



**Regular Meeting of Council Agenda**

District of Sparwood

Tuesday, June 16, 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 - 10

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

  - 1. **Minutes for Adoption**  
RECOMMENDATION: 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.
  
- 11 - 15

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

  - 1. **RCMP Staff Sergeant Svend Nielsen to address Council with a quarterly update**
  - 16 - 32
  - 2. **Community Services - Organizational Excellence Update** Report from Director of Community Services
  
- 33 - 42

**(e) BYLAWS**

  - 1. **Election and Assent Voting Bylaw 1373, 2026 for adoption** Report from Deputy Corporate Officer  
RECOMMENDATION: That Council adopt Election and Assent Voting Bylaw 1373, 2026.
  - 43 - 70
  - 2. **Development Cost Charges Bylaw 1374, 2026 for first and second reading** Report from Director of Planning and Development  
RECOMMENDATION: That Council give first and second reading to Development Cost Charges Bylaw 1374, 2026 as presented.
  
- 71 - 79

**(f) BUSINESS**

  - 1. **Community Funding and Support Request - Sparwood Minor Ball Association** Report from Director of Community Services
  - 80 - 145
  - 2. **2025 Annual Report** Report from Deputy Corporate Officer  
RECOMMENDATION: That Council approve the District of Sparwood's 2025 Annual Report as presented.
  - 3. **Motion to go into Committee of the Whole**  
RECOMMENDATION: that Council go into Committee of the Whole at \_\_\_ pm to discuss item 4 on the agenda.

- 146 - 172 4. **Draft Cross Connection Control Bylaw** Report from Director of Operations  
SUMMARY OF DESIRED OUTCOME: That the Committee of the Whole provide Staff with direction regarding the draft Cross Connection Control Bylaw by providing feedback to the key questions identified in this report.
5. **Motion to close Committee of the Whole**  
RECOMMENDATION: that the Committee of the Whole portion of the meeting adjourn at \_\_\_\_ pm.
- (g) **CORRESPONDENCE**
- 173 1. **Bellecrest Days Parade Invitation for June 27, 2026**
- (h) **INTERNAL REPORTS**
- 174 - 175 1. **Payments Expended for April 2026**
- 176 - 180 2. **Bylaw Enforcement Month End Report - 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. **None.**
- (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**  
Special Council Meeting Minutes  
Tuesday, May 26, 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:** Travis Leeden, Facility Project Manager  
Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer  
Murray Sedlowsky, IT Operations Lead  
Sheldon Tennant, Director of Fire Services

(a) **CALL TO ORDER**

1. Acting Mayor Cardozo called the meeting to order at 6:00 pm.

(b) **APPROVAL OF AGENDA**

1. **Agenda Approval**

SP26-18 Moved and seconded that the agenda be approved as presented.

Carried

(c) **BUSINESS**

1. **Upper Elk Valley Fire Protection Services Agreement 2026-2030**

The Director of Fire Service, Chief Sheldon Tennant, provided an overview of their report and responded to questions from Council. Council received the report as presented.

SP26-19 Moved and seconded that Council authorize the Acting Mayor and Corporate Officer to execute the Upper Elk Valley Fire Protection Service Agreement with the Regional District of East Kootenay for the period January 1, 2026 to December 31, 2030.

Carried

2. **Community Funding and Support Request - Sparwood Mixed Slow Pitch League**

The Facility Project Manager, Travis Leeden, provided an overview of their report and responded to questions from Council. Council received the report as presented.

SP26-20 Moved and seconded that Council approve the Community Funding and Support Category 2 request from the Sparwood Mixed Slow Pitch League for up to \$3,000 of in-kind support for the cost of field rental fees.

Carried

3. **Centennial Plaza Stage and Washroom Project - Funding Reallocation for Grant Application**

The Chief Administrative Officer, Michele Schalekamp, provided an overview of their report and responded to questions from Council. Council received the report as presented.

- SP26-21 Moved and seconded that Council approve the application to the Columbia Basin Trust Gathering Area and Town Hub Enhancement and Revitalization (GATHER grant) for up to \$650,000 for the Centennial Plaza Stage and Washroom Project;  
and that Council approve the allocation of up to \$825,000 toward the Centennial Plaza Stage and Washroom Project, if the grant application is successful, funded from the following sources:
- \$300,000 from the cancellation of the Municipal Apartment Project;
  - \$125,000 remaining from the Pool Leak Repair Project; and
  - \$400,000 from the Land Sale Reserve (2027)
- for a total estimated project cost of \$1,475,000.

Carried

4. **Curling Rink Primary Structural Roof Beams Upgrade**

The Facility Project Manager, Travis Leeden, provided an overview of their report and Council received the report as presented.

- SP26-22 Moved and seconded that Council authorize the Acting Mayor and Corporate Officer to execute a contract with Tye Log Homes Ltd for the 2026 Curling Rink Primary Structural Beams Upgrade project in the amount of \$204,675.00 plus applicable taxes.

Carried

(d) **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.

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

1. **Motion to close meeting to the public**

- SP26-23 Moved and seconded 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:
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
  - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

Carried

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

3. **Section 90(1)(j) - Prohibited Information**

4. **Section 90(1)(i) - Legal Advice**

(f) **ADJOURNMENT**

1. Acting Mayor Cardozo adjourned the meeting at 6:57 pm.

Certified Correct

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Acting Mayor Amy Cardozo, Chair

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Megan Rawles, Corporate Officer



**DISTRICT OF SPARWOOD**  
Regular Meeting of Council Minutes  
Tuesday, June 2, 2026  
Council Chambers, Municipal Office, 136 Spruce Avenue

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

**ABSENT:**

**STAFF PRESENT:** Darrell Kaisner, Director of Operations  
Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer  
Patrick Sorfleet, Director of Planning and Development  
Sheldon Tennant, Director of Fire Services

(a) **CALL TO ORDER**

1. Acting Mayor Cardozo called the meeting to order at 6:08 pm.

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

1. **Late Item(s) to be added or removed from the agenda**
  - Late Addition: Under (e) Bylaws: Item 2. Traffic Regulations Bylaw 1356, 2026 for first, second, and third reading
    - Attachment 2. Public Feedback has been added
2. **Agenda Approval**

26-109 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**

26-110 Moved and seconded that the minutes of the Regular Meeting of Council held May 5, 2026 be adopted as presented.

Carried

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

1. **Summit Hoops Basketball**

Tiffany Rout, representing Summit Hoops Basketball, addressed Council on a seasonal sport flooring system and responded to questions from Council.

(e) **BYLAWS**

1. **Election and Assent Voting Bylaw 1373, 2026 for first, second, and third reading**

The Director of Corporate Services, Megan Rawles, provided an overview of their report and Council received the report as presented.

26-111 Moved and seconded that Council give first, second, and third reading to Election and Assent Voting Bylaw 1373, 2026 as presented.

Carried

2. **Traffic Regulations Bylaw 1356, 2026 for first, second and third reading**  
The Director of Operations, Darrell Kaisner, provided an overview of their report and responded to questions from Council. Council received the report as presented.  
  
26-112 Moved and seconded that Council give first reading to Traffic Regulations Bylaw, 1346, 2026, as presented. Carried  
  
26-113 Moved and seconded that Council refer the Traffic Regulations Bylaw, 1346, 2026, back to Staff with the following direction:
  - Schedule an informal public hearing to receive feedback on the proposed bylawCarried
3. **Amendment Bylaws for Traffic Regulations for first, second, and third reading**  
The Director of Corporate Services, Megan Rawles, provided an overview of their report and Council received the report as presented.  
  
26-114 Moved and seconded that Council refer Fees and Charges Amendment Bylaw 1371, 2026, back to staff to align changes with the direction provided for the proposed Traffic Regulations Bylaw. Carried  
  
26-115 Moved and seconded that Council refer Bylaw Enforcement Notice Amendment Bylaw 1372, 2026, back to staff to align changes with the direction provided for the proposed Traffic Regulations Bylaw. Carried

(f) **BUSINESS**

1. **Liquor Licence Application - Game On: Indoor Playground, Bowling & Rec Room**  
The Director of Corporate Services, Megan Rawles, provided an overview of their report and Council received the report as presented.  
  
26-116 Moved and seconded that Council make a recommendation to the Liquor and Cannabis Regulation Branch in support of the Game On: Indoor Playground, Bowling & Rec Room, liquor licence application. Carried
2. **Motion to go into Committee of the Whole**  
26-117 Moved and seconded that Council go into Committee of the Whole at 7:02 pm to discuss items 3 and 4 on the agenda. Carried by unanimous consent
3. **Fire Services Bylaw Amendments**  
The Director of Fire Services, Sheldon Tennant, 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:
  - Remove the requirement of an annual renewal of backyard fire permit
  - Define permissible maximum size of a backyard fire pit
  - Permit rental of the fire apparatus
  - Permit rental of the fire training centre
  - Amend fire service boundaries along highway 3 as presented

4. **Environmental Services: Solid Waste Management**

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:

- Follow up with Conservation Officer and WildSafe BC about bear activity this year
- Follow up with Waste Management about bin placement inside the Public Works yard
- Continue with public education and implement a message for the electronic boards

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

26-118 Moved and seconded that the Committee of the Whole portion of the meeting adjourn at 7:35pm.

Carried by unanimous consent

(g) **CORRESPONDENCE**

1. **Annual Performance Plan (APP) - Elk Valley Regional RCMP**

Annual Performance Plan (APP) - Elk Valley Regional RCMP was received for information.

2. **Province of BC Notice 2026-001: Notice to providers of professional services**

Province of BC Notice 2026-001: Notice to providers of professional services was received for information.

3. **Sparwood Coal Miner Days Parade - Invitation for June 13, 2026**

Sparwood Coal Miner Days Parade - Invitation for June 13, 2026 was received for information.

4. **Elkford Wildcat Days Parade and Lunch - Invitation for June 27, 2026**

Elkford Wildcat Days Parade and Lunch - Invitation for June 27, 2026 was received for information.

5. **Pincher Creek Rodeo Parade - Invitation for August 15, 2026**

Pincher Creek Rodeo Parade - Invitation for August 15, 2026 was received for information.

(h) **INTERNAL REPORTS**

1. **Minutes from the Public Hearing and Regular Meeting of Council both dated May 19, 2026**

Minutes from the Public Hearing and Regular Meeting of Council both dated May 19, 2026 was received for information.

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

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

3. **Lodgepole Mobile Home Park Presentation**

Lodgepole Mobile Home Park Presentation 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.

Laura Cunliffe, a Sparwood resident, thanked Council for listening to the concerns of Michel Creek Road residents.

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

1. **Motion to close meeting to the public**

- 26-119 Moved and seconded 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:
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Carried

- 2. **Closed Minutes for Adoption**
- 3. **Section 90(1)(e) - Land Disposition**

(I) **ADJOURNMENT**

- 1. Acting Mayor Cardozo adjourned the meeting 8:18 pm.

Certified Correct

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Acting Mayor Amy Cardozo, Chair

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Megan Rawles, Corporate Officer



**REQUEST TO APPEAR AS  
A DELEGATION TO COUNCIL**

<b>APPLICANT NAME &amp; CONTACT INFORMATION</b>	
Name:	
Address:	
Phone:	Email:
Name of Presenter(s):	
<b>ORGANIZATION INFORMATION (IF APPLICABLE)</b>	
Name:	
Phone:	Email:
<b>MEETING INFORMATION</b>	
Request for Funding <input type="checkbox"/> Request Letter of Support <input type="checkbox"/> Information Only <input type="checkbox"/> Other <input type="checkbox"/>	
Preferred Appearance Date:	
Do you wish to appear as a delegation electronically (via Zoom or similar means)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give a brief description of the purpose of your presentation (include specific requests you have of Council):	
Audio/visual presentation: Yes <input type="checkbox"/> No <input type="checkbox"/> (must be received in pdf, jpg, or PowerPoint format by <a href="mailto:corporate@sparwood.ca">corporate@sparwood.ca</a> before noon on the Wednesday preceding the meeting. Digital presentations are <b>not</b> accepted at the meeting.)	
<b>IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION</b>	
<i>Freedom of Information and Protection of Privacy Act (FOIPPA)</i>	
<ul style="list-style-type: none"> <li>Information collected on this delegation request form is done so under the general authority of the <i>Community Charter</i> and FOIPPA and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.</li> <li>Please be advised District of Sparwood public meetings may be recorded and made available online for public access. By speaking at these meetings, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and acknowledging that this information may be disclosed and/or accessed outside of Canada. You are also asserting that your presentation is in compliance with the <i>Federal Copyright Act</i> and grant the District of Sparwood license to publish these materials.</li> <li>For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250.425.6271 or <a href="mailto:corporate@sparwood.ca">corporate@sparwood.ca</a>.</li> </ul>	
Applicant Signature: <i>Svend Nielsen, S/Sgt.</i>	Date:
Completed forms can be emailed to <a href="mailto:corporate@sparwood.ca">corporate@sparwood.ca</a> or delivered to the District Office at 136 Spruce Avenue.	
<b>FOR DISTRICT USE ONLY: Scheduled Council Appearance Date:</b> _____	

District of Sparwood, Box 520, 136 Spruce Avenue, Sparwood, BC V0B 2G0  
 Tel: 250.425.6271 Fax: 250.425.7277 website: [www.sparwood.ca](http://www.sparwood.ca)  
 Email: [corporate@sparwood.ca](mailto:corporate@sparwood.ca)



	SPARWOOD	RDEK	FERNIE MUNI	ELKFORD	TOTAL CALLS
TOTAL CALLS FOR SERVICE	269	166	319	92	848*
Intimate Partner Violence	0	1	5	0	6
Assault - Non-Domestic	4	4	11	2	21
Sexual Assault	2	0	4	1	7
B & E Business	13	3	16	2	34
Founded / Unfounded	2 / 11	1 / 2	1 / 15	0 / 2	
B & E Residence	3	2	3	1	9
Founded / Unfounded	1 / 2	1 / 1	0 / 3	0 / 1	
B & E Other	2	0	1	1	4
Founded / Unfounded	0 / 2	-	1 / 0	0 / 1	
Theft of Vehicle	2	2	0	0	4
Theft of Bike	0	0	0	0	0
Theft from Vehicle	2	0	1	1	4
Mischief	7	6	12	1	26
Motor Vehicle Incidents	36	25	12	9	82
MVI - Collision Over \$10K	5	7	2	2	16
MVI - Collision Under \$10K	23	14	10	4	51
MVI - Non-Fatal Injury	7	3	0	3	13
MVI - Fatal Injury	1	1	0	0	2
Impaired Investigations	3	2	14	1	20
Search and Rescue Call Outs	0	1	3	3	7
Bylaw	6	-	5	3	14
Noise	3	-	2	1	6
Litter	0	-	0	0	0
Other	3	-	3	2	8
Cause a Disturbance	3	1	18	0	22
Breach of Peace	0	2	7	0	9
Fraud	4	6	11	1	22
Mental Health Act	6	4	6	4	20
Missing Persons	3	0	4	1	8

\*Discrepancy of two calls accounts for one fail to appear in Cranbrook court on Elk Valley file charges and one file that was on the detachment boundary with Cranbrook RCMP.

## Q4 STATISTICS THREE-YEAR COMPARISON (JANUARY TO MARCH)



DISTRICT OF SPARWOOD	2023	2024	2025
TOTAL CALLS FOR SERVICE	303	269	318
Intimate Partner Violence	6	3	2
Assault - Non-Domestic	6	6	3
Sexual Assault	1	2	1
B & E Business	11	9	4
Founded / Unfounded	3 / 8	2 / 7	0 / 4
B & E Residence	1	2	3
Founded / Unfounded	1 / 0	0 / 2	2 / 1
B & E Other	2	1	3
Founded / Unfounded	0 / 2	1 / 0	1 / 2
Theft of Vehicle	2	0	1
Theft of Bike	0	0	0
Theft from Vehicle	2	2	0
Mischief	10	4	6
Motor Vehicle Incidents	35	31	45
MVI - Collision Over \$10K	13	5	15
MVI - Collision Under \$10K	20	24	28
MVI - Non-Fatal Injury	2	2	2
MVI - Fatal Injury	0	0	0
Impaired Investigations	5	8	5
Search and Rescue Call Outs	0	2	1
Bylaw	3	4	1
Noise	2	0	0
Litter	0	0	0
Other	1	4	1
Cause a Disturbance	9	4	3
Breach of Peace	7	2	6
Fraud	7	8	4
Mental Health Act	3	4	2
Missing Persons	0	3	3

## POLICE SERVICE PRIORITIES

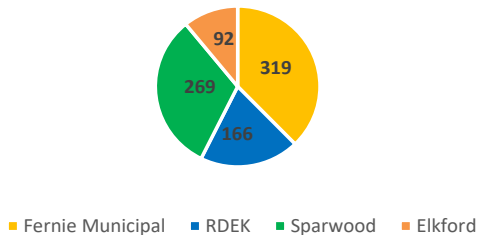
- \* Impaired Driving \* Traffic Enforcement \* Community Relations/Police Visibility
- \* Prolific Offender Management Program \* South Country Patrols

## DISTRICT OF SPARWOOD HIGHLIGHTS

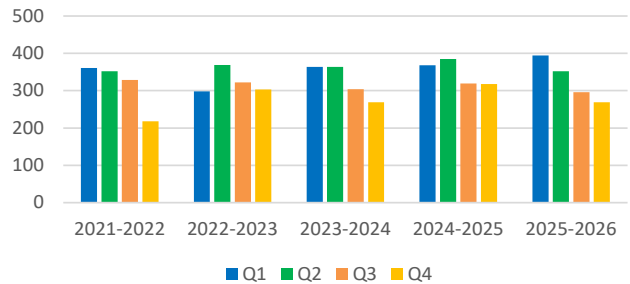
- Extreme weather created unfavorable driving conditions mid-February, which led to the closure of the highway between Sparwood and the BC/AB Border. Officers responded to calls for motor vehicle incidents during this weather event. Upon the reopening of the highway, officers were called back to the area to monitor traffic flow as impatient travelers were creating hazardous situations.
- In February the Elk Valley RCMP partnered with Interior Health to use the HealthIM mobile app. This app is a tool that is used during calls for service related to mental health. The app helps officers formulate if a mental health apprehension is necessary and immediately shares relevant information with the respective hospitals (Fernie or Sparwood) if the RCMP are bringing someone to their facilities for a further medical assessment. The app has been used in other jurisdictions throughout Canada, and we are among the first in BC to use it.
- S/Sgt. Nielsen attended the Sparwood Senior's Centre in March and conducted an educational presentation to approximately 40 citizens bringing awareness to and answering questions surrounding common fraud scams.

## CALLS FOR SERVICE

2025-2026 Q4 ZONE COMPARISONS



5 YEAR FILE COUNT COMPARISON BY QUARTER  
DISTRICT OF SPARWOOD



## MEMBER STRENGTH

# OF RCMP MEMBERS	FERNIE MUNICIPAL	FERNIE RURAL	SPARWOOD	ELKFORD
18 / 19	5 / 6	5 / 5	5 / 5	3 / 3



ROAD SAFETY

2025-2026 Q4 STATS DISTRICT OF SPARWOOD	IMPAIRED OPERATION OF A MOTOR VEHICLE
TOTAL IMPAIRED INVESTIGATIONS Q4	2
12 hour	0
24 hour Suspension - Liquor	0
24 hour Suspension - Drugs	0
Warn - 3 Day	1
Warn - 7 Day	0
Warn - 30 Day	1
Fail ASD - 90 Day	0
Refuse ASD - 90 Day	0

2025/2026 Q4 STATS	FERNIE MUNI	RDEK	SPARWOOD	ELKFORD
VIOLATION TICKETS - EV RCMP	17	11	23	1
WARNINGS - EV RCMP	16	10	7	3
VIOLATION TICKETS - BHCP	1	11	1	14
WARNINGS - BHP	1	3	0	0
TOTAL VT'S ISSUED Q4:	18	22	24	15



CRIME REDUCTION

In this quarter:

- Officers completed 38 curfew checks to ensure compliance for individuals released on conditions.
- In Sparwood, Crown issued endorsed warrants for three individuals, all who are charged with failing to comply with a probation order. Officers are pursuing warrant approval from Crown in relation to an individual who has failed to comply with the Sex Offender Information Registration Act.
- Proactive traffic enforcement within town limits, specifically Ponderosa Drive and Pine Avenue (including the school zone) continues to be a focus of patrols.



POLICE/COMMUNITY RELATIONS

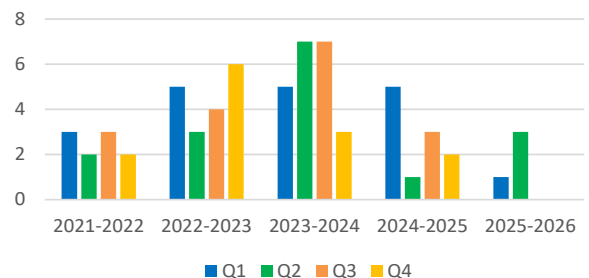
### SCHOOL LIAISON OFFICERS

- In this quarter, members visited the schools in Sparwood on 5 occasions.
- Cpl. Dyer initiated planning with Sparwood Secondary for informational assemblies for students to commence next quarter.
- Elk Valley Officers engaged with School District #5 & #93 to ensure School SAFE plans and lockdown procedures were updated.
- Sgt. Gregory and Cpl. Dyer attended Sparwood Secondary Strive Program for a Q&A with the students and a round of Jeopardy.



VIOLENCE IN RELATIONSHIPS

### 5 YEAR COMPARISON INTIMATE PARTNER VIOLENCE DISTRICT OF SPARWOOD



TOPIC	<b>Community Services - Organizational Excellence Update</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b> <a href="#">1. Community Services Organizational Excellence Presentation</a>
PRESENTED BY	Director of Community Services	
REVIEW	Facility Project Manager	

**INFORMATION ONLY**

**PURPOSE**

This report is coming to Committee of the Whole to provide an update on the status of organizational excellence initiatives and for staff to provide an update on the operational initiatives.

**BACKGROUND INFORMATION**

In February 2023, during the Operational Excellence initiative held with Gordon McIntosh, it was determined that staff from each department would provide annual check-ins with Council. The following presentation (attachment 1) will provide information on services that are provided by, or have been identified as priorities within Community Services.

The Community Services business units include: Administration, Aquatics, Facilities and Maintenance.

**ANALYSIS AND OPTIONS**

Staff will provide an update on the operational initiatives of the Community Services business units and respond to questions from the Committee.

**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.

Respectfully submitted by,  
Jenna Jensen, Director of Community Services

**Approved By:**

Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer

**Status:**

Approved - 10 Jun 2026  
Approved - 10 Jun 2026  
Approved - 10 Jun 2026

# Org. Excellence Update – Community Services

June 16, 2026



# Community Services

Community  
Development  
& Support

Rec.  
Facilities &  
Rentals

Parks, Trails  
& Open  
Spaces

## Community Services

Community  
Events  
Coordination

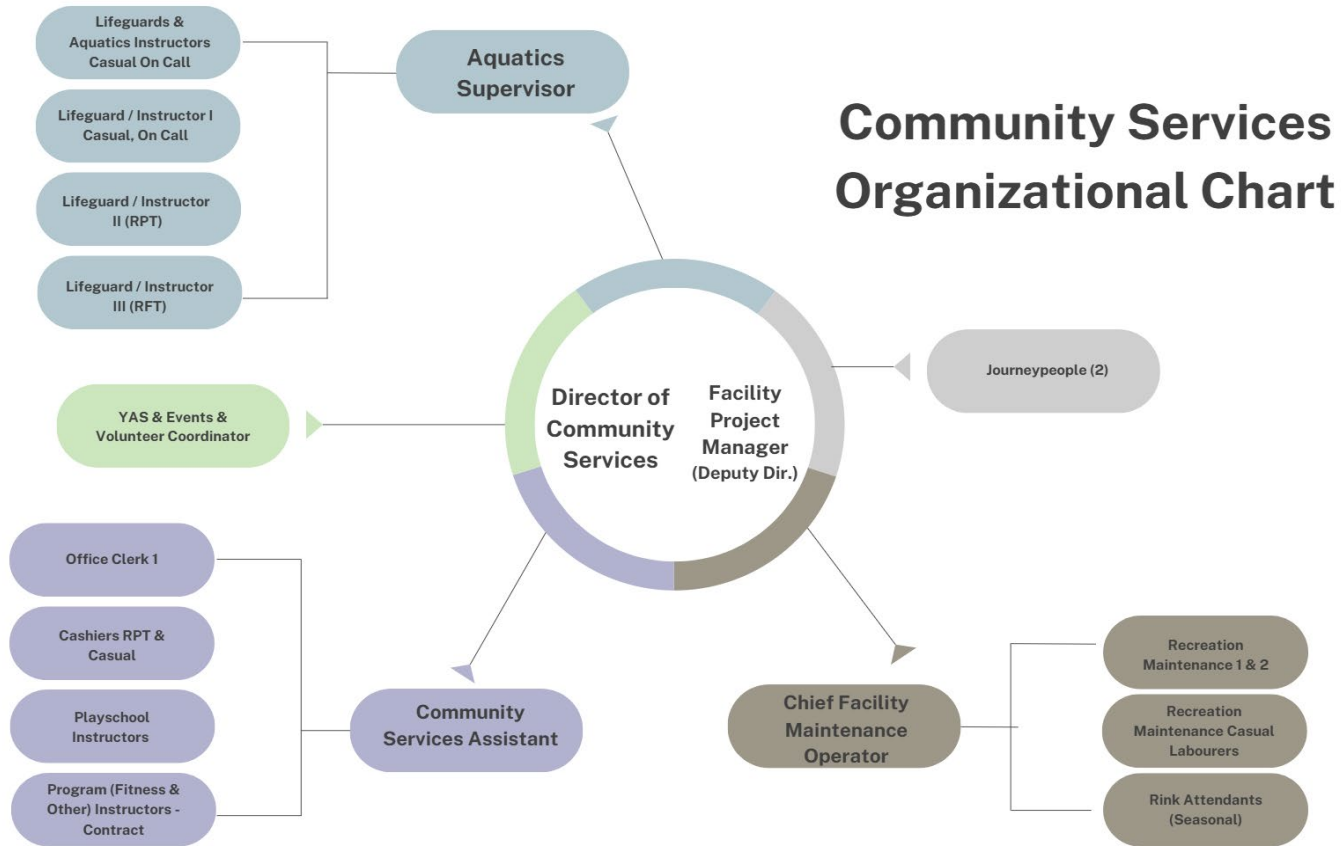
Recreation  
Programs

Civic Facility  
Management

The Community Services Department provides key services such as:

- Community Development and Support through events coordination and connection with non-profit organizations
- Recreation programming
- Maintenance of parks, trails and open spaces (shared with Public Works)
- Maintenance of indoor and outdoor recreational amenities
- Management of municipal owned facilities
- Rentals and programming within the Recreation Centre
- There is a staff of approximately 50, including casuals and fixed term contract instructors

# Community Services Org. Chart



# Operational Initiatives

## OPERATIONAL INITIATIVES CHART

June 2026

### COMMUNITY SERVICES AND COMMUNICATIONS

- 1. **HOT TUB REPAIR:** Options ✓ Nov 2025
- 2. **RECREATION FACILITY OPTIONS:** Options Analysis Oct 2025
- 3. **Rec Fees and Charges Review:** Bylaw Engagement ✓ Nov 2025
- ★ Community Hall Update
- ★ Recycling & FoodCycler Public Education: Plan ✓

### BUSINESS UNIT INITIATIVES

#### MAINTENANCE

- 1. Refrigeration Operator Training: Complete Sept 26
- 2. Dressing Room 2 & 4 Hot Water: Repair Aug 26
- ★ Utility Trailer: Business Case
- ★ Racquetball Washroom: Proposal

#### AQUATICS

- 1. Lifeguard Recruitment: Options Jul 26
- 2. Physio Program: Research Sept 26
- 3. Afterschool Childcare Swim Program: Evaluate Oct 26
- ★ Assistant Lifeguard

#### ADMINISTRATION

- 1. Digital Fitness Class: Launch Jul 26
- 2. Program Marketing: Explore Options Aug 26
- ★ Play School Program: Evaluate
- ★ Staffing Schedule Software

#### COMMUNICATIONS

- 1. Election Engagement: Draft Content Jul 26
- 2. Emergency Response Templates: Draft Aug 26
- ★ Marketing Photos
- ★ Update Website Images – Post Election

#### ACCESSIBILITY

- 1. Aquatics Accessibility: Advertise Aug 26
- 2. Accessibility Review: Leased Buildings Sept 26
- ★ RPF Accessibility Language
- ★ Annual Report Inclusion

# Administration

Administration is responsible for:

- Providing telephone and counter reception to the arriving public
- Processing admissions to public events and programs
- Developing and marketing recreation programs, events and activities
- Receiving and processing registrations for recreation programs and facility reservations
- Maintaining & updating the RecDesk registration platform

The YAS & Events and Volunteer Coordinator is responsible for:

- Youth programs and events
- District Events such as: Winterfest, Canada Day, Volunteer Appreciation and the Fall Harvest Event




Showcase Sparwood 2026

# Administration Highlights



- The addition of the elevator was a notable advancement for accessibility within the Recreation Centre
- Summer Camp was evaluated and a new collaboration with the Uplift Community Support Association will see fun summer adventure camps in July and August
- A new fitness program instructor has started, the team is now working on marketing and promotion to increase attendance
- New flooring was placed in the front desk area, a wonderful improvement from the old yellow floors



 Fun Fact: There were over 5,400 users on the website last month. 45% access the website from a mobile phone and 52% from a desktop. The other 3% are via tablet or other device.

# Youth Action Highlights



• This year is the 10<sup>th</sup> Anniversary of Youth Action Sparwood!

- Over the past 12 months there have been 25 different programs across 60 program dates with a total of 753 youth registrations
- All of the Youth Action Sparwood (YAS) programs are very popular, and often are filled with waitlists
- Rock School has been a highly attended program for a number of years and provides vocal coaching, guitar, drum and piano lessons to youth
- Great community partnerships with local business and organizations have helped YAS deliver programs and continue to grow
- Columbia Basin Trust has confirmed that funding for this initiative will continue as supporting youth is an important CBT priority



# Aquatics

The aquatics team is responsible for:

- Providing necessary lifeguarding to ensure the pool can open for community enjoyment
- Teaching the important life skill of swimming through instruction for patrons of all ages
- Facilitating and leading aquatics fitness programs such as aquafit
- Maintaining mechanical and chemical operation of the pool



# Aquatics Highlights



**The pool and hot tub leak repairs have been completed and have proven to be successful.**

- Patronage has increased since the hot tub became operational again with many people that have not been to the facility in the past year returning to enjoy this amenity
- Balancing the pool has stabilized since the repairs and costs savings will be realized
- School District #5 school and homeschool lessons have been facilitated and will be ongoing
- Elk Valley Dolphins have utilized the facility for training, increasing local participation in the club
- Lifeguard shortages remain challenging; however, the team has done a great job maintaining programs and services
- 2026 is the first year since pre-Covid 19 that elementary school students from grade 2 to 6 have all had the opportunity to complete swim lessons



# Maintenance

The Recreation Maintenance team is responsible for:

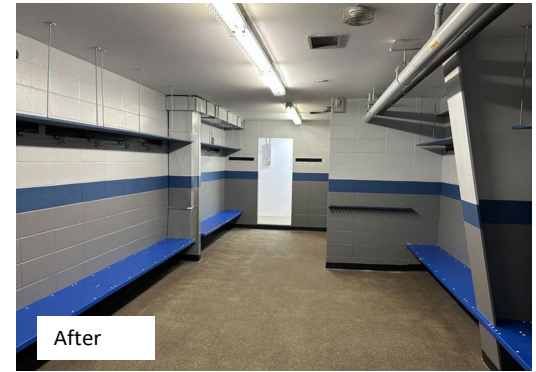
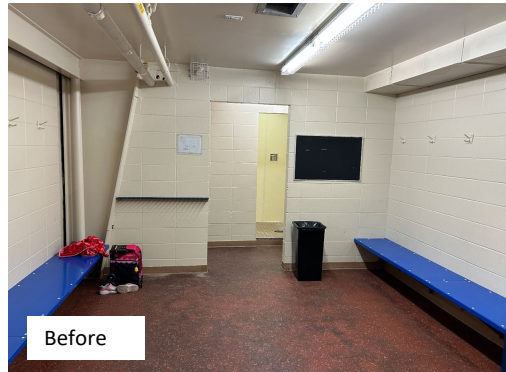
- Undertaking custodial duties throughout the facility
- Completing mechanical preventative maintenance (HVAC, Pumps, Arena Plant, DHW system, Pool Circulation Pumps)
- Installing and maintaining indoor and outdoor ice
- Conducting parks and playground inspections and equipment repair
- Maintaining and repairing exterior grounds and outdoor amenities
- Assisting the public and user groups with rentals and special events
- Supporting the Journeyman as needed for facility maintenance



# Maintenance Highlights

**Fun Fact: A training opportunity provided info on a new hose for flooding the ice. This small upgrade will now cut the manpower needed to lift and move the hose in half during the ice building process.**

- The maintenance team has completed in house updates to the Community Hall & kitchen
- Focus on training – Refrigeration Operator and Refrigeration Safety Awareness courses are ongoing
- Improved safety is underway with a net between the ball diamond and skate park
- The maintenance team has supported many community events at the Recreation Centre and Centennial Plaza
- There have been several improvements to the facility, grounds and amenities, include the refreshing of the hall, dressing room 2 and 4, ball diamonds, dugouts and bleachers



# Facilities

The Facilities team is responsible for:

- Undertaking repairs and maintenance to all municipally owned facilities
- Tracking and maintaining assets and developing preventative maintenance plans
- Planning and preparing for many above ground and facility related projects and overseeing external contractors



- Supporting the District's asset management plan

# Facilities Highlights



**Fun Fact: There are 14 District buildings that require daily monitoring of their digital automation.**

- The improvements to the Community Hall kitchen made a big visual impact and is very appreciated by the public
- The District wide facility security and fob/card access system was complete



- Lights were upgraded in the foyer of the pool making the space much brighter
- A new office space is being built within Municipal Office. Working in collaboration, and across all District buildings, the Journeypeople make big impacts
- A covered shade area was constructed at the dog pound

# Excellence

Strong team culture



Highest number of Aquafit patrons in the Elk Valley

Collaboration with other departments



Diverse, well attended programs

Pride in community service



Focus on continual improvement

# Question 1

Does the Committee have any questions based on this presentation?

# Question 2

Does the Committee have any feedback to provide the Community Services Team?

TOPIC	<b>Election and Assent Voting Bylaw 1373, 2026 for adoption</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b> <a href="#">1. Election Bylaw 1373, 2026</a>
PRESENTED BY	Deputy Corporate Officer	
REVIEW	Deputy Corporate Officer	

**RECOMMENDATION**

Option A: That Council adopt Election and Assent Voting Bylaw 1373, 2026.

**PURPOSE**

For Council to review and consider a new Election Bylaw that combines the provisions of the current two bylaws into a single, updated framework.

