

# SUN PEAKS MOUNTAIN RESORT MUNICIPALITY

## REGULAR COUNCIL MEETING

### AGENDA

3:00 PM Tuesday, June 9, 2026

Sun Peaks Centre

[Zoom](#)

	Page												
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 - May 26, 2026	4 - 8												
<p>THAT, Council adopt the May 26, 2026 Regular Council Minutes as presented. <a href="#">05-26-2026 - Regular Council Meeting Minutes</a></p>													
5. BUSINESS ARISING FROM THE PUBLIC HEARING													
5.1. Temporary Use Permit Renewal No. TUP-2019-008 - 2442 Fairways Drive.	9 - 14												
<p>THAT, Council authorize renewal of Temporary Use Permit No. TUP-2019-008 for 2442 Fairways Drive (Lot 3 DL 6421 KDYD Plan KAP70975) subject to a safety inspection and the following conditions in accordance with Sun Peaks Resort Municipality Bylaws and policies:</p> <table><tbody><tr><td>Term:</td><td>Council can approve a term of up to 3 years.</td></tr><tr><td>Manager:</td><td>An on-mountain manager must be provided.</td></tr><tr><td>Auxiliary Dwelling:</td><td>The auxiliary dwelling unit cannot be used for Tourist Accommodation.</td></tr><tr><td>Guests:</td><td>Occupancy of the principal dwelling is limited to 10.</td></tr><tr><td>Inspections:</td><td>The Resort Municipality may carry out random inspections.</td></tr><tr><td>Fees:</td><td>The owner must comply with Short-term rental policy No. 15.</td></tr></tbody></table> <p><a href="#">2442 Fairways Dr - TUP-2019-008R - Council Report2 - 06.09.2026</a> <a href="#">Attachment 'A' - 2442 Fairways Drive TUP Renewal Form</a> <a href="#">Attachment 'B' - Snow Removal &amp; Parking Plan</a></p>		Term:	Council can approve a term of up to 3 years.	Manager:	An on-mountain manager must be provided.	Auxiliary Dwelling:	The auxiliary dwelling unit cannot be used for Tourist Accommodation.	Guests:	Occupancy of the principal dwelling is limited to 10.	Inspections:	The Resort Municipality may carry out random inspections.	Fees:	The owner must comply with Short-term rental policy No. 15.
Term:	Council can approve a term of up to 3 years.												
Manager:	An on-mountain manager must be provided.												
Auxiliary Dwelling:	The auxiliary dwelling unit cannot be used for Tourist Accommodation.												
Guests:	Occupancy of the principal dwelling is limited to 10.												
Inspections:	The Resort Municipality may carry out random inspections.												
Fees:	The owner must comply with Short-term rental policy No. 15.												
5.2. Temporary Use Permit No. TUP-2026-002 - 2417 Fairways Drive	15 - 25												
<p>That Council authorize issuance of Temporary Use Permit No. TUP-2026-002 for 2417 Fairways Dr (Lot 12 District Lot 6334 Kamloops Division Yale District Plan KAP53475) subject to a safety inspection and the following conditions in accordance with Sun Peaks Resort Municipality Bylaws and policies:</p>													

Term: Council can approve a term of up to 3 years.  
 Manager: An on-mountain manager must be provided.  
 Auxiliary Dwelling: The main dwelling unit cannot be used for Tourist Accommodation.  
 Guests: Occupancy of the auxiliary dwelling is limited to 6.  
 Inspections: The Resort Municipality may carry out random inspections.  
 Fees: The owner must comply with Short-term rental policy No. 15.

[2417 Fairways Dr - Council Report](#)  
[Attachment A - TUP Application - 2417 Fairways](#)  
[Attachment B - Snow Storage & Parking Plan](#)  
[Attachment C - Additional Memo on Garbage Disposal for TUP Application](#)

5.3. Rezoning Amendment No. RZ-2026-002 at #8-3250 Village Way 26 - 92

1. THAT, Zoning Amendment Bylaw No. 0235, 2026 be read a third time
2. THAT, Zoning Amendment Bylaw No. 0235, 2026 be adopted.
3. THAT, Council exempt the Flight Deck Enterprises Inc. proposing to locate to #8-3250 Village Way from section 5.3 (c) of the SPMRM Business Licence Bylaw

[8 - 3250 Village Way - RZ2026-002 - Council Report2 06.09.2026](#)  
[Attachment A Subject Property Map](#)  
[Attachment B Letter of intent](#)  
[Attachment C SPMRM Business Licence Bylaw excerpt](#)  
[Attachment D Business Licence bylaw buffer area](#)  
[Attachment 'E' Provincial resolution](#)  
[#8-3250 Exterior Rendering](#)  
[06-09-2026 Rezoning Amendment No. RZ-2026-002 Submissions Redacted](#)

6. MAYOR AND COUNCIL REPORTS

7. ADMINISTRATIVE REPORTS

7.1. CAO Report 93  
[CAO Report - June 9, 2026](#)

8. BYLAWS

8.1. Development Cost Charges Bylaw No. 0238, 2026 94 - 170

THAT, Council give second reading to Bylaw No. 0238, 2026 Development Cost Charges for Water, Sanitary Sewer, Storm Drainage, Highway Facilities and Parkland.

[2026-06-09 - DCC Bylaw 2nd Reading Report](#)  
[Bylaw No. 0238 - Development Cost Charges 2nd Reading](#)  
[Development Cost Charge Update - 2026 Background Report V1](#)

9. NEW BUSINESS

10. CORRESPONDENCE AND INFORMATION ITEMS

10.1. Correspondence Summary 171 - 178

THAT, Council receive the correspondence as information.

[a. CHBA Central Interior Submission](#)

[b. SP DCC Bylaw Letter](#)

[c. SPR Comment Letter May 27 2026 regarding DCCs](#)

11. QUESTIONS FROM THE PUBLIC

12. CLOSED MEETING

12.1.

THAT, Council close the meeting under Community Charter section 90(2)(b)(i) the consideration of information received and held in confidence relating to negotiations between the municipality and the provincial and federal government.

13. ADJOURNMENT

**SUN PEAKS MOUNTAIN RESORT MUNICIPALITY**

Minutes of the Regular Council meeting of the Sun Peaks Mountain Resort Municipal Council held on Tuesday, May 26, 2026 commencing at 3:00 PM in the Sun Peaks Centre.

Present:	Mayor R. O'Toole Councillor K. Dye via zoom Councillor B. Gillespie Councillor L. Hrycan Councillor J. Kimmel
Also:	Members of the public Deanna Campbell, CAO Clint Burton, Director of Infrastructure Demitri Hofer, Director of Development and Community Services via zoom Dean Schiavon, Fire Chief Donna Monteith, Director of Corporate and Legislative Services 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 AGENDA**

05-26-2026/01 Moved by Councillor Kimmel, seconded by Councillor Hrycan;  
THAT, Council adopt the May 26, 2026 agenda as presented.  
Motion carried

**4. ADOPTION OF MINUTES**

**4.1. Regular Council Minutes - May 12, 2026**

05-26-2026/02 THAT, staff amend the closing paragraph in Item 8.2 to clarify that the DCC cost comparison should reference developers, not contractors.

Moved by Councillor Hrycan, seconded by Councillor Gillespie;  
THAT, Council adopt the May 12, 2026 Regular Meeting Minutes as amended.  
Motion carried

**5. PRESENTATIONS AND DELEGATIONS****5.1. TNRD – Regional Search and Rescue**

Jamie Vieira, TNRD General Manager of Operations, and Paula Davies, President of Kamloops Search and Rescue provided an overview of the new regional search and rescue hall and training centre, along with context around the regional search and rescue services the KSAR delivers throughout the TNRD.

Based on the 2026 Regional Assessment, Sun Peaks' contribution is 3.36 % of the total budget towards the project.

**6. MAYOR AND COUNCIL REPORTS**

Council and staff met with the Adams Lake Band to provide an overview of the Municipality's Official Community Plan and emergency management services. A Community-to-Community meeting will be scheduled over the summer to discuss the medicine trail development in more detail.

**7. ADMINISTRATIVE REPORTS****7.1. CAO - UBCM Meetings Memo**

CAO Campbell reviewed the purpose and background of UCBM, including the new opportunity for virtual meetings with senior Ministry staff, allowing full Council and staff participation.

Mayor O'Toole requested adding a meeting with the Ministry of Health, Minister Osborne to discuss Sun Peaks financial contributions to hospital services and the lack of proportional provincial support despite reducing ER pressures in Kamloops.

Councillor Hrycan raised concerns regarding delayed response times from the Ministry of Environment and the continued impact it has on the Municipalities ability to advance projects.

Councillor Dye highlighted that the Municipality's fire department and first responders attend a significant number of medical calls as the community's de facto first responders. He noted that the Province does not currently provide funding proportional with the level of medical response services being delivered at the local level.

05-26-2026/03      Moved by Councillor Hrycan, seconded by Councillor Gillespie;  
THAT, Council provide direction and input on advocacy and meeting  
topics for the 2026 UBCM Convention.  
Motion carried

7.2.      **Wastewater Capacity Expansion Projects Update**

Director Burton provided Council with an update on the Wastewater  
Capacity Expansion Project, including the permit applications for RI-1 and  
RI-2 expansion and construction of the new RI basins.

Staff advised that the Municipality is awaiting a response from the Ministry  
of Environment. The Ministry has indicated that the permit approvals must  
move forward as a joint application, despite being separate components.

Councillor Hrycan requested that the issue be elevated to a higher level of  
elected official within the Ministry and directed staff to request an advocacy  
meeting with the Ministry’s Director of Operations prior to the UBCM  
convention.

CAO Campbell confirmed staff will proceed with submitting the meeting  
request.

7.3.      **Temporary Use Permit Renewal No.TUP-2019-008R at 2442 Fairways  
Dr.**

Director Hofer gave Council a brief overview of the renewal application.

05-26-2026/04      Moved by Councillor Kimmel, seconded by Councillor Gillespie;  
THAT, Council authorize issuance of a Notice of Intent to consider  
renewing Temporary Use Permit TUP-2019-008R at 2442 Fairways Dr for  
a 3-year term.

- Term:** Council can approve a term of up to 3 years.
- Manager:** An on-mountain manager must be provided.
- Auxiliary Dwelling:** The auxiliary dwelling unit cannot be used for  
Tourist Accommodation.
- Guests:** Occupancy of the principal dwelling is limited to 12.
- Inspections:** The Resort Municipality may carry out random  
inspections.
- Fees:** The owner must comply with Short-term rental  
policy No. 15.

Motion carried

**7.4. Temporary Use Permit No. TUP-2026-002 at 2417 Fairways Dr.**

Director Hofer provided Council with an overview of the application and confirmed that this application if approved will not exceed the 25% STNR cap for Fairways Drive

05-26-2026/05 Moved by Councillor H, seconded by Councillor Gillespie; THAT, Council authorize distribution of a Notice of Intent to consider Temporary Use Permit No. TUP-2026-002 for 2417 Fairways Dr (LOT 12 DISTRICT LOT 6334 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP53475).

Further, following issuance of the Notice of Intent for TUP-2026-002, that Council consider issuance of the Temporary Use Permit subject to the following conditions in accordance with Sun Peaks Resort Municipality Bylaws and policies:

- Term:** Council can approve a term of up to 3 years.
- Manager:** An on-mountain manager must be provided.
- Auxiliary Dwelling:** The main dwelling unit cannot be used for Tourist Accommodation.
- Guests:** Occupancy of the auxiliary dwelling is limited to 3.
- Inspections:** The Resort Municipality may carry out random inspections.
- Fees:** The owner must comply with Short-term rental policy No. 15.

Motion carried

**8. BYLAWS**

**8.1. Bylaw No. 0203-005 Business Licensing and Regulation Amendment**

Director Hofer provided Council with an update on the new rates schedule.

05-26-2026/06 Moved by Councillor Gillespie, seconded by Councillor Kimmel; THAT, Council adopt Sun Peaks Mountain Resort Municipality Business Licensing and Regulation Amendment Bylaw No. 0203-005, 2026.

Motion carried

**9. NEW BUSINESS**

Mayor O’Toole raised the need to develop a communication plan to strengthen community awareness around emergency preparedness. He emphasized the importance of identifying effective methods to reach new residents and visitors.

Councillor Gillespie encouraged employers to incorporate emergency preparedness messaging into staff orientation for all businesses and to reinforce these messages through social media.

CAO Campbell noted that the Municipality meets annually with Tourism Sun Peaks and Sun Peaks Resort LLP to coordinate communication strategies collaboratively and share resources with the business community.

**10. CORRESPONDENCE AND INFORMATION ITEMS**

**10.1. UBCM - Heritage Conservation Act**

05-26-2026/07 Moved by Councillor Kimmel, seconded by Councillor Gillespie; THAT, Council receive the correspondence for information.  
Motion carried

**10.2. BC Local Government Climate Action Program Funding**

05-26-2026/08 Moved by Councillor Kimmel, seconded by Councillor Gillespie; THAT, Council receive the correspondence for information.  
Motion carried

**11. QUESTIONS FROM THE PUBLIC - None**

**12. ADJOURNMENT**

05-26-2026/09 Moved by Councillor Kimmel, seconded by Councillor Gillespie; THAT, Council adjourn the May 26, 2026 regular council meeting.  
Motion carried

\_\_\_\_\_  
Mayor

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



**COUNCIL REPORT**

**To:** Mayor & Council

**Meeting Date:** June 9, 2026

**From:** Demetri Hofer, Director of Development & Community Services

**Re: Renewal of Temporary Use Permit No. TUP-2019-008  
2442 Fairways Drive**

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**RECOMMENDATION:**

That Council authorize renewal of Temporary Use Permit No. TUP-2019-008 for 2442 Fairways Drive (Lot 3 DL 6421 KDYD Plan KAP70975) subject to a safety inspection and the following conditions in accordance with Sun Peaks Resort Municipality Bylaws and policies:

- Term:** Council can approve a term of up to 3 years.
- Manager:** An on-mountain manager must be provided.
- Auxiliary Dwelling:** The auxiliary dwelling unit cannot be used for Tourist Accommodation.
- Guests:** Occupancy of the principal dwelling is limited to 10.
- Inspections:** The Resort Municipality may carry out random inspections.
- Fees:** The owner must comply with Short-term rental policy No. 15.

**SITE CONDITIONS AND BACKGROUND**

Address	2442 Fairways Drive
Legal	Lot 3 DL 6421 KDYD Plan KAP70975
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	North: Golf Course; East & West: Single-Family Dwellings; West: Fairways Dr
Parcel Size	766.29m <sup>2</sup>

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**Approved for Council Consideration  
CAO**



**DISCUSSION**

Catherine Heap (applicant/owner) of 2442 Fairways Drive has applied for a renewal of an existing temporary use permit (TUP) (Attachment 'A') to permit tourist accommodation use of the 3-bedroom principal dwelling. There is a legal secondary suite in the dwelling that will continue to be rented on a long-term basis.

Council previously approved a notice of intent for TUP2019-008 at the May 26, 2026, regular council meeting. A Public Hearing has now been held.

*Parking/Snow Storage & Removal/Landscaping*

Adequate snow storage, landscaping, and parking is provided onsite (Attachment 'B'). The proponents have indicated Sun Peaks Excavation Ltd. will be responsible for snow removal.

*Compliance with Short-term Rental Policy No.15*

- On-Mountain Manager

The proponent has indicated the existing on-site tenant will be the on-site contact/manager for the short-term rental. Staff have informed the applicant that upcoming changes to the Business License bylaw and STNR policy may impact the ability of the tenant to act as the On-Mountain Manager.

- Density of Short-term rentals on Fairways Drive

The policy stipulates a density guideline for short-term rentals of up to 25% on any single street or neighborhood. Staff have confirmed that the Fairways Dr subdivision is currently at 23.19%. There is one other application coming forward for approval at this time. Should Council approve this renewal and the other application, Fairways Drive would be at 24.64%.

- 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.

## **AGENDA ITEM #5.1.**

- **General Compliance**

A complaint was received in March 2025 of a vehicle idling in the parking lot. Complaint was submitted while bylaw officers were off duty.

A verbal warning was given to a person shoveling snow onto municipal roadway in January 2026.

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 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 was conducted prior to approval of the TUP. Minor issues were noted and corrected prior to issuing the business licence. A fire and life safety site inspection will be required prior to final approval of the Temporary Use Permit.

- **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:

- a. Advertised occupancy for tourist accommodation use is limited to a maximum of 10 guests at any one time;
- b. Overnight occupancy for tourist accommodation use is limited to a maximum of 10 guests at any one time;
- c. Advertisement or use of bedrooms is restricted to 3 bedroom;
- d. Use of the auxiliary suite for tourist accommodation is strictly prohibited;
- e. SPMRM may conduct random inspections of the dwelling from time to time over the term of the TUP;
- f. The owners must provide a local manager available 24 hours / 7 days per week to deal with any disturbances resulting from tourist accommodation use;
- g. The owner must provide a guest garbage disposal plan;
- h. The owners must register with Tourism Sun Peaks and pay both business and common assessment fees as well as MRDT and PST if applicable;
- i. \$1,000 security bond;
- j. Onsite, overnight parking is limited to 5 vehicles;
- k. Bookings for stays beyond the expiration date of this permit are prohibited.

Accordingly, Staff recommends that Council authorize renewal of Temporary Use Permit No. TUP-2019-008 for 2442 Fairways Drive (Lot 3 DL 6421 KDYD Plan KAP70975) subject to a safety inspection and the above conditions.

Attachment 'A' – 2442 Fairways Drive TUP Renewal Form

Attachment 'B' - Snow Removal & Parking Plan



**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 AMENDMENT FORM**

*Fee for TUP Amendment \$250*

<b>FOR OFFICE USE ONLY</b>	Fee Paid: _____
Date Received: _____	Office File Numer: _____
Renewal TUP Expiry Date: _____	

Existing TUP File #: TUP - 2019 - 008 Date of Existing TUP Expiry: 18 July 2026

**OWNER INFORMATION**

Name(s): Catherine Heap  
 Mailing Address: 2442 Fairways Drive, Sun Peaks

Province: <u>BC</u>	Post Code: <u>V0E5N0</u>	Email: <u>theheaps@hotmail.com</u>
Tel: _____		Cell: <u>+61 449 855 215</u>

Sun Peaks Property Civic Address: \_\_\_\_\_

**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 submssion of this application, this section must be completed, (please print):

I/We, \_\_\_\_\_, the registed 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: No Change Principal or Auxilliary suite usage: No Change

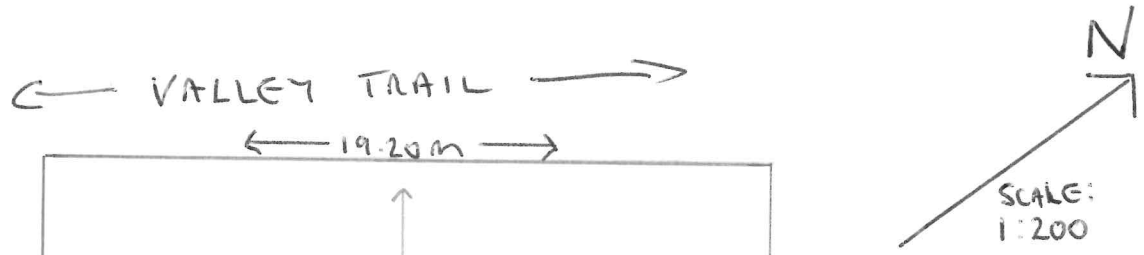
**DECLARATION**

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 he facts related to this application.

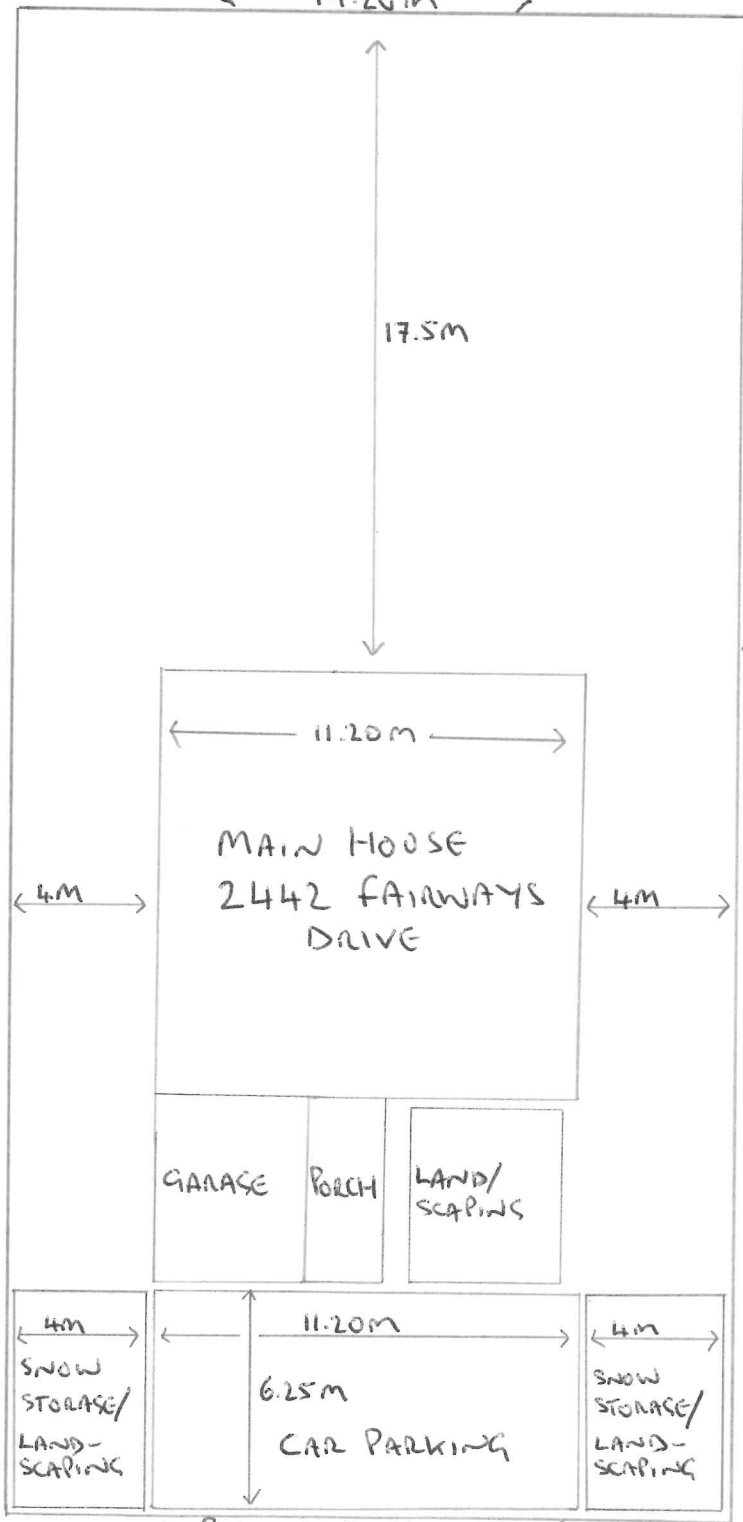
<input checked="" type="checkbox"/> <i>Catherine Heap</i>	Date: <u>03/10/2026</u>	<input checked="" type="checkbox"/>	Date: _____
<small>Signature of Owner/Agent</small>		<small>Signature of Owner/Agent</small>	

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

GOLF COURSE  
(3<sup>RD</sup> FAIRWAY)



← VALLEY TRAIL →  
← 19.20m →



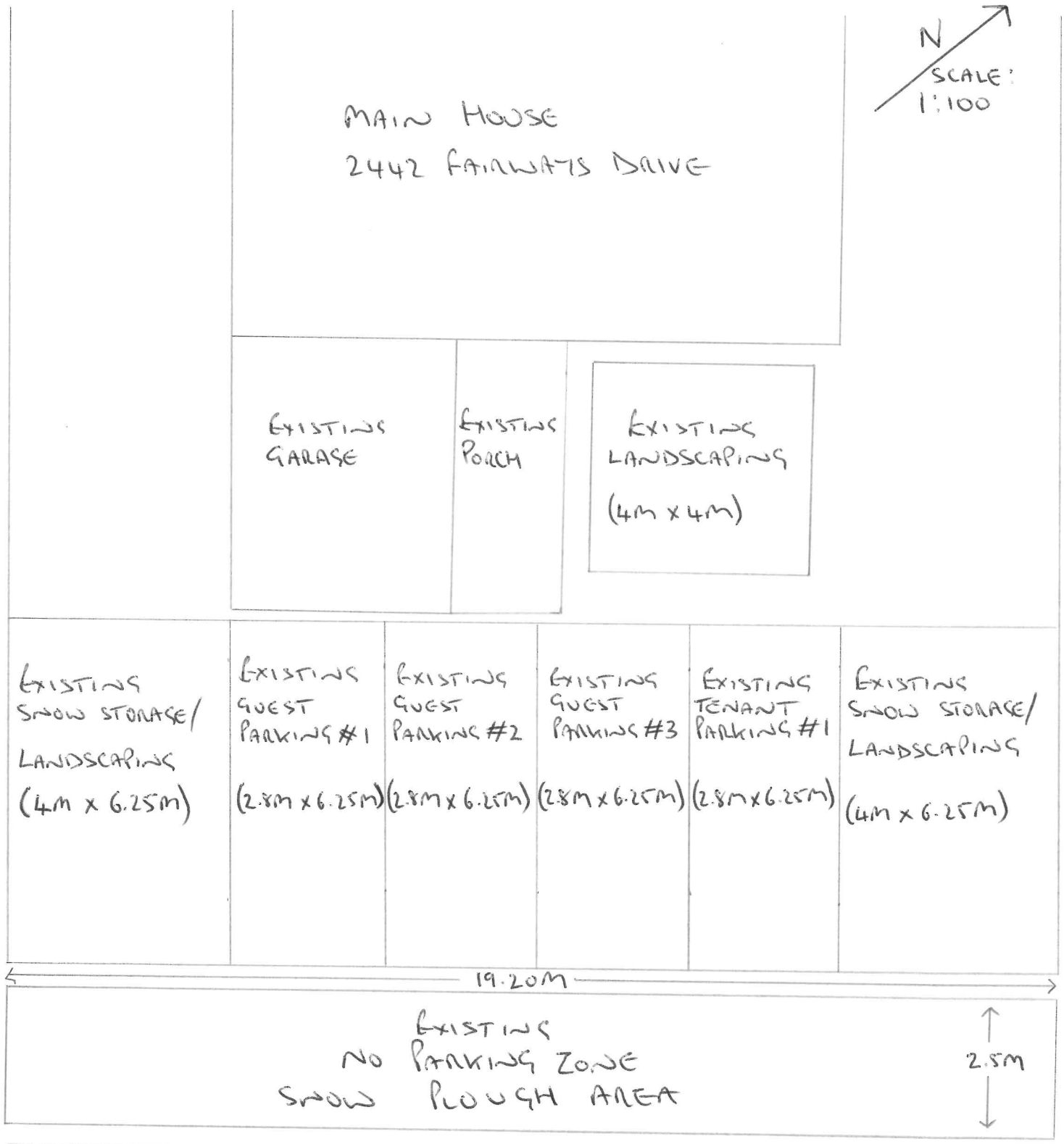
↑  
39.88m  
↓

2444  
FAIRWAYS DRIVE

2440  
FAIRWAYS DRIVE

← NO PARKING ZONE - SNOW PLOUGH AREA →  
← FAIRWAYS DRIVE →

DETAILED SITE PLAN (FRONT OF HOUSE) - 2442 FAIRWAYS DRIVE **AGENDA ITEM #5.1.**



FAIRWAYS DRIVE



**COUNCIL REPORT**

**To:** Mayor & Council

**Meeting Date:** June 9, 2026

**From:** Demetri Hofer, Director of Development & Community Services

**Re: Temporary Use Permit Application No. TUP-2026-002  
2417 Fairways Dr**

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**RECOMMENDATION:**

That Council authorize issuance of Temporary Use Permit No. TUP-2026-002 for 2417 Fairways Dr (Lot 12 District Lot 6334 Kamloops Division Yale District Plan KAP53475) subject to a safety inspection and the following conditions in accordance with Sun Peaks Resort Municipality Bylaws and policies:

- Term:** Council can approve a term of up to 3 years.
- Manager:** An on-mountain manager must be provided.
- Auxiliary Dwelling:** The main dwelling unit cannot be used for Tourist Accommodation.
- Guests:** Occupancy of the auxiliary dwelling is limited to 6.
- Inspections:** The Resort Municipality may carry out random inspections.
- Fees:** The owner must comply with Short-term rental policy No. 15.

**SITE CONDITIONS AND BACKGROUND**

Address	2417 Fairways Drive
Legal	Lot 12 District Lot 6334 Kamloops Division Yale District Plan KAP53475
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	North: Fairways Dr; East & West: Single-Family Dwellings; South: Ski Access
Parcel Size	1093m <sup>2</sup>

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**Approved for Council Consideration  
CAO**



**DISCUSSION**

Mi Dya U & James Knull (applicant/owner) of 2417 Fairways Dr (Attachment 'A') have applied for a Temporary Use Permit to allow a short-term rental within the existing single-family dwelling with a secondary suite. The proponent proposes to make the 2-bedroom auxiliary dwelling unit available for short term accommodation, the auxiliary suite is currently unoccupied.

Council previously approved a notice of intent for TUP2026-002 at the May 26, 2026, regular council meeting.

*Parking/Snow Storage & Removal/Landscaping*

Adequate snow storage, landscaping, and parking is provided onsite. The proponents have provided a snow storage and parking plan (Attachment 'B') that notes 3 parking stalls within the driveway and 2 within the garage. The parking spaces have been confirmed by staff.

The proponents have indicated that Sun Peaks Excavating will be responsible for snow removal.

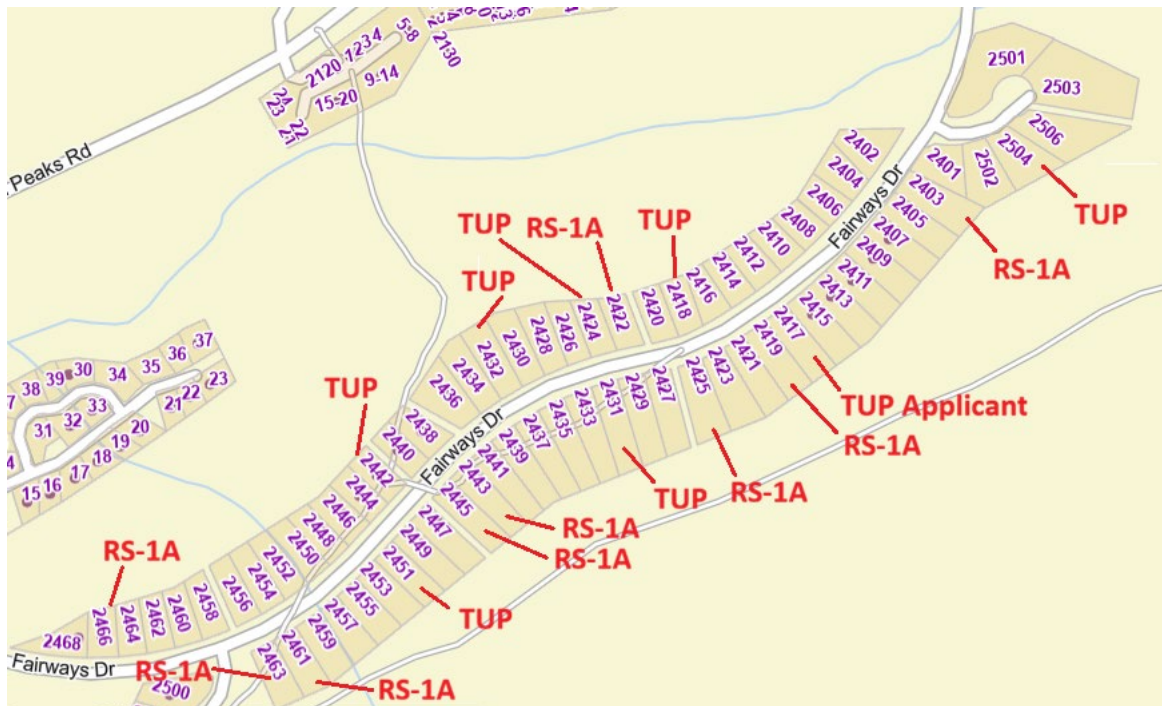
*Compliance with Short-term Rental Policy No.15*

- On-Mountain Manager

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

- Density of Short-term rentals on Fairways Drive/Eagle Court

The policy stipulates a density guideline for short-term rentals of up to 25% on any single street or neighborhood. Capacity for Fairways Drive also includes Eagle Crt. and staff have confirmed that the Fairways Drive subdivision is currently at 23.19% and has sufficient capacity for this property (24.64% if this TUP is approved).



- Other Agencies

The proponents will be required to register with Tourism Sun Peaks and pay both business and common assessment fees for the principal dwelling. They will also be required to comply with the policy to register and pay the appropriate PST and MRDT if applicable.

- General Compliance

There are no records of bylaw violations for this property.

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 occupancy limits, or failing to respond in a timely manner, Sun Peaks Resort Municipality can act by suspending, revoking or not renewing their Business Licence.

- Safety Inspection

A fire and life safety site inspection has been conducted and all previous minor deficiencies have been corrected.

- 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:

- a. Advertised occupancy for tourist accommodation use is limited to a maximum of 6 guests at any one time;
- b. Overnight occupancy for tourist accommodation use is limited to a maximum of 6 guests at any one time;
- c. Use of the principal suite for tourist accommodation is strictly prohibited;
- d. SPMRM may conduct random inspections of the dwelling from time to time over the term of the TUP;
- e. The owners must provide a local manager available 24 hours / 7 days per week to deal with any disturbances resulting from tourist accommodation use.
- f. The owner must provide a guest garbage disposal plan;
- g. The owners must register with Tourism Sun Peaks and pay both business and common assessment fees as well as MRDT and PST if applicable;
- h. \$1,000 security bond.
- i. Onsite, overnight parking is limited to 5 vehicles;
- j. Bookings for stays beyond the expiration date of this permit are prohibited.

A Notice of Intent was distributed, and a Public Hearing was held. Accordingly, as the application meets Council guidelines and policy, Staff recommends that Council proceed with approving Temporary Use Permit No. TU-2024-003 for 2417 Fairways Drive (LOT 12 DISTRICT LOT 6334 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP53475).

