



AGENDA

Regular Council Meeting

Monday, June 29, 2026, 5 p.m.

Council Chambers, 3535 Bridge Street, Armstrong, B.C.

	Page
1. CALL TO ORDER	
We respectfully acknowledge that the land on which we gather is the unceded ancestral territory of the Syilx (Okanagan) Peoples and the Splatstin of the Secwépemc Nation.	
2. ADOPTION OF THE AGENDA	
2.1 Regular Council Meeting Agenda - June 29, 2026	
THAT the June 29, 2026 Regular Council Meeting Agenda be adopted as circulated.	
3. ADOPTION OF MINUTES	
3.1 Regular Council Meeting Minutes - June 8, 2026	5 - 9
THAT the June 8, 2026 Regular Council Meeting Minutes be adopted as circulated.	
4. ANNUAL MEETING	
For consideration of the 2025 Annual Report	
4.1 2025 Annual Report	11 - 12
<ul style="list-style-type: none">• Report by T. Martens, Chief Financial Officer• Submissions and questions from the public: Mayor Cramer opens the floor to members of the public for input regarding the 2025 Annual Report.	
THAT the 2025 Annual Report be received for information.	
5. DELEGATION(S) AND PRESENTATION(S)	
5.1 Okanagan Regional Library - Economic Benefits of Libraries	13 - 23
<ul style="list-style-type: none">• Presenter: Danielle Hubbard, CEO	
5.2 Girl Guides of Canada - Yellow Fish Project	
<ul style="list-style-type: none">• Presenters: Rachel and Claire Wycherley	
6. PRESENTATION OF REPORTS	
6.1 Policy Manual Review	25 - 27
<ul style="list-style-type: none">• Report by T. Seibel, Chief Administrative Officer	
THAT amended Policy 2-200-24: Office Closures, be approved as presented.	
THAT Policy 2-200-45: Information Technology – Communication Systems & Devices, be approved as presented.	

	THAT the following policies be rescinded:	
	<ul style="list-style-type: none"> • 2-200-17 – Use of Communication Systems and Portable Personal Electronic Devices in the Workplace; • 2-200-18 – Workplace Safety and the Use of Portable Personal Electronic Devices in the Workplace; and • 2-200-34 – City Issued Mobile Devices. 	
6.2	Financial Policy Updates	29 - 31
	<ul style="list-style-type: none"> • Report by T. Martens, Chief Financial Officer 	
	THAT Council approve Policy 2-200-46 Investment Policy.	
	THAT Council approve Policy 2-200-47 Procurement and Contracting Policy.	
	THAT Council approve amended Policy 2-200-04 Council and Staff Travel Expense Policy as presented.	
	THAT Council repeal the following policies:	
	<ul style="list-style-type: none"> • 2-200-23 Investment Policy; and • 2-200-32 Contracting Authority and Purchasing Policy. 	
6.3	Review and Repeal of Financial Policies	33 - 35
	<ul style="list-style-type: none"> • Report by T. Martens, Chief Financial Officer 	
	THAT Council repeal the following policies:	
	<ul style="list-style-type: none"> • 2-200-8 Tendering Armstrong/Spallumcheen Joint Projects; • 4-400-2 Tendering Armstrong/Spallumcheen Joint Projects; • 2-200-15 Responsibility Protocol for Operational & Capital Projects; • 4-400-1 Armstrong/Spallumcheen Parks & Recreation Commission Surplus; and • 4-400-3 Armstrong/Spallumcheen Joint Tangible Capital Assets. 	
6.4	Pleasant Valley Boulevard North (PV Blvd North) – Project Update #1	37 - 40
	<ul style="list-style-type: none"> • Report by T. Seibel, Chief Administrative Officer 	
	THAT the report titled “Pleasant Valley Boulevard North (PV Blvd North) – Project Update #1”, dated June 29, 2026, from the Chief Administrative Officer, be received for information.	
6.5	Wayfinding Signage Colour Finalization	41 - 43
	<ul style="list-style-type: none"> • Report my L. Cordell, Manager of Planning Services 	
	THAT colour option 1, Heritage Blue, be approved for use in the manufacturing of the City’s wayfinding signage.	

7. CORRESPONDENCE

7.1 Regional District North Okanagan - Draft Regional Agricultural Plan 2026 Update 45 - 87

8. MATTERS REFERRED FROM COMMITTEE, COMMISSION AND IN-CAMERA

8.1 Committee, Commission and Official Event Reports

- Verbal updates from Council members, as required

9. BYLAW

9.1 Election Procedures Bylaw No. 1953, 2026 - Adoption 89 - 100

THAT Election Procedures Bylaw No. 1953, 2026 be adopted.

10. IN-CAMERA/CLOSED SESSION

10.1 In-Camera - June 29, 2026

THAT Council proceeds In-Camera pursuant to Section 90 (1) (g) of the *Community Charter*: litigation or potential litigation affecting the municipality.

11. ADJOURNMENT

11.1 Meeting Adjournment

THAT the June 29, 2026 Regular Council Meeting be adjourned at [insert time] p.m.



City of Armstrong

MINUTES Regular Council Meeting

June 8, 2026, Council Chambers, 3535 Bridge Street, Armstrong, B.C.

PRESENT:

Council: Mayor J. Cramer
Councillors S. Drapala, S. Fowler, *R. Nitchie, N. Todd, J. Valstar and M. Wehner

*Indicates electronic attendance

Staff: Trevor Seibel, Chief Administrative Officer
Chantel Wiese, Manager of Corporate Services/Corporate Officer
Terry Martens, Chief Financial Officer
Laurie Cordell, Manager of Planning Services
Warren Smith, Manager of Community Services
Brad Ackerman, Manager of Operations

Others: 5 members of the public

1. **CALL TO ORDER**

Mayor Cramer called the meeting to order at 5 p.m.

It was respectfully acknowledged that the land on which the meeting was held is the unceded ancestral territory of the Syilx (Okanagan) Peoples and the Splatstin of the Secwépemc Nation.

2. **ADOPTION OF THE AGENDA**

2.1 **Regular Council Meeting Agenda - June 8, 2026**

#70/26 MOVED by Councillor Wehner, SECONDED by Councillor Drapala
THAT the June 8, 2026 agenda be amended to add Committee, Commission and Official Event Reports as Agenda Item No. 6, prior to the In-Camera and Adjournment Sections.

CARRIED

#71/26 MOVED by Councillor Wehner, SECONDED by Councillor Valstar
THAT the June 8, 2026 Regular Council Meeting Agenda be adopted as amended.

CARRIED

3. **ADOPTION OF MINUTES**

3.1 **Regular Council Meeting Minutes - May 19, 2026**

#72/26 MOVED by Councillor Valstar, SECONDED by Councillor Drapala
THAT the May 19, 2026 Regular Council Meeting Minutes be adopted as circulated.

CARRIED

4. **PRESENTATION OF REPORTS**

4.1 **Armstrong Legion Request – Follow Up**

- **Report by T. Seibel, Chief Administrative Officer**

CAO Seibel presented his report to Council.

#73/26 MOVED by Councillor Todd, SECONDED by Councillor Valstar
THAT Council supports the installation of a Veterans Commemorative Crosswalk at the entrance to Memorial Park on Pleasant Valley Road;

AND THAT the Veterans Crosswalk installation costs, estimated at \$6,000, be funded from existing operational budgets;

AND FURTHER THAT staff be directed to adjust the future operational budget to include ongoing operations and maintenance of the crosswalk.

CARRIED

4.2 **2026 UBCM Ministerial Meeting Requests**

- **Report by T. Seibel, Chief Administrative Officer**

CAO Seibel presented his report to Council. The main motion was moved and seconded. Council's discussion led to a subsequent motion, made by Councillor Wehner and seconded by Councillor Valstar, to amend the main motion to include a meeting request with the Minister of State for Local Governments and Rural Communities. The amendment to the main motion was carried.

#74/26 MOVED by Councillor Wehner, SECONDED by Councillor Todd
THAT 2026 UBCM Ministerial Meetings be requested with:

- Ministry of Mining and Critical Minerals,
- Ministry of Water, Land and Resource Stewardship,
- Ministry of Housing and Municipal Affairs,
- Ministry of Environment and Parks; and
- Minister of State for Local Governments and Rural Communities.

AND THAT Mayor Cramer, Councillor Wehner, Councillor Todd, Councillor Fowler and Councillor Valstar be approved to attend the 2026 UBCM Convention.

CARRIED

4.3 **Appointment of Chief Election Officer and Deputy Chief Election Officer - 2026 General Local Election**

- **Report by C. Wiese, Manager of Corporate Services**

Ms. Wiese presented her report to Council.

#75/26 MOVED by Councillor Drapala, SECONDED by Councillor Valstar
THAT Council appoints Chantel Wiese as the Chief Election Officer, and Trevor Seibel as the Deputy Chief Election Officer, for the purposes of conducting the 2026 General Local Election.

CARRIED

4.4 **Budget Amendments**

- **Report by T. Martens, Chief Financial Officer**

Mr. Martens presented his report to Council.

#76/26 MOVED by Councillor Todd, SECONDED by Councillor Valstar
THAT Council approve an increase to the 2026 budget for the Library Sunday opening from \$4,700 to \$9,388, representing the full gross cost of the service with the increase being funded by the Township of Spallumcheen;

AND THAT Council approve the 2026/2027 Armstrong FireSmart project to be added to the budget as follows, and funded entirely by Provincial grant funds:

- 2026 - \$126,100
- 2027 - \$192,000.

CARRIED

4.5 **Council Information Technology Policy**

- **Report by T. Martens, Chief Financial Officer**

Mr. Martens presented his report to Council. The main motion was moved and seconded. Council's discussion led to a subsequent motion, made by Councillor Wehner and seconded by Councillor Todd, to amend the Policy to read as follows under Section 4. c): "At the start of each Council term, whether following a general local election or a by-election, each Councillor will be issued a new device and keyboard for use in carrying out Council duties...", rather than "...issued a new tablet and keyboard for use in carrying out Council duties...". The amendment to the main motion was carried.

#77/26 MOVED by Councillor Wehner, SECONDED by Councillor Todd
THAT Council approves Policy 2-200-44 Council Information Technology Policy, as amended;

AND THAT Council repeal the following policies:

- 2-200-26 Council Technology Allowance Policy
- 2-200-28 Provision for City Emails for Elected Officials Policy.

CARRIED

4.6 Wayfinding Signage Design Finalization

- **Report by L. Cordell, Manager of Planning Services**

Ms. Cordell presented her report to Council. The main motion was moved and seconded. Council's discussion led to a subsequent motion, made by Councillor Valstar and seconded by Councillor Todd, to postpone consideration of the main motion to the June 29, 2026 Regular Meeting, pending staff's presentation of the wayfinding signage with the Armstrong green background for Council's comparison and consideration.

#78/26 MOVED by Councillor Fowler, SECONDED by Councillor Todd
THAT design option 2, Simplified Signage, be approved for use in the manufacturing of wayfinding signage.

POSTPONED

4.7 Heritage Alteration Permit: 2940 Okanagan Street

- **Report by L. Cordell, Manager of Planning Services**

Ms. Cordell presented her report to Council.

#79/26 MOVED by Councillor Todd, SECONDED by Councillor Fowler
THAT Heritage Alteration Permit 26-006-HAP for 2940 Okanagan Street be approved as presented.

CARRIED

4.8 Liquor Primary Application for a Permanent Patio at the Branding Iron Pub

- **Report by L. Cordell, Manager of Planning Services**

Ms. Cordell presented her report to Council.

#80/26 MOVED by Councillor Valstar, SECONDED by Councillor Todd
THAT Council supports the application to the Liquor and Cannabis Regulation Branch to make the patio at 3385 and 3445 Okanagan Street (the Branding Iron Pub) permanent, subject to the following:

- That the hours of operation of the patio be limited to 11 p.m. at the latest to mitigate the potential for noise concerns;
- That the applicant submit for approval a Minor Development Permit Application with a design for the permanent patio that meets the guidelines of the Official Community Plan, mitigates noise and relocates the patio adjacent to Okanagan Street;
- That the patio redevelopment must be completed by June 1, 2027; and
- That the patio must meet the requirements of the Building Inspector before the approval is issued;

AND THAT staff provide this feedback to the Liquor and Cannabis Regulation Branch through its application portal.

CARRIED

5. **BYLAWS**

5.1 **Election Procedures Bylaw No. 1953, 2026**

- **Report by C. Wiese, Manager of Corporate Services**

Ms. Wiese presented her report to Council.

#81/26 MOVED by Councillor Valstar, SECONDED by Councillor Wehner
THAT Election Procedures Bylaw No. 1953, 2026 be given first, second and third readings, by title only.

CARRIED

6. **MATTERS REFERRED FROM COMMITTEE, COMMISSION AND IN-CAMERA**

6.1 **Committee, Commission and Official Event Reports**

- **Verbal reports by Council members, as applicable**

Mayor Cramer reported that he attended the PVSS Graduation Donor Tea event, and congratulated the two recipients of the City of Armstrong scholarships. He also reported that he met with the Haugen Community Healthcare Society regarding funding sources for healthcare initiatives.

7. **IN-CAMERA/CLOSED SESSION**

7.1 **In-Camera - June 8, 2026**

#82/26 MOVED by Councillor Valstar, SECONDED by Councillor Todd
THAT Council proceeds In-Camera pursuant to Sections 90 (1) (c) and (g) of the *Community Charter*:
(c) labour relations or other employee relations; and
(g) litigation or potential litigation affecting the municipality.

CARRIED

8. **ADJOURNMENT**

8.1 **Meeting Adjournment**

#83/26 MOVED by Councillor Todd, SECONDED by Councillor Valstar
THAT the June 8, 2026 Regular Council Meeting be adjourned at 7:20 p.m.

CARRIED

CERTIFIED CORRECT:

J. Cramer, Mayor

C. Wiese, Corporate Officer



City of Armstrong

REPORT/RECOMMENDATION TO COUNCIL

FROM: Terry Martens, Chief Financial Officer

FILE NO: 0640-20

DATE: June 29, 2026

SUBJECT: 2025 Annual Report

1. Purpose

To present the 2025 Annual Report to Council and the public.

2. Recommendation

THAT the 2025 Annual Report be received for information.

3. Discussion/Analysis

The *Community Charter* requires that an Annual Report be prepared and available for public inspection. Legislation also requires that Council consider the Annual Report along with submissions and questions from the public. The document must be presented before June 30.

The Annual Report is an effective way for the City to highlight the achievements of the year and an outlook for the following year. The 2025 Annual Report is presented in three sections - Introductory, Financial and Statistical.

- The Introductory Section provides information regarding the organization of the City of Armstrong including the 2025 operating results for each department as well as the 2025 Strategic Priorities.
- The Financial Section presents the 2025 audited financial statements and Auditor's Report.
- The Statistical Section provides a variety of financial and non-financial statistics for the past five years as well as specific financial information pursuant to the *Financial Information Act* that may not be readily apparent from the Financial Statements. This section also includes the Statement of Financial Information which was previously presented to Council.

For 2025, the Annual Report has followed the guidance of the Government Finance Officers Association of the United States and Canada (GFOA) Financial Reporting program. This program encourages municipal governments to publish high quality financial reports in the spirit of full disclosure to clearly communicate the City's financial story. The City received

the Canadian Award for Financial Reporting for its 2024 Annual Report. The City will once again apply for this recognition for 2025.

