

TO: Board of Directors

File No: 3900.3069

FROM: Corporate Services

Date: May 20, 2026

SUBJECT: Alternative Approval Process for Swan Lake Wastewater Loan
Authorization Bylaw No. 3069, 2026

RECOMMENDATION:

That the Board endorse the following with regard to an alternative approval process for Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026:

1. That the deadline for receiving elector responses be July 3, 2026 at 4:00pm and
2. That the Elector Response Form attached to the report dated May 20, 2026 and titled Alternative Approval Process for Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026 be approved; and
3. That the estimated number of eligible voters to which the alternative approval process applies be established as 379.

SUMMARY:

Bylaw No. 3069, 2026 received three readings on March 18, 2026. The Bylaw was then forwarded to the Inspector of Municipalities for statutory approval. The Regional District of North Okanagan has received the necessary statutory approval from the Inspector of Municipalities. Accordingly, Bylaw No. 3069 is before the Board to consider seeking the approval of the electors by way of an Alternative Approval Process (AAP) prior to adoption.

DISCUSSION:

Community Charter s. 86(3) requires that for each AAP the Board of Directors must:

- Establish the deadline for receiving elector responses;
- Establish the elector response form;
- Make a fair determination of the total number of electors to which the approval process applies.

1. Establish the deadline for receiving elector responses

The time period for receiving elector response forms (ERF) must be at least 30 days following the day on which the second required notice is published. Staff propose the following public notice in accordance with section 94 of the *Community Charter* and the RDNO Public Notice Bylaw:

Notice:

Website

Dates:

May 21, 2026

Email Subscription – Public Notices May 21, 2026
 Public Notice Posting Place – Bulletin Board May 21, 2026

Additionally staff propose to advertise in the RDNO weekly ad in the Vernon Morning Star newspaper.

Staff propose the deadline date to receive responses be established as 4:00 p.m. July 3, 2026. Staff note that the forms will be accepted by mail, email, fax or in person to the RDNO prior to the established deadline. Postmarks will not be accepted as the date of submission.

2. Establish the Elector Response Form (ERF)

Attached for consideration by the Board of Directors is the Elector Response Form (ERF) that will be available to eligible electors within the proposed service area. If 10% (38) of the estimated number of electors sign and submit an ERF ***opposing*** adoption of Bylaw No. 3069 before the established deadline, the Board cannot adopt the Bylaw without receiving the assent of the electors by way of assent voting (referendum).

3. Make a fair determination of the total number of electors to which the approval process applies

Staff estimate the total number of eligible electors within the service area of North Okanagan Wastewater Recovery Service Establishment Bylaw No. 2797 (portions of Electoral Areas “B” and “C”) to be 379 using BC Assessment data for primary actual use code. Staff used the following criteria to estimate the number of eligible voters:

- 2 per residential use code
- 2 properties are being used as mobile home parks, which were accounted for as 2 per unit
- 1 per commercial/industrial use code to account for a caretaker unit
- 1 per vacant land (as only one ERF can be submitted per property as a non-resident property owner)

Estimate of Eligible Electors for Alternative Approval Process

Jurisdiction	Estimated Eligible Voters	10% of eligible voters required to defeat Bylaw No. 3069 under the alternative approval process
Portion of Electoral Area “B”	349	35
Portion of Electoral Area “C”	30	3
Total	379	38

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

The Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026 costs recovery will be from the entirety of the service area established by the North Okanagan Wastewater Recovery Service Establishment Bylaw No. 2797, 2018. At the current time, this includes the entirety of the Swan Lake corridor and consequently, the determination of eligible electors includes all properties. Based upon current financial projections, it is not expected that the entirety of the corridor will be able to be serviced and that depending on the availability (or lack thereof) of additional grant funding, the service

establishment area may need to be adjusted to reflect actual service boundaries. At this time, due to the uncertainty of actual construction costs, a definitive future boundary has not been determined. For planning purposes however, the current expected southern boundary of the collection works is in the vicinity of the Vernon Christian School.

