

# AGENDA

## Regular Council

Monday, June 8, 2026 at 6:00 P.M.

Council Chambers, 40 - 10 Avenue South  
Cranbrook, BC



Page

### 1. CLOSED MEETING AT 3:30 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)(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.

### 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 \(2024-2027\)](#)

### 2. ADOPTION OF AGENDA

- 2.1 Agenda of the Regular Council Meeting of Monday, June 8, 2026

### 3. ADOPTION OF MINUTES

7 - 14

- 3.1 Minutes of the Regular Council Meeting of Monday, May 25, 2026  
[Draft Minutes - Regular Council - 25 May 2026](#)

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

15

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

**5. DELEGATIONS**

Nil

**6. BYLAWS**

Nil

**7. BUSINESS ARISING**

Nil

**8. NEW BUSINESS**

- |           |     |  |
|-----------|-----|--|
| 17 - 21   | 8.1 | Report - Engineering and Development Services<br>Development Variance Permit 3090.20.2605<br>108 Grandview Place<br><a href="#">Development Variance Permit 3090.20.2605 - 108 Grandview Place</a>   |
| 23 - 26   | 8.2 | Report - Engineering and Development Services<br>Minor Variance Permit - Cozy Bear Parking Reduction<br><a href="#">Minor Variance Permit - Cozy Bear Parking Reduction</a>  |
| 27 - 39   | 8.3 | Report - Engineering and Development Services<br>Application for Exclusion from the ALR (Agricultural Land Reserve)<br>3202 Edgewood Drive<br><a href="#">Application for Exclusion from the ALR (Agricultural Land Reserve) 3202 Edgewood Drive</a>         |
| 41 - 74   | 8.4 | Report - Engineering and Development Services<br>Development Variance Permit 3090.20.2608<br>Rotary Club of Cranbrook Seniors Housing Project<br><a href="#">Development Variance Permit 3090.20.2608 - Rotary Club of Cranbrook seniors housing project</a> |
| 75 - 153  | 8.5 | Report - Engineering and Development Services<br>Municipal and Regional District Tax Renewal (MRDT) 2027<br><a href="#">Municipal and Regional District Tax Renewal (MRDT) 2027</a>  |
| 155 - 158 | 8.6 | Report - CAO's Office<br>2026 UBCM Minister Meetings<br><a href="#">2026 UBCM Minister Meetings</a>  |

**9. COMMITTEE RECOMMENDATIONS**

Nil

## **10. ADMINISTRATION UPDATES**

- 159 - 220
- 10.1 Administration Update - Corporate Services  
Draft 2025 Annual Report  
[Administration Update - 2025 Annual Report Draft](#)

## **11. PETITIONS**

Nil

## **12. CORRESPONDENCE FOR COUNCIL INFORMATION, CONSIDERATION OR ACTION**

- 221 - 222
- 12.1 Draft Correspondence from Mayor Price to Diane Shendruk, VP, Clinical Operations, Interior Health  
re: Youth Detox and Recovery Centre in SE BC  
[Correspondence - City of Cranbrook - DRAFT Letter to IH](#)

## **13. MAYOR AND COUNCILLORS – REPORTS & INQUIRIES**

## **14. ADJOURNMENT**





## Strategic Plan 2024-2027

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### **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**  
**REGULAR COUNCIL MEETING**  
**City of Cranbrook**

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Minutes of the Regular Council Meeting held on Monday, May 25, 2026 at 6:00 p.m., in the Council Chambers, 40 - 10 Avenue South, Cranbrook, BC.

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

**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 (electronic)  
A. Peters, Manager of Police Support Services and Bylaw  
C. Zettel, Corporate Communications Officer (electronic)  
C. Britton, Community Planner (electronic)  
B. Jones, Legislative and Policy Analyst  
R. Morgan, Information Systems Specialist

**CALL TO ORDER** Mayor Price called the Regular Council Meeting of Monday, May 25, 2026 to Order at 4:00 p.m.

**Draft**

(1) **CLOSED MEETING AT 4:00 P.M.**

Moved by Councillor W. Stetski and seconded

CLOSED MEETING

**156-26 THAT in accordance with Section 90 of the Community Charter the Regular Council Meeting of Monday, May 25, 2026, commencing at 4:00 p.m. is to be closed on the basis that the subject matters relate to Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; Section 90(1)(g) litigation or potential litigation affecting the municipality, and Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**

Carried Unanimously.

RECONVENE

Mayor Price reconvened the Regular Meeting of Monday, May 25, 2026 in Council Chambers at 6:00 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**

LATE ITEM - ROTARY CLUB

Mayor Price noted one additional item for consideration on the agenda, following Item 8.1, a verbal item regarding the land donation from the City to the Rotary Club of Cranbrook, with Council consideration to grant the Rotary Club approval to undertake works for their proposed Rotary Creekside Villas project.

Moved by Councillor R. Popoff and seconded

REGULAR MTG MAY 25/26

**157-26 THAT the Agenda of the Regular Council Meeting of Monday, May 25, 2026 be adopted as amended.**

Carried Unanimously.

**Draft**

(3) **ADOPTION OF MINUTES**

Moved by Councillor W. Stetski and seconded

REGULAR MTG  
MAY 11/26

**158-26 THAT Council adopt the Minutes of the Regular Council Meeting of Monday, May 11, 2026.**

Carried Unanimously.

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

Nil

(5) **DELEGATIONS**

Nil

(6) **BYLAWS**

Nil

(7) **BUSINESS ARISING**

Nil

(8) **NEW BUSINESS**

Moved by Councillor W. Stetski and seconded

ALR APP. -  
3202  
EDGEWOOD  
DRIVE

**159-26 THAT Council receive the report from the Engineering and Development Services Department titled "Schedule Public Hearing for Agricultural Land Reserve (ALR) Exclusion Application Request - 3202 Edgewood Drive"; and further,**

**THAT Council schedule a Public Hearing to be held at 6:00 p.m. on Monday, June 8th regarding an application to exclude privately owned land from the Agricultural Land Reserve on behalf of the owners for the property legally described as Lot H, District Lot 36 Kootenay District Plan 2668, located at 3202 Edgewood Drive.**

Carried Unanimously.

**Draft**

Moved by Councillor M. Peabody and seconded

ROTARY  
VILLAS  
CREEKSIDE

**160-26 THAT subject to the Rotary Club of Cranbrook obtaining required permits, Council grant the Rotary Club of Cranbrook, their agents, and contractors' authorization to undertake works for their proposed Rotary Villas Creekside affordable seniors housing development on LOT 1 DISTRICT LOT 22 KOOTENAY DISTRICT PLAN EPP150489.**

Carried Unanimously.

Moved by Councillor W. Stetski and seconded

REMEDIAL  
ACTION  
ORDER -  
209 VAN  
HORNE  
STREET S -  
RAILCARS

**161-26 THAT Council receive the report from Bylaw Enforcement Services titled "Remedial Action Requirement - 7 Rail Cars - Gary Southgate;" and further,**

**THAT Council approve a Remedial Action Resolution against Gary Southgate for removal of 7 rail cars parked on City owned land behind 209 Van Horne St S, Cranbrook, BC PID:009-421-131, legally described as Lot 1, District Lot 30, Kootenay District Plan 10269:**

**WHEREAS sections 72 to 74 of the Community Charter, SBC 2003, c. 26 (the "Community Charter") authorize Council for the City of Cranbrook (the "City") to impose a remedial action requirement on the owner of a matter or thing which is a declared nuisance and/or Council considers is in or creates an unsafe condition;**

**AND WHEREAS seven rail cars are located on the following property in Cranbrook:**

**PID: 009-421-131  
Lot 1 District Lot 30 Kootenay District Plan 10269,  
Except Parts Included Plans 13894, 14148, 15928  
and NEP62056**

**(the "Property")**

**AND WHEREAS the seven rail cars are owned by Gary Southgate (the "Owner"); and**

**AND WHEREAS Council for the City have received and reviewed the staff report dated May 25, 2026 in relation to the Property (the "Report");**

**Draft**

**NOW THEREFORE BE IT RESOLVED:**

**1. THAT based on the information contained in the Report, and pursuant to section 74 of the *Community Charter*, the following seven rail cars on the Property are hereby declared to be a nuisance:**

- i. University Club Car bearing #652**
- ii. Cafe Lounge Car bearing #758**
- iii. Dayniter Car bearing #5732**
- iv. Dayniter Car bearing #5746**
- v. Dayniter Car bearing #5736**
- vi. Dayniter Car bearing #5752**
- vii. Baggage Car bearing #9665**

**(the “Rail Cars”)**

**2. THAT based on the information contained in the Report, and pursuant to section 73 of the *Community Charter*, Council considers that the Rail Cars on the Property create an unsafe condition;**

**3. THAT pursuant to section 72 of the *Community Charter*, the Owner is hereby required to:**

- (a) secure all entry points on the Rail Cars within 30 days after notice of this Resolution is given to the Owner; and**
- (b) remove the Rail Cars from the Property within 60 days after notice of this Resolution is given to the Owner**

**(the “Remedial Action Requirement”);**

**4. THAT if the Remedial Action Requirements are not completed within the deadlines set out in paragraph 3 of this Resolution, the City and its agents, contractors or employees may pursuant to section 17 of the *Community Charter* undertake any or all of the actions necessary to fulfill the Remedial Action Requirement at the expense of the Owner, and such actions may include disposing of the Rail Cars in a landfill; and**

**5. THAT the City may recover from the Owner all of the City’s costs the incurred by fulfilling the Remedial Action Requirement by way of selling the Rail Cars pursuant to sections 258 and 259 of the *Community Charter*.**

Carried Unanimously.

**Draft**

C. Osborne reviewed the report from the Finance Department titled "Loan Authorization Bylaw (Shadow Mountain Sanitary Sewer Construction Local Area Service) No. 4095, 2022". She noted a typographical error in the proposed resolution and that the written dollar amount should instead read as "Eight Million, One Hundred and Nineteen Thousand, Four Hundred and Thirty".

Moved by Councillor L. Wray and seconded

SHADOW  
MOUNTAIN  
LAS - LOAN  
AUTH.  
BYL# 4095

**162-26 THAT Council receive the report from the Finance Department titled "Loan Authorization Bylaw (Shadow Mountain Sanitary Sewer Construction Local Area Service) No. 4095, 2022"; and further,**

**THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2026 Fall Borrowing Session, Eight Million, One Hundred and Nineteen Thousand, Four Hundred and Thirty (\$8,119,430) Dollars as authorized through "Loan Authorization Bylaw (Shadow Mountain Sanitary Sewer Construction Local Area Service) No. 4095, 2022", and that the Regional District of East Kootenay be requested to consent to our borrowing over a thirty (30) year term and include the borrowing in their Security Issuing Bylaw.**

Carried Unanimously.

UBCM  
MINISTER  
MEETINGS

Council discussed the report from the CAO's Office titled "Minister Meeting Items for UBCM" including potential Minister meetings and topics including:

- Education - Amy Woodlands Elementary School and former Muriel Baxter School Lands
- Youth Detox and Recovery Centre
- Library - Provincial Funding Grant
- Housing - BC Builds Project Funding and Provincial Land for Industrial Development
- Cranbrook Food Bank - Food Security
- Chamber of Commerce - Crime Prevention
- ?aq'am - Solar Project Rejected by BC Hydro

M. Fercho advised Council the list will be compiled before receiving formal direction from Council at the next Regular Council Meeting.

**(9) COMMITTEE RECOMMENDATIONS**  
Nil

**Draft**

(10) **ADMINISTRATION UPDATES**  
Nil

(11) **PETITIONS**  
Nil

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

(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.

**DOWNTOWN  
PLANTS &  
SHRUBS**

Councillor Peabody commended H. Gemmell, City Arborist, for her work with BC Hydro to secure additional shrubs for the City's downtown planter boxes. He also inquired about utilizing the Downtown Parking Reserve for additional beautification initiatives downtown.

Staff advised individual requests could be considered by Council for use of the reserve for beautification purposes, but not a blanket approval of funds from the reserve.

**WEED  
MAINTENANCE**

Councillor Blissett inquired about Public Works' roles and responsibilities regarding weed control, following inquiries from the public.

Staff advised the City has budget to manage invasive weeds primarily, and routine weed maintenance is included if budget permits.

**RECESS TO  
CLOSED**

Mayor Price recessed the Regular Council Meeting at 6:55 p.m. to resume the Closed Council Meeting.

**RECONVENE**

Mayor Price reconvened the Regular Council Meeting of Monday, May 25, 2026 at 7:39 p.m.

**Draft**

(14) **ADJOURNMENT**

Moved by Councillor N. Blissett and seconded

ADJOURN

**163-26 THAT the Regular Council Meeting of Monday, May 25, 2026 be adjourned at 7:40 p.m.**

Carried Unanimously.

\_\_\_\_\_  
Mayor

I hereby certify these minutes are correct.

\_\_\_\_\_  
City Clerk



## PUBLIC HEARING NOTICE

**Public Notice** is hereby given that the Municipal Council of the Corporation of the City of Cranbrook is considering making an application to the Provincial Agricultural Land Commission 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.

**Subject Properties:** 3202 Edgewood Drive

**Legal Descriptions:** LOT H DISTRICT LOT 36 KOOTENAY DISTRICT PLAN 2668 PID: 009-181-016

The purpose of the application is to request that the property be excluded from the Agricultural Land Reserve. Exclusion would facilitate subdivision of the property.

The application may be inspected between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays, from May 26, 2026, up until June 8, 2026, as posted on the bulletin board in the foyer at City Hall, or contact Planning staff through reception at (250) 489-0230 or (250) 426-4211.

A **Public Hearing** for the proposed Exclusion will be held at **6:00 p.m.** on **June 8, 2026** and will be available for viewing by live-stream (the link will be posted at [www.cranbrook.ca](http://www.cranbrook.ca) on the day of the Public Hearing). You may provide your comments on the proposed Amendment Bylaw in one of the following ways:



**1. In writing:** Submit your comments in writing to City Hall - drop-off mail slot, or email to [comments@cranbrook.ca](mailto:comments@cranbrook.ca) by 1:00 pm on **June 8, 2026**

**2. Speak at the Public Hearing in Person:** at City Hall Council Chambers located at 40 – 10th Ave South at 6:00 pm; or

**3. Speak at the Public Hearing via telephone:** If you wish to speak to the proposed application at the Public Hearing, the City requests that you pre-register. Please send your name, address and phone number to [register@cranbrook.ca](mailto:register@cranbrook.ca) prior to June 8, 2026.

- On the day of the Public Hearing please call in by 5:50 p.m. to confirm your registration
- Call **1-833-311-4101**, meeting number is **2770 774 4299**.
- **If asked for an attendee number, enter the “#” symbol.**
- You will be able to hear the meeting, but you will be placed on hold and muted until it is your time to speak.

**SUBMISSIONS CANNOT BE ACCEPTED AFTER THE PUBLIC HEARING.**





**TITLE:** Development Variance Permit 3090.20.2605 - 108 Grandview Place

**PREPARED BY:** Amanda Peters, Santana Patten

**DEPARTMENT:** Engineering and Development Services

**PURPOSE:** To present Council with an application to vary the siting regulations for property 108 Grandview Place.

**RECOMMENDATION BY STAFF**

1. 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.
2. 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.
3. 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.
4. 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.

**BACKGROUND INFORMATION:**

Staff received an application to vary the siting requirements of 108 Grandview Place N. The property is located in Grandview Heights and is zoned R-7 Mobile Home & Single Family Residential.

**History:**

In August 2023, Bylaw staff were notified of an illegally built accessory structure at 108 Grandview Place N. The property owner was informed of the need to bring the structure into compliance by applying for any and all necessary permits. After multiple follow ups, complaints by adjacent property owners, staff site visits, and incomplete applications, the applicant submitted a Building Permit application in January 2025, after a deadline letter was issued by the City's legal counsel. As part of the Building Permit review, it was identified that the proposed layout did not conform the requirements of the Zoning Bylaw, and required approval from Council for the specific variances. The application for the variance was formally submitted in March 2026.

Based on the file history, desktop and mapping research, and the submitted engineered drawings, it appears that the subject accessory structure has been modified and expanded from two sheds that were placed on the site. The modifications made to the accessory structures appear to be an attempt to create a sheltered area by joining the structures under one roof, as the plywood roof spans across the two accessory structures. The original accessory sheds are both under 10 sq.m., and such structures are exempt from the requirement of a building permit. While they are still required to comply with the zoning regulations, these types of structures are

COUNCIL REPORT – DEVELOPMENT VARIANCE PERMIT 3090.20.2605 - 108 GRANDVIEW PLACE

sometimes missed until a complaint is made to City staff. The original placement of the sheds appears to comply with the Zoning Bylaw requirements. See attachment 1 aerial imagery changes over time.

**Current Application:**

The accessory structure subject of this application is understood to be used as a woodshop. It was a requirement that the building drawings be signed by a structural engineer. To bring the accessory structure into compliance, multiple variances to site regulations are required. The following variances have been included in the application:

1. Reduced interior side yard setback to the west side, from 2.7m to 2.24m.
2. Reduced separation between the accessory structure and the primary building (from 1.0m to 0.15m).
3. Reduced interior side yard setback to the east side (from 0.9m to 0.28m).
4. A reduced separation between the accessory wood storage shed and the primary building from 1.0m to 0.00m.

See Attachment 2 for a site plan location of each variance.

**Rationale:**

Based on the comments from the Fire and Emergency Services Department, the primary concerns surrounding this application include compromised safety for the occupants of the building, and increased risk to the neighboring properties on all sides, as well as significant risk to emergency personnel should a fire arise.

Below is a rationale for support or refusal for each variance:

1. Reduced interior side yard setback to the west side, from 2.7m to 2.24m. - This relaxation is supportable, as it aligns with past reduced side yard setbacks in low density residential neighborhoods. It is now common to see side yard setbacks of 1.5m, regardless if a lane is present or not, and this is in alignment with other residential zones in Cranbrook.
2. Reduced separation between the accessory structure and the primary building (from 1.0m to 0.15m). - This relaxation is not supportable, as this would permit the obstruction of the secondary egress and pose significant risk to the occupants, as well as the safety of emergency personnel should an emergency occur.
3. Reduced interior side yard setback to the east side (from 0.9m to 0.28m) - This relaxation is not supportable, as this poses a greater risk to the neighboring property, especially with the understanding that the structure is used for woodworking.
4. A reduced separation between the accessory wood storage shed and the primary building from 1.0m to 0.00m. - This relaxation is not supportable, as it holds highly combustible material, and this relaxation would not permit enough space to access the property from that side if an emergency occurred, as well as posing a greater risk to the neighboring property.

Variances 2, 3 and 4 all introduce a risk to persons and property that are not subject to the application. Approval of these relaxations would impose hardship to the neighboring properties and compromise the safety of the neighborhood.

The required notice of the application for the variances was sent out to the adjacent property owners and tenants within 30.5m of the subject property, on May 27th. As of the date of writing this report, no formal comments have been received.

**Impacts to Applicant:**

Should Council proceed with the recommendations as presented, the applicant will be required to remove the illegal structure or bring it into compliance with the existing bylaws. The applicant would have an opportunity to reapply for reconsideration should their application be denied, in 6 months, as permitted by the legislation.

**ALTERNATIVE:**

COUNCIL REPORT – DEVELOPMENT VARIANCE PERMIT 3090.20.2605 - 108 GRANDVIEW PLACE

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1. THAT Council not 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.
2. THAT Council 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.
3. THAT Council 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.

**BUDGETARY IMPACT:**

This file has been subject to litigation and associated ongoing budgetary impacts since 2023

**POLICY IMPLICATION:**

None.

**STRATEGIC PLAN ALIGNMENT:**

Good governance.

**ATTACHMENTS:**

[1. Aerial Imagery - 2009-2024](#)

[2. Variances Site Plan](#)

**Approved By:**

Mike Matejka, Director, Engineering and Development Services

Marnie Dueck, City Clerk/Corporate Officer

Mark Fercho, Chief Administrative Officer

**Status:**

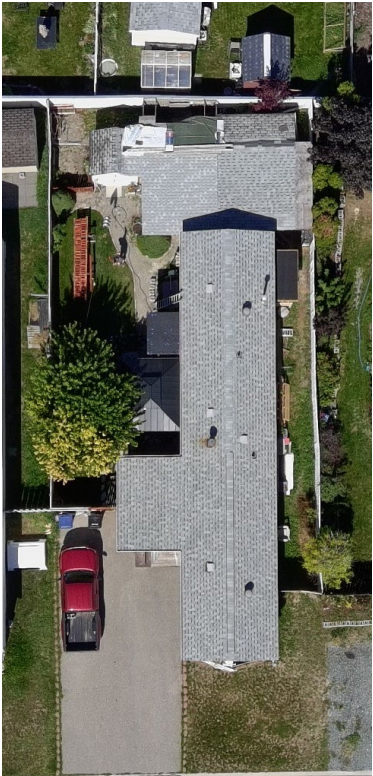
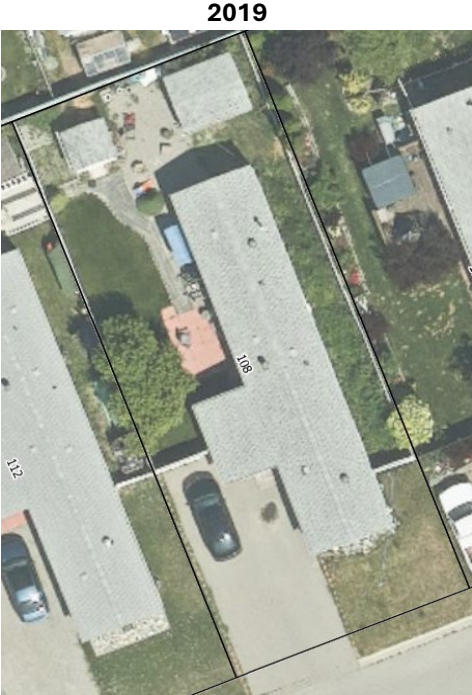
Approved - 03 Jun 2026

Approved - 03 Jun 2026

Approved - 03 Jun 2026

DVP Application 2605 – 108 Grandview Pl. – Illegal Accessory Structure

Map Imagery History:



DVP 2605 Review - Variance Locations Site Plan

**B.C. Land Surveyor's Building Location Certificate**  
**Lot 20, District Lot 2871, Kootenay District, Plan NEP23719**

Showing the location of the buildings situate thereon

Civic Address: 108 Grandview Place, Cranbrook, B.C.  
PID: 023-687-355

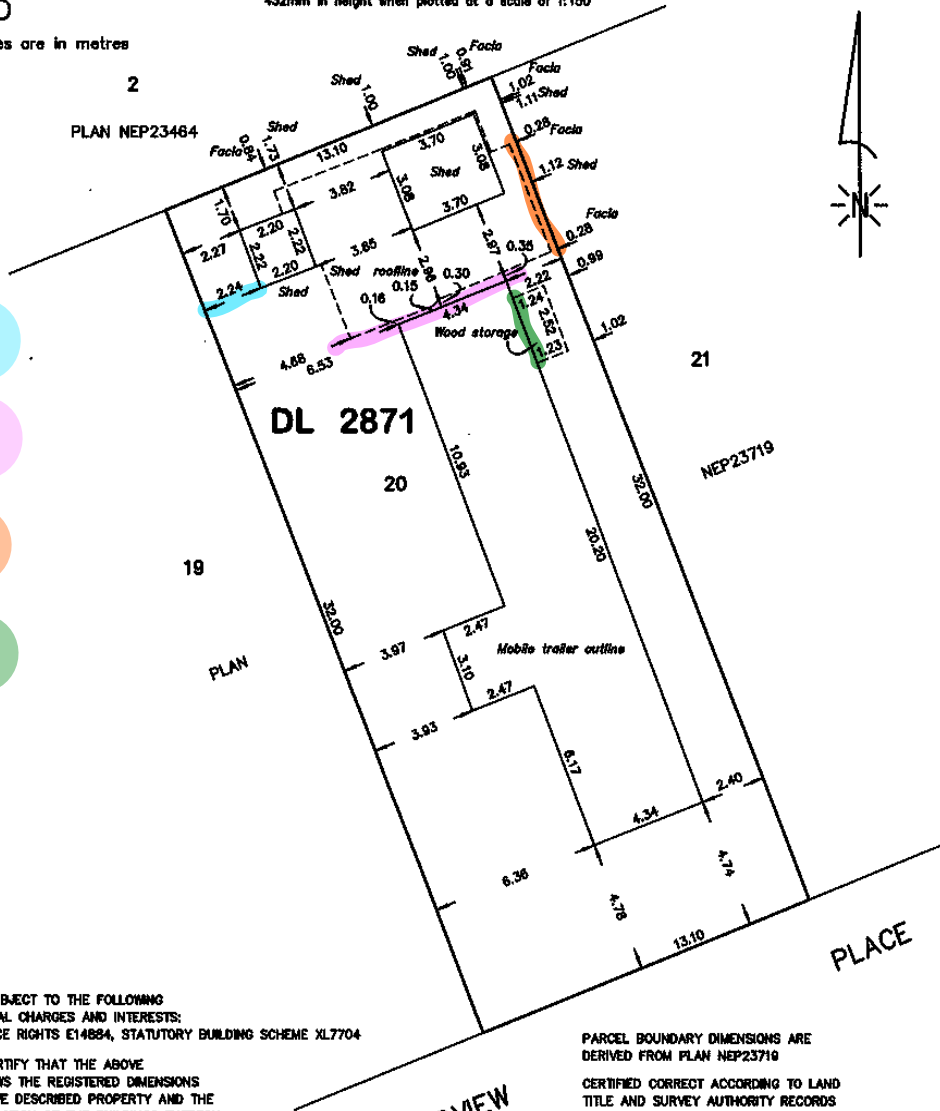
0m 3 6 9 12m

The intended plot size of this plan is 279mm in width and 432mm in height when plotted at a scale of 1:160

**LEGEND**

All distances are in metres

- 1
- 2
- 3
- 4



NOTES:  
LOT 20 IS SUBJECT TO THE FOLLOWING  
NON-FINANCIAL CHARGES AND INTERESTS:  
UNDERSURFACE RIGHTS E14884, STATUTORY BUILDING SCHEME XL7704

I HEREBY CERTIFY THAT THE ABOVE  
SKETCH SHOWS THE REGISTERED DIMENSIONS  
OF THE ABOVE DESCRIBED PROPERTY AND THE  
RELATIVE LOCATION OF THE BUILDINGS THEREON.

UNREGISTERED INTERESTS HAVE NOT BEEN  
INCLUDED OR CONSIDERED.

THIS PLAN IS FOR THE USE OF THE BUILDING  
INSPECTOR AND/OR MORTGAGEE ONLY AND IS NOT  
TO BE USED FOR THE RE-ESTABLISHMENT OF  
PROPERTY BOUNDARIES.

OFFSET DIMENSIONS ARE TO EXTERIOR OF  
TRIM/SIDING AND ARE PERPENDICULAR  
TO PROPERTY LINES

SKYLINE LAND SURVEYING LTD.  
#1 518-304th STREET  
KIMBERLEY, BC VIA JMS  
PHONE: (778) 481-0351

Client: Kathleen Murphy Client File: n/a

PARCEL BOUNDARY DIMENSIONS ARE  
DERIVED FROM PLAN NEP23719

CERTIFIED CORRECT ACCORDING TO LAND  
TITLE AND SURVEY AUTHORITY RECORDS

LAND SURVEYING COMPANY AND SURVEYOR ACCEPT  
NO RESPONSIBILITY FOR AND HEREBY DISCLAIM  
ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES  
INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT,  
SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING  
OUT OF OR IN CONNECTION WITH ANY DIRECT OR  
INDIRECT USE OR RELIANCE UPON THE PLAN  
BEYONDS ITS INTENDED USE

Wade  
Roulette  
GSCVXZ

Digitally signed by  
Wade Roulette GSCVXZ  
Date: 2026.02.27  
1608:51-0700

Wade A. Roulette, BCLS  
THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED  
Date: February 26th, 2026 File: 28-017-BLC





**TITLE:** Minor Variance Permit - Cozy Bear Parking Reduction

**PREPARED BY:** Santana Patten

**DEPARTMENT:** Engineering and Development Services

**PURPOSE:** To present Council with an application for a minor variance to reduce the required amount of parking at the Cozy Bear Lodge.

**RECOMMENDATION BY STAFF**

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.

**BACKGROUND INFORMATION:**

The subject application is for a Minor Development Variance Permit and is being referred to Council for consideration, for the property 621 Cranbrook St. N, anecdotally known as the Cozy Bear Lodge (Attachment 1). This relaxation falls under the classification of a minor variance, which is delegated authority, per section 6.3.d of the [Development Procedures and Delegation Bylaw](#). Should the Director choose to not exercise their authority, under section 12.1 the matter, remains a minor variance, and is to be considered by Council.

The minor variance classification relies on the use being interpreted as short-term accommodation such as a hotel or motel, however, this development has also been marketed as a housing project and is not solely for seniors, therefore the impacts could be considered similar to a housing use. For these reasons the decision is being brought to Council.

The proposed variance is to reduce the on-site parking by 50%, from 31 stalls to 16 stalls. The rationale for this relaxation is due to site constraints related to the existing lot layout and the requirement from the Ministry of Transportation and Transit to close the vehicle access off Highway 3, therefore the site cannot accommodate the required number of parking spaces.

Per Section 6: Parking and Loading Zoning Requirements, for the use of short-term accommodation, like a hotel or motel, the existing development would require one parking space per unit (31 spaces). The applicant is proposing a revised parking layout containing 16 parking spaces: 14 full-sized spaces and 2 small car spaces (12.5%). The proposed layout is shown in Attachment 2. The subject property is currently under renovation to enable operations as short-term accommodation for people experiencing or at risk of homelessness. Considering the population expected to be staying on the property, it is unlikely that most will own vehicles, thereby reducing the operational need for additional parking. One to two staff members will be on site at all times and will require parking spaces.

As a condition of this variance, staff suggest including the requirement for landscaping along the frontage, to align with the goals to beautify the Highway 3 frontage through Cranbrook, and ensure that the access from their parking area to Highway 3 is not used.

COUNCIL REPORT – MINOR VARIANCE PERMIT - COZY BEAR PARKING REDUCTION

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**ALTERNATIVE:**

THAT Council not approve Minor Development Variance Permit 3090.20.2607.

**BUDGETARY IMPACT:**

None.

**POLICY IMPLICATION:**

None.

**STRATEGIC PLAN ALIGNMENT:**

Good governance.

**ATTACHMENTS:**

- [1. SubjectProperty](#)
- [2. Proposed Parking Layout - Cozy Bear Parking Variance](#)

**Approved By:**

Mike Matejka, Director, Engineering and Development Services  
Marnie Dueck, City Clerk/Corporate Officer  
Mark Fercho, Chief Administrative Officer


**Status:**

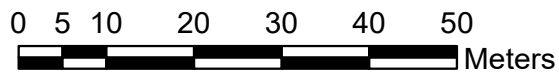
Approved - 03 Jun 2026  
Approved - 03 Jun 2026  
Approved - 03 Jun 2026

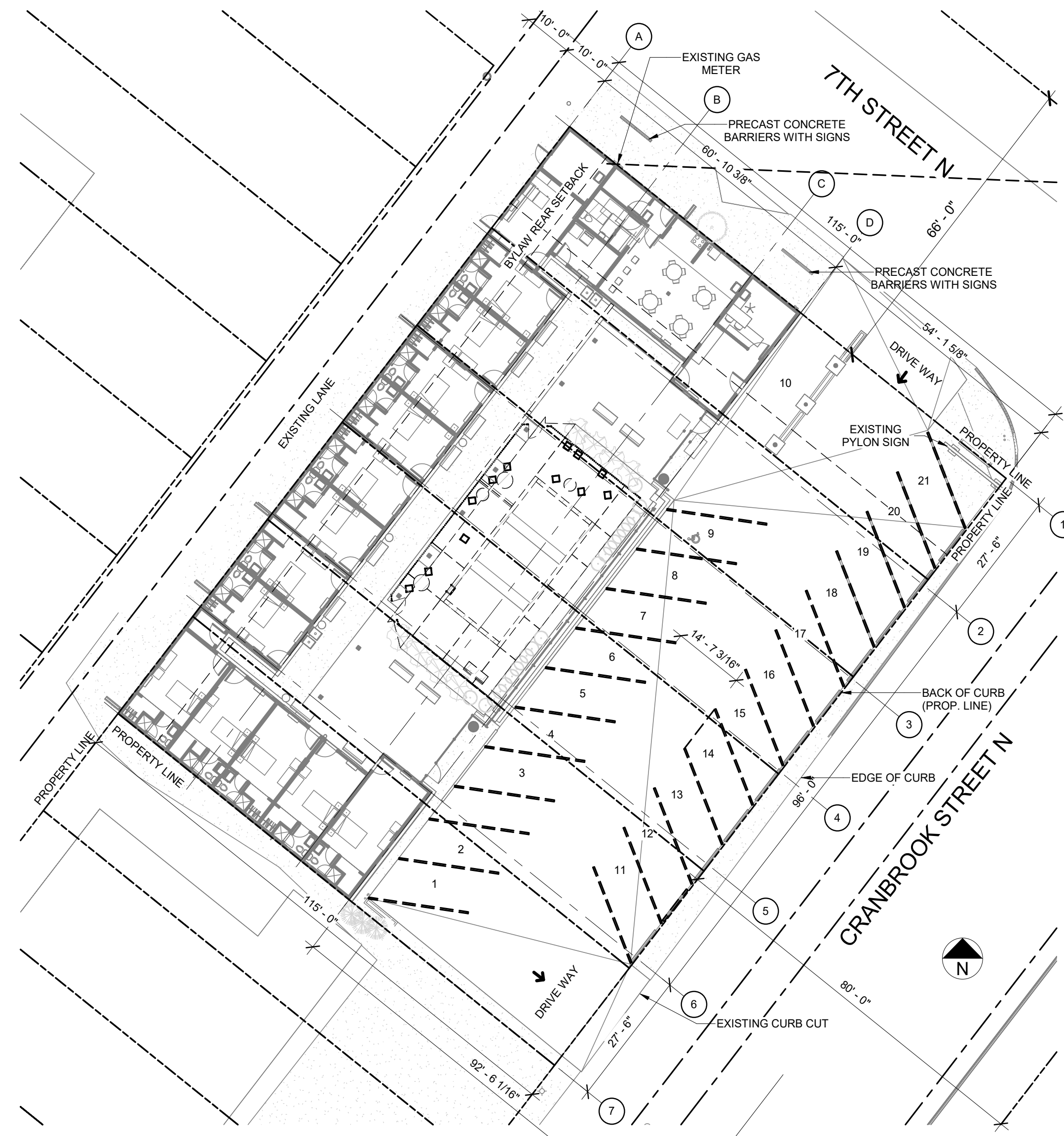
# Map 1. Subject Parcel - DVP 2607 - Cozy Bear Lodge - Parking



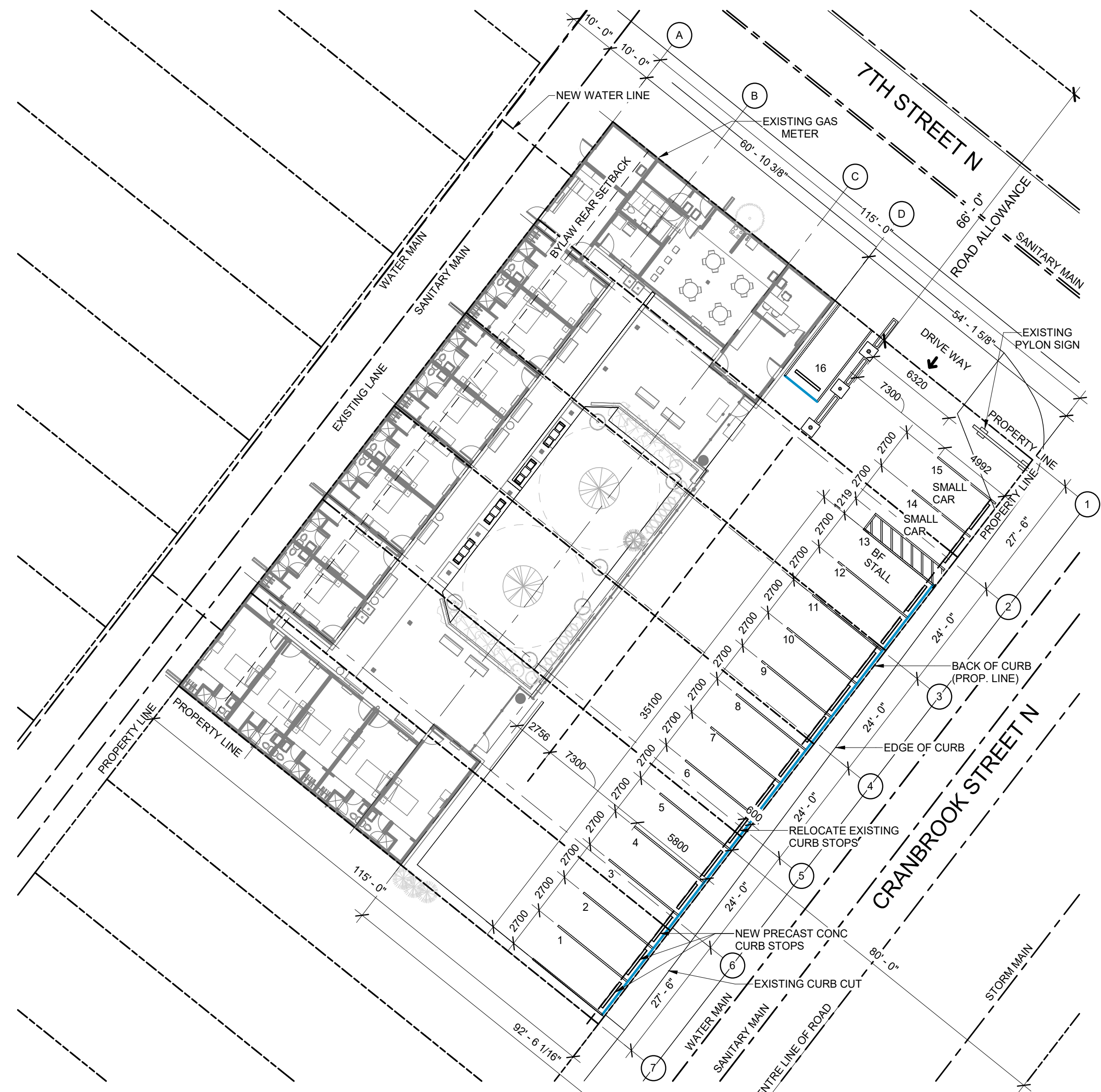
 Subject Property - Cozy Bear Lodge

June 2, 2026   
Scale: 1:750  
Display: 11" x 8.5"





1 SITE PLAN - EXISTING/DEMO PARKING  
A1-5 1:200



2 SITE PLAN - ACCESS CLOSURE/PROPOSED PARKING  
A1-5 1:200

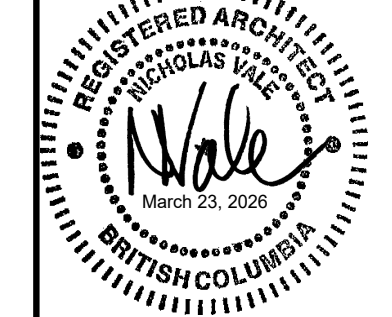
Issued		
Number	Date	Description

Notes  
 VERIFY DIMENSIONS, DATUM LEVELS, AND INFORMATION PRIOR TO COMMENCEMENT OF WORK AND REPORT ANY ERRORS, OMISSIONS AND DISCREPANCIES IMMEDIATELY TO THE ARCHITECT.  
 ALL DRAWINGS AND THESE DRAWINGS MAY NOT BE REPRODUCED WITHOUT THE ARCHITECT'S PERMISSION. THIS DRAWING SUPERSEDES PREVIOUS ISSUES.  
 DO NOT SCALE DRAWINGS.  
 VARIATIONS AND MODIFICATIONS TO THE WORK ON THESE DRAWINGS SHALL NOT BE CARRIED OUT WITHOUT APPROVAL OF THE ARCHITECT.



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Consultants



Project Title  
**COZY BEAR LODGE  
 PHASE 1**

621 CRANBROOK ST.  
 CRANBROOK, BC

Drawing Title  
**HWY 3 ACCESS  
 CLOSURE**

Project No. 2421	Checked by NV
Scale 1:200	Cad File
Date 2026/01/20	Drawing No. <b>A1-5</b>
Drawn by NS/SP	



**TITLE:** Application for Exclusion from the ALR (Agricultural Land Reserve) 3202 Edgewood Drive

**PREPARED BY:** Conor Britton

**DEPARTMENT:** Engineering and Development Services

**PURPOSE:** To consider forwarding an application to the Agricultural Land Commission for ALR Exclusion of property located on 3202 Edgewood Drive on behalf of the owner of the subject property.

**RECOMMENDATION BY STAFF**

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.

**BACKGROUND INFORMATION:**

Further the resolution of Council in April 2026 to consider a request from the applicants to exclude their property from the Agricultural Land Reserve, one of the requirements of the application process is that the Local Government must hold a public hearing and pass a resolution of Council authorizing the application to be forwarded to the Commission for Consideration. In addition to the hearing, the applicants are required to post a sign on the property advertising the application. At the time of writing this report, no comments have been received on the application.

If Council concurs with the resolution, staff can complete the submission to the Commission for their consideration.

Background

The City received a request from Lawrence C. Jewett, as the owner of the subject property, to make an application for Agricultural Land Reserve (ALR) Exclusion of their residential property located at 3202 Edgewood Drive, in accordance with the current procedure established by the Provincial Agricultural Land Commission (ALC). The property is legally described as Lot H, District Lot 36 Kootenay District Plan 2668 and is currently the site of their principal residence.

Prior to City Staff submitting an application to the ALC on behalf of the land owners, a Public Hearing must be held with any comments received at the Public Hearing forming part of the application submission for ALR Exclusion to the ALC. A notice for the Public Hearing including general information, the location, date, and time of the hearing is required to be circulated to the public and will be undertaken by City Staff in compliance with the *Agricultural Land Commission Act, SBC, 2002*.

The property in question is currently within the Residential Zone: R-1 with a single family dwelling being the principal use of the property. The applicant has inquired about the potential for future subdivision and development of residential land and was informed that additional approvals would be required from the ALC

COUNCIL REPORT – APPLICATION FOR EXCLUSION FROM THE ALR (AGRICULTURAL LAND RESERVE) 3202 EDGEWOOD DRIVE

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prior to any development taking place. The applicant would like to seek an exclusion for the entirety of the parcel described above to increase the potential of the land for residential development.

Staff Comments on Process

As of September 2020, the ALC changed the procedure for making applications for ALR Exclusions, requiring that Local Governments initiate an application on behalf of a landowner. Historically, the landowners were the one to make application for exclusions. Given this new process, the City is required to make application to the ALC for exclusion of the property on behalf of the applicant. The process will include application through their portal, posting a sign on the property, providing a notice to local or first nation governments, provide notice of and hold a Public Hearing and then pass a resolution of Council. There is a \$750 fee that has been paid by the applicant to the City. The City established the *Application for Exclusion from the Agricultural Land Reserve - Private Landowner Policy and Procedure No. 36-02* in July of 2025. The Procedure for this type of application requires a further fee of \$1,500 to cover the costs associated with hosting a Public Hearing and notification services. This fee will need to be paid by the applicant prior to notification of a Public Hearing being sent out to the community.

