

Agenda

Regular Council Meeting

Tuesday, April 1, 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 April 1, 2025 be adopted with the following amendment:

- item 8.1 be moved to item 6.1 to accommodate flight times for the presenting consultant.

3. Adoption of Minutes

3.1 Regular Council Meeting Minutes of March 18, 2025

Recommendation

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

4. Mayor's Report

5. Announcements

An open house will be held April 3 (4:30-7:00pm) at Municipal Hall to answer any questions about the Alternative Approval Process regarding the proposed boundary adjustments that transfers five parcels of land from the City of Kelowna to the District of Lake Country. The deadline for submission of elector response forms is April 22, 2025.

At the end of November we were excited to announce the strategic purchase of the BC Tree Fruits property at 9718 Bottom Wood Lake Rd as a community amenity. Now we want to engage with the community to help establish priorities for the use of the property to meet the needs of the community now and into the future. Watch the Let's Talk Lake Country online portal for more information about how you can get involved, and make sure to come out to the public engagement sessions April 16 (5:30-7:30pm) and April 17 (3:00-5:00pm) in the atrium lobby area of the MAC building.

The Lake Country Bike Park on Okanagan Centre Rd West is now open for use and a grand

opening celebration will be held on Saturday, May 3 (2-4pm).

Construction season is in full swing with some waterline, drainage and roads projects taking place on Seaton Rd and Lodge Rd – both which require full closures of the road during daytime work hours in the interest of public safety. Please cooperate with traffic control personnel and choose an alternate route around the construction zone. View the Capital Projects webpage for more info at www.lakecountry.bc.ca/projects.

Property owners will see changes to the quarterly utility bills they receive in April. The sewer utility portion is coming off the annual property tax bills and only those properties that directly benefit from the available service will be charged. For more detailed information please see consolidated Sanitary Sewer Regulation and Rate Bylaw 1176, 2022.

6.	Delegations	
6.1	SAFR & UBCO Capstone Group Road Safety Awareness UBCO Bachelor of Management students to present the final presentation from their capstone project.	10
7.	Planning and Development Applications	
7.1	Temporary Use Permit TUP00104 9770 Read Road Recommendation THAT Temporary Use Permit TUP00104 (Attachment A to the report dated April 1, 2025) for the property located at 9770 Read Road, legally described as LOT A SECTION 10 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 33539; PID: 003-181-669, to allow construction equipment parking on the property until April 1, 2028 be approved.	44
7.2	Development Variance Permit DVP00410 11011 Okanagan Centre Road West To vary the permitted storeys of a proposed single-family dwelling. Recommendation THAT Development Variance Permit DVP00410 (Attachment A in the Report to Council dated April 1, 2025) for the property at 11011 Okanagan Centre Road West, legally described as PARCEL D (BEING A CONSOLIDATION OF LOTS 4 AND 5 SEE CA8078621) BLOCK K SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 45 (PID 031-159-991), to vary the permitted dwelling height, be approved.	56
8.	Departmental Reports	
8.1	Integrated Transit Strategy - Phase 3 Final Report (Implementation Plan) Adoption Approval of the Implementation Plan to provide future transit service improvements Recommendation THAT the Integrated Transit Strategy - Phase 3 Final Report attached to the report to Council dated April 1, 2025, be adopted.	69
8.2	Reserve Fund Amendment Bylaw 1273, 2025 and Reserve Fund Policy 195, 2022 Amendment Creation of the Slope Stability Reserve Recommendation THAT Reserve Fund Policy 195, 2022 be amended as shown in Attachment A to the report dated April 1, 2025. AND THAT Reserve Fund Amendment Bylaw 1273, 2025 be read a first, second, and third time.	102

AND THAT the 2024 Financial Plan be amended to re-allocate \$200,000 of the \$240,000 Slope Stability capital project 24009 to the Slope Stability Reserve from the Financial Stabilization Reserve.

8.3 2024 – 2028 Financial Plan Amendment Bylaw 1274, 2025 128

Recommendation

THAT 2024-2028 Financial Plan Amendment Bylaw 1274, 2025 be read a first, second, and third time.

8.4 Subdivision and Development Servicing Amendment Bylaw 1269, 2025 135

To consider 1st, 2nd, and 3rd reading of Amendment Bylaw 1269, 2025.

Recommendation

THAT Subdivision and Development Servicing Amendment Bylaw 1269, 2025, be read a first, second and third time.

9. Bylaws for Adoption and Readings Following a Public Hearing

10. Rise and Report from In Camera

11. Council Committees

11.1 Water Services Advisory Committee DRAFT Meeting Minutes of February 21, 2025 142

11.2 Agricultural Advisory Committee DRAFT Meeting Minutes of March 10, 2025 148

12. External Committees and Boards

12.1 Board of Education Meeting Highlights of March 12, 2025 151

12.2 Regional District of Central Okanagan Board Report of March 20, 2025 154

13. Strategic Priorities 156

14. Report from Councillors

14.1 Notice of Motion from Councillor Reed made March 18, 2025 157
To delete clause 4.4 of Policy 207, 2023

Notice of Motion

THAT clause 4.4 in Council Interaction with Developers Policy 207, 2023 which reads:

A Council Member should not attend a public information session held by a Developer or a Lobbyist. Council will receive a summary of the public consultation in the report to Council.

be deleted.

15. Adjournment

posted March 27, 2025

Reyna Seabrook, Corporate Officer



Minutes

Regular Council Meeting

March 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, electronically
Councillor Heather Irvine
Councillor Michael Lewis
Councillor Todd McKenzie
Councillor Bib Patel
Councillor Cara Reed

Staff Present: Paul Gipps, Chief Administrative Officer
Jeremy Frick, Director of Planning & Development
Trevor James, Chief Financial Officer
Darren Lee, Fire Chief
Matthew Salmon, Director of Infrastructure & Development Engineering
Reyna Seabrook, Director of Corporate Services
Matt Vader, Director of Parks, Recreation & Culture
Carie Liefke, Manager of Current Planning
Steven Gubbels, Manager of Development
Philippa Harding, Manager of Corporate Services
Scott Unser, Public Works Manager
Richard Wagner, Manager of Finance
Kiel Wilkie, Utility Manager
Makayla Ablitt, Legislative & FOI Coordinator
Travis Tonn, Support Analyst

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

2025-03-075 It was moved and seconded

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

Carried.

3. Adoption of Minutes

3.1 Regular Council Meeting Minutes of March 4, 2025

2025-03-076 It was moved and seconded

THAT the Regular Council Meeting Minutes of March 4, 2025 be adopted.

Carried.

4. Mayor's Report

Mayor Ireland announced Melissa Tesche as the new Executive Director at the Okanagan Basin Water Board.

5. Announcements

Spring street sweeping is underway now. Residents are reminded to park off the road as much as possible so the equipment can do an effective job. Crews will sweep debris from the major roads at night and residential roads during the day.

The FireSmart green waste bins are now available at Fire Station 71 on Okanagan Centre Rd East for anyone that is doing FireSmart pruning and trimming on their property and wants to drop off the green waste debris.

Important infrastructure renewal projects are happening this spring, so please check the District projects page on the website at lakecountry.bc.ca/projects to keep up to date with water, drainage and roads works in your neighbourhood.

The first Pop-up Recycling Depot will be happening Saturday, March 22 at the corner of Hill Rd and Main St.

6. Delegations

6.1 Public Art Advisory Commission

Annual Commission update to Council presented by Sharon McCoubrey.

7. Planning and Development Applications

7.1 Development Variance Permit | DVP00411 | 5617 Oyama Lake Road

To vary the Permitted Lot Configurations in the RLPO zone (Schedule A to RLPO) as defined in the Zoning Bylaw 561, 2007.

2025-03-077 It was moved and seconded

THAT Development Variance Permit DVP00411 (Attachment A in the Report to Council dated March 18, 2025) for the property at 5617 Oyama Lake Road, legally described as Lot 2 Section 31 ODYD KAP84855 Township 21; PID 027-227-120, be approved.

Carried.

7.2 Development Variance Permit | DVP00414 | 16166 Commonage Road

To vary the permitted storeys of a proposed single-family dwelling at 16166 Commonage Road

2025-03-078 It was moved and seconded

THAT Development Variance Permit DVP00414 (Attachment A in the Report to Council dated March 18, 2025) for the property at 16166 Commonage Rd, legally described as Lot 5 Sec 8 Twp 14 ODYD Plan KAP85591, PID 027-336-409, be approved.

Carried.

7.3 Temporary Use Permit | TUP00106 | 11852 Hwy 97

To authorize self-storage facility in the basement at Lakewood Mall for up to three (3) years.

The Applicants, Hans Edstrand and Darcy Ulmer, answered questions from Council regarding the proposed application.

2025-03-079 It was moved and seconded

THAT Temporary Use Permit TUP00106 (Attachment A in the Report to Council dated March 18, 2025) for the property at 11852 Hwy 97, legally described as LOT A SEC 22 TWP 20 ODYD PLAN KAP84477 EXCEPT PLAN EPP7410 (PID 027-158-098), to allow the temporary use of a self-storage facility in the basement of Lakewood Mall, be approved.

Carried.

7.4 Agricultural Land Reserve | ALR00191 | 14550 Middle Bench Road

Application to allow reconstruction of an existing dwelling on a property within the Agricultural Land Reserve.

2025-03-080 It was moved and seconded

THAT Agricultural Land Reserve ALR00191 application for the property at 14550 Middle Bench Road, legally described as LOT B DISTRICT LOT 7 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAP53917 EXCEPT PLAN KAP73100 PID: 019-103-620, to allow reconstruction of an existing dwelling, be approved.

Carried.

8. Departmental Reports

8.1 Development Cost Charge (DCC)

Adoption of Development Cost Charge Bylaw 1233, 2024 and Development Cost Charges Update Policy 214, 2025

2025-03-081 It was moved and seconded

THAT Development Cost Charge (DCC) Amendment Bylaw 1233, 2024 be adopted;

AND THAT the Development Cost Charges Update Policy 214, 2025 be adopted.

Carried.

OPPOSED: Councillor Lewis

8.2 Flood Management Strategy

Recommendations on how to manage development within District Flood plains.

2025-03-082 It was moved and seconded

THAT staff be directed to create a Flood Management Strategy Bylaw.

Carried.

8.3 Jack Seaton Park | Burn Plan

Prescribed burn of 3.8 hectares in Jack Seaton Park

For Information.

8.4 Council Remuneration Task Force

To advise of the upcoming Council Remuneration Task Force member appointments.

2025-03-083 It was moved and seconded

THAT staff be directed to proceed with soliciting members for Council Remuneration Task Force as per Council Remuneration Task Force (CRTF) Policy 154.

Carried.

8.5 2024 Statistics Summary

For Information.

9. Bylaws for Adoption and Readings Following a Public Hearing

9.1 Zoning Amendment Bylaw 1246, 2024 | Z0000341 | Backyard Chickens

For adoption.

Read a 1st, and 2nd time [October 1, 2024](#). Public Hearing [January 14, 2025](#). Read a 3rd time [January 14, 2025](#).

2025-03-084 It was moved and seconded

THAT Zoning Amendment (Backyard Chickens) Bylaw 1246, 2024 be adopted.

Carried.

9.2 Zoning Amendment Bylaw 1268, 2025 | Z0000340 | Lot 11 - 18451 Crystal Waters Road

For adoption.

Read a 1st, 2nd, and 3rd time [March 4, 2025](#).

2025-03-085 It was moved and seconded

THAT Zoning Amendment (Z0000340) Bylaw 1268, 2025 be adopted.

Carried.

9.3 Sanitary Sewer Regulations and Rates Amendment Bylaw 1270, 2025

For adoption.

Read a 1st, 2nd, and 3rd time [March 4, 2025](#).

2025-03-086 It was moved and seconded

THAT Sanitary Sewer Regulation and Rate Amendment Bylaw 1270, 2025 be adopted.

Carried.

9.4 Zoning Amendment Bylaws 1261, 2025 & 1259, 2025 | Z0000269 & Z0000274 | Lot 63& 64 Tyndall Road

For adoption.

Read a 1st time [January 21, 2025](#). Read a 2nd, and 3rd time [March 4, 2025](#).

Councillor Lewis declared a conflict of interest due to an indirect property ownership relationship and left the meeting at 8:58 p.m. The Corporate Officer noted an administrative change to the headings in Bylaw 1261 to reference lot 63 rather than lot 64.

2025-03-087 It was moved and seconded

THAT Zoning Amendment (Z0000269) Bylaw 1261, 2025 be adopted;

AND THAT Zoning Amendment (Z0000274) Bylaw 1259, 2025 be adopted.

Carried.

Councillor Lewis returned to the meeting at 9:14 p.m.

10. Rise and Report from In Camera

11. Council Committees

11.1 Public Art Advisory Commission DRAFT Meeting Minutes of March 3, 2025

12. External Committees and Boards

12.1 Okanagan Basin Water Board Report of March 4, 2025

13. Strategic Priorities

14. Report from Councillors

Councillor Brett noted travelling as a Canadian right now is a unique experience, and that our Country has a lot of support from other parts of the world. She thanked Dr. McCoubrey for her

time as Chair on the Public Art Advisory Commission and looks forward to working with Janice Larson in the future.

Councillor Lewis noted it is spring break, reminding the community to be on the look out for children playing. He noted Lake Country's 30th anniversary is coming up on May 2.

Councillor Reed has had requests from Carr's Landing residents to ask for the FireSmart bin to be reinstalled at Station 81. She made a notice of motion for the next Regular Council Meeting to delete clause 4.4 from the Council Interaction with Developers Policy 207, 2023. She would like the opportunity to discuss and reconsider the clause with the amount of development occurring in the community. Councillor Reed thanked Councillor Brett for her insight and questions and comments particularly on those related to Zoning Amendment Bylaws 1261, 2025 & 1259, 2025, Lot 63 and 64 Tyndall Road.

Councillor Patel attended Local Government Leadership Authority (LGLA) conference last week focused on interactions outside of the District, particularly with Ministers and First Nation's Authorities. During the conference he felt a good sense that Lake Country on the right track, and was thankful to be able to attend.

Councillor McKenzie echoed Councillor Reeds comments for her notice of motion, and thanked Staff for their contributions during this busy time.

Councillor Irvine echoed comments from around the table. She announced that the citizens bulletin is out and looks forward to community members feedback. She has been enjoying the light-heartedness Staff is able to bring to presentations on in-depth and heavy topics.

Mayor Ireland noted there was a lot of snow in the alpine over the weekend, and that our water situation is looking better than it was a couple of weeks ago.

15. Adjournment

The Mayor adjourned the meeting at 9:22 p.m.

Mayor, Blair Ireland

Corporate Officer, Reyna Seabrook

Road Safety Awareness Week

Jessica Stirling, Wasy Sami, Jacob Baycroft, Xingjian Li
*University of British Columbia Okanagan
District of Lake Country | SAFR*

Dr Russel Fields



MGMT 490: Capstone

Meet the Team



Jessica Stirling

BMgmt 4th year



Jacob Baycroft

BMgmt 4th year



Wasy Sami

BMgmt 4th year



Xingjian Li

BMgmt 4th year

Our Partners





Agenda

- **Introductions and SAFR**
- **Problem Statement and Background**
- **Research Findings**
- **Proposed framework**
- **Implementation plan**

The SAFR Vision

SHARED ROADS

Smarter & Safer Together!



Lake Country.

British Columbia.

Canada

“Our vision is for Lake Country to become a place where our roads are safe for all road users shared harmoniously by pedestrians, cyclists, motorists, and wildlife, contributing to a happier, healthier community.”

— Marie Molloy,
Co-founder of SAFR



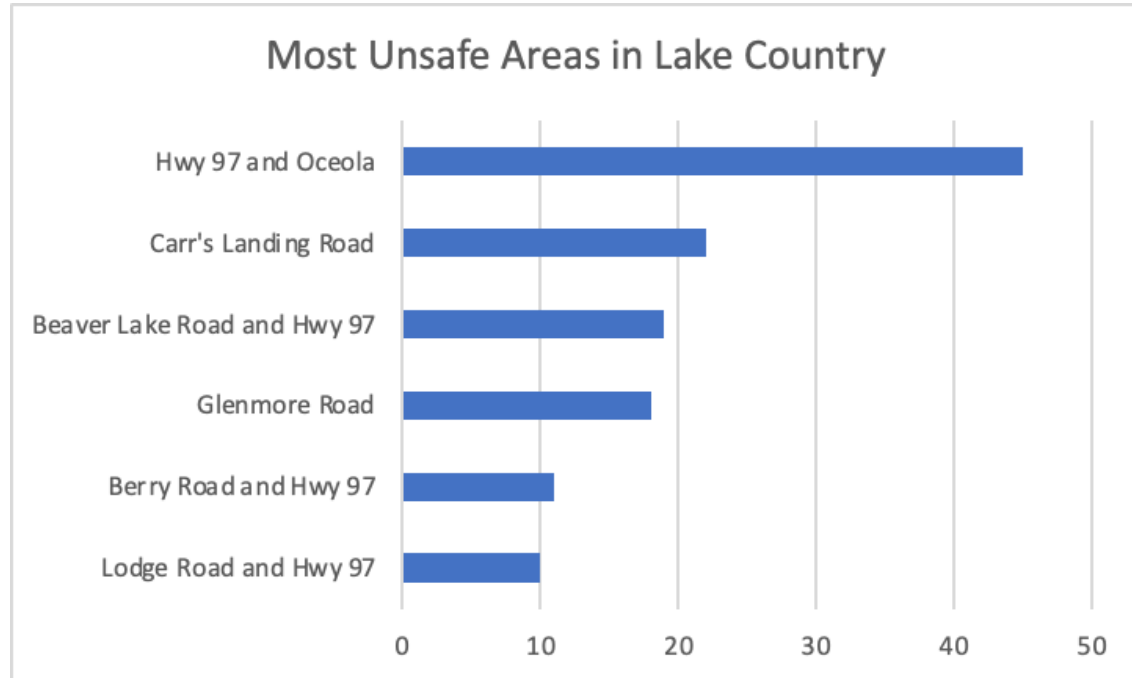
Problem

- 1 Road safety is a critical concern for the residents of Lake Country
- 2 Increasing risks due to gap in community engagement and education on road safety best practices.
- 3 A lack of awareness contributes to crashes, near-misses, and unsafe behaviors, putting all road users at risk

In a Survey of 250 Lake Country residents done in 2024...

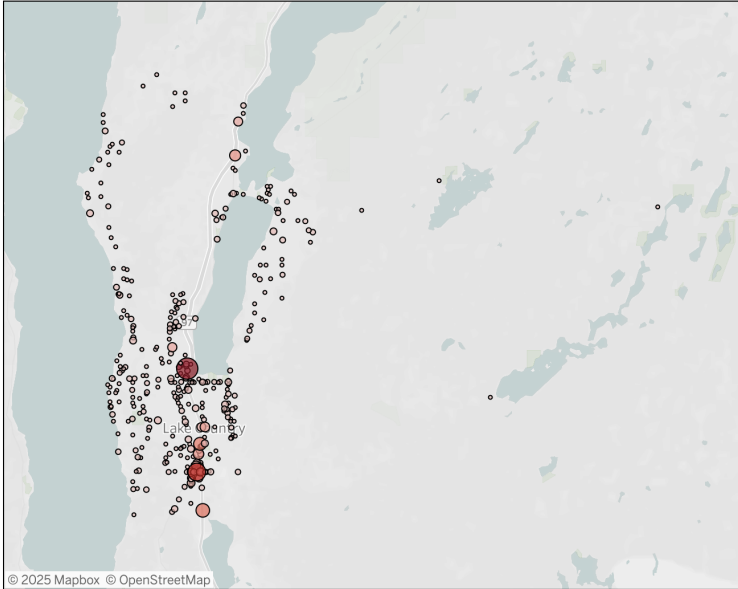
51% of people feel although road safety in Lake Country has gotten **worse in the last 3 years**

70% of the respondents said that they would prefer to **receive road safety information through social media**

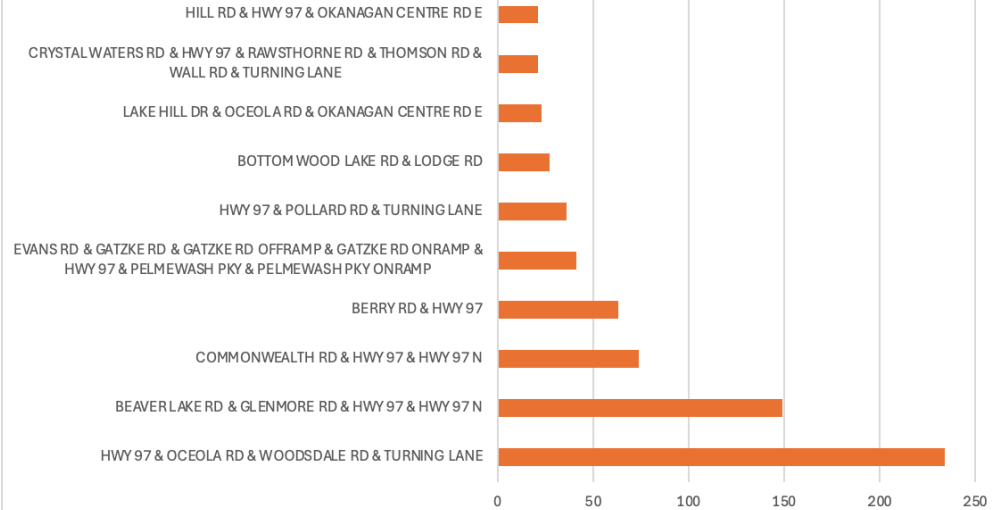


Crash Statistics

- Based on data from 2019 to 2023



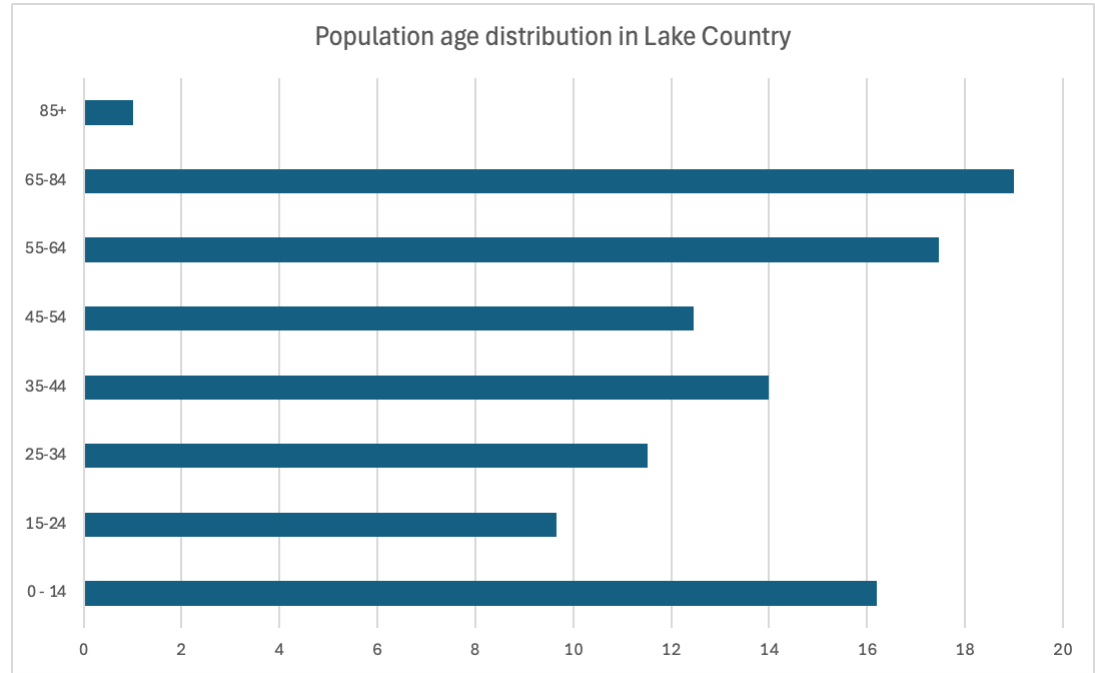
Top Accident-Prone Locations in Lake Country (2019-2023)



Adult-dominated population distribution

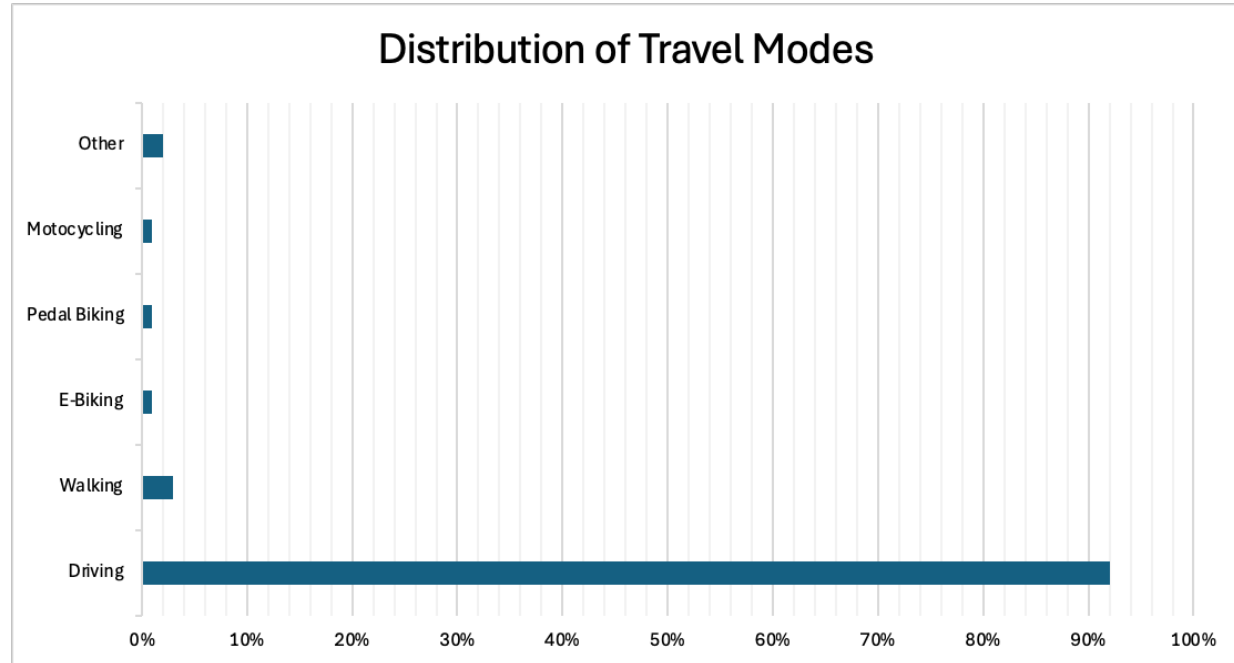
The chart illustrates the population distribution by age groups, with

16% aged 0-14,
10% aged 15-24,
11% aged 25-34,
14% aged 35-44,
12% aged 45-54,
17% aged 55-64,
19% aged 65-84, and
1% aged 85+.



Travel Mode Distribution in Lake Country

In Lake Country (2024), **driving dominates at 92%**, followed by **walking at 3%**, with **E-Biking, Pedal Biking, and Motorcycling each at 1%**, and other modes at **2%**. Road safety week should focus on educating driving behavior, but it should also cover other modes of travel.





Our Proposed Solution...

- Community engagement
- Opportunities to educate
- Volunteering and youth participation

“Our Actions, Our Safety.”




Other Communities

1. Cowichan Valley - Safer Roads Start With Me
2. City of Mississauga
 - a. School walking routes maps
 - b. 'Slow Down' lawn signs
3. Guelph's 24 Strategies
4. California Department of Transportation (Caltrans) Highway Safety Poster Contest
5. MADD Canada (Mothers Against Drunk Driving)
6. Ontario Students Against Impaired Driving (OSAID)
7. Markham Traffic Safety Program

Vision Zero Canada

- Multinational road traffic safety project that aims to achieve a road system with **ZERO fatalities or serious injuries**
- Originated in Sweden in 1997 – 50% reduction in fatalities

“No loss of life is acceptable.”



No more road violence.

Guelph's 24 Strategies

<i>Focal Message</i>	<i>Implementation</i>
Pedestrian Safety	Pedestrian routes app, Crossing
Distracted driving	Awareness Campaign
Aggressive Driving	Red Light running awareness
Cycling safety	1.5 Meter passing Law
Speeding	Slow down lawn signs, Radars
Impaired Driving	Impaired driving demonstration
School Safety	Walking groups
Senior Safety	"Senior Safety Zones"

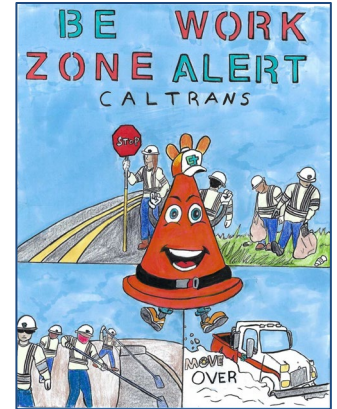


***“Every road.
Every Day.
Everyone”***

Caltrans Poster Contest

Opportunity for children to share their thoughts and creative ideas about the importance of driving safely in or near a work zone

- Different age categories
- Must contain “Be Work Zone Alert” and Caltrans or CT logo
- Email scanned PDF or photograph with name of child and age category
- Judged on reflection of theme, originality, and use of colour
- Photos became property of Caltrans
- Winning posters displayed on website



Markham's Traffic Safety Program

● Year-Round Focus

● Key Events

● Diverse Themes

● Enforcement Support

● Community Engagement

ROAD SAFETY CALENDAR EVENTS and CAMPAIGNS



JANUARY

- ➔ Automated Speed Enforcement (ASE) camera launch
- ➔ Leave Space Campaign (snow plows, buses, trucks)
- ➔ Visibility Campaign

FEBRUARY

- ➔ International Winter Walk to School Day - February 5
- ➔ Leave Space Campaign (snow plows, buses, trucks)
- ➔ Visibility Campaign

MARCH

- ➔ Bus Safety Campaign
- ➔ Leave Space Campaign (snow plows, buses, trucks)
- ➔ Visibility Campaign

APRIL

- ➔ Slow Down Campaign

MAY

- ➔ Canada Road Safety Week
May 13 to 19
- ➔ Distracted Driving Campaign
- ➔ Family Fun Day - May 24
- ➔ Slow Down Campaign
- ➔ Speed limit revision report - Release of report
- ➔ York Region Vision Zero Traveller Safety Plan Update

JUNE

- ➔ Bike Month
- ➔ Distracted Driving Campaign
- ➔ Motorcycle Safety Awareness
- ➔ Seniors Month
- ➔ Share the Road Campaign - June 1
- ➔ Slow Down Campaign

JULY

- ➔ Distracted Driving Campaign
- ➔ Slow Down Campaign

AUGUST

- ➔ Cycling Safety Campaign
- ➔ Distracted Driving Campaign

SEPTEMBER

- ➔ Back-to-School Campaign
- ➔ Bus Safety Campaign
- ➔ Distracted Driving Campaign

OCTOBER

- ➔ Bus Safety Campaign
- ➔ Distracted Driving Campaign
- ➔ Halloween Safety - October 27 to 31
- ➔ International Walk to School Day
October 1

NOVEMBER

- ➔ Distracted Driving Campaign
- ➔ Leave Space Campaign (snow plows, buses, trucks)
- ➔ Visibility Campaign

DECEMBER

- ➔ Distracted Driving Campaign
- ➔ Leave Space Campaign (snow plows, buses, trucks)
- ➔ Visibility Campaign

Road Safety Awareness Week

Remember, every road is a **shared space**.



Proposed Framework

Sunday: Drivers	Thursday: Youth/School safety
Monday: Pedestrians	Friday: New Drivers
Tuesday: Seniors	Saturday: Main Event
Wednesday: Cyclists	

Sunday

Drivers

- RCMP presence/enforcement
 - Speed radars, speed checks, DUI checks, Carr's Landing monitoring
- Road Safety Awareness Week signage
- Scavenger hunt begins*



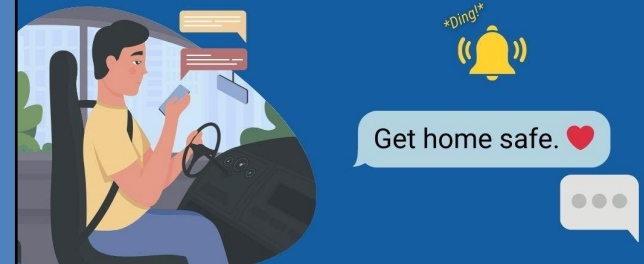
That text can wait.

In Canada in 2021, distracted driving surpassed the amount of fatal crashes from impaired driving.



Mobile phone use while driving leads to **1.6 million crashes** annually.

- Canadian National Safety Council, 2019





Everyone is a pedestrian!

What does pedestrian safety look like?

- Reflective or bright clothing, especially at night
- Abide by crosswalks: jaywalking is a safety risk all road users
- If there is no sidewalk, walk towards traffic to increase your visibility and awareness of approaching vehicles



- Always look both ways before crossing a driveway or alley to check for vehicles or bikes
- BE ALERT! Don't walk and text when crossing or walking along roadways



Monday

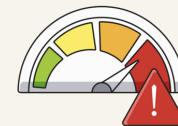
Pedestrians

- Road Safety Awareness community walk
- Community Police crossing guards
- Running/Walking groups


Tuesday

Seniors

- Lake Country Lodge, Lake Country Seniors Activity Society
 - Seniors Activity Centre – MAC Building
- Engagement Discussion:
 - *“What does road safety Look like to you?”*



Speed Limits save lives!

 Reminder: residential road limits are sometimes 20, 30, or 50 ... and NEVER above!

