



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

Tuesday, July 16, 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 July 2, 2019 Regular Council Meeting 1-4 Adopt
7. **Consent Agenda:**
 - 7.1 Minutes:
 - Minutes of the July 2, 2019 Committee of the Whole Meeting
 - Minutes of the July 2, 2019 Public Hearing Meeting
 - Agriculture Advisory Committee Draft Minutes of June 12, 2019
 - Penticton and Ellis Creek Restoration Select Committee Draft Minutes of June 25, 2019
 - 7.2 Release of Items from Closed Meeting:
 - THAT Council appoint Councillor Frank Regehr as the non-voting liaison to the Travel Penticton Society.

Staff Recommendation: THAT Council approve the Consent Agenda. 5-14
8. **Committee and Board Reports**
9. **Correspondence**
10. **Staff Reports:**
 - 10.1 Zoning Amendment Bylaw No. 2019-26 15-30
ALR Non-Farm Use PL2019-8504
Re: 965 Naramata Road
Staff Recommendation: THAT "Zoning Amendment Bylaw No. 2019-26", a bylaw to amend "Zoning Bylaw No. 2017-08" by adding Section 9.2.6.13 "In the case of Lot B District Lots 204 and 205

*Similkameen Division Yale District Plan 32206, located at 965 Naramata Road, a Craft Brewery/Distillery, subject to a maximum gross floor area of 400 square meters, shall be permitted”, be given first reading and be forwarded to the August 6, 2019 Public Hearing;
AND THAT Council, after hearing from the public at the August 6, 2019 Public Hearing, consider sending a positive recommendation to the Agricultural Land Commission in support of the proponents ‘non-farm use’ application (ALC Application #58759).*

Watkinson	10.2	Community Emergency Preparedness Fund Grant Application <i>Staff Recommendation: THAT Council approve the application for grant funding from UBCM to support the annual Wildfire Urban Interface (WUI) Training Symposium curriculum development.</i>	31-32
Johnson	10.3	Official Community Plan Bylaw No. 2019-08 <i>Staff Recommendation: THAT Council considers it has provided appropriate opportunities for consultation with the persons, organizations and authorities it considers will be affected by the Official Community Plan; THAT Council give second and third reading to “Official Community Plan Bylaw No. 2019-08”; AND THAT Council adopt “Official Community Plan Bylaw No. 2019-08”, a bylaw that provides a framework of goals and policies to guide decisions on planning and land use within the City of Penticton boundaries.</i>	33-199
Laven	10.4	Heritage Designations <i>Staff Recommendation: THAT Council receive into the record the report titled “Heritage Designations” dated July 16, 2019; AND THAT Council direct staff to maintain the ‘status quo’ approach to heritage properties and maintain the time line for the Heritage Strategy update (currently a medium term project in the 2019 OCP); AND THAT Council re-instate the Heritage Advisory Committee as a standalone advisory committee and direct staff to bring back Terms of Reference for the Heritage Advisory Committee for Council approval.</i>	200-210
Bauer	10.5	Municipal Grants Policy <i>Staff Recommendation: THAT Council approves the amended City of Penticton Municipal Grants Policy dated July 16, 2019.</i>	211-219
Bauer	10.6	Second Quarter Corporate Business Plan Update <i>Staff Recommendation: THAT Council receive into the record the report titled “Second Quarter Corporate Business Plan Update” dated July 16, 2019.</i>	220-232
Bauer	10.7	Second Quarter Financial Update <i>Staff Recommendation: THAT Council receive into the record the report titled “Second Quarter Financial Update” dated July 16, 2019.</i>	233-241
Haddad	10.8	Penticton Art Gallery – Funding Request <i>Staff Recommendation: Option 1 THAT Council deny the funding request from the Penticton Art Gallery. Option 2 THAT Council support a portion of the costs up to a maximum of \$3,266 by utilizing the unallocated 2019 grant budget for the Penticton Art Gallery. Option 3 THAT Council support 50% (\$14,481.97) of the request from the Penticton Art Gallery with \$3,266 funding coming from the unallocated 2019 grant budget for the Penticton Art Gallery and the remaining balance (\$11,255.97) found through administrative savings.</i>	242-248

Option 4

THAT Council support 100% (\$28,963.94) of the request from the Penticton Art Gallery with \$3,266 funding coming from the unallocated 2019 grant budget for the Penticton Art Gallery and the remaining balance (\$25,697.94) found through administrative savings.

11. **Bylaws and Permits**

12. **Land Matters**

13. **Notice of Motion:**

13.1 From Councillor Robinson on July 2, 2019:

249 Memo

THAT Council direct staff to review and report back with options to regulate the distribution and collection of sharps in the City of Penticton.

14. **Business Arising**

15. **Council Round Table**

16. **Public Question Period**

17. **Adjourn to a Closed Meeting:**

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

(c) labour relations or other employee relations;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

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

Tuesday, July 2, 2019
at 1:00 p.m.

Present: Mayor Vassilaki
Councillor Bloomfield
Councillor Kimberley
Councillor Regehr
Councillor Robinson
Councillor Sentes
Councillor Watt

Staff: Donny van Dyk, Chief Administrative Officer
Angie Collison, Corporate Officer
Anthony Haddad, Director of Development Services
Jim Bauer, Chief Financial Officer
Len Robson, Public Works Manager (left the meeting at 4:37 p.m.)
Caitlyn Anderson, Deputy Corporate Officer

1. Call to Order

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

2. Introduction of Late Items

3. Adoption of Agenda

323/2019

It was MOVED and SECONDED

THAT Council adopt the agenda for the Regular Council Meeting held on July 2, 2019 as presented.

CARRIED UNANIMOUSLY

4. Recess to Committee of the Whole

Council recessed to a Committee of the Whole Meeting at 1:00 p.m.

5. Reconvene the Regular Council Meeting

Council reconvened the Regular Council Meeting at 3:25 p.m.

6. Adoption of Minutes:

6.1 Minutes of the June 18, 2019 Regular Meeting of Council

324/2019

It was MOVED and SECONDED

THAT Council adopt the minutes of the June 18, 2019 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY

7. Consent Agenda:

325/2019

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 Robinson Property Master Plan

326/2019

It was MOVED and SECONDED

THAT Council approve the Robinson Property Master Plan as a guiding document for the future development of the property located at 2905 South Main Street known as the "Robinson Property".

CARRIED UNANIMOUSLY

10.2 2019-2021 Council Strategic Priorities

327/2019

It was MOVED and SECONDED

THAT Council adopt the 2019-2021 Council Strategic Priorities.

CARRIED UNANIMOUSLY

10.3 Risk Management Policy

328/2019

It was MOVED and SECONDED

THAT Council adopt the Risk Management Policy effective July 2, 2019.

CARRIED UNANIMOUSLY

11. Public Question Period

12. Recess to a Closed Meeting:

329/2019

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

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

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

Council reconvened the Regular Council Meeting at 6:09 p.m.

14. Bylaws and Permits

- 14.1 Traffic Amendment Bylaw No. 2019-23
Re: Cycling Without Age – request to utilize sidewalks

330/2019

It was MOVED and SECONDED

THAT Council adopt “Traffic Amendment Bylaw No. 2019-23”.

CARRIED UNANIMOUSLY

- 14.2 Zoning Amendment Bylaw No. 2019-25
Re: 1050 Churchill Road

331/2019

It was MOVED and SECONDED

THAT Council give second and third reading to “Zoning Amendment Bylaw No. 2019-25”.

CARRIED UNANIMOUSLY

15. Land Matters

- 15.1 Official Community Plan Bylaw No. 2019-08

Suzanne Moccia, Chair of Official Community Plan Task Force, Lynn Kelsey, Vice Chair and Ben Johnson, Special Projects Manager presented Council with the “Official Community Plan Bylaw No. 2019-08”.

Main Motion:

It was MOVED and SECONDED

THAT Council give first reading to “Official Community Plan Bylaw No. 2019-08”, a bylaw that provides a framework of goals and policies to guide decisions on planning and land use within the City of Penticton boundaries;

AND THAT Council consider the OCP in conjunction with the financial plan and any waste management plans and refer the OCP to the Agricultural Land Commission for comment;

AND THAT Council hold a Public Hearing for “Official Community Plan Bylaw No. 2019-08” on July 16, 2019.

Amendment:

332/2019

It was MOVED and SECONDED

THAT Council hold the Public Hearing on Monday, July 15, 2019 at the Penticton Trade and Convention Centre at 6:00 p.m.

**CARRIED
Councillors Robinson and Watt, Opposed**

333/2019

Main Motion as Amended:

It was MOVED and SECONDED

THAT Council give first reading to "Official Community Plan Bylaw No. 2019-08", a bylaw that provides a framework of goals and policies to guide decisions on planning and land use within the City of Penticton boundaries;

AND THAT Council consider the OCP in conjunction with the financial plan and any waste management plans and refer the OCP to the Agricultural Land Commission for comment;

AND THAT Council hold the Public Hearing on Monday, July 15, 2019 at the Penticton Trade and Convention Centre at 6:00 p.m.

CARRIED UNANIMOUSLY

16. Notice of Motion:

16.1 Councillor Robinson provided the following Notice of Motion for consideration at the July 16, 2019 Regular Meeting of Council:

THAT Council direct staff to review and report back with options to regulate the distribution and collection of sharps in the City of Penticton.

17. Business Arising

18. Council Round Table

19. Public Question Period

20. Adjournment

334/2019

It was MOVED and SECONDED

THAT Council adjourn the Regular Council meeting held on Tuesday, July 2, 2019 at 7:11 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, July 2, 2019

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

Present: Mayor Vassilaki
Councillor Bloomfield
Councillor Kimberley
Councillor Regehr
Councillor Robinson
Councillor Sentes
Councillor Watt

Staff: Donny van Dyk, Chief Administrative Officer
Angie Collison, Corporate Officer
Jim Bauer, Chief Financial Officer
Anthony Haddad, Director of Development Services
Len Robson, Public Works Manager
Caitlyn Anderson, Deputy Corporate Officer

1. **Call to order**

The Mayor called the Committee of the Whole meeting to order at 1:00 p.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the agenda for the Committee of the Whole meeting held on July 2, 2019 be adopted as presented.

CARRIED UNANIMOUSLY

Council recessed the meeting at 1:02 p.m. and reconvened at 1:04 p.m.

3. **Delegations and Staff Presentations:**

3.1 Okanagan Dream Rally – August 4, 2019

Corey Dunbar and Georgia McConnel provided Council with a presentation on the Okanagan Dream Rally fundraising event and the proposed route through Penticton on August 4, 2019.

It was MOVED and SECONDED

THAT Council refer to staff the request to use city roads on August 4, 2019 for the Okanagan Dream Rally fundraising event.

CARRIED UNANIMOUSLY

Council recessed the meeting at 1:23 p.m. to address livestream technical issues and reconvened at 1:34 p.m.

3.2 Harm Reduction - Interior Health

Dr. Karin Goodison, Medical Health Officer, Donna Jansons, MHSU Health Service Administrator and Lesley Coates, Regional Harm Reduction Coordinator provided Council with a presentation on mental health and substance use response. Penticton Sharps Disposal Committee has added addition strategies due to current community concerns.

Council recessed the meeting at 2:59 p.m. and reconvened at 3:06 p.m.

3.3 2019 Citizen Survey Results

JoAnne Kleb, Engagement Strategist provided Council with the 2019 citizen survey results.

4. **Adjourn to Regular Meeting**

It was MOVED and SECONDED

THAT Council adjourn the Committee of the Whole meeting held July 2, 2019 at 3:24 p.m. and reconvene the Regular Meeting of Council.

CARRIED UNANIMOUSLY

Certified correct:

Confirmed:

Angie Collison
Corporate Officer

John Vassilaki
Mayor

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

Tuesday, July 2, 2019
at 6:00 p.m.

Present: Mayor Vassilaki
Councillor Bloomfield
Councillor Kimberley
Councillor Regehr
Councillor Robinson
Councillor Sentes
Councillor Watt

Staff: Donny van Dyk, Chief Administrative Officer
Angie Collison, Corporate Officer
Jim Bauer, Chief Financial Officer
Anthony Haddad, Director of Development Services
Caitlyn Anderson, Deputy Corporate Officer

1. Call to order

Mayor Vassilaki called the public hearing to order at 6:01 p.m. for Zoning Amendment Bylaw No. 2019-25. He explained that the public hearing was being held to afford all persons who considered themselves affected by the proposed bylaw an opportunity to be heard before Council.

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

2. "Zoning Amendment Bylaw No. 2019-25" (1050 Churchill Avenue)

The purpose of "Zoning Amendment Bylaw No. 2019-25" is to amend Zoning Bylaw No. 2017-08 as follows:

Add Section 10.1.3.8: "In the case of Lot A, District Lot 3 Group 7 SDY (Formerly Yale-Lytton) District Plan KAP74500, except Plan KAP89094, located at 1050 Churchill Avenue, a Bed and Breakfast Home shall be permitted."

The applicants are intending to operate a bed and breakfast, offering 4 rooms for rent on a nightly basis.

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

DELEGATIONS

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

- Derrick Davies, owner, building was a previously bed and breakfast and no alternations on the building.
- Lynn Kelsey, Oakville Street, spoke in support of the application.

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

- Garth Bathgate, Churchill Avenue, concerned with the traffic and speed limit and no concerns with the bed and breakfast.

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

- No one spoke.

The public hearing for "Zoning Amendment Bylaw No. 2019-25" was terminated at 6:09 p.m. and no new information can be received on this matter.

Certified correct:

Confirmed:

Angie Collison
Corporate Officer

John Vassilaki
Mayor

Agriculture Advisory Committee Meeting

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

Wednesday, June 12, 2019
at 2:00 p.m.

Present: Rod King, Chair
Paul Gardner
Annelise Simonsen
Doug Mathias
Jesse Chapman
Kristi Tatebe
Darshan Jassar
Chris Holler
Steven French (*Left the meeting at 4:11 p.m.*)
Councillor Bloomfield

Staff: Blake Laven, Planning Manager
Nicole Capewell, Planner 1 (*Left the meeting at 3:02 p.m.*)
Len Robson, Manager of Public Works
Randy Houle, Planning Technologist 1 (*Left the meeting at 3:02 p.m.*)
Paula McKinnon, Legislative Assistant
Derek Phillips, Meters, Dams and Irrigation Foreman
David Best, Public Works Utilities Supervisor

Guest: Brad Elenko, McElhanney Consulting Services Ltd. (*Left the meeting at 3:02 p.m.*)
James Parker (*Left the meeting at 3:02 p.m.*)

1. **Call to Order**

The Agriculture Advisory Committee was called to order by the Chair at 2:01 p.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee adopt the agenda for the meeting held on June 12, 2019 as amended including items 5.3 – Penticton Indian Band Membership Update and 5.4 – City Zoned Farmland vs. ALR Rules.

CARRIED UNANIMOUSLY

3. **Adoption of Minutes**

3.1 Minutes of the April 5, 2019 Agriculture Advisory Committee Meeting

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee adopt the minutes of the April 5, 2019 meeting as presented.

CARRIED UNANIMOUSLY

3.2 Minutes of the April 17, 2019 Agriculture Advisory Committee Meeting

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee adopt the minutes of the April 17, 2019 meeting as presented.

CARRIED UNANIMOUSLY

4. **Business Arising from Prior Meetings**

5. **New Business**

5.1 ALR Exclusion PL2018-8363 – Valleyview Road

The Planner 1 provided the Committee with an overview of the application and introduced the applicants who also provided an overview of the application. The application has been submitted to the Agriculture Land Commission and was referred back to the City of Penticton for support.

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee recommend that the area above the identified bedrock line be excluded from the Agricultural Land Reserve and that the area below the identified line be maintained in the Agricultural Land Reserve while maintaining the existing south east road access.

CARRIED

Kristi Tatebe and Steven French, Opposed

5.2 Agricultural Irrigation Service Upgrades and Metering

The Manager of Public Works and Public Works Utilities Supervisor presented to the Committee an introduction to the north and south irrigation systems and the challenges associated with the systems and their servicing and why the City should consider installing water meters on our irrigation systems.

The Committee was informed that next steps include engineering, consultation and implementation. During the consultation phase, the design would be brought back to the Committee for review and feedback.

Agricultural Irrigation Service Upgrades and Metering - Continued

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee receive the presentation on "Agricultural Irrigation Service Upgrades & Metering".

CARRIED UNANIMOUSLY

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee pending final design of the Irrigation Service Connection support the service upgrades as proposed.

CARRIED UNANIMOUSLY

5.3 Penticton Indian Band Membership Update

The Planning Manager briefly informed the Committee that the Penticton Indian Band has been notified of the Committee's request to assign a voting member to the Agriculture Advisory Committee; however, a response to the request made has not been received yet.

5.4 City Zoned Farmland vs. ALR Rules

This item has been deferred to the next Agriculture Advisory Committee meeting.

6. **Council Outcome**

7. **Next Meeting**

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

8. **Adjournment**

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee adjourn the meeting held on Wednesday, June 12, 2019 at 4:27 p.m.

CARRIED UNANIMOUSLY

Certified Correct:

Paula McKinnon
Legislative Assistant

Penticton and Ellis Creek Restoration Select Committee Meeting

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

Tuesday, June 25, 2019
at 9:00 a.m.

Present: Paul Askey, Freshwater Fisheries Society of BC (*Chair*)
Bruce Turnbull, Penticton Fly Fisheries Association
Bryn White, South Okanagan Similkameen Conservation Program
Doug Maxwell, Member at Large
Bill Wickett, Penticton Fly Fishers Association
Zoe Eyjolfson, Okanagan Nation Alliance (*Left the Meeting at 9:44 a.m.*)
Bruce McFarlane, Water Steward Divisions, Ministry of FLNRO
Councillor Regehr (*Left the Meeting at 9:59 a.m.*)

Staff: Ian Chapman, City Engineer
Paula McKinnon, Legislative Assistant

Guests: Jody Good, Mould Engineering
Dwight Shanner, Aarde Environmental Ltd.

1. **Call to Order**

The Penticton and Ellis Creek Restoration Select Committee was called to order by the Chair at 9:04 a.m.

2. **Introduction of Late Items**

3. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Penticton and Ellis Creek Restoration Select Committee adopt the agenda for the meeting held on June 25, 2019 as presented.

CARRIED UNANIMOUSLY

4. **Adoption of Minutes**

It was MOVED and SECONDED

THAT the Penticton and Ellis Creek Restoration Select Committee adopt the minutes of the April 29, 2019 meeting as circulated.

CARRIED UNANIMOUSLY

5. **Business Arising from Prior Meetings**

6. **New Business**

6.1 Reach 3A Upper, Reach 3B Detail Design and Grant and Council Approval Updates

The City Engineer informed the Committee that the Penticton Flyfishers received funding in the amount of \$159,000 from the South Okanagan Conservation; however, the City was not successful in obtaining the matching half from BCTF. Moving forward, this funding issue was brought forward to City Council who approved the forwarding of the outstanding budget required for Reach 3A and Reach 3B designs. With the funding now available, the City Engineer informed the Committee that the Request for Proposal is being developed in order to obtain designs for the reaches this year and finished construction for 2021.

6.2 Penticton Creek Reach 12A: 85% Plan Review

Mr. Jody Good of Mould Engineering presented to the Committee in detail the plan and profile for Reach 12A. The process of how the plan will be executed was reviewed and the committee was informed that there currently isn't enough pipe to execute the full length of the Reach.

The Committee was asked to provide feedback on the design being presented by way of email. Discussions ensued regarding the amount and locations of riffles, pool depths, fish habitat and the impacts associated with removing Structure #38.

Mr. Dwight Shanner of Aarde Environmental Ltd. provided an environmental summary for Reach 12A with included a review of the private properties and natural riparian land impacted by the work that is proposed to take place.

Following the environmental summary, Mr. Good presented the Cost Estimate for the replacement of Structures #37 and #38 totalling to \$990,000 or \$1,160,000 with the replacement of Structure #39 included.

Discussion ensued on options for obtaining the necessary funding for work to take place in 2020. The Committee was informed that a fund raising structure proposal will be presented to the Committee at an upcoming meeting.

7. **Council Outcome**

8. **Next Meeting**

The next meeting is to be determined.

9. **Adjournment**

It was MOVED and SECONDED

THAT the Penticton and Ellis Creek Restoration Select Committee adjourn the meeting held on Tuesday, June 25, 2019 at 11:01 a.m.

CARRIED UNANIMOUSLY

Certified Correct:

Paula McKinnon
Legislative Assistant

Council Report

penticton.ca

Date: July 16, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Nicole Capewell, Planner 1
Address: 965 Naramata Road
Subject: **Zoning Amendment Bylaw No. 2019-26**
ALR Non-Farm Use PL2019-8504

File No: PRJ2019-063

Staff Recommendation

Zoning Amendment

THAT "Zoning Amendment Bylaw No. 2019-26", a bylaw to amend "Zoning Bylaw No. 2017-08" by adding Section 9.2.6.13 "In the case of Lot B District Lots 204 and 205 Similkameen Division Yale District Plan 32206, located at 965 Naramata Road, a Craft Brewery/Distillery, subject to a maximum gross floor area of 400 square meters, shall be permitted", be given first reading and be forwarded to the August 6, 2019 Public Hearing;

ALR Non-Farm Use Application

AND THAT Council, after hearing from the public at the August 6, 2019 Public Hearing, consider sending a positive recommendation to the Agricultural Land Commission in support of the proponents 'non-farm use' application (ALC Application #58759).

Background

The subject property (Attachment 'A') is located along Naramata Road, and also has frontage on Davenport Road and the KVR Trail. The subject property is approximately 2.85ha in size and contains a single family dwelling (with detached shop), a pre-existing pickers cabin, and the locally known 'Trail Store Fruit and More'.

The applicant is requesting a non-farm use through the Agricultural Land Commission (ALC), to allow for the operation of a brewery. While a brewery is a permitted use in the Agricultural Land Reserve (ALR) in some circumstances, the non-farm use application here is triggered because the property owner is not using enough of the property to grow the primary farm product (PFP). The applicant's intent is to use 1.0 ha of land for barley production, the PFP for beer. The ALC Regulation requires that properties over 2.0ha in size have at least 2.0ha of the farm used for growing the PFP. While the land is over 2.0ha, the property owners do not wish to plant that much barley. So, a non-farm use application is required.

The property is currently zoned A (Agriculture). While a brewery is not listed as a permitted use in the A zone, the definition of 'Agriculture Use' in Zoning Bylaw 2017-08 states that any uses that the ALC deem to be farm uses, are permitted uses. Given that the applicant is requesting a non-farm use through the ALC, the use of a brewery operation is not a 'farm-use' and is no longer a permitted use under the 'Agriculture Use' definition in the City's Zoning Bylaw. Thus, the applicant is also requesting a site-specific zoning amendment to the property to allow for a brewery operation.

Draft Official Community Plan

The Official Community Plan review currently underway includes the subject property within the Future Land Use category called 'agriculture. The draft Official Community Plan describes the agriculture designation as "allows for growing, producing, harvesting, storage, processing and sale of agricultural produce" Compatible types of development include agricultural buildings and detached houses. The application is compatible with the OCP designation, as the brewery will be ancillary to the farming productions on the property.

Agriculture Advisory Committee

The application was presented to the City's Agriculture Advisory Committee on April 5, 2019. The Agriculture Advisory Committee was supportive of the application, but felt a size restriction was appropriate. As such, the following recommendations were passed, and are reflected in staff's recommendation for Council:

It was MOVED and SECONDED

THAT the Agriculture Advisory Committee recommend that Council support the "non-farm use" application to the Agricultural Land Reserve (ALR) to allow for an alcohol production facility (brewery) at Lot B District Lots 204 and 205 Similkameen Division Yale District Plan 32206, located at 965 Naramata Road.

CARRIED UNANIMOUSLY

It was MOVED and SECONDED

THAT the Agricultural Advisory Committee recommend that Council support the site specific rezoning at Lot B District Lots 204 and 205 Similkameen Division Yale District Plan 32206, located at 965 Naramata Road, to allow for the use of a Craft Brewery/Distillery subject to a maximum gross floor area of 400 square meters.

CARRIED UNANIMOUSLY

Proposal

The applicant is proposing a site specific amendment to the Zoning Bylaw No. 2017-08, adding the following section to the Zoning Bylaw:

- Section 9.2.6.13: In the case of Lot B District Lots 204 and 205 Similkameen Division Yale District Plan 32206, located at 965 Naramata Road, a Craft Brewery/Distillery, subject to a maximum gross floor area of 400 square meters, shall be permitted.

The applicant is also looking for the City's support in their application for a non-farm use from the ALC.

Technical Review

This application was reviewed by the City's Technical Planning Committee. No significant issues arose in the process. Typical servicing requirements have been identified for the Building Permit stage of the project, if the rezoning application is supported by Council. Any servicing upgrades required for the development are the responsibility of the applicant. The development is required to conform to the BC Building Code. Should the rezoning and non-farm use applications be successful, staff will explore a License to Use Agreement with

the property owners to allow for the use of some of the KVR Right-of-Way that directly abuts the subject property. These items have been communicated to the applicant.

Financial Implication

The application does not pose any significant financial implications to the City. Development costs are the responsibility of the developer.

Development Statistics

The following table outlines the proposed development statistics on the plans submitted with the rezoning application:

	Requirement A Zone	Provided on Plans
Minimum Lot Area	2 ha 20,000 m ²	2.85 ha 28,500 m ²
Maximum Lot Coverage:	10% for residential buildings; 35% including agricultural structures Max 7,000 m ²	2.5% Proposed 740 m ² including agricultural structures
Vehicle Parking:	1 (1 per 30m ² NFA of retail sales/tasting area) Proposing 38.5m ² retail sales area	7 parking spaces
Required Setbacks		
Front Yard (Naramata Road):	9.0 m	~150 m
Exterior Side Yard (north):	9.0 m	~20.0m
Side Yard (south):	4.5 m	~120.0m
Side Yard (east):	4.5 m	~80.0 m
Rear Yard (west):	4.5 m	4.73 m
Maximum Building Height	16 m	9.2 m

Analysis

Support Non-Farm Use Application

The applicant is requesting a non-farm use application to allow for the operation of a craft brewery. The ALC designates craft breweries as farm uses if:

- a) At least 50% of the primary farm product used to make the alcohol product each year is grown on the farm where the production facility is located; or
- b) The farm where the alcohol is produced is more than 2 ha (4.9 acres) and at least 50% of the primary farm product used to make the alcohol each year is grown:
 - i. On the farm, or
 - ii. Both on the farm and on another farm in BC that provides the primary farm product to the alcohol production facility under a contract of at least 3 years.

The applicant is requesting a non-farm use because they will only be using 1 ha of the farm to grow the primary farm product, which does not meet the minimum requirements set out by the ALC (requires 2 ha of farm to be used to grow primary farm product). While the subject property is large enough to be able to grow the minimum 2 ha of primary farm product to be considered a farm-use, the applicants have a desire to keep the existing crops on the farm, rather than remove all of the existing crops to accommodate their primary farm product for alcohol production.

When considering a non-farm use application, staff recommend consideration to the following three matters: 1. Will the agricultural capability of the property be diminished as a result of approval of the application; 2. Will approval of the application negatively affect or conflict with neighbouring farm operations; and 3. Is the proposed non-farm use a reasonable use of agriculture land. Staff will speak to each consideration separately:

1. Will the agricultural capability of the property be diminished?

The applicants reasoning for only using 1.0 ha of the property for the Primary Farm Product (PFP) is to maintain the variety of crops that already exist on the property. Rather than removing the majority of the existing crops to accommodate a full 2.0 ha of PFP (barley) to satisfy the ALC requirement, the applicants want to only remove 1 ha of existing crops to accommodate the introduction of barley to the property. Given that the applicants primary reason for needing the non-farm use application is to be able to maintain a variety of crops on the property, including those that currently exist, staff consider the agriculture capability of the property will not be impacted.

2. Will approval of the application negatively affect or conflict with neighbouring farm operations?

Although the applicant is required to apply for a non-farm use application, the property will still be used primarily for farming. If the applications are successful, the applicants would construct an addition to the existing Trail Store Fruit and More to allow for the manufacturing of beer. The existing footprint of the Trail Store Fruit and More would be transitioned to be the tasting room of the brewery. The addition of a manufacturing facility will be the most significant change to the property.

Many agricultural properties are completing similar building additions to allow for the production of alcohol (wineries, breweries, cideries and distilleries) and include tasting rooms for their customers. Properties within close proximity to the subject property that have active licenses for alcohol facilities include Maple Leaf Spirits (948 Naramata Road), Ruby Blues Winery (917 Naramata Road), Red Rooster Winery (891 Naramata Road) and Little Engine Wines (833 and 851 Naramata Road).

This application should not negatively impact or conflict with neighbouring farm operations, as it will still maintain the use of the property being for agricultural purposes. There may be an increase in traffic to the property as a result of an alcohol production facility, which the applicants are planning to accommodate with 7 parking spaces on the subject property.

3. Is the proposed non-farm use a reasonable use of agriculture land?

As previously noted, the intent of the applicant is to use the property for agricultural purposes, to grow barley and to maintain the crops that currently exist on the property. The scale and impacts of a brewery and tasting room will have minor impact in the area considering the agricultural use already in place.

Given the above considerations, staff feel that the use as proposed, will not limit the ability of neighbouring properties to farm their land and is a reasonable non-farm use. As such, staff recommend that Council, after

hearing from the public on the August 6, 2019 Public Hearing, forward the non-farm use application to the ALC with support from the City.

Further, the application was presented to the Agriculture Advisory Committee on April 5, 2019, where the Committee provided a positive recommendation to the non-farm use application and the site-specific rezoning, subject to a size restriction.

Support Site-Specific Zoning Amendment

The applicant is proposing to operate a craft brewery at 965 Naramata Road, an alcohol production facility using BC agricultural ingredients. Craft breweries are becoming a common and desired attraction for both locals and tourists visiting the region. As such, a brewery at this location will be strengthening the tourism in this area. Further, the subject property is located directly adjacent to the KVR Trail, in an established commercial location (the Trail Store Fruit and More), which allows for users of the trail to access the brewery without the use of a vehicle.

The 2002 Official Community Plan (OCP) designation for the subject property is A (Agriculture), which supports farming operations and secondary uses which promote agriculture and do not affect the farm operation. The applicant is proposing to use the property for agriculture purposes and retain the property's diverse crops that currently exist. Although craft breweries were not specifically addressed in the 2002 OCP, there are policies that support the development of ancillary uses that increase the viability of farm operations, and generally support the regional agricultural industry.

The draft 2019 Official Community Plan has more consideration for the different types of alcohol production facilities that are more common today on agricultural properties. These include policies such as:

Policy 4.3.5.1 – Support and leverage priority industry clusters (tourism and events; wine, beer and spirit production; technology; manufacturing; agriculture), and identify new clusters as they emerge, to provide economic benefits including shared knowledge and increased innovation.

Policy 4.5.1.2 – Work with the Agricultural Land Commission (ALC) to ensure that agricultural activities remain the primary use on lands within the Agricultural Land Reserve (ALR) and encourage active farming use of those lands. Proposed compatible non-farm uses and non-soil-based agriculture should be comprehensively reviewed to ensure there are no negative impacts on agricultural viability operations.

Given the above, there is adequate policy through the 2002 and draft 2019 OCP to support the proposal to allow for a site-specific rezoning to allow for the operation of a craft brewery (subject to a maximum gross floor area of 400 square meters) at 965 Naramata Road, support is recommended for First Reading of "Zoning Amendment Bylaw No. 2019-26".

Lastly, in 2013 a site-specific rezoning was completed at 948 Naramata Road, which is directly across Naramata Road from the subject property. This site-specific rezoning was similar, in allowing a craft brewery/distillery to be a permitted use on the property. This is now the location of the Maple Leaf Spirits Distillery.

Deny or Refer

Council may consider that a craft brewery/distillery will not maintain the desired agricultural aspect to the area and does not meet the intent of the 2002 and draft 2019 Official Community Plan. If this is the case, Council can deny First Reading of Zoning Amendment Bylaw No. 2019-26" and not support the non-farm use application. Alternatively, Council may want to refer the application back to staff for further work with the applicant.

Alternate Recommendations

1. THAT Council deny first reading of "Zoning Amendment Bylaw No. 2019-26" and deny support for the non-farm use application.
2. THAT Council give first reading to "Zoning Amendment Bylaw No. 2019-26", and provide support for the non-farm use application with conditions that Council feels are appropriate.