4. Legal/Statutory Authority

Community Charter – sections 98 and 99

5. Considerations/Implications

a) Strategic Goals/Priorities

The Annual Report is the culmination of operating and financial results for 2025 and directly dovetails with the 2023-2026 Strategic Plan.

b) Financial

Not applicable.

c) Communications

Legislation requires that the Annual Report be made available for public inspection at least 14 days prior to presentation to Council. Accordingly, public notification was issued and the Annual Report was posted on the City's website along with paper copies made available at the front counter of City Hall.

d) Others Consulted

None.

6. Alternative Recommendation

Legislation does not require official approval by resolution from Council but merely requires public presentation in a Council setting. As such, no alternative recommendation is being made.

7. Attachments

a) [2025 Annual Report](#)

Prepared by:



Terry Martens, CPA, CGA, Chief
Financial Officer

Approved for submission to Council:



Trevor Seibel, CPA, CA
Chief Administrative Officer



Danielle Hubbard

CEO

Okanagan Regional Library

The Library's Role in the Community

Libraries as economic contributors

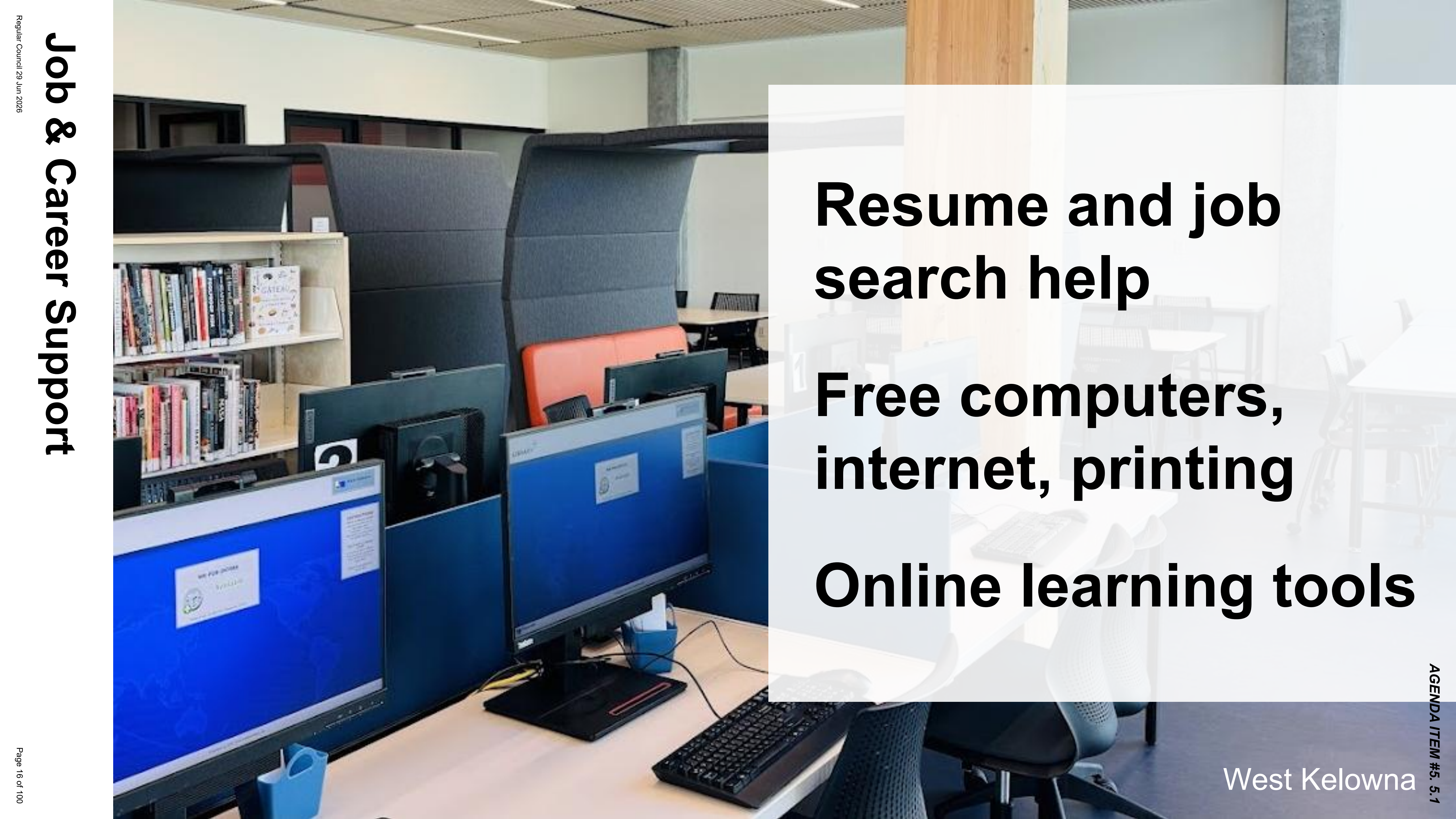




**Shared services
across communities**

**Efficient use of
funding**

**Equal access for
rural and urban areas**



Resume and job search help

Free computers, internet, printing

Online learning tools

3,939 daily average visits in 2025


35 programs ran per day system-wide

680 people attended programs daily

Safe, warm, inclusive spaces

Reduces isolation



A photograph of a meeting room. A person with short brown hair, wearing a dark jacket, is seated at a table, viewed from behind. The room has large windows and a glass partition with the words 'Meeting Place' printed on it. Several white plastic chairs are visible around the table. The background shows a wall with various posters and a door.

Small business use
Interviews and meetings
Free alternative to paid venues



Tech & device help

Online forms and applications

Digital confidence building

Language & Newscorner Support



Language learning tools

Conversation opportunities

Multilingual collections

Ukrainian collection

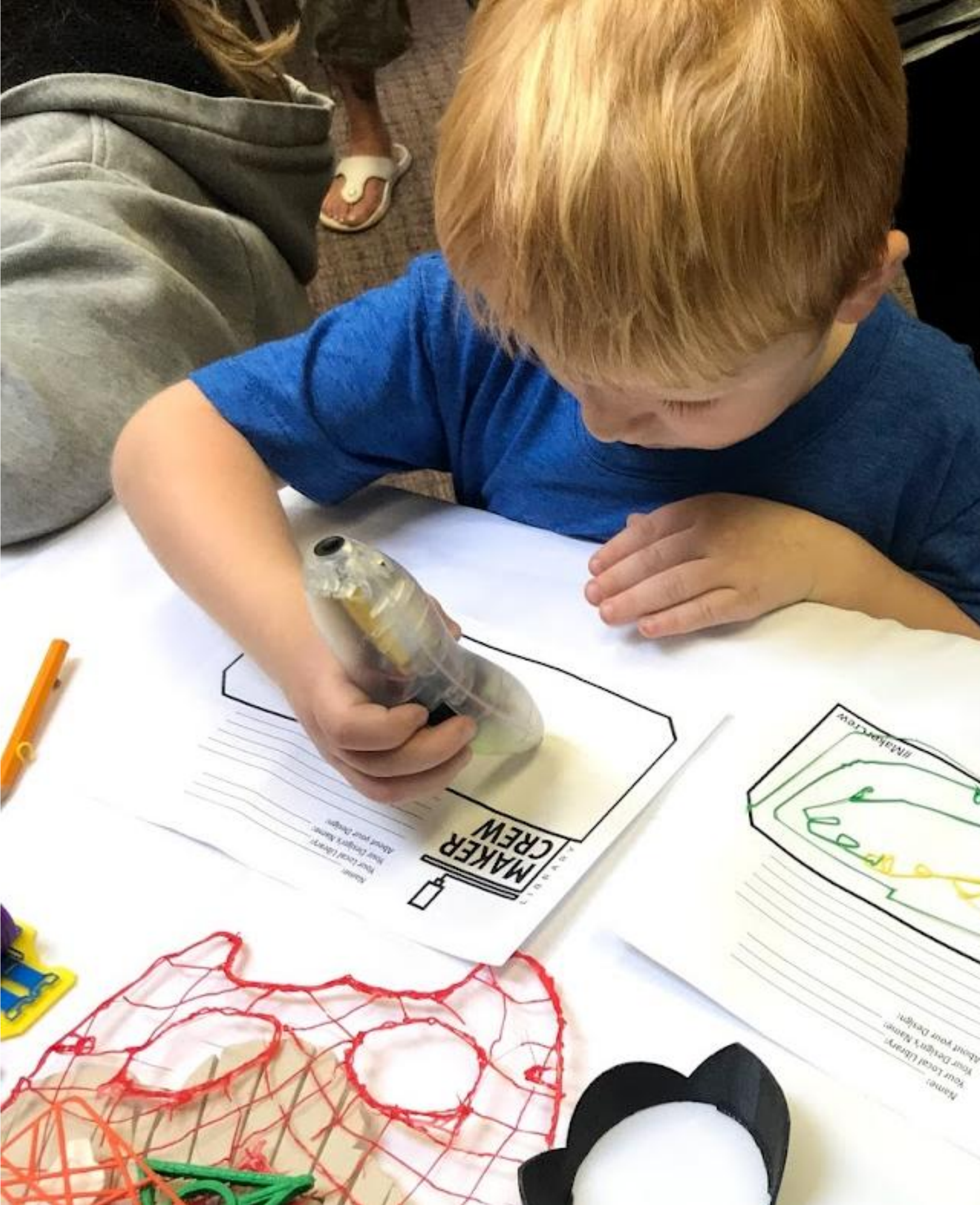
Libraries as Employers



330+ local jobs

**Skilled,
community-based
staff**

**Direct patron
support**



7,602 Summer Reading Club(SRC) Registrations

650 SRC Programs

29,951 Attended a SRC Program

Lifelong learning foundations



Questions?



City of Armstrong

REPORT/RECOMMENDATION TO COUNCIL

FROM: Trevor Seibel, Chief Administrative Officer

FILE NO: 0340-50

DATE: June 29, 2026

SUBJECT: Policy Manual Review

1. Purpose

For Council to consider amendments to the Policy manual.

2. Recommendation

(Note that there are three separate recommended resolutions for Council's consideration)

- I. **THAT** amended Policy 2-200-24: Office Closures, be approved as presented.
- II. **THAT** Policy 2-200-45: Information Technology – Communication Systems & Devices, be approved as presented.
- III. **THAT** the following policies be rescinded:
 - 2-200-17 – Use of Communication Systems and Portable Personal Electronic Devices in the Workplace;
 - 2-200-18 – Workplace Safety and the Use of Portable Personal Electronic Devices in the Workplace; and
 - 2-200-34 – City Issued Mobile Devices.

3. Discussion/Analysis

The following policy amendments are being presented for consideration:

Policy 2-200-24: Office Closures

In the attached redlined version of the policy, the changes are for the one additional day around Christmas, addition of the National Day for Truth and Reconciliation, Section 4 responsibilities and Section 5 additional provisions.

Article 20.02 of the Collective Agreement grants one additional day to inside employees to be used during the Christmas Holiday Closure. This additional day has been applied to all inside staff, not just the unionized staff. As well, it has been traditionally used for December 24. However, when December 24 is not a regular working day, it has been applied on another regular working day.

For example, during the 2025 Christmas schedule, most local governments were open on December 24, but closed on January 2, 2026 (Friday). The offices re-opened on Monday, January 5, 2026. This allowed for an uninterrupted closure and prevented someone from having to come in for one day (Friday, January 2). The additional day that would have otherwise been used as December 24, was applied on January 2. The proposed change is to provide flexibility as to when the additional day is applied to the Christmas closure.

The Christmas closure is coordinated between all the local governments in the region. The flexibility to apply the extra day ensures that the closure is efficient, effective and mitigates overall impact to the City.

Policy 2-200-45: Information Technology – Communication Systems and Devices

The primary change in this policy is to consolidate three existing policies (2-200-17, 2-200-18, 2-200-34) to reduce redundancy, improve clarity and standardize expectations. The Bring Your Own Device (BYOD) section is an addition to the policy.

The City provides mobile phones to authorized employees who require them to conduct City business in an effective and efficient manner. The City is committed to ensuring that communication devices are assigned appropriately, used primarily for City business, managed in a cost-effective manner, and that employees and supervisors are accountable for their proper use and care. A BYOD program allows the City to evaluate the cost analysis of providing a phone or allowing designated employees to use their personal phone. The City's current software licensing includes the use of a program called InTune, which can help administer the BYOD program. The implementation of the BYOD program would take place after a complete review of the City's technology needs and requirements.

Both of the aforementioned policies will be converted into the new policy template.

4. Legal/Statutory Authority

Council has the authority to enact policy to guide operations.

5. Considerations/Implications

a) Strategic Goals/Priorities

This report is operational in nature and not strategic.

b) Financial

The financial cost associated with each policy has been accounted for in the Annual Financial Plan. There are no anticipated cost increases through implementation.

c) Communications

The changes associated with each policy will be communicated to staff.

d) Others Consulted

- Manager of Corporate Services – Chantel Wiese
- Chief Financial Officer – Terry Martens

6. Alternative Recommendations

Changing any of the three policies is not mandatory, but is strongly recommended to maintain alignment with current practices and ensure the overall policy manual reflects them. An alternative recommendation is not being offered at this time.

7. Attachments

- [Policy 2-200-24: Office Closures \(Redlined version\)](#)
- [Policy 2-200-24: Office Closures \(Clean version\)](#)
- [Policy 2-200-45: Information Technology – Communication Systems and Devices](#)
- [Policy 2-200-17: Use of Communication Systems and Portable Personal Devices](#)
- [Policy 2-200-18: Workplace Safety and Use of Electronic Devices](#)
- [Policy 2-200-34: City Issued Mobile Phones](#)

Prepared by:



Trevor Seibel, CPA, CA, Chief
Administrative Officer

Approved for submission to Council:



Trevor Seibel, CPA, CA
Chief Administrative Officer



City of Armstrong

REPORT/RECOMMENDATION TO COUNCIL

FROM: Terry Martens, Chief Financial Officer

FILE NO: 0340

DATE: June 29, 2026

SUBJECT: Financial Policy Updates

1. Purpose

For Council to consider updates to the Contracting & Procurement, Investment, and Council & Staff Travel Policies.

2. Recommendations

(Note that there are four separate recommended resolutions for Council's consideration)

- I. **THAT** Council approve Policy 2-200-46 Investment Policy.
- II. **THAT** Council approve Policy 2-200-47 Procurement and Contracting Policy.
- III. **THAT** Council approve amended Policy 2-200-04 Council and Staff Travel Expense Policy as presented.
- IV. **THAT** Council repeal the following policies:
 - 2-200-23 Investment Policy; and
 - 2-200-32 Contracting Authority and Purchasing Policy.

3. Discussion/Analysis

Staff are continuing to review all financial policies. The focus of this report is to recommend two replacement policies for procurement and investments and minor amendments to the existing travel policy.

2-200-46 Investment Policy

This draft policy is a completely rewritten version of the existing Investment Policy which was originally adopted in 2012. The policy is short and relatively simple due to the requirements already required under the *Community Charter* which are not duplicated in the policy. A prescribed investment portfolio mix has intentionally not been included in the policy to preserve flexibility for the CFO to structure the portfolio using professional

judgment. The current and draft versions are both linked to this report. The following are the major changes being recommended:

- Addition of scope and accountability verbiage including the requirement for a Council signing officer to approve all new investments.
- Addition of a definition for the phrase *Weighted Average Investment Yield*.
- Amendments to verbiage relating to potential sources of new investments to reflect current practice with existing brokers.
- Addition of procedures for obtaining competitive rate quotes.