This information is being provided in accordance with instructions from the Inspector of Municipalities that future amendments to the service area of the North Okanagan Wastewater Recovery Service Establishment Bylaw No. 2797, 2018 and changes to maximum requisition limits will need to be accompanied by a robust community engagement.

FINANCIAL/BUDGETARY CONSIDERATIONS:

Swan Lake Wastewater Loan Authorization Bylaw No 3069, 2026 costs are anticipated to be covered through the Okanagan Basin Water Board Sewerage Facilities Assistance Grant and consequently will not have an additional financial cost to the anticipated costs to properties within the service area. However, material cost changes and the anticipated changes to the serviced area will have a significant impacts on the projected utility rates. Current projections based upon revised costs and the projected service area have Equivalent Unit rates for a Single Family Home at approximately \$2,900. This number is materially impacted by the assumptions for costs and serviced equivalent units and if the service area is bigger or smaller, there may be significant deviations from this figure.

COMMUNICATIONS CONSIDERATIONS:

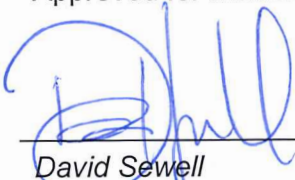
Statutory advertising will be done in accordance with the *Local Government Act, Community Charter* and *Public Notice Bylaw No. 2931, 2022*. Elector response forms (ERF) and the supporting report material will be available at the RDNO office or for download on the RDNO website.

Submitted by:

Approved for Inclusion:



Ashley Bevan
Corporate Officer



David Sewell
Chief Administrative Officer

ATT: Statutory Approval – Bylaw No. 3069
Elector Response Form
Bylaw No. 3069
Bylaw No. 2797 – Consolidated



Statutory Approval

Under the provisions of section _____ 403 _____

of the _____ Local Government Act _____ *and*

of section _____ 179 _____ *of the* _____ Community Charter _____

I hereby approve Bylaw No. _____ 3069 _____

of the _____ Regional District of North Okanagan _____ ,

a copy of which is attached hereto.

Dated this _____ 26th _____ *day*

of _____ March _____ , 2026

A handwritten signature in black ink on a light gray rectangular background.

Deputy Inspector of Municipalities



**REGIONAL
DISTRICT
NORTH
OKANAGAN**

**ALTERNATIVE APPROVAL PROCESS
ELECTOR RESPONSE FORM**

ELECTORAL AREAS "B" AND "C" (portions of)

Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026

Pursuant to Section 407(3)(b) of the *Local Government Act*, the Board of Directors of the Regional District of North Okanagan (RDNO) is proposing to seek approval of the electors by alternative approval process in accordance with Section 86 of the *Community Charter*.

By completing this elector response form, I certify that I am **OPPOSED** to the Board of Directors of the Regional District of North Okanagan adopting *Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026* which authorizes the Board of Directors to borrow up to \$4.8 million dollars for the purposes of funding the North Okanagan Wastewater Recovery project collections work. More specifically, this funding will be the portion of financing that is supported by the 16% Sewerage Facilities Assistance Grant from the OBWB. The OBWB's Grant does not provide the funds up front but rather supports the debt servicing costs of the equivalent amount of debt over twenty years. Consequently, the RDNO needs to undertake a borrowing process to obtain the funds necessary for construction.

The participants to this Service shall be portions of Electoral Areas "B" and "C" as shown on the map attached to and forming part of North Okanagan Wastewater Recovery Service Establishment Bylaw No. 2797, 2018 (as consolidated).

The deadline for submitting this Elector Response Form is **4:00 p.m. July 3, 2026**. The address for submission is:
RDNO, 9848 Aberdeen Road, Coldstream, BC V1B 2K9 / Email: corp@rdno.ca / Fax: 250.550.3701

The Regional District of North Okanagan may proceed with the adoption of *Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026* unless at least 10% (38) of eligible electors within the participating service area sign and submit a completed Elector Response Form by the deadline.

A person must not sign more than one Elector Response Form in relation to this Alternative Approval Process.