Attachments

- Attachment A: Subject Property Location Map
- Attachment B: Zoning Map of Subject Property
- Attachment C: Official Community Plan Map of Subject Property
- Attachment D: Images of Subject Property
- Attachment E: Letter of Intent
- Attachment F: Conceptual Site Plan
- Attachment G: Conceptual Floor Plan
- Attachment H: Conceptual Elevations
- Attachment I: Zoning Amendment Bylaw No. 2019-26

Respectfully submitted

Nicole Capewell
Planner 1

Approvals

Director Development Services <i>AA</i>	Chief Administrative Officer DyD
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Attachment A – Subject Property Location Map

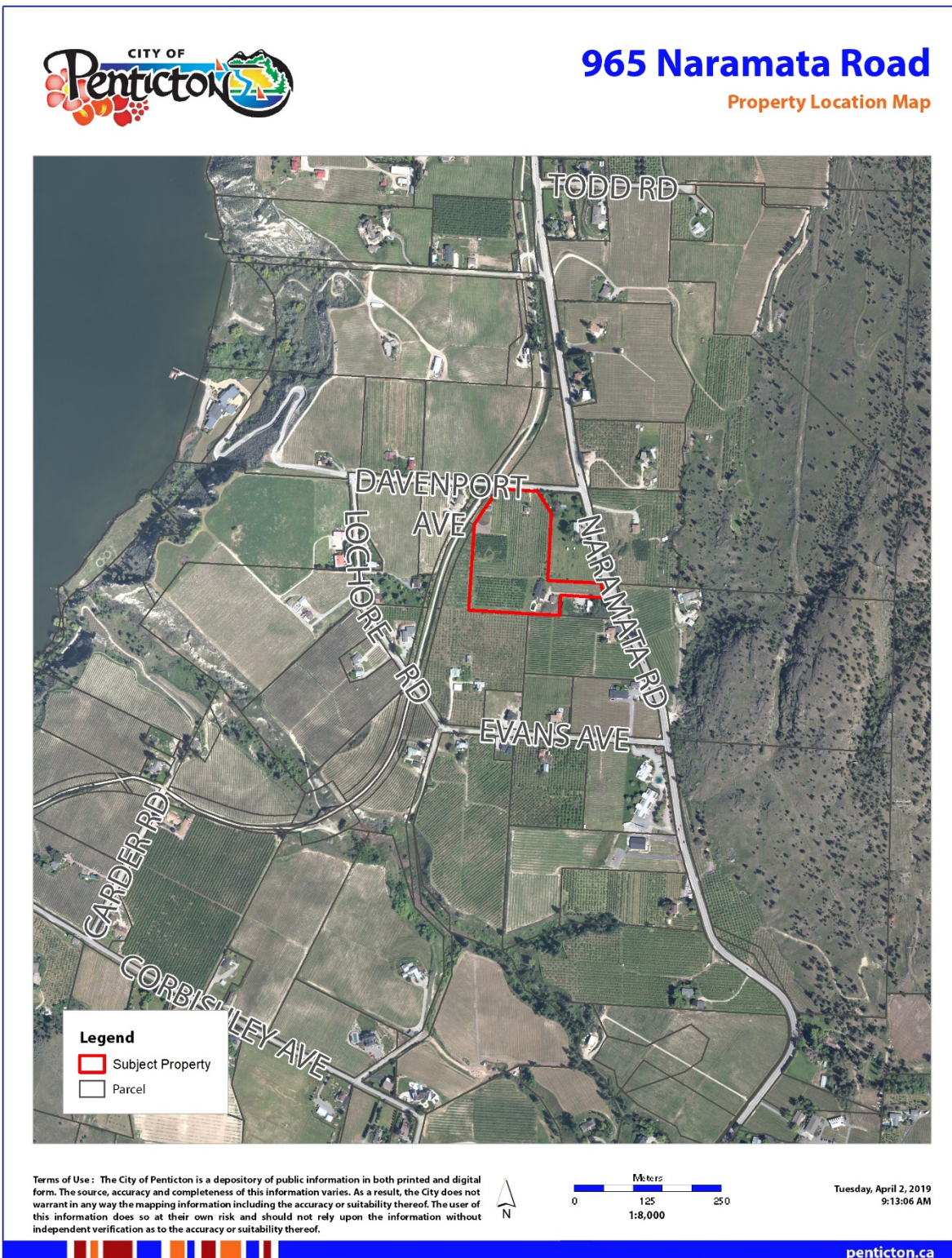


Figure 1 – Subject Property Highlighted in Red

Attachment B – Zoning Map of Subject Property

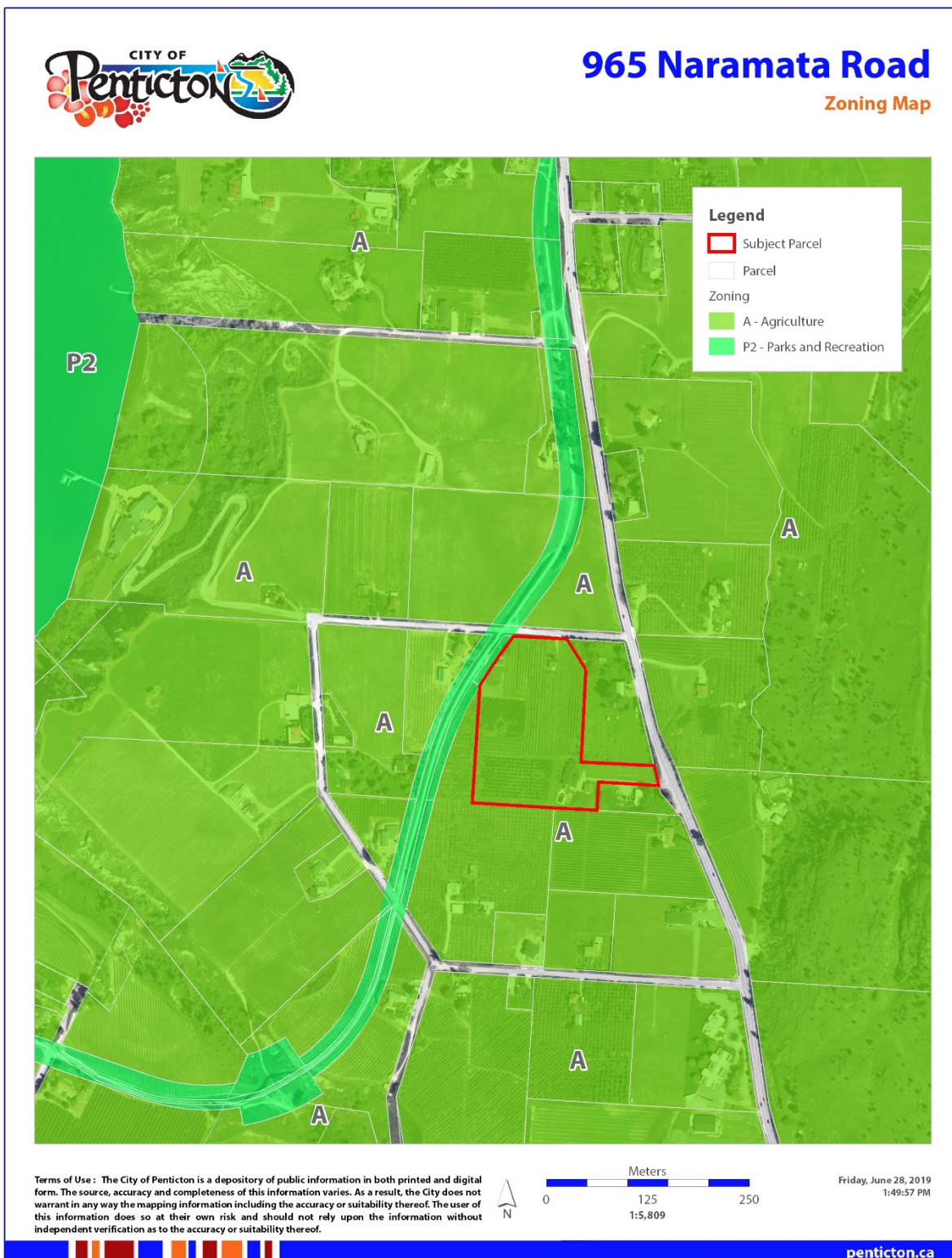


Figure 2 – Subject Property Zoning

Attachment C – Official Community Plan Map of Subject Property

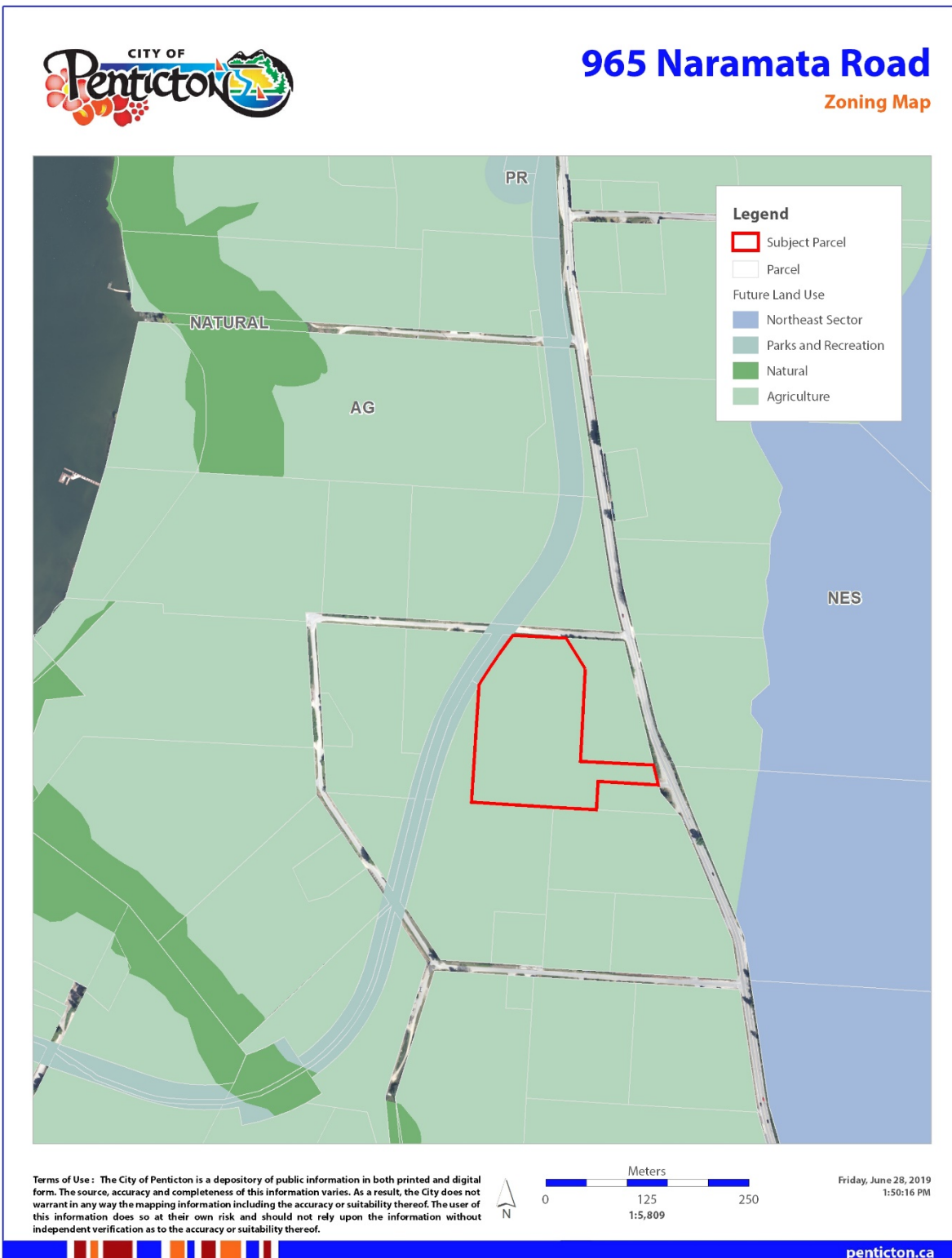


Figure 3 – Subject Property Future Land Use Designation

Attachment D – Images of Subject Property



Figure 4 – Looking east toward 965 Naramata Road from KVR Trail

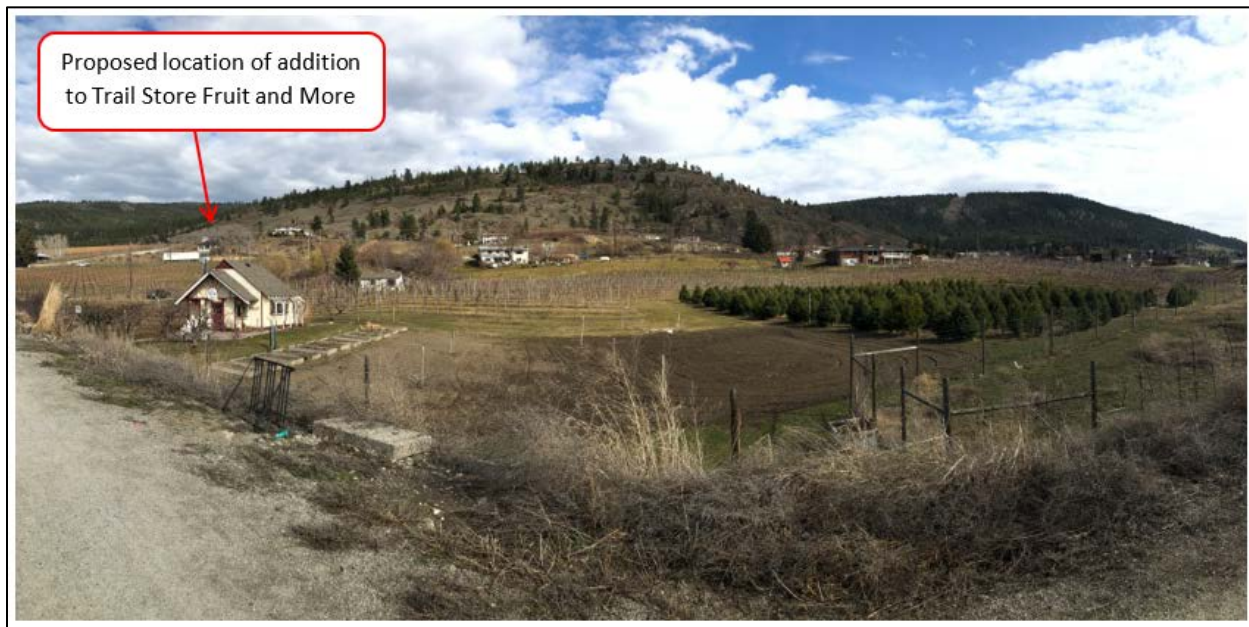


Figure 5 – Looking east toward 965 Naramata Road from KVR Trail

Attachment E – Letter of Intent

Rezoning Application

Letter of Intent

Scott Breier, Nicole Gidman
965 Naramata Rd
Penticton, BC
V2A 8V1

The intent for our rezoning is to save 1 hectare of established orchards. We are working towards opening a farmhouse brewery on our property at 965 Naramata Road, a 2.85 hectare property on agricultural land. According to the ALC policy L-03 we must grow at least 50% of the primary farm product (PFP) on the property where the manufacturing facility will be located. However, if the property is over 2 hectares, there must be at least 2 hectares of PFP grown on the farm before the remaining amount is to be bought from another farm. We are prepared to grow 1 hectare of PFP but forecast that we will be needing more than 1 hectare of PFP which we would then purchase from another BC farm. Because we are only prepared to plant 1 Hectare of PFP and would like to not have to remove the entirety of the orchards, we have submitted an application for non-farm use to the ALC, and therefore the rezoning with the City of Penticton.

The purpose of having the Farmhouse Brewery model is to create an inter dependency between local economy, agriculture, tourism sector and recreation. With its proximity to the Kettle Valley Rail Trail (KVR) and its location among the bustling Naramata Bench tourism sector, an area largely populated with wineries, it would cater to the growing demand for a wider variety of hospitality services. This would create a valuable contribution to the local sustainable economy of this region.

Additionally, with the increasing numbers of farmers retiring, this model promotes an example of young entrepreneurs returning to the agricultural industry to create a connection for consumers to the source of their goods with sustainable long term business as a by-product.

Figure 6 – Letter of Intent

Attachment F – Conceptual Site Plan

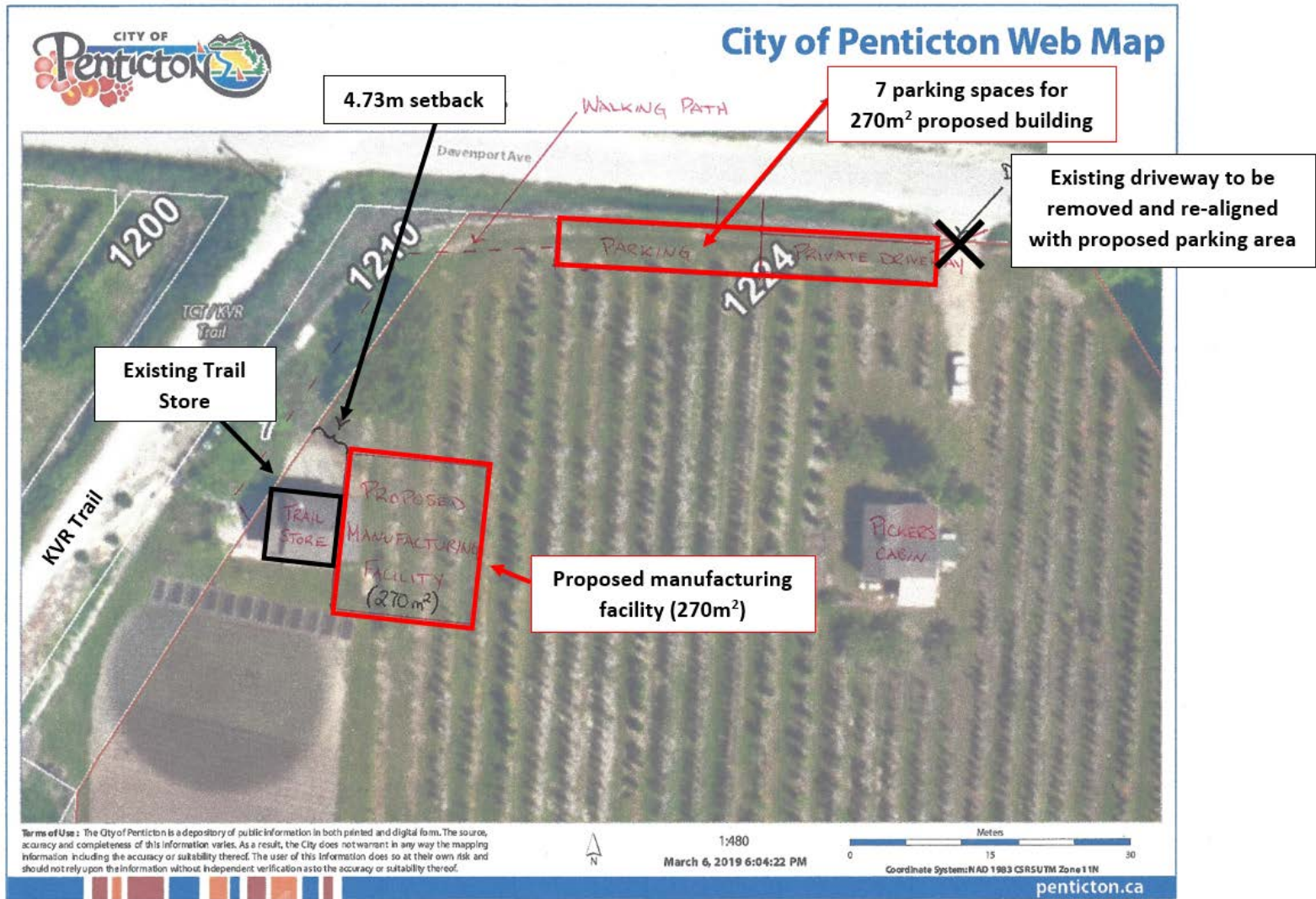


Figure 7 – Conceptual Site Plan

Attachment G – Conceptual Floor Plan

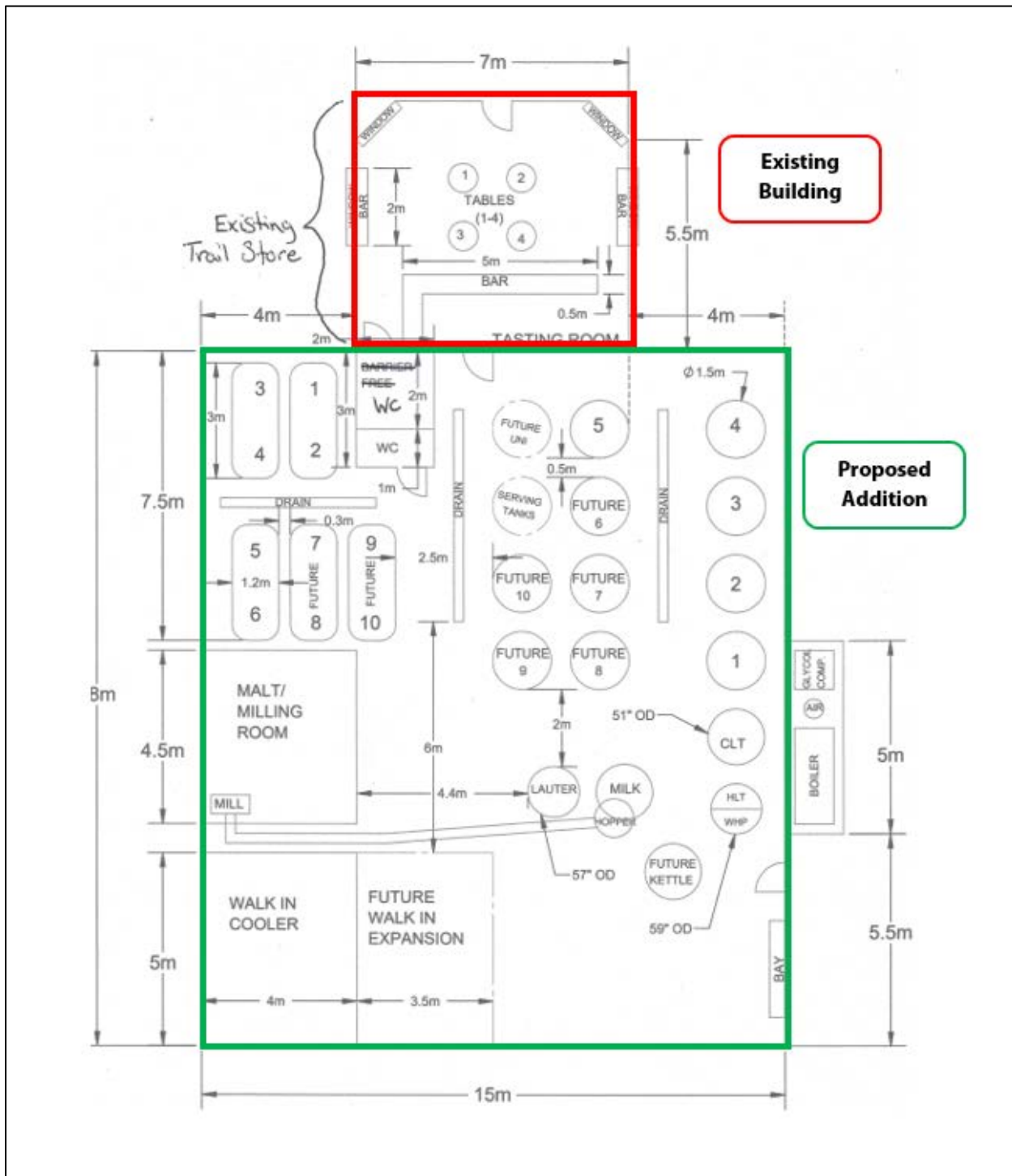


Figure 8 – Conceptual North Elevation

Attachment H – Conceptual Elevations

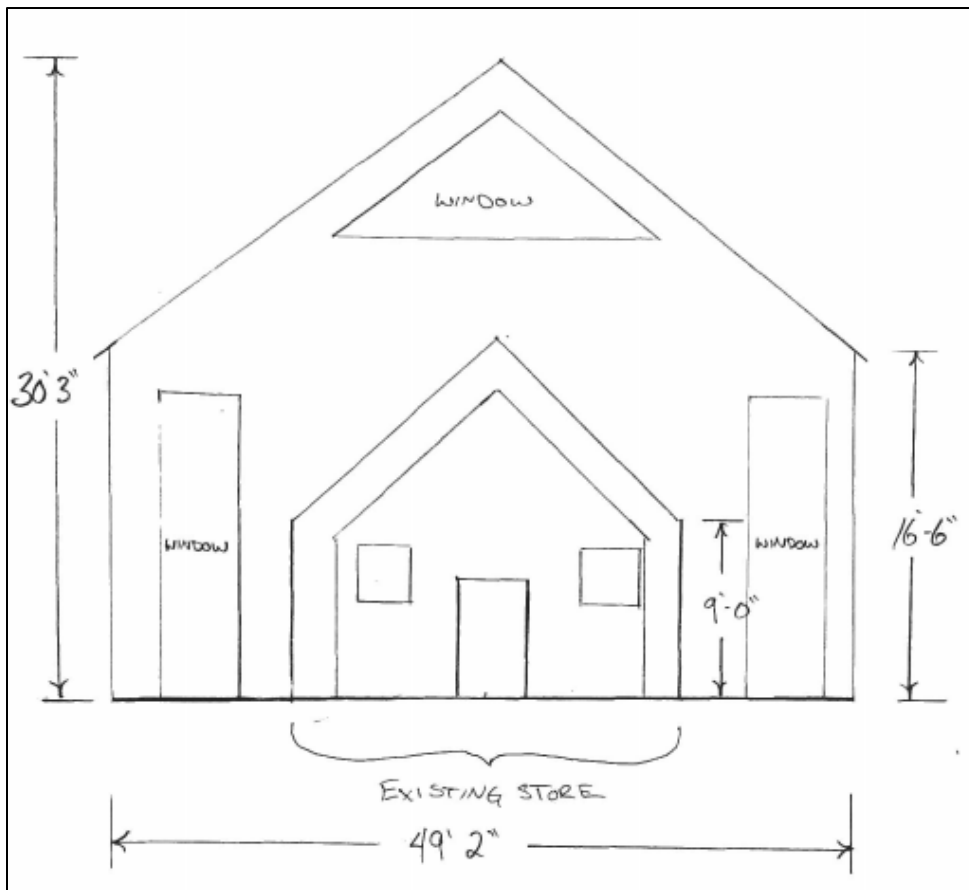


Figure 9 – Conceptual Front Elevations

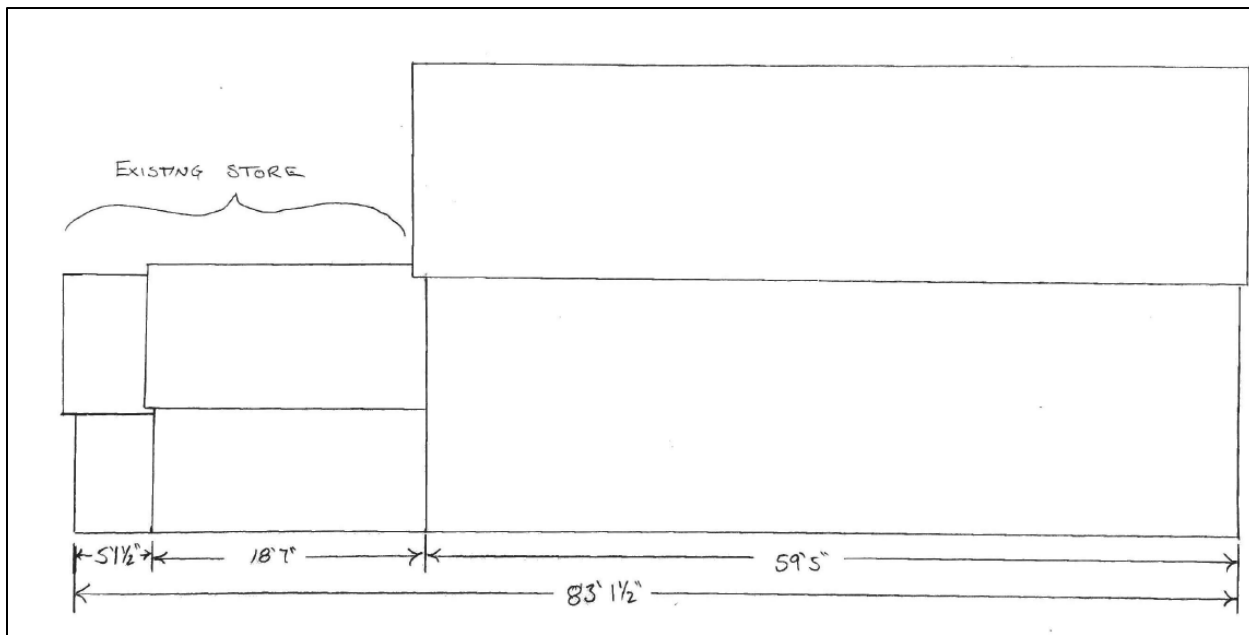


Figure 10 – Conceptual Side Elevations

Bylaw No. 2019-26

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. 2019-26".

2. **Amendment:**

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

Add Section 9.2.6.13: "In the case of Lot B District Lots 204 and 205 Similkameen Division Yale District Plan 32206, located at 965 Naramata Road, a Craft Brewery/Distillery, subject to a maximum gross floor area of 400 square meters, shall be permitted."

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

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
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

Angie Collison, Corporate Officer

965 Naramata Road
(A-Agriculture Zone)

Site specific zoning amendment to permit a Craft Brewery/Distillery, subject to a maximum gross floor area of 400 square meters.



City of Penticton – Schedule ‘A’

Zoning Amendment Bylaw No. 2019-26

Date: _____

Corporate Officer: _____

Council Report

penticton.ca

Date: July 16, 2019 File No:
To: Donny van Dyk, Chief Administrative Officer
From: Larry Watkinson, Fire Chief
Subject: **Community Emergency Preparedness Fund Grant Application**

Staff Recommendation

THAT Council approve the application for grant funding from UBCM to support the annual Wildfire Urban Interface (WUI) Training Symposium curriculum development.

Strategic priority objective

Community Safety: The City of Penticton will support a safe, secure and healthy community.

Background

Over the past two years, the Penticton Fire Department has held the only organized Wildfire Urban Interface (WUI) Training Symposium in BC. The WUI Symposium gives attendees the simulated experience of responding to a provincial or local wildfire event.

Students learn what to do when a working local wildfire incident or deployed to support a provincial wildfire event including what to expect, steps to take, and responsibilities once upon arrival at the deployment location. In addition, students learn about new wildfire mitigation tactics and methodology, integrating with BCWS/OFC professionals and municipal firefighters that are active and current in today's most effective wildfire suppression and protection techniques.

Students network with other firefighters from around the province to share ideas and solutions for future planning and response to WUI events and explore new tools, technologies and resources available to help mitigate and respond to WUI and wildfire challenges.

This funding will allow the Penticton Fire Department to develop curriculum to support the increasing training needs being delivered at this symposium.

Financial implication

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

The grant funding can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000. As the City is seeking funding for 100% of the costs there is no financial implication to the City.

UBCM Grant Contribution \$25,000.00

Eligible Activities & Expenditures

Eligible costs are direct costs approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Training to enhance the ability of eligible fire departments to meet the needs of the community and playbook standards. This may include:
 - Delivery of training to firefighters including instructor cost, travel, tuition and course fees.
 - Cross training for Wildland fires.

A completed submission will be submitted pending the approval of the Council Resolution.

Deny/Refer Recommendations

Should Council determine that additional information is required, please refer requests back to Staff for additional research.

Respectfully submitted,

Larry Watkinson
Fire Chief

Approvals

Fire Chief <i>LW</i>	Chief Financial Officer <i>JWB</i>	Chief Administrative Officer DyD
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Council Report

penticton.ca

Date: July 16, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Ben Johnson, Special Projects Manager
Subject: **Official Community Plan Bylaw No. 2019-08**

File No: 6480-20

Staff Recommendation

THAT Council considers it has provided appropriate opportunities for consultation with the persons, organizations and authorities it considers will be affected by the Official Community Plan;

THAT Council give second and third reading to "Official Community Plan Bylaw No. 2019-08";

AND THAT Council adopt "Official Community Plan Bylaw No. 2019-08", a bylaw that provides a framework of goals and policies to guide decisions on planning and land use within the City of Penticton boundaries.

