

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

Tuesday, July 3, 2018
at 1:00 p.m.

1. **Call Regular Council Meeting to Order**
2. **Introduction of Late Items**
3. **Adoption of Agenda**
4. **Recess to Committee of the Whole**
5. **Reconvene the Regular Council Meeting**
6. **Adoption of Minutes:**

6.1	Minutes of the June 19, 2018 Committee of the Whole	1-2	Receive
6.2	Minutes of the June 19, 2018 Public Hearing	3-7	Receive
6.3	Minutes of the June 19, 2018 Regular Council Meeting	8-16	Adopt
7. **Consent Agenda**
8. **Committee and Board Reports:**

8.1	Arts, Creative & Cultural Innovations Committee Minutes of June 22, 2018	17-21	
	<i>Recommendation: THAT Council receive the draft minutes of the Arts, Creative & Cultural Innovations Committee meeting of June 22, 2018.</i>		
	<i>Committee Recommendation: THAT Council, as an act of collaboration, accepts the donation of a piece of art known as "Mother Earth", created by artist Petronella van den Berg.</i>		
9. **Correspondence**
10. **Staff Reports:**

DCS	10.1 2017 Annual Report	22-117	Sub/Ques
	<i>Staff Recommendation: THAT Council receive the 2017 Annual Report as circulated.</i>		
CSC	10.2 Residential Automated Waste Collection Service Levels and Standards Policy	118-124	
	<i>Staff Recommendation: THAT Council approve the Residential Automated Waste Collection Service Levels and Standards Policy.</i>		

CFO	10.3	Municipal Grant Policy <i>Staff Recommendation: THAT Council approve the amended Municipal Grant Policy dated July 3, 2018.</i>	125-135
Controller	10.4	Penticton Tennis Club Grant Request <i>Staff Recommendation: THAT Council approve the value in-kind grant request of \$4,200 to the Penticton Tennis Club.</i>	136-142
Controller	10.5	Penticton Amateur Radio Club Grant Request <i>Staff Recommendation: THAT Council approve the cash grant request of \$665.53 to the Penticton Amateur Radio Club.</i>	143-148
CFO	10.6	Financial Management Policy <i>Staff Recommendation: THAT Council adopt the Financial Management Policy effective July 3, 2018.</i>	149-154
GMI	10.7	The Green Infrastructure – Environmental Quality Program Grant <i>Staff Recommendation: THAT staff be directed to submit an application for grant funding for the Ridgedale Reservoir Expansion through the ICIP – Green Infrastructure: Environmental Quality Sub-stream; AND THAT Council commit to its share, \$1,200,150, of the project with funding coming from the water surplus reserve.</i>	155-157

11. **Public Question Period**

12. **Recess to a Closed Meeting**

Resolution: THAT Council recess to a closed meeting of Council pursuant to the provisions of the Community Charter section 90 (1) as follows:

- (a) *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (c) *labour relations or other employee relations;*
- (e) *the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
- (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- (j) *information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.*

13. **Reconvene the Regular Council Meeting following the Public Hearing at 6:00 p.m.**

14. **Bylaws and Permits:**

14.1	Zoning Amendment Bylaw No. 2018-02 Re: 237 Phoenix Avenue	158-159	Adopt
14.2	Park Dedication Bylaw No. 2018-37	160-177	Adopt
14.3	Zoning Amendment Bylaw No. 2018-46 Re: 125 Calgary Avenue	178-179	2 nd /3 rd
14.4	Zoning Amendment Bylaw No. 2018-47 Development Variance Permit PL2018-8257 Re: 210 Scott Avenue	180-183	2 nd /3 rd /Adopt Approve
14.5	Zoning Amendment Bylaw No. 2018-48 Re: 1449 Government Street	184-185	2 nd /3 rd
14.6	Zoning Amendment Bylaw No. 2018-36 Re: RD3 (Residential Infill)	186-187	Adopt

14.7 Zoning Amendment Bylaw No. 2018-39 188-189 Adopt
Re: 157 Abbott Street/198 Van Horne Street

15. **Land Matters:**

BPM 15.1 Liquor Licence – Structural Changes and Permanent (Change in Hours) 190-194 Del/Sub
Re: Sun Country Lanes

Staff Recommendation: THAT Council recommend to the Liquor Control and Licensing Branch (LCLB) that it support the application from Sun Country Lanes (Roll N Stones Fun Centre) located at 1035 Westminster Ave West, for:

- *Structural Change in proposed interior layout;*
- *Permanent Change in service hours (from 10:00am to 11:00pm to 9:00am to 2:00am; and*
- *Structural change to license existing exterior patio (48 persons) with hours of service hours from 9:00am to 11:00 and no amplified music.*

PM 15.2 Development Variance Permit PL2018-8233 195-217 Del/Sub
Development Permit PL2018-8234
Re: 3590 Skaha Lake Road

Staff Recommendation: THAT Council approve “Development Variance Permit PL2018-8233” for Lot 3 Block 211 District Lot 189 Similkameen (Formerly Osoyoos) Division Yale District Plan 397, located at 3590 Skaha Lake Road, a permit to reduce the minimum exterior side yard from 4.5m to 3.2m and to reduce the minimum rear yard from 4.5m to 4.0m; AND THAT staff be directed to issue “Development Variance Permit PL2018-8233”.

THAT Council approve “Development Permit PL2018-8230” for Lot 3 Block 211 District Lot 189 Similkameen (formerly Osoyoos) Division Yale District Plan 397, located at 3590 Skaha Lake Road, a permit that allows for a motel addition; AND THAT staff be directed to issue “Development Permit PL2018-8230.”

PM 15.3 Zoning Amendment Bylaw No. 2018-49 218-245
Development Variance Permit PL2018-8297
Development Permit PL2016-7756
Re: 236 Marina Way

Staff Recommendation: THAT “Zoning Amendment Bylaw No. 2018-49”, a bylaw that rezones the following properties to C9 (Marina Way Commercial):

- *That Part of Lot 1, Shown on Plan B5470, District Lot 202, Similkameen Division Yale District, Plan 3218 (201 Vancouver Avenue);*
 - *Lot 3, District Lot 202, Similkameen Division Yale District, Plan 3219 (203 Vancouver Avenue);*
 - *Lot A, District Lot 202, Similkameen Division Yale District, Plan KAP85185 (247 Vancouver Avenue)*
- And includes as site specific section Section 11.9.4.1 In the case in the case of Proposed Lots 2, 3 and 4 (203, 225 and 247 Vancouver Avenue), single detached housing is a permitted use; be read a first time and be forwarded to the July 17, 2018 Public Hearing for comment from the public.*

THAT Council support “Development Permit PL2016-7756” for Proposed Lot 1 of the lot consolidation and subdivision of 201, 203, 225 and 247 Vancouver Avenue, a permit supporting development of a 13 unit, seven storey apartment building;

AND THAT “Development Permit PL2016-7756” issuance be subject to adoption of “Zoning Amendment Bylaw No. 2018-49”; creation of the subject lot through deposit of the subdivision plan with the Land Title Office; and, a detailed landscape plan, prepared by a landscape architect showing all landscape materials, planting instructions and irrigation detail.

THAT Council receive delegations and submissions for “Development Variance Permit PL2018-8297”, a permit to allow for reduced lot areas, from a minimum lot area of 550m² to a minimum lot area of

400m2, for Proposed Lot 3 and Proposed Lot 4, at the July 17, 2018 Public Hearing; AND THAT staff are directed to issue the permit upon adoption of "Zoning Amendment Bylaw No. 2018-49".

16. **Notice of Motion**
17. **Business Arising**
18. **Council Round Table**
19. **Public Question Period**
20. **Adjournment**

Committee of the Whole
held at City of Penticton Council Chambers
171 Main Street, Penticton, B.C.

Tuesday, June 19, 2018

Recessed from the Regular Council Meeting at 1:00 p.m.

Present: Mayor Jakubeit
Councillor Picton
Councillor Watt
Councillor Sentes
Councillor Konanz

Absent: Councillor Sayeed
Councillor Martin

Staff: Dana Schmidt, Corporate Officer
Peter Weeber, Chief Administrative Officer
Jim Bauer, Chief Financial Officer
Mitch Moroziuk, General Manager of Infrastructure
Anthony Haddad, Director of Development Services
Angie Collison, Deputy Corporate Officer

1. **Call to order**

The Mayor called the Committee of the Whole meeting to order at 1:01 p.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the agenda for the Committee of the Whole meeting held on June 19, 2018 be adopted as presented.

CARRIED UNANIMOUSLY

3. **Delegations and Community Recognition**

3.1 Okanagan Lake Stewardship and Outreach Initiative

Bryn White, Program Manager, South Okanagan Similkameen Conservation Program, provided Council with an overview of the foreshore inventory mapping (FIM) project, including increasing public awareness to guide Okanagan Lake health and requested in kind assistance.

It was MOVED and SECONDED

THAT the Committee of the Whole support the request for participation in the Okanagan Lake Stewardship outreach initiative.

CARRIED UNANIMOUSLY

3.2 Asset Management Investment Plan

Cory Sivell, Urban Systems, provided Council with an overview of the Asset Management Investment Plan for the City.

4. **Adjourn to Regular Meeting**

It was MOVED and SECONDED

THAT Council adjourn the Committee of the Whole meeting held June 19, 2018 at 1:36 p.m. and reconvene the Regular Meeting of Council.

CARRIED UNANIMOUSLY

Certified correct:

Confirmed:

Dana Schmidt
Corporate Officer

Andrew Jakubeit
Mayor

Public Hearing
City of Penticton, Council Chambers
171 Main Street, Penticton, B.C.

Tuesday, June 19, 2018
at 6:00 p.m.

- Present:** Mayor Jakubeit
Councillor Watt
Councillor Picton
Councillor Konanz
Councillor Sentes
- Absent:** Councillor Sayeed
Councillor Martin
- Staff:** Peter Weeber, Chief Administrative Officer
Dana Schmidt, Corporate Officer
Jim Bauer, Chief Financial Officer
Mitch Moroziuk, General Manager of Infrastructure
Anthony Haddad, Director of Development Services
Blake Laven, Planning Manager
Angie Collison, Deputy Corporate Officer

1. Call to order

Mayor Jakubeit called the public hearing to order at 6:02 p.m. for Zoning Amendment Bylaw No. 2018-44, Zoning Amendment Bylaw No. 2018-45, Zoning Amendment Bylaw No. 2018-36, Official Community Plan Amendment Bylaw No. 2018-38 and Zoning Amendment Bylaw No. 2018-39. He explained that the public hearing was being held to afford all persons who considered themselves affected by the proposed bylaws an opportunity to be heard before Council.

The Corporate Officer read the opening statement and introduced the purpose of the bylaws. She then explained that the public hearing was being held to afford all persons who considered themselves affected by the proposed bylaws and related DVP an opportunity to be heard before Council. She further indicated that the public hearing was advertised pursuant to the *Local Government Act*.

2. "Zoning Amendment Bylaw No. 2018-44" (783 Martin Street)

The purpose of "Zoning Amendment Bylaw No. 2018-44" is to amend Zoning Bylaw No. 2017-08 as follows:

Rezone Lot A, District Lot 202, Similkameen Division Yale District Plan 899, located at 783 Martin Street from RD1 (Duplex Housing) to RM3 (Medium Density Multiple Housing).

The applicant is proposing to construct a four-unit townhouse and a three-unit townhouse for a total of seven units.

The Corporate Officer advised that two letters have been received since the printing of the agenda.

DELEGATIONS

Mayor Jakubeit asked the public for the first time if anyone wished to speak to the application.

- Jamie Harper, applicant, there will be enough room for 6 ft. tree, patio and amenity space makes homes more useable. Hard space area on north side of house, won't be visible from the street. Storm water management can be dealt with on site. Could decrease area hard surface with artificial grass and reduce patio size if necessary.
- Chris Forester, Martin Street, will be sandwiched between two town house complexes, would like 799 Martin Street to go through first and see if it is successful with the increase of 9 homes to the area.
- Karen Forester, Martin Street, owner of the sandwiched property, concerned with potential run off from adjoining properties. Hard surface means more heat and will dry out vegetation. Would like duplexes not town houses. Noise will increase from traffic, people and pets. Would like a solid privacy fence between properties and shrubs.
- Brigid Kemp, Warren Avenue West, asked for clarity about development.
- Joe Mackie, Scott Avenue, concerned for residents in between two properties, suggest postpone rezoning plan.
- Lynn Kelsey, Oakville Street, wouldn't want to be sandwiched between two projects, need to see if one works, don't think anyone wants higher density at expense of someone else, neighbourhoods need to stay viable, Cement foot print is taking up green space.

Mayor Jakubeit asked the public for the second time if anyone wished to speak to the application.

- Jamie Harper, water runoff from property will to be addressed and managed, 3 storey homes not apartment building. It will be a solid privacy fence between property and a landscape buffer.

Mayor Jakubeit asked the public for the third and final time if anyone wished to speak to the application.

- Joe Mackie, Scott Ave, why won't the developer buy the house in the middle?
- Jamie Harper, had discussions with Foresters.

The public hearing for "Zoning Amendment Bylaw No. 2018-44" was terminated at 6:32 p.m. and no new information can be received on this matter.

2. "Zoning Amendment Bylaw No. 2018-45" (456 Main Street)

The purpose of "Zoning Amendment Bylaw No. 2018-45" is to amend Zoning Bylaw No. 2017-08 as follows:

By adding the following site specific provisions to section 11.5.4:

.9 In the case of Lot 9, Block 15, DL 202, SDYD, Plan 269, located at 456 Main Street, one dwelling unit on the first storey behind the commercial space shall be permitted.

The applicant is proposing convert the back half of the one-store commercial building into a one-bedroom residential dwelling unit.

The Corporate Officer advised that 1 letter has been received since the printing of the agenda and distributed to Council.

DELEGATIONS

Mayor Jakubeit asked the public for the first time if anyone wished to speak to the application.

- Phil Locke, applicant, spoke in support of the application.
- Lynn Kelsey, Oakville Street, an apartment in downtown is helpful, concerned with basement area in the back.
- Phil Locke, basement is of no value to renter, retailer could use as storage.

Mayor Jakubeit asked the public for the second time if anyone wished to speak to the application.

- No one spoke.

Mayor Jakubeit asked the public for the third and final time if anyone wished to speak to the application.

- No one spoke.

The public hearing for "Zoning Amendment Bylaw No. 2018-44" was terminated at 6:40 p.m. and no new information can be received on this matter.

3. "Zoning Amendment Bylaw No. 2018-36" (RD3 Zone – Residential Infill)

The purpose of "Zoning Amendment Bylaw No. 2018-36" is to amend Zoning Bylaw No. 2017-08 as follows:

By adding to Chapter 10 – Urban Residential Zones, Section 10.12 RD3 – Residential Infill.

The City of Penticton is proposing a new zone to address some of the recent trends of development in the City. The zone allows for up to three dwelling units on small sized urban serviced lots.

The Corporate Officer advised that no letters have been received since the printing of the agenda.

DELEGATIONS

Mayor Jakubeit asked the public for the first time if anyone wished to speak to the application.

- Dennis O’Gorman, Pharrell Street, asked questions about criteria and what the tests are around high density and what can be accommodated.

Mayor Jakubeit asked the public for the second time if anyone wished to speak to the application.

- No one spoke.

Mayor Jakubeit asked the public for the third and final time if anyone wished to speak to the application.

- Donna Richie, Abbott Street, appreciate the 55% lot coverage, less heavy in buildings.

The public hearing for "Zoning Amendment Bylaw No. 2018-36" was terminated at 6:46 p.m. and no new information can be received on this matter.

4. "Official Community Plan Amendment Bylaw No. 2018-38" and Zoning Amendment Bylaw No. 2018-39 (157 Abbott Street/198 Van Horne Street)

The purpose of "Official Community Plan Amendment Bylaw No. 2018-38" is to amend Official Community Plan Bylaw No. 2002-20 as follows:

Amend Schedule 'B' Future Land Use designation for Lot A, District Lot 202, Similkameen Division Yale District, Plan KAP81594, located at 157 Abbott Street and Lot 1, District Lot 202, Similkameen Division Yale District, Plan KAP86539 located at 198 Van Horne Street from HR (High Density Residential) to MR (Medium Density Residential) and to amend Schedule 'H' Development Permit Area Map and include Lot A, District Lot 202, Similkameen Division Yale District, Plan KAP81594, located at 157 Abbott Street and Lot 1, District Lot 202, Similkameen Division Yale District, Plan KAP86539 located at 198 Van Horne Street, in the General Multiple Family Development Permit Area.

The purpose of "Zoning Amendment Bylaw No. 2018-39" is to amend Zoning Bylaw No. 2017-08 as follows:

Rezone Lot A, District Lot 202, Similkameen Division Yale District, Plan KAP81594, located at 157 Abbott Street and Lot 1, District Lot 202, Similkameen Division Yale District, Plan KAP86539, located at 198 Van Horne Street, from RM4 (Medium Density Multiple Housing) to RD3 (Residential Infill).

The applicant intends to subdivide 157 Abbott Street into 11 lots with the intention of developing up to 3 dwelling units per lot comprised of either a single detached dwelling or a duplex with a secondary suite and/or a carriage house. The maximum number of dwelling units on the development site is 33 units.

The Corporate Officer advised that one letter and a petition have been received since the printing of the agenda and distributed to Council.

DELEGATIONS

Mayor Jakubeit asked the public for the first time if anyone wished to speak to the application.

- James Ludvigson, Van Horne, want to leave the area as high density, shoots down possible project like building he lives in now. Asking council to reconsider, perfect area for limited income and accessible homes.

Mayor Jakubeit asked the public for the second time if anyone wished to speak to the application.

- Donna Richie, Abbott Street, appreciative of architecture, keep in mind accessibility, is it part of their vision?
- Michael John Cox, Abbott Street, lived there 11 years, happy about development, spoke in support of application.
- Donna Richie, like the green space the developer is proposing.

Mayor Jakubeit asked the public for the third and final time if anyone wished to speak to the application.

- No one spoke.

The public hearing for "Official Community Plan Amendment Bylaw No. 2018-38" and "Zoning Amendment Bylaw No. 2018-39" was terminated at 7:00 p.m. and no new information can be received on this matter.

Certified correct:

Confirmed:

Dana Schmidt
Corporate Officer

Andrew Jakubeit
Mayor

Regular Council Meeting
held at City of Penticton Council Chambers
171 Main Street, Penticton, B.C.

Tuesday, June 19, 2018
at 1:00 p.m.

- Present:** Mayor Jakubeit
Councillor Picton
Councillor Sentes
Councillor Konanz
Councillor Watt
- Absent:** Councillor Sayeed
Councillor Martin
- Staff:** Dana Schmidt, Corporate Officer
Peter Weeber, Chief Administrative Officer
Jim Bauer, Chief Financial Officer
Mitch Moroziuk, General Manager of Infrastructure
Anthony Haddad, Director of Development Services
Angie Collison, Deputy Corporate Officer

1. Call to Order

The Mayor called the Regular Council meeting to order at 1:00 p.m.

2. Introduction of Late Items

3. Adoption of Agenda

It was MOVED and SECONDED

THAT Council adopt the agenda for the Regular Council meeting held on June 19, 2018 as presented.

CARRIED UNANIMOUSLY

4. Recess to Committee of the Whole

Council recessed to a Committee of the Whole Meeting at 1:01 p.m.

5. Reconvene the Regular Council Meeting

Council reconvened the Regular Council Meeting at 1:36 p.m.

6. Adoption of Minutes:

6.1 Minutes of the June 5, 2018 Committee of the Whole

267/2018

It was MOVED and SECONDED

THAT Council receive the minutes of the June 5, 2018 Committee of the Whole as presented.
CARRIED UNANIMOUSLY

6.2 Minutes of the June 5, 2018 Public Hearing

268/2018

It was MOVED and SECONDED

THAT Council receive the minutes of the June 5, 2018 Public Hearing as presented.
CARRIED UNANIMOUSLY

6.3 Minutes of the June 5, 2018 Regular Meeting of Council

269/2018

It was MOVED and SECONDED

THAT Council adopt the minutes of the June 5, 2018 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY

7. Committee and Board Reports:

7.1 Parks and Recreation Master Plan Committee Minutes of April 30, 2018

270/2018

It was MOVED and SECONDED

THAT Council receive the minutes of the Parks and Recreation Master Plan Committee meeting of April 30, 2018.

CARRIED UNANIMOUSLY

7.2 Development Services Advisory Committee Minutes of June 8, 2018

271/2018

It was MOVED and SECONDED

THAT Council receive the draft minutes of the Development Services Advisory Committee meeting of June 8, 2018.

CARRIED UNANIMOUSLY

7.3 Official Community Plan Task Force Minutes of June 4, 2018

272/2018

It was MOVED and SECONDED

THAT Council receive the draft minutes of the Official Community Plan Task Force meeting of June 4, 2018.

CARRIED UNANIMOUSLY

8. Correspondence

9. Staff Reports:

9.1 Parks & Recreation Master Plan

273/2018

It was MOVED and SECONDED

THAT Council approve the 2018 Parks and Recreation Master Plan.

CARRIED UNANIMOUSLY

9.2 Park Dedication Bylaw No. 2018-37

Council was provided with a new page 5 with the legal description of Sudbury beach and a new page 13 Schedule F prior to first reading.

274/2018

It was MOVED and SECONDED

THAT Council, with at least 2/3 of all members of Council voting in the affirmative, give first, second and third reading to "Park Dedication Bylaw No. 2018-37", a bylaw that dedicates city owned lands as public park and repeals "City of Penticton Park Dedication Bylaw No. 2002-42".

CARRIED UNANIMOUSLY

9.3 Park Land Protection & Use Policy

275/2018

It was MOVED and SECONDED

THAT Council approve the Park Land Protection and Use Policy.

CARRIED UNANIMOUSLY

9.4 Parks & Recreation Advisory Committee

Main Motion:

It was MOVED and SECONDED

THAT Council approve the Parks & Recreation Advisory Committee's Terms of Reference as proposed (Attachment B) that includes the following recommendations:

1. Reflects a term ending December 31, 2019;
2. That half of the Parks & Recreation Advisory Committee's membership terms be staggered to allow for consistency and the opportunity for new members;
3. Includes the addition of paragraph 3 that states: 'Council shall appoint one (1) non-voting Penticton Indian Band Representative and one (1) non-voting Regional District Okanagan-Similkameen Representative to the committee; and the word 'shall' replace the word 'may' in paragraph 11 in the sentence that reads "Council may choose to replace the member".

Amendment:

276/2018

It was MOVED and SECONDED

THAT Council shall appoint one (1) voting Penticton Indian Band Representative and one (1) voting Regional District Okanagan-Similkameen Representative to the committee.

DEFEATED

Mayor Jakubeit, Councillors Watt, Konanz, Sentes, Picton, Opposed

Amendment:

277/2018

It was MOVED and SECONDED

THAT Council shall appoint one (1) voting Penticton Indian Band Representative and one (1) non-voting Regional District Okanagan-Similkameen Representative to the committee.

CARRIED

Councillors Sentes and Picton, Opposed

Main Motion as Amended:

278/2018

It was MOVED and SECONDED

THAT Council approve the Parks & Recreation Advisory Committee's Terms of Reference as proposed (Attachment B) that includes the following recommendations:

1. Reflects a term ending December 31, 2019;
2. That half of the Parks & Recreation Advisory Committee's membership terms be staggered to allow for consistency and the opportunity for new members;
3. Includes the addition of paragraph 3 that states: 'Council shall appoint one (1) voting Penticton Indian Band Representative and one (1) non-voting Regional District Okanagan-

Similkameen Representative to the committee; and the word 'shall' replace the word 'may' in paragraph 11 in the sentence that reads "Council may choose to replace the member".

CARRIED UNANIMOUSLY

Councillor Picton left the meeting at 2:36 p.m.

9.5 Zoning Bylaw Amendments – Park Zone

279/2018

It was MOVED and SECONDED

THAT Council direct staff to bring forward Zoning Bylaw Amendments for City Park Land.

CARRIED UNANIMOUSLY

9.6 Report Back on Short Term Vacation Rental Program

280/2018

It was MOVED and SECONDED

THAT Council direct staff to contract a third party business to count the number of unlicensed short term vacation rental businesses operating as well as locate and determine the length of time each unlicensed vacation rental has been operating; AND THAT Council direct staff to amend the City of Penticton Bylaw Notice Enforcement Bylaw No. 2012-5037 by increasing the fine amounts for operating and advertising a business without a licence to \$450.00 per occurrence.

CARRIED UNANIMOUSLY

9.7 Statement of Financial Information (SOFI)

281/2018

It was MOVED and SECONDED

THAT Council approve the Statement of Financial Information for the fiscal year ending December 31, 2017.

CARRIED UNANIMOUSLY

Meeting recessed at 3:12 p.m. and resumed at 3:14 p.m.

9.8 Climate Action Reporting for 2017

282/2018

It was MOVED and SECONDED

THAT Council receive the report titled "Climate Action Reporting for 2017" for information.

CARRIED UNANIMOUSLY

9.9 City FortisBC Supply of Electricity Wholesale Service – Amending Agreement

283/2018

It was MOVED and SECONDED

THAT Council approve the Amending Agreement as attached to the report titled "City FortisBC Supply of Electricity Wholesale Service – Amendment Agreement"; AND THAT Council authorize the Mayor and Corporate Officer to execute the Agreement.

CARRIED UNANIMOUSLY

9.10 Land Acquisition and Lease Renewal Policy

284/2018

It was MOVED and SECONDED

THAT Council approve the Land Acquisition Policy dated June 19, 2018; AND THAT Council approve the Renewal of Leases and Licenses Policy dated June 19, 2018.

CARRIED UNANIMOUSLY

9.11 257 Scott Avenue - Correspondence

285/2018

It was MOVED and SECONDED

THAT Council, after review of the correspondence received by the owner of 257 Scott Avenue and the contents of this report support the request to issue "Development Variance Permit PL2018-8115" without the requirement for the registration of a Housing Agreement against the property;

AND THAT staff are directed to prepare a repeal bylaw for "Housing Agreement (257 Scott Avenue) Bylaw No. 2018-17";

AND THAT staff are directed to issue the amended permit accordingly.

CARRIED UNANIMOUSLY

10. Public Question Period

11. Recess to In-Camera Meeting

286/2018

It was MOVED and SECONDED

THAT Council recess at 4:13 p.m. to a closed meeting of Council pursuant to the provisions of the *Community Charter* section 90 (1) as follows:

(a) *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*

(c) *labour relations or other employee relations;*

(e) *the acquisition, disposition or expropriation of land or improvements if the Council considers that disclosure could reasonably expected to harm the interest of the municipality;*

90(2)(b) *the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED UNANIMOUSLY

12. Reconvene the Regular Council Meeting following the Public Hearing at 6:00 p.m.

Council reconvened the Regular Council Meeting at 7:01 p.m.

13. Bylaws and Permits:

13.1 Sign Regulation Amendment Bylaw No. 2018-31

287/2018

It was MOVED and SECONDED

THAT Council adopt "Sign Regulation Amendment Bylaw No. 2018-31".

CARRIED UNANIMOUSLY

13.2 Political Signage Regulation Bylaw No. 2018-32

288/2018

It was MOVED and SECONDED

THAT Council adopt "Political Signage Regulation Bylaw No. 2018-32".

**CARRIED
Councillor Konanz, Opposed**

13.3 Bylaw Notice Enforcement Amendment Bylaw No. 2018-33
Re: Political Signage Regulations

289/2018

It was MOVED and SECONDED

THAT Council adopt "Bylaw Notice Enforcement Amendment Bylaw No. 2018-33".

CARRIED

Councillor Konanz, Opposed

13.4 Election and Assent Voting Bylaw No. 2018-34

290/2018

It was MOVED and SECONDED

THAT Council adopt "Election and Assent Voting Bylaw No. 2018-34".

CARRIED UNANIMOUSLY

13.5 Council Procedure Bylaw No. 2018-35

291/2018

It was MOVED and SECONDED

THAT Council adopt "Council Procedure Bylaw No. 2018-35".

CARRIED UNANIMOUSLY

13.6 Pawnbrokers, Secondhand Dealers and Auction Houses Regulations Amendment Bylaw No. 2018-42

292/2018

It was MOVED and SECONDED

THAT Council adopt "Pawnbrokers, Secondhand Dealers and Auction Houses Regulations Amendment Bylaw No. 2018-42".

CARRIED UNANIMOUSLY

13.7 Bylaw Notice Enforcement Amendment Bylaw No. 2018-43
Re: Pawnbrokers, Secondhand Dealers and Auction Houses

293/2018

It was MOVED and SECONDED

THAT Council adopt "Bylaw Notice Enforcement Amendment Bylaw No. 2018-43".

CARRIED UNANIMOUSLY

13.8 Zoning Amendment Bylaw No. 2018-44
Re: 783 Martin Street

294/2018

It was MOVED and SECONDED

THAT Council give second and third reading to "Zoning Amendment Bylaw No. 2018-44".

CARRIED

Mayor Jakubeit and Councillor Watt, Opposed

13.9 Zoning Amendment Bylaw No. 2018-45
Re: 456 Main Street

295/2018

It was MOVED and SECONDED

THAT Council give second and third reading to "Zoning Amendment Bylaw No. 2018-45";
AND THAT Council adopt "Zoning Amendment Bylaw No. 2018-45".

CARRIED UNANIMOUSLY

13.10 Zoning Amendment Bylaw No. 2018-36
Re: RD3 (Residential Infill)

296/2018

It was MOVED and SECONDED

THAT Council give second and third reading to "Zoning Amendment Bylaw No. 2018-36".

CARRIED UNANIMOUSLY

13.11 Official Community Plan Amendment Bylaw No. 2018-38
Zoning Amendment Bylaw No. 2018-39
Re: 157 Abbott Street/198 Van Horne Street

297/2018

It was MOVED and SECONDED

THAT Council give second and third reading to "Official Community Plan Amendment Bylaw No. 2018-38";

AND THAT Council adopt "Official Community Plan Amendment Bylaw No. 2018-38";

THAT Council give second and third reading to "Zoning Amendment Bylaw No. 2018-39".

CARRIED UNANIMOUSLY

14. Land Matters:

14.1 Development Variance Permit PL2018-8236
Re: 1093 Ohlhausen Road

Delegations/Submissions: nil

298/2018

It was MOVED and SECONDED

THAT Council approve "Development Variance Permit PL2018-8236" for Lot A, District Lot 199 and 672 Similkameen Division Yale District Plan 43708, located at 1093 Ohlhausen Road, a permit to allow a necessary agricultural farm help dwelling on a property that is less than 2 hectares (1.87 hectares); AND THAT staff be directed to issue "Development Variance Permit PL2018-8236".

CARRIED UNANIMOUSLY

14.2 Zoning Amendment Bylaw No. 2018-46
Development Permit PL2018-8262
Re: 125 Calgary Avenue

299/2018

It was MOVED and SECONDED

THAT "Zoning Amendment Bylaw No. 2018-46", a bylaw to rezone Lot 4 District Lot 250 Similkameen Division Yale District Plan 1164 Except Plan B5473, located at 125 Calgary Avenue from RD2 (Duplex Housing: Lane) to RM2 (Low Density Multiple Housing), be given first reading and forwarded to the July 3, 2018 Public Hearing;

AND THAT prior to adoption of "Zoning Amendment Bylaw No. 2018-46", a 2.4m road dedication along the south property line (Calgary Avenue) is registered with the Land Title Office.

THAT Council, subject to adoption of "Zoning Amendment Bylaw No. 2018-46," approve "Development Permit PL2018-8262" for Lot 4 District Lot 250 Similkameen Division Yale District Plan 1164 Except Plan B5473, located at 125 Calgary Avenue, a permit that allows for the construction of a multi-family development.

CARRIED UNANIMOUSLY

14.3 Zoning Amendment Bylaw No. 2018-47
Development Variance Permit PL2018-8257
Development Permit PL2018-8258
Re: 210 Scott Avenue

300/2018

It was MOVED and SECONDED

THAT "Zoning Amendment Bylaw No. 2018-47", a bylaw to rezone Lot 1 District Lot 250 Similkameen Division Yale District Plan 7204 Except Parcel B (Plan B7381), located at 210 Scott Avenue from RD2 (Duplex Housing: Lane) to RM3 (Medium Density Multiple Housing), be given first reading and forwarded to the July 3, 2018 Public Hearing.

THAT delegations and submissions for "Development Variance Permit PL2018-8257" for Lot 1 District Lot 250 Similkameen Division Yale District Plan 7204 Except Parcel B (Plan B7381), located at 210 Scott Avenue, a permit to increase the allowable architectural projection into a yard from one that constitutes less than 25% of the wall face to which the projection is attached to one that constitutes less than 29% of the wall face to which the projection is attached, and to permit the projection of a deck a maximum of 0.6m into an interior side yard, be heard at the July 3, 2018 Public Hearing; AND THAT Council consider "DVP PL2018-8257" following the adoption of "Zoning Amendment Bylaw No. 2018-47."

THAT Council, subject to adoption of "Zoning Amendment Bylaw No. 2018-47," approve "Development Permit PL2018-8258" for Lot 1 District Lot 250 Similkameen Division Yale District Plan 7204 Except Parcel B (Plan B7381), located at 210 Scott Avenue, a permit that allows for the construction of a multi-family development.

CARRIED UNANIMOUSLY

14.4 Zoning Amendment Bylaw No. 2018-48
Re: 1449 Government Street

301/2018

It was MOVED and SECONDED

THAT "Zoning Amendment Bylaw No. 2018-48", a bylaw to Rezone Lot 8 District Lot 250 Similkameen Division Yale District Plan 6505, located at 1449 Government Street from RM2 (Low Density Multiple Housing) to RD2 (Duplex Housing: Lane), be given first reading and be forwarded to the July 3, 2018 Public Hearing;

AND THAT prior to adoption of "Zoning Amendment Bylaw No. 2018-48," the following conditions are met:

- The developer pays the costs for the City to restore the existing sidewalk letdown, which provided vehicle access to the subject property from Government Street.
- Council authorizes staff to discharge the Section 215 Covenant KJ77084 on title at the cost of the developer.

CARRIED UNANIMOUSLY

15. Notice of Motion

16. Business Arising

16.1 Land Sale – 98 Ellis Street

THAT Council approve the land sale of 98 Ellis Street to Ellis Street Ventures Ltd. or their designate for \$623,000 plus GST;

AND THAT the City will be responsible for all legal costs associated with the sale of the lands and the Purchaser will be responsible for the legal and registration costs associated with the purchase of the land.

16.2 Purchase of 902 Creston Avenue

THAT Council approves the land purchase of 902 Creston Avenue for \$480,000;
AND THAT the City will be responsible for all legal and registration costs associated with the purchase of the property and the seller will be responsible for the legal costs associated with the sale of the land;
AND THAT the purchase is funded through the land acquisition reserve.

16.3 Official Community Plan Task Force Appointment

THAT Council appoint Joan Phillip to replace Dawn Russell as the PIB representative for the Official Community Plan Task Force.

17. Council Round Table

18. Public Question Period

19. Adjournment

302/2018

It was MOVED and SECONDED

THAT Council adjourn the Regular Council meeting held on Tuesday, June 19, 2018 at 7:57 p.m.

CARRIED UNANIMOUSLY

Certified correct:

Confirmed:

Dana Schmidt
Corporate Officer

Andrew Jakubeit
Mayor

Arts, Creative & Cultural Innovations Committee Meeting

held at City of Penticton Committee Room A
171 Main Street, Penticton, B.C.

Friday, June 22, 2018
at 8:00 a.m.

- Present:** Campbell Watt, Councillor
Robin Robertson, Chair
Timothy Tweed, Penticton & District Community Arts Council Representative
Paul Crawford, Penticton Art Gallery Representative
Murray Swales, Member at Large
Skyler Punnett, Member at Large
Corinna Netherton, Member at Large
- Staff:** Kelsey Johnson, Recreation Business Supervisor
Diane Persoon, Corporate Secretary
- Guests:** Pat Field, Shatford Centre Representative

1. **Call to Order**

The Arts, Creative & Cultural Innovations Committee was called to order by the Chair at 8:02 a.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Arts, Creative & Cultural Innovations Committee adopt the agenda for the June 22, 2018 meeting as amended to move Okanagan School of the Arts, Shatford Centre to new business.

CARRIED UNANIMOUSLY

3. **Adoption of Minutes**

It was MOVED and SECONDED

THAT the Arts, Creative & Cultural Innovations Committee adopt the minutes of the May 25, 2018 meeting as presented.

CARRIED UNANIMOUSLY

4. Business Arising from Prior Meetings

4.1 Consolidated Arts Events Schedule

Mr. Swales reported he has been in contact with two different individuals regarding the Arts events calendar and was referred to the Marketing Manager. Mr. Swales will continue to stay in touch and report any progress. Chair and Mr. Swales to send out a formal invitation to the Executive Manager to have a representative attend a meeting in the future, to outline how the calendar is managed and how best to utilize it.

4.2 Review of 2017, 2018 Public Sculpture Program – Subcommittee Recommendations

The Chair opened up a discussion on the Penticton Public Sculpture Program Review and Recommendations survey that was completed by the Subcommittee which provided input on what they liked best about the current program and ideas or direction to take moving forward. The following feedback was provided:

- Satisfaction level with current program which was rated high
- Identified key areas of success in the current program
 - Community response and engagement
 - City is supporting the program
 - Works are available
 - Connection to access international sculptors
- An agreement that all of the current program should remain but to also expand and have an open call to artists
- To identify areas that require change and improvement
 - Increase promotion of program and identify more ways to engage the art community
 - Increase in timelines between the ask and deadline for submissions
 - Growth of art pieces to increase inventory
 - Sponsorship
- The role of the Subcommittee
 - Build on the expansion and promotion of the program such as meeting on a yearly basis with a possible corporate advisory group from different sectors, where ideas could be identified to work on budget to support the sculpture program such as dedicating specific space for donated art work where the artists could display their work at their own costs
- The role of the City Staff
 - Work to increase leases to two years which will save money on installs and time resources
 - Staggering of art in roundabout which would alleviate some safety concerns

4.3 Report on status of Valley First Sculpture

Chair reported things slowly moving along with the Valley First Sculpture but City capacity to engage is limited. The understanding is that there will be a moveable concrete pad that will be poured in front of Valley First and the KISS sculpture will be put there temporarily while the call goes out to locate a permanent piece.

5. New Business

5.1 Okanagan School of the Arts, Shatford Centre

The Okanagan School of Arts, Shatford Centre representative reported Jane Schaak has tendered her resignation effective September 7, 2018. With her departure came the opportunity to re-evaluate the direction that the organization wanted take as they move forward. Following some strategic exercises, three options have been identified:

- To continue to run the building as a community building and do all they can for arts and culture;
- Become more of a regional creative hub for training to artists, schools and all arts organizations which would generate income and allow them to examine areas in need such as staff efficiencies;
- Attain international status for Penticton to attract high end artists.

Moving forward, the Okanagan School of the Arts would like to ask for assistance on building a board to offer the opportunity to the arts organizations to sit in on their business planning process so that everybody understands where they're going and that they can benefit from their own organizations. Meanwhile, they would build a shadow board with the corporate sector so that when the AGM happens in November, there is clear understanding in the public about how best to use the building.

Committee accepts the information presented by Pat Field and look forward to future collaborations amongst the arts groups and Council. The electronic version of Mr. Field's presentation regarding the future of OSA programming and the operations of the Shatford Centre will be forwarded to Corporate Secretary for distribution to Members.

Committee supports sending letter to Jane Schaak thanking her for all her work and support over her years of service. Letter to be sent by Chair on behalf of Committee.

6. Representative Updates

6.1 Penticton Art Gallery

The Penticton Art Gallery representative reported that their largest fundraiser of the year will be held next Thursday, June 28, 2018, where there will sculptures available to purchase or donations may be made.

Penticton Hospital Art Committee has identified a couple of art pieces they like and are looking for ways to purchase them.

6.2 Penticton & District Community Arts Council

The Penticton & District Community Arts Council representative provided an update on the acquisition the Clint George sculpture "Bringing Back the Salmon King". The site has been prepared at Leer House and the round-a-bout has been cleared out. The pad is to be poured in the first week of July. The Penticton & District Community Arts Council representative will speak with artist to arrange for installation. Fundraising to be done to assist with their portion of costs. Public celebration and dedication of sculpture planned for later in summer, perhaps to tie into Arts Rising Festival in September.

The first planning meeting for Arts Rising Festival was held last week. Still in the early stages as they continue to review areas for improvement. Looking to keep it smaller this year.

The Penticton & District Community Arts Council Committee have started discussions on renaming and filling vacant executive director position. Their goal is to have this completed by the next AGM meeting in October. Waiting on status of gaming grant.

Councillor Campbell Watt left the meeting at 8:59 am

6.3 South Okanagan Performing Arts Centre

The South Okanagan Performing Arts Centre representative was not in attendance.

6.4 Okanagan School of Arts, Shatford Centre

The South Okanagan Performing Arts Centre, Shatford Centre representative reported that, as an act of collaboration, the Okanagan School of Arts, Shatford Centre would like to donate a sculpture to the Sculpture Program. The piece, called "Mother Earth" and valued somewhere at \$44,000, was donated to their organization in 2016 by Petronella van den Berg.

It was MOVED and SECONDED that the Arts, Creative and Cultural Innovations Committee recommend:

THAT Council, as an act of collaboration, accepts the donation of a piece of art known as "Mother Earth", created by artist Petronella van den Berg.

CARRIED UNANIMOUSLY

6.5 Penticton Indian Band Representative

The Penticton Indian Band representative was not in attendance.

6.6 Members at Large

Member at Large reported that a group on the coast is currently working on gaming license for a 50/50 draw where 25% of sales stays with the group coordinating the sale. These proceeds are to be used towards any arts related activity. Application goes in today with the initial focus on performing arts. The group's belief is that artists are under paid and this fund would be used to top up what the artists are currently earning. There is also the possibility of a biweekly 50/50 draw and a Province wide lottery with the same rules and regulations applicable. Chair has asked that Member at Large send out communication as to the outcome of application.

Member at Large, Skylar Punnett, reported that he held his first show last week and feedback was great. He also reported the need for volunteers and a social media person for Pecha Kucha.

The Committee acknowledges and accepts the formal resignation of Committee at Large representative, Darren Bifford. Mr. Bifford's resignation was received by the Chair on June 20, 2018.

7. **Next Meeting**

The next meeting of the Arts, Creative & Cultural Innovations Committee is scheduled for Friday, July 27, 2018 at 8:00 am.

8. **Adjournment**

It was MOVED and SECONDED

THAT the Arts, Creative & Cultural Innovations Committee adjourn the meeting held on Friday, June 22, 2018 at 9:29 a.m.

CARRIED UNANIMOUSLY

Certified Correct:

Diane Persoon
Corporate Secretary

Council Report

penticton.ca

Date: July 3, 2018
To: Peter Weeber, Chief Administrative Officer
From: Laurie Darcus, Director of Corporate Services
Subject: **2017 Annual Report**

File No:

Staff Recommendation

THAT Council receive the 2017 Annual Report as circulated.

Background

According to Section 98 of the *Community Charter*, each year the City must prepare an annual report. The purpose of the Annual Report is to provide the public with a copy of the audited financial statements for 2017, a listing of the permissive tax exemptions, a report regarding objectives and accomplishments of the previous year and an update regarding municipal services and operations.

The 2017 Annual Report has been available to the public for inspection at City Hall since June 18, 2018 and has also been available on the City's website at www.penticton.ca under 'City Hall' since the same date. Advertisements have been placed in the City Pages to notify the public as well, achieving the 14-day notice period as required under the *Community Charter* Section 99(2).


Attachments

Attachment A –2017 Annual Report

Respectfully submitted,

Laurie Darcus
Director of Corporate Services

Approvals

CFO 	CAO PW
--	-----------

Penticton. Reimagined.



2017 ANNUAL REPORT





CITY OF PENTICTON ANNUAL REPORT | 2017

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City of Penticton

PENTICTON.ca

INFO@PENTICTON.ca

171 Main St. | Penticton, BC | V2A 5A9

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A vibrant, innovative, **HEALTHY** waterfront city focused on sustainability, **community** and economic **opportunity.**



Another year in the books and, as we look back, the City certainly has had some newsworthy events. The high water and smoke dominated our spring and summer overshadowing many positives to celebrate. We deployed over 230,000 sandbags and, while the beach along Okanagan Lake almost disappeared, the beaches at Skaha Lake remained pristine.

2017 was another record year for construction activity in the community with building values just under \$198 million dollars. The David E Kampe Hospital tower has really taken shape and many other large, medium and small projects can be seen scattered all throughout our City.

Penticton was the inaugural host for the International Triathlon Union World Multi-Sport championship that welcomed over 3600 athletes from 42 countries over a ten day period. Our signature community festival, Peach Festival, celebrated 70 years and is one of Canada's largest free festivals. We also welcomed Cascades Casino to their new location by the South Okanagan Events Center, solidifying it as an entertainment hub.

2017 was the first year that Arts and Culture in our community saw some significant exposure. It started with the Canada 150 Mosaic project, followed by the Penticton Public Sculpture Exhibition along Okanagan Lake, local art on display at the hospital and the inaugural Arts Rising festival, which showcased every discipline of the arts.

This year we also celebrated 40 years as a sister City to Ikeda Japan. I joined a small delegation to visit Japan and was amazed by the similarities in topography, climate, and friendliness of the residents. The Japanese garden by our Art Gallery is a beautiful public space for serenity, relaxation and special moments. It is the most obvious legacy or benefit from our sister city relationship.