ADDITIONAL INFORMATION REGARDING ELECTOR QUALIFICATIONS CAN BE FOUND ON THE REVERSE SIDE OF THIS ELECTOR RESPONSE FORM

PRINT FULL NAME OF ELECTOR*:

(ex. Jane Doe, not J. Doe)

(NAME - PLEASE PRINT)

ELECTOR'S FULL ADDRESS*:

(FULL RESIDENTIAL (STREET) ADDRESS INCLUDING TOWN/CITY)

SIGNATURE OF ELECTOR:

(SIGNATURE)

DATE: _____

This section to be completed (in addition to the above) if you are a Non-Resident Property Elector*

(see reverse for eligibility requirements):

I am a **non-resident property elector** who lives in another community and owns property in the jurisdiction located at:

(insert address of property below)

(*MUST include full Residential (Street) address of property in relation to which the person is entitled to vote. Note - Only one (1) owner can sign the elector response form when a property is owned by more than one person – the person signing must have written consent of a majority of the other property owner(s) to sign. Where a property is owned in whole or in part by a corporation, no one is eligible to sign the form)

*Section 86(7) of the *Community Charter* **requires** the elector's **full** name and residential address **and** if applicable, the civic (street) address of the property in relation to which the person is entitled to register as a non-resident property elector for this response form to be counted.

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

In order to sign an elector response form in relation to the alternative approval process (AAP), a person must either be a **resident elector** or a **non-resident property elector** (not both) within the proposed service area. For the purposes of this AAP, the following jurisdictions apply: those portions of Electoral Areas "B" and "C" shown on the map attached to Bylaw No. 2797 (as consolidated).

A **resident elector** is an individual who is qualified to vote in a jurisdiction by virtue of **living (residing)** in the jurisdiction. To sign an elector response form as a resident elector a person must:

- be 18 years of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least six months immediately prior to signing this Elector Response Form; and
- live in the jurisdiction (portions of Electoral Areas "B" and "C" shown on the map attached to Bylaw No. 2797, as consolidated); and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law.

A **non-resident property elector** is an individual who **does not live (does not reside)** in the participating service area but is entitled to vote by virtue of owning real property in that jurisdiction. To sign an elector response form as a non-resident property elector a person must:

- not be entitled to register as a resident elector in the participating service area; and
- be 18 years of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least six months immediately prior to signing this Elector Response Form; and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- have owned property in the jurisdiction (portions of Electoral Areas "B" and "C" shown on the map attached to Bylaw No. 2797, as consolidated) for at least 30 days prior to signing this Elector Response Form.
 - If a property is owned by **more than one** individual, only **one** of them may sign an elector response form;
 - A person may register as a non-resident property elector in relation to **one** parcel of real property in the service area.

NOTE: There is no Corporate Vote – No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

INSTRUCTIONS

OPPOSED - if you are **OPPOSED** to the adoption of *Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026* you can sign and submit an Elector Response Form if you qualify as an elector of the participating service area. All Elector Response Forms **must** be received in the office of the RDNO no later than the deadline of **4:00 p.m. July 3, 2026**. If you are submitting your form by mail be advised that postmarks **WILL NOT** be accepted as the date of submission.

NOT OPPOSED - If you are **NOT OPPOSED** you need do nothing.

Elector Response Forms are available on our website at www.rdno.ca or at the office [Regional District of North Okanagan [9848 Aberdeen Road, Coldstream, BC] during regular business hours.

