 3: 4-Year Smoothed with Multifamily Rate at 80%

Type of Charge	Existing	2025	2026	2027	2028
Environmental Levy	\$75	\$0	\$0	\$0	\$0
Sewer Parcel Tax	\$275	\$0	\$0	\$0	\$0
User Fee for <ul style="list-style-type: none"> • Detached Residential • Commercial 	\$250	\$665	\$720	\$760	\$790
Total	\$600	\$665	\$720	\$760	\$790

Multi family (Stratified) User Fee	\$250	\$530	\$575	\$610	\$635
Total for Multi Family (Stratified)	\$600	\$530	\$575	\$610	\$635

Secondary Suite User Fee	\$100	\$115	\$120	\$130	\$140
Multi family Non-Stratified User Fee	\$250	\$265	\$405	\$550	\$635
Commercial Excess Discharge Fee	\$250	\$265	\$290	\$305	\$320
Non-connected User Fee	\$0	\$275	\$290	\$295	\$300

Scenario 3 shows the rates gradually increasing over 4 years from 2025 to 2028 through a combination of increases required to generate enough revenue and increases due to inflation. With the multi family units paying only 80% in scenario 3, the rates for detached residential and commercial need to increase compared to Scenario 1 to compensate for the reduced revenue from multi family.

A number of specific factors were addressed in the scenarios:

- Secondary suites - The existing charges for secondary suites are based on charges that are 40% of the user fees, however if we retained the secondary suites at 40% of the new user fees, the rates for suites would increase dramatically from, for example 40% of \$250 = \$100 to 40% of \$700 = \$280. Rather than have secondary suites increase from \$100 to \$280, we will have the secondary suites increase by a percentage similar to the increase in total sewer charges. For example, if the total charge increases from \$600 to \$700, this is an increase of about 17%, so the secondary suite charge would increase from \$100 to \$117, rather than to \$280.
- Non-stratified multifamily - Non-stratified multifamily properties, such as apartment buildings, pay a single parcel tax and user fees based on the number of units. For example, currently a ten-unit apartment building pays one \$75 Environmental Levy and one \$275 Sewer parcel tax and ten \$250 user fees (\$2,500) for a total of \$2,850 annually in sewer charges. On the other hand, a ten-unit stratified apartment building would pay the environmental Levy, sewer parcel tax and user fee for each unit or a total of \$600 per unit or \$6,000. If we switch directly to all user fees at, for example, \$700 per unit, the 10 unit non-stratified would jump from \$2,850 to \$7,000 annually. To mitigate that jump we propose to gradually phase in the increase for non-stratified properties for all scenarios.
- Commercial excess discharge fee – Commercial users (including industrial and institutional) pay a user fees and excess consumption fee based on Q1 water consumption. For example, if their Q1 water consumption is 5x larger than a standard residential household, they are charged 1x user fee and 4x excess consumption fees for that year. Currently the excess consumption fee is based off the user fee of \$250. If the user fee increases from \$250 to \$700, it disproportionately impacts this user group. The District has 58 ICI sewer accounts, and among those, 238 excess discharge fees were charged. Based on a review of data by District staff, it was determined that we should charge the 238 excess discharge fees at 40% of the user fee, as this reflects the operational cost of processing the additional sewage, for all scenarios..

The District should reevaluate the costs and the financial plan within the next five years to determine if any further rate adjustments are warranted.

In all Scenarios a charge of \$275 per year is proposed for the approximately 250 parcels that have access to sewer but are not connected, similar to the water system non-connected fee. The rates shown have been increased by inflation.

For lots that currently do not pay the Sewer parcel tax, but do pay the Environmental Levy (even though they are not connected to Sewer), those lots would no longer pay the \$75, so their annual costs decrease by \$75. These parcels that are currently not connected and don't have direct access to the District community sewer system, and only pay the \$75 Environmental Levy, will no longer pay any charges related to District sewer.

The resulting User Fees can sustain the Sewer Capital Works Reserve Fund, while paying for costs, including the following:

- Operations & Maintenance costs of about \$1.7 million per year.
- The portion of capital cost allocated to the existing sewer users.

- The total capital costs which amount to about \$34.5 million between 2026 and 2033, with about \$14 million coming from grants, \$1.25 million from the septage agreement, about \$15 million from DCCs, and about \$4.2 million from rates.
- Existing debt service payments which include about \$77,000 per year for WWTP Stage 3 and about \$674,000 per year for Stage 4 upgrades.
- Lake Country pays for the sewage portion of capital projects that are shared between the Lake Country sewage facility and septage facility service provided to the Regional District.
- The \$200,000 for asset renewal starting in 2024 for 5 years until 2029 when it increases to \$350,000 for 3 years, then increasing to \$500,000 per year in 2032.
- The financial model projects the annual required revenue to support the current plan which ranges from about:
 - \$2.4 million in 2025;
 - \$2.9 million in 2028; and
 - \$3.2 million by 2030.

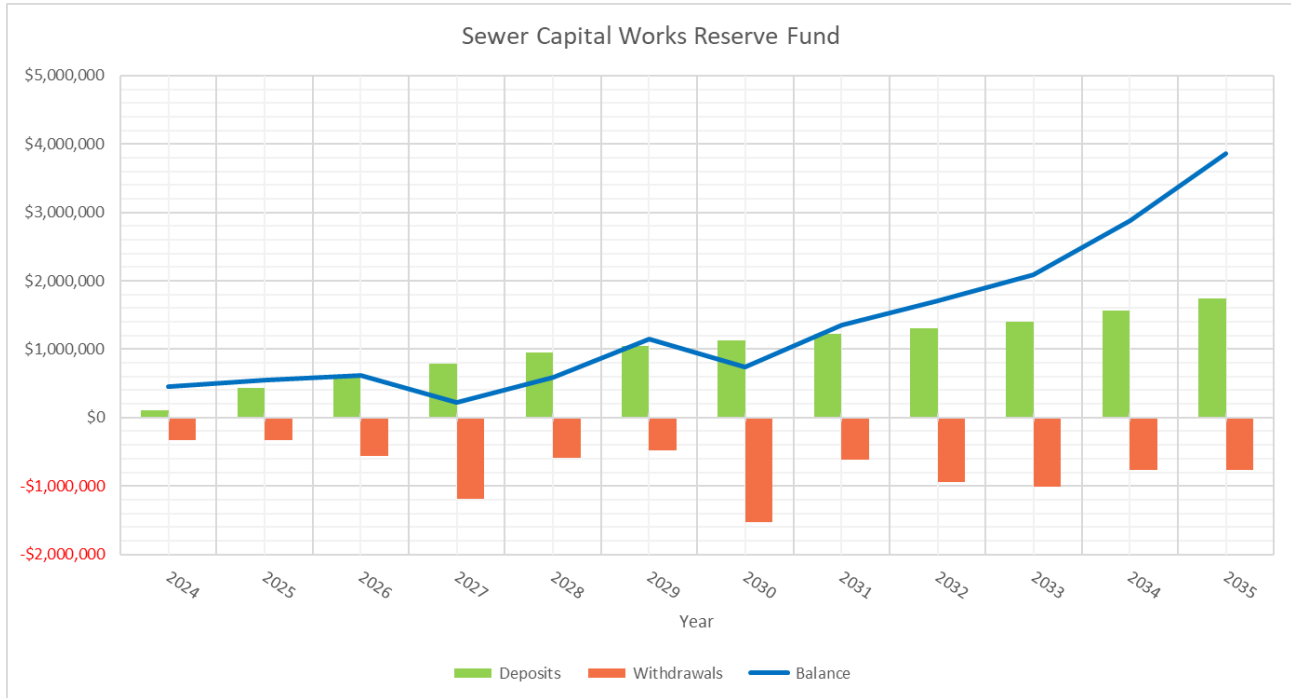
5.2 SEWER CAPITAL WORKS RESERVE FUND

The balance in the sewer capital works reserve fund is an indication of the sustainability of the sewer finances over the years. Revenues go into this fund and expenditures come out of it for the capital projects required. If the reserve fund goes negative, then the District needs to increase rates to keep it healthy. At the proposed rates, the sewer capital works reserve fund balance generally stays between \$250,000 and \$2 million providing flexibility to address issues over the 10 years from 2024 to 2033. The fund aims to have a healthy balance of about \$4 million in 2035.

