

AGENDA

Regular Council

Monday, June 22, 2026 at 6:00 P.M.
Council Chambers, 40 - 10 Avenue South
Cranbrook, BC



Page

1. CLOSED MEETING AT 2:30 P.M.

- 1.1 Resolution to close the meeting to the public pursuant to the *Community Charter*, as the matters being considered at this time relate to: *Section 90(1)(c) labour relations or other employee relations; Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; Section 90(1)(g) litigation or potential litigation affecting the municipality; Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

KTUNAXA HOMELAND RECOGNITION

We would like to acknowledge that this Council Meeting is being held on the homeland of the Ktunaxa people.

STRATEGIC PLAN (2024-2027)

5

[Cranbrook Strategic Plan \(2024-2027\)](#)

City of Cranbrook and Cranbrook Bucks Hockey Club
New Contract Recognition and Photo

2. ADOPTION OF AGENDA

- 2.1 Agenda of the Regular Council Meeting of Monday, June 22, 2026

3. ADOPTION OF MINUTES

7 - 8

- 3.1 Minutes of the Public Hearing of Monday, June 8, 2026
[Draft Minutes - Public Hearing - 08 Jun 2026](#)

9 - 17

- 3.2 Minutes of the Regular Council Meeting of Monday, June 8, 2026
[Draft Minutes - Regular Council - 08 Jun 2026](#)

4. PUBLIC HEARING AT 6:00 P.M.

Nil

5. DELEGATIONS

- 19 - 21 5.1 Galen Olstead, Executive Director; KCTS Board of Directors; Key City Theatre
re: Renewal of Five-Year Operating Agreement Between the City of Cranbrook and
the Key City Theatre Society
[Delegation Application - Key City Theatre - June 22, 2026](#)
[Delegation Confirmation - Key City Theatre - June 22, 2026](#)

6. BYLAWS

- 23 - 40 6.1 Report - Engineering and Development Services
Zoning Amendment Bylaw No. 4246, 2026 (1st, 2nd, 3rd)
R-6 High Density Multiple Family Residential Zone - Text Amendment
[Zoning Bylaw Amendment 4246, 2026 - R-6 High Density Multiple Family Residential
Zone - Text Amendment](#)
- 41 - 57 6.2 Report - Engineering and Development Services
Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026 (1st, 2nd,
3rd)
[Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026](#)
- 59 - 79 6.3 Report - CAO's Office
Council Code of Conduct Bylaw No. 4253, 2026 (1st, 2nd, 3rd)
[Council Code of Conduct Bylaw No. 4253, 2026](#)

7. BUSINESS ARISING

Nil

8. NEW BUSINESS

- 81 - 154 8.1 Report - Finance
2025 Annual Report and Statement of Financial Information
[2025 Annual Report and Statement of Financial Information](#)
- 155 - 169 8.2 Report - Corporate Services and Finance
Conventional and Custom Transit Systems 2026/2027 Annual Operating Agreement
[Conventional and Custom Transit Systems 2026/2027 Annual Operating Agreement](#)
- 171 - 179 8.3 Report - Engineering and Development Services
Development Variance Permit 3090.20.2606
Subdivision & Development Servicing Standards

Portion of 1st Ave South

[Development Variance Permit 3090.20.2606 - Subdivision & Development Servicing Standards - Pdf](#)

- 181 - 190 8.4 Report - Engineering and Development Services
Covenant XG33113 - Spruce Ridge - 100 10th Street South
[Covenant XG33113 - Spruce Ridge - 100 10th Street South](#)
- 191 - 193 8.5 Report - Corporate Services
2026 Inaugural Council Meeting RDEK Request to Reschedule
[2026 Inaugural Council Meeting Reschedule](#)

9. COMMITTEE RECOMMENDATIONS

Nil

10. ADMINISTRATION UPDATES

- 195 - 196 10.1 Administration Update - Engineering and Development Services
Development Cost Charges for Provincial Transportation Infrastructure - Local Government Preliminary Request Form
[Administration Update - Development Cost Charges for Provincial Transportation Infrastructure - Local Government Preliminary Request Form](#)

11. PETITIONS

Nil

12. CORRESPONDENCE FOR COUNCIL INFORMATION, CONSIDERATION OR ACTION

- 197 - 203 12.1 Correspondence from Catherine Stashyn dated June 5, 2026
re: Lot 5, Parnaby Road
[Correspondence - C Stashyn - Lot 5 Parnaby Road](#)
[Attachment 1 - C Stashyn Correspondence](#)
[Attachment 2 - C Stashyn Correspondence](#)
[Attachment 3 - C Stashyn Correspondence](#)
- 205 12.2 Correspondence from Brenda Burley, Manager of Events and Development, Key City Theatre dated June 15, 2026
re: Faces of Pride Sponsor Request
[Correspondence - Key City Theatre - Faces of Pride Sponsor Request](#)

13. MAYOR AND COUNCILLORS – REPORTS & INQUIRIES

14. ADJOURNMENT



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Strategic Plan 2024-2027

FOUNDATIONAL STATEMENTS

VISION – WHAT SUCCESS LOOKS LIKE

*Cranbrook is a vibrant community surrounded by natural beauty.
Find your opportunities here.*

MISSION – HOW WE ACHIEVE OUR VISION

Where a sense of belonging, innovation, and diversity meet. Cranbrook is a regional economic, social, and cultural centre. The best place to call home.

VALUES – OUR DECISION-MAKING LENS

Inclusivity: All are welcome in Cranbrook. We believe in the value of community and will enhance a sense of belonging as we look toward the future.

Progressiveness: We will explore innovative opportunities with local and regional partners that will enhance the quality-of-life for all in Cranbrook.

Responsiveness: We will enhance communication with our citizens and provide greater opportunities for input. We will listen and respond to community needs and concerns.

Service Excellence: We are elected to provide the best services, programs, and amenities. We will focus on meeting community needs to the best of our ability and capacity every day.

Transparency: We are committed to openness and accountability to our residents. Cranbrook will strive for continuous improvement through the use of best practices.

PILLARS AND GOALS

A Robust, Resilient and Diversified Economy

1. Continue to Build a Safe and Vibrant Community in Which to Live and Work
2. Foster Strong and Diverse Economic Relationships
3. Create a Supportive Environment for Growth in Housing and Economic Development
4. Focus on and Support our Community's Key Economic Drivers

Quality Infrastructure and Environmental Stewardship

1. Provide City Infrastructure that is Reliable and Responsive to our Current and Growing Community
2. Be Progressive in Protecting and Enhancing our Natural Environment
3. Explore ways to Reduce Cranbrook's Overall Carbon Footprint

A Welcoming and Inclusive Community

1. Enrich the Quality of Life for All Who Live in Cranbrook
2. Enable the Provision of Attainable and Accessible Housing
3. Foster a Caring Community

Leadership and Organizational Excellence

1. Continuously Improve a Strong Governance Structure
2. Deliver Effective and Efficient Programs and Services to Residents Every Day
3. Focus on Partnerships and Relationships
4. Engage Deeply and Effectively within our Community
5. Provide the City with Useful and Current Bylaws, Policies, Plans and Committees

Draft

M I N U T E S
PUBLIC HEARING
City of Cranbrook

Minutes of the Public Hearing held on Monday, June 8, 2026 at 6:00 p.m., in the Council Chambers, 40 - 10 Avenue South, Cranbrook, BC.

PRESENT: Mayor W. Price
Councillor N. Blissett
Councillor M. Peabody
Councillor R. Popoff
Councillor W. Stetski
Councillor L. Wray

ABSENT: Councillor W. Graham

IN ATTENDANCE: M. Fercho, Chief Administrative Officer
M. Dueck, Corporate Officer/City Clerk
C. Osborne, Director of Finance
M. Matejka, Director of Engineering and Development Services
R. Veg, Manager of Planning
C. Zettel, Corporate Communications Officer (electronic)
D. Brewer, Economic Development Officer (electronic)
S. Patten, Community Planner
C. Britton, Community Planner
B. Jones, Legislative and Policy Analyst
R. Morgan, Information Systems Specialist

CALL TO ORDER Mayor Price called the Public Hearing to Order at 6:03 p.m.

Mayor Price read a statement to the public regarding protocol and conduct of the meeting.

ALR EXCL.
APP. - 3202
EDGEWOOD
DRIVE

Mayor Price stated that the Public Hearing would hear comments regarding the an application to the Provincial Agricultural Land Commission (ALC) to exclude land from the Agricultural Land Reserve (ALR) pursuant to the *Agricultural Land Commission Act* on behalf of the owners of the subject lands. He advised the purpose of the application is to request that the property be excluded from the Agricultural Land Reserve to facilitate subdivision of the property located at 3202 Edgewood Drive, and legally described as Lot H, District Lot 36, Kootenay District Plan 2668.

Draft

Mayor Price invited comments regarding the proposed application to the Provincial Agricultural Land Commission to exclude property located at 3202 Edgewood Drive, Cranbrook, BC from the Agricultural Land Reserve pursuant to the *Agricultural Land Commission Act* to facilitate subdivision of the property.

M. Fercho advised there were no pre-registered speakers or callers waiting to speak to the item.

Mayor Price asked a second time if anyone wished to speak to the proposed application to the Provincial Agricultural Land Commission to exclude property located at 3202 Edgewood Drive, Cranbrook, BC from the Agricultural Land Reserve pursuant to the *Agricultural Land Commission Act* to facilitate subdivision of the property.

Mayor Price asked a third and final time if anyone wished to speak to the proposed application to the Provincial Agricultural Land Commission to exclude property located at 3202 Edgewood Drive, Cranbrook, BC from the Agricultural Land Reserve pursuant to the *Agricultural Land Commission Act* to facilitate subdivision of the property.

Hearing no comments, Mayor Price closed the Public Hearing for the application to the Provincial Agricultural Land Commission to exclude property located at 3202 Edgewood Drive, Cranbrook, BC from the Agricultural Land Reserve pursuant to the *Agricultural Land Commission Act* at 6:05 p.m.

Mayor

I hereby certify these minutes are correct.

City Clerk

Draft

M I N U T E S
REGULAR COUNCIL MEETING
City of Cranbrook

Minutes of the Regular Council Meeting held on Monday, June 8, 2026 at 6:00 p.m., in the Council Chambers, 40 - 10 Avenue South, Cranbrook, BC.

PRESENT: Mayor W. Price
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Councillor M. Peabody
Councillor R. Popoff
Councillor W. Stetski
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IN ATTENDANCE: M. Fercho, Chief Administrative Officer
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C. Osborne, Director of Finance
M. Matejka, Director of Engineering and Development Services
R. Veg, Manager of Planning
C. Zettel, Corporate Communications Officer
D. Brewer, Economic Development Officer
S. Patten, Community Planner
C. Britton, Community Planner
B. Jones, Legislative and Policy Analyst
R. Morgan, Information Systems Specialist

CALL TO ORDER Mayor Price called the Regular Council Meeting of Monday, June 8, 2026 to Order at 3:30 p.m.

Draft

(1) **CLOSED MEETING AT 3:30 P.M.**

Moved by Councillor R. Popoff and seconded

CLOSED MEETING

164-26 THAT in accordance with Section 90 of the Community Charter the Regular Council Meeting of Monday, June 8, 2026, commencing at 3:30 p.m. is to be closed on the basis that the subject matters relate to Sections 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; Section 90(1)(g) litigation or potential litigation affecting the municipality; Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Carried Unanimously.

RECONVENE

Mayor Price reconvened the Regular Meeting of June, 8, 2026 in Council Chambers at 6:01 p.m.

KTUNAXA HOMELAND RECOGNITION

Mayor Price, on behalf of Council, acknowledged that the Council Meeting was being held on the homeland of the Ktunaxa people.

STRATEGIC PLAN (2024-2027)

Nil

(2) **ADOPTION OF AGENDA**

Moved by Councillor N. Blissett and seconded

REGULAR MTG JUNE 8/26

165-26 THAT the Agenda of the Regular Council Meeting of Monday, June 8, 2026 be adopted.

Carried Unanimously.

Draft

(3) **ADOPTION OF MINUTES**

Moved by Councillor R. Popoff and seconded

REGULAR MTG
MAY 25/26

166-26 THAT Council adopt the Minutes of the Regular Council Meeting of Monday, May 25, 2026.

Carried Unanimously.

RECESS

Mayor Price recessed the meeting at 6:02 p.m.

(4) **PUBLIC HEARING AT 6:00 P.M.**

3202
EDGEWOOD
DRIVE

Application for Exclusion from Agricultural Land Reserve (ALR) - 3202 Edgewood Drive

See Public Hearing Minutes

RECONVENE

Mayor Price reconvened the meeting at 6:06 p.m.

(5) **DELEGATIONS**

Nil

(6) **BYLAWS**

Nil

(7) **BUSINESS ARISING**

Nil

(8) **NEW BUSINESS**

Moved by Councillor W. Stetski and seconded

DVP - 108
GRANDVIEW
PLACE

167-26 THAT Council receive the report from the Engineering and Development Services Department titled "Development Variance Permit 3090.20.2605 - 108 Grandview Place"; and further,

THAT Council approve the relaxation to the interior side yard setback of the west side property line, for property 108 Grandview Place, from 2.7m to 2.24m, for Development Variance Permit 3090.20.2605.

Carried Unanimously.

Draft

Moved by Councillor R. Popoff and seconded

DVP - 108
GRANDVIEW
PLACE

168-26 THAT Council not approve the relaxation to the separation between the accessory structure and the primary building, for property 108 Grandview Place, from 1.0m to 0.15m, for Development Variance Permit 3090.20.2605.

Carried Unanimously.

Moved by Councillor N. Blissett and seconded

DVP - 108
GRANDVIEW
PLACE

169-26 THAT Council not approve the relaxation to the interior side yard setback to the east side, for property 108 Grandview Place, from 0.9m to 0.28m, for Development Variance Permit 3090.20.2605.

Carried Unanimously.

Moved by Councillor W. Stetski and seconded

DVP - 108
GRANDVIEW
PLACE

170-26 THAT Council not approve the relaxation to the required separation between the accessory wood storage shed and the primary building, for property 108 Grandview Place, from 1.0m to 0.00m, for Development Variance Permit 3090.20.2605.

Carried Unanimously.

Moved by Councillor L. Wray and seconded

MINOR
VARIANCE -
COZY BEAR
PARKING

171-26 THAT Council receive the report from the Engineering and Development Services Department titled "Minor Variance Permit - Cozy Bear Parking Reduction"; and further,

THAT Council approve Minor Development Variance Permit 3090.20.2607, to reduce the required parking for a short term accommodation by 50%, from 31 stalls to 16 stalls, for property 621 Cranbrook Street N, for the Cozy Bear Lodge.

Carried Unanimously.

Draft

Moved by Councillor N. Blissett and seconded

ALR EXCL.
APP. - 3202
EDGEWOOD
DRIVE

172-26 THAT Council receive the report from the Engineering and Development Services Department titled "Application for Exclusion from the ALR (Agricultural Land Reserve) 3202 Edgewood Drive"; and further,

THAT subject to Council's consideration of public input received up to and including the Public Hearing of June 8, 2026, Council authorize the application to be forwarded to the Agricultural Land Commission on behalf of the owner of the subject property to seek exclusion of the property legally described as Lot H, District Lot 36 Kootenay District Plan 2668, located at 3202 Edgewood Drive.

Carried Unanimously.

Moved by Councillor L. Wray and seconded

DVP -
ROTARY
CLUB
SENIORS
HOUSING

173-26 THAT Council receive the report from the Engineering and Development Services Department titled "Development Variance Permit 3090.20.2608 - Rotary Club of Cranbrook Seniors Housing Project"; and further,

THAT Council approve a Development Variance Permit to vary Section 6.12.4.(c) Number of Required Off-street Parking Spaces and Section 7.10 Medium Density Multiple Family Residential Zone – R-5, subsection .6 (a)(i) and (iii) Siting, of the City of Cranbrook Zoning Bylaw as follows:

- 1. Reduce the total number of required off-street parking stalls from 2 per dwelling unit to 1 per dwelling unit (24 stalls required to 12 stalls);**
- 2. Reduce the front yard from 7.6 m to 2.74 m for building 1, adjacent to 5th Street South; and**
- 3. Reduce the interior side yard from 4.5 metres to 1.83 from the east property line for building 3,**

for a proposed 12 unit affordable seniors housing project proposed on the subject property legally described as LOT 1 DISTRICT LOT 22 KOOTENAY DISTRICT PLAN EPP150489, located at 5th Street South.

Carried Unanimously.

Draft

Moved by Councillor R. Popoff and seconded

2027 MRDT
TAX RENEWAL

174-26 THAT Council receive the report from the Engineering and Development Services Department titled "Municipal and Regional District Tax Renewal (MRDT) 2027"; and further,

THAT Council direct staff to prepare a report outlining options for the renewal structure of the Municipal and Region District Tax program, including consideration of additional prescribed purposes and assignment of the designated recipient

Carried.

Opposed: Councillor Peabody.

Moved by Councillor W. Stetski and seconded

2026 UBCM
MEETINGS

175-26 THAT Council receive the report from the CAO's Office titled "2026 UBCM Minister Meetings"; and further,

THAT Council direct Administration to book the following Ministers, Deputy Ministers, Crown Corporations or Provincial staff by topic:

- **Minister Josie Osborne Ministry of Health - Youth Detox and Recovery Centre**
- **Minister Christine Boyle, Ministry of Housing and Municipal Affairs - Library - Provincial Funding Grant**
- **Minister Christine Boyle, Ministry of Housing and Municipal Affairs - Housing - BC Builds Project Funding**
- **Minister Nina Krieger, Ministry of Public Safety and Solicitor General - Chamber of Commerce - Crime Prevention**
- **Minister Bowinn Ma, Ministry of Infrastructure - Gold Creek Dam Reconstruction**

Carried Unanimously.

(9) COMMITTEE RECOMMENDATIONS
Nil

Draft

(10) **ADMINISTRATION UPDATES**

DRAFT 2025 ANNUAL REPORT

C. Zettel reviewed the Administration Update from the Corporate Services Department regarding the Draft 2025 Annual Report.

(11) **PETITIONS**

Nil

(12) **CORRESPONDENCE FOR COUNCIL INFORMATION, CONSIDERATION OR ACTION**

Moved by Councillor W. Stetski and seconded

CITY LETTER YOUTH DETOX IN SE BC

176-26 THAT Council receive the draft correspondence from Mayor Price to to Diane Shendruk, VP, Clinical Operations, Interior Health regarding Youth Detox and Recovery Centre in SE BC; and further,

THAT Council approve release of the draft letter from Mayor Price to Diane Shendruk, VP, Clinical Operations, Interior Health regarding Youth Detox and Recovery Centre in Southeast BC as presented.

Carried Unanimously.

(13) **MAYOR AND COUNCILLORS – REPORTS & INQUIRIES**

Members of Council advised of their attendance at various events, board and committee meetings, and also noted upcoming events that may be of interest to the community.

4th STREET N ROAD REPAIR

Councillor Popoff inquired about a trench that has been cut in the asphalt roadway across 4th Street North near the new apartment complex being constructed and whether the contractor or staff was filling the gap to improve road safety.

Staff advised the section of road was planned to be patched over the weekend and would follow up to confirm the works have been completed.

MOTORIZED SCOOTER & BIKE SAFETY

Councillor Popoff inquired about increasing public education for motorized scooters and bicycles to "walk your wheels" and educate riders to dismount at controlled and uncontrolled intersections, crossings, and sidewalks. He noted potential pavement painting or stencils to remind riders at the intersections.

Draft

Council noted the number of calls from residents regarding safety, active transportation benefits and problems, ongoing communications collaboration with RCMP and an increase of police patrols.

Staff advised the issue has been referred to the Traffic Safety Committee and staff's ongoing strategic planning with RCMP to educate and discuss safety to keep riders, drivers, and pedestrians safe.

TM ROBERTS
INTERSECTION
CROSSING

Councillor Wray inquired about the status of the 4th Street South, 11th Avenue South, and 7th Avenue South bike crossings near T.M. Roberts Elementary School.

Staff confirmed the matter has been reviewed by the Traffic Safety Committee and discussed with the resident that made the initial inquiry. Staff noted the solution to the intersection including standards and accommodations are being planned for 2027, and that that resident has been informed.

MEMORIAL
ARENA
BIKE RACK

Councillor Blissett inquired about the installation of a bike rack the Memorial Arena.

Staff to follow up.

GRAFFITI
CLEAN UP

Councillor Peabody inquired about cleaning up graffiti in the community, noting there were no provisions in the Unsightly Premises Bylaw requiring clean up. Council discussed the matter and proposed staff direction to amend the bylaw.

Moved by Councillor M. Peabody and seconded

BYL# 4206

177-26 THAT Council direct staff to prepare an amendment to "Unsightly Premises Bylaw No. 4206, 2026" to include provisions for graffiti and City authority to require business to remove graffiti from their premises.

Carried Unanimously.

RED LIGHT
CAMERAS

Councillor Stetski inquired about the installation of Red Light cameras along Victoria Avenue.

Staff advised ICBC manages Red Light cameras across BC and installs them when collision data permits, noting that Council can still request an inquiry by ICBC for a potential Red Light camera.

Draft

NOTICE OF MOTION

Councillor Stetski gave Notice of Motion to inquire about installing Red Light cameras along Victoria Avenue to the next Regular Council Meeting.

COMMEMOR. SIDEWALKS

Councillor Stetski inquired about installing a commemorative sidewalk for veterans near Rotary Park. He noted the Royal Canadian Legion may come forward to Council with a formal request.

CHILDCARE GROUND-BREAKING

Mayor Price inquired about the groundbreaking date for the new City-led childcare project near Western Financial Place and Balment Park.

Staff advised the project is ready to break ground but will begin after the upcoming Spirit of the Rockies Festival to avoid traffic and construction congestion in the area.

(14) ADJOURNMENT

Moved by Councillor L. Wray and seconded

ADJOURN

178-26 THAT the Regular Council Meeting of Monday, June 8, 2026 be adjourned at 7:25 p.m.

Carried Unanimously.

Mayor

I hereby certify these minutes are correct.

City Clerk



DELEGATION APPLICATION

To: Mayor and Council

I / We Galen Olstead Executive Director; KCTS Board of Directors

of Key City Theatre Society

Address 20 14th Avenue North, Cranbrook BC V1C 6H4

Email Address galen@keycityheatre.com Phone Number 250 489 9884

request to appear as a delegation before the City of Cranbrook Council meeting to be held on June 22, 2026
(Note: List of Council dates are available through the City Clerk or on the City Website at www.cranbrook.ca) **The purpose of the delegation is to present the following:**

Renewal of the five-year operating agreement between the City of Cranbrook and the Key City Theatre Society, including discussion regarding continued municipal support, organizational growth, community impact, inflationary pressures, and the long-term sustainability of theatre operations and community cultural

- A copy of all information regarding the presentation must accompany this application.
- Delegation requests are subject to approval by the Mayor and Chief Administrative Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cranbrook reserves the right not to approve of such delegations
- The City of Cranbrook cannot guarantee you will be scheduled on the date requested.

Please indicate if your presentation includes an electronic presentation: Yes No

If you require the use of the City's audiovisual equipment, you will be required to provide the content of your presentation, electronically, to the Executive Assistant, Office of the CAO, at thorsteinson@cranbrook.ca at least three business days in advance of the Council meeting date to ensure the format of your presentation is compatible with the City's equipment.

I/We acknowledge that only the above matter will be discussed during the presentation.

Signature: Date: May 26, 2025

Name (Please Print): Galen Olstead

**Return completed and signed form to the City Clerk
2nd Floor, City Hall, 40-10th Avenue South, Cranbrook, BC V1C 2M8 or fax to: (250) 426-7264**

This information is collected by the City of Cranbrook in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Cranbrook City Council. Should you have any questions about the collection of this personal information, please contact the City of Cranbrook, City Clerk / FOI Coordinator at 250.426.4211.

Please Note: The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.
 Applicant's Initials

0530.07 Delegation Application Form (Rev May 2017)

THE CITY OF CRANBROOK

Phone: (250) 426-4211 Toll Free: (800) 728-2726
Facsimile: (250) 426-7264
Address: 40-10th Avenue South Cranbrook, BC V1C 2M8

WWW.CRANBROOK.CA



May 28, 2026

Galen Olstead, Executive Director; KCTS Board of Directors
 Key City Theatre Society
 20 – 14th Avenue North
 Cranbrook BC V1C 6H4

File No: 0530.07

Further to your application dated May 26, 2026, to appear before Council as a delegation regarding the renewal of the five-year operating agreement between the City of Cranbrook and the Key City Theatre Society, this letter confirms your attendance at the Regular Council Meeting on June 22, 2026.

Your presentation may include discussion on continued municipal support, organizational growth, community impact, inflationary pressures, and the long-term sustainability of theatre operations and community cultural services.

The meeting will commence at 6:00 p.m., and you will be scheduled to present shortly thereafter. We kindly request that your presentation be limited to ten minutes, allowing time for questions and discussion with Council.

If you require use of the City's computer or projector, please provide an electronic copy of your final presentation no later than 12:00 p.m. (noon) on Monday, June 15, 2026.

We look forward to your presentation.

Sincerely,

Catharine Kwan
 Executive Assistant
 Office of the Chief Administrative Officer
 City of Cranbrook

/ck

s:\corporate_services\catharine\delegations\key city theatre society delegation confirmation letter.docx

THE CITY OF CRANBROOK

Phone: (250) 426-4211
 Toll Free: (800) 728-2726
 Facsimile: (250) 426-7264
 Address: 40-10th Avenue South Cranbrook, BC V1C 2M8

WWW.CRANBROOK.CA



TITLE: Zoning Bylaw Amendment 4246, 2026 - R-6 High Density Multiple Family Residential Zone - Text Amendment

PREPARED BY: Conor Britton

DEPARTMENT: Engineering and Development Services

PURPOSE: To present Council a site specific text amendment to the R-6 High Density Multiple Family Residential Zone to permit additional density and a new accessory use specifically attributed to the subject property known as 217-16th Avenue North.

RECOMMENDATION BY STAFF

1. THAT Council give first reading to "City of Cranbrook Zoning Amendment Bylaw 4246, 2026".
2. THAT Council give second reading to "City of Cranbrook Zoning Amendment Bylaw 4246, 2026",
3. THAT Council give third reading to "City of Cranbrook Zoning Amendment Bylaw 4246, 2026".

BACKGROUND INFORMATION:

The City has received an application for a zoning text amendment for the R-6 High Density Multiple Family Residential Zone from Cover Architectural Collaborative Incorporated acting as the authorized agent for the Provincial Rental Housing Corporation. The subject property in question is located between 2nd Street North and 4th Street North directly adjacent to the Community Connections Step Beyond Shelter and is legally described as Lot C, District Lot 4 Kootenay District Plan 12006, Except Part Included In Plan 13155. A "Location Map" is attached to this report identifying the subject parcel commonly known as 217-16th Avenue North.

The property in question is currently a vacant, gravel lot and is used primarily as a parking lot for the Step Beyond Shelter at 209-16th Avenue North. BC Housing, in consultation with Cover Architecture, are proposing to develop a low income, multiple family residential development with access to supportive care services on the vacant site. The Supportive Housing project proposed by the applicant aims to give those individuals who are at-risk of homelessness a place to live, access to medical and mental health services, and offer support to search and seek employment all occurring within the proposed residential building. The proposed development would likely take the form of an apartment building using BC Housings Digitally Accelerated Standardized Housing (DASH) toolset. The toolset is meant to ease the development process by providing ready-made unit layouts.

No public hearing will be held, as Section 464(3) of the *Local Government Act* prohibits local governments from holding a public hearing for zoning bylaw amendments that are consistent with the Official Community Plan, and proposed for development that is, in whole or in part, a residential development. A notice that no public hearing will be held was advertised in the local news paper and sent to neighbouring residents in accordance the notice requirements of the *Local Government Act*. An initial notice was sent out June 1st, 2026, however the bylaw was pulled from the Agenda for the June 8th Council Meeting in order to give the applicant additional

COUNCIL REPORT – ZONING BYLAW AMENDMENT 4246, 2026 - R-6 HIGH DENSITY MULTIPLE FAMILY RESIDENTIAL ZONE - TEXT AMENDMENT

time to undertake their own public consultation. A subsequent notice was sent in accordance with the *Local Government Act* on June 15th, 2026 notifying the public of consideration of Bylaw 4246 at the June 22nd Council Meeting.

Current Zoning Regulations:

The Current regulations of the R-6 High Density Multiple Family Residential Zone allow for a density of up to one hundred sixty (160) dwelling units per gross hectare where additional recreational space is provided at 12 square meters for each additional unit over and above one hundred twenty (120) dwelling units per gross hectare.

Under the existing allowable density, the maximum number of units that could be located on the parcel is 46 units where an additional 144 square meters of recreational space is provided.

The existing allowable accessory uses are currently limited to Home Based Business and Group Day Care.

Proposed Zoning Text Amendment:

The proposed use would require a change to both the permitted accessory uses and the allowable density of the R-6 Zone. Given the location and context of the parcel, two site specific text amendments to the Zoning Bylaw are proposed to Section 7.11.2 "Accessory Uses" and Section 7.11.5 "Density" respectively.

The site specific text amendment for Section 7.11.2 "Accessory Uses" would seek to add a new subsection titled "(d) Supportive Services" specifically tied to the subject parcel identified above. The supportive services are proposed to occur fully within the principal residential building. These supportive services would include accessible medical and mental health services as well as an employment assistance office.

The site specific amendment for Section 7.11.5 "Density" would seek to add a new subsection titled "(e)" that would allow for no more than 50 units on the subject parcel where 192 square meters of recreational space is provided upon the property. This would permit an additional four (4) dwelling units to be built on the parcel and would maintain a consistent requirement for the provision of recreational space on site.

Staff Comments:

This amendment is being brought forward to reduce barriers to new housing and facilitate development on infill land. The proposed amendment will introduce regulations for high density housing in the core and make use of an underutilized parcel. The proposed amendment would help the City to achieve meeting the targets set out by the Housing Needs Report, especially moving the needle toward achieving increasing the City's affordable housing stock and improving the delivery of healthcare services.

The application is required to be referred to the Ministry of Transportation & Transit (MoTT) due to the proposed development being within 800 meters of Highway 3/95. Ministerial approval is required prior to final adoption by Council.

ALTERNATIVE:

THAT Council not give first reading to "City of Cranbrook Zoning Amendment Bylaw 4246, 2026".

BUDGETARY IMPACT:

None.

COUNCIL REPORT – ZONING BYLAW AMENDMENT 4246, 2026 - R-6 HIGH DENSITY MULTIPLE FAMILY RESIDENTIAL ZONE - TEXT AMENDMENT

POLICY IMPLICATION:

S.464(3) of the *Local Government Act*, prohibits local governments from holding a public hearing or accepting feedback/comment for bylaw amendments intended for a development that is, in whole or in part a residential development. As required in the legislation, a notice to the public that Council was considering Zoning Bylaw Amendment 4246, 2026 was issued on June 15, 2026.

STRATEGIC PLAN ALIGNMENT:

A Robust, Resilient and Diversified Economy

- Create a Supportive Environment for Growth in Housing and Economic Development

A Welcoming and Inclusive Community

- Enable the Provision of Attainable and Accessible Housing

ATTACHMENTS:

[Supportive Housing Location Map](#)

[BC Housing - Neighbour Letter](#)

[Cover Architectural - Intent and Proposed Zoning Amendment](#)

[Zoning Amendment 4246](#)

Approved By:

Mike Matejka, Director, Engineering and Development Services

Marnie Dueck, City Clerk/Corporate Officer

Mark Fercho, Chief Administrative Officer

Status:

Approved - 04 Jun 2026

Approved - 15 Jun 2026

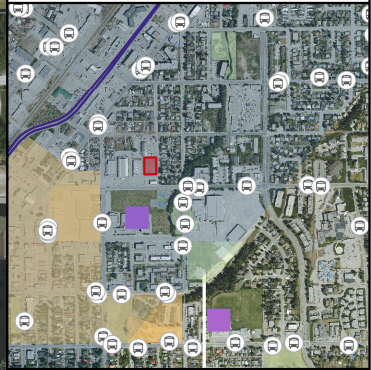
Approved - 16 Jun 2026



Location Map

Legend

- Subject Property
- Existing Shelter
- Downtown
- Parks
- Bus Stop
- Highway
- 800m Hwy Buffer



Disclaimer:
 This map is for general purposes only. The City of Cranbrook makes no warranties regarding the accuracy of the suitability of the map for any purpose. This map is not for navigation or legal purposes. The City of Cranbrook will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed at anytime.

Data Source:
 Digital Road Atlas (ILMB)
 Ortho Imagery (July 2009, 10cm accuracy)

Date: February 3rd, 2026



June 17, 2026

Proposed Supportive Housing

217 16th Avenue North, Cranbrook

Hello Neighbour,

We are writing to share that BC Housing is proposing to build 50 supportive homes at 217 16th Avenue North. This project is a major part of our effort to address and prevent homelessness in Cranbrook.

This 4-storey wood-frame building would include:

- 50 studio homes, each with a private bathroom and kitchenette
- Indoor and outdoor common areas
- Central kitchen and laundry facilities
- Reception area and office space for staff
- Fenced grounds and on-site parking

BC Housing purchased this property in 2022. We would build this new housing in the vacant parking lot next to the existing Step Beyond shelter at 209 16th Avenue North.



Development

BC Housing has applied to the City of Cranbrook for a zoning amendment for this project. This amendment would:

- Allow supportive housing and support services on site,
- Increase the number of allowable housing units from 45 to 50

If this is approved, we would plan to start construction in 2027. We would expect the project to be complete in 2028.

This building will be designed and constructed using Digitally Accelerated Standardized Housing (DASH) tools. We would continue to follow all City of Cranbrook’s bylaws throughout the development process.

About supportive housing

Supportive housing is subsidized housing with on-site supports. Residents are single adults (19+) who are at risk of or experiencing homelessness. This can include seniors and people with disabilities.

Typical supports include:

- 24/7 staffing
- Daily meals
- Life skills and employment training
- Access to health supports (including substance-use treatment and recovery)
- Connections to community services

All residents apply to live in supportive housing, sign tenancy agreements and pay rent. BC Housing uses a community-based assessment process to offer people supportive homes. This process considers people’s individual needs and the supports available.

Operator

BC Housing will select an experienced non-profit housing operator to manage the building and provide services to the residents. Staff will be onsite 24/7.

Once selected, we will introduce the operator to the neighbours.

Community Updates

We will share any updates about the overall development as soon as they are available.

In the coming months, we also plan to host an in-person **Community Information Session**. At this session, we will share information and answer questions one-on-one about various BC Housing projects in Cranbrook. We will mail event details directly to site neighbors and publish them online.

Questions?

We commit to keeping lines of communication open throughout this project.

Please see the **Frequently Asked Questions** included with this letter for more detailed information about this supportive housing project.

You can also visit bchousing.org/cranbrook-217-16-avenue-north or scan the QR code:



We welcome questions about this project at any time by email to communityrelations@bchousing.org.

Sincerely,

BC Housing

Frequently Asked Questions

Proposed Supportive Housing | 217 16th Avenue North, Cranbrook

Overview

What is happening at 217 16th Avenue North?

- BC Housing purchased this property in 2022. We would build this new housing in the vacant parking lot next to the existing Step Beyond shelter at 209 16th Avenue North.
- BC Housing is proposing to build 50 supportive homes at 217 16th Avenue North. This project is a major part of our effort to address and prevent homelessness in Cranbrook.
- This 4-storey wood-frame building would include:
 - 50 studio homes, each with a private bathroom and kitchenette
 - Indoor and outdoor common areas
 - Central kitchen and laundry facilities (for use by residents and staff only)
 - Reception area and office space for staff
 - Fenced grounds and on-site parking
- Each studio home would have its own private bathroom and a kitchenette with fridge. Units are fully furnished with basic furniture and kitchen setup and linens.

Why do we need supportive housing in Cranbrook?

- There were 172 people experiencing homelessness in Cranbrook according to the 2025 Point-in-Time homeless count. This is an increase of almost 50% from 2023.
- The 2024 City of Cranbrook Housing Strategy identified the need for supportive housing. There is also a need for other types of housing to match the range of needs in the community.
- We know that the existing shelter spaces in Cranbrook are not enough to address the current need.
- This proposed supportive housing would help us address the urgent need to offer safe, stable homes with supports and services to people experiencing homelessness in Cranbrook.
- After a person has safe, stable housing with a range of supports, they are in a much better position to improve their well-being and access things like health care and skills training.

What role does shelter have in Cranbrook and how does it connect to supportive housing?