Strategic priority objectives

Asset & Amenity Management: The City of Penticton will ensure the services we provide to our residents and visitors are reliable and cost effective by proactively investing into our natural and built assets.

Community Safety: The City of Penticton will support a safe, secure and healthy community.

Community Design: The City of Penticton will attract, promote and support sustainable growth and development congruent with the community's vision for the future.

Background

The Official Community Plan (OCP) (Attachment A) is a vision for the future of Penticton to the year 2045 that will guide growth and direct development. The Plan is the result of two years of extensive and creative community engagement, research and analysis, and input from a range of consultants. It will guide future City plans, strategies and initiatives through its goals and policies in important areas like housing, transportation, the economy, arts culture and heritage, and the environment. It also clearly describes a growth strategy and future land use plan, and contains tools to guide development such as Development Permit Area Guidelines.

On July 4, 2016, Council supported a review and update of the Official Community Plan Bylaw 2002-20, approved a budget, and endorsed, at a high level, a public engagement strategy for the plan preparation. In January 2017, Council endorsed Guiding Principles for the engagement process and appointed a 19-

member Official Community Plan Task Force who provided ongoing guidance and advice on OCP directions, policies and engagement as the Plan was drafted.

The creation of the OCP took place from February 2017 to June 2019. It incorporated extensive community engagement, regular reporting to City Council, ongoing guidance and review from the OCP Task Force, consultant studies (growth projections and housing needs analysis, commercial and industrial needs analysis, and form and character/environmental Development Permit Area Guidelines), and writing, illustrating and refining the OCP document.

Community involvement in the development of the plan was a priority for the City recognizing the importance of the Official Community Plan in setting the direction for the city and guiding decisions about development and growth for the next 25-30 years. The City developed a multi-phase engagement plan with a range of creative and interesting activities to encourage and support meaningful involvement of the community in the development of the plan from the beginning of the process through to the end. Investment in this process was needed to ensure as wider variety of community input as possible to allow for a complete and accurate reflection of the community's vision for our future.

The engagement with the community on the Plan was the largest-ever engagement effort undertaken by the City of Penticton. The community was kept informed about the work throughout the process and were provided multiple opportunities to discuss their views with staff and formally provide comments on the work in each stage. The broad range of diverse and innovative outreach efforts resulted in 3,600 conversations to guide development and refinement of the OCP.

OCP Engagement at-a-glance



On July 2nd, 2019, after consideration of the OCP and the results from the final round of community engagement, Council passed the following recommendations:

333/2019 It was **MOVED** and **SECONDED**

THAT Council give first reading to “Official Community Plan Bylaw No. 2019-08”, a bylaw that provides a framework of goals and policies to guide decisions on planning and land use within the City of Penticton boundaries;

AND THAT Council consider the OCP in conjunction with the financial plan and any waste management plans and refer the OCP to the Agricultural Land Commission for comment;

AND THAT Council hold the Public Hearing on Monday, July 15, 2019 at the Penticton Trade and Convention Centre at 6:00 p.m.

CARRIED UNANIMOUSLY

Analysis

The Official Community Plan sets a positive vision for the City of Penticton to guide our growth, development and change for the next thirty years. This vision directly reflects the values and aspirations of many of Penticton's residents and businesses who had the opportunity to guide the creation of the new OCP during the most intensive and creative engagement process the City has undertaken. The directions in the Plan are also guided by comprehensive new studies of our population growth, housing needs and commercial and industrial land use needs.

The OCP establishes a growth plan that directs much of our new development to already-developed area to minimize impacts on the natural environment, reduce traffic and congestion, and capitalize on existing infrastructure and facilities. The 'look and feel' of new development is intended to align with the character of Penticton, focusing on lower-scale 'infill' development, such as townhouses, duplexes and low-rise apartments in appropriate areas. New form and character Development Permit Area Guidelines are intended to create attractive and neighborly developments, while refined Environmental and Riparian guidelines will protect natural values in areas of new development.

Staff believe that the Official Community Plan provided a comprehensive and thoughtful framework to guide future City of Penticton master plans, strategies and initiatives as well as tools to guide new development. The OCP Task Force, who met regularly throughout the two-year process to guide and participate in the engagement, assist in the creation of policies, and shape, review and refine all elements of the Official Community Plan has unanimously recommended that Council adopt the Plan.

At their meeting on June 25, 2019, the Official Community Plan Task Force passed the following recommendation:

It was MOVED and SECONDED that the Official Community Plan Task Force recommend:

That Council give the Official Community Plan first reading.

CARRIED UNANIMOUSLY

Alternate recommendations

1. THAT Council refer Official Community Plan Bylaw 2019-08 back to staff for amendment as directed.
2. THAT Council not give second and third reading to the Official Community Plan Bylaw and defer consideration to a later date.

Attachments

Attachment A – Official Community Plan Bylaw No. 2019-08

Respectfully submitted,

Ben Johnson
Special Projects Manager

Concurrence

Director <i>BJ</i>	Chief Administrative Officer DyD
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Bylaw No. 2019-08

A Bylaw to adopt the Official Community Plan

WHEREAS the *Local Government Act* provides that a local government may adopt an Official Community Plan;

AND WHEREAS the Municipal Council of The Corporation of the City of Penticton is desirous of amending and replacing its Official Community Plan Bylaw No. 2002-20;

AND WHEREAS Council has considered providing opportunities for consultation, whether consultation should be early and ongoing, and provided the consultation opportunities it considers appropriate and has specifically considered whether consultation is required with the persons, organizations and authorities listed in Section 475 of the *Local Government Act*;

AND WHEREAS this Bylaw has been considered in conjunction with its financial plan, waste management plan and has been referred to the Provincial Agricultural Land Commission for comment;

NOW THEREFORE the Municipal Council of The Corporation of the City of Penticton in open meeting assembled ENACTS as follows:

1. **Title:**

This Bylaw may be cited for all purposes as "Official Community Plan Bylaw No. 2019-08".

2. **Application:**

The provisions of this Bylaw, the accompanying text marked Schedule "A" bearing the title "City of Penticton Official Community Plan" and the included maps bearing the certifications:

- Map 1: Future Land Use
- Map 2: Transportation Network
- Map 3: Downtown Development Permit Area
- Map 4: Hillside Development Permit Area
- Map 5: Riparian Development Permit Area
- Map 6: Environmental Development Permit Area
- Map 7: Water Network
- Map 8: Sanitary Network

Attached hereto form part of this bylaw and constitute the City of Penticton Official Community Plan pursuant to the provisions of the *Local Government Act* of the Province of British Columbia.

3. **Purpose:**

The purpose of the Official Community Plan is to provide a framework of goals and policies to guide decisions on planning and land use within the City of Penticton boundaries. All pertinent bylaws and works undertaken by Council will be consistent with the Official Community Plan.

4. **Repeal:**

"The City of Penticton Official Community Plan Bylaw No. 2002-20 (2002)" and all amendments thereto, is repealed upon the adoption hereof.

READ A FIRST time this	2	day of	July, 2019
REFER to Agricultural Land Commission	3	day of	July, 2019
A PUBLIC HEARING was held this	15	day of	July, 2019
READ A SECOND time this		day of	, 2019
READ A THIRD time this		day of	, 2019
ADOPTED this		day of	, 2019

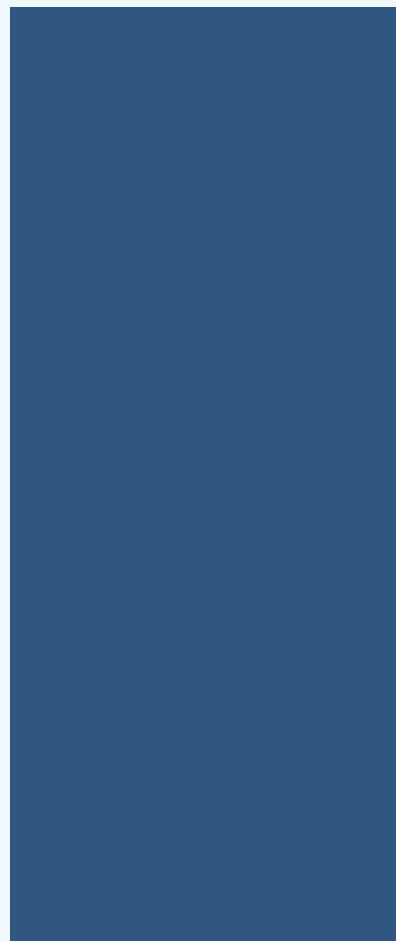
Notice of intention to proceed with this bylaw was published on the 5 day of July, 2019 and the 10 day of July, 2019 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

John Vassilaki, Mayor

Angie Collison, Corporate Officer

PENTICTON OCP 2045

Official Community Plan



Official Community Plan

A connected, vibrant,
prosperous and healthy
small city in a uniquely
beautiful lakefront setting

penticton.ca/ocp



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Chapter 1 Vision and Introduction



Growth & Housing Activity Questions

Date: Jan 17, 2018

What was the most challenging part of this exercise? What issues generated the most discussion in your group?

- trying to consider what the neighbourhood would accept
- trying to keep higher density closer to services
- whether or not to expand boundaries

How would you describe the approach to growth that your group came up with?

- very unique

What are some real things we can include in the manage or guide growth?

- keep higher density housing closer transit/walk routes

...tasked with placing these on the map that is provided on your table. Consider the predicted future growth to

- Existing development
- The Agricultural Land Reserve
- Natural hazard areas (landslide, sinkhole)
- Steep slopes (over 30%)
- Penitcton Indian Band lands

Also, it's important to think of net growth. If you demolish a single-detached house to build a duplex, you're only gaining one unit, not two!

10 low 20-100 200 high



Our Vision

A connected, vibrant, prosperous and healthy small city in a uniquely beautiful lakefront setting.



Our Community Plan Vision

A **connected, vibrant, prosperous** and **healthy small city** in a uniquely **beautiful lakefront** setting.

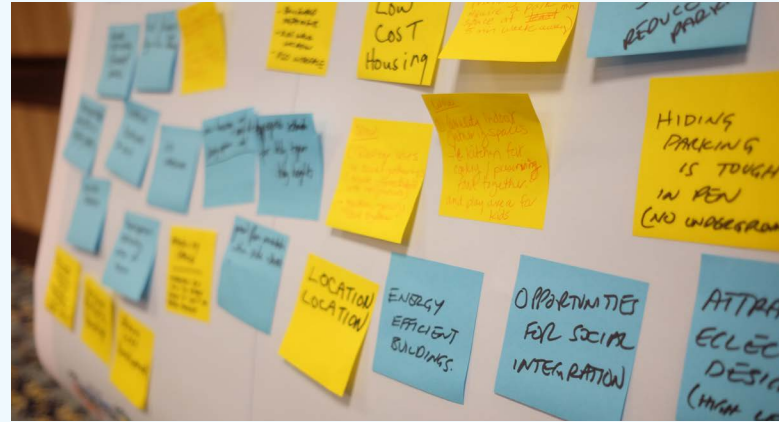
- We are **connected** socially, across generations, with our neighbours and through technology.
- We are a **vibrant** and creative community, with a diverse arts and culture scene, exciting venues and events, festivals, markets and restaurants.
- We are **prosperous** because of our strong, integrated and unique local and regional economy.
- We are **healthy**, with a very active community, diverse sports events and opportunities, locally-grown food from our agricultural lands, and a broad spectrum of health care.
- We are a **small city**: it is easy to make social connections and to get around, but we also have great amenities that are the envy of larger cities: concerts, arts, restaurants, sports, recreational facilities and events, warm-water lakes, and ready access to the outdoors and locally-produced food and drink.
- We have a uniquely **beautiful lakefront** setting, nestled in a natural valley between two lakes and their adjoining parks, with unique ecosystems, four great seasons and a very amenable climate.



Purpose & Scope

OCP Purpose

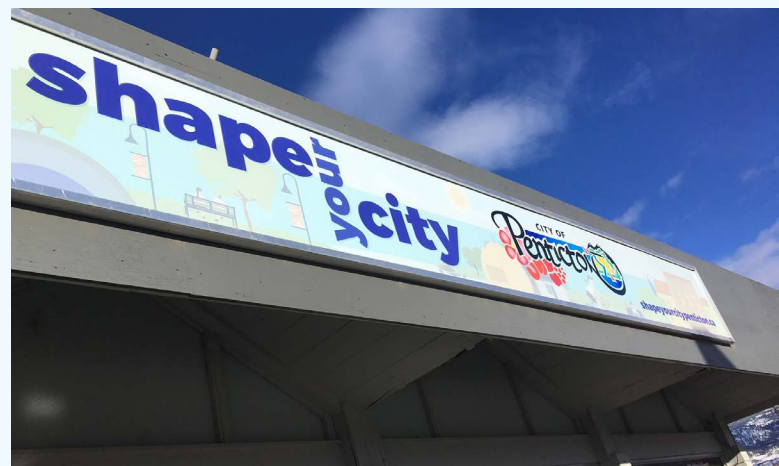
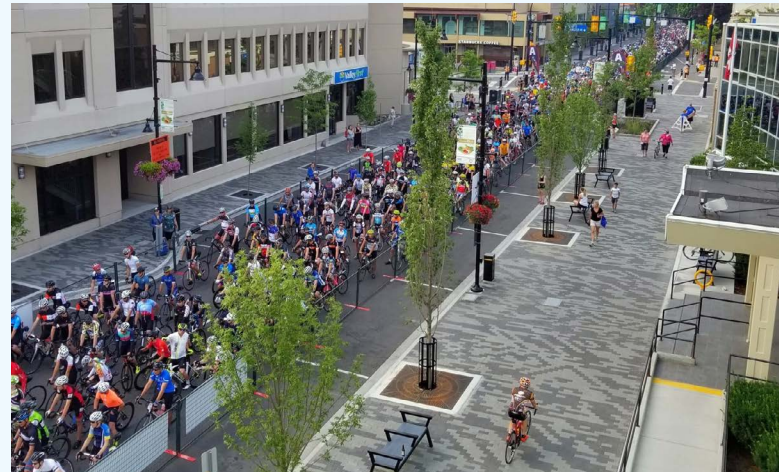
The purpose of the Official Community Plan is to provide a framework of goals and policies to guide decisions on planning and land use within Penticton's boundaries. All pertinent bylaws and works undertaken by Council must be consistent with the OCP. The goals and policies, Future Land Use Plan and Development Permit Area Guidelines were shaped by extensive community consultation and technical analysis.



OCP Scope

The OCP was created to guide the evolution of the city to the year 2045, by which time it is expected the population will grow to about 42,000 people. The Plan establishes goals and policies for a broad range of interrelated areas to create a holistic vision for the sustainable growth of our community. The OCP achieves this vision by:

- Establishing a growth model that provides opportunity for new residential and economic growth that will sustain our community into the future, while at the same time minimizing impacts on ecological areas and natural systems
- Encouraging the best use of our existing developed urban areas and established infrastructure through sensitive and strategic densification
- Ensuring efficient use of municipal financial resources by establishing clear planning objectives and undertaking thorough analysis of potential outcomes
- Creating a resilient city to ensure that Penticton continues to adapt and thrive in the face of anticipated and unforeseen environmental, social and economic stresses.





Legislative Authority

The Local Government Act gives authority to municipalities in British Columbia to adopt an OCP and stipulates what must or may be included in an OCP. The Act also identifies the consultation requirements and adoption procedures to approve the OCP as a bylaw. The OCP has been prepared in compliance with that legislation.

OCP Task Force

In March 2017, City Council appointed 19 community members and three Council representatives to the Official Community Plan Task Force. The mandate of the Task Force was to assist Mayor and Council in the creation of an updated Official Community Plan and to work with City staff on technical, process and engagement issues relating to the creation of the Official Community Plan. The Task Force included twelve members at large and seven representatives of specific organizations, agencies or governments:

- Regional District of the Okanagan Similkameen
- School District No. 67
- Penticton Indian Band
- Penticton & Wine Country Chamber of Commerce
- Downtown Penticton Association
- Interior Health
- Penticton Industrial Development Association

The OCP Task Force met multiple times throughout the process and attended all public engagement events and workshops. Its individual members were chosen to represent Penticton's diverse interests and perspectives. The Task Force provided direction on citizen engagement strategies, evaluated complex ideas with City staff and Council, refined OCP goals and policies, and served as a communication conduit to the broader community, as a communication conduit to the broader community.





OCP Engagement Process

This Plan represents the first comprehensive re-write of Penticton's Official Community Plan since 2002. Penticton has evolved and matured over the last 17 years in terms of our economy, demographics, housing needs and costs, and social issues; and the city and surrounding region is impacted by larger issues and trends relating to the environment, climate change and broader socio-political factors. In order to meaningfully reflect on and respond to where we are as a city and where we want to go over the next 25-30 years, staff developed an engagement program to involve the community in each step of the process to develop the Plan. Over more than two years, City staff and the community collaborated in conversations, research and analysis, plus explorations of options and trade-offs, which led to the creation of this renewed OCP.

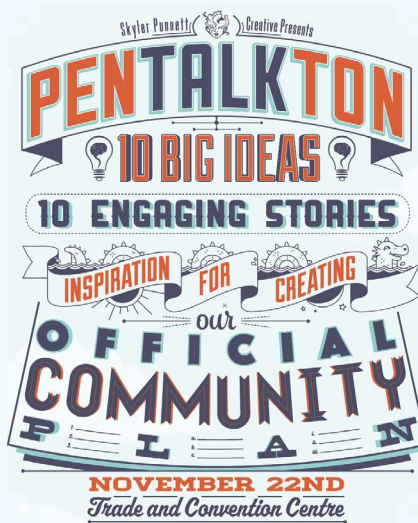
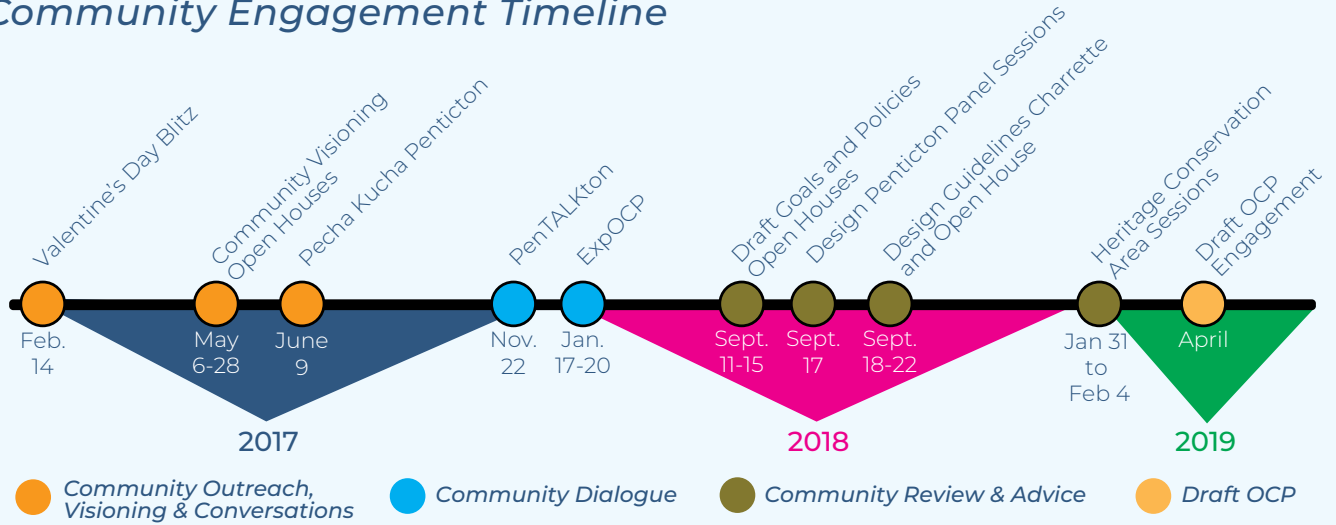
The Local Government Act requires that the OCP amendments and review involve public consultation. The process to update Penticton's OCP involved substantial community engagement, often in innovative and compelling ways. In addition to traditional open houses and a Public Hearing, the process entailed;

- outreach and “pop-up” events throughout the city;
- public and online presentations (including PenTALKton and Design Penticton);
- a week-long ExpOCP;
- outreach and engagement on social media, communication in traditional print media and digital media; and
- ongoing use of the City's Shape Your City web platform.

It was anticipated that meaningful engagement, technical analysis, consultant studies, and Plan writing would take 18 to 24 months. The OCP process was launched in February 2017 and concluded in May 2019.



Community Engagement Timeline



Official Community Plan Engagement Process



Scoping Phase : Community Outreach

In the Scoping Phase, the City laid the groundwork for community involvement throughout the development of the Plan. This included creating Guiding Principles to direct how community engagement would be conducted as well as establishing the community-based OCP Task Force to ensure the alignment of the work with the needs of the community.



Guiding Principles

Five high-level **Guiding Principles** for the OCP Process were endorsed by City Council in January 2017. These speak to ideas of inclusion, knowledge sharing and capacity building, and openness in the creation of the OCP, and they provided a framework which shaped the OCP engagement process.

Guiding Principles for the OCP Process

1. Innovative, Broad and Inclusive Engagement.

Residents, business owners, property owners and renters, First Nations, civic agencies, the Regional District, BC Transit, community organizations, and developers will be engaged throughout the planning in accessible and creative ways. Groups that are traditionally under-represented, such as youth and newer residents, will be encouraged to have a voice in the process.

2. Knowledge Sharing and Capacity Building.

Through the OCP process, citizens will become informed participants with the ability to assess trade-offs and gauge the broader impact of key decisions.

3. Clarity and Openness.

The scope and intent of the OCP planning process will be clearly conveyed. Key decision points will be openly communicated and rationalized. Language and illustrations used in the course of the process and in the OCP document will be straightforward, accessible and clear.

4. Sustainability.

Principles and action around social, environmental and economic sustainability will be foundational elements of the OCP. Growth should be directed in such a way that it capitalizes on existing and future investment in infrastructure and amenities

5. Action While Planning.

In the course of the planning, potential initiatives that advance emerging OCP principles may make sense to implement as “quick start” actions. These could be led by the City or planning partners and could focus on issues of affordable housing, sustainability, public realm, food, and other areas.





Phase I: Community Visioning & Conversations

The goal of the first phase of engagement was to support the development of a vision and to identify the primary policy areas for the Official Community Plan. The initial engagement phase ran in the winter and spring of 2017. Community members were asked to share what they value about Penticton as well as their hopes and concerns for the future. In addition to building

"What People Love About Penticton"



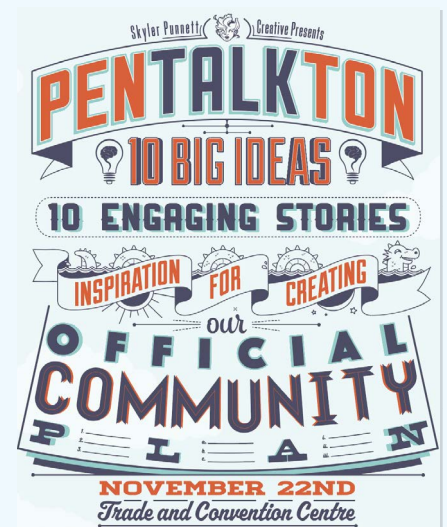
awareness of the OCP process and how to get involved, community members were also asked to complete the sentence, "In 2045, Penticton will be..." Outreach took the form of open houses, sessions and events throughout the city, at places such as the Community Centre, Seniors Drop-in Centre, Soupateria, Pen Hi and Cannery Brewing. Between February and May contact was made with 1,260 community members, and there were 1,100 visits to the Shape Your City web page. Social media was used extensively during this period as well.

Phase 2: Community Dialogue

With a vision drafted and policy areas identified in the first phase of engagement, the goal of the second phase was to develop the policy statements for each of the policy areas. In this phase, staff wanted to help the community understand the challenges that need to be considered in the development of the Official Community Plan, and to hear their opinions on the needs and opportunities in each policy area. Staff conducted two primary activities to involve the community in this phase of the work.

The first was an entertaining evening called PenTALKton held in November 2017 that was attended by 200 people. This was an evening of short and engaging presentations on a wide range of locally-pertinent topics: arts and culture, history, local food, the environment, housing, transportation and more. The intention was to build energy and excitement, and to encourage thinking about some of these topics, including issues and challenges, facing the community.

With the success of PenTALKton, the next major event was the ExpOCP: a multi-day workshop held in a dedicated storefront in January 2018. The storefront featured displays with information in each of the key policy areas: housing; economy; transportation; environment; arts and culture and heritage; and agriculture.



Design by Skylor Punnett



Each policy area display station featured text and visuals to describe directions in the 2002 OCP, outline what has changed and what we have learned since then, summarize current public feedback, and give examples of goals and policies for the new OCP. Feedback was captured through a “passport” of questions in each policy area.

Staff hosted a series of workshops as part of the Expo with a broad range of groups including the City Advisory Committees, community groups, high school students, and the community at large. In addition to viewing the ExpOCP materials, attendees were invited to participate in hands-on activities to help address some of the challenges and opportunities around the economy, transportation and growth.



Just under 500 people attended the Expo and over 250 attended companion workshops held in the weeks around the Expo. Over 130 completed comment forms were submitted that directly guided the direction and development of the goals and policies in the policy areas in this OCP.

Phase 3: Community Review & Advice

Based on the feedback gathered during the ExpOCP engagement, and with guidance from consultant studies estimating population growth and assessing projected housing, commercial and industrial land use needs, staff prepared draft goals and policies as well as a draft Future Land Use Plan. The focus of the third phase of engagement was to review this work first with the OCP Task Force and then with the community.

In September 2018, the community was given the opportunity to review the OCP’s draft goals and policies along with the draft Future Land Use Plan. Open houses were held at the Seniors Drop-in Centre, the Safety Village and at Gyro Park, and featured background information, the draft policies, and an interactive mapping tool to explore the draft Land Use Plan. About 420 people attended these events.

The look and feel of new development was identified as an important issue. Community members wanted development to fit in with and respect the established character of their neighbourhoods. This warranted a substantive ‘refresh’ of the OCP’s form and character design guidelines. As part of this phase of work, staff involved the Task Force and the community in the creation of new design guidelines to be included in the OCP.



MODUS Planning Design and Engagement, a design consultant, co-led the process to create new guidelines. This kicked off with the **Design Penticton** panel presentation and discussion, attended by 140 members of the community. Ideas and directions for the guidelines were created during a week-long design ‘charrette’ informed by a workshop and check-ins with the OCP Task Force, local designers, builders and architects. The results were shared with the broader community at an open house at Gyro

Park, where 167 community members dropped by. This process and community feedback directly guided the creation of the form and character *Development Permit Areas* in this OCP.

In late January 2019, engagement efforts focused on the proposal to include Heritage Conservation Areas in the OCP. In response to community concerns about out-of-character development in single-family areas, in particular the “K-Streets” and Windsor Avenue, the City proposed introducing Heritage Conservation Area designations. These would regulate the look and feel of new development and renovations through design guidelines and the Heritage Alteration Permit process. Information was shared through public presentations, webinars and the Shape Your City web page. The proposal to designate Heritage Conservation Areas was not supported by a significant proportion of the residents in these areas (less than 50% support in the K Streets, more so on Windsor Avenue). As a result, a decision was made not to include Heritage Conservation Areas in the OCP. Instead, form and character would be guided by Development Permit Area guidelines and potential future Zoning Bylaw amendments.

Phase 4: Community Advice – Did We Get it Right?

The final phase was focused on confirming the direction of the Plan. Recognizing the importance of the Plan to all members of the community, staff conducted a city-wide communications campaign to inform residents about key features of the Plan. Activities included the development of a newspaper insert and Executive Summary, social media outreach, and a series of open houses around the city in June 2019. City Council gave consideration to the OCP in July.





Acknowledgments

This OCP was created with the support, guidance and input from many groups and individuals who shared ideas, challenged assumptions and invested time in creating this vision for the future of Penticton.

Penticton’s residents, who shared over 3,000 conversations throughout the OCP process.



City Councils	
2015-2018	2018-2021
Mayor Andrew Jakubeit	Mayor John Vassilaki
Councillor Helena Konanz	Councillor Julius Bloomfield
Councillor Andre Martin	Councillor Jake Kimberley
Councillor Max Picton	Councillor Frank Regehr
Councillor Tarik Sayeed	Councillor Katie Robinson
Councillor Judy Sentes	Councillor Judy Sentes
Councillor Campbell Watt	Councillor Campbell Watt



OCP Task Force

Suzanne Moccia (Chair), Lynn Kelsey (Vice-chair), Lynn Allin (Downtown Penticton Association representative), Tracy Van Raes/Jason Cox (Chamber representatives), Kristi Estergaard (Interior Health representative), Wendy Hyer (School District 67 representative), Dawn Russell/Joan Phillips (Penticton Indian Band representatives), Jill Bateman (Penticton Industrial Development Association representative), Evelyn Reichert (RDOS representative), Garrett Cruikshank, Sharon Fletcher, Randy Kowalchuk, Randy Manuel, Denis O’Gorman, Warren Sanders, Bruce Schoenne, Rhys Spencer, Brian Symonds, Jillian Tamblyn.

Other Governments and Government Agencies

- Interior Health
- Penticton Indian Band
- Regional District of the Okanagan Similkameen
- School District No.67

Consultants

- Colliers International
- MODUS Planning, Design and Engagement
- South Okanagan Similkameen Conservation Program (SOSCP)
- Urbanics Consultants

City of Penticton OCP Team

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Graphic Design

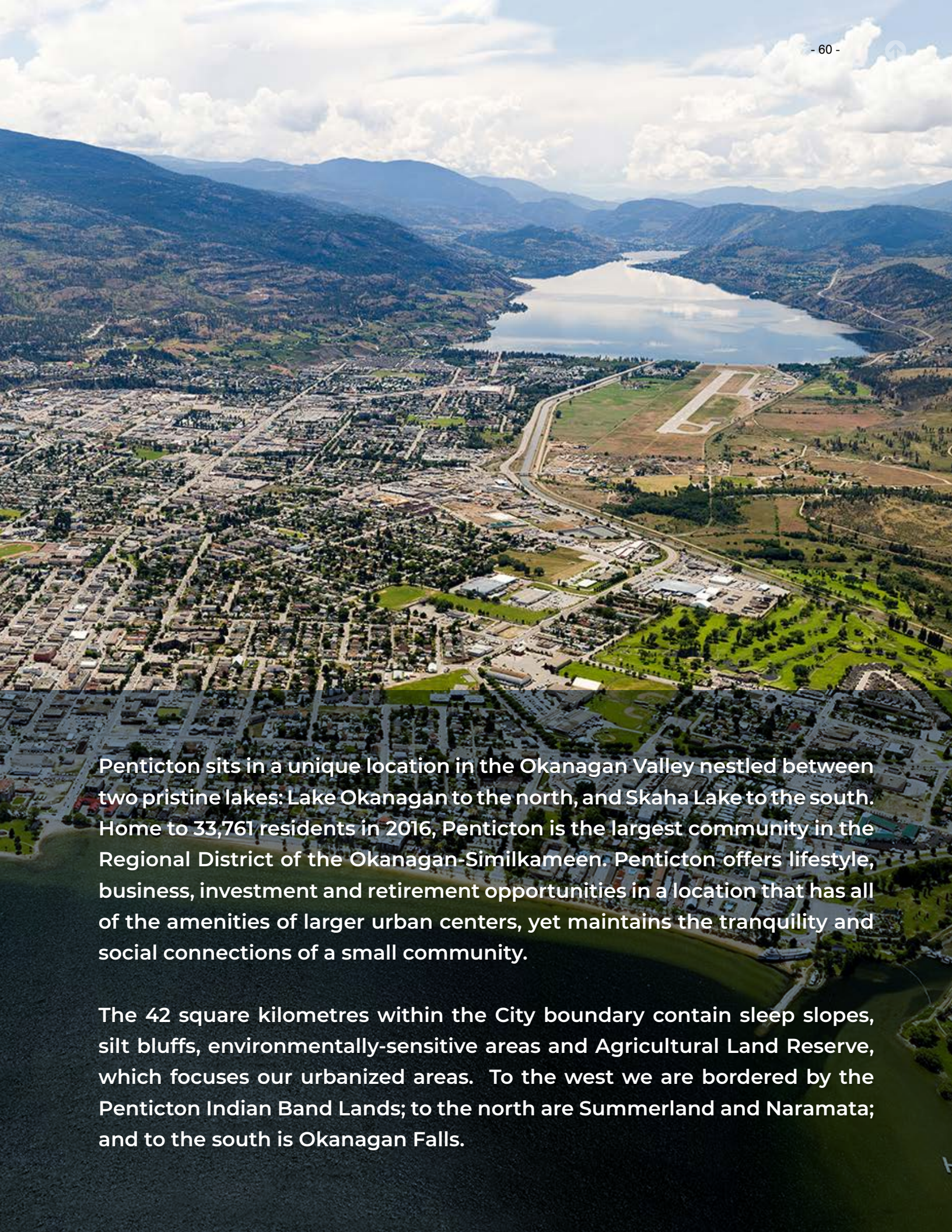
Stephen Tulloch, C4Wise Design





Chapter 2 Context





Penticton sits in a unique location in the Okanagan Valley nestled between two pristine lakes: Lake Okanagan to the north, and Skaha Lake to the south. Home to 33,761 residents in 2016, Penticton is the largest community in the Regional District of the Okanagan-Similkameen. Penticton offers lifestyle, business, investment and retirement opportunities in a location that has all of the amenities of larger urban centers, yet maintains the tranquility and social connections of a small community.

