Committee of the Whole

to be held at
City of Penticton, Council Chambers
171 Main Street, Penticton, B.C.

Tuesday, March 5, 2019
Recessed from the Regular Council Meeting at 1:00 p.m.

1. Call Committee of the Whole to Order

2. Adoption of Agenda

3. Delegations and Community Recognition
   3.1 Downtown Penticton Association
       Lynn Allin, Executive Director, Downtown Penticton Association
   3.2 2019 Voltage Conversion Plan
       Shawn Filice, Electric Utility Manager

4. Adjourn to Regular Meeting of Council
February 26, 2019

Report to Mayor and Council
RE: Annual Civic Events Hosted by Downtown Penticton Association

The Board of Directors of the Downtown Penticton Association would like to provide you with a report on the costs to plan, deliver and promote the major Civic Events in Penticton’s downtown. Included is an events breakdown demonstrating our costs to host Canada Day, BC Day, 7 evenings of Rock the Sun, Santa Parade and fund raise for annual fireworks. Other events such as the Community Market, Live at Lunch, Street Dances, Ellis on the Rise, Tree Light Up and Downtown Open House are not included in this report.

What the DPA is

- Downtown Penticton Association is Penticton’s official Business Improvement Area (BIA) which inspires, champions and defends the quality and vitality of Penticton’s downtown core.
- As a business improvement area, downtown commercial property owners and businesses pay an annual levy that funds the association and endows it with the authority to work on their collective behalf.
- The DPA is also a registered not-for-profit organization, governed by a volunteer board of directors who represent the diverse business and service sectors that comprise the membership being served.

Over the past many years, the 325 downtown property owners have graciously sponsored the city’s free family events open to all Penticton’s residents and guests and would be happy to continue to do so if they had a larger financial contribution from the City. The breakdown attached demonstrates the cost to the DPA to host these events and, at this time, it doesn’t seem sustainable to continue without your support.

Although these events may not fit easily into the definition of Economic Development the City is using currently, they do bolster economic development since potential business owners and developers want to invest in healthy and vibrant cities. The need for well executed family events is imperative to the vitality of the city’s overall health.

When we met with CFO, Jim Bauer, he mentioned that the taxes would need to be increased to cover the cost of these family events. We are not asking for a tax increase and hope that would not be the solution!

From our perspective, the way forward is a reallocation of tax revenues that our citizens already believe they pay toward the annual free city-wide events that they love and feel enriches their experience of living in Penticton, rather than a new tax.

This cost breakdown demonstrates a significant portion of the DPA revenue is allocated to the City of Penticton’s civic free family events and is therefore not being used for business improvement initiatives.

Our ask is that Mayor and Council consider a stronger financial partnership with the DPA so that we both can proudly deliver these amazing events that contribute to the vibrancy and community health of our city.

Respectfully submitted by
Board of Directors
Downtown Penticton Association
Event Cost Breakdown including:


Not included in this breakdown:

Community Market, Live at Lunch, Street Dances, Ellis on the Rise, Tree Light Up and Downtown Open House.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Manager</td>
<td>.5 of full time position – includes wage costs</td>
<td>$30,800</td>
</tr>
<tr>
<td>Advertising</td>
<td>print, radio, on-line, social media</td>
<td>$15,000</td>
</tr>
<tr>
<td>Entertainment</td>
<td>local musicians, bands, children’s activities</td>
<td>$30,000</td>
</tr>
<tr>
<td>Rentals</td>
<td>Stage décor, tents, portable washrooms</td>
<td>$5000</td>
</tr>
<tr>
<td>Contract Staff</td>
<td>summer students – event days only</td>
<td>$2500</td>
</tr>
<tr>
<td>Sound Technician</td>
<td>Technician and equipment 10 sessions</td>
<td>$5625</td>
</tr>
<tr>
<td>Permits/Electrical</td>
<td>Electrician - portion of city permit costs</td>
<td>$1000</td>
</tr>
<tr>
<td>Printing/Signage</td>
<td>Posters/ banners/ signage</td>
<td>$1200</td>
</tr>
<tr>
<td>Supplies</td>
<td>including 2 $900 cakes</td>
<td>$3350</td>
</tr>
<tr>
<td>Wages</td>
<td>.33 full time for 3 DPA Staff &amp; wage costs</td>
<td>$43680</td>
</tr>
<tr>
<td>DPA Infrastructure</td>
<td>use of equip/computers/copier/tables/chairs</td>
<td>$3000</td>
</tr>
</tbody>
</table>

Total costs                                                       $141,155

Revenue for above events only: Based on 2018 municipal grants

City of Penticton $4500 Canada Day, $1100 BC Day
and $8000 Rock the Sun

$13,600

Federal Heritage Grant Canada Day

$5000

Vendors Fees Canada & BC Day

$11,000

$29,600

Net Position for DPA (111,555)
2019 Voltage Conversion
Outage Plans
2019 03 05
Presented by:
Shawn Filice, Electric Utility Manager
R10 Area

