

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

Tuesday, April 2, 2019
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 March 19, 2019 Regular Council Meeting 1-8 Adopt
7. **Consent Agenda:**
 - 7.1 Minutes:
 - Minutes of the March 19, 2019 Committee of the Whole Meeting
 - Arts, Creative, Culture Innovations, Heritage & Museum Committee Draft Minutes of March 21, 2019
 - 7.2 Release of Items from Closed Meeting:
 - THAT Council appoint the following members to the Economic Prosperity & Development Services Advisory Committee for a term ending December 31, 2022; Sharon Fletcher, Larry Olson, Taras Kinash, Chris Allen, Drew Barnes, Judy Richards, Derek Badger, Jeff McGinley, Jonathan Rheume, Manda Maggs, Sandra Oldfield, Frank Conci and Eric Corneau.

Staff Recommendation: THAT Council approve the Consent Agenda. 9-14
8. **Committee and Board Reports:**
 - 8.1 Agriculture Advisory Committee Minutes of March 18, 2019 15-17
Recommendation: THAT Council receive into the record the draft Agriculture Advisory Committee Minutes of March 18, 2019.
Committee Recommendation: THAT Council explore the possibility of inviting a Penticton Indian Band member to sit in on the Agriculture Advisory Committee in an advisory capacity role.
9. **Correspondence:**
 - 9.1 RCMP Day Committee – Request for Support – February 1 18-19
Staff Recommendation: THAT Council provide the RCMP Day Committee with a letter of support to acknowledge February 1 as Royal Canadian Mounted Police Appreciation Day.

10. **Staff Reports:**

- Pettet 10.1 Speed Monitoring on Municipal Roadways 20-25
Staff Recommendation: THAT Council receive into the record the report titled "Speed Monitoring on Municipal Roadways".
- Coates 10.2 Permissive Tax Exemption Policy Update 26-44
Staff Recommendation: THAT Council approve the amended "Permissive Tax Exemption Policy", a policy that provides direction on the requirements and evaluation of applications made pursuant to Section 224 of the Community Charter.
- Kozak 10.3 2019 City Events 45-46
Staff Recommendation: THAT Council direct staff to proceed with the planning and implementation of Canada Day/Fireworks, BC Day, 7 nights of Rock the Sun and Santa Parade events for 2019; AND THAT Council approve the increase \$38,465.10 to the City's Sport and Event budget with funds to be found through administrative savings.
- Filice 10.4 Fees and Charges Amendment Bylaw No. 2019-13 47-54
Re: AMR Opt Out Fee Reduction
Staff Recommendation: THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2019-13", a bylaw that amends Appendix 7 – Electric and reduces the fee to perform monthly manual electric meter reads for Automated Meter Reading Opt Out Customers.
- Filice 10.5 Energy Retrofit Loan Program Update 55-61
Staff Recommendation: THAT Council direct staff to amend the terms of the Energy Retrofit Loan Program to reflect the increase in costs of energy audits, allow for participation of non-owner occupied homes and rename the program to "Home Energy Loan Program"; AND THAT Council direct staff to extend the Home Energy Loan Program to December 31, 2022.
- Filice 10.6 Grants for Renewable Energy Production 62-71
Staff Recommendation 1: THAT Council receive into the record the report titled, "Grants for Renewable Energy Production" dated April 2, 2019; AND THAT Council direct staff to complete the Power Generation Study and then take a more focused approach to grant applications; AND THAT the grant research for renewable energy production for planning and capital projects be forwarded to the Penticton Indian Band. Staff Recommendation 2: THAT Council direct staff to submit a completed "Pilot Project Application Form" for the Generator Peak Shaving Pilot Project to the Federation of Canadian Municipalities under the Green Municipal Fund; AND THAT Council direct staff to amend the 2019 Electric Utility Budget to include a \$200,000 Peak Shaving Pilot Project including \$100,000 in Grant funding, if awarded the grant.
- Laven 10.7 Zoning Amendment Bylaw No. 2019-14 72-83
Re: Funeral Services
Staff Recommendation: THAT "Zoning Amendment Bylaw No. 2019-14", a bylaw that adds a definition for 'funeral service' in the definition section of Zoning Bylaw 2017-08 and includes the use 'funeral service' in the C3, C4, C5, C6, C7 and M1 zones, be given first reading and be sent to the April 16, 2019 Public Hearing.
- Haddad 10.8 Urban Deer Update and Recommendations 84-89
Staff Recommendation: THAT Council direct staff to maintain the status quo approach towards urban deer management in Penticton and re-engage with the Regional District of Okanagan Similkameen and BC Conservation on a regional approach and deal with specific issues on an event by event basis.

11. **Public Question Period**

12. **Recess Regular Council Meeting**

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

14. **Bylaws and Permits:**

Laven	14.1	Zoning Amendment Bylaw No. 2018-76 Development Variance Permit PL2018-8340 Re: 909 Government Street	90-91 92-93	Adopt Approve
Laven	14.2	Zoning Amendment Bylaw No. 2018-77 Development Variance Permit PL2018-8343 Re: 931 Government Street	94-95 96-97	Adopt Approve
Bauer	14.3	2019-2023 Five Year Financial Plan Bylaw No. 2019-10	98-101	Adopt
Laven	14.4	Zoning Amendment Bylaw No. 2019-12 Re: 434 Lakeshore Drive West	102-103	2 nd /3 rd

15. **Land Matters:**

Laven	15.1	Development Variance Permit PL2019-8457 Re: 1682 Lawrence Avenue <i>Staff Recommendation: THAT Council approve "Development Variance Permit PL2019-8457", for Lot 1, District Lot 2710 Similkameen Division Yale District Plan EPP52845, located at 1682 Lawrence Avenue, a permit to reduce the lot area from 16ha to 0.526 ha to allow for subdivision; AND THAT staff be directed to issue "Development Variance Permit PL2019-8457."</i>	104-115	Del/Sub
Laven	15.2	Development Variance Permit PL2019-8474 Re: 3200 Evergreen Drive <i>Staff Recommendation: THAT Council approve "Development Variance Permit PL2019-8474", for Lot 1, District Lots 190 and 2710 Similkameen Division Yale District Plan KAP74449, located at 3200 Evergreen Drive, a permit to increase the maximum height for single detached dwellings in the RM1 zone from 8.5m to 10.5m; AND THAT staff be directed to issue "Development Variance Permit PL2019-8474."</i>	116-130	Del/Sub

16. **Notice of Motion**

17. **Business Arising**

18. **Council Round Table**

19. **Public Question Period**

20. **Adjournment**

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

Tuesday, March 19, 2019
at 1:00 p.m.

Present: Acting Mayor Regehr
Councillor Bloomfield
Councillor Kimberley
Councillor Sentes
Councillor Watt

Absent: Mayor Vassilaki
Councillor Robinson

Staff: Donny van Dyk, Chief Administrative Officer
Laurie Darcus, Director of Corporate Services
Angie Collison, Corporate Officer
Jim Bauer, Chief Financial Officer
Anthony Haddad, Director of Development Services
Ian Chapman, City Engineer (left the meeting at 4:37 p.m.)
Bregje Kozak, Director Recreation & Facilities (left the meeting at 4:37 p.m.)
Caitlyn Anderson, Deputy Corporate Officer

1. Call to Order

The Acting Mayor called the Regular Council Meeting to order at 1:02 p.m.

2. Introduction of Late Items

3. Adoption of Agenda

151/2019

It was MOVED and SECONDED

THAT Council adopt the agenda for the Regular Council Meeting held on March 19, 2019 as presented.

CARRIED UNANIMOUSLY

4. Recess to Committee of the Whole

Council recessed to a Committee of the Whole Meeting at 1:03 p.m.

5. Reconvene the Regular Council Meeting

Council reconvened the Regular Council Meeting at 1:43 p.m.

6. Adoption of Minutes:

6.1 Minutes of the February 26, 2019 Special Meeting of Council

152/2019

It was MOVED and SECONDED

THAT Council adopt the minutes of the February 26, 2019 Special Meeting of Council as presented.

CARRIED UNANIMOUSLY

6.2 Minutes of the February 27, 2019 Special Meeting of Council

153/2019

It was MOVED and SECONDED

THAT Council adopt the minutes of the February 27, 2019 Special Meeting of Council as presented.

CARRIED UNANIMOUSLY

6.3 Minutes of the February 28, 2019 Special Meeting of Council

154/2019

It was MOVED and SECONDED

THAT Council adopt the minutes of the February 28, 2019 Special Meeting of Council as presented.

CARRIED UNANIMOUSLY

6.4 Minutes of the March 5, 2019 Regular Meeting of Council

155/2019

It was MOVED and SECONDED

THAT Council adopt the minutes of the March 5, 2019 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY

7. Consent Agenda:

156/2019

It was MOVED and SECONDED

THAT Council approve the Consent Agenda.

CARRIED UNANIMOUSLY

8. Committee and Board Reports

9. Correspondence

10. Staff Reports:

10.1 Community Events – Downtown Penticton Association/Shatford Centre

157/2019

It was MOVED and SECONDED

THAT Council deny the grant request of \$1,190 to the Downtown Penticton Association – Live at Lunch Series for 2019;
AND THAT Council approve the allocation of \$33,990 to the Sport and Event Program from the Municipal Grants Program for 2019.

CARRIED UNANIMOUSLY

Main Motion:

THAT Council direct staff to request that the Downtown Penticton Association share their financial information for events.

Amendment:

It was MOVED, no seconder

THAT the Downtown Penticton Association provide the financial statements should they wish to reapply for any funding.

158/2019

It was MOVED and SECONDED

THAT Council direct staff to request that the Downtown Penticton Association share their financial information for events.

DEFEATED

Councillors Sentes, Watt and Bloomfield, Opposed

159/2019

It was MOVED and SECONDED

THAT Council approve a grant request of \$47,000 for the Okanagan School of the Arts for operating and utilities and that staff undertake further investigation and report back to Council.

CARRIED UNANIMOUSLY

10.2 2019-2023 Five Year Financial Plan Bylaw No. 2019-10

160/2019

It was MOVED and SECONDED

THAT Council give first, second and third reading to the "2019-2023 Five Year Financial Plan Bylaw No. 2019-10".

CARRIED UNANIMOUSLY

10.3 Clean BC Funding Opportunity
Re: Electric Charging Stations

161/2019

It was MOVED and SECONDED

THAT Council support the application to the Clean BC Community Fund (CCF) for funding assistance for the purchase and installation of two dual pedestal Level II electric vehicle charging stations to be installed at the new public pay parking lot at 313 Ellis Street.

CARRIED UNANIMOUSLY

162/2019

It was MOVED and SECONDED

THAT Council direct staff to investigate the cost and options to charge fees for the use of electric vehicle charging stations.

CARRIED UNANIMOUSLY

10.4 ALC Non-Adhering Residential Use Application PL2019-8488
Re: 1150 Corbishley Avenue

Councillor Bloomfield declared a conflict of interest at 3:04 p.m. as the application is a client.

163/2019

It was MOVED and SECONDED

THAT Council support "ALR Non-Adhering Residential Use Application PL 2019-8488", for Lot 1 District Lot 187 Similkameen Division Yale District Plan EPP77908, located at 1150 Corbishley Avenue, an application for a non-adhering residential use to construct a residence for farm help; AND THAT staff be directed to forward the application to the ALC (Agricultural Land Commission) with support from Council.

CARRIED UNANIMOUSLY

Councillor Bloomfield returned to the meeting at 3:12 p.m.

- 10.5 Zoning Amendment Bylaw No. 2019-12
Re: 434 Lakeshore Drive West

164/2019

It was MOVED and SECONDED

THAT "Zoning Amendment Bylaw No. 2019-12", a bylaw to add the following section to the R2 (Small Lot Residential) zone: 10.2.4.3 – "In the case of Lot 1 District Lot 4 Group 7 SDY (Formerly Yale-Lytton) District Plan 3508, located at 434 Lakeshore Drive West, a Bed and Breakfast Home shall be permitted", be given first reading and be forwarded to the April 2, 2019 Public Hearing;
AND THAT prior to adoption of "Zoning Amendment Bylaw No. 2019-12", a 3.0m x 3.0m lane dedication corner cut be registered with the Land Title Office at the south west corner of the property.

CARRIED UNANIMOUSLY

The meeting recessed at 3:18 p.m. and reconvened at 3:25 p.m.

- 10.6 Arena Development Strategy Update

165/2019

It was MOVED and SECONDED

THAT Council direct staff to decline the \$6M Strategic Priorities Fund (SPF) grant to UBCM by March 31, 2019 as the conditions of the grant cannot be met.

CARRIED UNANIMOUSLY

166/2019

It was MOVED and SECONDED

THAT Council direct staff to plan base building repairs for McLaren and Memorial Arenas, as required to keep the buildings operational for the short term (up to 10 years);
AND THAT Staff will develop a long-term funding plan for replacement or upgrade of the facilities in the next 10+ years.

CARRIED UNANIMOUSLY

- 10.7 Economic Development & Community Prosperity & Development Services
Advisory Committee Amalgamation

167/2019

It was MOVED and SECONDED

THAT Council direct staff to amalgamate the Economic Development and Community Prosperity Advisory Committee and the Development Services Advisory Committee;
AND THAT the proposed new Terms of Reference for the Economic Prosperity & Development Services Advisory Committee be approved.

CARRIED UNANIMOUSLY

10.8 Water Conservation Plan

168/2019

It was MOVED and SECONDED

THAT Council endorse the Water Conservation Plan prepared by AECOM dated March 11, 2019, as contained in Attachment "A" of this Council Report, as a document to be submitted as part of final reporting requirements for the grant provided by the Ministry of Community, Sport and Cultural Development Infrastructure and Finance Branch under the Clean Water and Wastewater Fund for the Carmi Reservoir Expansion project;
AND THAT Council directs staff to re-visit the Water Conservation Plan following completion of the Drought Management Plan later in 2019 and implement any changes required to ensure conformity between the plans.

CARRIED UNANIMOUSLY

10.9 Council Priorities/Key Issues – Q1 Quarterly Report

169/2019

It was MOVED and SECONDED

THAT Council receive into the record the report titled "Council Priorities/Key Issues – Q1 Quarterly Report" dated March 19, 2019.

CARRIED UNANIMOUSLY

10.10 RCMP Priorities, 2019 through 2020

170/2019

It was MOVED and SECONDED

THAT Council receive the information in this report as a summary of the priorities for the Penticton RCMP from April 2019 through to May 2020;
AND THAT Council approve the adoption of the Community Active Support Table (CAST) as an operational intervention model for the prioritization of social chronic behaviors requiring police resources and partner agencies.

CARRIED UNANIMOUSLY

11. Public Question Period

12. Recess to Closed Meeting

171/2019

It was MOVED and SECONDED

THAT Council recess at 4:37 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;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

13. Reconvene the Regular Council Meeting at 6:00 p.m.

Council reconvened the Regular Council Meeting at 6:01 p.m.

14. Bylaws and Permits

14.1 Smoking Regulations Bylaw No. 2018-68

172/2019

It was MOVED and SECONDED

THAT Council adopt "Smoking Regulations Bylaw No. 2018-68".

CARRIED UNANIMOUSLY

14.2 Electric Utility Services Bylaw No. 2017-44
Subdivision and Development Amendment Bylaw No. 2018-08
Fees and Charges Amendment Bylaw No. 2018-09

173/2019

It was MOVED and SECONDED

THAT Council adopt "Electric Utility Services Bylaw No. 2017-44";
AND THAT Council adopt "Subdivision and Development Amendment Bylaw No. 2018-08";
AND THAT Council adopt "Fees and Charges Amendment Bylaw No. 2018-09".

CARRIED UNANIMOUSLY

14.3 Zoning Amendment Bylaw No. 2019-05
Official Community Plan Amendment Bylaw No. 2019-06
Re: 484 Eckhardt Avenue West

174/2019

It was MOVED and SECONDED

THAT Council adopt "Zoning Amendment Bylaw No. 2019-05";
AND THAT Council adopt "Official Community Plan Amendment Bylaw No. 2019-06".

CARRIED UNANIMOUSLY

15. Land Matters

15.1 Development Variance Permit PL2019-8482
Re: 1302 Government Street

Delegations/Submissions:

- Scott Nelson, on behalf of applicant, would like to acknowledge helpful staff. Applicant Stan Brevick, is present to answer any questions.

175/2019

It was MOVED and SECONDED

THAT Council approve "Development Variance Permit PL2019-8482", for Lot 7 District Lot 250 Similkameen Division Yale District Plan 5498 Except Plan KAP57867, located at 1302 Government Street, a permit to decrease the minimum rear yard from 6.0m to 1.5m, to allow for the construction of a garage;
AND THAT staff be directed to issue "Development Variance Permit PL2019-8482".

CARRIED UNANIMOUSLY

15.2 Development Variance Permit PL2019-8489
Re: 313 Ellis Street (303, 307, 313, 317 and 319 Ellis Street)

Delegations/Submissions:

- No one spoke.

176/2019

It was MOVED and SECONDED

THAT Council approve "Development Variance Permit PL2019-8489", a permit that reduces the parking lot constructions standards for a public parking lot on Lots 1-5, Block 27, SDYD, Plan 479, located at 303, 307, 313, 317 and 319 Ellis Street;
AND THAT staff be directed to issue DVP PL2019-8489.

CARRIED UNANIMOUSLY

15.3 Development Variance Permit PL2019-8442

Re: 4513 Lakeside Road

Delegations/Submissions:

- Lynn Allin, Lakeside Road, with Daryl Eshelman, got notice late on Sunday. Official Community Plan (OCP) hasn't been presented, why this variance now. Developer didn't talk to neighbours. Tall building which has blind and dangerous corners and putting landscape and security fence will add to the blind corner. Parking an issue, unsafe uses of the driveway south of property. Dangerous area for cycling and runners. Short and long term rental over the years and think rental housing will continue. Don't see how community benefits, only out of town developer.
- Steve McIntyre, owner, met Daryl Eshelman and other neighbour, sightlines safer for parking, family house for myself and family. No landscape plan yet, adding a rolling gate.

177/2019

It was MOVED and SECONDED

THAT Council approve "Development Variance Permit PL2019-8442" for Lot 3 District Lot 190 Similkameen Division Yale District Plan 8200, located at 4513 Lakeside Road, a permit to vary the following sections of Zoning Bylaw 2017-08:

- Section 8.2.3.3: to increase the maximum building height for a carriage house in the R1 zone, where no lane exists from 5.0m and one floor to 6.4m and two floors; and
- Section 8.2.3.5: to allow the siting of a carriage house in the R1 zone to be located closer to the front lot line than the principal dwelling.

AND THAT staff be directed to issue "DVP PL2019-8442".

DEFEATED

Acting Mayor Regehr, Councillors Kimberley and Sentes, Opposed

15.4 Development Variance Permit PL2019-8455

Re: 175 Cossar Avenue

Delegations/Submissions:

- Mick Giroux, Drew Design Group, representing applicant, in attendance to answer any questions.

178/2019

It was MOVED and SECONDED

THAT Council approve "Development Variance Permit PL2019-8455" for Lot 5, District Lot 1, Group 7, Similkameen Division Yale (Formerly Yale-Lytton) District Plan 3223, located at 175 Cossar Ave, a permit to vary Zoning Bylaw Section 10.8.2.3, to increase the maximum lot coverage from 40% to 43%;

AND THAT staff be directed to issue "DVP PL2019-8455".

CARRIED UNANIMOUSLY

16. Notice of Motion

16.1 From Councillor Watt on March 5, 2019

179/2019

It was MOVED and SECONDED

THAT Council direct staff to investigate the options, costs and necessity for monitoring vehicle speed along municipal roadways.

CARRIED

Acting Mayor Regehr, and Councillor Sentes, Opposed

16.2 From Councillor Kimberley on March 5, 2019

180/2019

It was MOVED and SECONDED

THAT Council refer the following to the Parks and Recreation Advisory Committee for review of suitability and costs and provide comments/recommendations back to Council:

- The potential for adding lights (e.g. motion) and outdoor fitness equipment at Gyro Park.

CARRIED UNANIMOUSLY

17. Business Arising

18. Council Round Table

19. Public Question Period

20. Adjournment

181/2019

It was MOVED and SECONDED

THAT Council adjourn the Regular Council meeting held on Tuesday, March 19, 2019 at 7:20 p.m.

CARRIED UNANIMOUSLY

Certified correct:

Confirmed:

Angie Collison
Corporate Officer

John Vassilaki
Mayor

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

Tuesday, March 19, 2019

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

Present: Acting Mayor Regehr
Councillor Bloomfield
Councillor Kimberley
Councillor Sentes
Councillor Watt

Absent: Mayor Vassilaki
Councillor Robinson

Staff: Donny van Dyk, Chief Administrative Officer
Laurie Darcus, Director of Corporate Services
Angie Collison, Corporate Officer
Jim Bauer, Chief Financial Officer
Anthony Haddad, Director of Development Services
Ian Chapman, City Engineer
Bregje Kozak, Director Recreation & Facilities
Caitlyn Anderson, Deputy Corporate Officer

1. **Call to order**

The Acting Mayor called the Committee of the Whole meeting to order at 1:03 p.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the agenda for the Committee of the Whole meeting held on March 19, 2019 be adopted as amended to include Okanagan School of the Arts.

CARRIED UNANIMOUSLY

3. **Delegations and Staff Presentations:**

3.1 Okanagan School of the Arts

Robin Roberts, President and Georgia Krebs, Vice-President, Okanagan School of the Arts provided Council with an update on the Shatford Centre. They are requesting \$35,000 for operational funding, \$85,000 for critical building upgrades and to waive the monthly utility bills until September 30, 2019.

3.2 BC Seniors Week & 25th Anniversary of PSDIC - June 1, 2019

Mignonne Wood, Elmie Saaltink & Wendy Stewart provided Council with details of the 25th anniversary of the Penticton Seniors' Drop In Centre and events taking place on June 1, 2019 to June 8, 2019. They explained their budget and will make a grant request.

3.3 Royal Canadian Legion Ladies Auxiliary BC/Yukon Command Convention - April 11, 2019

Marina Ashley and Bob Sudbury provided Council information on the Royal Canadian Legion Ladies Auxiliary BC/Yukon Command Convention and 150 delegate parade happening on April 11, 2019.

3.4 2018 Peach Festival Economic Impact Assessment

Bregje Kozak, Director of Recreation and Facilities and Don Kendall, President, Peach Festival provided Council with the 2018 Peach Festival Economic Impact Assessment.

4. **Adjourn to Regular Meeting**

It was MOVED and SECONDED

THAT Council adjourn the Committee of the Whole meeting held March 19, 2019 at 1:43 p.m. and reconvene the Regular Meeting of Council.

CARRIED UNANIMOUSLY

Certified correct:

Confirmed:

Angie Collison
Corporate Officer

John Vassilaki
Mayor

Arts, Creative, Cultural Innovations, Heritage & Museum Committee Meeting

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

Thursday, March 21, 2019
at 2:00 p.m.

Present: Campbell Watt, Councillor
Randy Manuel
Anne Hargrave
Susan Smith
Ron Crawford
Anita Petersen
Timothy Tweed, Arts Council/Leir House
Gerald Buzzell
Paul Crawford, Penticton Art Gallery
Judy Richards
Shelley Clarke, SD67 Representative

Staff: Bregje Kozak, Director, Recreation and Facilities
Caitlyn Anderson, Deputy Corporate Officer
Laurie Darcus, Director of Corporate Services
Paula McKinnon, Legislative Assistant

1. **Call Regular Committee Meeting to Order**

The Arts, Creative, Cultural Innovations, Heritage & Museum Committee was Called to order by the acting Chair at 2:01 p.m.

2. **Introduction of Late Items**

3. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Arts, Creative, Cultural Innovations, Heritage & Museum Committee adopt the agenda for the meeting held on March 21, 2019 as presented.

CARRIED UNANIMOUSLY

4. **Adoption of Minutes**

5. **Business Arising from Prior Meetings**

6. **New Business**

6.1 Committee Orientation and Election of Chair

The Director of Corporate Services provided an overview of an advisory committee, the process and requirements for electing a chair as well as the definition of quorum and the process for taking minutes.

6.2 City of Penticton/Valley First Permanent Sculpture – Engagement Activities

The Director of Recreation and Facilities informed the Committee that the City in partnership with Valley First has selected a sculpture from their call for artists issued last fall. David Jacob Harder's proposal for *Helping Hand* was selected. The sculpture will be a unique piece that will include wording which will be determined through public engagement opportunities taking place on March 29 as follows:

- Penticton Art Gallery (10 a.m. to 11 a.m.)
- Downtown at the corner of Main Street and Westminster Avenue (12 p.m. to 1 p.m.)
- Cannery Brewing (3 p.m. to 5 p.m.)