- Shelters offer free, immediate places to stay for people who are experiencing or at risk of homelessness. They play an important role in addressing unsheltered homelessness and encampments in a community.
- Shelters are often the first step on a person's journey into stable housing. They are not a permanent home. Shelter staff work with each guest to help them move toward stable, permanent housing.
- Safe, quality housing looks different for every person and depends on their individual needs and goals. Depending on the person, they could apply for private market rental housing, affordable/subsidized rental housing or supportive housing. For people with ongoing support needs, supportive housing can become their permanent home.

- BC Housing develops housing across this continuum:



What else is the Province doing to help address homelessness and encampments in Cranbrook?

- In February 2026, the Province announced Cranbrook as a HEART & HEARTH community. Through this program, we can build and offer housing quickly to people experiencing homelessness. This housing stays in place temporarily while we continue to build more permanent supportive homes in the community.
 - **Homeless Encampment Action Response Teams (HEART)** bring together local and provincial outreach teams to better support people sheltering outside and in encampments to stay safe and healthy and more quickly transition indoors.
 - **Homeless Encampment Action Response Temporary Housing (HEARTH)** projects provide critical safe, indoor spaces to support outreach and encampment resolution, as the Province continues to build more permanent supportive and affordable homes.
- BC Housing and the City have been exploring opportunities for a HEARTH site for temporary housing with supports. We look forward to sharing more information with the community in the coming months.

Supportive Housing Program & Residents

What is supportive housing?

- Supportive housing is subsidized housing with on-site supports. Residents are adults (19+) who are at risk of or experiencing homelessness. This can include seniors and people with disabilities.
- All residents apply to live in supportive housing, sign tenancy agreements and pay rent.
- To learn more, check out our **Stories from Supportive Housing playlist on YouTube by scanning the QR code**. These short videos show inside several supportive housing buildings. They also share stories from residents, staff and neighbours.



What supports and services would be provided for residents?

- Supportive housing provides many onsite support services to residents. Typical supports include:
 - 24/7 staffing
 - Daily meals
 - Life skills and employment training
 - Individualized case planning
 - Access to health supports, including overdose prevention and community-based mental health and substance-use programs
 - Connections to community services, including assistance with Income Assistance, Pension Benefits, Disability Benefits, obtaining a BC Identification Card, or establishing a bank account

How much rent do supportive housing residents pay?

- Residents of supportive housing pay the shelter rate (\$500) from their Income or Disability Assistance. This rate is set by the Ministry of Social Development and Poverty Reduction and subject to adjustments.

Who would live here?

- Residents would be single adults (19+) of all genders who are experiencing or at risk of homelessness and who need supports to maintain stable housing. This can include seniors, people with disabilities and others.
- Residents would be mainly people currently residing in Cranbrook or, in some cases, people who have close connections with the community and wish to return home.
- To be considered for this housing, people must have an active application in BC Housing’s Supportive Housing Registry. Community service providers such as outreach workers or shelter staff often help people fill out this application. People can also apply online, by mail, by fax or by visiting a BC Housing office.

How are residents selected?

- BC Housing works with community partners through a Coordinated Access and Assessment (CAA) process to offer supportive homes to people based on their individual needs, goals and the services provided. This process also ensures a balanced mix of residents in the building.
- A CAA table is made up of BC Housing representatives, Interior Health, the housing operator and local community service providers and partners. This working group meets regularly to review supportive housing applications and identify people who would be a good fit for this housing.

How would you promote positive community integration for residents of this building?

- BC Housing and our non-profit operators commit to being good neighbours. We would work with residents and neighbours to foster good community relationships. This could include opportunities for engagement activities and volunteer programming (e.g., neighbourhood clean teams, etc.).
- Residents in supportive housing have rights and responsibilities under the Residential Tenancy Act. Supportive housing operators communicate clear expectations to residents regarding respectful behaviour onsite and in the surrounding neighbourhood.

- Supportive housing staff conduct wellness checks to protect both tenants and staff and support an inclusive and safe environment.
- BC Housing requires supportive housing operators to respect and follow all laws and bylaws and work to ensure that staff, residents and visitors do the same.
- BC Housing requires supportive housing operators to contact the appropriate emergency services (911) if they observe any criminal activity or emergency situations in public or private areas in the vicinity of the supportive housing.

Development

Why was this location selected?

- It is important for supportive housing to meet people where they are, in the community where they already live. Supportive housing must also be located close to services, amenities and transit. These things are essential for people who are transitioning out of homelessness and working towards a healthy, stable life.
- Land availability is also a major factor in choosing a location for supportive housing. The property at 217 16th Avenue North is owned by BC Housing, vacant and available.

Does this project require any municipal permits?

- Yes, BC Housing has applied to the City of Cranbrook for a zoning amendment for this project. This amendment would:
 - allow supportive housing and support services on site,
 - increase the number of housing units from 45 to 50, and
- This application will first go to council at the June 22, 2026 meeting.
- If the zoning amendment is approved, we would apply for a Development Variance Permit later this summer. We would request to reduce off-site parking and setback variance requirements.
- We would continue to follow all City of Cranbrook’s bylaws throughout the development process.

Would this proposed supportive housing project cause property values to go down in the neighbourhood?

- Research completed in 2019 of 13 B.C. supportive housing sites showed that property values immediately surrounding 10 sites either kept pace or surpassed surrounding municipal trends. Property values for the other three sites were not notably different compared to municipal trends. View this research report at: bchousing.org/publications/Property-Values-Case-Study-Overview-Report.pdf.

What is Digitally Accelerated Standardized Housing (DASH)?

- This building will be designed and constructed using Digitally Accelerated Standardized Housing (DASH) tools. DASH provides a set of ready-to-use digital building tools and permit-friendly designs. They help architects, designers, and housing providers build multi-family homes faster and at lower cost and high-quality design.

- DASH works by using standardized designs, prefabricated parts, and a coordinated supply chain.
- Through this program, we can deliver more homes for people in communities across BC. Learn more about DASH at www.acceleratedhousing.ca.

When would this site open?

- We currently expect construction to begin in 2027. We would expect the project to be complete in 2028. We will share more information about the project timeline when it's available.

Operations

Who would operate this site?

- BC Housing will select an experienced non-profit housing operator to manage the building and provide services to the residents. The operator would be onsite 24/7. This process will begin in June 2026. We will introduce the operator to the community later this year.

How would site safety and security be managed?

- BC Housing Design and Construction Standards apply Crime Prevention through Environmental Design (CPTED) practices in all building projects. In this building, security measures would include monitored points of entry, fob access, 24/7 staffed reception, security cameras and lighting.
- We would share a direct phone number for the building with neighbours when it is available. Staff would be on site 24/7 to support residents and provide a point of contact for neighbours.
- BC Housing and our non-profit housing staff commit to working with housing residents and the surrounding community on an ongoing basis to address any safety concerns quickly and collaboratively.

How would you address concerns about community safety?

- Supportive housing is an important part of community safety. Having safe, accessible and minimal barrier housing in a community means there are fewer people sheltering outdoors. This increases people's personal safety and well-being and contributes to community safety overall.
- Research shows that supportive housing residents:
 - Have an incarceration rate that was over 6 x less than people identified as experiencing homelessness;
 - Access the emergency department 46.9% less than people identified as experiencing homelessness;
 - Have a 31.8% lower rate of hospital admission than people identified as experiencing homelessness.

(Source: BC Ministry of Housing. 2025. Preventing and Reducing Homelessness: An Integrated Data Project. Government of British Columbia.)

- BC Housing and our non-profit partners work openly with those who are best able to address safety issues beyond our housing sites. These include bylaw, law enforcement, or other emergency services for whom public safety is their mandate.
- As in any community, for emergencies such as urgent medical needs, crimes in progress or active fires, neighbours should call 911 and wait for help to arrive.

Would alcohol and substance use be allowed in this housing?

- We would not deny this housing to people who may use substances or alcohol.
- Housing is crucial in a person’s health journey. After a person has safe, secure housing, washrooms and meals, they are in a much better position to improve their well-being, including accessing health care and substance use treatments.
- Not all supportive housing residents use substances, and this would not be a substance-use recovery facility.
- If residents choose to use substances on site, staff follow a harm-reduction approach. Staff would also link residents to stabilization and recovery services as appropriate based on their health and wellness goals.

What is a harm reduction approach?

- Harm reduction aims to educate people about how to keep themselves safe and minimize death, disease and injury from any activity or behavior that involves risk.
- Harm reduction is an important life-saving health care practice, especially in the current toxic drug crisis. People using substances alone or outside do not benefit communities and often leads to tragic outcomes.
- Harm reduction programs and services are proven to not only reduce harms such as infections, injuries and deaths, they have also been proven to increase social and vocational functioning, and to reduce public disruption.
- The operator would work with Interior Health in determining best practices to promote health and safety among residents. If and when residents are ready to seek substance-use treatment, staff on site would connect them with the appropriate support services.

What training does BC Housing require for supportive housing staff?

- BC Housing requires training for supportive housing staff that includes, but is not limited to:
 - Crisis prevention training and/or de-escalation training, non-violent intervention
 - First Aid/CPR
 - Indigenous awareness training
 - Mental health first aid training
 - Domestic violence and safety planning
 - Safety for women in co-ed shelters training
 - Substance use awareness and safety training, including Naloxone training
 - LGBT2SQIA+ awareness training
 - Vulnerability Assessment Tool (VAT) training
 - Trauma-informed practice training
 - Staff self-care training

Who would be responsible for keeping the building and property clean?

- The operator and residents would work to keep the property maintained, as any other neighbour would.
- We would share a direct phone number for the building with neighbours when it is available. Staff would be on site 24/7 to provide a point of contact for neighbours and address any cleanliness concerns quickly and collaboratively.
- The City of Cranbrook would continue to maintain public spaces as in any other neighbourhood.

Project Information and Questions

Will there be an opportunity to speak with project representatives in-person?

In the coming months, we plan to host an in-person **Community Information Session**. At this session, you could view poster boards, meet project partners and ask questions one-on-one about various BC Housing projects in Cranbrook. We will mail event details directly to neighbors and publish them online.

Who can neighbours contact with questions or concerns about this development?

We will share any updates about the overall development as soon as they are available.

For questions about this supportive housing project, please email BC Housing at **communityrelations@bchousing.org**.



50-UNIT SUPPORTIVE HOUSING

2026.05.27 | zoning bylaw amendment - 217-16th AVENUE CRANBROOK

Prepared For
City of Cranbrook

to: conor.britton@cranbrook.ca
cc: cskoglund@bchousing.org

250 420 3197

Prepared By
Cover Architectural Collaborative Inc

1-96 Baker Street
Nelson, BC V1L 4G9

250 354 4445





Wednesday May 27th, 2026

attn: Conor Britton
City of Cranbrook
Engineering & Development Services
40-10th Street Avenue South
Cranbrook, BC V1C 2M8

Dear Mr. Britton,

Cover Architectural Collaborative Inc. have been retained by the BC Housing Management Commission as the Prime Consultant Architectural Services for their property at 217-16th Avenue North in Cranbrook, British Columbia.

The property in question is currently vacant, as a mix of gravel and asphalt, is it currently being used as a parking lot for the neighbours, the Step Beyond Shelter at 209-16th Avenue North. The property is currently designated as High Density Residential under the Official Community Plan, and is currently zoned as High Density Multiple Family Residential: R-6.

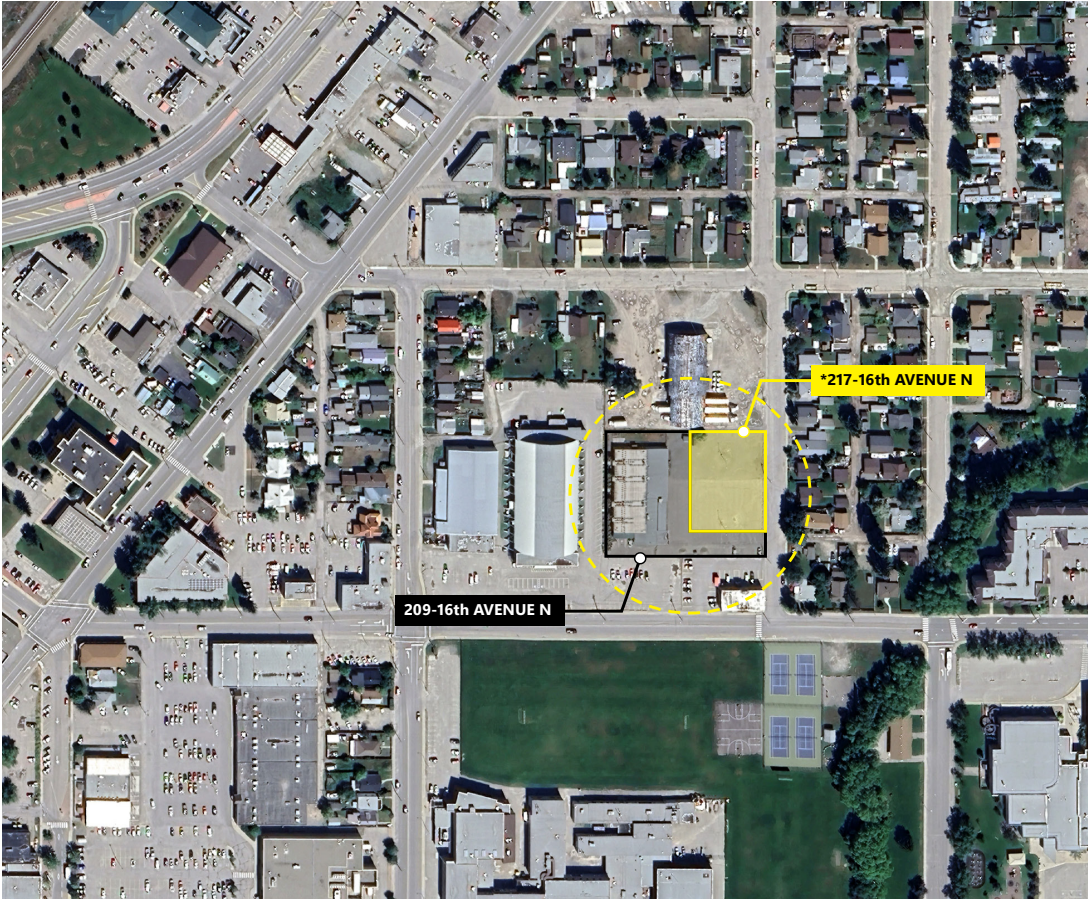
The proposed use for the property is a 50 Unit Supportive Housing for those At-Risk for Homelessness. The proposed use would not require a change in the zone, but a series of amendments to the existing R:6 designation, as it pertains to the specific property..

To permit the construction of a new Supportive Housing, would provide housing for 50 members living in your community. The proposed Supportive Housing project would give people who are at-risk of homelessness a place to live, provide better access to medical and mental health services, and offer support to search and seek employment; and in working together towards a successful project, presents the opportunity for us all to change these people's lives for the better.

Sincerely,



Adam Patrick Brady, Architect, AIBC, OAA



1.0 existing zoning & parking bylaws



1.1 zoning by-law review

Part 7.11 - High Density Multiple Family Residential Zone: R-6

1. Permitted Uses:

- (a) Apartment
- (b) Congregate Care Apartment

2. Accessory Uses:

- (a) Home based business
- (b) Group Day Care
- (c) Other uses, buildings and structure accessory to a permitted use

3. Parcel Dimensions:

- (a) No parcel shall be created in the R-6 Zone which has a front parcel line less than 12.0m in length

4. Recreational Space:

- (a) No person shall locate an apartment in the R-6 Zone which has less than 10.0m² of recreation space per dwelling unit.

5. Density

- (a) Subject to Section 7.11.5(b) and Section 7.11.5(c), no person shall locate more than one hundred twenty (120) dwelling units per gross hectare on a parcel in the R-6 Zone.

- (b) Where additional recreational space is provided, one (1) additional dwelling unit 12.0m² of additional recreational space may be located, to a maximum density of one hundred sixty (160) dwelling units per gross hectare on a parcel in the R-6 Zone.

- (c) Where concealed off-street parking spaces are provided, one (1) additional dwelling unit per two (2) concealed off-street parking spaces may be located, to a maximum density of one hundred sixty (16) dwelling units per gross hectare on a parcel in the R-6 Zone.

- (d) The maximum floor area ratio in the R-6 Zone shall be 1.5.

6. Siting

- (a) No person shall locate a principal building in the R-6 Zone which has:

- (i) A front yard less than 9.0m
- (ii) Rear yard less than 9.0m
- (iii) An interior side yard less than 2.1m
- (iv) An exterior side yard less than 9.0m

- (b) No person shall locate an accessory building or structure in the R-6 Zone which has:

- (i) A front yard less than 9.0m
- (ii) Rear yard less than 2.1m
- (iii) An interior side yard less than 3.0m
- (iv) An exterior side yard less than 9.0m

- (c) No person shall locate an accessory building or structure in the R-6 Zone within 1.0m distance from a principal building

7. Size and Dimension of Buildings and Structures

- (a) No person shall locate a principal building in the R-5 Zone which exceeds a height of 30.0m

- (b) No person shall locate an accessory building or structure in the R-6 Zone which exceeds a heights of 4.5m.

- (c) No person shall cover more than 40% of the area of a parcel in the R-6 Zone with buildings and structures, except for a building or structure containing off-street parking spaces.

- (d) No person shall cover more than 40% of the area of a parcel in the R-6 Zone with buildings and structures, except for a building or structure containing off-street parking spaces.

8. Other Regulation

- (a) No person shall use or permit the use of any portion of parcel in the R-6 Zone for the wrecking and repair of vehicles or for the storage of derelict vehicles except for the store of not more than one (1) derelict vehicle in other than the front yard.

- (b) All portions of a parcel in the R-6 Zone not occupied by buildings, structures and off-street parking areas shall be landscaped and maintained in good condition.

1.2 off-street parking by-law review

Part 6.12 - Number of Required Off-Street Parking Spaces

1. Permitted Uses (per 7.11):

- (a) Apartment; (b) Congregate Care Apartment

4. Residential Uses (per 6.12)

- c) Multiple Family Dwelling: two (2) per dwelling unit

- e) Congregate Care Apartment: 1.3 spaces per dwelling unit, 0.3 of which shall consist of employee / visitor parking



2.0 proposed zoning & parking bylaws amendments

2.1 zoning by-law amendment

Part 7.11 - High Density Multiple Family Residential Zone: R-6

1. Permitted Uses:

Request to add (c) Supportive Housing

2. Accessory Uses:

Request to add (d) Supportive Services, accessory to .1 (c) above

3. Parcel Dimensions:

No proposed change to (a)

4. Recreational Space:

No proposed change to (a).

A minimum of 344 m² of combined indoor/outdoor recreation space will be provided to comply with 7.11.5.(a). An additional 187.2 m² of combined indoor/outdoor recreation space will be required and provided to allow for 15.6 additional units in compliance w/ 7.11.5.(b) in order to total 50.

5. Density

Current site area is 0.2864 ha, which under current density target calls would allow for a total 34.4 units on this property.

Request to change (a) to allow for a maximum density of 50 units.

Current site area is 0.2864 ha, which under additional density targets would only allow for an additional 14.4, for a total of 45.8 units.

Request to change (b) to allow for a maximum density of 50 units.

No proposed change to (c).

No proposed change to (d).

The Floor Area Ratio (FAR) as per the preliminary design is not expected exceed 1.25.

6. Siting

(a) No person shall locate a principal building in the R-6 Zone which has:

Request to change (i) to allow for a front yard less than 6.75m

Request to change (ii) to allow for a rear yard less than 6.75m

No propose change to (iii)

No propose change to (iv)

(b) No person shall locate an accessory building or structure in the R-6 Zone which has:

Request to change (i) to allow for a front yard less than 6.75m

No proposed change to (ii)

No proposed change to (iii)

No proposed change to (iv)

No proposed change to (c).

7. Size and Dimension of Buildings and Structures

No proposed change to (a). **Please note, this clause incorrectly lists the zone as R-5, and should amended to read as R-6.**

No proposed change to (b).

No proposed change to (c).

No proposed change to (d).

8. Other Regulation

No proposed change to (a).

No proposed change to (b).

2.2 parking by-law amendment

Part 6.12 - Number of Required Off-Street Parking Spaces

1. Permitted Uses (per 7.11):

(c) Supportive Housing

Supportive Housing does not readily fall under a specific category of uses per section 6.12, and therefore does not readily have a requirement.

Per the preliminary design, it proposed to provide a total of twenty-one (21) parking spaces, as per the following breakdown:

- ten (10) secure staff parking spaces for Supportive Housing
- two (2) unsecure visitor parking spaces
- two (2) unsecure accessible parking spaces
- one (1) unsecure loading space / emergency service parking
- six (6) unsecure staff / visitor parking spaces

Please note, that this is a preliminary parking assessment. As we explore the final design (ie. garbage/recycling, emergency generators, HVAC, electrical PMT) that total parking count could fluctuate (ie. less unsecure staff / visitor spaces).



THE CORPORATION OF THE
CITY OF CRANBROOK

BYLAW NO.
4246

**ZONING BYLAW
AMENDMENT BYLAW**

A bylaw to provide for the amendment of the "City of Cranbrook Zoning Bylaw No. 3977, 2019, under the *Local Government Act, Chapter 1 (R.S.B.C. 2015)* .

The Municipal Council of the Corporation of the City of Cranbrook, in open meeting assembled enacts as follows:

1. THAT this bylaw may be cited as the "City of Cranbrook Zoning Amendment Bylaw No. 4246, 2026".
2. THAT the "City of Cranbrook Zoning Bylaw No. 3977, 2019" shall hereby be amended as follows:

2.1 THAT Section 7.11 "High Density Multiple Family Residential Zone: R-6", Subsection .2 "Accessory Uses" be amended by adding the following use:

"(d) Supportive Services specific to land legally described as LOT C DISTRICT LOT 4 KOOTENAY DISTRICT PLAN 12006, EXCEPT PART INCLUDED IN PLAN 13155."

2.2 THAT Section 7.11 "High Density Multiple Family Residential Zone: R-6", Subsection .5 "Density" be amended by adding the following clause:

"(e) no person shall locate more than 50 units on the parcel legally described as LOT C DISTRICT LOT 4 KOOTENAY DISTRICT PLAN 12006, EXCEPT PART INCLUDED IN PLAN 13155 where 192 m² of recreational space is provided upon the aforementioned legal parcel."

Read a first time this day of 2026.

Read a second time this day of 2026.

Read a third time this day of 2026.

Adopted this day of 2026.

Approved under the *Transportation Act* this _____
day of _____, 20____.

Mayor

Ministry of Transportation and Infrastructure Page 18 of 18

City Clerk



TITLE: Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026

PREPARED BY: Curtis Penson

DEPARTMENT: Engineering and Development Services

PURPOSE: For Council to consider three readings of "Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026".

RECOMMENDATION BY STAFF

1. THAT Council give first reading to "Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026".
2. THAT Council give second reading to "Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026".
3. THAT Council give third reading to "Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026".

BACKGROUND INFORMATION:

The proposed amendment to the Subdivision and Development Servicing Bylaw will amend the bylaw as follows:

1. To delegate the strata conversion of existing occupied buildings to the Approving Officer.
2. Require approval and approved plans before construction of Works can occur for subdivision and building permits.
3. Formalize delegation for City Engineer to require offsite works and works for building permits.
4. Update violation and penalty sections of the bylaw.
5. Introduce a stop work order section.
6. Update strata title conversion guidelines references to the Approving Officer.
7. Update List of Approved Materials.

With the City of Cranbrook experiencing significant development and subdivision activity this year, some developments have started work prior to having required approvals in place while others have waited until the approvals are in place, which is a standard best practice for local government. To reduce liability to the City and developers, along with making the development process fair and consistent for all developers, the bylaw is proposed to be updated to require approval and approved plans before construction of Works can occur for subdivision and building permits. The proposed bylaw will also update the corresponding violation and penalty sections of bylaw and creating a stop work order section. Should Council give three readings to the proposed "Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026", staff will bring forward a complimentary MTIS Amendment Bylaw at a future Council meeting for Council's consideration to allow tickets to be issued due to non-compliance with the Subdivision and Development Servicing Bylaw.

COUNCIL REPORT – SUBDIVISION AND DEVELOPMENT SERVICING AMENDMENT BYLAW NO. 4250, 2026

The addition of a formal stop work order section will provide a simpler enforcement mechanism, similar to existing stop work order provisions for building permits, which would be more efficient and effective than seeking injunctions through courts and other legal mechanisms. In addition to some challenges experienced this year, the City has in the past dealt with infrastructure construction that did not go through appropriate approvals and oversight which negatively impacts residents in those areas, creates cost impacts for taxpayers, creates risk of infrastructure failures, and can lead to costly legal proceedings. These updated provisions are intended to avoid those issues in an open and transparent manner.

In addition to the above, the proposed amendment would delegate the applications of strata conversion of existing occupied buildings to the Approving Officer. The City has not received an application for strata conversion of an existing building in almost 15 years. Two major contributors to this lack of applications is that many rental apartments were already strata converted and the City guidelines require that there be a 5% vacancy rate before applications will be considered. The City's vacancy rate has been below 5% for many years.

The bylaw amendment will also formalize delegation for the City Engineer to require offsite works and works for building permits. This has been the process for many years; however, it will be formally in the bylaw. Should an applicant not agree with the requirements they have the ability to apply to Council for vary the requirements. This provision is similar to the existing authority delegated to the Approving Officer through subdivision and is intended to be reasonably applied, but does allow for similar offsite improvements to be required that service the greater variety and and higher impact building projects being undertaken in the City.

The approved list of materials has not been updated since the original bylaw was adopted in 2008. As many products are no longer produced or meet best engineering practice, the list must be updated. The list proposed to be amended into the bylaw is the list that has been used in the Capital Works Program and by developers in lieu of the bylaw's list for a number of years. This amendment to the approved materials list will not have an impact on development costs or timing.

ALTERNATIVE:

NIL

BUDGETARY IMPACT:

NIL

POLICY IMPLICATION:

The Subdivision and Development Servicing Bylaw will be amended as discussed in the background of the report.

STRATEGIC PLAN ALIGNMENT:

Quality Infrastructure and Environmental Stewardship

- 1. Provide City Infrastructure that is Reliable and Responsive to our Current and Growing Community

Leadership and Organizational Excellence

- 2. Deliver Effective and Efficient Programs and Services to Residents Every Day
- 5. Provide the City with Useful and Current Bylaws, Policies, Plans and Committees

ATTACHMENTS:

COUNCIL REPORT – SUBDIVISION AND DEVELOPMENT SERVICING AMENDMENT BYLAW NO. 4250, 2026

[Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026](#)

[SCHEDULE Q Strata Title](#)

[SCHEDULE R - List of Approved Material](#)

Approved By:

Mike Matejka, Director, Engineering and Development Services

Marnie Dueck, City Clerk/Corporate Officer

Mark Fercho, Chief Administrative Officer

Status:

Approved - 17 Jun 2026

Approved - 17 Jun 2026

Approved - 17 Jun 2026

4250

SUBDIVISION AND DEVELOPMENT SERVICING AMENDMENT BYLAW

A bylaw to provide for the amendment of “City of Cranbrook Subdivision and Development Servicing Bylaw No. 3633, 2008”.

The Municipal Council of the Corporation of the City of Cranbrook, in open meeting assembled enacts as follows:

1. THAT this bylaw may be cited as the “Subdivision and Development Servicing Amendment Bylaw No. 4250, 2026”.

2. THAT the “City of Cranbrook Subdivision and Development Servicing Bylaw No. 3633, 2008” be amended as follows:

2.1 THAT Section **7.4 APPLICATION FOR SUBDIVISION BY STRATA TITLING** be deleted and replaced with:

7.4 (a) The Approving Officer shall be the delegated authority to approve or refuse a strata plan for a previously occupied building in accordance with Section 242 of the *Strata Property Act*.

(b) The Application for the conversion of a previously occupied building shall be made to the Approving Officer in accordance with the provision of the City of Cranbrook Strata Conversion Guidelines as outlined in schedule "Q" of this bylaw.

2.2 THAT Section **8.15 SITE PREPARATION** be deleted and replaced with:

8.15 (a) In no case shall land be excavated, filled, paved or gravelled or the surface features of land otherwise be altered for the purpose of Development without prior written approval of the Approving Officer or City Engineer.

(b) Works shall not be installed or constructed for Subdivision without prior written approval of the Approving Officer and City Engineer. Written Approval to install or constrict Works for the purpose of Subdivision shall not be issued prior to Approved Engineering Plans by the City Engineer and Preliminary Layout Approval issued by the Approving Officer.

(c) Works required for a Building Permit shall not be installed or constructed without prior written approval of the Building Inspector and City Engineer. Written Approval to install or constrict Works for the purpose of a Building Permit shall not be issued prior to Approved Engineering Plans by the City Engineer.

2.3 THAT Section **10. SERVICING REQUIREMENTS FOR DEVELOPMENTS NOT REQUIRING SUBDIVISION** be deleted and replaced with:

10.1 As a condition of the issuance of a Building Permit on a site being developed, the City Engineer may require that the Applicant provide Works and services which are directly attributable to the Development consistent with the provisions of this section.

Prior to issuing a Building Permit on a site being developed, the City Engineer may require the Applicant to prepare a site servicing plan and details prepared by a Professional Engineer which shall identify how the Applicant intends to construct services on the site. All site servicing plans must provide for Works and services that comply with the regulations, standards and specifications for Works and services as a condition of an issuance of a Building Permit, such services as required shall be provided as follows:

DOMESTIC WATER

(a) The water distribution system on the Parcel shall be constructed and connected to the Community Water System consistent with a site servicing plan approved by the City Engineer and in accordance with the provisions of schedule D of this bylaw.

SANITARY SEWER

(b) The sewage collection system on the Parcel shall be constructed and connected to the Community Sewer System consistent with a site servicing plan approved by the City Engineer and in accordance with the provision of schedule E of this bylaw.

SITE DRAINAGE

(c) Site drainage collection and disposal facilities shall be provided in accordance with a site servicing plan approved by the City Engineer and in accordance with the provision of schedule F of this bylaw.

ACCESS ROADWAYS AND PARKING

(d) Where on-site parking and/or on-site loading facilities are required or provided, the Development shall be provided with vehicle access from a Highway or Highways to the satisfaction of the City Engineer.

For Developments located on sites fronting on a controlled access Highway designated pursuant to the Transportation Act, the proposed method of providing access to the site shall also be subject to the approval of the Ministry of Transportation.

POWER, TELEPHONE, CABLEVISION, GAS AND FIBRE OPTICS

(e) Power, telephone, cablevision, gas and fibre optics wiring and ducts shall be installed consistent with the provisions of schedule A and schedule H of this bylaw.

2.4 THAT Section **11. SERVICING REQUIREMENTS FOR HIGHWAYS ABUTTING A SITE BEING SUBDIVIDED OR DEVELOPED** be deleted and replaced with:

11.1 As a condition of the approval of a Subdivision or Development or the issuance of a Building Permit, the City Engineer may require that the Applicant provide Works and services directly attributable to the Development, including on that portion of a Highway immediately adjacent to the site being subdivided or developed, up to the centreline of the Highway. Works and services which may be required include:

- a) Highway improvements including clearing, grading and surfacing in accordance with the standards set out in schedules A and B and F of this bylaw.
- b) Sidewalk, curb and gutter improvements in accordance with the standards set out in schedules A and C of this bylaw.
- c) Water system improvements including construction of water distribution components in accordance with the standards set out in schedule D of this bylaw.
- d) Sewer System improvements including construction of sewage collection system components in accordance with the standards set out in schedule E of this bylaw.
- e) Drainage System improvements, including the provision of drainage facilities as required in schedule A of this bylaw, and construction of specific Drainage System improvements in accordance with the standards set out in schedule F of this bylaw.
- f) Where the provisions of schedule A require underground wiring, all power, telephone and cablevision, ducting and junction facilities shall be installed in accordance with the provisions of schedule H of this bylaw.

2.5 THAT Section **12.4 VIOLATION** be deleted and replaced with:

Every person who:

- i. violates any provisions of the bylaw;
- ii. suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw;
- iii. neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw;
- iv. fails to comply with an order, direction or notice given under this bylaw; or
- v. prevents or obstructs or attempts to prevent or obstruct the authorized entry of the Approving Officer, City Engineer, City Officers, City Department Heads, Building Inspector, Bylaw Enforcement Officer or their designates on property under Section 12.3,

commits an offence against this bylaw, and each day that the violation continues to exist constitutes a separate offence.

2.6 THAT Section **12.6 PENALTY** be deleted and replaced with:

- 12.6** (a) A person convicted of an offence or found guilty of a contravention under this Bylaw is liable:
- i. if proceedings are brought under the Offence Act, RSBC 1996, c. 338, as amended or replaced from time to time, to pay a fine to a maximum of \$10,000 and such other amounts as the Court may impose in relation to the offense;
 - ii. if a ticket is issued under the Municipal Ticketing Information System Bylaw, to pay a fine to a maximum of \$1,000;
 - iii. if a Bylaw Notice is issued under the Bylaw Notice Enforcement Bylaw, to pay a penalty to a maximum authorized under the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60.
- (b) Any penalty imposed pursuant to this bylaw shall be in addition to, and not in substitution for, any other penalty or remedy available at law to the City.

2.7 THAT Section **12.10 STOP WORK ORDER** be added to the bylaw that states:

- 12.10** (a) The Building Inspector, Bylaw Officer, City Engineer or Approving Officer may order the cessation of any work that appears to be proceeding in contravention of this Bylaw, by posting a Stop Work Order notice on the Parcel or property.
- (b) The Owner of a Parcel or property on which a Stop Work Order has been posted, and every other person, must cease all Development, construction or installation work immediately, and must not do any further work until all applicable provisions of this Bylaw have been substantially complied with and the City Engineer or Approving Officer have indicated in writing, that the Stop Work Order has been rescinded and that the Development may proceed or continue.
- (c) The Owner shall within forty eight (48) hours of the posting of a Stop Work Order under Section 12.10 (a) secure the Works and the lands and premises surrounding the Works in compliance with the safety requirements of every statute, regulation, or order of the City and/or Province of British Columbia or any of its agencies.

2.8 THAT **Schedule Q STRATA TITLE CONVERSION GUIDELINES** be deleted and replaced with **Schedule Q STRATA TITLE CONVERSION GUIDELINES** attached to and forming part of this bylaw.

2.9 THAT Schedule **R LIST OF APPROVED MATERIALS** be deleted and replaced with Schedule **R LIST OF APPROVED MATERIALS** attached to and forming part of this bylaw.

Read a first time this day of

Read a second time this day of

Read a third time this day of

Adopted this day of

Mayor

City Clerk

SCHEDULE Q - STRATA TITLE CONVERSION GUIDELINES

STRATA TITLE CONVERSION GUIDELINE

From time to time the City of Cranbrook receives applications for the conversion of previously occupied buildings to strata title under the Strata Property Act. In consideration of any application for strata title conversion, the City of Cranbrook will ensure that there is adequate rental accommodation available to meet the needs of present and future residents of Cranbrook, that those residents who may be displaced by a strata title conversion be given adequate notice and consideration, and that the converted units meet a standard of construction, appearance and amenity which will benefit the neighbourhood and the community.

In order to provide direction for those interested in applying for Municipal approval of strata plans, to enable the City staff in assessing the proposals against some criteria in preparing reports to the Approving Officer on specific applications, and to assist the Approving Officer, (the approving authority) in their consideration of the merits of specific requests for strata title conversions, the following guidelines have been established:

- A. The Approving Officer will first evaluate any application for strata title conversion in principle. In this regard, the Approving Officer will consider those matters noted in Section 242 of the Strata Property Act, including:
 - 1. Substantial compliance with applicable City bylaws;
 - 2. Present condition and life expectancy of the building(s), and projected major increases in maintenance costs due to the conditions of the building(s).

A standard form for each strata title conversion application will be circulated to all City Departments, and the Medical Health Officer for comment.

Inspection staff from the Building and Fire Departments shall inspect the buildings with a view of determining the conformance with current bylaws. A report to the Approving Officer regarding the application will contain a statement and recommendations from the Chief Building Inspector and Fire Chief regarding the results of these inspections.

- 3. Vacancy rate for rental accommodation.

An application for strata title conversion will not be considered unless a vacancy rate for rental accommodation within the municipality is approximately 5%, as determined by the City in consultation with the Central Mortgage and Housing Corporation. In this regard, the vacancy rate shall be considered relative to the type of rental unit, i.e. apartment units versus semi-detached townhouse units.

4. Owner/developer's proposal to relocate the present tenants.

The applicant will submit a complete explanation regarding the relocation of the present tenants who will be displaced by a strata title conversion. The provisions of the Residential Tenancy Act shall be complied with.