2-200-47 Procurement and Contracting Policy

This draft policy is a completely rewritten version of the existing Contracting Authority and Purchasing Policy which was originally adopted in 2017. Staff reviewed the purchasing policies of several of the City's benchmark communities and quickly learned that many of these communities are also reviewing their purchasing policies. The current and draft versions are both linked to this report. The following are the major changes being recommended:

- Simplification of the overall policy for purposes of clarity and conciseness.
- Title change for simplification.
- Revisions to the definitions.
- Moving environmental procurement principles to the overall best-value purchasing objectives.
- Removal of specific procedures for consulting services.
- Adjustments to purchasing authority and prescribed methodology thresholds to enhance operational efficiency and to account for inflation.
- Added verbiage for cooperative procurement, sole-source procurement, contract requirements and exemptions.
- Inclusion of the cash disbursement approval requirements recently approved by Council (relating to the signing authority structure).
- Revisions to multi-year contract review frequencies.

2-200-04 Travel Expense Policy for Councillors, Officers and Employees

Several amendments are being proposed for this policy which originated in 2000. A red-lined version is linked to this report which shows the various proposed amendments. The following are the major changes being recommended:

- Title change for simplification.
- Added verbiage that is consistent with current practice.
- Minor increase to some of the per diem rates to account for inflation.
- Removal of stipulated forms from the policy to enable staff to make necessary changes to those forms without going to Council.
- Minor housekeeping changes.

4. Legal/Statutory Authority

Not applicable.

5. Considerations/Implications

a. Strategic Goals/Priorities

The subject of this report is operational in nature and doesn't directly link to current strategic goals and priorities.

b. Financial

If approved, the only policy change affecting the budget is the Council and staff travel per diem rate increase which would have a very minimal impact.

c. Communications

Communication of the policy changes would be made through the standard Council Highlights newsletter.

d. Others Consulted

Several benchmark municipalities

6. Alternative Recommendation

Changing any of the three policies is not mandatory, but is strongly recommended to maintain alignment with current practices and ensure the overall policy manual reflects them. An alternative recommendation is not being offered at this time.

7. Attachments

- a) [2-200-46 Investment Policy \(new\)](#)
- b) [2-200-23 Investment Policy \(existing\)](#)
- c) [2-200-47 Procurement and Contracting Policy \(new\)](#)
- d) [2-200-04 Council and Staff Travel Policy \(Red Lined\)](#)
- e) [2-200-04 Council and Staff Travel Policy \(Clean\)](#)
- f) [2-200-32 Contracting Authority and Purchasing Policy \(existing\)](#)

Prepared by:

Approved for submission to Council:



Terry Martens, CPA, CGA, Chief
Financial Officer



Trevor Seibel, CPA, CA
Chief Administrative Officer



City of Armstrong

REPORT/RECOMMENDATION TO COUNCIL

FROM: Terry Martens, Chief Financial Officer

FILE NO: 0340-01

DATE: June 29, 2026

SUBJECT: Review and Repeal of Financial Policies

1. Purpose

For Council to repeal obsolete or unnecessary financial policies.

2. Recommendation

THAT Council repeal the following policies:

- 2-200-8 Tendering Armstrong/Spallumcheen Joint Projects;
- 4-400-2 Tendering Armstrong/Spallumcheen Joint Projects;
- 2-200-15 Responsibility Protocol for Operational & Capital Projects;
- 4-400-1 Armstrong/Spallumcheen Parks & Recreation Commission Surplus; and
- 4-400-3 Armstrong/Spallumcheen Joint Tangible Capital Assets.

3. Discussion/Analysis

Staff are continuing to review financial policies for purposes of updating relevant policies and deleting policies that are no longer required. This report focuses on removing five policies that are not required. Copies of these policies are linked to this report for reference.

2-200-8 & 4-400-2 Tendering Armstrong/Spallumcheen Joint Projects

These two policies are identical but have separate numbering. They date back to 1980 and are outdated and irrelevant. Current practice is that for all joint program projects, procurement procedures are delegated to the managing municipality's own purchasing policy. This eliminates the need for a separate joint policy.

2-200-15 Responsibility Protocol for Operational & Capital Projects

This policy originated in 2007 after the Arena construction project was completed. Its creation was driven by apparent issues that arose due to Council's direct involvement with the project. The policy was intended to lessen the chance of the same issues surfacing for future projects that involve Council. Moving forward, it is highly unlikely that Council would directly be involved in the management of a project. As a result, this policy can be repealed.

4-400-1 Armstrong/Spallumcheen Parks & Recreation Commission Surplus

This policy was adopted in 1984 which was likely the time when the Parks & Recreation Commission was formed. Currently, monthly remittances to the Township of Spallumcheen are based on the City's share of the budgeted monthly requisition as per the approved Parks and Recreation budget. Refunds of the City's share of year-end surpluses are transferred to the City's Parks and Recreation Operating Reserve as per the Reserve and Surplus Funds Policy recently adopted by Council. As a result, the 1984 policy is not necessary and can be repealed.

4-400-3 Armstrong/Spallumcheen Joint Tangible Capital Assets

Adopted in 2007, this policy promoted a coordinated approach to capitalizing jointly owned assets. While the concept remains valid, the City and Township each have capital asset policies that set their own capitalization thresholds. For newly acquired joint assets, each municipality capitalizes its proportionate share under its own policy, making the joint policy unnecessary.

4. Legal/Statutory Authority

Not applicable.

5. Considerations/Implications

a) Strategic Goals/Priorities

The subject of this report is operational in nature and doesn't directly link to current strategic goals and priorities.

b) Financial

Not applicable.

c) Communications

The subject of this report negates the need for public communications.

d) Others Consulted

None.

6. Alternative Recommendation

Repealing the five policies is not mandatory, but is strongly recommended to maintain alignment with current practices and ensure the overall policy manual reflects them. An alternative recommendation is not being offered at this time.

7. Attachments

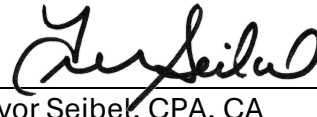
- a) [2-200-8 Tendering Armstrong/Spallumcheen Joint Projects](#)
- b) [4-400-2 Tendering Armstrong/Spallumcheen Joint Projects](#)
- c) [2-200-15 Responsibility Protocol for Operational and Capital Projects](#)
- d) [4-400-1 Armstrong/Spallumcheen Parks and Recreation Commission Surplus](#)
- e) [4-400-3 Armstrong/Spallumcheen Joint Tangible Capital Assets](#)

Prepared by:



Terry Martens, CPA, CGA, Chief
Financial Officer

Approved for submission to Council:



Trevor Seibel, CPA, CA
Chief Administrative Officer



City of Armstrong

REPORT/RECOMMENDATION TO COUNCIL

FROM: Trevor Seibel, Chief Administrative Officer **FILE NO:** 5400-20
DATE: June 29, 2026
SUBJECT: Pleasant Valley Boulevard North (PV Blvd North) – Project Update #1.

1. Purpose

To provide Council with an update on the PV Blvd North project.

2. Recommendation

THAT the report titled “Pleasant Valley Boulevard North (PV Blvd North) – Project Update #1” dated June 29, 2026, from the Chief Administrative Officer, be received for information.

3. Background

The Comprehensive Armstrong Revitalization Initiative (CARI) is a significant vision in the revitalization of Armstrong’s Historic Downtown. The PV Blvd North project was approved as the 1st phase of the CARI project, on August 12, 2024 with the formal budget and construction approvals taking place in late 2025. A complete timeline of the CARI project was presented publicly at the February 2, 2026 Regular Meeting of Council. All project specific correspondence can be found on the City website: [Comprehensive Armstrong Revitalization Initiative - City of Armstrong](#).

4. Project Status Update

Chapman Industries Inc. was the successful proponent after a competitive public procurement process. Site mobilization commenced during the week of March 23, 2026. The contract covers 175 days of work, plus or minus based on efficiencies, change orders or any other factor that could affect the schedule. Based on this, the contractual end date is estimated to be November 2026.

The project is broken down into three phases:

- Phase 1 – construction of the western portion of PV Blvd North; roads and sidewalk area; sidewalk to remain open (start Spring 2026)
- Phase 2 – construction of the eastern portion of PV Blvd North; roads and sidewalk area; sidewalk to remain open (start Summer 2026)
- Phase 3 – sidewalk and landscape work on the western and eastern portion of PV Blvd North, on the north side fronting businesses. (summer/Fall 2026)

The works underway or completed since construction activities started during the week of April 6 include:

- setting up traffic control and signage, setting up construction fencing and completing locates of existing utilities.
- layout and saw cutting of the asphalt and concrete
- removal of surface concrete and asphalt, along with the removal of other site features such as benches, landscaping, and other similar amenities.
- excavation of unsuitable materials
- import new structural fill to support the new storm system.
- installation of the deep utilities along with installing the new catch basins
- prep on the subgrade and base gravels.
- installation of the shallow utility sleeves, irrigation sleeves and road gravels.
- prep will begin on the curb gravels and street light conduits.

The City team, consisting of the CAO and Operations Manager, meet weekly with our consultant (McElhanney) and the contractor (Chapman) to manage the overall project, ensure proper oversight and address emerging issues as they become known. The City CFO provides financial guidance and oversight to the project.

McElhanney, as the City's Engineer of Record and Project Manager for this project, has provide some visuals of the project as of this reporting period.

5. Considerations/Implications

a) Strategic Goals/Priorities

This project addresses the following Strategic Priorities:

Asset Management – Planned infrastructure, Well managed and planned for assets

Community Wellbeing – Future Planning

b) Risk Assessment

Project risks are monitored on an ongoing basis and reviewed and discussed by the City and the project team. The following provides a summary of key risks since the start of the project.

Risk	Description	Assessment
Existing Brick Wall	The foundation was beyond the depth anticipated	Additional excavation required to establish appropriate subgrade cut
Buried Concrete Wall	Wall was buried; concealed condition. The foundation wall in the subgrade cut	Additional work to establish appropriate cut and stabilization of the wall. Mitigating any impact on adjacent railway
BC Hydro	Discovery of a “live” hydro line (buried under the road) not located on BC One Call or any plans; appeared to energize an existing light standard	Coordination with Hydro to arrive on site to address the power and conduit.
Waste Materials	Additional materials (wood waste, glass, etc..) at subgrade elevations; deeper than geotechnical report had indicated	Additional work required to remove additional, unanticipated wood waste and ensure geo grid installation to stabilize subgrade.

c) Financial

The project budget of \$4.4 million dollars was previously communicated to the public and included in the 2026-2030 Financial Plan. After a competitive procurement process, we received very competitive and favourable pricing for this project. In effect there is over \$600,000 in additional potential “savings” from the competitive pricing received. This is reflected in the increased contingency line item. What this means is that the Roads & Drainage Reserve will be the last utilized resource to fund the project. The following table highlights the preliminary project values along with the final values after completion of the procurement process.

	Preliminary	Final
Construction	\$ 3,658,251	\$ 2,957,593
Project Management	200,000	200,772
Other	10,000	10,000
Contingency	531,749	1,231,635
	<u>\$ 4,400,000</u>	<u>\$ 4,400,000</u>
Growing Communities Funding		2,670,000
Gas Tax Funding		1,200,000
Roads & Drainage Reserve		530,000
		<u>\$ 4,400,000</u>

d) Communications

Regular bi-weekly communication has been sent directly to the business and property owners along PV Blvd North as well as broadly distributed to the community at large. All project updates and key information can be found on the CARI specific webpage on the City's website: [Comprehensive Armstrong Revitalization Initiative - City of Armstrong](#)

6. Attachments

- a. [PV Blvd North – Project Update #1 - Visuals](#)

Prepared by:



Trevor Seibel, CPA, CA, Chief
Administrative Officer

Approved for submission to Council:



Trevor Seibel, CPA, CA
Chief Administrative Officer



City of Armstrong

REPORT/RECOMMENDATION TO COUNCIL

FROM: Laurie Cordell, Manager of Planning Services

FILE NO: 6950-30

DATE: June 29, 2026

SUBJECT: Wayfinding Signage – Final Colour Selection

1. Purpose

This report is to request confirmation of the final colour for the City’s wayfinding signage.

2. Recommendation

THAT colour option 1, Heritage Blue, be approved for use in the manufacturing of the City’s wayfinding signage.

3. Discussion/Analysis

At its Regular Meeting of August 11, 2025, Council approved the Armstrong Heritage design for the wayfinding signs. Since the approval of funding for the signs, at the Regular Meeting of March 16, 2026, staff have engaged a team to implement phase one of the wayfinding sign program.

At the Regular Meeting of June 8, 2026, Council received a report from staff seeking direction on the final wayfinding design elements. Council’s discussion led to direction for staff to bring back renderings of the wayfinding signs using the Armstrong Green colour scheme for the primary sign background colour, so that Council could compare the Armstrong Green against the Heritage Blue option prior to making a final decision.

The signage contractor has provided the renderings of both colours for comparison and consideration. The full array of signage in both colours and phase 1 signage at a variety of locations is attached to this report. Please note that the locations are not yet finalized and may be subject to change.



Staff recommend selecting the Heritage Blue option for several reasons related to visibility and accessibility:

- The darker navy background provides a stronger contrast with white lettering, resulting in a higher accessibility rating. Testing shows the Heritage Blue colour combination achieves an AAA (excellent) contrast rating, while the Armstrong Green option achieves a lower AA (good) rating. This enhanced contrast improves readability for all users, including those with visual impairments.
- White text on a dark blue background is generally easier to read from greater distances at highway speeds and under varying lighting conditions. This is particularly important for wayfinding signage, where drivers must be able to quickly identify and process information.
- Common forms of colour blindness affect red and green colour perception. Blue is typically more distinguishable for those with visual impairments, making the Heritage Blue option the more universally accessible choice.
- Given the abundance of natural greenery along the highway corridor, a blue sign background provides greater visual distinction from the surrounding environment, helping the signage stand out.
- While Armstrong Green is one of the three primary colours within the City's approved corporate colour palette, blue has consistently been used as a complementary colour within an established secondary palette, developed by a previous staff team, to augment the Council-endorsed 2024 Communication Strategic Plan. This secondary palette consists of five colours that enhance and expand the application of the City's primary brand colours. In practice, the secondary palette has been incorporated across the City's website, social media channels and print advertising to complement the primary palette and provide greater flexibility for communication and design initiatives. Although the secondary palette has not been formally endorsed by Council, it has become an integral part of the City's visual identity, supporting a broader range of communication and branding needs. The proposed sign design also reflects Armstrong's historical character through the inclusion of a red brick base element, grounding the signage in the community's architectural heritage. The use of Heritage Blue provides an opportunity to thoughtfully evolve the City's visual identity, balancing respect for established brand elements with a clear, accessible and contemporary civic presence.
- The combination of a red brick base with a green sign background may create unintended seasonal associations, which are not aligned with the functional intent of the wayfinding program. In contrast, the Heritage Blue option provides a more neutral and timeless visual pairing with the brick base. This helps ensure the signs are perceived primarily as functional infrastructure rather than being influenced by colour symbolism.
- While both colour options are functional, the Heritage Blue option provides measurable improvements in accessibility, visibility and readability. Given that wayfinding signage is intended to serve all users for many years, staff believe it is prudent to select the option that delivers the strongest overall performance.