Forty years is a long time and the relationship is symbolic of the city's commitment to be an inclusive and diverse community.

2017 also focused on social issues from safety to homelessness to addiction. We've been working to be proactive, facilitating interested parties and fostering partnerships to address the issues and we are starting to see some positive momentum. We've made progress with affordable housing, but the biggest success is the YES (Youth Engagement Strategy). The YES project purchased a location for a youth center and also received funding for programming.

The community was introduced to our new RCMP Superintendent, Ted De Jager, who organized a town hall meeting to hear concerns and unveil his policing priorities. We did see a drop in violent crime and we launched a new Community Safety and Enforcement Team to help deal with some of our social issues and prolific offenders. The Fire Department also updated their water safety tools with a new Rescue boat and watercrafts to maneuver on the lakes and up the river channel.

We had an arena task force, made up of community stakeholders and subject matter experts, make recommendations on our 66 year old Memorial Arena. Penticton has a very proud hockey history so the recommendation to keep Memorial as a dry floor space allows for the building to extend its benefit to the community and continue its historic value.

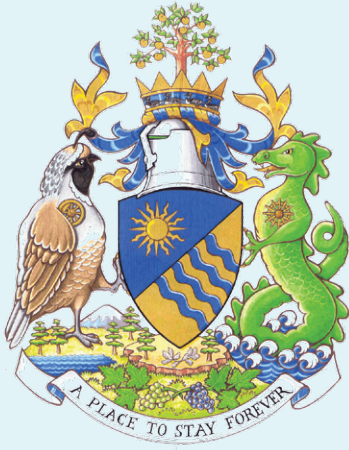
Staff also continued with community engagement and consultation with our Parks and Recreation Master Plan plus we started updating our Official Community Plan. Shapeyourcitypenticton.ca has been an exceptional tool to share information and capture a broad cross section of the community on various initiatives or concerns.

The City has never been so inviting and accessible to help shape how our future should look like. It is encouraging to see community pride and interest taking shape with our engagement initiatives. Each report to Council has a summary of how many people participated along with the good, bad and the ugly of what people thought.

There are many things that each City department should be proud of and as a community we should celebrate. I hope you enjoy the following detailed year end reports as we continue to build Penticton to be the best that it can be.

Andrew Jakubeit

YOUR CITY COUNCIL



Back row, from left:
Councillors: Andre Martin, Campbell Watt, Max Picton, Tarik Sayeed

Front Row, from left:
Councillor Helena Konanz, Mayor Andrew Jakubeit, Councillor Judy Sentes

COUNCIL'S ROLES

During the Council Strategic Planning sessions in 2016, Council identified their key roles for leading the community, and these are consistent now and into the future:

- › Make informed decisions for and in the interest of the community
- › Anticipate and provide for the community's local service needs
- › Determine policies and programs for the community
- › Set priorities to guide staff and committees
- › Be fiscally prudent and accountable
- › Be open and transparent
- › Champion and advocate for Penticton
- › Have an "enabling effect" through bylaws and regulations
- › Develop a foundation for economic development
- › Actively promote the diversity and growth of the community and local economy
- › Expand relationships with First Nations, other levels of government and other agencies
- › Bring people together through committees, volunteer opportunities and events
- › Support and recognize volunteer efforts

COUNCIL HIGHLIGHTS 2017

Council met with Provincial Ministry Representatives to:

- To provide multi-year funding (e.g. Foundry founding) for BC Integrated Youth Services in Penticton
- Request that a coordinated effort be made and funding provided to support a framework for early identifying people at risk, providing education, establishing service integration and alignment with the intent of creating a safe and healthy community
- Select Penticton as a City to pilot project to address homelessness, e.g. first phase transitional housing (modular units)
- The Official Community Plan review was kicked off with a focus on public engagement
- The development of the Parks and Recreation Master Plan, Park Land Protection and Use Policy and Park Dedication bylaw by the Parks and Recreation Master Plan Committee was supported by Council
- Downtown Revitalization of the 200 Block Main Street was completed
- There was a restructure of the Economic Development Department
- Flood Recovery Repairs were authorized by Council for repair works to areas along the Okanagan Waterfront damaged from the May 2017 high water levels, that include the SS Sicamous, Yacht Club parking lot, dog beach retaining wall, steel sheet piled wall west of the boardwalk and walkway pavers

Continued on page 8



COUNCIL HIGHLIGHTS 2017

- › Council approved the City Parking Strategy that included extensive community engagement resulting in many changes to parking Downtown, along Lakeshore Drive and Resident Only Parking areas
- › Council approved an interest free loan and cash grant for the SS Sicamous Marine Heritage Society for the construction of a walkway along the south side of the SS Sicamous. Council adopted the Penticton Creek master plan with solutions that address land issues, fish habitat, archaeological features, flood protection and a strategy to meet objectives within a 20 year horizon
- › Council approved the amendments to the Municipal Grant Policy by simplifying the application process for organizations and increasing the transparency of the decision-making process for Council
- › Council directed staff to extend the Energy Retrofit Loan Program (HELP) until the end of 2019. Since 2013, HELP has been offering loans to residential customers to retrofit their homes to be more energy efficient. The program was scheduled to conclude on December 31, 2017
- › Council approved the City entering into a Memorandum of Understanding with BC Housing for the development of modular housing in Penticton as part of the provincial Rapid Housing Response Program
- › Council approved the Travel Penticton Society (TPS) funding agreement for the provision of visitor information and tourism services and destination marketing
- › Council endorsed a public awareness campaign for the Smoking Bylaw including restrictions on smoking in public spaces and places
- › Council supported the installation of a Kindness Meter – a converted parking meter colorfully painted and repurposed to collect donations to support organizations that support the homeless



- › Council approved sponsorships for the 2017 Canadian Sport School Hockey League Championships and the 2017 Western Canada Cup
- › Council approved the installation of three non-motorized boat launch sites to service the Okanagan Lake waterfront
- › Based on a recommendation from the Arts, Creative and Cultural Innovations Committee, Council approved the allocation of \$18,000 from the Public Art Reserve Fund to the Valley First Public Sculpture project
- › Applied for the Skaha Bluffs Area Boundary Extension
- › Through UBCM resolution Council lobbied for legislative changes to allow for other than print advertising to reach the public
- › In discussions with Ministries, Council lobbied for Homeless Housing & Services and Youth Services (YES Project)

COUNCIL COMMITTEES FOR 2017

Affordable Community Task Force

Mayor Andrew Jakubeit
Councillor Judy Sentes

Agriculture Advisory Committee

Councillor Andre Martin

Arts, Creative & Cultural Innovations Committee

Councillor Campbell Watt

Community Revitalization Select Committee

Councillor Judy Sentes
Councillor Campbell Watt

Development Services Advisory Committee

Councillor Campbell Watt

Economic Development & Prosperity Task Force

Mayor Andrew Jakubeit

Heritage & Museum Committee

Councillor Judy Sentes

Official Community Plan Task Force

Mayor Andrew Jakubeit
Councillor Judy Sentes

Mayor's Task Force on Homelessness, Addiction and Mental Health

Mayor Andrew Jakubeit

Parks & Recreation Master Plan Steering Committee

Mayor Andrew Jakubeit
Councillor Judy Sentes

Penticton Creek Restoration Committee

Councillor Helena Konanz

Transportation Advisory Committee

Councillor Tarik Sayeed



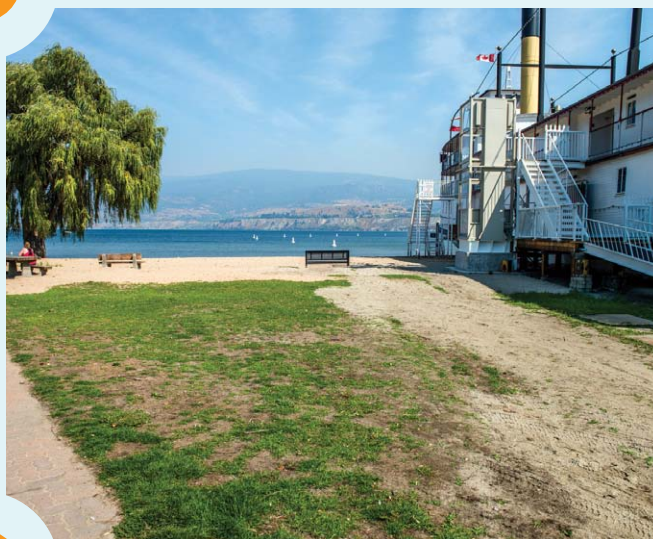
SUPPORTING FLOOD PROTECTION

In 2017 Mother Nature sent a challenge Penticton's way. The rising waters threatened the City, but many people stepped up and helped to reduce the potential damage and keep everyone safe. For 36 days dedicated volunteers, City staff and BC Forestry personnel stepped in wherever help was needed, showing community support for this place we call home. Over 230,000 sandbags were filled and placed to protect the City as well as emergency dams and gabions put into place to hold back the water. The City spent \$1.07M on all emergencies in 2017 including flood prevention, Ellis creek watermain repairs/upgrades, fighting the highland fire and Emergency Social Services centre activation but we recovered \$900,000 through Provincial emergency funding.



BEFORE

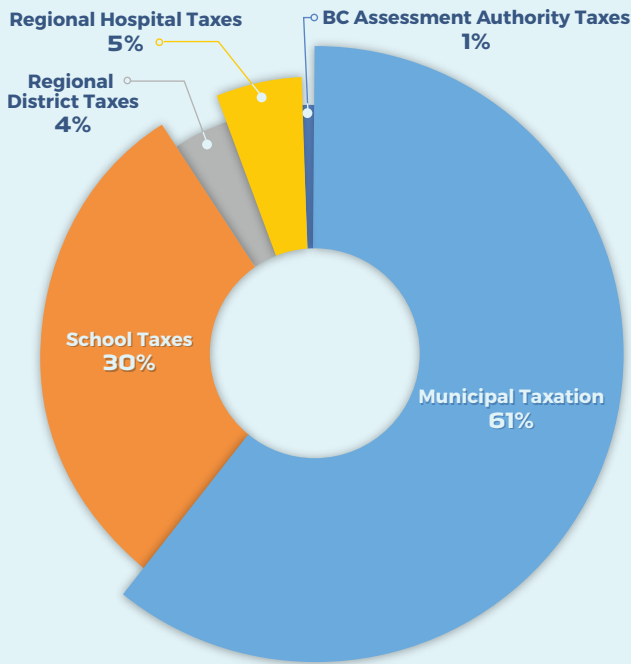
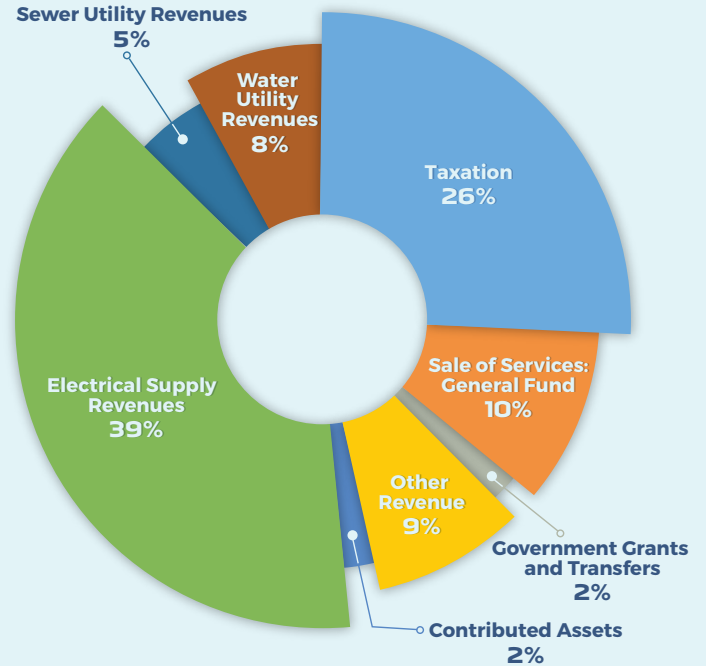
AFTER



YOUR CITY BY THE NUMBERS

WHERE DOES CITY REVENUE COME FROM?

The city has a number of sources of revenue to fund the essential services the City provides. Over 38% of its revenues comes from the sale of electricity to its Citizens, followed by 26% in taxes collected from its residents and businesses. The sale of sewer and water services makes up a further 12% with 10% coming from the user fees collected for various areas including use of City facilities such as the recreation centre, garbage and recycling fees, building and licensing fees, transit and parking fees.

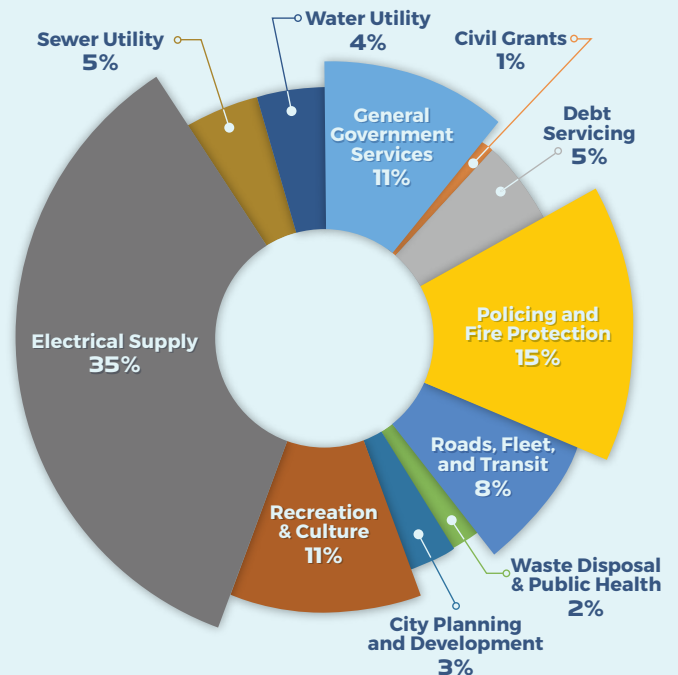


TAXES

Did you know that the City collects taxes on behalf of other levels of government? Only 61% of your taxes goes to the City with the remaining 39% going to the School District, regional District and hospital.

WHAT DO YOUR TAX DOLLARS FUND?

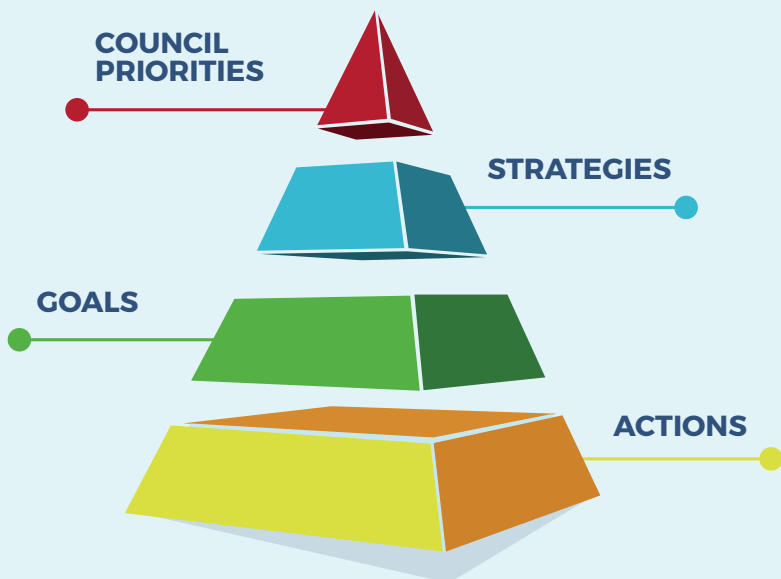
The City provides a range of services to its citizens, including critical infrastructure like streets, water, sewer and electricity. The City also provides police and fire protection services, operates the recreation and cultural facilities and provides development services to assist businesses. The chart to the right shows where the city spends its money to provide these services.



PRIORITIES FOR THE CITY

ACCOMPLISHMENTS AND GOALS

In 2017 Council identified six Priorities for the City (as shown to the right of this page). These Priorities are supported by Strategies related to each Priority (see the following pages 14 thru 25). This high level strategic direction provides staff with guidance in establishing goals and actions. Within this Annual Report, you will see how staff are achieving goals and setting future goals that align with Priorities established by Council.



Note: See Accomplishments and Goals on pages 14 thru 25.

GOOD GOVERNANCE

Good governance refers to the system of municipal government in its role as a democratic institution, a public policy maker and a provider of public services.



COMMUNITY BUILDING

Community building views the city as a whole and focuses on the investment of services and infrastructure, which are fundamental to quality of life.



FISCAL SUSTAINABILITY

Good fiscal sustainability refers to the City's ability to maintain programs and services while funding its infrastructure commitments and future growth.



SOCIAL DEVELOPMENT

Social development encompasses principles of social equity, social well-being & citizen engagement, and support of a healthy community & quality of life.



ECONOMIC VITALITY

Economic vitality refers to the city's economy, economic development and creating policy that promotes investment and economic sustainability.



ENVIRONMENTAL SUSTAINABILITY

The way we operate has an impact on the environment. The City is committed to integrating environmental sustainable practices into policy development.



GOOD GOVERNANCE



Good governance refers to the system of municipal government in its role as a democratic institution, a public policy maker and a provider of public services.

- > Provide services that support quality of life, protect our health, enhance public safety, and promote economic and the social well-being of our community
- > Engage with the community in the major decisions or development of policies that impact the interests of residents and stakeholders
- > Implement workforce development, employee support programs and succession plans

HERE'S WHAT WE DID - KEY CITY ACHIEVEMENTS FROM 2017

- 🏆 Completed first full year of Community Engagement program with 14 projects, 24 in-person events, 15 surveys and polls and 14,300 visits to shapeyourcitypenticton.ca
- 🏆 Received citizen feedback which influenced many projects including decisions about pay parking and the future of Penticton's Arenas
- 🏆 Expanded Parks & Recreation Master Plan scope to include greater community collaboration and building a framework for a Park Protection and Use Policy, revision of the Parks dedication bylaw
- 🏆 Responded to multiple emergency events (Fires, Floods), placing 230,000 sandbags and effectively managed the 2017 Wildfire Season with zero property loss
- 🏆 Improved citizen engagement with Financial Planning and hosting multiple Budget Open Houses
- 🏆 Development of the GIS Strategy that will govern investments in the computer system and data that supports the daily and emergency operations of the city, management of the City's physical infrastructure and initiatives to enhance public engagement, economic development and local innovation
- 🏆 Implemented mobile parking payment program to make it easier for citizens
- 🏆 Council adopted the Arena Task Force recommendation for long term arena development strategy
- 🏆 Funded through donation the new Marine Rescue 201 boat on Okanagan Lake
- 🏆 Fire Department Training Facility received donated building from Ellis Don Construction for our training facility
- 🏆 Fire season emergency response strategy resulted in zero property losses within Penticton
- 🏆 Supported Provincial demands for wildfires throughout the Province with Penticton Fire Department resources and command staff
- 🏆 Established updated Digital Records Management System to better manage City documents
- 🏆 Began review of City policies for best practises and alliance with current legislation; updated major Bylaws such as Cemetery, Electrical, Zoning
- 🏆 Implemented a new City-wide online Performance Management System for staff
- 🏆 Conducted a Campaign to Encourage citizen use of electronic opportunities such as **MyCity** through: front line staff direct interaction with customers to promote the benefits for the customer; brochures; online promotion; and added information on paper billings
- 🏆 Optimized business processes with the aim of cost reduction and/or improved customer service through streamlining functions within the utilities software, including database cleanup, enabling staff to perform faster searches and improving collections on outstanding accounts
- 🏆 Established a Community Support and Enforcement Team to address rising mental health and social chronic issues in our community
- 🏆 First annual Policing Forum to engage with the community
- 🏆 Targeted enforcement of prolific offenders resulted in a significant drop in violent crime and the foundation for a continuing drop in property crime
- 🏆 Foundation of the Community Active Support Table put in place for implementation in 2018

GOOD GOVERNANCE

Good governance refers to the system of municipal government in its role as a democratic institution, a public policy maker and a provider of public services.



- Further develop the City communications strategy internally, externally and regionally
- Employ management principles and technology to enhance service delivery, reduce processing times and costs
- Enhance performance measurement and reporting to Council and the community

HERE'S WHAT WE PLAN TO ACHIEVE IN 2018

- ✔ Establish structured engagement strategy to better define public participation in policy development and decision making
- ✔ Establish lessons learned 2018 Flood Response and Preparedness Plan to be better prepared in the future
- ✔ Develop Wildfire Mitigation and Fuel Management Strategy
- ✔ Establish policy on the regulation and management of Cannabis sales
- ✔ Implement the Geographical Information Systems Strategy (GIS) for more accurate and detailed mapping of City infrastructure, streets and buildings
- ✔ Establish a 5 Year Staff Succession Master Plan
- ✔ Conduct 2018 Local Government Election
- ✔ Update and add new policies that will direct how the City conducts business
- ✔ Implement the Community Active Support Table (CAST) and engage community partners including: RCMP, City of Penticton, Interior Health, Safety, Education sectors, Addictions service providers, Housing providers and Support Partners



COMMUNITY BUILDING

Community building views the city as a whole and focuses on the investment of services and infrastructure, which are fundamental to quality of life.



- Ensure that long term planning and development is aligned with the Official Community Plan
- Ensure City services are customer focused, sustainable, effective and relevant

HERE'S WHAT WE DID - KEY CITY ACHIEVEMENTS FROM 2017

- 🏆 Commencement of the development of the City's new Official Community Plan and public engagement
- 🏆 Record number of planning and land use applications in 2018 (see department stats)
- 🏆 Identified gaps in permit efficiencies and reduced average permit review times by half
- 🏆 Processing of Annexation application for the addition of 300 acres in the City limits
- 🏆 Continued strong residential development
- 🏆 Developed a new vacation rental program resulting in 130 registered units
- 🏆 Completed designs for the 300 Block of Main Street revitalization
- 🏆 Created Bylaw Intake Administrator position to accept, triage, prioritize and assign calls for service from the public
- 🏆 Modernized the electrical bylaw with the most up-to-date business practices
- 🏆 Development of the Parks and Recreation Master Plan to protect parks and encourage recreation
- 🏆 Expanded Museum programming with 3 temporary exhibits, Vimy Ridge Commemoration Lecture Series, school and public programming, and the initiation of Hands on Heritage lab
- 🏆 Commenced planning to replace the Recreation software system with PerfectIMIND in 2019
- 🏆 Installed crosswalks at South Main Street, South Beach Drive, Vancouver Place and Quebec Street
- 🏆 Installed traffic calming around Columbia Elementary School
- 🏆 Installed sidewalk at Lawrence Avenue and storm sewer extension to Sunset Place
- 🏆 Arena Task Force conducted additional studies and data gathering to seek Council direction on the future of Penticton's arenas
- 🏆 Community Centre achieved operational efficiencies due to rescheduling of maintenance staff and hiring of a new foreman which allowed us to improve our service delivery, create consistent building management procedures and minimize the need for relief and overtime work
- 🏆 Playground surface upgrades completed on Lion's Park
- 🏆 Additional upgrades completed to the Fairview Cemetery
- 🏆 Construction of the Penticton Cycling Pump Track near KVR Trail for cycling skill development
- 🏆 Construction of BMX track adjacent to Munson Mountain
- 🏆 Established a Five Year funding agreement with Travel Penticton that provides stability and certainty



COMMUNITY BUILDING

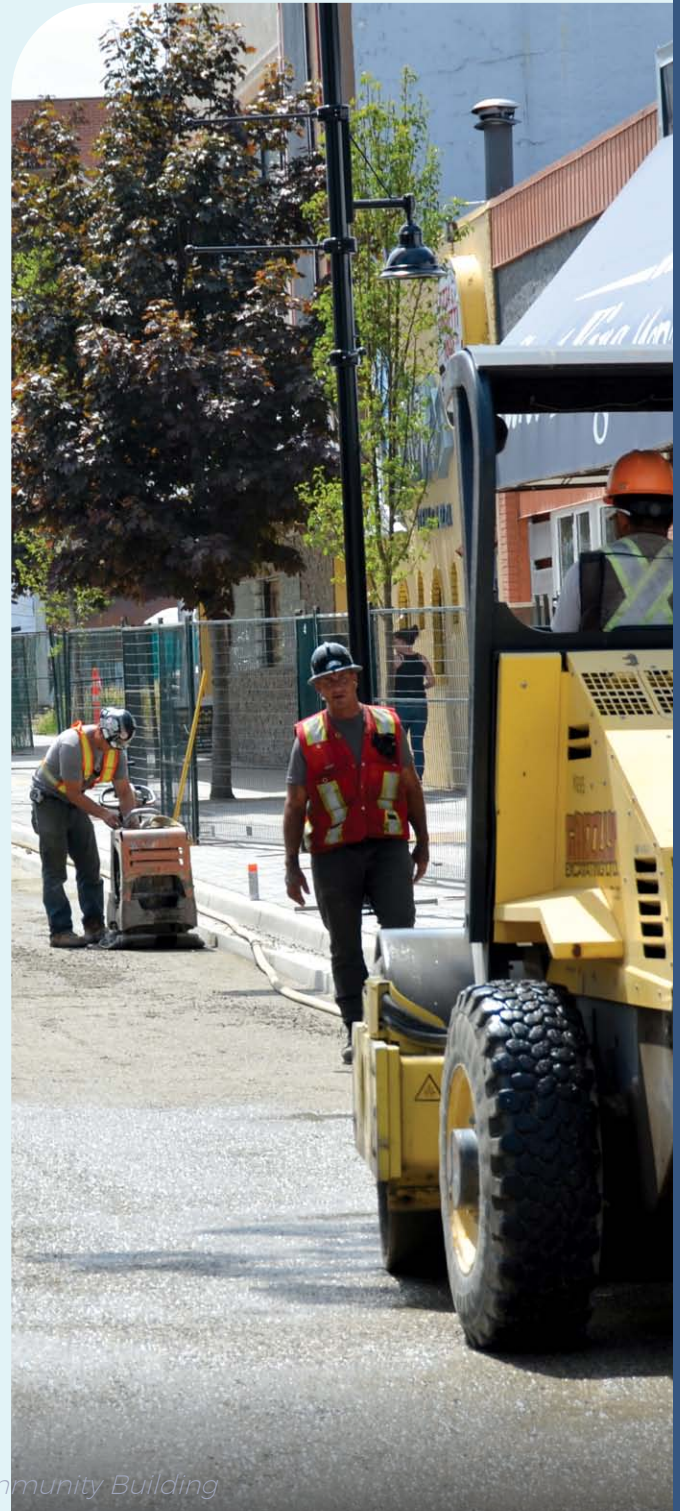


Community building views the city as a whole and focuses on the investment of services and infrastructure, which are fundamental to quality of life.

- > Invest in the long term planning of indoor and outdoor parks and recreational infrastructure
- > Invest in attractiveness, streetscape and beautification of the community
- > Establish a long term active transportation strategy

HERE'S WHAT WE PLAN TO ACHIEVE IN 2018

- ✔ Complete the Official Community Plan that will guide the long term growth, development and changes for our City
- ✔ Adopt and implement new Property Tax Policy that will more equitably distribute taxes across the various classes
- ✔ Complete the Parks & Recreation Masterplan, Park Land Protection and Use Policy, Park Dedication Bylaw and Zoning Bylaw Amendments to identify different Park types and uses
- ✔ Complete the business case on the development of twin ice sheet project and the field house concept for the future of Memorial Arena
- ✔ Complete and implement the South Okanagan Event Centre (SOEC) Campus Parking Strategy
- ✔ Complete the 300 Block downtown infrastructure project that will upgrade older infrastructure and beautify the downtown core
- ✔ Modernize Business Licence & Building Permit Programs to make them more customer friendly, easy to access and efficient
- ✔ Establish Equalized Utility Billing (Average Monthly Billing) to help citizens balance their payments throughout the year



FISCAL SUSTAINABILITY



Good fiscal sustainability refers to the City's ability to maintain programs and services while funding its infrastructure commitments and future growth.

- > Align Council's priorities with a sustainable long term financial planning
- > Undertake asset management to ensure the sustainability of municipal infrastructure

HERE'S WHAT WE DID - KEY CITY ACHIEVEMENTS FROM 2017

- 🏆 Piloted the Capital Prioritization Framework (CPF) to uniformly prioritize capital projects by scoring them based on set criteria
- 🏆 Streamlined accounting processes by introducing a simplified workflow system for Accounts Payable, reviewing and providing a solution to make the Electrical invoicing process more efficient and creating a capital asset flow chart to assist in determining if projects are capital or operating
- 🏆 Maintained a competitive business tax multiplier encouraging economic growth
- 🏆 Implemented an efficient digital on-line bidding process for bids coming into the City
- 🏆 Saved \$3.95M by obtaining quotes (Issued 48 Request for Quotes, Proposals and Tenders)
- 🏆 Generated \$91,000 disposing of surplus/obsolete material and equipment
- 🏆 Completed a comprehensive Recreation fees and charges review, ensuring fees are consistent with neighboring communities
- 🏆 Continued with Asset Management Plan by determining asset conditions, life expectancy, anticipated replacement costs and planning for investing to cover future costs of infrastructure maintenance and replacement
- 🏆 Upgraded security equipment at the water plant for increased building surveillance
- 🏆 Continued with optimization and review of equipment to determine replacement or rebuilding to extend life cycles



FISCAL SUSTAINABILITY



Good fiscal sustainability refers to the City's ability to maintain programs and services while funding its infrastructure commitments and future growth.

- Ensure City Services are delivered in an economical and sustainable way
- Identify opportunities to increase revenues from non-taxpayer sources
- Establish a long term balanced fiscal strategy i.e. grants, Permissive Tax, Exemptions, Nominal Lease

HERE'S WHAT WE PLAN TO ACHIEVE IN 2018

- ✔ Commence the 2018 Utility Rate Review
- ✔ Complete the Asset Management Risk & Investment Assessment to ensure we are planning now for the future infrastructure needs of the community
- ✔ Restructure the lands department, standardize practices, and develop a land management strategy including GIS property mapping
- ✔ Conduct a financial policy review, focusing on year end surpluses, financial management and reserves balances
- ✔ Complete city wide grants strategy to focus on external revenue opportunities
- ✔ Identify and implement software to streamline the preparation of the annual Financial Plan
- ✔ Establish a tax policy that ensures an equitable distribution of the taxes between residents and businesses
- ✔ Refine and strengthen the use of the capital prioritization framework to assist Council in making capital project funding decisions
- ✔ Review City land inventory and identify properties that are non-core and available for disposition



SOCIAL DEVELOPMENT



Social development encompasses principles of social equity, social well-being & citizen engagement, and support of a healthy community & quality of life.

- > In partnership we advocate for youth, families, seniors, health services, education and affordable housing
- > Remove physical and social barriers which impede the full participation of all citizens

HERE'S WHAT WE DID - KEY CITY ACHIEVEMENTS FROM 2017

- 🏆 Created easier process for community groups to access municipal grants
- 🏆 Approval of new affordable housing projects
- 🏆 Kindness Meter initiative: \$3000 generated for 100 Homes Penticton
- 🏆 Added an additional downtown washroom facility to support the weekly Farmers' Market and downtown shops and customers in the parking lot between Main and Backstreet on the 200 block
- 🏆 Negotiated Brunswick Avenue Affordable Housing Lease
- 🏆 Partnership with BC Housing and 100 Homes Penticton (a society working to provide housing and supports to 100 vulnerable people in Penticton) to find solutions to homelessness



YEAR (PERMITS ISSUED)	SINGLE FAMILY DWELLINGS	SECONDARY SUITES	DUPLEX UNITS	MULTI-FAMILY UNITS
2014	92	8	20	42
2015	69	9	96	39
2016	83	33	50	221
2017	93	41	64	249
2018 (end of April)	45	21	30	143
TOTAL*	382	112	220	694

* 1,408 housing units have been approved from 2014 - 2018 (end of April)

SOCIAL DEVELOPMENT

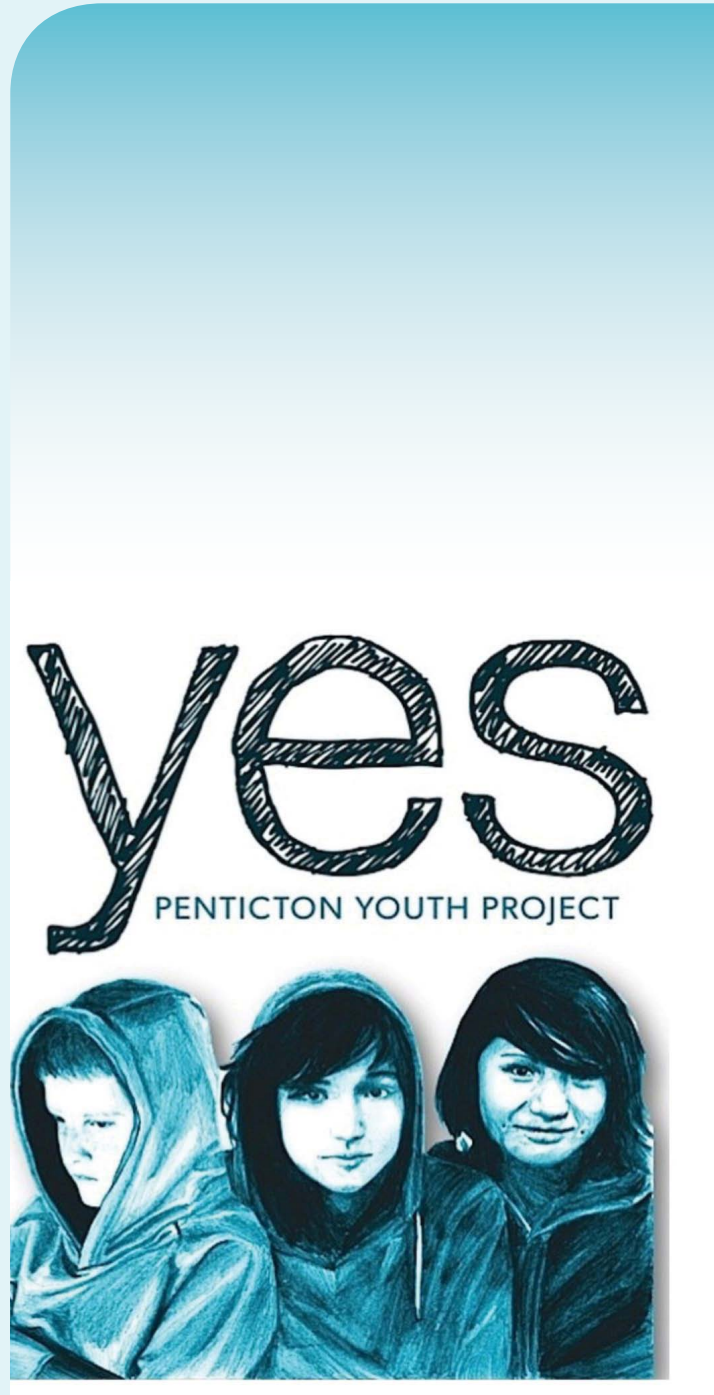


> Advocate for those impacted by homelessness, poor mental health and addictions

Social development encompasses principles of social equity, social well-being & citizen engagement, and support of a healthy community & quality of life.

HERE'S WHAT WE PLAN TO ACHIEVE IN 2018

- ✦ Support the Yes Project in the establishment of the Foundry Partnership with a focus on providing mental health support, basic needs and offering a safe place for youth in Penticton
- ✦ Engage and communicate with Seniors on use of City services
- ✦ Collaborate with BC Housing and the local non-profit housing industry on the provision of new rental housing units including housing for all ends of the non-market housing spectrum, from those experiencing homelessness to underemployed working singles and families and the City's growing seniors population
- ✦ Endeavor to understand the City's housing needs along all ends of the housing spectrum, through ongoing needs assessments and monitoring
- ✦ Conduct accessibility assessment of City facilities to ensure access to all levels of physical abilities
- ✦ Apply for the Rick Hansen/BC Accessibility Grant Program to investigate the accessibility of existing pathways and parks
- ✦ Apply for JumpStart grants to upgrade accessibility in children's playgrounds
- ✦ Conceptualize, design, and construct a child-centered space with interactive components and exhibits at the Museum
- ✦ Conduct Youth Fire Academy to ready young people to join the Fire Department
- ✦ Provide training to front line staff for dealing with the public and understanding mental health
- ✦ Establish a "fire safety for seniors" group



ECONOMIC VITALITY



Economic vitality refers to the city's economy, economic development and creating policy that promotes investment and economic sustainability.

- Develop business and investment friendly policies, processes and initiatives
- Develop policy that supports business development, attracts investment and diversifies our economy
- Fully develop Penticton's event hosting potential beyond peak season

HERE'S WHAT WE DID - KEY CITY ACHIEVEMENTS FROM 2017

- 🏆 Development of 5 Year Strategic Plan for Economic Development, with a focus on business retention and expansion within our existing industries
- 🏆 Realignment of the Economic Development function into the Development Services Division to align with community priorities
- 🏆 Engaged the Business Community by conducting 100 interviews revealing business owners' challenges, opportunities, and business forecasts and indicating that overall, the business climate is optimistic with 96% of businesses forecasting sales growth and 43% are expecting to grow their workforce in the next 12 months - Businesses enjoy being in the City with their success driven by the Penticton people (customers/employees/suppliers/community feeling) and the benefits of our location. Challenges included: lack of availability of housing restricting workforce growth; the seasonal nature of Penticton; and a feeling of inconsistent or 'siloe'd' communication from the City to the community, and also between the businesses
- 🏆 Reviewed and implemented new Beach vending program and Concession award practices resulting in a more transparent and competitive process
- 🏆 Hosted Western Canada's 5 best Junior 'A' hockey for the Western Canada Cup
- 🏆 Hosted the 2017 ITU multi-sport and celebrated its biggest Peach Festival line-up ever in recognition of its 70th year



City of Penticton | 2017 Annual Report

ECONOMIC VITALITY

Economic vitality refers to the city's economy, economic development and creating policy that promotes investment and economic sustainability.



- Develop the Penticton event and vacation City brand and community destination marketing strategy
- Invest in the development of strategic partnerships locally, regionally with First Nations, governments, industry and the business community

HERE'S WHAT WE PLAN TO ACHIEVE IN 2018

- ✔ Review of the Economic Investment Zone program to determine benefits and/or alternatives for moving forward
- ✔ Establish clear roles and responsibilities between the events planning, Downtown Penticton Association, Chamber, SOEC, Trade & Convention Centre, Lakeside Convention Centre and Travel Penticton to best manage internal and external marketing of the community events, facilities and destination spots
- ✔ Develop a Sport and Event Tourism management plan to attract more events and tourists to Penticton
- ✔ Co-Lead the Smart City Challenge Application for a \$10M grant



ENVIRONMENTAL SUSTAINABILITY



The way we operate has an impact on the environment. The City is committed to integrating environmental sustainable practices into policy development.

- > Ensure the sustainability of the environment and the ecosystems within our community
- > Integration of environmental and socioeconomic values in decision making processes

HERE'S WHAT WE DID - KEY CITY ACHIEVEMENTS FROM 2017

- 🏆 Climate Action Planning to achieve Carbon Neutrality
- 🏆 Completed design and construction of next section of Penticton Creek naturalization to bring it back to its natural state
- 🏆 Liquid Waste Management review completed to identify best means to process liquid waste
- 🏆 Participated in national benchmarking program to identify strengths and weaknesses for Waste Water Treatment Plant
- 🏆 Investigated viable alternative to bio-solids composting
- 🏆 Focused on solid waste reduction and climate action reporting
- 🏆 Prioritization of capital projects based on six factors, including public health and safety and environmental risk or enhancement
- 🏆 Continuation of the Home Energy Loan Program for homeowners in Penticton for eligible energy efficiency upgrades
- 🏆 Energy efficient cooling unit installed at Leir House, City Hall
- 🏆 Continuation of Net Metering Program for electrical customers who generate extra power
- 🏆 Conducted Ellis Creek landscaping project, which removed non-native plant species, and replaced with native plant species
- 🏆 Installation of rain gardens along the 100 block of Main Street
- 🏆 Conducted curbside recycling and yard waste audits to help identify common contaminants entering the solid waste stream
- 🏆 Increased the number of recycling facilities in the downtown core, parks and recreation areas
- 🏆 Route planning through GPS to maximize travel efficiency
- 🏆 Installed new plumbing technology increasing energy savings and decreasing chemical (Polymer) use



ENVIRONMENTAL SUSTAINABILITY

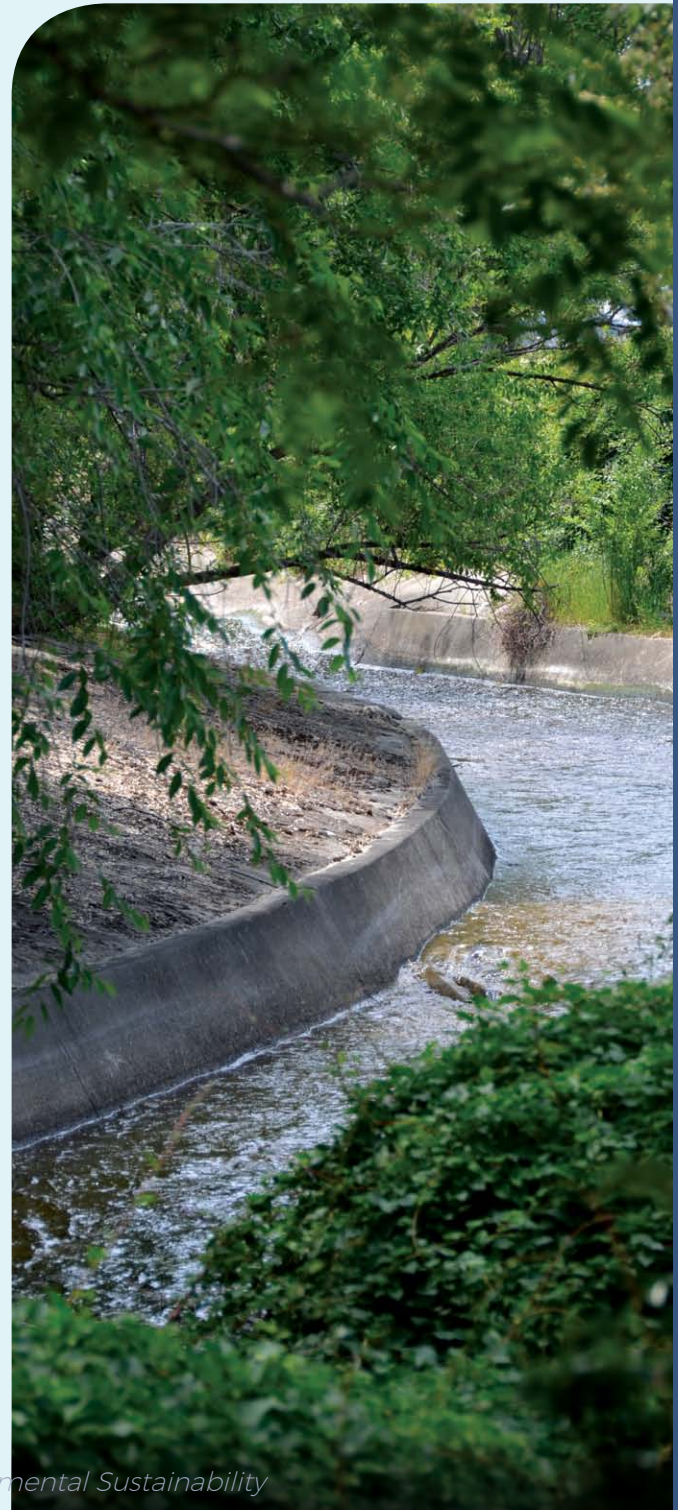


The way we operate has an impact on the environment. The City is committed to integrating environmental sustainable practices into policy development.

- Establish energy monitoring systems and emissions reduction strategies in line with direction from the City's Corporate and Community Climate Action Plans

HERE'S WHAT WE PLAN TO ACHIEVE IN 2018

- ✔ Implement the BC Energy Step Code - an incremental and consistent approach to achieving more energy-efficient buildings by establishing a series of measurable, performance-based energy-efficiency requirements for construction
- ✔ Penticton Creek Master Plan - provide increased flood protection while restoring the creek to a more natural state
- ✔ Promote Fortis BC's Rebate Program and energy efficiency practices for residents
- ✔ Implement Energy reduction program for the HVAC system at the Penticton Trade and Convention Centre
- ✔ Create a natural burial section at Lakeview Cemetery to reduce chemicals and foreign materials
- ✔ Increase tree planting by 75 trees in parks, boulevards and the 300 block of Main Street
- ✔ Utilize Integrated Pest Management (IPM) principles to minimize use of pesticide and use of vinegars and soaps as control agents
- ✔ Continue to audit curbside recycling and yard waste program to identify common contaminants entering the solid waste stream
- ✔ Deliver community education program on best recycling practices
- ✔ Establish fleet carbon reduction program



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CORPORATE SERVICES

The Corporate Services department is the primary link between City Council, staff and the community, responsible for providing administrative support to Mayor, Council and the committees; organizing the agendas and minutes for Council and committee meetings; maintenance and access to corporate records including City bylaws; and conducting local government elections. Through the Chief Administrative Officer (CAO) the department does liaise with community groups and other government agencies such as Federal, First Nations, Provincial and Regional agencies. Corporate Services is also responsible for maintaining and preserving all of the City's records and for managing the Freedom of Information and Protection of Privacy issues and requests.