**BACKGROUND INFORMATION**

The District of Sparwood (District) currently regulates election and assent voting procedures through two separate bylaws:

- [Election and Assent Voting Bylaw 1211, 2018](#), which establishes procedural matters such as elector registration, advance and special voting opportunities, public access to nomination and endorsement documents, ballot name order, and tie vote resolution; and
- [Automated Vote Counting System Authorization and Procedure Bylaw 1297, 2022](#), which authorizes the use of automated vote counting equipment and sets out detailed operational procedures for voting, counting, close of voting, and recounts.

**LEGAL/STATUTORY AUTHORITY**

[Section 52](#) of the Local Government Act, requires general local elections be held every four years.

[Section 109](#) of the Local Government Act, authorizes local governments, by bylaw, to provide special voting opportunities to electors who may otherwise be unable to vote.

[Section 112](#) of the Local Government Act, authorizes the use of automated voting machines, by bylaw, and requires that the bylaw include procedures for how to vote, the counting of votes, and the ballot form.

**LEGAL/STATUTORY REQUIREMENTS**

[Section 56](#) of the Local Government Act, requires that bylaws that apply to a general local election must be adopted at least 56 days before first day of the nomination period. The first day of the nomination period for the 2026 general local election is September 1, 2026, therefore all bylaws must be adopted by July 6, 2026.

[Section 89\(8\)](#) of the Local Government Act, requires the local government to provide for public access to nomination documents by bylaw.

**ANALYSIS AND OPTIONS**

The proposed Election and Assent Voting Bylaw 1373, 2026 consolidates and modernizes the District’s election framework by repealing and replacing Election and Assent Voting Bylaw 1211, 2018 and Automated Vote Counting System Authorization and Procedure Bylaw 1297, 2022, while maintaining compliance with the legislative requirements of the *Local Government Act*.

The proposed bylaw carries forward all substantive election and assent voting procedures currently in place, including elector registration using the Provincial voters list, advance and special voting opportunities, public access to nomination and endorsement documents, ballot name order, and tie-vote resolution. In addition, it incorporates the automated vote counting authorization and detailed operational procedures previously set out in a standalone bylaw, resulting in a single, comprehensive bylaw governing all aspects of local elections and assent voting. No changes to voting methods, elector eligibility, or statutory requirements are introduced; rather, the proposed bylaw improves clarity, reduces duplication, and supports more efficient election administration by consolidating existing authorities and procedures into one document.

The proposed bylaw includes a new section (Section 3) that clarifies that Council appoints the Chief Election Officer by resolution and implicitly authorizes the Chief Election Officer to:

- administer and conduct elections and assent voting under the *Local Government Act*;
- conduct school trustee elections held in conjunction with local elections under the *School Act*; and
- establish procedures, forms, voting locations, voting hours, and administrative practices necessary to conduct elections.

The proposed bylaw does not include provisions for mail ballots at this time. Administration of a mail ballot program requires considerable staff time, operational planning, and resource allocation. Based on participation levels reported by comparable municipalities, uptake has been limited and does not currently justify the associated resource investment. The primary risk is reduced accessibility for electors who may rely on mail ballots; however, this approach allows resources to be focused on in-person voting options where participation is higher and service delivery is more efficient.

To support voter access, additional advanced voting days will be scheduled, as well as the ability to schedule special voting opportunities for those in hospital or care facilities.

The bylaw was given three readings at the June 2, 2026 regular meeting of Council.

A	Adopt the bylaw	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Timely consolidation of election bylaws ensures a clear, current, and fully integrated legislative framework is in place well in advance of the 2026 general local election, supporting effective planning and administration</li> <li>• Consolidating the two existing bylaws into a single election bylaw improves legislative clarity by housing all election and automated vote counting procedures in one comprehensive, easy-to-reference document</li> <li>• The bylaw carries forward existing, Council-approved practices without substantive policy change, minimizing risk while improving administrative efficiency and consistency</li> </ul>
		<p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• Combining two previously distinct bylaws into one document limits Council’s ability to consider future changes to election administration and vote-counting procedures independently of one another</li> <li>• The consolidated bylaw is longer and more technical than the existing election bylaw, which may make it less accessible for Councillors, candidates, and the public to quickly locate specific procedural provisions</li> </ul>
		<p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• No new voting methods or technologies are introduced beyond those already authorized under existing bylaws</li> <li>• Consolidation reduces duplication and simplifies reference materials for election administration</li> <li>• Existing election processes continue to be used</li> </ul>
		<p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• Election administration duties of the Chief Election Officer and election officials remain unchanged</li> <li>• No additional permanent or temporary staffing requirements arise solely from adoption of the consolidated bylaw</li> <li>• Streamlined procedures may improve staff efficiency during election preparation and delivery</li> </ul>
		<p><b>Suggested Motion</b> That Council adopt Election and Assent Voting Bylaw 1373, 2026.</p>

B	Amend the bylaw	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Ensures the bylaw accurately reflects Council's direction</li> <li>• Will largely depend on the nature of the amendments</li> </ul>
		<p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• Will largely depend on the nature of the amendments</li> </ul>
		<p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• None anticipated</li> </ul>
		<p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• Will largely depend on the nature of the amendments</li> </ul>

		<p><b>Suggested Motion</b></p> <ol style="list-style-type: none"> <li>1. That Council rescind third reading of Election and Assent Voting Bylaw 1373, 2026.</li> <li>2. That Council amend Election and Assent Voting Bylaw 1373, 2026 as follows: "insert list".</li> <li>3. That Council give third reading to Election and Assent Voting Bylaw 1373, 2026 as amended.</li> </ol>
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C	Do not proceed with the bylaw	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Ensures the bylaw accurately reflects Council's direction</li> </ul>
		<p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• The District would continue to rely on two separate bylaws to govern election and automated vote counting procedures</li> </ul>
		<p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• No additional financial or material resources are required, as the bylaw consolidates existing election and automated vote counting procedures already in use</li> </ul>
		<p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• Roles and responsibilities of the Chief Election Officer and election officials remain consistent with current practice</li> </ul>
		<p><b>Suggested Motion</b></p> <p>None. Defeat of Option A or B would result 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**

- Finalize bylaw and repeal former bylaw, post to Document Center, update spreadsheet, file and distribute accordingly.

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

**Approved By:**  
Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer

**Status:**  
Approved - 09 Jun 2026  
Approved - 09 Jun 2026  
Approved - 09 Jun 2026

DISTRICT OF SPARWOOD  
Election and Assent Voting Bylaw 1373, 2026

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*A Bylaw to establish procedures for the conduct of local government elections  
and assent voting, including the use of an automated vote counting system.*

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

**1. TITLE**

- 1.1. This bylaw may be cited as “Election and Assent Voting Bylaw 1373, 2026.”

**2. DEFINITIONS**

- 2.1. In this bylaw:

**Acceptable Mark** means a completed mark which the Vote Counting Unit is able to identify, which has been made by an elector in the space provided on the Ballot opposite the name of any candidate, or opposite either ‘yes’ or ‘no’ on any other voting question.

**Automated Vote Counting System** means a system that counts and records votes and processes and stores election or any voting results.

**Ballot** means a single ballot card designed for use in an Automated Vote Counting System, which shows:

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

**Ballot Return Override Procedure** means the use, by an election official, of a device on a Vote Counting Unit, which causes the unit to accept a returned ballot.

**Election Headquarters** means the District of Sparwood Municipal Office located at 136 Spruce Avenue, Sparwood, British Columbia.

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

**Office of the Corporate Officer** means the District Municipal Office located at 136 Spruce Avenue, Sparwood, British Columbia.

**Portable Ballot Box** means a ballot box, for use in the election, where a Vote Counting Unit is not being used at the time of voting.

**Results Tape** means the printed record generated from a Vote Counting Unit at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

**Returned Ballot** means a voted Ballot which was inserted into the Vote Counting Unit, but which was not accepted, and which was returned to the elector with an explanation of the Ballot marking error which caused the Ballot not to be accepted.

**Secrecy Enclosure** means an open-ended folder, sleeve, envelope, or item used to cover Ballots to conceal the choices made by each elector.

**Storage Ballot Compartment** means a ballot box under each Vote Counting Unit into which voted ballots are temporarily deposited.

**Vote Counting Unit** means the device into which voted Ballots are inserted and which scans each Ballot and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

### **3. CHIEF ELECTION OFFICER**

- 3.1. Council must, by resolution, appoint a Chief Election Officer.
- 3.2. The Chief Election Officer appointed under section 3.1 is authorized to administer and conduct:
  - (a) all elections and assent voting for the District of Sparwood under the *Local Government Act* and its regulations; and
  - (b) all school trustee elections conducted in conjunction with a general local election under the *School Act* and its regulations.
- 3.3. In relation to the matters described in section 3.2, the Chief Election Officer is responsible for the administration of this Bylaw and may establish procedures, forms, voting locations, voting hours, and administrative practices necessary to conduct elections and assent voting in accordance with the *Local Government Act*, the *School Act*, and their regulations.

### **4. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS**

- 4.1. The Chief Election Officer will provide public access to nomination documents and elector organization endorsement documents, in person at the Office of the Corporate Officer, or via the internet, or other electronic means from the time of delivery until 30 days after the declaration of the election results in accordance with section 89(7) of the *Local Government Act*.

### **5. ELECTOR REGISTRATION**

- 5.1. The most current available Provincial list of voters prepared under the *Election Act* will form the register of resident electors and will become the register of electors on the 52<sup>nd</sup> day prior to general voting day.

## **6. ADVANCE VOTING OPPORTUNITIES**

### **6.1. Required Advance Voting**

- (a) In accordance with section 107 of the *Local Government Act*, a second advance voting opportunity will not be held.

### **6.2. Additional Advance Voting**

- (a) The Chief Election Officer may:
  - i. establish additional voting opportunities to be held in advance of general voting day; and
  - ii. designate the voting places and set the voting hours for these voting opportunities.

## **7. SPECIAL VOTING OPPORTUNITIES**

- 7.1. The Chief Election Officer may establish the dates, locations, and voting hours within the limits set out in the *Local Government Act*, for the special voting opportunities.

- 7.2. An elector who is entitled to vote and who is a resident or patient of a hospital or care facility, and who is unable to attend the special voting place established by the Chief Election Officer, may vote at their hospital or care facility. The Presiding Election Official, in the presence of another election official and any candidate representative entitled to attend the special voting opportunity, may attend with a Portable Ballot Box for the purpose of receiving the elector's vote.

- 7.3. The Chief Election Officer may limit the number of candidate representatives who may be present at the special voting opportunity.

## **8. AUTOMATED VOTE COUNTING SYSTEM**

### **8.1. Use of Voting Machines**

- (a) Council hereby provides for the use of an Automated Vote Counting System for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

### **8.2. Automated Voting Procedures**

- (a) The presiding election official for each voting place will offer, and if requested, ensure that a demonstration of how to vote using a Vote Counting Unit is provided to an elector, as soon as such elector enters the voting place and before a Ballot is issued.
- (b) Upon completion of the voting demonstration, if any, the elector will proceed as instructed, to the election official responsible for issuing Ballots, who, upon fulfilment of the requirements of the *Local Government Act*, will then provide a Ballot to the elector, a Secrecy Enclosure if requested by the elector, the Ballot marking instrument, and any further instructions the elector requests.
- (c) Upon receiving a Ballot the elector will immediately proceed to a voting compartment to vote.

- (d) The elector may vote only by making an Acceptable Mark on the Ballot:
  - i. beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
  - ii. beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- (e) Once the elector has finished marking the Ballot, the elector must either place the Ballot into the Secrecy Enclosure, if one has been requested, or turn the Ballot upside down and proceed to the Vote Counting Unit, and under the supervision of the election official in attendance, insert the Ballot directly from the Secrecy Enclosure, if applicable, into the Vote Counting Unit without the acceptable marks on the Ballot being exposed.
- (f) If, before inserting the Ballot into the Vote Counting Unit, an elector determines that a mistake has been made when marking the Ballot, or if the Ballot is returned by the Vote Counting Unit, the elector may return to the voting compartment to correct the Ballot or request a replacement Ballot by informing the election official in attendance.
- (g) Upon being informed of the replacement Ballot request, the presiding election official will issue a replacement Ballot to the elector and mark the returned Ballot "spoiled" and will retain all such spoiled Ballots separately from all other Ballots, and they will not be counted.
- (h) If the elector declines the opportunity to obtain a replacement Ballot and has not damaged the Ballot to the extent that it cannot be reinserted into the Vote Counting Unit, the election official will, using the Ballot Return Override Procedure, reinsert the Returned Ballot into the Vote Counting Unit to count any Acceptable Marks which have been made correctly.
- (i) Any Ballot counted by the Vote Counting Unit is valid and any acceptable marks contained on such Ballots will be counted, subject to any determination made under a judicial recount.
- (j) Once the Ballot has been inserted into the Vote Counting Unit and the unit indicates that the Ballot has been accepted, the elector must immediately leave the voting place.
- (k) During any period that a Vote Counting Unit is not functioning, the election official supervising the unit will insert all Ballots delivered by the electors during this time, into a Portable Ballot Box, on the understanding that if the Vote Counting Unit:
  - i. becomes operational, or
  - ii. is replaced with another Vote Counting Unit,the Ballots in the Portable Ballot Box will, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, will be inserted into the Vote Counting Unit to be counted.
- (l) Any Ballots which were temporarily stored in a Portable Ballot Box during a period when the Vote Counting Unit was not functioning, which are returned by the Vote Counting

Unit when being counted will, through the use of the Ballot Return Override Procedure and under the supervision of the presiding election official, be reinserted into the Vote Counting Unit to ensure that any Acceptable Marks are counted.

8.3. Advance Voting Opportunity Procedures

- (a) Vote Counting Units will be used at all advance voting opportunities and voting procedures at the advance voting opportunities will follow, as closely as possible, the applicable voting procedures of this Bylaw.
- (b) At the close of voting at each advance voting opportunity, the presiding election official in each case will ensure that:
  - i. no additional Ballots are inserted in the Vote Counting Unit;
  - ii. the Storage Ballot Compartment is locked to prevent insertion of any Ballots;
  - iii. the Results Tapes in the Vote Counting Unit are not generated; and
  - iv. the Memory Pack of the Vote Counting Unit is secured.
- (c) At the close of voting at the final advance voting opportunity, the presiding election official will:
  - i. ensure that any Ballots that are stored in a Portable Ballot Box, during a period that a Vote Counting Unit is not functioning, are inserted into the Vote Counting Unit;
  - ii. secure the Vote Counting Unit so that no more Ballots can be inserted; and
  - iii. deliver the Vote Counting Unit together with the Memory Pack and all other materials used in the election to the Chief Election Officer at Election Headquarters.

8.4. Special Voting Opportunity Procedures

- (a) Unless the Chief Election Officer determines it is practical to use a Vote Counting Unit, a Portable Ballot Box as defined herein, will be used for all special voting opportunities. The presiding election official appointed to attend at each special voting opportunity will proceed in accordance with section 8.2 of this Bylaw so far as applicable, except that the voted Ballots will be deposited into the Portable Ballot Box supplied by the presiding election official.
- (b) The presiding election official at a special voting opportunity will ensure that the Portable Ballot Box is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official will seal the Portable Ballot Box and return it together with all other election materials to the custody of the Chief Election Officer.
- (c) If a Vote Counting Unit is in use at a special voting opportunity, the presiding election official appointed to attend the special voting opportunity will follow the procedures outlined in section 8.3 of this Bylaw as if it were an advance voting opportunity.

8.5. Procedures After Close of Voting on General Voting Day

- (a) After the close of voting on general voting day, each presiding election official, except those responsible for advance and special voting opportunities, will undertake all of the following, generally in the order stipulated:
- i. ensure that any remaining Ballots in the Portable Ballot Box are inserted into the Vote Counting Unit;
  - ii. secure the Vote Counting Unit so that no more Ballots can be inserted;
  - iii. generate three copies of the Results Tape from the Vote Counting Unit;
  - iv. telephone the result to Election Headquarters immediately;
  - v. account for the unused, spoiled and voted Ballots and place them, packaged and sealed separately, together with the Memory Pack from the Vote Counting Unit and one copy of the Results Tape, into the ballots and results box;
  - vi. complete the ballot account and place the duplicate copy in the Ballots and results box;
  - vii. seal the ballots and results box;
  - viii. place the voting books, list of electors, the original copy of the ballot account, one copy of the Results Tape, completed registration cards, keys and all completed forms into the election materials box; and
  - ix. deliver, or have available for pick-up, the sealed ballots and results box, Vote Counting Unit and the election materials box, to the Chief Election Officer at Election Headquarters.
- (b) At the close of voting on general voting day, the Chief Election Officer will direct the presiding election official for the advance voting opportunity and any special voting opportunities where Vote Counting Units were used, to proceed in accordance with section 8.5 (a) of this Bylaw.
- (c) All Portable Ballot Boxes used in the election will be opened, under the direction of the Chief Election Officer, at the close of voting on general voting day and all ballots will be removed and inserted into a Vote Counting Unit to be counted, after which the provision of sections 8.5 (i) to (viii), so far as applicable, will apply.
- (d) Upon the fulfilment of the provisions of Section 8.5 (a) to (c) inclusive, the Chief Election Officer will, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display in the Election Headquarters, indicating the total results.

#### 8.6. Recount Procedure

- (a) If a recount is requested by a candidate after the preliminary election results are announced, it will be conducted under the direction of the Chief Election Officer using the Automated Vote Counting System and generally in accordance with the following procedure:

- i. the Memory Packs of all Vote Counting Units will be cleared;
- ii. a Vote Counting Unit will be designated for each voting place;
- iii. all voted Ballots will be removed from the sealed election materials boxes, except spoiled Ballots, and reinserted in the appropriate Vote Counting Unit under the supervision of the Chief Election Officer;
- iv. any Ballots returned by the Vote Counting Unit during the recount process will, through the use of the Ballot Return Override Procedure, be reinserted in the Vote Counting Unit to ensure that any Acceptable Marks are counted; and
- v. to obtain election results, the Chief or Deputy Chief Election Officer will place the results of each voting place on spreadsheets so as to tally the total election results.

**9. ORDER OF NAMES ON BALLOT**

9.1. The order of the names of candidates on the ballot will be determined by lot in accordance with section 117 of the *Local Government Act*.

**10. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

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

**11. SEVERABILITY**

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

**12. REPEAL**

12.1. District of Sparwood Election and Assent Voting Bylaw 1211, 2018 and all amendments thereto are hereby repealed.

12.2. District of Sparwood Automated Vote Counting System Authorization and Procedure Bylaw 1297, 2022 and all amendments thereto are hereby repealed.

READ A FIRST TIME this 2<sup>nd</sup> day of June 2026.

READ A SECOND TIME this 2<sup>nd</sup> day of June 2026.

READ A THIRD TIME this 2<sup>nd</sup> day of June 2026.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

TOPIC	<b>Development Cost Charges Bylaw 1374, 2026 for first and second reading</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b>
PRESENTED BY	Director of Planning and Development	<a href="#">1. Development Cost Charges Bylaw 1374, 2026</a>
REVIEW	Engineering Project Manager	<a href="#">2. Development Cost Charges Background Report</a>

**RECOMMENDATION**

Option A: That Council give first and second reading to Development Cost Charges Bylaw 1374, 2026 as presented.

**PURPOSE**

For Council to consider the creation of a Development Cost Charges system in the District of Sparwood.

**BACKGROUND INFORMATION**

Council directed Staff through the 2025 budget to develop a Development Cost Charges Bylaw to help fund infrastructure to support community growth.

**What are Development Cost Charges?**

Development Cost Charges (DCCs) are a financial tool authorized under the Local Government Act that enable local governments to recover a portion of the capital costs associated with infrastructure required to support community growth. DCCs ensure that new development contributes its fair share toward growth-related infrastructure rather than placing the full financial burden on existing taxpayers.

DCCs may be used only for eligible growth-related capital infrastructure, including:

- Water systems
- Sanitary sewer systems
- Drainage infrastructure
- Transportation infrastructure
- Protective services facilities
- Parkland acquisition and improvements

All DCC revenues must be placed in dedicated reserve funds and can only be used for the capital purposes for which they are collected. This means that DCCs collected for water cannot be spent on sanitary sewer projects.

**Current Infrastructure Funding Approach in Sparwood**

At present, growth-related infrastructure in Sparwood is funded primarily through:

- Developer-installed works required under subdivision and development servicing bylaws;
- Site-specific infrastructure contributions negotiated on a case-by-case basis during development approvals; and
- Taxpayer and grant funded community-wide infrastructure improvements.

This approach can create:

- Inconsistency and uncertainty for developers;
- Challenges for community-wide projects necessary for growth;
- Perceptions of inequity between projects; and
- Administrative complexity for staff.

**Technical Background Work**

The District retained ISL Engineering and Land Services Ltd. to prepare a comprehensive DCC Background Report (Attachment 2), informed by the following documents:

- Water, Sanitary, and Stormwater Infrastructure Plans (KWL, 2018)
- [Transportation Master Plan \(AECOM, 2010\)](#)
- [Official Community Plan \(2015\)](#)
- [Housing Needs Assessment \(2024 update\)](#)

The DCC Background Report has been prepared in alignment with the Province of BC's [Development Cost Charge Best Practices Guide](#) and establishes the technical and policy basis required to support the development of this DCC bylaw.

#### **Municipal Assist Factor**

DCCs are based on the portion of each DCC project that can be attributed to growth. This can be seen in the DCC Background Report (Attachment 2) where DCC projects are assigned a percentage related to growth. In addition to this breakdown, there is a municipal assist factor that represents a subsidization provided by the taxpayers of the municipality. A municipal assist factor is typically required by the Inspector of Municipalities with 1% being a common value attributed.

#### **Growth Projections**

Based on census data and local planning documents, Sparwood has experienced an average annual population growth rate of approximately 1.92%. Using this rate:

- The population is projected to increase from 4,148 (2021) to approximately 5,312 residents by 2035.
- This growth equates to an estimated 403 new dwelling units over the next decade, distributed across single-family, multi-family, apartment, and mobile home housing types.

Commercial and industrial growth projections were also developed to reflect anticipated expansion in local services and employment-generating uses. These growth assumptions form the basis for allocating infrastructure costs to future development.

#### **Amenity Cost Charges (ACCs)**

ACCs operate under similar principles and are used to fund community amenities related to growth, such as community centres, libraries, and other public facilities. ACCs follow the same foundational principles of fairness, transparency, and benefit allocation as DCCs. Currently the District is not preparing an ACC Bylaw as there are no eligible projects presently in our 20-year capital plan; however, this could change as Council considers the work of the Recreation Facility Advisory Committee and other desired amenities for the community. When projects are added to the Capital plan that may be eligible for funding through an ACC system Council may wish to direct Staff to develop such a bylaw.

#### **LEGAL/STATUTORY AUTHORITY**

[Part 14, Division 19 of the Local Government Act](#) outlines the requirement for Development Cost Charges Bylaws and the [Development Cost Charge Installment Regulation](#) provides criteria for when DCCs are paid in installments.

#### **LEGAL/STATUTORY REQUIREMENTS**

A DCC bylaw must be approved by the inspector of Municipalities before it can be adopted. In addition, the Provincial guide suggests that community feedback be sought as part of the process for adopting a DCC bylaw. To this end, the background report and information pertaining to DCCs have been added to the District's website at [www.sparwood.ca/DCC](http://www.sparwood.ca/DCC) and the District is hosting an open house on June 24th, 2026 at 6pm to provide information about the bylaw and the projects therein. Community members will be able to provide feedback until early July. After feedback is received the bylaw will be sent to the Inspector of Municipalities for approval prior to Council considering adoption.

#### **ANALYSIS AND OPTIONS**

##### **Proposed DCC Program Overview**

Based on the technical review and application of provincial best practices, the proposed DCC program for Sparwood:

- Uses a community-wide DCC approach, rather than area-specific charges;
- Allocates only the growth-related portion of infrastructure costs to DCCs, with the District retaining responsibility for non-growth components; and
- Applies a municipal assist factor of 1%, consistent with practices in comparable communities.

The proposed DCC program includes projects in the following service areas:

- Water
- Sanitary Sewer
- Protective Services (Fire Hall #2)

At this time, storm drainage, transportation, and parks projects are not proposed for inclusion, as existing planning documents do not identify significant growth-driven capital projects in these areas within the current planning horizon.

**Summary of Proposed DCC Rates**

The DCC Background Report identifies total growth-related capital costs of approximately:

- \$1.5 million for water infrastructure,
- \$6.7 million for sanitary sewer infrastructure, and
- \$1.7 million for protective services infrastructure.

These costs translate into proposed DCC rates that vary by land use type.

For example:

- Single-family residential development would be subject to a total proposed DCC of approximately \$15,536 per dwelling unit.
- Comparable rates for multi-family, commercial, and industrial development are outlined in the attached Background Report and presentation materials.

DCCs are based on the projects required specifically for Sparwood and comparisons between municipalities are not necessarily useful as the projects and costs can vary dramatically. Also, rates can vary significantly based on the year the DCC bylaw was last amended as a project budget estimate completed in 2015 is expected to be significantly different than what that project cost estimate would be today. The table below identifies the DCC rates for local and other mountain communities with Sparwood's rates generally within the range of other municipalities in the region with recent bylaws, recognizing differences in service levels, infrastructure needs, and planning horizons.

**DCC Rate Comparison**

<i>Municipality (DCC Bylaw Date)</i>	<b>Low-Density Residential (per dwelling unit)</b>	<b>Medium Density Residential (per dwelling unit)</b>	<b>High-Density Residential (per dwelling unit)</b>	<b>Commercial (G.F.A. per m<sup>2</sup>)</b>	<b>Industrial (metrics vary)</b>
<i>Sparwood (Proposed)</i>	\$15,536.00	\$11,864.00	\$ 8,756.00	\$ 188.26	\$403,524.94 per hectare
<i>Fernie (2015)</i>	\$ 9,192.00	\$ 5,351.00	\$ 4,124.00	\$ 61.80	\$37.43 per m2 GFA
<i>Elkford (2021)</i>	\$ 4,207.00	n/a	\$ 2,357.00	\$ 23.38	\$17.94 per m2 GFA
<i>Cranbrook (2026 3<sup>rd</sup> reading)</i>	\$24,849.00	\$19,519.00	\$ 14,010.00	\$ 175.53	\$173.87 per m2 GFA
<i>Squamish (2022)</i>	\$28,152-\$37,066	\$23,377.00	\$ 19,178.00	\$ 122.46	\$88.75 per m2 GFA
<i>Radium (2026)</i>	\$17,766.00	\$11,000.00	\$ 7,497.00	\$ 69.87	\$39.71 per m2 GAF
<i>Invermere (2025)</i>	\$22,649.00	n/a	\$ 14,770.00	\$ 153.19	\$182.65 per m2 GFA

**Whiskey Jack Master Development Agreement**

The Whiskey Jack Master Development Agreement and the projects contained therein does not impact the proposed DCC bylaw. If there is specific overlap in projects, the [Local Government Act section 561](#) provides a suite of exemptions from DCCs which a developer can avail themselves of should they qualify.

**Exemptions from DCCs**

The Local Government Act provides a series of statutory exemptions from DCCs that override a municipal bylaw. Staff have not included a comprehensive list as this could require amendments should the Province alter the Local Government Act. Beyond the statutory exemptions from DCCs Staff propose that a single secondary suite (in a principal dwelling) or accessory dwelling unit (in an accessory building) associated with a single-family home or half of a duplex be exempted from DCCs. This is a common exemption

provided by municipalities to encourage the development of suites that are typically smaller than principal dwellings and have a lower impact on infrastructure.

**Proposed DCC Rates**

The following are the proposed DCC rates. Note that residential uses are calculated based on the number of dwellings, commercial based on the total gross floor area of the development, and industrial based on parcel size.

There are many projects included in the proposed DCC bylaw; however, the ones with the most significant impacts on DCC rates are the Wastewater Treatment Plant Upgrades and Fire Hall #2.

**Development Cost Charges**

<i>Component</i>	General Commercial (G.F.A. per m <sup>2</sup> )	Heavy Industrial (parcel area per hectare)	High-Density Residential (per Dwelling Unit)	Highway Commercial (G.F.A per m <sup>2</sup> )	Light Industrial (parcel area per hectare)	Low-Density Residential (per Dwelling Unit)	Medium Density Residential (per Dwelling Unit)	Mobile Home (per Dwelling Unit)
<i>Parks</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Protective Services</i>	\$ 31.22	\$ 33,462.96	\$ 1,452.00	\$ 18.73	\$ 66,925.92	\$ 2,577.00	\$ 1,968.00	\$ 1,405.00
<i>Sewage</i>	\$ 127.01	\$136,169.68	\$ 5,910.00	\$ 76.32	\$227,336.90	\$10,485.00	\$ 8,007.00	\$ 5,719.00
<i>Storm/Drainage</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Transportation</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Water</i>	\$ 30.03	\$ 32,131.06	\$ 1,394.00	\$ 17.98	\$ 64,262.13	\$ 2,474.00	\$ 1,889.00	\$ 1,350.00
<i>Total</i>	\$ 188.26	\$201,763.70	\$ 8,756.00	\$ 113.03	\$403,524.94	\$15,536.00	\$11,864.00	\$ 8,474.00

**DCC Collection Stages**

DCCs can be collected as part of a subdivision and/or as part of a building permit. Collection at subdivision stage while earlier in the process has some complications as it may not be possible to determine the number of units or size of development that will occur on a particular parcel at subdivision stage. At building permit stage, the precise composition of a development is known and therefore DCCs can be accurately applied. With this in mind the proposed bylaw includes requirements for all DCCs based on density or gross floor area (residential or commercial) to be collected at Building Permit Stage and for DCCs collected based on parcel area (Industrial) to be collected at subdivision stage as parcel size is known at that time.

**Options to Alter DCC Costs**

The proposed rates and costs shown in ISL’s DCC Background Report are based on both listed projects and an estimate of expected growth. Should Council wish to alter the rates for DCCs there are several factors that can be considered. These include altering the municipal assist factor which places additional cost burden on general taxpayers, changing the projects included in the DCC list, changing the DCC allocations for projects, or seeking grants to reduce the costs attributable to DCCs. When a grant is received for a project, the DCC bylaw will need to be altered to adjust the costs of that project that can be attributed to growth. For example, if a DCC project costs \$10M and 25% of that project is attributed to growth, \$2.5M would be collected through DCCs. If the District successfully received a grant for \$5M for that, project then the eligible cost of the project would be reduced by that amount leaving \$5M with 25% allocated to DCCs or \$1.25M.

<b>A</b>	Give first and second reading to the Bylaw.	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>The proposed bylaw has been developed using growth estimates to properly allocate the amount charged to DCCs.</li> <li>The collection of DCCs will reduce the total costs for DCC projects that existing taxpayers would need to pay and sign these to new development.</li> </ul>
		<p><b>Cons</b></p> <ul style="list-style-type: none"> <li>Council may wish to alter the projects or the provisions contained in the DCC Bylaw.</li> </ul>

	<ul style="list-style-type: none"> <li>• Council may wish to alter the municipal assist factor.</li> </ul>
	<p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• The development of a DCC bylaw will allow for an additional method to fund the projects contained therein and reduce the costs allocated to existing taxpayers.</li> <li>• The collection of DCCs will need to become part of the subdivision and development process.</li> </ul>
	<p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• Staff will need to include the collection and accounting of collected DCCs into the subdivision and development process.</li> </ul>
	<p><b>Suggested Motion</b> That Council give first and second reading to Development Cost Charges Bylaw 1374, 2026 as presented.</p>

B	Amend the proposed DCC Bylaw	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Council may wish to alter the bylaw.</li> </ul>
		<p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• The projects contained in the bylaw are planned and needed to facilitate growth.</li> <li>• The costs associated with these projects and the amounts attributed to growth are based off of the best projections Staff and our consultant have been able to develop.</li> </ul>
		<p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• These would depend on the nature of the amendments.</li> </ul>
		<p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• Staff time and consultant costs to amend the calculations.</li> </ul>
		<p><b>Suggested Motion</b></p> <ol style="list-style-type: none"> <li>1. That Council give first reading to Development Cost Charges Bylaw 1374, 2026, as presented.</li> <li>2. That Council amend Development Cost Charges Bylaw 1374, 2026 as follows: <i>&lt;insert amendments&gt;</i></li> <li>3. That Council give second reading to Development Cost Charges Bylaw 1374, 2026 as amended.</li> </ol>

C	Defeat the DCC Bylaw	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Council may not wish to implement a DCC system in Sparwood.</li> </ul>
		<p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• The projects contained in the proposed DCC bylaw are included in the District's capital plan and needed to facilitate growth.</li> <li>• All costs for these projects would be borne by District taxpayers.</li> </ul>
		<p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• The ~\$9.9M expected to be collected through DCCs will be passed on to the Sparwood taxpayers.</li> </ul>
		<p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• There would be no change from the existing system and therefore no resource implications.</li> </ul>
		<p><b>Suggested Motion</b> None. Failure of option A or B will result in the bylaw being defeated.</p>

**ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES**

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

**PUBLIC COMMUNICATION AND ENGAGEMENT**

CONSULT: To obtain public feedback on analysis, options or decisions. Obtain feedback on the options. Set expectations and ensure the scope of the project and decision-making process is clearly stated.

- An open house is planned for June 24th, 2026 at 6pm in Council Chambers to provide information to the Community.

**NEXT STEPS**

- Conduct Open House and received public comments

- Analyze Comments
- Present feedback to Council
- Refer DCC Bylaw to the Province for approval
- Present DCC Bylaw to Council for adoption

Respectfully submitted by,  
Patrick Sorfleet, Director of Planning and Development

**Approved By:**

Caitlin Ceal, Deputy Director of Finance  
Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer

**Status:**

Approved - 09 Jun 2026  
Approved - 10 Jun 2026  
Approved - 10 Jun 2026  
Approved - 10 Jun 2026

**DISTRICT OF SPARWOOD**  
Development Cost Charges Bylaw 1374, 2026

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*A Bylaw to impose development cost charges.*

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

**1. TITLE**

- 1.1. This bylaw may be cited as “Development Cost Charges Bylaw 1374, 2026.”

**2. DEFINITIONS AND INTERPRETATION**

- 2.1. For the purposes of this bylaw, the definitions of words or phrases that are not included in this section will have the meaning assigned to them in the Local Government Act, the Community Charter, or the District’s Zoning Bylaw as the case may be.
- 2.2. Any reference to a statute or regulation refers to an enactment of British Columbia as amended, or replaced from time to time, and any reference to a bylaw refers to a bylaw of the District of Sparwood, as amended, or replaced from time to time.
- 2.3. In this bylaw:

**Building Permit** means a permit authorizing the construction, alteration, or extension of a building or structure.

**Commercial** means General Commercial or Highway Commercial.

**Commercial, General** means any non-Residential development in the Sparwood Resort Residential Zone, any Comprehensive Commercial Zone, any Comprehensive Development Zone, or any Commercial Zone other than the Highway Commercial Zone, as identified in the District’s Zoning Bylaw.

**Commercial, Highway** means any non-Residential development permitted in a Highway Commercial Zone as identified in the District’s Zoning Bylaw.