4. Legal/Statutory Authority

The signage has been authorized by Council and expenditures authorized in the Financial Plan Bylaw.

5. Considerations/Implications

a) Strategic Goals/Priorities

This project falls within the Community Wellbeing strategic area: The City of Armstrong is committed to building a livable and complete community that is attractive to current and future residents.

Goal – Future Planning

Strategic Action – Comprehensive Armstrong Revitalization Initiative

b) Financial

Funding for this project has been authorized by Council.

c) Communications

This will be a very visible project in the community. It is expected that a communications plan will be mapped out to accompany the installation of the signage.

d) Others Consulted

The proposed simplified sign design was reviewed by City staff.

6. Alternative Recommendations

THAT colour option 2, Armstrong Green, be approved for use in the manufacturing of wayfinding signage.

This would direct staff to use the green version of the signage.

7. Attachments

- a. [Option 1 – Heritage Blue.](#)
- b. [Option 2 – Armstrong Green.](#)

Prepared by:



Laurie Cordell, MCIP, RPP, Manager
of Planning Services

Approved for submission to Council:



Trevor Seibel, CPA, CA
Chief Administrative Officer



REGIONAL DISTRICT NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

"B" – SWAN LAKE

"C" – BX DISTRICT

"D" – LUMBY (RURAL)

"E" – CHERRYVILLE

"F" – ENDERBY (RURAL)

OFFICE OF: PLANNING DEPARTMENT

OUR FILE No.: 3045.01.02

June 18, 2026

- City of Armstrong
- District of Coldstream
- City of Enderby
- Village of Lumby
- Township of Spallumcheen
- City of Vernon
- Electoral Area Advisory Committee
- Regional Growth Management Advisory Committee
- Okanagan Indian Band
- Splotsin
- BC Fruit Growers, Kamloops Okanagan Dairy Association, BC Cattlemen's Association, Small-Scale Meat Producers Association, Organic BC, Land to Table
- Ministry of Agriculture
- Agricultural Land Commission

To Whom It May Concern:

Re: **Draft Regional Agricultural Plan – 2026 Update**

At the June 17, 2026, Board of Directors meeting, the Board passed the following resolution:

That staff be directed to forward the draft Regional Agricultural Plan to Member Municipalities, First Nations, Agricultural Associations, the Regional Growth Management Advisory Committee and Provincial Ministries for their review and comment.

The revised Regional Agricultural Plan (RAP) contains 77 actions that support and enhance the economic sustainability and resilience of the North Okanagan's agricultural industry. Staff have completed the review and update of the plan, highlighting actions and opportunities within the scope of local government while incorporating a more substantial economic component and a local food systems lens.

This updated RAP builds on existing content to address agricultural issues in the foreseeable future, the most prominent being water and climate change impacts. RDNO planning staff have reviewed and evaluated the 2015 RAP, conducted research, facilitated engagement, and drafted the revised Plan. The revised RAP has a new format, focusing on actions within the purview of local governments vs those that will require a more collaborative effort.

The RDNO appreciates your review and feedback on this important guiding document. While not legislatively required, the RAP serves as strategic policy guidance intended to inform the RDNO's future administration and Board of Directors on agricultural issues. It includes specific recommendations for the RDNO and partner agencies to pursue. Implementing the Agricultural

Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC
V1B 2K9

Toll Free: 1.855.650.3700
Phone: 250.550.3700
Fax: 250.550.3701
Web: www.rdno.ca
E-Mail: info@rdno.ca

AGENDA ITEM #7. 7.1

File No.: 3045.01.02

Dated: June 18, 2026

Page 2 of 2

From: Planning Department
Subject: Draft Regional Agricultural Plan

Plan will support regional food and agriculture sectors, enable the RDNO to serve as a sector partner, and help build greater resiliency in the food system.

The draft Regional Agricultural Plan is attached (Attachment1), and comments and feedback will be accepted/considered until July 31, 2026, with the intent that the final Plan be endorsed by the Board in September.

If you have any questions, feel free to contact me, Laura Frank, Planning Manager at 250-550-3768 or laura.frank@rdno.ca

Yours truly,



Laura Frank
Planning Manager
Enc. Attachment 1 – Draft Regional Agricultural Plan

REGIONAL DISTRICT NORTH
OKANAGAN

REGIONAL
AGRICULTURAL
PLAN



2026

Acknowledgments

In 2015, the Regional Agricultural Plan (RAP), a strategy and policy framework document, was developed to support and enhance the economic sustainability and resilience of the agricultural industry in the North Okanagan. A Consulting Team, composed of four consultants, led the original planning process for the Regional District.

The Regional Agricultural Advisory Committee (RAAC), comprised of elected officials and members of the farm community, was essential for providing technical advice and input on the planning process and serving as a liaison within the regional agricultural community. Funding from the Investment Agriculture Foundation was secured to offset the costs of this comprehensive planning process.

Funding provided by:







Ione Smith, BSc, MSc, PAg
Upland Consulting

Andrea Lawseth, BSc, MSc, PAg
AEL Agroecological Consulting

Janine de la Salle, BA, MA
Urban Food Strategies

Brooke Marshall, MCIP, RPP

}

the "Consulting Team"

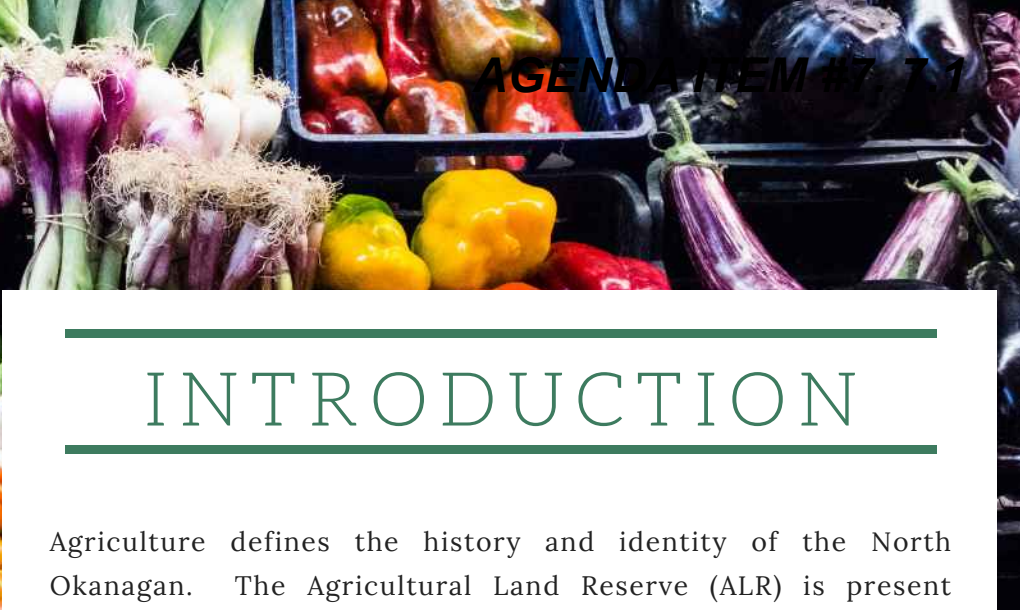
2025 Review

In 2025, the RDNO launched a review and update of the Regional Agricultural Plan. This work was carried out by RDNO staff in collaboration with the Regional Agricultural Advisory Committee, the Regional Growth Management Advisory Committee and members of the farming community and general public.

Through this consultation, it was confirmed that the seven priorities and sub-goals remained relevant. The original RAP contained 105 actions. After the review was complete, the Plan now contains 77 actions. From the original 2015 plan, 49 actions were retained, 24 revised, 34 removed because they were either complete or no longer relevant, and 4 new actions were created.

A notation of any revised or new policies is provided to give greater context to the evolution of this plan.





INTRODUCTION

Agriculture defines the history and identity of the North Okanagan. The Agricultural Land Reserve (ALR) is present throughout the region, and each community has supporting agricultural designations and policies in their Official Community Plans (OCPs) and zoning bylaws. Agriculture provides not only local and regional economic benefits but also opportunities for local access to agricultural products.

The original Regional Agricultural Plan (RAP) is the culmination of a Background Report, Market Opportunities Analysis, and extensive consultation with the agricultural community. The Background Report presented an overview of the regional context, the results of the Agricultural Land Use Inventory (ALUI), the Census of Agriculture analysis, and community consultation and issue identification. The Market Opportunities Analysis provided a high-level assessment of opportunities and challenges facing the North Okanagan agricultural sector. This RAP is a refresh of the original document. It combines that information with feedback from the community to present a **revised vision statement**, key priorities and recommended actions towards planning for agriculture in the North Okanagan.

Regional Agricultural Plans are intended to support the highest and best use of agricultural land and to develop strategies/actions to ensure a viable agricultural industry at the regional level. The RAP considers agriculture in its regional context and attempts to identify and anticipate future changes and challenges. The RAP, although developed by the Regional District of North Okanagan, acknowledges that the participation of local governments, senior levels of government, agricultural businesses, community organizations, and the public is essential to realize a resilient, sustainable and profitable regional agricultural sector.



2025 Vision Statement

Agriculture is central to the North Okanagan’s identity- past, present, and future. Farms of all sizes thrive with affordable, long-term land access, supportive policies, and sustainable practices that ensure climate resilience and a diverse, healthy food supply. A strong local food system and proud regional identity of ‘Okanagan Grown’ connect residents and visitors to the land, the farmers, and the food that define this region.



It is important to note that, while the RAP has been developed for the RDNO, it is not solely the RDNO's responsibility to accept, adopt, endorse, implement, or accommodate any or all of the recommendations included within the plan. The RDNO's role is to raise educational awareness through policy and plan development, and the RAP is therefore a community endeavour and will require the effort of many individuals and organizations within the region to succeed.

Potential lead organizations and agencies are identified in the recommendation tables and grouped by jurisdiction. The recommendations and associated implementation strategy are put forward with the understanding that collaboration will be required in order to achieve success. Furthermore, the scope of this plan is regional; therefore, the provincial and federal levels are addressed to some degree, but are not the main focus of the report.

The North Okanagan is fortunate to be home to many organizations that support local agriculture either directly or indirectly. They include:

Producer Groups

- BC Agricultural Council
- BC Association of Abattoirs
- BC Fruit Growers Association
- BC Grape Growers Association
- BC Poultry Association
- BC Young Farmers – Okanagan
- Interior Greenhouse Growers Association
- Kamloops Okanagan Dairymen Association (KODA)
- Lumby Range/Livestock Association
- North Okanagan Beekeepers Association
- North Okanagan Cattlemen Association
- North Okanagan Organic Association
- Okanagan North Growers Co-op
- Okanagan Shuswap Sheep Producers Association
- Okanagan Tree Fruit Cooperative
- Okanagan-Kootenay Cherry Growers Association

Community Groups

- Armstrong Food Initiative Society
- Enderby Food Action for Today and Tomorrow (FACT) committee
- Kamloops/Okanagan 4-H Regional Council
- Land to Table
- North Okanagan Food Action Society (FASNO)
- Seed Savers
- Vernon Permaculture
- Vernon Pigeon and Poultry Club
- Young Agrarians

COMMUNITY CONSULTATION

The following seven priorities emerged from the 2013 community consultation and were reconfirmed and prioritized in 2026.

1. **Protecting farmland and farmers**
2. **Managing clean, accessible, and affordable water**
3. **Encouraging sustainable agricultural practices and climate change resilience**
4. **Strengthening the local agricultural economy**
5. **Ensuring farmland availability for emerging and multigenerational farmers**
6. **Creating supportive government policies and regulations**
7. **Raising awareness through education and celebration of agriculture**



The priorities are further explained and a series of recommended actions are provided in table format in the following pages. The issue of climate change arose repeatedly, and it is felt that each priority is vulnerable to its effects (both known and unknown). Particular focus on climate change is afforded in Priority #3.

The tables include a list of suggested key players (including lead agency and supporting partners), along with priority level, timeframe, funding requirements and potential funding sources. A new implementation column has been added to highlight which actions have been initiated over the years and their status. It is important to note that the inclusion of any organization or agency in this list does not constitute a commitment on their part to participate; rather, it suggests the appropriate type of leadership and support required for each action to succeed.

The overall responsibility for implementing the RAP rests with the RDNO, and therefore, some of the actions are steps the Regional District can take. However, this is truly a community-based plan, and members of the farming community and supporting organizations are expected to take a lead role in many of the actions.

Priority Area			
A. Goal	Key Players	Resource Requirements & Potential Sources	Implementaiton Status

PRIORITY 1: PROTECTING FARMLAND AND FARMERS



The RDNO spans about 750,000 hectares, with 68,853 hectares in the ALR—primarily in valley bottoms where development pressure is highest. Since 2016, only 3.9 hectares have been excluded, reflecting strong support for farmland protection. Beyond the ALR, nearly 20,000 hectares are actively farmed, supporting jobs and contributing to 5.1% of regional employment (6.0% including food and beverage manufacturing). In 2021, 970 farms generated about \$182.2 million in operating revenue. These economic benefits to the region underscore the importance of protecting farmland through policies that limit non-agricultural development, reduce land-use conflicts, and ensure land remains available for agriculture.

