



Committee of the Whole

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

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

1. **Call Committee of the Whole to Order**
2. **Adoption of Agenda**
3. **Delegations and Community Recognition**
 - 3.1 Downtown Penticton Association 1-2
Lynn Allin, Executive Director, Downtown Penticton Association
 - 3.2 2019 Voltage Conversion Plan 3-17
Shawn Filice, Electric Utility Manager
4. **Adjourn to Regular Meeting of Council**



February 26, 2019

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

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

What the DPA is

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

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

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

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

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

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

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

Respectfully submitted by
Board of Directors
Downtown Penticton Association

February 26, 2019

Event Cost Breakdown including:

Canada Day, BC Day, Rock the Sun 7 evenings, Santa Parade, and Fireworks. Total of 11 events.

Not included in this breakdown:

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

Expense	Description	Cost
Event Manager	.5 of full time position – includes wage costs	\$30,800
Advertising	print, radio, on-line, social media	\$15,000
Entertainment	local musicians, bands, children’s activities	\$30,000
Rentals	Stage décor, tents, portable washrooms	\$5000
Contract Staff	summer students – event days only	\$2500
Sound Technician	Technician and equipment 10 sessions	\$5625
Permits/Electrical	Electrician - portion of city permit costs	\$1000
Printing/Signage	Posters/ banners/ signage	\$1200
Supplies	including 2 \$900 cakes	\$3350
Wages	.33 full time for 3 DPA Staff & wage costs	\$43680
DPA Infrastructure	use of equip/computers/copier/tables/chairs	<u>\$3000</u>
Total costs		\$141,155

Revenue for above events only: Based on 2018 municipal grants

City of Penticton \$4500 Canada Day, \$1100 BC Day

and \$8000 Rock the Sun

\$13,600

Federal Heritage Grant Canada Day

\$5000

Vendors Fees Canada & BC Day

\$11,000

\$29,600

Net Position for DPA

(111,555)