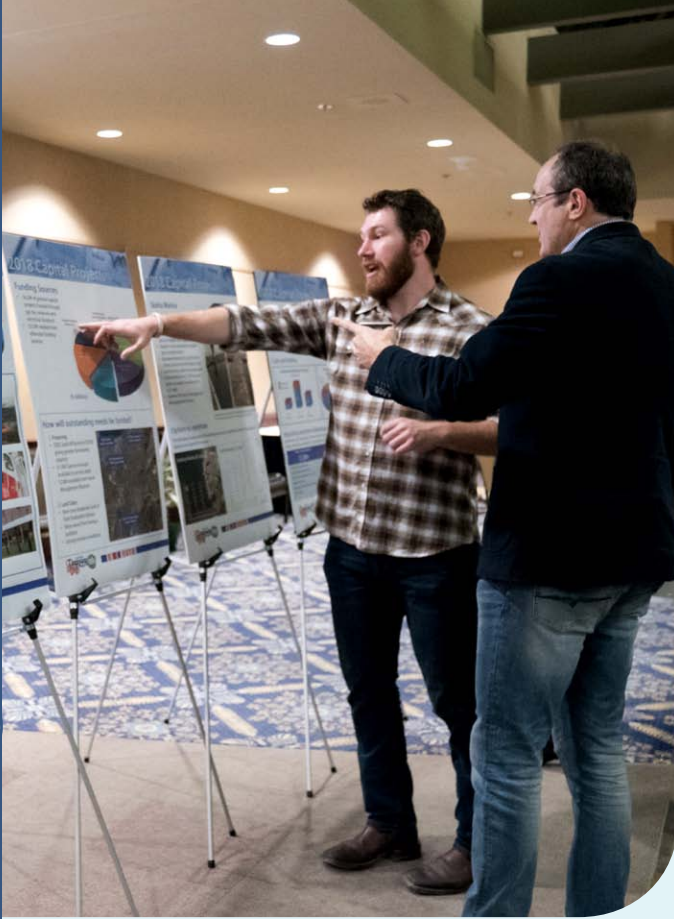
FACTS & STATS

- › **18** Public hearings
- › **17** Committee of the Whole meetings
- › Managed the process for **45** open Council meetings, **23** regular meetings and **4** special Council meetings
- › Council meetings encompassed **172** hours
- › Council agenda packages included **7282** pages of materials
- › Processed **42** Freedom of Information Requests
- › Processed **80** bylaws
- › There are **12** active Council committees logging almost **52** meetings
- › **13** recommendations received from Council Committees and **10** of those recommendations were approved by Council



COMMUNICATIONS & ENGAGEMENT

The Communications and Engagement Department is responsible for the flow of information to and from the residents of Penticton. The engagement function is often seen at public events and information sessions gathering feedback in advance of future decision-making while the communications function works internally with staff and externally with stakeholders to make information on City services, events or topics of public interest available and accessible via our website, social media, newsletters, news releases and other channels. Both functions also work with local and regional media.



FACTS & STATS

WEBSITE

- › **510,460** Visits
- › **252,040** Users
- › Mobile Usage **40.29%**
- › ShapeYourCity – almost **35,600** visits, over **2,700** registered participants.



shapeyourcitypenticton.com

SOCIAL MEDIA

- › **3,284** Facebook Likes (up to **880** new likes or an increase of **36.61%**)
- › **4,047** Twitter Followers

INCREASED CITIZEN ENGAGEMENT

- › 2018 Council Highlights
- › Budget
- › Downtown Parking and Transportation
- › Penticton Arenas Vision
- › Penticton Creek Master Plan
- › Skaha Bluffs Boundary Extension

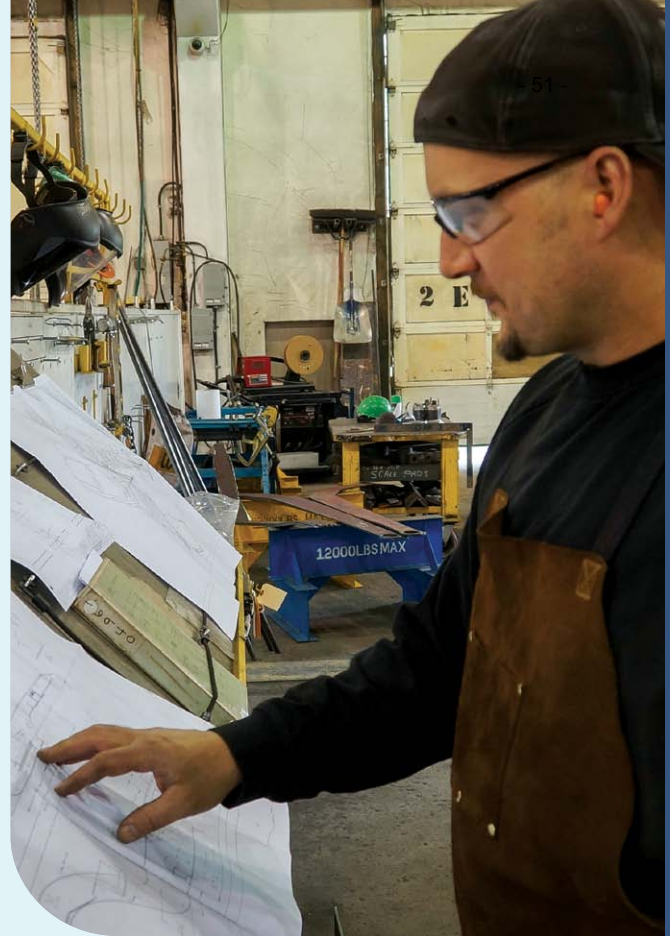
FLOOD AND FIRE COMMUNICATIONS



HUMAN RESOURCES

The Human Resources (HR) department balances the needs of its customers – City employees, supervisors and managers – by developing and managing corporate programs, such as recruitment, labour relations, collective bargaining, training, staff development, payroll and benefits. The department fosters good health and wellness among employees through the Wellness Opportunities in the Workplace (WOW) program.

The City takes the health and safety of its staff and its citizen's very seriously. To that end, the HR department welcomed a new Occupational Health and Safety Advisor in September of 2017. Immediate steps were taken to reduce potential safety issues for the workforce that might result in lost time and injuries.



FACTS & STATS

- Approximately **450** general resumes submitted
- Approximately **1,500** resume's submitted directly to internal and external job postings
- **80** positions – **37** filled internally – **32** filled externally – **9** moved into 2018
- **9** retirements
- Posted all external City job opportunities on **StartHereOkanagan.com**

HEALTH AND SAFETY INITIATIVES

- Sharps training to front-line staff
- Engagment with the various safety committees
- Hosted in-house fall protection sessions
- Provided ½ mask respiratory protection training
- Conducted ergonomic assessments

FINANCE

The Finance Division is comprised of Accounting, Budgeting, Revenue and Collection, Procurement and Inventory Services, Information Technology, and Land Administration. The Finance Division is responsible for:

- › Providing overall financial leadership to the City and ensuring compliance with the City's budget
- › Ensuring effective stewardship and control over the City's Assets
- › Maintaining effective accounting records of the City
- › Providing innovative and secure information technology services throughout the City
- › Prudent collection of revenues owed to the City including utility billing
- › Effective administration of City properties including leases, licenses to use and residential tenancies
- › Cost effective procurement of goods and services for the City
- › Administration of Municipal Grant Program
- › Administration of Risk Management and Insurance



FACTS & STATS

- › Saved over **\$3,950,000** by obtaining competitive quotes for purchase of goods and services
- › Distributed over **\$983,000** to community organizations that deliver cultural, recreational and social programs and events to the community
- › Continued to grow the Asset Sustainability Reserve to set aside funds to address the infrastructure deficit. In 2017, **\$900,000** was added to this reserve
- › Completed development of a Strategic Plan for the Geographic Information System
- › Established appropriate reserves to set aside funds for future needs within the City

ACCOUNTING

The Accounting Department provides strategic financial leadership to the City as well as delivering transactional services and relevant reporting to both internal and external users for their decision making purposes and maintaining controls to safeguard the City's financial resources.

FACTS & STATS

- › Processed **13,000** Accounts Payable invoices
- › Produced **7,000** Cheques
- › Billed **1,100** Sales Invoices totalling **\$6** million
- › Recovered over **\$900,000** in emergency related costs for **8** claims

BUDGET

The Budget Department is responsible for coordinating with each City department to establish a 5 Year Financial Plan and ensures spending compliance with the Financial Plan. The Budget Department also coordinates end of year forecasts, annual updates to Fees and Charges, and annual Budget presentations to Council.

FACTS & STATS

- › Established **5** Year Financial Plan
- › Ensure Spending Compliance with Financial Plan
- › Coordinating Year End forecast and Council Budget Presentations
- › Coordinate Annual Update to Fees and Charges
- › The City's reserves totaled **\$76.3M** at the end of 2017, a **14.32%** increase from 2016
- › The City's long term debt balance at the end of 2017 was **\$37.2M**, a **15.98%** reduction from 2016. The City's financing costs represents approximately 29% of the city's borrowing capacity with the MFA





REVENUE & COLLECTIONS

The Revenue & Collections department is responsible for the collection of all incoming City revenues, as well as billing of utility and property tax accounts. The department also acts as liaison to other City departments, other government agencies such as BC Assessment, RDOS, Municipal Affairs, etc. and outside interests.

FACTS & STATS

- **147,706** utility bills were mailed
- **68,221** utility bills were E-billed
- On average, over **2,097** phone calls per month are received through the Utilities general line
- Between June 1st and July 31st 2017, **9,656** Home Owner Grants and **257** Tax Deferrals were processed
- **7,764** utility accounts on pre-authorized payment at December 31, 2017
- **3,074** property tax accounts on the monthly prepayment pre-authorized withdrawal plan at December 31, 2017
- Average of **6,857** online payments received each month for Utilities, Property Tax, and Business Licenses
- On average, there are **5,020** walk-in payments through the Cashiers, with the month of July peaking at **11,984** customers
- In 2017, **178** delinquent Utility accounts were collected and **\$40,940** was refunded to landlords that had paid on their outstanding tenant utilities



PROCUREMENT & INVENTORY SERVICES

The Procurement and Inventory Services Department provides procurement services to all City departments. The staff ensures all purchases follow an established competitive process while maintaining a fair, open and transparent process. This department is also responsible for the management of City yards and warehouse inventory in order to deliver consistent and efficient service and is responsible for asset disposition.

FACTS & STATS

- › In 2017 the following major procurements were issued:
 - › **20** requests for proposal
 - › **25** requests for quotations
 - › **19** Tenders
- › Cost Savings – by obtaining quotes for goods and services, the City saved over **\$3.95** million dollars
- › Generated over **\$108,000** in asset disposals

LAND ADMINISTRATION

The Land department administers over 500 City properties. Responsible for leases, licenses to use and residential tenancies as well as negotiation of land sales and purchases. The Land department ensures legal requirements are met for various land transactions. Staff draft, negotiate, attend to execution and register Statutory Right of Ways and other various legal Land Title Office documents. They are also relied upon to provide legal research, data, and title and company searches to all City departments.

FACTS & STATS

- › Registered **62** documents with Land Titles Office
- › Prepared Agreements For:
 - › **13** Beach Vendors in **23** Vending Locations
 - › **5** Concessions
 - › **9** Residential Tenancies
 - › **15** Crown Leases/Licenses of Occupation
 - › **27** Leases
 - › **70** License to Use Agreements
- › Drafted and administered **110** Leases/ License to Use Agreements
- › All available City properties were leased, licensed or rented in 2017

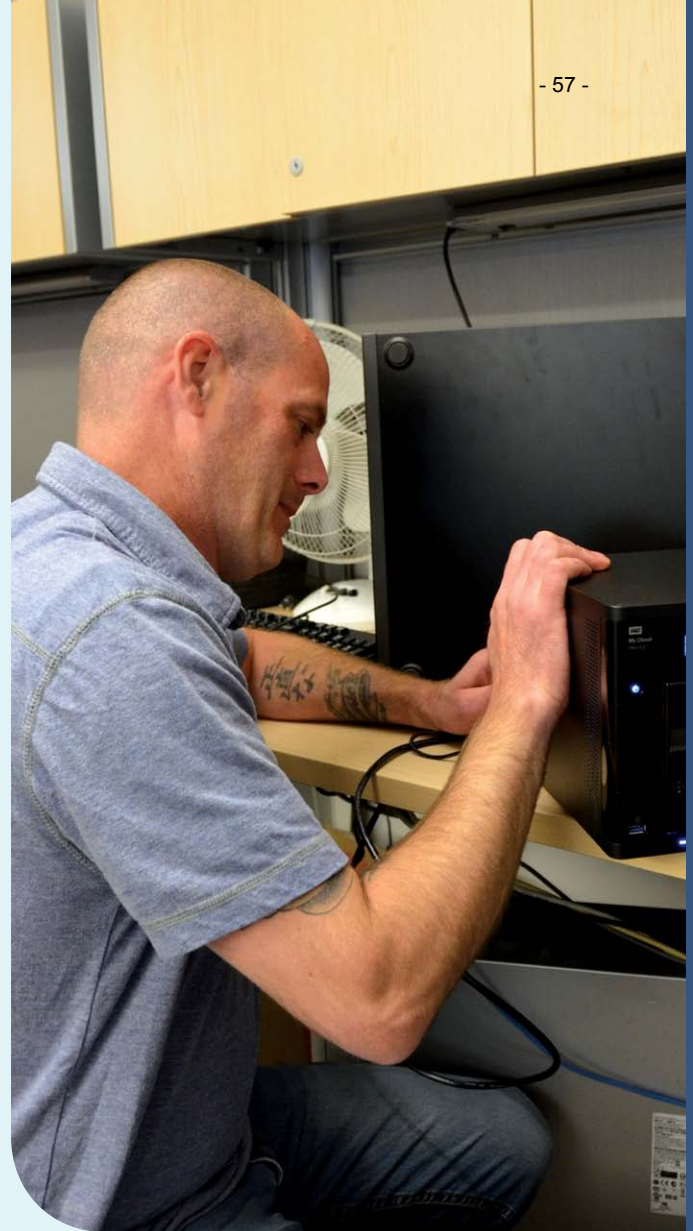
INFORMATION TECHNOLOGY (IT)

GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

Overall, 2017 was a successful year in keeping the IT & GIS infrastructure and applications accessible, supported and secure while continuing to develop and enable capabilities that create efficiencies, solve business problems and provide value to the organization.

The Information Technology (IT) department manages the daily operations of the City's IT hardware and software infrastructure and provides support to City departments with the usage of the technology. The IT department also works with departments to utilize new and enhance existing technologies to meet their department's goals, increase operational efficiencies and reduce costs.

The Geographical Information Systems (GIS) department manages the daily operations and support for the City mapping system and its related data. The GIS system is used to maintain information about City infrastructure, make emergency operations decisions as well as used for planning, budgeting and forecasting for asset management.



IT FACTS & STATS

- › Logged **3,179** IT support requests in 2017
- › Manage **18** locations with IT infrastructure that are connected by a **45KM** fibre optic network that is shared with School District 67
- › Support over **300** daily users of the IT systems and services
- › Manage and secure over **500** desktop computers, laptops, mobile phones & tablets
- › Store and backup over **50** terrabytes of digital information
- › Host **50** servers that provide various IT services to staff and the public
- › Maintain and develop over **60** organizational and department focused software applications



GEOGRAPHICAL INFORMATION SYSTEMS (GIS)



DEVELOPMENT SERVICES

Development Services is responsible for Economic Development, Planning and Land Use, Development Engineering, Building and Licensing and Bylaw Services. The department is unique in that sees many municipal processes from creation to implementation and with the addition of Economic Development this year, the ability to positively impact new investment through the approval processes all the way to enforcement of bylaws provided for great alignment in 2017. Our team of 36 faced many challenges in 2017 including record development activity and social issues in the community and by working closely with our community partners, residents and development community continue to promote Penticton as a great place to live, work and enjoy the Okanagan lifestyle.

ECONOMIC DEVELOPMENT

Penticton's Economic Development department provides information and services to help businesses invest and grow in our city. We work with the local business community and City departments to develop strategies for developing a resilient and prosperous community for the future. Economic Development activity is made up of short term initiatives and measured against a long-term plan. Using international Economic Development principles, the Penticton Department seeks to support businesses, enhance Penticton's business climate, while also strategically attracting new investment and business to the City.

While Economic Development is mostly focused on business, this lens includes a perspective that residents in our community must be receiving liveable wages and living in suitable housing. Social wellbeing plays into the development of an Economic Development strategy and our department works closely with many organizations and other City departments to create alignment wherever possible.

A major project for the Economic Development Team was the completion of the Business Retention and Expansion Survey. Staff undertook 100 face-to-face interviews identifying the business community's needs and concerns - which helped to prepare for the development of the strategic plan.

FACTS & STATS

2017 saw the development of a 5 Year Strategic Plan for Economic Development in the City of Penticton. 5 Key Result Areas were identified with a number of goals looking to be implemented from 2018-2022 including:

- Communication
- Collaboration
- Retention and Expansion
- Attraction
- Organizational Excellence





PLANNING & LAND USE

2017 saw the Planning Department receiving the most number of applications in a year on record, over and above a record year set in 2016. Even with this increase in work volume, our department continued to process applications in an efficient manner, working with home owners and the development community to get approvals in place within their project time lines.

In addition to development file processing, the Planning Department undertook a five year review of the City's Zoning Bylaw and commissioned a housing needs assessment. Both of these initiatives are intended to prepare the City for the expected development trends over the short and long term.

FACTS & STATS

- 2017 Land Use Applications: **303** (219 in 2016)
- First boundary expansion since 1982 to include **300** acres of land for future community growth
- Planning led the climate action reporting function for the City to become Carbon Neutral in 2017
- Commenced the development of the new Official Community Plan, including significant community engagement

Application Type	December 2017	December 2016	2017	2016
ALR	0	0	3	1
Development Permit	4	2	89	45
Rezone	1	0	45	35
OCP Amendment	0	1	14	6
Strata Conv	0	0	2	1
Subdivision	1	1	31	22
Variance Permit	3	4	56	49
Board of Variance	0	0	1	13
Temp. Use Permit	0	0	0	0
Sign Permits	13	2	62	47
TOTAL	22	10	303	219



DEVELOPMENT ENGINEERING

The Development Engineering function within Development Services is a key component to all departments. Under the guide of the Development Engineer, the development engineering role is located at City Hall for the day to day infrastructure needs and analysis of all planning, subdivision and building applications.

FACTS & STATS

- › Review, installation and upgrading of services for new construction is on-going with **230** work orders through over 2017 exceeding over **\$1,036,000** of work carried out by Public Works
- › Facilitated the new infrastructure to Bylaw requirements of approximately **150** new lots in both major and minor subdivisions
- › Servicing of approximately **50** new buildings and created over **180** work orders (over **\$700K** invoiced)
- › Carried out extensive planning and investigations to facilitate **3** future major subdivision

BUILDING

2017 marked record construction values with five major projects started and stronger than expected single and two family developments. In comparison with the building high of 2005-2008, there have been more permits issued for single and two family developments which could indicate a stronger base of families wanting to stay and grow in Penticton.

FACTS & STATS

- Building Permit Applications substantially increased to a total of **1,094** for 2017, compared to **801** in 2016. Partial increase adjustment due to changes in tracking plumbing and mechanical permits.
- Construction Values reached a total of **\$197,878,905** for the year end; a **\$56,000** decrease (**0.01%**) from the same time last year (**\$197,935,483**).
- Building Inspections at the end of December totalled **3,568**; an increase of **17%** from the same time last year. A total of **264** inspections were completed in December. Staff are currently assessing the number of partial and failed inspections (**697**) in 2017 to develop an education and communication program with our builders and trades to reduce the number of recalled inspections.

PERMITS BY THE NUMBERS

- Total Permits issued YTD = **1,094**
- Commercial Permits – **57** (new/alterations) permits issued
- Carriage House Permits – **11** permits issued
- Demolition Permits – **53** permits issued
- Duplex Permits – **36** (new/alterations) permits - **64** new units created
- Multi-Family Permits – **50** (new/alterations) permits - **249** new units created
- Single Family Permits – **204** permits issued (new and renovations)
- Secondary Suite Permits – **45** new units created
- Tenant Improvement Permits – **31** permits issued
- Building Permit revenue (2017) = **\$1,868,749**, (2016) = **\$1,804,572**
- Plumbing & Mech. revenue (2017) = **\$96,420**, (2016) = **\$57,297**



BUSINESS LICENSING

Penticton is open for business! The city's business licensing department issue licenses under the categories of commercial and industrial, out-of-town and mobile, home-based and seasonal. The City of Penticton also has a 30-day conditional business license to get business up and running as efficiently as possible. Working closely with Economic Development, licensing is an important priority for the Development Services Division.

FACTS & STATS

Business Licencing Applications

- › New Licences = **520** (63 new Vacation Rentals)
- › Amended Licences = **667**
- › Total Active Licences = **2900**
- › Licence Revenue (2017) = **\$518,069**
License Revenue (2016) = **\$493,844**

Efficiency Improvements To Current Processes

- › Building applications
- › Business License processing
- › Bylaw Enforcement case file management

Onboarding Of New Property Use Inspector

- › Revised Vacation Rental Program
- › Pro-active compliance enforcement & education





BYLAW SERVICES

Bylaw Services department provides citizens with a variety of services related to regulatory issues. The department is committed to the delivery of professional bylaw education and enforcement in a timely and effective manner, and in accordance with Council direction.

FACTS & STATS

- › **5,500** Bylaw Offence Notices issued and several compliance agreements made
- › Over **1,300** complaint files opened
- › Over **6,000** inquiries about bylaws
- › Continued partnership with Downtown Penticton Association for graffiti removal
- › Worked with community to respond to over **2,000** bylaw complaints
- › Completion of **360** unsightly property files
- › **2,500** Dog Tags sold
- › **200** Complaint files opened
- › **132** Bylaw Offence Notices/tickets issued
- › **132** Dogs impounded
- › **522** Days with Dogs impounded



ELECTRICAL

The Electric Department is responsible for providing safe, efficient and reliable electrical service to residential, commercial and industrial customers within the municipal boundaries of the City of Penticton. The electrical system is comprised of four substations distributing power through a network of 18 feeders operating at either 8,000 volts (8KV) or 12,000 volts (12KV). Department staff are responsible for operating and maintaining the associated electrical infrastructure including: above and below ground electrical lines; distribution substation; and revenue metering. The Department also installs and maintains the City's street lighting and traffic control infrastructure.

FACTS & STATS

- **362** km of overhead power lines
- **166** km of underground cables
- **5,821** poles (**3,001** wood power, **1,097** steel power, **1,536** steel street light & **187** steel traffic)
- **2,664** distribution transformers
- **17,342** active revenue meters (customer accounts)
- **3,281** streetlights
- **32** full traffic signals, **7** pedestrian operated signals and **3** pedestrian crossings
- Peak Demand = **71.5** MVA – January 2017 (All-Time **77.8** MVA – Jan, 2012)
- The average customer experienced an outage of **8.94** minutes during the year
- Power was available to our customers **99.998%** of the time
- Worked with Telus to bring improved band width and speed for Telus residential and business customers





ENGINEERING

Engineering Department is responsible for planning, design and construction of infrastructure and operation and maintenance of the water and waste water treatment plants. The provision of these services helps to promote a healthy environment and a vibrant community.

Infrastructure includes all roads, sanitary sewers, storm drainage, water pipelines, water reservoirs, water and sanitary pumping stations and water and waste-water treatment plants necessary to support the normal operation of our community.

The Engineering department consists of a Design Branch, a Water Treatment Plant (WTP) and an Advanced Waste Water Treatment Plant (AWWTP).

FACTS & STATS

- › Installed **1.6** km of new water mains
- › Installed **12** new fire hydrants
- › Reconnected **123** domestic water services to the new water mains
- › Installed **20** storm water catch basins
- › Installed **2533** sq. m. of concrete sidewalk
- › Installed **19970** square meters of new asphalt surfacing
- › Completed **8** projects on budget

THE DESIGN BRANCH

The Design Branch provides planning, design and construction management for infrastructure upgrades, maintains associated record documents, provides survey services for all City operations and provides professional engineering advice to the organization as required, including development review for the Development Services Department

ENGINEERING

Water Treatment Plant (WTP)

The WTP treats between 9.6 and 41.9 Mega Litres of water every day, with a peak capacity of 88 Mega Litres per day. WTP staff are responsible for the operation and maintenance of the treatment plant, five pumping stations and seven reservoirs in accordance with mandated standards.

FACTS & STATS

- › Pumped **6904** ML of water from the Okanagan Lake Pump Station to the Penticton Water Treatment Plant
- › Drew **761** ML of water from Penticton Creek
- › Average Daily Demand was **19.2** ML/day



Advanced Wastewater Treatment Plant (AWWTP)

The AWWTP treats between 10,000 and 15,000 cubic metres of waste each day with a peak capacity of 28,000 cubic metres per day. AWWTP staff are responsible for the operation and maintenance of the plant and 11 lift stations and is responsible for the generation and disposal of safe by-products from the plant process in accordance with the mandated requirements of the liquid waste management plan.

FACTS & STATS

- › Received **4,063,000,000** Litres of wastewater
- › The average citizen of Penticton discharged **322** litres/day per person into the sewer
- › The average cost to treat a cubic meter (**1,000** L) of wastewater was **\$0.47**
- › Produced **7,180.368** kg of bio-solids, which have to be trucked up to Campbell Mountain Landfill for composting
- › Recycled **555,526** cubic meters of reclaimed water to City Parks and Gold Courses for Irrigation



PUBLIC WORKS

The Public Works Department is responsible for the operation and maintenance of the City's infrastructure and for the administration and maintenance of the corporate vehicle and equipment fleet, solid waste and recycle collection, administration of the City's transit system and the operation of the City's Bio-solids Composting Facility.

Infrastructure includes all roads, sanitary sewers, storm drainage, water pipelines, dams and reservoirs necessary to support the normal operation of our community.

FACTS & STATS

- › A fleet of **276** pieces of equipment
- › **490.5** km of pipe for water, sewer, storm sewer
- › **245** km of asphalt roadway
- › **144.5** km of sidewalk and walkways
- › **6** in service dam structures
- › **381** agricultural irrigation connections
- › **990** fire hydrants
- › **8954** Domestic Water Meters
- › **17,500** Water, Sewer, Storm Connections
- › Fleet Department purchased and commissioned **\$837,000** of new equipment
- › Provided significant support to flood mitigation activities on Okanagan Lake, Ellis and Penticton Creeks
- › Provided support to the multitude of special events that occur in Penticton over the summer
- › Worked with Recycle BC and staff to help reduce the contamination levels in recyclables
- › Completed detail design and commenced construction to reduce the hazard consequence on the Campbell Mountain Diversion Spillway



PARKS

The Parks branch is responsible for the development, operation and maintenance of the parks, beaches, sports fields, trails and cemeteries within our community.

Parks, beaches, sports fields and trails are among Penticton's most treasured assets and an important element of the community's superb quality of life.

Sunseekers can enjoy miles of warm, sandy beaches and water sport enthusiasts can satisfy their every need. Paved walkways and cycle paths along Okanagan and Skaha beaches or the Kettle Valley Trail attract joggers, cyclists and hikers. Lush parks, high quality sports fields, waterparks, skateparks and sports courts provide endless hours of outdoor fun.

FACTS & STATS

- › **65** acres of public open space
- › **16** sports fields, **7** playgrounds, **2** waterparks and 75 acres of turf
- › **6** public beaches and swimming areas
- › **183** hanging flower baskets
- › **110** separate irrigation systems
- › Over **5,000** inventoried trees
- › Over **25** km of trails and walkways
- › **6** pet off-leash areas
- › Involvement in the Parks & Recreation Master Plan



RECREATION

Through strong leadership and in partnership with volunteer, public and private service providers, the Recreation department promotes and contributes to a healthy community and enhances the quality of life for residents and visitors of Penticton, through planning, management and delivery of recreation, sport events and active living opportunities.

FACTS & STATS

- › **\$292,000** in Fitness Room revenue
- › **\$1,217,760** in Aquatics revenue
- › **\$570,000** in Program revenue
- › **\$320,500** in Rental revenue/bookings (includes Cleland Theatre)
- › **1068** Recreation programs offered in 2017
- › **933** Aquatic programs offered in 2017



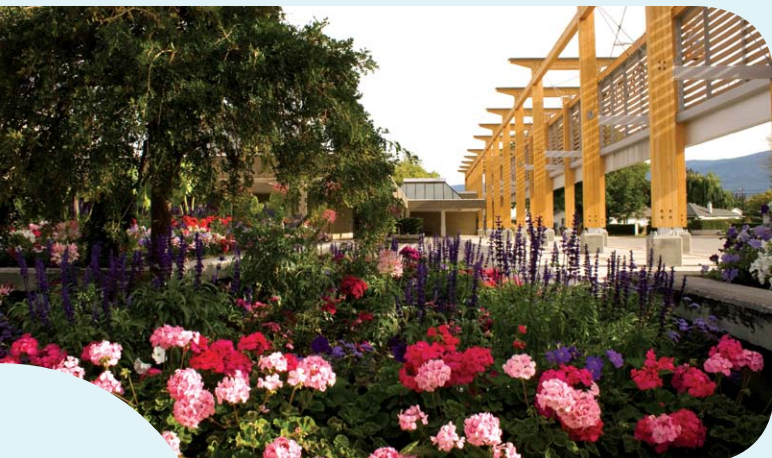
FACILITIES

The Facilities Department is responsible for planning, design, construction, operations and maintenance of City owned buildings. The provision of these services allows other City Departments and leasee's to effectively deliver their services and programs to the community.

Penticton's diverse collection of facilities includes everything from the Peach on the Beach, to the Trade and Convention Centre, to the SS Sicamous. The quality and operational effectiveness of our facilities are an important element in supporting a quality work environment for our staff and quality of life for our residents by providing venues to support arts, culture, sports and entertainment in our community.

FACTS & STATS

- › Responsible for **25** major buildings
- › Buildings range in age from **10 to 90** years old
- › Average age of a City of Penticton Building is **42** years old
- › Floor area of buildings range from **100** to **250,000** square feet
- › Total area of City owned facilities = approximately **650,000** square feet





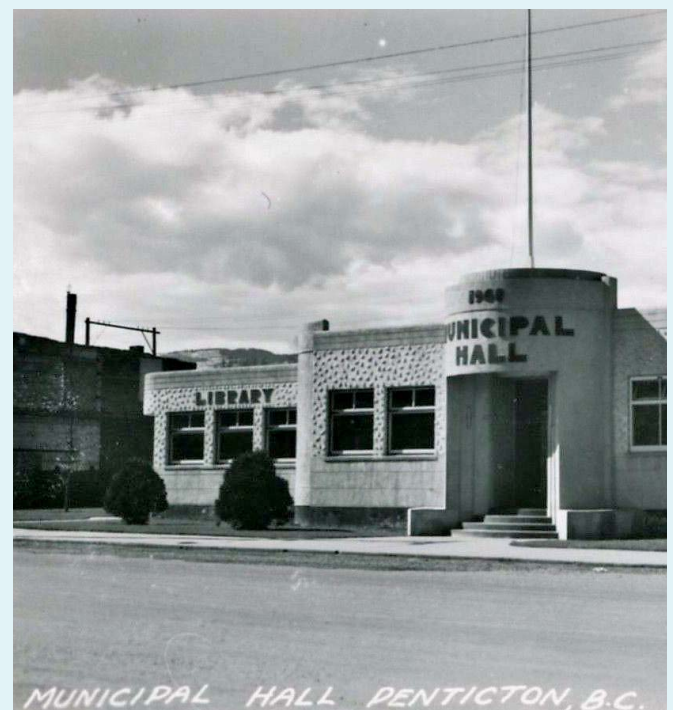
MUSEUM & ARCHIVES

The Penticton Museum & Archives are committed to the presentation, preservation and interpretation of Penticton’s history and heritage. The museum works with many local heritage groups and natural history groups and is active in heritage and museum affairs provincially.

The Archives collects and preserves the documentary and photographic history of the region and serves as an important resource for researchers and city staff.

FACTS & STATS

- › **15,000** visits
- › **70,000** programming events
- › **55** school tour presentations
- › **24,000** images in digital photo library
- › **500+** inquiries for public archives and research



MUSEUM & ARCHIVES



Recreation and FACILITIES

FIRE DEPARTMENT

The Mission of the Penticton Fire Department (PFD) is:

“To enhance the quality of living in our community by preventing or minimizing injury and loss of life or property from fire or other emergencies that may occur within the jurisdictional boundaries of the area we serve.”

PFD provides fire suppression, fire prevention/education and fire inspection services as well as first responder medical services. Rescue of people from motor vehicle accidents, water emergencies, high angle and technical rope rescue. Emergency Scene Management, identification of dangerous goods, and isolation of hazardous materials. Airport crash rescue, Pre-Emergency planning and basic to advanced fire service training.

FACTS & STATS

- › Responded to **2892** emergency incidents
- › **20%** decrease over 2016 (Due to the reduction of call to medical emergencies)
- › **2200** fire safety inspections completed
- › Over **10,000** hours of fire service training



PENTICTON RCMP

The Penticton RCMP is dedicated to the safety and security of the residents of our community. In addition to its day to day policing duties, it serves as the HQ for the Penticton South Okanagan Similkameen Regional Detachment. The detachment provides key services and programs in general duty policing, community outreach, serious crime investigations, prolific offender management, street crimes, forensic identification, general investigations, police dog services, traffic and administrative support. Many of these services are regional in nature to ensure efficiency and effective policing in our city and in our region.

Over the course of 2017, 20 separate individuals were chosen as (Compstat) target offenders. Of those 20, 6 individuals are no longer residing in Penticton (as of April 2018). A further 8 individuals are currently in custody (as of April 2018). Some crime types have been decreased since 2016 such as break and enter businesses (down 8%) and violent crimes (down 17%).

FACTS & STATS

- › Impaired Driving **85**
- › # Prisoners **1,733**
- › Front Counter Files **1,033**
- › Restorative Justice Files **21**
- › Calls for Service **16,612**
- › Major Investigations:
 - › Homicides **3**
 - › Extortion **1**
 - › Fraud **2**
 - › Child Pornography **4**
 - › Worksafe Fatality **3**
 - › Sex Assault - historic **1**
 - › Sex Assault **1**



VOLUNTEERING

Penticton RCMP benefited from significant support from our many volunteers resulting in 3623 volunteer hours donated to Community Safety Programs. Volunteers are an integral part of community policing and we are truly grateful for the support from the community in increasing public safety.

COMMUNITY ENGAGEMENT

Our detachment is engaged with a number of community programs and stakeholders regarding vulnerable people within our community. These are files where the primary reason members are called is due to Mental Health.

MUNICIPAL GRANT PROGRAM

ORGANIZATIONS AND EVENTS	CASH	VALUE IN KIND
Canadian Mental Health Association	2,000	
Canadian Sport School Hockey League (CSSHL)	10,000	
Community Foundation of the South Okanagan	25,000	
CFSOS - Yes Project (Youth Engagement Strategy)	8,750	
Challenge Penticton		29,896
Curling Club - World Curling Tour		39
DPA - BC Family Day		947
DPA - Canada Day Celebration	4,500	993
DPA - Canada Day Fireworks	1,500	
DPA - Sunshine Cabaret - Summer Concert Series	6,750	1,250
Granfondo		27,988
ITU Multisport	125,000	205,104
Miss Penticton Royalty	7,650	1,543
Okanagan Fruit Tree Project Society	3,400	
Okanagan Motorcycle Riders Association - Toy Run		450
Okanagan School of the Arts - Shatford Centre	10,000	
Okanagan Similkameen Conservation Alliance - Meadowlark Nature Festival	1,750	
Okanagan Similkameen Healthy Living Fair Society		5,852
Okanagan Valley Music Festival Society - Penticton Kiwanis Music Festival		5,000
PDCRS - Recovery Coaching	5,000	
Peach Festival Society	20,000	20,595
Pentastic Jazz Festival Society	2,640	6,667
Penticton & Area Access Society	4,299	
Penticton & Area Cycling Association - 3 Blind Mice expansion	20,745	

MUNICIPAL GRANT PROGRAM

ORGANIZATIONS AND EVENTS	CASH	VALUE IN KIND
Penticton & Area Cycling Association - Bike to Work Week	2500	
Penticton & District Search & Rescue		12,435
Penticton & District Community Arts Council	12,312	
Penticton & District Community Arts Council - Arts Rising		438
Penticton Art Gallery Society	105,000	
Penticton Dragon Boat Festival		10,724
Penticton Elvis Festival		4,107
Penticton Historic Automobile Society - Peach City Beach Cruise		6,655
Penticton Scottish Festival Society		4,000
Rotary Club of Penticton (Rib Fest)		4,825
Royal Canadian Legion - Remembrance Day		3,000
Skaha Bluffs Park Watch Society	13,000	
SOICS - Bus Tickets		733
SOICS - Cleland Theatre for Citizenship Ceremony		413
South Ok Similk Mental Wellness Society - Penticton Branch (Mental Wellness Centre)	18,000	
South Okanagan Genealogical Society		721
South Okanagan Seniors Wellness Society	13,000	
SS Sicamous Society - operations	45,000	
SS Sicamous Society - utilities	22,000	
United Way Emergency Transportation Assistance Program		6,345
Upper Dek Vees Hockey		14,120
Western Canada Cup	10,000	
YES Project	100,000	
Totals	599,796	374,839

Grand Total Cash and Value In-Kind

974,635

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2017 FINANCIAL STATEMENTS

IN THIS SECTION:

- Chief Financial Officer's Report
- Audit Report
- Financial Statements
- 2017 Permissive Tax Exemptions
- 2017 Revitalization Exemptions

MAY 2018

Your Worship and Members of Council,

I am pleased to submit the City of Penticton's 2017 Annual Financial Report for the year ended December 31, 2017 as required by Sections 98 and 167 of the Community Charter.

The audited financial statements, and supplementary financial schedules have been prepared by City staff in conformance with generally accepted accounting principles as prescribed by the Public Sector Accounting Standards (PSAS) of the Chartered Professional Accountants of Canada.

Management maintains systems of internal budgetary and accounting controls that provide assurance for safeguarding of assets and the reliability of information. These systems are monitored and evaluated by management.

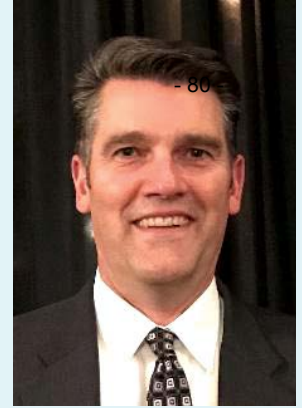
These statements were audited by BDO Canada LLP, and their responsibility is to express an opinion as to whether the financial statements prepared by management present fairly the financial position of the City as at December 31, 2017.

Operating Results from 2017 saw an increase in the City's net financial assets of \$9.8 million bringing its total net financial assets to \$27.6 million. This resulted in an overall improvement of its accumulated surplus by 2.8%, with a total now of \$346.2 million

Consolidated revenues for the City increased to \$119.3 million in 2017 a 9.6% increase over 2016. This increase was largely the result of an increase in sale of services for sales of electricity, recovery of works billed to third parties, and emergency recoveries. In addition the City received a substantial government grant for a reservoir project and recorded a significant amount of contributed assets from development projects. Consolidated Expenditures were \$109.6 million an increase of 11.8% from 2016 owing primarily to an increase in electric energy purchases and a substantial electrical substation project.

The general revenue fund saw an overall surplus of \$314,273 with revenues coming in at \$85.6 million, reasonably consistent with 2016. Revenues decreased by \$2.9 million with the conclusion of the Development Assistance Compensation agreement. These decreases were offset by increases largely owing to tax increases and recovering emergency costs from the Province. Expenditures in 2017 were \$85.3 million reasonably consistent with 2016 expenditures. Reduction in the transfer to the gaming reserve offset the increases for collective agreement salary adjustments and inflationary cost increases.

As with many municipalities, the City is facing strong growth and development while at the same time dealing with aging infrastructure. Along with the strong growth brings other social issues that are requiring greater safety and enforcement efforts. Recognizing these various priorities the 2018 budget is taking steps to provide greater investment into our infrastructure and increasing its annual contribution to the asset management reserve to \$1.2 million. The City is also directing resources to streamline many city practices including efforts to reduce timelines for approvals of permitting and business licensing. The City also continues to make additional investment in its information technology systems by continuing development of a sustainable geographic information system that will enable the City to better manage its assets, and communicate to the public, especially during major events.



Jim Bauer

Independent Auditor's Report

To the Mayor and Council of
Corporation of the City of Penticton

We have audited the accompanying consolidated financial statements of the Corporation of the City of Penticton, which comprises the consolidated statement of financial position as at December 31, 2017, and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Corporation of the City of Penticton as at December 31, 2017 and the results of its operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Unaudited Information

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the supplementary schedules on pages 22 through 31 of the Corporation of the City of Penticton's Financial Statements.

BDO CANADA LLP

Chartered Professional Accountants

Penticton, British Columbia
May 8, 2018

**THE CITY OF PENTICTON
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2017**

	2017	2016
Financial Assets		
Cash	\$ 5,730,053	\$ 1,316,987
Term Deposits (Note 1)	87,799,083	82,779,729
Accounts Receivable (Note 2)	11,349,691	7,700,806
	<u>104,878,827</u>	<u>91,797,522</u>
Financial Liabilities		
Development Cost Charges (Note 3)	14,589,967	10,275,074
Accounts Payable and Accrued Liabilities	15,544,385	12,940,547
Deferred Revenue	5,374,566	5,133,917
Deposits	4,605,675	2,565,874
Long Term Debt (Note 8)	37,173,405	43,113,226
	<u>77,287,998</u>	<u>74,028,638</u>
Net Assets	\$ 27,590,829	\$ 17,768,884
Non-Financial Assets		
Tangible Capital Assets (Note 9)	\$314,408,591	\$315,573,844
Inventory	3,636,271	2,700,039
Prepaid Expenses	596,538	556,602
	<u>318,641,400</u>	<u>318,830,485</u>
Accumulated Surplus	<u>\$346,232,229</u>	<u>\$336,599,369</u>

See accompanying notes to the Consolidated Financial Statements

**THE CITY OF PENTICTON
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
YEAR ENDED DECEMBER 31, 2017**

	2017 Budget	2017	2016
Revenue			
Taxation	\$ 30,640,945	\$ 30,770,666	\$ 30,485,377
Sales of Services	64,538,624	71,117,937	62,541,835
Government Grants and Transfers	2,265,237	2,957,572	2,301,804
Other Revenue	7,052,492	9,931,637	11,747,857
Other Contributions	3,211,168	2,006,807	1,621,845
Gain on Disposal	30,000	99,028	38,791
Contributed Asset	-	2,380,923	80,796
	<u>107,738,466</u>	<u>119,264,570</u>	<u>108,818,305</u>
Expenditure (Note 10)			
General Government	9,730,061	18,603,949	16,693,301
Protective Services	15,261,170	15,915,825	14,813,217
Transportation Services	4,429,796	8,882,373	8,589,817
Environmental Health Services	1,548,066	1,607,516	1,502,407
Public Health and Safety	199,648	267,020	263,687
Environmental Development Services	3,532,658	3,308,318	3,275,570
Recreation and Culture	11,425,487	12,398,818	12,731,301
Electrical Supply	35,856,279	38,549,353	31,027,273
Sewer System Utility	3,760,143	5,228,799	4,858,669
Water Utility Services	2,996,862	4,869,739	4,316,920
	<u>88,740,170</u>	<u>109,631,710</u>	<u>98,072,162</u>
Annual Surplus	18,998,296	9,632,860	10,746,143
Accumulated Surplus, Beginning of Year	<u>336,599,369</u>	<u>336,599,369</u>	<u>325,853,226</u>
Accumulated Surplus, End of Year	\$355,597,665	\$346,232,229	\$336,599,369

See accompanying notes to the Consolidated Financial Statements

**THE CITY OF PENTICTON
CONSOLIDATED STATEMENT OF CHANGE IN NET ASSETS
YEAR ENDED DECEMBER 31, 2017**

	2017 Budget	2017	2016
Annual surplus	\$ 18,998,296	\$ 9,632,860	\$ 10,746,143
Acquisition of Tangible Capital Assets (Note 9)	(16,398,087)	(10,319,164)	(11,939,201)
Amortization (Note 9)	-	13,389,731	13,444,292
Net Disposal of Tangible Capital Assets (Note 9)	-	89,838	25,719
Contributed Tangible Capital Assets (Note 9)	-	(2,380,923)	(80,796)
Asset reclassification (Note 9)	-	385,771	(62,849)
	<u>2,600,209</u>	<u>10,798,113</u>	<u>12,133,308</u>
Change in Prepaid Expenses (Increase)	-	(39,936)	108,127
Consumption of Supplies Inventories	-	(936,232)	(38,530)
	<u>-</u>	<u>(976,168)</u>	<u>69,597</u>
Increase in Net Assets	2,600,209	9,821,945	12,202,905
Net Assets, Beginning of Year	-	17,768,884	5,565,979
Net Assets, End of Year	\$ 2,600,209	\$ 27,590,829	\$ 17,768,884

See accompanying notes to the Consolidated Financial Statements

THE CITY OF PENTICTON
 CONSOLIDATED STATEMENT OF CASH FLOWS
 YEAR ENDED DECEMBER 31, 2017

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	2017	2016
Operating Transactions		
Annual Surplus	\$ 9,632,860	\$ 10,746,143
Change in Non-Cash Operating Items		
(Increase) decrease in Accounts Receivable	(3,648,885)	764,668
Increase in Trade Accounts Payable and Accrued Liabilities	9,199,181	1,967,612
(Increase) decrease in Prepaid Expenses	(39,936)	108,127
Increase in Inventory	(936,232)	(38,530)
Net Disposal of Tangible Capital Assets	89,838	25,719
Amortization	13,389,731	13,444,292
Contributed Tangible Capital Assets	(2,380,923)	(80,796)
Asset reclassification	385,771	(62,849)
	<u>16,058,545</u>	<u>16,128,243</u>
Cash Provided by Operating Activities	25,691,405	26,874,386
Capital Transactions		
Cash Used to Acquire Tangible Capital Assets	(10,319,164)	(11,939,201)
Financing Transactions		
Debt Repayment	(5,939,821)	(5,801,553)
Investing Transactions		
Increase in Term Deposits	(5,019,354)	(10,817,609)
Change in Cash	4,413,066	(1,683,977)
Cash, Beginning of Year	<u>1,316,987</u>	<u>3,000,964</u>
Cash, End of Year	<u><u>\$ 5,730,053</u></u>	<u><u>\$ 1,316,987</u></u>

See accompanying notes to the Consolidated Financial Statements

Management's Responsibility for the Financial Statements

The consolidated financial statements of the City are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The Corporation of the City of Penticton ("the City") is a municipality in the Province of British Columbia and operates under the provisions of the Community Charter. The City provides municipal services such as fire, public works, planning, parks, recreation and other general government services.