Subthemes that emerged within the recommended actions in this priority include:

- Protecting the Farmland Base
- Strengthening the ALR: Non-ALR Edge
- Information Availability
- Taxation Tools and Incentives



Priority 1: Protecting Farmland and Farmers

Protecting the Farmland Base	Key Players	Resource Requirements & Potential Sources	Implementation Status
<p>1.1 Protect current ALR boundaries as stable in planning documents, recognizing that amending the ALR boundary results in speculation, urban development pressure, and the reduction of agricultural activity on adjoining farmland.</p>	<p>Lead: RDNO, member municipalities</p> <p>Supporting: ALC, MoAg, MoTI</p>	<p>Requirements: Low to Moderate Staff time</p> <p>Source: RDNO, member municipalities</p>	
<p>1.2 Encourage the RAAC to review all North Okanagan ALR-related decisions on an annual basis to explore the cumulative impact of applications on the farmland base. These would include exclusion, inclusion, subdivision, non-farm use, and major urban development applications adjacent to the ALR.</p>	<p>Lead: RDNO, member municipalities</p>	<p>Requirements: Low to Moderate Staff time</p> <p>Source: RDNO, member municipalities</p>	<p>2016 Priority that is done annually and will continue into the future.</p>
<p>1.3 (revised) Support the development of Home Plate standards (siting and size of residential uses) in the ALR. See the Ministry of Agriculture’s Discussion Paper and Bylaw Standard (2011).</p>	<p>Leads: RDNO, member municipalities</p> <p>Supporting: MoAg, ALC</p>	<p>Requirements: Low to Moderate (\$5,000 - \$10,000)</p> <p>Sources: RDNO</p>	
Strengthening the ALR : Non-ALR Edge	Key Players	Resource Requirements & Potential Sources	Implementation Status
<p>1.4 (revised) In collaboration with the Ministry of Agriculture and farmers, continue to educate and encourage farmers, non-farming neighbours and the general public to deal with issues of conflict using an issue-based approach.</p>	<p>Leads: RDNO, MoAg, member municipalities</p>	<p>Requirements: Moderate (\$10,000 - \$15,000)</p> <p>Sources: RDNO, member municipalities</p>	<p>In 2021, this action shifted from creating a Good Neighbour Policy to focusing on dispute resolution education, supported by an Agriculture in Your Community webpage featuring the Township of Spallumcheen’s “Living in Agriculture” resource.</p>

Priority 1: Protecting Farmland and Farmers

Strengthening the ALR : Non-ALR Edge	Key Players	Resource Requirements & Potential Sources	Implementation Status
<p>1.5 (revised) Support the creation of a DPA for Farmland Protection in Fringe Areas/borders of municipalities with lands adjacent to the ALR. The DPA maps would identify ALR areas that may require buffering from non-farm land uses. Consider including buffers on land located adjacent to farms that are not in the ALR.</p>	<p>Leads: RDNO, member municipalities</p>	<p>Requirements: Moderate to high (>\$15,000)</p> <p>Sources: RDNO, member municipalities</p>	
Information Availability	Key Players	Resource Requirements & Potential Sources	
<p>1.6 (revised) Use the 2026 ALUI results and the most recent Agricultural Census data to update the baseline of agricultural information and State of the Region Indicators to continue to monitor and support the agricultural sector.</p>	<p>Lead: RDNO, MoAg</p> <p>Supporting: Member municipalities</p>	<p>Requirements: Moderate (\$15,000 - \$20,000)</p> <p>Sources: RDNO, member municipalities</p>	
Taxation Tools and Incentives	Key Players	Resource Requirements & Potential Sources	Implementation Status
<p>1.7 Encourage farmers and property owners leasing their land to farmers to apply for farm tax status through the BCAA. This will reduce the annual tax rate and create more affordability in land access.</p>	<p>Leads: RDNO</p> <p>Supporting: Real Estate Industry, MoAg, ALC</p>	<p>Requirements: Staff time (information session or factsheet or other communications piece).</p>	<p>2018 Priority- Staff worked with the RDNO Communicaitons Officer to include a “Did you Know” and general awareness campaign.</p>

Priority 1: Protecting Farmland and Farmers			
Information Availability	Key Players	Resource Requirements & Potential Sources	Implementation Status
<p>1.8 Consider conducting a deeper level of investigation into how farmers wish to expand their operations in the next few years. This information will better help decision-makers plan for and facilitate changes to the local agricultural sector.</p>	<p>Leads: UBCO, Okanagan College</p> <p>Supporting: RDNO, ALC, MoAg</p>	<p>Requirements: Moderate. (\$15,000 - \$20,000)</p> <p>Possible summer student position.</p> <p>Sources: IAF, REF, other grants.</p>	
Taxation Tools and Incentives	Key Players	Resource Requirements & Potential Sources	Implementation Status
<p>1.9 (revised) Continue to advocate to the BCAA to consider whether the sale of value-added products could be included in determining primary production gross income. Currently, only the sale of raw farm products is included in income calculations, and this threshold is often too high for small farms to qualify for farm status for tax purposes.</p>	<p>Leads: MoAg, BCAA</p> <p>Supporting: RDNO</p>	<p>Requirements: Negligible</p>	<p>In 2018, BC Assessment Authority provided a presentation to RAAC on Farm Classification. A letter was sent to the Ministry of Agriculture and BC Assessment in February 2020 requesting a review and update to provincial legislation and farm tax class thresholds to further support farming in the region.</p>

PRIORITY 2: MANAGING CLEAN, ACCESSIBLE, AND AFFORDABLE WATER

Farmers consistently identify irrigation access and seasonal water scarcity as major challenges, ranking among the top challenges in both 2015 and 2026. Concerns include water costs, access for new producers to water licenses, and on-farm storage, as summer demand continues to exceed historic annual averages. As climate change further reduces flows, efforts to expand reclaimed water use—currently about 10%—along with strategies such as on-farm storage, efficient irrigation, and drought-tolerant crops can reduce pressure on water systems.

Ongoing research and tools, such as the Agricultural Water Demand Model, support better water management, while broader regional planning efforts will require collaboration with the farming community.

Subthemes that emerged within the recommended actions in this priority include:

- Policies and strategies that support the management of water quality and quantity
- Innovative on-farm water use and conservation
- Water governance and agriculture



Priority 2: Managing clean, accessible, and affordable water			
A. Policies and strategies that support management of water quality and quantity	Key Players	Funding Requirements and Sources	Implementation Status
2.1 Continue to support the implementation of actions outlined in the OBWB Okanagan Sustainable Water Strategy	Lead: RDNO, member municipalities Supporting: OBWB	Requirements: Low to Significant Sources: OBWB, RDNO	
2.2 Collaborate with senior levels of government on coordinated solutions to surface and groundwater issues that may impact the agricultural sector, such as water quality, fisheries management, flooding, drainage and inter-basin water transfers.	Leads: RDNO, farmers Supporting: Fisheries and Oceans Canada, MoE, MoAg		
2.3 Continue to consider agricultural water supply and drainage needs, including irrigation and livestock watering, in all land use, surface water management, and groundwater management plans.	Leads: RDNO Supporting: member municipalities	Requirements: Negligible	
Innovative on-farm water use and conservation	Key Players	Funding Requirements and Sources	Implementation Status
2.4 Encourage the continued development, implementation, and support for the use of non-potable water for some farm activities.	Lead: RDNO, member municipalities, farmers Supporting: MoAg, agricultural supply industry	Requirements: Low (<\$5,000) Staff time Source: RDNO, water utilities	

Priority 2: Managing clean, accessible, and affordable water

Water governance and agriculture	Key Players	Funding Requirements and Sources	Implementation Status
<p>2.5 Collaborate with the farming community to discuss water governance and rates. This could be done by hosting a forum to discuss water affordability within the current governance and rate structure.</p>	<p>Leads: Greater Vernon Water, other local water utilities, OBWB, farmers</p> <p>Supporters: RDNO, member municipalities</p>	<p>Requirements: Low to Moderate (\$10,000 - \$15,000)</p>	
<p>2.6 Continue to collaborate with the farming community to maintain access to adequate quantities of water at appropriate rates for farm operators.</p>	<p>Leads: Greater Vernon Water, other local water utilities, OBWB, farmers</p>	<p>Requirements: Low to Significant</p>	



Priority 2: Managing clean, accessible, and affordable water

Policies and strategies that support management of water quality and quantity	Key Players	Funding Requirements and Sources	Implementation Status
2.7 (revised) Participate in the creation of Drought Management Plans, as the agriculture sector is a major component.	Lead: OBWB/Water Authorities Supporting: MoE, MoAg, farmers, RDNO, member municipalities, IHA	Requirements: Significant (> \$20,000) Sources: OBWB MoE, IHA, participating local governments	
Innovative on-farm water use and conservation	Key Players	Funding Requirements and Sources	Implementation Status
2.8 Review current groundwater inventory and mapping and assess potential opportunities for irrigation from aquifer sources.	Leads: OBWB, MoE, UBCO Supporting: member municipalities, RDNO, NRCan	Requirements: Significant (> \$20,000) Sources: MoE, OBWB	
2.9 (revised) Encourage farmers to participate in AgriService BC workshops on water efficiency (e.g., sprayer calibration workshops) and on-farm technology adoption programs.	Leads: Farmers, MoAg, AAFC Supporting: consultants	Requirements: Negligible	
2.10 (revised) Continue to support projects that improve water intake systems and storage of water. Encourage farm tours of producers who have successfully created on-farm water storage.	Leads: MoAg, MoE, CAI Supporting: RDNO, member municipalities agricultural supply industry	Requirements: Low (<\$5,000) In-kind staff support Sources: RDNO	
2.11 (revised) Promote the implementation of BMPs for irrigation and water conservation on farms through the EFP program and Investment Agriculture Foundation.	Leads: MoE, MoAg, farmers Supporting: RDNO	Requirements: Negligible to Significant depending on the BMP Sources: ARDCorp	

Priority 2: Managing clean, accessible, and affordable water

Innovative on-farm water use and conservation	Key Players	Funding Requirements and Sources	Implementation Status
2.12 (revised) Encourage the use of the BC Irrigation Scheduling Calculator, as developed by the BC Ministry of Agriculture, and the AgConnect tool, as developed by Greater Vernon Water, to maximize water efficiency.	Leads: MoAg, farmers, GVW Supporting: RDNO	Requirements: Negligible	
2.13 Utilize programs, such as the EFP program, to assist with funding the construction of livestock exclusion fencing and ensuring healthy riparian buffer areas to protect surface water from manure runoff.	Leads: MoAg, farmers Supporting: RDNO	Requirements: Negligible to Significant depending on the size of the project Sources: ARDCorp, OBWB	



PRIORITY 3: ENCOURAGING SUSTAINABLE AGRICULTURAL PRACTICES AND CLIMATE CHANGE RESILIENCE

The North Okanagan is a highly productive agricultural region, with farmers committed to sustainable practices and residents supportive of continued environmental improvements. While agriculture will need to continue contributing to reducing emissions, it shares this responsibility with all sectors, and the RDNO will work with senior governments on climate strategies.

As the impacts of Climate Change are felt, farmers face challenges such as high irrigation needs, difficult soils and invasive species. Climate change is expected to increase risks, such as drought, underscoring the importance of emergency preparedness and local food resilience. Programs like the Environmental Farm Plan help farmers adopt sustainable technologies through financial incentives and encourage the adoption of best management practices, which can help reduce these risks and improve resource efficiency.

Subthemes that emerged within the recommended actions in this priority include:

- Climate change adaptation and emergency planning
- Implementation of sustainable farm practices and technologies
- Wildlife and livestock interaction management
- Control of invasive species and mitigation of their effects



 <p>INCREASED HEAT STRESS</p>	 <p>INCREASED RISK OF FLOODING</p>
 <p>INCREASED RISK OF WILDFIRE</p>	 <p>INCREASED RISK OF MORE EXTREME WEATHER</p>
 <p>INCREASED RISK TO VULNERABLE PEOPLE</p>	 <p>SHIFTING ECOSYSTEMS</p>

Priority 3: Encouraging sustainable agricultural practices and climate change resilience			
Climate change adaptation and emergency planning	Key Players	Funding Requirements and Sources	Implementation Status
3.1 (revised) Create awareness and support implementation of the <i>Environment and Climate Regional Guidebook for the Okanagan</i> , prepared by the Ministry of Agriculture and Food.	<p>Leads: RDNO, member municipalities, OBWB, farmers</p> <p>Supporting: MoAg, BC Emergency Response</p>	<p>Requirements: Low to Moderate</p> <p>Sources: MoAg, CAI, IAF, OBWB</p>	
3.2 Collaborate with the Ministry of Agriculture on a pilot project that would develop site-specific climate change mitigation plans for individual farms.	<p>Leads: RDNO, CAI, farmers</p> <p>Supporting: MoAg, BC Emergency Response</p>	<p>Requirements: High (>\$20,000)</p> <p>Sources: CAI, MoAg, RDNO</p>	
3.3 Assist in producer education around climate change adaptation by hosting discussions and workshops on: crop tolerance to drought, insurance, integrated management of pests and disease, habitat for pollinators, re-introduction of native grasses for pasturing, and using technologies that protect crops from weather damage.	<p>Leads: RDNO, CAI, member municipalities</p> <p>Supporting: MoAg, UBC Okanagan, Okanagan College</p>	<p>Requirements: Low to Moderate (\$5,000 - \$10,000)</p> <p>Sources: MoAg, CAI</p>	
3.4 (revised) Ensure that agriculture is integrated into regional emergency preparedness, response, and recovery plans, with specific attention to mass carcass disposal and animal relocation during emergency events.	<p>Leads: RDNO, CAI, member municipalities, groundwater representative(s)</p> <p>Supporting: MoAg</p>	<p>Requirements: Moderate to High (\$15,000 - >\$20,000)</p> <p>Sources: MoAg, RDNO, CAI</p>	

Priority 3: Encouraging sustainable agricultural practices and climate change resilience

Implementation of sustainable farm practices and technologies	Key Players	Funding Requirements and Sources	Implementation Status
<p>3.5 Support the health of pollinators through habitat preservation and adoption of agro-ecological principles. E.g. distribution of bee nest boxes and the planting of wildflowers in public parks and other public spaces.</p>	<p>Lead: RDNO, member municipalities</p> <p>Supporting: local food organizations, public</p>	<p>Requirements: Low – Moderate (\$5,000 - \$15,000)</p>	
Wildlife and livestock interaction management	Key Players	Funding Requirements and Sources	
<p>3.6 Participate in initiatives to seek management solutions to deter wildlife (e.g., bighorn sheep, coyotes, bears, deer, starlings) from damaging crops and livestock and spreading diseases.</p>	<p>Leads: RDNO, MoE, MoAg, OCCP, member munis</p> <p>Supporting: SPCA, Bear Aware, EFP program</p>	<p>Requirements: Will depend on initiatives</p> <p>Sources: MoE, ARDCorp, IAF, non-profit grants</p>	
Control of invasive species and mitigation of their effects	Key Players	Funding Requirements and Sources	
<p>3.7 (revised) Continue to support the reduction of invasive species and noxious weeds through grants from the North Okanagan Conservation Fund and the Invasive Species Council of BC. Collaborate with the agricultural community to identify high-priority areas.</p>	<p>Leads: RDNO, farmers</p> <p>Supporting: MoE, MoAg, member municipalities</p>	<p>Requirements: Staff time (bylaw enforcement)</p>	<p>The RDNO continues to provide funding to the Invasive Species Council of BC's Action teams to protect and restore the region's landscapes from invasive species.</p>

Priority 3: Encouraging sustainable agricultural practices and climate change resilience

Implementation of sustainable farm practices and technologies	Key Players	Funding Requirements and Sources	Implementaiton Status
<p>3.8 (revised) Encourage farmers to participate in the Environmental Farm Plan (EFP) Program, which is voluntary, confidential, and free. This program identifies opportunities to adapt and respond to emerging environmental, regenerative agriculture, and climate challenges and changing environmental conditions.</p>	<p>Lead: MoAg, ARDCorp, farmers</p> <p>Supporting: RDNO, member municipalities</p>	<p>Requirements: Low</p> <p>Sources: MoAg, ARDCorp</p>	<p>Presentation was made to RAAC by Peter Spencer from the Environmental Farm Plan Program, and a Letter was sent from the RDNO to the Ministry of Agriculture and BC Agriculture Research and Development Corp requesting additional funds be put toward EFP implementation.</p>
<p>3.9 Develop a food system and agriculture speaker series at Okanagan College, with a focus on topical issues on food and the environment.</p>	<p>Lead: Okanagan College, farmers</p> <p>Supporting: local food organizations, public</p>	<p>Requirements: Variable, depending on length and depth of the speaker series.</p> <p>Sources: Okanagan College</p>	
Wildlife and livestock interaction management	Key Players	Funding Requirements and Sources	Implementation Status
<p>3.10 Distribute research and other information on current ungulate migratory pathways and wildlife corridors regionally. Include strategies to reduce livestock interactions with wildlife. The MoE and the IAF have many publications available on these topics.</p>	<p>Leads: OCCP</p> <p>Supporting: IAF, MoE</p>	<p>Requirements: Low (< \$5,000)</p> <p>Sources: MoE, IAF</p>	
<p>3.11 Communicate information to farmers about the provincial crop insurance program.</p>	<p>Lead: MoAg, farmers</p> <p>Supporting: RDNO, member municipalities</p>	<p>Requirements: Low</p> <p>Sources: MoAg</p>	

Priority 3: Encouraging sustainable agricultural practices and climate change resilience

Control of invasive species and mitigation of their effects	Key Players	Funding Requirements and Sources	Implementation Status
<p>3.12 Encourage coordination between MoE, MOTI, FLNRO and AGRI to manage noxious weeds on Crown range land. This will help to ensure farmland availability for the long term.</p>	<p>Leads: MoAg, MoE, FLNRO, MoTI</p> <p>Supporting: farmers, RDNO</p>	<p>Requirements: Low</p> <p>Sources: MoAg</p>	

PRIORITY 4: STRENGTHENING THE LOCAL AGRICULTURAL ECONOMY



North Okanagan farmers produce a wide range of crops and livestock, including fruit, vegetables, grapes, ground crops, beef, poultry and dairy. Despite \$182 million in farm receipts (2021), much of this revenue leaves the region for processing, aggregation and distribution. Over \$300 million is spent annually on food within the region, highlighting an opportunity to retain more local dollars. Although farm profitability has increased slightly (from 11% in 2011 to 12% in 2021), margins remain tight, limiting expansion and investment in efficiency.