Attachments:

Attachment 'A' –TUP Application

Attachment 'B' – Snow Storage & Parking Plan

Attachment 'C' - Additional Memo on Garbage Disposal for TUP Application



**Sun Peaks Mountain Resort Municipality**  
 #106 – 3270 Village Way, Sun Peaks, BC V0E 5N0  
 Telephone: (250) 578-2020, Fax: (250) 578-2023  
 Email: [reception@sunpeaks municipality.ca](mailto:reception@sunpeaks municipality.ca)  
 Website: [www.sunpeaks municipality.ca](http://www.sunpeaks municipality.ca)

## DEVELOPMENT APPLICATION FORM

<b>FOR OFFICE USE ONLY</b>	Fee Paid: _____
Date Received : _____	Office File No.: _____

The processing of your application will be delayed if it is incomplete. Feel free to contact our office for assistance.

*\*Please note, an application is a process of evaluation and does not automatically ensure approval of your proposal.*

Personal information is collected by the Municipality under the authority of the Local Government Act, Community Charter and/or the Municipality's bylaws and is only used for purpose of processing your application. Disclosure of personal information by the Municipality is subject to the requirements of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about collection, use or disclosure of personal information, please contact our office.

**APPLICATION TYPE**  
(check the appropriate box)

- |                                     |  |         |
|-------------------------------------|--|---------|
| <input type="checkbox"/>            | Zoning Amendment (includes Land Use Contract or Site Specific Amendment) | \$1500  |
| <input type="checkbox"/>            | Official Community Plan (OCP) Amendment                                  | \$1,500 |
| <input type="checkbox"/>            | Combined Zoning and OCP Amendment  | \$1,750 |
| <input checked="" type="checkbox"/> | Temporary Use Permit (TUP)   | \$1,500 |
| <input type="checkbox"/>            | Development Permit (DP)  | \$500   |
| <input type="checkbox"/>            | Development Variance Permit (DVP)  | \$500   |
| <input type="checkbox"/>            | Board of Variance Application (BOV)                                      | \$500   |
| <input type="checkbox"/>            | Floodplain Exemption Application (FP)                                    | \$0     |

**OWNER INFORMATION**  
(add additional page if necessary)

Name(s): Mi Dya U, James Knull			
Mailing Address: 2417 Fairways Drive, Sun Peaks			
Province: BC	Postal Code: V0E 5N0	Email: <a href="mailto:umidya@gmail.com">umidya@gmail.com</a>	
Tel.(w)	Tel.(c) 604-368-3268	Tel.(h):	Fax:

**APPLICANT/AGENT INFORMATION**  
(if different from owner)

Name(s):			
Mailing Address:			
Province:	Postal Code:	Email:	
Tel.(w)	Tel.(c)	Tel.(h):	Fax:

## AGENT INFORMATION

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 (our) behalf as agent in respect of this application.

X \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
dd mm yy

X \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
dd mm yy

## LAND USE INFORMATION

Legal Description: LOT 12 DISTRICT LOT 6334 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP53475	
PID: 019026921	Parcel Size: 0.27 acres
Civic Address: 2417 Fairways Drive, Sun Peaks, BC, V0E 5N0	
Existing Zoning Bylaw: Sun Peaks Resort Area Zoning Bylaw No. 1400	Existing Zone: RS1
Existing OCP: Bylaw No. 0034	Existing OCP Designation(s):
<b>For Zoning and/or Official Community Plan (OCP) Amendments</b>	
Proposed Zone:	Proposed OCP Designation(s):
Site Specific: Yes <input type="checkbox"/> No <input type="checkbox"/>	Site Specific Use(s):
<b>For Temporary Use Permits (TUP)</b>	
Proposed Temporary Use(s): first-floor suite for short term rental	
<b>For Development Permits (DP)</b>	
Development Permit Area (DPA):	
<b>For Development Variance Permits (DVP)</b>	
Proposed Variance(s):	Section(s) of Bylaw to be Varied:
From:	To:
<b>For Board of Variance Applications (BOV)</b>	
Proposed Variance(s):	Section(s) of Bylaw to be Varied:
From:	To:
Less than 4.5m from a road: Yes <input type="checkbox"/> No <input type="checkbox"/> (if you answered yes please include MOTI setback permit)	
<b>For Floodplain Exemption Applications</b>	
Proposed Exemption(s):	Section(s) of Bylaw to be Exempted:
From:	To:

Describe existing uses on adjacent lots (e.g. commercial, residence, school):

North: residence

South: residence

East: N/A, no lot

West: residence

Describe the existing use of the subject property and all buildings: \_\_\_\_\_

Currently, we live in the house with our two kids. We just moved here at the end of February. We occupy 2nd & 3rd floors.

The downstairs suite is currently vacant as we're doing some minor renovations (updating carpets, paint job).

Garage is used only by us.

Describe the proposed use of the subject property and all buildings: \_\_\_\_\_

We (the owners) will continue to live in our house full-time. We will continue to occupy 2nd and 3rd floors.

The downstairs suite will be rented as a short term rental for most of the year. We will be also using it for our family and friends when they come to visit throughout the year. AirBnb guests will not have access to our garage, it will be used by us only.

Describe the reasons for the application including justification of hardship (Board of Variance applications only): \_\_\_\_\_

It is crucial for our family to have the ability to do short term rental of the suite because we plan to have our friends and family visit throughout the year. If we rent it long-term, we won't have that flexibility. Also, the added income from short term rental is essential for us to help with our mortgage payments. This temporary use supports resort accommodation demand while maintaining neighbourhood stability.

**SITE PLAN**

(A detailed, **to-scale** plan of the subject property that includes the following information is required)

- the legal boundaries, dimensions, north arrow and scale;
- the size and location of existing and proposed building(s), structure(s) and use(s);
- the setback distances measured from existing and proposed building(s) and structure(s) to all property boundaries and the natural boundary of any waterbodies;
- the location and width of any existing or proposed driveways and/or roads on or adjacent to the property;
- the location and description of any existing drainage on the property and how it is connected to the Municipal drainage system;
- the location and dimensions of all required parking spaces, maneuvering aisles and loading areas;
- the location of snow storage if stored on site or a snow removal plan;
- the location of the main physical characteristics and constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, alluvial fans, unstable soils and any other geotechnical hazards); and
- For Development to Facilitate Subdivision** the proposed subdivision layout showing the number, size and approximate location of lots.

## TEMPORARY USE PERMIT AND REZONING FOR SHORT TERM NIGHTLY RENTALS

- Will you be making the principal or auxiliary suite available for nightly rental? Yes, auxiliary only
- Please confirm the number of bedrooms that you intend to rent out in either the principal or auxiliary dwelling. 2
- Please provide the name of the on-mountain property manager for the proposed tourist accommodation use. Mi Dya U, James Knull
- Please provide the name of the snow removal contractor for the property. Sun Peaks Excavation Ltd.
- Please confirm the total number of off-street parking spaces available within the driveway area. 4
- Please provide a plan for removal of guest garbage outside of Transfer Station hours. Property Managers
- What is the use of the dwelling unit that will not be used for nightly rental (long term tenant/ owner occupied/owner use) Owner occupied full-time

**PLEASE NOTE THAT NIGHTLY RENTAL IS NOT A PERMITTED USE UNTIL THE PROPER ZONING IS IN PLACE AND THE BUSINESS LICENSE HAS BEEN ISSUED.**

## COMPLETION CHECKLIST

(Important: your application will **not** be considered unless it contains all of the information below)

- I have completed all sections of this application form;
- I have included/paid the correct application fee;
- I have included a detailed, to-scale site plan and other supporting documentation as required;
- I have included a current and valid State of Title Certificate/Title Search (printed within the last 30 days) verifying property ownership. If there are multiple owners and/or the property is registered in the name of a company, all principals must provide written authorization agreeing to the development application;
- I have included copies of all covenants, easements and rights-of-way documents registered against the title of the property;
- For Zoning Amendment, DP & DVP Applications** I have reviewed Schedule 2 (attached) of the Contaminated Sites Regulation and have included a signed Contaminated Site Waiver Form as I do not believe that the property is or has been used for any of the industrial or commercial purposes and activities specified in the regulations, **or** I have included a completed Schedule 1 Site Profile and the \$50.00 processing fee; and
- For Floodplain Exemption Applications** I have included a report completed by a professional engineer or geoscientist experienced in geotechnical engineering certifying that the land may be used safely for the use intended and a Riparian Areas Regulation Assessment Report completed by a Qualified Environmental Professional (QEP) in the case of proposed development within 30 metres of a waterbody.
- For Suite Legalization Zoning Amendments** I have included a Fire Code/Building Code compliance report completed by a professional engineer or architect. The report will outline any areas of non-compliance that will need to be addressed prior to final approval.

**ADDITIONAL INFORMATION**

Additional information to support your application such as a certificate of location prepared by a BC Land Surveyor (BCLS), building elevations, topographical or other necessary information may be requested by Planning Services upon review of your application.

**A note about obtaining the State of Title Certificate/Title Search including Covenants, Easements and Rights-of-way:** The State of Title Certificate/Title Search and related documents may be obtained from the Land Titles Office in Kamloops, B.C..

**A note about the Provincial Riparian Areas Regulation:** Any application which will authorize or approve development within a *riparian assessment area* as defined in the Riparian Areas Regulation (RAR) must include an Assessment Report prepared by a Qualified Environmental Professional (QEP) in conformity with the provisions of RAR.

“*Riparian assessment area*” is defined as:

- (a) for a stream, the 30 m strip on both sides of the stream, measured from the high water mark;
- (b) for a ravine less than 60 m wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 m beyond the top of the ravine bank; and
- (c) for a ravine 60 m wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 m beyond the top of the ravine bank.

“*Stream*” is defined as including any of the following that provides fish habitat:

- (a) a watercourse, whether it usually contains water or not;
- (b) a pond, lake, river, creek or brook; or
- (c) a ditch, spring, or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

**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.

X *Midya U*

Signature of Owner/Agent

13 / 03 / 26  
dd mm yy

*James Knull*

X

Signature of Owner/Agent

13 / 03 / 26  
dd mm yy

X

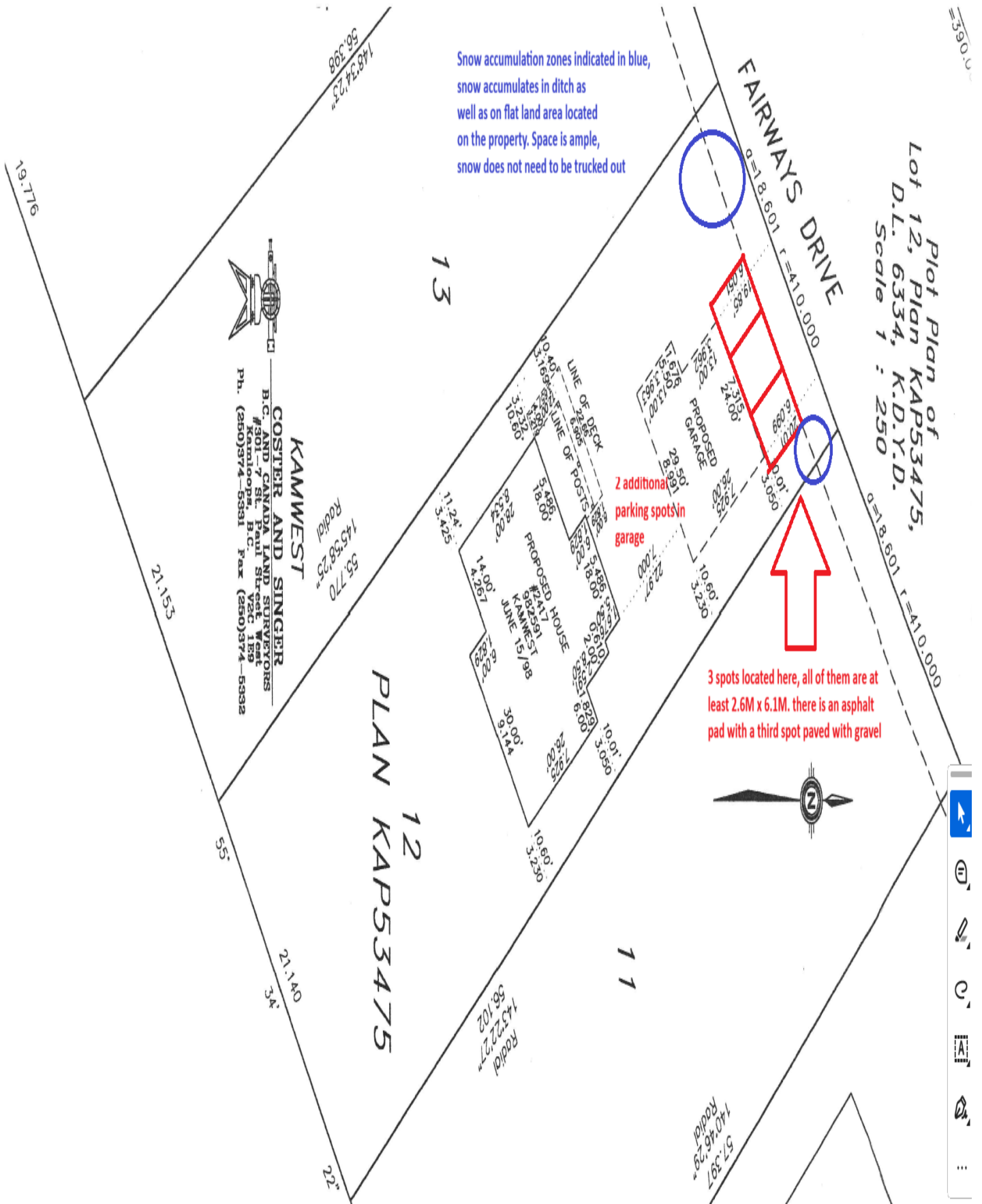
Signature of Owner/Agent

/ /  
dd mm yy

X

Signature of Owner/Agent

/ /  
dd mm yy



**Additional memo on garbage disposal for TUP application**

Address: 2417 Fairways Dr, Sun Peaks, V0E 5N0

Owners: Mi Dya U and James Knull

We, James Knull and Mi Dya U, the owners of 2417 Fairways Dr, Sun Peaks, V0E 5N0. will be residing in the house, occupying the 2<sup>nd</sup> and 3<sup>rd</sup> floors with our kids. We will be on-site property managers and will be personally disposing of the garbage after each guest.

We will ensure that at least one of us is always available on site to deal with any potential issues that may arise.

Both of us have managed short -term rental properties in the past, so we have a lot of experience. Neighbourhood safety and stability are very important to us, especially having small children in the house. We will ensure that all short-term rental guests are well screened and any issues are dealt with quickly and effectively.

We are also planning to have a lot of family and friends visit us throughout the year and will keep the suite vacant for that reason, to host our family instead of renting it out.

In terms of parking, we will be parking our vehicles in the garage, leaving the driveway to the guests. With 4 cars parking comfortably in our drive way, we will not need to use any street parking.

We currently have an active contract with a snow removal company Sun Peaks Excavation. We plan to continue using their services next season as well. We also hired 3 Peaks Rentals for next season to shovel our stairs in the winter.

We appreciate the Council's consideration of our TUP application.

Sincerely,

Mi Dya U and James Knull



**COUNCIL REPORT**

**To:** Mayor & Council

**Meeting Date:** June 9, 2026

**From:** Demetri Hofer, Director of Development & Community Services

**Prepared by:** Randy Lambright, RPP, MCIP, & Finlay Sinclair, RPP, MCIP

**Re: Rezoning Application No. RZ-2026-002, #8-3250 Village Way  
Zoning Amendment Bylaw No. 0235**

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**RECOMMENDATION(S):**

1. **THAT, Zoning Amendment Bylaw No. 0235, 2026, be read a Third time;**
2. **THAT, Zoning Amendment Bylaw No. 0235, 2026, be Adopted.**
3. **THAT, Council exempt the Flight Deck Enterprises Inc. proposing to locate to #8-3250 Village Way from section 5.3 (c) of the SPMRM Business Licence Bylaw.**

Should Council support or not support the proposal, a formal resolution structured in accordance with provincial regulations is required (Attachment 'E'). The resolution will then be submitted to the Provincial Liquor and Cannabis Branch to complete the process.

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

**Approved for Council Consideration**

**CAO**

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**PURPOSE:**

The purpose of this report is to consider a site-specific rezoning application to permit Cannabis Retail in the case of Strata Lot 8 District Lot 6330 KDYD Strata Plan KAS3347 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (#8-3250 Village Way). **Note: the common property as described in the legal description is not to be considered as part of the site-specific rezoning.**

**SUMMARY:**

Patrick and Sonja Nasilowski (Owners) and Flight Deck Enterprises Inc. (Applicant) have applied for a site-specific rezoning to permit Cannabis Retail at #8-3250 Village Way. Flight Deck Enterprises Inc. is currently operating at 1160 Sun Peaks Road and is proposing to relocate their business to the Village Core (Attachment 'A'). The Sun Peaks Mountain Resort

## AGENDA ITEM #5.3.

Municipality (SPMRM) Zoning Bylaw requires all Cannabis Retail sales to undertake a rezoning as “...the use is prohibited in all zones including zones which broadly permit retail uses, retail stores and sales”.

Both the current location at 1160 Sun Peaks Road and the proposed subject property #8-3250 Village Way are designated *Village Core* in the SPMRM OCP. Specific Village Core policies of Council recommend to:

- “direct guest-oriented commercial services to areas designated as *Village Core*, and encourage the development of commercial uses that provide services for residents living at *Sun Peaks*”;
- “encourage commercial uses that support the vitality of the resort-oriented village such as restaurants and cafés, retail commercial, art galleries and studios, hotels and other businesses”; and
- “encourage the development of commercial uses, such as grocery stores and other uses that provide services for residents living at *Sun Peaks*”.

From a planning perspective, Administration is of the opinion the proposed zoning is consistent with these land use policies as it is felt the retail sale of a legal product such as cannabis is equivalent to the sale of alcohol or cigarettes (occurring across the hall from the subject property), or the sale of any other legal product or good.

The SPMRM Business Licence Bylaw currently regulates Cannabis retail sales with specific conditions (Attachment ‘C’). In particular, Sec. 5.3 states Retail Cannabis is not permitted within 250 metres of a school, library, park, sports field, or daycare. Should Council choose to support the site-specific rezoning, Council would have to exempt the proposal from section 5.3 (c) of the bylaw as two parks fall within the 250m buffer zone (Attachment ‘D’).

No Federal, Provincial, or Municipal enforcement action has been taken against the Flight Deck Cannabis Co. in its current location. No technical issues arose during the review process.

Administration supports the site-specific rezoning application and recommends that Council proceed through the Reading, Public Hearing, and Adoption process.

### BACKGROUND:

Address	#8-3250 Village Way
Legal	Strata Lot 8 District Lot 6330 KDYD Strata Plan KAS3347 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V
OCP Designation	Village Core
Current Zoning/Use	CC-1 Commercial Core One/Massage Therapy Office
Proposed Zoning/Use	CC-1 with a site-specific amendment to permit Cannabis Retail/Retail sale of Cannabis products

Surrounding Uses	North: Storage/Common Property; South: Retail/Liquor Store; East: Office/Real Estate office; West: Retail/Grocery store
Parcel Size/Unit size	3749 m <sup>2</sup> /21.6 m <sup>2</sup>

**DISCUSSION:**

Patrick and Sonja Nasilowski (Owners) and Flight Deck Enterprises Inc. (Applicant) have applied for a site-specific rezoning to permit Cannabis Retail at #8-3250 Village Way. Flight Deck Cannabis Co. is currently operating at 1160 Sun Peaks Road and is proposing to relocate their business to the Village Core (Attachment 'A'). A site-specific rezoning is required for the proposed location as the current SPMRM Zoning Bylaw requires all Cannabis Retail sales to undertake a rezoning as "*...the use is prohibited in all zones including zones which broadly permit retail uses, retail stores and sales*". The SPMRM Zoning Bylaw currently has a Cannabis Retail site-specific permitted use in the CL-1 (Commercial Local One) zone that allows the Flight Deck Enterprises Inc. to operate at their current location.

The Owners/Applicant submitted a Letter of Intent detailing their rationale for relocating their business (Attachment 'B'). Specifically, their rationale highlighted the following:

- Smaller proposed location aligns with business model and reduces operating costs;
- No provincial, municipal or federal infractions in the time of operation to date;
- Discreet proposed location, adjacent to other regulated uses;
- New location has low impact on parking/traffic and reduces vehicular reliance to access services;
- Continued community and economic benefits;
- Continued work on mitigation and Cannabis awareness; and
- Suggested rescinding the site-specific zoning at 1160 Sun Peaks Rd. if unit #8-3250 Village Way becomes rezoned.

*Official Community Plan (OCP)*

Both the existing and proposed locations are designated *Village Core* in the SPMRM OCP. Administration is of the opinion the following *Village Core* OCP Council policies support the proposal:

It is the policy of SPMRM Council to:

- 7.3.1 (1) *“direct guest-oriented commercial services to areas designated as Village Core;*
- 7.3.1 (2) *“encourage commercial uses that support the vitality of the resort-oriented village such as restaurants and cafés, retail commercial, art galleries and studios, hotels and other businesses”;* and
- 7.3.1 (4) *“encourage the development of commercial uses, such as grocery stores and other uses that provide services for residents living at Sun Peaks”*

### *Land Use*

From a Land Use perspective, similar to the sale of alcohol or the retail sale of other legal goods and products, the retail sale of Cannabis has minimal impacts. Further, Cannabis retail sale is more heavily regulated than alcohol sales, likely due to the possible social stigma associated with Cannabis and the relative newness of its legalization.

No technical issues arose during the review of the proposal. Administration further notes no municipal enforcement issues exist at the current location at 1160 Sun Peaks Road.

The proponents have suggested rescinding the site-specific zoning (for Cannabis retail sales) at 1160 Sun Peaks Road if #8-3250 Village Way becomes rezoned. This would have to be initiated by the owner as a separate rezoning process.

### *Business Licence Bylaw regulations*

Section 5 of the SPMRM Business Licence Bylaw regulates Cannabis retail sales (Attachment 'C'). In particular, Sec. 5.3 states Retail Cannabis is not permitted within 250 metres of a school, library, park, sports field, or daycare. The subject property for the proposed new location of the Flight Deck Cannabis Co. is located within 250 metres of two parks (Attachment 'D').

Unfortunately, Administration was unable to determine where these Business Licence Bylaw Cannabis regulations originated. What has been determined is they were likely brought into effect around the same time Cannabis Retail sale was restricted in the SPMRM Zoning Bylaw, or around 2018/2019, given provincial legislation existed (and currently exists) whereby local government could impose restrictions in its zoning bylaws regarding the location of Cannabis retail stores or could regulate a business through terms and conditions in its business licence bylaw.

Should Council support the proposal at the subject property, an exemption from Section 5.3 (c) would have to be provided.

### **Attachments:**

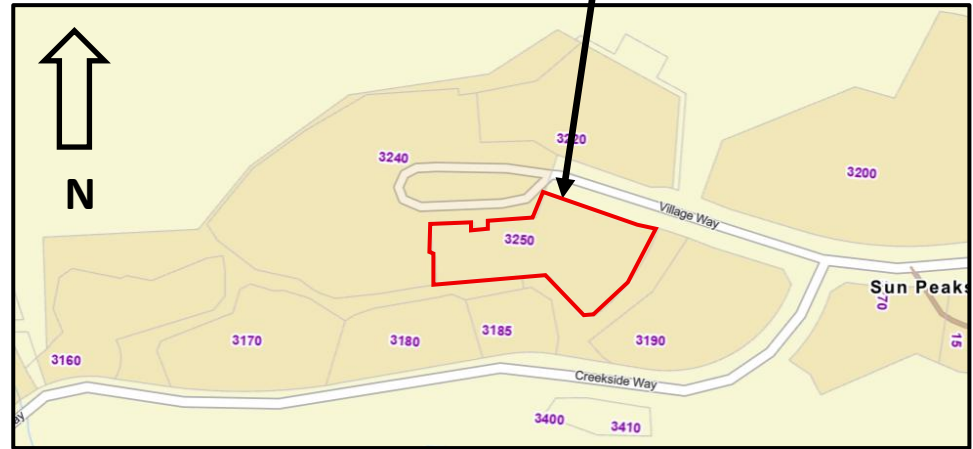
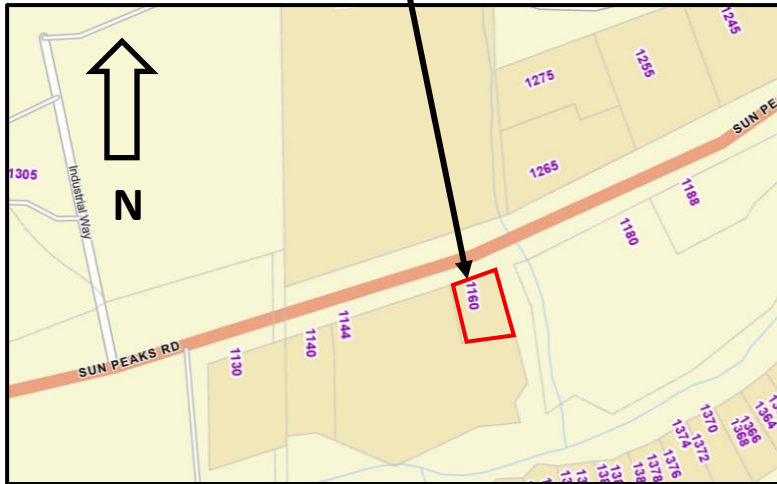
- Attachment 'A' - Subject Property/Relocation Map
- Attachment 'B' - Proponent Letter of Intent
- Attachment 'C' - SPMRM Business Licence Bylaw excerpt
- Attachment 'D' - SPMRM Business Licence Bylaw Buffer Cannabis 250m Area map
- Attachment 'E' - Provincial Resolution
- Attachment "F" – Proponent Submission of Exterior Rendering



**SUBJECT PROPERTY MAP**  
**PROPOSED FLIGHT DECK CANNABIS RELOCATION**  
**FROM: 1160 SUN PEAKS RD**  
**TO: #8 – 3250 VILLAGE WAY**

**CURRENT LOCATION:**  
**1160 SUN PEAKS ROAD**

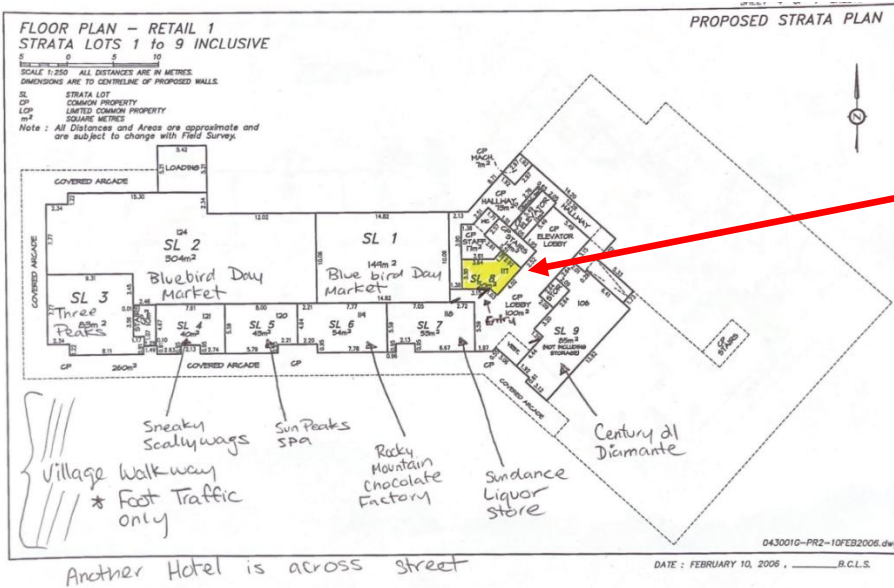
**PROPOSED LOCATION:**  
**#8 – 3250 VILLAGE WAY**



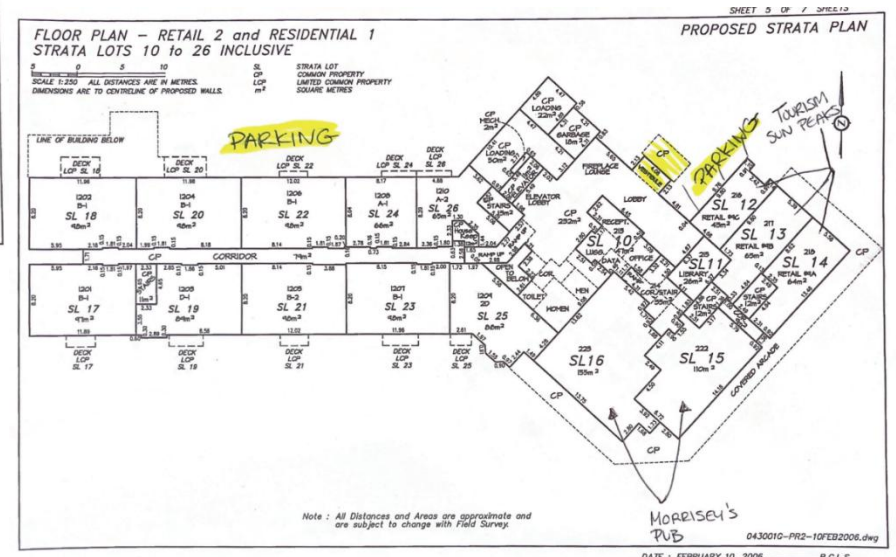
**SUBJECT PROPERTY**



**SUBJECT PROPERTY MAP**  
**PROPOSED FLIGHT DECK CANNABIS RELOCATION**  
**FROM: 1160 SUN PEAKS RD**  
**TO: #8 – 3250 VILLAGE WAY**



**SUBJECT PROPERTY**



**SITE PLAN SUBMITTED BY APPLICANT  
 TO THE PROVINCE**

Dear Mayor and Council,

On behalf of Flight Deck Cannabis Co., we are respectfully writing to request your support for a site-specific rezoning variance to permit our relocation from 1160 Sun Peaks Road to Unit #8 — 3250 Village Way. We would also suggest rescinding the Site Specific Zoning 1160 Sun Peaks Rd. when Unit #8-3250 Village Way becomes rezoned.

Flight Deck Cannabis Co. has operated responsibly in Sun Peaks since November 2020. Our current premises (2,062 sq. ft.) were selected to meet municipal requirements at the time; however, our retail needs have evolved, and a smaller, 200 sq. ft. location will align with our business model and reduce operating costs so we can continue to be a viable, local and trusted Sun Peaks business.

Over five years of operation, we have maintained a perfect record in terms of compliance - zero provincial, municipal or federal infractions have been issued. We will continue to practice the highest standards of regulatory and community responsibility. We are business owners and dedicated community members who are actively volunteering to make Sun Peaks an inclusive place to live and visit.

Key points that support our relocation:

**Public safety, perception and compliance:**

- Flight Deck Cannabis Co. routinely train our staff to enforce stringent ID checks for every sale and use point-of-sale reminders daily to ensure no underage sales. Our regulator regularly sends “secret shoppers” to Sun Peaks, and our store is always one of their stops; not once in 6 years of operations has an employee failed to identify a secret shopper.
- Our employees are trained to maintain a safe and respectful retail environment, which patrons from around the world remark on as appreciated.
- The proposed location for Flight Deck Cannabis Co. is situated in a discreet corner of the Grand Residences. You access the retail space from the main village walk via a sliding glass door, so there is no visual presence of the store from the village walk. We are situated between two other businesses, a liquor store and Morrissey’s Public House, which are also regulated by the same governing body as we are: The Liquor and Cannabis Branch.

**Low impact on parking and traffic:**

- Average daily customer traffic is modest (typically 20–40 customers; 60–80 on the busiest days). Visits to our store are generally under 5 minutes, and our parking lot is never congested, with 4 parking spots available in the front.
- The proposed Unit #8 location is well served by the existing Grand Residence’s short-term parking (30-minute spaces).

## **AGENDA ITEM #5.3.**

### **ATTACHMENT 'B'**

- Sun Peaks has been proactive in making the village walking-, skiing-, and bikingfriendly, helping guests and locals rely less on vehicles. We have heard from our current clients that it would be much more convenient for them to ski, bike or walk into the store rather than making the long trip, via car or a 30-minute walk to our store.

#### **Community benefits and local ownership:**

- Flight Deck Cannabis Co. is owned and operated by two local families and staffed by long-term local employees. We are long-term community members who invest in keeping storefronts tidy, crime-free, and welcoming.

#### **Economic contribution and vitality:**

- Moving Flight Deck Cannabis Co. into the village supports centralized occupancy, contributes to foot traffic for neighbouring businesses, and helps maintain a diverse retail mix that benefits year-round tourism and residents.

#### **Mitigation of neighbourhood concerns:**

- Flight Deck Cannabis Co. will proactively coordinate and work in tandem with municipal staff on signage, hours of operation, security measures, and waste management to address any concerns. Thus, ensuring Flight Deck Cannabis Co. has a minimal impact on nearby properties and public spaces.

#### **Cannabis awareness:**

- The owners and staff have worked tirelessly to champion the benefits that cannabis and the associated products have on society and the people in the village of Sun Peaks. We are working daily to remove any stigmas associated with cannabis and have a large portion of our clients now choosing Cannabis over the negative impacts felt by our clients regarding the consumption of alcohol. Many of our clients admit they previously held a negative opinion towards cannabis, which they indicated had come through a lack of education. Having a welcoming staff, who are compassionate and knowledgeable about their product line, has help alleviate a lot of the previously felt tensions from the unknown. Due to this diligent hard work by our staff and legal stores alike, we feel we have alleviated a lot of the fear and doubt that came with the legalization of Cannabis.

Flight Deck Cannabis Co. is having a positive impact on the day-to-day lives of our local clients and international guests alike. Guests and locals are proud of our store and are thankful for the service we provide, which is so much more than just smoking; topicals, bath bombs, drinks and edibles just to name a few. We, the owners of Flight Deck Cannabis Co, are strongly urging the council and municipality to look at the track record of our business when considering changing the rezoning of Unit 8, and when changing the distance requirements of a cannabis store to a playground for our business license.

**AGENDA ITEM #5.3.**  
**ATTACHMENT 'B'**

The owners of the store, Sonya and Pat Nasilowski and Melissa and Kyle Vike, own multiple businesses in the Sun Peaks. We deeply care about the public and ensuring that they feel safe and heard. We are accountable, professional and open-minded. Any concerns that have ever been raised about Flight Deck Cannabis Co or our other ventures were heard and improvements, where needed, were made.