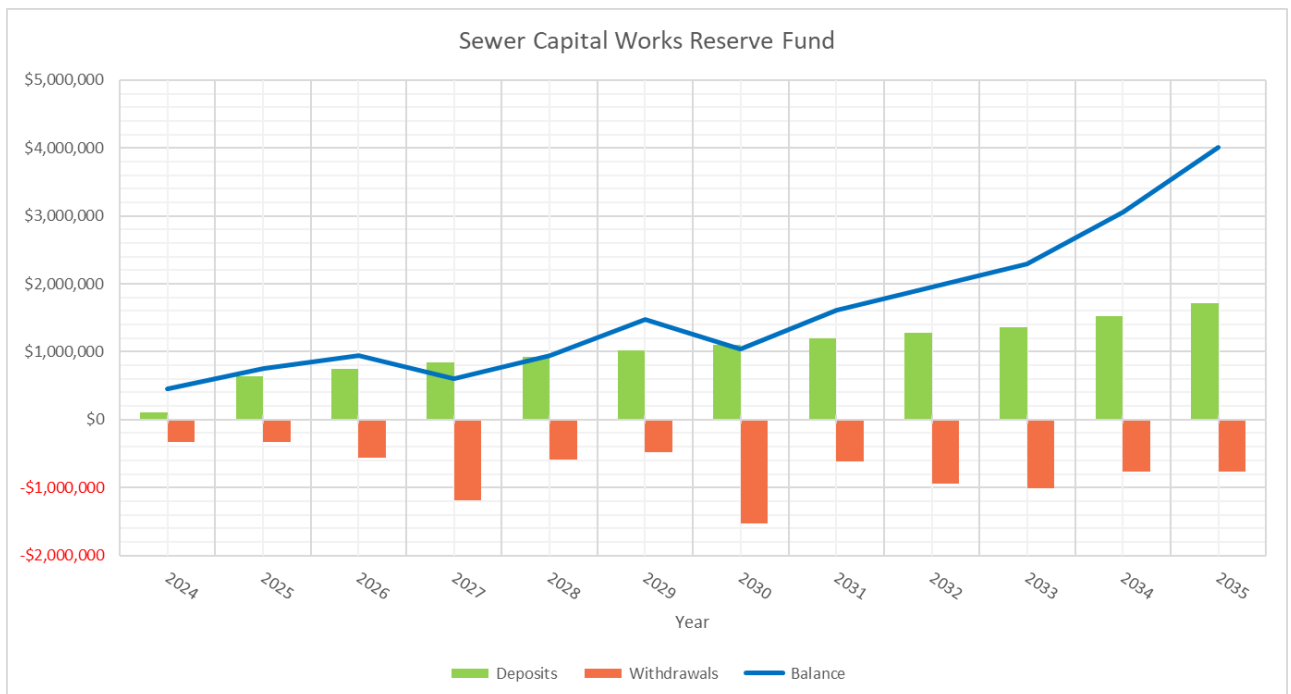
The model projects over 20 years to the year 2044 and it shows the sewer capital works reserve fund increasing to about \$19 million, but that is because the last major capital project identified is in 2034 and after that the reserve fund simply collects money without having to spend anything on capital projects. Of course, by the time we get closer to 2034 the District will identify more major capital projects that need to be constructed, which will continue to draw down on the reserve fund before it gets to \$19 million. One of those projects is the potential Reclaimed Irrigation Water facilities with a cost of about \$20 million. Having the reserve fund moving in positive direction helps position the District for such capital expenditures in the future.

The charts below show the projected Sewer Capital Reserve Fund deposits for Scenarios 1, 2 and 3, withdrawals and balance during the period where we are projecting capital expenditures, until 2035. The chart shows a relatively steady amount of withdrawals from the fund compared to the spikes in the chart showing capital cost per year, because the annual impact on the reserve fund is reduced by obtaining grants, and spreading out costs over time through borrowing for major projects.

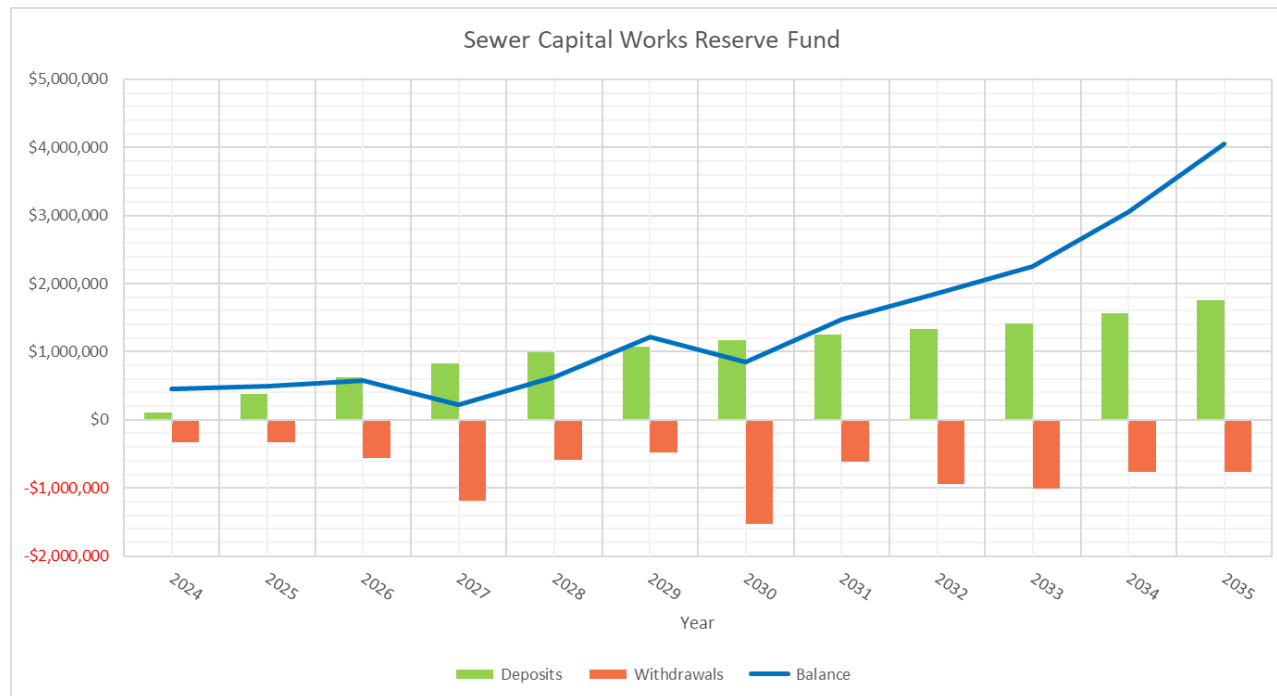
Scenario 1 - 4-Year Smoothed – Rates are gradually increased over 4 years



Scenario 2 - Accelerated – rates are increased at once in 2025.



Scenario 3 – 4-Year Smoothed with Multifamily Rate at 80%



The charts for all three scenarios are similar and show the reserve fund balance remains positive with a dip in 2027 when there are significant expenditures. After 2027 the reserve fund builds to just over \$4 million by 2035.

Scenario 2 with the immediate rate increase shows a healthier reserve fund in the early years from 2025 to 2028. Scenarios 1 and 3 that more gradually phase in the rate increase sees the reserve fund stay at a lower level until the full rates are implemented, after which the fund begins to build to healthier levels.

5.3 PROJECT TIMING

The timing of projects can have a measurable impact on the finances. The anticipated timing for various projects is set out in Table 4.1. In general, if we build the projects sooner than set out in the table, the reserve fund balance will be lower and may even go negative. If the District builds projects sooner, or in a more compressed timeline with more projects in fewer years, the reserve fund does not have enough time to collect the money needed to pay for the projects. Conversely, if the District delays projects or spreads out the timing, that generally improves the balance in the reserve fund. In addition, as growth occurs the District has more units to pay the user fees, so waiting a couple of years allows for more units to pay fees resulting in more revenues each year. Of course, if the District delays projects too much then the community needs to wait longer for projects which might result in reduced levels of service or other issues. In some cases, it might not be possible to delay projects because of the potential negative impacts.

The timing of projects represents a balance between the need for the projects and the funds available to build the projects. The analysis shows that the project timing set out in Table 4.1 results in a balance, with projects built in a timely manner and sustainable finances for the sewer system.

5.4 DEVELOPMENT COST CHARGES

In order to address the costs allocated to new growth the Sewer DCC rates need to increase significantly. The model projects that the Sewer DCCs for a single detached dwelling needs to increase from the existing rates. Since many of the projects are required primarily to serve growth, the model allocates much of the project costs to new growth (typically 80% to new growth / 20% to existing, project dependant). This is consistent with the philosophy that growth should pay for growth.

6.0 CONCLUSIONS

Conclusions that can be drawn from the results are as follows:

- Lake Country can sustainably finance the Liquid Waste Management System by applying the finance principles set out in this memo, which include:
 - Sewer service is self funding from its users.
 - Growth pays for growth.
 - Sewer Retrofit through Local Service Areas and Senior Government Support.
 - Septage facility is funded as a regional service.
 - Stormwater funded with mobility.
- Lake Country can consider replacing the revenues generated by the Sewer Parcel Tax and Environmental Levy with revenues generated by User Fees. The current Sewer Parcel Taxes could be replaced by User Fees in 2025 with a moderate increase.
- Parcels that can readily connect but are not connected could pay a charge of \$275 per year (adjusted to inflation). Parcels that are not connected or do not have the ability to connect will no longer pay a charge for sewer.
- The cost for users will increase moderately. Currently residential users pay \$600 per year through a combination of Environmental Levy, Sewer Parcel Tax, and Sewer User Fees. After eliminating the Environmental Levy and the Sewer Parcel Tax, users directly benefiting from the sewer system will pay somewhat more in total annual charges as a User Fee. Properties that are not connected to sewer and cannot readily connect will not pay the Environmental Levy or any other charges related to sewer..
- Depending on the scenario, residential users could see an increase in gradual steps over 4 years from \$600 to \$720 per year. If the increase occurs in one step, the rates would go from \$600 to \$700 in 2025. If multi family is reduced to pay 80% of detached residential, then the multi family rate stays lower increasing from \$600 to \$635 over 4 years, but the detached residential rate needs to gradually increase more from \$600 to \$790 over 4 years.
- Lake Country will need to take advantage of grants to reduce the costs to the District, and will need to use borrowing to spread out the costs of large projects over time.
- The District can sustainably construct the required projects by following the timing set out in Table 4.1, which generally has most projects constructed over a nine year period from 2025 to 2033.
- Sewer DCCs will need to increase. Lake Country should continue to update the Sewer DCCs to reflect the new costs, the allocation of those costs to growth, and the sewer area growth projections.