Efforts to improve food system connectivity have seen some success, but financial, administrative, and regulatory barriers remain. Reducing provincial and federal regulatory hurdles would help farmers bring products to market more easily. Supporting both new and existing farms is key to strengthening the sector and enabling economies of scale. Initiatives like the Food Shed are improving distribution by connecting producers with community organizations, though many small-scale growers still lack the volume for consistent retail or export markets. Meanwhile, much of the region's dairy production is exported, highlighting the need for more local processing and value-added opportunities. Overall, there is strong support for further localizing and strengthening the regional food system.

Subthemes that emerged within the recommended actions in this priority include:

- Economic viability of local operations
- Regional marketing opportunities
- Creation, distribution, and sales of value-added farm products



PRIORITY 4: STRENGTHENING THE LOCAL AGRICULTURAL ECONOMY

It has been acknowledged that collaboration is required to assist producers in improving regional sector viability. Innovation enhances profitability and allows farmers to develop entrepreneurial ideas, gain useful marketing and business management skills, and access capital.

In 2022, the Township of Spallumcheen initiated a feasibility study and Business Case Assessment for a Regional Agricultural Support Area. A multitude of socio-economic benefits were identified for the region, if this collective vision were successful, including economic growth, job creation, community well-being and environmental sustainability. The first tenant of this site, the North Okanagan Butcher Hub, became operational in 2025, providing a much-needed service to the region's livestock producers. There is continued interest in supporting additional processing facilities at this location, including processing for Dairy, Poultry, Cold Storage, and a Community Commercial Kitchen & Community Food Storage/Distribution.

Additional agri-economic development strategies for specific sectors would provide clear, well-supported direction for local agricultural enterprises and attract innovative business models tailored to RDNO's specific situation, needs, and values.



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Priority 4: Strengthening the Local Agricultural Economy

Economic viability of local operations	Key Players	Resource Requirements & Sources	Implementation Status
4.1 (<i>revised</i>) Continue to support the objectives of the Regional Employment Lands Action Plan that align with the intent of the Regional Agricultural Plan.	Leads: RDNO, member municipalities	Requirements: Staff time Sources: RDNO	
4.2 (<i>new</i>) Advocate for a review and modernization of agricultural regulations by engaging provincial and federal policy makers. The current framework is burdensome and adds costs and delays to innovation and the expansion of agricultural operations. Look to other countries where agriculture thrives, for example, the Netherlands.	Leads: RDNO Supporting: MoAg, CFIA, IHA	Requirements: Staff time Sources: RDNO, Provincial and Federal staff	
4.3 (<i>new</i>) Support community and regional food planning by developing policies that increase local food procurement, support local food events, and increase capacity of the agri-food value chain. This could include an asset-mapping project.	Leads: RDNO, member municipalities	Requirements: Staff time Sources: RDNO	Land to Table (L2T) has begun discussions on local food procurement, identifying key challenges such as tight cost margins, centralized vendor requirements, and the need for consistent supply volumes. L2T will continue exploring opportunities but sees greater potential at smaller institutions (e.g., cafeterias, seniors' centres) that bypass intermediaries. L2T remains committed to expanding local food access and, in 2021, partnered with UBCO on a project that successfully increased direct sourcing from local farmers. The Food Shed initiative is another current example of connecting local food and farmers with area residents.

Priority 4: Strengthening the Local Agricultural Economy

Creation, distribution, and sales of value-added farm products	Key Players	Resource Requirements & Sources	Implementation Status
<p>4.4 (revised) Continue to support opportunities to develop or expand processing infrastructure within the region, including packing, sorting, processing and cold storage. Efforts should be made to focus this infrastructure on the Regional Agricultural Support Area site within the Township of Spallumcheen, as it would connect agricultural sectors and bring the industry together, capitalizing on economies-of-scale opportunities for aggregation and supporting locally grown food.</p>	<p>Leads: Producer groups (KODA, etc.), RDNO</p> <p>Supporting: MoAg</p>	<p>Requirements: Staff time</p>	<p>A “Support Food Processors” working group was established through the Growing the Local Food Economy forum in 2018. The group consisted mostly of small to medium scale food processors for a variety of food products. The Land to Table non-profit continues to support and receive funding from the RDNO for the food shed initiative (aggregation and distribution of local food).</p>
<p>4.5 (revised) Continue working with local farmers, agricultural operators, senior levels of government, member municipalities, and IHA on solutions that would facilitate and lessen the regulatory burden for local food processing.</p>	<p>Leads: RDNO, member municipalities, IHA, ALC, MoAg</p>	<p>Requirements: Staff time</p>	<p>In 2020, RDNO contributed \$10,000 to partner with Community Futures on the REACH agricultural business accelerator. In October 2021, the Province introduced modernized inspection categories, transitioning Class D and E slaughter licences to Farmgate and Farmgate Plus. In March 2022 and 2023, the committee supported RDNO’s role in developing the Regional Agri-hub Planning process, aligning with Action 4.4 to expand local food processing.</p>



Priority 4: Strengthening the Local Agricultural Economy

Economic viability of local operations	Key Players	Resource Requirements & Sources	Implementation Status
4.6 Continue to support efforts by the City of Vernon’s Economic Development Department to explore opportunities to promote agricultural business development and initiatives through economic development planning, including the identification of funding opportunities.	Leads: City of Vernon	Requirements: Staff time Sources: CoV/RDNO	
4.7 Host a skills and knowledge-building workshop series to discuss successful farm business models. Include topics such as winter business models, becoming wholesale-ready, food processing and value-added, marketing boards, small-scale alternative green energy projects, production quotas, and food safety.	Leads: Community Futures, and other agri-organizations Support: RDNO, MoAg	Requirements: Moderate (\$5,000 - \$10,000) Sources: Non-profit grants	
4.8 (revised) Work with industry associations and economic development groups to increase the market for regionally grown agricultural products.	Leads: Farmers, Community Futures, Support: RDNO (RAAC)	Requirements: Staff time	

Priority 4: Strengthening the Local Agricultural Economy

Economic viability of local operations	Key Players	Resource Requirements & Sources	Implementation Status
<p>4.9 (revised) Support the adoption of online software systems and the work of local organizations that connect producers to food retailers and wholesalers to improve communication and ease of ordering, logistics, locating local products, direct purchasing connections, and the number of business relationships with regional producers.</p>	<p>Leads: Regional producers, Retailers, wholesalers, chefs</p> <p>Supporting: Farmers</p>	<p>Requirements: Moderate (\$10,000 - \$15,000)</p> <p>Sources: IAF, local economic development organizations</p>	
<p>4.10 Build upon online and print resources that showcase regional farmers and food businesses, as well as maps of local food restaurants, farm tours, wineries, breweries, and cheese-makers, among others. Currently, several directories overlap in their listings, but many are not kept up to date, and others are incomplete. One streamlined local food guide or directory, similar to what is produced in the Comox Valley, would assist not only the public but also farmers to get to know what types of activities are occurring in their area and potentially create opportunities for collaboration and cooperation.</p>	<p>Leads: Vernon Tourism, Okanagan and Shuswap Chefs Association.</p> <p>Supporting: RDNO, Member municipalities, BCAFM, Community Futures</p>	<p>Requirements: Moderate (\$10,000)</p> <p>Requires ongoing maintenance and renewal.</p> <p>Sources: Advertisers, Tourism BC, REF</p>	

Priority 4: Strengthening the Local Agricultural Economy

Regional marketing opportunities	Key Players	Resource Requirements & Sources	Implementation Status
<p>4.11 (revised) Work with the community and province in the development of a common local identity, logo, or brand that can be used to highlight North Okanagan farms and products, differentiating them from other regions.</p>	<p>Leads: EDC, Farmers Institutes, BC Tourism</p> <p>Supporting: BCAFM, CSR</p>	<p>Requirements: Moderate (\$10,000 - \$15,000)</p> <p>Sources: IAF, RDN, graphic designer in-kind, other grants</p>	
<p>4.12 (revised) Support opportunities for year-round indoor farmers' markets or storefronts with regular hours.</p>	<p>Leads: BCAFM, farmers, development community</p> <p>Supporting: RDNO, member municipalities</p>	<p>Requirements: Significant (> \$20,000)</p> <p>Cost will depend on location and management model.</p> <p>Sources: Vendor fees, grants, credit unions</p>	
<p>4.13 (revised) Explore additional partnership opportunities to further promote North Okanagan agri-tourism, including enhanced promotion of the local initiatives.</p>	<p>Leads: City of Vernon, Shuswap Tourism</p> <p>Supporting: RDNO, Vernon Tourism, BC Tourism</p>	<p>Requirements: Moderate to Significant (\$15,000 - \$20,000)</p> <p>Sources: BC Tourism, farmers (in-kind), BCAFM (in-kind), chamber of commerce, local media.</p>	

Priority 4: Strengthening the Local Agricultural Economy			
Creation, distribution, and sales of value-added farm products	Key Players	Resource Requirements & Sources	Implementation Status
4.14 Facilitate connections between local farmers and organizations such as the Small Scale Food Processors Association, small scale meat processing, and existing cold storage facilities.	Leads: Farmers and agri-organizations Support: SSFPA	Requirements: Negligible	
4.15 Encourage producers to build upon the success of existing production of niche and specialty products to create collaborative marketing opportunities both within and external to the region.	Leads: Farm businesses, processing agencies	Requirements: Negligible	
4.16 Support and improve other Shuswap and Okanagan farmer-owned brokerage firms or co-ops to: <ul style="list-style-type: none"> - Co-ordinate production and on-stream timing, - Provide a central order desk for local retailers, - Provide information about sources of supply and on-farm markets, - Co-ordinate transportation of inputs and goods for sale - Facilitate connections between local farmers and chefs to increase the amount of local food offered in restaurants, cafeterias, schools, etc. and to help farmers plan what and how much to grow of various crops in order to meet demand. 	Leads: Farmers, Retailers, Distribution companies, L2T Supporting: RDNO	Requirements: Depends on how the program is carried out. Could be low – moderate. Sources: Co-op Assoc. of BC, Farmers Institutes (in-kind)	
4.17 Identify potential mechanisms by which farming workshops, demonstrations, and educational courses can be offered on a regular basis, including possible collaboration with academic institutions.	Lead: IHA, academic institutes, farmers, RDNO Supporting: MoAg,	Requirements: Negligible	

Priority 4: Strengthening the Local Agricultural Economy

Economic viability of local operations	Key Players	Resource Requirements & Sources	Implementation Status
<p>4.18 Actively facilitate connections between producers who need skilled labour and existing employment programs (e.g. agri labour pool; student summer job program; Step-Up; and SOIL apprenticeships).</p>	<p>Leads: MoAg, Service Canada, farmers</p> <p>Support: Post secondary institutes, employment service organizations</p>	<p>Requirements: Low (<\$5,000) These programs exist - it is just a matter of connecting producers to them.</p> <p>Sources: MoAg (in kind), Service Canada</p>	<p>Community Futures plays a key role in linking farm operators with employees. There are a number of Labour and Hiring Programs to support farmers and other major economic sectors within the region. Joy Magnell, Employment Advisor, Community Futures, presented at the May 6, 2021, RAAC meeting on the various programs and online opportunities that are currently available. eg. WorkBC and Futuresbc Business Programs.</p>

PRIORITY 5: ENSURING FARMLAND AVAILABILITY FOR EMERGING AND MULTIGENERATIONAL FARMERS

The cost of farmland in most regions of BC is prohibitive: not only for new farmers but also for those who are taking over longstanding family farm businesses. Whether a producer is just starting out or coming from a long family history of farming, the question of whether and how to obtain land is challenging. While most of the North Okanagan's ALR lands (and some farmland outside the ALR) have been cleared, large capital costs may still be required to convert or prepare land to be productive. Sometimes a family's younger generation of farmers may decide to switch crop varieties, upgrade equipment, or modernize practices. These activities all entail investment costs. With appropriate policies and community initiatives in place, some of the burden of accessing land can be alleviated.

Subthemes that emerged within the recommended actions in this priority include:

- Farmland access options
- Succession planning
- Alternative land access options



Priority 5: Ensuring farmland availability for emerging and multigenerational farmers

A. Farmland access options	Key Players	Funding Requirements and Sources	Implementation Status
<p>5.1 (new) Create awareness for new farmers and landholders about legal, collaborative, trust-based models that counter high land costs and ensure long-term tenure. This can include Farmland Trusts & Stewardship, promotion of land-matching programs, and community farm models.</p>	<p>Lead: RDNO, member municipalities</p> <p>Supporting: MoAg, ALC</p>	<p>Requirements: Low</p> <p>Sources: RDNO</p>	
Alternative Land access options	Key Players	Funding Requirements and Sources	Implementation Status
<p>5.2 Consider putting publicly-owned ALR properties into a Regional Farmland Trust or Agricultural Parks for new and emerging farmers, a community allotment gardening program, an incubator farm program, or an agricultural demonstration site.</p>	<p>Leads: RDNO, Member municipalities</p>	<p>Requirements: Low to Significant</p>	

Priority 5: Ensuring farmland availability for emerging and multigenerational farmers

A. Farmland access options	Key Players	Funding Requirements and Sources	Implementation Status
<p>5.3 Continue to create and share resources such as farmland access agreement reports and decision-making guides. Share links to the resources on local government websites.</p>	<p>Lead: Young Agrarians, Farm Folk / City Folk</p> <p>Supporting: RDNO, member municipalities</p>	<p>Requirements: Low (\$5,000 - \$10,000)</p> <p>Sources: non-profit grants</p>	
<p>5.4 Provide leadership regarding the distribution of information on financing options. This may include hosting events to share examples of successful farm business plans, grant or loan applications, or alternative financing opportunities.</p>	<p>Lead: Community Futures, Real Estate Industry, lending agencies</p> <p>Supporting: Young Agrarians, MoAg</p>	<p>Requirements: Moderate (\$10,000)</p> <p>Sources: IAF, REF</p>	
<p>5.5 Encourage realtors to become more knowledgeable regarding farmland access types.</p>	<p>Leads: Real estate industry</p>	<p>Requirements: Negligible</p>	
Succession planning	Key Players	Funding Requirements and Sources	
<p>5.6 Provide access to research and information regarding alternative business arrangements such as stratas, cooperatives, and corporations and alternative land ownership/tenure models. These may assist families in succession planning.</p>	<p>Leads: Young Agrarians, MoAg</p> <p>Supporting: RDNO, member municipalities, farmers</p>	<p>Requirements: Low (< \$5,000)</p> <p>Sources: REF</p>	