Recommendation

Given the current circumstances regarding the use of property being primarily residential, staff recommends Council authorize staff to proceed with an application for the subject property with the condition that the additional fees associated with submitting the application to the ALC be borne by the applicant. *Schedule A of the Application for Exclusion from the Agricultural Land Reserve - Private Landowner Policy and Procedure No. 36-02* identifies lands that will not be considered for exclusion by the City. The subject property is not located within the lands identified by the City under *Schedule A of Policy No. 36-02* and as such, staff recommend that the application be submitted to the ALC on behalf of the applicant.

**ALTERNATIVE:**

THAT Council not authorize proceeding with an ALR Exclusion application.

**BUDGETARY IMPACT:**

Nil.

**POLICY IMPLICATION:**

Nil.

**STRATEGIC PLAN ALIGNMENT:**

Nil.

**ATTACHMENTS:**

- [Location Map - 3202 Edgewood Drive](#)
- [Parcel Images](#)
- [ALR Exclusion Application](#)
- [Sign Posted on Property](#)

**Approved By:**

Mike Matejka, Director, Engineering and Development Services  
 Marnie Dueck, City Clerk/Corporate Officer  
 Mark Fercho, Chief Administrative Officer

**Status:**

Approved - 02 Jun 2026  
 Approved - 02 Jun 2026  
 Approved - 03 Jun 2026







Page 3 of 13



Location Map  
3202 Edgewood Drive

Legend

-  Subject Property
-  School
-  Park
-  ALR



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 any time.

Data Source:  
Ortho Imagery (2023, 10cm accuracy)

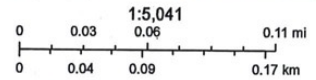
Date: April 7th, 2026

### ALR Property and Map Finder



3/5/2025, 11:42:03 AM

- ALR Polygons
- ParcelMap BC Parcel Fabric
- Municipalities
- Regional Districts



Esri Community Maps Contributors, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, EPA, US Census

Provincial Agricultural Land Commission

© Provincial Agricultural Land Commission. The information provided is for reference purposes only and may not reflect the current state of the ALR.





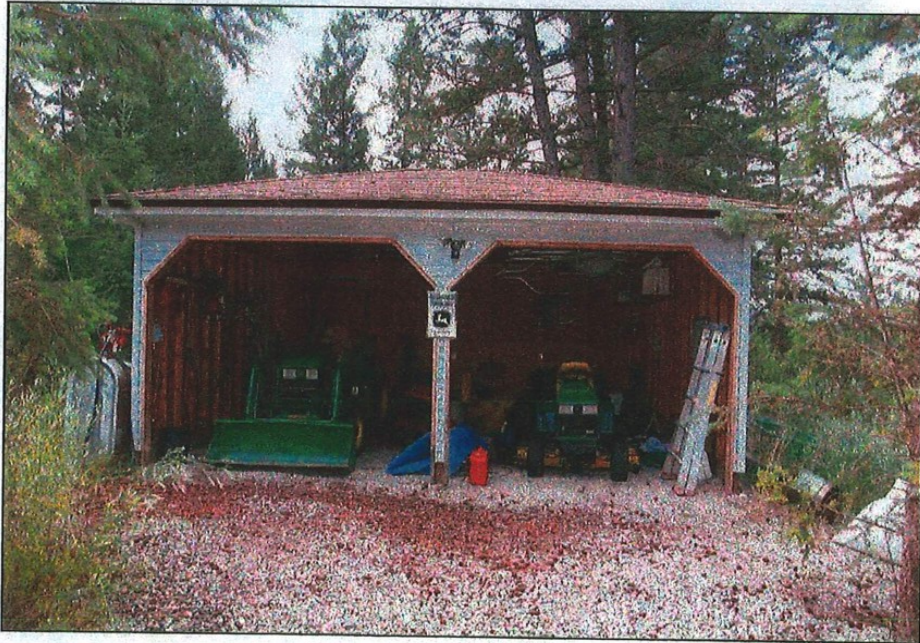


322268



Tennis Court & Storage Shed

322268



Page 8 of 13





...Continued

**Application for Exclusion from the ALR**

**LAND UNDER APPLICATION**

Lot H Block \_\_\_\_\_ Plan 2668 District Lot 36

Extended legal description: Lot H, District Lot: 36, Kootenay District Plan 2668

Street Address: 3202 Edgewood Drive Parcel Identifier Number (PID): 009-181-016

Total Land Area of Property: 5.855 acres Existing Zoning: R-1

Farm Classification: Yes  No

**PROPOSAL DESCRIPTION**

Describe all agriculture that currently takes place on the parcel(s):

No agricultural activity takes place on this parcel  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe all agricultural improvements made to the parcel(s), e.g. irrigation, drainage, fencing, enhancements, clearing, etc:

As a landowner, the property has been completely fenced for privacy.  
Much of the treed area has been mitigated for wild fire control.  
Underground sprinkler system was installed for the lawns closest to the house.  
A drainage culvert was installed underneath the tennis court to direct underground water to the lower treed area.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe all non-agricultural land uses that currently take place on the parcel(s), e.g. residential, homebased business, commercial, recreational, institutional:

This property use is solely for residential.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



...Continued

**Application for Exclusion from the ALR**

**SITE PLAN**

Attach a map or sketch showing the following:

- North arrow & scale
- Parcel lines with dimensions
- Area for exclusion clearly identified
- Physical features (creeks, ponds, gullies, hills etc.)
- Access (roads, driveways, etc)
- All buildings & structures (existing & proposed)
- All agricultural improvements (if applicable)
- Well or water intake
- Septic tank & field

**ADJACENT PARCELS**

	<b>Primary Land Use Type</b> (e.g. Agricultural, Residential, etc.)	<b>Specific Activity</b> (e.g. Cattle Grazing, Single family residence, etc.)
North	Crown Land	Cranbrook Community Forest
East		
South		
West		

**PROPOSAL**

How many hectares are you proposing to exclude? 5.855 acres

Why are you requesting an exclusion application? Include what future uses or activities require the exclusion of the parcel(s) and why they cannot be accommodated within the ALR through another form of approval (e.g. non-adhering residential use, non-farm use or subdivision).  
**To work with the City of Cranbrook's OCP, their Land Use Map designates this property as Infill Residential.**

**Removing this parcel from the ALR would increase the residential land inventory for residential properties.**

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Have the parcel(s) proposed for application been identified as supported for future exclusion from the ALR within Policy 38-02 *Application for Exclusion from the Agricultural Land Reserve*? Yes  No

**THE FOLLOWING MUST ACCOMPANY AN APPLICATION FOR EXCLUSION FROM THE ALR TO BE DEEMED COMPLETE:**

**Application Form**

Completely filled out and including all supporting information. Any questions with regards to the ALR Exclusion Policy please contact Planning Staff.

**Development Proposal**

A site plan and related drawings with the following information clearly articulated:

- Existing Use
- Proposed Use and Development

**Letter of Authorization**

If any agent is making the application on behalf of the current property landowner, a letter from the property owner must authorize the application, dated no more than 10 days prior to date of application.

**Copy of Current Certificate of Title(s) for the lands involved**

Dated no more than 10 days prior to the date of application. Include copies of all Restrictive Covenants and Caveats registered on Title.

**Land Owned by Numbered Companies**

If the owner of the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied.

**Payment of Fees Applicable**

- Application Fee..... \$750
- Public Hearing / Notification Services Fee ..... \$1500







**TITLE:** Development Variance Permit 3090.20.2608 - Rotary Club of Cranbrook seniors housing project

**PREPARED BY:** Rob Veg

**DEPARTMENT:** Engineering and Development Services

**PURPOSE:** To consider a development variance permit request from Rotary Club of Cranbrook to vary parking and siting (setback) provisions in the City's Zoning Bylaw to facilitate development of a 12 unit affordable seniors housing project.

**RECOMMENDATION BY STAFF**

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.

**BACKGROUND INFORMATION:**

Rotary Club of Cranbrook has submitted an application for a Development Variance Permit request to vary provisions in the City's Zoning Bylaw to facilitate development of a 12 unit affordable seniors housing project, proposed on a parcel being donated to Rotary from the City.

The subject property has officially been subdivided and is legally described as LOT 1 DISTRICT LOT 22 KOOTENAY DISTRICT PLAN EPP150489, located at 5th Street South, adjacent to St. Mary's School. The new lot is currently in the disposition process; however, Council granted Rotary agent authorization to make the necessary applications to facilitate the proposed Development.

***Development Variance Request***

COUNCIL REPORT – DEVELOPMENT VARIANCE PERMIT 3090.20.2608 - ROTARY CLUB OF CRANBROOK SENIORS HOUSING PROJECT

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Rotary is requesting variances to *Number of Required Off-Street Parking Spaces* Section 6.12.4.(c) 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. Specifically, the variances being requested are:

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 (abutting school parking lot).

In support of the request Rotary submitted a letter noting the following:

*"1. Front yard setback for Building 1, from 7.6m to 2.74m. Cranbrook Rotary will be installing a trail along the front of this property to connect with Rotary Way Trail on the west side, as required by Council. As the Landscaping Plan shows, we will provide shale rock ground cover from Building 1 and beyond the property line to the new Rotary Way Trail connector for approximately 5.5m of finished landscaping.*

*2. Side yard setback for Building 3, from 4.5m to 1.83m. Due to the side slope on Building 3, we would like to keep it close to the side property line. At this location, it's an unused portion of the school property.*

*3. Parking spaces from 24 stalls to 12 stalls. This project is for independent seniors with low income. Based on what we have seen with the tenants at our Rotary Scott Villa over the past 59 years, very few of them have a vehicle – most just can't afford the expense of insurance and fuel for a car."*

**Public Notice**

Notice of the variance request was mailed to adjacent owners/occupiers on May 28, 2026. At time of writing this report, no comments had been received.

**Staff Comments**

Staff have reviewed the requested variance as part of the Development Permit review process. No significant concerns have been noted with any of the requested bylaw relaxations. With respect to the front yard, staff concurs with the applicants letter noting that while the technically the front yard setback is reduced, there will still be a significant separation between the building and the road given the proposed trail connection and landscaping. With respect the side yard, given the current use of adjacent lands as a parking lot and in consideration of the grade difference, no concerns from a staff perspective are noted. Regarding the parking variance request, since all the units are single bedroom units and are intended to be affordable rents for seniors, staff concurs with the rationale in the applicants letter and has no concern with requested parking reduction.

As part of the development process, a multifamily development permit is required to facilitate the proposal. As part of the subdivision process, development permits were issued for steep slopes and riparian areas and restrictive covenants with recommendations have been registered on title which Rotary will have to adhere to. In addition, the proposed development will also be required to comply with approved site specific floodplain exemption construction elevations, which are also registered on the title of the property.

Given the above, staff has proposed the recommendation for approval of the requested variances.

COUNCIL REPORT – DEVELOPMENT VARIANCE PERMIT 3090.20.2608 - ROTARY CLUB OF CRANBROOK SENIORS HOUSING PROJECT

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**ALTERNATIVE:**

THAT Council not approve the Development Variance Permit

**BUDGETARY IMPACT:**

Nil

**POLICY IMPLICATION:**

A goal in the City's Housing Strategy is for the City to support project viability through streamlined applications and collaboration between providers / developers. While not a direct action (but identified as incentives for housing), approval of the variances are an actionable items that supports the proposed development. The strategy also identifies that for non-market housing, regulatory relaxations (even deeper than for market) is a tool the City can use to help support and incentivize affordable housing.

**STRATEGIC PLAN ALIGNMENT:**

- Continue to Build a Safe and Vibrant Community in Which to Live and Work
- Foster Strong and Diverse Economic Relationships
- Create a Supportive Environment for Growth in Housing and Economic Development
- Enable the Provision of Attainable and Accessible Housing

**ATTACHMENTS:**

[Rotary DVP Map](#)

[2 Development Permit letter](#)

[3 Rotary Creekside Village BLDG 1 - REVISED Plans for TENDER & PERMIT \(27Mar26\)](#)

[4 Rotary Creekside Village BLDG 2 - REVISED Plans for TENDER & PERMIT \(27Mar26\)](#)

[5 Rotary Creekside Village BLDG 3 - REVISED Plans for TENDER & PERMIT \(27Mar26\)](#)

[7 RCV - Exterior Rendering](#)

**Approved By:**

Mike Matejka, Director, Engineering and Development Services

Marnie Dueck, City Clerk/Corporate Officer

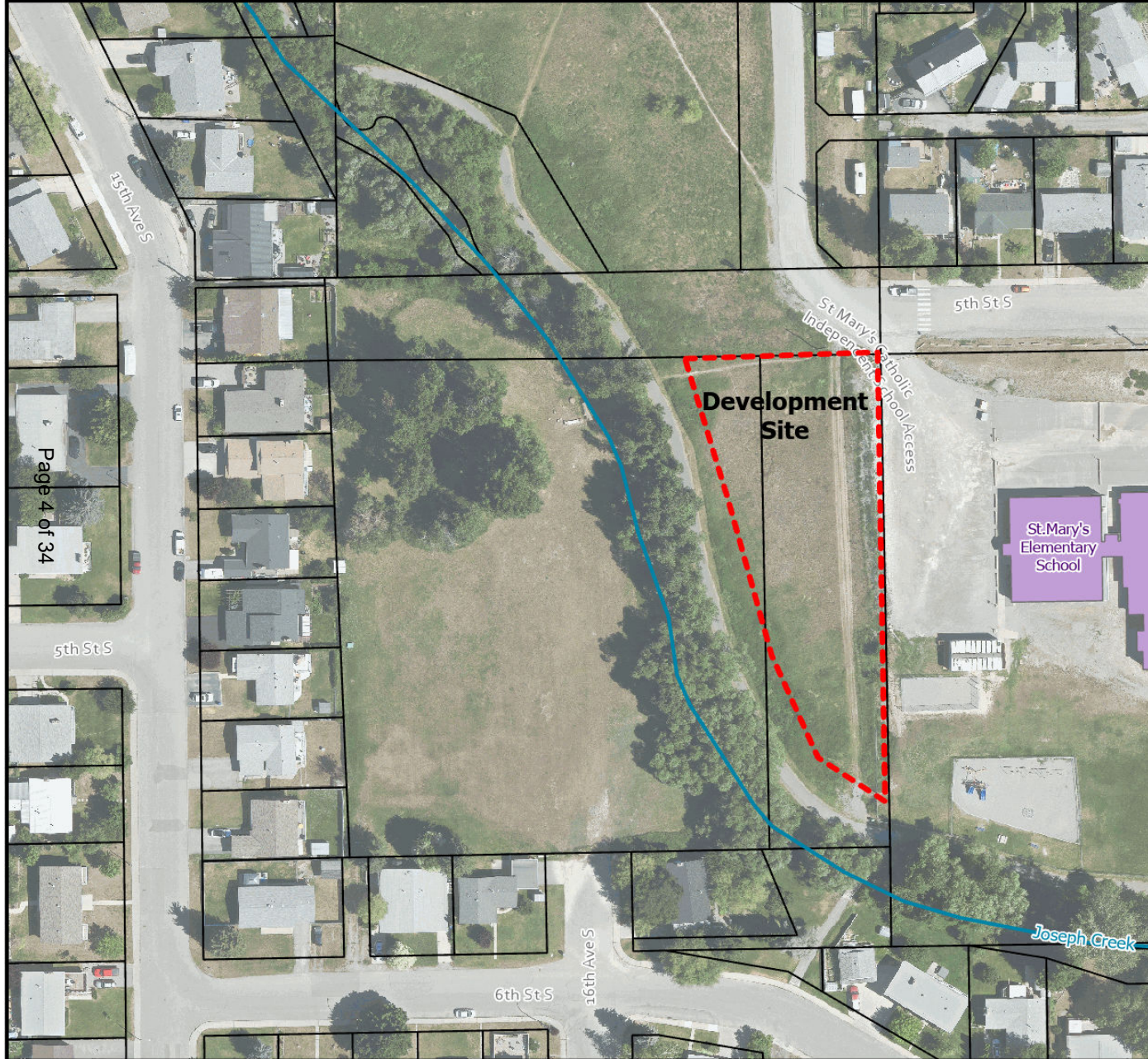
Mark Fercho, Chief Administrative Officer

**Status:**

Approved - 01 Jun 2026

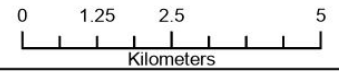
Approved - 01 Jun 2026

Approved - 01 Jun 2026

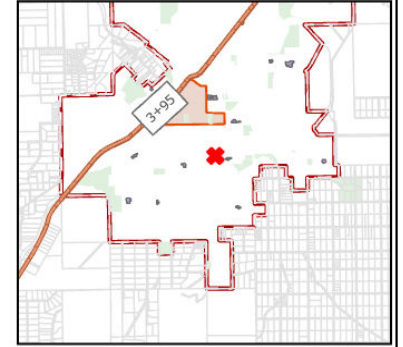


### Location Map

----- Subject Area



### Inset Map:



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Data Source:  
 Digital Road Atlas (ILMB)  
 Ortho Imagery (June 2023, 10cm accuracy)

Date: May 2026



April 24, 2026

City of Cranbrook Development Permit and Variance Application

Project Description – Rotary Creekside Village

Property: civic address to be confirmed

Legal Description: proposed new lot being created by subdivision of LOT 218 DISTRICT LOT 22 KOOTENAY DISTRICT PLAN 887, EXCEPT PARCEL A (SEE 5916I) & LOT 219 DISTRICT LOT 22 KOOTENAY DISTRICT PLAN 887, EXCEPT (1) PARCEL A (SEE 5916I) AND (2) PARTS INCLUDED IN PLANS 9730 AND 10114

Applicant: Cranbrook Rotary Projects Society (New Dawn Developments authorized as Agent)

The Cranbrook Rotary Projects Society, otherwise known as Cranbrook Rotary, is planning to build a new seniors housing project that will bring 12 one-bedroom homes to our community. Designed for seniors who want to live independently but need below-market-rate rental housing, this project builds on nearly 60 years of success with our Rotary Scott Villa, where more than 225 seniors have found safe, comfortable housing.

Construction of Rotary Creekside Village is anticipated to begin in July 2026 and complete within 12 months.

Attached Issue for Permit plans showing the 3 buildings, each with 4 units. Building 2 has additional space for a shared laundry room, as well as an office and storage room for property management.

We are requesting a variance for:

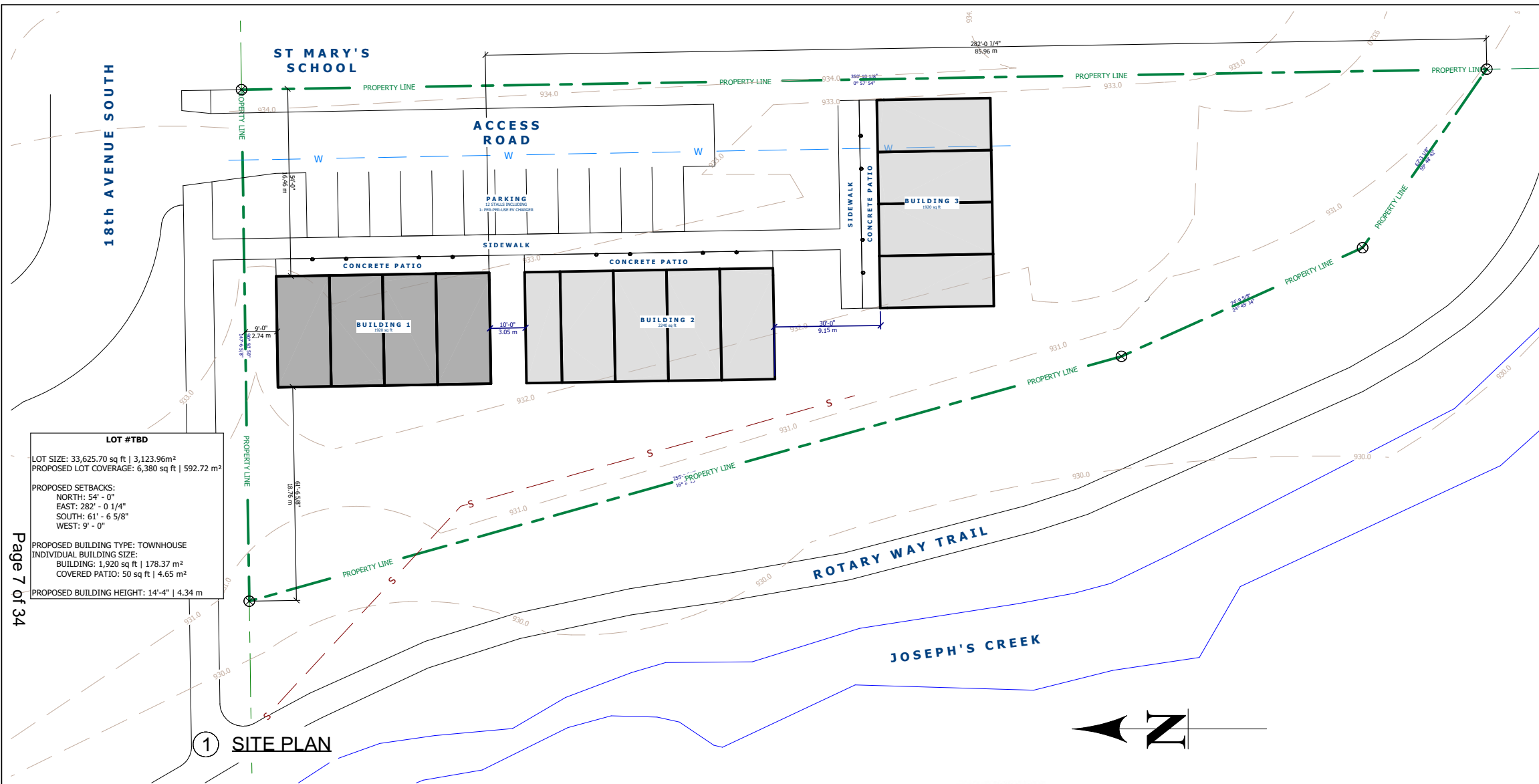
1. Front yard setback for Building 1, from 7.6m to 2.74m. Cranbrook Rotary will be installing a trail along the front of this property to connect with Rotary Way Trail on the west side, as required by Council. As the Landscaping Plan shows, we will provide shale rock ground cover from Building 1 and beyond the property line to the new Rotary Way Trail connector for approximately 5.5m of finished landscaping.
2. Side yard setback for Building 3, from 4.5m to 1.83m. Due to the side slope on Building 3, we would like to keep it close to the side property line. At this location, it's an unused portion of the school property.

3. Parking spaces from 24 stalls to 12 stalls. This project is for independent seniors with low income. Based on what we have seen with the tenants at our Rotary Scott Villa over the past 59 years, very few of them have a vehicle – most just can't afford the expense of insurance and fuel for a car.

Thank you for your consideration. Please let me know if you require any further information.



Leanne Jensen, as Contractor/Agent for the Rotary Club of Cranbrook



① SITE PLAN



② FRONT PERSPECTIVE

# REVISED FOR TENDER & PERMIT

3D RENDERINGS ARE CONCEPTUAL. ACTUAL VIEWS MAY VARY AND CANNOT BE GUARANTEED.

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No	REVISION	DATE	BY
5.	REVISED TENDER & PERMIT	27 MAR	SK
4.	TENDER	26 JAN	SK
3.	PERMIT	16 JAN	SK
2.	TENDER REVIEW II	08 JAN	SK
1.	TENDER REVIEW	19 DEC	SK



**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing: **SITE PLAN & PERSPECTIVE DETAIL**

Project No: _____	<b>A1.1</b>
Date: 27-MAR-26	
Scale: NO SCALE	

**MECHANICAL & ELECTRICAL NOTES:**  
 EACH UNIT TO HAVE;  
 - VARIABLE SPEED FORCED AIR FURNACE  
 - HUMIDIFIER  
 - HRV  
 - HEAT PUMP  
 - 40gal ELECTRIC HOT WATER TANK  
 - IRRIGATION ROUGH-IN  
 (EXCLUDING BUILDING 1)  
 - 1 HOSE BIB PER BUILDING  
 - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE  
 - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT  
 - 1 DATA OUTLET  
 - 24" APARTMENT SIZED FRIDGE  
 - 24" APARTMENT SIZED ELECTRIC RANGE  
 - OTR MICROWAVE / HOOD FAN  
 - SOLAR READY CONDUIT AS SHOWN  
 \* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR

**WINDOW NOTES:**  
 INSTALL MAIN FLOOR WINDOWS 83 3/8" aff  
 \* ALL WINDOW SIZES ARE APPROXIMATE. REFER TO WINDOW MANUFACTURER SUPPLIED ROUGH OPENING SIZES.

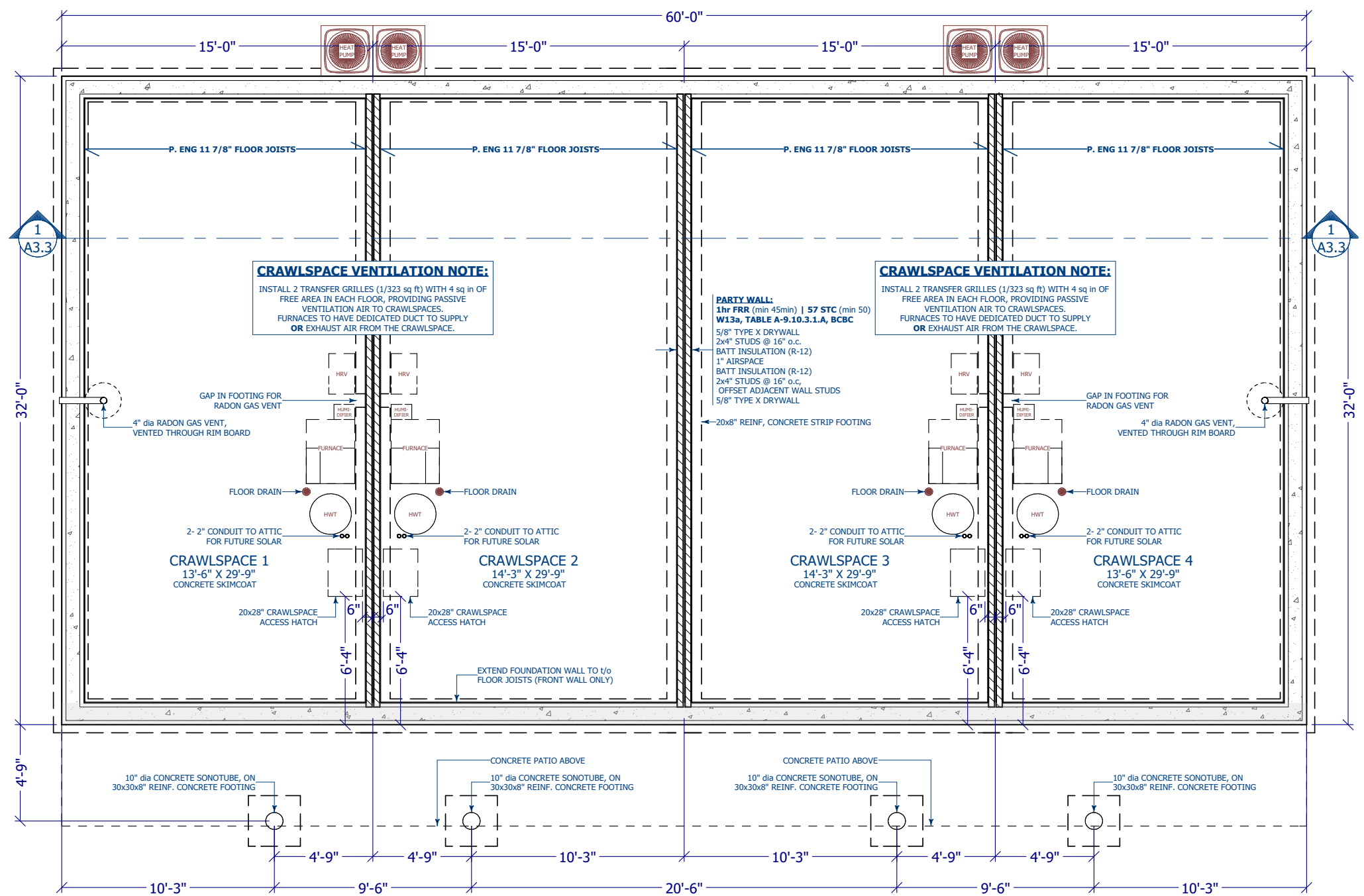
**DOOR ROUGH OPENING NOTES:**  
 SWING DOOR R.O. = width + 2.5", height + 2.5"

**DIMENSION NOTE:**  
 ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF 7/16" SHEATHING

**CEILING HEIGHTS:**  
 CRAWLSPACE: 4' - 1 1/2"  
 MAIN FLOOR: 8' - 1 1/8"

**ENGINEERING NOTE:**  
 SEE ENGINEERED DRAWINGS FOR LATERAL LOAD PLANS AS PER THE 2024 BCBC (BRACED WALL BANDS)

**BUILDING AREA**  
 1920 sq ft  
**UNIT AREA**  
 480 sq ft



REVISED FOR TENDER & PERMIT

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4.	TENDER	26 JAN	SK
3.	PERMIT	16 JAN	SK
2.	TENDER REVIEW II	08 JAN	SK
1.	TENDER REVIEW	19 DEC	SK

**NEW DAWN DEVELOPMENTS**  
 1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-426-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**  
 Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing: **CRAWLSPACE PLAN**  
 Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: 3/16" = 1'-0"  
**A2.1**

**MECHANICAL & ELECTRICAL NOTES:**  
 EACH UNIT TO HAVE;  
 - VARIABLE SPEED FORCED AIR FURNACE  
 - HUMIDIFIER  
 - HRV  
 - HEAT PUMP  
 - 40gal ELECTRIC HOT WATER TANK  
 - IRRIGATION ROUGH-IN (EXCLUDING BUILDING 1)  
 - 1 HOSE BIB PER BUILDING  
 - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE  
 - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT  
 - 1 DATA OUTLET  
 - 24" APARTMENT SIZED FRIDGE  
 - 24" APARTMENT SIZED ELECTRIC RANGE  
 - OTR MICROWAVE / HOOD FAN  
 - SOLAR READY CONDUIT AS SHOWN  
 \* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR

**WINDOW NOTES:**  
 INSTALL MAIN FLOOR WINDOWS 83 3/8" aff  
 \* ALL WINDOW SIZES ARE APPROXIMATE. REFER TO WINDOW MANUFACTURER SUPPLIED ROUGH OPENING SIZES.

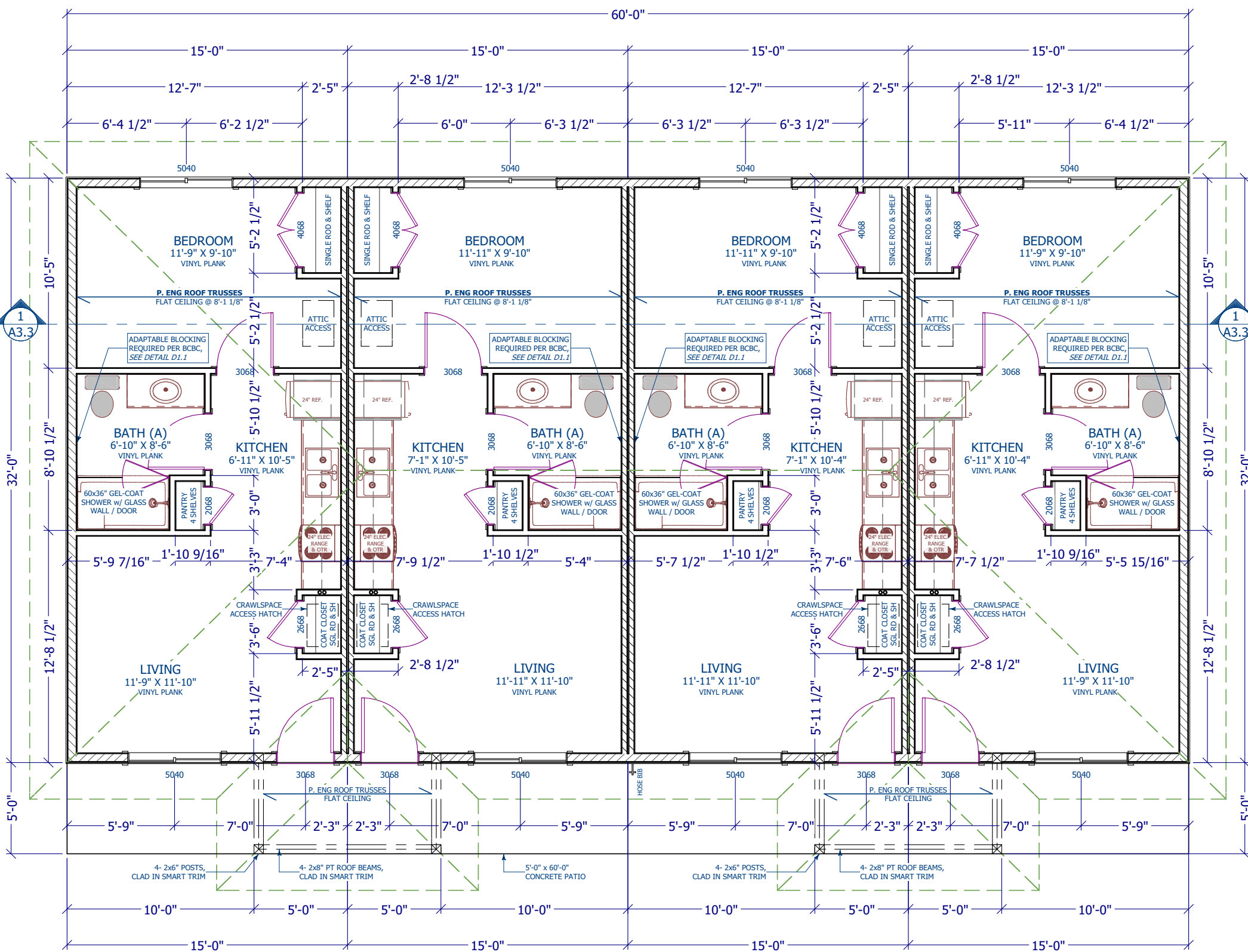
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 SWING DOOR R.O. = width + 2.5", height + 2.5"

**DIMENSION NOTE:**  
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 MAIN FLOOR: 8' - 1 1/8"

**ENGINEERING NOTE:**  
 SEE ENGINEERED DRAWINGS FOR LATERAL LOAD PLANS AS PER THE 2024 BCBC (BRACED WALL BANDS)

**BUILDING AREA**  
 1920 sq ft  
**UNIT AREA**  
 480 sq ft



REVISED FOR TENDER & PERMIT

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1.	TENDER REVIEW	19 DEC	SK



**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

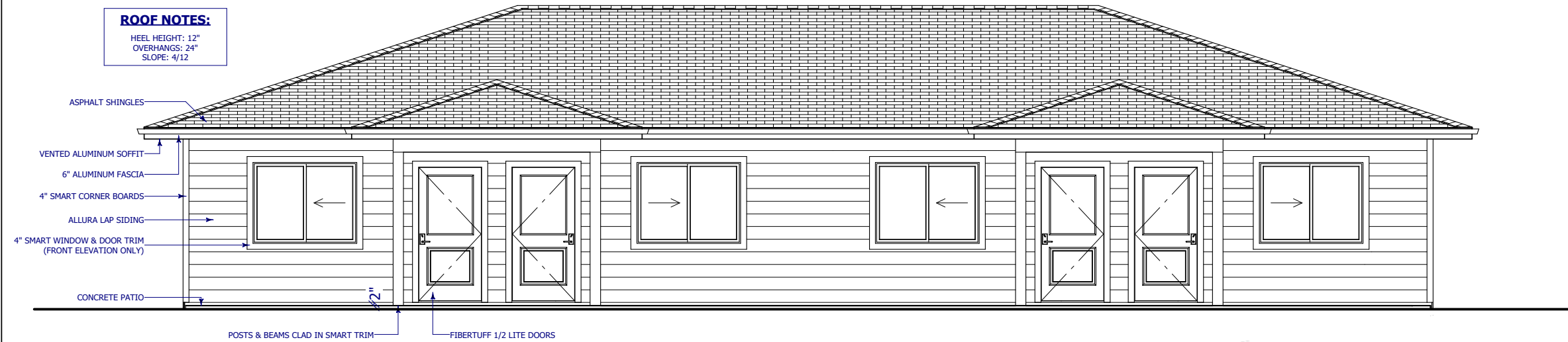
**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

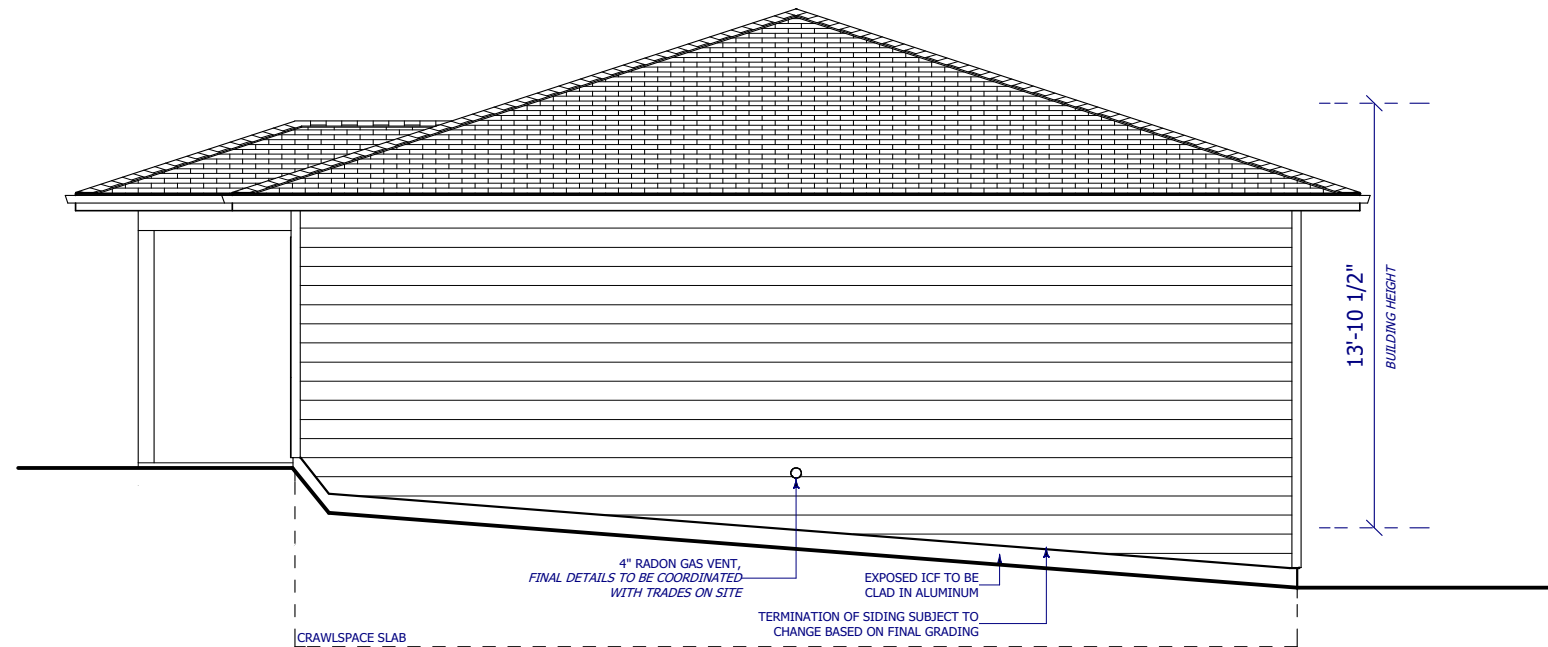
Drawing: MAIN FLOOR PLAN

Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: 3/16" = 1'-0"  
**A2.2**

**ROOF NOTES:**  
 HEEL HEIGHT: 12"  
 OVERHANGS: 24"  
 SLOPE: 4/12



① FRONT ELEVATION



② RIGHT SIDE ELEVATION

REVISED FOR TENDER & PERMIT

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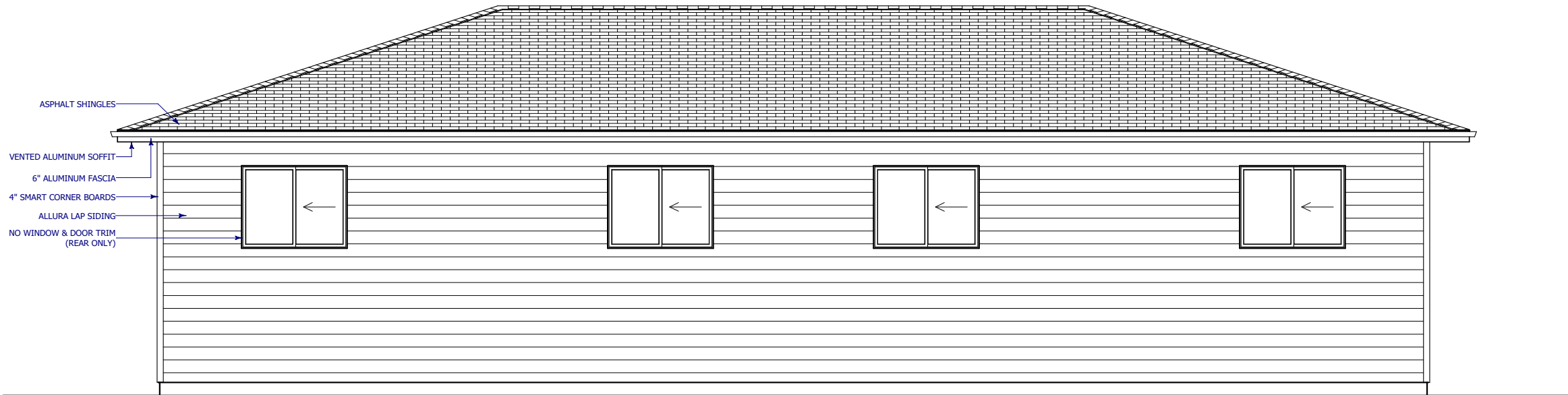
**ROTARY CREEKSIDE VILLAGE BUILDING 1**