5. The general suitability of the units for conversion.

The following items shall be considered by the Approving Officer in determining preliminary approval:

- a) The number and type of units to be converted. A high proportion of bachelor/studio type units without suitable communal facilities and open space are questionable. Children should not be encouraged in apartment type condominium units.
- b) The amount and type of common area and common facilities. Apartment type units should be most closely evaluated for outside green area, inside storage, laundry and common recreational areas.
- c) The number of parking spaces. A guideline for minimum parking spaces should be 1.5 spaces per apartment unit and 2 spaces per semi-detached townhouse unit.
- d) The amount of space reserved for the secure storage of recreational vehicles. This is particularly relevant in larger projects.
- e) Any revisions or improvements planned for the project.

6. Any other matters that the Approving Officer, in their opinion, considers relevant.

The applicant may be required to provide special services or facilities as directed by the Approving Officer, depending on the circumstances centered on the individual application. The conditions for conversion will be clearly specified for the applicant having regard for matters which the Approving Officer considers relevant, and the applicants will signify their acceptance of these conditions.

B. If the Approving Officer approves the conversion in principle, then the applicants will be required to submit the following information prior to final consideration and approval.

- 1. Applicants, at their expense, will be required to file a report by a registered architect or registered professional engineer certifying that the buildings contained in the application are structurally and mechanically sound, and conform to the current British Columbia Building Code. This report shall also include information on the building's state of repair, general workmanship, life expectancy of the buildings, projected major increases in maintenance costs due to the condition of the buildings, and the condition

of the exterior and interior surfaces and details of the buildings. This report will be retained as public record.

2. Applicants, at their expense, will be required to file a report by a qualified exterminator certifying that the buildings are free of vermin and infestation. The Medical Health Officer will provide a report to the City concerning the general health and sanitation conditions of the buildings.
 3. Applicants will submit a draft strata plan which shall:
 - specify the location of all buildings on the site
 - identify the proposed strata lot boundaries
 - indicate the area of each unit
 - include a schedule of unit entitlement
 - if conversion is to be phased, indicate what the boundaries of the phases are and the expected completion dates.
- C. Upon completion of all terms and conditions as specified by the Approving Officer, the applicant may submit a formal strata plan, pursuant to the requirements of Strata Property Act and all B.C. Regulations thereto, for final approval by the Approving Officer.

SCHEDULE R - LIST OF APPROVED MATERIALS

LIST OF APPROVED MATERIALS

SCHEDULE R

PRODUCT	MANUFACTURER	MODEL / SERIES	ADDITIONAL DETAILS AND REQUIREMENTS
Water System			
Hydrants	Terminal City	C71P	Must be supplied with 4" STORZ pumper outlet and two 2.5" side outlets.
	Clow	M-67 Brigadier	
Mainline Valves	Terminal City	Series 3000	Resilient Wedge Gate Valve
	Clow	Model 2639	Flanged or slip-on ends only
	Mueller	A-2362	AWWA C509
Mainline Pipe (Up to 300mmø)	Ipex	PVC Pipe to AWWA C-900 and CAN/CSA B137.3	<p>Joints must have an elastomeric gasket seal conforming to ASTM F477</p> <p>DR18, unless otherwise approved or required by the City Engineer</p> <p>Colour Blue</p> <p>Ductile iron or HDPE pipe may be approved by the City Engineer</p>
	Westlake Pipe & Fittings	PVCO Pipe to AWWA C-909 and CSA B137.3	
Mainline Pipe (350mmø to 600mmø)	Ipex	PVC Pipe to AWWA C-905 and CAN/CSA B137.3	<p>Joints must have an elastomeric gasket seal conforming to ASTM F477</p> <p>DR18, unless otherwise approved or required by the City Engineer</p> <p>Colour Blue</p> <p>Ductile iron or HDPE pipe may be approved by the City Engineer</p>
	Westlake Pipe & Fittings	PVCO Pipe to AWWA C-909 and CSA B137.3	
Fittings (i.e. bends, tees, wyes, Ipex reducers, etc.) 100mm – 300mm * NOTE	Ipex	PVC Injection molded to AWWA C900 and CSA B137.2	Colour blue
	Westlake Pipe & Fittings		Joints must have an elastomeric gasket seal conforming to ASTM F477
	Galaxy		*ALL crosses, regardless of size, to be Ductile Iron
Fittings (i.e. bends, tees, *crosses, wyes, reducers, etc.) Greater than 300mm	Terminal City	Ductile Iron	Exterior and interior must be Fusion Bond Epoxy Coated to comply with NSF61 epoxy in accordance with AWWA C116
	Sigma	AWWA C153	* All crosses, regardless of size, to be Ductile Iron
	Star		
Restraint Couplings	Romac	Alpha	Not to be used with Concrete Pipe
	Hymax	Grip	
Standard Couplings	Romac	501	Standard Couplings not to be used in conjunction with joint restraints. Where restraint is needed, approved restraint couplings must be used
	Hymax		
Repair Clamps	Romac	SS	
	Hymax	Clamp	
Service Saddles	Cambridge Brass	Series 812	Brass Saddle with Double Stainless Steel Straps
	Robar	2706	
	Canada Pipeline Accessories Corp.	SC-2 SS	Stainless Steel – Double Bolt

Mechanical Restraints	Uni-Flange	DI Series 1300, 1350, 1360 and 1390 for 100mm Ø to 600mm Ø	Restraining rods, clamping bolts and hardware must be minimum 304 stainless steel. Restraint must be epoxy coated. The City Engineer may require more corrosion resistant material and coating.
	Sigma	PV-LOK	
Water Service Lines		Municipex Copper	Type K Copper
Service Box	Trojan	SSB1	Stainless Steel Service Box Rod
		SSB2	
Curb Stop, Corporation Stop, couplers, reducers, and miscellaneous fittings 50mm diameter or smaller	Cambridge Brass		No lead brass, shall be compression style, curb stops must be stop and drain. City Engineer may approve equivalent
Valve Box	Trojan	Nelson Style	Trojan valve boxes must include manufactured PVC Bottom Section with Guide
	Dobney	D-5	Dobney valve boxes must include PVC riser pipe and cap Lids must be labeled "WATER"
Butterfly Valves	Clow		Shall be cast in North America. Only when warranted and approved by City Engineer
Pressure Reducing Valves	Clayton		Shall be cast in North America No substitutes
Manhole Frame and Covers	Trojan	Adjustable Manhole Frame and Cover SS-S1C	Lids must be labeled "WATER"
	Dobney	C44A	
Sanitary and Storm Sewer Systems			
Sanitary Mainlines (PVC)	Westlake Pipe & Fittings	SDR 35	Pipe and fittings must be jointed with a rubber gasket or other preformed, factory installed gasket or approved material.
	IPEX		Colour White or Green The City Engineer may approve alternative pipe types when required
Storm Sewer Mainlines (PVC)	IPEX	SDR 35	Pipe and fittings must be jointed with a rubber gasket or other preformed, factory installed gasket or approved material
	Westlake Pipe & Fittings		Colour Green The City Engineer may approve alternatives pipe types when required
			PVC Ribbed pipe (i.e. "Ultra-Rib") Is not approved.
Sanitary and Storm Sewer Mainlines (PP - Polypropylene)	Polypropylene (PP) Storm Sewer Mainline:		Pipe and fittings must be jointed with a rubber gasket or other preformed, factory installed gasket or approved material
	ADS SaniTite HP	SaniTite HP	
	Transition coupler for Polypropylene (PP) pipe:		
	Rolle Industrial Products Ltd.	Shear Band Couplings	

Service Lines	Westlake Pipe & Fittings	SDR 28	Pipe and fittings must be jointed with a rubber gasket or other preformed, factory installed gasket or approved material.
	IPEX		
Service Connections	Westlake Pipe & Fittings	SDR 28	Service connections on all new lines must be manufactured 45 degree Tee-Wyes complete with long radius bend
	IPEX		
Inspection Chambers	Westlake Pipe & Fittings	Le-Ron	H-20 Cast Iron Lid must be installed in driveways, paths or travelled and hard Built in backflow preventer may be required by City Engineer
	Galaxy Plastics		
Manhole Frame and Covers	Trojan	Adjustable Manhole Frame and Cover SS-S1C	Lids must be labeled "STORM" or "SANITARY" according to the sewer system.
	Dobney	C44A	
Catch Basin Frame and Grate	Trojan	T-K7	Mountable Curb
		TF-70	Non-Mountable Curb
			The City Engineer may approve equivalent
Valve Box (cleanouts)	Trojan	Nelson Style	Lids must be labeled "Sanitary" or "Storm" respective to sewer type
			Refer to MMCD Specs Minimum 1050mm diameter
Manholes	Armtec – AE Concrete Pre-Cast Products		Manhole Lids must include built in standard ladder rung
	Kon-Kast Pre-cast Products		
	Tri-Kon pre-Cast Products		
	Langley Concrete Group		
Catch Basins	Armtec – AE Concrete Pre-Cast Products		Refer to MMCD Specs
	Kon-Kast Pre-cast Products		Shall be 900mm precast
	Tri-Kon pre-Cast Products		
	Langley Concrete Group		
Street Lighting			
Cobra Luminaires	Lumec		Luminaires shall be supplied with 0-10V dimming driver and 7 pin NEMA Dimming Receptacle and photocell.
			Exact luminaire model number and type must be approved by the City Engineer. Preferred modles RPS-35W30LED-740-G1-R2M-UNV-DMG-API-TLRD7-GY3 or RPS-60W30LED-740-G1-R2M-UNV-DMG-API-TLRD7-GY3
Photocells	Intermatic Inc.	LED4536SC	
Large Round Plastic Junction Boxes	Valmont West Coast Engineering	25010	MOTI Specification with galvanized steel lid
Davit Poles / Arms	Valmont West Coast Engineering		MOTI Specification complete with powder coat finish where defined
	Nova Pole		

300mm Bi-model green / yellow LED arrow display	Gelcore	D12YGA7-4	ITE Spec
	Leoteck		
	Dialight	4306730	
	Excellance Opto Inc	TRA-B12DD1W3	
Controller	Econolite	TS2 type, P44 cabinet	Cobalt controller
			8ph 12 position back panel
			16 channel Smart monitor MMU
			12 load switches
			2 FTR
			CSA Approval
			Tech support to set up
Video Detection	Econolite Autoscope Encore MVP	AENCORE	Encore cable 80 ft – AENCORECBL80 and bracket amkktm15, Terra access point – ATAPE and Terra Interface panel – ATIP1 and
Pre-emption	Global Traffic Technologies (Trafco)	Opticom GPS	
Signal Poles	Westcoast Engineering - Valmont Nova Pole		MoTI Specification
Large Round Plastic Junction Boxes	Valmont West Coast Engineering	25010	MOTI Specification with galvanized steel lid
Concrete Bases	Armtec – AE Concrete Pre-Cast Products		Refer to MMCD Specification
	Kon-Kast Pre-Cast Products		
	Tri-Kon Pre-Cast Products		
	Langley Concrete Group		
Service Panel	Valid Manufacturing Ltd	HWYSP12	60A- 2P breaker
Conductor Tags	Panduit	MP250-C TAGS	
RPVC Conduit	IPEX		CSA C22.2 No. 211.2
	Westlake Pipe & Fittings		



TITLE: Council Code of Conduct Bylaw No. 4253, 2026

PREPARED BY: Mark Fercho

DEPARTMENT: CAO's Office

PURPOSE: For Council to consider three readings to a new bylaw regulating the conduct of Council and Committee members of the City of Cranbrook.

RECOMMENDATION BY STAFF

1. THAT Council give first reading to "Council Code of Conduct Bylaw No. 4253, 2026".
2. THAT Council give second reading to "Council Code of Conduct Bylaw No. 4253, 2026".
3. THAT Council give third reading to "Council Code of Conduct Bylaw No. 4253, 2026".

BACKGROUND INFORMATION:

Housing and Municipal Affairs Statutes (Code of Conduct) Amendment Act, 2026 Bill 17 - 2026

The BC Government introduced Housing and Municipal Affairs Statutes (Code of Conduct) Amendment Act, 2026 - Bill 17 which received first reading on April 2, 2026. The legislation, if passed, will establish a standard Code of Conduct for all local elected officials and will provide clear rules, a consistent process for complaints, investigations and sanctions, and transparency regarding outcomes. The province has stated that upon approval, the bill will be implemented following the local government general election in October 2026. Although the Province has proposed Bill 17 for consideration in the fall of 2026, there are no guarantees it will be approved and adopted. The legislation, if passed, will supersede any bylaws.

Staff have drafted the Council Code of Conduct Bylaw to provide rules to regulate the conduct of Council and Committee members which are currently not adequately structured by bylaw or policy. Staff also took into account the proposed legislation in order for the proposed bylaw to be consistent with legislation should Bill 17 pass and a provincial legislated Code of Conduct be created.

The current City of Cranbrook Council Code of Conduct Policy and Procedure 10-06 provides broad standards of conduct and procedure responsibilities only. If adopted, the bylaw will apply to current and future Council members and sets out clear expectations for candidates in advance of the general local election in October of 2026.

If the proposed bylaw is adopted by Council at a future meeting, the Council Code of Conduct policy and procedure documents will be updated accordingly, empowered by the new bylaw.

Bylaw Provisions and Process

The proposed bylaw regulates the conduct of Council and Committee Members to help uphold the highest standards of ethical behavior and to inspire the public's trust and confidence in local government. The new bylaw outlines definitions for conduct, guidelines for standards and values, interactions with the public, at

COUNCIL REPORT – COUNCIL CODE OF CONDUCT BYLAW NO. 4253, 2026

meetings, social media use, and conflicts of interest. The proposed bylaw also outlines who can make a complaint (Council and staff only), the procedure to hire an independent third-party investigator to review complaints, and informal and formal resolutions for those complaints. The bylaw includes remedies for complaints (censures, sanctions, mandatory training, public apology, etc.), public disclosure and transparency of the complaint process, the handling of vexatious allegations or obstruction, and the duties and responsibilities of the independent investigator.

If Bill 17 is passed in the legislature in the fall of 2026, staff will conduct a review of the City bylaw as required.

Legal Review

The proposed Council Code of Conduct Bylaw No. 4253, 2026 has been reviewed and vetted by the City's legal counsel. The City's solicitor made various recommendations to align the bylaw with the proposed Bill 17 legislation, so as to provide a seamless transition of process, should the Bill be given approval by the BC Legislature. The proposed bill is available at the following link:

<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billscurrent/2nd43rd:gov17-1>

ALTERNATIVE:

THAT Council does not give first reading to "Council Code of Conduct Bylaw No. 4253, 2026".

BUDGETARY IMPACT:

If adopted, Council Code of Conduct Bylaw No. 4253, 2026 would require qualified independent investigators to review and make recommendations from various complaints. The volume of complaints would directly correlate to an increased budget for third-party investigators, dependent on their market rate and availability.

If the BC Legislature approves Bill 17 - 2026, the City would still be required to pay for qualified independent investigators to review and make recommendations from Code of Conduct complaints. The proposed Bill also includes annual public reporting requirements for the City including the number of complaints filed, dismissed, withdrawn, and resolved, the number of investigations conducted, and the costs associated with those investigations.

POLICY IMPLICATION:

If adopted, an amendment to Council Code of Conduct Policy No. 10-06 would be required.

STRATEGIC PLAN ALIGNMENT:

A Robust, Resilient and Diversified Economy

- 1. Continue to Build a Safe and Vibrant Community in Which to Live and Work
- 2. Foster Strong and Diverse Economic Relationships
- 3. Create a Supportive Environment for Growth in Housing and Economic Development

A Welcoming and Inclusive Community

- 3. Foster a Caring Community

Leadership and Organizational Excellence

- 1. Continuously Improve a Strong Governance Structure
- 3. Focus on Partnerships and Relationships
- 5. Provide the City with Useful and Current Bylaws, Policies, Plans, and Committees

ATTACHMENTS:

[DRAFT - Council Code of Conduct Bylaw No. 4253, 2026](#)

COUNCIL REPORT – COUNCIL CODE OF CONDUCT BYLAW NO. 4253, 2026

Approved By:

Marnie Dueck, City Clerk/Corporate Officer
Mark Fercho, Chief Administrative Officer

Status:

Approved - 18 Jun 2026
Approved - 18 Jun 2026

4253

COUNCIL CODE OF CONDUCT BYLAW

A Bylaw to regulate the conduct of Council and Committee Members of the City of Cranbrook.

WHEREAS Council Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council Members are expect to make decisions in the best interest of the community; be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends, or business interests; and act lawfully and in accordance with the *Community Charter, Local Government Act*, and other applicable enactments;

AND WHEREAS Council wishes to conduct its business in a transparent, accountable, and respectful manner

The Municipal Council of the Corporation of the City of Cranbrook, in open meeting assembled, enacts as follows:

PART 1 – GENERAL

1.1 THAT this Bylaw may be cited as the “Council Code of Conduct Bylaw No. 4253, 2026”.

Application

1.2 This Bylaw governs the conduct of all Members, and sets out the rules Members must follow in fulfilling their duties and responsibilities as Council Members or appointed Committee Members, and the powers and procedures of Investigators in exercising oversight over Member conduct. Without limitation, this Bylaw applies in respect of the Workplace and elsewhere, including the use of social media by a Member.

1.3 Nothing in this Bylaw is intended to preclude Members or Staff, who have witnessed or experienced conduct by one or more Members which they believe to be in contravention of this Bylaw, from:

- (a) making reasonable efforts in good faith to address complaints about Member conduct internally and informally without resorting to any processes set out in this Bylaw; or
- (b) taking measures that they are entitled to take under law or City policy, including but not limited to filing a human rights complaint, a grievance or other applicable process under a collective agreement, a complaint with WorkSafe BC, or other proceedings, as applicable.

Interpretation

- 1.4 The recitals and headings contained in this Bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this Bylaw.
- 1.5 Any statute, regulation, or Bylaw referred to in this Bylaw is a reference to a statute, regulation, or Bylaw, as the case may be, as amended, revised, consolidated, or replaced from time to time, and any policy referred to in this Bylaw (as may be cited by short title or otherwise) is a reference to a policy of the City of Cranbrook, as amended, revised, consolidated, or replaced from time to time.
- 1.6 In the event of a conflict between this Bylaw and another City Bylaw or Council policy or procedure governing Member conduct, this Bylaw prevails.
- 1.7 If any portion of this Bylaw is held invalid by a court of competent jurisdiction, the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed portion.
- 1.8 Where any other statute, regulation, Bylaw, or City policy applies to any matter covered by this Bylaw, compliance with this Bylaw shall not relieve the individual from complying with provisions of such other statute, regulation, or City policy.
- 1.9 In this Bylaw, a reference to the Mayor, a Chair, or Staff includes, in the absence of the Mayor, Chair, or Staff member, a reference to the person appointed as deputy or appointed to act in the place of that person from time to time.

PART 2 – DEFINITIONS

- 2.1 The provisions of this Bylaw are to be interpreted broadly and in a manner that is consistent with the *Community Charter* SBC 2003, c. 26 and *Local Government Act* RSBC 2015, c. 1.
- 2.2 In this Bylaw, all words or phrases shall have their normal and common meaning except where this is changed, modified, or expanded by the definitions provided in this Bylaw:

“Bullying” and “Harassment” and “Bully” or “Harass” include:

- (a) any conduct that may be contrary to any of the policies established by the City concerning bullying or harassment;
- (b) any unwelcome or objectionable conduct or comment that would be considered discriminatory under the *Human Rights Code*;
- (c) Sexual Harassment; or
- (d) any other unwelcome or objectionable conduct or comment by a Member toward another person that causes that individual to be humiliated or intimidated, including verbal aggression, insults, making derogatory comments, including questioning the professional competence of a Member, Staff, or Volunteer, calling someone derogatory names, or spreading malicious and untrue rumours;

“**Chief Administrative Officer**” and “**CAO**” means the individual appointed to that position for the City pursuant to section 147 of the *Community Charter*;

“**City**” means the Corporation of the City of Cranbrook;

“**Code of Conduct**” means the *Council Code of Conduct Policy and Procedure No. 10-06*, as amended from time to time;

“**Committee**” means a committee, sub-committee, task force, working group, commission, board, or other body established by Council under the *Community Charter* Division 4 Part 5 – Committees, Commissions and Other Bodies, or under the *Local Government Act*;

“**Committee Member**” means a person appointed to a Committee who is not a Council member;

“**Complaint**” means a formal allegation, in accordance with the complaint procedure set out in Part 5 of this Bylaw, that a Member has breached this Bylaw;

“**Complainant**” means a person who has submitted a Complaint;

“**Confidential Information**” means information or records held in confidence by the City including information marked “Confidential”, Personal Information, and information or records to which section 117 of the *Community Charter* applies and, for certainty, this includes all information and records from closed meetings of Council until publicly released;

“**Conflict of Interest**” means direct and indirect pecuniary and non-pecuniary conflicts of interest as defined by the *Community Charter* and the common law;

“**Corporate Officer**” means the individual appointed to that position for the City pursuant to section 148 of the *Community Charter*.

“**Council**” means the Municipal Council of the City of Cranbrook;

“**Council Covenant**” means the covenant signed by Council Members as part of the Code of Conduct.

“**Council Member**” means an elected official of the Municipal Council of the City of Cranbrook;

“**Gifts and Personal Benefits**” means an item or service of value that is received directly or indirectly, by a Member in connection with their performance of the duties of office;

“**Investigator**” means the investigator as appointed in section 5.2 of this Bylaw;

“**Member**” means either a Committee Member or a Council Member;

“**Municipal Officer**” means a member of Staff designated as an officer under section 146 of the *Community Charter*;

“**Personal Information**” has the same meaning as in the *Freedom of Information and Protection of Privacy Act*;

“**Resident**” means any person who would be eligible to vote in a municipal election in the City of Cranbrook, along with any person holding a valid and subsisting business license issued by the City of Cranbrook;

“**Respondent**” means a Council Member or Committee Member whose conduct is the subject of a Complaint;

“**Sexual Harassment**” is any verbal, written, or physical conduct, comment, gesture, or contact of a sexual nature that may cause offence or humiliation to a Member, Staff, Volunteer, or a member of the public, or that might reasonably be perceived by a Member, Staff, Volunteer, or a member of the public, as placing a condition of a sexual nature on employment or on any opportunity for appointment, training, or promotion, and examples of sexual harassment may include, but are not limited to:

- (a) unwelcome remarks, questions, jokes, innuendo, or taunting, about a person’s body or sex, including sexist comments or sexual invitations;
- (b) verbal abuse and threats of a sexual nature;
- (c) leering, staring, or making sexual gestures;
- (d) display of pornographic or other sexual materials in the form of degrading pictures, graffiti, cartoons, or sayings;
- (e) unwanted physical contact such as touching, patting, pinching, or hugging;
- (f) intimidation, threat, or actual physical assault of a sexual nature; and
- (g) sexual advances with actual or implied work-related consequences;

“**Staff**” means an officer or employee of the City of Cranbrook, but does not include contractors;

“**Volunteer**” means a person serving the City who is not a Member or Staff;

“**Workplace**” means and includes, but is not limited to, work sites owned, operated, or controlled by the City, including the municipal hall, meeting rooms, operations centres, fire hall, parks locations and buildings, construction or maintenance sites, cemetery, business related social functions, a place where City related work, business, or activities are taking place or work locations away from the foregoing venues, work related conferences and training sessions, work related travel, telephone conversations, voice mail, and electronic messaging.

PART 3 – STANDARDS AND VALUES

Foundational Principles

3.1 The key statements of principle that underline this Bylaw are as follows:

- (a) Council Members shall serve and be seen to serve their constituents in a conscientious and diligent manner;

- (b) Members shall be committed to performing their duties and functions with integrity and shall avoid improper use or influence of their office, and conflicts of interest;
- (c) Members are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- (d) Council Members shall seek to serve the public interest by upholding both the letter and spirit of the laws of the Federal Parliament and British Columbia Legislature, and the laws and policies adopted by Council.

3.2 The foundational principles above are to inform the interpretation of the substantive provisions of this Bylaw and are not stand-alone bases for Complaints.

Roles and Responsibilities

- 3.3 Council is the governing body of the City and it has the responsibility to govern the City in accordance with Part 5 of the *Community Charter* and other applicable legislation.
- 3.4 The Mayor is to provide leadership to the Council and to provide general direction to Municipal Officers respecting City policies, programs, and other directions of the Council as set out in Part 5 of the *Community Charter*.
- 3.5 Staff provide professional advice to the Council and carry out decisions in an effective, efficient, and non-partisan manner.

PART 4 – CONDUCT OF MEMBERS

General Conduct

- 4.1 A Member shall not:
 - (a) contravene this Bylaw;
 - (b) contravene any other City Bylaw or policy;
 - (c) contravene a law of British Columbia or Canada, including the British Columbia *Human Rights Code* and *Freedom of Information and Protection of Privacy Act*;
 - (d) Bully or Harass another person; or
 - (e) defame a Member, Staff, or Volunteer.
- 4.2 A Member shall treat other Members, Staff, and Volunteers with respect and dignity.
- 4.3 A Council Member shall not:
 - (a) breach their oath sworn upon taking office as a Council Member;
 - (b) breach their Council Covenant; or
 - (c) abuse their office.

Interactions with Staff, Volunteers, and Other Members

- 4.4 A Member must direct inquiries regarding departmental issues or questions to the CAO or director of the appropriate department and refrain from contacting Staff directly unless the communication is minor and for the purpose of seeking administrative clarity.
- 4.5 A Member must not interfere with, hinder, or obstruct Staff, Volunteers, or other Members in the exercise or performance of their roles, responsibilities, powers, duties, or functions or in their efforts to implement Council decisions, nor shall a Member impair the ability of Municipal Officers or Staff contrary to section 153 of the *Community Charter*.
- 4.6 A Member must not request or require Staff to undertake personal or private work on behalf of that Member, any other Member, or any Member's family or other personal relations.
- 4.7 A Member must not compel Staff to engage in partisan political activities or subject them to reprisal of any kind for refusing to engage in such activities.
- 4.8 A Member must not publish, share, or otherwise reveal, on social media or otherwise, any Personal Information in the possession of the City or belonging to Members, Staff, or Volunteers, or any of their respective families or other personal relations, nor make any statements attacking Members, Staff, or Volunteers, or any of their respective families or other personal relations.
- 4.9 A Member must not directly or indirectly request, induce, encourage, aid, or permit Staff, other Members, or Volunteers to do something which, if done by the Member, would be a breach of this Bylaw.

Interactions with the Public and Media

- 4.10 A Member must not communicate on behalf of the City unless authorized to do so:
 - (a) pursuant to City communication or media policy;
 - (b) by Council resolution; or
 - (c) by virtue of a position or role Council has authorized the Member to undertake.
- 4.11 Without limiting the ability of the Member to hold a position on an issue and respectfully express an opinion, a Member must ensure that:
 - (a) their communications relating to City, Council, or Committee business are accurate, and must not issue, or allow to be issued on their behalf, any communication that the Member knows, or ought to have known, is false or misleading;
 - (b) they do not misrepresent, undermine, obstruct, or otherwise act contrary to the will of Council in matters relating to City, Council, or Committee business;
 - (c) include a statement indicating that they are expressing their own personal opinion and are not speaking on behalf of the City, and

- (d) all communications by, and on behalf of a Member, including communications made via social media, are respectful and do not discriminate against, Bully and Harass, or defame any Member, Staff, or Volunteer.

4.12 A Member must not issue instructions to any of the City's procurement proponents, contractors, consultants, or other service providers unless Council expressly authorizes them to do so.

4.13 Outside of a Council or Committee meeting, a Member shall not communicate with a procurement proponent regarding the subject matter of the procurement, except when receiving a formal complaint.

Meetings

4.14 A Member must act with decorum at Council and Committee meetings and hearings, and in accordance with *City of Cranbrook Council Procedure Bylaw No. 3786, 2014* as amended from time to time.

Collection and Handling of Information

4.15 A Member must:

- (a) comply with the provisions of the *Freedom of Information and Protection of Privacy Act* and all policies and guidelines established by the City;
- (b) comply with section 117 of the *Community Charter*, including by protecting, and not disclosing, Confidential Information;
- (c) only access information held by the City for City business, and not for personal purposes; and
- (d) not alter, destroy, or conceal City records unless expressly authorized to do so by Council in accordance with applicable laws.

Use of Social Media

4.16 The provisions of this Bylaw apply, without limitation, to the use of a Member's personal and official social media accounts.

4.17 Members must regularly monitor their social media accounts and immediately take measures to remove the publication of comments, messages, or postings that violate the provisions of this Bylaw, whether such comments, messages, or postings are made by the Member or by any other person. For clarity, this section 4.17 applies only to social media accounts in respect of which a Member has authority to moderate.

Conflicts of Interest

4.18 A Member shall rigorously avoid situations which may result in claims of Conflict of Interest, other pecuniary interest, or bias.

4.19 A Member must disclose any Conflict of Interest in accordance with section 100 of the *Community Charter* and, if conflicted, must refrain from participating in a meeting in accordance with section 101 of the *Community Charter*.

4.20 In respect of each matter before Council or a Committee, as the case may be, a Member shall:

- (a) assess whether they have a Conflict of Interest;
- (b) determine whether it is necessary to seek independent legal advice with respect to any situation which may result in a Conflict of Interest, and such legal advice will be at the Member's own cost.

4.21 If a Member believes they have a Conflict of Interest in respect of a matter that is before Council or a Committee then, in addition to the obligations set forth in the *Community Charter*, the Member shall:

- (a) prior to the commencement of the meeting, notify the person presiding as Chair that the Member has a Conflict of Interest; and
- (b) refrain from publicly or privately discussing the matter with any Member before, during, or after the meeting.

Improper Use of Influence

4.22 A Member shall only use the influence of their office in the good faith exercise of their official duties, and shall not intimidate, improperly influence, threaten, or coerce Staff, other Members, or Volunteers.

4.23 Without limiting the foregoing, and in addition to the obligations set forth in the *Community Charter*, if a Member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation, or other action relates, the Member shall not:

- (a) attempt to influence in any way a decision, recommendation, or action to be made or taken by Council, a Committee, a Municipal Officer, or Staff; or
- (b) attempt to influence in any way a decision, recommendation, or action to be made or taken by any other person or body.

4.24 A Member shall not use their office to provide preferential treatment to any person or organization except as warranted by the ordinary and lawful discharge of their duties.

Human Resource Management & Employment of Family members of Members

4.25 A Member shall not attempt to influence decisions regarding the hiring, transfer of, promotion, demotion, discipline, suspension, or termination of potential or existing Staff or Volunteers. This prohibition includes giving references to any person applying for a position at the City and forwarding copies of an applicant's resume to any person hiring for any position at the City.

4.26 Members shall not attempt to obtain benefits from the City for themselves, family members, friends, acquaintances, or business relations.

Gifts and Personal Benefits

4.27 A Member shall not accept Gifts and Personal Benefits, except in accordance with the provisions of the *Community Charter*.

4.28 A Member shall disclose Gifts and Personal Benefits in accordance with the provisions of the *Community Charter*.

Campaign Activities

4.29 A Council Member shall not use City facilities, equipment, supplies, services, or other resources for any election-related activities.

4.30 A Council Member shall not use the services of Staff, whether during work hours or otherwise, for election-related purposes.

4.31 A Council Member shall comply with all applicable election legislation including, without limitation, the *Local Government Act* and *Local Elections Campaign Financing Act*.

Business Relations

4.32 A Council Member who engages in another profession, business, or occupation concurrently while holding elected office shall not allow such activity to materially affect the Council Member's integrity, independence, or competence.

Application of *Community Charter*

4.33 For clarity:

- (a) a Council Member's obligations pursuant to this Bylaw are in addition to, and not in replacement of, the Council Member's obligations pursuant to the *Community Charter*;
- (b) nothing in this Bylaw shall in any way relieve any person of their obligations pursuant to the *Community Charter*; and
- (c) Committee Members shall comply with section 117 and Division 6 of Part 4 of the *Community Charter* as though they were Council members.

PART 5 – COMPLAINT AND RESOLUTION PROCEDURES

Complaint Procedure

5.1 Any person who has witnessed or experienced conduct by one or more Members which they believe to be in contravention of this Bylaw may submit a Complaint to the CAO or, if the Complainant is the CAO or the Complaint involves the CAO, then to the Corporate Officer.

5.2 Upon receipt of a Complaint, the CAO (or Corporate Officer, as the case may be) shall retain an Investigator.

5.3 A Complaint must be in writing and describe with sufficient detail:

- (a) the name of the Complainant;
- (b) the name of the Respondent(s);
- (c) the alleged misconduct;

- (d) the date of the alleged conduct;
 - (e) the basis for the Complainant's knowledge about the conduct; and
 - (f) the specific provisions of this Bylaw or the Code of Conduct that are alleged to have been violated or breached;
- 5.4 A Complainant may specify in the Complaint if they are willing to participate in an informal resolution of the Complaint.
- 5.5 The CAO (or Corporate Officer, as the case may be) may accept a Complaint notwithstanding that the form of the Complaint does not comply with all of the requirements set out in section 5.3, if, in their opinion, there is sufficient information contained in the Complaint to permit the Respondent to determine the conduct in question and the breaches of this Bylaw that are alleged to have been made. Upon receipt of an incomplete Complaint from the CAO, (or Corporate Officer, as the case may be), the Investigator may request additional information from the Complainant. If the requested information is not received by the Investigator within the time specified by the Investigator, the Investigator may dismiss the Complaint on the basis that it was incomplete.
- 5.6 The Investigator must not accept multiple Complaints concerning the same matter and, in the event the Investigator receives multiple Complaints concerning the same matter, the Investigator must proceed with the first Complaint accepted, but may expand the Complaint or add Complainants or Respondents for the purpose of conducting the investigation and preparing the investigation report.
- 5.7 The Investigator must reject a Complaint received more than six (6) months after the Complainant knew, or reasonably ought to have known, of the last alleged breach of this Bylaw, save and except that the Investigator is authorized to extend this deadline if, in their opinion, the Complainant could not reasonably have served the Complaint earlier.
- 5.8 In keeping with the principles of procedural fairness, the Investigator shall:
- (a) confirm to the Complainant receipt of the written Complaint;
 - (b) notify the Respondent of the particulars of the Complaint so the Respondent can prepare a response, provide the Respondent with a copy of this Bylaw, and advise the Complainant of this notification;
 - (c) receive information from any witnesses who the Investigator believes may have information relevant to the Complaint, and this information may be received through written documentation, interviews, or informal hearings;
 - (d) review relevant documents;
 - (e) ensure the confidentiality of the processing of the Complaint and personal information where appropriate;
 - (f) keep both the Complainant and the Respondent aware of any allegations made against them and ensure that they are given a reasonable opportunity to respond; and
 - (g) inform the Complainant and the Respondent that they may be accompanied by a representative, including a lawyer, of their choice during the Complaint process, including the opportunity described in section 5.34.

Summary Dismissal or Suspension of Complaint

5.9 If a Complaint is submitted that, on its face, does not allege a breach of this Bylaw, or if a Complaint would be more appropriately addressed through another process, including if the Complaint is:

- (a) with respect to non-compliance with the *Freedom of Information and Protection of Privacy Act*;
- (b) with respect to non-compliance with a more specific Council policy or Bylaw with a separate complaint procedure; or
- (c) with respect to a matter that is subject to another outstanding process, such as a court proceeding or human rights complaint,

the Investigator may reject the Complaint, or part of the Complaint, and must notify the Complainant in writing that the Complaint is not within the jurisdiction of this Bylaw, or that the Complaint would be more appropriately addressed through another process, as the case may be, and set out any additional reasons and referrals the Investigator deems appropriate.

5.10 If the Investigator, at any stage in the Complaint and resolution procedures, determines that there are reasonable grounds to believe that there has been a contravention of the *Criminal Code* then the Investigator must immediately:

- (a) refer the matter to the appropriate authorities;
- (b) suspend the investigation until any resulting police investigation and charge have been finally disposed of; and
- (c) report the suspension to Council.

5.11 Where a Complaint is made against a Council Member who, during the course of the Complaint or resolution procedures, ceases to hold office, the Investigator will close the Complaint and notify the Complainant and Respondent.

Preliminary Assessment

5.12 On receipt of a Complaint, the Investigator must conduct a preliminary assessment and if at that time, or any time thereafter, the Investigator is of the opinion that:

- (a) the Complaint is not with respect to a breach of this Bylaw;
- (b) the Complaint is frivolous, vexatious, or not made in good faith;
- (c) the investigation is or might be hampered, or the Respondent might be prejudiced, by the Complainant's failure to comply with section 5.3, or otherwise cooperate with the investigation;
- (d) the Complainant wishes to withdraw the Complaint, and it would be appropriate in the circumstances to allow the withdrawal; or

- (e) there are no grounds or insufficient grounds to conclude that a violation of this Bylaw has occurred,

the Investigator must notify the Complainant and the Respondent in writing that the Investigator is closing the Complaint, set out the reasons therefore, and close the Complaint

- 5.13 Prior to making a determination under section 5.12, the Investigator may request further information from the Complainant.

