



Regular Meeting of Council Agenda

District of Sparwood

Tuesday, July 7, 2026 at 6:00 PM

Council Chambers, Municipal Office, 136 Spruce Avenue

Page

- (a) CALL TO ORDER**

 - 1. Acting Mayor Cardozo to call the meeting to order.

- (b) APPROVAL OF AGENDA AND LATE ITEMS**

 - 1. **Late Item(s) to be added or removed from the agenda**
 - 2. **Agenda Approval**
RECOMMENDATION: that the agenda be approved as presented.

- 4 - 6

(c) ADOPTION OF MINUTES OF PREVIOUS MEETING(S) OF COUNCIL

 - 1. **Minutes for Adoption**
RECOMMENDATION: that the minutes of the Regular Meeting of Council held June 16, 2026 be adopted as presented.

- (d) PETITIONS, DELEGATIONS AND OTHER PRESENTATIONS**

- 7 - 31

(e) BYLAWS

 - 1. **Traffic Regulations Bylaw 1346, 2026 for second and third reading** Report from Director of Operations
RECOMMENDATION: That Council give second and third reading to Traffic Regulations Bylaw 1346, 2026, as presented.
 - 2. **Amendment Bylaws for Traffic Regulations for first, second, and third reading** Report from Director of Corporate Services
RECOMMENDATION:
 - 1. That Council give first, second, and third reading to Fees and Charges Amendment Bylaw 1371, 2026, as presented.
 - 2. That Council give first, second, and third reading to Bylaw Enforcement Notice Amendment Bylaw 1372, 2026, as presented.

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 - 3. **Fire Services Amendment Bylaw 1375, 2026 for first, second and third reading** Report from Director of Fire Services
RECOMMENDATION:
That Council give first, second and third reading to Fire Services Amendment Bylaw 1375, 2026, as presented.

- 43 - 77

(f) BUSINESS

 - 1. **Bulk Water Station Project Construction Award** Report from Engineering Project Manager
RECOMMENDATION: That Council authorize the Acting Mayor and Corporate Officer to execute a

- 78 - 81

contract with Speers Construction Incorporated for the 2026 Bulk Water Station project, excluding the optional work, in the amount of \$308,288.00 plus applicable taxes.

- 82 - 102 **(g) CORRESPONDENCE**

 - 1. **2026-05-19 Letter of Support - Sparwood Trails Alliance**

- 103 - 104 **(h) INTERNAL REPORTS**

 - 1. **Payments Expended for May 2026**

- (i) ANNOUNCEMENTS FROM COUNCIL**

 - 1. Acting Mayor Cardozo to invite all members of Council to share any announcements.

- (j) QUESTION PERIOD**

 - 1. Acting Mayor Cardozo to invite the media and public to present any questions they may have pertaining to items on this agenda.

- (k) IN-CAMERA (MOTION REQUIRED)**

 - 1. **Motion to close meeting to the public**
RECOMMENDATION: that the remainder of the meeting be closed to the public in order that the item(s), the subject of which fall under Section 90(1) of the Community Charter, be discussed by Council which pertains to:
(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.
 - 2. **Closed Minutes for Adoption**
 - 3. **Section 90(1)(a) - Personal Information**

- (l) ADJOURNMENT**

 - 1. Acting Mayor Cardozo to adjourn the meeting.

STRATEGIC PRIORITIES CHART

March 2026

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **WASTEWATER TREATMENT PLANT:** Construction Nov 2027
2. **HOT TUB REPAIRS:** Refill and Test Mar 2026
3. **RECREATION FACILITY OPTIONS:** Engagement Mar 2026
4. **DEVELOPMENT COST CHARGES:** Engagement Apr 2026
5. **ZONING BYLAW:** Draft Bylaw May 2026

NEXT

- ★ FIRE HALL #2: Funding
- ★ INDUSTRIAL LAND DEVELOPMENT
- ★ HOUSING STRATEGY
- ★ FUTURE RCMP OBLIGATIONS
- ★ DOWNTOWN ZONE EXPANSION

ADVOCACY/PARTNERSHIPS

- ★ *Public Health Access*
- ★ *Douglas Fir (Water Local Service)*
- ★ *Safe Highway Crossing*
- ★ *Community Daycare*

ORGANIZATIONAL EXCELLENCE INITIATIVES – Communication & Collaboration

- ★ Asset Management Software: Training Apr 2026

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. Collective Agreement: Negotiations Apr 2026
 2. EVPTSA: Statistics Apr 2026
 3. Council Orientation: Secure Training Providers Aug 2026
- ★ Parcel Taxes (Roads & Facilities)
 - ★ WJ Litigation: Ongoing

CAPITAL WORKS

1. **WASTEWATER TREATMENT PLANT:** Construction Nov 2027
 2. Bulk Water Station: Design Mar 2026
 3. Cemetery Walk: Walkway & Foundation Aug 2026
- ★ Paving & Storm Catchment Blue Spruce
 - ★ Buckthorn Lift Station - SCADA

COMMUNITY SERVICES AND COMMUNICATION

1. **HOT TUB REPAIRS:** Refill and Test Mar 2026
 2. **RECREATION FACILITY OPTIONS:** Engagement Mar 2026
 3. Recycling & FoodCycler: Public Education May 2026
- ★ Community Hall Revitalization
 - ★ Emergency Response Communication Templates

CORPORATE SERVICES

1. FoodCycler Pilot Program: Initiate Apr 2026
 2. Election Bylaw: Review Apr 2026
 3. Offences Bylaw: Research May 2026
- ★ Corporate Policies
 - ★ Records Management

FINANCE

1. Budget Software: Review Apr 2026
 2. Purchasing Policy: Review Apr 2026
 3. Finance Admin Fee Review: Implement Mar 2026
- ★ Non-Taxable Benefits
 - ★ Finance Procedure Update

FIRE PROTECTION SERVICES

1. RDEK "A" Fire Services Agreement: Draft Apr 2026
 2. Fire Services Bylaw: Review Apr 2026
 3. Fire Service Master Plan: Justification Nov 2026
- ★ FIRE HALL #2: Funding
 - ★ CISM Team Training

HUMAN RESOURCES AND SAFETY

1. Disability Management Process: Report Analysis Sep 2026
 2. Bamboo HR: Module Implementation Mar 2026
 3. DOS Safety Program: Review Apr 2026
- ★ Recruitment Procedures
 - ★ Employee Conduct Policies

INFORMATION TECHNOLOGY

1. Network Segmentation: Finalize Mar 2026
 2. File Server Permissions: Audit Mar 2026
 3. IT Disaster Recovery Plan: Research May 2026
- ★ External Vendor Relationship: Research
 - ★ Pen Test: Research

OPERATIONS AND ENGINEERING

1. Wells 1 & 2 Upgrades: Design Apr 2026
 2. **DEVELOPMENT COST CHARGES BYLAW:** Engage Apr 2026
 3. Asset Management Software: Training Apr 2026
- ★ Traffic Bylaw Updates
 - ★ BC One Calls: Maps and Lot Card Preparation

PLANNING AND DEVELOPMENT

1. **ZONING BYLAW:** Draft Bylaw May 2026
 2. Bill 44 OC/Zoning: Unit Estimates May 2026
 3. Boundary Expansion: Funding Apr 2026
- ★ INDUSTRIAL LAND DEVELOPMENT
 - ★ Subdivision Servicing Bylaw

CODES: BOLD CAPITALS = NOW PRIORITIES; CAPITALS = NEXT Priorities; *Italics* = Advocacy; Underlined: Organizational Excellence Initiatives
Regular Title Case = Operational Strategies

DISTRICT OF SPARWOOD
Regular Meeting of Council Minutes
Tuesday, June 16, 2026
Council Chambers, Municipal Office, 136 Spruce Avenue

PRESENT: Acting Mayor Amy Cardozo
Councillor Jason Christensen
Councillor Steve Kallies
Councillor Chris Nand
Electronically
Councillor Sam Atwal
Councillor John Baher

ABSENT:

STAFF PRESENT: Jocelyn Allison, Community Services Clerk I
Bradley Bent, Engineering Project Manager
Jenna Jensen, Director of Community Services
Darrell Kaisner, Director of Operations
Travis Leeden, Facility Project Manager
Jaclyn Miller, Deputy Corporate Officer
Alex Punstel, Certified Journeyperson
Michele Schalekamp, Chief Administrative Officer
Murray Sedlowsky, IT Operations Lead
Patrick Sorfleet, Director of Planning and Development

(a) **CALL TO ORDER**

1. Acting Mayor Cardozo called the meeting to order at 6:04 pm.

(b) **APPROVAL OF AGENDA AND LATE ITEMS**

1. **Late Item(s) to be added or removed from the agenda**
2. **Agenda Approval**
26-123 Moved and seconded that the agenda be approved as presented.

Carried

(c) **ADOPTION OF MINUTES OF PREVIOUS MEETING(S) OF COUNCIL**

1. **Minutes for Adoption**
26-124 Moved and seconded that the minutes of the Special Meeting of Council held May 26, 2026 and the Public Hearing and Regular Meeting of Council both held June 2, 2026 be adopted as presented.

Carried

(d) **PETITIONS, DELEGATIONS AND OTHER PRESENTATIONS**

1. **RCMP**
Staff Sergeant Svend Nielsen addressed Council with a quarterly update and responded to questions from Council.
2. **Community Services - Organizational Excellence Update**
The Director of Community Services, Jenna Jensen; Certified Journeyperson, Alex Punstel; Community Services Clerk I, Jocelyn Allison; and Facility Project Manager, Travis Leeden, provided an overview of their report and responded to questions from Council.

(e) **BYLAWS**

1. **Election and Assent Voting Bylaw 1373, 2026 for adoption**
The Deputy Corporate Officer, Jaclyn Miller, provided an overview of their report and Council received the report as presented.
26-125 Moved and seconded that Council adopt Election and Assent Voting Bylaw 1373, 2026.

Carried

2. **Development Cost Charges Bylaw 1374, 2026 for first and second reading**

The Director of Planning and Development, Patrick Sorfleet, provided an overview of their report and responded to questions from Council. Council received the report as presented.

26-126 Moved and seconded that Council give first and second reading to Development Cost Charges Bylaw 1374, 2026 as presented.

Carried

(f) **BUSINESS**

1. **Community Funding and Support Request - Sparwood Minor Ball Association**

The Director of Community Services, Jenna Jensen, provided an overview of their report and responded to questions from Council. Council received the report as presented.

26-127 Moved and seconded that Council approve the Community Funding and Support Category 2 request from the Sparwood Minor Ball Association for \$1,500 of support for the cost of field rental fees.

Carried

2. **2025 Annual Report**

The Deputy Corporate Officer, Jaclyn Miller, provided an overview of their report and Council received the report as presented.

26-128 Moved and seconded that Council approve the District of Sparwood's 2025 Annual Report as presented.

Carried

3. **Motion to go into Committee of the Whole**

26-129 Moved and seconded that Council go into Committee of the Whole at 7:43 pm to discuss item 4 on the agenda.

Carried by unanimous consent

4. **Draft Cross Connection Control Bylaw**

The Director of Operations, Darrell Kaisner, provided an overview of their report and responded to questions from the Committee. The Committee received the report as presented.

The Committee engaged in discussion and provided the following direction:

- Proceed with proposed approach regarding inspections annual testing, and penalties as outlined in the draft bylaw
- Use the provided table to develop the relevant fines used in the Municipal Ticket Information Bylaw and the Bylaw Enforcement Notice Bylaw
- Include the following in the future report to Council:
 - Research from other communities' bylaws
 - Research regarding the risk factor
 - The cost of upgrades for current systems

5. **Motion to close Committee of the Whole**

26-130 Moved and seconded that the Committee of the Whole portion of the meeting adjourn at 8:17 pm.

Carried by unanimous consent

(g) **CORRESPONDENCE**

1. **Bellecrest Days Parade Invitation for June 27, 2026**

Bellecrest Days Parade Invitation for June 27, 2026 was received for information.

(h) **INTERNAL REPORTS**

1. **Payments Expended for April 2026**

Payments Expended for April 2026 was received for information.

2. **Bylaw Enforcement Month End Report - May 2026**

Bylaw Enforcement Month End Report - May 2026 was received for information.

(i) **ANNOUNCEMENTS FROM COUNCIL**

1. Acting Mayor Cardozo invited all members of Council to share any announcements.

(j) **QUESTION PERIOD**

1. Acting Mayor Cardozo invited the media and public to present any questions they had pertaining to items on this agenda.
There were no questions from the media or public.

(k) **IN-CAMERA (MOTION REQUIRED)**

1. **None.**

(l) **ADJOURNMENT**

1. Acting Mayor Cardozo adjourned the meeting at 8:30 pm.

Certified Correct

Acting Mayor Amy Cardozo, Chair

Megan Rawles, Corporate Officer

TOPIC	Traffic Regulations Bylaw 1346, 2026 for second and third reading	
MEETING	Regular Council Meeting - 07 Jul 2026	ATTACHMENTS 1. Traffic Regulations Bylaw 1346, 2026
PRESENTED BY	Director of Operations	
REVIEW	Engineering Project Manager	

RECOMMENDATION

Option A: That Council give second and third reading to Traffic Regulations Bylaw 1346, 2026, as presented.

PURPOSE

For Council's consideration of updates to the Traffic Regulations Bylaw.

BACKGROUND INFORMATION

The Traffic, Parking and Highways Regulation Bylaw No 472, 1987 was reviewed by the COTW a second time on September 16, 2025, where following further evaluation of the bylaw by the Bylaw Enforcement Officer, a red line version was created by staff to consider amendments to the traffic bylaw. A legal review was completed to ensure compliance with the Community Charter and the Motor Vehicle Act (MVA). The amendments include administrative changes, penalties for damages, back lane parking concerns, driveway considerations, updated schedules for street parking exemptions, truck route considerations and further suggested parking regulations.

On June 2, 2026, Traffic Regulations Bylaw 1346, 2026 was presented for first, second and third reading. The addition of a no truck route on Michel Creek Rd in the proposed bylaw raised a number of public concerns. Council received emails in opposition of the traffic control clause, from the business community, and in support from the residential community along Michel Creek Road. Council directed staff to schedule an informal public hearing before proceeding with the second or third reading. The informal public hearing was held on July 7, 2026, just prior to the regular meeting of Council.

LEGAL/STATUTORY AUTHORITY

[Community Charter, Section 36](#) – A Council may, by bylaw, regulate and prohibit in relation to all uses of or involving a highway or part of a highway.

[Community Charter, Section 38](#) – A Council may temporarily restrict or prohibit all or some types of traffic on a highway, and may, by bylaw, delegate this authority.

[Motor Vehicle Act, Section 124](#) – A Council may, by bylaw, regulate matters related to motor vehicles within the municipality, including parking, stopping, and lane use, and may impose penalties for violations

LEGAL/STATUTORY REQUIREMENTS

[Community Charter, Section 135](#) – A bylaw be given three readings prior to adoption.

ANALYSIS AND OPTIONS

The following sections provide the highlighted areas of the proposed bylaw that were reviewed with recommended amendments by legal counsel:

Legislative Authority

- Municipal powers are limited by the MVA and when addressed in the MVA do not require further provision in a Traffic bylaw; certain provisions were recommended for removal due to lack of authority such as those related to hydrant use.

General Drafting Improvements & Definitions

- Align “highway” definition with the Community Charter.
- Add new definitions (e.g., Authorized Person, Axle, Truck Route, No Truck Route).
- Remove unnecessary cross-references to provincial legislation sections.

Delegations & Permitting

- Confirm delegation complies with s.154 of the Community Charter.
- Consolidate permit provisions into a new Part 8 – Permits General.
- Recommend requiring 125% security for construction permits and consider adding permit fees via the Fees and Charges Bylaw.

Parking Regulations

- Remove redundant terms and vague phrases.
- Define Social Planning and Research Council (SPARC) BC Parking Permit for disabled zones.

Truck Routes

- Recommend regulating by licensed gross vehicle weight (GVW) (≥15,000 kg) and number of axles (≥3). Allows the bylaw to enforce by number of axles and the RCMP to regulate by GVW.
- Add provisions for designated Truck Routes and No Truck Routes in schedules.
- Include exceptions for emergency, government, and utility vehicles.

Impoundment, Enforcement & Inspection

- Align with s.46 of the Community Charter; require reasonable efforts to identify owners and advertise auctions.
- Increase maximum fine from \$2,000 to \$10,000 (up to \$50,000 permitted under s.263 of the Community Charter).
- Amend to reflect s.16 requirements: reasonable times, notice to owners, and emergency exceptions.

A	Give second and third reading.	<p>Pros</p> <ul style="list-style-type: none"> • Provides an updated traffic bylaw that aligns with the Community Charter and Motor Vehicle Act • Addresses traffic related matters identified since the last bylaw amendment • No truck route on Michel Creek Rd: reduces overweight traffic and overall traffic on District Highways, reduces noise, dust, rotating lights and reinforces typical traffic planning principles by reducing heavy traffic in residential zones
		<p>Cons</p> <ul style="list-style-type: none"> • New signage required for truck routes and no truck routes • Changes to truck routes and parking rules may create temporary confusion • No Truck Route on Michel Creek Rd: may result in local businesses experiencing increased travel distance & fuel consumption
		<p>Resource Implications</p> <ul style="list-style-type: none"> • Implementation costs
		<p>Personnel Implications</p> <ul style="list-style-type: none"> • Staff training on new definitions, permits, and enforcement protocols • Staff time to develop clear communication for public education
		<p>Suggested Motion</p> <p>That Council give second and third reading to Traffic Regulations Bylaw 1346, 2026, as presented.</p>

B	Give second reading and amend the bylaw before third reading	<p>Pros</p> <ul style="list-style-type: none"> • Provides further discussion and consideration to the legal recommendations
		<p>Cons</p> <ul style="list-style-type: none"> • Requires additional time to amend and present the proposed bylaw
		<p>Resource Implications</p> <ul style="list-style-type: none"> • Dependent on Council's amendments
		<p>Personnel Implications</p> <ul style="list-style-type: none"> • Additional time to amend the draft bylaw
		<p>Suggested Motion</p> <ol style="list-style-type: none"> 1. That Council give second reading to the Traffic Regulations Bylaw, 1346, 2026, as presented. 2. That Council amend the Traffic Regulations Bylaw, 1346, 2026, as follows: "insert list". 3. That Council give third reading to the Traffic Regulations Bylaw 1346,2026 as amended.

C	Do not proceed with the Traffic Regulations Bylaw	Pros
		<ul style="list-style-type: none"> Aligns with Council's direction
		Cons
		<ul style="list-style-type: none"> Outdated bylaw provisions will remain in place
		Resource Implications
None.		
Personnel Implications		
<ul style="list-style-type: none"> Increased staff time for interpretation or developing workaround solutions Potential liability or reputational risk for staff and the organization 		
Suggested Motion		
No motion required, defeat of Option A or B will result in Option C.		

ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES

GOVERNANCE: Fiscally sustainable government focused on strategic decision- making, transparency and inclusiveness.

PUBLIC COMMUNICATION AND ENGAGEMENT

INFORM: Provide the public with information helping them understand who, what, where, when, why and how of issue or topic.

NEXT STEPS

- Update reading on bylaw
- Bring bylaw back to Council for adoption

Respectfully submitted by,
Darrell Kaisner, Director of Operations

Approved By:
Megan Rawles, Deputy CAO / Director of Corporate Services

Status:
Approved - 29 Jun 2026

DISTRICT OF SPARWOOD
Traffic Regulations Bylaw 1346, 2026

*A Bylaw to regulate Traffic, Parking, Vehicles, and the use of Highways
within the boundaries of the District of Sparwood*

The Council of the District of Sparwood, in open meeting assembled, enacts as follows:

1. TITLE

1.1. This bylaw may be cited as “Traffic Regulations Bylaw 1346, 2026.”

2. DEFINITIONS

2.1. In this bylaw:

“**ARTERIAL HIGHWAY**” means a Highway classified as such pursuant to the *Transportation Act*, SBC 2004, c 44.

“**AS-BUILT**” means a set of drawings or a 3D data set that shows how construction or works was built as opposed to how it was designed.

“**AUTHORIZED PERSON**” means the Director of Operations, a Bylaw Enforcement Officer, a Traffic Control Person, a RCMP Officer, or a Peace Officer.

“**AXLE**” has the same meaning as in the *Motor Vehicle Act Regulations*, BC Reg 26/58.

“**BOULEVARD**” has the same meaning as in the *Motor Vehicle Act* RSBC 1996, c 318.

“**BYLAW ENFORCEMENT OFFICER**” means the person or duly appointed as such from time to time by Council.

“**COMMERCIAL VEHICLE**” has the same meaning as in the *Commercial Transport Act*, RSBC 1996, c 58.

“**CORPORATE OFFICER**” means the person or lawful deputy duly appointed as such from time to time by Council.

“**CROSSWALK**” has the same meaning as in the *Motor Vehicle Act*.

“**COUNCIL**” means the Municipal Council of the District of Sparwood.

“**CYCLE**” has the same meaning as in the *Motor Vehicle Act*.

“**DESIGNATED MOTORIZED DEVICE**” has the same meaning as in the *Motor Vehicle Act*.

“**DIRECTOR OF OPERATIONS**” means the person duly appointed as such from time to time, their lawful deputy, or any other person Council has designated to act in their place.

“DIRECTOR OF FIRE SERVICES” means the person duly appointed as such from time to time by Council, their deputy, or any person Council has designated to act in their place.

“DISTRICT” OR “MUNICIPALITY” means the District of Sparwood.

“EMERGENCY VEHICLE” has the same meaning as in the *Motor Vehicle Act*.

“EXTRAORDINARY TRAFFIC” means the carriage of any goods or persons over a District Highway that, when taken in conjunction with the nature of the existing condition of the Highway, is so extraordinary or improper in the quality or quantity of goods or persons or in the mode or time of use of the Highway, or in the speed at which the Vehicles are driven or operated.

“GOVERNMENT VEHICLE” means a Vehicle operated by the District, the Regional District of East Kootenay, the Province of British Columbia, or the Government of Canada.

“GROSS VEHICLE WEIGHT” or “GVW” means the loaded weight of a single Vehicle.

“HIGHWAY” means every:

- a) street, road, lane, bridge, viaduct and any other way open to public use, other than a private right of way on private property, including a Pathway and Sidewalk; and
- b) Highway within the meaning of the *Transportation Act*.

“LANE” means any Highway not exceeding eight (8) meters in width and includes a back alley.

“LICENCED GROSS VEHICLE WEIGHT” or “LICENCED GVW” means the Gross Vehicle Weight for which a Commercial Vehicle is licensed under the *Commercial Transport Act*.

“MOTOR ASSISTED CYCLE” has the same meaning as in the *Motor Vehicle Act*.

“MOTOR VEHICLE” has the same meaning as in the *Motor Vehicle Act*.

“MOTORIZED MOBILITY AID” is a personal mobility device powered by an electric motor intended for use by person with physical mobility challenges.

“MOVABLE PROPERTY” means any property or owned item that can be moved from one place to another and does not include housing, apartments or land.

“NO TRUCK ROUTE” means a route where Trucks are never permitted, as set out in Schedule D of this Bylaw.

“OCCUPIER” means a person who is in physical possession of a premises, or has responsibility for, and control over, the condition of premises, the activities conducted on those premises and the persons allowed to enter those premises.

“OFF-STREET PARKING LOT” means any real property owned, leased, possessed or otherwise held by the District for the purpose of providing off-street public Parking.

“OPERATOR” as applied to a Vehicle means either the registered Owner, registered lessee or renter, beneficial Owner or any other person operating the Vehicle of an Owner.

“OWNER” as applied to a Vehicle means the person who holds the legal title, a person who is a conditional purchaser, a lessee or a mortgagor entitled to be in possession, the person in whose name the Vehicle is registered, or the person who controls or owns the Vehicle even if registered in someone else’s name.

“PARK” means the standing of a Vehicle, whether occupied or not.

“PEACE OFFICER” means a person authorized to carry out policing or law enforcement duties under the *Police Act* in the District.

“PEDESTRIAN” has the same meaning as in the *Motor Vehicle Act*.

“PERMIT” means authorization provided with a written document pursuant to this Bylaw.

“RECREATIONAL VEHICLE” is a Motor Vehicle, or a Motor Vehicle and Trailer, that is designed primarily for accommodation including but not limited to a travel Trailer, or Vehicle with camper or tent, camper van or motor home.

“SIDEWALK” means the accessible concrete area between the curb lines and the adjacent property lines dedicated to Pedestrian Traffic, including the curb but does not include dedicated paved or gravel Walkways.

“SPARC” means the Social Planning and Research Council of British Columbia. A non-partisan, non-profit charity in British Columbia that works with communities to build a just and healthy society, focusing on social justice issues like accessibility. Manages the provincial permit program for people with disabilities and advocates for accessibility.

“TRAFFIC” includes Pedestrians, ridden or herded animals, and Vehicles, Cycles or other devices, either singly or together, while using a Highway, Sidewalk or Walkway to travel.

“TRAFFIC CONTROL DEVICE” has the same meaning as in the *Motor Vehicle Act*.

“TRAFFIC CONTROL PERSON” has the same meaning as in the *Motor Vehicle Act*.