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 Legal Address: \_\_\_\_\_

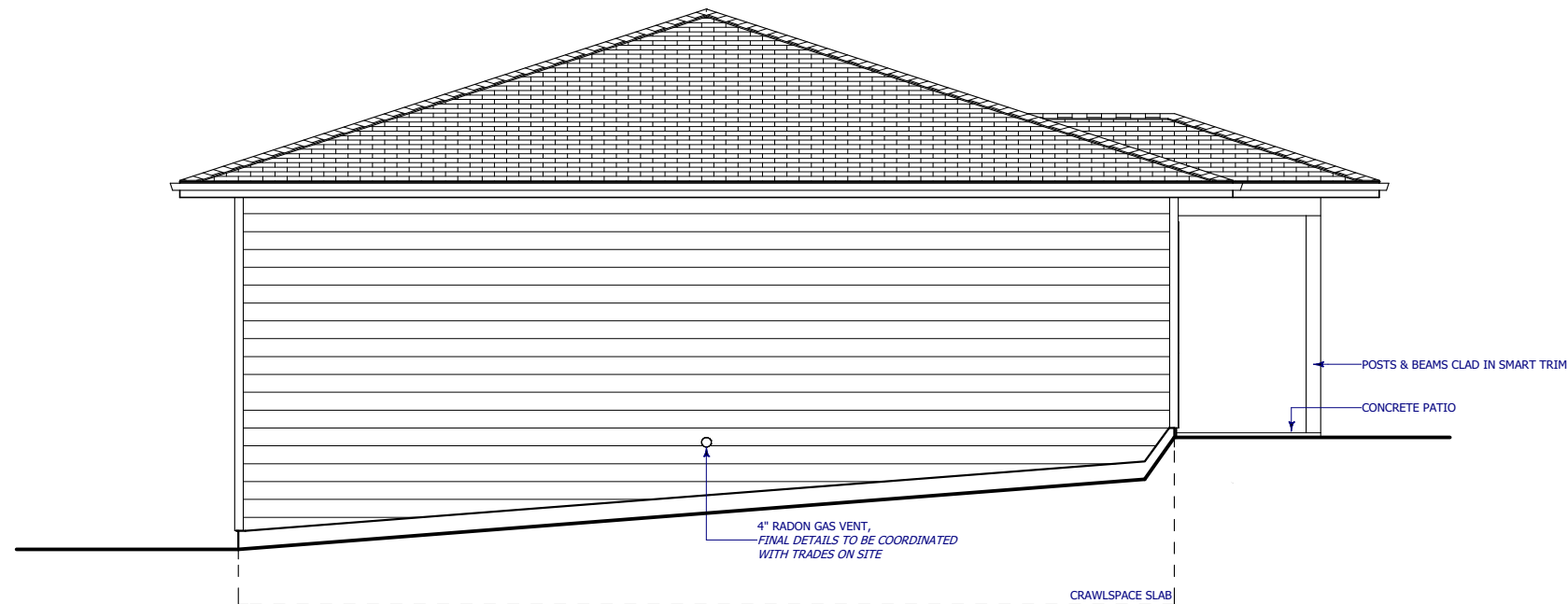
Drawing: FRONT & RIGHT ELEVATIONS

Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: 3/16" = 1'-0"

**A3.1**



① REAR ELEVATION



② LEFT SIDE ELEVATION

REVISED FOR TENDER & PERMIT

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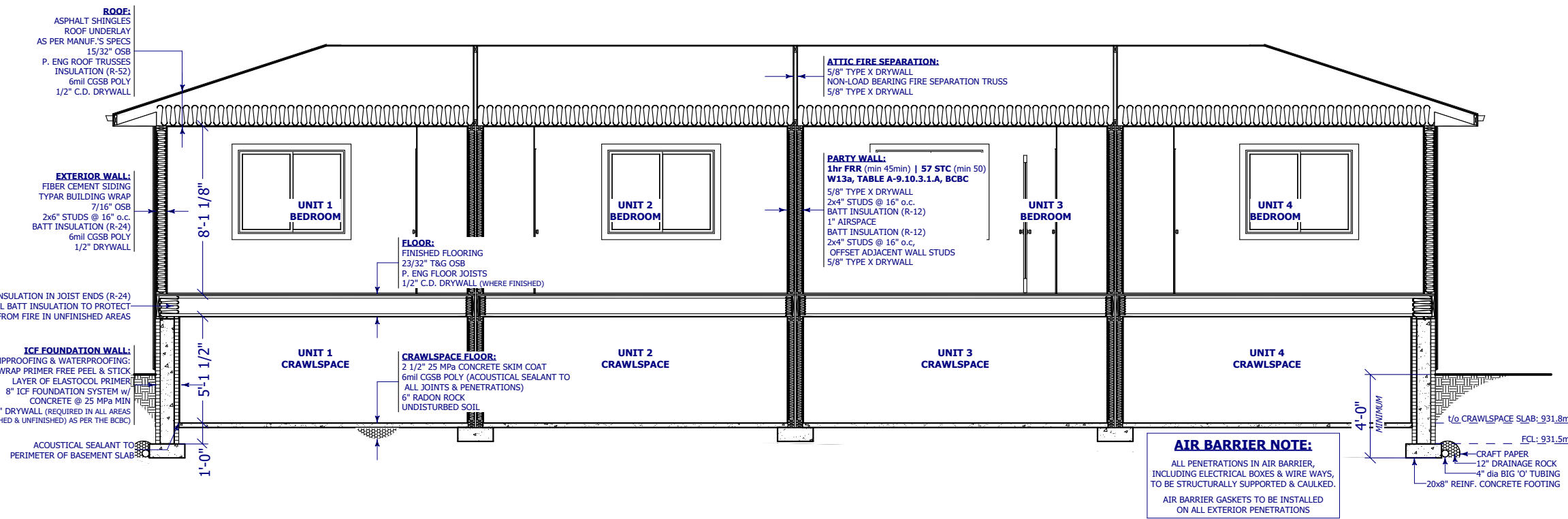
**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
CRANBROOK BC  
Legal Address: \_\_\_\_\_

Drawing: REAR & LEFT ELEVATIONS	
Project No: ----	<b>A3.2</b>
Date: 27-MAR-26	
Scale: 3/16" = 1'-0"	



① BUILDING SECTION

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing: BUILDING SECTION

Project No: \_\_\_\_\_

Date: 27-MAR-26

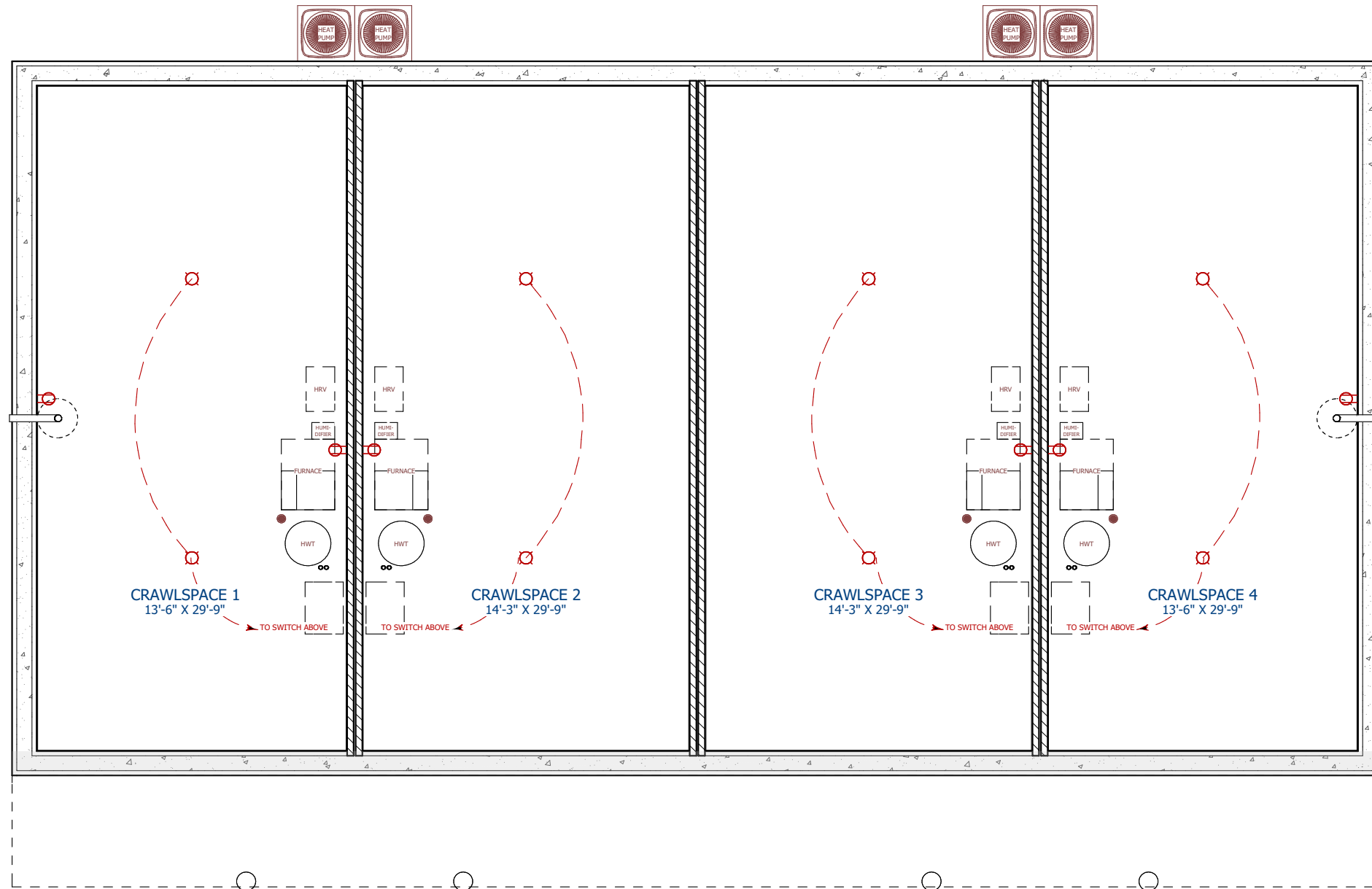
Scale: 3/16" = 1'-0"

**A3.3**

**MECHANICAL & ELECTRICAL NOTES:**

- EACH UNIT TO HAVE;
- VARIABLE SPEED FORCED AIR FURNACE
  - HUMIDIFIER
  - HRV
  - HEAT PUMP
  - 40gal ELECTRIC HOT WATER TANK
  - IRRIGATION ROUGH-IN (EXCLUDING BUILDING 1)
  - 1 HOSE BIB PER BUILDING
  - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE
  - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT
  - 1 DATA OUTLET
  - 24" APARTMENT SIZED FRIDGE
  - 24" APARTMENT SIZED ELECTRIC RANGE
  - OTR MICROWAVE / HOOD FAN
  - SOLAR READY CONDUIT AS SHOWN

\* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR



BUILDING AREA  
1920 sq ft

UNIT AREA  
480 sq ft

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
CRANBROOK BC

Legal Address: \_\_\_\_\_

Drawing:  
CRAWLSPACE ELECTRICAL

Project No: \_\_\_\_\_

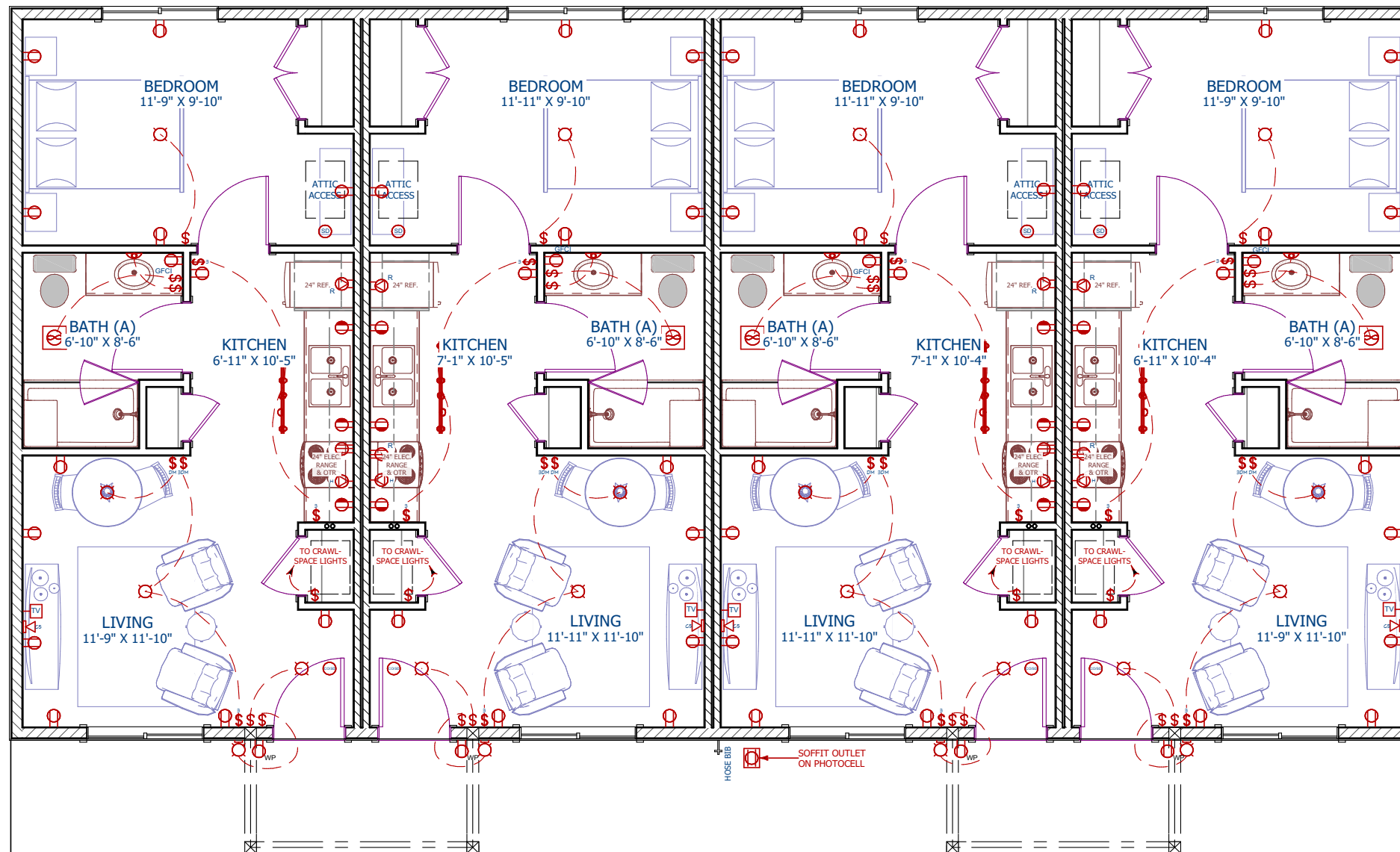
Date:  
27-MAR-26

Scale:  
3/16" = 1'-0"

**E1.1**

**MECHANICAL & ELECTRICAL NOTES:**

- EACH UNIT TO HAVE;  
 - VARIABLE SPEED FORCED AIR FURNACE  
 - HUMIDIFIER  
 - HRV  
 - HEAT PUMP  
 - 40gal ELECTRIC HOT WATER TANK  
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BUILDING AREA  
1920 sq ft  
 UNIT AREA  
480 sq ft

REVISED FOR TENDER & PERMIT

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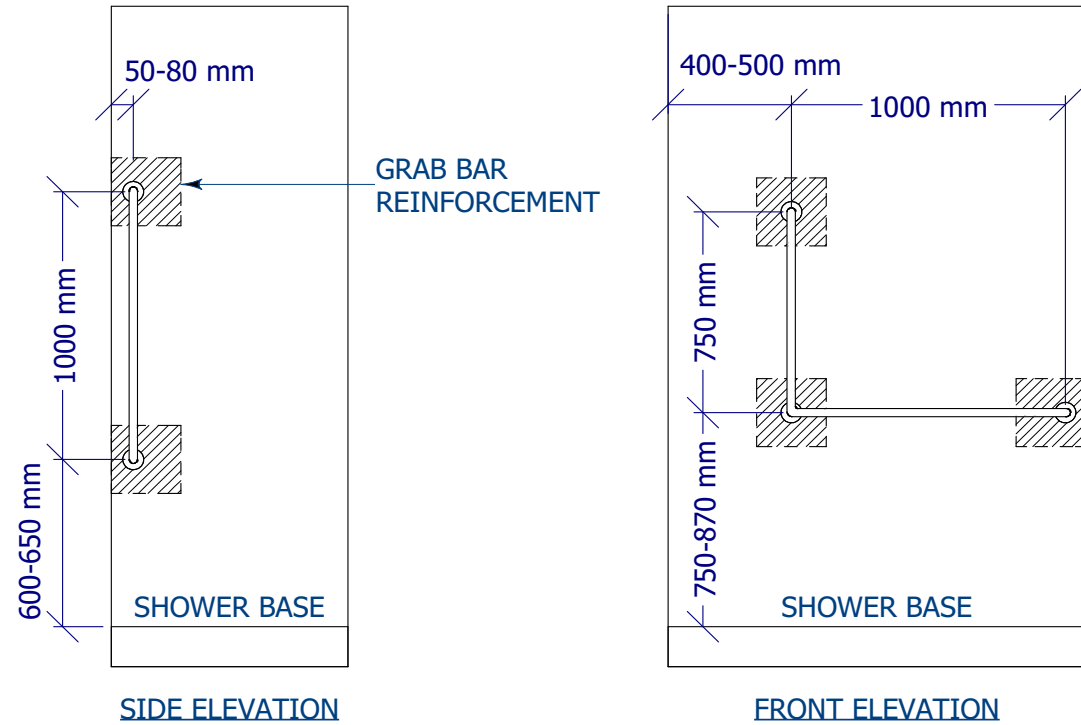
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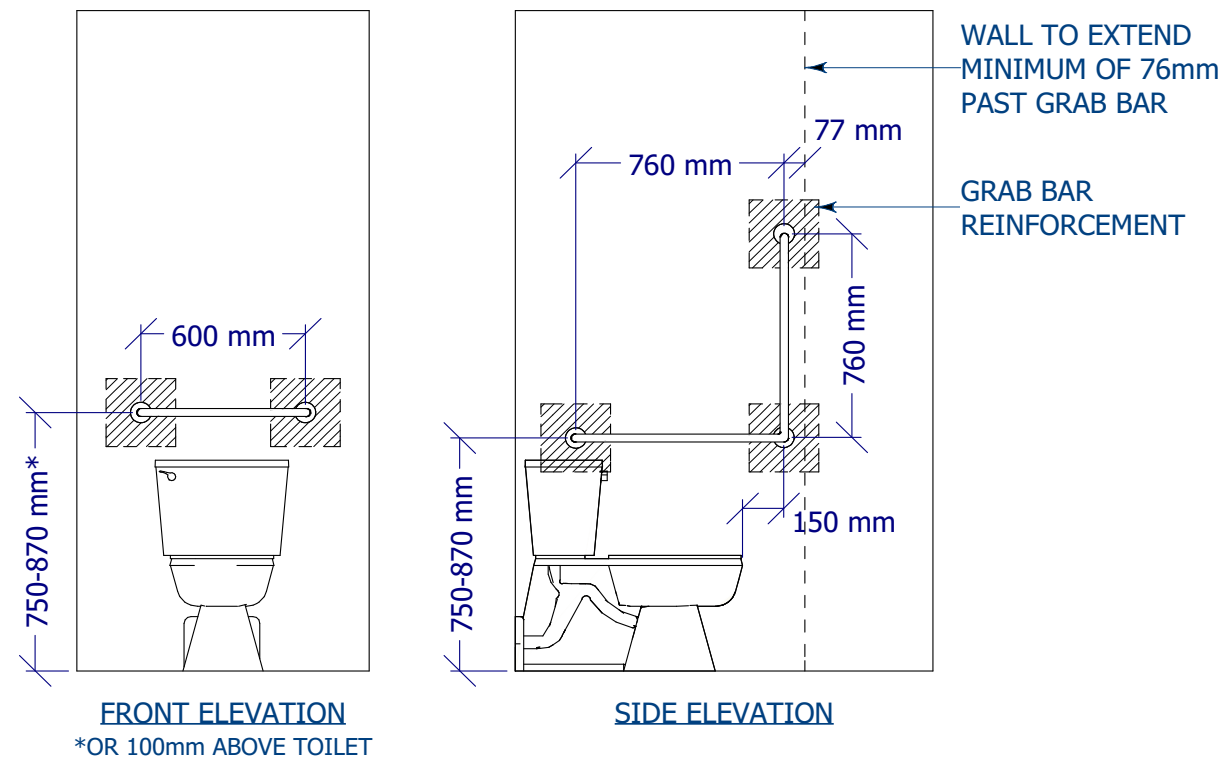
**ROTARY CREEKSIDE VILLAGE BUILDING 1**  
 Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing:  
MAIN FLOOR ELECTRICAL  
 Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: 3/16" = 1'-0"  
**E1.2**

# SHOWER



# TOILET



REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

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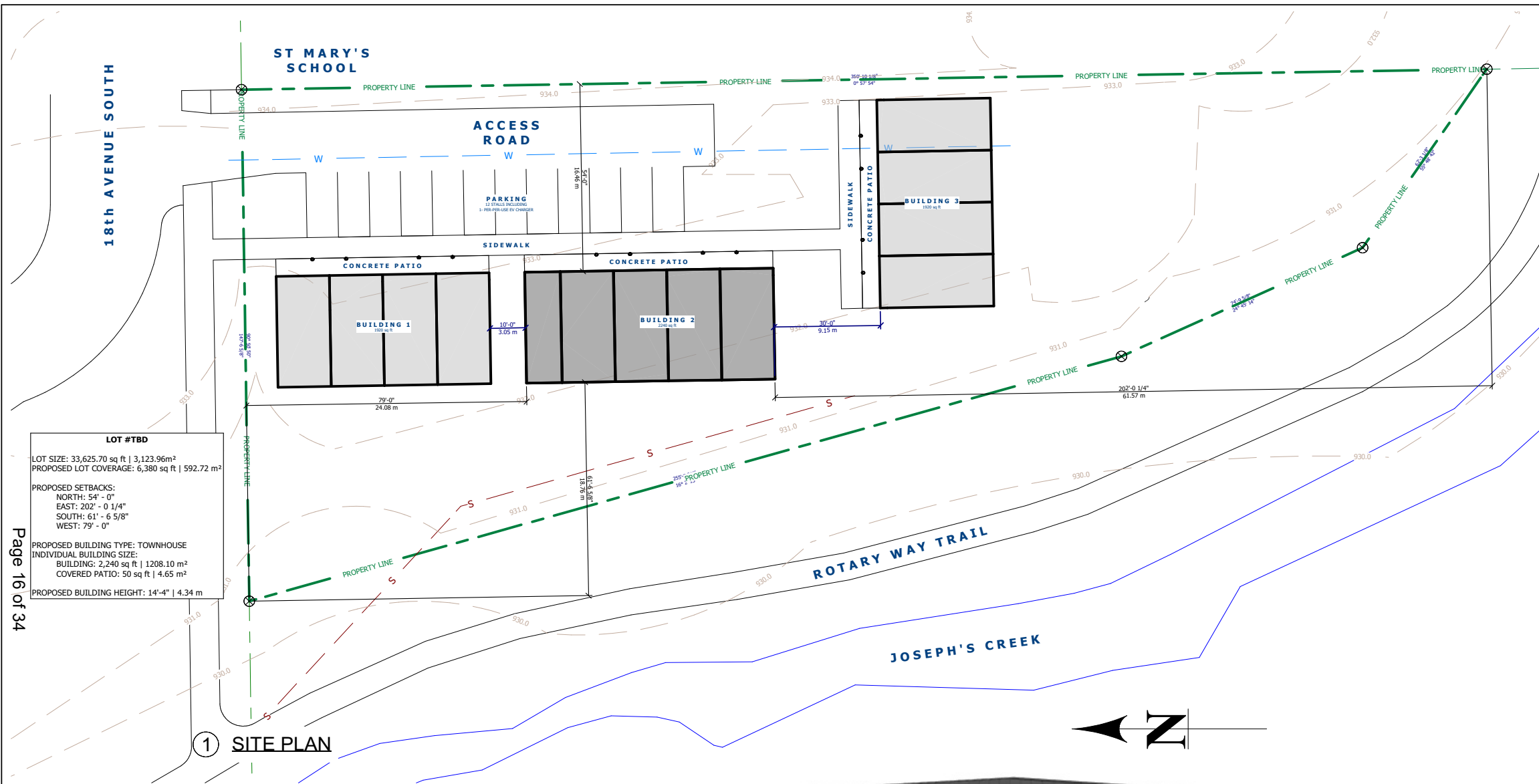
**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
CRANBROOK BC  
Legal Address: \_\_\_\_\_

Drawing: **ADAPTABLE BLOCKING DETAILS**

Project No: \_\_\_\_\_  
Date: 27-MAR-26  
Scale: 1/2" = 1'-0"

**D1.1**



**LOT #TBD**  
 LOT SIZE: 33,625.70 sq ft | 3,123.96m<sup>2</sup>  
 PROPOSED LOT COVERAGE: 6,380 sq ft | 592.72 m<sup>2</sup>  
 PROPOSED SETBACKS:  
 NORTH: 54' - 0"  
 EAST: 202' - 0 1/4"  
 SOUTH: 61' - 6 5/8"  
 WEST: 79' - 0"  
 PROPOSED BUILDING TYPE: TOWNHOUSE  
 INDIVIDUAL BUILDING SIZE:  
 BUILDING: 2,240 sq ft | 1208.10 m<sup>2</sup>  
 COVERED PATIO: 50 sq ft | 4.65 m<sup>2</sup>  
 PROPOSED BUILDING HEIGHT: 14'-4" | 4.34 m

Page 16 of 34



② FRONT PERSPECTIVE

# REVISED FOR TENDER & PERMIT

3D RENDERINGS ARE CONCEPTUAL. ACTUAL VIEWS MAY VARY AND CANNOT BE GUARANTEED.

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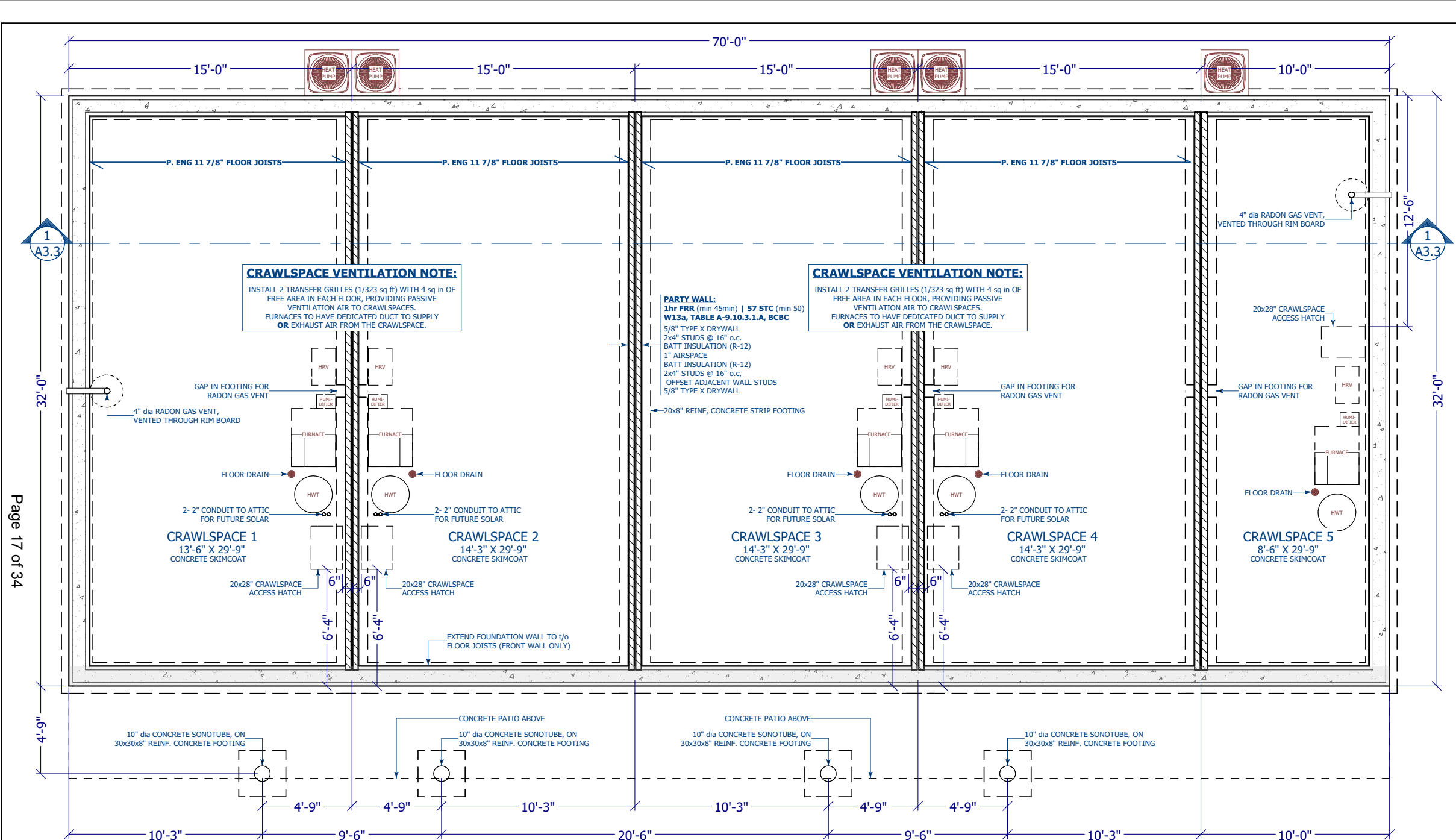
**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing: **SITE PLAN & PERSPECTIVE DETAIL**

Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: NO SCALE

**A1.1**



**CRAWLSPACE VENTILATION NOTE:**  
 INSTALL 2 TRANSFER GRILLES (1/323 sq ft) WITH 4 sq in OF FREE AREA IN EACH FLOOR, PROVIDING PASSIVE VENTILATION AIR TO CRAWLSPACES. FURNACES TO HAVE DEDICATED DUCT TO SUPPLY OR EXHAUST AIR FROM THE CRAWLSPACE.

**CRAWLSPACE VENTILATION NOTE:**  
 INSTALL 2 TRANSFER GRILLES (1/323 sq ft) WITH 4 sq in OF FREE AREA IN EACH FLOOR, PROVIDING PASSIVE VENTILATION AIR TO CRAWLSPACES. FURNACES TO HAVE DEDICATED DUCT TO SUPPLY OR EXHAUST AIR FROM THE CRAWLSPACE.

**PARTY WALL:**  
 1hr FRR (min 45min) | 57 STC (min 50)  
 W13a, TABLE A-9.10.3.1.A, BCBC  
 5/8" TYPE X DRYWALL  
 2x4" STUDS @ 16" o.c.  
 BATT INSULATION (R-12)  
 1" AIRSPACE  
 BATT INSULATION (R-12)  
 2x4" STUDS @ 16" o.c.  
 OFFSET ADJACENT WALL STUDS  
 5/8" TYPE X DRYWALL

**MECHANICAL & ELECTRICAL NOTES:**  
 EACH UNIT TO HAVE:  
 - VARIABLE SPEED FORCED AIR FURNACE  
 - HUMIDIFIER  
 - HRV  
 - HEAT PUMP  
 - 40gal ELECTRIC HOT WATER TANK  
 - IRRIGATION ROUGH-IN  
 (EXCLUDING BUILDING 1)  
 - 1 HOSE BIB PER BUILDING  
 - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE  
 - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT  
 (EXCLUDING OFFICE/LAUNDRY)

- 1 DATA OUTLET  
 - 24" APARTMENT SIZED FRIDGE (EXCLUDING OFFICE/LAUNDRY)  
 - 24" APARTMENT SIZED ELECTRIC RANGE (EXCLUDING OFFICE/LAUNDRY)  
 - OTR MICROWAVE / HOOD FAN (EXCLUDING OFFICE/LAUNDRY)  
 - SOLAR READY CONDUIT AS SHOWN (EXCLUDING OFFICE/LAUNDRY)

\* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR

**WINDOW NOTES:**  
 INSTALL MAIN FLOOR WINDOWS 83 3/8" aff  
 \* ALL WINDOW SIZES ARE APPROXIMATE. REFER TO WINDOW MANUFACTURER SUPPLIED ROUGH OPENING SIZES.

**DOOR ROUGH OPENING NOTES:**  
 SWING DOOR R.O. = width + 2.5", height + 2.5"

**DIMENSION NOTE:**  
 ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF 7/16" SHEATHING

**CEILING HEIGHTS:**  
 CRAWLSPACE: 4' - 1 1/2"  
 MAIN FLOOR: 8' - 1 1/8"

**ENGINEERING NOTE:**  
 SEE ENGINEERED DRAWINGS FOR LATERAL LOAD PLANS AS PER THE 2024 BCBC (BRACED WALL BANDS)

BUILDING AREA  
 2240 sq ft  
 UNIT AREA  
 480 sq ft

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC VIC 6R2 Phone: 250-489-4579 Fax: 250-428-6235

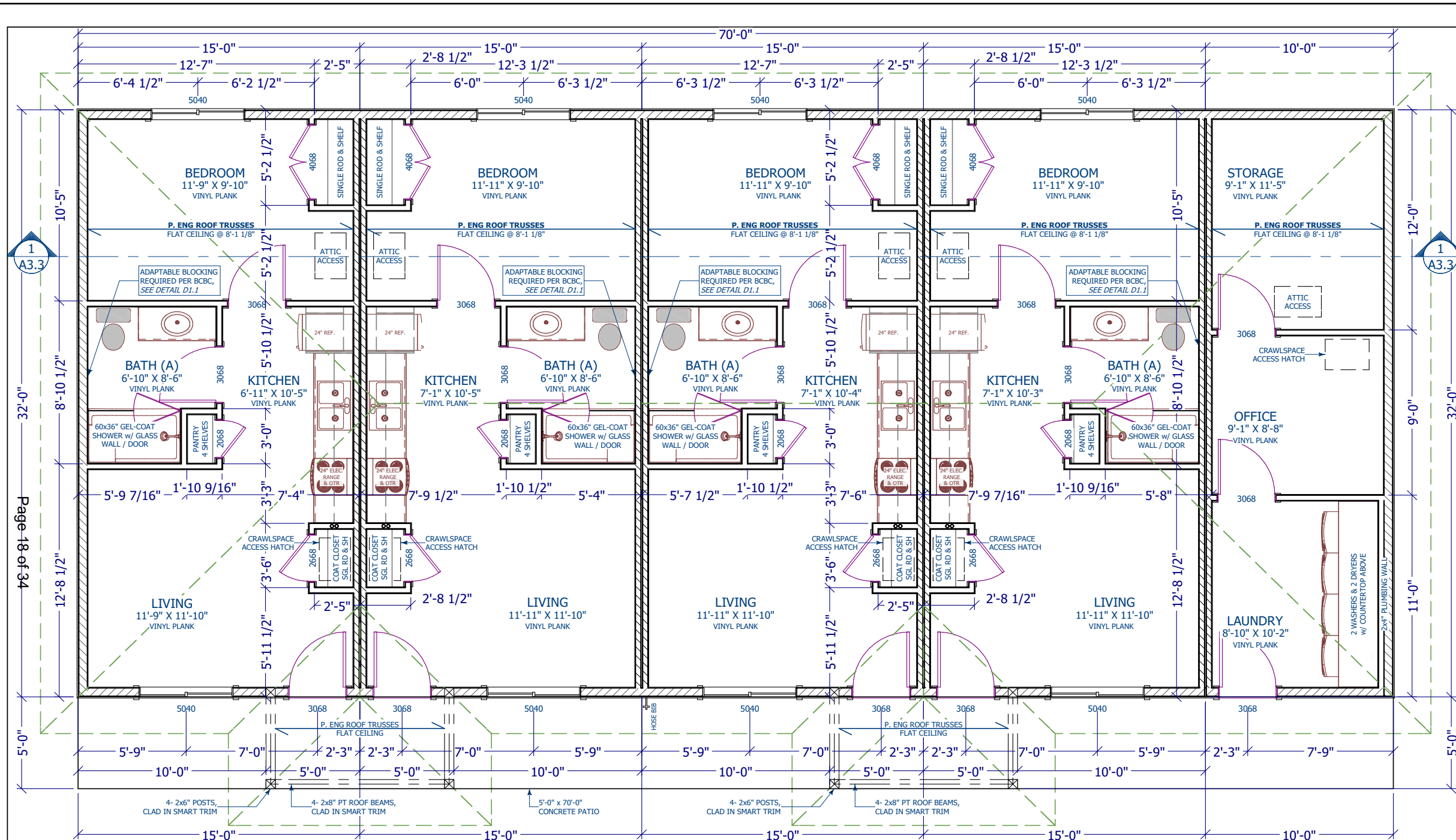
**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing:  
**CRAWLSPACE PLAN**

Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: 3/16" = 1'-0"

**A2.1**



**MECHANICAL & ELECTRICAL NOTES:**

EACH UNIT TO HAVE:  
 - VARIABLE SPEED FORCED AIR FURNACE  
 - HUMIDIFIER  
 - HRV  
 - HEAT PUMP  
 - 40gal ELECTRIC HOT WATER TANK  
 - IRRIGATION ROUGH-IN  
 - (EXCLUDING BUILDING 1)  
 - 1 HOSE BIB PER BUILDING  
 - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE  
 - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT  
 (EXCLUDING OFFICE/LAUNDRY)

- 1 DATA OUTLET  
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 - 24" APARTMENT SIZED ELECTRIC RANGE (EXCLUDING OFFICE/LAUNDRY)  
 - OTR MICROWAVE / HOOD FAN (EXCLUDING OFFICE/LAUNDRY)  
 - SOLAR READY CONDUIT AS SHOWN (EXCLUDING OFFICE/LAUNDRY)

\* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR

**WINDOW NOTES:**

INSTALL MAIN FLOOR WINDOWS 83 3/8" aff

\* ALL WINDOW SIZES ARE APPROXIMATE. REFER TO WINDOW MANUFACTURER SUPPLIED ROUGH OPENING SIZES.

**DOOR ROUGH OPENING NOTES:**

SWING DOOR R.O. = width + 2.5", height + 2.5"

**DIMENSION NOTE:**

ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF 7/16" SHEATHING

**CEILING HEIGHTS:**

CRAWLSPACE: 4' - 1 1/2"  
 MAIN FLOOR: 8' - 1 1/8"

**ENGINEERING NOTE:**

SEE ENGINEERED DRAWINGS FOR LATERAL LOAD PLANS AS PER THE 2024 BCBC (BRACED WALL BANDS)

BUILDING AREA  
 2240 sq ft

UNIT AREA  
 480 sq ft

REVISED FOR TENDER & PERMIT

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No	REVISION	DATE	BY
5.	REVISED TENDER & PERMIT	27 MAR	SK
4.	TENDER	26 JAN	SK
2.	PERMIT	16 JAN	SK
1.	TENDER REVIEW	08 JAN	SK

**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC

Legal Address: \_\_\_\_\_

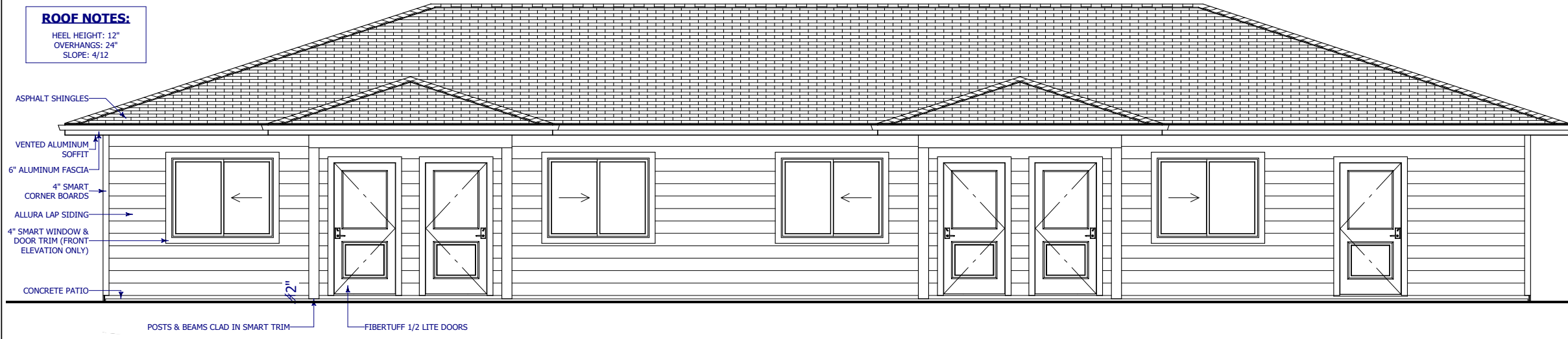
Drawing:  
**MAIN FLOOR PLAN**

Project No: \_\_\_\_\_

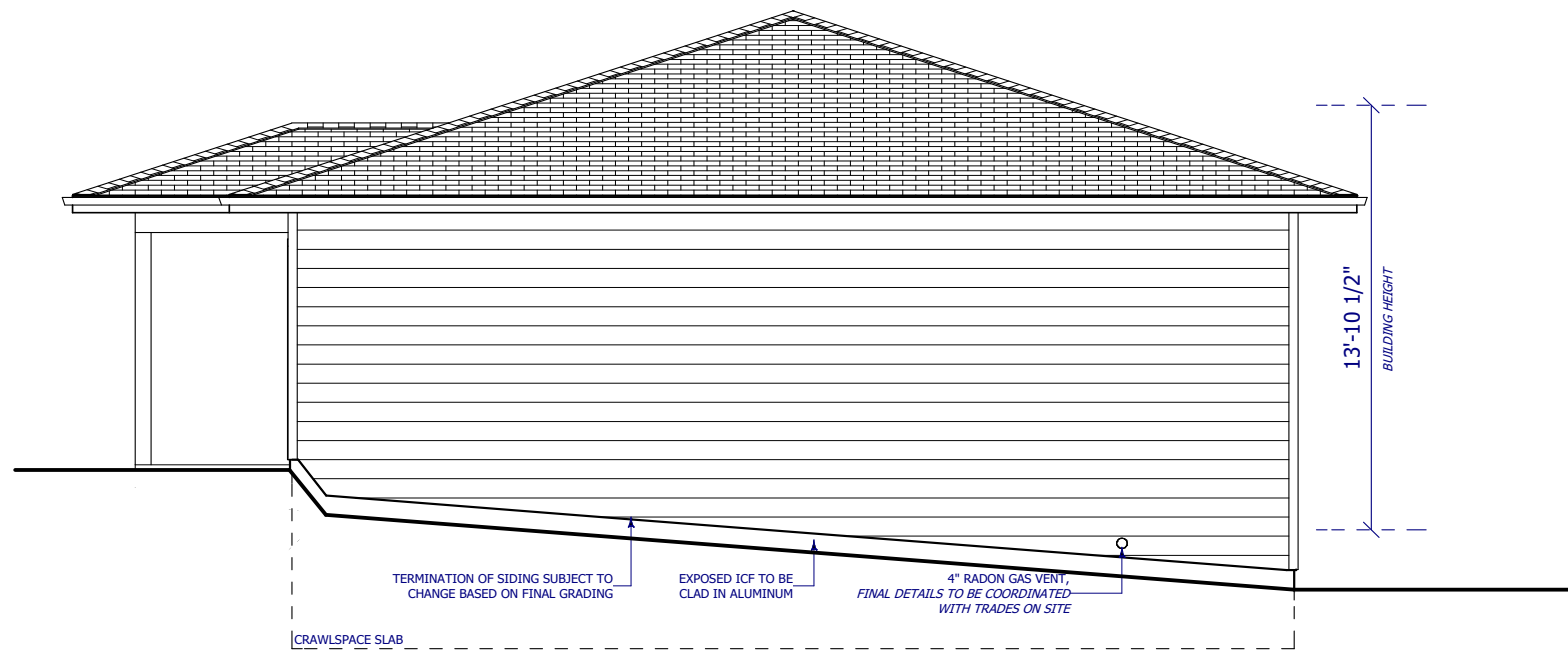
Date:  
 27-MAR-26

Scale:  
 3/16" = 1'-0"