URBAN SYSTEMS MEMORANDUM

DATE: February 13, 2025

FILE: 1577.0122.01

PAGE: 14 of 14

SUBJECT: Liquid Waste Management Plan Financial Analysis

- The District will need to regularly review rates as capital programs evolve and to ensure that cost assumptions keep pace with inflation.

DISTRICT OF LAKE COUNTRY

BYLAW 1270

A BYLAW TO AMEND SANITARY SEWER REGULATION AND RATE BYLAW 1176

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

1. Sanitary Sewer Regulation and Rate Bylaw 1176, 2022 is hereby amended as follows:

1.1. The following definitions are added under section 2. DEFINITIONS, in alphabetical order:

“Building Official” means the person designated in or appointed to that position by the **District** and other such person or persons as they may designate from time to time as their assistants;

“Non-Connected” means having a **Service Connection** installed to the parcel but there is no physical connection to a **Building Sewer**.

“Strata” means as defined in the *Strata Property Act*

1.2. Section 14.5 is deleted in its entirety and replaced with the following:

14.5 **Customers** are deemed **Connected** to the **Sanitary Sewer System** on the date occupancy is granted as determined by the **Building Official** (“Date of Connection”).

1.3. Section 14 is amended by adding the following text as subsection 14.12

14.12 **Non-Connected** parcels shall be charged a non-connected fee as per Schedule A.

1.4. Schedule A User Fees and Rates is deleted and replaced with an updated Schedule A User Fees and Rates attached hereto and made part of this bylaw.

2. **REPEALS**

2.1. District of Lake Country Sewer Service Parcel Tax Bylaw 98-224 and any amendments thereto are hereby repealed in their entirety.

2.2. District of Lake Country Wastewater Management Plan Parcel Tax Bylaw 98-182 and any amendments thereto are hereby repealed in their entirety.

3. **EFFECTIVE DATE**

3.1. This bylaw shall come into effect on January 1st, 2025

4. **CITATION**

4.1. This bylaw amendment may be cited as "Sanitary Sewer Regulation and Rate Amendment Bylaw 1270, 2025".

READ A FIRST TIME this ____ day of ____, 2025

READ A SECOND TIME this ____ day of ____, 2025

READ A THIRD TIME this ____ day of ____, 2025

ADOPTED this ____ day of ____, 2025

Mayor

Corporate Officer

Schedule A to Bylaw 1270, 2025

Schedule A
User Fees and Rates

Item	User Fee
<u>Service Connection Installation</u>	
Any Service Connection Installation	Actual Cost
<u>Connection Fee</u>	
General Connection Fee	\$1,000 per connection
<u>Service Calls and Other Works</u>	
Service Call	\$150 per occurrence
Service Call After Hours	\$250 per occurrence
Inspection Chamber Replacement or Alteration Fee	\$250
Brooks Box Fee	\$130
Contaminated Material Disposal Fee	\$250

User Fees	2025	2026	2027	2028
Residential & Residential Multifamily Strata	\$640	\$670	\$700	\$720
Residential Multifamily Non-Strata	\$320	\$470	\$630	\$720
Registered Accessory Suite or Secondary Suite	\$115	\$120	\$130	\$140
Commercial Customer	\$640	\$670	\$700	\$720
Excess Discharge Fee	\$260	\$270	\$280	\$290
Non-connected Fee	\$275	\$290	\$295	\$300

Excess Wastewater Discharge Fee	As calculated below
CALCULATION CRITERIA	
The Average Annual Wastewater Discharge shall be calculated as follows:	
$\frac{(\text{Meter reading from last reading in March} - \text{meter reading from last reading in previous December}) \div \text{days between readings} \times 365 \text{ days}}{1} = \text{Average Annual Wastewater Discharge}$	
If Average Annual Wastewater Discharge is greater than 230 cubic metres the Excess Wastewater Discharge Fee shall be calculated as follows:	
$(\text{Average Annual Wastewater Discharge} - 230 \text{ cubic metres}) \div 230 \times \text{Excess Discharge Fee} = \text{Excess Wastewater Discharge Fee}$	
<p>** All volumes are cubic metres, and when the reading is unavailable an estimate based off previous years or similar Customer types will be used.</p>	

DISTRICT OF LAKE COUNTRY**BYLAW 1270**

A BYLAW TO AMEND SANITARY SEWER REGULATION AND RATE BYLAW 1176

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

1. Sanitary Sewer Regulation and Rate Bylaw 1176, 2022 is hereby amended as follows:

1.1. The following definitions are added under section 2. DEFINITIONS, in alphabetical order:

“Building Official” means the person designated in or appointed to that position by the **District** and other such person or persons as they may designate from time to time as their assistants;

“Non-Connected” means having a **Service Connection** installed to the parcel but there is no physical connection to a **Building Sewer**.

“Strata” means as defined in the Strata Property Act

1.2. Section 14.5 is deleted in its entirety and replaced with the following:

14.5 **Customers** are deemed **Connected** to the **Sanitary Sewer System** on the date occupancy is granted as determined by the **Building Official** (“Date of Connection”).

1.3. Section 14 is amended by adding the following text as subsection 14.12

14.12 **Non-Connected** parcels shall be charged a non-connected fee as per Schedule A.

1.4. Schedule A User Fees and Rates is deleted and replaced with an updated Schedule A User Fees and Rates attached hereto and made part of this bylaw.

2. **REPEALS**

2.1. District of Lake Country Sewer Service Parcel Tax Bylaw 98-224 and any amendments thereto are hereby repealed in their entirety.

2.2. District of Lake Country Wastewater Management Plan Parcel Tax Bylaw 98-182 and any amendments thereto are hereby repealed in their entirety.

3. **EFFECTIVE DATE**

3.1. This bylaw shall come into effect on January 1st, 2025

4. **CITATION**

4.1. This bylaw amendment may be cited as "Sanitary Sewer Regulation and Rate Amendment Bylaw 1270, 2025".

READ A FIRST TIME this ____ day of ____, 2025

READ A SECOND TIME this ____ day of ____, 2025

READ A THIRD TIME this ____ day of ____, 2025

ADOPTED this ____ day of ____, 2025

Mayor

Corporate Officer

Schedule A
User Fees and Rates

Item	User Fee
<u>Service Connection Installation</u>	
Any Service Connection Installation	Actual Cost
<u>Connection Fee</u>	
General Connection Fee	\$1,000 per connection
<u>Service Calls and Other Works</u>	
Service Call	\$150 per occurrence
Service Call After Hours	\$250 per occurrence
Inspection Chamber Replacement or Alteration Fee	\$250
Brooks Box Fee	\$130
Contaminated Material Disposal Fee	\$250

User Fees	2025	2026	2027	2028
Residential & Residential Multifamily Strata	\$700	\$705	\$710	\$715
Residential Multifamily Non-Strata	\$350	\$495	\$640	\$715
Registered Accessory Suite or Secondary Suite	\$115	\$120	\$130	\$140
Commercial Customer	\$700	\$705	\$710	\$715
Excess Discharge Fee	\$280	\$280	\$285	\$285
Non-connected Fee	\$275	\$290	\$295	\$300

Excess Wastewater Discharge Fee	As calculated below
CALCULATION CRITERIA	

The **Average Annual Wastewater Discharge** shall be calculated as follows:

$$\frac{(\text{Meter reading from last reading in March} - \text{meter reading from last reading in previous December}) \div \text{days between readings} \times 365 \text{ days}}{1} = \text{Average Annual Wastewater Discharge}$$

If **Average Annual Wastewater Discharge** is greater than 230 cubic metres the **Excess Wastewater Discharge Fee** shall be calculated as follows:

$$(\text{Average Annual Wastewater Discharge} - 230 \text{ cubic metres}) \div 230 \times \text{Excess Discharge Fee} = \text{Excess Wastewater Discharge Fee}$$

** All volumes are cubic metres, and when the reading is unavailable an estimate based off previous years or similar **Customer** types will be used.

DISTRICT OF LAKE COUNTRY**BYLAW 1270**

A BYLAW TO AMEND SANITARY SEWER REGULATION AND RATE BYLAW 1176

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

1. Sanitary Sewer Regulation and Rate Bylaw 1176, 2022 is hereby amended as follows:

1.1. The following definitions are added under section 2. DEFINITIONS, in alphabetical order:

“Building Official” means the person designated in or appointed to that position by the **District** and other such person or persons as they may designate from time to time as their assistants;

“Non-Connected” means having a **Service Connection** installed to the parcel but there is no physical connection to a **Building Sewer**.

“Strata” means as defined in the Strata Property Act

1.2. Section 14.5 is deleted in its entirety and replaced with the following:

14.5 **Customers** are deemed **Connected** to the **Sanitary Sewer System** on the date occupancy is granted as determined by the **Building Official** (“Date of Connection”).

1.3. Section 14 is amended by adding the following text as subsection 14.12

14.12 **Non-Connected** parcels shall be charged a non-connected fee as per Schedule A.

1.4. Schedule A User Fees and Rates is deleted and replaced with an updated Schedule A User Fees and Rates attached hereto and made part of this bylaw.

2. **REPEALS**

2.1. District of Lake Country Sewer Service Parcel Tax Bylaw 98-224 and any amendments thereto are hereby repealed in their entirety.

2.2. District of Lake Country Wastewater Management Plan Parcel Tax Bylaw 98-182 and any amendments thereto are hereby repealed in their entirety.