A member at large inquired about the criteria of the piece and partnership opportunities to add art in the City.

6.3 Okanagan School of the Arts/ Shatford Update

The Director of Recreation and Facilities notified the Committee that the Okanagan School of Arts Society identified the need to meet with their membership on March 21 to relay their current financial shortfall situation to the members as well as to decide whether to dissolve the Okanagan School of Arts Society.

The Committee discussed the financial shortfalls and the Okanagan School of the Arts recent budget request of \$120,000 from the City of Penticton. The City ended up providing \$47,000 of financial assistance. A member at large suggested that the City explore leasing the building from the School Board for a 20-year term. Discussions continued regarding challenges associated to entering into a long-term lease.

6.4 Street Name Request in Honour of Rory McIvor

The Director of Recreation and Facilities provided an update regarding Council's March 5 resolution to support the renaming of the portion of Fairview Road running adjacent to the Museum and Library complex between Martin Street and Main Street as Rory McIvor Way.

6.5 South Okanagan Performing Arts Centre Society Update

The Director of Recreation and Facilities provided an update regarding Council's March 5 resolution directing staff to prepare an Area Redevelopment Plan for the 100, 200 and 300 Blocks of Ellis Street that will look at the future use of City lands and public infrastructure. Council also resolved to direct staff to bring forward budget requests for this project as part of the 2020 Budget process and that the subject lands not be redeveloped until the completion of the Area Redevelopment Plan for the 100, 200 and 300 Blocks of Ellis Street.

7. **Representative Updates**

7.1 District Arts Council/Penticton Art Gallery

Informed the Committee that they have been without an administrator for the month of March. The hiring process is currently underway and should be complete by April.

A member at large provided the Committee with promotional materials for upcoming exhibitions beginning March 29 featuring artist Bentley Meeker – Immaculate Refraction.

7.2 School District 67

The School District applied and received Carbon Neutral Grants to continue upgrading the mechanical systems of their buildings which also includes the installation of solar panels.

7.3 Members at Large

Inquired about the Committee's Terms of Reference, specifically Item 8. The Committee was reminded by the Director of Corporate Services that the Terms of Reference have been amalgamated between the two committees and may be re-drafted only at the request of the City Council.

8. **Council Outcome**

9. **Next Meeting**

9.1 The next scheduled meeting of the Arts, Creative, Cultural Innovations, Heritage & Museum Committee is to be determined.

10. **Appointment of Arts, Creative, Cultural Innovations, Heritage & Museum Committee Chair and Vice Chair**

A member at large nominated Timothy Tweed as Chair and he accepted.

It was MOVED and Seconded

THAT the Arts, Creative, Cultural Innovations, Heritage & Museum Committee elect Timothy Tweed as Chair.

CARRIED UNANIMOUSLY

The Committee deferred the nomination and election of the Vice-Chair to the next meeting.

11. **Adjournment**

It was MOVED and SECONDED

THAT the Arts, Creative, Cultural Innovations, Heritage & Museum Committee adjourn the meeting held on March 21, 2019 at 2:53 P.M.

CARRIED UNANIMOUSLY

Certified Correct:

Paula McKinnon
Legislative Assistant

Agriculture Advisory Committee Meeting

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

Monday, March 18, 2019
at 3:00 p.m.

Present: Councillor Bloomfield
Rod King
Paul Gardner
Annelise Simonsen
Doug Mathias
Jesse Chapman
Kristie Tatebe
Steven French
Chris Holler

Staff: Blake Laven, Planning Manager
Ben Johnson, Manager Special Projects
Laurie Darcus, Director of Corporate Services
Paula McKinnon, Legislative Assistant
Caitlyn Anderson, Deputy Corporate Officer

1. **Call to Order**

The Agriculture Advisory Committee was called to order by the acting Chair at 3:02 p.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee adopt the agenda for the meeting held on March 18, 2019 as amended to include items 5.5. and 5.6.

CARRIED UNANIMOUSLY

3. **Adoption of Minutes**

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee adopt the minutes of the March 2, 2018 meeting as circulated.

CARRIED UNANIMOUSLY

4. **Business Arising from Prior Meetings**

5. **New Business**

5.1 Committee Orientation and Election of Chair

The Director of Corporate Services provided an overview of an advisory committee, the process and requirements for electing a chair as well as the definition of quorum and the process for taking minutes.

Discussion regarding the process for bringing items forward to Council ensued.

The Director of Corporate Services left the meeting at 3:30 p.m.

5.2 Official Community Plan Update

The Manager of Special Projects provided an overview off the Official Community Plan (OCP) to be adopted this year by Council. The current OCP was explained as well as the new key components, including policies and goals.

The agriculture section was presented in detail which included the next steps. Members at large asked staff to provide an overview of the percentage of ALR land in the City and the percentage on zoning in the City. Discussion also ensued on how to encourage development for agriculture and what percentage of the ALR is grapes compared to farming as well as what the future of the ALR will look like.

The Committee asked staff to provide an overview of the percentage of ALR land in the City and the percentage on zoning in the City.

A member at large discussed how having a Penticton Indian Band representative on the Committee would be beneficial.

5.3 Agriculture Land Commission Act Changes

The Planning Manager provided an overview of the Agriculture Land Commission Act Changes which include Bill 52 that was adopted on February 22, 2019 and Bill 15 that could be regulated this year.

The Committee was notified that there is potential for an ALC representative to attend a future Committee meeting, however, this will be discussed at a future meeting.

5.4 Future Meeting Dates

The Committee discussed future meeting dates and it was decided that a doodle poll will be sent out to secure a date in early April.

5.5 Appointment of Agriculture Advisory Committee Chair and Vice Chair

A member at large nominated Rod King as Chair and he accepted.

It was MOVED and Seconded

THAT the Agriculture Advisory Committee elect Rod King as Chair.

CARRIED UNANIMOUSLY

The Committee deferred the nomination and election of the Vice-Chair to the next meeting.

5.6 Penticton Indian Band Representative

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee recommends to Council to explore the possibility of inviting a Penticton Indian Band member to sit in on the Agriculture Advisory Committee in an advisory capacity role.

CARRIED UNANIMOUSLY

6. **Council Outcome**

7. **Next Meeting**

The next scheduled meeting of the Agriculture Advisory Committee to be determined.

8. **Adjournment**

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee adjourn the meeting held on Monday, March 18, 2019 at 4:44 p.m.

CARRIED UNANIMOUSLY

Certified Correct:

Paula McKinnon
Legislative Assistant



RCMP APPRECIATION DAY in BC - FEBRUARY 1

On February 1st, 1920, the Parliament of Canada created the Royal Canadian Mounted Police, combining the Northwest Mounted Police (1873) and the Dominion Police (1868).

At this time, Manitoba is the only Province in Canada to have February 1st designated RCMP Appreciation Day.

February 1st, 2020 is their 100th Anniversary

We are a group of Canadian citizens residing in Vernon, BC, who formed a committee to acknowledge February 1st each year as a day to honor and recognize the men and women of the RCMP for their dedication and service.

We are asking for a letter of support from the Mayor and Council of your city or town. We will compile this support with other cities, municipalities, BC MLA's and BC Members of Parliament and present it to the Legislative Assembly of British Columbia to ultimately acknowledge February 1st as Royal Canadian Mounted Police Appreciation Day.

The Vernon City Council voted unanimously to endorse our motion and their letter is attached.

The Maple Leaf Forever.

Thank you for your earliest reply and consideration in this matter.

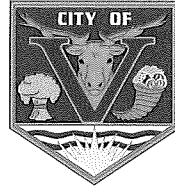
Sincerely,

Martin von Holst RCMP Day - Vernon Committee Chair

RCMPappreciationday@gmail.com

Contact # - 250-241-5000

Guy Bailey RCMP Day - Vernon Committee Secretary



File: 0220-01

THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6

TELEPHONE (250) 545-1361 FAX (250) 545-4048

August 16, 2018

OFFICE OF THE MAYOR

Email: martin@3pr.ca

RE: RCMP Appreciation Day

Dear Mr. Von Holst:

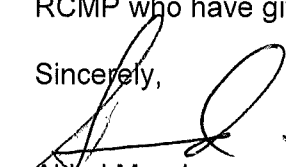
Council, at their Regular meeting of August 13, 2018 passed the following motion:

"THAT Council authorize the Mayor, on behalf of Council to provide a letter of support to the RCMP Day Committee for their efforts to move forward with a petition signed by Canadian citizens that will be directed to the Province of British Columbia and the Government of Canada to ultimately acknowledge February 1st as 'Royal Canadian Mounted Police Day'

CARRIED"

On behalf of Council, we support the initiative that February 1st be recognized as Royal Canadian Mounted Police Day to acknowledge and recognize the men and women of the RCMP who have given much to our communities in terms of service and sacrifice.

Sincerely,



Akbal Mund
Mayor

copy: Council
Eric Foster, MLA
Mel Arnold, MP
Supt. S Baher, RCMP Vernon

Council Report

penticton.ca

Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Tobi Pettet, Engineer in Training
Subject: **Speed Monitoring on Municipal Roadways**

File No:

Staff Recommendation

THAT Council receive into the record the report titled "Speed Monitoring on Municipal Roadways".

Strategic priority objective

Good Governance – provide services that support quality of life, protect our health, enhance public safety and promote economic and the social well-being of our community.

Background

City Staff was directed by Council to investigate the options, costs and necessity for monitoring speeds along municipal roadways. There are currently two methods used in Penticton to monitor vehicle speeds along roadways which include:

1. Driver Feedback Signs – signs that display drivers speed and collect traffic data.
2. Traffic Data Collectors – devices that collect traffic data.

Two speed monitoring methods that exist but are not currently used in Penticton include:

3. Speed Cameras – measure vehicle speeds through intersections (not in use in BC).
4. Bylaw Services – active monitoring/enforcing of vehicle speeds via laser/radar.

1. Driver Feedback Signs

Driver feedback signs have been used in Canada for over a decade. They work by measuring a vehicles speed, displaying it, and giving feedback. The City invested in a 4 post mounted driver feedback signs back in 2009 and installed them at various locations around the City. Signs were moved approximately every 6 months. Locations include Warren Ave, Johnson Rd, Lakeside Rd, Penticton Ave, and Eckhardt Ave.

When the City commenced its design and construction of traffic calming at elementary schools back in 2014, it was determined that driver feedback signs would be permanently installed at the entrance to each school zone. Parkway Elementary, Wiltse Elementary, and Carmi Elementary were installed in 2015, Queens Park Elementary and Uplands Elementary in 2016 and finally Columbia Elementary in 2017. There are a total of 12 driver feedback signs permanently installed at elementary schools within the City.

There is one solar driver feedback sign installed on Lakeside Rd at the City limits since 2015. Figure 1 below shows an example of a solar powered driver feedback sign. Figure 2 shows an example of a temporary driver feedback sign on a trailer.



Figure 1 – Solar Powered Post Mounted Driver Feedback Sign Installed on Johnson Rd (2011)



Figure 2 – Solar Powered Driver Feedback Sign – trailer mounted

The Transportation Association of Canada (TAC) suggests that while driver feedback signs are effective at reducing speeding, data shows that they lose their effectiveness after about 2 months. City staff collected data on various streets prior to installing the driver feedback signs, during, and after the signs were removed. See Table 1 below for a summary of the results. Elementary school zones were not analyzed for this exercise as other methods of traffic calming were installed at the same time as the driver feedback signs were installed and therefore it is not possible to isolate and determine what effect the driver feedback signs on speed alone.

	Speed Limit km/h	85 th Percentile Speed (km/h)			
		Before Installation	Installation	6 months after Installation	After Removal
Lakeside Rd at City Limits	50	68	41	41.5	n/a
Lakeside Rd at Brantford Ave	50	n/a	38	40	64
Penticton Ave School Zone +	30	n/a	46.5	46.5	47

+ Further review of traffic calming measures will be considered given that the driver feedback signs have shown to be ineffective.

Table 1 – Driver Feedback Signs Summary of Results

From the data shown in Table 1, the driver feedback sign seems effective in reducing speed along Lakeside Rd at both locations, however, seems to have little to no effect on Penticton Ave in the school zone.

The data is analyzed for the 85th percentile speed, a speed at or below which 85 percent of all vehicles are observed to travel under free flowing conditions past a monitored point. The 85th percentile is a standard that traffic engineers use to set the speed limit at a safe speed. WSP, an engineering firm, in conjunction with TAC, developed some guidelines for installing driver feedback signs. They recommend that a driver feedback sign be installed when the 85th percentile speed exceeds the posted speed by 15% to 20%. They also suggest other criteria include daily traffic that exceeds 500 vehicles/day, an appropriately posted speed limit, and no more than 2 lanes/direction.

2. Traffic Data Collector

The Engineering Department purchased a traffic data collector in 2013. The device measures the speed, time, and direction of each vehicle on a stretch of roadway. It is installed at the direction of staff based on external complaints of perceived speeding on a particular street received via the transportation safety request form. The Engineering Department maintains a priority list for installing the traffic data collector. The device is installed in a particular location for 1 to 2 weeks as per the Transportation Safety Policy. Table 2 and Table 3 below shows a summary of the streets that have had complaints of speeding and the 85th percentile speed collected.

Roads with 50km/h Speed Limit	85 th Percentile Speed (km/h)
Gahan Ave	35
Elm Ave	42
Windsor Ave	43
Lawrence Ave near Duncan Ave	43
Dauphin Ave	43
Creekside Rd	45
Greenwood Dr	47
Argyle St	50
Granby Ave	50
Penticton Ave	50
Moosejaw St	51
Yorkton Ave	56
Pineview Rd near Dartmouth Dr	56
Lee Ave	56
Lakeside Rd at Brantford Ave	64 *
Lawrence Ave east of Sunset Pl	68 *

Table 2 – Speeds for Roads with Posted Speed Limit of 50km/h

Roads with 30km/h Speed Limit	85 th Percentile Speed (km/h)
Edmonton Ave playground zone	40 *
Power St playground zone	45 *
Penticton Ave school zone	47 +
Carmi Ave school zone after traffic calming	43.5 +

Table 3 – Speeds for Roads with Playground Zone and School Zone in effect

Playground Zone – 30km/h from dawn to dusk every day

School Zone – 30km/h from 8AM to 5PM on school days

* Given the speed data shown in Tables 2 and 3, above, good candidates for the driver feedback sign installation would be Lakeside Rd at Brantford Ave, Lawrence Ave east of Sunset Pl, and at the Edmonton Ave and Power St playground zones.

+ Further review of traffic calming measures will be considered given that the driver feedback signs have shown to be ineffective.

3. Speed Cameras

Presently, there are no active speed cameras in BC, nor is there legislation in place to support them. The provincial government is currently studying the idea of upgrading some red light cameras to also record speed at intersections. There are 140 red light cameras located in BC, none of which are located in Penticton. Kelowna currently has 5 red light cameras and only 2 of those would be eligible to upgrade to

speed cameras. Figure 3 below shows an example of a red light camera. The red light cameras were recently updated to record 24/7 instead of 6 hours per day. The cameras are owned and operated by ICBC in conjunction with the RCMP. According to ICBC, legislation to allow the use of speed cameras at signalized intersections is almost in place. The legislation will allow the provincial government, in partnership with ICBC, to install and run a speed camera program. Municipalities will not have access to this program. The locations for the speed cameras will be determined based on the accident rate attributable to speed. Penticton does not have any red light cameras nor would it qualify for the speed camera program.



Figure 3 – Red Light Camera at Vancouver Intersection

4. Bylaw Services

Currently the Bylaw Department does not have any equipment nor the training or certification that would be required for monitoring and enforcing speeds. The lawful authority of a Bylaw Enforcement Officer related to Section 36 of the Police Act requires a further legal review and discussion with local RCMP. Local RCMP would likely need to train and certify Bylaw Enforcement Officers with laser/radar training even if we were to issue only warnings under the existing Traffic Bylaw.

Financial Implication

Given the fact that municipalities are unable to setup and run their own speed camera program, the cost has not been determined.

The estimated cost for a solar powered mobile driver feedback sign (installed either with a utility pole and concrete base or on a trailer) is approximately \$12,000. This cost does not include staff time to set up the sign/trailer and analyze the data.

With the exception of staff time, there is no cost to set up the traffic data collector to record speeds and analyze the results.

Respectfully submitted,

Tobi Pettet

Engineer in Training

Concurrence

Acting General Manager of Infrastructure <i>IC</i>	City Engineer <i>IC</i>	Chief Administrative Officer DyD
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Council Report

penticton.ca

Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Amber Coates, Revenue Supervisor
Subject: **Permissive Tax Exemption Policy Update**

File No: 1970-04

Staff Recommendation

THAT Council approve the amended "Permissive Tax Exemption Policy", a policy that provides direction on the requirements and evaluation of applications made pursuant to Section 224 of the *Community Charter*.



FISCAL
SUSTAINABILITY

Strategic priority objective

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

Background

Local governments have the authority to exempt eligible properties from property taxation for a specified period of time. Such exemptions must be provided by bylaw. Permissive exemptions are different to statutory exemptions, which are automatic and not at the discretion of a local government.

The authority to grant permissive exemptions allows municipalities to promote or achieve goals deemed to be of high importance to the local community. These often include societies and non-profits providing support services, programs, and housing to at-risk members of the community, as well as those that provide increased well-being to members of the community at large.

Local governments are limited by Section 224 of the *Community Charter* as to which types or applicants and services may be considered for Permissive Tax Exemption. Exemptions provided for in Section 224 are at the discretion of Council and there is no obligation to give the exemption.

Analysis

The Permissive Tax Exemption program and number of applications has grown substantially over the past decade. In 2008, the total number of applications for the 2009 tax year was 72 and represented 1.44% of the annual municipal tax levy in 2008. In 2018, the total number of applications for the 2019 tax year was 128 and represented 1.68% of the annual municipal tax levy in 2018.

In order to continue to best support the services and organizations which are the most complementary extension of municipal services, and for which the burden resulting from the exemption is a justifiable expense to the taxpayers of Penticton, a review of other British Columbian municipalities’ practices and policies for permissive tax exemption was undertaken. The intent is to incorporate selected practices into the City of Penticton Permissive Tax Exemption Policy for maximum balanced benefit of the exemption program.

Summary Municipality Overview Table

Municipality	Published Cap	Categories	Last Updated
City of Penticton (Current)	None	None	2013
City of Vernon	None 3 year phase-in	Yes Based on Resident Benefit	2018
City of Kelowna	None	None	2017
District of West Kelowna	None	Yes Based on Resident Benefit	2015
District of Summerland	None	None	2014
Town of Oliver	None	None	2011
City of Kamloops	Amount Set each Cycle	Yes Based on Type	2016
City of Victoria	1.60% of taxes + Category %	Yes Based on Type	2013
City of Abbotsford	Amount Set at Budget	Yes Based on Resident Benefit	2016
City of Courtenay	2.00% of taxes + Category %	Yes Based on Resident Benefit	2017
Township of Langley	None	Yes Based on Type	2006
City of Penticton (Proposed)	1.75% of taxes	Yes Based on Type	2019 Proposed

It was determined that evaluation categories for services provided at the applicant properties is key to ensure exemptions are being provided to the services most desired to promote the City’s priorities of community building and social development. To that end, the evaluation categories provided are:

1. Affordable Rental Housing;
2. Special Needs and Supportive Housing;
3. Health, Safety and Social Service properties;
4. Arts, Cultural and Heritage facilities;
5. Parks, Recreation and Sports facilities; and
6. Places of Worship, Private School and Hospital ancillary properties.

It was also determined that incorporating a stated percentage of the annual general municipal tax levy that Council is willing to forego in order to provide support to these services is in the best interest of the

taxpayers at large, as it provides certainty as to the maximum support they will bear from year to year. The percentage value of 1.75% was selected as it will not preclude any current applicants, but will provide certainty to the general taxpayer of the maximum overall expense that may be incurred. Once the cap is reached, the permissive exemptions will be proportionately reduced, or reduced in an alternate method as directed by Council during the annual Bylaw adoption process.

The updated policy brings the focus more clearly to the services offered at the property and whether the organization has a clear mandate and competent administration. As well, by showing the organization makes efforts to obtain alternate sources of funding and is able to attract volunteers, the organizations are able to demonstrate that the community has a need for its services and that the community is willing to support the organization and its activities.

Alternate recommendations



1. THAT Council direct Staff to cap the property taxes foregone percentage in the policy at 1.68% as opposed to the proposed 1.75% into the amended Permissive Tax Exemption policy.
2. THAT Council direct Staff to incorporate a maximum percentage per Evaluation Category into the amended Permissive Tax Exemption policy:
 - Affordable Rental Housing: 100%
 - Special Needs and Supportive Housing: 100%
 - Health, Safety and Social Service properties: 100%
 - Arts, Cultural and Heritage facilities: 80%
 - Parks, Recreation and Sports facilities: 80%
 - Places of Worship, Private School and Hospitals ancillary properties: 100%
3. THAT Council provide alternate direction to Staff for amendments to the Permissive Tax Exemption Policy.

Attachments

- Attachment A – Amended Permissive Tax Exemption Policy
- Attachment B – Long Form Application for 2020 Exemption
- Attachment C – Short Form Application for 2020 Exemption
- Attachment D – Current Permissive Tax Exemption Policy

Respectfully submitted,

Amber Coates
Revenue Supervisor

Chief Financial Officer 	Chief Administrative Officer 
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Approval date:

Resolution No.:

Subject: Permissive Tax Exemption Policy

1.0 Goal

The goal is to provide clarity, consistency and certainty to the municipality, the public and the prospective applicants in the requirements and evaluations of applications for exemption from property taxes pursuant to Section 224 of the Community Charter.

2.0 Background and Scope

Section 224 of the Community Charter provides for permissive tax exemptions for properties used by a variety of non-profit organizations or properties that Council considers are used for a purpose directly related to the purposes of the organization. It also provides for permissive exemptions for some properties which are additional to statutory exemptions under Section 220, such as church halls or ancillary land surrounding places for public worship or privately run schools.

Exemptions provided for in Section 224 are established by Council bylaw at the absolute discretion of Council. There is no obligation to give the exemption or to continue it in future years.

Exemptions cannot be granted if the organization does not qualify under the Community Charter.

The intent of this policy and associated evaluation categories and guidelines is to identify the services and organizations which are the most complementary extensions of municipal services, and for which the burden resulting from the exemption is a justifiable expense to the taxpayers of Penticton. Support will be directed towards services the City would consider providing given adequate resources.

3.0 Policy

- 3.1** Applications for permissive tax exemption will only be accepted during the annual advertised application period and using the prescribed application method and form in order to ensure reasonable consideration and opportunity for all applicants.
- 3.2** The following information will be considered when determining whether to grant a permissive tax exemption:
 - a) The principal use of the property, including the services offered
 - b) The need for the services
 - c) The availability of the services

- d) Other funding sources
 - e) The use of volunteers to deliver services
- 3.3** A permissive tax exemption may be granted when:
- a) The organization is able to demonstrate a need for its services
 - b) The organization has made an effort to obtain other funding sources for provision of services
 - c) The organization does make use of volunteers to provide services
- 3.4** Exemptions are based on the principal use of the property, not on the charitable service of the organization as a whole.
- 3.5** Exemptions can only be granted to the portion of a property that meets all the requirements of this policy. The exemption may apply to the whole or part of the taxable assessed value of land, improvements, or both.
- 3.6** Only that part of the property used for non-profit activities will be considered for exemption. Commercial activities will be excluded. For clarity, society administration is considered part of the non-profit organization's program delivery.
- 3.7** Applicants must show evidence of a clear mandate and competent administration.
- 3.8** Applicants must not be in arrears with the City in regard to any accounts for taxes, fees or charges.
- 3.9** The use of the property must be consistent with and in compliance with all applicable municipal policies, bylaws and legislation.
- 3.10** The organization must justify the need for the services and may be required to make a presentation to Council.
- 3.11** The organization must be seen to be working towards self-sufficiency by seeking funding from other sources.
- 3.12** The organization may be required to show evidence of ongoing, active volunteer involvement.
- 3.13** Services and activities should be equally available to all residents of the City, and benefit primarily residents of the City.
- 3.14** Permissive tax exemptions approved in the current year for the subsequent tax year will not exceed 1.75% of the current year's total budgeted general municipal property tax requisition. The permissive exemption general municipal tax values will be calculated by using the current year's assessment multiplied by the current year's general municipal tax rates. In the case where the calculated permissive exemption values for the subsequent year exceed 1.75% of the current year's tax requisition, all permissive exemptions will be proportionately reduced, or in an alternate method as directed by Council during the annual Bylaw adoption process.