**DCC** means Development Cost Charges.

**District** means The District of Sparwood.

**Dwelling Unit** means a Dwelling Unit as defined in the District’s Zoning Bylaw.

**Dwelling Unit, Accessory** means an Accessory Dwelling Unit as defined in the District’s Zoning Bylaw.

**Gross Floor Area (G.F.A.)** means the total area of all floors of a building measured to the exterior of the walls of the building.

**Industrial** means Light Industrial or Heavy Industrial.

**Industrial, Heavy** means any development in the Heavy Industrial or Extraction Industrial zones as identified in the District's Zoning Bylaw.

**Industrial, Light** means any development in the Light Industrial Zone as identified in the District's Zoning Bylaw.

**Mixed Use Development** means a development that includes any combination of Commercial, Industrial, or Residential development.

**Mobile Home** has the same meaning as Manufactured Home (Mobile) in the District's Zoning Bylaw.

**Residential** means High-Density Residential, Low-Density Residential, or Medium-Density Residential.

**Residential, High-Density** means a building or lot containing more than four Dwelling Units.

**Residential, Low-Density** means a building or lot containing a single principal Dwelling Unit and up to one of a secondary suite or Accessory Dwelling Unit.

**Residential, Medium-Density** means a building or lot containing two to four Dwelling Units.

**Secondary Suite** means a secondary suite as defined in the District's Zoning Bylaw.

**Subdivision** means a subdivision as defined in the Land Title Act (BC) or the creation of a bare land strata under the Strata Property Act (BC).

**Zoning Bylaw** means the District's Zoning Bylaw 264, 1981 as amended or replaced from time to time.

### 3. REGULATIONS

#### 3.1. Development Cost Charges

3.1.1. Every person must pay to the District the development cost charges set out in Schedule A upon approval of:

3.1.1.1. a Subdivision; or

3.1.1.2. a Building Permit.

3.1.2. Development Cost Charges must be paid in accordance with the Local Government Act and applicable provincial regulations at the following stages of development:

3.1.2.1. For Residential development, DCCs are charged on a per Dwelling Unit basis, at time of the issuance of a Building Permit.

3.1.2.2. For Commercial development, DCCs are charged per square metre based on the gross floor of all buildings on the property, at time of the issuance of a Building Permit for these buildings.

- 3.1.2.3. For Industrial development, DCCs are based on the area of the parcel, at time of Subdivision approval.
- 3.1.2.4. For Mixed Use Development DCCs, DCCs for the Industrial components of the development must be paid at time of Subdivision approval, and DCCs for the Residential or Commercial components of the development must be paid at the time of the issuance of a Building Permit.
- 3.1.2.5. Notwithstanding sections 3.1.2.3 and 3.1.2.4, where DCCs have not been collected as part of a Subdivision, they must be paid at time of the issuance of a Building Permit.

### 3.2. Calculation of Charges

- 3.2.1. The amount of DCCs payable in relation to a particular development will be calculated using the applicable charges set out in Schedule A.
  - 3.2.1.1. Low-Density Residential development must be charged the Low-Density Residential per dwelling rate set in Schedule A.
  - 3.2.1.2. Residential Mobile Home development must be charged the Mobile Home per dwelling rate set in Schedule A.
  - 3.2.1.3. Medium-Density Residential development must be charged the Medium-Density Residential per dwelling rate set in Schedule A.
  - 3.2.1.4. High-Density Residential development must be charged the High-Density Residential per dwelling rate set in Schedule A.
  - 3.2.1.5. General Commercial development must be charged based on the building Gross Floor Area of all proposed buildings at the per square metre rate set in Schedule A.
  - 3.2.1.6. Highway Commercial development must be charged based on the Gross Floor Area of all proposed buildings at the per square metre rate set in Schedule A.
  - 3.2.1.7. Light Industrial development must be charged based on the total area of the parcel on which the development is proposed at the per hectare rate set in Schedule A.
  - 3.2.1.8. Heavy Industrial development must be charged based on the total area of the parcel on which the development is proposed at the per hectare rate set in Schedule A.
  - 3.2.1.9. Mixed Use developments must be charged DCCs based on the sum of all uses as follows:
    - 3.2.1.9.1. Commercial uses shall be based on the applicable Gross Floor Area rate based on the zone in which the development is proposed set in Schedule A.

3.2.1.9.2. Residential uses shall be based on the number of Dwelling Units at the High-Density Residential rates set in Schedule A.

3.2.1.9.3. Industrial uses shall be based on the applicable parcel area rate for the zone in which the development is proposed and set in Schedule A.

3.2.2. For a type of development not identified under Schedule A, the imposition of development cost charges will be at the sole discretion of the District's Director of Planning and Development, or their designate, with the amount payable based on the most comparable type of development, as determined by the District's Director of Planning and Development, or their designate, acting reasonably.

### 3.3. **Calculation of Dwelling Units**

3.3.1. Where Residential development is proposed on an existing lot that includes the demolition or removal of existing permitted Dwelling Unit(s) or where permitted Dwelling Unit(s) have been demolished within the preceding 10 years, for the purposes of calculating DCCs, the number of Dwelling Units will be calculated as the number of proposed Dwelling Units less the number of permitted Dwelling Units removed. Where this calculation results in a number of Dwelling Units equal to or less than zero, no DCCs will be payable for the Residential component of the development.

### 3.4. **Payment of DCCs**

3.4.1. DCCs shall be payable in full at the stages of development described in section 3.2.1.

3.4.2. Notwithstanding section 3.4.1, DCCs may be paid in installments in accordance with provincial regulations on DCC installments where the amount due exceeds the minimum threshold established by the Province.

### 3.5. **DCC Exemptions**

3.5.1. A DCC will not be payable where:

3.5.1.1. A Building Permit where the value of work authorized does not exceed \$50,000 or any other amount the Province may, by regulation, prescribe.

3.5.1.2. A Building Permit authorizes the alteration or extension of an existing Dwelling Unit and no additional Dwelling Unit is created.

3.5.1.3. A DCC has previously been paid for the same development unless, as a result of further development, new capital cost burdens will be imposed on the District.

3.5.1.4. Provincial legislation provides a statutory exemption.

3.5.1.5. A single Secondary Suite or Accessory Dwelling Unit is proposed on a property containing a Single Family Home.

3.5.1.6. A single Secondary Suite or Accessory Dwelling Unit is proposed on a property containing half of a Duplex.

**4. SCHEDULES**

The following schedules are included and form part of this bylaw:

- Schedule A – Development Cost Charges

**5. FORMS**

5.1. The District’s Corporate Officer is hereby authorized to 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.

**6. SEVERABILITY**

6.1. The provisions of this bylaw are severable and the invalidity of any part of this bylaw will not affect the validity of the remainder of this bylaw.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_, 20\_\_.

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_, 20\_\_.

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 20\_\_.

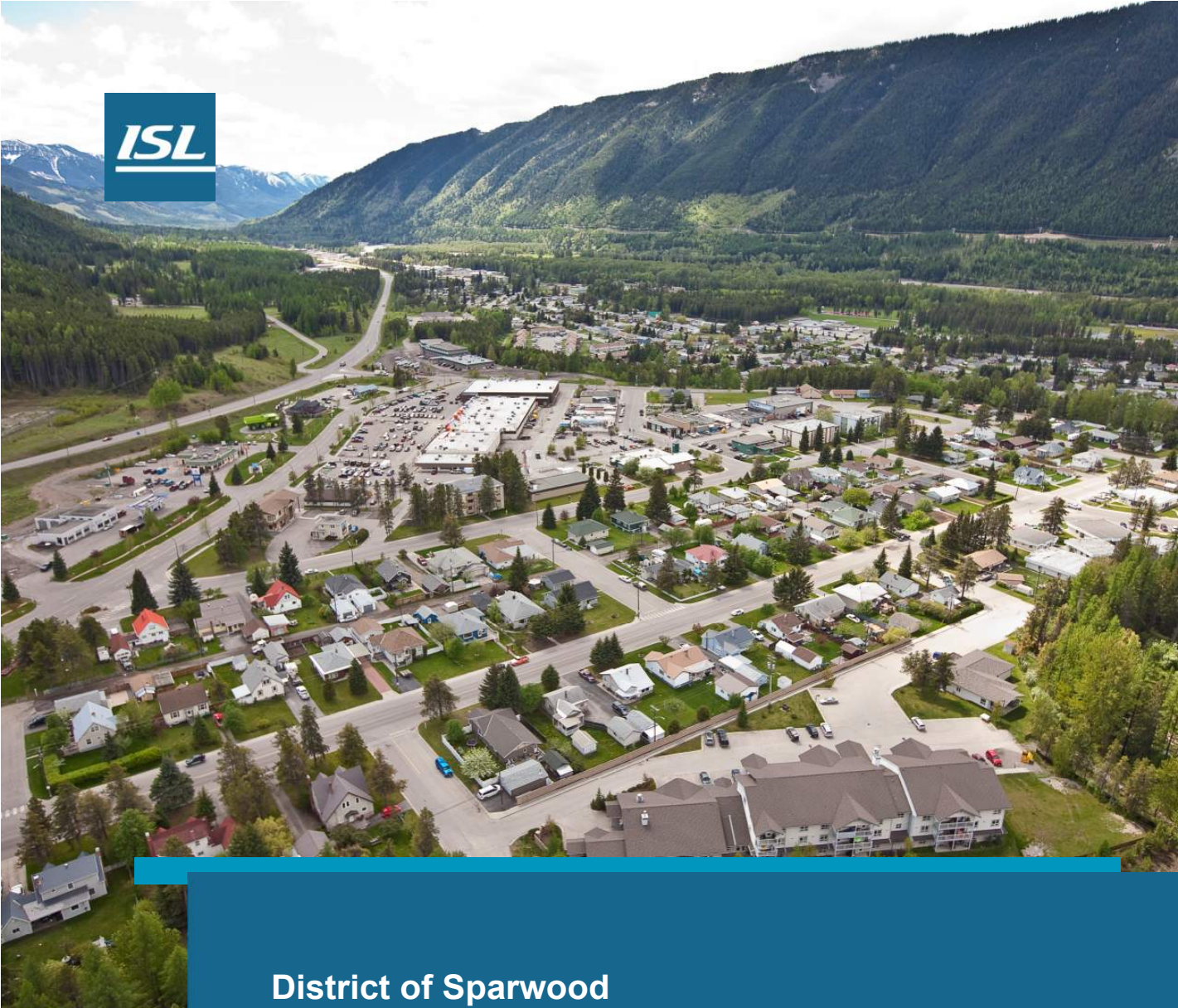
\_\_\_\_\_  
Acting Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE A**

**Development Cost Charges**

<i>Component</i>	<b>General Commercial (G.F.A. per m<sup>2</sup>)</b>	<b>Heavy Industrial (parcel area per hectare)</b>	<b>High-Density Residential (per Dwelling Unit)</b>	<b>Highway Commercial (G.F.A per m<sup>2</sup>)</b>	<b>Light Industrial (parcel area per hectare)</b>	<b>Low-Density Residential (per Dwelling Unit)</b>	<b>Medium Density Residential (per Dwelling Unit)</b>	<b>Mobile Home (per Dwelling Unit)</b>
<i>Parks</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Protective Services</i>	\$ 31.22	\$ 33,462.96	\$ 1,452.00	\$ 18.73	\$ 66,925.92	\$ 2,577.00	\$ 1,968.00	\$ 1,405.00
<i>Sewage</i>	\$ 127.01	\$136,169.68	\$ 5,910.00	\$ 76.32	\$227,336.90	\$10,485.00	\$ 8,007.00	\$ 5,719.00
<i>Storm/Drainage</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Transportation</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Water</i>	\$ 30.03	\$ 32,131.06	\$ 1,394.00	\$ 17.98	\$ 64,262.13	\$ 2,474.00	\$ 1,889.00	\$ 1,350.00
<i>Total</i>	<b>\$ 188.26</b>	<b>\$201,763.70</b>	<b>\$ 8,756.00</b>	<b>\$ 113.03</b>	<b>\$403,524.94</b>	<b>\$15,536.00</b>	<b>\$11,864.00</b>	<b>\$ 8,474.00</b>



**District of Sparwood**  
**DCC Background Report**  
**DRAFT REPORT**

May 2026





ISL Engineering and Land Services Ltd. is an award-winning full-service consulting firm dedicated to working with all levels of government and the private sector to deliver planning and design solutions for transportation, water, and land projects.

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Appendix A Sparwood DCC Projects Figure

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## 1.0 Reference Documents

The following document summaries were reviewed to create this utility documentation review, with DCC and assessed for the projects (projects outlined within their respective section).

- District of Sparwood Sanitary Infrastructure Plan – Prepared by KWL in 2018
- District of Sparwood Water Infrastructure Plan – Prepared by KWL in 2018
- District of Sparwood Stormwater Infrastructure Plan – Prepared by KWL in 2018
- District of Sparwood Transportation Master Plan – Prepared by AECOM in 2010
- Sparwood Official Community Plan (OCP) Bylaw 1165, 2015

## 2.0 Introduction

Development Cost Charges (DCCs) are financial tools used by municipalities to ensure that new developments contribute fairly to the cost of expanding and upgrading community infrastructure. These charges are levied on developers and are specifically earmarked to fund growth-related infrastructure that benefits the broader community.

The District of Sparwood (DoS) has experienced consistent residential and Industrial growth in the last few years; therefore, the DoS has a need for the municipality to proactively address issues associated with the provision of infrastructure for the community. The DoS is using DCCs as a part of a broader strategy for financing municipal services.

DCCs must be used exclusively for the infrastructure projects for which they were collected. They cannot be redirected to other purposes. As such, it is essential for local governments to carefully consider both policy and technical factors before establishing DCCs. These considerations may include:

- Service levels required by legislation or desired by the community.
- Impacts on housing affordability.
- Fairness and equity between current taxpayers and future development.
- The assist factor, which reflects the municipal contribution to infrastructure costs.
- The type and volume of anticipated development; and
- The utility services needed to support projected growth.

This approach ensures that DCCs are implemented responsibly, transparently, and in alignment with long-term community planning objectives.

### 2.1.1 Guiding Principles and Assumptions

The Ministry of Housing and Municipal Affairs Infrastructure and Finance Branch has published a *Development Cost Charge (DCC) Best Practices Guide*<sup>1</sup>, which outlines a standardized approach for creating and implementing a DCC program. This report has been prepared in alignment with the Best Practices Guide, reflecting the Ministry's guidance on effective and transparent DCC program development. DCCs will be applied based on the type and scale of development:

- Single-family residential properties will be charged DCCs based on dwelling unit, reflecting the relative consistent infrastructure demands of single-family lots.
- Duplexes and multifamily residential developments will be charged based on the number of dwelling units, aligning with the density and expected service requirements.

<sup>1</sup> [British Columbia - Development Cost Charges \(DCC\) Best Practices Guide](#)



- Commercial developments will be assessed DCCs at the building permit stage, calculated using the gross floor area (in ft<sup>2</sup>) as defined in the permit.
- Industrial developments will be assessed DCCs at the building permit stage, calculated using the gross parcel area (by acre) as defined in the permit.

This approach ensures that DCCs are applied equitably and proportionately, based on the anticipated impact of each development type on municipal infrastructure.

### 2.1.2 When to Collect DCCs

Under the Local Government Act (LGA)<sup>2</sup>, DCCs are payable either at the time of subdivision approval or upon issuance of a building permit. In practice, municipalities typically collect DCCs as follows:

- **Single-family Residential:** at subdivision approval or building permit issuance.
- **Multi-family, Commercial, and Institutional:** upon building permit issuance.
- **Industrial:** at either subdivision approval or building permit issuance.

Importantly, collecting DCCs at the subdivision stage does not preclude additional charges at the building permit stage. If the scope or nature of the development changes after subdivision approval, supplemental DCCs may be applied to reflect the updated impact on infrastructure.

## 2.2 Executive Summary

DCCs are a key financial tool available to municipalities under the Local Government Act (LGA). They enable local governments to recover a portion of the capital costs associated with infrastructure required to support new development.

DCCs provide a dedicated funding stream for major infrastructure projects, including:

- Construction, expansion, or improvement of roads, water and sewer systems, drainage, parks, and transportation infrastructure (excluding off-street parking);
- Acquisition and enhancement of parkland.

To implement DCCs, a municipality must adopt a DCC bylaw that clearly outlines the charge structure. This bylaw ensures transparency and consistency in how development contributes to the cost of growth-related infrastructure. For council members, DCCs represent a strategic mechanism to manage growth responsibly, reduce the financial burden on existing taxpayers, and ensure that infrastructure keeps pace with development.

Table 1 Below summarizes the DCC rates developed for the District of Sparwood.

<sup>2</sup> [British Columbia - Local Government Act](#)



Table 1: District of Sparwood, DCC Rate Summary

Community	Single Family Residential (per dwelling unit)	Mobile Home (Per dwelling unit)	Multi Family Med-Density Residential (per dwelling unit)	High-Density Residential Apartments (per dwelling unit)	C.B.D. Commercial (per ft <sup>2</sup> )	Highway Commercial (per ft <sup>2</sup> )	Light Industrial (per acre)	Heavy Industrial (per acre)
Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$2,474	\$1,350	\$1,889	\$1,394	\$2.79	\$1.67	\$26,006	\$13,003
Storm/ Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewage	\$10,485	\$5,719	\$8,007	\$5,910	\$11.80	\$7.09	\$110,211	\$55,106
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Protective Services	\$2,577	\$1,405	\$1,968	\$1,452	\$2.90	\$1.74	\$27,084	\$13,542
<b>Total</b>	<b>\$15,536</b>	<b>\$8,474</b>	<b>\$11,864</b>	<b>\$8,757</b>	<b>\$17.49</b>	<b>\$10.50</b>	<b>\$163,301</b>	<b>\$81,651</b>



## 2.3 Existing Development Infrastructure Funding

The management of infrastructure implementation for developments within the district currently follows several approaches. Specifically, development-required infrastructure is addressed through a "developer pays" model, where the developer is responsible for installing necessary infrastructure such as roads, water and sewer services, and stormwater systems. These installations must adhere to existing district bylaws, such as the subdivision and development servicing bylaw.

In instances where additional infrastructure is needed to support the broader community, developers are required to meet these requirements as part of the development approval process on an individual basis. This approach can lead to confusion or perceived unfairness, as the review process and timing can vary for different developments. Moreover, it places a significant burden on staff to manage infrastructure growth related to development.

The adoption of a DCC bylaw would provide a more consistent and transparent framework for funding growth-related infrastructure. By establishing standardized charges, the District can ensure that costs are distributed equitably among developments while reducing reliance on case-by-case negotiations. A DCC bylaw would also streamline administration by clearly defining eligible projects and funding mechanisms, thereby reducing the burden on staff to assess and negotiate infrastructure requirements for each individual development.

## 2.4 Public Participation Process

### 2.4.1 Staff Session with DoS – September 17, 2025

The DoS and ISL met and had a general discussion around projects recommended for inclusion into DCC plan based on documents as reviewed, with the addition of the Proposed Fire Hall #2 improvement, and Wastewater Treatment Plant.

### 2.4.2 Staff Session with DoS – January 28, 2026

The DoS and ISL met and had a secondary general discussion around projects recommended for inclusion into DCC, along with discussions developments in the community and infrastructure plans associated with them, and further insight on the Wastewater Treatment Plant application funding and the overall cost.

### 2.4.3 Council Session

**UPDATE FOLLOWING COUNCIL INPUT**



#### ■ 2.4.4 Public Engagement Plan (PEP) - Spring 2026

Public engagement planned for the spring of 2026 will follow an International Association for Public Participation (IAP2) Inform/Consult approach. Engagement will include a public open house to present the proposed framework, provide opportunities for discussion, and answer questions. In addition, written submissions will be invited for Council consideration to allow stakeholders and community members to provide formal feedback on the proposed bylaws.

UPDATE FOLLOWING PUBLIC ENGAGEMENT

#### ■ 2.5 Allocation of DCC Capital Costs

ISL has identified a number of capital projects within the DoS Capital Projects that will need to be completed in the future to accommodate the growth within the District. In deciding which projects were appropriate for financing with DCCs; therefore, a set of evaluation criteria has been applied to each project:

- the projects should be growth related
- the projects should have a broad, and/or community wide benefits

##### ■ 2.5.1 Grant Assistance

The capital costs included in this report do not anticipate the receipt of any grant funding beyond existing grants already received and allocated to specific projects.

##### ■ 2.5.2 Municipal Assist Factor

A municipal assist factor of 1% across all asset types, has been recommended during the staff session with the District and ISL. This is standard across many municipalities and is the minimum. This should be discussed throughout the public engagement process and updated to meet the needs of the District.

UPDATE FOLLOWING PUBLIC ENGAGEMENT



### 3.0 Growth Projections & Proposed DCC Rates

The following section outlines the projected growth in Sparwood in terms of residential (population), commercial, and industrial

#### 3.1 Growth Projections

##### THE GROWTH PROJECTION FOR THE DISTRICT OF SPARWOOD

###### Population and Growth Projections

To estimate future growth for the City of Sparwood over the next 10 years, population trends from the 2016 and 2021 Census were analyzed. During this period, Sparwood experienced an average annual population growth rate of **1.92%**. This rate was applied to the period between 2022 and 2035 to project the community's future population.

The population projections were distributed across dwelling types—**single-family, multi-family attached, apartments, and mobile homes**—based on the proportional composition observed between 2016 and 2021. Growth was applied linearly within each housing category. For simplicity, the **average household size** by dwelling type was held constant, consistent with current conditions. These assumptions can be refined in the future as more detailed local data becomes available.

Based on these projections, Sparwood's population is expected to reach **approximately 5,312 residents by 2035**. This corresponds to an estimated **1,286 single-family homes, 338 multi-family attached units, 281 apartments, and 416 mobile homes**, for a total of **403 new dwelling units** over the next decade.

It is noteworthy that these projections align closely with Sparwood's **Housing Needs Assessment**, which identified a need for **239 additional units over five years** and **748 over twenty years**. Using linear extrapolation, this equates to approximately **374 units over ten years**, demonstrating strong consistency between the DCC growth assumptions and the City's housing needs analysis.

This anticipated growth directly informs the rates applied within the model and highlights the need for strategic capital investments. Where capital improvements address existing system deficiencies or provide a general benefit to the overall water utility, costs have been shared between current users and future developers. This approach reflects a fair and balanced funding strategy, ensuring that upgrades not only meet current demands but also accommodate future growth in a fiscally responsible manner.

##### COMMERCIAL AND INDUSTRIAL PROJECTIONS

The projection for commercial space is based on the expected population growth (~900 people) and anticipated expansion of local services, particularly retail, healthcare, food services, and small business needs. The OCP supports mixed-use and downtown revitalization. Using a standard planning estimate of 1–2 m<sup>2</sup> of commercial space per additional resident, it is expected that Sparwood will require a minimum of 5000 m<sup>2</sup> of new commercial space over the 10 years. Similarly, office use is also expected to increase. We have set a nominal 10,000 ft.<sup>2</sup> of new office over the 10 year-period.

##### INDUSTRIAL GROWTH

Industrial Land need projection draws on data from the 2012 Industrial Land Demand Study and anticipated employment growth. Key drivers include expansion plans by EVR and North Coal, potentially adding hundreds of permanent workers. By proactively planning land use and infrastructure, the District of



Sparwood can accommodate these demands without adding to the burden of taxation to the existing residents while enhancing community livability and economic resilience.

Although likely highly variable the amount of light industrial development forecasted over the next 10 years is 20 acres and 10 acres for heavy industry.

These growth components identified in the residential, commercial, and industrial sectors is further identified on a project-by-project basis throughout the following section.

### 3.2 Proposed DCC Rates

New infrastructure necessary to support community development will be required. In addition, the Development Cost Charge (DCC) Best Practices Guide recommends a community-wide DCC approach, which offers several advantages over sector-specific models:

- **Greater Funding Flexibility:** A uniform charge allows the District of Sparwood to allocate DCC revenues more efficiently. If development in one area progresses faster or slower than expected, funds can still be used to deliver essential infrastructures - such as water, sewer, and drainage—where growth-related demand arises.
- **Administrative Simplicity:** A community-wide DCC is easier for staff to manage, eliminating the need for complex, sector-specific calculations.
- **Improved Transparency and Predictability:** Developers benefit from a clear and consistent DCC structure, which enhances certainty during project planning.
- **Market Neutrality:** Sector-specific DCCs can unintentionally influence development patterns or distort land values. A uniform charge ensures a level playing field across the community.

Based on these benefits, this background report proposes a uniform DCC structure across all sectors that benefit from DoS infrastructure.

#### 3.2.1 Water System Development Cost Charges

In alignment with the Development Cost Charge Best Practices Guide, the costs associated with water infrastructure projects will be shared across all new developments within the community, ensuring equitable contribution from growth areas.

**Table 2** outlines the DCC Water Program, in which the six water projects that have been decided upon by the criteria outlined in section 2.4. The percentage growth component contribution is reflective of project contribution to the community. Refer to **Appendix A** for a graphical representation of the projects listed below.



Table 3: DCC Approved Water System Projects <sup>3</sup>

Project ID	Description	Location	DCC Justification	Estimated cost (2018 – Master Plan) (\$)	% Growth Component	DCC Component (\$)
W-10	1300m of 300 mm-dia. New water main	Along Highway 3 from Sparwood Proper reservoir to Pine Avenue	Recommended to improve local fire flow for industrial uses and provide looping for the Sparwood Drive Extension development area (Future Service Area A). Incremental capacity required to serve future growth is attributed to development.	\$890,500.00	25%	\$222,625.00
W-11	100 m of 250 mm-dia. New water main	Sparwood Drive at Highway 3		\$58,500.00	25%	\$14,625.00
W-12	90 m of 250 mm-dia new water main	Highway 3 crossing between Douglas Fir Road and Sparwood Drive		\$52,650.00	25%	\$13,162.50
W-13	2.2ML new storage reservoir with TWL of 1207 m geodetic	Upslope from the Sparwood Proper reservoir (location is conceptual)	Increase in storage as part of reservoir and connecting utilities construction to support growth. The growth component reflects the incremental increase in system capacity necessary to serve anticipated future development. In addition, provides support in looping, and fire flow availability and to address existing storage capacity.	\$2,640,000.00	30%	\$792,000.00
W-14	300 m of 300 mm-dia. New water main	From the new reservoir to the existing 300 mm-dia. water main on Highway 43 (length is approximate)		\$205,500.00	30%	\$61,650.00
W-15	1,500 m of 300 mm-dia. new water main + directional drilling allowance	From the new reservoir to the Michel Creek industrial area (pipe route is conceptual; length is approximate)		\$1,267,500.00	30%	\$380,250.00

In summary, The total recommended for the water DCC rate is **\$1,484,312.50** which includes the projects listed in **Table 2** and \$100,000 for future planning studies. This total serves as the basis for determining the water DCC rate.

<sup>3</sup> All values are provided in 2018 dollars based on the existing master planning reports.



### 3.2.2 Storm/ Drainage Program Development Cost Charges

While stormwater and drainage programs are important for supporting community growth, the recommended projects in the 2018 Master Drainage Plan do not identify any infrastructure specifically required to accommodate future growth. Therefore, it is recommended that no stormwater-related Development Cost Charges (DCCs) be included at this time, as doing so would create an unnecessary administrative burden. Instead, the District may consider incorporating stormwater components during a future update to the Drainage Master Plan, which could identify growth-related and community-benefiting storm infrastructure projects. At that point, an amendment to the DCC bylaw could be made to include those projects. Excluding storm and drainage components from the current DCC framework provides staff with the flexibility to negotiate directly with developers if downstream or community-impacting storm improvements are required for their projects, and it is recommended that this approach be taken for now.

### 3.2.3 Sewage System Development Cost Charges

**Table 3** outlines the DCC Sewer Program, in which the four sewer projects that have been decided upon by the criteria outlined in section 2.4. The percentage growth component contribution is reflective of project contribution to the community. Refer to **Appendix A** for a graphical representation of the projects listed below.

Table 4: DCC Approved Sewage System Projects<sup>4</sup>

Project ID	Description	Location	DCC Justification	Estimated cost (2018 – Master Plan) (\$)	% Growth Component	DCC Component (\$)
S-01	710 m of 375 mm-dia. Sewer main	Along Maple St. / Pine Ave. from White Birch Crescent to Mountain Ash Crescent	Existing main is at/close to capacity/ Growth component related to minor capacity increase requirement for upstream growth. Planned upstream residential and mixed-use development within the contributing sewer shed will increase sanitary loading beyond the existing main's capacity.	\$899,000.00	10%	\$89,900.00
S-02	Pump upgrades – Duplex 4 hp pumps to convey 12.5 L/s @ 12 m TDH	Buckthorn Pump Station	Increase in pumping capacity is required to support growth along with existing deficiencies. The growth component of the project corresponds to the incremental pumping capacity required to convey additional design flows generated by upstream development areas.	\$280,000.00	50%	\$140,000.00
OCP – S4	Extend sanitary servicing towards the south to the Sparwood Substation; the existing pump station on Sparwood Dr. would need to be	Sparwood Dr. Extension	To extend sanitary servicing towards the south to the Sparwood Substation, the existing pump station on Sparwood Dr. would need to be relocated to south near the Sparwood Substation. New gravity sewers were proposed on Douglas Fir Rd. and the	\$2,409,000.00	100%	\$2,409,000.00

<sup>4</sup> All values are provided in 2018 dollars based on the existing master planning reports with the exception of the Sewage Treatment Facility.



Project ID	Description	Location	DCC Justification	Estimated cost (2018 – Master Plan) (\$)	% Growth Component	DCC Component (\$)
	relocated to the south near the Sparwood Substation.		extended Sparwood Dr., which flows into the relocated pump station. These upgrades are required to support Future Service Area A.			
<b>Treatment Plant</b>	Upgrades to the system such as the UV treatment equipment Replacement, Outfall upgrades, Headworks Expansion	Sparwood Treatment Facility	The upgrades to the aging Waste Treatment Facility are essential to accommodate projected population growth and increased demand for municipal services. The projected estimated cost is the Net Cost minus the Amount in Grants that has already been received by the District for this project. Growth Component based on increase in available flow compared to existing capacity.	*Net Cost to District: \$15,901,374	25%	\$3,975,343.50

*\*Estimated cost of the Sewage Treatment Plant upgrades are based on 2025 Received bid including contingency to match estimated costs provided as part of grant applications submitted for the project. Calculated DCC component considers the following:*

*Total Cost of Treatment Facility Upgrades: \$24,332,674 (includes contingency)  
Grants Received: \$8,431,300  
Total Net Cost to District: \$15,901,374*

*ISL understands that the District has applied for an additional \$7,000,000 Grant in the summer of 2025 and is currently waiting to hear if it is successful. Should this be successful the total net cost to the District should be revised and subsequently the DCC component of the Sewage treatment plant upgrades. Additionally, the total cost of the treatment facility is understood to be not confirmed at this time, it is recommended to have this confirmed with more certainty and use the more accurate value as a basis for the treatment facility upgrades calculation.*

The total DCC Rate includes **\$6,714,243.00** which covers **Table 4** projects and \$100,000 allotted for future utility planning studies. These amounts may be updated depending on grant funding or project cost changes.

### 3.2.4 Transportation

The 2010 Transportation Master Plan included only minor projects that could be considered justifiable for inclusion in the DCC program and the overall cost likely to be an administrative burden for the District to include. Additionally, The existing Master Development Agreement Amendment 5 for Whiskey Jack and Westwood developments require full funding for improvements to Highway 43 and Sparwood Heights Drive by the developer.

It is important to note that the Transportation Master Plan was created in 2010 using data from 2008, which is now outdated. To ensure that any transportation-related infrastructure improvements included in the current DCC program are based on relevant and defensible data, it is recommended that a new or updated Transportation Master Plan be completed. Consistent with the approach taken for stormwater projects, it is further recommended that road improvement DCCs be excluded from this update at this



time. Following the completion of an updated Transportation Master Plan, the District could incorporate road projects into a future DCC update.

### 3.2.5 Protective Services

The District of Sparwood is currently in the design phase for improvements to Fire Hall #2. These improvements will be included under the Protective Services DCC component as outlined below. At this time, it is unknown whether any expansion of the RCMP facility is anticipated. Therefore, it is recommended that RCMP facilities be excluded from the current DCC program. If, in the future, the District identifies plans to upgrade the RCMP facility and determines that a portion of those improvements is attributable to growth, that project could be incorporated into a subsequent DCC update.

Table 4: Firehall #2 Estimated Cost & DCC Cost<sup>5</sup>

Project	Total Estimated Cost (\$)	DCC Justification	Growth Component	DCC Costs (\$)
Fire Hall #2	\$5,000,000	While the proposed building is larger than the existing facility, only one-third of the increase was attributed to growth to reflect realistic DCC assumptions and modern fire hall requirements that preclude like-for-like replacement.	33%	\$1,650,000

### 3.2.6 Parks Development Cost Charges

There are no current parks development projects that require DCC contributions. Similar to transportation and storm DCC's it is recommended to exclude Parks from DCC's at this time.