3. **EFFECTIVE DATE**

3.1. This bylaw shall come into effect on January 1st, 2025

4. **CITATION**

4.1. This bylaw amendment may be cited as "Sanitary Sewer Regulation and Rate Amendment Bylaw 1270, 2025".

READ A FIRST TIME this ____ day of ____, 2025

READ A SECOND TIME this ____ day of ____, 2025

READ A THIRD TIME this ____ day of ____, 2025

ADOPTED this ____ day of ____, 2025

Mayor

Corporate Officer

Schedule A to Bylaw 1270, 2025

**Schedule A
User Fees and Rates**

Item	User Fee
<u>Service Connection Installation</u>	
Any Service Connection Installation	Actual Cost
<u>Connection Fee</u>	
General Connection Fee	\$1,000 per connection
<u>Service Calls and Other Works</u>	
Service Call	\$150 per occurrence
Service Call After Hours	\$250 per occurrence
Inspection Chamber Replacement or Alteration Fee	\$250
Brooks Box Fee	\$130
Contaminated Material Disposal Fee	\$250

User Fees	2025	2026	2027	2028
Residential	\$665	\$720	\$760	\$790
Residential Multifamily Strata	\$530	\$575	\$610	\$635
Residential Multifamily Non-Strata	\$265	\$405	\$550	\$635
Registered Accessory Suite or Secondary Suite	\$115	\$120	\$130	\$140
Commercial Customer	\$665	\$720	\$760	\$790
Excess Discharge Fee	\$265	\$290	\$305	\$320
Non-connected Fee	\$275	\$290	\$295	\$300

Excess Wastewater Discharge Fee	As calculated below
CALCULATION CRITERIA	
The Average Annual Wastewater Discharge shall be calculated as follows:	
$\frac{(\text{Meter reading from last reading in March} - \text{meter reading from last reading in previous December}) \div \text{days between readings} \times 365 \text{ days}}{\quad} = \text{Average Annual Wastewater Discharge}$	
If Average Annual Wastewater Discharge is greater than 230 cubic metres the Excess Wastewater Discharge Fee shall be calculated as follows:	
$(\text{Average Annual Wastewater Discharge} - 230 \text{ cubic metres}) \div 230 \times \text{Excess Discharge Fee} = \text{Excess Wastewater Discharge Fee}$	
<p>** All volumes are cubic metres, and when the reading is unavailable an estimate based off previous years or similar Customer types will be used.</p>	

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: March 4, 2025
Meeting Type: Regular Council Meeting

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

Title: AAP-2025 Kelowna-Lake Country Boundary Adjustment
Description: To initiate an Alternative Approval Process for a proposed boundary adjustment

RECOMMENDATION

THAT as per *Community Charter* section 86, the Corporate Officer proceed with an Alternative Approval Process (AAP) to obtain elector opinion on a proposed boundary adjustment that would transfer 5 properties from the City of Kelowna to the District of Lake Country as shown on Attachment A to the Report to Council dated March 4, 2025 and legally described as:

1. THAT PART LOT 46 SHOWN ON PLAN 940F DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 EXCEPT PLAN 36673 (PID 011-168-226)
2. THAT PART LOT 45 SHOWN ON PLAN 940F DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 EXCEPT PLAN 36673 (PID 011-168-218)
3. THAT PART OF LOT 46 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 SHOWN IN RED ON PLAN 939F (PID 012-232-969)
4. THAT PART OF LOT 45 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 SHOWN IN RED ON PLAN 939F (PID 012-323-951)
5. THAT PART LOT 44 SHOWN IN BOLD OUTLINE ON PLAN 39249 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 (PID 011-914-475)

AND THAT the deadline for receipt of elector response forms be established as 4:30 p.m., 30 days from the date of the second notice required for an AAP;

AND THAT the Elector Response Form (the "Form") as shown on Attachment B to the Report to Council dated March 4, 2025, be established as the official Form for the AAP-2025 Boundary Adjustment.

EXECUTIVE SUMMARY

One of the joint initiatives of the February 2022 Memorandum of Understanding ("MOU") between Kelowna, Lake Country and OKIB, an agreement that documents the governments shared interest and commitment to working together on several shared priorities, includes a boundary adjustment to move 5 pieces of property from the City of Kelowna to the District of Lake Country. The subject properties are 2 lots previously owned by BC Tree Fruits along Bottom Wood Lake Road and recently rezoned to accommodate the Westpoint project and 3 portions of the rail trail. Zoning and OCP amendments for the properties in the Westpoint project were considered by Lake Country on [November 5, 2024](#) and [Kelowna](#) on the same date. In order to proceed with a boundary adjustment, approval of the electors either through referendum or AAP, is required. On [September 3, 2024](#), Council approved using an AAP process and stating the process was conditional upon receiving approval from the Ministry of Municipal Affairs. Approval was received January 22, 2025 and Council can now initiate the AAP process.

DISCUSSION/ANALYSIS

As one of nine joint priorities in the 2022 MOU the parties have been working towards completing a boundary adjustment that encompasses 2 private properties and 3 portions of the rail trail. Before proceeding with the boundary adjustment, the Ministry of Municipal Affairs required letters of support to be provided and has now indicated the District can proceed with elector approval (Attachment C).

On September 3, 2024, Council authorized use of an AAP (resolution No. 2024-09-169) to obtain elector approval for the proposed boundary adjustment. Staff can now proceed with requirements to post notice and seek elector approval as per section 12(2) of the *Local Government Act*.

An AAP requires notice to be published for 2 consecutive weeks in a local newspaper. The notice must state eligible electors can submit a response form indicating they **ARE OPPOSED TO** the proposed boundary adjustment. The deadline (date and time) for receipt of forms must be established by Council and can not be less than 30 days from the date of the second notice. The 30 days includes weekends as per the *Interpretation Act* and does not include the date of the second notice and the date of the deadline. The 30-day period cannot be extended once the notices have been published.

Notification can be placed in the Calendar newspaper on March 13 and March 20, 2025. The 30-day time period would commence on Friday March 21, 2025. Taking into consideration statutory holidays of Good Friday April 18 and Easter Monday, April 21, 2025 and the deadline would be 4:30 p.m. Tuesday, April 22, 2025.

The *Community Charter* requires elector response forms to include specific information, including:

- a general description of the matter
- the area to which the approval process applies
- where forms are available
- the deadline for submitting response forms
- a statement that Council may proceed with the matter unless at least 10% of the electors submit response forms indicating they are opposed, by the established deadline
- responses must be submitted on the form approved by Council
- the number of responses required to prevent Council from proceeding
- the only persons entitled to sign the forms are the electors of the municipality

If less than 10% of eligible electors submit a valid elector response form in opposition to the matter, approval is obtained. If 10% or more are received, approval is not obtained and Council may then determine if they wish to proceed with a referendum. General Voting Day for a referendum following an AAP process must be not more than 80 days after the deadline for receiving elector responses (LGA s 174).

Response forms may allow for a single or multiple elector signature on each form. The Form proposed for Council's consideration permits 2 signatures per form. Forms must be available at the Municipal Hall from the date of the first notice until the deadline and will also be made available on the District's website or other locations as required. Elector response forms can be submitted on an accurate copy (e.g. photocopy) and can be submitted electronically via email (e.g. scanned pdf or jpeg picture) to admin@lakecountry.bc.ca. [Electronic Form Submission Policy 190, 2021](#) establishes the process for the acceptance of electronic forms. Elector response forms must include the person's full name, address (or the address of a non-resident property elector if applicable) and a signature and must be submitted before the deadline.

After the deadline has passed, the Corporate Officer must determine and certify whether elector approval in accordance with section 86 of the *Community Charter*, has been obtained. A determination is final and conclusive. Information on elector response forms cannot be shared with anyone other than the Corporate Officer or person(s) designated by the Corporate Officer. The number of responses received while the AAP is underway is only released after the deadline has passed and the results have been certified.

An elector can ask the Corporate Officer to return their response form or to have their name removed from a form prior to the AAP deadline. An elector can not withdraw their form or have their name removed after the deadline has passed.

ELIGIBLE ELECTORS

Council must determine the number of eligible electors and, upon request, make available a report on how the number of electors was determined. The number of eligible electors is calculated using a combination of data from BC Statistics and the 2021 Census. The BC Statistics estimated population for 2024 is 17,497. The number of eligible electors determined using the 2021 Census residents 18 and older divided by the total 2021 population provides an eligible elector percentage of 80.7%. This percentage (80.7%) of the 2024 BC Stats population of 17,497 is approximately 14,123 eligible electors. Ten percent of estimated eligible electors is 1,412.

For the AAP to be successful and to proceed with the proposed boundary adjustment, the District must receive petitions from **less** than 1,412 eligible electors, before the established deadline.

Eligibility for an AAP parallels eligibility in general local elections. Only eligible electors, including non-resident property electors (NRPE) can submit an elector response form. A person who is not an elector must not sign an elector response form and a person may only sign one elector response form. An eligible elector must be:

- 18 years of age or older;
- a Canadian citizen;
- a resident of BC for at least six months;
- a resident of Lake Country;
- not disqualified under the *Local Government Act*, or any other enactment from voting in an election, or be otherwise disqualified by law.

A NRPE is an individual that owns property within Lake Country but lives elsewhere in BC. If a property is owned by more than one owner, only one owner can sign the Elector Response Form and that owner must submit written consent of the majority of the other property owners. If a corporation owns all or part of a property, no one may submit an elector response form for that property.

FINANCIAL IMPLICATIONS

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

Costs for 2 newspaper advertisements, an open house event and other advertising.

COMMUNICATIONS

In addition to the required notices, staff will be holding an open house at the Municipal Hall and preparing information and FAQs for the website and other platforms.

