District of Okanagan Falls

REGULAR COUNCIL MEETING

Monday, November 9, 2026, 9:00 a.m.
District Hall, 1109 Willow Street

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REGULAR COUNCIL MEETING AGENDA

1. CALL TO ORDER

Mayor Taylor calls the Regular Council Meeting to order.

2. ADOPTION OF AGENDA

2.1 Regular Council Meeting Agenda, November 9, 2026

Recommendation:

THAT the agenda for the Regular Council Meeting of November 9, 2026 be adopted as presented.

3. BYLAWS

3.1 Revenue Anticipation Borrowing Bylaw No. 5, 2026
First, Second and Third Readings
Report R10 from the Interim Chief Financial Officer

Section 16 of the Letters Patent allows Council to borrow up to $4,342,400 for the current expenditures of the municipality in its first fiscal year, November 6, 2026 to December 31, 2027.

Recommendation:

THAT Council give first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 5, 2026, as shown in Attachment 1.

3.2 Procurement Policy and Delegation of Authority Bylaw No. 6, 2026
First, Second and Third Readings and Policy Adoption
Report R11 from the Interim Chief Financial Officer

Recommendations:

1. THAT Council give first, second and third readings to Delegation of Authority Bylaw No. 6 2026, as shown in Attachment 1; and
2. THAT Council adopt the District of Okanagan Falls Procurement Policy, as shown in Attachment 2, to take effect on the date Delegation of Authority No. 6, 2026 is adopted.

3.3 District of Okanagan Falls Indemnification Bylaw No. 3, 2026 Adoption
Report R12 from the Interim Corporate Officer

Subject to the Bylaw receiving first, second and third readings on November 6, 2026 (Report R03).

Recommendation:

THAT Council adopt "District of Okanagan Falls Indemnification Bylaw No. 3, 2026".

4. REPORTS OF STAFF

4.1 District of Okanagan Falls Expense Policy
Report R13 from the Interim Chief Financial Officer

Recommendation:

THAT Council adopt the District of Okanagan Falls Expense Policy, as shown in Attachment 1.

4.2 2026 Inaugural General Local Elections: Final Election Report
Report R14 from the Chief Election Officer and Deputy Chief Election Officer

Section 158 of the Local Government Act requires the Chief Election Officer to report the election results to Council within 30 days after the declaration of official results.

Recommendation:

THAT Council receive the 2026 Inaugural General Local Elections report from the Chief Election Officers for information.

5. RESOLUTION TO CLOSE THE MEETING

Recommendation:

THAT the meeting be closed to the public, pursuant to section 90(1) of the Community Charter, on the basis that the subject matter to be considered relates to:

- s.90(1)(a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- s.90(1)(c): labour relations or other employee relations; and
- s.90(1)(i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

6. RECONVENE THE REGULAR MEETING

Council reconvenes the Regular Council Meeting in public.

7. ADJOURNMENT

Recommendation:

THAT the Regular Council Meeting of November 9, 2026 be adjourned.◆ ◆ ◆

TO: COUNCIL

FROM: INTERIM CHIEF FINANCIAL OFFICER

SUBJECT: **REVENUE ANTICIPATION BORROWING BYLAW NO. 5, 2026**

PURPOSE: To introduce a Revenue Anticipation Borrowing Bylaw that will let the District borrow on a short-term basis to pay its day-to-day operating costs until it collects its first property taxes in 2027, and to recommend that Council give the bylaw three readings.

RECOMMENDATION

THAT Council give first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 5, 2026, as shown in Attachment 1.

1.0 LEGISLATIVE AND POLICY FRAMEWORK

Section 177 of the *Community Charter* allows Council, by bylaw, to borrow the money needed to meet the current lawful expenditures of the municipality. Normally the amount is limited to the property taxes still to be collected for the year plus money owed by other governments, and before the annual tax bylaw is adopted, the taxes are deemed to be 75% of the previous year's taxes. As a new municipality, the District has no previous year's taxes, so that formula on its own would allow almost no borrowing.

The Letters Patent address this. Section 15 sets the District's first fiscal year as November 6, 2026 to December 31, 2027, and section 16 allows Council to borrow a maximum of $4,342,400 for the current expenditures of the municipality in that first fiscal year. This type of borrowing does not need the approval of the electors or the Inspector of Municipalities. Once taxes are collected, section 177 requires that they be used as necessary to repay the money borrowed. Because a bylaw cannot be adopted on the same day it receives third reading, adoption is proposed for Council's next regular meeting.

2.0 BACKGROUND

The District was incorporated on November 6, 2026 and began incurring operating costs that day, including wages, insurance, supplies, professional services and payments to the Regional District of Okanagan-Similkameen (RDOS) for services it continues to provide during the transition. The District's first property tax levy will not be collected until early July 2027. Until then, the District will have little revenue of its own to pay these costs as they come due.

Revenue anticipation borrowing is the standard tool BC municipalities use to bridge this kind of gap, and many adopt a bylaw every year for the period before taxes are collected. Lenders require an adopted bylaw before they will provide an operating line of credit to a local government.

3.0 DISCUSSION

The bylaw is attached. This section explains how it is designed to work.

3.1 Key terms

Term	Proposed
Maximum borrowing	$4,342,400 (the limit in section 16 of the Letters Patent)
Borrowing period	The first fiscal year: November 6, 2026 to December 31, 2027
Use of funds	Current lawful expenditures only; no capital projects
Repaid from	2027 property taxes and money due from other governments
Approvals needed	Council bylaw only; no elector or Inspector approval
Signing	Promissory notes signed by the Mayor and the Chief Financial Officer

3.2 Authority

The bylaw works like a line of credit. It sets the most the District may borrow, but staff will draw only what is needed to pay bills as they come due, based on a monthly cash-flow forecast, and will repay the balance as revenue comes in. Interest is paid only on the amount actually drawn.

3.3 Amount

Staff recommend setting the bylaw at the full $4,342,400 allowed by the Letters Patent. There is no cost to unused borrowing room, apart from any standby fee a lender may charge, and the District's first-year costs are still being confirmed.