Accidents that occur at 50km are **six times** more likely to cause a fatality than at 30 km

Be mindful of speed limits.





Every road is a Shared road!



Cyclists and drivers should use respectful road etiquette

In Canada, wearing headphones or operating a cell phone while cycling is against the law.

Drivers, always remain **at least 1.5 METERS (5 feet)** away from cyclists... more if possible!



Wednesday

Cyclists

- **GoByBike Event** (June 4th, 2025, 7:30-9:30 am)
- Community bike ride
- Bike to work/school day
- Post a photo with #CyclingCity, #CycleToWork #LCCycling
- Free bike safety checks (tires, bells, gears)



Thursday

School/Youth Safety

- Road safety discussion encouraged in class rooms
- Community organizations to reach out to: Art Gallery, Elementary/High Schools, After school programs



Slow down, Stay alert!

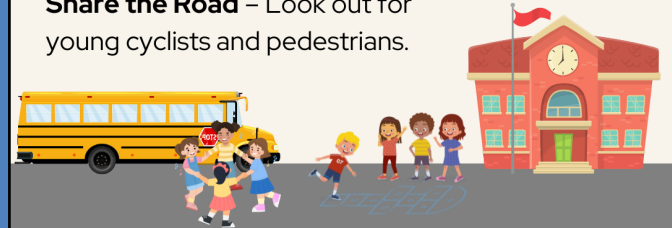
Slow Down – Obey posted speed limits in school zones

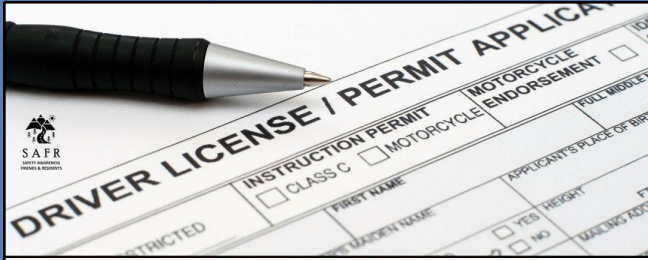

Watch for Kids – Children can be unpredictable; stay alert near crosswalks and sidewalks

No Distractions – Put the phone down and focus on the road

Stop for Buses – Flashing red lights mean STOP. No passing!


Share the Road – Look out for young cyclists and pedestrians.







'N' Permit reminders!

Congrats on passing your drivers test!
Now, remember...



- ZERO alcohol
- ZERO device usage
- ONE passenger
- DISPLAY 'N'




Friday

New Drivers/Teenagers

- Social media focus
- Emphasis on financial losses, point system and the possibility of losing licence
- Reeling in the excitement of earning a new license to remind them of dangers and consequences of being a novice driver

New Drivers → Social Media





'N' Permit reminders!

Congrats on passing your drivers test!
Now, remember...

N Driver rules:

- ZERO alcohol
- ZERO device usage
- ONE passenger
- DISPLAY 'N'





Driver Penalty Points

What are they?
"You get penalty points when you commit certain driving offences, these remain on your driving record. The number of points varies depending on the type of offence. For example, **speeding tickets earn you three points**, while **distracted driving earns you four.**"

When a N driver receives **FOUR** points, ICBC can revoke the drivers licence.

(<https://www.icbc.com/driver-licensing/tickets/Driver-Penalty-Points>)




Penalty Point Premium


What is a Driver Penalty Point Premium (DPP)?
Each year, ICBC looks at the total number of penalty points you received during a 12-month period.

If you collect **more than three points** on your driving record during the year, **you'll pay a Driver Penalty Point (DPP) premium.**

Points	\$\$\$/yr
4	\$214
6	\$367
10	\$1108
15	\$376
25	\$7,050
50+	\$29,376




(<https://www.icbc.com/driver-licensing/tickets/Driver-Penalty-Points>)



So, that means...

One charge of distracted driving
= (Ticket fine) \$368
+ (DPP) \$214
= **\$582 Dollars**



Ask yourself...

Is that text message **REALLY** worth **\$582 dollars** out of **YOUR** pocket?

Billboard/Truck Sign

ROAD SAFETY AWARENESS WEEK

SAFR - Safety Awareness
Friends and Residents

Visit www.lakecountry/safr.ca

Remember, the road is a
shared space.

Let's make Lake
Country a SAFR place.

Our Actions. Our Safety.



Saturday

Main Event

- A chance for the community to come together
- Poster contest and scavenger hunt winners announced and awarded prizes
- Booths for local businesses
- Road safety spin the wheel
- Fire department runs BBQ with free hotdogs



What can you do to practice road safety?

-  Always wear reflective or bright clothing and use caution wearing headphones
-  Cycle in designated lanes, wear a helmet, and assume vehicles may not see you!
-  Obey speed limits, buckle up, and don't text and drive

Remember, every road is a **shared space**.



Poster Contest

- Road Safety Awareness Poster contest for kids and teens
- Do through Boys and Girls Club, another after school program, or daycare
- Top 10 posters will be displayed around the final event



Traffic Sign Scavenger Hunt

- Participants will take pictures next to traffic signs around town
- Way to actively engage local community



Trivia Wheel

- Booth at final event with Road Safety themed trivia questions
- Spin the wheel and answer your question correctly for a prize
- We will provide questions and answers



Implementation

Providing our partners with:

1. Written Report with in depth logistics for the week and activities and executive role assignments
2. Social media templates
3. Recommended organizations to be involved
4. Website + volunteer portal

Risks and Mitigation Strategies

Low community engagement	High-impact community engagement activities + aggressive marketing
Communication and Coordination Risks	Establish clear communication roles and responsibilities, Implement a unified process and regular reporting
Challenges in Recruiting and Managing Volunteers	Recruit widely through community channels, offer simple incentives, and provide essential training on roles, safety, and emergency procedures.
Not engaging for all audiences	Collaborate with reputable/ethical institutions to co-organize events, or launch an at-home design competition initiative, making it a family-friendly event



Questions?

References

Bhathal, N., Chami, I., Li, Q., and Wingo, K. (2024) *2024 Final Presentation* [Powerpoint Slides]. Faculty of Management, University of British Columbia Okanagan. [2024 Final Presentation.pptx](#)

<https://www.mississauga.ca/services-and-programs/transportation-and-streets/road-safety/>

<https://www.mississauga.ca/services-and-programs/transportation-and-streets/road-safety/school-walking-routes/>

<https://www.mississauga.ca/projects-and-strategies/city-projects/vision-zero/>

<https://visionzero.ca/>

<https://www.mississauga.ca/services-and-programs/transportation-and-streets/road-safety/please-slow-down-lawn-signs/>

<https://www.guelphpolice.ca/en/canada-road-safety-week-starts-today.aspx>

<https://guelph.ca/plans-and-strategies/community-road-safety-strategy/>

PDF: <https://guelph.ca/wp-content/uploads/Community-Road-Safety-Strategy.pdf>

<https://www.caa.ca/driving-safely/distracted-driving/statistics/>

<https://beworkzonealert.dot.ca.gov/poster-contest.html>

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: April 01, 2025
Meeting Type: Regular Council Meeting

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

Title: Temporary Use Permit | TUP00104 | 9770 Read Road
Description: Application to allow storage and parking of construction equipment on the property within the Agricultural Land Reserve.

RECOMMENDATION

THAT Temporary Use Permit TUP00104 (Attachment A to the report dated April 1, 2025) for the property located at 9770 Read Road, legally described as LOT A SECTION 10 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 33539; PID: 003-181-669, to allow construction equipment parking on the property until April 1, 2028 be approved.

EXECUTIVE SUMMARY

The subject property (0.29 ha/0.717 ac) is zoned RR3 – Rural Residential 3, within the Agricultural Land Reserve (ALR). The applicant has applied for a Temporary Use Permit (TUP) to allow for the outdoor storage/parking of commercial vehicles for an excavation business. Residential home occupations are a permitted use on parcels zoned RR3; however, as per the District’s Zoning Bylaw (s.10.4.7. (a) (iii) &(iv)) exterior storage, parking of commercial vehicles greater than 5500 kg gross vehicle weight, and parking of heavy industrial equipment are not permitted uses for a residential home occupation.

The business has been in operation at this location since 1998 (27 years). Temporary Permits have been issued three times in 2005, 2008, 2011, 2015, and 2018.

The proposed temporary use complies with OCP policies (s.23.6) and Agricultural Land Reserve Regulations (s.24), and the business has historical ties to the area. Staff recommend authorizing construction equipment parking through a Temporary Use Permit on the subject property.

BACKGROUND

Application Information			
Application Type	Temporary Use Permit	Application Date:	2024-03-04
Applicant:	Daniel Hjorth	Owner:	Daniel Hjorth
Application Description	Request to temporarily allow the storage and parking of construction equipment on rural residential parcel with the ALR		
Property Information: General			
Folio/Roll #:	2391.392		
PID & Legal Description	PID 003-181-669; LOT A SEC10 TWP 20 ODYD Plan 33539		
Civic Address:	9770 Read Road		
Parcel Size:	0.29 Ha/0.717 Acres		
Property Information: Land Use			
OCP Designation:	Agricultural		
Zoning Designation:	RR3 – Rural Residential 3		
Land Use Contract	NA		

ALR:	Yes	
Site Summary:	Zoning:	Use:
<i>North:</i>	A1 - Agriculture 1	Agriculture & Residential
<i>East:</i>	A1 - Agriculture 1	Agriculture & Residential
<i>South:</i>	RR3 – Rural Residential 3	Residential
<i>West:</i>	A1 - Agriculture 1	Agriculture & Residential

Property Information: Infrastructure and Development Engineering	
Road Network	No road network concerns associated with this application.
Driveway Access	Access Permit required if TUP approved.
Water Supply:	Municipal (source: Beaver Lake) – no water concerns associated with this application.
Sewer:	Private – on-site septic
Drainage / Stormwater	No drainage concerns associated with this application.
Comments:	Applicant will be required to get an approved Access Permit. The property has two accesses. District staff have not identified any issues with grades, sight lines, or access and egress that would prevent a bylaw compliant access from being approved.

ANALYSIS

The applicant has been a resident at the subject property (Attachment B) for over 31 years. The owner has been operating Lakeland Excavating since 1990, and since 1998 on the subject property. In 2005, 2008, 2011, 2015 and 2018, the applicant applied for a Temporary Use Permit and the application was approved. The business has been in operation at this location and has held a valid business license for 27 years.

The area used for parking is approximately 358m² (Attachment B) and is located at the northwest corner of the property. The applicant intends to continue the business and an application for a Temporary Use Permit was submitted to allow for the continued parking of construction equipment consisting of a dump truck, gravel trailer, excavator, and rubber tire loader on the property.

The applicant has been the sole owner/operator of the business and confirms that the equipment is usually parked at the job site but may require occasional parking on the property. The east and south lot lines are planted with cedars to provide screening from the adjacent agricultural land and the owner confirmed that there will be minimal activity on the property.

Local Government Act

As per section 493 – a temporary use permit may do one or more of the following:

- (a) allow a use not permitted by a zoning bylaw;
- (b) specify conditions under which the temporary use may be carried on.

Agricultural Land Commission Act and Regulation

ALC Act, Section 23 (1) Restrictions on the use of agricultural land do not apply to land that, on December 21, 1972, was, by separate certificate of title issued under the *Land Registry Act*, R.S.B.C. 1960, c. 208, less than 2 acres in area.

ALR Use Regulation, Section 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.

Official Community Plan

Section 23.6 contains policies related to Temporary Use permits. The policies are as follows:

- a. The District will consider the issuance of a Temporary Use Permit provided the proposed use:
 - i. is temporary or seasonal;
 - ii. not be noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference or an offensive trade within the meaning of the Health Act, as amended from time to time;
 - iii. have no negative impact on adjacent lands;
 - iv. create no significant increase in the level or demand for services;
 - v. not permanently alter the site upon which it is located.
- b. The District may apply any conditions to the permit, including but not limited to the hours of operation, square footage, appearance, screening, site rehabilitation or clean up, or any other matters deemed appropriate by Council.

Zoning Bylaw 561,2007 Consolidated 2025-02-04

A residential home occupation is a permitted use on parcels zoned RR3-Rural Residential3; however, section 10.6.4 states parking of commercial vehicles larger than 5500 kg gross vehicle weight; Parking of heavy industrial equipment is not permitted uses in the residential and rural zones.

Lands zoned RR3—Rural Residential 3 do not require a landscape buffer (s.8.6.1 (a)).

The property is within the Agricultural Land Reserve; however, the subject property is not required to adhere to the use regulations of the Agricultural Land Commission (s.23 Exceptions - Agricultural Land Commission Act). However, this property is adjacent to a property subject to Agricultural Land Reserve regulations.

A Temporary Industrial Permit was applied for and approved on three prior occasions:

- (a) 2005 and renewed in 2008 (TI2005-006);
- (b) 2011 and renewed in 2015 (TP2011-009);
- (c) 2018 and expired in 2021 (TP2018-002).

As per the Temporary Use Permit renewal in 2015, Staff recommended a 2 m non-vegetated buffer to separate the temporary use from the adjacent agricultural land (Attachment C).

District staff are supportive of the proposed temporary use as it would benefit the area and contribute to the economy of the community at large.

Agricultural Advisory Committee (AAC)

The AAC reviewed this application at their March 10, 2025 meeting. The AAC supported the application.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

COMMUNICATION

- This application was referred to internal departments and comments were provided indicating that there are no bylaw complaints associated with the address.
- The owner conducted neighborhood consultation within a radius of 100m of the subject property.
- Temporary Use Permit notices were advertised in the March 20 and 27 issues of the local newspaper.
- The Planning Department prepared the appropriate letter/signage and landowner notifications were sent out prior to the application being forwarded to Council for consideration.

ALTERNATE RECOMMENDATION(S)

1. THAT Temporary Use Permit TUP00104 (Attachment A to the report dated April 1, 2025) for the property at 9770 Read Road, legally described as LOT A SECTION 10 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 33539 PID: 003-181-669 to allow the parking of construction equipment on the property, not be approved.

2. THAT Temporary Use Permit TUP00104 (Attachment A to the report dated April 1, 2025) for the property at 9770 Read Road, legally described as LOT A SECTION 10 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 33539 PID: 003-181-669 to allow the parking of construction equipment on the property, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,
Sheeja Vimalan, Planner

Report Approval Details

Document Title:	TUP00104 - 9770 Read Road - Temporary Use Permit .docx
Attachments:	- Attachment A-TUP00104- Draft Temporary Use Permit.pdf - Attachment B-TUP00104-Location Map and Site Plan.pdf - Attachment C-TUP00104-Site Photos.pdf
Final Approval Date:	Mar 27, 2025

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

Steven Gubbels, Development Engineering Manager - Mar 21, 2025 - 11:15 AM

Carie Liefke, Manager of Current Planning - Mar 25, 2025 - 10:35 AM

Jeremy Frick, Director of Development Approvals - Mar 26, 2025 - 4:45 PM

Reyna Seabrook, Director of Corporate Services - Mar 26, 2025 - 8:30 PM

Paul Gipps, Chief Administrative Officer - Mar 27, 2025 - 7:39 AM

Makayla Ablitt, Legislative & FOI Coordinator - Mar 27, 2025 - 9:49 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. 493 of the Local Government Act)

PERMIT #: TUP00104
 FOLIO #: 2391.392
 ZONING DESIGNATION: RR3 – Rural Residential
 ISSUED TO: Daniel Hjorth
 SITE ADDRESS: 9770 Read Road
 LEGAL DESCRIPTION: LOT A SECTION 10 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 33539
 PARCEL IDENTIFIER: 003-181-669

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 Permit TUP00104 legally described as Lot A section 10 Township 20 Osoyoos Division Yale District Plan 33539 is approved allowing parking of construction equipment within the Agricultural Land Reserve, subject to the following conditions:

- a) Development and Business Operation shall be conducted in compliance with the provisions of the District's various bylaws including the District of Lake Country Zoning Bylaw No. 561, except as explicitly varied or supplemented by the terms of this permit, subsequent permits, amendment(s) and/or development variance permits;
- b) The construction equipment permitted to be stored and maintained on the subject property is limited to:
 - i) 1 dump truck
 - ii) 2 trailers
 - iii) 3 track excavators and associated attachments
 - iv) 1 rubber tire loader

- c) No flammable, toxic or hazardous materials shall be transported to or stored on the subject property or within this or any other residential area at any time.
- d) There is to be no dumping or draining of deleterious materials on the site. And further, construction equipment shall not be washed on the subject property or within this or any other residential area at any time.
- e) The construction equipment shall not be operated between the hours of 10pm and 7am and shall not be left running for periods exceeding ten (10) minutes during any other time of day.
- f) The vehicles must park within the Equipment Parking Area indicated on **Schedule "A"** of this permit.
- g) No nuisances, noise, vibration, smoke, dust, dirt, odour or litter is to be produced at any time, unless specified within this permit.
- h) Signage shall be governed by the District of Lake Country Signage Regulation Bylaw 501, 2004 (as amended).
- i) This permit, issued as per Section 497 of the *Local Government Act* is valid for a three (3) year period and, upon application and subsequent approval by Council, may be extended only for one additional period up to 3 years at the discretion of Council.
- j) At the end of the term of this permit all uses on this property must revert back to uses permitted under the zoning bylaw of the day.

2. DEVELOPMENT

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

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

THIS IS NOT A BUILDING PERMIT

3. APPROVALS

Authorizing resolutions passed by the Council on the **1st day of April, 2025.**

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

4. EXPIRY

Temporary Permit TUP00104 expires on the 1st day of April, 2028.

Corporate Officer, Reyna Seabrook

British Columbia Land Surveyors
BUILDING LOCATION CERTIFICATE

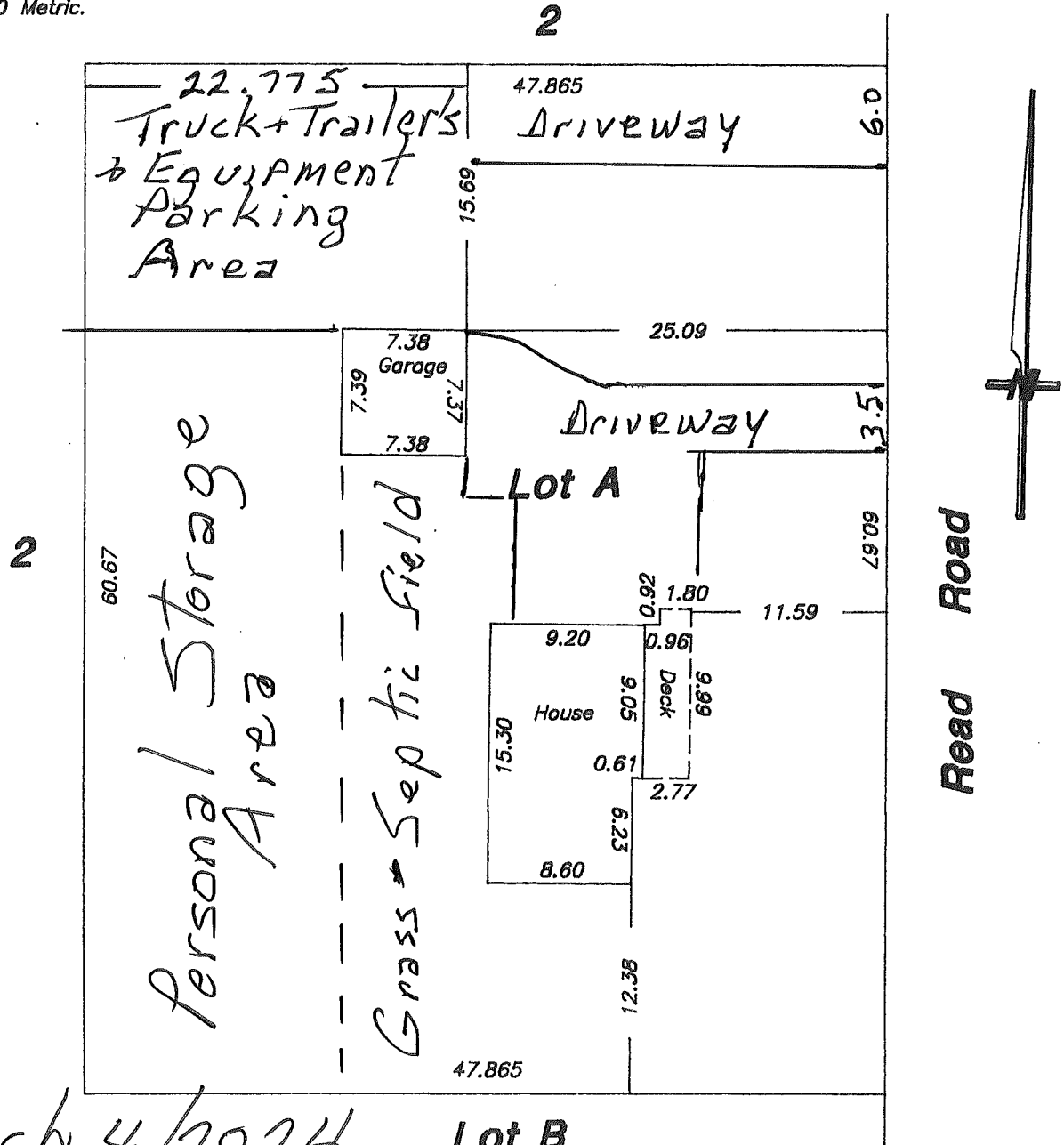
Schedule A

This is to state that on the 27th day of November, 1993, a survey was performed under my superintendence, on the property described as follows:

9770 Read Road Lot A, Sec.10, Tp.20, ODYD, Plan 33539.

The building(s) erected on the said property is (are) wholly within the boundaries thereof, and does (do) not encroach on adjoining properties. The accompanying sketch shows within acceptable tolerances the size of the building and property, and their relative positions. This sketch is not to be used for the establishment of property boundaries.

*Distances shown are in metres and decimals thereof.
 Scale 1:400 Metric.*



March 4/2024

Lot B

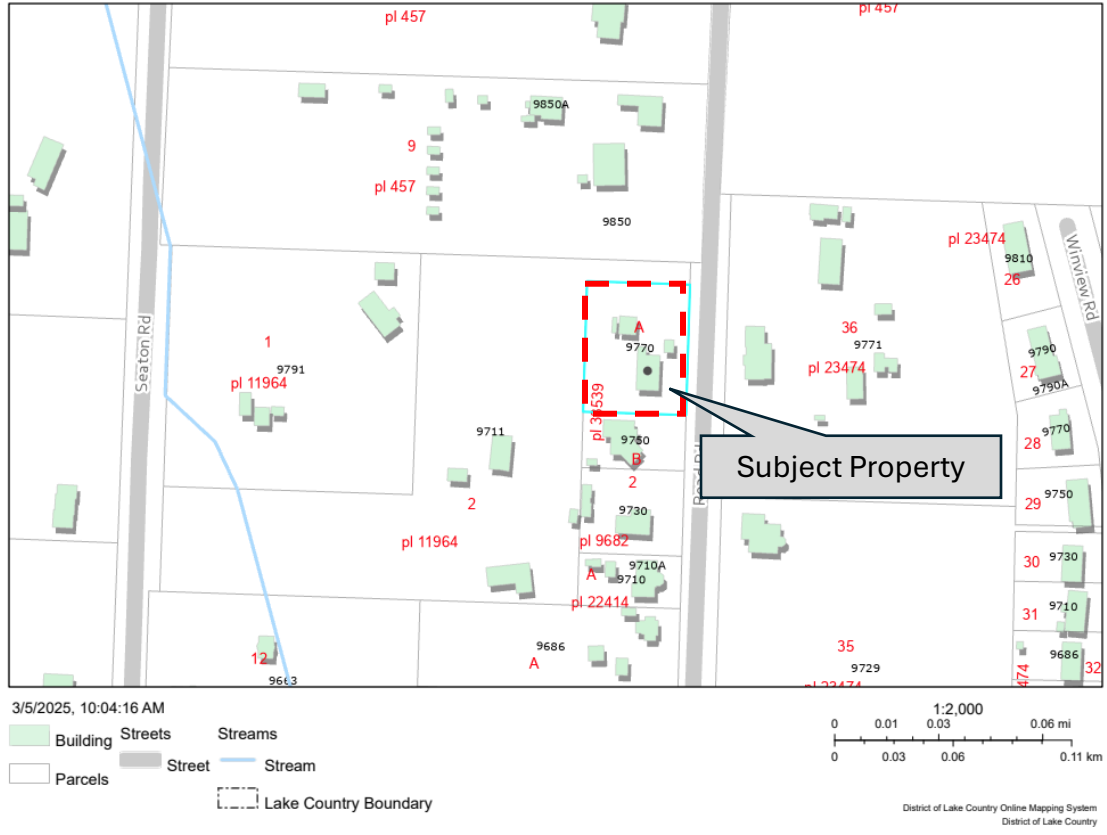
FRITSCH LAND SURVEYING INC.
 Legal & Engineering Survey Consultants

[Signature]
 BRITISH COLUMBIA LAND SURVEYOR

Copyright © No part of this drawing may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of Fritsch Land Surveying Inc.
 This document is not valid unless originally signed and sealed.

The 27th of November 1993

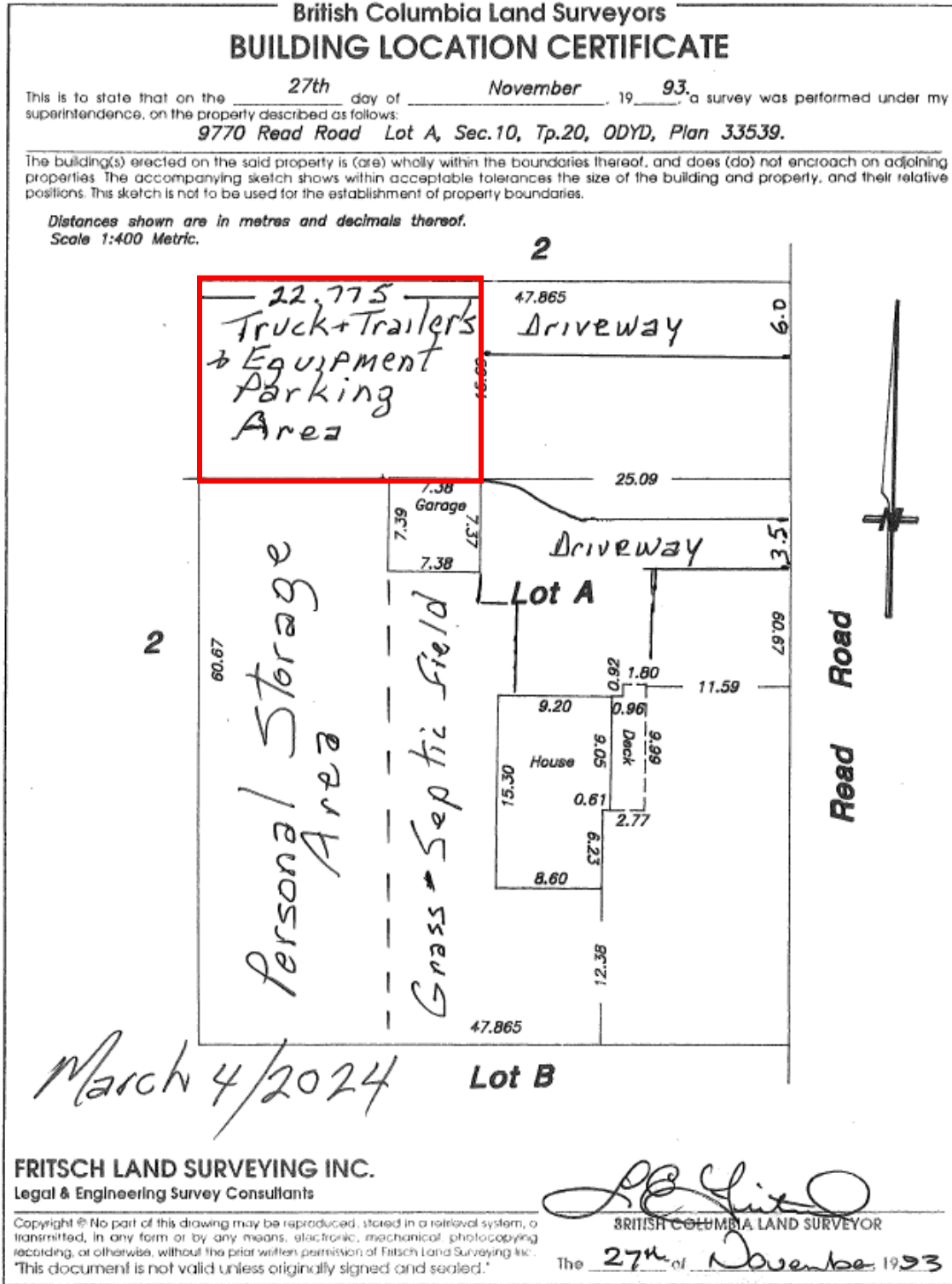
Location Map



Orthophoto



Site Plan







To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: April 01, 2025
Meeting Type: Regular Council Meeting

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

Title: Development Variance Permit | DVP00410 | 11011 Okanagan Centre Road West
Description: To vary the permitted storeys of a proposed single-family dwelling.

RECOMMENDATION

THAT Development Variance Permit DVP00410 (Attachment A in the Report to Council dated April 1, 2025) for the property at 11011 Okanagan Centre Road West, legally described as PARCEL D (BEING A CONSOLIDATION OF LOTS 4 AND 5 SEE CA8078621) BLOCK K SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 45 (PID 031-159-991), to vary the permitted dwelling height, be approved.

EXECUTIVE SUMMARY

The applicant proposes a three-storey single-family dwelling on the subject property. The Zoning Bylaw limits the height of single-family dwellings (SFD) in the RU1 – Small-Scale Multiple Housing zone to the lesser of 9.5 m or 2 ½ storeys. The total height of the proposed single-family dwelling (6.61m) would meet the height requirement of the zoning bylaw and the height is also 1.05m less than the permitted Hillside Development Sightlines (s.7.13.1) from Maddock Avenue. However, the proposed house is three storeys in height and therefore a ½ storey Zoning Bylaw variance has been requested.

Staff support the proposed variance.

BACKGROUND

Application Information			
Application Type	Development Variance Permit	Application Date:	2024-10-15
Applicant:	Kevin May	Owner:	Kevin May
Application Description	Request to increase the permitted height of a single family dwelling		
Variances	① SFD height variance from 2 ½ storeys to 3 storeys.		

Property Information: General	
Folio/Roll #:	2628.301
PID	031-159-991
Legal Description	PARCEL D (BEING A CONSOLIDATION OF LOTS 4 AND 5 SEE CA8078621) BLOCK K SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 454
Civic Address:	11011 Okanagan Centre Road West
Property Information: Land Use	
OCP Designation:	Urban Residential
Zoning Designation:	RU1 – Small-Scale Multiple Housing
Land Use Contract	n/a
ALR:	n/a
Parcel Size:	~0.04 ha/.1 ac
Development Permit Areas:	Natural Environment Development Area

Site Summary:	Zoning:	Use:
<i>North:</i>	RU1- Small-Scale Multiple Housing	Residential
<i>East:</i>	RR3 -Rural Residential 3	Residential
<i>South:</i>	RU1- Small-Scale Multiple Housing	Residential
<i>West:</i>	Road & W1 – Recreational Water Use - Okanagan Lake &	Okanagan Centre Rd W. & Okanagan Lake

Property Information: Infrastructure and Development Engineering	
Road Network	Okanagan Centre West = Minor Connector / Maddock = Local
Driveway Access	Preferred from Maddock An Access Permit application will be required at time of Building Permit application
Water Supply:	Municipal (source: Beaver Lake) – 25mm service connection
Sewer:	Private – on-site septic
Drainage / Stormwater	No concerns
Comments:	None

ANALYSIS

The applicant has proposed to build a single-family dwelling on the subject property located at 11011 Okanagan Centre Road West (Attachment B). The proposed house would not conform to the height requirement of the RU1 zone (the lesser of 9.5m or 2 ½ storeys). The dwelling is proposed to be 6.61m and 3.0 storeys (Attachment C).

The Zoning Bylaw currently measures the height of a building in several ways; for the RU1 zone this includes:

- a measured height for hillside development sight lines (bylaw section 7.13),
- a measured height in metres (maximum 9.5 metres),
- a measured height in storeys (maximum 2 ½ storeys).

This proposal meets the requirements for the measured height in metres and for the hillside development sight lines, but variance is necessary for the number of storeys proposed. Analysis of the height requirements are as follows:

- Hillside Development Sightline regulations under section 7.13.1 of the Zoning Bylaw were reviewed and the height is 1.05m less than the maximum height when viewed from Maddock Avenue.
- Measured height in metres: The height as measured from the building grade to the highest point of the building is 9.35m. However, the height of a SFD, located on a lot sloping upwards from the road, is 6.65m as measured from the elevation of the rear property line to the highest point of the building.
- Measured height in storeys based on the side elevation of the proposed dwelling the building is 3 storeys in height. As the RU1 zone only permits a 2 ½ storey building, a ½ storey variance would be required to permit the dwelling to be constructed.

The Applicant has noted that the lot size for this property is smaller (0.04h/0.1ac) and the need for parking and a septic field would leave less room for the house footprint therefore, a 3rd floor is proposed.

District staff are supportive of the proposed development as the building meets the measured height requirements and conforms to all other applicable development regulations under the Zoning Bylaw.

DEVELOPMENT REGULATIONS		
CRITERIA	RU1 ZONE REQUIREMENTS	PROPOSAL
Height	15.1.6 (b) (i) Single Dwelling Housing and Group Home, Minor: The maximum height is the lesser of 9.5 m or 2 ½ storeys	① Three (3) storeys

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

COMMUNICATION

- This application was referred to internal departments.
- Neighbour Consultation was completed and the applicant noted that supportive feedback was provided by the neighbours consulted.
- Staff completed Statutory Notification requirements where properties within 100m were notified and a Development Notice Sign was placed on the subject property.