“TRAFFIC CONTROL SIGNAL” has the same meaning as in the *Motor Vehicle Act*.

“TRAILER” has the same meaning as in the *Motor Vehicle Act*.

“TRUCK” means any Vehicle or combination of Vehicles having a GVW for which it is licensed under the *Commercial Transport Act* of 15,000 kilograms or greater or any Commercial Vehicle with three (3) or more Axles and designed or used primarily for the transportation of property.

“TRUCK ROUTE” means a route designated for Trucks, as set out in Schedule C of this Bylaw.

“VEHICLE” means a device in, on or by which a person or thing is or may be transported or drawn on a Highway but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks, a Motorized Mobility Aid, a Motor Assisted Cycle or a Designated Motorized Device.

“WALKWAY” means an accessible paved and gravel pathway, trail or paved area between the lateral lines of a roadway and the adjacent land or neighbouring property, excluding concrete Sidewalks.

3. TRAFFIC REGULATIONS

- 3.1. Traffic Obstruction - Except to comply with an Authorized Person or a Traffic Control Device, a person must not:
- a) use roller blades, skateboards, roller skates, sleighs, ice skates, skis, snowshoes or other similar means on Highways designated for Vehicles;
 - b) stand or loiter in such manner as to obstruct, impede, or interfere with Traffic on a Highway;
 - c) operate a Vehicle between the persons or Vehicles comprising a funeral procession or parade unless the Vehicle is part of the procession or parade;
 - d) operate a Vehicle and overtake and pass another Vehicle on an unmarked Highway, single lane Highway, or a Highway marked with a solid line;
 - e) distribute flyers or leaflets by placing them on the windshield of a Vehicle parked upon a Highway;
 - f) drop any debris, litter or other material onto a Highway;
 - g) leave behind material or debris on a Highway, Walkway, or adjacent land including wrecked or damaged Vehicles or parts from an accident;
 - h) place or exhibit any advertisement, posting or sign of any kind by affixing such items by any means to utility poles, Traffic Control Devices or trees;
 - i) other than an Authorized Person pursuant to this Bylaw or the Motor Vehicle Act, place or erect on real property a sign which purports to regulate an adjacent Highway;
 - j) place or allow to be placed any garbage containers or other facilities related to garbage collection upon any portion of a Highway; or
 - k) operate a Truck upon a Highway that is not a Truck Route, except Government Vehicles, Emergency Vehicles or utility Vehicles while engaged in work upon the Highway, delivering goods to properties directly serviced by the Highway, or attending to an emergency.
- 3.2. Property Obstruction - A person who is an Owner or Occupier:
- a) of a corner lot abutting a Highway at an intersection with another Highway, must not allow the view of Traffic to be obstructed, construct a fence or grow a hedge or tree to remain so that an obstructing view is within seven (7) meters from the curb along the abutting property lines of the lot, or more than one meter higher than the finished grade of the abutting Highways;
 - b) of a corner lot abutting a Highway, if one of the abutting Highways is a Lane, must not allow to obstruct the view of Traffic, construct a fence, grow a hedge or tree to remain so that obstructing view is within 4.5 meters of the curb along both abutting property lines, or more than one (1) meter higher than the finished grade of the abutting Lanes; or

c) of a property abutting a Highway, must not allow any gravel, earth, mud, rocks, stones, logs, stumps or other material that may accumulate or be tracked or carried by a Vehicle from the property, onto a Highway or allow it to remain thereon.

3.3. Except to comply with an Authorized Person or Traffic Control Device, or Permit and except while operating a Government Vehicle, a public utility Vehicle or an Emergency Vehicle engaged in duties, a person must not:

a) overtake and pass another vehicle in a designated school or playground zone, as indicated by a Traffic Control Device;

b) overtake or pass another Vehicle at a Crosswalk; or

c) drive through a Crosswalk when a Traffic Control Person or Traffic Control Device indicates that Vehicles are required to stop to allow Pedestrians to safely cross a Highway.

4. EXTRAORDINARY TRAFFIC

4.1. If, in the opinion of the Director of Operations, any Highway except an Arterial Highway is liable to be damaged because of Extraordinary Traffic, the Director of Operations may limit or prohibit the use of the Highway of Extraordinary Traffic by any person operating or in charge of the Extraordinary Traffic, or Owner of the Vehicle in respect of the Extraordinary Traffic.

4.2. Any person to whom this Part might otherwise apply may, with the approval of the Director of Operations, apply to the Corporate Officer to enter into an agreement with the District for the payment of compensation in respect of the damage or expense which, in the opinion of the Director of Operations, the Extraordinary Traffic may cause, and thereupon the District must not subject that person to any prohibition, limitation or penalty prescribed in this section, in respect of the Extraordinary Traffic.

5. TRAFFIC CONTROL DEVICE ORDERS

5.1. Authorization - The Director of Operations may direct or order the placing or erection of any applicable Traffic Control Device for the purpose of giving effect to the provisions of this Bylaw and the Motor Vehicle Act.

5.2. Orders – For an order to place or erect Traffic Control Devices to be in effect, the Director of Operations must make the order in writing by letter or email, date it, and sign it.

5.3. The Director of Operations:

a) in a single order, may include any number of orders related to constructing, placing or erecting Traffic Control Devices;

b) may rescind, revoke, amend or vary any order made, provided such order does not require the doing of any act contrary to or inconsistent with this Bylaw or the *Motor Vehicle Act*;

c) if varying or amending an order, must issue a new order reflecting the variation or amendment and revoking the original order; and

- d) may order the alteration, repainting, tearing down or removal of any sign, advertisement or guidepost erected or maintained on or over any Highway, and the District must not pay any compensation to any person for any resulting loss or damage.
- 5.4. Traffic Control Devices that have been erected by the Province of British Columbia under the provisions of the *Motor Vehicle Act* must be deemed to have been properly placed or erected.
- 5.5. The Director of Operations must ensure that any Traffic Control Devices erected pursuant to Section 5 comply with any applicable sign regulations as set out in the *Motor Vehicle Act Regulations, BC Reg 26/58*.

6. TEMPORARY TRAFFIC CONTROL

- 6.1. If, for any reason, an Authorized Person or the Director of Fire Services determines that any Highway, or portion thereof, is unsafe or unsuitable for Traffic, or deems it advisable that Traffic should be restricted thereon or diverted therefrom, an Authorized Person or the Director of Fire Services may temporarily close the highway or portion thereof, or restrict or divert the Traffic thereon or therefrom and for that purpose, may erect temporary Traffic Control Devices pursuant to this bylaw or the *Motor Vehicle Act*.
- 6.2. An Authorized Person or the Director of Fire Services may place or delegate the placement of temporary Traffic Control Devices on a highway:
- a) Along the route of any parade;
 - b) In the vicinity of a large gathering;
 - c) To facilitate the fighting of fires;
 - d) To facilitate the clearing of snow, sweeping, repairing, excavating, decorating or other Council approved services on or from the Highway that are carried out by district employees or any other utility; or
 - e) In the interest of safety.
- 6.3. If a highway or portion thereof is temporarily closed or the Traffic thereon is restricted or diverted under sections 6.1 or 6.2, an unauthorized person must not enter upon, or travel upon the highway or portion thereof, in contravention of the applicable Traffic Control Devices.

7. VEHICLE REGULATIONS

- 7.1. Equipment - A person must not:
- a) Operate a Vehicle with wheels that are not equipped with pneumatic tires in good working order, except for a horse drawn cart in a parade;
 - b) Operate a Vehicle equipped with solid rubber tires that have a thickness between the rim of the wheel and the surface of a Highway of less than thirty-two (32) millimetres;

- c) operate a Vehicle having wheels or tracks constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs or other attachments or projections which extend beyond the tread or traction surface of the wheel, thread or track, except a Vehicle equipped with fitted tire chains when required for safety or winter studded tires which conform to the *Motor Vehicle Act Regulations* when used between October 1st and April 30th of each calendar year; or
 - d) operate a Vehicle, contrary to the provisions of this Bylaw, the *Motor Vehicle Act*, or any relevant passenger or transportation act or the regulations pursuant thereto.
- 7.2. Vehicle or Trailer Loads - A person must not operate a Vehicle or Trailer carrying any materials or goods in such a manner that:
- a) the materials or goods can fall from the Vehicle or Trailer while the Vehicle is on a Highway;
 - b) any part of the load extends beyond the sides or back of the Vehicle or Trailer more than one hundred and eighty-five (185) centimetres;
 - c) the materials or goods could shift or sway to affect the operation of the Vehicle or Trailer;
 - d) load could drop, sift, leak, or otherwise disperse, except a Municipal Vehicle sanding; or
 - e) the load or the covering of a load may be insecure or become loose and detached from the Vehicle or Trailer.
- 7.3. Special Equipment - The Director of Operations may, by public notice or by placing Traffic Control Devices, prohibit Vehicles from being operated on any Highway, if such Vehicles are not equipped with chains or winter tires, or any combination of these which the Director of Operations may consider adequate and necessary in view of prevailing road conditions.
- 7.4. Excessive Noise - Except in areas which are zoned M-2 (Heavy Industrial) or M-3 (Extraction Industrial) in the District's Zoning Bylaw 264, 1981, as amended from time to time, a person must not:
- a) make or cause any excessive noise in or on a Highway which disturbs the peace of any person in the neighbourhood or vicinity;
 - b) being the Owner or Operator of a Vehicle, allow or permit the Vehicle to be used in a manner which causes excessive noise that disturbs the peace of any person in the neighbourhood or vicinity;
 - c) play or operate an electrical device, Vehicle stereo or other instrument to amplify sound in such a manner which causes excessive noise that disturbs the peace of any person in the neighbourhood or vicinity;
 - d) except for a Peace Officer, Bylaw Enforcement Officer, or a person operating an Emergency Vehicle, operate any outdoor public address system from a Vehicle in the District without first obtaining a Permit;

- e) start a motorized Vehicle which is not equipped with a muffler in good working order; or
- f) operate a Vehicle on a Highway to make any unnecessary or unreasonable noise through mechanical use or mechanical alterations to the Vehicle, including but not limited to, the screeching of tires, revving and backfiring.

8. PERMITS GENERAL

- 8.1. A person must obtain a Permit from the District before undertaking any activity that requires a Permit under this Bylaw.
- 8.2. A person must, at all times, comply with the terms of Permits or orders issued in accordance with this Bylaw. If a person does not comply with the terms of a Permit, the District may revoke or terminate such Permit.
- 8.3. A person applying for a Permit in accordance with this Bylaw must submit an application in the application form provided by the District.
- 8.4. Permits and orders issued in accordance with this Bylaw, including any amendments or notices:
 - a) must be issued in written or electronic form;
 - b) may require the Permit holder to obtain and provide proof of insurance;
 - c) must be dated and signed by the Director of Operations;
 - d) may include any number of orders in accordance with this Bylaw;
 - e) if for construction or works, may require a security deposit up to 125% of the total estimated cost of the construction or works in form of a bank draft, certificated cheque or an irrevocable letter of credit effective for the term of the Permit;
 - f) if for construction or works, may require the applicant to provide a satisfactory plan or specifications of the construction or works; and
 - g) if for construction or works, may require As-Built plans to scale as a condition of the Permit, showing the location, size and description of the construction or works and the date of installation.
- 8.5. If a person holds a Permit for the use of a Highway, they must have the Permit available at the site for any representative of the District to inspect.
- 8.6. If a person holds a Permit issued in accordance with this Bylaw, they must carry the Permit in their Vehicle when operating it on a Highway within the District's boundaries or have the Permit available upon request by the District.
- 8.7. If a permit holder has a Permit for construction or works that was issued in accordance with plans or specifications, the Permit Holder must ensure the construction or works conform in every way to the plans and specifications that were submitted.

- 8.8. If a Permit requires As-Built plans as a condition, the Permit holder must submit the As-Built plans to the Director of Operations prior to the District returning any deposit or security posted as a condition of the Permit.
- 8.9. If a Permit holder has paid security in accordance with this Part, upon satisfactory completion of the construction or works in accordance with any plans or specifications that were submitted, as determined by the Director of Operations, the Director of Operations must refund the security within 45 days.
- 8.10. If a Permit holder fails to repair damage or fulfill the obligations set out in their Permit within the specified time, the District may carry out such repairs or fulfill such obligations that have not been met under the terms and conditions of the Permit and deduct the cost thereof from the security or call on the irrevocable letter of credit to pay the costs therefrom.
- 8.11. If the security or letter of credit is insufficient, the Permit Holder must pay the balance forthwith, upon receiving an invoice from the District for the amount required for the District to carry out the works or fulfill the obligation, and the Permit holder must pay such balance in addition to any fees and charges outlined in the *Fees and Charges Bylaw 1322, 2023*, as amended from time to time.
- 8.12. If a person applies for a Permit for construction or works under this Part, the applicant must provide the Corporate Officer with a certificate of insurance that:
- a) has a combined limit of not less than five million dollars (\$5,000,000);
 - b) names the District as an additional named insured such that it protects the District against any action, suit or claim for bodily or personal injury or property damage arising out of the construction or works;
 - c) is underwritten with an insurer licensed in Canada;
 - d) includes a provision that such policy may not be lapsed or cancelled without thirty (30) days' written notice being given to the District; and
 - e) waives all rights of the applicant for subrogation to the District.
- 8.13. Public Utility Permit - The Director of Operations may issue a Permit to a public utility company permitting such company, over the calendar year for which the Permit is applicable, to carry out such work as may be necessary in the case of an emergency to repair any break or damage to the utilities under its control and subject to the terms of any franchise or other agreement entered into between such utility and the District.
- 8.14. Advertisement Permit – If a person holds a Permit to place advertising, the Permit Holder must not place advertisement boards or signs on or adjacent to any Highway in a manner which obstructs the free passage of Traffic on any Highway, obstructs visibility of any Operator of a Motor Vehicle, or obstructs any Traffic Control Device.

8.15. Excavation Permit – If a person holds a Permit for excavation, the Permit Holder must not leave any excavation or other obstruction upon a Highway without sufficient barricades, marking and use of flashing warning lights.

8.16. Number of Permits - The Director of Operations may restrict the number of Permits to be issued.

9. PARKING REGULATIONS

9.1. General Parking Regulations - Except to comply with an Authorized Person, a Traffic Control Device, or a Permit and except while operating a Government Vehicle, a public utility Vehicle, or an Emergency Vehicle engaged in duties, a person must not Park a Vehicle, Recreational Vehicle or Trailer on any Highway or Off-Street Parking Lot:

- a) that is not for Highway use, registered, insured and displaying a number plate;
- b) to display it for sale or to use it to display a sign;
- c) to mechanically maintain or refurbish it except as necessitated by an emergency;
- d) where there is a Traffic Control Device that gives notice that stopping, standing, or Parking is prohibited or restricted in that place and at that time;
- e) at an angle unless Parking in marked angle parking stalls;
- f) in a manner that impedes or obstructs the regular and reasonable flow of Traffic;
- g) in a loading zone designated by a Traffic Control Device unless it is being loaded or unloaded and Parked for no longer than fifteen (15) minutes at any one time;
- h) to conduct roadside business and sell commodities without a Permit;
- i) in a manner that encroaches or overhangs on a Sidewalk;
- j) to sleep in overnight; or
- k) if it is a Trailer that is not attached to a Vehicle which is capable of towing it.

9.2. On-Street Parking Regulations - Except to comply with an Authorized Person, a Traffic Control Device, or a Permit and except while operating a Government Vehicle, a public utility Vehicle or an Emergency Vehicle engaged in duties, a person must not Park a Vehicle, Recreational Vehicle, or Trailer:

- a) on a Sidewalk, Walkway, greenbelt, or adjacent land;
- b) in front of a public or private driveway;
- c) at distance greater than thirty (30) centimetres from the curb or edge of pavement;
- d) within an intersection or within the centre of a cul-de-sac;
- e) upon a bridge;

- f) within six (6) meters of a fire hydrant measured from the point on the curb or edge of the roadway which is closest to the fire hydrant;
- g) on a Crosswalk or within six (6) meters of the Crosswalk;
- h) within six (6) meters of a Traffic Control Device, Temporary Traffic Control Device, or Traffic Control Signal;
- i) in a manner that obstructs the visibility of a Traffic Control Device, Temporary Traffic Control Device, or a Traffic Control Signal;
- j) within six (6) meters of an entrance or exit to a Lane or a commercial or institutional property unless in a designated Parking stall;
- k) within fifteen (15) meters of a railway or a railway crossing;
- l) on the roadway side of a Vehicle stopped or Parked parallel to the edge or curb of the roadway (double Park);
- m) at the curbside or road edge facing in the opposite direction to the flow of Traffic;
- n) in a space on any Highway adjacent to a Federal, Provincial, Municipal public building or District approved reserve Parking zone unless the Operator is approved to Park in the reserved zone;
- o) for a continuous period exceeding twenty-four (24) hours, or in contravention of the length of time allowed for Parking on that portion of Highway as indicated by a Traffic Control Device;
- p) on a portion of the Highway that is designated for specific uses and marked by a Traffic Control Device or painted curb, including but not limited to fire zones, yellow curbs, fire hydrants, and Cycle Parking;
- q) on a Highway abutting a provincial school ground or park from dawn until dusk except if the school ground or park is separated from the Highway by a fence;
- r) on any Highway between the hours of 6:00 AM and 4:00 PM from October 1st to March 31st of any year, excluding the areas identified in Schedule B;
- s) being a Commercial Vehicle on any Highway, unless it is an attended Commercial Vehicle that is actively being loaded or unloaded; placed to leave at least three (3) meters of the adjacent roadway clear, as measured on a line perpendicular to the Vehicle; and not Parked for longer than is necessary for the expeditious loading or unloading of the Vehicle; or
- t) being a Truck, on any Highway in a residential area, between the hours of 8:00 PM and 8:00 AM of the following day.

9.3. Off-Street Parking Regulations - Except to comply with an Authorized Person, Traffic Control Device, or a Permit and except while operating a Government Vehicle, a public utility Vehicle, or an

Emergency Vehicle engaged in duties, a person must not Park a Vehicle, Recreational Vehicle or Trailer:

- a) outside of the designated Parking lines, straddling a line or crossing over a line, except if the line markings are covered with snow or ice and not visible; or
- b) overnight on any portion of a Parking area or in contravention of the length of time allowed for that Parking area as indicated by a Traffic Control Device.

9.4. Off-Street Parking Lots are established in the District and specified in Schedule A.

9.5. To further regulate Parking in an Off-Street Parking Lot identified in Schedule A, the Director of Operations may place Traffic Control Devices at any time as deemed necessary for operations services or special events.

9.6. If checking for overtime Parking, Authorized Persons may use chalk marks on the tires of Parked Vehicles or any other identifying mark that does not deface the Vehicle, and a person must not erase or obliterate such mark.

9.7. Parking Permit Authorization - The Director of Operations may issue a Permit to allow a person to, for the period of time indicated on the Permit, Park in otherwise regulated spaces on a Highway during construction or other activities that make compliance with such Parking restrictions in a particular area impractical.

9.8. The Director of Operations may issue a temporary Permit to allow a person to, for the period of time indicated on the Permit, Park in regulated spaces on a Highway or Off-Street Parking Lot, conduct roadside business, or conduct other relevant activities during a special event.

9.9. Permit Fees – The District must not levy any fees for a Permit for Parking.

9.10. Number of Permits - The Director of Operations may restrict the number of Permits to be issued.

9.11. Accessible Parking - A person must not Park a Vehicle in a disabled zone unless the Vehicle displays a SPARC's BC Parking Permit issued in accordance with the *Motor Vehicle Act*, or by another jurisdiction, in a prominent position visible through the front windshield.

10. HIGHWAY REGULATIONS

10.1. Speed Limits - A person must not operate a Vehicle on a Highway in the District:

- a) at a speed exceeding forty (40) kilometers per hour except as otherwise provided in this bylaw;
- b) at a speed exceeding thirty (30) kilometers per hour in a school zone or playground zone;
- c) at a speed exceeding twenty (20) kilometers per hour in a Lane, construction zone or Off-Street Parking Lot;
- d) at a speed exceeding twenty (20) kilometers per hour if using solid rubber tires;

- e) at a speed exceeding fifty (50) kilometers per hour on Michel Creek Road;
 - f) at a speed exceeding sixty (60) kilometers per hour on Sparwood Heights Drive, between Highway 43 and Ponderosa Drive; or
 - g) at a speed exceeding the posted speed limit.
- 10.2. Highway Damage – Except as authorized by a Permit, a person must not:
- a) cause damage to a Sidewalk, Walkway or adjacent land;
 - b) excavate, break, or remove any part of the Highway;
 - c) cut through, or tunnel under a Highway or Lane;
 - d) cut and remove trees, grass, shrubs, plants, hedges, fences or other materials maintained on a Highway or right-of-way;
 - e) drag, push or skid any object, attachment or equipment along or over a Highway in such a manner that the object damages the Highway;
 - f) construct a Boulevard crossing, including but not limited to a driveway, curb, ditch or Sidewalk;
 - g) change the level of the Highway in any manner or stop the flow of water of any drain, sewer or culvert on, through or under a Highway;
 - h) construct or maintain a ditch, sewer or storm drain, on any portion of the Highway;
 - i) construct or maintain a ditch on a property, from which the water causes damage to any Highway;
 - j) construct or maintain a structure, including but not limited to loading platforms, skids, rails, mechanical devices or outbuildings, on any portion of the Highway;
 - k) mark, imprint or deface in any manner any portion of the Highway or a structure or Traffic Control Device on or over the Highway;
 - l) install, maintain, alter, repaint or remove any sign, advertisement or guidepost on or over any Highway; or
 - m) place any Movable Property, including advertisement boards or signs, on a Highway.
- 10.3. Highway Prohibitions – Except as authorized by a Permit and except for a person operating a Government Vehicle or an Emergency Vehicle, a person must not:
- a) operate a Vehicle on or across a Sidewalk, Walkway and adjacent land unless on an approved access, approach or driveway;
 - b) operate a Vehicle on a trail or within a park as defined in the *Parks and Trail Bylaw 1217, 2020*, as amended from time to time;

- c) operate tracked Vehicles, including but not limited to snow mobiles, excavators, dozers and skid steers on any Sidewalk, adjacent land or Highway;
 - d) operate a Vehicle contrary to a Traffic Control Device, the directions of an Authorized Person, a Traffic Control Signal, or a Permit;
 - e) ride, lead, walk, hitch, tie, tether or otherwise travel with any animal in excess of two hundred (200) kilograms on a Walkway, Sidewalk, Highway or adjacent land, unless otherwise permitted to do so under an applicable Traffic Control Device; or
 - f) herd animals along any Highway, Sidewalk, Walkway or adjacent land, unless otherwise permitted to do so under an applicable Traffic Control Device.
- 10.4. Truck Route – A person operating a Truck may only travel on designated Truck Routes, as set out in Schedule C of this Bylaw, and on any street providing the shortest distance route between a designated Truck Route and points of origin or destination, except for:
- a) an Emergency Vehicle;
 - b) a Government Vehicle;
 - c) a vehicle Owned or Operated on behalf of a public utility company; or
 - d) in accordance with a Permit.
- 10.5. Despite Section 10.4, the Director of Operations may issue a Permit for a person to drive or Park a Truck on a Highway other than a Truck Route, provided that the person takes the shortest direct accessible connection between the nearest Truck Route and the destination and then returns to the Truck Route using the same connection as outlined on the approved route map attached to the Permit:
- a) to obtain fuel, repairs, accommodation, or food at commercial premises;
 - b) to collect or deliver cargo; or
 - c) to supply a service.
- 10.6. A person operating a Truck must not travel on a Highway that is a designated No Truck Route, as set out in Schedule D of this Bylaw.

11. SNOW CLEARING

- 11.1. An Owner or Occupier of property abutting a Highway, must not allow snow, ice or slush to accumulate, be tracked or be carried by a Vehicle from the property, onto a Highway.
- 11.2. The District must clear Highways, Walkways and Sidewalks of snow and ice according to the *District Snow and Ice Control Policy - 5013-02*, as amended from time to time.