**A2.2**



① FRONT ELEVATION



② RIGHT SIDE ELEVATION

REVISED FOR TENDER & PERMIT

Page 19 of 34

**ROOF NOTES:**  
 HEEL HEIGHT: 12"  
 OVERHANGS: 24"  
 SLOPE: 4/12

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 2**

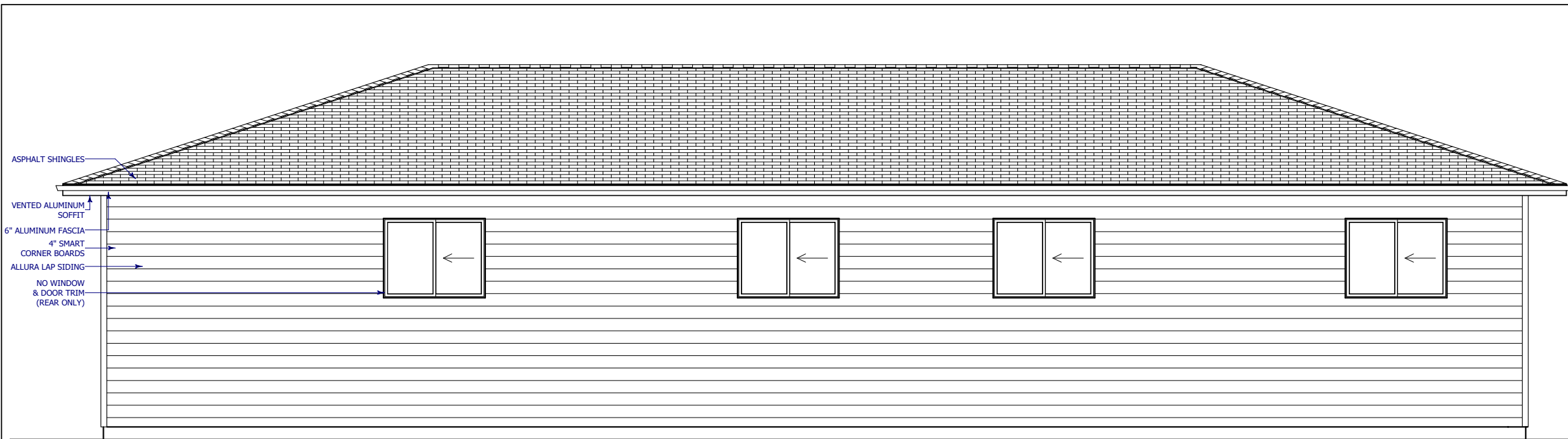
Civic Address: \_\_\_\_\_  
 CRANBROOK BC

Legal Address: \_\_\_\_\_

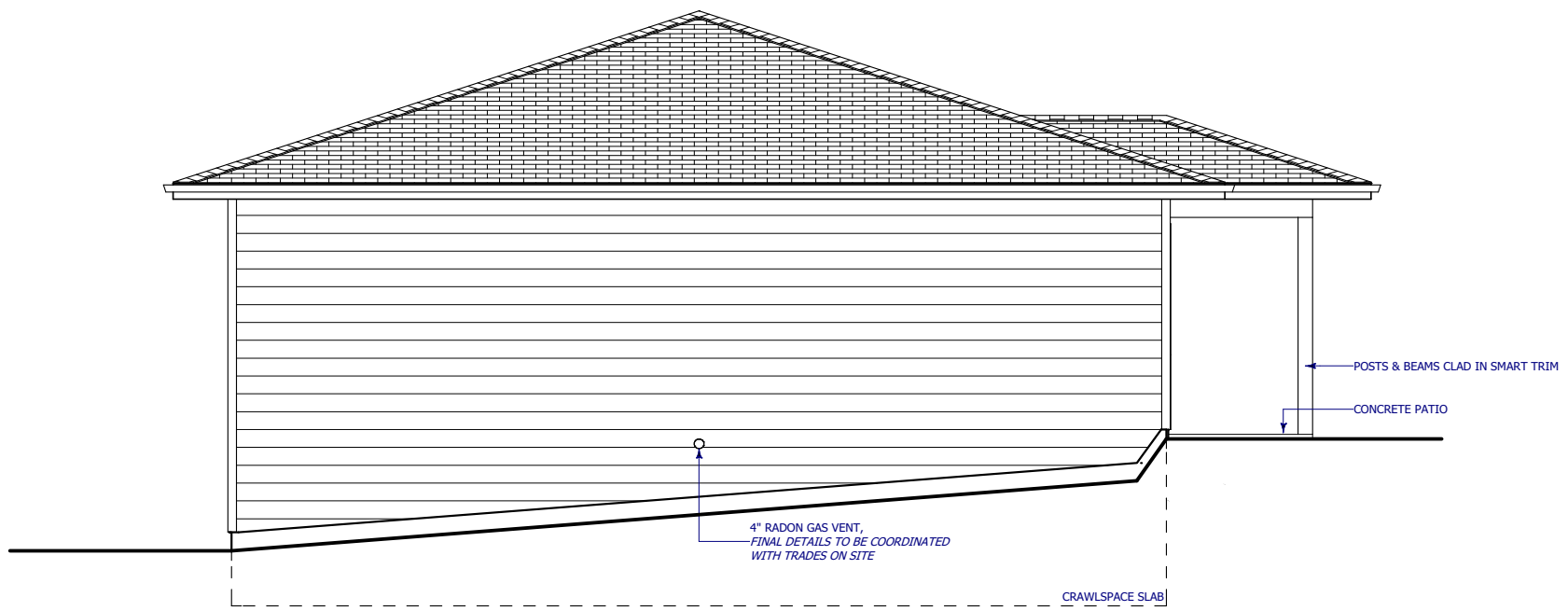
Drawing: FRONT & RIGHT ELEVATIONS

Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: 3/16" = 1'-0"

**A3.1**



① REAR ELEVATION



② LEFT SIDE ELEVATION

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

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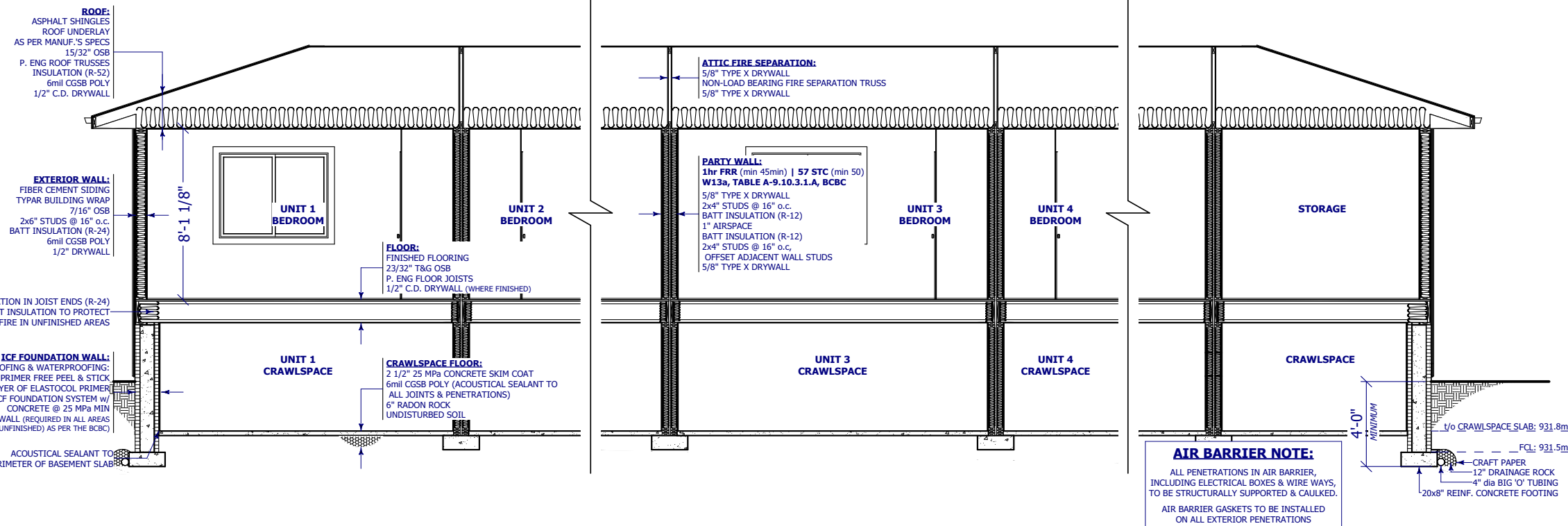
**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_  
CRANBROOK BC  
Legal Address: \_\_\_\_\_

Drawing: REAR & LEFT ELEVATIONS

Project No: \_\_\_\_\_  
Date: 27-MAR-26  
Scale: 3/16" = 1'-0"

**A3.2**



① BUILDING SECTION

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_

CRANBROOK BC

Legal Address: \_\_\_\_\_

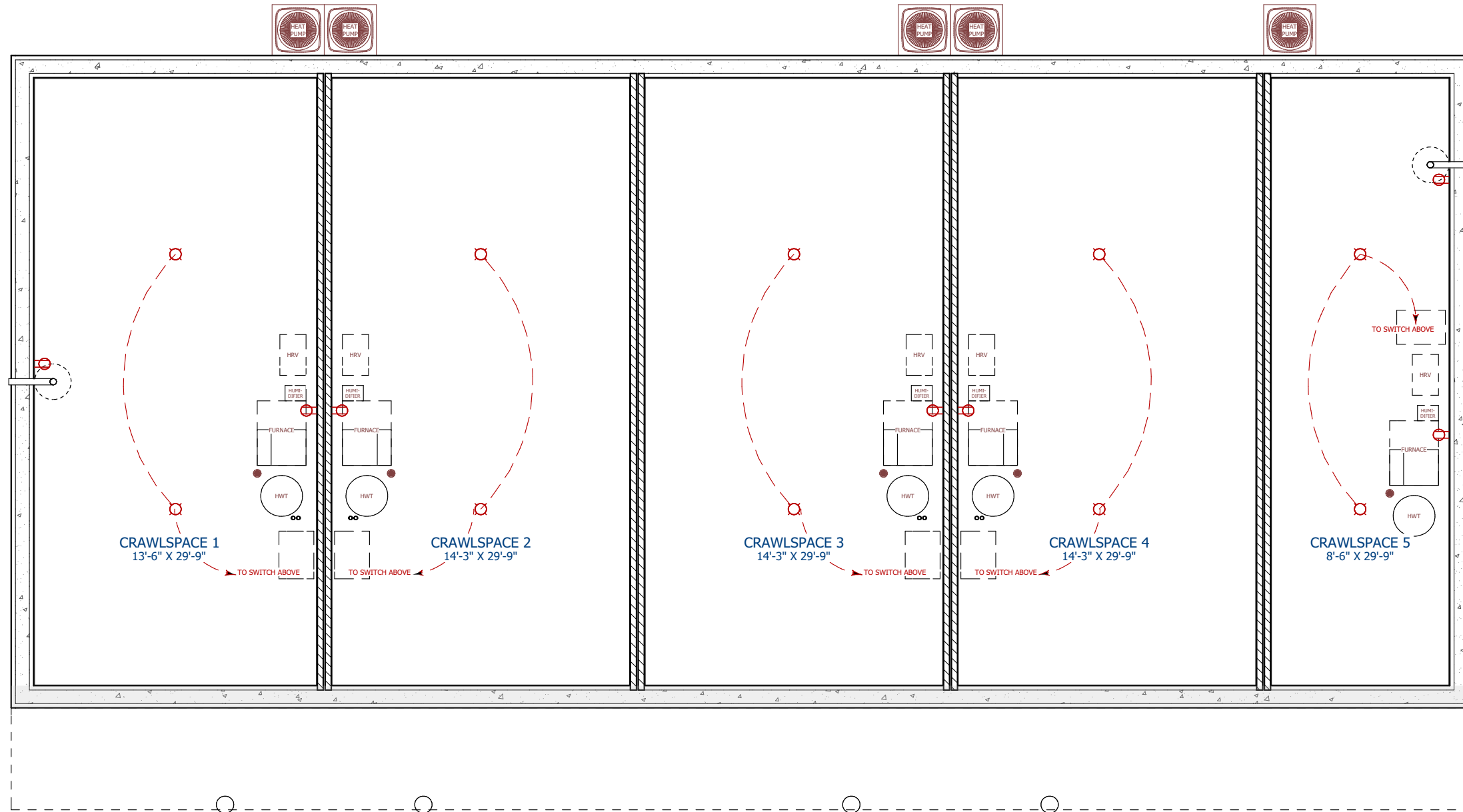
Drawing: BUILDING SECTION

Project No: \_\_\_\_\_

Date: 27-MAR-26

Scale: 3/16" = 1'-0"

**A3.3**



**MECHANICAL & ELECTRICAL NOTES:**

EACH UNIT TO HAVE:

- VARIABLE SPEED FORCED AIR FURNACE
- HUMIDIFIER
- HRV
- HEAT PUMP
- 40gal ELECTRIC HOT WATER TANK
- IRRIGATION ROUGH-IN
- 1 HOSE BIB PER BUILDING
- 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE
- 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT
- 1 DATA OUTLET
- 24" APARTMENT SIZED FRIDGE (EXCLUDING OFFICE/LAUNDRY)
- 24" APARTMENT SIZED ELECTRIC RANGE (EXCLUDING OFFICE/LAUNDRY)
- OTR MICROWAVE / HOOD FAN (EXCLUDING OFFICE/LAUNDRY)
- SOLAR READY CONDUIT AS SHOWN (EXCLUDING OFFICE/LAUNDRY)

\* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR

BUILDING AREA  
2240 sq ft

UNIT AREA  
480 sq ft

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC VIC 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_  
CRANBROOK BC

Legal Address: \_\_\_\_\_

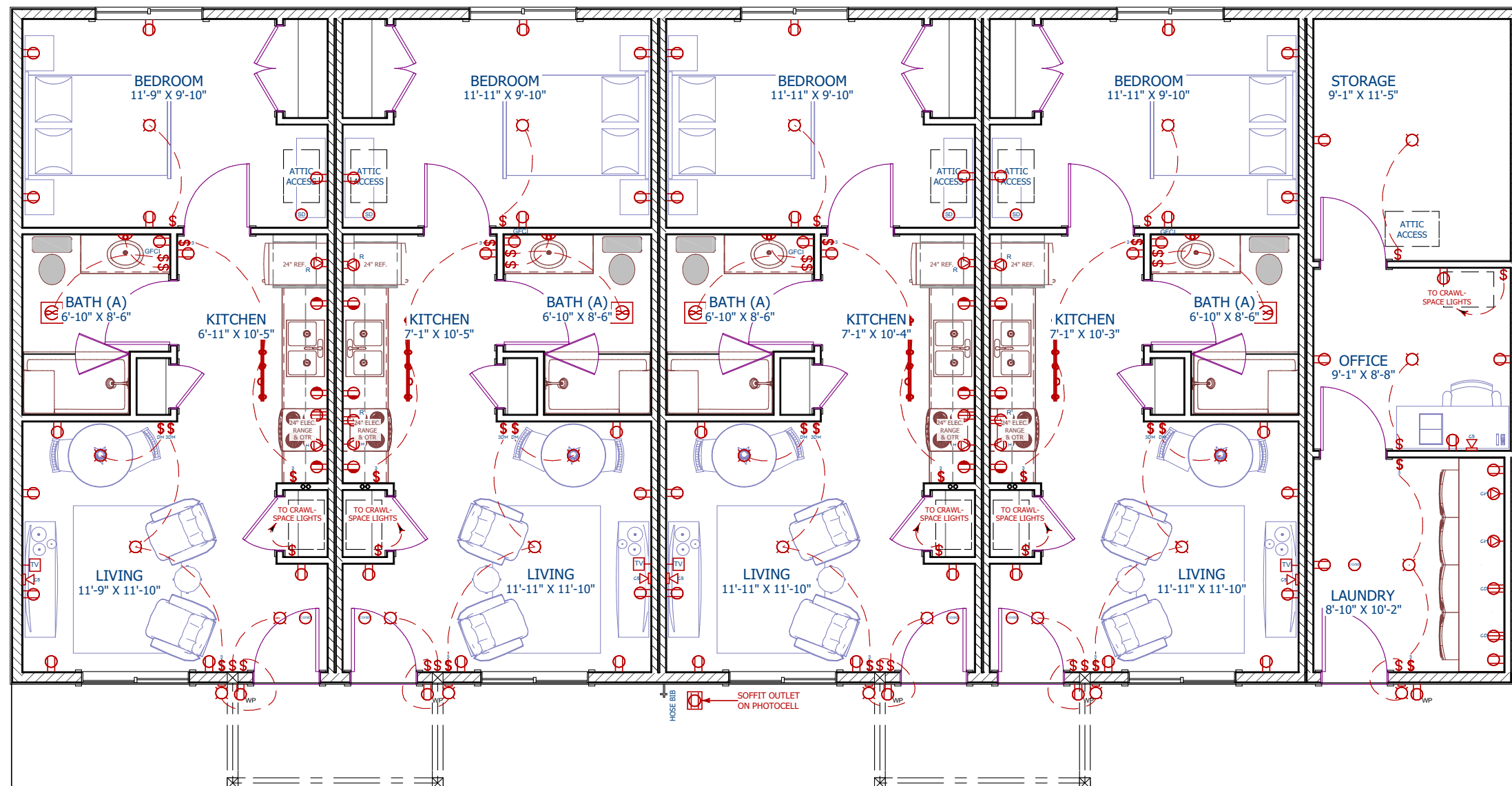
Drawing:  
**CRAWLSPACE ELECTRICAL**

Project No: \_\_\_\_\_

Date: 27-MAR-26

Scale: 3/16" = 1'-0"

**E1.1**



**MECHANICAL & ELECTRICAL NOTES:**

EACH UNIT TO HAVE:

- VARIABLE SPEED FORCED AIR FURNACE
- HUMIDIFIER
- HRV
- HEAT PUMP
- 40gal ELECTRIC HOT WATER TANK
- IRRIGATION ROUGH-IN
- 1 HOSE BIB PER BUILDING (EXCLUDING BUILDING 1)
- 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE
- 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT (EXCLUDING OFFICE/LAUNDRY)

- 1 DATA OUTLET
- 24" APARTMENT SIZED FRIDGE (EXCLUDING OFFICE/LAUNDRY)
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- OTR MICROWAVE / HOOD FAN (EXCLUDING OFFICE/LAUNDRY)
- SOLAR READY CONDUIT AS SHOWN (EXCLUDING OFFICE/LAUNDRY)

\* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR

BUILDING AREA  
2240 sq ft

UNIT AREA  
480 sq ft

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_  
CRANBROOK BC

Legal Address: \_\_\_\_\_

Drawing:  
**MAIN FLOOR ELECTRICAL**

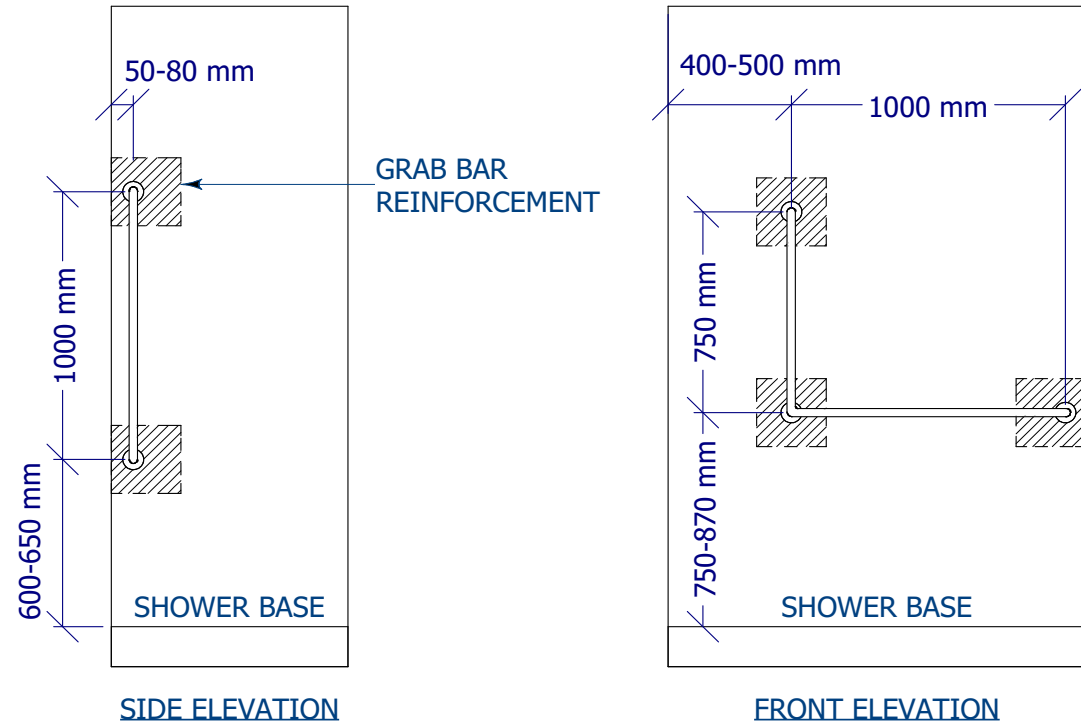
Project No: \_\_\_\_\_

Date: 27-MAR-26

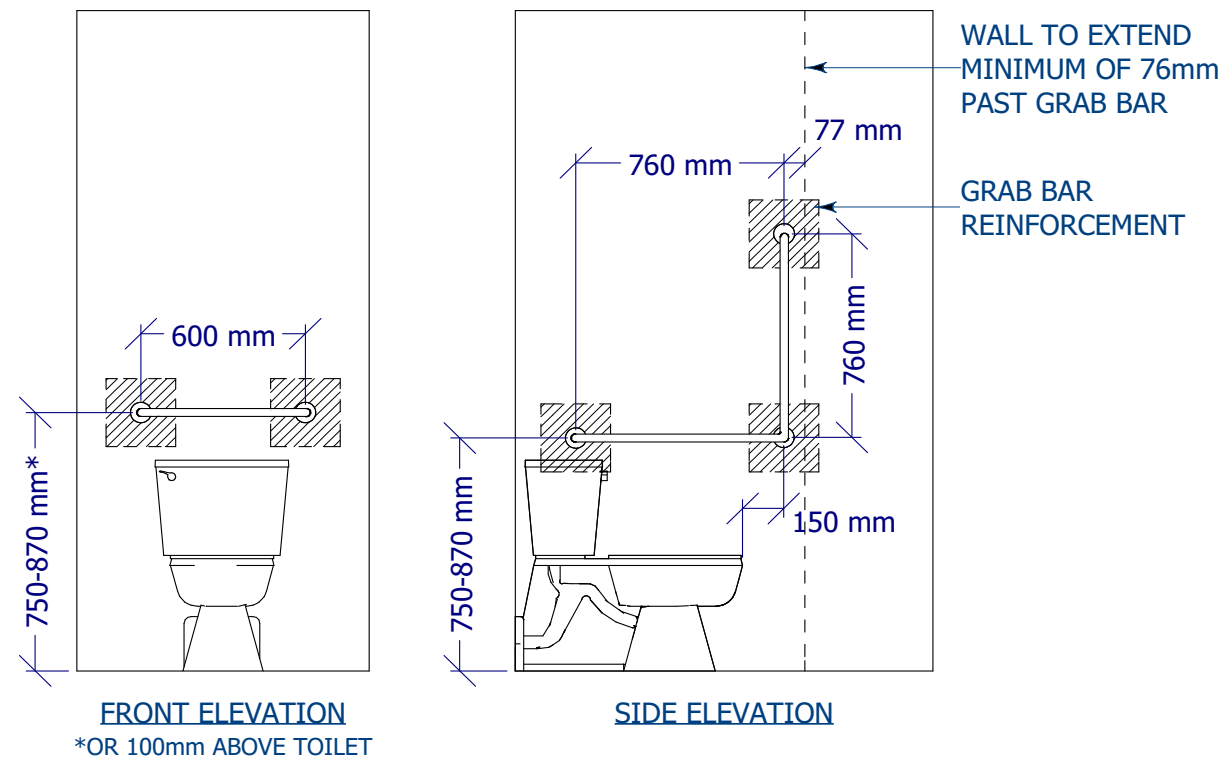
Scale: 3/16" = 1'-0"

**E1.2**

# SHOWER



# TOILET



REVISED FOR TENDER & PERMIT

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1.	TENDER REVIEW	08 JAN	SK



**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

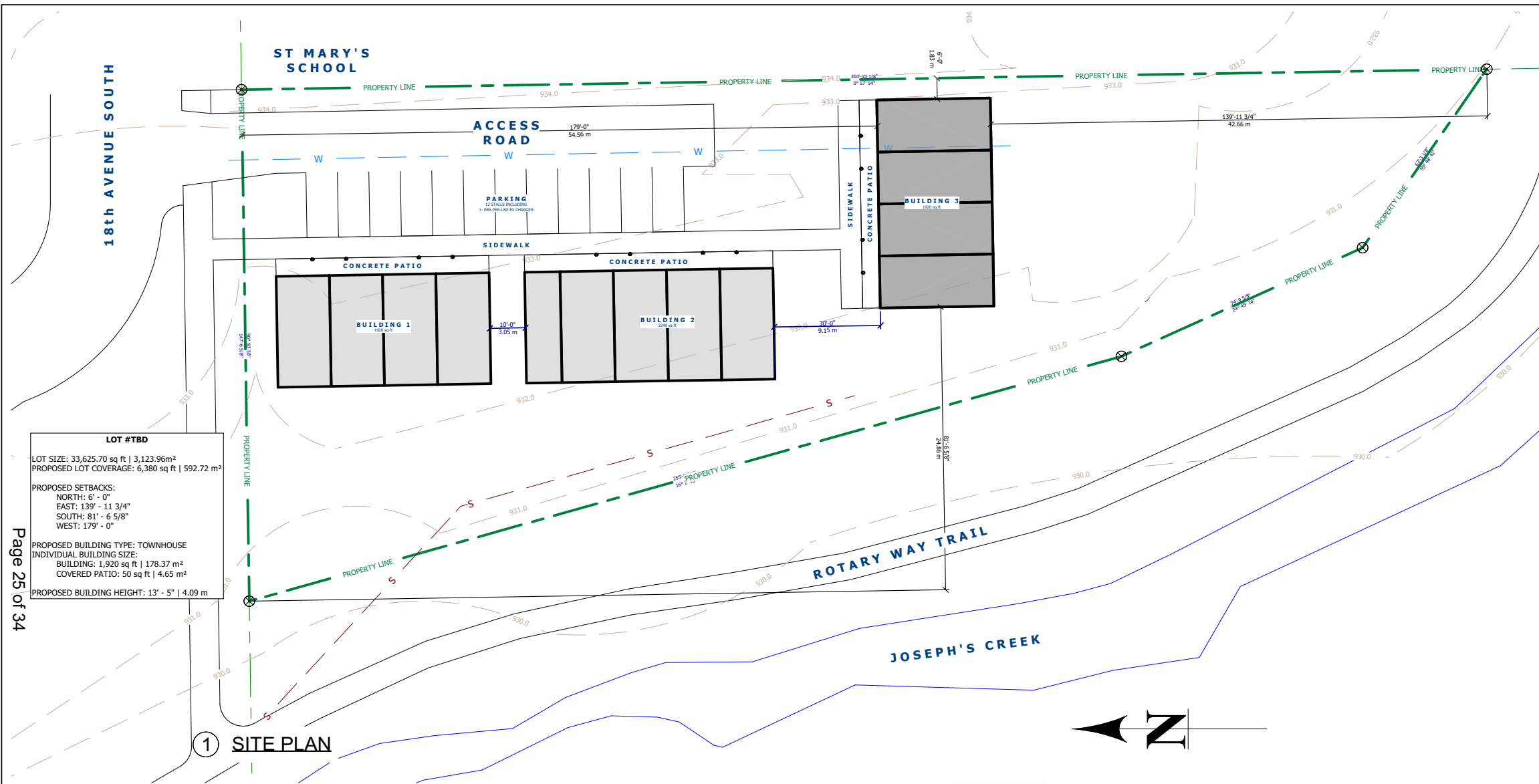
**ROTARY CREEKSIDE VILLAGE BUILDING 2**

Civic Address: \_\_\_\_\_  
CRANBROOK BC  
Legal Address: \_\_\_\_\_

Drawing: **ADAPTABLE BLOCKING DETAILS**

Project No: \_\_\_\_\_  
Date: 27-MAR-26  
Scale: 1/2" = 1'-0"

**D1.1**



① SITE PLAN



② FRONT PERSPECTIVE

# REVISED FOR TENDER & PERMIT

3D RENDERINGS ARE CONCEPTUAL. ACTUAL VIEWS MAY VARY AND CANNOT BE GUARANTEED.

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1.	TENDER REVIEW	08 JAN	SK



**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing: **SITE PLAN & PERSPECTIVE DETAIL**

Project No: _____	<b>A1.1</b>
Date: 27-MAR-26	
Scale: NO SCALE	

**MECHANICAL & ELECTRICAL NOTES:**  
 EACH UNIT TO HAVE;  
 - VARIABLE SPEED FORCED AIR FURNACE  
 - HUMIDIFIER  
 - HRV  
 - HEAT PUMP  
 - 40gal ELECTRIC HOT WATER TANK  
 - IRRIGATION ROUGH-IN  
 (EXCLUDING BUILDING 1)  
 - 1 HOSE BIB PER BUILDING  
 - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE  
 - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT  
 - 1 DATA OUTLET  
 - 24" APARTMENT SIZED FRIDGE  
 - 24" APARTMENT SIZED ELECTRIC RANGE  
 - OTR MICROWAVE / HOOD FAN  
 - SOLAR READY CONDUIT AS SHOWN  
 \* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR

**WINDOW NOTES:**  
 INSTALL MAIN FLOOR WINDOWS 83 3/8" aff  
 \* ALL WINDOW SIZES ARE APPROXIMATE. REFER TO WINDOW MANUFACTURER SUPPLIED ROUGH OPENING SIZES.

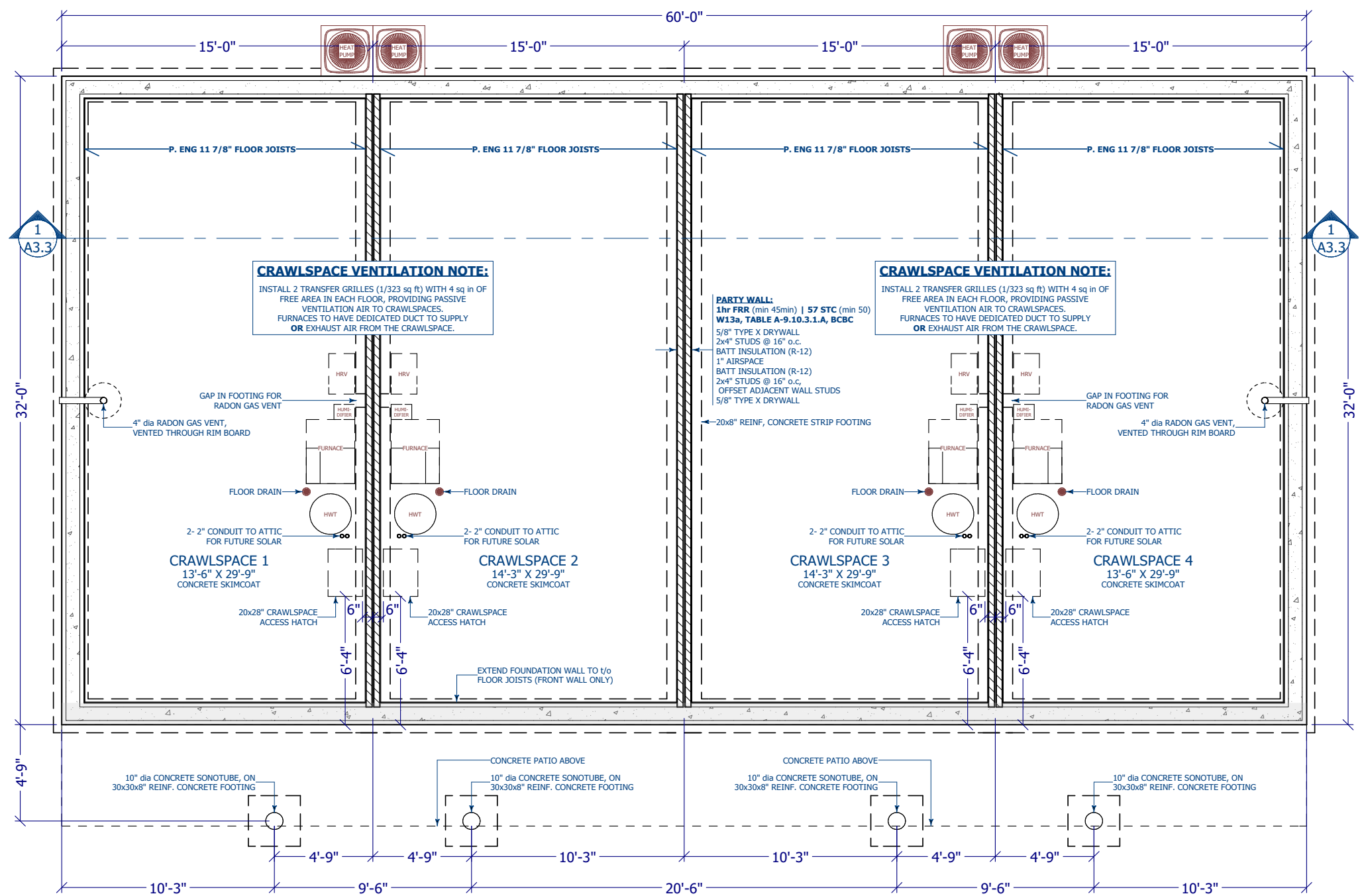
**DOOR ROUGH OPENING NOTES:**  
 SWING DOOR R.O. = width + 2.5", height + 2.5"

**DIMENSION NOTE:**  
 ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF 7/16" SHEATHING

**CEILING HEIGHTS:**  
 CRAWLSPACE: 4' - 1 1/2"  
 MAIN FLOOR: 8' - 1 1/8"

**ENGINEERING NOTE:**  
 SEE ENGINEERED DRAWINGS FOR LATERAL LOAD PLANS AS PER THE 2024 BCBC (BRACED WALL BANDS)

**BUILDING AREA**  
 1920 sq ft  
**UNIT AREA**  
 480 sq ft



REVISED FOR TENDER & PERMIT

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1.	TENDER REVIEW	08 JAN	SK

**NEW DAWN DEVELOPMENTS**  
 1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

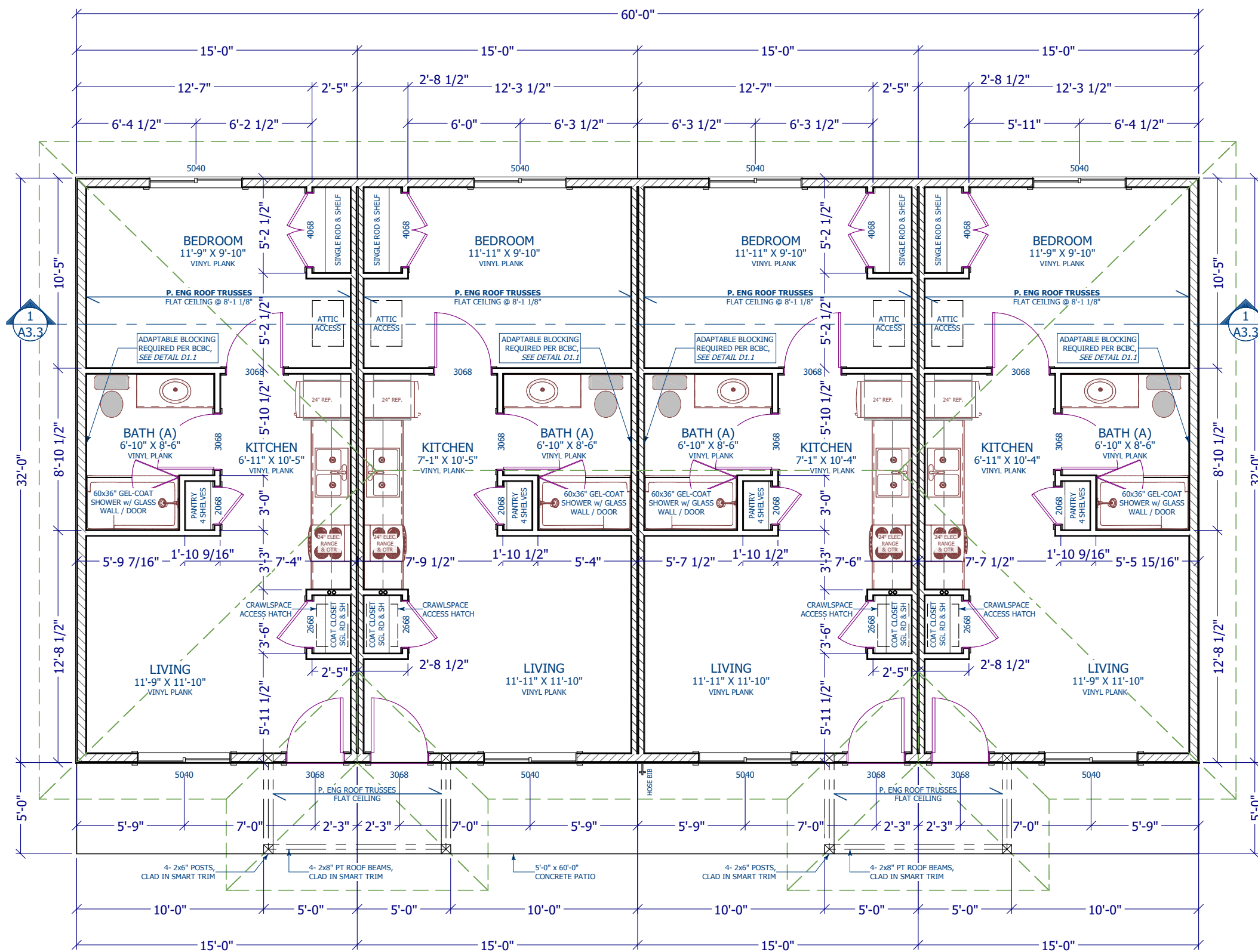
**ROTARY CREEKSIDE VILLAGE BUILDING 1**  
 Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing: **CRAWLSPACE PLAN**  
 Project No: \_\_\_\_\_  
 Date: **27-MAR-26**  
 Scale: **3/16" = 1'-0"**  
**A2.1**

- MECHANICAL & ELECTRICAL NOTES:**
- EACH UNIT TO HAVE;
  - VARIABLE SPEED FORCED AIR FURNACE
  - HUMIDIFIER
  - HRV
  - HEAT PUMP
  - 40gal ELECTRIC HOT WATER TANK
  - IRRIGATION ROUGH-IN (EXCLUDING BUILDING 1)
  - 1 HOSE BIB PER BUILDING
  - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE
  - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT
  - 1 DATA OUTLET
  - 24" APARTMENT SIZED FRIDGE
  - 24" APARTMENT SIZED ELECTRIC RANGE
  - OTR MICROWAVE / HOOD FAN
  - SOLAR READY CONDUIT AS SHOWN
- \* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR
- WINDOW NOTES:**
- INSTALL MAIN FLOOR WINDOWS 83 3/8" aff
- \* ALL WINDOW SIZES ARE APPROXIMATE. REFER TO WINDOW MANUFACTURER SUPPLIED ROUGH OPENING SIZES.
- DOOR ROUGH OPENING NOTES:**
- SWING DOOR R.O. = width + 2.5", height + 2.5"
- DIMENSION NOTE:**
- ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF 7/16" SHEATHING
- CEILING HEIGHTS:**
- CRAWLSPACE: 4' - 1 1/2"  
MAIN FLOOR: 8' - 1 1/8"
- ENGINEERING NOTE:**
- SEE ENGINEERED DRAWINGS FOR LATERAL LOAD PLANS AS PER THE 2024 BCBC (BRACED WALL BANDS)

**BUILDING AREA**  
1920 sq ft

**UNIT AREA**  
480 sq ft



**REVISED FOR TENDER & PERMIT**

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2.	PERMIT	16 JAN	SK
1.	TENDER REVIEW	08 JAN	SK



**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

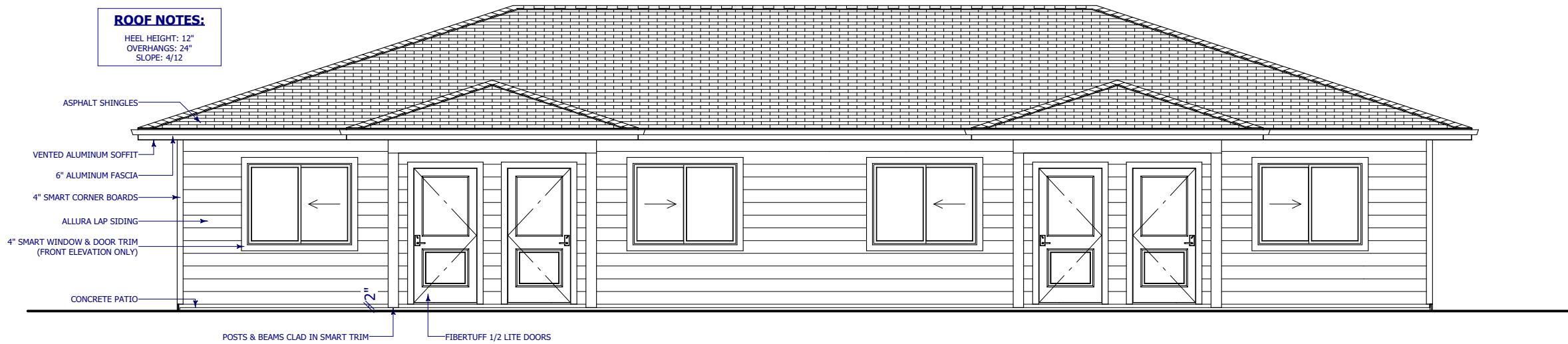
Civic Address: \_\_\_\_\_  
CRANBROOK BC  
Legal Address: \_\_\_\_\_

Drawing: **MAIN FLOOR PLAN**

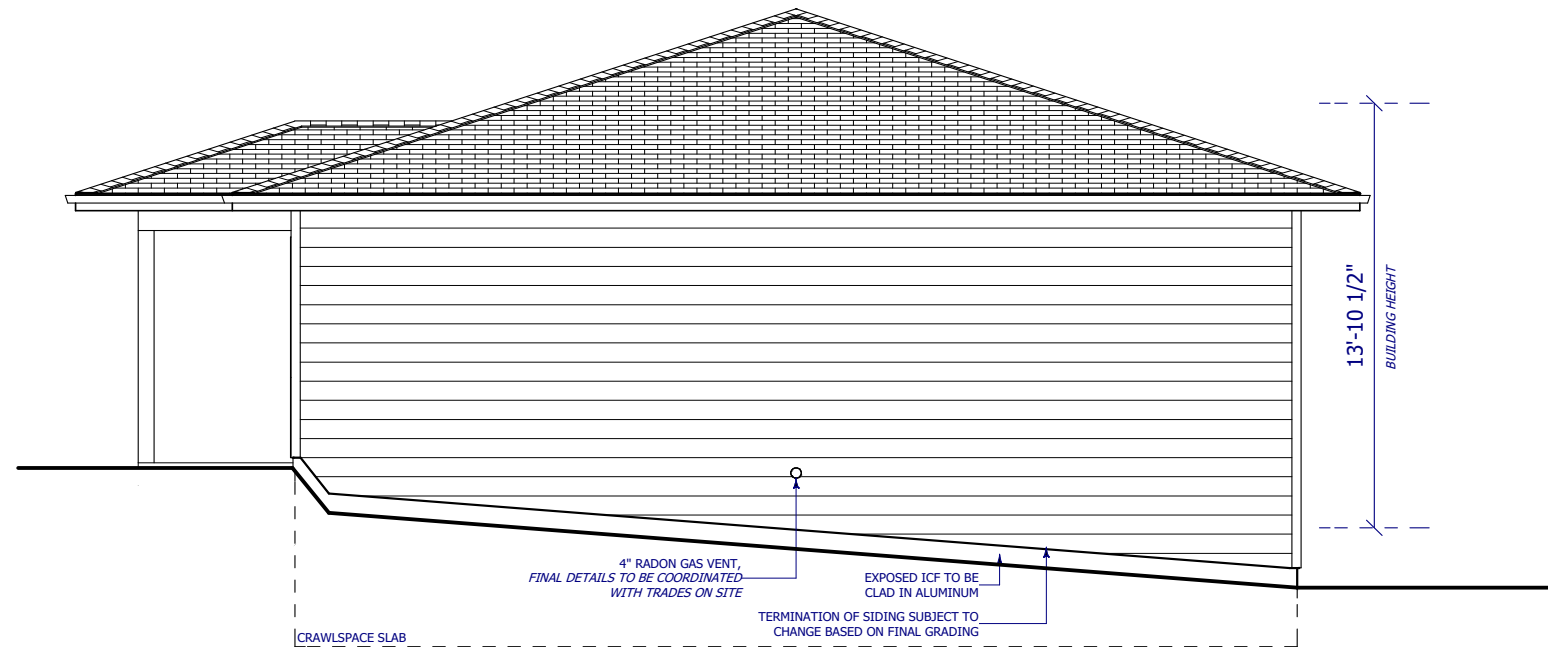
Project No: \_\_\_\_\_  
Date: 27-MAR-26  
Scale: 3/16" = 1'-0"