Basis of Consolidation

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and Boards which are owned or controlled by the City. All inter-entity transactions and balances have been eliminated. The controlled organizations include:

- › Penticton Public Library

Interfund Balances and Transactions

All material interfund transactions and balances have been eliminated within the Consolidated Financial Statements for the General, Sewer, Water and Electrical funds.

Deferred Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the Consolidated Statement of Financial Position. The revenue is recognized in the Consolidated Statement of Operations in the year in which it is used for the specified purpose.

Revenue Recognition

Taxation

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollected amounts.

Government Transfers

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

Utilities

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established. Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled.

Revenue Recognition continued

Fee for Service

Sales of service and other revenue is recognized on an accrual basis.

Financial Instruments

The City's financial instruments consist of cash and term deposits, accounts receivable, accrued interest receivable, bank indebtedness, trade accounts payable and accrued liabilities, deposits and long term debt. Unless otherwise noted, it is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying value, unless otherwise noted.

Inventory

The City holds consumable inventory which is recorded at the lower of cost and net realizable value. Cost is determined on a weighted average basis.

Tangible Capital Assets

Tangible capital assets are not available to discharge existing liabilities and are held for use in the provision of goods and services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible capital assets are recorded at cost, net of capital asset disposals, write-downs and amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Buildings	20 to 70 years
Roads and Sidewalks	25 to 75 years
Machinery and Equipment	5 to 20 years
Water Infrastructure	50 to 100 years
Sewer Infrastructure	10 to 100 years
Electrical Infrastructure	20 to 50 years
Parks and Recreation Infrastructure	10 to 50 years
Vehicles	10 to 20 years
Furniture and Equipment	10 to 20 years
Computer Hardware and Software	4 to 10 years
Books and Library Materials	5 to 13 years

Reserve for Future Expenditure

Reserves for future expenditure are non-statutory reserves which represent an appropriation of surplus for specific purposes. Transfers to reserves for future expenditure include funds to finance incomplete projects and accumulations for specific purposes.

Statutory Reserve Funds

The use of these funds is restricted by the Community Charter and associated Municipal Bylaws. Statutory reserve funds are funded 100% by cash and temporary investments.

Use of Estimates

The preparation of consolidated financial statements in accordance with Public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Adjustments, if any, will be reflected in the consolidated financial statements in the period that the change in estimate is made, as well as in the period of settlement if the amount is different.

Collection of Taxes on Behalf of Other Taxation Authorities

The City collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of entities are not reflected in these consolidated financial statements.

Contaminated Sites

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- a) An environmental standard exists
- b) Contamination exceeds the environmental standard
- c) The City is directly responsible or accepts responsibility for remediation
- d) It is expected that future economic benefits will be given up; and
- e) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

As at December 31, 2017 the City has no liability for contaminated sites.

**THE CITY OF PENTICTON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017**

1. Term Deposits

	Maturity Date	Effective Interest Rate (%)	2017	2016
Valley First	Aug 15, 2018	1.55	\$ 15,000,000	\$ -
Valley First	Jan 11, 2018	1.90	10,175,000	10,175,000
Valley First	Jan 1, 2018	1.90	10,828,910	11,002,648
Valley First	Nov 2, 2018	1.70	5,165,000	5,038,003
Valley First	May 1, 2018	1.45	24,750	54,750
Valley First	May 1, 2018	1.45	30,000	10,000,000
Valley First	Aug 17, 18	1.55	10,000,000	10,000,000
Valley First	Aug 20, 18	1.55	10,000,000	10,000,000
Municipal Finance Authority		0.25	26,575,423	26,509,328
			<u>\$ 87,799,083</u>	<u>\$ 82,779,729</u>

2. Accounts Receivable

	2017	2016
Property Taxes	\$ 984,370	\$ 1,141,890
Other Receivables	3,645,341	1,888,393
Federal Government	350,404	222,024
Provincial Government	788,997	395,357
Regional District Okanagan Similkameen	3,271	1,725
Other Government Agencies	59,543	168,017
Utility Rates Receivable	4,878,382	3,528,303
Accrued Interest Receivable	609,673	308,944
Cemetery Trust Fund Receivable	29,710	46,153
	<u>\$ 11,349,691</u>	<u>\$ 7,700,806</u>

3. Development Cost Charges (DCC)

The City collects development cost charges to pay for a proportionate share of infrastructure related to new growth. In accordance with the Local Government Act of BC, these funds must be deposited into a separate reserve fund. When the related costs are incurred, the DCCs are recognized as revenue.

	2017	2016
DCC by Type		
Roads DCC	\$ 1,553,588	\$ 1,025,489
Parks DCC	710,820	475,189
Drainage DCC	379,993	204,571
Waste Water DCC	8,136,869	5,736,922
Water DCC	3,808,697	2,832,903
	<u>14,589,967</u>	<u>10,275,074</u>
DCC Activity		
Balance, Beginning of Year	10,275,074	8,015,262
Return on Investments	159,240	123,534
DCCs Levied in the Year	4,463,347	2,220,398
Transfers to General Operating	(307,694)	(84,120)
	<u>\$ 14,589,967</u>	<u>\$ 10,275,074</u>

4. Development Cost Charges

In 2010, Council adopted the Development Cost Charge Reduction Bylaw and the companion Economic Incentive Zone Bylaw. The purpose of these bylaws was to spur development in key areas of the City, promote sustainable development and promote the development of affordable rental housing. The bylaws also contain provisions to encourage high-end hotel development. These bylaws will reduce the value of development cost charges, building permit fees and municipal taxes received by The City of Penticton for eligible developments.

The DCC reductions and Economic Incentive tax exemption program have been implemented in accordance with the provisions of Section 933(1) of the Local Government Act and Section 226 of the Community Charter, respectively. In 2017 \$217,011 (2016 - \$190,113) of Economic Incentive tax exemptions were granted. In addition, Council approved \$51,434 (2016 - \$22,193) of DCC reductions in 2017.

5. Pension Liability

The City and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local government.

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

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City of Penticton paid \$1,924,992 (2016 - \$1,849,912) for employer contributions to the Plan in fiscal 2017.

The next valuation will be as at December 31, 2018 with results available in 2019.

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

6. Contingent Liabilities

a. Regional District of Okanagan Similkameen

Under Section 836 of the Local Government Act, all monies borrowed by a Regional District, shall be upon its credit at large and shall, in the event of any default, constitute an indebtedness of the member municipalities for which they are jointly and severally liable. At December 31, 2017, the long term debt of the Regional District aggregated \$86,060,832 (2016 - \$86,130,133).

6. Contingent Liabilities continued

b. Legal Actions

As at December 31, 2017, certain legal actions are pending against the City as follows:

1. The City is aware of various liens registered against the City owned properties located at 903-969 Eckhardt Ave W. These liens were filed by various companies engaged by the third party purchaser of the same properties who subsequently defaulted on the purchase. These companies were not paid and they filed liens against the properties. Twelve liens were filed representing claims totaling \$2,111,921.90. Since then, and within the one year limitation period under the Builders Lien Act, five lien claimants had started legal actions against various parties, including the City, and filed certificates of pending litigation ("CPL") against the properties. One claimant has subsequently abandoned its lien claim and discontinued its action and another claimant reached a settlement. The remaining three claims remain alive with the value of these lien claims totaling \$663,851. It is unknown at this time the likely outcome; however, damages could reach \$66,000, which is 10% of the total claims still being advanced.
2. The City has been named a party to an action with respect to a claim made for interference with development rights. The Claimant may have a reasonable basis for a claim; however given the uncertainty of the amount and likelihood of the claim, no accrual has been recorded in regards to these costs.

c. General Contingencies

From time to time there are potential claims against the City for incidents which arise in the ordinary course of business. In the opinion of management and legal counsel, the outcomes of the claims are not determinable at this time and cannot be estimated. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

7. Letters of Credit

In addition to the performance deposits reflected in the Consolidated Statement of Financial Position, the City is holding irrevocable Letters of Credit in the amount of \$722,800 which were received from depositors to ensure their performance of works to be undertaken within the City. These amounts are not reflected in the Consolidated Financial Statements but are available to satisfy liabilities arising from non-performance by the depositors.

8. Long Term Debt

Long term debt reported on the Consolidated Statement of Financial Position is comprised of the following:

	2017	2016
Long Term Debt	\$ 37,173,405	\$ 43,113,226

Principal repayments relating to long term debt of \$37,173,405 outstanding are due as follows (in thousands):

	2018	2019	2020	2021	2022	Thereafter
General Fund	\$ 1,985	\$ 1,059	\$ 1,042	\$ 911	\$ 913	\$ 12,759
Sewer Fund	575	545	539	539	539	7,940
Water Fund	422	422	422	422	422	5,717
	<u>\$ 2,982</u>	<u>\$ 2,026</u>	<u>\$ 2,003</u>	<u>\$ 1,872</u>	<u>\$ 1,874</u>	<u>\$ 26,416</u>

Long term debt is secured by the assets of the City. The Long Term Debt is held by the Municipal Finance Authority. The principal payments are invested by the Municipal Finance Authority into a Sinking Fund. The principal repayments are currently calculated at a rate of 4%. The 2017 earnings in the Sinking Fund were calculated to be \$1,709,768 and are included in Other Revenue on the Consolidated Statement of Operations.

9. Tangible Capital Assets

The City of Penticton budgets for Tangible Capital Assets (TCA) as well as non-operating repairs and maintenance through the capital budget. During the year, the City incurred \$15,106,042 of expenditures that fall within the Capital Budget. Of this amount, \$10,319,164 met the TCA capitalization policy criteria while the remaining \$4,786,878 was expensed due to the expenditure being outside the TCA capitalization policy criteria or they were related to repairs and maintenance.

THE CITY OF PENTICTON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017

9. Tangible Capital Assets continued

	Land	Building	Equipment	Sewer Infrastructure	Water Infrastructure	Electrical Infrastructure	Roads	Construction in Progress	2017 Total
COST									
Opening Balance	\$ 48,433,058	\$ 163,954,616	\$ 39,906,689	\$ 50,618,753	\$ 54,038,979	\$ 73,909,945	\$ 84,739,652	\$ 1,562,907	\$ 517,164,599
Add: Additions	86,252	985,843	1,463,075	531,833	741,303	983,508	1,925,330	3,602,020	10,319,164
Add: Trsf to/from Construction in Progress	-	-	-	47,475	-	-	-	(47,475)	-
Add: Contributed Assets	-	-	-	1,097,900	506,773	-	776,250	-	2,380,923
Less: Disposals	-	51,652	589,447	-	-	-	-	-	641,099
Re-classification	-	-	-	-	-	-	-	(385,771)	(385,771)
	48,519,310	164,888,807	40,780,317	52,295,961	55,287,055	74,893,453	87,441,232	4,731,681	528,837,816
ACCUMULATED AMORTIZATION									
Opening Balance	-	66,514,460	26,237,831	9,442,865	18,558,926	34,430,762	46,405,911	-	201,590,755
Add: Amortization	-	4,855,665	1,829,297	1,065,414	821,001	2,097,121	2,721,233	-	13,389,731
Less: Acc Amortization on Disposals	-	51,652	499,609	-	-	-	-	-	551,261
	-	71,318,473	27,567,519	10,508,279	19,379,927	36,527,883	49,127,144	-	214,429,225
Net Book Value for Year Ended Dec. 31, 2017	\$ 48,519,310	\$ 93,570,334	\$ 13,212,798	\$ 41,787,682	\$ 35,907,128	\$ 38,365,570	\$ 38,314,088	\$ 4,731,681	\$ 314,408,591

THE CITY OF PENTICTON
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
 DECEMBER 31, 2017

9. Tangible Capital Assets continued

	Land	Building	Equipment	Sewer Infrastructure	Water Infrastructure	Electrical Infrastructure	Roads	Construction in Progress	2016 Total
COST									
Opening Balance	\$ 48,433,058	\$ 163,265,759	\$ 36,255,075	\$ 50,274,463	\$ 52,860,867	\$ 72,143,119	\$ 80,497,549	\$ 1,492,298	\$ 505,222,188
Add: Additions	-	595,010	3,330,963	344,290	1,068,075	1,766,826	3,907,257	926,780	11,939,201
Add: Trsf to/from Construction in Progress	-	13,051	150,212	-	110,037	-	334,846	(608,146)	-
Add: Contributed Assets	-	80,796	-	-	-	-	-	-	80,796
Less: Disposals	-	-	488,673	-	-	-	-	-	488,673
Re-classification to Financial Assets	-	-	659,112	-	-	-	-	(248,025)	411,087
	48,433,058	163,954,616	39,906,689	50,618,753	54,038,979	73,909,945	84,739,652	1,562,907	517,164,599
ACCUMULATED AMORTIZATION									
Opening Balance	-	61,742,536	24,324,874	8,399,814	17,726,280	32,274,934	43,792,741	-	188,261,179
Add: Amortization	-	4,771,924	2,027,673	1,043,051	832,646	2,155,828	2,613,170	-	13,444,292
Less: Acc Amortization on Disposals	-	-	462,954	-	-	-	-	-	462,954
Re-classification	-	-	(348,238)	-	-	-	-	-	(348,238)
	-	66,514,460	26,237,831	9,442,865	18,558,926	34,430,762	46,405,911	-	201,590,755
Net Book Value for Year Ended Dec. 31, 2016	\$ 48,433,058	\$ 97,440,156	\$ 13,668,858	\$ 41,175,888	\$ 35,480,053	\$ 39,479,183	\$ 38,333,741	\$ 1,562,907	\$ 315,573,844

**THE CITY OF PENTICTON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017**

10. Reporting by Object

	2017	2016
Salaries and Benefits	\$ 26,840,274	\$ 24,281,346
Goods and Services	49,529,865	43,891,775
Interest	3,515,479	3,802,731
Amortization	13,389,732	13,444,293
Other Expenses	2,333,354	2,193,951
Vehicle & Equipment Maintenance	6,761,752	3,452,486
Policing Agreement	7,261,254	7,005,580
	<u>\$ 109,631,710</u>	<u>\$ 98,072,162</u>

11. Credit Facilities

a. Line of Credit

The City holds a \$5,000,000 line of credit with the Valley First Credit Union. This line of credit has a borrowing rate of prime and is secured by the Revenue Anticipation Borrowing Bylaw 2011 No. 5003.

As of December 31, 2017 there was no balance outstanding.

b. Bank Indebtedness

The City holds a \$4,230,000 EFT limit.

12. Municipal Finance Authority

Cash Deposits and Demand Notes - The City issues the majority of its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature.

Proceeds on loan requests are 98.40% of the gross amount of the loan. 1% is deducted by the MFA for security against loan default (this is held in trust by the MFA in its Debt Reserve Fund and will be refunded to clients, with interest, at loan expiry). The remaining 0.60% is deducted as an issue expense to cover the costs of administering the Debt Reserve Fund.

As at December 31, 2017 the Debt Reserve Fund demand note requirements were \$2,507,605 (2016 - \$3,346,659). In addition, cash deposits totaling \$978,524 (2016 - \$1,162,303) were held by the MFA.

**THE CITY OF PENTICTON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017**

13. Budget

The Financial Plan (Budget) Bylaw No. 2017-21 adopted by Council on March 21, 2017 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget figures anticipated use of reserves accumulated in previous years to reduce current year expenditures in excess of current year revenues to Nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the Financial Plan adopted by Council with adjustments as follows:

	2017
Financial Plan (Budget) Bylaw surplus for the year	\$ -
Add:	
Transfer to Funds/Reserves	22,537,576
Debt Principal Repayments	4,230,055
Budgeted Capital Expenditures - General	5,304,102
Budgeted Capital Expenditures - Electric	3,765,485
Budgeted Capital Expenditures - Sewer	5,282,500
Budgeted Capital Expenditures - Water	2,046,000
Less:	
Budgeted Transfers from Surplus	24,167,422
Budget Surplus per Statement of Operations	\$ 18,998,296

14. Transfers From Other Governments

	2017	2016
Gas tax community works fund	\$ 1,458,679	\$ 1,439,404
Traffic fine revenue sharing	381,557	401,411
Okanagan Basin Water Board grants	215,822	215,822
Province of British Columbia - Carmi Reservoir	662,745	-
BC Arts Council	20,000	20,000
Library	130,696	125,720
Miscellaneous	88,073	99,447
	\$ 2,957,572	\$ 2,301,804

**THE CITY OF PENTICTON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017**

15. Penticton Public Library

The establishment of a municipal public library in the City of Penticton Bylaw 2639 was passed December 8, 1969. The Bylaw indicates that the City exercises significant influence over the Penticton Public Library and is required to fund its operations as per the Library Act. The Penticton Public Library assets as managed by the Library Board are recorded as assets of the City. The operations of the Penticton Public Library have been wholly consolidated by the City.

16. Taxation

	Budget	2017	2016
Municipal Taxation			
Real Property	\$ 30,202,576	\$ 30,224,908	\$ 28,542,185
Special Assessments	183,850	198,927	1,532,170
Grants in Lieu	254,519	346,831	411,022
Total municipal taxation	30,640,945	30,770,666	30,485,377
Collections For other Governments			
School	16,231,670	15,318,549	16,058,746
Regional District	1,629,839	1,864,568	1,613,311
Regional Hospital	2,285,961	2,483,961	2,378,286
BCAA	459,835	392,230	438,770
Total collections for other taxing authorities	20,607,305	20,059,308	20,489,113
Transfers to Other Governments	(20,607,305)	(20,038,950)	(20,506,789)
Net taxation for municipal purposes	\$ 30,640,945	\$ 30,791,024	\$ 30,467,701

17. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year presentation.

**THE CITY OF PENTICTON
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017**

18. Segmented Information

The City is a diversified municipal government institution that provides a wide range of services to its citizens such as transit, police, fire, water and electricity. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government Services

This segment includes all of the revenues and expenses that relate to the operations of the City itself and cannot be directly attributed to one of the other specific segments.

Protective Services

Protection is comprised of police services and fire protection. The police services work to ensure the safety and protection of the citizens and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education.

Transportation Services

Transportation is responsible for providing the City's transit services including roads and maintenance.

Environmental Health Services

Environmental services consists of providing waste disposal to citizens.

Public Health and Safety

Health services are comprised of public health services which works to improve the overall health of the population and overcome health inequalities by providing services to individuals and communities.

Environmental Development Services

This segment includes city planning and review of all property development plans through its application process.

Recreation and Culture

This segment provides services meant to improve health and development of the City's citizens. Recreational programs and cultural programs like swimming and skating lessons are provided at the arenas, the aquatic centre and the community centre. Also, the City provides library services to assist with its citizens' informational needs and a museum that houses collections and artifacts.

Electrical Supply

This segment includes all of the operating activities related to the supply of the City's electricity.

Sewer System Utility

This segment includes all of the operating activities related to the collection and treatment of wastewater (sewage) throughout the City.

18. Segmented Information continued

Water Utility Services

This segment includes all of the operating activities related to the treatment and distribution of water throughout the City.

**THE CITY OF PENTICTON
SCHEDULE OF SEGMENT DISCLOSURE
DECEMBER 31, 2017**

	General Government Services	Protective Services	Transportation Services	Environmental Health Services	Public Health and Safety	Environmental Development Services	Recreation and Culture	Electrical Supply	Sewer System Utility	Water Utility Services	2017 Total
REVENUE											
Taxation	\$ 30,770,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,770,666
Sales of Services	3,150,915	1,279,191	2,043,241	2,583,457	493,556	306,965	2,394,211	45,209,797	5,080,860	8,575,744	71,117,937
Government Grants and Transfers	1,860,236	-	20,000	-	-	48,073	150,696	-	215,822	662,745	2,957,572
Other Revenue	8,384,173	269,220	175	-	-	636	1,258,269	12,609	-	6,555	9,931,637
Other Contributions	282,322	-	174,547	-	-	1,500	2,480	994,501	109,492	441,965	2,006,807
Gain (loss) on Disposal	79,768	-	19,260	-	-	-	-	-	-	-	99,028
Contributed Asset	2,380,923	-	-	-	-	-	-	-	-	-	2,380,923
	46,909,003	1,548,411	2,257,223	2,583,457	493,556	357,174	3,805,656	46,216,907	5,406,174	9,687,009	119,264,570
EXPENDITURE											
Salaries and Benefits	4,930,164	7,640,837	1,734,272	133,695	49,032	1,544,976	5,506,649	2,249,394	1,471,248	1,580,007	26,840,274
Goods and Services	4,156,689	826,727	3,496,708	1,469,544	212,409	1,138,280	4,255,190	30,516,156	1,597,089	1,861,073	49,529,865
Interest	(44,188)	84,000	126,064	-	-	-	2,145,288	-	759,695	444,620	3,515,479
Amortization	7,664,494	-	1,741,702	-	-	-	-	2,097,121	1,065,414	821,001	13,389,732
Other Expenses	1,601,973	16,507	3,342	-	-	615,771	24,666	66,313	1,365	3,417	2,333,354
Vehicle & Equipment Maintenance	294,817	86,500	1,780,285	4,277	5,579	9,291	467,025	3,620,369	333,988	159,621	6,761,752
Policing Agreement	-	7,261,254	-	-	-	-	-	-	-	-	7,261,254
	18,603,949	15,915,825	8,882,373	1,607,516	267,020	3,308,318	12,398,818	38,549,353	5,228,799	4,869,739	109,631,710
Excess (Deficiency) of Revenues Over Expenditures	\$ 28,305,054	\$ (14,367,414)	\$ (6,625,150)	\$ 975,941	\$ 226,536	\$ (2,951,144)	\$ (8,593,162)	\$ 7,667,554	\$ 177,375	\$ 4,817,270	\$ 9,632,860

**THE CITY OF PENTICTON
SCHEDULE OF SEGMENT DISCLOSURE
DECEMBER 31, 2016**

	General Government Services	Protective Services	Transportation Services	Environmental Health Services	Public Health and Safety	Environmental Development Services	Recreation and Culture	Electrical Supply	Sewer System Utility	Water Utility Services	2016 Total
REVENUE											
Taxation	\$ 29,111,741	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,373,636	\$ -	\$ 30,485,377
Sales of Services	2,657,309	997,297	1,288,925	2,464,088	363,357	113,686	2,231,071	39,647,110	4,625,517	8,153,476	62,541,835
Government Grants and Transfers	1,939,262	-	1,000	-	-	-	145,720	-	215,822	-	2,301,804
Other Revenue	10,650,566	55,780	-	-	-	8,500	1,019,211	13,800	-	-	11,747,857
Other Contributions	119,052	-	544,283	-	-	-	71,486	590,070	47,712	249,242	1,621,845
Gain (loss) on Disposal	10,436	-	28,355	-	-	-	-	-	-	-	38,791
Contributed Asset	80,796	-	-	-	-	-	-	-	-	-	80,796
	44,569,162	1,053,077	1,862,563	2,464,088	363,357	122,186	3,467,488	40,250,980	6,262,687	8,402,718	108,818,305
EXPENDITURE											
Salaries and Benefits	4,619,001	6,885,913	1,229,617	102,174	39,410	1,470,080	5,374,197	1,715,290	1,349,195	1,496,469	24,281,346
Goods and Services	2,743,400	734,360	3,500,069	1,394,320	217,779	1,222,251	4,508,140	26,988,679	1,372,054	1,210,723	43,891,775
Interest	(42,147)	84,000	174,478	-	-	-	2,236,253	-	758,021	592,126	3,802,731
Amortization	7,465,548	-	1,947,220	-	-	-	-	2,155,828	1,043,051	832,646	13,444,293
Other Expenses	1,577,029	1,049	737	66	-	581,241	29,273	4,546	-	10	2,193,951
Vehicle & Equipment Maintenance	330,470	102,315	1,737,696	5,847	6,498	1,998	583,438	162,930	336,348	184,946	3,452,486
Policing Agreement	-	7,005,580	-	-	-	-	-	-	-	-	7,005,580
	16,693,301	14,813,217	8,589,817	1,502,407	263,687	3,275,570	12,731,301	31,027,273	4,858,669	4,316,920	98,072,162
Excess (Deficiency) of Revenues Over Expenditures	\$ 27,875,861	\$ (13,760,140)	\$ (6,727,254)	\$ 961,681	\$ 99,670	\$ (3,153,384)	\$ (9,263,813)	\$ 9,223,707	\$ 1,404,018	\$ 4,085,798	\$ 10,746,143

**THE CITY OF PENTICTON
GENERAL REVENUE FUND
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)**

	2017 Budget	2017	2016
Revenue			
Taxation	\$ 30,640,945	\$ 30,770,666	\$ 29,111,741
Sales of Services	13,847,841	16,929,886	14,760,623
Government Grants and Transfers	2,049,416	2,079,005	2,085,983
Transfer From Other Funds/Reserves	3,352,272	5,275,786	6,729,667
Other Revenue	7,020,492	9,912,473	11,734,057
Other Contributions	205,768	460,849	734,820
Sale of Assets	30,000	99,028	38,791
Collections For other Governments	20,607,305	20,059,308	20,489,113
	<u>77,754,039</u>	<u>85,587,001</u>	<u>85,684,795</u>
Expenditure			
Salaries and Benefits	20,616,544	22,175,482	20,380,323
Goods and Services	12,637,494	16,529,558	15,236,941
Interest	2,371,750	2,311,164	2,452,585
Principal Payments	3,232,875	3,232,873	3,231,187
Other Expenses	2,130,771	2,262,258	2,189,395
Vehicle & Equipment Maintenance	2,687,585	2,647,775	2,768,262
Policing Agreement	7,205,141	7,261,254	7,005,580
Transfer to Other Funds/Reserves	6,264,574	8,813,414	11,415,232
Transfers to Other Governments	20,607,305	20,038,950	20,506,789
	<u>77,754,039</u>	<u>85,272,728</u>	<u>85,186,294</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>-</u>	<u>314,273</u>	<u>498,501</u>
CHANGE IN FUND BALANCES	-	314,273	498,501
FUND BALANCES, BEGINNING OF YEAR	5,711,736	5,711,736	5,213,235
FUND BALANCES, END OF YEAR	<u>\$ 5,711,736</u>	<u>\$ 6,026,009</u>	<u>\$ 5,711,736</u>

**THE CITY OF PENTICTON
RESERVE FUNDS
STATEMENT OF FINANCIAL POSITION
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)**

	2017	2016
Balance, Beginning of Year	\$ 10,815,928	\$ 12,474,200
Add		
Transfers from:		
Revenue Funds	3,650,159	2,998,632
Interest Earned	142,216	153,470
Deduct		
Transfers to:		
Capital Funds	69,103	4,810,374
	<u>\$ 14,539,200</u>	<u>\$ 10,815,928</u>
 STATUTORY RESERVE FUND BALANCES		
Equipment Replacement Reserve Fund	3,802,136	3,490,375
Tax Sale Lands Reserve Fund	7,555	7,460
Capital Reserve Fund	2,538,535	165,784
Land Acquisition Reserve	1,917,025	1,892,984
Local Improvement	1,258,805	1,196,360
Off-Site Parking Reserve Fund	122,434	120,899
Community Works Reserve Fund	922,087	915,595
Public Amenity Reserve	75,601	74,653
Affordable Housing Reserve	169,021	166,901
Alternative Transportation Reserve	52,743	52,082
Asset Sustainability	1,211,591	302,040
Water Capital Reserve Fund	904,142	892,803
Sewer Capital Reserve Fund	542,833	536,025
Electric Capital Reserve Fund	1,014,692	1,001,967
	<u>14,539,200</u>	<u>10,815,928</u>
Balance, End of Year	<u><u>\$ 14,539,200</u></u>	<u><u>\$ 10,815,928</u></u>

**THE CITY OF PENTICTON
RESERVE FUNDS
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)**

	Balance, Beginning of Year	Transfer from General Revenue Fund	Interest Earned	Transfer to/from General Capital Fund	Transfer to Sewer Capital Fund	Inter-reserve Transfers	2017 Total
Reserve							
Equipment Replacement	\$ 3,490,375	\$ 1,128,666	\$ 45,246	\$ (862,151)	\$ -	\$ -	\$ 3,802,136
Tax Sale Lands	7,460	-	95	-	-	-	7,555
Capital	165,784	-	2,105	2,370,646	-	-	2,538,535
Land Acquisition	1,892,984	-	24,041	-	-	-	1,917,025
Local Improvement	1,196,360	162,814	12,934	(91,967)	(21,336)	-	1,258,805
Off-Street Parking	120,899	-	1,535	-	-	-	122,434
Community Works	915,595	1,458,679	12,108	(1,464,295)	-	-	922,087
Public Amenity	74,653	-	948	-	-	-	75,601
Affordable Housing	166,901	-	2,120	-	-	-	169,021
Alternative Transportation	52,082	-	661	-	-	-	52,743
Asset Sustainability	302,040	900,000	9,551	-	-	-	1,211,591
Water Capital	892,803	-	11,339	-	-	-	904,142
Sewer Capital	536,025	-	6,808	-	-	-	542,833
Electric Capital	1,001,967	-	12,725	-	-	-	1,014,692
	\$ 10,815,928	\$ 3,650,159	\$ 142,216	\$ (47,767)	\$ (21,336)	\$ -	\$ 14,539,200

**THE CITY OF PENTICTON
RESERVES
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)**

	Balance, Beginning of Year	Transfer From Funds	Transfer To Fund	Interest	Inter-reserve Transfers	2017 Total
Non-Statutory						
Asset Emergency	\$ 800,000	\$ 263,203	\$ (104,729)	\$ -	\$ -	\$ 958,474
Building Permit Stabilization	100,000	-	-	-	-	100,000
Carbon Tax Credit Reserve	152,421	-	-	-	-	152,421
Cemetery Land	133,000	-	-	-	-	133,000
Climate Action	131,247	48,073	-	-	-	179,320
Election	47,599	23,353	-	-	-	70,952
Electric Surplus	14,500,932	2,321,687	-	-	-	16,822,619
Financial Stabilization	-	78,568	-	-	-	78,568
Gaming	7,350,533	1,982,787	(3,172,441)	-	-	6,160,879
General Surplus	5,711,737	314,273	-	-	-	6,026,010
Infrastructure	400,000	-	-	-	-	400,000
Investment Income	973,435	-	-	-	396,507	1,369,942
Liability Insurance	250,001	-	-	-	-	250,001
Marinas	489,681	57,923	-	-	-	547,604
Multi-Material BC	-	467,109	-	-	(396,507)	70,602
Northgate	52,000	-	-	-	-	52,000
Parking & Revitalization	51,765	-	-	-	-	51,765
Public Art	35,011	32,000	(19,740)	-	-	47,271
Rate Stabilization	200,000	-	-	-	-	200,000
RCMP	359,999	-	-	-	-	359,999
Sewer Equipment Replacement	108,022	-	-	-	-	108,022
Sewer Surplus	6,901,389	-	(1,689,712)	-	-	5,211,677
Snow Clearing Stabilization	75,000	-	-	-	-	75,000
Special Events Site	21,166	-	-	-	-	21,166
Water Surplus	3,913,262	996,186	-	-	-	4,909,448
West Bench Capital	1,185,185	-	-	-	-	1,185,185
West Bench Water	1,723,392	-	(78,336)	-	-	1,645,056
Wine/Info	13,150	-	-	-	-	13,150
	<u>45,679,927</u>	<u>6,585,162</u>	<u>(5,064,958)</u>	<u>-</u>	<u>-</u>	<u>47,200,131</u>
Statutory	10,815,928	3,650,159	(69,103)	142,216	-	14,539,200
DCC	10,275,074	4,463,347	(307,694)	159,240	-	14,589,967
	<u>\$ 66,770,929</u>	<u>\$ 14,698,668</u>	<u>\$ (5,441,755)</u>	<u>\$ 301,456</u>	<u>\$ -</u>	<u>\$ 76,329,298</u>

THE CITY OF PENTICTON
SEWER REVENUE FUND
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)

	2017 Budget	2017	2016
Revenue			
Taxation	\$ -	\$ -	\$ 1,373,636
Sales of Services	5,218,069	5,080,860	4,625,517
Government Grants and Transfers	215,821	215,822	215,822
Transfer From Other Funds/Reserves	-	1,031,396	2,156,826
	<u>5,433,890</u>	<u>6,328,078</u>	<u>8,371,801</u>
Expenditure			
Salaries and Benefits	1,453,156	1,471,248	1,349,195
Goods and Services	1,710,856	2,154,684	1,837,641
Interest	773,830	759,695	758,021
Principal Payments	575,057	575,057	575,057
Other Expenses	-	1,365	-
Vehicle & Equipment Maintenance	379,895	333,988	336,348
Transfer to Other Funds/Reserves	541,096	2,721,753	2,156,826
	<u>5,433,890</u>	<u>8,017,790</u>	<u>7,013,088</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>-</u>	<u>(1,689,712)</u>	<u>1,358,713</u>
CHANGE IN FUND BALANCES	-	(1,689,712)	1,358,713
FUND BALANCES, BEGINNING OF YEAR	6,901,389	6,901,389	5,542,676
FUND BALANCES, END OF YEAR	<u>\$ 6,901,389</u>	<u>\$ 5,211,677</u>	<u>\$ 6,901,389</u>

**THE CITY OF PENTICTON
WATER REVENUE FUND
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)**

	2017 Budget	2017	2016
Revenue			
Sales of Services	\$ 8,030,014	\$ 8,575,744	\$ 8,153,476
Government Grants and Transfers	-	662,745	-
Transfer From Other Funds/Reserves	1,578,336	939,158	1,352,716
Other Revenue	25,000	6,555	-
	<u>9,633,350</u>	<u>10,184,202</u>	<u>9,506,192</u>
Expenditure			
Salaries and Benefits	1,379,711	1,580,007	1,496,468
Goods and Services	1,510,784	2,490,503	1,754,094
Interest	448,795	444,620	592,126
Principal Payments	422,123	422,123	458,414
Other Expenses	21,787	3,417	-
Vehicle & Equipment Maintenance	265,215	159,621	184,946
Transfer to Other Funds/Reserves	5,584,935	4,087,725	2,368,812
	<u>9,633,350</u>	<u>9,188,016</u>	<u>6,854,860</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>-</u>	<u>996,186</u>	<u>2,651,332</u>
CHANGE IN FUND BALANCES	-	996,186	2,651,332
FUND BALANCES, BEGINNING OF YEAR	3,913,263	3,913,263	1,261,931
FUND BALANCES, END OF YEAR	<u>\$ 3,913,263</u>	<u>\$ 4,909,449</u>	<u>\$ 3,913,263</u>

THE CITY OF PENTICTON
ELECTRIC REVENUE FUND
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)

	2017 Budget	2017	2016
Revenue			
Sales of Services	\$ 42,033,580	\$ 45,209,797	\$ 39,647,110
Other Revenue	7,000	12,609	13,800
Transfer From Other Funds/Reserves	2,590,233	1,137,922	1,362,733
	<u>44,630,813</u>	<u>46,360,328</u>	<u>41,023,643</u>
Expenditure			
Salaries and Benefits	1,471,671	2,249,394	1,715,290
Goods and Services	32,544,519	32,397,614	29,048,758
Other Expenses	79,651	66,313	-
Vehicle & Equipment Maintenance	3,641,895	3,620,369	162,930
Transfer to Other Funds/Reserves	6,893,077	5,704,951	5,742,133
	<u>44,630,813</u>	<u>44,038,641</u>	<u>36,669,111</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>-</u>	<u>2,321,687</u>	<u>4,354,532</u>
CHANGE IN FUND BALANCES	-	2,321,687	4,354,532
FUND BALANCES, BEGINNING OF YEAR	14,500,932	14,500,932	10,146,400
FUND BALANCES, END OF YEAR	<u>\$ 14,500,932</u>	<u>\$ 16,822,619</u>	<u>\$ 14,500,932</u>

**THE CITY OF PENTICTON
DEBT ISSUED AND OUTSTANDING
DECEMBER 31, 2017
(UNAUDITED)**

LIA B Law	S/1 B Law	Issue	Issue Date	Purpose	Issue Amount	Outstanding Amount	Term (Years)	Maturity	Rate (%)	2017 Payments		
										Interest	Principal	
General Fund												
9925	20005	72	12-Apr-00	RCMP Building	\$ 2,500,000	\$ 537,074	20	2020	2.100	\$ 52,500	\$ 82,873	
9925	20046	73	07-Nov-00	RCMP Building	1,500,000	322,244	20	2020	2.100	31,500	49,725	
2003-15	2268	81	22-Apr-04	Storm Sewer	337,500	156,706	20	2024	2.400	8,100	10,207	
2004-16	859-2004	85	25-Oct-04	Parks-Land Acquisition	1,680,000	780,047	20	2024	2.000	33,600	50,807	
2004-18	859/2004	85	25-Oct-04	Road Works-S. Main St.	195,000	90,541	20	2024	2.000	3,900	5,897	
2004-19	859/2004	85	25-Oct-04	Road Design-Main St.	150,000	69,647	20	2024	2.000	3,000	4,536	
2004-20	859/2004	85	25-Oct-04	Integrated Waterfront	550,000	255,373	20	2024	2.000	11,000	16,633	
2004-21	859/2004	85	25-Oct-04	Youth Park	50,000	23,216	20	2024	2.000	1,000	1,512	
2004-11	1108/2004	93	06-Apr-05	Wine Information Centre	800,000	368,908	20	2025	5.100	19,862	41,105	
2004-20	1108-2004	93	06-Apr-05	Integrated Waterfront	520,000	239,790	20	2025	5.100	12,911	26,718	
2004-21	614/2005	95	13-Oct-05	Youth Park	150,000	73,993	20	2025	1.800	2,700	5,514	
2005-18	615/2005	95	13-Oct-05	Integrated Waterfront	825,000	406,962	20	2025	1.800	14,850	30,328	
2006-15	17/17/2006	99	07-Nov-06	Road Works-Fairview/Ind	1,595,000	872,632	20	2026	1.750	27,913	53,563	
2006-17	17/17/2006	99	07-Nov-06	Sportsfields	3,200,000	1,750,735	20	2026	1.750	56,000	107,462	
2006-18	273-2007	102	27-Mar-07	Queens Park Site Serv	7,000,000	-	10	2017	4.820	337,400	583,037	
2006-33	273/2007	102	02-Nov-07	Integrated Waterfront '06	350,000	208,885	20	2027	4.820	16,870	11,754	
2006-39	273/2007	102	02-Nov-07	S Okanagan Event Ctr	8,000,000	-	10	2017	4.820	385,600	666,328	
2006-76	024/2008	103	23-Apr-08	Wellness Centre	3,000,000	1,933,834	20	2028	4.650	139,500	100,745	
2006-39	333/2008	104	20-Nov-08	S Okanagan Event Cntr	10,000,000	1,185,490	10	2018	5.150	515,000	832,909	
2007-41	333/2008	104	20-Nov-08	Cemetery-Columbarium	2,500,000	1,611,528	20	2028	5.150	128,750	83,954	
2007-52	333/2008	104	20-Nov-08	Indoor Soccer Facility	1,000,000	644,611	20	2028	5.150	51,500	33,582	
2007-57	333/2008	104	20-Nov-08	Integrated Waterfront	530,000	341,644	20	2028	5.150	27,295	17,798	
2007-60	333/2008	104	20-Nov-08	PIDA	1,140,000	135,146	20	2018	5.150	58,710	94,952	
2007-60	157-2009	105	21-Apr-09	PIDA	231,344	53,796	10	2019	4.900	11,336	19,269	
2007-52	638/2009	106	13-Oct-09	Indoor Soccer Facility	415,000	286,587	20	2029	4.130	17,140	13,936	
2007-52	15/30/2010	110	08-Apr-10	Indoor Soccer Ph2	586,000	430,570	20	2030	4.500	26,370	19,679	

THE CITY OF PENTICTON
DEBT ISSUED AND OUTSTANDING
DECEMBER 31, 2017
(UNAUDITED)

LIA B Law	S/1 B Law	Issue	Issue Date	Purpose	Issue Amount	Outstanding Amount	Term (Years)	Maturity	Rate (%)	2017 Payments	
										Interest	Principal
2009-14	15/30/2010	110	08-Apr-10	Pool Upgrades	7,400,000	5,437,235	20	2030	4.500	333,000	248,505
2007-52	B25/2011	116	04-Apr-11	Indoor Soccer Facility	135,000	104,929	20	2031	4.200	5,670	4,534
2009-43	B25/2011	116	04-Apr-11	Road Wrks-Smythe Dr	447,000	347,432	20	2031	4.200	18,774	15,011
					56,786,844	18,669,555				2,351,751	3,232,873
Water Fund											
2006-07	17/07/2006	99	07-Nov-06	Naramata Rd. Upgrade	4,670,000	2,554,979	20	2026	1.750	81,725	156,827
2007-83	333/2008	104	20-Nov-08	Water Filtration Plant	4,000,000	2,578,445	20	2028	5.150	206,000	134,327
2007-83	638/2009	106	13-Oct-09	Water Filtration Plant	3,900,000	2,693,224	20	2029	4.130	161,070	130,969
					12,570,000	7,826,648				448,795	422,123
Sewer Fund											
2006-61	273/2007	102	02-Nov-07	Septage Handling Facility	1,050,000	626,655	20	2027	4.820	50,610	35,261
2008-10	333-2008	104	02-Nov-07	Sewer System Upgrade	8,000,000	5,156,890	20	2028	5.150	412,000	268,654
2007-60	333/2008	104	20-Nov-08	PIDA	360,000	42,678	10	2018	5.150	18,540	29,985
2007-60	157/2009	105	21-Apr-09	PIDA	73,056	16,988	10	2019	4.900	3,580	6,085
2008-10	638-2009	106	13-Oct-09	Sewer Plant Expansion	7,000,000	4,833,991	20	2029	4.130	289,100	235,072
					16,483,056	10,677,202				773,830	575,057
					\$ 85,839,900	\$ 37,173,405				\$ 3,574,376	\$ 4,230,053

**THE CITY OF PENTICTON
CEMETERY PERPETUAL TRUST FUND
STATEMENT OF FINANCIAL POSITION
YEAR ENDED DECEMBER 31, 2017
(UNAUDITED)**

	2017	2016
ASSETS		
Bank Term Deposits	\$ 1,016,404	\$ 993,552
Less:		
Due To General Revenue Fund	29,710	46,153
	<u>\$ 986,694</u>	<u>\$ 947,399</u>
SURPLUS		
Balance, Beginning of Year	\$ 947,399	\$ 921,779
Add:		
Care Fund Contributions	39,240	33,220
Interest Earned	22,855	22,400
	<u>62,095</u>	<u>55,620</u>
Deduct:		
Cemetery Maintenance	22,800	30,000
Balance, End of Year	<u>\$ 986,694</u>	<u>\$ 947,399</u>