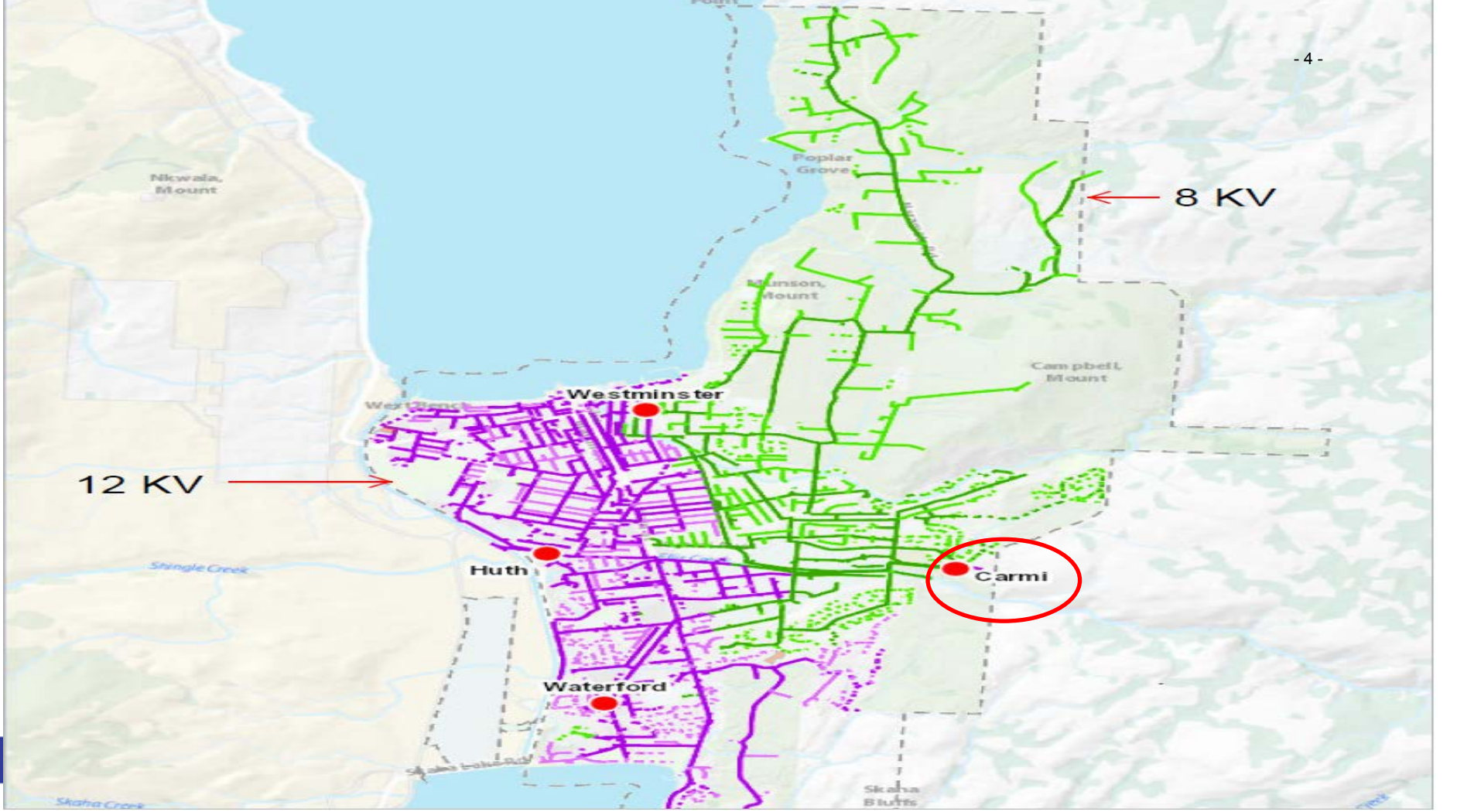


2019 Voltage Conversion Outage Plans 2019 03 05

Presented by:
Shawn Filice, Electric Utility Manager

12 KV

8 KV



Nicwala Mount

Poplar Grove

Munson Mount

Campbell Mount

Westminster

Huth

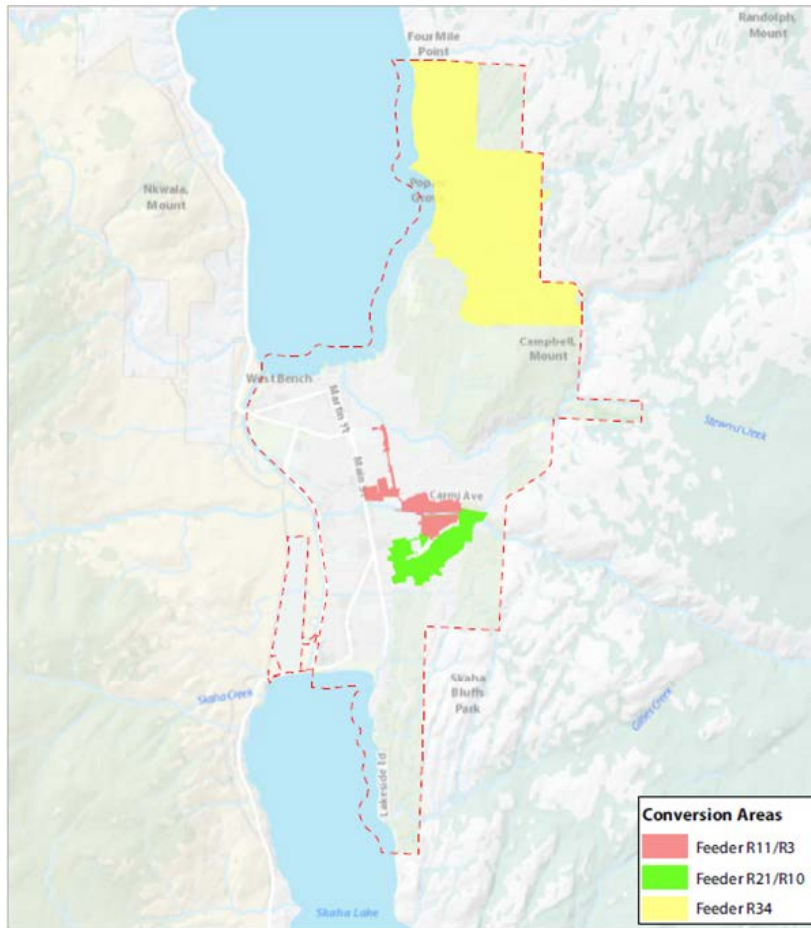