Informal Resolution

- 5.14 When the Investigator has decided to proceed with a Complaint, the Investigator must determine whether the Complaint requires a formal investigation, or whether the Complaint may be resolved informally and, in the latter case, the Investigator may either attempt to resolve the Complaint directly or refer the Complaint to the CAO or to the Corporate Officer if the Complainant is the CAO or the Complaint involves the CAO.

- 5.15 In making a determination under section 5.14, the Investigator shall give a strong preference to the informal resolution process wherever possible.

- 5.16 When determining whether the Complaint may be resolved informally, the Investigator may consider culturally appropriate, transformative, or restorative justice approaches, and may engage a qualified, independent, and objective third party to assist the Investigator for this purpose.

- 5.17 Where the Investigator refers the Complaint in accordance with section 5.14, the CAO or the Corporate Officer, as the case may be, may agree to assist in resolving the Complaint directly, or may appoint at their discretion a qualified, independent, and objective third party to assist in resolving the Complaint.

- 5.18 The third party assisting in the informal resolution of a Complaint will assess the suitability of the Complaint for settlement or resolution on an ongoing basis and may decline to assist at any point.

- 5.19 The Complainant or the Respondent can decline to participate in an informal resolution at any time.

- 5.20 If a Complaint is resolved informally, the third party assisting in resolving the Complaint must notify the Investigator in writing of the terms of the resolution, upon receipt of which, the Investigator must close the Complaint.

- 5.21 If a Complaint cannot be resolved informally, the third party assisting in resolving the Complaint must refer the Complaint back to the Investigator for a formal investigation.

Formal Resolution

- 5.22 If a Complaint is not rejected, closed, or resolved informally, the Investigator must proceed with a formal investigation.

- 5.23 The Investigator must deliver to the Respondent a request that they provide a written response to the Complaint together with any submissions the Respondent chooses to make within ten (10) days, subject to the Investigator's discretion to extend the timeline if the Respondent requests an extension in writing and the Investigator determines that it is reasonable to do so in the circumstances.

- 5.24 If the Complainant agrees in advance and in writing to receive a response from the Respondent on a strictly confidential basis, the Investigator must deliver to the Complainant the Respondent's written response together with any submissions, and request a reply in writing within ten (10) days, subject to the Investigator's discretion to extend the timeline where it is reasonable in the circumstances. If the Complainant does not agree to receive the response from the Respondent on a strictly confidential basis, the Investigator must dismiss the Complaint.
- 5.25 The Investigator may:
- (a) speak to anyone relevant to the Complaint;
 - (b) request disclosure of documents relevant to the Complaint; or
 - (c) access any record relevant to the Complaint that is in the possession or control of the City, except a record that is subject to solicitor-client privilege.
- 5.26 The Investigator must ensure that the Complaint and resolution procedures dealt with in Part 5 of this Bylaw comply with the rules of natural justice and procedural fairness required in the circumstances.
- 5.27 Notwithstanding section 5.22, nothing in this Bylaw prohibits the Investigator from summarily dismissing a Complaint where it becomes apparent, after some investigation, that the Complaint has no reasonable prospect of being substantiated.
- 5.28 If the Investigator summarily dismisses a Complaint at the formal resolution stage, the Investigator shall notify the Complainant and the Respondent in writing that the Investigator is closing the Complaint, set out the reasons therefore, and close the Complaint.

Adjudication and Reporting

- 5.29 The Investigator must issue a written investigation report within ninety (90) days of making the determination to proceed with a formal investigation, unless the Investigator determines that doing so is not practicable, in which case, the Investigator may extend the deadline for report by consecutive periods of up to thirty (30) days each. Immediately upon exercising their discretion to extend the deadline for report, the Investigator must notify the Complainant and Respondent of the extension and provide a revised report date.
- 5.30 A notification issued pursuant to sections 5.8(b) [*Notice of Complaint*], 5.8(f) [*Notice of Allegations*], 5.9 [*Summary Dismissal*], 5.11 [*Closing Investigation*], 5.12 [*Dismissal After Preliminary Assessment*], 5.13 [*Failure to provide Information*], or 5.29 [*Extension for Investigation Report*] is confidential and must not be disclosed by any person except in the following circumstances:
- (a) the Investigator may disclose to Council information concerning any person's alleged conduct that could reasonably be expected to increase the City's legal exposure.
- 5.31 If after reviewing all material information, the Investigator determines that the Respondent did not violate this Bylaw, then:
- (a) the Investigator shall prepare a written investigation report providing reasons for their determination;

- (b) the Investigator shall deliver a copy of the investigation report to the Complainant, the Respondent, and the Corporate Officer;
- (c) the Corporate Officer shall place the investigation report on a subsequent closed Council agenda; and
- (d) Council shall determine whether and how the Investigation Report or a summary thereof should be publicly released.

5.32 If after reviewing all material information, the Investigator determines that the Respondent did violate this Bylaw, then:

- (a) the Investigator shall prepare a written investigation report providing reasons for their determination that the Respondent breached this Bylaw;
- (b) the investigation report shall make recommendations as to the appropriate censure, sanctions, corrective actions, and/or other measures to address the breach;
- (c) if the Investigator determines the Respondent took all reasonable steps to prevent the breach, or that the breach was trivial or done inadvertently or because of an error in judgment made in good faith, the Investigator shall so state in the investigation report and may recommend that no censure, sanctions, corrective actions, and/or other measures be imposed;
- (d) the Investigator shall deliver, on a strictly confidential basis, a copy of the investigation report to the Respondent;
- (e) the Investigator shall deliver, on a strictly confidential basis, a copy of the investigation report to the Complainant and the Corporate Officer no more than forty-eight (48) hours after delivery of the investigation report to the Respondent; and
- (f) the Corporate Officer shall place the investigation report on a subsequent closed Council agenda.

Final Determination by Council

5.33 Council shall, within thirty (30) days of delivery of the investigation report pursuant to section 5.32(e), or a longer period if approved by a 2/3 vote of Council Members present, decide on the appropriate censure, sanctions, corrective actions, and/or other measures, if any, that are warranted by the breach of this Bylaw, and will take such actions as Council considers appropriate in the circumstances,

5.34 Prior to Council making any decision regarding the findings and recommendations set out in the investigation report, the Respondent must be provided with an opportunity, either in person or in writing at the Respondent's discretion, to comment on the decision and any recommended censure, sanctions, corrective actions, or other measures.

Remedies

5.35 Censures, sanctions, corrective actions, and other measures that may be imposed on a Member for a violation of this Bylaw include one or more of the following:

- (a) a letter of reprimand from Council addressed to the Member;

- (b) a request from Council that the Member issue a letter of apology, in a form and with content acceptable to Council;
- (c) the publication of the letters contemplated in subsections (a) and (b), along with the Member's written response, if any;
- (d) directions to the CAO and the Corporate Officer regarding the terms and conditions upon which the Member may receive Council or other City documents, including documents containing Confidential Information;
- (e) mandatory training on City businesses, the *Community Charter*, or this Bylaw;
- (f) mandatory training on respectful workplace communications or other interpersonal skills;
- (g) restrictions or conditions on access to certain City facilities;
- (h) in accordance with the *Community Charter*, suspension or removal of the Member from some or all Committees and bodies to which the Member was appointed;
- (i) prohibition from representing the City at events or from being reimbursed for attending conferences and seminars;
- (j) suspension or removal of the appointment of a Council Member as Deputy Mayor;
- (k) the remuneration to which a Council Member would otherwise be entitled under *Mayor and Councillor Indemnity Bylaw No. 3973, 2019*, as amended from time to time, be reduced in an amount and for a period considered by Council to be reasonable in the circumstances;
- (l) referral to police;
- (m) public censure of a Member; and
- (n) any other sanctions, corrective actions, and other measures recommended by the Investigator or considered appropriate by Council, so long as those sanctions, corrective actions, and other measures are within Council's authority.

5.36 The Investigator may recommend that Council consider commencing an application for disqualification under section 111 of the *Community Charter* or for damages under sections 109 or 117 of the *Community Charter*, as applicable.

5.37 For clarity, nothing in sections 5.33 or 5.35 is intended to repeal or revoke the exclusive authority of the Mayor or Council, as applicable, to appoint any person to a Committee or to remove, at their pleasure and at any time, any person from any Committee.

Additional Remedies

5.38 If a Member refuses or neglects to comply with any censure, sanction, corrective action, or other measure imposed by Council pursuant to section 5.33, Council may impose additional or alternative censures, sanctions, corrective actions, and other measures described in section 5.35.

Confidentiality

- 5.39 The Investigator must make all reasonable efforts to investigate Complaints in confidence.
- 5.40 The Investigator and every person acting under the Investigators' instructions or otherwise participating in the investigation, including, without limitation, all Complainants, Respondents, and witnesses, must preserve confidentiality with respect to all matters concerning the Complaint and investigation, except as authorized by Council or required by law.

PART 6 – PUBLIC DISCLOSURE

- 6.1 Within thirty (30) days of its decision under section 5.33, Council must make available to the public:
 - (a) a summary thereof; and
 - (b) a description of the censures, sanctions, corrective actions, and other measures imposed by Council on the Respondent.
- 6.2 In all circumstances, the City will ensure that any written or verbal disclosure of the investigation report, summary, censures, sanctions, corrective actions, and other measures imposed by Council on the Respondent comply with the City's obligations regarding disclosure of Personal Information contained in the *Freedom of Information and Protection of Privacy Act*, and ensure that appropriate redactions are applied prior to any public release.

PART 7 – REPRISALS, OBSTRUCTION, AND VEXATIOUS ALLEGATIONS

Interference or Obstruction

- 7.1 Council Members, Committee Members, or Staff must not threaten, interfere with, or otherwise obstruct the Investigator in relation to the Investigator carrying out their duties and responsibilities under this Bylaw.
- 7.2 Members or Staff must not tamper with or destroy documents or electronic records related to any matter under investigation pursuant to this Bylaw or refuse to respond to the Investigator when questioned regarding an investigation.

Reprisals

- 7.3 Members, Staff, or Volunteers must not threaten or undertake any reprisal against a Complainant or against a person who provides information to the Investigator in the context of an investigation.

Disciplinary Action

- 7.4 A breach by any person of sections 7.1, 7.2, or 7.3 may result in appropriate disciplinary action, including, without limitation:
 - (a) in the case of Members, Council may impose censures, sanctions, corrective actions, and other measures described in section 5.35; and

- (b) in the case of Staff and Volunteers, disciplinary action, or the termination of employment or appointment for just cause, as applicable.

Vexatious Allegations and Complaints

7.5 Any person who makes an allegation or Complaint under this Bylaw that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, including, without limitation:

- (a) in the case of Members, Council may impose censures, sanctions, corrective actions, and other measures described in section 5.35; and
- (b) in the case of Staff and Volunteers, disciplinary action or the termination of employment or appointment for just cause, as applicable.

PART 8 – DUTIES AND RESPONSIBILITIES OF INVESTIGATOR

8.1 The duties and responsibilities of an Investigator appointed pursuant to this Bylaw are as follows:

- (a) to assist with informal resolution of a Complaint;
- (b) to receive and assess a Complaint to determine if the Complaint must be rejected, closed, resolved, or investigated;
- (c) to investigate and conduct inquiries into alleged violations of this Bylaw;
- (d) to report to Council as to whether a Member has breached this Bylaw;
- (e) to make recommendations on appropriate actions, if the Investigator determines that a Member has breached this Bylaw; and
- (f) to fulfill other obligations imposed by this Bylaw or by Council.

8.2 The Investigator must perform the duties and responsibilities under this Bylaw in a fair, objective, and independent manner.

8.3 Without limiting the foregoing, the Investigator must adhere to the rules of natural justice and procedural fairness when discharging their responsibilities under this Bylaw.

8.4 An Investigator may only be dismissed for cause.

--- END OF PAGE ---

PART 9 – ENACTMENT

9.1 This Bylaw comes into force and effect upon adoption.

Read a first time this day of 2026.

Read a second time this day of 2026.

Read a third time this day of 2026.

Adopted this day of 2026.

Mayor

City Clerk

DRAFT



TITLE: 2025 Annual Report and Statement of Financial Information

PREPARED BY: Melissa Willman

DEPARTMENT: Finance

PURPOSE: To present the 2025 Annual Report and Statement of Financial Information for Council's information.

RECOMMENDATION BY STAFF

1. THAT Council receives, for information, the City of Cranbrook 2025 Annual Report as presented.
2. That Council receive and approve the unaudited 2025 Statement of Financial Information produced in accordance with the *Financial Information Act*; and; further, that the Mayor and Director of Finance be authorized to execute the "Statement of Financial Information Approval".

BACKGROUND INFORMATION:
2025 Annual Report

Under Section 99 of the *Community Charter*, Council must, before June 30th, consider the Annual Report, as well as submissions and questions from the public, in an open meeting.

The Annual Report contains information regarding municipal operations and services, measures the progress of prior years' objectives, highlights future priorities, and provides relevant financial information.

The 2025 Annual Report was made available for public review starting on June 8, 2026 and the public was invited to submit comments or ask questions prior to June 22, 2026. The Annual Report webpage has been viewed 109 times, and has been downloaded from the webpage 4 times ; 3 hard copies were picked up from City Hall. At the time of writing this report, there have been no submissions or questions from the public.

Statement of Financial Information

The Statement of Financial Information (SOFI) report is a regulatory requirement for all British Columbia municipalities, to be submitted by June 30th each year to the Ministry of Municipal Affairs.

The 2025 SOFI report contains unaudited schedules showing remuneration paid to the Mayor and Council, a list of municipal employees and their positions whose total remuneration exceeds \$75,000, a list of suppliers of goods and/or services to which the city paid a total of more than \$25,000, and schedules related to debt, severance payments and guarantee agreements.

The schedules are prepared for the provincial government as outlined in the *Financial Information Act* (FIA) regulations, and must be approved by Council and the Director of Finance prior to submission to the Province.

ATTACHMENTS:

COUNCIL REPORT – 2025 ANNUAL REPORT AND STATEMENT OF FINANCIAL INFORMATION

Unaudited 2025 complementary schedules:

- Long-term debt
- Guarantee and indemnity agreements
- Council remuneration, expenses, and contracts
- Employee remuneration and expenses
- Severance agreements
- Payments made for provision of goods or services

Statement of Financial Information Approval

ALTERNATIVE:

None. The Community Charter requires that Council must consider the Annual Report and submissions/questions from the public before June 30th in each year.

BUDGETARY IMPACT:

None

POLICY IMPLICATION:

None

STRATEGIC PLAN ALIGNMENT:

3.1 Delivering Good Governance - In accordance with the *Community Charter*, an Annual Municipal Report must be prepared and made available for public viewing before June 30th in each year.

ATTACHMENTS:

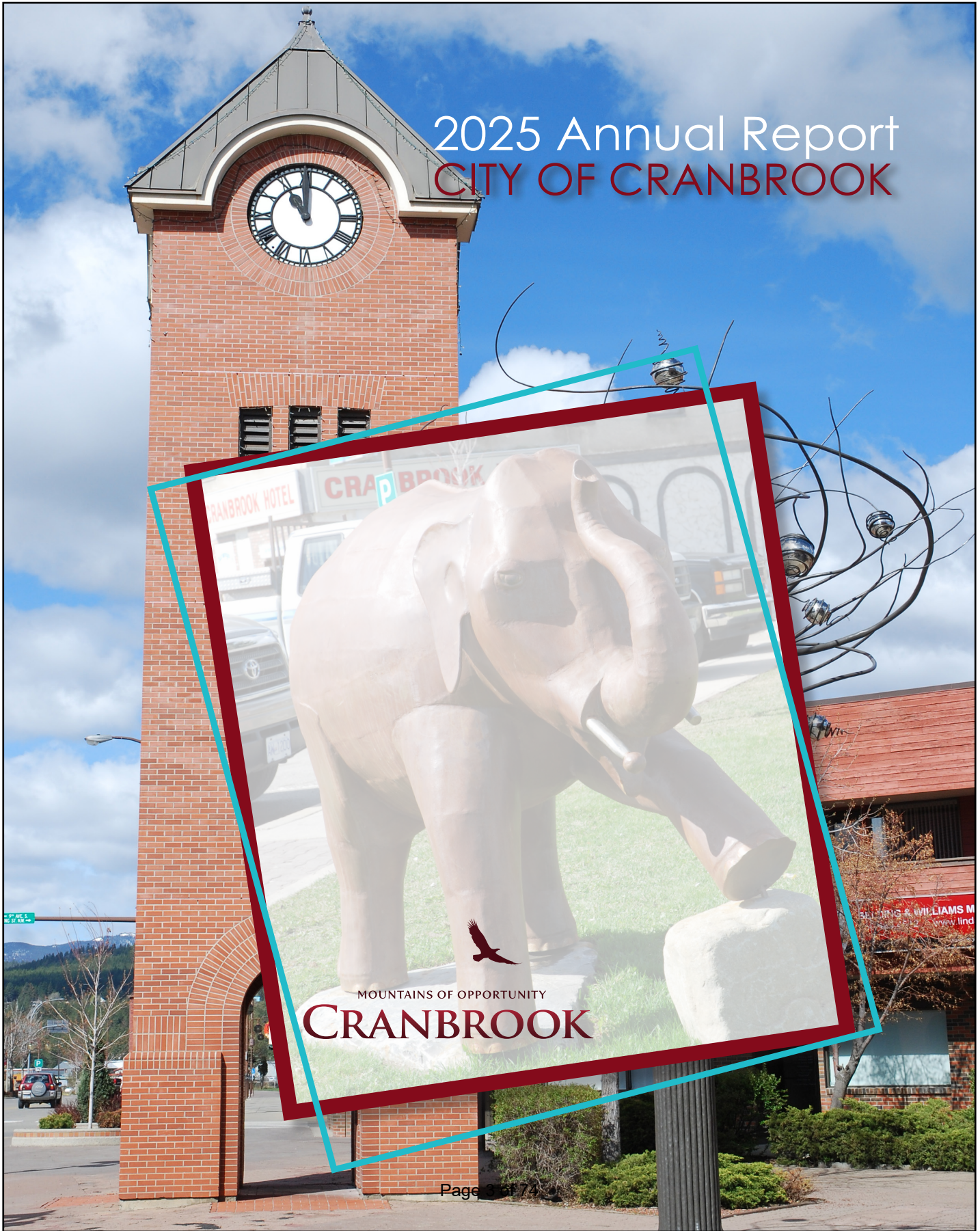
[2025 Annual Report final](#)

Approved By:

Charlotte Osborne, Director of Finance
Marnie Dueck, City Clerk/Corporate Officer
Mark Fercho, Chief Administrative Officer

Status:

Approved - 16 Jun 2026
Approved - 17 Jun 2026
Approved - 17 Jun 2026



2025 Annual Report
CITY OF CRANBROOK

MOUNTAINS OF OPPORTUNITY
CRANBROOK

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DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS
 In accordance with section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under section 111 of the Community Charter.





Members of Council

Top Left: Councillor Wesly Graham, Councillor Mike Peabody, Councillor Wayne Stetski, Councillor Ron Popoff.
 Bottom Left: Councillor Lynnette Wray, Mayor Wayne Price, Councillor Norma Blissett.

Vision

Cranbrook is a vibrant community surrounded by natural beauty. Find your opportunities here.

Mission

Where a sense of belonging, innovation, and diversity meet. Cranbrook is a regional economic, social, and cultural centre. The best place to call home.



Message from the Mayor

We acknowledge that we as representatives of the City of Cranbrook, conduct business and support those who live, work and play within the traditional territory of the Ktunaxa Nation.

On behalf of Council and City staff, I am pleased to present the 2025 Annual Report which provides an overview of our performance for the 2025 fiscal year.

As a Council, we are very aware of taxpayer concerns with respect to increasing taxation occurring at every level of government. The realization is perhaps more noticeable at the local level due to the fact that local government’s ability to generate revenues is largely dependent on property taxation. Thanks to our dedicated administration and staff, we saw a number of key achievements and positive signs of optimism as we move into 2026.

- Council adopted a new Official Community Plan. The new OCP replaces the 2006 plan and sets a forward-thinking vision to guide the City’s growth and development for the next 20 years.
- Council adopted two new tax exemption revitalization bylaws that will support ongoing improvements in the downtown core and generate new investment in the Victoria Avenue corridor.
- The City was successful in acquiring \$13.5 million from the Province to build and operate a fully funded 123 child care spaces.
- The City eliminated two of our most noticeable eyesores – the old Tudor House and Kootenay Springs. The City now has ownership of the old Tudor House property and will be considering development options on the three-acre site.
- Mayor and Council continued to meet with Provincial Ministries to advocate for additional support for health, social and safety concerns in the community.
- Cranbrook has been identified by the Minister of Housing as a candidate for a Tiny Home Project, which would be 100% funded by the Province.
- The City approved three critical multi-million dollar infrastructure projects – rebuilding the Gold Creek Dam, Installation of a UV Disinfection Facility and twinning the Phillips reservoir outlet piping.
- The Victoria Avenue sewer and road upgrade project was completed, and this investment is generating \$300 million in new commercial and residential construction.
- Building permit values and revenues reached record levels, in 2025, with permit values increasing from \$37 million in 2025 to more than \$102 million; and permit revenues rising from \$281,000 to over \$1 million.

I would like to acknowledge the building and development community for showing confidence and investment in the City of Cranbrook. Current projections indicate that we will see continued growth and improvement in 2026.

And lastly, I would like to thank members of Council who have stayed true to their commitment of working together in the best interest of the community and being a Council of action.





Senior Management Team

Mark Fercho
Chief Administrative Officer

Charlotte Osborne, CPA,CGA
Director of Finance, Chief Financial Officer

Scott Driver
Director of Fire and Emergency Services

Trevor Thors
Director of Recreation and Culture

Mike Matejka, ASCT
Director of Engineering & Development Services

Tony Hetu
Director of Public Works

Amanda Martyniuk (Gnucci)
and Lindsay Bolton
Director of Human Resources

Corporate Partners

Staff Sergeant Barry Graham
NCO, i/c Cranbrook Detachment
Royal Canadian Mounted Police

Tristen Chernove, Airport Manager
Canadian Rockies International Airport

Ursula Brigl, Chief Librarian
Cranbrook Public Library

Legal Counsel
The Merged Law Firm of Lidstone and
Company and Murdy & McAllister;
Rockies Law Corporation

Bank - Bank of Montreal
Auditors - BDO Canada LLP

2025 Council Appointments & Representation - Committees

Advisory Planning Commission (APC)
Councillor Lynnette Wray
Councillor Wes Graham

Cranbrook Public Library Board
Councillor Wayne Stetski

Cranbrook History Centre
Councillor Mike Peabody

**Cranbrook Social Planning Society of
Cranbrook and Area**
Councillor Wayne Stetski

Chamber of Commerce
Councillor Mike Peabody

Cranbrook Tourism Society Board
Councillor Ron Popoff

**Ktunaxa Kinbasket Treaty
Advisory Committee**
Councillor Wayne Stetski
Alternate Councillor Norma Blissett

**Regional District of East Kootenay Board
and Kootenay East Regional Hospital
District Board**
Mayor Wayne Price, Councillor Norma Blissett
Alternates Councillor Lynnette Wray &
Councillor Ron Popoff

Bylaw Services

Bylaw Services is a team that assists in developing and enforcing bylaws within the City of Cranbrook. The team is responsible for animal control, bylaw enforcement and complaints, and the issuing of business licensing and renewals.

Bylaws are municipal laws that define the basic standards for maintenance and activities intended to keep our city clean, healthy and safe for everyone. A wide range of activities are regulated and enforced based on consistency and fairness, while ensuring public safety and maintaining community harmony. The primary goal is to achieve voluntary compliance through communication and education prior to enforcement.

Bylaw Services, led by the Manager of Police Services & Bylaw and the Assistant Manager of Police Services & Bylaw, consists of:

- 1 Bylaw Supervisor
- 2 Bylaw Enforcement Officers
- 1 Parking Attendant





Projects & Priorities

Key Projects Completed in 2025

- Development of Public Places Bylaw No. 2307, 2025, which outlines expected standards of behavior in public places.
- Development of the Unsightly Premises Bylaw No. 4206, 2025, which addresses neglected or nuisance properties.
- Amalgamation of Bylaw Services and Police Support Services under the Manager of Police Services & Bylaw to provide increased communication and collaboration between police and Bylaw.

Top Projects/Priorities 2026

- Continue to develop and implement best practices related to bylaw enforcement.
- Increase community patrols with Bylaw Officers and RCMP.

Top Projects/Priorities 2027-2028

- Continue to enhance community patrols and collaborative initiatives with Cranbrook RCMP.

Canadian Rockies International Airport (YXC)

2025 marked a year of strong growth, enhanced service, and continued community integration for the Canadian Rockies International Airport (YXC), reinforcing its role as a vital regional gateway supporting economic development, tourism, and connectivity in the East Kootenay.

Passenger volumes continued to rise, highlighted by a record-setting June with nearly 15,000 travellers, surpassing pre-pandemic levels and reflecting renewed confidence in regional air travel.

Air service capacity expanded significantly, with Air Canada and WestJet increasing frequencies and adding approximately 48,000 annual seats. Regional connectivity was further strengthened as Pacific Coastal Airlines introduced new service between YXC and Kelowna International Airport, enhancing access to the Okanagan and supporting business, healthcare, and leisure travel within British Columbia.

YXC also advanced its leadership in safety and social responsibility by becoming an official ally of the Not In My City initiative, implementing staff training and awareness programs to help combat human trafficking.

Operationally, the airport remains a reliable and efficient transportation hub, supporting local industry, tourism, and business travel while connecting the region to national networks. Continued growth in passenger volumes and airline investment underscores YXC's importance as critical infrastructure for southeastern British Columbia.

Overall, 2025 positioned YXC as a growing, community-focused airport delivering operational excellence, enhanced passenger experience, and strengthened regional connectivity.



Mission Statement

To serve the region by becoming the airport of choice and to provide the City of Cranbrook with a safe, friendly, clean, efficient, and profitable airport with a local sense of place.



Projects & Priorities

Key Projects Completed in 2025

Safety Management System (SMS) Compliance Review

- Completed a comprehensive review to ensure alignment with Transport Canada requirements, strengthening safety practices and supporting a proactive, risk-based operational approach.

Parking System Upgrade

- Replaced aging parking machines with new equipment from Mackay Meters, improving reliability, payment options, and overall customer experience.

Former Fire Hall Roof Replacement

- Completed roof upgrades on the training centre facility, protecting the asset, extending its service life, and supporting ongoing operational and training needs.

Collectively, these capital projects reflect YXC’s commitment to maintaining safe, efficient, and resilient infrastructure while delivering improved service to the travelling public and airport stakeholders.

Top Projects/Priorities 2026

Hold Room Expansion

- Planned expansion and modifications to increase passenger capacity by approximately one-third, including the addition of new washroom facilities to improve comfort and flow.

Airport Master Plan

- Initiation of a comprehensive Airport Master Plan to guide short-, medium-, and long-term development, ensuring the airport is positioned to meet future demand and evolving industry trends.

Water and Sewer System Rehabilitation

- Full replacement and rehabilitation of the airport’s water and sewer infrastructure to ensure reliability, regulatory compliance, and long-term operational resilience.

Safety & Security Upgrades

- Upgrade of the fire alarm control panel and implementation of a new proximity card access system to enhance building safety, security, and access control.

Top Projects/Priorities 2027-2028

Hold Room Expansion (Completion)

- Continued construction and completion of the hold room expansion, increasing passenger capacity and improving comfort, circulation, and amenities.

Fuel System Upgrade

- Replacement of the obsolete fuel pump system to ensure reliability, operational efficiency, and compliance with current safety and industry standards.

Airside Door Vestibule Construction

- Addition of a new airside vestibule at the terminal to improve energy efficiency, passenger flow, and climate control within the departures area.

Corporate Services

Corporate Services bridges the strategic direction of the municipality to its operational activities. Council direction, corporate and community goals, and stakeholder interests are all considered. The department includes the roles and duties of Corporate Administration, Communications, Information Technology (IT) Services and the Social Development Coordinator. The core functions of Corporate Services are:

- Overall management of the day-to-day delivery of municipal services.
- Communication link between Administration and Council.
- Support to Mayor and Council, fulfillment of statutory requirements.
- Preparation and distribution of Council agendas and the recording of minutes of Council.
- Administer oaths, take affirmations, affidavits, and declarations, FOIPP and OIPC files.
- Strategic Plan implementation.
- Project Management.
- Maintain custody of corporate records, City bylaws and policies.
- Legislative services including bylaw and policy review, land sales, dispositions and Land Titles filings.
- Coordination of general local elections of Council and School District 5 and other processes requiring electoral approval.
- Build and maintain community and media relations, public awareness of City programs and services, provide emergency and crisis public messaging and build advocacy and relationships across multi-levels of government.
- Information technology services primarily provides network, application, and desktop support, along with systems management support to all departments and the Cranbrook RCMP detachment.
- Provides technology infrastructure and automation within the organization.



Mission Statement

Corporate Services is a professional and proactive team that is dedicated to enhancing partnerships, programs, and systems for the community and the corporation.



Projects & Priorities

Key Projects Completed in 2025

- Review and update Communications Strategy.
- Research and implement alternative, non-traditional advertising options.
- Develop and implement corporate Public Engagement Plan.
- Network Storage Replacement.
- Public Works Network Redundancy.
- Review and update Council policies and procedures.
- Support other departments to update, replace, and revise bylaws.
- Streamline electronic records into official FileHold EDRM records management system such as Recreation and Culture and Planning.
- Scanning of historical bylaws, Council meeting minutes and agenda packages into FileHold.

Top Projects/Priorities 2026

- 2026 Local Government and SD5 Local General Election (arrange contractor, provide support).
- Review and update Communications Strategy.
- Review and update Council policies and procedures.
- Support other departments to update, replace, and revise bylaws.
- Streamline electronic records into official FileHold EDRM records management system.

Top Projects/Priorities 2027-2028

- Review and update Communications Strategy.
- Review and update Council policies and procedures.
- Support other departments to update, replace, and revise bylaws.

Cranbrook Public Library

For more than a century, the Cranbrook Public Library has been a cornerstone of community life, proudly serving the City of Cranbrook and surrounding areas on the traditional lands of the Ktunaxa Nation. Open seven days a week, including two evenings, the Library is committed to helping people live, learn, and be inspired by providing access to information in all its forms.

Visitors can explore a diverse collection of physical and digital books, audiobooks, films, and magazines, or borrow equipment from the Library of Things and experiment in the Idea Lab for hands-on learning. Through its Homebound Service, books are delivered monthly to residents who cannot visit in person, providing both reading material and friendly conversation. Programs ranging from Baby Storytime to the Senior Men’s Social foster a love of reading, sharing ideas and connecting with others.

The Library offers free Wi-Fi, public computers, printing services, and one-on-one technology support. With comfortable spaces to read, study, and meet, it serves as a welcoming environment for everyone and operates as a designated warming, cooling, and clean air centre during extreme weather events. Staff are committed to ensuring each visitor feels valued and supported—helping people discover new interests, build skills, and connect with community.



Mission Statement

The Cranbrook Public Library reaches out to support the needs and aspirations of everyone in our community.

It promotes literacy and provides access to the world’s information, ideas, and cultures by offering a range of services in a welcoming, respectful environment.



Projects & Priorities

Key Projects Completed in 2025

Celebrating 100 Years of Service

- Centennial celebrations ran throughout 2025, culminating in a community open house on July 4. Highlights included the Hundred Years of the Library art exhibit in partnership with the Cranbrook & District Arts Council, a themed tie-in with the Spirit of the Rockies Festival, and dozens of events supported by local businesses.

Reduced Operating Hours

- In response to a funding shortfall caused by inflationary pressures and flat provincial operational funding, the Library completed a thorough review of its operations. Core services were prioritized while costs were reduced to remain within budget. Importantly, the Library remained open seven days a week, including evening hours.

Top Projects/Priorities 2026

Library Exterior Revitalization

- With support from a Columbia Basin Trust BasinREADS grant, the Library will replace the parking lot entrance to create a more welcoming, accessible, and safe space for visitors.

Business Continuity Plan

- Building on work begun in 2024, the business continuity plan will be completed by mid-2026. This plan will help the Library minimize service disruptions and adapt operations during emergencies or extreme weather events, ensuring continued access for the community.

Expand Accessible Collections

- The Library will grow its accessible collections through the CELA digital library, offering materials in audio, e-text, and braille formats for people with print disabilities. Screen-free Yoto players and story cards, designed especially for children, will support them as they learn to read. While new new equipment in the Library of Things, expand the range of equipment for people to borrow.

Top Projects/Priorities 2027-2028

Increase Digital Collections

- To meet the growing demand for digital content, the Library plans to introduce a new streaming video lending service.

Public Technology Coordinator

- After more than a decade of relying on grants for technology instruction, the Library aims to establish a permanent part-time Public Technology Coordinator position. This role will provide consistent tech support, help residents build digital confidence, and support ongoing programs such as coding workshops, computer basics courses, and digital literacy sessions.

Engineering & Development Services

Responsible for shaping the long term growth and development of the City through strategic policy and planning related to land use and infrastructure, the Engineering and Development Services Department provide several core local government functions.

Land use planning via the Official Community Plan, Zoning Bylaw, and other policies and bylaws, sets the stage for permitted uses and development which encourage a vibrant community.

Our Engineering team oversees short term capital infrastructure upgrades, as well as long term infrastructure planning to ensure sustainability and resiliency of these services.

Day to day development and construction is overseen by our integrated team of professionals to facilitate the growth our community needs in a safe and proactive manner, including building inspection services and construction compliance.

The Engineering & Development Services Department is committed to serving the community and being proactive and agile in the way those services are delivered to the benefit of all stakeholders.



Mission Statement

To use creativity and innovation to enhance quality of life opportunities in the City.



Projects & Priorities

Key Projects Completed in 2025

Victoria Avenue Sewer Trunk Phase 1

- Capacity upgrade to a primary sanitary sewer trunk main to service several major infill and development projects that will see hundreds of new housing units constructed over the next several years.

Revitalization Tax Exemption Bylaws

- Updated policies to better facilitate and incentivize sustainable development, with specific initiative to bring higher density and mixed-use development to target growth and development areas.

Wastewater Treatment Upgrades - Lagoons Cells 2 & 3 Desludging Completion

- Upgrades to diffusers and the addition of baffle curtains will improve the operational effectiveness and efficiency of the treatment operation. Desludging Cells 2 & 3 will be timed with the removal and installation of the new infrastructure.

Top Projects/Priorities 2026

Invest in Critical Infrastructure (Capacity and Condition)

- UV Disinfection, Gold Creek Dam, Phillips Reservoir Dam Safety Review & Supply Line Trunk Assessment Victoria Sewershed Sanitary Sewer Upgrades (continued).

Continued Support for Housing and Development

- BC Builds, Support BC Housing & Non-Market Housing, Policy & Development Guide Updates.

Policies and Initiatives for Growth, Vibrancy & Sustainability

- Cranbrook North Land Use Update & Development Strategy, Growth Management Strategy, Downtown Parking Implementation Plan, Downtown Revitalization/Beautification, Water Meter Implementation and Utility Rate Study.

Top Projects/Priorities 2027-2028

PRV Station #1 Upgrade and Trunk Main Replacement

- Capacity and Condition upgrade to replace aging infrastructure and accommodate more growth and densification.

UV Disinfection Project Completion

- Completion and commissioning of UV Disinfection project to improve water treatment and quality standards.

Sewer Trunk Capacity Improvements

- Capacity and Condition upgrades to Victoria Avenue Sewer Trunk and Panorama Sanitary Sewer Trunk to facilitate more growth and infill development.

Financial Services

The Finance Department is responsible for the financial administration of the City involving general accounting, payroll, accounts receivable and payable processing, as well as the collection of property taxes and other fees and charges. We oversee the annual budget process, corporate borrowing and investing, purchasing, insurance coverage and claims, and manage reserve and surplus balances. We produce the City's annual financial statements as well as other legislated financial reports. Our staff support other City Departments by preparing financial analyses, developing projections and forecasts, and assisting with grant applications and reporting. Finance staff support the 311-call system as well as manage a large volume of in-person enquiries at City Hall.



Mission Statement

With a focus on outstanding performance in areas of financial planning, management, and reporting, accountability, and customer service, the Finance Department supports Council, individual departments, and residents of the City. We provide sound, strategic financial planning, accurate and timely financial information, and continually search for ways to improve customer service.

Projects & Priorities



Key Projects Completed in 2025

HRIS - UKG

- Following the union payroll going live January 2025 in new payroll software (UKG PRO), Finance continued to support the project by trouble-shooting technical problems and providing guidance to users. This was very intensive in the first half of the year, steadily reducing through the rest of the year. In the second half of the year, the corporation's payroll and benefits functions were split resulting in more sustainable breakdown of responsibilities and backup capacity.