The 42 square kilometres within the City boundary contain steep slopes, silt bluffs, environmentally-sensitive areas and Agricultural Land Reserve, which focuses our urbanized areas. To the west we are bordered by the Penticton Indian Band Lands; to the north are Summerland and Naramata; and to the south is Okanagan Falls.



History

For thousands of years, the Syilx/Okanagan people were self-reliant and well provided for through their own ingenuity and use of the land and resources. We lived united as a nation with a whole economy, traveling the breadth and depth of our territory; hunting, fishing, growing, harvesting, and trading created a sustainable economy that met our needs.

From www.syilx.org

A community of **Syilx/Okanagan** people have made the area today known as Penticton home for at least 3,000 years. The Nsyilxcən word for the area is snpintktn (from which “**Penticton**” is derived), often translated as “**a place to stay forever,**” but is more accurately: “**a place where people live year-round.**” The main village of the Syilx people at the time of initial contact was located on the east bank of the Okanagan River in the area around today’s Fairview Road and Huth Avenue, while smaller Syilx settlements appeared along the river from its mouth down to Skaha (Dog) Lake. There were also encampments at the mouth of Shingle Creek and at the exit of Ellis (Nanisheen) Creek canyon.

In the first half of the 19th Century, use of the Hudson’s Bay Brigade Trails linking Fort Vancouver on the Columbia River and Fort Kamloops, and running north-south through the valley, resulted in regular contact and trade between people of Indigenous and non-Indigenous origin. Use of these trails ended when the US/Canada border was established on the 49th Parallel. The Cariboo Cariboo Gold Rush of the 1860s saw the flow of men, goods and cattle (to feed the miners) re-activate the Brigade Trails..

Tom Ellis of Ireland arrived in the area in 1865 to establish a cattle ranch, and was soon followed by others. In response to the arrival of settlers, Indian Reserves were established largely on the west side of the Okanagan River, separating the settlers from the Indigenous population.

Ellis acquired close to 30,000 acres of land that stretched from Naramata all the way south to the American border. In 1892, Ellis laid out a small townsite at the foot of Okanagan Lake, the start of present-day Penticton.

Development in the following years was slow and things only began to really pick up in 1905, when the South Okanagan Land Company, who purchased the land from Ellis, subdivided large sections of the Ellis holdings. The original townsite, which lay mostly to the east of Penticton Creek, was linked up to the new one by Smith Street (later renamed Front Street), which was the heart of the small town in its earliest days. By 1908, with a population of six hundred, Penticton was incorporated and growth continued at a faster pace than ever.



Because of the difficulties of land travel due to the rugged local terrain, early transportation in and out of Penticton was primarily by water on Okanagan Lake. Much of this travel was aboard steamships like the S.S. Sicamous. Although not the first, the Sicamous was the largest and most famous sternwheeler to grace Okanagan Lake. Known as the “Queen of the Lake,” she was built in Port Arthur, Ontario and assembled at Okanagan Landing. Her maiden voyage was on May 19th, 1914. The Sicamous was retired in 1937, and in 1949 the City of Penticton purchased the ship from the Canadian Pacific Railway in order to preserve this important relic of the age of the lake steamships. She was moved to Penticton in August 1951.

In 1910 an announcement was made that Penticton would serve as the headquarters for the new Kettle Valley Railway, the rail line that would finally link the transportation of the coast near Vancouver to the Southern Interior and the Kootenays. This decision secured Penticton’s economic future. The arrival of the railway in 1915 brought many jobs and the town’s population more than doubled by the time the line was finished. The railway also provided fast and efficient transportation for local products, greatly boosting the then embryonic orchard industry by opening up distant markets to high-quality Okanagan fruit. The KVR also allowed tourists to visit an area that had long been isolated from the rest of the province, enabling Penticton to become a tourist destination.

Following the end of the Second World War, Penticton entered into a golden age of growth and prosperity. A flood of returning veterans led to a post-war population boom. The 1950s and 1960s were busy decades of construction and large infrastructure projects. “Channelization” of the Okanagan River in 1953 and numerous construction projects - including a new city hall (1966), a community arts building, and Penticton’s first major shopping centre (Cherry Lane, 1974) - changed the face of the young city forever.

In March 1955 the city achieved international fame when the Penticton Vees hockey team brought home the World Cup after defeating the Soviet Union 5-0.

Now over one hundred years since the city was incorporated, Penticton continues to evolve. Downtown is revitalizing and attracting businesses, craft breweries and new places to live. The South Okanagan Events Centre opened in 2008 and brings conventions, sporting events, and performances of all kinds. The unique natural environment, athletic events and recreation opportunities, the wine industry, and a combination of rich urban amenities and ‘small-town feel’ are all factors that continue to attract a diverse range of people to move here and to visit.



Penticton Today

Population

Penticton had a population of just under 34,000 in 2016. The city has seen slow but steady growth of about half a percent per year since 1986, when there were about 24,000 residents, and a similar rate of growth is expected in the future (see Chapter 3).

According to the 2016 Census data, our median age is 52.4 years versus the national average of 41.2 years. There is a dip in the population in the 19–34 age cohort, indicating that once out of school, young people often leave the community. The age cohort who are migrating here are mostly 60-65 years, but there is a notable amount of migration of those in the 40-65 year cohort. About 59% of the population is working age (15-64), and 29% is of retirement age (65+), which is about 11% higher than the provincial average.

Immigration may be key to bringing more working-age people to Penticton. As of the 2016 Census, our community is mostly of European origins, but according to the South Okanagan Immigrant and Community Services Society, over 100 different nationalities are represented. Stats Canada 2016 Census data identifies 15% of our population was born outside of Canada. Most people are coming from the UK, the US, Germany, India, and the Philippines. Over half of recent immigrants are sponsored by family. The next largest group consists of people who have been selected for their ability to contribute to Canada's economy by meeting labour market needs, owning or managing a business, or making substantial investments.

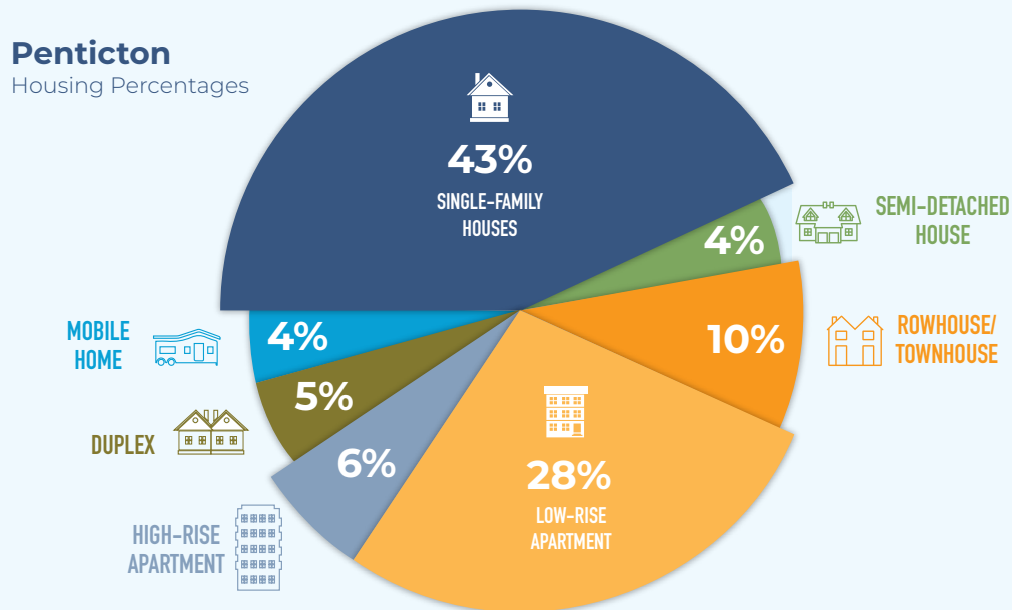
Household size is decreasing, which is typical of an older and aging population. There are about 15,700 households with an average of 2.16 people per household. The proportion of one- and two-person households is over 75%.

Household income is relatively low. The median household income in 2015 was \$54,219 as compared to \$68,995 for all of BC. The neighbourhood with the lowest median income was Downtown at \$36,143 and the highest was Uplands at \$73,273.



Housing

The most common form of housing in Penticton is the single-detached house (43%), followed by low-rise apartments (28%). About 18% of the housing stock is infill (rowhouses, townhouses and duplexes), and 6% of housing is high-rise apartments or condos. Mobile homes account for 4% of the housing stock and are important in terms of affordability.



The housing mix has varied over the years. In 1991, single-detached housing was 55% of the total stock, but since then the proportion of infill housing has increased from 10% to 18%. Low-rise apartments have increased by 4% to 28%, and high-rise apartments have seen a modest increase by 1% to 5% of the total. From 2014 to the end of 2018, we have seen about three duplex, infill or apartment units built for every single-detached house (1,101 versus 425 units). This trend towards more intensive forms of residential development is likely a function of limited “greenfield” land development opportunities and cost of new single-family developments in the hillside areas, changing housing needs and preferences, plus affordability challenges that put single-detached houses out of reach for many households.

In terms of housing tenure, 63% of houses are owner-occupied and 37% are rented. This ratio has remained stable since 1991. Non-market housing, providing affordable family, seniors, supportive and transitional housing accounts for about 4% (661 units) of the total housing stock.

Housing affordability is a challenge. In 2016, the median price of a detached home was \$425,000 (\$525,000 for new homes), which is affordable to only 17% of households in Penticton.

With only a 1-2% vacancy rate, the rental market is exceptionally challenging as well, despite the addition of new rental units to the housing stock in 2017 and 2018. As a result, rents are increasing. The rent for three-bedroom units, for example, increased by over 6% per year between 2011 and 2016.



Employment and Economy

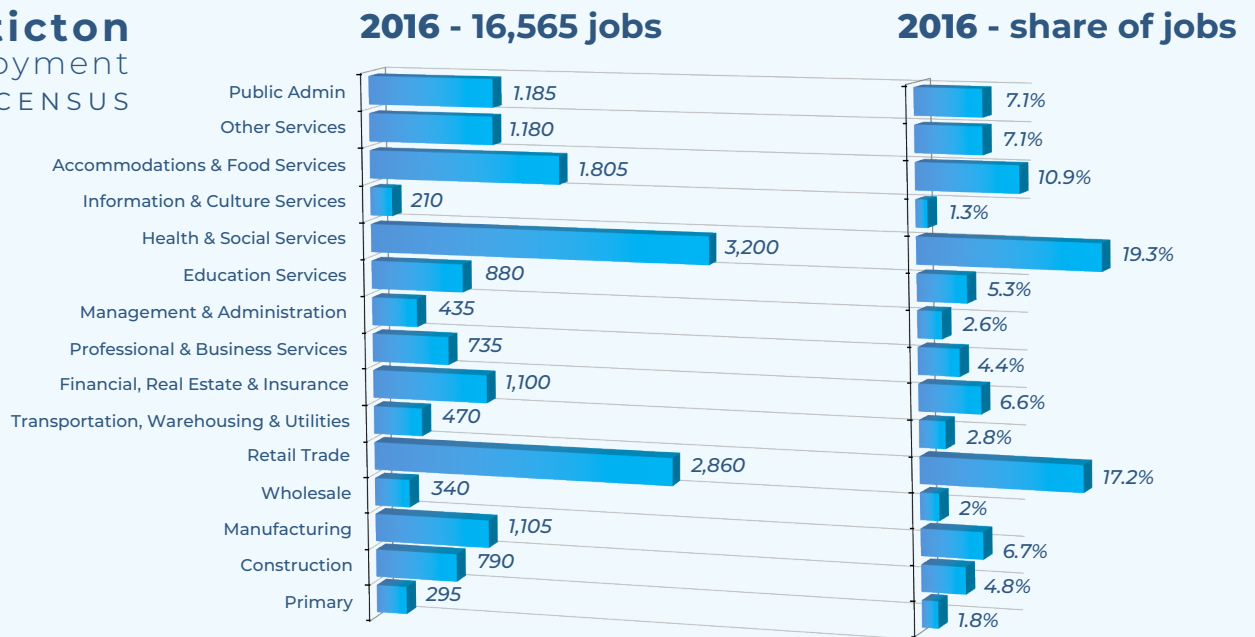
Over 3,000 businesses are licensed with the City of Penticton. Business in Penticton is not restricted to local customer markets –there are many companies which source from and supply goods to the rest of the world.

The economy is increasingly diversified, with 15,565 jobs (2016) in a broad range of sectors including public services and health, retail, agriculture, manufacturing and construction, and hospitality services. The dominant sector in 2016 was health and social services (19.3% of jobs), followed closely by retail trade (17.2%). Accommodation and food services (10.9%), public administration (7.1%) and manufacturing (6.7%) represent other key employment sectors.

Throughout BC and Canada, certain industries have begun to strengthen as “clusters” - groups of interconnected firms, suppliers, related industries, and institutions. They have emerged to provide opportunities for competitive advantage, and collaborative innovation. In Penticton, these clusters are externally focused: tourism, events and arts and culture; construction; manufacturing, and; beer, wine and spirit production. Or are oriented towards local customers and sales: retail and wholesale, sales and services; health care and social assistance, and; business, finance and management.

EMPLOYMENT AT A USUAL PLACE OF WORK*, PENTICTON

Penticton
employment
2016 CENSUS



*Employment counts by Census Subdivision of Work (worked at home or at a usual place outside the home)



Regional Context Statement

Penticton is within the Regional District of the Okanagan Similkameen (RDOS). The Local Government Act requires that this OCP include a Regional Context Statement which describes how the Plan aligns with the directions in the **South Okanagan Regional Growth Strategy (RGS)** (Bylaw 2770, 2017).

The RGS is organized around seven policy areas and supporting goals that were developed in consultation with South Okanagan communities and RGS advisory committees. There is a strong relationship between the goals in the RGS and those in the OCP; implementation of the OCP will advance the priorities of the RGS. Below is a table that indicates how Penticton’s OCP aligns with the RGS in the key policy areas.

RDOS RGS Policy Areas and Supporting Goals	Alignment with Penticton OCP	OCP Section
<p>Housing and Development: Focus development to serviced areas in designated Primary Growth Areas and Rural Growth Areas.</p>	<p>Penticton is identified as a Primary Growth Area (larger communities with all the necessary services, infrastructure and amenities in place to accommodate future growth) in the RGS. The OCP anticipates and plans for sustainable growth by 4,500 households by 2046.</p>	<p>3 Growth and Land Use Plan 4.1 Housing</p>
<p>Ecosystems, Natural Areas and Parks: Protect the health and biodiversity of ecosystems in the south Okanagan.</p>	<p>Preserving Penticton’s compact urban footprint is central to the OCP’s growth strategy. Infill development and densification is prioritized over greenfield and hillside development, and environmentally sensitive, riparian and hazard areas are protected through Development Permit Areas (DPAs).</p>	<p>3 Growth and Land Use Plan 4.4 Environment & Resilience 4.7 Parks and Recreation 5 Development Permit Area Guidelines (Environmental, Riparian and Hillside)</p>

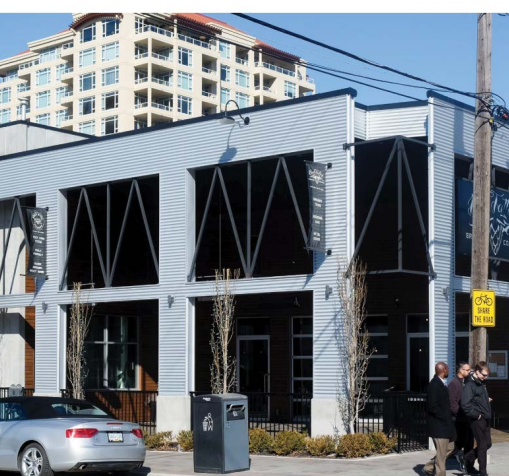
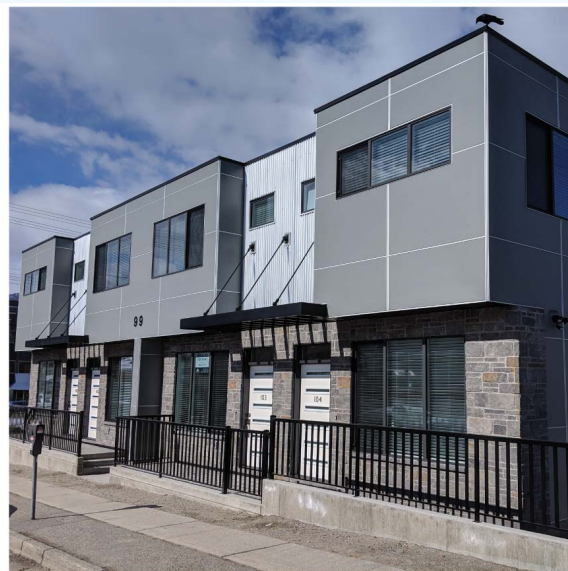


RDOS RGS Policy Areas and Supporting Goals	Alignment with Penticton OCP	OCP Section
<p>Infrastructure and Transportation: Support efficient and effective infrastructure services and an accessible multi-modal transportation network.</p>	<p>Development is prioritized in areas already serviced or adjacent to existing services. The transportation system prioritizes active modes of transportation and transit above single-occupancy vehicles.</p>	<p>3 Growth and Land Use Plan 4.2 Transportation and Infrastructure</p>
<p>Community Health and Wellbeing: Foster healthy, safe communities that provide accessible recreational, educational and cultural opportunities.</p>	<p>Land use planning will create healthy communities through appropriate mixing of uses, integration of parks and green space into residential neighbourhoods, access to cultural, social and recreational amenities and a holistic approach to transportation.</p>	<p>3 Growth and Land Use Plan 4.6 Arts, Culture & Heritage 4.7 Parks and Recreation</p>
<p>Regional Economic Development: Achieve a sustainable, resilient and prosperous South Okanagan regional economy.</p>	<p>Economic development will focus on regional strengths, strong networks and active partnerships within and between communities.</p>	<p>4.3 Economy 4.5 Agriculture</p>
<p>Engagement and Collaboration: Foster and support regional cooperation, collaboration and civic engagement.</p>	<p>The development of the OCP was driven by robust consultation, collaboration and engagement within Penticton and with regional partners, such as the Penticton Indian Band and the RDOS.</p>	<p>1.3 OCP Process</p>
<p>Energy Emissions and Climate Change: Reduce energy emissions and ensure the South Okanagan is prepared for a changing climate</p>	<p>OCP outlines strategies for reduction of GHG emissions, protection for natural areas and adaptation to the impacts of climate change.</p>	<p>4.4 Environment and Resilience</p>



Chapter 3

Growth and Land Use Plan



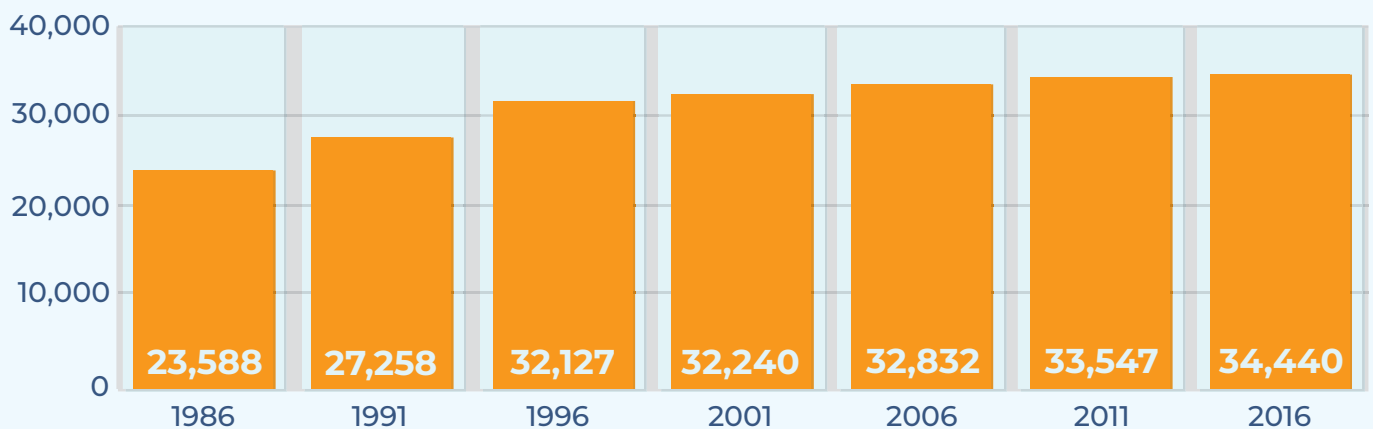




Population Growth Projection

The City of Penticton has experienced slow but steady population growth for the last twenty years, and that trend is expected to continue into the future. The population grew from 32,127 people in 1996 to 33,762 people in 2016. Following relatively rapid growth in the 1980s and slower growth from 1996 to 2006, the city grew by 0.48% per year between 2006 and 2016, which was greater than the Regional District as a whole, but lower than the provincial average of 1.14%.

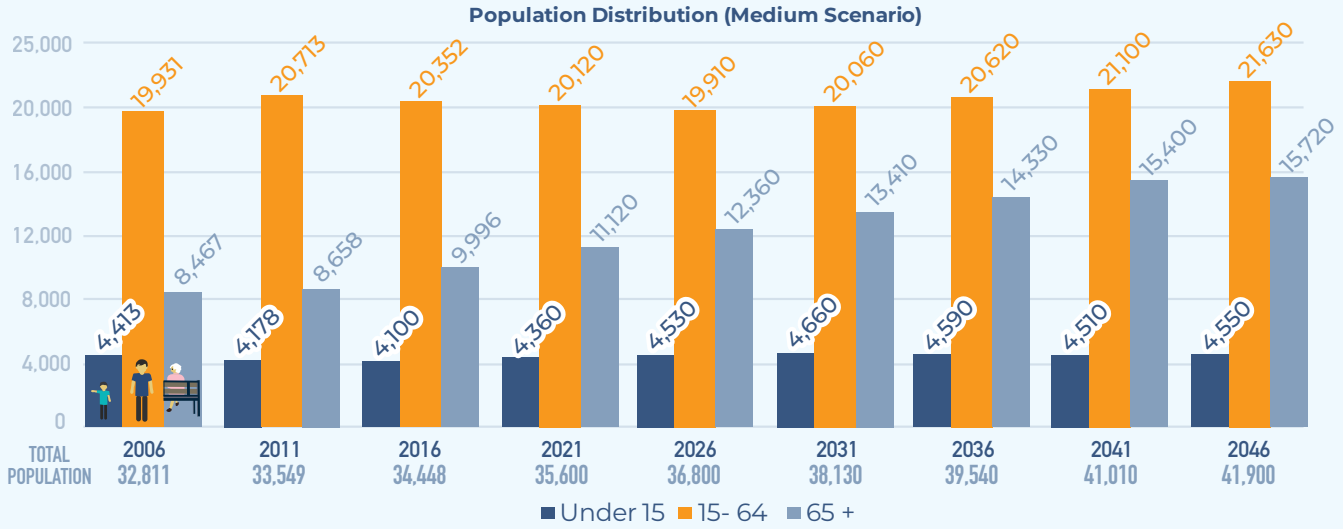
POPULATION GROWTH: 1986-2016 PENTICTON



A population growth rate of 0.65% per year to 2046 is anticipated. This projection is based on fertility rates, death rates and migration, and is a medium growth scenario. Variation in these rates could result in a higher growth rate (1.1%) or low growth (0.1%). Penticton is expected to experience net growth due to positive in-migration offsetting negative natural growth (more deaths than births). As a result, the city is estimated to add about 250 people per year to have a population of around 41,900 by 2046. This represents an increase of about 7,500 people, or about 4,450 new households over 2016 levels.

Penticton's current population is older than the provincial average. The median age is 52 in Penticton and 43 in BC. Demographic analysis suggests that the 65 and older age groups are estimated to increase as a proportion of the population, growing from 29% in 2016 to 38% by 2046. The working age population is estimated to grow in absolute numbers, but decrease as a percentage of the population 59% to 52%, while the number of children (less than 15), are likely to remain the same.

These estimates, however, do not account for larger-scale economic and social factors, which may not be anticipated and could increase migration to the region, or as proactive efforts to grow existing businesses and/or attract new employers to the Penticton area. The recognition of Penticton as a recognition place to live, work and play may impact these demographic projections by increasing in-migration.



The 2002 OCP assumed growth projections for Penticton which were far more “ambitious”. It was anticipated that the population would grow at over 2% per year, meaning that by 2018 Penticton would have a population of around 45,000. Accordingly, the growth plan in the 2002 OCP needed to accommodate a greater population into the future than this OCP projects. This is reflected in the Future Land Use Plan from 2002, which showed significantly more hillside growth, notably in the Northeast Sector and Campbell Mountain area. Additionally, recent years have seen a much greater emphasis on infill development and intensification of existing neighbourhoods and the Downtown. Given the lower growth projections, the growth plan in this OCP consequently requires less emphasis on hillside development, even though that is still required to some degree, and more emphasis on intensification of our existing developed land base.



Penticton By the Numbers

250
new Pentictonites
each year

41,900
population by
2046

7,500
new people
by 2046

4,450
new house-
holds by 2046



Community Expectations Regarding New Development

As Penticton grows to meet its projected residential and economic needs, there are strong community expectations around the quality and character of new development.

Design Expectations

New developments must demonstrate a high quality of design that respects neighbours, is sustainable, and reflects Penticton's unique climate, generally lower-height of development and natural setting. Many of these expectations are captured in Development Permit Area design guidelines (see Chapter 5).

Environmental Expectations

Development – at the neighbourhood and building level – and all activities in and around the city must be light on the land to protect, preserve and enhance the natural areas, agricultural land and parks that are so highly valued by Penticton's residents. Environmental, Riparian and Hillside Development Permit Guidelines (see Chapter 5) as well as policies around environment and resilience (Chapter 4) serve to maintain the integrity of these areas and manage development to ensure that these natural and agricultural areas remain intact for future generations.

Expectations for Maintenance

Citizens of this community have expressed expectations that properties will be well maintained, kept attractive and minimize disruptive impacts on neighbours. When these expectations are not met, appropriate enforcement action from the City and from partner agencies from other levels of government with specific regulatory authority will be taken.

Safety Expectations

Safety will be a fundamental consideration in the design of new developments and neighbourhoods. These will be informed by CPTED (Crime Prevention Through Environmental Design - see Glossary) approaches and principles such as "eyes-on-the-street". Safety in public spaces and for all kinds of mobility (pedestrians, cyclists, seniors and children) must be taken into consideration. Safety in terms of mitigating environmental risk –wildfire, geotechnical hazards and flooding –must be considered as the city grows and develops.



Land Use Needs

There is a direct correlation between population growth (and its associated demographics), and the requirements for additional housing, parks, schools, and commercial institutional and industrial land, which provide employment, shopping and services for the growing community.

Housing Land Use Needs and Targets

Based on our projected population growth, we can expect to add around 4,450 new households to Penticton by 2046, or about 150 new units per year. Of these, ideally 110 would be owner-occupied and 40 rented. To address affordability concerns, about 19 owner-occupied and 27 rental units should be targeted for households in core housing need, which is defined as:

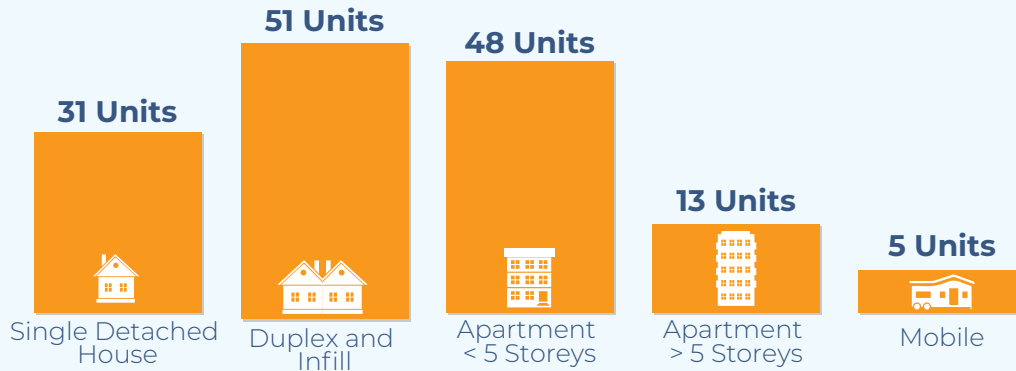
- in housing falling short at least one of adequacy, affordability or suitability standards, and
- spending 30 per cent or more of their before-tax income to pay the rent

While housing in Penticton is predominantly single-detached houses (43% of the total), this proportion has been decreasing. This trend is going to continue into the future due to the limited options for new single-detached neighbourhood development, the increased preference for more urban living closer to the Downtown and other amenities, increased housing costs, and the needs of an aging population. In terms of needs by housing type, the greatest demand will be for duplexes and infill (rowhouses, townhouses, etc.) (1,539 units) and low-rise apartments (1,440 units). There will also be a need for additional single-detached houses (929 units) as well as more limited demand for mid-rise and high-rise apartments and condos (389 units).

It is important to note that these figures represent net growth, and that some redevelopment projects result in the demolition of older units that will be replaced without adding additional housing stock (e.g., if a house is demolished to build a new duplex, only one new unit is added to the housing stock)

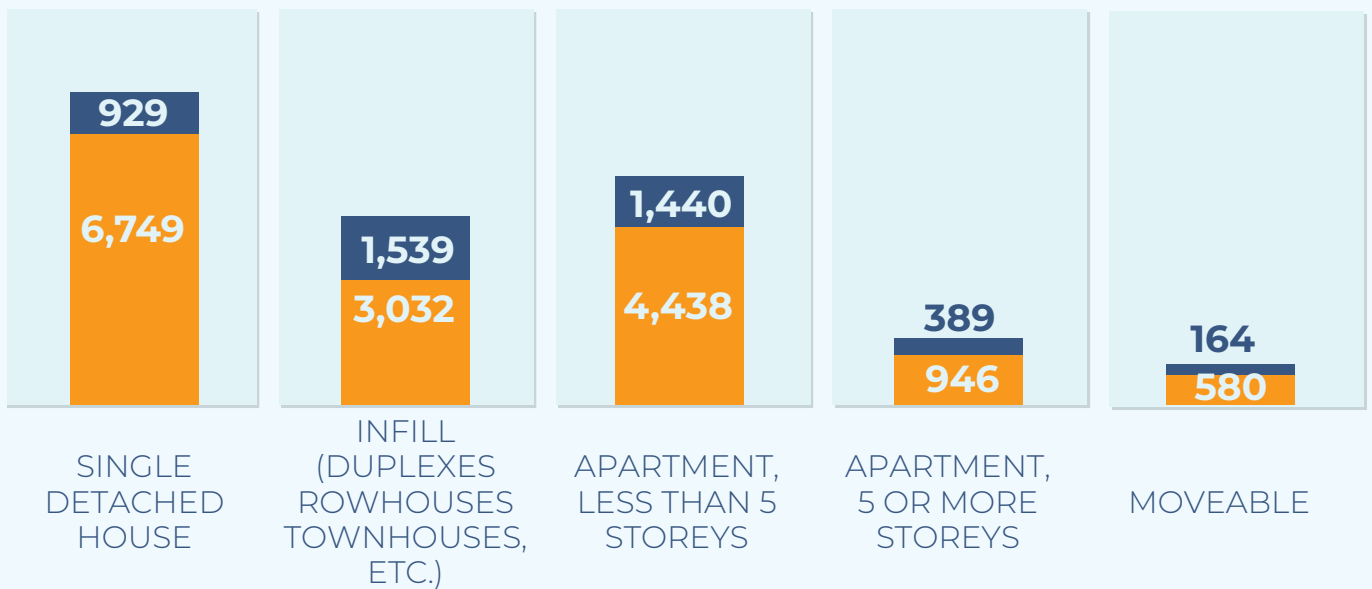


Projected Annual Housing Needs



HOUSING NEEDS BY TYPE: 2016-2046

existing inventory forecasted need



Source: Statistics Canada and Urbanics Consulting

Housing Land Use Targets:



- The development of 150 additional homes per year (net), on average
- One in four new housing units should be rental
- Development of a mix of new housing that is 75% multifamily and infill housing and 25% single-detached housing to meet the housing needs of our population, and to make the most efficient use of our limited land base and valuable infrastructure while still meeting the demand for new single-detached housing



Commercial Land Use Needs and Targets

Expected demand for commercial (retail and office) land is derived from an assessment of population growth, employment growth and the regional retail economy (for retail demand).