ALTERNATE RECOMMENDATION(S)

1. THAT Development Variance Permit DVP00410 (Attachment A in the Report to Council dated April 01, 2025) for the property at 11011 Okanagan Centre Road West, legally described as PARCEL D (BEING A CONSOLIDATION OF LOTS 4 AND 5 SEE CA8078621) BLOCK K SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 45 (PID 031-159-991), to vary the permitted dwelling height, not be approved.
2. THAT Development Variance Permit DVP00410 (Attachment A in the Report to Council dated April 01, 2025) for the property at 11011 Okanagan Centre Road West, legally described as PARCEL D (BEING A CONSOLIDATION OF LOTS 4 AND 5 SEE CA8078621) BLOCK K SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 45 (PID 031-159-991), to vary the permitted dwelling height, be deferred pending receipt of additional information as identified by Council.

Respectfully Submitted,
Sheeja Vimalan, Planner

Report Approval Details

Document Title:	DVP00410 - 11011 Okanagan Centre Road West.docx
Attachments:	- Attachment A-DVP00410-Draft DVP.pdf - Attachment B-DVP00410-Location Map and Orthophoto.pdf - Attachment C-DVP00410-Site Plan and Elevations.pdf
Final Approval Date:	Mar 27, 2025

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

Steven Gubbels, Development Engineering Manager - Mar 26, 2025 - 2:01 PM

Carie Liefke, Manager of Current Planning - Mar 26, 2025 - 2:11 PM

Jeremy Frick, Director of Development Approvals - Mar 26, 2025 - 4:33 PM

Reyna Seabrook, Director of Corporate Services - Mar 26, 2025 - 8:29 PM

Paul Gipps, Chief Administrative Officer - Mar 27, 2025 - 7:38 AM

Makayla Ablitt, Legislative & FOI Coordinator - Mar 27, 2025 - 9:48 AM

DEVELOPMENT VARIANCE PERMIT

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

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

PERMIT #: DVP00410
 FOLIO #: 2628301
 ZONING DESIGNATION: RU1 – Small-Scale Multiple Housing
 ISSUED TO: Kevin May
 SITE ADDRESS: 11011 Okanagan Centre Road W.
 LEGAL DESCRIPTION: PARCEL D (BEING A CONSOLIDATION OF LOTS 4 AND 5 SEE CA8078621) BLOCK K SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 454
 PARCEL IDENTIFIER: 031-159-991

SCOPE OF APPROVAL

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

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

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

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

1. TERMS AND CONDITIONS

Development Variance Permit DVP00410 for 11011 Okanagan Centre Road W.; legally described as PARCEL D (BEING A CONSOLIDATION OF LOTS 4 AND 5 SEE CA8078621) BLOCK K SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 454 (PID 031-159-991) for a three (3) storeys Single Dwelling Housing development, shall be conducted in accordance with the regulations contained in the following documents attached to and forming part of this permit:

- a) Amends Zoning Bylaw 561, 2007 as follows:
- i) Section 15.1.6. (b) (i) to exceed the maximum height 2 1/2 storeys of a Single Dwelling Housing:
- From:** lesser of 9.5m or 2 1/2 Storeys
To: lesser of 6.6m or 3 storeys

- b) The development of the secondary suite shall be conducted substantially in accordance with the following documents to the satisfaction of the Director of Planning and Development:
 - i) **Schedule A:** Site Plan and House Drawings, prepared by Kevin May, dated October 22, 2024.

2. DEVELOPMENT

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

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

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

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

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

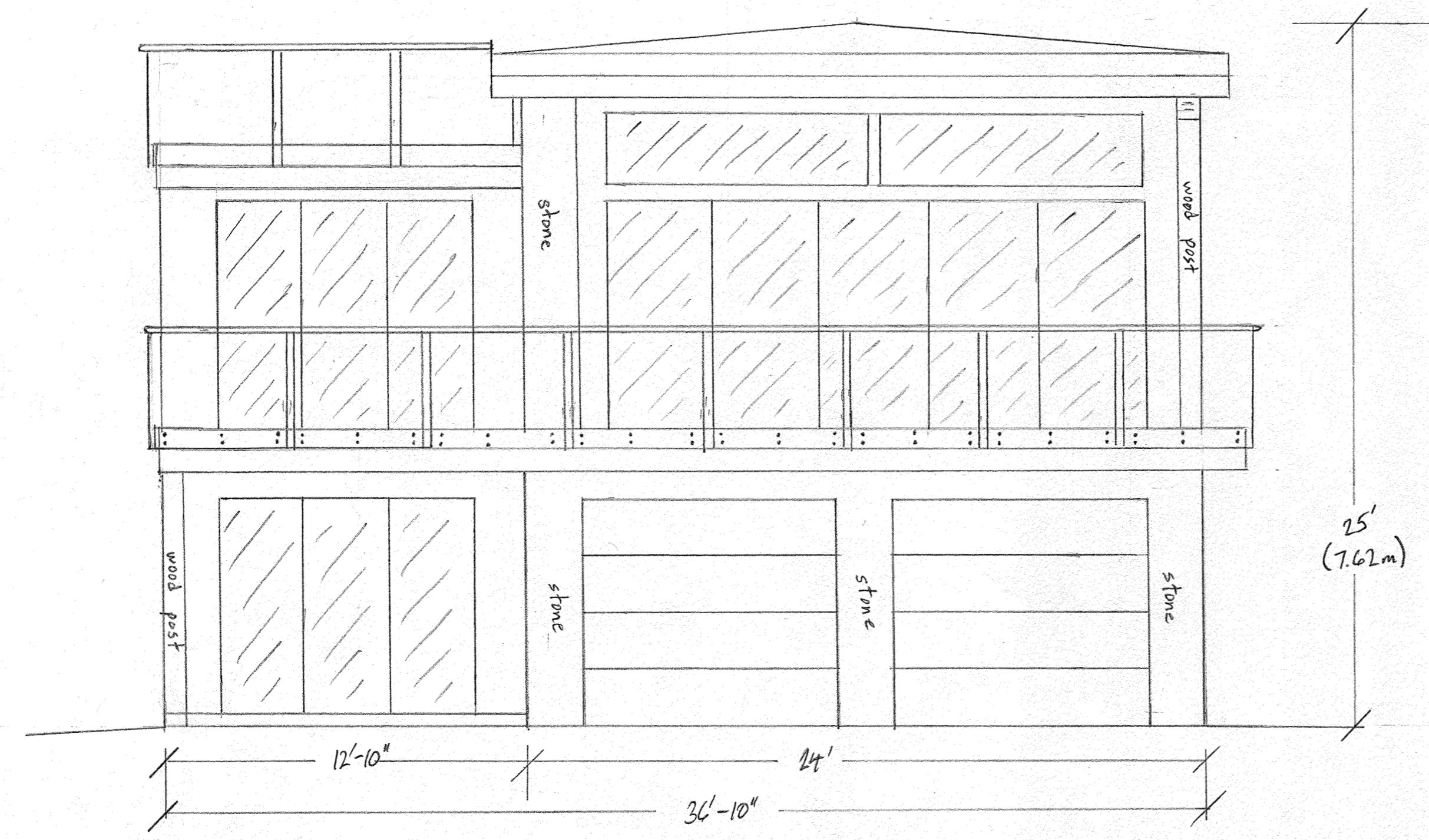
3. APPROVALS

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

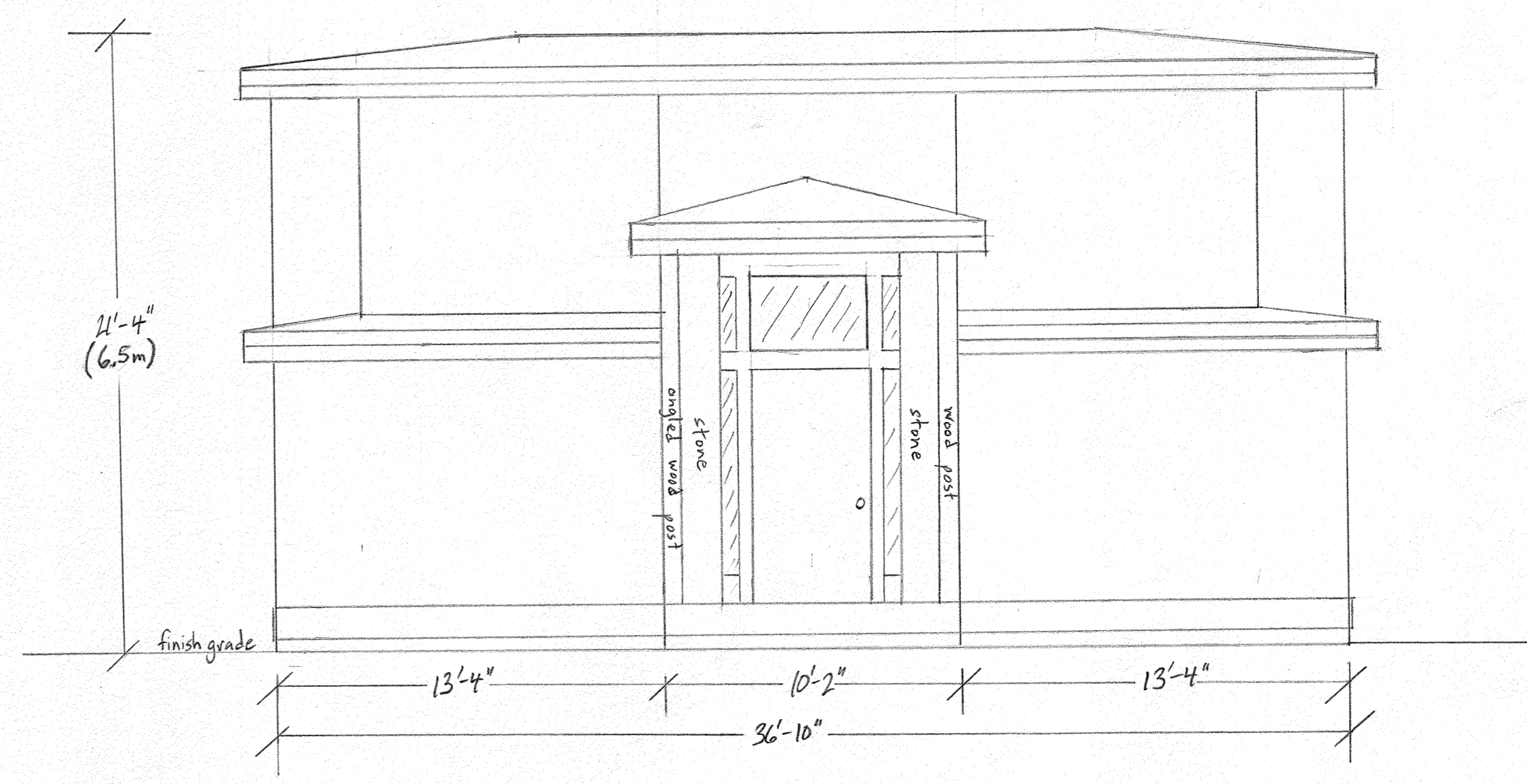
Issued by the Corporate Officer of the District of Lake Country this ___ day of ____, 2025.

Corporate Officer, Reyna Seabrook

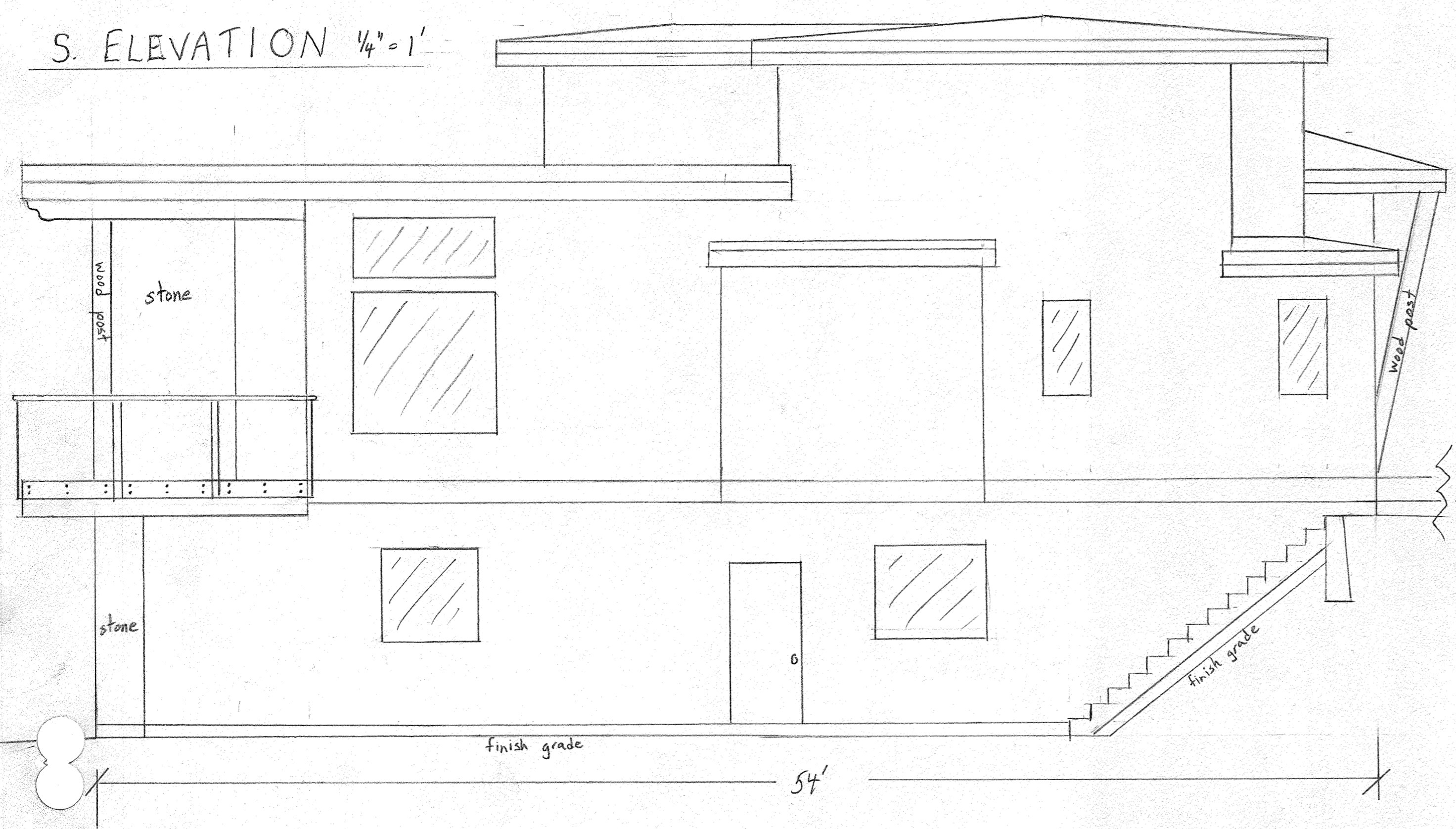
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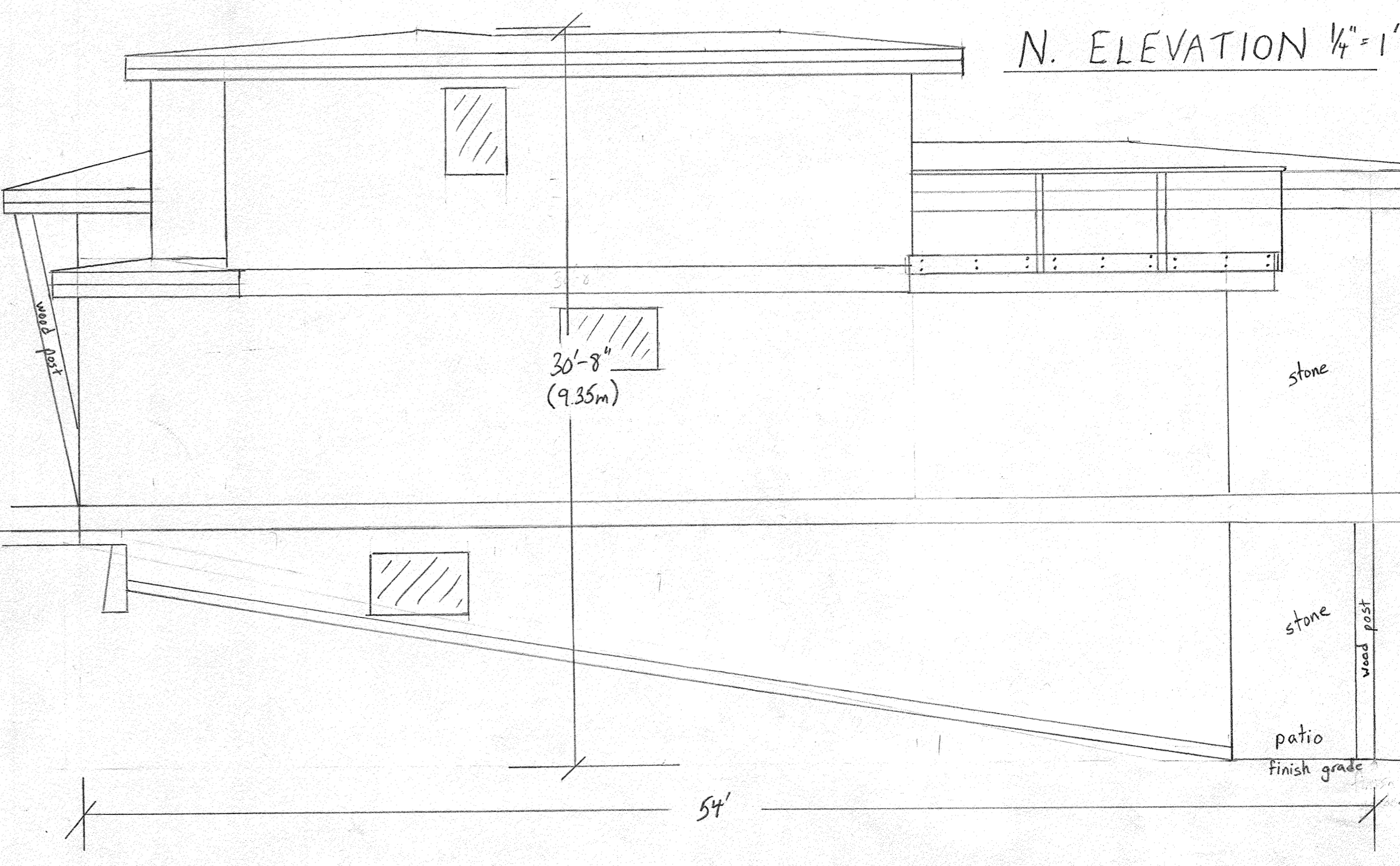
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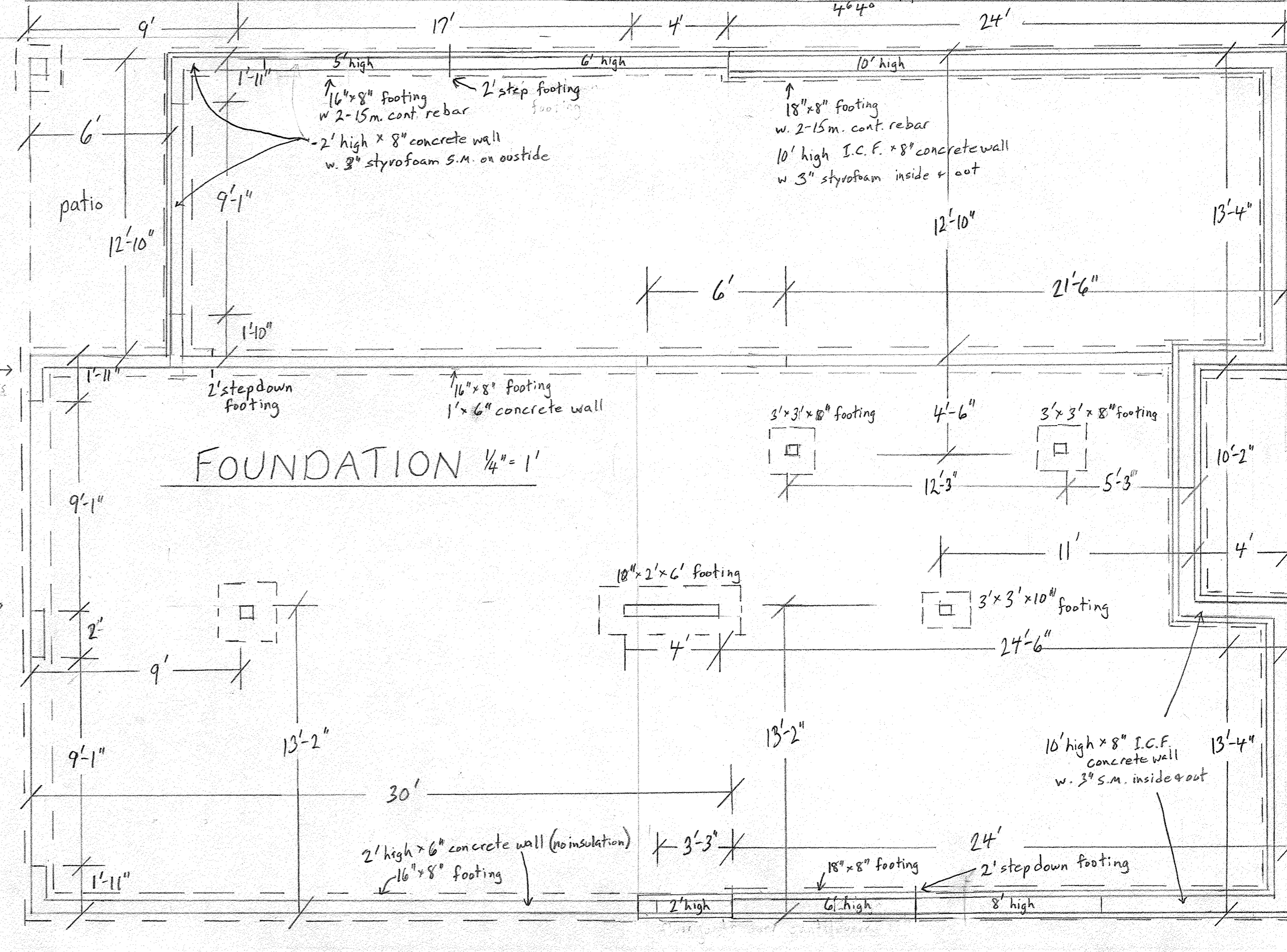
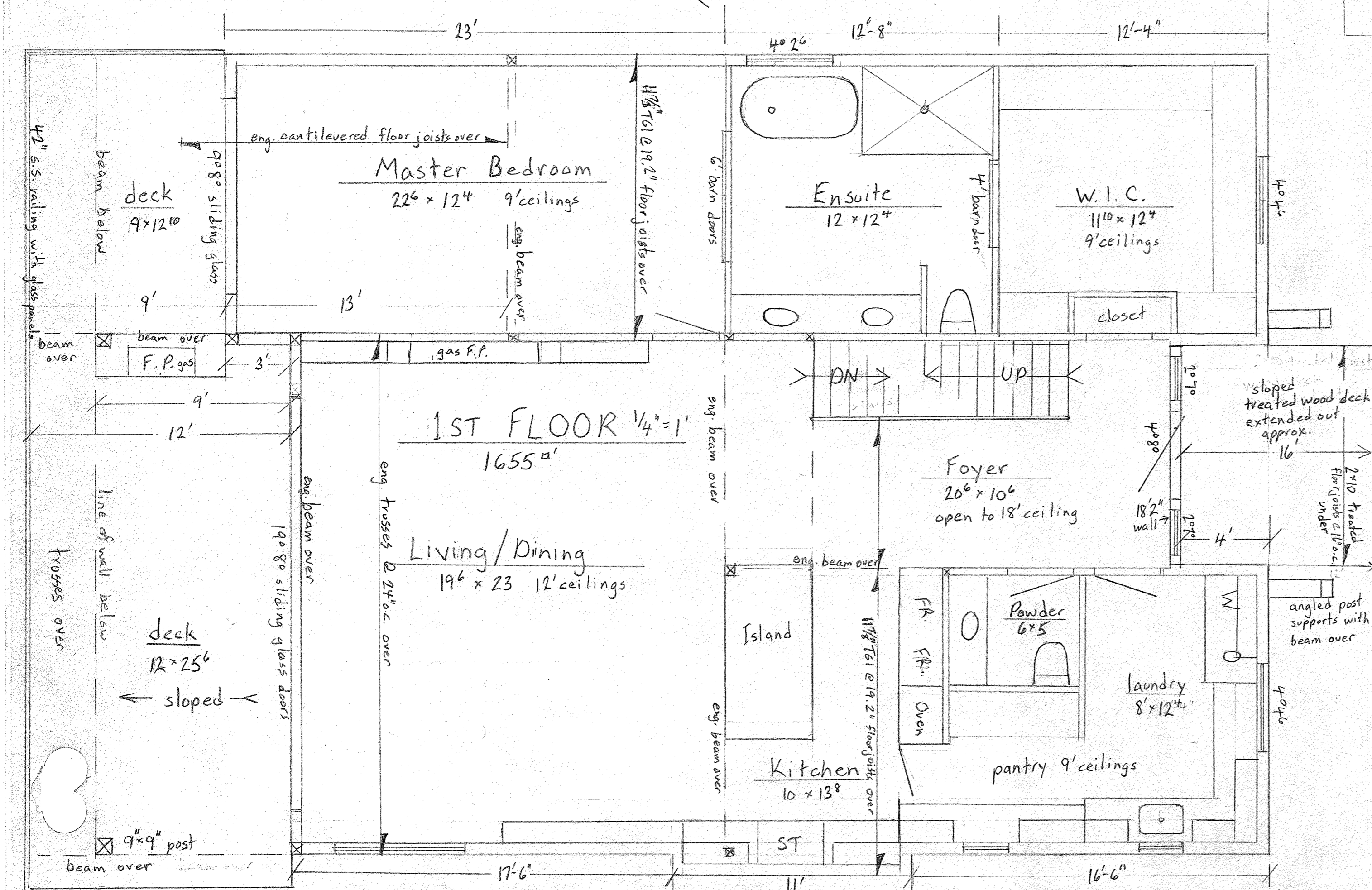
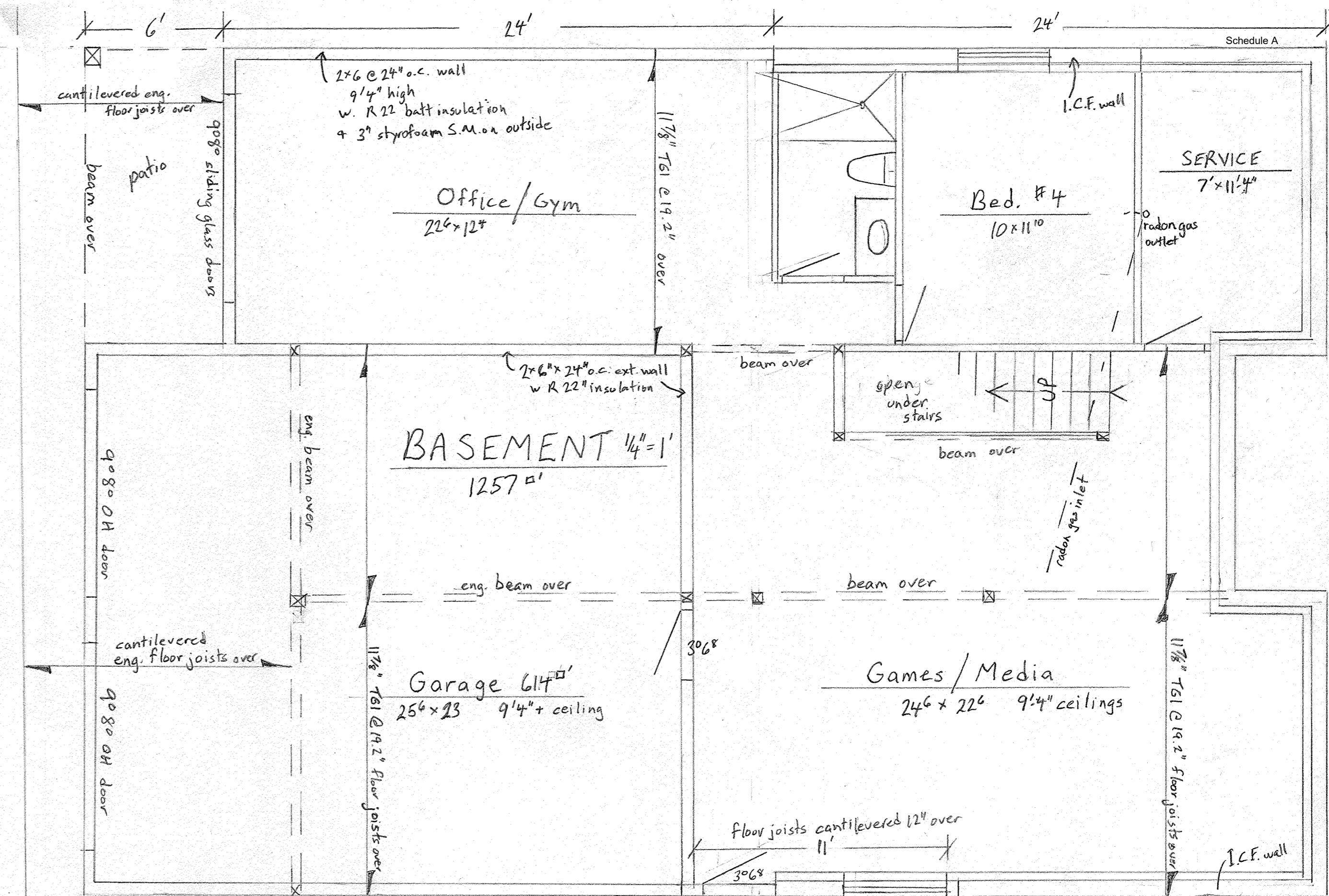
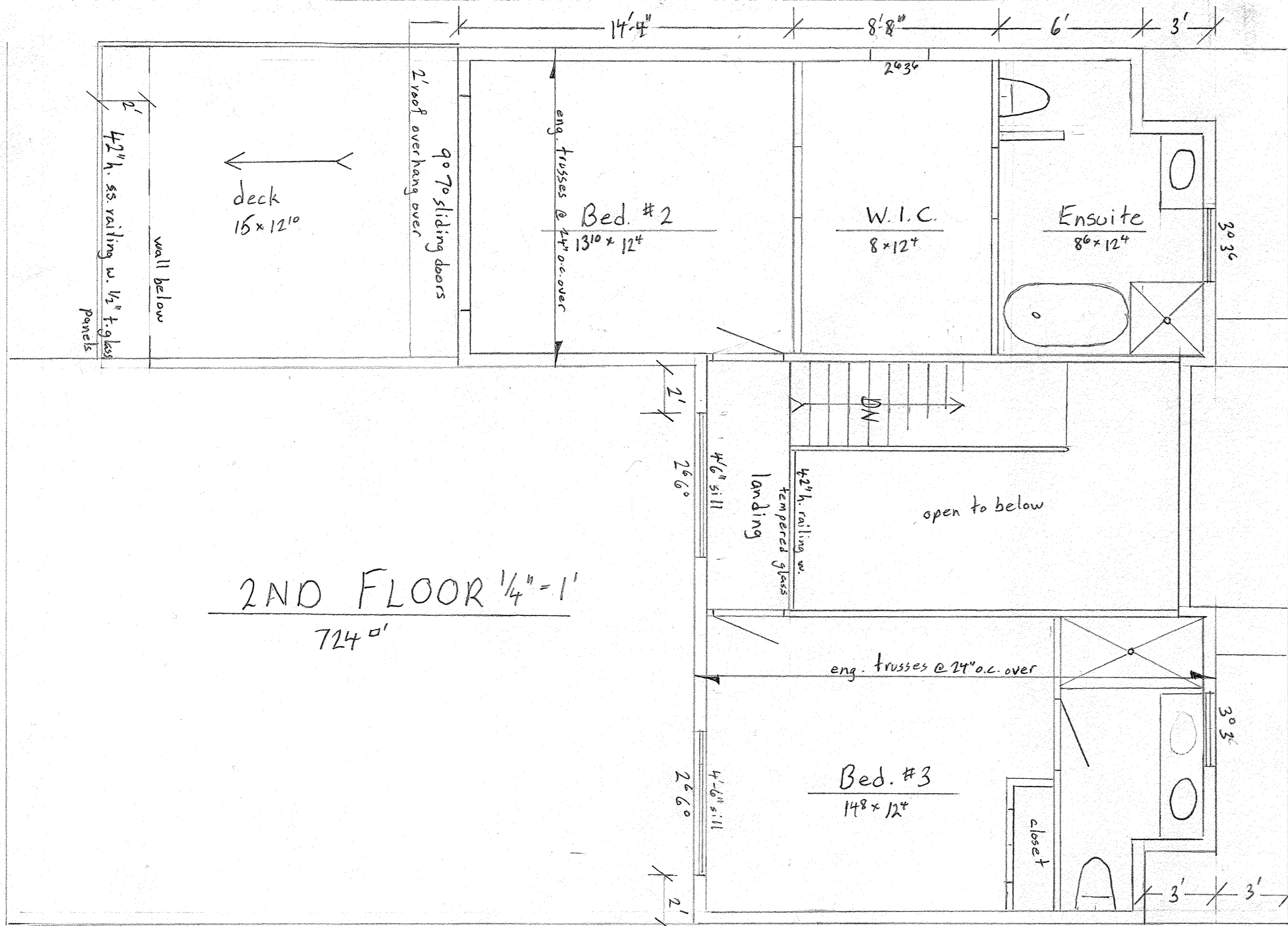