4.0 Evaluation Categories

All applications must meet the description of at least one of the categories below, and self-declare their primary category as part of the application:

- 4.1 **Affordable Rental Housing:** housing with rents equal to, or lower than, average rates in the private market.
- 4.2 **Special Needs and Supportive Housing:** short term emergency or crisis protection for members of the community, supportive housing for people with special needs, halfway houses, transitional homes and group homes with supportive staff and programs.
- 4.3 **Health, Safety and Social Service properties:** support services and programs to assist maximizing the health, safety, and quality of life of members of the community.
- 4.4 **Arts, Cultural and Heritage facilities:** preparation and delivery of artistic, cultural or historical events, exhibits, or education to the public.
- 4.5 **Parks, Recreation and Sports facilities:** provide space and equipment for the physical and mental enjoyment of the participants.
- 4.6 **Places of Worship, Private Schools and Hospitals ancillary properties:** must be recognized by BC Assessment as operating in one of these capacities as well as be able to provide supporting documentation to that effect.

5.0 Application and Exemption Cycle

- 5.1 **Applications:** The annual application period will be during the Spring months of each year in order to apply to the following tax year. Each year in advance of the application period the dates will be advertised in the local newspaper, as well as notice made to prior year applicants if possible.
 - a) **Long Form Application:** form to be used for first time applications on a property, or if a property has had significant changes in use, applicant, or physical changes to the site since the prior year application.
 - b) **Short Form Application:** form to be used for prior year exempted properties with no significant changes in use, applicant, or physical changes to the site.
- 5.2 **Evaluations and Bylaw Preparation:** The annual evaluation period will be during the Summer months of each year for the following tax year. During the evaluation time period applicants may be contacted for additional information as needed or to appear before Council to make a presentation.
- 5.3 **Bylaw Review and Adoption:** The Permissive Tax Exemption Bylaw, or amendments to the Permissive Tax Exemption Bylaw, must be adopted and submitted to BC Assessment prior to the end of October in order to apply for the following tax year in order for the exemptions to take

effect. Proposed bylaw or bylaw amendment and the dates Council will deliberate will be advertised in accordance to the Community Charter Section 227.

Previous revisions

Approval Date: April 2, 2013
Council Resolution: 200/2013

Certified correct:

Angie Collison, Corporate Officer

2020 Permissive Tax Exemption - New or Changed Property

City of Penticton

Section 224 of the Community Charter

Declaration of Eligibility under the Community Charter*

Please select under which subsection of the Community Charter Section 224 is the organization claiming as qualifying under for permissive tax exemption.

Full wording available online here.

Choices

- (2)(a) charitable, philanthropic or other not for profit corporation
- (2)(b) municipal, regional district or other local authority
- (2)(c) would otherwise qualify under section 220 if not for secondary use
- (2)(d) owned by public authority or local authority and used where exemption would apply
- (2)(e) providing a municipal service under a partnering agreement
- (2)(f) ancillary properties to an exemption under section 220 (public worship)
- (2)(g) used or occupied by a religious organization as a tenant or licensee
- (2)(h) ancillary properties to an exemption under section 220 (seniors' homes and hospitals)
- (2)(h.1) ancillary properties to an exemption under section 220 (independent schools)
- (2)(i) used as a public park, recreation ground, or public athletic or recreational purposes
- (2)(j) operated as a private hospital, licensed community care, or assisted living
- (2)(k) grant made after March 31, 1974, under Housing Construction (Elderly Citizens) Act

Evaluation Category

Type of Service Provided*

Please select which grouping primarily represents the type of service that is being provided at the property.

1. **Affordable Rental Housing:** housing with rents equal to, or lower than, average rates in the private market.
2. **Special Needs and Supportive Housing:** short term emergency or crisis protection for members of the community, supportive housing for people with special needs, halfway houses, transitional homes and group homes with supportive staff and programs.
3. **Health, Safety and Social Service properties:** support services and programs to assist maximizing the health, safety, and quality of life of members of the community.

4. **Arts, Cultural and Heritage facilities:** preparation and delivery of artistic, cultural or historical events, exhibits, or education to the public.
5. **Parks, Recreation and Sports facilities:** provide space and equipment for the physical and mental enjoyment of the participants.
6. **Places of Worship, Private Schools and Hospitals ancillary properties**

Choices

Affordable Rental Housing
Special Needs and Supportive Housing
Health, Safety and Social Service properties
Arts, Cultural and Heritage facilities
Parks, Recreation and Sports facilities
Places of Worship, Private Schools and Hospitals ancillary properties

Explanation for Type of Service Selected*

Please share why the use of this property by your organization fits into the type of service selected above.

Character Limit: 2500

Property Information

Civic Address*

Use the civic address of the property to name the application.

Character Limit: 100

Registered Owner of Property*

The lands are registered in the name of:

Character Limit: 75

Tenant Lease Agreement

If your organization leases the property, please provide a copy of the current lease agreement.

File Size Limit: 2 MB

Current Site Plan*

We require a current site plan of the property indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc.

It is important to show all dimensions to ensure full area eligible for exemption is included.

File Size Limit: 2 MB

Principal Use*

What is the principal use of the property?

Character Limit: 5000

Commercial Activity*

Is any part of the building or of the property owned or rented by commercial or private operators or by any group other than your organization?

Character Limit: 5000

Other Activity on the Property*

Please provide details of other activities on your property; such as daycare centers, catering and hall rental, or thrift shops.

For each activity, list:

- Hourly per day and/or days per week for each activity
- Fee or charge
- Approximate number of participants
- Activity operated by a church or by an outside organization

Character Limit: 10000

Residents*

Does anyone live in the buildings?

Choices

- Yes
- No

Number of Residents

If yes, how many people live in the buildings?

Character Limit: 5

Applicant Information

Name of Applicant*

Name of person filing application on behalf of the organization.

Character Limit: 75

Position Currently Held Within Organization*

What is your position within the organization?

Character Limit: 75

Authorized*

Are you **authorized** to apply for a permissive tax exemption on behalf of both the organization as well as the property?

Choices

Yes

No

Evidence of Clear Mandate and Competent Administration

City Accounts***Choices**

Our organization is in good standing with the City

Our organization is currently in arrears with the City

Municipal Policies, Bylaws and Legislation*

Please declare whether the use of the property is consistent with and in compliance with all applicable municipal policies, bylaw and legislation.

Choices

Yes

No

Municipal Service Extension*

How is your organization a complementary extension to municipal services and programs?

Character Limit: 5000

Financial Statements*

Please upload a copy of your last completed financial statements.

File Size Limit: 5 MB

Operating Budget*

Please upload a copy of your organization's most recent operating budget.

File Size Limit: 2 MB

Society Act

Proof that the organization is in good standing with the registrar under the Society Act (if applicable).

File Size Limit: 2 MB

Efforts to Obtain Alternate Funding

Fundraising*

Please describe any fundraising activities your organization undertakes to assist in financing operations.

If your organization does not perform any fundraising, please describe why.

Character Limit: 5000

Grants*

Please describe any grants your organization applies for in order to assist financing operations.

If your organization does not apply for any grants, please describe why.

Character Limit: 5000

Other Funding

Please describe any other funding activities your organization undertakes in order to supplement operations.

Character Limit: 5000

Evidence of Community Support

Volunteers*

Please describe how your organization makes use of volunteers from the community to support your programs and activities, as well as an estimate of how many local volunteers participate.

Character Limit: 5000

Benefiting Members*

The number of persons belonging to or benefiting from the Association, Society, or service provided.

Character Limit: 10

Accessibility*

1. How is your organization accessible to the public?
2. How is your organization used primarily by municipal residents?

Character Limit: 10000

Additional Information

Any additional information you would like to provide regarding your organization such as brochures or promotional material, or any upcoming projects you would like to mention.

Character Limit: 10000 | File Size Limit: 4 MB

2020 Permissive Tax Exemption - Renewal Property

City of Penticton

Section 224 of the Community Charter

Declaration of Eligibility under the Community Charter*

Please select under which subsection of the Community Charter Section 224 is the organization claiming as qualifying under for permissive tax exemption.

Full wording available online here.

Choices

- (2)(a) charitable, philanthropic or other not for profit corporation
- (2)(b) municipal, regional district or other local authority
- (2)(c) would otherwise qualify under section 220 if not for secondary use
- (2)(d) owned by public authority or local authority and used where exemption would apply
- (2)(e) providing a municipal service under a partnering agreement
- (2)(f) ancillary properties to an exemption under section 220 (public worship)
- (2)(g) used or occupied by a religious organization as a tenant or licensee
- (2)(h) ancillary properties to an exemption under section 220 (seniors' homes and hospitals)
- (2)(h.1) ancillary properties to an exemption under section 220 (independent schools)
- (2)(i) used as a public park, recreation ground, or public athletic or recreational purposes
- (2)(j) operated as a private hospital, licensed community care, or assisted living
- (2)(k) grant made after March 31, 974, under Housing Construction (Elderly Citizens) Act

Evaluation Category

Type of Service Provided*

Please select which grouping primarily represents the type of service that is being provided at the property.

1. **Affordable Rental Housing:** housing with rents equal to, or lower than, average rates in the private market.
2. **Special Needs and Supportive Housing:** short term emergency or crisis protection for members of the community, supportive housing for people with special needs, halfway houses, transitional homes and group homes with supportive staff and programs.
3. **Health, Safety and Social Service properties:** support services and programs to assist maximizing the health, safety, and quality of life of members of the community.

4. **Arts, Cultural and Heritage facilities:** preparation and delivery of artistic, cultural or historical events, exhibits, or education to the public.
5. **Parks, Recreation and Sports facilities:** provide space and equipment for the physical and mental enjoyment of the participants.
6. **Places of Worship, Private Schools and Hospitals ancillary properties**

Choices

Affordable Rental Housing
 Special Needs and Supportive Housing
 Health, Safety and Social Service properties
 Arts, Cultural and Heritage facilities
 Parks, Recreation and Sports facilities
 Places of Worship, Private Schools and Hospitals ancillary properties

Explanation for Type of Service Selected*

Please share why the use of this property by your organization fits into the type of service selected above.

Character Limit: 2500

Property Information

Civic Address*

Use the civic address of the property to name the application.

Character Limit: 100

Applicant Information

Name of Applicant*

Name of person filing application on behalf of the organization.

Character Limit: 75

Position Currently Held Within Organization*

What is your position within the organization?

Character Limit: 75

Authorized*

Are you **authorized** to apply for a permissive tax exemption on behalf of both the organization as well as the property?

Choices

Yes
 No

Evidence of Clear Mandate and Competent Administration

City Accounts*

Choices

Our organization is in good standing with the City

Our organization is currently in arrears with the City

Municipal Policies, Bylaws and Legislation*

Please declare whether the use of the property is consistent with and in compliance with all applicable municipal policies, bylaw and legislation.

Choices

Yes

No

Municipal Service Extension*

How is your organization a complementary extension to municipal services and programs?

Character Limit: 5000

Financial Statements*

Please upload a copy of your last completed financial statements.

File Size Limit: 5 MB

Operating Budget*

Please upload a copy of your organization's most recent operating budget.

File Size Limit: 2 MB

Society Act

Proof that the organization is in good standing with the registrar under the Society Act (if applicable).

File Size Limit: 2 MB

Efforts to Obtain Alternate Funding

Fundraising*

Please describe any fundraising activities your organization undertakes to assist in financing operations.

If your organization does not perform any fundraising, please describe why.

Character Limit: 5000

Grants*

Please describe any grants your organization applies for in order to assist financing operations.

If your organization does not apply for any grants, please describe why.

Character Limit: 5000

Other Funding

Please describe any other funding activities your organization undertakes in order to supplement operations.

Character Limit: 5000

Evidence of Community Support

Volunteers*

Please describe how your organization makes use of volunteers from the community to support your programs and activities, as well as an estimate of how many local volunteers participate.

Character Limit: 5000

Benefiting Members*

The number of persons belonging to or benefiting from the Association, Society, or service provided.

Character Limit: 10

Accessibility*

1. How is your organization accessible to the public?
2. How is your organization used primarily by municipal residents?

Character Limit: 10000

Additional Information

Any additional information you would like to provide regarding your organization such as brochures or promotional material, or any upcoming projects you would like to mention.

Character Limit: 10000 | File Size Limit: 4 MB



COUNCIL POLICY MANUAL

Pages: 1 of 2
Approval Date: April 2, 2013
Council Resolution: 200/2013

SECTION: FINANCE
SUBJECT: PERMISSIVE TAX EXEMPTION POLICY

GOAL:

The Permissive Tax Exemption Policy is intended to provide clarity, consistency and certainty to the municipality, the public and the prospective applicants.

SCOPE:

The Permissive Tax Exemption Policy details the requirements for application for a Permissive Tax Exemption as well as what criteria organizations must meet in order to be considered.

DEFINITIONS:

Places of Worship, Private Schools and Hospitals: must be recognized by BC Assessment as operating in one of these capacities as well as be able to provide supporting documentation to that effect.

POLICY:

A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives to enhancing economic, social and/or cultural quality of life while delivering these services economically to the citizens of Penticton.

In order to provide guidance and to ensure that a broad range of community organizations are dealt with consistently and receive equal treatment and consideration for permissive tax exemption the following documentation must be provided and the applicant must meet the required criteria:

Applications for Permissive Tax Exemption

1. Yearly Applications with required supporting documentation must be received by the City by the deadline stipulated in the letter sent out annually.
2. Places of Worship, Private Schools and Hospitals may be eligible to complete a multiple year application which will be administered on a three year cycle. Only organizations meeting the following criteria are eligible for a multiple year application:
 - a. Organization owns the land/building
 - b. Location of organization is unchanged
 - c. Use of land/improvements is unchanged
 - d. Land/Improvements are in use by the organization and not leased to a third party
3. Organizations qualifying for a multiple year application are required to submit an annual confirmation form confirming that the use of the property receiving the exemption has not changed. This form must be received by the City by the deadline stipulated in the letter sent out annually.

4. Yearly requests for permissive tax exemption must be submitted on the City's Permissive Tax Exemption Application form.
5. Yearly applications must include the following:
 - a. Copy of the previous years audited or auditor review engagement financial statements;
 - b. Financial budget (pro-forma Balance Sheet and Income Statement) for the current 12 month;
 - c. Proof that the organization is in good standing with the registrar under the *Society Act* (if applicable);
 - d. Number of persons belonging to or benefiting from the Association, Society or service provided;
 - e. Copy of lease if not the registered owner of the lands applying for the permissive tax exemption; and
 - f. Scale drawing of the property including buildings, parking lots, landscaping, playground, etc.
6. Council reserves the right to request any additional information which may be required to determine if a permissive tax exemption is warranted.

Criteria for Permissive Tax Exemption

1. The applicant must qualify for consideration of a permissive tax exemption under the provisions of the *Community Charter*.
2. The applicant must be in compliance with municipal policies, plans, bylaws and regulations such as but not limited to business licence, zoning, etc.
3. Exemptions of land will be limited to that land which is required for off-street parking, plus ancillary lands required to make a reasonably shaped parcel.
4. A permissive tax exemption shall only be granted where the organization can show a financial need for the exemption. Determination of financial need would involve showing a lack of a tax exemption would seriously impair services to the community at large or would impose significant hardship on the users of the facility.
5. The activities carried out on the land or improvements must be of a type enjoyed by a significant proportion of the general public and must not cater only to a small minority.

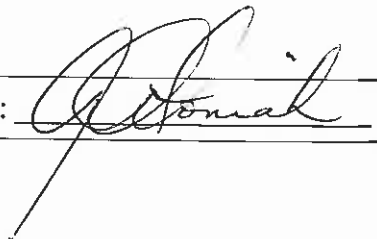
Limitations

1. Permissive tax exemptions are based on the principal use of the property, not on the non-profit or charitable services of the organization. May be pro-rated based on property use.
2. Partial tax exemptions will be considered by Council.
3. Utility fees and user fees such as charges for sewer and garbage do not qualify to be tax exempt.
4. Caretaker's residence, church manse or other occupied dwellings on the lands will not receive a tax exemption.
5. Where a property's tax exempt use is restricted to a defined portion of the property, the balance of the property will not receive a tax exemption.
6. The facility must not be operated for profit or permit revenue generation in excess of cost of service.
7. Permissive tax exemptions will not be granted for land held for future development.
8. Permissive tax exemptions will not be granted for land greater than normally required for buffer zones.

9. Penalties may be imposed on an organization for knowingly breaching conditions of exemption, including but not limited to:
 - a. Revoking exemption with notice.
 - b. Disqualifying any future application for exemption for a specific period of time.
 - c. Requiring repayment of monies equal to the foregone tax revenue.

Previous Revision/s: None

City Manager:

A handwritten signature in black ink, appearing to read "A. Thomas", is written over a horizontal line that extends from the "City Manager:" label. The signature is cursive and somewhat stylized.

Council Report

penticton.ca

Date: April 2, 2019 **File No:**
To: Donny van Dyk, Chief Administrative Officer
From: Bregje Kozak, Director Recreation & Facilities
Subject: **2019 City Events**

Staff Recommendation

THAT Council direct staff to proceed with the planning and implementation of Canada Day/Fireworks, BC Day, 7 nights of Rock the Sun and Santa Parade events for 2019;

AND THAT Council approve the increase \$38,465.10 to the City's Sport and Event budget with funds to be found through administrative savings.

Background

The City of Penticton has recently assumed responsibility for planning, delivery and funding of some of the community events previously delivered by the Downtown Penticton Association (DPA), including; Canada Day/fireworks, BC Day, Rock the Sun (7 nights), and Santa Parade.

At the March 19 Council meeting, staff were directed to reallocate DPA grant funding in the amount of \$33,990 to the City's Sport and Event program budget, to support the above noted events. Staff were also requested to report back to Council with the proposed approach for delivery of the events and a detailed cost breakdown.

The City's Recreation Department has prepared detailed event budgets including all staffing and event costs, grant contributions and vendor revenues. The City does not have the capacity to plan and implement these events with existing staff, and are proposing to engage the services of an event coordinator to assist on a contract basis. The contractor will work closely with the City to establish and manage the event budgets and to ensure successful delivery of these important community events.

Financial implication

The total cost to deliver Canada Day/fireworks, BC Day, 7 nights of Rock the Sun and Santa Parade is estimated at **\$117,455**, including the Canada Day fireworks. After netting the projected revenues such as the Federal Heritage Grant, vendor revenues, fireworks sponsors and parade float fees the estimated net expenses are \$72,455. Additional sponsorship and revenue opportunities will be pursued to bring total event costs down as much as possible.

An event by event breakdown is noted in the table below:

	Canada Day	BC Day	Rock the Sun	Santa Parade	Total
Event expenses:					
Entertainment, rentals, supplies, etc.	\$23,250	\$12,100	\$16,500	\$2,200	
Event staffing and admin	\$13,500	\$9,000	\$2,000	\$5,500	
10% Event Contingency	\$3,675	\$2,110	\$1,850	\$770	
Canada Day Fireworks	\$25,000				
Total Expenses	\$65,425	\$23,210	\$20,350	\$8,470	\$117,455
Revenues:					
Vendors/Parade floats	\$10,000	\$5,500	0	\$2,000	
Fireworks Sponsors	\$22,500				
Grants	\$5,000	\$0	0	\$0	
Total Revenues	\$37,500	\$5,500	\$0	\$2,000	\$45,000
Net Expenses	\$27,925	\$17,710	\$20,350	\$6,470	\$72,455

With the reallocation of \$33,990 to the City’s event budget, the remaining shortfall to deliver all of the above noted events in 2019 is **\$38,465**. Should Council direct staff to proceed with all of the events, staff would propose funding come from administrative savings to be identified by the end of the second quarter.

Analysis

City staff are prepared to deliver all of the above noted events in 2019. For this season, the events are proposed to remain similar in format, entertainment options, activities and location to previous years’ events. Once we get through the first City event season, staff will look for ways of evaluating the events and determine if there are any desired changes going forward.

In terms of cost saving opportunities, Council could consider options such as postponing an event for 2019, reducing the hours of an event (ie. Canada Day typically runs from 9AM to 9PM), reducing the frequency of Rock The Sun or a combination of these options.

Alternate recommendations

THAT Council provide staff with alternate direction.

Respectfully submitted,



Bregje Kozak
 Director, Recreation & Facilities

Chief Financial Officer <i>JWB</i>	Chief Administrative Officer DvD
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Council Report

penticton.ca

Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Shawn Filice, Electric Utility Manager

File No:

Subject: Fees and Charges Amendment Bylaw No. 2019-13

Staff Recommendation

THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2019-13", a bylaw that amends Appendix 7 – Electric and reduces the fee to perform monthly manual electric meter reads for Automated Meter Reading Opt Out Customers.

Background

On May 7, 2012 the "AMR Electric and Water Meter Opt out policy" was adopted by Council and was developed for Customers that didn't want Automated Meter Reading ("AMR") meters to be used on their premise(s). Among other items, the policy states that an additional charge for the manual meter read be added to Customer's utility bill and this charge to be in accordance with the prescribed fee as set out in the City Fees and Charges Bylaw.

This calculation of this fee is based upon the number of customers, the time it takes and the hourly rate of the employee(s) that perform the manual reading of these electric and water meters.

This report is being brought forward as operational efficiencies have been introduced which have reduced the actual costs to perform this activity; therefore the fee should be reduced from \$27.50 to \$17.80 per manual read per month.

Financial implication

There is a minimal financial implication as this fee affects less than 20 customers out of approximately 19,000 electric customers.

Analysis

FortisBC has been charging \$18.00 since December 19, 2013 and Nelson Hydro has been charging \$24.06 since March 1, 2017 for manual meter reads.

Alternate recommendations

THAT Council receive into the record the report titled, "Fees and Charges Amendment Bylaw No. 2019-13" dated April 2, 2019 and make no changes to the existing fees for Automated Meter Reading Opt Out Customers.

-or

THAT Council provide staff with alternate direction.

Attachments

Attachment A –Amended Appendix 7 – Electric Fees and Charges Bylaw No. 2014-07

Attachment B – AMR Electric and Water Meter Opt Out Policy

Attachment C – Fees and Charges Amendment Bylaw No. 2019-13

Respectfully submitted,

Shawn Filice, MBA, P. Eng.
Manager – Electric Utility

Concurrence

Acting General Manager of Infrastructure <i>IC</i>	Chief Financial Officer <i>LWB</i>	Chief Administrative Officer DvD
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Attachment A – Amended Appendix 7 – Electric Fees and Charges Bylaw No. 2014-07

AMR OPT OUT			<u>Before Tax Amounts</u>
AMR Opt Out manual electric meter reading for an individual meter	\$19.25	\$27.50	\$17.80
AMR Opt Out manual combined electric and water meter reading for an individual for an individual meter read	\$20.25	\$28.50	\$18.80
AMR Opt Out manual electric meter reading for a meter bank installation	\$19.25 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter	\$27.50 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter	\$17.80 & \$1.00
AMR Opt Out combined electric and water meter reading for a combined electric and water meter bank installation	\$20.25 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.	\$29.50 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.	\$18.80 & \$1.00



COUNCIL POLICY MANUAL

Pages: 1 of 3
Approval Date: May 7, 2012
Council Resolution #445/2012

SECTION: OPERATIONS SUBJECT: AMR ELECTRIC AND WATER METER OPT OUT POLICY

GOAL:

To set out the Policy to be followed with respect to an “opt out” program for City electric and water customers regarding the installation of AMR electric or water meters.

SCOPE:

This Policy applies to all existing and proposed AMR electric and water meter installations and is available to all City of Penticton electric and water customers.

DEFINITIONS:

AMR: Means Automated Meter Reading, an electric or water meter that uses a radio frequency to transmit power and water consumption data.

City: Means the Corporation of the City of Penticton.

Fees and Charges Bylaw: Means Fees and Charges Bylaw 2012-5015 as amended.

Meter Bank: Means a group of meters located in one physical location providing for the measurement of electricity and water usage to a group of customers.

Works Yard: Means the City Works Yard located at 616 Okanagan Avenue East.

POLICY:

The City commenced the installation of AMR electric meters and AMR water meters in 2003 and 2004 respectively. The existing electric and water meters were reaching the end of their useful life and it was decided to replace the aging meters with AMR meters to take advantage of a more efficient technology that would reduce staff time and costs associated with meter reading.

Since AMR meter installation commenced in 2003 the idea that there may be possible health issues associated with the use of radio frequency technology has come more and more to the forefront. This has caused some customers to request the ability to “opt out” of having an AMR electric or water meter installed.

This Policy has been developed to accommodate this request.