In terms of land requirements, Penticton currently has about 2.5 million square feet of retail floorspace, and a relatively healthy 5.4% vacancy rate. The greatest amount of retail floorspace (38%) is in the southern end of town due to the Cherry Lane Mall and numerous big box stores. Just over a quarter of the retail floorspace is in the Downtown, although this area also has the highest vacancy rate at 12%. The dominant retail sectors are service commercial (580,000 sf), food and beverage (265,000 sf), and general merchandise stores (215,000 sf).

Based on retail behaviour, Penticton's place in the region and population growth, it is anticipated that Penticton could support about 3.7 million square feet of retail floorspace in 2046, a growth of 1.3 million square feet, with the greatest growth sectors being grocery, food and beverage, and service commercial. The revitalization of the Downtown and development of mixed-use projects there could likely lead to an intensification of retail uses, including smaller-format grocery, and a reduction in vacancies. Larger-format retail stores will likely remain strong in the central and southern parts of the city, with some potential relocation or new growth occurring on the Penticton Indian Band lands near Green Avenue.

A substantial amount of office space exists, but there is limited new construction taking place, with a few exceptions. About 7.5% of the 773,000 square feet of office space is vacant and demand for office space is limited. Looking ahead to 2046, the city could accommodate about 147,000 square feet of new office space, but in order to be attractive to particular users, like the growing technology sector, this office space would need to be of a higher quality ("Class A"), and in attractive high-amenity areas such as the Downtown.

Commercial Land Use Targets:

- *An additional 1.3 million square feet of retail floorspace (43,000 sf/year) through intensification of existing commercially-zoned lands and vacant sites*
- *Development of an additional 147,000 square feet of office space (5,000 sf/year) with an emphasis on high-quality office space in the more desirable parts of the city, particularly the Downtown*





Industrial Land Use Needs and Targets

The industrial sector is a vibrant and fundamental part of the Penticton economy, providing stable, well-paid employment and important services to the region. Currently, there are 280 acres of industrial land, and that land is relatively constrained by existing development and geography. Growth is anticipated in the agricultural, food processing, bioproducts and cannabis production industrial sectors, and by 2046, we are likely to require about 60 more acres of land to meet our needs. There are opportunities to intensify existing industrial developments to a certain degree, but it is quite likely that a proportion of the demand for new industrial land will be met outside of the city, such as on Penticton Indian Band lands, or elsewhere in the region (e.g., Okanagan Falls).

Industrial Land Use Targets:

- No net loss of land currently zoned for industrial uses
- 60 additional acres of industrial land in or near Penticton





Agricultural Land Use Needs and Targets

Almost one-fifth of Penticton’s land base is part of the Agricultural Land Reserve (ALR), with additional land outside of the ALR zoned for agriculture. Agriculture has long been central to Penticton’s economy and identity. Agricultural lands need long-term protection from development and/or degradation to sustain diverse farm and food producing enterprises.

Agricultural Land Use Target:

- 843 hectares of land within the Agricultural Land Reserve within city limits





Park Land Use Needs and Targets

The 2018 Penticton Parks and Recreation Master Plan contains a comprehensive analysis of park land supply and an assessment of park land use needs. Penticton generally aligns with averages compared with other municipalities across the province in terms of park land per 1000 residents (2.5 hectares/1000 population in 2018). Spatially, residents in nearly all developed urban and suburban areas are within a 10-minute walk to a city-wide or community park or a 5-minute walk to a neighbourhood park. As the city grows, however, proactive steps will need to be taken to ensure that park standards are maintained, particularly given this OCP's emphasis on intensification of the existing urbanized areas through infill development.

Park Land Use Targets:

- *Develop existing City lands as park or acquire additional park land to meet the standard of 2.5 hectares of active park land per 1,000 population (active park land includes city-wide parks, community parks, neighbourhood parks and trail corridors).*
- *In the case of new neighbourhood development, meet a standard of 1.55 hectares/ 1,000 population of community and neighbourhood parks and trail corridors to serve the existing and new population.*





Future Land Use Plan



GUIDES FUTURE
DEVELOPMENT



BALANCES
MULTIPLE
OBJECTIVES



ACHIEVES A
GROWTH
STRATEGY



CREATE A
HOLISTIC VISION
FOR THE CITY

Introduction: What is a Future Land Use Plan?

A Future Land Use Plan is a core component of this OCP, and is a key implementation tool to guide future development, balance multiple objectives and achieve a growth strategy. It provides direction on allocating land uses geographically to create a holistic vision for the city. The land uses are generalized into designations that accommodate a range of compatible uses and defined forms, with high-level descriptions of height and/or density. Development within a particular designation must conform to the defined uses and forms; divergence from them requires an OCP amendment to change the Future Land Use Designation.

A Future Land Use designation can encompass a range of different zones. Zoning designations, contained within the City's Zoning Bylaw, define permitted uses and regulations regarding density, massing, setbacks and form. Development Permit Area Guidelines, where they exist, provide a further level of design or environmental direction for development.

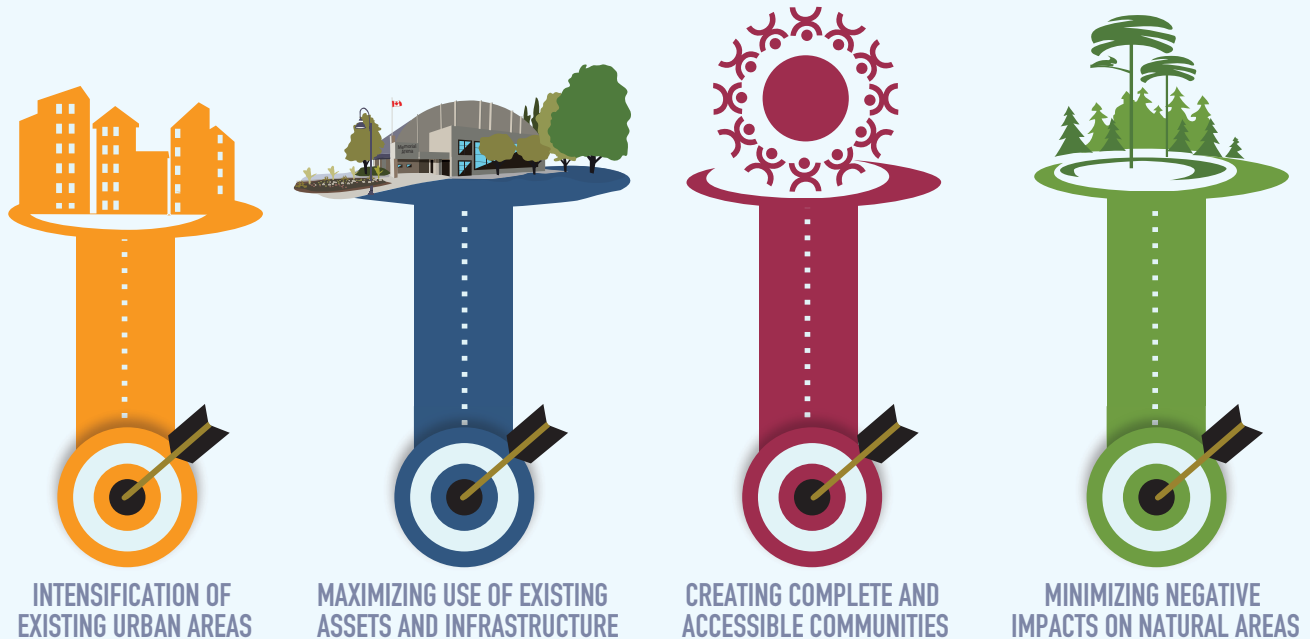
How was the Future Land Use Plan Created?

The Future Land Use Plan defines Penticton's growth over the next thirty years. It was created through evaluation and analysis of a broad range of inputs and ideas:

- The 2002 OCP and Land Use Plan, and subsequent amendments to it
- Existing zoning and current land use
- Community engagement on values, priorities and aspirations through the OCP planning process, including input from the OCP Task Force
- Analysis of the financial implications of approaches to managing growth including consideration of Penticton's *Asset Management Investment Plan*
- Existing land use plans, such as the 2012 Downtown Plan, 2004 Northeast Sector Plan and 1996 Columbia Heights Plan
- Limitations and constraints on urban development including the Agricultural Land Reserve, current and proposed natural areas with high ecological value, and steep slopes and flood-prone areas
- Neighbourhood character, including housing age and condition
- Proximity to amenities, employment, transportation options
- Current development trends and recent activity
- Physical geography including terrain, slope and soil stability
- In-depth analysis of growth needs –residential, commercial and industrial
- Economic development strategies

Penticton's Growth Plan

Penticton's growth plan places great emphasis on strategic and sensitive use of our limited land base. It recognizes that we must make the most efficient use of the land and infrastructure that we have available, and also protect the natural environment that many of our residents value.



Intensification of Existing Urban Areas

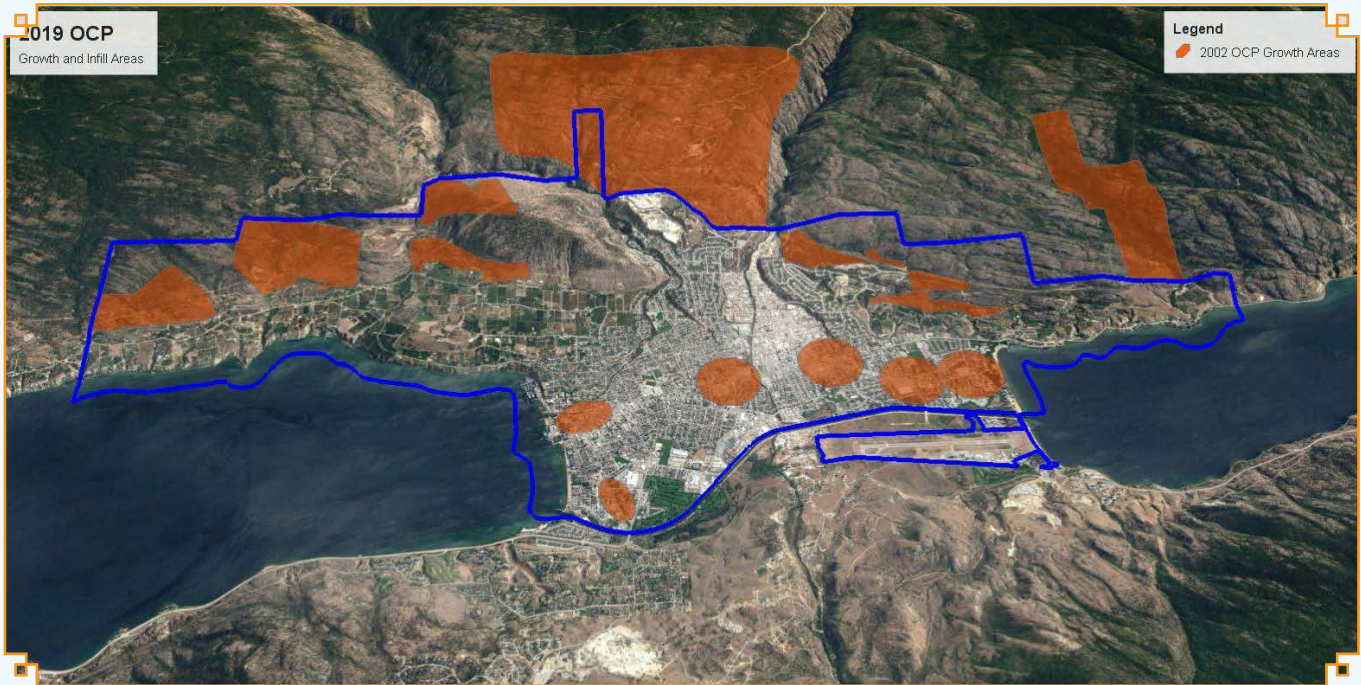
Much of our development will be accommodated through intensification of Penticton's existing urban areas, maximizing use of existing assets and infrastructure, creating complete and accessible communities, intensifying underused and vacant land, and minimizing negative impacts on natural areas.

Areas close to the downtown and to shopping and employment centres will see appropriate levels of densification, with an emphasis on low-rise and mid-rise developments, rather than high-rise developments. Whereas the 2002 OCP put heavy emphasis on high-density residential development (towers) in the Downtown and "Urban Villages", this OCP has transitioned many of those areas to mid-scale development that still makes efficient use of valuable land, but in a form more suited to Penticton's character as well as its expected rate of urban growth.

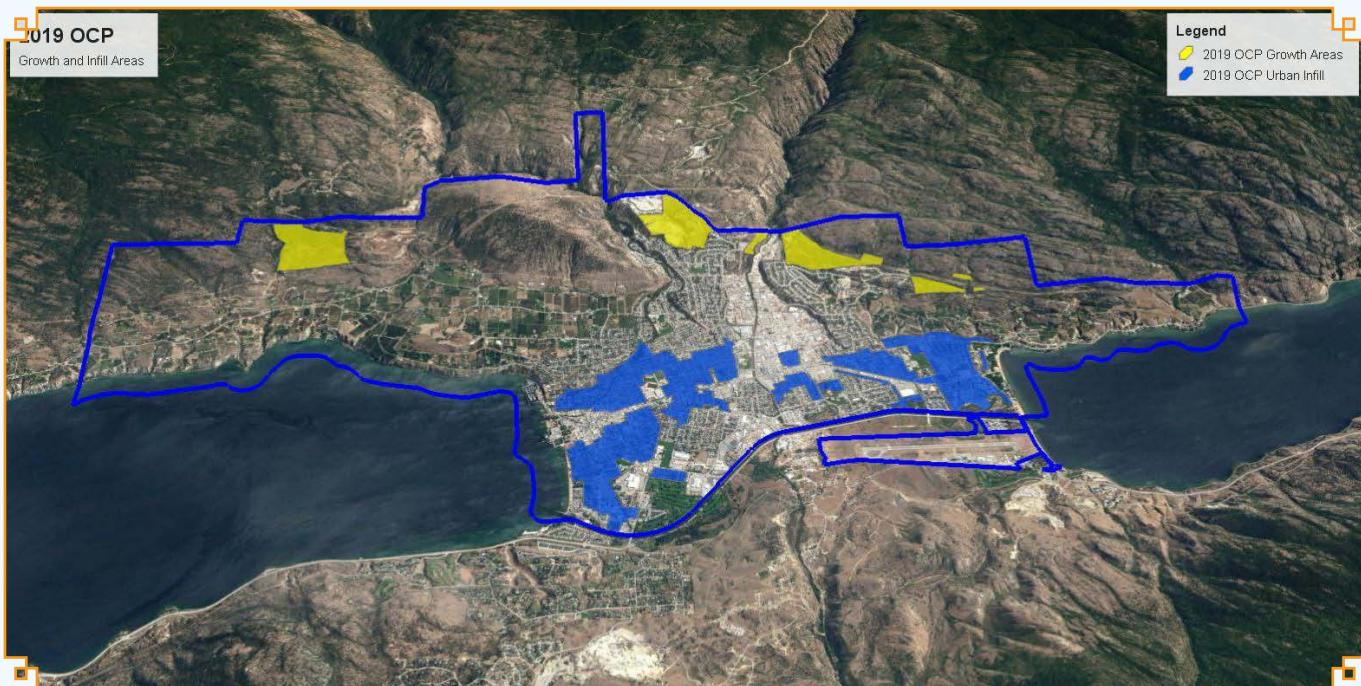
Some areas on the periphery of higher-density areas, like the Downtown, will see the development of ground-oriented multifamily housing like townhouses and rowhouses, while others area will be 'infill' development that is compatible with the scale of existing houses. This form of 'gentle densification' will allow more households to live in higher-amenity areas while maintaining neighbourhood character and scale.



2002 OCP and 2006 Comprehensive Development Plan Growth Areas and Urban Villages



2019 OCP Growth Areas and Infill Areas

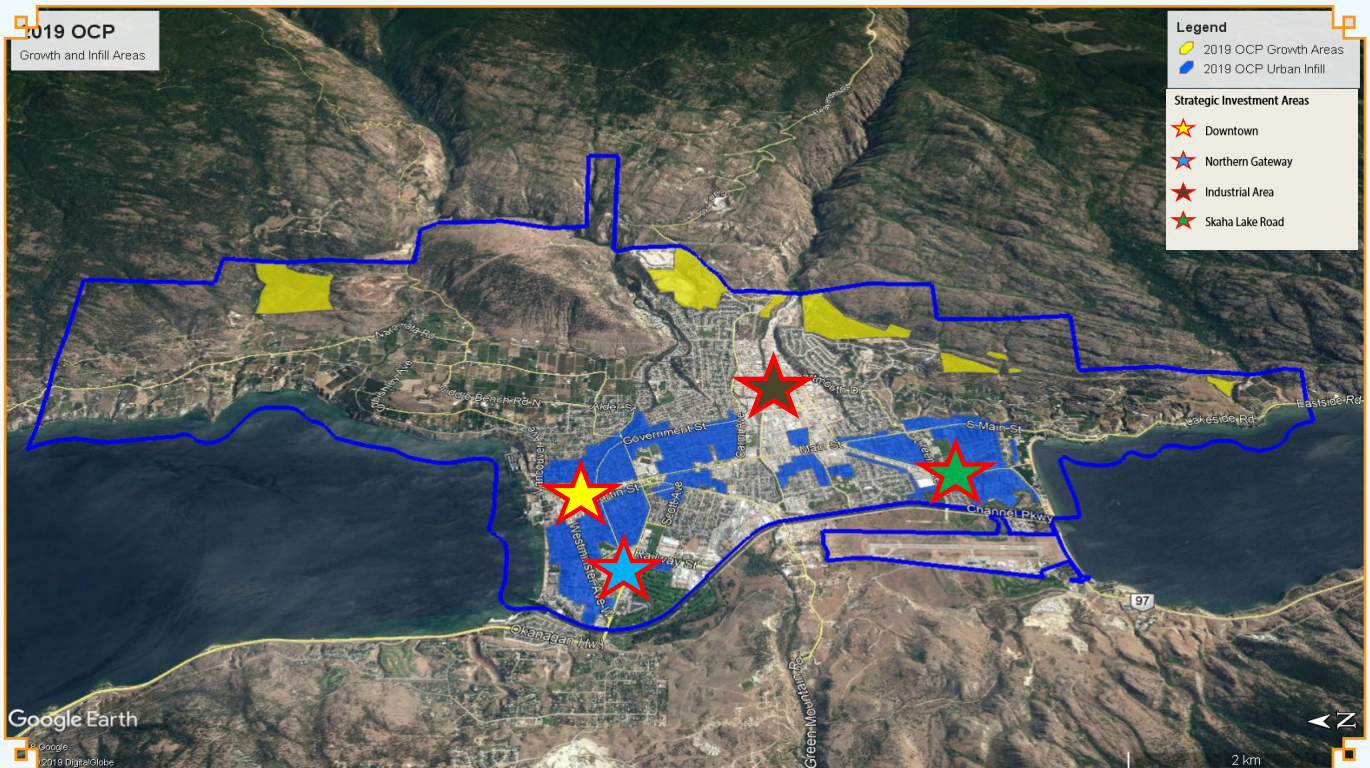




Strategic Investment Areas

As the OCP's Growth and Infill areas redevelop to create sustainable and complete neighbourhoods, a strategic focus will be required on key areas within the city to support implementation of the OCP. The strategic investment focus areas will provide direction for local and regional investors to ensure future development meets the direction and vision created through the OCP. Land use and economic development policies will assist in focusing development into the Downtown, Northern Gateway, Skaha Lake Road and the Industrial area, providing an emphasis on employment growth and increased residential density. Strategic infrastructure investment on the part of the City will be required to support the successful implementation of these strategic areas.

Strategic Investment Areas





Form and Character Guidelines

New form and character design guidelines, implemented through Development Permit Areas (Chapter 5), are intended to direct the 'look and feel' of new development to ensure it is high-quality, attractive and 'neighbourly'. These will apply to intensive and multifamily residential development as well as commercial and mixed-use development. Area-specific design guidelines will guide development in the Downtown. Created through extensive analysis and community engagement, these guidelines reflect Penticton's unique history and character and are intended to support development that is viable and practical, but also in context and sensitive.

Single-family Neighbourhoods

Traditional single-family neighbourhoods will see limited change, with detached forms of housing – single-detached houses and in some cases duplexes (where zoning permits) – remaining the norm. Unlike more central neighbourhoods, these neighbourhoods are less suitable for infill and multifamily development.

New Hillside Neighbourhoods

A number of new neighbourhoods are expected to be developed to meet the demand for detached houses. These form a part of the previous OCP and include areas such as the Upper Wiltse, Columbia Heights and the Spiller Road area. Such new developments typically exist adjacent to established neighbourhoods and are generally logical extensions to existing city infrastructure.

Planning of these areas is intended to be guided by the Riparian and Environmental Development Permit regulations informed by sensitivity to ecological values as well as consideration of natural hazards including wildfire, flooding and steep slope (which is specifically regulated in defined areas by the Hillside Development Permit Area guidelines). New neighbourhoods will be designed to support active transportation (walking, cycling) and transit use (where feasible), to include necessary new parks, trails and linkages, and to provide a range of housing options to address different demographic and economic requirements.

Commercial and Employment Lands

Protection of employment lands is a priority. The industrial lands will be protected and expanded into presently underutilized areas (e.g., former aggregate extraction sites), and incompatible adjacent land uses will be discouraged.

Intensification of the present ample commercial land base will occur. Some areas are intended to evolve as mixed-use or higher-density residential to support the revitalization of the Downtown commercial area and other established high-amenity areas such as the Northern Gateway and Skaha Lake Road.



Downtown

The Downtown is intended to continue as a primary commercial, civic, entertainment and residential focus for Penticton. The historical building scale will be protected on Main and Front Streets, but intensification of the surrounding blocks will bring residential and commercial 'body heat' into the area. All new development will be directed by the Downtown Development Permit Area guidelines to ensure it is sensitive and attractive.

Agricultural Lands

Agricultural lands – specifically those in the Agricultural Land Reserve on the Naramata Bench and in the Valleyview area, but also other Agriculture (A) zoned properties – are protected from non-agriculture development and are not intended to accommodate urban growth.

Natural Areas and Parks

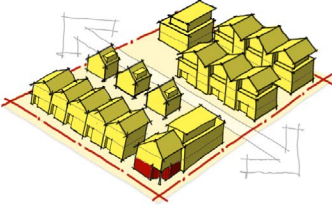
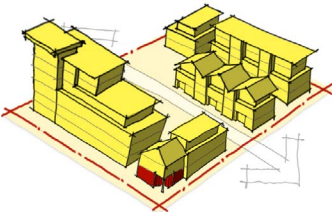
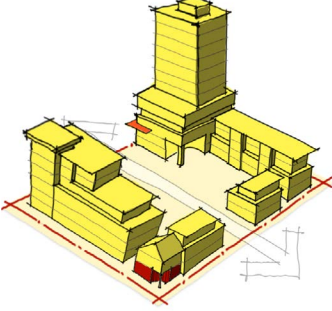
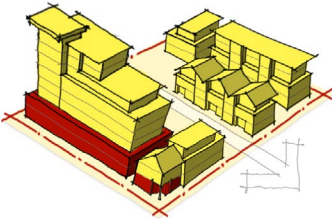
Almost one-quarter (22%) of the land area in city limits is identified as Natural and Conservation Areas. These areas are not intended for urban growth or development, but rather are established to help maintain important ecological characteristics and natural areas. A further 4% of the land area is designated as Parks, which is fully protected from development. Over half of Penticton's land base (natural areas, parks and agricultural lands) is not intended for urban development.



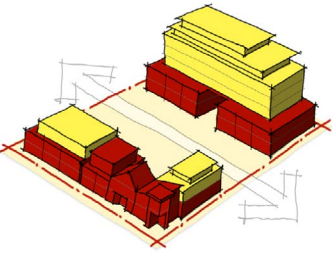
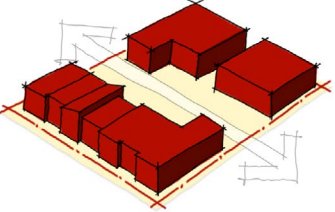
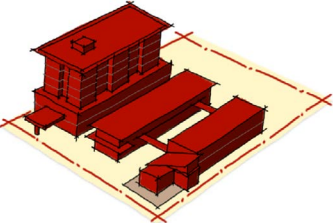
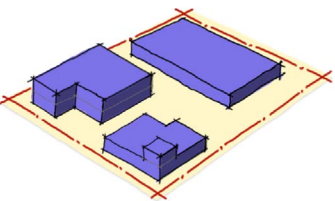
Land Use Designations

Land Use	Description	Building Type(s)	Uses	Height / Density	Zone(s)
<p>Rural Residential</p> 	<p>Rural areas with single-detached houses on large lots with modified services (e.g., septic systems, wells) (including bareland stratas)</p>	<ul style="list-style-type: none"> • Single detached houses with secondary suites or carriage houses 	<ul style="list-style-type: none"> • Residential • Agriculture 	<ul style="list-style-type: none"> • 1 or 2 units per single lot • 1 hectare minimum lot size • Generally up to 2 ½ storeys to reflect 30' maximum in Zoning Bylaw 	<ul style="list-style-type: none"> • RC
<p>Site-Specific Rural Residential Policy Statement: 3200 Evergreen Drive (Wiltse South Block) - limited to a maximum of 2 single-family residences in the Rural Residential area.</p>					
<p>Detached Residential</p> 	<p>Lower-density areas of single detached houses and/or duplexes in primarily residential neighbourhoods including single-detached bareland stratas</p>	<ul style="list-style-type: none"> • Single detached houses with secondary suites or carriage houses • Duplexes • Small-scale neighbourhood commercial building (e.g., corner store, coffee shop) • Manufactured homes 	<ul style="list-style-type: none"> • Residential • Limited retail/ service 	<ul style="list-style-type: none"> • 1 or 2 units per lot • Generally up to 2 ½ storeys to reflect 30' maximum in Zoning Bylaw 	<ul style="list-style-type: none"> • R1 • R2 • R3 • RD1 • RSM • C2
<p>Site-Specific Detached Residential Policy Statement: 375 Smythe Drive: a maximum of 27 detached single-family houses are permitted on this site. Houses may include secondary suites but not carriage houses.</p>					
<p>Infill Residential</p> 	<p>Transitional lower-height residential areas with new housing types compatible with existing single detached houses in character and scale but providing more units per lot.</p>	<ul style="list-style-type: none"> • Single detached houses with or without secondary suites and/or carriage houses • Duplexes with or without suites • Triplexes • Lower-density rowhouses • Small-scale neighbourhood commercial building (e.g., corner store, coffee shop). 	<ul style="list-style-type: none"> • Residential • Limited retail/ service 	<ul style="list-style-type: none"> • 1 to 4 units per single lot • Consolidation of lots possible for lower scale multifamily developments • Generally up to 2 ½ storeys 	<ul style="list-style-type: none"> • R1 • R2 • R3 • RD1 • RD2 • RD3 • C2

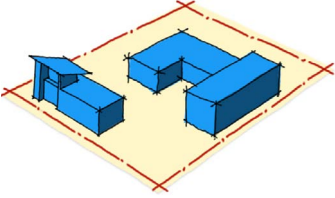
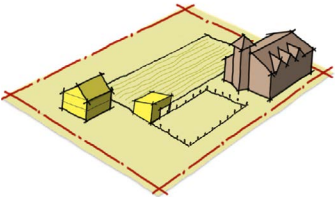
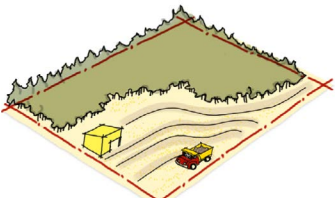
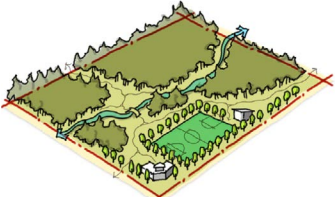


Land Use	Description	Building Type(s)	Uses	Height / Density	Zone(s)
<p>Ground Oriented Residential</p> 	<p>Medium-density residential areas with multi-family developments where each unit has an exterior door and construction is primarily wood frame, or bareland stratas.</p>	<ul style="list-style-type: none"> • Duplexes with suites • Cluster housing • Fourplexes higher-density rowhouses • Townhouses and stacked townhouses • Bareland strata developments 	<ul style="list-style-type: none"> • Residential • Limited Service/ Retail 	<ul style="list-style-type: none"> • Up to 3 ½ storeys 	<ul style="list-style-type: none"> • RM2 • RM5 • C2
<p>Urban Residential</p> 	<p>Higher-density 3-6 storey apartment neighbourhoods in higher-amenity areas where building construction is primarily wood frame.</p>	<ul style="list-style-type: none"> • Townhouses and stacked townhouses • Low-rise and mid-rise apartment/condo buildings 	<ul style="list-style-type: none"> • Residential • Limited Retail/ Service 	<ul style="list-style-type: none"> • Heights up to 6 storeys 	<ul style="list-style-type: none"> • RM3
<p>Site-Specific Urban Residential Policy Statement: 556 to 736 Lakeshore Drive West: Development up to a maximum of four storeys can be considered subject to assessment of urban design impacts on Lakeshore Drive and the waterfront, Lakawanna Park and neighbouring properties on Churchill Avenue.</p>					
<p>Urban High Density Residential</p> 	<p>High-density apartment neighbourhoods of buildings over 6 storeys in high-amenity areas</p>	<ul style="list-style-type: none"> • High-rise apartment/condo buildings 	<ul style="list-style-type: none"> • Residential • Limited Retail/ Service 	<ul style="list-style-type: none"> • Heights greater than 6 storeys 	<ul style="list-style-type: none"> • RM4
<p>Mixed Use</p> 	<p>A mixed-use area allowing for intensive development with active and vibrant retail or service uses at ground level and multi-family residential and/or office uses.</p>	<ul style="list-style-type: none"> • Higher-density mixed-use buildings 	<ul style="list-style-type: none"> • Commercial (retail, service, office) • Residential 	<ul style="list-style-type: none"> • Up to 10 storeys 	<ul style="list-style-type: none"> • C3 • C5

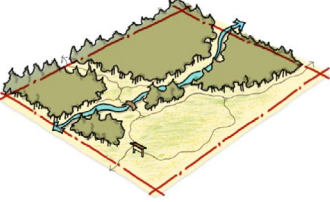
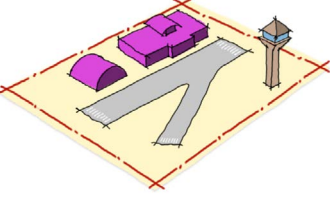
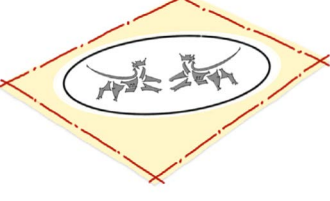