12. IMPOUNDMENT

- 12.1. Removal of Vehicle or Movable Property - If any Vehicle or Movable Property is unlawfully occupying any portion of a Highway or public place or in violation of this Bylaw, an Authorized Person may:
- a) require the Owner or Operator in charge of the Vehicle or Owner of Movable Property to move it from the Highway; or
 - b) move or cause to be moved or take or cause to be taken the Vehicle or Movable Property into the custody of the District and take or cause it to be taken to and impounded in a safe and otherwise suitable place.
- 12.2. The Owner or Operator of any Vehicle or Movable Property that has been towed or moved and impounded may recover the Vehicle or Movable Property upon:
- a) presenting proof of Ownership or permission from the Owner;
 - b) payment of the fees set out in the *Fees and Charges Bylaw 1322, 2023*, as amended from time to time; and
 - c) payment of any charges imposed by third parties for its removal, care and storage.
- 12.3. The District and any of its employees or contractors must not be responsible for any damage suffered to a Vehicle or Movable Property or vandalism, theft or fire while the Vehicle or Movable Property is being moved, detained or impounded.
- 12.4. If a Vehicle is removed, detained or impounded, the District must give written notice to the registered Vehicle Owner at the most recent address shown on the records of the register of Motor Vehicles, advising the Vehicle Owner of the seizures, the costs and that the Owner is required to claim and repossess the Vehicle within thirty (30) days of the Vehicle's impoundment.
- 12.5. If a Vehicle or Movable Property has not been claimed after being detained or impounded for thirty (30) consecutive days, the District may advertise and sell the Vehicle or Movable Property by public auction.
- 12.6. Before selling by public auction under this section, the District must advertise the time and place of the proposed public auction in two (2) consecutive issues of a newspaper circulating in the District, giving at least 10 (ten) days' notice of such proposed sale.
- 12.7. If a Vehicle or Movable Property is sold by public auction, the District must apply the proceeds of any such sale firstly to the cost of the sale, secondly to the costs and expenses of the District or its contractors for impoundment and detention, and thirdly, the District must hold the balance, if any, for one (1) year from the date of the sale for the Owner. If the balance is unclaimed at the end of the one (1) year period, the District must pay such sum into the general revenue of the District.
- 12.8. If any Vehicle or Movable Property is not purchased by public auction, then the District may dispose of the Vehicle or Movable Property, and the District may recover the expenses incurred in

the removal or disposal, less the proceeds (if any) of disposal, from the Owner as a debt due to the District.

- 12.9. If a Vehicle or Movable Property has not been claimed after being detained or impounded for thirty (30) consecutive days, and, in the opinion of the Director of Operations, the Vehicle or Movable Property has an apparent market value of less than two hundred and fifty dollars (\$250.00), the District may dispose of such Vehicle or Movable Property, and the District may charge the full costs of removal or disposal to the Owner of the Vehicle or Movable Property.

13. PENALTIES

- 13.1. If a person violates any provision of this Bylaw:
- a) the registered Owner of the Vehicle or Trailer in violation is guilty of the contravention and liable to the penalty provided in this Bylaw, unless the Owner establishes that the Owner was not Operating or using the Vehicle or Trailer at the time of the violation and did not consent to its Operation or Use; or
 - b) the last registered Owner of an unregistered Vehicle or Trailer in violation is guilty of the contravention and liable to the penalty provided in this Bylaw, unless the last registered Owner establishes that they were not Operating or using the Vehicle or Trailer at the time of the violation and did not consent to its Operation or Use.
- 13.2. If the Owner or the last registered Owner of a Vehicle or Trailer in violation of this Bylaw was not Operating the Vehicle or Trailer at the time of the violation, the person who was Operating the Vehicle or Trailer is guilty of the contravention and liable to the penalty provided in this Bylaw.
- 13.3. If a Vehicle or Trailer is in violation of this Bylaw and the Owner or last registered Owner was not operating it at the time of the violation, the Owner or last registered Owner is responsible for establishing that the Vehicle or Trailer was in possession of some other person without the Owner or last registered Owner's consent.
- 13.4. Every person who violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of or in violation of any of the provision of this Bylaw, or who neglects to do, or refrains from doing anything required to be done by any of the provisions of this Bylaw, commits an offence, and each day that a violation continues constitutes a separate offence.
- 13.5. In addition to all other penalties herein provided, any person causing damage to any Highway, Sidewalk, Walkway or adjacent land or any person being the Owner or Operator of any Vehicle or Trailer which causes damage to any Highway, Sidewalk, Walkway or adjacent land must be responsible for the cost of repairing such damage to the satisfaction of the District, and the District may recover any expenses it incurs to remedy damage from the person who caused or authorized the damage.
- 13.6. Upon conviction of an offence under this Bylaw, a person is liable to pay
- a) a fine of not more than ten thousand dollars (\$10,000);

- b) the fine as set out in the District's *Municipal Ticket Information Bylaw 1290, 2021*, as amended from time to time; or
- c) the fine as set out in the District's *Bylaw Enforcement Notice Bylaw 1333, 2024*, as amended from time to time.

13.7. It is an offence for a person to remove any notice or ticket affixed or placed on a Vehicle, Recreational Vehicle or Trailer by an Authorized Person or a District employee unless they are the Owner or Operator of that Vehicle.

14. DEFAULT

14.1. If this Bylaw requires a person to do any matter or thing, and the person does not do the matter or thing required, the District may do such matter or thing at the expense of the person in default and may recover the expense thereof from the person with interest at the rate set out in Section 193.1 of the *Community Charter*.

15. INSPECTION

15.1. After taking reasonable steps to advise the Owner or Occupier before entering the property, an Authorized Person may, acting reasonably, enter at all reasonable times upon any property that is subject to the regulations of this Bylaw to ascertain whether such regulations, prohibitions and requirements are being met.

16. SCHEDULES

16.1. The following schedules are included and form part of this Bylaw:

- a) Schedule A – Off-Street Public Parking Lots
- b) Schedule B – Exemptions to Winter Parking Restrictions
- c) Schedule C – Truck Routes
- d) Schedule D – No Truck Routes

17. FORMS/APPLICATIONS

17.1. The Corporate Officer may prescribe, establish, and amend any forms necessary for the administration or enforcement of this Bylaw, including but not limited to application forms, declarations, notices, and Permits.

18. SEVERABILITY

18.1. The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw must not affect the validity of the remainder of this Bylaw.

19. REPEAL

19.1. The District *Traffic, Parking and Highway Bylaw No. 472, 1987* and all amendments thereto are hereby repealed.

READ A FIRST TIME this 2nd day of June 2026.

READ A SECOND TIME this ____ day of _____, 20____.

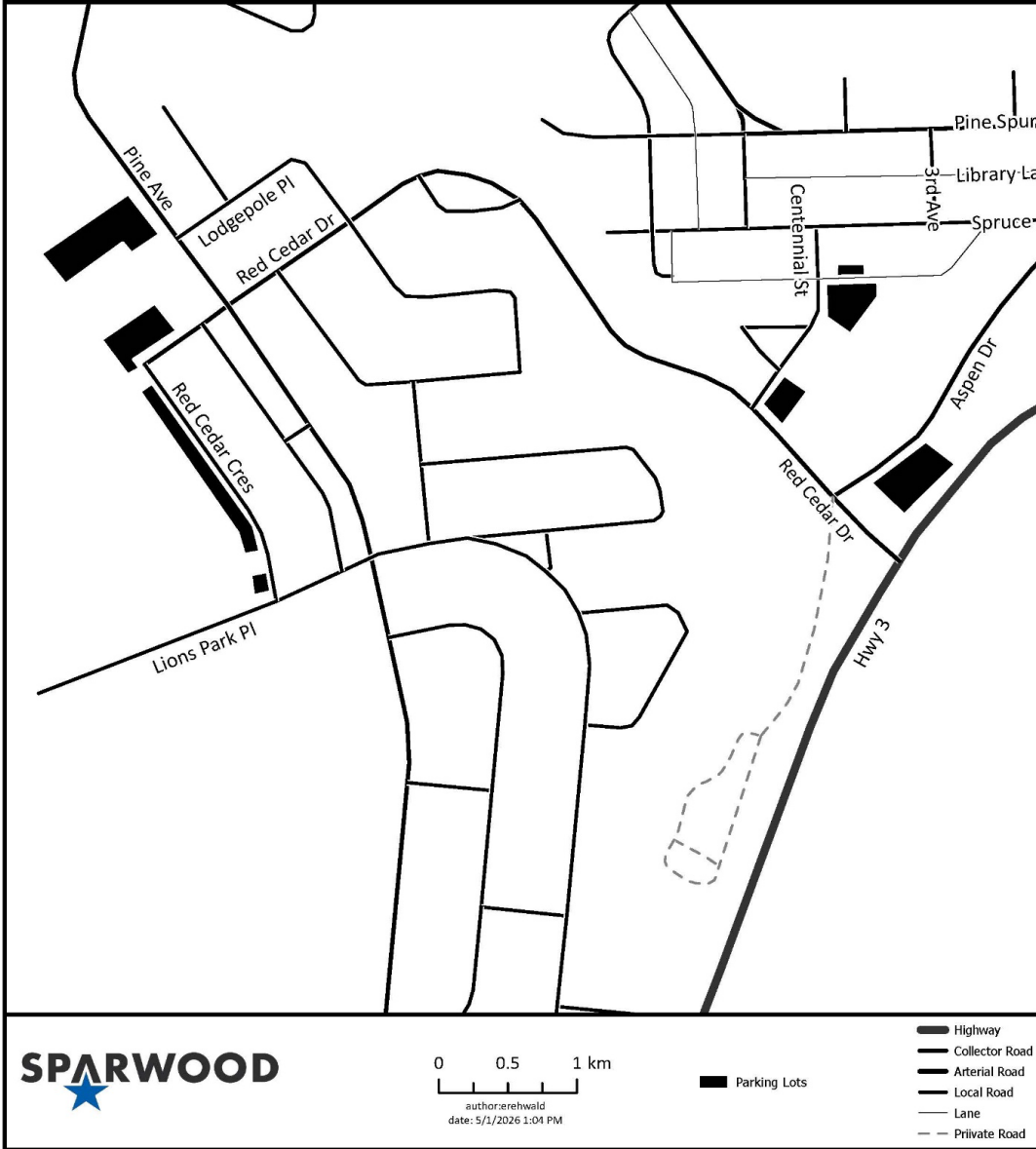
READ A THIRD TIME this ____ day of _____, 20____.

ADOPTED this ___ day of _____, 20____.

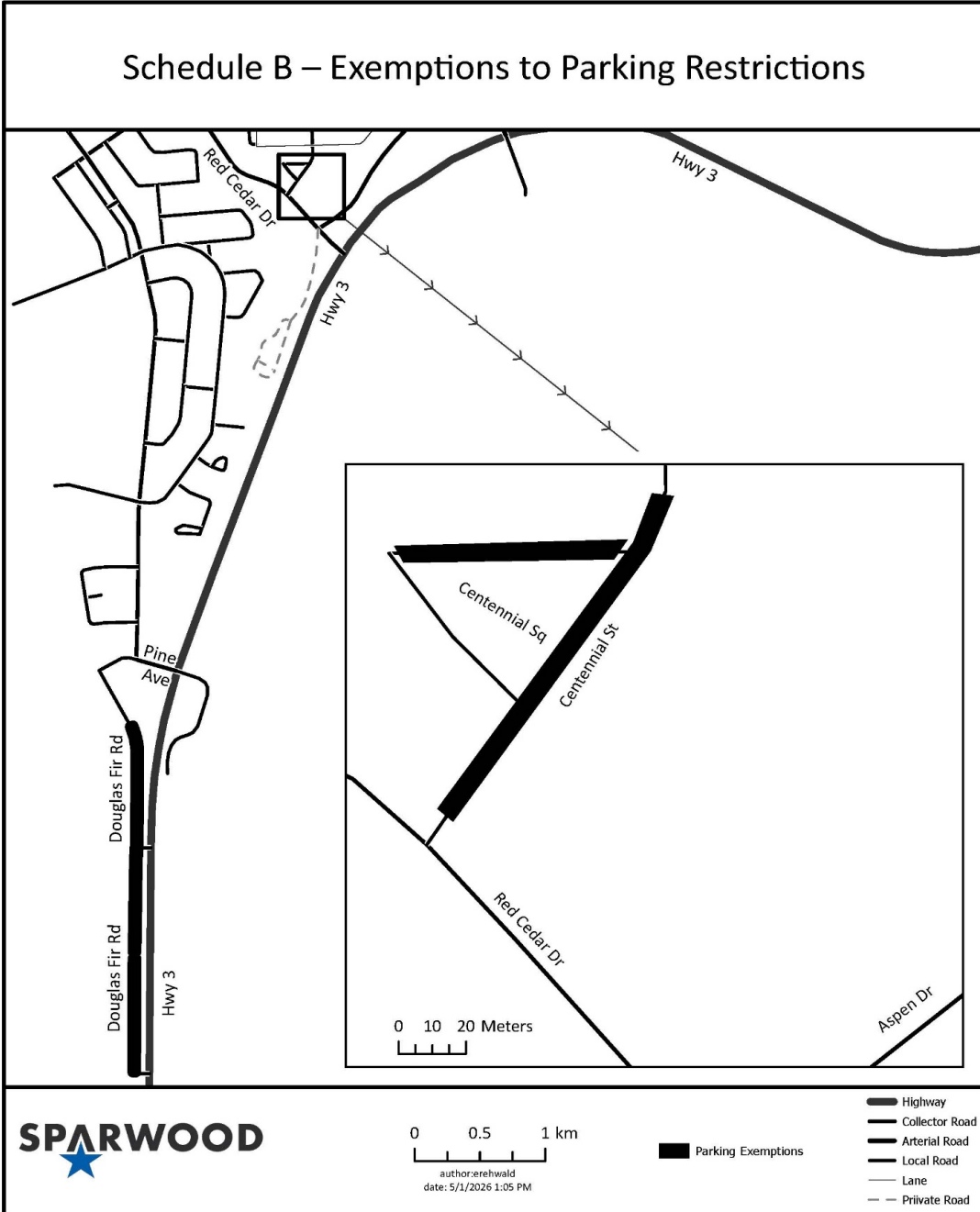
Mayor

Corporate Officer

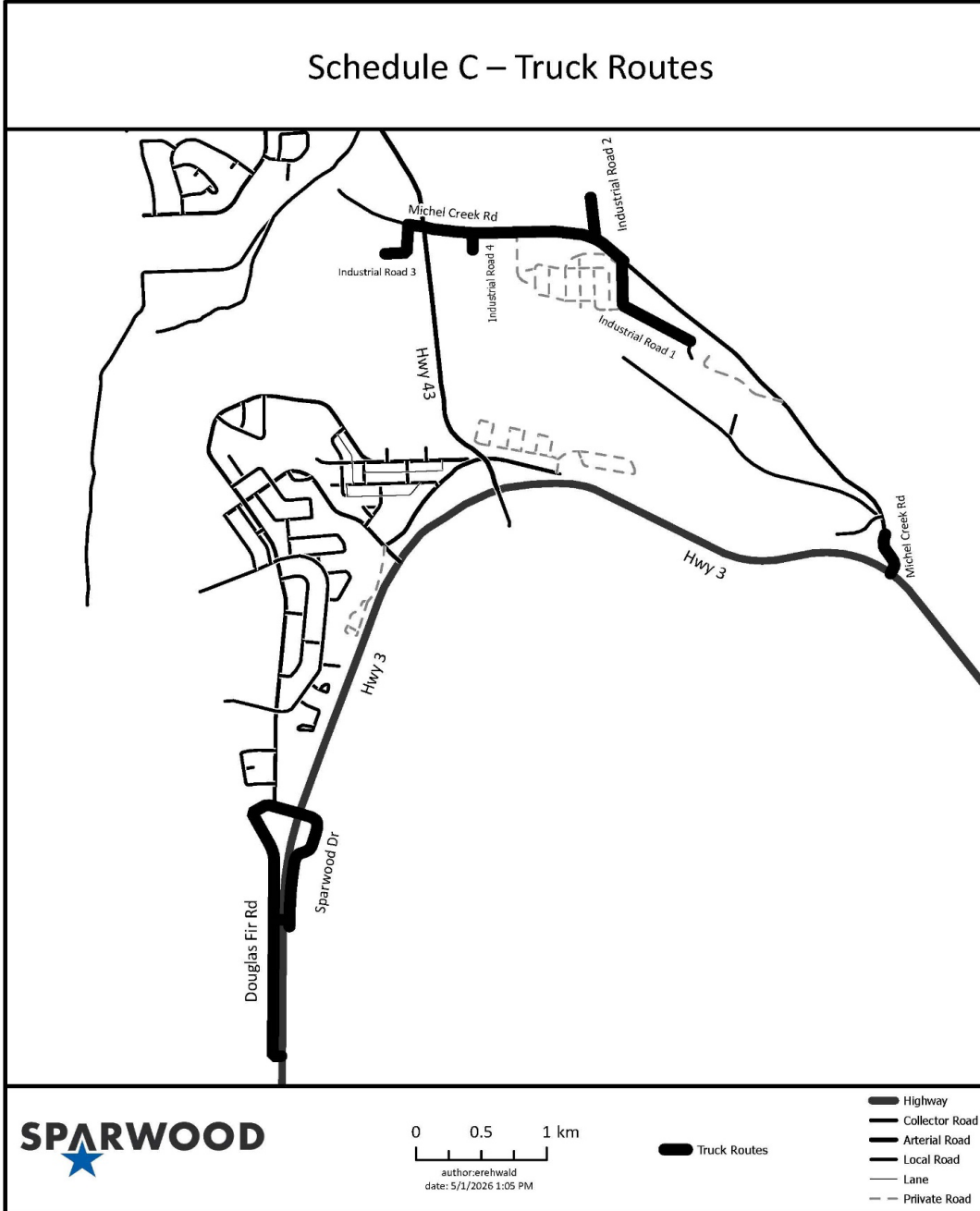
Schedule A - Off-Street Parking Lots



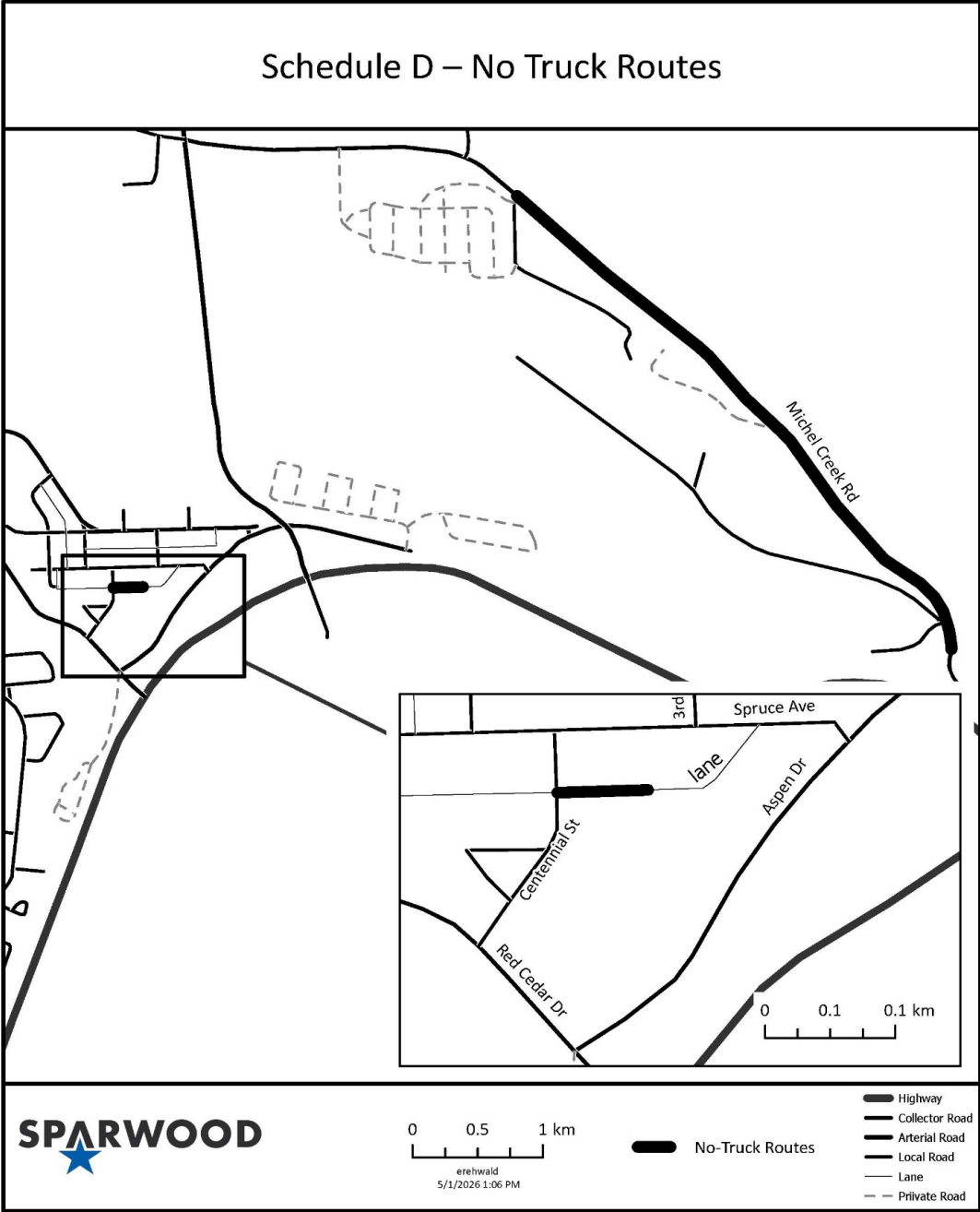
Schedule B – Exemptions to Parking Restrictions



Schedule C – Truck Routes



Schedule D – No Truck Routes



TOPIC	Amendment Bylaws for Traffic Regulations for first, second, and third reading	
MEETING	Regular Council Meeting - 07 Jul 2026	ATTACHMENTS 1. Fees and Charges Amendment Bylaw 1371, 2026 2. Bylaw Enforcement Notice Amendment Bylaw 1372, 2026
PRESENTED BY	Director of Corporate Services	
REVIEW	Director of Operations	

RECOMMENDATION

Option A:

1. That Council give first, second, and third reading to Fees and Charges Amendment Bylaw 1371, 2026, as presented.
2. That Council give first, second, and third reading to Bylaw Enforcement Notice Amendment Bylaw 1372, 2026, as presented.

PURPOSE

Provide Council with a summary of proposed amendments to the Fees and Charges Bylaw 1322, 2023 and the Bylaw Enforcement Notice Bylaw 1333, 2024 required to support the proposed Traffic Regulations Bylaw, and give first, second, and third readings to the amendment bylaws.

BACKGROUND INFORMATION

The Traffic, Parking and Highways Regulation Bylaw No 472, 1987 was reviewed by the Committee of the Whole on September 16, 2025, where following further evaluation of the bylaw by the District’s Bylaw Enforcement Officer, a red line version was created by staff to consider amendments to the traffic bylaw. The proposed amendments include administrative changes, penalties for damages, back lane parking concerns, driveway considerations, updated schedules for street parking exemptions, and further suggested parking regulations.

LEGAL/STATUTORY AUTHORITY

[Community Charter Section 8](#): Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services.
[Motor Vehicle Act, Section 124](#) : A Council may, by bylaw, regulate matters related to motor vehicles within the municipality, including parking, stopping, and lane use, and may impose penalties for violations

LEGAL/STATUTORY REQUIREMENTS

[Community Charter, Section 135](#): A bylaw be a given three readings prior to adoption.

ANALYSIS AND OPTIONS

The proposed changes to the [Fees and Charges Bylaw 1322, 2023](#) include the addition of a schedule for Traffic Regulations fees and the incorporation of fee increases over the next few years to account for increasing costs for the provision of towing and storage services.

The proposed changes to the [Bylaw Enforcement Notice Bylaw 1333, 2024](#), as outlined in the redline version, are as follows:

- Addition of fines to support the proposed Traffic Regulations Bylaw
- Update of schedules to properly reference authority and infractions

At the June 2, 2026 Regular Meeting of Council, Council referred these amendment bylaws back to staff to ensure alignment with the direction provided for the proposed Traffic Regulations Bylaw. Staff have confirmed no additional changes are required at this time.

A	Give three readings to the bylaws	<p>Pros</p> <ul style="list-style-type: none"> • Supports fines for proposed Traffic Regulations Bylaw • Predictable, gradual fee increases • Helps to offset rising operational costs of providing towing and storage services
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	Cons
	<ul style="list-style-type: none"> • Potential public resistance or adjustment challenges
	Resource Implications
	<ul style="list-style-type: none"> • None
	Personnel Implications
	<ul style="list-style-type: none"> • None
	Suggested Motion
	<ol style="list-style-type: none"> 1. That Council give first, second, and third reading to Fees and Charges Amendment Bylaw 1371, 2026, as presented. 2. That Council give first, second, and third reading to Bylaw Enforcement Notice Amendment Bylaw 1372, 2026, as presented.

B	Give two readings and amend the bylaws	Pros
		<ul style="list-style-type: none"> • Improves policy fit to clearly align policy direction • Reduces adoption and enforcement risk allowing staff to refine language • Provides an opportunity for staff to adjust the degree of administrative discretion • Demonstrates response to community concern
		Cons
		<ul style="list-style-type: none"> • Creates a risk of incremental changes beyond intent
		Resource Implications
		<ul style="list-style-type: none"> • Administrative cost
	Personnel Implications	
	<ul style="list-style-type: none"> • Staff time to make amendments to the amendment bylaws 	
	Suggested Motion	
	<ol style="list-style-type: none"> 1. That Council give first and second reading to Fees and Charges Amendment Bylaw 1371, 2026, as presented. 2. That Council amend the Fees and Charges Amendment Bylaw 1371, 2026, as follows: "insert list". 3. That Council give third reading to Fees and Charges Amendment Bylaw 1371, 2026, as amended. 	
	<ol style="list-style-type: none"> 1. That Council give first and second reading to Bylaw Enforcement Notice Amendment Bylaw 1372, 2026, as presented. 2. That Council amend the Bylaw Enforcement Notice Amendment Bylaw 1372, 2026, as follows: "insert list". 3. That Council give third reading to Bylaw Enforcement Notice Amendment Bylaw 1372, 2026, as amended. 	