Waterford

Carmi

Skaha Bluffs

Shingle Creek

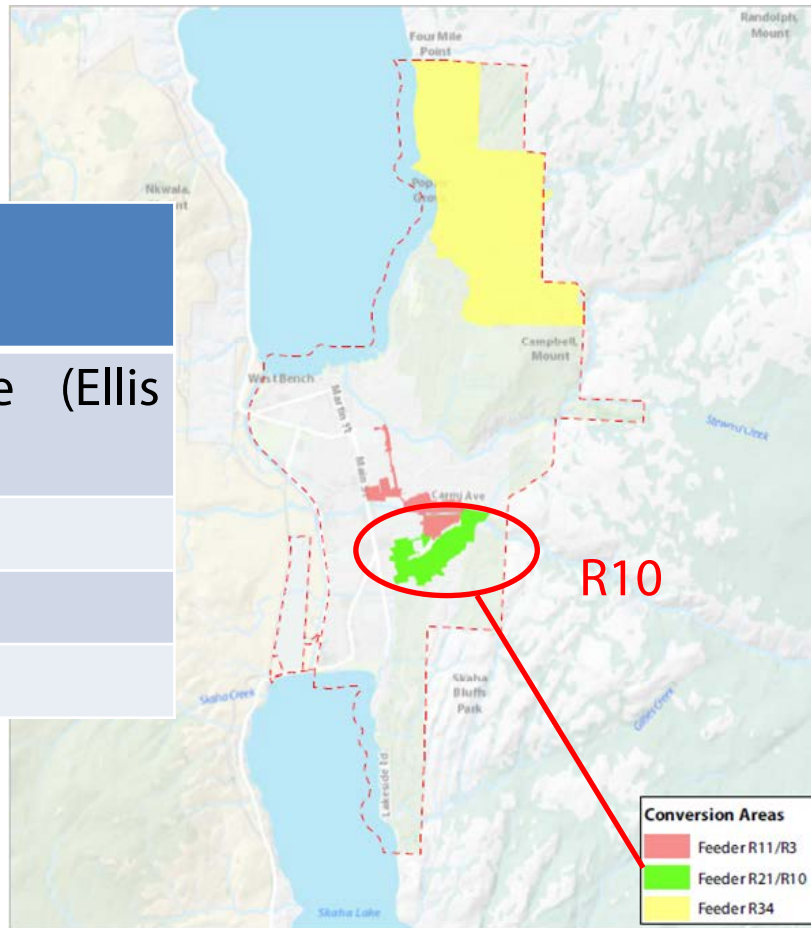
Skaha Creek





Spring

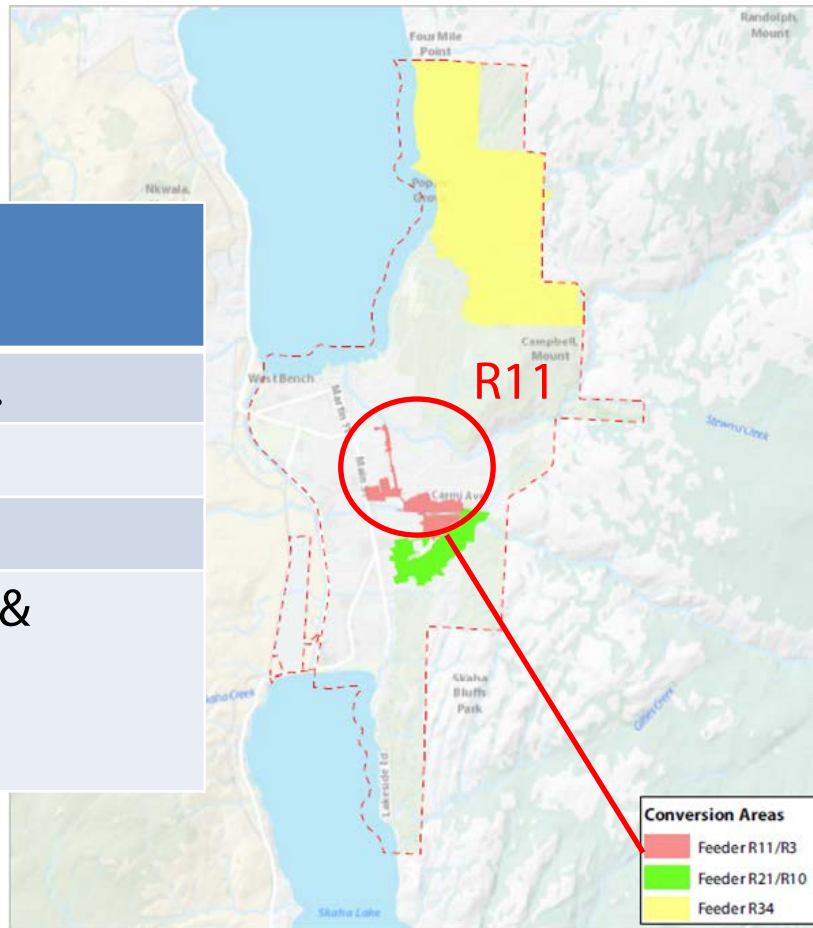
R10 Area	Description
North	Okanagan Ave (Ellis Creek)
East	City Limits
South	Green Ave.
West	South Main St.