Land Use	Description	Building Type(s)	Uses	Height / Density	Zone(s)
<p>Downtown Mixed Use</p> 	<p>Downtown developments with active retail, service or civic and cultural uses at ground level and multi-family residential and/or office uses.</p>	<ul style="list-style-type: none"> Higher-density mixed-use buildings 	<ul style="list-style-type: none"> Commercial (retail, service, office) Residential Civic and cultural 	<ul style="list-style-type: none"> Up to 10 storeys. 3 storey maximum on Main St and Front St (Up to 5 storeys in 100 blk Front St subject to contextual design and adherence to DP guidelines) 	<ul style="list-style-type: none"> C5 C6 C9
<p>Commercial</p> 	<p>Areas with a wide range of commercial uses including office, retail, goods and services.</p>	<ul style="list-style-type: none"> Commercial (retail/office/service) buildings and mixed-use buildings (in specific areas, residential units limited to the second floor and above) 	<ul style="list-style-type: none"> Retail, Service Office Restaurant Grocery Store Residential (in specific zones) 	<ul style="list-style-type: none"> varies by zone 	<ul style="list-style-type: none"> C1 C3 C4 C7 C8
<p>Tourist Commercial</p> 	<p>Areas that serve both visitors and residents, providing accommodation, entertainment, and food and beverage, as well as resort residential uses.</p>	<ul style="list-style-type: none"> Hotels Motels Restaurants Complementary residential uses where appropriate 	<ul style="list-style-type: none"> Tourist Accommodation, Restaurant, Entertainment, Service Retail Supporting Residential and Office Uses 	<ul style="list-style-type: none"> Up to 6 storeys (18m) 	<ul style="list-style-type: none"> CT1 CT2
<p>Site-Specific Tourist Commercial Policy Statement: 3200 Evergreen Drive (Wiltse South Block) - tourist accommodation resort with a maximum of 20 units and a maximum floor area of 1850m2</p>					
<p>Industrial</p> 	<p>Areas of light and heavy industrial uses characterized by goods production, manufacturing, distribution, and storage.</p>	<ul style="list-style-type: none"> Industrial buildings Structures and lands 	<ul style="list-style-type: none"> General Industrial Heavy Industrial (M2 zone only) Wholesale, Storage and Warehouse Vehicle and Equipment Repair 	<ul style="list-style-type: none"> Generally 1 or 2 storeys 	<ul style="list-style-type: none"> M1 M2 M3



Land Use	Description	Building Type(s)	Uses	Height / Density	Zone(s)
<p>Institutional and Civic</p> 	<p>Areas providing a wide range of services and utilities for the community.</p>	<ul style="list-style-type: none"> • Varies 	<ul style="list-style-type: none"> • Education Services • Health Services • Hospital • Government Service • Utility Services • Fire Halls 	<ul style="list-style-type: none"> • Varies 	<ul style="list-style-type: none"> • P1 • P3
<p>Agriculture</p> 	<p>Allows for growing, producing, harvesting, storage, processing and sale of agricultural produce.</p>	<ul style="list-style-type: none"> • Agricultural buildings • Detached houses 	<ul style="list-style-type: none"> • Agricultural • Residential 	<ul style="list-style-type: none"> • 1-2 units per parcel 	<ul style="list-style-type: none"> • A
<p>Landfill and Landfill Buffer</p> 	<p>Campbell Mountain Sanitary Landfill serving the region in the long-term along with the buffer area determined by the Ministry of Environment.</p>	<ul style="list-style-type: none"> • Varies 	<ul style="list-style-type: none"> • Landfill site limited to landfill operations including solid waste disposal, composting and recycling activities • Uses in the buffer area are limited to those approved by the Ministry of Environment. 	<ul style="list-style-type: none"> • Varies 	<ul style="list-style-type: none"> • P3 (Landfill & buffer) • RC & A (within buffer)
<p>Parks</p> 	<p>Active and passive parks, trails, fields, beaches and outdoor recreation facilities.</p>	<ul style="list-style-type: none"> • Accessory buildings and structures 	<ul style="list-style-type: none"> • Public Park 	<p>N/A</p>	<ul style="list-style-type: none"> • P2



Land Use	Description	Building Type(s)	Uses	Height / Density	Zone(s)
<p>Natural and Conservation Areas</p> 	<p>Natural or semi-natural areas with high environmental values intended for conservation and low-impact recreation.</p>	<ul style="list-style-type: none"> • Accessory buildings and structures 	<ul style="list-style-type: none"> • Public park • Forestry & grazing 	<p>N/A</p>	<ul style="list-style-type: none"> • P2 • FG • A
<p>Airport</p> 	<p>Airport and aviation uses and limited related commercial activities.</p>	<ul style="list-style-type: none"> • Airport terminal • Aviation services 	<ul style="list-style-type: none"> • Airport and associated aviation services • Aircraft maintenance and repair, and flight training. 	<p>N/A</p>	<ul style="list-style-type: none"> • M2
<p>First Nations</p> 	<p>First Nations lands inside city limits but not under City jurisdiction.</p>	<ul style="list-style-type: none"> • Varies 	<ul style="list-style-type: none"> • Varies 	<ul style="list-style-type: none"> • Varies 	<ul style="list-style-type: none"> • Varies



Chapter 4

Land Use Goals and Policies







4.1

Housing

Housing Vision

Penticton’s unique setting – in a valley and bounded by two lakes – provides both challenges and opportunities from a housing perspective. We are a growing city, but accommodating that growth through new ‘greenfield’ development is limited by our geography, agricultural lands, and the feeling among many residents that we should protect the natural environment on our hillsides. The opportunities come from a willingness to intensify our existing land base through infill and densification, in a smart and sensitive manner to allow our community to grow sustainably. Much of our recent residential development has been in the form of duplexes, townhouses, carriage houses and secondary suites, and low-rise apartments or condos.

The future of housing development will require balancing sensitive hillside development that is planned to avoid adverse ecological impacts and to minimize long-term social and economic costs, and appropriate and livable intensification of our existing neighbourhoods. New housing development is to be sensitive in scale and character to the neighbourhood around it while at the same time enhancing affordability and delivering a range of unit types to accommodate the diverse needs of citizens across the city. This will include units appropriate for seniors, those entering the housing market, and working families. The City will be an active partner in the creation of affordable housing, by partnering with senior levels of government in affordable housing programs.

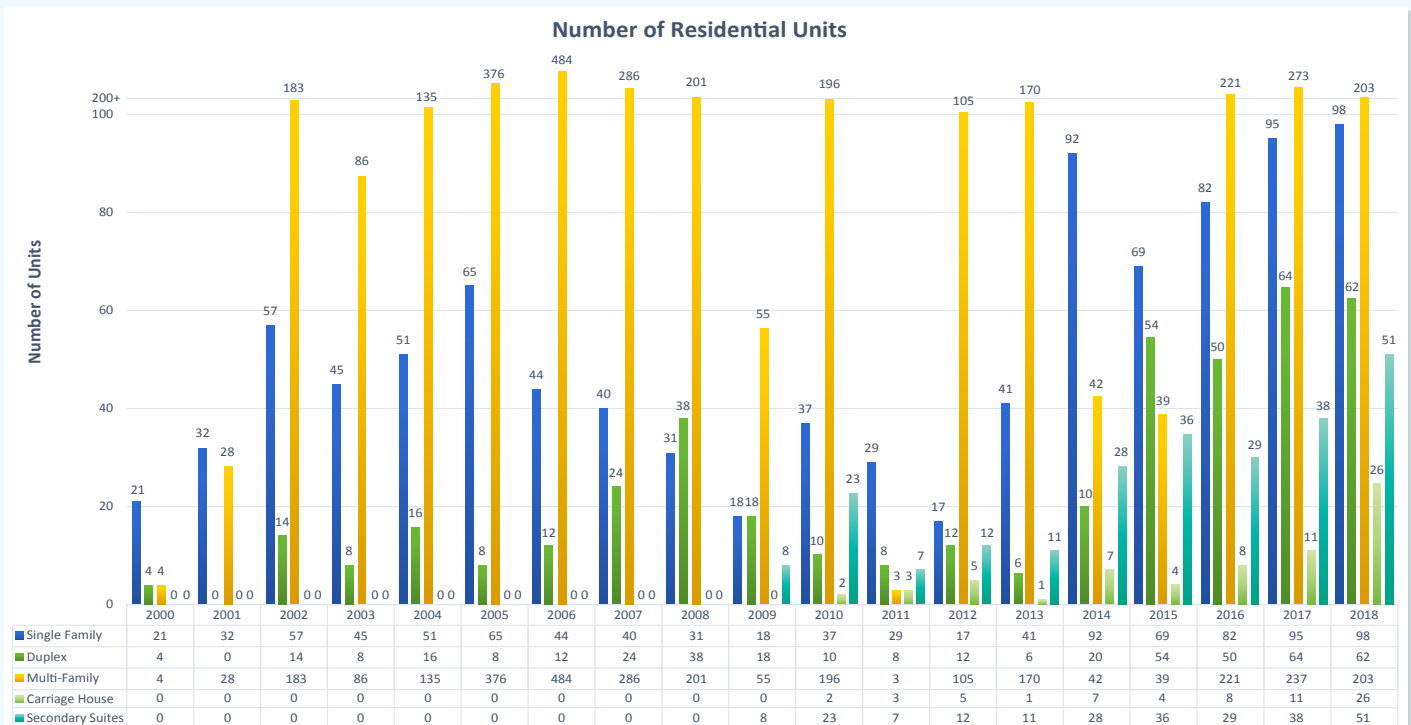


Key Facts

In 2016, there were 15,740 households in Penticton. The most common type of housing is the single-detached house (6,749 units) followed by low-rise apartments (4,438 units). Sixty-three percent of households are owner-occupied, and 37% are rented.

While typically we have averaged fewer than **200 new residential units built each year**, recent years have shown significant growth, with **438 new units in 2016, 473 in 2017 and 516 in 2018**. These figures do not represent net growth, however, as a proportion of them are replacing existing housing.

The **Local Government Act** requires municipalities to create Housing Needs Assessments on a regular basis. The City of Penticton’s Housing Needs Assessment was written in 2017 and updated in 2018 as part of the OCP process.



MORE FACTS

- In 2017 and 2018, 75% of the new housing units built were 'infill' (duplexes, townhouses, etc.) and 25% were single-detached houses.
- Penticton's average household income was \$54,000 in 2016, yet the average single detached house currently sells for over \$500,000. This suggests a significant affordability challenge in the housing market and the need for affordable housing options.
- To meet Penticton's housing needs to 2046, about 150 units per year, on average, will be needed.

4.1.1 Managing Residential Growth

Goal

Ensure that Penticton retains its compact 'footprint' to help protect natural areas and environmental values and agricultural lands, avoid excessive infrastructure costs and hazard lands, and help create conditions that support transit and active modes of transportation.

Policies

- 4.1.1.1 Focus new residential development in or adjacent to existing developed areas
- 4.1.1.2 Avoid development in environmentally-sensitive areas, geological hazard and flood hazard areas, on steep slopes, in agricultural areas and in areas not readily served by transit.
- 4.1.1.3 Evaluate the short-term and long-term financial, ecological and social costs and benefits of all proposed new greenfield (largely on hillsides) development proposals through analysis of full life cycle costs of infrastructure, including replacement, and services, and structured assessment of environmental and social impacts.
- 4.1.1.4 Ensure all new developments fully cover the cost of the required infrastructure and services they require, including roads, water, sewer, storm water, and provision of parks, schools, and emergency services.



4.1.2 Housing Affordability

See Affordable Housing from glossary (chapter 8)

Goal

Increase the availability of **affordable housing** across the housing spectrum, from subsidized social housing to home-ownership options.

Policies

- 4.1.2.1 Where the need is demonstrated, partner with senior governments, the non-profit housing sector and the development community to facilitate the development and operation of projects across the housing spectrum including shelters, transitional housing, supportive housing, non-market housing, and affordable rental and ownership housing for singles, families and seniors.
- 4.1.2.2 Maximize the housing potential of existing land assets (sites and buildings) owned by non-profits and governments, including the City, through strategic partnerships and knowledge sharing.
- 4.1.2.3 Recognize that while senior governments play the primary role in fostering, funding and delivering affordable housing, the City will provide support through technical assistance, supportive regulations, partnerships, community consultation and project facilitation.
- 4.1.2.4 Support innovative models of affordable housing, such as modular housing and adaptive re-use of buildings, through technical and regulatory support, using pilot projects or housing demonstration projects.
- 4.1.2.5 Engage in robust community consultation and work with community partners to gain support for affordable housing projects and to refine projects to reflect community input.
- 4.1.2.6 Continually improve the efficient processing of development applications.
- 4.1.2.7 Assess the potential to use Development Cost Charge reductions for secured, long-term affordable housing projects.
- 4.1.2.8 Provide long-term security for renters in and owners of purpose-built rental projects by requiring Housing Agreements and/or non-stratification covenants.
- 4.1.2.9 Reduce parking standards for multifamily developments, where feasible, in appropriate walkable, bikeable and transit-oriented neighbourhoods to reduce construction costs and encourage active transportation.
- 4.1.2.10 Monitor vacation rentals to ensure they do not have a negative impact on the long-term rental stock or negative social impacts on existing neighbours and/or neighbourhoods. Refine vacation rental policy and regulations if necessary.
- 4.1.2.11 Recognize mobile homes as a form of affordable housing and protect tenants while increasing the livability and character of mobile home parks through landscaping and open space requirements, and integration with surrounding neighbourhoods, through amendments to the Zoning Bylaw, Mobile Home Parks Bylaw and Mobile Home Parks Policy.



4.1.3 Housing Diversity

Goal

Ensure a range of housing types, sizes, tenures and forms exist throughout the city to provide housing options for all ages, household types, and incomes.

Policies

- 4.1.3.1 Encourage more intensive “infill” residential development in areas close to the Downtown, to employment, services and shopping, through zoning amendments for housing types compatible with existing neighbourhood character, with form and character guided by Development Permit Area Guidelines.
- 4.1.3.2 Increase housing options in low-density single family areas through development of secondary suites and carriage houses, and ensure carriage houses are sensitively integrated and designed according to the Intensive Residential Development Permit Area Guidelines.
- 4.1.3.3 Foster diversity and create relative affordability while maintaining neighbourhood character in single-family areas by encouraging the creation of smaller-frontage lots in new neighbourhoods and subdivisions, and permitting the subdivision of larger lots in established neighbourhoods where access and servicing are adequate.
- 4.1.3.4 Encourage developments that include one-bedroom and two-bedroom units in suitable neighbourhoods to enable people to downsize as they age and to provide entry-level housing for those people entering the housing market. At the same time, provide 3-bedroom units, or larger, to accommodate families.
- 4.1.3.5 Ensure through the use of zoning that more-intensive forms of residential development are located close to transit and amenities, such as parks, schools and shopping.
- 4.1.3.6 Require amenity areas in all multifamily and mixed-use projects through regulations in the Zoning Bylaw.
- 4.1.3.7 Support the housing needs of the aging population and those with disabilities through universal design principles and standards for accessible units and establishing a minimum proportion of accessible units in multifamily projects in the Zoning Bylaw.

4.1.4 Housing Quality

Goal

Ensure that new housing is attractively and sensitively designed, is water and energy efficient, and that all housing is properly maintained.

Policies

- 4.1.4.1 Work with the development community – architects, designers and builders – to create new residential developments that are attractive, high-quality, energy efficient, appropriately scaled and respectful of their context.
- 4.1.4.2 Ensure that housing – both owner-occupied and rental – is well-managed and meets community expectations for standards of maintenance, upkeep and cleanliness.



4.1.5 Housing and Neighbourhood Character

Goal

Ensure that as neighbourhoods grow and change, a sense of place and character is maintained.

Policies

- 4.1.5.1 Recognize that some traditionally single-family neighbourhoods will see intensification as the city grows, but ensure that new forms of residential development are compatible with the neighbourhood in scale and design, and are appropriately located (e.g., greater density closer to collector roads, services and amenities).
- 4.1.5.2 The City will undertake or require neighbourhood redevelopment plans in areas undergoing – or proposed to undergo – transition in the context of the directions in this OCP to ensure: a) sustainable mix of land uses, b) an appropriate scale and design, and c) design that considers transportation options.
- 4.1.5.3 Use Multifamily and Intensive Residential Development Permit Area Guidelines to direct, through the City’s approval processes, the character and feel of residential neighbourhoods, as well as to guide water and energy conservation.
- 4.1.5.4 Ensure that all new neighbourhood developments and redevelopments of existing large sites, including bareland stratas, are fully integrated into the surrounding community through publically-accessible roads, sidewalks, trails and public park lands.

4.1.6 Complete and Healthy Neighbourhoods

Goal

Provide opportunities to live, work and play in all of Penticton’s neighbourhoods.

Policies

- 4.1.6.1 Ensure all residential neighbourhoods in Penticton provide a range of appropriately-scaled housing types and tenures, employment opportunities such as home-based businesses, transportation options like walking and cycling, social supports such as childcare facilities, and access to green space and parks.
- 4.1.6.2 Increase the supply of neighbourhood amenities, such as pocket parks and trails, for the use, enjoyment and social benefit of the surrounding community as residential intensification occurs.
- 4.1.6.3 Consult with Interior Health to assist in the preparation of long range plans and strategies (e.g. neighbourhood plans, and parks and transportation plans), as well as guide the review of development applications that have the potential to affect community health.



4.2 Transportation and Infrastructure

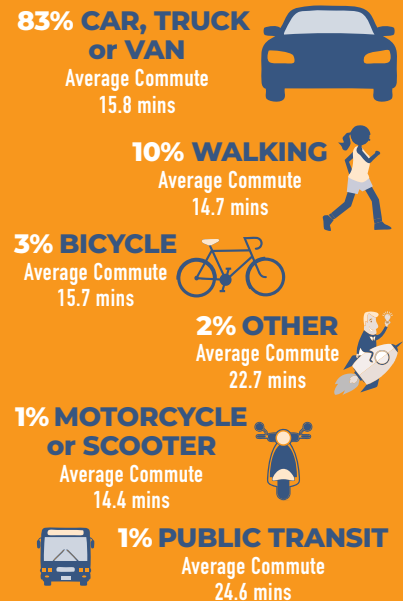
Transportation Vision

Penticton’s compact and efficient footprint makes it easy to get around, especially if you drive or live in a neighbourhood close to where you work, shop or play. This plan prioritizes planning for and investment in active modes of transportation (like walking and cycling) and transit, which offer significant social, environmental, economic and health benefits. The goal is to provide for ease of mobility regardless of how you choose or are able to get around, where you live, your income or your age. We will make the best possible use of our valuable land that is dedicated to roads, parking and trails. While driving will continue to be an easy way to travel, other modes will be safe, enjoyable, convenient and practical. There is a strong correlation between providing the right kind of infrastructure and expanding peoples’ transportation choices.



Key Facts

Mode split—commute to work (2016):



The following City of Penticton plans guide transportation planning and decisions:

- Transportation Master Plan
- Comprehensive Development Plan
- Bicycle Plan
- Strategic Sidewalk Priority Plan
- Truck Route Plan



4.2.1 Complete Transportation Approach

Goal

Create and manage a safe transportation system that supports all ages, abilities, and modes of mobility, helps meet environmental objectives, and uses infrastructure responsibly.

Policies

- 4.2.1.1 Undertake a comprehensive update of the Transportation Master Plan in 2020 guided by the transportation priorities and objectives in this Official Community Plan.
- 4.2.1.2 Prioritize design, investment and renewal of transportation infrastructure in urban and suburban areas according to the following hierarchy:



- 4.2.1.3 Design streets for daily traffic volumes rather than seasonal peak volumes when building or renewing roads. Recognize that some congestion will occur as we grow and during peak volume times, but mitigate this through investments in sustainable transportation options like transit, bike routes, sidewalks and trails.
- 4.2.1.4 Reduce road widths in existing rights-of-way to create spaces that support walking, biking and transit, to increase adjacent green space and to reduce asset management costs.
- 4.2.1.5 Create 'complete streets' (designed for everyone) in suitable areas that provide safe and comfortable mobility (i.e., allow for access, movement and crossing) for all users: pedestrians, cyclists, drivers, commercial vehicle operators and transit users.
- 4.2.1.6 Create a multi-use pathway (cycling, walking, mobility scooters) within city limits connecting Skaha Lake and Lake Okanagan that is separated from motorized traffic, has minimal grade changes, and has connections to key destinations (e.g., schools, destination parks, trails and shopping areas).
- 4.2.1.7 Promote walking, cycling and transit use through strategic land use planning that facilitates denser, attractive, mixed-use communities that are rich in amenities.
- 4.2.1.8 Prioritize municipal investment in improving the transportation system in the downtown, including trails and links to key community nodes.
- 4.2.1.9 Plan for lane-ways in new neighbourhoods, where possible, to improve the public realm on the street and for access to carriage houses and rear-facing units, garages and driveways, and to facilitate servicing and waste pickup.



4.2.2 Walking

Goal

Ensure that residents and workers throughout Penticton have the opportunity to walk to parks, schools, shopping, employment and other destinations in safety and comfort.

Policies

- 4.2.2.1 Ensure that pedestrian safety and accessibility is considered a key priority when making transportation decisions in the Downtown.
- 4.2.2.2 Address gaps in the pedestrian network by providing sidewalks on at least one side of the street in residential neighbourhoods, and commercial and mixed-use areas, using excess street rights-of-way where possible or through land acquisition if necessary. Where possible, provide sidewalks by requiring their construction or upgrades from developers.
- 4.2.2.3 Enhance and expand the trail and pathway network through capital funding for upgrades, land acquisition, wayfinding, public art, safe street crossings, and by connecting existing trail systems and establishing trail linkages in and through new neighbourhoods.
- 4.2.2.4 Undertake a corridor plan that includes cross-sections and specifications that will result in improved pedestrian safety and comfort by:
- » buffering sidewalks from traffic through boulevards, landscaping, bikes lanes or parking
 - » creating safe crossings by maximizing visibility (using lighting, paint and materials) and shortening crossing distances (extending curbs into the street right of way)
 - » planting suitable street trees to create canopy coverage
 - » minimizing driveway crossings
 - » providing street lighting and street furniture (e.g., benches) where appropriate.
- 4.2.2.5 Require that vehicle access to parking in residential areas is from the laneway in neighbourhoods where laneways exist.



4.2.3 Cycling

Goal

Develop a connected network of safe and convenient cycling infrastructure that meets the needs of recreational riders, casual riders and commuters.

Policies

- 4.2.3.1 Renew the Bike Network Master Plan to confirm that it provides safe and direct connections for cyclists with all of the following:
- » Schools and Okanagan College
 - » Employment centres, and major retail and service areas
 - » Downtown
 - » Parks and beaches
 - » Skaha Lake and Lake Okanagan
 - » The KVR Trail and the Okanagan Channel Parkway Trail
 - » Hillside and valley-bottom neighbourhoods
- 4.2.3.2 Facilitate multi-modal trips by integrating the bicycle network with other modes of transportation, especially transit, by providing bike racks on buses, and safe and secure bicycle parking.
- 4.2.3.3 Partner with the Penticton Indian Band, the Province and the Regional District to enhance the multi-modal pathway on the western side of the Channel, and to improve connectivity to the rest of the city.
- 4.2.3.4 Recognize there are different cycling user groups -recreational riders (including children and seniors), commuters, cyclists with trailers, and competitive athletes - and design routes and cycling infrastructure accordingly.
- 4.2.3.5 Ensure significant components of the bike network are physically separated from vehicular traffic through barriers and/or grade changes to encourage cycling and protect vulnerable riders.
- 4.2.3.6 Install bicycle-specific traffic signals and rider-activated signal push buttons where appropriate.
- 4.2.3.7 Provide convenient, safe and visible bike lock-up facilities in key destinations such as downtown, commercial areas, parks and beaches. Reallocate vehicle parking spaces to bicycle parking spaces, where appropriate.
- 4.2.3.8 Require adequate levels of secure bike parking in new multi-family, mixed-use and commercial development.



4.2.4 KVR Rails to Trails Network

Goal

Build on the opportunity provided by the former Kettle Valley Railway rail grade to create a cycling and walking trail network that connects the region and provides a unique recreational and cultural amenity for residents and visitors.

Policies

- 4.2.4.1 Partner with the Penticton Indian Band, the Regional District of the Okanagan-Similkameen, the Province, the Federal Government and the District of Summerland to create, maintain and promote a regional rails-to-trails network on the former KVR rail grade connecting Naramata, Penticton, Summerland and Okanagan Falls.
- 4.2.4.2 Endeavor to integrate cultural, ecological and recreational opportunities into trail programming.
- 4.2.4.3 Create a management plan to address erosion and degradation from unregulated use.
- 4.2.4.4 Explore ways to integrate and promote the KVR trail system with broader regional and national initiatives such as the Great Trail (Trans Canada Trail) and the more recent Trail of the Okanagans Initiative.
- 4.2.4.5 Connect and improve the elements of the KVR rail grade that currently exist in the city to provide a safe and attractive trail linkage for cycling and walking between the Channel and the Naramata Bench. Prioritize completing the connection between the Okanagan Channel Parkway Trail and Cossar Avenue KVR trailhead through design and the acquisition of land, easements and rights-of-way.
- 4.2.4.6 Work with the Penticton Indian Band and other parties to assess the feasibility and construction of a pedestrian and cyclist bridge crossing of the Channel on the former KVR rail grade adjacent to Highway 97.



4.2.5 Transit

Goal

Support public transit as a comfortable, affordable, safe and convenient means of local and regional transportation.

Policies

- 4.2.5.1 Partner with BC Transit to implement the recommendations in the 2015 Transit Future Plan and to ensure future updates to that plan align with City priorities and needs.
- 4.2.5.2 Encourage land use planning that results in neighbourhoods that can be easily serviced by transit.
- 4.2.5.3 Explore the feasibility of a Downtown transit hub to provide access to and linkage of multiple local and regional routes, plus shelter from the elements and washrooms. Facilitate its creation if it is shown to have broad benefits.
- 4.2.5.4 Work with BC Transit to improve the frequency of transit service during peak times and during night time/early mornings to increase ridership.
- 4.2.5.5 Expand local regional transit network coverage to hillside neighbourhoods like Sendero Canyon and the Upper Wiltse area.
- 4.2.5.6 Encourage transit use by ensuring that good pedestrian infrastructure exists near bus routes in residential, employment and commercial areas.
- 4.2.5.7 Work with BC Transit to promote technological advances which improve the experience of using transit, such as AVL (Automatic Vehicle Location) apps that provide real-time reporting on bus locations and schedules, distance to nearby bus stops, and on-demand service. Encourage the posting of bus schedules at all or most bus stops.
- 4.2.5.8 Develop and/or support partnerships and provide leadership to improve and expand regional transit options, particularly the Penticton-Kelowna route.
- 4.2.5.9 Work with the Penticton Indian Band and government partners to support innovative transportation solutions that connect communities and regional assets.
- 4.2.5.10 Work with the School District to ensure routes and schedules meet the needs of students.



4.2.6 Goods Movement

Goal

Support the continued growth and success of a thriving industrial and commercial businesses by ensuring the safe and efficient movement of goods and provision of services in Penticton.

Policies

- 4.2.6.1 Provide direct and safe connections for goods movements and servicing linking Highway 97 and industrial areas.
- 4.2.6.2 Ensure truck routes are designed for the safety of truck drivers and other street users, including pedestrians and cyclists.
- 4.2.6.3 Foster public awareness of the importance of goods movement to businesses and the economy.
- 4.2.6.4 Work with the Penticton Industrial Development Association and industrial business owners on a strategy to safely and easily accommodate parking of transportation rigs in the Industrial Area during downtimes.
- 4.2.6.5 Ensure developments in commercial, high-density residential and mixed-use areas are designed with adequate loading zones and access for goods delivery.



4.2.7 Driving

Goal

Ensure that driving is safe for both drivers and other users of the road.

Policies

- 4.2.7.1 Design streets so as not to encourage speeds beyond the intended speed limit. Where speeding is an on-going concern, consider reducing street widths or employ other design approaches to encourage lower speeds. Refer to and amend the City's Transportation Safety Policy as necessary.
- 4.2.7.2 Explore implementation of best practice design solutions to create safe and convenient intersections.
- 4.2.7.3 Work with the RCMP to enforce speed limits, particularly around vulnerable users such as children and seniors.
- 4.2.7.4 Continue to deploy traffic calming measures around parks, schools and other areas with reduced speed limits, and monitor outcomes to ensure the measures are successful.
- 4.2.7.5 Develop incentives or regulations to support the installation of electric vehicle charging stations in all new multifamily, commercial and mixed-used developments.
- 4.2.7.6 Support the expansion of car share opportunities by encouraging their provision in multifamily developments and by allocating dedicated public parking stalls in suitable areas.
- 4.2.7.7 Create a balanced parking strategy assessing costs and benefits that supports businesses while also encouraging active modes of transportation such as walking, biking and transit.
- 4.2.7.8 Ensure new residential developments provide an appropriate amount of parking for residents and their guests.
- 4.2.7.9 Undertake a feasibility study for building and operating a parking structure (parkade) in a strategic location to meet identified demand for secured parking and to potentially free up land currently used for surface parking for other more intensive and active uses.



4.2.8 Airport

Goal

Support the ongoing operation, expansion and service provided by the Penticton Regional Airport as a strategic economic driver and essential business service for Penticton.

Policies

- 4.2.8.1 Continue to recognize and support the Penticton Regional Airport (YYF) as an important transportation asset for business and residents.
- 4.2.8.2 Support Federal government investment into Penticton Airport to expand the terminal and airport infrastructure to support airport expansion.
- 4.2.8.3 Support business and industry expansion in and around airport lands as an economic driver for the region.
- 4.2.8.4 Work with the City of Penticton's Economic Development team to promote Penticton Airport as a local and regional asset.
- 4.2.8.5 Encourage the addition and enhancement of flights in and out of Penticton Airport to support the needs and demands of South Okanagan businesses, resident and tourists.



4.3

Economy

Economy Vision

Penticton’s economy is diverse and dynamic. Traditional sectors such as tourism, manufacturing and construction have evolved and new ones have emerged. For example, over the last few decades, agriculture has transitioned from largely fruit production and processing to incorporate viticulture (wine making), research and innovation, and education. Remote working, innovative manufacturing and outdoor adventure services have emerged as key components of our economy.

It is recognized that the economy is not static, and the directions presented in this OCP are intended to be broad and adaptable rather than focusing on specific sectors or focused strategies.

The City of Penticton takes an active role in economic development and has partnered with businesses, organizations and agencies to develop a 2018-2022 Strategic Plan for fostering economic vitality. The economic goals and policies outlined in this OCP reflect these directions. These should be regularly reviewed to ensure alignment with changing economic conditions.



Key Facts

16,565 jobs in Penticton (**9% increase since 2006**)

Top Employment Sectors:

- Health and Social Services (**19.3%**)
- Retail Trade (**17.2%**)
- Accommodation and Food Services (**10.9%**)
- Public Administration (**7.1%**)
- Other Services (**7.1%**)
- Manufacturing (**6.7%**)

Top employers:

- Canada Revenue Agency
- City of Penticton
- Interior Health
- Ministry of Environment
- Service BC, Service Canada
- School District No.67



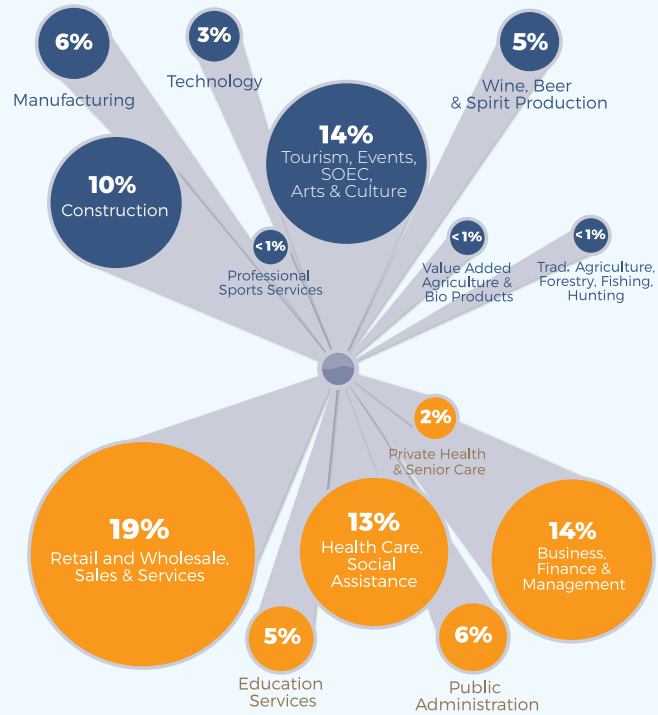
The 2018 Industries Clusters Report identified:

Clusters for retention and expansion:

- Tourism, Events, SOEC, Arts & Culture
- Wine, Beer, Spirit Production
- Technology
- Manufacturing

Clusters for Attraction:

- Agricultural Technology
- Agricultural Production



* Job percentages are an extrapolation from Canada Census 2016 figures.