Direct deposit (EFT) vendor payment initiative

- Completed direct deposit (EFT) vendor payment initiative. By February, most the City's regular vendors were being paid by direct deposit. The process for registering new vendors has been updated to include the direct deposit option.

Safety and Security

- To improve customer and staff safety, security upgrades were implemented in the reception area at City Hall.

Top Projects/Priorities 2026

Finalize Investment Policy

- This project is carried over from 2025. The Policy will provide the framework for investment portfolio management targeting the optimal blend of investment security, risk-adjusted returns while meeting short- and long-term cash flow demands.

Re-engage with Debt Policy

- This project is carried over from 2025. Policy work has been started but was postponed due to reassignment of priorities. The Policy will establish financial guidelines and appropriate controls for the issuance and use of debt and ensure the City maintains a sound financial position while supporting the City's ability to meet current and future infrastructure challenges.

Preliminary work for replacing the City's Enterprise resource planning (ERP) system

- The City's Enterprise resource planning (ERP) system was implemented in 1999. ERP systems have undergone significant changes since that time; changes that improve productivity, workflows, analytical capabilities, security, and many other functions. The advent of AI has accelerated these improvements. The replacement of an organization's ERP system is a multi-year project from the research and planning stages through to implantation. The Finance department plans to begin the preliminary work in 2026.

Begin Implementation of UKG Reporting Module

- Implement Reporting Module for UKG Payroll, including report development – multi-year initiative.

Top Projects/Priorities 2027-2028

Financial Management Policies

- Continue to expand the suite of financial management policies. Priority will remain policies that integrate and guide the funding mix for capital projects.

UKG Reporting Module

- Ongoing implementation of Reporting Module for UKG Payroll – multi-year initiative.

Asset Management

- Ongoing integration of the asset management plan into a long-term financial plan. As the City's asset management plans mature, longer range financial planning is better informed.

Enterprise resource planning (ERP) system replacement project

- Ongoing

Fire & Emergency Services

The role of Cranbrook Fire & Emergency Services (CF&ES) is to deliver safe, efficient, and effective fire and emergency response services to our community. This requires a dedicated commitment to understanding and preparing for each of the risks that are present in our community. Safety requires a focus on education, training and planning that is grounded in a model of public service keeping safety as a prerequisite to response.

Over the course of 2025, the fire department was called for service to a wide range of emergencies, many of which were challenging and impactful to our community. Demands for service continue to grow across the community, and across the broad range of call types that our department responds to. In 2025, there were 2,317 calls for service, a slight decrease of 4.7% from the previous year. The community continues to face challenges associated with the growing wildfire risk, and our mitigation program was very busy in 2025 performing fuel reduction activities throughout our community



Mission Statement

To provide efficient, effective professional emergency response and prevention services to our community.

To build and maintain a positive work environment that encourages and supports personal and team initiative in service delivery.



Projects & Priorities

Key Projects Completed in 2025

- Efficient, effective emergency response and prevention services delivered to our community and its citizens 24 hours a day/7 days a week. This continues to be our primary focus, and most of our work effort goes into preparedness and response to this end. To note, 2025 saw a slight decrease of 4.7% in calls over the previous year.
- Wildfire mitigation work was completed in multiple locations across our community, with 1 prescribed burn taking place at the airport and 2 locations in Gold Creek with pile burning projects completed on City owned land.

Top Projects/Priorities 2026

- Efficient, effective emergency response and prevention services delivered to our community and its citizens 24 hours a day/7 days a week. This continues to be our primary focus, and most of our work effort goes into preparedness and response to this end.
- Complete an updated and comprehensive Hazard, Risk and Vulnerability Analysis to assess the risks that the community faces and better guide our allocation of resources towards those higher priority challenges.
- Complete the Community Wildfire Resilience Plan to steer efforts in community with respect to wildfire risk mitigation.

Top Projects/Priorities 2027-2028

- Align the changes in demand for service with operational and administrative structure of the Fire Department. As a demand driven organization, the Fire Department must respond to the volume and types of service needs experienced by the community.
- Develop training and mentorship opportunities for staff in support of succession across all business lines within the organization. As projected turnover in the department increases in the coming years, succession planning is critical to support a smooth transition over time.
- As Cranbrook grows in a vertical direction there is an increasing need for high angle rescue, we are looking to implement this industry driven training program. Technical High Angle Rope Rescue Program (THARRP) provides training for high angle rescue as well as crane rescue. We look forward to providing this service to the city of Cranbrook and its residents.

Human Resources

Human Resources is a strategic partner in the attraction, development and retention of our people, building a high performing, collaborative and inclusive culture aligned with the City’s strategic plan, best practices and our stakeholders’ interests.

Human Resources (HR) provides the following strategic functions for the corporation:

- Provide labour relations advice to all City employees, lead bargaining and maintain collaborative relations with unions within the City.
- Develop and implement Human Resources policies and best practices, including modernization of the record-keeping of staff records through a reliable Human Resources Information System (HRIS).
- Designing and implementing staff development and training programs for the City.
- Provide recruitment and selection services.
- Staff development programs including performance and succession planning programs.
- Lead the Accessibility, Diversity, Equity, and Inclusion programs for the City.
- Provide advisory services on Occupational Health and Safety programs.



Mission Statement

To provide the City with best practices in Human Resources delivery.



Projects & Priorities

Key Projects Completed in 2025

HRIS – UKG

- We partnered with Ultimate Kronos Group (UKG) to transition the City’s paper-based human resources and payroll processes into fully digital platforms. In 2025, we success fully launched the new payroll, scheduling, performance review, and recruitment/

onboarding systems for both Exempt and Unionized staff. This modernization has significantly streamlined our operations, improved service delivery, and positioned the City for more efficient, consistent, and transparent workforce management.

Top Projects/Priorities 2026

HRIS – UKG and our Corporate Staff Development Programs

- This year, our primary focus is on expanding that transformation by modernizing and digitizing our Corporate Staff Development Programs through the UKG system.
- **Policy audit and update**
This year, we are prioritizing efforts to ensure all City policies remain fully aligned with updated legislation. By proactively reviewing and adjusting our policy framework, we can support compliance, reduce risk, and strengthen organizational accountability.

Improve our recruitment and onboarding practices

- We are making it a top priority this year to strengthen our recruitment and onboarding processes, ensuring a smoother and more consistent experience for all new hires. This includes improving how we manage new FTE requests, position requests, and job description development so our department can operate with greater clarity and efficiency.

Top Projects/Priorities 2027-2028

Certificate of Recognition (COR)

- COR is a voluntary employer certification program intended to motivate employers to take a proactive role in health and safety. It recognizes and rewards employers who exceed regulatory requirements and implement an effective occupational health and safety management system (OHSMS), and then pass a certification audit. Once the OHSMS is fully implemented the City will strive for COR certification.

Corporate Staff Development Programs

- These programs will continue to be offered in alignment with annual priorities identified by staff and departments. We are committed to fostering a culture of continuous learning, ensuring City employees remain well equipped to navigate the evolving landscape of municipal operations.

HRIS – UKG

- Over the next several years, we will continue rolling out additional UKG modules to consolidate best practices, enhance service delivery, support continuous learning and performance development, and drive even greater organizational efficiency.

Public Works

The Public Works Department manages the City’s core infrastructure, including roads, sidewalks, water and wastewater systems, spray irrigation fields, storm sewer, parks, fleet services, and City facilities. The department is supported by 62 skilled staff across parks, waterworks, roads, fleet services, electrical, carpentry, plumbing, and administration. It prioritizes long-term asset management, preventative maintenance, and efficient year-round service. Staff are reassigned seasonally to meet operational needs and ensure reliable delivery of essential services.

The core department mandates include:

- Park Maintenance
- Road & Sidewalk Maintenance
- Water & Wastewater Operations
- Spray Irrigation Operations
- Facilities Maintenance
- Fleet Management



Mission Statement

Working to serve the public in a safe, prompt, courteous, efficient manner.

Our dedicated employees strive to plan, design, inspect, build, and maintain public infrastructure in a manner that adequately preserves these assets for succeeding generations.

Projects & Priorities



Key Projects Completed in 2025

Waterworks or Wastewater

- Conducted initial water asset inventory and assessments.
- Implemented a proactive Leak detection program.
- Completed spray irrigation outfall repairs and pivot replacement.

Rails to Trails Rock Scaling

- Multi-phase rock scaling project over the next two years along Rails to Trails.
- Ensures long-term trail safety, accessibility, and continued value as a key recreational corridor between Cranbrook and Kimberley.

Facilities / Asset Management

- Updated facility asset inventories, condition assessment, and equipment tagging, including new preventative maintenance schedules.
- Completed HVAC upgrades at the Public Works building.
- Enhanced security at Public Works and Parks facilities.

Top Projects/Priorities 2026

City Facilities

- Facilities Condition Assessment: provides professional evaluations of City buildings to improve safety, guide long-term planning, prioritize capital projects, and support efficient, sustainable facility management.
- Library building elevator upgrades (phase 2) and ramp replacement, as well as Manual Training Centre brick repoint (design/construction).
- Roof replacement: Balmert Building and Kinsmen Boys & Girls Club.

Parks / Asset Management

- Cemetery upgrades: expansion, infill, and memorial tree grove.
- Asset replacement/upgrades: WFP playground, park bleachers, and irrigation system.
- Asset updates (GIS): park asset inventory, condition assessment, including new preventative maintenance schedules.

Water & Sewer

- Lagoons replacement/upgrades: aeration blowers and screener skid steer.
- Spray Irrigation replacement/upgrades: aeration blowers, C3 & C4 wheel line, and irrigation pumphouse motors (ongoing from previous years).

Top Projects/Priorities 2027-2028

City Facilities Renovations

- multiple projects will derive from the 2026 facilities condition assessment outcomes. Tentative projects include WFP Ice Plant and HVAC upgrades.

Fleet/Equipment Replacement

- L3 Grader, G9 Sweeper, H9 Excavator, and Asphalt Hotbox.

Other replacement/upgrades

- Library Building mechanical upgrades, Spray Irrigation Pond 2 Valve replacement, Spray Irrigation Pivot G2 replacement, and Kinsman Spray Park upgrades.

Royal Canadian Mounted Police

The Royal Canadian Mounted Police (RCMP) is Canada’s national police force which provides many services from coast-to-coast at the community, provincial, and federal levels as well as national security intelligence gathering.

The Cranbrook Detachment is a hub and provides the community and surrounding rural areas with:

- 24-hour Municipal and Rural Police Services
- Forensic Services
- General Investigation
- Police Dog Services
- Indigenous Services

We have 10 holding cells and often assist surrounding detachments with holding prisoners that are being transported to court or to correctional facilities.

The Detachment Commander, S/Sgt. Barry GRAHAM is in charge of the Cranbrook Detachment which consists of:

- 2 Sergeants
- 6 Corporals
- 19 Municipally funded Constables
- 4 Provincially funded Constables
- 3 Provincially funded Indigenous Policing Section members
- 1 Provincially funded Police Dog Services Constable
- 1 Provincially funded and 1 Municipally funded Forensic Identification Service positions

The Municipal Operations Manager, who works for the City of Cranbrook out of the Cranbrook Detachment, is responsible for the supervision of 33 full-time, part-time and casual municipal employees at the Cranbrook Detachment, which includes:

- Records Clerks
- Court Liaison Officer
- Watch Clerks
- Exhibit Custodian
- Receptionist Clerks
- Jail Supervisors



Mission Statement

The RCMP is Canada's national police service. Proud of our traditions and confident in meeting future challenges, we commit to preserve the peace, uphold the law, and provide quality service in partnership with our communities.



Projects & Priorities

Key Projects Completed in 2025

- Public consultation through the City of Cranbrook budget survey for the new Cranbrook RCMP strategic plan.
- Increased public communication via the re-launch of the Cranbrook RCMP Facebook page
- Launch of new crime reduction/prevention initiatives, including: Project Make Your Mark, the Business Block Watch pilot program and the Safe Exchange Zone established outside of the Cranbrook RCMP detachment.

Top Projects/Priorities 2026

- Increased joint proactive patrols with City of Cranbrook Bylaw Officers
- Build public accountability and trust via increased communication through various platforms, including media releases, Cranbrook RCMP Facebook Page, Cranbrook RCMP website and in-person at community events.
- Maintain public safety and order through the strategic use of crime reduction initiatives, proactive patrols and visibility and conducting professional investigations to hold offenders accountable for their actions.

Top Projects/Priorities 2027-2028

- Increase proactive policing initiatives.
- Continue to enhance crime reduction indicatives and grow the Cranbrook RCMP volunteer programming.

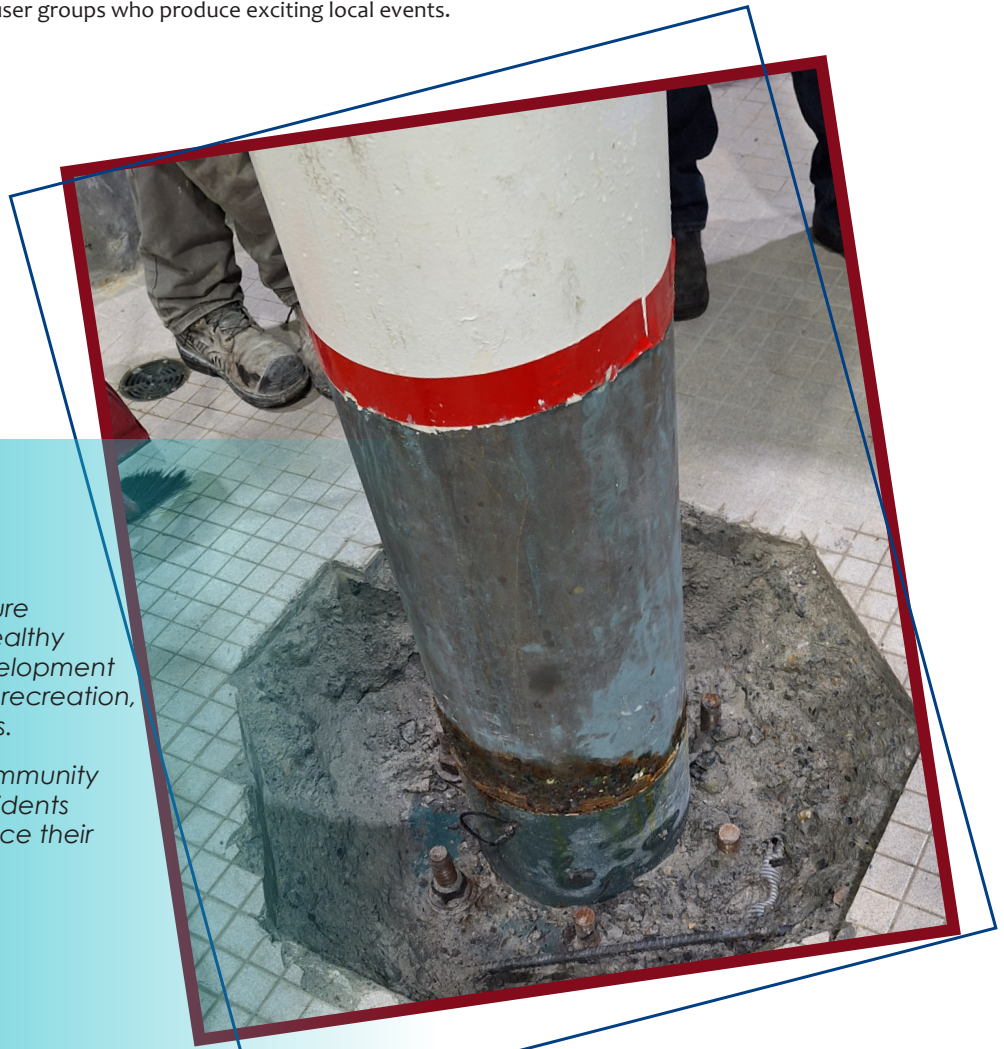
Recreation & Culture

The Recreation and Culture department strives to bring a sense of community to the citizens of Cranbrook through access to recreation facilities, events, and programs.

The department is guided by the values of providing parks, recreation, and cultural opportunities to everyone in our City, consistent with the responsible use of financial resources, the lifestyle, and the natural setting of our community.

The department oversees the programming and operations of Western Financial Place, the Memorial and Kinsmen Arenas, Aquatic Centre and numerous sports fields and parks. The department works closely with Public Works on indoor and outdoor facility maintenance and parks/trail development.

A variety of community programming is offered to all ages, including dog obedience for adults, fitness for seniors, youth sport programs, summer PLAY program, swim lessons and much more. The department also coordinates a variety of major concerts, community celebrations and sporting events, and works closely with many user groups who produce exciting local events.



Mission Statement

The Recreation and Culture Department promotes healthy lifestyles through the development of quality parks, facilities, recreation, and cultural opportunities.

We are leaders in the community facilitating services to residents and visitors, which enhance their quality of life.



Projects & Priorities

Key Projects Completed in 2025

Pool Heat Exchangers

- The existing exchangers were not providing consistent temperatures, especially during summer months. Investigation determined the existing exchangers had reached end of life and were replaced. Pool temps have been significantly improved, and provide a very consistent experience for patrons.

Pool Structural Columns

- During the 2025 annual shutdown, repairs were completed to the rusted pool structural columns. The work was completed by Public Works staff and external contractors.

Rock the Kootenays

- The third annual Rock the Kootenays event was held in August. The event, which was originally slated as a three year activity, wrapped up a successful run in 2025. Over the three years, approximately 25,000 daily tickets were sold for the event.

Top Projects/Priorities 2026

Department Structure Review

- Conduct a comprehensive review of the management team structure, to identify and implement the framework to maximize effectiveness of the management team.

FIFA

- Host FIFA Celebrate Canada event. To join FIFA as it welcomes the world to Canada, we will host a FIFA sponsored celebration and live viewing party.

Building Assessment

- Complete the building assessment process, and use this information, to work with Public Works to develop a comprehensive asset management/capital plan.

Top Projects/Priorities 2027-2028

- Initiate capital projects on prioritized items from the 2026 facility assessment.
- Pursue funding opportunities and partnerships to deliver on recreation amenities identified in the 5 year financial plan, which are identified as grant funding. Projects may include skatepark expansion, Moir Park ball diamond lighting, and the Idlewild Park Fitness/Obstacle Course.

2025
Statement of
Financial Information

Fiscal Year Ending December 31, 2025



MOUNTAINS OF OPPORTUNITY
CRANBROOK

Management's Responsibility for Financial Reporting

To the Mayor and Members of Council:

In accordance with Section 167 of the Community Charter, we are pleased to submit the 2025 consolidated financial statements for the Corporation of the City of Cranbrook, together with the report of our auditors, BDO Canada LLP.


The preparation of the consolidated financial statements is the responsibility of the City's management. The statements have been prepared by City staff in accordance with Canadian generally accepted accounting principles for governments in the Province of British Columbia. These principles are based upon recommendations of the Public Sector Accounting Board ("PSAB").

Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly in all material respects.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

Council members meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the consolidated financial statements and the external auditors' report.

The consolidated financial statements have been audited by BDO Canada LLP Chartered Professional Accountants in accordance with Canadian generally accepted auditing standards on behalf of the ratepayers. The auditor's report expresses their opinion on these consolidated financial statements. The auditor has full and free access to the accounting records.


Charlotte Osborne, CPA, CGA
Director, Finance
Chief Financial Officer


Mark Fercho
Chief Administrative Officer

May 11, 2026



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BDO Canada LLP
300 - 275 Lansdowne Street
Kamloops, British Columbia
V2C 6J3

Independent Auditor’s Report

To the Mayor and Members of Council
of the Corporation of the City of Cranbrook

Opinion

We have audited the consolidated financial statements of The Corporation of the City of Cranbrook and its controlled entities (“The City”), which comprise the consolidated statement of financial position as at December 31, 2025, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Cranbrook as at December 31, 2025, and its statements of operations, changes in net financial assets and cash flows for the year then ended in accordance with Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Consolidated financial statements* section of our report. We are independent of The Corporation of the City of Cranbrook in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the schedules on pages 30 and 31 of the City’s Financial Statements.

Responsibilities of Management and Those Charged with Governance for the Consolidated financial statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with *Public Sector Accounting Standards*, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing The Corporation of the City of Cranbrook’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate The Corporation of the City of Cranbrook or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing The Corporation of the City of Cranbrook’s financial reporting process.

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the International BDO network of independent member firms.



Auditor's Responsibilities for the Audit of the Consolidated financial statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Corporation of the City of Cranbrook's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on The Corporation of the City of Cranbrook's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause The Corporation of the City of Cranbrook to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the consolidated entity to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.


BDO Canada LLP

Chartered Professional Accountants

Kamloops, British Columbia
May 11, 2026

**The Corporation of the City of Cranbrook
Consolidated Statement of Financial Position**

December 31	2025	2024
Financial Assets		
Cash and funds on deposit (Note 2)	\$ 77,874,891	\$ 63,956,848
Temporary investments (Note 3)	2,069,654	1,172,117
Accounts receivable (Note 4)	8,527,507	5,813,581
Property acquired for taxes (Note 5)	53,309	72,055
Land held for resale (Note 6)	327,378	-
Mortgage receivable (Note 7)	2,066,000	2,066,000
Deposit – Municipal Finance Authority (Note 8)	242,904	321,985
	<u>91,161,643</u>	<u>73,402,586</u>
Liabilities		
Accounts payable and accrued liabilities (Note 9)	13,448,994	10,906,151
Deferred revenue (Note 10)	16,722,534	6,412,731
Development cost charges (Note 11)	5,362,146	3,624,576
Reserve – Municipal Finance Authority (Note 8)	-	321,985
Debt (Note 12)	23,531,057	26,551,946
Asset retirement obligation (Note 13)	4,272,230	4,084,740
	<u>63,336,961</u>	<u>51,902,129</u>
Net Financial Assets	<u>27,824,682</u>	<u>21,500,457</u>
Non-Financial Assets		
Tangible capital assets (Note 14)	260,195,936	251,933,110
Inventories of supplies and prepaid expenses	823,337	675,303
	<u>261,019,273</u>	<u>252,608,413</u>
Accumulated Surplus (Note 22)	<u>\$ 288,843,955</u>	<u>\$ 274,108,870</u>
Commitments & contingencies (Note 20)		


Charlotte Osborne, CPA, CGA
Director, Finance
Chief Financial Officer


Mark Fercho
Chief Administrative Officer

The accompanying notes form an integral part of these consolidated financial statements.

**The Corporation of the City of Cranbrook
Consolidated Statement of Operations**

For the year ended December 31	2025	2025	2024
	<i>Budget</i>	Actual	Actual
	<i>(Note 21)</i>		
Revenue			
Taxation for municipal purposes (Note 17)	\$ 43,877,961	\$ 43,337,476	\$ 39,962,160
Grants in lieu of taxes	460,000	555,199	522,810
Utility fees	9,128,120	9,085,303	8,876,554
Federal government grants	13,714,777	3,362,418	1,575,883
Provincial government grants	8,395,797	3,005,488	908,264
Regional and other local government grants	841,057	468,427	949,559
Sale of services and fees	8,287,089	10,639,169	9,071,370
Service, penalties, and interest charges	458,500	566,612	569,890
Contributions from developers and others	3,731,681	902,993	177,344
Contributed assets	-	1,997,389	2,499,646
Interest earned on investments	1,329,978	2,358,998	3,640,662
Loss on sale of tangible assets	-	(71,165)	(32,581)
Other revenue	300,941	1,455,774	1,199,959
	<u>90,525,901</u>	<u>77,664,081</u>	<u>69,921,520</u>
Expenses (Note 18)			
General government services	9,072,517	9,328,257	9,029,830
Protective services	14,900,817	14,579,849	13,699,830
Infrastructure planning and development	6,997,497	6,494,610	6,492,633
Public work services	9,210,038	9,328,001	8,595,961
Western Financial Place	4,036,040	4,557,640	4,945,045
Recreation & cultural services	4,410,560	4,463,044	4,460,508
Water services	5,729,145	4,515,810	4,018,296
Sewer services	5,168,082	3,904,785	3,716,501
Solid waste services	2,749,598	2,764,833	2,616,420
Airport operations	3,023,448	2,992,167	2,789,435
	<u>65,297,742</u>	<u>62,928,996</u>	<u>60,364,459</u>
Annual Surplus (Note 21)	25,228,159	14,735,085	9,557,061
Accumulated Surplus, beginning of year (Note 22)	<u>274,108,870</u>	<u>274,108,870</u>	<u>264,551,809</u>
Accumulated Surplus, end of year	\$ 299,337,029	\$ 288,843,955	\$ 274,108,870

The accompanying notes form an integral part of these consolidated financial statements.

**The Corporation of the City of Cranbrook
Consolidated Statement of Changes in
Net Financial Assets**

For the year ended December 31	2025	2025	2024
	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>
Annual Surplus	\$ 25,228,159	\$ 14,735,085	\$ 9,557,061
Acquisition of tangible capital assets	(63,574,200)	(18,804,633)	(23,581,033)
Amortization of tangible capital assets	9,110,000	10,341,966	9,514,245
Loss on disposal of tangible capital assets	-	71,165	32,581
Proceeds on sale of tangible capital assets	-	128,676	27,773
Net replenishment of supplies and prepaid expenses	-	(148,034)	(25,905)
	<u>(54,464,200)</u>	<u>(8,410,860)</u>	<u>(14,032,339)</u>
Increase (decrease) in net financial assets for the year	(29,236,041)	6,324,225	(4,475,278)
Net financial assets, beginning of year	21,500,457	21,500,457	25,975,735
Net financial assets, end of year	\$ (7,735,584)	\$ 27,824,682	\$ 21,500,457

The accompanying notes form an integral part of these consolidated financial statements.

**The Corporation of the City of Cranbrook
Consolidated Statement of Cash Flows**

For the year ended December 31	2025	2024
Operating transactions		
Annual Surplus	\$ 14,735,085	\$ 9,557,061
Items not involving cash		
Contributed assets	(1,997,389)	(2,499,646)
Actuarial adjustment	(587,795)	(309,589)
Amortization	10,341,966	9,514,245
Accretion	187,490	63,025
Loss on sale of tangible capital asset	71,165	32,581
Changes in non-cash operating balances		
Accounts receivable	(2,713,926)	2,039,383
Property acquired for taxes	18,746	(72,055)
Inventory and prepaid expenses	(148,034)	(25,905)
Accounts payable and accrued liabilities	2,542,843	(2,283,902)
Deferred revenue	10,309,803	669,514
Development cost charges	1,737,570	519,975
Land held for resale	(327,378)	-
	<u>34,170,146</u>	<u>17,204,687</u>
Capital transactions		
Acquisition of tangible capital assets	(16,807,244)	(21,081,387)
Proceeds on sale of tangible capital assets	128,676	27,773
	<u>(16,678,568)</u>	<u>(21,053,614)</u>
Investing transactions		
Acquisition of temporary investments	(1,011,537)	1,516,568
Proceeds on disposition of temporary investments	114,000	-
	<u>(897,537)</u>	<u>1,516,568</u>
Financing transactions		
Proceeds from debt issues	-	7,887,287
Repayment of debt	(2,675,998)	(2,457,652)
Repayment of lease	-	(1,104)
	<u>(2,675,998)</u>	<u>5,428,531</u>
Net change in cash and funds on deposit	13,918,043	3,096,172
Cash and funds on deposit, beginning of year	63,956,848	60,860,676
Cash and funds on deposit, end of year	\$ 77,874,891	\$ 63,956,848
Supplementary Information:		
Interest Received	\$ 2,358,998	\$ 3,640,662
Interest Paid	\$ 1,013,381	\$ 1,298,548

The accompanying notes form an integral part of these consolidated financial statements.

**The Corporation of the City of Cranbrook
Notes to the Consolidated Financial Statements**

December 31, 2025

1. Significant Accounting Policies

Basis of Presentation	The consolidated financial statements of the City are the representations of management and are prepared in accordance with Canadian generally accepted accounting principles for governments using guidelines issued by the Public Sector Accounting Board ("PSAB").
Reporting Entity	<p>The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to City Council and which are owned or controlled by the City.</p> <p>These consolidated statements reflect the assets, liabilities, revenues, expenses, changes in net financial assets (debt), and cash flows of the reporting entity. In addition to the general City of Cranbrook departments, the reporting entity includes the Cranbrook Public Library.</p>
Financial Instruments	<p>All financial instruments are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the Statement of Financial Position and for financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue and expense.</p> <p>Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost.</p> <p>All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.</p>
Land Held for Resale	Land held for resale is recorded at the lower of cost or net realizable value. Cost includes the original acquisition cost, plus any professional fees incurred in association with the acquisition. Net realizable value is defined as the estimated selling price less any estimated costs necessary to make the sale.
Vacation and Sick Pay	Vacation pay is charged to expense in the year it is earned. Sick leave is allocated on an annual basis and does not accrue beyond the fiscal year and therefore is charged to expense when taken.

**The Corporation of the City of Cranbrook
Notes to the Consolidated Financial Statements**

December 31, 2025

Development Cost Charges Development cost charge ("DCC") levies are restricted by by-law in their use for providing funds to assist the City in paying the capital cost of providing, constructing, altering or expanding sewage, water, drainage and highway facilities and the revenue is deferred until the expenses are incurred. When DCC expenses are made, a corresponding amount is recorded in revenue as "contributions from developers".

**Inventories of Supplies
Prepays** inventories and prepaid expenses held for consumption are recorded at the lower of cost and replacement cost and are reported as non-financial assets.

The Corporation of the City of Cranbrook
Notes to the Consolidated Financial Statements

December 31, 2025

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. The cost and accumulated amortization of assets no longer in use are removed from the accounting records and the difference between net proceeds, if any, and the net book value is recorded as revenue or expense. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing in the year following acquisition as follows:

Land	Not amortized
Land improvements	15 to 25 years
Buildings	10 to 50 years
Technology – IT	5 to 10 years
Equipment	
Furniture and equipment	10 to 15 years
Equipment under capital lease	5 years
Infrastructure	
Roads and sidewalks	10 to 75 years
Storm sewers	25 to 40 years
Parking lots	15 to 50 years
Water infrastructure	25 to 60 years
Sewer infrastructure	20 to 50 years
Airport runway	20 to 40 years
Parks	10 to 50 years
Library book collection	3 to 10 years
Construction in progress	Not amortized

When there has been a change in circumstances and the service potential of a tangible capital asset has declined, the asset is written down based upon the relative loss of the service potential. If a tangible capital asset no longer contributes to the City's ability to provide services, its carrying amount is written down to its residual value.

**The Corporation of the City of Cranbrook
Notes to the Consolidated Financial Statements**

December 31, 2025

Revenue Recognition

Revenues from transactions with performance obligations are recognized when (at a point in time) or as (over a period of time) the City satisfies the performance obligations, which occurs when control of the benefits associated with the promised goods or services has passed to the payor.

The City recognizes revenue from users of the water, sewer, solid waste disposal, and rentals of City property services on a straight-line basis over the period of time that the relevant performance obligations are satisfied by the City.

The City recognizes revenue from administrative services, building permits, development permits, sales of goods and other licenses and permits at the point in time that the City has performed the related performance obligations and control of the related benefits has passed to the payors.

Revenue from transactions without performance obligation is recognized at realizable value when the City has the authority to claim or retain an inflow of economic resources received or receivable and there is a past transaction or event that gives rise to the economic resources.

The City recognizes revenue from tax penalties and interest, parking ticket fines, and other revenue without associated performance obligations at the realizable value at the point in time when the City is authorized to collect these revenues.

Government Transfers

Government transfers, which include legislative grants, are recognized in the period in which events giving rise to the transfers occur, provided that the transfers are authorized, any eligibility criteria have been met, and a reasonable estimate of the amount can be made unless the transfer agreement contains stipulations that create a liability in which case the transfers are recognized as revenue over the period that the liability is extinguished.

**The Corporation of the City of Cranbrook
Notes to the Consolidated Financial Statements**

December 31, 2025

Measurement Uncertainty The consolidated financial statements of the City have been prepared in accordance with Canadian Public Sector accounting standards. The preparation of financial statements in conformity with these standards requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates. Significant areas requiring the use of management estimates include the determination of useful life and amortization of tangible capital assets and asset retirement obligations.

Contaminated Sites Under PS3260 governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liability under the standard including sites that are no longer in productive use and sites for which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability was recognized.

Asset Retirement Obligations The liability for the removal of asbestos in several of the buildings owned by the City as well as the retirement of the public works landfill, removal of spray irrigation equipment on Crown granted lease land and decommissioning of several wells, has been initially recognized using the modified retroactive method (Note 13). The liability has been measured at current cost as the timing and amounts of future cash flows cannot be estimated. The resulting costs have been capitalized in the carrying amount of tangible capital assets and are being amortized on the same basis as the related tangible capital asset. Assumptions used in calculations are reviewed annually.

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

2. Cash and Funds on Deposit

Amounts included in cash and funds on deposit which have been specifically designated and set aside for internally and externally restricted purposes total \$37,553,491 (2024 - \$35,260,973).

3. Temporary Investments

	2025	
	Rates	Amount
Maturity:		
6 months to 1 year	2.35% - 4.56%	\$ 377,000
1 to 5 years	3.28% - 4.35%	1,692,654
		\$ 2,069,654
	2024	
	Rates	Amount
Maturity:		
6 months to 1 year	4.51% - 4.52%	\$ 400,000
1 to 5 years	4.35% - 4.56%	772,117
		\$ 1,172,117

4. Accounts Receivable

	2025	2024
Taxes - Current	\$ 1,344,453	\$ 1,538,080
- Arrears & Delinquent	512,021	605,757
Federal Government	2,907,810	882,412
Province of British Columbia	1,286,128	241,543
Trade and other receivables	\$ 2,477,095	\$ 2,545,789
	\$ 8,527,507	\$ 5,813,581

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

5. Property Acquired for Taxes Subject to Redemption

The City acquired one property through the 2025 tax sale where there were no bids. The value of the property, at the time of acquisition, is deemed to be the outstanding taxes. The registered owners have one year to redeem their property, and if not redeemed, title is transferred to the City.

6. Land Held for Resale

In 2024, the City acquired one property through tax sale where there were no bids. The registered owners did not redeem their property and the title transferred to the City in 2025. City is currently removing rubble and debris from the property in preparation for resale. The clean up costs are being added to the initial value of the property to be recovered when property is sold.

7. Mortgage Receivable

	2025	2024
Mortgage receivable is for the industrial lands, payable to the City in five equal payments of \$1,033,000 plus interest of prime plus 1%, ending in 2025.	\$ 2,066,000	\$ 2,066,000

The City commenced foreclosure proceedings against the mortgagor on the property referred to as the "Tembec Lands". On October 6 2025, the Supreme Court of BC made an Order Nisi, declaring the validity of the mortgage and setting a redemption period to expire on April 6, 2026.

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

8. Deposit and Reserve - Municipal Finance Authority

The City obtains its long-term debt through the Municipal Finance Authority ("MFA"). As a condition of borrowing and as required by legislation, a debt reserve fund is to be established in the amount of one-half the average instalment of principal and interest as set out in the lending agreements. The reserve is funded in part by cash, being the withholding of 1% of the total issue proceeds.

The total debt reserve fund cash as at December 31, 2025 is \$242,904 (2024 - \$321,985). The remainder is funded by a demand note whereby the City may be required to loan certain amounts to the Municipal Finance Authority. The total demand loan as at December 31, 2025 is \$466,156 (2024 - \$752,534). These demand notes are contingent in nature and are not reflected in the accounts of the Municipality.

9. Accounts Payable and Accrued Liabilities

	<u>2025</u>		<u>2024</u>
Trade accounts payable	\$ 7,473,400	\$	4,864,932
Federal Government	3,848,843		3,987,850
Province of British Columbia	559,944		534,679
Regional and other local governments	31,256		27,601
Vacation and accrued benefits payable	<u>1,535,551</u>		<u>1,491,089</u>
	<u>\$ 13,448,994</u>	\$	<u>10,906,151</u>

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

10. Deferred Revenue

	2025	2024
Property taxes	\$ 5,696,082	\$ 5,020,878
Utility user fees	138,995	200,940
Federal Government	3,615,130	-
Province of British Columbia	6,825,723	931,875
Other	446,604	259,037
	\$ 16,722,534	\$ 6,412,731

11. Development Cost Charges

The City collects development cost charges to pay for the proportionate share of infrastructure related to new growth. In accordance with the Local Government Act, these funds must be deposited into a separate reserve fund. Because these funds are externally restricted in nature they are shown as a liability.