We are prepared to meet with Council or municipal staff to discuss proposed mitigations or conditions that may be appropriate. Our goal is to continue serving Sun Peaks responsibly while contributing positively to the village core.

Thank you for your consideration. We welcome the opportunity to answer questions or provide additional information.

Best Regards,

Sonya Nasilowski and Kyle Vike,  
Co-Owners of Flight Deck Cannabis Co.

The SPMRM Business Licence Bylaw currently regulates Cannabis outlets in the following manner:

*Sec.5 Cannabis Retail Sales*

- 5.1 The sale of Cannabis for medical purposes is not permitted in any zone except within a pharmacy that is registered as required by the Pharmacy Operations and Drug Scheduling Act.*
- 5.2 All Retail Cannabis businesses will require a business License but excludes the sale of Cannabis for medical purposes.*
- 5.3 Retail Cannabis is not permitted with two hundred and fifty (250) metres of
  - (a) a school;*
  - (b) library;*
  - (c) park;*
  - (d) sports field; or*
  - (e) daycare.**
- 5.4 Operating hours of a Retail Cannabis business must not be later than 9 PM.*
- 5.5 A cannabis retail business must install and maintain a 24-hour security system including but not limited to:
  - (a) Response alarm; and*
  - (b) Security cameras within the retail space.**



# SPMRM BUSINESS LICENCE BYLAW CANNABIS 250 m BUFFER AREA PARK LOCATIONS



OLD SOCCER FIELD

PLAYGROUND

PROPOSED CANNABIS STORE RELOCATION:  
#8 - 3250 VILLAGE WAY

250 METRE BUFFER

**PROVINCIAL RESOLUTION OF SUPPORT**

**Recommendation:**

**That Council authorize the following resolution of support for new Cannabis Retail Sales Job #123286 (8-3250 Village Way) be forwarded to the BC Liquor and Cannabis Regulation Branch:**

**WHEREAS Council has considered that:**

- **the property is located in a zone in which Cannabis Retail Sales is a permitted use and complies with all regulations under the Sun Peaks Mountain Zoning Bylaw**
- **the retail cannabis sales use at 8-3250 Village Way is not expected to have a negative impact on the community**
- **retail cannabis sales is considered a compatible land use**

**AND WHEREAS Council has sought the views of the community by way of:**

- **requiring the applicant to post a sign on the property soliciting public input by way of written comments for a minimum of 10 days;**
- **circulating a notice to all properties within 100 m of the property regarding a public meeting to consider the application and inviting affected persons to provide input to Council, either in writing or in person; and**
- **reviewing and considering all public input—all written correspondence received in conjunction with the application is attached to the Council Agenda and the Council Minutes**

**NOW RESOLVE THAT Council supports proposed Retail Cannabis Sales Licence Application Job #123286 made by Flight Deck Cannabis Co. for 8-3250 Village Way, Sun Peaks.**

**PROVINCIAL RESOLUTION OF NON-SUPPORT**

**Recommendation:**

**That Council authorize the following resolution of non-support for new Cannabis Retail Sales Job #123286 (8-3250 Village Way) be forwarded to the BC Liquor and Cannabis Regulation Branch:**

**WHEREAS Council has considered that:**

- **the property is located in a zone in which Cannabis Retail Sales is not a permitted use**
- **the retail cannabis sales use at 8-3250 Village Way is expected to have a negative impact on the community**
- **retail cannabis sales at 8-3250 Village Way is considered a non-compatible land use**

**AND WHEREAS Council has sought the views of the community by way of:**

- **requiring the applicant to post a sign on the property soliciting public input by way of written comments for a minimum of 10 days;**
- **circulating a notice to all properties within 100 m of the property regarding a public meeting to consider the application and inviting affected persons to provide input to Council, either in writing or in person; and**
- **reviewing and considering all public input—all written correspondence received in conjunction with the application is attached to the Council Agenda and the Council Minutes**

**NOW RESOLVE THAT Council does not support proposed Retail Cannabis Sales Licence Application Job #123286 made by Flight Deck Cannabis Co. for 8-3250 Village Way, Sun Peaks.**

## PROVINCIAL RESOLUTION REQUIREMENT

### What to include in comments and recommendation

Local governments or Indigenous Nations that decide to provide comments and recommendations must do so in writing. This may be a formal resolution after reviewing the application. Make sure that the comments and recommendation are clear and meet [legislative requirements](#).

The comments must include the local government or Indigenous Nation's views on the general impact of the proposed store on the community. This can include an evaluation of public input and potential impacts to nearby residents and businesses.

If the nearby residents' views were gathered, you must include:

- Their views in the comments
  - For example, number of responses received, supportive or opposed, and main areas of concern
- A description of how they were gathered
  - For example, by public hearing, notices mailed, signs posted

The written comments **must** clearly state if the local government or Indigenous Nation recommends:

- The licence be issued or amended **or**
- The licence **not** be issued or amended
  - With reasons for the positive or negative recommendation

In addition to the above, comments and recommendations from the local government or Indigenous Nation may include:

- The proposed establishment's physical address (with unit numbers or letter suffixes)
- Location consideration
  - Including, but not limited to, parking, vicinity to schools or community centers, nearby residents or businesses
- Supporting documents such as
  - A staff report
  - Meeting minutes
  - Copy of residents' views
  - Development permits, if applicable

**A basic rendering of the exterior of future location. Top would be clear glass for our employees to be able to have daylight and see out and bottom would be frosted. \*It is currently all frosted**



## **AGENDA ITEM #5.3.**

Hello SPM Council,

Regarding the rezoning application for 3250 Village Way. While I support having a vibrant commercial community and can appreciate the challenges that exist in a resort - I totally agree with the submission from our Strata Council and the Owners Corporation that the Residence at Sun Peaks Grand building, while seemingly an ideal, tucked away location, is **not a good fit** for a cannabis retail store. I don't believe it would be good for the business and tenants of the Residence at Sun Peaks Grand.

As a current and longterm resident in the same building - I've seen our lobby being used as an ideal meeting location and shortcut to the Village walk... we welcome that and enjoy seeing the activity, but I agree with the concern that increased traffic from a cannabis shop would not mesh too well with our family orientated environment.

Sincerely,  
Marcel Forest  
#1308 3250 Village Way

### Summary Letter / Multiple Benefits

Date: MAY 21/2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

My name is PATRICK LAWÉ and I am a resident of Sun Peaks, BC. I am writing to express my strong and enthusiastic support for Flight Deck Cannabis Co.'s application to relocate to a more central, pedestrian-accessible location within Sun Peaks Village.

I have been a customer of Flight Deck Cannabis Co. for several years and have personally experienced the benefits of a number of their product lines:

- **Topical pain relief creams** (non-THC): Effective for managing everyday aches and muscle soreness from an active mountain lifestyle.
- **CBD bath bombs and wellness products**: A wonderful, non-intoxicating complement to relaxation and self-care after physical activity.
- **CBN sleep products**: Genuinely helpful for improving sleep quality — a natural, regulated option for resort residents and workers with irregular schedules.
- **Regulated THC products**: The peace of mind of knowing exactly what I am consuming, with clear labelling and expert guidance from trained staff.

Beyond the products themselves, I want to emphasize the importance of accessible placement. Sun Peaks is a walkable, connected Village and our businesses should reflect that. A centrally located Flight Deck Cannabis Co. would benefit residents, seasonal staff, and the thousands of guests who visit Sun Peaks each year.

This is a responsible, community-minded local business, and it deserves a location that allows it to fully serve the people of Sun Peaks.

I offer my unconditional support for this application and hope the Village will view it favourably.

Respectfully submitted,

Name: Patrick Lawé

Address: 1358 Sun Peaks BC

Signature: [Handwritten Signature]

Date: MAY 21/2026

# Inflammation / Post-Injury Recovery

Date: \_\_\_\_\_

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing as a regular Sun Peaks visitor to offer my support for Flight Deck Cannabis Co.'s application to relocate to a central location within the Village.

Following a ski injury several years ago, I have dealt with ongoing inflammation and discomfort in my knee. I was introduced to CBD topical creams by the staff at Flight Deck Cannabis Co. and have since used these products regularly as part of my management routine. The staff took the time to explain the differences between products and help me find the right option — the kind of personalized service you simply cannot get online.

These are non-intoxicating, locally available wellness products. Having access to this store conveniently located in the Village core means I can stock up easily without a special trip. I fully endorse this relocation application.

Yours truly,

Name: C. MAULE

Address: WHITECROFT, BC

Signature: [Handwritten Signature]

Date: 26 May 26

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

### Pedestrian Accessibility / Central Location

Date: May 25/26

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

My name is Anne Lanskail and I am a regular visitor to Sun Peaks Resort.

I am writing in support of Flight Deck Cannabis Co.'s proposed relocation to a more central and pedestrian-friendly location within the Village.

Sun Peaks prides itself on being a walkable, connected resort community. Having key retail businesses situated in accessible, high-foot-traffic areas is essential to the vibrancy and convenience of Village life. The current location of Flight Deck Cannabis Co. is not easily reached on foot, which creates barriers — particularly for visitors, seniors, and those without vehicles.

Moving the store to a central, pedestrian-accessible location would bring it in line with the other services and shops our community relies on. It would benefit not only regular customers, but also the overall commercial energy of the Village.

I strongly support this application.

Sincerely,

Name: Anne Lanskail  
Address: 17-2120 Sun Peaks Rd Sun Peaks BC  
Signature: Anne Lanskail  
Date: May 25/26

# Peace of Mind / Controlled THC Products

Date: May 21/26

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

My name is Sara Grant and I reside in Sun Peaks.

I am writing in support of Flight Deck Cannabis Co.'s application to relocate within the Village.

One of the things I appreciate most about shopping at Flight Deck Cannabis Co. is the confidence I have in the products they carry. For those of us who choose to use cannabis products that contain THC, there is enormous peace of mind in purchasing from a licensed, regulated retailer. Every product clearly states the exact THC content — something that is simply not possible when sourcing products through unregulated channels. This transparency allows me to make informed decisions about what I consume and in what quantity.

A regulated, community-based retailer like Flight Deck Cannabis Co. is genuinely good for public health and safety in our Village. I fully support their move to a more central, accessible location.

Sincerely,

Name: Sara Grant

Address: 2463 Fairways Drive

Signature: [Handwritten Signature]

Date: May 21/26

Full Support /

Date: May 21 2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing as a Sun Peaks community member to express my support for Flight Deck Cannabis Co.'s application to relocate to a more prominent location in the Village.

Flight Deck Cannabis Co. is a local, independently owned business that contributes to the commercial fabric of our community. Supporting local businesses — especially those that operate responsibly and in compliance with all provincial regulations — is something I believe strongly in. This business employs people in our community, contributes to local tax revenue, and provides a service that residents and visitors actively seek.

Relocating to a more central location would allow them to better serve the community and increase their viability as a small business in a resort environment where foot traffic is key to survival.

I offer my wholehearted support.

Yours sincerely,

Name: Annika Stewart

Address: 1363 Burfield Drive

Signature: Annika Stewart

Date: May 21 2026

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

Date: May 20<sup>th</sup> 2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing to express my support for the application by Flight Deck Cannabis Co. to relocate to a more central location within Sun Peaks Village.

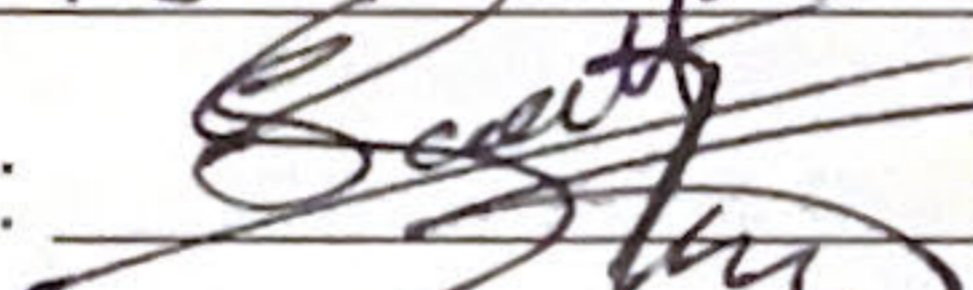
Flight Deck Cannabis Co. is a valued local business offering a range of wellness and cannabis products — including non-THC topicals, CBD and CBN wellness items, and regulated cannabis products with clearly stated content. Their team is knowledgeable and responsible, and they serve an important role in our community.

A more central, pedestrian-accessible location would benefit residents, resort staff, and visitors, and would strengthen the Village's appeal as a complete, walkable destination.

I fully support this relocation.

Name: Scott Stacey

Address: 7377 Cahilly Court, Haffley Creek, BC

Signature: 

Date: May 20 2026

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

# CBN / Sleep & Recovery Benefits

Date: May 20/26

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am a resident of Sun Peaks and I am writing to voice my enthusiastic support for the relocation of Flight Deck Cannabis Co. to a more central location in the Village.

I was introduced to CBN products by the knowledgeable team at Flight Deck Cannabis Co. CBN (cannabinol) is a non-intoxicating cannabinoid that has been associated with improved sleep and relaxation — something that many of us who work physically demanding jobs or enjoy high-activity lifestyles genuinely benefit from. Since incorporating CBN products into my nightly routine, I have noticed a marked improvement in my sleep quality and overall recovery.


These are legitimate wellness products, and having a trusted, regulated retailer conveniently located in our Village core means our community has proper access to them with guidance from trained staff.

I offer my full support for this application.

Yours truly,

Name: Anna Garner

Address: 5050 Valley Drive

Signature: 

Date: May 20/26

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

# Peace of Mind / Controlled THC Products

Date: May 20/26

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

My name is Justine Scapbar & Scott Whittaker and I reside in Sun Peaks.

I am writing in support of Flight Deck Cannabis Co.'s application to relocate within the Village.

One of the things I appreciate most about shopping at Flight Deck Cannabis Co. is the confidence I have in the products they carry. For those of us who choose to use cannabis products that contain THC, there is enormous peace of mind in purchasing from a licensed, regulated retailer. Every product clearly states the exact THC content — something that is simply not possible when sourcing products through unregulated channels. This transparency allows me to make informed decisions about what I consume and in what quantity.

A regulated, community-based retailer like Flight Deck Cannabis Co. is genuinely good for public health and safety in our Village. I fully support their move to a more central, accessible location.

Sincerely,

Name: Justine Scapbar & Scott Whittaker

Address: 3190 Creekside Way

Signature: [Handwritten Signature]

Date: May 20/26

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### Pedestrian Accessibility / Central Location

Date: MAY 20/26

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

My name is JOE TIMMS and I have been a Sun Peaks resident for 11 years.

I am writing in support of Flight Deck Cannabis Co.'s proposed relocation to a more central and pedestrian-friendly location within the Village.

Sun Peaks prides itself on being a walkable, connected resort community. Having key retail businesses situated in accessible, high-foot-traffic areas is essential to the vibrancy and convenience of Village life. The current location of Flight Deck Cannabis Co. is not easily reached on foot, which creates barriers — particularly for visitors, seniors, and those without vehicles.

Moving the store to a central, pedestrian-accessible location would bring it in line with the other services and shops our community relies on. It would benefit not only regular customers, but also the overall commercial energy of the Village.

I strongly support this application.

Sincerely,

Name: JOE TIMMS

Address: 6-1311 BUCKFIELD DR

Signature: [Handwritten Signature]

Date: MAY 20/26

### Support for Village Commercial Vibrancy

Date: 20/5/26

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing to express my support for Flight Deck Cannabis Co.'s application to relocate to a more central location in the Village.

A thriving village core depends on a diverse mix of accessible retail options. Flight Deck Cannabis Co. offers products — from wellness topicals and bath products to regulated cannabis — that serve a genuine community need. Their presence in a central, foot-traffic location would contribute positively to the commercial vitality of our Village and complement the surrounding businesses.

I have always found their team to be professional, responsible, and community-minded. They deserve a location that gives them the opportunity to fully serve both residents and the many guests who visit Sun Peaks each year.

I support this application.

Regards,

Name: Graham Hastings

Business / Employer: McSporties

Signature: G. Hastings

Date: 20/5/26

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### CBD / Anxiety & Stress Relief

Date: 21 May 2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am a Sun Peaks resident and I am writing in support of Flight Deck Cannabis Co.'s proposed relocation to a more central, accessible location in the Village.

I have personally benefited from CBD products available at Flight Deck Cannabis Co. as a tool for managing everyday stress and anxiety. CBD is non-intoxicating and widely regarded for its calming properties. Having access to a knowledgeable local retailer who can help guide product selection — rather than navigating the overwhelming online marketplace — has been invaluable to me.

I believe having this business located in the heart of our Village, staffed by people who genuinely understand their product range, is a real asset to community wellness.

Please support this relocation application.

Sincerely,

Name: Josh Livings

Address: 1140 Sun Peaks RD

Signature: [Handwritten Signature]

Date: ~~21~~ 21 May 2026

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### Bath Bombs / Wellness Products

Date: May 20 2024

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing as a Sun Peaks resident to express my strong support for the proposed relocation of Flight Deck Cannabis Co. to a more central location in the Village.

I have been a regular customer of Flight Deck Cannabis Co. primarily for their wellness and self-care product range — in particular, their CBD-infused bath bombs. After long days on the slopes or the trails, these products have become an important part of my recovery and relaxation routine. They are non-psychoactive and entirely wellness-focused.

A centrally located, pedestrian-accessible shop would be a wonderful addition to the heart of our Village, making it easier for residents and visitors alike to access quality wellness products conveniently.

I offer my full support for this application.

Yours sincerely,

Name: Paul Ferguson

Address: 1394 Barfield dr

Signature: Paul

Date: May 20 2024

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# Pain Relief Cream / Topicals

Date: May 20

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

My name is Barrie VN and I am a resident of Sun Peaks.

I am writing in full support of Flight Deck Cannabis Co.'s application to relocate to a more central location within the Village of Sun Peaks.

As someone who lives an active lifestyle in the mountains, sore muscles and joint discomfort are a regular reality. I have been a loyal customer of Flight Deck Cannabis Co. and have found their topical pain relief creams to be an incredibly effective and natural option for managing everyday aches. These are non-THC products — no intoxication, no prescription required — simply a wellness tool that has made a real difference to my quality of life here at Sun Peaks.

Having the store in a more accessible, pedestrian-friendly location would make it far easier for residents like me to access these products as part of our regular routines.

I strongly encourage the Village to support this application.

Sincerely,

Name: Barrie VN

Address: 2401 Fairways

Signature: B. VN

Date: May 20



### Visitor / Tourist Experience

Date: 01/06/26

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

My name is Charlie Gault and I am a ~~regular visitor~~ Local to Sun Peaks, travelling from NZ.

I am writing to support the application by Flight Deck Cannabis Co. to relocate to a more central location in the Village.

As a visitor, ease of access to local shops and services significantly shapes the overall experience of a destination. I have visited Flight Deck Cannabis Co. during previous trips to Sun Peaks and found the staff to be knowledgeable, professional, and welcoming. Their product range — including topicals, wellness items, and regulated cannabis products — is something I look for when visiting.

Having the store situated in a central, walkable location would make it much more accessible during ski visits and summer trips when I am primarily exploring the Village on foot.

I fully support this relocation application.

Kind regards,

Name: Charlie

City/Town of Residence: Sun Peaks

Signature: [Handwritten Signature]

Date: 01/06/2026

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

# Pain Relief / Alternative to Pharmaceuticals

Date: 1 June 2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing to support Flight Deck Cannabis Co.'s application to relocate to a more central location in the Village.

I began using topical pain relief products from Flight Deck Cannabis Co. as an alternative to over-the-counter anti-inflammatories and pain medications. These cannabis-based topicals are applied to the skin and do not produce any psychoactive effects — yet they have been genuinely effective in managing the chronic muscle and joint pain I deal with from years of active living. I value having a local, regulated retailer I can turn to for these products and the guidance that comes with them.

Making this store more accessible by moving it to the Village centre is something I strongly support and encourage the Village to approve.

Yours sincerely,

Name: Gabrielle Fox

Address: 1326 Burfield dr

Signature: 

Date: 1 June 2026

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I suffer from chronic migraines and this is a great alternative to pharmaceuticals.

# Pain Relief / Alternative to Pharmaceuticals

Date: May 30 / 2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing to support Flight Deck Cannabis Co.'s application to relocate to a more central location in the Village.

I began using topical pain relief products from Flight Deck Cannabis Co. as an alternative to over-the-counter anti-inflammatories and pain medications. These cannabis-based topicals are applied to the skin and do not produce any psychoactive effects — yet they have been genuinely effective in managing the chronic muscle and joint pain I deal with from years of active living. I value having a local, regulated retailer I can turn to for these products and the guidance that comes with them.

Making this store more accessible by moving it to the Village centre is something I strongly support and encourage the Village to approve.

Yours sincerely,

Name: Diane Larsen

Address: #23 - 1260 Alpine Rd Sun Peaks Rd

Signature: [Handwritten Signature] V01E SNO

Date: May 30 / 2026



**Subject:** Cannabis shop proposal

Good evening Mayor O'Toole

My name is Devin Hacquard and I am writing on behalf of myself and my wife. We have been owners in the Residences for a few years now and my wife's parents have been owners since the residences first opened. I would like to express our concerns about the proposed cannabis shop in the lower lobby area of the residences. We believe that the increased foot traffic in that area is very concerning as we all store our ski gear in the lockers there and increased foot traffic offers more opportunity for theft. Also, the sun peaks grand is advertised as a luxury family ski resort. Putting a weed shop in the lower lobby doesn't exactly go with the branding of the Sun Peaks Grand. For These reasons we are strongly opposed to having the cannabis shop in this space. Thank for taking the time to listen to our concerns on the matter.

Kind Regards,  
Devin Hacquard

## Support for Village Commercial Vibrancy

**Date:** June 4 2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing to express my support for Flight Deck Cannabis Co.'s application to relocate to a more central location in the Village.

A thriving village core depends on a diverse mix of accessible retail options. Flight Deck Cannabis Co. offers products — from wellness topicals and bath products to regulated cannabis — that serve a genuine community need. Their presence in a central, foot traffic location would contribute positively to the commercial vitality of our Village and complement the surrounding businesses.

I have always found their team to be professional, responsible, and community-minded. They deserve a location that gives them the opportunity to fully serve both residents and the many guests who visit Sun Peaks each year.

I support this application.

Regards,

Name: Amie Easton

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Business / Employer: JuggerBean Tattoo Parlour

Signature: Amie Easton & Jared Easton

Date: June 4 2026

## ***AGENDA ITEM #5.3.***

Hello,

I am a frequent visitor to Sunpeaks and I think Flight Deck Cannabis relocating into a more pedestrian friendly location in the village would benefit people a lot. I personally benefit from using CBD for sore muscles after skiing! They are such a cm great company and care about this community so much!!

Sincerely,  
Jennifer Barnes

Nicholas Bourassa  
1307D, 3250 Village Way  
[REDACTED]  
nicholasbourassa@outlook.com  
June 4<sup>th</sup>, 2026

To the Mayor and Members of Council,  
Sun Peaks  
106-3270 Village Way,  
Sun Peaks, BC  
V0E 5N0

**Re: Strong Opposition to Proposed Cannabis Rezoning Application No. RZ2026-002,  
#8-3250 Village Way, Sun Peaks, BC**

Dear Mayor O'Toole and Members of Council,

I am writing to formally register my strong opposition to the proposed cannabis retail outlet at the location mentioned above. As a resident living near this site, I have serious concerns regarding its negative impacts on our immediate neighbourhood.

My primary objection stems from the location's close proximity to family-oriented spaces. This site sits near the playground, where children and youth gather daily. Introducing a cannabis storefront to this high-traffic area for minor's compromises efforts to limit their exposure to recreational cannabis marketing and normalizing its use.

Moreover, introducing a cannabis retailer directly into the village risks encouraging public smoking in the main village, thereby compromising the smoke-free environment our community values.

Our community is already well-served by an existing dispensary in a more suitable location. Adding another retailer to this specific residential and family-friendly zone is unnecessary and detrimental to the character of our community.

I urge the Council to protect the safety, well-being, and peaceful enjoyment of our neighbourhood by denying this license application. Thank you for your time, consideration, and dedication to our community.

Sincerely,



Nicholas Bourassa

## **AGENDA ITEM #5.3.**

Dear Sun Peaks municipality:

My wife and I were reading in the SPIN about the Flight Deck Cannabis store application to relocate to the village, and we are strongly in support of that. Hence we thought, and we should write to you and share our thoughts.

We have been happy winter residents in Sun Peaks for many years now, and take advantage of some of the pain relief products offered by the Flight Deck store. It would be much more convenient for us to be able to walk to the store, instead of having to drive, and more environmentally responsible.

As well, I think it would really enhance the village experience for visitors and residence alike. Many visitors, as you know, shuttle up to the Resort and have no access to a car.

We hope you will see your way clear to approve the application.

Thank you.

Sincerely,

David Christianson and Vera Steinberger  
21-5025 Valley Drive, Sun Peaks



To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing as a Sun Peaks community member to express my support for Flight Deck Cannabis Co.'s application to relocate to a more prominent location in the Village.

Flight Deck Cannabis Co. is a local, independently owned business that contributes to the commercial fabric of our community. Supporting local businesses — especially those that operate responsibly and in compliance with all provincial regulations — is something I believe strongly in. This business employs people in our community, contributes to local tax revenue, and provides a service that residents and visitors actively seek.

Relocating to a more central location would allow them to better serve the community and increase their viability as a small business in a resort environment where foot traffic is key to survival.

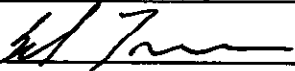
I offer my wholehearted support.

Yours sincerely,

Name:

EDWARD TRÉVISI

Address: #4-4000 SUNDANCE DR. "FOREST TRAILS"

Signature: 

Date:

JUNE 5, 2026

To Whom It May Concern,

Village of Sun Peaks / Sun Peaks Resort Municipality

I am a full-time resident of Sun Peaks and am writing to express my support for Flight Deck Cannabis Co.'s application to relocate to a more central location within the Village.

As a resident, I appreciate having access to local businesses that contribute to the health, wellness, and quality of life of our community. Flight Deck Cannabis Co. offers a variety of wellness products that many residents and visitors enjoy, including CBD bath bombs and other self-care products that support relaxation and recovery after skiing, biking, hiking, and other mountain activities.

These products are an important part of many people's wellness routines and offer a non-intoxicating option for rest, recovery, and self-care. Having the store in a more central, accessible location would make it easier for both residents and visitors to discover and purchase these products, enhancing the overall Village experience.

Flight Deck Cannabis Co. has been a positive addition to our community, and I believe relocating to a central Village location would benefit both residents and tourists while supporting a thriving and diverse business community.

I fully support this proposed relocation.

Kind regards,

Afifa Eidher  
2439 Fairways Drive  
Sun Peaks, BC  
V0E 5N0

## ***AGENDA ITEM #5.3.***

My name is Robin Kierstead a 10 year, full time resident of Sun Peaks.

I am writing in to express my strong support of the proposed relocation of Flight Deck Cannabis Co. to a more central Village location.

From a public health perspective, having a regulated cannabis retailer conveniently located in our community is a significant benefit. Legal, licensed retailers like Flight Deck Cannabis Co. provide clearly labelled products with verified cannabinoid content, age verification at point of sale, and trained staff who can guide customers toward appropriate products. This is fundamentally a harm reduction measure — it provides a responsible, accountable alternative to unregulated sources.

A central location improves access to safe, legal products for our community and reinforces the message that regulated retail is the right choice.

I wonder if the Sundance Liquor, another adult legal substance retailer, had to fight as hard to do business in their current location?

I support this application without reservation.

Thank you for your consideration.

- Robin

1383 Burfield Dr

May 21, 2026

To the Mayor and Council of Sun Peaks,

We are writing in support of the proposed relocation of Flight Deck from its current location on 1160 Sun Peaks Road into a more central village location next to the liquor store.

As long-time residents and active members of this community, we believe this move would be a positive addition to the village core and would better serve many local residents and visitors alike.

We are both in our 60s and, like many people who have spent years enjoying the active lifestyle that comes with living on a ski hill, we regularly use CBD products to help manage everyday aches and pains. We also occasionally use edible gummies and drinkable cannabis products to help with sleep. For us, these products are simply part of a healthy and responsible wellness routine, no different than many other legal products adults choose to use.

We appreciate that Flight Deck has operated responsibly and professionally, and we do not believe the proposed location would negatively impact the image or atmosphere of the village. In fact, placing the store alongside other regulated adult retail businesses, such as the liquor store, seems both logical and appropriate.

Cannabis is now a legal and normalized product in Canada, and many adults — including seniors like ourselves — use it responsibly for wellness and quality of life. Having convenient access within the village would make these products more accessible, particularly during winter conditions when travelling to the current edge-of-town location can be less convenient.

We hope Council will support this application and allow Flight Deck to relocate into the village core.

Thank you for your consideration.

Sincerely,

Kelly Brown and Linda Strachan

72-5015 Valley Drive  
Sun Peaks, BC V0E5N0

Dear Members of the SPM Council,

We are writing to formally express our opposition to the proposed rezoning for a cannabis dispensary to be located within the lobby of Sun Peaks Grand at 3240 Village Way. (Ref: RZ-2026-002 - #8-3250 Village Way) As a resident of this community, we believe this proposal is entirely inappropriate for this location and poses significant concerns for the neighbourhood.

Our building is a residential property that prides itself on a family-focused environment with an upscale brand. The introduction of a retail cannabis dispensary into our primary lobby area is fundamentally incompatible with the character, brand, and safety standards of our home.

Our concerns include, but are not limited to, the following:

1. **Incompatibility with Community Character:** Our building houses many families with young children. A retail operation of this nature does not align with the quiet, residential, and family-oriented atmosphere the municipality has worked to preserve. This application is inconsistent with the established use and the upscale, family-centric brand that this community has collectively built over many years.
2. **Safety and Security Risks:** Placing a high-traffic retail business within a residential lobby introduces unnecessary security risks and conflicts with the intended use of a residential entry. The increased foot traffic and the inherent security requirements of a cannabis retailer create significant anxieties regarding the safety and exclusivity of our shared living spaces.
3. **Regulatory Precedent:** The municipality has consistently prioritized the protection of residential character—most notably through strict regulations on short-term rentals and occupancy limits. We urge the Council to apply that same standard here. A residential lobby is not a commercial zone, and its primary purpose should remain the safe transition of residents.
4. **Quality of Life and Congestion:** The proposed location would inevitably lead to increased noise, congestion, and public loitering in what is currently a private, secure, and serene environment. This is a profound departure from the standards residents expect when living in this property.
5. **Lack of Necessity and Site Suitability:** Cannabis retail is a non-essential service for this specific residential address. There are ample, more suitable commercial zones throughout Sun Peaks that are better equipped to handle the logistics and foot traffic of a dispensary without infringing upon the sanctity of a private residence.

## ***AGENDA ITEM #5.3.***

We want to emphasize that our opposition is not a blanket stance against local business growth. We are strong supporters of a thriving local economy and businesses that contribute positively to the resort's character. However, this specific application is simply not the right fit for this location.

We respectfully request that the Council deny this application to ensure that our residential environment remains safe, appropriate, and aligned with the values of our community.

We look forward to hearing your response and learning how you intend to address these significant concerns.

Sincerely,

Patrick Taylor & Jason Keller

Unit 1407C, Sun Peaks Grand Residences

## **AGENDA ITEM #5.3.**

**From:** Jennifer Witzaney <[jenigraham78@hotmail.com](mailto:jenigraham78@hotmail.com)>  
**Sent:** Wednesday, May 20, 2026 5:38:41 PM  
**To:** Deanna Campbell <[dcampbell@sunpeaks municipality.ca](mailto:dcampbell@sunpeaks municipality.ca)>  
**Subject:** Notice of Support for Flight Deck's Relocation

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality,

I am a parent and Sun Peaks resident, and I am writing to support Flight Deck Cannabis Co.'s application to relocate within the Village.

One of the things I value most about having a licensed, well-run cannabis retailer in our community is the effect it has had on the illicit market. Since Flight Deck Cannabis Co. has been operating in Sun Peaks, the presence and prominence of unlicensed, informal cannabis sources in and around the resort has noticeably decreased. When residents and visitors have a trusted, legal option readily available, there is far less incentive to seek out or tolerate illegal dealers.

As a parent raising children in this community, that shift matters to me enormously. Illicit dealers operate with no regard for age, safety, or dosage — they are a genuine risk to young people. The displacement of that market by a responsible, regulated retailer is one of the best outcomes our community could ask for, and it is something I credit in large part to the presence of Flight Deck Cannabis Co.

Moving this business to an even more accessible, prominent location will only strengthen that positive effect. I fully support this application.

Respectfully,

Jennifer Witzaney  
1339 Burfield Drive, Sun Peaks  
Date: May 20, 2026

*Jennifer Witzaney*  
*VP SPFC Board of Directors / Snowboard Coordinator*

To Council or Committee

As a long time 3 quarters owner of a unit in the Residences, at this address considered for rezoning, I am 100% opposed to this petition for rezoning. The negative effect that this change would bring to the culture and traffic flow at our residence is disturbing. The adverse effect on safety, the family oriented aspect of the village and at this property, not to mention the obvious decline on property value should not be underestimated by Council's decision.

A rezoning of this nature, in the village and especially at this address, would cause us to sell our condo forthwith.

There is NOTHING positive for the Sun Peaks Village community that could come from a rezoning for a business of this nature.

Tim Hummel

**Subject:** Oppose rezoning for cannabis store near The Residence

Hello,

We would like to add our voice to opposing the rezoning application to permit a Cannabis Retail Store to operate adjacent to the Residence at Sun Peaks. We are owners who have valued the quality of surrounding businesses in the village area and feel a cannabis store is at odds to the health and wellness vibe that exists in the village near to owner residences filled with young families. There is a cannabis store near the burfield lift area and that should be enough to meet the needs of people that don't get their natural highs from the crisp clean air and exhilarating mountain scenes Sun Peaks has to offer.