**A2.2**

**ROOF NOTES:**  
 HEEL HEIGHT: 12"  
 OVERHANGS: 24"  
 SLOPE: 4/12



① FRONT ELEVATION



② RIGHT SIDE ELEVATION

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-426-6235

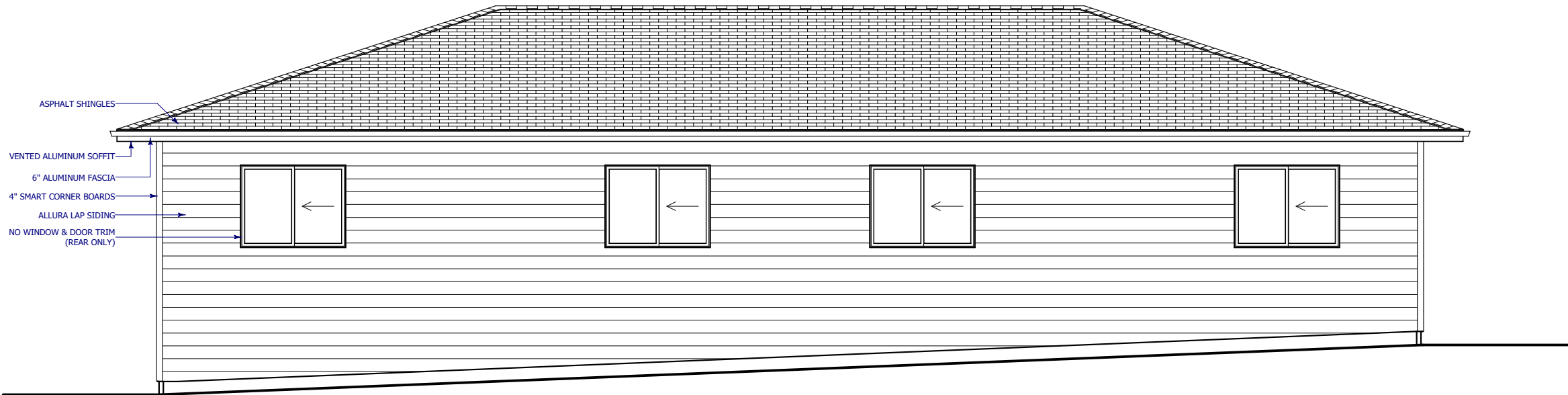
**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

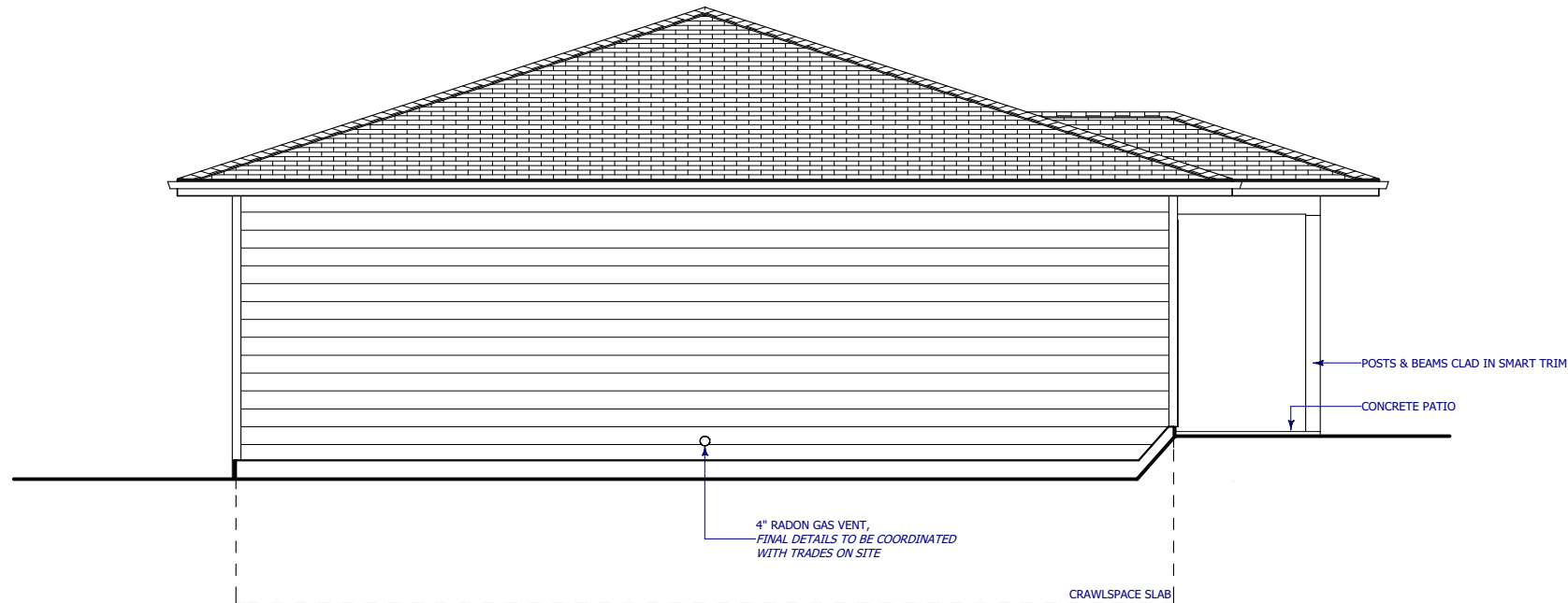
Drawing: FRONT & RIGHT ELEVATIONS

Project No: \_\_\_\_\_  
 Date: 27-MAR-26  
 Scale: 3/16" = 1'-0"

**A3.1**



① REAR ELEVATION



② LEFT SIDE ELEVATION

REVISED FOR TENDER & PERMIT

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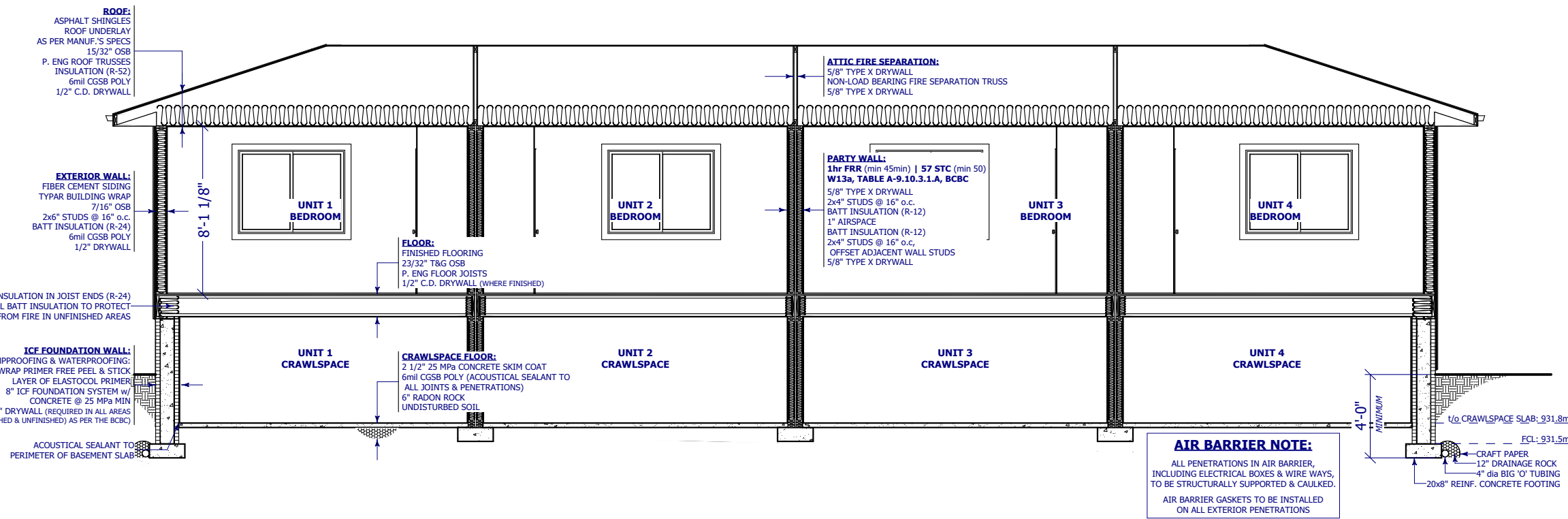
**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
CRANBROOK BC  
Legal Address: \_\_\_\_\_

Drawing: REAR & LEFT ELEVATIONS	
Project No: -----	<b>A3.2</b>
Date: 27-MAR-26	
Scale: 3/16" = 1'-0"	



① BUILDING SECTION

REVISED FOR TENDER & PERMIT

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**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
 CRANBROOK BC  
 Legal Address: \_\_\_\_\_

Drawing: BUILDING SECTION

Project No: \_\_\_\_\_

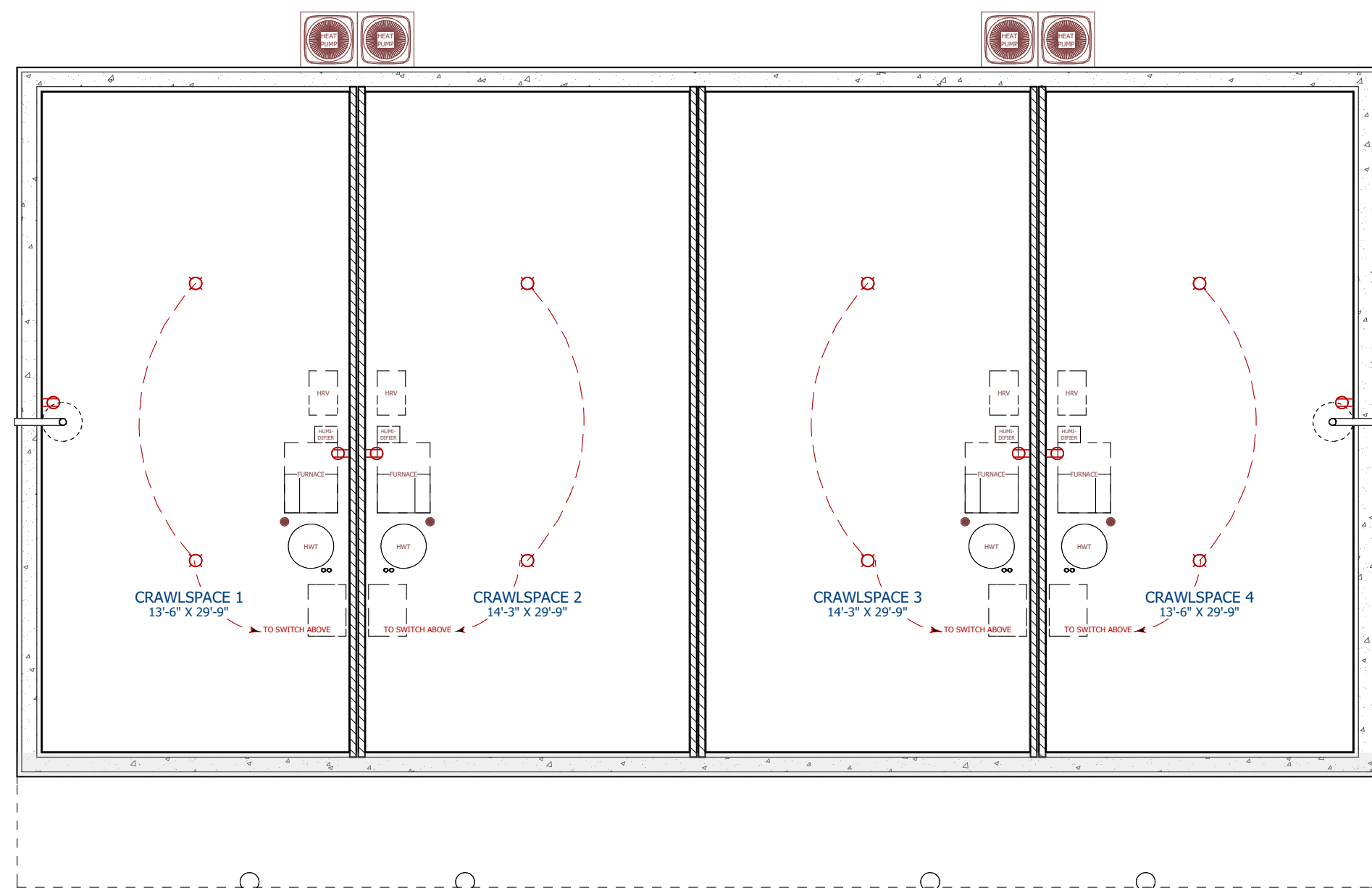
Date: 27-MAR-26

Scale: 3/16" = 1'-0"

**A3.3**

**MECHANICAL & ELECTRICAL NOTES:**

- EACH UNIT TO HAVE;
  - VARIABLE SPEED FORCED AIR FURNACE
  - HUMIDIFIER
  - HRV
  - HEAT PUMP
  - 40gal ELECTRIC HOT WATER TANK
  - IRRIGATION ROUGH-IN (EXCLUDING BUILDING 1)
  - 1 HOSE BIB PER BUILDING
  - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE
  - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT
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  - 24" APARTMENT SIZED FRIDGE
  - 24" APARTMENT SIZED ELECTRIC RANGE
  - OTR MICROWAVE / HOOD FAN
  - SOLAR READY CONDUIT AS SHOWN
- \* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR



BUILDING AREA  
1920 sq ft

UNIT AREA  
480 sq ft

REVISED FOR TENDER & PERMIT

THE INFORMATION CONTAINED ON THIS DRAWING HAS BEEN PREPARED FOR THE SOLE PURPOSE OF THE PROJECT DESCRIBED HEREIN AND FOR THE SOLE BENEFIT OF THE OWNER. USE OF THIS INFORMATION FOR ANY PURPOSE OTHER THAN THE PROJECT DESCRIBED HEREIN IS AT THE SOLE RISK OF THE USER. ANY UNAUTHORIZED USE OF THIS INFORMATION WILL BE CONSIDERED A BREACH OF COPYRIGHT AND MAY BE PURSUED AS SUCH.

No	REVISION	DATE	BY
5.	REVISED TENDER & PERMIT	27 MAR	SK
4.	TENDER	26 JAN	SK
2.	PERMIT	16 JAN	SK
1.	TENDER REVIEW	08 JAN	SK



**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
CRANBROOK BC

Legal Address: \_\_\_\_\_

Drawing:  
CRAWLSPACE ELECTRICAL

Project No: \_\_\_\_\_

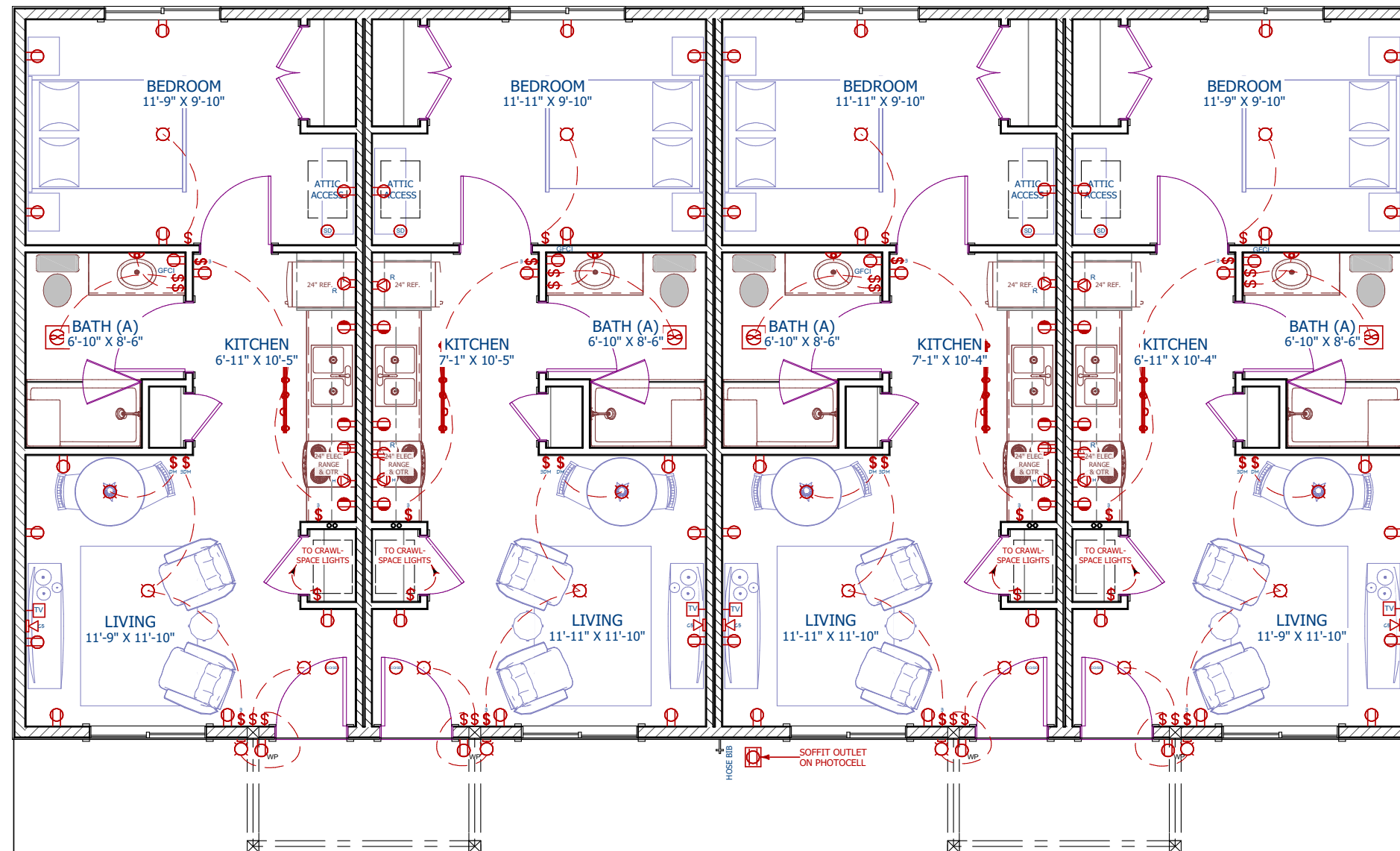
Date: 27-MAR-26

Scale: 3/16" = 1'-0"

**E1.1**

**MECHANICAL & ELECTRICAL NOTES:**

- EACH UNIT TO HAVE;
- VARIABLE SPEED FORCED AIR FURNACE
  - HUMIDIFIER
  - HRV
  - HEAT PUMP
  - 40gal ELECTRIC HOT WATER TANK
  - IRRIGATION ROUGH-IN (EXCLUDING BUILDING 1)
  - 1 HOSE BIB PER BUILDING
  - 120amp ELECTRICAL SERVICE with PANEL IN CRAWLSPACE
  - 1 TV OUTLET, WALL MOUNTED WITHOUT CONDUIT
  - 1 DATA OUTLET
  - 24" APARTMENT SIZED FRIDGE
  - 24" APARTMENT SIZED ELECTRIC RANGE
  - OTR MICROWAVE / HOOD FAN
  - SOLAR READY CONDUIT AS SHOWN
- \* SIZE AND LOCATION OF HVAC EQUIPMENT AND BULKHEADS ARE TO BE CONFIRMED ON SITE AS PER MECHANICAL CONTRACTOR



BUILDING AREA  
1920 sq ft

UNIT AREA  
480 sq ft

REVISED FOR TENDER & PERMIT

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1.	TENDER REVIEW	08 JAN	SK

**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
CRANBROOK BC

Legal Address: \_\_\_\_\_

Drawing:  
**MAIN FLOOR ELECTRICAL**

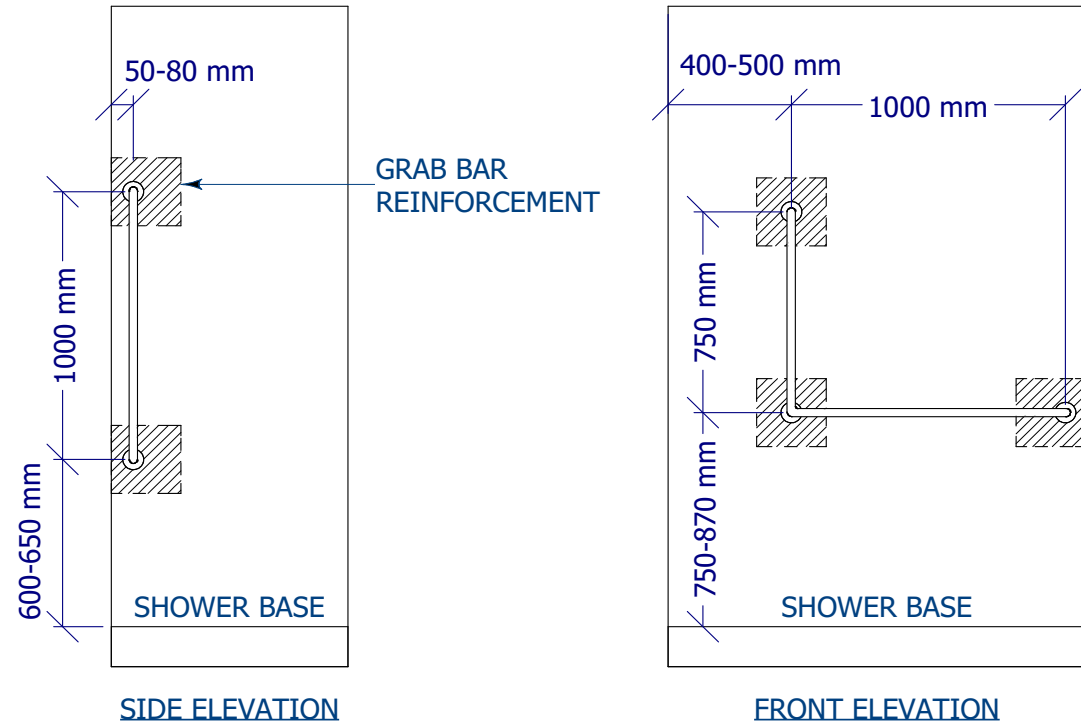
Project No: \_\_\_\_\_

Date:  
27-MAR-26

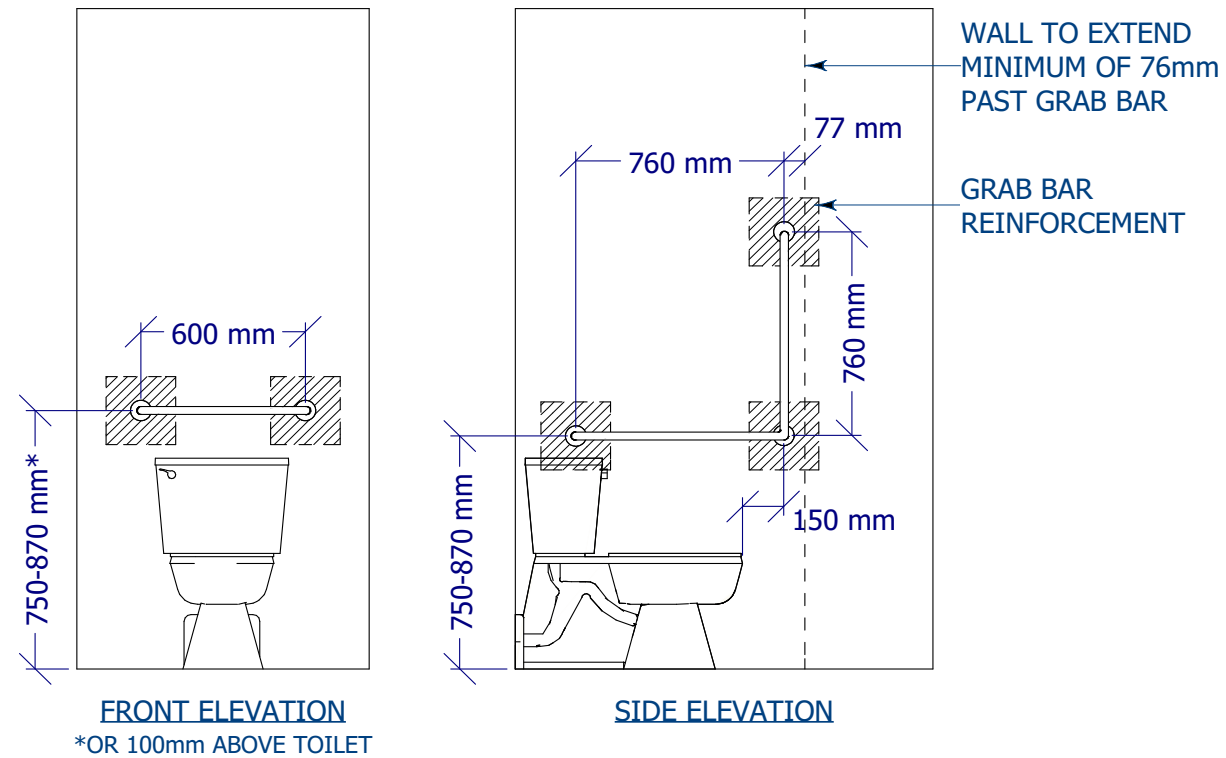
Scale:  
3/16" = 1'-0"

**E1.2**

# SHOWER



# TOILET



REVISED FOR TENDER & PERMIT

THE INFORMATION CONTAINED ON THIS DRAWING HAS BEEN PREPARED FOR THE SOLE PURPOSE OF THE PROJECT DESCRIBED HEREIN AND FOR THE SOLE BENEFIT OF THE OWNER. USE OF THIS INFORMATION FOR ANY PURPOSE OTHER THAN THE PROJECT DESCRIBED HEREIN IS AT THE SOLE RISK OF THE USER. ANY UNAUTHORIZED USE OF THIS INFORMATION WILL BE CONSIDERED A BREACH OF COPYRIGHT AND MAY BE PURSUED AS SUCH.

No	REVISION	DATE	BY
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4.	TENDER	26 JAN	SK
2.	PERMIT	16 JAN	SK
1.	TENDER REVIEW	08 JAN	SK

**NEW DAWN DEVELOPMENTS**

1524 Industrial Rd. #2 Cranbrook, BC V1C 6R2 Phone: 250-489-4579 Fax: 250-428-6235

**ROTARY CREEKSIDE VILLAGE BUILDING 1**

Civic Address: \_\_\_\_\_  
CRANBROOK BC

Legal Address: \_\_\_\_\_

Drawing: **ADAPTABLE BLOCKING DETAILS**

Project No: \_\_\_\_\_

Date: **27-MAR-26**

Scale: **1/2" = 1'-0"**

**D1.1**





**TITLE:** Municipal and Regional District Tax Renewal (MRDT) 2027

**PREPARED BY:** Darren Brewer, Mike Matejka

**DEPARTMENT:** Engineering and Development Services

**PURPOSE:** To seek Council direction for renewal and structure of the Municipal and Region District Tax program for the City of Cranbrook Designated Accommodation Area

**RECOMMENDATION BY STAFF**

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

**BACKGROUND INFORMATION:**

The Municipal and Region District Tax (MRDT) is a provincial program jointly administered by the BC Ministry of Finance, BC Ministry of Tourism, Arts & Culture, and Destination BC. The MRDT is an accommodation tax collected to fund tourism marketing, programs and projects. Program agreements are for 5-year terms.

Municipalities and Regional Districts may either administer the MRDT program directly, or delegate administration to a service provider. Cranbrook & Region Tourism Society (DBA Visit Cranbrook) is the Designated Recipient and service provider on behalf of the City of Cranbrook. Of the 43 Designated Accommodation Areas listed in the legislation, 33 have the local governments as the Designated Recipient and 10 (including the City Cranbrook) have societies or organizations as Designated Recipient.

**Eligible Uses of Municipal and Regional District Tax (MRDT) include:**

Marketing

- Media advertising and production
- Website hosting, development, and maintenance
- Social media management platforms and tools
- Consumer shows and events
- Collateral production and distribution
- Travel media relations
- Travel trade activities

Destination and Product Experience Management

- Industry development and training to enhance education and knowledge
- Product experience enhancement and training
- Research, evaluation, and analytics

COUNCIL REPORT – MUNICIPAL AND REGIONAL DISTRICT TAX RENEWAL (MRDT) 2027

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Visitor Services

Meetings, Conventions, Events and Sport

- Conferences
- Events
- Sales initiatives
- Sport-related activities

Affordable Housing Initiatives

**MRDT Program Renewal**

The authority to levy the MRDT needs to be renewed every 5 years per the following timeframes:

- Six months prior to the repeal date (if the intent is to leave the MRDT rate unchanged)
- Nine months prior to the repeal date (if there is a request to increase the MRDT rate above the standard 3%)

Information that must be submitted as part of the renewal application package includes, but is not limited to:

- A Five-Year Strategic Business Plan
- Evidence that the funds from the tax are incremental to existing sources of tourism funds
- Evidence of consultation and support from the RDEK and tourism stakeholders
- Documentation on how the MRDT program will be administered
  - At least 51% of the accommodation providers representing at least 51% of the total number of accommodation units must be in support
- Confirmation that Destination BC has been consulted
  - Authorizes the Province to liaise directly with the service provider delegated to administer the MRDT program in relation to the MRDT
- A signed Tourism Events Program Sponsorship Undertaking (if applying for 3%)
- Affordable Housing Requirements and Documentation (if applicable)

**Additional Prescribed Purposes**

A Designated Recipient can request approval to allocate MRDT revenues toward an Additional Prescribed Purpose. These purposes include activities or expenditures that fall outside standard MRDT program guidelines, most commonly capital infrastructure-related costs, or new tourism facilities. Such requests require approval from the Province on a case by case basis. A list of approved requests are shown in Schedule 3 of the Act.

Requests for an Additional Prescribed Purpose may be submitted as part of a new MRDT application or during a renewal process, and must be clearly reflected in the five-year business plan and demonstrate broad stakeholder support.

**Next Steps and Timeline**

COUNCIL REPORT – MUNICIPAL AND REGIONAL DISTRICT TAX RENEWAL (MRDT) 2027

Cranbrook’s repeal date is January 1, 2028, with the general timelines to submit are as follows:

- Standard renewal with no changes or Additional Prescribed Purposes is due July 1, 2027
- A renewal with changes and/or an Additional Prescribed Purpose is due April 1, 2027
- The City may submit the renewal early, and approval would take approximately 9 months

The MRDT renewal process will require strategic planning and engagement for any form of renewal or new agreement, with tentative steps and timeframes laid out as follows:

Summer 2026 - Internal Review and Options Development

Summer/Fall 2026 - Selection of Option for Renewal or New Agreement Structure

Fall-Winter 2026/2027 – Public and Stakeholder Engagement

Winter/Spring 2027 – Business Case Development and Application

**Tourism By the numbers**

For in-depth visualized data and analysis visit [data.choosecranbrook.ca/tourism-insights](http://data.choosecranbrook.ca/tourism-insights)

	Website Visitors	Visitors Center - in Person	Mobile - In person	Passenger YXC	MRDT Collected
2018	31366	5355		173977	\$ 348,048.00
2019	99711	8345		184973	\$ 370,027.00
2020	191549	3618		56901	\$ 253,097.00
2021	175647	3873		58965	\$ 362,425.00
2022	195732	9473	3802	126817	\$ 506,486.00
2023	240908	12443	5071	131806	\$ 586,109.00
2024	251034	11653	4310	152090	\$ 556,751.00
2025	256901	10385		176000	\$ 588,610.00

**ALTERNATIVE:**

That Council does not require additional considerations and seeks to renew MRDT status quo with same rate and designated recipient

**BUDGETARY IMPACT:**

N/A. Budget considerations will come in following report depending on amount of engagement and planning work required for renewal or new agreement options

**POLICY IMPLICATION:**

N/A

**STRATEGIC PLAN ALIGNMENT:**

COUNCIL REPORT – MUNICIPAL AND REGIONAL DISTRICT TAX RENEWAL (MRDT) 2027

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foster strong and diverse economic relationships, focus on Partnerships and Relationships, Provide the City with Useful and Current Bylaws, Policies, Plans and Committees

**ATTACHMENTS:**

[MRDT-Program-Requirements-September-2021-1](#)

[Appendix 1.9 Additional Prescribed Purposes](#)

[Hotel Tax Bylaw No. 3892, 2017](#)

[ProvincialSalesTaxAct](#)

**Approved By:**

Mike Matejka, Director, Engineering and Development Services

Marnie Dueck, City Clerk/Corporate Officer

Mark Fercho, Chief Administrative Officer

**Status:**

Approved - 03 Jun 2026

Approved - 03 Jun 2026

Approved - 03 Jun 2026



# **Municipal and Regional District Tax Program Requirements**

**Summer 2021**

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## 1. Overview

The purpose of this document is to outline the requirements for the Municipal, Regional, and District Tax Program (“MRDT program”) and provide guidance and assistance to designated recipients applying for or renewing the Municipal and Regional District Tax (“the tax”) within their communities. This document includes application materials and other forms and templates to assist with application, renewal, and reporting requirements.

**Designated Recipient:** *The municipality, regional district or eligible not-for-profit business association that receives the revenue from the tax in a designated accommodation area.*

In *Budget 2018*, the government announced that the eligible uses of MRDT revenues would be expanded to include affordable housing initiatives. At the same time, it was announced that online accommodation platforms located outside of BC would be enabled to register to collect provincial sales tax and MRDT on purchases of accommodation through their platform.

In keeping with these announcements, the MRDT Program Requirements have been updated to reflect the changes. In particular, the revised Program Requirements include the following clarifications:

1. MRDT revenues from online accommodation platforms can be used for affordable housing initiatives;
2. General MRDT revenues cannot be used for affordable housing initiatives unless the designated recipient can demonstrate support of tourism stakeholders and accommodation providers; and
3. The requirement to demonstrate accommodation provider support will remain unchanged. Individual hosts that only list on online accommodation platforms will not need to be consulted.

Please see the revised details in Sections 7 and 8 and Appendix 1.8 and 2.4.

Moving forward, the Province will provide existing designated recipients with information on two types of MRDT revenue: revenues from multi-jurisdictional online accommodation platforms (OAP), which are based outside of BC but operate within the designated accommodation area; and revenues from general accommodation providers (general MRDT revenues), such as hotels, motels, etc. This is to support designated recipients’ affordable housing spending (refer to Section 8 for details).

## 2. Enabling Legislation

Section 123 of the *Provincial Sales Tax Act* (refer to [http://www.bclaws.ca/civix/document/id/complete/statreg/12035\\_00](http://www.bclaws.ca/civix/document/id/complete/statreg/12035_00)) imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province (“designated accommodation area”) on behalf of a designated recipient.

**Designated Accommodation Area:** *A specified geographic area of the province in which the tax will be applied on behalf of a designated recipient.*



### 3. Program Purpose

The purpose of the MRDT program is to assist designated recipients to fund tourism marketing, programs and projects. Affordable housing was added as a permissible use of funds in *Budget 2018*.

The MRDT program is jointly administered by the Ministry of Finance, the Ministry Tourism, Arts, Culture and Sport, and Destination British Columbia.

The MRDT program is one of a number of supports available to enhance tourism marketing in BC. The MRDT program is intended to help grow BC revenues, visitation and jobs, and amplify BC's tourism marketing efforts in an increasingly competitive marketplace. To promote a coordinated and efficient use of funds, the following **MRDT program principles** have been adopted:

- Effective tourism marketing, programs and projects;
- Effective local-level stakeholder support, and inter-community collaboration;
- Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics; and
- Fiscal prudence and accountability.

Affordable housing was added as a permissible use of funds in *Budget 2018* to help address local housing needs. Designated recipients have the flexibility to define, identify, and fund affordable housing initiatives that they deem appropriate to meet local needs. Affordable housing funding must be consistent with fiscal prudence and accountability, and will be subject to additional reporting requirements. Further detail, including stakeholder consultation and support requirements, can be found in Section 8.

### 4. Eligible Use of Funds

The *Designated Accommodation Area Tax Regulation* (refer to [http://www.bclaws.ca/civix/document/id/complete/statreg/93\\_2013](http://www.bclaws.ca/civix/document/id/complete/statreg/93_2013)) sets out the authorized purposes for funds collected under the MRDT program. Authorized purposes are tourism marketing, programs and projects, initiatives respecting affordable housing, and any other prescribed purposes as set out in the regulation.

The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and must be supported by both local governments and tourism industry stakeholders. MRDT for affordable housing is intended to provide flexibility to communities to address their local housing needs.

Funds from the MRDT program should augment current funding and cannot be used to replace existing sources of tourism funding in a community.

As the MRDT program is intended to primarily fund tourism marketing, programs and projects, consideration will only be given in special circumstances to the financing of capital expenditures (other than affordable housing) such as new tourism facilities or infrastructure. Proposals for capital spending must be included in the designated recipient's Five-Year Strategic Business Plan and must demonstrate strong local stakeholder support in order to be considered as an authorized use of MRDT program funds. A business case must be provided, including budget, for each capital project and all capital projects must be completed within the current Five-Year Strategic Business Plan time period. These proposals will be approved on a case-by-case basis by the Province of British Columbia ("the Province".)



Applicants must contact Destination British Columbia program staff prior to submitting an application including capital expenditures (refer to Section 13: Further Information). Refer to Section 8 for information required for affordable housing initiatives.

Designated recipients are expected to effectively manage administrative costs related to MRDT projects. Administration costs, where applicable, include:

- Management and staff unrelated to program implementation
- Finance staff
- Human Resources staff
- Board of Directors costs
- Employee-related information technology costs (i.e. computers, telephone, support, network connections)
- Office lease/rent
- General office expenses

Considerable scrutiny will be applied to ensure that MRDT program funds are used for authorized purposes.

## 5. Eligible Applicants

### 5.1 Designated Recipients

The following are eligible to be a designated recipient under the MRDT program:

- Municipalities;
- Regional districts; and
- Eligible not-for-profit business associations

To qualify as an eligible not-for-profit business association, an applicant must meet the definition of eligible entity under the *Provincial Sales Tax Act*. This means they must:

- Be a not-for-profit business association (e.g. a society incorporated under the *Society Act*; entities incorporated under the *Business Corporations Act* are not eligible). Note that a not-for-profit society whose specific purpose is tourism marketing is preferred.
- Have a place of business in the designated accommodation area; and
- Be actively engaged in tourism marketing, programs or projects in the designated accommodation area.

### 5.2 Designated Accommodation Area

The designated accommodation area may be:

- A whole municipality, but not a portion of a municipality
- A whole regional district or a portion of a regional district
- A combination of municipalities and portions of regional districts.

The tax may be levied in more than one municipality or regional district on behalf of a single designated recipient.

There can be no overlap with any other designated accommodation area in which the tax applies.

Generally, an electoral area is the smallest portion of a regional district that may be prescribed as a designated accommodation area.



### 5.3 Delegation of Administration

Municipalities and regional districts may either administer the MRDT program directly or delegate administration to a service provider (such as a destination marketing organization). The municipality or regional district remains the designated recipient and remains fully responsible for compliance with all MRDT program requirements.

Eligible not-for-profit business associations are not permitted to delegate the administration of the MRDT program to a service provider.

The Province does **not** mediate disputes between municipalities or regional districts and their service providers. A service agreement that details the deliverables and conflict resolution procedure is strongly recommended.

## 6. MRDT Program Overview

### 6.1 How the MRDT Program Works

Applicants may apply to request that the Province levy the tax on their behalf in a designated accommodation area.

The tax applies to purchases of taxable accommodation within the designated accommodation area. The tax is collected by the Province on behalf of the designated recipient.

Funds equal to the tax collected in the designated accommodation area minus an administration fee are forwarded to the designated recipient on a monthly basis.

For new and renewal applications, the tax will be implemented for a period of five years. To extend the tax for an additional five-year period, a designated recipient must re-apply. There is no restriction on the number of times a designated recipient can apply to renew the tax.

Under the *Provincial Sales Tax Act*, **all** designated recipients must account annually to the Province on how MRDT program funds are spent (refer to Section 11: Annual Performance Management and Reporting Requirements).

### 6.2 Three Percent Rate

The *Provincial Sales Tax Act* was amended in 2015 to increase the maximum tax rate on the purchase of accommodation that may be imposed in a designated accommodation area from two percent to three percent of the purchase price of the accommodation.

Increasing the rate of tax is optional. A designated recipient may request a change in the rate of the tax to three percent of the purchase price of the accommodation prior to their renewal date by submitting a complete application containing all requirements listed in Section 7: Application Requirements. If approved, the tax will be renewed at the new rate for another five-year period. Designated recipients not subject to renewal requirements will be required to submit a complete application for the new rate one time only.

It is intended that designated recipients implementing a rate of three percent will sponsor and contribute to a provincial Tourism Events Program. Under this program, 0.2 percentage points of the incremental one percent of the tax will contribute to a provincially led program to support tourism events that are expected to increase tourism to or within British Columbia.



Designated recipients with a three percent tax rate will be subject to enhanced reporting requirements (refer to Appendix 2.2 for further details).

### 6.3 Key Timelines

New applications for the tax, applications for rate changes and renewals requesting a change in designated accommodation area, must be submitted at least **nine** months in advance of the desired effective date of the tax.

Renewal applications with no rate change must be submitted at least **six** months in advance of the end of the five-year term of the tax (“repeal date”).

Under extraordinary circumstances, designated recipients may make a written request to the Minister of Finance for an extension of the application deadline.

Failure to submit a completed application by the deadline may result in the tax ceasing to apply in a particular designated accommodation area.

## 7. Application Requirements

New applications, rate changes, and renewal application requirements include consultation and support from local governments, tourism industry stakeholders and accommodation providers. The application must include **all** the following information and be submitted as a single complete package:

- A completed application form (refer to Appendix 1.1) signed by an authorized signing authority of the municipality, regional district or eligible not-for-profit business association that confirms that all program requirements have been met and all required documents are included in the application package.
- A Five-Year Strategic Business Plan with first year tactical details that meets all the requirements set out in Appendix 1.2. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements on page 7.
- Evidence that the funds from the tax are incremental to existing sources of tourism funds. The funds from the tax are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community. An applicant must note any additional funding sources that will be available to support the Five-Year Strategic Business Plan.
- Evidence of consultation and support from local governments.
  - **If a municipality is applying**, the municipality must provide evidence that the regional district has been consulted and indicate whether the regional district supports or opposes the imposition of the tax in the municipality. Evidence could be in the form of a letter from the regional district’s Board of Directors.
  - **If a regional district is applying**, the regional district must provide evidence that all municipalities within the regional district have been consulted and agree with the tax being imposed in the regional district. Evidence must be in the form of letters of support from the municipality(ies).
  - **If an eligible not-for-profit business association is applying**, they must provide evidence that all municipalities and regional districts within the designated accommodation



area have been consulted and agree with the tax being imposed in the designated accommodation area on behalf of the eligible not-for-profit business association. Evidence must be in the form of letters of support from the municipality(ies) and regional district(s).

