District of Okanagan Falls
REGULAR COUNCIL MEETING

Monday, November 23, 2026, 9:00 a.m.
Okanagan Falls Seniors Centre, 1128 Willow Street

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 23, 2026

Recommendation:

THAT the agenda for the Regular Council Meeting of November 23, 2026 be adopted as presented.

3. ADOPTION OF MINUTES

Minutes of the Regular Council Meetings held on November 6 and 9, 2026 will appear on the December 7, 2026 Regular Agenda (for approval).

4. COMMITTEE OF THE WHOLE AND COMMITTEE MINUTES AND REPORTS

None.

5. DELEGATIONS AND INVITED PRESENTATIONS

5.1 Nancy Wigley, Recreation Coordinator, RDOS – The Twelve Stops of Christmas

6. OFFICIAL CORRESPONDENCE

None.

7. UNFINISHED BUSINESS

None.

8. BYLAWS

8.1 District of Okanagan Falls Public Notice Bylaw No. 4, 2026
Adoption
Report R15

The bylaw received first, second and third readings on November 6, 2026 (Report R04).

Recommendation:

THAT Council adopt "District of Okanagan Falls Public Notice Bylaw No. 4, 2026".

8.2 Revenue Anticipation Borrowing Bylaw No. 5, 2026
Adoption
Report R16

The bylaw received first, second and third readings on November 9, 2026 (Report R10).

Recommendation:

THAT Council adopt "Revenue Anticipation Borrowing Bylaw No. 5, 2026".

8.3 Delegation of Authority Bylaw No. 6, 2026
Adoption
Report R17

The bylaw received first, second and third readings on November 9, 2026 (Report R11). The Procurement Policy takes effect on the date this bylaw is adopted.

Recommendation:

THAT Council adopt "Delegation of Authority Bylaw No. 6, 2026".

8.4 District of Okanagan Falls Council Remuneration Bylaw No. 7, 2026
First, Second and Third Readings
Report R18 from the Interim Chief Financial Officer

Recommendation:

THAT Council give first, second and third readings to District of Okanagan Falls Council Remuneration Bylaw No. 7, 2026, as shown in Attachment 1, which establishes:

(a) base annual remuneration of $30,750 for the Mayor and $15,375 for each Councillor;

(b) an inaugural-term supplement equal to 10 per cent of base remuneration, ending when the Council elected at the 2030 general local election takes office;

(c) Acting Mayor remuneration of 10 per cent of the Councillor base rate, pro-rated for each three-month designation, with Mayor-level remuneration for absences of more than 30 consecutive days; and

(d) annual adjustment of base remuneration by the BC Consumer Price Index, beginning January 1, 2028.

9. REPORTS OF STAFF

9.1 Memberships in Local Government Organizations, Appointment to the Okanagan Regional Library Board and 2027 UBCM Convention Attendance
Report R19 from the Interim Corporate Officer

Recommendations:

THAT Council:

1. Approve District membership in the Union of BC Municipalities (UBCM), the Southern Interior Local Government Association (SILGA), and CivicInfo BC, effective January 1, 2027, and direct staff to include the annual dues in the 2027 to 2031 Financial Plan;
2. Refer membership in the Federation of Canadian Municipalities (FCM) to 2027 budget deliberations;
3. Appoint _____ to serve as the District's representative to the Okanagan Regional Library Board, and _____ as alternate, for the 2027 term; and
4. Appoint _____to the Collaborative Leadership Table, and _____ as alternate for the 2027 term.
5. Authorize two members of Council, _____ and _____, and the Chief Administrative Officer (or Interim Chief Administrative Officer) to attend the 2027 UBCM Convention, with costs paid under the District's Council remuneration and expense provisions and included in the 2027 budget.

9.2 Okanagan Falls Volunteer Fire Department Budget Amendment to Purchase a Type 3 Fire Engine
Report R20 from the Senior Manager Protective Services

Recommendations:

THAT Council:

1. Approve an increase of $400,000 to the 2026 Okanagan Falls Fire Department Capital Budget for the purchase of a Type 3 fire engine; and
2. The $400,000 be funded through a transfer from the Capital Reserve.

10. NOTICES OF MOTION

None.

11. COUNCIL MEMBER UPDATES

Members of Council may provide brief verbal updates on their activities and appointments.

12. 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)(c): labour relations or other employee relations; and
- s.90(1)(k): negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

13. RECONVENE THE REGULAR MEETING

Council reconvenes the Regular Council Meeting in public.

14. ADJOURNMENT

Recommendation:

THAT the Regular Council Meeting of November 23, 2026 be adjourned.

12 Stops of Christmas
Okanagan Falls



Pick up your passport on or after Tuesday, December 1
at the following locations:

Seniors Centre - 1128 Willow Street

Okanagan Regional Library - 850 Railway Lane

Rise & Shine Coffee House - 837 Main Street

TO: COUNCIL

FROM: INTERIM CORPORATE OFFICER

SUBJECT: **DISTRICT OF OKANAGAN FALLS PUBLIC NOTICE BYLAW NO. 4, 2026: ADOPTION**

PURPOSE: To present the District of Okanagan Falls Public Notice Bylaw for adoption, and to provide the background and rationale for its adoption.

RECOMMENDATION

THAT Council adopt "District of Okanagan Falls Public Notice Bylaw No. 4, 2026".

1.0 BACKGROUND

The District has identified the need to establish a consistent administrative procedure and requirements for giving statutory notice through the adoption of Bylaw No. 4. The bylaw sets how notices must be given for matters such as bylaw adoption, property disposals, tax exemptions and financial plan consultation.

At its Inaugural meeting on November 6, 2026, Council gave first, second and third readings to "District of Okanagan Falls Public Notice Bylaw No. 4, 2026" (Report R04). 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.

Until the bylaw is adopted, the default method in section 94.1 of the *Community Charter* applies: publication in a newspaper distributed at least weekly in the area. Okanagan Falls has no local weekly newspaper.

2.0 DISCUSSION

2.1 What Council Must Do before Adopting the Bylaw

Before adoption, Council need only consider the principles in section 2 of the *Public Notice Regulation*, which are whether each proposed means of publication is reliable, suitable and accessible. Council considered these principles when it gave the bylaw three readings on November 6, 2026, and the preamble of the bylaw records this.

2.2 How Notices Will Be Published

Once the bylaw is adopted, every statutory notice must be:

- published by at least two of the following means: the District website (Landing Page in the interim), the District's social media page(s), and the District email subscription service;
- In relation to statutory notices, published at least 7 days before the matter it relates to, unless another enactment sets a different period; and
- posted at the public notice posting places set in the Council Procedure Bylaw.

The District may also give additional notice, such as a newspaper notice or printed copies at the Municipal Hall, for significant matters.

2.3 Means in Place on Adoption

At least two means must be available from the day the bylaw is adopted. Until the new District website launches in 2027, the "website" is the interim District landing page. Notices will be published there and on the Okanagan Falls Facebook Page. The email subscription service will be added when the website launches, and residents will be provided with information on how to subscribe.

3.0 OPTIONS

- Option 1 (recommended): Adopt the bylaw.
- Option 2: Do not adopt the bylaw. Statutory notices would continue to be published by newspaper under section 94.1 of the *Community Charter*, at a cost of $200 to $500 per notice.

4.0 FINANCIAL IMPLICATIONS

Posting notices on the District's website and social media page(s), and distributing them through the email subscription service, involves minimal cost. Publishing a notice in a print publication such as the Penticton Herald is estimated to cost between $200 and $500 per notice, depending on size.

5.0 LEGISLATIVE AND POLICY FRAMEWORK

- *Community Charter*, ss.94, 94.1, 94.2 and 135(3);
- *Public Notice Regulation*, B.C. Reg. 52/2022;
- Council Procedure Bylaw No. 1, 2026 (public notice posting places).

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. From the date of adoption, the Corporate Officer will publish statutory notices under the bylaw, post information on how to

view notices and register for the email subscription service, and keep a record of each notice published, as required by section 7 of the bylaw.

Respectfully submitted,
Kerri Lore, Interim Corporate Officer

ATTACHMENTS

Attachment 1 District of Okanagan Falls Public Notice Bylaw No. 4, 2026 (as given third reading)

DISTRICT OF OKANAGAN FALLS

BYLAW NO. 4, 2026

A Bylaw to provide for alternative means of publishing a statutory notice

WHEREAS section 94.2 of the *Community Charter* authorizes Council, by bylaw, to provide for alternative means of publishing a notice instead of publication in a newspaper in accordance with section 94.1 of the *Community Charter*;

AND WHEREAS section 94.2 of the *Community Charter* requires that such a bylaw specify at least two means of publication, which must not include posting in the public notice posting places;

AND WHEREAS, pursuant to section 94.2 (3) of the *Community Charter* and section 2 of the *Public Notice Regulation*, B.C. Reg. 52/2022, Council has considered the prescribed principles and considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

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

1. Citation

This Bylaw may be cited for all purposes as the "District of Okanagan Falls Public Notice Bylaw No. 4, 2026".

2. Definitions

In this Bylaw:

"Corporate Officer" means the officer assigned corporate administration responsibility under section 148 of the *Community Charter*, and includes a deputy or other person authorized to act in that capacity;

"District" means the District of Okanagan Falls;

"email subscription service" means the electronic mail subscription service operated by or on behalf of the District through which any person may register, at no charge, to receive notices published by the District;

"notice" means a notice that the *Community Charter*, the *Local Government Act* or any other enactment requires to be published in accordance with section 94 of the *Community Charter*;

"public notice posting places" means the public notice posting places designated in s.3 below and the District's Council Procedure Bylaw, as amended or replaced from time to time;

"website" means the official website maintained by or on behalf of the District.

"social media page(s)" means the social media page(s) the District chooses to use to engage with the Public and may include Facebook and/or Instagram.