<p>1. Submit*:</p> <p>All Elector Response forms must be received by the RDNO on or before 4:00 p.m. July 3, 2026 to be considered. Signed submissions will be accepted by: MAIL, EMAIL, FAX or IN PERSON to:</p> <p>Regional District of North Okanagan 9848 Aberdeen Road Coldstream, BC V1B 2K9 corp@rdno.ca / 250.550.3701 [fax]</p> <p>*Note: Postmarks WILL NOT be accepted as the date of submission.</p>	<p>2. Electors:</p> <p>The estimated number of electors in the service area is 379. If 10% (38) of the estimated number of electors in the service area sign and submit an Elector Response Form opposing adoption of the Bylaw prior to the deadline of 4:00 p.m. July 3, 2026 the RDNO cannot adopt Bylaw No. 3069 without receiving the assent of the electors by way of assent voting (referendum).</p>	<p>3. Info:</p> <p>For further information contact:</p> <p>Ashley Bevan Corporate Officer Regional District of North Okanagan 9848 Aberdeen Road, Coldstream, BC V1B 2K9 250.550.3700 corp@rdno.ca</p> <p>A copy of Bylaw No. 3069 and a report summarizing this initiative is available on our website at www.rdno.ca and at the RDNO office Monday through Friday from 8:00 a.m. to 4:30 p.m. excluding holidays.</p>
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REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 3069

A bylaw of the Regional District of North Okanagan to authorize the borrowing of up to \$4,800,000 for the North Okanagan Wastewater Recovery Service in support of the Okanagan Basin Water Board Sewerage Facilities Assistance Grant

WHEREAS pursuant to section 406 [*Regional district loan authorization bylaws*] of the *Local Government Act*, and section 179 [*Loan authorization bylaws for long term borrowing*] of the *Community Charter*, the Board of the Regional District of North Okanagan may, by a Loan Authorization Bylaw, borrow money for any purpose of a capital nature;

AND WHEREAS this Bylaw relates to the *North Okanagan Wastewater Recovery Service Establishment Bylaw No. 2797, 2018* to fund the North Okanagan Wastewater Recovery project collections work;

AND WHEREAS the Regional District proposes to borrow a sum not exceeding four million, eight hundred thousand dollars (\$4,800,000), with repayment of the debt over a term up to twenty (20) years, to fund the North Okanagan Wastewater Recovery project collections work;

AND WHEREAS the Okanagan Basin Water Board provides Sewerage Facilities Assistance Grants that support the debt servicing costs of 16% of eligible costs;

AND WHEREAS the estimated eligible costs of the construction of the collection works are approximately thirty million dollars;

AND WHEREAS the participating jurisdictions are Electoral Areas “B” and “C” within the Regional District of North Okanagan;

AND WHEREAS the Board has, by resolution, provided that approval of the electors be given by alternative approval process within the entire Service Area;

AND WHEREAS pursuant to section 345 [*Approval by alternative approval process*] of the *Local Government Act* and section 86 of the *Community Charter* participating area approval has been obtained within the entire service area for borrowing money for any purpose of a capital nature to fund the North Okanagan Wastewater Recovery project collections work;

AND WHEREAS the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted;

NOW THEREFORE the Board of the Regional District of North Okanagan, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

CITATION

1. This Bylaw may be cited as “*Swan Lake Wastewater Loan Authorization Bylaw No. 3069, 2026*”.

LOAN AUTHORIZATION

2. The Regional District of North Okanagan is hereby empowered and authorized to borrow upon the credit of the Regional District up to a sum of four million, eight hundred thousand dollars (\$4,800,000).
3. The debt incurred in this Loan Authorization Bylaw relates specifically to the *North Okanagan Wastewater Recovery Service Establishment Bylaw No. 2797, 2018*.
4. To acquire such real property or fund capital expenditures including the installation of pipe, construction of lift stations and associated treatment works as may be requisite or desirable for or in connection with the North Okanagan Wastewater Recovery project collections work.
5. The maximum term for which a debenture debt may be issued to secure the debt created by this bylaw is for a term not to exceed twenty (20) years.

Read a First, Second and THIRD Time	this	18th	day of	March, 2026
Approved by the Inspector of Municipalities	this	26th	day of	March, 2026
Received Elector Approval by Alternative Approval Process	this		day of	, 2026
ADOPTED	this		day of	, 2026

Chair
Shirley Fowler

Corporate Officer
Ashley Bevan

**REGIONAL DISTRICT OF NORTH OKANAGAN
BYLAW NO. 2797, 2018**

CONSOLIDATED FOR CONVENIENCE

This document is an office consolidation of the above-noted Bylaw and includes the amendments listed below. This Bylaw has been consolidated for convenience and is intended for information and reference purposes only. This document is not the official version of the Bylaw. Be advised that plans, pictures, other graphics or text in the official version may be missing or altered in this consolidated version. Where accuracy is critical, please contact the Corporate Services Department at the Regional District of North Okanagan.