Regards,

Vern and Barb Barwich

**Subject:** Rezoning Application for Cannabis Store in Sun Peaks

This letter is regarding a site-specific rezoning application that is being presented for permitting a Cannabis Retail Store to operate in the commercial unit adjacent to our residence and property. We have a vested interest in this permit as we own all four quarters of our unit. Please consider this email to represent four units. Quite plainly we already have a liquor store in close proximity and this “recreational” drug vendor would add to the potential for behavior that is unpleasant and potentially costly to residents, guests and their families. Additionally, skiers/boarders who partake in cannabis are impaired and create an increased risk for others on the ski slopes. Yes, they can bring their own but at least it is not available immediately and in such close proximity. Keep us all a bit safer out on those slopes.

We are all in favor of retail outlets. We enjoy and partake in the many restaurants and lounges and always manage to leave behind considerable money at the stores, salons and other services available at Sun Peaks.

We urge you to deny this rezoning application and move forward with another business that is more appropriate to this beautiful ski village that we love.

Evelyn Larsen  
Don Larsen  
1309ABCD

## **AGENDA ITEM #5.3.**

Dear Mayor and Council,

I am an owner at the Residences at Sun Peaks and I am writing to express my opposition to the proposed rezoning application to permit a cannabis retail store within the Residences at Sun Peaks.

My concern is not with the specific business being proposed, but with the location. The Residences at Sun Peaks is a hotel and residential property designed to provide a family-oriented hospitality experience. Owners and guests regularly pass through the building's common areas to access their rooms and ski storage. Introducing a retail operation into this environment is not compatible with the intended use and character of the property.

The proposed rezoning would alter the nature of the building and detract from the experience that residents and visitors expect when staying at a resort-focused property.

For these reasons, I respectfully request that Council deny the rezoning application and preserve the existing hospitality and residential character of the Residences at Sun Peaks.

Thank you for your consideration.

Boris Savovic

Owner, Residences at Sun Peaks

## **AGENDA ITEM #5.3.**

**Subject:** Subject: Opposition to Rezoning Application for Cannabis Retail, No. RZ-2026-002, #8-3250 Village Way

Dear Council Members,

We are writing to formally express our strong opposition to the proposed rezoning of the property at #8 -3250 Village Way

As a resident and property owner of The Residences, we believe this zoning amendment is incompatible with the character and security within our residential building. We request the council deny the rezoning request for several reasons:

- **Retail traffic inside the lobby of the building is not compatible with the residential nature of the building.**
- **Retail traffic would create security issues by giving the general public access to the entire building; most specifically the residential areas on floors 2, 3 & 4.**
- **Being in close proximity to the liquor store - the addition of a cannabis store would most likely create a party zone within this area of the village.**
- **The close proximity to schools, playgrounds, and family friendly areas of the village is of great concern.**

We respectfully ask that this rezoning request be denied. Thank you for your consideration.

Sincerely,

*Tim & Barb Seaton, #1409 - The Residences*

**Subject:** Opposition to Flight Deck Cannabis Relocation

To: Mayor & Council, Sun Peaks Mountain Resort Municipality

From: Jess Rothenburger, Chair, Sun Peaks Residences Strata Council and Owners Corporation

Re: Opposition to the Proposed Flight Deck Cannabis Store Relocation From: 1160 Sun Peaks Road To: #8 – 3250 Village Way

Dear Mayor and Council,

I am writing to you regarding the Flight Deck Cannabis Co's application for rezoning to relocate to Unit #8 in the Grand Residences. The view of both the Strata Council and Ownership Corporation is that this would not be a good fit for the Grand Residences and we are strongly opposed

We are very concerned about increased traffic near Unit #8, which is located beside the ski locker and a primary entrance frequently used by guests and residents. Unlike most commercial spaces in Sun Peaks that are located along the main street, Unit #8 is situated within the residential building itself. As a result, visitors may reasonably perceive the business as being part of the residences rather than a separate retail storefront.

We are also concerned that a cannabis retail storefront in this location may not align with the positioning of the Grand Residences as a luxury, family-oriented property and could affect the perception of the building for guests and short-term rental visitors. Having children walk past a Cannabis shop every time they get their skis is unacceptable.

We believe that commercial uses that support outdoor lifestyles, family recreation, wellness, and hospitality are more consistent with the character of the building and its primary residential use. The family-oriented nature of the building is bolstered by the close location of the Plaza Park; the location of a Cannabis store is not congruent with this or with the Business Licensing and Regulation Bylaw No. 0203.

While we support local businesses and we wish the Flight Deck Cannabis Co every success in finding a suitable location, we trust you will not consider its relocation to Unit #8 within our building at 3250 Village Way.

Sincerely,

Jess Rothenburger

A black rectangular redaction box covering the signature of Jess Rothenburger.

**Subject:** Opposition to Rezoning Application for Proposed Cannabis Retail Store

June 4, 2026

Mayor

and

Council

Sun Peaks Mountain Resort Municipality

Re: Opposition to Rezoning Application for Proposed Cannabis Retail Store

Dear Mayor and Council,

I am writing as an owner at Sun Peaks Grand Residences to express my strong opposition to the proposed rezoning application that would permit a cannabis retail store to operate in the commercial unit adjacent to the residential strata and ski storage area. As a mother of 2 young boys, this is the opposite of what I would like my boys to be exposed to. **We chose to purchase in Sunpeaks vs Whistler because of the atmosphere and family friendly vibe that Sunpeaks offers.**

Sun Peaks has built its reputation as a premier family-oriented mountain resort destination centered on recreation, wellness, outdoor activities, and hospitality. Many owners, residents, and visitors choose to invest in and visit Sun Peaks because of this unique character. In my view, a cannabis retail store in this specific location is inconsistent with the atmosphere and image that have contributed to the success of our community and resort.

I am particularly concerned about the proposed location of the store. The unit is directly adjacent to residential facilities and is situated near areas regularly used by families and children, including the playground across the street. While cannabis sales are legal, locating a retail outlet in such close proximity to family-oriented amenities and residential spaces is, in my opinion, inappropriate and unnecessary.

I am also concerned about the potential impacts on the owners and guests of the adjoining residential property. Increased visitor traffic, congestion, and activity associated with a cannabis retail business may affect the enjoyment, privacy, and security expectations of residents and guests who use the lobby, common areas, and ski storage facilities nearby.

As a property owner, I believe land-use decisions should support and strengthen the long-term vision of Sun Peaks as a high-quality resort community. Approving this rezoning application could set a precedent that is inconsistent with that vision and with the expectations of many owners who have invested in the community.

I respectfully ask Council to deny the rezoning application and preserve the character of this area as a family-focused residential and hospitality environment.

Thank you for considering my comments and for your service to our community.

Sincerely,

Florence

Tan

Owner, Sun Peaks Grand Residences

# **AGENDA ITEM #5.3.**

**Subject:** Opposition to the Rezoning Application for a Cannabis Retail Store Adjacent to Sun Peaks Residences

Dear Members of Sun Peaks Municipal Council:

We are writing as the owner of Unit 1303D at Sun Peaks Residences to express our strong opposition to the proposed site-specific rezoning application that would permit a cannabis retail store to operate in the commercial unit adjacent to our ski storage area.

As a property owner, we chose to invest in Sun Peaks Residences because of its reputation as a family-oriented, recreational, and wellness-focused community. The proposed cannabis retail store is inconsistent with the character and values that attract families, visitors, and property owners to this unique mountain destination.

Our concerns include the following:

**1. Impact on the Family-Friendly Environment**

Sun Peaks is widely recognized as a premier family resort destination. A cannabis retail store located immediately adjacent to residential units sends a message that does not align with the family-centered atmosphere that many owners and visitors expect and value.

**2. Proximity to Children's Facilities**

The proposed location is situated directly across from a playground frequently used by children and families. While cannabis sales may be legal, placing a retail outlet in such close proximity to a children's recreational area raises legitimate concerns regarding appropriateness and community standards.

**3. Impact on the Guest Experience and Property Values**

Sun Peaks Residences serves both owners and visitors seeking a high-quality mountain resort experience focused on outdoor recreation, health, and wellness. The introduction of a cannabis retail store in this location may negatively affect the perception of the property and could potentially impact future property values and the marketability of residential units.

**4. Increased Traffic and Activity**

The proposed business may generate additional pedestrian traffic and activity around the residential lobby and common areas. This could negatively affect the quiet enjoyment, privacy, and sense of security currently experienced by owners, guests, and residents.

I fully support local businesses and appreciate the importance of maintaining a vibrant commercial community within Sun Peaks. However, I believe that this particular use is inappropriate for this location and that alternative commercial uses would be far more compatible with the surrounding residential and family-oriented environment.

I respectfully request that Council carefully consider the concerns of property owners and residents and reject this rezoning application.

Thank you for your time and consideration of our comments.

Sincerely,

Carl & Delia Lowapongpan  
Owner, Unit 1303D  
Sun Peaks Residences

June 3, 2026

Sun Peaks Mountain Resort Municipality  
106 – 3270 Village Way  
Sun Peaks, B.C.

**RE: Proposed Cannabis Shop – The Residences SL 8  
Rezoning Application No. RZ-2026-002, #8-3250 Village Way**

Dear Sir / Madame

I am one of the owners of commercial unit SL 13 in the Residences.

It has been brought to my attention that SPMRM is considering the approval of rezoning application for a cannabis store in the commercial unit (SL 8) located in the lower lobby of the Residences.

I strongly object to this application for the following reasons:

- 1) The existing municipal bylaw does not allow a cannabis operation with 250 m of a park area. The playground located at the Sun Peaks Centre is within this distance. Based on this bylaw I seriously question why this application was allowed to be brought forward by staff for consideration by council.
- 2) The Residences is a short-term rental property that caters to families. It is totally inappropriate to have a cannabis retail outlet in such a property especially one whose access to the business is within the building.

I would sincerely hope that council does not proceed with approval of this application.

Yours Sincerely



Lisa Nixon  
Co – Owner SL 13 The Residences.

**Subject:** Reject Cannabis store in the heart of Sun Peaks

Hi Len and Kelly

I am writing in opposition of cannabis in the heart of Sun Peaks village.

The resort is known as a family friendly resort which gives it an advantage over Whistler. Health, wellness and safety to walk without police presence is such a positive experience for visitors. I won't take my family to Whistler over night. Police walk in pairs , how can I allow my teenagers to walk the village without concern. There was two stabbings at Whistler the long weekend we stayed and did not return for overnight stays since.

We love Sun peaks and feel safe here.

I would encourage a proper grocery and gas station which would be more beneficial to residents and visitors. An additional shopping strip with a play place for younger children, bowling and movies, pottery painting for those who don't ski. So many more positive opportunities versus drugs and alcohol.

Your decision will shape the future of this resort and the clients that will follow.

I appreciate if this can be given to those in the level of decision.

Thanks

Karen Baynton

1413 Residences, Sun Peaks

## **AGENDA ITEM #5.3.**

Dear Mayor and Council,

I want to express my opposition to allowing cannabis retail at Strata Lot 8 District Lot 6330 KDYD Strata Plan KAS3347.

Sun Peaks Mountain Resort Municipality bylaw No. 0203, 2023 explicitly prohibits the sale of cannabis within 250m of a park per section 5.3. I believe the playground is within 250m of the proposed site, and therefore should be rejected based on the existing bylaw.

Best regards,

Amy Blakeney (Homeowner)  
4110 Sundance Drive

## ***AGENDA ITEM #5.3.***

As owners at 3250 Village Way, my husband and I strongly oppose this proposal for several reasons. Most notably, we believe that a cannabis retail store is not consistent with the family-oriented environment of our residences or with the luxury hospitality brand that emphasizes health, wellness, and recreation. We are also concerned about the potential for increased traffic and noise through the lobby and the store's close proximity to the playground located directly across the street.

There is no need for another cannabis store in Sun Peaks as we already have one. Please reject this application

Kim Selinger

## ***AGENDA ITEM #5.3.***

**Subject:** Rezoning Application

I am writing to you as an owner of a residence in the Sun Peaks Grand. I strongly oppose any rezoning that would allow a cannabis operation at the requested location.

Catherine Vick  
1403-3250 Village Way  
Sun Peaks

**Subject:** Rezoning Application (Cannabis Retail Store)

Good morning,

As a long time, owner of one of the Residences near the Sun Peaks Hotel the Grand I like to express my concerns about the rezoning application regarding the Cannabis retail store in the village centre of Sun Peaks.

In the Netherlands in my former position a head of the retail division of several large institutional investors looking at Sun Peaks as a family-oriented ski resort there are better locations in the village to be considered than the current location.

So, I urge you not to approve of the application as presented and work with this retailer to look for a suitable location elsewhere in the village. Furthermore, of safety reasons on the slopes the use of Cannabis does not seems to match!

I am a strong opponent to this proposal for also several other reasons. Most notably, we believe that a cannabis retail store is not consistent with the family-oriented environment of our residences or with the luxury hospitality brand that emphasizes health, wellness, and recreation. I am also concerned about the potential for increased traffic through the lobby and the store's proximity to the playground located directly across the street.

I am confident that the Council will take a wise decision and listen to the objections raised to this application.

Kind regards,  
Gerjan Nijenhuis

**Subject:** rezoning of the SP Grand commercial space - cannabis retail

Hello all in planning and the Council:

I am a part owner of a unit at the Grand Residences. I received a letter from the Grand Residences strata council executive yesterday informing me that they are lobbying against the rezoning of the commercial component of the building to allow for the retail of cannabis related products. This opposition is apparently based on something called “family values” of the residences. I am writing this in support the proposed business application. The commercial base of the residences currently has a liquor store and a bar. Cannabis retail is legal and does not result in a great deal of traffic in any location I was exposed to. Sun Peaks is a recreation destination and the retail in legal recreational substances seems to fit in with the holiday ethos of the place. These tired old assumptions that cannabis retail attracts unsavory shadow characters is out of date and does not reflect reality. There is more concern with alcohol which tends to feed a certain rowdy and unruly party attitude but this too is a part of a real recreational community. My council’s NIMBY opposition is misplaced given the difficult business climate at present and the strategic goal of providing a variety of retail and services in the SP village. Let the applicant pursue their business venture please.

Thank you,

**Larry Podhora** Architect AIBC, Architect AAA, MRAIC  
**Principal**

**Subject:** Re: RZ-2026-002

Good morning,

As an owner of a quarter share unit at Sun Peaks Residences, I wholeheartedly encourage you to vote against the rezoning application that would permit Cannabis Retail at Strata Lot 8 District lot 6330 KDYD Strata Plan KAS3347.

As a small business owner, I have had Cannabis Retail stores open near my business. The biggest impact to my business's neighborhood was safety. Due to the fact that Cannabis Retail stores are predominantly cash businesses, crime increases. Our neighborhood required an increased police presence to monitor the increased activity and the numerous robberies.

Please vote against this application. I can think of a million other businesses that could thrive and have a positive impact on the community.

Thank you,

Shari Small

1410B Sun Peaks Residences

**Subject:** RZ-2026-002

Good afternoon,

As owners of a quarter share unit at Sun Peaks Residences, we are requesting you vote against the rezoning application that would permit Cannabis Retail at Strata Lot 8 District lot 6330 KDYD Strata Plan KAS3347.

We have been visiting Sun Peaks for 24 years, since our boys were 3 and 5 years old. We chose to take our growing boys to Sun Peaks over Whistler due to the family atmosphere and the safety it offered. Our boys learned to ski and snowboard at Sun Peaks, enjoying the Friday race series, the New Years festivities, and sledding with newly found friends.

Living in Seattle, we had a front row seat to witness the devastation and criminal element the cannabis businesses can bring to a community. Hearing that Sun Peaks Municipality is considering a rezone to the area is very upsetting and cause for alarm. Please do not allow this business in our family friendly community as families deserve to continue to explore the wholesomeness of Sun Peaks.

Sincerely

Gaye and Chuck Barrett  
Sun Peaks Residences  
Unit 1313A

To whom it may concern  
Sun Peaks Municipality

We are writing our own letter to oppose Rezoning Application RZ2026-002 in support of a letter from the Chair of the Sun Peaks Residences Strata Council and Owners Council. We are owners of 1306 (A,B,C&D) Sun Peaks Residences.

We respectfully submit that the proposed cannabis retail store within the lobby of the Sun Peaks Residences is inconsistent with the image, policies, and visitor experience that Sun Peaks Resort promotes.

Sun Peaks has publicly stated that "enjoying the natural mountain environment is a primary motivating factor for our guests" and that it implemented a smoke-free initiative in order to "create a welcoming environment for all our guests." The resort's policy specifically prohibits smoking of all types, including tobacco, vaping, and cannabis, and identifies benefits including cleaner air, wildfire prevention, reduced litter, and wildlife protection.

We are concerned that locating a cannabis retail outlet in the lobby of a residential and tourist accommodation building wouldn't align with the values and visitor experience that Sun Peaks has consistently marketed.

We therefore ask decision-makers to consider whether this proposed use is compatible with:

- the resort's publicly stated smoke-free initiative;
- the expectations of guests who booked accommodations based on the promoted character of the resort; and
- the family-oriented and recreation-focused identity of Sun Peaks

We are also concerned about the security risk increased foot traffic poses, given the lobby reception is not attended.

We respectfully request that the proposal be declined or relocated to a more appropriate commercial setting.

Regards  
Grant and Rowan Croft  
1306 Sun Peaks Residences  
3250 Village way  
Sunpeaks

**Subject:** site specific rezoning application

Dear Mayor O'Toole,

My husband I have been made aware that Sun Peaks Municipality is considering a site-specific rezoning application that would permit a Cannabis Retail Store to operate in the commercial unit adjacent to our ski storage area. While we recognize the importance of a vibrant and varied commercial representation in our community we are strongly opposed to the proposed location for several reasons.

The Residences provide an international luxury, family-oriented atmosphere that emphasizes a healthy lifestyle, wholesome recreation and wellness. The proposed location would likely not only increase traffic through the lobby but decrease the sense of security the lobby provides. The playground just across the road is another factor that makes this location questionable.

We kindly ask that you, Honourable Rob O'Toole and Council take into consideration our opposition to this proposal.

Sincerely,  
Antonio Benitez Gomez  
Angela Lazzarotto

## ***AGENDA ITEM #5.3.***

I am strongly opposed to the reasoning to allow a cannabis retail store to open in this location

RC Sanderson Owner

**To Whom it May Concern  
Sun Peaks Municipality**

**Submission regarding Rezoning Application No. RZ-2026-002**

I am the owner of Apartment 1314 (A, B, C, D) in The Residences at The Grand - 3250, Village Way, Sun Peaks.

I am writing to OPPOSE the site-specific rezoning application RZ-2026-002 to permit Cannabis Retail at #8-3250 Village Way - Strata Lot 8 District Lot 6330 KDYD Strata Plan KAS3347.

I support the letter from the Chair of the Sun Peaks Residences Strata Council and Owners Corporation, Jess Rothenburger. He has submitted a letter to SPM Council to express opposition to the rezoning application.

Both The Grand Hotel and The Residences in Sun Peaks are marketed and perceived to be a family orientated and luxury brand. Additionally, the branding of The Grand, Sun Peaks aligns itself with health, wellness and recreation.

The positioning of a cannabis retail store at #8-3250 Village Way, within the lobby of the building, is not consistent with the family orientation of the Residences or the luxury hospitality brand with the values described above. Also, it is not consistent with the visitor experience (ie a family resort) that Sun Peaks Resort has deliberately marketed and portrayed itself to be for many years.

Sun Peaks openly states that “enjoying the natural mountain environment is a primary motivating factor for our guests “ and specifically prohibits smoking of all types (including tobacco, vaping and cannabis) "to create a welcoming environment for all our guests”.

Locating a cannabis retail outlet in the lobby of the largest tourist and residential accomodation building would not align with the values and visitor experience Sun Peaks strongly portrays in its marketing.

I also have concerns relating to the security risk regarding public access to the accommodation floors of the Residences, and also the potential for increased foot traffic in the lobby which is not desirable for the Residents and owners of property in the building, nor for guests renting rooms.

Owners purchased apartments in the building with the understanding of current zoning rules, and some of these owners have owned and supported Sun Peaks village for many years.

## **AGENDA ITEM #5.3.**

I believe it is only fair for the SPM Council to take into strong consideration the opinions of these owners when considering such a zoning change. Especially since such a change as to the one proposed, I believe, would adversely affect property values of the building.

I recognise and support the local businesses, and encourage them to continue to be successful so Sun Peaks has a healthy, lively and vibrant commercial community. However, this rezoning application is NOT appropriate for this property or the surrounding area.

I therefore ask the SPM Council members to consider whether this re-zoning application is consistent with :

- the family values and promoted character of the accomodation building (The Grand ) ;
- the expectations of guests who have booked luxury accomodation in this venue and paid a premium price for this ;
- the expectations of the owners of apartments in the building who purchased property with the understanding of current zoning restrictions ;
- whether the building is an appropriate property for this retail application ;
- the family orientated and health, wellness and recreation focused values of Sun Peaks ;
- the resort's publicly stated smoke-free initiative.

I request that the re-zoning application RZ-2026-002 be declined.

Regards  
Robyn Millar  
Apartment 1314,  
The Residences at The Grand,  
3250 Village Way,  
Sun Peaks

**Support for Village Commercial Vibrancy**

**Date:** June 2, 2026

To Whom It May Concern, Village of Sun Peaks / Sun Peaks Resort Municipality

I am writing to express my support for Flight Deck Cannabis Co.'s application to relocate to a more central location in the Village.

A thriving village core depends on a diverse mix of accessible retail options. Flight Deck Cannabis Co. offers products — from wellness topicals and bath products to regulated cannabis — that serve a genuine community need. Their presence in a central, foot traffic location would contribute positively to the commercial vitality of our Village and complement the surrounding businesses.

I have always found their team to be professional, responsible, and community minded. They deserve a location that gives them the opportunity to fully serve both residents and the many guests who visit Sun Peaks each year.

I support this application.

Regards,

Name: Alecia Stevens

Signature:  \_\_\_\_\_



## **CAO Report – June 9, 2026**

- Sun Peaks Community Health Association
  - Updates
  
- Sun Peaks Resort Village Stroll Management Plan
  - Signs in the village
  - Bike Dismount Program
  - Motorized Micromobility Devices in Sun Peaks
  
- Wildfire Season Readiness and Emergency Preparedness
  - Updates
  - Stakeholder engagement (TSP, SPR)
  - Public communications and resources
    - <https://sunpeaks municipality.ca/public-safety> (municipal information)
    - [Sun Peaks Fire Rescue Facebook](#) (information and updates from SPFR)
    - <https://www.facebook.com/sunpeaksfiresmart/> (Sun Peaks FireSmart)
    - <https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc> (tips and resources on how to prepare for an emergency and recovery)
    - <https://wildfiresituation.nrs.gov.bc.ca/map> (up to date information on wildfire situation in BC)
  
- Municipal information and communications
  - Municipal website: <https://sunpeaks municipality.ca/>
  - Social media page: <https://www.facebook.com/sunpeaks municipality>



**COUNCIL REPORT**

**To:** Mayor & Council

**Meeting Date:** 9 June 2026

**From:** Clint Burton, Director of Operations

**Re:** Development Cost Charges Bylaw Update – Second Reading

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**RECOMMENDATION(S):**

**THAT, Council give second reading to Bylaw No. 238, 2026 Development Cost Charges for Water, Sanitary Sewer, Storm Drainage, Highway Facilities and Parkland**

**Approved for Council Consideration  
CAO**

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**PURPOSE:**

The purpose of this report is to advance the latest update to SPMRM’s Development Cost Charges (DCCs) program.

**SUMMARY:**

Since first reading of this bylaw, at Council’s direction, staff have devised an “employee housing” DCC rate and included this in the DCC calculation. This has resulted in an increase in DCC rates of \$20.88 per bed unit for residential developments.

Staff have also included original parkland projects that were proposed to be removed from the DCC program as requested by Council.

Collectively, these changes have increased the proposed DCC rates by \$130.32 per residential bed unit, when compared to first reading. The comparison to the existing rates is below:

**Proposed Changes to DCC Program Since Last Update**

	<b>Existing</b>	<b>Proposed</b>	
Residential DCC Rate – Per BU	\$6,596.84	\$7,765.87	(+17.7%)
Commercial DCC Rate – per m <sup>2</sup>	\$112.15	\$132.02	(+17.7%)

After these changes were made, Staff shared the Background Report (attached) with local builders and developers and have held an information and consultation session with local developers. Their feedback is attached to this report, and some of this feedback has already been incorporated into the language in the bylaw.

Additional public consultation and engagement with the community will also be required before the DCC bylaw advances to third reading.

### **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 used as a source of capital (acting as a reserve fund), rather than a cost recovery mechanism for already-executed projects. To date, SPMRM has struggled to maintain adequate reserves to fund infrastructure required to support growth. This has necessitated the use of long-term borrowing to fund growth projects.

### **DISCUSSION:**

Before advancing the bylaw to public consultation and third reading, staff recommend that feedback from the development sector be addressed in addition to any further required changes or direction from Council. See “Developer Feedback” attachment.

### **FINANCIAL IMPLICATIONS:**

Current forecasts indicate that DCC reserves will be depleted by 2029, unless alternative funding methods are identified for critical growth projects to be executed. The proposed changes to the DCC program are intended to build adequate reserves for future projects and build those reserves ahead of the time for when they are needed.

### **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):**

- Responses to developer's feedback received to date
- Development Cost Charges Bylaw No. 0238, 2026
- Development Cost Charge Program, 2026 Update: Background Report (V1)

**Developer Feedback**

Below is a summary of the concerns/questions/comments received from developers to date:

**Developer:** Building cost are already high. Increasing DCCs 17.7% adds to this burden.

**SPMRM:** Since the last DCC update CPI has increased 4.8%, so the real increase is 12.9%. Included in that real increase is the update of the costs of two major projects (DCC-applicable costs shown):

	<b>2024</b>	<b>2026</b>
<b>Alpine Rd Construction</b>	\$36,263	\$312,868
<b>Effluent Balancing Pond Expansion</b>	\$200,000	\$1,630,296

These project cost increases are a result of further study and engineering work to better refine the project scope. In both cases, it was found that the previous high-level assessments of these projects were inadequate. The latest cost estimates are based on the advancement of detailed design, and the increases represent 4.6% of the above 12.9% real DCC increase.

**Developer:** Current DCC rates are already excessive.

**SPMRM:** DCC rates are individual to each community, based on the need for infrastructure, growth projections, and reserve levels. It is difficult to compare DCC rates between different jurisdictions, however, some available data is presented below:

<b>Municipality</b>	<b>Single-Family DCCs</b>
Langley	\$72,378 (plus \$19,572 in ACCs)
Burnaby	\$43,398 - \$49,275 (plus \$26,963 in ACCs)
Coquitlam	\$64,396
Whistler	\$52,880
Revelstoke	\$52,802
Kelowna	\$36,960 - \$51,795
Surrey	\$51,633
Sun Peaks (proposed)	\$45,812 (currently \$39,581)
Maple Ridge	\$41,011
Kamloops	\$17,842

The above costs are indicative of the current costs associated with constructing infrastructure to serve new developments.

It's also important to note the "average" cost of single-family homes in these regions, and how DCCs contribute to that cost – for example in Kamloops, DCCs are 1.86% of the average price of a newly constructed single-family home. Coquitlam is 3.56%, Langley is 3.31%, Kelowna is 3.05%. The proposed rate for Sun Peaks is 1.8%-2.3% based on new home construction cost of \$2M-\$2.5M

**Developer:** DCC update should be put on hold, pending potential Federal support for DCCs.

**SPMRM:** The Federal support proposed would subsidize DCCs by paying a portion of the rates. The details and mechanism for how this would work in BC is unknown.

Placing DCC updates on hold, pending Federal support, puts SPMRM at risk of not being able to fully utilize this support – owing to having an “out-of-date” bylaw.

SPMRM would de-risk missing opportunities for Federal support by updating the DCC bylaw to ensure it is complete and accurately reflects the cost of future infrastructure required to service future developments, should Federal subsidy become available

**Developer:** DCC update should be put on hold, pending the election.

**SPMRM:** The current Council has established “Review Development Cost Charges” as an action in their Council Strategic Plan for 2026 – that is part of the reason for this proposed bylaw amendment timing.

Council inherently considers DCC at every annual 5-year budget review. At the 2027 budget review, Council can consider DCCs then and provide direction to Staff through the budget process.

**Developer:** Developers already provide infrastructure in their developments, such as roads, sewer and water lines

**SPMRM:** The installation of roadways, water supply lines, and sewer collection lines within new subdivisions is a requirement of developers building those subdivisions. DCCs are intended to fund the infrastructure required to service those subdivisions from outside the subdivision boundary – e.g. wastewater treatment capacity upgrades.

**Developer:** The 20-year time horizon is too long

**SPMRM:** A significant amount of municipal infrastructure is already at, or close to being utilized to maximum capacity, and major upgrades are required in the next 5-10 years. Reducing the time horizon for the DCC program would significantly increase the DCC rates, owing to the lesser bed-unit growth projection over that timeframe, without the corresponding reduction in project costs

## **AGENDA ITEM #8.1.**

**Developer:** Trail and parkland washroom costs seem costly

**SPMRM:** The parkland washroom cost is based off a pre-fabricated sea-can design of 3 stalls (for \$154,500 per stall). The costs are in alignment with previous similar projects – e.g. Whistler installed 30 stalls at a cost of ~\$150,000 per stall in 2020.

The trails project costs have been in the DCC program since its inception in 2018. Staff are working to refine these costs. For this reason, no escalation factor has been applied to these projects.

These projects are intended to expand existing infrastructure to address the additional burden on that infrastructure as our community grows (e.g. additional washrooms at Sun Peaks Arena and Plaza)

**Developer:** SPR has already agreed to pay 50% of the East Village Drainage Study. It appears that SPMRM is offloading a portion of their costs.

**SPMRM:** Absent any finalized legal agreements, DCC projects must be costed at their full cost. In addition to this, the project is a purely growth project – it would not be necessary if it were not for future planned development, hence the FBA of 100%

**Developer:** Re: Alpine Road Construction – it was agreed that the cost would be shared between SPR LLP, Burfield Heights, Peaks West and SPMRM. It was also agreed that SPR LLP's maximum contribution would be \$250,000

**SPMRM:** Absent any finalized legal agreements, DCC projects must be costed at their full cost. There is no formal agreement in place for the above agreement.

**Developer:** Why does the Influent Equalization Tank project have an FBA of 100%.

**SPMRM:** The project costs shown in the DCC program for Influent Equalization are for Phase 2 of the project. Phase 1 of this project is complete and has proven to be adequate to serve the current demand on the wastewater treatment plant headworks. Hence, Phase 2 is only required to accommodate growth

**Developer:** Why is the FBA for the Municipal Water Supply Line and Seepage Monitoring System different from the New Surface Water Reservoir.

**SPMRM:** The New Surface Water Reservoir project (as built) will provide an additional 120,000m<sup>3</sup>/year of water. The pipeline and seepage monitoring system will serve the expanded reservoir, which will provide 280,000m<sup>3</sup>/year.

**Developer:** Explain the loan interest calculations.

**SPMRM:** The table shown in the DCC Background Report (Appendix E) are the loan (principal and interest) payment schedules as per the Municipal Finance Authority.

**Developer:** Proposed Bylaw: The definition of Gross Floor Area appears to double-count stairwells, and include mechanical rooms, and the definition of “building” should exclude mechanical rooms.

**SPMRM:** The text in the bylaw has been updated to align with Sun Peaks Zoning Bylaw, which addresses this.

**Developer:** Proposed Bylaw: Provide clarification on what the work “alteration” refers to.

**SPMRM:** The text in the bylaw has been updated to make it clear that the bylaw applies to alterations that include additional Gross Floor Area, or a change of use that is deemed to place additional burden on Municipal infrastructure.

**Developer:** Payment of DCCs at subdivision increase development costs upfront.

**SPMRM:** Collecting DCCs at subdivision offers the following financial advantages:

- Allows for earlier project initiation, resulting in lower project costs, ultimately lowering the cost of growth
- Promotes having adequate reserves to do the following:
  - Execute projects when the development market is slow, and building permits are not being issued
  - Get ahead on major infrastructure capacity, which often takes longer than the period for development construction
  - Cover the cost of debt interest without Municipal Inspector approval
- Follows best practice, which will position SPMRM to include debt interest in future DCC programs, if required
- Significantly simplifies Latecomer Agreements
- Developers can pass their DCC costs along to property owners at property sale time

In addition to this, there are currently no-occupancy covenants in place on developments, owing to insufficient infrastructure capacity. SPMRM does not currently have the funding to build this necessary infrastructure. SPMRM has lost potential DCC revenue in the amount of approximately \$1,276,000 plus interest due to not collecting DCCs at the time of subdivision.

**Developer:** The project list should be reviewed – non-essential projects should be deferred.

**SPMRM:** At the first reading of this bylaw, Council discussed removing some projects that did not have well defined scope or timelines. Council elected to keep these projects in the DCC program in order to ensure that “some funds” were at least being collected to support these future projects.

Council also discussed that the mechanism to provide support to developers for the DCC rates is not to remove projects, but to increase the Municipal Assist Factor. Doing so would reduce the DCC rates, with the shortfall being covered by the existing taxpayer and utility ratepayer base.

**SUN PEAKS MOUNTAIN RESORT MUNICIPALITY**

**BYLAW NO. 0238, 2026**

**DEVELOPMENT COST CHARGES FOR WATER, SANITARY SEWER,  
STORM DRAINAGE, HIGHWAY FACILITIES AND PARKLAND**

---

**WHEREAS** the Council may, under Section 559 of the *Local Government Act*, impose development cost charges under the terms and conditions of that section;

**AND WHEREAS** development cost charges may be imposed to provide funds to assist the Municipality to pay the capital costs of providing, constructing, altering, or expanding sewage, water, drainage, and highway facilities and of providing and improving parkland, in order to service, directly or indirectly, the development for which the charges are imposed;

**AND WHEREAS** in establishing the development cost charges under this bylaw, Council has considered the future land use patterns and development, the phasing of works and services, the provision of park land described in the Official Community Plan within the Sun Peaks Mountain Resort Municipality;

**AND WHEREAS** the Council has also considered, and determined, that the charges imposed under this bylaw are not excessive in relation to the capital costs of prevailing standards of service, will not deter development, will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land and will not discourage development designed to result in a low environmental impact, within the Sun Peaks Mountain Resort Municipality;

**AND WHEREAS** the Inspector of Municipalities has approved this bylaw;

**NOW THEREFORE** the Municipal Council of the Sun Peaks Mountain Resort Municipality in open meeting assembled enacts as follows:

1. **TITLE**

1.1 This bylaw may be cited for all purposes as "Development Cost Charges Bylaw No. 0238, 2026".

2. **REPEAL**

2.1 This Bylaw repeals "Development Cost Charges Bylaw No. 0217, 2024".



**“Building”** means any structure and portion thereof, including mechanical rooms, which is used or intended to be used for the purpose of supporting or sheltering any use or occupancy.