3. Means of Publication

Where the *Community Charter*, the *Local Government Act* or any other enactment requires notice to be published in accordance with section 94 of the *Community Charter*, the notice must be published by two or more of the following means:

(a) electronically, by posting the notice on the website;

(b) electronically, by posting the notice on the District's social media page(s); and/or

(c) electronically by distributing the notice through the District of Okanagan Falls email subscription service.

4. Frequency and Timing

(1) Unless the *Community Charter*, the *Local Government Act* or another enactment provides otherwise, a notice must be published by at least two of the means set out in section 3 at least once, and not less than 7 days before the date of the matter for which the notice is given.

(2) A notice posted on the website must remain available on the website until the date of the matter for which the notice is given or, where the notice relates to a period of time, until the end of that period.

5. Posting in the Public Notice Posting Places

In addition to publication under section 3, every notice must be posted in the public notice posting places, as required by section 94 of the *Community Charter*.

6. Additional Notice

The District may give any further notice it considers appropriate, including by newspaper, social media, community newsletter, direct mail, or printed copies made available at the Municipal Hall. Additional notice is in addition to, and does not replace, publication under section 3, and a failure to give additional notice does not affect the validity of a notice published in accordance with this Bylaw.

7. Administration

The Corporate Officer must:

(a) make information on how to view notices on the website, and how to register for the email subscription service, available to the public on the website and at the Municipal Hall; and

(b) keep a record of each notice published under this Bylaw, including the dates on which, and the means by which, the notice was published and posted.

8. Severability

If any section, subsection or clause of this Bylaw is held to be invalid by a court of competent jurisdiction, that portion is severed and the remainder of this Bylaw continues in force.

READ A FIRST, SECOND AND THIRD TIME this _____ day of _____, 2026.

ADOPTED this _____ day of _____, 2026.

Mayor	**Corporate Officer**

DISTRICT OF
OKANAGAN FALLS

Meeting November 23, 2026
COUNCIL REPORT R16

TO: COUNCIL

FROM: INTERIM CORPORATE OFFICER

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

PURPOSE: Adoption of the Revenue Anticipation Borrowing Bylaw, which received first, second and third readings on November 9, 2026.

RECOMMENDATION

THAT Council adopt "Revenue Anticipation Borrowing Bylaw No. 5, 2026".

1.0 BACKGROUND

At its Regular meeting on November 9, 2026, Council gave first, second and third readings to "Revenue Anticipation Borrowing Bylaw No. 5, 2026" (Report R10). 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 District began incurring operating costs on November 6, 2026, but will not collect its first property taxes until July 2027. The bylaw lets the District borrow on a short-term basis should it be needed.

2.0 DISCUSSION

Section 177 of the *Community Charter* allows Council, by bylaw, to borrow money that may be needed to meet the current lawful expenditures of the municipality. Section 16 of the Letters Patent sets the limit for the District's first fiscal year. The bylaw:

- authorizes borrowing of up to $4,342,400, the limit in section 16 of the Letters Patent;
- applies only to the first fiscal year, November 6, 2026 to December 31, 2027, so it will not need to be renewed in January 2027;
- limits the use of borrowed money to current lawful expenditures, with no capital projects;
- requires each borrowing to be documented by a promissory note signed by the Mayor, or in the Mayor's absence the Acting Mayor, and the Chief Financial Officer; and
- requires 2027 property taxes and money due from other governments to be used, when collected, to repay the borrowing.

The bylaw works like a line of credit. Should it be utilized, staff will draw only what is needed to pay bills as they come due and will repay the balance as revenue comes in. The bylaw takes effect on adoption. No elector approval or approval of the Inspector of Municipalities 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. The District would have no borrowing authority to cover operating costs before 2027 taxes are collected.

4.0 FINANCIAL IMPLICATIONS

There is no cost to adopting the bylaw. The cost is the interest on 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. Revenue anticipation borrowing does not count against the District's liability servicing limit.

5.0 LEGISLATIVE AND POLICY FRAMEWORK

- *Community Charter*, ss.135(3), 173 and 177;
- Letters Patent for the District of Okanagan Falls (Order in Council No. 262, June 24, 2026), ss.15 and 16.

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, once established. Once the District's bank account is open, staff will arrange an operating line of credit with the District's financial institution should it be needed.

Respectfully submitted,
Kerri Lore, Interim Corporate Officer

ATTACHMENTS

Attachment 1 Revenue Anticipation Borrowing Bylaw No. 5, 2026

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 The form of obligation to be given as acknowledgement of the liability is a promissory note or notes, 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 9th day of November, 2026.

READ A SECOND TIME this 9th 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 CORPORATE OFFICER

SUBJECT: DELEGATION OF AUTHORITY BYLAW NO. 6, 2026: ADOPTION

PURPOSE: Adoption of Delegation of Authority Bylaw No. 6, 2026, which received first, second and third readings on November 9, 2026, and which brings the Procurement Policy into effect.

RECOMMENDATION

THAT Council adopt "Delegation of Authority Bylaw No. 6, 2026".

1.0 BACKGROUND

At its Regular meeting on November 9, 2026, Council gave first, second and third readings to "Delegation of Authority Bylaw No. 6, 2026" and adopted the District of Okanagan Falls Procurement Policy, to take effect on the date the bylaw is adopted (Report R11). 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. The bylaw deals with delegation only; officer positions will be established by a separate bylaw.

2.0 DISCUSSION

Under section 154 of the *Community Charter*, Council can delegate its decision-making authority to officers and employees, but only by bylaw. The bylaw sets out who can approve a purchase, and the Procurement Policy sets out how the supplier is chosen. Without the bylaw, every purchase and contract needs a Council resolution.

2.1 Purchasing Limits

Staff can approve purchases that Council has already funded in the financial plan, up to the following limits (Part 5):

Value	Approved by
Up to $2,500	Designated employees
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

Value	Approved by
Above those amounts	Council

3.0 OPTIONS

- Option 1 (recommended): Adopt the bylaw.
- Option 2: Do not adopt the bylaw and refer it back to staff with direction. Every purchase and contract would continue to need a Council resolution, and the Procurement Policy would not take effect. 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. The bylaw does not authorize any new spending; it only sets who may approve spending that Council has already included in the financial plan.

5.0 LEGISLATIVE AND POLICY FRAMEWORK

- *Community Charter*, ss.135(3), 154 and 173;
- District of Okanagan Falls Procurement Policy;
- New West Partnership Trade Agreement.

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 with the Procurement Policy, which takes effect the same day. Staff will review the rules with all employees who make purchases, and the first quarterly contract report will come to Council once the CAO is in place.

Respectfully submitted,
Kerri Lore, Interim Corporate Officer

ATTACHMENTS

Attachment 1 Delegation of Authority Bylaw No. 6, 2026 (as given third reading)

BYLAW NO. 6

DISTRICT OF OKANAGAN FALLS

BYLAW NO. 6, 2026

A Bylaw to delegate certain powers, duties and functions of Council to officers and employees of the District

WHEREAS section 154 of the *Community Charter* provides that Council may, by bylaw, delegate its powers, duties and functions to its officers and employees;

AND WHEREAS Council considers it desirable to delegate certain authorities to officers and employees to provide for the efficient and effective administration of the District, while reserving significant decisions to Council;

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 "Delegation of Authority Bylaw No. 6, 2026".

PART 2 – DEFINITIONS

2.1 In this Bylaw:

"Acting Mayor" means the member of Council designated under section 130 of the *Community Charter* to act in the place of the Mayor;

"Approved Budget" means the five-year financial plan of the District most recently adopted by bylaw under section 165 of the *Community Charter*, as amended;

"CAO" means the Chief Administrative Officer appointed by Council under section 147 of the *Community Charter*;

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

"Construction" means the construction, reconstruction, demolition, repair or renovation of a building, structure, road or other civil engineering or architectural work, including goods and services supplied as part of that work;

"Contract" means any agreement, purchase order, lease, licence, memorandum of understanding or other undertaking that legally binds the District;

"Corporate Officer" means the officer assigned responsibility for corporate administration under section 148 of the *Community Charter*;

"Delegate" means an officer or employee to whom authority is delegated under this Bylaw;

"Department Head" means the officer or employee responsible for a department of the District, as designated by the CAO in writing;

"Designated Employee" means an employee designated in writing by a Department Head under section 5.1;

"Emergency" means an event or circumstance that poses an immediate threat to public health or safety, or of serious damage to municipal infrastructure or property, and that requires action before Council can meet to consider it;

"Goods and Services" means goods, supplies, equipment and services, including professional and consulting services, other than Construction; and

"Procurement Policy" means the District's Procurement Policy adopted by Council, as amended from time to time.

PART 3 – GENERAL PROVISIONS

3.1 Nothing in this Bylaw limits the authority of Council to exercise any power, duty or function delegated under this Bylaw.

3.2 A Delegate may refer any matter to Council for decision instead of exercising the authority delegated under this Bylaw.

3.3 Authority delegated to a position may be exercised by a person acting in that position during an absence or vacancy, if the person has been appointed to act by Council or, for a position other than the CAO, by the CAO in writing.

3.4 A Delegate who holds authority under a section of Part 5 may also exercise the authority delegated under any section of Part 5 with a lower limit.

3.5 Authority delegated under this Bylaw must be exercised in accordance with the Procurement Policy, any other applicable policy of Council, the *Community Charter* and any trade agreement that applies to the District.

PART 4 – GENERAL RESTRICTIONS

4.1 Except as provided in Part 6, no authority under this Bylaw may be exercised unless the expenditure is provided for in the Approved Budget.

4.2 No person may divide a Contract, purchase or project into smaller parts for the purpose of bringing it within a limit established by this Bylaw.