S. ELEVATION 1/4" = 1'

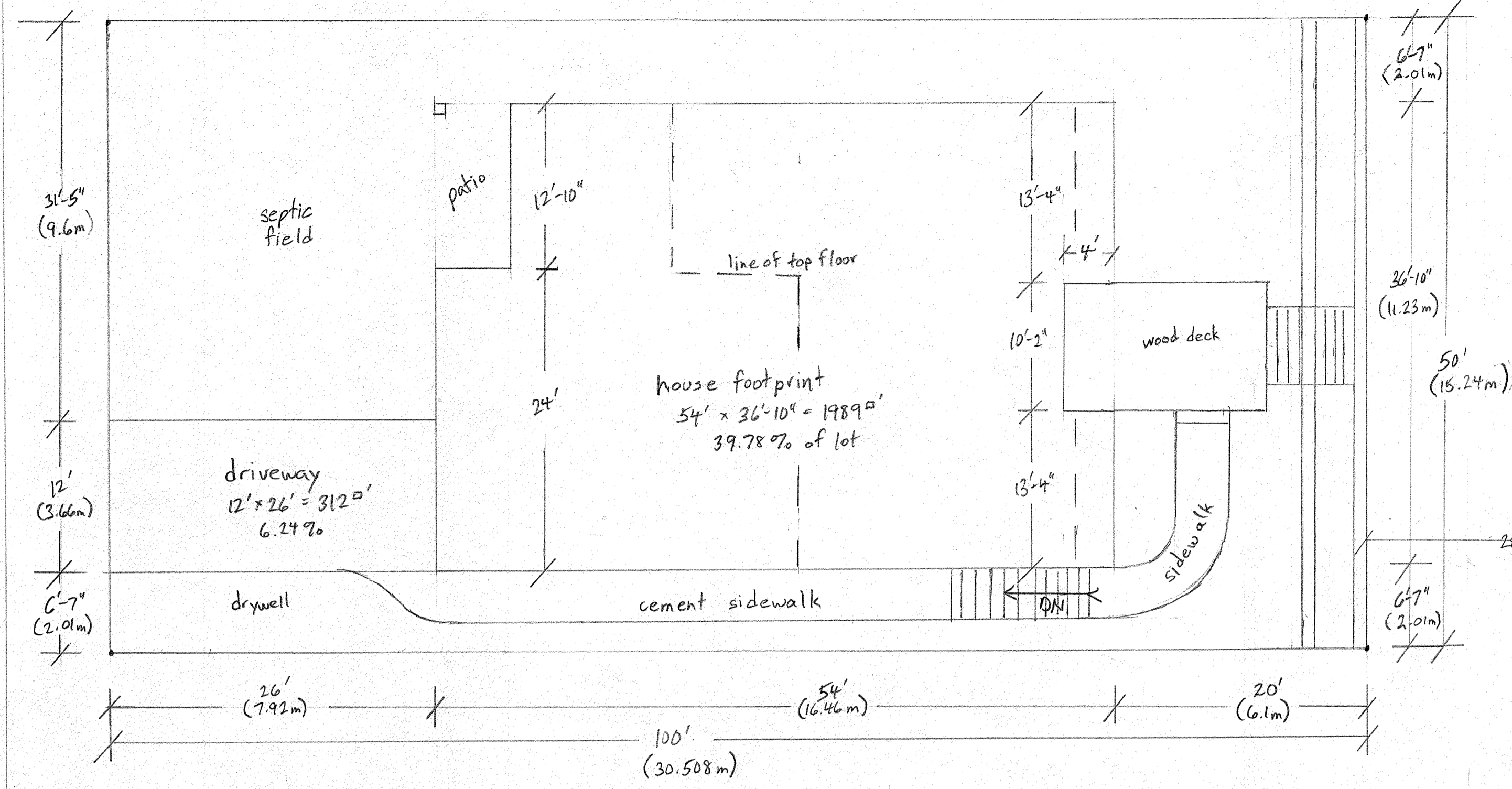
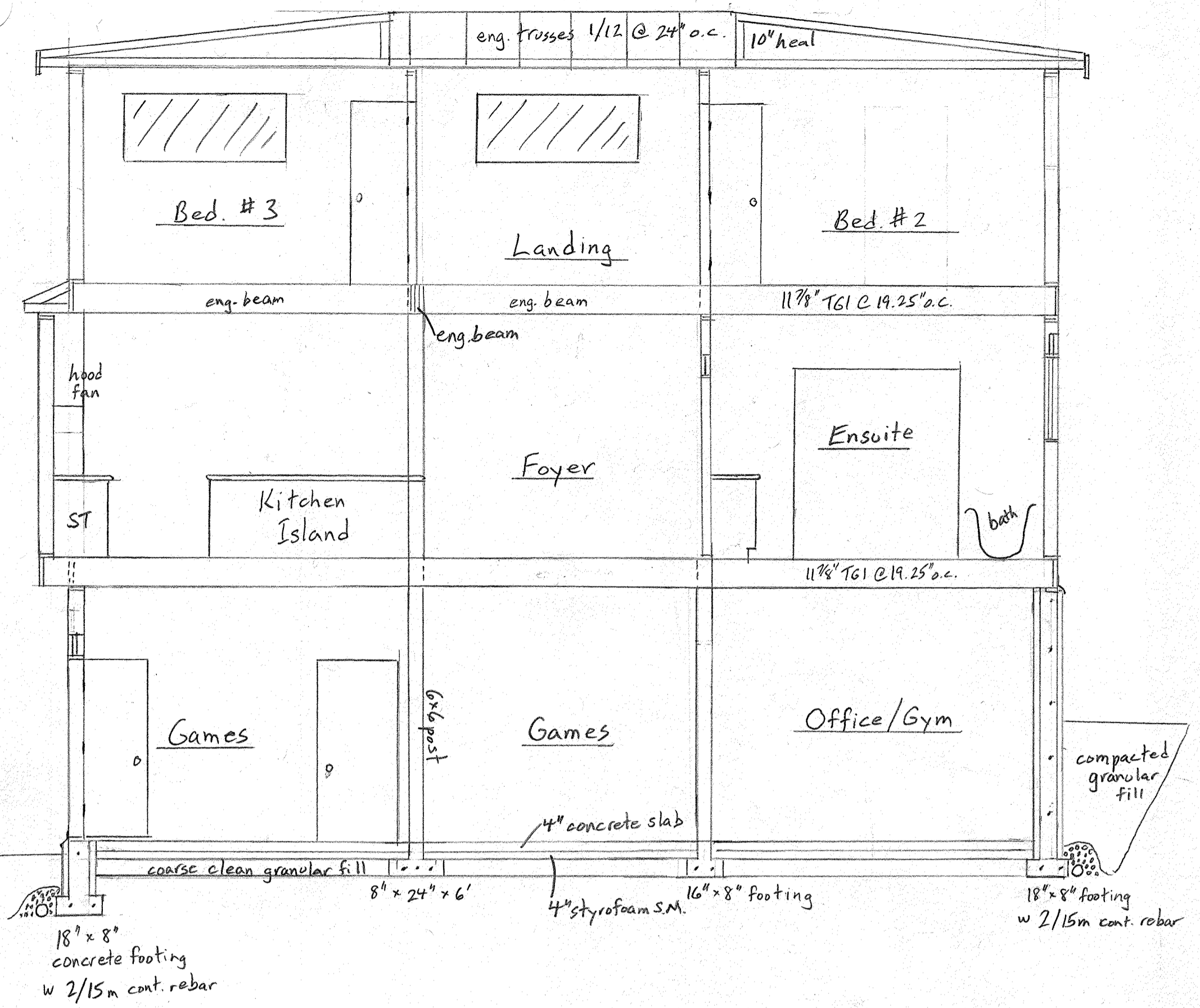


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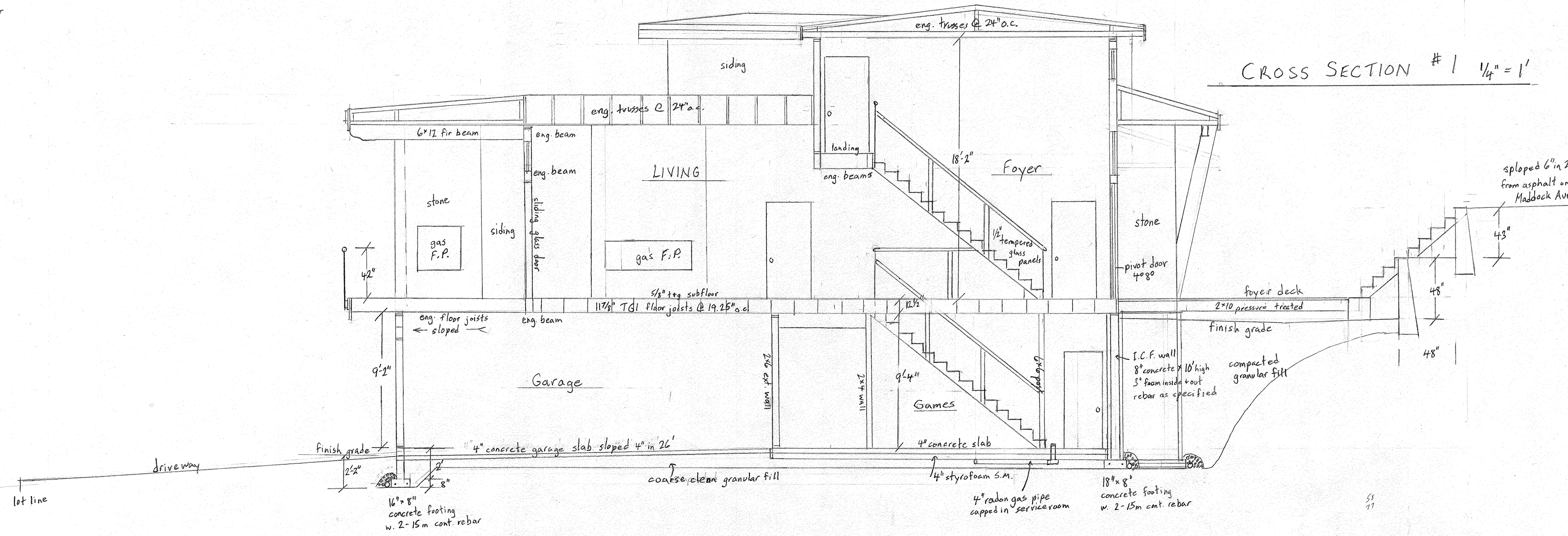


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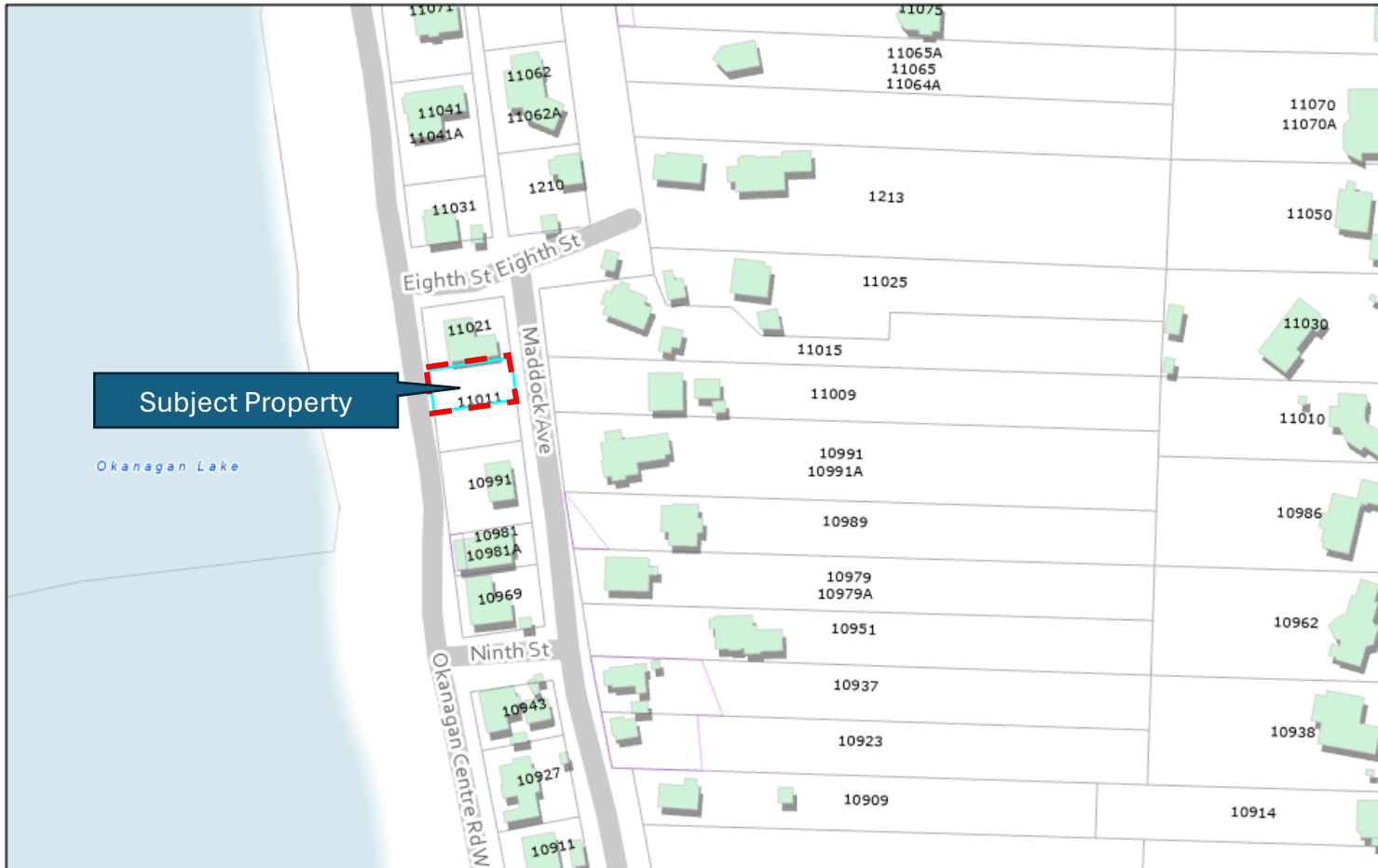


asphalt edge Maddack Ave.

CROSS SECTION #1 1/4" = 1'

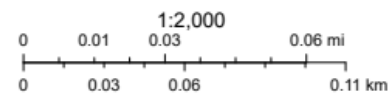


LOCATION MAP

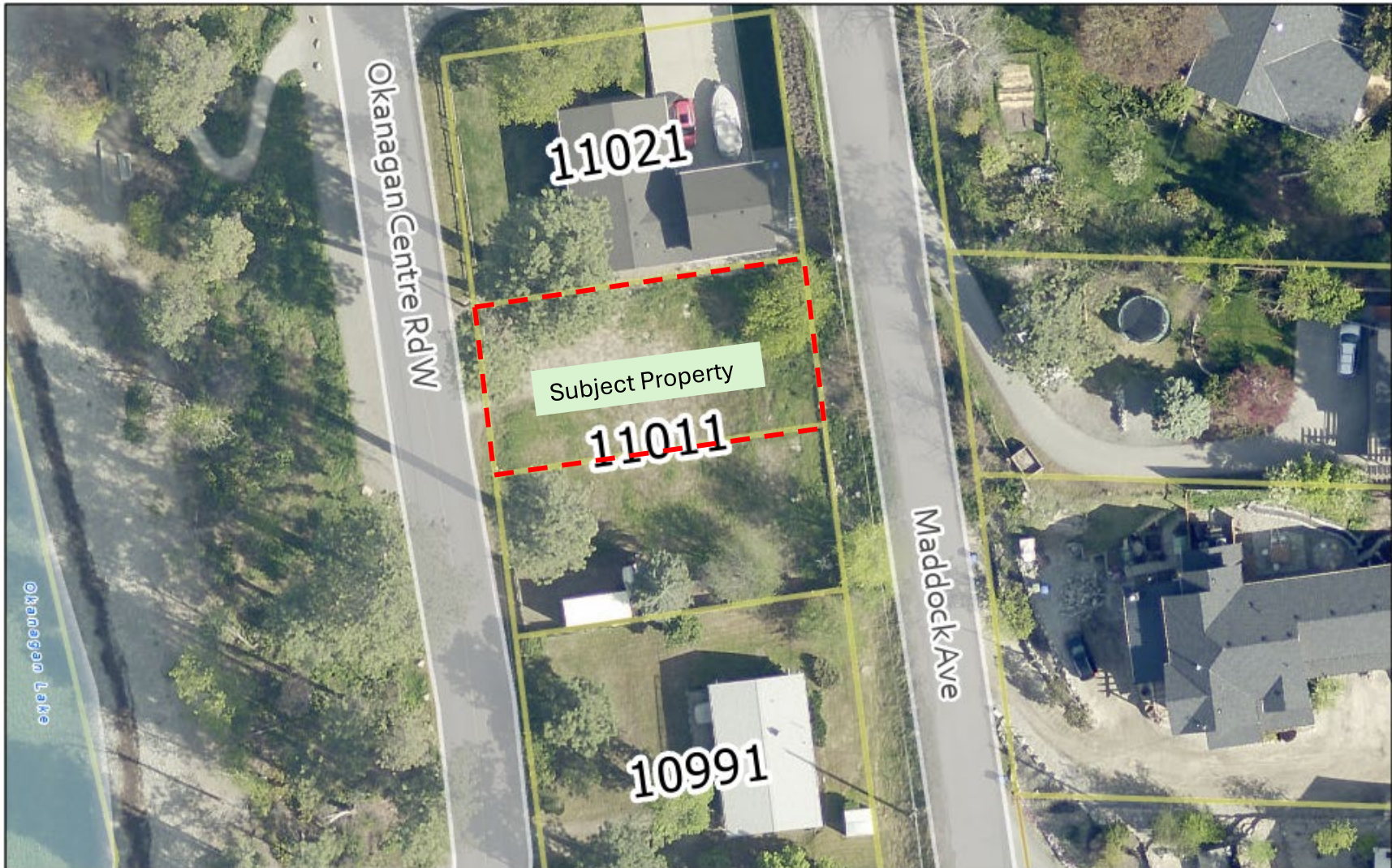


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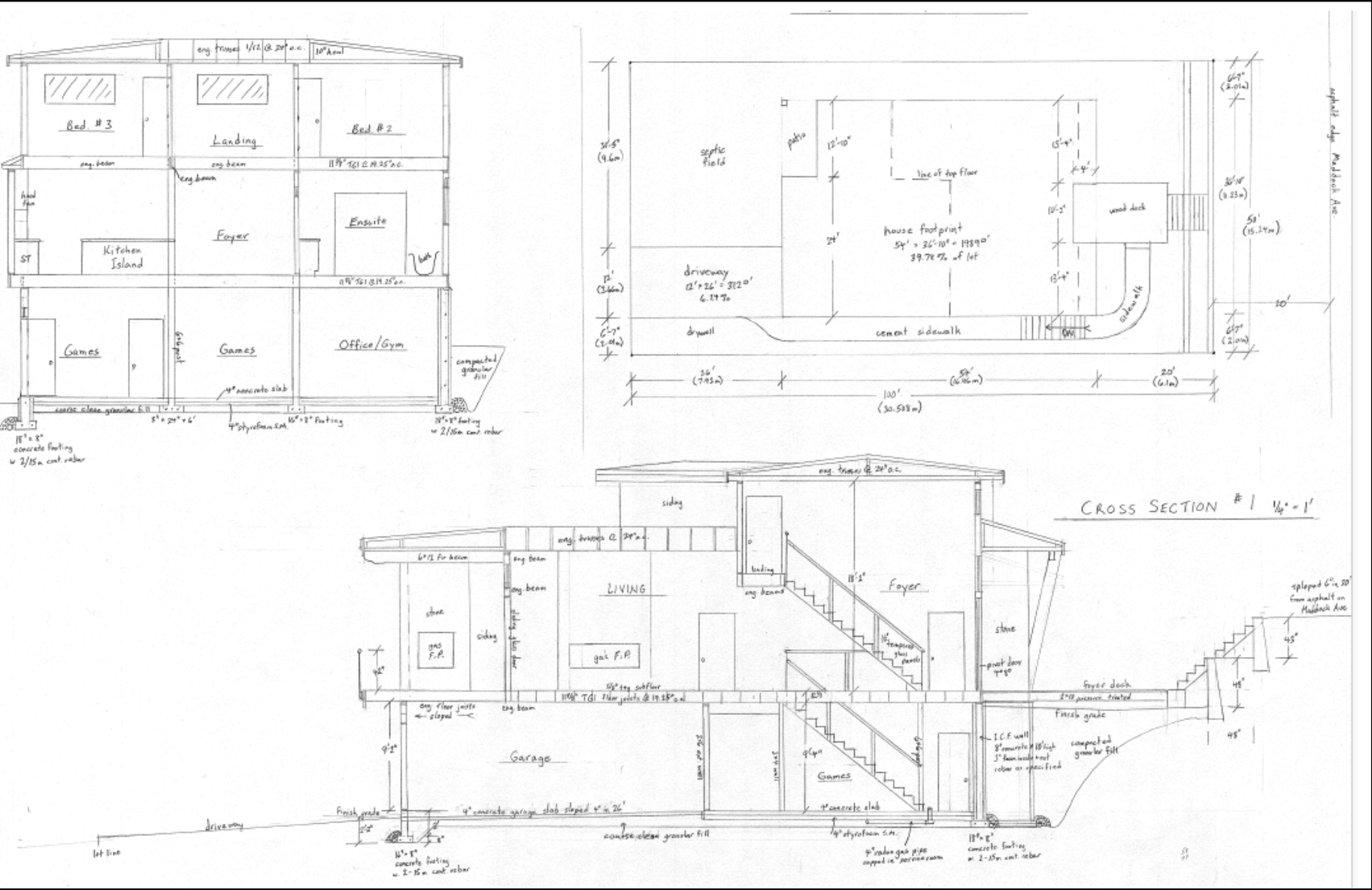
- Lakes
- Parcels
- Streets
- Building
- Easements
- Street
- Lake Country Boundary



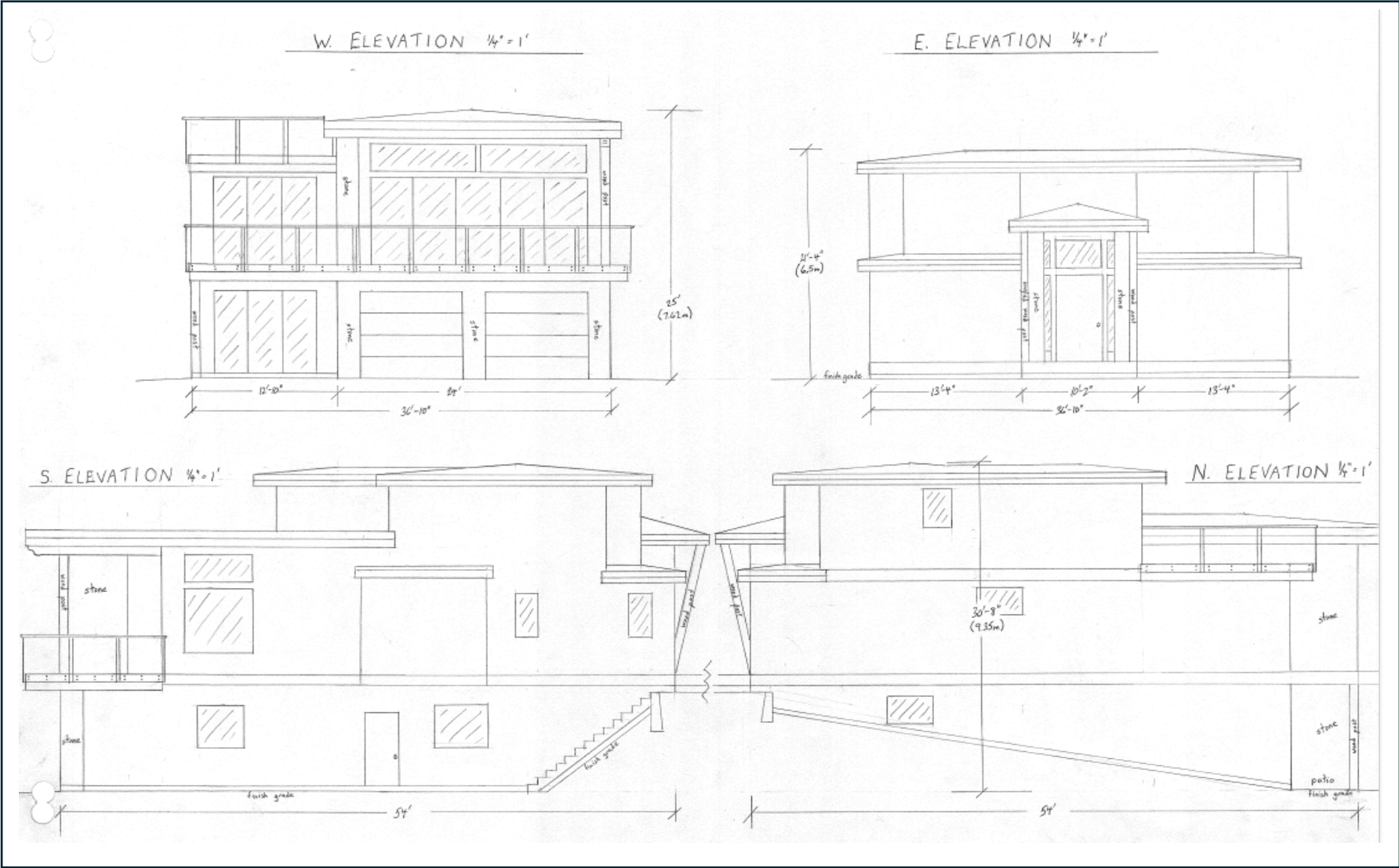
ORTHOPHOTO



SITE PLAN



ELEVATION DRAWINGS



To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: April 1, 2025
Meeting Type: Regular Council Meeting

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

Title: Integrated Transit Strategy - Phase 3 Final Report (Implementation Plan) Adoption
Description: Approval of the Implementation Plan to provide future transit service improvements

RECOMMENDATION

THAT the Integrated Transit Strategy - Phase 3 Final Report attached to the report to Council dated April 1, 2025, be adopted.

EXECUTIVE SUMMARY

The Integrated Transit Strategy is a four-phase project that is scheduled to be completed within a four-year timeframe. Phase 1 (Option Analysis) was completed in 2022, Phase 2 (Operationalization Plan) was completed in 2023/24, Phase 3 Final Report (Implementation Plan) is now being presented for Council's adoption.

The key components from Phase 3 are to provide the operational and capital requirements to implement the following options chosen by Council in Phase 2:

1. Improvements in mid-day service on the Route 32 in response to the growing ridership on the route.
2. The expansion of the RapidBus to the District of Lake Country and associated Route 23 modifications.
3. The development of a local summer service.
4. Feasibility of On-Demand Transit in the District in conjunction with BC Transit expansion of this service type.

The Phase 3 Final Report (Implementation Plan) has been completed and upon Council adoption the implementation of the transit service improvements, upon the direction of Council, will be incorporated into future annual budget deliberations and strategic planning sessions. Staff will also continue to pursue grant funding opportunities to support the Implementation Plan. A summary of the implementation details for each of Council's chosen service improvement option are contained in Table 1.

Recommendation	Implementation Summary	Service Improvement	Timeline	Cost/Grant Eligible
1) Improve mid-day service on Route 32 in response to the growing ridership on the route	Add approximately four hours of service in the middle of the day	Continuous service on route from ~6 am to 8 pm every weekday	Estimated in service: January 2026	Estimated resource requirements include 1,300 annual hours, 2 vehicles, and \$233,719 in estimated annual total costs (estimated annual net municipal share: \$153,600)/grant eligible for capital expenses only.
2) Provide a direct, fast, one-seat ride from Lake Country to Kelowna	Modify the current Route 23 service and extend the Route 97 to the District	One seat ride to Kelowna and increased service span & frequency to UBCO	To be confirmed by BC Transit & City of Kelowna	Estimated resource requirements include 4,500 annual service hours (~ \$544,00* annual operating cost) and 1 heavy duty vehicle/ grant^ eligible for capital expenses only.
3) Implement a summer shuttle in the District	A hop-on, hop-off type service focused on service to the beaches and wineries in the District, ideally started as a pilot and continued if successful	Service to recreational destinations not served by fixed route transit	TBD Summer 2026 could be possible	Estimated resource requirements vary based on option chosen from \$200,000 **to \$400,000 annually/l's grant eligible
4) Explore On-Demand transit in the District of Lake Country	Service will be provided by BC Transit, ideal service areas include Oyama and Carr's landing, People will be able book a trip on their phone or by calling in	Farther areas in the District can potentially be served by this service.	To be confirmed by BC Transit	TBD/l's grant eligible

Table 1. Summary of the implementation details for each service improvement option.

DISCUSSION/ANALYSIS

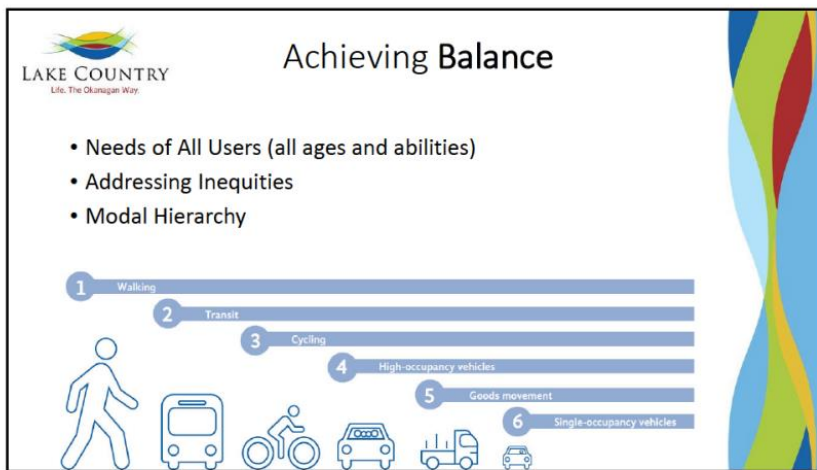
Council adopted the Mobility Master Plan on 16th Feb 2021, within the plan are 12 recommendations to be carried out over the next 5 years. One recommendation is to “Investigate methods to improve transit ridership to 10%”.

An effective and efficient transit system is at the core of the Mobility Master Plan philosophy of addressing inequity in our mobility systems by providing safe, efficient, and affordable travel options for all ages and abilities.

MOBILITY MASTER PLAN



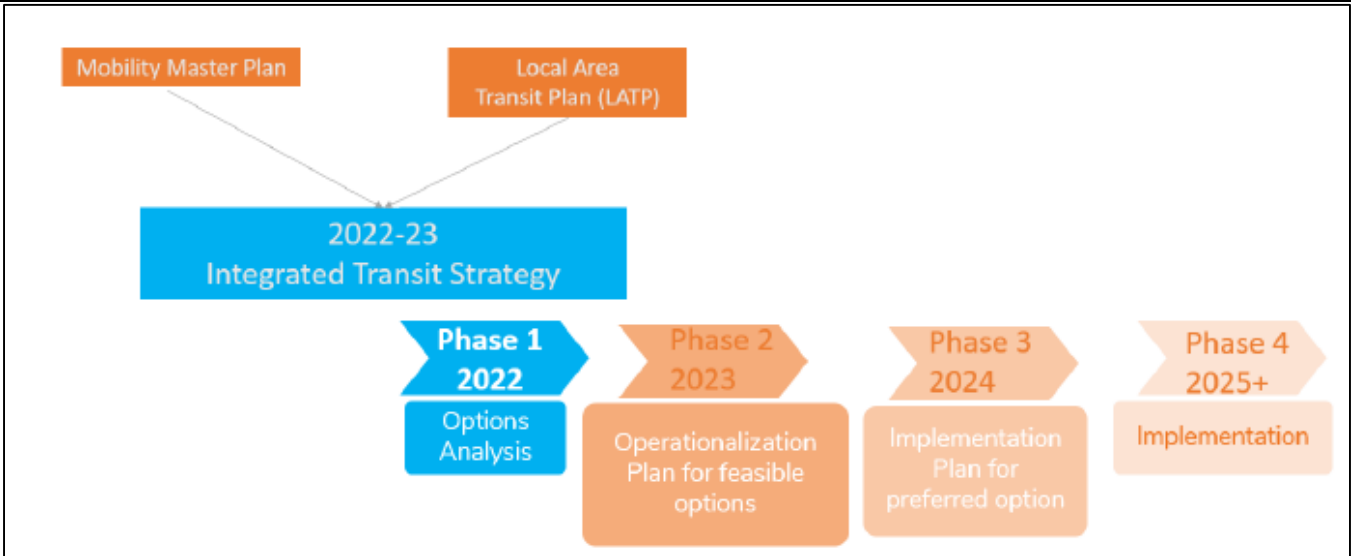
getting around Lake Country in safe and enjoyable ways



Council directed staff to undertake a District led study in 2022 to assess all the potential options and take the first step in answering the question of “how does the District reach the 10% transit/bus ridership goal?”.

