

SUN PEAKS MOUNTAIN RESORT MUNICIPALITY

REGULAR COUNCIL MEETING

AGENDA

3:00 PM Tuesday, July 7, 2026

Sun Peaks Centre

[Zoom](#)

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1. CALL TO ORDER AND ACKNOWLEDGEMENT	
2. INTRODUCTION OF LATE ITEMS	
3. ADOPTION OF THE AGENDA	
4. ADOPTION OF MINUTES	
4.1. Regular Council Meeting Minutes - June 23, 2026	3 - 6
<p>THAT, Council adopt the June 23, 2026 Regular Council Minutes as presented.</p> <p>06-23-2026 - Regular Council Minutes</p>	
5. PRESENTATIONS AND DELEGATIONS	
5.1. Tourism Sun Peaks - AltiTunes Music Festival 2026 Outcomes & 2027 Planning	7 - 11
<p>AltiTunes Music Festival</p>	
6. MAYOR AND COUNCIL REPORTS	
7. ADMINISTRATIVE REPORTS	
7.1. CAO Report	12
<p>CAO Report July 7, 2026</p>	
7.2. Appointment of Sun Peaks Housing Authority Director	13 - 14
<p>THAT, Council appoint Deanna Campbell to the Sun Peaks Housing Authority Board of Directors.</p> <p>SPHA Board Appointment</p>	
7.3. Health Centre Association Appointment of Director	15 - 16
<p>THAT, Council appoint Julie Kimmel as Director at Large to the Sun Peaks Community Health Association Board of Director for a one-year term.</p> <p>RTC Health Centre Association Appt of Director</p>	
7.4. Arena Chiller Update	17 - 18
<p>THAT, Council approve the allocation of \$60,000 in general reserve funds to repair the Sun Peaks Arena Chiller.</p> <p>RTC 2026-07-07 - Arena Chiller Update</p>	
7.5. Development Cost Charges Bylaw No. 0238, 2026 Update	19 - 22

8. BYLAWS

8.1. Temporary Use Permit No. TUP-2023-004 Renewal Sundance Drive

23 - 30

THAT, Council authorize issuance of a Notice of Intent to consider renewing Temporary Use Permit TUP-2023-004 at 4151 Sundance Dr. (LOT 11 DISTRICT LOT 6428 KDYD PLAN KAP72523) for a 3-year term.

[RTC 06.07.2026 TUP-2023-004R - 4151 Sundance Dr](#)

[Attachment 'A' - 4151 Sundance DR TUP Renewal](#)

[Attachment 'B' - TUP-2023-004 - Permit](#)

[Attachment 'C' - 4151 Sundance Dr - Parking and Snow Storage Plan](#)

[Attachment 'D' - Notice of Intent – 4151 Sundance Dr](#)

9. NEW BUSINESS

10. NOTICE OF MOTION

10.1. Integrated Project Management and Master Service Agreement Feasibility

WHEREAS the Integrated Project Delivery (IPD) model is a collaborative approach utilized by several other local governments that brings together all project partners early in the process to plan, design and construct a facility or infrastructure that meets community needs and fulfills set conditions;

AND WHEREAS this collaborative multi-party project delivery method aligns all stakeholders where the goal is for the team to work together to manage risk and collaboratively deliver the project to achieve mutual success and maximize cost savings. The financial risks and rewards are shared equally among all parties.

AND WHEREAS Master Service Agreements (MSAs) are a procurement and contract framework utilized by several other local governments for recurring or speciality services and capital projects, awarded through competitive, weighted evaluations rather than traditional-bid tendering;

AND WHEREAS MSAs can increase efficiency in the procurement process and improve cost control and schedule reliability;

AND WHEREAS Sun Peaks Mountain Resort Municipality may benefit from the IPD model and MSAs for future major capital projects;

NOW THEREFORE BE IT RESOLVED THAT, Council direct staff to research and explore the feasibility and implementation of the Integrated Project Delivery (IPD) model and Master Service Agreements (MSAs) into the Municipality's procurement and contract frameworks for larger SPMRM capital projects.

11. QUESTIONS FROM THE PUBLIC

12. ADJOURNMENT

SUN PEAKS MOUNTAIN RESORT MUNICIPALITY

Minutes of the Regular Council meeting of the Sun Peaks Mountain Resort Municipal Council held on Tuesday, June 23, 2026 commencing at 3:00 PM in the Sun Peaks Centre.

Present:	Mayor R. O'Toole Councillor K. Dye Councillor B. Gillespie Councillor L. Hrycan Councillor J. Kimmel
Also:	Members of the public Donna Monteith, Director of Corporate and Legislative Services Demitri Hofer, Director of Development and Community Services Dean Schiavon, Fire Chief Cheryl Taylor-Gale, Director of Finance via zoom Jenel Melnyk, Corporate Services Assistant

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Mayor O'Toole called the meeting to order at 3:00 PM and acknowledged that we live, work, and play on the traditional territory of the Secwepemc people.

2. INTRODUCTION OF LATE ITEMS - None

3. ADOPTION OF THE AGENDA

06-23-2026/01 Moved by Councillor Kimmel, seconded by Councillor Hrycan;
THAT, Council adopt the June 23, 2026 agenda as presented.
Motion carried

4. ADOPTION OF MINUTES

4.1. Regular Council Meeting Minutes - June 9, 2026

Councillor Gillespie inquired about staff's approach in response to the Development Cost Charge questions asked at the June 9 Regular Council meeting. Director Monteith stated that these inquiries will be addressed in an update report by Director Burton at the July 7, 2026 Regular Council meeting.

06-23-2026/02 Moved by Councillor Kimmel, seconded by Councillor Dye;
THAT, Council adopt the June 9, 2026 Regular Council Minutes as presented.
Motion carried

4.2. **Public Hearing Meeting Minutes - June 9, 2026**

Councillor Dye requested amending item 3.2 to state I. Cakirogullari was speaking on behalf of Tourism Sun Peaks.

06-23-2026/03 Moved by Councillor Dye, seconded by Councillor Gillespie; THAT, Council adopt the June 9, 2026 Public Hearing Minutes as amended.

Motion carried

5. **MAYOR AND COUNCIL REPORTS - None**

6. **ADMINISTRATIVE REPORTS**

6.1. **2025 Annual Report**

Director Monteith reviewed the report submitted to Council.