4.3 The value of a Contract for the purposes of this Bylaw is its total value over its full term, including all renewal and extension options, excluding Goods and Services Tax.

4.4 A Delegate may not further delegate any authority delegated under this Bylaw, except as expressly provided in this Bylaw.

4.5 Nothing in this Bylaw delegates the making of a bylaw or any other power, duty or function that may not be delegated under section 154 of the *Community Charter*.

PART 5 – PURCHASING AND CONTRACT AUTHORITY

Council delegates to the following officers and employees the authority to approve expenditures and to enter into Contracts on behalf of the District, within the Approved Budget, up to the following limits:

5.1 Designated Employees: up to $2,500 per transaction for routine maintenance supplies and departmental needs within the department's budget allocation. A Department Head may

designate employees for this purpose in writing and must provide a copy of each designation to the CFO.

5.2 Department Heads: up to $10,000 for Goods and Services and maintenance within the Department Head's department budget allocation.

5.3 CFO: up to $25,000 for Goods and Services, including corporate utilities, routine service agreements, and software and hardware licences and renewals.

5.4 CAO:

(a) up to $75,000 for Goods and Services; and

(b) up to $200,000 for Construction.

5.5 The authority delegated under this Part includes the authority to award a Contract without a competitive process, if the requirements of the Procurement Policy for sole-source and single-source Contracts are met, including the written approval of the CAO for any such Contract with a value over $10,000.

PART 6 – EMERGENCY EXPENDITURES

6.1 Despite Part 5 and section 4.1, in an Emergency the CAO, or the CFO if the CAO is absent or cannot be reached, may approve expenditures and enter into Contracts up to $100,000 per Emergency without the prior approval of Council.

6.2 Expenditures under section 6.1 must be limited to what is reasonably necessary to address the immediate threat.

6.3 The CAO must report each expenditure under section 6.1 in writing to Council at its next regular meeting, describing the Emergency, the actions taken and the costs incurred, and, if the expenditure is not provided for in the Approved Budget, recommending an amendment to the Approved Budget.

6.4 This Part establishes the procedures for authorizing and reporting emergency expenditures required by section 173 of the *Community Charter*.

PART 7 – REAL ESTATE, LEASES AND LICENCES

7.1 Except as provided in section 7.2, every acquisition, disposition, sale, transfer or option of land, and every lease or licence of land, requires a resolution or bylaw of Council.

7.2 The CAO and the CFO, acting jointly, may approve and execute a lease or licence of occupation of land if all of the following conditions are met:

(a) the term, including all renewal options, does not exceed three years;

(b) the total gross revenue or total gross expenditure under the agreement does not exceed $10,000 in any year; and

(c) the use of the land is consistent with operational or recreational programs provided for in the Approved Budget.

7.3 No lease or licence of District land under section 7.2 may be executed until the Corporate Officer has given any notice required under sections 26 and 94 of the *Community Charter*.

PART 8 – MATTERS RESERVED FOR COUNCIL

8.1 Without limiting section 3.1, the following matters are not delegated and require a resolution or bylaw of Council:

(a) any Contract or expenditure with a value exceeding the applicable limit in Part 5, except as provided in Part 6;

(b) any expenditure not provided for in the Approved Budget, except as provided in Part 6;

(c) any Contract with a term exceeding three years, including all renewal and extension options;

(d) the rejection of the lowest compliant bid received in response to a public invitation to tender; and

(e) except as provided in section 7.2, any matter described in section 7.1.

PART 9 – EXECUTION OF DOCUMENTS

9.1 Every Contract or other instrument approved by resolution or bylaw of Council must be executed by the Mayor, or in the Mayor's absence the Acting Mayor, and the Corporate Officer, who must affix the corporate seal of the District where required.

9.2 Every Contract entered into under authority delegated by Part 5 must be executed by a Delegate whose limit is equal to or greater than the value of the Contract and, if the value of the Contract exceeds $10,000, countersigned by the CFO, or the CFO's written designate, to certify that the expenditure is provided for in the Approved Budget. If the CFO is the Delegate, the countersignature must be given by the CAO.

9.3 Purchases with a value of $10,000 or less may be made by purchase order, purchasing card or approval of an invoice, in accordance with financial procedures established by the CFO.

9.4 A document executed under this Part may be signed by electronic signature if the method used complies with the *Electronic Transactions Act* and reliably identifies each signatory.

PART 10 – REPORTING TO COUNCIL

10.1 The CAO must report to Council at least quarterly on every Contract with a value over $25,000, and every sole-source or single-source Contract with a value over $10,000, entered into under authority delegated by this Bylaw during the reporting period, including the supplier, value, purpose and procurement method of each.

PART 11 – SEVERABILITY

11.1 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 9th day of November, 2026.

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

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

ADOPTED this day of , 2026.

Mayor **Corporate Officer**

TO: MAYOR & COUNCILLORS

FROM: INTERIM CHIEF FINANCIAL OFFICER

SUBJECT: **COUNCIL REMUNERATION BYLAW NO. 7, 2026: FIRST THREE READINGS**

PURPOSE: To recommend that Council establish remuneration for the Mayor and Councillors by bylaw, including a time-limited inaugural-term supplement, Acting Mayor remuneration and annual indexing.

RECOMMENDATION

THAT Council give first, second and third readings to District of Okanagan Falls Council Remuneration Bylaw No.7, 2026, as shown in Attachment 1, which establishes:

(a) base annual remuneration of $30,750 for the Mayor and $15,375 for each Councillor;

(b) an inaugural-term supplement equal to 10 per cent of base remuneration, ending when the Council elected at the 2030 general local election takes office;

(c) Acting Mayor remuneration of 10 per cent of the Councillor base rate, pro-rated for each three-month designation, with Mayor-level remuneration for absences of more than 30 consecutive days; and

(d) annual adjustment of base remuneration by the BC Consumer Price Index, beginning January 1, 2028.

1.0 LEGISLATIVE AND POLICY FRAMEWORK

Council remuneration is established by bylaw so that all payments to Council members are clearly authorized. Under section 104 of the *Community Charter*, the conflict-of-interest rules do not apply to matters relating to remuneration, expenses or benefits payable to Council members, so all members may vote on the bylaw. Section 130 requires Council to designate Councillors to act in place of the Mayor when the Mayor is absent or unable to act. Section 168 requires an annual report of the remuneration, expenses and benefits paid to each Council member, and the *Financial Information Act* requires the same amounts to be reported in the annual Statement of Financial Information.

The UBCM *Council & Board Remuneration Guide* (September 2019) recommends that remuneration be based on a comparator group selected primarily by population, with at least five comparators, using a simple formula that is easy to explain. It also recommends annual cost-of-living adjustments and a full review once per Council term, completed at least one year before the next general local election. This report follows that guidance.

2.0 BACKGROUND

The District was incorporated on November 6, 2026 and has no existing remuneration framework to carry forward. Unlike most councils, which set remuneration for the following term, the inaugural Council must set its own. For that reason, staff have based the recommendation on a transparent comparator analysis and present it for decision in an open meeting.

3.0 DISCUSSION

3.1 Comparator Selection

Staff selected five comparator municipalities using criteria set before the results were calculated. Each comparator has a five-member council, like the District. Together they bracket the 2021 Census population of the Okanagan Falls community, 2,266. Three are in the RDOS, and two are small lake, tourism or resort communities with comparable infrastructure pressures. All five have current or near-current published rates.

Table 1: Recommended comparator municipalities

Municipality	Population	Rationale	Mayor	Councillor	% of Mayor
Keremeos	1,608	RDOS, five-member, small rural village	$14,548	$8,493	58%
Princeton	2,894	RDOS, five-member, similar size and structure	$27,983	$13,992	50%
Ucluelet	2,066	Five-member, tourism and infrastructure pressures	$30,733	$17,565	57%
Invermere	3,917	Five-member, lakeside resort community	$32,356	$19,414	60%
Osoyoos	5,556	RDOS neighbour, five-member, lake and tourism, Osoyoos Indian Band relationship	$40,471	$22,872	57%
Median			**$30,733**		**57%**

Populations are from the Statistics Canada 2021 Census of Population, the most recent source that covers the District and all comparators on the same basis. These figures are now five years old, and populations have likely grown since. Results from the 2026 Census are expected in 2027 and will be used in the independent review to be completed by October 2029. Rates for Keremeos and Ucluelet are 2025 published rates, and Invermere reflects 2026 published rates. Princeton and Osoyoos rates have been confirmed with their respective 2025 Statement of Financial Information reports.

3.2 Comparator Group Results

Staff applied the UBCM formula to the recommended group and, as a test, to two population-only groups drawn from the wider BC research. In each case, the Mayor's rate is the median of the group and the Councillor's rate is the median Councillor-to-Mayor ratio within that group.

Table 2: Comparator group results

Comparator group	Comparators	Mayor (median)	Ratio	Councillor	Annual cost (Mayor + 4)
1. Recommended group (Table 1)	Keremeos, Princeton, Ucluelet, Invermere, Osoyoos	$30,733.00	57%	$17,517.81	$100,804.24
2. BC, population up to 3,000	Belcarra, Keremeos, Fruitvale, Ucluelet, Princeton	$26,250.00	57%	$14,962.50	$86,100.00
3. BC, population 1,000 to 3,000	Keremeos, Fruitvale, Ucluelet, Anmore, Princeton	$27,982.68	57%	$15,950.13	$91,783.20

Groups 2 and 3 produce lower results because they are limited to communities of 3,000 or fewer and include communities with narrower service profiles or different regional contexts. Belcarra and Anmore are in Metro Vancouver, Fruitvale's rates are from 2024, and Anmore's published rate is a 2019 base that has since been indexed. Group 2 excludes Anmore for that reason. Group 1 is recommended because it combines the District's population range with its five-member structure, its regional context and the lake, tourism and First Nations relationship responsibilities it shares with its neighbours.