General Principals:

1. The AMR Electric and Water Meter Opt Out Policy is applicable to all existing and proposed AMR electric and water meter installations.
2. The AMR Electric and Water Meter Opt Out Policy is available to all City electric and water customers.
3. Those wanting to “opt out” are required to contact the Electrical Department at (250) 490-2539 or the Public Works Department at (250) 490-2540 with respect to electric and water meters respectively.
4. For individual meter installations the following applies:
 - a. The customer requesting that AMR meters not be used will have to attend to the Works Yard to set up and pay for a work order to either remove the existing AMR meter and replace it with a non radio frequency meter or remove the existing analog meter and replace it with a non radio frequency meter.
 - b. The customers’ electric and water bill will be revised to include an additional charge for a manual meter read.
 - c. The fee for the meter replacement and manual meter read is to be in accordance with the prescribed fee as set out in the City Fees and Charges Bylaw.
5. For meter bank installations the following applies:
 - a. A single customer, group of customers or all customers served by the meter bank may request that AMR meters not be used.
 - b. The customer or customers requesting that AMR meters not be used will have to attend to the Works Yard to set up and pay for a work order to either remove **all** of the AMR meters in the meter bank and replace them **all** with non radio frequency meters or remove **all** the existing analog meters and replace **all** of them with non radio frequency meters.
 - c. The customer or customers requesting that AMR meters not be used will evenly share in the costs either to remove **all** of the AMR meters in the meter bank and replace them **all** with non radio frequency meters or remove **all** the existing analog meters and replace **all** of them with non radio frequency meters.
 - d. The customer or customers requesting that AMR meters not be used will evenly share in the additional cost for a manual meter read for **all** meters in the meter bank.
 - e. Those customers served by the meter bank that have not requested that AMR meters not be used will not contribute to the costs of replacement or manual meter reading in any way.

- f. The fee for the meter replacement and manual meter reads for meter banks is to be in accordance with the prescribed fee as set out in the City Fees and Charges Bylaw.

Previous Revision/s: None

City Manager:

The Corporation of the City of Penticton

Bylaw No. 2019-13

A bylaw to amend the Fees and Charges Bylaw No. 2014-07

WHEREAS the Council of the City of Penticton has adopted a Fees and Charges Bylaw pursuant to the *Community Charter*;

AND WHEREAS the Council of the City of Penticton wishes to amend the “Fees and Charges Bylaw No. 2014-07”;

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 as “Fees and Charges Amendment Bylaw No. 2019-13”.

2. **Amendment:**

2.1 Amend “Fees and Charges Bylaw No. 2014-07” Appendix 7 – Electric by deleting and replacing the following:

AMR OPT OUT	2018	2019
AMR Opt Out manual electric meter reading for an individual meter	\$19.25	\$27.50 \$17.80
AMR Opt Out manual combined electric and water meter reading for an individual for an individual meter read	\$20.25	\$28.50 \$18.80
AMR Opt Out manual electric meter reading for a meter bank installation	\$19.25 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter	\$27.50 \$17.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter
AMR Opt Out combined electric and water meter reading for a combined electric and water meter bank installation	\$20.25 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.	\$29.50 \$18.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.

READ A FIRST time this	day of	, 2019
READ A SECOND time this	day of	, 2019
READ A THIRD time this	day of	, 2019
ADOPTED this	day of	, 2019

John Vassilaki, Mayor

Angie Collison, Corporate Officer

Council Report



Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Shawn Filice, Electric Utility Manager
Subject: **Energy Retrofit Loan Program Update**

File No:

Staff Recommendation

THAT Council direct staff to amend the terms of the Energy Retrofit Loan Program to reflect the increase in costs of energy audits, allow for participation of non-owner occupied homes and rename the program to “Home Energy Loan Program”;

AND THAT Council direct staff to extend the Home Energy Loan Program to December 31, 2022.

Background

Since 2013, the City of Penticton through its Home Energy Loan Program (“HELP”) has been offering loans to its residential customers to retrofit their homes to be more energy efficient. This program is scheduled to conclude on December 31, 2019. See Attachment A for historical Council Resolutions.

The following table not only summarizes the year to date performance of the HELP program against the program goals; it also highlights the fact that with less than 50% of the budgeted dollars having been spent, less than 50% of the targets have been achieved:

Quick Facts:

	Performance To-Date	Goal
# Applications Received	215	400
# Loans Issued	81	100
kwh Energy Savings	102,178	200,000
% Energy Savings/household	7%	12%
\$ Spent	\$636,353	\$1,174,000

The following additional facts provide the status of the program and summarize how other agencies are addressing loan programs:

- Low Risk: No City customers have defaulted on loan payments to date;
- Low free-ridership: 22 / 217 applicants indicated they aren’t interested in proceeding (10%);
- Low rejection rate: 25 / 217 applicants were found to be ineligible for a loan (12%);

- Interest earned To-Date = \$63,000;
- Administrative Costs To-Date excluding wages = \$29,000;
- The City of Nelson is continuing with their loan program;
- FortisBC and BCHydro have both suspended Pre-Assessment subsidies along with their Energy Retrofit Loan Programs in favour of rebate programs.

The average loan to replace windows, doors hot water tanks and furnaces totalled \$7,493 and has resulted in a combined energy savings of 102,178kwh. This combined 102,178kwh of Energy Savings translates to the equivalent energy consumption of 9.3 homes [916kwh/month (or 10,992kwh/yr) is the Penticton average electrical consumption per household].

The Kilo-Watt Hours (“kwh”) Energy Savings were calculated using 24 months of historical metered electrical consumption data from each participant. 12 months of electrical consumption prior to the dates of energy retrofits were compared against the 12 months following the energy retrofits.

In short, the program has proven to be successful as it has delivered 102,178 kwh of Energy Improvements and the interest received has covered the cost of the program (excluding the loaned amounts).

Financial implication

2019 Home Energy Loan Program Budget = \$5,305 (Excluding loans).

The Contractor, Total Home Solutions, the City has been using since this project started in 2013 have not raised the rates for the home energy assessments; however, they have indicated the combined cost to perform the pre and post energy assessments will be increasing from the current cost of \$335 to \$625 excluding tax. This will increase the annual program costs by \$2,900.

Analysis

This program has generated \$63,000 in revenue from interest earned on loans over the past 6 years while only spending \$29,000, excluding loans.

Alternate recommendation(s)

THAT Council receive into the record the report titled, “Energy Retrofit Loan Program Update” dated April 2, 2019 and allow the program to conclude on December 31, 2019.

Attachments

- Attachment A – Council Resolutions
- Attachment B – Revised City run Energy Retrofit Loan Program

Respectfully submitted,

Shawn Filice, MBA, P. Eng.
Electric Utility Manager

<p>Acting General Manager of Infrastructure</p> <p><i>IC</i></p>	<p>Chief Financial Officer</p> <p><i>JWB</i></p>	<p>Chief Administrative Officer</p> <p>DvD</p>
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Attachment A

Electrical Energy Savings Loan Program

973/2012 **It was MOVED and SECONDED**

THAT Council proceeds with the setup of an Electrical Energy Savings Loan Program for residential home owners;

AND THAT the 2013 Electrical Budget include an allowance for the program at an interest rate that is cost neutral to the City

CARRIED
Councilor Vassilaki Opposed

Energy Retrofit Loan Program

332/2013 **It was MOVED and SECONDED**

THAT Council approves establishing a City-run Energy Retrofit Loan Program as described in Attachment 'A' of the report;

AND THAT the 2013 Electric Utility Operating Budget be amended to provide funding for loans and associated costs in the amount of \$135,000 with funds coming from the electrical reserve;

AND THAT the Energy Retrofit Loan Program be included in the 2014-2016 Electrical Budget;

AND FURTHER THAT the program be evaluated and reported on annually to Council.

CARRIED
Councilor Konanz and Councilor Vassilaki Opposed

Climate Action Planning – Energy Diet

534/2013 **It was MOVED and SECONDED**

THAT Council support the South Okanagan Energy Diet (SOED);

AND THAT the City contributes a \$25 subsidy for the initial home energy assessment for a maximum of 400 residences.

CARRIED
Councilor Vassilaki Opposed

Energy Retrofit Loan Program

613/2013

It was MOVED and SECONDED

THAT Council amend the 2013 Electric Operating Budget OPR 763-041 to provide an additional \$203,000 to fund loans for the Energy Retrofit Loan Program with funds coming from the electrical reserve;

AND THAT the City-run Energy Retrofit Loan Program approved on May 6, 2013 be replaced with the Revised City-run Energy Retrofit Loan Program as contained in Attachment "D" to address changes to streamline the process.

CARRIED

Councilor Konanz and Councillor Vassilaki Opposed

Energy Retrofit Loan Program Update

887/2013

It was MOVED and SECONDED

THAT Council receives the report dated December 16, 2013 as an update on the status of the Energy Retrofit Loan Program;

AND THAT Council extend the period in time that subsidized pre-assessment will be available past December 31, 2013 to a point where the \$10,000 authorized by Council for this process is expended;

AND THAT as FortisBC is no longer subsidizing the pre-assessments that the City increase the amount of their subsidy from \$25.00 to \$140.00 as of December 13, 2013;

AND FURTHER THAT if Live Smart BC no longer subsidizes the pre-assessments that the City increase the amount of their subsidy from \$140.00 to \$265.00.

CARRIED

Councillors Vassilaki and Konanz, Opposed

Energy Retrofit Loan Program Update and Modification Request

370/2014

It was MOVED and SECONDED

THAT Council receives this report as an update on the status of the Energy Retrofit Loan Program;

AND THAT the City-run Energy Retrofit Loan Program as amended on October 7, 2013 be replaced with the 2014 08 18: Revised City-run Energy Retrofit Loan Program as contained in Attachment "G" in recognition of both BCHydro and FortisBC's decision to suspend assessment subsidies and to allow proponents to include the post-assessment costs into the loan;

AND THAT the unused 2013 budgeted dollars be added to the 2014 budget amounts to address the disconnect between the programs process, fiscal timing and potential 2014 budget overruns noting there is no change to the overall established budget for the program.

CARRIED

Councillors Vassilaki and Konanz, Opposed

Energy Retrofit Loan Program Update

12/2016 **It was MOVED and SECONDED**

THAT Council receive the Energy Retrofit Loan Program Update report dated January 11, 2016 as a status update on the Energy Retrofit Loan Program;

AND THAT Council direct staff to examine an extension to the Energy Retrofit Loan Program to the end of 2017.

CARRIED UNANIMOUSLY

Energy Retrofit Loan Program Update

225/2017 **It was MOVED and SECONDED**

THAT Council receive the Energy Retrofit Loan Program Update report dated April 4, 2017 as a status update on the Energy Retrofit Loan Program;

AND THAT Council direct staff to extend the Energy Retrofit Loan Program to the end of 2019.

CARRIED UNANIMOUSLY

Attachment B – Revised City-run Energy Retrofit Loan Program

2019 03 01: REVISED City of Penticton Home Energy Loan Program

Overview:

The Home Energy Loan Program, or HELP, is intended to provide financing to eligible COP Electric Utility residential customers for the purpose of completing eligible energy efficiency improvements to their homes and buildings. The available loan amounts range from a minimum of \$1,000 to a maximum of \$10,000 and will be repaid through the participant's monthly utility bill.

Program Eligibility Criteria:

- Must be City of Penticton Residential Electric Utility customer;
- Must be the registered owner of the property and hold the utilities account in the registered owner name(s);
- Must pass a credit check based on Utility bill payments for previous 12 months with 9 months of credit history, or a produce a letter from a previous electrical utility indicating the Customer is in "good standing" being considered in extenuating circumstances.

Process for COP Energy Retrofit Loan Program Applicants:

- 1) Customer contacts the Electric Utility and completes a pre-screening Application to determine eligibility for the Loan Program, as per above criteria.
- 2) Staff conducts a review of the Application. If criteria are satisfied, customer is:
 - pre-approved for maximum loan of \$10,000 loan;
 - notified of the type of improvements that will be funded;
 - notified of the need to do a post-retrofit energy assessment at their cost, however, the cost of which can be included within the loan (estimated at \$200);
 - notified that the City will contact the Energy Advisor to schedule an appointment.
- 3) The Pre-retrofit Energy Assessment is completed by a certified Energy Advisor. The customer is responsible to pay \$35 with the City of Penticton covering the remaining portion of the pre-assessment (estimated at \$425)
- 4) Customer receives Energy Assessment Report and determines which recommended upgrades to proceed with. The City will only loan funds for upgrades noted in point 2) above.
- 5) The customer selects a contractor and proceeds with the work. The City does not make recommendations regarding any specific contractors. It is the responsibility of the customer to research and select their contractor.
- 6) Once the work is complete the customer arranges and pays for a Post-retrofit Energy Assessment.
- 7) Customer receives Post-Retrofit Energy Assessment Report and submits it to the City.

- 8) Customer submits to the City the invoices from the contractor and the City Completion Forms filled in by the contractor and or the customer.
- 9) The City reviews the contractor invoices and City Completion Forms, assembles the Loan Documents and creates a cheque payable to the customer. The customer is then contacted to come and sign the Loan Documents and obtain their cheque.
- 10) Monthly loan payment is calculated and added to the customer's monthly utility bill. **Note:** Customer must be on Pre-authorized Payment Plan for both consumption and loan payment.
- 11) COP places a note on the Tax File in order to advise realtors/lawyers of the outstanding loan on the property.

Additional Information:

- Loan is 10 year term;
- Interest rate is prime plus 0.5%;
- Monthly loan payment is \$103.64 to finance a \$10,000 loan for a 10 year term at 4.45%;
- Loan can be repaid in full or in-part at any time without penalty;
- Loan payment defaults will be subject to the normal COP utility collection procedures, including service disconnect and ultimately transfer of outstanding amount to taxes;
- Outstanding loan amount must be paid in full upon sale of the property;
- The City will not offer any Life or Disability insurance for the loans.

Council Report

penticton.ca

Date: April 2, 2019 **File No:**
To: Donny van Dyk, Chief Administrative Officer
From: Shawn Filice, Electric Utility Manager
Subject: **Grants for Renewable Energy Production**

Staff Recommendations

Recommendation 1

THAT Council receive into the record the report titled, "Grants for Renewable Energy Production" dated April 2, 2019;

AND THAT Council direct staff to complete the Power Generation Study and then take a more focused approach to grant applications;

AND THAT the grant research for renewable energy production for planning and capital projects be forwarded to the Penticton Indian Band.

Recommendation 2

THAT Council direct staff to submit a completed "Pilot Project Application Form" for the Generator Peak Shaving Pilot Project to the Federation of Canadian Municipalities under the Green Municipal Fund;

AND THAT Council direct staff to amend the 2019 Electric Utility Budget to include a \$200,000 Peak Shaving Pilot Project including \$100,000 in Grant funding, if awarded the grant.

Background

One of the initiatives included in the 2019 Corporate Business Plan and related 2019 Electric Utility Budget is the investigation and reporting on power generation possibilities, "Power Generation Study" which could allow the City to reduce its dependence on the purchase of FortisBC electricity. This would involve the engagement of a consultant through a Request for Proposal process to: examine what other municipalities have done to produce power; determine how it was funded and what the payback period was; update studies into electricity generation that were previously done; and consider new electricity generation techniques that could be implemented. The initiatives identified will then be costed, power generation capabilities determined and the initiatives will be ranked according to criteria that will include return on investment, payback period, impact on the environment, available grants, etc.

On March 5, 2019 Council directed staff to investigate funding opportunities for infrastructure developments of renewable energy production (See Attachment A).

On March 7, 2019 Ms. Sarah Morden, the City's Grant Writer, researched existing grant opportunities.

Attachments B and C include the findings of this research as they pertain to opportunities for Studies/Planning and Construction/Capital grants for renewable energy production.

In summary, there are 6 Grants for *Planning/Studies* and 5 for *Construction/Capital* whereby Municipalities and/or First Nations can apply.

Planning grants (6): 2 are exclusive to Municipalities and are restricted to non-incineration Thermal Energy projects; 2 apply to Municipalities and First Nations; and 2 are exclusive to First Nations. At this time, only the Southern Interior Development Initiative Trust ("SIDIT") and the Community to Community Forum ("C2C") are possibilities for the City of Penticton; and both planning grants are summarized below:

- The SIDIT Grant program supports regionally strategic investments in economic development projects that have long lasting and measurable regional benefits for the Southern Interior. Energy is one of their key focus areas and emphasis is on projects with strategic alliances with First Nations. The grant will fund up to 25% of the total project budget up to a maximum of \$25,000. The grant has no immediate deadline and standalone feasibility studies are not eligible.
- The C2C Forum grant is funded by UBCM and is intended to provide a time and place to increase understanding and improved overall relations between First Nations and local governments. Forum event topics may include economic development, community development and infrastructure planning. The grant will fund 50% of project costs up to a maximum of \$5,000 per C2C event. The grant deadline is September 13, 2019 for events between September 30, 2019 & March 31, 2020.

Capital grants (5): 1 is exclusive to Municipalities; 1 applies to Municipalities and First Nations; and 3 are exclusive to First Nations. Only the Green Municipal Fund, which requires a component of thermal capture remains a possibility for the City of Penticton as the deadline for the Clean BC Communities Fund was March 27, 2019. The Green Municipal Fund is summarized below:

- The Green Municipal Fund is funded through the Federation of Canadian Municipalities ("FCM") which direct money to capital projects that use recovered or renewable thermal energy in new or existing facilities that reduce energy consumption and greenhouse gasses by 40%. Examples of eligible projects include energy generation from waste (not including incineration), district energy systems, biomass to displace fossil fuels and combined heat and power process heat capture. There are typically two intakes per year with August 1, 2019 being the deadline for the next intake.

On March 25, 2019 the City was informed of a new FCM Green Municipal Fund Grant for Pilot Projects during a conference call with Julius Bloomfield - Councillor, Ian Chapman - City Engineer, Shawn Filice - Electric Utility Manager and Andrew Kemp- Programs Outreach Advisor. The terms of the grant are as follows:

- The project must be scalable;
- It must be a pilot project;
- Maximum funding = \$350,000, funded at 50% of total project costs;
- 1 year test period with measurable results;
- Applications will be received starting April 1, 2019; and
- Decision will be made in 3 months.

In March 2018, the City was not successful with a Natural Resource Canada Smart Grid Grant application which included pilot projects for large scale battery storage, solar power generation and generator peak shaving. The Generator Peak Shaving project was forecasted to cost under \$200,000, had a Return on Investment of 866% and a payback period of 2 years. It is understood the Generator Peak Shaving pilot

project; which would reduce the amount of energy purchased from FortisBC during peak demand hours, is the only project of the three that fit within the terms of the new FCM Pilot Project Grant. Should the City be successful in its FCM grant application it will need to provide \$100,000 as its portion of the project funding.

Attachments

Attachment A – Council Resolution

Attachment B – Grant Research for Renewable Energy Production – Planning



Attachment C – Grant Research for Renewable Energy Production – Capital

Respectfully submitted,

Shawn Filice, MBA, P. Eng.

Electric Utility Manager
City of Penticton

Approvals

General Manager of Infrastructure 	Chief Administrative Officer 
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Attachment A – Council Resolution

From Councillor Bloomfield on February 19, 2019

149/2019

It was MOVED and SECONDED

THAT Council direct staff to investigate funding opportunities for infrastructure developments of renewable energy production;

AND THAT Council refer the findings to future meetings with the Penticton Indian Band (PIB) for their consideration.

CARRIED UNANIMOUSLY

Grant Program	Funding Agency	Description	Eligibility	Amount Available	Timelines	Notes	Link
Green Municipal Fund	Federation of Canadian Municipalities	We fund feasibility studies of projects that use recovered or renewable thermal energy in new or existing facilities. Your study may compare several options or assess one option's ability to reduce energy use and GHGs	Municipalities	Up to 50% of eligible costs to a maximum of \$175,000	Applications are accepted on a year-round basis	Stand-alone electricity generation without thermal capture and use is not eligible. Fuel switching to natural gas from other energy sources is not eligible. Your initiative must reduce fossil fuel or grid electricity use by at least 40% compared to current performance. You must be able to achieve this target within three years of implementation	https://fcm.ca/en/funding/gmf/study-energy-recovery-district-energy
Green Municipal Fund	Federation of Canadian Municipalities	We fund pilot projects that use recovered or renewable thermal energy in new or existing facilities. Pilot projects assess solutions in real-life conditions. They evaluate either a small-scale version of a project or a full-scale, replicable version. Your pilot may compare several options or assess one option's ability to reduce energy use and GHGs	Municipalities	Up to 50% of eligible costs to a maximum of \$350,000	Applications are accepted on a year-round basis	Same as above.	https://fcm.ca/en/funding/gmf/pilot-project-energy-recovery-district-energy
First Nations Clean Energy Business Fund (Capacity Fund)	Province of BC	This fund promotes increased Indigenous community participation in the clean energy sector within their asserted traditional territories and treaty areas. Funding under the "Capacity" stream is meant to assist with clean energy project feasibility studies, community energy planning or engaging with project proponents.	First Nations	Up to \$50,000 per project.	Appears to be a rolling deadline; applications are regularly reviewed at the end of January and end of May	Equity grants are also available - see Capital tab.	https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-clean-energy-business-fund

Grant Program	Funding Agency	Description	Eligibility	Amount Available	Timelines	Notes	Link
Indigenous Clean Energy Initiative	Province of BC and Western Diversification (federal)	This program provides support for the planning and implementation of clean energy projects , such as hydro, wind, biomass, solar, marine, or geothermal projects. The BCICEI will also target energy efficiency projects and energy storage, as well as assist some remote communities in reducing dependency on conventional diesel power generation. Examples include feasibility studies, site selection, environmental review/permitting, project design and engineering, demand side management.	First Nations	Up to \$150,000 per project.	Website says to check back in April regarding a 2019 intake	Funding will support community projects, targeting activities following completion of community engagement (such as a community energy plan); this includes activities needed to secure a private sector partner, an electricity purchase agreement with BC Hydro, or attract debt financing to enable the actual construction of the project.	http://www.newrelationshiptrust.ca/initiatives/bcice/
SIDIT Grant Program	Southern Interior Development Initiative Trust	The SIDIT Grant Program provides non-repayable funding for municipalities, regional districts, First Nations, registered non-profit societies, institutions, and industry associations to support regionally strategic investments in economic development projects that will have long-lasting and measurable regional benefits for the Southern Interior. Energy is one of their key focus areas. Emphasis is on projects with strategic alliances, including the involvement of First Nations.	Municipalities and/or First Nations	Up to 25% of the total project budget, to a maximum of \$25,000 (or \$50k in exceptional circumstances)	Appears to be a rolling deadline; applicants submit applications when ready.	Possibility - leverage in combination with one of the above referenced programs - though standalone feasibility studies are not eligible. Recommend discussing with SIDIT staff prior to applying. Applicants must provide confirmation of all other sources of project funding prior to SIDIT entering into a funding agreement. Applications that have confirmed other funding at the time of review by the Board of Directors are preferred. In the case of other unconfirmed funding sources at the time of application to SIDIT, applicants are required to provide the date a decision is expected for each unconfirmed funding source.	https://sidity-bc.ca/apply-funding/grants/

Grant Program	Funding Agency	Description	Eligibility	Amount Available	Timelines	Notes	Link
Community to Community Forum	UBCM	The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. Dialogue topics may include economic development, community development and infrastructure planning (including needs assessments) - contracting the services of a professional facilitator is an eligible expense.	Municipalities and/or First Nations are eligible	Up to 50% of project costs, to a maximum of \$5000 per C2C event	September 13th for events between Sept 30/19 and March 31/20	Possibly for infrastructure planning to identify projects/opportunities of mutual interest, generate a project short-list, determine next steps and/or prepare for a more detailed feasibility study (and related funding applications)	https://www.ubcm.ca/EN/main/funding/lg-ops/community-to-community-yl-forum.html

Also checked into:

Municipalities for Climate Innovation Program (FCM)

Outcome:

Possible future intakes to this program, watch website. (<https://fcm.ca/en/programs/municipalities-climate-innovation-program>)

Clean Energy for Rural and Remote Communities Program (Govt of Canada)

Did not meet criteria for eligibility (definition of 'rural' and/or 'remote')

Impact Canada: Indigenous Off-Diesel Initiative (Govt of Canada)

Did not meet criteria for eligibility (definition of 'rural' and/or 'remote'; not sure if PIB is reliant on diesel?)