<sup>5</sup> Value is provided in 2024 dollars based on the existing architectural estimate

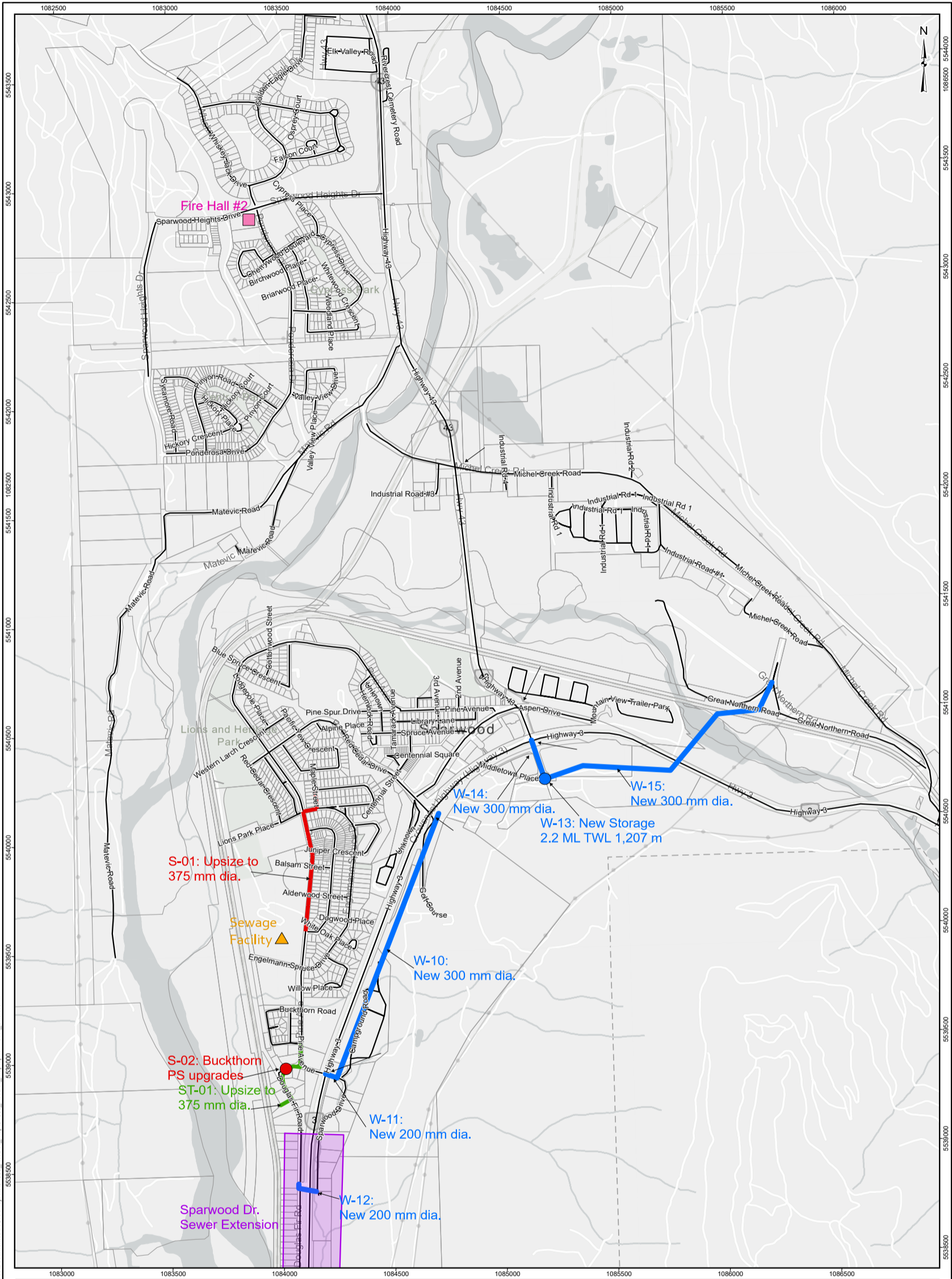


#### 4.0 DCC Rates Summary & Implementation

The following table outlines the proposed DCC rates for the District of Sparwood based on the projects and allocations described above.

Table 5: DoS DCC Summary

Community	Single Family Residential (per dwelling unit)	Mobile Home (Per dwelling unit)	Multi Family Med-Density Residential (per dwelling unit)	High-Density Residential Apartments (per dwelling unit)	C.B.D. Commercial (per ft <sup>2</sup> )	Highway Commercial (per ft <sup>2</sup> )	Light Industrial (per acre)	Heavy Industrial (per acre)
Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$2,474	\$1,350	\$1,889	\$1,394	\$2.79	\$1.67	\$26,006	\$13,003
Storm/ Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewage	\$10,485	\$5,719	\$8,007	\$5,910	\$11.80	\$7.09	\$110,211	\$55,106
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Protective Services	\$2,577	\$1,405	\$1,968	\$1,452	\$2.90	\$1.74	\$27,084	\$13,542
<b>TOTAL</b>	<b>\$15,536</b>	<b>\$8,474</b>	<b>\$11,864</b>	<b>\$8,757</b>	<b>\$17.49</b>	<b>\$10.50</b>	<b>\$163,301</b>	<b>\$81,651</b>



**LEGEND**

Sanitary	Water (Storage)	Fire Hall #2
Sanitary (Pump Upgrades)	Storm	SPA Sewage Facility
Water	Roads	OCP Sewer- Sparwood Dr. Extension

**TITLE**  
**SPARWOOD DCC PROJECTS**  
**SHORT-TERM PROJECTS**

**PROJECT**  
 SPARWOOD ACC & DCC

**CLIENT**  
 DISTRICT OF SPARWOOD

**PROJECTION**  
 NAD 1983 CSRS UTM Zone 11N

**DATA SOURCES**  
 - Topographic Map:  
 - Shapefile sources: <https://www.arcgis.com/home/item.html?id=04748d65313c4c3791759c3168bf302>

**FIGURE**  
 DATE: 9/17/2025  
 PROJECT NO.: 34330  
 AUTHOR: h Morris

0 0.15 0.3  
 1:16,744 KM

TOPIC	<b>Community Funding and Support Request - Sparwood Minor Ball Association</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b> <a href="#">1. Sparwood Minor Ball - Category 2 Funding Application</a> <a href="#">2. Community Funding and Support Requests Report</a>
PRESENTED BY	Director of Community Services	
REVIEW	Director of Community Services	

**PURPOSE**

For Council's consideration of the Community Funding and Support Category 2 Request from the Sparwood Minor Ball Association for support for field rental fees.

**BACKGROUND INFORMATION**

The Sparwood Minor Ball Association is a local community group that gathers to play from May - June each year. The association was restarted in 2023 and has grown steadily in membership since then. They have 114 youth registered for the 2026 season in all divisions from T-Ball to teen. By keeping field rental fees low they are able to make the registration fees lower for families.

The Sparwood Minor Ball Association League are requesting \$1,500 of funding to support field rental fees.

To note: In developing the Recreation Fees and Charges Bylaw Council has established that cost recovery for all recreation fees and charges, such as field rental rates is a minimum of 20%, therefore the remaining 80% of fees are subsidized by the taxpayer. Approval of this request will mean that field rental rates are almost 100% subsidized for this organization for the season.

**LEGAL/STATUTORY AUTHORITY**

[Community Funding and Support Policy](#)

**LEGAL/STATUTORY REQUIREMENTS**

The [Community Funding and Support Policy](#) sets out provisions and guidelines for the provision of Council funding and/or support to community groups.

Eligible activities for support under Category 2 Requests include the following:

- Hosting Local community events
- Hosting Local charitable events
- Start-up funding for a Local organization, group, or event
- Other local activities and community focused projects deemed eligible by Council

**ANALYSIS AND OPTIONS**

The Sparwood Minor Ball Association is seeking a total of \$1,500 in funding to support with field rental fees. As they have already paid their annual bill in full, they are seeking cash to offset this payment.

As the requested funds are not for hosting a local community event, hosting a local charitable event, or start-up funding for a local organization, group, or event, eligibility must be determined by Council; therefore, Staff will not be making a recommendation on this item.

Currently there is \$7,243 remaining within the 2026 Category 2 Community Funding and Support budget. Should Council approve this request, \$5,743 of funding would be available.

<b>A</b>	Approve the funding request from the Sparwood Minor Ball Association.	<b>Pros</b> <ul style="list-style-type: none"> <li>• Supports a local, non-profit organization that provides recreational opportunities to residents</li> <li>• Contributes to a positive community culture of participation, inclusion, and volunteer-driven sport</li> <li>• Strengthens the overall sustainability of the organization in the short term</li> <li>• Encourages continued use of municipal recreation assets, maximizing the use of existing fields</li> </ul>
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	<ul style="list-style-type: none"> <li>• Maintains consistency with recent Council decisions to provide support for field rental fees</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• Providing support reduces remaining funds available for other Category 2 applicants</li> <li>• Repeated funding may create perceptions of inequity among other community sport organizations</li> <li>• Ongoing reliance on municipal support may weaken the organization’s long-term financial independence</li> <li>• May set an expectation of continued annual funding for operational costs</li> <li>• Limits Council’s ability to support new or emerging groups later in the year</li> <li>• Could reduce incentive for the organization to explore alternative funding or partnerships</li> </ul> <p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• A total of \$1,500 from the remaining Category 2 operating budget of \$7,243</li> </ul> <p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• Staff time to notify organizations</li> </ul> <p><b>Suggested Motion</b> 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.</p>
B	<p>Approve a different amount of funding.</p> <p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Ensures the allocation of funds reflects Council priorities and discretion</li> <li>• Allows Council to demonstrate fiscal moderation while still offering support</li> <li>• Maintains flexibility in the Category 2 budget for future requests that align with the Policy</li> <li>• Signals that funding levels may evolve over time rather than remain fixed</li> <li>• Encourages the organization to share responsibility for operating costs</li> <li>• Creates an opportunity to align funding with demonstrated financial need or participation levels</li> <li>• Balances historical precedent with current budget pressures</li> <li>• Allows Council to clearly articulate expectations around future applications</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• A different amount of funding may negatively impact the organization</li> <li>• Could be perceived as inconsistent with past approvals if no rationale for direct need is provided</li> <li>• Potential dissatisfaction from the applicant, given historical approval patterns</li> <li>• May result in increased registration fees for participants</li> </ul> <p><b>Resource Implications</b></p> <ul style="list-style-type: none"> <li>• Would leave more funding available for other organizations</li> </ul> <p><b>Personnel Implications</b></p> <ul style="list-style-type: none"> <li>• Staff time to notify the organization</li> </ul> <p><b>Suggested Motion</b> That Council approve the Community Funding and Support Category 2 request from the Sparwood Minor Ball Association for \$_____ to support the cost of field rental fees.</p>
C	<p>Do not proceed with the funding request at this time.</p> <p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Ensure the allocation of funds reflects the will of Council</li> <li>• Preserves additional funding for other community organizations in 2026</li> <li>• Reinforces fiscal restraint and budget prioritization</li> <li>• Encourages the organization to become more financially self-sufficient</li> <li>• Reduces the precedent of recurring operational support</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• The organization would not receive municipal support for field rental fees</li> <li>• Financial pressure may impact league operations or participation levels</li> <li>• Long-term sustainability challenges may arise</li> <li>• Potential increase in user fees passed on to participants</li> <li>• Could lead to reduced program offerings or season length</li> </ul>

	<ul style="list-style-type: none"> <li>• May negatively affect participation in local recreational sport</li> </ul>
	<p><b><u>Resource Implications</u></b></p> <ul style="list-style-type: none"> <li>• Less funding spent within the 2026 Community Funding and Support Category 2 operating budget</li> </ul>
	<p><b><u>Personnel Implications</u></b></p> <ul style="list-style-type: none"> <li>• Staff time to notify organizations</li> </ul>
	<p><b><u>Suggested Motion</u></b></p> <p>That Council deny 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.</p>

**ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES**

SOCIAL: Building social capital and engaging citizens and partners to improve the well-being and diversity of the community.

**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**

- Notify the applicant of Council's decision
- Update the 2026 Category 2 operating budget accordingly

Respectfully submitted by,  
Renee Myles, Community Services Assistant

**Approved By:**

Caitlin Ceal, Deputy Director of Finance  
Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer

**Status:**

Approved - 08 Jun 2026  
Approved - 09 Jun 2026  
Approved - 10 Jun 2026  
Approved - 10 Jun 2026



**Category 2 Request Application Form**  
(Policy #2000-03 Community Funding Support and Support Policy)

**Name of Applicant (and Contact Person):** Shaina Kovacs

**Phone #:** [REDACTED] **E-mail:** treasurer@sparmb.com

**Mailing Address:** [REDACTED]

**Name, Date, Location of Initiative:** Sparwood Minor Baseball - Spring Season (April 14th - June 19) - Sparwood Minor Baseball Diamonds. (MVO Fields)

This program provides an opportunity for a group, organizations, cause, or individual to access **a maximum of \$3,000 (or 100% of related expenditures, whichever is less) once per calendar year** in support of one of the following:

- Hosting a local community event or local charitable event
- Start-up funding for a local organization, group, event, or activity
- Other local activities and community focused projects deemed eligible by Council

In determining the amount of funding and support to grant, Council shall consider the expenditures required, the applicant's efforts and contributions toward seeking alternative sources of funding, marketing and recognition opportunities, overall impact on the community, and any other factors Council feels are relevant.

**Please answer the following questions in brief point form. Feel free to attach a cover letter in support of your application or to provide enhanced detail and budget information.**

1) Please provide overview of what you are applying for support toward.

Sparwood Minor Baseball is seeking category 2 funding to assist with our field rental costs.

2) Are you providing any marketing or recognition in exchange for this grant?  yes  no.

If yes, please describe: We can include the grant information on our social media page.

3) Please describe the impact of the initiative and its value to the community (e.g. attendance/enrollment, money raised, assistance provided to people, length of event, etc.).

Sparwood Minor Baseball Association was restarted in 2023 and has grown steadily. For the 2026 season, we have 114 youth registered from T-Ball to our teen division. By keeping our field rental fees low, we are able to keep baseball affordable for our local families.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) A condition of receiving support is demonstrating you have made significant efforts to source other funds and keep costs down. Please indicate those items you have already applied for in the section below.

	<b>Applied</b>	<b>Approved</b>	
CBT Grant	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> waiting	If yes, how much: <u>\$9500</u>
Other Grants	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> waiting	If yes, how much: _____
Donations (S)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> waiting	If yes, how much: _____
Donations (in kind)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> waiting	If yes, how much: <u>\$7500.00</u>
Other Fundraising	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> waiting	If yes, how much: _____

- 5) Please indicate any additional fundraising efforts you plan to undertake in the future.

CBT Grant	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, how much are you requesting: _____
Other Grants	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	If yes, how much are you requesting: <u>\$500</u>
Donations (S)	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, how much are you requesting: _____
Donations (in kind)	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, how much are you requesting: _____
Other Fundraising	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	If yes, how much are you requesting: <u>\$1000.00</u>

- 6) Please describe your volunteerism contributions to this initiative.

As a newly appointed board, we have dedicated countless hours to preparing for the 2026 season, including administrative setup, field preparation, and purchasing essential equipment and supplies. To give back to our community, our board also volunteered 20 hours at the Seniors Centre to support their inventory process, reinforcing our commitment to community partnership and service. With our CBT grant and community donations, we have been able to purchase a new shed and pitching mounds for our growing association.

- 7) Please attach a budget for the initiative you are seeking support of, including a breakdown of all anticipated expenditures and revenue specific to this funding request. Under expenditures, please include the full cost of any District of Sparwood facilities, equipment, services, and labour costs associated with this request (for assistance in identifying the correct fees and charges, please contact the Director of Community Services).

- 8) What is the total amount of funding are you requesting from the District of Sparwood? \$1500.00

**Please Note:** Funding recipients are required to provide a brief follow-up report, including an account of expenditures, to the Director of Community Services within 60 days of the applicant's funded/supported activities occurring. Grant recipients who do not provide adequate reporting may not be able to access future funding.

**Applicant Signature:** Shaina Kovacs **Date:** May 6th 2026

Submit Applications to:  
Community Services  
Email: [communityservices@sparwood.ca](mailto:communityservices@sparwood.ca)

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and **may become public information.**

<b>Sparwood Minor Ball</b>		
<b>2026 - Facilities Rentals</b>		
Curling Rink 04/14/2026 *Indoor Preseason Training	<b>\$139.04</b>	<b>Invoice #0079082</b> Paid - April 2nd
Meeting Rooms 04/30/2025 *Ump Certification	<b>\$27.96</b>	<b>Invoice #0079652</b> Paid- April 29th
Field Rentals MVO # 4 & 5 April 20th - June 11th Weekly Rentals Only	<b>\$1,459.60</b>	<b>Invoice #0079652</b> Paid - April 29th
Field Rentals MVO # 4 & 5 Game Rentals	<b>\$220.42</b>	<b>Invoice #0080717</b> Due May 7th 2026
Year to Date Total:	<b>\$1,847.02</b>	

2026 Category 2 Funding Report					
Category 2 Funding	12-2-783-0720	\$22,000			
Name	Event/Cause	Council Meeting Date	Resolution No.	Amount	Runing balance
Fernie Womens Resource Centre	In-kind use of facilities for Parent & Tot	January 20, 2026	26-11	\$ 1,816.00	\$ 20,184.00
Sparwood Skating Club	In-kind use of facilities for Annual Ice Show	February 3, 2026	26-26	\$ 2,324.00	\$ 17,860.00
Dayton & Nicole Obre (False Alarm Fundraiser)	In-kind use of facilities for False Alarm Fundr	March 3, 2026	26-52	\$ 2,142.00	\$ 15,718.00
Cora-Lee Campbell (Coal to Creativity Arts and Cu	In-kind use of facilities forCoal to Creativity /	April 7, 2026	26-80	\$ 1,763.00	\$ 13,955.00
Linda Hargreaves(Seniors Old Age Pensioners Soc	for 2026 Utilities for Sparwood Seniors Cent	April 21, 2026	26-91	\$ 712.00	\$ 13,243.00
Ghostrider Adventure Camp Foundation	For cost of sending four kids to camp	May 5, 2026	26-107	\$ 3,000.00	\$ 10,243.00
Sparwood Mixed Slow Pitch	In-kind use of facilities for Field rental fees	May 19, 2026	SP26-20	\$ 3,000.00	\$ 7,243.00
Sparwood Minor Ball Association	For support for field rental fees	June 16, 2026	pending	\$ 1,500.00	\$ 5,743.00

2025 Category 2 Funding Report					
Category 2 Funding	12-2-783-0720	\$22,000			
Name	Event/Cause	Council Meeting Date	Resolution No.	Amount	Runing balance
Sparwood Curling Club	Sparwood Curling Club 50th Banquet	January 21, 2025	25-10	\$ 722.00	\$ 21,278.00
Elk Valley Thrift Shop Society	2025 Utilities	March 4, 2025	25-47	\$ 3,000.00	\$ 18,278.00
Ian Anderson	SSS Class of 2000 25 Year Grad Reunion	April 1, 2025	Denied	\$ -	\$ 18,278.00
The Ghost rider Adventure Camp Foundation	Camp Fees for 4 Children	May 6, 2025	25-91	\$ 3,000.00	\$ 15,278.00
Adam Toner	Parkinson's Golf Tournament Fundraiser	May 6, 2025	Denied	\$ -	\$ 15,278.00
Mike Pidwerbeski	Sparwood Mixed Slowpitch League	June 3, 2025	25-111	\$ 1,959.00	\$ 13,319.00
Sparwood Spitfires	Girls Hockey Fundraiser	Approved by Jenna Nov 21	N/A	\$ 266.00	\$ 13,053.00
Sunset Ridge Ski Society	Cost of Milling and delivery	December 2,2025	25-227	\$ 387.00	\$ 12,666.00
Sparwood Food Bank	Sparwood Holiday Train	December 2,2025	25-228	\$ 846.00	\$ 11,820.00
Sparwood Lions Club	Buy new machines for Community Events	December 16, 2025	25-239	\$ 1,400.00	\$ 10,420.00
			00-01		\$ 10,420.00
			00-01		\$ 10,420.00
			00-01		\$ 10,420.00

2024 Category 2 Funding Report					
Category 2 Funding	12-2-783-0720	\$22,000	Adjusted to \$22,000 via Council Resolution on Feb.20.2024		
Name	Event/Cause	Council Meeting Date	Resolution No.	Amount	Runing balance
CBAL Kindergym	Kindergym X 2 Hall Rental		J.Jensen January 30,2024	\$ 275.25	\$ 21,724.75
<i>Sparwood Curling Club</i>	<i>Curling Day In Canada Hall Rental</i>		<i>J.Jensen January 31,2024</i>	<i>\$ -</i>	<i>\$ 21,724.75</i>
Sparwood Fish and Wildlife Ass.	F&W Banquet Curling Rink Rental	March 5, 2024	24-46	\$ 3,000.00	\$ 18,724.75
Columbia Basin Family Resource Society	Vulnerable Sparwood Resident - Supplies	March 19, 2024	24-54	\$ 2,997.60	\$ 15,727.15
Sparwood Seniors Society	5 X 240L Garbage bins	April 16,2024	24-77	\$ 1,702.46	\$ 14,024.69
Elk Valley Thrift Shop Society	Utilities	April 16,2024	24-76	\$ 3,000.00	\$ 11,024.69
Ghostriders Camp	Camp Fees	April 16,2024	24-78	\$ 3,000.00	\$ 8,024.69
Sparwood Mixed Slow Pitch	Field Rentals	May 7, 2024	24-91	\$ 1,500.00	\$ 6,524.69
Elk Vally Air Cadets	Rental of facilities - Annual review ceremony	May 7, 2024	24-92	\$ 1,100.91	\$ 5,423.78
Sparwood Food Bank	Quarterly utilities	May 7, 2024	24-93	\$ 696.81	\$ 4,726.97
School District #5	Rental of facilities - Grand March	May 21, 2024	24-103	\$ 870.07	\$ 3,856.90
Sparwood Minor Soccer Association	Cash for rental of SD5 properties	June 4, 2024	24-117	\$ 1,539.08	\$ 2,317.82
SSS Grad 2025	Fundraising CMD BBQ		J.Jensen June 6, 2024	\$ 74.60	\$ 2,243.22
Madelyn Smith	Soil for Lilac Terrace Garden Boxes	September 3, 2024	24-190	\$ 1,102.40	\$ 1,140.82

TOPIC	<b>2025 Annual Report</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b> <a href="#">1. 2025 Annual Report</a>
PRESENTED BY	Deputy Corporate Officer	
REVIEW	Deputy Corporate Officer	

**RECOMMENDATION**

Option A: That Council approve the District of Sparwood's 2025 Annual Report as presented.

**PURPOSE**

The purpose of this report is to obtain Council's approval of the 2025 Annual Report.

**BACKGROUND INFORMATION**

Council approval of the Annual Report is a legislative requirement.

The Report must include the following information:

- a report respecting municipal services and operations for the 2025 operational year;
- a progress report respecting the District's performance in relation to the objectives and measures established for 2025;
- any declarations or disqualifications made in 2025; a statement of the District's objectives, and the measures that will be used to determine progress respecting those objectives, for 2026;
- District's audited financial statements for 2025;
- a list of tax exempted properties, including the amount of property taxes that would have been imposed in 2025 if exemptions were not granted; and
- any other information Council considers advisable.

The Draft Annual Report was made available to residents of Sparwood on May 28, 2026, to provide an at-a-glance overview of progress towards goals and core services aligned with the Strategic Priorities Report.

The Annual Report published on the Document Centre was viewed 100 times during the public inspection period. No comments were received from the public at the time of writing this report.

**LEGAL/STATUTORY AUTHORITY**

[Section 97 and 98](#) of the Community Charter requires that the Report be prepared before June 30th each year and made available for public inspection.

**LEGAL/STATUTORY REQUIREMENTS**

[Section 99](#) of the *Community Charter* requires that the Annual Meeting regarding the Annual Report take place at least 14 days after the report has been made available to the public.

[Section 94](#) of the *Community Charter* requires that Council post notice of this meeting in 2 consecutive editions of the newspaper and on the public notice posting place.

**ANALYSIS AND OPTIONS**

The Report was available to the public on May 28, 2026 and published in the May 28 and June 4, 2026, issues of the Free Press.

Staff is recommending approval of the 2025 Annual Report as presented, to meet legislated requirements.

<b>A</b>	Approve the 2025 Annual Report as	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Meets the Community Charter reporting requirement and demonstrates legislative</li> </ul>
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	presented	<p>compliance.</p> <ul style="list-style-type: none"> <li>• Supports good governance by documenting Council priorities, achievements, and outcomes.</li> <li>• Enhances public trust through clear and accessible corporate reporting.</li> <li>• Serves as a reference document for stakeholders, auditors, and senior management.</li> </ul>
	<b>Cons</b>	<ul style="list-style-type: none"> <li>• Approval is largely procedural, with limited opportunity to amend historical information.</li> <li>• Minor errors identified post-approval may require administrative correction or republication.</li> </ul>
	<b>Resource Implications</b>	<ul style="list-style-type: none"> <li>• Cost of printing copies of the report</li> </ul>
	<b>Personnel Implications</b>	<ul style="list-style-type: none"> <li>• Staff time to submit the report to the Ministry</li> </ul>
	<b>Suggested Motion</b>	That Council approve the District of Sparwood's 2025 Annual Report as presented.

B	Amend the 2025 Annual Report	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Corrects errors or omissions, ensuring the Annual Report is accurate and complete.</li> <li>• Enhances transparency and accountability by providing Council and the public with corrected information.</li> <li>• Demonstrates due diligence and good governance by Council.</li> </ul>
	<b>Cons</b>	<ul style="list-style-type: none"> <li>• May create public perception of inconsistency if amendments are substantive.</li> <li>• Can result in administrative effort to republish and redistribute the report.</li> </ul>
	<b>Resource Implications</b>	None
	<b>Personnel Implications</b>	<ul style="list-style-type: none"> <li>• Additional staff time to amend the report</li> </ul>
	<b>Suggested Motion</b>	<ol style="list-style-type: none"> <li>1. That Council amend the District of Sparwood's 2025 Annual Report as follows: "insert list".</li> <li>2. That Council approve approve the District of Sparwood's 2025 Annual Report as amended.</li> </ol>

**ALIGNMENT WITH CORPORATE STRATEGIES & POLICIES**

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

**PUBLIC COMMUNICATION AND ENGAGEMENT**

CONSULT: To obtain public feedback on analysis, options or decisions. Obtain feedback on the options. Set expectations and ensure the scope of the project and decision-making process is clearly stated.

**NEXT STEPS**

- Print copies of the report
- Submit report to the Ministry of Housing and Municipal Affairs before June 30, 2026

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

**Approved By:**

Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer

**Status:**

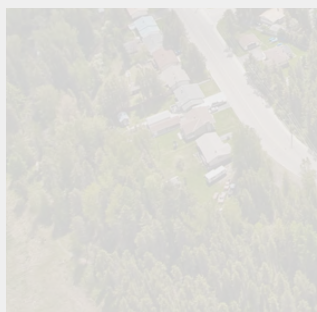
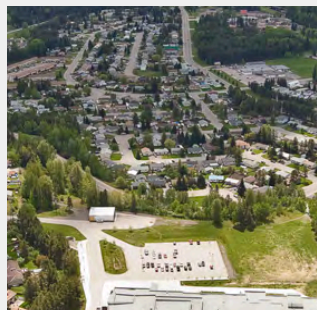
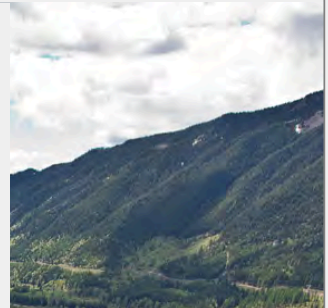
Approved - 09 Jun 2026  
Approved - 09 Jun 2026  
Approved - 09 Jun 2026

**SPARWOOD**



# 2025 Annual Report

Small Town. Big Story.



# District of Sparwood

Box 520, Sparwood BC  
V0B 2G0  
[www.sparwood.ca](http://www.sparwood.ca)

## Municipal Office

136 Spruce Avenue  
[sparwood@sparwood.ca](mailto:sparwood@sparwood.ca)  
250.425.6271

## Fire Hall #1

479 Pine Avenue  
[fireadmin@sparwood.ca](mailto:fireadmin@sparwood.ca)  
250.425.0558\*

*\* Please note: this is a non-emergency number, in the event of an emergency, please call 911*

## Leisure Centre

367 Pine Avenue  
[recoffice@sparwood.ca](mailto:recoffice@sparwood.ca)  
250.425.0552

## Public Works Yard

477 Pine Avenue  
[publicworks@sparwood.ca](mailto:publicworks@sparwood.ca)  
250.425.7760



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Situated in the majestic Rockies and surrounded by a stunning natural landscape, Sparwood will exceed your expectations by offering you instant access to mountains, valleys, rivers and lakes. Participate in an array of activities ranging from great indoor and outdoor recreation facilities, incredible walking, biking and hiking trails, world class canoeing and kayaking on the Elk River and exceptional hunting, fishing and off-road adventuring. It's not often you come across a place with the right mix, where economic opportunity, family, and recreation blend together as well as they do here - in a place we are all proud to call home.



# Message from the Mayor



On behalf of Council and Staff, I am pleased to present the District of Sparwood's 2025 Annual Report. As we reflect on the past year, 2025 stands out as an important period of engagement, planning, and progress. Through thoughtful decision-making, collaboration, and community input, Council and Staff continued to strengthen the foundations that support Sparwood as a safe, welcoming, and resilient place to live.

Accessibility was a key focus throughout 2025. A major milestone was the publication of the Elk Valley Accessibility Plan, developed through the collaborative efforts of the Elk Valley Accessibility Committee. This citizen-led group, made up of volunteer residents and municipal representatives from Sparwood, Elkford, and Fernie, brought valuable lived experience and insight to the process. The resulting plan reflects shared priorities across the region and reinforces our commitment to creating inclusive communities where people of all abilities can fully participate.

Significant progress was also made in improving accessibility at municipal facilities. At the Sparwood Leisure Centre, installation of a new elevator was completed, providing improved access between the main arena foyer and the Community Hall on the second floor. This important upgrade enhances safety, convenience, and accessibility for residents and visitors alike.

Infrastructure planning continued to be a major focus in 2025, particularly with respect to long-term wastewater services. Planning for the Wastewater Treatment Plant upgrades advanced throughout the year, with design work focused on replacing aging infrastructure and increasing capacity to support future growth. The project will transition the facility to a sequencing batch reactor system and includes improvements such as a new aeration building, prescreening, backup generator replacement, and a larger centrifuge. These upgrades will improve safety, operational efficiency, and reliability while providing essential redundancy within the treatment process.

Council also advanced initiatives that support environmental stewardship and improved waste diversion. Work continued on developing a curbside recycling program, which will launch in spring 2026, with collection occurring every two weeks, alternating with garbage pickup. Preparing for the FoodCycler Pilot Program was another key focus of the year. Scheduled to begin in spring 2026, the program will give residents an opportunity to reduce organic waste through an innovative appliance that significantly reduces food waste volume and assist in determining the value of a larger program.

Communication and community engagement were strengthened in 2025 with the launch of the District’s official community app. Introduced in May, the app provides residents with direct access to municipal news, alerts, events, and important updates. Alongside the refreshed municipal website, this technology helps ensure residents have timely, centralized, and reliable information, supporting transparency and civic connection. Planning for Sparwood’s future growth and livability also advanced through focused work on updating the Zoning and Parking Bylaws. Community workshops were held to gather input on modernizing these long-standing bylaws, addressing topics such as housing density, accessory buildings, parking regulations, and commercial zoning.

Recreation planning remained an important area of engagement in 2025. The Recreation Facility Advisory Committee worked diligently throughout the year to gather public feedback through pop-up booths, meetings with user groups, and a well-attended community BBQ. The input collected will help inform recommendations on a potential future multipurpose recreation facility, which will be presented to Council in the summer of 2026.

FireSmart initiatives continued to play an important role in protecting Sparwood, a community surrounded by forested landscapes. With the coordination of the District’s FireSmart Coordinator, residents and neighbourhoods took steps to reduce wildfire risk through education and mitigation efforts. These initiatives complement provincial and regional wildfire reduction work and will continue into the year ahead.

I would like to thank Council, District Staff, community volunteers, and residents for their continued dedication, participation, and pride in Sparwood.

Together, we are building a community that plans responsibly, listens thoughtfully, and looks confidently toward the future. Here’s to another strong year in Sparwood, a community that continues to grow, connect, and thrive.

**Mayor David Wilks**  
District of Sparwood



# Mayor and Council

The District of Sparwood is governed by an elected Council comprised of the Mayor and six Councillors. The Mayor and Councillors elected on October 15, 2022 will serve the community of Sparwood through till October 2026. Members of Council are elected at large, meaning they each represent the community as a whole, rather than only a specific geographic portion.

Through Council's Strategic Plan, three key themes emerged to guide Council priorities: Community Lifestyle, Community Growth, and Economic Diversity. Council makes decisions by policy, passing a resolution or a bylaw. A resolution requires a single vote, whereas a bylaw requires four readings.

Regular Council meetings are scheduled for the first and third Tuesday of every month commencing at 6:00 pm in Council Chambers and are open to the public. Council meetings are available for participation via Zoom and broadcast live for viewing on our Facebook page ([www.facebook.Sparwood.BC](http://www.facebook.Sparwood.BC)).

Meeting schedules, agenda packages, minutes and more are all available on Council Portal: <https://sparwood.civicweb.net/Portal/>.



## VISION

To be a progressive, welcoming, and livable community that takes pride in its natural resources and environment.

## GOALS

- ★ To ensure readiness for local economic priorities.
- ★ To preserve a healthy natural environment.
- ★ To encourage an active, involved, and healthy community.
- ★ To foster effective and responsible local governance.
- ★ To provide reliable service delivery and civic infrastructure.

## GUIDING PRINCIPLES

**Responsible:** We are approachable, responsive, and accountable.  
**Professional:** We are ethical, respectful, efficient, and skilled.  
**Collaborative:** We work with others to achieve mutual benefit.  
**Progressive:** We are forward-looking and innovative.

## What We Did in 2025

### Communication and Engagement

Council attended and/or hosted:

- Sparwood WinterFest
- Chip and Burn Event
- Children's Day
- Canada Day
- Budget Public Open House
- Sparwood Skating Club Annual Ice Show
- Sparwood Secondary School Graduation
- Sparwood Fall Harvest
- Remembrance Day Ceremony
- Mess Dinner with Elk Valley Cadet Squadron 279
- Christmas Tree Lighting
- Santa Clause Cruise
- Parades in Cranbrook, Elkford, and Pincher Creek
- Coal Miners' Days
- Fire Department Open House
- Showcase Sparwood
- Recreation Facility Advisory Committee BBQ



### The following Council and Committee meetings were held in 2025:

22 Regular Council meetings

13 Special Council meetings

2 Town Hall meetings

12 Hearings

5 Socio-Community & Economic Effects Advisory Committee meetings

4 Youth Advisory Commission meetings

4 Recreation Facility Advisory Committee meetings

1 Parcel Tax Review Panel meeting



# Appointed Officials and Committees

## DISTRICT OFFICERS

Chief Administrative Officer	Michele Schalekamp
Corporate Officer	Megan Rawles
Deputy Corporate Officer	Jaclyn Miller
Financial Officer	Tao Liu
Deputy Financial Officer	Caitlin Ceal

## DISTRICT OFFICIALS

Director of Community Services	Jenna Jensen
Director of Fire Services (Fire Chief)	Sheldon Tennant
Director of Operations	Darrell Kaisner
Director of Planning and Development	Patrick Sorfleet
Manager of Human Resources	Kaydia Wright

## COMMITTEE & ADVISORY PANELS

The District of Sparwood is led by the Mayor and Council and supported by committees, commissions, and boards which are in turn made up of volunteers from the community. Working together as a cohesive unit, their goal is to ensure the District is continually served by the best policies, services, and programs.

### **Board of Variance**

Mandate: To consider minor variances in siting, dimensions, or size requirements (side yard, back yard, front yard, height, and area coverage) where compliance with the District of Sparwood Zoning Bylaw would cause hardship.

### **Committee on Labour Relations / Grievance**

Mandate: To review and discuss any matter, including grievances, relating to working conditions or relations between the Employer and the Union.

### **Elk Valley Accessibility Committee**

Mandate: To support the District of Elkford, District of Sparwood, and City of Fernie in identifying and addressing physical and social barriers that impede full participation in community life. The Committee also provides a forum for discussing accessibility challenges and raising awareness about accessibility issues within the region.

### **Parcel Tax Review Panel**

Mandate: To authenticate the parcel tax roll and to hear complaints or make corrections if there is an error or omission respecting names or addresses, inclusion of a parcel, taxable area, or if an exemption has been improperly allowed or disallowed.