C	Do not proceed with the bylaw	Pros
		<ul style="list-style-type: none"> • None
		Cons
		<ul style="list-style-type: none"> • Inability to legally enforce proposed Traffic Regulations bylaw through fees or fines
		Resource Implications
	<ul style="list-style-type: none"> • Inability to recover fees related to the proposed Traffic Regulations Bylaw 	
	Personnel Implications	
	<ul style="list-style-type: none"> • None 	
	Suggested Motion	
	None. Defeat of Option A or B would result in Option C.	

ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES

ENVIRONMENT: Maintaining a healthy and natural environment through responsible use, protection and sustainable practices.

PUBLIC COMMUNICATION AND ENGAGEMENT

INFORM: Provide the public with information helping them understand who, what, where, when, why and how of issue or topic.

NEXT STEPS

- Update readings on the bylaws.
- Bring the bylaws back for adoption.

Respectfully submitted by,
Megan Rawles, Deputy CAO / Director of Corporate Services

Approved By:
Megan Rawles, Deputy CAO / Director of Corporate Services

Status:
Approved - 29 Jun 2026

DISTRICT OF SPARWOOD
Fees and Charges Amendment Bylaw 1371, 2026

A Bylaw to amend Fees and Charges Bylaw 1322, 2023

WHEREAS Council has adopted Fees and Charges Bylaw 1322, 2023;
AND WHEREAS Council had deemed it appropriate to amend Fees and Charges Bylaw 1322, 2023;
NOW THEREFORE the Council of the District of Sparwood in open meeting assembled enacts as follows:

1. This bylaw may be cited as "Fees and Charges Amendment Bylaw 1371, 2026."
2. That Fees and Charges Bylaw 1322, 2023 be amended by:
 - a. inserting Schedule D – Traffic Regulations Fees, attached to this bylaw; and
 - b. inserting the following text in the list of schedules in Section 4:
"Schedule D – Traffic Regulations Fees"

READ A FIRST TIME this ____ day of _____, 202__.

READ A SECOND TIME this ____ day of _____, 202__.

READ A THIRD TIME this ____ day of _____, 202__.

ADOPTED this ____ day of _____, 202__.

Mayor

Corporate Officer

SCHEDULE "D" – TRAFFIC REGULATIONS

Impound and Towing Fees	2026	2027	2028	2029	2030
Towing fee	Actual cost of removal	Actual cost of removal	Actual cost of removal	Actual cost of removal	Actual cost of removal
Impound Storage Fees (District lot) (per day or part of a day for which the vehicle is impounded)	\$ 50.00	\$ 52.00	\$ 53.00	\$ 54.00	\$ 55.00
Impound Storage Fees (Commercial facility/tow yard) (the actual cost paid to a commercial storage facility or tow yard for each day, or part of a day for which the vehicle is impounded)	Actual cost	Actual cost	Actual cost	Actual cost	Actual cost
Administrative Fee (applies to both Towing and Impound)	15%	15%	15%	15%	15%

All fees are subject to tax unless otherwise noted.

DISTRICT OF SPARWOOD
Bylaw Enforcement Notice Amendment Bylaw 1372, 2026

A Bylaw to amend Bylaw Enforcement Notice Bylaw 1333, 2024

WHEREAS Council has adopted *Bylaw Enforcement Notice Bylaw 1333, 2024*;

AND WHEREAS Council had deemed it appropriate to amend *Bylaw Enforcement Notice Bylaw 1333, 2024*;

NOW THEREFORE the Council of the District of Sparwood in open meeting assembled enacts as follows:

1. This bylaw may be cited as "*Bylaw Enforcement Notice Amendment Bylaw 1372, 2026.*"
2. That *Bylaw Enforcement Notice Bylaw 1333, 2024* be amended as follows:
 - a. By striking out Schedule A – Designated Bylaw Enforcement Officers, in its entirety, and inserting the new Schedule A – Designated Bylaw Enforcement Officers, attached to this Bylaw in its place; and
 - b. By striking out Schedule Q – Sparwood Traffic, Parking, and Highways Regulation Bylaw No. 472, 1987, in its entirety, and inserting the new Schedule Q – Traffic Regulations Bylaw 1346, 2026, attached to this Bylaw in its place.

READ A FIRST TIME this ___ day of _____, 202__.

READ A SECOND TIME this ___ day of _____, 202__.

READ A THIRD TIME this ___ day of _____, 202__.

ADOPTED this ___ day of _____, 202__.

Mayor

Corporate Officer

Schedule A
Designated Bylaw Enforcement Officers

Designated Bylaws	Designated Bylaw Enforcement Officers
Animal Control Bylaw 1289, 2021	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Building Bylaw 1012, 2009	Bylaw Enforcement Officer
	Building Official
	Corporate Officer
	Chief Administrative Officer
Sparwood Business Licence Bylaw No. 849, 2001	Bylaw Enforcement Officer
	Building Official
	Corporate Officer
	Chief Administrative Officer
Sparwood Campgrounds Bylaw No. 435, 1986	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
Cemetery Management Bylaw 1317, 2023	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Centennial Square Sidewalk Clearance Bylaw No. 392, 1985	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Clean Air Bylaw 1241, 2019	Bylaw Enforcement Officer
	Building Official
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Community Standards Bylaw 1194, 2018 (Schedule B8)	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Fire Services Bylaw 974, 2008	Bylaw Enforcement Officer
	Director of Fire Services
	Deputy Director of Fire Services
	Corporate Officer
	Chief Administrative Officer
Sparwood Litter Control Bylaw No. 421, 1985	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Mobile Home Parks Bylaw No. 288, 1982	Bylaw Enforcement Officer
	Building Official
	Corporate Officer
	Chief Administrative Officer
Off-Road Vehicle Bylaw 1182, 2016 (Schedule B12)	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Parks and Trails Bylaw 1217, 2020	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Sign Bylaw No. 839, 2001	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police

Schedule A
Designated Bylaw Enforcement Officers
CONTINUED

Designated Bylaws	Designated Bylaw Enforcement Officers
Smoke Control Bylaw 936, 2005	Bylaw Enforcement Officer
	Director of Fire & Emergency Services
	Deputy Director of Fire Services
	Members of the Royal Canadian Mounted Police
Traffic Regulations Bylaw 1346, 2026	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
	Members of the Royal Canadian Mounted Police
Utility and Solid Waste Management Bylaw 1014, 2009	Bylaw Enforcement Officer
	Corporate Officer
	Chief Administrative Officer
Zoning Bylaw No. 264, 1981	Bylaw Enforcement Officer
	Building Official
	Corporate Officer
	Chief Administrative Officer

Schedule Q
Traffic Regulations Bylaw 1346, 2026

Section	Bylaw Contravention	Column 1	Column 2	Column 3
		Penalty	Early payment	Compliance Agreement Available (Maximum 50% reduction in penalty amount where Compliance Agreement is shown as "Yes")
3.1 (a)	Roller skate / skateboard / skate / sled / ski / snowshoe /other means on a highway	\$250.00	\$125.00	Yes
3.1 (b)	Stand or loiter	\$200.00	\$100.00	No
3.1 (c)	Obstruct a funeral or parade procession	\$250.00	\$125.00	No
3.1 (d)	Pass on unmarked, single lane or across a solid line	\$250.00	\$125.00	No
3.1 (e)	Place leaflets on windshield	\$100.00	\$50.00	No
3.1 (f)	Drop debris	\$100.00	\$50.00	Yes
3.1 (g)	Leave debris from accident	\$100.00	\$50.00	No
3.1 (h)	Signs on poles, trees or Traffic Control Devices	\$100.00	\$50.00	No
3.1 (i)	Place sign to regulate highway	\$250.00	\$125.00	Yes
3.1 (j)	Place garbage containers on roadway	\$100.00	\$50.00	Yes
3.1 (k)	Operate truck on No Truck Route	\$500.00	\$250.00	No
3.2 (a)	Unauthorized fence or hedge (corner lot highway)	\$250.00	\$125.00	Yes
3.2 (b)	Unauthorized fence or hedge (corner lot lane)	\$250.00	\$125.00	Yes
3.2 (c)	Allow or permit mud or debris on the highway from property	\$100.00	\$50.00	No
3.3 (a)	Pass in school or playground zone	\$250.00	\$125.00	No
3.3 (b)	Pass at a crosswalk	\$250.00	\$125.00	No
3.3 (c)	Fail to stop for pedestrian in crosswalk	\$250.00	\$125.00	No
6.3	Enter or travel on closed or diverted road	\$500.00	\$250.00	No
7.1 (a)	Improper tires	\$100.00	\$50.00	Yes
7.1 (b)	Improper tires (solid)	\$100.00	\$50.00	Yes
7.1 (c)	Improper tires (attachments or projections)	\$100.00	\$50.00	Yes
7.1 (d)	Vehicle in contravention of bylaw	\$500.00	\$250.00	No
7.2 (a)	Unsecured load	\$200.00	\$100.00	No
7.2 (b)	Excessive rear or side overhang	\$100.00	\$50.00	No
7.2 (c)	Load shift or sway	\$100.00	\$50.00	No
7.2 (d)	Load drop / sift / leak	\$100.00	\$50.00	No
7.2 (e)	Unsecured load -covering	\$100.00	\$50.00	No
7.3	Vehicle not equipped as required	\$100.00	\$50.00	Yes
7.4 (a)	Permit noise to disturb the neighbourhood on highway	\$250.00	\$125.00	Yes
7.4 (b)	Noise from vehicle	\$250.00	\$125.00	Yes
7.4 (c)	Amplify sound from a vehicle which disturbs neighbourhood	\$250.00	\$125.00	Yes
7.4 (d)	Operate outdoor public address system from vehicle	\$250.00	\$125.00	No
7.4 (e)	Operate vehicle w/o proper muffler	\$250.00	\$125.00	No
7.4 (f)	Operate vehicle making unnecessary noise	\$250.00	\$125.00	No
8.1	No authorized permit	\$500.00	\$250.00	Yes

Schedule Q
Traffic Regulations Bylaw 1346, 2026
CONTINUED

Section	Bylaw Contravention	Column 1	Column 2	Column 3
		Penalty	Early payment	Compliance Agreement Available (Maximum 50% reduction in penalty amount where Compliance Agreement is shown as "Yes")
8.2	Fail to meet conditions	\$500.00	\$250.00	No
8.5	Fail to have permit at site	\$200.00	\$150.00	Yes
8.6	Fail to have permit in vehicle / available	\$200.00	\$150.00	Yes
8.15	Leave excavation/obstruction without barricade	\$250.00	\$125.00	No
9.1 (a)	Not for highway use, registered, insured and displaying number plate	\$100.00	\$50.00	No
9.1 (b)	Displaying signs or for sale	\$100.00	\$50.00	No
9.1 (c)	Park vehicle for repair purpose	\$100.00	\$50.00	No
9.1 (d)	Park contrary to traffic control device	\$100.00	\$50.00	No
9.1 (e)	Angle park vehicle	\$100.00	\$50.00	No
9.1 (f)	Impedes flow of traffic	\$100.00	\$50.00	No
9.1 (g)	Park in loading zone over 15 minutes	\$100.00	\$50.00	No
9.1 (h)	Sales from vehicle	\$100.00	\$50.00	No
9.1 (i)	Encroach or overhang sidewalk	\$100.00	\$50.00	Yes
9.1 (j)	Sleep in overnight	\$100.00	\$50.00	Yes
9.1 (k)	Unattached trailer	\$100.00	\$50.00	Yes
9.2 (a)	Park on sidewalk / walkway / greenbelt / adjacent land	\$100.00	\$50.00	No
9.2 (b)	Park vehicle in front of driveway	\$100.00	\$50.00	No
9.2 (c)	Park more than 30cm from curb	\$100.00	\$50.00	No
9.2 (d)	Park a vehicle within intersection / centre of cul-de-sac	\$100.00	\$50.00	No
9.2 (e)	Park on bridge	\$100.00	\$50.00	No
9.2 (f)	Park within 6m of fire hydrant	\$100.00	\$100.00	No
9.2 (g)	Park within 6m of or on crosswalk	\$100.00	\$50.00	No
9.2 (h)	Park within 6m of traffic control device	\$100.00	\$50.00	No
9.2 (i)	Obstruct visibility of traffic control device	\$100.00	\$50.00	No
9.2 (j)	Park within 6m of entrance /exit of lane / commercial / industrial property	\$100.00	\$50.00	No
9.2 (k)	Park within 15m of railway or crossing	\$100.00	\$50.00	No
9.2 (l)	Double park	\$100.00	\$50.00	No
9.2 (m)	Park against the flow of traffic	\$100.00	\$50.00	No
9.2 (n)	Park in a reserved space	\$100.00	\$50.00	No
9.2 (o)	Park over time on highway	\$100.00	\$50.00	No
9.2 (o)	Park over 24 hours	\$100.00	\$50.00	No
9.2 (p)	Park contrary to traffic control device	\$100.00	\$50.00	No
9.2 (p)	Park in fire zone	\$250.00	\$125.00	No
9.2 (p)	Park next to yellow curb	\$100.00	\$50.00	No
9.2 (p)	Park in cycle parking	\$100.00	\$50.00	No

Schedule Q
Traffic Regulations Bylaw 1346, 2026
CONTINUED

Section	Bylaw Contravention	Column 1	Column 2	Column 3
		Penalty	Early payment	Compliance Agreement Available (Maximum 50% reduction in penalty amount where Compliance Agreement is shown as "Yes")
9.2 (q)	Park in school zone during restricted hours	\$100.00	\$50.00	No
9.2 (r)	Park between 6am and 4pm (Oct 1 to Mar 31)	\$100.00	\$50.00	No
9.2 (s)	Commercial vehicle unless being loaded or unloaded	\$100.00	\$50.00	No
9.2 (t)	Truck overnight in residential	\$100.00	\$50.00	No
9.3 (a)	Park outside designated space	\$100.00	\$50.00	No
9.3 (b)	Park over time allowed in a parking lot	\$100.00	\$50.00	No
9.11	Park in disabled zone w/o permit	\$100.00	\$100.00	No
10.2 (a)	Cause damage to sidewalk, walkway or adjacent land	\$500.00	\$250.00	Yes
10.2 (b)	Excavate, break or remove any part of highway	\$500.00	\$250.00	No
10.2 (c)	Cut through or tunnel under highway	\$500.00	\$250.00	No
10.2 (d)	Damage to landscaping on highway / right of way	\$250.00	\$125.00	No
10.2 (e)	Cause damage to highway surface by dragging or skidding object	\$500.00	\$250.00	No
10.2 (f)	Construct boulevard crossing	\$250.00	\$125.00	Yes
10.2 (g)	Impede water flow	\$250.00	\$125.00	Yes
10.2 (h)	Construct ditch / drain directing effluent to highway	\$250.00	\$125.00	Yes
10.2 (i)	Construct ditch causing water damage to highway	\$250.00	\$125.00	No
10.2 (j)	Place structure on a highway	\$250.00	\$125.00	No
10.2 (k)	Deface highway / structure on highway / traffic control device	\$250.00	\$125.00	Yes
10.2 (l)	Install or alter sign	\$250.00	\$125.00	No
10.2 (m)	Place movable property on highway	\$100.00	\$50.00	No
10.3 (a)	Operate on or across sidewalk	\$100.00	\$50.00	No
10.3 (b)	Operate on trail or within a park	\$100.00	\$50.00	No
10.3 (c)	Unauthorized use of a tracked vehicle	\$250.00	\$125.00	No
10.3 (c)	Operate tracked vehicle on highway	\$250.00	\$125.00	No
10.3 (d)	Operate contrary to traffic control device (other than speed sign)	\$250.00	\$125.00	No
10.3 (e)	Drive or ride vehicle or animal over 200 kg over sidewalk or curb	\$250.00	\$125.00	Yes
10.3 (f)	Operate motor vehicle or herd animals on a sidewalk or boulevard	\$100.00	\$50.00	Yes
10.6	Operate a truck on No Truck Route	\$250.00	\$125.00	No
11.1	Allow snow, ice or slush onto highway	\$250.00	\$125.00	Yes
13.7	Remove notice or ticket	\$250.00	\$125.00	No

TOPIC	Fire Services Amendment Bylaw 1375, 2026 for first, second and third reading	
MEETING	Regular Council Meeting - 07 Jul 2026	ATTACHMENTS 1. Fire Services Amendment Bylaw 1375, 2026 2. REDLINE Fire Services Bylaw 974 Consolidated
PRESENTED BY	Director of Fire Services	
REVIEW	Director of Operations	

RECOMMENDATION

Option A:

That Council give first, second and third reading to Fire Services Amendment Bylaw 1375, 2026, as presented.

PURPOSE

The purpose of this report is to seek Council approval of amendments to the Fire Services Bylaw to update legislative references, improve administrative efficiency related to backyard fire pit permits, clarify permissible uses of Fire Department assets, and amend Fire Service response boundaries along Highway 3.

BACKGROUND INFORMATION

The District of Sparwood [Fire Services Bylaw 974](#) was originally adopted in 2008 to establish the framework for the organization, administration, and operation of fire protection services within the municipality. The bylaw governs fire prevention, suppression, permitting, inspections, and emergency response, and defines the authority of the Fire Chief and Fire Department operations. Since its adoption, provincial legislation and operational demands have evolved, including the replacement of the Fire Services Act with the Fire Safety Act. The proposed amendments were presented to the Committee of the Whole, at the June 2, 2026 regular meeting who reviewed the proposed changes and supported proceeding forward to Council for consideration of an amendment bylaw.

LEGAL/STATUTORY AUTHORITY

[Section 8 of the Community Charter](#) authorizes Council by bylaw to regulate a municipal service.

LEGAL/STATUTORY REQUIREMENTS

[Community Charter, Section 135](#) – A bylaw be given three readings prior to adoption.

ANALYSIS AND OPTIONS

The proposed amendments include several key updates to modernize the Fire Services Bylaw and align it with current practices.

Legislative

All references to the Fire Services Act will be replaced with the Fire Safety Act to ensure consistency with current provincial legislation.

Fire pit and outdoor Fireplace Permit

Remove the requirement for annual renewal and inspection of backyard fire pit permits while introducing a maximum fire pit size of one metre in diameter. This change is intended to reduce administrative burden on both staff and residents while maintaining compliance through existing enforcement mechanisms, with permits remaining valid unless ownership changes or installations no longer meet bylaw requirements.

Reserve Fire Apparatus and Fire Training Center

Clarify the permissible use of Fire Department assets by allowing for the rental of reserve fire apparatus and the Fire Training Centre located at 1391 Ponderosa Drive. This change will provide opportunities for cost recovery and potential revenue generation while supporting regional emergency response partnerships, subject to appropriate controls including agreements, insurance, and oversight.

Fire Service Area

Address Fire Service boundaries along Highway 3, where approximately 18 kilometres of highway is currently included within the District’s service area and accounts for about 18.8 percent of total call volume. These incidents are resource-intensive and currently lack a cost recovery mechanism. Adjusting the boundary between the south end of Douglas Fire Road to the Michel Creek Road intersection will better align service delivery with those who benefit, improve transparency, and support cost recovery through Emergency Management BC tasking.

A	Approve Proposed Amendments	<p>Pros</p> <ul style="list-style-type: none"> • Modernizes the bylaw to reflect current provincial legislation and operational realities. • Improves administrative efficiency by reducing unnecessary permit renewals. • Creates opportunities for revenue generation and cost recovery through asset rental and improved access to Emergency Management BC funding for highway incidents. • Enhances fairness and transparency by better aligning service delivery with those who directly benefit. • Reducing the reliance on local taxpayers to subsidize non-resident emergency responses. • Supports regional collaboration through shared training and operational resources.
		<p>Cons</p> <ul style="list-style-type: none"> • Implementation of these amendments introduces additional administrative and operational requirements. • Increased wear on equipment and facilities, and liability considerations that must be managed through insurance and risk mitigation measures. • Adjustments to Highway 3 service boundaries may require communication with stakeholders and partner agencies to ensure clarity of service expectations.
		<p>Resource Implications</p> <ul style="list-style-type: none"> • Amendments are expected to reduce administrative costs related to permit processing. • Provides opportunities for revenue generation through apparatus and facility rental. • The proposed boundary changes will support improved cost recovery for highway-related incidents, reducing the financial impact on local taxpayers over time.
		<p>Personnel Implications</p> <ul style="list-style-type: none"> • The proposed amendments are expected to have a net neutral to positive impact on staffing resources. • Reduce staff time currently dedicated to administrative processing and field inspections, allowing those resources to be redirected to higher priority operational and prevention activities. • Increase in administrative workload associated with Emergency Management BC (EMBC) task numbers and documentation for highway-related motor vehicle incidents. • The development and administration of agreements related to the rental of fire department assets.
		<p>Suggested Motion</p> <p>That Council give first, second and third reading to Fire Services Amendment Bylaw 1375, 2026, as presented.</p>

B	Amend bylaw	<p>Pros</p> <ul style="list-style-type: none"> • Ensure the Bylaw reflects the will of Council • Council may identify additional changes they wish to make before reading the Bylaw
		<p>Cons</p> <ul style="list-style-type: none"> • May leave aspects of the Bylaw ambiguous and open to interpretation • Other changes may have unintended consequences • May require additional staff time to review and research changes
		<p>Resource Implications</p> <ul style="list-style-type: none"> • Unknown, depending on direction
		<p>Personnel Implications</p> <ul style="list-style-type: none"> • Unknown, depending on direction
		<p>Suggested Motion</p> <ol style="list-style-type: none"> 1. That Council give first reading to Fire Services Amendment Bylaw 1375, 2026, as presented. 2. That Council amend Fire Services Amendment Bylaw 1375, 2026, as follows: "insert list".

	3. That Council give second and third reading to Fire Services Amendment Bylaw 1375, 2026, as amended.
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C	Maintain Current Bylaw	<p>Pros</p> <ul style="list-style-type: none"> No changes to current operations, eliminating the requirement for additional administrative processes, policy development, or implementation efforts. Avoids potential liability considerations associated with asset rental and maintains the existing level of service coverage, including along Highway 3.
		<p>Cons</p> <ul style="list-style-type: none"> Continued reliance on outdated legislative references, reducing alignment with the Fire Safety Act. Administrative inefficiencies related to annual fire pit permit renewals. Opportunities for cost recovery and revenue generation through asset rental would not be realized. District would continue to subsidize highway-related emergency response without an effective cost recovery mechanism. Service boundaries would remain misaligned with the primary intent of municipal fire protection services, limiting transparency and fairness.
		<p>Resource Implications</p> <ul style="list-style-type: none"> Potential loss of revenue for apparatus and training centre.
		<p>Personnel Implications</p> <ul style="list-style-type: none"> No changes
		<p>Suggested Motion</p> <p>None defeat of Option A or B results in Option C.</p>

ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES

GOVERNANCE: Fiscally sustainable government focused on strategic decision- making, transparency and inclusiveness.

PUBLIC COMMUNICATION AND ENGAGEMENT

INFORM: Provide the public with information helping them understand who, what, where, when, why and how of issue or topic.

NEXT STEPS

- Staff will bring the bylaw forward for adoption at a future Council meeting.

Respectfully submitted by,
Sheldon Tennant, Director of Fire Services

Approved By:
Caitlin Ceal, Deputy Director of Finance
Megan Rawles, Deputy CAO / Director of Corporate Services

Status:
Approved - 02 Jul 2026
Approved - 02 Jul 2026

DISTRICT OF SPARWOOD
Fire Services Amendment Bylaw 1375, 2026

A Bylaw to amend Fire Services Bylaw 974, 2008

WHEREAS Council has adopted Fire Services Bylaw 974, 2008;

AND WHEREAS Council had deemed it appropriate to amend Fire Services Bylaw 974, 2008;

NOW THEREFORE the Council of the District of Sparwood in open meeting assembled enacts as follows:

1. This Bylaw may be cited as *"Fire Services Amendment Bylaw 1375, 2026"*.
2. That Fire Services Bylaw 974, 2008 be amended as follows:
 - a. By striking out reference to the "Fire Services Act" and inserting reference to the "Fire Safety Act" in its place.
 - b. By striking out section 5(c) and inserting the following in its place:

"(c) exercise all powers provided to the Fire Chief by the Fire Safety Act;"
 - c. By striking out section 12 – Limits of Jurisdiction, in its entirety and inserting the following in its place:

"Limits of Jurisdiction
12. No apparatus, equipment or personnel of the Fire Department shall be operated or deployed outside the area as set forth in Schedule "C", designated "Fire Coverage".

For greater certainty, only those portions of Highway 3 expressly identified as included within Schedule "C" form part of the Fire Protection Area. All other portions of Highway 3 are excluded, whether or not depicted on the base mapping.

This section does not apply:

 - (a) under the authority of the British Columbia Emergency and Disaster Management Act;
 - (b) as authorized by an Agreement with the Regional District of East Kootenay to provide fire suppression and road rescue services to those lands set out in Schedule "G", attached hereto;
 - (c) as authorized by mutual aid agreement entered into between the Municipality and another party; or
 - (d) for the purpose of providing road rescue and associated emergency response services on Highways 3 and 43."