3.3 Recommended Base Remuneration

Staff recommend base remuneration of $30,750 for the Mayor, which is the Group 1 median of $30,733 rounded, and $15,375 for each Councillor, set at 50 per cent of the Mayor's rate.

The Group 1 median ratio is 57 per cent. Staff recommend 50 per cent for three reasons: it is the ratio used by Princeton, an RDOS town of similar size and structure; it reflects the Mayor's additional responsibilities as chair, spokesperson and RDOS director; and it keeps the permanent base lower, so that the additional start-up workload is recognized through the time-limited supplement rather than built into the base.

Because Councillors are set at 50 per cent rather than the Group 1 ratio of 57 per cent, the total base cost of $92,250 is close to the Group 3 result of $91,783 and $8,554 below the Group 1 result of $100,804.

3.4 Inaugural-Term Supplement

Staff also looked at what a supplement of 10 per cent of base remuneration for the inaugural term only would amount to. Population-based comparators reflect established municipalities and understate the workload of a first Council, which must:

- establish the District's governance, financial, policy and administrative systems from the start, rather than inherit them;
- oversee the transition of services, assets, liabilities and records from the RDOS, and make the 2028 service delivery decisions;
- establish a government-to-government relationship with the Osoyoos Indian Band and meet the reconciliation obligations in the Letters Patent;
- serve on the mandatory reconciliation, water and transportation advisory bodies without additional pay; and
- share committee, liaison and representative work among only four Councillors.

The supplement is shown separately, is fixed at the amounts below, is not indexed, and ends automatically when the Council elected at the 2030 general local election takes office. Remuneration then reverts to the indexed base.

Table 3: Recommended remuneration

Position	Base	Inaugural supplement (10%)	Total
Mayor	$30,750.00	$3,075.00	$33,825.00
Councillor (each)	$15,375.00	$1,537.50	$16,912.50
Total (Mayor + 4 Councillors)	**$92,250.00**	**$9,225.00**	**$101,475.00**

The recommended Mayor total of $33,825 is within the range of the Group 1 comparators, and below Invermere and Osoyoos. The Councillor total of $16,912.50 is below the Group 1 formula result of $17,517.81.

3.5 Acting Mayor

Each Councillor would serve as Acting Mayor for three months of each year, on a rotation set by Council resolution under section 130 of the *Community Charter*. The designated Councillor would receive 10 per cent of the Councillor base rate, pro-rated for the three-month designation. This is $384.38 per designation, or $1,537.50 a year in total.

If the Mayor is absent or unable to act for more than 30 consecutive days, the Acting Mayor would instead receive the difference between the Mayor's and Councillor's remuneration, pro-rated daily, for the whole period of absence. At the recommended rates this is about $46.34 a day. The Mayor's remuneration would continue during the absence.

Rotating the role gives every Councillor experience acting for the Mayor and spreads the responsibility evenly. Basing the premium on the Councillor base rate keeps it unaffected when the inaugural supplement ends.

3.6 Committees, Advisory Bodies and RDOS Board

Base remuneration covers all Council, committee, liaison and representative work. No additional payment applies for the reconciliation, water and transportation advisory bodies or any other committee. Eligible expenses are reimbursed under the District of Okanagan Falls Expense Policy, also on this agenda.

The Mayor will serve as the District's director on the RDOS Board, and the alternate director will rotate annually among the four Councillors, so that each serves one year of the term. Both appointments are made by Council resolution under the *Local Government Act*, separately from this bylaw. The RDOS pays its directors and alternates under its own remuneration bylaw, and no additional District remuneration applies.

3.7 Annual Indexing and Independent Review

Base remuneration would be adjusted each January 1, beginning January 1, 2028, by the annual average change in the BC Consumer Price Index for the previous calendar year, as published by Statistics Canada. Annual indexing avoids large catch-up increases in future.

The bylaw also commits Council to an independent or resident-led remuneration review, completed by October 2029, at least one year before the 2030 general local election. This follows UBCM guidance and ensures the inaugural Council does not permanently set its own remuneration.

3.8 Effective Date

The bylaw provides that remuneration is effective November 6, 2026, the date of incorporation, and is pro-rated for the remainder of 2026.

4.0 FINANCIAL IMPLICATIONS

The recommended remuneration costs $101,475 a year, plus $1,537.50 for the Acting Mayor premium, for a total of $103,012.50. Of this, $9,225 is the inaugural supplement, which ends with the inaugural term. For November 6 to December 31, 2026, the pro-rated cost is about $15,800.

Council remuneration is included within the expenditures of the District of Okanagan Falls Financial Plan Bylaw No. 2, 2026. Future amounts, including annual indexing, will be set through the annual financial plan process.

5.0 PUBLIC ENGAGEMENT AND COMMUNICATIONS

The report and bylaw will be posted on the District's website with the agenda. Considering adoption at a subsequent meeting gives residents time to review the bylaw before it takes

effect. Remuneration paid to each Council member will be reported publicly each year through the report required by section 168 of the *Community Charter* and the Statement of Financial Information.

6.0 CONCLUSION

The recommended remuneration is based on a comparator group that reflects the District's population, structure and regional context, applied through the simple formula recommended by UBCM. The inaugural-term supplement recognizes the first Council's start-up workload for that term only, and the commitment to an independent review before 2030 ensures future remuneration is set independently. Staff recommend that Council give first, second and third readings to the Council Remuneration Bylaw as presented.

Respectfully submitted,

Kerri Lore, Interim Corporate Officer on behalf of:
Noreen Kassam, Interim Chief Financial Officer

ATTACHMENTS

Attachment 1 District of Okanagan Falls Council Remuneration Bylaw No. 7, 2026

BYLAW NO. 7

DISTRICT OF OKANAGAN FALLS

BYLAW NO. 7, 2026

A bylaw to establish remuneration for the Mayor and Councillors

WHEREAS the District of Okanagan Falls was incorporated on November 6, 2026, and Council wishes to establish remuneration for the Mayor and Councillors;

AND WHEREAS Council considers that fair and reasonable remuneration recognizes the time, responsibility and public accountability of elected office, and helps reduce barriers to participation so that residents from a range of backgrounds can serve;

AND WHEREAS Council has considered the best practices in the Union of British Columbia Municipalities Council & Board Remuneration Guide (September 2019), including the use of comparable local governments, a simple formula, annual cost-of-living adjustments and regular independent review;

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

1. CITATION

1.1 This bylaw may be cited as "District of Okanagan Falls Council Remuneration Bylaw No. 7, 2026".

2. DEFINITIONS

2.1 In this bylaw:

"Acting Mayor" means a Councillor designated by Council under section 130 of the *Community Charter* to act in the place of the Mayor.

"Base Remuneration" means the annual remuneration set out in section 3, as adjusted under section 6.

"Consumer Price Index" means the All-items Consumer Price Index for British Columbia, annual average, published by Statistics Canada.

"Council Member" means the Mayor or a Councillor.

"Inaugural Term" means the period beginning on November 6, 2026 and ending when the Council Members elected at the 2030 general local election take office.

"Inaugural Supplement" means the additional remuneration set out in section 4.

3. BASE REMUNERATION

3.1 The annual Base Remuneration is:

(a) for the Mayor, $30,750; and

(b) for each Councillor, $15,375, being 50 per cent of the Mayor's Base Remuneration.

3.2 Base Remuneration covers all duties of office, including attendance at meetings of Council, committees, commissions, advisory bodies and other bodies to which a Council Member is appointed, and liaison and representative duties on behalf of the District. No additional payment is made for meetings or assignments, except as provided in section 5.

4. INAUGURAL SUPPLEMENT

4.1 In recognition of the additional workload of establishing a new municipality, each Council Member will receive an Inaugural Supplement during the Inaugural Term only, as follows:

(a) for the Mayor, $3,075 per year; and

(b) for each Councillor, $1,537.50 per year.

4.2 The Inaugural Supplement is fixed at the amounts in section 4.1, is not adjusted under section 6, and ends automatically at the end of the Inaugural Term.

5. ACTING MAYOR

5.1 Council will designate Councillors to serve as Acting Mayor by resolution, on a rotation in which each Councillor serves for a period of three months.

5.2 A Councillor designated as Acting Mayor will receive, in addition to their remuneration as a Councillor, an amount equal to 10 per cent of the Councillor Base Remuneration, pro-rated for the period of the designation.

5.3 If the Mayor is absent or unable to act for more than 30 consecutive days, the Acting Mayor will receive, for the whole period of the absence and in place of the amount under section 5.2 for that period, the difference between the Mayor's remuneration and the Councillor's remuneration under sections 3 and 4, pro-rated daily.

5.4 The Mayor's remuneration continues during any period in which an Acting Mayor serves.

6. ANNUAL ADJUSTMENT

6.1 Beginning January 1, 2028, and on January 1 of each year after that, Base Remuneration will be adjusted by the percentage change in the Consumer Price Index for the previous calendar year compared with the year before it.

6.2 Adjusted amounts are rounded to the nearest dollar. If the percentage change is negative, no adjustment is made for that year.

7. REGIONAL DISTRICT SERVICE

7.1 A Council Member who serves as a director or alternate director on the Board of the Regional District of Okanagan-Similkameen receives remuneration for that service from the Regional District under its own bylaws. No additional remuneration is payable under this bylaw for that service.

8. EXPENSES

8.1 Council Members will be reimbursed for expenses incurred on municipal business in accordance with the District of Okanagan Falls Expense Policy, as amended or replaced from time to time.

9. PAYMENT

9.1 Remuneration under this bylaw is paid in equal instalments through the District's regular payroll, bi-weekly, subject to all required statutory deductions.

9.2 Remuneration is pro-rated daily for any partial period, including when a Council Member takes or leaves office during a pay period.