Council Hrycan suggested the Development Cost Charge review be captured in the finance strategy portion moving forward.

06-23-2026/04 Moved by Councillor Hrycan, seconded by Councillor Dye; THAT, Council approve the 2025 Annual Report as presented.

Motion carried

6.2. **Fire Department & Emergency Management Update**

Fire Chief Schiavon provided Council with an update on the Fire Department and Emergency Management plan.

6.3. **2025 Statement of Financial Position**

Director Taylor-Gale reviewed the report submitted to Council.

Councillor Gillespie requested additional details be provided outside of the SOFI report.

06-23-2026/05 Moved by Councillor Gillespie, seconded by Councillor Dye; THAT, Council direct staff to provide a report outlining municipal administration staffing levels for 2023, 2024, and 2025, including the number of positions, position classifications, and any changes to the

staffing complement over that period, as well as a breakdown of consulting and contracted services costs over the same period.

Motion carried

06-23-2026/06 Moved by Councillor Hrycan, seconded by Councillor Dye; THAT, Council authorize the 2025 Statement of Financial Information (SOFI), as presented, in accordance with the Financial Information Act; and authorize the Mayor and Director of Finance to execute all necessary documentation.

Motion carried

7. **BYLAWS**

7.1. **2026 Official Community Plan**

Director Hofer introduced Finlay Sinclair and Randy Lambright, contracted Municipal Planners, who provided Council with an overview of the proposed Official Community Plan. Council requested staff provide further details and refinement.

Key takeaways:

- Table 8 – Housing Needs Analysis: Councillor Dye questioned why the data was based in Kamloops, these numbers do not reflect housing and community model needs in Sun Peaks. Mr. Lambright informed Council this data is a mandatory part of the report, this can be supplemented but not removed, the province requires the same approach and a similar reporting manner for consistency.
- Item 4.6 Institutional and Community Services - Councillor Dye noted a run on sentence, staff will revise paragraph.
- Item 5.1.15 – Development Cost Charges at 75% for future utility capital costs, this percent is in conflict with our new bylaw that states 100% must be included but has flexibility with municipal assist.
- Item 8.2 Temporary Use Permits - rewording on the TUP renewal process, staff confirmed the wording was taken from the current policy and can be amended and added if Council wishes.
- Item 7.1.8. Development Permit Area – Councillor Hrycan inquired how the Riparian Areas are being reflected, and that there is a gap in the maps that needs to be addressed.
- Councillor Hrycan inquired about the site-specific details in the Hazard Land Assessment; staff provided Council with an explanation in relation to the inquiry.

06-23-2026/07 Moved by Councillor Kimmel, seconded by Councillor Hrycan;
 THAT, Council give first reading to Sun Peaks Mountain Resort
 Municipality Official Community Plan, Bylaw No. 239, 2026.
 Motion carried

8. NEW BUSINESS - None

9. QUESTIONS FROM THE PUBLIC

Ines Popig – Official Community Plan states no cannabis sales will be permitted in the village or east village, so the verbiage may need amending.

10. CLOSED MEETING

06-23-2026/08 Moved by Councillor Kimmel, seconded by Councillor Hrycan;
 THAT, Council close meeting pursuant to Community Charter Section
 90(1)(d) security of the property of the Municipality.
 Motion carried

11. ADJOURNMENT

June 23, 2026 Regular Council Meeting was adjourned at 4:02 PM

Mayor

Corporate Officer



AltTunes Music Festival: 2026 Outcomes & 2027 Planning

Presented to SPMRM Council
July 7, 2026
Tourism Sun Peaks
Naomi Kerchinsky
Executive Director

2026 Outcomes/ Impact

AltiTunes Music Festival at Sun Peaks (April 3–4, 2026)

Ticket
4590
Buyers

Destination
79%
Visitors

90.5%
Occupancy

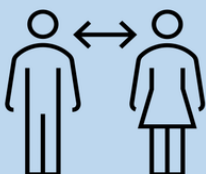
Lift
1,250
Tickets

ROI



8 in 10 attendees traveled from **outside the local** catchment

The dominant bracket
26-37 y.o.
(57.21%)



55% Female
45% Male

79% from **outside Sun Peaks/Kamloops**
27% from **Lower Mainland**
15% from **Alberta**
11% from **other provinces + International**