Priority 5: Ensuring farmland availability for emerging and multigenerational farmers

C. Alternative land access options	Key Players	Funding Requirements and Sources	
<p>5.7 Continue to update and promote land-linking and mentorship programs to match land with people who want to farm.</p>	<p>Leads: Young Agrarians</p> <p>Supporting: RDNO, member municipalities, realtors</p>	<p>Requirements: Low (<\$5,000)</p> <p>Sources: various NGO funding</p>	
<p>5.8 Offer assistance and workshops on options for family farm succession planning. This may include fostering a mentorship program for those without anyone to pass the farm to within the family.</p>	<p>Leads: MoAg, ALC, Growing Forward</p> <p>Supporting: RDNO, member municipalities, realtors</p>	<p>Requirements: Moderate (\$10,000 to \$15,000)</p> <p>Sources: ARDCorp, FIRB</p>	
<p>5.9 Support apprenticeships, mentorships, incubator farms, and other farm-based employment programs. This could include: industry-based training programs (e.g. for dairy technicians); Step-Up - a federal mentoring program; and Okanagan College’s Culinary Arts Program. This will assist new/emerging farmers to gain experience prior to renting or purchasing land.</p>	<p>Leads: Community Futures, Okanagan College, UBCO, Young Agrarians, ag industry, AAFC</p> <p>Supporting: farmers, Farm Folk / City Folk, RDNO, member municipalities,</p>	<p>Requirements: Low (<\$5,000)</p> <p>In-kind staff support. Established programs are self-funded.</p> <p>Sources: SIDIT, Western Diversification,</p>	

Priority 6: Creating Supportive Government Policies and Regulations

A. Policy and Plan Updates	Key Players	Funding Requirements & Sources	Implementation Status
6.1 Ensure that planning documents (OCPs, neighbourhood plans, infrastructure plans, etc.) clearly state support for the ALR and recognize agricultural uses as the highest priority for those lands.	Lead: RDNO, member municipalities	Requirements: Staff time	
6.2 Enhance compliance and enforcement for farmland protection.	Lead: RDNO, ALC Compliance and Ecforvement Officers		
6.3 (new) Review local planning and regulatory bylaws, such as the OCP and Zoning bylaws, to ensure agriculture is clearly supported and aligns with existing provincial and federal regulations.	Leads: RDNO, member municipalities	Requirements: Staff time Sources: RDNO, member municipalities	
B. Subdivision and Zoning Considerations	Key Players	Funding Requirements & Sources	Implementation Status
6.4 Examine the feasibility of identifying “urban agriculture” as an allowed activity within town centres and on rural residential land and perhaps even within greenspaces and parklands. This scale of food production will help to support a healthy pollinator population and raise awareness regarding what’s in season locally.	Lead: RDNO, member municipalities		

Priority 6: Creating Supportive Government Policies and Regulations

B. Subdivision and Zoning Considerations	Key Players	Funding Requirements & Sources	Implementation Status
<p>6.5 Consider updating Schedule E “Signage Provisions” of the RDNO Zoning Bylaw (No. 1888, 2003) to specifically allow for signs advertising farm properties, agricultural areas, farm traffic, directional signage to farmers markets and agritourism.</p>	<p>Lead: MoTi, RDNO, Member municipalities</p> <p>Supporting: BC Tourism, BCAFM</p>	<p>Requirements: Low to Moderate (\$5,000 - \$15,000)</p>	
C. Availability of Local and Regional Support	Key Players	Funding Requirements & Sources	Implementation Status
<p>6.6 Identify current on-farm or near-farm housing options for farmers and farm labourers. This would be an initial first step in a longer process to establish more affordable on-farm farm worker housing that does not compromise the agricultural productivity and integrity of farms.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Ministry of Agriculture’s “Regulating temporary farm worker housing in the ALR: Discussion paper and standards” • Farm Worker Housing Policy Review, Community Social Planning Council BC 	<p>Leads: RDNO, member municipalities</p> <p>Supporting: Local agricultural and labour organizations , ALC</p>	<p>Requirements: Moderate to Significant (\$15,000 - \$20,000)</p> <p>Sources: RDNO, MoAg, IAF and other grant agencies.</p>	
<p>6.7 (revised) Collaborate with other Regional Districts and industry associations in the Southern Interior on solutions to agricultural sector issues of mutual concern.</p>	<p>Lead: RDNO</p> <p>Supporting: Other regional districts</p>	<p>Requirements: Staff time</p>	<p>In 2022 and 2026, staff and committee members participated in the Provincial AAC workshops. Staff have previously been in touch with Ag Committees in the valley; however, the areas of interest have not always aligned. Staff have a list of active AACs within the Okanagan and will reach out when topics of mutual interest and concern are identified.</p>

PRIORITY 7: RAISING AWARENESS THROUGH EDUCATION AND CELEBRATION OF AGRICULTURE

Raising awareness through education and the celebration of agriculture is essential for building a more informed, resilient, and sustainable society. Education helps people understand where their food comes from, the challenges farmers face, and the importance of responsible land and resource management. By integrating agricultural knowledge into schools, community programs, and public campaigns, individuals become more connected to the food system and more supportive of local producers. Celebrating agriculture—through events, festivals, and recognition of farmers—further strengthens this connection by highlighting the cultural, economic, and environmental value of farming. The continued promotion and popularity of events like the Armstrong IPE demonstrate strong public interest in engaging with and celebrating agriculture. Together, education and celebration inspire appreciation, encourage innovation, and promote practices that ensure food security and environmental stewardship for future generations.

Subthemes that emerge within the recommended actions in this theme include:

- Education occasions for the public
- Agritourism opportunities at the farm level
- Agricultural events and showcases at the community level



Priority 7: Raising awareness through education and celebration of agriculture

Agritourism opportunities at the farm level	Key Players	Funding Requirements and Sources	Implementation Status
7.1 Share success stories from those who have experience in agri-tourism (U-picks, culinary events, farm tours) with other farmers who are interested.	Leads: Tourism Vernon, farmers, RDNO (RAAC) Supporting: MoAg	Requirements: Low (< \$5,000) Sources: RDNO	
Agricultural events and showcases at the staff and community level	Key Players	Funding Requirements and Sources	
7.2 Provide agricultural learning opportunities for the RDNO Board, RAAC and Staff members. Including an annual farm tour and updates to the Board from RAAC.	Lead: RDNO Supporting: Other regional districts		
7.3 Build upon the active mural culture of the North Okanagan to further celebrate local agriculture by including farming as a theme on street art (e.g. murals, lamppost banners).	Leads: RDNO, member municipalities, School Districts, local art community	Requirements: Significant (> \$20,000) Sources: RDNO, member municipalities	
7.4 (revised) Explore the possibility of creating an interpretive trail adjacent to farmland and the Rail Trail that includes archival photos, and facts about the local agricultural sector.	Leads: Historical organizations, RDNO, member municipalities Supporting: agricultural organizations, farmers	Requirements: Significant (> \$20,000) Sources: RDNO, member municipalities	

Priority 7: Raising awareness through education and celebration of agriculture

Education occasions for the public	Key Players	Funding Requirements and Sources	Implementation Status
<p>7.5 Facilitate linkages between secondary and post secondary curriculum and programs and regional farming interests such as culinary programs that demonstrate how to source locally.</p>	<p>Lead: Young Agrarians, Farm Folk / City Folk, UBC Okanagan, Okanagan College</p> <p>Supporting: School Districts 22 & 83</p>	<p>Requirements: Low</p>	
<p>7.6 Increase communication of research needs between farmers, academia, and government research stations.</p>	<p>Lead: Farmers, agricultural organizations</p> <p>Supporting: UBC Okanagan, Okanagan College, other academic institutions</p>	<p>Requirements: Low</p>	
<p>7.7 Assist in education around climate change adaptation and agriculture by making connections between the research community and the farming community.</p>	<p>Leads: Okanagan College, UBCO, OBWB, CAI, MoAg</p> <p>Supporting: Farmers, ag-industry</p>	<p>Requirements: Low to Moderate (\$10,000 - \$15,000)</p> <p>Sources: MoAg, CAI</p>	
<p>7.8 Continue to assist with the promotion of agricultural events and festivals in the RDNO (e.g. farmers markets, the IPE).</p>	<p>Leads: Tourism Vernon, Tourism BC, RDNO, IPE</p> <p>Support: member municipalities</p>	<p>Requirements: Low (if simply assisting to advertise other events) – Moderate (if hosting new events).</p> <p>Sources: Chamber of commerce, Tourism Vernon.</p>	

Priority 7: Raising awareness through education and celebration of agriculture

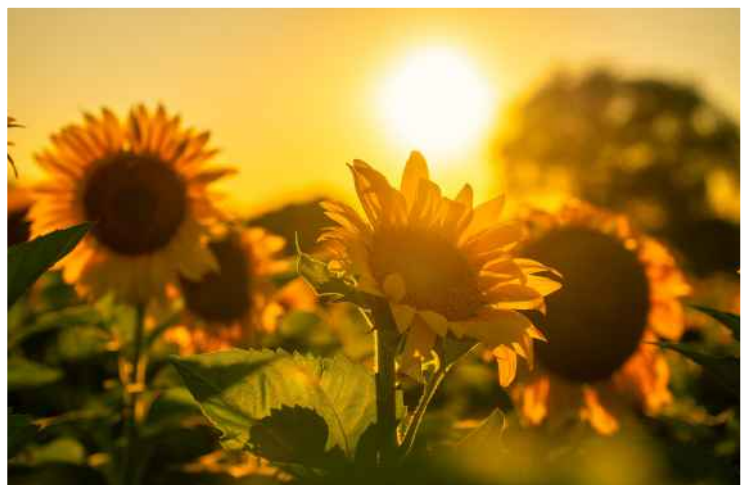
Agricultural events and showcases at the community level	Key Players	Funding Requirements and Sources	Implementaiton Status
7.9 Consider developing a regional agri-tourism strategy	<p>Lead: Farmers, City of Vernon, Tourism Vernon, Chamber of Commerce</p> <p>Supporting: MoAg, ALR</p>	<p>Requirements: Moderate to Significant (\$15,000 to \$25,000)</p> <p>Sources: Tourism BC, IAF</p>	<p>The Land to Table Coordinator met with Tourism Vernon on this initiative. The City had a good handle on the producers/processors within the North Okanagan who are open to the public. They have specific criteria and vetting requirements that must be met before they will include someone in their brochure. Local producers/processors are to get in touch with Tourism Vernon directly if they have experiences to offer.</p>



CONCLUSION

Those involved in agriculture and food production in the North Okanagan are passionate people. Farmers are keen to see barriers removed so that their livelihoods can be enhanced and made more economically viable and at the same time, consumers are interested in obtaining more of their food from local sources. The vision, priorities, goals, and recommended implementation actions outlined in this Regional Agricultural Plan are all derived from community engagement.

The development of a Regional Agricultural Plan for the North Okanagan fulfills, in part, a region-wide commitment set forth in the Regional Growth Strategy to preserve and strengthen the rural economy and increase the viability and productivity of farmland and food production. The Regional Agricultural Plan will provide all members of the food-producing community in the North Okanagan, along with elected officials, staff, and other leading agencies in the region, with a strong vision and directive to increase food production and enhance the livelihoods of those involved in agriculture.



CITY OF ARMSTRONG
Election Procedures Bylaw No.1953, 2026

A bylaw to establish procedures for the conduct of elections and other voting, including mail ballot voting, the use of automated vote counting systems, and the regulation of election signs.

WHEREAS the *Local Government Act* and the *Community Charter* provide that Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting;

AND WHEREAS the Council of the City of Armstrong wishes to establish various procedures and requirements under those authorities, including mail ballot voting, the use of automated vote counting machines, and election signage;

NOW THEREFORE the Council of the City of Armstrong, in open meeting assembled, enacts as follows:

TITLE

1. This bylaw may be cited as “Election Procedures Bylaw No. 1953, 2026”.

APPLICATION

2. This Bylaw applies to the conduct of elections and other voting as authorized under the Act.

DEFINITIONS

3. In this bylaw:

“Acceptable mark” means a completed mark which the voting counting unit is able to identify, which has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either ‘yes’ or ‘no’ on any other voting question.

“Applicant” means an elector who wants to vote by mail and make a request for a mail ballot.

“Authorized person” means a person that the applicant has authorized, on the applicant’s behalf, to:

- a) Pick up a mail ballot package; or
- b) Drop off a completed mail ballot package.

“Automated vote counting system” means a system that counts and records votes and processes and stores election or any voting results which comprises:

- a) A number of ballot scan vote counting units, each of which rests on a two-compartment ballot box, one compartment of which is for:
 - i) Voted ballots; and

- ii) Returned ballots which have been reinserted using the ballot override procedure; and
 - iii) The other compartment is for the temporary storage of voted ballots during such time as the vote counting unit is not functioning; and
- b) A number of storage ballot compartments into which voted ballots are deposited where a vote counting unit is not functioning or being used which will therefore be counted after the close of voting on general voting day.

“Ballot” means a single ballot card designed for use in an automated vote counting system, which shows:

- a) The names of all the candidates for each office to be filled; and
- b) All of the choices on all of the bylaws or other matters on which the opinion or the assent of the electors is sought.

“Ballot return override procedure” means the use, by an election official, of a device on a vote counting unit, which causes the unit to accept a returned ballot.

“Certification envelope” means the envelope on which the applicant records their full name and address and declaration of their entitlement to vote.

“Chief Election Officer” means the person appointed by Council, under Section 58 of the *Local Government Act* to conduct an election.

“Deputy Chief Election Officer” means the person appointed by Council, under Section 58 of the *Local Government Act*, for that election, to assist the Chief Election Officer and to exercise the powers and perform the duties of the Chief Election Officer in the event of their absence, incapacity or inability to act.

“Elector” means a resident elector or non-resident property elector of the City as defined by the *Local Government Act*.

“Election Headquarters” means the location determined by the Chief Election Officer for that purpose.

“General Local Election” means elections held for the office of the Mayor and all Councillors of the City of Armstrong, which must be held in the year 2014 and every fourth year after that, pursuant to the *Community Charter*.

“General Voting Day” means:

- a) For a General Local Election, the third Saturday of October in the year of the election, pursuant to the *Local Government Act*; or
- b) For other voting, the date established under the provisions of the *Local Government Act*.

“Memory pack” means a computer software cartridge which is inserted into the vote counting unit and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each question on the ballot, and which records and retains information on the number of acceptable marks made for each.

“Other voting” means:

- a) Voting on a bylaw or other matter for which the Council is authorized to obtain the assent of the electors; and/or
- b) Voting on a referendum.

“Presiding Election Official” means, in relation to election proceedings, the Chief Election Officer or the person appointed under section 58 (3) (a) of the *Local Government Act* to act as presiding election official for those proceedings.

“Portable ballot box” means a ballot box, for use in the election, where a vote counting unit is not being used at the time of voting.

“Register of mail ballots” means the records that the Chief Election Officer must keep in order to address any challenges to an elector’s right to vote.

“Results tape” means the printed record generated from a vote counting unit at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

“Returned ballot” means:

- a) A voted ballot which was inserted into the vote counting unit, but which was not accepted, and which was returned to the elector with an explanation of the ballot marking error which caused the ballot not to be accepted or;
- b) In the instance of a mail ballot, the ballot has not been accepted into the machine and is then considered a spoiled ballot and is not counted.