- In the case of a conflict between a municipality, regional district or eligible not-for-profit business association about who the designated recipient is for an application, or whether the tax should be imposed in a municipality, priority will be given to the position of the municipality.
- Evidence of authority and request to impose the tax.
  - **If a municipality is applying**, the municipality must pass a bylaw that requests the Province levy the tax on its behalf and provide a copy of the bylaw with the application.
  - **If a regional district is applying**, the regional district must pass a resolution that requests the province levy the tax on its behalf and provide a copy of the resolution with the application. The regional district must also provide evidence of its authority to use funds for the intended purpose either through letters patent or statutory authority.
  - **If an eligible not-for-profit business association is applying**, they must submit a letter that requests the province levy the tax on its behalf. They must also provide evidence of its authority to use funds for the intended purpose by submitting copies of its certificate of incorporation, articles of incorporation, constitution and bylaws.
  - The bylaw, resolution or letter must contain the following information:
    - Rate of tax to be imposed
    - Description of the geographic area in which the tax is to be imposed
    - Purpose for the funds
    - Desired effective date of the tax.
- Documentation on how the MRDT program, including revenue, will be administered (e.g. directly by the designated recipient or through a service provider). If a municipality or regional district is proposing to delegate administration of the program to a service provider, the name and address of the service provider must be included.
- Evidence of consultation with tourism industry stakeholders. The applicant must provide detailed evidence that the applicant has consulted with and received broad support from tourism industry stakeholders within the designated accommodation area in respect of the application. The applicant is required to make its Five-Year Strategic Business Plan available to tourism industry stakeholders and provide an opportunity for input. Examples of consultation activities could include presentations at town hall meetings, annual general meetings and information sessions, etc. Letters of support from individual tourism industry businesses or organizations can also be provided.

**Tourism industry stakeholders:** Examples may include, but are not limited to, the following within the designated accommodation area:

- Accommodation providers;
- Attractions, sightseeing, activities and other primary tourism businesses;
- Restaurants, retail and other tourism related businesses;
- Regional and local tourism associations;
- Product Sector organizations;
- Parks and recreation;
- Visitor Centres; and
- Other government agencies and organizations that have programs and services that relate to tourism.

- An Accommodation Directory Form that lists all the accommodation providers who offer taxable accommodation under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area (refer to Appendix 1.3). While the Province is able to provide an applicant with the names and addresses of registrants under the *Provincial Sales Tax Act*, it remains the responsibility of the designated recipient to ensure the accommodation directory is a complete and accurate list. The designated recipient is not required to identify and consult individual hosts who a) only list on registered online accommodation platforms, and b) those accommodation providers who offer fewer than 4 units of accommodation within the designated accommodation area (see below). For information on taxable and exempt accommodation, please refer to: <https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/publications/accommodation>

*For more information on taxable or exempt accommodation please refer to:*

<https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/publications/accommodation>

- An Accommodation Sector in Support of MRDT Form (refer to Appendix 1.4) that provides evidence that an applicant has sufficient support from accommodation providers who offer taxable accommodation within the designated accommodation area. The minimum required level of support is at least 51 percent of the accommodation providers representing at least 51 percent of the total number of units of accommodation offered by those accommodation providers in the designated accommodation area. Higher support from accommodation providers will increase the likelihood that an application will be approved, providing all other requirements are met. The applicant is required to make its Five-Year Strategic Business Plan available to accommodation providers. The applicant is also required to indicate on the Accommodation Sector in Support of MRDT Form if they wish to use general MRDT revenues for affordable housing.

Online accommodation platforms located outside of BC have been enabled to register to collect tax on purchases of accommodation through their platforms. These are online marketplaces that facilitate transactions for renting short-term accommodations (many of which operate across jurisdictions) and typically list basement suites, individual rooms, or other forms of accommodation (such as trailers or motor homes). Their hosts may not regularly offer accommodation, may not be readily identifiable and accessible, and their accommodation units may not be on record with the Province.

This will not affect the way that applicants have consulted accommodation providers in the past. Applicants are not required to identify and consult individual hosts who: a) only list on registered online accommodation platforms, and b) those accommodation providers who offer fewer than 4 units of accommodation within the designated accommodation area. Designated recipients are only required to consult those accommodation providers who are registered under the *Provincial Sales Tax Act* and who physically provide taxable accommodation; whose owners/property managers are readily identifiable; and whose addresses and total number of accommodation units are on record with the Province; and who offer 4 or more units of accommodation within the designated accommodation area. This includes hotels and motels, bed and breakfasts, and vacation rental reservation systems that list properties with verifiable property managers.



For clarification, the Province is able to provide the names and addresses of registrants to assist applicants in identifying which accommodation providers to consult.

- Confirmation that Destination British Columbia has been consulted to ensure that proposed spending is coordinated and does not duplicate Destination British Columbia’s broader promotional programs and is complementary to provincial marketing strategies and tactics.
- Third Party Authorization Form. If the designated recipient wishes the Province to discuss the application with their service provider, the designated recipient must sign and submit the Third Party Authorization Form (refer to Appendix 1.5).
- Disclosure of Information Authorization Form. Applicants must authorize the Ministry of Finance to share information about the designated recipient in respect to the MRDT program with Destination British Columbia and the Ministry of Tourism, Arts, Culture and Sport for the purpose of program administration and evaluation, and development of provincial tourism policy (refer to Appendix 1.6).
- A signed Tourism Events Program Sponsorship Undertaking if the application is for a three percent tax rate (refer to Appendix 1.7).
- Affordable Housing Requirements and Documentation, if applicable (refer to Appendix 1.8 in Section 8).

## 8. Application Requirements for Affordable Housing

### 8.1 Parameters for Spending on Affordable Housing

Designated recipients have the flexibility to define, identify, and fund affordable housing initiatives that they deem appropriate to meet local needs. Designated recipients may use MRDT revenues for the following purposes for spending on affordable housing initiatives:

- Acquiring, constructing, maintaining or renovating housing or shelter;
- Acquiring or improving land used for, or intended to be used for, housing or shelter;
- Supporting the acquisition, construction, maintenance, renovation or retention of housing or shelter or the acquisition or improvement of land intended to be used for housing or shelter;
- Supporting housing, rental or shelter programs; or
- Paying expenses related to the administration or disposal of housing, shelter or land acquired with money paid out of MRDT revenues.

Documentation and plans for affordable housing (Appendix 1.8 and 2.4) will be forwarded to the Housing Policy Branch for assessment. Destination BC will remain the initial point of contact for discussions on applications. An updated Appendix 1.6 (Disclosure of Information Authorization Form) is also required for the first time that a designated recipient wishes to use MRDT for affordable housing, regardless of the revenue source.



## 8.2 Using Revenues from Online Accommodation Platforms (OAP) on Affordable Housing

Designated recipients are able to use OAP revenues on affordable housing initiatives without submitting a new five-year strategic business plan or application package. If a designated recipient chooses to only spend this amount on affordable housing, the following information on affordable housing will be required prior to implementation and due on November 30 of each year to outline spending in the upcoming year (see Appendix 1.8):

- Project name and address;
- Project rationale and details (what is the need, issue, or demand);
- MRDT contribution;
- Housing provider/Project owner;
- Funding partners (if applicable);
- Funding partners' contribution (if applicable);
- Estimated completion date;
- Estimated number of housing units (number of housing units acquired, completed, maintained, or renovated); and
- Evidence of support on using MRDT revenues for affordable housing from applicable local government(s) (only if the designated recipient is not a municipality).

Designated recipients that have committed to using OAP revenues for purposes other than affordable housing in their tactical plan cannot redirect those revenues to affordable housing midway through the year; they must wait until the submission of the next tactical plan.

## 8.3 Using General MRDT Revenues on Affordable Housing

For designated recipients that wish to use general MRDT revenues (meaning revenues beyond OAP revenues), they can submit a new application at any time during the five-year tax lifecycle, but the package must include all of the documentation required for a renewal or rate increase application outlined in Section 7, including:

- A completed application form;
- A Five-Year Strategic Business Plan with first year tactical details;
- Evidence that the funds from the tax are incremental to existing sources of tourism funds;
- Evidence of authority and request to impose the tax;
- Evidence of consultation with tourism industry stakeholders;
- An Accommodation Directory Form;
- An Accommodation Sector in Support of MRDT Form (which demonstrates support from 51 per cent of accommodation providers representing 51 per cent of accommodation units);
- Confirmation that Destination British Columbia has been consulted;
- Third Party Authorization Form (if applicable);
- Disclosure of Information Authorization Form;
- A signed Tourism Events Program Sponsorship Undertaking (if applicable); and
- An Affordable Housing MRDT Plan (Appendix 1.8).

Designated recipients not subject to the renewal application requirements that would like to use MRDT revenues on affordable housing initiatives must submit a complete application as outlined above.



## 9. Application Procedure

Complete application packages must be submitted in PDF format by email to Destination British Columbia (MRDT@destinationbc.ca). The applicant will receive an email from Destination British Columbia confirming receipt of the application package.

Applicants may be contacted to provide additional information.

Failure to provide complete and accurate information may result in the application being delayed, returned or rejected.

Applicants can find more information about application timelines in Section 6.3.

## 10. Upon Approval of Application

If the application is approved by Cabinet, the Designated Accommodation Area Tax Regulation will be amended to prescribe the designated recipient, the designated accommodation area, the rate of tax, the effective date of the tax, the repeal date of the tax if applicable, and the approved uses of the revenue from the tax for a five-year period.

The applicant will be informed by the Ministry of Finance when the amendment to the Designated Accommodation Area Tax Regulation has been made and will be given information on when the tax will come into effect.

For new applications, the tax will be implemented effective the first day of the month that is three full months after the month in which the tax was approved. For example, if Cabinet approves the tax in May, the tax will be implemented in the designated accommodation area beginning September 1. This provides sufficient time for accommodation providers to prepare to collect the tax.

For rate changes, the new tax rate will be implemented effective the first day of the month that is one full month after the month in which the tax was approved. For example, if Cabinet approves the tax in May, the new tax rate will be implemented in the designated accommodation area beginning July 1.

The Consumer Taxation Programs Branch of the Ministry of Finance will provide information on the procedures for collecting and remitting the tax to all accommodation providers required to collect and remit the tax. Accommodation providers may also refer to:

<https://www2.gov.bc.ca/gov/content/taxes/sales-taxes/pst/publications/accommodation>

## 11. Annual Performance Management and Reporting Requirements

Under the *Provincial Sales Tax Act*, all designated recipients must account annually to the Province for how money received from the tax has been spent. Therefore, **all designated recipients** must submit an **Annual Performance Report**, a **Financial Report**, and a **One-Year Tactical Plan**, signed by the authorized signing authority of the designated recipient, annually to the Province (email to MRDT@destinationbc.ca).



Annual Performance Report:

- Designated recipients must report on performance metrics related to the four MRDT program principles.
- Designated recipients with a three percent tax rate or who wish to spend on affordable housing initiatives will be subject to additional reporting requirements.
- The Annual Performance Report must also include a summary of the tactics, activities and key outputs and outcomes.
- A template for the Annual Performance Report is provided in Appendix 2.2.
- **The Annual Performance Report must be submitted by May 31 of each year.**

*The MRDT program principles are:*

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

Financial Report:

- The Financial Report must include a detailed budget for the year ending and the year ahead. The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes.
- The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan.
- The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.
- A template for the Financial Report is provided in Appendix 2.1.
- **The Financial Report must be submitted by May 31 of each year.**

Annual Affordable Housing MRDT Report (if applicable):

Designated recipients that spend MRDT revenues on affordable housing, regardless of whether from OAP revenues or from general MRDT revenues, must submit an **Annual Affordable Housing MRDT Report by May 31 of each year** (see Appendix 2.4).

One-Year Tactical Plan:

- The One-Year Tactical Plan must include:
  - A brief overview of the strategic direction from the Five-Year Strategic Business Plan.
  - Key strategies for the year, if different from the Five-Year Strategic Business Plan, and key target markets.
  - Detailed tactics for the next year, including details about tactics and activities, as well as a proposed budget for the next year.
  - Performance measures for next year, including expected outputs, outcomes, and performance metrics. The performance measures must relate to the MRDT program principles (as outlined in Appendix 2.2).
- The One-Year Tactical Plan should be made available to tourism industry stakeholders.
- A suggested template for the One-Year Tactical Plan is provided in Appendix 2.3.
- **The One-Year Tactical Plan must be submitted by November 30 of each year.** If plans are available earlier, please submit as they become available.

Affordable Housing MRDT Plan:

Designated recipients must provide the following information (see Appendix 1.8):

- Project name and address;
- Project rationale and details (what is the need, issue, or demand);
- MRDT contribution;



- Housing provider/Project owner;
- Funding partners (if applicable);
- Funding partners’ contribution (if applicable);
- Estimated completion date;
- Estimated number of housing units (how many rooms or beds that would be available for individual dwelling); and
- Evidence of consultation on using MRDT revenues for affordable housing from applicable local government(s) (only if the designated recipient is not a municipality).

Designated recipients that wish to use general MRDT revenues for affordable housing must provide the above information in their Five-Year Strategic Business Plan, One Year Tactical Plan, and must demonstrate strong local stakeholder support as part of a full application.

Designated recipients that wish to use OAP revenues for affordable housing do not need to provide a Five-Year Strategic Business Plan or One Year Tactical Plan; however, Appendix 1.8 is required and must be submitted prior to implementation of affordable housing initiatives.

The Affordable Housing MRDT Plan (Appendix 1.8) is required for:

- Renewal/new MRDT applications that include affordable housing **regardless of the revenue source**;
- A full application package submitted midway through a five-year tax term if designated recipients wish to use general MRDT revenues on affordable housing; and
- If designated recipients wish to use any OAP revenues on affordable housing in the next year, **due November 30** prior to implementation.

**Please note:**

- Designated recipients from larger communities (those that have the capacity for ongoing multi-year planning and reporting) may be asked to provide their multi-year rolling business plans annually for the purpose of program administration and evaluation.
- Designated recipients not subject to the renewal application requirements must submit a Five-Year Strategic Business Plan every five years. The first Five-year Strategic Business Plan must be submitted to the Province **by November 30 of each year**.

**12. Amendments**

The Designated Accommodation Area Tax Regulation sets out the designated recipient, the designated accommodation area, the rate of the tax, the repeal date of the tax, and the approved uses of the revenue from the tax for a five-year period. Any other use of the revenue is prohibited.

Requests for interim changes to the designated recipient or the designated accommodation area will not be considered.

Proposed changes in the use of revenue from the tax by the designated recipient that require amendments to the Designated Accommodation Area Tax Regulation will generally be considered with renewal applications, for example, a proposal to use revenue from the tax for capital projects.

Plans to only use OAP revenues for affordable housing are not required to submit a new application; however, information on affordable housing is required as outlined in Section 11.



Requests to use general MRDT revenues for affordable housing will be considered only once a designated recipient or applicant submits a new application (at any time during the five-year tax lifecycle). The package must include all documentation required for a renewal application outlined in Sections 7 and 8.

Designated recipients that have committed to using OAP revenues for purposes other than affordable housing in their tactical plan cannot redirect those revenues to affordable housing midway through the year; they must wait until the submission of the next tactical plan.

Designated recipients do not require approval from the Province for changes in marketing tactics previously submitted in their one-year Tactical Plan (as part of their application package or submitted with the annual review), as long as the tactics are consistent with the overall approved five-year Strategic Business Plan.

Any other material changes, that are significant shifts in the direction set out in either the One-Year Tactical Plan or the Five-Year Strategic Business Plan, must be submitted to Destination British Columbia for approval in advance of the change being implemented.

### **13. Monitoring, Compliance, and Termination**

Designated recipients are required to comply with all MRDT program requirements, including eligible use of funds and annual reporting requirements. The Minister of Finance may terminate the tax in a designated accommodation area if the designated recipient is found to be in non-compliance with MRDT program requirements, and the non-compliance is not corrected in a timely manner.

The Ministry of Finance undertakes various compliance related activities as part of the administration of provincial consumption taxes, including the MRDT program, to ensure that all amounts due are remitted. The tax is levied under the *Provincial Sales Tax Act*. Any compliance activities undertaken in relation to the tax are carried out as part of those conducted for the Provincial Sales Tax (“PST”) according to the schedules and guidelines established for PST.

The Ministry of Finance will review specific lead information provided (for example, a hotel operating without collecting applicable taxes) and will make a determination as to whether any additional follow up may be necessary. The Ministry may conduct any further investigation deemed warranted.

A designated recipient may make a written request to the Minister of Finance to have the tax cease before the scheduled repeal date.

If the tax ceases in a designated accommodation area for any reason (e.g. failure to submit a completed renewal application on time, written request for early termination, or termination for non-compliance) a new application to impose the tax in that designated accommodation area would be required and it would be subject to the normal processing time associated with new applications.



#### 14. Further Information

Applicants can request further **information about the MRDT program** by contacting Destination British Columbia by email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) or by phone at 604-953-6704.

For information on the **administration and enforcement of the tax**, please contact the Ministry of Finance:

Toll-free from anywhere in Canada call:

1-877-388-4440 Fax: 250-356-2195

E-mail: [CTBTaxQuestions@gov.bc.ca](mailto:CTBTaxQuestions@gov.bc.ca)



Please complete all MRDT application requirements and send to [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) in **one complete package** in PDF format.

**Appendix 1.1 Municipal and Regional District Tax Application Form**

**Legal Name of Applicant:** \_\_\_\_\_  
**Designated Accommodation Area:** \_\_\_\_\_  
**Rate of Tax (up to 3%):** \_\_\_\_\_  
**Implementation or Renewal Date:** \_\_\_\_\_

Check when completed	Requirement
<input type="checkbox"/>	Five-year Strategic Business Plan (Appendix 1.2)
<input type="checkbox"/>	Evidence that funds from the tax are incremental to existing sources of tourism funds
<input type="checkbox"/>	Evidence of consultation and support, as applicable, from local governments
<input type="checkbox"/>	Evidence of authority and request to impose the tax (e.g. Bylaw, resolution or letter requesting tax)
<input type="checkbox"/>	Certificate of incorporation, copies of articles of incorporation, constitution, and bylaws (eligible not-for-profit business associations only)
<input type="checkbox"/>	Documentation of how the MRDT program, including revenue, will be administered (where applicable)
<input type="checkbox"/>	Evidence of consultation with tourism industry stakeholders
<input type="checkbox"/>	Accommodation Directory Form (Appendix 1.3)
<input type="checkbox"/>	Accommodation Sector in Support of Municipal and Regional District Tax Form (Appendix 1.4)
<input type="checkbox"/>	Confirmation of consultation with Destination British Columbia
<input type="checkbox"/>	Third party Authorization Form (Appendix 1.5, where applicable)
<input type="checkbox"/>	Disclosure of Information Authorization Form (Appendix 1.6)
<input type="checkbox"/>	Tourism Events Program Sponsorship Undertaking (3% applicants only) (Appendix 1.7)
<input type="checkbox"/>	Affordable Housing Plan (Appendix 1.8, where applicable)

By signing this application form, you certify that the information included in the application package is accurate, that all Municipal and Regional District Tax program requirements have been met, and that all required documents have been included in the application package.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



## Appendix 1.2 Five-Year Strategic Business Plan

A municipality, regional district or eligible not-for-profit business association interested in applying for the Municipal and Regional District Tax or a renewal of the Municipal and Regional District Tax must submit an application as set out in the MRDT Program Requirements. A Five-Year Strategic Business Plan is required **at time of application**. This Five-Year Strategic Business Plan must include a detailed One-Year Tactical Plan for the first year of program implementation. Each year (years two through five of the program), the One-Year Tactical Plan must be updated and resubmitted (by November 30<sup>th</sup>) to reflect current marketing activities for the year as part of the annual reporting obligations. A separate template has been provided to guide the development of these year two through five plans (refer to Appendix 2.3).

The Five-Year Strategic Business Plan must encompass the five-year period covered by the application and it **must** include the following elements:

- Section 1: Five-year strategic overview with identified targets and actions for the five-year period
- Section 2: One-Year Tactical Plan with performance measures, and
- Section 3: Detailed Budget for Year One

Your Five-Year Strategic Business Plan must adhere to the MRDT program principles.

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. The applicant and designated recipients not subject to renewal applications are required to make their Five-Year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements.

Your Five-Year Strategic Business Plan must identify marketing strategies, key markets and targets that the community will focus on to build its tourism business and the steps it needs to take to achieve desired results.

Your Five-Year Strategic Business Plan should answer the following key questions:

- What business objectives related to tourism does your community expect to achieve?
- What type of growth does your community want to achieve (in the short and long term)?
- How will your community achieve these objectives?
- What type of tourism products will you need?
- What type of visitor are you hoping to attract?

Please contact Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) for any questions.

### Quick Reference Guide

*(from the MRDT Program Requirements):*

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects. Affordable housing was added as a permissible use of funds in Budget 2018.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

**The MRDT program principles are:**

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*



**Five-Year Strategic Business Plan Template**

**Designated Recipient:** \_\_\_\_\_

**Community Name:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**MRDT Term Expiry Date:** \_\_\_\_\_

**Five Year Period:** \_\_\_\_\_

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Five-Year Strategic Business Plan may be developed specific to your community needs and resources, but must include all required sections of the Five-Year Strategic Business Plan listed below.** If using this template, please delete the grey text and provide your response accordingly.

Section 1: Five-Year Strategic Overview	
<b>Vision and Mission</b>	<ul style="list-style-type: none"> <li>• <i>The Vision is future focused, something to be pursued, a destination, inspirational, and verifiable.</i></li> <li>• <i>The Mission is present focused, reason for being, a roadmap, concrete, and measurable.</i></li> </ul>
<b>Strategic Context</b>	<ul style="list-style-type: none"> <li>• <i>The Strategic Context will be developed by conducting a situation analysis. The situation analysis is an integral part of this Five-Year Strategic Business Plan and should include current trends, forecasts and areas of priority to address the following:</i> <ul style="list-style-type: none"> <li>○ <i>What are the current economic and tourism conditions?</i></li> <li>○ <i>What challenges and opportunities exist?</i></li> <li>○ <i>Key learnings.</i></li> </ul> </li> </ul>
<b>Overall Goals, Objectives and Targets</b>	<ul style="list-style-type: none"> <li>• <i>Goals and Objectives are the quantifiable results the recipient expects to achieve over the five-year period. Goals should be realistic, achievable, yet challenging and should include a timeline.</i></li> <li>• <i>Example objectives include amount of MRDT revenue, visitation levels, or visitor revenue desired by a certain date. If an objective is difficult to measure, indicators can be used; for example, the increase in visitors to a sample of operators or the number of enquiries at a website or visitor center could be indicators for overall visitation levels.</i></li> <li>• <i>Targets should be identified for all Objectives for the five-year period.</i></li> </ul>
<b>Strategies - Key Actions</b>	<ul style="list-style-type: none"> <li>• <i>Strategies describe the broad direction the community will take to achieve the stated goals and objectives.</i></li> <li>• <i>Strategies look longer term and may not change from year to year while tactics are short-term actions to achieve the implementation of a strategy.</i></li> <li>• <i>Strategies could include but are not limited to promotional strategies as well as relevant Destination development and Product experience and visitor services strategies:</i> <ul style="list-style-type: none"> <li>○ <i>Examples of promotional strategies are social media, media</i></li> </ul> </li> </ul>

<b>Section 1: Five-Year Strategic Overview</b>	
	<p><i>relations, advertising, joint or levered promotions, or consumer shows.</i></p> <ul style="list-style-type: none"> <li>○ <i>Destination development and product experience strategies may include those addressing infrastructure and policy issues, or products for tourism development.</i></li> <li>○ <i>Visitor services strategies may include approaches to satisfy visitor information needs.</i></li> </ul> <ul style="list-style-type: none"> <li>● <i>Applicants should provide a description of the overall resource allocation by major category</i></li> <li>● <i>Applicants should list key actions for each year of the five-year period with more detail in the first three years.</i></li> </ul>
<b>Stakeholder Engagement</b>	<p><i>The applicant is required to make its Five-Year Strategic Business Plan available to tourism industry stakeholders and provide an opportunity for input. Please provide a summary of your stakeholder engagement.</i></p>
<b>Brand Positioning</b>	<p><i>Please provide the following:</i></p> <ul style="list-style-type: none"> <li>● <i>A statement that clearly defines how the community will be positioned and the rationale.</i></li> <li>● <i>This positioning statement should provide direction for product development and promotional activities.</i></li> <li>● <i>Brand positioning may include other communities clustered within a larger area.</i></li> </ul>
<b>Target Markets</b>	<p><i>Please provide:</i></p> <ul style="list-style-type: none"> <li>● <i>The types of visitors that are priorities for the community, stating primary and secondary target markets.</i></li> <li>● <i>Geographic target markets, demographic, and activity-based target groups.</i></li> </ul>
<b>Management, Governance, and Administration</b>	<p><i>Please provide:</i></p> <ul style="list-style-type: none"> <li>● <i>A description of the proposed management, governance and administration process for the activities and funds.</i></li> <li>● <i>For example, whether the applicant will be carrying out the proposed activities or, in the case of a municipality or regional district, whether a service provider such as a local tourism association or other organization will be responsible for carrying out the proposed activities.</i></li> <li>● <i>The applicant remains responsible for monitoring and reporting on the use of funds, even where the activities are delegated.</i></li> </ul>



<b>Sources of Funding</b>	<ul style="list-style-type: none"><li>• <i>Please indicate other available sources of funding to fund tourism marketing, programs and projects in addition to the MRDT.</i></li><li>• <i>Funds from the MRDT must be incremental to existing sources of funding.</i></li><li>• <i>The funds from the MRDT must not replace existing sources of tourism funding in the community.</i></li></ul>
<b>Affordable Housing (if applicable)</b>	<ul style="list-style-type: none"><li>• <i>Please provide an overview of what your affordable housing plans seek to achieve over the five-year period (what is the intent and end state).</i></li><li>• <i>Specific details are to be included in Appendix 1.8.</i></li></ul>

## Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

**Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach. Please note that Destination BC may share relevant tactical information with applicable Destination BC program areas to facilitate increased collaboration and alignment.**

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production (for example: print, radio, television, out-of-home, paper direct mail, email marketing, search engine marketing, paid social media, display, and native advertising)
- Website - Hosting, Development, Maintenance
- Social Media Management Platforms and Tools (i.e. Hootsuite)
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations (for example: story idea creation, media and influencer FAM hosting/support, attendance at media marketplaces, etc.)
- Travel Trade (for example: trade and FAM hosting/support, etc.)
- Consumer-focused asset development (for example: curation or production of written content, photography, videography)
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: market readiness, digital readiness, industry conferences, packaging and tourism-related industry workshops, etc.)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research, Evaluation and Analytics
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: staff wage and benefits, visitor services via social media, digital tools, including mobile apps, kiosks, beacons, etc, roving/mobile visitor services, ambassador programs, FAMs)
- Other.

Meetings, Conventions, Events and Sport:

- Examples could include conferences, events, sales, sport, grant programs, etc.

Affordable Housing, which may include:

- Details on affordable housing projects (project description and rationale, authorizing documents, budget and applicable funding partners)
- Please complete and attach Appendix 1.8.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.
2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
  3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
  4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.



**Project Plan Template**

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

**Major Category:** *(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)*

**Activity Title:** *Please provide the title of activity.*

**Tactics:**

*Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.*

**Implementation Plan:**

*For each activity, an implementation plan should include the following information:*

**Short Description:**

**Quantifiable Objectives:**

**Rationale:**

**Action Steps:**

**Potential Partnerships:**

**Resources:**

**Sources of Funding:**

**Timeframe:** *(when will the tactic begin and end or is it ongoing?)*

**Budget:**



**Performance Measures:**

- *Please review the tactics listed above and identify expected outcomes and outputs for each.*
- *Report out annually on the performance measures (refer to Appendix 2.2).*
- *The performance measures must align with the four MRDT Program Principles:*
  - *Effective tourism marketing, programs and projects*
  - *Effective local-level stakeholder support, and inter-community collaboration*
  - *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
  - *Fiscal prudence and accountability.*
- *Consider the following definitions when preparing the output and outcome measures:*
  - *Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.*
  - *Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.*

• *Examples only:*

Output Measures:

- *Types of marketing activities*
- *Number of event campaigns and results*
- *Description of social media activities and outcomes*
- *Number of media placements*
- *Number of conventions and meeting sales*
- *Webpage visits*
- *Visitor inquiries/calls*

Outcome Measures:

- *Visitor volume*
- *Visitor nights & visitor spending*
- *Visitor revenues*
- *Average length of stay*
- *Accommodation revenues*
- *Number of new tourism businesses*


**Section 3: MRDT Budget for Year One**

 Designated recipients **must** complete the budget table as provided below.

Revenues (MRDT and Non-MRDT)	Budget \$
Ending Carry Forward from Previous Year (All Net Assets Restricted and Unrestricted)	
MRDT (net of admin fees)	
MRDT from online accommodation platforms (OAP)	
Local government contribution	
Stakeholder contributions (i.e. membership dues)	
Estimated Co-op funding (e.g. CTO, CMO-led projects)	
Grants – Federal	
Grants – Provincial	
Grants/Fee for Service - Municipal	
Retail Sales	
Interest	
Other (please describe)	
<b>Total Revenues (Excluding Carry Forward)</b>	
Expenses (MRDT and Non-MRDT)	Budget \$
<b>Marketing</b>	
Marketing staff – wage and benefits	
Media advertising and production	
Website - hosting, development, maintenance	
Social media	
Consumer shows and events	
Collateral production and distribution	
Travel media relations	
Travel trade	
Consumer-focused asset development (imagery, video, written content)	
Other (please describe)	
<i>Subtotal</i>	
<b>Destination &amp; Product Experience Management</b>	
Destination & Product Experience Management Staff – wage and benefits	
Industry development and training	
Product experience enhancement and training	
Research and evaluation	
Other (please describe)	
<i>Subtotal</i>	
<b>Visitor Services</b>	
Visitor Services Wages and Benefits	
Visitor services Operating Expenses	
Other (please describe)	
<i>Subtotal</i>	
<b>Meetings, Conventions, Events and Sport</b>	
Staff – wages and benefits (if stand alone)	
Meetings, conferences, conventions, sales, events, sport, etc.	



	<i>Subtotal</i>	
<b>Administration</b>		
Management and staff unrelated to program implementation – wages and benefits		
Finance staff – wages and benefits		
Human Resources staff – wages and benefits		
Board of Directors costs		
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)		
Office lease/rent		
General office expenses		
	<i>Subtotal</i>	
<b>Affordable Housing</b>		
OAP Revenue		
General MRDT Revenue		
	<i>Subtotal</i>	
<b>Other</b>		
All other wages and benefits not included (please describe)		
Other activities not included above (please describe)		
	<i>Subtotal</i>	
	<b>Total Expenses</b>	
	<b>Total Revenue Less Total Expenses (Surplus or Deficit)</b>	
	<b>Estimated Carry Forward (Previous Year Carry Forward plus Surplus or Deficit)</b>	
<b>Balance</b>		

**Section 3: Projected Spend by Market (*broad estimate*) for LEISURE activities only & projected percentage of spend focused on each season (*broad estimate*)**

*Add more rows as needed.*

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC		
Alberta		
Ontario		
Other Canada ( <i>please specify</i> )		
Washington State		
California		
Other USA ( <i>please specify</i> )		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International ( <i>Please specify</i> )		
<b>Total</b>		<b>100%</b>





### Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form

Legal Name of Applicant: \_\_\_\_\_ Rate of Tax (2% or 3%): \_\_\_\_\_

*Applicants, please check the following, if applicable:*

**Does the designated recipient plan on using general MRDT revenues (meaning revenues beyond Online Accommodation Platform revenues) for affordable housing initiatives and are these activities included as part of the Five-Year Business Plan and One-Year Tactical Plan (including Appendix 1.8)?**

YES  NO

The Municipal and Regional District Tax (MRDT) is being proposed or is up for renewal in your municipality/region. The MRDT is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, **as outlined in the applicant's Five-Year Strategic Business Plan**. Affordable housing initiatives are also included as a permissible use of revenues. Accommodation providers may request a copy of the Five-Year Strategic Business Plan from the applicant. The MRDT will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. **The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.**

**BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION. [ATTACH ADDITIONAL SHEETS AS REQUIRED]**

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date



**Freedom of Information and Protection of Privacy Act (FOIPPA).** The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

**Appendix 1.5 Third Party Authorization Form**

As part of our commitment to protect your privacy and confidentiality you can use this form to authorize Destination British Columbia to communicate and exchange information regarding the Municipal and Regional District Tax program with your representative. If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax Program.

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**Section 1: Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Authorized Signing Authority: \_\_\_\_\_

---

**Section 2: Authorization of a Third Party Representative**

I authorize Destination British Columbia to communicate with my representative named below on the Municipal and Regional District Tax program.

Name of Representative: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

---

**Section 3: Applicant Signature**

By signing this form, you acknowledge that Destination British Columbia is authorized to communicate with your representative named above but that you remain fully responsible for fulfilling all obligations under the Municipal and Regional District Tax program.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



**Freedom of Information and Protection of Privacy Act (FOIPPA).** The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

**Appendix 1.6 Disclosure of Information Authorization Form**

Confidentiality restrictions under the *Provincial Sales Tax Act* prevent the Ministry of Finance from disclosing tax information collected under the Act except under limited circumstances. Administration of the Municipal and Regional District Tax program requires the Ministry of Finance to share information with the Ministry of Municipal Affairs and Housing (Appendix 1.8 and 2.4 only, as applicable), Ministry of Tourism, Arts and Culture, and with Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Signing this form will allow the Ministry of Finance to share information about the applicant with respect to the MRDT program with the Ministry of Tourism, Arts and Culture and Destination British Columbia for the above purposes.

If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax program.

**Section 1: Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Authorized Signing Authority: \_\_\_\_\_

**Section 2: Authorization**

I authorize the Ministry of Finance to share information about the applicant with respect to the Municipal and Regional District Tax program with the Ministry of Tourism, Arts and Culture and Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



**Appendix 1.7 Tourism Events Program Sponsorship Undertaking  
For 3% Applications Only**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Designated Recipients:** \_\_\_\_\_

**Designated Accommodation Area:** \_\_\_\_\_

In support of its application to introduce or increase the Municipal and Regional District Tax rate under section 123 of the *Provincial Sales Tax Act* at or to 3% ("3% MRDT"), the Applicant agrees that, subject to approval of its application and implementation of the 3% MRDT, the Applicant will sponsor the administration and implementation of the provincial Tourism Events Program as further described in Schedule A as may be amended by the Province from time to time, as long as the 3% MRDT applies and the Tourism Events Program is continued. In particular, the Applicant consents upon becoming a Designated Recipient with a 3% MRDT in the Designated Recipient's Designated Accommodation Area to:

- Make Sponsorship Payments to the Her Majesty the Queen in the Right of the Province of British Columbia (the "Province") in relation to the provincial Tourism Events Program, equal to 2/30 of the Net Distributable 3%MRDT Collections (as defined in Schedule B hereto) collected in the Designated Recipient's Designated Accommodation Area; and
- The Province retaining a portion of the 3% MRDT it collects as agent of the Designated Recipient by way of set-off in respect of the money the Designated Recipient owes to the Province, in accordance with Schedule B hereto.

For purposes of this undertaking, "Sponsorship Payments" means monthly payments to the Province by the Designated Recipient, to be used for sponsoring the provincial Tourism Events Program so long as it continues, from Net Distributable 3% MRDT Collections in accordance with Schedule B.

Applicant's Authorized Signing Representative Name	Applicant's Authorized Signing Representative Title
Date	Applicant's Authorized Signing Representative Signature



**Schedule A**  
**Tourism Events Program Overview**

British Columbia is an internationally renowned destination with an excellent reputation for maximizing its world-class infrastructure to deliver remarkable experiences for travellers. As a result, BC's tourism sector is a key economic driver, helping to create jobs and keep the province's economy diverse, strong and growing.

Understanding that tourism is one of the world's most competitive industries, the Province launched the **Tourism Events Program (TEP)** to support the delivery of events that have a high tourism value: events that will increase the volume of visitors to British Columbia, and/or increase global recognition for the province.

The TEP is an application-based program, with two application intakes per year with corresponding event windows (March 1 to April 30 and September 1 to October 31).

TEP funding is open to all organizations and communities across British Columbia.

TEP provides incremental funding to eligible events to support their marketing or promotional activities in order to increase and broaden the impact of the event.

Applications must demonstrate how eligible events:

- Raise awareness nationally and internationally of British Columbia's tourism brands;
- Motivate Canadians and people from around the world to experience British Columbia's natural beauty, diverse activities and world-class infrastructure; and
- Offer the greatest incremental tourism and economic impact to the host community and the surrounding region.

For more information, please visit the TEP webpage at: <http://www.destinationbc.ca/BC-Tourism-Industry/Municipal-and-Regional-District-Tax-Program/Tourism-Events-Program.aspx>



**Schedule B**  
**Sponsorship Payments and Payments to the Designated Recipient**  
**Of 3% MRDT Revenue**

**Provincial Payment to the Designated Recipient**

The following table illustrates how the Province will calculate the monthly payments it makes to the Designated Recipient in accordance with the *Provincial Sales Tax Act* and with this undertaking to sponsor the provincial Tourism Events Program, as may be amended from time to time by the Province.

**Monthly Payments to Designated Recipient**

Adjustment/ Result	
	Monthly gross collections of the 3% MRDT [ tax collected under sections 123, 123.2(3) and 123.3(3) of the <i>Provincial Sales Tax Act</i> ]
Plus or Less:	Ministry of Finance collection/audit assessment adjustments in respect of previous periods
Less:	MRDT collection/administration fee [set by the Ministry of Finance from time to time]
Equals:	<b>Net Distributable 3% MRDT Collections</b>
Less:	Sum of all <b>Sponsorship Payments</b> in a month [i.e., Net Distributable 3% MRDT Collections multiplied by 2/30]
Equals:	<b>Total Payment to Designated Recipient</b> in a month



### Appendix 1.8 Affordable Housing MRDT Plan

The following table **must** be completed if the designated recipient wishes to use MRDT revenues on affordable housing initiatives, regardless of whether revenues are solely from online accommodation platforms or from general MRDT revenues.

<b>Project Name and Address</b>
<b>Project Goals, Rationale and Details</b>
<ul style="list-style-type: none"> <li>• <b>How does this project respond to affordable housing needs in your community?</b></li> <li>• What is the need, issue, or demand?</li> <li>• What kind of project are you spending on (such as acquiring or constructing buildings, providing funding to an existing housing project or towards a rental or social housing program, or entering into a partnership agreement)?</li> <li>• What documentation do you have authorizing the project to proceed (such as a contribution agreement or contract, or permits or schematics)? <b>Submit the documents with your report.</b></li> <li>• How will you measure success on the housing project?</li> </ul>
<b>MRDT Contribution</b>
<ul style="list-style-type: none"> <li>• Also indicate if the contribution is from OAP or general MRDT revenues.</li> </ul>
<b>Housing Provider/Project Owners/Project Lead</b>



<b>Funding Partner(s)</b>
<b>Contribution from Funding Partner(s)</b>
<b>Estimated Completion Date</b>
<b>Estimated Number of Housing Units Completed</b>
<ul style="list-style-type: none"><li>• The number of housing units (such as rooms available for individual dwelling) acquired, completed, maintained, or renovated.</li></ul>
<b>Evidence of Consultation with Local Governments for Affordable Housing (if applicable)</b>
<ul style="list-style-type: none"><li>• If the designated recipient is not a municipality, provide evidence of consultation (such as support letters) from the applicable local government(s) in your area in regards to using MRDT revenues for affordable housing.</li><li>• If your affordable housing spending has already been approved through the submission of a Five-Year Strategic Plan, this section is not required.</li></ul>

**Appendix 2.1 Financial Report**

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by May 31 of each year**.

The Financial Report must show how all the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

**Please do not add lines or customize this template as the data has to be consistently consolidated across all 60+ designated accommodation areas. Please use the “Other” sections to describe any significant items not listed.**

**Designated Recipient:** \_\_\_\_\_

**Designated Accommodation Area:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**MRDT Repeal Date (if applicable):** \_\_\_\_\_

**Total MRDT Funds Received:** \_\_\_\_\_

**Year Ending:** \_\_\_\_\_

**Section 1: MRDT Budget Variance Report**

*Designated recipients must complete the table as provided below. Refer to Appendix 2.3 for further expense line item descriptions.*

Revenues	Current Year		
	Budget \$	Actual \$	Variance
Starting Carry Forward (All Net Assets – Restricted and Unrestricted) – should match ending C/F from previous annual financial report			
General MRDT (net of admin fees)			
MRDT from online accommodation platforms (OAP)			
Local government contribution			
Stakeholder contributions (i.e. membership fees)			
Co-op funds received (e.g. DBC coop, DMO-led projects)			
Grants – Federal			
Grants - Provincial			
Grants/Fee for Service - Municipal			
Retail Sales			
Interest			
Other (please describe)			
<b>Total Revenues (Excluding Carry Forward)</b>			



Expenses (MRDT & Non-MRDT)	Budget \$	Actual \$	Variance
<b>Marketing</b>			
Marketing staff – wage and benefits			
Media advertising and production			
Website - hosting, development, maintenance			
Social media			
Consumer shows and events			
Collateral production and distribution			
Travel media relations			
Travel trade			
Consumer-focused asset development (imagery, video, written content)			
Other (please describe)			
<i>Subtotal</i>			
<b>Destination &amp; Product Experience Management</b>			
Destination and product experience management staff – wage and benefits			
Industry development and training			
Product experience enhancement and training			
Research, evaluation, analytics,			
Other (please describe)			
<i>Subtotal</i>			
<b>Visitor Services</b>			
Visitor Services – wage and benefits			
Visitor Services operating expenses			
Other (please describe)			
<i>Subtotal</i>			
<b>Meetings, Conventions, Events and Sport</b>			
Staff – wage and benefits			
Meetings, conventions, conferences, events, sport, etc.			
<i>Subtotal</i>			
<b>Administration</b>			
Management and staff unrelated to program implementation - wages and benefits			
Finance staff – wages and benefits			
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent			
General office expenses			
<i>Subtotal</i>			

Municipal and Regional District Tax Program Requirements – Summer 2021  
APPENDIX 2.1

Expenses (MRDT & Non-MRDT)	Budget \$	Actual \$	Variance
<b>Affordable Housing</b>			
Funded by OAP Revenue			
Funded by General MRDT Revenues (if Applicable)			
<i>Subtotal</i>			
<b>Other</b>			
All other wages and benefits not included above			
Other activities not included above (please describe)			
<i>Subtotal</i>			
<b>Total Expenses</b>			
<b>Total Revenue Less Total Expenses (Surplus or Deficit)</b>			
<b>Ending Carry Forward (Previous Year C/F plus Surplus or Deficit – Restricted and Unrestricted)</b>			

**Section 2: Actual Spending by Market – LEISURE ONLY**

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC		
Alberta		
Ontario		
Other Canada ( <i>please specify</i> )		
Washington State		
California		
Other USA ( <i>please specify</i> )		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International ( <i>Please specify</i> )		
<b>Total</b>		<b>100%</b>

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

**Form MUST be signed by the Designated Recipient, not the service provider.**

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature



### Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient’s service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by May 31 of each year.**

All designated recipients are required to fill in the sections below.