ALTERNATIVE

THAT staff be directed to obtain approval of the electors by way of assent voting (referendum) and report back with associated costs and timelines.

Respectfully Submitted,
Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	AAP-2024-Boundary Adjustment.docx
Attachments:	- Attachment A-Subject Properties to be Transferred.pdf - Attachment B-Elector Response Form-V02.pdf - Attachment C - Letter from Ministry-Jan 2025.pdf
Final Approval Date:	Feb 25, 2025

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

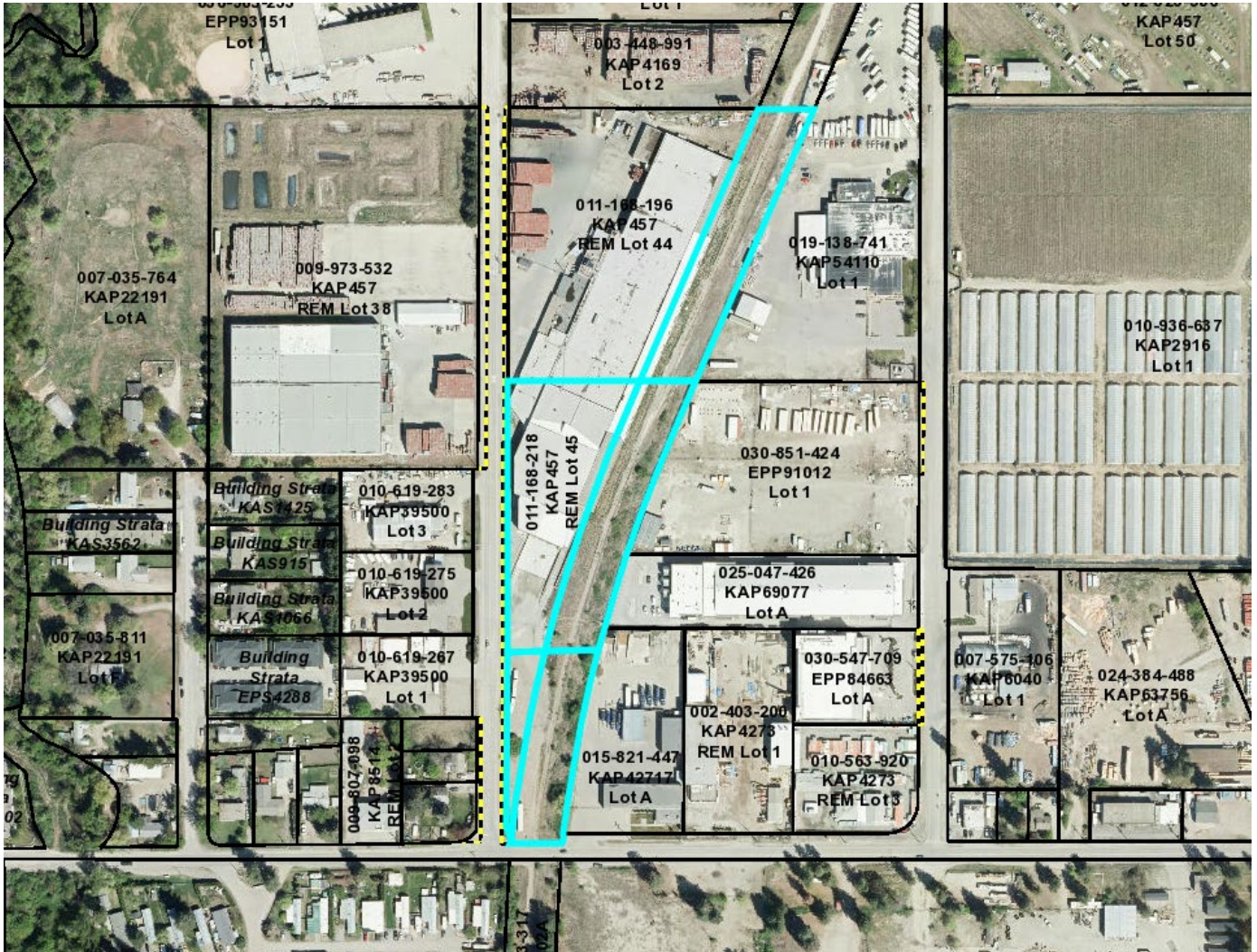
Jeremy Frick, Director of Development Approvals - Feb 24, 2025 - 4:14 PM

Matt Vader, Director Parks, Recreation and Culture - Feb 24, 2025 - 4:38 PM

Paul Gipps, Chief Administrative Officer - Feb 25, 2025 - 7:48 AM

Makayla Ablitt, Legislative & FOI Coordinator - Feb 25, 2025 - 9:01 AM

Attachment A
Subject Lands to be transferred



Subject Lands to be transferred from the City of Kelowna to the District of Lake Country Municipal Boundary outlined in blue and legally defined as:

1. THAT PART LOT 46 SHOWN ON PLAN 940F DISTRICT LOT 118 OSOYOSS DIVISION YALE DISTRICT PLAN 457 EXCEPT PLAN 36673 (PID 011-168-226)
2. THAT PART LOT 45 SHOWN ON PLAN 940F DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 EXCEPT PLAN 36673 (PID 011-168-218)
3. THAT PART OF LOT 46 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 SHOWN IN RED ON PLAN 939F (PID 012-232-969)
4. THAT PART OF LOT 45 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 SHOWN IN RED ON PLAN 939F (PID 012-323-951)
5. THAT PART LOT 44 SHOWN IN BOLD OUTLINE ON PLAN 39249 DISTRICT LOT 118 OSOYOOS DIVISION YALE DISTRICT PLAN 457 (PID 011-914-475)



Elector Response Form

District of Lake Country

I AM OPPOSED to the District of Lake Country (the “District”) proceeding with a boundary adjustment that would transfer 5 properties from the City of Kelowna to the District of Lake Country boundaries.

DECLARATION

By signing this Elector Response Form, I understand and declare:

- I am at least eighteen (18) years of age.
- I am a Canadian citizen.
- I have resided in BC for at least six (6) months (from date of signing).
- I reside in Lake Country OR am the registered owner of property in Lake Country.
- I am not disqualified from voting under any legislation or otherwise disqualified by law from voting.
- I have not previously signed an Elector Response Form for AAP-2024 Boundary Adjustment.

FULL NAME (print)	RESIDENTIAL ADDRESS (or property address if NRPE)	SIGNATURE

This form may be signed by up to **two** (2) Electors.

THE BOUNDARY ADJUSTMENT

The proposed boundary adjustment is one of 9 priorities identified in a 2022 Memorandum of Understanding (MOU) between Lake Country, Kelowna and the Okanagan Indian Band. The adjustment will transfer 5 properties from Kelowna to Lake Country (properties outlined in blue on the image below). The 2 private parcels to be transferred are portions of the former BC Tree Fruit packing house within the Kelowna boundary. These 2 parcels are part of a larger 4 -parcel redevelopment proposal to provide rental housing units in the community. The proposed redevelopment will receive services from the District and adjusting the boundary to be entirely within Lake Country will streamline servicing and increase Lake Country’s tax base. Extending the boundary to include the portions of the Okanagan Rail Trail ensures the District owns and is responsible for the maintenance of trail along Lake Country’s boundary.

THE ALTERNATIVE APPROVAL PROCESS (AAP)

- The AAP is open to all eligible electors and non-resident property electors (see Note) in Lake Country.
- A photocopy, scan (pdf) or picture (jpeg) of this form can be submitted to admin@lakecountry.bc.ca.
- Responses must be submitted on this Form.
- No person is allowed to sign a Form more than once.
- Forms can be withdrawn up until the deadline but not after.
- Forms are available www.lakecountry.bc.ca or at Municipal Hall, 10150 Bottom Wood Lake Road.