	2024	Receipts	Expenditures	Interest	2025
Roads	\$ 503,578	\$ 905,319	\$ -	\$ 16,449	\$ 1,425,346
Parks	79,496	20,861	-	-	100,357
Storm sewer	736,461	27,049	-	24,051	787,561
Water	1,446,232	1,236,218	-	47,239	2,729,689
Sanitary sewer	858,809	335,322	(902,993)	28,055	319,193
Total Deferred DCC	\$ 3,624,576	\$ 2,524,769	\$ (902,993)	\$ 115,794	\$ 5,362,146

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

12. Debt

	2025	2024
Mortgages		
Mortgage debt is repayable to Canada Life Assurance Company, repayable monthly in the amount of \$74,721, including interest at 7.143%, maturing 2030.	\$ 3,760,741	\$ 4,365,129
Demand Loan		
Debt is repayable to the Bank of Montreal, repayable monthly in the amount of \$57,873 including interest at 3.80%, maturing 2028.	3,108,158	3,672,998
Debenture Debt		
Debenture debt is repayable to the British Columbia Municipal Finance Authority. Existing debentures mature in annual amounts to the year 2038 and interest is payable at rates ranging from 0.91% to 3.40% per annum.	8,538,799	9,891,732
Demand Promissory Notes		
Notes are repayable to the British Columbia Municipal Finance Authority in accordance with S. 178 of the Community Charter. Repayable monthly in the amount of \$46,038 including interest at variable daily rates. Principal must be repaid within five years.	1,323,359	1,822,087
	16,731,057	19,751,946
Temporary Borrowing		
Temporary borrowing is repayable to the British Columbia Municipal Finance Authority in accordance with S. 181 of the Community Charter where the Municipality has adopted a loan authorization bylaw. Principal will be converted to debenture debt, with interest paid monthly at variable daily rates.	8,800,000	6,800,000
	\$ 23,531,057	\$ 26,551,946

Future minimum principal payments and actuarial additions required on debt for the next five years (excluding temporary borrowing) and thereafter, assuming loan is not demanded, are due as follows:

		MFA Debt	Actuarial Additions		Demand Loan	Mortgages	Total
2026	\$	880,810	308,599	\$	586,441	\$ 649,000	\$ 2,424,850
2027		849,599	221,143		609,118	696,905	2,376,765
2028		517,301	192,212		632,672	748,347	2,090,532
2029		309,088	213,117		657,137	803,585	1,982,927
2030		236,731	197,414		622,790	862,904	1,919,839
2031 and thereafter		4,152,451	1,783,693		-	-	5,936,144
	\$	6,945,980	\$ 2,916,178	\$	\$ 3,108,158	\$ 3,760,741	\$ 16,731,057

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2025

13. Asset Retirement Obligation

The City's Asset Retirement Obligation consists of four main obligations as follows:

a) Landfill obligations

The City has one landfill located at the public works yard which consists of a pile of spoils, comprising of clay, gravel and other materials from infrastructure work. The City recognized an obligation relating to the removal of the spoils pile. It is estimated to have a useful life of 50 years.

b) Building obligations

The City owns several buildings throughout its operations that are known to have asbestos, which represents a health hazard upon demolition of the building and there is a legal obligation to remove it. The City recognized an obligation relating to the removal and post-removal care of the asbestos in these buildings. The buildings have estimated useful lives ranging from 10 to 20 years.

c) Statutory Right of Way - Spray Irrigation Equipment

The City operates a spray irrigation system on land that was granted to the City for that purpose and has several lease agreements related to the spray irrigation system. The City has a legal obligation to remove spray irrigation equipment once the spray irrigation operations cease. The City recognized an obligation relating to the removal of the spray irrigation system. It is estimated that the City will operate the spray irrigation system for another 50 years.

d) Well decommissioning

The City owns nine water wells. If a well is deemed to be no longer in service, the well owner must ensure that the well is decommissioned as outlined under the Water Sustainability Act. The City recognized an obligation relating to the decommissioning the wells. The wells have estimated useful lives ranging from 6 to 37 years.

Key variables used in estimating the City's asset retirement obligations include the cost of capital (discount rate), inflation rate and timing of future costs. Estimated expenses were calculated at the net present value (NPV) of future cash flows, discounted using the City's average cost of capital of 4.59% and inflated using an average inflation rate of 2% (BC CPI over the last 20 years).

	2025	2024
Opening asset retirement obligation	\$ 4,084,740	\$ 4,021,715
Increase due to accretion	187,490	63,025
	<u>\$ 4,272,230</u>	<u>\$ 4,084,740</u>

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2025

14. Tangible Capital Assets

	2025									
	Land	Land Improvements	Buildings	Technology - IT	Equipment	Equipment Under Capital Lease	Infrastructure	Construction In Progress	Library Book collection	
Cost, beginning of year	\$ 10,447,893	\$ 7,385,450	\$ 77,871,844	\$ 4,070,811	\$ 22,419,401	\$ -	\$ 283,206,912	\$ 11,592,959	\$ 485,479	\$ 417,480,748
Additions	345,335	222,419	234,940	45,289	3,987,382	-	7,736,927	6,300,088	52,273	18,804,833
Disposals	(28,536)	-	(81,896)	(180,351)	(1,280,782)	-	-	-	(44,891)	(1,586,226)
Reclassification of C/P	-	69,517	321,097	303,294	151,276	-	591,259	(1,438,443)	-	-
Cost, end of year	<u>10,764,692</u>	<u>7,677,386</u>	<u>78,345,985</u>	<u>4,239,053</u>	<u>25,157,277</u>	<u>-</u>	<u>291,535,098</u>	<u>16,456,604</u>	<u>493,061</u>	<u>434,689,155</u>
Accumulated amortization, beginning of year	-	3,440,566	33,608,289	2,261,205	10,988,115	-	114,991,612	-	258,872	165,547,839
Amortization	-	241,822	2,205,104	303,002	1,333,518	-	6,209,213	-	49,307	10,341,966
Disposals	-	-	(81,896)	(180,351)	(1,109,448)	-	-	-	(44,890)	(1,396,395)
Accumulated amortization, end of year	-	<u>3,682,388</u>	<u>35,732,477</u>	<u>2,403,856</u>	<u>11,212,185</u>	<u>-</u>	<u>121,200,825</u>	<u>-</u>	<u>261,489</u>	<u>174,483,220</u>
Net carrying amount, end of year	<u>\$ 10,764,692</u>	<u>\$ 3,994,998</u>	<u>\$ 42,613,508</u>	<u>\$ 1,835,197</u>	<u>\$ 13,945,092</u>	<u>\$ -</u>	<u>\$ 170,334,273</u>	<u>\$ 16,456,604</u>	<u>\$ 231,572</u>	<u>\$ 260,195,936</u>

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2025

14. Tangible Capital Assets (continued)

	2024										
	Land	Land Improvements	Buildings	Technology - IT	Equipment	Equipment Under Capital Lease	Infrastructure	Construction in Progress	Library Book collection		
Cost, beginning of year	\$ 10,423,165	\$ 6,817,425	\$ 74,200,075	\$ 4,132,825	\$ 20,967,134	\$ 10,141	\$ 265,185,857	\$ 13,345,782	\$ 482,208	\$ 386,564,212	
Additions	24,728	238,613	2,815,847	38,849	2,582,772	-	15,564,884	2,280,224	55,516	23,581,033	
Disposals	-	-	(10,283)	(100,463)	(1,491,384)	(10,141)	-	-	(52,245)	(1,664,496)	
Reclassification of CIP	-	329,412	869,205	-	380,859	-	2,456,571	(4,013,047)	-	-	
Cost, end of year	10,447,893	7,385,450	77,871,844	4,070,811	22,419,401	-	283,206,912	11,592,959	485,479	417,480,749	
Accumulated amortization, beginning of year	-	3,222,930	31,804,333	2,054,903	11,305,380	10,141	109,183,482	-	259,357	157,637,538	
Amortization	-	217,636	2,015,219	308,765	1,117,957	-	5,808,120	-	48,548	9,514,245	
Disposals	-	-	(10,283)	(100,463)	(1,435,222)	(10,141)	-	-	(48,033)	(1,804,142)	
Accumulated amortization, end of year	-	3,440,566	33,809,269	2,261,205	10,988,115	-	114,981,612	-	256,872	165,547,639	
Net carrying amount, end of year	\$ 10,447,893	\$ 3,944,884	\$ 44,262,575	\$ 1,809,606	\$ 11,431,286	\$ -	\$ 168,215,300	\$ 11,582,959	\$ 228,607	\$ 251,933,110	

The Corporation of the City of Cranbrook Notes to Consolidated Financial Statements

December 31, 2025

15. Credit Facility

The City has a credit facility agreement with a financial institution which provides for a total commitment of \$6,000,000. At December 31, 2025, the City had drawn an amount of \$226,000 to be allocated towards a letter of credit held by Fisheries and Oceans Canada (2024 - \$226,000) on this agreement.

16. Pension Liability

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan.

This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2024, indicated a \$2,875 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$1,653,891 (2024 - \$1,622,429) for employer contributions to the plan in fiscal 2025.

The next valuation will be as at December 31, 2027.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

17. Taxation for Municipal Purposes

Taxation revenue for municipal purposes is comprised of the following amounts:

	<u>2025</u>	<u>2024</u>
Total levies and special assessments	<u>\$ 57,295,740</u>	<u>\$ 52,595,060</u>
Collections on behalf of other governments:		
Regional District of East Kootenay	989,799	863,671
School District	10,170,738	9,396,107
Regional Hospital District	2,553,941	2,151,866
BC Assessment Authority	<u>243,786</u>	<u>221,256</u>
	<u>13,958,264</u>	<u>12,632,900</u>
General Municipal purposes	<u>\$ 43,337,476</u>	<u>\$ 39,962,160</u>

18. Expenses by Object

	<u>2025</u>	<u>2024</u>
Administration	\$ 3,678,786	\$ 3,186,363
Amortization expense	10,341,965	9,514,245
Contract and professional services	16,344,692	15,275,155
Contributions to organizations	500,648	500,769
Debt servicing and financing charges	1,013,381	1,298,548
Materials, supplies, repairs, maintenance	5,740,539	6,002,392
Wages and benefits	<u>25,308,984</u>	<u>24,586,987</u>
	<u>\$ 62,928,996</u>	<u>\$ 60,364,459</u>

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

19. Contractual Rights

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The significant contractual rights that existed at December 31, 2025 are as follows:

a) **Contracts and Agreements**

The City has entered into several agreements that are anticipated to provide the City with future revenues. These agreements are with other Local Governments, the Province, Crown, and private sector entities for terms that vary from 1 to 10 years. Some of these agreements are fixed receipt amounts while others are tied to third-party revenue amounts. The following table summarizes the contractual rights of the City for future assets:

	2026	2027	2028	2029	2030	Thereafter
Revenue	\$23,965,779	\$ 5,050,709	\$ 1,637,165	\$ 1,524,687	\$ 1,176,727	\$ 3,127,002

b) **Developer Contributions**

The City has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the City, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution, which cannot be determined with certainty at this time.

20. Commitments and Contingencies

a) **Purchase and Service Contracts**

The City has purchase and service contracts with estimated annual minimum payments of \$15,793,086 (2024 - \$14,887,990).

b) **Regional District of East Kootenay**

Under the Local Government Act, all monies borrowed by a Regional District, shall be upon its credit at large and shall, in the event of any default, constitute an indebtedness of the member municipalities for which they are jointly and severally liable. At December 31, 2025, the long-term debt of the Regional District aggregated \$49,496,424 (2024 - \$54,886,628).

c) **Other Contingencies**

There are potential lawsuits pending in which the City is involved. It is considered that the potential claims against the City resulting from such litigation and not covered by insurance would not materially affect the consolidated financial statements of the City. These amounts, if any, will be expensed in future years when the claims are settled.

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

21. Budget

The budget adopted by Council on April 28, 2025 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$nil. In addition, the budget recognized a revenue item equal to the budgeted amortization expense. As a result, the budget figures presented in the statements of operations and net financial assets represent the budget adopted by Council on April 28, 2025 with adjustments as follows:

	2025 Budget	2024 Budget
Budgeted surplus for the year	\$ -	\$ -
Add:		
Capital expenditures	63,690,783	70,291,609
Debt repayment	2,828,317	2,719,007
Transfers to surplus	659,672	437,569
Less:		
Net transfers from reserves	(5,027,773)	(10,204,324)
Proceeds from debt to fund capital expenditures	(25,999,476)	(37,304,787)
Transfers from accumulated surplus	(1,813,364)	(3,800,134)
Non-funded amortization	(9,110,000)	(8,910,000)
	<u>\$ 25,228,159</u>	<u>\$ 13,228,940</u>

**The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements**

December 31, 2025

22. Accumulated Surplus

	2025	2024
Unrestricted surplus	\$ 19,952,322	\$ 20,977,182
Equity in Tangible Capital Assets	236,673,686	220,653,299
Reserves (Schedule - Reserve Fund Transactions)	32,217,947	32,478,389
	\$ 288,843,955	\$ 274,108,870

23. Trust Funds

The City holds funds in trust for specific uses comprised of the following amounts:

	2025	2024
Westlawn Perpetual Care Fund	\$ 495,226	\$ 480,620

The assets and offsetting liabilities are not reflected in the City's consolidated financial statements.

24. Comparative Information

Certain comparative amounts presented in the consolidated financial statements have been reclassified to conform to the current year's presentation.

25. Subsequent Events

On March 4, 2026 the City received equipment financing in the form of a Demand Promissory Note in the amount of \$1,257,904 payable to the British Columbia Municipal Finance Authority for purchase of a new fire engine truck. The note is repayable monthly in the amount of \$22,502 including interest at variable rates. Principal must be repaid within five years.

As noted above (Note 7 - Mortgage Receivable), the City commenced foreclosure proceedings against the Mortgagor for the industrial lands. The redemption period expired on April 6, 2026. On April 17, 2026, the Supreme Court of BC made an Order declaring the City to have exclusive conduct of the sale of the property. The City has engaged a commercial realtor to market the property.

The Corporation of the City of Cranbrook Notes to Consolidated Financial Statements

December 31, 2025

26. Segment Disclosure

The City has identified General Government Services, Protective Services, Public Works, Infrastructure Planning & Development, Recreation & Culture, Utility and Airport funds as distinguishable activities of the municipality, and the Cranbrook Public Library as a distinguishable organization for which it is appropriate to separately report financial information.

The nature and activities of these identified segments are as follows:

- The General fund provides administration including corporate services, building & bylaw and financial services, funded through property taxation, grants, and service/user fees.
- Protective services (fire and police) funded primarily through property taxes and service agreements.
- Public works maintains infrastructure, roads, civic works and facilities, funded through property taxes and user fees.
- Infrastructure Planning & Development provides and maintains transportation infrastructure and civic works, funded through property taxes, fees and charges and grants.
- Recreation & Culture operates the arenas, parks and other recreational facilities and programs including the Western Financial Place funded through property taxes and service/user fees.
- The Utility fund provides water, sewer and solid waste services and is self-supporting, primarily funded by user fees and parcel taxes.
- The Airport fund encompasses the activities of the Canadian Rockies International Airport, a commercial operation.
- The Cranbrook Public Library is a municipal public library established under Bylaw No. 3418 to provide library services to the City.

The financial activities of these segments are reported in the following Schedule - Segment Reporting of Revenue and Expenses.

The Corporation of the City of Cranbrook
 Schedule - Segment Reporting of Revenue and Expenses

For the year ended December 31

2025

	General Government	Protective Services	Public Works	Infrastructure Planning & Development	Recreation & Culture	Water Services	Senior Services	Solid Waste	Airport	Public Library	Consolidated
Revenue											
Taxation	\$ 7,529,619	\$ 11,769,463	\$ 7,529,312	\$ 5,242,275	\$ 7,281,264	\$ 2,373,417	\$ 2,169,439	\$ -	\$ -	\$ -	\$ 43,882,676
Grants	1,100,732	279,690	275,672	1,298,199	256,602	1,934,136	1,461,228	143,313	(5,100)	102,764	6,836,333
Utility Connection & User Fees	-	-	-	-	-	3,395,664	3,117,589	2,572,173	-	-	9,026,303
Fees and Charges	1,391,795	2,113,325	59,165	1,395,578	1,621,320	168,095	550,599	-	3,339,344	-	10,639,169
Service, Penalties and Interest charges	407,767	-	-	121,226	-	16,119	11,344	10,134	-	-	666,612
Interest on Investments	1,636,116	-	-	-	-	146,689	222,320	78,677	363,193	-	2,392,999
Contributed Assets & DCC	-	-	24,095	1,299,067	-	480,246	1,100,032	-	-	-	2,901,392
Other Revenue	229,172	19,600	14,526	69,964	416,988	146,140	69,149	265,390	(2,079)	139,892	1,394,609
	12,212,111	14,179,977	7,903,070	9,403,209	9,576,063	6,662,571	6,700,670	3,099,667	3,660,356	242,636	77,684,061
Expenses											
Administration	999,161	160,677	654,792	40,287	602,696	239,799	439,461	46,318	210,536	172,000	3,678,796
Amortization	491,667	541,718	999,118	3,036,011	1,309,634	1,056,699	1,792,710	180,123	877,082	99,167	16,341,966
Contract and Professional Services	3,004,795	6,639,992	719,220	616,216	499,504	436,992	690,965	2,212,011	1,982,350	43,965	16,344,692
Contributions to Organizations	490,646	-	-	-	40,000	-	-	-	-	-	600,646
Debt Servicing and Franchising charges	17,792	32,957	-	260,190	628,862	120,727	33,069	28,887	-	-	1,013,991
Materials & Supplies, Repairs/Minc	265,190	277,136	2,022,293	22,443	802,613	1,296,007	645,219	11,909	322,200	99,212	6,740,639
Wages & Benefits	4,209,074	6,927,491	5,089,619	2,629,491	3,606,674	1,399,997	313,344	282,999	-	890,647	26,308,994
	9,328,257	14,579,946	9,328,001	6,494,610	7,719,473	4,515,610	3,804,795	2,794,833	2,892,167	1,301,211	62,826,996
Net Revenue (Expenses)	\$ 2,883,854	\$ (399,672)	\$ (1,424,991)	\$ 2,908,599	\$ 1,856,590	\$ 4,146,991	\$ 4,795,885	\$ 334,834	\$ 693,189	\$ (1,058,559)	\$ 14,736,606

The Corporation of the City of Cranbrook
 Schedule - Segment Reporting of Revenue and Expenses

2024

For the year ended December 31

	General Government	Protective Services	Public Works	Infrastructure Planning & Development	Recreation & Culture	Water Services	Sewer Services	Solid Waste	Airport	Public Library	Consolidated
Revenue											
Taxation	\$ 7,209,433	\$ 10,833,418	\$ 6,960,175	\$ 5,181,573	\$ 6,518,784	\$ 1,992,997	\$ 1,791,608	137,082	200,521	102,827	\$ 40,484,970
Grants	254,722	68,982	364,997	1,107,211	822,773	376,591	376,591	2,407,729			3,433,708
Utility Connection & User Fees						3,386,219	3,082,606	17,375	3,125,823		6,878,864
Fees and Charges	1,399,030	1,433,205	28,042	633,601	2,108,974	5,588	349,823	9,876			9,071,370
Service, Penalties and Interest charges	402,639			130,480		14,397	10,518				686,890
Interest on Investments	2,405,312					217,116	365,266	186,543	514,385		3,648,682
Contributed Assets & DOC			85,300	1,867,665		433,861	280,175				2,676,890
Other Revenue	45,621	277,772	31,790	139,983	173,725	98,661	16,105	260,049		133,742	1,167,378
	<u>11,683,757</u>	<u>12,711,377</u>	<u>7,370,265</u>	<u>9,062,463</u>	<u>9,824,237</u>	<u>6,148,837</u>	<u>6,282,523</u>	<u>2,960,654</u>	<u>3,840,839</u>	<u>238,569</u>	<u>69,924,520</u>
Expenses											
Administration	719,511	163,056	557,993	53,323	679,756	169,622	435,074	86,795	187,327	133,005	3,186,363
Amortization	494,008	525,035	2,950,724	912,783	1,139,067	1,014,476	1,582,922	18,628	769,714	106,878	9,914,246
Contract and Professional Services	2,619,004	6,117,796	729,786	610,883	530,261	236,378	750,753	2,136,742	1,505,446	40,105	16,276,186
Contributions to Organizations	480,769				40,000						500,769
Debt Servicing and financing charges	221,551	69,440		250,507	599,903	112,505	28,561	30,091			1,290,648
Materials & Supplies, Repairs Minc	366,161	311,633	1,859,433	26,199	1,346,406	1,214,200	432,434	13,115	336,948	68,873	6,002,382
Wages & Benefits	4,162,836	6,513,970	2,469,025	4,636,928	3,042,772	1,239,215	479,787	359,049		863,525	24,696,907
	<u>9,029,830</u>	<u>13,899,630</u>	<u>8,595,961</u>	<u>6,482,633</u>	<u>8,189,165</u>	<u>4,019,298</u>	<u>3,716,501</u>	<u>2,616,420</u>	<u>2,789,436</u>	<u>1,237,368</u>	<u>60,364,458</u>
Net Revenue (Expenses)	<u>\$ 2,653,927</u>	<u>\$ (888,453)</u>	<u>\$ (1,225,696)</u>	<u>\$ 2,569,830</u>	<u>\$ 1,458,072</u>	<u>\$ 2,130,541</u>	<u>\$ 2,566,022</u>	<u>\$ 344,234</u>	<u>\$ 1,051,404</u>	<u>\$ (1,000,619)</u>	<u>\$ 9,567,061</u>

**The Corporation of the City of Cranbrook
Schedule – Reserve Fund Transactions**

For the year ended December 31

2025

	Balance, Beginning of Year	Transfers to Reserves	Transfers for Expenditures	Interest Earned	Balance, End of Year
General Fund					
Information Technology	\$ 516,545	\$ 177,000	\$ (46,841)	\$ 15,172	\$ 661,876
Capital Works	2,814,011	3,741,043	(2,657,440)	109,888	4,007,502
Community Works (Gas Tax)	1,337,341	1,001,090	(1,039,233)	44,352	1,343,550
Downtown Parking	713,699	24,420	(5,178)	24,679	757,620
Equipment & Furniture	436,846	140,000	(199,169)	16,950	394,627
Facilities	2,819,975	1,395,775	(664,414)	78,107	3,629,443
Financial Stabilization	1,188,288	2,000	(203,008)	49,686	1,036,966
Fire Mitigation	189,132	-	(55,507)	6,856	140,481
Fleet & Heavy Equipment	1,245,541	526,000	(1,252,887)	40,318	568,972
Land Sales	2,587,398	-	(492,971)	68,138	2,162,565
Moir Park Development	1,650,217	-	(33,293)	65,804	1,682,728
New Initiatives	727,959	170,490	(133,993)	24,562	789,018
Park Land Acquisition	349,706	-	-	11,643	361,349
Storm Sewer	543,448	370,000	(146,756)	13,807	780,499
	<u>17,120,106</u>	<u>7,547,818</u>	<u>(6,930,690)</u>	<u>569,962</u>	<u>18,307,196</u>
Water Fund					
Water Capital	2,779,269	2,041,595	(2,752,205)	82,906	2,151,565
Sewer Fund					
Sewer Capital	4,491,016	2,745,610	(3,165,169)	149,498	4,220,955
Solid Waste Fund					
Solid Waste Capital	1,694,750	71,221	(249,402)	63,335	1,579,904
Airport Fund					
Airport Improvement Fee	3,322,660	248,668	(56,384)	113,259	3,628,203
Airport Capital	2,905,041	-	(929,160)	98,493	2,074,374
	<u>6,227,701</u>	<u>248,668</u>	<u>(985,544)</u>	<u>211,752</u>	<u>5,702,577</u>
Public Library	365,600	37,855	(147,705)	-	255,750
	<u>\$ 32,678,442</u>	<u>\$ 12,692,767</u>	<u>\$ (14,230,715)</u>	<u>\$1,077,453</u>	<u>\$ 32,217,947</u>

2025 Grants to Non-Profit Organizations

Each year, City Council provides financial assistance to non-profit organizations that provide services and improve the quality of life of the residents of Cranbrook. In 2025, Municipal Grants were provided to the following organizations:

<u>Monetary Grants:</u>	<u>Amount</u>
1992 Sweetheart Society	\$ 13,500
BGC Cranbrook (Boys & Girls Club)	2,860
City of Cranbrook Scholarship	3,500
Cranbrook & District Arts Council	24,600
Cranbrook & District Restorative Justice	5,750
Cranbrook & District Search & Rescue	13,570
Cranbrook Community Theatre Society	8,000
Cranbrook Food Bank Society	5,000
Cranbrook Public Library	764,694
Fisher Peak Performing Artists Society	6,000
Key City Theatre Society	120,000
Key City Theatre Society - Children's Festival	1,500
Key City Theatre Society - Edfest	10,000
Kidsport	4,000
Ktunaxa Nation Council - Street Angel	12,000
Spirit of the Rockies Society	10,000
Save the Track Committee - COTR	4,000
Summit Community Services Society	4,220
Symphony of the Kootenays	2,670
 <u>In Kind Grants:</u>	
Cranbrook Minor Hockey - U15 Tier 3 provincials	\$ 1,057
Cranbrook Pro Rodeo - sponsorship	500
Ktunaxa Nation Council - Golf Sponsorship	2,000

Charitable, Philanthropic, or other Not for Profit Organizations 224.2(a)				
FOLIO	PROPERTY OWNER	CIVIC ADDRESS	EXTENT OF EXEMPTION	ESTIMATED EXEMPTION
00250000	Girl Guides of Canada	201 - 15th Avenue South	100%	\$ 3,463
00259000	Cranbrook Rotary Projects Society	219 - 15th Avenue South	100%	1,080
00283000	Ktunaxa Nation Council	202 - 13th Avenue South	100%	4,411
00889000	Summit Community Services Society	125 - 10th Avenue South	78%; 22% leased to non-qualifying tenants	10,609
00979000	Nexus Community Support Society	110 - 12th Avenue South	100%	3,967
00980500	Ktunaxa/Kinbasket Child & Family Service Society	100 - 12th Avenue South	100%	33,554
01020000	1813 Cranbrook Parents Society	1305 - 1st Street South	100%	2,702
01039046	Senior Citizens' Association - Branch 11	125 - 17th Avenue South	100%	6,429
01118000	Nexus Community Support Society	39 - 13th Avenue South	100%	16,224
01121000	Nexus Community Support Society	45 - 13th Avenue South	100%	1,619
01190000	Ktunaxa/Kinbasket Child & Family Service Society	1007 Baker Street	100%	10,542
01197000	Cranbrook Community Theatre Society	11 - 11th Avenue South	100%	5,196
01309000	Cranbrook & District Search & Rescue Society	42 - 7th Avenue South	100%	680
01310000	Cranbrook & District Search & Rescue Society	38 7th Avenue South	100%	11,727
01312050	Cranbrook & District Search & Rescue Society	36 - 7th Avenue South	100%	680
01520000	Community Connections Society of Southeast BC	16 - 12th Avenue North	56%; 44% leased to non-qualifying tenants	9,162
01522000	Community Connections Society of Southeast BC	20 - 12th Avenue North	100%	9,922
01524000	Community Connections Society of Southeast BC	22 - 12th Avenue North	100%	6,050
03479000	Summit Community Services Society	1100 - 11th Street South	100%	3,360
04673500	Nexus Community Support Society	19 - 15th Avenue South	100%	33,504
04675000	Nexus Community Support Society	1500 - 1st Street South	50%; 50% leased to non-qualifying tenants	3,044
04748000	Ktunaxa Nation Council	46 - 17th Avenue South	100%	7,090
05000014	Kootenay East Soccer Association (KESA)	17th Avenue South	50%	9,151
05142000	Cranbrook & District Arts Council Society	1401 - 5th Street North	100%	9,599
05199000	Rocky Mountain Housing Society	1601/1603 - 6th Street North	100%	3,078
06350000	Ktunaxa Nation Council Society	2001 Industrial Road 2	100%	3,462
06618132	Cranbrook Food Bank Society	1624 Industrial Road 2	100%	15,168
08204002	Cranbrook Chamber of Commerce	2279 Cranbrook Street North	45%; 55% leased to non-qualifying tenants	6,421
08829010	Cranbrook Society for Community Living	2304 - 4th Street North	100%	3,342
08850000	Christian and Missionary Alliance	1200 Kootenay Street North	100%; class 8 seasonal only	1,554
08852000	Christian and Missionary Alliance	1200 Kootenay Street North	100%; class 8 seasonal only	2,246
12233000	Cranbrook Golf Club	2700 2nd Street South	50%; class 8 seasonal only	10,777
18008000	Cranbrook Archives Museum & Landmark Foundation	57 Van Horne Street South	100%	2,397
18008015	Cranbrook Archives Museum & Landmark Foundation	75 Van Horne Street South	100%	59,801
18010000	Cranbrook Archives Museum & Landmark Foundation	1 Van Horne Street North	100%	1,710
18010500	Cranbrook Archives Museum & Landmark Foundation	CP R/W Lease No. GBMK 080-0802	100%	680
Buildings for Public Worship 224.2(f)				
00538100	St. Aiden Orthodox Church	201 - 7th Avenue South	100%; Class 8 seasonal only	1,036
00841000	New Apostolic Church Canada	821 - 1st Street South	100%	82
01040000	Synod of the Diocese of Kootenay	38 - 13th Avenue South	100%	3,285
01102000	United Church of Canada	2 - 12th Avenue South	100%	1,344
01259000	Roman Catholic Bishop of Nelson	43 - 10th Avenue South	100%	991
01822000	First Baptist Church of Cranbrook	328 - 14th Avenue South	100%	3,017
01972000	Foursquare Gospel Church of Canada	300 - 10th Avenue South	100%; Class 8 seasonal only	2,330
02120000	Seventh-Day Adventist Church (BC Conference)	300 - 6th Avenue South	100%	2,263
02842000	East Kootenay Lutheran Parish	922 - 11th Street South	100%	3,788
02967000	Pentecostal Assemblies of Canada	501 - 11th Avenue South	100%	2,112
04525000	Knox Presbyterian Church	2100 - 3rd Street South	100%	2,330
04558020	Trustees of Mount Baker Congregation of Jehovah's Witnesses	2200 - 3rd Street South	100%	2,514
04800030	Dwelling Place Church Ministries	2324 - 2nd Street South	100%; class 6 business and class 8 seasonal only	4,438
05829000	Governing Council Salvation Army in Canada	533 Slater Road NW	100%; class 8 seasonal only	2,933
08809000	Cranbrook Fellowship Baptist Church	2001 - 21st Avenue North	100%	2,933
09510000	Christian & Missionary Alliance, Canadian Pacific Dist.	1200 Kootenay Street North	100%; class 1 residential and class 8 seasonal only	3,558
09890000	Church of Jesus Christ of Latter-Day Saints	2210 - 2nd Street North	100%	3,251
13016001	Roman Catholic Bishop of Nelson	1100 - 14th Avenue South	100%	3,620

**The Corporation of the City of Cranbrook
Schedule of Long-term Debt**

For the year ended December 31				2025	2024
<i>Bylaw</i>	<i>Purpose</i>	<i>Maturity Date</i>	<i>Rate</i>		
<u>General Fund</u>					
Mortgages					
3348	Canada Life Assurance Company	2030	7.143	\$ 3,760,740	\$ 4,365,129
3698	Bank of Montreal	2028	3.800	<u>3,108,158</u>	<u>3,672,998</u>
				6,868,898	8,038,127
Debenture Debt					
3515	Cranbrook Public Library Building	2026	1.530	212,255	416,346
3559	Ridgeview Street LAS	2032	2.250	108,906	122,431
3662	Fire Hall Upgrade	2025	3.350	-	240,183
3682	Memorial Arena Renovations	2027	3.400	299,724	443,070
3862	Capital Roads	2038	3.150	5,361,270	5,694,552
3708	Fibre Optic Broadband Infrastructure	2031	1.470	286,790	<u>329,093</u>
				6,268,945	7,245,675
Short Term Debt (5 years)					
	Fire Ladder Truck	2027	Variable	554,449	833,662
				554,449	833,662
Debenture Debt					
3465	North Hill Water Trunk	2025	0.910	-	166,610
3581	2007 Water Pressure Improvements	2029	2.250	248,932	305,298
3862	Capital Roads	2038	3.150	1,429,672	1,518,547
				1,678,604	<u>1,990,455</u>
Debenture Debt					
3626	Spray Irrigation (Field F3/Aeration)	2030	1.280	233,833	275,964
3862	Capital Roads	2038	3.150	357,418	379,637
				591,251	<u>655,601</u>
Temporary Borrowing					
4095	Shadow Mountain		Variable	6,800,000	6,800,000
				6,800,000	<u>6,800,000</u>
<u>Solid Waste Fund</u>					
Res. 187-24	Mechanized Garbage Trucks	2029	Variable	768,910	988,425
				768,910	<u>988,425</u>
Total				\$ 23,531,057	\$ 26,551,945

Financial Information Act Regulation Schedule 1, section 4

**The Corporation of the City of Cranbrook
Guarantee and Indemnity Agreements
As at December 31, 2025**

Guarantees and indemnities information for the Corporation of the City of Cranbrook is included in the notes to the 2025 Consolidated Financial Statements.

Financial Information Act Regulation Schedule 1, section 5

**The Corporation of the City of Cranbrook
Council Remuneration, Expenses, and Contracts
As at December 31, 2025**

<u>Name</u>	<u>Position</u>		<u>Remuneration</u>		<u>Expenses</u>
Price, W.	Mayor	\$	81,215	\$	13,266
Blissett, N.	Councillor		29,612		2,109
Graham, W.	Councillor		29,612		12,983
Peabody, M.	Councillor		29,612		1,612
Popoff, R.	Councillor		29,612		10,135
Stetski, W.	Councillor		29,612		11,238
Wray, L.	Councillor		29,612		6,111
Total Council Remuneration/Expenses		\$	258,888	\$	57,455

Employer share of Council benefits:

Employer Health Tax	5,048
Group dental, extended health	22,055
Receiver General	7,768
Total employer share of Council benefits	\$ 34,871

Contracts under Section 107 of *Community Charter* :

Section 107 of the *Community Charter* requires disclosure where a municipality enters into a contract in which a council member has a direct or indirect pecuniary interest. No such contracts were entered into in 2025.