The Integrated Transit Strategy is a four-phase project completed within a four-year timeframe, each phase will be approved by Council prior to commencing the next phase, the four phases are:

- **Phase 1 – Option Analysis** (completed in 2022). A toolbox of options for increasing ridership has been developed. Council decided to take Service Strategy #5 into Phase 2 for further detailed study. Approved by Council on October 10, 2022 ([link to Council Minutes and report](#))
- **Phase 2 – Operationalization Plan** (completed in 2023/24). Service Strategy #5 from Phase 1 will be developed into operational plans with costing and implementation timelines. Adopted by Council on April 16, 2024 ([link to Council Minutes and report](#))
- **Phase 3 – Implementation Plan** (completed in 2024/25). An Implementation Plan has been created to provide a roadmap for the District to go from idea to reality and includes all aspects of implementation from infrastructure improvements, costing, phasing, marketing and branding as needed.
- **Phase 4 – Implementation** (timing tbd). Phase 4 will work through the Implementation of the chosen option(s) at the direction of Council.



A viable transit system is at the core of addressing inequity in our mobility systems by providing safe, effective, efficient, and affordable travel options for all ages and abilities. The conventional north American model of personal single occupant vehicles predominantly serves citizens that can afford to, and choose to, operate a car. This also supports the planning and prioritization of car-centered transportation networks that attribute to higher household car ownership. As a result, limited transit service routes, service frequencies, and transit stop infrastructure coupled with a disconnected accessible active transportation network; contribute to low transit ridership. Disconnected and uncomfortable active transportation infrastructure leads to low use. Addressing inequity also focuses on providing options outside areas of affluence. All these elements speak to creating the balance between all modes of transportation.

APPLICABLE LEGISLATION, BYLAWS AND POLICY

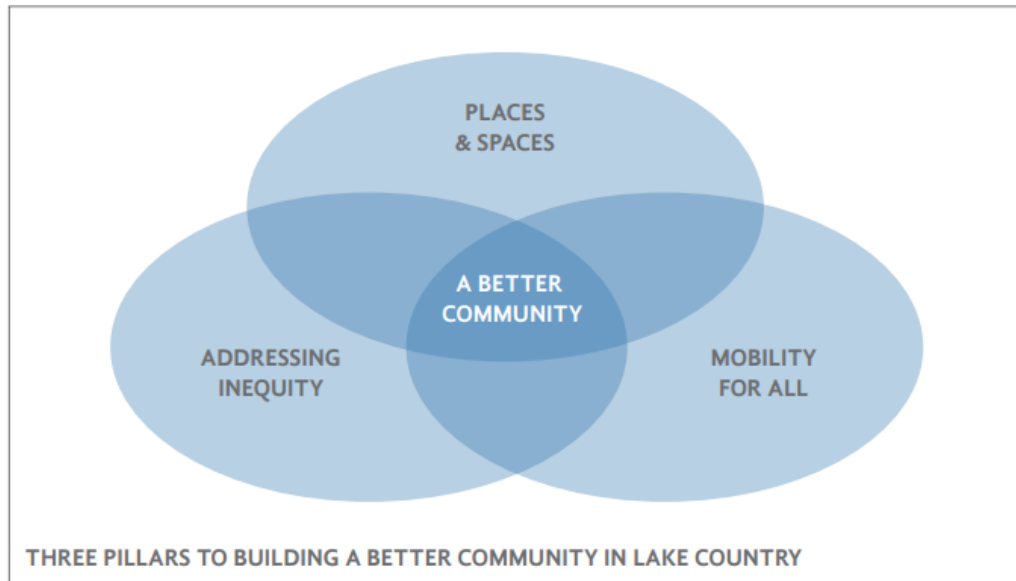
- Council’s Vision** ([link](#))

The guiding principles in the Mobility Master Plan are also reflective of Councils Vision and Mission Statement, specifically within the statements around nurturing a healthy natural environment, providing sustainable infrastructure and creating an inclusive community. These elements are also echoed in the Pillars of the Vision and Mission Statement by providing *“well maintained infrastructure and facilities that meet community needs and allow growth and development for prosperity.”*
- Council’s Strategic Priorities 2022 Action Plan** ([link](#))

Under the Strategic Priority to “Encourage Growth of the Downtown Core” is to complete a transit study to complete an initial assessment of all potential options that fully consider the Mobility Master Plan goals and how they can integrate into the communities busing strategy.

District of Lake Country Strategic Priorities 2022 - ACTION PLAN			
ECONOMY	PRIORITY: Encourage Growth of the Downtown Core		
	ACTION: Complete a transit study exploring opportunities for providing additional service	Resources	Timeline
	This study will enable an initial assessment of all potential options that fully consider the Mobility Master Plan goals and how they can integrate into the communities busing strategy.	Budget: \$50,000 Staff: A consultant will be employed with oversight from the Director of Engineering and Environmental Services.	2022

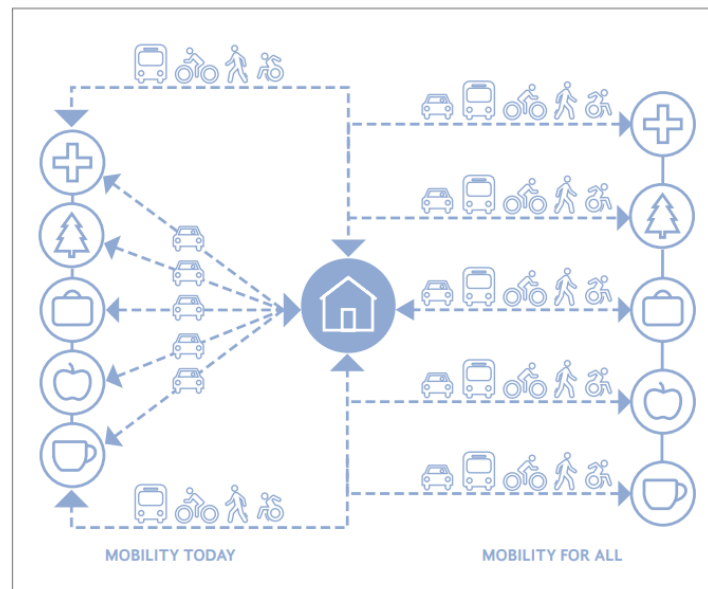
- **Official Community Plan** ([link](#)) – Section 8 of the Official Community Plan (OCP) contains four unique transportation goals and ten objectives, each with their own policies, to guide the future transportation network. The modal hierarchy established in the OCP sets the foundation of Mobility Master Plan with the following descending order of priority: walking, **transit**, cycling, high-occupancy vehicles, goods movement and single occupancy vehicles.



- **Mobility Master Plan** ([link](#))

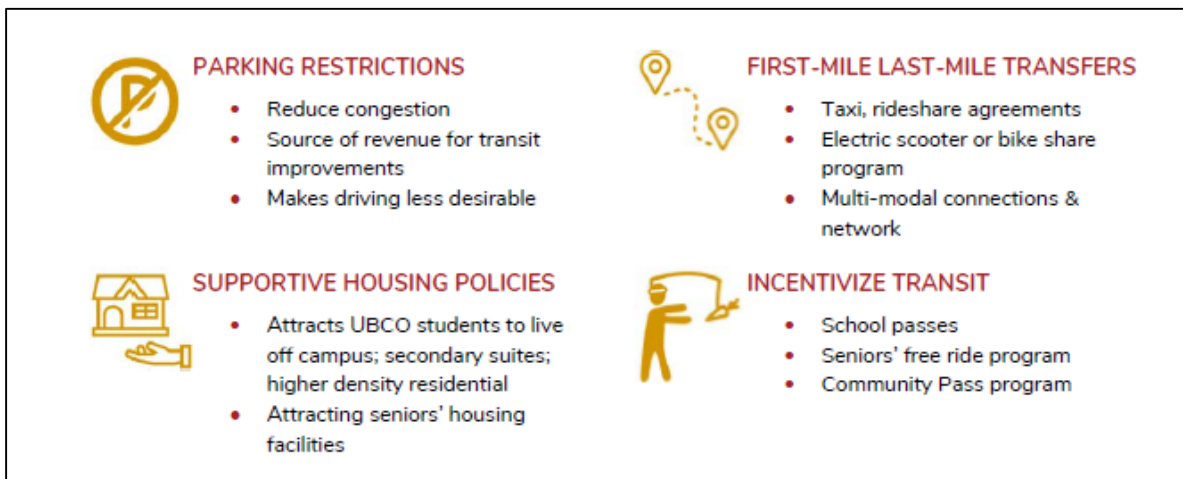
The core aim of the Mobility Master Plan is to aid in building a better community, this is achieved by establishing three pillars, they are:

- **Places & Spaces** - refers to the land use and public space available for residents to gather and recreate. Healthy livable cities need to connect people to one another and to nature.
- **Addressing Inequity** - Equity in mobility speaks to providing safe, efficient, and affordable travel options for all ages and abilities. The conventional personally owned single occupant vehicle model predominantly serves citizens that can afford to, and choose to, operate a car
- **Mobility for All** - Providing mobility to all is to provide more service options to all ages and abilities and tackle the barriers for users shifting modes. There is a portion of the population that wants to walk, bike, or take transit more, but are faced with challenges that make it inconvenient, perceived as unsafe, or are not accommodated at all.



- **Supportive Policies.**

A four-point approach to create and align transit Supportive Policies is recommended for success as shown in the graphic below.



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

WATT Consulting Gp completed Phases 1 & 2, the District will be retaining their services of to undertake Phase 3.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

Upon the direction of Council, implementation of transit service improvements will be incorporated into future annual budget deliberations and strategic planning sessions. Staff will also continue to pursue grant funding opportunities to support the Implementation Plan.

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

Extensive communication engagement was conducted as part of Phase 2. Three different engagement activities were conducted, from August 2023 to December 2023:

- An online survey which garnered 141 responses;
- A booth at the District of Lake Country's Community Appreciation Event with 50 participants; and
- Targeted engagement sessions with each of the specific groups with 12 participants.

Overall, public participation amounted to about 2% of overall population of the District (~200 people). A majority of these were also non-transit users. Upon adoption, the Phase 3 report will be available to the public.

COMMUNICATIONS (if applicable)

Communication of the Phase 3 report, once adopted by Council, will be undertaken by the District's communication team through the normal channels and the report available to the public via the District's website.

ALTERNATIVE OPTIONS

1. THAT the Phase 3 Final Report (Implementation Plan) of the Integrated Transit Strategy is not adopted by Council and referred back to staff for revisions as determined by Council.

Attachment

- A. Integrated Transit Strategy – Phase 3 Final Report (Implementation Plan)

Respectfully Submitted,

Matthew Salmon, Infrastructure & Development Engineering Director

Report Approval Details

Document Title:	Integrated Transit Study - Implementation Plan (Phase 3).docx
Attachments:	- Attachment A - Integrated Transit Study - Phase 3 Final Report (Implementation Plan).pdf
Final Approval Date:	Mar 24, 2025

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

Reyna Seabrook, Director of Corporate Services - Mar 24, 2025 - 11:08 AM

Paul Gipps, Chief Administrative Officer - Mar 24, 2025 - 1:29 PM

Makayla Ablitt, Legislative & FOI Coordinator - Mar 24, 2025 - 2:40 PM



District Of Lake Country
Integrated Transit Strategy
Phase 3 Final Report

Prepared For: District of Lake Country
Date: 2025-03-18
Our File No: 3312.B01

WATT OKANAGAN
305 – 1350 St Paul St
Kelowna, BC V1Y 2E1
778-313-1014



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EXECUTIVE SUMMARY

In the District of Lake Country there are currently limited public transportation options available beyond the areas of the District served by the Kelowna Regional Transit System, and the service and ridership of those options was negatively impacted by the COVID-19 pandemic. In 2021, the District decided to explore approaches to increase transit use in Lake Country, also considering the possibility of service and service-type expansion, through the development of an Integrated Transit Strategy.

This Strategy focuses on establishing affordable, accessible and reliable transportation solutions to address the current gap in services and ridership. This phase, Phase 3 of the four phase Strategy, identifies implementation strategies, should the District and BC Transit decide to move forward with any of the Council approved strategies to enhance transit service.

The key recommendations coming out of the second phase that were explored further in Phase 3 are summarized below and on the next page.

BC Transit has identified an implementation timeframe of 2026 or 2027 at the earliest, given vehicle constraints and challenges associated with procuring new vehicles. As a result, this document lays out a plan of action for each of the above recommendations, once implementation is possible. It is to be noted that costing provided in this report is a high-level estimate, given the long timeframes associated with implementation.

Recommendation	Implementation Summary	Service Improvement	Timeline	Cost/Grant Eligible
1) Improve mid-day service on Route 32 in response to the growing ridership on the route	Add approximately four hours of service in the middle of the day	Continuous service on route from ~6 am to 8 pm every weekday	Estimated in service: January 2026	Estimated resource requirements include 1,300 annual hours, 2 vehicles, and \$233,719 in estimated annual total costs (estimated annual net municipal share: \$153,600)/grant eligible for capital expenses only.



2) Provide a direct, fast, one-seat ride from Lake Country to Kelowna	Modify the current Route 23 service and extend the Route 97 to the District	One seat ride to Kelowna and increased service span & frequency to UBCO	To be confirmed by BC Transit & City of Kelowna	Estimated resource requirements include 4,500 annual service hours (~ \$544,00* annual operating cost) and 1 heavy duty vehicle/ grant^ eligible for capital expenses only.
3) Implement a summer shuttle in the District	A hop-on, hop-off type service focused on service to the beaches and wineries in the District, ideally started as a pilot and continued if successful	Service to recreational destinations not served by fixed route transit	TBD Summer 2026 could be possible	Estimated resource requirements vary based on option chosen from \$200,000 **to \$400,000 annually/Is grant eligible
4) Explore On-Demand transit in the District of Lake Country	Service will be provided by BC Transit, ideal service areas include Oyama and Carr's landing, People will be able book a trip on their phone or by calling in	Farther areas in the District can potentially be served by this service.	To be confirmed by BC Transit	TBD/Is grant eligible

*High level estimate will vary depending on year of implementation.

**A more detailed estimate has been provided in Section 5 of this report.

^ Eligible grants have been identified on pg 19 of this report.



1.0 INTRODUCTION, BACKGROUND AND CONTEXT

In 2021, the District of Lake Country completed the Mobility Master Plan, a blueprint for the future of transportation in Lake Country, that focused on Mobility and striking a balance between the various modes of transportation. It sought to improve the array of options available to everyone in the community irrespective of age, gender, physical ability, or cognitive function. The transit goal set in this plan and approved by Council, is to increase transit ridership by 10% of 2019 annual ridership recorded by BC Transit.

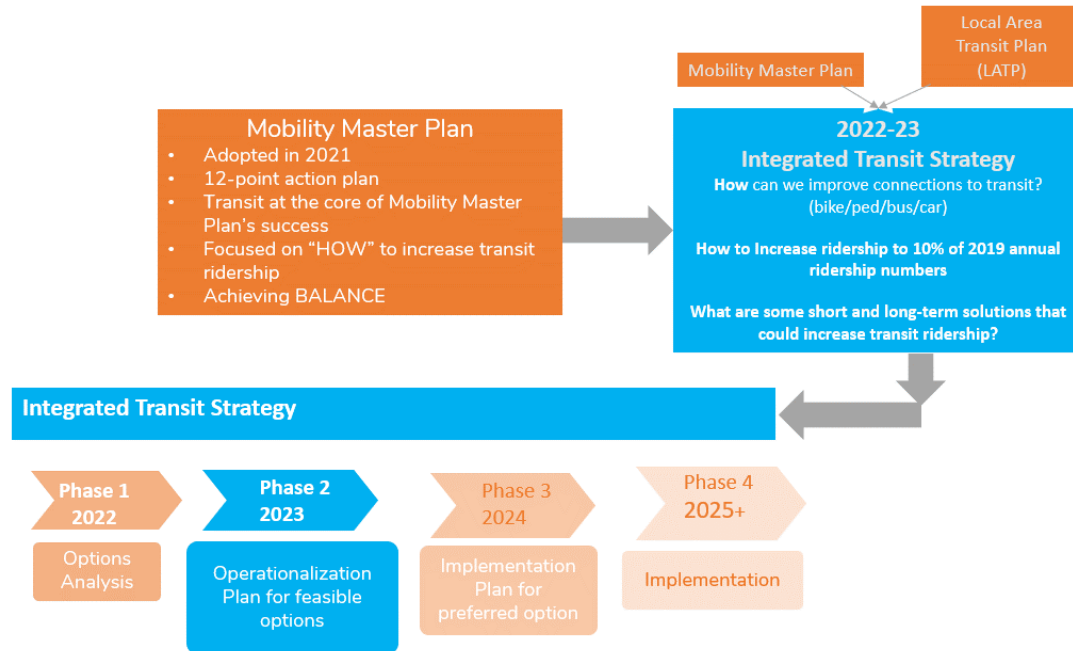
WATT Consulting Group was engaged by the District to develop some approaches to increasing transit use in Lake Country. The Integrated Transit Strategy is a four-phase project that seeks to develop holistic solutions to improve transit usage within Lake Country. This report summarizes Phase 3: Implementation Planning.

In **Phase 1**, a toolbox of options for increasing ridership was developed. In **Phase 2**, the feasible options from Phase 1 were refined to develop costing and implementation timelines, and eventually a preferred option to move forward. An Implementation Plan has been created in **Phase 3** for the preferred option. The Implementation Plan provides a roadmap for the District to go from idea to reality, and includes all aspects of implementation from infrastructure improvements, high-level costing, phasing, marketing, and branding as needed. Finally, **Phase 4** is the Implementation of the chosen option(s).





Figure 1: Phasing of the Integrated Transit Strategy



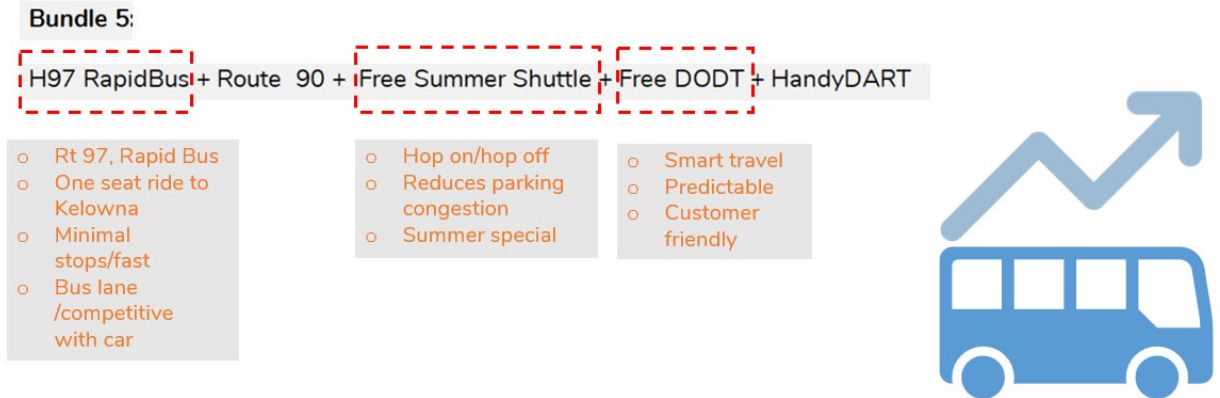
Phase 3 consisted of three tasks:

- **Task 1: Operationalization Plan**
Develop operational details of each option: service type, routing, service days, revenue models, connections to Kelowna, and costs.
- **Task 2: Coordination**
Coordination with BC Transit and the City of Kelowna to determine implementation timeframes.
- **Task 3: Final Report**
Summarise findings 1 and 2 to develop an Implementation Plan.

In Phase 1, a toolbox of options for increasing ridership was developed, comprising of five bundles made up of various strategies. Of these, the option moved forward with included the expansion of Route 97 RapidBus service into the District of Lake Country, the implementation of a free summer shuttle, and free digital-on-demand transit (DODT, was chosen by Council as a preferred option for operationalization).



Figure 2: Bundle 5 Overview

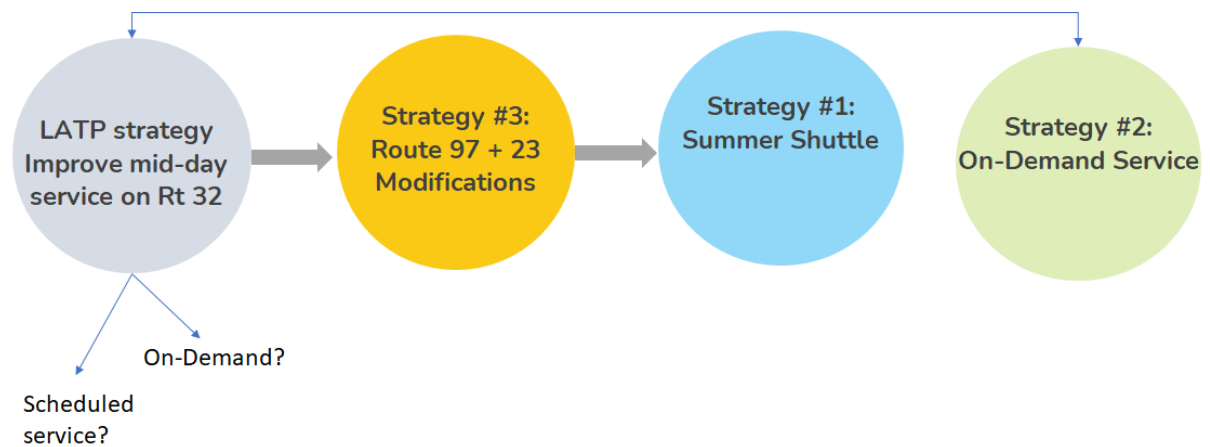


Using the findings from Phase 1 and the results of the tasks in Phase 2, these strategies were further developed, and community engagement was undertaken to better understand mobility needs and how they relate to the strategies in Lake Country.

The next few sections describe the analysis and research work that went into understanding issues and opportunities in the District of Lake Country, and developing options that would address the issues and take advantage of the existing opportunities.

2.0 RECOMMENDATIONS FROM PHASE 2

Figure 3: Strategic Recommendations





The following recommendations conclude Phase 2 work.

Recommendation #1: *Improve the midday service on Route 32*

Recommendation#2: *Explore the schedule, capital and financial impact of the Route 97 and Route 23 modifications to provide a one-seat regional connection to residents of the District of Lake Country.*

Recommendation#3: *Explore the schedule, capital and financial impact of a summer service in the District of Lake Country, and specifically, establish the most cost-effective manner in which to implement this service.*

Recommendation # 4: *Given the BC Transit initiative to introduce On Demand service type in the Kelowna Regional System, it would be beneficial to explore the suitability of this service type in improving mobility in the District.*

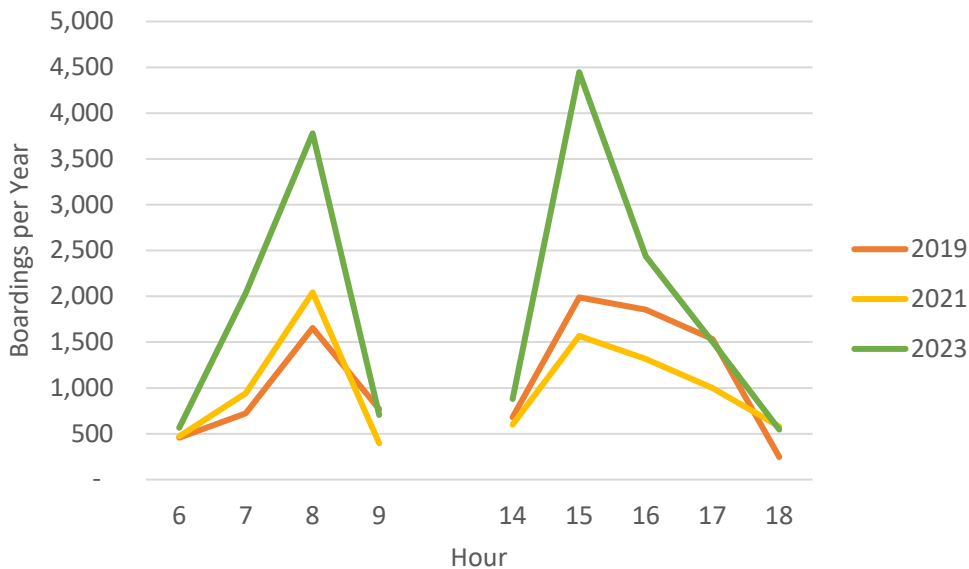
In the next few pages, we delve into the operational details of these four recommendations.



3.0 RECOMMENDATION #1: IMPROVE MID-DAY SERVICE ON THE ROUTE 32

Currently Route 32 provides service in the morning and evening peak periods only. It does not provide service on Saturday or Sunday. Since the province approved legislation to allow children 12 and under to ride free, this route has seen a significant increase in ridership as illustrated in the graph below.

Figure 4: Route 32 Annual Projected Boardings by Time of Day



An increase in service in the midday on this route, will not only address the recent increase in ridership, it will also make the service consistent with the Route 23 service.

Estimated Resource requirement to add approximately four hours of service in the middle of the day on this route are identified below.



Figure 5: Estimated resource requirements for increase in midday service for the weekday only on Route 32

AOA Period	Estimated in Service	Annual Hours	Vehicle Requirements	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	January 2026	1,300	2	233,719	153,600

Proposed Schedule for weekdays that corresponds to this service increase is shown below.

Figure 6: Proposed schedule for additional service on Route 32

Main at Grant	Oceola at Pretty	Shoreline at Stillwater	Oceola at Pretty	Main at Grant
		6:40	6:45	6:57
7:05	7:10	7:13	7:20	7:32
7:40	7:45	7:48	7:55	8:07
8:15	8:20	8:23	8:30	8:42
8:50	8:55	8:58	9:05	9:17
9:25	9:30	9:33	9:40	9:52
10:00	10:05	10:08	10:15	10:27
10:35	10:40	10:43	10:50	11:02
11:10	11:15	11:18	11:25	11:37
11:45	11:50	11:53	12:00	12:12
12:20	12:25	12:28	12:35	12:47
12:55	13:00	13:03	13:10	13:22
13:30	13:35	13:38	13:45	13:57
14:05	14:10	14:13	14:20	14:32
14:40	14:45	14:48	14:55	15:07
15:15	15:20	15:23	15:30	15:42
15:50	15:55	15:58	16:05	16:17
16:25	16:30	16:33	16:40	16:52
17:00	17:05	17:08	17:15	17:27
17:35	17:40	17:43	17:50	18:02
18:10	18:15	18:18	18:25	18:37
18:45	18:50	18:53	19:00	19:12

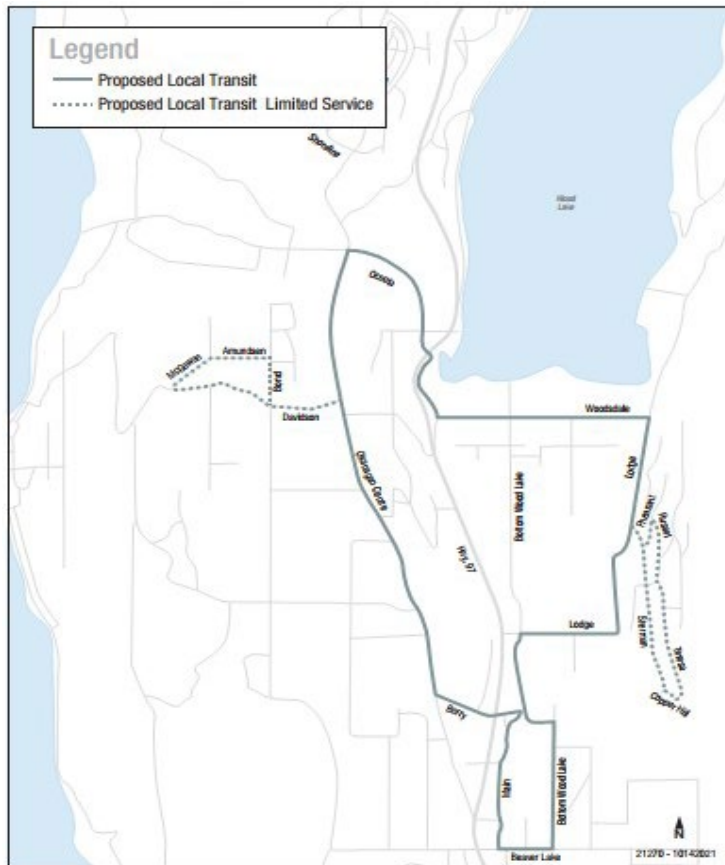
It is recommended that service increase be implemented only for the weekday in the first year. Based on usage and ridership levels, weekend (Saturday and Sunday) service can be provided in the future. This incremental approach could align with the extension



of Route 97 into the District and ensure that for the next few years there is consistent improvement in service in the District. Weekend improvements have not been costed as part of this work, however, it is estimated that an additional vehicle or operator will not be needed for this extension. Without considering inflation, revisions to contracts or changes in operating company, it is estimated that the cost of weekend service would be around ~ 1,400 hours annually. This figure does not assume service on statutory holidays and will need to be confirmed by BC Transit.

Route changes are not recommended currently. In the future, when weekend service improvements occur, it is recommended that the District consider route changes identified in the Local Area Transit Plan (LATP) by BC Transit as shown below. No additional bus stops will be needed to implement this route change.

Figure 7: Proposed future routing for Route 32 as identified in the LATP

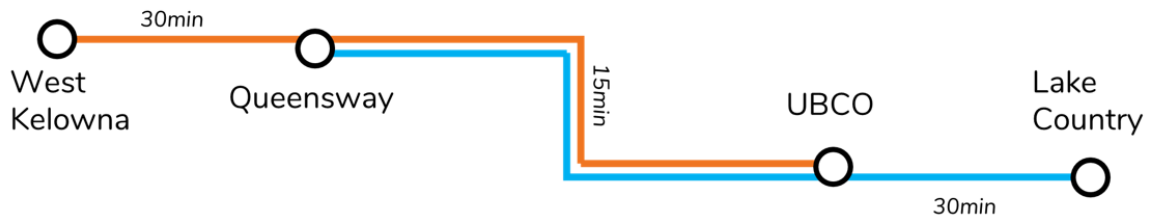




4.0 RECOMMENDATION #2: EXPLORE THE SCHEDULE, CAPITAL AND FINANCIAL IMPACT OF THE ROUTE 97 AND ROUTE 23 MODIFICATIONS

This recommendation aims to provide a direct, fast, one-seat ride from Lake Country to Kelowna by modifying the current Route 23 service and extending the Route 97 to the District. This modified service provides enhanced regional connectivity. A potential saving of 10 minutes in the on-way trip to Kelowna can make this an attractive option instead of driving into Kelowna downtown.

Figure 8: Schematic diagram showing the proposed extension of Route 97 to the District



The rationale here is that the Route 23 hours are split into a local portion serving the District of Lake Country and a regional portion that are used to extend the Route 97 from the University of British Columbia Okanagan campus to the District of Lake Country. Ideally, this would have meant a reallocation of hours only, however, given that service levels on the Route 97 are higher than the route 23 additional hours will be needed to match service levels later in the evening and on the weekends. This means that the portion of Route 97 extending into the District will operate seamlessly as one regional route through Kelowna and the District.

Estimated resource requirement for this extension and added hours on the weekend are shown below. It is to be noted that this is a preliminary estimate and will need to be confirmed by BC Transit before implementation is finalized. These hours do not consider any improvements/changes that have already been proposed for the Route 97 service hours or frequency over the next few years. The City of Kelowna just wrapped a study in the Rutland area and there are some recommendations coming out of that plan that will affect service frequency and schedules on the Route 97.



Figure 9: Estimated resource requirements for extension of Route 97 to the District of Lake Country

	Estimated Annual Service Hours	Vehicles
Service Option E.2 – Extend Route 97 to Lake Country – Extends all full route 97 trips to Lake Country at existing frequencies. It assumes that service from route 23 between UBCO and Berry Rd. Exchange would be reallocated to this service. Route 23 would become a local route only. Additional hours relate to increasing number of route 23 trips per service day to match route 97, plus a small amount of schedule contingency time.	4,500	1 Heavy Duty

Proposed service spans (period of service availability in a day) and frequency for the Route 97 extension to the District, based on the investment identified above, are shown below.

Figure 10: Proposed span and frequency for the connection between Lake Country and UBCO (and Kelowna) on Route 97 compared to current span and frequency for the same connection on local route 23.

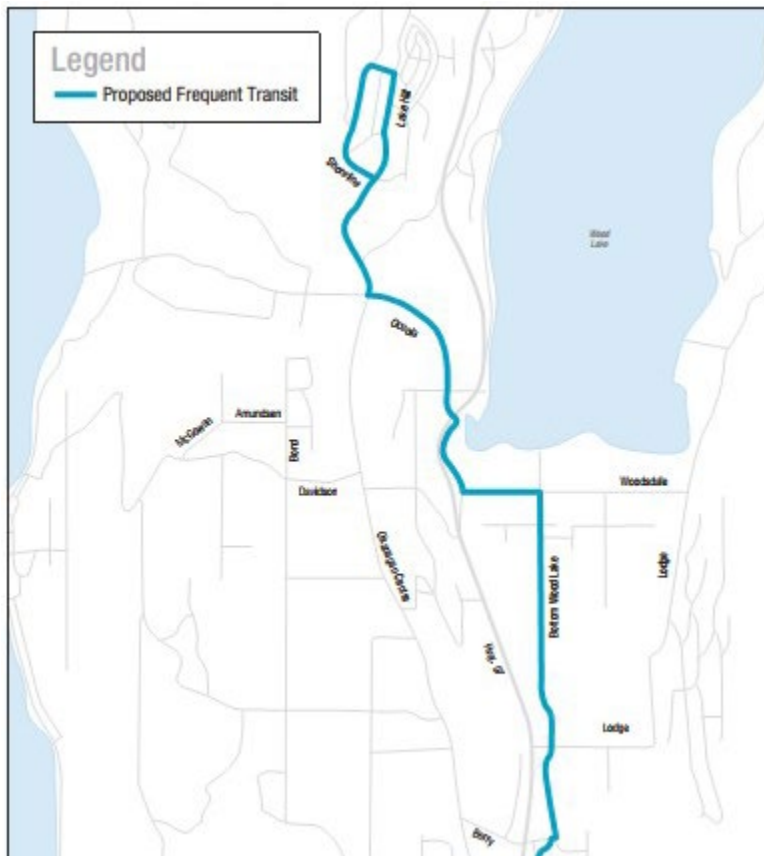
	Current (route 23)	Proposed (route 97)
Weekday span	6 am to 1 am	6 am to 1 am
Weekday frequency	20 peak/30 off peak	20 mins all day
Saturday span	7 am to 1 am	7 am to 1 am
Saturday frequency	30 till 6pm/60 after 6pm	30 mins all day
Sunday span	8 am to 11 pm	730 am to 11 pm
Sunday frequency	60 mins all day	30 mins all day



It is likely that implementation will not occur till 2027, given the need for a vehicle and for regional coordination with the City of Kelowna, a new schedule has not been developed. The City of Kelowna is in the process of realigning the Route 97 based on recommendations from a study for Rutland as well, this will impact the schedule and timing of the implementation as well.