3.4 Repayment

The money borrowed will be repaid from the 2027 property taxes and from any money owed to the District by other governments, such as provincial grants. Staff expect any borrowing to be repaid shortly after the July 2027 tax due date. Because the first fiscal year ends on December 31, 2027, this bylaw covers the District's whole first year and will not need to be renewed in January 2027. Staff will bring forward a regular revenue anticipation bylaw for 2028 in late 2027, once the District has a full year of taxes on which to base it.

3.5 Controls and reporting

Borrowed money may only be spent on current lawful expenditures, and section 173 of the *Community Charter* limits all spending to what is in the financial plan. Each borrowing must be documented by a promissory note signed by both the Mayor and the Chief Financial

Officer. The bylaw names the Chief Financial Officer as signatory, despite the general signing rule in section 9.1 of Delegation of Authority Bylaw No. 6, 2026, so that the borrowing stays with the officer responsible for the District's finances. Staff will include any outstanding balance in the quarterly financial reports to Council until the borrowing is fully repaid.

3.6 Timing

If Council gives the bylaw three readings on November 9, it can be adopted at the regular meeting on November 23. The RDOS is currently processing the District's payments on its behalf and will charge the District administrative fees for this service until the District can process its own transactions. If the District takes over these responsibilities before its 2027 property taxes are collected, it will reimburse the RDOS for payments made on its behalf from borrowing under this bylaw. Adopting this bylaw will ensure the District has enough cash to take over its own payments from the RDOS as soon as its processes are ready. Staff will keep Council informed of when the District will take over responsibility for its payments and transactions.

4.0 FINANCIAL IMPLICATIONS

The cost of the bylaw is the interest on the money actually borrowed, at the rate agreed with the lender. As an illustration, borrowing $1,000,000 for six months at 5% annual interest would cost about $25,000. Interest costs will be included in the District's financial plan. Before the District takes over payment processing from the RDOS, staff will compare the RDOS administrative fees with the interest cost of borrowing and report back to Council. Revenue anticipation borrowing does not count against the District's liability servicing limit, so it does not reduce the District's future capacity to borrow for capital projects.

5.0 PUBLIC ENGAGEMENT AND COMMUNICATIONS

No elector approval is required. Once adopted, the bylaw will be posted on the District's website, and the borrowing and its repayment will be reported to Council in open meetings and in the District's annual financial statements.

6.0 CONCLUSION

The bylaw gives the District a reliable way to pay its operating costs during the months before its first property taxes are collected, within the limit set by the Letters Patent and with the borrowing repaid from those taxes. Staff recommend that Council proceed as set out in the recommendation.

Respectfully submitted,

Noreen Kassam, Interim Chief Financial Officer

ATTACHMENTS

Attachment 1 Revenue Anticipation Borrowing Bylaw No.5, 2026

BYLAW NO. 5

DISTRICT OF OKANAGAN FALLS

BYLAW NO. 5, 2026

A Bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS section 177 of the *Community Charter* provides that Council may, by bylaw, provide for the borrowing of money that may be necessary to meet the current lawful expenditures of the municipality;

AND WHEREAS section 15 of the Letters Patent provides that the first fiscal year of the District begins on November 6, 2026 and ends on December 31, 2027;

AND WHEREAS section 16 of the Letters Patent provides that Council may borrow a maximum of $4,342,400 for the current expenditures of the municipality in its first fiscal year;

AND WHEREAS the District does not have sufficient money on hand to meet its current lawful expenditures until property taxes and other revenues are collected;

AND WHEREAS there are no liabilities outstanding under section 177 of the *Community Charter*;

NOW THEREFORE the Council of the District of Okanagan Falls, in open meeting assembled, enacts as follows:

PART 1 – CITATION

1.1 This Bylaw may be cited for all purposes as "Revenue Anticipation Borrowing Bylaw No. 5, 2026".

PART 2 – DEFINITIONS

2.1 In this Bylaw:

"**CFO**" means the officer assigned responsibility for financial administration under section 149 of the *Community Charter*;

"**First Fiscal Year**" means the period beginning on November 6, 2026 and ending on December 31, 2027, as established by section 15 of the Letters Patent; and

"**Letters Patent**" means the Letters Patent incorporating the District of Okanagan Falls, issued by Order in Council No. 262 on June 24, 2026, as amended.

PART 3 – BORROWING AUTHORITY

3.1 Council is authorized to borrow upon the credit of the District, during the First Fiscal Year, an amount or amounts not exceeding the sum of four million, three hundred forty-two thousand, four hundred dollars (**$4,342,400**).

3.2 Money borrowed under this Bylaw may be used only to meet the current lawful expenditures of the District.

3.3 No money may be borrowed under this Bylaw after the end of the First Fiscal Year.

PART 4 – FORM OF OBLIGATION

4.1 Despite section 9.1 of Delegation of Authority Bylaw No. 6, 2026, the form of obligation to be given as acknowledgement of the liability is a promissory note or notes, bearing the corporate seal of the District where required, signed by the Mayor, or in the Mayor's absence the Acting Mayor, and the CFO.

PART 5 – REPAYMENT

5.1 The unpaid taxes for all purposes imposed during the First Fiscal Year, and the money remaining due from other governments, must, when collected, be used as necessary to repay the money borrowed under this Bylaw.

PART 6 – SEVERABILITY

6.1 If any section or part of this Bylaw is held invalid by a court of competent jurisdiction, the invalid portion is severed and the remainder of this Bylaw remains in force.

READ A FIRST TIME this ____ day of November, 2026.

READ A SECOND TIME this ____ day of November, 2026.

READ A THIRD TIME this 9th day of November, 2026.

ADOPTED this ____ day of November, 2026.

Mayor **Corporate Officer**

TO: COUNCIL

FROM: INTERIM CHIEF FINANCIAL OFFICER

SUBJECT: **PROCUREMENT POLICY AND DELEGATION OF AUTHORITY BYLAW NO.6, 2026**

PURPOSE: To introduce a Delegation of Authority Bylaw and a Procurement Policy that together set out who can approve District purchases and contracts and how suppliers are chosen, and to recommend that Council give the bylaw three readings and adopt the policy.

RECOMMENDATIONS

1. THAT Council give first, second and third readings to Delegation of Authority Bylaw No. 6 2026, as shown in Attachment 1; and

2. THAT Council adopt the District of Okanagan Falls Procurement Policy, as shown in Attachment 2, to take effect on the date Delegation of Authority Bylaw No. 6, 2026 is adopted.