<table>
<thead>
<tr>
<th>North</th>
<th>Okanagan Ave (Ellis Creek)</th>
</tr>
</thead>
<tbody>
<tr>
<td>East</td>
<td>City Limits</td>
</tr>
<tr>
<td>South</td>
<td>Green Ave.</td>
</tr>
<tr>
<td>West</td>
<td>South Main St.</td>
</tr>
</tbody>
</table>

Spring
<table>
<thead>
<tr>
<th>R11 Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Eckhardt Ave. E.</td>
</tr>
<tr>
<td>East</td>
<td>Columbia St.</td>
</tr>
<tr>
<td>South</td>
<td>Dawson Ave.</td>
</tr>
<tr>
<td>West</td>
<td>South Main St. &amp; Government St (N. Ellis Creek)</td>
</tr>
<tr>
<td>R34 Area</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>North</td>
<td>City Limits</td>
</tr>
<tr>
<td>East</td>
<td>City Limits</td>
</tr>
<tr>
<td>South</td>
<td>McMillan Ave.</td>
</tr>
<tr>
<td>West</td>
<td>Upper Bench Rd. N. &amp; City Limits</td>
</tr>
</tbody>
</table>
R11 Conversion Stages
R34 Conversion Stages
1. March 5, 2019: Present conversion plan to Council
2. March 11, 2019: Mail “generic” outage notification letters along with a list of frequently asked questions to all affected customers
3. March 25, 2019: Telephone affected commercial customers
4. One week prior to scheduled outage: Hand deliver “specific” outage notification letters to affected customers
Notification Steps R-11 and R-34

1. The notification procedure for R-11 and R-34 will mirror that used for R-10.
2. No exact dates have been set at this time, this will be done at a latter date.
3. Completion of the overall conversion work is scheduled for the end of November 2019.
• **Commercial and High Density Residential Customers** are responsible for opening their main disconnect and locking elevators open prior to their scheduled outage to avoid electrical damage to their equipment and to avoid having customers being locked in elevators, etc.

• Traffic control personnel will be utilized at intersections with existing traffic lights as these lights will not be functioning during the power outage.

• Power to Shaw and Telus amplifiers and switches will be affected.

• Reminder to have contact information updated as this is the only information the City has and will be used to notify customers of planned outages.
Notices

planned power outage

To: Resident (Building Owner)

From: City of Penticton

Outage planned for: ____________________________ and ____________________________

Address: ____________________________

The City of Penticton is planning a power outage in your area for the above mentioned dates and times.

The outage is needed to allow our crews to make necessary changes, upgrades or repairs to the electrical distribution system.

Safety and important notes:

- Power outages will affect elevators, computers, stereo systems, garage door openers, alarm and entry gates.
- If your building is equipped with a fire alarm system and/or sprinkler system, you must notify the Penticton Fire Department to obtain instructions for a "Fire Watch" as indicated in the Fire Code (Sec. 6.1.1.35).
- Special notes for building managers/caretakers:
  - Please notify all occupants in advance.
  - You must lock down any open entrances prior to the outage. Elevator controls can be re-energized to normal power.
  - Garage doors and entry gates can be opened before the outage to allow access.

We apologize for any inconvenience this may cause and thank you in advance for your cooperation.

Should you have any questions, please contact (250) 490-2335.

Yours truly,

City of Penticton

Electric Utility

631 Okanagan Ave East

penticton.ca
FAQ

Planned outages FAQ

- Are you doing the upgrades at once or in stages?
  Upgrades are being done in 3 phases, based on a socioeconomic analysis.

- What stage are we in?
  Check out the map provided to determine what phase you are in.

- Are you going to grade order of member?
  No, the plan is to do the upgrades in a random order of members.

- Will everyone lose power at the same time?
  Yes, the planning and scheduling are done based on the infrastructure needs and the area's proximity to the city's grid.

- Will there be vehicle traffic impacts?
  Yes, the city will be closed to public traffic. It will be affected by the day before the outage and the area will be affected by the outage.

- What about parking?
  Parking near the affected area will be restricted. The city will provide signage and alternative parking.

- What about water service; will this be affected?
  Water service will continue without interruption.

- My child's school is in a separate area, will their classes be affected?
  Yes, the school board has been notified and will take necessary precautions.

- I am a commercial customer and have specific power needs for operational purposes. What should I do?
  Please contact the Electric Utility at 250-490-2355 for special arrangements.

- I need power for medical equipment or appliances. What should I do?
  Please contact the Electric Utility at 250-490-2355 for special arrangements.

- I have more questions. Where can I get more information?
  You can call the Electric Utility at 250-490-2355 during business hours or email them at info@penticton.ca.
QUESTIONS