“Secrecy enclosure” means a secrecy envelope, secrecy sleeve or other means of keeping a ballot secret.

“Storage ballot compartment” means a ballot box under each vote counting unit into which voted ballots are temporarily deposited in the event that the unit ceases to function.

“Vote counting unit” means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate or for and against each question on which the opinion or assent of the electors is sought.

4. Definitions contained in Part 3 – Electors and Elections, and Part 4 – Assent Voting, of the *Local Government Act* apply to this Bylaw.
5. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

PART 1 – GENERAL ELECTION PROCEDURES

6. ACCESS TO NOMINATION DOCUMENTS

6.1. Nomination documents will be made available for public inspection, during regular office hours at Armstrong City Hall, from the time of delivery until 30 days after the declaration of the election results.

7. ELECTOR REGISTRATION

7.1. A person may register as an elector only at the time of voting for all elections and assent voting.

8. ADVANCE VOTING OPPORTUNITIES

8.1. As required by the *Local Government Act*, the following advance voting opportunities are established for each election or assent voting, to be held in advance of General Voting Day for each election or assent voting, from 8 a.m. to 8 p.m.:

- a) The tenth day before General Voting Day; and
- b) The third day before General Voting Day.

8.2. The Chief Election Officer is authorized to:

- a) Establish additional advance voting opportunities in advance of General Voting Day; and
- b) Designate the voting places, set the dates and set the voting hours for any additional advance voting opportunities under this section.

9. ORDER OF NAMES ON BALLOT

9.1. The order of names of candidates on the ballot will be alphabetical by surname, and if two or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their first given names.

10. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

10.1. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

PART 2 – MAIL BALLOT VOTING PROCEDURES

11. AUTHORIZATIONS

- 11.1. Voting may be done by mail ballot and registration of an elector may be done by mail in conjunction with mail ballot voting.
- 11.2. The Chief Election Officer may establish the time limits in relation to voting my mail.

12. MAIL BALLOT VOTING APPLICATION PROCEDURE

- 12.1. An applicant shall apply, in writing, by giving their name and address to the Chief Election Officer during the period of time established by the Chief Election Officer.
- 12.2. Upon the applicant making a request for a mail ballot before the deadline established for distributing ballots by mail, the Chief Election Officer shall:
 - a) Make available to the applicant a mail ballot package which contains:
 - i. The content set out in section 110(7) of the *Local Government Act*;
 - ii. Additional instructions; and
 - iii. A statement advising the elector that the elector must:
 - a. Meet the eligibility to vote criteria;
 - b. The elector must attest to such fact, and
 - b) Record in the Register of Mail Ballots, and, upon request, make available for inspection:
 - i. The name and address of the elector to whom the mail ballot package was issued; and
 - ii. The number of the elector, the number of the voting division in which the person is registered as an elector, or “new elector”, if that person is not registered as an elector; and
 - iii. The name and address of an Authorized Person; and
 - iv. Any other information that the Chief Election Officer deems helpful to maintain the Register of Mail Ballots.
- 12.3. As per the applicant’s direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:
 - a) Sending the mail ballot package by Canada Post;
 - b) Send the mail ballot package by courier at the expense of the applicant;
 - c) Having the mail ballot package picked up by the applicant at a designated time and location; or
 - d) Having the mail ballot package picked up by an Authorized Person at a designated time and location.
- 12.4. The Chief Election Officer may request that the authorized person show identification and sign a form before provided the authorized person with the mail ballot package.
- 12.5. The Chief Election Officer may establish authorized mail ballot drop off locations.

13. MAIL BALLOT VOTING PROCEDURE

13.1. To vote by mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

13.2. After marking the ballot, the elector shall:

- a) Place the ballot in the secrecy enclosure provided and secure their ballot in the secrecy enclosure; and
- b) Place the secrecy enclosure in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope; and
- c) Place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
- d) Mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified or an authorized drop-off location (if one has been authorized by the Chief Election Officer) and ensure it is received no later than the close of voting on General Voting Day.

14. MAIL BALLOT ACCEPTANCE OR REJECTION

14.1. The Chief Election Officer shall, upon receipt of the outer envelope and its contents:

- a) Immediately record the date of receipt in the Register of Mail Ballots; and
- b) Open the return envelope.

14.2. When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:

- a) Confirm the identity of the elector as an applicant on the Register of Mail Ballots; and
- b) Determine the fulfilment of the requirements in section 70 of the *Local Government Act* and the completeness of any application to register, if required; and
- c) Determine the completeness of the certification envelope.

14.3. If the Chief Election Officer is satisfied that the elector has met the requirements in section 14.2, the Chief Election Officer shall:

- a) Mark the certification envelope as “accepted”; and
- b) Place the accepted certification envelope with the other certification envelopes.

14.4. If the Chief Election Officer is not satisfied as to the identity of the elector or the elector has not completed the application to register properly, the Chief Election Officer will mark the certification envelope as “rejected” and set aside the rejected certification envelope unopened.

14.5. The Chief Election Officer shall retain in their custody all opened and unopened certification envelopes.

14.6. At the close of General Voting Day, the Chief Election Officer, in the presence of at least one other person, including any candidate representatives, shall:

- a) Open all accepted and unchallenged certification envelopes; and
- b) Remove the secrecy enclosures containing the ballots; and

- c) Place the secrecy enclosure containing the ballots in the ballot box (if manual count) or open the secrecy envelope and run the ballot through the vote counting unit.

14.7. If the Chief Election Officer receives a return envelope with its contents after the close of General Voting Day, the Chief Election Officer will:

- a) Mark the return envelope as “rejected”; and
- b) Indicate the reason the return envelope was rejected on the return envelope; and
- c) Place the unopened return envelope with the other rejected return envelopes.

14.8. As soon as possible after all of the secrecy enclosures have been placed in the ballot box, in the presence of at least one other person and any candidate representatives, the Chief Election Officer shall supervise:

- a) The opening of the ballot box;
- b) The opening of the secrecy envelopes;
- c) The counting of the ballots in accordance with the provisions of Part 3 of this Bylaw; and
- d) If the ballot is returned by the vote counting unit, the re-insertion of the returned ballot into the vote counting unit using the ballot return override procedure to count any acceptable marks which have been made correctly.

14.9. If the Chief Election Officer receives a return envelope with its contents after the close of General Voting Day, the Chief Election Officer shall:

- a) Mark the return envelope as “rejected”;
- b) Indicate the reason why the return envelope was rejected on the return envelope; and
- c) Place the unopened return envelope with the other rejected return envelopes.

15. CHALLENGE OF ELECTOR

15.1. A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in section 126 of the *Local Government Act*.

16. ELECTOR’S NAME ALREADY USED

16.1. If, upon receiving a request for mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector’s name, the Chief Election Officer shall comply with section 127 of the *Local Government Act*.

17. REPLACEMENT OF SPOILED BALLOT

17.1. If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:

- a) Advising the Chief Election Officer of the ballot spoilage; and
- b) Mailing or otherwise delivery by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.

17.2. Upon receipt of the spoiled ballot package, the Chief Election Officer shall, record such fact, and proceed in accordance with section 13 of this bylaw.

PART 3 – AUTOMATED VOTE COUNTING SYSTEMS

18. USE OF VOTE COUNTING SYSTEM

- 18.1. The Chief Election Officer may use an automated vote counting system for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

19. AUTOMATED VOTING PROCEDURES

- 19.1. The presiding election official for each voting place will offer, and if requested, ensure that a demonstration of how to vote using a vote counting unit is provided to an elector as soon as such elector enters the voting place and before a ballot is issued.
- 19.2. Upon completion of the voting demonstration, if any, the elector will proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfilment of the requirements of the *Local Government Act*, will then provide a ballot to the elector, a secrecy enclosure if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
- 19.3. Upon receiving a ballot, the elector will immediately proceed to a voting compartment to vote.
- 19.4. The elector may vote only by making an acceptable mark on the ballot:
- a) Beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - b) Beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 19.5. Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy enclosure, if one has been requested, or turn the ballot upside down and proceed to the vote counting unit, and under the supervision of the election official in attendance, insert the ballot directly from the secrecy enclosure, if applicable, into the vote counting unit without the acceptable marks on the ballot being exposed.
- 19.6. If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot, or if the ballot is returned by the vote counting unit, the elector may return to the voting compartment to correct the ballot or request a replacement ballot by informing the election official in attendance.
- 19.7. Upon being informed of the replacement ballot request, the presiding election official will:
- a) Issue a replacement ballot to the elector and mark the returned ballot "spoiled";
 - b) Retain all such spoiled ballots separately from all other ballots; and
 - c) Not count the spoiled ballots.
- 19.8. If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election

official will, using the ballot return override procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks which have been made correctly.

- 19.9. Any ballot counted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted, subject to any determination made under a judicial recount.
- 19.10. Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 19.11. During any period that a vote counting unit is not functioning, the election official supervising the unit will insert all ballots delivered by the electors during this time, into the storage ballot compartment, on the understanding that if the vote counting unit:
 - a) Becomes operational, or
 - b) Is replaced with another vote counting unit,

the ballots in the storage ballot compartment will, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, will be inserted into the vote counting unit to be counted.

- 19.12. Any ballots which were temporarily stored in the storage ballot compartment during a period when the vote counting unit was not functioning, which are returned by the vote counting unit when being counted will, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.

20. ADVANCE VOTING OPPORTUNITY PROCEDURES

- 20.1. Vote counting units will be used at all advance voting opportunities and voting procedures at the advance voting opportunities will follow, as closely as possible, those described in section 19 of this Bylaw.
- 20.2. At the close of voting at each advance voting opportunity, the presiding election official in each case will ensure that:
 - a) No additional ballots are inserted in the vote counting unit;
 - b) The storage ballot compartment is locked to prevent insertion of any ballots;
 - c) The results tapes in the vote counting unit are not generated; and
 - d) The memory pack of the vote counting unit is secured.
- 20.3. At the close of voting at the final advance voting opportunity, the presiding election official will:
 - a) Ensure that any remaining ballots in the storage ballot compartment are inserted into the vote counting unit;
 - b) Secure the vote counting unit so that no more ballots can be inserted; and
 - c) Deliver the vote counting unit together with the memory pack and all other materials used in the election to the Chief Election Officer at election headquarters.

21. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

- 21.1. After the close of voting on general voting day, each presiding election official, except those responsible for advance and special voting opportunities, will undertake all of the following, generally in the order stipulated:
- a) Ensure that any remaining ballots in the storage ballot compartment are inserted into the vote counting unit;
 - b) Secure the vote counting unit so that no more ballots can be inserted;
 - c) Generate two copies of the results tape from the vote counting unit;
 - d) Communicate the result to election headquarters immediately;
 - e) Account for the unused, spoiled and voted ballots and place them, packaged, and sealed separately, together with the memory pack from the vote counting unit and one copy of the results tape, into the ballots and results box;
 - f) Complete the ballot account and place the duplicate copy in the ballots and results box;
 - g) Seal the ballots and results box;
 - h) Place the voting books, list of electors, the original copy of the ballot account, one copy of the results tape, completed registration cards, keys and all completed forms into the election materials box; and
 - i) Deliver, or have available for pick-up, the sealed ballots and results box, vote counting unit and the election materials box, to the chief election officer at election headquarters.
- 21.2. At the close of voting on general voting day, the Chief Election Officer will direct the presiding election official for the advance voting opportunity and any special voting opportunities where vote counting units were used, to proceed in accordance with Section 21.1 of this Bylaw.
- 21.3. All portable ballot boxes used in the election will be opened, under the direction of the Chief Election Officer, at the close of voting on General Voting Day and all ballots will be removed and inserted into a vote counting unit to be counted, after which the provision of Sections 21.1 (a) to (h), as far as applicable, shall apply.

22. RECOUNT PROCEDURE

- 22.1. As part of the official determination of election results, any recount after the preliminary election results are announced shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure:
- a) The memory packs of the applicable vote counting units will be cleared;
 - b) A vote counting unit will be designated for each voting place;
 - c) All voted ballots for the applicable vote counting units will be removed from the sealed ballots and results boxes, except spoiled ballots, and reinserted in the vote counting unit under the supervision of the Chief Election Officer;
 - d) Any ballots returned by the vote counting unit during the recount process shall, through the use of the ballot return override procedure, be reinserted in the vote counting unit to ensure that any acceptable marks are counted;

- e) At the conclusion of the recount proceedings, the Chief Election Officer shall proceed to ensure all ballot boxes and vote counting units are closed, sealed and secured in accordance with section 21 of this bylaw; and
- f) The Chief Election Officer shall ensure that the recount results are tallied and recorded in a spreadsheet indicating the total results.

PART 4 – ELECTION SIGNS

23. GENERAL SIGN PROVISIONS

- 23.1. Sign permits are not required for election signs. Election signs must meet the requirements of the *Local Election Campaign Financing Act*.
- 23.2. Election signs for the purpose of a general local election, by-election or other voting opportunity are permitted only with the municipal election period, beginning with the start of the nomination period and ending on the day following General Voting Day.
- 23.3. Pursuant to section 163 (4) of the *Local Government Act*, election signs must not be displayed within 100 metres of a building, structure, or other place where voting proceedings are being conducted at the time.
- 23.4. Election signs are prohibited:
 - a) On public or municipal property;
 - b) Within one metre of a fire hydrant;
 - c) Where they obstruct or detract from any traffic control device or signage;
 - d) Where they obstruct the line of vision at an intersection; and
 - e) Where they are placed in a manner that may constitute a hazard to pedestrians, cyclists or motorists.
- 23.5. Signs must not be placed on private property without the approval of the property owner or occupant, or the strata corporation in the case of a parcel containing strata lots.

24. CANDIDATE RESPONSIBILITY

- 24.1. Persons placing election signs must be aware of the risk of damage to underground utilities:
 - a) If the sign requires subsurface disturbance, the candidate or their agent must obtain confirmation from the City, at least 48 hours in advance of the installation, that the chosen location is safe; and
 - b) Candidates or their agents are responsible for submitting BC One calls if necessary to determine underground utilities.
- 24.2. Any damage to underground utilities or services as a result of election signs being placed on public and municipal property is the responsibility of the candidate or their agent.
- 24.3. Candidates and their agent are liable for any damage done to property in placement of election signs on municipal property.

24.4. Candidates and their agents should reference applicable provincial and federal statutes and regulations for additional requirements.

25. ENFORCEMENT

25.1. Election signs placed in contravention of this Bylaw are subject to removal at the discretion of the Chief Election Officer and/or the Bylaw Enforcement Officer.

25.2. The City will notify the candidate or the candidate’s agent if a sign is removed by the City.

25.3. The City will assume no responsibility for any damage to election signs on municipal property or in instances when they are removed by the City from prohibited locations.

PART 5 – GENERAL PROVISIONS

26. SEVERABILITY

26.1. If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision shall not affect the validity of the remaining portions of this Bylaw.

27. REPEAL

27.1. The City of Armstrong Election Procedural Bylaw Number 1831, 2018, and all amendments thereto, are hereby repealed.

28. FORCE AND EFFECT

28.1. This bylaw shall come into force and take effect upon final adoption.

READ A FIRST TIME this 8th day of June, 2026.

READ A SECOND TIME this 8th day of June, 2026.

READ A THIRD TIME this 8th day of June, 2026.

ADOPTED this ___day of _____, 2026.

J. Cramer, Mayor

C. Wiese, Corporate Officer