Spring

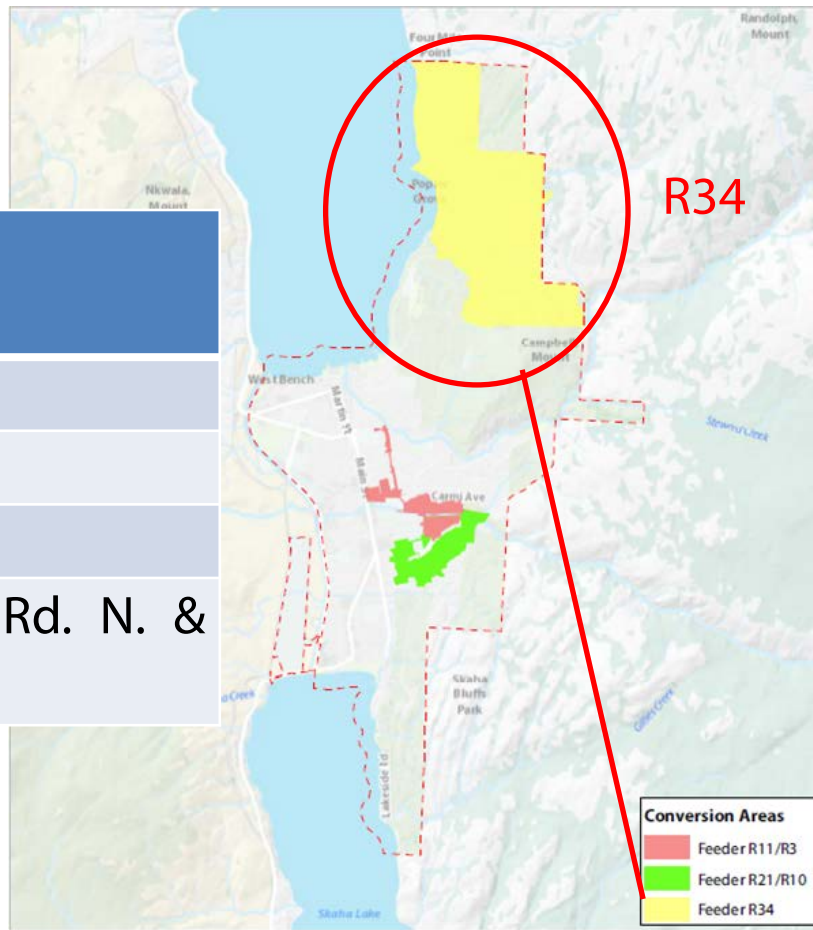
R11 Area	Description
North	Eckhardt Ave. E.
East	Columbia St.
South	Dawson Ave.
West	South Main St. & Government St (N. Ellis Creek)