1.0 LEGISLATIVE AND POLICY FRAMEWORK

Under section 154 of the *Community Charter*, Council can delegate some of its decision-making authority to staff, but only by bylaw. A policy alone cannot do this, which is why a bylaw and a policy are presented together. Section 173 of the *Community Charter* limits all spending to what is in the financial plan, and the New West Partnership Trade Agreement requires public advertising for larger purchases. Because a bylaw cannot be adopted on the same day it receives third reading, adoption is proposed for Council's next regular meeting.

2.0 BACKGROUND

The District was incorporated on November 6, 2026 and does not yet have rules for buying goods, services or construction. The bylaw and policy are needed so that routine purchases do not each require a Council resolution. The municipality will immediately begin paying for supplies, maintenance, software and professional services, and taking over services from the Regional District of Okanagan-Similkameen (RDOS). These two documents give staff the authority and the rules they need to run day-to-day operations from the start.

3.0 DISCUSSION

The bylaw and policy are attached. Rather than repeat their contents, this section explains what they are designed to achieve.

3.1 Bylaw and Policy

The bylaw sets out who can approve a purchase. The policy sets out how the supplier is chosen. The dollar limits appear only in the bylaw, and the policy refers to it, so the two cannot contradict each other and a future change to a limit only needs to be made in one place.

3.2 Routine versus significant decisions

Staff can approve routine purchases that Council has already funded in the budget, with larger amounts requiring more senior approval. Council keeps the decisions that matter most: large contracts, anything not in the budget, long-term commitments, rejecting the lowest bid in a public tender, and land. The point at which contracts return to Council is the same point at which trade agreements require public bidding, so Council will approve every publicly tendered contract.

Value	Approved by
Up to $2,500	Designated staff
Up to $10,000	Department Head
Up to $25,000	Chief Financial Officer
Up to $75,000 (goods and services) or $200,000 (construction)	Chief Administrative Officer
Above those amounts	Council

3.3 Fair competition and value for money

The larger the purchase, the more competition is required, from simple quotes for small items up to public advertising on BC Bid. Splitting a purchase to avoid these rules is prohibited. This gives suppliers a fair chance at District business and helps make sure taxpayers get good value.

3.4 Checks and visibility for Council

Delegating authority does not mean Council loses sight of it. Larger contracts need a second signature from the Chief Financial Officer to confirm the money is in the budget, and contracts awarded without competition need a written justification. Council will receive a quarterly report of larger contracts and all sole-source awards, and any emergency spending is reported at the next meeting.

3.5 Limits

The limits reflect a small organization with a small staff. They are in line with, and in some respects more conservative than, those used by comparable small BC municipalities. Both documents will be reviewed each year.

4.0 FINANCIAL IMPLICATIONS

There is no direct cost. The bylaw does not authorize any new spending; it only sets who may approve spending that Council has already included in the financial plan. Competitive purchasing is expected to help the District get better value for its money.

5.0 PUBLIC ENGAGEMENT AND COMMUNICATIONS

Once adopted, the bylaw and policy will be posted on the District's website so residents and suppliers can see how the District buys. Larger opportunities will be advertised on BC Bid, and the quarterly contract reports will be presented to Council in open meetings. Staff will review the rules with all employees who make purchases.

6.0 CONCLUSION

Together, the bylaw and policy let staff handle routine, budgeted purchasing efficiently while Council keeps control of major decisions and regular visibility of what staff approve. If Council gives the bylaw three readings on November 9, it can be adopted at the next regular meeting, and the policy will take effect the same day. Staff recommend that Council proceed as set out in the recommendations.

Respectfully submitted,

Noreen Kassam, Interim Chief Financial Officer

ATTACHMENTS

Attachment 1 Delegation of Authority Bylaw No.6, 2026

Attachment 2 District of Okanagan Falls Procurement Policy

District of Okanagan Falls Procurement Policy

Policy number	1
Applies to	All elected officials, officers and employees of the District of Okanagan Falls
Adopted by	Council Resolution [No.], November 9, 2026
Effective date	The date Delegation of Authority and Officers Bylaw No. 6, 2026 is adopted
Related bylaw	Delegation of Authority Bylaw No. 6, 2026
Replaces	None – first policy of its kind for the District
Review cycle	Annual
Administered by	Chief Administrative Officer (CAO) and Chief Financial Officer (CFO)

1. Purpose

This Policy establishes the rules and procedures for the procurement of goods, services and construction by the District of Okanagan Falls (the "District"). It ensures that procurement is conducted in a fair, open, transparent and accountable manner that achieves the best value for taxpayers.

2. Scope

This Policy applies to all elected officials, officers and employees of the District involved in the acquisition of goods, services, utilities and construction, regardless of the source of funds, including grant-funded purchases.

This Policy does not apply to the employment of District staff, the acquisition or disposition of land (which is governed by the Delegation of Authority Bylaw and the *Community Charter*), grants made by the District, or payments to other levels of government.

3. Core Principles

- **Value for money:** achieving the best possible outcome for the expenditure of public funds, considering total lifecycle cost, quality and service.
- **Open and fair competition:** giving qualified suppliers an equal opportunity to compete for District business.
- **Transparency and accountability:** keeping clear, accessible records of all procurement processes and decisions.
- **Environmental and social sustainability:** purchasing environmentally preferable and socially responsible products and services where practical and cost-effective.
- **Trade agreement compliance:** following the thresholds and rules of the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).

4. Authority to Approve Purchases

4.1 The authority to approve expenditures and enter into contracts is delegated by Council through the Delegation of Authority Bylaw (the "Bylaw"). No person may approve a purchase or sign a contract beyond the limit delegated to them by the Bylaw. If this Policy and the Bylaw conflict, the Bylaw prevails.

4.2 All procurement must be provided for in the District's adopted Five-Year Financial Plan, except emergency purchases under section 9.

4.3 Splitting a contract, purchase or project into smaller parts to avoid a threshold in this Policy or a limit in the Bylaw is prohibited.

4.4 The value of a procurement is its total estimated value over the full contract term, including all renewal and extension options, excluding Goods and Services Tax.

4.5 Under the Bylaw, Council approval is required for any contract above the CAO's limits, any unbudgeted expenditure, any contract with a term over three years, and the rejection of the lowest compliant bid in a public tender.