**“Commercial Use”** means development of a **parcel** for **commercial use** as described in the Sun Peaks Zoning Bylaw or similar development that is of a commercial nature, including but not limited to uses such as retail, restaurant, personal or professional services.

**“ Dwelling Unit”** means one or more rooms with a separate entrance intended for year-round occupancy and used for the residential accommodation of only one family when such room or rooms contain or provide for the installation of only one set of cooking facilities.

**“Gross Floor Area”** means as described in the Sun Peaks Zoning Bylaw

**“Gross Site Area”** means the whole or portion of a **parcel(s)** to be improved as part of the development authorized by a building permit and includes all vehicular and pedestrian circulation areas, loading, parking, storage, works, decorative and landscaped areas appurtenant to the authorized development.

**“Industrial Use”** means development of a **parcel** for **industrial use** as described in the Sun Peaks Zoning Bylaw or similar development that is of an industrial nature, including but not limited to uses such as cleaning, manufacturing, repair, and storage.

**“Institutional Use”** means any development that is created and exists by law or public authority for the benefit of the public in general, and includes, but is not limited to, public hospitals, public and private schools, and churches.

**“Multiple Family Residential”** means a unit in a **building** or **buildings**, containing three or more principal **dwelling units** on a **parcel**, **including units used for tourist accommodation, apartments, condo-hotel, and hotel units.**

**“Parcel”** means any lot, block, strata lot or other area in which land is held or into which land is subdivided but does not include any portion of a highway.

**“Single Family Residential”** means a residential use where the building lot is used for one principal **dwelling unit** and other uses as permitted, including an auxiliary residential unit.

**“Subdivision”** means the division of land into two or more **parcels**, whether by plan or by metes and bounds description or otherwise, and including a plan consolidating two or more **parcels** into a fewer number of **parcels.**

**“Two Family Residential”** means a residential use where the building lot is used for two principal **dwelling units** and other uses as permitted, including auxiliary residential units.

**“Zone or Zoning”** means the **zone** identified in the "Sun Peaks Mountain Resort Municipality Zoning Bylaw No. 1400, 2025" as amended or replaced.

**7. CHARGES**

a) Every person who applies for new subdivision of land must pay to the Sun Peaks Mountain Resort Municipality the applicable development cost charges as set out in Schedule "A" attached to and forming part of this bylaw, based on the allowable bed units (or equivalent) to be constructed on the land being subdivided

b) In the case of development in existing subdivisions, for which development cost charges have not been paid, every person who obtains:

i) a building permit authorizing the construction of a new **building**, where the construction value of the building is in excess of One Hundred Thousand Dollars (\$100,000.00)

must pay to the Sun Peaks Mountain Resort Municipality the applicable development cost charges as set out in Schedule "A" attached to and forming part of this bylaw.

c) In the case of development, regardless of previous development cost charge payments for a **subdivision** or **parcel**, every person who obtains:

i. a building permit authorizing the alteration and/or extension of a **building**, which has a construction value in excess of One Hundred Thousand Dollars (\$100,000.00), where;

ii. there is an increase in the **Gross Floor Area** of the **building**, or a change-of-use that is deemed to place additional burden on Municipal infrastructure (e.g. **Commercial Use** to **Residential Use**)

must pay to the Sun Peaks Mountain Resort Municipality the applicable development cost charges as set out in Schedule "A" attached to and forming part of this bylaw, based on the additional **Gross Floor Area**, ~~and~~ the applicable uses, and the difference in charge rates per this bylaw for a change of use.

d) The charges will be based on the actual use of the **building** not the **zoning** category of the property; and

i. where there is more than one use, each use is subject to the

charge based on the actual use and there may be more than one category applied per **building**.

- ii. where a **building** is vacant and its future use cannot be determined, development cost charges are payable in accordance with the **zoning** category for the land upon which the **building** is situated.
  
- e) All charges must be paid in full prior to the approval of the **subdivision** or building permit as applicable, unless paid by way of installments in accordance with *BC Regulation 166/84* as amended or replaced.

**8. EFFECTIVE DATE**

The effective date of the rates contained within this bylaw will be upon adoption of the bylaw by Council.

**READ A FIRST TIME** this 12<sup>th</sup> day of May, 2026

**READ A SECOND TIME** this 9<sup>th</sup> day of June, 2026

**READ A THIRD TIME**

**APPROVED BY INSPECTOR OF MUNICIPALITIES**

**ADOPTED**

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Mayor

---

Corporate Officer

**SCHEDULE "A"  
DEVELOPMENT COST CHARGE RATES**

1. For **Single-Family, Two-Family, or Multiple-Family Residential** developments, the following amounts shall be paid in respect of each **bed unit** in the plan of **subdivision**:

<b>Residential</b>	
Drainage	\$ 22.25
Employee Housing	\$ 20.88
Parkland	\$ 155.94
Road	\$ 176.80
Sewer	\$ 3,943.56
Water	\$ 3,446.44
<b>Total Per Bed Unit</b>	<b>\$ 7,765.87</b>

2. Upon **subdivision** or issuance of a building permit for the construction, alteration or extension of a **building** or part of a **building** for any **Commercial Use**, the following charge shall be paid for each square meter of **Gross Floor Area** authorized to be constructed, altered, or extended by the building permit:

<b>Commercial Use</b>	
Drainage	\$ 0.38
Employee Housing	\$ 0.36
Parkland	\$ 2.65
Road	\$ 3.01
Sewer	\$ 67.04
Water	\$ 58.59
<b>Total Per Square Meter</b>	<b>\$ 132.02</b>

3. Upon **subdivision** or issuance of a **building** permit for the construction, alteration or extension of a **building** or part of a building for any **Industrial Use**, the following charge shall be paid for each square meter of **Gross Floor Area** authorized to be constructed, altered, or extended by the building permit:

<b>Industrial Use</b>	
Drainage	\$ 0.22
Employee Housing	\$ 0.21
Parkland	\$ 1.56
Road	\$ 1.77

**AGENDA ITEM #8.1.**

Sewer	\$ 39.44
Water	\$ 34.46
<b>Total Per Square Meter</b>	<b>\$ 77.66</b>

4. Upon **subdivision** or issuance of a **building** permit for the construction, alteration or extension of a **building** or part of a building for any **Institutional Use**, the following charge shall be paid for each square meter of **Gross Floor Area** authorized to be constructed, altered, or extended by the building permit:

<b>Institutional Use</b>	
Drainage	\$ 0.40
Employee Housing	\$ 0.38
Parkland	\$ 2.81
Road	\$ 3.18
Sewer	\$ 70.98
Water	\$ 62.04
<b>Total Per Square Meter</b>	<b>\$ 139.79</b>

5. Where a proposed **building** is to be used for more than one class of use under this bylaw, the charge for each portion of the **building** used for a separate class of use shall be calculated separately, based upon the relevant charge under Sections 1, 2, 3 or 4 of this Schedule, and the total amount of those charges shall be payable as per Section 7 of this bylaw.



# **Development Cost Charge Program**

## **2026 Update: Background Report**

V1

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## Document Revisions

Rev.	Date	Description
V1	20 May 2026	Draft report – for public consultation

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## Definitions

**“bed unit”** means the floor area (or equivalent) required to provide overnight accommodation for one person

**“building official”** means an individual designated by the Municipality as a Building Inspector, Plumbing Inspector, or Plan Checker, and includes supervisors for these positions

**“DCC Applicable”** vs **“DCC Recoverable”**: DCC applicable costs are the costs of new infrastructure applied to future uses. DCC recoverable costs are the DCC applicable costs minus the Municipal Assist Factor, and form the basis for determining DCC rates. See Section 2.4.

**“development cost charges”** means monies collected from land developers, by a municipality, for the purpose of providing funds to assist the municipality to pay the capital costs of providing, constructing, altering or expanding drainage, parkland, roads (other than off-street parking), sewage, and water facilities that service, directly or indirectly, the development for which the charge is being imposed

**“dwelling unit”** means one or more rooms with a separate entrance intended for year-round occupancy and used for the residential accommodation of only one family when such room or rooms contain or provide for the installation of only one set of cooking facilities

**“employee housing”** is defined as per Sun Peaks Mountain Resort Municipality’s “Employee Housing Policy”

**“floor space ratio”** means the figure obtained when the gross floor area of all buildings on a parcel or strata plan is divided by the gross parcel area of that parcel or strata plan

**“multi-family”** means a unit in a building or buildings, containing three or more principal dwelling units on a parcel, including units used for tourist accommodation, apartments, condo-hotel and hotel units

**“single-family”** means a residential use where the building lot is used for one principal dwelling unit and other uses as permitted, including an auxiliary residential unit

**“two-family”** means a residential use where the building lot is used for two principal dwelling units and other uses as permitted, including auxiliary residential units

## List of Acronyms

BU	Bed Unit(s)
CPI	Consumer Price Index (for British Columbia)
DCC	Development Cost Charge
EBA	Existing (User) Benefit Apportionment
FBA	Future (User) Benefit Apportionment
FSR	Floor Space Ratio
LGA	Local Government Act
MAF	Municipal Assist factor
MDP	(SPRLLP) Master Development Plan
OCP	(SPMRM) Official Community Plan
SPMRM	Sun Peaks Mountain Resort Municipality
SPRLLP	Sun Peaks Resort LLP
UOM	Unit of Measure
WWIP	(SPMRM) Water & Wastewater Infrastructure Plan

## 1. Introduction

### 1.1. Background Information

Sun Peaks Mountain Resort Municipality (SPMRM) was incorporated in 2010. At that time the Municipality assumed responsibility for some local government services (such as street-lighting and firefighting) from the Sun Peaks Mountain Resort Improvement District. It also took over responsibility for land use planning and other services from the Thompson Nicola Regional District. In 2018, ownership of Sun Peaks Utilities Corporation Limited was transferred from Sun Peaks Resort LLP (SPRLLP) to SPMRM. Since then, the Municipality has had responsibility for drainage, parks, roads, and sewer and water utilities.

As a municipality, SPMRM must develop and adopt bylaws and policies to allow Council and Staff to appropriately manage and regulate their associated responsibilities. This includes developing plans to provide the municipal infrastructure required to accommodate projected future demands. One tool utilized for doing this is a Development Cost Charge (DCC) bylaw. DCC bylaws are governed by Part 14, Division 19 of the *Local Government Act* (LGA) of British Columbia<sup>[1]</sup>, and are considered integral to a municipality's efforts to establish fair, consistent and stable funding sources to construct the following types of infrastructure needed to service growing communities:

- Drainage (storm)
- Employee Housing (for "Resort Municipalities" only)
- Parkland acquisition and improvements
- Roads / Highways
- Sewer (sanitary)
- Water (potable)

In 2018, the first Development Cost Charge (DCC) program was developed to allow the Municipality to appropriately collect funds from developers for the provision of municipal infrastructure necessary to service their developments. The resulting DCC program was brought into effect through SPMRM Bylaw No. 0120. In 2021, SPMRM's DCC program and bylaw were amended to reflect updated infrastructure project costs.

In December 2022, SPMRM completed a *Water & Wastewater Infrastructure Plan* (WWIP)<sup>[2]</sup>. This plan was developed over more than 12 months, in collaboration with SPRLLP, and was based on SPRLLP's *Master Development Plan* (MDP)<sup>[3],[4]</sup>. The WWIP identified the additional water and wastewater infrastructure required to meet the planned developments outlined in SPRLLP's MDP. In 2024, SPMRM's DCC bylaw was updated to include these development project costs.

Another bylaw update is now required to reflect the latest DCC project portfolio, based on updated project and development information.

### 1.2. Objectives

SPMRM applies Development Cost Charges to help fund the new infrastructure necessary to sustain our growing community. The DCC program has been developed to reflect the principle of having those that benefit from the new infrastructure pay the associated costs of construction. The 20-year program presented in this report has been developed in an effort to provide certainty and consistency in the

planning, financing and construction and of future infrastructure. It has also been developed based on local engineering and construction practices and costs.

### 1.3. Guiding Principles

#### 1.3.1. Integration

The DCC program is intended to align with the guidance provided by documents such as the *Local Government Act*, SPMRM's *Official Community Plan (OCP)*<sup>[6]</sup>, SPMRM's *Financial Plan*<sup>[7]</sup>, and SPRLP's *Master Development Plan*.

#### 1.3.2. Benefiter Pays with Fairness & Equity

The concept of “benefiter pays” is that those who benefit from new infrastructure should bear the costs associated with constructing such systems.

The concept of “fairness & equity” is that DCCs should not be the sole funding source for new infrastructure that benefits both existing and future users, and that the costs of such projects should be borne, in part, by the users of existing developments in proportion to the relative benefit received from the new infrastructure.

These concepts are conveyed in SPMRM's DCCs program through the metrics “Existing Benefit Apportionment” (EBA) and “Future Benefit Apportionment” (FBA) (see Section 3.4).

For further clarity, the portion of new infrastructure funded by future users will come from the collection of DCCs, whereas, the portion of new infrastructure funded by existing users will typically be via existing municipal revenues (e.g. taxes and utility rates).

#### 1.3.3. Accountability

The process of determining DCCs should be transparent. This report and its appendices provide detailed background information on the DCC program.

#### 1.3.4. Certainty

In order to sufficiently plan for future infrastructure, along with the financing of that infrastructure, this DCC program has been developed for growth projections over a 20-year time horizon. Since financial planning for a decades-long timeline is a process that contains inherent uncertainties, SPMRM intends on updating the DCC program on a regular basis to ensure that the proposed DCC rates adequately reflect the most current cost of constructing future infrastructure.

In addition to this, the estimated infrastructure costs (that inform the DCC rates) do not include any potential external funding (e.g. government grants), as such funding sources are uncertain in their availability and magnitude.

**1.3.5. Consultative Input**

The development of DCCs must provide for adequate opportunities for meaningful and informed input from interested stakeholders. See Appendix D for a summary of public consultation regarding this DCC program update.

**1.4. Changes Since Last DCC Program Update**

A summary of the high-level changes since the last DCC program update (2024) is below:

**Table 1: Changes to DCC Program Since Last Update**

	<b>2024</b>	<b>2026</b>	
Projected Growth: Bed Units (20-year)	5,552	5,260	(-5.3%)
# of Projects in DCC Program	33	34	
Total Project Cost	\$57,136,195	\$59,213,025	(+3.6%)
Total DCC Applicable Project Cost	\$39,976,861 (70.0% FBA)	\$44,112,244 (74.5% FBA)	(+10.3%)

The following projects have been removed from the DCC portfolio:

- D001: Drainage Channel Diversion Around RI Basins – complete
- R002: Valley Drive Sidewalk (Underpass to Woodhaven) – complete
- S002: Snowfluent – complete
- S007: Centrifuge Upgrade – complete

The following projects have been added to the DCC portfolio:

- D002: East Village Strategic Drainage Study
- E001: Employee Housing
- P005: Parkland Washrooms
- R004: Valley Trail (Morrisey Base to School)
- S009: RI1&2 Widening

Project costs and benefit apportionments have been revised according to the latest project scopes, CPI, and development projections.

## 2. General Considerations

### 2.1. Bylaw Exemptions

The following exemptions will apply to the collection of DCCs:

- Where a Building Permit authorizes the construction, alteration or extension of a building, or part of a building which is solely used for public worship, such as a church as per BC Local Government Act, §561(1)(a)
- Bed units allocated as “not-for-profit rental” and “for-profit affordable rental” as per BC Local Government Act §563(1)(a) and (b) – to be determined by Council on a case-by-case basis

### 2.2. Collection Charge Structure & Timing

Development Cost Charges will be collected as per below.

- For new residential and tourist accommodation developments, DCCs will be calculated on a “bed unit” basis, and will be collected at the time of subdivision approval, based the following guidelines:
  - For single-family lots, six (6) bed units (BU) per lot
  - For two-family (duplex) lots, five (5) bed units (BU) per half-duplex, for 10 BU per lot
  - For multi-family developments, the allowable floor space ratio (FSR) for the zoning of the area being subdivided, as per SPMRM’s Zoning Bylaw No. 1400<sup>[8]</sup>, and applying 25m<sup>2</sup> of floor space per bed unit:

$$\text{Bed Units for DCCs} = \frac{\text{Area of Subdivision (m}^2\text{)} \times \text{Maximum Permitted FSR}}{25\text{m}^2}$$

- For commercial, industrial and institutional developments, DCCs will be calculated based on the total square meters of built space allowable, as per as per SPMRM’s Zoning Bylaw No. 1400<sup>[8]</sup>
- For developments within existing subdivisions, where DCCs have not already been paid, DCCs will be collected at the time of issuing a building permit

The intention of collecting DCCs on developments at time of subdivision is to ensure that the Municipality has adequate reserves to construct the necessary infrastructure to service those new developments. The Municipality has identified several large projects that are required immediately or in the very near future in order to facilitate growth. By collecting DCCs at subdivision (i.e. ahead of the issuance of building permits for buildings in those developments) it will give the Municipality more time to execute growth-related projects and potentially avoid the need to restrict the issuance of Building Permits, or place covenants on new developments.

In addition to this, the municipality has already borrowed heavily in order to fund recent growth projects (see Projects W001 and W002 in Section 9.1). Collecting DCCs at time of subdivision is also intended to avoid or minimize the need for additional borrowing to fund future growth projects.

Finally, the construction of future developments is detailed in the SPRLLP MDP, and summarized in Appendix A of this document. The timing of future developments was projected in consultation with SPRLLP. The provincially-approved SPRLLP MDP allows developers to forecast the number of bed units

associated with future developments, and therefore allows them to determine the likely DCC charges based on the number of bed units for each subdivision (outlined above), thus giving a level of certainty around the costs of developing future residential areas.

### 2.3. In-Stream Applications

SPMRM's previous DCC program collected all DCCs at Building Permit issuance, regardless of the type of development. With residential DCCs now being collected at subdivision as a part of this update:

- For residential developments that are a part of an existing subdivision, and do not require further subdivision, DCCs will be payable at Building Permit issuance.
- For developments that submit a Building Permit application, that is marked as complete and accepted by a SPMRM Building Official, and paid in full by the applicant prior to approval of this DCC Update by the Municipal Inspector, the previous Development Cost Charge Bylaw shall apply

### 2.4. Municipal Assist Factor

It is the policy of the Ministry of Municipal Affairs, that municipalities provide some inherent financial assistance to the construction of new infrastructure, to a minimum of 1% of the DCC applicable costs. This financial contribution from the municipality is over-and-above the EBA contributions for individual infrastructure projects, and is applicable to all projects in the DCC program.

Previously, SPMRM's DCC program included a Municipal Assist Factor (MAF) of 1%, which will remain unchanged for this DCC program update. The reasoning behind maintaining a MAF of 1% is based upon:

- SPMRM's current financial state
- The fact that 25.5% of the updated DCC program costs are already allocated to the Municipality (i.e. total portfolio EBA = 25.5%)
- The fact that a large quantity (\$29,561,839) of the DCC program costs are required solely for growth, and do not benefit the existing municipal user base

### 3. Growth Projections and Planning Assumptions

#### 3.1. Background Documentation

The following documents have been used to provide projections and assumptions for this DCC program update:

- Sun Peaks Resort Master Development Plan
- Sun Peaks Water and Wastewater Infrastructure Plan
- Sun Peaks Mountain Resort Municipality Official Community Plan
- Sun Peaks Mountain Resort Municipality Financial Plan

Note that SPMRM’s WWIP studied the historical water and wastewater demands of the community, and found that, on a per-bed-unit basis, there is a fairly consistent annual demand on water and wastewater infrastructure. For this reason, in addition to the fact that the majority of the DCC program costs relate to new or expanded water and wastewater infrastructure, community growth is projected based on “developed bed units”.

#### 3.2. Development Projections

The time horizon for this DCC program is 20 years (i.e. up to 2045). The development projections used in the DCC program update are detailed in Appendix A and summarized below:

(Current) 2026	9,080 BU *
2045	14,340 BU **
20-year growth projection	5,260 BU

\* Includes in-construction BUs that have not yet received an Occupancy Certificate, but have paid/credited/rebated DCCs (to prevent double counting these bed units in the calculation of DCC rates)

\*\* Based on SPRLLP’s MDP. Note that SPMRM’s WWIP used a “design basis” of 13,810 BU, which is within 4% of this MDP projection

Note that the timing of future major developments in Appendix A was developed through conversations with local developers such as SPRLLP. Currently available, but undeveloped single-family lots (i.e. those in completed subdivisions) could provide up to 347 new BU. The development of these lots is assumed to happen linearly over the 20-year time horizon (i.e. 17 BUs per year).

#### 3.3. Infrastructure Cost and Timing Estimates

The cost estimates for the infrastructure included in this DCC program are based on engineering assessments (e.g. “Class C” estimate for major projects), or are based on recent contractor quotes (e.g. for small projects). Project costs are scaled by an “escalation factor”, based on the CPI change from the time of most recent cost estimate (see Appendix B). This aligns with the Development Cost Charge Amendment Bylaw Approval Exemption Regulation<sup>[9]</sup>. Project escalation factors are shown on the “DCC Details” tables for each respective infrastructure type.

### 3.4. Benefit Apportionment

Projects that are deemed to provide “equal” or “broad” benefit to both existing and future users, were given a default value for EBA (and, by extension, FBA). The calculation for “default EBA” is based on the Total Developed Bed Unit Projection for the time horizon of this DCC program, as follows:

**Table 3: Default Benefit Apportionment**

Existing BU Count	9,080	(a)
Time Horizon BU Count	14,340	(b)
Default EBA	63.3%	EBA = (a) / (b)
Default FBA	36.7%	FBA = 100% - EBA

The benefit apportionment for infrastructure projects that are deemed to provide more or less benefit to future users were given project-specific EBA/FBAs. The details behind these calculations can be found in Appendix C. Infrastructure projects that are required solely to serve future users are given an FBA of 100%.

## 4. Drainage Development Cost Charges

Since Sun Peaks has an integrated network of storm drainage infrastructure in place that feeds into McGillvray Creek, upgrades to drainage within the community can generally be seen to provide broad benefit to all community members. As a result, future drainage infrastructure costs have been developed on a **municipal-wide basis**.

Note that, for local subdivision developments, the developer typically builds the drainage infrastructure required to service that immediate development, tying into existing storm drainage conveyance infrastructure, at their cost.

The table below details the changes to the drainage infrastructure DCC program since the last DCC program update:

**Table 4: Changes to Drainage DCC Program Since Last Update**

	<b>2024</b>	<b>2026</b>
# of Projects in Drainage DCC Program	1	1
Total Drainage Project Cost	\$53,000	\$119,719
Total Drainage DCC Applicable Project Cost	\$20,231	\$119,719 (100% FBA)

The following projects have been removed from the drainage infrastructure DCC program:

- D001: Drainage Channel Diversion Around RI Basins – complete

The following projects have been added to the drainage infrastructure DCC program:

- D002: East Village Strategic Drainage Study

The drainage infrastructure DCC program breakdown is detailed on the next page.



4.1. Drainage Infrastructure DCC Details

Project Name	Project ID	Projected Project Cost (20xx \$)	Projected Project Cost Date	Escalation Factor (EF)	Project Costs to Date	Project Costs Remaining (2026Q1 \$)	EBA %	FBA %	DCC Applicable Cost (2026 \$)
East Village Strategic Drainage Study	D002	\$109,900	Feb-2023	1.09	\$0	\$119,719	0.0%	100.0%	\$119,719

## 5. Employee Housing Development Cost Charges

Being a resort community, the majority of new development is tourist-serving. As tourist visitation increases as a result of new developments, the demand for new employees to serve those visitors also increases. For this reason, future employee housing costs have been developed on a **municipal-wide basis** and allocated 100% benefit apportionment.

Employee housing is a new addition to this DCC program since the last update. The calculation of DCC rates for Employee Housing is shown in the table below, and is based on Council’s direction to include land acquisition costs for Employee Housing in the DCC program (see Appendix D):

**Table 5: Employee Housing DCC Rate Calculation**

<b>Current Employee Housing BU Count:</b>			
Little Shuswap Lodge	58	BU	
Whispering Pines Lodge	57	BU	
Black Bear Lodge	60	BU	
Red Fox Lodge	81	BU	
Sun Peaks Chalet	386	BU	
<b>TOTAL:</b>	<b>642</b>	<b>BU</b>	(a)
Employee Housing BU ratio	7.1%		(b) = (a) / 9,080 BU *
New Employee Housing BUs required	372	BU	(c) = (b) x 5,260 BU *
New Employee Housing floor area required	9,297	m <sup>2</sup>	(d) = (c) x 25m <sup>2</sup> **
Land required for new Employee Housing	10,330	m <sup>2</sup>	(e) = (d) / 0.9 ***
<b>BC Assessment</b>			
<b>2025 RC-1 bare land valuations:</b>			
1180 Sun Peaks Rd	\$110,000	10,999 m <sup>2</sup>	
1188 Sun Peaks Rd	\$99,200	8,478 m <sup>2</sup>	
TOTAL:	\$209,200	19,478 m <sup>2</sup>	
<b>AVERAGE:</b>	<b>\$10.74/m<sup>2</sup></b>		(f)
<b>Required land purchase for future Employee Housing</b>	<b>\$110,951</b>		(g) = (e) x (f)

\* See Table 2

\*\* Based on 25m<sup>2</sup> = 1 BU

\*\*\* Based on maximum floor space ratio of 0.9 for RC-1 zoning for employee housing



5.1. Employee Housing DCC Details

Project Name	Project ID	Projected Project Cost (20xx \$)	Projected Project Cost Date	Escalation Factor (EF)	Project Costs to Date	Project Costs Remaining (2026Q1 \$)	EBA %	FBA %	DCC Applicable Cost (2026 \$)
Employee Housing	E001	\$110,951	Mar-2026	1.00	\$0	\$110,951	0.0%	100.0%	\$110,951

## 6. Parkland Development Cost Charges

Being a small community, new and upgraded parkland can generally be seen to provide broad benefit to all community members. As a result, future parkland infrastructure costs have been developed on a **municipal-wide basis** and allocated the default benefit apportionment.

The table below details the changes to the parkland infrastructure DCC program since the last DCC program update:

**Table 6: Changes to Parkland DCC Program Since Last Update**

	<b>2024</b>	<b>2026</b>	
# of Projects in Parkland DCC Program	4	5	
Total Parkland Project Cost	\$1,425,000	\$2,815,232	(+94.2%)
Total Parkland DCC Applicable Project Cost	\$543,939 (38.2% FBA)	\$1,032,603 (36.7% FBA)	(+89.8%)

The following projects have been added to the DCC portfolio:

- P005: Parkland Washrooms

The parkland infrastructure DCC program breakdown is detailed on the next page.



### 6.1. Parkland Infrastructure DCC Details

Project Name	Project ID	Projected Project Cost (20xx \$)	Projected Project Cost Date	Escalation Factor (EF)	Project Costs to Date	Project Costs Remaining (2026Q1 \$)	EBA %	FBA %	DCC Applicable Cost (2026 \$)
Trails (3.5 km)	P001	\$700,000	Feb-2026	1.00	\$0	\$700,000	63.3%	36.7%	\$256,754
Landscaping	P002	\$300,000	Feb-2026	1.00	\$0	\$300,000	63.3%	36.7%	\$110,037
Playground Equipment	P003	\$300,000	Feb-2026	1.00	\$0	\$300,000	63.3%	36.7%	\$110,037
Fencing	P004	\$125,000	Feb-2026	1.00	\$0	\$125,000	63.3%	36.7%	\$45,849
Parkland Washrooms*	P005	\$1,390,232	Feb-2026	1.00	\$0	\$1,390,232	63.3%	36.7%	\$509,925
<b>SUBTOTAL:</b>						<b>\$2,815,232</b>	<b>63.3%</b>	<b>36.7%</b>	<b>\$1,032,603</b>

\* 3x 3-stall units

## 7. Road Development Cost Charges

Sun Peaks is located at the end of Sun Peaks Road, which serves as the only road corridor for access to the community. Sun Peaks Road and its extension, Valley Drive, form the main road artery through the community, with other tributary roads connecting to it. Upgrades to roads within the community can generally be seen to provide broad benefit to all community members. As a result, future road infrastructure costs have been developed on a **municipal-wide basis** and allocated the default benefit apportionment.

Note that, for local subdivision developments, the developer typically builds the roads required to service that immediate development at their cost.

The table below details the changes to the road infrastructure DCC program since the last DCC program update:

**Table 7: Changes to Road DCC Program Since Last Update**

	2024	2026	
# of Projects in Road DCC Program	3	3	
Total Road Project Cost	\$2,469,131	\$2,951,661	(+19.5%)
Total Road DCC Applicable Project Cost	\$942,497 (38.2% FBA)	\$1,082,644 (36.7% FBA)	(+14.9%)

The following projects have been removed from the DCC portfolio:

- R002: Valley Drive Sidewalk (Underpass to Woodhaven) – complete

The following projects have been added to the DCC portfolio:

- R004: Valley Trail (Morrisey Base to School)

The road infrastructure DCC program breakdown is detailed on the next page.



### 7.1. Road Infrastructure DCC Details

Project Name	Project ID	Projected Project Cost (20xx \$)	Projected Project Cost Date	Escalation Factor (EF)	Project Costs to Date	Project Costs Remaining (2026Q1 \$)	EBA %	FBA %	DCC Applicable Cost (2026 \$)
Alpine Road Construction	R001	\$813,700	Apr-2024	1.05	\$0	\$852,986	63.3%	36.7%	\$312,868
Traffic Circle - Sun Peaks Road / Burfield Drive	R003	\$1,550,000	Jul-2018	1.27	\$0	\$1,965,400	63.3%	36.7%	\$720,892
Valley Trail - Morrisey Base to School	R004	\$130,500*	Jun-2025	1.02	\$0	\$133,275	63.3%	36.7%	\$48,884
					<b>SUBTOTAL:</b>	<b>\$2,951,661</b>	<b>63.3%</b>	<b>36.7%</b>	<b>\$1,082,644</b>

\* Based on recent completed work @ \$290/m

## 8. Sewer Development Cost Charges

Since Sun Peaks has an integrated network of sanitary sewage collection infrastructure in place that feeds into a single sewage treatment plant, upgrades to sewage collection and treatment within the community can generally be seen to provide broad benefit to all community members. As a result, future sanitary sewer infrastructure costs have been developed on a **municipal-wide basis**.

Note that, for local subdivision developments, the developer typically builds the sewer infrastructure required to service that immediate development, tying into existing sanitary sewer conveyance infrastructure, at their cost.

The table below details the changes to the sewer infrastructure DCC program since the last DCC program update:

**Table 8: Changes to Sewer DCC Program Since Last Update**

	<b>2024</b>	<b>2026</b>	
# of Projects in Sewer DCC Program	8	7	
Total Sewer Project Cost	\$22,437,297	\$23,295,018	(+3.8%)
Total Sewer DCC Applicable Project Cost	\$21,266,067 (94.8% FBA)	\$22,862,217 (98.1% FBA)	(+7.5%)

The following projects have been removed from the DCC portfolio:

- S002: Snowfluent – complete
- S007: Centrifuge Upgrade – complete

The following projects have been added to the DCC portfolio:

- S009: R11&2 Widening

The sewer infrastructure DCC program breakdown is detailed on the next page.



### 8.1. Sewer Infrastructure DCC Details

Project Name	Project ID	Projected Project Cost (20xx \$)	Projected Project Cost Date	Escalation Factor (EF)	Project Costs to Date	Project Costs Remaining (2026Q1 \$)	EBA %	FBA %	DCC Applicable Cost (2026 \$)
Effluent Balancing Pond Expansion	S001	\$1,780,000	Mar-2025	1.02	\$187,552	\$1,630,296	0.0%	100.0%	\$1,630,296
Effluent Disposal Capacity Increase	S003	\$13,837,000	Apr-2022	1.16	\$200,083	\$15,914,278	0.0%	100.0%	\$15,914,278
Wastewater System Automation Upgrades	S004	\$125,000	Apr-2024	1.05	\$64,761	\$66,274	63.3%	36.7%	\$24,309
Influent Equalization Expansion (Phase2)	S005	\$1,830,000	Mar-2025	1.02	\$50,586	\$1,818,325	0.0%	100.0%	\$1,818,325
FOG Skimmer	S006	\$530,000	Apr-2022	1.16	\$0	\$617,230	63.3%	36.7%	\$226,395
Bioreactor #5	S008	\$2,406,000	Apr-2022	1.16	\$0	\$2,801,991	0.0%	100.0%	\$2,801,991
RI1&2 Widening	S009	\$437,325	Nov-2025	1.02	\$0	\$446,624	0.0%	100.0%	\$446,624
					<b>SUBTOTAL:</b>	<b>\$23,295,018</b>	<b>1.9%</b>	<b>98.1%</b>	<b>\$22,862,217</b>

## 9. Water Development Cost Charges

While SPMRM has five water pressure zones within the community, they are all connected, allowing for cascading (e.g. during high consumption periods), and balancing of distribution reservoir levels (e.g. in case of a groundwater pump failure). As a result, future water infrastructure costs have been developed on a **municipal-wide basis**.

Note that, for local subdivision developments, the developer typically builds the water distribution and fire protection infrastructure required to service that immediate development, tying into existing municipal water conveyance infrastructure, at their cost.

The table below details the changes to the water infrastructure DCC program since the last DCC program update:

**Table 9: Changes to Water DCC Program Since Last Update**

	<b>2024</b>	<b>2026</b>	
# of Projects in Water DCC Program	17	17	
Total Water Project Cost	\$30,751,767	\$29,920,444	(-2.7%)
Total Water DCC Applicable Project Cost	\$17,204,127 (55.9% FBA)	\$18,904,110 (63.2% FBA)	(+9.9%)

The water infrastructure DCC program breakdown is detailed on the next page.