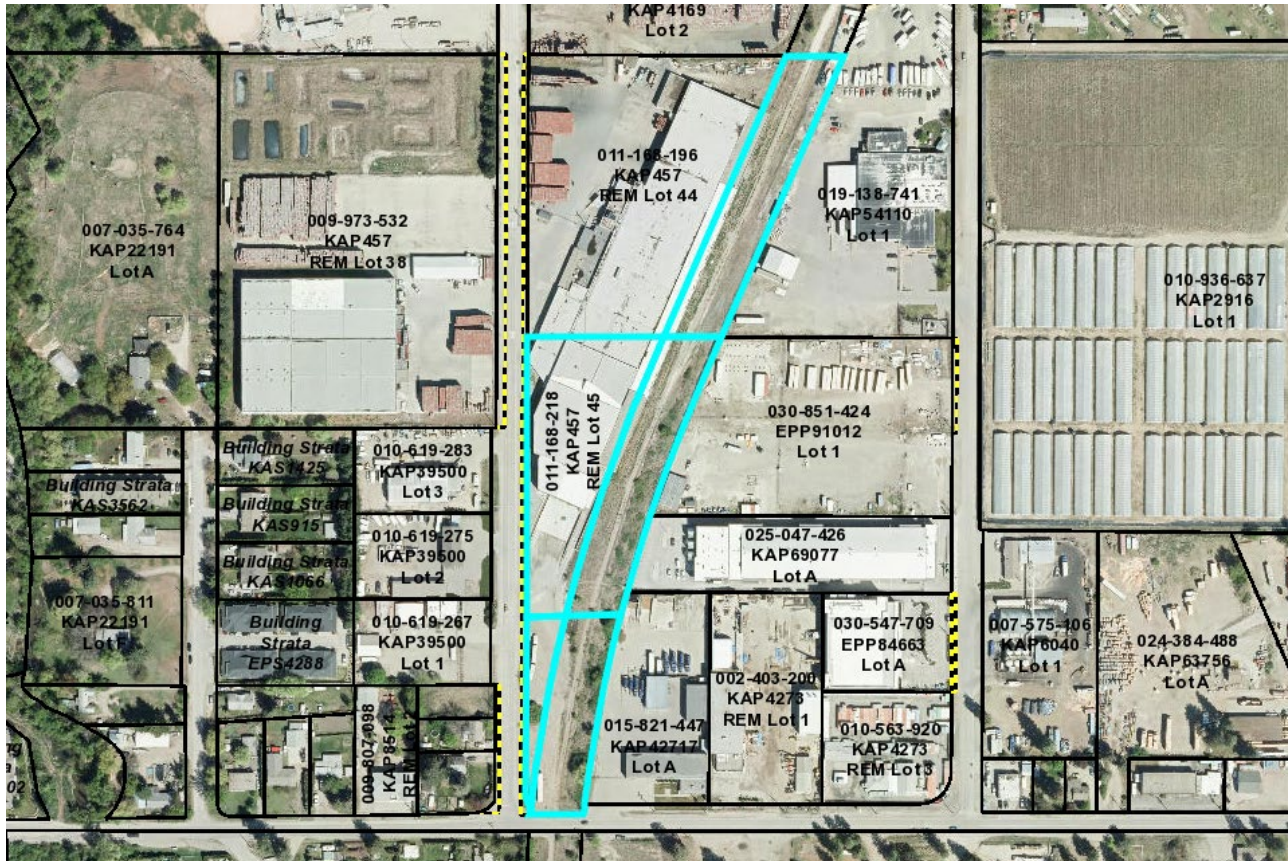
Note: A non resident property elector (NRPE) is a person that owns property in Lake Country but lives elsewhere in BC. If a property is owned by more than one owner, only one owner can sign the Elector Response Form and that owner must submit written consent from the majority of the other property owners. If a corporation owns all or part of a property, no one may submit an elector response form for that property.

DEADLINE

The deadline to receive Forms is **4:30 pm Tuesday, April 22, 2025**. Forms can be emailed to admin@lakecountry.bc.ca, dropped off or mailed to Municipal Hall, 10150 Bottom Wood Lake Rd, Lake Country, BC V4V 2M1.

NUMBER OF ELECTORS

Lake Country's 2024 estimated population is 17,497 (BC Stats). The estimated eligible electors is 14,123 (2021 Census). Council may go ahead with the boundary adjustment **unless 1,412 eligible electors** submit a valid Form by the deadline.

SUBJECT PROPERTIES PROPOSED TO BE TRANSFERRED TO THE DISTRICT



Ref: LKC-02

January 22, 2025

Paul Gipps
Chief Administrative Officer
District of Lake Country
10150 Bottom Wood Lake Road,
Lake Country, BC, V4V 2M1

Email: pgipps@lakecountry.bc.ca

Re: Lake Country boundary readjustment

This serves as the Proposal Report (Report) from the Ministry of Housing and Municipal Affairs (HMA) for the District of Lake Country's (District) proposed boundary amendment to include five properties currently in the City of Kelowna. This is a boundary redefinition of adjoining municipalities under the *Local Government Act* (LGA), s. 15. The District is extending its boundary and must follow LGA, s. 12 requirements. There are two fee simple private parcels and three discontinued Okanagan Rail Trail parcels owned by the City of Kelowna (City). The District's proposal satisfied all of HMA's requirements and you may proceed with elector approval.

The proposed boundary redefinition supports a joint Memorandum of Understanding (MOU) between the District, the City and the Okanagan Indian Band. I also understand that the long-term plans for the parcels are to rezone from industrial to multi-family use and build a large housing development.

The purpose of this Report is to help District staff understand what else may be required before presentation of the proposal to the Minister of Housing and Municipal Affairs for decision.

Description of the Proposed Boundary Amendment Area

The proposed boundary redefinition extends the District's boundary to include three sections of discontinued Okanagan Rail Trail (owned by the City) and two fee simple private parcels from the City. The total area to be included equals 2.33 hectares of land.

Status of Land (Fee simple/Crown/Other)	Legal Description and/or address	Parcel identifier (PID)
Fee simple Private	9595 Bottom Wood Lake Road	011-168-218

Fee simple Private	672 Beaver Lake Road	011-168-226
Owned by City of Kelowna	Okanagan Rail Trail [discontinued portion]	011-914-475
Owned by City of Kelowna	Okanagan Rail Trail [discontinued portion]	012-323-951
Owned by City of Kelowna	Okanagan Rail Trail [discontinued portion]	012-323-969

Basic Technical Criteria

Contiguous to current boundary	Yes
Complete parcels as described on land title certificate	Yes
Roads and road-rights-of-way provide access to the extension area	Yes

Proposal Review Synopsis

There is a joint proposal from the District and the City for a boundary redefinition of adjoining municipalities. The redefinition represents an extension of the District's boundaries, adding approximately 1.02 hectares of land from two privately owned parcels in the City (the property owner also owns adjacent properties in the District), and three discontinued sections of the Okanagan Rail Trail (1.31 ha) – currently owned by the City. The long-term plans are to demolish the current buildings, rezone the industrial properties to multi-family housing, and build a major housing development together with the Okanagan Indian Band.

Local Interests

As this proposal is a boundary redefinition between two adjacent municipalities, there are not any electoral area impacts. Regional district support is not necessary, and the District's proposal commits to informing the Regional District of Central Okanagan for awareness. The District has submitted a support letter from the Okanagan Indian Band as this is a joint commitment between the Okanagan Indian Band and the City. The tax impacts for the City amount to just under \$20,000 for the two fee simple properties.

Provincial Interests

Since this is a redefinition of adjoining boundaries, there were not any impacts to the Ministry of Transportation and Transit as there are no impacted provincial highways. There is also no agricultural land involvement.

First Nations Referrals

The District has the support of the Okanagan Indian Band through several pieces of documentation, primarily through a written support letter and the joint MOU. Furthermore, the District has also notified Westbank First Nation (the traditional Syilx Okanagan Peoples contact for the area) about the proposed boundary redefinition.

HMA's Governance and Structure Branch will be sending out letters to provide Indigenous Nations with a synopsis of the project and asking for information, interests and concerns on the matter. This is to fulfill the provincial duty to consult, ensuring awareness of the project and offering a discussion opportunity prior to a provincial decision.

Next Steps

The District may proceed with seeking elector approval for the boundary redefinition through an AAP as chosen through the Council resolution. The District has provided all the necessary materials and information to move forward.

The following steps will be undertaken by HMA:

- Draft legal boundary map (for attachment to Letters Patent) for review by local governments;
- Internal provincial referrals; and
- Begin consultation with Indigenous Nations through notification letters, following up on any raised issues or concerns.

Once the District has completed their AAP and shared that information with HMA, the Ministry will re-evaluate the proposal and advise on next steps. In the meantime, HMA will continue with internal work and initiate consultations with Indigenous Nations.

If you have any questions, you may reach me by telephone at: 778-698-3214; or by email at: david.vanommen@gov.bc.ca.

Regards,

David Van Ommen
Senior Planning Analyst
Governance and Structure Branch
Local Government Division
Ministry of Housing and Municipal Affairs

CC: Sherry Hurst, shurst@leftside.ca

DISTRICT OF LAKE COUNTRY

BYLAW 1240, 2024

A BYLAW TO AMEND ZONING BYLAW 561, 2007

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

1. District of Lake Country Zoning Bylaw 561, 2007 is hereby amended as follows:
 - 1.1. Section 19.5. DC5 – Direct Control 5 (Crystal Waters) is amended by:
 - (a) in subsection 19.5.2(b) Principal Uses, deleting the lot number “30”;
 - (b) in subsection 19.5.4(a)(ii) Side Setback, adding the following section immediately after section b.:

“c. Notwithstanding 19.5.4.(a)(ii)a. the Residential Side Setback on strata lot 30, Plan KAS2946 ODYD is 0 metres”
 - (c) in subsection 19.5.4(b) Minimum Lot Area, adding the following immediately after section (i):

“(ii) Notwithstanding 19.5.4.(b)(i) the Minimum Lot Area is 267.4 square metres on strata lot 30, Plan KAS2946 ODYD”
 - (d) in subsection 19.5.4(d) Maximum Lot Coverage, adding the following immediately after section (ii):

“(iii) Notwithstanding 19.5.4.(d)(i), the Maximum Lot Coverage is 62% on strata lot 30, Plan KAS2946 ODYD”.
2. This bylaw may be cited as “Zoning Amendment (Z0000331) Bylaw 1240, 2024”.

ADVERTISED on the 4th and 11th days of July, 2024 that the Public Hearing was Prohibited pursuant to the provisions of Sections 464(3), 464(4), and 467 of the Local Government Act

READ A FIRST TIME this 16th day of July, 2024.

READ A SECOND TIME this 16th day of July, 2024.

READ A THIRD TIME this 16th day of July, 2024.

Certified correct at third reading.

July 23, 2024

Dated at Lake Country, B.C.

Original signed by Reyna Seabrook

Corporate Officer

RECEIVED the approval of the Ministry of Transportation this 25th day of July, 2024 pursuant to Section 52(3)(a) of the Transportation Act.

Original signed by Audrie Henry

Ministry of Transportation and Infrastructure

ADOPTED this xx day of xxx, 2024.