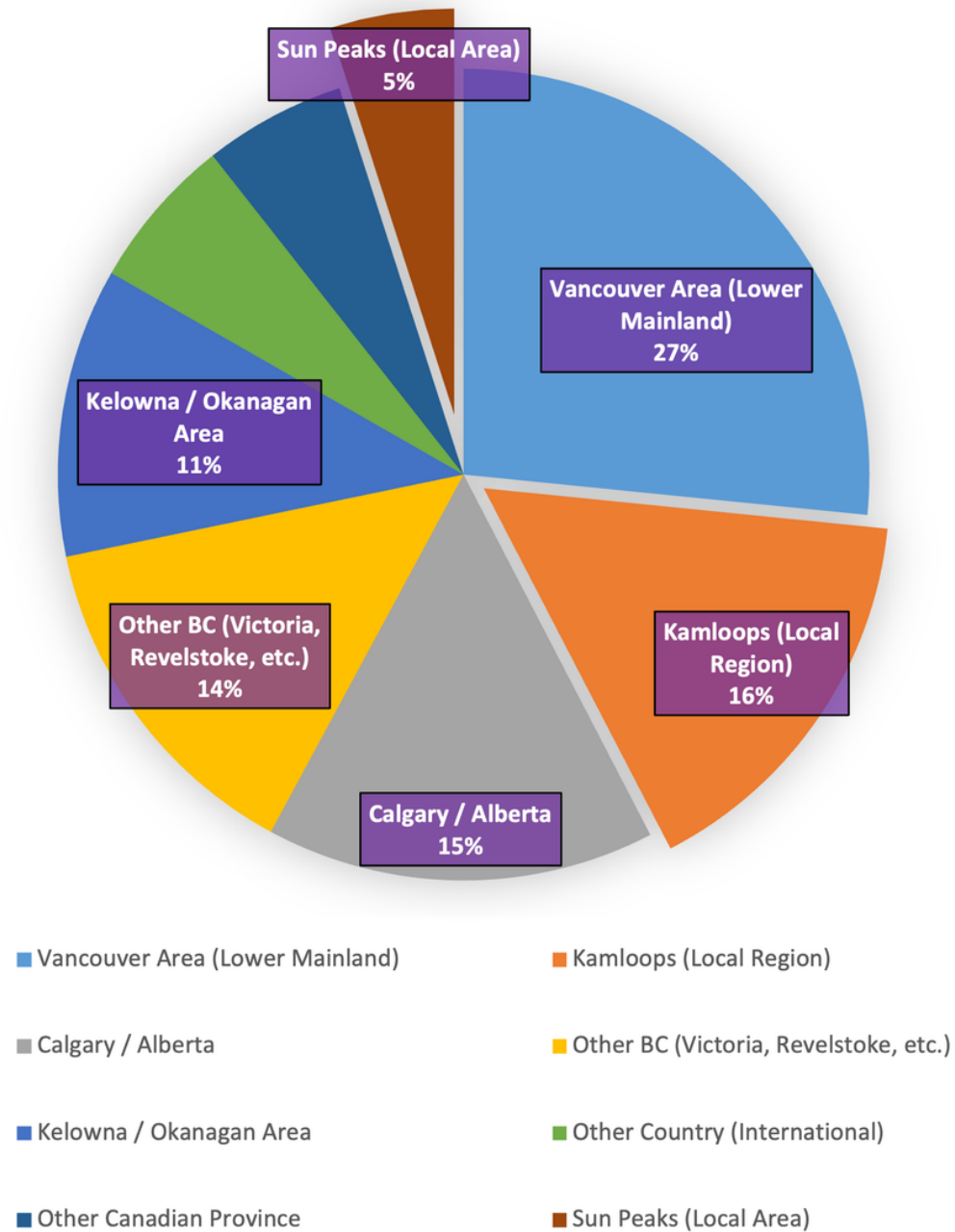
Total
\$2.10M–\$2.77M
Direct Spending

Total
\$3.09M–\$4.15M
Economic Impact Range

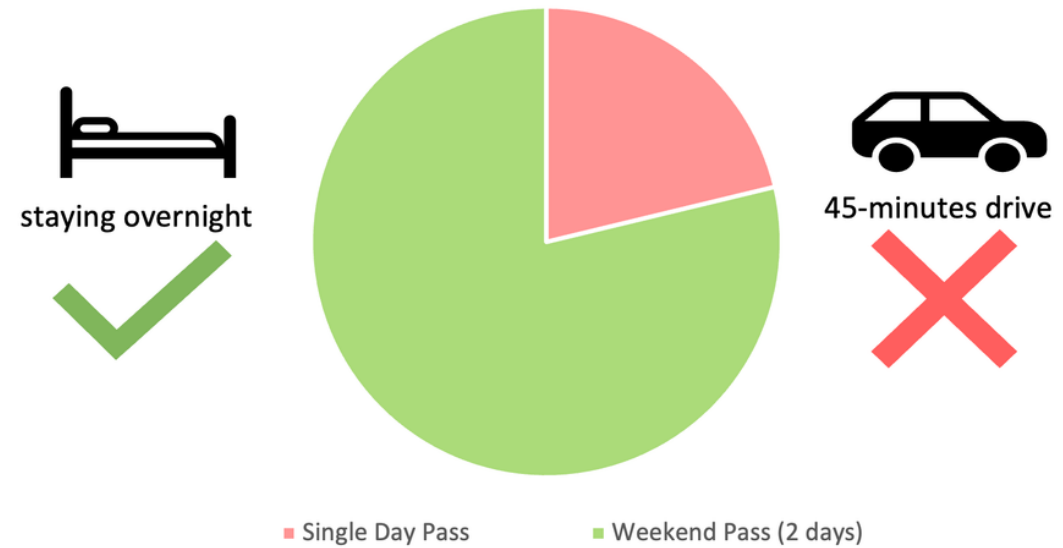
For Hotel and
\$826,200–\$1.07M
Short-term Rental Owners

\$1.1M–\$1.6M
Spent in Restaurants and Bars

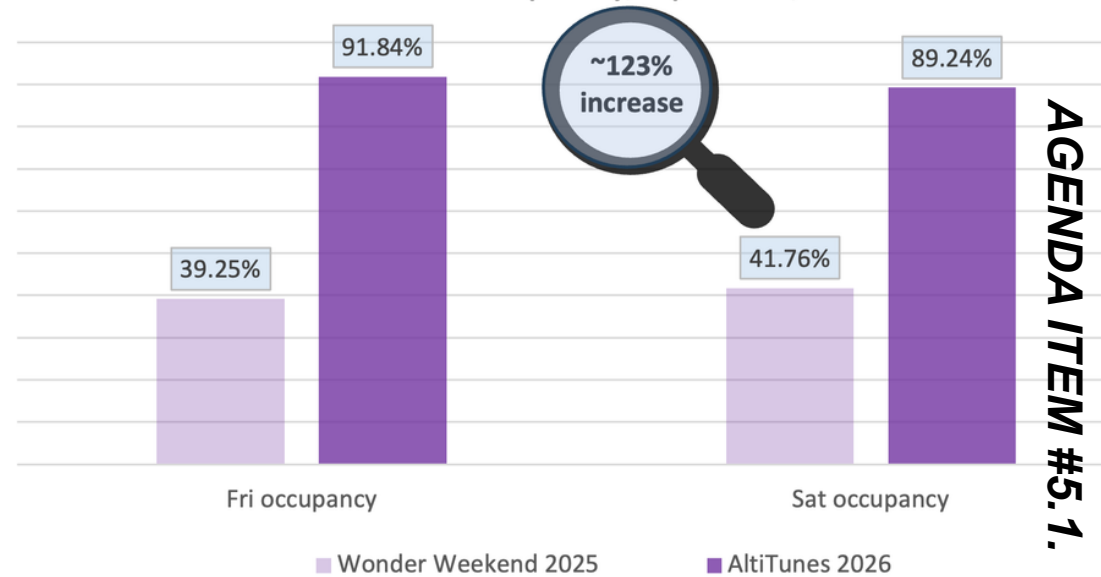
Where the guests came from



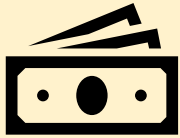
Kamloops ticket buyers



Wonder Weekend Occupancy, April 11-13, 2025 AltTunes Occupancy, April 3-4, 2026



AGENDA ITEM #5.1.