### **Recreation Facility Advisory Committee (RFAC)**

Mandate: To act in an advisory capacity to Council by exploring recreation facility options through comprehensive community engagement and sound analysis which will include active (leisure and physical activity), passive (arts, cultural) and social (group gathering space, education) options.

### **Socio-Community and Economic Effects Advisory Committee (SCEEAC)**

Mandate: To provide recommendations to Council and Elk Valley Resources as it relates to the socio-community and economic effects of the Baldy Ridge Extension project.

### **Youth Advisory Commission (YAC)**

Mandate: To engage and empower local youth in the development and oversight of a local Youth Network, with the goal of providing relevant programs, projects, and events for Sparwood youth.

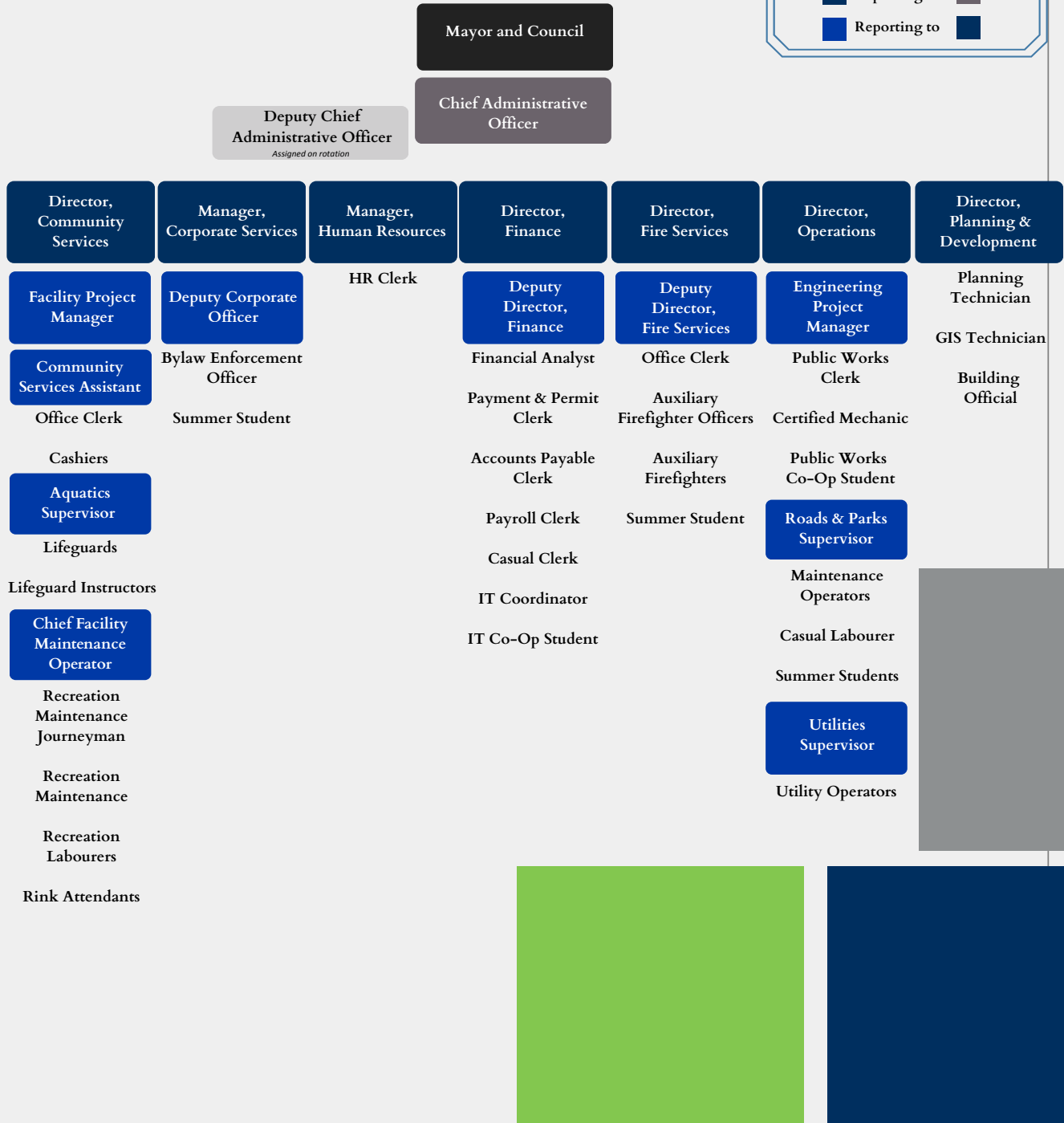
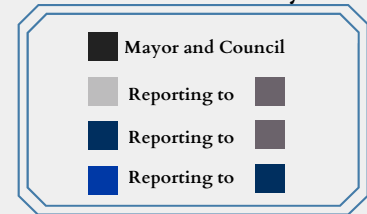
**MUNICIPAL AUDITORS**  
BDO Canada LLP

**MUNICIPAL BANKERS**  
Royal Bank of Canada

**MUNICIPAL SOLICITORS**  
Lidstone & Company

# Organizational Structure

## Structure Key



# Chief Administrative Officer (CAO)

## Who We Are

The CAO oversees the affairs and operations of the District and acts as a liaison between District staff and the Mayor and Council, in addition to providing advice and recommendations on Council related policies and emerging issues. The CAO is responsible to Council for the efficient management of the municipal workforce, and for seeing that Council's directions and policies are implemented.

## What We Do

The CAO directs and coordinates the general management of business affairs of the corporation, in accordance with the bylaws, policies and plans approved by Council; to ensure the delivery of high-quality services and facilities that preserve or enhance the social, economic, and physical well-being of the community. The CAO is responsible to ensure that innovative programs and services are developed and implemented to meet the ever-changing needs of the community, while ensuring fiscal responsibility.

## Corporate Planning & Sustainability

Creates the right balance between what the organization can do vs. what the organization would like to do.

## Inter-Governmental Relations

Fosters and encourages positive interaction with regional, provincial, and federal levels of government.

## Human Resources

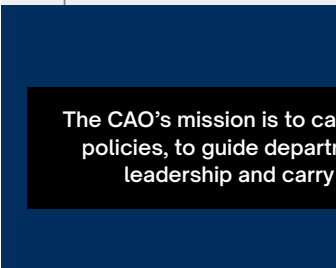
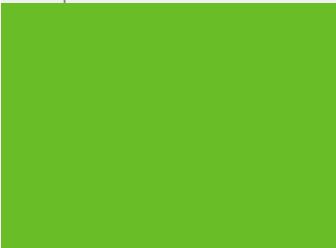
Provides support to the Corporate Management Team employees and the public, including recruitment and selection, employee recognition, leave management, and labour relations.

## Legal Services

Responsible for providing advice to Council and staff, preparing legal documents, negotiating contracts, and managing the District's legal proceedings. The District's solicitor serves as court counsel, provides legal advice, renders legal opinions, and drafts and reviews legal and legislative documentation associated with District business.

## Legislative Services

Responsible for providing information and coordination in accordance with statutory, legislative, and administrative requirements to Council, the public and department heads on the operation and affairs of the District.



The CAO's mission is to carry out and promote Council's policies, to guide department heads, and to promote leadership and carry out the District's vision.





# Community Services

## Who We Are

The Director of Community Services and Facility Project Manager are responsible for managing the Department's daily operations and supervising a staff of 50 full-time, part-time, casual, and contract instructors who provide important recreation services to the community. The Community Services Department works closely with community groups, service clubs, and not-for-profit organizations to further enhance the livability of Sparwood, ensuring residents and visitors have access to quality programs and indoor and outdoor recreational amenities.

## What We Do

The Department is responsible for planning, developing, maintaining and operating all municipal buildings, parks, trails, community agreements and recreational facilities.

They're also responsible for communications, as well as undertaking the development and delivery of community education and engagement initiatives. With a focus on the public, the Department works to ensure residents have access to the information through the use of a wide variety of communication methods encouraging positive and collaborative two-way conversations.

## Parks & Trails

Community Services oversees a network of approximately 30 km of municipal trails and 60 km of regional trails and supports ongoing development by local societies of multi-use trails. Sparwood maintains 13 parks and 15 green spaces, which includes 5 playgrounds, 5 ball diamonds, 2 soccer pitches, 3 basketball courts, a spray park, skate park, bike park, dog park, disc golf course, volleyball, pickleball and tennis courts, an outdoor ice surface and award-winning outdoor skating trail.

## Recreation Programs

The Department provides recreational activities and a wide range of instructional programs through our municipally operated facilities. The Leisure Centre and Arena Complex house a 20-metre leisure pool, 2 racquet courts, fitness centre, four-sheet curling rink, ice arena, and community hall. The Aquatics Department consists of 3 full-time, 3 part-time and a number of casual lifeguards/instructors.

Programming, registration, and reception duties are provided by 2 full-time and 2 part-time employees, which are supported by 4 casual cashiers. Program delivery is supported by a network of between 2 and 5 instructors that provide services that range from playschool to fitness and arts and crafts type programs.

## Recreational Facilities & Rentals

Responsible for the management of parks and recreational facility rentals owned or operated by the District. This includes working with a variety of clubs and organizations who deliver important services or events utilizing District Facilities.

## Community Support & Engagement

Provides support to a wide range of community initiatives (including early childhood development, youth programs and seniors' initiatives, sports groups, the School District and cross-country ski, mountain biking, and trail groups) and community events (including tournaments and private events including managing the Community Funding and Support Program as well as Volunteer recognition initiatives).

## Civic Facility Maintenance

Responsible for the maintenance of all civic facilities owned and operated by the District. These include the Municipal Office, Fire Halls, Public Works the Leisure Centre and various other leased facilities. The Recreation Maintenance department consists of 7 full-time positions and 2 casual positions.

The Community Services Department preserves, protects, and enhances its parkland and recreation opportunities for current and future generations. The Department provides safe, welcoming, and inclusive programs, spaces, and places for its citizens to gather, celebrate, recreate, and engage in activities that promote individual and community well-being.



## What We Did in 2025

The following agreements, leases, and contracts were implemented to support local organizations:

- Concession Lease Agreement – an agreement with Michele Dwyer for the lease of space to operate Putter's Grill Concession at the Leisure Centre.
- Sparwood and District Chamber of Commerce Lease Agreement – an agreement with the Chamber to lease and operate the Visitor Information Centre
- Sparwood and District Chamber of Commerce – Business Signs – an agreement for repayment of the business signs on Highway 3
- School District #5 Joint Use Agreement – an agreement to support use of School District #5 and District of Sparwood facilities for the benefit of students and the citizens of Sparwood

### Category 1 Grants provided to:

- The Coal Miner Days Society
- Michel Natal Sparwood Heritage Society
- Sparwood and District Arts and Heritage Council
- Sparwood Golf Club
- Sparwood Public Library
- Sparwood Search and Rescue
- Sparwood Secondary School Grad
- Sparwood Trails Alliance
- Sparwood Visitor Information Centre
- Wildsafe BC
- Youth Action Sparwood
- Uplift
- 279 Elk Valley Air Cadets

### Category 2 Grants provided to:

- Elk Valley Thrift Shop Society
- Sparwood Mixed Slow Pitch
- Sparwood Food Bank
- Ghost Rider Adventure Camp Foundation
- Sparwood Curling Club
- Sparwood Lions Club
- Sparwood Spitfires
- Sunset Ridge Ski Society Plan

### Projects

- Launched the new community app
- Undertook Facility Condition Assessments for Fire Hall's #1 and #2 and the Public Works Buildings
- Undertook significant public engagement with the Recreation Facility Advisory Committee
- Replaced the Curling Rink Roof
- Repaired and resolved the water loss in the Main Pool
- Began the installation of the Community Hall Elevator
- Installed the new pool slide
- Completed the Recreation Fees and Charges Review
- Published the Elk Valley Accessibility Plan
- Hosted the first annual Showcase Sparwood event
- Completed lighting around Lions Park



# Corporate Services

## Who We Are...

The Corporate Services Department operates under the direction of both the Manager of Corporate Services and the Manager of Human Resources. Corporate Services provides corporate and other assistance to District Council and staff in their efforts to address community issues and provide good governance, while Human Resources provides support to the organization through the management of people.

The Department works with all District departments providing information and assistance on matters such as bylaw and legislative requirements, Council and Committee agendas, Council procedural requirements, bylaw enforcement services, full-cycle human resources processes as well as managing emergency management.

## What We Do...

The **Corporate Services** team provides legislative services and is responsible for the preparation and dissemination of Council agendas and minutes, as well as maintenance and access to corporate records (including bylaws, policies and procedures and contract administration). The Department undertakes policy development, research, business licensing, the publication of official notices and requests under the Freedom of Information and Protection of Privacy legislation and administers local government and school district elections. Corporate Services also oversees bylaw enforcement and animal control services and accepts notices and documents on behalf of the District that are required or permitted to be given, served on, filed, or otherwise provided to the municipality.

### Bylaw Services & Business Licences

Responds to citizens' complaints to promote the orderly use of land and compliance with municipal bylaws. Responsible for providing care and shelter for abandoned or surrendered animals, issuing dog licences, and enforcing bylaws related to domestic animals.

### General Local Elections

Prepares for and conducts all local government elections, by-elections, and assent voting, as required, in accordance with the Local Government Act.

### Information & Privacy Requests

Ensures that access is provided to records of Council and Council committees.

Coordinates responses to requests for records under the Freedom of Information and Protection of Privacy Act (FOIPPA).

Interprets the legislation and ensures compliance while advising staff and the public on the availability of information.

### Legislative Services & Council Support

Prepares Council and Committee of the Whole agendas and records minutes. Administers bylaws & policies, as well as implements, facilitates, and develops corporate strategies, programs, and plans, including preparation of the Annual Municipal Report. Manages and preserves Council, committee and corporate records including agendas, minutes, bylaws, agreements, and correspondence. Executes all legal documents on behalf of the District of Sparwood.

The Department administers the statutory functions of the Community Charter and Local Government Act to provide excellence in customer service to the public and the organization by supporting other departments in service delivery to the public.



The **Human Resources** (HR) Team is responsible for core HR functions, together in collaboration with the leadership team, we support all District's staff, providing critical HR services that enhance organizational efficiency and employee well-being. The HR team enhances HR functions by implementing strategic initiatives that strengthened talent acquisition, employee engagement, workplace safety, and emergency preparedness. Our team remains committed to fostering a positive work environment, ensuring compliance with labour laws, and promoting professional growth within the organization. In addition, the Department is responsible for administering the District's Occupational Health and Safety Program as well as overseeing the District's Emergency Management Program focusing on the Health and Safety of both the employees and the public.

#### **Human Resources**

Assists all departments in the provision of full cycle Human Resources tasks, including recruitment and selection, performance management, labour relation, leadership development, employee health and well being, and health and safety.

#### **Health & Safety**

Develops and enforces safety policies, provides employee training on safety procedures, and conducts risk assessments.

Ensures compliance with relevant regulations.

Administers return to work programs and promotes an overall culture of safety within the workplace.

## **What We Did in 2025**

#### **Corporate Services**

- Completed 8 FOI Requests
- Completed 30 Property Information Requests
- Council Portal received 14,534 unique visitors

#### **Bylaw Enforcement**

- Completed 938 investigations
- Approximately 6% of investigations result in fines

#### **Human Resources**

- Initiated implementation of BambooHR software to streamline HR functions
- HR staff reviewed 467 applications in 2025, and of those hired 25 employees.

#### **Bylaws and Policies**

The following bylaws and policies were adopted by Council:

- Utility and Solid Waste Management Amendment Bylaw 1358, 2025
- Wastewater Treatment Plant Loan Authorization Borrowing Bylaw 1342, 2025
- Upper Elk Valley Fire Protection Service Area Amendment Bylaw 1352, 2025
- Recreation Fees and Charges Bylaw 1356, 2025
- Official Community Plan Amendment Bylaw 1357, 2025
- Indemnification Bylaw 1355, 2025
- Officers and Officials Bylaw 1354, 2025
- Street Naming Amendment Bylaw 1349, 2025
- Zoning Amendment Bylaw 1343, 2025
- Business Compensation and Expense Policy
- Gifts, Awards and Promotions Policy
- Personal Recording Devices Policy
- Sister City – Kamisunagawa Policy
- Training and Business Approval Policy
- Special Event General Liability Policy
- Credit Card Policy
- Fire Department Personnel Policy



# Engineering

## Who We Are...

The Engineering Project Manager is responsible for major and minor infrastructure projects, is involved in development review and asset management.

## What We Do...

The Engineering Project Manager works closely with and provides resources to other departments to efficiently maintain and operate the essential services by providing technical guidance on the operation of municipal infrastructure. They are also responsible for a variety of design and field inspection activities related to municipal bylaws, services, developments, and infrastructure in the District of Sparwood.

### Transportation, Drainage & Utilities

Works cohesively with the Community, Planning and Operations Departments to plan works required because of growth in the community including; potable water systems, sanitary sewer systems, storm sewer drainage systems, and transportation network.

### Flood Protection

Undertakes flood protection studies and manages infrastructure upgrades to improve the overall protection of our community.

### Environmental Services

Develops and implements sustainable programs and initiatives that improve the quality of life for Sparwood residents and create environmental benefits in the areas of groundwater and surface water protection, air quality, climate change, energy initiatives, and nuisance pest control.

### Development Services

Works with the approving officer and potential sub-dividers to ensure that the standards set out by the Subdivision Servicing Bylaw are met. Those standards include lot configuration, suitability for intended use, design, and that the newly created lots will conform to the minimum lot requirements under the Zoning Bylaw.

## What We Did in 2025

### Environmental

- Mosquito Control Program for 2025 completed

### Asset Management

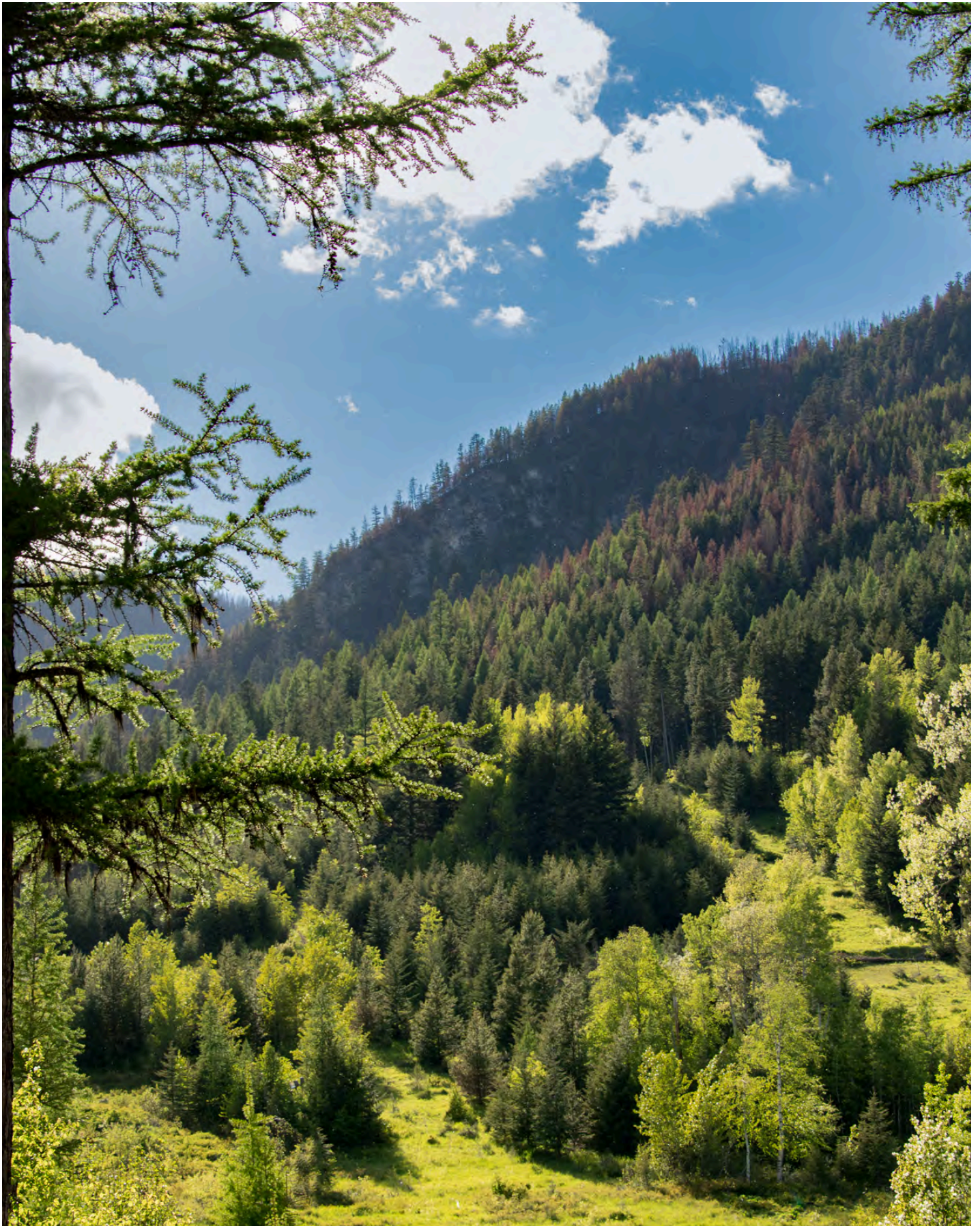
- Evaluated asset management software options and purchased Brightly Asset Essentials.

### Utilities

- Construction of the Lions Park Water Looping project completed.
- Replaced 12 failed large water meters.
- Water Wells #1 & #2 upgrades, maintenance and inspection ongoing. Pump and casing for well #1 sent out for inspection and rebuild.
- Bulk Water Station ordered and delivered to public works.
- Wastewater Treatment Plant Upgrades construction contract negotiations ongoing.
- Began scoping water system control and monitoring system (SCADA) improvements.
- Started planning Buckthorn lift station upgrades.

The Engineering Project Manager is responsible for a variety of design and field inspection activities related to municipal bylaws, services, and infrastructure in the District of Sparwood.





# Finance and IT

## Who We Are...

The Finance Department administers the financial resources of the District. The primary function of the Department is to provide financial information to Council and staff to assist with decision making, and to the public for financial transparency and input. The Department is responsible for preparing the annual budget and the five-year financial plan, revenue collection, treasury and cash management, processing accounts payable and payroll, administration of the property tax system, risk management, and statutory financial reporting to various provincial and federal bodies.

The Information Technology (IT) Department is wholly responsible for providing technology and communications for the District through maintenance and administration of the IT infrastructure.

The Department, led by the Director of Finance, consists of (7) seven full-time positions (Director, Deputy Director, Financial Analyst, Payment & Permits Clerk, Accounts Payable Clerk, Payroll Clerk, and IT Coordinator), one Information Systems Co-Op student and two Casual Front Receptionist Clerks.

## What We Do...

The **Finance department**, in accordance with the Community Charter, develops a Five-Year Financial Plan annually. Sparwood uses twenty-year planning for its capital and reserve funds as a basis for the Five-Year Plan. This long-term approach to financial planning allows Council and the community to consider the impact that current decisions will have on future financial matters. Its operating budget is done on a five-year forecast. The Plan is updated each spring, prior to setting the property tax rates, to reflect any changes that have occurred since the last Plan was adopted. The Finance Department is closely involved in assessing the financial impact of alternate courses of action and supporting decision making and service delivery processes.

### Financial Processing

Provides services including payroll, accounts payable, accounts receivable, purchasing, asset management and taxation. Calculates and levies property taxes, solid waste collection, water and sewer billing and collection of other payments to the District.

### Financial Services

Responsibilities include long-term financial planning, annual budget development, investments, accounting, treasury and cash management, and all statutory financial reporting. Responsible for presenting a viable Five-Year Financial Plan, which establishes financial and operational priorities annually. Responsible for continually updating the Corporate Management Team and Council on the District's financial performance to ensure Sparwood is on track to meet its annual budget commitments.

### Review and Audit

Responsible for assisting the District in meeting its stated objectives by reviewing business processes, policies and procedures for efficiency, controls, and compliance. Investigates internal and external breaches of control.

### Risk Management

Promotes policies and procedures designed to prevent incidents causing loss. Receives and liaises with the Municipal Insurance Association of British Columbia (MIABC) on investigations and claim adjustments.

The Finance Department is closely involved in assessing the financial impact of alternate courses of action and supporting decision making and service delivery processes.

The **IT Department** looks after all hardware support and upgrades, user software and programming, and evaluating and addressing security risks. Staff work closely with all employees of the District to enhance IT solutions and minimize technology downtime.

### Information Technology

Oversees technology services, advice, solutions, and guidance to support District operations and provide appropriate technology, information, and applications to deliver business services efficiently and effectively.

## What We Did in 2025

### Department Operations

An assessment of \$1,284 million resulted in \$6.9 million non-mine taxes and \$3.8 million mine taxes applied to Sparwood. The Department also collected \$4.1 million in utility rates and various user fees, leases, permits and interest.

### Financial Services

- Supported the implementation of a cloud-based asset management software.
- Ensured continued compliance with new standards within Public Sector Accounting Standards.

### Information Technology

- Continued replacement of outdated and failing hardware.
- Carried out awareness training on phishing to identify security threats and prevent breaches.
- Assessed current firewall settings and updated as needed when completed network segmentation.

### Financial Processing

- Reviewed and monitored chart of accounts update made in prior year for consistency and alignment across all departments.
- Implemented finance cross-training in 2025 and incorporated new staff in the training.
- Review and update of corporate policies.

### Review and Audit

- Successful wrap-up of 2024 Year End Audit in 2025.
- Review and update of financial processes for compliance and efficiency.

### Risk Management

- Monitored internal process to mitigate contractor insurance risk.
- Addressed internal insurance needs for large infrastructure project.



# Fire Services

## Who We Are...

Sparwood Fire Services is managed by the Director of Fire Services (Fire Chief) who supervises the full-time Deputy Director of Fire Services (Deputy Fire Chief), 1 part-time fire admin clerk, and 30 auxiliary (regular) firefighters, made up of 11 officers, 13 first class fire fighters, and 6 rookie members. There are 2 stations within Sparwood and road rescue services within 70.5 km<sup>2</sup>. Sparwood Fire Services provides the RDEK Area "A" (defined area) identical fire services through a contractual agreement and through Mutual Aid Agreements provides reciprocal services to our surrounding municipalities and Elk Valley Resource's Elkview Mine.

## What We Do...

The Sparwood Fire Department responds to emergency incidents, including fires, motor vehicle incidents, rescues, public service incidents, as well as hazardous material spills. The Department works closely with other emergency response partners such as BC Ambulance, Search and Rescue, Elk Valley RCMP, BC Wildfire and Dangerous Goods response teams. The Fire Department is committed to providing fire safety education to the citizens of Sparwood, through avenues such as station tours, school visits, an annual open house, and smoke alarm campaigns. Fire inspection plays an important role in ensuring public safety from fire at public buildings, offices, malls and residential apartments. Inspectors check that fire protection systems are correctly installed according to the BC Fire Code and are kept up to date on their required service. The department currently has two full-time members who carry out inspections as Local Assistants to the Fire Commissioner and one part time Fire Services Clerk. The Fire Department operates out of two stations. Station 1 in downtown Sparwood, houses firefighting apparatus, vehicles, dispatch and administrative offices. Station 2 in Sparwood Heights houses firefighting apparatus, as well as the fire training centre.

### Fire Operations / Core Services

Provides fire suppression and rescue services for the Sparwood response area (Sparwood Fire Department is not part of the first response to medical emergencies program and does not respond to first responder incidents).

Yearly fire inspections for public assembly, commercial, and industrial buildings.

Enforcement of the Fire Services Act and the BC Fire Code.

Fire investigations (2 department officers are local assistants to the Fire Commissioner).

Issues and inspects fire pit and burning permits.

Promote and educate the community on Fire Smart Program.

Manages and coordinates the annual Wildfire Fuel Reduction Program.

Provides operations level confined space rescue to District Operations.

Responds to dangerous goods incidents at an operational level in accordance with provincial regulations which require teams to be available for response.

### Safety & Training

The training program in the Sparwood Fire Department is designed to provide all our members with a level of training that is built upon year after year. The program's goal is having all fire fighters trained to NFPA 1001 Level 1 and 2. This will help us to be compliant with the BC Fire Service Playbook. The department will work with members that want to achieve certification to NFPA 1001. Members maintain operations level training to provide core services. The Department has two certified level 1 instructors.

Provide outside training courses on mental health and specific training operations.

### Fire Prevention & Life Safety Education

Provides public safety education, including material and workshops, for the community through presentations and specific targeted messages through the local media.

The Sparwood Fire Services' mission is to provide the District of Sparwood with effective, efficient emergency response and fire prevention services.

### Additional Services & Events

Working Smoke Alarm Program – upon request members would check smoke alarms in homes. Faulty or non-working smoke alarms are replaced for free. Also provides WHMIS training for student workers.

## What We Did in 2025

Sparwood Fire Services Year Over Year Review	2023			2024			2025		
	Total	# ↓ ↑ Over '22	% ↓ ↑ Over '22	Total	# ↓ ↑ Over '23	% ↓ ↑ Over '23	Total	# ↓ ↑ Over '24	% ↓ ↑ Over '24
Number of incidents responded to per year	177	↑ 12	↑ 7%	157	↓ 20	↓ 11.29%	159	↑ 2	↑ 1.27%
Number of firefighters responding per year	1207	↓ 142	↓ 11%	1100	↓ 107	↓ 8.86%	1287	↑ 187	↑ 17%
Average number of firefighters responding/incident	6.8	↓ 1.4	↓ 20%	7	↑ 0.2	↑ 2.94%	8.09	↑ 1.09	↑ 15.57%
Number of firefighters attending regular training per year	796	↓ 37	↓ 4%	821	↑ 25	↑ 3.14%	949	↑ 128	↑ 15.59%
Average number of firefighters attending regular training per year	15.92	↓ 0.8	↓ 2%	16.1	↑ 0.18	↑ 1.13%	18.61	↑ 2.51	↑ 15.59%
Total regular training sessions per year	50	↓ 1	↓ 2%	51	↑ 1	↑ 2%	51	0	0%

### Core Operations

The fire department responded to a total of 159 calls for service in 2025. Motor vehicle incidents accounted for the largest portion of responses at 39.62%, followed by alarms at 32.70%. Fires made up 14.47% of the total calls, while public service responses—including lift assists, wires down, gas leaks, hazardous materials incidents, and flooding—comprised 12.63%. The remaining 0.63% fell into other categories, and there were no mutual aid calls during this period. Emergency incidents do fluctuate from year to year, in 2025 the responses increased 1.27% from 2024.

As part of our fire inspection program the following occupancies had an annual inspection completed: assembly, commercial, District buildings, apartment buildings, and industrial inspections.

### Professional Development

- Firefighters participated in Critical Incident Stress Debriefing sessions in conjunction with incidents.
- 2 members completed Rapid Intervention Training.
- 5 firefighters completed recruit training.
- Regular Tuesday training continued throughout the year to update new protocols and training for all members with an average attendance of 18 firefighters.

### Additional Services & Events

- Participated in Sparwood Secondary School Graduation ceremonies.
- The Battle of the Bravest charity hockey game, raising funds for Angel Flight East Kootenay.
- Winterfest fireworks display.
- The 2025 Open House was at Fire Hall #2 with live rescue demonstrations, FireSmart information, and an interactive search and rescue simulation.
- Remembrance Day Service
- Christmas Tree Lighting in Centennial Square
- Santa Cruise
- Emergency Services Food Drive



# Operations

## Who We Are...

The Operations Department is managed by the Director of Operations who supervises a staff of 27, which consists of a Road & Parks Supervisor, a Utilities Supervisor, a Mechanic, a Clerk, 10 operators, a Co-Op student, and 12 seasonal summer students.

## What We Do...

The Department provides community services and infrastructure maintenance overseeing the water system, stormwater system, wastewater treatment plant and sanitary collection system, roads, parks, cemeteries, fleet, and solid waste collection.

### Cemetery Operations

Operation and maintenance of Rivercrest and Elk Valley (Michel) Cemeteries; including interment services for full burials, cremation burials, columbarium niches, and installation of memorial wall plaques.

### Community Services

Assists local non-profit organizations with special events including the provision of garbage cans, recycle bins, barricades, and clean up. Installs Christmas lights along commercial strips and provides Christmas tree pick up after the holidays.

### Fleet & Building Maintenance

Manages the District's fleet, equipment, and surplus vehicle auctions.

### Parks and Greenbelts

Provides landscape maintenance of District parks, trails, and green spaces, as well as trail and walkway maintenance including plowing on select walkways during the winter. The department also maintains the District irrigation system and manages the integrated pest management program and urban forest strategy.

### Solid Waste

Manages solid waste collection services and maintains designated depot locations, bear resistant bins, and spring clean-up services.

### Transportation

Maintains the District's network of paved and unpaved roads, walkways, and sidewalks with a comprehensive windrow and snow removal and lawn repair program. Maintains and operates street lighting and traffic signals and installs and replaces all municipal regulation signs. Responds to traffic issues, dust control and traffic calming requests, as well as reviews development and land use applications for transportation impacts. Manages all other transportation infrastructure including bridges, street lighting, traffic signals, signs, and road marking, including roadway line painting and delineation.

### Water, Storm, and Sanitary Maintenance

Installs, maintains, and manages the water, storm, and sanitary sewer infrastructure. Ensures safe and cost-effective supply of water meeting all Ministry of Health and Environment Standards. Coordinates the construction services and planning of utility infrastructure including the Wastewater Treatment Plant, lift stations, reservoirs, pumps, wells, manholes, valves, dikes, curbs, and catch basins. Provides sewer line video camera services and Sani-dump maintenance and servicing.

The Operations Department is responsible for providing municipal services that include the operation, maintenance, and replacement of all essential municipal infrastructure.