5. Procurement Methods and Thresholds

The following minimum procurement methods apply based on the estimated value of the procurement. Staff may use a more competitive method than the minimum where it is likely to give better value.

Estimated value	Procurement method	Minimum requirement
Up to $5,000	Direct purchase	Purchasing card, petty cash, purchase order or direct invoice
$5,001 to $25,000	Informal quotes	At least two written quotes
$25,001 to under $75,000 (goods and services) $25,001 to under $200,000 (construction)	Request for Quotations (RFQ)	At least three written quotes based on written specifications
$75,000 or more (goods and services) $200,000 or more (construction)	Public competitive bidding	RFP or ITT advertised publicly on BC Bid

Quotes and bids, including the reasons for any decision not to accept the lowest price, must be documented and kept on file.

6. Competitive Bidding Methods

- **Request for Quotations (RFQ):** used when the requirement is clearly defined and price is the main deciding factor.
- **Request for Proposals (RFP):** used when the desired outcome is known but the method of achieving it is open. Proposals are evaluated against criteria published in the RFP, of which price is one.

- **Invitation to Tender (ITT):** typically used for construction or high-value goods with precise specifications. The contract is awarded to the lowest compliant bidder. Rejecting the lowest compliant bid requires Council approval.

7. Trade Agreement Thresholds

Under the NWPTA, all procurements at or above the following values must be advertised publicly on BC Bid and conducted in an open, non-discriminatory manner:

- **Goods and services:** $75,000 or more
- **Construction:** $200,000 or more

The CFTA thresholds for local governments are higher than the NWPTA thresholds, so compliance with the NWPTA also satisfies the CFTA. Local supplier preferences may not be applied to procurements at or above these thresholds. The CFO will monitor changes to trade agreement thresholds and recommend updates to this Policy as needed.

8. Exceptions to Competitive Procurement (Sole and Single Sourcing)

Competitive procurement may be waived and a contract awarded directly to a single supplier only where:

- **Monopoly or proprietary:** the goods or services can only be supplied by one supplier (for example, patented technology or specific software licences);
- **Absence of bids:** no compliant bids, quotes or proposals were received in a competitive process; or
- **Emergency:** the purchase is an emergency purchase under section 9.

Every sole-source or single-source contract over $10,000 must be justified in writing and approved by the CAO, within the CAO's limits under the Bylaw. Above the CAO's limits, Council approval is required. Sole-source contracts at or above the trade agreement thresholds must also meet an exception permitted under the applicable trade agreement. All sole-source contracts over $10,000 are included in the CAO's quarterly report to Council.

9. Emergency Purchases

In an emergency, as defined in the Bylaw, the CAO (or the CFO if the CAO is absent or cannot be reached) may approve purchases up to $100,000 without prior Council approval, as set out in Part 6 of the Bylaw. Emergency purchases must be limited to what is reasonably necessary to address the immediate threat, documented, and reported to Council at its next regular meeting.

10. Contract Award and Execution

10.1 Contracts must be executed in accordance with Part 9 of the Bylaw. Contracts over $10,000 signed by staff must be countersigned by the CFO to confirm budget availability.

10.2 Purchases of $10,000 or less may be made by purchase order, purchasing card or invoice approval in accordance with procedures established by the CFO. Purchasing cards are issued and controlled by the CFO, and transaction limits on a card may not exceed the cardholder's limit under the Bylaw.

10.3 Contractors performing work on District property must provide proof of appropriate insurance and WorkSafeBC coverage before work begins.

11. Ethics and Conflict of Interest

- **No conflict of interest:** no employee or elected official may take part in a procurement process if they, or a close family member, have a financial or personal interest in a bidding supplier. Members of Council remain subject to the conflict of interest provisions of the *Community Charter*.
- **No gifts:** employees involved in procurement must not accept gifts, hospitality or favours from current or prospective suppliers.
- **Confidentiality:** bidder information, proprietary data and evaluation scores must be kept confidential, subject to the *Freedom of Information and Protection of Privacy Act*.

12. Records and Reporting

Procurement records, including quotes, bids, evaluations, sole-source justifications and contracts, must be kept in accordance with the District's records retention requirements. The CAO reports to Council at least quarterly on contracts awarded under delegated authority, as required by Part 10 of the Bylaw.

13. Policy Review

The CFO will review this Policy annually, together with the limits in the Bylaw, and report any recommended changes to Council.

TO: COUNCIL

FROM: INTERIM CORPORATE OFFICER

SUBJECT: **DISTRICT OF OKANAGAN FALLS INDEMNIFICATION BYLAW NO. 3, 2026: ADOPTION**

PURPOSE: To adopt the District of Okanagan Falls Indemnification Bylaw, which received first, second and third readings on November 6, 2026.

RECOMMENDATION

THAT Council adopt "District of Okanagan Falls Indemnification Bylaw No. 3, 2026".

1.0 BACKGROUND

At its Regular meeting on November 6, 2026, Council gave first, second and third readings to "District of Okanagan Falls Indemnification Bylaw No. 3, 2026" (Report R03). Section 135(3) of the *Community Charter* requires at least one day between third reading and adoption. That interval has been met, and the bylaw may now be adopted. The attached bylaw is the version given third reading.

2.0 DISCUSSION

Section 740 of the *Local Government Act* allows Council to provide for indemnification by bylaw. Without a bylaw, Council would have to decide each case by resolution. The bylaw:

- applies to current and former District Officials, which has the same meaning as "local public officer" in the *Local Government Act*. This includes members of Council, committee members, Board of Variance members, volunteers, volunteer firefighters, special constables and employees;
- covers claims, actions, prosecutions, inquiries, complaints and proceedings arising from the performance of an official's duties, including damages, fines, penalties, reasonable legal costs and reasonable out-of-pocket costs;
- requires an official seeking indemnity to forward claim documents to the Corporate Officer right away, not admit liability, settle or plead guilty without Council approval, let the District appoint and instruct legal counsel, and cooperate in the defence; and
- does not apply where a court finds that the official acted outside the scope of their authority, or was guilty of dishonesty, gross negligence, or malicious or wilful misconduct.

The bylaw takes effect on adoption. No provincial approval is required.

3.0 OPTIONS

- **Option 1 (recommended):** Adopt the bylaw.
- **Option 2:** Do not adopt the bylaw and refer it back to staff with direction. Any change to the bylaw would require Council to rescind third reading, amend the bylaw and give it third reading again.