10. INDEPENDENT REVIEW

10.1 Council will establish an independent or resident-led review of Council remuneration, to be completed and reported to Council in an open meeting no later than October 31, 2029.

10.2 Following the 2029 review, Council will provide for a full review of Council remuneration once in each Council term, completed and reported at least one year before the next general local election.

10.3 Changes to Base Remuneration resulting from a review take effect at the beginning of the following Council term.

11. EFFECTIVE DATE

11.1 Remuneration under this bylaw is payable from November 6, 2026, pro-rated for the remainder of 2026.

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**

SCHEDULE A

to District of Okanagan Falls Council Remuneration Bylaw No. 7, 2026

Council Remuneration at Adoption (before annual adjustment)

Position	Base Remuneration (annual)	Inaugural Supplement (annual, Inaugural Term only)	Total (annual)
Mayor	$30,750.00	$3,075.00	**$33,825.00**
Councillor (each)	$15,375.00	$1,537.50	**$16,912.50**

Base Remuneration is adjusted annually under section 6 beginning January 1, 2028. The Inaugural Supplement is not adjusted and ends at the end of the Inaugural Term. The Acting Mayor amount under section 5.2 is 10 per cent of the Councillor Base Remuneration ($1,537.50 per year at adoption), pro-rated for each three-month designation ($384.38).

TO: COUNCIL

FROM: INTERIM CORPORATE OFFICER

SUBJECT: **MEMBERSHIPS IN LOCAL GOVERNMENT ORGANIZATIONS, APPOINTMENTS TO THE OKANAGAN REGIONAL LIBRARY BOARD AND THE OKANAGAGN SIMILKAMEEN COLLABORATIVE LEADERSHIP COUNCIL, AND 2027 UBCM CONVENTION ATTENDANCE**

PURPOSE: To seek Council approval of the District's core memberships, appoint a Councillor and an alternate to the Okanagan Regional Library Board, and authorize attendance at the 2027 Union of BC Municipalities (UBCM) Convention.

RECOMMENDATION

THAT Council:

1. Approve District membership in the Union of BC Municipalities (UBCM), the Southern Interior Local Government Association (SILGA), and CivicInfo BC, effective January 1, 2027, and direct staff to include the annual dues in the 2027 to 2031 Financial Plan;
2. Refer membership in the Federation of Canadian Municipalities (FCM) to 2027 budget deliberations;
3. Appoint Councillor _____ to serve as the District's representative to the Okanagan Regional Library Board, and Councillor _____ as alternate, for the 2027 term;
4. Appoint _____ to serve as the District's representative to the Okanagan Similkameen Collaborative Leadership Table (CLT), and _____ as alternate, for the 2027 term; and
5. Authorize two members of Council, _____ and _____, and the Chief Administrative Officer (or Interim Chief Administrative Officer) to attend the 2027 UBCM Convention, with costs paid under the District's Council remuneration and expense provisions and included in the 2027 budget.

1.0 BACKGROUND

The District of Okanagan Falls was incorporated by Letters Patent (Order in Council No. 262, June 24, 2026) and the first Council was sworn in on November 6, 2026. As a new municipality, the District must decide which local government organizations it will join, and make external appointments to certain regional boards and tables.

Council appointed its Director and Alternate to the Regional District of Okanagan-Similkameen (RDOS) Board under Report R08. This report deals with the remaining start-up items: core memberships, the Okanagan Regional Library (ORL) Board and the Okanagan Similkameen Collaborative Leadership Table (CLT) appointments, and attendance at the first UBCM Convention the District will be eligible to attend as a member, in September 2027.

A Memberships Overview listing the organizations a BC municipality of the District's size typically joins, with purpose, benefits, estimated cost and representative, is provided as Attachment 1.

2.0 DISCUSSION

2.1 Automatic memberships

Some memberships require no Council decision because they follow from incorporation or from statute. The District is a member municipality of the RDOS, borrows through the RDOS and the Municipal Finance Authority, is part of the Okanagan Basin Water Board levy area through the RDOS, and must enrol eligible staff in the Municipal Pension Plan and register with WorkSafeBC. The District also appoints a representative (and alternate) to the Okanagan Regional Library and the Okanagan Similkameen Collaborative Leadership Table (see sections 2.3 and 2.4).

2.2 Recommended memberships

Staff recommend three core memberships for 2027. These give the District a voice with the Province, and access to grants and training.

Table 1: Recommended core membership.

Organization	Why it matters for the District	Estimated 2027 cost	Representative
UBCM	Provincial advocacy, Convention and meetings with Ministers, grant programs (including the Build Communities Strong Fund), Local Government Leadership Academy	$2361.98 (population based)	Council delegates at Convention
SILGA	UBCM area association for the Southern Interior; most resolutions reach UBCM through SILGA; spring convention	$500 (2026 schedule minimum applies)	Council delegates at SILGA convention
CivicInfo BC	Job board, bids and tenders, salary surveys, Canoe co-operative purchasing	Approx. $500 + costs to post jobs, bids	Staff

FCM membership (annual) gives the District a voice on federal issues and access to the Green Municipal Fund. It is held by most BC municipalities but is not essential in the first year, so staff recommend Council consider it with the 2027 budget.

Staff professional memberships (Local Government Management Association, Government Finance Officers Association of BC and BC Municipal Safety Association) are training and development costs for individual staff. They will be included in the 2027 administration budget and do not need a Council resolution.

2.3 Okanagan Regional Library Board

The ORL is a regional library district under the *Library Act*. It runs 30 branches from Osoyoos to Golden, including the Okanagan Falls branch at 850 Railway Lane. Before incorporation, Okanagan Falls received library service as part of RDOS Electoral Area "D", and the RDOS Area Director represented the electoral areas on the ORL Board. As a municipality, the District now has its own seat and will be billed directly by the ORL, as Oliver, Osoyoos, Summerland, Keremeos and Princeton are. Costs are calculated on a per-capita basis and are estimated to be in the range of $115K to $130K.

- **Who may be appointed.** The *Library Act*, s.16(2), requires Council to appoint one of its own members by resolution, and an alternate who acts if the member is absent or unable to act.
- **Term.** Appointments are made each November and last one year, continuing until a successor is appointed (ss.17 and 18). A member may be reappointed but may not serve more than eight consecutive years. Council may remove its representative for cause, including missing three consecutive regular meetings.
- **Board and meetings.** The Board has 24 trustees (19 municipalities, four regional districts and Westbank First Nation). It met five times in 2026 (February AGM, May, July, September and October), usually on Wednesdays starting at 9:30 AM in Kelowna.
- **Remuneration.** Under s.55, trustees are not paid by the library board but may be reimbursed for reasonable travel and out-of-pocket expenses. Any meeting allowance would come from the District's Council remuneration provisions.
- **Cost of service.** Library service is funded by a tax requisition, apportioned half by assessed value of land and improvements and half by population (s.24). It is estimated the cost will be in the range of $115K to $125K annually.

The ORL Board's 2027 AGM is expected in mid-February. Making the appointment now lets the ORL include the District's trustee in its 2027 orientation and Board package.

2.3 Okanagan Similkameen Collaborative Leadership Table

The Okanagan Similkameen Collaborative Leadership Table (CLT) is a government-to-government forum of elected leaders from the Syilx Okanagan Nation and local governments. Its focus is protecting and restoring water and watershed health in the Okanagan and Similkameen basins. It was formally established through a Memorandum of Agreement (MOA) signed November 15, 2024, by six Syilx communities (including the

Osoyoos, Penticton and Okanagan Indian Bands) and thirteen local governments, including the RDOS, Penticton, Summerland, Oliver, Osoyoos and Keremeos. The MOA is not legally binding and does not replace the authority of any participating government. Decisions that need formal approval, resources or policy changes stay with each government. The CLT has two co-chairs, one Syilx and one local government, currently Chief Robert Louie (Westbank First Nation) and Councillor Tricia Brett (District of Lake Country). The Okanagan Nation Alliance and the Okanagan Collaborative Conservation Program provide coordination and administrative support.

The full Table meets about three times a year and makes decisions by consensus. Two working groups support it, one on governance and policy and one on ecosystems and watersheds. Its current shared work includes a 250-Year siwɬkʷ (Water) Responsibility Plan, to be carried out through five-year action plans, and the scoping of a regional Watershed Resilience Assessment.

In a letter dated November 16, 2026 (attached), the co-chairs invited each participating Council and Board to confirm or appoint one elected representative and one alternate, and to send their names and contact information to the CLT Coordinating Team by December 15, 2026. Representatives are expected to attend meetings, review materials, help set shared watershed priorities, and report back to Council. The next meeting is February 19, 2027, at Spirit Ridge Resort in Osoyoos, and new representatives will be offered an individual orientation session beforehand. No membership fee or cost-sharing is identified. The cost to the District would be the representative's time and travel to about three regional meetings a year, which can be covered under the Council expense policy.

2.5 2027 UBCM Convention

The UBCM Convention is held each September and is the main annual gathering of BC local governments. The 2027 Convention will be held in Whistler from September 20-24, 2027. At the Convention, delegates:

- debate and vote on resolutions that set UBCM's advocacy with the Province;
- meet with Ministers and senior provincial staff on local issues (requests are made through UBCM in early summer);
- attend workshops and clinics on finance, governance, housing, emergency management and other topics; and
- build working relationships with neighbouring councils and provincial staff.

Elected officials from member local governments vote on resolutions and in UBCM elections; staff attend but do not vote. For the District's first Convention, it is recommended that two members of Council and the CAO attend. Two elected delegates give the District a voice on resolutions and allow the delegates to cover concurrent sessions, while keeping the cost reasonable. The CAO's attendance supports Minister meetings, staff sessions and follow-up. Council could rotate the two delegates each year so all members attend during the term.