Route changes are anticipated for Route 23 as it now will become a local route. Proposed changes to routing will follow the recommendations of the LATP, resulting in a more direct routing for the Route 23 as shown below.

Figure 11: Proposed future routing for Route 23 as identified in the LATP and as suited for the Route 97 extension



The revised routing of Route 23 will not serve Lodge Road 9 (Lodge Road will be served by the Route 32 instead). Route 23 will serve Oceola Road and the Lakes neighbourhood (higher density) and will travel to the Berry Transit Exchange where it will meet/or transition to the Route 97.

Ideally residents will not need to transfer to the Route 97, however, schedule constraints, vehicle availability in the peak, as well as operator shift times, will determine the details around this transition. These details are unknown at this time.



If a transfer must occur, it is recommended that schedules be coordinated to ensure that wait times for the transfer does not exceed ten minutes, and is ideally less than ten minutes. This will ensure the perception of a seamless transfer experience.

For the Route 97, routing changes will include direct access to the Kelowna airport and removal of service off Old Vernon Road to ensure speed and directness of this Frequent Transit Service.

Direct access to YLW on Route 97

Currently Route 23 provides access to the airport on all trips except four trips, two in the morning and two in the evening. The Route 97 will provide a similar level of service (if not better) on its way to and from Lake Country. Currently the Airport Authority and the City of Kelowna are in talks to discuss streamlining access of routes in and out of the airport for efficient and convenient routing of transit services within the airport.

Service to Old Vernon Road

Service hour calculations for the extension of Route 97 to the District of Lake Country do not consider service to Old Vernon Road on this Frequent Route. Instead, the recommendation is to consider this as new service for On-Demand options when new areas in the City of Kelowna for this service type are being determined. The stops on this segment of the route 23 have very low usage, and from that perspective, are ideal for On-Demand service to connect to airport and Berry Transit Exchange in Kelowna.

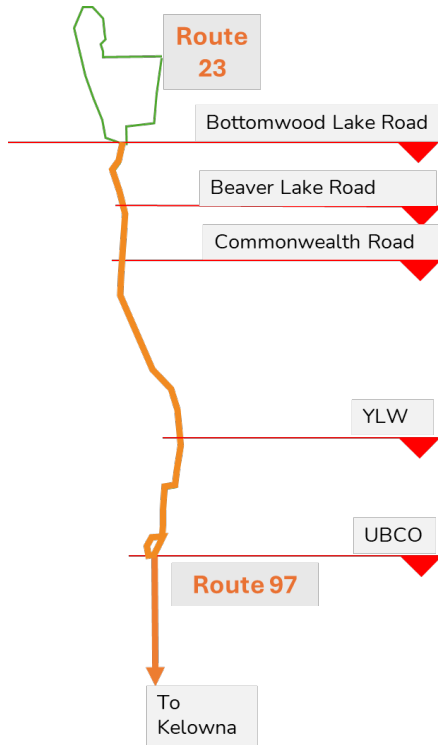


Figure 12: Proposed future stops for Route 97 to and from Kelowna from Berry Road Transit Exchange

Stops to eliminate for Frequent Transit Service

Unlike the Route 23, which is a local service, Route 97 is a Frequent Transit route, characterized by speed, efficiency and directness of travel. To maintain these characteristics for this extension, an analysis was conducted to identify low usage stops on the route. In addition to the stops on Old Vernon identified above, it is recommended that the stop in only direction at Pollard Road be eliminated (stop #103657). Ridership at this stop does not exceed 10 boardings per day. Alightings hover close to an average of 3 alightings per day. This stop is not part of a pair.

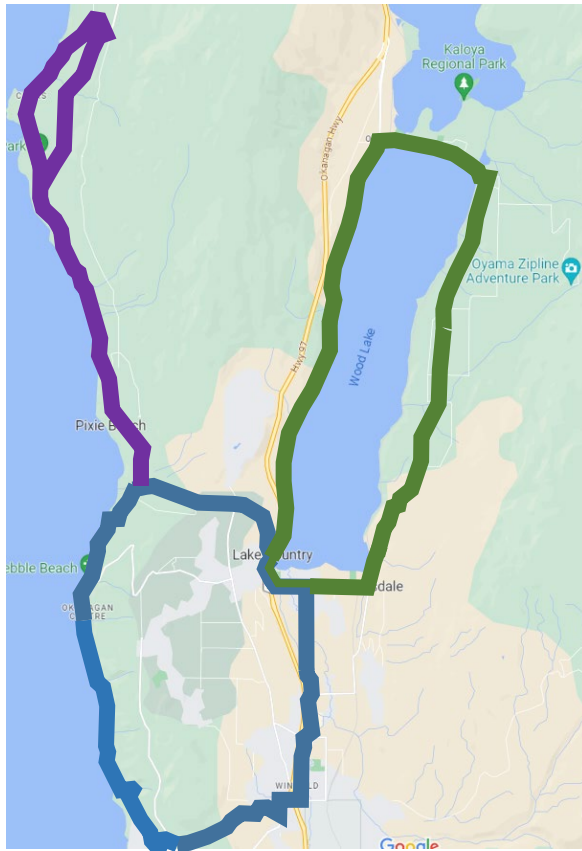
5.0 RECOMMENDATION #3: EXPLORE THE SCHEDULE, CAPITAL AND FINANCIAL IMPACT OF IMPLEMENTING A SUMMER SHUTTLE IN THE DISTRICT

This recommendation supports improved mobility and economic development in the District. The rationale is that of a summer shuttle that operates like a “Hop On/Hop Off” shuttle, with a predetermined route and predetermined stops, that will take people from central pick-up points to major attractions in Lake Country, such as beaches and wineries. A service like this would operate only during the summer months, starting in May and ending in September, after the Labour Day weekend. It is expected that this service would be operated by a third party.

Service is proposed to start as a pilot project, with the possibility of expansion if ridership goals are met.



Figure 13: Proposed Summer Shuttle Routes



The Main Loop (shown on the map in blue) serves Lakewood Mall, Okanagan Centre Park and Main Street connecting to Okanagan Centre Regional Park, Jack Seton Park, and vineyards along the route.

Subsequent expansions, showing in green and purple respectively, connect to Oyama and Carrs Landing (Coral Beach).

Each loop is approximately 30 minutes long with one bus alternating between the three loops.

Estimated resource requirement will vary depending on how many loops are implemented. The table below provides some information on resource requirements based on number of loops.



Figure 14: Comparison of proposed routes

Service Characteristics	1 Option 1: Main Loop	2 Option 2: Oyama	3 Option 3: Carrs Landing
Locations Served	Lakewood Mall, Okanagan Centre Park, Main Street	Option 1 + A. Pelmewash Parkway B. Wood Lake perimeter	Option 1&2 + A. Carrs Landing B. Coral Beach
Number of Routes	1	2	3
Service Frequency <i>How often the bus arrives at a particular stop</i>	30 min	Routes 1&2: 55 min	Route 1: 30 min Routes 2&3: 55 min
Service Span <i>When service starts and ends</i> <i>May 1 - September 1</i>	8 AM - 6 PM Monday - Sunday	8 AM - 6 PM Monday - Sunday	8 AM - 6 PM Monday - Sunday
Number of Vehicles	1 in service & 1 spare	1 in service & 1 spare	2 in service & 1 spare
Estimated Annual Ongoing Operating Cost	~\$200,000	~\$200,000	~\$400,000
Estimated Capital Costs	~\$100,000	~\$100,000	~\$200,000

Each loop would have at least four designated stops (which would also serve as timing points for the route) but overall, the assumption is that people could hop-on and hop-off at these pre-determined designated spots along the route.

- Overall, annually recurring cost of the service would range from ~\$200,000 for a single route to be operational to ~\$500,000, if all three routes were operational, for a four-month period.
- One-time capital costs would range from \$100,000 for one route to \$200,000 for all three routes. Capital costs assume used vehicles retrofitted to reflect the “The Okanagan Way”, which would mean the bus would have space to fit beach paraphernalia to ensure car-free access to beaches.
- One-time marketing, branding and communications costs would range from \$50,000 to \$100,000 to really invest in spreading the word about the services before implementation.



- Tracking technology on the vehicles, maintenance of the vehicles etc. are included in the operating costs identified above.

Summer Service Implementation Plan

For a new service being introduced in the community, it is important that it starts small and is nimble and ready to scale up or down, depending on the response of the community. To achieve this, it is recommended that this service be introduced as a pilot project and as a turnkey operation with small vehicles, and a span and frequency that is convenient that addresses user needs from day one. The steps to implementation identified below are specific to the Main Loop shown in blue to the right.

Routing

The main loop starting at Lakewood Mall will operate clockwise on Okanagan Road to serve designated stops.

Route run time is 25 minutes, with five minutes to spare.

Proposed route frequency is 30 minutes.

Proposed route span of service (when it operates) is: 10 am to 8 pm or 12 pm to 10 pm, which ever works better for summer service in the District.

Proposed route stops: These stops will need to be determined closer to implementation and once an operator is chosen based on test runs by the operator.

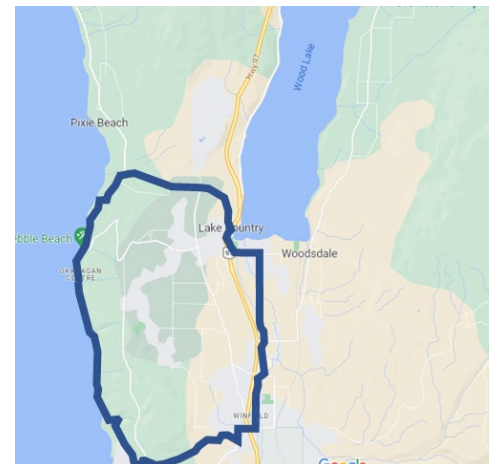


Figure 14a: Main Route

Vehicle

Retrofitted, used vehicles would be ideal for this operation; Vans, small buses, or trolleys would work best for this service.

Operations

The service would be operated by a private contractor. This would be a turnkey contract that would put the onus on the operating company to hire the operators, procure, and maintain the vehicles.

Fares

To encourage usage of this service, it is recommended that the pilot be run as a fare free service for locals. The fare free component could be offset to some degree by



charging for parking in the summer months. This addresses two issues with one policy, that of absorbing the cost of the fares, and that of congestion along the beaches in the summer months. Fares, if provided, would be a single use \$5 pass and \$15 day pass/family/group pass. Discounted fare products would be possible but also increase the complexity of implementation.

Costs

The table below provides a high-level comparison of costs and revenue impacts for this service.

Summer Shuttle Costing	Option 1 - Main Loop/no revenue	Option 1 - Main Loop/\$15 summer day pass
Service Delivery Options:		
# In Service Vehicles	1	1
# Spare Vehicles	1	1
Expected Vehicle Capacity	20	20
Days Per Year of Service	125	125
Service Hours Per Day	10	10
Annual Service Hours (Rounded)	1,250	1,250
Estimated Average Speed	30	30
Estimated Annual Kms (Rounded)	42	42
Estimated Vehicle Annual Trips	2,500	2,500
Boardings/Hour	10	10
Annual Ridership	12,500	12,500
One Way Cash Fare	\$0.00	\$15.00
Average Fare (Assumes 1/3rd of passengers use tickets)	\$0.00	\$7.50
Annual Passenger Revenue (Rounded)	\$0	\$93,750.00
Estimated Charter Revenue	\$0	\$0
Annual Revenue	\$0	\$93,750.00
Op Cost / Hr	\$ 110.00	\$ 110.00
Annual Insurance Per Vehicle	\$ 2,000	\$ 2,000
Annual Marketing, etc.	\$ 4,000	\$ 4,000
Contract Markup	8%	8%
GST / Contingency	5%	5%
Total Annual Operating Cost (Rounded)	\$ 162,155.00	\$ 162,155.00
Net Operating Cost (Operating Cost Less Revenue)	\$ 162,155.00	\$ 68,405.00



Total Capital Costs (Allocated across multiple years as lease fees or equivalent in next line)	\$ 100,000	\$ 100,000
Lease Fee Per Month (Assumes used vehicle with \$35,000 residual value)	\$ 5,833	\$ 5,833
Total Cost of System Incl Leases	\$ 262,155	\$ 199,655

These are high level costs and provide a reasonable estimate of the cost of service.

Marketing and Branding

The Summer Shuttle in the District should be marketed in conjunction with tourism and local recreational opportunities. Some ideas to promote this service would be for wineries and restaurants to provide a freebie when proof of payment (shuttle pass, even if free) is shown while at the retail establishment.

Branding for the Summer Shuttle should promote the Okanagan Way of Life. If the service is free, tourists could pay to use the service. As there are many options for establishing the fee structure, the exact mechanism for administrating the fare collection would need finalizing through implementation.

Administration

The report assumes that the District’s Engineering department will provide administration of this service. Once routes are determined, major changes are not likely to occur, given the nature of the service (Hop-on/Hop-off). For this reason, it would be most cost effective for the District to have a contractor provide this service. Ideally if the contractor can provide a turnkey operation (provide vehicles, operators etc.) the District is then responsible only for the administration of the contract, with fare and any major decisions in routing or technology determined by District of Lake Country Council on the recommendations of staff. It is anticipated that this will create the need for a .5 FTE in the District. This additional staffing cost has not been factored into the costs at this time.

Grants

There are several grants that the District could apply to implement a pilot program in the summer of 2026. These grants are largely capital focused.

- Rural Transit Solutions Fund: Planning and Design Projects Stream
- Rural Transit Solutions Fund: Capital Projects Stream
- Zero Emissions Transit Fund
- Tourism Events Program (TEP)
- BC Tourism Climate Resiliency Initiative (BCTCRI) Micro-Grants
- Building Communities Through Arts and Heritage Legacy Fund



- Community Works Fund
- Municipalities for Climate Innovation Program

Implementation Timeline

If this is a program the District would be interested in implementing, the following timeline provides a guideline for potential implementation in Summer of 2026. This is an aggressive, but achievable timeline.

- **Summer 2025:** Engagement
- **Fall 2025:** Guided Quote Process, this is a modified RFP process that WATT has used previously. This process builds from a Request for Expressions of Interest (REI) procurement process, which allows for somewhat more discussion and dialog with proponents than a more formal Request for Proposals.
- **Winter 2025/2026:** Finalize operator and start marketing & implementation preparation.
- **Summer 2026:** Implement Summer Shuttle Pilot Program

6.0 RECOMMENDATION #4: EXPLORE ON DEMAND TRANSIT IN THE DISTRICT OF LAKE COUNTRY

Digital On Demand Transit is a more efficient way of serving the occasional and infrequent need for local travel. BC Transit is currently piloting this type of service in Kelowna.

The two wards that could benefit from this type of service, given low densities and low demand are Oyama and Carrs Landing. A vehicle could be stationed at Lakewood Mall, servicing both wards efficiently and within a waiting time of 15 to 20 minutes, resulting in a huge improvement in mobility for these areas in the district that have not benefited from transit connectivity.

Since this service, its service area, its frequency, wait times etc., will be determined by BC Transit, further analysis has not been completed with respect to this service option.

7.0 SUMMARY OF IMPLEMENTATION PLAN

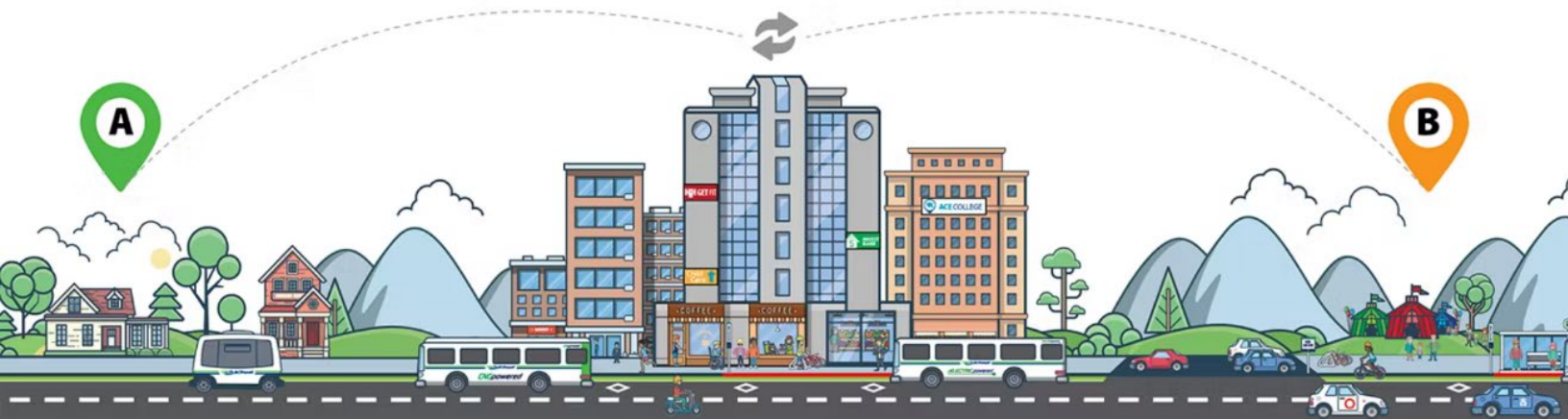
Implementing one or all of the recommendations from the Integrated Transit Strategy will involve coordination with BC Transit, City of Kelowna staff, and City of Vernon staff.



The implementation process for BC Transit starts with indicating interest in being part of the service expansion program or the Transit Improvement Program (TIPS) at BC Transit, and signing an MOU that then adds the service expansion into the list of projects that are included in BC Transit's annual funding request to the Province.

- A Memorandum of Understanding (MOU) has been signed for Route 32 expansion. A Memorandum Of Understanding (MOU) has been signed for Route 32 expansion. The MOU is a non-binding agreement that capturing the intention to move towards Route 32 service expansion.
- Once BC Transit has confirmed schedules and vehicle requirements for the extension of Route 97 to the District and an MOU is signed, this would be the second implementation to take on.
- The Summer Shuttle can be implemented as early as Summer 2026, if Council is supportive of the recommended service option being implemented earlier than either Route 32 or Route 97 +23 modifications.
- Digital On Demand Transit will likely be the last service to be implemented, in part because the implementation timeline will be determined by BC Transit but also because the remainder of the recommendations in this report will have a much higher impact on ridership. Digital On Demand Transit is not and has never been a high ridership transit service option.

Other additional service improvements to the airport, as well as to the newly approved Westpoint Apartment Housing that straddles the City of Kelowna and the District of Lake Country, provide additional impetus for transit improvements in the District.



To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: April 1, 2025
Meeting Type: Regular Council Meeting

Prepared by: Trevor James, CFO, Director of Finance & Administration
Department: Finance & Administration

Title: Reserve Fund Amendment Bylaw 1273, 2025 and Reserve Fund Policy 195, 2022 Amendment
Description: Creation of the Slope Stability Reserve

RECOMMENDATION

THAT Reserve Fund Policy 195, 2022 be amended as shown in Attachment A to the report dated April 1, 2025.
AND THAT Reserve Fund Amendment Bylaw 1273, 2025 be read a first, second, and third time.
AND THAT the 2024 Financial Plan be amended to re-allocate \$200,000 of the \$240,000 Slope Stability capital project 24009 to the Slope Stability Reserve from the Financial Stabilization Reserve.

DISCUSSION/ANALYSIS

Based on discussions with Council at strategy sessions and previous budget deliberation meetings, there is a desire from Council to create a Slope Stability Reserve in order to fund expenditures for reactive and proactive slope stability works in the District.

While the majority of the discussions surrounding slope stability started around Pelmewash Parkway, there is a larger need for funding for slope stability in the District in general, not only for rock faces, but including retaining walls and rock fences and not limited to Pelmewash, but District wide. When it comes to slope stability, both preventative actions such as scaling, bolting, pinning and re-profiling and reactive actions such as barriers, fencing, netting and road re-alignment are important tools and measures for mitigating risk.

In the 2024 Financial Plan, Council added \$100,000 annually to the Transportation budget in order to create an annual contribution to a new Slope Stability Reserve. Additionally, Council approved a \$240,000 Pelmewash Slope Stability Capital Project (project 24009 in the 2024 Capital Budget) and expressed desire to re-allocate \$200,000 of this amount to the newly created Slope Stability Reserve. The balance of \$40,000 was carried forward for 2025 to complete an inventory and initial assessment of slopes and retaining walls throughout the District. Should Council approve this amendment to the Financial Plan, \$300,000 (plus investment income from 2024) would be available in the newly created reserve for 2025. This would grow by \$100,000 plus investment income each year less any expenditures.

The completion of the inventory and assessment in 2025 would lead to developing a Slope Stability Plan in 2026/27. This holistic approach should allow the District to focus any mitigation efforts on the areas that require them most with effective and efficient solutions. District staff will continue to monitor and respond to issues as we have been doing while this process is unfolding as in line with Slope Stability Policy Management Policy 191, 2021.

The addition to the Reserve Fund Policy would be as follows:

Slope Stability Reserve Fund

Purpose:

To fund expenditures for all reactive and proactive slope stability works in the District.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from Transportation budget as provided for in financial plan 	N/A – Slope stability projects can be unpredictable in volume, scope and size. Reserve will continue to grow based on contributions less any works that occur.	N/A – Slope stability projects can be unpredictable in volume, scope and size. No upper limit to the scale of slope stability works and as such reserve only limited by what Council determines to be reasonable contributions.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

The \$100,000 annual contribution that was added to the Transportation budget for 2024 to be allocated to this reserve was already approved in the 2024 Financial Plan. This resolution would allocate an additional one-time amount of \$200,000 and establish the Slope Stability Reserve going forward.

COMMUNICATION

The desire to create a Slope Stability Reserve was included in the 2024 budget deliberations which included extensive communications to the public.

ALTERNATE RECOMMENDATION(S)

1. THAT Reserve Fund Policy 195, 2022 and Reserve Fund Amendment Bylaw 1273, 2025 be sent back to staff with direction on changes.

Respectfully Submitted.

Trevor James, CFO, Director of Finance & Administration

Report Approval Details

Document Title:	Reserve Fund Policy Amendment - Slope Stability Reserve.docx
Attachments:	- Reserve Fund Policy 195, 2022-2025-04-01 Amendment.docx - Reserve-Fund-Bylaw-989,-2017-CONSOLIDATED-2023-12-05.pdf - Reserve Fund Amendment Bylaw 1273, 2025-1.pdf
Final Approval Date:	Mar 24, 2025

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

Reyna Seabrook, Director of Corporate Services - Mar 20, 2025 - 12:52 PM

Paul Gipps, Chief Administrative Officer - Mar 20, 2025 - 3:29 PM

Makayla Ablitt, Legislative & FOI Coordinator - Mar 24, 2025 - 3:41 PM

Date

The following was adopted as Policy by **Resolution No. 2022-01-005** at the **Special Council Meeting** held on **January 4, 2022**.

This policy was amended as follows:

Amendment Date	Resolution No.	Summary of Amendment
November 21, 2023	2023-11-194	Addition of sections: <ul style="list-style-type: none"> 3.2(m – o)
XXXX, 2025	XXXX-XX-XXX	Addition of section p

Purpose

The Policy provides guidance on the development, maintenance and use of financial reserve funds.

Policy

1. PRINCIPLES

It is essential that local governments maintain adequate levels of reserve balances to mitigate current and future risks, ensure stable tax rates and demonstrate financial commitment to long range infrastructure and master plans. The following guiding principles form the basis of this policy:

- 1.1. Sufficient reserve funds are important in achieving financial health and stability for the District.
- 1.2. Reserve goals need to be consistent with and support established long term financial plans.
- 1.3. Reserve fund management needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, generally accepted accounting principles (GAAP) and public sector accounting board (PSAB) recommendations.

2. DEFINITIONS

“Annual surplus” means the accumulated excess of revenues over expenditures for the current year.

“District” means the organization of the District of Lake Country.

“Reserve funds” means funds that are set aside for a specified purpose by Council pursuant to subsection 188 (1) the *Community Charter*. These reserves are established via District bylaws and are discretionary on the part of Council. The reserve funds can be operating or capital in nature.

“Reserves” means all of the District’s reserve funds and statutory reserve funds.

“Statutory reserve funds” means funds set aside for specified purposes as required by and pursuant to specific legislation. These reserves are established via District bylaws and are non-discretionary on the part of Council.

“Unappropriated surplus” means the accumulated surplus built up in the District’s various operating funds that has not been designated for specific uses.

3. RESERVES

3.1. OPERATING RESERVE FUNDS

(a) Financial Stabilization Reserve Fund

Purpose:

To offset unrealized revenues – some of the District’s revenue sources (i.e. development fees, building permits) are cyclical in nature and thus are subject to downturns in the economy. The District tries to anticipate economic downturns during budget processes but despite best efforts may be exposed to the possibility of unrealized or declining revenues. Funds may be used during the budget process as a transfer from reserves to offset cyclical revenue declines.

One time and intermittent projects – the District undertakes certain on time and/or intermittent projects that are larger in terms of costs. If these projects were funded from property taxation, annual spikes and declines in taxation would result, therefore, it is not prudent to fund these projects from on-going property taxation revenue. Examples include master plan updates and Official Community Plan (OCP) updates.

Cyclical expenditures – the District has some cyclical expenditures that do not reoccur annually but may reoccur every two or more years. An annual cost would be determined and included as an expenditure in the Financial Plan with an offsetting transfer to the reserve until the year required. Some examples include elections or satisfaction surveys.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from general operating budget as provided for in financial plan Transfer of any development revenues over and above established base amounts, if and when available 	1% of general operating fund revenues, rounded to the nearest \$100,000	2.5% of general operating fund revenues, rounded to the nearest \$100,000

(b) Policing Reserve Fund

Purpose:

To offset the cost of special policing major crimes, DNA analysis costs or other unexpected expenditures. Major policing expenditures can come forward without any forewarning and it is often not possible to fund these projects via taxation or other reserves. Funds can also be used

for capital expenditures as related to policing. As the District’s population grows, the funds in this reserve can be used in assisting with smoothing of additional policing costs to prevent spiking of tax rates related to policing.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from the RCMP budget as provided for in financial plan Excess traffic fine sharing revenue not utilized within the annual policing operations Savings from the policing operational budget 	10% of RCMP contract expenditures rounded to the nearest higher \$100,000	50% of RCMP contract expenditures rounded to the nearest higher \$100,000

(c) Solid Waste Reserve Fund

Purpose:

To assist with the funding of solid waste containers, which are required to be replaced or upgraded on a regular two to three year cycle. This reserve could also be used to assist with capital costs related to establishing infrastructure for the purposes of solid waste or recycling services.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from solid waste operating budget as provided for in financial plan Savings from the solid waste operational budget 	5% of annual revenue from garbage and recycling user fees, rounded to the nearest higher \$10,000	25% of annual revenue from garbage and recycling user fees, rounded to the nearest higher \$10,000

(d) Fire Operations Reserve Fund

Purpose:

To offset the cost of wildfire events not covered under other emergency funding. Major wildfire expenditures can happen in any year without any forewarning and it is often not possible to fund these events via taxation or other reserves.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from Fire operational budget as provided for in financial plan Unbudgeted revenue received as a result of fire crews being redeployed to fires outside of the District Savings from the fire operational budget 	5% of fire operational expenditures rounded to the nearest higher \$100,000	20% of fire operational expenditures rounded to the nearest higher \$100,000

(e) Insurance and Legal Reserve Fund

Purpose:

To provide a source of funds for liability claims not covered under our insurance policies and to offset the cost of major legal costs or claims of which the magnitude and timing is often indeterminable.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from general operating budget as provided for in financial plan Savings from legal and insurance operational budget 	\$10,000	\$50,000

3.2. CAPITAL RESERVE FUNDS

(a) Capital Reserve Fund

Purpose:

To fund general capital projects that are not specifically funded from other established reserves or user fees. Capital projects that will be funded from this reserve are budgeted within the District’s long term capital plan.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from general operating budget as provided for in financial plan 	Adequate to fund capital projects identified as capital funded for the next fiscal year of the 5 year capital plan	Adequate to fund all capital projects identified as capital funded in the 5 year capital plan

(b) Climate Action Reserve Fund

Purpose:

The District recognizes the importance of reducing greenhouse gas (GHG) emissions through projects that reduce fossil fuel consumption. Reducing GHG emissions is part of Lake Country’s commitment as a signatory to the BC Climate Action Charter. Funds in this reserve will be used for projects that reduce greenhouse gas emissions, replacement of equipment in the Hydroelectric Generating Station or early retirement of related debt, as funds permit.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> • Net revenue earned by the Lake Country Hydroelectric Generating Station • Revenue from the Climate Action Revenue Incentive grant • Equivalent of what would be paid to purchase carbon offsets for the carbon produced 	Adequate to fund capital projects as related to renewal of the Hydroelectric Generating Station in the 5 year capital plan.	No maximum – the source of funds for this reserve cannot be reallocated if there is a maximum on this reserve fund.

(c) Transportation Infrastructure Reserve Fund

Purpose:

To fund designated road capital projects required for road operations or as identified in the transportation for tomorrow plan.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan and as determined by Council resolution 15.12.301 	Adequate to fund capital projects identified as roads reserve funded for the next fiscal year of the 5 year capital plan	Adequate to fund all capital projects identified as roads reserve funded in the 5 year capital plan

(d) Equipment Acquisition and Replacement Reserve Fund

Purpose:

To fund the acquisition of municipal vehicles and equipment in accordance with an acquisition plan and the replacement of municipal vehicles and equipment according to planned replacement schedules.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from general operating budget as provided for in financial plan Proceeds from the sale of municipal vehicles and equipment 	Minimum funds available to fund the next year of vehicle and equipment acquisitions and replacements.	Funds for all scheduled vehicle and equipment acquisitions and replacements in the 5 year financial plan.

(e) Fire Facilities and Equipment Reserve Fund

Purpose:

To fund the replacement of fire vehicles and equipment according to planned replacement schedules and planned maintenance, upgrades, additions or improvements to fire buildings.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from fire operating budget as provided for in financial plan Proceeds from the sale of fire vehicles and equipment Funds received for amenity provisions under the Density Bonusing clause in the Zoning Bylaw 	Minimum funds available to fund the next year of fire facilities, vehicle and equipment replacements and capital expenditures.	Funds for all scheduled fire facility capital expenditure and vehicle and equipment replacements in the 5 year financial plan.

(f) Information Technology (IT) Reserve Fund

Purpose:

To fund information system and technology projects including communications systems. Technology can change rapidly within the information technology area and often comes at a large cost. This reserve is needed to keep pace with technology and to take advantage of technological improvement/efficiency opportunities. Due to the industry trend towards Software as a Service (SaaS) compared to Software as a Product more and more IT systems that used to be capital in nature are now considered operating and as such this reserve is intended to fund both capital and SaaS operating IT projects.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from general operating budget as provided for in financial plan 	Adequate to fund projects identified as IT related for the next fiscal year of the 5-year financial plan.	Adequate to fund all projects identified as IT related in the 5-year financial plan.

(g) Facilities Reserve Fund

Purpose:

To fund expenditures for major repairs, upgrading, replacement or expansion of municipal buildings, ancillary structures and site services that serve as public spaces.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from general operating budget as provided for in financial plan 	Adequate to fund capital projects identified as facilities capital funded for the next fiscal year of the 5 year capital plan.	Adequate to fund all capital projects identified as facilities related capital funded in the 5 year capital plan.

(h) Community Works Gas Tax Reserve Fund

Purpose:

To account for funds received and used pursuant to the Community Works Gas Tax Agreement. Projects funded by this account must be in compliance with acceptable uses as defined in the community Works Gas Tax Agreement.

The intent is to spend all funds received, per our Community Works Gas Tax Agreement.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Federal Community Works Gas Tax Funds 	N/A – intend to spend all funds received	N/A – funds from this source have specified use and cannot be reallocated to other reserves if there was a maximum value placed on this fund.

(i) Water Capital Reserve Fund

Purpose:

To fund water utility capital projects required for water operations or as identified in the Water Master Plan.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from water operating budget as provided for in financial plan 	Adequate to fund capital projects identified as water capital funded for the next fiscal year of the 5 year capital plan.	Adequate to fund all capital projects identified as water capital funded in the 5 year capital plan.

(j) Sewer Capital Reserve Fund

Purpose:

To fund sewer utility capital projects required for sewer operations or identified in the Sewer Master Plan.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from sewer operating budget as provided for in financial plan 	Adequate to fund capital projects identified as sewer capital funded for the next fiscal year of the 5 year capital plan.	Adequate to fund all capital projects identified as sewer capital funded in the 5 year capital plan.