For every \$1 invested by Sun Peaks (ROI):

**25x–33x return
on Sun Peaks spend**

Full-event ROI:

**2.7x–3.6x return
on total spend**

Amplification (Total Event Budget / Sun Peaks Budget)
almost **10:1**

AltiTunes drove economic activity at
9.2x
the level of Sun Peaks' investment

In-Kind Efficiency

\$62,500 of Sun Peaks investment was paid directly to resort infrastructure (hotel rooms/F&B/SPR rentals)



40K

Digital Advertising Spend

13.5M

Total Views

Facebook (6.6M) and Instagram (6.9M)

2.8M

Unique Reach

55K

Direct Link Clicks

116K

Profile Visits



Cost & leverage



Digital Impact

(destination marketing value)

**Immediate Economic
Impact**

(hotels, restaurants, retail, ski passes)

Digital Exposure Value

(ads + awareness)

**In-Kind Operational
Efficiency**

AltiTunes 2027 Next Steps

Planning is underway for AltiTunes 2027, scheduled for April 2–3, 2027.

Next steps include:

- Confirm shared partner alignment
- Establish a joint working group with TSP, SPR LLP and SPMRM
- Coordinate early operational planning and communication
- Develop a coordinated MOU framework for partner review





CAO Report – July 7, 2026

- 2026 General Election Information
 - Municipal Website information and updates: [2026 General Election | Sun Peaks Mountain Resort Municipality](#)
 - Candidate Information Session – Tuesday July 14th at the Sun Peaks Centre 6:30pm to 8:00pm (in-person and live-stream on Zoom)

- Sun Peaks Community Health Association
 - Appointment of new Board of Directors
 - Next steps on transition

- Official Community Plan (OCP) Open House
 - Thursday July 23rd at the Sun Peaks Centre 6:00pm to 8:00pm



MEMO

To: Mayor & Council

Date: July 7, 2026

From: D. Monteith, Director of Corporate and Legislative Services

Re: Appointment of SPHA Director

RECOMMENDATION:

THAT, Council appoint Deanna Campbell to the Sun Peaks Housing Authority Board of Directors.

A handwritten signature in black ink, appearing to be "D. Monteith", is written above a horizontal line.

Approved for Council Consideration

CAO

SUMMARY:

The Sun Peaks Housing Authority (SPHA) was established in 2018 as an incorporated housing authority and legal entity to oversee the development, administration, and management of employee housing in Sun Peaks. The SPHA is an independent municipally owned corporation of Sun Peaks Mountain Resort Municipality (SPMRM). SPMRM is the sole shareholder of the SPHA.

In April 2026 Council approved amendments to the SPHA articles of incorporation to change the composition of directors to remove restrictive categories to include community members at large, with certain qualifications, as well as add the CAO of the Municipality as a director. The amended articles were given provincial approval in June 2026. The amended articles have been filed with the BC registry.

The CAO has since 2024, actively participated in SPHA Board meetings and works closely with the SPHA Housing Manager. The change to appoint the CAO to the Board of Directors is similar to Whistler's housing authority model and ensures alignment and connection between the Municipality and the SPHA. As this director position is in the articles of incorporation, it is tied to the position not the person, so should the individual who holds the CAO role with the Municipality change, any future municipal CAO would automatically fill the director seat on the SPHA Board of Directors by default. The appointment does still require a resolution of Council.

The amended articles of incorporation also introduced staggered 2-year terms for directors and the Municipality and SPHA are working to determine how appointments are assigned as staggered to prepare for an August Annual General Meeting (AGM) and whether recruitment of any other new directors will be required.

ALIGNMENT TO THE 2025-2026 STRATEGIC PLAN:

This report is consistent with following priorities set out in Council's strategic plan:

Strategic Partnerships – to foster strong and respectful partnerships with our community members, First Nations neighbours, Sun Peaks Resort LLP, Tourism Sun Peaks, the Thompson Nicola Regional District and other levels of government.



COUNCIL REPORT

To: Mayor & Council **Regular Meeting Date:** July 7, 2026
From: Donna Monteith, Director of Corporate & Legislative Services
Re: Sun Peaks Community Health Association – Appointment of Director at Large

RECOMMENDATION(S):

THAT, Council appoint Julie Kimmel as Director at Large to the Sun Peaks Community Health Association Board of Directors for a one-year term.

A handwritten signature in black ink, appearing to be "DMM", is written above a horizontal line.

Approved for Council Consideration
CAO

PURPOSE:

The purpose of this report is to request that Council appoint a representative to the Sun Peaks Community Health Association Board of Directors, who will be a Director at Large.

BACKGROUND:

The Municipality took over the Sun Peaks Health Association in 2024 when the outgoing Health Association members were unable to recruit new directors. At the time, the Health Association felt that they had achieved their purposes as outlined in the constitution of their bylaws. The main reason for maintaining the Health Association in some form was to ensure ongoing management and administration of Health Association funds, equipment in the Health Centre owned by the Health Association and the condo asset used for locum physicians. The transition of the Health Association to the Municipality resulted in the Municipality being the only members of the Health Association and the Board of Directors consisting of all members of municipal council. The intent was never to have the Health Association remain with the Municipality long-term. After Council made the decision to end the STEPS lease of the Health Centre in October 2025, discussions did take place and have continued to present day, on the role an independent community led Health Association could play in governance and or operations of the Sun Peaks Community Health Centre. There has also been community interest and support to move the Health Association back to the original model as an independent community led organization.

In the Fall of 2025, Council acting in their capacity as the Health Association Board of Directors appointed a community member, Alice Muirhead to the Board of Directors as a non-voting

member to assist with the transition of the Health Association to an independent community led model. Ms. Muirhead has been working with the municipality to amend the Health Association's bylaws and get a new Board of Directors appointed to affect the transition.