Dated at Lake Country, BC

Corporate Office

DISTRICT OF LAKE COUNTRY

BYLAW 1255

A BYLAW TO ADOPT A FINANCIAL PLAN FOR THE YEARS 2025 - 2029

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 “2025-2029 Financial Plan Bylaw 1255, 2025.”
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, 2025 to December 31, 2029.

READ A FIRST TIME this 3rd day of December, 2024.

READ A SECOND TIME this 18th day of February, 2025.

READ A THIRD TIME this 18th day of February, 2025

ADOPTED this _____ day of _____, 2025.

Mayor

Corporate Officer

**Schedule "A" attached to
2025-2029 Financial Plan
Bylaw 1255, 2025**

	2025	2026	2027	2028	2029
Revenue					
Property Taxes	(24,199,367)	(25,791,379)	(27,378,880)	(28,685,545)	(29,741,872)
Parcel Taxes	(2,404,968)	(2,460,340)	(2,463,248)	(2,521,459)	(2,571,080)
Fees and Charges	(12,951,752)	(13,825,439)	(14,626,853)	(15,495,310)	(16,426,219)
Other Revenue	(16,619,850)	(11,258,991)	(9,174,401)	(10,304,834)	(9,438,351)
Transfer from DCC Reserves	(5,890,197)	(6,470,267)	(7,833,987)	(4,044,768)	(6,448,517)
Total Revenue	(62,066,134)	(59,806,416)	(61,477,369)	(61,051,916)	(64,626,039)
Expenses					
General Government Services	6,421,664	5,669,858	5,853,260	6,001,511	6,174,756
Protective Services	10,806,699	11,407,879	12,048,409	12,509,289	12,907,960
Transportation Services	7,891,881	8,259,442	8,761,547	9,056,884	9,298,263
Environmental Services	2,795,670	2,821,648	2,899,808	2,980,217	3,062,940
Development Services	2,529,726	2,596,974	2,666,113	2,737,195	2,804,278
Parks and Recreation	6,579,496	6,685,808	6,859,835	7,039,093	7,182,192
Water Operations	5,432,315	5,407,715	5,541,723	5,679,400	5,820,858
Sewer Operations	3,429,790	3,155,529	3,233,297	3,313,155	3,395,165
Interest Expense	845,416	860,957	859,061	859,062	766,822
Total Expenses	46,732,656	46,865,809	48,723,054	50,175,807	51,413,235
Annual Surplus	(15,333,478)	(12,940,607)	(12,754,315)	(10,876,110)	(13,212,805)
Proceeds from Borrowing	-	-	-	-	-
Transfer from Reserves	(20,164,592)	(14,941,750)	(7,538,030)	(13,129,099)	(10,026,500)
Transfer from Surplus	(15,628)	8,886	14,304	20,407	27,239
Principal Repayment	831,284	866,455	814,489	814,490	758,173
Capital Expenditures	30,296,713	21,963,000	13,816,000	16,847,850	15,399,000
Transfer to Surplus and Non-Statutory Reserve	9,453,565	10,279,677	11,056,899	11,911,601	12,830,158
Actuarial Adjustment on Long Term Debt	156,920	156,920	156,920	156,920	156,920
Amortization of tangible capital assets	(5,224,784)	(5,392,581)	(5,566,266)	(5,746,059)	(5,932,185)
Debt, Capital and Reserve/Surplus transfers	15,333,478	12,940,607	12,754,316	10,876,110	13,212,805
Financial Plan Balance	-	-	-	-	-

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 (2025 - 2029), 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 (2025) 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	2025
Property Taxes	38.99%
Parcel Taxes	3.87%
Fees & Charges	20.87%
Other Revenue	26.78%
Transfers from DCC Restricted Revenue	9.49%
Total Revenue	100%

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 2025.

Table 2: Approximate Distribution of 2025 Municipal Property Taxes

Property Class	Property Tax Dollars Raised (General, Police & Fire Protection)	% of Total Property Taxation	Ratio
(1) Residential	\$21,101,848	87.20%	1.0000
(2) Utility	\$268,613	1.11%	16.0694
(5) Light Industrial	\$590,465	2.44%	4.8202
(6) Business/Other	\$2,122,284	8.77%	2.4101
(8) Recreation/Non-Profit	\$111,317	.46%	1.3858
(9) Farm	\$4,840	.02%	0.2389
Totals	\$24,199,367	100.00%	

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.



Minutes

Agricultural Advisory Committee Meeting

February 10, 2025, 5:00 p.m.
Carr's Landing Room, Municipal Hall
10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1

Council Present: Councillor Todd McKenzie

Staff Present:
Jason Tran, Planner
Sheeja Vimalan, Planner
Starla Weigel, Planning Clerk

Committee Members Present:
David Grabavac, Chair
Dave McClure
Mike Budd
Sandra Follack
Brian Zurek (online)

Chris Zabek, Ministry of Agriculture (online)

1. Call to Order

We acknowledge that we are conducting our business today on the unceded territory of squilx"/syilx (Okanagan) peoples. As a Committee, 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 5:00 p.m.

2. Adoption of Agenda

It was moved and seconded

THAT the Agriculture Advisory Committee Agenda of February 10, 2025 be adopted.

Carried.

3. Adoption of Minutes

It was moved and seconded

THAT the Agricultural Advisory Committee Meeting Minutes of December 9, 2024 be adopted.

Carried.

4. Election of 2025 Committee Chair

It was moved and seconded

THAT David Grabavac to remain Chair for 2025.

Carried.

5. Temporary Use Permit | TUP00095 | 5325 Todd Road

To renew application TUP2019-003 to allow operation of home-based automotive and equipment repair shop on a property within the Agricultural Land Reserve.

It was moved and seconded

THAT Temporary Use Permit Renewal TUP00095 (Attachment A to the report dated February 10, 2025) for the property located at 5325 Todd Road, legally described as LOT 1 DISTRICT LOT 7 OSOYOOS DIVISION YALE DISTRICT PLAN 16648; PID: 008-555-575, to allow renewal of TUP2019-003 to continue operation of a home-based automotive and equipment repair shop until January 18, 2028 be supported.

Carried.

6. Agricultural Land Reserve | ALR00192 | 12820 Trewitt Rd

To permit Agri-Tourism Accommodation for a short-term RV Campground on a property in the Agricultural Land Reserve.

The AAC were not in support of the proposal to permit agri-tourism accommodation for a short-term RV campground on 12820 Trewitt Rd, located in the Agricultural Land Reserve due to the loss of farmland from agricultural production, the precedent set that may encourage similar proposals on agricultural land in the district and the potential health hazards to future campground users resulting from agricultural overspray.

It was moved and seconded.

THAT Agricultural Land Reserve (ALR00192) for property at 12820 Trewitt Road, be supported.

Motion Fails.

7. Agricultural Land Reserve | ALR00193 | 13402 Talbot Road

Application to allow construction of an additional single-family dwelling on a property in the Agricultural Land Reserve.

It was moved and seconded

THAT Agricultural Land Reserve (ALR00193) application for the property at 13402 Talbot Road, be supported.

Carried.

8. Council Updates on previous AAC Recommendations

8.1 Zoning Bylaw Amendment | Z0000341 | Backyard Chickens

Council granted third reading to the amendment bylaw authorizing the keeping of backyard chickens at its meeting on January 14, 2025. Council's motion included updated text to require annual permitting for residents who wish to keep backyard chickens. Council will consider final adoption of the bylaw at an upcoming meeting.

8.2 Zoning Bylaw Amendment | Z0000335 | 14198 Middle Bench Rd

Council granted first and second reading of the amendment bylaw to rezone the subject property from A1 – Agriculture 1 to A1 ta – A1 Agriculture 1 (Agri-Tourism Accommodation) at its meeting on January 14, 2025; and Council held a public hearing and subsequently granted third reading and final adoption of the amendment bylaw on February 4, 2025.

9. Other

9.1 BC Gov News Release(s)

1. [B.C. helps fruit growers prepare for extreme weather](#)

Program and application information are available here:

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/tree-fruit-climate-resiliency-program>

9.2 Focus Group - Regional District of Central Okanagan's Soil Deposit and Removal Strategy

There was a general discussion on the focus group of January 14, 2025 on the Regional District of Central Okanagan's Soil Deposit and Removal Strategy under development.

9.3 US Surgeon General Warnings

There was a brief, general discussion on the US Surgeon General's recent recommendation to include cancer warnings on alcoholic beverages and how this could possibly affect the wine industry in Lake Country.

10. Next Meeting

March 10, 2025

11. Adjournment

The Chair adjourned the meeting at 6:40 p.m.

David Grabavac, Chair

Starla Weigel, Recording Secretary

DRAFT



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 19, 2025**

Inside 23

Inclusive Education – Bamfield Marine Science Program for Students who are Blind or Visually Impaired

In attendance:

Randy Horne, Director of Instruction – Inclusive Education
Allison Goreas, Acting District Principal – Inclusive Education
Lynn Wales, TSVI Program Creator and Coordinator
Seth Gizen, former Central Okanagan Public Schools student

The Bamfield Program offers students who are blind or visually impaired an opportunity to learn through their unique learning modalities and highlights the importance of inclusive educational experiences. Established by Lynn Wales in 2010, this program has successfully hosted seven camps, fostering a sense of belonging and enthusiasm for scientific discovery. Designed as an inclusive, outdoor learning experience, the program allows students to engage meaningfully in hands-on scientific exploration. In 2024, nine students, nine vision professionals, representatives from eight school districts, and UBC participated in this enriching experience.