Grant Program	Funding Agency	Description	Amount Available	Timelines	Notes	Link
Green Municipal Fund	Federation of Canadian Municipalities	<p>We fund capital projects that use recovered or renewable thermal energy in new or existing facilities. Your capital project must reduce energy use and GHGs by at least 40%. Examples of what you might implement:</p> <ul style="list-style-type: none"> - Energy generation from waste (does not include incineration) - Construction, retrofitting or expansion of district energy systems that use recovered or renewable thermal energy supply - Using residual biomass to displace fossil fuels in existing district energy systems - Combined heat and power process heat capture 	Municipalities are eligible; First Nations are not. Up to 80% of eligible project costs, combining low interest loans (up to \$5 million) with grants of up to 15% of the value of the loan.	Two-stage application process including an Initial Review, and detailed proposal by invitation only. Next deadline for Initial Review is August 1, 2019 (typically 2-3 intakes per year)	Stand-alone electricity generation without thermal capture and use is not eligible. Fuel switching to natural gas from other energy sources is not eligible. Your initiative must reduce fossil fuel or grid electricity use by at least 40% compared to current performance. You must be able to achieve this target within three years of implementation	https://fcm.ca/en/funding/gmf/capital-project-energy-recovery-district-energy
Clean BC Communities Fund <i>(a component of Investing in Canada Infrastructure Plan)</i>	Government of Canada and Province of BC	This fund is intended for infrastructure projects that support the management of renewable energy, access to clean energy transportation, improved energy efficiency of buildings and the generation of clean energy. Project examples for renewable energy may include systems that manage the use or transmission of biomass, biogas, geothermal heat, hydro, solar, ocean, wind, battery storage, devices or other systems and technologies that improve capacity to better manage renewable energy.	<u>Municipalities</u> - up to 73.33% of eligible project costs, no maximum specified. <u>First Nations Applicants</u> - up to 90% of eligible project costs for off-reserve projects; up to 75% for on-reserve projects.	March 27, 2019 (another intake expected as ICIP is a 10-year program, timing is unknown but likely to be 2-3 years)	Required documents demand the projects are shelf ready (or close to) - they include a feasibility study, GHG mitigation assessment, Council resolution, detailed cost estimates, site plan and evidence of secured local funding (or copy of borrowing bylaw at or past 3rd reading)	https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/investing-in-canada-infrastructure-program/green-infrastructure/cleanbc-communities-fund

Grant Program	Funding Agency	Description	Amount Available	Timelines	Notes	Link
Rural and Northern Development Fund (a component of Investing in Canada Infrastructure Plan)	Government of Canada and Province of BC	This program targets capital infrastructure projects in communities with a population of 25,000 or less and provides additional funding towards projects in communities with populations of 5,000 or less. One of the eligible outcomes (project categories) is more efficient and/or reliable energy.	<u>Municipalities</u> - City is ineligible as Penticton's population exceeds the 25,000 threshold. <u>First Nations Applicants</u> - up to 100% of eligible project costs where the ultimate recipient is off-reserve; up to 75% where the ultimate recipient is on-reserve.	Last intake was due January 23, 2019 - ICIP is a 10-year program and therefore another intake is expected but timing has not been confirmed, likely 2-3 years.	If project will ultimately serve broader Penticton area (off-reserve), recommend contacting Ministry staff to confirm eligibility as that broader project area would exceed population maximum. Required documents demand the projects are shelf ready (or close to) - they include a feasibility study, Council resolution, detailed cost estimates, site plan and evidence of secured local funding (or copy of borrowing bylaw at or past 3rd reading)	https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/investing-in-canada-infrastructure-program/rural-northern-communities
First Nations Clean Energy Business Fund (Equity Fund)	Province of BC	This fund promotes increased Indigenous community participation in the clean energy sector within their asserted traditional territories and treaty areas. Funding under the "Equity" stream is meant to help First Nations communities to acquire equity positions in clean energy projects, or assist in the undertaking of their own community clean energy project for supply, or assist in the implementation of energy efficiency/demand-side management projects within a community.	First Nations are eligible, municipalities are not. Up to \$500,000 per project.	Appears to be a rolling deadline; applications are regularly reviewed at the end of January and end of May	Provincial equity contributions are intended to be on a "last in" basis (i.e., a commitment letter will be provided to the applicant committing to the transfer of funds only after a project has been built and is ready for commercial operation.) However, once an application has been accepted for a Grant, consideration will be given to providing some portion of these funds prior to commercial operation provided key project tasks can be documented.	https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/clean-energy-business-fund

Grant Program	Funding Agency	Description	Amount Available	Timelines	Notes	Link
First Nation Infrastructure Fund	Government of Canada	This fund is intended to help First Nation communities improve and increase public infrastructure to improve the quality of life and the environment for First Nation communities. Energy systems are one of 8 eligible project categories. Projects may be on reserve, Crown land, land set aside for the use and benefit of First Nations . Off-reserve projects can be considered if they are cost-shared with non-First Nation partners, such as nearby municipalities.	First Nations are eligible, municipalities are not; amount awarded must be equal or below the maximum amount payable (\$10 million per recipient per year for capital projects involving the retrofitting, construction, replacement, expansion, or purchase and installation of fixed assets or infrastructure)	There is no need to apply. Projects are identified, reviewed and selected by Indigenous Services Canada, based on the First Nation Infrastructure Investment Plans (due each fall); website suggests calling ISC regional office to discuss projects.	Asset specific criteria for Energy Systems: Objective: To construct, restore or improve local Band-owned infrastructure that optimizes the use of energy sources (for example, in buildings and other installations), accesses provincially owned energy grids and reduces the greenhouse gas emissions and air contaminants arising from local sources. To be included in this category, a project must align with at least one of the following sub-categories: 1. connecting First Nations communities to provincial or other power grids 2. retrofits (for example, energy efficiency improvements) of local band-owned buildings or other installations such as street lighting 3. energy systems including generation and local distribution (for example, renewable energy, cogeneration combined heat and power) 3. upgrades and replacement of fuel tanks systems to meet regulatory compliance	https://www.sac-is.gc.ca/en/g/1497275878022/1533645265362

Also checked into:

Low Carbon Economy Fund
(Govt of Canada)

Funding was provided to provinces, appears as if programs in BC are/will be administered through Clean BC - possibility of more programs on the horizon.

Council Report

penticton.ca

Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Blake Laven, Planning Manager

File No: RMS 3360-02 (2019)

Subject: Zoning Amendment Bylaw 2019-14 (Funeral Services)

Staff Recommendation

THAT "Zoning Amendment Bylaw No. 2019-14", a bylaw that adds a definition for 'funeral service' in the definition section of Zoning Bylaw 2017-08 and includes the use 'funeral service' in the C3, C4, C5, C6, C7 and M1 zones, be given first reading and be sent to the April 16, 2019 Public Hearing.

Background

The use funeral service is not currently listed as a permitted use in any zones in the City's zoning bylaw. There are currently five businesses operating a funeral service type business in the city. One of the businesses was permitted through a *site specific* zoning amendment adopted in 2003 (1130 Carmi Avenue). The other businesses are considered 'legal non-conforming' to the bylaw. The businesses are operating in a number of zones including: one in the C3 (Mixed Use Commercial) zone, two in the C5 (Urban Center Commercial) zone and two in the M1 (General Industrial) zone. Historically, the use has also occurred in the C6 (Urban Peripheral Commercial) zone as well.

The City licensing department has been approached by a proponent, KVR Memorial, interested in operating a funeral service business at 461 Dawson Avenue, which is an M1 zoned property (Attachment A). As the use is not currently a listed permitted use in the M1 zone, even though there are two other funeral service businesses licensed in that zone, the city is not able to provide a business license for the new business. As such, the proponent has applied to have the use permitted as a 'site specific' use. The proponent has provided a letter of support from the President of the Penticton Industrial Development Association (PIDA), who supports the business operating on industrial lands at that location, subject to the lands remaining industrially zoned. Several other letters of support have also been received (not included in this report).

Rather than deal with this use on a site-by-site basis, staff have taken the opportunity to review the way the zoning bylaw addresses the use 'funeral service' and to clarify existing operations within the City.

Based on this review staff are proposing adding a definition for 'funeral services' into the zoning bylaw and are recommending adding the use to the C3, C4, C5, C6, C7 and M1 zones. With regard to the use on M1

zoned property, restrictions on the size of the operation are also included based on comment from the president of PIDA.

These proposed changes will make KVR Memorial's proposal at 461 Dawson conform to the zoning bylaw and not require the site specific zoning application. This will also make all of the other non-conforming businesses then conform to the zoning bylaw.

The operation of a funeral service business is also regulated by the *Cremation, Internment and Funeral Services Act*, provincial legislation which regulates how human remains are handled. Licensing for funeral homes is done through Consumer Protection BC, an agency that has authority delegated to it from the Province of BC. At the local government level we require proof of licensing prior to issuing a City of Penticton business license.

Proposal

Bylaw 2019-14 will:

Add the following to the definition section of Zoning Bylaw 2017-08:

"funeral service means premises used for the care and preparation of human remains for internment or cremation. The use funeral service may also include holding of bereavement rites and ceremonies and associated retail sales of funeral products as accessory uses."

Add the use 'funeral service' to the following zones: C3, C4, C5, C6, C7 and M1 zones.

Add section 12.1.3.6 A funeral service shall be limited to 250m² gross floor area.

Delete section 12.1.4.2 (site specific amendment allowing funeral service at 1130 Carmi Avenue).

Public consultation

Staff are not recommending any public consultation above and beyond the requisite Public Hearing. Because this is a blanket text amendment and not specific to a property, no public notice signs are required. Notice of the public hearing will appear in two consecutive editions of the City Pages of the Penticton Western and information will be available through the City's normal notification channels.

Analysis

The proposed zoning change adds a use to the City's zoning bylaw that is currently being operated on five (5) properties in the city. It is unclear why the Zoning Bylaw does not currently include the use 'funeral service', but in staff's opinion this is an oversight. Funeral service is not a use that would fit in any other use category (general assembly, health service, personal service etc). In staff's consideration this should be a stand-alone use. In staff's research, the use 'funeral service' is listed as a discreet use in most zoning bylaws in other municipalities. The use is usually listed in most general and service commercial and light industrial zones.

The risk of not having the use specifically listed is that four of the five businesses that are currently operating as funeral service businesses, are considered 'non-conforming' to their zoning (as stated above the fifth business went through a 'site specific' zoning amendment to be allowed to operate). The non-conforming

designation has implications on making changes to a business or building, financial borrowing and changing ownership.

Furthermore, not having the use listed as a permitted use in specific zones creates uncertainty and unnecessary bureaucracy for businesses wishing to enter into this industry (such is the case with the application for KVR Memorial). If this was a listed permitted use, a business wishing to operate would simply complete the necessary licensing requirements without having to take the time and risk of going through a zoning amendment process.

The definition created as part of this bylaw process, captures all of the activities typically associated with funeral services, including preparation of human remains and associated office uses. The definition utilizes language from the definition for funeral service in the provincial Act. Retail sales of funeral products (caskets etc.) and holding of funeral services are also accommodated but are deemed to be accessory uses, in such that they should constitute less than 50% of the floor area of the business.

In reviewing what zones this use should be included in, staff reviewed where this use has typically operated in Penticton, what the actual use entails and where the use is typically seen in other municipalities' zoning bylaws. Parking for the use will be considered at the commercial or assembly rate based on the square footage of the particular uses of the business area.

General commercial zones

These zones, including the C3, C4 and C7 zones, are located in the general commercial areas of the city. The properties in these areas are usually large properties lending themselves to larger building footprints and ample parking. Staff consider that these are the most appropriate zones for this use to operate in.

Downtown commercial zones

These zones, including the C5 and C6 zone, represent the highest level of retail and office in the City and are located in the downtown. As these properties are usually small, the footprint of a funeral service business would likewise be quite minor. Staff are somewhat concerned about this use being located in a high profile area, such as the 200-300 Blocks of Main Street, more appropriately used for retail or food and beverage uses (uses more contributory to a vibrant public realm). That said, historically there have been several funeral homes and funeral services operating the downtown, including two in current operation.

Industrial zone

The M1 zone encompasses the majority of the industrial park as well as lands bounded by Huth Avenue and Waterloo Avenue. These lands are intended for industrial uses which typically focus on manufacturing, warehousing and other associated uses. While funeral services from a ceremonial and retail perspective may not cleanly fit as an industrial use, the handling of human remains is typically done in industrial areas in other communities and certainly has been done on M1 properties in Penticton, with two businesses currently operating in the M1 zone and KVR Memorial intending to be located in the industrial park. Attachment A includes a description of how the building at 461 Dawson Avenue will be utilized. In that description, one can see why an industrial property is appropriate, specifically with the prep room activities.

The risk of having the use here is the ceremony and retail component of the business. To mitigate this risk, the bylaw is drafted to establish a maximum floor area in the M1 zone of 250m². This will ensure the focus of

the business is on the non-public component of the business and in the case where larger ceremonies are planned, they will happen elsewhere, where appropriately zoned.

Staff recommendation

Because of the reasons listed above, staff are recommending that Council give first reading to the zoning amendment bylaw and that the bylaw be referred to the April 16, 2019, Pubic Hearing for comment from the public.

Alternate recommendations

Alternative 1: Continue status-quo

Council may wish to continue reviewing applications for funeral services on a site by site basis. If this is the case, Council should not give first reading to the bylaw. This would then require the proposed business to go through a site specific zoning amendment prior to operating and the other funeral service businesses would continue on as non-conforming uses.

Alternative 2: Support amendments but restrict to general commercial zones

Council may support the inclusion of the definition of ‘funeral service into the zoning bylaw, but wish to not see the use included in the downtown or industrial zones. If that is the case, Council should direct staff to amend the bylaw with direction to remove those zones. Staff do not recommend this approach as the majority of the funeral services are currently operating in the downtown and in the industrial park. If Council does take this approach, KVR Memorial would need to come back as a site specific application.

Alternative 3: Support amendments but include restrictions on 200-300 Blocks of Main Street and Front Street

Council may share staff’s concern that a funeral service use would be located at street level in the 200 or 300 Block of Main Street or Front Street, areas intended for retail and food and beverage uses. While it isn’t likely that these businesses will located here, Council could include a regulation in the C5 zone restricting the use in these areas.


Attachments

Attachment A – Letter from proposed business looking to operate at 461 Dawson Avenue

Attachment B – Zoning Amendment Bylaw No. 2019-14

Respectfully submitted,

Blake Laven, MCIP, RPP
Planning Manager

<p>Director</p> 	<p>Chief Administrative Officer</p> <p>DvD</p>
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Attachment A

Letter from proposed business looking to operate at 461 Dawson Avenue

Kevin Smith

861 Argyle Street
Penticton, BC V2A 5N9
778-559-1780
kevin@kvmemorial.com

March 20, 2019

Dear Blake Laven,

I'd like to introduce myself; my name is Kevin Smith, I am a licensed funeral director and embalmer and have spent the better part of the last 13 years serving families that have lost a loved one. I have decided to step out on my own and start up my own funeral home called Kettle Valley Memorial LTD.

I am writing this letter asking the City of Penticton to allow Kettle Valley Memorial LTD. to operate business under site specific zoning at 461 Dawson Avenue. This location is currently zoned M1. The City of Penticton has asked me to request letters of support from our neighbours which are included with this letter. Kettle Valley Memorial LTD. has also received the support from the Penticton Industrial Development Association; I have had many discussions on the matter with Mr. Frank Conci. Frank has also been in touch with the city and has expressed that he is in support of my business at this location.

As of January I resigned from my position as Managing Director at Providence Funeral Homes to start on my own venture. My career started 2007 in Alberta with Martin Brothers Funeral Homes in Lethbridge. In 2011 my family and I made the decision to move to Penticton as I was offered a position at Providence Funeral Homes. For the past four years, I served as Managing Director and I made many long lasting relationships both professionally and personally. I've had the privilege to serve over 2500 families and built a solid reputation in this industry and community as someone that goes above and beyond to take care of the deceased and their families in what can be a very emotional and stressful time. My expertise ranges from at-need and pre-need funeral arrangements, funeral directing, removals, embalming, international shipping, marker sales and aftercare.

Kettle Valley Memorial LTD. will be a fully functional family owned funeral service provider offering both burial and cremation options at reasonable prices. As the price of funeral services increases each year it is important to keep the prices fair and flexible to ensure that families don't feel burdened with high costs. It is my intent and obligation to

explain clearly to families all their options so that they are able to make informed decisions so they can celebrate the life of their loved one without financial stress. The name Kettle Valley Memorial was inspired by the Kettle Valley Railway Company as headquarters were located here in Penticton and employed hundreds of people.

I'd like to thank you for your time reading this letter and reviewing my request.

Respectfully,

A handwritten signature in black ink, appearing to be 'KS' with a long horizontal stroke extending to the right.

Kevin Smith
Owner/Operator
Kettle Valley Memorial LTD.

KVM | KETTLE VALLEY MEMORIAL SERVICES

Thursday January 31, 2018

Location: 461 Dawson Avenue, Penticton, BC V2A 8E2

Description of building and its uses:

Kettle Valley Memorial LTD. is a local Penticton business that specializes in the care of deceased individuals and their families. Our mandate is "to serve each family as if they were our own". We offer families cremation, burial, pre-need, and grave marker options. We will not have a crematorium on site or a chapel to host services or reception gatherings. Our facility will be one of which families will be able to come and arrange the cremation or burial of their loved one. They will be able to select caskets, urns, grave markers. They will also be able to arrange the service or celebration of life for their loved one. KVM will out source services to another location like Penticton Lakeside resort and conference centre, Penticton Convention Centre, or any church or hall the family wishes.

The following is a description of the layout and purpose of the different rooms in KVM's building located at 461 Dawson Avenue, Penticton, BC.

Casket/Urn Selection Room:

Dimensions - 14' x 11'8"

The selection room will meet the requirements set out in the Cremation, Interment and funeral services act and have a minimum of 6 caskets in this room. There will also be cremation urns in this room. Families will enter into this room to purchase caskets/urns.

Arrangement Office:

Dimensions - 11'6" x 11'5"

In the arrangement office families (of up to 3 members) will meet with the funeral director to arrange the cremation or burial of their loved one. Arrangements will usually last between 1 hour to 2 hours depending on what type of service the family has chosen.

Lobby/sitting area:

Dimensions - 16'5" x 17'

This area will be the entrance to the funeral home. There will be a couch and two chairs in the centre. Warm and calming atmosphere. In this room will be where families are greeted and offered coffee, water or tea. There will be a coffee bar where families can get something to drink and a small snack while they wait. In the event that a family shows up with more than three members then the rest of the family will wait in the sitting area. We want the family to feel comfortable and relaxed in the lobby. There will be two fire exits in this room, The front door that will have a exit sign and there is a back door that will also have a exit sign.

Bathroom:

Dimensions - 6'1" X 5'11"

Bathroom will consist of a storage cabinet, sink and toilet. Storage cabinet will have extra toilet paper, paper towel and cleaning products.

Viewing Room:

Dimensions - 16' X 9'5"

Families will view the remains of their loved one in the viewing room. The deceased will be placed on a viewing table or the casket the family has chosen. This room will have a two doors. One for the family to enter and the other for the deceased. The room will consist of a couch and love seat for the comfort of the family. There will be light calming music, and the lights will be adjustable to add warmth to the room. The deceased will be placed along the eastside wall.

Prep Room:

Dimensions - 13'8" X 13' 3"

The prep room is where deceased individuals are brought for sanitization, restoration, preservation and embalming. Only authorized personal can enter this room. Authorized personal means anyone who is a licensed embalmer. The room has to meet certain requirements set out in the Cremation, Interment, and Funeral Services Act. Those requirements are are found found in Part 4, Section 32., Sub Section (2) and (3):

- (2) If a funeral provider accepts human remains and does not do disinfecting, preservation or restoration of human remains, the funeral provider must have at least one separate room for the care and preparation of human remains prior to disposition, and must ensure that this room meets the following requirements:
- (a) is at least 11 square metres in size;
 - (b) is clearly labeled from the outside to prohibit access by anyone other than staff of the funeral provider and other authorized persons;
 - (c) is well lit and mechanically ventilated to the outside of the building;

- (d) is capable of being easily disinfected;
- (e) the surfaces of the room are composed of non-porous materials that are capable of preventing fluids from soaking into them;
- (f) is equipped with a first aid kit;
- (g) contains a holding table or examining table that is capable of being disinfected easily;
- (h) contains a sink that has hot and cold running water;
- (i) has a vacuum breaker on each water supply for each station in this room;
- (j) contains storage facilities for equipment and supplies;
- (k) contains enough, protective eyewear and disposable protective covering for hands, body and feet for each person who works in this room;
- (l) contains sheets or towels;
- (m) contains disinfectants, germicidal soap, paper towels, a pail and mop, and detergent.

(3) If a funeral provider disinfects, preserves or restores human remains, the funeral provider must also ensure that the room referred to in subsection (2) is equipped with

- (a) a second sink, or the sink referred to in subsection (2) must have two compartments,
- (b) a continuous flow eyewash facility with a minimum duration of 15 minutes,
- (c) supplies necessary for the disinfection, preservation and restoration of human remains performed by the funeral provider, and
- (d) sanitary drains for the disposal of bodily fluids and embalming fluids, that are equipped with splash guards and a backflow valve.

This room will meet all the requirements set forth in the Regulation and will be inspected and approved by Consumer Protection BC.

Receiving Area:

Dimensions - 13'9" X 13'7"

This room is also is off limits to the general public. There will be a cooler for 2 deceased individuals. Law states that any unembalmed remains must be placed into a cooler before disposition. When a deceased person is brought in to this room proper policies and procedures will be performed to ensure proper identification of the person and proper care of deceased procedures to ensure that the deceased is treated with dignity and respect. This room will also have door access to the viewing room.

Back Entrance :

Dimensions - 9'8" X 7'11"

The back entrance will be specifically for bringing in deceased individuals. It will also be a fire exit with a fire extinguisher and exit sign with a battery pack. KVM transfer vehicles will back up to the separated outside entrance and off load stretchers and deceased at these doors. The doors will be covered from the public sight. There will be metal double doors that will be locked 24 hours a day.

Parking :

KVM parking lot will have 7 parking spots. There will be a no parking lane in front of the front door that will lead to a wheelchair ramp to the front door. The two parking spots on both sides of the no parking lane will be handicap parking stalls for easy access into the building.

This is the description of the building and rooms for Kettle Valley Memorial LTD. Any questions or comments can given to Kevin Smith, Owner/Operator.

A handwritten signature in black ink, appearing to be 'Kevin Smith', with a long horizontal line extending to the right.

Kevin Smith

Kettle Valley Memorial LTD.
461 Dawson Avenue
Penticton, BC
V2A 8E2

Email : kevin@kvmemorial.com
phone# : 778-559-1780

The Corporation of the City of Penticton

Bylaw No. 2019-14

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. 2019-14".

2. **Amendment:**

Zoning Bylaw 2017-08 is hereby amended as follows:

2.1 Amend section 3.2 Definitions and add the following:

FUNERAL SERVICE means premises used for the care and preparation of human remains for interment or cremation. The use funeral service may also include holding of bereavement rites and ceremonies and associated retail sales of funeral products as accessory uses.

2.2 Add the following to 11.3 C3 – Mixed Use Commercial 11.3.1 Permitted Uses

.22 funeral service

2.3 Add the following to 11.4 C4 – General Commercial 11.4.1 Permitted Uses

.31 funeral service

2.4 Add the following to 11.5 C5 – Urban Centre Commercial 11.5.1 Permitted Uses

.37 funeral service

2.5 Add the following to 11.6 C6 – Urban Peripheral Commercial 11.6.1 Permitted Uses

.32 funeral service

2.6 Add the following to 11.7 C7 – Service Commercial 11.7.1 Permitted Uses

.38 funeral service

2.7 Add the following to 12.1 M1 – General Industrial 12.1.1 Permitted Uses

.30 funeral service

- 2.8 Add the following to section 12.1.3 Other Regulations
 - .6 A **funeral service** shall be limited to 250m² **gross floor area**.
- 2.9 Delete Site Specific Provision 12.1.4.2 in its entirety.

READ A FIRST time this	day of	, 2019
A PUBLIC HEARING was held this	day of	, 2019
READ A SECOND time this	day of	, 2019
READ A THIRD time this	day of	, 2019
RECEIVED the approval of the Ministry of Transportation on the	day of	, 2019
ADOPTED this	day of	, 2019

Notice of intention to proceed with this bylaw was published on the __ day of ____, 2019 and the __ day of ____, 2019 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

John Vassilaki, Mayor

Approved pursuant to section 52(3)(a) of the *Transportation Act*
 this _____ day of _____, 2019

for Minister of Transportation & Infrastructure

Angie Collison, Corporate Officer

Council Report

penticton.ca

Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Anthony Haddad, Director of Development Services
Subject: **Urban Deer Update and Recommendations**

File No: RMS 5280-09

Staff Recommendation

THAT Council direct staff to maintain the status quo approach towards urban deer management in Penticton and re-engage with the Regional District of Okanagan Similkameen and BC Conservation on a regional approach and deal with specific issues on an event by event basis.