DISCUSSION:

The Health Association has been re-established as the Sun Peaks Community Health Association with an updated purpose and amended bylaws, which have now been approved and registered with the BC registry. The bylaws state that the "the Board must at all times include at least one director that is an elected official of Sun Peaks Mountain Resort Municipality and who is appointed by the municipal council of Sun Peaks Mountain Resort Municipality to be its representative on the Board." As community partners invested in the healthcare needs of the community, and as the owners of the Sun Peaks Health Centre, there is value in having a member of Council on the Board of Directors. As this director position is in the bylaws, it is tied to an elected official of the Municipality in general, not the person, so should the council member who has been appointed change, the director position will need to be filled by another council member.

The remaining directors are being selected and appointed from the community, by the outgoing Board of Directors by consent resolution.

FINANCIAL IMPLICATIONS:

Health Association bank accounts, condo strata fees and revenue etc. have remained separate from the Municipality and will transition along with the re-established Sun Peaks Community Health Association.

The Municipality maintains a municipal reserve for Health Centre building repairs and other council approved related health expenses (\$130,793.71) as well as an equipment fund (\$216,748.99) for maintenance of and or purchase of new equipment for the Health Centre. Those funds will continue to be maintained and administered by the Municipality.

ALIGNMENT TO THE 2025-2026 STRATEGIC PLAN:

This report is consistent with following priorities set out in Council's strategic plan

Strategic Partnerships – to foster strong and respectful partnerships with our community members, First Nations neighbours, Sun Peaks Resort LLP, Tourism Sun Peaks, the Thompson Nicola Regional District and other levels of government.



COUNCIL REPORT

To: Mayor & Council

Meeting Date: 7 July 2026

From: Clint Burton, Director of Operations

Re: Arena Chiller Update

RECOMMENDATION(S):

THAT, Council approve the allocation of \$60,000 in general reserve funds to repair the Sun Peaks Arena Chiller.

A handwritten signature in black ink, appearing to be "Clint Burton", is written over a horizontal line.

Approved for Council Consideration
CAO

PURPOSE:

To provide Council with an update on the status of the Arena Chiller and need for a replacement.

SUMMARY:

The current chiller unit was bought used and is well past its service life. With the expected maintenance costs for the next few years, as well as an upcoming regulation requiring a refrigerant change, staff believe that immediate replacement of the existing chiller is the most cost-effective option, both in the short-term and long-term.

BACKGROUND:

In May of 2026, a refrigerant leak was discovered in the chiller unit. The remaining refrigerant has been recovered into storage cylinders, but the sources of the leaks need to be repaired. The expected cost of these repairs is \$60,000, pending not identifying any other issues. This cost is unbudgeted in the 2026 budget and will be funded from general reserves.

The existing chiller unit appears to be originally constructed in the 1980's, with a retrofit from ammonia to freon (R22) as the refrigerant in 2000. A typical chiller lifespan is 20 years, so the existing unit is operating well past it's expected service life.

In addition to this, the existing refrigerant (R22) was phased out of production in 2020 and is scheduled to be prohibited by 2030, necessitating a major retrofit of the existing chiller unit to accommodate modern refrigerants before then, if continued use is required.

A new, modern chiller will consume ~33% of the energy currently required for the existing unit, saving electricity costs. It will also not require a Power Engineer to inspect and sign off or oversee operations, in addition to having lower annual maintenance costs.

DISCUSSION:

While the current unit could continue use, the costs (see Financial Implications) and risks of further breakdowns indicate that installing a new unit is a more cost-effective option.

Staff are also currently working with a consultant on an Integrated Feasibility Study to explore opportunities related to energy efficiency and demand response at the Sun Peaks Arena. This final report will highlight any potential grant funding or incentive programs that could be utilized to subsidize the cost of a new chiller unit.

Staff will continue to develop scope and cost for a new chiller unit, in preparation for the next available long-term borrowing application period with the Municipal Finance Authority. A recommendation to proceed with a loan authorization bylaw will be brought forward to Council at that time.

FINANCIAL IMPLICATIONS:

Currently, staff expect to spend \$40,000 - \$50,000 in annual maintenance costs on the current chiller for the next few years. Current electricity costs to operate the existing chiller are \$8,700 per month through the winter – a number that would be reduced by ~66% if a modern unit was installed. If continued use of the existing chiller is required past 2030, a major retrofit costing over \$350,000 will be necessary to accommodate a new refrigerant.

A new chiller assembly is expected to cost ~\$1.5M, however, annual operating costs are expected to be minimal. The current Municipal Finance Authority interest rate is 4%, so annual interest costs would be for a fully debt-funded replacement chiller would be \$60,000/year (plus \$52,500 in principal payments). In addition to this, a new, modern chiller unit would not require regular inspection and sign-off by a Power Engineer, saving another \$6,000 per year. No municipal staff have their Power Engineer designation, so the Municipality currently pays an external contractor with this designation in Sun Peaks, a flat monthly fee on an annual basis to act in this capacity, to meet this Technical Safety BC requirement.

ALIGNMENT TO THE 2025-2026 STRATEGIC PLAN:

This report is consistent with following priorities set out in Council's strategic plan

Pipes, Pavement & Power – to strive towards maintaining existing infrastructure while ensuring that there is adequate capacity to accommodate future growth.

Balancing the Finances – to balance the tax rate in a fair and sustainable manner and to ensure adequate capital reserves and operational revenues to serve the immediate and long-term needs of the municipality.



COUNCIL REPORT

To: Mayor & Council

Meeting Date: 7 July 2026

From: Clint Burton, Director of Infrastructure

Re: Development Cost Charges Bylaw No. 238, 2026– Update since Second Reading

RECOMMENDATION(S):

For information

A handwritten signature in black ink, appearing to be "Clint Burton", is written above a horizontal line.

Approved for Council Consideration
CAO

PURPOSE:

To provide Council with the follow-up information requested at the June 9, 2026 regular council meeting on the proposed Development Cost Charges Bylaw No. 238, 2026.

SUMMARY:

This report advances some of the high-level discussion points and questions raised by council from the second reading of the bylaw, including addressing the DCC rate relative to other communities, collection of DCCs at subdivision, and the potential for DCCs to be paid in installments. This report also details the financial impact of current vs proposed practices regarding DCCs.