- d. By inserting section 32(f) as follows:
 “(f) And be no larger than one meter inside diameter.”
- e. Striking out “as a Local Assistant” in section 44.
- f. By striking out Schedule B - Charge Out Rates and Cost Recovery, in its entirety, and inserting the new Schedule B - Charge Out Rates and Cost Recovery, attached to this Bylaw in its place.
- g. By striking out Schedule C - Fire Protection Area Map, in its entirety, and inserting the new Schedule C – Fire Protection Area Map, attached to this Bylaw in its place.
- h. By striking out Schedule D – Fire Pit/Outdoor Fireplace Permit, in its entirety, and inserting the new Schedule D – Fire Pit/Outdoor Fireplace Permit, attached to this Bylaw in its place.
- i. By striking out Schedule G – Upper Elk Valley Fire Protection Service Area, in its entirety, and inserting the new Schedule G – Upper Elk Valley Fire Protection Service Area, attached to this Bylaw in its place.

READ A FIRST TIME this ___ day of _____, 202__.

READ A SECOND TIME this ___ day of _____, 202__.

READ A THIRD TIME this ___ day of _____, 202__.

ADOPTED this ___ day of _____, 202__.

 Acting Mayor

 Corporate Officer

SCHEDULE B

CHARGE OUT RATES AND COST RECOVERY

Personnel: Hourly rate for all attending personnel, in effect on the date of the incident or event, plus 50% with a two-hour minimum.

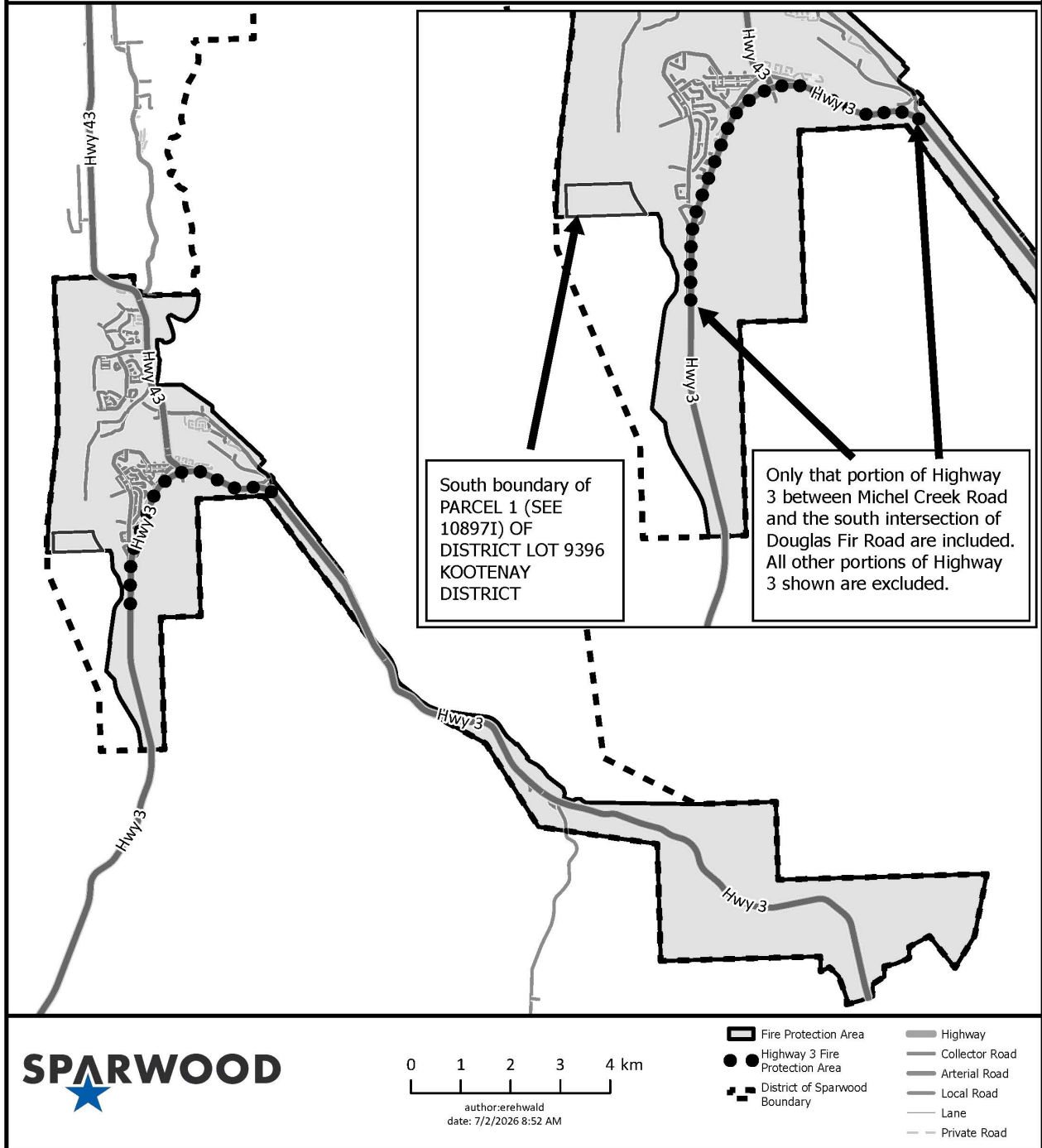
Equipment Hourly Rates

UNIT	EQUIPMENT TYPE	CHARGE PER HOUR OR PART THEREOF
1449	Ladder Truck	\$746.00
1445, 1455	Fire Engine	\$537.00
1443	Utility Pick Up	\$180.00
1446	Engine Water Tender	\$333.00
1451	Light Rescue Crew Cab	\$240.00
1448	Heavy Rescue Truck	\$575.00
1442, 1456	Emergency Response Trailer	\$140.00
1453, 1454	C-1 Command Vehicle	\$160.00

Cost Recovery

ITEM	REFERENCE	FEE
Fire Protection File Searches	Part 3 Paragraph 7	\$50.00
Inspection Requests	Part 3 Paragraph 8	\$50.00
Re-Inspection Fee	Part 3 Paragraph 9	\$50.00
Non-standard Events	Part 3 Paragraph 10	Personnel and equipment charges calculated at the rates schedule set out above, plus actual costs for any materials, supplies or equipment not referenced in the table above, including taxes plus 15% administrative fee.
Securing of Property	Part 6 Paragraph 24	Personnel and equipment charges calculated at the rates schedule set out above, plus actual costs for any materials, supplies or equipment not referenced in the table above, including taxes plus 15% administrative fee.
False Alarms Response	Part 11 Paragraph 52	<ul style="list-style-type: none"> • Second false alarm within a calendar year – fee charged is \$60.00 • Third false alarm within a calendar year – fee charged is \$120.00 • Fourth and all subsequent false alarms within a calendar year – fee charged based on Schedule “B”
Rental of Reserve Fire Engine		\$300 .00 per day *with approved written agreement
Rental of Live Fire Training Center		\$500.00 per day *with approved written agreement

Schedule C - Fire Protection Area Map



Schedule D

Fire Pit/Outdoor Fireplace Permit

Issued under the authority of Fire Services Bylaw 974, 2008

Date: _____

Name: (Property Owner or Authorized Agent): _____

Civic Address: _____

Permits do not require annual renewal; however, inspections may be conducted at any time by the Sparwood Fire Department.

A new application must be submitted if property ownership changes or there are alterations to the fire pit / outdoor fireplace.

INSPECTION

All permitted fire pits / outdoor fireplaces may be inspected by the Fire Chief or designate, for compliance to the requirements of this Permit. The permittee authorizes the Fire Chief or designate to enter upon the property noted on this Permit, at any reasonable time, to conduct the inspection. Upon inspection, the Fire Chief or designate may choose to photograph the location and construction of the fire pit / outdoor fireplace and such record shall form part of the District of Sparwood's record of Permit.

Fire Chief or Designate

The Fire Chief is authorized to cancel or suspend any Permit, in the Fire Chief's sole and absolute discretion, at any time. In such case, the Fire Chief shall issue a Fire Permit Cancellation form as identified in Schedule "F" of *Fire Services Bylaw 974, 2008*.

**DISTRICT
OF
SPARWOOD**



**FIRE SERVICES
BYLAW 974, 2008**

Consolidated with Bylaw 1036, 1080

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DISTRICT OF SPARWOOD

BYLAW 974

A Bylaw to provide for the Establishment of a Fire Department, to establish the regulations and define the service area within the District of Sparwood

WHEREAS Council wishes to establish a Municipal Fire Department and to provide for Fire prevention, protection and control in the District of Sparwood, within the service boundaries herein defined, pursuant to Section 8(2), Section 63 (c) and Section 66 of the Community Charter.

NOW THEREFORE the Municipal Council of the District of Sparwood in open meeting assembled enacts as follows:

PART 1 – CITATION

1. This Bylaw may be cited as the **“Fire Services Bylaw 974, 2008”**.

PART 2 - DEFINITIONS AND INTERPRETATIONS

2. For the purpose of this Bylaw, the following definitions shall apply:

“Approval” means approval by the Fire Chief;

“Building Code” means the Provincial Building Code as defined by the *Community Charter* and bylaws of the Municipality relating to building;

“Council” means the Municipal Council of the District of Sparwood;

“Chief Administrative Officer” means the person appointed from time to time by Council as the Chief Administrative Officer of the Municipality;

“Dangerous Goods” means any product, substance or organism, which is of a highly combustible, flammable or explosive nature, as defined in the *Transportation of Dangerous Goods Act*, Canada, and any other material which, because of its toxic or other inherent characteristics, constitutes a fire hazard or a hazard to life, safety or health and without restricting the generality of the foregoing, are classified as follows:

Class 1	Explosives
Class 2	Gases
Class 3	Flammable Liquids
Class 4	Flammable Solids; Substances Liable to Spontaneous Combustion; Substances that on contact with water emit Flammable Gases (Water-reactive Substances)
Class 5	Oxidizing Substances and Organic Peroxides
Class 6	Toxic and Infectious Substances
Class 7	Radioactive Materials
Class 8	Corrosives
Class 9	Miscellaneous Products, Substances or Organisms

"False Alarm" means the activation of a fire alarm system, resulting in the direct or in-direct notification of the Sparwood Fire Department and the attending at the address and the Fire Department does not find any fire damage, smoke in relation to the building, structure, residence or facility, or where there has been no emergency situation. False alarm incidents include but are not limited to:

- (a) The testing of an alarm which results in a Fire response;
- (b) An alarm actually or apparently activated by mechanical failure, malfunction or faulty equipment;
- (c) An alarm activated by user error;
- (d) An alarm reporting a fire or other emergency situation occurring on or in relation to the address in which the alarm system is installed and no evidence exists or where no such event took place;
- (e) An alarm actually or apparently activated by atmospheric conditions, excessive vibrations or power failure.

"Fire Chief" means the person appointed by Council as the Director of Fire and Safety Services, or Fire Chief, of the Municipality, and shall include any other person authorized by the Fire Chief to exercise some or all of the Fire Chief's powers under this Bylaw";

"Fire Code" means the current edition of the British Columbia Fire Code Regulation and all amendments made pursuant to the *Fire Safety Services Act*;

"Fire Department" means the Fire Department of the Municipality established by this Bylaw;

"Fire Protection" means all aspects of fire suppression and prevention, including, but not limited to fire fighting, incident planning, fire investigation, public education, information and training and staff development;

"Fireworks" includes cannon crackers, fireballs, firecrackers, mines, roman candles, sky rockets, squibs, torpedoes and any other explosive designated as a firework by regulation pursuant to the *Fireworks Act*;

"Free Burning" means any outdoor fire not contained within a fire pit or outdoor fire place, but not including an outdoor grill utilized for cooking purposes;

"Hotel" means a building where transient accommodation is provided;

"Incident" means any situation, wherein the attendance of the Fire Department is dispatched, requested, required or warranted to prevent injury, loss of life, damage or loss to property or damage to the environment;

"Motor Vehicle" has the same meaning as defined in the *Motor Vehicle Act*;

"Non-standard Event" means any event which is beyond the normal emergency response for the fire department, including but not limited to:

- i) Security following a fire incident, while waiting for insurance adjuster(s) to attend for purposes of investigation.
- ii) Security following containment of a natural gas distribution line break, caused by a contractor or property owner, while waiting arrival of the natural gas agency to repair the break.

"Owner or Occupier" includes:

- i) a registered Owner or agent of the Owner;
- ii) a tenant, lessee, licensee, and permittee or other person who has possession or control of any real property;
- iii) in relation to common property and common facilities defined by a strata plan, the strata corporation.

“**Permit**” means a Fire Pit/Outdoor Fireplace Permit or a Free Burning Permit;

“**Private Fire Hydrant**” means a fire hydrant located on private property;

“**Public Fire Hydrant**” means a fire hydrant owned by the Municipality.

PART 3 - FIRE DEPARTMENT ADMINISTRATION

Establishment

3. The District of Sparwood Fire Department is hereby established and continued.

Management Control

4. Under the direction of the Chief Administrative Officer, the Fire Chief shall be responsible to manage and supervise the Fire Department and all Fire Department personnel, and exercise care, custody and control of all buildings, apparatus and equipment of the Fire Department.

Duties of the Fire Chief

5. The Fire Chief is authorized to:

- (a) perform duties pursuant to Section 8(2) and Section 66 of the *Community Charter*;
- (b) exercise all powers provided to the Fire Chief by the *Fire Safety Services Act*, ~~including all powers of the Fire Commissioner under Section 25 of the Act~~; and
- (c) appoint persons as members of the Fire Department.

Authority

6. The Fire Chief is authorized to administer and enforce this Bylaw.

Fire Protection File Searches

7. A fee is payable to the Municipality by any person seeking a file search on occupancies, outstanding fire code violations or infractions or other related information, in accordance with Schedule “B” hereto.

Inspection Requests

8. A fee is payable to the Municipality by any person seeking a fire prevention inspection and report of any occupancy, in accordance with Schedule “B” hereto.

Re-Inspection Fee

9. In the event that a fire inspection results in a contravention of the Fire Code being noted, and the Fire Chief directs that such matter be corrected, for each subsequent inspection by the Fire Chief, excepting the first re-inspection, that notes the same contravention, a fee is payable to the Municipality for each subsequent inspection in accordance with Schedule “B” hereto.

Non-standard Events

10. An Owner or Occupier of premises shall pay a fee for the costs of response by the Fire Department to a Non-standard Event that is the result of an incident at or near their premises and such Non-standard Event was caused or contributed to by an Owner, Occupier or agent, contractor, invitee or licensee of the Owner or Occupier in accordance with Schedule "B" hereto.

PART 4 - FIRE DEPARTMENT OPERATIONS**Services**

11. The Fire Department is authorized to provide the following services:
- (a) all aspects of Fire Protection and other community activities under the direction of the Fire Chief;
 - (b) the rescue of persons from hazardous or dangerous situations; and
 - (c) the rescue of persons injured in Motor Vehicle incidents.

Limits of Jurisdiction

12. No apparatus, equipment or personnel of the Fire Department shall be operated or deployed outside the area as set forth in Schedule "C", ~~and~~ designated "Fire Coverage", ~~except:~~

For greater certainty, only those portions of Highway 3 expressly identified as included within Schedule "C" form part of the Fire Protection Area. All other portions of Highway 3 are excluded, whether or not depicted on the base mapping.

This section does not apply:

- ~~(d)~~(a) under the authority of the British Columbia ~~Provincial Emergency Program~~Emergency and Disaster Management Act; or
- ~~(e)~~(b) as authorized by an Agreement with the Regional District of East Kootenay to provide fire suppression and road rescue services to those lands set out in Schedule "G", attached hereto;
- ~~(c)~~ as authorized by mutual aid agreement entered into between the Municipality and another party; or
- ~~(f)~~(d) for the purpose of providing road rescue and associated emergency response services on Highways 3 and 43.

PART 5 - FIRE PROTECTION AND LIFE SAFETY**Evacuation**

- ~~12.~~13. If the Fire Chief is of the opinion that there is imminent and serious danger to life or property, arising from any emergent situation, including, but not limited to, fire, fire hazard, dangerous goods Incident or risk of explosion, the Fire Chief may:

- (a) immediately take the steps deemed advisable to remove the hazard or risk;
- (b) cause people to be removed from the area;

- (c) order the evacuation of a building or area; and
- (d) take any and all other steps that are deemed advisable to protect persons or property, or to limit or eliminate the hazard or risk.

Control and Assistance at Fires and other Emergencies

- ~~13-14.~~ (1) If an emergency arises from a fire hazard or from a risk of explosion, the Fire Chief may take the actions deemed advisable, in the Fire Chief's sole and absolute discretion, to remove the hazard or risk, including the demolition of buildings and other structures to prevent the spreading of fire or risk of explosion. Neither the Municipality, nor its elected officials, officers, employees, agents, contractors, or Fire Department members shall be obligated to restore or pay compensation for any property damaged, destroyed or demolished pursuant to this section.
- (2) For the purposes of paragraph 14 (1), the Fire Chief may evacuate a building or area.
 - (3) If the Fire Chief believes that conditions exist in or near a Hotel, public building, or multi-family residential dwelling, that, in the event of a fire, might endanger life or property, the Fire Chief may take such actions as deemed advisable, in the Fire Chief's sole and absolute discretion, to remedy the conditions or to eliminate the danger and may order the evacuation and close the Hotel, public building or multi-family residential dwelling.
 - (4) For the purposes of paragraph 14 (3), the Fire Chief may call on the assistance of peace officers and fire prevention authorities.
 - (5) No person shall interfere with the prevention or suppression of a fire, or in the execution of the Fire Chief's duties.
 - (6) No person shall prevent the entry of a member of the Fire Department into or upon any premises for which a fire alarm has been received or where that member has reasonable grounds to believe that there is a fire or that a fire has occurred.
 - (7) The Fire Chief may commandeer or requisition any equipment deemed necessary by the Fire Chief, to combat, control or otherwise deal with an Incident. The registered owner of property or premises where an Incident originates must pay all costs, expenses and charges incurred by the Municipality for commandeered or requisitioned equipment.

PART 6 - GENERAL RULES AND REGULATIONS

- ~~14-15.~~ No person shall drive, push or pull a vehicle of any kind over a fire hose or other equipment of the Fire Department unless directed by a member of the Fire Department.
- ~~15-16.~~ No person shall sound a fire alarm except when there is a fire or for testing purposes carried out by qualified persons. The Fire Chief shall be advised of any testing prior to such testing.
- ~~16-17.~~ No person shall obstruct, impede or hinder a member of the Fire Department in the execution of their duties under this Bylaw.
- ~~17-18.~~ No person shall enter any building at risk from an Incident if directed not to do so by the Fire

~~18-19.~~ No person shall enter within any area designated by ropes, guards or tapes, which are erected by or under the direction of the Fire Department, without the permission of the Fire Chief.

~~19-20.~~ No person shall refuse to move from an area designated by ropes, guards or tapes, which are erected by or under the direction of the Fire Department, without the permission of the Fire Chief.

~~20-21.~~ A person at or near an Incident shall obey all traffic control directions given by a Fire Department member.

~~21-22.~~ No person shall discard, throw or drop any lighted match, cigar, cigarette or other burning substance out of doors, excepting into a non-combustible receptacle or in accordance with a Permit issued pursuant to this Bylaw.

~~22-23.~~ Any person that causes or permits the escape of dangerous goods, or fails to take reasonable measures to prevent the escape of dangerous goods, shall be responsible for costs of replacement, decontamination, disposal or repair of Fire Department equipment and all costs of remediation of such escape of dangerous goods.

~~23-24.~~ In the event that an Owner or Occupier of real property is not available or able to be contacted subsequent to an Incident, after reasonable efforts have been made to contact such Owner or Occupier of real property by the Fire Chief, the Owner or Occupier shall be responsible for the costs and charges incurred for securing the real property as set out in Schedule "B" hereto.

PART 7 - FIRE PREVENTION REGULATIONS

Control of Outdoor Burning

~~24-25.~~ No person shall:

- (a) light, start, knowingly permit, or cause to be started or ignited, an outdoor fire of any kind at any time without first obtaining a Permit as set out in Schedules "D" or "E" hereto, from the Municipality, unless exempted by this Bylaw;
- (b) burn any noxious, explosive, corrosive or toxic material, pesticide or herbicide in an outdoor fire; or
- (c) transfer a Permit.

~~25-26.~~ The Fire Chief may refuse to issue a Permit if, in the Fire Chief's opinion, the issuance of a Permit would cause a fire hazard to any person or property.

~~26-27.~~ No person holding a Permit shall start or allow a fire to continue if to do so is likely to cause a hazardous condition or nuisance.

~~27-28.~~ The Fire Department will not require a Permit for an outdoor fire used for training purposes.

~~28-29.~~ Application for a Permit issued under this section shall be made at the District of Sparwood Municipal Office.

~~29-30.~~ The Fire Chief is authorized to cancel or suspend any Permit, if in the Fire Chief's opinion, conditions exist that would result in a fire hazard or increase the danger of fire arising from an outdoor flame. In such case, the Fire Chief shall issue a Fire Permit Cancellation form as identified in Schedule "F".

~~30-31.~~ The Fire Chief may order that no outdoor flame of any kind, including, but not limited to the smoking of any substance, is permitted, or stipulate the times and places that such is permitted in the event that in the Fire Chief's opinion, conditions exist that would result in a fire hazard or increase the danger of fire arising from an outdoor flame.

~~31-32.~~ Fire pits and outdoor fireplaces shall:

- (a) be designed to limit or reduce the danger of fire escaping from the outdoor fire pit or fireplace;
- (b) be located with a minimum of 3.4 meters (10 feet) clearance from buildings, structures, property lines or combustible materials and shall be free of overhead combustibles such as overhead buildings, structures, trees or other things;
- (c) be constructed of non-combustible components;
- (d) be the sole responsibility of the Permit holder who shall ensure at all times that this Bylaw is being complied with and that no hazard to persons or property, nor nuisance, is created by use of the fire pit/outdoor fireplace;
- (e) when in use, not have flames higher than ninety (90) cm (3.28 feet) above the fire pit; and
- (f) be no larger than one meter inside diameter.

~~32-33.~~ The holder of a Permit shall ensure that a competent person is in charge of the fire while it is burning or smouldering at all times until it is completely extinguished. The Permit holder shall supply the person in charge with sufficient tools and equipment to effectively prevent the fire from:

- (a) escaping from the area authorized by the Permit;
- (b) becoming out of control; or
- (c) becoming dangerous, or threatening to become dangerous, to persons or property.

~~33-34.~~ In the event that an Incident results from any fire pit or outdoor fireplace fire or from a free burning fire, the owner of the real property from where such Incident arises or occurs is liable for all costs and expenses of the Fire Department arising from or relating to such Incident in accordance with Schedule "B" hereto.

PART 8 – WATER DISTRIBUTION SYSTEMS, PUBLIC FIRE HYDRANTS AND PRIVATE FIRE HYDRANTS

~~34-35.~~ No person shall use or allow to be used a standpipe or hydrant or affix a hose to the standpipe or hydrant without obtaining the permission of the Fire Chief or Municipal Director of

~~35-36.~~ No person shall place or maintain any object or substance on a road, sidewalk or boulevard, which interferes with access or approach to any standpipe or hydrant.

~~36-37.~~ A registered owner of real property shall advise the Fire Chief of any proposed or intended construction, servicing or repairs to any fire hydrant(s) or water distribution systems servicing fire hydrant(s) located on private property.

Private Hydrant Maintenance

~~37-38.~~ A registered owner of real property on which private fire hydrants are located shall:

- (a) maintain hydrants in operating condition;
- (b) cause all private hydrants on their property to be inspected and maintained in accordance with the British Columbia Fire Code;
- (c) retain records in the form as set out in Schedule "A" hereto, of all inspections and maintenance required by this section for a minimum of three years and make them available upon request to the Fire Chief;
- (d) notify the Fire Chief of all repaired fire hydrants and have those hydrants flow-tested and approved;
- (e) wrap all fire hydrants which are out of service for repair or not yet in service with burlap or black polyethylene plastic sheeting;
- (f) maintain a minimum one meter clearance from any hydrant of any obstruction, including, but not limited to, ice, snow, shrubs, trees, and structures. A clear view of any hydrant from the roadway shall be maintained at all times;
- (g) paint fire hydrants red.

~~38-39.~~ Fire hydrants shall only be operated by persons authorized by the Fire Chief or the Municipal Director of Operations.

PART 9 - FIREWORKS

~~39-40.~~ No person shall sell, give or set off Fireworks in the Municipality, except as permitted by this Bylaw.

~~40-41.~~ The Fire Chief may authorize, on terms and conditions the Fire Chief deems appropriate, the discharge of Fireworks, by an organization for a local community public display if the public display has been sanctioned by Council.

~~41-42.~~ No person may discharge Fireworks contrary to any authorization granted by the Fire Chief.

~~42-43.~~ Any authorization to discharge Fireworks may be revoked at any time, if, in the Fire Chief's opinion, such authorization creates a fire hazard, a danger of fire, or the safety of persons or property is at increased risk.