## What We Did in 2025

### Cemetery Maintenance & Operations

- Prepared 2 full grave site interments, 2 niche interments and 1 disinterment, 5 cremation burials, installed 4 headstones and pruned trees at Rivercrest Cemetery. Completed 7 niche interments in Elk Valley (Michel) Cemetery
- Built pathway for cremation walk in Rivercrest Cemetery
- Completed a survey of Rivercrest Cemetery

### Community Services

- Participated in Coal Miner Days, assisted with the Remembrance Day event, as well as Winterfest, Fall Harvest, Christmas tree lighting, Truck Drop Charity, and Project Heavy Duty
- Executed Christmas tree and spring clean up collection
- Supported FireSmart with tree & shrub removal
- Dead elk/deer removal

### Environmental

- Completed monthly, quarterly, and annual reports for the Ministry of Environment and Interior Health
- Integrated Pest Management program coordination
- Carried out annual mosquito treatment program

### Equipment Purchase and Repair

- Replaced cement mixer, scissor lift, valve exerciser, ride mower and four pickups
- Installed and removed Christmas decorations, replaced with new decorations in various locations
- Inspected and certified all fire extinguishers

### Parks, Greenbelts and Sports Fields

- Completed dangerous tree cleanup in parks and greenbelts - totaling 29 trees removed
- Conducted extensive spring litter cleanup and graffiti removal
- Carried out Student Work Program: Mow and weed whip greenbelts, install & maintain planters, collect litter, park garbage collection, paint & maintain street signs and park benches
- Refreshed bark mulch in planters
- Carried out deep-root fertilization of boulevard trees
- Managed wildlife disturbances
- Poured concrete pads and installed new picnic tables in Riverside Park
- Built a new irrigation system in the Englemann Spruce Drive triangle
- Planted 35 perennial shrubs

### Street and Sidewalk Maintenance

- Completed grading and calcium dust control applications on gravel roads
- Completed streetlight repairs and LED light replacements
- Completed 1.5km of street crack filling
- Repaved streets and repaired sidewalks after water and sewer lines repairs
- Replace broken sidewalk panels at various locations
- Repaired road at Disc Golf Course
- Built a new milling path behind Valley View Drive
- Replaced 30 street signs
- Repaired storm drain catchment at Valley View Drive, curb and sidewalk on Birchwood Place, Wildwood Crescent, and Whiskey Jack
- Maintained sweeping program of District sidewalks, parking areas and streets

### Solid Waste and Recycling

- Contracted residential solid waste collection service
- Purchased additional bear resistant bins to finish parks and boulevard placement
- Executed residential spring cleanup program
- Carried out litter pickup and park container collection weekly throughout the District

## **Water, Storm, and Sewer Maintenance**

### Sanitary

- Completed Wastewater Treatment Plant maintenance including 3-way valve repair, aerator rebuild, rotor #2 on the oxidation ditch, auger brush replacement, centrifuge PLC and outfall blowouts and CCTV inspection
- Repaired manholes at the Mountain Shadows Campground
- Replaced Sparwood Drive lift station backcheck valves
- Worked with Engineering Services to design a new secondary treatment system at the Wastewater Treatment Plant.
- Services completed include: sanitary line flushing, UV system maintenance, sanitary line inspections, lift station vac services, line repairs, and WWTP services

### Storm

- Services include, cleaning and inspection of all catch basins and thawing frozen catch basins or lines
- Carried out winter inspections of storms drain outfalls
- Flushed storm main from Red Cedar to main outfall
- Flushed Douglas Fir storm
- Juniper Court and Carbinado storm repairs and improvements

### Water

- Completed a number of service line and curb stop repairs on Mountain Ash Crescent, Engelmann Spruce Drive, Hemlock Road, Wildwood Drive, and Lodgepole Place
- Main valve repairs on Pine and Tamarack Avenues
- Services completed include uni-directional flushing, reservoir inspections, leak detection, valve exercising and completed total annual chemical water system analysis
- Linked Well #3 backup water source with Supervisory Control and Data Acquisition (SCADA)
- New water services added to Timbers Landing, and the Lions Park main with 3 additional hydrants
- Five hydrant repairs
- Well #2 reinstalled and Well #1 removed for inspection and repairs
- Hydrant flow testing in Middletown Place
- Valve adjustments in Aspen Mechanical building
- Distributed or replaced 46 water meters
- Backflow valve audit

### Other Utilities

- Responded to 334 BC One requests





# Planning and Development

## Who We Are...

We are a team of 3 full-time staff: the Director of Planning and Development, the Planning Technician, and the GIS Technician, and a 20 hour a week contracted Building Official.

## What We Do...

The Planning and Development Department is responsible for long range and current planning activities for the community, building and development inspections and approvals, and economic development, subdivision and the acquisition and disposition of real property on behalf of the District. The Department prepares land use plans, bylaws, and policies for consideration by Council, and undertakes application reviews and approval processes consistent with Council approved plans, bylaws, and policies in support of planned, orderly, and sustainable development of Sparwood. The Department also maintains the Geographic Information System in collaboration with IT and Operations.

Much of our work is with residents and businesses who want to build whether it is a deck, an extension, a new home, or commercial building. We work, closely with the development community, stakeholder organizations and members of the public to ensure that Council's vision of Sparwood is realized.

### Administration & Special Projects

Answers inquiries relating to land development, and processing development applications and building permits. Prepares policies and bylaws on a range of topics related to planning and economic development. Participates and provides local input into planning initiatives.

### Building Inspection

Issues building and plumbing permits to ensure that the developments follow codes, safety standards, bylaws, and policies. This work includes residential, commercial, and industrial building plan reviews and the administration of the Sign Bylaw. Conducts various inspections to ensure that buildings, when constructed, meet current structural, health, security, and fire protection safety standards.

### Issues Occupancy Permits

Provides professional advice to Council, the Board of Variance, other departments, and the public on building construction related matters.

### Current Planning & Development

Administers bylaws and policies that direct the development activities of our residents and businesses. The primary bylaws administered by this department include the Official Community Plan, Zoning Bylaw, Mobile Home Parks Bylaw, Building Bylaw and Sign Bylaw. Provides customer service to those individuals pursuing a building or development project as well as responding to queries from the public as they relate to those projects. Provide statistical data on construction and vacancy rates. Provide referrals to neighbouring municipalities and the Regional District of East Kootenay. Acts as the Approving Officer for the District of Sparwood and manages all subdivision applications.

### Long Range Planning

Develops, updates, and implements planning projects and procedures that work to improve the livability of our community. Provides guidance on the future development of Sparwood.

The Planning Department is responsible for a variety of planning activities related to municipal bylaws, services, and infrastructure in the District of Sparwood.



### **Economic Development**

Creates and maintain investment relevant information to market Sparwood in the region and beyond, as well as carries out and supports initiatives that relate to business retention and expansion. Supports business development including maintaining and developing relationships with the business community in Sparwood and the region. Acts as liaison with the Elk Valley Economic Initiative on valley-wide economic development.

### **Municipal Real Estate**

Markets District of Sparwood lands and manages the purchase and disposition of municipal land.

### **Subdivision Services**

The Subdivision function is cross departmental with the Approving Officer (Director of Planning and Development) managing the subdivision applications and process to ensure the proposed subdivision conforms with Provincial and District laws with assistance from the Engineering Project Manager to ensure civil infrastructure will conform to District standards. Those requirements include suitability for intended use, parcel morphology, infrastructure standards, access to lands beyond the subdivision, parkland dedication, hazardous conditions, and the public interest.

## **What We Did in 2025**

- Westwood Phase 1B subdivision completed with 4-plexes under development.
- Whiskey Jack Phase 3 Subdivisions completed and registered.
- Timbers 2 affordable housing project permits completed and construction underway.
- Completion of the Official Community Plan amendments required under Provincial Law.
- Initiation of the Zoning Bylaw re-write project.



# What We Said We Would Do In 2025

The following list represents the progress that the District of Sparwood made in 2025 towards achieving the goals and objectives that were identified by Council in the 2022-2026 Corporate Strategic Plan.

## 2025 COMPLETED PRIORITIES

- Westwood Subdivision 1b
- Recreation Fees and Charges Review
- Lions Park Water Looping Project
- Accessibility Plan
- Community App
- Street Sign Replacement
- Wind Phone Project – Lions Park
- Leadership Training – Spring 2024 & Fall 2025
- Bylaw Enforcement Notice Bylaw
- Personal Recording Devices Policy
- Sewer Parcel Tax
- Bylaw Enforcement Public Education Materials
- FireSmart Coordinator Recruitment
- Rescue Truck 1448 Replacement
- Director of Finance Recruitment
- Sister City Policy Update
- Pentest Security Review
- Gifts, Awards and Promotional Items Policy
- Policy Manual Standardize
- Business Compensation and Expenses Policy
- Finance Department Cross Training
- Financial Statement Software
- Quarterly Luncheon
- Security Awareness Training
- Firewall Setting Reset



# What We Plan To Do In 2026

<b>STRATEGIC PRIORITIES CHART</b>		October 2025
<b>CORPORATE PRIORITIES (Council/CAO)</b>		
<b>NOW</b>		<b>NEXT</b>
1. <b>WASTEWATER TREATMENT PLANT:</b> Contract	Oct 2025	★ FIRE HALL #2: Funding
2. <b>HOT TUB REPAIRS:</b> Options	Nov 2025	★ INDUSTRIAL LAND DEVELOPMENT
3. <b>RECREATION FACILITY OPTIONS:</b> Options Analysis	Oct 2025	★ HOUSING STRATEGY
4. <b>DEVELOPMENT COST CHARGES:</b> Staff Review	Oct 2025	★ FUTURE RCMP OBLIGATIONS
5. <b>ZONING BYLAW:</b> Community Workshops	Nov 2025	★ DOWNTOWN ZONE EXPANSION
<b>ADVOCACY/PARTNERSHIPS</b>		
★ <i>Public Health Access</i> ★ <i>Douglas Fir (Water Local Service)</i> ★ <i>Safe Highway Crossing</i> ★ <i>Community Daycare</i>		
<b>ORGANIZATIONAL EXCELLENCE INITIATIVES – Communication &amp; Collaboration</b>		
★ <u>Asset Management Software: Implement</u> Nov 2025		
<b>OPERATIONAL STRATEGIES (CAO/Staff)</b>		
<b>CHIEF ADMINISTRATIVE OFFICER</b>		<b>CAPITAL WORKS</b>
1. Collective Agreement: Negotiations	Nov 2025	1. <b>WASTEWATER TREATMENT PLANT:</b> Contract
2. EVPTSA: Statistics	Mar 2026	2. Bulk Water Station: Design
3. Parcel Taxes (Roads & Facilities): Research	Jun 2026	3. Cemetery Walk: Walkway & Foundation
★ Council Orientation		★ Paving & Storm Catchment Blue Spruce
★ WJ Litigation: Ongoing		★ Buckthorn Lift Station – SCADA
<b>COMMUNITY SERVICES AND COMMUNICATION</b>		<b>CORPORATE SERVICES</b>
1. <b>HOT TUB REPAIRS:</b> Options	Nov 2025	1. FoodCycler Pilot Program: Plan
2. <b>RECREATION FACILITY OPTIONS:</b> Options Analysis	Oct 2025	2. Animal Control Fines: Review
3. Rec Fees and Charges Review: Bylaw Engagement	Nov 2025	3. Election Bylaw: Review
★ Community Hall Update		★ Corporate Policies
★ Recycling & FoodCycler Public Education: Plan		★ Records Management
<b>FINANCE</b>		<b>FIRE PROTECTION SERVICES</b>
1. Budget Software Reports: Review	Dec 2025	1. RDEK "A" Fire Services Agreement: RIC
2. Purchasing Policy: Review	Dec 2025	2. Fire Services Bylaw: Review
3. Finance Admin Fee Review: Research	Nov 2025	3. Fire Service Master Plan: Justification
★ Non-Taxable Benefits		★ FIRE HALL #2: Funding
★ Finance Procedure Update		★ CISM Team Training
<b>HUMAN RESOURCES AND SAFETY</b>		<b>INFORMATION TECHNOLOGY</b>
1. Disability Management Process: Report Analysis	Feb 2026	1. Network Segmentation: Finalize
2. Bamboo HR: Module Implementation	Mar 2026	2. File Server Permissions: Audit
3. DOS Safety Program: Review	Apr 2026	3. IT Disaster Recovery Plan: Research
★ Recruitment Procedures		★ External Vendor Relationship: Research
★ Employee Conduct Policies		★ Pen Test: Research
<b>OPERATIONS AND ENGINEERING</b>		<b>PLANNING AND DEVELOPMENT</b>
1. Wells 1 & 2 Upgrades: 2 <sup>nd</sup> Well Inspection	Oct 2025	1. <b>ZONING BYLAW:</b> Community Workshops
2. <b>DEVELOPMENT COST CHARGES BYLAW:</b> Review	Oct 2025	2. OCP Bylaw: Housing Needs Update
3. <u>Asset Management Software: Implement</u>	Nov 2025	3. Boundary Expansion: Funding
★ Traffic Bylaw Updates		★ INDUSTRIAL LAND DEVELOPMENT
★ BC One Calls: Maps and Lot Card Preparation		★ Subdivision Servicing Bylaw
<small>           CODES: BOLD CAPITALS = NOW PRIORITIES; CAPITALS = NEXT Priorities; <i>Italics</i> = Advocacy; <u>Underlined</u>: Organizational Excellence Initiatives            Regular Title Case = Operational Strategies         </small>		

# How Will We Measure and Evaluate Our Performance?

**ECONOMIC TARGETS: Building a strong and vibrant community by attracting, supporting, and retaining businesses and residents.**

Job Creation | Business | Retention | Business Growth | Business Attraction | Business Investment | Community Image | Community Sustainability | Tourism | Community Reputation

How do we measure it?	Why do we want to measure this?	2024	2025
Business Licences	Keeping tabs on number of businesses is a way to evaluate the business climate and commercial activity rate	Sparwood: 259 renew, 37 new Inter-Community: 75 renew, 5 new	Sparwood: 294 renew, 47 new Inter-Community: 81 renew, 20 new
Business licence by category within downtown	Key measure to track vibrancy of downtown core	Mining, quarrying, and oil & gas extraction: 1 Construction: 1 Manufacturing: 1 Retail trade: 10 Finance & insurance: 2 Real estate & rental: 3 Professional, scientific & technical services: 4 Educational services: 1 Health care & social assistance: 3 Arts, entertainment & recreation: 1 Accommodation and food services: 3 Other services: 4	Construction: 1 Manufacturing: 1 Retail trade: 11 Finance & insurance: 2 Real estate & rental: 3 Professional, scientific & technical services: 3 Educational services: 1 Health care & social assistance: 3 Arts, entertainment & recreation: 2 Accommodation and food services: 2 Other services: 4
Business licence per classification	Indication of types of possible jobs available	Agriculture, forestry, fishing & hunting: 5 Mining, quarrying, and oil & gas extraction: 19 Utilities: 3 Construction: 110 Manufacturing: 12 Wholesale trade: 7 Retail trade: 28 Transportation & warehousing: 12 Information & cultural industries: 2 Finance & insurance: 4 Real estate & rental & leasing: 21 Professional, scientific & technical services: 28 Administrative & support, waste management & remediation services: 21 Educational services: 6 Health care & social assistance: 8 Arts, entertainment & recreation: 7 Accommodation and food services: 18 Other Services: 27	Agriculture, forestry, fishing & hunting: 5 Mining, quarrying, and oil & gas extraction: 19 Utilities: 3 Construction: 109 Manufacturing: 12 Wholesale trade: 8 Retail trade: 31 Transportation & warehousing: 13 Information & cultural industries: 2 Finance & insurance: 4 Real estate & rental & leasing: 22 Professional, scientific & technical services: 29 Administrative & support, waste management & remediation services: 19 Educational services: 6 Health care & social assistance: 9 Arts, entertainment & recreation: 6 Accommodation and food services: 16 Other Services: 28

How do we measure it?	Why do we want to measure this?	2024	2025
Building Permits #	Total number of building permits issued indicates the amount of construction occurring in any given year in a municipality	70	59
% Residential vacancy rate	Illustrates housing demand and industry health.	0% in January 2025	4.1%
\$ Value of new development	Value of new development indicates confidence in the local economy	Total Construction Value = \$15,434,968	Total Construction Value = \$30,521,242
Value/# of projects within downtown	Key measure to track vibrancy of downtown core	Value = \$549,750 Total number of permits = 3	Value = 0 Total Number of Permits = 0
# Visitors through Visitor Information Centre	Measure to track how many people are stopping in Sparwood as visitors	47,335	47,447

**ENVIRONMENTAL TARGETS: Maintaining a healthy and natural environment through responsible use, protection, and sustainable practices**

Human Environment | Community Aesthetics | Natural Area Protection | Environmental Quality | Land Use | Environmental Footprint | Energy Conservation

How do we measure it?	Why do we want to measure this?	2024	2025
# Trees planted	Tallying the number of new trees planted each year is a good way to measure an activity that helps create a more beautiful and sustainable area	0	0
% Effluent sample results within regulatory allowances	This measure indicates effectiveness of responsible water stewardship	80%	82%
% Water usage per capita	This measure indicates the effectiveness of long-term water conservation strategies	1,194 litres/capita/day	1,123 litres/capita/day
# Day's air/dust standards are exceeded at Centennial Square Station	Measures success that advocacy has for improved air quality within acceptable limit	PM2.5 – 4 daily average results exceeded PM10 – 7 daily average results exceeded TSP – 0 daily average results exceeded	PM2.5 – 19 daily average results exceeded PM10 – 10 daily average results exceeded TSP – 0 daily average results exceeded
# Users of Elk Valley transit route	Measures transportation demand to determine whether advocacy is needed for improved service	1,640 tickets 50 month passes	1,640 tickets 53 month passes

**GENERAL INDICATORS: To establish baselines for use in data comparisons for environmental, infrastructure, economic, social, and governance targets**

How do we measure it?	Why do we want to measure this?	2024	2025
Population	Population is a benchmark in time to compare other indicators to	4,148 (2021)	4,148 (2021)
Median household income	Median household income is a vital indicator of general economic conditions in a given area	\$112,000 (2020 Census)	\$112,000 (2020 Census)
Km paved streets/sidewalks	This performance indicator is measured in part by the kilometers of municipal streets paved annually	1.5 km	0 (Planning year)
Average house price	Average house price is an indicator of general economic conditions in a given area	\$419,000 ↑ 0.2% from 2023	\$457,000 ↑ 9% from 2024

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

Good Policies | Strategic Direction | Role Clarity | Agency Liaison

How do we measure it?	Why do we want to measure this?	2024	2025
# Lost time incidents	Demonstrate effectiveness of safe work program	2	4
# Safety Suggestions	Demonstrate effectiveness of safe work program	6	7
# of Occupational Health and Safety meetings	Demonstrate effectiveness of safe work program	12	12
# Service requests responded to	Demonstrates responsiveness to requests. Indicator of potential service issues	261	221
Debt per capita	Debt per capita measures the condition of municipal debt in relation to the total population	\$1,012	\$946
% Taxation revenue funds reserves	Level of funding for administration and infrastructure compared to similar sized communities. Reserve health.	22%	30%
% SCEEAC recommendations implemented	Determines the success of Sparwood's livability to monitor the District's relationship with EVR and the impact of mining in the community	The SCEEAC did not make any recommendations in 2024	The SCEEAC did not make any recommendations in 2025

INFRASTRUCTURE TARGETS: Well-maintained infrastructure and facilities that meet community needs and allow growth and development for prosperity.			
Transportation   Community Utilities   Facilities   Community Systems   Service Delivery			
How do we measure it?	Why do we want to measure this?	2024	2025
# kms active transportation infrastructure	The extent of active transportation network is a way to estimate the non-public transportation alternatives to car commuting	64 km	64.5 km
# kms of trails available to residents	Provides an indicator of the alternate transportation options, reduction in greenhouse gas emissions, and promotion of healthy lifestyles	62.5 km	62.5 km
% Usage of arena and community hall	Illustrates demand on facilities	Arena = 54.26% hours used/67.76% of days used Hall = 18.60% hours used/64.21% of days used	Arena = 55.53% hours used/66.58% of days used Hall = 19.54% hours used/ 53.70 % of days used
% Fire response time with goal	Tracks the % of fire response times that meet the goal set by the department	87.5%	80%
% Water samples within regulatory requirements	Tracks the quality of drinking water	Bacteriological –100%; No wells were used with Selenium over the guidelines	Bacteriological– 100%
# Unplanned public facility closures	Indication of effectiveness of preventative maintenance program or if more investment is required	5 - Contamination 6 - Staff unavailability 1 - Equipment failure	1.5 - Contamination 1 - Staff unavailability 3 - Equipment failure 5- Main Pool water loss investigation
# Water/sewer line breaks	Tallying the number of water/sewer line breaks is a way to assess aging infrastructure	2 water line breaks; 2 hydrant breaks; 3 sewer line breaks	0 water line breaks; 1 hydrant break; 0 sewer line breaks

SOCIAL TARGETS: Building social capital and engaging citizens and partners to improve the well-being and diversity of the community			
Arts & Culture   Community Support Network   Citizen & Property Safety   Healthy Lifestyles   Health Service Access   Sense of Heritage			
How do we measure it?	Why do we want to measure this?	2024	2025
# Volunteer group / organizations	Provides an indicator of the health of our volunteer base and community participation	49	49
# Events	Provides an indicator of community social opportunity & health of organizations	8	7 (Volunteer Appreciation Day and Canada Day were combined)
% Voter turnout	Voter turnout for local elections is an important indicator of community engagement and local government participation	No elections held in 2024	No elections held in 2025
% Employees working at EVR vs EVR employees living in Sparwood	Entice employees to reside in Sparwood with their families, contributing to social activities	Staff and hourly employees: 15.8% (~922 out of 5,819)  Sparwood-based employees on 4x4 shift: 9.8% (~570 out of 5,819)	Staff and hourly employees: 15.5% (~864 out of 5,588)  Sparwood-based employees on 4x4 shift: 10.0% (~561 out of 5,588)

**District of Sparwood**  
Financial Statements  
Year Ended December 31, 2025

**District of Sparwood**  
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Year Ended December 31, 2025

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### Management's Responsibility for Financial Reporting

The accompanying financial statements of the District of Sparwood (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation and in accordance with public sector accounting standards for local governments, recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.


Mayor and Council meets with management to review the financial statements and discuss any significant reporting or internal control matters prior to their acceptance of the audited financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination, and their opinion on the District's financial statements.



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David Wilks, Mayor



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Michele Schalekamp CPA, CMA, Chief Administrative Officer



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## Independent Auditor's Report

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To the Members of Council of the District of Sparwood

### Opinion

We have audited the financial statements of the District of Sparwood (the "District"), which comprise the statement of financial position as at December 31, 2025, and the statement of operations, the statement of changes in net financial assets, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2025, and its results of operations, its measurement gains and losses, its change in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

### Other Matter

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of Schedule 3 on page 27 of the District's financial statements.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the District's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered



material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

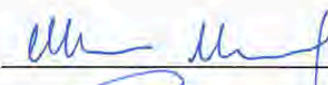

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants  
Kamloops, British Columbia  
April 8, 2026

**District of Sparwood**  
Statement of Financial Position  
Year Ended December 31, 2025

	2025	2024
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 10,693,508	\$ 11,841,665
Short term investments (Note 2)	21,303,937	19,282,803
Accounts receivable (Note 3)	1,266,631	1,172,805
Loans receivable (Note 4)	9,000	24,000
Land held for resale	415,593	415,593
Municipal Finance Authority debt reserve deposits (Note 5)	70,211	68,170
	<b>33,758,880</b>	<b>32,805,036</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 6)	1,733,740	2,007,280
Municipal Finance Authority debt reserve deposits (Note 5)	-	68,170
Deferred revenue (Note 7)	1,738,587	1,826,843
Demand loan (Note 8)	853,535	1,100,047
Long term debt (Note 9)	3,183,250	3,374,127
Asset Retirement Obligations (Note 10)	1,019,723	985,240
	<b>8,528,835</b>	<b>9,361,707</b>
<b>Net Financial Assets</b>	<b>25,230,045</b>	<b>23,443,329</b>
<b>Non-Financial Assets</b>		
Prepaid expenses	124,754	124,457
Tangible capital assets (Schedule 1)	93,239,882	91,589,030
	<b>93,364,636</b>	<b>91,713,487</b>
<b>Accumulated Surplus (Note 11)</b>	<b>\$ 118,594,681</b>	<b>\$ 115,156,816</b>
<b>Accumulated Surplus is comprised of:</b>		
Accumulated operating surplus	\$ 118,829,900	\$ 115,443,918
Accumulated remeasurement losses	(235,219)	(287,102)
	<b>\$ 118,594,681</b>	<b>\$ 115,156,816</b>

  
 \_\_\_\_\_ Councillor  
  
 \_\_\_\_\_ Councillor

**District of Sparwood**  
Statement of Operations  
Year Ended December 31, 2025

	Budget 2025	Total 2025	Total 2024
	<i>(Note 18)</i>		
<b>Revenues</b>			
Net taxation and grants-in-lieu <i>(Note 14)</i>	\$ 10,921,994	\$ 10,933,825	\$ 9,668,360
Sale of services, user rates, rentals <i>(Note 15)</i>	4,444,529	4,571,824	4,126,455
Interest	1,055,218	1,183,433	1,507,160
Government transfers <i>(Note 16)</i>	4,032,672	1,143,678	2,091,615
Donations and other revenue	1,077,400	1,160,023	166,536
	<u>21,531,813</u>	<u>18,992,783</u>	<u>17,560,126</u>
<b>Expenses</b>			
General administration	3,437,833	2,541,898	2,574,768
Fire services	1,460,921	1,224,782	1,089,240
Transportation	4,748,206	4,454,228	4,036,028
Community development	1,162,809	767,342	647,557
Recreation and culture	4,872,998	4,395,352	4,380,634
Water services	1,343,831	1,249,012	1,139,178
Sewer services	1,053,845	922,304	908,520
Gain on sale of resale land	-	-	(1,405,786)
Gain on disposal of tangible capital assets	-	-	(35,000)
	<u>18,080,443</u>	<u>15,554,918</u>	<u>13,335,139</u>
<b>Annual Surplus</b> <i>(Note 17)</i>	<u>3,451,370</u>	<u>3,437,865</u>	<u>4,224,987</u>
<b>Accumulated Surplus</b> , beginning of year	115,156,816	115,156,816	110,931,829
<b>Accumulated Surplus</b> , end of year <i>(Note 11)</i>	<u>\$ 118,608,186</u>	<u>\$ 118,594,681</u>	<u>\$ 115,156,816</u>

**District of Sparwood**  
Statement of Changes in Net Financial Assets  
Year Ended December 31, 2025

	2025	2024
<b>Annual Surplus</b>	<b>\$ 3,437,865</b>	<b>\$ 4,224,987</b>
Amortization of asset retirement obligations <i>(Note 13)</i>	35,327	35,327
Amortization of tangible capital assets <i>(Note 13)</i>	3,218,839	3,114,368
Purchase of tangible capital assets	(3,929,697)	(4,887,433)
Donations of tangible capital assets	(975,321)	(116,904)
Gain on disposal of tangible capital assets <i>(Note 13)</i>	-	(35,000)
Proceeds on disposal of tangible capital assets <i>(Note 13)</i>	-	35,000
Transfer to land for resale <i>(Note 13)</i>	-	60,618
Decrease in prepaid expenses	(297)	71,993
	<b>(1,651,149)</b>	<b>(1,722,031)</b>
<b>Increase in Net Financial Assets</b>	<b>1,786,716</b>	<b>2,502,956</b>
<b>Net Financial Assets, beginning of year</b>	<b>23,443,329</b>	<b>20,940,373</b>
<b>Net Financial Assets, end of year</b>	<b>\$ 25,230,045</b>	<b>\$ 23,443,329</b>

**District of Sparwood**  
Statement of Cash Flows  
Year Ended December 31, 2025

	2025	2024
<b>Operating Activities</b>		
Annual Surplus	\$ 3,437,865	\$ 4,224,987
Items not affecting cash:		
Amortization of tangible capital assets	3,218,839	3,114,368
Gain on disposal of tangible capital assets	-	(35,000)
Prepaid expenses	(297)	71,994
MFA debt reserve adjustment	(70,211)	-
Actuarial adjustment	(56,906)	(50,451)
Amortization of asset retirement obligations	35,327	35,327
Accretion of asset retirement obligations	34,483	(29,704)
	<u>6,599,100</u>	<u>7,331,521</u>
Changes in non-cash items:		
Accounts receivable	(93,827)	521,618
Loans receivable	15,000	15,000
Land held for resale	-	(6,746)
Accounts payable and accrued liabilities	(273,540)	124,873
Deferred revenue	(88,256)	(364,009)
	<u>(440,623)</u>	<u>290,736</u>
	<u>6,158,477</u>	<u>7,622,257</u>
<b>Capital Activities</b>		
Purchase of tangible capital assets	(3,929,697)	(4,887,433)
Donations of tangible capital assets	(975,321)	(116,904)
Proceeds of tangible capital assets	-	35,000
Transfer to land for resale	-	60,618
	<u>(4,905,018)</u>	<u>(4,908,719)</u>
<b>Investing Activities</b>		
Purchase of short term investments	(2,021,134)	(871,236)
	<u>(2,021,134)</u>	<u>(871,236)</u>
<b>Financing Activities</b>		
Proceeds from demand loan	-	1,235,612
Repayment of long term debt and demand loan	(380,482)	(269,537)
	<u>(380,482)</u>	<u>966,075</u>
<b>Net Change in Cash and Cash Equivalents</b>	<b>(1,148,157)</b>	<b>2,808,377</b>
<b>Cash and Cash Equivalents, beginning of year</b>	<b>11,841,665</b>	<b>9,033,288</b>
<b>Cash and Cash Equivalents, end of year</b>	<b>\$ 10,693,508</b>	<b>\$ 11,841,665</b>

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The District of Sparwood (the "District") is a municipality in the Province of British Columbia and operates under the direction of its council, guided by the provisions of the Community Charter. The District's principal activities are the provision of local government services to residents of the District. These services include administrative, protective, transportation, environmental, recreation, water, sewer and fiscal services.

**Basis of Presentation**

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards, as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

**Basis of Accounting**

The District follows the accrual method of accounting. Under this basis, revenues are recorded in the year in which the transactions or events occurred that gave rise to the revenues. Expenses are recorded in the year where the goods and services were acquired and a liability was incurred.

**Revenue Recognition**

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

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

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

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

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

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

Contributions or other funding received which has externally imposed restrictions are initially accounted for as deferred revenue and then recognized as revenue when used for the specific purpose.

**Cash and Cash Equivalents**

Cash and cash equivalents are comprised of cash on hand and short-term, highly liquid investments that are readily convertible with an insignificant risk of change in value.

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

**Land Held For Resale**

Land held for resale is stated at lower of cost and fair market value. Cost includes amounts for land acquisition and improvements to prepare the land for sale or servicing.

**Government Transfers**

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes amounts that are directly related to the acquisition, construction, development, or betterment of the tangible capital assets. Cost includes overhead directly attributable to construction and development, as well as interest costs that are directly attributable to the acquisition, construction or development of the asset.

Amortization is provided for on a straight-line basis over the estimated useful life of the tangible capital asset as follows:

Bridges	75 years
Buildings and building components	10 to 75 years
Cemeteries	30 to 100 years
Drainage	40 to 75 years
Fibre optic system	5 to 40 years
Furniture and equipment	5 to 30 years
Outdoor recreation, heritage and signage	5 to 100 years
Roads	5 to 100 years
Sewer infrastructure	5 to 100 years
Street lighting	15 to 50 years
Water infrastructure	5 to 75 years

Tangible capital assets under construction, development or that have been removed from service are not amortized until they are available to be put into service.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the organization's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Contributed tangible capital assets are recorded at their fair value on the date of contribution, except in unusual circumstances where fair value cannot be reasonably determined, in which case they are recognized at nominal value.

**Retirement Benefits and Other Employee Benefit Plans**

The District's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred. Other retirement benefit costs accumulate over the period of service and are expensed as incurred.

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

**Financial Instruments**

Cash and equity instruments quoted in an active market are measured at fair value (hierarchy level one – quoted market prices). All other financial instruments, are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the statement of financial position.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized as remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations.

When investment income and realized and unrealized gains and losses from changes in the fair value of financial instruments are externally restricted, the investment income and fair value changes are recognized as revenue in the period in which the resources are used for the purpose specified.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

For portfolio investments measured at cost, the cost method records the initial investment at cost and earnings from such investments are recognized only to the extent received or receivable. When an investment is written down to recognize an impairment loss, the new carrying value is deemed to be the new cost basis for subsequent accounting purposes.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

The District has elected to measure certain financial instruments at fair value, to correspond with how they are evaluated and managed. These financial instruments include investments held through the Municipal Finance authority ("MFA") as disclosed in Note 3.

For financial instruments in the fair value measurement category, financial instruments are classified as level 1,2 or 3 for the purposes of describing the basis of the inputs used to measure the fair value of the financial instrument, as described below.

For financial instruments in the fair value measurement category, financial instruments are classified as level 1,2 or 3 for the purposes of describing the basis of the inputs used to measure the fair value of the financial instrument, as described below.

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability either directly (i.e. as prices) or indirectly (i.e. derived from prices).

Level 3: Inputs for the asset or liability that are not based on observable market data; assumptions are based on the best internal and external information available and are most suitable and appropriate based on the type of financial instrument being valued in order to establish what the transaction price would have been on the measurement date in an arm's length transaction.

Cash, restricted cash, and investments that the District held as of December 31, 2025, fall under Level 1 of the fair value hierarchy described above. Further, fair market values of long-term debt disclosed fall within Level 2. There have been no material transfers between hierarchy levels for the year ended December 31, 2025.

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

**Contaminated Sites**

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

Management has assessed its potential liabilities under this standard and no liabilities for contaminated sites have been recorded in these financial statements.

**Asset Retirement Obligations**

An asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

On initial recognition, asset retirement obligations are measured based on the estimated future expenses to retire a tangible capital asset.

Asset retirement obligations are recorded as a liability with an accompanying increase to carrying amount of the respective tangible capital asset. The obligations are adjusted annually to reflect changes in the liability.

**Use of Estimates**

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the year. Significant areas requiring estimates include estimating historical cost and useful lives of tangible capital assets, asset retirement obligations and the determination of accrued payroll liabilities and provisions for contingencies. Actual amounts could differ from these estimates.

**2. SHORT TERM INVESTMENTS**

	2025	2024
Short term investments are comprised of:		
Guaranteed Investments Certificates that are non-redeemable, earning interest of 2.90% to 3.70% maturing in February 2026	\$ 11,731,573	\$ 10,052,287
MFA Money Market Fund	328,048	318,882
MFA Intermediate Bond Fund	2,776,174	2,688,280
MFA Bond Fund	6,468,142	6,223,354
	\$ 21,303,937	\$ 19,282,803

The guaranteed investment certificates are being recorded at amortized cost. MFA investments are recorded at fair market value, and have a book value of \$9,807,583 (2024 - \$9,517,619). The associated remeasurement gain recognized on the investments in the year was \$51,883.

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**3. ACCOUNTS RECEIVABLE**

	2025	2024
Other governments	\$ 50,860	\$ 58,433
Taxes	650,749	482,793
Utilities	211,219	208,719
Trade receivables and other	353,803	422,860
	\$ 1,266,631	\$ 1,172,805

**4. LOANS RECEIVABLE**

	2025	2024
Sparwood Golf Course Society, receivable on demand, secured by assets of the Society, non-interest bearing.	\$ 9,000	\$ 24,000
	\$ 9,000	\$ 24,000

**5. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE DEPOSITS**

The District issues its debt instruments through Municipal Finance Authority, pursuant to loan authorization bylaws issued under the authority of Section 179 of the Community Charter, to finance certain capital expenditures. As a condition of these borrowings, a portion of the debenture proceeds are withheld by Municipal Finance Authority as a debt reserve fund. The District also executes demand notes in conjunction with each debenture whereby the District may be required to loan certain amounts to Municipal Finance Authority.

During the year, the District changed the accounting for the demand notes relating to the debt reserve fund that are contingent in nature, and accordingly are not liabilities at the financial statement date. This change in accounting has been applied prospectively.