Or Alternative 1:

THAT Council direct staff to begin the application process for a population reduction, including the provision of resources to assist with this process. The process for a population reduction would include:

- Identification of resourcing needs and budget considerations;
- Work Closely with Provincial representatives to ensure process is undertaken appropriately;
- Initiation of a Urban Deer Management Committee;
- The adoption of a deer management plan, created through public consultation;
- Inventory of deer numbers;
- The full use of the carcass resulting from the cull, for example by donating the meat to local first nation or food bank;
- Culls are to be conducted by trained contractors and meat must be processed by a qualified butcher;
- Reporting out via an annual report.

Executive summary

Council at their meeting on November 20, 2018, received a delegation and supporting information from members of the Figueira Mobile Home Park outlining the impact that urban deer were having on their residents' quality of life. Concerns were raised around the proliferation of deer within their mobile home park and the concerns that residents had with regards to health and safety within their lands. In addition to the letter, staff and Council receive regular inquiries as to what the City is doing to deal with urban deer. This report will provide some high level background to this issue and provide options for Council to consider in response to the request from the Figueira Mobile Home Park residents. Ultimately, staff are recommending that the City maintain the status quo with regard to this issue and continue the following:

- Continue working with the RDOS on a regional approach to deer management;
- Continue working with the BC Conservation Officer Service on aggressive or injured deer;

- Dealing with other issues on an event by event basis.

Urban Deer in Penticton

The prevalence of urban deer in the residential areas of the City have grown over the past two decades. The precipitating event is believed to be the installation of extensive deer fencing in the City's Agricultural area. Historically, deer would move through the agricultural areas into residential areas and then back out depending on seasonality and the availability of food and water sources. But with the installation of fencing, deer were forced into the urban areas without any way to move out. Generations of deer have now been born within the City urban areas and in many cases have lost their biological apprehension of humans. While no actual numbers of deer have been established, there is an anecdotal perception that the numbers of deer have been increasing in the past few years.

In speaking with the province's Conservation Officer Service, approximately 200 calls are received a year in the Penticton region regarding deer. 80% of those calls are in relation to injured deer – deer that have either been struck by vehicles or suffered an animal attack. In response to these calls, a conservation officer will investigate and put down an animal if they are injured to the point where they can no longer feed or drink.

In the past the Conservation Officers have advised that several calls do come in regarding aggressive deer, but they have never attended a situation where a deer had to be put down because it was aggressive, nor has there been any reported human injury from a deer in our area. There are generally a few calls a year where there is physical contact between a deer and a human. This usually involves the deer being threatened by a dog.

Staff do not keep numbers on the amount of calls that come in regarding deer, but certain times of year seem busier than other – with the late winter / spring and the fall being the busiest.

In discussions with the City's Public Works department, approximately 50-60 deer per year due to road-kill, get collected by their teams on city roads and within municipal rights of way. Records confirming this have been kept since 2012. No figures are available as to the road-kill collected from surrounding Highways, as they are the responsibility of the Ministry of Transportation and Infrastructure.

The current approach to deer management in Penticton involves City staff sitting on a regional committee organized by the RDOS. Public Works staff often deal with deer that have been struck by vehicles and dispose of deer carcasses on a regular basis. This represents an event by event approach. When staff receive inquiries from the public or complaints, we provide information on deer repellent and conflict avoidance strategies as well as what to do in the case of aggressive deer or if there is an injured deer. Part of this education is changing landscaping and fencing suggestions.

Previous approaches to deer management in Penticton

In 2011, the City of Penticton directed staff to "take immediate and all available remedies available to reduce the population of deer in the City." Acting on that direction, staff investigated a number of options for Council's consideration, including conflict reduction techniques and population reduction alternatives and ultimately presented Council with a 5 point Deer Management Strategy. The strategy included:

1. Controlled public hunting
2. Capture and cull
3. Public education and administrative actions

4. On-going monitoring
5. Consultation process

The strategy envisioned the formation of a volunteer committee to administer the strategy, provide ongoing monitoring (deer counts) and provide advice to Council on deer management issues. The strategy was modelled after successful deer management in other communities.

The above outlined strategy was support by Council of the day. While several of the actions have been implemented, including the adoption of a deer feeding prohibition bylaw, public information brochures and amendments to the City's firearms bylaw to allow for the discharge of firearms in the Agricultural zones, full implementation was fettered by the costs associated with the capture and cull initiative and not having an established committee directing the work.

As part of the work towards a capture and cull in Penticton, deer counts were conducted in both the Spring and Fall of 2012, with the Spring count more limited in scope. The results of that count found 20 deer in the community in the Spring and 49 in the fall. Prior to being granted a license to capture and cull animals from the province, it must be proven that there is actually a problem in the City. Having an accurate count is part of the application process to the province for permit to conduct a deer cull.

Further holding up the work was a legal challenge to a wildlife permit in Invermere, whereby an animal rights group challenged the City of Invermere's deer cull. Penticton staff, in reporting out to Council in late 2012, requested that the issue of a capture and cull be put on hold until the Supreme Court made a decision on the cull. Ultimately, over a year later, the Supreme Court stated that Invermere did follow proper procedure in the implementation of their capture and cull.

In 2014, staff presented Council with some further options for a population reduction strategy, this time looking at a capture and relocation to Penticton Indian Band Lands. This initiative was explored in some detail and was supported by Council, even though the price per deer to relocate was over \$1,000 per animal. Ultimately though, as staff began to continue down the application process, the cost of the capture and relocation and the work necessary for the provincial licensing requirements became too onerous, Council decided to abandon the plan (Council Resolution 104/2014).

No further work on the strategy has been done since this time. The current approach to deer management at the City of Penticton is outlined above and involves a more regional approach.

Other communities

The City of Kelowna has been experiencing similar concerns from their public regarding the perceived increase in urban deer in their community (no actual counts have been conducted). Kelowna City Council was presented with a petition to take action on urban deer and to investigate a cull. Council in that community, however, did not support a population reduction.

Staff spoke to staff at the municipality of Summerland. Urban deer are not seen to be an issue in that community.

Communities in the Kootenay region have been more aggressive toward the issue of urban deer as the problem seems to be much more prominent there. The communities of Cranbrook, Invermere, Grand Forks and Kimberly have very robust deer management approaches with dedicated staff and functioning committees directing deer counts and yearly culls. The issue in those communities is, arguably, a much

greater concern than in Penticton, whereas our deer count identified 49 deer, Kimberly counted 200 deer, Grand Forks 174, Cranbrook 92 and 200 in Invermere. All of those communities are smaller in area than the City of Penticton, with the exception of Kimberly. Through extensive public consultation in those communities a 30% reduction in population was desired by the public and programs in those communities to try to achieve those numbers are underway.

In their annual report on deer management, the City of Cranbrook, provided advice to other municipalities looking at a similar program. They included:

- Involve Ministry staff in your respective wildlife management process immediately; utilize their professional experience and expertise in each step.
- Conduct a public survey. Survey results of your residents give elected officials a very clear indication that the process is moving in the right direction. It is also important in garnering elected officials and residents support for management recommendations.
- Have a diverse and transparent Committee. Having a representative of MOE on the Committee takes much of the emotion out of the process and allows for factual, information based decisions. Having the Committee remain in place to continue to monitor the situation and provide annual reporting back to Council does a lot for the credibility of the process and for Council in eyes of the public.
- Make important decisions in a public forum, such as a City Council meeting. It keeps the process in the public eye and keeps the media and your residents aware.

Financial implication

Staff's recommendation is to maintain the status quo and continue working with the RDOS, WildSafeBC and the Conservation Officer Service on public education and case-by-case deer human interactions. If Council were to continue the status quo, there would be no impact on the City's operational budget. The City currently does not have a set budget line item for deer management. This is done as part of the general operation work of City staff.

If Council were to direct staff in accordance with Alternative 1, amendments to the 2019 operational budget may be required to include the hiring of an additional staff member and or consultants. If Council direct staff in this course of action, a more comprehensive financial analysis will be done at that time. Current the City does not have any wildlife specialists on staff.

When the previous capture and relocation plan was looked at a cost of \$1,000 per deer was estimated in Penticton. In reviewing reports from Cranbrook, their 2017 cull, where 15 animals were euthanized was estimated at \$550 per animal for a total cost of \$8,250.

The province in 2016 launched an urban deer management program, which provides \$100,000 a year (province wide) to help fund community based urban deer management policies. Applications can be made to access these funds to help off-set the budgetary implications of an urban deer strategy. Again if Council directs staff develop a strategy or investigate a population reduction this option will be investigated more fully.

Analysis

Staff Recommendation: Maintain status quo approach

While deer are seen, by some, as a nuisance in the urban area of the City and staff are sympathetic to persons who are negatively affected by urban deer, staff recommend maintaining the status quo approach to deer management for 2019. The RDOS has a WildSafeBC BC staff member who has a mandate to assist with public education on urban deer management. Staff are recommending that this resource be utilized more fully prior to taking more aggressive measures, such as the formation of an additional City advisory committee or pursuing population reduction.

In looking at the experience in other communities where the urban deer problem is much more prevalent than in Penticton, significant resource has been spent for relatively minor population reduction and the overall number of deer in the communities where this approach has been taken has not been affected. Educating Penticton residents on avoidance and living with urban deer in conjunction with the regional approach seems a more advisable way forward at this time.

In response to the request from the Figuera's Mobile Home Park, staff have met with representatives over the past months and acknowledge their current frustration. Unfortunately, the ability to complete a cull specific to one location is not considered to be an appropriate solution and would not receive approval from the Province. In discussions with the wildlife professionals, a wider city approach would need to be undertaken if there is deemed to be a need to complete a cull, through a comprehensive community process outlined below. A potential location for a trap could be set up within the mobile home park, but it would need to be considered as part of a municipal-wide impact. In the short term staff will be able to work with the representatives of the Mobile Home Park and wildlife specialists to assist with measures that may be able to deal with their specific issues such as fencing, deterrents and landscaping mitigation.

Alternative 1: Proceed with additional research and action

If Council is of the opinion that there is an unacceptable level of urban deer in the community, there are several areas that Council can take action. Staff would recommend as a starting point to create a committee of community volunteers to directly work on this project. Deer management, especially population reduction involves a great deal of work including deer counts and reporting out on results. Also, the province requires a high level of public support for population reduction. Having a committee made up of a representative cross section of concerned citizens and stakeholders would be an advised way of moving forward on this issue. Key stakeholders in a committee would include local residents, Provincial staff and wildlife specialists.

Resourcing needs to lead this process would also need to be considered to ensure that the appropriate and qualified staff or consultant is chosen to lead the community through such a significant process. Staff within the City do not have the technical qualifications around wildlife management. An engagement strategy would also need to be considered, which could be supported by City staff, however this process is not currently budgeted for in 2019.

If Council determine that staff should begin the application process for a population reduction strategy, including the provision of resources to assist with this process, the steps required to move this forward would include:

- Identification of relevant resourcing needs and operational budget considerations;
- Work Closely with Provincial representatives to ensure process is undertaken appropriately;
- Initiation of a Urban Deer Management Committee;
- The adoption of a deer management plan, created through public consultation;

- Inventory of deer numbers;
- The full use of the carcass resulting from the cull, for example by donating the meat to local first nation or food bank;
- Culls are to be conducted by trained contractors and meat must be processed by a qualified butcher;
- Reporting out via an annual report.

Should Council support this alternative, staff will investigate further and report back to Council with next steps to initiate this process.

Respectfully submitted,

Anthony Haddad
Director of Development Services

Approvals

Director <i>AH</i>	Chief Administrative Officer DyD
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Bylaw No. 2018-76

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. 2018-76".

2. **Amendment:**

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

Rezone Lot 4, District Lot 249, Similkameen Division Yale District Plan 3392, located at 909 Government Street, from R2 (Small Lot Residential) to RM2 (Low Density Multiple Housing).

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

READ A FIRST time this	20	day of	November, 2018
A PUBLIC HEARING was held this	4	day of	December, 2018
READ A SECOND time this	4	day of	December, 2018
READ A THIRD time this	4	day of	December, 2018
ADOPTED this		day of	, 2019

Notice of intention to proceed with this bylaw was published on the 23 day of November, 2018 and the 28 day of November, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

John Vassilaki, Mayor

Angie Collison, Corporate Officer

Rezone 909 Government Street

From R2 (Small Lot Residential) to RM2 (Low Density Multiple Housing)



City of Penticton – Schedule 'A'

Zoning Amendment Bylaw No. 2018-76

Date: _____

Corporate Officer: _____

Development Variance Permit

Permit Number: DVP PL2018-8340

Owner Name
Owner 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 4, District Lot 249, Similkameen Division Yale District Plan 3392
Civic: 909 Government Street
PID: 008-531-722
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 two side-by-side duplexes:
 - a. Section 10.8.2.9: to reduce the minimum rear yard from 6.0m to 3.0m.

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 _____ day of _____ 2018

Issued this _____ day of _____, 2018

Angela Collison,
Corporate Officer

DRAFT

Bylaw No. 2018-77

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. 2018-77".

2. **Amendment:**

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

Rezone Lot 3, District Lot 5, Similkameen Division Yale (Formerly Yale-Lytton) District Plan 3392, located at 931 Government Street, from R2 (Small Lot Residential) to RM2 (Low Density Multiple Housing).

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

READ A FIRST time this	20	day of	November, 2018
A PUBLIC HEARING was held this	4	day of	December, 2018
READ A SECOND time this	4	day of	December, 2018
READ A THIRD time this	4	day of	December, 2018
ADOPTED this		day of	, 2019

Notice of intention to proceed with this bylaw was published on the 23 day of November, 2018 and the 28 day of November, 2018 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

John Vassilaki, Mayor

Angie Collison, Corporate Officer

Rezone 931 Government Street

From R2 (Small Lot Residential) to RM2 (Low Density Multiple Housing)



City of Penticton – Schedule 'A'

Zoning Amendment Bylaw No. 2018-77

Date: _____

Corporate Officer: _____

Development Variance Permit

Permit Number: DVP PL2018-8343

Owner Name
Owner 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, District Lot 5, Similkameen Division Yale (Formerly Yale-Lytton) District Plan 3392
Civic: 931 Government Street
PID: 010-854-550
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 two side-by-side duplexes:
 - a. Section 10.8.2.9: to reduce the minimum rear yard from 6.0m to 3.0m.

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 _____ day of _____ 2018

Issued this _____ day of _____, 2018

Angela Collison,
Corporate Officer

DRAFT

The Corporation of the City of Penticton

Bylaw No. 2019-10

A bylaw to adopt the five year financial plan

WHEREAS the *Community Charter* states a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted;

AND WHEREAS the planning period for a financial plan is five (5) years, that period being the year in which the plan is specified to come into force and the following four (4) years;

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 as “2019-2023 Five Year Financial Plan Bylaw No. 2019-10”.

2. Purpose

Schedule “A” and Schedule “B” attached hereto and forming part of this bylaw shall be the Five Year Financial Plan of the City of Penticton for the period of January 1, 2019 to December 31, 2023.

READ A FIRST time this	19 day of	March, 2019
READ A SECOND time this	19 day of	March, 2019
READ A THIRD time this	19 day of	March, 2019
ADOPTED this	day of	, 2019

John Vassilaki, Mayor

Angie Collison, Corporate Officer

Schedule A

	2019 Budget	2020 Projection	2021 Projection	2022 Projection	2023 Projection
Revenue					
Taxation	(56,091,125)	(57,816,797)	(60,027,316)	(62,324,767)	(64,710,612)
Sale of Services	(7,290,528)	(7,263,736)	(7,248,673)	(7,335,369)	(7,460,288)
Electric Utility Fees	(42,083,551)	(42,300,494)	(42,518,685)	(42,738,137)	(42,958,859)
Sewer Utility Fees	(6,784,578)	(7,528,926)	(8,380,443)	(9,305,377)	(10,313,395)
Water Utility Fees	(8,822,919)	(9,162,419)	(9,515,154)	(9,881,640)	(10,262,413)
Storm Water Fees	(367,000)	(558,000)	(753,000)	(950,000)	(1,150,000)
Fiscal Services	(3,621,925)	(3,665,398)	(3,665,685)	(3,665,980)	(3,666,283)
Operating Grants	(1,677,995)	(1,647,326)	(1,647,326)	(1,647,326)	(1,647,326)
Other Revenues	(12,650,931)	(12,659,169)	(12,662,895)	(12,716,286)	(12,762,787)
Development Cost Charges	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Donations	-	-	-	-	-
	(139,990,553)	(143,202,264)	(147,019,176)	(151,164,881)	(155,531,964)
Expense					
General Operating	73,833,830	75,829,237	77,589,850	79,564,150	81,506,248
Electric Operating	35,509,407	36,756,740	37,119,323	38,136,398	39,334,021
Sewer Operating	4,569,471	4,948,334	4,929,239	4,746,148	4,802,606
Water Operating	4,268,086	4,438,707	4,374,180	4,437,183	4,498,347
Storm Water Operating	425,300	407,864	468,990	376,178	380,930
	118,606,093	122,380,882	124,481,582	127,260,057	130,522,153
Annual Operating Surplus	(21,384,460)	(20,821,383)	(22,537,594)	(23,904,824)	(25,009,811)
Capital					
General Capital	7,495,397	17,172,389	11,058,480	10,104,745	6,614,599
Electric Capital	2,100,233	1,457,951	2,022,080	2,083,091	1,511,057
Sewer Capital	4,577,800	4,818,900	8,032,700	7,269,050	2,407,000
Water Capital	5,512,200	5,485,403	4,283,100	3,979,310	5,785,800
	19,685,630	28,934,643	25,396,360	23,436,195	16,318,456
Debt Proceeds	-	(7,463,497)	-	-	-
Land Proceeds	-	-	-	-	-
Principal repayments	2,333,054	2,307,992	2,477,215	2,487,215	2,480,992
Capital Grant Funding	(535,000)	(375,000)	(1,450,000)	(562,500)	-
Transfer to/(from) surplus/reserve	(99,224)	(2,582,755)	(3,885,981)	(1,456,086)	6,210,363
Financial Plan Balance	-	-	-	-	-

Schedule B

Current Revenue Portions by Funding Source for Operating (excluding borrowing and transfers form reserve/surplus):

Taxation & Local Improvement Levy	33,368,395	23.84%
Grants in Lieu	335,000	0.24%
Business Imp. Area Levy & EIZ Credit	208,875	0.15%
Collections for Other Governments	22,178,855	15.84%
Sale of Services	7,290,528	5.21%
Electric Utility Fees	42,083,551	30.06%
Sewer Utility Fees	6,784,578	4.85%
Water Utility Fees	8,822,919	6.30%
Storm Water Fees	367,000	0.26%
Other Revenue	12,650,931	9.04%
Fiscal Services	3,621,925	2.59%
Grants	1,677,995	1.20%
Donations	-	0.00%
Development Cost Charges	600,000	0.43%
	<u>139,990,553</u>	<u>100.00%</u>

Current Property Class Multiples:

<u>Ratio</u>	<u>2019 Est</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Residential	1.000	1.000	1.000	1.000
Utilities	7.670	7.330	5.930	5.000
Light Industry	1.740	1.670	1.580	1.580
Business	1.820	1.660	1.580	1.580
Rec/Non-Profit	1.400	1.420	1.390	1.350
Farm	3.600	3.260	2.060	2.250

The 2019 ratios in the above chart are based on 2018 calculations and feedback received from Council during 2019 budget deliberations. Council will confirm the multipliers in April when tax rates are set.

Use of Permissive Tax Exemptions

In 2016, Council passed Bylaw 2016-57 to exempt certain properties from taxation in the next three years (2017-2019). In 2018, Council passed amending Bylaw 2018-63 to exempt certain properties from taxation in 2019. The Bylaw contains the list of properties and the estimated amount of tax revenue forgone (\$531,191). The list of properties includes religious institutions, historical societies, recreational facilities, and service organizations that form a valuable part of our community. These organizations have demonstrated to Council that their services support our residents and community.

Use of Revitalization Tax Exemptions

Revitalization tax exemption bylaws were introduced in Penticton in 2010 to provide economic incentives for specified key areas within the City. The specified areas include the downtown, the industrial areas, and other strategic areas of the city. Bylaws 2014-04, 2014-44, and 2015-52 provide for tax exemptions in the specified areas in the City. All EIZ Bylaws that would allow new development to qualify for incentives expired in March 2018, however, some projects are currently still under construction and will need to be completed before the end of 2019 to qualify for tax incentives.

Bylaw No. 2019-12

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. 2019-12".

2. **Amendment:**

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

Add Section 10.2.4.3: "In the case of Lot 1 District Lot 4 Group 7 Similkameen Division Yale (Formerly Yale-Lytton) District Plan 3508, located at 434 Lakeshore Drive West, a Bed and Breakfast Home shall be permitted."

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

READ A FIRST time this	19	day of	March, 2019
A PUBLIC HEARING was held this	2	day of	April, 2019
READ A SECOND time this		day of	, 2019
READ A THIRD time this		day of	, 2019
ADOPTED this		day of	, 2019

Notice of intention to proceed with this bylaw was published on the 22 day of March, 2019 and the 27 day of March, 2019 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

John Vassilaki, Mayor

Angie Collison, Corporate Officer

434 Lakeshore Dr W

Site Specific Rezoning To Permit A Bed and Breakfast Home



City of Penticton – Schedule 'A'

Zoning Amendment Bylaw No. 2019-12

Date: _____

Corporate Officer: _____

Council Report

pentiction.ca

Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Audrey Tanguay, Senior Planner
Address: 1682 Lawrence Avenue
Subject: **Development Variance Permit PL2019-8457**

File No: 2019 PRJ-014

Staff Recommendation

THAT Council approve "Development Variance Permit PL2019-8457", for Lot 1, District Lot 2710 Similkameen Division Yale District Plan EPP52845, located at 1682 Lawrence Avenue, a permit to reduce the lot area from 16ha to 0.526 ha to allow for subdivision;

AND THAT staff be directed to issue "Development Variance Permit PL2019-8457."

Background

The subject lands (Attachment 'A') are one large legal parcel bisected by two roads and fronting onto Lawrence Avenue. The lands are part of the Columbia Heights Neighbourhood Plan Area and are located to the south of the Ridge and Sendero Canyon residential developments. The property owner is intending to subdivide the lands into three separate parcels as delineated by the roads bisecting the site.



The City's Official Community Plan (OCP) and the 1994 Columbia Heights Neighbourhood Plan designate the lands for a mixture of land uses. The Columbia Heights Plan was developed with a vision towards respect for the environment, through retention and restoration of natural areas; a focus on community and a development plan that includes the full service levels identified in City works and service bylaws.

Presently, the OCP (2019) draft future land use plan shows a mixture of land uses for the subject lands including clustered single-family development, parkland /conservation, commercial and multiple family sites.

According to the City's Zoning bylaw the property is *split* zoned, with the western portion zoned R1 (Large Lot Residential) and the larger remainder zoned FG (Forestry Grazing). To accommodate the subdivision, a variance to the current zone is necessary. The two areas of the parcel zoned FG (Forest Grazing) will only be 3.80 ha (9.4 acres) and 0.526 ha (1.3 acres) after the subdivision. For split zone properties, each zone within the parcel is treated as a separate parcel by the zoning bylaw. As such with the FG zoned lands, the Zoning Bylaw requires a minimum parcel area of 16 ha, and with the lot sizes proposed it necessitates a variance.

Proposal

The applicants are proposing to vary Section 9.1.2.2 to reduce the minimum lot area of a FG (Forest Grazing) zoned property from 16 ha to 0.526 ha.

Technical Review

Redevelopment of these lands is a complex process. Because the subject application is just a preliminary step in the overall development process, staff have not completed a full technical servicing review at this. The owners will be dealing with the remediation of a gravel mine as well as dealing with bringing utility services to a greenfield area. City policy necessitates that prior to further development, suitable consideration must be completed to matters such as the following:

- Utility servicing (Water, Sanitary and Storm Sewer and Electrical)
- Trails, parks and conservation area
- Transportation Routes (vehicles and pedestrian)
- Land Use and Density
- Environmental impacts
- Hazards

Prior to being able to pursue development of the lands, the property owners will also need to obtain zoning amendment, earthworks permit and development permit approval. Once the approvals are in place, additional subdivision will then be possible.

Analysis

Support Variance

When considering a variance to a City bylaw, staff encourages Council to be mindful as to whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable.

Support for the variance will allow the eventual subdivision to go ahead, which will assist in future planning for this area. No rezoning is being proposed at this time and development potential is limited until such time detailed plans are created and further approvals are obtained. This is to say, the approval of the subject variance is only the first step in the development process to create additional residential development in this

area. For these reasons, staff are recommending that Council support the application and direct staff to issue the permit.