2017 Permissive Tax Exemptions

- 114 -

Name of Applicant	Civic Address	2017 Municipal Taxes Exempted
Affordable Living for Today Society	245 Warren Ave. W.	\$3,600
Army, Navy & Air Force Veterans in Canada, Unit 97	257 Brunswick St.	\$1,634
Care Closet	574 Main St.	\$1,922
Cheers the Church	639 Main St.	\$5,551
Christian Science Society	608 Winnipeg St.	\$2,020
Church of Jesus Christ of Latter Day Saints	2946 South Main St.	\$5,384
Church of the Nazarene	523 Jermyn Ave.	\$3,014
Concordia Lutheran Church	2800 South Main St.	\$5,005
Fraternal Order of Eagles Aerie 4281	1197 Main St.	\$2,918
Good Samaritan Canada (A Lutheran Social Service Organization)	270 Hastings Ave.	\$59,617
Governing Council of the Salvation Army Corps 344	2469 South Main St.	\$3,920
Governing Council of the Salvation Army Corps 344	318 Ellis St.	\$3,635
Governing Council of the Salvation Army Corps 344	2399 South Main St.	\$8,818
Grace Mennonite Brethren Church	74 Penticton Ave.	\$1,601
Green Mountain Christian Congregation of Jehovah's Witnesses	52 Roy Ave.	\$3,458
Hellenic Community Society of Penticton	1265 Fairview Rd.	\$1,379
Holy Cross School	1299 Manitoba St.	\$3,091
LUSO Canadian Multicultural Society of Penticton	135 Winnipeg St.	\$2,163
Oasis United Church	2964 Skaha Lake Rd.	\$8,749
Okanagan Boys & Girls Club	1295 Manitoba St.	\$4,928
Ooknakane Friendship Centre	146 Ellis St.	\$4,593
Our Redeemer Lutheran Church of Penticton, BC	1370 Church St.	\$1,633
Penticton & District Community Arts Council	220 Manor Park Ave.	\$10,090
Penticton & District Community Resources Society	150 McPherson Cres.	\$2,573
Penticton & District Community Resources Society	154 McPherson Cres.	\$2,573
Penticton & District Community Resources Society	330 Ellis St.	\$10,952
Penticton & District Community Resources Society	470 Edmonton Ave.	\$2,780
Penticton & District Community Resources Society	500 Edmonton Ave.	\$1,011
Penticton & District Community Resources Society	1160 Commercial Way	\$2,731
Penticton & District Community Resources Society	2434 Baskin St.	\$986
Penticton & District Community Resources Society	2450 Baskin St.	\$990
Penticton & District Emergency Program Society	251 Dawson Ave.	\$1,315
Penticton & District Hospice Society	129 Nanaimo Ave. W.	\$3,416
Penticton & District Minor Hockey Association	325 Power St.	\$1,332
Penticton & District Society for Community Living	180 Industrial Ave.	\$12,677
Penticton & District Society for Community Living	234 Van Horne St.	\$2,426
Penticton & District Society for Community Living	252 Conklin Ave.	\$1,919
Penticton & District Society for Community Living	393 Winnipeg St.	\$1,870
Penticton & District Society for Community Living	453 Winnipeg St.	\$12,863
Penticton & Wine Country Chamber of Commerce	102 Ellis St.	\$2,416
Penticton Alliance Church	197 Brandon Ave.	\$3,921
Penticton Art Gallery	199 Marina Way	\$17,715

2017 Permissive Tax Exemptions

- 115 -

Name of Applicant	Civic Address	2017 Municipal Taxes Exempted
Penticton Bethel Pentecostal Tabernacle	65 Preston Ave.	\$1,975
Penticton Bethel Pentecostal Tabernacle	945 Main St.	\$6,554
Penticton Bethel Pentecostal Tabernacle	973 Main St.	\$3,539
Penticton Christian School Society	1060 Main St.	\$746
Penticton Community Garden Society	480 Vancouver Ave.	\$1,833
Penticton Curling Club	505 Vees Dr.	\$12,411
Penticton Early Childhood Education Society	104 - 550 Carmi Ave.	\$1,463
Penticton Elks Lodge 51	343 Ellis St.	\$4,679
Penticton First Baptist Church	1498 Government St.	\$5,114
Penticton Free Presbyterian Church	120 Preston Ave.	\$2,781
Penticton Golf & Country Club	600 Comox St.	\$9,537
Penticton Golf & Country Club	852 Eckhardt Ave. W.	\$14,452
Penticton Horseshoe Pitchers Club	2905 South Main St.	\$2,234
Penticton Kinsmen Disability Resource Centre Society	216 Hastings Ave.	\$8,337
Penticton Kiwanis Housing Society	101 - 150 Van Horne St.	\$773
Penticton Kiwanis Housing Society	102 - 150 Van Horne St.	\$769
Penticton Kiwanis Housing Society	103 - 150 Van Horne St.	\$652
Penticton Kiwanis Housing Society	104 - 150 Van Horne St.	\$648
Penticton Kiwanis Housing Society	105 - 150 Van Horne St.	\$652
Penticton Kiwanis Housing Society	112 - 150 Van Horne St.	\$769
Penticton Kiwanis Housing Society	113 - 150 Van Horne St.	\$652
Penticton Kiwanis Housing Society	115 - 150 Van Horne St.	\$778
Penticton Kiwanis Housing Society	201 - 150 Van Horne St.	\$777
Penticton Kiwanis Housing Society	202 - 150 Van Horne St.	\$773
Penticton Kiwanis Housing Society	204 - 150 Van Horne St.	\$652
Penticton Kiwanis Housing Society	209 - 150 Van Horne St.	\$655
Penticton Kiwanis Housing Society	210 - 150 Van Horne St.	\$655
Penticton Kiwanis Housing Society	211 - 150 Van Horne St.	\$655
Penticton Kiwanis Housing Society	212 - 150 Van Horne St.	\$657
Penticton Kiwanis Housing Society	213 - 150 Van Horne St.	\$655
Penticton Kiwanis Housing Society	214 - 150 Van Horne St.	\$773
Penticton Kiwanis Housing Society	215 - 150 Van Horne St.	\$782
Penticton Kiwanis Housing Society	301 - 150 Van Horne St.	\$777
Penticton Kiwanis Housing Society	302 - 150 Van Horne St.	\$773
Penticton Kiwanis Housing Society	304 - 150 Van Horne St.	\$652
Penticton Kiwanis Housing Society	308 - 150 Van Horne St.	\$755
Penticton Kiwanis Housing Society	310 - 150 Van Horne St.	\$655
Penticton Kiwanis Housing Society	312 - 150 Van Horne St.	\$657
Penticton Kiwanis Housing Society	314 - 150 Van Horne St.	\$773
Penticton Kiwanis Housing Society	315 - 150 Van Horne St.	\$782
Penticton Kiwanis Housing Society	401 - 150 Van Horne St.	\$777
Penticton Kiwanis Housing Society	402 - 150 Van Horne St.	\$773

2017 Permissive Tax Exemptions

Name of Applicant	Civic Address	2017 Municipal Taxes Exempted
Penticton Kiwanis Housing Society	404 - 150 Van Horne St.	\$652
Penticton Kiwanis Housing Society	406 - 150 Van Horne St.	\$652
Penticton Kiwanis Housing Society	408 - 150 Van Horne St.	\$755
Penticton Kiwanis Housing Society	410 - 150 Van Horne St.	\$655
Penticton Kiwanis Housing Society	412 - 150 Van Horne St.	\$657
Penticton Kiwanis Housing Society	413 - 150 Van Horne St.	\$655
Penticton Kiwanis Housing Society	414 - 150 Van Horne St.	\$773
Penticton Kiwanis Housing Society	415 - 150 Van Horne St.	\$782
Penticton Lawn Bowling Club	260 Brunswick St.	\$5,161
Penticton Masonic Building Association	416 Westminster Ave. W.	\$2,711
Penticton New Beginnings Christian Fellowship	96 Edmonton Ave.	\$851
Penticton Safety Village	490 Edmonton Ave.	\$3,960
Penticton Seniors' Drop-In Society	2905 South Main St.	\$24,937
Penticton Sikh Temple & Indian Cultural Society	3290 South Main St.	\$5,668
Penticton Tennis Club	675 Marina Way	\$2,924
Penticton United Church	696 Main St.	\$3,272
Penticton Vineyard Community Church	1825 Main St.	\$10,141
Roman Catholic Bishop of Nelson (St. Anne's)	1296 Main St.	\$6,021
Roman Catholic Bishop of Nelson for PDCRS Pregnancy Support Program	200 Bennett Ave.	\$1,425
Roman Catholic Bishop of Nelson for Penticton Recovery Resource Society	397 Wade Ave. W.	\$1,347
Royal Canadian Legion #40	502 Martin St.	\$4,996
S.S. Sicamous Restoration Society	1099 Lakeshore Dr. W.	\$9,673
S.S. Sicamous Restoration Society	1101 Lakeshore Dr. W.	\$2,097
S.S. Sicamous Restoration Society	1175 Lakeshore Dr. W.	\$4,282
Seventh-day Adventist Church	290 Warren Ave.	\$4,365
South Okanagan Similkameen Brain Injury Society	332 Eckhardt Ave. W.	\$1,937
South Okanagan Similkameen Brain Injury Society	742 Argyle St.	\$1,794
South Okanagan Similkameen Medical Foundation	1748 Camrose St.	\$4,497
South Okanagan Similkameen Medical Foundation	1802 Camrose St.	\$3,142
South Okanagan Women in Need Society	Not disclosed	\$3,210
St. Andrew's Presbyterian Church	157 Wade Ave. W.	\$2,307
St. Andrew's Presbyterian Church	397 Martin St.	\$1,367
St. John Vianney Church	361 Wade Ave W.	\$2,878
St. Saviour's Anglican Church	150 Orchard Ave.	\$4,757
The B.C. Society for the Prevention of Cruelty to Animals	2200 Dartmouth Dr.	\$12,944
Victory Church of Penticton	352 Winnipeg St.	\$1,826

Total 2017 Permissive Tax Exemptions:

\$471,019

2017 Revitalization Tax Exemptions

Folio	Civic	2017 Municipal Taxes Exempted
04260-100	1050 Eckhardt Avenue West	\$0
04774-000	218 Main Street	\$2,760
06033-000	146 Ellis Street	\$0
07478-100	101 Rosetown Avenue	\$3,423
07530-525	1900 Camrose St./300 Okanagan Ave. E.	\$5,586
07601-500	1195 Commercial Way	\$3,655
07658-025	662 Okanagan Avenue East	\$10,589
04895-020	250 Winnipeg Street	\$24,601
01162-480	275 Waterloo Avenue	\$3,676
01459-005	1690 Fairview Road	\$1,294
01586-100	110 Industrial Place	\$2,820
04760-300	169 Estabrook Avenue	\$5,613
05113-010	317 Winnipeg Street	\$0
06533-000	412 Main Street	\$1,984
07575-000	1704 Government Street	\$20,063
07695-100	568 Dawson Avenue	\$11,157
00042-010	437 Martin Street	\$1,869
01594-450	182 Industrial Court	\$1,561
04023-005	3475 Wilson Street	\$82,738
04823-000	260 (270) Martin Street	\$1,068
06045-000	198 Ellis Street	\$6,017
06455-000	52 Front Street	\$507
07638-000	1356 Commercial Way	\$834
07639-000	1374 Commercial Way	\$5,579
07663-000	682 Okanagan Avenue	\$4,285
07666-500	272 Dawson Avenue	\$5,106
00105-000	535 Main Street	\$0
06300-008	345 Van Horne Street	\$5,238
06300-002	351 Van Horne Street	\$4,991
Total 2017 Revitalization Tax Exemptions:		\$217,011

Council Report

penticton.ca

Date: July 3, 2018

File No:

To: Peter Weeber, Chief Administrative Officer

From: Len Robson, Public Works Manager

Subject: Residential Automated Waste Collection Service Levels and Standards Policy

Staff Recommendation

THAT Council approve the Residential Automated Waste Collection Service Levels and Standards Policy, as contained in Attachment "A" of this Council Report.

Strategic priority objective

Good Governance

- Provide services that support quality of life, protect our health, enhance public safety, and promote economic and social well-being of our community
- Employ management principles and technology to enhance service delivery, reduce processing times and cost

Community Building

- Ensure City services are customer focused, sustainable, effective, relevant

Fiscal Sustainability

- Ensure City Services are delivered in an economical and sustainable way

Background

General

In 2016 the City of Penticton implemented a cart based solid waste collection program. The implementation of the new collection system required a change in the service levels and standards for the program. Highlights of the proposed Council Approved Policy are outlined in the background of this report.

The cart program consists of waste collection carts for garbage, recycle, and yard waste and vary in size from 120 liters to 360 liters. Each residential customer is provided the base program which consists of:

- 1 x 120 Litre Garbage Cart – Mandatory Participation

- 1 x 240 Litre Recycle Cart – Mandatory Participation
- 1 x 240 Litre Yard Waste Cart – Optional Participation

Customers have the option of selecting various alternate cart sizes to meet their needs. Up-sizing garbage and yard waste carts is subject to additional fees.

Supplied carts are considered the property of the City of Penticton and shall remain at a property when a tenant moves out or a property is sold. Stolen or damaged carts will be replaced by the City at no cost to the property owner unless it has been determined that the loss or damage is due to a will full act by the property owner or tenant.

Exemptions to the Cart Program – Mobility Challenges

Residents with mobility challenges can apply for a cart exemption which will allow them to continue using bags or small containers for placing their waste at the curb on collection day.

Collection Frequency

Garbage is collected on a weekly basis with recycle and yard waste collected on alternating weeks. Yard waste is collected from March to December supplemented with four unlimited yard waste collections per year.

Residential Property Cart Placement

Property owners are required to place their carts at the curb by 7:00 am on collection day and have the containers removed by 7:00 pm the same day. Carts are to be spaced a minimum of 1 meter from other objects and must have all material contained in the cart with the lids closed.

Contaminated Materials

Contaminated Materials are materials that are not accepted in the three waste streams collected (garbage, recycle, yard waste) or materials that are placed into the wrong cart. Contaminated waste found in the carts will be photographed and attached to a letter that will be sent to the offending property owner. The letter will act as an educational reminder for correct disposal of waste and may escalate to the point of enforcement if behavior does not change.

Complete details of the service levels and standards included in the proposed policy can be found in Appendix A – Council Policy - “Residential Automated Waste Collection Service Levels and Standards”.

Financial implication

N/A

Analysis

The service levels and standards outlined in the proposed policy have been refined since the deployment of the cart program and are considered best practices for cart based solid waste collection programs.

Alternate recommendations

That Council provides alternate direction for inclusion in the Residential Automated Waste Collection Service Levels and Standards Policy.

Attachments


Attachment "A " – Residential Automated Waste Collection Service Levels and Standards Policy

Respectfully submitted,



Len Robson, ASCT
Public Works Manager

Approvals

General Manager of Infrastructure 	Chief Administrative Officer PW
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Council Policy

penticton.ca

Approval date: Month, Day, 2018

Resolution No.:

Subject: Residential Automated Waste Collection Service Levels and Standards

Goal

To establish service levels and standards for the automated waste collection cart program.

Scope

This policy outlines the service levels and standards for residential curbside waste collection by way of City supplied carts and Automated Side Load collection equipment.

There are three separate cart collection streams each designated by their own uniquely-colored lid: garbage (black), recyclable materials (blue) and yard and garden waste (green). The service levels and standards include, but are not limited to, collection frequency, configuration of carts at a residence, and placement of carts for collection.

Policy

Definition - Residential dwelling premises for the purpose of waste collection are defined as an individual Dwelling Unit with individual main access to and from the outdoors located on the ground floor. This includes single family dwellings, single family dwellings with secondary suites, duplexes, triplexes, and four-plexes but does not include stratified buildings or other such buildings to which access to each individual unit is only available via common property.

Cart Program

All residential dwellings (existing or new) are entitled to a cart configuration equal to or lesser than the Base Program as part of the annual Solid Waste and Recycling Collection Program and associated fees.

The Base Program is defined as:

- 1 x 120 Litre Garbage Cart – Mandatory Participation
- 1 x 240 Litre Recycle Cart – Mandatory Participation
- 1 x 240 Litre Yard Waste Cart – Optional Participation

Property owners can change their cart configuration to suit their waste disposal needs. Changing the quantity and/or volume of carts may increase solid waste collection fees in accordance with the Fees and Charges Bylaw No. 2014-07 Appendix 11 as amended from time to time.

Options for upgrading or downgrading the cart sizes are:

- Garbage
 - 120 Litre cart
 - 240 Litre cart
- Recyclable Material
 - 120 Litre cart
 - 240 Litre cart
 - 360 Litre cart
- Yard and Garden Waste
 - 120 Litre cart
 - 240 Litre cart
 - 360 Litre cart

All carts are available in reasonable quantities, however; increases in volume for garbage and yard waste greater than the base program will result in increased annual fees. Decreases in volume below the base program will not reduce annual solid waste collection fees.

Changes to existing carts will be subject to an administration fee, as noted in Fees and Charges Bylaw No. 2014-07 Appendix 11 as amended from time to time. Cart deliveries and maintenance are carried out by Contractor and City of Penticton staff from time to time. New properties will be supplied the base cart program and will not be subject to administration fees.

Lost, stolen, or damaged carts will be replaced by the City with no charge to the property owner, unless it has been determined that the carts were willfully damaged by the property owner.

All carts are the property of the City of Penticton. When a resident sells the property the carts are to remain at the residence. If the base cart configuration does not exist at the property when a new owner takes possession the base cart program will be implemented at no charge to the new owner.

Exceptions to the Cart Program

Residents with mobility challenges can apply in writing to be exempt from the cart program. Once approved the resident will be permitted to use containers suitable to their mobility challenges. Base Program waste volume limitations will still apply.

Collection Frequency

Collection for garbage occurs weekly. Collection of recyclable materials occurs bi-weekly, alternating with yard waste collection. Yard waste collection occurs twenty-one times per year, typically commencing in March and ending in December.

Four times per year unlimited yard waste collection events occur, during which time residents can put out an unlimited number of paper bags or containers of yard waste. These events occur twice in the spring and twice in the fall. Additional events may be added as required at the discretion of the Public Works Manager.

The collection contractor will collect all material placed at the curb on the designated collection day. From time to time there may be exceptions due to unforeseen circumstances including extreme weather, construction road closures or mechanical failure. During these unforeseen events the collection contractor will provide the collection on the next day along with the regular designated properties for that day.

Residential Property Cart Placement

The property owner is required to comply with the following:

- At or before 7:00 am on the day of collection, Carts must be placed at the curb or lane adjacent to the assigned property. Carts must be placed so that the arrows on the lid point towards the traveled portion of the road or lane.
- Carts are to be spaced a minimum of 1 meter (3 feet) apart from other carts, as well as any obstacle such as vehicles or trees.
- Carts cannot be overfilled such that the lid does not close completely. Excess material that is not contained within a cart or which does not have a tag-a-bag sticker affixed to will not be collected.

Failure to comply with cart placement requirements may result in a notice posted on the cart or a missed collection.

A notice is in the form of an educational sticker that is placed on the garbage cart that details the infraction. When a driver places a first-time infraction sticker on a cart, the driver will still collect the material. When drivers report subsequent infractions at the same property, they will notify City of Penticton staff who will then educate the resident as to the importance and purpose of compliance. Repeated failure to adhere to placement requirements after education has been provided may result in residents not having their waste collected.

Contaminated Materials

Definition – Contaminated Materials are materials that are not accepted in the three waste streams collected (garbage, recycle, yard waste) or materials that are placed into the wrong cart.

All contaminated material that has been tipped into the waste collection truck will be identified and photographed by the collection contractor and tagged to the RFID associated to the offending cart and property. On a daily basis the contractor will forward the list of offending properties and associated photographs to the City for action. The City will merge the data into a form letter that will be mailed to the offending property to educate them with regards to the contamination and correction of the same.

Contaminated materials identified prior to tipping into the collection truck are to be noted, not collected, and the address and the contaminant details are to be forwarded to the City. City staff will educate the resident on proper disposal methods. When the contaminant is safely removed from the rest of the waste, City staff will notify the collection contractor and the remainder of the waste will be collected.

Previous revisions

N/A

Certified Correct:

Dana Schmidt, Corporate Officer

Council Report

penticton.ca

Date: July 3, 2018
To: Peter Weeber, Chief Administrative Officer
From: Angela Campbell, Controller
Subject: **Municipal Grants Policy**

File No:

Staff Recommendation

THAT Council approve the amended City of Penticton Municipal Grants Policy dated July 3, 2018.

Background

City Council approved the latest version of the City of Penticton's municipal grants policy on August 1, 2017. Following municipal grants awarded during the 2018 City budget process in November, Staff have identified further improvement that can be made to the policy. City staff have reviewed the policy and sought input from grant applicants via a survey at the end 2017 grant process, and by conducting an applicant workshop in June 2018 that included 19 participants.

Financial Implication

Proposed amendments to the policy will not change the City's overall funding for municipal grants.

Analysis

The purpose of municipal grants is to bring about positive change in the City of Penticton, raising the quality of life for all residents. While the City's program serves that purpose, a regular review of municipal grants ensure the programs meets the intended purpose, makes it easier for grant recipients and applicants to apply and report back, and ensure the program is being administered in the most effective manner.

Proposed changes to the municipal grants policy will:

- Introduce greater flexibility to extend the grant deadline as necessary
- Change the process for applications to the use of grant software currently being implemented
- Identify a process for mid-year grant requests
- Provide additional clarity for sustainable grant criteria

On occasion it will be appropriate to extend the grant deadline when budget deliberations will be held later in the annual cycle, for example during election years. This wording allows Staff to extend the deadline for applicants to align more closely with budget deliberations.

City staff are currently implementing a grant software, Foundant, which will greatly improve the process for grant applicants and streamline the process for staff. This new system eliminates the need for applications to be made by paper or via email and being compiled manually by staff. The grant software enables applicants to apply and report back through a single portal, including sending reminders in advance of due dates. The grant system enables staff to communicate to applicants through the software, receive and evaluate all applications and prepare all required reporting. The system will also act as a repository for all grant information that is received from applicants. This software will also be used in the subsequent year for Permissive Tax Exemption applications.

Previously the policy was silent on a process for mid-year grant requests, meaning requests received outside the budget intake, were coming through multiple streams and dealt with differently depending on the origination of the request. The policy now provides clarity that all mid-year requests will come in through the same method as the regular intake, with an application being submitted via the grant software. The mid-year request will then be evaluated by staff to determine that sufficient information has been collected prior to seeking approval.

During the review of the policy it was noted by both staff and applicants that the criteria around sustainable grants was too restrictive, requiring organizations to meet all of a set of criteria. Staff is recommending that applications must meet some or all of the criteria instead of all. This will provide the flexibility to award sustainable grants to a wider variety of applicants providing programs/events/projects in the City.

Alternate Recommendation:

THAT Council direct staff to continue with the municipal grants policy dated August 1, 2017.

Attachments

Attachment A: Municipal Grants Policy

Respectfully submitted,

Angela Campbell, Controller

Approvals

Chief Financial Officer <i>JWB</i>	Chief Administrative Officer PW
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Council Policy

penticton.ca

Approval date: July 3, 2018

Resolution No. 1610

Subject: Municipal Grants

Purpose

The purpose of municipal grants is to raise the quality of life for City of Penticton residents by meeting the needs of community organizations and the objectives of City Council in meaningful, measurable ways.

Policy Statement

The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of City of Penticton municipal grants, respecting the City's limited financial resources available for this purpose.

How to Apply

Eligible community groups must complete an application form and submit with all required documentation by the deadline of August 31. **Incomplete or late applications are not considered by the City.** The City reserves the right to change or extend the application deadline as required. Applications and documentation can be submitted electronically using the City's grant software. If required, hard copy documents can be emailed to grants@penticton.ca or dropped off at:

City of Penticton
Attn: City Controller
171 Main Street
Penticton, BC V2A 5A9

The City notifies the public as to the availability of municipal grants in local media and on its website at least three weeks prior to the application deadline. Questions about the application process can be directed to the City of Penticton Controller at (250) 490-2413.

Organizations applying for grants are encouraged to update a Knowledge Centre profile for the Community Foundation of the South Okanagan Similkameen (<https://www.cfsociety.net/grants/apply-for-a-grant/>) and understand services available through the South Okanagan Similkameen Volunteer Centre.

Mid-year grant requests must be initiated by submitting an application online using the City's grant software. The Controller will determine the necessary approval process based on the nature of the request, i.e. Minor in-kind requests be approved by the City Manager consistent with City Manager Grant Approval Policy versus approved by City Council

Eligibility Criteria

To be eligible for municipal grants from the City of Penticton, organizations must clearly demonstrate meeting the following criteria:

- Not-for-Profit Status (in good standing)
- Community Based
- Accessible to All Residents
- Additional Funding Sources Sought
- No Duplication of Existing Events/Programs/Projects (without proof of excess demand)
- Financial need

Categories

It is recognized that community organizations contribute significant value to the City. Given the wide variety of organizations and their missions, it is inappropriate to assess value using a “one-size-fits-all” approach. The City asks organizations applying for municipal grants to self-identify in one of the following categories:

- Arts, Culture & Heritage
- Health, Safety & Social Services
- Parks, Recreation & Sport

The City determines in its evaluation whether organizations are eligible for seed or sustainable funding. Seed funding is awarded on a declining basis, with organizations receiving half the amount in the final year of a two-year grant or two thirds in the second year and one third in the final year of a three-year grant. Sustainable funding is awarded over a maximum five years and is, at the City’s discretion. Consideration for sustainable grants will be given to organizations that meet some or all of the following criteria:

- Enhance Community Services
- Lease, License to Use, Maintain or Rent City Property
- Stage a Core Event in Penticton with:
 - Alignment to City’s Vision
 - Proud History in Community (5+ Years)
 - Significant Annual Attendance (1,000+)

To be considered for sustainable grants, organizations must show the same purpose, compliance and performance through a grant history with the City of at least three consecutive years. Organizations deemed eligible for sustainable grants will complete a short application on an annual basis, and must report to the City on an annual basis to further demonstrate compliance and performance.

Evaluation Criteria

Organizations requesting assistance will be evaluated by the following outcomes:

Community Value:

- Number of Participants/Residents and Volunteers
- Number of Partners (letters of support, list of donations)
- Number of Sponsors (total budget/total grant request)

City Value:

- Alignment with City Priorities
- Past Performance
 - City Recognition
 - Report Submission
- Assistance (Lease/License, Maintenance, Rent, Tax) from City and/or to Partners (Donation

Category Value (Based on Organization-Identified Outcomes):

- Arts, Culture & Heritage
- Health, Safety & Social Services
- Parks, Recreation & Sport

Organizations planning events in large part to attract visitors are also evaluated using the Eventful Penticton matrix, attached.

The City may use additional criteria or other considerations during the evaluation process. The City reserves the right to award or decline municipal grants at its discretion.

Additional Assistance

Organizations must disclose in their application other forms of financial assistance they receive from the City, whether that assistance is in the form of cash, value in-kind, leases or licenses to use, maintenance, rent, tax exemptions or other forms. Organizations offering donations or other forms of financial assistance to partner organizations as a result of City-assisted events, programs or projects must provide a list of past or potential recipients as part of their application.

The City may adjust an award based on additional assistance when it allocates municipal grants.

How to Report

The City requires all organizations receiving municipal grants to complete a reporting out form and submit with required documentation within six weeks of their event, program or project completion. All reporting out forms must be received by the annual deadline of October 31. If an event, program or project is not complete in time to meet the deadline, the organization must submit before the deadline a request for an extension to the attention of the City Controller. Reporting out forms are available through the City's grant software.

In order to be eligible for municipal grants in subsequent years or to receive funding from previously approved grants, all organizations are required to submit the reporting out form. Additional documentation can be submitted electronically to grants@penticton.ca or dropped off at:

City of Penticton
Attn: City Controller
171 Main Street
Penticton, BC V2A 5A9

The City will notify the public as to the reporting out process in local media and on its website at least three weeks prior to the deadline. Questions about the reporting out process can be directed to the City of Penticton Controller at (250) 490-2413.

Policy Conditions

As part of the application process, applicants will be required to agree with signatures to the following conditions:

- 1) Certification that, to the best of the applicant's knowledge, the information provided in this application is accurate and complete and endorsed by the organization he or she represents. If the organization receives a municipal grant it acknowledges and agrees to the conditions set out in the policy and to any other conditions approved by Council.
- 2) Applications for municipal grants must be submitted on the fully completed standard grant application forms using the City's grant software. At the discretion of the City, partially completed applications may be delayed or declined. This includes but is not limited to formal financial statements. In all cases where the application form is not fully completed, the applicant can provide an explanation for the incomplete application and the Chief Financial Officer will adjudicate whether the application will be accepted.
- 3) Public notification for municipal grants commences in local media three weeks prior to the application deadline. The application deadline for municipal grants is August 31, or 4 pm on the last business day before August 31, of each calendar year and applications must be received by the deadline. The City reserves the right to change or extend the application deadline as required. Applications received after the deadline will not be considered.
- 4) Under paragraph 25(1) of the *Community Charter* assistance may not be granted by the City to an industrial, commercial or business undertaking except under a partnering agreement. As such it is acknowledged the organization does not fall within any of these non-qualifying categories.
- 5) The receipt of leases, licences to use, maintenance, permissive tax exemptions or rent may impact the amount an organization is eligible for in community grants. It is hereby understood that the organization has disclosed any lease, license to use, maintenance, permissive tax exemption or rent it or an affiliated organization has or is receiving from the City. Failure to disclose may result in disqualification of the applicant.
 - a. Provided they have disclosed all assistance from the City, organizations in good standing may annually apply for a municipal grant to cover or offset a lease rate, license fee, maintenance costs or operating/rent costs.
- 6) In the event that grant funds are not used for the project/program indicated in the application the organization hereby acknowledges that:
 - i) If all or part of the funds remains unspent, the funds must be returned to the City to the attention of the Controller.
 - ii) Subject to the next paragraph, if funds have been expended inappropriately or for a purpose other than the event/program/project indicated in the application, Council may at its discretion disqualify the organization from all subsequent lease, license to use, rent, tax exemption, cash or in-kind assistance from the City.
- 7) In the event the organization makes changes to the event/program/project indicated on the application for which the grant has been provided, written notification must be forwarded prior to the change to the City of Penticton to the attention of the Controller.

- 8) Depending on the nature of the event/program/project, seed funding will have a maximum duration of three years with application and reporting out forms required throughout. Seed funding is awarded on a declining basis, meaning applicants awarded a two-year grant will receive half of the first year amount in the second year provided they submit a completed short-form application and reporting out form. Applicants awarded a three-year grant will receive two thirds of the first year amount in the second year and one third in the third year, provided they submit a completed short-form application and reporting out form. **No seed funding will be available for any event/program/project in a fourth or subsequent year, unless an application is brought back demonstrating continued value.** Organizations may submit an application for municipal grants subsequent to any prior three-year period provided:
- a. it is for an event/program/project that is distinctly different from all prior events/programs/projects for which support was obtained from the City
 - b. the new event/program/project period does not overlap with any preceding event/program/project for which support is obtained from the City
 - c. all reporting out forms from prior events/programs/projects have been submitted
- Provisions in this Section are subject to provisions in Section 17.
- 9) The organization must make, and continue to make, attempts to secure funding from other sources as indicated in the application.
- 10) The organization will keep financial records which meet generally accepted standards of good business practice. For the purpose of this policy, the determination of those standards will be wholly at the discretion of the City of Penticton or its auditors. The organization's financial records must be made available to the City or its auditors as may be requested from time to time. If, upon examination of the financial records, they are deemed inadequate the City may at its discretion:
- i) Direct remedial action with respect to the financial record keeping;
 - ii) Deem the grant to be void and demand the funds be returned immediately to the City of Penticton to the attention of the Controller.
- 11) i) Grant recipients must acknowledge funding support from the City of Penticton in all communications materials, media coverage, and verbal promotion pertaining to the event/program/project being supported by the grant. Evidence of acknowledgement must be included in the reporting out form.
- ii) Grant recipients agree that all related communications materials, including signs, websites, posters, etc. will contain a visible and current City of Penticton logo. Current logo files are available through Corporate Administration and must be used in accordance with the City's Visual Identity Standards manual. The City of Penticton logo should only be used in reference to the event/program/project supported by grant funding.
- iii) If grant funding is supporting an event, the recipient agrees to obtain a loan of the City banner for prominent display during the event and to recognize support from the City of Penticton through verbal acknowledgement during the event.
- iv) Grant recipients are encouraged to tag the City of Penticton in social media posts (Facebook, Instagram, Twitter) in recognition of grant support.

v) If grant funding is supporting an event/program/project that involves tiered sponsorship, organizations should contact the City Corporate Services Manager to outline deliverables within their sponsorship recognition framework.

vi) For all promotion, communications and acknowledgement of the City, the primary contact with the City is the Corporate Services Manager.

- 12) Notwithstanding the previous section, the event/program/project may not be represented as an event/program/project within the City of Penticton, nor may the organization hold itself out as an agent of the City of Penticton in any way.
- 13) The City of Penticton reserves the right to use any information related to the organization and the grant assistance to the organization in its promotions and advertising. The use of any such information will be at the discretion of the City and may be done so upon notification to the organization by the City.
- 14) The organization will complete and submit a reporting out form no later than October 31, or 4 p.m. on the last business day before October 31, of the year in which grant assistance was provided. Organizations shall include a copy of externally prepared financial statements along with their reporting out form. If the event/program/project is not complete within six weeks of the deadline, the organization may before the deadline request an extension to the City of Penticton to the attention of the Controller.
- 15) Based on the results reported in the form, the City may at its discretion discontinue funding and any other assistance to the organization for any time period.
- 16) Advances of grant funds must be requested in writing or email communications to the City of Penticton to the attention of the Controller. **For greater certainty, cash grants will not be forwarded in the absence of a request by the organization that the funds be advanced or a reporting out form from prior years.** The City at its discretion may determine that funding will be forwarded by a series of two or more instalments.
- 17) With respect to value in-kind grants, where the value of facilities used by the organization exceeds the amount approved as the in-kind portion of the grant assistance, the organization hereby acknowledges that the City will invoice the organization for the difference and the organization is liable to pay the amount invoiced.
- 18) Council may at any time and at its discretion consider grants to specific organizations to be sustainable in nature where the requirement for annual application is waived except as follows:
 - i) Council at its discretion requires annual application despite any expectation or agreement that the grant may be sustainable in nature;
 - ii) Council re-instates the requirement for annual application despite any previous history with the organization or expectation or agreement by any parties that a grant may be sustainable in nature;
 - iii) The recipient organization changes the amount it is requesting for cash or value in-kind. For the purpose of this policy condition, a change will be measured as the difference between the amounts being applied for and the amount applied for in either the most recent of the base grant year or the first year a grant was first applied for.

- 19) All grants other than those considered to be of a sustainable nature shall be considered to be seed grants, subject to all requirements specified in this policy and are also subject to the following additional guidelines:
 - i) No consideration shall be given to requests submitted by a non-Penticton community organization unless its membership includes Penticton residents;
 - ii) No consideration shall be given to requests to waive or reduce a development cost charge.
 - iii) Requests for grants for subsequent years property taxes will be referred to the Permissive Tax Exemption process

- 20) All documentation submitted to the City as part of the municipal grants process becomes the property of the City and will not be returned to the applicants and will be retained by the City at its discretion. The City acknowledges that information submitted may be proprietary to the applicants and is confidential. All submitted information shall be treated as confidential and retained securely as provided by in the Community Charter.

- 21) The City may at any time enter into an agreement with a qualified community foundation for the purpose of managing municipal grants on its behalf. Pursuant to any such agreement, this may be done for all or part of the funds the City has budgeted for grants as part of its annual budget for any particular year.

- 22) Where the value in-kind portion of a municipal grant includes facility or amenity, the City reserves the right at any time to substitute an appropriate alternative facility, amenity or dates at its sole discretion.

Signatures

The application and reporting out forms include a signature area for two authorized representatives of the organization acknowledging that the applicants have fully read and understand the policy conditions and agree to be bound by them and that the information included in the application or report is true and correct to the best of their knowledge and that all completed applications, reporting out forms, and correspondence must be forwarded in accordance with timelines specified in the policy to the attention of the Controller at Penticton City Hall.

Revisions

Revision Date	Author
May 31, 2004	KUHN
April 21, 2014	CFISHER
September 28, 2015	CFISHER
August 15, 2016	CFISHER
August 1, 2017	ACAMPBELL
July 3, 2018	ACAMPBELL

Attachments:

Attachment A: Example Eventful Penticton Evaluation Matrix

Certified Correct:

Dana Schmidt, City Clerk

Attachment A: Example Eventful Penticton Evaluation Matrix

Eligibility Criteria	Evaluation Criteria
Not-for-Profit Status	Y/N
Community Based	Y/N
Accessible to All Residents	Y/N
Additional Funding Sought	Y/N
No Duplication	Y/N
	Branding/Fit (2)
	Timing (6)
	Venue (2)
	Duration (8)
	Visitation (7)
	Profile (3)
	Sustainability (6)
	Target Markets (10)
	Guiding Principles (6)
	Risk Level (0)
	TOTAL SCORE (/50 maximum)

Council Report

penticton.ca

Date: July 3, 2018
To: Peter Weeber, Chief Administrative Officer
From: Angela Campbell, Controller
Subject: **Penticton Tennis Club Grant Request**

File No:

Staff Recommendation

That Council approve the value in-kind grant request of \$4,200 to the Penticton Tennis Club.

Background

The City has received a grant application from the Penticton Tennis Club for assistance with funding the resurfacing of the four tennis courts at the club that was done during 2018. The value in-kind request would be applied to the Licence to Use fees charged in 2018 as this project has depleted the Clubs budget for 2018 with minimal revenues to be collected during the remainder of the year. The courts required resurfacing in order to allow for safe tennis play in a league environment.

Financial Implication

During the budget process an amount is allocated to 'other' grants to fund requests that are made during the year. The current remaining budget available to allocate is \$6,118.

Analysis

The Penticton Tennis Club membership is open to everyone in the City with no other organization offering the same organized play. The Club is requesting funding for 1 year to assist with the cost of resurfacing the courts located at 675 Marina Way. The Club paid for the original courts in 1976 and outside of permissive tax exemptions have not requested other assistance from the City.

Alternate Recommendations

That Council denies the value in-kind grant request for \$4,200 to the Penticton Tennis Club.

Attachments

Attachment A – Grant Application

Attachment B – Grant Scorecard

Respectfully submitted,



Angela Campbell
Controller

Chief Financial Officer <i>LWB</i>	Chief Administrative Officer PW
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Council Policy

penticton.ca

Application Form – Municipal Grants

Grant Year: 2018 Application Deadline Date: _____

Name of Organization: Penticton Tennis Club

Organization Website: www.pentictontennisclub.com

Eligibility Criteria Checklist

1. Not-for-Profit Status:

CRA/Society Act Number: _____

2. Community Based:

Mailing Address of Organization: Box 23079, Penticton Plaza

City: Penticton, BC Postal Code: V2A 5E0

3. Accessible to Penticton Residents:

How many active members in your organization: 198

4. Additional Funding Sources Sought:

Please list confirmed/contacted granting agencies: _____

No other agencies were contacted.

Please list confirmed/contacted corporate sponsors: _____

None

5. No Duplication (without excess demand):

6. If there are events/programs/projects of a similar nature in the Penticton area, please list them and provide data/evidence of excess market demand: _____

There is no other league play in Penticton other than at the Penticton Tennis Club.

Organization Information

7. Briefly describe the organization's mission or purpose: _____
To promote the game of tennis in Penticton by providing members of the community with an opportunity to play in an organized league in a fair and enjoyable manner; and to provide similar and related services as directed by the membership.

8. (E) If the organization has received assistance from the City of Penticton in cash (C), value in-kind (VIK), lease/licence to use (L), maintenance (M), rent (R), tax exemption (T) or other (O) please

specify:

Year: 2018 Type(s): T Amount: 2,924 Purpose: Permissive Tax Grant

Year: 2018 Type(s): L Amount: _____ Purpose: Use of Tennis Courts

Year: _____ Type(s): _____ Amount: _____ Purpose: _____

9. (E) If the organization provides financial assistance to other organizations/societies please list below:

We currently provide two bursaries to the Penticton Secondary Schools Bursary and Scholarship Foundation.

Grant Request and Outcomes

10. Briefly describe the event/program/project for which the organization is applying, including its location/venue and timing: _____

The PTC is requesting on-time relief from the Licence to Use payment (Year one of a five year agreement. The Club recently spent \$40,688.91 on resurfacing of the four tennis courts. This has depleted our current account with minimal expected revenue for the remainder of the year. The expected registration fees for 2019 (based on this year's membership number will allow us operate without further need for grant funding.

11. (E) If the organization is supplying a service which enhances the City's Community Services please describe below: _____

The recent court resurfacing allows for safe tennis play in a league environment. Membership is open to everyone and fees are among the lowest in clubs in the Central and South Okanagan. Currently the City does not run this type of organized play.

12. (E) Does the organization occupy a City property through a lease, license to use or rental agreement? If yes please list the address of the property:

675 Marina Way, Penticton

13. (E) If the organization is holding a core event please complete the following:

How does the event/program/project align with the City's vision?

The Club promotes physical activity and group play for children, teens and adults.

Has the event/program/project been in the community more than 5 years? (Y/N) Yes _____

If yes, how many? 32 _____

14. What is the event/program/projects annual attendance? Approximately 200 people

15. (E) What is the length (in years) that the organization is applying to receive grant funding? 1
(maximum of 5 for sustainable grants, maximum of 3 for seed grants)

16. (E) If your organization is applying for a municipal grant in order to host an event or series of events:

- Will the event(s) attract overnight visitors? (Y/N) _____ (E) If yes, how many? _____
- Will the event(s) budget for external marketing? (Y/N) _____ If yes, how much? \$ _____

(NOTE: Yes answers result in use of attached Eventful Pentiction matrix to evaluate the application)

Category:

17. Select one category that best captures the event/program/project:

Arts, Culture & Heritage:

Health, Safety & Social Services:

Parks, Recreation & Sport:

Community Value:

18. (E) Which other businesses or organizations are involved in this event/program/project? Please list partners and briefly describe their roles: _____
None

19. (E) How many residents will directly benefit from this event/program/project? 200

20. (E) How many volunteers will be needed and how will they be recruited, trained and recognized? Other than our volunteer Board of Directors (ten members) there are no volunteers to be recruited, trained or recognized.

City Value:

21. (E) How will the event/program/project strengthen the City of Pentiction's Council Priorities?
Sustainable: _____

Livable: Healthy people want to live an active lifestyle and enjoy the outdoors in one of the most liveable cities in B.C.

Smart: _____

Connected & Strong: Members of the Club are supportive of all sporting activities that foster a sense of community i.e. Memorial Arena multi-use project.

22. (E) Indicate outcomes of the event/program/project of the organization: _____
Grant will allow the Club to cover this year's expenses after the majority of the funds in our account were used for extensive court renovations.

23. (E) How will the organization measure the outcomes listed above: _____
 Based on the current and projected memberships, the account will be replenished at the opening of the 2019 seasons which means that no further grants would be required. _____

Financial Information

24. (E) Total budgeted expenses for event/program/project: \$ 4200.00
 Less (enter as negative):
 Amount contributed by the organization: \$ 0
 Amount contributed by other partners: \$ 0
 Amount contributed by granting agencies, sponsors: \$ 0
 Municipal grant requested: Cash \$ _____ VIK\$ _____ \$ 4200.00
 Budgeted surplus/deficit: \$ 0.00

If the organization is applying for the first time, please provide the organization's most current financial statements, attached to the application.
(NOTE: This is a requirement. Audited or reviewed financial statements are preferred, if available)

All applicants please provide:

- Balance sheet or statement of financial position for immediately prior year
- Income statement or statement of financial activities for the immediately prior year
- Budgeted income statement or statement of financial activities for the grant year

Contact Information

Contact Person: Joyce Ericson Position/Title: President
 Cell/Telephone: (250) Email: _____

Signatures

By signing below the representatives of the organization thereby acknowledge that they have fully read and understand the policy conditions and agree to be bound by them and that the information included in this application is true and correct to the best of their knowledge.

_____ Signature	<u>Joyce Ericson, President</u> Name and position	_____ Date
<u>(250)</u> Telephone	_____ Email	
_____ Signature	<u>Deanna Jones, Treasure</u> Name and position	_____ Date
_____ Telephone	_____ Email	

All completed applications, reporting out forms, and correspondence should be forwarded in accordance with timelines specified herein to the attention of the Controller at Penticton City Hall.

Municipal Grant Application Review

Organization: Penticton Tennis Club

Purpose: To promote the game of tennis in Penticton by providing members of the community with an opportunity to play in an organized league in a fair and enjoyable manner.

Type:
Seed 1 year 2 year 3 year

Eligibility:

Application Complete	<input checked="" type="checkbox"/>
Not for Profit	<input checked="" type="checkbox"/>
Community Based	<input checked="" type="checkbox"/>
Accessible to all Residents	<input checked="" type="checkbox"/>
Not duplicated event	<input checked="" type="checkbox"/>

Sustainable

Enhance Community Services

Utilizing City Property

Core Penticton Event

Length of application (in years) _____

Evaluation Criteria:

Community Value

Number of participants/residents/volunteers 200

Number of partners n/a Partners: None identified

Number of sponsors n/a Sponsors: None identified

City Value

Strategic Pillars

		Comment
Sustainable	<input type="checkbox"/>	_____
Livable	<input checked="" type="checkbox"/>	<u>Supports a healthy and active lifestyle</u>
Smart	<input type="checkbox"/>	_____
Connected & Strong	<input type="checkbox"/>	_____
<i>City Assistance</i>	<input checked="" type="checkbox"/>	Type provided: <u>Permissive Tax Exemption</u>

Category

		Comment
Arts, Culture & Heritage	<input type="checkbox"/>	_____
Health, Safety & Social Services	<input type="checkbox"/>	_____
Parks, Recreation & Sport	<input checked="" type="checkbox"/>	<u>Promotes the game of Tennis</u>

Eventful Penticton Score: _____

Financial:	2018		2017		2016	
	Budget	Actuals	Budget	Actuals	Budget	Actuals
Grant Request:	4,200.00		-	-	-	-
In Kind	4,200.00		-	-	-	-
Cash	-		-	-	-	-
Total	4,200.00		-	-	-	-

	2018	Other Assistance:	2017	Amount	Year
Event Budget	49,688.91	Tax Exemption	Yes	3,022.00	2017
Other Revenues	45,488.91			2,924.00	2018
Contributions from other partners	-			-	
Contributions from sponsors	-			-	
Surplus/(Deficit)	-	Non-market rent	No	-	

Council Report



Date: July 3, 2018
To: Peter Weeber, Chief Administrative Officer
From: Angela Campbell, Controller
Subject: **Penticton Amateur Radio Club Grant Request**

File No:

Staff Recommendation

That Council approve the cash grant request of \$665.53 to the Penticton Amateur Radio Club.