Financial Information Act Regulation Schedule 1, section 6(2)(a)

The Corporation of the City of Cranbrook
Employee Remuneration and Expenses
As at December 31, 2025

<u>Name</u>	<u>Position</u>	<u>Total Remuneration *</u>	<u>Expenses</u>
Ackerman, Carey	Heavy Duty/Auto Mechanic	\$ 123,961	\$ 1,740
Allan, Patricia	RCMP Assistant Manager	90,322	1,339
Aube, Rene	Facility Technician	91,285	322
Babuin, Tina	Administrative Manager, CAO Office	144,320	1,146
Bain, John	Fire Fighter - Regular	87,198	-
Baldwin, Sean	Fire Fighter - Regular	122,066	193
Bell, Steven	Public Works Manager	129,446	1,247
Bertrand, Jeremy	Fire Fighter - Regular	137,736	2,404
Betenia, Ken	Arena Supervisor	92,635	-
Bettcher, Justin	Fire Fighter - Regular	118,230	2,908
Bodnarchuk, Ryan	Fire Fighter - Regular	124,302	2,742
Brekke, Donovan	Electrician 1	104,829	997
Brewer, Darren	Business Development Officer	136,993	10,004
Brinders, Jude	Parts Person	88,717	110
Britton, Conor	Community Planner	109,249	1,147
Brown, Jeffrey	Fire Fighter - Lieutenant	153,710	193
Cadieux, Douglas (Eddie)	Senior Utility Operator	93,912	4,895
Cadieux, Tina	Recreation Administration Manager	146,013	1,247
Carling, Bryn	Development Support Engineer	108,833	615
Carson, Matt	Fire Fighter - Lieutenant	153,681	-
Causton, Elliott	Electrician 1	100,310	499
Cavener, Brandon	Fire Fighter - Lieutenant	144,271	1,272
Chamberland, Amissa	First Aide Officer	82,861	1,820
Chiu, David	Fire Fighter - Regular	114,516	2,518
Churchill, Chris	Fire Fighter - Prevention Coordinator	144,335	2,058
Conner, Joyce	Pension & Benefits Clerk	82,072	-
Courtney, Charlene	Deputy Director of Finance	171,874	4,936
Couse, David	Turf Irrigation Technician	84,105	158
Creamer, Adam	Facility Supervisor	108,216	299
Dawe, Geoff	Jail Supervisor	89,173	199
Dorris, Parker	Fire Fighter - Regular	117,677	327
Dragovan, Joseph	Flusher Operator/TDL/Garbage Truck Driver	79,559	90
Dragovan, MaryAnn	Fire Fighter Secretary	77,040	96
Driver, Scott	Director of Fire & Emergency Services	173,989	8,193
Dueck, Chad	Lead Hand	86,285	499
Dueck, Mamie	Municipal Clerk	167,457	671
Fercho, Mark	Chief Administrative Officer	250,570	12,377
Galanov, Kristin	RCMP Community Engagement	87,097	-
Gemmell, Jeff	Equipment Operator/TDL	86,455	-
Georgopoulos, Peter	Truck Driver/Labourer (TDL)	98,078	143
Germer, Marcel	Social Development Coordinator	111,073	130
Girvin, Chad	Roads Foreman	98,530	-
Gnucci, Amanda	Human Resources Business Partner	116,910	1,012
Granville-martin, Jared	Fire Fighter - Regular	128,616	193
Greenan, Chad	Fire Fighter - Regular	123,412	193
Haga, Brad	TDL	80,710	-
Hammond, Jamie	Bylaw Enforcement Officer	81,793	2,989
Haskell, Cori-Lynn	Watch Clerk	76,554	199
Hefford, Cory	Jail Supervisor	75,623	199
Henderson, Grant	Garbage Truck Driver	77,995	2,188
Herman, Brad	Fire Fighter - Regular	118,886	1,918
Hetu, Antony	Director of Public Works	166,013	3,074
Heywood, Paul	Building & Bylaw Manager	135,339	568
Howe, Steven	Facility Technician	79,049	123
Humenny, Naomi	Bylaw Officer Supervisor	91,084	236
Irvin, Matthew	Development Construction Technician	96,593	235

The Corporation of the City of Cranbrook
Employee Remuneration and Expenses
As at December 31, 2025

<u>Name</u>	<u>Position</u>	<u>Total Remuneration *</u>	<u>Expenses</u>
Johnson, Dennis	Facility Technician	76,778	498
Johnson, Richard	IT Technical Operations Lead	137,490	1,219
Jones, Bradley	Policy Analyst	114,484	3,868
Jones, Mason	Flusher Operator	91,307	4,035
Keown, Rob	Carpenter 2	96,737	723
Kirkvold, Will (Kenneth)	Operator 1	81,522	530
Korven, Kirby	Public Works Manager	129,540	3,636
Krahn, Myron	Equipment Operator	103,362	2,592
Krefting, Crystal	GIS Coordinator 2	86,283	-
Lemmon, Heather	Operator 2	88,395	2,295
Luce, Tony	Building Inspector/Planning Supervisor	117,271	1,934
Mackinnon, Daniel	Deputy Director of Fire & Emergency Services (ret)	115,166	80
MacLennan, Mark	Building Inspector/Planning Technician	81,956	1,881
Marlow, Carter	TDL	77,970	90
Matejka, Michael	Director, Development Services	174,804	8,717
McDonald, Shawn	Shop Foreman	145,690	1,740
Miller, Christopher	Fire Fighter - Regular	99,647	2,543
Moan, Steve	Carpenter 1	95,006	506
Morgan, Ross	Systems Administrator	107,924	-
Mulenga, Leon	Information System Manager	146,454	1,219
Mummery, Curtis	Manager of Roads & Infrastructure	139,093	2,008
Munro, William	Fire Fighter - Training Coordinator	141,354	193
Olsen, Nathan	TDL/Arena Icemaker	85,734	199
Osborne, Charlotte	Director of Finance	188,139	5,026
Painchaud, Eric	TDL	81,348	100
Palmer, Meredith	Human Resources Coordinator	103,552	2,995
Pannell, Steven	Fire Fighter - Regular	115,028	1,822
Paton, Brian	Lead Hand	93,034	359
Patten, Santana	Community Planner	128,597	1,355
Pelton, Robert	Utilities Foreman	105,037	7,951
Penson, Curtis	Engineering Manager	166,669	1,389
Perrault, Jason	Deputy Director of Public Works	159,557	10,328
Peters, Amanda	RCMP Manager	152,955	2,362
Pighin, Clint	Equipment Operator	83,071	1,996
Portsmouth, Jessica	TDL	83,220	1,883
Radersma, Jeff	Parks Foreman	98,759	411
Reikoff, Paul	Fire Fighter - Lieutenant	158,471	1,242
Reutgen, Andrew	RCMP Records Lead	83,402	-
Roberts, Jared	Development Construction Technician	97,466	329
Robertson, Samantha J	Jail Supervisor	79,571	149
Robertson, Jessica	Court Liason Clerk	78,303	-
Robertson, Murray	Deputy Director of Fire & Emergency Services	158,415	6,913
Samila, Paul	TDL	76,278	213
Sargent, Roy	Facility Technician	79,933	-
Schmideder, Jodi	Operator 2	90,419	2,904
Schofield, Joel	Operator 2	103,206	3,306
Semeniuk, Everett	Electrician 2	103,297	499
Short, James	Fire Fighter - Regular	108,625	2,024
Shortridge, Michelle	Occupational Health & Safety Advisor	124,775	4,963
Somerville, Spencer	Fire Fighter - Regular	101,349	1,368
Spowart Andrew, Fergus	Fire Fighter - Regular	128,043	193
Stanton, Cameron	Project Manager	115,334	90
Stober, Taite	Fire Fighter - Regular	109,044	1,368
Swanson, Cody	Fire Fighter - Regular	128,926	2,677
Thors, Trevor	Director of Recreation & Culture	174,678	1,647
Thorsteinson, Kelly Anne	Executive Assistant to the Mayor	106,006	271

The Corporation of the City of Cranbrook
Employee Remuneration and Expenses
As at December 31, 2025

<u>Name</u>	<u>Position</u>	<u>Total Remuneration *</u>	<u>Expenses</u>
Toorenburgh, Jodine	Human Resources Coordinator	122,239	3,483
Trenholm, Kyle	Bylaw Enforcement Officer	78,113	577
Veg, Rob	Manager of Planning Division	150,759	3,043
Videto, Kyle	Senior Utilities Operator	88,252	179
Walters, Jesse	Lead Hand	97,497	4,426
Wilhelm, Melissa	Financial Services Manager	150,703	3,108
Willford, Daniel	Equipment Operator	87,281	1,740
Williamson, Deanna	TDL/Arena Icemaker	77,234	-
Willman, Melissa	Financial Analyst	92,088	231
Zettel, Christopher	Communications Officer	143,819	3,645
Zimmer, Richard	Commercial Vehicle Mechanic	83,174	100
Employee Gross Earnings (over \$75,000)		13,831,191	211,832
Employee Gross Earnings (\$75,000 and less)		5,446,203	28,956
		\$ 19,277,395	\$ 240,788
Employer share of Employee benefits:			
Receiver General		1,063,820	
Employer Health Tax		367,397	
Pension Corporation		1,653,891	
Group insurance, dental, extended health		1,508,383	
Workers' Compensation Board		1,017,909	
Total Employer share of Employee benefits		\$ 5,611,399	

* Total Remuneration includes Taxable Benefits

**The Corporation of the City of Cranbrook
Severance Agreements
As at December 31, 2025**

There was one (1) severance agreement made between the Corporation of the City of Cranbrook and its non-unionized employees during the fiscal year ended December 31, 2025.

* Compensation is based on salary and benefits.

Financial Information Act Regulation, Schedule 1, section 6

The Corporation of the City of Cranbrook
Payments Made for Provision of Goods or Services
For the year ended December 31, 2025

Suppliers who received aggregate payments exceeding \$25,000:

0878243 BC LTD.	\$	424,068
A-MAIS TECHNOLOGIES INC.		89,912
AARDVARK PAVEMENT MARKING SERVICES		141,475
ACKLANDS-GRAINGER INC.		38,944
AEBI SCHMIDT CANADA INC.		778,961
ALFRED HUMMEL CONTRACTING		80,488
ALPINE SOLUTIONS AVALANCE SERVICES		140,263
AMAZON.COM.CA INC.		41,638
AMILIA		51,369
ANKORS		114,977
AQUA-BILITY PROJECTS LTD.		43,167
AVIA NG		36,747
BANK OF MONTREAL		1,077,330
BBA FIELD SERVICES LTD.		380,993
BC ASSESSMENT AUTHORITY		245,730
BC HYDRO		1,282,751
BC TRANSIT		1,352,872
BDK RESOURCE SERVICES LTD.		42,899
BDO CANADA LLP		45,225
BERRY ARCHITECTURE & ASSOCIATES		77,335
BIOMAXX ENVIRONMENTAL		68,490
BLACK PRESS GROUP LTD.		69,258
BRANDT TRACTOR LTD.		284,491
BROGAN FIRE & SAFETY		50,255
BRUKER LTD.		47,158
BUREAU VERITAS CANADA (2019) INC.		190,485
BUSY BEE SANITARY SUPPLIES INC.		50,928
CANADA LIFE ASSURANCE COMPANY		896,651
CANADA POST CORPORATION		38,837
CANADA REVENUE AGENCY		5,373,251
CANADA WEST REFRIGERATION LTD.		49,010
CANADIAN PACIFIC RAILWAY COMPANY		28,140
CDW CANADA INC.		29,300
CHARTER TELECOM INC.		199,813
CLEARTECH INDUSTRIES		104,736
COLIN JAMES		27,500
COLUMBIA OUTDOOR SCHOOL		86,053
COMMUNITY CONNECTIONS SOCIETY OF SE BC		55,472
COPCAN CIVIL LP		2,544,158
CRANBROOK & REGION TOURISM SOCIETY		105,819
CRANBROOK BUCKS HOCKEY CLUB		26,842
CRANBROOK BUILDING CENTRE LTD.		39,037
CRANBROOK DODGE		72,663
CRANBROOK HISTORY CENTRE		114,927
CRANBROOK PUBLIC LIBRARY		191,174
CUBEX LIMITED		416,817

The Corporation of the City of Cranbrook
Payments Made for Provision of Goods or Services
For the year ended December 31, 2025

DAVID DAKERS	41,143
DELL FINANCIAL SERVICES	70,995
DENHAM FORD (BC) LTD.	320,665
DISCOVERY RESEARCH	34,430
E.B. HORSMAN & SON	134,571
EARTHFORM SERVICES	26,127
ECONOLITE CANADA INC.	37,376
ECONOMY VACUUM TANKERS	35,683
EECOL ELECTRIC LTD.	44,240
ELEVATE AIRPORTS INC.	1,343,553
EMCO CORPORATION	188,591
ENDRESS & HAUSER CANADA LTD.	31,665
ENTANDEM INC.	31,822
ESRI CANADA LTD.	141,491
EVERGREEN BUILDING MAINTENANCE INC.	171,779
FLOW SYSTEMS	186,365
FORTISBC ENERGY INC.	271,019
FR RENTALS LTD.	29,038
GALLY EQUIPMENT SERVICES LTD.	2,272,461
GFL ENVIRONMENTAL INC.	475,899
GHD	66,029
GORDIAN GROUP CANADA CORPORATION	107,484
GREEN MOUNTAIN JANITORIAL SERVICES INC.	163,021
GROUPSOURCE	1,427,362
HARRIS & COMPANY	60,060
HOP STUDIOS INC.	32,054
ICBC	108,110
INDUSTRIAL MACHINE INC.	57,859
INTERIOR SEED AND FERTILIZER LTD.	235,807
JACKSON'S HEATING & AIR CONDITIONING	40,368
JRJ FENCING	57,055
KAN-WEST ROADS LTD.	42,905
KIEWIT CONSTRUCTION SERVICES ULC	362,412
KLEYSEN GROUP LP	175,305
KOOTENAY CLEAN AIR INC.	27,543
KOOTENAY EAST REGIONAL HOSPITAL DISTRICT	2,566,919
KOOTENAY FLUID POWER LTD.	30,933
KOOTENAY LANDSCAPE	30,405
LAMBOURNE ENVIRONMENTAL LTD.	604,328
LIDSTONE & COMPANY	252,759
LIVE NATION CANADA	134,820
LORDCO AUTO PARTS LTD.	42,863
LOTIC ENVIRONMENTAL LTD.	138,401
LUKAS NEMETH /DBA LUKAS NEMETH FILMS	26,460
M & K PLUMBING & HEATING CO. LTD.	26,917
M.B. LABORATORIES LTD.	43,776
MAGAS ROOFING (2017) LTD.	62,381
MCELHANNEY CONSULTING SERVICES LTD.	920,814

The Corporation of the City of Cranbrook
Payments Made for Provision of Goods or Services
For the year ended December 31, 2025

MCWHIRTER OFFICE SOLUTIONS	41,693
MERIDIAN ONE CAP	56,949
MINISTRY OF FINANCE - EHT	372,445
MINISTRY OF FINANCE - SCHOOL TAX	4,302,049
MORROW BIOSCIENCE LTD.	60,851
MOUNTAIN PAWS PET RESORT LTD.	34,944
MOUNTAIN RIDGE ENGINEERING LTD.	44,100
MOVEMOBILITY INC.	292,280
MPE ENGINEERING LTD.	53,070
MUNICIPAL INSURANCE ASSOCIATION OF BC	202,317
MUNICIPAL PENSION PLAN	3,169,382
NAING SUPER JANITORIAL LTD.	59,371
NEIL HAIN DISPUTE RESOLUTION	82,141
NEW WEST TRUCK CENTRES (BC) INC.	61,630
NEXOM INC.	787,500
NEXTGEN AUTOMATION	76,384
NEXUS COMMUNITY SUPPORT SOCIETY	26,516
NORR ARCHITECTS PLANNERS INC.	141,649
NUPQU RESOURCE LIMITED PARTNERSHIP	30,545
NXTLVL CONSULTING & EXCAVATION LTD.	52,176
OLIVER IRRIGATION	85,612
PALADIN SECURITY GROUP LTD.	189,886
PATMAN PRODUCTIONS INC.	86,817
PATTISON MEDIA LTD.	32,449
PAUL DAVID	36,926
PROTECK HAZARDOUS MATERIALS MANAGEMENT	29,188
PSD CITYWIDE INC.	31,290
PURE TECHNOLOGIES LTD.	70,568
R.W.GRAY CONSULTING LTD.	42,417
RANGELAND EQUIPMENT	27,042
READ JONES CHRISTOFFERSON LTD.	32,285
RECEIVER GENERAL FOR CANADA	6,627,954
REDDING MINING LIMITED	29,973
REGIONAL DISTRICT OF EAST KOOTENAY	4,983,172
RELIABLE ROOFING AND GUTTERS	27,027
REMCAN PROJECTS LP	57,139
ROCKIES LAW CORPORATION	340,882
SALVADOR READY MIX CONCRETE LTD.	196,227
SASKATOON ENTERTAINMENT GROUP INC.	123,939
SEGO PUMP & MACHINING	56,615
SHAW'S ENTERPRISES LTD.	25,050
SOUND WAVES ENTERTAINMENT NETWORK	129,773
SPR TRAFFIC SERVICES LP	80,325
SUMMIT VALVE AND CONTROLS LTD.	25,452
SUNCOR ENERGY PRODUCTS PARTNERSHIP	390,133
SUSTAINABLE PROJECTS GROUP	98,429
TECNET CANADA INC.	89,306
TELUS COMMUNICATIONS (BC) INC.	38,051

The Corporation of the City of Cranbrook
Payments Made for Provision of Goods or Services
For the year ended December 31, 2025

TELUS MOBILITY (BC)	50,897
TERUS CONSTRUCTION LTD.	1,451,251
THE AUTO SOURCE	162,750
TRUE MECHANICAL	30,467
UKG CANADA INC.	123,540
URBAN SYSTEMS LTD.	2,204,588
URBANICS CONSULTANTS LTD.	39,900
VELOCITY WATER SERVICES INC.	50,620
VIMAR EQUIPMENT LTD.	1,409,932
VISTA RADIO	26,109
W H REYNOLDS CAMBRIDGE LTD.	30,336
WESTERN FINANCIAL GROUP	442,911
WHOLESALE FIRE & RESCUE LTD.	28,660
WOLSELEY MECHANICAL GROUP	118,410
WORKSAFE	1,017,909
WORK TRUCK WEST	84,167
Total aggregate payments exceeding \$25,000	<u>62,586,839</u>
Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less	<u>3,540,994</u>
Payments to suppliers for grants and contributions exceeding \$25,000:	
Cranbrook Curling Association	40,000
Cranbrook Public Library	764,694
Key City Theatre Society	120,000
Total payments for grants and contributions exceeding \$25,000	<u>924,694</u>
Total Payments Made for the Provision of Good or Services	<u>\$ 67,052,527</u>

Financial Information Act Regulation Schedule 1, section 7



CORPORATION OF THE CITY OF CRANBROOK
STATEMENT OF FINANCIAL INFORMATION APPROVAL
For the Year Ended December 31, 2025

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in the Statements of Financial Information, produced under the *Financial Information Act*.

Dated this _____ day of _____, 2026.

 Wayne Price
 Mayor, on behalf of Council

 Charlotte Osborne
 Director of Finance



MOUNTAINS OF OPPORTUNITY
CRANBROOK

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TITLE: Conventional and Custom Transit Systems 2026/2027 Annual Operating Agreement

PREPARED BY: Charlotte Osborne, Tina Babuin

DEPARTMENT: Corporate Services, Finance

PURPOSE: For Council to consider the Cranbrook Transit System Annual Operating Agreement for the period April 1, 2026 to March 31, 2027

RECOMMENDATION BY STAFF

THAT Council approve the 2026/2027 Annual Operating Agreement for the Cranbrook Conventional and Custom Transit Systems; and further,

THAT Council authorize the Mayor and the CAO to sign the necessary documents.

BACKGROUND INFORMATION:

The City of Cranbrook and BC Transit entered into a Transit Service Agreement effective April 1, 2017. The agreement defines the rights and responsibilities of both parties with respect to the provision of transit services in Cranbrook.

The Annual Operating Agreement together with the Transit Service Agreement, set out the specific terms and conditions of the services for the April 1, 2026 to March 31, 2027 term.

Combined, these two agreements facilitate Conventional and Custom Transit ridership, providing individuals an affordable transportation option to connect with the essential services they rely on in their daily lives. In addition, the Custom system provides a valuable aid in supplying basic mobility service for seniors and the disabled.

The Transit Future Service Plan (TSFP) is being led by BC Transit and is nearly completed. This plan commenced in 2023 and builds from the priorities identified in past reviews (2013 and 2018) as well as the Official Community Plan, the Active Transportation Plan, the Community Climate Action Plan and the Regional Transit Study with a purpose of identifying initiatives for short, medium, and long-term implementation options. The draft plan is aimed at optimizing the system by restructuring the network.

UMO is the electronic fare collection system and was launched in June 2024. This system allows users to pay for transit on the UMO Mobility App as well as purchase a reloadable UMO card. The final phase of this initiative was launched in May 2026, which introduces the ability for contactless payments by tapping credit cards, debit cards and mobile wallets.

COUNCIL REPORT – CONVENTIONAL AND CUSTOM TRANSIT SYSTEMS 2026/2027 ANNUAL OPERATING AGREEMENT

A Transit System Fare Review was conducted and completed in March 2026 and focused on producing fares that maximize revenue, attract and retain ridership and maintain affordability. The new fare structure has been set as follows for Phase 1 (2026/2027):

New Fares	Adult	Concession
Single Ride	2.50	-
DayPass	5.00	-
10 Rides	22.50	-
30 Day Pass	55.00	45.00
120 Day Student Semester Pass	-	144.00

Additionally, 2 new Fare products have been introduced.

The ProPass Program is a free benefit program available to employers who would like to offer discounted transit access to their employees through payroll deductions.

The EcoPass Program is a pre-purchased fare program that can be used as a Transportation on Demand that provides developers to invest in a transit fund that gives residents easy access to transit as an alternative to parking.

The new fare structure, ProPass and EcoPass programs are all effective as of August 1, 2026.

The transit systems moved to a new maintenance facility in September 2025. There were some associated fixed costs as well as other additional increases associated with delivering maintenance that was not being provided by the operator before that. Those increases were not forecasted when the 2025/2026 budget was prepared. The cost of the new facility is offset by a reduction in the cost to perform maintenance for the system, as well as a reduction in the volatility of labour costs.

ALTERNATIVE:

Do not approve the 2026/2027 Annual Operating Agreement and provide staff with direction to pursue alternate course of action.

BUDGETARY IMPACT:

While the City collects transit fare revenue, funding the City's share of costs relies heavily on municipal taxes. Per Cranbrook's five-year financial plan, \$1,345,000 in general municipal taxes is needed to fund the two systems in 2026 (2025 - \$1,260,000 budget; \$1,250,370 actual).

The Provincial Government funds 46.7% of Cranbrook's conventional system operating costs, and 66.7% of the custom system operating costs. Debt servicing costs for vehicles, buildings, and equipment, are 100% funded by the City. In 2025, the province contributed \$1,319,079 to support transit services in Cranbrook.

Over the remainder of the current five-year financial plan, tax revenue is expected to support the service at the following levels:

- 2027 - \$1,445,000
- 2028 - \$1,525,000
- 2029 - \$1,615,000
- 2030 - \$1,710,000

COUNCIL REPORT – CONVENTIONAL AND CUSTOM TRANSIT SYSTEMS 2026/2027 ANNUAL OPERATING AGREEMENT

Revenue:

Transit revenue is reviewed, and where necessary, adjusted annually during the budget process, taking into consideration prior year actual results and any new initiatives expected to impact revenue. On March 23, 2026, Council approved a phased in approach to fare increases that is expected to increase revenues 13% in the 2026/2027 fiscal year and 18% in the 2028/2029 fiscal year. BC Transit's fiscal year runs from April 1 to March 31 while the City's fiscal year is January 1 to December 31. Except for the expected revenue increases mentioned above, all amounts in this report reflect the City's fiscal year.

The current five-financial plan assumes no increases in 2026 to 2030. Those projections will be updated during the next budget cycle to reflect the fare increases approved by Council.

2025 Revenue Results:

- 2025, actual revenue was \$8,106 (3%) below budget
 - Budget: \$260,000; Actual \$251,894
- 2025 revenue was \$34,107 (12%) lower than in 2024
 - 2024 revenue - \$286,001
 - 2025 revenue - \$251,894

Expenses:

2026 expenses are budgeted 6.8% higher than 2025 actuals. 2027 - 2030 budgeted expenses increase on average 5.23% per year.

The 2026-2030 Five-Year Financial Plan assumes no expansion in services. These assumptions will be reviewed against the Future Transit Service Plan once that document is finalized.

POLICY IMPLICATION:

None

STRATEGIC PLAN ALIGNMENT:

3.1.3 Financial Sustainability c) Review and modify service levels as necessary

ATTACHMENTS:

[FY2027 AOA_Cranbrook](#)

Approved By:

Charlotte Osborne, Director of Finance
Marnie Dueck, City Clerk/Corporate Officer
Mark Fercho, Chief Administrative Officer

Status:

Approved - 17 Jun 2026
Approved - 17 Jun 2026
Approved - 17 Jun 2026

ANNUAL OPERATING AGREEMENT

between

City of Cranbrook

and

British Columbia Transit

Effective
April 1, 2026

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ANNUAL OPERATING AGREEMENT

April 1, 2026 – March 31, 2027

BETWEEN: **City of Cranbrook**
(the "Municipality")

AND: **British Columbia Transit**
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) *"Annual Operating Agreement"* shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) *"Transit Service Agreement"* shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made there to;
- c) *"Incurred"* means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF THE TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2026, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2027, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iv. an amount of the annual operating costs of the Authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
 - iv. an amount of the annual operating costs of the Authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the Authority;

-
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 - 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards lease fees.
 - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 10: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 11: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Strategy, Planning and Public Affairs
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

City of Cranbrook
40 – 10th Avenue South
Cranbrook, BC V1C 2M8

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2026.

City of Cranbrook

British Columbia Transit

Vice President, Strategy, Planning and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: FARES

Conventional Transit:

a) Single Ride:

Adult	\$2.25
Concession*	\$2.00

b) Day Pass:

Adult	\$3.75
Concession	\$3.25

c) 10 Rides:

Adult	\$20.00
Concession*	\$17.00

c) Passes:

30-Day Adult Pass	\$50.00
30-Day Concession Pass*	\$35.00

e) U-PASS:

Per semester	\$44.40
Per 2 month semester	\$22.20

f) Student Semester Pass:

Mount Baker High School	\$112.00
-------------------------	----------

g) Leisure Access Program pass, administered through City of Cranbrook

h) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.

i) CNIB Identification Card available from the local office of the CNIB.

j) BC Transit Employee Bus Pass

*Reduced fare for persons 65 or over and students to Grade 12, in full-time attendance, and for post-secondary students, with valid student ID

Fare Schedule as of July 2026

a)

Single Ride	\$2.50
Day Pass	\$5.00
10 Rides	\$22.50
30 Day Pass - Adult	\$55.00
30 Day Pass - Concession	\$45.00
120 Day Pass - Student	\$144.00
UPASS	\$50.00

- b) Leisure Access Program pass, administered through City of Cranbrook
- c) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.
- d) CNIB Identification Card available from the local office of the CNIB.
- e) BC Transit Employee Bus Pass

Custom Transit:

Registered User	\$3.00
Companion	\$3.00
Attendant Accompanying Registered User	Free
Registered Child, 12 and under	Free

Note: Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

SCHEDULE B: SERVICE SPECIFICATIONS

Cranbrook Conventional Transit Service

Transit Service Area: The boundaries of the Cranbrook Transit Service Area shall be the Municipal Boundaries of the City of Cranbrook.

Annual Service Level: for City of Cranbrook shall be **12,000** Revenue Service Hours

Exception Days annually for City of Cranbrook are:

Exception Days	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

Cranbrook Custom Transit Service

Transit Service Area: The boundaries of the Cranbrook Transit Service Area shall be the Municipal Boundaries of the City of Cranbrook, excluding Shadow Mountain area and the Canadian Rockies International Airport.

Annual Service Level: for City of Cranbrook shall be **4,700** Revenue Service Hours

Exception Days annually for City of Cranbrook are:

Exception Days	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

CRANBROOK CONVENTIONAL

	OFFICIAL AOA 2026/27
TOTAL REVENUE	231,314
TOTAL OPERATING COSTS	2,051,457
TOTAL COSTS (including Local Government Share of Lease Fees)	2,260,749
NET LOCAL GOVERNMENT SHARE OF COSTS	1,046,109

CRANBROOK CUSTOM

	OFFICIAL AOA 2026/27
TOTAL REVENUE	22,192
TOTAL OPERATING COSTS	544,230
TOTAL COSTS (including Local Government Share of Lease Fees)	606,144
NET LOCAL GOVERNMENT SHARE OF COSTS	215,372



TITLE: Development Variance Permit 3090.20.2606 - Subdivision & Development Servicing Standards

PREPARED BY: Santana Patten

DEPARTMENT: Engineering and Development Services

PURPOSE: To present Council with an application to vary the site standards for a residential development.

RECOMMENDATION BY STAFF

1. THAT Council approve Development Variance Permit 3090.20.2606, to vary Table B.1 Highway Standards of the *Subdivision and Development Servicing Bylaw*, for the following design standards for a portion of proposed 1st Avenue S:
 - a. reduce the minimum required road dedication width from 20m to 18m, and
 - b. reduce the minimum required paved width from 9.5m to 7.3m, and
 - c. reduce the minimum lane width from 4.75m to 3.65m, and
2. THAT Council not approve a variance to Table B.1 Highway Standards of the *Subdivision and Development Servicing Bylaw*, to vary the requirement to install curb and gutter to only the east side of proposed 1st Avenue S.
3. THAT Council not approve a variance to Table B.1 Highway Standards of the *Subdivision and Development Servicing Bylaw*, to vary the requirement to install sidewalk along the frontage of the proposed new parcels along 9th Street. S.

BACKGROUND INFORMATION:

Application Overview

The variance application under consideration is seeking to vary the engineering design standards for new roads, outlined in the *Subdivision & Development Servicing Bylaw 3633, 2008*. In generic terms, the application is requesting the following variances:

1. 1st Ave road design:
 - a. Reduce paved width from 9.5m to 7.3m and lane width from 4.75m to 6.65m.
 - b. Reduce the road dedication width from 20m to 18m.
 - c. Install a gravel shoulder instead of a concrete curb and gutter on the west side of 1st Ave S.
2. Sidewalk installation along south side of 9th Street S.
 - a. Removing the requirement to install sidewalk along the frontage of the proposed new parcels along the south side of 9th Street S.

Attachment 1 illustrates the subject property and the surrounding area. The property is surrounded by high, medium and low density residential, and less than 200m from primary bus routes. Within 500m of the subject property there are 2 elementary schools, 1 middle school as well as Elizabeth Lake Recreation Area and Gyro Park.

Project Overview:

COUNCIL REPORT – DEVELOPMENT VARIANCE PERMIT 3090.20.2606 - SUBDIVISION & DEVELOPMENT SERVICING STANDARDS

The property is subject of a subdivision application that is under review, proposing a medium density development consisting of 11 residential lots, to construct 4-plex dwellings/ townhouses on each lot, for a total of 44 units. The lots are zoned R-1 Residential, and permit 1, 2, 3 and 4 unit dwellings per parcel.

Variance Details:

Variance 1

1st Ave. Road Design: Road Width

Reducing the road width standards for the proposed 1st Avenue S would allow the developer to subdivide the main lot into 11 R-1 Lots. It would further permit a driveway on the most western proposed lot (Proposed Lot 8 on Attachment 2). If the standard road width was required, the driveways would risk blocking visibility for drivers within the 6m sight triangle. The developer has suggested that "No Parking" signage be installed on the along the stretch of 1st Ave with a reduced width.

If the variance to the 1st Avenue road width standards was not approved, the alternative options for the developer would be to 1) redesign the proposed lot layout, 2) apply to vary the side yard setbacks for the proposed lots or 3) reduce the total number of new lots from 11 to 10.

1st Ave. Road Design: Curb and Gutter Installation on 1st Avenue S.

The developer is requesting to install a gravel shoulder, instead of the standard concrete curb and gutter. It is proposed that the gravel shoulder would support the reduced width of the road, and allow for vehicle passage.

Staff is not supportive of varying this standard as it is suggesting a rural standard in an established neighborhood. A gravel shoulder risks imposing additional operational maintenance on City resources, as they degrade rapidly and require frequent grading and gravel replenishment to remain level with the road. Further as this type of shoulder is often used as on-street parking or vehicle passage, it compromises the asphalt lifespan of the road and requires earlier replacement, which will be at the cost to the City. Further the gravel shoulders become unsightly as they are susceptible to weeds, which become the responsibility of the City to manage.

Variance 2 - Sidewalk Installation on 9th Street S.:

The developer is requesting to not install sidewalk along the frontage of the new lots along the south side of 9th Street S. The rationale provided by the developer is that there is an existing sidewalk on the north side of 9th Street S.

In the Subdivision & Development Servicing Bylaw, section 4.0 Special Circumstances allows for the City to require a higher standard , when subdivision and/ or development is occurring in an area where a higher standard exists. As a condition of subdivision, this section of sidewalk installation is being required as it will complete a missing link in the pedestrian and active transportation network of the neighborhood, as this is an established service level. Staff recommend that requiring this stretch of sidewalk is in the public interest to complete this gap in the network for the future residents of this neighborhood. As the property is in walkable proximity to schools, transit and recreation opportunities, staff encourage that this service be constructed.

If the variance was approved, this would permit a lower standard in this neighborhood, which does not match the existing neighborhood character, nor align with the pedestrian network in the OCP and the Active Transportation Plan.

Notification:

COUNCIL REPORT – DEVELOPMENT VARIANCE PERMIT 3090.20.2606 - SUBDIVISION & DEVELOPMENT SERVICING STANDARDS

The required notice was sent out to the adjacent properties within 30.5m of the subject property on June 11. At the time of writing this report, staff had met with one neighbor to discuss their concerns regarding the application, and additional comments and concerns have been received from another neighbor. Their comments are included as Attachments 3 and 4.

ALTERNATIVE:

THAT Council not approve Development Variance Permit 3090.20.2606.

Or

THAT Council approve the following variances _____ the Development Variance Permit 3090.20.2606.

BUDGETARY IMPACT:

There is risk that if the lower standard for sidewalks and curb and gutter in this circumstance is approved, that the city will be responsible to install the sidewalk and concrete curb and gutter in the future. Operational resource and operational maintenance costs to the City to maintain a gravel shoulder and replace in the future, instead of a concrete curb and gutter.

POLICY IMPLICATION:

Nil

STRATEGIC PLAN ALIGNMENT:

Good governance.