BACKGROUND:

DCCs are monies collected from land developers (by a municipality) to cover the infrastructure expenditures incurred to service the needs of new development. DCCs are intended to be a source of capital not a cost recovery tool, and are intended to build adequate reserves for infrastructure, ahead of the need for that infrastructure.

Council has established “review development cost charges” as a strategic priority.

DISCUSSION:

Concerns have been raised that the DCC rates are “too high” compared to other municipalities:

DCC rates are unique to each community, as they are based on the costs of required infrastructure to support development, financial reserves available to support development, and the growth/development forecast projected for each community.

Sun Peaks Mountain Resort Municipality (SPMRM)'s DCC program is based on our recently-completed Infrastructure Plan, which was developed in alignment with the provincially-approved Master Development Plan (MDP) that dictates the development profile for our community.

Council has discretion to set a “municipal assist factor” that would lower DCC rates, by subsidising developer's costs with additional municipal funding. Currently, SPMRM's DCC program includes a 1% municipal assist factor.

Collection of DCCs at time of subdivision approval:

Many municipalities collect DCCs at subdivision for single-family developments. Collection of DCCs for multi-family developments is less common, owing to the fact that the extent of new multi-family developments is often unknown at the time of subdivision.

This is not true at Sun Peaks – development of new subdivisions at Sun Peaks follows the provincially-approved Master Development Plan (MDP). As a result, the number of bed units to be built in new subdivisions is well established at the time of subdivision.

Further to this, SPMRM's recently completed Infrastructure Plan was developed in alignment with the MDP, and this Infrastructure Plan represents 95% of the DCC program costs. Therefore, DCCs collected at subdivision are representative of the capital infrastructure burden associated with that subdivision.

Currently, SPMRM collects DCCs at the time of building permit issuance. The DCC bylaw's second reading proposed collection of DCCs at subdivision, in order to secure funding for growth infrastructure earlier in the development cycle. This proposal was made to address identified cash flow issues with DCC reserves and expenditures.

DCCs paid in installments:

DCCs may be paid by developers in installments – presently legislatively set at 25% paid at the usual time of collection (currently, at building permit issuance), with the remaining 75% to be paid after building occupancy.

Should developers pay DCCs in installments, collection of DCCs at subdivision will enable SPMRM to at least collect 25% of the developer's fees as soon as possible in the development

cycle, rather than waiting for issuance of building permits. This will help reduce cash-flow pressure with regards to DCC reserves.

Further to this, collecting DCCs at subdivision will allow Council to provide input and oversight ensuring that adequate infrastructure exists to support the subdivision, or that adequate reserves exist, with sufficient time to build the infrastructure required to service that subdivision. Absent of this Council oversight, staff may not be able to recommend that Council approve development applications owing to insufficient infrastructure in place to support new construction within the subdivision.

FINANCIAL IMPLICATIONS:

Current financial state:

SPMRM currently has \$2.8M in DCC reserves. In the next 5 years, \$1.75M of that will be spent paying down two previous loans that were required to build infrastructure to support growth – the Surface Water Reservoir, and the PZ4 Reservoir. These two projects required debt financing because SPMRM did not have sufficient reserves to fully fund them.

SPMRM's DCC reserves are likely to be depleted within the next few years, due to the above loan payments, and the current budget which is funding early feasibility and design work to advance key infrastructure projects to a stage where grant applications can be completed.

Should SPMRM's DCC reserves be depleted, the existing loan payments (~\$350,000 per year) will need to be serviced with Municipal funding, as DCC reserves will not be available.

Lost revenue associated with previous subdivisions:

If DCCs had previously been collected at subdivision (rather than at building permit issuance), SPMRM would have an additional \$1.276M of funding available in its DCC reserve fund (plus an additional ~\$180k in earned interest), owing to existing subdivisions that have not yet submitted building permit applications.

Municipal Assist Factor:

For every additional 1% reduction in the proposed DCC rates through the application of a municipal assist factor, SPMRM will be required to contribute ~\$441,000 to subsidize developer's costs.

NEXT STEPS:

Staff will initiate further public consultation on the proposed changes to the DCC bylaw, including any additional changes requested by Council, prior to third reading.

ALIGNMENT TO THE 2025-2026 STRATEGIC PLAN:

This report is consistent with following priorities set out in Council's strategic plan

Pipes, Pavement & Power – to strive towards maintaining existing infrastructure while ensuring that there is adequate capacity to accommodate future growth.

Balancing the Finances – to balance the tax rate in a fair and sustainable manner and to ensure adequate capital reserves and operational revenues to serve the immediate and long-term needs of the municipality.

Attachments(s):

None



COUNCIL REPORT

To: Mayor & Council

Meeting Date: July 07, 2026

From: Demitri Hofer, Director of Development & Community Services

**Re: Temporary Use Permit No. TUP-2023-004 Renewal
4151 Sundance Drive**

RECOMMENDATION:

THAT Council authorize issuance of a Notice of Intent to consider renewing Temporary Use Permit TUP-2023-004 at 4151 Sundance Dr. (LOT 11 DISTRICT LOT 6428 KDYD PLAN KAP72523) for a 3-year term.

**Approved for Council Consideration
CAO**

SITE CONDITIONS AND BACKGROUND

Address	4151 Sundance Dr
Legal	LOT 11 DISTRICT LOT 6428 KDYD PLAN KAP72523
OCP Designation	General Residential
Current Zoning/Use	RS-1 (Residential Single Family One/Single-family dwelling with legal secondary suite)
Proposed Zoning/Use	RS-1 (Residential Single Family One)/Temporary Use to allow short term rental
Surrounding Uses	South: Sundance Dr./Single-Family Dwellings; North: Ski run; East & West: Single-Family dwellings
Parcel Size	1000.5 m ²



DISCUSSION

Bob, Deanna and Brandon Jonson (applicants/owners) of 4151 Sundance Drive have applied (Attachment 'A') for a renewal of an existing temporary use permit (TUP) (Attachment 'B') to permit tourist accommodation use of the existing single family dwelling. There is no secondary suite in the dwelling. Staff supports a 3-year term for this Temporary Use Permit renewal request based on the following:

Parking/Snow Storage & Removal/Landscaping

Adequate snow storage, landscaping, and parking is provided onsite (Attachment 'C').