4.0 FINANCIAL IMPLICATIONS

There is no direct cost to adopting the bylaw. Costs arise only if a claim is made. These are expected to be managed first through the District's liability insurance, with any remaining cost funded from contingency.

5.0 LEGISLATIVE AND POLICY FRAMEWORK

- *Local Government Act*
- *Community Charter*

6.0 NEXT STEPS

If adopted, the Mayor and Corporate Officer will sign the bylaw, and it will be filed in the District's bylaw register and posted on the District website (when up and running). The Corporate Officer will inform Council, staff and volunteers of the steps to follow if a claim is made.

Respectfully submitted,

Kerri Lore, Interim Corporate Officer

ATTACHMENTS

Attachment 1 District of Okanagan Falls Indemnification Bylaw No. 3, 2026 (as given third reading)

THE DISTRICT OF OKANAGAN FALLS

BYLAW NO. 3, 2026

Indemnification Bylaw

A Bylaw to provide for the indemnification of municipal officials of the District of Okanagan Falls.

WHEREAS section 740(2) of the *Local Government Act* provides that a Council may, by bylaw, provide for the indemnification of municipal officials in accordance with the bylaw, or may, by resolution in a specific case, indemnify a municipal official;

AND WHEREAS Council wishes to provide members of Council, officers, employees and other persons who serve the District in the capacities described in this Bylaw with reasonable protection against the cost of legal proceedings arising from the good faith exercise of their duties on behalf of the District;

NOW THEREFORE, the Council of the District of Okanagan Falls, in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "District of Okanagan Falls Indemnification Bylaw No. 3, 2026".

2. Definitions

In this Bylaw, unless the context otherwise requires:

(a) **"Council"** means the Council of the District;

(b) **"District"** means the District of Okanagan Falls;

(c) **"District Official"** has the same meaning as "local public officer" in s.728(1) of the Local Government Act, and includes:

(i) a member of Council;

(ii) a member of a select or standing committee of Council who is not also a member of Council;

(iii) a member of the District's Board of Variance, if established;

(iv) a volunteer who participates in the delivery of services by the District, under the supervision of an officer or employee of the District;

(v) a volunteer firefighter or special constable;

(vi) an individual employed by the District under a collective agreement, if applicable; and

(vii) an individual employed by the District who is not covered by a collective agreement; and

(d) **"Reasonable Legal Costs"** means the reasonable costs, including disbursements, incurred by the District Official or by the District in seeking, retaining, and engaging legal counsel in respect of a matter for which Indemnification is provided under this bylaw, as determined by the Chief Administrative Officer or the District's legal counsel.

(e) "**willful misconduct**" means, without limitation, willfully acting contrary to the terms of his or her employment or to a lawful direction or order of a supervisor.

3. Indemnification

3.1 Subject to the provisions of this bylaw, the District will provide Indemnification for any District Official in relation to, and from and against, any claim, action, prosecution, inquiry, complaint, or proceeding brought against such District Official as a result of, or relating to, the performance of the District Official's duties, whether arising during or after their term of office or employment or service to the District, including without limitation any damages, awards, fines, penalties, Reasonable Legal Costs, and reasonable out-of-pocket costs that may be incurred by the District Official.

3.2 Where indemnity under this Bylaw is or may be claimed by a District Official, such Official shall:

(i) immediately, upon receipt thereof, forward to the Corporate Officer any Writ, Statement of Claim, letter or other document related to a claim against them in respect of which the indemnity is or may be claimed under this Bylaw;
(ii) not admit or assume liability, enter into a settlement, or enter a guilty plea except with the approval of Council;
(iii) consent in writing to the City having sole discretion to appoint and instruct legal counsel, conduct all necessary investigations, to negotiate and settle the action or prosecution; and
(iv) assists in providing and securing information, evidence, and witnesses, and cooperates with the City and appointed legal counsel in the defence of the action or prosecution.

3.3 Section 3.1 does not apply where a court of competent jurisdiction finds that the District Official acted outside the scope of that person's authority, or was guilty of dishonesty, gross negligence, or malicious or wilful misconduct, in connection with the matter giving rise to the action.

4. Severability

If any section, subsection, clause or phrase of this Bylaw is held to be invalid by a court of

competent jurisdiction, the invalid portion shall be severed and the remainder of this Bylaw shall continue in full force and effect.

READ A FIRST TIME this ____ day of _____, 2026

READ A SECOND TIME this ____ day of _____, 2026

READ A THIRD TIME this ____ day of _____, 2026

ADOPTED this ____ day of _____, 2026

Mayor	**Corporate Officer**

TO: COUNCIL

FROM: INTERIM CHIEF FINANCIAL OFFICER

SUBJECT: **DISTRICT OF OKANAGAN FALLS EXPENSE POLICY**

PURPOSE: To introduce and recommend that Council adopt the District of Okanagan Falls Expense Policy, which sets the rules for approving, paying and reporting the costs that Council members and staff incur on municipal business.

RECOMMENDATION

THAT Council adopt the District of Okanagan Falls Expense Policy, as shown in Attachment 1.

1.0 LEGISLATIVE AND POLICY FRAMEWORK

Under section 173 of the *Community Charter*, the District may only make expenditures included in its financial plan, so the policy ties all travel and training to the approved budget. Section 168 of the *Community Charter* requires an annual report of the remuneration, expenses and benefits paid to each Council member, and the *Financial Information Act* requires expenses paid to elected officials and to staff to be reported in the annual Statement of Financial Information.

2.0 BACKGROUND

The District was incorporated on November 6, 2026 and requires an expense policy. Council members and staff will begin incurring costs on municipal business almost immediately, including training for newly elected officials, meetings with the Province and other governments, and travel related to the transition of services from the Regional District of Okanagan-Similkameen (RDOS). The policy gives a consistent basis for approving, paying and reporting these costs. It follows the best-practice guidance in the UBCM *Council & Board Remuneration Guide* (September 2019) and governs expenses only; Council remuneration is set by the Council Remuneration Bylaw, also on this agenda.