Deny/Refer Variance

Council may feel that the variance application is premature and more information is required to support the subdivision. If that is the case, Council should deny the application.

Alternate Recommendations

1. THAT Council refer "DVP PL2019-8457" back to staff.



Attachments

- Attachment A: Subject Property Location Map
- Attachment B: Zoning Map
- Attachment C: OCP Map
- Attachment D: Columbia Heights Neighbourhood Plan
- Attachment E: Photos of Subject Property
- Attachment F: Site Plan
- Attachment G: Letter of Intent
- Attachment H: Development Variance Permit PL2019-8457

Respectfully submitted,

Audrey Tanguay,
Senior Planner

Approvals

DDS 	CAO 
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Attachment A – Subject Property Location Map



Figure 1: Subject Property Location Map

Attachment B – Zoning Map

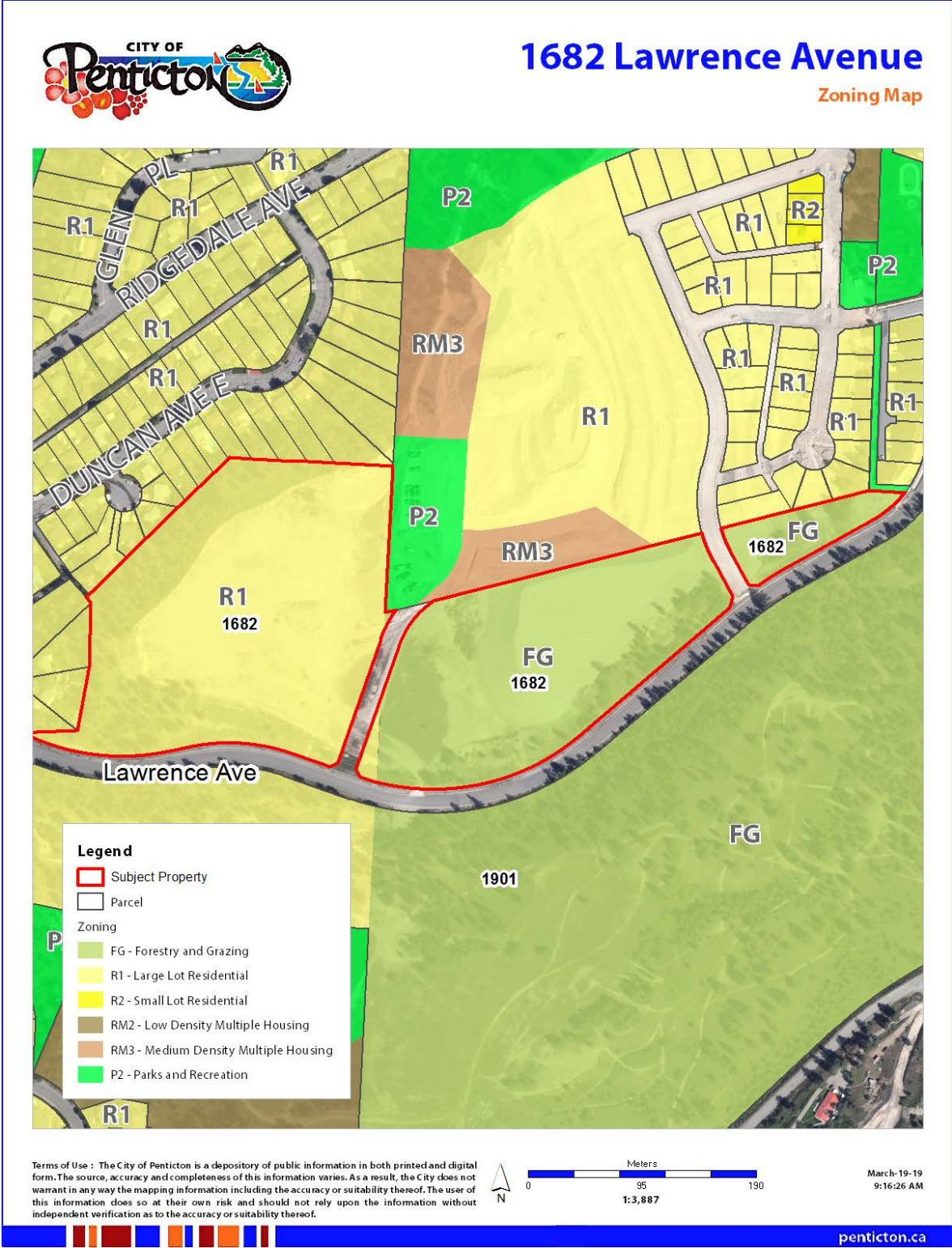


Figure 2: Zoning Map

Attachment C- OCP Map

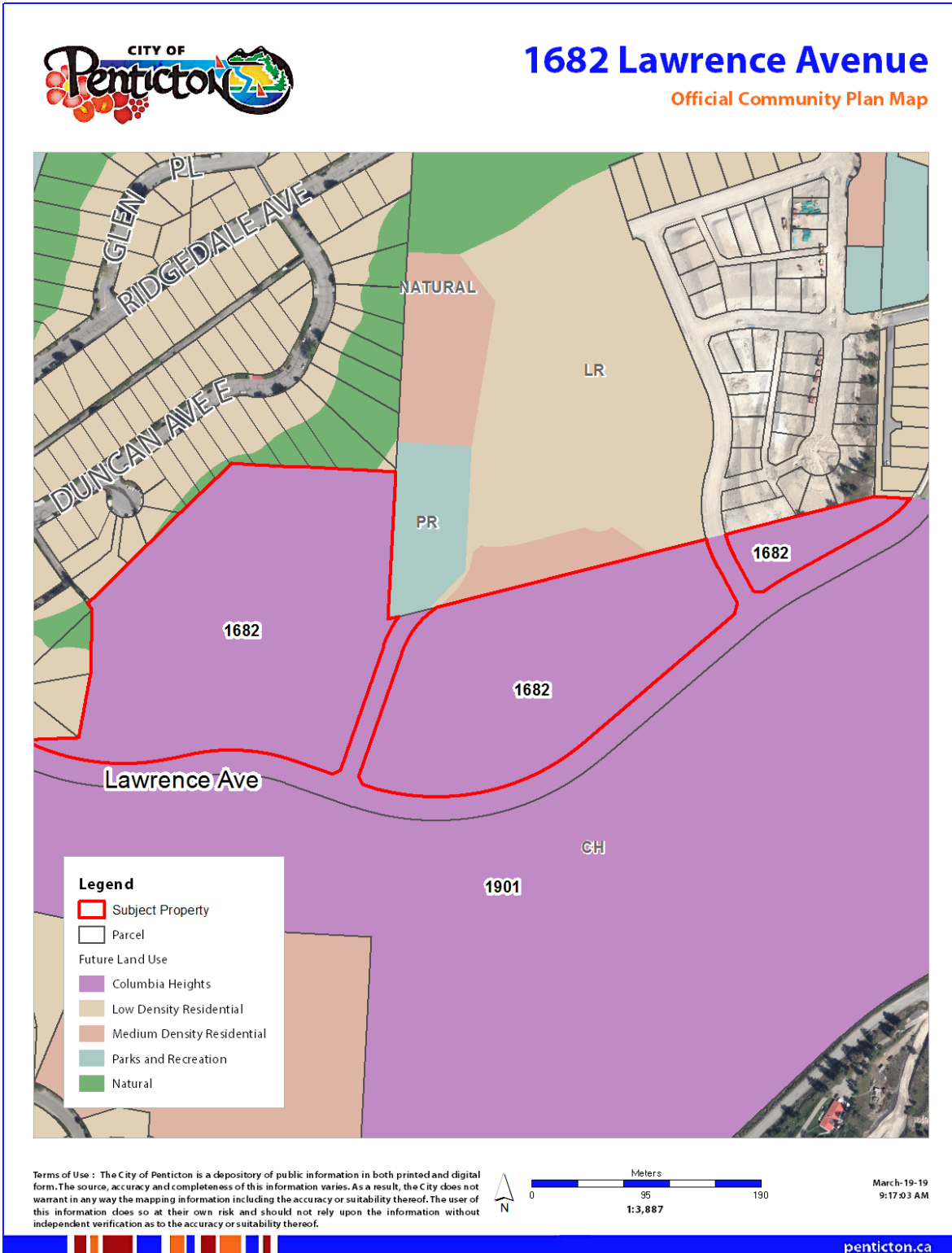


Figure 3: OCP Map

Attachment D- Columbia Heights Neighbourhood Plan

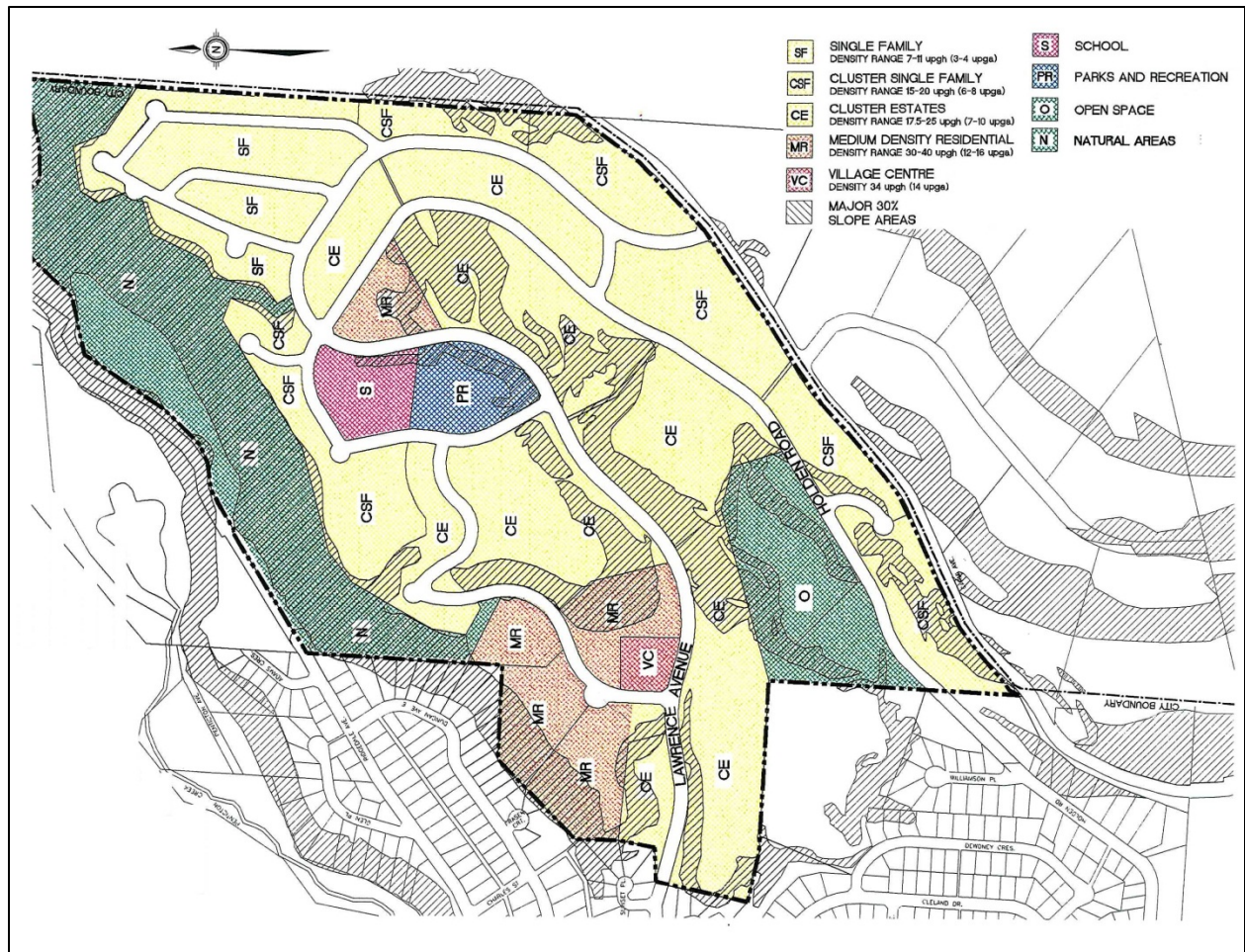


Figure 4: Land Use Map

Attachment E – Photos of Subject Property



Figure 4: View Looking South on Lawrence Avenue



Figure 5: View looking North on Lawrence Avenue

Attachment F – Site Plan

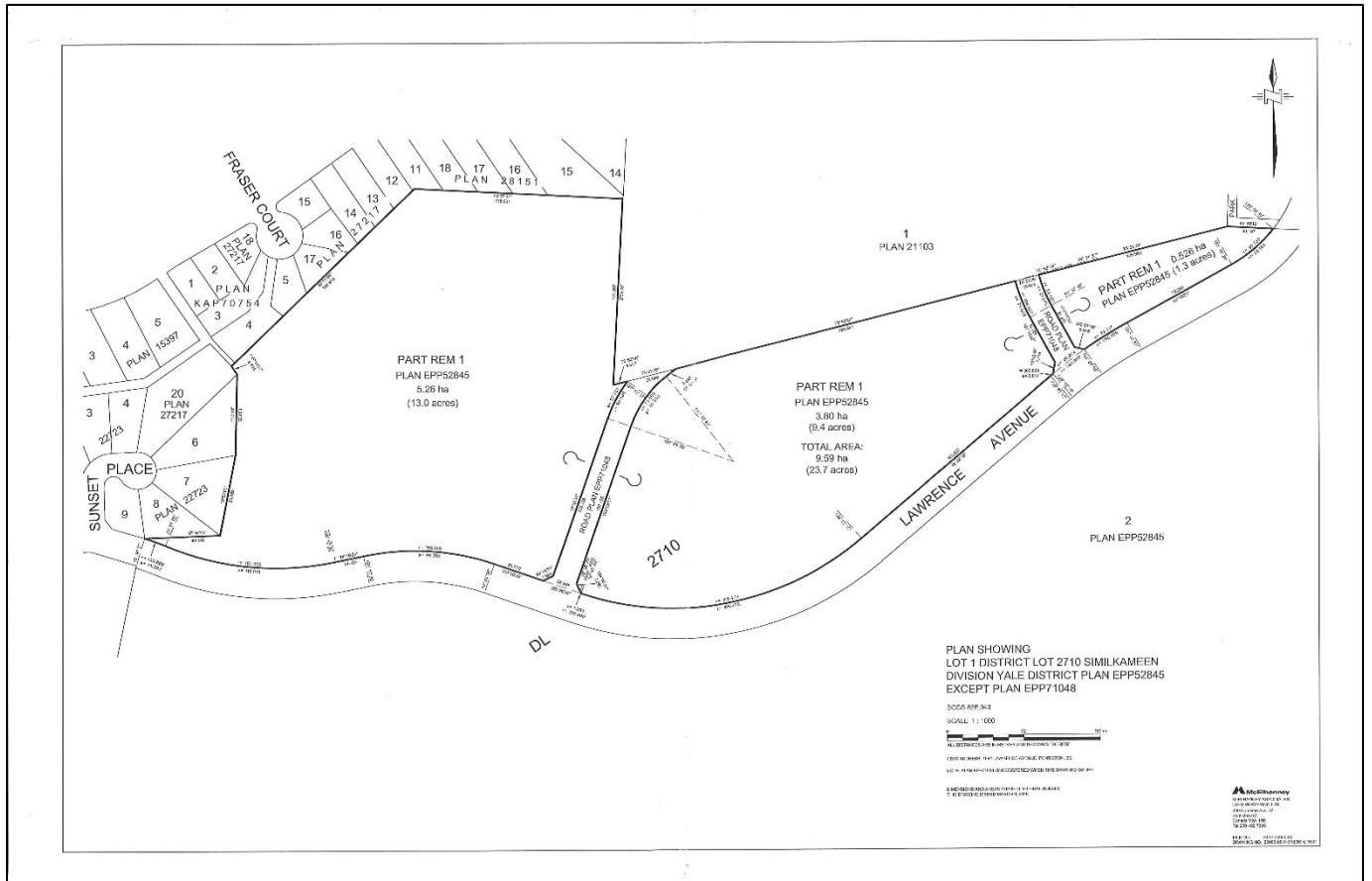


Figure 10: Site Plan

Attachment G- Letter of Intent



Locations West Realty
484 Main Street
Penticton, BC V2A 5C5
Tel: (250) 493-2244
Fax: (250) 492-6640
TF: 1-800-734-0457

Jan 7th/2019

To City Council of Penticton
Please accept this variance
in order for the application
for sub division to be processed,
Thank you for your consideration.

Sincerely
Patti Dunbar.

A business card for Patti Dunbar, an Associate Broker at Royal LePage. The card includes her contact information: Bus: 250-493-2244, Cell: 250-488-2778, Fax: 250-492-6640, Toll Free: 1-800-734-0457, email: patti@royallepage.ca, and website: www.pattidunbar.ca. It also features the Royal LePage logo and a photograph of Patti Dunbar, a woman with blonde hair wearing a blue top and a pearl necklace.

Patti Dunbar *Assoc. Broker*
Personal Real Estate Corporation
Bus: 250-493-2244
Cell: 250-488-2778
Fax: 250-492-6640
Toll Free: 1-800-734-0457
patti@royallepage.ca
www.pattidunbar.ca
484 Main Street
Penticton, BC
V2A 5C5
ROYAL LE PAGE
Locations West Realty
MEMBER OF THE REALTOR ASSOCIATION OF CANADA

Figure 20: Letter of Intent

Attachment H- 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: DVP PL2019-8457.

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 2710 Similkameen Division Yale District Plan EPP52845
Civic: 1682 Lawrence Avenue
PID: 029-638-372
3. This permit has been issued in accordance with Section 498 of the *Local Government Act*, to vary the following section of Zoning Bylaw 2017-08 to allow for the subdivision of the parcel.
 - Section 9.1.2.2 to reduce the minimum lot area of a FG (Forest Grazing) zoned property from 16 ha to 0.526 ha.

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 2 day of April, 2019

Issued this ____ day of _____, 2019

Angie Collison
Corporate Officer

Council Report

penticton.ca

Date: April 2, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Audrey Tanguay, Senior Planner
Address: 3200 Evergreen Drive
Subject: **Development Variance Permit PL2019-8474**

File No: 2019 PRJ-034

Staff Recommendation

THAT Council approve "Development Variance Permit PL2019-8474", for Lot 1, District Lots 190 and 2710 Similkameen Division Yale District Plan KAP74449, located at 3200 Evergreen Drive, a permit to increase the maximum height for single detached dwellings in the RM1 zone from 8.5m to 10.5m;

AND THAT staff be directed to issue "Development Variance Permit PL2019-8474."

Background

The subject lands were part of recent planning processes to create land use plans for one of the City's future growth areas – the Upper Wiltse area. The following provides background and context to this application.

Wiltse Area Structure Plan

In 2014, Council approved the "Wiltse Area Structure Plan" (ASP). The ASP established the direction for future development of the Upper Wiltse Flats, a future growth area identified in the Official Community Plan. The ASP was created through a comprehensive planning process, involving extensive public engagement, environmental oversight and care to the impact on existing City infrastructure and services. The area covered by the plan consists of 630 acres of land with approximately 330 acres within the North Block and the remaining 300 acres called "Bluffs at Skaha" newly annexed through a boundary extension process.

In 2018, the province approved annexation of the South Block into the City of Penticton and in August of 2018, Council approved OCP designations and zoning for the lands as well as other applicable City policy documents and bylaws to reflect the annexation.

Bluffs at Skaha

The annexed area is called the "Bluffs at Skaha" and is accessed from the southern end of Evergreen Drive. Presently, the OCP shows a mixture of land uses for these lands including clustered single-family development, parkland /conservation and multiple family sites. There is an extensive natural area, 159 acres (+/-) that forms part of a voluntary donation currently in process for the expansion of the provincially owned Skaha Bluffs Park. The lands are currently vacant.

The following zones, contained within the City of Penticton Zoning Bylaw, were approved in 2018 for the development of those lands:

- R1 (Large Lot Residential)
- RM1 (Bareland Strata Housing)
- P2 (Parks and Recreation) Parks and Fortis power line right-of-way, within the residential area and the expansion of the Skaha Bluffs Provincial Park
- FG (Forestry Grazing)

To date, the applicant has received preliminary approval for the subdivision of 23 single-family lots and 17 bareland strata lots on the site. An Earthworks Permit was recently issued to enable rough clearing of the land for access.

Subject Parcel

The area pertinent to this application are the lands that are zoned RM1 (Attachment B) and are intended to be a bareland strata development with 17 single family lots. Under the RM1 zoning, the maximum height for a principal building is 8.5m (2 storeys). The applicant is requesting that this height be increased for all of these lands to 10.5m, which is the maximum permitted height in all other detached residential zones.

According to the applicants letter of intent, the reasoning for requesting the variance is that the topography of the lots make additional height a necessity, given the way height is measured by the Zoning Bylaw. Additionally, the intent is to have the same development rights (with respect to height) as all the other residentially zoned properties in the area. Finally the applicants point out the size of the lots (800m²+) are of a size such that they lend themselves to larger houses.

Proposal

To facilitate the proposed 17 - lot bareland strata development, the applicants are requesting a Development Variance Permit to vary the following section of Zoning Bylaw No. 2017-08:

- Section 10.7.2.6: to increase the maximum permitted height from 8.5m to 10.5m.

Technical Review

This application has been assessed by the City's Technical Planning Committee and reviewed by the Engineering and Public Works Departments. No concerns were raised at this time.

Analysis

Support Variance

When considering a variance to a City bylaw, staff encourages Council to be mindful as to whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable. Council should also put their mind to the benefit accrued with approval of the variances, such as improved livability for a property or community benefit (better designed building, high quality landscaping).

The variance below is required to construct adequately sized homes on the steep slopes.

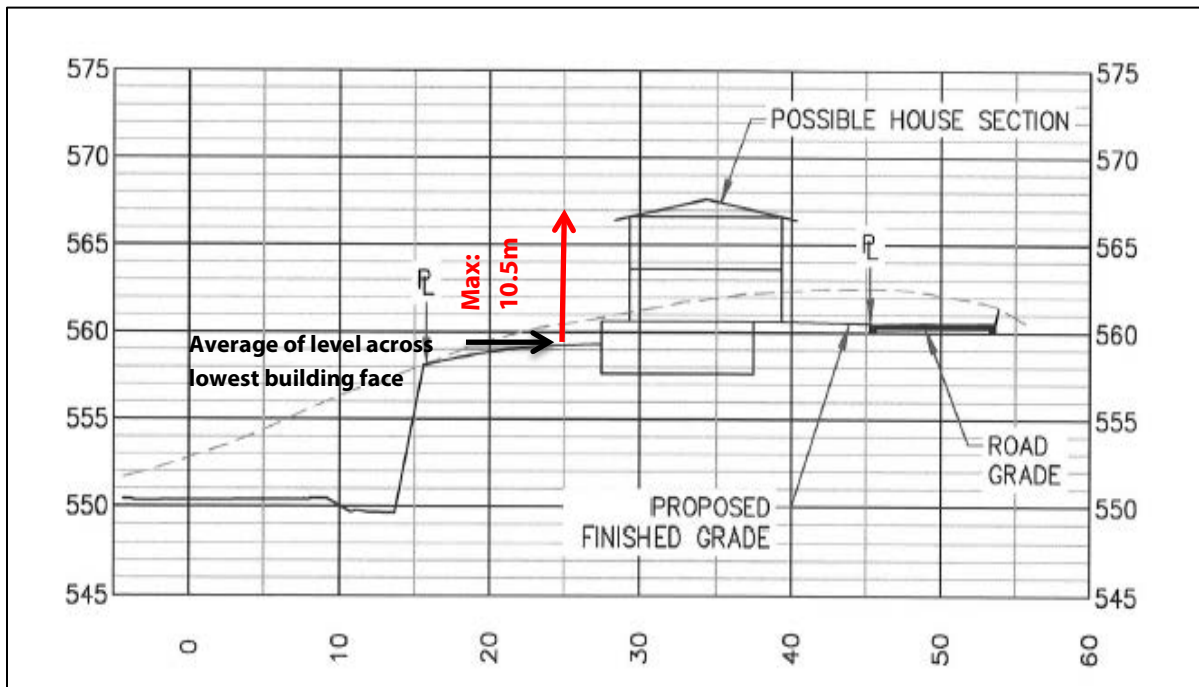
- *Section 10.7.2.6: to increase the maximum height from 8.5m to 10.5m.*

The RM1 zoning has been used typically on flat lots for single or two storey homes, in a bareland strata format. The RM1 was favoured in this case over a standard fee simple zone, because of the steep topography of the land. Bareland stratas allow for reduced standards, as the City does not need to maintain the roads. The strata zone also has more flexibility with regard to building setbacks and regulations, allowing for easier placement in the rocky terrain.