Compliance with Short-term Rental Policy No.15

- On-Mountain Manager

The proponent has indicated that Slopeside Property Management will be the on-mountain contact/manager for the short-term rental.

- Density of Short-term rentals on Sundance Drive

The policy stipulates a density guideline for short-term rentals of up to 25% on any single street or neighborhood. Staff has confirmed that Sundance Dr subdivision is at 24.49%.

- Other Agencies

The proponent will be required to comply with the policy to register with Tourism Sun Peaks and pay the appropriate fees, in addition to PST and MRDT if applicable.

- General Compliance

No bylaw complaints have been received for 4151 Sundance Dr

Should the short-term rental fail to perform or act in accordance with the terms of the permit, for example receiving excessive noise complaints, lack of snow removal, exceeding

AGENDA ITEM #8.1.

occupancy limits, or failing to respond in a timely manner, Sun Peaks Resort Municipality can act by revoking their Business Licence.

- Safety Inspection

A fire and life safety site inspection will be conducted prior to approval of the TUP.

- Sun Peaks Zoning Bylaw General Provisions

Staff is of the opinion this application complies with the Temporary Use Permit provisions in the Zoning Bylaw. Before issuing a Temporary Use Permit, Council may specify conditions to be binding on the holder of the permit which may include limiting tourist accommodation, limiting maximum number of guests, requesting random inspections, and requiring an onsite or local manager. Staff recommend the following conditions:

Accordingly, Staff recommends that Council proceed with authorizing circulation of a Notice of Intent to consider issuing Temporary Use Permit No. TUP-2023-004 for 4151 Sundance Drive (LOT 11 DISTRICT LOT 6428 KDYD PLAN KAP72523).

Attachment 'A' – 4151 Sundance Dr - TUP Renewal Form

Attachment 'B' – TUP-2023-004 - Permit

Attachment 'C' - 4151 Sundance Dr - Snow Removal & Parking Plan

Attachment 'D' – Notice of Intent – 4151 Sundance Dr



Sun Peaks Mountain Resort Municipality
 #106-3270 Village Way, Sun Peaks, BC V0E 5N0
 Telephone: 250-578-2020 Fax: 250-578-2023
 Email: reception@sunpeaksmunicipality.ca
 Website: www.sunpeaksmunicipality.ca

TUP RENEWAL FORM

Fee for TUP Renewal (3 years) \$250

FOR OFFICE USE ONLY

Date Received: 17-6-2026
 Renewal TUP Expiry Date: _____

Fee Paid: \$1250
 Office File Number: _____

Existing TUP File #: 2023-004 Date of Existing TUP Expiry: July 18th, 2026

OWNER INFORMATION

Name(s): Bob, Deanna and Brandon Janson
 Mailing Address: P.O. Box 2185
Fairview
 Province: Alberta Post Code: T0H 1L0 Email: bdjanson@hotmail.com
 Tel: _____ Cell: 780 835 1670
 Sun Peaks Property Civic Address: 4151 Sundance Drive

APPLICANT/AGENT INFORMATION (If different from owner)

If the registered owner(s) of the subject property elects to have someone act as an agent on their behalf in submission of this application, this section must be completed, (please print):

I/We, _____, the registered owner(s) of the noted property hereby authorize _____ to act on my behalf as agent in respect of this application.

<input checked="" type="checkbox"/>	Date: _____	<input checked="" type="checkbox"/>	Date: _____
<small>Signature of Owner</small>		<small>Signature of Owner</small>	

DESCRIPTION OF ANY CHANGES TO EXISTING TUP (IF ANY)

Less/More bedrooms for TUP use: _____ Principal or Auxilliary suite usage: _____

DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is complete and is, to the best of my knowledge, a true statement of the facts related to this application.

<input checked="" type="checkbox"/>	<u>June 16th, 2026</u>	<input checked="" type="checkbox"/>	<u>June 15th, 2026</u>
<small>Signature of Owner/Agent</small>		<small>Signature of Owner/Agent</small>	
<input checked="" type="checkbox"/>	<u>June 16th, 2026</u>		
<small>Signature of Owner/Agent</small>		<small>Signature of Owner/Agent</small>	

SUN PEAKS MOUNTAIN RESORT MUNICIPALITY
TEMPORARY USE PERMIT NO. TUP-2023-004

Permittee: **Bobby, Deanna and Brandon Jonson**

Address: **PO Box 2185, Fairview, AB T0H 1L0**

1. This Temporary Use Permit (“TUP”) is issued subject to compliance with all applicable bylaws of the Sun Peaks Mountain Resort Municipality (“SPMRM”), except as specifically varied or supplemented by this TUP.
2. The application of this TUP is limited to the land, premises and structures located at 4151 Sundance Drive, British Columbia, legally described as:

Lot 11 DL 6428 KDYD Plan KAP72523
PID: 025-563-785

(the “Land”)

3. In addition to those uses of the Land permitted under the Sun Peaks Resort Area Zoning Bylaw No. 1400 (the “Zoning Bylaw”), until the expiry or any prior cancellation of this TUP the following additional use(s) are permitted upon the Land in accordance with the terms and conditions of this TUP:

Use of 3 bedrooms in the principal dwelling for tourist accommodation use (short-term / nightly rental accommodation).

4. This TUP, and the uses of the Land permitted under this TUP, are subject to the following conditions:
 - a. tourist accommodation use is limited to a maximum over-night occupancy of 10 guests at any one time;
 - b. tourist accommodation use is limited to a maximum advertised occupancy of 10 guests at any one time;
 - c. SPMRM may conduct random inspections of the dwelling from time to time over the term of the TUP;
 - d. the owner must provide a local manager available 24 hours / 7 days per week to deal with any disturbances resulting from tourist accommodation use;
 - e. the owner must register with Tourism Sun Peaks to pay both business and common assessment fees;
 - f. the owner or agent must collect and submit PST and MRDT;
 - g. the owner must provide a guest garbage disposal plan;
 - h. no more than five vehicles may be parked on-site overnight;
 - i. the owner must notify guests that the hot tub may only be used between the hours of 7 AM – 11 PM.