3.0 DISCUSSION

The proposed policy (Attachment 1) applies to both Council members and staff. It uses Canada Revenue Agency rates for meals, private accommodation and mileage, so the rates stay current without amending the policy, and no one approves their own expense claim. Training and conference costs are budgeted at $500 per person per year and pooled. Council

may approve attendance beyond the allocation by resolution, as long as a funding source can be identified in the financial plan.

4.0 FINANCIAL IMPLICATIONS

Costs covered by this policy are included within the expenditures of the District of Okanagan Falls Financial Plan Bylaw No. 2, 2026. Future travel, training and conference budgets will be set through the annual financial plan process.

5.0 PUBLIC ENGAGEMENT AND COMMUNICATIONS

Once adopted, the policy will be posted on the District's website. Expenses paid under the policy will be reported publicly each year through the report required by section 168 of the *Community Charter* and the Statement of Financial Information. Staff will provide the policy to Council members and staff.

6.0 CONCLUSION

The proposed Expense Policy gives the District clear, consistent rules for the costs Council members and staff incur on municipal business, keeps those costs within the financial plan, and supports annual public reporting. Staff recommend that Council adopt the policy as presented.

Respectfully submitted,

Noreen Kassam, Interim Chief Financial Officer

ATTACHMENTS

Attachment 1 District of Okanagan Falls Expense Policy

District of Okanagan Falls Expense Policy

Policy number	2
Applies to	Council members (Mayor and Councillors) and staff of the District of Okanagan Falls
Adopted by	Council resolution **[No. / date]**
Replaces	None — first policy of its kind for the municipality
Review cycle	Annual
Administered by	Chief Administrative Officer (CAO) and Chief Financial Officer (CFO)

Council members and staff are reimbursed for reasonable, pre-approved, receipted costs of municipal business, at the rates in Section 5, and every dollar is publicly reported each year.

1. Purpose, authority and scope

Purpose

This policy sets fair, transparent rules for paying or reimbursing the costs Council members and staff incur while carrying out municipal business. It protects members and staff from being out of pocket and protects taxpayers from unreasonable spending.

Authority

Council adopts this policy by resolution, following the best-practice guidance in the UBCM *Council & Board Remuneration Guide* (September 2019). Related requirements and documents:

- *Financial Information Regulation*, Schedule 1, s. 6(2)(a): public reporting, by name and position, of the remuneration and expenses paid to each elected official;
- *Community Charter* s. 168: the annual statement of each member's remuneration, expenses and benefits;
- Staff: *Financial Information Act* and *Financial Information Regulation*, Schedule 1, s. 6(2)(b) and (c): public reporting of the remuneration and expenses of each employee paid more than $75,000, and a consolidated total for all other employees;
- the District of Okanagan Falls Council Remuneration Policy (adopted November 9, 2026), which sets remuneration; this policy governs expenses only.

Scope

This policy applies to all Council members (the Mayor and Councillors) and all staff of the District. It covers travel, accommodation, meals, conference and training registration, and other out-of-pocket expenses that Council members and staff incur on authorized municipal business. It does not cover Council remuneration (set by the Council Remuneration Policy) or staff wages and benefits (set by the terms of employment).

Relationship to other policies. Members and staff must also follow the Code of Conduct and Procurement Policy once adopted, and the conflict-of-interest and gift rules in the *Community Charter* (s. 100–109).

2. Definitions

Term	Meaning
Member	The Mayor or a Councillor of the District of Okanagan Falls ("the municipality" or "the District").
Staff	Employees of the District.
Municipal business	Attending events, meetings or training on behalf of the municipality, as authorized under Section 4. Does not include party-political, campaign or personal business.
Home community	The area within the boundaries of the District of Okanagan Falls. Council members' local travel within it is covered by their remuneration (see 5.1(a)).
Approved budget	The Council and staff travel and training budget in the annual Financial Plan.
Approver	The person who authorizes travel or signs off a claim, per the table in Section 4.

3. Principles, budget and other considerations

Principles

Every expense must be:

- **Necessary** — directly tied to municipal business and of benefit to the community;
- **Reasonable** — the most economical option that is practical, given time, safety and accessibility;
- **Documented** — supported by itemized receipts and a stated business purpose;
- **Transparent** — able to withstand public scrutiny and reported publicly under Section 7.

Annual budget

Council sets the travel and training budget each year in the Financial Plan. As a starting point, the budget should provide for:

Line	Suggested basis
UBCM Convention	Mayor plus up to 2 Councillors
Southern Interior Local Government Association (SILGA) Convention	Mayor and Council
Training and development	$500 per person per year (for budgeting; pooled, see Allocation below)

Other considerations

- **Allocation:** The training and development budget is calculated at $500 per person per year for budgeting purposes only. Because not every Council member or staff will use their share in a given year, the Council amount and the staff amount are each pooled and may be assigned as needed within the approved Financial Plan. Council requests that would exceed the Council pool are decided by Council resolution. Unused amounts do not carry forward.
- **Overruns:** Travel that would exceed the approved budget requires a Council resolution before any cost is committed. Council may approve attendance beyond the training and conferences allocation (for example, all of Council attending the LGLA Newly Elected Officials Forum) if the resolution identifies a funding source within the Financial Plan, such as contingency, or the Financial Plan is amended.
- **No personal gain:** Members and staff must not profit from a reimbursement. Loyalty points earned on personal cards are not a gain under this policy, but must never influence the choice of carrier, hotel or vendor.

4. Authorization of travel

All travel outside the home community, and all conference or training registrations, must be approved before costs are committed, using Part A of the Travel Pre-Approval and Expense Claim form. Unapproved expenses may be refused.

Authorization

Type of travel	Approver
UBCM, regional association convention, or events listed in the annual budget	Approved by adoption of the budget; CAO confirms attendance list
RDOS board or committee to which the member is appointed	Pre-approved by the appointment
Training and conferences within the annual allocation	Department Head or CAO

Type of travel	Approver
Meetings with Ministers, MLAs, agencies or other governments on municipal business	Councillors and CAO: the Mayor. Mayor: Council resolution, or the Acting Mayor where timing does not allow (reported to Council at the next regular meeting). Staff: the CAO.
Travel outside British Columbia, or any single trip over $2,500	Council resolution
Any travel exceeding the approved budget	Council resolution

Eligible events include:

- UBCM Convention and UBCM or Ministry-sponsored workshops;
- the SILGA annual convention;
- Local Government Leadership Academy (LGLA) and Newly Elected Officials Forum;
- FCM conference, by Council resolution only;
- meetings with senior governments, First Nations, agencies or partners on municipal matters;
- other training directly relevant to the respective role.