Background

The City has received a grant application from the Penticton Amateur Radio Club for assistance with replacing a battery for the repeater station on Apex Mountain that was damaged by lightning. This radio repeater station receives signals and relays them to other stations or operators and provides coverage from Princeton to Rock Creek to Salmon Arm and Osoyoos. This organization provides communications support during events such as the Triathlons as well as for search and rescue and during disasters and emergencies.

Financial Implication

During the budget process an amount is allocated to 'other' grants to fund requests that are made during the year. The current remaining budget available to allocate is \$6,118.

Analysis

The Penticton Amateur Radio Club provides a free service run by volunteers to provide reliable communication services during major events or emergencies. As their organization is run by volunteers they have limited funding abilities to replace the damaged batteries.

Alternate Recommendations

That Council denies the cash grant request for \$665.53 to the Penticton Amateur Radio Club.

Attachments

- Attachment A – Grant Application
- Attachment B – Grant Scorecard

Respectfully submitted,



Angela Campbell
 Controller

Chief Financial Officer <i>JW^oB</i>	Chief Administrative Officer PW
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Application Form – Municipal Grants

Grant Year: _____ Application Deadline Date: _____

Name of Organization: _____

Organization Website: _____

Eligibility Criteria Checklist

1. Not-for-Profit Status:

CRA/Society Act Number: _____

2. Community Based:

Mailing Address of Organization: _____

City: _____ Postal Code: _____

3. Accessible to Penticton Residents:

How many active members in your organization: _____

4. Additional Funding Sources Sought:

Please list confirmed/contacted granting agencies: _____

Please list confirmed/contacted corporate sponsors: _____

5. No Duplication (without excess demand):

6. If there are events/programs/projects of a similar nature in the Penticton area, please list them and provide data/evidence of excess market demand: _____

Organization Information

7. Briefly describe the organization’s mission or purpose: _____

8. (E) If the organization has received assistance from the City of Penticton in cash (C), value in-kind (VIK), lease/licence to use (L), maintenance (M), rent (R), tax exemption (T) or other (O) please specify:

Year: _____ Type(s): _____ Amount: _____ Purpose: _____

Year: _____ Type(s): _____ Amount: _____ Purpose: _____

Year: _____ Type(s): _____ Amount: _____ Purpose: _____

9. (E) If the organization provides financial assistance to other organizations/societies please list below:

Grant Request and Outcomes

10. Briefly describe the event/program/project for which the organization is applying, including its location/venue and timing: _____

11. (E) If the organization is supplying a service which enhances the City’s Community Services please describe below: _____

12. (E) Does the organization occupy a City property through a lease, license to use or rental agreement? If yes please list the address of the property:

13. (E) If the organization is holding a core event please complete the following:

How does the event/program/project align with the City’s vision?

Has the event/program/project been in the community more than 5 years? (Y/N)_____

If yes, how many? _____

- 14. What is the event/program/projects annual attendance? _____
- 15. (E) What is the length (in years) that the organization is applying to receive grant funding? _____
(maximum of 5 for sustainable grants, maximum of 3 for seed grants)
- 16. (E) If your organization is applying for a municipal grant in order to host an event or series of events:
 - Will the event(s) attract overnight visitors? (Y/N)_____ (E) If yes, how many? _____
 - Will the event(s) budget for external marketing? (Y/N)_____ If yes, how much? \$_____
 (NOTE: Yes answers result in use of attached Eventful Penticton matrix to evaluate the application)

Category:

17. Select one category that best captures the event/program/project:

Arts, Culture & Heritage:

Health, Safety & Social Services:

Parks, Recreation & Sport:

Community Value:

18. (E) Which other businesses or organizations are involved in this event/program/project? Please list partners and briefly describe their roles: _____

19. (E) How many residents will directly benefit from this event/program/project? _____

20. (E) How many volunteers will be needed and how will they be recruited, trained and recognized?

City Value:

21. (E) How will the event/program/project strengthen the City of Penticton’s Council Priorities?

Sustainable: _____

Livable: _____

Smart: _____

Connected & Strong: _____

22. (E) Indicate outcomes of the event/program/project of the organization: _____

23. (E) How will the organization measure the outcomes listed above: _____

Financial Information

24. (E) Total budgeted expenses for event/program/project: \$ _____
 Less (enter as negative):
 Amount contributed by the organization: \$ _____
 Amount contributed by other partners: \$ _____
 Amount contributed by granting agencies, sponsors: \$ _____
 Municipal grant requested: Cash \$ _____ VIK\$ _____ \$ _____
 Budgeted surplus/deficit: \$ _____

If the organization is applying for the first time, please provide the organization’s most current financial statements, attached to the application.

(NOTE: This is a requirement. Audited or reviewed financial statements are preferred, if available)

All applicants please provide:

- Balance sheet or statement of financial position for immediately prior year
- Income statement or statement of financial activities for the immediately prior year
- Budgeted income statement or statement of financial activities for the grant year

Contact Information

Contact Person: _____ Position/Title: _____

Cell/Telephone: _____ Email: _____

Signatures

By signing below the representatives of the organization thereby acknowledge that they have fully read and understand the policy conditions and agree to be bound by them and that the information included in this application is true and correct to the best of their knowledge.

_____ Signature	_____ Name and position	_____ Date
_____ Telephone	_____ Email	
_____ Signature	_____ Name and position	_____ Date
_____ Telephone	_____ Email	

All completed applications, reporting out forms, and correspondence should be forwarded in accordance with timelines specified herein to the attention of the Controller at Penticton City Hall.

Municipal Grant Application Review

Organization: Penticton Amateur Radio Club

Purpose: To provide emergency communications as needed to the community and suport communications for search and rescue

Type:
Seed 1 year 2 year 3 year

Eligibility:

Application Complete	<input checked="" type="checkbox"/>
Not for Profit	<input checked="" type="checkbox"/>
Community Based	<input checked="" type="checkbox"/>
Accessible to all Residents	<input checked="" type="checkbox"/>
Not duplicated event	<input checked="" type="checkbox"/>

Sustainable

Enhance Community Services	<input type="checkbox"/>
Utilizing City Property	<input type="checkbox"/>
Core Penticton Event	<input type="checkbox"/>
Length of application (in years)	<input type="checkbox"/>

Evaluation Criteria:
Community Value
 Number of participants/residents/volunteers On a regular basis 100+, during a major event could be the entire City

Number of partners n/a Partners: None identified

Number of sponsors n/a Sponsors: None identified

City Value
Strategic Pillars

Sustainable	<input type="checkbox"/>	Comment
Livable	<input checked="" type="checkbox"/>	<u>Supports a safe and healthy community</u>
Smart	<input type="checkbox"/>	
Connected & Strong	<input type="checkbox"/>	
City Assistance	<input type="checkbox"/>	Type provided: _____

Category

Arts, Culture & Heritage	<input type="checkbox"/>	Comment
Health, Safety & Social Services	<input checked="" type="checkbox"/>	<u>Emergency service</u>
Parks, Recreation & Sport	<input type="checkbox"/>	

Eventful Penticton Score: _____

Financial:	2018		2017		2016	
	Budget	Actuals	Budget	Actuals	Budget	Actuals
Grant Request:						
In Kind			-	-	-	-
Cash	666.00		-	-	-	-
Total	666.00		-	-	-	-

	2018	Other Assistance:	2017	Amount	Year
Event Budget	1,332.00				
Other Revenues	666.00	Tax Exemption	No	-	2017
Contributions from other partners	-			-	2018
Contributions from sponsors	-			-	
Surplus/(Deficit)	-	Non-market rent	No	-	

Council Report

penticton.ca

Date: July 3, 2018
To: Peter Weeber, Chief Administrative Officer
From: Jim Bauer, Chief Financial Officer
Subject: **Financial Management Policy**

File No:

Staff Recommendation

THAT Council adopt the Financial Management Policy effective July 3, 2018.

Strategic Priority Objective

Fiscal Sustainability: Implement a fiscal strategy that balances the current needs of community while undertaking asset management to ensure sustainability of municipal infrastructure.

Background

In 2016 the City commenced the development of an asset management program. The program first focused on better understanding and assessing the state and condition of the City's assets. One of the additional priorities of the program has been to develop financial policy relating to Asset Management.

Funding was sought and approved through UBCM to establish an Asset Management Policy. During the scoping of this project it was determined the asset management policy should be broadened to cover a wider range of financial management practices which resulted in the development of a Financial Management Policy. The intent of the policy is to guide how financial decisions are made today and into the future.

Analysis

This policy establishes broad principles to act as a foundation for financial management. Principles include:

- Alignment
- Flexibility
- Vitality
- Value
- Transparency

The policy also contains guidance in 8 policy areas to guide financial planning and decision making:

- Property Taxes

- Utility Fees
- Reserve and Surplus Funds
- Debt
- Grants
- Development Financing
- Asset Renewal and Replacement
- New Capital Investment

These policy statements will provide guidance and direction in forming more detailed policies in some areas, and influence the annual financial plan in ways, such as setting rates for taxes and utilities, prioritizing spending, and determining borrowing levels.

Alternate recommendations

Council provides direction on changes to the Policy or does not adopt the Financial Management Policy.

Respectfully submitted,



Jim Bauer
Chief Financial Officer

Approvals

GMI	DDS	CAO
		PW



Council Policy

penticton.ca

Approval date: Month/Day/Year

Res #:

Section: Financial Services

Subject: Financial Management Policy

Goal

A key challenge facing the City of Penticton and many other communities in Canada is being able to *deliver affordable and sustainable services* to the community in a manner that takes into account the impact on the current population as well as the financial effects on future generations.

Sustainable service delivery is achieved by ensuring that decisions made by staff and Council, both today and tomorrow, are guided by a cohesive set of principles and policies that support financial sustainability, as well as Council priorities.

This policy document provides the City with a blueprint for making good financial decisions through changing conditions, and aims to provide clarity to staff, Council and the community with respect to how financial decisions are made today and into the future.

Financial management policy statements have been developed for eight (8) key areas. They are intended to work together cohesively to guide financial planning and decision-making. The policy areas are:

1. Property Taxes
2. Utility Fees
3. Reserve and Surplus Funds
4. Debt
5. Grants
6. Development Financing
7. Asset Renewal
8. New Capital Investment

Financial Management Principles

The financial management policy statements contained within this document are consistent with the principles presented below. These principles serve as a basis against which the financial policies can be tested, reviewed and updated as needed in the future.

ALIGNMENT Council's priorities are aligned with, and supported by, sustainable long term financial planning

Ensuring the City's vision and potential can be successfully realized in a sustainable manner will require foresight and diligent financial planning. New investments will need to be carefully prioritized and balanced with the on-going reinvestment requirements of existing infrastructure.

FLEXIBILITY Financial decisions shall ensure future flexibility to adapt to opportunities and changing circumstances

In an ever-changing world, opportunities and challenges inevitably will present themselves. The City needs the flexibility to take advantage of arising opportunities and to respond to imminent challenges. Resources will need to be accessible for the unforeseen and policy frameworks will need to allow for flexibility and swift action when required.

VITALITY The City shall proactively support economic vitality through the implementation of business friendly policy and the on-going development of strategic partnerships with First Nations, industry and the community

The City of Penticton is blessed with a world class setting and the community facilities that make it an attractive location for tourism and business investment. By leveraging and further developing the City's strengths and regional partnerships the community can ensure it remains vital and economically sustainable over the long term.

VALUE The City shall provide economical and effective services and ensure that public resources are put to the best possible use

The citizens of Penticton expect consistent and quality services from their local government. They also expect that decisions regarding the variety and level of services they receive and pay for make efficient use of their tax dollars and user fees. This requires a careful balance between the level of service and the cost of the service to ensure the needs of the City are met.

TRANSPARENT Financial strategies, plans and processes are accessible and visible

The citizens of Penticton, like in any community, need to understand what their local government is doing. Having information easily available and presented in a form that is easy to understand encourages discussion and engagement, and holds decision-makers accountable. Being transparent ultimately builds trust in the government and benefits the community overall.

Policy

1. PROPERTY TAXES

1. The setting of Property Tax rates will be informed by the full cost of delivering City services, including asset replacements, and by the long-term investment priorities of the community
2. The City is committed to funding asset management and will contribute an additional \$300,000 from Property Taxes annually to the Asset Sustainability Reserve

3. Property tax increases will be kept as consistent and stable as possible over time so as to allow effective long term financial planning and to avoid the need for large one-time tax adjustments
4. Opportunities to generate revenues from non-taxpayer sources will be proactively explored and leveraged

2. UTILITY FEES

1. The setting of Utility fees will be informed by the full cost of delivering the service, including asset replacements, and by the long-term investment priorities of the community
2. Utility fee increases will be kept as consistent and stable as possible over time so as to allow effective long term financial planning and avoid the need for one-time large rate adjustments
3. Everyone pays a fair amount for the services they benefit from

3. RESERVES AND SURPLUS FUNDS

1. Uncommitted annual surplus will be directed towards: accumulated surplus; asset replacement; and emergency reserves, in accordance with the *City's Year End Surplus Policy* and will not be used to offset property tax increases
2. Annual contributions to reserves will be budgeted for and the amounts will be informed by the long term financial plan and the annual replacement amortization expense for each asset category
3. Target reserve balances will be specified in the *City's Reserve Policy*

4. DEBT

1. The use of debt will be focused on major projects that maintain or increase service levels or are priorities for the community
2. Where practical, acquiring new debt will be timed with the retirement of existing debt
3. The funding to service new debt will, whenever possible, be derived from non-taxpayer revenue sources
4. Maintain no more than a maximum of 40% of our liability servicing limit for debt servicing capacity in order to allow for funding of emergent opportunities and/or emergency situations
5. The use of debt will be considered to leverage available grant funding for priority projects

5. GRANTS

1. Focus the pursuit of conditional grants on strategic priority projects and programs
2. If advantageous adjust the timing of capital and operating projects to align with the grant funding opportunities

3. Advance priority projects to a “grant ready” status to ensure emergent grant opportunities are fully leveraged

6. DEVELOPMENT FINANCING

1. Ensure developers pay their fair share for growth related infrastructure
2. Where advantageous, the deferral or abatement of DCC charges may be considered to encourage economic development and strategic community initiatives in accordance with Provincial legislation authorizing such deferral or abatements
3. The City may consider ‘front ending’ (City funding) certain development related projects where it is deemed advantageous to the community
4. The associated revenues and ongoing costs, including asset replacement, of the contributed assets will be considered prior to approving new development

7. ASSET RENEWAL AND REPLACEMENT

1. Whenever possible, the renewal of linear assets will be financed on a pay as you go basis (i.e. reserves or current revenues rather than debt)
2. Balance asset renewal funding and reserve levels with tolerance for risk and service levels
3. Replacement and renewal projects will be prioritized using a consistent and structured decision-making process that considers risk, life cycle cost and level of service
4. The City will consider the use of *Local Area Service* charges for asset renewal projects when it is deemed appropriate

8. NEW CAPITAL INVESTMENT

1. Capital projects will be prioritized using a consistent and structured decision-making process that is informed by existing City plans and aligned with Council’s priorities
2. The impact of each proposed capital project on the City’s operating budget will be fully considered including full life cycle costs

Previous revisions N/A

Certified Correct:

Dana Schmidt, Corporate Officer

Council Report

penticton.ca

Date: July 3, 2018
To: Peter Weeber, Chief Administrative Officer
From: Mitch Moroziuk, General Manager of Infrastructure

File No: 1855-03

Subject: The Green Infrastructure - Environmental Quality Program – Grant

Staff Recommendation

THAT staff be directed to submit an application for grant funding for the Ridgedale Reservoir Expansion through the ICIP – Green Infrastructure: Environmental Quality Sub-stream;

AND THAT Council commit to its share, \$1,200,150, of the project with funding coming from the water surplus reserve.

Strategic priority objective

Financial Sustainability Priority:

- Undertaking asset management to ensure the sustainability of municipal infrastructure; and
- Identifying opportunities to increase revenues from non-taxpayer sources.

Background

On May 31, 2018 the Canadian and British Columbian governments committed up to \$243 million towards an initial intake of the Green Infrastructure – Environmental Quality Program to support cost-sharing of infrastructure projects in communities across the province.

Eligible projects include those that will support public infrastructure primarily for public use and benefit such as projects that:

- Increase capacity to treat and/or manage wastewater and storm water
- Increase access to potable water
- increase capacity to reduce and/or remediate soil and/or air pollutants

Funding is available up to 73.33% of eligible project costs and municipalities may submit one application.

The Infrastructure area considered the following seven projects for submission:

Waste Water Projects

1. Co-digestion of food waste and bio solids – This project would extend the life of the Campbell Mountain Landfill, produce gas that could be sold to FortisBC and help address the increasing gap between the demand and supply for compost. The estimated cost of the project is \$25,000,000.
2. Third Secondary Clarifier - There is a need for a third clarifier at the Advanced Waste Water Treatment Plant. This is the current bottleneck in the treatment stream and the project is currently in the Five Year Capital plan. Estimated cost is \$5,000,000
3. Second Fermenter and Dissolved Air Flotation – The installation of a second fermenter and dissolved air flotation would provide redundancy and increase plant capacity. This project is currently in the Five Year Capital plan and is estimated at \$3,000,000.

Water Projects

1. Water Treatment Plant Disinfection Upgrade – The installation of new disinfection technology at the water treatment plant to eliminate the use of gaseous chlorine. The project will see a bulk hypo chlorite disinfection system installed. This will eliminate equipment that is at the end of its life and will eliminate the high consequence of failure issues associated with the current gaseous chlorine system. Consequence of failure is high. The estimated cost is \$500,000.
2. Penticton Avenue Pressure Reducing Valve Station Upgrade - The Penticton Avenue Pressure Reducing Valve Station is reaching the end of its useful life with some components of the building being 40 years old. This project would see the large diameter piping renewed and new control valves and controls installed. Consequence of failure is high. The estimated cost is \$1,527,000.
3. Okanagan Lake Pump Station Electrical Upgrade – This project would see all electrical components at the Okanagan Lake pump station, transformers and all Motor Control Center. The current equipment has reached its end of it life. Consequence of failure is high as this is the City's main pump station. The estimated cost is \$700,000.
4. Ridgedale Reservoir Expansion – This project would increase the capacity of the reservoir by 2,900 cubic meters and address the fire flow storage shortfall. The work would also include changes to the piping arrangements to allow each reservoir cell to be taken out of service individually. The estimated cost is \$4,500,000.

After reviewing and discussing projects the two that emerged at the top of the list in terms of importance and fit with the grant criteria were the Ridgedale Reservoir Expansion and the Third Secondary Clarifier. After further discussion staff recommend that the Ridgedale Reservoir Expansion be submitted as a grant application to the ICIP – Green Infrastructure: Environmental Quality Sub-stream. This project will help address fire flow storage and will help provide water to future development areas. The Third Secondary Clarifier is an excellent project but the City is currently working with AECOM to pilot new technology that if

successful would negate the need for a clarifier. It would be best to complete the pilot project before moving forward with the construction of a third secondary clarifier.

Financial implication

Should the City be successful in its grant application it could receive 73.33%, \$3,299,850 toward a project with a total cost of \$4,500,000.

Analysis

The Ridgedale Reservoir Expansion project most closely meets the terms and conditions of the grant criteria and the needs of the City of Penticton and staff recommend that it would be the best project to make a grant submission for.

Alternate recommendations

Alternative 1 - THAT Council provide other direction to staff.

Respectfully submitted,

Mitch Moroziuk P.Eng. MBA
General Manager of Infrastructure

Approvals

CFO <i>LWB</i>	Chief Administrative Officer PW
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The Corporation of the City of Penticton

Bylaw No. 2018-02

A Bylaw to Amend Zoning Bylaw 2017-08

WHEREAS the Council of the City of Penticton has adopted a Zoning Bylaw pursuant the *Local Government Act*;

AND WHEREAS the Council of the City of Penticton wishes to amend Zoning Bylaw 2017-08;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the City of Penticton, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. **Title:**

This bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 2018-02".

2. **Amendment:**

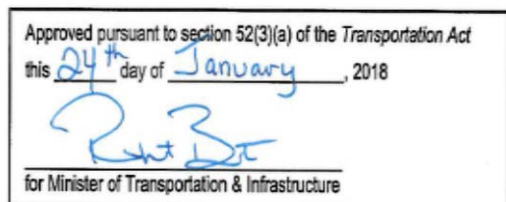
2.1 Zoning Bylaw 2017-08 is hereby amended as follows:

Rezone Lot 4 District Lot 5 Group 7 Similkameen Division Yale (Formerly Yale-Lytton) District Plan 10974, located at 237 Phoenix Avenue from R1 (Large Lot Residential) to RD1 (Duplex Housing).

2.2 Schedule 'A' attached hereto forms part of this bylaw.

READ A FIRST time this	9 day of	January, 2018
A PUBLIC HEARING was held this	23 day of	January, 2018
READ A SECOND time this	23 day of	January, 2018
READ A THIRD time this	23 day of	January, 2018
RECEIVED the approval of the	24 day of	January, 2018
Ministry of Transportation on the		
ADOPTED this	day of	, 2018

Notice of intention to proceed with this bylaw was published on the 12 day of January, 2018 and the 17 day of January, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.



Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

237 Phoenix Avenue – Rezone from R1 (Large Lot Residential) to RD1 (Duplex Housing) - 159 -



City of Penticton – Schedule 'A'

Zoning Amendment Bylaw No. 2018-02

Date: _____

Corporate Officer: _____

The Corporation of the City of Penticton

Bylaw No. 2018-37

A bylaw to dedicate certain parcels of land owned by the City as public park land.

WHEREAS pursuant to section 30 of the *Community Charter*, a council of a municipality may, by bylaw adopted by two-thirds of all members of council, dedicate land owned by the municipality for municipal park purposes;

AND WHEREAS The Corporation of the City of Penticton is the registered owner of the municipal lands described in this Bylaw and wishes to ensure the dedication of such lands as public park;

NOW THEREFORE, the Council of the Corporation of the City of Penticton enacts as follows:

1. This Bylaw may be cited for all purposes as "Park Dedication Bylaw No. 2018-37".
2. The following lands are dedicated for park purposes:
 - (a) 45 LAKESHORE DRIVE E. PID: 006-838-383
LOT 1 DISTRICT LOTS 202 AND 211S SIMILKAMEEN DIVISION YALE DISTRICT PLAN 22452
as shown outlined in red on Schedule "A" attached to this Bylaw and known as Okanagan Lake Park;
 - (b)
 - i. 60 LAKESHORE DRIVE W. PID: 010-290-389
LOT 1 DISTRICT LOT 202 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 5577;
 - ii. 58 LAKESHORE DRIVE W. PID: 010-290-401
LOT 2 DISTRICT LOT 202 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 5577; and
 - iii. 24 LAKESHORE DRIVE W. PID: 010-290-460
LOT 3 DISTRICT LOT 202 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 5577
EXCEPT PLAN 14880;as shown outlined in red on Schedule "B" attached to this Bylaw and known as Gyro Park;
 - (c)
 - i. 886 LAKESHORE DRIVE W. PID: 012-312-401
LOT 1 DISTRICT LOT 3 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE LYTTON) DISTRICT PLAN 453;
 - ii. 796 LAKESHORE DRIVE W. PID: 025-329-766
PARCEL A (SEE KT24099) DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE-LYTTON) DISTRICT PLAN 4937;
 - iii. 797 CHURCHILL AVENUE PID: 025-329-774
PARCEL B (SEE KT24106) DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE-LYTTON) DISTRICT PLAN 4937;
 - iv. 97 POWER STREET PID: 010-358-455
LOT A DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE-LYTTON) DISTRICT PLAN 5185; and
 - v. 123 POWER STREET PID: 010-358-463
LOT B DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE-LYTTON) DISTRICT PLAN 5185,

as shown outlined in red on Schedule "C" attached to this Bylaw and known as Lakawanna Park;

- (d) i. 185 LAKESHORE DRIVE W. PID: 011-952-695
DISTRICT LOT 215S SIMILKAMEEN DIVISION YALE DISTRICT SAID TO CONTAIN 4.78 ACRES MORE OR LESS; and
- ii. PEACH CONCESSION PID: 012-101-257
LOT 42 DISTRICT LOT 4 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE LYTTON) DISTRICT PLAN 756,

as shown outlined in red on Schedule "D" attached to this Bylaw and known as Rotary Park;

- (e) i. 75 RIVERSIDE DRIVE PID: 009-788-603
LOT 2 DISTRICT LOT 201 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 8666 EXCEPT PLAN KAP68866;
- ii. 135 RIVERSIDE DRIVE PID: 008-851-930
LOT 1 OF PENTICTON INDIAN RESERVE NO. 1 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 15294;
- iii. 125 RIVERSIDE DRIVE PID: 009-788-638
LOT 3 DISTRICT LOT 201 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 8666;
- iv. 187 RIVERSIDE DRIVE PID: 009-646-809
LOT 1 DISTRICT LOT 366 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 9669; and
- v. 215 RIVERSIDE DRIVE
PID: 011-699-671/011-699-701/011-699-728/011-699-752/011-699-779/
011-699-795/011-699-809/011-699-825/011-699-841/ 011-699-850/
011-699-868/011-699-894/011-699-892/011-699-906
LOTs 39-50 DISTRICT LOT 366 OSOYOOS DIVISION YALE DISTRICT PLAN 1248 EXCEPT PLAN H281,

Dedicated Road within the proposed Park area, as shown on Plan KAP68866 as shown outlined in red on Schedule "E" attached to this Bylaw and known as Riverside Park;

- (f) i. 3601 PARKVIEW STREET PID: 012-475-696
LOT 1 BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 389 EXCEPT: (1) PART LYING NORTH WEST OF PLAN B3673 (2) PLAN B3673;
- ii. 3630 SKAHA LAKE ROAD PID: 012-475-734
LOT 2, BLOCK 215, DISTRICT LOT 189, SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397 EXCEPT PLAN B3673;
- iii. 3661 PARKVIEW STREET PID: 012-475-769
LOT 3, BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397;
- iv. 3670 SKAHA LAKE ROAD PID: 012-475-866
LOT 4 BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397 EXCEPT: (1) PART LYING NORTH OF PLAN B3673 (2) PLAN B3673

- v. 3680 SKAHA LAKE ROAD PID: 012-475-874
LOT 5 BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397 EXCEPT: (1) PART LYING NORTH OF PLAN 3673 (2) PLAN B3673;
- vi. 3701 PARKVIEW STREET
PID: 012-475-891/012-475-904/012-475-912/012-475-921
LOTS 11, 12, 13 AND 14 BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397;
- vii. 277 SOUTH BEACH DRIVE PID: 010-242-201
LOT 1 PLAN DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 5885;
- viii. 269 SOUTH BEACH DRIVE PID: 010-242-228/010-242-244
LOTS 2 AND 3 PLAN DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 5885;
- ix. 3720 SKAHA LAKE ROAD PID: 012-475-955
LOT 17 BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397 EXCEPT PLANS 29835 AND B3673
- x. 3730 SKAHA LAKE ROAD PID: 012-475-971
LOT 18 BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397 EXCEPT: (1) PART LYING NORTH OF PLAN B3673 (2) PLAN B3673;
- xi. 3750 SKAHA LAKE ROAD PID: 012-475-980
LOT 19 BLOCK 215 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 397 EXCEPT: (1) PART LYING NORTH OF PLAN B3673 (2) PLAN 3673;
- xii. PLAN KAP11517M DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN KAP11517M, CITY OF PENTICTON BYLAW NO 3190 TO STOP UP & CLOSE PORTION OF SOUTH BEACH DR;
- xiii. 3885 SOUTH MAIN STREET PID: 029-633-818
LOT 1 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN EPP50612
- xiv. 3915 LAKESIDE ROAD PID: 012-322-954
AMENDED LOT 4 (SEE 244321F) BLOCK 209 DISTRICT LOT 190 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 466;
- xv. 98 LEE AVENUE PID: 012-323-454
LOT 12 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 466;
- xvi. 50 LEE AVENUE PID: 012-323-471
LOT 13 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 466;
- xvii. 47 ELM AVENUE PID: 012-323-497
LOT 14 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 466;
- xviii. 3603 SOUTH MAIN STREET PID: 012-323-527
LOT 13A BLOCK 212 DISTRICT LOT 197, SIMILKAMEEN DIVISION YALE DISTRICT PLAN 466;

- xix. 3693 SOUTH MAIN STREET PID: 012-323-543
LOT 14A BLOCK 212 DISTRICT LOT 197 SIMILKAMEEN DIVISION YALE DISTRICT
PLAN 466;
- xx. 241 SOUTH BEACH DRIVE PID: 009-992-821
LOT 1 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7422;
- xxi. 3744 PARKVIEW STREET PID: 009-992-847
LOT 2 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7422;
- xxii. 3704 PARKVIEW STREET PID: 003-263-355
LOT 3 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 4840;
- xxiii. 231 SOUTH BEACH DRIVE PID: 012-475-025
LOT 16 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN
397;
- xxiv. 208 ELM AVENUE PID: 010-073-230
LOT 1 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 6699;
- xxv. 209 SOUTH BEACH DRIVE PID: 010-073-248
LOT 2 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 6699;
- xxvi. 202 ELM AVENUE PID: 009-992-251
LOT 1 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7439;
- xxvii. 201 SOUTH BEACH DRIVE PID: 009-992-260
LOT 2 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7439;
- xxviii. 198 ELM AVENUE PID: 010-060-502
LOT 1 DISTRICT LOT 139 OSOYOOS DIVISION YALE DISTRICT PLAN 7037;
- xxix. 193 SOUTH BEACH DRIVE PID: 010-126-937
LOT 2 DISTRICT LOT 189 OSOYOOS DIVISION YALE DISTRICT PLAN 6510;
- xxx. 182 ELM AVENUE PID: 010-001-646
LOT 1 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7344;
- xxxi. 170 ELM AVENUE PID: 010-001-654
LOT 2 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7344;
- xxxii. 179 SOUTH BEACH DRIVE PID: 010-001-662
LOT 3 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 7344;
- xxxiii. 147 SOUTH BEACH DRIVE PID: 010-358-765
LOT 1 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 5525;
- xxxiv. 153 SOUTH BEACH DRIVE PID: 010-358-811
LOT 2 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 5525;
- xxxv. 163 SOUTH BEACH DRIVE PID: 010-358-773
LOT 3 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT, PLAN 5525;
- xxxvi. 139 SOUTH BEACH DRIVE PID: 012-475-050
LOT 22 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN
397;

- xxxvii. 125 SOUTH BEACH DRIVE PID: 012-323-578
LOT 23 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN
466;
- xxxviii. 111 SOUTH BEACH DRIVE PID: 012-323-594
LOT 24 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN
466;
- xxxix. 97 SOUTH BEACH DRIVE PID: 012-323-616
LOT 25 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN
466;
- xl. 41 SOUTH BEACH DRIVE PID: 012-323-624
LOT 26 BLOCK 212 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN
466;
- xli. 3703 SOUTH MAIN STREET PID: 012-323-659
LOT 26A BLOCK 212 DISTRICT LOT 197 SIMILKAMEEN DIVISION YALE DISTRICT
PLAN 466
- xlii. 396 SUDBURY AVENUE PID: 011-888-750
LOT 30 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 966
EXCEPT PLAN B3673
- xliii. 382 SUDBURY AVENUE PID: 011-888-881
LOT 29 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 996
- xliv. 378 SUDBURY AVENUE PID: 011-888-741
LOT 28 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 966
- xl. 374 SUDBURY AVENUE PID: 009-497-421
LOT 1 DISTRICT LOT 189 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 11398

as shown outlined in red on Schedule "F" attached to this Bylaw and known as Skaha
Park/ Beach;

- (g) 325 POWER STREET PID: 023-678-356
LOT 1 DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE-LYTTON)
DISTRICT PLAN KAP58604 EXCEPT PLANS KAP87244 AND KAP87245

as shown outlined in red on Schedule "G" attached to this Bylaw and known as Queen's
Park;

- (h) i. 550 ECKHARDT AVENUE W. PID: 012-563-986
PARCEL A DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY
YALE-LYTTON) DISTRICT PLAN 299;
- ii. 620 PACIFIC CRESCENT PID: 008-375-534
LOT 2 DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE-
LYTTON) DISTRICT PLAN 17680; and
- iii. 850 RAILWAY STREET PID: 001-812-734
LOT 1 DISTRICT LOT 2 GROUP 7 SIMILKAMEEN DIVISION YALE (FORMERLY YALE-
LYTTON) DISTRICT PLAN 20829 EXCEPT PLAN KAP75697,

as shown outlined in red on Schedule "H" attached to this Bylaw and known as King's Park;

- (i) i. 650 LOWER BENCH ROAD PID: 012-316-083
LOT 149 DISTRICT LOT 187 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 450
EXCEPT PLANS B5290, B5610 AND H16862; and
- ii. 490 LOWER BENCH ROAD PID: 012-316-091
LOT 150 DISTRICT LOT 187 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 450
EXCEPT PART RED ON PLAN B4176,

as shown outlined in red on Schedule "I" attached to this Bylaw and known as Munson Mountain;

- (j) i. 187 MARINA WAY PID: 012-564346
LOT 77 DISTRICT LOT 188 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 306
EXCEPT: (1) PARCEL A (PLAN A11) (2) THAT PART LYING TO THE EAST OF PARCEL A
(PLAN A11);
- ii. 725 Marina Way PID: 012-564-338
LOT 76 PLAN KAP306 DISTRICT LOT 188 SIMILKAMEEN DIVISION YALE DIST EXCEPT
PLAN B12444 A378; and
- iii. 750 MARINA WAY PID: 012-564 010
PARCEL A (PLAN B1244) OF LOT 76, DL 188, SDYD, PLAN 306 EXCEPT: (1) PLAN
6611 (2) OUTLINED IN RED ON PLAN A378

and as shown outlined in red on Schedule "J" attached to this Bylaw and known as Esplanade; and

- (k) Land owned by the Corporation of the City of Penticton extending from Vancouver Place, up to the Northern Boundary of the City of Penticton, approximately 6.5km in linear length consisting of approximately 60 lots as shown marked in red on Schedule "K" and known as the Kettle Valley Railway.
3. The City may, from time to time, grant a licence of use or a licence of occupation for all or part of the public park referred to in this Bylaw for a use permitted in the applicable zoning bylaw, where such use is consistent with the City's Park Land Protection and Use Policy.
 4. Prior to granting a lease of all or part of the land dedicated as park under this Bylaw, the City shall first obtain the approval of the electors.
 5. If any part of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion may be severed and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection or paragraph.

6. The City of Penticton Park Dedication Bylaw No. 2002-42 (2002) and amendments thereto are repealed upon the adoption hereof.

READ A FIRST time this	19	day of	June, 2018
READ A SECOND time this	19	day of	June, 2018
READ A THIRD time this	19	day of	June, 2018
ADOPTED this		day of	, 2018

Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

Schedule "A" – Okanagan Lake Park



Schedule "B" – Gyro Park



Schedule "C" - Lakawanna Park





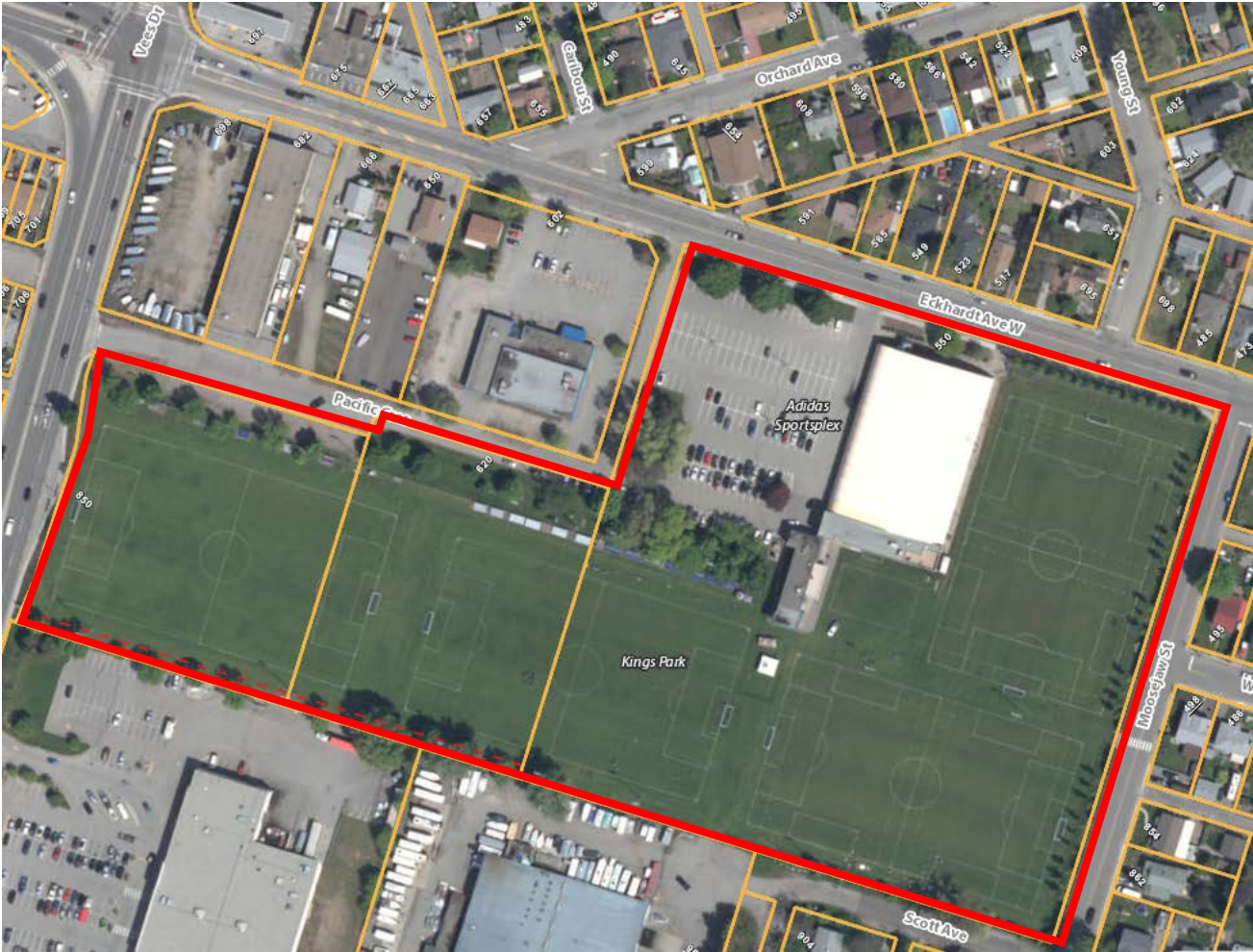
Schedule "E" – Riverside Park



Schedule "G" – Queen's Park



Schedule "H" – King's Park



Schedule "I" – Munson Mountain





Schedule "K" – Kettle Valley Railway



Bylaw No. 2018-46

A Bylaw to Amend Zoning Bylaw 2017-08

WHEREAS the Council of the City of Penticton has adopted a Zoning Bylaw pursuant the *Local Government Act*;

AND WHEREAS the Council of the City of Penticton wishes to amend Zoning Bylaw 2017-08;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the City of Penticton, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. **Title:**

This bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 2018-46".

2. **Amendment:**

2.1 Zoning Bylaw 2017-08 is hereby amended as follows:

Rezone Lot 4 District Lot 250 Similkameen Division Yale District Plan 1164 Except Plan B5473, located at 125 Calgary Avenue from RD2 (Duplex Housing: Lane) to RM2 (Low Density Multiple Housing).

2.2 Schedule 'A' attached hereto forms part of this bylaw.

READ A FIRST time this	19	day of	June, 2018
A PUBLIC HEARING was held this	3	day of	July, 2018
READ A SECOND time this		day of	, 2018
READ A THIRD time this		day of	, 2018
ADOPTED this		day of	, 2018

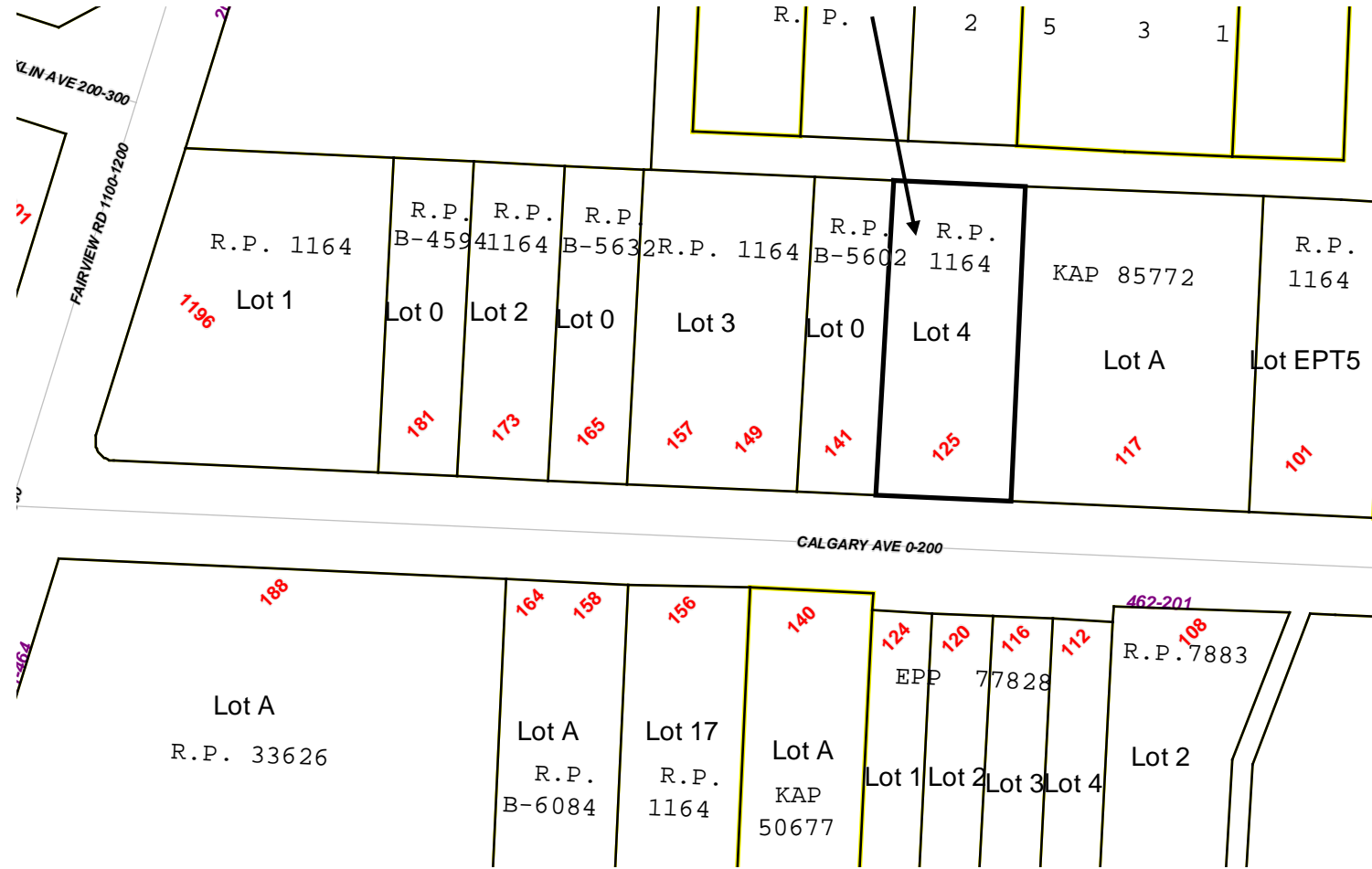
Notice of intention to proceed with this bylaw was published on the 22 day of June, 2018 and the 27 day of June, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

Rezone 125 Calgary Avenue

From RD2 (Duplex Housing: Lane) to RM2 (Low Density Multiple Housing)



City of Penticton – Schedule 'A'

Zoning Amendment Bylaw No. 2018-46

Date: _____

Corporate Officer: _____

Bylaw No. 2018-47

A Bylaw to Amend Zoning Bylaw 2017-08

WHEREAS the Council of the City of Penticton has adopted a Zoning Bylaw pursuant the *Local Government Act*;

AND WHEREAS the Council of the City of Penticton wishes to amend Zoning Bylaw 2017-08;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the City of Penticton, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. **Title:**

This bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 2018-47".

2. **Amendment:**

2.1 Zoning Bylaw 2017-08 is hereby amended as follows:

Rezone Lot 1, District Lot 250 Similkameen Division Yale District Plan 7204 Except Parcel B (Plan B7381), located at 210 Scott Avenue from RD2 (Duplex Housing: Lane) to RM3 (Medium Density Multiple Housing).