MAPPING AMENDMENTS

Bylaw No.	Adopted	Amendment
2894	June 16, 2021	– Schedule “A”

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 2797

A bylaw to establish a service for the purpose of acquiring, developing and operating a wastewater recovery system

WHEREAS the *Local Government Act (Act)* provides that the Board of the Regional District of North Okanagan may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board wishes to establish a service for the purposes of acquisition, development, operation and maintenance of a wastewater recovery system within the North Swan Lake Corridor of the Regional District of North Okanagan;

AND WHEREAS consent on behalf of the electoral participating area will be by petition in accordance with subsections 337 and 347(1)(a) of the *Act*;

AND WHEREAS pursuant to Section 348(1) of the *Act*, if money is to be borrowed for the start of the service, the establishing bylaw and the loan authorization bylaw [*North Okanagan Wastewater Recovery System Loan Authorization Bylaw No. 2798, 2018*] must, for the purpose of obtaining participating area approval, be dealt with as if they were one bylaw;

NOW THEREFORE, the Board of the Regional District of North Okanagan, in open meeting assembled hereby, ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited as the “***North Okanagan Wastewater Recovery Service Establishment Bylaw No. 2797, 2018***”.

ESTABLISHMENT AND DESCRIPTION OF SERVICE

2. The Regional District is authorized to establish a service for the purpose of acquiring, developing, operating and maintaining a wastewater recovery system within the North Swan Lake Corridor.

SERVICE AREA BOUNDARIES

3. The boundaries of the service area are those portions of Electoral Area “B” and Electoral Area “C” outlined in red in Schedule ‘A’ attached to and forming part of this bylaw.

PARTICIPANTS

4. The participants to this service are:
 - Electoral Area “B”; and,
 - Electoral Area “C”.

COST RECOVERY

- 5. The annual cost of providing the service outlined in this Bylaw shall be recovered by one or more of the following:
 - a. requisition of money under section 387 [*Requisition of funds from electoral areas*] of the *Act* to be collected by a property value tax to be levied on land and improvements for regional hospital district purposes and collected under section 388 of the *Act*;
 - b. revenues received by way of agreement, enterprise, gift, grant or otherwise;
 - c. imposition of fees and other charges.

- 6. The maximum amount that may be requisitioned annually for the service shall not exceed \$600,000 or \$2.80 per \$1,000 of net taxable value of land and improvements included in the service area, whichever is greater.

COST APPORTIONMENT

- 7. The annual cost of this service shall be apportioned amongst the participants on the basis of the value of converted land and improvements for regional hospital district purposes in the participating area.