5. Reimbursable expenses and rates

5.1 **Transportation:** Members and staff choose the most economical practical mode, considering total cost, time away, road and weather conditions, and safety.

(a) *Personal vehicle.* Paid per kilometre for approved travel at the Canada Revenue Agency's reasonable allowance rates in 5.4, as updated each January. Distance is measured from the traveller's home or regular workplace, whichever is shorter.

> *Council members:* local travel within the District is covered by remuneration and is not reimbursed. Pre-approved travel on municipal business outside the District, including within the RDOS, is reimbursed. Travel to RDOS board or committee meetings is claimed from the RDOS, not the District.
>
> *Staff:* business travel in a personal vehicle is reimbursed when a municipal vehicle is not available or practical. Travel between home and the regular workplace is not reimbursed.

The rate covers fuel, insurance, wear and repairs; the municipality does not pay for vehicle damage, deductibles or traffic and parking fines. Members and staff must carry at least $2 million third-party liability and a business-use rating if required by ICBC.

(b) *Carpooling.* Members and staff travelling to the same event are expected to share a vehicle where practical. Only the driver claims mileage.

(c) *Air, ferry, bus and rail.* Economy class, booked early. BC Ferries reservation fees are eligible reimbursements.

(d) *Other ground transport.* Taxis, ride-share, transit, parking, and road or bridge tolls, with receipts.

(e) *Rental vehicles.* Compact or mid-size, when cheaper than mileage or other options. Collision damage waiver is reimbursed.

5.2 **Accommodation:** Single standard room at the conference hotel or the government or conference rate where available. A member or staff who stays with friends or family may claim a private-accommodation allowance instead of a hotel. Room upgrades, in-room movies, minibar and personal charges are not reimbursed.

5.3 **Meals:** Paid at the meal rates in 5.4, without receipts. Deduct any meal provided at the event, in transit, or included in the hotel rate. A meal is claimable when travel status covers the normal mealtime: breakfast if departing before 8:00 a.m.; lunch if away over the noon hour; dinner if returning after 6:00 p.m.

5.4 Rates: Council adopts the meal and private accommodation rates established by the Canada Revenue Agency (CRA) in its Directive on Travel, Appendix B – Allowances within Canada and the Continental USA, effective October 1, 2026. CRA reviews these rates every six months (April 1 and October 1), and the District applies the current rates. Mileage is paid at the CRA reasonable per-kilometre allowance rates prescribed under section 7306 of the Income Tax Regulations, which CRA updates each January.

Item	Rate (CAD)	Receipt required
Mileage, personal vehicle	CRA prescribed per-kilometre rate: first 5,000 km (2026: 73¢/km); after 5,000 km (2026: 67¢/km)	No; trip log required
Breakfast	$29.95	No
Lunch	$30.55	No
Dinner	$62.70	No
Full day of meals if not covered	$123.20	No
Private accommodation	$50 per night	No
Hotel	Actual cost, single standard room	Yes
Registration, airfare, ferry, transit, taxi, parking	Actual cost	Yes

5.5 Registration and memberships: Conference and course fees are paid directly by the municipality where possible. Membership in UBCM, the regional association and FCM is held corporately, not individually.

5.6 Technology: Reasonable costs for internet access needed to conduct municipal business while travelling are reimbursed with a receipt.

5.7 Combined business and personal travel: Where a member or staff extends a trip for personal reasons, or travels with family or guests, only the costs of the business portion are reimbursed. Extra nights, meals and any added travel cost (such as a higher airfare or a detour) are personal. Personal arrangements must not increase the cost to the District.

5.8 Hospitality: The Mayor, or a member or staff designated by the Mayor or CAO, may host visiting dignitaries, delegations, other governments or partners on municipal business. Hospitality must be approved in advance by the CAO (or by the Mayor where the CAO is the host), be within the approved budget and be reasonable in cost. The claim lists the attendees, their organizations and the business purpose, with itemized receipts. Alcohol is not reimbursed (Section 6). Meals shared only among Council members and staff are not hospitality, except a meal provided at a meeting that runs through a mealtime with CAO approval.

6. Ineligible expenses

The municipality does not pay for:

- alcohol;
- personal entertainment, recreation, tours and sightseeing;
- political party events, fundraising dinners, campaign activities or donations;
- costs for spouses, partners, family members or guests;
- traffic, parking or photo-radar fines, and vehicle damage or deductibles;
- personal items, clothing, toiletries, dry cleaning, and personal phone or streaming charges;
- meals already provided by the event or carrier;
- travel insurance beyond what is included in the municipality's coverage;
- cancellation fees caused by personal choice, unless the CAO accepts the reason (for example, illness or family emergency);
- gifts to other members, staff or the public, except approved civic gifts given on behalf of the municipality.

Gifts or personal benefits received while travelling are governed by the *Community Charter* (s. 105–106) and the Code of Conduct, and must be disclosed as required. See Appendix B for the text of these sections.

7. Advances, claims and reporting

Registration, airfare, ferry reservations and hotel deposits are booked and paid using the municipal corporate card, so members and staff do not carry the cost.

Corporate card: The municipal corporate card is held by Administration and is not issued to Council members. Administration uses it only for approved municipal costs, such as registration, travel bookings, hotel deposits and approved hospitality, and never for personal purchases. Every charge is supported by an itemized receipt and the related approval, and the CFO reconciles card statements monthly. Any personal or ineligible charge made in error is repaid within 30 days.

A member or staff may request an advance for estimated meals and mileage at least 10 business days before travel. Advances are reconciled on the expense claim, and any surplus is repaid within 30 days of return.

Submitting a claim:

1. Complete Part B of the Travel Pre-Approval and Expense Claim form within 30 days of return, and in any case by January 15 for the prior year's expenses.
2. Attach itemized original receipts (not credit card slips alone), a mileage log (date, start, destination, km) and the event agenda.
3. State the business purpose and the approval relied on (budget, appointment, CAO or resolution).
4. Sign the declaration that the expenses were incurred on municipal business and are not claimed elsewhere.
5. Submit to the CAO or Department Head, who checks the claim against this policy.