(k) Roads Maintenance Services Reserve Fund

Purpose:

If snow accumulations along roadways from clearing operations reach a level that impede further snow clearing operations, it is the responsibility of the District to remove (or pay a contractor to remove) the snow to a storage area. The frequency and cost of this is entirely dependent on unpredictable weather patterns. This reserve is to account for the risk being borne by the District and ensure funds are in place in the event of a heavy snowfall year.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from transportation budget as provided for in financial plan 	Maintain balance of \$100,000	Maintain balance of \$100,000

(l) Transit Reserve Fund

Purpose:

BC Transit bills are based on actual expenditures instead of budgeted expenditures. As ridership and expenses can fluctuate, the transit reserve fund is intended to allow the District to absorb the financial impact of unfavorable years and unforeseen events and provide the financial flexibility to pursue new opportunities in transit when they arise.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from transit budget as provided for in financial plan 	5% of budgeted net operating expenditures	10% of budgeted net operating expenditures

(m) Growing Communities Fund Reserve

Purpose:

In March 2023, the District received \$6,778,000 under the Growing Communities Fund (GCF), a grant from the Province of British Columbia with the principal objective *“to increase the local housing supply with investments in community infrastructure and amenities”*. *“As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the Community Charter for the Capital and Planning purposes of the GCF”*. This reserve is being established to track and facilitate the appropriate expenditures of the grant in line with the grant guidelines until it is fully spent.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Provincial grant 	N/A – reserve will be \$6,778,000 less eligible expenditures plus any accumulated interest	N/A – reserve will be \$6,778,000 less eligible expenditures plus any accumulated interest

(n) Kelowna Bulk Water Capital Improvement Reserve

Purpose:

As part of the District’s Bulk Water Supply Agreement with the City of Kelowna, *“DLC and Kelowna acknowledge and agree that developmental growth will occur in the Supply Area during the Term, and DLC will bill Kelowna for any required costs for DLC to incrementally increase the Design Demand and Peak Day Supply Capacity (above their initial and baseline amounts)”*. The purpose of this reserve is to segregate the funds received from the City of Kelowna related to developmental growth and use these funds on expenditures related to increasing the Design Demand and Peak Day Supply Capacity as necessary in line with the agreement.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> City of Kelowna to be billed for required costs to incrementally increase the Design Demand and Peak Day Supply Capacity as development occurs. 	N/A – Balance will be what is received from the City of Kelowna less expenditures related to increasing the Design Demand and Peak Day Supply Capacity related to development in the areas specified in the contract.	N/A – Balance will be what is received from the City of Kelowna less expenditures related to increasing the Design Demand and Peak Day Supply Capacity related to development in the areas specified in the contract.

(o) Septage Facility Reserve Fund

Purpose:

As part of the Regional Septage Facility – Capital, Operating & Maintenance Agreement with the Regional District of Central Okanagan (RDCO), the District has the responsibility to *“Establish a Septage Facility reserve fund to be used for expenses related to Capital Improvement Works and Capital Renewal Works”*. The District will use these funds to plan and execute all of the Capital Renewal Works and Capital Improvement Works at the Regional Septage Facility in line with the agreement.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Initially established through a Capital Reserve Transfer from RDCO. Ongoing funding will come from Capital Renewal Work Fees and Capital Improvement Works Fees from RDCO in line with the Regional Septage Facility – Capital, Operating & Maintenance Agreement. 	N/A – Ongoing reserve balance will be initial Capital Reserve Transfer plus Capital Renewal Work Fees and Capital Improvement Work Fees collected less eligible expenditures as outlined in the agreement plus interest.	N/A – Ongoing reserve balance will be initial Capital Reserve Transfer plus Capital Renewal Work Fees and Capital Improvement Work Fees collected less eligible expenditures as outlined in the agreement plus interest.

(p) Slope Stability Reserve Fund

Purpose:

To fund expenditures for all reactive and proactive slope stability works in the District.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from Transportation budget as provided for in financial plan 	N/A – Slope stability projects can be unpredictable in volume, scope and size. Reserve will continue to grow based on contributions less any works that occur.	N/A – Slope stability projects can be unpredictable in volume, scope and size. No upper limit to the scale of slope stability works and as such reserve only limited by what Council determines to be reasonable contributions.

3.3. STATUTORY RESERVE FUNDS

(a) Development Cost Charge (DCC) Reserve Funds

Purpose:

As per subsection 188(2)(a) of the *Community Charter*, separate Reserves need to be established for DCC collections and use, under section 566 of the *Local Government Act*. The following DCC Reserves have been established for the purpose so identified in the associated DCC bylaw and are as follows:

- (i) Roads DCC
- (ii) Sewer DCC
- (iii) Parks DCC
- (iv) Drainage DCC
- (v) Water DCC

(b) Parkland Acquisition Reserve Fund

Purpose:

As per subsection 188(2)(b) of the *Community Charter* funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 of the *Local Government Act* (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.

(c) Land Sale Reserve Fund

Purpose:

As per subsection 188(2)(e) of the *Community Charter* funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for acquiring land, improvements and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.

(d) Access to Body of Water Reserve Fund

Purpose:

As per section 41(1)(d) of the *Community Charter* funds received from the sale of highway must be placed to the credit of reserve fund to be used to acquire property that Council considers will provide public access to the same body of water that is of at least equal benefit to the public.

4. UNAPPROPRIATED SURPLUSES

The District needs to maintain Unappropriated Surplus balances in its three operating funds (the General Operating Fund, the Sewer Operating Fund and the Water Operating Fund) for working capital purposes i.e. to provide for operating expenditures before property taxes or user fees are collected. Maintaining minimum working capital levels eliminates or reduces the need to borrow externally and/or internally for operations.

The District may also require emergency funds from time to time, from any one of its Unappropriated Surplus balances, for unforeseen costs. When this occurs, the District needs to rely upon sufficient balances being available in the applicable Unappropriated Surplus area (general operating, water or sewer).

Funding Source	Minimum Level	Maximum Level
General Fund • Any excess general operating fund revenues over expenditures and transfers at the end of each fiscal year	Two months of regular general fund operating expenditures, rounded to the nearest higher \$100,000	Three months of regular general fund operating expenditures, rounded to the nearest higher \$100,000
Sewer Fund • Any excess sewer operating fund revenues over expenditures and transfers at the end of each fiscal year	Two months of regular sewer fund operating expenditures, rounded to the nearest higher \$100,000	Three months of regular sewer fund operating expenditures, rounded to the nearest higher \$100,000
Water Fund	Two months of regular water fund operating expenditures,	Three months of regular water fund operating expenditures,

<ul style="list-style-type: none"> Any excess water operating fund revenues over expenditures and transfers at the end of each fiscal year 	rounded to the nearest higher \$100,000	rounded to the nearest higher \$100,000
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5. ADMINISTRATION

5.1. Reserve Contributions

Annual and/or periodic contributions to Reserve Funds shall be specific to each Reserve, as approved by Council through the District’s annual financial planning and budgeting process

5.2. Minimum and Maximum Reserve Balances

Minimum and maximum fund balance guidelines have been set for some of the District’s Reserve Funds, Statutory Reserve Funds and Unappropriated Surpluses. The minimum balances ensure that the respective balances are not depleted to the degree that those balances are no longer able to serve their intended purpose(s). The maximum balances ensure the District’s guiding principles are achieved and the respective balances do not grow beyond their intended purpose(s) and thus create idle assets that could be otherwise utilized for other corporate priorities. A formal comparative review of actual, minimum and optimal fund balances shall be undertaken annually.

5.3. Internal Borrowing

Internal borrowing from specific Reserve Fund, Unappropriated Surplus and Statutory Reserve Fund balances shall be permissible as allowed for by legislation, if a clearly defined and attainable payback plan, including payment of foregone interest, is in place. Internal borrowing allows for more flexibility in terms of payback amounts and loan duration than that of external borrowing. Paybacks shall be executed according to plan.

5.4. Responsibilities

The District’s Chief Financial Officer shall be responsible for:

- (a) Recommending the necessary contributions and transfers so that the District’s Reserve Funds, Statutory Reserve Funds and Unappropriated Surpluses are maintained in accordance with this policy;
- (b) Conduct an annual review of all Reserve Fund, Statutory Reserve Fund and Unappropriated Surplus balances and reporting the results of such a review to Council; and
- (c) Recommending revisions or amendments to this Policy, as may be required from time to time, as a result in changes in applicable statutes, accounting standards, economic conditions, etc.

5.5. Interest

Reserve Funds and Statutory Reserve Funds shall be paid and allocated interest based on average annual balances and the District’s average rate of return on investments.

5.6. Guide

The minimum and maximum fund balance guidelines shown in this Policy serve as a guide in moving the District towards the goals and targets it wishes to attain in terms of individual fund balances. It is recognized that the District’s fund balances are not all within these ranges at the time of amending this Policy, however the District is working towards achieving these ranges. It should also be noted that in certain instances it will be in the best interest of the District to purposely build certain reserve balances above the maximums outlined above such as in the case of major multi-year projects. These should be identified during the annual formal review of the reserve balances.

Original Signed by Blair Ireland

Mayor

Original Signed by Reyna Seabrook

Corporate Officer

DISTRICT OF LAKE COUNTRY

BYLAW 989, 2017

CONSOLIDATED VERSION

(Includes amendment as of December 5, 2023)

This is a consolidated copy to be used for convenience only. Users are asked to refer to the Reserve Fund Bylaw as amended from time to time to verify accuracy and completeness.

Amending Bylaw	Summary of Amendments	Adoption
1218	Delete and replace Schedule A	December 5, 2023

DISTRICT OF LAKE COUNTRY**BYLAW 989**

A BYLAW TO ESTABLISH DISTRICT RESERVE FUNDS

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

1. INTERPRETATION

- 1.1. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time and any Bylaw referred to herein is a reference to an enactment of the Council of the District of Lake Country, as amended, revised, consolidated or replaced from time to time.
- 1.2. Unless otherwise defined herein, all words or expressions used in this bylaw shall have the same meaning as defined in the *Local Government Act*, *Community Charter*, *Interpretation Act* or any successor legislation when used in this bylaw.
- 1.3. The headings contained in this bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this bylaw.
- 1.4. Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw.

2. ESTABLISHMENT OF RESERVE FUNDS

- 2.1. The Reserve Funds listed in Column 1 of Schedule A are continued or established for the purposes specified in Column 2 of Schedule A.
- 2.2. Monies received in the manner set out in Column 3 of Schedule A shall be placed in the Reserve Fund established in in the corresponding Column 1 of Schedule A.

3. EXPENDITURE OF RESERVE FUNDS

- 3.1. Monies in reserve funds in Column 1 of Schedule A, together with interest earned on the fund balance, must be used for the purposes specified in the corresponding Column 2 of Schedule A.
- 3.2. Expenditure of monies in a Reserve Fund listed in Schedule A may be authorized by resolution of Council or by a bylaw adopted by Council.
- 3.3. All monies shall be expended in accordance with any applicable legislation including, but not limited to, the *Local Government Act* and *Community Charter*.

4. DISCONTINUATION AND TRANSFER OF RESERVE FUNDS

- 4.1. Monies held in the reserve fund identified in Column 1 of Table 4.2 are hereby transferred to the reserve fund named and established by this bylaw, in Column 2 of Table 4.2.

4.2. TABLE 4.2 - TRANSFER OF FUNDS

Column 1 –Reserve Fund	Column 2 – Transfer to Reserve Fund
Winfield Fire Protection Specified Area Emergency Building Renewal or Replacement Reserve Fund Establishment Bylaw 95-021	Fire Facilities and Equipment Reserve Fund
District of Lake Country Capital Works Reserve Fund Establishment Bylaw 95-024	Capital Reserve Fund
District of Lake Country Local Improvement Fund Bylaw 96-092	Capital Reserve Fund
Lake Country Fire Protection Specified Area Reserve Fund Establishment Bylaw 97-109	Fire Facilities and Equipment Reserve Fund
District of Lake Country Sewer System Utility Reserve Fund Establishment Bylaw 99-243	Sewer Capital Reserve Fund
Development Cost Charge Reserve Fund Establishment Bylaw 560, 2005	Development Cost Charge (DCC) Reserve Fund
Water Capital Works Reserve Fund Establishment Bylaw 696, 2008	Water Capital Reserve Fund
Climate Action Reserve Fund Establishment Bylaw 734, 2009	Climate Action Reserve Fund
Highway Access to Water Reserve Fund Bylaw 902, 2014	Access to Body of Water Reserve Fund
Transportation Infrastructure Reserve Fund Establishment Bylaw 952, 2016	Transportation Infrastructure Reserve Fund
Land Sale Reserve Fund Establishment Bylaw 953, 2016	Land Sale Reserve Fund
Community Works Gas Tax Reserve Fund Establishment Bylaw 961, 2016	Community Works Gas Tax Reserve Fund
Park Land Acquisition Reserve Fund Establishment 962, 2016	Parkland Acquisition Reserve Fund
Building Operational Reserve established by Resolution 16.01.006	Financial Stabilization Reserve Fund

5. REPEALS

5.1. The following bylaws, and any amendments thereto are hereby repealed in their entirety:

- (a) Winfield Fire Protection Specified Area Emergency Building Renewal or Replacement Reserve Fund Establishment Bylaw 95-021
- (b) District of Lake Country Capital Works Reserve Fund Establishment Bylaw 95-024
- (c) District of Lake Country Local Improvement Fund Bylaw 96-092
- (d) Lake Country Fire Protection Specified Area Reserve Fund Establishment Bylaw 97-109
- (e) District of Lake Country Park Land Acquisition Reserve Fund Establishment Bylaw 97-110
- (f) District of Lake Country Sewer System Utility Reserve Fund Establishment Bylaw 99-243
- (g) Development Cost Charge Reserve Fund Establishment Bylaw 560, 2005
- (h) Water Capital Works Reserve Fund Establishment Bylaw 696, 2008
- (i) Climate Action Reserve Fund Establishment Bylaw 734, 2009
- (j) Highway Access to Water Reserve Fund Bylaw 902, 2014
- (k) Transportation Infrastructure Reserve Fund Establishment Bylaw 952, 2016
- (l) Land Sale Reserve Fund Establishment Bylaw 953, 2016
- (m) Community Works Gas Tax Reserve Fund Establishment Bylaw 961, 2016
- (n) Park Land Acquisition Reserve Fund Establishment 962, 2016

6. SEVERABILITY

- 6.1. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

7. CITATION

- 7.1. This bylaw may be cited as "Reserve Fund Bylaw 989, 2017".

READ A FIRST TIME this 17th day of January, 2017.

READ A SECOND TIME this 17th day of January, 2017.

READ A THIRD TIME this 17th day of January, 2017.

ADOPTED this 7th day of February, 2017

Original Signed by James Baker
Mayor

Original Signed by Reyna Seabrook
Corporate Officer

Deleted and replaced by Bylaw 1218, 2023

Schedule A

No.	Column 1 – Reserve Fund Name	Column 2 – Reserve Fund Purpose	Column 3 – Reserve Funding
OPERATING RESERVE FUNDS			
1.	Financial Stabilization Reserve Fund	<ul style="list-style-type: none"> • To offset unrealized revenues — some of the District’s revenue sources (i.e. development fees, building permits) are cyclical in nature and thus are subject to downturns in the economy. The District tries to anticipate economic downturns during budget processes but despite best efforts may be exposed to the possibility of unrealized or declining revenues. Funds may be used during the budget process as a transfer from reserves to offset cyclical revenue declines. • One time and intermittent projects — the District undertakes certain on time and/or intermittent projects that are larger in terms of costs. If these projects were funded from property taxation, annual spikes and declines in taxation would result, therefore, it is not prudent to fund these projects from on-going property taxation revenue. Examples include master plan updates and Official Community Plan (OCP) updates. • Cyclical expenditures — the District has some cyclical expenditures that do not reoccur annually but may reoccur every two or more years. An annual cost would be determined and included as an expenditure in the Financial Plan with an offsetting transfer to the reserve until the year required. Some examples include elections or satisfaction surveys. 	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan • Transfer of any development revenues over and above established base amounts, if and when available
2.	Policing Reserve Fund	To offset the cost of special policing major crimes, DNA analysis costs or other unexpected expenditures. Major policing expenditures can come forward without any forewarning and it is often not possible to fund these projects via taxation or other reserves. Funds can also be used for capital expenditures as related to policing. As the District’s population grows, the funds in this reserve can be used in assisting with smoothing of additional policing costs to prevent spiking of tax rates related to policing.	<ul style="list-style-type: none"> • Annual allocation from the RCMP budget as provided for in financial plan • Excess traffic fine sharing revenue not utilized within the annual policing operations • Savings from the policing operational budget
3.	Solid Waste Reserve Fund	To assist with the funding of solid waste containers, which are required to be replaced or upgraded on a regular two to three year cycle. This reserve could also be used to assist with capital costs related to establishing infrastructure for the purposes of solid waste or recycling services.	<ul style="list-style-type: none"> • Annual allocation from solid waste operating budget as provided for in financial plan • Savings from the solid waste operational

No.	Column 1 – Reserve Fund Name	Column 2 – Reserve Fund Purpose	Column 3 – Reserve Funding
			budget
4.	Fire Operations Reserve Fund	To offset the cost of wildfire events not covered under other emergency funding. Major wildfire expenditures can happen in any year without any forewarning and it is often not possible to fund these events via taxation or other reserves.	<ul style="list-style-type: none"> • Annual allocation from Fire operational budget as provided for in financial plan • Unbudgeted revenue received as a result of fire crews being redeployed to fires outside of the District • Savings from the fire operational budget
5.	Insurance and Legal Reserve Fund	To provide a source of funds for liability claims not covered under our insurance policies and to offset the cost of major legal costs or claims of which the magnitude and timing is often indeterminable.	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan • Savings from legal and insurance operational budget
6.	Capital Reserve Fund	To fund general capital projects that are not specifically funded from other established reserves or user fees. Capital projects that will be funded from this reserve are budgeted within the District’s long term capital plan.	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in the financial plan
7.	Climate Action Reserve Fund	The District recognizes the importance of reducing greenhouse gas (GHG) emissions through projects that reduce fossil fuel consumption. Reducing GHG emissions is part of Lake Country’s commitment as a signatory to the BC Climate Action Charter. Funds in this reserve will be used for projects that reduce greenhouse gas emissions, replacement of equipment in the Hydroelectric Generating Station or early retirement of related debt, as funds permit.	<ul style="list-style-type: none"> • Net revenue earned by the Lake Country Hydroelectric Generating Station • Revenue from the Climate Action Revenue Incentive grant • Equivalent of what would be paid to purchase carbon offsets for the carbon produced by the District’s operations on an annual basis
8.	Transportation Infrastructure Reserve Fund	To fund designated road capital projects required for road operations or as identified under the District’s Transportation for Tomorrow plan.	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan and as determined by Council resolution 15.12.301
9.	Equipment Acquisition and Replacement Reserve Fund	To fund the acquisition of municipal vehicles and equipment in accordance with an acquisition plan and the replacement of municipal vehicles and equipment according to planned replacement schedules.	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan • Proceeds from the sale of municipal vehicles and equipment

10.	Fire Facilities and Equipment Reserve Fund	To fund the replacement of fire vehicles and equipment according to planned replacement schedules and planned maintenance, upgrades, additions or improvements to fire buildings.	<ul style="list-style-type: none"> • Annual allocation from fire operating budget as provided for in financial plan • Proceeds from the sale of fire vehicles and equipment • Funds received for amenity provisions under the Density Bonusing clause in the Zoning Bylaw
11.	Information Technology (IT) Reserve Fund	To fund information system and technology projects including communications systems. Technology can change rapidly within the information technology area and often comes at a large cost. This reserve is needed to keep pace with technology and to take advantage of technological improvement/efficiency opportunities. Due to the industry trend towards Software as a Service (SaaS) compared to Software as a Product more and more IT systems that used to be capital in nature are now considered operating and as such this reserve is intended to fund both capital and SaaS operating IT projects.	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan
12.	Facilities Reserve Fund	To fund expenditures for major repairs, upgrading, replacement or expansion of municipal buildings, ancillary structures and site services that serve as public spaces.	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan
13.	Community Works Gas Tax Reserve Fund	To account for funds received and used pursuant to the Community Works Gas Tax Agreement. Projects funded by this account must be in compliance with acceptable uses as defined in the community Works Gas Tax Agreement. The intent is to spend all funds received, per our Community Works Gas Tax Agreement.	<ul style="list-style-type: none"> • Monies received pursuant to the Federal Community Works Gas Tax Agreement
14.	Water Capital Reserve Fund	To fund water utility capital projects required for water operations or as identified in the Water Master Plan.	<ul style="list-style-type: none"> • Annual allocation from water operating budget as provided for in financial plan
15.	Sewer Capital Reserve Fund	To fund sewer utility capital projects required for sewer operations or identified in the Sewer Master Plan.	<ul style="list-style-type: none"> • Annual allocation from sewer operating budget as provided for in financial plan
16.	Roads Maintenance Services Reserve Fund	If snow accumulations along roadways from clearing operations reach a level that impede further snow clearing operations, it is the responsibility of the District to remove (or pay a contractor to remove) the snow to a storage area. The frequency and cost of this is entirely dependent on unpredictable weather patterns. This reserve is to account for the risk being borne by the District and ensure funds are in place in the event of a heavy snowfall year.	<ul style="list-style-type: none"> • Annual allocation from transportation budget as provided for in financial plan

17.	Transit Reserve Fund	BC Transit bills are based on actual expenditures instead of budgeted expenditures. As ridership and expenses can fluctuate, the transit reserve fund is intended to allow the District to absorb the financial impact of unfavorable years and unforeseen events and provide the financial flexibility to pursue new opportunities in transit when they arise.	<ul style="list-style-type: none"> • Annual allocation from transit budget as provided for in financial plan
18.	Growing Communities Fund Reserve	In March 2023, the District received \$6,778,000 under the Growing Communities Fund (GCF), a grant from the Province of British Columbia with the principal objective <i>“to increase the local housing supply with investments in community infrastructure and amenities”</i> . <i>“As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the Community Charter for the Capital and Planning purposes of the GCF”</i> . This reserve is being established to track and facilitate the appropriate expenditures of the grant in line with the grant guidelines until it is fully spent.	<ul style="list-style-type: none"> • Provincial grant
19.	Kelowna Bulk Water Capital Improvement Reserve	As part of the District’s Bulk Water Supply Agreement with the City of Kelowna, <i>“DLC and Kelowna acknowledge and agree that developmental growth will occur in the Supply Area during the Term, and DLC will bill Kelowna for any required costs for DLC to incrementally increase the Design Demand and Peak Day Supply Capacity (above their initial and baseline amounts)”</i> . The purpose of this reserve is to segregate the funds received from the City of Kelowna related to developmental growth and use these funds on expenditures related to increasing the Design Demand and Peak Day Supply Capacity as necessary in line with the agreement.	<ul style="list-style-type: none"> • City of Kelowna to be billed for required costs to incrementally increase the Design Demand and Peak Day Supply Capacity as development occurs.
20.	Septage Facility Reserve Fund	As part of the Regional Septage Facility – Capital, Operating & Maintenance Agreement with the Regional District of Central Okanagan (RDCO), the District has the responsibility to <i>“Establish a Septage Facility reserve fund to be used for expenses related to Capital Improvement Works and Capital Renewal Works”</i> . The District will use these funds to plan and execute all of the Capital Renewal Works and Capital Improvement Works at the Regional Septage Facility in line with the agreement.	<ul style="list-style-type: none"> • Initially established through a Capital Reserve Transfer from RDCO. Ongoing funding will come from Capital Renewal Work Fees and Capital Improvement Works Fees from RDCO in line with the Regional Septage Facility – Capital, Operating & Maintenance Agreement.

STATUTORY RESERVE FUNDS			
21.	Development Cost Charge (DCC) Reserve Fund	As per subsection 188(2)(a) of the Community Charter, separate Reserves need to be established for DCC collections and use, under section 566 of the Local Government Act. The following DCC Reserves are hereby established for the purpose identified in Column 3 and are as follows: (i) Roads (ii) Sewer (iii) Parks (iv) Drainage (v) Water	<ul style="list-style-type: none"> Capital expenditures pursuant to the Local Government Act and the District's Development Cost Charge Bylaw of the day, as amended from time to time.
22.	Parkland Acquisition Reserve Fund	As per subsection 188(2)(b) of the Community Charter funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 of the Local Government Act (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.	<ul style="list-style-type: none"> Monies received from the sale of park land under section 27 (2) (b) of the <i>Community Charter</i> [disposal of park land], or under section 510 (1) (b) of the <i>Local Government Act</i> [provision of park land on subdivision].
23.	Land Sale Reserve Fund	As per subsection 188(2)(e) of the Community Charter funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for acquiring land, improvements and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.	<ul style="list-style-type: none"> Proceeds from the sale of land and improvements
24.	Access to Body of Water Reserve Fund	Monies will be used to acquire property that Council considers will provide public access to the same body of water that is of at least equal benefit to the public.	<ul style="list-style-type: none"> Monies received pursuant to section 41 (1)(d) of the Community Charter, restrictions in relations to highway disposition, closure or alteration, must be placed to the credit of this Reserve fund.

DISTRICT OF LAKE COUNTRY

BYLAW 1273

A BYLAW TO AMEND RESERVE FUND BYLAW 989

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 “Reserve Fund Amendment Bylaw 1273, 2025”.
2. Reserve Fund Bylaw 989, 2017 is hereby amended by:
 - 2.1. Adding the following new row as No. 21 in numerical order, to the table contained within Schedule A to Bylaw 989, 2017; and

No.	Column 1 – Reserve Fund Name	Column 2 – Reserve Fund Purpose	Column 3 – Reserve Funding
OPERATING RESERVE FUNDS			
21.	Slope Stability Reserve Fund	<ul style="list-style-type: none">• To fund expenditures for all reactive and proactive slope stability works in the District.	<ul style="list-style-type: none">• Annual allocation from the Transportation budget as provided for in financial plan.

- 2.2. Renumbering the remaining rows accordingly.

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

To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: April 1, 2025
Meeting Type: Regular Council Meeting

Prepared by: Trevor James, CFO, Director of Finance & Administration
Department: Finance & Administration

Title: 2024 – 2028 Financial Plan Amendment Bylaw 1274, 2025
Description: To amend the Five Year Financial Plan for authorized transfers and amendments which occurred in the 2024 year

RECOMMENDATION

THAT 2024-2028 Financial Plan Amendment Bylaw 1274, 2025 be read a first, second, and third time.

DISCUSSION/ANALYSIS

The District of Lake Country, in compliance with section 165(1) of the Community Charter (Financial Plan), amends the financial plan annually to provide for expenditures required after the adoption of the Five Year Financial Plan Bylaw. These expenditures, in all cases, do not impact taxation demand but rather:

- Result in the shift of funding from one source to another
- Represent the expenditures of grant funding which the status was not known at the time of budget adoption
- Represent expenditures funded from reserves, developer contributions or development cost charges.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

Please see Attachment B for a list of all Council resolutions throughout the year to amend the 2024 financial plan. All amendments are for expenditures from reserves, developer contributions, development cost charges or grants and have no taxation impact.

COMMUNICATION

Council resolutions to amend the financial plan were published publicly in advance of the meetings, as well as communicated out to the public after the resolutions were passed. The resolution related to the acquisition of 9718 Bottom Wood Lake Road due to being a land and improvements negotiation/acquisition was made in camera. Communication to the public was made subsequent to the purchase. As with the other amendments, this was funded entirely without direct taxation sources, primarily from the Growing Communities Fund grant, supplemented with other reserves.

ALTERNATE RECOMMENDATION

1. THAT Five Year Financial Plan (2024-2028) Amendment Bylaw 1274, 2025 be sent back to staff with direction on changes.

Respectfully Submitted.

Trevor James, CFO, Director of Finance & Administration

Report Approval Details

Document Title:	2024 – 2028 Financial Plan Amendment Bylaw 1274, 2025.docx
Attachments:	- 1274, 2025 for 2025-04-01 1st, 2nd, 3rd reading.docx - Financial Plan Amendments.docx
Final Approval Date:	Mar 24, 2025

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

Reyna Seabrook, Director of Corporate Services - Mar 20, 2025 - 11:05 AM

Paul Gipps, Chief Administrative Officer - Mar 20, 2025 - 11:17 AM

Makayla Ablitt, Legislative & FOI Coordinator - Mar 24, 2025 - 2:36 PM

DISTRICT OF LAKE COUNTRY

BYLAW 1274

A BYLAW TO AMEND THE FINANCIAL PLAN FOR THE YEARS 2024 – 2028 BYLAW 1220

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

1. THAT the 2024-2028 Financial Plan Bylaw 1220, 2024 be amended by deleting Schedule “A” in its entirety and replacing with the new Schedule “A” as attached to and forming part of this bylaw;
2. This bylaw may be cited for all purposes as “2024 – 2028 Financial Plan Amendment Bylaw 1274, 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

Attachment B – Council Resolutions to Amend the 2024 Financial Plan

The following are all Council resolutions which amended the 2024 Financial Plan which have been incorporated to the Financial Plan Amendment Bylaw:

12.1 Additional UBCM CRI FireSmart Grant Funding Application for 2024

Request for Council Decision to support the additional UBCM CRI-FCFS Grant Funding Application of \$100,000 for 2024

2024-03-063 It was moved and seconded

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

Carried.

12.2 EMCR Contribution Agreement

\$40,000 EMCR grant for First Nations consultation required under the new BC Emergency and Disaster Management Act.

2024-03-064 It was moved and seconded

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

Carried.

12.5 Middle Vernon Creek Erosion Repair

Addressing erosion issues that threaten land and infrastructure.

2024-04-077 It was moved and seconded

THAT the 2024 Financial Plan be amended by allocating an additional \$135,000 from the Climate Action Reserve for the Nexus Erosion Repair project.

Carried.

8.2 Regional Transportation Planning | Regional Household Travel Survey

Funding Request - District of Lake Country participation in the 2024 Regional Household Travel Survey

2024-08-159 It was moved and seconded

THAT the 2024 Financial Plan be amended to include an expenditure of \$14,900.00, allocated equally from the Climate Action, Roads, and Transit Reserves to fund the District of Lake Country's participation in the 2024 Regional Household Travel Survey being conducted by the Sustainable Transportation Partnership of the Central Okanagan (STPCO) under the smartTRIPS program.

Carried.

8.3 Electric Vehicle (EV) Charging Area | Options for Adjusted Scope

EV Charging Area Capital Project – Additional Scope and Funding Options

2024-08-160 It was moved and seconded

THAT the 2024 Financial Plan be amended by allocating an additional \$390,000 from the Climate Action Reserve fund to the "24012 EV Charging Area" Capital Project.

Carried.

4.2 Encroachment and Sight Line Resolution | 11910 Pretty Road

To consider removal of encroachments and improve sight lines at the Pretty and Oceola Road intersection.

2024-07-048 It was moved and seconded

THAT staff be directed to resolve the encroachment issues at 11910 Pretty Road (having a legal address of Lot 1 Plan KAP15714, Roll: 02858.000) to a maximum cost of \$25,000;

AND THAT such costs be funded from Financial Stabilization Reserve Fund;

AND THAT this information be declassified from confidential at a future date.

Carried.

Attachment B – Council Resolutions to Amend the 2024 Financial Plan

4.3 LA2024-016 | Acquisition | 9718 Bottom Wood Lake Road-Direction

To consider submitting a bid to acquire the property located at 9718 Bottom Wood Lake Rd

2024-10-074 It was moved and seconded

THAT staff be directed to submit an offer in response to the Court Ordered sale of 9718 Bottom Wood Lake Road in the amount of \$8,700,000;

AND THAT should the offer be accepted staff be directed to amend the Financial Plan at a future open meeting, allocating funds for the purchase of the property;

AND THAT staff report back at the October 15, 2024, closed council meeting with an update on the communications plan and the status of the purchase opportunity;

AND FURTHER THAT the CAO be authorized to negotiate up to a maximum of \$9,100,000.

Carried.

Please see Agenda Item “Reserve Fund Policy Amendment – Slope Stability Reserve” which includes a potential amendment to the 2024 Financial Plan. The Financial Plan Amendment Bylaw includes the recommended resolution, if Council rejects or modifies the recommendation, the Financial Plan Amendment Bylaw will be updated accordingly.

THAT the 2024 Financial Plan be amended to re-allocate \$200,000 of the \$240,000 Slope Stability capital project 24009 to the Slope Stability Reserve from the Financial Stabilization Reserve.

To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: April 1, 2025
Meeting Type: Regular Council Meeting

Prepared by: Steven Gubbels, Development Engineering Manager
Department: Infrastructure & Development Engineering

Title: Subdivision and Development Servicing Amendment Bylaw 1269, 2025
Description: To consider 1st, 2nd, and 3rd reading of Amendment Bylaw 1269, 2025.

RECOMMENDATION

THAT Subdivision and Development Servicing Amendment Bylaw 1269, 2025, be read a first, second and third time.

EXECUTIVE SUMMARY

Staff are proposing changes to water and sewer requirements in the Subdivision and Development Servicing Bylaw (SDDS). These include changes to address potential servicing constraints with the water and sewer requirements for Small Scale Multi Unit Housing. In addition, there are revisions to provide more flexibility for reviewing private water and sewer requirements associated with development applications.

DISCUSSION/ANALYSIS

Small Scale Multi Unit Housing

To satisfy the requirements of Bill 44 that municipal governments update their bylaws to accommodate small-scale multi-unit housing (SSMUH), changes needed to be made to the SDDS. The following changes are proposed in the amendment Bylaw to address SSMUH:

- Added definition of dwelling unit to match the Zoning Bylaw.
- Added the definition of infill housing to cover SSMUH developments within existing neighborhoods.
- Changes to the technical requirements for water demand and fire flow in Schedule I to set criteria for infill housing.
- Changes to the technical requirements for sewer flow rates in Schedule K to set criteria for infill housing.