Table 2: Estimated cost of 2027 UBCM Convention attendance

Item	Per person	Three attendees
Registration (2026 early-bird member rate $815)	$815 to $900	$2,450 to $2,700
Accommodation (four nights)	$1,200 to $1,800	$3,600 to $5,400
Travel (mileage or airfare)	$300 to $700	$900 to $2,100
Meals and incidentals	$250 to $350	$750 to $1,050
Total (estimate)	**$2,550 to $3,750**	**$7,700 to $11,250**

Registering before the early-bird deadline (late July) and booking hotels when UBCM opens its hotel block will keep costs at the low end. Costs depend on the 2027 location.

3.0 OPTIONS

- Option 1 (recommended): Approve the recommendations as presented.
- Option 2: Approve the recommendations with amendments, for example joining FCM now, or authorizing all members of Council to attend the 2027 UBCM Convention (adds about $7,650 to $11,250 for three more members).
- Option 3: Defer the memberships and Convention attendance to 2027 budget deliberations. Not recommended, as UBCM and SILGA membership must be in place early in 2027 for the District to submit resolutions and register delegates. The ORL appointment should not be deferred.

4.0 FINANCIAL IMPLICATIONS

Core membership dues are estimated at $2,300 to $4,000 in 2027. Convention attendance for three people is estimated at $7,700 to $11,250. No 2026 costs are expected. The 2027 workshop budget does not yet include lines for memberships or Council and staff conferences; staff will add them to the 2027 to 2031 Financial Plan. Library service costs are funded by the ORL requisition and are not affected by the appointment.

5.0 LEGISLATIVE AND POLICY FRAMEWORK

- *Community Charter*, s.8(1) (natural person powers, including joining associations) and s.168 (Council remuneration and expenses);
- *Library Act*, ss.16 to 18 (regional library board appointments and term), s.24 (apportionment of costs) and s.55 (trustee expenses);

6.0 NEXT STEPS

- Staff will notify the ORL and CLT of the District's appointee and alternate and confirm the 2027 meeting schedules.

- Staff will apply for UBCM, SILGA and CivicInfo BC membership and add the costs to the 2027 budget.
- Staff will report back on 2027 SILGA convention attendance (spring 2027) and resolution deadlines.
- Once UBCM announces 2027 registration, staff will register the delegates and the CAO, book accommodation and coordinate Minister meeting requests with Council.

7.0 CONCLUSION

Joining the core local government organizations, appointing Council representatives to the ORL and CLT, and sending a small delegation to the 2027 UBCM Convention will give the new District a voice regionally and provincially at a modest cost. Staff recommend that Council approve the recommendations as presented.

Respectfully submitted,
Kerri Lore, Interim Corporate Officer

ATTACHMENTS

Attachment 1 Memberships Overview: Organizations a BC Local Government Typically Joins

Attachment 2 Okanagan Regional Library – letter dated October 22, 2026; Schedule Of Meetings; Excerpt of Library Act

Attachment 3 Okanagan Similkameen Collaborative Leadership Table – letter dated November 16, 2026

Organizations a BC Local Government Typically Joins

District of Okanagan Falls | Council Information | November 12, 2026

Purpose

This overview lists the organizations a new BC municipality of the District's size usually belongs to, what each one does, what DOKF gets from membership, the likely cost and who the member is. Costs are estimates for a population of about 2,800 and should be confirmed with each organization before the 2027 budget is finalized.

At a glance

- Automatic or mandatory: RDOS, MFA (through RDOS), Okanagan Regional Library, OBWB (through RDOS), Municipal Pension Plan and WorkSafeBC. No decision is needed; costs flow through requisitions, payroll or service agreements.
- Recommended core memberships for Council: UBCM, SILGA, MIABC and CivicInfo BC. FCM is optional but held by most BC municipalities.
- Recommended staff memberships: LGMA, GFOABC and BCMSA. Others are added only as DOKF takes on each function.
- Estimated direct dues for the core package (UBCM, SILGA, FCM, CivicInfo BC, LGMA, GFOABC): about $4,000 to $6,500 a year, plus conference and travel costs and the MIABC insurance contribution.

Table 1: Automatic or mandatory Appointments

Organization	Status	Purpose	Key benefits for DOKF	Estimated annual cost	Who is the member / who takes part
Regional District of Okanagan-Similkameen (RDOS)	Automatic (statutory)	Regional government. DOKF became a member municipality on incorporation.	Seat on the RDOS Board (1 director, about 2 votes). Continued regional services (fire, building inspection, solid waste, etc.) under service agreements.	No membership fee. Costs come through RDOS requisitions and service agreements.	The District. Council appoints a Director and Alternate (Mayor recommended in R08).
Municipal Finance Authority of BC (MFA)	Automatic (through RDOS)	Pooled borrowing, investment and leasing for BC local governments.	Lowest-cost long-term borrowing (municipal long-term debt must go through the regional district and MFA). Pooled investment funds and short-term financing open to DOKF.	No fee. Pays only borrowing costs and a small debt reserve deposit when it borrows.	RDOS is the MFA member; DOKF borrows through RDOS. Staff (CFO) deal with MFA.
Okanagan Regional Library (ORL)	Automatic (statutory, confirm transition)	Regional library district under the Library Act; runs the OK Falls branch.	Library service continues without DOKF running its own library. District gets a trustee on the ORL Board.	No fee. Paid by annual library requisition on DOKF property taxes.	The District. Council appoints a trustee (usually a Councillor).

Organization	Status	Purpose	Key benefits for DOKF	Estimated annual cost	Who is the member / who takes part
Okanagan Basin Water Board (OBWB)	Automatic (through RDOS)	Basin-wide water management, milfoil control and water quality grants.	Eligible for Water Conservation and Quality Improvement grants (often $10,000 to $30,000 per project). Milfoil control on Skaha Lake.	No fee. OBWB levy is collected on DOKF parcels through the RDOS requisition.	RDOS appoints OBWB directors. DOKF has no seat but may apply for grants.
Municipal Pension Plan (MPP)	Mandatory (employer)	Defined benefit pension plan for BC local government employees.	Required for staff; key to recruiting a CAO, CFO and other staff.	Employer contributions of roughly 9% to 11% of pensionable salary (current rates set by the plan).	The District as employer. All eligible employees enrol.
WorkSafeBC	Mandatory (registration)	Workers' compensation insurance and workplace safety regulation.	Covers staff (and volunteers where registered) for workplace injury. Required before hiring.	Premium based on payroll and the local government classification unit rate.	The District as employer. Staff run the safety program.

Table 2: Local government associations (Council)

Organization	Status	Purpose	Key benefits for DOKF	Estimated annual cost	Who is the member / who takes part
Union of BC Municipalities (UBCM)	Recommended (core)	Voice of BC local governments to the Province. Runs the annual Convention (September), grant programs and the Local Government Leadership Academy.	Vote on provincial policy resolutions. Meetings with Ministers at Convention. Access to UBCM-administered grants (e.g. Build Communities Strong Fund (formerly Canada Community-Building Fund), emergency and CEPF grants). Group benefits plan option.	Dues are population based (no public formula). Estimate $1,500 to $3,000 a year. Convention about $800 to $1,000 per delegate plus travel.	The District. Mayor and Councillors attend Convention as voting delegates; CAO and CO often attend.
Southern Interior Local Government Association (SILGA)	Recommended (core)	UBCM area association for the Okanagan, Similkameen, Thompson, Shuswap, Columbia and Lillooet. Resolutions route to UBCM.	Required route for most DOKF resolutions to reach UBCM. Spring conference and AGM. Regional networking with Penticton, Oliver, Osoyoos, Summerland.	2026 Schedule A: $0.15 per resident for the first 5,000, minimum $500. For about 2,760 residents the $500 minimum applies. Conference about $400 to $600 per delegate.	The District. Council members attend and vote at the AGM; one may run for the SILGA Board.

Organization	Status	Purpose	Key benefits for DOKF	Estimated annual cost	Who is the member / who takes part
Federation of Canadian Municipalities (FCM)	Optional (common)	National voice of municipalities to the federal government.	Federal advocacy (housing, infrastructure, RCMP costs). Green Municipal Fund and other capacity programs. Annual conference and Board eligibility.	2026-27 rate: $0.2342 per resident plus a base fee, plus GST. Estimate $1,000 to $1,500 a year (FCM uses census population; ask FCM for a quote).	The District. Councillors attend the annual conference (June).
Municipal Insurance Association of BC (MIABC)	Recommended (essential)	Non-profit insurance co-operative owned by about 190 BC local governments.	Liability coverage designed for local governments, claims and legal defence, risk management advisors and training. Optional property, vehicle, cyber and volunteer accident programs.	Annual liability contribution set by MIABC (based on population, operations and claims). Get a quote; budget in the low tens of thousands.	The District. Council appoints a voting delegate for the MIA AGM; staff manage claims and risk.
CivicInfo BC	Recommended	Information hub for BC local governments: job board, bids and tenders, salary surveys, directories.	Free tender postings, discounted job ads (useful for CAO and staff hiring), password-protected salary and remuneration surveys, access to the Canoe Procurement Group.	Population based, invoiced each January. Small municipalities typically a few hundred dollars (call 250-383-4898 to confirm).	The District. Used mainly by staff.
Local Government Leadership Academy (LGLA) – via SILGA	Optional (no membership) Registration Fees	Training for elected officials and senior staff, held in trust by UBCM.	Elected Officials Seminar after each general election, Leadership Forum and a certificate program for Council.	No membership fee. Pay per event (registration plus travel).	Mayor and Councillors; CAO.