PART 10 - INSPECTION OF PREMISES AND ORDERS**Entry for Inspection and Orders**

~~43.44.~~ In addition to the powers conferred upon the Fire Chief ~~as a Local Assistant~~ under the *Fire Safety Services Act*, the Fire Chief may:

- (a) enter on property and inspect premises for conditions that may cause fire, increase the danger of fire or increase the danger to persons or property from fire, at all reasonable times, and to ascertain whether the requirements of this Bylaw and any orders issued pursuant to it are being observed;
- (b) require an Owner or Occupier of real property to undertake any actions directed by the Fire Chief to reduce or eliminate the risk of an Incident occurring.

Provision of Information and Assistance

~~44.45.~~ Every Owner or Occupier shall provide information and render assistance required by the Fire Chief in connection with the inspection of premises.

False Information and Refusal to Assist

~~45.46.~~ No person shall withhold or falsify any information requested by the Fire Chief nor refuse to assist in an inspection.

PART 11 - ALARMS**Owner's Responsibility**

~~46.47.~~ The Owner or Occupier of real property shall ensure that any fire alarm system is in proper working order.

Notice to Fire Department

~~47.48.~~ Every Owner or Occupier of real property with a fire alarm system shall provide in writing to the Fire Chief the names, addresses and phone numbers of:

- (a) Any monitoring service, if retained;
- (b) A minimum of three (3) persons who may be contacted in the event of an alarm.

Responsibility of Contact Persons

~~48.49.~~ At least one person designated in Paragraph 48 of this Part must attend all alarms within thirty (30) minutes when requested by the Fire Department to do so and must be capable of operating the alarm system and able to access and secure the premises.

Failure of Contact Parties to Arrive

~~49-50.~~ _____ In the event a person designated in Paragraph 48 fails to attend any alarm when requested to do so, or the Fire Chief is unable to contact the person or persons designated in Paragraph 48 of this Part, the Owner or Occupier of the real property is liable for the payment of standby costs for personnel and equipment as specified in Schedule "B".

Changes to Designated Contact Persons

~~50-51.~~ _____ The Fire Chief shall be notified of any changes to the persons designated in Paragraph 48 of this Part.

Fees to be Charged for Attendance at False Alarms

~~51-52.~~ _____ The Owner or Occupier of real property is liable for the costs of the Municipality's personnel and equipment as specified in Schedule "B" Cost Recovery False Alarms Response in the event of a response by the Fire Department to more than one false alarm at the real property within a calendar year.

Bylaw 1080

PART 12 - ENFORCEMENT**Issuance of Order**

~~52-53.~~ _____ The Fire Chief may issue orders to an Owner or Occupier of real property, requiring the remediation, repair or correction of any matter or thing regarding the real property and specify the manner and time for the carrying out of such order, which:

- (a) contravenes this Bylaw, the British Columbia Fire Code or the *Fire Services Safety Act*; or
- (b) increases the risk of an Incident.

Service of an Order

~~53-54.~~ _____ An order under this Bylaw may be made verbally in urgent circumstances and otherwise shall be in writing and service effected by hand delivery or by mailing by regular mail to the last known address of the Owner or Occupier of real property. If service is effected by mail, the order shall be deemed to be received on the 7th day after mailing.

PART 13 - PENALTIES AND COST RECOVERY

~~54-55.~~ _____ Every person who:

- (a) violates any provisions of this Bylaw;
 - (b) causes or permits any act or thing to be done in contravention or violation of any provisions of this Bylaw;
 - (c) neglects or omits to do anything resulting in a contravention of this Bylaw;
- commits an offence.

~~55-56.~~ _____ For each day that a contravention of this Bylaw occurs, such shall constitute a separate and distinct offence.

~~56-57.~~ Every person who commits an offence under this Bylaw is liable to:

- (a) a fine and penalty of not more than \$1,000.00 and not less than \$100.00 for each offence if issued a violation ticket;
- (b) fine and penalty of not more than \$10,000.00 and not less than \$500.00 for each offence if prosecuted pursuant to the provisions of the *Offence Act*, R.S.B.C., Chapter 338;

~~57-58.~~ The Municipality may restrain a person who contravenes this Bylaw by making application to a Court of competent jurisdiction for injunctive relief in addition to any penalty that may be imposed pursuant to Part 13 hereof.

PART 14 – APPLICATION

~~58-59.~~ Excepting as provided for in Part 4, Paragraph 12 of this Bylaw, this Bylaw applies to and is in force within the Municipality in the area set forth in Schedule “C” and designated “Fire Coverage”.

PART 15 - SEVERABILITY

~~59-60.~~ If any part, subsection or phrase of this Bylaw is held to be invalid in a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw will be deemed to be enacted without the invalid portion.

PART 16 – SCHEDULES

~~60-61.~~ The following Schedules are attached hereto and form a part hereof:

- Schedule “A” Hydrant Inspection and Maintenance Record
- Schedule “B” Charge Out Rates and Cost Recovery
- Schedule “C” Fire Protection Area Map
- Schedule “D” Outdoor Fire Pit Permit
- Schedule “E” Free Burning Permit
- Schedule “F” Notice of Fire Permit Cancellation
- Schedule “G” Upper Elk Valley Fire Protection Service Area

PART 17 - REPEAL

~~61.62.~~ "District of Sparwood Fire Services Bylaw No. 571, 1991" is hereby repealed.

READ A FIRST TIME THIS	4 TH	DAY OF	FEBRUARY	2008
READ A SECOND TIME THIS	4 TH	DAY OF	FEBRUARY	2008
READ A THIRD TIME THIS	4 TH	DAY OF	FEBRUARY	2008
ADOPTED THIS	18 th	DAY OF	FEBRUARY	2008

Mayor

Clerk

SCHEDULE "A"
HYDRANT INSPECTION AND MAINTENANCE RECORD

Hydrant _____ No: _____
Type of _____ Hydrant: _____
Location of _____ Hydrant: _____
Date Last Painted: _____

Every Twelve Months - Service Inspection

Date of last service _____

Is hydrant valve operating properly: YES/NO (If NO state problem and action taken) _____

Is hydrant clear of obstructions? _____

Any other defects and action taken: _____

Inspected by: _____ Date: _____

Every Twenty-four Months - Preventative Maintenance Inspection

Date of last service: _____

Condition of internal parts: O.K./DAMAGED (If damaged list parts damaged and action taken).

Were all revolving and sliding parts lubricated: _____

Condition of ports and caps: _____

Condition of paint: _____

If self-draining, is hydrant draining properly: YES/NO (If NO state problem and action taken)

Is hydrant clear of obstructions: YES/NO (If NO state problem and action taken)

Any other defects and action taken: _____

Serviced / Inspected by: _____

Date: _____

SCHEDULE "B"
CHARGE OUT RATES AND COST RECOVERY

Amended by Bylaw 1080

Personnel:

Hourly rate for all attending personnel, in effect on the date of the incident or event, plus 50% with a two hour minimum.

Equipment Hourly Rates

UNIT #	EQUIPMENT TYPE	CHARGE PER HOUR OR PART THEREOF
L-11449	Ladder Truck	\$746.00
E-2, E-31445, 1455	Fire Engine	\$537.00
MTC1443	Mobile Treatment Center Utility Pick Up	\$180.00
T-11446	Engine Water Tender	\$333.00
R-21451	Light Rescue Crew Cab	\$240.00
R-11448	Heavy Rescue Truck	\$575.00
FD-81442, 1456	Emergency Response Trailer	\$140.00
FD-91453, 1454	C-1 Command Vehicle	\$160.00

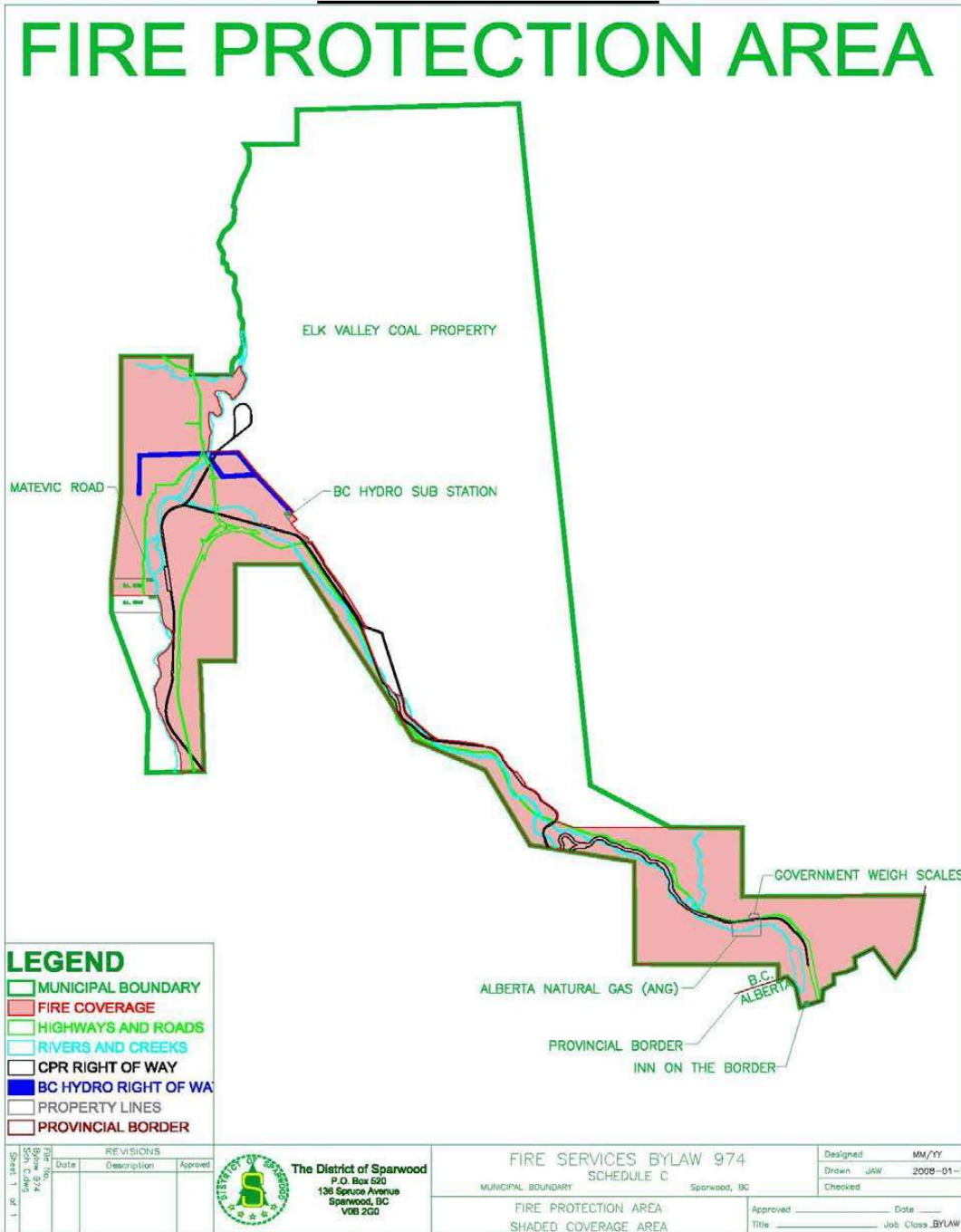
Cost Recovery

ITEM	REFERENCE	FEE
Fire Protection File Searches	Part 3 Paragraph 7	\$50.00
Inspection Requests	Part 3 Paragraph 8	\$50.00
Re-Inspection Fee	Part 3 Paragraph 9	\$50.00
Non-standard Events	Part 3 Paragraph 10	1) Personnel and equipment charges calculated at the rates schedule set out above, plus 2) actual costs for any materials, supplies or equipment not referenced in the table above, including taxes plus 15% administrative fee.

Securing of Property	Part 6 Paragraph 24	1) Personnel and equipment charges calculated at the rates schedule set out above, plus actual costs for any materials, supplies or equipment not referenced in the table above, including taxes plus 15% administrative fee.
False Alarms Response	Part 11 Paragraph 52	1) Second false alarm within a calendar year – fee charged is \$60.00 2) Third false alarm within a calendar year –

		fee charged is \$120.00 3) Fourth and all subsequent false alarms within a calendar year – fee charged based on Schedule “B”
<u>Rental of Reserve Fire Engine</u> *with approved written agreement		<u>\$300 .00 per day</u>
<u>Rental of Live Fire Training Center</u> *with approved written agreement		<u>\$500.00 per day</u>

SCHEDULE "C" NEW MAP
FIRE PROTECTION AREA MAP



SCHEDULE "D"
FIRE PIT / OUTDOOR FIREPLACE PERMIT
Issued under the authority of Fire Services Bylaw 974, 2008

Date _____ Phone # _____

Name: (Property Owner or Authorized Agent) _____

Civic Address: _____

Mailing Address: _____

FIRE PIT / OUTDOOR FIREPLACE:

— New

— Renewal (With no changes from last Permit issued)

Permits are valid for one year only from date of issuance. Permits do not require annual renewal; however, inspections may be conducted at any time by the Sparwood Fire Department.

A new application must be submitted if property ownership changes or there are alterations to the fire pit / outdoor fireplace. if any details from the original application are altered.

PERMISSION TO INSPECT AND PHOTOGRAPH INSPECTION

All ~~new~~permitted fire pits / outdoor fireplaces ~~must~~may be inspected by the Fire Chief or designate, for compliance to the requirements of this Permit. ~~Upon signing this Permit, th~~the permittee authorizes the Fire Chief or designate to enter upon the property noted on this Permit, at any reasonable time, to conduct the inspection. Upon inspection, the Fire Chief or designate may choose to photograph the location and construction of the fire pit / outdoor fireplace and such record shall form part of the District of Sparwood's record of Permit.

~~Signature of Permittee acknowledging conditions as noted on the front and reverse of this Permit (Property Owner or Authorized Agent)~~

Fire Chief or Designate

The Fire Chief is authorized to cancel or suspend any Permit, in the Fire Chief's sole and absolute discretion, at any time. In such case, the Fire Chief shall issue a Fire Permit Cancellation form as identified in Schedule "F" of Fire Services Bylaw 974, 2008.

Permit Reverse Side**PART 7 – FIRE PREVENTION REGULATIONS****Control of Outdoor Burning**

25. No person shall:

- (a) light, start, knowingly permit, or cause to be started or ignited, an outdoor fire of any kind at any time without first obtaining a Permit as set out in Schedules “D” or “E” hereto, from the Municipality, unless exempted by this Bylaw;
- (b) burn any noxious, explosive, corrosive or toxic material, pesticide or herbicide in an outdoor fire; or
- (c) transfer a Permit.

26. The Fire Chief may refuse to issue a Permit if, in the Fire Chief’s opinion, the issuance of a Permit would cause a fire hazard to any person or property.

27. No person holding a Permit shall start or allow a fire to continue if to do so is likely to cause a hazardous condition or nuisance.

28. The Fire Department will not require a Permit for an outdoor fire used for training purposes.

29. Application for a Permit issued under this section shall be made at the District of Sparwood Municipal Office.

30. The Fire Chief is authorized to cancel or suspend any Permit, if in the Fire Chief’s opinion, conditions exist that would result in a fire hazard or increase the danger of fire arising from an outdoor flame. In such case, the Fire Chief shall issue a Fire Permit Cancellation form as identified in Schedule “F”.

31. The Fire Chief may order that no outdoor flame of any kind, including, but not limited to the smoking of any substance, is permitted, or stipulate the times and places that such is permitted in the event that in the Fire Chief’s opinion, conditions exist that would result in a fire hazard or increase the danger of fire arising from an outdoor flame.

32. Fire pits and outdoor fireplaces shall:

- (a) be designed to limit or reduce the danger of fire escaping from the outdoor fire pit or fireplace;
- (b) be located with a minimum of 3.4 meters (10 feet) clearance from buildings, structures, property lines or combustible materials and shall be free of overhead combustibles such as overhead buildings, structures, trees or other things;
- (c) be constructed of non-combustible components;
- (d) be the sole responsibility of the Permit holder who shall ensure at all times that this Bylaw is being complied with and that no hazard to persons or property, nor nuisance, is created by use of the fire pit/outdoor fireplace;
- (e) when in use, not have flames higher than ninety (90) cm (3.28 feet) above the fire pit.

33. The holder of a Permit shall ensure that a competent person is in charge of the fire while it is burning or smouldering at all times until it is completely extinguished. The Permit holder shall supply the person in charge with sufficient tools and equipment to effectively prevent the fire from:

- (d) escaping from the area authorized by the Permit;
- (e) becoming out of control; or
- (f) becoming dangerous, or threatening to become dangerous, to persons or property.

34. In the event that an Incident results from any fire pit or outdoor fireplace fire or from a free burning fire, the owner of the real property from where such Incident arises or occurs is liable for all costs and expenses of the Fire Department arising from or relating to such Incident in accordance with Schedule “B” hereto.

SCHEDULE "E"
FREE BURNING PERMIT
Issued under the authority of Fire Services Bylaw 974, 2008

Date: _____ **Phone #** _____

Cell #: _____

Name: (Property Owner or Authorized Agent) _____

Civic Address: _____

Mailing Address: _____

FREE BURNING:

From: _____ **To:** _____

DD / MM / YY

DD / MM / YY

Free Burning Permits are valid for five (5) days only

Signature of Permittee acknowledging
conditions as noted on the front and
reverse of this Permit
(Property Owner or Authorized Agent)

Fire Chief or Designate

The Fire Chief is authorized to cancel or suspend any Permit, in the Fire Chief's sole and absolute discretion, at any time. In such case, the Fire Chief shall issue a Fire Permit Cancellation form as identified in Schedule "F" of *Fire Services Bylaw 974, 2008*.

Permit Reverse Side

PART 7 - FIRE PREVENTION REGULATIONS**Control of Outdoor Burning**

25. No person shall:
- (a) light, start, knowingly permit, or cause to be started or ignited, an outdoor fire of any kind at any time without first obtaining a Permit as set out in Schedules "D" or "E" hereto, from the Municipality, unless exempted by this Bylaw;
 - (b) burn any noxious, explosive, corrosive or toxic material, pesticide or herbicide in an outdoor fire; or
 - (c) transfer a Permit.
26. The Fire Chief may refuse to issue a Permit if, in the Fire Chief's opinion, the issuance of a Permit would cause a fire hazard to any person or property.
27. No person holding a Permit shall start or allow a fire to continue if to do so is likely to cause a hazardous condition or nuisance.
28. The Fire Department will not require a Permit for an outdoor fire used for training purposes.
29. Application for a Permit issued under this section shall be made at the District of Sparwood Municipal Office.
30. The Fire Chief is authorized to cancel or suspend any Permit, if in the Fire Chief's opinion, conditions exist that would result in a fire hazard or increase the danger of fire arising from an outdoor flame. In such case, the Fire Chief shall issue a Fire Permit Cancellation form as identified in Schedule "F".
31. The Fire Chief may order that no outdoor flame of any kind, including, but not limited to the smoking of any substance, is permitted, or stipulate the times and places that such is permitted in the event that in the Fire Chief's opinion, conditions exist that would result in a fire hazard or increase the danger of fire arising from an outdoor flame.
32. Fire pits and outdoor fireplaces shall:
- (a) be designed to limit or reduce the danger of fire escaping from the outdoor fire pit or fireplace;
 - (b) be located with a minimum of 3.4 meters (10 feet) clearance from buildings, structures, property lines or combustible materials and shall be free of overhead combustibles such as overhead buildings, structures, trees or other things;
 - (c) be constructed of non-combustible components;
 - (d) be the sole responsibility of the Permit holder who shall ensure at all times that this Bylaw is being complied with and that no hazard to persons or property, nor nuisance, is created by use of the fire pit/outdoor fireplace;
 - (e) when in use, not have flames higher than ninety (90) cm (3.28 feet) above the fire pit.
33. The holder of a Permit shall ensure that a competent person is in charge of the fire while it is burning or smouldering at all times until it is completely extinguished. The Permit holder shall supply the person in charge with sufficient tools and equipment to effectively prevent the fire from:
- (a) escaping from the area authorized by the Permit;
 - (b) becoming out of control; or
 - (c) becoming dangerous, or threatening to become dangerous, to persons or property.
34. In the event that an incident results from any fire pit or outdoor fireplace fire or from a free burning fire, the owner of the real property from where such Incident arises or occurs is liable for all costs and expenses of the Fire Department arising from or relating to such Incident in accordance with Schedule "B" hereto.

SCHEDULE "F"
FIRE PERMIT CANCELLATION
Issued under the authority of Fire Services Bylaw 974, 2008

Date: / / __ __
 DD MM YY

Name: (Property Owner or Authorized Agent) _____

Civic Address or Location: _____

The

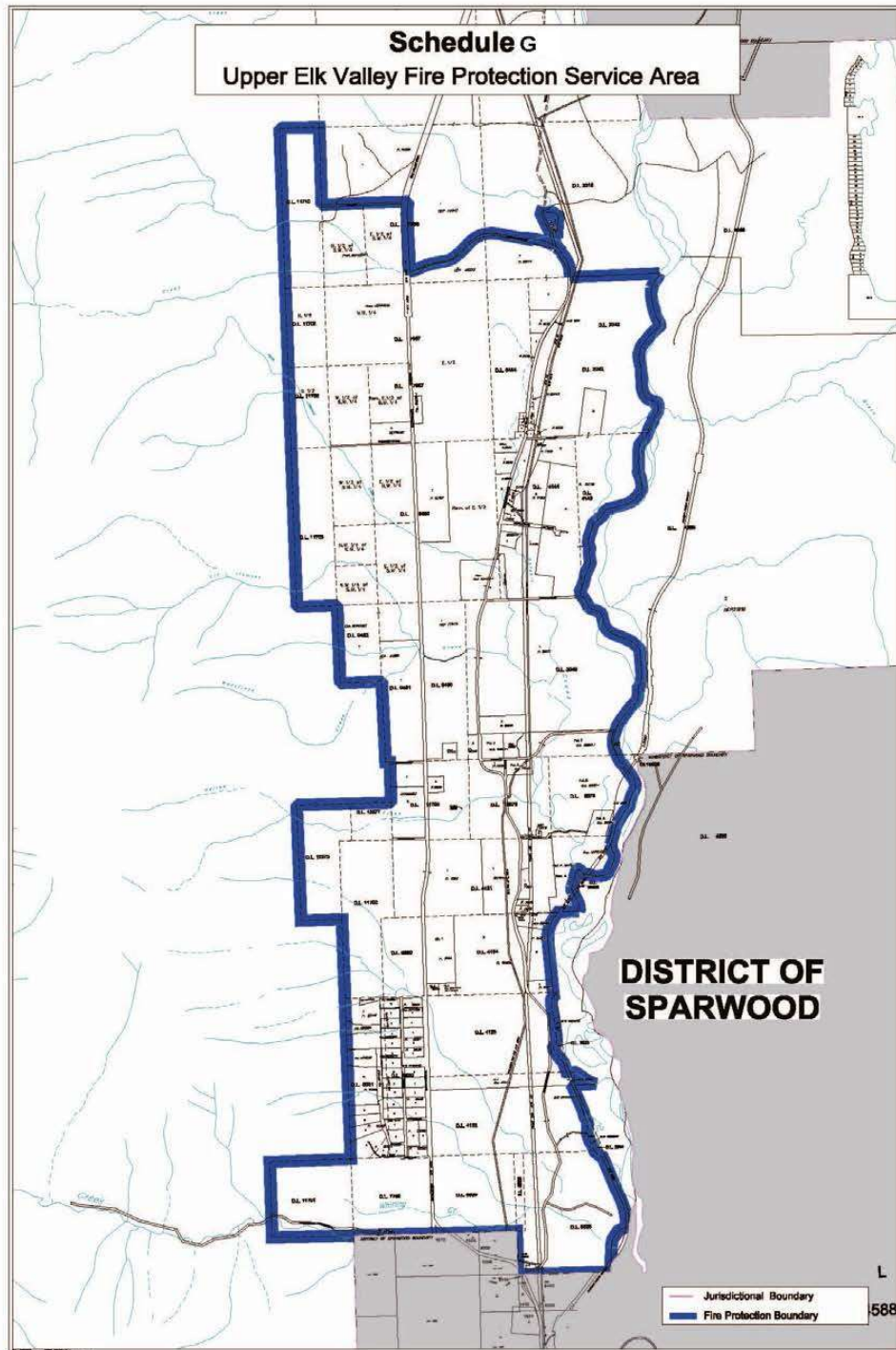
- Free Burning Permit
- Fire Pit/Outdoor Fireplace Permit

issued for the above address or location is hereby cancelled for the following reasons:

Fire Chief or Designate

The Fire Chief is authorized to cancel or suspend any Permit, in the Fire Chief's sole and absolute discretion, at any time. In such case, the Fire Chief shall issue a Fire Permit Cancellation form as identified in Schedule "F" of *Fire Services Bylaw 974, 2008*.

NEW MAP



TOPIC	Bulk Water Station Project Construction Award	
MEETING	Regular Council Meeting - 07 Jul 2026	ATTACHMENTS 1. Site Plan - Sparwood Drive
PRESENTED BY	Engineering Project Manager	
REVIEW	Director of Operations	

RECOMMENDATION

Option A: That Council authorize the Acting Mayor and Corporate Officer to execute a contract with Speers Construction Incorporated for the 2026 Bulk Water Station project, excluding the optional work, in the amount of \$308,288.00 plus applicable taxes.