The RM1 zone, designed for flat lots, only allows for a maximum height of buildings to be 8.5m. All other single family residential zones allow building heights of 10.5m, which is what the proponents are requesting on these lots.

This proposal provides for a consistent development with other single family dwellings on adjacent lands that are permitted to have a height up to 10.5m. Another hillside strata subdivision (Penrose Court) in the area has received an approval to build up to 10.5m and Council recently approved increases in height of the strata townhouse development at Sendero Canyon.

The following sketches illustrate the typical lot grades in the strata development. The height is measured from the average of the lowest elevation of the building face.



Before building permit approval, the applicant will be required to obtain a hillside hazard development permit. Approval of the development permit will be subject to a number of guidelines including minimizing

grading works, designing buildings sensitively to maintain natural slope conditions and avoid large cuts and fills to achieve flat yards.

Given the hillside condition of the site, staff conclude that the variance request is reasonable and will not unreasonably affect the adjacent area. Approval of the variance allows 17 homes to be built in a new neighborhood on challenging terrain. As such, staff are recommending that Council support the application.

Deny/Refer Variance

Council may consider that the proposed variance will negatively affect the neighborhood and the streetscape. If this is the case, Council should deny the variance. If Council were to deny the variance, it would restrict the height on those lots and would be inconsistent with the rest of the development on the land. Council should be aware that if the variance is not approved, the developers would likely need to install a lot of retaining structures to artificially manipulate the lots to get the desired walk out basements. This is not a positive outcome in Staff's opinion.

For these reasons, staff do not recommend denial of the variance permit.

Alternate Recommendations

1. THAT Council refer "DVP PL2019-8474" 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: Nearby Variances
- Attachment G: Letter of Intent
- Attachment H: Development Variance Permit PL2019-8474

Respectfully submitted,

Audrey Tanguay,
Senior Planner

Approvals

DDS 	CAO 
--	--

Attachment A – Subject Property Location Map

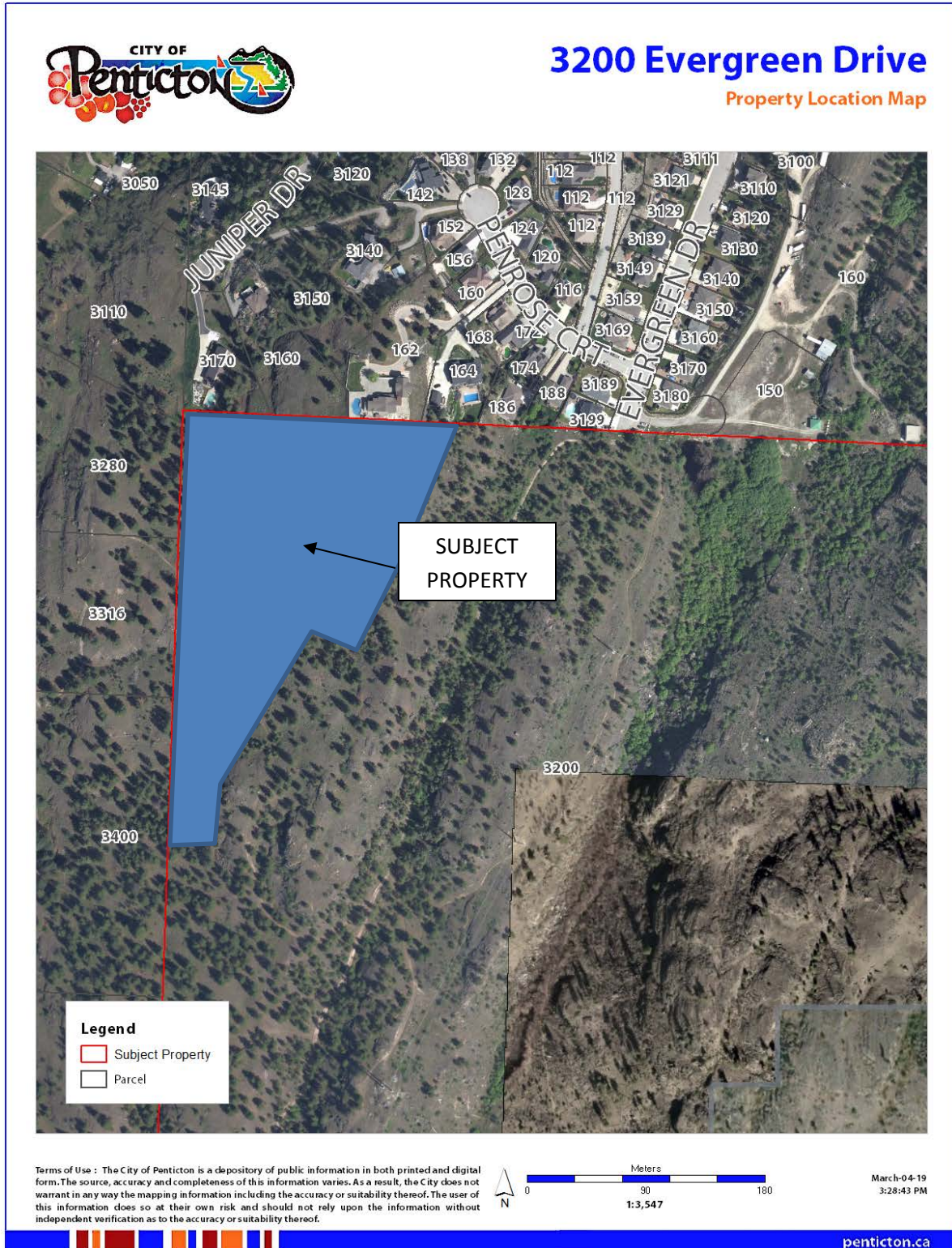


Figure 1: Subject Property Location Map

Attachment B – Zoning Map

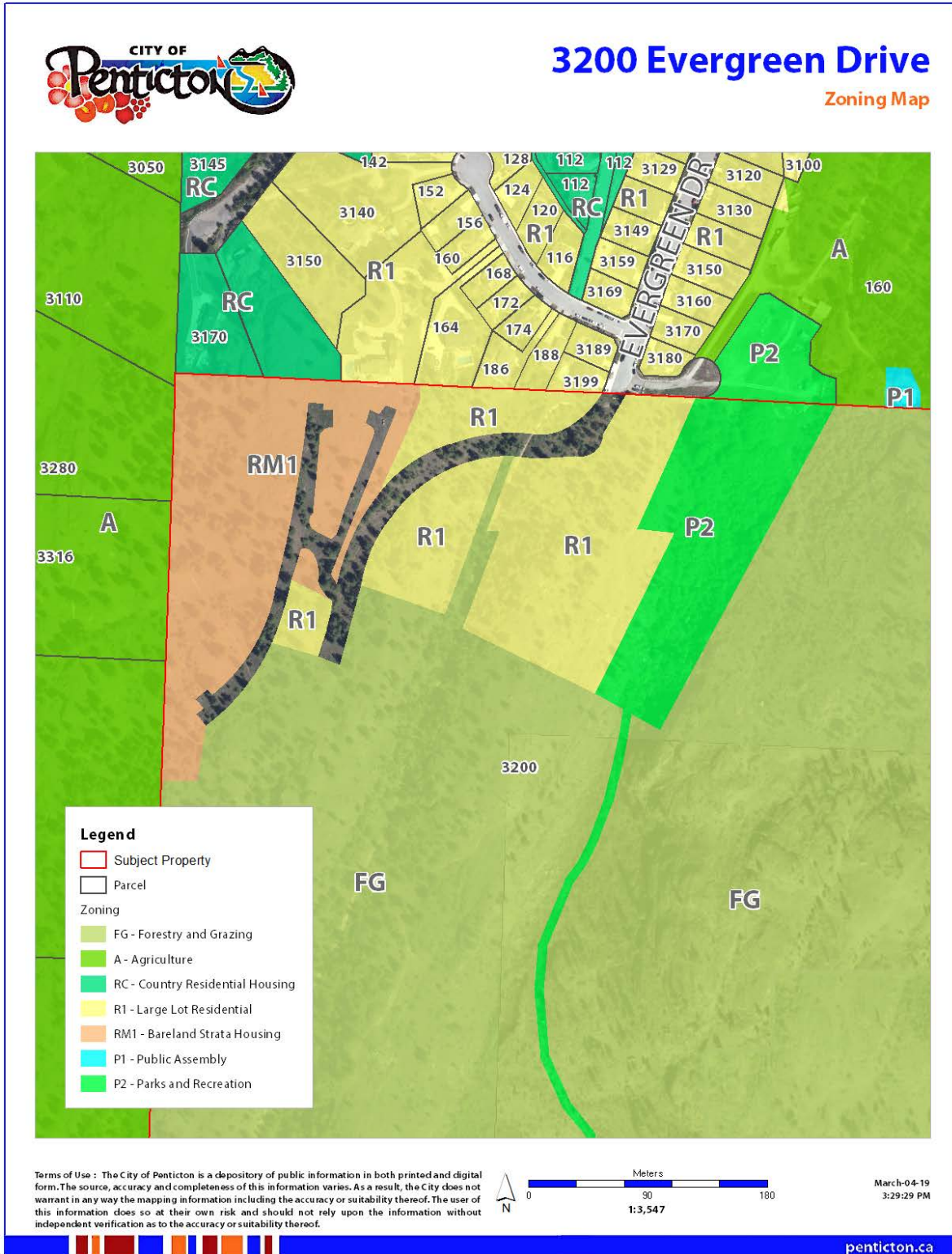


Figure 2: Zoning Map

Attachment C- OCP Map

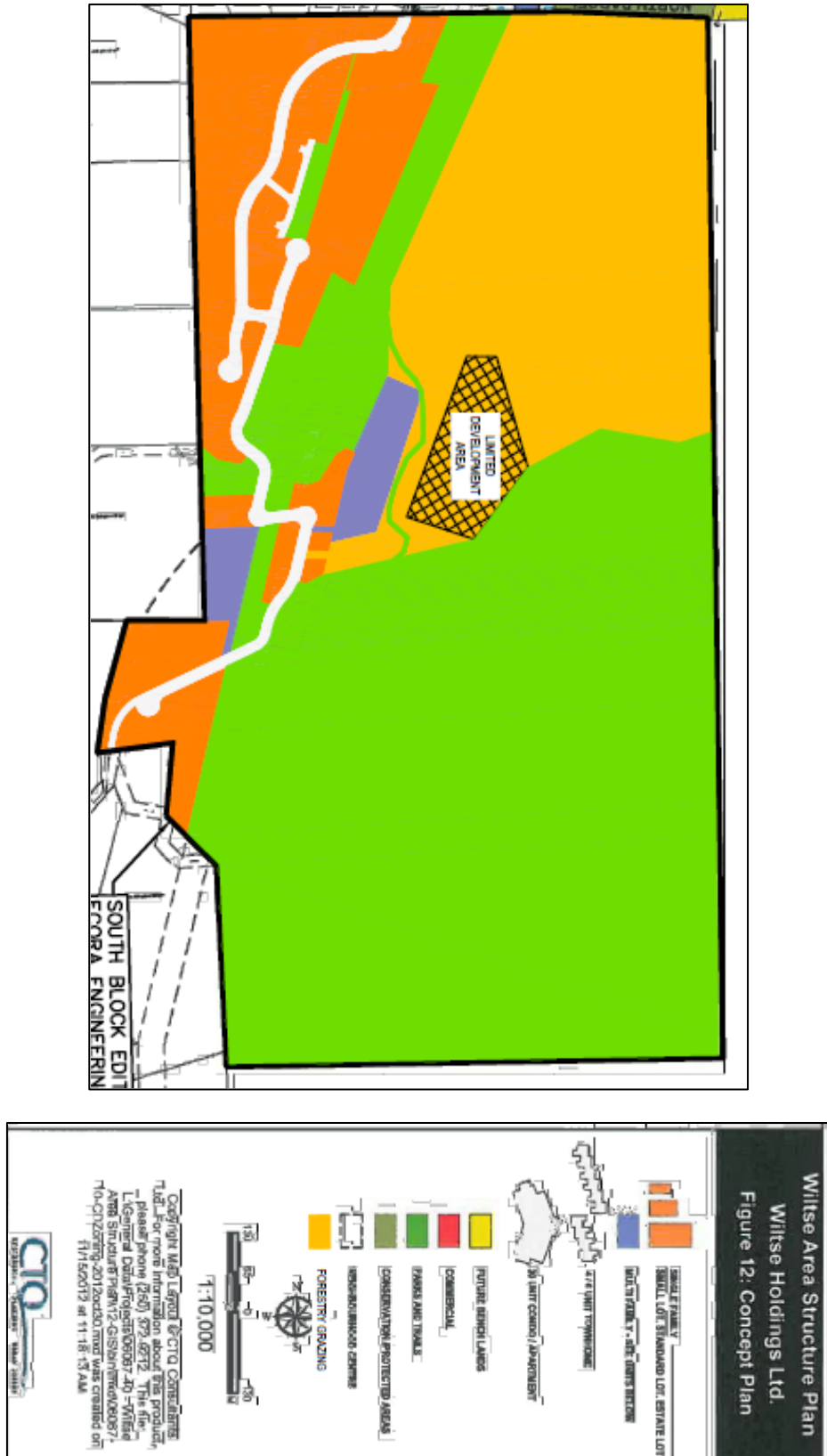


Figure 3: OCP Map

Attachment D – Photos of Subject Property

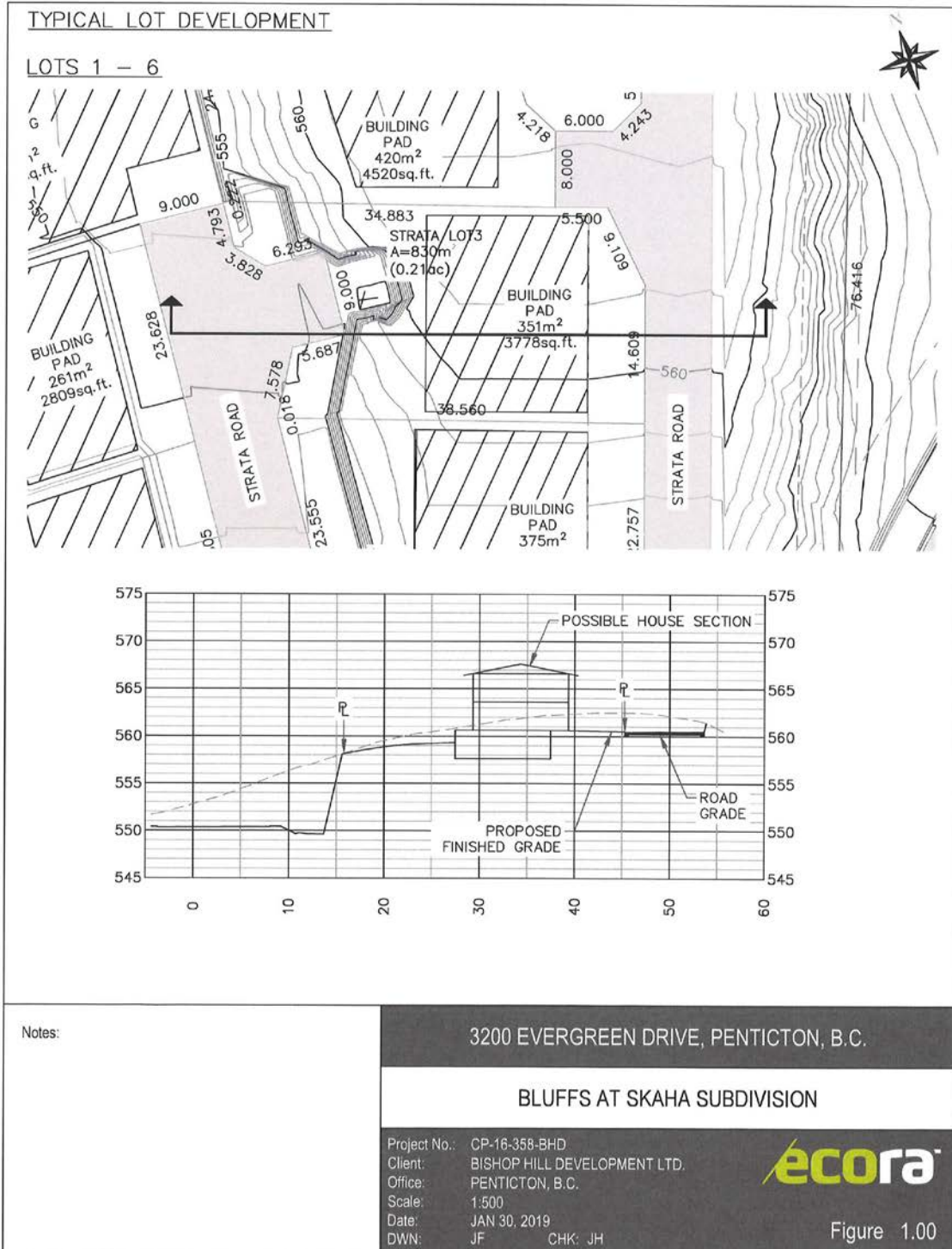


Figure 4: View Looking South East



Figure 5: View Looking East

Attachment E – Site Plan



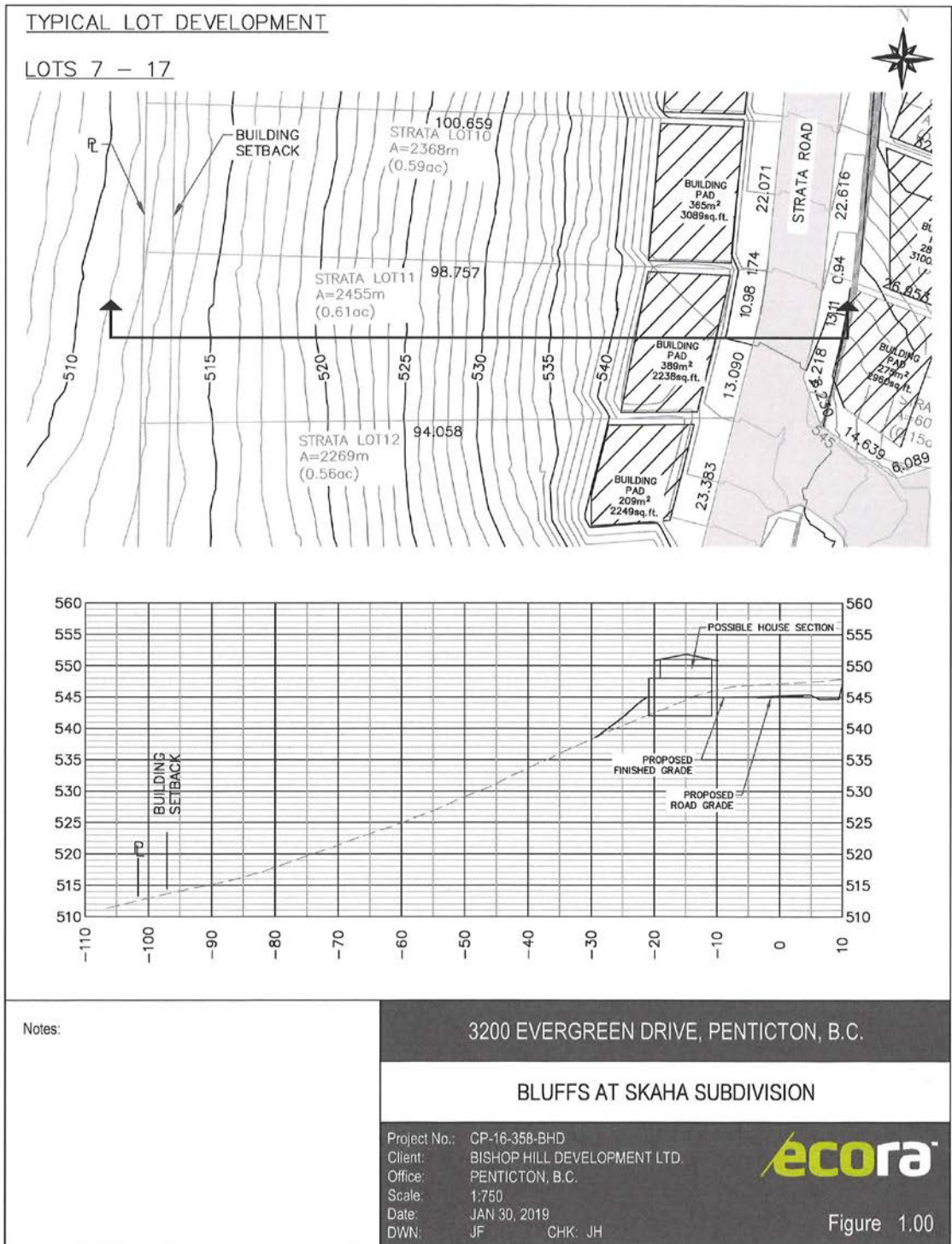


Figure 10: Site Plan

Attachment F – Nearby Variances



Figure 19: Nearby Variances



Attachment G- Letter of Intent



January 31, 2019

Ecora File No.:CP-16-358-BHD

City of Penticton
171 Main Street
Penticton, BC, V2A 5A9

Attention: Planning Department

Reference: Development Variance Permit for 3200 Evergreen Drive to increase principal building height in a RM1 zone from 8.5m to 10.5m

Ecora Engineering and Resource Group Ltd. (Ecora) was requested to submit a Variance Permit Application for part of the Bluffs at Skaha development, located at the southern end of Evergreen Drive. The proposed new development consists of the extension of Evergreen Drive to service 23 single family lots and a 17 unit bare land strata.

The bare land strata is zoned RM1. The RM1 zone provides for single family bare land strata development and has a maximum height of a principal building at 8.5 m. This DVP application is to vary the RM1 zone for this site to allow for principal buildings of 10.5 m in height – this would permit a 3 storey home.

Rational

- Single family dwellings in all of the Residential Zones (R1, R2, R3) are permitted a maximum height of 10.5m.
- The lots in this bare land strata development are much larger (all but 2 lots are over 800m²) and wider (22 – 25m) than R1 standard fee simple lots that have a minimum area of 560 m² and minimum width of 16m, so the development will have a spacious appearance.
- The proposed 17 lot strata development will be located in the midst of a single family neighbourhood, both new homes and existing ones on Penrose Court, so the new strata homes will be consistent with adjacent construction.
- The RM1 zone has typically been located in the valley bottom areas or on gently sloping sites in the City and are comprised of mainly of single storey, but occasionally two storey or single storey with basement, retirement homes. The new RM1 development proposed at the Bluffs at Skaha is a strata form of development that allows for a narrower roadway and a reduced front setback more conducive for residential development on a steeper hillside site. Also a more typical stepped single family hillside home is suitable in this location.
- A hillside strata subdivision of 10 units located at 112 Penrose Court, in the immediate neighbourhood permits a building height of 10.5m.

Ecora Engineering & Resource Group Ltd.
Select office location from dropdown
www.ecora.ca



Subject

File No: [Insert File Number] | January 2019

Typical Lot Development

The attached sketches illustrate the typical lot grades in this strata development and how homes may be constructed and why a maximum building height of 10.5m provides lot owners a reasonable option of having a 3 storey home (and typical for many hillside homes in the City)

- Lots 1 to 6, along the upper roadway would likely be developed with 2 storeys at the road elevation and with an optional daylight basement.
- Lots 7 to 17 along the lower roadway would likely be developed with 1 storey level with the road elevation and one below the road, with an optional upper floor.

Sincerely

Ecora Engineering & Resource Group Ltd.



Donna M. Butler, MCIP, RPP
Senior Planner

Direct Line: 250.492 2227 x 1070
Email: donna.butler@ecora.ca



Kelowna | Penticton | Prince George | Vancouver | Victoria | Chilliwack | Fort St. John

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Figure 20: Letter of Intent

Attachment H- 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: DVP PL2019-8474.

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 Lots 190 and 2710 Similkameen Division Yale District Plan KAP74449
Civic: 3200 Evergreen Drive
PID: 025-796-020
3. This permit has been issued in accordance with Section 498 of the *Local Government Act*, to vary the following section of Zoning Bylaw 2017-08 to allow for the construction of a 3 storey home on a steep slope in bareland strata.
 - Section 10.7.2.6: to increase the maximum height from 8.5m to 10.5m.

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 2 day of April, 2019

Issued this ____ day of _____, 2019

Angie Collison
Corporate Officer