### 9.1. Water Infrastructure DCC Details

Project Name	Project ID	Projected Project Cost (20xx \$)	Projected Project Cost Date	Escalation Factor (EF)	Project Costs to Date	Project Costs Remaining (2026Q1 \$)	EBA %	FBA %	DCC Applicable Cost (2026 \$)
New Surface Raw Water Reservoir (MFA Loan 152)	W001	\$6,157,749*	Mar-2026	1.00	\$0*	\$6,157,749	63.3%	36.7%	\$2,258,609
PZ4E Reservoir & Booster Station (MFA Loan 158)	W002	\$4,781,569	Mar-2026	1.00	\$503,323	\$4,278,246	20.4%	79.6%	\$3,406,292
Municipal Water Supply Line From Surface Reservoir	W003	\$8,301,787	Mar-2026	1.00	\$7,388,390	\$913,397	24.1%	75.9%	\$692,880
Water System Automation Upgrades	W004	\$125,000	Apr-2024	1.05	\$70,351	\$60,684	63.3%	36.7%	\$22,258
Surface Reservoir Seepage Monitoring System	W005	\$540,000	Apr-2022	1.16	\$64,761	\$564,115	24.1%	75.9%	\$427,924
Disinfection Improvements at Platter WTP	W006	\$120,000	Apr-2022	1.16	\$0	\$139,750	73.3%	26.7%	\$37,267
Yarrow Creek & Lower Armitage Creek Diversions	W007	\$2,200,000	Apr-2022	1.16	\$0	\$2,562,087	0.0%	100.0%	\$2,562,087
Environmental Impact Study - McGillivray Lake	W008	\$120,000	Apr-2022	1.16	\$0	\$139,750	0.0%	100.0%	\$139,750
Permanent Surface Water Treatment Plant	W009	\$5,260,000	Apr-2022	1.16	\$0	\$6,125,716	50.0%	50.0%	\$3,062,858
Surface Water Reservoir Expansion	W010	\$3,450,000	Apr-2022	1.16	\$0	\$4,017,818	0.0%	100.0%	\$4,017,818
PZ3 to PZ2 PRV Station	W011	\$550,000	Apr-2022	1.16	\$0	\$640,522	63.3%	36.7%	\$234,938
PZ1 Reservoir Replacement	W012	\$2,180,000	Apr-2022	1.16	\$0	\$2,538,795	45.3%	54.7%	\$1,387,875
Bella Vista - Lookout Ridge Water Main Loop	W013	\$540,000	Apr-2022	1.16	\$0	\$628,876	63.3%	36.7%	\$230,666
WWTP Water Service Replacement	W014	\$520,000	Apr-2022	1.16	\$0	\$605,584	63.3%	36.7%	\$222,123
Sunburst Drive - Health Center Water Main Loop	W015	\$280,000	Apr-2022	1.16	\$0	\$326,084	63.3%	36.7%	\$119,605
Village Place - PZ3 Water Main Loop	W016	\$90,000	Apr-2022	1.16	\$0	\$104,813	63.3%	36.7%	\$38,445
PZ3 - Douglas Court Water Main Loop	W017	\$100,000	Apr-2022	1.16	\$0	\$116,458	63.3%	36.7%	\$42,716
					<b>SUBTOTAL:</b>	<b>\$29,920,444</b>	<b>36.8%</b>	<b>63.2%</b>	<b>\$18,904,110</b>

\* W001's "Projected Project Cost" reflects the principal and interest payments remaining after the 2026 MFA loan rate reset



## 10. Summary of Proposed DCC Rates

Table 10 below details the calculation behind the proposed 2026 DCC program rates, based on a 20-year growth projection of 5,260 BU (see Table 2).

Table 11 shows the proposed DCC rates for residential, commercial, industrial, and institutional developments. For commercial, industrial, and institutional developments, DCC rates are based on a unit of measurement (UOM) of per-m<sup>2</sup> of developed floor space. For 1m<sup>2</sup>, the DCC rate is determined by multiplying the “BU per UOM” factor by the DCC rate for 1 BU\*. These “BU per UOM” factors remain unchanged from the 2024 DCC program.

**Table 10: DCC Rate Calculation**

	<b>Drainage</b>	<b>Employee Housing</b>	<b>Parkland</b>	<b>Road</b>	<b>Sewer</b>	<b>Water</b>	<b>TOTAL</b>	
DCC Applicable Amount	\$119,719	\$110,951	\$1,032,603	\$1,082,644	\$22,862,217	\$18,904,111	<b>\$44,112,245</b>	(a)
Municipal Assist Factor	1%	1%	1%	1%	1%	1%	<b>\$440,535</b>	(b)
DCC Recoverable Amount	\$118,522	\$109,841	\$1,022,277	\$1,071,817	\$22,633,595	\$18,715,069	<b>\$43,671,122</b>	(c) = (a) - (b)
DCC Reserves Available	\$1,470	\$0	\$202,072	\$141,927	\$1,891,808	\$587,946	<b>\$2,825,223</b>	(d)
DCC Rate Per BU	\$22.25	\$20.88	\$155.94	\$176.80	\$3,943.56	\$3,446.44	<b>\$7,765.87</b>	(c - d)/5,260

**Table 11: DCC Rates**

	<b>UOM</b>	<b>BU per UOM</b>	<b>Drainage</b>	<b>Employee Housing</b>	<b>Parkland</b>	<b>Road</b>	<b>Sewer</b>	<b>Water</b>	<b>TOTAL</b>	
Residential	BU	1	\$22.25	\$20.88	\$155.94	\$176.80	\$3,943.56	\$3,446.44	<b>\$7,765.87</b>	per BU
Commercial	m <sup>2</sup>	0.017	\$0.41	\$0.36	\$0.76	\$3.01	\$67.04	\$58.59	<b>\$132.02</b>	per m <sup>2</sup>
Industrial	m <sup>2</sup>	0.010	\$0.24	\$0.21	\$0.44	\$1.77	\$39.44	\$34.46	<b>\$77.66</b>	per m <sup>2</sup>
Institutional	m <sup>2</sup>	0.018	\$0.44	\$0.38	\$0.80	\$3.18	\$70.98	\$62.04	<b>\$139.79</b>	per m <sup>2</sup>

\* Example: for commercial space, DCC rate = 0.017 x \$7,635.55 = \$129.80/m<sup>2</sup>

10.1. Comparison of Proposed DCC Rate Changes

**Table 12: Changes to DCC Rates Since Last Update**

	<b>2024</b>	<b>2026</b>	
Residential (per BU)	\$6,596.84	\$7,765.87	(+17.7%)
Commercial (per m <sup>2</sup> )	\$112.15	\$132.02	(+17.7%)
Industrial (per m <sup>2</sup> )	\$65.97	\$77.66	(+17.7%)
Institutional (per m <sup>2</sup> )	\$118.74	\$139.79	(+17.7%)

## 11. References

- [1] Local Government Act, Part 14  
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- [7] Sun Peaks Mountain Resort Municipality – 5 Year Financial Plan 2026  
<https://sunpeaks.civicweb.net/filepro/document/53975/Committee%20of%20the%20Whole%20-%2028%20Apr%202026%20-%20Agenda%20-%20Pdf.pdf>
- [8] Sun Peaks Resort Area Zoning Bylaw No. 1400  
<https://sunpeaks.civicweb.net/filepro/documents/?preview=28535>
- [9] Development Cost Charge Amendment Bylaw Approval Exemption Regulation  
<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/1401740884>
- [10] Statistics Canada. Table 18-10-0005-01 Consumer Price Index, annual average, not seasonally adjusted  
<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000501>

## Appendix A SPR Master Development Plan Growth Projections

Parcel	Project	Bed Units	Commercial m <sup>2</sup>	Industrial m <sup>2</sup>	Institutional m <sup>2</sup>	Timing
12	Townhouse - Public	160				2031
13	Gas & Convenience	-	TBD	TBD		2033
15	Employee Housing	83				2031
24	Townhouse - Public	380				2036
25	Townhouse - Public	308				2038
30	High Density Public Condominium	192				2035
36	Switchback Creek - Lots 3 & 4	202				2028
38	Townhouse - Public	266				2037
56	Townhouse - Public	816				2031
57	Townhouse - Public	617				2032
63	Townhouse - Community Housing	196				2034
68	Single Family RS-1A	78				2031
69	Apartment - Community Housing	76				2035
C	Contodel/Skier Services	193	911		TBD	2033
DD	Skier Services	-	2200			2039
E-A	East Village Daylodge	301	196			2029
E-B	East Village Contodel	146	945			2034
E-C	East Village Contodel	202	1208			2038
E-D	East Village Contodel	135	770			2034
E-E	East Village Contodel	176	1000			2036
E-F	East Village Contodel	232	1399			2032
E-G	East Village Contodel	154	460			2038
E-H	East Village Parking Lot	0				2032
E-L	School	-			TBD	2035
Other	Sunburst Lodge Expansion	-	908			2028
Various	Undeveloped Single-Family Lots	347				2026 to 2045
	<b>TOTAL:</b>	<b>5,260</b>	<b>9,997</b>	<b>TBD</b>	<b>TBD</b>	

## Appendix B British Columbia Consumer Price Indices

The below table shows the historical British Columbia CPI, as per Statistics Canada<sup>[10]</sup>.

Year	CPI
2017	125.0
2018	128.4
2019	131.4
2020	132.4
2021	136.1
2022	145.5
2023	151.2
2024	155.2
2025	158.5

## Appendix C Benefit Apportionment Calculations

### W002: PZ4 Reservoir & Booster Station

Total Design BU served	1207	(a) (from 2019 design brief)
Current BU served	246	(b)
Existing vs Future benefit	20.4%	EBA = (b) / (a)

### W003: Municipal Surface Raw Water Reservoir Pipeline

#### W005: Surface Reservoir Seepage Monitoring System

Current supply line capacity*	54,453	m <sup>3</sup> /year	(a)
Final surface water reservoir capacity	280,000	m <sup>3</sup> /year	(b)
New capacity generated by pipeline	225,547	m <sup>3</sup> /year	(c) = (b) – (a)
% of new capacity servicing existing BU	24.1%		EBA = (a) / (c)

\* Average of last 4 years production

### W006: Disinfection Improvements at Platter WTP

Current Platter Plant Capacity	15	L/s	(a)
Current Platter Plant maximum daily demand	11	L/s	(b)
Existing user demand when Platter at capacity	73.3%		EBA = (a) / (b)

### W009: Permanent Surface Water Treatment Plant

Current Platter Plant capacity	15	L/s	(a)
Future treatment plant capacity	30	L/s	(b)
% of new capacity replacing Platter Plant	50.0%		EBA = (a) / (b)

### W012: PZ1 Reservoir Replacement

Current reservoir volume	680	m <sup>3</sup>	(a)
Required future reservoir volume	1500	m <sup>3</sup>	(b)
% of new capacity replacing Platter Plant	45.3%		EBA = (a) / (b)

## Appendix D Public Consultation

### 12 May 2026:

First reading of updated DCC bylaw by Council, with public presentation on proposed changes and rates. Council discussed their wish to include land acquisition costs for Employee Housing in the DCC program (Employee Housing DCCs were not included in the first reading of the DCC bylaw). Council directed Staff to formulate DCC rates for Employee Housing, based on land acquisition costs, for inclusion in the second reading of the DCC bylaw.

During the discussion for the first reading of the bylaw, Council considered the DCC rates with prevailing levels of service, equity between existing taxpayer and future development, and housing affordability and the Municipal Assist Factor.

## Appendix E      Loan Interest Background & Details

The following projects are being debt-funded and their principal and interest repayments have been included in the DCC program. Both of these loans were issued by the Municipal Finance Authority of BC (MFA). The below table shows the remaining loan repayment schedule and DCC applicable portions:

Year	New Surface Raw Water Reservoir (W001) MFA Issue 152 / Loan Authorization Bylaw 0146		PZ4E Reservoir & Booster Station (W002) MFA Issue 158 / Loan Authorization Bylaw 0179	
	Principal	Interest (3.03%)	Principal	Interest (4.09%)
2026	\$213,563	\$196,950	\$116,692	\$134,970
2027	\$213,563	\$196,950	\$116,692	\$134,970
2028	\$213,563	\$196,950	\$116,692	\$134,970
2029	\$213,563	\$196,950	\$116,692	\$134,970
2030	\$213,563	\$196,950	\$116,692	\$134,970
2031	\$213,563	\$196,950	\$116,692	\$134,970
2032	\$213,563	\$196,950	\$116,692	\$134,970
2033	\$213,563	\$196,950	\$116,692	\$134,970
2034	\$213,563	\$196,950	\$116,692	\$134,970
2035	\$213,563	\$196,950	\$116,692	\$134,970
2036	\$213,563	\$196,950	\$116,692	\$134,970
2037	\$213,563	\$196,950	\$116,692	\$134,970
2038	\$213,563	\$196,950	\$116,692	\$134,970
2039	\$213,563	\$196,950	\$116,692	\$134,970
2040	\$213,563	\$196,950	\$116,692	\$134,970
2024	\$213,563	\$196,950	\$116,692	\$134,970
2025	\$213,563	\$196,950	\$116,692	\$134,970
2026	\$213,563	\$196,950	\$116,692	\$134,970
2027	\$213,563	\$196,950	\$116,692	\$134,970
2028	\$213,563	\$196,950	\$116,692	\$134,970
2029	\$213,563	\$196,950	\$116,692	\$134,970
2030	\$213,563	\$196,950	\$116,692	\$134,970
2031	\$213,563	\$196,950	\$116,692	\$134,970
2032	\$213,563	\$196,950	\$116,692	\$134,970
2033	\$213,563	\$196,950	\$116,692	\$134,970
2034	\$213,563	\$196,950	\$116,692	\$134,970
2035	\$213,563	\$196,950	\$116,692	\$134,970
2036	\$213,563	\$196,950	\$116,692	\$134,970
2037	\$213,563	\$196,950	\$116,692	\$134,970
2039	\$213,563	\$196,950	\$116,692	\$134,970
2040	\$213,563	\$196,950	\$116,692	\$134,970
2041	\$0	\$0	\$116,692	\$134,970
2042	\$0	\$0	\$116,692	\$134,970
2043	\$0	\$0	\$0	\$0
2044	\$0	\$0	\$0	\$0
2045	\$0	\$0	\$0	\$0
----- End of Current DCC Program Timeframe -----				
<b>TOTAL</b>	\$3,203,499	\$2,954,250	\$1,983,756	\$2,294,490
	<b>\$6,157,749</b>		<b>\$4,278,246</b>	
FBA%	36.7%		79.6%	
DCC	\$2,258,609		\$3,406,292	
App.	\$1,175,016	\$1,083,593	\$1,579,445	\$1,826,847

Total interest applicable to DCC rates = \$1,083,593 + \$1,826,847 = **\$2,910,440**

Council resolution authorizing the use of loan interest in the DCC program:



**CERTIFIED COPY OF RESOLUTION OF THE COUNCIL OF THE  
SUN PEAKS MOUNTAIN RESORT MUNICIPALITY**

2024-06-18/12      Moved by Councillor Hrycan, seconded by Councillor Dye:  
THAT Council approve the inclusion of \$1,363,732 of future interest to be paid  
under existing MFA loans 152 and 158 into the 2024 Development Cost Charge  
(DCC) program revision.  
Motion carried

I, Nicky Jonsson, Director of Corporate Services for the SUN PEAKS MUNICIPALITY, do hereby  
certify that the forgoing is a true copy of a resolution passed by the Council of the Sun Peaks  
Mountain Resort Municipality on the 18<sup>th</sup> day of June, 2024.

WITNESS BY HAND THIS 20<sup>th</sup> day of June, 2024.

  
\_\_\_\_\_  
NICKY JONSSON  
DIRECTOR OF CORPORATE SERVICES

**Engineering letter summarizing the immediate/near-term need for these projects:**

(Note: the Surface Water reservoir project was already under construction at the time of this letter being provided to SPMRM)



February 28, 2021

File: 311L0015.21

Sun Peaks Mountain Resort Municipality  
 3270 Village Way Ste 106  
 Sun Peaks, BC V0E 5N0

**Attention:** Omar Butt, AScT – Sun Peaks Mountain Resort Municipality – Director of Public Works

**RE:** Summary of Urgent Water System Improvement Cost Estimates

As requested by Sun Peaks Mountain Resort Municipality (SPMRM) during a meeting on February 24, 2021 Urban Systems (Urban) has prepared a summary of cost estimates related to a number of urgent water system improvement projects. Based on discussions with SPMRM staff, these estimates are required to begin internal conversations related to financing the projects. A number of these estimates are classified as Class D, meaning they are based on minimal design work and little to no site investigation work. Additionally, some of the estimates are dated, so inflation rates and cost of equipment supply should be revisited.

W001 →  
 W002 →

Item	Description	Cost
Surface Water Reservoir	Construction Increase Allowance	\$ 250,000.
Surface Water Supply Main	2020 – Class D Estimate	\$4,500,000.
PZ4E Reservoir and Lookout Booster Station	2018 – Class D Estimate	\$2,400,000.
Bella Vista Water Main Loop	2021 – Class B Estimate	\$ 250,000.
PZ3 to PZ2 PRV Upgrades to PZ2 PS	2021 - Class D Estimate	\$ 100,000.
<b>Total</b>		<b>\$7,500,000.</b>

We recommend that the cost estimates outlined above are reviewed and updated to ensure they are suitably accurate for SPMRM to advance financing discussions and securing long-term financing. Urban can also provide more detail on project rational and scope for the projects identified above, upon request.

If you have any questions or require additional information, please contact the undersigned.

Sincerely,

**URBAN SYSTEMS LTD.**

Peter Coxon, P.Eng.  
 Senior Engineer

/ht

U:\Projects\_KWH\2115005\25C-Correspondence\07-Client\2021-02-26-SPMRM-Urgent Water Project Estimate Summary.docx

200 - 286 St. Paul Street, Kamloops, BC V2C 6G4 | T: 250.374.8311

[urbansystems.ca](http://urbansystems.ca)

**Summary of DCC Reserves – Insufficient for project funding:**

<b>Available Total DCC Reserves – By Year</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Drainage	\$0	\$ 0	\$ 0	\$ 0
Parkland	\$12,787	\$22,818	\$119,666	\$202,758
Roads	\$3,117	\$5,136	\$29,305	\$39,053
Sewer	\$73,694	\$131,497	\$498,817	\$774,462
Water	\$113,143	\$201,887	\$370,534	\$726,056

**5 Year Financial Plan – Debt and DCC Disclosures<sup>[7]</sup>(pp. 38,39):**

**Debt:**

Project	MFA Issue	Maturity Date	Reset Year	Interest Rate	Balance Outstanding at December 31, 2025 (\$)
Compost Facility	145	2038-04-23	2028	3.15%	283,572
Sewage Treatment Plant	145	2038-04-23	2028	3.15%	389,911
Sun Peaks Centre	149	2039-10-09	2029	2.24%	1,515,263
Surface Water Treatment Plant	149	2039-10-09	2029	2.24%	1,075,837
Sewer Upgrade	152	2040-10-02	2030	3.03%	1,216,246
Reservoir	152	2040-10-02	2030	3.03%	5,067,690
PZ4 & Booster Station	158	2042-10-09	2032	4.09%	2,934,089
<b>Subtotal MFA Debenture Debt</b>					12,482,607
Tourism Sun Peaks Capex					330,171
<b>Total MFA Debt and Other Obligations</b>					12,812,778

**DCCs:**

Account	Balance at December 31, 2025 (\$)	Balance at end of :				
		Budget 2026 (\$)	Budget 2027 (\$)	Budget 2028 (\$)	Budget 2029 (\$)	Budget 2030 (\$)
Water	587,946	(484,988)	(973,945)	(526,003)	(1,869,232)	(3,937,673)
Wastewater	2,269,472	1,949,269	1,919,736	2,722,762	3,837,950	3,615,308
Roads	141,927	145,334	148,741	193,423	254,600	258,007
Parkland	202,072	202,641	203,210	210,674	220,894	221,463
Drainage	1,470	1,916	(127,053)	(121,210)	(113,210)	(112,764)
<b>Grand Total</b>	<b>3,202,886</b>	<b>1,814,172</b>	<b>1,170,689</b>	<b>2,479,646</b>	<b>2,331,002</b>	<b>44,341</b>

## Appendix F Project Cost Detail Sheets

### TASK 10 - FINAL REPORT

The draft report will be finalized in light of the review meeting. The final report will be issued in PDF format. The models in support of the report will be issued in electronic format.

### 3.0 FEE ESTIMATE

Our estimated cost to complete this work (including disbursements and excluding taxes) are outlined in the flowing table:

Task	Fees	Schedule <sup>(Note 1)</sup>
Task 1 – Project Kick Off Meeting	\$ 4,100	Week 1
Task 2 – Data Review <sup>(Note 2)</sup>	\$ 7,600	Week 1 to Week 3
Task 3 – Establish Design Criteria	\$ 13,600	Week 2 to Week 4
Task 4 – Establish Future Climate Condition	\$ 4,900	Week 2 to Week 4
Task 5 – Minor System – Conceptual Design	\$ 19,800	Week 4 to Week 8
Task 6 – Major System – Conceptual Design	\$ 13,900	Week 4 to Week 8
Task 7 – Major System – Cut-off Ditch Preliminary Design	\$ 14,600	Week 4 to Week 6 <sup>(Note 3)</sup>
Task 8 – Draft Report	\$ 21,900	Week 8 to Week 10
Task 9 – Review Meeting	\$ 3,600	Week 11
Task 10 – Final Report	\$ 5,900	Week 12
<b>Total</b>	<b>\$ 109,900</b>	<b>12 Weeks</b>

Note 1 – the schedule is based on the project duration in weeks, commencing upon written direction from SPMRM and SPR directing Urban to proceed.

Note 2 – please note we have not included an allowance for field survey in our fee estimate at this time. If the data review tasks identifies the need for field survey, we will work with SPMRM and SPR to determine the scope and level of effort associated with collection of additional survey if required.

Note 3 – we are proposing to advance the preliminary design and technical memorandum for the major system cut-off ditch prior to developing the draft and final reporting for the overall assignment.

# D002

**Sun Peaks - CXT Washroom**

<b>Quote Date:</b>	2/9/2026	<b>Prepared For:</b>	Sun Peaks Mountain Resort Municipality Brecon Satchwell (250) 578-2020 bsatchwell@sunpeaksmunicipality.ca
<b>Expiry Date:</b>	3/11/2026		
<b>Payment Terms:</b>	50% NET30 (50% to order Bal NET30 from ship date)		
<b>Lead Time:</b>	TBD		
<b>Ship To</b>	Kamloops BC		

Description	Qty	Unit	Price	Extended Price
DK-3 with chase has three multiuser fully accessible flush restrooms. Standard features include simulated barnwood textured walls, simulated cedar shake textured roof, vitreous china fixtures, 4-gallon water heater, interior and exterior lights, off loaded, and set up at site. <b>Custom Options:</b> -Heating/Insulation	1.00	Each	\$362,141.64	\$362,141.64
PW-Engineering	1.00	Each	\$10,945.00	\$10,945.00
PW-Freight Freight for lifting plates: \$1,160 Deposit for lifting plates: \$1,450 (deposit returned once lift plates returned)	1.00	Each	\$2,610.00	\$2,610.00
PW-Freight	1.00	Each	\$21,170.59	\$21,170.59

Notes: <b>Supply only.</b>	<b>Investment:</b> <b>\$396,867.23+ tax</b>
-------------------------------	--

P005

<b>SubTotal:</b>	<b>\$396,867.23</b>
<b>PST:</b>	<b>\$27,014.56</b>
<b>GST/HST:</b>	<b>\$19,843.36</b>
<b>Total:</b>	<b>\$443,725.15</b>

**Some products in this quote may be subject to Tariffs at time of import, Tariffs are calculated using rates set by Canadian Government Authority on the day of import**

*\*Not Included in above Total*

DESIGN CONSULTANT: Mitchell Taubensee  
 mitchell.taubensee@makrgroup.com

BC  
 Page 1 of 9

Unit # C100, 6286 - 203 Street, Langley, BC V2Y 3S1  
 P. 1.604.940.0067 | TF: 1.888.890.6257 (MAKR) | F. 1.604.940.0162



**Sun Peaks - CXT Washroom**

<b>Quote Date:</b>	2/9/2026	<b>Prepared For:</b>	Sun Peaks Mountain Resort Municipality Brecon Satchwell
<b>Expiry Date:</b>	3/11/2026		(250) 578-2020
<b>Payment Terms:</b>	50% NET30 (50% to order Bal NET30 from ship date)		bsatchwell@sunpeaks municipality.ca
<b>Lead Time:</b>	TBD		
<b>Ship To</b>	Kamloops BC		

**Estimated Tariffs as of 2/9/2026 (if applicable): \$66,543.53 incl. GST**

**Deposit Required: \$198,433.62**

Please make order and cheques payable to: **Parkworks Solutions Corp.**

**Remit To:** 805 Crowley Avenue, Kelowna, BC Canada V1Y 7G6

**GST:** 104436092 RT0000

**By signing this contract, you agree to the attached Terms & Conditions**

-----  
Date

-----  
Signature

-----  
Printed Name & Title

**P005**

DESIGN CONSULTANT: Mitchell Taubensee  
mitchell.taubensee@makrgroup.com

BC  
Page 2 of 9

Unit # C100, 6286 - 203 Street, Langley, BC V2Y 3S1  
P. 1.604.940.0067 | TF: 1.888.890.6257 (MAKR) | F. 1.604.940.0162

<p align="center"><b>Sun Peaks Mountain Resort Municipality</b>  <b>Alpine Road Cost Estimate (Class A Cost Estimate)</b>                      Schedule of Quantities and Prices</p> <p align="center"><small>(See paragraph 5.3.1 of the Instructions to Tenderers - Part II)</small>  <small>(All prices and Quotations including the Contract Price shall include all Taxes, but shall not include GST. GST shall be shown separately.)</small></p>						
Item	Section	Brief Description See MMCD Master Municipal Specifications and Supplementary Specifications for Additional Details and Descriptions	Unit	Est. Qty.	Unit Price	Total Price
<b>Division 1 - General Requirements</b>						
<b>01 33 01 - Project Record Documents</b>						
		Mob/De-Mob & General Conditions	ls	1	\$ 40,500.00	\$ 40,500.00
<b>Division 31 - Earthwork</b>						
<b>31 24 13 - Roadway Excavation, Embankment and Compaction</b>						
1.8.1		Clearing and Grubbing - To be included under Section 31 11 01 - 1.4.1	note			
1.8.2		Topsoil Stripping And Stockpiling - To be included under Section 31 22 01 - 1.4.1, 1.4.6	note			
1.8.2		Topsoil Stripping And Disposal - To be included under Section 31 24 13 - 1.8.5	note			
1.8.3		Rock Removal - To be included under Section 31 23 17	note			
1.8.5		Common Excavation - Offsite Disposal (including ditching excavation)	m <sup>3</sup>	1000	\$ 35.00	\$ 35,000.00
1.8.5		Common Excavation - Onsite Re-use (includes use at Pcl 15 and building up south side boulevard)	m <sup>3</sup>	400	\$ 30.00	\$ 12,000.00
1.8.5		Import Fill Material - Structural Fill (below road structure)	m <sup>3</sup>	1100	\$ 65.00	\$ 71,500.00
1.8.9		Subgrade Preparation (Roadways)	m <sup>2</sup>	3360	\$ 2.00	\$ 6,720.00
1.8.9		Subgrade Preparation (Driveways and Pcl 15 entrance)	m <sup>2</sup>	1050	\$ 2.00	\$ 2,100.00
<b>31 32 19 - Geosynthetics</b>						
1.6.1		Geosynthetics - Woven (Nilex 4551 (or approved equal)	m <sup>2</sup>	50	\$ 30.00	\$ 1,500.00
<b>31 37 10 - Riprap</b>						
1.4.1		10kg Riprap - Hand Placed (around new CB at Sta 0+108m)	m <sup>3</sup>	2	\$ 265.00	\$ 530.00
1.4.1		25kg Riprap - Machine Placed (lining of existing ditch between Sta 0+173m & 0+184)	m <sup>3</sup>	10	\$ 265.00	\$ 2,650.00
1.3		Course Rock Filter (150mm thick)	m <sup>2</sup>	50	\$ 60.00	\$ 3,000.00
<b>Division 32 - Roads and Site Improvements</b>						
<b>32 11 16.1 - Granular Subbase</b>						
1.4.2		Granular Subbase 500mm (Roadways)	m <sup>2</sup>	3050	\$ 55.00	\$ 167,750.00
1.4.2		Granular Subbase 500mm (Driveways)	m <sup>2</sup>	410	\$ 55.00	\$ 22,550.00
1.4.5		Removal and Disposal of Unsuitable Subgrade to be included under 31 22 16.1	note			
<b>32 11 23 - Granular Base</b>						
1.4.1		Shouldering Gravel - (50mm Thick, 0.5m wide)	m <sup>2</sup>	215	\$ 50.00	\$ 10,750.00
1.4.1		Granular Base 100mm Thick (Roadways)	m <sup>2</sup>	2700	\$ 30.00	\$ 81,000.00
1.4.1		Granular Base 100mm Thick (Driveways)	m <sup>2</sup>	310	\$ 30.00	\$ 9,300.00
1.4.4		Removal and Disposal of Unsuitable Subgrade to be included under 31 22 16.1	note			
<b>32 12 16 - Hot-Mix Asphalt Concrete Paving</b>						
1.5.1, 1.5.2		Asphalt Pavement - 50 mm thick (Roadway)	m <sup>2</sup>	2520	\$ 42.00	\$ 105,840.00
1.5.1, 1.5.2		Asphalt Pavement - 50 mm thick (Driveways)	m <sup>2</sup>	275	\$ 80.00	\$ 22,000.00
1.5.7		Saw Cut Asphalt or Concrete Pavements	lm	92	\$ 50.00	\$ 4,600.00
<b>32 92 19 - Hydraulic Seeding</b>						
1.8.1		Hydraulic Seeding (Optional)	m <sup>2</sup>	500	\$ 2.25	\$ 1,125.00
<b>Signage</b>						
		Stop sign, post and base	ls	1	\$ 900.00	\$ 900.00
		Stop bar and centreline painting	ls	1	\$ 2,000.00	\$ 2,000.00
<b>Division 33 - Utilities</b>						
<b>33 40 01 - Storm Sewers</b>						
1.6.2		Payment for storm sewers includes saw cutting, trench excavation, disposal of surplus excavated material, bedding, supply and installation of all pipe, fittings and related material, imported or native backfill as specified, cleaning, flushing and testing, and surface restoration under 31 23 01	note			
1.6.1, 1.6.2		Drainage Pipe PVC SDR 500 mm diameter (extension of existing 500mm storm main includes coupler)	lm	21	\$ 775.00	\$ 16,275.00
1.6.1, 1.6.2		Drainage Pipe PVC SDR 500 mm diameter (Firehall Driveway Storm Pipe)	lm	35	\$ 775.00	\$ 27,125.00
1.6.9		Drainage Tie-in 200mm diameter into existing 1050mm diameter storm existing manhole	ls	1	\$ 10,000.00	\$ 10,000.00
<b>33 42 13 - Pipe Culverts</b>						
1.5.2		Payment for pipe culverts includes saw cutting, trench excavation, disposal of surplus excavated material, bedding, supply and installation of all pipe, fittings and related material, imported or native backfill as specified, cleaning, and surface restoration under 31 23 01	note			
1.5.1, 1.5.2		Culvert Pipe CSP 500 mm diameter (Extension of existing culvert at Sun Peaks Road, includes coupler)	lm	3	\$ 1,510.00	\$ 4,530.00
1.5.1, 1.5.2		Culvert Pipe CSP 350 mm diameter (Parcel 15 Driveway Culvert)	lm	24	\$ 780.00	\$ 18,720.00
1.5.1, 1.5.2		200mm Ultra Rib PVC Catchbasin Lead	lm	10	\$ 375.00	\$ 3,750.00
1.5.1, 1.5.2		Concrete Sandbag endwall	ea	8	\$ 1,200.00	\$ 9,600.00
<b>33 44 01 - Manholes and Catchbasins</b>						
1.5.1		Payment for manhole base, lid, slab, frame, and cover includes all details shown on Standard Drawings S1, S2, S3, S4 and S5 except for risers	note			
1.5.1.1		Storm Manhole base, lid, slab, cover and frame 1200 mm diameter	ea	1	\$ 6,000.00	\$ 6,000.00
1.5.1.2		Storm Manhole Riser and Tee Riser 1200 mm diameter	vm	1.5	\$ 1,225.00	\$ 1,837.50
1.6.9		Concrete Catchbasin Structure	ea	1	\$ 3,350.00	\$ 3,350.00
					<b>Subtotal</b>	<b>RM Subtotal \$ 704,502.50</b>
						<b>10% Contingency \$ 70,450.25</b>
					<b>Subtotal</b>	<b>\$ 774,952.75</b>
					<b>5% GST</b>	<b>\$ 38,747.64</b>
					<b>Project Total</b>	<b>RM Total \$ 813,700.39</b>

R001

MEMORANDUM

Date: August 30, 2018  
 File: 3111.0019.01  
 Subject: Sun Peaks Road – Transportation Safety Plan Review  
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3.8 Lighting

The current street lighting at the intersections is carried on the hydro poles, with one light at Alpine Road and one at Burfield Drive. For the roundabout, improved lighting should be included in the next stage of design. The relocation of the hydro poles can assist in the lighting however, a review of the lighting requirements is recommended. Lighting costs are included in the cost estimate total.

3.9 Signage

Standardized signage has been applied to the design, which provides positive direction to the drivers. Directional street signage and attraction signs can be incorporated to meet the municipality requirements during the next stage of design. As mentioned in the traffic Speed section, 20km/h signs can be added if required. If there is significant pedestrian traffic, this maybe advisable to ensure the safety of the pedestrians.

3.10 Snow Removal

Snow removal is a major consideration for the roundabout design and needs to be evaluated at all stages. The snow removal can be addressed in many ways through the roundabout and coordination with the municipality public works department is critical to the next stage of design to ensure the current methods of removal and known issues can be addressed.

3.11 Property Requirements

For the conceptual design cost estimate a sum of \$250,000 for Property has been allocated. The design attempted to minimize impacts to the Fire Hall and other property uses. Conceptual property requirements are included in attached drawings. During the next stage of design, environmental impacts, property ownership, and related requirements will need to be incorporated.

3.12 Existing Pull Out Impact

The existing pull out just west of Alpine Road that contains the Welcome to Sun Peaks information sign and seven community mail boxes, will be impacted by the roundabout design. During the next stage of design, the community requirements will need to be incorporated into the pull out and roundabout design.