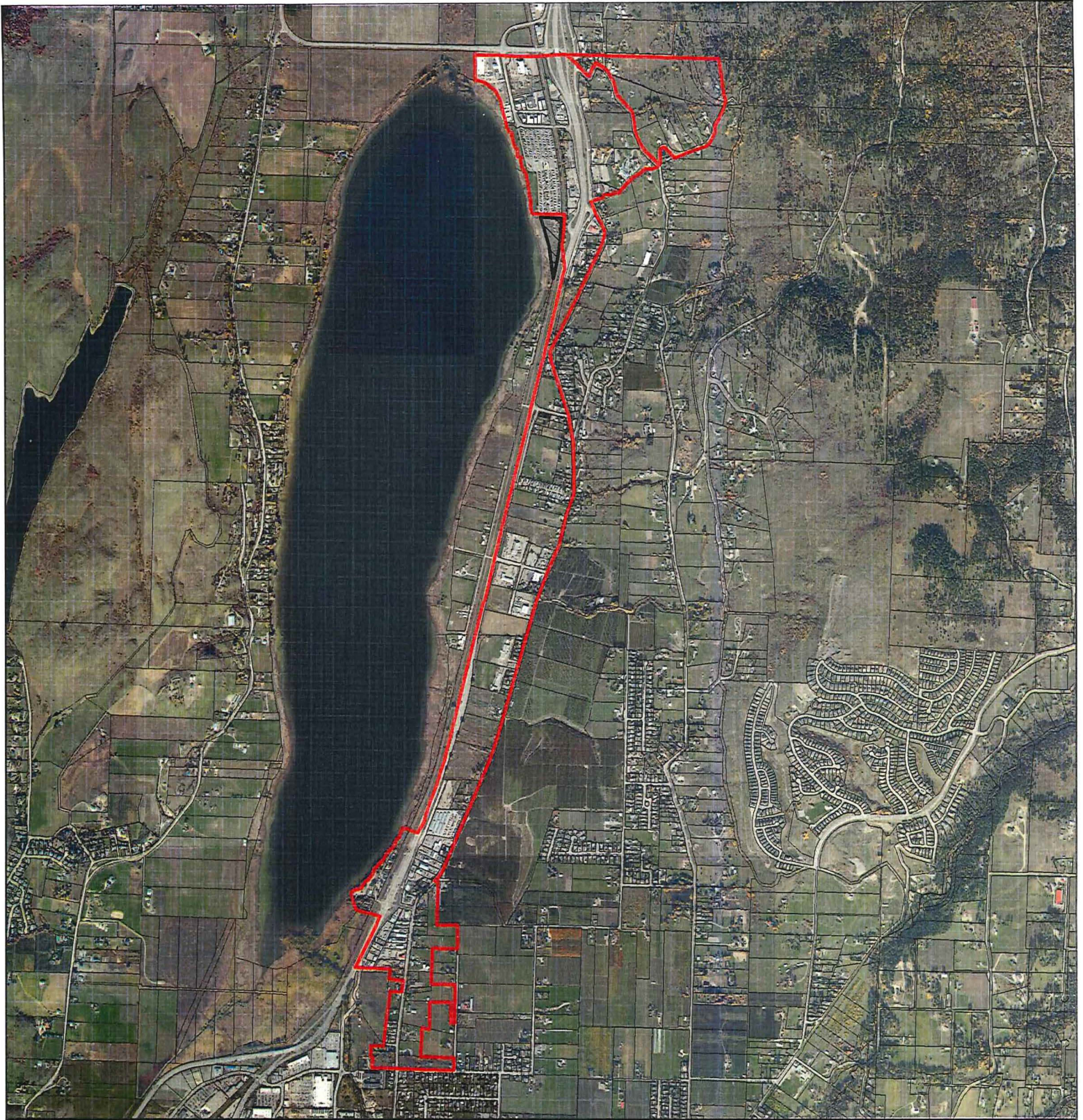
Read a First, Second and THIRD Time	this	15th	day of	August, 2018
THIRD reading rescinded	this	12th	day of	December, 2018
Read a THIRD Time as Amended	this	12th	day of	December, 2018
Received participating area approval pursuant to section 212 (4) to (6) [Petition for local area service]	this	18th	day of	March, 2019,
Approved by the Inspector of Municipalities	this	2nd	day of	October, 2019
ADOPTED	this	6th	day of	November, 2019

“signature on file”

Chair
Kevin Acton

“signature on file”

Corporate Officer
Paddy Juniper



1:29,000

Schedule "A" to accompany North Okanagan Wastewater Recovery Service Establishment Amendment Bylaw No. 2894, 2021

Area to be included within Service Area shown.





I hereby certify that this to be a true and correct copy of SCHEDULE "A" attached to and forming part of North Okanagan Wastewater Recovery Service Establishment Amendment Bylaw No. 2894, 2021

Dated at Coldstream, BC this 17th day of June, 2021


Deputy Corporate Officer

Legend

-  Service Area
-  Proposed Addition