**6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2025	2024
Trade payables	\$ 943,919	\$ 1,225,417
Accrued wages and benefits	780,627	773,213
Other governments	9,194	8,650
	\$ 1,733,740	\$ 2,007,280

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**7. DEFERRED REVENUE**

	2025	2024
Deposits	\$ 544,546	\$ 544,546
Other	994,640	943,353
COVID-19 Grant (Note 19)	-	155,722
Prepaid taxes and utilities	199,401	183,222
	\$ 1,738,587	\$ 1,826,843

**8. DEMAND LOAN**

	2025	2024
Fire Engine, demand loan, repayable to Municipal Finance Authority in fixed monthly payments of \$15,194 with interest at a variable rate. At December 31, 2025, interest was 2.85%.	\$ 592,449	\$ 751,933
Centennial Plaza, demand loan, repayable to Municipal Finance Authority in a fixed annual principal payment of \$87,029 and monthly interest payments at a variable rate. At December 31, 2025, interest was 2.85%.	261,086	348,114
	\$ 853,535	1,100,047

Principal and interest payments for the next fourth years are as follows:

2026	269,357
2027	269,357
2028	269,357
2029	45,464
	\$ 853,535

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**9. LONG TERM DEBT**

Debenture debt principal is disclosed net of sinking fund balances managed by Municipal Finance Authority.

	<b>2025</b>	<b>2024</b>
Michel Creek Road water extension, debenture debt, repayable to Municipal Finance Authority in annual amounts to the year 2038, at an interest rate of 4.52%	<b>\$ 3,183,250</b>	<b>\$ 3,374,127</b>

Sinking fund installments for the next five years and thereafter are as follows:

2026	133,971
2027	133,971
2028	133,971
2029	133,971
2030	133,971
2031 and thereafter	2,513,395
	<b>\$ 3,183,250</b>

**10. ASSET RETIREMENT OBLIGATIONS**

The District owns and operates several buildings that are known to have asbestos and lead paint, which represents a health hazard upon demolition or renovation of the assets and there is a legal obligation to remove and dispose of the hazardous material. The transition and the recognition of asset retirement obligations involved an accompanying increase to the buildings capital assets. The building increase in capital assets is amortized on a straight-line basis over the remaining expected useful life of the related asset.

Estimated costs totaling \$2.908 million have been discounted using a present value calculation with a discount rate of 3.50% (2024 - 3.50%). The timing of these expenditures are estimated to occur between 2025 and 2067 with the regular replacement, renovation, or disposal of assets. No recoveries are expected at this time.

	<b>2025</b>	<b>2024</b>
Asset retirement obligation, beginning of year	<b>\$ 985,240</b>	<b>\$ 1,014,944</b>
Increase (decrease) due to accretion	<b>34,483</b>	<b>(29,704)</b>
Asset retirement obligation, end of year	<b>\$ 1,019,723</b>	<b>\$ 985,240</b>

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**11. ACCUMULATED SURPLUS**

	2025	2024
Represented by:		
Financial surplus - current (Note 13)	\$ 10,073,453	\$ 9,319,649
Surplus in financial assets	415,593	415,593
Statutory reserve fund (Schedule 2)	19,852,050	19,291,957
	<u>30,341,096</u>	<u>29,027,199</u>
Equity in tangible capital assets (Note 14)	88,253,585	86,129,617
	<u>\$ 118,594,681</u>	<u>\$ 115,156,816</u>

**12. FINANCIAL SURPLUS - CURRENT**

	2025	2024
Unappropriated:		
General operating fund	\$ 1,788,424	\$ 1,849,166
Water fund	1,996,745	1,713,822
Sewer fund	1,443,723	1,374,973
	<u>5,228,892</u>	<u>4,937,961</u>
Appropriated:		
General future works	2,523,646	2,425,567
Waste management	604,400	511,588
Forest health reserve	354,477	354,477
Water future works	42,300	94,000
Policing reserve	833,738	596,056
Sewer future works	86,000	-
Economic emergency reserve	400,000	400,000
	<u>\$ 10,073,453</u>	<u>\$ 9,319,649</u>

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**13. EQUITY IN TANGIBLE CAPITAL ASSETS**

Equity in tangible capital assets represent the net book value of total capital assets less long term obligations assumed to acquire those assets. The change in equity in tangible capital assets is as follows:

	2025	2024
Equity in tangible capital assets, beginning of year	\$ 86,129,617	\$ 85,221,513
Add:		
Capital acquisitions ( <i>Schedule 1</i> )	4,905,018	5,004,337
Loan principal repayment	380,482	269,537
Removal of MFA demand loan	70,211	-
Actuarial adjustment	56,906	50,451
Less:		
Gain on disposal of tangible capital assets	-	35,000
Proceeds on disposal of tangible capital assets	-	(35,000)
Amortization ( <i>Schedule 1</i> )	(3,218,839)	(3,114,368)
Loans received for capital asset acquisition	-	(1,235,612)
Transfer to land held for resale ( <i>Schedule 1</i> )	-	(60,618)
Accretion - Asset Retirement Obligations ( <i>Note 11</i> )	(34,483)	29,704
Amortization - Asset Retirement Ob. ( <i>Schedule 1</i> )	(35,327)	(35,327)
Equity in tangible capital assets, end of year	<u>\$ 88,253,585</u>	<u>\$ 86,129,617</u>

**14. NET TAXATION**

	Budget	2025	2024
Tax collected			
Property taxes	\$ 19,255,776	\$ 19,269,782	\$ 16,227,032
Special assessment	897,045	887,572	693,993
1% utility tax	288,882	288,882	259,433
Grants in lieu of taxes	59,350	61,543	59,089
Penalties and interest on taxes	73,350	93,692	95,864
	<u>20,574,403</u>	<u>20,601,471</u>	<u>17,335,411</u>
Payments to other governments			
Ministry of Education	(3,243,189)	(3,242,386)	(2,812,966)
Elk Valley tax sharing	(3,374,880)	(3,374,880)	(2,397,462)
Regional District of East Kootenay	(1,311,601)	(1,318,201)	(1,159,216)
Police tax	(568,203)	(571,655)	(465,631)
Regional Hospital requisition	(968,062)	(970,823)	(693,318)
Other	(186,474)	(189,701)	(138,458)
	<u>(9,652,409)</u>	<u>(9,667,646)</u>	<u>(7,667,051)</u>
Net taxes available for municipal purposes	<u>\$ 10,921,994</u>	<u>\$ 10,933,825</u>	<u>\$ 9,668,360</u>

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**15. SALE OF SERVICES, USER RATES, RENTALS**

	Budget	2025	2024
Garbage user rates	\$ 569,656	\$ 572,462	\$ 482,725
Recreation	578,092	515,981	544,946
Sewer user rates	1,027,024	1,036,444	998,593
Water user rates	763,892	794,956	760,826
Transportation	503,855	810,383	550,757
Licences, permits and rentals	532,150	508,521	447,324
Other	469,860	333,077	341,284
	<u>\$ 4,444,529</u>	<u>\$ 4,571,824</u>	<u>\$ 4,126,455</u>

**16. GOVERNMENT TRANSFERS**

	Budget	2025	2024
Federal grants	\$ 1,300	\$ -	\$ 52,550
Provincial - unconditional transfers	542,000	484,000	531,800
Provincial - conditional transfers	241,000	135,248	390,205
Federal Govt/Agencies - conditional transfers	-	252,286	252,286
Regional/other - conditional transfers	3,248,372	272,144	864,774
	<u>\$ 4,032,672</u>	<u>\$ 1,143,678</u>	<u>\$ 2,091,615</u>

**17. BUDGET**

The budget information presented in these financial statements is based upon the Annual Five-Year Financial Plan Bylaw adopted before May 15th of each year. Subsequent amendments to the Bylaw are made by Council to reflect changes in the budget, as required.

The Annual Five-Year Financial Plan Bylaw was not prepared on a basis consistent with that used to report actual results, in accordance with the Canadian Public Sector Accounting Standards. The table below shows the reconciliation between the approved budget and the budget presented in these financial statements.

Annual Five-Year Financial Plan budgeted surplus for the year	\$ -
Add	
Capital expenditures	25,607,340
Debt repayments	754,032
Less	
Amortization	(3,278,669)
Net transfer from reserves	(12,163,084)
Proceeds from debt	(7,463,016)
Net trust fund revenue/expenses	(5,233)
Budgeted surplus as presented in financial statements	<u>\$ 3,451,370</u>

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**18. COVID-19 BC SAFE RESTART GRANT**

Included in government transfers is funding from the Province of British Columbia. This funding ensures local governments can continue to deliver services to their community and supports local governments as they deal with increased operating costs and lower revenue due to COVID-19.

	2025	2024
Grant received	\$ 155,722	\$ 161,251
Facility reopening and operating costs	(155,722)	(5,529)
Balance of grant, deferred	\$ -	\$ 155,722

**19. COMMITMENTS AND CONTINGENCIES**

The District is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the District is assessed a premium and specific deductible for its claims based on population. The obligation of the District with respect to the Exchange and / or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The District irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscribers may suffer.

Debts of the Regional District of East Kootenay (the "RDEK") are, under the provisions of the British Columbia Community Charter, a direct, joint and several liability of the RDEK and each member municipality within the RDEK, including the District.

From time to time the District is brought forth as a defendant in various lawsuits. The District reviews its exposure to any potential litigation for which it would not be covered by insurance and assesses whether a successful claim would materially affect the financial statements of the District. The District is currently not aware of any claims brought against it that if not defended successfully would result in a material change to the financial statements.

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

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**20. PENSION LIABILITY**

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2025, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis. The District paid \$396,443 (2024 - \$369,216) for employer contributions to the plan in fiscal 2025.

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

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

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**21. FUTURE OBLIGATIONS**

The District has entered into a Master Development Agreement with the developer of the Whiskey Jack development lands which requires the developer to construct certain future infrastructure on the site and the District to pay a specified share of the costs. The estimated costs are provided for in the 2025 to 2029 Financial Plan. The matter is currently before the courts for a resolve.

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**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

**22. TRUST FUNDS**

The District administers cemetery trust funds for the perpetual care and maintenance of the District owned cemeteries. In accordance with Canadian public sector accounting standards, the trust funds are not included in the District's Financial Statements.

	2025	2024
Trust fund balance, beginning of year	\$ 106,670	\$ 109,481
Interest earned	4,206	8,011
Care contributions	2,508	1,756
Prior period correction	-	(12,578)
	<b>\$ 113,384</b>	<b>\$ 106,670</b>
Rivercrest Cemetery Care Trust	\$ 84,932	\$ 80,668
Elk Valley (Michel) Cemetery Care Trust	28,452	26,002
	<b>\$ 113,384</b>	<b>\$ 106,670</b>

**23. COMPARATIVE FIGURES**

The comparative figures have been reclassified to conform to the current year's presentation.

**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

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**24. FINANCIAL INSTRUMENTS**

The District is potentially exposed to credit risk, liquidity risk, and interest rate risk from its financial instruments. This note describes the District's objectives, policies, and processes for managing those risks and the methods used to measure them. Further qualitative and quantitative information in respect of these risks is presented below and throughout these financial statements.

There have not been any changes from the prior year in the District's exposure to above risks or the policies, procedures and methods it uses to manage and measure the risk.

*Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The District is exposed to credit risk through its cash and accounts receivable. The maximum exposure to credit risk at the financial statement date is the carrying value of its cash and accounts receivable as outlined on the statement of financial position.

Accounts receivable arise primarily as a result of GST receivable. Based on this knowledge, credit risk of cash and accounts receivable are assessed as low.

*Liquidity risk*

Liquidity risk is the risk that the District will encounter difficulty in meeting obligations associated with financial liabilities. The District is exposed to liquidity risk through its accounts payable, long-term debt, and investments. The District manages liquidity risk around investments by maintaining a balance of short-term or highly liquid investments, and by maintaining investments that may be converted to cash in the near-term if needed. The District manages liquidity risk around accounts payable and long-term debt as they have the ability to raise property taxes and revenues if needed, and ensuring that expenditures around capital projects are within budget. Also to help manage and measure the risk, the District has in place a planning, budgeting and forecasting process to help determine the funds required to support the normal operating requirements. The District's five-year financial plan is approved by the Mayor and Council, which includes operational activities and capital investments.

*Interest rate risk*

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The District is exposed to interest rate risk through its investments in MFA pooled investment funds and long-term debt. Fluctuations in interest rates would increase or decrease the corresponding fair value and cashflows generated from the investments. The risk is mitigated through the diversification of security types. The District manages interest rate risk on its long-term debt by holding all debt through MFA at a fixed rate, with refinancing typically being completed at the ten or fifteen year mark. Therefore, fluctuations in market interest rates would not impact future cash flows and operations relating to long-term debt. See Notes 9 and 10 for interest rates and maturity dates for long term debt.

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**District of Sparwood**  
Notes to Financial Statements  
Year Ended December 31, 2025

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**25. SEGMENT INFORMATION**

The District of Sparwood is a municipal government that provides a wide range of services to its residents and taxpayers. The District operations and activities are organized and reported by segments as shown in Schedules 4 and 5. These segments include the following segments:

**General Administration**

General administration operations include Mayor and Council, corporate administration and legislative services, elections, finance and information technology functions.

**Fire Services**

Fire Services are comprised of fire protection and emergency programs and enforcement activities such as building inspection, bylaw enforcement and animal control.

**Transportation**

The Public Works department provides transportation services including street maintenance, sidewalks, street lights, snow removal, street lighting, dust control, greenbelts, fleet maintenance and storm sewer services.

**Community Development**

Community Development segment includes responsibilities for land use, sustainable planning and general development and engineering activities. Also reported in this segment is economic development, business liaison and mapping.

**Recreation & Cultural Services**

Recreation & Cultural Services provides services for the pool, arena, curling rink, fitness centre, community centre, parks, trails, leisure programs, and all District facilities. Contributions toward the Sparwood public library, heritage and arts programs are also reported under this segment.

**Water Services**

Water services include all operating activities related to the pumping, treatment and distribution of water.

**Sewer Services**

Sewer services include all operating activities related to the collection and treatment of wastewater.

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**District of Sparwood**  
**Schedule of Tangible Capital Assets**  
**Year Ended December 31, 2025**

	Land	Buildings	Buildings - Asset Retirement Obligation	Furniture and Equipment	Engineering Structures				Work In Progress	2025 Total	2024 Total	
					Water	Sewer	Drainage	Roads				Other
<b>Cost</b>												
Beginning of year	\$ 3,774,928	\$ 22,519,145	\$ 933,340	\$ 11,791,664	\$ 21,962,334	\$ 12,176,560	\$ 6,613,495	\$ 42,026,339	\$ 17,908,071	\$ 2,021,175	\$ 141,927,271	\$ 137,109,228
Additions	-	1,086,025	-	707,649	2,246,634	266,738	164,000	137,693	343,390	(49,511)	4,905,018	\$ 5,004,337
Transfer to land held for resale	-	-	-	-	-	-	-	-	-	-	-	\$ (60,618)
Disposals	-	-	-	(230,216)	-	-	-	-	-	-	(230,216)	\$ (124,676)
End of year	3,774,928	23,605,170	933,340	12,269,497	24,209,168	12,443,318	6,977,495	42,164,032	18,251,461	1,971,664	146,602,073	\$ 141,927,271
<b>Accumulated Amortization</b>												
Beginning of year	-	10,227,216	105,981	5,051,328	6,817,658	6,856,356	3,071,580	14,644,334	5,563,688	-	50,338,241	\$ 47,313,222
Additions	-	605,075	-	536,294	369,400	254,287	86,816	868,412	506,555	-	3,218,639	\$ 3,114,368
Asset retirement obligations	-	-	35,327	-	-	-	-	-	-	-	35,327	\$ -
Disposals	-	-	-	(230,216)	-	-	-	-	-	-	(230,216)	\$ (124,676)
End of year	-	10,832,291	141,308	5,357,406	6,187,258	6,110,643	3,160,396	15,502,746	6,070,143	-	53,362,191	\$ 50,338,241
<b>Net Carrying Amount, end of year</b>	\$ 3,774,928	\$ 12,774,879	\$ 792,032	\$ 6,912,091	\$ 18,021,910	\$ 6,332,675	\$ 3,817,099	\$ 26,661,286	\$ 12,181,318	\$ 1,971,664	\$ 93,239,882	\$ 91,589,030

**District of Spanwood**  
Schedule of Statutory Reserve Fund Activities  
Year Ended December 31, 2025

	Land Sales	Capital Works, Machinery and Equipment	Repaving	Recreation and Cultural		Local Improvement Financing		Waterworks	Sewer System	Parks	Carbon	Michel Creek Road	Growing Communities (Schedule 3)	2025		2024	
				Cultural	and	Financing	Waterworks							Sewer System	Parks	Carbon	Michel Creek Road
<b>Beginning of year</b>	\$ 6,070,720	\$ 1,601,488	\$ 1,505,667	\$ 472,859	\$ 291,351	\$ 2,895,341	\$ 3,433,604	\$ 79,662	\$ 759,237	\$ 779,809	\$ 1,402,219	\$ 19,291,957	\$ 17,169,064				
Transfers in	-	1,266,138	520,166	366,600	-	240,780	883,649	-	22,000	-	-	-	-	\$ 3,299,623	2,609,361		
Interest earned	210,454	54,895	57,974	18,030	11,460	95,278	134,017	3,484	32,678	30,953	55,410	\$ 704,633	901,725				
Contributions	19,500	17,665	-	1,177	-	-	-	20,959	252,286	-	-	-	-	\$ 311,586	1,696,143		
Transfers out	-	(700,509)	(32,693)	(365,165)	-	(1,628,405)	141,650	-	(450,277)	(35,094)	(665,265)	\$ (3,755,749)	(3,091,336)				
<b>End of year</b>	\$ 6,300,674	\$ 2,239,677	\$ 2,051,104	\$ 483,801	\$ 302,811	\$ 1,603,693	\$ 4,592,930	\$ 104,104	\$ 614,924	\$ 775,668	\$ 772,364	\$ 19,852,050	\$ 19,291,957				

**District of Sparwood**  
 Growing Communities Fund – Schedule of Reserve Fund Activities  
 Year Ended December 31, 2025  
 (unaudited)

<b>SCHEDULE 3</b>	<u>2025</u>	<u>2024</u>
Balance, beginning of year	<b>\$ 1,402,219</b>	\$1,622,566
Transfer in:		
Contributions	-	-
Investment Income	55,410	84,091
Transfer out:		
Recreation amenities	<u>(685,265)</u>	<u>(304,438)</u>
<b>Balance, end of year</b>	<b><u>\$ 772,364</u></b>	<b><u>\$ 1,402,219</u></b>

**District of Sparwood**  
Segment Information - Expenditure by Object  
Year Ended December 31, 2025

	General Administration	Fire Services	Transportation	Community Development	Recreation and Cultural Services	Water Services	Sewer Services	Total
<b>Revenues</b>								
Net taxes available for municipal purpose	\$ 10,933,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,933,825
Sale of services	578,068	84,265	1,402,490	159,620	515,981	794,956	1,036,444	4,571,824
Investment income	510,923	-	57,974	213,937	18,030	195,698	186,871	1,183,433
Government grants and transfers	486,087	88,176	-	-	181,087	252,286	134,042	1,143,678
Donations and other revenue	10,276	41,941	105,000	40,458	126,230	514,156	251,750	1,160,023
<b>Total Revenues</b>	<b>12,521,179</b>	<b>214,382</b>	<b>1,565,464</b>	<b>414,015</b>	<b>841,328</b>	<b>1,757,096</b>	<b>1,609,107</b>	<b>18,992,783</b>
<b>Expenses</b>								
Salaries, wages and benefits	1,860,587	613,992	1,465,100	524,828	1,963,824	155,603	193,730	6,777,664
Goods and services	478,540	432,398	1,500,489	139,159	1,706,843	498,009	474,287	5,229,735
Interest	-	-	32,880	-	-	225,000	-	258,880
Accretion on asset retirement obligations	34,483	-	-	-	-	-	-	34,483
Amortization on asset retirement obligations	35,327	-	-	-	-	-	-	35,327
Amortization of tangible capital assets	132,961	178,392	1,455,759	103,355	724,685	569,400	254,287	3,218,839
<b>Total Expenses</b>	<b>2,541,898</b>	<b>1,224,782</b>	<b>4,454,228</b>	<b>767,342</b>	<b>4,395,352</b>	<b>1,249,012</b>	<b>922,304</b>	<b>15,554,918</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 9,979,281</b>	<b>\$ (1,010,400)</b>	<b>\$ (2,888,764)</b>	<b>\$ (353,327)</b>	<b>\$ (3,554,024)</b>	<b>\$ 508,084</b>	<b>\$ 686,803</b>	<b>\$ 3,437,865</b>

**District of Sparwood**  
Segment Information - Expenditure by Object  
Year Ended December 31, 2024

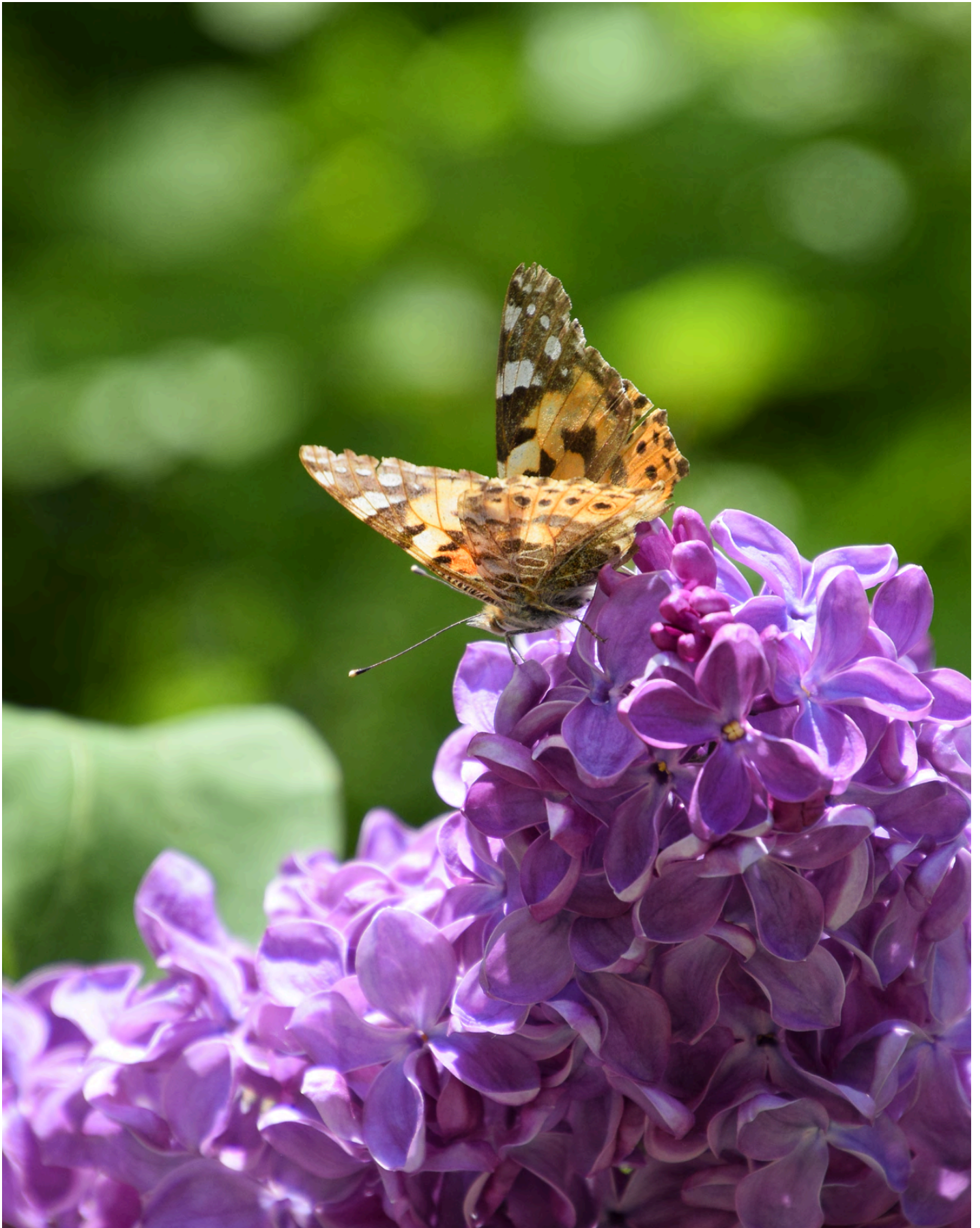
**SCHEDULE 5**

	General Administration	Fire Services	Transportation	Community Development	Recreation and Cultural Services	Water Services	Sewer Services	Total
<b>Revenues</b>								
Net taxes available for municipal purpose	\$ 9,668,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,668,360
Sale of services	594,193	82,367	1,050,178	95,352	544,946	760,826	988,593	4,126,455
Investment income	700,705	-	93,782	241,422	31,257	252,180	187,814	1,507,160
Government grants and transfers	785,365	18,442	252,286	168,548	70,491	-	796,463	2,091,615
Donations and other revenue	-	10,000	87,459	112	18,515	50,450	-	166,536
<b>Total Revenues</b>	<b>11,748,623</b>	<b>110,809</b>	<b>1,483,705</b>	<b>505,434</b>	<b>665,209</b>	<b>1,063,456</b>	<b>1,982,890</b>	<b>17,560,126</b>
<b>Expenses</b>								
Salaries, wages and benefits	1,877,564	527,802	1,306,346	386,159	1,890,983	171,522	208,454	6,368,830
Goods and services	552,661	419,122	1,271,598	167,492	1,801,209	365,702	438,299	5,026,083
Interest	-	-	26,996	-	-	234,025	-	261,021
Gain on sale of resale land	-	-	-	(1,405,786)	-	-	-	(1,405,786)
Gain on disposal of capital assets	-	-	(95,000)	-	-	-	-	(35,000)
Accretion on asset retirement obligations	(29,704)	-	-	-	-	-	-	(29,704)
Amortization on asset retirement obligations	35,327	-	-	-	-	-	-	35,327
Amortization of tangible capital assets	128,920	142,316	1,431,088	93,906	668,442	367,929	261,767	3,114,368
<b>Total Expenses</b>	<b>2,574,768</b>	<b>1,089,240</b>	<b>4,001,028</b>	<b>(759,229)</b>	<b>4,390,634</b>	<b>1,139,178</b>	<b>908,520</b>	<b>13,335,139</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 9,173,855</b>	<b>\$ (978,431)</b>	<b>\$ (2,517,323)</b>	<b>\$ 1,263,663</b>	<b>\$ (3,715,425)</b>	<b>\$ (75,722)</b>	<b>\$ 1,074,370</b>	<b>\$ 4,224,887</b>

# Statement of Permissive Tax Exemptions in 2025

The following properties identified in Permissive Tax Exemption Bylaw No. 1338, 2024, for taxation years 2025 to 2034, have been exempted from taxation in accordance with section 220, 224 and 225 of the Community Charter.

Folio	Legal Description	Name	Total Amount Exempted
<b>CHURCHES</b>			
00354.500	Lot 1, District Lot 4135, KD, Plan 14239	Mormon Church	\$ 2,353
00354.760	Lot 17, District Lot 4135, KD, Plan 15166	Sparwood Fellowship Baptist Church	1,330
02332.000 - 02334.000	Lots 173, 174 and 175, District Lot 4589, KD, Plan 6786	Pentecostal Assemblies	698
03020.001	Lot 3, District Lot 4589 KD, Plan 7500	Roman Catholic Bishop of Nelson	1,470
<b>CHARITABLE / PHILANTHROPIC</b>			
00017.000	Lot A, District Lot 4589 KD, Plan NEP65387	Lilac Terrace	\$ 3,856
00017.055	Lot 1, District Lot 4589 KD, Plan 14478	Sparwood Old Age Pensioner's Society	722
00201.020 & 00222.020	Lots 2-7, Block 1, District Lot 4589 KD, Plan 3099	Sparwood Senior Citizen Society, Sparwood Senior Villas	9,949
03045.000	Lot 45, District Lot 4589 KD, Lot 46, Plan NEP7008	Elk Valley Thrift Shop Society	5,413
<b>NON-PROFIT LESSEE OF DISTRICT PROPERTY OR PROPERTY FOR PUBLIC RECREATIONAL PURPOSES</b>			
00817.000	Part of Lot 1, District Lot 4589 KD, Plan NEP62835	Sparwood Golf Club	\$ 6,462
00818.120	Lot 2, District Lot 4589 KD, Plan NEP62835	Sparwood Futures Society/Mountain Shadows Campground	3,951
00818.210	Lot 1, District Lot 4589 KD, Plan NEP60574	Sparwood and District Chamber of Commerce	8,349
00831.121	Part of Dedicated Park, District Lot 4588 KD, Plan EPP1730, shown on Exception Plan 13462	Valley Riders - Sparwood Society	1,322
02398.001	Lot A District Lot 4589, Kootenay District, Plan 19215	Sparwood Treehouse Daycare	1,611
02398.821	Lot A, Pan EPP121414, District Lot 4589, Kootenay Land District	Elk Valley Family Society	4,797
02399.000	Lot A, District Lot 4589 KD, Plan 17278	Sparwood Lions Club storage building	687
02522.000	Lot 22, District Lot 4589 KD, Plan 7003	Sparwood Search and Rescue Society	6,248
03028.050	District Lot 4589, Kootenay District, Plan NEP7008	Royal Canadian Legions Michel Natal	1,577
03043.000	Lot 43, District Lot 4589, Kootenay District NEP7008	Sparwood Food Bank	2,297
00818.215	District Lot 4589, Kootenay District, Plan NEP60574	Michel Natal Sparwood Heritage Society	1,953
<b>REVITALIZATION TAX EXEMPTIONS</b>			
03076.100	Lot 1, Plan EPP23685, District Lot 4589, Kootenay Land District	Komatsu (Joy Global (CANADA) Ltd)	\$ 200,517
<b>TOTAL EXEMPTIONS</b>			<b>\$ 265,562</b>



TOPIC	<b>Draft Cross Connection Control Bylaw</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b> <a href="#">1. Cross Connection Control Presentation</a> <a href="#">2. DRAFT- Cross Connection Control Bylaw</a>
PRESENTED BY	Director of Operations	
REVIEW	Engineering Project Manager	

### SUMMARY OF DESIRED OUTCOME

That the Committee of the Whole provide Staff with direction regarding the draft Cross Connection Control Bylaw by providing feedback to the key questions identified in this report.

### PURPOSE

To present the draft Cross Connection Bylaw for Council review.

### BACKGROUND INFORMATION

The proposed Cross Connection Control Bylaw is being brought forward to support compliance with the District of Sparwood's (District) operating permit, which requires the implementation of a comprehensive cross connection control program to protect the municipal water supply. The report seeks Council's review and feedback on the draft bylaw to ensure the proposed regulatory framework aligns with these requirements and addresses potential risks to public health.

### LEGAL/STATUTORY AUTHORITY

[Community Charter \(BC\)](#) – Sections 8 and 8(3) give municipalities authority over public services, including water supply, and allow them to regulate, prohibit, and impose requirements to protect the system.

[Drinking Water Protection Act & Regulation](#) – Requires water suppliers to maintain safe drinking water and comply with permit conditions, which often include cross-connection control measures.

[BC Building Code & CSA Standards](#) – These set technical requirements for backflow prevention devices, which municipalities enforce through bylaws.

### LEGAL/STATUTORY REQUIREMENTS

[Council Procedure Bylaw](#), s.3.1.5: Committee of the Whole Meetings may, by Resolution, be entered into at any time during a Council Meeting.

### CONSIDERATIONS AND KEY QUESTIONS

District staff continue to make improvements to the municipal water system in response to evolving operational requirements and regulatory expectations. This includes work related to water quality monitoring, maintenance practices, asset management, and source water protection, all of which align with conditions outlined in the District's operating permit. A key component of these requirements is the implementation of a comprehensive cross-connection control program.

Cross-connections occur when the potable water system is directly or indirectly connected to a non-potable source or potential contaminant. Without appropriate controls, these connections can result in backflow events that introduce contaminants into the drinking water system. The District has a cross-connection control program; however, it was primarily education-focused and did not include an enforcement framework. While the program encouraged voluntary compliance, it lacked the regulatory mechanisms necessary to ensure consistent application, verification, and accountability across all properties. Without a formal bylaw, the District cannot reliably ensure compliance or effectively mitigate risk.

To address this gap, the proposed bylaw establishes requirements for the installation, maintenance, and annual testing of backflow prevention devices, with particular focus on higher-risk properties such as commercial, industrial, and institutional uses. Devices must conform to CSA B64 standards and be tested by certified professionals. The proposed bylaw also addresses temporary connections, irrigation systems, auxiliary water supplies, inspection authority, and reporting requirements. The program further includes maintaining a centralized inventory of devices, ensuring certified tester qualifications, and assessing risk across water users.

Implementation of these requirements is critical to reducing the risk of contamination events, supporting compliance with operating permit conditions, and aligning with provincial guidelines for protecting drinking water systems. Penalties for enforcement actions will be discussed further in the attached presentation with fines from similar bylaws in BC ranging from \$100 to \$500, depending on the severity of the infraction.

**Key Questions**

1. Are there any concerns with the proposed approach regarding inspections, annual testing and penalties as outlined in the draft bylaw?
2. Does the Committee wish to use the previous table in developing the relevant fines used in the Municipal Ticket Information Bylaw and the Bylaw Enforcement Notice Bylaw?
3. Are there any provisions in the draft Cross Connection Control Bylaw that the Committee would like staff to consider or research further?
4. Are there any further questions or comments from the Committee regarding the draft Cross Connection Control Bylaw?

**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.

Respectfully submitted by,  
Darrell Kaisner, Director of Operations

**Approved By:**

Jaclyn Miller, Deputy Corporate Officer  
Megan Rawles, Deputy CAO / Director of Corporate Services  
Michele Schalekamp, Chief Administrative Officer

**Status:**

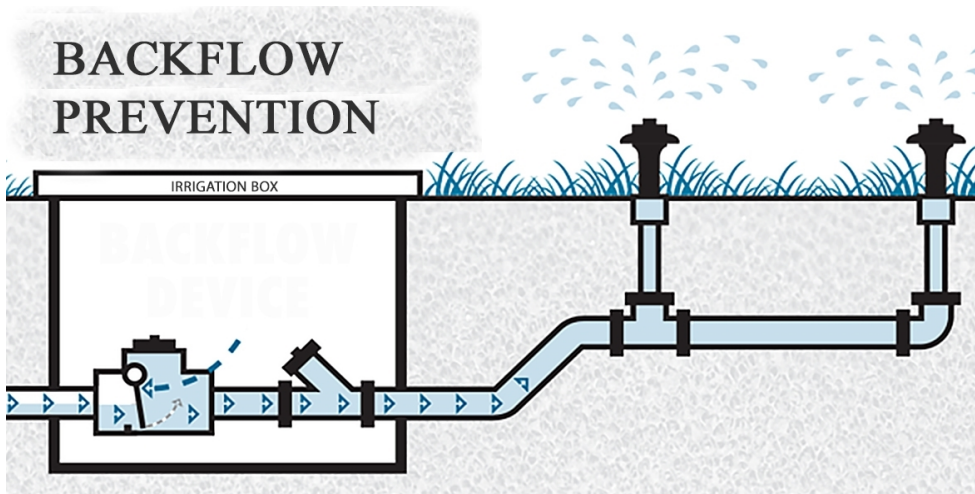
Approved - 10 Jun 2026  
Approved - 10 Jun 2026  
Approved - 10 Jun 2026

# Draft Cross Connection Control Bylaw



June 16, 2026

# What is Cross Connection and Why Backflow Prevention Matters



## Definition of Cross Connection

Cross connection is any link between drinking water and a source that could contaminate it, like irrigation or boilers.