**Conceptual Roundabout Cost Estimate**

Current construction rates have been reviewed and compiled for the estimate. The rates are based on recent construction cost data for similar projects in the interior of BC. Using these rates and the neat line quantities from the design software, a conceptual level cost estimate has been developed for the roundabout.

• Construction Costs	\$ 850,000
• Survey, Design, and Construction Management	\$ 130,000
• Utilities (Hydro)	\$ 20,000
• Property Costs	\$ 250,000
• 35% Contingency on Construction Cost	<u>\$ 300,000</u>

**Total \$1,550,000**

**R003**

During next design stage the costs will be refined, and the contingency requirements reduced.

# TECHNICAL MEMORANDUM

DATE: August 10, 2022  
TO: Omar Butt, ASCT – SPMRM Director of Public Works  
FROM: Jill Reynolds, EIT. and Peter Coxon, P.Eng. – Urban Systems  
FILE: 3111.0029.01  
SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #7 Water Projects & Upgrades Cost Estimates

## 1.0 INTRODUCTION

Class C cost estimates have been prepared for the projects and upgrades summarized in Technical Memorandum #6 – Upgrades and Servicing Options for Water. Costs have been split into two options, depending on the future water source selected to meet the Phase 2 Development demands. Option A details the costs if additional water is sourced using the existing license for the new municipal surface water reservoir. Option B details the costs if water is instead sourced from McGillivray Lake. Morrissey Lake could be considered further in the design phase; however, McGillivray Lake has been assumed for costing purposes.

### 1.1 OPTION A: EXPAND USAGE OF EXISTING SURFACE WATER LICENSE

Option A includes upgrades to expand usage of the existing license for the new municipal surface water reservoir. Further study is required to determine which upgrades will be required to maximize diversion volumes, including environmental flow monitoring. For the purpose of this plan, the following upgrades have been assumed:

- Construction of an additional 120,000 m<sup>3</sup> reservoir storage. It may be possible to decrease this volume, depending on the ability to cycle (i.e. fill/empty/refill) the reservoir storage through the year. It has been assumed that the new reservoir will be located near the existing reservoir and use the same diversion structures and surface water supply line.
- The Lower Armitage Creek diversion structure should be considered to reduce the additional volume of storage that needs to be constructed. It is strongly recommended that SPMRM continue to collect stream monitoring data and assess the volumes of water accessible from the Upper Armitage Creek diversion structure and Yarrow Creek diversion structure. Depending on the data collected, the Lower Armitage Creek diversion structure may not be required. The Lower Armitage Creek diversion structure has not been included in current estimates (Section 2.0).
- The surface water supply main, micro hydro station, and seepage monitoring system have been included as part of both source options as they are required to utilize the existing municipal surface water reservoir system.
- It is anticipated that the Yarrow Creek diversion structure will be required to fill the municipal surface water reservoir while meeting environmental flow needs. As a result, this upgrade has been included in both options.

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FILE: 3111.0029.01

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SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #7 Water Projects &amp; Upgrades Cost Estimates

## 1.2 OPTION B: MCGILLIVRAY OR MORRISSEY LAKE

Option B details upgrades required to divert water from McGillivray or Morrissey Lake. Further study, including an environmental impact study and permit applications, are required to determine the infrastructure requirements for this option. For the purpose of this plan, the following upgrades have been assumed:

- Environmental impact study.
- Permit applications and approvals.
- Cofferdam structure at the outlet of McGillivray Lake to McGillivray Creek, including a fish ladder included with the dam.
- Diversion structure upstream of the dam. This structure could be a part of the cofferdam, or a dedicated intake pipe with fish screen.
- Diversion control building complete with instrumentation and controls necessary to remotely monitor lake level and flows through supply main. An allowance has been included for a small pump station from the Lake to overcome any initial elevation losses. This pump station may not be required. An allowance for electrical connection to the diversion control building from SPMRM has also been included.
- Raw water supply main from McGillivray Lake to SPMRM.
- PRV or micro hydro station to reduce pressures prior to treatment.

## 1.3 DISCUSSION

There are risks associated with both water servicing options. For example, it may not be possible to license water use for McGillivray or Morrissey Lake. Alternatively, there is a risk that it may not be possible to divert the full licensed volume of water to the surface water reservoir while maintaining Environmental Flow Needs. To minimize this risk, it is recommended that SPMRM proceed with the EIS and permit applications for the McGillivray/Morrissey Lake option, even if SPMRM decides to proceed with expansion of the existing surface water supply system. As a result, these projects are included in both options.

## 2.0 CLASS C COST ESTIMATES FOR PROPOSED WORKS

**Table 2.1** summarizes the Class C capital costs for the capital projects and upgrades outlined in Technical Memorandum #6 – Upgrades and Servicing Options for Water.

The following assumptions were made to prepare these cost estimates:

- Capital cost estimates are “Class C” and include a 35% construction contingency.
- 15% of capital cost estimate used to estimate engineering design and construction management services.
- Costs are based on May 2022 CDN dollar. Allowances for inflation have not been included.

DATE: August 10, 2022

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SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #7 Water Projects &amp; Upgrades Cost Estimates

- Several recommendations were made on ongoing operations in the technical memorandums. Items pertaining to ongoing operations and maintenance are outside the scope of the infrastructure plan and have therefore not been costed. These include:
  - Upgrades to the existing treatment plants that do not affect treatment performance (refer to Attachment 2 of Technical Memorandum #3 – Treatment Assessment).
  - Structural inspections of existing reservoirs (CWMM recommended completing inspections of the reservoirs every 5 years; refer to Technical Memorandum #5 – Storage Assessment for additional details).
  - Hydrometric station data collection and water quality data collection.
- It is assumed that the treatment train for the new WTP will generally consist of pressure reduction, organics removal, filtration, and disinfection. The costs to purchase land for the future treatment site have not been included.
- It is assumed that the flushing of the existing snowmaking line will be largely an operations and maintenance investment, rather than a capital investment. As a result, no capital allowance has been included.
- It is assumed that a mid-mountain PRV station will be installed on the surface water supply main to reduce the quantity of high pressure class pipe.
- The new PZ1 reservoir will be 1500 m<sup>3</sup> and constructed of concrete. This size may be refined in future design phases.
- The PZ3 to PZ2 PRV station will be located in a buried chamber in the location identified on Figure 6.1 of Technical Memorandum #4. This location provides better distribution system performance than a cascading valve located within the PZ2 pumphouse; however, this will be more expensive due to the need for a new structure to house the valve. A cascading valve within the PZ2 pumphouse can be evaluated further by SPMRM during the design stage if required.
- It is anticipated that development within PZ4W will be outside of the infrastructure planning timeframe. As a result, upgrades for PZ4W have not been costed.
- SPMRM administration and project management costs are not included.
- COVID-19 and global supply chain challenges has resulted in pricing uncertainty around process equipment, piping, and electrical equipment. It is challenging to predict the magnitude or duration of these impacts. No allowances have been made in this cost estimate as a result of this, other than the inclusion of a 35% construction contingency, as noted above.



TECHNICAL MEMORANDUM

DATE: August 10, 2022 FILE: 3111.0029.01 PAGE: 4 of 5  
 SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #7 Water Projects & Upgrades Cost Estimates

**Table 2.1: Class C Capital Cost Estimate for Recommended Water Upgrades & Capital Projects**

Project Description		Option A	Option B
<b>Water Source Upgrades and Capital Projects</b>			
1.1	Well cleaning, rehabilitation, or replacement	\$2,170,000	\$2,170,000
1.2	Surface water supply main from reservoir to Platter WTP	\$4,670,000	\$4,670,000
1.3	Seepage monitoring system <b>W005</b>	\$540,000	\$540,000
1.4	Yarrow Creek diversion structure <b>W007 (x2)</b>	\$1,100,000	\$1,100,000
1.5	Surface water reservoir expansion <b>W010</b>	\$3,450,000	
1.6	Environmental impact study for McGillivray Lake/Morrissey Lake <b>W008</b>	\$120,000	\$120,000
1.7	Obtain Regulatory Permits/Licences for McGillivray Lake/Morrissey Lake	\$320,000	\$320,000
1.8	McGillivray Lake/Morrissey diversion structure & dam		\$3,170,000
1.9	Raw Water pipeline from McGillivray Lake/Morrissey Lake		\$3,530,000
1.10	Geotech and archeology for McGillivray/Morrissey Lake		\$270,000
<b>Treatment Upgrades and Capital Projects</b>			
2.1	Disinfection improvements at Platter WTP <b>W006</b>	\$120,000	\$120,000
2.2	Construct new 30 L/s surface water treatment facility <b>W009</b>	\$5,260,000	\$5,260,000
2.3	GARP evaluation of existing groundwater wells (PW1A, PW1C, PW1B, PW2D, PW2E)	\$70,000	\$70,000
<b>Distribution and Storage Upgrades and Capital Projects</b>			
3.1	Loop between the end of Alpine Road (by municipal building) and Industrial Way	\$330,000	\$330,000
3.2	Replace PZ1 reservoir <b>W012</b>	\$2,180,000	\$2,180,000
3.3	WWTP water service replacement <b>W014</b>	\$520,000	\$520,000
3.4	PZ3 to PZ2 PRV station <b>W011</b>	\$550,000	\$550,000
3.5	Bella Vista Drive watermain loop <b>W013</b>	\$540,000	\$540,000
3.6	PZ2 and PZ3 reservoir inspection & repairs	\$70,000	\$70,000
3.7	Transient analysis to assess risk of water hammer through 150mm piping within Fairways WTP in a fire	\$30,000	\$30,000
3.8	Replace 100mm and 150mm pipes feeding Fairways WTP	\$210,000	\$210,000
3.9	Add loop between health center and end of Sunburst Drive <b>W015</b>	\$280,000	\$280,000
3.10	Connect upper half of Village Place to PZ3 <b>W016</b>	\$90,000	\$90,000
<b>W017</b> 3.11	Add loop between the PZ3 Reservoir feed line and end of Douglas Court	\$100,000	\$100,000
<b>Total</b>		<b>\$22,720,000</b>	<b>\$26,240,000</b>

DATE: August 10, 2022

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SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #7 Water Projects & Upgrades Cost Estimates

These costs will be used to develop the business case. Attachment 2 shows the assumed grant funding and DCC allocation for the proposed upgrades. It is important to note that we assumed grant funding (assume 70%) will be obtained for the surface water supply main, new surface water treatment plant, surface water reservoir expansion, and McGillivray Lake/Morrissey Lake diversion structure, dam, and raw water pipeline. This is a best case scenario and it is not known if grant programs will be available during the suggested timeline for upgrades, or if SPMRM would be successful if an applicable program arises.

### 3.0 CLOSURE

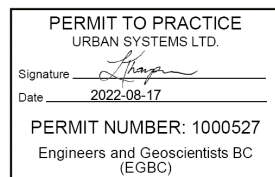
As noted above, there are risks associated with both water servicing options. For example, there is a risk that it may not be possible to divert the full licensed volume of water to the surface water reservoir while maintaining Environmental Flow Needs, as required for Option A. Alternatively, it may not be possible to license water use for McGillivray or Morrissey Lake, as required for Option B.

To minimize the impact resulting from the inability to proceed with one of these options, the following is recommended:

1. Continue with the existing hydrometric station data collection and water quality data collection.
2. Add additional hydrometric stations and monitoring, as required, to collect flow and water quality data on the McGillivray and Morrissey Lake systems.
3. Commence, as soon as resources allow, with the EIS and permit applications for the McGillivray/Morrissey Lake option.

Sincerely,

**URBAN SYSTEMS LTD.**



Hazen Todd, P.Eng.  
Municipal Engineer



Peter Coxon, P.Eng.  
Senior Water Engineer

Enclosures: Attachment 1 – Detailed cost breakdown

U:\Projects\_KAM\3111\0029\01\R-Reports-Studies-Documents\Memos\TM 7 - Cost Estimates\2022-08-13-Tech Memo #7 - Cost Estimates for Water Projects & Upgrades - Final.docx



# AGENDA ITEM #8.1.

Sun Peaks Water Master Plan  
 3111.0029.01  
 Date: June 11, 2022  
 Contributors: JR

	Item	Unit	Per Unit Amount	Quantity	Sub-Total (w/o E&C)	Engineering 0.15	Contingency 0.35	Total Cost
<b>1</b>	<b>Well replacement</b>							<b>\$2,174,000</b>
1.1	Allowance for replacing PW1A	LS	\$350,000	1	\$350,000	\$71,000	\$122,500	\$543,500
1.2	Allowance for replacing PW1B	LS	\$350,000	1	\$350,000	\$71,000	\$122,500	\$543,500
1.3	Allowance for replacing PW2D	LS	\$350,000	1	\$350,000	\$71,000	\$122,500	\$543,500
1.4	Allowance for replacing PW2E	LS	\$350,000	1	\$350,000	\$71,000	\$122,500	\$543,500
<b>2</b>	<b>Surface water supply main from reservoir to Platter WTP</b>							<b>\$4,667,080</b>
2.1	General requirements (mobilization, demobilization, bonding)	LS	\$190,000	1	\$190,000	\$37,000	\$57,000	\$284,000
2.2	300mm pipe - 0 to 150 ps	lm	\$550	550	\$303,000	\$59,000	\$90,900	\$452,900
2.3	200mm pipe - 0 to 150 psi	lm	\$500	1,095	\$547,500	\$107,000	\$164,250	\$818,750
2.4	200mm pipe - 150 to 350 psi	lm	\$1,100	1,721	\$1,893,100	\$369,000	\$567,930	\$2,830,030
2.5	200mm piping - 350 to 600 psi	lm	\$1,300	0	\$0	\$0	\$0	\$0
2.6	Flow meter in manhole at reservoir outlet	LS	\$25,000	1	\$25,000	\$5,000	\$7,500	\$37,500
2.7	Allowance for rock blasting	LS	\$50,000	1	\$50,000	\$10,000	\$15,000	\$75,000
2.8	Trench anchors from 0+800 to 0+950	ea	\$2,500	15	\$38,000	\$7,000	\$11,400	\$56,400
2.9	Tie into surface water reservoir	ea	\$5,000	1	\$5,000	\$1,000	\$1,500	\$7,500
2.10	Tie into Platter WTP	ea	\$10,000	1	\$10,000	\$2,000	\$3,000	\$15,000
2.11	Air release valve in buried chamber	ea	\$20,000	3	\$60,000	\$12,000	\$18,000	\$90,000
2.12	PRV seacan (LS)	LS	\$80,000	1	\$80,000	\$16,000	\$24,000	\$120,000
2.13	Pressure reducing valves & process piping (LS)	LS	\$30,000	1	\$30,000	\$6,000	\$9,000	\$45,000
2.14	Flow balancing tank (ea.)	ea	\$10,000	1	\$10,000	\$2,000	\$3,000	\$15,000
2.15	Electrical connection for building (lm)	lm	75	1,300	\$97,500	\$19,000	\$29,250	\$145,750
2.16	Excavation and site prep (LS)	LS	\$50,000	1	\$50,000	\$10,000	\$15,000	\$75,000
2.17	Controls, instrumentation and communication (LS)	LS	\$50,000	1	\$50,000	\$10,000	\$15,000	\$75,000
2.18	Tie ins to building (ea)	ea	\$5,000	2	\$10,000	\$2,000	\$3,000	\$15,000
<b>3</b>	<b>Seepage monitoring system</b>							<b>\$544,000</b>
3.1	Civil seepage collection monitoring for surface water reservoir, including collection piping, manholes, weirs, etc.	LS	\$150,000	1	\$150,000	\$30,000	\$53,000	\$233,000
3.2	Electrical and communications connections for seepage monitoring including data and electrical connections from the diversion control building, connections to piezometers in reservoir berm, reservoir level instrumentation and seepage collection instrumentation, connection to flow meter	LS	\$200,000	1	\$200,000	\$41,000	\$70,000	\$311,000
<b>4</b>	<b>Yarrow Creek diversion structure &amp; pipe</b>							<b>\$1,100,000</b>
4.1	General requirements (mobilization, demobilization, bonding)	LS	\$48,000	1	\$48,000	\$10,000	\$17,000	\$75,000
4.2	Lockblock Structure	LS	\$300,000	1	\$300,000	\$61,000	\$105,000	\$466,000
4.3	Electrical	Allowance	\$75,000	1	\$75,000	\$15,000	\$26,000	\$116,000
4.4	PVC piping from diversion structure to surface water reservoir	lm	\$560	500	\$280,000	\$57,000	\$98,000	\$435,000
4.5	Surface water reservoir tie-in	ea	\$5,000	1	\$5,000	\$1,000	\$2,000	\$8,000
<b>5</b>	<b>Surface water reservoir expansion</b>							<b>\$3,453,000</b>
5.1	General requirements (mobilization, demobilization, bonding)	LS	\$138,000	1	\$138,000	\$28,000	\$48,000	\$214,000
5.2	Geotech	Allowance	\$100,000	1	\$100,000	\$20,000	\$35,000	\$155,000
5.3	Clearing and grubbing	m <sup>2</sup>	\$5	20000	\$100,000	\$20,000	\$35,000	\$155,000
5.4	Excavation (assume onsite reuse)	m <sup>3</sup>	\$20	50000	\$1,000,000	\$203,000	\$350,000	\$1,553,000
5.5	Granular materials	m <sup>3</sup>	\$100	7500	\$750,000	\$152,000	\$263,000	\$1,165,000
5.6	Blasting	Allowance	\$50,000	1	\$50,000	\$10,000	\$18,000	\$78,000
5.7	Extend seepage monitoring system	Allowance	\$25,000	1	\$25,000	\$5,000	\$9,000	\$39,000
5.8	Site piping (extend LLO)	Allowance	\$50,000	1	\$50,000	\$10,000	\$18,000	\$78,000
5.9	Fencing	Allowance	\$10,000	1	\$10,000	\$2,000	\$4,000	\$16,000
<b>6</b>	<b>Lower Armitage Creek diversion</b>							<b>\$1,056,000</b>
6.1	General requirements (mobilization, demobilization, bonding)	LS	\$25,000	1	\$25,000	\$5,000	\$9,000	\$39,000
6.2	Lockblock Structure	LS	\$300,000	1	\$300,000	\$61,000	\$105,000	\$466,000
6.3	Electrical	Allowance	\$75,000	1	\$75,000	\$15,000	\$26,000	\$116,000
6.4	200mm PVC piping from structure to Platter WTP	lm	\$560	500	\$280,000	\$57,000	\$98,000	\$435,000
<b>7</b>	<b>Disinfection improvements at Platter WTP</b>							<b>\$116,000</b>
7.1	Allowance baffling / piping changes	LS	\$75,000	1	\$75,000	\$15,000	\$26,000	\$116,000
<b>9</b>	<b>Construct new 30 L/s surface water treatment facility</b>							<b>\$5,260,000</b>
9.1	General requirements (mobilization, demobilization, bonding)	LS	\$200,000	1	\$200,000	\$41,000	\$70,000	\$311,000
9.2	Clearing, grubbing, and site prep	m <sup>2</sup>	\$13	180	\$2,000	\$0	\$1,000	\$3,000
9.3	Excavation for water treatment plant (assume building will have a basement extend raw water supply main (200mm PVC). Assume micro hydro & PRV station will remain at current site, and DR18 PVC applicable.	m <sup>3</sup>	\$19	700	\$13,000	\$3,000	\$5,000	\$21,000
9.4	Surface water supply main tie-in	lm	\$560	950	\$532,000	\$108,000	\$186,000	\$826,000
9.5	Treated water tie-in	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
9.6	Sanitary piping (100mm SDR35) & tie-in	ea.	\$5,000	1	\$5,000	\$1,000	\$2,000	\$8,000
9.7	Perimeter drain & perforated manhole	LS	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
9.8	Water treatment plant building	LS	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
9.9	Access road & parking	m <sup>2</sup>	\$4,300	180	\$774,000	\$157,000	\$271,000	\$1,202,000
9.10	Washroom	m <sup>2</sup>	\$68	50	\$4,000	\$1,000	\$1,000	\$6,000
9.11	Coagulation & flocculation system, including dosing skid and tanks	LS	\$10,000	1	\$10,000	\$2,000	\$4,000	\$16,000
9.12	Membrane filtration equipment	LS	\$100,000	1	\$100,000	\$20,000	\$35,000	\$155,000
9.13	UV disinfection system	LS	\$760,000	1	\$760,000	\$154,000	\$266,000	\$1,180,000
9.14	Chlorination system	ea.	\$75,000	1	\$75,000	\$15,000	\$26,000	\$116,000
9.15	Neutralization tank	LS	\$20,000	1	\$20,000	\$4,000	\$7,000	\$31,000
9.16	Residuals tank	LS	\$33,000	1	\$33,000	\$7,000	\$12,000	\$52,000
9.17	Booster pumps to reservoir (1 duty / 1 standby)	LS	\$86,000	1	\$86,000	\$17,000	\$30,000	\$133,000
9.18	Safety equipment & containment	ea.	\$30,000	2	\$60,000	\$12,000	\$21,000	\$93,000
9.19	Process piping and valves	LS	\$25,000	1	\$25,000	\$5,000	\$9,000	\$39,000
9.20	Electrical, controls, and instrumentation	LS	\$343,000	1	\$343,000	\$69,000	\$120,000	\$532,000
9.21	GARP evaluation of existing groundwater wells (PW1A, PW1C, PW1B, PW2D, PW2E)	LS	\$305,000	1	\$305,000	\$62,000	\$107,000	\$474,000
<b>10</b>	<b>GARP evaluation of existing groundwater wells (PW1A, PW1C, PW1B, PW2D, PW2E)</b>							<b>\$68,000</b>
10.1	Allowance for GARP evaluation for PW1A, PW1C, PW1B, PW2D, PW2E	Allowance	\$50,000	1	\$50,000		\$18,000	\$68,000
<b>11</b>	<b>Loop between the end of Alpine Road and Industrial Way</b>							<b>\$328,000</b>

# AGENDA ITEM #8.1.

11.1	General requirements (mobilization, demobilization, bonding)	LS	\$8,000	1	\$8,000	\$2,000	\$3,000	\$13,000
11.2	300 mm DR18 PVC watermain	lm	\$560	260	\$146,000	\$30,000	\$51,000	\$227,000
11.3	Allowance for valves and fittings	LS	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
11.4	Tie-in to existing system	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
11.5	Road restoration (gravel)	m <sup>2</sup>	\$42	780	\$32,000	\$6,000	\$11,000	\$49,000
<b>12</b>	<b>Replace PZ1 reservoir</b>							<b>\$2,181,000</b>
12.1	General requirements (mobilization, demobilization, bonding)	LS	\$80,000	1	\$80,000	\$16,000	\$28,000	\$124,000
12.2	Site prep & excavation	LS	\$122,000	1	\$122,000	\$25,000	\$43,000	\$190,000
12.3	Backfill	LS	\$87,000	1	\$87,000	\$18,000	\$30,000	\$135,000
12.4	1500 m <sup>3</sup> concrete reservoir, including rebar, hatches, ladders	LS	\$752,000	1	\$752,000	\$152,000	\$263,000	\$1,167,000
12.5	Reservoir inlet, outlet, overflow, vent, and mixing piping	LS	\$170,000	1	\$170,000	\$35,000	\$60,000	\$265,000
12.6	Instrumentation	LS	\$20,000	1	\$20,000	\$4,000	\$7,000	\$31,000
12.7	Watermain replacement. Assume 300mm watermain replacement to industrial way	lm	\$560	300	\$168,000	\$34,000	\$59,000	\$261,000
12.8	Watermain tie-in	ea.	\$5,000	1	\$5,000	\$1,000	\$2,000	\$8,000
<b>13</b>	<b>WWTP water service replacement</b>							<b>\$521,000</b>
13.1	General requirements (mobilization, demobilization, bonding)	LS	\$22,000	1	\$22,000	\$5,000	\$8,000	\$35,000
13.2	300 mm DR18 PVC watermain	lm	\$560	515	\$288,000	\$58,000	\$101,000	\$447,000
13.3	Allowance for valves and fittings	LS	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
13.4	Tie-in to existing system	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
<b>14</b>	<b>PZ3 to PZ2 PRV station</b>							<b>\$553,000</b>
14.1	General requirements (mobilization, demobilization, bonding)	LS	\$30,000	1	\$30,000	\$6,000	\$11,000	\$47,000
14.2	PRV chamber (assume buried, concrete construction)	LS	\$100,000	1	\$100,000	\$20,000	\$35,000	\$155,000
14.3	Pressure reducing valves & process piping	LS	\$75,000	1	\$75,000	\$15,000	\$26,000	\$116,000
14.4	Instrumentation	LS	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
14.5	300mm DR18 PVC watermain	ls	\$560	225	\$126,000	\$26,000	\$44,000	\$196,000
14.6	Tie-in to existing system	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
<b>15</b>	<b>Bella Vista Drive watermain loop</b>							<b>\$540,000</b>
15.1	General requirements (mobilization, demobilization, bonding)	LS	\$22,000	1	\$22,000	\$5,000	\$8,000	\$35,000
15.2	300 mm DR18 PVC watermain	lm	\$560	530	\$297,000	\$60,000	\$104,000	\$461,000
15.3	Allowance for valves and fittings	LS	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
15.4	Tie-in to existing system	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
15.5	Road restoration	m <sup>2</sup>	\$68	40	\$3,000	\$1,000	\$1,000	\$5,000
<b>16</b>	<b>PZ2 and PZ3 reservoir inspection &amp; repairs</b>							<b>\$69,000</b>
16.1	Allowance for draining PZ2 reservoir for inspection & crack repair	Allowance	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
16.2	Allowance for draining PZ3 reservoir for inspection & crack repair	Allowance	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
16.3	Allowance for replacing corroding metal hardware	Allowance	\$15,000	1	\$15,000	\$3,000	\$5,000	\$23,000
<b>18</b>	<b>Transient analysis to assess risk of water hammer through 150mm piping within Fairways WTP in a fire</b>							<b>\$25,000</b>
18.1	Allowance for transient analysis	Allowance	\$25,000	1	\$25,000			\$25,000
<b>19</b>	<b>Replace 100mm and 150mm pipes feeding Fairways WTP</b>							<b>\$207,000</b>
19.1	General requirements (mobilization, demobilization, bonding)	LS	\$8,000	1	\$8,000	\$2,000	\$3,000	\$13,000
19.2	300 mm DR18 PVC watermain	lm	\$560	172	\$96,000	\$20,000	\$34,000	\$150,000
19.3	Allowance for valves and fittings	LS	\$5,000	1	\$5,000	\$1,000	\$2,000	\$8,000
19.4	Tie-in to existing system	ea.	\$5,000	4	\$20,000	\$4,000	\$7,000	\$31,000
19.5	Road restoration	m <sup>2</sup>	\$68	40	\$3,000	\$1,000	\$1,000	\$5,000
<b>20</b>	<b>Add loop between health center and end of Sunburst Drive</b>							<b>\$282,000</b>
20.1	General requirements (mobilization, demobilization, bonding)	LS	\$12,000	1	\$12,000	\$2,000	\$4,000	\$18,000
20.2	300 mm DR18 PVC watermain	lm	\$560	260	\$146,000	\$30,000	\$51,000	\$227,000
20.3	Allowance for valves and fittings	LS	\$10,000	1	\$10,000	\$2,000	\$4,000	\$16,000
20.4	Tie-in to existing system	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
20.5	Road restoration	m <sup>2</sup>	\$68	40	\$3,000	\$1,000	\$1,000	\$5,000
<b>21</b>	<b>Connect upper half of Village Place to PZ3</b>							<b>\$91,000</b>
21.1	General requirements (mobilization, demobilization, bonding)	LS	\$4,000	1	\$4,000	\$1,000	\$1,000	\$6,000
21.2	300 mm DR18 PVC watermain	lm	\$560	70	\$39,000	\$8,000	\$14,000	\$61,000
21.3	Isolation valve	LS	\$5,000	1	\$5,000	\$1,000	\$2,000	\$8,000
21.4	Tie-in to existing system	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
<b>22</b>	<b>Add loop between the PZ3 Reservoir feed line and end of Douglas Court</b>							<b>\$102,000</b>
22.1	General requirements (mobilization, demobilization, bonding)	LS	\$4,000	1	\$4,000	\$1,000	\$1,000	\$6,000
22.2	300 mm DR18 PVC watermain	lm	\$560	75	\$42,000	\$9,000	\$15,000	\$66,000
22.3	Allowance for valves and fittings	LS	\$7,500	1	\$8,000	\$2,000	\$3,000	\$13,000
22.4	Tie-in to existing system	ea.	\$5,000	2	\$10,000	\$2,000	\$4,000	\$16,000
22.5	Road restoration	m <sup>2</sup>	\$68	20	\$1,000	\$0	\$0	\$1,000
<b>23</b>	<b>Environmental impact study for McGillivray Lake/Morrissey Lake</b>							<b>\$122,000</b>
23.1	Environmental impact study for McGillivray Lake/Morrissey Lake	Allowance	\$30,000	1	\$30,000		\$11,000	\$41,000
23.2	Allowance for hydrometric station at intersection of Lake and outlet creek (2 y	Allowance	\$60,000	1	\$60,000		\$21,000	\$81,000
<b>24</b>	<b>Obtain Regulatory Permits/Licences for McGillivray Lake/Morrissey Lake</b>							<b>\$316,000</b>
24.1	Water license application (Waterworks and conservation purposes)	Allowance	\$10,000	1	\$10,000		\$4,000	\$14,000
24.2	Regulatory engagement	Allowance	\$8,000	1	\$8,000		\$3,000	\$11,000
24.3	Land tenure for pipeline and dam	Allowance	\$10,000	1	\$10,000		\$4,000	\$14,000
24.4	Occupant license to cut for pipeline and dam	Allowance	\$10,000	1	\$10,000		\$4,000	\$14,000
24.5	DFO request for Review	Allowance	\$5,000	1	\$5,000		\$2,000	\$7,000
24.6	Allowance for DFO authorization (may be required, but can greatly vary depe	Allowance	\$100,000	1	\$100,000		\$35,000	\$135,000
24.7	Bathometric survey	Allowance	\$10,000	1	\$10,000		\$4,000	\$14,000
24.8	Dam safety requirements (O&M, dam emergency plan, & inundation study)	Allowance	\$60,000	1	\$60,000		\$21,000	\$81,000
24.9	Environmental Mangement Plan	Allowance	\$10,000	1	\$10,000		\$4,000	\$14,000
24.10	Fish Salvage permit	Allowance	\$4,000	1	\$4,000		\$1,000	\$5,000
24.11	Tranport Canada Application	Allowance	\$5,000	1	\$5,000		\$2,000	\$7,000
<b>25</b>	<b>McGillivray Lake/Morrissey diversion structure &amp; dam</b>							<b>\$3,173,000</b>
25.1	General requirements (mobilization, demobilization, bonding)	LS	\$132,000	1	\$132,000	\$27,000	\$46,000	\$205,000
25.2	Intake pipe w/ fish screen	LS	\$350,000	1	\$350,000	\$71,000	\$123,000	\$544,000
25.3	Concrete diversion structure (assume on shore)	LS	\$150,000	1	\$150,000	\$30,000	\$53,000	\$233,000
25.4	Dam, assume 35m long cofferdam structure with adjustable weir	LS	\$300,000	1	\$300,000	\$61,000	\$105,000	\$466,000
25.5	Slide gate through dam	LS	\$20,000	2	\$40,000	\$8,000	\$14,000	\$62,000
25.6	Fish ladder	LS	\$100,000	1	\$100,000	\$20,000	\$35,000	\$155,000
25.7	Sediment control equipment allowance	Allowance	\$50,000	1	\$50,000	\$10,000	\$18,000	\$78,000
25.8	Control building	LS	\$400,000	1	\$400,000	\$81,000	\$140,000	\$621,000
25.9	Electrical & controls	LS	\$60,000	1	\$60,000	\$12,000	\$21,000	\$93,000
25.10	Allowance for pump station	LS	\$60,000	1	\$60,000	\$12,000	\$21,000	\$93,000
25.11	Allowance for hydro connection (required for pumps, may be required for instrumentation and controls)	lm	\$125	3000	\$375,000	\$76,000	\$131,000	\$582,000

# AGENDA ITEM #8.1.

25.12	Environmental Monitoring during instream construction	Allowance	\$30,000	1	\$30,000		\$11,000	\$41,000
<b>26</b>	<b>Raw Water pipeline from McGillivray Lake/Morrissey Lake</b>							<b>\$3,529,000</b>
26.1	General requirements (mobilization, demobilization, bonding)	LS	\$16,000	1	\$16,000	\$3,000	\$6,000	\$25,000
26.2	200mm pipe - 0 to 150 psi	lm	\$560	2,800	\$1,568,000	\$318,000	\$549,000	\$2,435,000
26.3	200mm pipe - 150 to 350 psi	lm	\$1,100	200	\$220,000	\$45,000	\$77,000	\$342,000
26.4	Flow meter in manhole at diversion structure outlet	LS	\$25,000	1	\$25,000	\$5,000	\$9,000	\$39,000
26.5	Tie into McGillivray lake diversion structure	ea	\$5,000	1	\$5,000	\$1,000	\$2,000	\$8,000
26.6	Tie into new surface WTP & PRV station	ea	\$10,000	2	\$20,000	\$4,000	\$7,000	\$31,000
26.7	Air release valve in buried chamber (allowance)	ea	\$20,000	3	\$60,000	\$12,000	\$21,000	\$93,000
26.8	Micro Hydro:							
26.9	20 ft Sea can, including lighting, insulation and HVAC	LS	\$80,000	1	\$80,000	\$16,000	\$28,000	\$124,000
26.10	Turbine, generator, PLC	LS	\$98,000	1	\$98,000	\$20,000	\$34,000	\$152,000
26.11	Process piping	LS	\$20,000	1	\$20,000	\$4,000	\$7,000	\$31,000
26.12	Balancing tank	ea	\$10,000	1	\$10,000	\$2,000	\$4,000	\$16,000
26.13	Electrical interconnection requirements with BC Hydro	LS	\$58,000	1	\$58,000	\$12,000	\$20,000	\$90,000
26.14	Duplex pump skid, including VFD, to feed membrane treatment plant	ea	\$92,000	1	\$92,000	\$19,000	\$32,000	\$143,000
<b>27</b>	<b>Geotech and archeology for McGillivray/Morrissey Lake</b>							<b>\$270,000</b>
27.1	Archeology assesment	Allowance	\$100,000	1	\$100,000		\$35,000	\$135,000
28.2	Geotechnical engineering services	Allowance	\$100,000	1	\$100,000		\$35,000	\$135,000

DATE: August 10, 2022  
TO: Omar Butt, ASCT – SPMRM Director of Public Works  
FROM: Matt Smith, P.Eng., Anika Joshi P.Eng. – Urban Systems  
FILE: 3111.0029.01  
SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #11  
Wastewater Projects & Upgrades Cost Estimates

## 1.0 INTRODUCTION

Options for WWTP effluent disposal and reclaimed water use were reviewed with the Sun Peaks' teams in a collaborative workshop held on May 11, 2022. During this workshop, the environmental and regulatory challenges associated with surface water disposal and aquifer recharge were discussed and it was concluded that these are not viable options for the municipality. Conversely, the following system upgrades do demonstrate some potential in achieving additional effluent management capacity:

1. Expansion of the existing balancing pond
2. New rapid infiltration (RI) trenches (discontinue use of existing RI)
3. Treatment and storage for reclaimed water use through irrigation and snowmaking

To better assess the practicality of these options, preliminary scoping and Class D cost estimates have been prepared.