4.3.1 Strategic Investment Areas

Goal

Focus economic development priorities and infrastructure investment in strategic areas to support existing public infrastructure and assets, and to encourage private investment.

Policies

4.3.1.1 Target civic investment in:

- The **Downtown**, as the heart of the community, to support local small-scale businesses, to increase residential densities, to capitalize on existing investments in infrastructure and services, and to support the development of a small-scale grocery store.
- The **Northern Gateway** to intensify development around the SOEC/Community Centre/Memorial Arena campus and City parkland/beaches, to enhance the entryway to the city and the Downtown, to support the established Lakeshore/Riverside tourist commercial precinct and to create opportunities for walking and cycling.
- The **industrial area** to support business and job growth, to facilitate intensification and expansion of the industrial land base, and to upgrade infrastructure and services to meet the needs of existing and future industrial operations.
- The **Skaha Lake Road area** to support the development of a higher-density residential node in a high-amenity area, to facilitate development of larger opportunity sites, to provide opportunities for walking and cycling, and to capitalize on existing investments in infrastructure, services and parks.



4.3.2 Employment Lands

Goal

Ensure long-term commitment to maintaining a sufficient and secure commercial and industrial land base.

Policies

- 4.3.2.1 Encourage high quality commercial development by applying Development Permit Area Guidelines, updating and enforcing regulatory bylaws, and fostering initiatives that improve the quality and infrastructure of commercial areas.
- 4.3.2.2 Reinforce Downtown as the highest order commercial area in Penticton by allowing a wide range of commercial uses and encouraging continued intensification and growth of commercial activities through land use planning.
- 4.3.2.3 Encourage intensification of vacant or underused service commercial parcels before designating additional service commercial areas.
- 4.3.2.4 Discourage incompatible uses in and adjacent to industrial areas to ensure the integrity of a sound industrial land base.
- 4.3.2.5 Encourage efficient use of the available industrial lands by encouraging industrial densification.

4.3.3 Communication

Goal

Encourage and enhance communication with the goal of increasing awareness about how our economy works.

Policies

- 4.3.3.1 Foster active communications between the City, business and other community partners through stakeholder engagement, facilitated events, and active outreach.
- 4.3.3.2 Generate and share data and information relevant to the business community to foster their understanding of pertinent trends and indicators.
- 4.3.3.3 Market Penticton as a vibrant, forward-thinking city to attract and retain high-quality businesses and skilled residents.

4.3.4 Collaboration to Meet Common Goals

Goal

Recognize the power of alignment and partnerships with local, regional, national and First Nations stakeholders and organizations.

Policies

- 4.3.4.1 Foster collaborative working relationships with the Penticton Indian Band and regional, provincial and federal agencies and organizations.
- 4.3.4.2 Support the economic and cultural growth of the Penticton Indian Band.
- 4.3.4.3 Support and enhance existing partnerships with Okanagan College and UBC Okanagan in recognition of their contribution to the regional economy and as centres of innovation.
- 4.3.4.4 Work with the Penticton Economic Development Partnership organizations to identify partnership opportunities for the benefit of our community and region.



4.3.5 Business Retention and Expansion

Goal

Create conditions for business to succeed and thrive as long-term contributors to the economy.

Policies

- 4.3.5.1 Support and leverage priority industry clusters (tourism and events; wine, beer and spirit production; technology; manufacturing; agriculture), and identify new clusters as they emerge, to provide economic benefits including shared knowledge and increased innovation.
- 4.3.5.2 Support business by fostering an environment that supports and encourages innovation, entrepreneurial thinking and entrepreneurial business.
- 4.3.5.3 Work with the business community and partners to increase capacity for business succession.
- 4.3.5.4 Facilitate the alignment of post-secondary programs and business needs.

4.3.6 Business and Labour Attraction

Goal

Bring businesses, investment and labour to Penticton.

Policies

- 4.3.6.1 Foster an environment that attracts new ventures in priority industry clusters
- 4.3.6.2 Develop and implement a plan, in partnership with senior governments, to attract and retain businesses and skilled workers that encompasses strategies around communication, education and training, appropriate and affordable housing and childcare, support for remote workers, support for new immigrants, and promotion of regional attractants such as climate and lifestyle.
- 4.3.6.3 Recognize that business growth is reliant on adequate housing availability, and work to develop policies that encourage housing development as outlined in section 4.1.
- 4.3.6.4 Ensure zoning regulations provide opportunities for appropriate home-based work and telecommuting by supporting live-work units and flex suites in suitable locations in and around Downtown and employment centres.
- 4.3.6.5 Encourage the development of high-quality 'class A' office space in attractive high-amenity areas of the city, particularly the Downtown.
- 4.3.6.6 Support business investment and worker attraction to Penticton by adhering to high-quality urban design standards, mixing compatible land uses, providing parks, trails and amenities, protecting the natural environment, and supporting active transportation to create quality neighbourhoods.
- 4.3.6.7 Continue to emphasize the importance of the Penticton Regional Airport to Penticton's businesses, visitors and residents.



4.3.7 Creating a Creative, Connected and Innovative City

Goal

Leverage the fundamental benefits offered by data, connected technology, renewable energy and innovation to create meaningful and positive outcomes for Penticton's residents.

Policies

- 4.3.7.1 Provide accurate and useable data through initiatives and partnerships to empower citizens, inform decision making, and strengthen relationships between residents and public organizations.
- 4.3.7.2 Encourage and support the use of connected technologies to foster relationships within the community and between the community and the City.
- 4.3.7.3 Use the notion of creating a "smart city" as a focal point of community engagement and collaboration, and use the outcomes of the process to enhance connections in the community.
- 4.3.7.4 Support and show leadership in the development of renewable energy projects, and in agricultural and industrial innovation.

4.3.8 Post-Secondary Education

Goal

Recognize post-secondary institutions such as Okanagan College and UBC Okanagan as important economic drivers and focal points of innovation.

Policies

- 4.3.8.1 Support the operation, expansion and promotion of Okanagan College as a key component of Penticton's competitive advantage and as a centre of innovation.
- 4.3.8.2 Continue to foster collaborative partnerships with UBC Okanagan.
- 4.3.8.3 Facilitate interaction between identified industry cluster stakeholders and representatives of Okanagan College and other potentially supportive institutions to support initiatives such as a potential Provincial Wine Centre for Excellence in Penticton.



4.4

Environment and Resilience

Environment and Resilience Vision

As Penticton grows, we will protect, preserve and enhance our natural environment through informed land use decisions, best management practices, and energy and waste reduction. Strategies to make Penticton resilient will be implemented in recognition of the impacts of weather and climate-related stresses associated with a changing climate, such as wildfire, flooding and extreme weather events.



Key Facts

The Okanagan is one of three places in Canada identified as having Nationally Significant Biodiversity.

42% of Penticton’s land base contains ecosystems ranked high or very high in importance for conservation. **6%** of these highly sensitive ecosystems have been designated as open space or protected as conservation lands through park designation or appropriate zoning.

Penticton is a signatory to the BC Climate Action Charter. The B.C. Climate Action Charter is a voluntary agreement between the B.C. Government, Union of B.C. Municipalities and each local government signatory to take action on climate change. Under the Charter, local government signatories commit to:

- Becoming carbon neutral in their corporate operations
- Measuring and reporting their community’s greenhouse gas emissions
- Creating complete, compact, more energy efficient communities

The average person in the Okanagan uses **675 litres of water each day**. This is more than twice as much water than the average Canadian uses (Source: Okanagan Basin Water Board)

The City of Penticton, as a corporation, achieved carbon-neutral status for greenhouse gas reduction initiatives under the Provincial Climate Action Charter in 2016 and 2017.



4.4.1 Resilience to Natural Hazards

Goal

Ensure that Penticton is proactive in anticipating and preparing for increasing risks, exposure and costs associated with wildfire, flooding and geotechnical hazards resulting from a changing climate.

Policies

Wildfire

4.4.1.1 Protect neighbourhoods and agricultural areas in wildfire interface areas, and the city at large, through implementation of wildfire best management practices, such as ecologically-appropriate FireSmart, in new neighbourhood and infrastructure design, building construction and the management of individual properties.

4.4.1.2 Support Penticton's Recognized FireSmart Communities in their annual Recognition Process and encourage the creation of additional FireSmart Communities within and adjacent to the city.

WHAT IS FIRESMART?

FireSmart is a national program designed to reduce interface fire risk to communities. In BC, the FireSmart program is administered by the BC Ministry of Forests, Lands and Natural Resource Operations Wildfire Management Branch.

4.4.1.3 Implement the recommendations in the Penticton Community Wildfire Protection Plan (CWPP), and update the CWPP as necessary.

Flooding

4.4.1.4 Continue to work with the Province to identify, analyze, refine and map the elevation and horizontal extent of the high water marks of a 200-year flood from Okanagan Lake, Skaha Lake, Ellis Creek, Penticton Creek and other minor creeks, and provide information on building requirements pertaining to flood construction levels.

4.4.1.5 Amend and update relevant City bylaws (Zoning Bylaw, Building Bylaw, Subdivision and Development Bylaw, etc.) to outline requirements for development around lakes, creeks and areas with high water tables.

4.4.1.6 Minimize exposure to future flood damage by avoiding or minimizing development in the floodplain and in areas affected by groundwater, developing these lands for less-sensitive uses (e.g., parks and greenspace) or, when development cannot be avoided, implementing flood mitigation measures.

4.4.1.7 Mitigate the impacts of potential flooding on buildings and properties in the floodplain area and affected by groundwater through design and site grading prior to construction.

Geotechnical Hazard

4.4.1.8 Update the City's geotechnical hazard mapping by 2021 to direct development in silt bluff and steep slope areas.



4.4.2 Protect and Enhance of Natural Areas

Goal

Preserve, protect, restore, and enhance the city’s natural environment and biodiversity.

Policies

- 4.4.2.1 Identify environmentally sensitive areas and riparian areas, and protect them through application of the Environmental and Riparian Development Permit Guidelines.
- 4.4.2.2 Identify, preserve, protect, connect, restore and enhance wildlife corridors through land use designations, zoning and covenants.
- 4.4.2.3 Identify and designate lands such as the Oxbows and Silt bluffs for conservation-oriented parks and protected areas.
- 4.4.2.4 Recognize the value of urban trees to store carbon, reduce water run-off, buffer windstorms and mitigate summer heating impacts.
- 4.4.2.5 Create and implement an Urban Forest Strategy to identify and monitor the percentage of vegetation and canopy cover, and to develop direction on strategies to maintain and increase canopy cover and vegetation densities, as well as to regulate the removal of existing trees.

4.4.3 Greenhouse Gas (GHG) Emissions

Goal

Actively monitor GHG emissions and meet or exceed city-wide and corporate (City of Penticton) GHG reduction targets in the City’s Climate Action Plans.

Policies

- 4.4.3.1 Continue to achieve and maintain carbon neutrality in City of Penticton corporate operations.
- 4.4.3.2 Update the 2011 City of Penticton **Corporate Climate Action Plan** and **Community Climate Action Plan** by 2020, and implement their recommendations.
- 4.4.3.3 Undertake a Community Energy and Emissions Inventory (CEEI) by 2020 to identify and monitor city-wide emissions from transportation, buildings, and solid waste, so as to better understand our carbon footprint as a community.



4.4.4 Energy Use Reduction and Sustainable Energy Production

Goal

Promote and support energy reduction practices and support local renewable energy production.

Policies

- 4.4.4.1 Encourage energy reduction in new buildings and renovation through adoption and active implementation of the BC Energy Step Code (Building Code), promotion of new technology and energy-efficient building retrofits.
- 4.4.4.2 Explore incentives, such as fee reductions and bonus density, to encourage development at the highest levels of the BC Energy Step Code.
- 4.4.4.3 Lead by example through the implementation of energy-saving measures and green building innovation in the development and renovation of City facilities.
- 4.4.4.4 Encourage the development of compact, mixed-use neighbourhoods, where appropriate, and support transit use, walking, cycling, car sharing and low-emission vehicles.
- 4.4.4.5 Explore and support initiatives to produce renewable energy, such as photovoltaic/solar (solar gardens, large and small-scale installations), heat exchange, geothermal, and district energy systems.

4.4.5 Water Management

Goal

Protect, preserve, restore and enhance our valuable water resources.

Policies

- 4.4.5.1 Promote a sustainable approach to water management by reducing water waste and encouraging water use efficiency, and work with industry/agriculture partners (e.g., the viticulture sector) to implement best practices.
- 4.4.5.2 Encourage water reduction strategies in new development, such as low-water landscaping (e.g., xeriscaping), “gray water” re-use and efficient plumbing.
- 4.4.5.3 Implement stormwater best management practices such as absorbent landscapes, infiltration swales, filtering and oil separation, rain gardens and pervious paving to minimize runoff and increase on-site retention and infiltration.
- 4.4.5.4 Continue to implement the Penticton Creek and Ellis Creek Masterplans to mitigate flooding and to restore habitat.
- 4.4.5.5 Evaluate and investigate the need for increased water storage capacity to meet the joint challenges of population growth and climate change.



4.4.6 Waste Reduction and Organics Diversion

Goal

Divert recyclables and organics from the landfill, reduce waste and energy use, protect the environment, and extend the life of our landfill.

Policies

- 4.4.6.1 Work with the Regional District to create and implement a Solid Waste Management Plan (SWMP) to reduce the amount of solid waste requiring disposal.
- 4.4.6.2 Implement an organics and food waste diversion program to reduce landfill dependence and generate by-products such as compost, natural gas and biofuels.
- 4.4.6.3 Investigate the feasibility of new technology that achieves benefits from the waste stream, such as waste-to-energy production.
- 4.4.6.4 Continue to support evolving recycling best practices and to divert any recyclable material from landfills.
- 4.4.6.5 Assess the feasibility of collecting and recycling industrial, commercial, and institutional (ICI) recyclable materials.





4.5

Agriculture and Food Systems

Agriculture and Food Systems Vision

Agriculture has always been central to Penticton’s identity and economy, and although it has evolved in many ways, it is still a part of our character and landscape. Agriculture and agricultural innovation will be supported and agricultural lands protected through this plan. We will take a holistic approach by planning for our local food system, which encompasses the production, processing, distribution, consumption and disposal of food. Urban agriculture activities will also be supported and encouraged throughout the city, which not only provide food, but also creates education opportunities around the value of growing what we eat locally.



Key Facts



of land area in city limits is in the Agricultural Land Reserve (843 hectares)



wineries in Penticton (there were 12 in 2005)



Okanagan College and the Summerland Research and Development Centre are centres of agricultural innovation



vendors at the Penticton Farmer’s Market (which has been running every year since 1991)



4.5.1 Support, Protect and Enhance Agriculture

Goal

Support, protect and enhance agriculture as a central component of Penticton's economy, character and identity.

Policies

- 4.5.1.1 Update the 2005 *Penticton Agriculture Plan* to reflect the priorities in this OCP, our evolving agricultural economy, adaptation strategies relating to climate change and extreme weather events, consideration of ecological and cultural values, and input from a diverse range of agricultural stakeholders.
- 4.5.1.2 Work with the Agricultural Land Commission (ALC) to ensure that agricultural activities remain the primary use on lands within the Agricultural Land Reserve (ALR) and encourage active farming use of those lands. Proposed compatible non-farm uses and non-soil-based agriculture should be comprehensively reviewed to ensure there are NO negative impacts on agricultural viability and operations.
- 4.5.1.3 Support, and partner where appropriate, on strategies that facilitate an increased use of farmland for agriculture and food production.
- 4.5.1.4 Discourage subdivision of agricultural lands. In most cases, City utilities and services will not be provided to these lands to discourage development of non agricultural uses, and growth will be directed towards more-central and well-serviced infill areas.
- 4.5.1.5 Consider establishing buffers including distance setbacks, landscape buffers and fencing requirements to minimize conflicts between agricultural and other land uses (e.g., residential or commercial).
- 4.5.1.6 Provide continued support for outdoor markets, Community Supported Agriculture (CSAs), buy-local campaigns, and farm-gate sales to support local and regional food producers and to promote Penticton's agricultural identity and economy
- 4.5.1.7 Explore the feasibility of establishing a year-round market facility to support local growers, improve access to local food and promote our agricultural sector.
- 4.5.1.8 Support the creation of a BC Wine Centre of Excellence in Penticton.
- 4.5.1.9 Support and showcase agriculture (including viticulture) research and best practices and use relevant findings to inform decisions.
- 4.5.1.10 Further develop Penticton's role as a hub for the South Okanagan wine region and fruit production through support and promotion of educational and research initiatives, innovation and intra-regional partnerships.



4.5.2 Food System

Goal

Create and Implement a Local Food System Strategy.

Policies

- 4.5.2.1 Create and implement a comprehensive Local Food System Strategy that reflects the core community values established in Penticton's Official Community Plan. The Strategy should address the growing, harvesting, processing, packaging, transporting, marketing, consuming, and disposing of food.
- 4.5.2.2 Work collaboratively with the Syilx (Okanagan) Nation, Interior Health, School District 67, agricultural associations and relevant community groups and non-profits to enhance capacity for food system sustainability.
- 4.5.2.3 Partner with community organizations on awareness and education campaigns that increase support for the local food system, such as local food procurement campaigns and regional composting.
- 4.5.2.4 Increase access to healthy and affordable food retail and services within all neighbourhoods through land use planning, and through connections created by active transportation networks and public transit.
- 4.5.2.5 Encourage the development of a full-service grocery store in the Downtown.
- 4.5.2.6 Strengthen community-scale food system supports, such as community kitchens, and community and school gardens.

4.5.3 Urban Agriculture

Goal

Expand food production in urban and suburban areas of Penticton.

Policies

- 4.5.3.1 Review zoning and other relevant regulations and use existing land and infrastructure, where appropriate, to increase local food access and production.
- 4.5.3.2 Integrate urban agriculture opportunities into multi-family, mixed-use and commercial developments, available rights-of-way, boulevards, and civic facilities. These can include community gardens, intensive small-plot farming, edible landscaping, orchards, bee-keeping, pollinator gardens and rooftop gardens.
- 4.5.3.3 Encourage and facilitate urban agriculture on vacant and under utilized lots throughout the city through lease agreements and in-kind supports to produce food, create vibrant places and build community.
- 4.5.3.4 Partner with the School District and community organizations on projects that provide education around the growing, processing and distribution of local food.
- 4.5.3.5 Incorporate appropriate native edible landscaping into public lands, parks and private developments.



4.6

Arts, Culture and Heritage



Arts, Culture and Heritage Vision

Arts, culture and heritage will be celebrated as a way to build community, enhance our identity and support our economy. Tangible expressions of First Nations culture and heritage will be supported and honoured. Arts and culture will be recognized as an important part of Penticton's identity, and supported through initiatives involving public art, festivals and events, and creating synergies among our vibrant arts and cultural facilities. History and heritage have deep value in creating a sense of place and belonging. Our built and natural history can be protected and enhanced through maintaining and expanding our Heritage Register and implementing form and character design guidelines for new development.



4.6.1 First Nations

Goal

Respect, honour and promote expressions of Syilx/Okanagan First Nations culture and heritage in Penticton.

Policies

- 4.6.1.1 Partner with the Penticton Indian Band to support and promote Syilx/Okanagan First Nations culture and heritage in Penticton.
- 4.6.1.2 Create a more visible Indigenous presence in the city through public art, signage and place-naming, and recognition that Penticton lies within the traditional territory of the Syilx/Okanagan people.
- 4.6.1.3 Foster collaboration on cultural initiatives between Indigenous and non-Indigenous artists and cultural organizations.
- 4.6.1.4 Partner with the Penticton Indian Band Development Corporation on mutually-beneficial economic, social and cultural development initiatives.

4.6.2 Arts and Culture Presence

Goal

Enhance the city's cultural image through arts facilities, events, festivals, public art and heritage protection.

Policies

- 4.6.2.1 Explore Development of an Arts and Culture Facility Strategy aimed at creating connections, leveraging opportunities and supporting long-term financial sustainability of Penticton's unique array of diverse facilities and venues, and identifying new opportunities and partnerships.
- 4.6.2.2 Continue to support community-based arts and culture organizations through City grants and incentives.
- 4.6.2.3 Recognize the value of the creative sector as a catalyst of economic development which attracts new residents, businesses and tourists.
- 4.6.2.4 Utilize artistic and creative processes and activities to engage citizens, especially youth, in community development and visioning efforts.



4.6.3 Public Art

Goal

Expand public art reflecting the city's history, culture and natural environment in prominent public spaces, new development, existing neighbourhoods and along the waterfront and trails.

Policies

- 4.6.3.1 Identify a stable funding source to foster a sustainable and vibrant public art program including selecting, commissioning, acquiring, installing and maintaining public art pieces.
- 4.6.3.2 Work with the City's arts-related Advisory Committee to identify suitable locations for public art installations.
- 4.6.3.3 Explore and evaluate options for public art in new developments early in the design process to create a broad range of possibilities.
- 4.6.3.4 Use public art as a catalyst for placemaking and a means of wayfinding.

4.6.4 Festivals & Events

Goal

Support, promote and create festivals and events celebrating arts & culture, music, recreation & sport, and local food and drink.

Policies

- 4.6.4.1 Conceive of and implement a wide range of arts, cultural and recreational activities, celebrations, events and festivals that engage and are enjoyed by residents and visitors.
- 4.6.4.2 Continue to encourage festivals throughout the year to maintain cultural and civic vibrancy beyond the summer months.
- 4.6.4.3 Promote and support local volunteer networks who work on exhibitions, festivals, sports events and community cultural projects.



4.6.5 Heritage

Goal

Recognize the value of history and heritage to create a sense of place and belonging for residents, and an incentive to visit for those from elsewhere.

Policies

- 4.6.5.1 Expand the Heritage Register to include First Nations sites and places, and more modern landmarks, including examples of mid-century modern architecture.
- 4.6.5.2 Engage the City's heritage-related Advisory Committee to identify criteria to evaluate sites and buildings to be considered for the Heritage Register.
- 4.6.5.3 Expand interpretive signage in historic parts of the city and along trails to inform and educate users about the natural environment, the Syilx/Okanagan presence, and Penticton's history.
- 4.6.5.4 Identify and protect trees that are significant due to their age, uniqueness or history by creating and maintaining an inventory of Penticton's heritage trees.

4.6.6 Character Areas

Goal

Recognize and protect the unique character of Penticton's historic Downtown (especially Main Street and Front Street) and character neighbourhoods as these areas change and evolve.

Policies

- 4.6.6.1 Ensure new developments and renovations integrate with existing neighbourhood character through the Downtown, Intensive Residential, and Multifamily Development Permit Area Guidelines (see OCP chapter 5 Development Permit Area Guidelines).
- 4.6.6.2 Explore the designation of identified character neighbourhoods as Heritage Conservation Areas, pursuant to Section 614(1) of the Local Government Act, to guide the form and character of new development and major renovations to ensure they are respectful of the historic character. Apply this designation in areas of strong support for the initiative from residents and landowners.



Parks and Recreation

Parks and Recreation Vision

Penticton’s parks are highly valued for their environmental, health, social and economic benefits, and they are a defining component of our city’s character. Recreation in many ways defines us as well, as we are an active population, taking advantage of our developed parks, natural areas, beaches and recreational facilities.

Direction and guidance in this area are provided by the *Parks and Recreation Master Plan*, approved in 2018.

The key themes defining the directions in the Master Plan are: the protection of park land in perpetuity, ensuring that park and recreation amenities meet the needs of residents as our community grows, and financial responsibility to taxpayers and the City.

THE PARKS AND RECREATION MASTER PLAN VISION:

Penticton is a place to stay forever because we cherish our exceptional natural setting between two lakes.

We will continue to invest in accessible and equitable parks and recreation facilities for the well-being of all our citizens.

Our city will remain the destination of choice for those who appreciate the opportunities that our Okanagan home provides.

The parks and recreation goals and policies in the OCP reflect the values and priorities identified in the Master Plan process. While policy direction is provided through the OCP, specific directions and implementation details are provided in the Parks and Recreation Master Plan and through park-specific management plans.



Key Facts

67 park or open space sites

16 sport fields

7 playgrounds

6 public beaches

25km of trails and walkways

Indoor Recreation Facilities:

Community Centre (pool, gym, child minding, meeting space), SOEC, Memorial Arena, McLaren Arena, Penticton Curling Rink, Adidas SportsPlex, Seniors Drop-in Centre, YES Youth Centre



4.7.1 Park Land, Natural Areas and Trails

Goal

Provide, protect, and enhance public parks, natural areas and trails in Penticton.

Policies

- 4.7.1.1 Adhere to the Parks and Recreation Master Plan minimum active park land ratio (2.5 hectares of active park land required per 1,000 population) to serve the existing and future population, through dedicated use of City land and strategic land acquisition as required.
- 4.7.1.2 Increase the supply of neighbourhood parks to provide additional adequate park land and community gathering places as our population grows and our city densifies.
- 4.7.1.3 Protect parks as public assets through implementation and adherence to key City bylaws and policies, and particularly to the Park Dedication Bylaw, Zoning Bylaw and Park Land Protection & Use Policy.
- 4.7.1.4 Apply the Parks and Recreation Master Plan Park Design Guidelines in the design of new and upgraded parks, which include elements such as “universal design,” provision of shade trees, sports facilities, rainwater management, public art and urban agriculture where appropriate.
- 4.7.1.5 Inventory natural areas and establish designated nature-oriented parks within city limits, and prepare management plans to guide their protection, use, restoration, enhancement and management.
- 4.7.1.6 Create a network of interconnected trails – for pedestrians and cyclists - throughout the City, connecting the lakes, schools, parks, and recreational facilities, and coordinate with neighbouring jurisdictions to build on the regional trail network, including the River Channel Parkway.
- 4.7.1.7 Protect beaches and provide for a variety of appropriate, safe and sensitive water and beach-oriented outdoor recreation opportunities through planning, engagement, targeted capital investment and sustainable management practices.

WHAT IS UNIVERSAL DESIGN?

Universal Design is the design of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.



4.7.2 Park Design, Management, Operations and Programming

Goal

To ensure parks and recreational facilities meet community needs, and are designed and operated responsibly, safely and consistent with sustainability principles.

Policies

- 4.7.2.1 Provide a system of diverse parks and recreational spaces and places that are comfortable, safe, accessible and attractive, with social spaces (benches, gathering places) as well as recreation amenities.
- 4.7.2.2 Ensure that parks and recreational facilities are designed, maintained and managed using environmentally-sustainable practices.
- 4.7.2.3 Manage the use of parks and recreation facilities so that residents and visiting users feel safe, secure and satisfied with the quality of their experience.

4.7.3 Recreation

Goal

Provide opportunities for indoor and outdoor recreation that meet community needs, are consistent with the environmental quality objectives for our parks and natural areas, and which support appropriate tourism opportunities and their related economic benefits.

Policies

- 4.7.3.1 Plan for, design and invest in upgrades and improvements to parks such as appropriate natural areas, open spaces, landscaping, playgrounds, active recreation facilities, washrooms, spray parks and urban agriculture opportunities to provide and/or improve the recreational experience and opportunities for community gathering, using the priorities identified in the Parks and Recreation Master Plan.
- 4.7.3.2 Engage in long-term facilities development and related capital planning, including land acquisition, and explore funding and development partnerships to ensure long-term availability of required indoor recreational facilities such as ice surfaces, dry-land surfaces, tennis courts and curling centres.



Chapter 5

Development Permit Area Guidelines



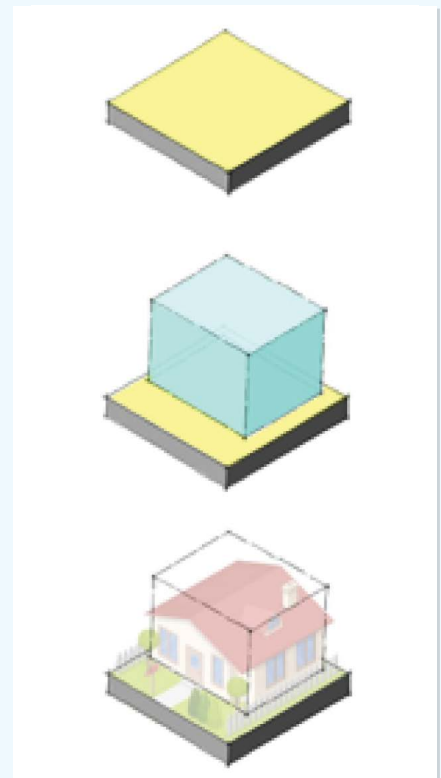


Development Permit Area Guidelines

5.1.1 Development Permit Area Guidelines Policy Context

DPA Guidelines ensure that development is sensitive to its context, provides broader benefits, and minimizes negative impacts. The Guidelines apply to forms of development with greater impact or to the development of more sensitive lands. For example, to higher-density residential development, infill development in existing residential areas, and development in or near natural areas and in the hillsides. Much of the city is not subject to DPA Guidelines: single-family areas (with the exception of those in environmentally sensitive, hillside and riparian areas, and carriage houses and small lot development), civic and institutional uses and industrial areas.

- **Land Use Designations** established in this OCP guide growth through the designation of future land use and infrastructure servicing policies as a means to articulate community vision and anticipates anticipated long-term needs.
- **Zoning** is contained in the Zoning Bylaw and regulates the specifics of scale and type of development (e.g., “**how big is the box?**”), including: permitted uses, building heights and setbacks.
- **Development Permit Area (DPA)** guidelines help manage the form and character of commercial and intensive/multifamily residential development, and maintain quality standards as a condition of Development Permit approval. Additionally, DPAs guide development in terms of hillside, environmentally-sensitive and riparian areas.



5.1.2 Application Of Development Permits

All development in the Development Permit Areas defined in this section of the Official Community Plan requires an application for a Development Permit. The application will be evaluated in respect to compliance with the respective Guidelines. While some Development Permit Areas apply citywide, others are for specific areas and maps have been provided for reference (Maps 3-6).



5.1.3 Exemptions

Pursuant to Part 14, Section 488(4) of the Local Government Act, issuance of a Development Permit is **not** required for the following:

- Routine building repairs and/or maintenance including “like for like” replacement of roofing, siding, windows and/or doors
- Internal renovations that do not affect the external appearance of a building or increase the floor area
- Building Code and safety requirements (e.g., fire exits, ramps, etc.)
- Works authorized by a Temporary Use Permit
- Single Family Dwellings with the exception of Intensive Residential DPA small lot development (see 5.3.1) and in Environmental (Section 5.5.2) and Riparian DPAs (Section 5.5.3)
- Additional exemptions for specific DPAs are provided in their respective Exemptions sections below.

5.1.4 Variances

Setbacks, Height and Public Amenity Variances

The following variances to zoning standards may be considered as a component of a Development Permit Application subject to Section 490(1)(a) of the Local Government Act, provided that the resultant built form of the proposed building is consistent with the General OCP Development Permit Area Guidelines and the overall intent of the Zoning Bylaw:

1. Minor variances to setbacks may be considered to:
 - a.) retain existing mature trees
 - b.) accommodate desirable architectural criteria, such as porches, balconies, projecting design features, awnings, and canopies, provided that the building face still meets required setbacks.
2. Minor variances to the maximum permitted height of a building of approximately 2 meters may be considered to accommodate a landmark architectural feature on corner sites, provided it is consistent with the General Guidelines.
3. Minor variances to at-grade amenity area requirements may be considered, provided the variance does not reduce at-grade amenity space to less than 10% of total amenity area or reduce the total amenity area, and that it is visible from the public realm / building’s sidewalk.
4. Minor variances to impermeable surface requirements provided other means of managing stormwater are incorporated into the design.
5. Minor variances to signage where signs are incorporated into building design and meet general objectives.