PURPOSE

For Council to consider the approval of the contract award for the Bulk Water Station project construction

BACKGROUND INFORMATION

The District of Sparwood continues to invest in utility infrastructure to support operational efficiency, regulatory compliance, and service delivery to residents, businesses, and industry. The Bulk Water Station project was initiated to provide a controlled and metered location for bulk water access. Currently, bulk water is supplied from a hydrant located in the Public Works yard, which requires District utility operators to install fittings and manually administer access to users.

The project is intended to:

- Improve operational management of bulk water use
- Improve safety and accessibility for residents, commercial users, and District employees
- Reduce unauthorized water use
- Simplify fee administration and cost recovery

The District purchased a Flowpoint Bulk Water Station in 2025. Construction and installation of the facility has been tendered for 2026. The project also includes the installation of a generator to provide backup power to both the Bulk Water Station and the Sparwood Drive Lift Station as optional work. The project was tendered in accordance with the Master Municipal Construction Documents (MMCD), 2019 Edition, under a unit price contract.

The Invitation to Tender was issued on June 5, 2026, and closed on July 2, 2026 at 12:00 p.m. (MST). A total of two compliant tenders were received.

LEGAL/STATUTORY AUTHORITY

[District of Sparwood Purchasing Policy](#)

LEGAL/STATUTORY REQUIREMENTS

Under the District of Sparwood’s Purchasing Policy:

- 7.1 Signing Authority Before any purchase is made, approval must be obtained as per the following authorization levels (All figures excluding taxes): Council \$100,000 - \$ over
- 7.4 Purchases over \$75, 000 (excluding taxes)- Vendor will be chosen by Tender or Request for Proposal

ANALYSIS AND OPTIONS

District staff and the project consultant, MPE, have reviewed all tender submissions and confirm that the bids received are compliant with the tender requirements and that pricing is consistent with current market conditions for similar municipal infrastructure projects.

Based on the review completed, it is recommended that the contract be awarded to Speers Construction Incorporated, as the lowest compliant bidder. Staff further recommend that the optional generator work NOT be included in the scope of work at this time, as

the total scope exceeds the approved 2026 capital budget. Installation of a backup generator is still in the long term plan for the Sparwood Drive Lift Station and Bulk Water Station. As part of the current project scope, the generator concrete pad, kiosk, and associated electrical infrastructure will still be constructed. Staff will investigate alternative options, such as procuring the generator ourselves, or adjusting future capital budgets.

The proposed contract has been set up to include a contingency of \$35,000 dollars in the contract price. This contingency is not guaranteed to be paid to the contractor but reduces the administrative work load around change orders. Instead, any cost over runs or unexpected expenses can be approved through invoice approvals.

Scope Cost: \$273,288
 Contingency: \$35,000
 Total Contract Amount: \$308,288

Awarding the contract to Speers Construction Incorporated provides the best value to the District and ensures the work is completed in accordance with the approved drawings, specifications, and MMCD standards. The contract includes provisions allowing the District to proceed with all, some, or none of the work, subject to budget availability.

A	Award the contract to Speers Construction Incorporated, excluding the optional work.	<p>Pros</p> <ul style="list-style-type: none"> • Lowest compliant bid, providing best overall value to the District. • Improves operational efficiency and safety by eliminating the manual administration of bulk water access. • Supports accurate metering, billing, and cost recovery. • Improves safe and controlled access to bulk water for the public.
		<p>Cons</p> <ul style="list-style-type: none"> • Awarding the contract commits the District to initiating the project, requiring active contract administration even if portions of the scope are deferred.
		<p>Resource Implications</p> <ul style="list-style-type: none"> • Project costs are accommodated within the approved 2026 capital budget allocations. • Scope flexibility allows expenditures to be managed in alignment with available funding.
		<p>Personnel Implications</p> <ul style="list-style-type: none"> • District staff will provide project oversight, coordination, and internal support, including stakeholder communication and financial tracking. • The project can be delivered without the need for additional District staffing resources.
		<p>Suggested Motion</p> <p>That Council authorize the Acting Mayor and Corporate Officer to execute a contract with Speers Construction Incorporated for the 2026 Bulk Water Station project, excluding the optional work, in the amount of \$308,288.00 plus applicable taxes.</p>

B	Do not proceed with construction services and re-tender the project at a later date	<p>Pros</p> <ul style="list-style-type: none"> • Allows Council to reconsider project timing, scope, or capital priorities. • Allows Council to defer capital spending if priorities change.
		<p>Cons</p> <ul style="list-style-type: none"> • Bulk water access will remain manually administered and operationally inefficient. • Heavy traffic and operational congestion in the Public Works yard will continue. • Risk of increased construction costs due to inflation, market conditions, or contractor availability. • Additional administrative and consultant effort required with no guarantee of improved pricing. • No improvement to system reliability or backup power for the Sparwood Drive Lift Station.
		<p>Resource Implications</p> <ul style="list-style-type: none"> • No immediate capital expenditure; however, future project costs may increase. • Additional internal and consultant resources required to prepare and administer a new tender.

	<p><u>Personnel Implications</u></p> <ul style="list-style-type: none"> • Increased staff workload to manage a second tender process. • Extended project timelines increase administrative oversight requirements.
	<p><u>Suggested Motion</u></p> <p>That Council direct staff to reject all tender submissions received for the 2026 Bulk Water Station project and proceed with re-tendering the project at a later date.</p>

ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES

INFRASTRUCTURE: Well maintained infrastructure and facilities that meet community needs and allow growth and development for prosperity.

PUBLIC COMMUNICATION AND ENGAGEMENT

INFORM: Provide the public with information helping them understand who, what, where, when, why and how of issue or topic.

NEXT STEPS

- Execute a contract with Speers Construction Incorporated
- Support and manage the construction project

Respectfully submitted by,
Bradley Bent, Engineering Project Manager

Approved By:

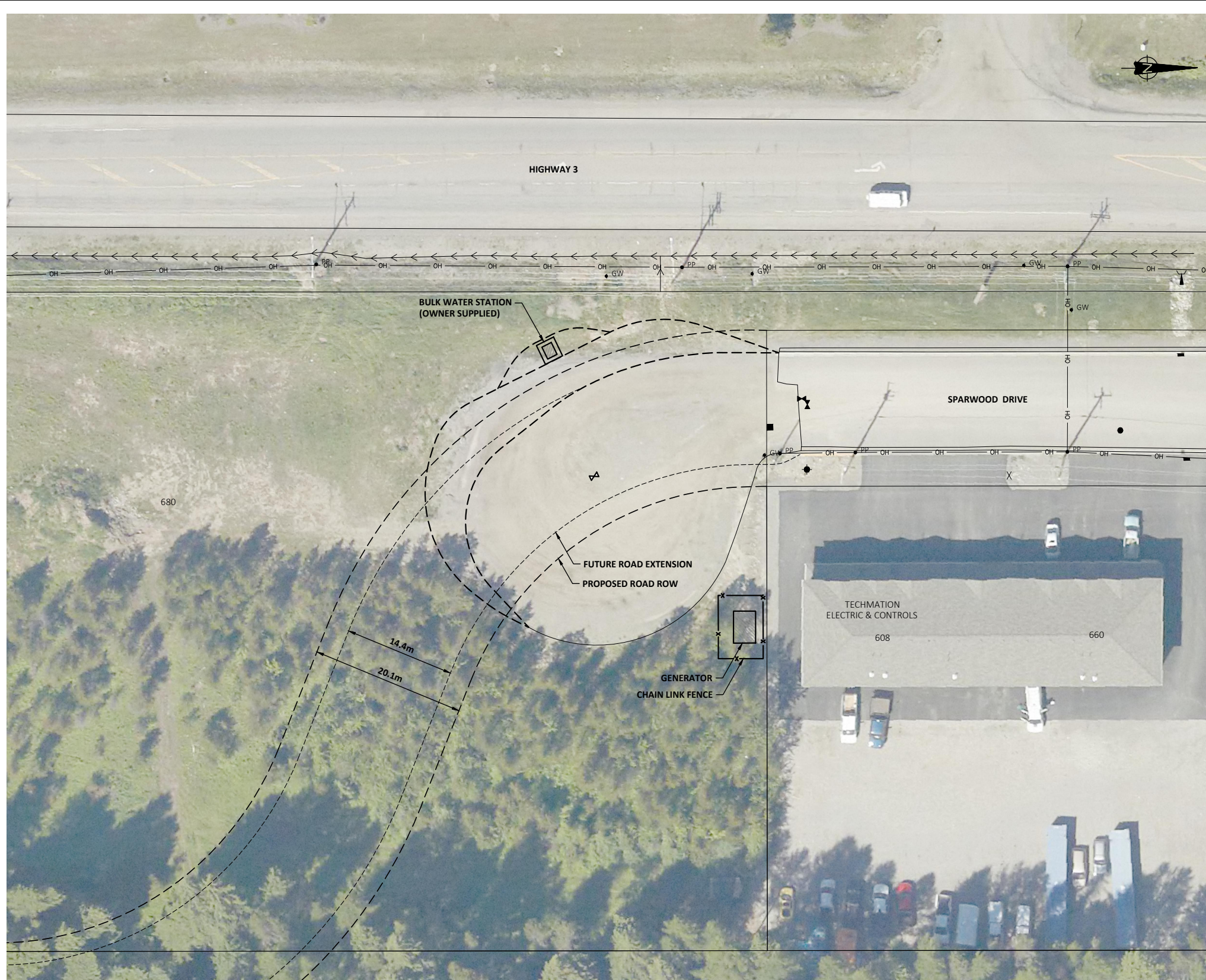
Caitlin Ceal, Deputy Director of Finance
Megan Rawles, Deputy CAO / Director of Corporate Services

Status:

Approved - 03 Jul 2026
Approved - 03 Jul 2026

DIGITAL DRAWINGS BEST VIEWED IN ©ADOBE ACROBAT READER

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS



- NOTES:
1. FOR INFORMATION REGARDING GENERAL NOTES, UTILITIES, SYMBOLS AND ABBREVIATIONS REFER TO THE LEGEND AND ABBREVIATIONS DRAWINGS.
 2. READ CIVIL DRAWINGS IN CONJUNCTION WITH ELECTRICAL DRAWINGS.
 3. UNDERGROUND UTILITIES NOT SHOWN FOR CLARITY.

1	26-06-04	FOR TENDER
ISSUE	YY-MM-DD	REVISION

PERMIT NUMBER: 1000360



DISTRICT OF SPARWOOD

BULK WATER STATION
CIVIL
OVERALL SITE PLAN

DESIGNED	T.S.R., C.W.H.	JOB	9772-010-00
DRAWN	T.S.R.	SCALE	1:500
DATE	JUNE 2026	DRAWING	C1.1

From: Dan.Charest@evr.com <Dan.Charest@evr.com>
Sent: Tuesday, May 19, 2026 12:59 PM
To: Renee Myles <rmyles@sparwood.ca>
Cc: sparwoodtrails@gmail.com <sparwoodtrails@gmail.com>
Subject: Request for Letter of Support - Sparwood Trails Alliance Trail Development Plan

Dear Renee,

On behalf of the Sparwood Trails Alliance, I am writing to respectfully request a letter of support from District of Sparwood for the Sparwood Trails Alliance Trail Development Plan.

The proposed Trail Development Plan reflects the Sparwood Trails Alliance's vision of developing and maintaining a safe and sustainable, world class trail network in and around the community of Sparwood. This Trail Development Plan will guide responsible trail expansion, improve access to nature, and enhance year-round access for a broad range of users, while ensuring trails are designed and managed with long-term sustainability in mind.

This plan aligns with the Alliance's goals of promoting safe and enjoyable outdoor experiences, fostering community engagement, and building partnerships with local stakeholders, and land managers. This trail development plan support not only recreational opportunities but also responsible land use and stewardship values that are central to the Sparwood Trails Alliance vision.

The support of the District of Sparwood is critical in demonstrating alignment with municipal objectives. A formal letter of support will also assist in advancing funding opportunities necessary to successfully implement the plan.

Thank you for your consideration of this request. We would be happy to provide additional information or meet to discuss how this initiative supports shared community goals.

Sincerely,

Sparwood Trails Alliance Board of Directors
sparwoodtrails@gmail.com

Sparwood Trails Alliance Trail Development Plan



May 12 2026

STA Board of Directors



President
Dan Charest
Trail Maintenance Lead



Vice President
Shaun Hook



Treasurer
Lindsay Weaving



Director
Isaac Cullen
Grant Lead



Director
Jacquie Gentile
Swag Lead



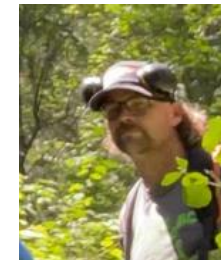
Director
Darrell Zayette
Social Media Lead/Youth
Advisory Lead



Administrator
Karen Hughes
Event Planning Lead



Director
Kate Burnham
Youth Advisory Lead



Director
Erik Byman
Projects Lead

STA Youth Advisory Champions



Colin Zayette



Landon Scholpp

Focused on:

- Bring youth perspective on trail development and social events
- Collaboration efforts on Trail Designs
- Contributing to trail maintenance and events
- Champion trail stewardship

Darrell

Volunteer Champion



Tony Bell

- Champion trail stewardship
- Organize trail maintenance work parties.
- Trail maintenance tracking and reporting

STA Trail Development Plan

Trail Based Fundamentals

GOALS:

- Safe and sustainable trail network
- Non-motorized
- Multi-use, Multi-directional, Multi-season
- Compliance with Trail Standards

OBJECTIVES:

- Create looping trail options close to community
- Optimize existing trail network
- Mix of Fun, Progressive, and Challenging
- Avoid/minimize trail locations in complex terrain (>60% Side Slopes)

CRITERIA:

- Skill level: 70% Blue and 30% Black
- Increase directional down trails
- Trail width 1.0m to 1.3m
- Avoid/minimize trail location in complex terrain (Gullies, Side Slope >60%)
- 16km total

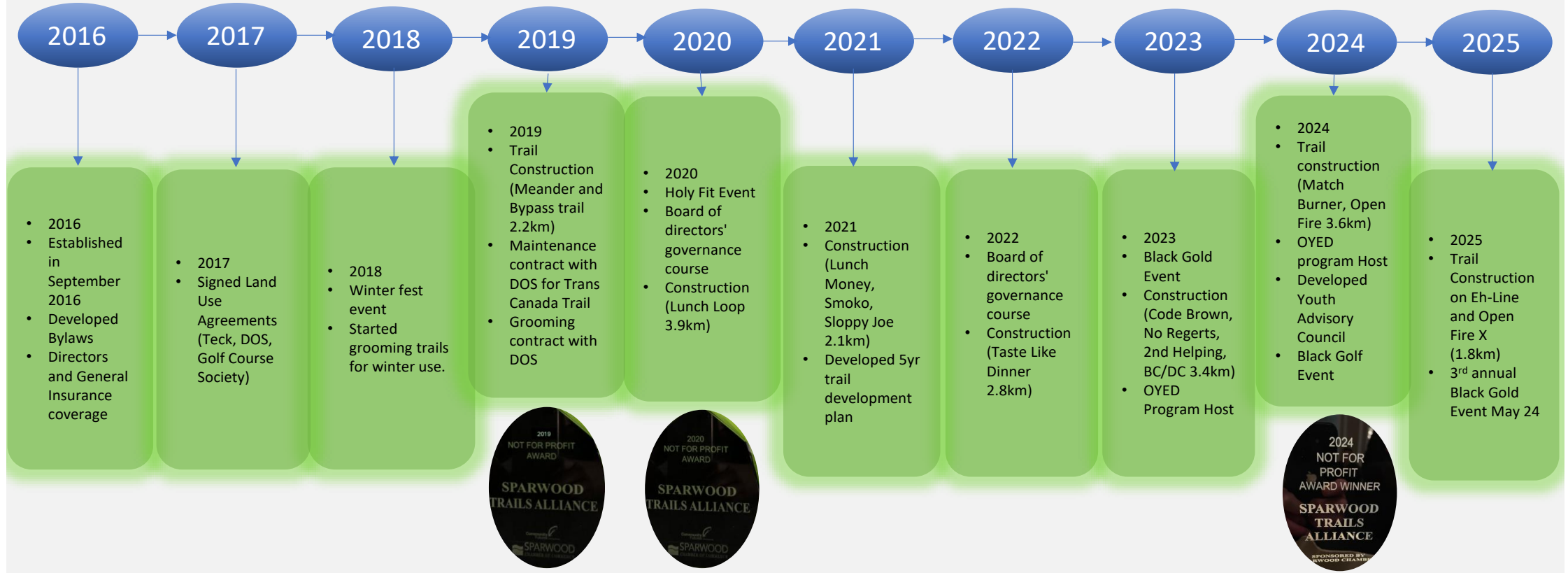
Sparwood Trails Alliance Mission:
“Dedicated to developing and maintaining a first class, sustainable trail system in and around Sparwood”



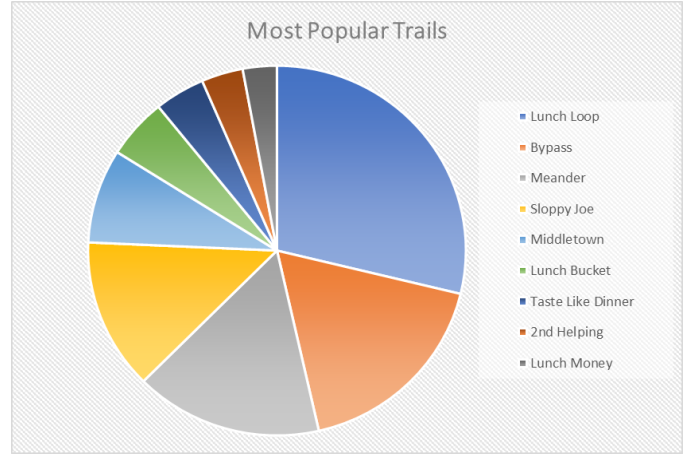
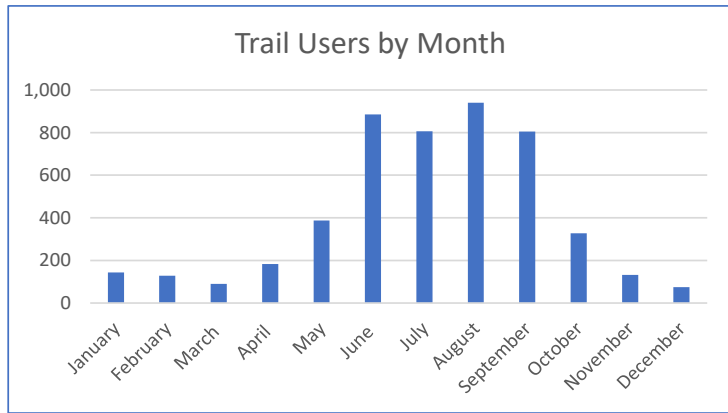
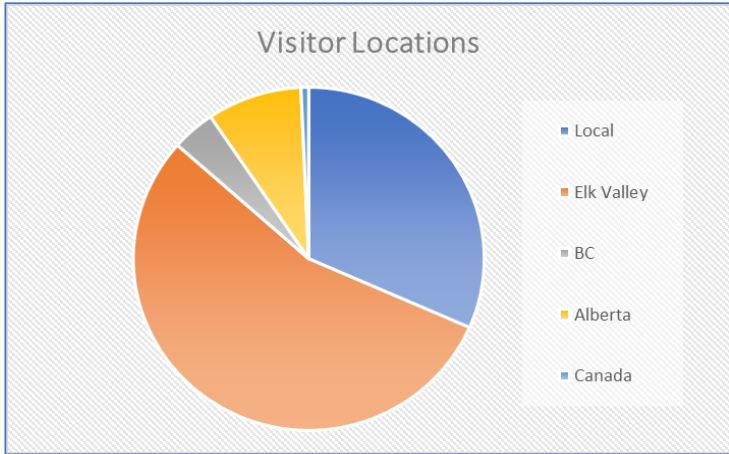
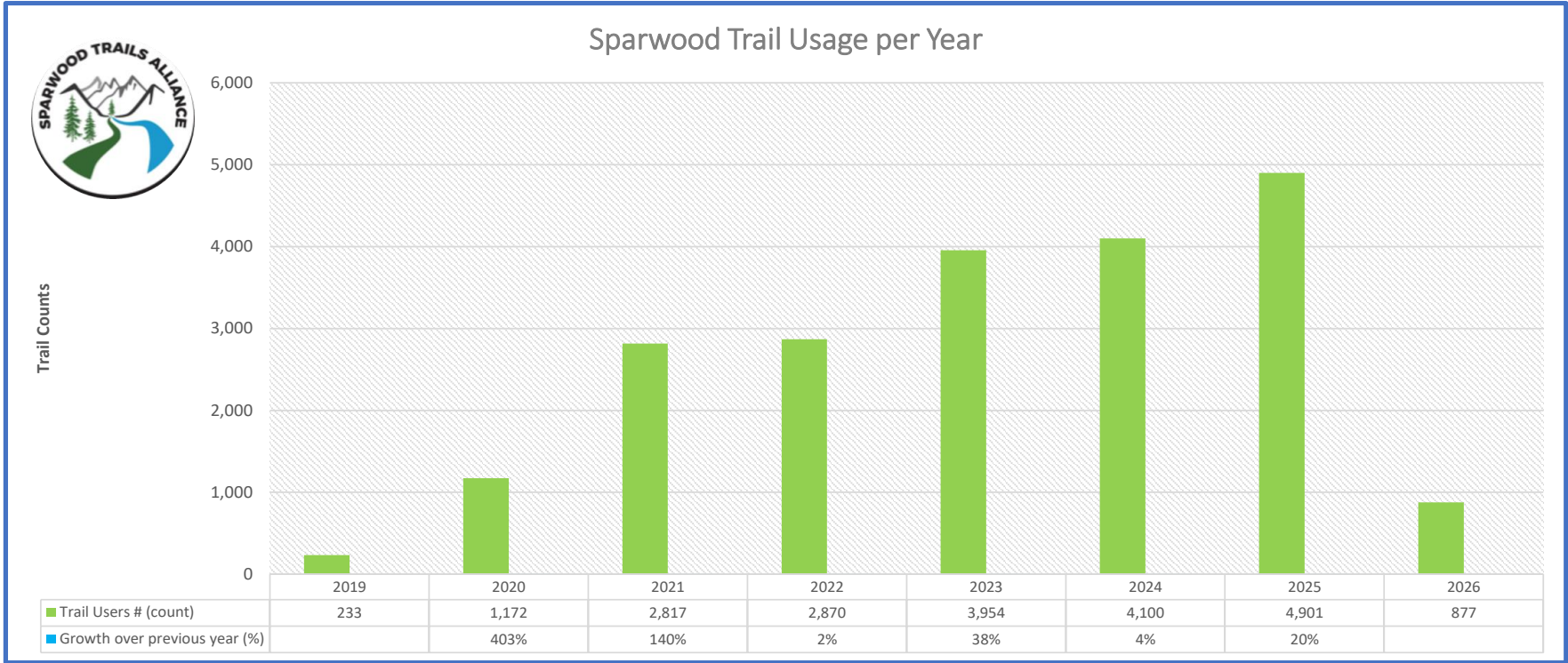