## 2.0 WASTEWATER TREATMENT UPGRADES

It is understood that the actual treatment capacity of the WWTP bioreactors is less than the manufacturer-specified rates due to process inefficiencies and fluctuations in peak loads. WWTP upgrades aimed at optimizing treatment performance have been identified in TM #9 and #10.

Equalisation Tank: Significant fluctuations in daily peak loads result in sub-optimal treatment, process upsets and reduced overall capacity. Constructing an equalization tank upstream of the bioreactors to attenuate diurnal flow variation would improve the treatment process and increase the true treatment capacity of the plant. An equalisation tank to accommodate the Phase 2 maximum day flow would be approximately 1,000 m<sup>3</sup>.

Fat, Oil and Grease Skimming: Treatment capacity and efficiency is also limited by grease, fat, and oil (FOG) build-up within the clarifiers, and is difficult to remove once accumulated. Installing grease skimmers upstream of, or in, the clarifiers will remove FOG continuously and before it can accumulate and disrupt the treatment process.

Centrifuge Upgrade: The system's centrifuge is at capacity with the current treatment loads and is nearing the end of its service life. The unit should be replaced with a larger system sized for the complete BR 5 upgrade.

Future Bioreactor (BR-5) Install: The current treatment demands are covered with the four existing bioreactors if their full capacity can be achieved with the addition of equalisation. A fifth bioreactor (BR-5) will need to be installed before the resort reaches 10,500 bed units.

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SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #11 Wastewater Projects &amp; Upgrades Cost Estimates

## **3.0 DISPOSAL CAPACITY UPGRADES**

### **3.1 SHORT TERM - BALANCING POND EXPANSION**

The existing balancing pond attenuates the WWTP effluent flows discharged to the RI trenches so that on peak flow days, the plant operates within the MWR licenced discharge limit of 1,210 m<sup>3</sup>/day. There is the potential to increase the overall balancing capacity of the system by expanding the pond, however the space for expansion is limited within the constraints of the site. Within these limitations, if the pond berm height could be increased by approximately 1m, this may increase the overall disposal capacity of the system to accommodate approximately 8,660 bed units. While this option does not increase operational complexity and is relatively low cost to construct and operate, it cannot accommodate significant growth within the resort and continues to rely on the existing RI trenches which are aged and at risk failure – it should be viewed as a stop-gap solution. Furthermore, it must be noted that the capacity estimate is based upon the assumption that all the systems, including the RI trenches, are working optimally, there is optimal control on the balancing pond system, and that all of the balancing volume is available.

### **3.2 LONG TERM OPTION 1: CONSTRUCTION OF NEW RAPID INFILTRATION TRENCHES**

If suitable conditions exist to support new RI trenches, it is likely that this option will require a new pipeline and pump station to transport the effluent from the WWTP to the new RI trenches. The key unknown with this option is if a location with suitable soil characteristics exists, as previous geotechnical and hydrogeological work has demonstrated otherwise. However, there are some regions within the resort that have not been explored for this application and could be viable. Although this option would be capital intensive and would increase operational complexity of the overall system, it would be a much more robust option for effluent disposal as the existing aging trenches would be decommissioned. Since the location for new trenches is not known, the cost estimate has assumed the following:

- 4.5 km HDPE pipeline, allowing access to the area just east of the main village
- 150 HP pump station, including 100% redundancy on pumps
- No power upgrade required to support pump station

These are estimates and would be subject to change based on the final location deemed suitable for infiltration.

### **3.3 LONG TERM OPTION 2: RECLAIMED WATER USE FOR IRRIGATION & SNOWMAKING**

The application for reclaimed water use has been considered by the municipality before, and therefore, a preferred location, treatment requirements, and additional infrastructure have been identified at a high level and were summarized in TM #10. They include:

- WWTP upgrades for tertiary treatment (Filtration and disinfection)
- Pump station and pipeline (150 ASME design, 250 HP with 100% redundancy)
- High pressure pump station and pipeline (300 ASME design, 550 HP with 100% redundancy)
- Storage reservoir (220,000 m<sup>3</sup>)

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SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #11 Wastewater Projects &amp; Upgrades Cost Estimates

This option is capital intensive and increases the operational complexity of the system but would provide a long-term solution for effluent management while also allowing for better stewardship of the resort's water supply and demands, providing practically unlimited irrigation water and water for early season snowmaking to enhance skiing operations.

## **4.0 CLASS C COST ESTIMATES FOR PROPOSED WORKS**

**Table 1** summarizes the Class C capital costs for the capital projects and upgrades described in section 1.

The following assumptions were made to prepare these cost estimates:

- Cost estimates are “Class C” and include a 35% construction contingency.
- 15% of capital cost used to estimate engineering design and construction management services.
- It is assumed that the high lift pump station for snow making would be connected to the forcemain between the STP and a new RI location.
- Costs are based in 2022 CDN dollar. Allowances for inflation have not been included.
- SPMRM administration and project management costs are not included.
- COVID-19 has resulted in pricing uncertainty around process equipment, piping, and electrical equipment. It is challenging to predict the magnitude or duration of these impacts. No allowances have been made in this cost estimate as a result of this, other than the inclusion of a 50% contingency as noted above.



TECHNICAL MEMORANDUM

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SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #11 Wastewater Projects & Upgrades Cost Estimates

**Table 1: Class D Capital Cost Estimate for WWTP Treatment and Effluent Disposal Options**

Project Description		Option 1 – Construct New RI Trenches	Option 2 – Construct New RI Trenches & Reclaimed Water Use Through Irrigation and Snowmaking
<b>Disposal Upgrades</b>			
<b>Expand Existing Balancing Pond</b>			
1.1	Site Requirements	\$ 20,000	\$ 20,000
1.2	Construction Work (modifications, repairs, retrofitting, piping, etc.)	\$ 78,000	\$ 78,000
1.3	Fill	\$ 74,000	\$ 74,000
1.4	Liner	\$ 52,000	\$ 52,000
<b>Balancing Pond Expansion - Total Cost</b>		<b>\$ 224,000</b>	<b>\$ 224,000</b>
<b>Option 1 – Construct New RI Trenches</b>			
2.1	Hydrogeotechnical Exploration	\$ 500,000	\$ 500,000
2.2	Trench Construction & Materials	\$ 1,601,000	\$ 1,601,000
2.3	Pump Station 1 (WWTP to RI Trench)	\$ 3,946,000	\$ 3,946,000
2.4	Pipeline to RI Trench	\$ 7,685,000	\$ 7,685,000
2.5	EIS	\$ 30,000	\$ 30,000
2.6	MWR Registration	\$ 75,000	\$ 75,000
<b>New RI Trenches - Total Cost</b>		<b>\$ 13,837,000</b>	<b>S003 \$ 13,837,000</b>
<b>Option 2 – Reclaimed Water Use Through Irrigation &amp; Snowmaking</b>			
3.1	Pump Station 2 - At Morrissey Lift		\$ 3,964,000
3.2	Pipeline - High Pressure		\$ 6,521,000
3.3	Reservoir		\$ 16,069,000
3.4	Snowmaking Infrastructure		\$ 1,285,000
3.5	WWTP Upgrades for Tertiary Treatment		\$ 3,978,000
3.6	Permitting and Consultation		\$ 250,000
3.7	EIS		\$ 30,000
3.8	MWR Registration		\$ 75,000
<b>Reclaimed Water Use - Total Cost</b>			<b>\$ 32,172,000</b>
<b>Treatment Capacity Upgrades</b>			
1.0	Equalisation Basin	\$ 1,516,000	\$ 1,516,000
2.0	FOG Skimmer System Installation <b>S006</b>	\$ 531,000	\$ 531,000
3.0	Bioreactor (BR-5) Installation <b>S008</b>	\$ 2,406,000	\$ 2,406,000
4.0	Centrifuge Upgrade	\$ 700,000	\$ 700,000
<b>Treatment Upgrades – Total Cost</b>		<b>\$ 5,152,000</b>	<b>\$ 5,152,000</b>
<b>Total Cost</b>		<b>\$19,212,000</b>	<b>\$51,385,000</b>

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SUBJECT: Sun Peaks Water and Wastewater Infrastructure Plan – Technical Memo #11 Wastewater Projects & Upgrades Cost Estimates

## 5.0 CLOSURE

The options for long-term WWTP effluent disposal each pose feasibility risks. Though it is not confirmed whether new RI trenches can be supported within the area, reclaimed water use requires significant infrastructure and investment that cannot be realized within the Phase 2 horizon. Therefore, it is recommended that both options be advanced through the following:

- Initiate preliminary hydrogeological work to determine if prospective locations for future RI basins exist
- Continue work to refine the design and costs associated with reclaimed water use, with the understanding that this option may be realizable beyond Phase 2.
- Coordinate with regulatory bodies to establish a collective understanding on the nuances and sensitivities of reclaimed water use as it pertains to environmental, health and safety, public acceptance, and First Nations.

Immediate needs for the resort's wastewater system include an equalisation tank upstream of the bioreactors and FOG skimmers so that the plant can achieve the treatment capacities it is rated for. Following these upgrades, short-term considerations for the wastewater system should include a new centrifuge, fifth bioreactor, and expansion of the existing balancing pond.

If a feasible location for ground disposal is not located quickly then the development schedule should be reviewed to ensure that accommodation development does not outstrip

Sincerely,

**URBAN SYSTEMS LTD.**



Anika Joshi, P.Eng.  
Intermediate Engineer

Matt Smith, P.Eng.  
Principal, Environmental Engineer

/ahi

cc: Peter Coxon, P.Eng.

U:\Projects\_KAM\3111\0029\01\R-Reports-Studies-Documents\Memos\TM 11 - Cost Estimate - WW Options\2022-08-10-Tech Memo #11 - Cost Estimates for Wastewater Projects & Upgrades - FINAL.docx



**Sun Peaks Mountain Resort Municipality  
 WWTP Influent Equalization Tank Expansion  
 Class C Cost Estimate**

ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL PRICE
<b>PART 1.0 - GENERAL REQUIREMENTS</b>					
1.1	Insurance	LS	1	\$31,000.00	\$31,000.00
1.2	Bonding	LS	1	\$15,500.00	\$15,500.00
1.3	Mobilization/Demob (50%/50%)	LS	1	\$25,000.00	\$25,000.00
1.4	Commissioning	LS	1	\$20,000.00	\$20,000.00
<b>Subtotal Part 1.0</b>					<b>\$91,500.00</b>
<b>PART 2.0 - SITE AND EARTHWORKS</b>					
2.1	Stripping topsoil to extents shown on drawings, approximately 200mm depth	m <sup>2</sup>	1200	\$10.00	\$12,000.00
2.3	Excavation down to Subgrade - Stockpile Onsite - up to 4.6m Depth	m <sup>3</sup>	4000	\$25.00	\$100,000.00
2.2	Backfill w compaction from stockpile	m <sup>3</sup>	700	\$20.00	\$14,000.00
2.4	Shoring Allowance	l.m.	50	\$1,500.00	\$75,000.00
2.5	300mm depth of 25mm clear crush gravel placed at subgrade elevation	m <sup>2</sup>	210	\$70.00	\$14,700.00
2.6	Hydroseeding	m <sup>2</sup>	750	\$12.00	\$9,000.00
2.7	CRBs as bollards	ea.	12	\$1,000.00	\$12,000.00
2.8	Access Road incl. gravel structure	m <sup>2</sup>	300	\$35.00	\$10,500.00
2.9	Fencing Restoration	LS	1	\$10,000.00	\$10,000.00
2.10	Hatch Railings	ea.	3	\$5,000.00	\$15,000.00
<b>Subtotal Part 2.0</b>					<b>\$272,200.00</b>
<b>PART 3.0 - CONCRETE</b>					
3.1	EQ tank foundation and floor, 400mm thick	m <sup>3</sup>	95	\$3,000.00	\$285,000.00
3.2	EQ tank walls, 300mm thick	m <sup>3</sup>	50	\$3,000.00	\$150,000.00
3.3	EQ tank roof, 250mm thick	m <sup>3</sup>	55	\$3,000.00	\$165,000.00
3.4	Access Hatches - up to 914 x 914	ea.	3	\$9,500.00	\$28,500.00
3.5	Grout	m <sup>3</sup>	20	\$2,500.00	\$50,000.00
3.6	Davit posts	ea.	3	\$2,500.00	\$7,500.00
3.7	IPT2 Reinforcement at connection	LS	1	\$10,000.00	\$10,000.00
<b>Subtotal Part 3.0</b>					<b>\$696,000.00</b>

ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL PRICE
<b>PART 4.0 - PROCESS MECHANICAL</b>					
4.1	600Ø DR35 PVC Sanitary connection between EQ tank and IPT2	LS	1	\$10,000.00	\$10,000.00
4.2	600Ø SS Sluice gate valve with hand wheel	LS	1	\$15,000.00	\$15,000.00
4.3	150Ø SCH40 PVC forcemain, above grade, c/w insulation and heat trace	l.m.	50	\$700.00	\$35,000.00
4.4	50Ø SS header for mixing with anchors and diffusers	l.m.	90	\$575.00	\$51,750.00
4.5	50Ø Ball valves	ea.	6	\$550.00	\$3,300.00
4.6	150Ø SS air header	l.m.	35	\$750.00	\$26,250.00
4.7	2hp Pump for BR1/2 feed, c/w lifting rails	ea.	2	\$25,000.00	\$50,000.00
4.8	Pump lifting rails, chain, piping	ea.	2	\$8,000.00	\$16,000.00
<b>Subtotal Part 4.0</b>					<b>\$207,300.00</b>
<b>PART 5.0 - PROCESS INSTRUMENTATION AND ELECTRICAL</b>					
5.1	EQ Tank radar level meter	LS	1	\$7,500.00	\$7,500.00
5.2	Communications from level meter to PLC	l.m.	60	\$150.00	\$9,000.00
5.3	Power from Ex. VFD to IPT2	l.m.	80	\$100.00	\$8,000.00
5.4	2Hp Soft Start	ea.	1	\$3,500.00	\$3,500.00
5.5	HOA & PLC integration	ea.	2	\$4,500.00	\$9,000.00
<b>Subtotal Part 5.0</b>					<b>\$37,000.00</b>
<b>SUMMARY</b>					
<b>Part 1.0 - General Requirements</b>					<b>\$91,500.00</b>
<b>Part 2.0 - Site and Earthworks</b>					<b>\$272,200.00</b>
<b>Part 3.0 - Concrete</b>					<b>\$696,000.00</b>
<b>Part 4.0 - Process Mechanical</b>					<b>\$207,300.00</b>
<b>Part 5.0 - Process Instrumentation and Electrical</b>					<b>\$37,000.00</b>
<b>Subtotal Parts 1.0 to 5.0</b>					<b>\$1,304,000.00</b>
<b>Engineering (15%)</b>					<b>\$195,600.00</b>
<b>Contingency Allowance (25%)</b>					<b>\$326,000.00</b>
<b>Total Contract Sum (rounded)</b>					<b>\$1,830,000.00</b>

Prepared by: Josh Collyer, P. Eng

S005



**Sun Peaks Mountain Resort Municipality  
Effluent Equalization Pond Capacity Increase  
Class C Cost Estimate**

ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL PRICE
<b>PART 1.0 - GENERAL REQUIREMENTS</b>					
1.1	Traffic control and vehicle access	LS	1	\$20,000.00	\$20,000.00
<b>Subtotal Part 1.0</b>					<b>\$20,000.00</b>
<b>PART 2.0 - CONCRETE</b>					
2.1	Pre-cast highway spec concrete barriers along Sun Peaks Road	ea.	11	\$950.00	\$10,450.00
2.3	Lock block retaining walls for blower building and RI trench lift station	m <sup>2</sup>	22	\$700.00	\$15,400.00
2.2	Pre-cast no-post barriers along access road	ea.	22	\$950.00	\$20,900.00
<b>Subtotal Part 2.0</b>					<b>\$46,750.00</b>
<b>PART 3.0 - EARTHWORKS</b>					
3.1	Clear and grub to limits of construction	m <sup>2</sup>	2923	\$15.00	\$43,845.00
3.2	Topsoil stripping and stockpile onsite - 0.3m depth	m <sup>2</sup>	2923	\$18.50	\$54,075.50
3.3	Imported fill for slope support works and berm extension - per geotechnical requirements, assume locally sourced common fill assume no re-use of cut material	m <sup>3</sup>	7850	\$42.00	\$329,700.00
3.4	Placement of fill from influent equalization project	m <sup>3</sup>	4000	\$17.00	\$68,000.00
3.5	Imported permeable pit run for lower filter layer	m <sup>3</sup>	1078	\$70.00	\$75,460.00
3.6	Common excavation to stockpile onsite	m <sup>3</sup>	5580	\$35.00	\$195,300.00
3.7	10kg rip rap for culvert	m <sup>3</sup>	15	\$200.00	\$3,000.00
3.8	Ditch Restoration	l.m.	95	\$35.00	\$3,325.00
<b>Subtotal Part 3.0</b>					<b>\$772,705.50</b>
<b>PART 4.0 - ROADS AND SITE IMPROVEMENTS</b>					
4.1	600mm dia HDPE Culvert	l.m.	15	\$650.00	\$9,750.00
4.2	Road restoration c/w subbase gravels, base gravels, asphalt and compaction	m <sup>2</sup>	45	\$150.00	\$6,750.00
4.3	Hydroseed	m <sup>2</sup>	3600	\$12.00	\$43,200.00
4.4	Chainlink Fence c/w removal of existing	l.m.	260	\$275.00	\$71,500.00
4.5	Building removal at west end of pond	LS	1	\$20,000.00	\$20,000.00
4.6	Raise existing manholes	ea.	2	\$2,250.00	\$4,500.00
<b>Subtotal Part 4.0</b>					<b>\$155,700.00</b>

# AGENDA ITEM #8.1.

1516-141

Page 1 of 2

ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL PRICE
<b>PART 5.0 - LINER, AERATION AND PIPING</b>					
5.1	Remove existing liner	LS	1	\$10,000.00	\$10,000.00
5.2	Supply and place 60 mil HDPE liner key into berm	m <sup>2</sup>	2700	\$67.50	\$182,250.00
5.3	Cut existing liner and weld to proposed	l.m.	190	\$40.00	\$7,600.00
5.4	Remove and stockpile on site aeration header	LS	1	\$10,000.00	\$10,000.00
5.5	Extend wet well piping	LS	1	\$7,000.00	\$7,000.00
<b>Subtotal Part 5.0</b>					<b>\$216,850.00</b>

**SUMMARY**

**Assumptions:**

- Cut material removed can be stored on the WWTP site
- Does not include placing of stockpiled organics
- Material excavated from the influent tank expansion is accepted by geotechnical engineer.
- Suitable fill available from Sun Peaks Resort. Cost assumes others are loading material, Sun Peaks Mountain Resort Municipality is hauling

<i>Part 1.0 - General Requirements</i>	<b>\$20,000.00</b>
<i>Part 2.0 - Concrete</i>	<b>\$46,750.00</b>
<i>Part 3.0 - Earthworks</i>	<b>\$772,705.50</b>
<i>Part 4.0 - Roads and Site Improvements</i>	<b>\$155,700.00</b>
<i>Part 5.0 - Liner, Aeration, and Piping</i>	<b>\$216,850.00</b>
<i>Subtotal Parts 1.0 to 5.0</i>	<b>\$1,212,005.50</b>
<i>Engineering (15%)</i>	<b>\$181,800.83</b>
<i>Contingency Allowance (25%)</i>	<b>\$303,001.38</b>
<i>GST (5% of Subtotal, Engineering and Contingency)</i>	<b>\$84,840.39</b>
<i>Total Contract Sum (rounded)</i>	<b>\$1,780,000.00</b>



**Permit to Practice  
No. 1000129**

2025-03-31

Prepared by: Sydney Emerson, P. Eng

S001



**Sun Peaks Mountain Resort Municipality  
Effluent Disposal RI 1/2 Widening  
Class C Cost Estimate**

ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL PAYMENT
<b>PART 1.0 - GENERAL REQUIREMENTS</b>					
1.1	Mobilization/Demobilization	LS	1	\$10,000.00	\$10,000.00
1.2	Environmental Survey	allow	1	\$15,000.00	\$15,000.00
1.3	Geotechnical Investigation	allow	1	\$59,000.00	\$59,000.00
<b>Subtotal Part 1.0</b>					<b>\$84,000.00</b>
<b>PART 2.0 - EARTH WORKS</b>					
2.1	Grubbing and Stripping	m <sup>2</sup>	1300	\$20.00	\$26,000.00
2.2	Cut to Stockpile	m <sup>3</sup>	2800	\$30.00	\$84,000.00
2.3	Cut Slope Restoration	m <sup>2</sup>	1800	\$15.00	\$27,000.00
2.4	Supply and Install 300mm Thick C33 Mound Sand	m <sup>2</sup>	550	\$30.00	\$16,500.00
2.5	Cut to Fill downhill of RI 1/2	allow	1	\$20,000.00	\$20,000.00
<b>Subtotal Part 2.0</b>					<b>\$173,500.00</b>
<b>PART 3.0 - LIFT STATION UPGRADES</b>					
3.1	Wetwell Pump 3 & 4 Optimization	allow	1	\$40,000.00	\$40,000.00
<b>Subtotal Part 3.0</b>					<b>\$40,000.00</b>
<b>SUMMARY</b>					
<i>Subtotal Part 1.0 - General Requirements</i>					<b>\$84,000.00</b>
<i>Subtotal Part 2.0 - Earth Works</i>					<b>\$173,500.00</b>
<i>Subtotal Part 3.0 - Lift Station Upgrades</i>					<b>\$40,000.00</b>
<i>Subtotal Parts 1.0 to 3.0</i>					<b>\$297,500.00</b>
<i>Contingency Allowance (25%)</i>					<b>\$74,375.00</b>
<i>Engineering Services (15% final design and construction administration)</i>					<b>\$44,625.00</b>
<i>GST (5% of Subtotal and Contingency Allowance)</i>					<b>\$20,825.00</b>
<i>Total Contract Sum</i>					<b>\$437,325.00</b>
<hr style="width: 40%; margin-left: 0;"/> Prepared by: Josh Collyer, P. Eng					

**Subject:** CHBA Central Interior Submission – Development Cost Charges Bylaw No. 0238, 2026

Dear Mayor and Council,

Please find attached a submission from the Canadian Home Builders' Association Central Interior regarding the proposed Development Cost Charges Bylaw No. 0238, 2026.

Our members have expressed concerns regarding the timing and potential impacts of the proposed DCC increases given current economic and housing market conditions. We respectfully encourage Council to consider additional industry engagement and consultation prior to adoption of the proposed bylaw.

We appreciate the work being done by Sun Peaks Mountain Resort Municipality to balance infrastructure funding needs with long-term community growth and sustainability, and we would welcome the opportunity to participate in future discussions regarding the proposed bylaw.

Thank you for your time and consideration.

Sincerely,

Rose Choy

Executive Officer

Canadian Home Builders' Association Central Interior

Brandon Lolli  
A&T Project Developments  
Kamloops BC, 102-1339 McGill Rd  
[brandon@aandt.ca](mailto:brandon@aandt.ca)  
250-851-9292

May 28, 2025

Mayor and Council  
Sun Peaks Mountain Resort Municipality  
Sun Peaks, British Columbia

**Re: Proposed Development Cost Charges Bylaw No. 0238, 2026 — Request to Pause Adoption**

Dear Mayor and Members of Council,

I am writing to respectfully urge Council to pause the adoption of proposed Development Cost Charges Bylaw No. 0238, 2026, which would replace the current Bylaw No. 0217, 2024. While I understand and support the municipality's need to fund critical infrastructure, I believe that moving forward with these increases at this particular time would be premature and potentially harmful to Sun Peaks' broader economic health. I would ask that Council carefully consider the following points before proceeding.

**1. The Current Economic Climate Is Not Conducive to DCC Increases**

Sun Peaks is currently experiencing a significant slowdown in real estate activity. The federal foreign buyers ban has had a measurable dampening effect on sales, but the more pressing concern is the broader uncertainty in the market — rising construction costs, higher interest rates, and weakened buyer confidence have all contributed to a challenging environment for new development. A 15.7% across-the-board increase in Development Cost Charges, applied uniformly to residential, commercial, industrial, and institutional uses, adds yet another layer of cost and uncertainty for developers and builders at precisely the wrong moment.

Construction activity is a significant driver of economic activity and employment in Sun Peaks. If these cost increases are too significant, and arrive too soon, they risk stifling new home construction, reducing permit applications, and ultimately hurting the very tax base and DCC reserves the municipality depends on. Council should be mindful that a bylaw that discourages development does not merely delay revenue — it can set back the community's long-term growth trajectory.

## **2. Federal Funding Support May Be on the Horizon**

There is a strong indication that federal support for BC municipalities facing depleted DCC reserves and significant growth-related infrastructure requirements may be forthcoming in the near future. Before imposing substantial new burdens on developers and property owners, it would be prudent for the municipality to fully explore what senior government funding may be available to offset these capital costs. Increasing DCCs now, only to find that federal grants could have covered a significant portion of the same projects, would be both unfair to those who paid the higher charges and a missed opportunity for the community.

## **3. Consider the Province's More Flexible DCC Payment Model**

Provincially, there has been a meaningful shift in how and when DCCs are collected, with a recognized model allowing 25% of charges to be paid at building permit issuance and the remaining 75% deferred to occupancy. This approach reduces the upfront capital burden on developers and better aligns the timing of the charge with the point at which new infrastructure demand is actually created. I would encourage Council to adopt a similar staged payment framework in any revised bylaw.

## **4. The Project List Should Be Reviewed — Non-Essential Projects Should Be Deferred**

I would respectfully ask that Council undertake a careful review of the capital project list that underpins the proposed DCC rates. Not all projects listed appear to be essential to supporting growth or basic municipal services at this time. For example, a proposed municipal washroom facility, while perhaps desirable, is not the kind of critical infrastructure that should be driving significant DCC increases during a period of slow sales and economic uncertainty. Projects of this nature should be shelved until new home sales in Sun Peaks return to strong numbers and DCC reserves are in a position to support non-essential expenditure without placing undue burden on the development community.

## **5. Pause Implementation and Engage Stakeholders Meaningfully**

With a municipal election on the horizon and the prospect of federal infrastructure funding approaching, I strongly urge Council to pause implementation of Bylaw 0238 and instead commit to a structured stakeholder consultation process before any new rates are adopted. The City of Kamloops engages in exactly this kind of consultation at every DCC bylaw update, convening meetings with local developers, builders, and business owners to ensure that all affected parties are heard and that the implications of rate changes are fully understood before they take effect. Sun Peaks would benefit greatly from the same approach.

A transparent and inclusive process would not only produce a better bylaw — it would build confidence in the municipality's decision-making and signal to the development

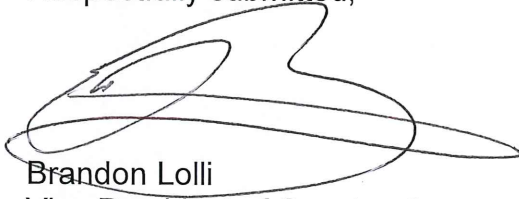
## **AGENDA ITEM #10.1.**

community that Sun Peaks is a place that values collaboration. Developers and builders are partners in the growth of this community, and they deserve a seat at the table when charges of this magnitude are being considered.

I appreciate the difficulty of the financial pressures the municipality faces and I do not suggest that DCC reform is unnecessary. However, the timing, the rate of increase, the payment structure, and the project list all warrant greater scrutiny and broader input before this bylaw is adopted. I respectfully ask that Council defer third reading of Bylaw No. 0238, initiate a formal stakeholder engagement process, and revisit the proposed rates and project list in light of current market conditions and potential senior government funding.

Thank you for your time and for your service to our community. I would welcome the opportunity to discuss these concerns further at your convenience.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandon Lolli', written over a horizontal line.

Brandon Lolli  
Vice President of Construction  
A&T Project Developments.



Sun Peaks Resort LLP T: 250.578.7222  
1280 Alpine Road, Sun Peaks F: 250.578.7223  
British Columbia, V0E 5N0, Canada W: SunPeaksResort.com

May 27, 2026

Sun Peaks Mountain Resort Municipality  
106 - 3270 Village Way  
Sun Peaks, B.C.  
V0E 5N0

Att: Mr. Clint Burton, P.Eng., P.M.P. – Director of Operations

**RE: DCC Bylaw – Proposed Amendment**

Dear Mr. Burton

We are writing regarding the proposed changes the municipality is planning to the existing **Development Cost Charges Bylaw at Sun Peaks Resort.**

SPR LLP is in a unique situation as, under the Master Development Agreement, we are the only land developer in the resort and as such we pay all these costs.

We are very concerned about the 17% increase in DCCs from \$6,597 to \$7,766 per BU proposed by the municipality for several reasons.

- 1) The current economic environment with high building costs is making it extremely difficult for developers.
- 2) The current DCC rates at Sun Peaks are already deemed as excessive and increasing them will scare away if not shut down development.
- 3) The timing of this proposed increase is not ideal for two reasons.
  - a. Currently the BC provincial and federal governments are in talks regarding decreasing municipal DCCs by 50% for upwards of 3 years to make housing more affordable. In exchange both governments would provide infrastructure funding to municipalities. The Federal and Ontario governments recently signed an agreement of this type.
  - b. There is a municipal election this fall with a high probability of a change in the makeup of council. We feel it would be more appropriate to present any changes to DCC's to the new council for their consideration.

We have reviewed both the DCC background report and proposed bylaw amendment that were included with your email notice of the public consultation session on May 28<sup>th</sup> and have the following comments.

## A) DCC Background Report

- 1) This report assumes SPR and other developers have not provided any value or infrastructure in their developments. Recent developments, including roads, bridges, utilities, etc. have been paid for by SPR to complete their projects. Developers contribute to the FBA of the community by expanding the network and installing utilities with every new development.
- 2) Growth projections are based on a 20-year development horizon which we feel is too long. We believe an appropriate time horizon should be 10 years with a DCC bylaw review / update every 5 years. The last DCC update was only 2 years ago in 2024.
- 3) Under the parkland DCC you are proposing to include 3 park washrooms at \$463,400 each for a total cost of \$1,390,232 which seems extremely costly. We also question the need for them and if required the masterplan only shows two parks P3 & P4 which in our opinion are a long time in the future. We also noted that the trail works are estimated at \$200k per km, which again is very costly. When municipal funding for core infrastructure is inadequate, we seriously question a priority focus on non-core projects like these.
- 4) Under the storm drainage DCC the East Village Drainage plan is included. SPR has already agreed to contribute 50% to the East Village Master Drainage Plan proposal. It would appear by including this project as part of the DCCs the SPMRM is offloading a portion of their cost which will mostly be paid for by SPR in DCCs which will increase our contribution to well over the agreed 50%.
- 5) Under the roads DCC the Alpine Rd upgrade is included at \$852,986. In discussions with a former CAO, Rob Bremner, it was agreed that the upgrade cost would be shared between SPR LLP, Burfield Heights, Peaks West and SPMRM based on each participants road frontage allocation. It was also agreed that SPR LLP's maximum contribution would be \$250,000. Based on those discussions we question why the cost of Alpine Rd. should be included in the DCC calculation.
- 6) Under the sewer DCC it identifies the Influent Equalization Tank allocated as a 100% FBA. We think this should be split between EBA and FBA as it is our understanding

that the tank will also help improve the current treatment system by balancing current input flows to the bioreactors.

- 7) Under the water DCC the surface water reservoir split is EBA 63.3% and FBA 36.7%. Based on this we question why the supply line and seepage monitoring project are not allocated the same way.
- 8) Appendix E – We question the loan interest calculations for the Surface Water Reservoir and PZ4E / booster station projects. They are shown as a constant amount instead of a declining balance year over year and does not reflect the overall interest cost accurately.

B) Proposed Bylaw

1) Section 6.0 Definitions

- a. GFA does not exempt mechanical rooms which is contrary to how GFA has been calculated under the zoning. It also appears to double count stairwells based on the description of horizontal floor areas.
- b. Building – Should revise to exempt mechanical rooms.

2) Section 7.0 Charges

- a. We require clarification on what the word **alteration** refers to. For example, modifying the interior living space where you take out a wall to make two rooms into one larger room is an alteration, but should it require DCCs to be charged?
- b. We disagree with the proposed changing of the timing for paying DCCs from time of building permit to time of subdivision. Payment of DCCs at subdivision increases development costs upfront.

In closing the above are our initial comments. We note that the release of a large document with multiple attachments one week ahead of public consultation does not allow adequate time for review and discussion of these proposed major changes in the structure of Sun Peaks DCCs. An important public policy like this with a very significant increase in DCCs requires a fulsome consultation process with contractors, developers and interested property owners and should not be rushed.

SPR LLP respectfully requests that this process be put on hold while SPMRM consults more thoroughly with stake holders and is informed by major public policy decisions on

infrastructure funding models that are ongoing at the provincial and federal levels of government.

We look forward to discussing the enclosed in more detail during the initial public consultation online call on May 28<sup>th</sup>.

Yours truly

SUN PEAKS RESORT LLP

A handwritten signature in black ink, appearing to read 'Peter Nixon', with a long horizontal stroke extending to the right.

Peter Nixon, P.Eng., M.B.A.  
Chief of Development & Infrastructure

Cc Darcy Alexander, Amy Blakeney, Braeden Alexander – SPR LLP  
Cc SPMRM Mayor & Council  
Cc Deanna Campbell SPMRM CAO