2.2 Schedule 'A' attached hereto forms part of this bylaw.

READ A FIRST time this	19	day of	June, 2018
A PUBLIC HEARING was held this	3	day of	July, 2018
READ A SECOND time this		day of	, 2018
READ A THIRD time this		day of	, 2018
ADOPTED this		day of	, 2018

Notice of intention to proceed with this bylaw was published on the 22 day of June, 2018 and the 27 day of June, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

Rezone 210 Scott Avenue From RD2 (Duplex Housing: Lane) to RM3 (Medium Density Multiple Housing)



City of Penticton – Schedule 'A'

Zoning Amendment Bylaw No. 2018-47

Date: _____

Corporate Officer: _____

Development Variance Permit

Permit Number: DVP PL2018-8257

Name:

Address:

Conditions of Permit

1. This permit is issued subject to compliance with all of the bylaws of the City, except as specifically varied or supplemented by this Permit.
2. This permit applies to:

Legal: Lot 1 District Lot 250 Similkameen Division Yale District Plan 7204 Except Parcel B (Plan B7381)
Civic: 210 Scott Avenue
PID: 010-009-558
3. This permit has been issued in accordance with Section 498 of the *Local Government Act*, to vary the following sections of Zoning Bylaw 2017-08 to allow for the construction of a nine-unit townhouse development.
 - Section 4.9.1 (Table 4.1): to increase the allowable architectural projection into a yard from one that constitutes less than 25% of the wall face to which the projection is attached to one that constitutes less than 29% of the wall face to which the projection is attached.
 - Section 4.9.1 (Table 4.1): to permit the projection of a deck a maximum of 0.6m into a side yard.

General Conditions

4. In accordance with Section 501 of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and the plans attached as Schedule A.
5. In accordance with Section 504 of the *Local Government Act*, if the holder of this permit does not commence the development authorized by this permit within 2 years of the date of this permit, this permit shall lapse.
6. **This permit is not a building permit. In order to proceed with this development, the holder of this permit must hold a valid building permit issued by the Building Inspection Department.**
7. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain any additional municipal, federal, or provincial approvals prior to commencing the development authorized by this permit.

8. This permit does not include off-site infrastructure costs that may be required at the building permit stage, such as Development Cost Charges (DCC's), road improvements and electrical servicing. There may be substantial infrastructure and servicing costs payable at a later date. For more information on servicing and infrastructure requirements please contact the Development Engineering Department at (250) 490-2501. For more information on electrical servicing costs, please contact the Electric Utility at (250) 490-2535.

Authorized by City Council, the 3 day of July, 2018.

Issued this _____ day of _____, 2018

Dana Schmidt,
Corporate Officer

Bylaw No. 2018-48

A Bylaw to Amend Zoning Bylaw 2017-08

WHEREAS the Council of the City of Penticton has adopted a Zoning Bylaw pursuant the *Local Government Act*;

AND WHEREAS the Council of the City of Penticton wishes to amend Zoning Bylaw 2017-08;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the City of Penticton, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. **Title:**

This bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 2018-48".

2. **Amendment:**

2.1 Zoning Bylaw 2017-08 is hereby amended as follows:

Rezone Lot 8, District Lot 250 Similkameen Division Yale District Plan 6505, located at 1449 Government Street from RM2 (Low Density Multiple Housing) to RD2 (Duplex Housing: Lane).

2.2 Schedule 'A' attached hereto forms part of this bylaw.

READ A FIRST time this	19	day of	June, 2018
A PUBLIC HEARING was held this	3	day of	July, 2018
READ A SECOND time this		day of	, 2018
READ A THIRD time this		day of	, 2018
ADOPTED this		day of	, 2018

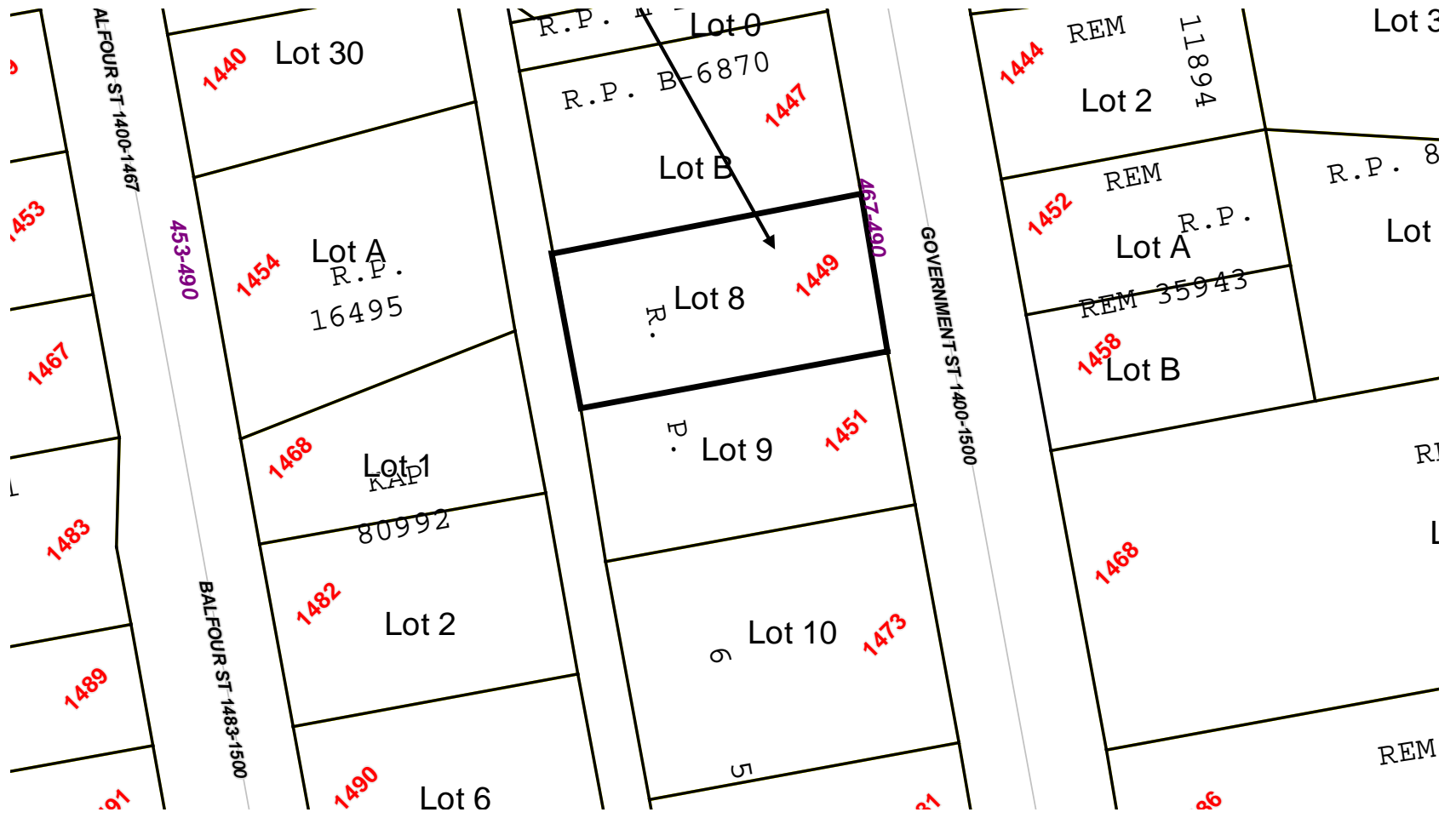
Notice of intention to proceed with this bylaw was published on the 22 day of June, 2018 and the 27 day of June, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

Rezone 1449 Government Street From RM2 (Low Density Multiple Housing) to RD2 (Duplex Housing: Lane)

- 185 -



City of Penticton – Schedule 'A' Zoning Amendment Bylaw No. 2018-48

Date: _____

Corporate Officer: _____

Bylaw No. 2018-36

A Bylaw to Amend Zoning Bylaw 2017-08

WHEREAS the Council of the City of Penticton has adopted a Zoning Bylaw pursuant the *Local Government Act*;

AND WHEREAS the Council of the City of Penticton wishes to amend Zoning Bylaw 2017-08;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the City of Penticton, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. **Title:**

This bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 2018-36".

2. **Amendment:**

Zoning Bylaw 2017-08 is hereby amended as follows:

2.1 Add the following section to Chapter 10 – Urban Residential Zones:

10.12 RD3 – Residential Infill

PURPOSE

The purpose is to provide a **zone** for infill housing with a maximum of three units on small sized urban serviced **lots**.

10.12.1 PERMITTED USES

The **permitted uses** in this **zone** are:

- .1 **accessory use, building or structure**
- .2 **one back-to-back duplex, one side-by-side duplex, one stacked duplex, or one single detached dwelling**
- .3 **secondary suite** (subject to accessory suites regulations 8.1)
- .4 **carriage house** (subject to accessory suites regulation 8.2)
- .5 **minor home occupation** (subject to specific use regulation 7.3)
- .6 **vacation rental** (subject to specific use regulation 7.6)

10.12.2 SUBDIVISION AND DEVELOPMENT REGULATIONS

- .1 Minimum **lot width**:
 - i. standard **lot** 9.1 m
 - ii. **corner lot** 10.5 m
- .2 Minimum **lot area**: 275 m²
- .3 Maximum **lot coverage**: 55%
- .4 Maximum **density**: 1.0 FAR
- .5 Maximum **height**:
 - i. **principal building** 10.5 m

	ii. accessory building or structure	4.5 m
.6	Minimum front yard (subject to general development regulation 4.2.5):	4.5 m
.7	Minimum interior side yard :	1.2 m
	Minimum exterior side yard :	3.0 m
.8	Minimum rear yard :	
	i. principal building	6.0 m
	ii. accessory building or structure	1.5 m
.9	Maximum area of all accessory buildings	75 m ²

10.12.3 OTHER REGULATIONS

- .1 Notwithstanding section 8.2.2, in the case of the RD3 zone, a **carriage house** is permitted on the same lot as a principal dwelling with a **secondary suite** or a **duplex** building for a maximum of three dwellings on a lot.
- .2 In the case of duplex development, where a rear **lane** is provided, vehicular access must be from the rear **lane**.
- .3 In cases where a **dwelling unit** faces the back of the lot, a clear, unobstructed and maintained access from the front of the property to the back unit at least 1.2 m in wide, must be provided.

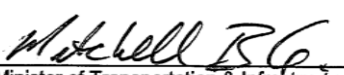
2.2 Update Schedule 'A' Zoning Bylaw Text Table of Contents to include all the Urban Residential Zones.

2.3 Update Schedule 'B' Zoning Bylaw Map to include the new zone RD3 – Residential Infill.

READ A FIRST time this	5 day of	June, 2018
A PUBLIC HEARING was held this	19 day of	June, 2018
READ A SECOND time this	19 day of	June, 2018
READ A THIRD time this	19 day of	June, 2018
RECEIVED the approval of the Ministry of Transportation on the	26 day of	June, 2018
ADOPTED this	day of	, 2018

Notice of intention to proceed with this bylaw was published on the 8 day of June, 2018 and the 13 day of June, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

Approved pursuant to section 52(3)(a) of the *Transportation Act*
 this 26th day of JUNE, 2018


 for Minister of Transportation & Infrastructure

Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

Bylaw No. 2018-39

A Bylaw to Amend Zoning Bylaw 2017-08

WHEREAS the Council of the City of Penticton has adopted a Zoning Bylaw pursuant the *Local Government Act*;

AND WHEREAS the Council of the City of Penticton wishes to amend Zoning Bylaw 2017-08;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the City of Penticton, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. **Title:**

This bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 2018-39".

2. **Amendment:**

2.1 Zoning Bylaw 2017-08 is hereby amended as follows:

Rezone Lot A, District Lot 202, Similkameen Division Yale District, Plan KAP81594, located at 157 Abbott Street and Lot 1, District Lot 202, Similkameen Division Yale District, Plan KAP86539, located at 198 Van Horne Street, from RM4 (Medium Density Multiple Housing) to RD3 (Residential Infill).

2.2 Schedule 'A' attached hereto forms part of this bylaw.

READ A FIRST time this	5	day of	June, 2018
A PUBLIC HEARING was held this	19	day of	June, 2018
READ A SECOND time this	19	day of	June, 2018
READ A THIRD time this	19	day of	June, 2018
ADOPTED this		day of	, 2018

Notice of intention to proceed with this bylaw was published on the 8 day of June, 2018 and the 13 day of June, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

Council Report

penticton.ca

Date: July 3, 2018 **File No:** Civic – PL008243
To: Peter Weeber, Chief Administrative Officer
From: Ken Kunka, Building and Permitting Manager
Address: 1035 Westminster Avenue West
Subject: **Liquor Licence - Structural Changes and Permanent (Change in Hours)
Sun Country Lanes**

Staff Recommendation

THAT Council recommend to the Liquor Control and Licensing Branch (LCLB) that it support the application from Sun Country Lanes (Roll N Stones Fun Centre) located at 1035 Westminster Ave West, for:

- Structural Change in proposed interior layout;
- Permanent Change in service hours (from 10:00am to 11:00pm to 9:00am to 2:00am; and
- Structural change to license existing exterior patio (48 persons) with hours of service hours from 9:00am to 11:00 and no amplified music.

Strategic priority objective

N/A

Background

On June 5, 2018 staff introduced the proposed licence amendments for Sun Country Lanes (Roll N Stones Fun Centre) located at 1035 Westminster Ave West and Council resolved:

246/2018 It was MOVED and SECONDED

THAT Council direct staff to commence public notification of the proposed Structural Change (change in hours) to the Liquor-Primary License for Sun Country Lanes located at 1035 Westminster Ave West;

AND THAT staff report back to Council at their meeting on July 3, 2018 the results of the public consultation for Council's consideration.

CARRIED UNANIMOUSLY

Subsequently in preparation for the public consultation, staff recognized an omission in the original review of the application which had requested to licence the existing exterior patio (Attachment A). The patio is proposed to have up to 48 persons with requested service hours 9:00am to 11:00pm. Staff revised the public notices to local residents and site signage to include the exterior patio.

Technical Reviews

Local governments are requested to ensure that resolution for Structural and Permanent changes are to take into consideration the following criteria:

- The location of the establishment,
- The person capacity and hours of service of the establishment,
- The impact of noise on nearby residents,
- The impact on the community if the application is approved, and
- The view of the residents and a description of the method used to gather views.

The additional change to include the exterior patio was reviewed by staff and forwarded to the City's Liquor Licensing Technical Review Committee (LLTRC) for their comments. There were no concerns raised with the exterior patio with the hours proposed and no amplified music. The LLTRC is in support of the requested Structural and Permanent Change requests.

Public Consultation

As per the Liquor Control and Licensing Act, the City is required to gather comments or concerns of the residents with the area of the proposal, to be considered in concert with the proposal. As such, a notice of application and request for comment was mailed out to the residents within 90m of the subject property (Attachment B) and a public notice signs erected along both street frontages. Two ads were also placed in the local newspapers.

As a result, no comments for or against this application have been received at the time of preparing this report.

Financial implication

Mandatory public consultation notification costs will be offset through the City's Liquor application review fees.

Analysis

In recognition of the Liquor Licensing Technical Review Committee (LLRTC) comments, staff review and no objections through the public consultation process, staff recommend support of Sun Country Lanes (Roll N Stones Fun Centre) Structural and Permanent Change in hours application.

Council can deny the application or place further license conditions on the operation. The resolution of Council will be forwarded the Liquor Control and Licencing Branch for final consideration of the change requests.

Alternate recommendations

1. THAT Council deny support for the Sun Country Lanes structural and permanent (change in hours) application.
2. THAT Council refer the Sun Country Lanes liquor application back to staff for further review.

Attachments

Attachment A – Proposed Floor plan layout

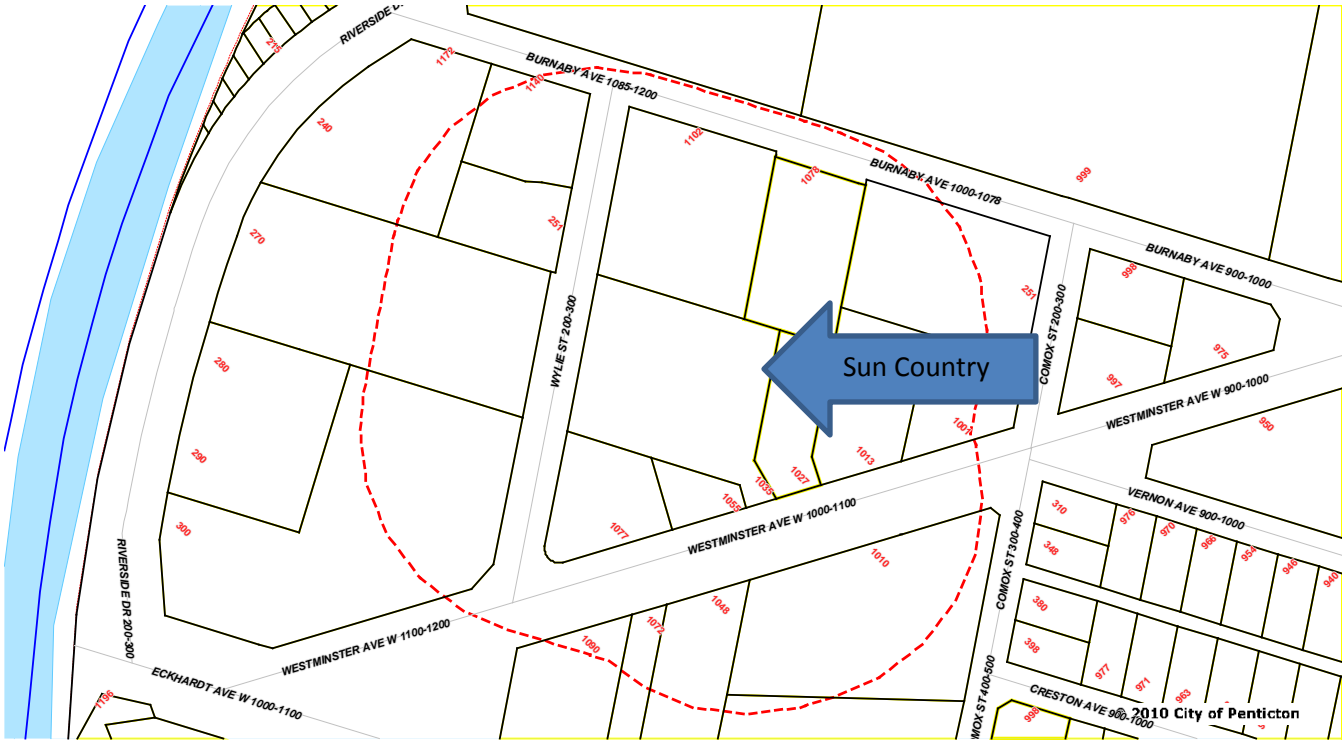
Attachment B – Public Consultation Map

Respectfully submitted,

Ken Kunka ASCT, RBO
Building and Permitting Manager
LLTRC Chairperson
Approvals

Director <i>AH</i>	CAO PW
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Attachment B Public Consultation and Sign



Council Report

penticton.ca

Date: July 3, 2018
To: Peter Weeber, Chief Administrative Officer
From: Randy Houle, Planner I
Address: 3590 Skaha Lake Road
Subject: **Development Variance Permit PL2018-8233**
Development Permit PL2018-8230

File No: 2018 PRJ-099

Staff Recommendation

Development Variance Permit

THAT Council approve "Development Variance Permit PL2018-8233" for Lot 3 Block 211 District Lot 189 Similkameen (Formerly Osoyoos) Division Yale District Plan 397, located at 3590 Skaha Lake Road, a permit to reduce the minimum exterior side yard from 4.5m to 3.2m and to reduce the minimum rear yard from 4.5m to 4.0m;

AND THAT staff be directed to issue "Development Variance Permit PL2018-8233".

Development Permit

THAT Council approve "Development Permit PL2018-8230" for Lot 3 Block 211 District Lot 189 Similkameen (formerly Osoyoos) Division Yale District Plan 397, located at 3590 Skaha Lake Road, a permit that allows for a motel addition;

AND THAT staff be directed to issue "Development Permit PL2018-8230."

Background

The subject property (Attachment A) is zoned CT1 (Tourist Commercial) and designated by the City's Official Community Plan as TC (Tourist Commercial). Photos of the sites are included as Attachment D. The subject property is approximately 2,915m² (31,379ft²) and features a one-storey motel with 19 units as well as a security/operator dwelling unit. The surrounding properties are primarily zoned for commercial and multiple family. The property borders a pub and liquor store to the northwest as well as a multiple family development to the northeast. Single family dwellings are located to the east of the subject property, separated by a lane.

The property is located at the south end of town, in close proximity to Skaha Lake Park. Three other motels are located to the south of the subject property, along Parkview Street.

Proposal

The applicant is proposing to construct a second storey addition to an existing motel. This will increase the number of units from 19 to 29. To do so, the applicant is requesting a Development Variance Permit to vary the following sections of Zoning Bylaw No. 2017-08:

- Section 11.10.2.7.ii: to decrease the minimum exterior side yard from 4.5m to 3.2m.
- Section 11.10.2.7.8: to decrease the minimum rear yard from 4.5m to 4.0m.

Secondly, the property is located within the Tourist Commercial Development Permit area and requires approval for the form and character of the proposed development and to address landscaping requirements.

Financial implication

The City will receive Development Cost Charges from the developer at a rate of \$4.20 per ft² of increased floor area. A sidewalk will also be added along Lee Avenue at no cost to the City.

Technical Review

This application was forwarded to the City's Technical Planning Committee and reviewed by the Engineering and Public Works Departments. As per City of Penticton Building Bylaw 94-95 section 7.1.5, storm water/drainage is to be maintained on site. As per Subdivision & Development Bylaw Section 9.3; Except as otherwise provided in this section every *Owner* making an application for a *Building Permit* is required, if the *Building Costs* exceed \$150,000, to provide the following *works and services* within the *development* and on that portion of a *highway* immediately adjacent to the lot being *developed* up to the center line of the *highway*: This may include sidewalks, boulevards, boulevard crossings, transit bays, street lighting and underground wiring. In this case, sidewalk will be required along the Lee Avenue frontage with an irrigated grass boulevard. This will be at the cost of the developer. Servicing upgrades will be required based on fixture counts. Fire department access has been addressed through the implementation of a fire lane from Lee Avenue. If the requests for the variance and development permit are supported, BC Building Code and City bylaw provisions, such as height restrictions, will apply.

Development Statistics

The following table outlines the proposed development statistics on the plans submitted with the Development Variance and Development Permit applications:

Item	Requirement CT1 zone	Proposed
Maximum Lot Coverage:	40%	25%
Maximum Density:	1.2 FAR	0.48 FAR
Vehicle Parking:	1 space per room (29) + 1 security operator dwelling unit = 30 required	30 spaces

Required Setbacks		
Front yard (west, Skaha Lake Road):	3.0m	6.33m
Rear yard (east, lane):	4.5m	4.0m (variance required)
Interior yard (north):	0m	1.24m
Exterior yard (south, Lee Avenue):	4.5m	3.2m (variance required)
Maximum Building Height:	12.0m	7.6m
Other Information:	- The subject property is located within the General Tourist Commercial Development Permit Area, thus a development permit is required.	

Analysis

Development Variance Permit

Support Variances

When considering a variance to a City bylaw, staff encourages Council to be mindful of any constraints on the property that makes following the bylaw difficult or impossible; whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable.

Both of the variances below are required to enable the upgrade to the existing building and addition of new hotel rooms to the subject property, which will provide for a positive contribution to the south end of the community. The setbacks of the existing single storey motel are non-conforming to the zoning bylaw and the proposed second story addition follows the setbacks of the existing building (not including the structural supports), triggering the variances below.

Section 11.10.2.7.ii: to decrease the minimum exterior side yard from 4.5m to 3.2m.

- The proposed motel addition will result in a 3.2m exterior side yard (along Lee Avenue). The existing one-storey motel already encroaches on the exterior yard setback but a second storey addition is increasing the non-conformity, thus a variance is required. Staff do not consider there to be any negative impacts as the design will have a positive impact on the street. Landscaping, fencing and a sidewalk between the motel and the street will be provided to enhance the building design. The motel will sit approximately 6.0m from the street, which is an adequate distance. For these reasons, it is reasonable to support the variance.

Section 11.10.2.7.8: to decrease the minimum rear yard from 4.5m to 4.0m.

- The developer is proposing to decrease the rear yard setback from 4.5m to 4.0m in order to accommodate the second storey addition. The addition will be located 4.4m from the rear property line, with the remaining 0.4m allowing for structural supports as required. Staff feel that the variance request will have limited impacts on the single family dwellings to the east as the lane acts as a buffer. The addition will be located approximately 10.0m from the residences to the east and will be

two storeys instead of the three storeys permitted in the CT1 zone. For the reasons listed above, staff feel that a 0.5m variance request is minor and unlikely to cause any added negative impacts on the surrounding neighbourhood.

Staff consider that the variances requested will have little impact on the neighbourhood and recommend that Council, after hearing from any affected neighbours, support the application.

Deny/Refer Variances

Council may consider that the proposed variances will negatively affect the adjacent properties. If this is the case, Council should deny the variances.

Development Permit

Support Development Permit

The subject property is in the General Tourist Commercial Development Permit Area. As such, a development permit is required prior to construction. In this DPA, there is an emphasis on the following design considerations:

- Buildings should show thoughtful architectural articulation to create visual interest:
 - The mid-century modern style of the renovation will add a unique flair to the area. Structural columns will be exposed, low-sloped roofs, ribbon windows and vertical siding will be added. The bright pastel colours are typical of that era and will create visual interest.
- Landscaping shall comprise of plant material of a high decorative value and incorporate drought tolerant species where possible:
 - The Lee Avenue Frontage will be vastly improved. The fencing will be refinished, sidewalk added, trees planted and irrigated grass provided which will add decorative value from what currently exists.
- Garbage and recycling areas shall be screened within an enclosure:
 - In the proposal, the garbage and recycling area will be relocated from the existing location along Lee Avenue, to the rear lane, screened and hidden from the street.

Staff feel that the proposed addition will add value to the neighbourhood and the building elevations and improved landscape plan meet the intention of the DP Area guidelines. As such, staff recommend that Council approve the Development Permit application.

Deny/Refer Development Permit

Council may consider that the proposal does not reflect the current built form of the neighbourhood, or that the development should soften the impact on neighbouring properties. If this is the case, Council should deny the permit.

Alternate Recommendations

1. THAT Council support "DVP PL2018-8233" but deny support for "DP PL2018-8230."
2. THAT Council support "DVP PL2018-8233" and "DP PL2018-8230" with conditions.
3. THAT Council refer "DVP PL2018-8233" back to staff.


Attachments

- Attachment A: Subject Property Location Map
- Attachment B: Zoning Map
- Attachment C: OCP Map
- Attachment D: Photos of Subject Property
- Attachment E: Site Plan
- Attachment F: Elevations
- Attachment G: Floor Plans
- Attachment H: Letter of Intent
- Attachment I: Development Variance Permit PL2018-8233
- Attachment J: Development Permit PL2018-8230

Respectfully submitted,

Randy Houle
Planner I

Approvals

DDS 	CAO PW
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Attachment A – Subject Property Location Map



Figure 1: Subject Property Location Map

Attachment B – Zoning Map

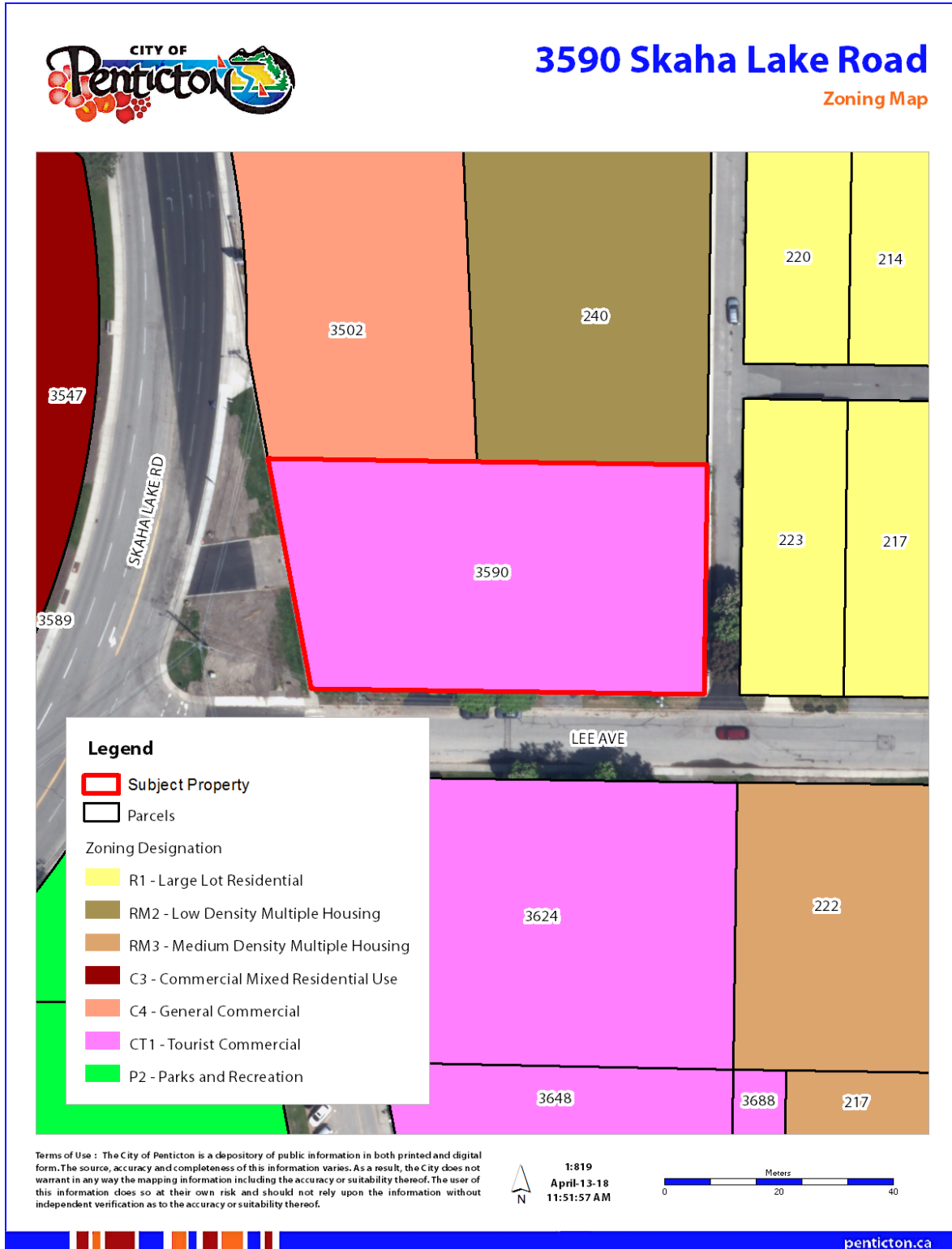


Figure 2: Zoning Map

Attachment C- OCP Map

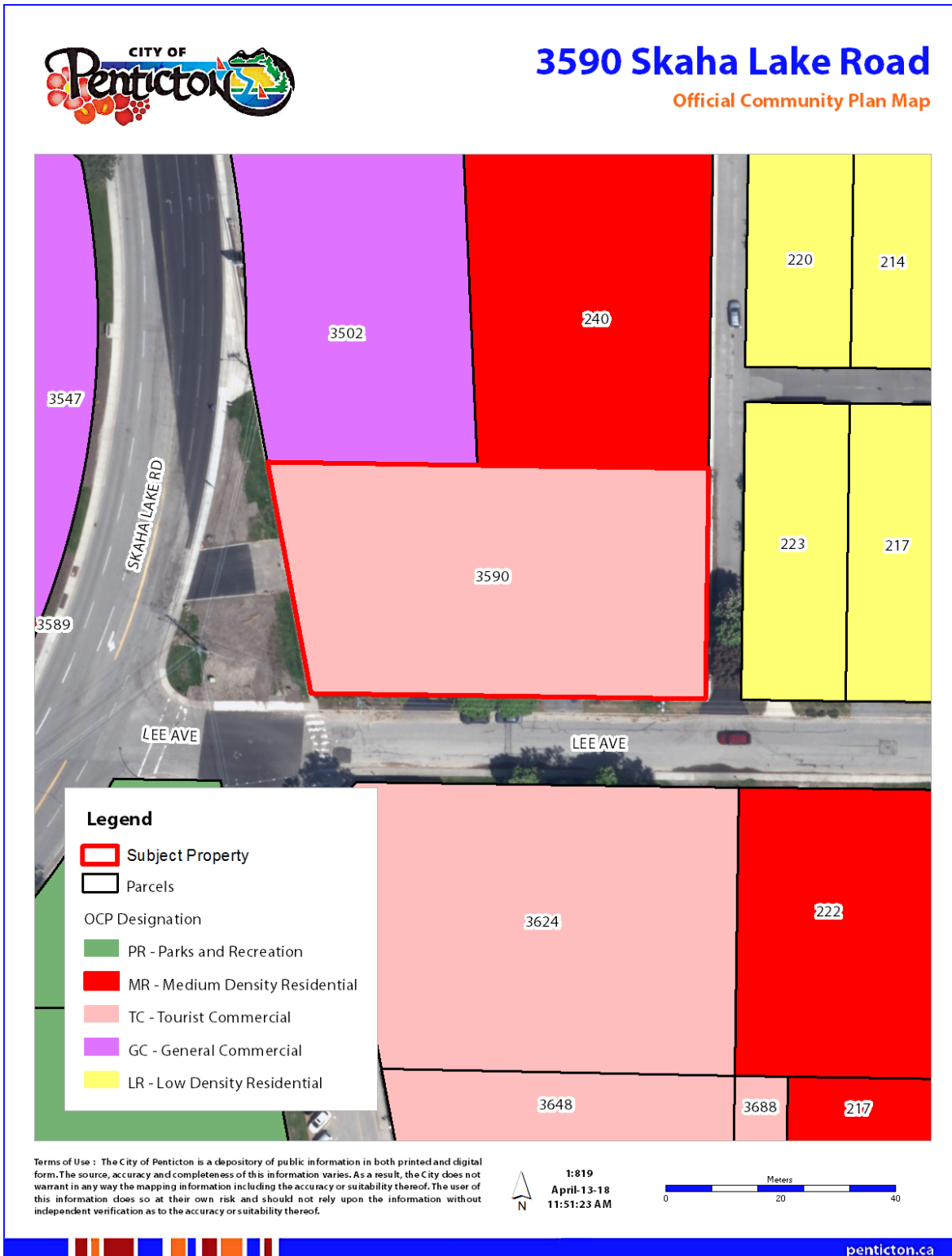


Figure 3: OCP Map

Attachment D – Photos of Subject Property



Figure 4: West View of Subject Property (from Skaha Lake Road)



Figure 5: West View of Subject Property (looking along Lee Avenue)



Figure 6: South View of Subject Property showing fire lane access (from Lee Avenue)



Figure 7: South View of Property



Figure 8: South East view of property



Figure 9: East View of Subject Property (from the lane)



Figure 10: Existing motel parking lot

Attachment E – Site Plan

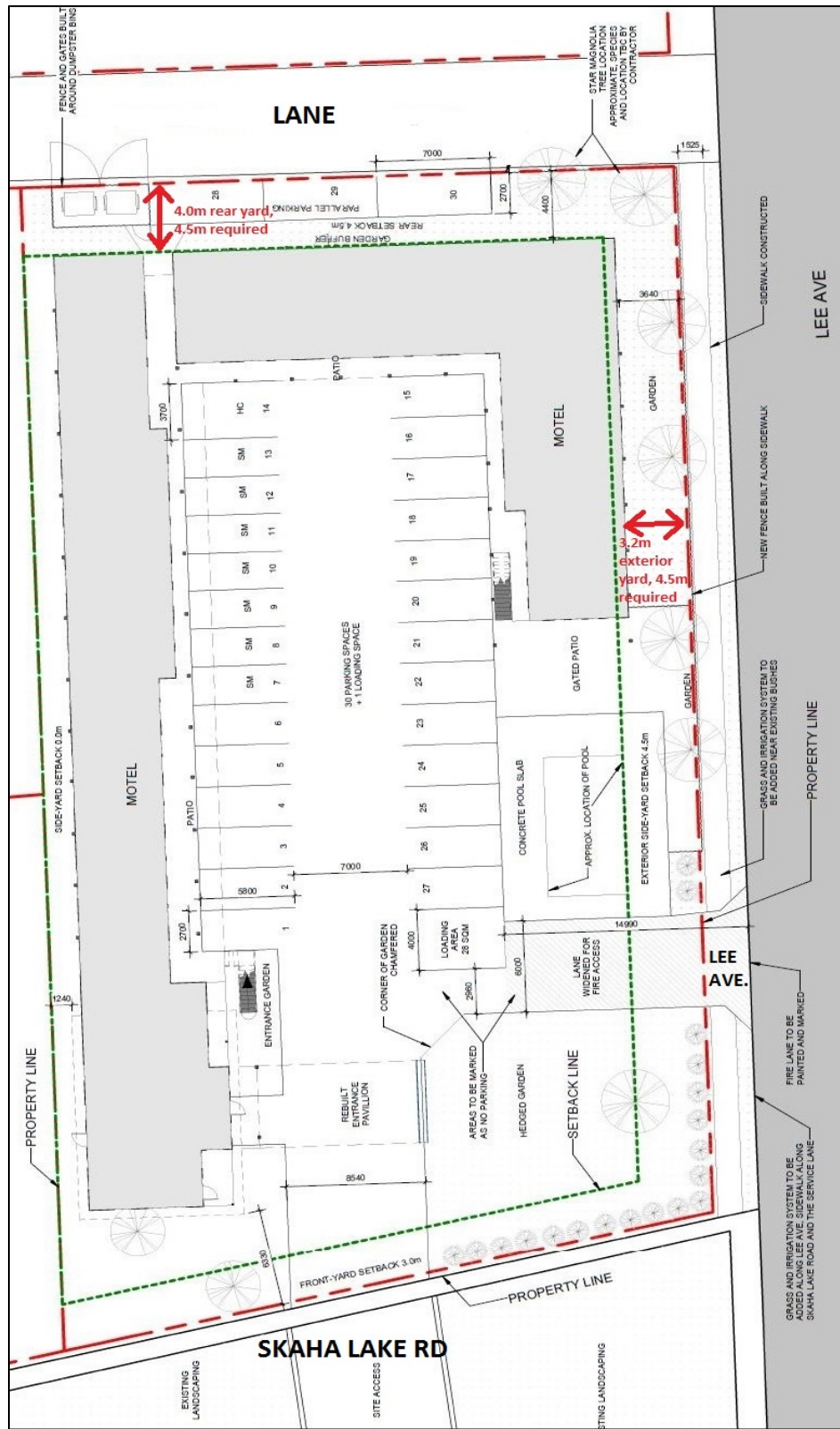


Figure 11: Site Plan

Attachment F – Elevations



WEST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"



NORTH ELEVATION

1/8" = 1'-0"

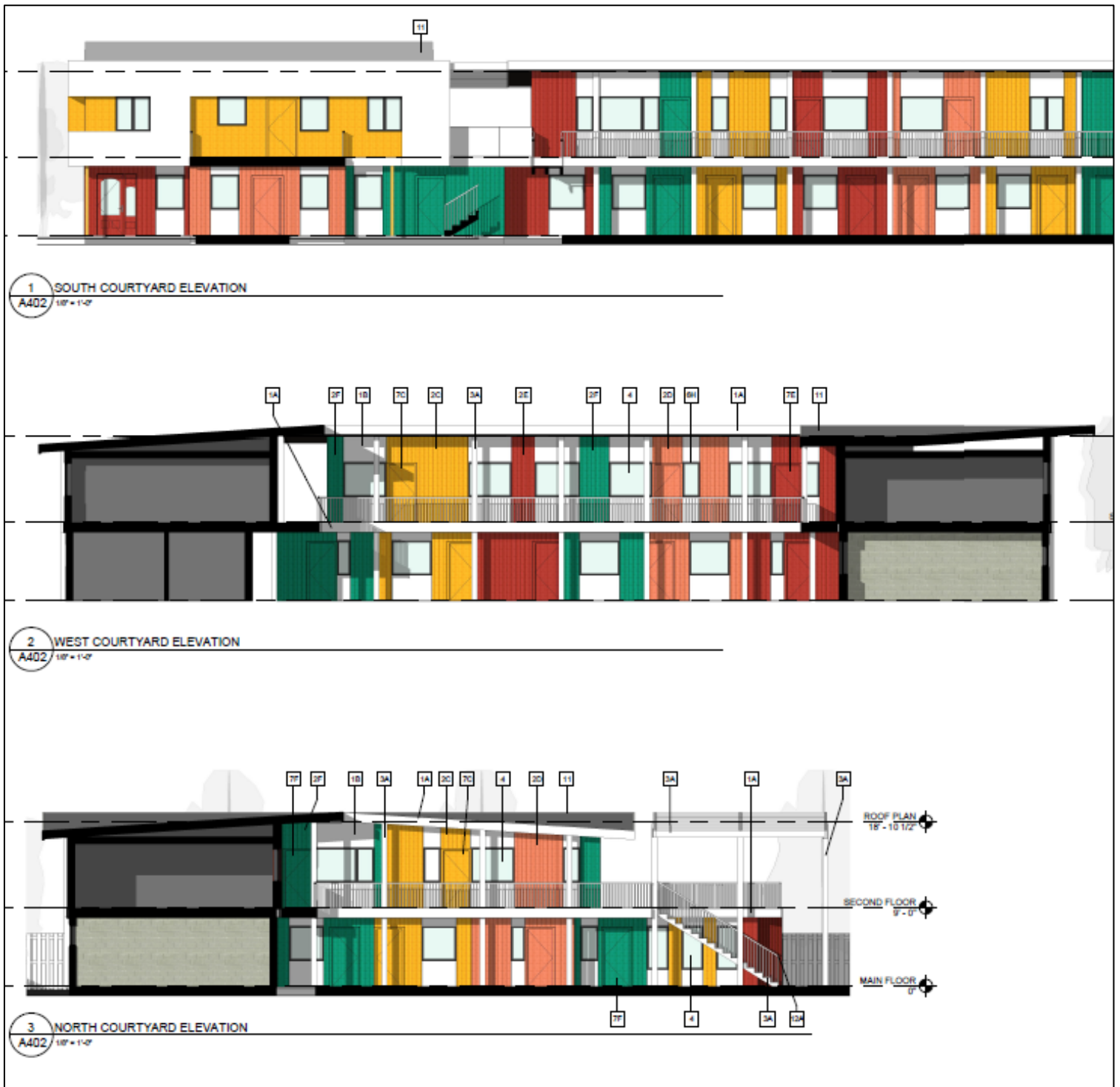


Figure 12: Elevations

Figure 15: Second Floor Plan

Attachment H - Letter of Intent

MEIKLEJOHN ARCHITECTURAL DESIGN **STUDIO** INC.
CALVIN B MEIKLEJOHN, ARCHITECT AIBC

June 18, 2018

Penticton City Hall
171 Main Street
Penticton, BC
V2A 5A9
Canada

Attention: Planning Department

Lot 3 Block 211 Plan KAP397 District Lot 189 Similkameen
Division Yale District
Traveler's Motel

Dear City Planner,

Please find attached our documents supporting our application for a Development Variance Permit for Traveler's Motel.

Setback Variances

We are requesting a variance to the exterior yard setback and the rear setback. For the exterior side-yard setback, we would like to reduce the setback to 3.2m, and the rear setback to 4.0m.

We believe this request is supportable due to the fact the existing building already encroaches on the rear and side setbacks. The additional floor will take up the same footprint, plus an extra 600mm for structural supports; which are required to bring the structural aspects of the building into conformance with current building codes. From discussion with structural engineers it was estimated that 200mm wide structural elements would be needed for the addition. We have included some leeway for structural changes within our variances by decreasing side yard and rear setbacks by 400mm more than the 200mm estimate.

By building the addition within a similar footprint of the original building, the motel will not impinge on surrounding properties any further than it already does. As for the addition of the second floor caretaker's suite, the addition allows the suite to be stylistically similar to the rest of the building as part of our complete "remake" of the building. As it is viewable along Skaha Lake Road, it is essential that it is aesthetically pleasing and fits with the rest of the building upgrades. This addition to the caretaker's suit is simply a false façade and will not alter the existing square footage of the suite.

201 - 75 FRONT STREET, PENTICTON, BC V2A 1H2 t: 250.492.3143 e: office@meiklejohn.ca

MEIKLEJOHN ARCHITECTURAL DESIGN **STUDIO** INC.
CALVIN B MEIKLEJOHN, ARCHITECT AIBC

Entranceway Canopy Height

As per the Technical Planning Committee outcome sent on May 15th, 2018, it was stated the current dimensions of the entrance pavilion would not work as per BCBC 2012 3.2.5.6. It was argued that the porte-cochere needed a clearance underneath of 5m for firetrucks to safely pass under. This would be reasonable if the fire department used the main entrance for firefighting, but as per BCBC 2012 3.2.5.5 firetrucks would be unable to reach that entrance in case of emergencies.

At the location 3590 Skaha Lake Road there are no fire department connections, so the property would rely on fire hydrants. The closest fire hydrant to the property is located on the north side of Skaha Lake Park (refer to A211 FIRE DEPARTMENT ACCESS SITE PLAN). As per BCBC 2012 3.2.5.5. 45m is the maximum distance from the fire hydrant to the truck and 45m is the maximum distance between the truck and the firefighter. As seen in A211, the dark grey dashed line is the radius of the maximum distance the firetruck can be from the fire hydrant. The green dashed lines and green 'X' shows the ideal location of fire department vehicles as it allows for the furthest reach for firefighters to the building (green dashed circle). Also shown is the reach of firefighters if the vehicle was located at the main entranceway (grey dashed circle).