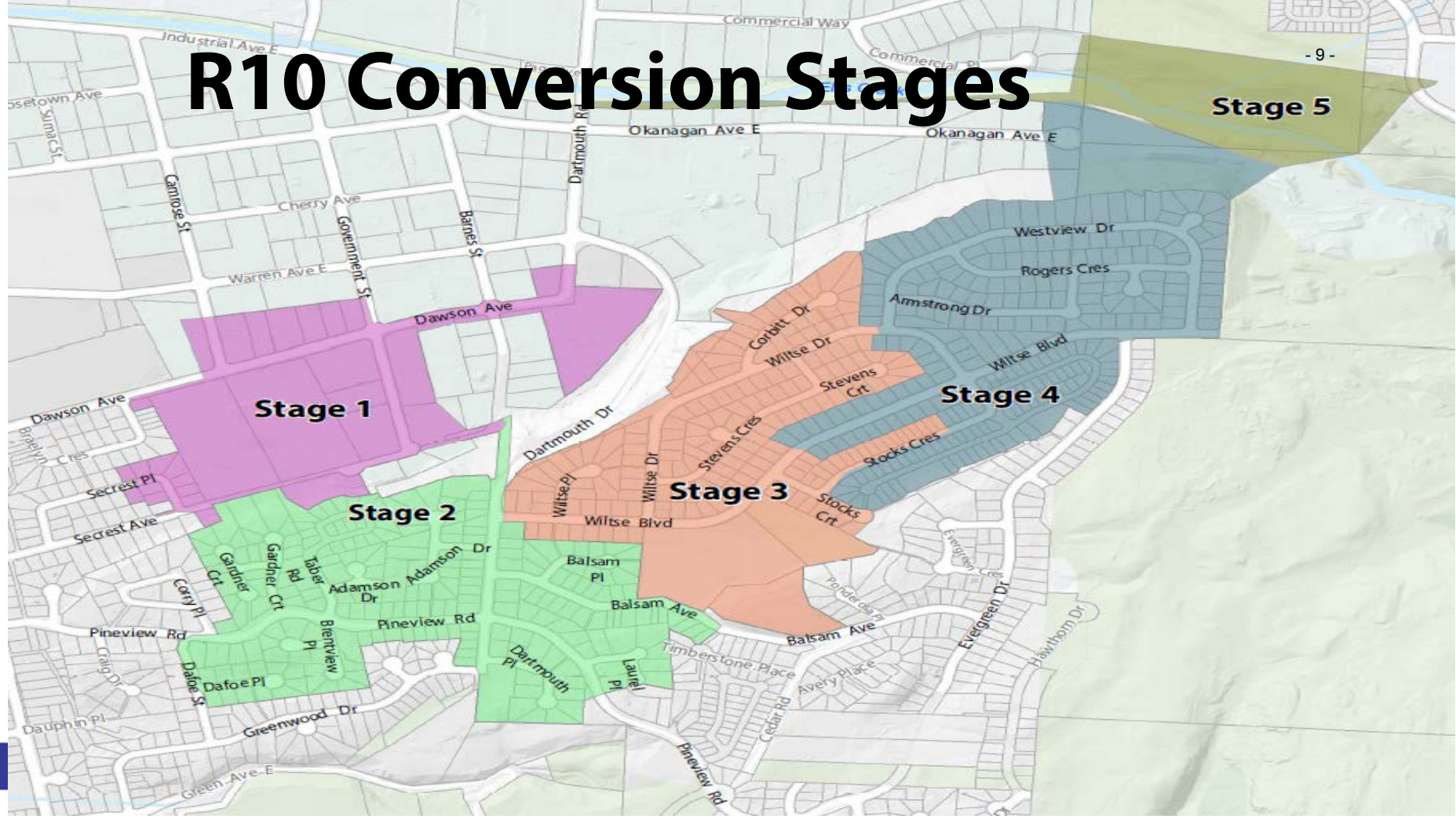


Fall

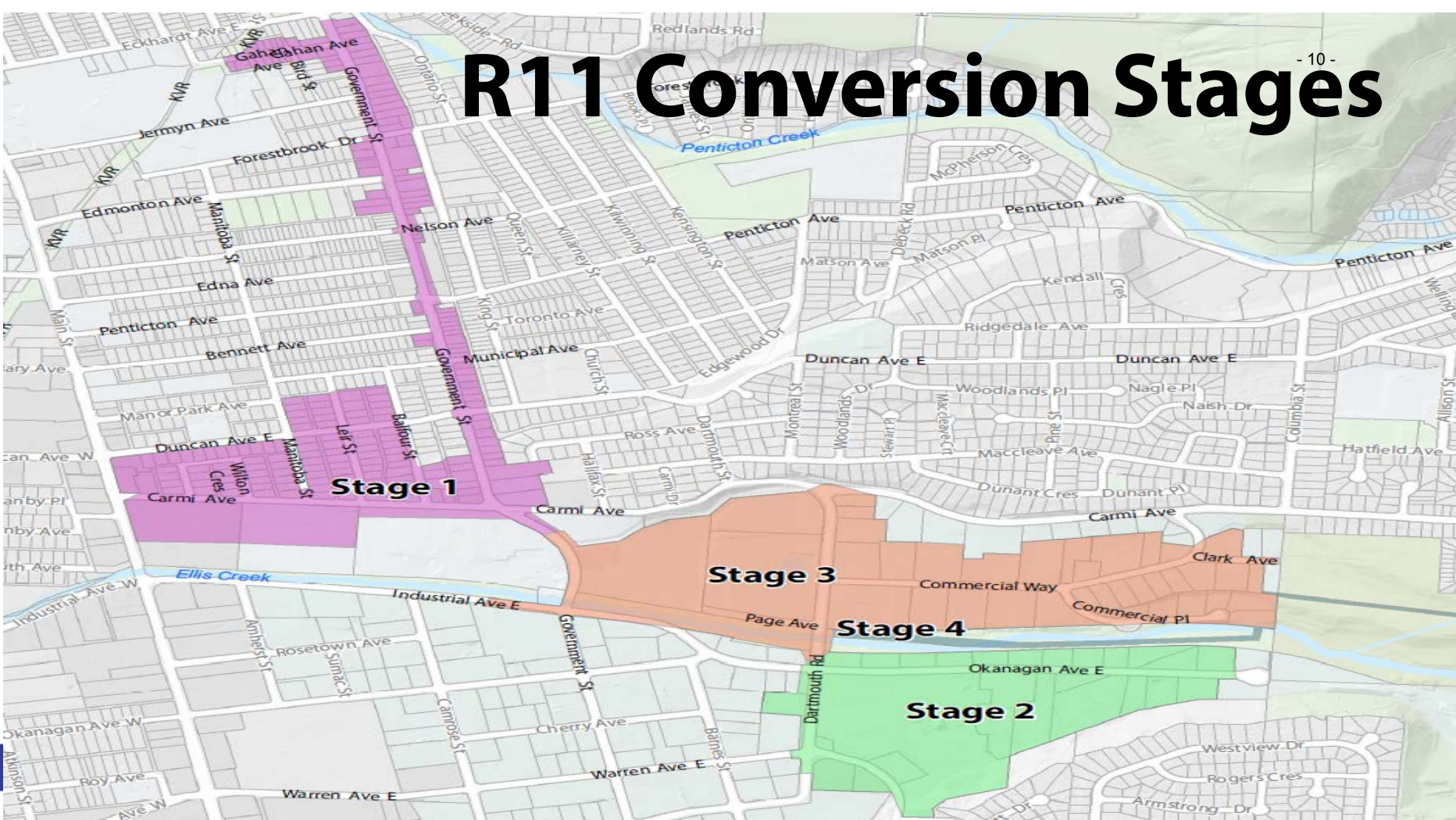
R34 Area	Description
North	City Limits
East	City Limits
South	McMillan Ave.
West	Upper Bench Rd. N. & City Limits