Table 3: Staff professional associations

Organization	Status	Purpose	Key benefits for DOKF	Estimated annual cost	Who is the member / who takes part
Local Government Management Association of BC (LGMA)	Recommended (staff)	Professional association for BC local government administrators.	Corporate Officer Forum, CAO Forum, Admin Professionals, Clerks and Approving Officer training, the Certificate in Local Government Management (CLGM), templates and peer network.	Individual membership (low hundreds per person). Member rates save about $100 to $150 per forum (2026 CO Forum: $925.65 member vs $1,076.90 non-member, early bird, plus GST).	Staff (CAO, Corporate Officer, Deputy). District usually pays.

ATTACHMENT 1

Organization	Status	Purpose	Key benefits for DOKF	Estimated annual cost	Who is the member / who takes part
Government Finance Officers Association of BC (GFOABC)	Recommended (staff)	Professional association for local government finance staff.	Annual conference, budgeting and financial reporting training, peer support for a new finance function.	Individual membership (low hundreds per person).	Staff (CFO, Accountant).
Canadian Association of Municipal Administrators (CAMA)	Optional (staff)	National association for CAOs and senior managers.	National conference, CAO resources and networking.	Individual membership (several hundred dollars).	Staff (CAO).
Licence Inspectors' and Bylaw Officers' Association of BC (LIBOA)	Optional (staff)	Training and certification for bylaw enforcement officers.	Bylaw officer certification and enforcement practice.	Individual membership (low hundreds).	Staff (bylaw officer, if hired).
Planning Institute of BC (PIBC) / BC Water and Waste Association (BCWWA) / BC Recreation and Parks Association (BCRPA)	Optional (as functions are taken on)	Professional bodies for planning, water and wastewater, and recreation.	Certification, training and peer support for each function.	Individual fees; PIBC is mandatory for registered planners.	Staff, only once DOKF delivers that function directly (several remain with RDOS for now).
Association of Records Managers and Administrators (ARMA, Vancouver chapter)	Optional (staff)	Records and information management profession.	Supports the Records Management Program and SharePoint/Purview rollout.	Individual membership (about $200 to $300).	Staff (Corporate Officer or records clerk).
BC Municipal Safety Association (BCMSA)	Recommended (staff)	Health and safety association for BC local governments.	Safety program templates, training and Certificate of Recognition (COR) support, which can lower WorkSafeBC premiums.	Little or no direct fee for local governments (funded through WorkSafeBC); confirm.	The District. Staff run the safety program.

Table 4: Regional, community and purchasing networks

Organization	Status	Purpose	Key benefits for DOKF	Estimated annual cost	Who is the member / who takes part
Local chamber of commerce (e.g. Penticton and Wine Country Chamber of Commerce, South Okanagan Chamber of Commerce)	Optional	Business advocacy and networking.	Relationship with local business, economic development partnership, community events.	About $200 to $600 a year for a municipal membership.	The District. Mayor or a Councillor liaison; staff.
Thompson Okanagan Tourism Association (TOTA)	Optional	Regional destination marketing organization.	Regional tourism marketing and partnership support.	Low or no cost for community partners; confirm.	The District (staff or Council liaison).
Asset Management BC	Optional (free)	Community of practice for local government asset management.	Free guidance and training needed for grant eligibility and long-term financial planning.	No fee.	Staff (CFO, public works).
Canoe Procurement Group of Canada	Optional (free)	Co-operative purchasing program for public bodies.	Pre-tendered contracts for vehicles, equipment and supplies; saves running a full procurement.	No fee to join.	Staff (purchasing).
ICLEI Canada / FCM Partners for Climate Protection	Optional	Climate action and sustainability networks.	Climate planning tools and recognition; can support grant applications.	PCP is free; ICLEI has a population-based fee.	The District; staff lead.

ATTACHMENT 2

October 22, 2026

District of OK Falls
Kerri Lore, Interim Corporate Officer

klore@okanaganfalls.ca

Re Annual Appointment - Okanagan Regional Library Board

Annual appointments to the Library Board are made according to the *BC Library Act*. There are four regular meetings required of the Board in each year and such other meetings as the Board may decide. Regular meetings are generally held on the third Wednesday in February, May, September, and November, except in years when municipal elections are held. In election years, there is a meeting in October and no meeting in November. Meetings typically start at 9:30 AM and may constitute a full day. They are held at Library Headquarters at 1430 K.L.O. Road, Kelowna or virtually. Pursuant to Board Policy, Board members' expenses for travel, meals and hotel only are paid by the Library.

Please complete and return:

- Letter of Appointment form: Name the Library Trustee and the Alternate you wish to appoint;
- Library Trustee and Alternate Trustee Contact Information forms: Have both the representative and the alternate complete one each.

The forms can be returned by e-mail cboback@orl.bc.ca. If you have any questions, please reach out.

Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

Corinne Boback

Corinne Boback
Administrative Services Manager
Okanagan Regional Library

Attached:
Letter of Appointment Form
Trustee Contact Information Form
Library Act
Meeting Schedule

2027 BOARD OF TRUSTEES MEETING SCHEDULE

BOARD POLICY & REGULATIONS
SECTION II: BOARD ORGANIZATION AND STRUCTURE, PART A: MEETINGS, REGULAR BOARD MEETING SCHEDULE

"There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September, and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September, and October."

In-Camera Meetings begin at 9:30 AM (subject to change)
Regular Meetings begin immediately following the In-Camera Meeting (subject to change)

Meetings are held at Library Administration Building Boardroom
1430 KLO Road, Kelowna, BC

Wednesday February 17	Regular Meeting & AGM
Wednesday May 19	Regular Meeting
Wednesday September 15	Regular Meeting
Wednesday November 17	Regular Meeting

2027 Dates of Interest to Library Board Trustees:

BC Library Association Annual Library Conference
April 21-23 (Richmond, Sheraton Vancouver Airport Hotel)

SILGA AGM and Convention
April 28 – May 1 (Penticton, Penticton Trade and Convention Centre)

UBCM Convention
September 20-24 (Whistler, Whistler Conference Centre)

LIBRARY ACT, Part 3 – Regional Library Districts

How the library board is appointed

16 (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.

(2) A municipal council must, by resolution,

(a) appoint one of its members to be a member of the library board, and

(b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.

(3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,

(a) appoint from among the directors of the electoral participating areas a member of the library board, and

(b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.

(4) If there is only one electoral participating area in a region library district,

(a) the director of the electoral participating area is a member of the library board, and

(b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

When members are appointed

17 (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.

(4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

Term of Office

18 (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.

(2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years."

(3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.

Okanagan Similkameen Collaborative Leadership Table

ks_kəɬqayxʷntimiʔ siwɬkʷ We will protect the water.

November 16th, 2026

way' and hello, Mayors, Councilors and Regional District Chairs,

On behalf of the Okanagan Similkameen Collaborative Leadership Table (CLT), we extend our congratulations to the newly elected and re-elected leaders and warmly welcome back all the participating governments as we begin the next chapter of our work together.

We are writing to invite your government to reconfirm or appoint an elected representative and an alternate to the Collaborative Leadership Table, reaffirming our shared commitment to caring for the waters that sustain our communities.

Established through a Memorandum of Agreement in November 2024, the Collaborative Leadership Table brings together six Syilx communities and thirteen local governments in recognition that no single government can address these challenges alone. We share these watersheds and a responsibility to care for them, both today and for future generations.

Water connects us all. siwɬkʷ | water is fundamental to the ecological, social, and economic well-being of communities throughout the Okanagan and Similkameen watersheds. Growing pressures from drought, climate change, and wildfire remind us that the future of our water cannot be taken for granted.

Through the CLT, governments work together to strengthen relationships, improve coordination across jurisdictions, and develop solutions to shared watershed challenges, including drought and climate resilience, while respecting each government's distinct perspectives, priorities, and decision-making responsibilities.

Your government's continued participation is important to ensuring that the CLT reflects local priorities, draws on diverse knowledge and perspectives, and advances coordinated action that benefits communities across the region.

We ask your Council and Regional District Board to:

1. **Confirm or appoint one elected representative and one alternate to the Collaborative Leadership Table.**
2. **Provide their names and contact information to the CLT Coordinating Team by December 15, 2026.**

Our next CLT meeting is planned for February 19, 2027, at Spirit Ridge Resort, Osoyoos. In advance of the meeting, the Coordinating Team will be reaching out to do individual orientation sessions for new representatives to introduce the CLT's work, discuss current priorities, and answer questions.

We look forward to continuing our work with returning representatives, welcoming new members, and advancing the health and resilience of our shared watersheds together.

lim ləmt | Thank you.

Chief Robert Louie
Westbank First Nation

Councillor Tricia Brett
District of Lake Country

Co-Chairs, Okanagan Similkameen Collaborative Leadership Table

cc:
Chief Dan Wilson, Okanagan Indian Band
Chief Greg Gabriel, Penticton Indian Band
Chief Keith Crow, Lower Similkameen Indian Band
Chief Charles Allison, Upper Similkameen Indian Band
Chief Clarence Louie, Osoyoos Indian Band

Okanagan Similkameen Collaborative Leadership Table

ks_kəɬqayxʷntimiʔ siwɬkʷ  We will protect the water.

New Representative Orientation & Council Appointment

November 2026

What is the CLT?

The Okanagan Similkameen Collaborative Leadership Table (CLT) brings together elected leaders from the Syilx Nation and local governments to provide shared leadership in protecting and restoring water and the health of the Okanagan and Similkameen watersheds.

Established through a Memorandum of Agreement (MOA) signed November 15, 2024, the CLT is a government-to-government forum that builds relationships, addresses shared watershed challenges, and advances coordinated action across jurisdictional boundaries.

The CLT recognizes that no single government can address growing pressures from water scarcity and declining watershed health alone.