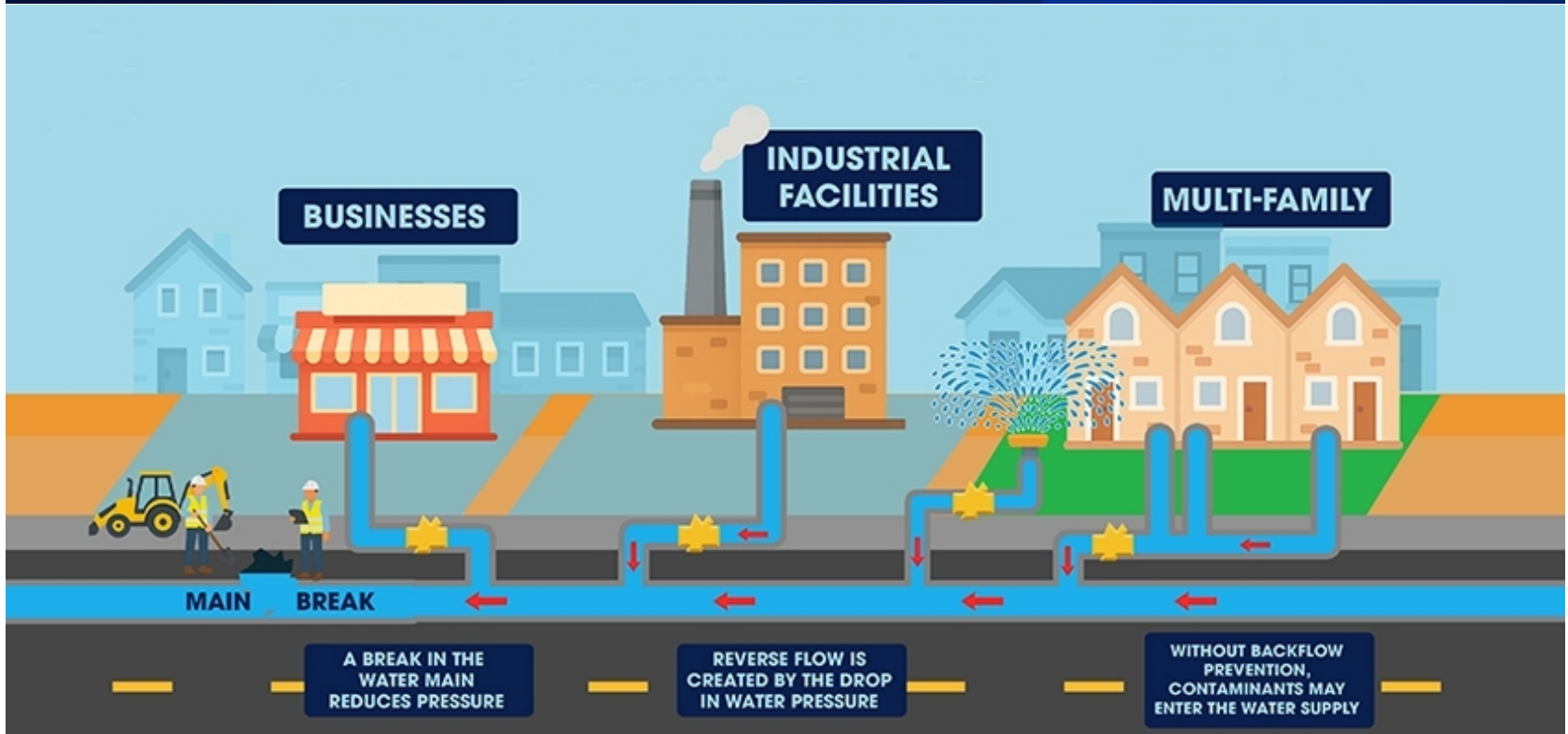
## Importance of Prevention

Preventing cross connections protects the community's potable water supply from contamination caused by backflow.

## Regulatory Compliance

Property owners must follow local bylaws requiring backflow prevention devices to ensure safe drinking water.

# How can backflow occur in a municipal water system?



# Installing and Approving Backflow Prevention Devices

## Backflow Prevention Installation

Install approved backflow prevention assemblies where cross-connections exist or may develop to protect water supply.

## Compliance with Standards

Ensure all devices comply with BC Building Code and CSA B64 standards for safety and reliability.

## District Approval Process

Obtain necessary District approval before installing, removing, or replacing any backflow prevention device.



# Financial Responsibilities for Backflow Protection

## Installation Costs

Property owners must cover all expenses for installing backflow prevention devices properly and safely.

## Testing Expenses

Costs associated with routine testing ensure the device functions correctly and protects the water supply.

## Maintenance and Repairs

Owners are responsible for the ongoing maintenance, repairs, or replacement of backflow devices to maintain effectiveness.



# Testing and Reporting Requirements

## Regular Testing Schedule

Backflow prevention assemblies must be tested when first installed, annually, and after repairs or if the assembly is relocated.

## Certified Tester Requirement

Only a Certified Tester is authorized to perform backflow device testing to ensure accuracy and compliance.

## Timely Report Submission

Backflow Test Reports must be submitted to the District within 14 days following the test.



# Maintenance and Proper Use of Equipment

## **Regular Equipment Maintenance**

Maintain all backflow prevention devices in the proper working order to ensure safety and compliance.

## **Prompt Repair or Replacement**

Repair or replace devices failing tests promptly and submit passing reports within 30 days.

## **Prohibited Actions**

Never tamper with, bypass, or disable backflow prevention devices to maintain system integrity.



# Record Keeping and Documentation

## Record Maintenance

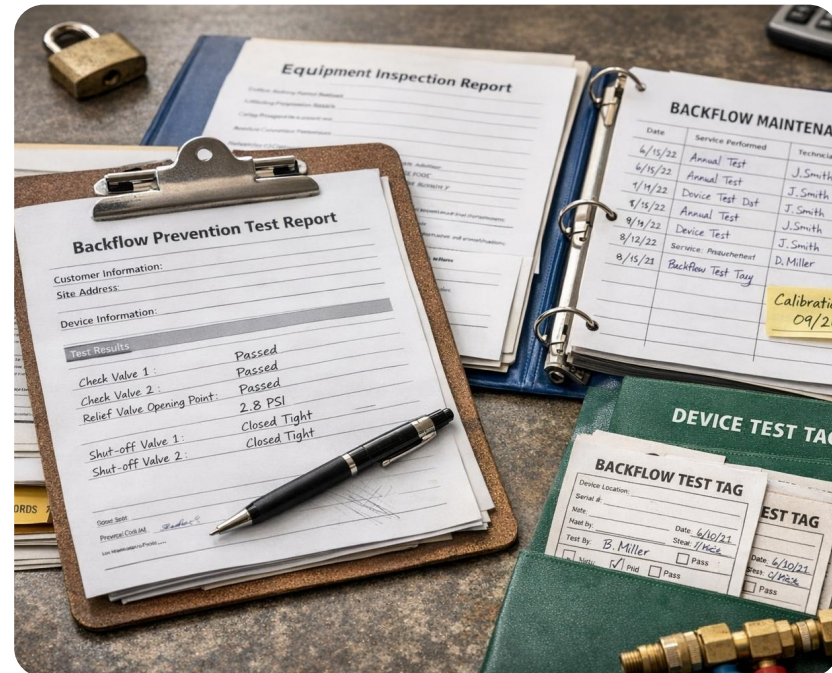
Keep detailed records of all backflow prevention devices installed on your property for accountability and safety.

## Test Reports and Maintenance

Maintain comprehensive test reports and records of all maintenance activities to ensure device functionality.

## Compliance Reporting

Provide requested records to the District promptly to comply with regulatory inspections and audits.



# Irrigation Systems and Check Valve Alternatives

## Check Valve Usage

CSA-certified check valves may be approved for single-family irrigation systems with District permission.

## Backflow Assembly Requirement

Full backflow prevention assembly may be required if risk conditions change.



# Managing Auxiliary Water Supplies



## Approval for Connections

Never connect wells or rainwater systems to the district supply without official written authorization.

## Decommissioning Unused Systems

Properly disconnect and decommission auxiliary water systems that are no longer in service to ensure safety.

# Temporary Water Connections Protocol



## **Backflow Prevention Requirement**

Temporary water connections must include an approved backflow prevention assembly to ensure water safety.

## **Written Approval Needed**

All temporary connections require written approval before they can be used for any purpose.

## **Immediate Removal After Use**

Temporary water connections must be removed immediately once their intended use is completed.

# Allowing Inspections



## **Inspection Authorization**

District designated inspectors must be permitted to inspect backflow devices to ensure safety and compliance.

## **Reasonable Inspection Times**

Inspections should occur at reasonable and appropriate times to minimize disruption.

## **Compliance Verification**

Inspections verify compliance with safety standards for backflow devices and cross-connections.

# Potential Penalties and Enforcement Actions

## **Correction Order**

Non-compliance may lead to official orders requiring correction

## **Water Service Disconnection**

Failure to comply can result in disconnection of water services to enforce regulations.

## **Fines and Enforcement**

Fines or other enforcement actions may be imposed to ensure adherence to regulations.



# Question 1

Are there any concerns with the proposed approach regarding inspections, annual testing and penalties as outlined in the draft bylaw?

# Typical Fines in BC Bylaws

## Typical fine ranges (based on comparable BC bylaws)

Offence Type	Typical Fine Range
Cross connection without protection	\$250 – \$500
Tampering/bypassing backflow assembly	\$300 – \$500
Unauthorized auxiliary water connection	\$300 – \$500
Failure to install required device	\$200 – \$400
Failure to test annually	\$150 – \$250
Failure to submit test report	\$100 – \$200
Failure to repair failed device	\$200 – \$400
Failure to comply with order/notice	\$200 – \$500
Obstruction of inspection	\$250 – \$500

# Question 2

Does the Committee wish to use the previous table to develop the relevant fines used in the Municipal Ticket Information Bylaw and the Bylaw Enforcement Notice Bylaw?

# Question 3

Are there any provisions in the draft Cross Connection Control Bylaw that the Committee would like staff to consider or research further?

# Question 4

Are there any further questions or comments from the Committee regarding the draft Cross Connection Control Bylaw?

## DISTRICT OF SPARWOOD

Cross Connection Control Bylaw [Click or tap here to enter Bylaw Number.](#)

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*A bylaw to protect the District's potable water supply from contamination or pollution caused by backflow through cross connections. It establishes requirements for the installation, maintenance, and testing of backflow prevention assemblies.*

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

**1. TITLE**

This Bylaw may be cited as "[Click or tap here to enter bylaw amendment name.](#)"

**2. DEFINITIONS**

2.1 In this Bylaw:

**"AUXILIARY WATER SUPPLY"** means any water source other than the District Water System, including wells, rainwater, or recycled water;

**"BACKFLOW"** means the unintended reverse flow of water or other substances or Contaminants into the District Water System;

**"BACKFLOW PREVENTION ASSEMBLY"** means a device, or combination of devices, designed to prevent Backflow and which is designed to be tested and repaired in-line and complies with CSA B64 standards;

**"BACKFLOW TEST REPORT"** means a written record of a Backflow Prevention Assembly test, completed by a Certified Tester and submitted to the District in the format available on the District's website:

**"BC BUILDING CODE"** means the current British Columbia Building Code as adopted by the Minister responsible under provincial legislation;

**"BUILDING OFFICIAL"** means the person appointed to the position of Building Official for the District;

**"BYLAW ENFORCEMENT OFFICER"** means the person appointed to the position of bylaw enforcement officer for the District;

**"CERTIFIED TESTER"** means a person holding a valid certificate from the BC Water and Waste Association for testing Backflow Prevention Assemblies;

**"CHECK VALVE"** means a valve that permits flow in one direction but prevents a return flow;

**"CONTAMINANT"** means any substance that may impair the quality of water, making it hazardous to health or unsuitable for its intended use;

**“COUNCIL”** means the elected Council for the District of Sparwood;

**“CROSS CONNECTION”** means any actual or potential connection between the District Water System and any source of contamination or pollution to the District Water System, including but not limited to Auxiliary Water Supplies, plumbing fixtures, equipment, or piping systems, through which Backflow could occur;

**“CSA”** means the Canadian Standards Association, or any successor entity having the same authority;

**“DISTRICT”** means the District of Sparwood;

**“DISTRICT WATER SYSTEM”** includes all District Owned wells, pumps, reservoirs, distribution lines, service lines, valves, curb stands, hydrants, fixtures, and all other works used for pumping, storage, conveyance, and distribution of Potable Water;

**“DIRECTOR”** means the Director of Operations for the District, their deputy, and any person Council has designated to act in their place;

**“INSPECT”** means an on-site review of the water use, facilities, meters, piping, equipment, operating conditions, and maintenance records for the purpose of evaluating for compliance with this Bylaw;

**“OCCUPIER”** means a person:

- (a) who is qualified to maintain an action for trespass,
- (b) who is in possession of Crown land under a homestead entry or pre-emption record,
- (c) who is in possession of Crown land, or land owned by a municipality or regional district under a lease, licence, agreement for sale, accepted application to purchase, easement or other record from the Crown, municipality or regional district, or
- (d) who simply occupies the land;

**“OWNER”** means, in respect of real property,

- (a) the registered owner of an estate in fee simple,
- (b) the tenant for life under a registered life estate,
- (c) the registered holder of the last registered agreement for sale,
- (d) the holder or Occupier of land held in the manner referred to in section 228 *[taxation of Crown land used by others]* or section 229 *[taxation of municipal land used by others]* of the *Community Charter*, SBC 2003, c 26; and (e) an Indian who is an owner under the letters patent of a municipality incorporated under section 9 *[incorporation of reserve residents as village]* of the *Local Government Act*, RSBC 2015, c 1;

**“POTABLE WATER”** means water safe for human consumption and meets the health standards set by provincial and federal enactments;

**“REDUCED PRESSURE PRINCIPAL BACKFLOW PREVENTION ASSEMBLY”** means a Backflow prevention device consisting of two independently acting Check Valves separated by a pressure-monitored zone with a relief valve designed to discharge water

when the pressure in the zone falls below a safe threshold, thereby preventing Contaminants from entering the District Water System, and which is suitable for high-hazard applications and complies with CSA B64.4 standards; and

**“TEMPORARY CONNECTION”** means a short-term connection to the District Water System, such as for construction, events, or seasonal use, which includes a Backflow Prevention Assembly.

### **3. INTERPRETATION**

- 3.1 A reference to a statute refers to a statute of British Columbia unless otherwise indicated, and a reference to any statute, regulation, bylaw, or other enactment refers to that enactment as it may be amended or replaced from time to time.
- 3.2 Every reference to
  - (a) the BC Building Code, CSA Standard B64.10, or CSA Standard B64.10.1 is a reference to the current edition as of the date of application for a building permit from the District; and
  - (b) a section of the BC Building Code or CSA Standard B64.10 and CSA Standard B64.10.1 is a reference to the applicable successor sections, as the Code or section may be amended or re-enacted from time to time.
- 3.3 In this Bylaw, words in the singular include the plural and words in the plural include the singular.

### **4. APPLICATION**

- 4.1 This Bylaw applies to all properties connected to the District Water System, including multi-family residential, commercial, industrial, and institutional premises.

### **5. GENERAL REQUIREMENTS**

- 5.1 No-one may create, install, or allow a Cross Connection unless the Cross Connection includes a Backflow Prevention Assembly which protects the District Water System from Contamination.
- 5.2 The Owner or Occupier of the property serviced by the Cross- Connection must:
  - (a) install, test, operate, and maintain the Backflow Prevention Assembly in accordance with the BC Building Code and CSA B64 series standards, and
  - (b) be responsible for all associated costs for installation, testing, operation, and maintenance of the Backflow Prevention Assembly.
- 5.3 Notwithstanding sections 5.1 and 5.2, if a single dwelling with a permanently connected irrigation system is connected to the District Water System, the Owner or Occupier may install a Check Valve instead of a Backflow Prevention Assembly if the Director determines that:

- (a) the irrigation system does not use or include chemicals, fertigation, or an Auxiliary Water Supply;
- (b) the Check Valve is certified to a CSA B64.6 standard or equivalent;
- (c) the installation is in accordance with the BC Building Code and subject to Inspection; and
- (d) the property Owner or Occupier has acknowledged in writing that the Director may require them to replace the Check Valve with a Backflow Prevention Assembly if conditions change or risk increases.

- 5.4 The Director may require an Owner or Occupier to install a Reduced Pressure Principal Backflow Prevention Assembly if the Director determines that there is a material risk that a Contaminant could enter the District Water System from a Cross Connection based on the nature of water use, the presence of Contaminants, or system complexity.
- 5.5 All Owners or Occupiers applying for a building permit for works that include irrigation systems, new service lines, or modification to service lines which are, or are intended to be, connected to the District Water System must submit such plans and specifications for the Cross Connection as the Director may reasonably require and must be subject to review and approval by the Director to ensure consistency with the BC Building Code and this Bylaw.
- 5.6 The District may require confirmation that Backflow Prevention Assemblies are constructed and installed in accordance with the BC Building Code before issuance of a building permit.
- 5.7 A person must not alter, tamper with or bypass a Backflow Prevention Assembly.
- 5.8 A person must not remove or replace a Backflow Prevention Assembly without the District's written approval.

**6. TESTING AND MAINTENANCE**

- 6.1 All Owners or Occupiers of property for which a Backflow Prevention Assembly is required must have the Backflow Prevention Assembly tested by a Certified Tester:
  - (a) upon installation,
  - (b) annually after installation, and
  - (c) after repairs or relocations.
- 6.2 Following testing of a Backflow Prevention Assembly pursuant to section 6.1, the Owner or Occupier of the property must submit the Backflow Test Report to the District within fourteen (14) days of the test date.
- 6.3 If a Backflow Prevention Assembly fails testing, the property Owner or Occupier must repair or replace it and submit a satisfactory Backflow Test Report to the District within thirty (30) days of the failed test date.

- 6.4 All Owners or Occupiers of property with a Backflow Prevention Assembly must:
- (a) be responsible for maintaining all Backflow Prevention Assemblies servicing the property and keep them in good working order; and
  - (b) maintain all necessary records for the Backflow Prevention and the Cross Connections servicing their property, including all Backflow Test Reports, and provide them to the Director upon request.
- 6.5 The Director may maintain a centralized database of Backflow Prevention Assemblies and Backflow Test Reports.
- 6.6 Certified Testers must register with the District prior to submitting Backflow Test Reports.
- 6.7 Certified Testers may submit Backflow Test Reports electronically using the format on the District's website.

## **7. TEMPORARY CONNECTIONS**

- 7.1 A person installing a Temporary Connection must:
- (a) install a Backflow Prevention Assembly prior to or in connection with the Temporary Connection, and
  - (b) obtain the Director's written approval prior to use.
- 7.2 A person who has installed a Temporary Connection must remove the Temporary Connection immediately after use.

## **8. AUXILIARY WATER SUPPLIES**

- 8.1 A person must not connect an Auxiliary Water Supply to the District Water System without the Director's written approval.
- 8.2 If an Auxiliary Water Supply or irrigation system is no longer in use, the property Owner or Occupier must immediately disconnect and decommission the system.
- 8.3 The Director may inspect decommissioned Auxiliary Water Supply systems to verify that no Cross Connection or risk of Contamination remains.

## **9. INSPECTION AND ENFORCEMENT**

- 9.1 The Director, a Bylaw Enforcement Officer, Building Official or designated inspector may enter any property at all reasonable hours to inspect the Cross Connections, Backflow Prevention Assemblies, Check Valves, and other works required under this Bylaw and to verify they have been installed and operating in accordance with this Bylaw, and to otherwise ensure compliance with this Bylaw.
- 9.2 The Director may issue a written notice for any violation of this Bylaw requiring corrective action to be completed within thirty (30) days of the notice.

- 9.3 If the Owner, Occupier, or other person to whom the Director has delivered a notice or order fails to comply with directions in the notice or order, the Director may:
- (a) give additional notices or orders to the Owner, Occupier, or other person, setting out what is required to correct or prevent the issue, at the Owner's expense; or
  - (b) shut off water service if:
    - (i) within thirty (30) days of being notified of outstanding fees or charges, those fees or charges have not been paid; or
    - (ii) within fourteen (14) days of being notified that a requirement of this bylaw has not been met.
- 9.4 If the Director becomes aware of a Cross Connection that is causing Contamination, or poses a material risk of Contamination of the District Water System or public health, the Director may shut off water service to the property without notice.
- 9.5 If the Director shuts off water service to a property pursuant to section 9.4, the Director must turn on the water service when the issues causing the Contamination or risk of Contamination have been corrected.
- 9.6 If there is a suspected or confirmed Contamination incident, the Director may issue public advisories, including boil water notices and take immediate steps to protect the District Water System and public health.
- 9.7 The Director may coordinate with provincial health authorities and other agencies to investigate and remediate Contamination events.
- 9.8 The Director may issue written notices or orders to require installation or testing of Backflow Prevention Assemblies or to require correction of violations of this Bylaw.
- 9.9 The Director's powers under this part 9 shall be in addition to the District's other powers under this Bylaw and must not limit the District's powers as otherwise provided in this Bylaw.

## **10. OFFENCE**

- 10.1 A person who
- (a) violates or fails to comply with any provision of this Bylaw;
  - (b) causes, permits, suffers, or allows any action or thing to be done in violation of this Bylaw;
  - (c) obstructs the Director or a District employee from performing their duties under this Bylaw or
  - (d) refuses, omits, fails, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed in this Bylaw

contravenes this Bylaw, and where the contravention is a continuing one, each day that the contravention continues amounts to a separation contravention.

- 10.2 A person who contravenes this Bylaw commits an offence and upon conviction by way of a proceeding under the *Offence Act*, RSBC 1996, c 338, is liable to a penalty not less than five hundred dollars (\$500.00) and not exceeding fifty thousand dollars (\$50,000.00) for each offence and the costs of prosecution.
- 10.3 The District may recover costs incurred to mitigate Contamination or enforce compliance.
- 10.4 Penalties under this bylaw do not limit the District's right to pursue other legal remedies, including service disconnection or court injunctions.
- 10.5 Nothing in this section limits the District from issuing Bylaw Notices or Municipal Ticket Information under applicable legislation.

**11. DESIGNATED AUTHORITY AND APPEALS**

- 11.1 A person subject to a direction, notice, or order of the Director under this Bylaw may request a review by submitting a written appeal to Council within fourteen (14) days of receiving the direction, notice, or order. The District will respond within thirty (30) days.

**12. SEVERABILITY**

- 12.1 The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## Sparwood Corporate Services

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**From:** Francine Penrod [REDACTED]  
**Sent:** Tuesday, June 2, 2026 4:20 PM  
**To:** District Sparwood  
**Subject:** Bellecrest Days 2026

We would like to extend an invitation out to your town to come and enjoy Bellecrest Days on June 27, 2026. We would love it if you would add your town float to our parade as well as we are focusing on representing our neighbours. I have attached the link below. I hope that we will see you there!

Thanks  
Francine Penrod  
Bellecrest Days Coordinator

<https://forms.gle/sCYxCDdJdQe7b1gg8>

TOPIC	<b>Payments Expended for April 2026</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b> <a href="#">1. Payments Expended for April 2026</a>
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  
Michele Schalekamp, Chief Administrative Officer

**Status:**  
Approved - 03 Jun 2026  
Approved - 03 Jun 2026

PAYMENTS EXPENDED (APRIL 2026) \$697,025.41

TOPIC	<b>Bylaw Enforcement Month End Report - May 2026</b>	
MEETING	Regular Council Meeting - 16 Jun 2026	<b>ATTACHMENTS</b> <a href="#">1. Bylaw Enforcement Month End Report - May 2026</a>
PRESENTED BY		
REVIEW		

**INFORMATION ONLY**

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

**Approved By:**  
 Jaclyn Miller, Deputy Corporate Officer  
 Megan Rawles, Deputy CAO / Director of Corporate Services  
 Michele Schalekamp, Chief Administrative Officer

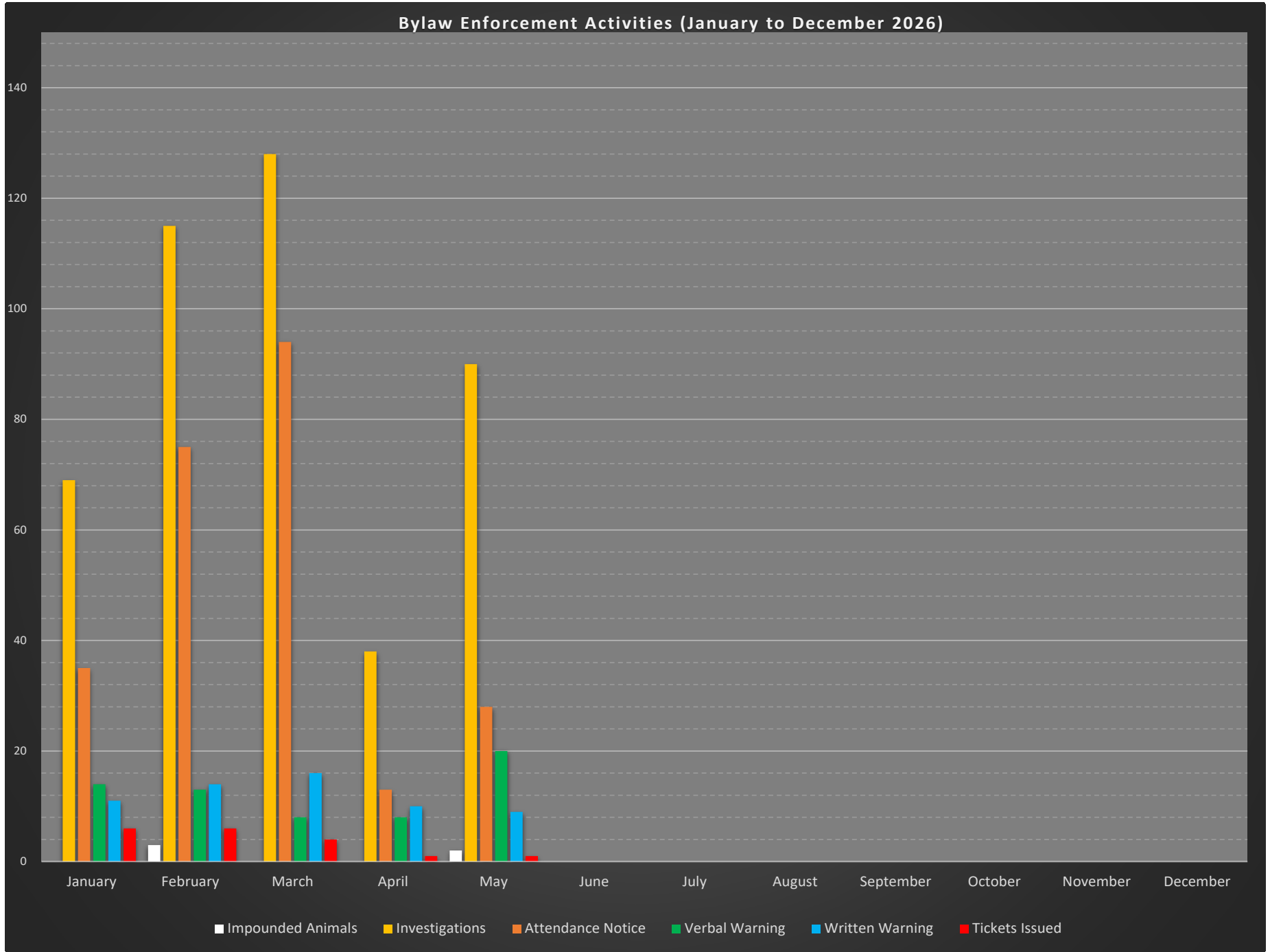
**Status:**  
 Approved - 09 Jun 2026  
 Approved - 09 Jun 2026  
 Approved - 09 Jun 2026



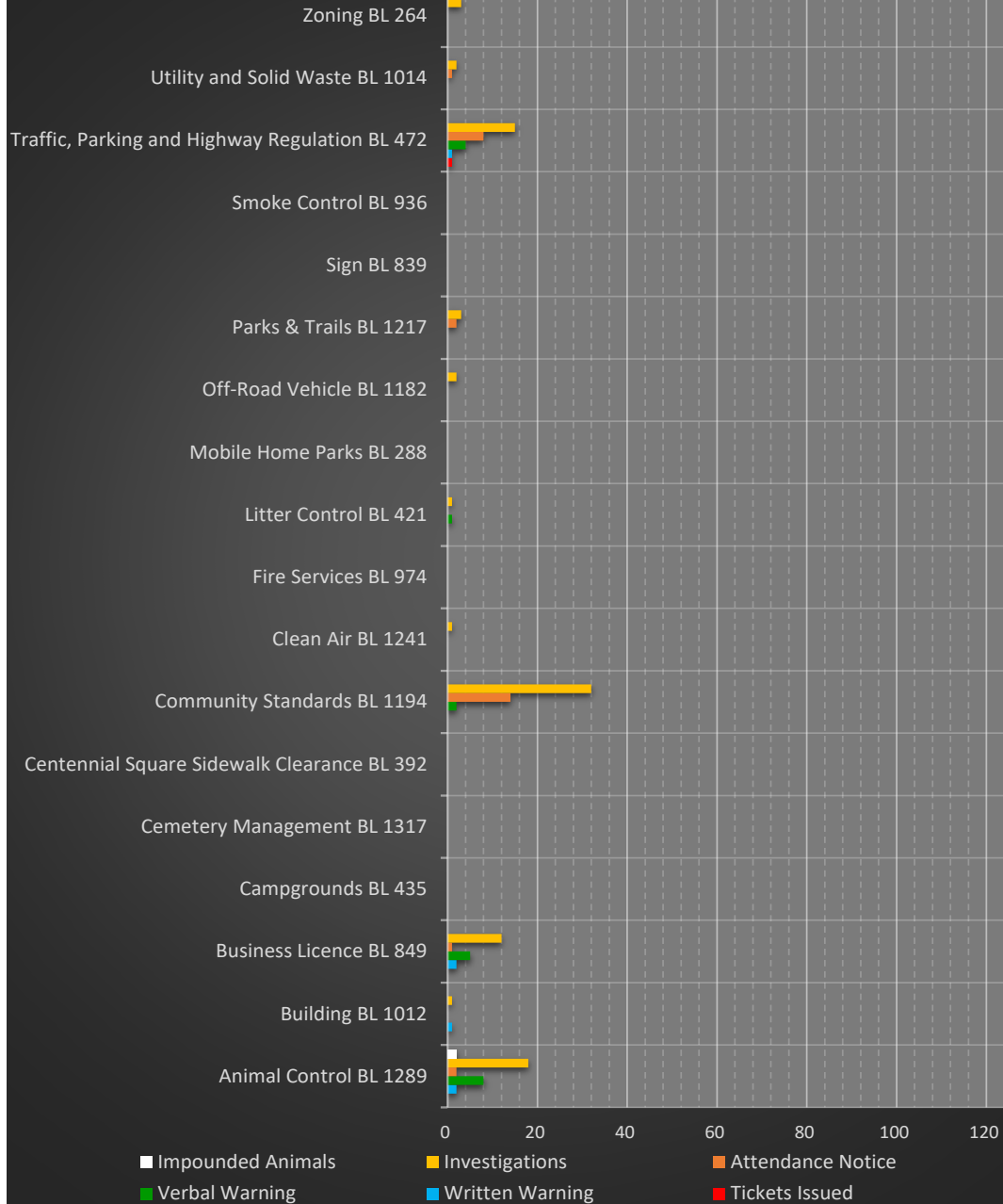
## REPORT TO COUNCIL

To: Mayor and Council  
 From: Bylaw Enforcement Officer / Animal Control  
 Subject: Month End Report for May 2026

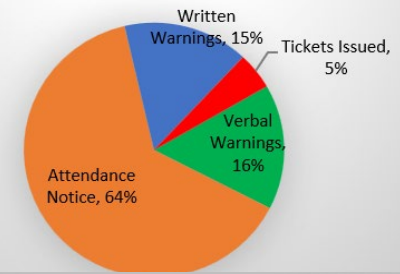
	Impounded Animals		Investigations		Verbal Warning		Attendance Notice		Written Warning		Tickets Issued		Fines Levied	
	May	Y-T-D	May	Y-T-D	May	Y-T-D	May	Y-T-D	May	Y-T-D	May	# Y-T-D	May	\$ Y-T-D
Animal Control BL 1289	2	5	18	46	8	17	2	3	2	2		2		\$300
Building BL 1012			1	11		4		1	1	3				
Business Licence BL 849			12	76	5	13	1	52	2	6				
Campgrounds BL 435				1								1		\$300
Cemetery Management BL 1317														
Centennial Square Sidewalk Clearance BL 392														
Community Standards BL 1194			32	50	2	10	14	20	3	5				
Clean Air BL 1241			1	3		1				1				
Fire Services BL 974														
Litter Control BL 421			1	3	1	2								
Mobile Home Parks BL 288														
Off-Road Vehicle BL 1182			2	2										
Parks & Trails BL 1217			3	4		1	2	2						
Sign BL 839				2		2								
Smoke Control BL 936														
Traffic, Parking and Highway Regulation BL 472			15	226	4	11	8	162	1	38	1	15	\$100	\$1,500
Utility and Solid Waste BL 1014			2	7			1	4		2				
Zoning BL 264			3	9				1		3				
	2	5	90	440	20	61	28	245	9	60	1	18	\$100	\$2,100



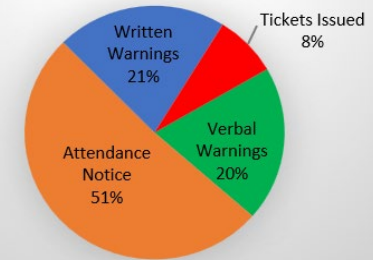
### Bylaw Enforcement Activities (By Bylaw for May 2026)



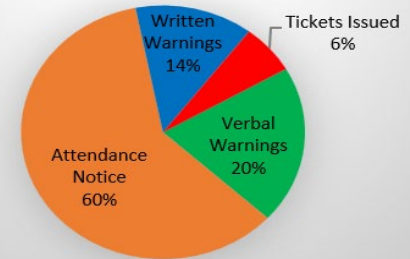
#### 2026 Bylaw Enforcement Activities



#### 2025 Bylaw Enforcement Activities



#### 2024 Bylaw Enforcement Activities



#### 2023 Bylaw Enforcement Activities