R10 Conversion Stages

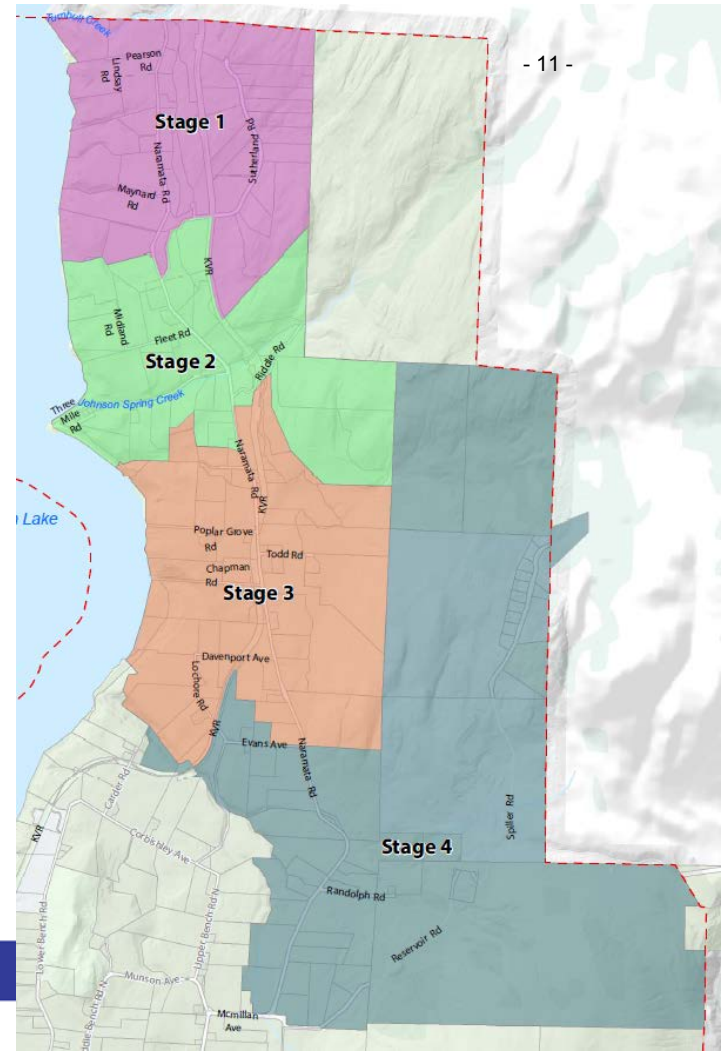


R11 Conversion Stages





R34 Conversion Stages



Notification Steps R-10

1. March 5, 2019: Present conversion plan to Council
2. March 11, 2019: Mail “generic” outage notification letters along with a list of frequently asked questions to all affected customers
3. March 25, 2019: Telephone affected commercial customers
4. One week prior to scheduled outage: Hand deliver “specific” outage notification letters to affected customers

Special Notes

- **Commercial and High Density Residential Customers** are responsible for opening their main disconnect and locking elevators open prior to their scheduled outage to avoid electrical damage to their equipment and to avoid having customers being locked in elevators, etc.
- Traffic control personnel will be utilized at intersections with existing traffic lights as these lights will not be functioning during the power outage
- Power to Shaw and Telus amplifiers and switches will be affected
- Reminder to have contact information updated as this is the only information the City has and will be used to notify customers of planned outages.



 **City of Penticton**
171 Main St. | Penticton, B.C. | V2A 5A9
www.penticton.ca | ask@penticton.ca

(DATE)

Dear resident,

Re: Electric Utility planned power outage

DATE (or provide project timeline)

The City's Electric Utility is planning a power outage in your service area for the above-mentioned dates.

This outage is required to allow our crews to make necessary changes, upgrades or repairs to the electrical distribution system. Please find enclosed some Frequently Asked Questions about the project and customer impacts.

A few important notes:

- Power outages will affect elevators, computers, intercoms, garage door openers, alarms and entry gates you may have.
- If your building is equipped with a fire alarm system and/or sprinkler system, you must notify the Penticton Fire Department to obtain instructions for a "Fire Watch" as indicated in Fire Code Sec. 6.1.1.4(1).
- Special notes for building managers and caretakers:
 - Please notify alarm agencies in advance
 - You must lock elevators open 10 minutes prior to the outage. Elevator controls can be returned to normal once power is restored.
 - Garage doors and entry gates can be opened before the outage to allow access.
- Commercial or other customers (such as high-density residential) with 3-phase loads are recommended to have their main disconnect open prior to and during the outage to avoid damage to any equipment.

We always try to reduce the impacts to our customers, but please note, inclement weather or unforeseen difficulties may require a rescheduled outage.


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

Should you have any questions, please contact Cara Weir @ 250-490-2535.