Sparwood Trails Alliance Timeline

Trailblazing for a Decade: Building Trails, Building Community

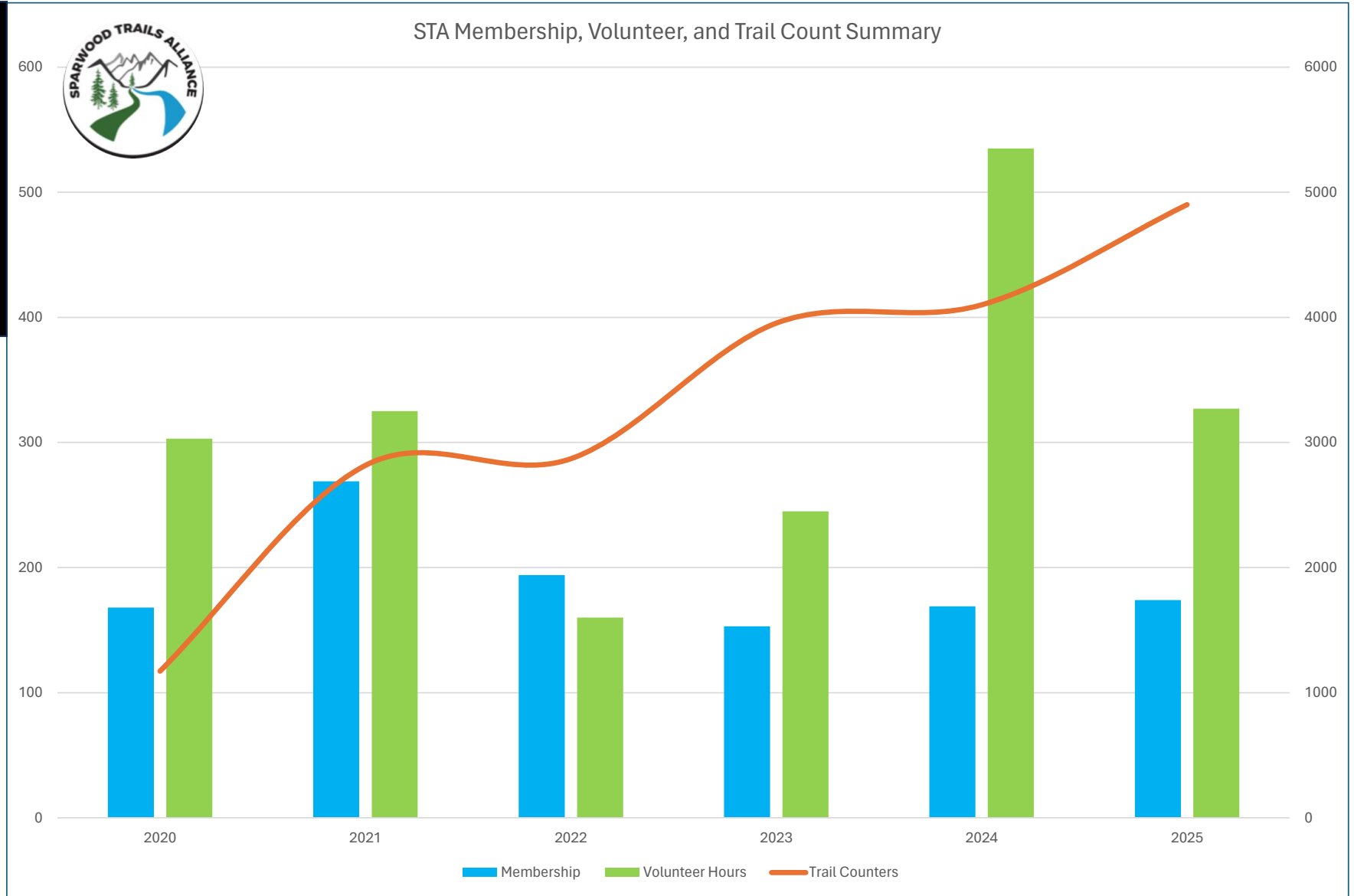


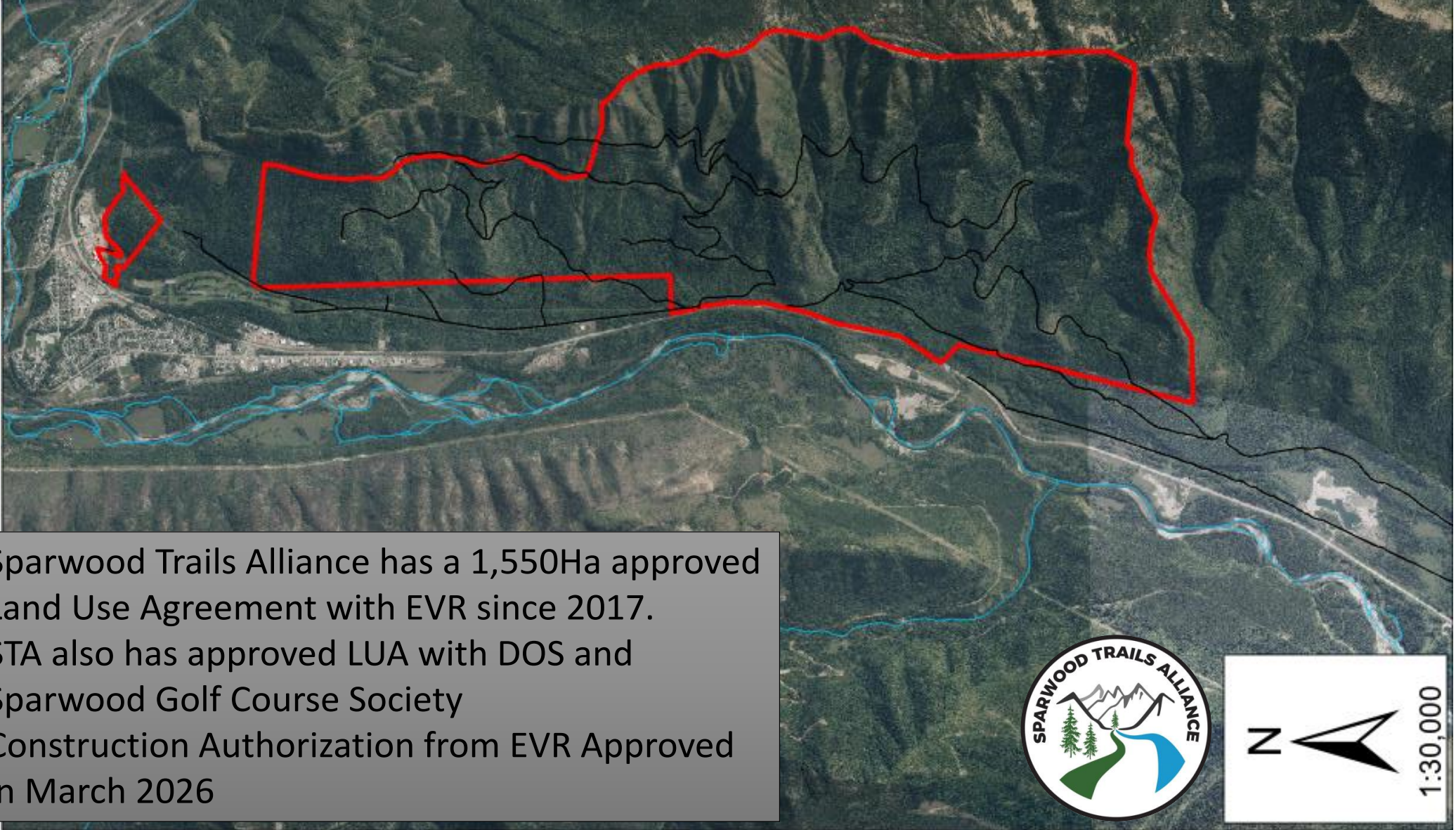
Positive contribution to community



Stats:

Membership
Volunteers
Trail Use

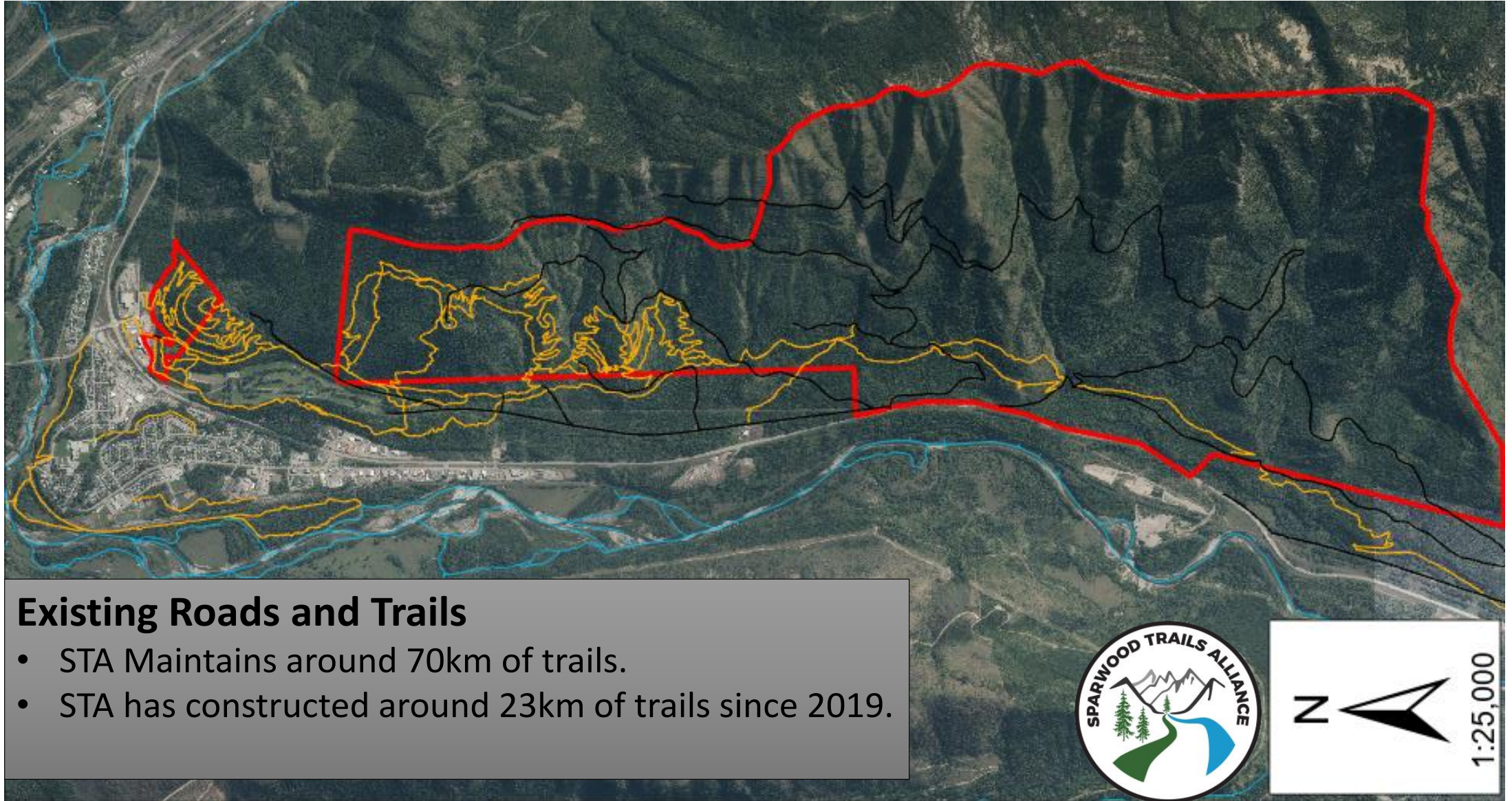




- Sparwood Trails Alliance has a 1,550Ha approved
- Land Use Agreement with EVR since 2017.
- STA also has approved LUA with DOS and Sparwood Golf Course Society
- Construction Authorization from EVR Approved in March 2026



- Area of proposed trail development (Green)
- EVR No Authorized Entry Boundary (Orange)
- STA Land Use Agreement (Red)





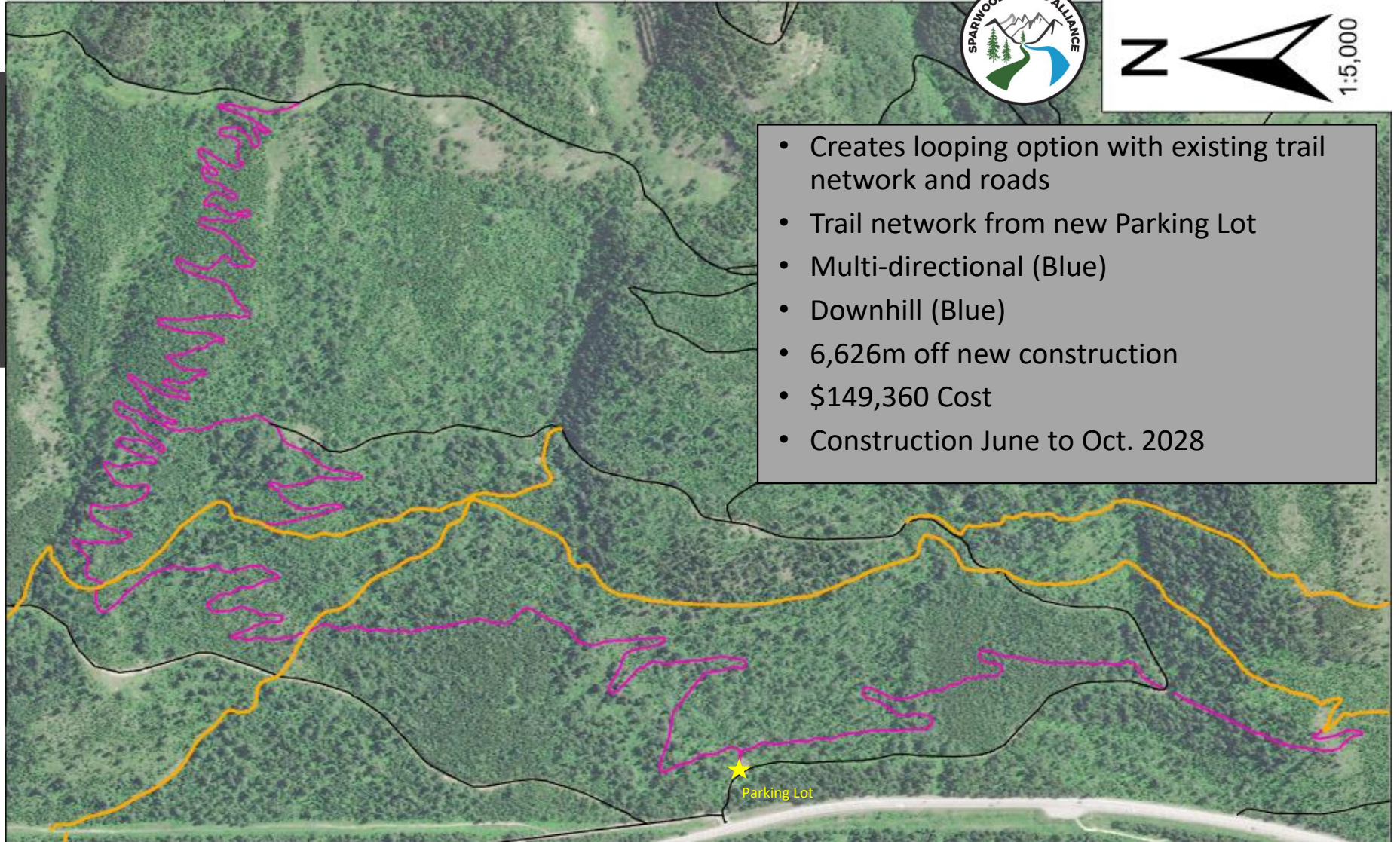
2027



- Creates looping option with existing trail and roads
- Alternate climb to Eh-Line
- Access to upper Road
- Multi-directional (Blue)
- Directional (Black)
- 6,421m off new construction
- 385m of upgrades to existing trail
- \$165,482 Cost
- Construction June to Oct. 2027

***Minor adjustments are anticipated during field layout**

2028

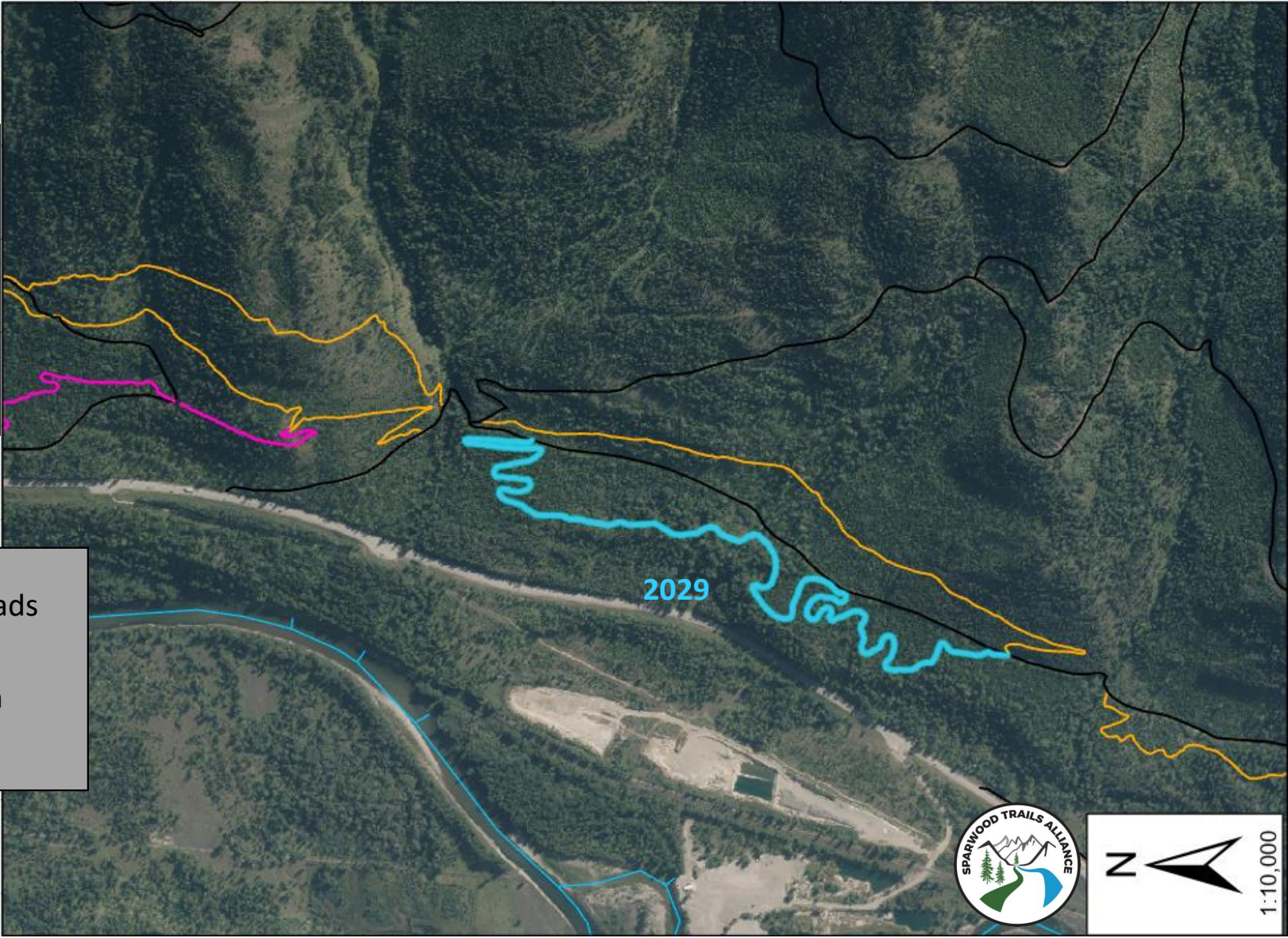


- Creates looping option with existing trail network and roads
- Trail network from new Parking Lot
- Multi-directional (Blue)
- Downhill (Blue)
- 6,626m off new construction
- \$149,360 Cost
- Construction June to Oct. 2028

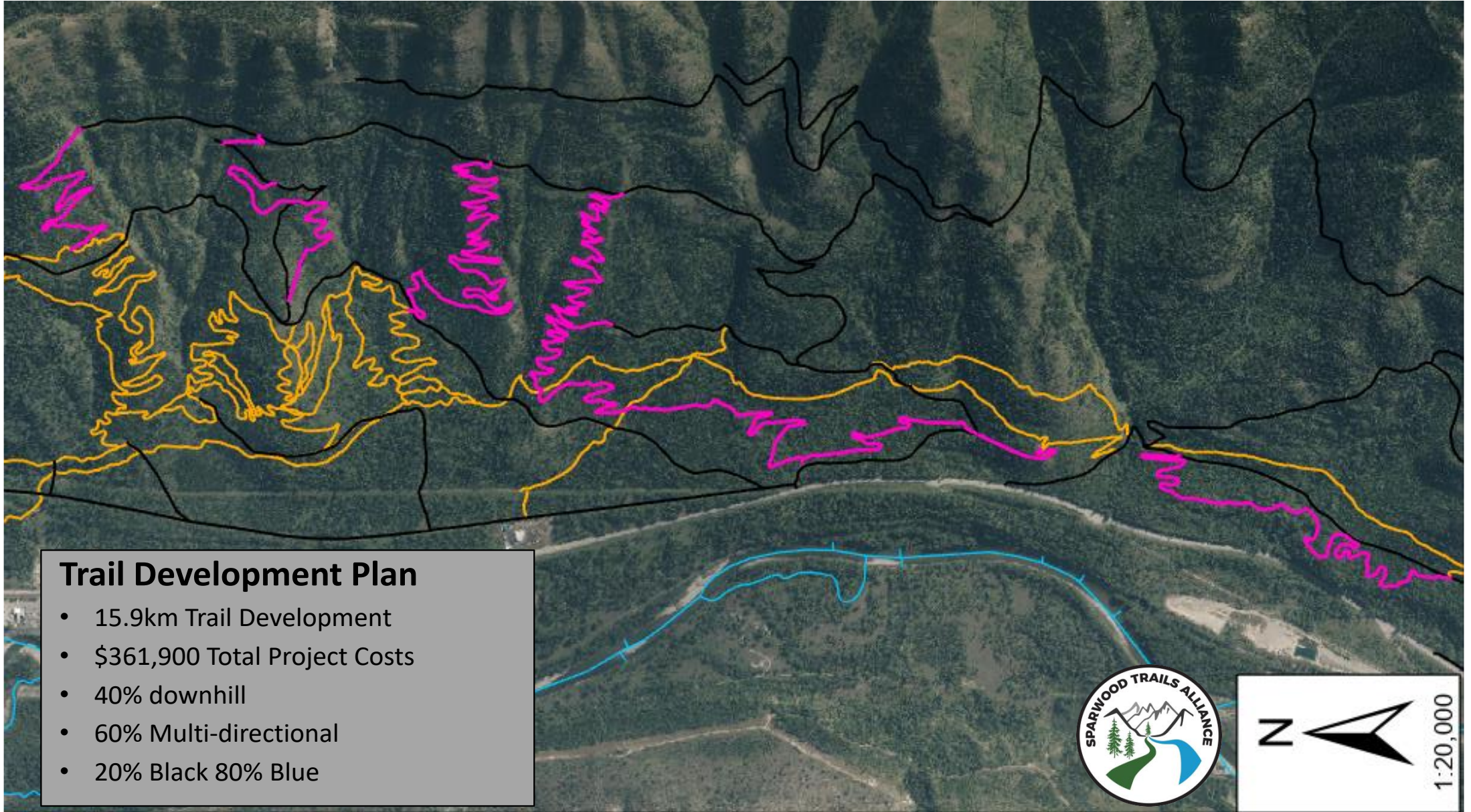
***Minor adjustments are anticipated during field layout**

2029

- Creates looping option with existing trail network and roads
- Multi-directional (Blue)
- 2,490m off new construction
- \$47,061 Cost



*Minor adjustments are anticipated during field layout

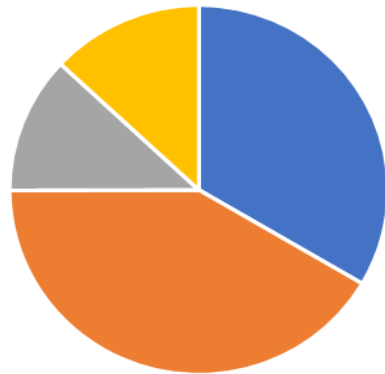




Sparwood Trails Alliance 2022-2026 Five Year Trail Construction Summary

Planned Distance	Planned Cost	Planned \$/m	Actual Distance	Actual Costs	Actual \$/m
14,074m	\$305,517	\$22/m	14,489m	\$298,870	\$21/m

Funding Distribution



■ EVR ■ CBT ■ DOS ■ Pacifican

- **3% more trail constructed than planned**
- **2% under Budget**
- **35% funding from EVR**
- **40% funding from Columbia Basin Trust**
- **13% funding from Pacifican**
- **12% funding from District of Sparwood**

Requested Next Steps

1. Construction Authorization for development plan

As per Page 2, Article 4, Section 10 of the LUA:
Sparwood Trails Alliance requires written approval from
EVR for planned trail construction prior to construction.

***Approved by EVR in March 2026**

2. Consideration for funding opportunities

The Trail Development Plan progress is entirely dependent on securing the required funding through grants and donors, therefore is subject to change. There has been a marked increase in trail usage and memberships in the past 10 years. This trail developed plan by STA will ensure a series of "shovel ready" projects that fit the STA mission and enable the STA to seize on funding opportunities as they arise.

Funding

1. STA Funding Strategy

- Historically Grant funding 70-50% which requires Seed Funding 30-50%
- New Trail Construction Grants have decreased and seed funding has increase, 70% seed funding

2. STA Funding Sources to Date

- EVR donation
- Future Society donation
- Columbia Basin Trust
- District of Sparwood
- Pacifican Grants
- Community donations
- Fund raising
- Funds raised through events
- Winter Grooming contract
- Trail Maintenance contract

3. Potential Funding Opportunities for EVR

- Sustained annual funding of seed money to leverage against available grants annually
- Lump sum funding of seed money to leverage against potentially very large grants

4. Five Year Trail Development Cost Estimate:

- Total cost \$361,901
- Funding requested \$300,000

Thank You!



TOPIC	Payments Expended for May 2026	
MEETING	Regular Council Meeting - 07 Jul 2026	ATTACHMENTS 1. Payments Expended for May 2026
PRESENTED BY		
REVIEW	Deputy CAO / Director of Corporate Services	

INFORMATION ONLY

Respectfully submitted by,
Tammy Stratton, Accounts Payable Clerk

Approved By:
Megan Rawles, Deputy CAO / Director of Corporate Services

Status:
Approved - 02 Jul 2026

PAYMENTS EXPENDED **(MAY 2026)** \$2,724,321.99

The amount reflects the following payments

\$ 1,729,539.10 to Industra Construction Corp – WWTP Upgrades

\$ 120,241.00 to Municipal Insurance Association – Property and Equipment Insurance