Declaration

1. Bullying Awareness (Pink Shirt) Day – February 26, 2025

The Central Okanagan Board of Education declared February 26, 2025 as "Pink Shirt Day" in Central Okanagan Public Schools.

Action Items

1. Property Bylaw No. 160 – BC Hydro Statutory Right-of-Way for George Pringle Secondary School

The Board of Education gave first, second and third readings, and granted approval to School District No. 23 (Central Okanagan) Property Bylaw No. 160 (Registration of a Statutory Right-of-Way) for registration of a Statutory Right-of-Way in favour of BC Hydro on Lot 1 & 2, Plan KAP82274, DL 486 and 807, ODYD, known as George Pringle Secondary School.

2. Annual Review of Finance and Planning Committee's Mandate, Purpose and Function

The Board of Education affirmed Policy 156 – Finance and Planning Committee.

3. 2024-2025 Amended Annual Budget Bylaw

Typically, the Ministry of Education and Child Care requires that the Amended Annual Budget be prepared, adopted by Bylaw and submitted by the end of February each year. With the funding announcement delayed this year to the end of January 2025, the filing deadline has been moved forward to March 28, 2025.

The Board of Education gave first, second and third readings, and adopted the School District No. 23 (Central Okanagan) Amended Annual Budget Bylaw for the Fiscal Year 2024/2025 in the amount of \$384,094,443.

4. 2025/2026 School Fees Summary

The Board of Education approved the school supply fee increase from \$35/student to \$40/student effective July 1, 2025.

5. Review of Transportation Fees for the 2025/2026 Fiscal Year

The Board of Education set the transportation fee at \$525 per year for each bus rider for the period effective July 1, 2025 to June 30, 2026.

The Government of British Columbia provides \$600,000 to the District in transportation funding. As a result, funds from the District's operating fund are used to subsidize the Transportation budget each year. As per Regulation 425R – Student Fees (Regulations), the Board has a financial hardship policy in place to help students who are in financial need.

6. Review of Secondary School Bus Routes

The Board of Education requested the Transportation Department to perform a review of secondary school bus routes to determine if school buses are providing service where reliable BC Transit Service is available.

7. Three Year Annual Facility Grant (AFG) Plan 2025/2026 – 2027/2028

The Board of Education approved the Annual Facility Grant Plan for 2025/2026 through 2027/2028.

8. Proposed Catchment Boundary Adjustment – Webber Road Elementary and Shannon Lake Elementary

The Board of Education approved an adjustment to the catchment boundary in the Smith Creek Road area between Shannon Lake Elementary School and Webber Road Elementary School.

9. Enhancement Agreement – North Glenmore Elementary School Rubber Surface

The Board of Education agreed to enter into an Enhancement Agreement with North Glenmore Elementary School for the installation of a rubberized surface to provide accessible access to a playground swing situated within the current playground.

Information Items

The Board of Education reviewed the following:

1. Level 4 and 5 Field Study Summary - 2024/2025
2. Level 4 and 5 Field Study Summary - 2025/2026
3. Financial Update – December 31, 2024
4. General Statement – January 22, 2025
5. General Statement – January 29, 2025
6. General Statement – February 3, 2025
7. General Statement – February 10, 2025
8. CUPE Local 3523 Executive 2025/2026

The Board of Education congratulated the CUPE Local 3523 Executive for 2025/2026.

Advocacy

The Board of Education have submitted two Motions to the British Columbia School Trustees Association (BCSTA) Legislative Committee.

Items of Special Mention

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

- Attendance at various meetings and events throughout the District, including the following:
 - Celebrating the graduation of 16 students from the Gateway Program which is a partnership between Okanagan College and Central Okanagan Public Schools designed to strengthen the connection between secondary and post-secondary education for Central Schools students by establishing early awareness and insight into viable career opportunities. A special thank you was expressed to donors for their support and commitment to this program.

- OKM Triple Threat Theatre musical presentation of Hadestown: Teen Edition
- 50th Western Basketball Tournament (Best of the West) hosted by École Kelowna Secondary School
- Grade 9 Course Selection night at École George Elliot Secondary School
- Primary Winter Gathering presented by the Indigenous Education Department
- Mar Jok 10th Anniversary Assembly and Lunar New Year
- Graduation of students from the Okanagan College Electrical Program
- UBCO WWest (Westcoast Women in Engineering, Science and Technology) hosting of middle and secondary school students on Friday, February 14th
- UBCO also this week hosted Experience UBCO Student and Faculty Fair for students from all across the Okanagan
- Upcoming events include:
 - Proud for Prom on Saturday, March 8, 2025 – volunteers will be hosting a one-day event where graduates can select formal wear and accessories to ensure that every graduate can celebrate Prom in style
 - Mount Boucherie Theatre Company is presenting the musical "*The 25th Annual Putnam County Spelling Bee*" on February 26th – 28th and March 5th – 7th
- École Glenrosa Middle School and Constable Neil Bruce Middle School are currently hosting students and staff from Haruhigaoka Junior High in Kasugai, Japan.
- The link to the 2025/2026 Public Budget Survey is on the District website (www.sd23.bc.ca). As the District plans the 2025/2026 annual budget for the next school year, we are asking for feedback on the 2025/2026 preliminary budget process. The due date for the survey is March 3, 2025.
- The School Bus Transportation Application for September 2025 (for the 2025/2026 school year) is now open and is available on the District website.
- A reminder that the initial enrollment application dates for the 2025/2026 school year have been set as February 3, 2025 at 7:00 am through to March 14, 2025. The closing date of enrollment applications, to apply the Board's enrollment priorities as established in Regulations 405R – *Student Placement (Regulations)*, is set as August 28, 2025.
- Congratulations to the École Kelowna Secondary School AAA Senior Boys Basketball team who are currently ranked 3rd in the Province.

Next Public Board Meeting

Wednesday, March 12, 2025 at 6:00 pm

Wednesday, April 16, 2025 at 6:00 pm

Board Standing Committee Meetings

Wednesday, February 26, 2025

4:00 pm

Education and Student Services Committee+ Meeting

For comments, please contact:

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

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

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

Highlights of the Regional Board meeting – February 20, 2025

Due to scheduling constraints, several items from the February 20 agenda were postponed and will be rescheduled for future Regional Board meetings. To stay informed about upcoming agenda items, visit rdco.com/agenda. Agendas are typically published at least three business days before each meeting.

Inclusive Regional Governance update

The Regional Board received an update on the progress of the Inclusive Regional Governance strategic priority and the work of the Intergovernmental Working Group. The Intergovernmental Working Group, with the support from the Ministry of Housing and Municipal Affairs, has been actively working to define a governance model empowering Westbank First Nation (WFN) with the rights of a voting member on the Regional Board.

RDCO and WFN Local Services Agreement 2025-2027

The Regional Board approved an updated local services agreement between the Regional District of Central Okanagan (RDCO) and WFN from 2025-2027. Over the last year, administration at WFN and RDCO have worked collaboratively to conduct a fulsome review of the local services agreement. The updated agreement was presented to WFN Chief and Council on January 13, 2025.

Road to Resiliency: COEDC Strategy 2025-2030

The Central Okanagan Economic Development Commission (COEDC) presented the Roadmap to Resiliency: COEDC Strategy 2025-2030. The strategy builds on previous work and was completed through comprehensive economic analysis

and community engagement. The strategic directions identified in the strategy positions the region for economic growth and resilience in the face of changing economic conditions.

Security Issuing Bylaw No. 1562 - Municipal Finance Authority

The Regional Board approved the security issuing bylaw for the RDCO on behalf of the City of West Kelowna. Under Sections 410 and 411 of the *Local Government Act*, the RDCO must adopt a security issuing bylaw to provide for the issue of debentures under municipal loan authorization bylaws.

2025-2029 Five-Year Financial Plan

The Regional Board approved the revised, draft 2025-2029 Five-Year Financial Plan. The revised plan reduced the proposed increase in the tax requisition. Consequently, for the average home in the Central Okanagan, with an assessed value of \$884K, the share of the total annual tax requisition for 2025 will increase \$33 to \$604. This is a decrease of \$20/year from the draft Plan presented on January 16, 2025. The Financial Plan is expected to be adopted at the next Board meeting on March 20.

Infrastructure Planning Grant - Westside Liquid Waste Management Plan

The Regional Board authorized RDCO staff to submit a grant application for \$10,000 under the BC Provincial Government Infrastructure Planning Grant to support the Westside Liquid Waste Management Update project.

Infrastructure Planning Grant - North Westside Regional Water Line

The Regional Board authorized RDCO staff to submit a grant application for \$10,000 for a BC Provincial Government Infrastructure Planning Grant to support the pre-planning work for North Westside Regional Water Line Project (NWRWL).

2025 Intake - UBCM - Emergency Operations Centre Equipment and Training

Regional Board authorized staff to apply for a grant of \$240,000 under the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Emergency Operations Centre (EOC) Equipment and Training.

Appointment of Park Operator 3

The Regional Board appointed a new Park Operator 3 to enforce the RDCO Regional Parks Bylaw No. 1427 and the RDCO Community Parks Bylaw No. 1431. To enforce the provisions of Regional District bylaws, there is a requirement under the *Local Government Act* for the Regional Board to appoint by resolution.

Regional Board meetings

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

- March 20 – 9:30 a.m.
- April 17 – 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. When available, a link to the Video recording will be posted in the Past Meetings section.

Stay informed about the Regional District

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

COUNCIL'S VALUES, VISION, AND MISSION STATEMENT

VALUES

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

VISION

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

MISSION STATEMENT

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

THE 5 PILLARS OF OUR VISION AND MISSION STATEMENT

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