Only those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

Designated Recipient: \_\_\_\_\_ Report Completed: dd-mm-yr \_\_\_\_\_

Designated Accommodation Area: \_\_\_\_\_ Reporting period: Jan 1- Dec 31 – yr\*  
\*or for first year of term, indicate accordingly

1. Effective tourism marketing, programs and projects			
MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.			
Mandatory Metric	Designated Recipient Response		
MRDT Revenue	<i>Report on the total annual MRDT revenue received by the Designated Recipient. The period should be between January 1 to December 31 of the reporting year (or portion thereof in the first year of reporting).</i>		
MRDT activities, tactics, investment efforts and outcomes (as per your One-Year Tactical Plan)	<p><i>Report on the MRDT activities, tactics, investment efforts and resulting outputs achieved in the reporting period indicated above.</i></p> <p><i>Metrics will vary by tactic. Example metrics include:</i></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>OUTPUT MEASURES</u></p> <ul style="list-style-type: none"> <li>• Types of marketing activities</li> <li>• Number of event campaigns and results</li> <li>• Description of social media activities and outcomes</li> <li>• Number of media placements</li> <li>• Number of conventions and meeting sales</li> <li>• Webpage visits</li> <li>• Visitor inquiries/calls.</li> </ul> </td> <td style="vertical-align: top;"> <p><u>OUTCOME MEASURES</u></p> <ul style="list-style-type: none"> <li>• Visitor volume</li> <li>• Visitor nights and visitor spending</li> <li>• Visitor revenues</li> <li>• Average length of stay</li> <li>• Accommodation revenues</li> <li>• Number of new tourism businesses.</li> </ul> </td> </tr> </table>	<p><u>OUTPUT MEASURES</u></p> <ul style="list-style-type: none"> <li>• Types of marketing activities</li> <li>• Number of event campaigns and results</li> <li>• Description of social media activities and outcomes</li> <li>• Number of media placements</li> <li>• Number of conventions and meeting sales</li> <li>• Webpage visits</li> <li>• Visitor inquiries/calls.</li> </ul>	<p><u>OUTCOME MEASURES</u></p> <ul style="list-style-type: none"> <li>• Visitor volume</li> <li>• Visitor nights and visitor spending</li> <li>• Visitor revenues</li> <li>• Average length of stay</li> <li>• Accommodation revenues</li> <li>• Number of new tourism businesses.</li> </ul>
<p><u>OUTPUT MEASURES</u></p> <ul style="list-style-type: none"> <li>• Types of marketing activities</li> <li>• Number of event campaigns and results</li> <li>• Description of social media activities and outcomes</li> <li>• Number of media placements</li> <li>• Number of conventions and meeting sales</li> <li>• Webpage visits</li> <li>• Visitor inquiries/calls.</li> </ul>	<p><u>OUTCOME MEASURES</u></p> <ul style="list-style-type: none"> <li>• Visitor volume</li> <li>• Visitor nights and visitor spending</li> <li>• Visitor revenues</li> <li>• Average length of stay</li> <li>• Accommodation revenues</li> <li>• Number of new tourism businesses.</li> </ul>		
Key Learnings	<i>Please provide an assessment of effectiveness of tactics, describe what worked, what didn't and lessons learned.</i>		



<b>2. Effective local-level stakeholder support and inter-community collaboration</b> Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.	
<b>Mandatory Metric</b>	<b>Designated Recipient Response</b>
<b>Extent of Local-level Stakeholder Engagement</b>	<p>Report on the engagement activities they have undertaken annually to ensure stakeholders are informed and have the ability to provide input on direction. Metrics will vary by tactic.</p> <p>Example of metrics include the number and descriptions of:</p> <ul style="list-style-type: none"> <li>• Outreach communications (such as newsletters, marketing plans and annual reports)</li> <li>• Conferences, engagement sessions, or annual general meetings.</li> </ul>
<b>Stakeholder Satisfaction</b>	<p><b>Only for designated recipients collecting 3% tax:</b></p> <p>The designated recipient must conduct an annual stakeholder survey to:</p> <ul style="list-style-type: none"> <li>• Assess the level of awareness of tourism marketing activities in the community (region)</li> <li>• Assess the level of satisfaction with the use of MRDT funds.</li> </ul> <p>Examples of tourism industry stakeholders may include, but are not limited to, the following within the designated accommodation area:</p> <ul style="list-style-type: none"> <li>• accommodation providers;</li> <li>• attractions, sightseeing, activities and other primary tourism businesses;</li> <li>• restaurants, retail and other tourism related businesses;</li> <li>• Regional and local tourism associations;</li> <li>• Product Sector organizations;</li> <li>• Parks and recreation;</li> <li>• Visitor Centres; and</li> <li>• Other government agencies and organizations that have programs and services that relate to tourism.</li> </ul> <p>The designated recipient must append a copy of the survey (list of questions asked), list of respondents and aggregated results to this report.</p> <p>The designated recipient must seek Destination British Columbia's feedback on the methodology, defining the survey questions and survey audience prior to issuing the survey.</p>
<b>Community Collaboration</b>	<p><b>Only for designated recipients collecting 3% tax:</b></p> <p>Report on the collaborative activities and outcomes to demonstrate partnerships and alignment within and across communities on tourism marketing activities and with provincial or federal tourism-related agencies as appropriate.</p>



Mandatory Metric	Designated Recipient Response
<b>Community Collaboration</b>	<p><i>Examples of collaborative activities include:</i></p> <ul style="list-style-type: none"> <li>• <i>Meetings and discussions with other designated recipients or Destination Marketing Organizations in other designated accommodation areas</i></li> <li>• <i>Meetings and discussions with other tourism industry stakeholders on shared interests and goals</i></li> <li>• <i>Integrated planning</i></li> <li>• <i>Sharing of resources on content and asset development</i></li> <li>• <i>Aligned product development</i></li> </ul> <p><i>Cooperative and or partnered marketing campaigns/initiatives</i></p>
<p><b>3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:</b> Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.</p>	
Mandatory Metric	Designated Recipient Response
<b>Provincial Alignment</b>	<p><i>Report on actions taken to verify that proposed activities are in complimentary and support Destination BC, regional, community and/or other available tourism strategic and/or marketing plans as part of the completion of One-Year Tactical Plan.</i></p> <p><i>Examples of actions taken could include:</i></p> <ul style="list-style-type: none"> <li>• <i>Refer to Destination British Columbia's strategic plan and regional plans</i></li> <li>• <i>Liaise/consult with regional and/or provincial staff during strategic/tactical plan development</i></li> <li>• <i>Provincial or regional staff attendance at community AGM, planning sessions or marketing showcases</i></li> <li>• <i>Attendance at provincial marketing and/or planning sessions</i></li> <li>• <i>Attendance at regional marketing and/or planning sessions</i></li> <li>• <i>Attendance at regional annual conferences/marketing presentations.</i></li> </ul>
<b>Coordinated with Destination British Columbia on Travel Media and Travel Trade Activities</b>	<p><b><i>Only for designated recipients collecting 3% tax:</i></b> <i>Report on actions taken to ensure travel trade and travel media activities are coordinated with Destination BC's overarching marketing plan, and similar activities undertaken by other designated recipients.</i></p> <p><i>The designated recipient should also report on any outcomes of trade show and travel trade activities.</i></p>



<b>4. Fiscal prudence and accountability</b> All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.	
<b>Mandatory Metric</b>	<b>Designated Recipient Response</b>
<b>Effective Financial Management</b>	<i>The designated recipient must provide a completed Financial Report (refer to Appendix 2.1) that shows how MRDT funds were spent consistent with the designated recipient’s Five-Year Strategic Business Plan and certify that all of the revenue was used solely for purposes as approved in their One-Year Tactical Plan.</i>
<b>Streamlined Administrative Costs</b>	<i>The designated recipient must identify and include all administrative costs as outlined in Appendix 2.1 and in accordance to the definition provided in the MRDT Program Requirements (Section 4: Eligible Use of Funds).</i>
<b>Leveraging of Other Marketing Funds</b>	<i>The designated recipient must provide details (in this space) regarding what steps they undertook to leverage funding over the year.  Additionally, the designated recipient must provide the amount(s) and source(s) of marketing funds leveraged from other sources in the Financial Report (refer to Appendix 2.1).</i>

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient’s Authorized Signing Authority Name	Designated Recipient’s Authorized Signing Authority Title
Date	Designated Recipient’s Authorized Signing Authority Signature



### Appendix 2.3 One-Year Tactical Plan

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report to the Province annually. As such all designated recipients (or the designated recipient’s service provider), are required to complete the following One-year Tactical Plan **no later than November 30<sup>th</sup> each year for years two through five**. If plans are available earlier, please submit as they become available. A Five-year Strategic Business Plan is required in year 1.

The One-year Tactical Plan must be consistent with the Five-year Strategic Business Plan and be based on the calendar year.

**A sample Tactical Plan template has been provided below. However, the format of the Tactical Plan may be developed specific to your community needs and resources.**

Similar to the Five-year Strategic Business Plan, the One-year Tactical Plan must adhere to the MRDT program principles (see box).

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. Additionally, designated recipients should make their One-year Tactical Plans available to tourism industry stakeholders.

If you wish to make material modifications to the Five-year goals, strategies or targets, the changes must be identified in the One-year Tactical Plan and may require approval from the Province (see Section 11: Amendments in Program Requirements).

Your One-year Tactical Plan must contain the following information:

- An overview of the strategic direction from the Five-Year Strategic Business Plan
- Key learning and conclusions from the previous year
- Details about activities and tactics for the upcoming year
- Expected outcomes
- Availability of revenue from other sources to fund projects in addition to the funds from the tax (Reminder: funds from the tax must be incremental to existing sources of funding. The funds from the tax must not replace existing sources of tourism funding in a community)
- A proposed budget for the year ahead

For questions, please contact Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca).

**Quick Reference Guide**  
**(from the MRDT Program Requirements):**

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

**The MRDT program principles are:**

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*



**One-Year Tactical Plan Template**

**Designated Recipient:** \_\_\_\_\_

**Designated Accommodation Area:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**MRDT Repeal Date:** \_\_\_\_\_

**Five Year Period:** \_\_\_\_\_

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your One-Year Tactical Plan may be developed specific to your community needs and resources.** If using this template, please delete the blue text and provide your response accordingly. If using your own report template, please ensure it includes the following sections:

Section 1: Overview and Update to Five-year Strategic Context	
Heading	Description
<b>Strategic Direction</b>	<ul style="list-style-type: none"> <li>A brief overview of the strategic direction from the Five-Year Strategic Business Plan, which may include an articulation of the Vision, Mission, Goals and Objectives from the Five-Year Strategic Business Plan.</li> </ul>
<b>Key Learnings and Conclusions</b>	<ul style="list-style-type: none"> <li>Key learnings and conclusions from a situation analysis or annual review that will inform your One-Year Tactical Plan.</li> <li>Provide an update on progress to date for current year activities.</li> </ul>
<b>Overall Goals, and Objectives</b>	<ul style="list-style-type: none"> <li>Overall Goals, Objectives and Targets, if different from the Five-year Strategic Business Plan.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Key Strategies for the year, if different from the Five-Year Strategic Business Plan. If any change in Key Strategies is deemed to be material or a substantial shift from original direction set, then approval from Destination British Columbia will be required before implementation.</li> <li>Identify your key content themes for the year (i.e. wilderness, touring, ski, etc.)</li> </ul>
<b>Target Markets</b>	<ul style="list-style-type: none"> <li>The types of visitors that are priorities for your community for the next year, stating primary and secondary target markets. Include geographic target markets, demographic, and activity-based target groups.</li> <li>The desired length of stay that your community is seeking from the target markets, from day visits or overnight getaways to longervacations.</li> </ul>

## Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

**Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach. Please note that Destination BC may share relevant tactical information with applicable Destination BC program areas to facilitate increased collaboration and alignment.**

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production (for example: print, radio, television, out-of-home, paper direct mail, email marketing, search engine marketing, paid social media, display, and native advertising)
- Website - Hosting, Development, Maintenance
- Social Media Management Platforms and Tools (i.e. Hootsuite)
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations (for example: story idea creation, media and influencer FAM hosting/support, attendance at media marketplaces, etc.)
- Travel Trade (for example: trade FAM hosting/support, etc.)
- Consumer-focused asset development (for example: curation or production of written content, photography, videography, etc.)
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: market readiness, digital readiness, industry conferences, packaging and other tourism-related Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research, Evaluation, and Analytics
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: staff wage and benefits, visitor services via social media, digital tools, including mobile apps, kiosks, beacons, etc., , roving/mobile visitor services, ambassador programs, , FAMs)
- Other.

Meetings, Conventions, Events and Sport:

- Examples could include conferences, events, sales, sport, grant programs, etc.

Affordable Housing, which may include:

- Details on affordable housing projects (project description and rationale, authorizing documents, budget and applicable funding partners).
- Please complete and attach Appendix 1.8.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.



**Project Plan Template**

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

<b>Major Category:</b> <i>(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)</i>
<b>Activity Title:</b> <i>Please provide the title of activity.</i>
<b>Tactics:</b> <i>Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.</i>
<b>Implementation Plan:</b> <i>For each activity, an implementation plan should include the following information:</i> <b>Short Description:</b>  <b>Quantifiable Objectives:</b>  <b>Rationale:</b>  <b>Action Steps:</b>  <b>Potential Partnerships:</b>  <b>Resources:</b>  <b>Sources of Funding:</b>  <b>Timeframe:</b> <i>(when will the tactic begin and end or is it ongoing?)</i>  <b>Budget:</b>

**Performance Measures:**

- *Please review the tactics listed above and identify expected outcomes and outputs for each.*
- *Report out annually on the performance measures (refer to Appendix 2.2).*
- *The performance measures must align with the four MRDT Program Principles:*
  - *Effective tourism marketing, programs and projects*
  - *Effective local-level stakeholder support, and inter-community collaboration*
  - *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
  - *Fiscal prudence and accountability.*
- *Consider the following definitions when preparing the output and outcome measures:*
  - *Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.*
  - *Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.*

• *Examples only:*

Output Measures:

- *Types of marketing activities*
- *Number of event campaigns and results*
- *Description of social media activities and outcomes*
- *Number of media placements*
- *Number of conventions and meeting sales*
- *Webpage visits*
- *Visitor inquiries/calls*

Outcome Measures:

- *Visitor volume*
- *Visitor nights & visitor spending*
- *Visitor revenues*
- *Average length of stay*
- *Accommodation revenues*
- *Number of new tourism businesses*


**Section 3: MRDT Budget for Year One**

 Designated recipients **must** complete the budget table as provided below.

Revenues (MRDT and Non-MRDT)	Budget \$
Ending Carry Forward from Previous Year (All Net Assets Restricted and Unrestricted)	
MRDT (net of admin fees)	
MRDT from online accommodation platforms (OAP)	
Local government contribution	
Stakeholder contributions (i.e. membership dues)	
Estimated Co-op funding (e.g. CTO, CMO-led projects)	
Grants – Federal	
Grants – Provincial	
Grants/Fee for Service - Municipal	
Retail Sales	
Interest	
Other (please describe)	
<b>Total Revenues (Excluding Carry Forward)</b>	
Expenses (MRDT and Non-MRDT)	Budget \$
<b>Marketing</b>	
Marketing staff – wage and benefits	
Media advertising and production	
Website – hosting, development, maintenance	
Social media	
Consumer shows and events	
Collateral production and distribution	
Travel media relations	
Travel trade	
Consumer-focused asset development (imagery, video, written content)	
Other (please describe)	
<i>Subtotal</i>	
<b>Destination &amp; Product Experience Management</b>	
Destination & Product Experience Management Staff – wage and benefits	
Industry development and training	
Product experience enhancement and training	
Research and evaluation	
Other (please describe)	
<i>Subtotal</i>	
<b>Visitor Services</b>	
Visitor Services Wages and Benefits	
Visitor services Operating Expenses	
Other (please describe)	
<i>Subtotal</i>	
<b>Meetings, Conventions, Events and Sport</b>	
Staff – wages and benefits (if stand alone)	
Meetings, conferences, conventions, sales, events, sport, etc.	

	<i>Subtotal</i>	
<b>Administration</b>		
Management and staff unrelated to program implementation – wages and benefits		
Finance staff – wages and benefits		
Human Resources staff – wages and benefits		
Board of Directors costs		
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)		
Office lease/rent		
General office expenses		
	<i>Subtotal</i>	
<b>Affordable Housing</b>		
OAP Revenue		
General MRDT Revenue		
	<i>Subtotal</i>	
<b>Other</b>		
All other wages and benefits not included (please describe)		
Other activities not included above (please describe)		
	<i>Subtotal</i>	
	<b>Total Expenses</b>	
	<b>Total Revenue Less Total Expenses (Surplus or Deficit)</b>	
	<b>Estimated Carry Forward (Previous Year plus Surplus or Deficit)</b>	

**Section 3: Projected Spend by Market (*broad estimate*) for LEISURE activities only & projected percentage of spend focused on each season (*broad estimate*)**

Add more rows as needed.

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC		
Alberta		
Ontario		
Other Canada ( <i>please specify</i> )		
Washington State		
California		
Other USA ( <i>please specify</i> )		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International ( <i>Please specify</i> )		
<b>Total</b>		<b>100%</b>



### Appendix 2.4 Annual Affordable Housing MRDT Report

The following table must be completed if the designated recipient wishes to use MRDT revenues on affordable housing initiatives, regardless of whether revenues are solely from online accommodation platforms or from general MRDT revenues. If you have submitted a previous report through your annual reporting requirements, only provide details on changes in the categories below. This report must be submitted by May 31 of every year.

<b>Project Name and Address</b>
<b>Project Rationale and Details</b>
<ul style="list-style-type: none"> <li>• Have there been any changes to the project?</li> <li>• What progress/milestones have been made on the measurements of success outlined in your Affordable Housing MRDT Plan?</li> </ul>
<b>MRDT Contribution</b>
<ul style="list-style-type: none"> <li>• Has your MRDT contribution changed since your last report?</li> </ul>
<b>Housing Provider/Project Owners/Project Lead</b>
<b>Funding Partner(s)</b>



<b>Contribution from Funding Partner(s)</b>
<b>Estimated Completion Date</b>
<ul style="list-style-type: none"><li>• Has the estimated completion date changed? If so, provide some reasons.</li></ul>
<b>Number of Housing Units Completed</b>
<ul style="list-style-type: none"><li>• The number of housing units (such as rooms available for individual dwelling) acquired, completed, maintained, or renovated.</li></ul>



**Appendix 1.9 Additional Prescribed Purposes**

**Designated Recipient:** \_\_\_\_\_ **Designated Account:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**MRDT Term Expiry Date:** \_\_\_\_\_

**Five-Year Period:** \_\_\_\_\_

Appendix 1.9 must be completed when a Designated Recipient is requesting approval to use MRDT revenues for an Additional Prescribed Purpose. Additional Prescribed Purposes are activities or expenditures that are not permitted under standard MRDT program guidelines (often capital or infrastructure costs) and therefore require provincial Cabinet approval before they may be funded. Capital expenditures (excluding affordable housing) will only be considered in exceptional circumstances.

Designated Recipients may request an Additional Prescribed Purpose with a new MRDT application or during a renewal period. An MRDT application that includes an Additional Prescribed Purpose will be assessed in the same manner as a new application and must be submitted at least **nine (9) months prior to the existing MRDT term repeal date**, to allow for review and provincial Cabinet approval.

**Application Requirements**

- The request must be submitted at least nine months prior to the repeal (renewal) date, if applicable.
- Applicants must consult with Destination BC prior to applying, including presenting a complete business case for review.
- Applicants must demonstrate that the initiative will primarily benefit visitors rather than residents.
- Applicants must demonstrate strong local support from relevant community and industry stakeholders.
- The Additional Prescribed Purpose must be included in the applicant’s Five-Year Strategic Business Plan.
- The request must not be for a general municipal operating expense.
- The submission must include a comprehensive business case, outlining the project description, timeline, and budget.
- Applicants may include supplemental materials to strengthen their submission, such as letters of support, draft plans, cost estimates, project strategies, presentation materials, or evidence of consultation.

**Review and Approval Process**

Submit the proposed Additional Prescribed Purpose to Destination BC before filing the formal application. Destination BC will review and forward the proposal to the Ministry of Finance for consideration. Proposals are evaluated case-by-case and must be approved by provincial Cabinet. If approved, the expenditure will be included in regulation as an authorized Additional Prescribed Purpose and must be reflected in the next renewal application and the Five-Year Strategic Business Plan, supported by broad stakeholder engagement.



<b>Project Name and Description</b>
<ul style="list-style-type: none"><li>• Provide a clear description of the project or purpose.</li></ul>
<b>Project Rationale</b>
<ul style="list-style-type: none"><li>• Describe how the initiative will primarily benefit visitors rather than residents.</li></ul>
<b>Estimated Budget</b>
<ul style="list-style-type: none"><li>• Provide a detailed budget (capital, operating/maintenance, funding sources).</li></ul>
<b>Funding Partner(s)</b>
<ul style="list-style-type: none"><li>• List any partner organizations and their confirmed or proposed contributions.</li></ul>
<b>Evidence of Stakeholder Support</b>
<ul style="list-style-type: none"><li>• Summarize engagement to date that demonstrates broad stakeholder support.</li></ul>
<b>Timeline</b>
<ul style="list-style-type: none"><li>• Estimated start date and completion date.</li></ul>
<b>Additional Information</b>
<ul style="list-style-type: none"><li>• Provide any additional information that may strengthen the application.</li></ul>



THE CORPORATION OF THE  
**CITY OF CRANBROOK**

BYLAW NO. **3892**

HOTEL TAX BYLAW

A bylaw to request the imposition of a tax on accommodation under the Provisions of the *Provincial Sales Tax Act* [SBC 2012], Chapter 35.

WHEREAS the Council of the City of Cranbrook wishes to raise revenue for the purposes of financing tourism marketing, programs and projects;

AND WHEREAS under section 240 of the *Provincial Sales Tax Act* [SBC 2012] Chapter 35, a municipality may request that the Lieutenant Governor in Council make a regulation imposing, on behalf of the municipality, an additional tax not exceeding three (3) percent of purchase price of accommodation sold within the municipality;

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

1. The Lieutenant Governor in Council is hereby requested to make a regulation under sections 240 *Provincial Sales Tax Act* [SBC 2012] Chapter 35, declaring that effective June 1, 2017, section 123(1) of the said Act applies in respect of accommodation purchased within the Corporation of the City of Cranbrook.
2. The tax to be imposed under the provisions of the regulation is requested to be three (3) percent of the purchase price of accommodation and is to be limited to hotels, motels and bed & breakfast establishments with four or more rooms.
3. The funds paid to the City of Cranbrook under the provisions of the regulation shall be applied to tourism marketing, programs and projects, that are developed and administered by the Cranbrook and Region Tourism Society (dba Cranbrook Tourism), and reviewed by Council (or its delegate) on an annual basis.
4. This bylaw may be cited for all purposes as Hotel Tax Bylaw No. 3892, 2017.
5. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time this 20th day of February, 2017

Read a second time this 20th day of February, 2017

Read a third time this 20th day of February, 2017

Adopted this 6th day of March, 2017

  
A/ Mayor Danielle Cardozo

  
Municipal Clerk

B.C. Reg. 93/2013  
O.C. 127/2013

Deposited March 1, 2013  
effective May 1, 2013

This consolidation is current to May 19, 2026.  
See the [Cumulative B.C. Regulations Bulletin 2026](#)  
for amendments effective after May 19, 2026.

[Link to consolidated regulation \(PDF\)](#)

[Link to Point in Time](#)

*Provincial Sales Tax Act*

**DESIGNATED ACCOMMODATION  
AREA TAX REGULATION**

[Last amended May 1, 2026 by B.C. Reg. 25/2026]

**Contents**

- 1 Definition
  - 2 Designated accommodation areas
  - 3 Designated recipients
    - 3.1 Prescribed eligible entities
  - 4 Rate of tax
  - 5 Prescribed purposes
    - 5.1 Prescribed purposes — District of Saanich
  - 6 Repeals
- [Schedule 1](#)
- [Schedule 2](#)
- [Schedule 2.1](#)
- [Schedule 3](#)

**Definition**

- 1 In this regulation, "**Act**" means the *Provincial Sales Tax Act*.

**Designated accommodation areas**

- 2 (1) The area of a municipality set out in column 1 of the table in Schedule 1 is designated as a designated accommodation area for the purposes of the Act.
- (2) The part of the area of a regional district set out in column 1 of the table in Schedule 2, or the area of the regional district set out in column 1 of that table if

no part is specified, is designated as a designated accommodation area for the purposes of the Act.

- (3) The area of British Columbia set out in column 1 of the table in Schedule 2.1 is designated as a designated accommodation area for the purposes of the Act.

[am. B.C. Regs. 195/2013, s. 1; 100/2016, App. 2, s. 1; 89/2017, s. 1.]

**Designated recipients**

- 3 For the purposes of sections 123 (1), 123.2 (3) and 123.3 (3) of the Act, the municipality, regional district or eligible entity set out in column 2 of the table in Schedule 1, 2 or 2.1 is designated as the designated recipient in relation to the designated accommodation area set out in column 1 of the table.

[am. B.C. Regs. 195/2013, s. 2; 215/2013, App. 2, s. 1; 100/2016, App. 2, s. 2.]

**Prescribed eligible entities**

- 3.1 For the purposes of paragraph (b) of the definition of "eligible entity" in section 1 of the Act, the prescribed qualifications are that an entity

- (a) is a not-for-profit business association,
- (b) has a place of business in a designated accommodation area, and
- (c) actively engages in one or more initiatives respecting the availability of affordable housing in the designated accommodation area.

[en. B.C. Reg. 113/2023, App. 1, s. 1.]

**Rate of tax**

- 4 For the purposes of section 123 (1) of the Act, in respect of a designated accommodation area set out in column 1 of the table in Schedule 1, 2 or 2.1, the rate of tax that applies to accommodation purchased in the designated accommodation area is the rate set out in column 3 opposite that designated accommodation area.

[en. B.C. Reg. 162/2015, s. 1; am. B.C. Reg. 100/2016, App. 2, s. 2.]

**Prescribed purposes**

- 5 (1) For the purposes of section 125 (2) of the Act, the following are the prescribed purposes for which a designated recipient designated under section 3 of this regulation, other than The Corporation of the District of Saanich, may spend the money paid to it under section 125 (1) of the Act:

- (a) subject to subsection (1.1), tourism marketing, programs and projects;
- (b) initiatives respecting affordable housing.

(1.1) Tourism marketing, programs and projects prescribed by subsection (1) (a) may include, but may not be limited to, sport hosting marketing, programs and projects.

- (2) For the purposes of section 125 (2) of the Act, Schedule 3 prescribes purposes for which a designated recipient designated under section 3 of this regulation may

spend the money paid to the designated recipient under section 125 (1) of the Act and that are in addition to the purposes prescribed by subsection (1) of this section.

[am. B.C. Regs. 215/2013, App. 2, s. 2; 100/2016, App. 1, s. 1; 144/2018, s. 1.]

**Prescribed purposes — District of Saanich**

**5.1** For the purposes of section 125 (2) of the Act, the following are the prescribed purposes for which The Corporation of the District of Saanich may spend the money paid to it under section 125 (1) of the Act:

- (a) destination marketing and tourism promotion, under the auspices of the Sales and Marketing Committee administered by Destination Greater Victoria;
- (b) initiatives respecting affordable housing.

[en. B.C. Reg. 144/2018, s. 2; am. B.C. Reg. 251/2021, App. 2, s. 1.]

**Repeals**

**6** The table in Schedule 1, 2 or 2.1 is amended by repealing an item in the table effective on the date set out in column 4 of the table for the item.

[am. B.C. Regs. 195/2013, s. 3; 162/2015, s. 2; 100/2016, App. 2, s. 2.]

**Schedule 1**

[en. B.C. Reg. 275/2016, App. 3; am. B.C. Regs. 93/2013, s. 6; 41/2017, App. 1, s. 1 and App. 2; 275/2016, App. 4, s. 1; 41/2017, App. 3; 89/2017, ss. 2 and 3; 181/2017, App. 1 and App. 2, ss. 1 and 2; 5/2018, App. 1; 53/2018, App. 1; 91/2018, Apps. 1 and 2; 195/2018; 225/2018; 226/2018, s. 1; 102/2019, App. 1; 93/2013, s. 6; 139/2019, App. 1; 236/2019, s. 1; 275/2019, App. 1, s. 1; 41/2020, App. 2, s. 1; 114/2020, s. 1; 9/2021; 63/2021; 110/2021, s. 1; 178/2021; 251/2021, App. 1, s. 1, App. 2, ss. 2 and 3 and App. 3; 47/2022, App. 1, App. 2, s. 1 and App. 3, ss. 1 to 3; 115/2022, s. 1; 142/2022, App. 1, s. 1, App. 2 and App. 4; 212/2022, Apps. 1 and 4; 15/2023, s. 1; 113/2023, Apps. 1 and 2; 182/2023, App. 1, s. 1; 13/2024, Sch. 1; 232/2024, s. 1; 59/2025, Sch. 1, s. 1 and Sch. 2; 123/2025, Sch. 1, s. 1 and Sch. 2; 205/2025; 25/2026, s. 1.]

*(sections 2, 3, 4 and 6)*

Item	Column 1 Designated Accommodation Area	Column 2 Designated Recipient	Column 3 Rate of Tax	Column 4 Repeal Date
1	City of Abbotsford	City of Abbotsford	3%	May 1, 2028
2	City of Burnaby	City of Burnaby	3%	June 1, 2029
3	City of Campbell River	City of Campbell River	3%	March 1, 2027
4	Repealed. [B.C. Reg. 275/2019, App. 1, s. 1.]			
5	Repealed. [B.C. Reg. 251/2021, App. 2, s. 2.]			

6	City of Courtenay	The Corporation of the City of Courtenay	2%	September 1, 2026
6.1	City of Cranbrook	Cranbrook & Region Tourism Society	3%	January 1, 2028
7	City of Kamloops	City of Kamloops	3%	July 1, 2027
8	City of Kelowna	City of Kelowna	3%	July 1, 2027
9	City of Kimberley	City of Kimberley	2%	April 1, 2027
10	City of Langford	City of Langford	2%	November 1, 2028
11	City of Langley	City of Langley	2%	November 1, 2027
12	City of Nanaimo	City of Nanaimo	3%	January 1, 2030
12.1	City of New Westminster	New Westminster Tourism and Convention Development Association, also known as Tourism New Westminster	3%	July 1, 2026
13	City of North Vancouver and District of North Vancouver	Vancouver's North Shore Tourism Association	3%	February 1, 2027
14	City of Penticton	The Corporation of the City of Penticton	3%	July 1, 2027
15	City of Prince George	City of Prince George	3%	July 1, 2027
16	City of Prince Rupert	City of Prince Rupert	2%	
17	Repealed. [B.C. Reg. 15/2023, s. 1 (b).]			
18	City of Richmond	City of Richmond	3%	July 1, 2027
19	City of Rossland	Tourism Rossland Society	3%	November 1, 2026
19.1	City of Salmon Arm	City of Salmon Arm	2%	June 1, 2027
20	Repealed. [B.C. Reg. 93/2013, s. 6.]			
20.1	City of Surrey	City of Surrey	3%	June 1, 2030
21	City of Vancouver	Greater Vancouver Convention and Visitors Bureau, also known as Tourism Vancouver	3%	
22	City of Vernon	The Corporation of the City of Vernon	3%	January 1, 2028
23	City of Victoria	Greater Victoria Visitors and Convention Bureau, also known as Destination Greater Victoria	3%	January 1, 2027
23.1	District of Kitimat	District of Kitimat	2%	May 1, 2031
24	District of Oak Bay	The Corporation of the District of Oak Bay	2%	
25	District of Port Hardy	District of Port Hardy	3%	July 1, 2027
26	District of Saanich	The Corporation of the District of Saanich	2%	

26.1	District of Sicamous	District of Sicamous	2%	September 1, 2030
26.2	District of Sooke	District of Sooke	3%	November 1, 2030
27	District of Squamish	Tourism Squamish Society	3%	November 1, 2028
27.1	District of Summerland	The Corporation of the District of Summerland	3%	March 1, 2031
28	District of Tofino	District of Tofino	3%	June 1, 2027
29	District of Ucluelet	Ucluelet Tourism Association	3%	June 1, 2028
30	Repealed. [B.C. Reg. 93/2013, s. 6.]			
31	Resort Municipality of Whistler	Resort Municipality of Whistler	3%	
32	Sun Peaks Mountain Resort Municipality	Sun Peaks Mountain Resort Association	3%	November 1, 2026
33	Town of Osoyoos	Destination Osoyoos Development Society	3%	September 1, 2029
34	Town of Port McNeill	Town of Port McNeill	3%	July 1, 2027
34.1	Town of Sidney	Sidney Business Improvement Area Society	3%	August 1, 2030
35	Town of Smithers	Town of Smithers	3%	
36	Township of Langley	The Corporation of the Township of Langley	2%	November 1, 2027
37	Village of Alert Bay	The Corporation of the Village of Alert Bay	3%	July 1, 2027
38	Repealed. [B.C. Reg. 251/2021, App. 2, s. 2.]			
38.1	Village of McBride	The Corporation of the Village of McBride	2%	August 1, 2026
39	Village of Valemount	Village of Valemount	2%	August 1, 2027

### Schedule 2

[en. B.C. Reg. 215/2013, App. 2, s. 4; am. B.C. Regs. 6/2014; 64/2014; 198/2014; 260/2014, s. 2; 20/2015, s. 2; 162/2015, s. 4; 220/2016, App. 1, s. 2; 275/2016, App. 2, ss. 2 and 3; 89/2017, ss. 4 to 6; 5/2018, App. 2; 53/2018, App. 2; 91/2018, App. 3; 250/2018; 88/2019; 102/2019, App. 2; 139/2019, Apps. 2 and 3; 236/2019, s. 2; 275/2019, App. 1, s. 2 and App. 2; 41/2020, App. 1, s. 1 and App. 2, s. 2; 114/2020, s. 2; 110/2021, s. 2; 251/2021, App. 1, s. 2 and App. 2, s. 4; 47/2022, App. 2, s. 2, App. 3, ss. 4 and 5 and App. 4; 142/2022, App. 1, s. 2 and App. 3; 212/2022, Apps. 2 and 3; 15/2023, s. 2; 113/2023, App. 1, s. 2; 182/2023, App. 1, s. 2 and Apps. 2 and 3; 13/2024, Sch. 2; 83/2024; 232/2024, s. 2; 279/2024; 59/2025, Sch. 1, s. 2; 123/2025, Sch. 1, s. 2.]

(sections 2, 3, 4 and 6)

Item	Column 1 Designated Accommodation Area	Column 2 Designated Recipient	Column 3 Rate of Tax	Column 4 Repeal Date
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1	that part of the Regional District of Central Kootenay consisting of the City of Nelson, the Village of Kaslo and Electoral Areas A, D, E and F	Nelson Kootenay Lake Tourism Society	2%	March 1, 2030
2	that part of the Columbia Shuswap Regional District consisting of the Town of Golden and Electoral Area A not including Yoho National Park	Tourism Golden Association	3%	July 1, 2027
3	that part of the Comox Valley Regional District described in section 3 of this Schedule	Mount Washington Resort Association	3%	January 1, 2030
4	that part of the Regional District of East Kootenay consisting of the City of Fernie and the portion of Electoral Area A described in section 2.1 of this Schedule	Tourism Fernie Society	3%	January 1, 2030
5	that part of the Regional District of East Kootenay consisting of the District of Invermere and that part of the area of the Regional District of East Kootenay described in section 2 of this Schedule	Columbia Valley Tourism Marketing Society	3%	February 1, 2029
6	that part of the Regional District of East Kootenay consisting of the Village of Radium Hot Springs and Electoral Area G	Radium Hot Springs Chamber of Commerce	3%	August 1, 2027
7	that part of the Thompson-Nicola Regional District consisting of the District of Barriere and Electoral Areas O and P	Lower North Thompson Tourism Society	3%	February 1, 2030
8	that part of the Regional District of Kootenay Boundary Electoral Area E described in section 1 of this Schedule	Tourism Big White Society	3%	July 1, 2028
9	that part of the Regional District of Mount Waddington consisting of the Village of Port Alice and Electoral Areas A, B, C and D	Regional District of Mount Waddington	3%	July 1, 2027
10	that part of the Regional District of Nanaimo consisting of the City of Parksville, the Town of Qualicum Beach and Electoral Areas E, F, G and H	Parksville Qualicum Beach Tourism Association	2%	May 1, 2029
11	that part of the Thompson-Nicola Regional District consisting of the District of Clearwater and Electoral Area A	Tourism Wells Gray Association	2%	November 1, 2026
12	Cowichan Valley Regional District	Cowichan Valley Regional District	2%	July 1, 2027
13	the area consisting of the following: (a) Cariboo Regional District; (b) Central Coast Regional District; (c) that part of the Fraser-Fort George Regional District consisting of Electoral Area E; (d) that part of the Kitimat-Stikine Regional District consisting of the	Cariboo Chilcotin Coast Tourism Marketing Association	3%	May 1, 2028

	<p>Kitasoo 1 Indian Reserve;</p> <p>(e) that part of the Squamish-Lillooet Regional District consisting of the District of Lillooet and Electoral Areas A and B;</p> <p>(f) that part of the Regional District of Thompson-Nicola consisting of the Village of Clinton and Electoral Area E</p>			
14	that part of the Regional District of Kootenay Boundary consisting of Electoral Areas C, D and E, the City of Grand Forks, the City of Greenwood and the Village of Midway, but not including the Big White Ski Resort described in section 1 of this Schedule	Regional District of Kootenay Boundary	2%	July 1, 2028
15	that part of the Regional District of Central Kootenay consisting of the Villages of Nakusp, New Denver, Silverton, Slocan and Electoral Areas H and K	Arrow Slocan Tourism Association	2%	March 1, 2029
16	that part of the Capital Regional District consisting of the Saltspring Island Electoral Area and the Southern Gulf Islands Electoral Area	Southern Gulf Islands Tourism Partnership Society	2%	September 1, 2029
17	that part of the Fraser Valley Regional District consisting of the District of Hope and Electoral Areas A, B and D and that part of the Regional District of Okanagan-Similkameen described in section 4 of this Schedule	Hope Business and Development Society	2%	October 1, 2029
18	that part of the Regional District of Central Kootenay consisting of the City of Castlegar and Electoral Areas I and J	Castlegar and District Chamber of Commerce	2%	January 1, 2030
19	that part of the Regional District of Central Kootenay consisting of the Town of Creston and Electoral Areas B and C	Creston Tourism Society	2%	June 1, 2030
20	that part of the Regional District of Kitimat-Stikine consisting of the City of Terrace and Electoral Area E	Kermodei Tourism Society	2%	September 1, 2030
21	that part of the Regional District of Okanagan-Similkameen consisting of the Town of Oliver and Electoral Area C	Oliver Tourism Association	3%	August 1, 2026
22	that part of the Regional District of East Kootenay consisting of Electoral Area F, but not including the Panorama Mountain Resort described in section 2 of this Schedule	Columbia Valley Tourism Marketing Society	3%	January 1, 2027

23	that part of the Fraser Valley Regional District consisting of the City of Chilliwack and Electoral Areas E and H	City of Chilliwack	3%	January 1, 2027
24	that part of the Fraser Valley Regional District consisting of the Village of Harrison Hot Springs, the District of Kent and Electoral Area C	Harrison Tourism Society	3%	January 1, 2027
25	that part of the Comox Valley Regional District consisting of the Hornby Island Local Trust Area	Hornby Island Community Economic Enhancement Corporation	3%	June 1, 2027
26	Silver Star Resort Promotion Area as established by Ministerial Order 59/2020 and outlined in bold on the map attached as Schedule A to that order	Silver Star Resort Association	3%	October 1, 2027
27	that part of the Regional District of Alberni-Clayoquot consisting of the City of Port Alberni and Electoral Areas B, D, E and F	Alberni Valley Tourism Association	2%	February 1, 2028
28	that part of the Columbia Shuswap Regional District consisting of the City of Revelstoke and Electoral Area B	City of Revelstoke	3%	May 1, 2028
29	that part of the Strathcona Regional District consisting of Electoral Area B	Cortes Community Housing Society	3%	July 1, 2028
30	that part of the Regional District of Okanagan-Similkameen consisting of Electoral Area E	Discover Naramata Community & Business Society	3%	October 1, 2028

**Regional District of Kootenay Boundary — Big White Ski Resort controlled recreation area**

- 1 For the purposes of the table in this Schedule, that part of the area of the Regional District of Kootenay Boundary Electoral Area E is the area within the following described boundaries:

Commencing at a point on the east side of the Big White Road right of way that is located 5 862 m, more or less, on a bearing of 312°33'31" from the northwest corner of DL 4109s, SDYD;

thence southerly along the east side of the Big White Road right of way to a point located 2 885 m, more or less, on a bearing of 265°46'26" from the northwest corner of DL 4109s, SDYD;

thence southwesterly along the Pit Road right of way to a point located 3 355 m, more or less, on a bearing of 259°28'59" from the northwest corner of DL 4109s, SDYD;

thence on a bearing of 180°00'00" a distance of 1 110 m, more or less;

thence on a bearing of 90°00'00" a distance of 7 300 m, more or less;

thence on a bearing of 0°00'00" a distance of 4 000 m, more or less;

thence on a bearing of 270°00'00" a distance of 3 000 m, more or less, to the southeast corner of the Big White Mountain Ecological Reserve;

thence westerly and northerly along the existing southerly boundary of the Big White Mountain Ecological Reserve to a point located 4 225 m, more or less, on a bearing of 326°51'19" from the northwest corner of DL 4109s, SDYD;

thence on a bearing of 279°20'37" a distance of 4 000 m, more or less, to the point of commencement.

**Regional District of East Kootenay — Panorama Mountain Resort area**

2 For the purposes of the table in this Schedule, that part of the area of the Regional District of East Kootenay is the area within the following described boundaries:

Commencing at the intersection of 50°27'53.49" north latitude and 116°13'8.166" west longitude;

thence southerly to the intersection of 50°26'3.37" north latitude and 116°13'9.67" west longitude;

thence westerly to the intersection of 50°26'4.105" north latitude and 116°15'25.62" west longitude;

thence northerly to the intersection of 50°27'54.22" north latitude and 116°15'24.20" west longitude;

thence easterly to the intersection of 50°27'53.68" north latitude and 116°14'52.19" west longitude;

thence northerly to the intersection of 50°28'6.75" north latitude and 116°14'52.16" west longitude;

thence easterly to the intersection of 50°28'6.73" north latitude and 116°14'9.21" west longitude;

thence southerly to the intersection of 50°27'53.47" north latitude and 116°14'9.12" west longitude;

thence easterly to the point of commencement.