Yours truly,

City of Penticton
Electric Utility
616 Okanagan Ave. East

 pentiction.ca

 **NOTICE**
pentiction.ca

Planned power outage

To: Resident / Business owner
From: Electric Utility Department

Outage planned for _____
Between approximate hours of _____ and _____
Address(es): _____

The City's Electric Utility is planning a power outage in your service area for the above-mentioned dates and times.

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

A few important notes:

- Power outages will affect elevators, computers, intercoms, garage door openers, alarms and entry gates you may have.
- If your building is equipped with a fire alarm system and/or sprinkler system, you must notify the Penticton Fire Department to obtain instructions for a "Fire Watch" as indicated in Fire Code Sec. 6.1.1.4(1).
- Special notes for building managers and caretakers:
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- Commercial or other customers (such as high-density residential) with 3-phase loads are recommended to have their main disconnect open prior to and during the outage to avoid damage to any equipment.

We always try to reduce the impacts to our customers, but please note, inclement weather or unforeseen difficulties may cause the outage to be postponed to the following day or rescheduled.

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

Should you have any questions, please contact Cara Weir @ 250-490-2535.

City of Penticton
Electric Utility
616 Okanagan Ave. East



penticton.ca

Planned outages FAQ

- **What is happening?**

Planned power outages are being scheduled in your area of Penticton as a key part of upgrading the electrical infrastructure.

- **When will the outage be?**

The details for each area are being finalized, but the planned power outages will happen between March 30 and May 1.

- **When will we know the date of our planned power outage?**

Electric Utility crews will provide residential owners with hand-delivered notices advising them of the proposed date and time of the outage. This notice will happen approximately one week before the outage.

- **How long will the power outage last?**

Each planned power outage will last approximately six hours.

- **When will this happen, in terms of time of day?**

For residential customers, power outages are planned during the day when most people will have either work or business, (shopping, errands, medical appointments, etc.) to attend to.

For commercial/industrial customers, attempts will be made to co-ordinate outages at a convenient time. Please contact us at 250-490-2535 for more info.

- **How many customers will be affected?**

A significant number of customers will be affected by this service upgrade. The project map provided outlines the areas impacted.

- **Why is the City doing the work?**

The upgrades are an important step in updating the Westminister Substation supply voltage from an 8 kV to 12 kV system.

- **Why are substation upgrades important?**

Having a 12 kV system consistent throughout the City of Penticton will increase the system's capacity to handle larger loads and the flexibility to restore power during emergencies.

- **Do the upgrades have to be done by a certain date?**

Yes, The Electric Utility has to upgrade the area serviced by the Westminister Substation by May 1.

- **Are you doing the upgrades all at once or in stages?**

Upgrades are being done in 19 stages, based on services in that area.

- **What stage am I living in?**

Check out the map provided to determine what stage you are in.

- **Are you doing the stages in order of number?**

The plan is to do the upgrades in the order of staging numbers (from smallest number to largest).

- **Will everyone in my stage have power off at the same time?**

Yes, The planning and scheduling was done based on what the infrastructure supplies power to, and this often means the nearby geographic area.

- **Will there be vehicle traffic impacts?**

Very little, as no road closures are being considered. Drivers are asked to slow down and keep an eye out for Electric Utility staff, vehicles and signage, and to ensure everyone is safe. Traffic control personnel will be at light-controlled intersections to help drivers.

- **What about parking?**

Electric Utility crews will likely need to occupy on-street parking spots during this work. These areas will be marked off with signs the day before to ensure the area is clear for crews the next morning. Affected residents are asked to mind the signs and find alternate parking for the day.

- **What about water service, will this be affected?**

No, water service will continue without interruption.

- **My child's school is in a given stage. Will their classes be affected?**

To the best of our ability, we are trying to accommodate larger, commercial customers like schools to address their unique needs. We hope to avoid any impacts to classes and recommend parents contact their school for any updates.

- **I am a commercial customer and have specific power needs for operational purposes. What should I do?**

Please contact the Electric Utility at 250-490-2535 for special instructions.

- **I need power to operate life support machines. What should I do?**

Please contact the Electric Utility at 250-490-2535 for special instructions in these instances.

- **I have more questions. Where can I get more information?**

You are welcome to contact the Electric Utility at 250-490-2535 during business hours from 7:30 a.m. until 5 p.m., Monday to Friday.



QUESTIONS