- j. bookings must not be made for stays beyond the permit expiration date.
- 5. Should the Permittee fail to abide by the terms and conditions contained in this TUP SPMRM may cancel the TUP at any time prior to the expiration date of the permit and the permitted uses of the Land shall be limited to those uses permitted under the Zoning Bylaw or as it may be amended.
- 6. The Land shall be used strictly in accordance with the Bylaws of the SPMRM and with the terms, conditions and provisions of this TUP.
- 7. This TUP shall expire July 18, 2029.
- 9. Any application to amend this TUP shall be considered as a new application.
- 10. This TUP is not a Building Permit.

Authorizing resolution passed by the Sun Peaks Mountain Resort Municipality Council this 21st day of July, 2026.

Certified Correct:

Corporate Officer

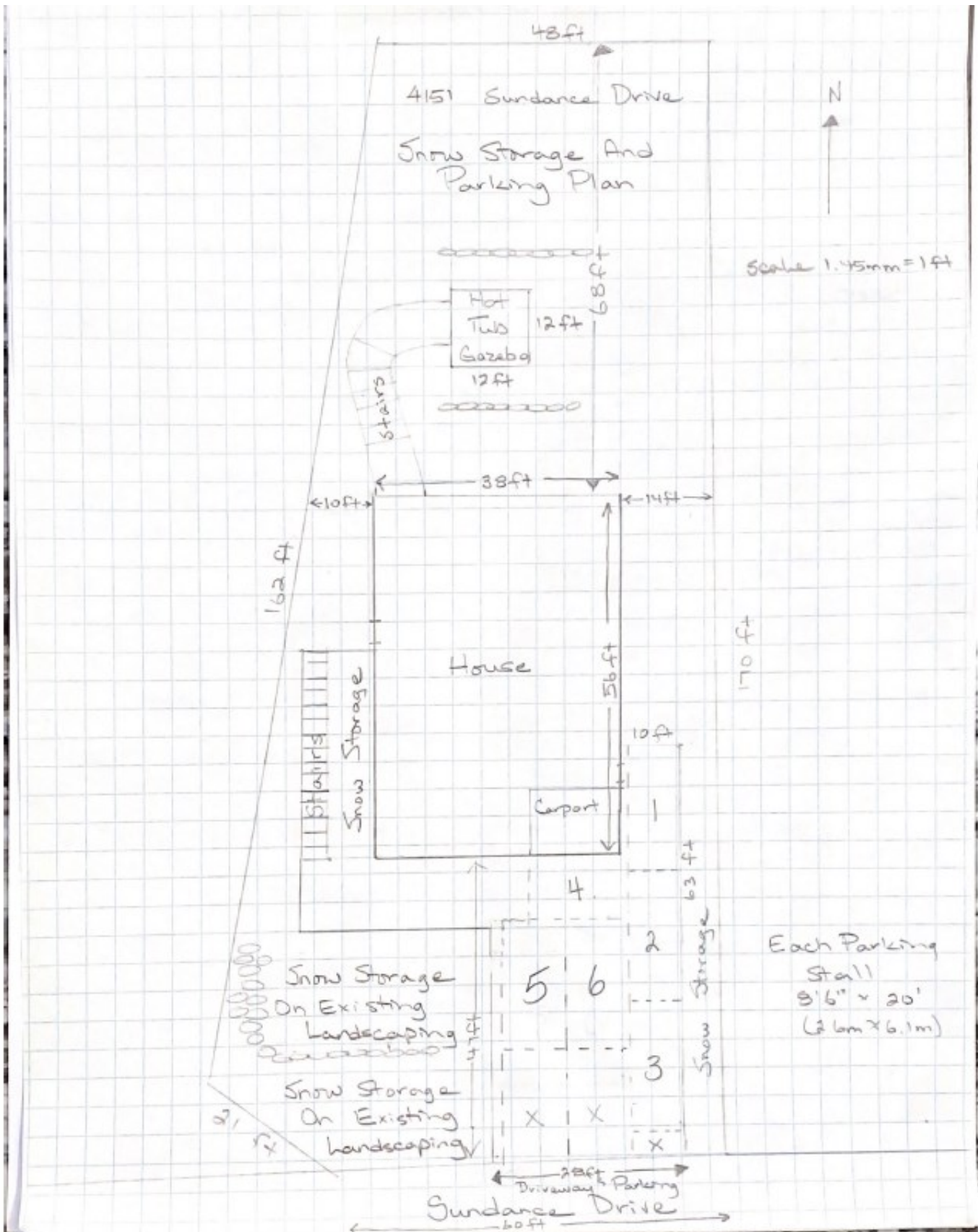
Deanna Jonson, Owner

Brandon Jonson, Owner

Bobby Jonson, Owner

4151 Sundance Drive

Parking and Snow Storage Plan





TO OWNERS AND/OR OCCUPIERS:

Subject: Notice of Intent

In accordance with the provisions of the Community Charter, this letter is for your information and to advise you of Council's intent to consider a temporary use permit for lands within 50 metres of your property and/or on your street.

WHEN: 3:00 PM July 21, 2026
WHERE: Sun Peaks Centre – 3200 Village Way, Sun Peak, BC
WHY: Council is considering renewing of temporary use permit No. TU-2023-004R at 4151 Sundance Dr (LOT 11 DISTRICT LOT 6428 KDYD PLAN KAP72523).

What is Temporary Use Permit No. TU-2023-004R?

TU-2023-004R, if approved, would permit short-term nightly rentals in the 3-bedroom primary dwelling at 4151 Sundance Dr (LOT 11 DISTRICT LOT 6428 KDYD PLAN KAP72523)



All persons who believe that their interest in property may be affected by the proposed Permit may make written submissions on this matter (via any of the below options) by 4PM July 16, 2026. The entire content of all submissions will be made public and form a part of the public record on this matter. Late submissions will not be included in the agenda packages but may be circulated to Council.

Additionally, Council may provide an opportunity for submissions from the floor in the Regular Council meeting.

How do I get more information?

A copy of the proposed Permit and all supporting information can be inspected from 8:30 a.m. to 4:00 p.m., Monday - Friday at our office until 12:00 p.m. on the day of the Council meeting; or please contact us via any of the below options.

No representations will be received by Council after the Council meeting has been concluded.

Donna Monteith, Director of Corporate Services
Phone: 250-578-2020
Email: assistant@sunpeaksmunicipality.ca
Website: www.sunpeaksmunicipality.ca