How the CLT Operates

- **Leadership**: Jointly chaired by a Syilx Nation and local government representative.
- **Meetings**: The full Table meets approximately three times annually, with decisions reached through consensus.
- **Working Groups**: The Governance Working Group addresses collaborative governance and policy, while the Ecosystems and Watershed Working Group develops technical and stewardship recommendations.
- **Coordination:** The Okanagan Nation Alliance (ONA) and Okanagan Collaborative Conservation Program (OCCP) provide coordination and administrative support.

The CLT operates under an agreed MOA and Terms of Reference. The MOA is not legally binding and does not replace the authority of participating governments. Decisions requiring formal approval, resources, or policy changes remain with each respective government.

Commitment of Appointed Representatives

Participating councils are asked to appoint an elected representative and alternate to the CLT.

Representatives are expected to:

- Attend meetings, review materials, and contribute to respectful government-to-government dialogue and consensus-building.
- Help identify shared watershed priorities and opportunities for collaborative action.

- Connect with council on CLT discussions, decisions, and recommendations, and bring forward their government's perspectives.
- Advance shared priorities for action to align partnerships, and initiatives for watershed protection.

Current Shared Actions

- **250-Year siw̓ɬkʷ Responsibility Plan:** A long-term, intergenerational framework supported by successive five-year action plans to guide watershed protection, restoration, and shared accountability.
- **Watershed Resilience Assessment:** Scoping a regional assessment of water availability, use, future demand and ecological needs.

DISTRICT OF
OKANAGAN FALLS

Meeting November 23, 2026
COUNCIL REPORT R20

TO: COUNCIL

FROM: Senior Manager Protective Services, RDOS

SUBJECT: **Okanagan Falls Volunteer Fire Department Budget Amendment to Purchase a Type 3 Fire Engine**

PURPOSE: To Okanagan Falls Volunteer Fire Department Budget Amendment to Purchase a Type 3 Fire Engine

RECOMMENDATION

THAT:

1. Council: approve an increase of $400,000 to the 2026 Okanagan Falls Fire Department Capital Budget for the purchase of a Type 3 fire engine; and
2. The $400,000 be funded through a transfer from the Capital Reserve.

1.0 BACKGROUND

The Okanagan Falls Volunteer Fire Department (OKVFD) currently operates a 1994 Volvo Type 1 fire engine as its secondary apparatus. Due to its age, the engine has experienced recurring mechanical and electrical issues and has been out of service on several occasions during 2026. Ongoing maintenance and repairs are becoming increasingly challenging as this Volvo model is not a standard fire apparatus configuration in Canada, resulting in difficulties sourcing parts and completing repairs.

Staff recommend replacing the aging Volvo with a Type 3 fire engine to serve as OKVFD's secondary apparatus. A Type 3 engine would provide greater operational versatility, particularly for wildland fire response and incidents in areas where access may be limited for larger structural apparatus. It would also provide opportunities for external wildfire deployments, including deployments in support of the BC Wildfire Service (BCWS), when local operational requirements permit.

Staff have been actively monitoring the used apparatus market and have identified several suitable Type 3 engines in the range of approximately $350,000. Approval of up to $400,000 would provide staff with the flexibility to respond promptly when a suitable apparatus becomes available and would provide additional funding to equip and prepare the selected vehicle for operational service.

The addition of a Type 3 engine would strengthen OKVFD's local wildland firefighting capability while providing a versatile secondary apparatus that can support both local emergency response and external wildfire deployments. The operational value of this type of apparatus was demonstrated during the 2026 wildfire season through the deployment of the Keremeos & District Volunteer Fire Department's recently acquired Type 3 engine.

2.0 OPTIONS

THAT the Board not approve the proposed $400,000 increase to the 2026 Okanagan Falls Volunteer Fire Department Capital Budget and corresponding transfer from the Capital Reserve for the purchase of a Type 3 fire engine.

3.0 FINANCIAL IMPLICATIONS

The requested $400,000 can be funded from the existing Okanagan Falls Volunteer Fire Department (OKVFD) Equipment Reserve, with no immediate impact on taxation.

In addition to replacing an aging and increasingly unreliable apparatus, the acquisition of a Type 3 engine may provide opportunities to generate revenue through future external wildfire deployments. Under the 2025/2026 Memorandum of Agreement for Inter-Agency Operational Procedures and Reimbursement Rates, the all-found reimbursement rate for a Type 3 engine is $568 per hour, based on a minimum deployment of 12 hours per day. Where deployment opportunities are available and local operational requirements permit, this revenue could help offset operating and apparatus costs over time and reduce future taxation pressures.

The audited OKVFD reserve balances as of December 31, 2025, are:

Reserve	**Balance**
Equipment Reserve	$1,003,117
Building Reserve	$260,475
Operating Reserve	$46,099

The December 31, 2025, balances do not reflect transfers into or out of the reserves during 2026. In addition, duty truck expenditures increased by approximately $30,000 in 2026, which will need to be reflected when determining the current available reserve balance.

Based on the audited December 31, 2025, Equipment Reserve balance, a $400,000 transfer would represent approximately 40% of the reserve and would leave a balance of approximately $603,117, prior to accounting for any other 2026 transfers or expenditures.

The Capital Reserve is broken down to reflect the District of Okanagan Falls and Electoral Area “D” potions below:

Fire Protection								
		sgrs_lnd	snet_lnd	sgrs_imp	snet_imp	AssessedLandValues	AssessedImprovementValues	TotalAssessedValues
Residential	2196	$ 738,681,089.00	$ 702,951,206.00	$ 832,344,702.00	$ 818,221,101.00	$ 561,317,208.00	$ 702,536,401.00	$ 1,263,853,609.00
Utilities	10	$ 693,676.00	$ 441,376.00	$ 448,100.00	$ 448,100.00	$ 390,600.00	$ 447,100.00	$ 837,700.00
Major Industry	3	$ 1,300.00	$ 1,300.00	$ -	$ -	$ 300.00	$ -	$ 300.00
Light Industry	22	$ 3,029,038.00	$ 2,408,369.00	$ 17,354,400.00	$ 17,284,400.00	$ 2,408,369.00	$ 17,284,400.00	$ 19,692,769.00
Business And Other	97	$ 22,971,500.00	$ 12,762,765.00	$ 25,203,100.00	$ 9,783,735.00	$ 12,762,765.00	$ 9,783,735.00	$ 22,546,500.00
Rec/Non Profit	17	$ 6,114,300.00	$ -	$ 457,300.00	$ -	$ -	$ -	$ -
Farm	88	$ 140,594.00	$ 70,294.00	$ -	$ -	$ 47,542.00	$ -	$ 47,542.00
Total	2433	$ 771,631,497.00	$ 718,635,310.00	$ 875,807,602.00	$ 845,737,336.00	$ 576,926,784.00	$ 730,051,636.00	$ 1,306,978,420.00
Area D		44.73%	44.79%	43.82%	45.29%	31.22%	36.62%	34.24%
District of Okanagan Falls		55.27%	55.21%	56.18%	54.71%	68.78%	63.38%	65.76%
Total		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

The December 31, 2025 balances do not reflect transfers into or out of the reserves during 2026. In addition, duty truck expenditures increased by approximately $30,000 in 2026, which will need to be reflected when determining the current available reserve balance.

Based on the audited December 31, 2025 Equipment Reserve balance, a $400,000 transfer would represent approximately 40% of the reserve and would leave a balance of approximately $603,117, prior to accounting for any other 2026 transfers or expenditures.

Other Financial Considerations: 2027–2031 Financial Plan

In considering the proposed capital expenditure, the following factors related to the Okanagan Falls Fire Department's 2027–2031 Financial Plan should also be noted:

- Costs for the fire protection service are currently apportioned approximately 35% to Electoral Area "D" and 65% to Okanagan Falls, based on the applicable assessed values.
- The proposed $400,000 capital expenditure will substantially reduce the Department's available capital reserve, limiting flexibility to address future apparatus, equipment, or other capital requirements.
- The proposed 2027 budget includes an 11.42% increase in operating expenditures.
- Wage costs are projected to increase by 8.74%.
- To support future capital requirements and begin rebuilding reserve capacity, the proposed transfer to reserves increases by approximately 148% in 2027.

Taken together, these factors demonstrate that although the Type 3 engine can be purchased from existing reserves without an immediate taxation impact, the purchase will materially reduce the Department's reserve position at a time when operating costs, wages, and required reserve contributions are increasing. The longer-term financial implications should therefore be considered as part of the 2027–2031 Financial Plan.

4.0 LEGISLATIVE AND POLICY FRAMEWORK

5.0 PUBLIC ENGAGEMENT AND COMMUNICATIONS

Following approval by Council and the RDOS Board, the purchase of the Type 3 fire engine will be communicated through regular RDOS and District of Okanagan Falls communication channels.

Messaging will focus on the replacement of an aging and increasingly unreliable apparatus, strengthening the Okanagan Falls Volunteer Fire Department's local wildland and emergency response capability, and the added flexibility a Type 3 engine provides for potential external wildfire deployments when local operational requirements permit.

6.0 CONCLUSION

Replacing the aging 1994 Volvo with a Type 3 fire engine would improve the reliability, versatility, and wildland response capability of the Okanagan Falls Volunteer Fire

Department. The proposed $400,000 capital expenditure can be funded from existing capital reserves without an immediate impact on taxation.

While the purchase will substantially reduce the Department's available capital reserve, it will replace an aging apparatus that has experienced recurring mechanical and electrical issues and provide a more versatile vehicle capable of supporting both local emergency response and potential external wildfire deployments.

Staff recommend that Council approve a $400,000 increase to the 2026 Okanagan Falls Volunteer Fire Department Capital Budget, funded through a transfer from the Capital Reserve, for the purchase and operational outfitting of a Type 3 fire engine.

Respectfully submitted,

Deborah Jones-Middleton
Senior Manager of Protective Services
Regional District Okanagan Similkameen