Approval of claims: No member or staff approves their own claim.

Claimant	Claim approved by
Staff	Department Head or CAO
CAO	Mayor
Mayor and Councillors	CAO
Disputed or out-of-policy claim	Council, at a regular meeting

Missing receipts: If a receipt is lost, the member or staff submits a signed statement of the amount, date, vendor and purpose.

Payment: Approved claims are paid by electronic funds transfer within 15 business days.

Expenses reimbursed by others: Where UBCM, a regional district, a provincial body or another agency pays or reimburses an expense, the member and staff may not also claim it from the municipality.

Public reporting: By June 30 each year, the CFO prepares the statement of each member's remuneration, expenses and benefits required by *Community Charter* s. 168, and the schedule of employee remuneration and expenses required by the *Financial Information Act*, both included in the Statement of Financial Information. Claims and receipts are kept under the municipality's records retention schedule and are subject to the *Freedom of Information and Protection of Privacy Act*.

8. Compliance and review

Non-compliant claims: The CFO returns a claim that does not meet this policy with reasons. Amounts paid in error are repaid within 30 days or deducted from the claimant's next remuneration or pay with the claimant's written consent.

Interpretation: Questions about this policy are referred to the CAO and CFO. Where the CAO and a member or staff disagree, Council decides.

Breaches: A knowingly false or inflated claim is a breach of the Code of Conduct (once adopted) and may be referred under that Code, in addition to recovery of the amount.

Review: The CAO and CFO review this policy every year and report any changes to Council. The CRA mileage rate and the CRA meal and private accommodation rates update automatically without a resolution.

Appendix A — Claim checklist

- ☐ Travel was pre-approved (budget, appointment, CAO or resolution noted)
- ☐ Claim submitted within 30 days, and by January 15 for the prior year
- ☐ Itemized receipts attached
- ☐ Mileage log attached (date, start, destination, km)
- ☐ Meals provided at the event deducted from the meal claim
- ☐ No spouse, guest, alcohol or other ineligible items
- ☐ Advance reconciled
- ☐ Personal portion of a combined trip excluded
- ☐ Hospitality: attendees, organizations and business purpose listed
- ☐ Declaration signed
- ☐ Approved by the approver in Section 7 (no one approves their own claim)

Appendix B — Community Charter sections 105 and 106

The following sections of the *Community Charter* apply to gifts and personal benefits referred to in Section 6.

Restrictions on accepting gifts

105 (1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

(2) Subsection (1) does not apply to

(a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,

(b) compensation authorized by law, or

(c) a lawful contribution made to a member who is a candidate for election to a local government.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 *[disqualification for contravening conflict rules]* unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Disclosure of gifts

106 (1) This section applies if

(a) a council member receives a gift or personal benefit referred to in section 105 (2) (a) that exceeds $250 in value, or

(b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds $250.

(2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating

(a) the nature of the gift or benefit,

(b) its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation,

(c) when it was received, and

(d) the circumstances under which it was given and accepted.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 *[disqualification for contravening conflict rules]* unless the contravention was done inadvertently or because of an error in judgment made in good faith.

ADMINISTRATIVE REPORT

TO: Council - District of Okanagan Falls

FROM: T. Batten, Chief Election Officer & P. Harding Deputy Chief Election Officer

DATE: November 2, 2026

RE: **2026 Inaugural General Local Elections**

Purpose:
To present the results of the District of Okanagan Falls 2026 Inaugural Election to Council.

Background & Analysis:
On June 24, 2026 the District of Okanagan Falls was incorporated by the signing of the Letters Patent. The Letters Patent provided direction for the first election of Council including the date of general voting day and that the Regional District of Okanagan-Similkameen election bylaws were to be used.

The Inspector of Municipalities and Assistant Deputy Minister, Local Government Division, Ministry of Housing and Municipal Affairs appointed Tracey Batten as Chief Election Officer and Philippa Harding as Deputy Chief Election Officer on June 29, 2026.

Two election days were held, the Advance Poll on October 7, 2026 and General Voting Day on October 17, 2026. Mail Ballots were also available.

The *Local Government Act* section 158 directs that within 30 days after the declaration of official election results under section 146 for an election by voting, the Chief Election Officer must submit a report of the election results to the local government.

Ballot Account:
The following table is a complete ballot account reconciliation from the 2026 General Election.

1	**Number of ballots received for use**			**2,200**
2	Ballots without objection	1207		
3	Spoiled ballots that were replaced	14		
4	**Number of ballots given to electors**		**1221**	
5	Unused ballots		977	
6	Number of ballots not accounted for		2	
7	**TOTAL**			**2,200**

This account includes the Mail Ballots. There were 22 applications received, 5 were not picked up by the applicant and 2 ballots were not returned. The 2 mail ballots not returned account for the "number of ballots not accounted for" on the table above.

Election Results:
The Chief Election Officer made the determination of official election results on October 21, 2026.

	Advance Voting – October 7, 2026 Okanagan Falls Seniors Centre	General Voting – October 17, 2026 Okanagan Falls Community Centre	**TOTAL NUMBER OF VALID VOTES**
MAYOR			
JOHNSEN, Tyler	99	213	312
INNES, Glen	29	77	106
TAYLOR, Matt	**246**	**534**	**780**
COUNCILLOR			
JACKSON, Heather	78	195	273
SYMONS, Allison	**183**	**413**	**596**
LEE, Kris	36	67	103
BYDAL, Amy	**210**	**488**	**698**
DETTLING, Eugene	**158**	**349**	**507**
SNYDER, Cheryl	102	259	361
MOSIMANN, Keith	156	257	413
LUDWAR, Randy	**173**	**390**	**563**
MACKENZIE, Shelley	94	201	295
WALKER, Melody	88	197	285
BELL, John	113	212	325
	TOTAL NUMBER OF VALID BALLOTS CAST		1,207
	TOTAL NUMBER OF VALID VOTES CAST		**5,617**

It was declared that Matt Taylor received the highest number of valid votes for the office of Mayor and Amy Bydal, Allison Symons, Randy Ludwar, and Eugene Dettling received the highest number of valid votes for the four offices of Councillor.

Respectfully submitted:

"Tracey Batten"
_____
T. Batten, Chief Election Officer

"Philippa Harding"
_____
P. Harding, Deputy Chief Election Officer