ATTACHMENTS:

- [1. Subject Parcel & Adjacent Uses](#)
- [2. Proposed Layout - Variances](#)
- [3. Public Comment F Mehl 9th St Variance Redacted](#)
- [4. Public Comment D Lane New Dawn Development variances \(9th St 1 Ave\) Redacted](#)

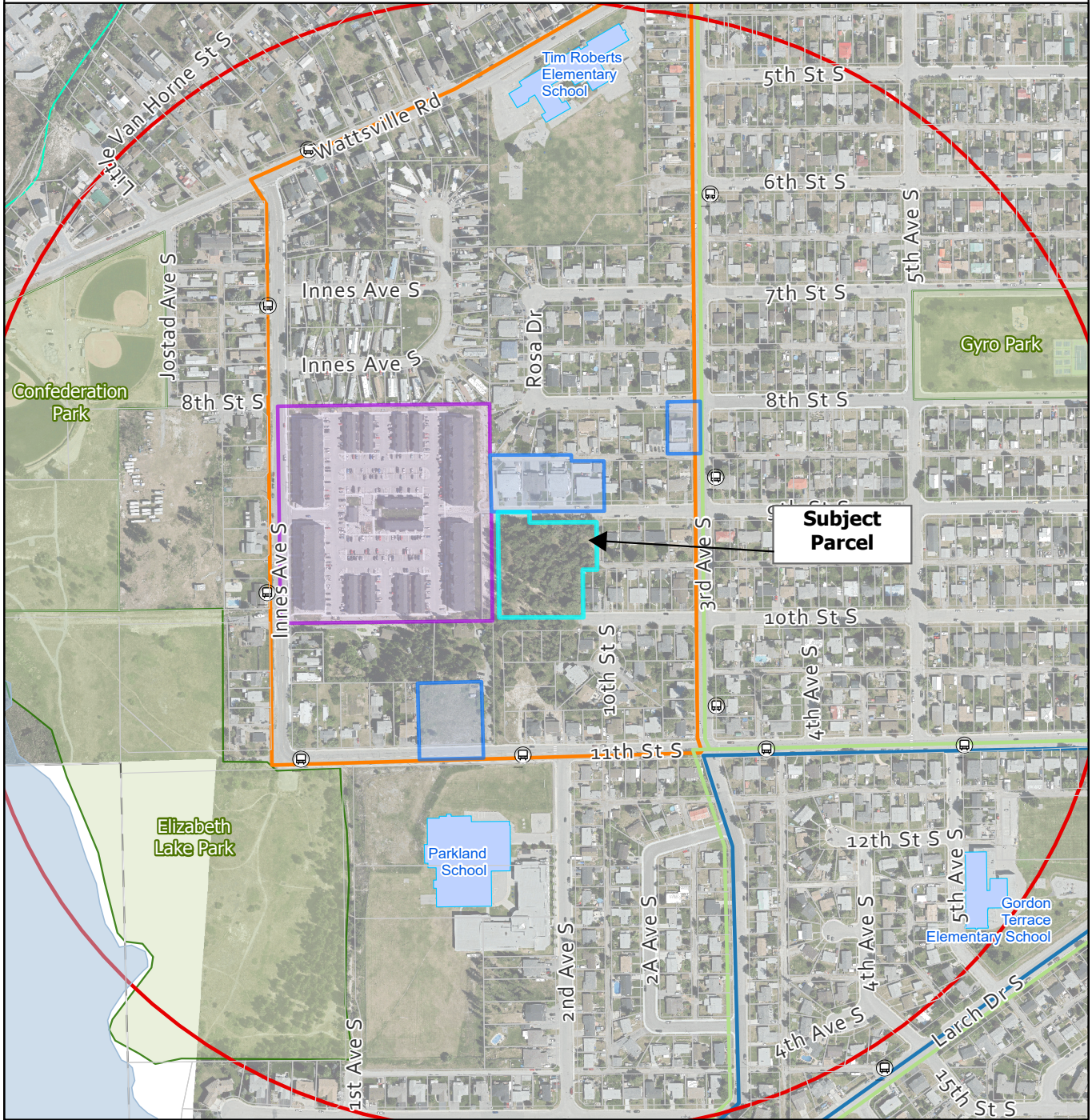
Approved By:

Mike Matejka, Director, Engineering and Development Services
 Marnie Dueck, City Clerk/Corporate Officer
 Mark Fercho, Chief Administrative Officer

Status:

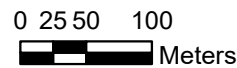
Approved - 17 Jun 2026
 Approved - 17 Jun 2026
 Approved - 18 Jun 2026

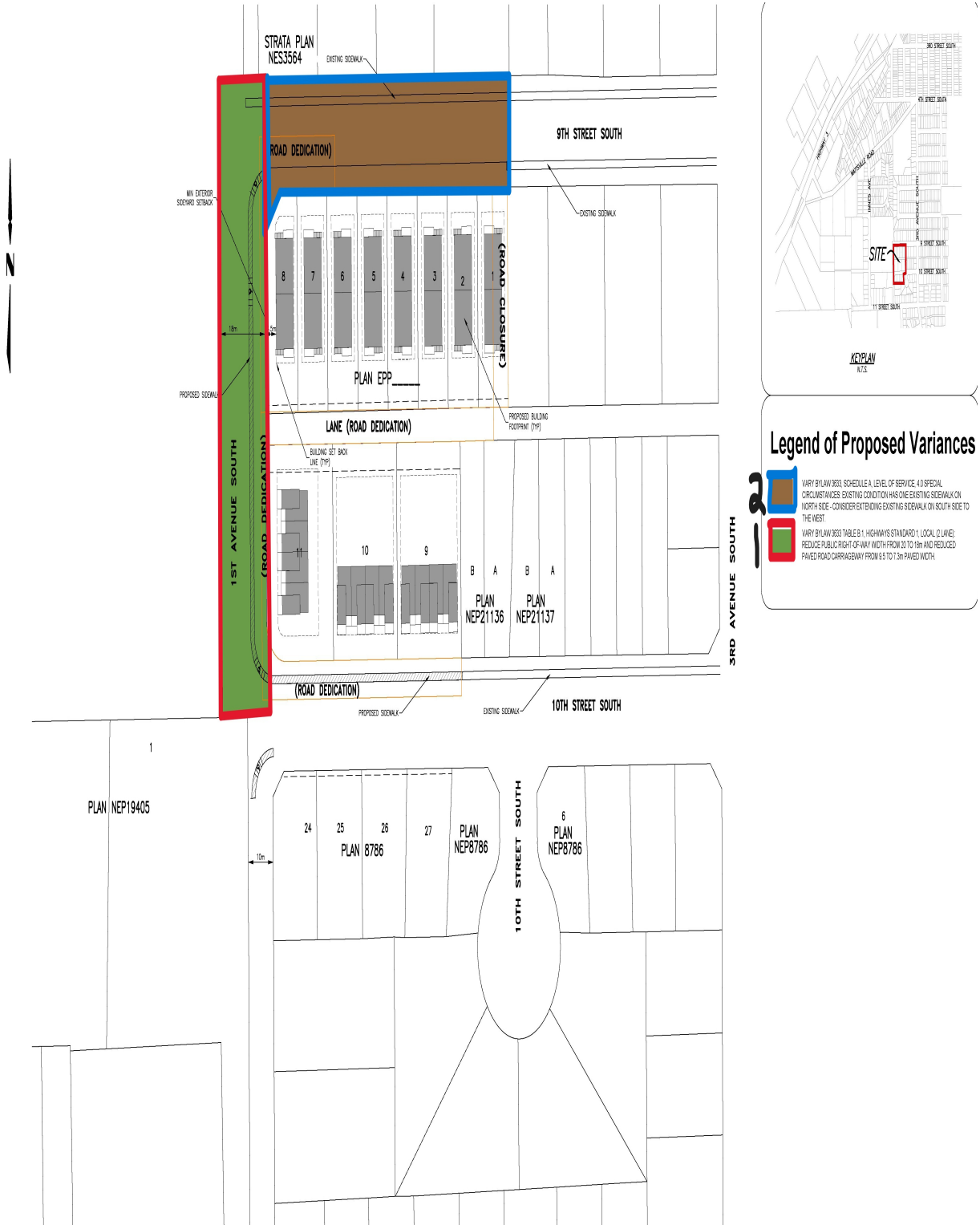
Map 1. Subject Parcel Adjacent Uses - DVP 3090.20.2606



- 500m Radius of Subject Parcel
- High Density
- Medium Density
- School
- Park & Recreation Space
- Bus Stop

June 16, 2026
 Scale: 1:5,000
 Display: 11" x 8.5"





From: [Patten, Santana](#)
To: [Dueck, Marnie](#); [Jones, Bradley](#)
Cc: [Veg, Rob](#)
Subject: FW: 9th St Variance
Date: Monday, June 22, 2026 9:03:17 AM

Another comment received about the Variance.

Santana Patten, RPP, MCIP
 Community Planner
 City of Cranbrook
 Phone: (250) 489-0204

This email message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this email message immediately.

-----Original Message-----

From: Fredi Mehl
 Sent: Monday, June 22, 2026 7:54 AM
 To: Patten, Santana <Santana.Patten@cranbrook.ca>
 Subject: 9th St Variance

[You don't often get email from . Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

After meeting last week, I thank you for your time and explanation of the development. I will be on record that we oppose the variance of the sidewalk, primarily because this street serves the apartments on Innes. There is an incredible amount of people who walk into town and walk their dogs and are using the lawns on the sidewalk side of the street to do their business. At one time they used the forest. With the request that New Dawn has asked for their increase in density will allow no parking on their side of the street, and force more people onto one sidewalk. The street has sidewalks on both sides connecting to 3rd street and continuity makes sense for the neighborhood. Lastly I find it disturbing that this request comes after New Dawn as the developer has allowed their contractor to completely rip the street apart, having lied to our neighborhood, having deliberately blocked access to properties, and this 30 day project is left unfinished waiting for a variance for their benefit not the community. I don't believe in rewarding developers for negligent actions and misrepresentations. Secondly with regard to the issue of a smaller road on 1 Ave, I have no view on that issue because the road traffic would be minimal and only effect the new neighborhood and not the existing neighborhood. However with respect to asking for no curb and gravel shoulder, again I cannot support because again this could and would effect a neighbouring property. We have already seen this with the heavy rains and giant pools and water pooling and runoff, and contractor coming back to clean up the mess. That is all with grounds that are natural, and absorb a large amount of moisture. Once paved, with high density homes, and sloping property, placing potential future problems to the neighbouring property would not be prudent. In summary, I will say with this development that did not have the appropriate permits, has not only inconvenienced our neighborhood with regard to access or lack of access but the continued wind storm and traffic on road puts 1-2 dust pans of dirt into our carport, on those days. I've observed Vancouver projects having chain link fence and poly on the inside to minimize the effect of dirt and dust on neighbouring properties. With no permits I believe the Developer bears a responsibility to cover cost of having our buildings cleaned. I realize that this is a variance issue, however I hope council is fully aware of the impact this has had on our community. I recognize that New Dawn is a good Developer and I expect them to work to a higher standard than what has transpired on 9th St. However given these transgressions I hope council does not reward a developer after the facts and both the sidewalk and curbs remain part of the neighborhood standard. Respectfully Submitted Fredi Mehl 3 196 9th St.

Sent from my iPhone

From: [Veg, Rob](#)
To: [Dueck, Marnie](#); [Jones, Bradley](#); [Patten, Santana](#)
Subject: FW: Feedback regarding the proposed New Dawn Development variances (9th St / 1 Ave)
Date: Monday, June 22, 2026 8:59:51 AM

Letter below was in junk mail on the New Dawn DVP.

R.

-----Original Message-----

From: Dawn Lane >
 Sent: Monday, June 22, 2026 8:54 AM
 Cc: Price, Wayne <Wayne.Price@cranbrook.ca>; Blissett, Norma <Norma.Blissett@cranbrook.ca>; wesley.graham@cranbrook.ca; Peabody, Mike <Mike.Peabody@cranbrook.ca>; Popoff, Ron <Ron.Popoff@cranbrook.ca>; Stetski, Wayne <Wayne.Stetski@cranbrook.ca>; lynette.wray@cranbrook.ca; Patten, Santana <Santana.Patten@cranbrook.ca>; Zettel, Chris <Chris.Zettel@cranbrook.ca>; mike.matejka@cibc.com; connor.britton@cranbrook.ca; Penson, Curtis <Curtis.Penson@cranbrook.ca>; Veg, Rob <Rob.Veg@cranbrook.ca>
 Subject: Feedback regarding the proposed New Dawn Development variances (9th St / 1 Ave)

You don't often get email from . Learn why this is important
<https://aka.ms/LearnAboutSenderIdentification>

Dear Members of Council and Community Planning,

I am writing today to share some feedback from a neighbor's perspective and to ask that Council decline the requested sidewalk and curb variances. I am also requesting that the unfinished roadwork be completed as soon as possible.

While I know New Dawn has a great reputation and has done good work in the past, this construction process has been quite tough on our neighborhood. I'm hoping we can work together to keep our community safe, accessible, and up to standard.

Here are a few key reasons why these variances are a major concern for me:

1. Sidewalks and Pedestrian Safety

I'm very concerned about the request to skip the sidewalk on one side of the street. This road is a major walkway for the residents in the Innes apartments, including folks walking to town and walking their dogs.

More People, Less Space: With the higher density being proposed, there won't be parking on the developer's side of the street. This will naturally push a lot more foot traffic onto just a single sidewalk, while simultaneously reducing available residential street parking for those of us on the north side of 9th Street.

Keeping Things Consistent: The rest of our neighborhood, including the connection to 3rd Street, features sidewalks on both sides. Maintaining them on both sides here just makes sense for everyone's safety and continuity.

2. Curbs and Water Drainage on 1st Ave

I don't have concerns about the narrower road width for 1st Avenue since that traffic will mostly affect the new homes. However, I am worried about replacing the standard concrete curb with a gravel shoulder.

Existing Water Issues: During recent heavy rains, we've already seen significant water pooling and runoff that the contractors had to come back and clean up.

Future Runoff: Once the sloped property is paved over for high-density housing, that water has to go somewhere. Without a proper curb, it is highly likely to cause water damage to neighboring yards.

3. Construction Impacts and Immediate Mitigation

It has been discouraging to see how the project has rolled out so far. What was supposed to be a 30-day project is still sitting unfinished while the developer waits for these variances.

Dust and Access: With the dry summer weather here and the wind picking up, we are dealing with a constant accumulation of dirt on our porches, driveways, and buildings.

Dust Control & Clean-up: While we wait for the final roadwork to be completed, it is vital that dust control be applied to 9th Street S. immediately. Furthermore, given how much dirt has already piled up, it feels fair to ask the developer to cover the cost of an exterior wash for the affected neighboring buildings.

Simple Solutions: In other municipalities, developers routinely use fencing with plastic lining to keep construction dust from blowing into neighboring yards. I would love to see that kind of care and standard practiced here.

I welcome new developments, but I want to ensure our existing neighborhood isn't adversely affected. I truly hope Staff and Council will look out for the residents who live here by asking New Dawn to meet the high standards our community expects.

Thank you so much for your time, consideration, and attention to this urgent matter

Dawn Lane

9th St S

Cranbrook, BC



TITLE: Covenant XG33113 - Spruce Ridge - 100 10th Street South

PREPARED BY: Curtis Penson

DEPARTMENT: Engineering and Development Services

PURPOSE: For Council to consider release of covenant XG33113 from 100 10th Street South to allow the construction of a four plex prior to subdivision in the Spruce Ridge Development.

REQUEST FOR DECISION BY STAFF

1. That Council approve the release of covenant XG33113 from 100 10th Street South and Further That Council authorize the Mayor and Chief Administrative Officer to sign the Land Titles Form C Release of Covenant.

or

2. That Council not authorize the release of covenant XG33113 from 100 10th Street South until the subdivision is registered at the Land Titles Office.

BACKGROUND INFORMATION:

Rockies Law on behalf of their client new Dawn Developments Ltd. have prepared and submitted the attached Land Titles Form C Release of Covenant XG3313 for signature by the City.

New Dawn Developments has submitted a building permit for a four plex on the "parent" parcel of Spruce Ridge (100 10th St St) and requested to start building the four plex prior to subdivision of Spruce Ridge being registered at the Land Titles Office. The building of one primary structure, a four plex is permitted by the Zoning Bylaw. However there is a covenant on title (XG33113) of the parcel that states:

Until further subdivision of the [property] only one residential dwelling and building ancillary to the residential dwelling shall be built or remain on the [property].

As a four plex is four residential dwellings it is not in alignment with the covenant on title of the property and the covenant must be be amended or released to allow the four plex building permit to be issued prior to the subdivision.

New Dawn Developments has applied for subdivision of the property, but staff have not yet issued PLA or approved engineering plans for the works even though some construction has taken place to date.

A condition of the building permit, should Council authorize the release of the covenant prior to the subdivision, would be that the site servicing be completed prior to Occupancy of the four plex.

COUNCIL REPORT – COVENANT XG33113 - SPRUCE RIDGE - 100 10TH STREET SOUTH

Covenants of this nature would usually be released as part of the subdivision registration. As the request is to have the covenant released prior to the subdivision being registered, staff are requesting that Council determine if they want to allow the four plex prior to subdivision registration.

ALTERNATIVE:

NIL

BUDGETARY IMPACT:

NIL

POLICY IMPLICATION:

NIL

STRATEGIC PLAN ALIGNMENT:

Leadership and Organizational Excellence

2. Deliver Effective and Efficient Programs and Services to Residents Every Day

ATTACHMENTS:

[1 Form C \(Release\) 20260526110157](#)

[TITLE-CB2364910-PID-014-533-499](#)

[XG33113](#)

Approved By:

Mike Matejka, Director, Engineering and Development Services

Marnie Dueck, City Clerk/Corporate Officer

Mark Fercho, Chief Administrative Officer

Status:

Approved - 16 Jun 2026

Approved - 16 Jun 2026

Approved - 16 Jun 2026



Land Title Act

Release

General Instrument – Part 1

1. Application

Rockies Law Corporation
201 - 907 Baker Street
Cranbrook BC V1C 1A4
2504267211

File 137172: NDDL
Release XG33113

2. Description of Land

PID/Plan Number Legal Description

014-533-499 LOT 8 DISTRICT LOT 30 KOOTENAY DISTRICT PLAN 5056, EXCEPT PART INCLUDED IN PLAN NEP20856

3. Nature of Interest Being Released

Number Type Additional Information

XG33113 COVENANT

4. There is no Part 2

The charge described in item 3 is released or discharged as a charge on the land described in item 2.

5. Transferor(s)

CITY OF CRANBROOK

6. Transferee(s)

REGISTERED OWNER

7. Execution(s)

This instrument releases or discharges the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

City of Cranbrook
By their Authorized Signatory

Sign & Print Name

Sign & Print Name

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996, c 250, that you certify this document under section 168.41 (4) of the Act, and that an execution copy, or a true copy of that execution copy, is in your possession.

TITLE SEARCH PRINT

2026-05-26, 10:31:02

File Reference: 137172

Requestor: Patricia Belcher-Bell

Declared Value \$600000

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District	NELSON
Land Title Office	NELSON
Title Number	CB2364910
From Title Number	CA8399935
Application Received	2025-09-26
Application Entered	2025-10-30
Registered Owner in Fee Simple	
Registered Owner/Mailing Address:	NEW DAWN DEVELOPMENTS LTD., INC.NO. BC0307834 1524 INDUSTRIAL ROAD 2 CRANBROOK, BC V1C 6R2
Taxation Authority	Cranbrook, The Corporation of the City of
Description of Land	
Parcel Identifier:	014-533-499
Legal Description:	LOT 8 DISTRICT LOT 30 KOOTENAY DISTRICT PLAN 5056, EXCEPT PART INCLUDED IN PLAN NEP20856
Legal Notations	NONE
Charges, Liens and Interests	
Nature:	RIGHT OF WAY
Registration Number:	H6472
Registration Date and Time:	1974-05-07 11:09
Registered Owner:	CITY OF CRANBROOK
Remarks:	PART EXPLANATORY PLAN 9037
Nature:	COVENANT
Registration Number:	XG33113
Registration Date and Time:	1993-11-23 11:43
Registered Owner:	CITY OF CRANBROOK
Remarks:	SECTION 215 LTA
Duplicate Infeasible Title	NONE OUTSTANDING

TITLE SEARCH PRINT

File Reference: 137172
Declared Value \$600000

2026-05-26, 10:31:02
Requestor: Patricia Belcher-Bell

Transfers NONE

Pending Applications

Parcel Identifier: 014-533-499
Application Number/Type: CB2803234 TO CB2803235 STATUTORY RIGHT OF WAY

XG033113

TERMS OF INSTRUMENT - PART 2

Page 3

"BUILDING COVENANT"

SECTION 215 COVENANT

THIS INDENTURE made the ___ day of October, 1993.

BETWEEN:

**THE ROMAN CATHOLIC BISHOP OF NELSON
A CORPORATION SOLE
NELSON, B.C.**

(hereinafter called "the Covenantor")

TRANSFEROR
OF THE FIRST PART

AND:

THE CORPORATION OF THE CITY OF CRANBROOK, a municipal corporation having its place of business at 40-10th Avenue South, City of Cranbrook, in the Province of British Columbia, V1C 2M8

(hereinafter called "the City")

TRANSFeree
OF THE SECOND PART

WHEREAS:

A. The Covenantor is the registered owner of the lands and premises situated in the City of Cranbrook, British Columbia, and more legally described as:

**Parcel Identifier: 014 533 499
Lot 8, District Lot 30, Kootenay District, Plan 5056**

(hereinafter called the "Lands")

B. The Covenantor has applied to the City for a five (5) lot (hereinafter called "the Lots") subdivision according to plan of subdivision prepared by KEITH W. EKMAN, B.C.L.S., and completed by him on the 12th day of October, 1993, (hereinafter called the "Plan").

/



XG033113

Page 4

C. The City as a condition to granting its approval to the subdivision of the Lands, has required the Covenantor to enter into the covenants hereinafter contained pursuant to Section 215 of the Land Title Act of British Columbia with respect to the remainder of the lands after subdivision of the Lots.

D. Pursuant to Section 215 of the Land Title Act of British Columbia, there may be registered as annexed to any lands, a condition or covenant in favour of a municipality that land is not to be subdivided except in accordance with the covenant or is to be or not to be used in a particular manner.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration (the receipt and sufficiency whereof is hereby acknowledged by the Covenantor) the Covenantor covenants and agrees with the City as follows:

1. That the remainder of the Lands (hereinafter called "the Remainder") after registration of the Subdivision Plan shall not be further subdivided until the Remainder or such portion of the Remainder which is to be then subdivided has been fully serviced to the standards set by the City pursuant to its By-Laws, and any amendments thereto, and payment of the charges and assessments required by the By-Law and any amendments thereto has been made or that provisions satisfactory to the City have been made for payment of the charges and assessments as aforesaid.
2. Until further subdivision of the Remainder only one residential dwelling and buildings ancillary to the residential dwelling shall be built or remain on the Remainder.
3. The covenants set forth herein shall be a charge pursuant to

XG033113

Page 5

Section 215 of the Land Title Act and shall be covenants the burden of which shall run with the Remainder and bind the Remainder and each part or parts thereof and shall attach to and run with the Remainder until the covenants set out in Clause 1 have been complied with by the Covenantor.

- 4. Notwithstanding anything contained herein, neither the Covenantor nor any future owner of the Remainder or any portion thereof shall be liable for any of the covenants and agreements contained herein where such liability arises by reason of an act or omission occurring after the Covenantor or any future owner respectively cease to have any further interest in the Lands.
- 5. The City agrees that it will release this covenant from the Remainder upon compliance with the covenants contained herein.
- 6. This Covenant and each and every provision hereof shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, as the case may be.

IN WITNESS WHEREOF the parties hereto have hereunto executed this Covenant as of the day and year first above written.

Officer Signature(s)

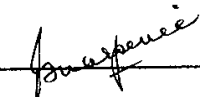


ROD McLEOD
BARRISTER & SOLICITOR
STE. 2 - 609 BAKER ST.
NELSON, B.C. V1L 4J3

Execution Date:
yy/mm/dd

93/10/26

Party(ies) Signature(s):
THE ROMAN CATHOLIC BISHOP OF
NELSON A CORPORATION SOLE by
its Authorized Signatories:



GEORGE W. KARPENC
FINANCIAL ADMINISTRATOR

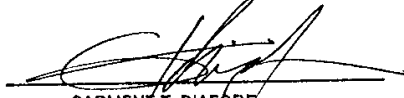
XG033113

Page 6

Officer Signature(s)

Execution Date:
yy/mm/dd

Party(ies) Signature(s):
**THE CORPORATION OF THE CITY OF
CRANBROOK** by its authorized
signatories

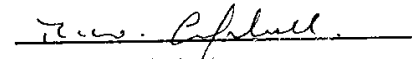


93/11/16

CARMENT T. BIAFORE
A Commissioner for Taking Affidavits
for British Columbia
40 - 10th Avenue South
Cranbrook, B.C. V1C 2M8



Mayor



Clerk-Administrator

(as to both signatures)

END OF DOCUMENT.



XG033113 Page 7

THIS IS THE INSTRUMENT CREATING THE CONDITION OR COVENANT ENTERED INTO UNDER S.215 OF THE LAND TITLE ACT BY THE REGISTERED OWNER(S) REFERRED TO HEREIN AND SHOWN ON THE PRINT OF THE PLAN.

Sauy Mott

SIGNATURE OF AUTHORITY/ APPROVING OFFICER
Sauy Mott

END OF DOCUMENT.



TITLE: 2026 Inaugural Council Meeting RDEK Request to Reschedule

PREPARED BY: Marnie Dueck

DEPARTMENT: Corporate Services

PURPOSE: To seek Council consideration of a request from the Regional District of East Kootenay to reschedule the 2026 inaugural meeting, currently scheduled for November 9, 2026.

RECOMMENDATION BY STAFF

THAT Council reschedule the 2026 Inaugural Meeting from Monday, November 9, 2026 to Monday, November 2, 2026.

BACKGROUND INFORMATION:

The City has received a request from the Regional District of East Kootenay (RDEK) to consider rescheduling the City's 2026 Inaugural Council Meeting from Monday, November 9, 2026 to Monday, November 2, 2026. The RDEK Board inaugural meeting date of November 6, 2026 does not allow for sufficient time for municipal inaugural meetings, appointments to the RDEK Board, as well as participation in RDEK director orientation workshops as it occurs prior to the City's planned inaugural meeting. At its June meeting a recommendation was brought to the Board to reschedule their inaugural meeting to November 20, 2026 however, the Board resolved to postpone consideration of that decision until Cranbrook Council had considered moving the City's inaugural meeting. A copy of the RDEK letter is attached.

The *Community Charter* and the Council Procedure Bylaw No. 3786, 2026 require that following a general local election, the first Council meeting must be held on the first Monday in November or within the first 10 days of November. At the December 8, 2025 Council approved the schedule of 2026 Regular Council Meeting dates, which includes November 9, 2026 as the Inaugural Meeting. The new Council will be sworn in on Tuesday, October 27, 2026

Staff are recommending the meeting date be changed as requested.

ALTERNATIVE:

That Council not reschedule the 2026 Inaugural Meeting and advise the Regional District of East Kootenay.

BUDGETARY IMPACT:

Nil

POLICY IMPLICATION:

Nil

STRATEGIC PLAN ALIGNMENT:

N/A

COUNCIL REPORT – 2026 INAUGURAL COUNCIL MEETING RDEK REQUEST TO RESCHEDULE

ATTACHMENTS:

[RDEK - Cranbrook Inaugural Meeting Date request 2026](#)

Approved By:

Marnie Dueck, City Clerk/Corporate Officer
Mark Fercho, Chief Administrative Officer

Status:

Approved - 17 Jun 2026
Approved - 18 Jun 2026



FILE: Lhh 056 001

June 16, 2026

Mark Fercho, CAO
City of Cranbrook
40 – 10th Avenue South
Cranbrook BC V1C 2M8

Via Email:
(mark.fercho@cranbrook.ca)

Dear Mark:

Re: Request to Consider Rescheduling 2026 Inaugural Council Meeting

As election planning has progressed, it has been determined that the November 6, 2026, Board meeting date does not allow sufficient time for municipal inaugural meetings, appointments to the RDEK Board, and as well, participation in RDEK director orientation workshops. The City of Cranbrook’s inaugural Council meeting is scheduled for November 9, a date later than the RDEK’s scheduled inaugural Board meeting of November 6. The timing of this meeting is important to allow for municipal appointments to participate in the inaugural Board meeting and related orientation.

At its June meetings, a recommendation was brought to the Board to reschedule the inaugural meeting to November 20, 2026; the Board resolved to postpone consideration of rescheduling the Board meeting after an inquiry to Cranbrook council willingness to reschedule your inaugural meeting.

We recognize that rescheduling an inaugural meeting date may have implications for your Council and administration, and we appreciate your consideration of this request.

Please advise me at thlushak@rdek.bc.ca at your earliest convenience should Council be willing to consider rescheduling their 2026 Inaugural Council Meeting to an earlier date, such as November 2, 2026.

Sincerely,

Tina Hlushak
Corporate Officer

Resolution 52977

ec: Shawn Tomlin, CAO
Marnie Dueck, Corporate Officer (Marnie.Dueck@cranbrook.ca)



Engineering and Development Services

Administration Update

Regular Council - 22 Jun 2026

Development Cost Charges for Provincial Transportation Infrastructure - Local Government Preliminary Request Form

City staff have submitted Development Cost Charge Bylaw No. 4245, 2026 to the Inspector of Municipalities for Approval. City staff have been informed as part of the Development Cost Charge Bylaw approval there is a new additional process that must be completed for projects that involve partial funding from the Ministry of Transportation and Transit. The new process includes a requirement that the City must complete and submit a Local Government Preliminary Request Form - Development Cost Charges (DCCs) for Provincial Transportation Infrastructure.

For background, under certain circumstances, as designated in legislation, the Ministry has joint jurisdiction over the approval of land use in municipalities where changes in land use may impact the Arterial Highway (Highway 3). Furthermore, the Ministry can initiate or require upgrades to happen at intersections with joint jurisdiction with costs being imposed on municipalities for their share of the works.

The purpose of this submission is to provide the Ministry of Transportation and Transit (the Ministry) with key information to help complete a preliminary assessment of a local government request for potential DCC consideration for provincial highway infrastructure. City staff have worked with the consultant for the DCC project and filled out and submitted the forms and required information. A requirement of the Ministry is that Council be informed that staff are engaging with the Ministry in regards to the DCC projects and requests for funding.

Monthly routine meetings in addition to project specific meetings occur between the City of Cranbrook and Ministry staff to discuss developments, impacts, and the need to plan for future highway and road upgrades as we experience growth. The two primary intersections that are a focus of our joint jurisdiction include:

- Highway 3 & 6th St NW – Widening and intersection improvement project
- Highway 3 / Victoria Avenue intersection improvement project

Ongoing engagement occurred between 2022 and today for the OCP update, Transportation Master Plan update, 6th St NW Concept Design Planning & Implementation Study, Highway 3 (Cranbrook St) /Victoria Ave. (Theatre Road) Intersection Study and the current Highway 3 Corridor Study.

A majority of the significant development projects in the City of Cranbrook impact these two intersections. A significant reason that the Ministry continues to approve development referrals, without requiring a single developer to undertake upgrades to one or both of these intersections is that the City is working proactively with the Ministry on upgrades and improvements, including the 6th St N and Victoria Ave N projects, including placing them in the proposed DCC Bylaw.

At some point these projects will need to be undertaken to allow for development to continue that impacts those intersections. Completing and submitting the Local Government Preliminary Request Form - Development Cost Charges (DCCs) for Provincial Transportation Infrastructure is continuing the process of

COUNCIL REPORT – ADMINISTRATION UPDATE - DEVELOPMENT COST CHARGES FOR
PROVINCIAL TRANSPORTATION INFRASTRUCTURE - LOCAL GOVERNMENT PRELIMINARY
REQUEST FORM

advancing these major infrastructure projects and allowing new development to occur which require approvals of the Ministry.

Approved By:

Mike Matejka, Director, Engineering and Development
Services

Marnie Dueck, City Clerk/Corporate Officer

Mark Fercho, Chief Administrative Officer

Status:

Approved - 16 Jun 2026

Approved - 16 Jun 2026

Approved - 16 Jun 2026

June 22, 2026
Regular Agenda

June 5, 2026

The City of Cranbrook
Attention: The Office of Mayor and Council

Dear Mayor and Council,
RE: Lot 5, Parnaby Road

Attached is a letter and petition dated April 8, 2026, addressed to the Engineering and Development Department & Bylaw Services (two documents). This petition was signed by 18 households, representing most of the homeowners living off Highway 95A on properties accessed by Parnaby Road (Postal Code V1C 0C2). Three of the signatories have properties on Parnaby Road and the others are *all* the households living in Strata EPS 153. I am writing to you on behalf of the same group of homeowners with their permission.

After prompting them twice for a response, City staff advised me by e-mail on June 3 that the City does not have any bylaws in place that directly address the dust issues related to our complaint. They also advised that while they understand our frustration, there is currently a backlog of bylaw and policy work underway. Therefore, we are writing directly to your office to request priority attention to this matter. As noted in the attached, the cleared and unattended land at Lot 5 is causing serious concerns for our neighbourhood. Not only is it unsightly (e.g., majorly out-of-date signage, unattended felled trees and sand piles), on the frequent high wind days, the blowing sand impedes our quality of life in this neighbourhood.

As tax paying citizens of the City of Cranbrook, we ask that you give priority to creation of a bylaw or policy that will require developers to properly address situations like we face with Lot 5. If not focused on dust control, perhaps there are other factors that can be focused on such as land clean-up or weed control.

Thank you for your attention to this matter. If you have questions, please contact me as the representative for this issue at _____ or _____ or reach out to any of the homeowners listed on the petition.

Sincerely,

Catherine Stashyn



Attachments: 2

Document #1
Pg 1 of 2

April 8, 2026

The City of Cranbrook

Attention: Engineering and Development Department & Bylaw Services

To whom it may concern:

RE: Lot 5, Parnaby Road 18

This is a petition signed by 17 households, which represents most of the homeowners living off Highway 95A on properties accessed by Parnaby Road (Postal Code V1C 0C2). Three of the signatories have properties on Parnaby Road and the others live in Strata EPS 153. Our purpose is to request you address the abysmal situation with the cleared undeveloped land on Parnaby. We request this land be brought back to a natural state, and at the minimum treated with Hydroseed.

After the land at Lot 5, Parnaby Road was cleared of all trees to allow for the development titled "Elk Crossing" (estimated 10 acres) the developer stopped construction for what we understand were financial reasons. Over two years of wind erosion of this property has resulted in untenable dust 'storms' that negatively affect all our homes.

On a windy day the silt and sand blowing off this cleared undeveloped property surrounds the area, impacting on the enjoyment of our homes as follows:

- Respiratory, allergy and other breathing issues while spending time in our outdoor spaces
- Excessive accumulation of dust and sand on the roadways and vehicles
- Excessive accumulation of dust and sand in our gutters, air conditioning units, outdoor furniture, hot tubs, and ponds
- Decks, walkways, windows, doorjambs, and sills that are in constant need of cleaning (e.g., if we clean one day, the dust and sand coming off the cleared property negates our efforts immediately)

We have also noted that some portions of the cleared property are being taken over by weeds and are concerned that without better control there will be a proliferation of invasive species such as knapweed. Plus, this situation creates a negative impression for property buyers and potentially reduces our property values.

As tax paying citizens of the City of Cranbrook, we ask that you give the mitigation of the dust hazard coming from Lot 5 immediate attention. If you have questions, please contact the signatories below.

Sincerely,

(SIGNATURES ON PAGE 2)

Concerned Citizens of Postal Code VIC 0C2

.../2

Document #1
page 2 of 2

Page 2

Concerned Citizens of Postal Code V1C 0C2 - Letter to the City of Cranbrook

RE: Lot 5, Parnaby Road - April 8, 2026

Signatures

Name	Address	Telephone	Signature (one per household)
James and Catherine Stashyn	129 Corral Boulevard		
Angela MacLennan	125 Corral Boulevard		
Philip and Ruth Paterson	109 Corral Boulevard		
Alison and Andy Nicols	6920 Parnaby Road		
Jim Nicol	6000 Parnaby Road		
Lianna Swanson	5746 Highway 95A, V1C7B6 and, Lot 3 Parnaby Road (adjacent to Lot 5)		
Alex and Joan Kosztinka	317 Corral Cul de Sac		
Alyson and Peter Benner	233 Corral Boulevard		
Bill and Sherry Wood	321 Corral Cul de Sac		Away Sig. To Follow
Carol and Bob Westcott			Away - signature to follow
Lea-Ann and Gary Burant	216 Corral Boulevard		
Lorraine and Chris Koester	341 Corral Close		
Lynn Cyr-O'Neill and Rick O'Neill	244 Corral Boulevard		Away - signature to follow
Nolan Mackay and Michele Hurlburt	329 Corral Close		
Renae Hougan and Dave Yamabe	220 Corral Boulevard		
Rick and Melanie McFarlane	313 Corral Place		
Tom, Julie, and Sarah Brannigan	317 Corral Cul de Sac		

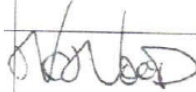
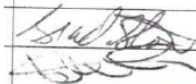


Document #2

Page 2

Concerned Citizens of Postal Code V1C 0C2 - Letter to the City of Cranbrook

RE: Lot 5, Parnaby Road - April 8, 2026

* Signatures (remaining 4 – people who have been away)

Name	Address	Telephone	Signature (one per household)
James and Catherine Stashyn	129 Corral Boulevard		
Angela MacLennan	125 Corral Boulevard		
Philip and Ruth Paterson	109 Corral Boulevard		
Alison and Andy Nicols	6020 Parnaby Road		
Jim Nicol	6000 Parnaby Road		
Lianna Swanson	5746 Highway 95A, V1C7B6 and, Lot 3 Parnaby Road (adjacent to Lot 5)		
Alex and Joan Kosztinka	317 Corral Cul de Sac		
Alyson and Peter Benner	233 Corral Boulevard		
Bill and Sherry Wood	321 Corral Cul de Sac		
Brad Stone and Brenda Wood	213 Corral Boulevard		
Carol and Bob Westcott	325 Corral Cul de Sac		
Lea-Ann and Gary Burant	216 Corral Boulevard		
Lorraine and Chris Koester	341 Corral Close		
Lynn Cyr-O'Neill and Rick O'Neill	244 Corral Boulevard		
Nolan Mackay and Michele Hurlburt	329 Corral Close		
Renae Hougan and Dave Yamabe	220 Corral Boulevard		
Rick and Melanie McFarlane	313 Corral Place		
Tom, Julie, and Sarah Brannigan	317 Corral Cul de Sac		

**KEY CITY
THEATRE**

June 22, 2026 Regular Agenda
1770.01

June 15, 2026

Mayor and Council
City of Cranbrook
40 10th Avenue South
Cranbrook, BC V1C 2M8

Dear Mayor and Council,

On behalf of Key City Theatre, I am pleased to invite the City of Cranbrook to participate as a sponsor of Faces of Pride: Family Edition, a community art initiative celebrating the many beautiful ways families are formed, supported, and loved.

Faces of Pride has become a meaningful and highly visible part of our community's Pride celebrations. Each year, this project uses portraiture and storytelling to honour local 2SLGBTQIA+ people, families, allies, and chosen families. This year's Family Edition places a special focus on inclusion, belonging, and the simple but powerful truth that every family deserves to be seen, respected, and celebrated.

We believe this initiative aligns closely with the values of a welcoming and inclusive community. When the City participates in projects like Faces of Pride, it sends an important message: that Cranbrook is a place where people of all identities, backgrounds, and family structures are valued. Your support would help demonstrate civic leadership in fostering a community where everyone can feel safe, visible, and proud to call Cranbrook home.

Sponsorship opportunities are available at \$250 per portrait. This support helps cover the creation and presentation of the portrait gallery, community reception, and related public programming at Key City Theatre. It also provides the City with an opportunity to be visibly

Faces of Pride: Family Edition will move out of the Key City Gallery for the months of July and August and become part of the Faces of Pride Art Walk throughout the community. Each sponsored portrait will be displayed at the Sponsor's location, and people will be invited to walk our downtown area to visit each portrait. We would be delighted to explore the possibility of including the City's sponsored portrait as part of the Art Walk on City property, at the Cranbrook Public Library, or in another appropriate civic space. This would allow the City's support to be seen publicly throughout the summer and would further reflect Cranbrook's commitment to inclusion and belonging.

Thank you for considering this invitation and for your continued support of arts, culture, and community connection in Cranbrook. Please reach out with any questions or to confirm details for a sponsorship.

Respectfully,

Brenda Burley
Manager of Events & Development
brenda@keycitytheatre.com

20 – 14th Avenue N, Cranbrook BC V1C 6H4
250 426-7006
Keycitytheatre.com