In addition to these changes, language has been added to Schedule I to give discretion to the District Engineer to allow development in cases where the constraints of the existing infrastructure cannot meet the development's required fire flow, but there are additional fire prevention measures available through building code requirements.

Onsite water and sewer

The technical requirements for onsite water supplies such as wells and lake intakes are governed by other jurisdictions and by provincial regulations, Interior Health requirements, and the BC Building Code. The same jurisdictions govern the requirements for onsite septic systems. Therefore, technical requirements around onsite water supplies and onsite septic systems have been removed from the SDDS.

For subdivision applications, the requirement to install an onsite water supply or septic system has been removed from the bylaw to allow for other options depending on the specific circumstances. Previously the SDDS required new lots to have onsite water supplies and septic systems installed prior to registration of subdivision. These revisions provide more flexibility to allow these systems to be designed at a future building permit stage when the exact building location is known, and the detailed design requirements are understood.

Ideally, all new development should connect to the District's water and sewer systems when a connection is available. These connections would be considered on a site- specific basis under the discretion of the District Engineer in cases where community mains are fronting the property.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

COMMUNICATION

These bylaw revisions were reviewed internally with all applicable departments. Engineering staff had meetings with City of Kelowna engineering staff to discuss changes made to their bylaw to accommodate SSMUH.

ALTERNATE RECOMMENDATION(S)

1. THAT Subdivision and Development Servicing Amendment Bylaw 1269, 2025 be referred back to staff for further review.

Respectfully Submitted.

Steven Gubbels, Development Engineering Manager

Report Approval Details

Document Title:	Subdivision and Development Servicing Bylaw amendments – Water and Sewer.docx
Attachments:	- Subdivision and Development Servicing Amendment Bylaw 1269 2025.docx
Final Approval Date:	Mar 25, 2025

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

Kiel Wilkie, Capital Projects Manager – Mar 25, 2025 – 8:26 AM

Matthew Salmon, Infrastructure & Development Engineering Director – Mar 25, 2025 – 9:20 AM

Reyna Seabrook, Director of Corporate Services – Mar 25, 2025 – 11:43 AM

Paul Gipps, Chief Administrative Officer – Mar 25, 2025 – 12:19 PM

Makayla Ablitt, Legislative & FOI Coordinator – Mar 25, 2025 – 1:00 PM

DISTRICT OF LAKE COUNTRY

BYLAW 1269

A BYLAW TO AMEND SUBDIVISION AND DEVELOPMENT SERVICING BYLAW 1121, 2020

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

1. Subdivision and Development Servicing Bylaw 1121, 2020 is hereby as follows:
 - 1.1. Throughout the entirety of the bylaw :
 - a) Delete “Onsite sewerage system” and replace with “**septic system**”.
 - b) Delete “community sanitary sewer” and replace with “community sewer”.
 - c) Delete “water source” and replace with “water supply”.
 - 1.2. Schedule A **DEFINITIONS** is amended by deleting the following definitions: “**offsite**”, “**onsite**”, “**sewerage system**”, “**water distribution system**”, “**water source**”, “**water supply**”
 - 1.3. Schedule A **DEFINITIONS** is amended by adding the following definitions in alphabetical order:

“**dwelling unit**” has the same meaning as the **District’s** Zoning bylaw.

“**Infill housing**” means **Development** of four (4) units or less within existing urban areas serviced by municipal infrastructure.

“**Onsite Water Supply**” means a way of providing water to a property through any method other than a **Community Water System**, as defined herein.”

“**Septic System**” means a privately owned, onsite wastewater disposal system. **Septic Systems** are wholly regulated by the Province of British Columbia.

“**Water Distribution System**” means a network of infrastructure that delivers water from a source to end users, ensuring sufficient water pressure and storage capacity to support firefighting needs as required by this Bylaw.

- 1.4. Schedule C **SERVICING REQUIREMENTS** is amended by:
 - a) Deleting section C.1.2 in its entirety and replacing it with the following:

“**Works** indicated by a checkmark (✓) in the corresponding column must be constructed and installed in accordance with the provisions set out in this Bylaw.
“**Works** required under this bylaw must be constructed and installed prior to obtaining final approval.”
 - b) Deleting section C.1.3 in its entirety.
- 1.5. Table C-1 **SERVICING REQUIREMENTS** is amended by:
 - a) Deleting all foot note notations within the table;
 - b) Deleting all foot notes located beneath the table;
 - c) in the row entitled “Type of Works” deleting and replacing the text above Schedule I with “Community Water System”;

- d) deleting and replacing the text above schedule J with “Onsite Water Supply;
- e) deleting and replacing the text above schedule K with “Community Sewer System;
- f) Deleting and replacing the text above Schedule L with “Septic Systems”;

1.6. Schedule I **DESIGN AND CONSTRUCTION OF WATER DISTRIBUTION SYSTEMS**, section I.2 **Capacity of System and Sizing of Water Mains**, is amended by deleting and replacing subsection I.2.1 with the following

“I.2.1 Water distribution systems must be designed and constructed to accommodate the maximum number of dwelling units permitted on the parcel under the Zoning Bylaw, as amended from time to time.”

1.7. Schedule I **DESIGN AND CONSTRUCTION OF WATER DISTRIBUTION SYSTEMS**, section I.3 **Domestic Demand Criteria**, subsection I.3.1 is hereby amended by adding table I-I-2 immediately below Table I-I-1-Daily Domestic Demand Criteria:

TABLE I-I-2- DAILY DOMESTIC DEMAND CRITERIA INFILL HOUSING	
Average Daily Flow	= 600 litres/capita/day
Peak Daily Flow	= 1200 litres/capita/day
Peak Hour Flow	= 1800 litres/capita/day

1.8. Schedule I **DESIGN AND CONSTRUCTION OF WATER DISTRIBUTION SYSTEMS**, section I.4 **Fire Demand Criteria**, subsection I.4.1 is hereby amended by deleting Table I-3-Required Fire Flow and replacing with the following:

TABLE I-3- REQUIRED FIRE FLOW		
Development	Minimum Required Fire Flow	Duration (hours)
One or two dwelling unit housing and Infill Housing	60 litres/sec	1.5
Three or four dwelling unit housing	90 litres/sec	2.0
Five or more dwelling unit housing, Row Housing or Mobile Home Parks	150 litres/sec	2.0
Commercial and Institutional	150 litres/sec	2.0
Industrial	225 litres/sec	3.0

1.9. Schedule I **DESIGN AND CONSTRUCTION OF WATER DISTRIBUTION SYSTEMS**, section I.4 **Fire Demand Criteria**, is amended by adding the following text as a new subsection I.4.3 immediately following subsection I.4.2:

“I.4.3 Where a proposed **Subdivision** or **Development** has a fire flow requirement greater than what is available from the **Community Water System**, and increasing the fire flow supply or distribution system is not viable, in the opinion of the **District Engineer**, the **District Engineer** may approve the **Subdivision** or **Development**.”

1.10. Schedule J **DESIGN AND CONSTRUCTION OF A WATER SOURCE**, is amended by deleting the schedule in its entirety and replacing it with the following:

“SCHEDULE J ONSITE WATER SUPPLY**J.1 General**

J.1.1 Where an onsite **Water Supply** is permitted under this bylaw **Subdivision** approval is subject to:

- a) receipt of a report from a qualified professional proving all lots created by the **Subdivision** can be serviced with an onsite **Water Supply**, or
- b) registration of a restrictive covenant on title pursuant to Section 219 of the Land Title Act stating no building will take place until proof of onsite water supply is provided by a qualified professional.”

- 1.11. Schedule K **DESIGN AND CONSTRUCTION SANITARY SEWER SYSTEMS**, section K.2 **Design Flows**, is amended by deleting and replacing subsection K.2.1 with the following:

“K.2.1 Sanitary sewer facilities must be designed and constructed to accommodate the maximum number of dwelling units permitted on the parcel under the Zoning Bylaw, as amended from time to time.”

- 1.12. Schedule K **DESIGN AND CONSTRUCTION SANITARY SEWER SYSTEMS**, section K.2 **Design Flows**, subsection K.2.3 is hereby amended by deleting and replacing item a) with the following:

“a) Domestic Flow Rate = 350 litres/capita/day and **Infill Housing** domestic flow rate = 250 litres/capita/day, plus;”

- 1.13. Schedule L **DESIGN AND CONSTRUCTION ONSITE SEWERAGE SYSTEMS**, is amended by deleting the schedule in its entirety and replacing it with the following:

“SCHEDULE L SEPTIC SYSTEMS**L.1 General**

L.1.1 Where a **septic system** is permitted under this Bylaw, a report from a qualified professional proving an onsite **septic system**, plus sufficient area for a backup disposal field, can be achieved on each parcel to be created by the subdivision, is required prior to subdivision approval.

L.1.2 Subdivision into parcels less than one hectare is only permitted where a connection to sanitary sewer is available.

2. SEVERABILITY

- 2.1. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

3. CITATION

3.1. This bylaw may be cited as " Subdivision and Development Servicing Amendment Bylaw 1269, 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



Minutes

Water Services Advisory Committee Meeting

February 21, 2025, 9:00 a.m.
Council Chambers
10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1

Council Present: Councillor Tricia Brett
Councillor Todd McKenzie

Council Absent: Mayor Blair Ireland

Staff Present: Kiel Wilkie, Capital Project Manager
Mike Mitchell, Utility Operations Manager
Nick Van Dalen, Engineering Technician II
Janice Pederson, Infrastructure Clerk
Sarah Graham, Engineering Technician II
Shelby McFarlane, Wastewater Operator III

Committee Members Present: Keith Veerman, Chair
Berry Van De Snepscheut
Dave Allingham
Ron Buss
Al Gatzke
Brad Krahn
Keith Hanson

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.

Staff called the meeting to order at 9:00 am.

2. Adoption of Agenda

It was moved and seconded

THAT the Water Services Advisory Committee Meeting Agenda of February 21, 2025 be adopted.

Carried.

3. Adoption of Minutes

It was moved and seconded

THAT the Water Services Advisory Committee Meeting Minutes of November 8, 2024 be adopted with section 8 bullet 6 be revised as follows:

Staff noted that agricultural rates are currently subsidized by other user groups. An increase in agricultural water usage, without increase in revenue, could lead to decreased revenue and higher costs for other users.

Carried.

4. Election of Chair

It was moved and seconded

THAT Keith Veerman is Chair of the Water Services Advisory Committee for the 2025 calendar year.

Carried.

5. Beaver Lake & Vernon Creek Water Management Plan

The Engineering Technician II, (SG) presented an update on the Beaver Lake Chain & Vernon Creek Water Management Plan

- This is a plan to provide reliable Environmental Flow Needs (EFN) in Middle Vernon Creek (MVC), without jeopardizing the community water availability in a multi-year drought.
- The District is required to provide environmental flows as part of their water licensing.
- 2021 & 2023 drought conditions coupled with release orders for EFN in MVC made our source vulnerable to a multi-year drought situation.
- Previous Duck Lake control structure, (sandbag dam), wiped out in 2017 flood and was not replaced.
- Vernon Creek was diverted to Duck Lake (Pre1970s).

This plan was done in three phases:

- **Phase one** was to define the problem by collecting historical reports and data and collaboration with governing bodies such as Ministry of Water, Land and Resource and

the Ministry of Environment and other stakeholders including City of Kelowna, OKIB and RDCO,

- Several challenges that were highlighted:
 - DLC is required to release large amounts of water from Beaver Lake to fill Duck Lake, thus establishing EFN in Middle Vernon Creek. The amount of water released equates to >1,000ML, which is the equivalent of what the agriculture community uses in the months of July & August.
 - Duck Lake water levels drop below outlet level into Middle Vernon Creek causing the creek to almost run dry during summer months.
 - Achieving EFNs in Middle Vernon Creek requires releasing large volumes of water from Beaver Lake storage to fill Duck Lake to the outlet level.
 - Middle Vernon Creek is a key kokanee spawning habitat.
 - MVC nearly runs dry in the summer due to Duck Lake levels and adjacent agricultural withdrawals.
- **Phase two** was to review proposed solutions and meet with multi-sector agencies.
- Reviewed nine different alternatives that were proposed in past reports and studies.
- The three most preferred options from the nine alternatives are:
 - Reestablishing a control structure of Duck Lake outlet
 - Groundwater extraction well adjacent to the WWTP for stream augmentation
 - Partial piped bypass of Duck Lake, (considered ultimate long-term solution)
- **Phase three** which is currently underway, is to conduct a feasibility & environmental impact study on each of the three alternatives.

6. Liquid Waste Management Plan - Reclaimed Water

The Manager of Capital Projects presented to the Committee the Liquid Waste Management (LWMP) plan and highlighted the following:

- LWMP is a formal agreement with the BC Minister of Environment and Climate Change Strategy with two primary objectives:
 - Protect public health and the environment
 - Effectively consult the public
- Stage 1/2 report has been accepted by the Ministry of Environment, this report consisted of:
 - District collection system and required improvements
 - WWTP and required improvements
 - Clean water return - long term effluent disposal

- Biosolid disposal
- Storm water
- As per the Ministries requirements, the final Stage 3 report will consist of:
 - Final Environmental Impact Study (EIS) work for outfall
 - Retrofit sewer plan
 - Update cost estimates
 - Engagement with Indigenous partners
 - Engagement with Community and Stakeholders, particularly around reclaimed water
 - Finalize treated disposal plan (ground, reclaimed water reuse & Okanagan Lake)
- The reclaimed water use strategies are a requirement to have in the Liquid Waste Management Plan
- The District has been working with The Province to discuss solutions that will work and be found acceptable. All solutions use a groundwater extraction well adjacent to the WWTP, and they are as follows:
 - Middle Vernon Creek flow augmentation. Supplementing Middle Vernon Creek flows for environment and adjacent operations.
 - Bottom Wood Lake Road irrigation line extension, this will be a dedicated irrigation line, allowing pressurized agricultural water to any crops and parks that currently are not connected to the Districts system.
 - Winfield west bench twinning, adding groundwater to a future irrigation system.

This phase in particular requires regulations to change such that it will not impact farmers marketability and future land use.

The next steps:

- Finalize report and engagement
- Send a draft to Ministry staff for review
- Seek council adoption
- Send to Ministry for approval

It was moved and seconded

THAT the Water Services Advisory Committee supports the development of a reclaimed water reuse strategy, provided that it's implementation does not negatively impact the agricultural community's ability to sell it's product or have long-term impact on agricultural farm land.

Carried.

7. Agricultural Irrigation Usage Plan Terms of Reference

The Engineering Technician II, (NVD) presented to the committee on the final Terms of Reference for the Agricultural Irrigation Usage Plan.

- The Terms of Reference consists of:
 - Understanding agricultural needs
 - Address water availability challenges
 - Promoting water conservation
 - Mitigating drought impacts
- Terms of Reference Revisions:
 - Added definitions and used consistent wording for agricultural irrigation water
 - Stressed importance of education
 - Added OKIB as a stakeholder
 - Acquired a professional agrologist advisor
 - Included reference to the 2024 Water Conservation Plan

It was moved and seconded

THAT the Water Services Advisory Committee supports staff's proposed Agricultural Irrigation Usage plan terms of reference with changes as follows:

- *The addition of "and future agricultural" to the object of assess current irrigation practices and water consumption of users.*
- *Replacing Section 1.e bullet 1 with "Water requirements: assess the specific watering needs of different crops that can be grown within existing allocations and allotments".*
- *Adding "and water licensing" to end of Section 2.b.*
- *Adding "or long-term drought scenario" to the end of Section 4.a.*
- *Adding bullet "This plan will outline the impacts across all customer types" to Section 4.a.*

Carried.

8. Small Scale Farm Use

The Manager of Capital Projects updated the committee with the topic of Small Scale Farm use and highlighted the following:

- The issue statement related to this matter is that properties under 2 acres often struggle to obtain farm status, which disqualifies them from accessing water at agricultural rates and can make their farming operations financially unviable.
- A previous meeting resolution requested staff provide more information on the following related to small scale farming:

- Proposed types of properties that could be considered in a small-scale farming policy
- Potential impacts on water rates and consumption
- How other purveyors consider the issue.

It was moved and seconded

THAT the Water Services Advisory Committee requests staff draft a Small Scale Farming policy that includes provisions for properties to benefit from agricultural water rates provided:

- *Benefitting properties are greater than 1 acre and less than 2 acres*
- *Benefitting properties are included within the Agricultural Land Reserve*
- *Benefitting properties provide documentation demonstrating agricultural activities and practices*
- *All service installation costs, including metering, are to be borne by the benefitting properties*

AND THAT the draft policy be reviewed at a subsequent Water Services Advisory Committee meeting.

Committee was advised that if the draft policy is endorsed, its ultimate implementation is a Council decision.

Carried.

9. Next Meeting

Next meeting will be scheduled at the call of the Chair.

10. Adjournment

The Chair adjourned the meeting at 11:30 am.

Keith Veerman, Chair

Janice Pederson, Recording Secretary



Minutes

Agricultural Advisory Committee Meeting

March 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 Tricia Brett

Staff Present: Carie Liefke, Manager of Current Planning
Jason Tran, Planner
Sheeja Vimalan, Planner
Starla Weigel, Planning Clerk

Committee Members Present: David Grabavac, Chair
Dave McClure
Sandra Follack

Guests: Chris Zabek, Ministry of Agriculture
Carl Withler, Applicant Representative

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 5:07pm.

2. Adoption of Agenda

It was moved and seconded

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

Carried.

3. Adoption of Minutes

It was moved and seconded

THAT the Agricultural Advisory Committee Meeting Minutes of February 10, 2025 not be adopted until the wording on item 6 is corrected.

Carried.

4. Temporary Use Permit | TUP00104 | 9770 Read Rd

Application to allow storage and parking of construction equipment on the property within the Agricultural Land Reserve.

It was moved and seconded

THAT Temporary Use Permit TUP00104 (Attachment A to the report dated March 10, 2025) for the property located at 9770 Read Road, legally described as LOT A SECTION 10 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 33539; PID: 003-181-669, to allow construction equipment parking on the property until March 18, 2028 be supported.

Carried.

5. Agricultural Land Reserve | ALR00191 | 14550 Middle Bench Rd

Application to allow reconstruction of an existing dwelling on a property within the Agricultural Land Reserve.

It was moved and seconded

THAT Agricultural Land Reserve ALR00191 application for the property at 14550 Middle Bench Road, legally described as LOT B DISTRICT LOT 7 OSOYOOS DIV OF YALE LAND DISTRICT PLAN KAP53917 EXCEPTPLAN KAP73100; Roll 09275.192 PID: 019-103-620, to allow reconstruction of an existing dwelling, be supported.

Carried.

6. Agricultural Land Reserve | ALR00195 | 12192 Oceola Rd

To permit 79 farm worker housing units within 17 trailers for seasonal accommodation facilities in the Agricultural Land Reserve.

It was moved and seconded

THAT Agricultural Land Reserve (ALR00195) for property at 12192 Oceola Road application be deferred subject to the applicant providing the following information for review:

1. A map of all properties, within Lake Country, farmed by the applicant.
2. Analysis of all properties owned by the applicant in Lake Country to indicate that the subject property is the best location for temporary farm workers housing.

3. Confirmation of the number of farm laborers needed for the applicant's properties in Lake Country.
4. A revised site plan including a buffering plan and planting list for the temporary farm workers housing.

Carried.

7. Other

7.1 Government of B.C. News on Demand

Agritech project, training will strengthen B.C. agriculture.

British Columbia will soon have nearly 200 new jobs and hundreds more people trained in science and technology to enhance food security and strengthen the provincial economy.

[▶ READ MORE](#)

Was discussed for information purposes.

7.2 New support benefits B.C. tree fruit growers

In response to significant challenges faced by the tree fruit sector during the past four years, and the current threats to growers and food businesses from proposed U.S. tariffs, the Province is investing in farmers to help them recover from consecutive years of crop loss and market issues.

[▶ READ MORE](#)

Was discussed for information purposes.

7.3 New provincial task force will focus on food security, growth, economy

To ensure B.C.'s food supply and food economy continues to grow in the face of U.S. tariff uncertainty, and to help farmers find new markets, a new Premier's task force on agriculture and food economy has been formed.

[▶ READ MORE](#)

Was discussed for information purposes.

8. Next Meeting

April 14, 2025

9. Adjournment

Chair adjourned the meeting at 6:45pm.

David Grabavac, Chair

Starla Weigel, Recording Secretary



BOARD OF EDUCATION BOARD MEETING HIGHLIGHTS

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

Date: Wednesday, March 12, 2025

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Engaging Learners Through Real-World Problem Solving with ChemCorp – OECD Schools and Network

In attendance:

Jim Laird, Principal, École George Elliot Secondary School

Darcie Ramsey, Teacher, École George Elliot Secondary School

Students from École George Elliott Secondary School:

Harneal Bassan, Grade 12

Addison Esperhain, Grade 12

Seanna McArthur, Grade 12

Lotte Vandebroek, Grade 12

Avery Aardema, UBCO Student (École George Elliot Secondary School graduate)

Abby Attrell, UBCO Student (École George Elliot Secondary School graduate)

ChemCorp, ASPIRE, and BRIDGE are innovative programs designed to engage students in meaningful, real-world learning experiences while fostering essential competencies and community connections. Recognized as an inspiring practice on OECD Schools+, ChemCorp transforms Chemistry 12 students into analytical chemists, solving real and fictional client problems to bridge classroom learning with real-world applications.

This year, ChemCorp evolved into ASPIRE to provide more time and opportunities for students to build connections - with each other, with mentors, and with community experts. ASPIRE merges chemistry with post-secondary preparation and career exploration, offering students mentorship and hands-on learning experiences.

The program is expanding next year, with a long-term vision of incorporating all secondary schools in Central Okanagan Public Schools.

As part of ASPIRE, students are mentored by UBCO students through a new program called BRIDGE. In addition to receiving mentorship, students take on leadership roles by mentoring middle school students, helping them feel more connected and prepared at each stage of their learning journey. Together, these programs empower students to take ownership of their learning, establish meaningful connections, and develop the competencies needed for future success.

Declaration

Earth Day

The Central Okanagan Board of Education declared April 22, 2025 as 'Earth Day' in Central Okanagan Public Schools.

Presentations

1. Enhancing School Learning and Play Spaces Through PAC Partnerships

Presenter: Cadre Simpson

Ms. Simpson expressed to the Board of Education concerns regarding the non-completion of Parent Advisory Council (PAC) led Enhancement Agreement projects, specifically outdoor learning spaces and playgrounds.

Information Items

1. Superintendent's Emergent Issues:

- At the request of the RCMP, École Kelowna Secondary School was placed in a hold and secure for a one hour period of time earlier this afternoon due to a community concern for a residence near the school.

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 – February 19, 2025
4. General Statement – February 20, 2025
5. General Statement – February 26, 2025
6. General Statement – March 5, 2025
7. Suspension Summary Report: 2018-2019 to 2023-2024

Advocacy

1. BCSTA Advocacy Motions

- a. Funding Clean BC Goals
- b. Increase Annual Facilities Grant to Address Deferred Maintenance
- c. Accessible and Affordable Internet Connectivity
- d. Custodial Costs
- e. Critical Thinking

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 Mar Jok Elementary School Community Student Learning Plan Conversation, Pink Shirt Day, assemblies at École Glenrosa Middle School and Constable Neil Bruce Middle School for visiting students and staff from Haruhigaoka Junior High in Kasugai, Japan, the British Columbia Thompson-Okanagan Branch Meeting held in Penticton on February 28th and 29th, and the 25th Annual Putnam County Spelling Bee production at Mount Boucherie Secondary School.
- Families, school communities and staff are invited to share their input on the proposed calendars for the next two school years (2026/2027 and 2027/2028). The proposed calendars can be accessed through the School District website – www.sd23.bc.ca. Please share your thoughts on the proposals by Friday, April 11th.
- The 7th annual Proud for Prom Annual Boutique Day held on March 8th was a resounding success. Full prom attire was gifted to over 130 Okanagan high school graduates. Thank you to all of the volunteers who helped make dreams come true for our 2025 graduates.
- On February 28, 2025, the West Kelowna RCMP Indigenous Policing took part in the third annual community basketball game where students and West Kelowna residents could see the police officers and community members in a fun, non-serious environment. Members of the RCMP, led by Cst. Rolly (Rohel) Williams, traded in police uniforms and work clothes for a different uniform: basketball uniforms. The West Kelowna team included RCMP officers and staff, Westbank First Nations community members (including a representative from the Westbank First Nation Chief and Council), West Kelowna Mayor Gord Milsom, former Constable Neil Bruce students, and BC/West Kelowna Highway Patrol. Although the Constable Neil Bruce students put up a good effort, the RCMP came away with a 56-36 win.

- The Superintendent of Schools/CEO recently attended the American Association of School Administrators (AASA) conference representing Canada as the past President of the Canadian Association of School System Administrators. He had the opportunity to meet with the President and President Elect of the AASA.
- A reminder that schools will be closed for spring break from Monday, March 17th through to Friday, March 28th.

Next Public Board Meeting

Wednesday, April 23, 2025 at 6:00 pm (please note new date)

Board Standing Committee Meetings

Wednesday, April 9, 2025

- 4:00 pm Policy Committee Meeting
- 6:00 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 – March 20, 2025

Regional Agricultural Strategy (Phase 2) update

The Regional Board received and update from staff on the Regional Agricultural Strategy (Phase 2) and directed staff to proceed with developing the Draft Regional Agricultural Strategy. The Regional Agricultural Strategy will include policies, actions, and an implementation plan to address key challenges facing agriculture and support a thriving agricultural sector in the Central Okanagan, now and into the future.

Application for a Rural Licensee Retail Store

The Regional Board provided a non-support referral to the Liquor and Cannabis Regulation Branch, in response to an application for a Rural Licensee Retail Store at Lot 1, Plan KAP54481, District Lot 3688 in Westshore Estates.

FrontCounter BC Referral Application - CL-24-01- Mountain Bikers of Central Okanagan - EA East

The Regional Board supported the Mountain Bikers of the Central Okanagan FrontCounter BC referral application No. 779319 to permit the construction, maintenance and rehabilitation of a recreational trail.

FrontCounter BC Referral Application - CL-24-02 - Mountain Bikers of the Central Okanagan

The Regional Board supported the Mountain

Bikers of the Central Okanagan FrontCounter BC referral application No. 780043 to permit the expansion of The Gillard Recreation Trail Network parking lot.

Kelowna Dirt Bike Club Annual Special Events Permit Request - 2025

The Regional Board approved two Special Event Permits for the Kelowna Dirt Bike Club for April 18th to 20th, and September 26th to 28th, 2025.

Notice of Motion: Review of Bylaw No. 1066 – Fire Prevention and Regulations Consolidated

In response to a notice of motion brought forward by Director Kraft, the Regional Board directed staff to review Bylaw No. 1066 – Fire Prevention and Regulations Consolidated to recommend if the Regional Board should consider amending the minimum ventilation index threshold to align with the provincial standard.

Bylaw No. 1066 - Fire Prevention and Regulations

The Regional Board directed staff to amend Fire Prevention and Regulation Bylaw No. 1066 to lower the minimum ventilation index threshold from sixty-five (65) to fifty-five (55) in alignment with the Province of BC - Environmental Management Act – Open Burning Smoke Control Regulation – 152-2019. The proposed bylaw amendment will enable increased fire mitigation efforts and better protect the residents of the RDCO from wildfire risks and is based on thorough

consideration of fire prevention needs and alignment with provincial standards. The amending bylaw will be brought forward to a future meeting for reading consideration.

2025-2029 Five-Year Financial Plan Bylaw No. 1563

The 2025-2029 Five-Year Financial Plan Bylaw No. 1563 be given first, second and third reading and adopted by the Regional Board. The plan was previously approved by the Board at the February 20, 2025, meeting. For more information about the 2025-2029 Five-Year Financial Plan and financial planning process, visit yoursay.rdco.com/five-year-financial-plan-2025-2029.

Alternative Approval Process for Okanagan Regional Library Loan Authorization Bylaw No. 1558

The Regional Board authorized staff to proceed with an alternate approval process for proposed borrowing to cover construction costs associated with the Okanagan Regional Library (ORL) branch in West Kelowna. The purpose of the AAP is to gauge elector support before authorizing bylaws that would permit the RDCO to borrow \$2,500,000 on behalf of the ORL. For more information visit yoursay.rdco.com/orl-aap.

Attendance Approval for Electoral Area East Director – 2025 Keeping It Rural Conference

In accordance with Board Expense Policy 7.15, the Regional Board approved Director Kraft to attend the 2025 Keeping it Rural Conference.

Regional Board meetings

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

- April 3 – 8:30 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.



LAKE COUNTRY

Life. The Okanagan Way.

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.

LAKE COUNTRY

To: Mayor and Council

Meeting Date: April 1, 2025

Meeting Type: Regular Council Meeting

Title: Notice of Motion from Councillor Reed made March 18, 2025

Description: To delete clause 4.4 of Policy 207, 2023

NOTICE OF MOTION

THAT clause 4.4 in Council Interaction with Developers Policy 207, 2023 which reads:

A Council Member should not attend a public information session held by a Developer or a Lobbyist.
Council will receive a summary of the public consultation in the report to Council.

be deleted.

DATE

The following was adopted as Policy by Resolution No. 2023-12-208 at the Regular Council Meeting on December 5, 2023.

Amendments:

Date	Resolution No.	Summary of Amendment

PURPOSE

The Community Charter recognizes a municipal council as a governing body that is democratically elected, autonomous, responsible and accountable. Every **Council Member** has responsibilities, including considering the well-being and interests of the community as a whole. Council engages with community members in relation to a broad range of matters. **Developers** seek access to **Council Members** to discuss development applications and the community expects these **Interactions** to be transparent and in the public interest.

The purpose of this policy is to establish guidelines for members of Council when interacting with a **Developer** regarding a **Development Application** or prospective development application, to protect the integrity of the decision-making process.

POLICY

1. APPLICATION

- 1.1 This policy applies to **Council Members** at all stages of the **Development Application** process, regardless of whether an application has or has not been submitted.
- 1.2 This policy does not apply to a Council meeting or public hearing, as regulated by Council Procedure Bylaw 1105, 2019, the *Community Charter* and the *Local Government Act*.

2. DEFINITIONS

Council Member means a member of Council of the District of Lake Country.

Developer means a property owner or applicant, including their agent or representative, seeking a **Development Application** approval or a prospective **Development Application** approval and includes a **Lobbyist** acting on behalf of a **Developer**.

Development Application means an application within the scope of Development Approval Procedures Bylaw Number 1133, 2021.

Interaction means an engagement regarding a **Development Application** matter, including meeting face-to-face, virtually, by email or by telephone. It does not include social obligations normally part of a **Council Member's** typical responsibilities.

Lobbyist means an individual, whether paid or voluntary, whether representing individual interests or organization interests, whether employed by that organization or another organization, who lobbies an elected official regarding a matter within Council's jurisdiction related to Development Applications.

3. INTERACTION GUIDELINES

- 3.1 A **Council Member** should be aware of applicable legislation, bylaws and policies relevant to interacting with **Developers** or **Lobbyist**, including:
- (a) *Community Charter*;
 - (b) Code of Conduct and Ethics Policy 203, 2022.
- 3.2 A **Council Member** must approach all decisions with an open mind and must reserve making a decision until all information has been presented at a Council meeting.
- 3.3 A **Council Member** should avoid being perceived as being too familiar with a **Developer** or **Lobbyist**.
- 3.4 A **Council Member** is not required to meet, correspond or otherwise interact with a **Developer** or **Lobbyist**.
- 3.5 A **Council Member** may ask another **Council Member** to participate in an **Interaction** with a **Developer** or **Lobbyist**.
- 3.6 The maximum number of **Council Members** in attendance for an **Interaction** with a **Developer** or **Lobbyist** must be less than the number of members that makes a quorum of Council (4).
- 3.7 A face-to-face **Interaction** with a **Council Member** should take place at Municipal Hall or at the property that is the subject of a development application.
- 3.8 A **Council Member** must receive approval from the Mayor and the Chief Administrative Officer prior to attending an **Interaction** with District staff and a **Developer** or **Lobbyist**.
- 3.9 A **Council Member** may request information from staff regarding a **Development Application** or subject property prior to an **Interaction** with a **Developer** or **Lobbyist**.
- 3.10 When having an **Interaction** with a **Developer** or **Lobbyist**, a **Council Member** should state that:
- (a) any opinions expressed are personal and do not represent the views of Council, except where a Council resolution has been passed;
 - (b) a decision will only be made after all relevant material has been prepared and considered at a Council meeting; and
 - (c) any materials provided or records created are subject to the *Freedom of Information and Protection of Privacy Act*.

4. INTERACTION DURING DEVELOPMENT APPLICATION PROCESS

- 4.1 A **Council Member** is not permitted to correspond or interact with a **Developer** or **Lobbyist** or a member of the public regarding a **Development Application** after the conclusion of a Public Hearing and before the relevant bylaw is adopted.

- 4.2 A **Council Member** may have an **Interaction** with a **Developer** or **Lobbyist** about a Development Permit or Development Variance Permit application that is associated with an Official Community Plan or Zoning Bylaw amendment application, **after** the conclusion of a Public Hearing and **before** the relevant bylaw is adopted, **so long as** the information shared at the **Interaction** does not address land use, density or other zoning considerations.
- 4.3 A **Council Member** may discuss what is publicly known about a prospective **Development Application** with the general public.
- 4.4 A **Council Member** should not attend a public information session held by a **Developer** or a **Lobbyist**. Council will receive a summary of the public consultation in the report to Council.

Original Signed by Mayor Ireland

Mayor

Original Signed by Reyna Seabrook

Corporate Officer