**Regional District of East Kootenay — Fernie Area**

2.1 For the purposes of the table in this Schedule, the portion of area of the Regional District of East Kootenay consisting of Electoral Area A is the area within the following described boundaries:

Commencing at the intersection of 49°31'54.7" north latitude and 115°1'52.1" west longitude;

thence southwesterly to the intersection of 49°31'52.2" north latitude and 115°1'53.8" west longitude;

thence southeasterly to the intersection of 49°31'48.1" north latitude and 115°1'52.5" west longitude;

thence southwesterly to the intersection of 49°31'42.0" north latitude and 115°1'59.2" west longitude;

thence easterly to the intersection of 49°31'42.0" north latitude and 115°1'57.4" west longitude;

thence southwesterly to the intersection of 49°31'40.3" north latitude and 115°1'58.4" west longitude;

thence southeasterly to the intersection of 49°31'27.6" north latitude and 115°1'53.7" west longitude;

thence southwesterly to the intersection of 49°30'56.9" north latitude and 115°2'28.7" west longitude;

thence southwesterly to the intersection of 49°30'46.5" north latitude and 115°2'5.9" west longitude;

thence southwesterly to the intersection of 49°28'58.8" north latitude and 115°2'6.3" west longitude;

thence northeasterly to the intersection of 49°28'58.9" north latitude and 115°3'50.5" west longitude;

thence southwesterly to the intersection of 49°28'54.8" north latitude and 115°3'52.2" west longitude;

thence southwesterly to the intersection of 49°28'49.2" north latitude and 115°3'53.3" west longitude;

thence southwesterly to the intersection of 49°28'39.7" north latitude and 115°3'58.3" west longitude;

thence northeasterly to the intersection of 49°28'40.5" north latitude and 115°3'55.2" west longitude;

thence southeasterly to the intersection of 49°28'35.2" north latitude and 115°3'52.1" west longitude;

thence northeasterly to the intersection of 49°28'37.1" north latitude and 115° 3'44.3" west longitude;

thence southeasterly to the intersection of 49°27'42.5" north latitude and 115°3'12.2" west longitude;

thence southwesterly to the intersection of 49°27'21.6" north latitude and 115°3'5.2" west longitude;

thence southeasterly to the intersection of 49°26'28.5" north latitude and 115°2'44.0" west longitude;

thence southeasterly to the intersection of 49°26'12.2" north latitude and 115°2'36.5" west longitude;

thence northeasterly to the intersection of 49°26'2.8" north latitude and 115°2'30.5" west longitude;

thence southeasterly to the intersection of 49°25'56.6" north latitude and 115°2'25.1" west longitude;

thence southwesterly to the intersection of 49°25'33.2" north latitude and 115°2'8.7" west longitude;

thence southeasterly to the intersection of 49°25'25.7" north latitude and 115°1'57.0" west longitude;

thence southeasterly to the intersection of 49°25'19.5" north latitude and 115°1'48.7" west longitude;

thence southeasterly to the intersection of 49°25'11.5" north latitude and 115°1'35.9" west longitude;

thence southeasterly to the intersection of 49°25'0.9" north latitude and 115°1'28.6" west longitude;

thence southeasterly to the intersection of 49°24'55.5" north latitude and 115°1'27.5" west longitude;

thence southwesterly to the intersection of 49°24'0.7" north latitude and 115°3'56.1" west longitude;

thence northwesterly to the intersection of 49°27'8.6" north latitude and 115°7'46.8" west longitude;

thence northeasterly to the intersection of 49°28'1.1" north latitude and 115°7'44.7" west longitude;

thence northwesterly to the intersection of 49°28'5.1" north latitude and 115°7'59.4" west longitude;

thence northwesterly to the intersection of 49°28'5.6" north latitude and 115°8'10.3" west longitude;

thence northwesterly to the intersection of 49°28'10.3" north latitude and 115°8'27.8" west longitude;

thence northwesterly to the intersection of 49°28'12.2" north latitude and 115°8'31.1" west longitude;

thence northwesterly to the intersection of 49°28'13.3" north latitude and 115°8'40.1" west longitude;

thence northwesterly to the intersection of 49°28'16.9" north latitude and 115°8'49.8" west longitude;

thence northwesterly to the intersection of 49°28'22.3" north latitude and 115°8'54.7" west longitude;

thence northwesterly to the intersection of 49°28'30.9" north latitude and 115°9'0.7" west longitude;

thence northwesterly to the intersection of 49°28'35.3" north latitude and 115°9'5.8" west longitude;

thence northwesterly to the intersection of 49°28'36.6" north latitude and 115°9'22.5" west longitude;

thence westerly to the intersection of 49°28'36.6" north latitude and 115°9'33.1" west longitude;

thence northwesterly to the intersection of 49°28'40.0" north latitude and 115°9'44.4" west longitude;

thence northwesterly to the intersection of 49°28'45.4" north latitude and 115°9'58.9" west longitude;

thence northwesterly to the intersection of 49°28'47.8" north latitude and 115°10'2.8" west longitude;

thence northwesterly to the intersection of 49°28'51.4" north latitude and 115°10'5.5" west longitude;

thence northwesterly to the intersection of 49°28'55.6" north latitude and 115°10'9.9" west longitude;

thence northwesterly to the intersection of 49°28'57.2" north latitude and 115°10'14.4" west longitude;

thence northwesterly to the intersection of 49°28'57.9" north latitude and 115°10'20.4" west longitude;

thence southwesterly to the intersection of 49°28'56.6" north latitude and 115°10'30.6" west longitude;

thence southwesterly to the intersection of 49°28'55.1" north latitude and 115°10'40.5" west longitude;

thence southwesterly to the intersection of 49°28'52.6" north latitude and 115°10'47.2" west longitude;

thence northwesterly to the intersection of 49°28'52.8" north latitude and 115°10'48.9" west longitude;

thence northwesterly to the intersection of 49°28'54.5" north latitude and 115°10'52.4" west longitude;

thence northwesterly to the intersection of 49°28'55.9" north latitude and 115°10'57.9" west longitude;

thence northwesterly to the intersection of 49°28'58.5" north latitude and 115°11'10.7" west longitude;

thence northwesterly to the intersection of 49°29'3.7" north latitude and 115°11'26.2" west longitude;

thence northwesterly to the intersection of 49°29'8.0" north latitude and 115°11'37.7" west longitude;

thence southwesterly to the intersection of 49°29'19.0" north latitude and 115°11'59.1" west longitude;

thence northwesterly to the intersection of 49°29'19.5" north latitude and 115°12'5.4" west longitude;

thence northeasterly to the intersection of 49°29'30.1" north latitude and 115°12'4.9" west longitude;

thence northwesterly to the intersection of 49°29'30.2" north latitude and 115°12'50.2" west longitude;

thence northeasterly to the intersection of 49°31'40.2" north latitude and 115°12'47.7" west longitude;

thence northeasterly to the intersection of 49°31'40.3" north latitude and 115°8'9.7" west longitude;

thence northwesterly to the intersection of 49°29'45.3" north latitude and 115°8'11.0" west longitude;

thence northeasterly to the intersection of 49°29'45.6" north latitude and 115°8'4.7" west longitude;

thence southeasterly to the intersection of 49°29'44.7" north latitude and 115°5'26.2" west longitude;

thence northeasterly to the intersection of 49°29'55.3" north latitude and 115°5'25.4" west longitude;

thence easterly to the intersection of 49°29'55.3" north latitude and 115°5'16.4" west longitude;

thence northerly to the intersection of 49°30'2.1" north latitude and 115°5'16.4" west longitude;

thence westerly to the intersection of 49°30'2.1" north latitude and 115°5'6.1" west longitude;

thence southeasterly to the intersection of 49°30'0.0" north latitude and 115°5'5.9" west longitude;

thence northeasterly to the intersection of 49°30'1.3" north latitude and 115°5'5.1" west longitude;

thence easterly to the intersection of 49°30'1.3" north latitude and 115°5'3.0" west longitude;

thence northerly to the intersection of 49°30'21.5" north latitude and 115°5'3.0" west longitude;

thence easterly to the intersection of 49°30'21.5" north latitude and 115°4'52.9" west longitude;

thence northeasterly to the intersection of 49°31'29.4" north latitude and 115°4'52.6" west longitude;

thence southwesterly to the intersection of 49°31'29.3" north latitude and 115°5'22.8" west longitude;

thence northerly to the intersection of 49°32'20.9" north latitude and 115°5'22.8" west longitude;

thence easterly to the intersection of 49°32'20.9" north latitude and 115°4'10.4" west longitude;

thence southwesterly to the intersection of 49°31'42.2" north latitude and 115°4'10.5" west longitude;

thence southeasterly to the intersection of 49°31'42.1" north latitude and 115°3'10.9" west longitude;

thence northeasterly to the intersection of 49°31'55.8" north latitude and 115°3'10.8" west longitude;

thence westerly to the intersection of 49°31'55.8" north latitude and 115°3'11.3" west longitude;

thence northwesterly to the intersection of 49°32'8.7" north latitude and 115°3'11.8" west longitude;

thence easterly to the intersection of 49°32'8.7" north latitude and 115°3'10.7" west longitude;

thence southeasterly to the intersection of 49°32'32.5" north latitude and 115°3'10.3" west longitude;

thence easterly to the intersection of 49°32'32.5" north latitude and 115°2'29.9" west longitude;

thence northeasterly to the intersection of 49°33'11.3" north latitude and 115°2'27.7" west longitude;

thence northeasterly to the intersection of 49°33'11.6" north latitude and 115°0'27.4" west longitude;

thence southeasterly to the intersection of 49°32'53.3" north latitude and 115°0'27.0" west longitude;

thence southwesterly to the intersection of 49°32'48.9" north latitude and 115°0'39.0" west longitude;

thence southwesterly to the intersection of 49°32'46.4" north latitude and 115°0'50.1" west longitude;

thence southwesterly to the intersection of 49°32'43.5" north latitude and 115°0'55.3" west longitude;

thence southwesterly to the intersection of 49°32'41.3" north latitude and 115°1'6.7" west longitude;

thence southwesterly to the intersection of 49°32'38.8" north latitude and 115°1'14.6" west longitude;

thence southwesterly to the intersection of 49°32'36.8" north latitude and 115°1'17.1" west longitude;

thence southwesterly to the intersection of 49°32'34.5" north latitude and 115°1'17.4" west longitude;

thence southeasterly to the intersection of 49°32'33.0" north latitude and 115°1'16.4" west longitude;

thence southwesterly to the intersection of 49°32'31.8" north latitude and 115°1'16.6" west longitude;

thence southeasterly to the intersection of 49°32'28.4" north latitude and 115°1'13.0" west longitude;

thence southwesterly to the intersection of 49°32'23.6" north latitude and 115°1'13.6" west longitude;

thence southeasterly to the intersection of 49°32'20.4" north latitude and 115°1'12.7" west longitude;

thence southwesterly to the intersection of 49°32'17.2" north latitude and 115°1'17.6" west longitude;

thence southwesterly to the intersection of 49°32'14.1" north latitude and 115°1'20.9" west longitude;

thence northwesterly to the intersection of 49°32'6.0" north latitude and 115°1'26.5" west longitude;

thence southwesterly to the intersection of 49°32'2.5" north latitude and 115°1'30.5" west longitude;

thence southwesterly to the intersection of 49°31'58.7" north latitude and 115°1'37.7" west longitude;

thence southwesterly to the intersection of 49°31'57.0" north latitude and 115°1'48.4" west longitude;

thence southwesterly to the point of commencement.

**Repealed**

2.2 Repealed. [B.C. Reg. 47/2022, App. 4, s. 2.]

**Comox Valley Regional District — Mount Washington Resort area**

3 For the purposes of the table in this Schedule, that part of the area of the Comox Valley Regional District is the area within the following described boundaries:

Commencing at the most northerly deflection point in the boundary of Lot 1, Plan VIP71771;

thence following the perimeter boundary of said Lot 1 on a bearing of 106°54'30" for 385 m, more or less to the intersection with the present natural boundary of McKay Lake;

thence in a southwesterly direction following the present natural boundary of McKay Lake for 298 m, more or less to the intersection with Lot 1, Plan VIP71771 and Block 1223, Plan VIP43723;

thence following the perimeter boundary of Lot 1, Plan VIP71771 on a bearing of 213°50'00" for 881 m, more or less;

thence 151°03'20" for 113 m, more or less;

thence 114°20'30" for 167 m, more or less;

thence 66°28'20" for 39 m, more or less;

thence 142°58'20" for 103 m, more or less;

thence 190°20'40" for 54 m, more or less to the intersection with Lot 1, Plan VIP32970;

thence following the perimeter boundary of Lot 1, Plan VIP32970 on a bearing of 130°13'30" for 959 m, more or less, to the intersection with Block 1469, Plan VIP43722;

thence following the perimeter boundary of Block 1469, Plan VIP43722 on a bearing of 130°13'30" for 161 m, more or less;

thence 201°32'40" for 1 560 m, more or less;

thence 79°39'20" for 82 m, more or less;

thence 106°04'0" for 348 m, more or less;

thence 146°03'00" for 151 m, more or less;

thence 169°37'20" for 172 m, more or less;

thence 314°10'00" for 451 m, more or less;

thence 278°14'10" for 218 m, more or less;

thence 248°57'00" for 289 m, more or less to the intersection with Lot 1, Plan VIP32970;

thence following the perimeter boundary of Lot 1, Plan VIP32970 on a bearing of 239°57'30" for 259 m, more or less, to the intersection with Block 1465, Plan VIP41883;

thence following the perimeter boundary of Block 1465, Plan VIP41883 on a bearing of 309°00'50" for 228 m, more or less;

thence 311°43'10" for 200 m, more or less;

thence 312°29'30" for 130 m, more or less;

thence 297°40'0" for 165 m, more or less;

thence 310°47'30" for 453 m, more or less;

thence 345°13'50" for 84 m, more or less;

thence 308°48'50" for 156 m, more or less;

thence 346°15'50" for 63 m, more or less;

thence 270°00'00" for 26 m, more or less;

thence 0°00'40" for 223 m, more or less;

thence 328°04'40" for 12 m, more or less;  
thence 356°56'20" for 82 m, more or less;  
thence 352°14'30" for 21 m, more or less;  
thence 332°48'50" for 47 m, more or less;  
thence 324°50'00" for 39 m, more or less;  
thence 308°32'10" for 64 m, more or less;  
thence 300°35'00" for 59 m, more or less;  
thence 287°23'20" for 61 m, more or less;  
thence 297°28'50" for 90 m, more or less;  
thence 290°56'40" for 30 m, more or less;  
thence 212°18'20" for 27 m, more or less;  
thence 303°49'20" for 16 m, more or less;  
thence 218°41'00" for 19 m, more or less to the intersection with Lot 1,  
Plan VIP71771;  
thence following the perimeter boundary of Lot 1, Plan VIP71771 on a  
bearing of 299°53'30" for 51 m, more or less, to the point of  
intersection with Lot A, Plan VIP80882;  
thence following the perimeter boundary of Lot A, Plan VIP80882 on a  
bearing of 320°46'50" for 16 m, more or less;  
thence 16°33'40" for 109 m, more or less;  
thence 286°01'10" for 30 m, more or less;  
thence 235°24'00" for 87 m, more or less;  
thence 144°41'20" for 77 m, more or less, to the intersection with Lot A,  
Plan VIP71655, Lot 1, Plan VIP71771 and Lot A, Plan VIP80882;  
thence following the perimeter boundary of Lot 1, Plan VIP71771 on a  
bearing of 287°02'50" a distance of 72 m, more or less;  
thence 304°57'10" for 99 m, more or less;  
thence 330°39'30" for 95 m, more or less;  
thence 303°46'40" for 35 m, more or less;  
thence 292°51'50" for 26 m, more or less;  
thence 50°26'20" for 114 m, more or less;  
thence 9°41'50" for 31 m, more or less;  
thence 307°25'40" for 37 m, more or less;  
thence 318°21'10" for 76 m, more or less;  
thence 332°56'30" for 129 m, more or less;

thence 333°25'0" for 98 m, more or less;  
thence 63°45'10" for 312 m, more or less;  
thence 46°56'40" for 136 m, more or less;  
thence 322°15'10" for 157 m, more or less;  
thence 354°51'00" for 95 m, more or less;  
thence 325°16'50" for 265 m, more or less;  
thence 65°57'20" for 126 m, more or less;  
thence 324°29'20" for 79 m, more or less;  
thence 320°45'20" for 78 m, more or less;  
thence 21°58'00" for 59 m, more or less;  
thence 353°28'20" for 65 m, more or less;  
thence 9°35'30" for 64 m, more or less;  
thence 286°17'50" for 173 m, more or less;  
thence 323°18'10" for 58 m, more or less;  
thence 276°08'50" for 53 m, more or less;  
thence 342°50'00" for 351 m, more or less;  
thence 97°41'40" for 434 m, more or less;  
thence 148°30'30" for 224 m, more or less;  
thence 224°51'30" for 61 m, more or less;  
thence 184°06'50" for 96 m, more or less;  
thence 137°24'50" for 159 m, more or less;  
thence 156°06'40" for 235 m, more or less;  
thence 86°50'00" for 175 m, more or less;  
thence 351°33'00" for 47 m, more or less;  
thence 34°37'00" for 67 m, more or less;  
thence 331°25'50" for 150 m, more or less;  
thence 5°19'20" for 97 m, more or less;  
thence 35°29'40" for 449 m, more or less;  
thence 92°31'00" for 385 m, more or less;  
thence 154°36'50" for 345 m, more or less;  
thence 41°48'10" for 530 m, more or less;  
thence 27°46'30" for 210 m, more or less to the point of  
commencement.

4 For the purposes of the table in this Schedule, that part of the area of the Regional District of Okanagan-Similkameen is the area within the following described boundaries:

Commencing at the intersection of 49°3'38.877" north latitude and 120°45'43.684" west longitude;

thence northerly to the intersection of 49°3'51.816" north latitude and 120°45'43.754" west longitude;

thence westerly to the intersection of 49°3'51.597" north latitude and 120°47'2.894" west longitude;

thence westerly to the intersection of 49°3'51.480" north latitude and 120°47'42.736" west longitude;

thence southerly to the intersection of 49°3'25.744" north latitude and 120°47'43.155" west longitude;

thence easterly to the intersection of 49°3'25.926" north latitude and 120°47'2.825" west longitude;

thence northerly to the intersection of 49°3'38.782" north latitude and 120°47'2.860" west longitude;

thence easterly to the point of commencement.

**Schedule 2.1**

[en. B.C. Reg. 100/2016, App. 2, s. 3; am. B.C. Regs. 41/2020, App. 1, s. 2; 110/2021, s. 3; 110/2021, s. 3; 25/2026, s. 2.]

*(sections 2, 3, 4 and 6)*

Item	Column 1 <b>Designated Accommodation Area</b>	Column 2 <b>Designated Recipient</b>	Column 3 <b>Rate of Tax</b>	Column 4 <b>Repeal Date</b>
1	the area consisting of both of the following: (a) the area of the Sunshine Coast Regional District; (b) the area of the qathet Regional District	Sunshine Coast Tourism Society	3%	May 1, 2031

**Schedule 3**

[en. B.C. Reg. 215/2013, App. 2, s. 5; am. B.C. Regs. 259/2014, s. 1 (b); 20/2015, s. 3; 100/2016, App. 1, s. 2; 275/2016, App. 1, s. 2; 41/2017, App. 1, s. 2; 275/2016, App. 4, s. 2; 226/2018, s. 2; 251/2021, App. 2, s. 5; 115/2022, s. 2; 233/2023.]

*(section 5 (2))*

**Additional Prescribed Purposes**

**Richmond**

- 1 The City of Richmond may spend the money paid to it for improvements to the Richmond Olympic Oval intended to enhance its attraction as a tourist destination.

**Victoria**

- 2 The Greater Victoria Visitors and Convention Bureau, also known as Destination Greater Victoria, may spend the money paid to it for
  - (a) convention centre marketing, and
  - (b) improvements to the David Foster Harbour Pathway located within the Belleville Terminal area.

**Greater Vancouver Convention and Visitors Bureau**

- 3 The Greater Vancouver Convention and Visitors Bureau, also known as Tourism Vancouver, may spend the money paid to it for
  - (a) convention centre marketing, and
  - (b) the tourism industry's contribution to the expansion of the Vancouver Convention and Exhibition Centre.

**Sun Peaks Mountain Resort Association**

- 4 The Sun Peaks Mountain Resort Association may spend the money paid to it for funding for the capital cost of constructing a public road from the municipality to Highway 1 (Trans-Canada).

**Repealed**

- 5-6 Repealed. [B.C. Reg. 100/2016, App. 1, s. 2 (b).]

**District of Tofino**

- 7 The District of Tofino may spend the money paid to it
  - (a) for the development and construction of a visitor centre, and
  - (b) on the capital cost of constructing a wastewater treatment plant that has a capacity adequate to service peak tourist populations.

**Kimberley**

- 8 The City of Kimberley may spend the money paid to it for convention centre marketing.

**Resort Municipality of Whistler**

- 9 The Resort Municipality of Whistler may spend the money paid to it for
  - (a) convention centre marketing,
  - (b) improvements to the Whistler Conference Centre, and
  - (c) the enhancement of trails and parks.

[Provisions relevant to the enactment of this regulation: *Provincial Sales Tax Act*, S.B.C. 2012, c. 35, s. 240.]

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**TITLE:** 2026 UBCM Minister Meetings

**PREPARED BY:** Mark Fercho

**DEPARTMENT:** CAO's Office

**PURPOSE:** To confirm Council direction on potential meetings of Mayor and Council with Ministers, Deputy Ministers, Crown Corporations or Provincial staff at the 2026 UBCM Convention: September 14 – 18, Vancouver, B.C.

**REQUEST FOR DECISION BY CAO**

THAT Council set the following topics for meetings with the Provincial Government at UBCM;

1) (list)

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

1) (list)

**BACKGROUND INFORMATION:**

2026 UBCM Convention: September 14 – 18, Vancouver, B.C.

The draft proposed list for discussion and final direction on minister meetings is below, the request is for Council to confirm the final list.

1. Education - Amy Woodlands Elementary School and former Muriel Baxter School Lands
2. Youth Detox and Recover Centre
3. Library - Provincial Funding Grant
4. Housing - BC Builds Project Funding and Provincial Land for Industrial Development
5. Cranbrook Food Bank - Food Security
6. Chamber of Commerce - Crime Prevention
7. ?aqam - Solar Project Rejected by BC Hydro
8. other items? List....

Once Council has set the list of topics, my same ask as previous years for any topics requested. As I have to fill out the forms online, we will need information as per the attached Word document template so I can have all the information to fill out the online application form, not just the topic, from the person(s) requesting it, to get it right.

The deadline to have the information submitted to their online portal is: June 24, 2026, 6:00 pm PST

Attached is the template, and an example from last year.

COUNCIL REPORT – 2026 UBCM MINISTER MEETINGS

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**ALTERNATIVE:**

Not book meetings at UBCM, for targeted minister meetings booked outside of the conference week.

**BUDGETARY IMPACT:**

N/A

**POLICY IMPLICATION:**

N/A

**STRATEGIC PLAN ALIGNMENT:**

Leadership & Organizational Excellence; Focus on Partnerships and Relationships

**ATTACHMENTS:**

[UBCM Minister Meetings 2026 Example and Template](#)

**Approved By:**

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

**Status:**

Approved - 03 Jun 2026  
Approved - 03 Jun 2026

Template for 2026, and what needs to be filled out is in red

**UBCM MINISTER AND STAFF MEETINGS 2026 CITY OF CRANBROOK**

**Meeting Request #** (which Council member will lead the discussion?)

**Cabinet Minister:**

Cabinet Minister: Name the Minister and Ministry

**Council Attendees:**

Who will be at the meeting?

**Topic #1:** (100 characters max)

Succintly title the topic overall

**Background:** (700 characters max)

Provide a narrative so people with no understanding of the topic or the “ask” can understand, this needs to come from the person or group requesting the topic and request

**Request:** (300 characters max)

What is the “ask” very specifically?

**EXAMPLE FROM 2025,**

**UBCM MINISTER AND STAFF MEETINGS 2025 CITY OF CRANBROOK**

**Meeting Request #2 (, W Price topic 1, C. Stetski topic 2 and C. Wray topic 3)**

**Cabinet Minister:**

Cabinet Minister: Minister of Health, Josie Osborne, referred to staff for a meeting

**Council Attendees:**

Wayne Price, Mayor; Wes Graham, Councillor; Ron Popoff, Councillor; Wayne Stetski, Councillor; Lynnette Wray, Councillor; Mark Fercho, CAO;

**Topic #1:** (100 characters max)

Interior Health Medical Lab is overwhelmed with low staff and too many patients for size of facility

**Background:** (700 characters max)

Interior Health Medical Lab: The Cranbrook lab is experiencing growing pressures due to staff shortages and the impact of providing a regional service. We realize staffing is a concern in other areas as well, however, 2 to 4 hour wait times are unrealistic. As well, the capacity of the current office footprint appears to be inadequate for regular patient volume and provision of a healthy environment

**Request:** (300 characters max)

The City is requesting this facility be expanded in size and staffing

**Topic #2:** (100 characters max)

Residential detox and treatment centre for youth for Cranbrook area

**Background:** (700 characters max)

The use of illegal drugs is on the increase in Cranbrook and area for youth under 19 years of age for non-indigenous. and indigenous citizens, resulting in deaths and overdoses. Overdoses are now the number one health emergency being dealt with by the Cranbrook Fire Department's First Responders. While there is support locally to help with counselling youth struggling with addictions and their families, the closest communities providing residential recovery centres are in Kamloops and Kelowna. This adds tremendous burdens on our families and our youth seeking help.

**Request:** (300 characters max)

The City of Cranbrook is requesting that a residential detox and treatment centre for youth be established in Cranbrook or vicinity, services through private contractor.



**Corporate Services**

**Administration Update**

Regular Council - 08 Jun 2026

**Draft 2025 Annual Report**

The City's draft 2025 Annual Report (**Attachment 1**) is ready for public review and input.

The draft 2025 Annual Report will be available to the public starting on Tuesday, June 9, 2026 on the City's website at <https://cranbrook.ca/our-city/city-departments/finance/annual-reports>. Printed copies will also be available at the reception desk at City Hall during regular business hours.

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 public is invited to submit comments or ask questions around the 2025 Annual Report prior to June 22, 2026. Advertising has been scheduled for the local newspapers and will be shared on the City's social media pages.

In accordance with section 99 of the *Community Charter*, the draft 2025 Annual Report, along with any submissions and questions from the public, will come back to Council at the regular meeting on June 22, 2026 for consideration and approval which must be completed before June 30th.

**ATTACHMENTS:**

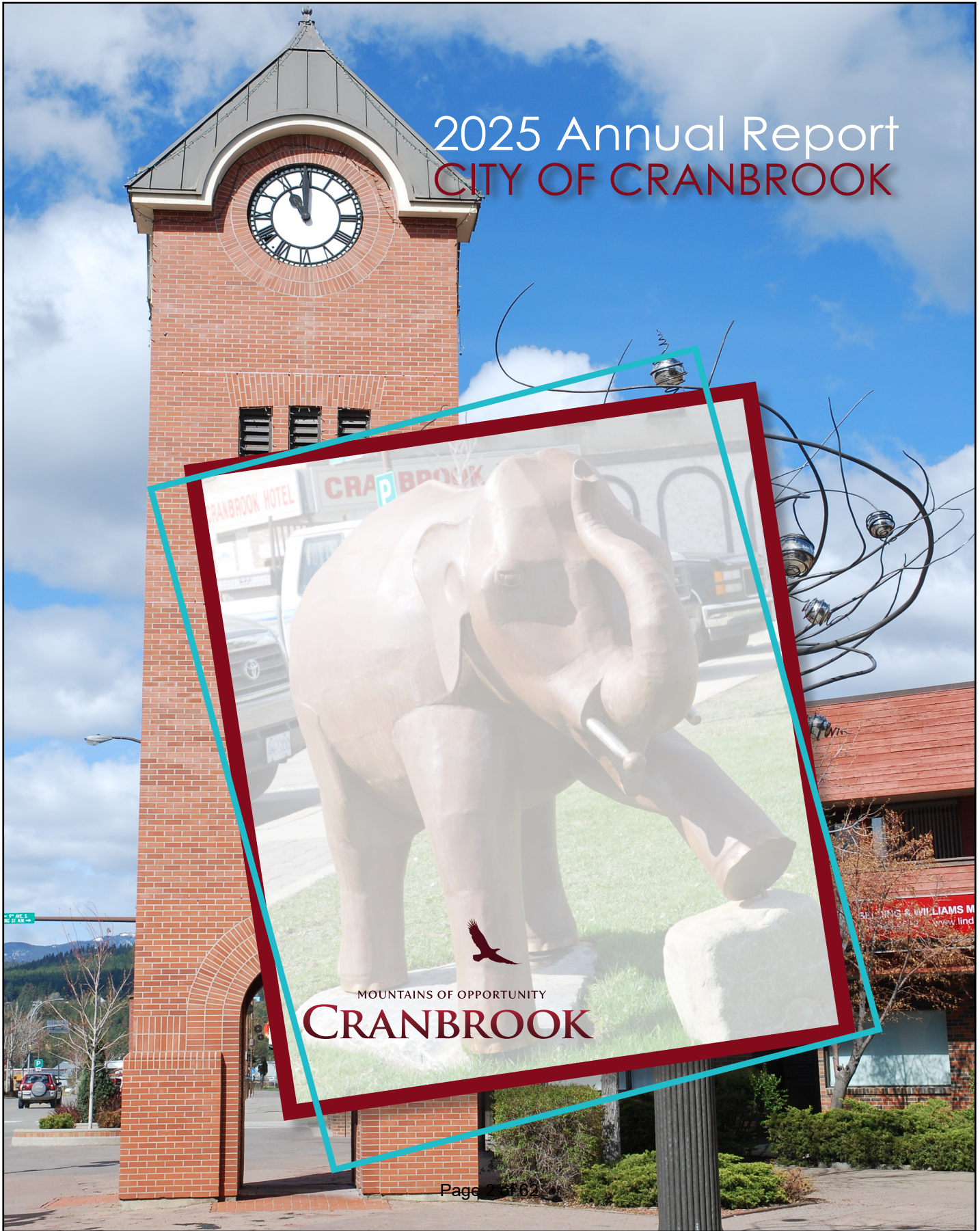
[2025-Annual-Report](#)

**Approved By:**

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

**Status:**

Approved - 02 Jun 2026  
Approved - 03 Jun 2026



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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.
- Lead the construction of the 123 space childcare facility located at Western Financial Place.
- 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 successfully 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.

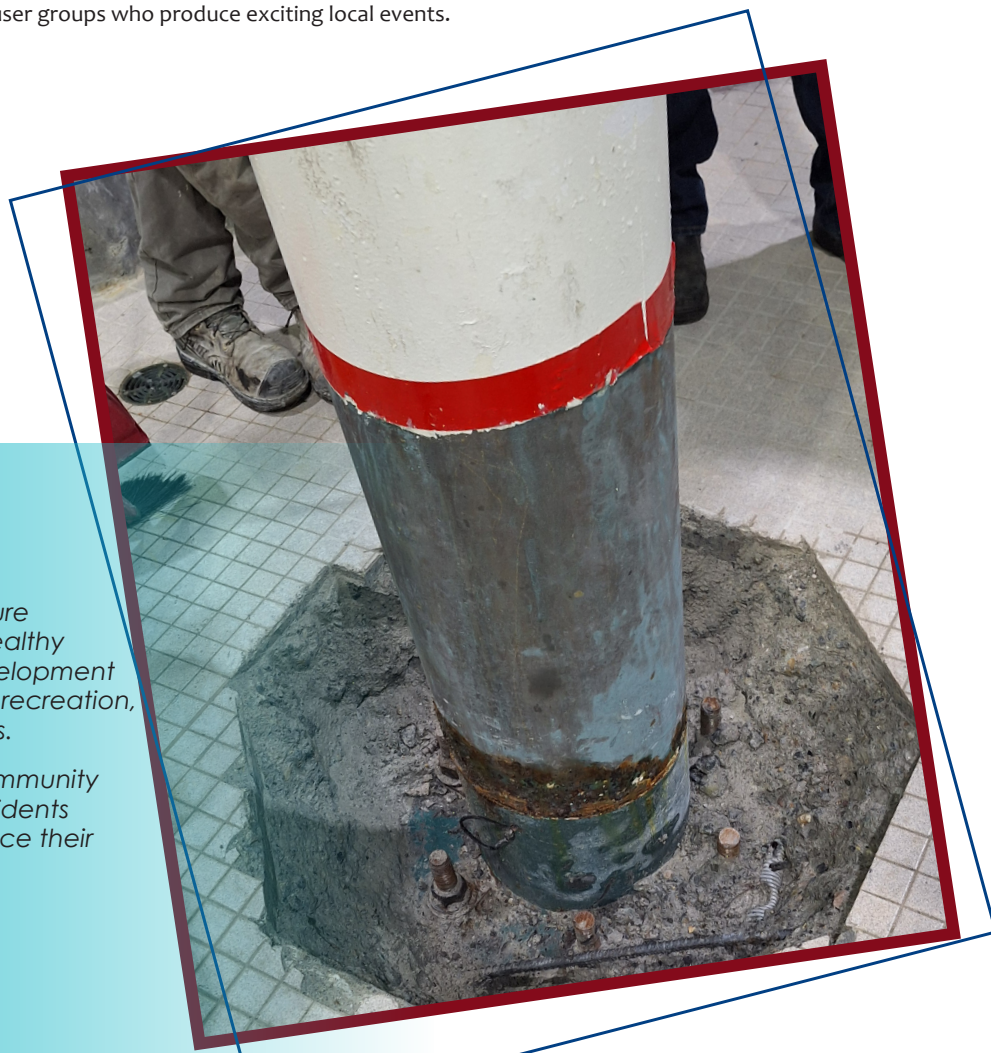
# Recreation & Culture

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**

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## Management's Responsibility for Financial Reporting

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**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

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## Independent Auditor's Report

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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

Table with 3 columns: Description, 2025, 2024. Rows include Cash and funds on deposit, Temporary investments, Accounts receivable, Property acquired for taxes, Land held for resale, Mortgage receivable, and Deposit - Municipal Finance Authority.

Liabilities

Table with 3 columns: Description, 2025, 2024. Rows include Accounts payable and accrued liabilities, Deferred revenue, Development cost charges, Reserve - Municipal Finance Authority, Debt, and Asset retirement obligation.

Net Financial Assets

27,824,682 21,500,457

Non-Financial Assets

Table with 3 columns: Description, 2025, 2024. Rows include Tangible capital assets and Inventories of supplies and prepaid expenses.

261,019,273 252,608,413

Accumulated Surplus (Note 22) \$ 288,843,955 \$ 274,108,870

Commitments & contingencies (Note 20)

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

Signature of 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**

<b>For the year ended December 31</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>
	<i>Budget (Note 21)</i>	<b>Actual</b>	<b>Actual</b>
<b>Revenue</b>			
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>
<b>Expenses (Note 18)</b>			
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>
<b>Annual Surplus (Note 21)</b>	25,228,159	14,735,085	9,557,061
<b>Accumulated Surplus, beginning of year (Note 22)</b>	<u>274,108,870</u>	<u>274,108,870</u>	<u>264,551,809</u>
<b>Accumulated Surplus, end of year</b>	\$ 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**

<b>For the year ended December 31</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>
	<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>
<b>Increase (decrease) in net financial assets for the year</b>	<b>(29,236,041)</b>	<b>6,324,225</b>	<b>(4,475,278)</b>
<b>Net financial assets, beginning of year</b>	<b>21,500,457</b>	<b>21,500,457</b>	<b>25,975,735</b>
<b>Net financial assets, end of year</b>	<b>\$ (7,735,584)</b>	<b>\$ 27,824,682</b>	<b>\$ 21,500,457</b>

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

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

<b>For the year ended December 31</b>	<b>2025</b>	<b>2024</b>
<b>Operating transactions</b>		
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>
<b>Capital transactions</b>		
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>
<b>Investing transactions</b>		
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>
<b>Financing transactions</b>		
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>
<b>Net change in cash and funds on deposit</b>	<b>13,918,043</b>	<b>3,096,172</b>
<b>Cash and funds on deposit, beginning of year</b>	<b>63,956,848</b>	<b>60,860,676</b>
<b>Cash and funds on deposit, end of year</b>	<b>\$ 77,874,891</b>	<b>\$ 63,956,848</b>
<b>Supplementary Information:</b>		
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.

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

**December 31, 2025**

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**1. Significant Accounting Policies**

<b>Basis of Presentation</b>	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").
<b>Reporting Entity</b>	<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>
<b>Financial Instruments</b>	<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>
<b>Land Held for Resale</b>	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.
<b>Vacation and Sick Pay</b>	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.

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

**December 31, 2025**

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**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.

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

**December 31, 2025**

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**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.

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

**December 31, 2025**

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**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
		<b>\$ 2,069,654</b>
	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
		<b>\$ 1,172,117</b>

**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	<b>\$ 2,477,095</b>	<b>\$ 2,545,789</b>
	<b>\$ 8,527,507</b>	<b>\$ 5,813,581</b>

**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
	<b>\$ 16,722,534</b>	<b>\$ 6,412,731</b>

**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	<b>\$ 3,624,576</b>	<b>\$ 2,524,769</b>	<b>\$ (902,993)</b>	<b>\$ 115,794</b>	<b>\$ 5,362,146</b>

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

**December 31, 2025**

**12. Debt**

	2025	2024
<b>Mortgages</b>		
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
<b>Demand Loan</b>		
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
<b>Debenture Debt</b>		
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
<b>Demand Promissory Notes</b>		
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
<b>Temporary Borrowing</b>		
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
	\$ 4,272,230	\$ 4,084,740

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

December 31, 2025

14. Tangible Capital Assets

	Land	Land Improvements	Buildings	Technology - IT	Equipment	Equipment Under Capital Lease	Infrastructure	Construction In Progress	Library Book collection	2025
Cost, beginning of year	\$ 10,447,893	\$ 7,385,450	\$ 77,871,844	\$ 4,070,814	\$ 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>174,493,220</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	157,637,536
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	-	114,991,612	-	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

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

December 31, 2025

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### 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.

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### 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	243,786	221,256
	<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	25,308,984	24,586,987
	<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
<b>Revenue</b>	\$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>

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

**December 31, 2025**

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**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

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**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.

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**24. Comparative Information**

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

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**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.

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

December 31, 2025

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**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
<b>Revenue</b>											
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	1,299,199	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	169,095	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	79,677	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	77,694,061
<b>Expenses</b>											
Administration	999,161	160,677	654,792	40,287	932,696	239,799	439,461	46,319	210,536	172,000	3,678,796
Amortization	491,697	541,718	999,118	3,036,011	1,309,634	1,059,699	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	435,992	690,965	2,212,011	1,992,350	43,965	16,344,692
Contributions to Organizations	490,646	-	-	-	40,000	-	-	-	-	-	600,646
Debt Servicing and Franchising charges	17,792	32,957	-	250,190	629,862	120,727	33,069	29,897	-	-	1,013,991
Materials & Supplies, Repairs/Minc	255,190	277,139	2,022,293	22,443	802,613	1,295,007	645,219	11,909	322,200	99,212	5,740,539
Wages & Benefits	4,209,074	6,927,491	5,089,619	2,629,491	3,605,674	1,399,997	313,344	282,999	-	890,647	26,308,994
	9,328,257	14,579,949	9,329,001	6,494,610	7,719,473	4,515,610	3,804,795	2,794,833	2,892,167	1,301,211	62,928,996
<b>Net Revenue (Expenses)</b>	\$ 2,883,854	\$ (399,672)	\$ (1,424,991)	\$ 2,908,599	\$ 1,855,590	\$ 4,146,991	\$ 4,795,995	\$ 334,824	\$ 693,199	\$ (1,058,559)	\$ 14,736,609

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
<b>Revenue</b>											
Taxation	\$ 7,205,433	\$ 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	3,082,606	2,407,729			3,433,708
Utility Connection & User Fees		1,433,205	28,042	633,601	2,108,974	5,588	349,823	17,375	3,125,823		6,878,864
Fees and Charges	1,369,030			130,480		14,397	10,518	9,876			9,071,370
Service, Penalties and Interest charges	402,639					217,116	365,266	186,543	514,385		686,890
Interest on Investments	2,465,312			1,867,665		433,861	280,175				3,640,662
Contributed Assets & DOC			85,300	139,983	173,725	88,661	16,105	260,049			2,676,890
Other Revenue	45,621	277,772	31,790							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>235,569</u>	<u>69,924,520</u>
<b>Expenses</b>											
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			1,280,648
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>6,462,633</u>	<u>8,189,165</u>	<u>4,019,296</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>
<b>Net Revenue (Expenses)</b>	<u>\$ 2,653,927</u>	<u>\$ (888,453)</u>	<u>\$ (1,225,696)</u>	<u>\$ 2,599,830</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
<b>General Fund</b>					
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>
<b>Water Fund</b>					
Water Capital	2,779,269	2,041,595	(2,752,205)	82,906	2,151,565
<b>Sewer Fund</b>					
Sewer Capital	4,491,016	2,745,610	(3,165,169)	149,498	4,220,955
<b>Solid Waste Fund</b>					
Solid Waste Capital	1,694,750	71,221	(249,402)	63,335	1,579,904
<b>Airport Fund</b>					
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>

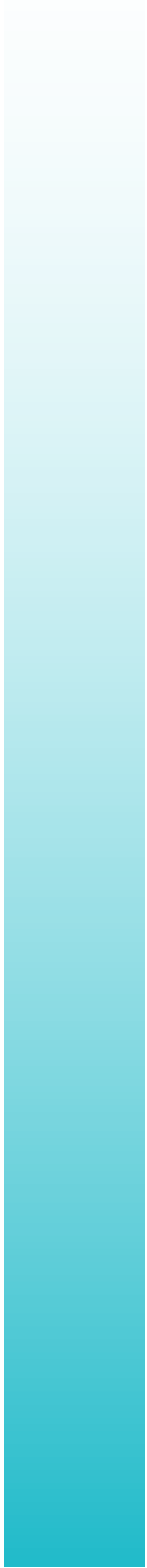
## 2025 Grants to Non-Profit Organizations

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

<b>Charitable, Philanthropic, or other Not for Profit Organizations 224.2(a)</b>				
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
<b>Buildings for Public Worship 224.2(f)</b>				
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

# SOFI'S





Letter to go on City of Cranbrook letterhead

XXXX, 2026

Diane Shendruk  
VP, Clinical Operations  
Interior Health  
505 Doyle Avenue  
Kelowna, BC V1Y 0C5

Dear Diane,

Greetings from Cranbrook! I trust that you are keeping well.

I am following up on your letter to us dated October 16, 2025. In that letter you “committed to following up on:

- EKRH future capital funding
- Youth detox and recovery programs
- Recruitment and retention strategies for health professionals.”

This was followed up with a telephone meeting with Health Minister Josie Osborne and her senior staff on December 11, 2025.

While we would appreciate an update from you on all three initiatives, we would very much appreciate an update on establishing a 10-bed youth detox and recovery centre here in SE BC.

I have attached a copy of the Background information and the full Resolution related to this issue which was strongly supported by the Association of Kootenay Boundary Local Government at our meetings in 2025 and 2026. The Resolution states:

“Therefore be it resolved that the BC Government, through the Ministry of Children and Family Development and the Ministry of Health, provide a minimum of 10 publicly funded detox and treatment beds for youth, to be located in a centre in southeastern British Columbia.”

The City of Cranbrook, along with all of the elected municipal officials in the Kootenays, would appreciate your support and advocacy for this important initiative for our youth.

Thanks Diane!

Sincerely,

Wayne Price  
Mayor

Cc: Sylvia Weir, President and CEO, Interior Health

Honourable Josie Osborne – Minister of Health

Honourable Jodie Wickens – Minister of Children and Family Development

Honourable Brittany Anderson – Minister of State for Local Governments and Rural  
Communities

Kevin McIsaac – President, Association of Kootenay Boundary Local Government

Cranbrook City Council

DRAFT