As can be seen, it is ideal for fire fighting vehicles to be located along Lee Avenue and not in the main entranceway for firefighting purposes; as the Lee Avenue location allows for a greater reach to the motel, whereas the main entranceway only allows firefighters to reach the west half of the motel. Regardless, in either situation the firetruck would not be able to reach far enough from the hydrant to go underneath the entrance canopy. Because of this, the entrance canopy does not need to have the 5m clearance needed for fire department vehicles.

As a solution, we have widened the side lane on Lee Avenue to make it a fire lane. This lane is 6m in width and 14.99m long. As noted in drawing A211 this allows firefighters to reach the front doors of all suites in the motel. As there is no canopy or other obstructions along this lane, the lane allows for the 5m clearance needed for fire department vehicles.

As well, if the canopy was to have a 5m clearance, it would greatly change the character of the building and cause issues for the caretaker's suite. A higher canopy would block the views from the upper balcony, as well as open it to the space below. This would make the balcony less of a private area for the caretakers. It will also block sunlight into the caretaker suites. As the false façade has been designed to block sunlight during the summer, but allow it to enter during the winter, extra shading would increase the amount of heating the suites would require during the winter months.

Aesthetically, a larger canopy would clash with the horizontal motif currently seen in the building design, which would take away from the mid-century modern styling that we are striving to achieve. As well, with the greater height the blue "TRAVELERS sign would be difficult to read from ground level and would appear misplaced. It

201 - 75 FRONT STREET, PENTICTON, BC V2A 1H2 t: 250.492.3143 e: office@meiklejohn.ca

MEIKLEJOHN ARCHITECTURAL DESIGN STUDIO INC.
CALVIN B MEIKLEJOHN, ARCHITECT AIBC

would have to be removed from the design, which would once again diminish the unique character from the original design.

Exterior Styling

The addition and refacing of the existing building is to be done in a mid-century modern style. Some of the character defining elements that we will be incorporating will be the exposure of structural columns, low-sloped roofs, the appearance of ribbon windows, vertical slatted siding, and bright pastel colours that were typical of the era. By using this style, we hope to create a care-free reminiscent quality for tourists and residents alike.

Please feel free to contact the undersigned if you have any questions regarding this application.

Sincerely,



Cal Meiklejohn, Architect AIBC, FRAIC, LEEDTMAP
MEIKLEJOHN ARCHITECTURAL DESIGN STUDIO INC.
cal@meiklejohn.ca

201 – 75 FRONT STREET, PENTICTON, BC V2A 1H2 t: 250.492.3143 e: office@meiklejohn.ca

Figure 16: Letter of Intent

Attachment J - Development Variance Permit PL2018-8233



City of Penticton
171 Main St. | Penticton B.C. | V2A 5A9
www.penticton.ca | ask@penticton.ca

Development Variance Permit

Permit Number: DVP PL2018-8233

Name:
Address:

Conditions of Permit

1. This permit is issued subject to compliance with all of the bylaws of the City, except as specifically varied or supplemented by this Permit.
2. This permit applies to:

Legal: Lot 3 Block 211 District Lot 189 Similkameen (Formerly Osoyoos) Division Yale District Plan 397
Civic: 3590 Skaha Lake Road
PID: 004-465-270
3. This permit has been issued in accordance with Section 498 of the *Local Government Act*, to vary the following sections of Zoning Bylaw 2017-08 to allow for the construction of a motel addition.
 - Section 11.10.2.7.ii: to decrease the minimum exterior side yard from 4.5m to 3.2m.
 - Section 11.10.2.7.8: to decrease the minimum rear yard from 4.5m to 4.0m.

General Conditions

4. In accordance with Section 501 of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and the plans attached as Schedule A.
5. In accordance with Section 504 of the *Local Government Act*, if the holder of this permit does not commence the development authorized by this permit within 2 years of the date of this permit, this permit shall lapse.
6. **This permit is not a building permit. In order to proceed with this development, the holder of this permit must hold a valid building permit issued by the Building Inspection Department.**
7. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain any additional municipal, federal, or provincial approvals prior to commencing the development authorized by this permit.

8. This permit does not include off-site infrastructure costs that may be required at the building permit stage, such as Development Cost Charges (DCC's), road improvements and electrical servicing. There may be substantial infrastructure and servicing costs payable at a later date. For more information on servicing and infrastructure requirements please contact the Development Engineering Department at (250) 490-2501. For more information on electrical servicing costs, please contact the Electric Utility at (250) 490-2535.

Authorized by City Council, the 3 day of July, 2018.

Issued this ____ day of _____, 2018

Dana Schmidt,
Corporate Officer

Attachment K - Development Permit PL2018-8230



City of Penticton
171 Main St. | Penticton B.C. | V2A 5A9
www.penticton.ca | ask@penticton.ca

Development Permit

Permit Number: DP PL2018-8230

Name:
Address:

Conditions of Permit

1. This permit is issued subject to compliance with all of the bylaws of the City, except as specifically varied or supplemented by this Permit.
2. This permit applies to:
 - Legal: Lot 3 Block 211 District Lot 189 Similkameen (Formerly Osoyoos) Division Yale District Plan 397
 - Civic: 3590 Skaha Lake Road
 - PID: 004-465-270
3. This permit has been issued in accordance with Section 489 of the *Local Government Act*, to permit the construction of a motel addition, as shown in the plans attached in Schedule A.
4. In accordance with Section 502 of the *Local Government Act* a deposit or irrevocable letter of credit, in the amount of \$____.00 must be deposited prior to, or in conjunction with, an application for a building permit for the development authorized by this permit. The City may apply all or part of the above-noted security in accordance with Section 502(2.1) of the *Local Government Act*, to undertake works or other activities required to:
 - a. correct an unsafe condition that has resulted from a contravention of this permit,
 - b. satisfy the landscaping requirements of this permit as shown in Schedule A or otherwise required by this permit, or
 - c. repair damage to the natural environment that has resulted from a contravention of this permit.
5. The holder of this permit shall be eligible for a refund of the security described under Condition 5 only if:
 - a. the permit has lapsed as described under Condition 8, or
 - b. a completion certificate has been issued by the Building Inspection Department and the Director of Development Services is satisfied that the conditions of this permit have been met.
6. Upon completion of the development authorized by this permit, an application for release of securities must be submitted to the Planning Department. Staff may carry out inspections of the development to ensure the conditions of this permit have been met. Inspection fees may be withheld from the security as follows:

1 st Inspection	No fee
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2 nd Inspection	\$50
3 rd Inspection	\$100
4 th Inspection or additional inspections	\$200

□

General Conditions

- 7. In accordance with Section 501(2) of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and the plans attached as Schedule A.
- 8. In accordance with Section 504 of the *Local Government Act*, if the holder of this permit does not commence the development authorized by this permit within 2 years of the date of this permit, this permit shall lapse.
- 9. **This permit is not a building permit. In order to proceed with this development, the holder of this permit must hold a valid building permit issued by the Building Inspection Department.**
- 10. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain any additional municipal, federal, or provincial approvals prior to commencing the development authorized by this permit.
- 11. This permit does not include off-site infrastructure costs that may be required at the building permit stage, such as Development Cost Charges (DCC's), road improvements and electrical servicing. There may be substantial infrastructure and servicing costs payable at a later date. For more information on servicing and infrastructure requirements please contact the Development Engineering Department at (250) 490-2501. For more information on electrical servicing costs, please contact the Electric Utility at (250) 490-2535.

Authorized by City Council, the 3 day of July, 2018

Issued this ____ day of _____, 2018

Dana Schmidt,
Corporate Officer

Council Report

penticton.ca

Date: July 3, 2018 File No: MP PL2016-191
To: Peter Weeber, Chief Administrative Officer
From: Blake Laven, Planning Manager
Address: 201, 203, 225 and 247 Vancouver Avenue (236 Marina Way)
Subject: **Zoning Amendment Bylaw No. 2018-49, Development Permit PL2016-7756,
Development Variance Permit PL2018-8297**

Staff Recommendation

"Zoning Amendment Bylaw 2018-49"

THAT "Zoning Amendment Bylaw No. 2018-49", a bylaw that rezones the following properties to C9 (Marina Way Commercial):

- That Part of Lot 1, Shown on Plan B5470, District Lot 202, Similkameen Division Yale District, Plan 3218 (201 Vancouver Avenue);
- Lot 3, District Lot 202, Similkameen Division Yale District, Plan 3219 (203 Vancouver Avenue);
- Lot A, District Lot 202, Similkameen Division Yale District, Plan KAP85185 (247 Vancouver Avenue)

And includes as site specific section Section 11.9.4.1 In the case in the case of Proposed Lots 2, 3 and 4 (203, 225 and 247 Vancouver Avenue), single detached housing is a permitted use;

be read a first time and be forwarded to the July 17, 2018 Public Hearing for comment from the public.

"Development Permit PL2016-7756"

THAT Council support "Development Permit PL2016-7756" for Proposed Lot 1 of the lot consolidation and subdivision of 201, 203, 225 and 247 Vancouver Avenue, a permit supporting development of a 13 unit, seven storey apartment building;

AND THAT "Development Permit PL2016-7756" issuance be subject to adoption of "Zoning Amendment Bylaw No. 2018-49"; creation of the subject lot through deposit of the subdivision plan with the Land Title Office; and, a detailed landscape plan, prepared by a landscape architect showing all landscape materials, planting instructions and irrigation detail.

"Development Variance Permit PL2018-8297"

THAT Council receive delegations and submissions for "Development Variance Permit PL2018-8297", a permit to allow for reduced lot areas, from a minimum lot area of 550m² to a minimum lot area of 400m², for Proposed Lot 3 and Proposed Lot 4, at the July 17, 2018 Public Hearing;

AND THAT staff are directed to issue the permit upon adoption of "Zoning Amendment Bylaw No. 2018-49".

Strategic priority objective

This application meets Council's strategic priorities of community building and economic vitality, by proposing development in-line with the City's Official Community Plan and in a strategically important part of the city.

Background

The subject development lands are made up of four (4) separate legal parcels, which have frontage on both Marina Way and Vancouver Avenue. There are three single detached houses located on the lands, which all front onto Vancouver Avenue and are of older building stock. The lands along Marina Way are currently free of development.

The applicant is proposing to re-configure the subject legal lot lines, creating a development site fronting Marina Way, to accommodate a seven storey, 13 unit apartment building. The lot reconfiguration will result in three lots fronting Vancouver Avenue, accomodating the three houses that currently exist there. At a future date, these three lots may be consolidated for a townhouse project, or redeveloped independently.

Currently the lands feature a mix of zoning designations with a small north east corner of the lands zoned as CT1 (Tourist Commerical) and the remainder of the lots zoned as RD2 (Duplex Housing: Lane) and C9 (Marina Way Commercial). Surrounding properties are similarly zoned as C9, RD2 and CT1. Land uses in the surrounding area include single and two family housing, a mixed use apartment building with ground floor commercial directly to the east (Lakeside Terraces) and a vacant lot to the west.

To construct the proposed building an amendment to the zoning bylaw is required. The applicants are proposing to rezone all of the development lands as C9 (Marina Way Commercial) which allows for the apartment use on Marina Way and will allow for redevelopment of the Vancouver Avenue properties at a future time. As part of the zoning amendment a site specific provision will allow for the single family housing to remain.

Proposal

To accommodate the above, the proponents are proposing the following:

- An amendment to Zoning Bylaw 2017-08, rezoning the subject properties from RD2 (Duplex Housing: Lane) and CT1 (Tourist Commercial) to C9 (Marina Way Commercial);
- Development permit approval for a 13 unit, seven storey apartment building; and,
- Development Variance Permit approval to allow for two of the lots to be undersized.

Technical Review

This application was forwarded to the City's Technical Planning Committee (TPC) for review at the October 29, 2016 meeting and again at the May 3, 2018 meeting. That review did not identify any major servicing deficiencies. Marina Way was redeveloped in 2005, through a Development Works Agreement and servicing for the type of use proposed was established at that time.

All provisions of the BC Building Code will need to be satisfied at the time of building permit approval.

Financial implication

The property owner has already contributed their share of the frontage upgrade works done in 2005. That contribution totaled \$96,656.52 (with the interest that accumulated since 2005). All other costs to do with servicing of the project will be the responsibility of the developer. The project will bring in an additional \$72,124 in Development Cost Charges (DCCs) and approximately \$79,000 in permitting fees.

Analysis

“Zoning Amendment Bylaw No. 2018-49”

The development lands are in an area that is identified as being within the (OW) Okanagan Lake Waterfront land use designation. This was a designation included in the 2002 Official Community Plan that dealt with the redevelopment of Front Street into Marina Way, leading to significant investment in the public realm in this area of the city. These public realm improvements included the installation of the round-about at the bottom of Vancouver Avenue, the development of Marina Way Park and the installation of sidewalk pavers, lighting and street trees – among other investments.

Initially private development followed the public realm investment, starting with the Lakeshore Terraces in 2003 and the start of construction of a 9 suite mixed use development at 206 Marina Way (directly to the west of the development lands). The 9 unit development was never realized after stalling during the 2008 real estate downturn. Since that time there has been no development in this area.

The C9 (Marina Way Commercial) zone was established for lands affected by the OW designation. The C9 zone is very permissive allowing for a wide variety of uses including apartment buildings that can be constructed to a height of 24m (6-7 storeys). The following table outlines how the project will meet the development regulations of the C9 zone:

Item	Required by C9 zone	Provided on Plans	Notes
Use	Apartment	Apartment	
Lot width	30m	Proposed Lot 1: 38 m Proposed Lot 2: 21 m Proposed Lot 3: 15 m Proposed Lot 4: 15m	Preexisting width Preexisting width Preexisting width
Lot area	550m ²	Proposed Lot 1: 1,700 m ² Proposed Lot 2: 400 m ² Proposed Lot 3: 423 m ² Proposed Lot 4: 631 m ²	Included in variance permit
Density	1.75 FAR	1.6 FAR	
Lot coverage	60% Maximum	47%	
Siting	Front: 1.0m Side: 0m Rear: 0m	3.0m 0m east, 0m west 0m	
Height	24m	25.5m	Included in development permit

Staff consider that the proposed zoning for this property is appropriate, as the C9 zone was created for these properties and one of the four properties involved in the project is already zoned C9. The building being proposed on the development site is in-line with what was envisioned for the property. And no variances are required for the building. The remainder lots, located on Vancouver Avenue will develop at a future date and the C9 zone will allow for a more appropriate form of development than the current RD2 zones.

Support for the application meets the following City policies:

- Creating a mixed use vibrant *people place* on Marina Way
- Encouraging quality residential development on the hillside lands between Vancouver Avenue and Marina Way
- Encourage intensification in and around the downtown and in areas where infrastructure is in place to accommodate higher density development
- Support a diversified range of housing types, including high-end residential housing

Given the above, staff are recommending that Council give first reading to Zoning Amendment Bylaw No. 2018-49 and forward the bylaw to the July 17, 2018 Public Hearing to receive comment from the public.

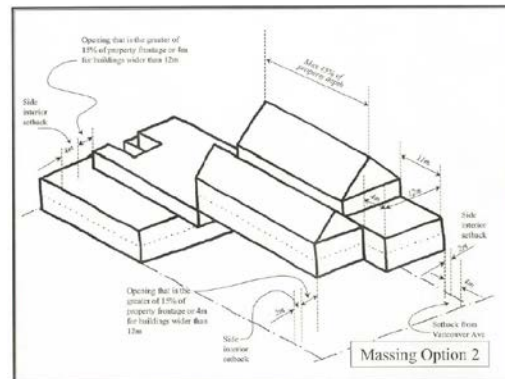
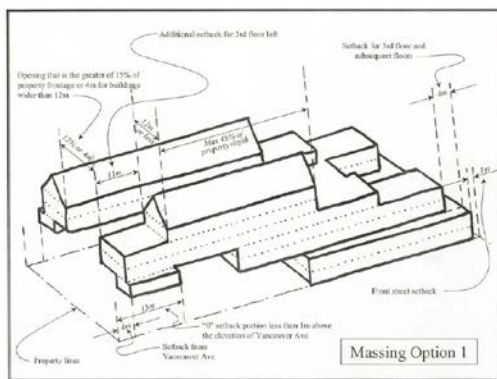
“Development Permit DP2016-PL7756”

When reviewing applications for development permit, staff and Council are obliged to review plans against the guidelines located in the Official Community Plan for the DP area that the property is located. In this case the property is located in the Okanagan Lake Waterfront Development Permit Area (DPA). The Okanagan Lake Waterfront DPA was created specifically for this area and has as an objective: the blending of commercial and residential development into a people place with a downtown feel and high quality of design.

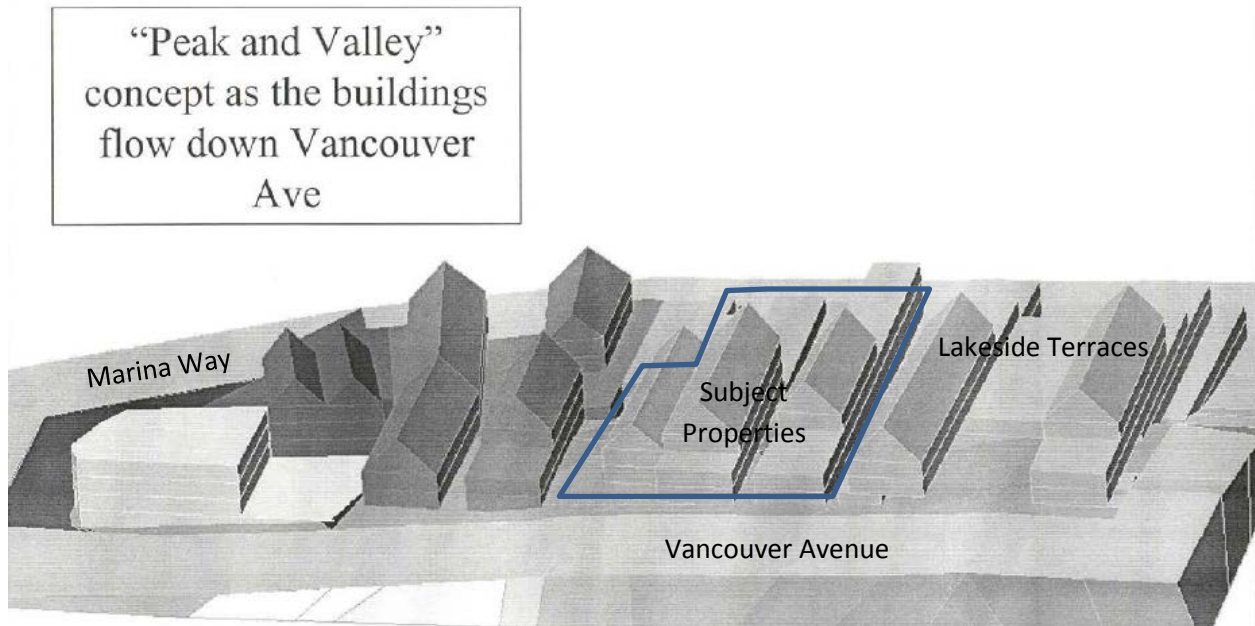
The guidelines are broken up into the following categories which staff will provide comment on:

1. *Building and structures*

For the built form envisioned in this area the guidelines outline some very specific massing along Marina Way. The massing is based off the Lakeside Terraces building and desires building to be stepped back after two storeys and follow the topography of the lot from Marina Way to Vancouver Avenue. The guidelines provide some illustrations that designers are intended to follow:



The guidelines also show the building stepping in from side lot lines, which are 0m at the ground and second floors. A 'peak and valley' design along Vancouver Avenue is desired, with buildings designed in narrower segments to allow for views between the buildings.



The plans submitted show a building that deviates from the massing options encouraged in the guidelines. Rather than stepping the building back through terraces that lead up to Vancouver Avenue, the developer is proposing two separate building sites. The building site on Marina Way does not provide for the opportunity to terrace the way envisioned by the massing diagrams. There is no proposal for the Vancouver Avenue properties at this time as the houses are intended to remain through the short term.

The subject building is constructed on a one storey parking structure, with one residential unit and a lobby located at the sidewalk level to provide activation at the street level. After the first storey parkade structure, the building is set back from the street and then built to its full height (7 storeys) on its floor plate, without any terracing as envisioned by the guidelines. The building though, only takes up a small amount of the parkade area, with a floor plate roughly 5500 sq feet, representing only 30% of the lot area. The point tower is placed to the far west of the property to preserve as much of a view for the Lakeside Terrace residents as possible. If the design guidelines were followed, the views to the lake from the Lakeside Terraces building would be much more impacted.

This design does represent a significant change from the design desired by the Okanagan Lake Waterfront Development Permit Area design guidelines. In discussion with the architect there are some legitimate reasons for this change, including construction practices, which make buildings like the Lakeside Terrace complex to build. Also, given the design of the Terraces, with their west facing windows the intent was to try to preserve as much of a view as possible by pulling the building away from the side of the lot. This resulted in a smaller footprint and the need for the point building as opposed to the terraced building.

The guidelines also stress the importance of the ground floor interface between the building and the public realm, with a pedestrian oriented character (human scale, transparent, interesting). The guidelines speak to a variety of materials textures and articulation to break up large wall faces. A focus on taking advantage of the lake views is also encouraged. The plans submitted in support of the development permit show a building with high architectural quality, units with large windows and balconies and a mixture of concrete glass and metal cladding.

The building design features a clerestory band at the centre of the roof. This band allows for light to come into the building and provides visual interest to the building. The clerestory band makes the building higher than what is permitted by the Zoning Bylaw. The Development Permit Area guidelines, however, do allow for minor variances to height (under 2.0m) as part of development permit approval in cases where the height variance is for architectural purposes, such as articulated roof lines and turrets. Staff feel that the clerestory band meets this intent.

2. *Parking and Access*

The Guidelines encourage that parking required by the zoning bylaw be accommodated within and under any proposed buildings and out of view. Given that there are no rear lanes behind the development lands, hiding parking entirely is difficult. The plans submitted show a large garage door onto Marina Way and all of the parking is accommodated in an enclosed parking structure accessed from the garage. The parking is screened from view. All parking required by the zoning bylaw, and more, is being provided. No variances to the parking are being requested.

3. *Screening and Landscaping*

With regard to landscaping, the guidelines seem to acknowledge the fact that there would be minimal ability to landscape given the reduced setbacks desired. As such they encourage the use of planters and baskets to compliment the trees that are planted in the public realm. The designer has incorporated a large planter in the front elevation along Marina Way. The plans submitted also show extensive landscaping on the top of the parkade building, which will be visible from the neighbouring building as well as residents looking down on the parking structure.

A detailed landscape plan was not submitted in support of the development permit application. Staff are recommending that if Council were to support the development permit, that a detailed landscape plan created by a landscape artist showing landscape species, planting instructions and irrigation details be submitted prior to development permit issuance. The development permit will also require submission of a landscape bond prior to issuance of a building permit.

While the architect has deviated from the development permit area guidelines in some areas, staff consider that the general intent of the guidelines to provide development that works together with neighbouring properties, creates strong edge definition at the street level and is of a high design quality are being met. There are some legitimate reasons provided by the architect for deviating from the terracing as spoken to above.

For the reasons listed above, staff are recommending that Council support the development permit, subject to adoption of Zoning Bylaw No. 2018-49 and the creation of the subject lot (Proposed Lot 1).

“Development Variance Permit PL2018-8297”

In the creation of the development parcel remainder lots will result fronting Vancouver Avenue. It is the intent of the property owner to eventually redevelop these lots. In the meantime, however, the existing houses will continue to be rented out. Two of the three remainder lots are proposed to be undersized. The minimum lot area in the C9 zone is 550m², whereas Proposed Lot 3 will only be 423m² and Proposed Lot 4 will only be 400m². To allow for the subdivision, a variance to the minimum lot area is required. Even though two lots will be undersized, the required rear setbacks are being accommodated.

The alternative to having the reduced lot widths, would be for the property owner to combine the two lots. This would require the re-servicing of the lots. Given that the houses will remain on the lands for the time being, re-servicing the properties is premature at this time.

As the houses are intended to remain for the foreseeable future, approval of the variance permit will have no effect on neighbouring development. For this reason, staff are recommending support for the variance.

Alternate recommendations

1. THAT Council deny support to the project and deny first reading of “Zoning Amendment Bylaw 2018-49”
2. THAT Council refer application MP PL2016-191 back to staff to work with the applicant on revising the plans.


Attachments

- Attachment A – Subject property location map
- Attachment B – Images of subject lands
- Attachment C – OCP and Zoning Maps
- Attachment D – Subdivision (lot line adjustment) Plan
- Attachment E – Draft Development Permit
- Attachment F – Draft Development Variance Permit
- Attachment G – Zoning Amendment Bylaw No. 2018-49

Respectfully submitted,

Blake Laven, MCIP, RPP
Planning Manager

Approvals

Director 	Chief Administrative Officer PW
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Attachment A
Subject Property Location Map



Attachment B
Images of Subject Property

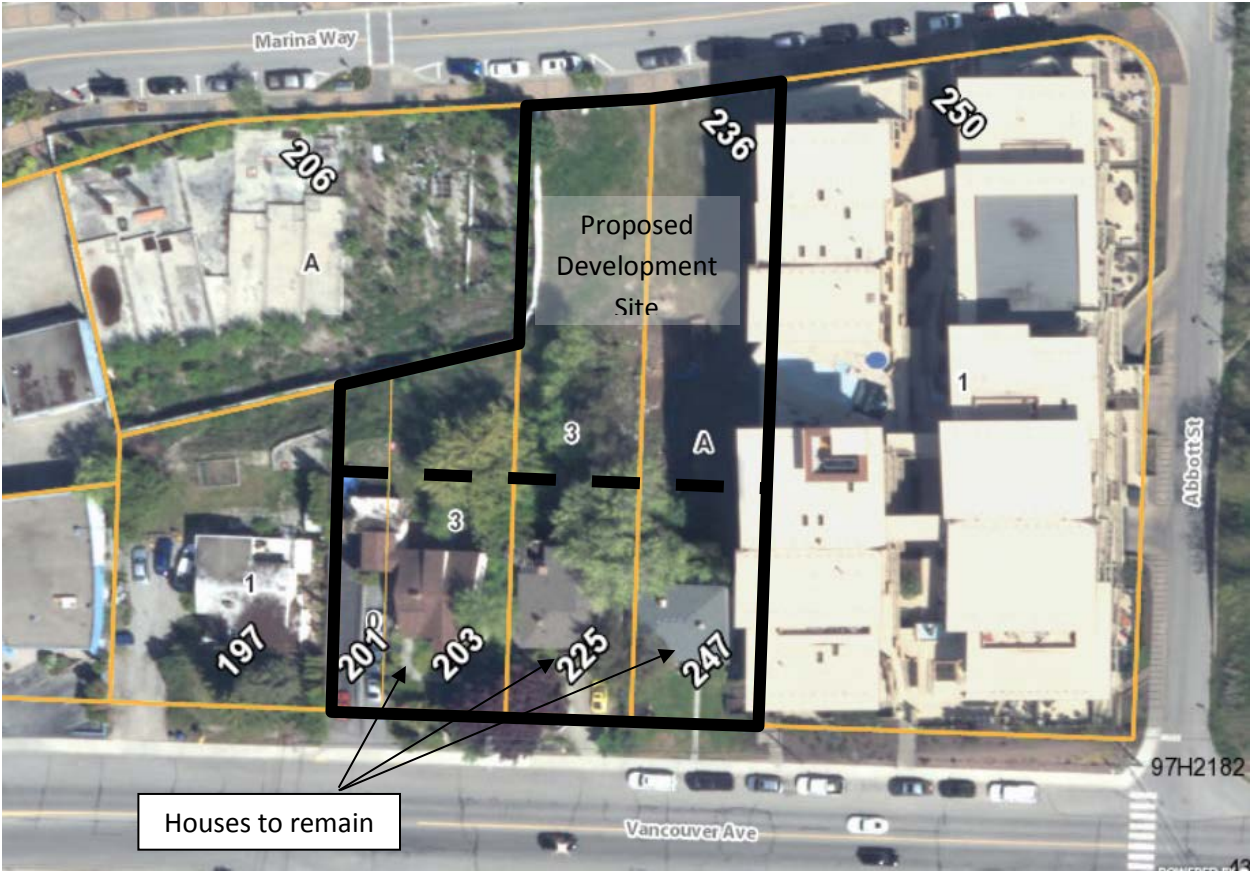


Figure 1: Aerial image of subject development lands (Spring 2017)



Figure 2: Photograph of development lands from Marina Way looking south (June 2018)



Figure 3: Photograph of development lands from Marina Way looking south west (June 2018)



Figure 4: Development lands with the remaining houses in the mid ground



Figure 5: Image of remainder lands on Vancouver Avenue (three houses to remain)



Figure 6: Image of Vancouver Avenue property that will be consolidated as part of the lot assembly



Figure 7: Image of remainder properties (houses to remain)

Attachment C
OCP and Zoning Maps



Figure 8: OCP Map: OW (Okanagan Waterfront) designation

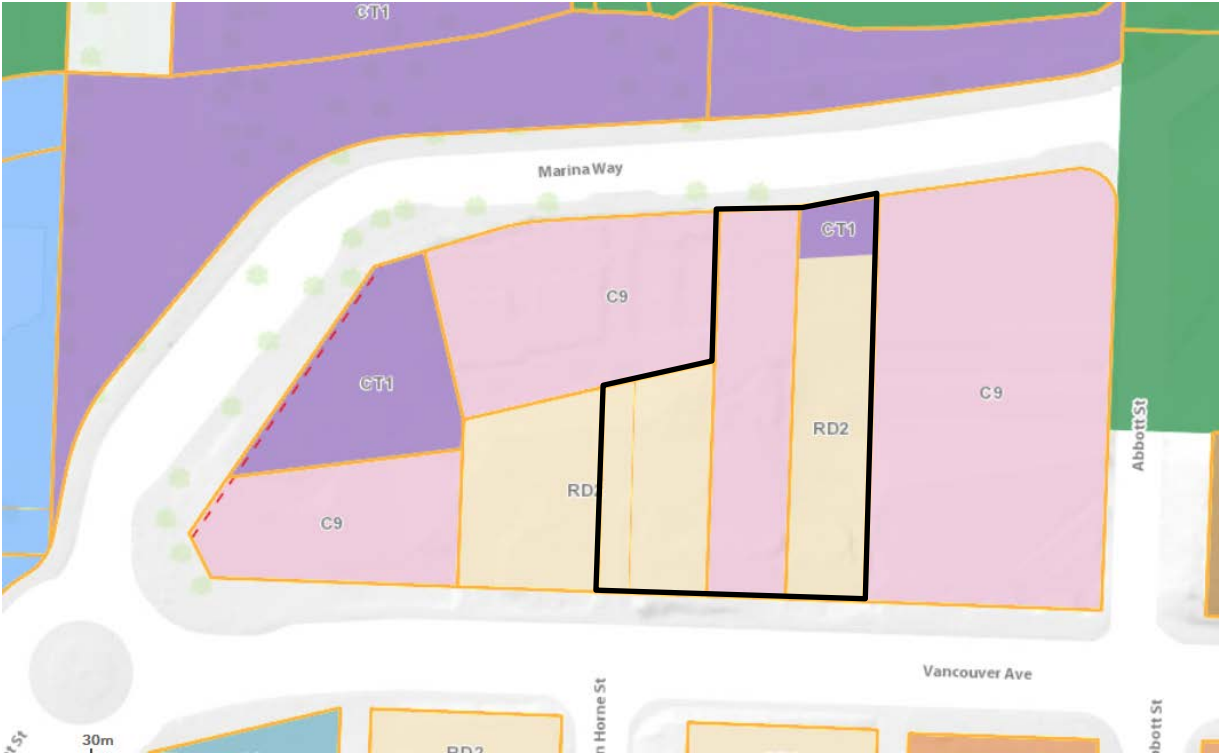
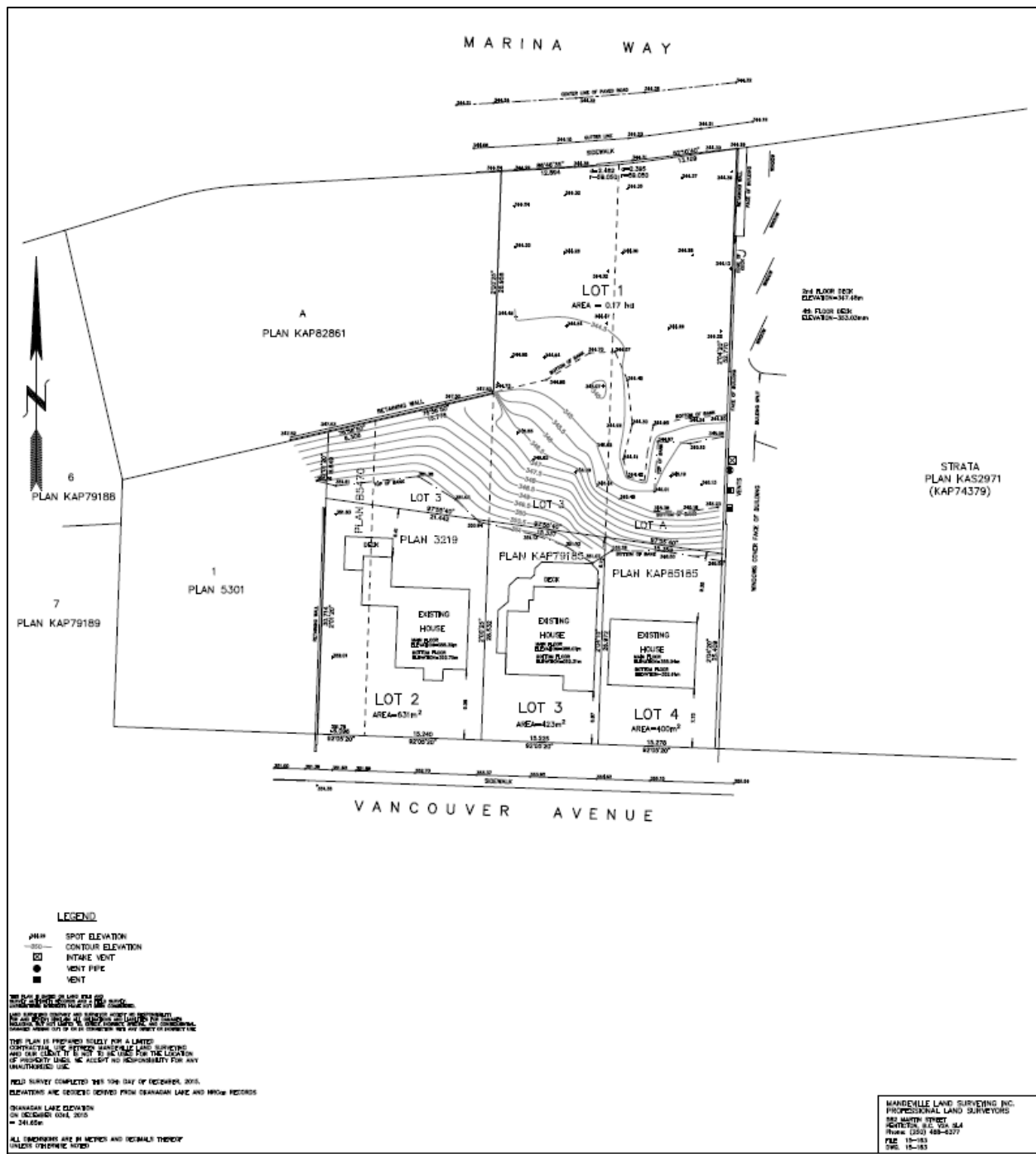


Figure 9: Zoning Map: Mixed zones showing C9, RD2 and CT1 zones

Attachment D Subdivision Sketch Plan (Lot Line Adjustment)



Attachment E
Draft Development Permit



City of Pentiction
171 Main St. | Pentiction B.C. | V2A 5A9
www.pentiction.ca | ask@pentiction.ca

Development Permit

Permit Number: PL2016-7756

Owner Name
Owner Address
Owner Email Address

Conditions of Permit

1. This permit is issued subject to compliance with all of the bylaws of the City, except as specifically varied or supplemented by this Permit.
2. This permit applies to:

Legal: Proposed Lot 1
Civic: tbd
PID: tbd
3. This permit has been issued in accordance with Section 489 of the *Local Government Act* to permit the construction of a 7 storey, 13 unit apartment building as shown in the plans attached in Schedule A.
4. In accordance with Section 490 of the *Local Government Act* the following provisions the City of Pentiction Zoning Bylaw No. 2017-08 are varied by this permit:
 - a. Section 11.9.2.5: height increased from a maximum height of 24m to a maximum height of 25.5m to accommodate a clerestory architectural feature.
5. In accordance with Section 502 of the *Local Government Act* a deposit or irrevocable letter of credit, in the amount of 100% of the estimated cost of all landscaping materials and labour must be deposited prior to, or in conjunction with, an application for a building permit for the development authorized by this permit. The City may apply all or part of the above-noted security in accordance with Section 502(2.1) of the *Local Government Act*, to undertake works or other activities required to:
 - a. correct an unsafe condition that has resulted from a contravention of this permit,
 - b. satisfy the landscaping requirements of this permit as shown in Schedule A or otherwise required by this permit, or
 - c. repair damage to the natural environment that has resulted from a contravention of this permit.
6. The holder of this permit shall be eligible for a refund of the security described under Condition 4 only if:
 - a. the permit has lapsed as described under Condition 8, or
 - b. a completion certificate has been issued by the Building Inspection Department and

the Director of Development Services is satisfied that the conditions of this permit have been met.

- 7. Upon completion of the development authorized by this permit, an application for release of securities, provided in Schedule B, must be submitted to the Planning Department. Staff may carry out inspections of the development to ensure the conditions of this permit have been met. Inspection fees may be withheld from the security as follows:

1 st Inspection	No fee
2 nd Inspection	\$50
3 rd Inspection	\$100
4 th Inspection or additional inspections	\$200

General Conditions

- 8. In accordance with Section 501(2) of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and the plans attached as Schedule A.
- 9. In accordance with Section 504 of the *Local Government Act*, if the holder of this permit does not commence the development authorized by this permit within 2 years of the date of this permit, this permit shall lapse.
- 10. This permit is not a building permit. In order to proceed with this development, the holder of this permit must hold a valid building permit issued by the Building Inspection Department.
- 11. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain any additional municipal, federal, or provincial approvals prior to commencing the development authorized by this permit.
- 12. This permit does not include off-site infrastructure costs that may be required at the building permit stage, such as Development Cost Charges (DCC's), road improvements and electrical servicing. There may be substantial infrastructure and servicing costs payable at a later date. For more information on servicing and infrastructure requirements please contact the Development Engineering Department at (250) 490-2501. For more information on electrical servicing costs, please contact the Electric Utility at (250) 490-2535.

Authorized by City Council, the _____ day of _____, 20

Issued this _____ day of _____, 20

Dana Schmidt,
Corporate Officer



NORMAN GODDARD
architecture + civic design

Box 373, 113 - 437 Merth Street
Penticton,
British Columbia
V2A 5L1
250 • 770 • 1104

PROJECT NO:
MARINA WAY DEVELOPMENT
236 MARINA WAY
8, 201, 203, 225 AND 247
VANCOUVER AVENUE,
PENTICTON, BC

FIG. NO:
NORTH ELEVATION

DATE	2016 JUN 22
SCALE	1/8" = 1'-0"
PROJECT	MARINA WAY DEVELOPMENT
NO.	A300



NORMAN GODDARD
architecture + civic design

Box 373, 113 - 437 Merth Street
Penticton,
British Columbia
V2A 5L1
250 • 770 • 1104

PROJECT NO:
MARINA WAY DEVELOPMENT
236 MARINA WAY
8, 201, 203, 225 AND 247
VANCOUVER AVENUE,
PENTICTON, BC

FIG. NO:
SOUTH ELEVATION

DATE	2016 JUN 22
SCALE	1/8" = 1'-0"
PROJECT	MARINA WAY DEVELOPMENT
NO.	A301

Attachment F
Draft Development Variance Permit



City of Penticton
171 Main St. | Penticton B.C. | V2A 5A9
www.penticton.ca | ask@penticton.ca

Development Variance Permit

Permit Number:

Name
Address I
Address II

Conditions of Permit

1. This permit is issued subject to compliance with all of the bylaws of the City, except as specifically varied or supplemented by this Permit.
2. This permit applies to:

Legal: tbd
Civic: 225 and 247 Vancouver Avenue
PID: tbd
3. This permit has been issued in accordance with Section 498 of the *Local Government Act*, to vary Section 11.9.2.2 of Zoning Bylaw 2017-08 reducing the permitted lot area of Proposed Lots 3 and 4 from a minimum lot area of 550m² to a minimum lot area of 400m², as shown in the plans attached in Schedule A.

General Conditions

4. In accordance with Section 501 of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and the plans attached as Schedule A.
5. In accordance with Section 504 of the *Local Government Act*, if the holder of this permit does not commence the development authorized by this permit within 2 years of the date of this permit, this permit shall lapse.
6. This permit is not a building permit. In order to proceed with this development, the holder of this permit must hold a valid building permit issued by the Building Inspection Department.
7. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain any additional municipal, federal, or provincial approvals prior to commencing the development authorized by this permit.
8. This permit does not include off-site infrastructure costs that may be required at the building permit stage, such as Development Cost Charges (DCC's), road improvements and electrical servicing. There may be substantial infrastructure and servicing costs payable at a later date. For more information on servicing and infrastructure requirements please contact the Development Engineering Department at (250) 490-2501. For more information on electrical servicing costs, please contact the Electric Utility at (250) 490-2535.

Authorized by City Council, the _____ day of _____, 2018

Development Variance Permit PL
Issued this _____ day of _____, 2018

Dana Schmidt,
Corporate Officer

Notice of intention to proceed with this bylaw was published on the __ day of ____, 2018 and the __ day of ____, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

Andrew Jakubeit, Mayor

Dana Schmidt, Corporate Officer

Rezone 201 Vancouver Avenue From RD2 (Duplex Housing: Lane) to C9 (Marina Way Commercial)

Rezone 203 Vancouver Avenue from RD2 (Duplex Housing: Lane) to C9 (Marina Way Commercial)

Rezone 247 Vancouver Avenue (236 Marina Way) from CT1 (Tourist Commercial) and RD2 (Duplex Housing: Lane) to C9 (Marina Way Commercial)



City of Penticton – Schedule 'A'

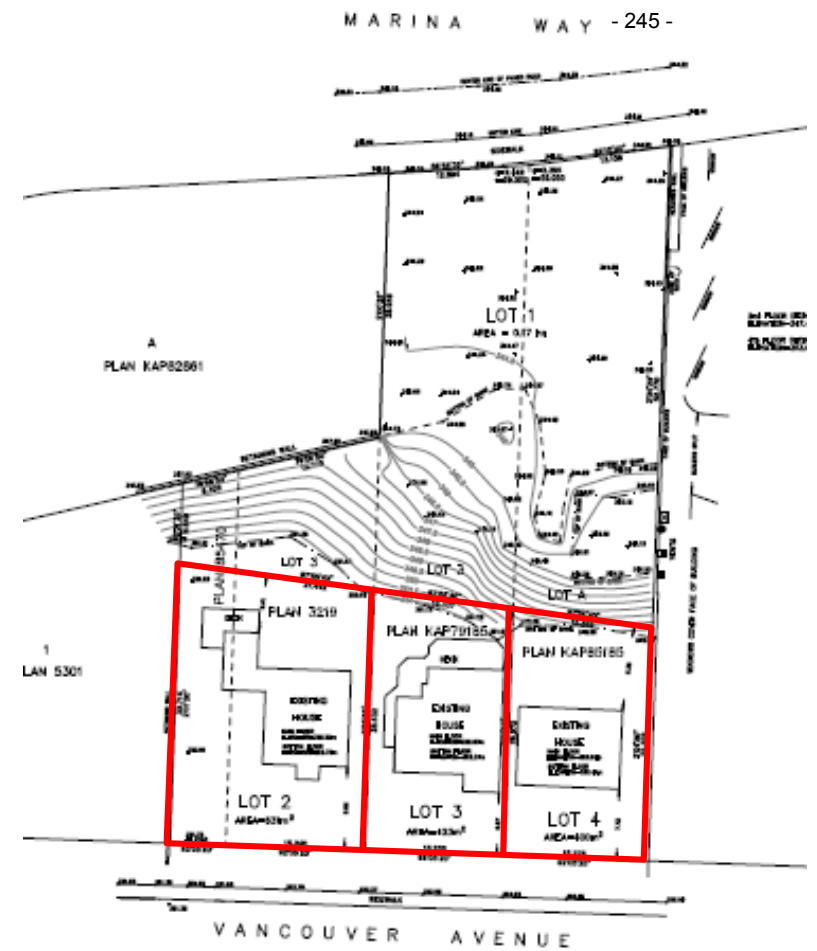
Zoning Amendment Bylaw No. 2018-49

Date: _____

Corporate Officer: _____

Site Specific Zoning Amendment
(C9-Marina Way Commercial)

To permit a single detached house as a permitted use on:
203 Vancouver Ave (Proposed Lot 2),
225 Vancouver Ave (Proposed Lot 3), and
247 Vancouver Ave (Proposed Lot 4)



City of Penticton – Schedule 'B'
Zoning Amendment Bylaw No. 2018-49

Date: _____ Corporate Officer: _____