Parking Variances

The following variances to parking standards may be considered as a component of a Development Permit Application subject to Section 490(1)(a) of the Local Government Act:

1. Variance to reduce the required number of commercial parking spaces to zero.
2. Variance to reduce the required number of residential parking spaces for intensive residential, multi-unit residential development, and/or the residential portion of mixed used developments to one space/dwelling unit.



provided that:

1. The development is within 400 meters of a transit stop;
2. The development includes design elements intended to encourage alternative transportation, such as secure bike or scooter parking, or employee shower facilities (in the case of commercial developments); and
3. The variance will not reduce the number of required parking spaces for persons with disabilities.

Landscape Variances

The following variances to landscaping standards may be considered as a component of a Development Permit Application subject to Section 490(1)(a) of the Local Government Act:

1. Variances to landscape buffer requirements may be considered in cases where the proposed building locations make establishment of a buffer difficult or impossible or where trees will not thrive. In cases where the buffer is reduced, compensatory planting elsewhere on site or in the adjacent public realm is required.
2. Variances to retaining wall height in cases where appropriate terracing and planting are incorporated to reduce massing.

5.1.5 How To Use These Guidelines

Multiple Guidelines

There are areas of the city where multiple Development Permit Areas will overlap, which case all overlapping guidelines apply. Refer to the Development Permit Area descriptions and maps – ([Maps 3-6](#)) to determine relevant DPA guidelines.

Accordingly, the overall structure of the Guidelines is organized into:

- General Guidelines that apply to all DPAs;
- Use-specific Guidelines that apply to specific land uses and/or groups of related uses (Intensive Residential, Multifamily Residential, Commercial and Mixed Use) as further defined in the DPA Guidelines, [Future Land Use Plan section \(see Chapter 3\)](#) and in zoning.
- Area-specific Guidelines that apply to specific land areas (Downtown, Hillside, Riparian, and Environmental)

Within the General, Use-specific and Area-specific Guidelines, the content is organized in the following way:

1. **Designation** pursuant to Part 14, Section 488.1 of the Local Government Act and including:
 - a.) protection of the natural environment, its ecosystems and biological diversity;
 - b.) protection of development from hazardous conditions;
 - c.) protection of farming;
 - d.) revitalization of an area in which a commercial use is permitted;
 - e.) establishment of objectives for the form and character of intensive residential development;
 - f.) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
 - g.) establishment of objectives to promote energy conservation;
 - h.) establishment of objectives to promote water conservation;
 - i.) establishment of objectives to promote the reduction of greenhouse gas emissions.

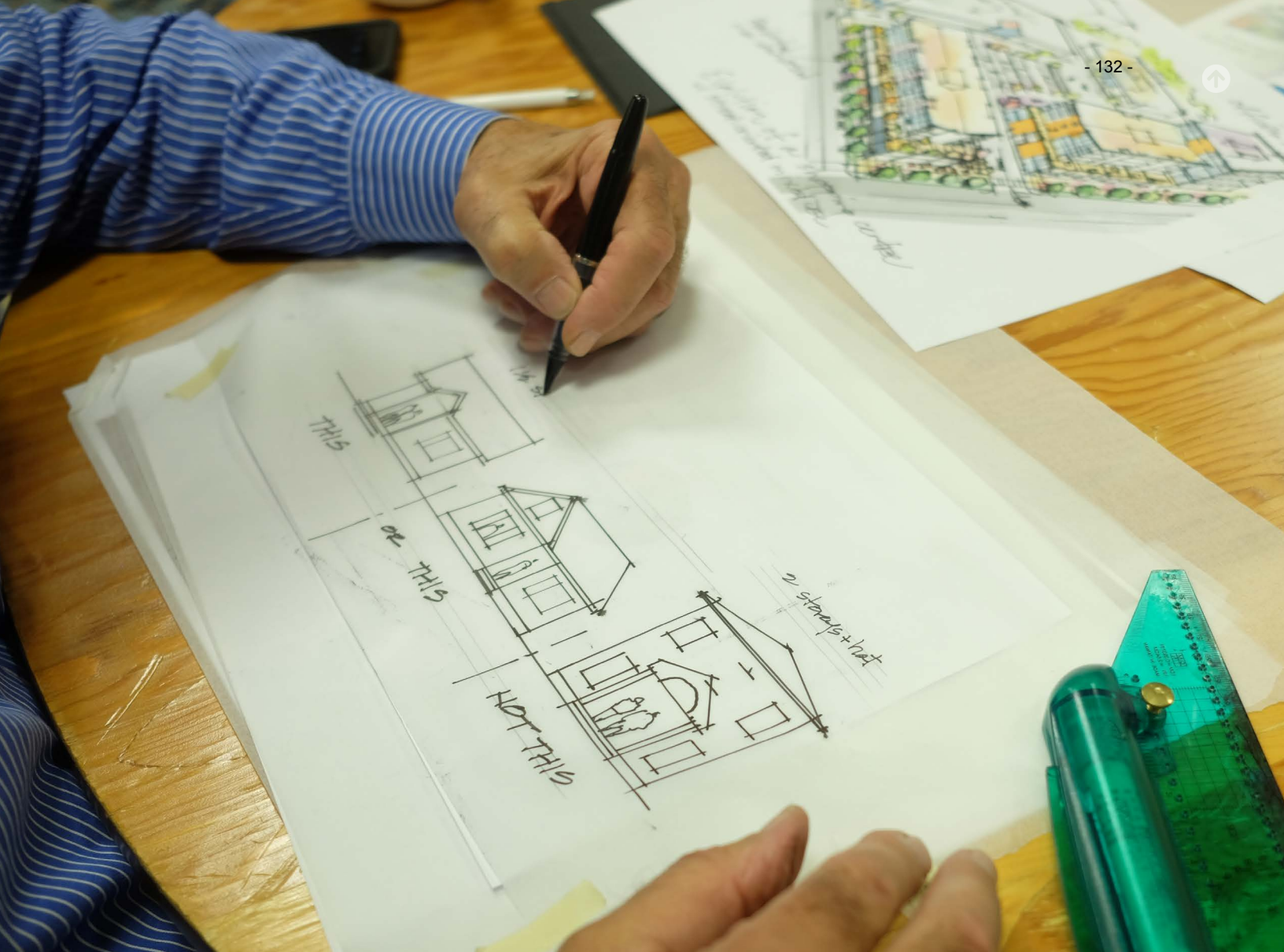


2. **Justification** – the rationale for incorporating this set of guidelines.
3. **Intent and Objectives** of the Guidelines which identify what the guidelines intend to achieve, including specific definition/clarification of the justification(s) as noted above.
4. The **Area** to which the guidelines apply, with reference to land use, zoning or a map indicating specific geography.
5. **Exemptions**, which apply in addition to the general exemptions identified in [Section 5.1.3](#).
6. In the case of **Form and Character Guidelines**, guidelines specifically related to:
 - a.) Site Planning and Context to consider building siting and adjacencies
 - b.) Architecture to consider building form and character
 - c.) Landscape Architecture to consider landscape design and function
 - d.) Special Considerations to include sustainability measures and/or other site/context-specific guidelines.

Language of Guidelines

The specific level of requirement of individual guidelines is determined by the following words:

- **“Shall”** or **“must”** and/or the use of the adjective **“required”** means that the definition and/or guideline is an absolute requirement.
- **“Shall not”** or **“must not”** and/or the use of the adjective **“prohibited”** means that the definition and/or guideline is absolutely prohibited.
- **“Should”** and/or the use of the adjectives **“recommended”** and/or **“encouraged”** reflects a strong positive preference of the Guidelines. In particular circumstances, there may exist valid reasons to not apply a particular Guideline, but any approval will require demonstration that an alternative solution is consistent with the overall intent of the Guideline, in the opinion of the Director of Development Services.
- **“Should not”** and/or the use of the adjectives **“not recommended”** and/or **“discouraged”** reflects a strong negative preference of the Guidelines. In particular circumstances there may exist valid reasons to apply an alternate solution, but which will require demonstration that the alternative is meet the intent of the Guideline, in the opinion of the Director of Development Services.
- **“May”** and/or use of the term **“optional”** means that the Guideline is discretionary.



5.2

General Guidelines

5.2.1 A Framework For Design

What do Design Guidelines do?

Design Guidelines help manage the form and character of neighbourhoods. In support of the goals and objectives of the OCP, the guidelines are intended to:

- identify, reflect and strengthen Penticton's best qualities, and;
- direct the "look & feel" of future development.

Design Guidelines address built form and character and consider site planning, building architecture, landscape architecture and other special conditions (e.g., lighting, public art, signage, etc).



5.2.2 General Guidelines

The following General Design Guidelines apply to all development requiring a Development Permit:

Site Planning

Designing in Context

Contextual designs feel better because they ‘fit.’ In light of Penticton’s complex and unique landscape, views and urban patterns, it is important that designs reflect this character. Guidelines address site conditions and context, including: sensitivity to on-site features (e.g., terrain and sun angle), adjacencies (e.g., street interface and existing uses), potential impacts (e.g., overlook and shading) and other related opportunities (e.g., energy conservation).

- G1. Prior to site design, analysis shall be undertaken to identify significant on-site and off-site opportunities and constraints, including built and natural elements (e.g., structures, slopes and drainage, significant landscape features, etc.)
- G2. Applications shall include a comprehensive site plan – considering adjacent context for building and landscape architectural design and neighbourhood character analysis – to demonstrate that the development is sensitive to and integrated within its context and surrounding uses and neighbours.
 - All site / landscape plans should incorporate the boulevard.
- G3. Private and semi-private open spaces should be designed to optimize solar access (see *Figure G3*).
- G4. Views through to the mountains and the lakes should be carefully considered and incorporated into the design of new development.

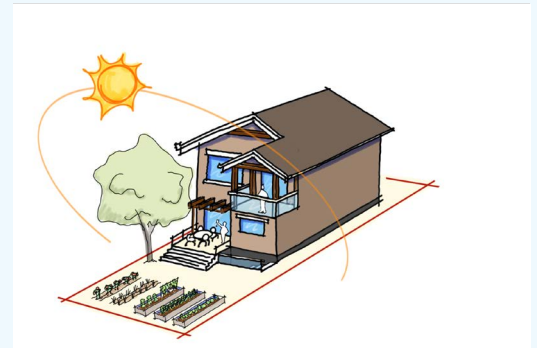


Figure 5-1 - G3

Framing Space

In consideration of Penticton’s relatively low-scale urban form, future intensification and development should explore how buildings actively frame space(s) as a means to expand and enhance the public realm. The following guidelines aim to promote positive interactions with particular care and attention to transitions between private and public spaces.

- G5. Siting of buildings should support strong street definition by minimizing front yard setbacks while sensitively transitioning to neighbouring building setbacks.
- G6. Building placement and orientation should respect significant public water, mountain and ridgeline views.
- G7. All designs shall consider Crime Prevention Through Environmental Design (CPTED) principles and balance the reduction of crime and nuisance opportunities with other objectives to maximize the enjoyment of the built environment.
- G8. Secondary buildings should create comfortable and social, semi-public and semi-private spaces within interior courtyards and/or side-yards.



Prioritizing Pedestrians

A high-quality pedestrian environment is a central quality of any welcoming neighbourhood. Penticton is fortunate to have an extensive neighbourhood street network that links distinct areas in a reasonable walking distance. The following guidelines aim to optimize the quality and connectivity of pedestrian infrastructure and reduce conflict between pedestrians and vehicles.

- G9. Pedestrian connectivity to adjacent properties is encouraged. With the exception of private yards, open spaces shall be designed for public access and connectivity to adjacent public areas (and publicly-accessible private spaces).
- G10. Development of larger parcels should provide pedestrian connections to adjacent public areas and create an effective street-fronting block scale of 60m-190m.
- G11. Barrier-free pedestrian walkways to primary building entrances must be provided from municipal sidewalks, parking areas, storage, garbage and amenity areas.
- G12. Where feasible, indicate pedestrian ways with continuity of paving treatments/paving materials.
- G13. Entry to ground-level residential units should be no more than 1.8m (6.0 ft.) above the grade of adjacent public sidewalks and walkways (see Figure G14).
- G14. The outdoor space of a residential unit should be raised no more than 1.2m (3.9 ft.) above adjacent public sidewalks and a “front stair” pedestrian connection shall be provided (see Figure 5-2).
- G15. Fencing facing an active public realm should be lowered and transparent or semi-transparent.

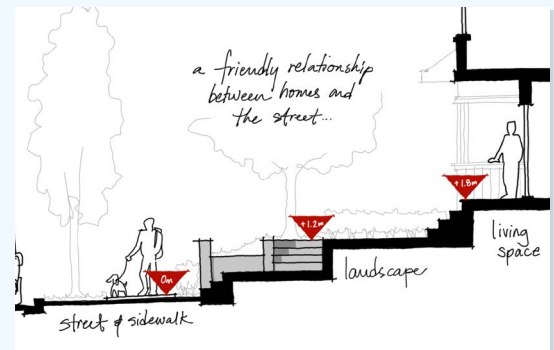


Figure 5-2: G13, G14

Cars and Parking

The following guidelines are intended to reduce the impacts of automobile infrastructure – including access and parking – and to further support a high quality pedestrian realm. (see Figure 5-3 and Figure 5.4)

- G16. Site and building access must prioritize pedestrian movement, minimize conflict between various modes of transportation and optimize use of space:
 - Off-street parking and servicing access should be provided from the rear lane (where one exists) to free the street for uninterrupted pedestrian circulation and boulevard landscaping (see Figure 5-4).
 - Where possible, shared automobile accesses should be considered to optimize land use, and to reduce impermeable surface coverage and sidewalk crossings.

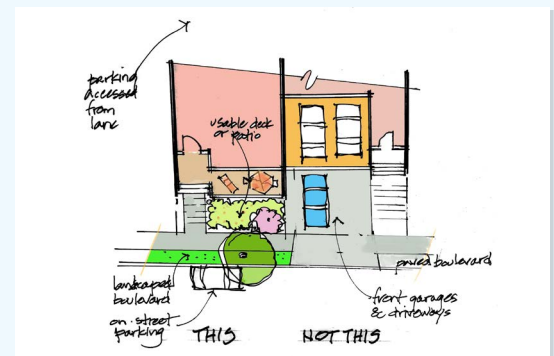


Figure 5.3

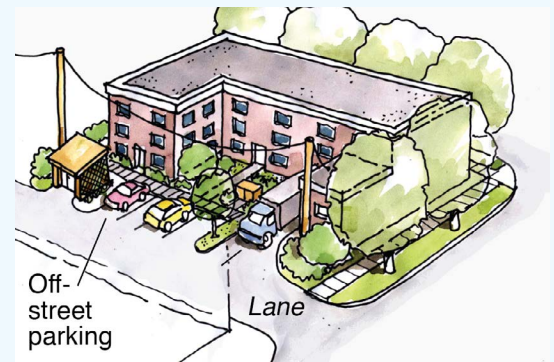


Figure 5-4: G16



- G17. On-site parking location and design should minimize visual impact and provide safe connections for pedestrians:
- Parking between the front of buildings and the street is not permitted.
 - Parking should be located at the rear of buildings/sites.
 - Shared parking (where varying uses have parking demands that peak at different times of the day) is encouraged to reduce parking requirements.
 - Outdoor surface parking areas should incorporate pathways that provide safe, accessible and comfortable pedestrian connections to entries/destinations.
- G18. Attached parking structures, their access and associated components (doorways, ramps, etc.) should be architecturally integrated into the building so as to minimize visual impact to the public realm.
- G19. All multifamily developments should accommodate sustainable modes of transportation through:
- Provision of bike parking and/or safe storage of alternative transportation/ mobility equipment (bikes, mobility scooters, etc.).
 - Provision of electric vehicle charging stations.
 - Internal circulation and/or upgrades to adjacent rights-of-way to accommodate alternative transportation (e.g., multi-use pathways, separated bike lanes, etc.).

Architecture

Design for Our Climate

In response to Penticton's semi-arid climate, design buildings and landscape architecture that reflect a love for indoor/outdoor living resulting from low annual rainfall and hot summer temperatures.

- G20. Designs should respond to Penticton's setting and climate through use of:
- passive solar strategies;
 - optimized placement of windows to maximize natural light;
 - energy-efficient building design;
 - passive solar principles;
 - landscape design and plantings that provide cooling through shade in summer months;
 - selecting roof materials to minimize heat loading and increase reflectivity.; and,
 - strategies for cross-ventilation.

Friendly Faces, Friendly Neighbours (Orientation & Massing)

Massing (the three-dimensional form) and articulation (how the parts fit together) of architecture are tools that can reduce the apparent size of large buildings and help ensure the sensitive transition to adjacent buildings and open spaces. It can also provide visual interest for pedestrians. New development should consider the scale of its neighbours and avoid abrupt transitions in height and massing between adjacent buildings.

- G21. Orientation of buildings should face public spaces (e.g., street and lane) with a preference for ground-oriented types (e.g., a front door for everyone or every business).
- G22. Massing of larger buildings should be composed of multiple volumes to reduce visual impact on the pedestrian realm.
- G23. Articulation of building mass should include horizontal (minor) setbacks and stepbacks (along upper storeys) to provide visual interest and enrich the pedestrian experience. Balconies and/or cantilevered upper floors may be considered as a means to breaking up massing while promoting overlook and/or weather protection.



- G24. Street-facing units should utilize a layering of elements – including but not limited to street-facing entries, stairs, stoops, porches, patios and landscape elements – to create transitions between the public (e.g., street, sidewalk), semi-public (e.g., walkway, ramp, stair), semi-private (e.g., stoop, balcony) and private areas.
- G25. Where appropriate, stepped massing should be utilized to transition and improve the relationship between developments of differing scale. In areas where there is an OCP Land Use Designation change, adjacent building heights should not be greater than one-and-a-half storeys higher than existing adjacent development with additional storeys terraced back with a minimum setback of 3.0 metres. (see *Figure 5-6*).
- G26. Building designs should minimize impacts on the privacy of adjacent dwellings, including private open spaces.

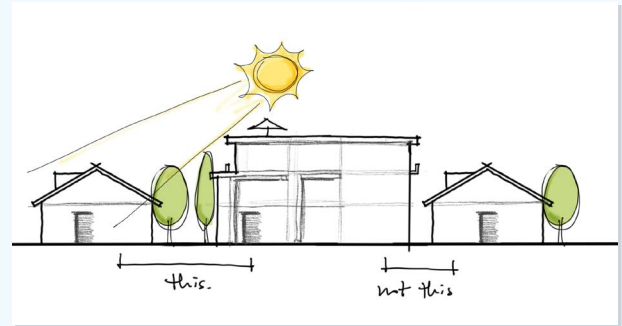


Figure 5-5

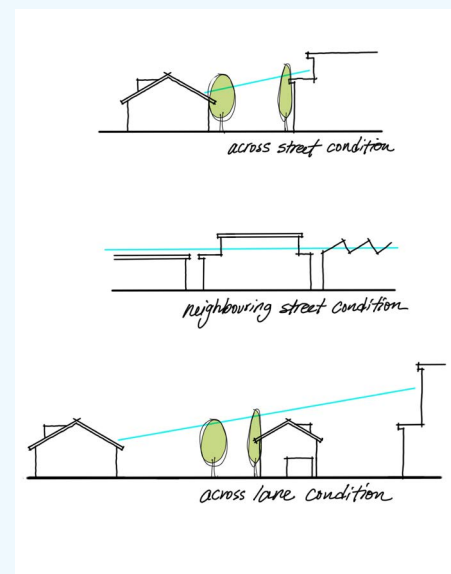


Figure 5-6: G25

Eyes on the Street

Create active and safe shared spaces through orientation of primary building entrances, windows, porches/ balconies to the public realm, sidewalks and other shared open spaces.

- G27. Development should activate the public realm (e.g., sidewalks) and shared open spaces by placing active uses at street-level.
- G28. Entries should be visible and clearly identifiable from the fronting public street.
- G29. Development should orient windows, porches, balconies and patios toward the public realm, allowing for casual overlook of parks, open spaces, and parking areas (see *Figure 5-7*).
- G30. Extensive blank walls (over 5m in length, and including retaining walls) along the street should be avoided.
- G31. Provide screening (e.g., varied materials/textures, murals, greenwalls or vines) on solid walls that exist as a function of an internal program (e.g., for privacy, merchandising, etc.).



Figure 5-7: G29



Landscape Architecture

Design with Nature

Landscape design must reflect Penticton's natural environment. Further, local climate and landscape requires that designs are considerate of extreme temperatures, low annual rainfall and erodible soils.

G32. Stream and Riparian Protection (see [Riparian DPA section](#))

- Sites adjacent to creeks, lakes and wetlands should retain or enhance fish and/or riparian habitat, through:
 - » Retention, enhancement and restoration of trees and shrubs that shade streams and stabilize soil, with a preference for native species;
 - » Management of post-development total yearly flow, magnitude (in individual events), and duration to mimic pre-development conditions; and,
 - » Management/restriction of access to protect stream banks and meet Riparian Area Regulations (RAR)

G33. Water Conservation and Plant Maintenance: Xeriscaping, Irrigation & Mulching

- Employ **xeriscaping** principles (see Glossary) in landscape design that reduce the need for supplemental water from irrigation.
- Employ strategies such as stormwater management reuse (including rain gardens and water reclamation) to minimize impact on infrastructure and the use of potable water.
- Encourage landscaping using native drought-tolerant plant species rather than water-hungry varieties.
- All trees and vegetated landscaping should be irrigated using a sub-surface irrigation system, programmed to maximize efficient water use (e.g., drip irrigation).
- Where appropriate, increased depth of top soil is recommended as a means to retain water and ensure more drought-tolerant landscapes.
- Trees should be planted to provide shading for shrubs and grasses and south and west faces of buildings.
- Where appropriate, mulching may further reduce irrigation demand by retaining soil moisture.

Enhance the Urban Forest

Urban forests are recognized for the economic, social, and environmental benefits they provide. In addition to considerations for form & character, enhancement of Penticton's urban forest will support health and well-being for all.

G34. Tree retention

- New development should retain, where possible, existing mature and native trees and protect their root systems;
- Pre- and post-development tree surveys are required must be undertaken.

G35. Tree planting

- Where space permits, landscaped areas, boulevards and setback areas adjacent to streets should be planted with trees with appropriate soil volumes to ensure longevity.
- All areas with planted trees must be irrigated
- All development fronting a public street shall plant a landscaped area fronting the public road with regularly spaced street trees no further than 10 metres apart, and at least 2.5 meters tall at the time of planting.
- The planting of additional trees is strongly encouraged, particularly if existing trees cannot be preserved, in order to maintain and expand the urban forest canopy.



Functional Use of Landscapes

Designs should be prepared by a professional with experience in the planning, design and implementation of high-quality landscapes designs.

G36. Habitat: designs should provide for and/or enhance habitat value (e.g., birds, pollinators, etc.) through the use of selected plant material (food & nutrients) and/or structural/grading improvements (e.g., hibernacula, pools, etc.).

G37. Stormwater management: mitigate impacts of runoff by diverting stormwater to infiltration galleries or other appropriate green infrastructure.

G38. Screening & Buffering

- Where appropriate (and in consideration of FireSmart principles and native ecosystems), screen walls and/or landscape buffers (e.g., berms, shrub beds, hedges and/or trees) should be used to manage transitions and/or conflict between incompatible uses (e.g., industrial uses and/or parking);
- Buffer design should complement neighbourhood character and landscape setting (refer to “**Materials Selection – Hardscapes and Softscapes**”)
- Notwithstanding the screening regulations in the Zoning Bylaw , landscape buffers should be utilized to reduce the visual impact of service areas and surface parking, including:

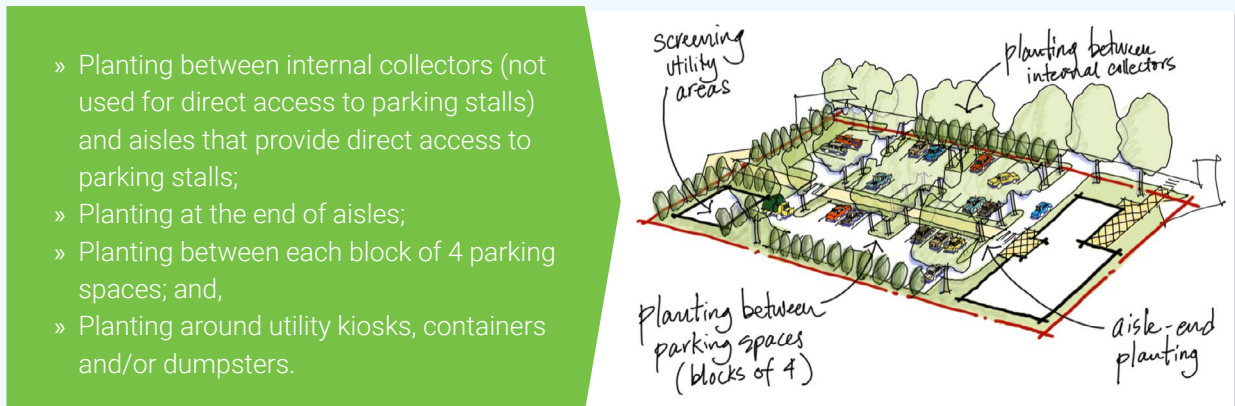


Figure 5-8: G38

G39. Defining the Public- and Private Realms

- Clearly signaled transitions between the public (e.g., street, sidewalk), semi-public (e.g., walkways, ramp, stair), semi-private (e.g., stoop, balcony) and private (e.g., entry) realms shall be clearly defined to enhance both the privacy of residences and the pedestrian experience, and may include:
 - » Landscape terracing (e.g., grading, retaining);
 - » Structures (e.g., fences, pergolas, trellises),
 - » Planting (e.g., low hedges) and/or
 - » Changes in surfacing materials.

G40. Energy

- Landscape designs should support shading strategies (passive cooling) with deciduous plantings that allow increased solar gain in winter months;
- Landscape designs should accommodate windbreaks (perpendicular to the direction of winter prevailing winds) to reduce heat loss in winter.

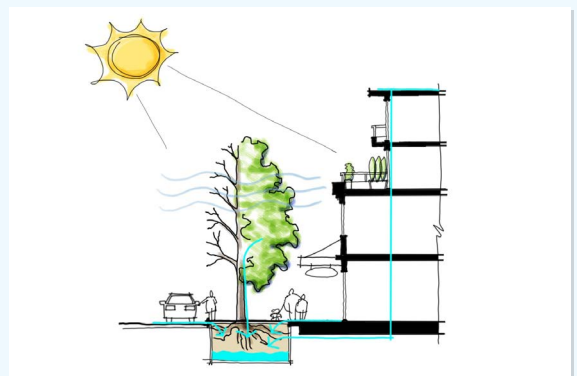


Figure 5-9: G40



Materials Selection – Softscapes & Hardscapes

The material and quality of landscapes – in public and private spaces - play an important role in defining the character of Penticton. Material selection (plants and construction materials), high quality landscape design and materials will enhance landscape performance, visual character and aesthetic quality while reinforcing a positive, green image of Penticton.

G41. Softscapes

- Plant materials (size) and planting densities should be designed to meet and exceed the British Columbia Landscape and Nursery Association (BCLNA) Standards;
- Landscape designs should consider opportunities for seasonal interest (e.g., colourful foliage and/or flowering at various times of the year).
- Structural diversity in plant palette composition – including combinations of groundcovers, shrubs of various heights and trees – is encouraged.
- Landscape design shall consider aesthetic qualities, plant suitability and soil volumes to ensure “right plant, right place” and to maximize growth to maturity of plants and trees.
- Plant selection should emphasize local/native plants and/or similarly hardy/well-adapted plants to Penticton’s desert climate.
- Invasive species are prohibited.
- Synthetic turf is prohibited.

G42. Hardscapes

- Material selection should reflect an extension of overall functional design and should emphasize local, natural, climate appropriate materials.
- Landscape construction should prioritize robust, durable and easily-maintained materials.
- Retaining walls should use natural-looking textures and natural colours.
- Colours should complement Penticton’s natural setting and associated palette.
- Minimize the use of impervious surfaces and/or incorporate rainwater management strategies where surface runoff is captured.
- Where feasible, minimize the use of low albedo (heat-absorbing) surfacing materials to reduce heat island effect (i.e., use lighter-coloured, more reflective materials).



Special Considerations

Corner Lots

Corner lots are often the focal point of any streetscape, and should:

- G43. Address both fronting streets in a pedestrian-friendly way, preferably with pedestrian entrances and/or windows on both facades;
- G44. Support wayfinding by framing views (or open space) and/or utilizing landmark architectural elements (if appropriate);
- G45. Utilize corner entrances, angled facades at intersections, and stepped designs in areas of higher pedestrian traffic and commercial uses. Where open space is proposed for a corner lot, amenities like seating, drinking fountains, and garbage receptacles should be incorporated into open space designs.

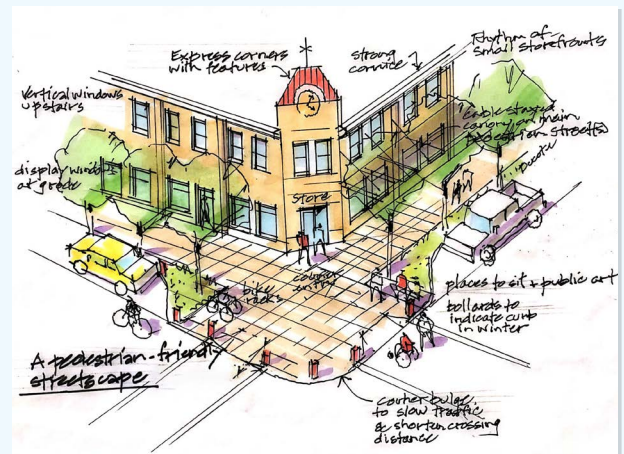


Figure 5-10: G45

Public Art

Public art provides opportunity to celebrate public space and create a sense of place.

- G46. Opportunities for the inclusion of public art should be explored in public and semi-public open spaces, especially plazas.
- G47. Historical references should be carefully and collaboratively chosen.

Lighting

Lighting is essential to wayfinding and safety at night. Equally important is the scale, intensity, quality, location and direction of lighting.

- G48. Lighting shall be provided for all building entrances, walkways, driveways, parking areas and loading areas and should be sufficient to provide clear orientation, personal safety and site security, including allowing for overlook from adjacent buildings.
 - The scale and intensity of lighting should be adapted to its setting and application;
 - Lighting design shall prioritize pedestrian-scaled lighting while ensuring vehicular access and parking is sufficiently lit for safe maneuvering;
 - Light fixtures should utilize “cut-off” (zero intensity at or above an angle of 90°) luminaries to minimize glare;
 - Warmer light sources (<4000k) are strongly encouraged.
- G49. Minimize light pollution through the use of full cut-off lighting, avoiding light reflectance, and directing lighting downwards. Exceptions may be made for signage and architectural lighting (e.g., enhancing special features or aesthetic qualities).
- G50. Avoid lighting that illuminates streams, wetlands, lakes and other natural areas.
- G51. Avoid negative light impacts on neighbours.

Signage

- G52. Signage should complement overall form and character as an extension of associated building and landscape designs.
- G53. All signage shall comply to the City of Penticton’s Sign Bylaw, (which regulates the number, size, type, form, appearance and location of signs).



Utilities, Mechanical Services and Servicing

As essential components of the city's built infrastructure, these elements must be intentionally integrated in the overall design to mitigate impacts on form and character.

- G54. Mechanical/Utility cabinets and transformer pads (units) shall be located at the rear of the property, behind the building.
- G55. Where this is unachievable, units may be located at the edge of the front yard and must be incorporated into landscaped areas and screened from the street.
- G56. Units shall not obstruct private views onto public space that might otherwise provide safety through passive surveillance.
- G57. Units shall not be installed in in riparian setbacks (SPEA) and Environmental Protection areas

Waste Management

Notwithstanding the screening regulations in the Zoning Bylaw, management of garbage and recycling must be integrated in the overall design to mitigate impacts to form and character.

- G58. Garbage/recycling areas and other similar structures should be located out of public view in areas that mitigate noise impacts and which do not conflict with pedestrian traffic,
- G59. Garbage and recycling bins should be contained within screened enclosures that are coordinated with the overall design.
- G60. Clear access to refuse/recycling areas must be provided.

Fences

Notwithstanding the fencing regulations in the Zoning Bylaw, fencing design should provide a level of privacy to the development but not present an unfriendly solid wall to the public street.

- G61. Fencing located along a street edge should be low and/or not create a solid barrier (i.e. it should be visually transparent).
- G62. Fencing along the street edge should be supplemented with low profile landscape plantings.
- G63. All plans should show intended fencing.

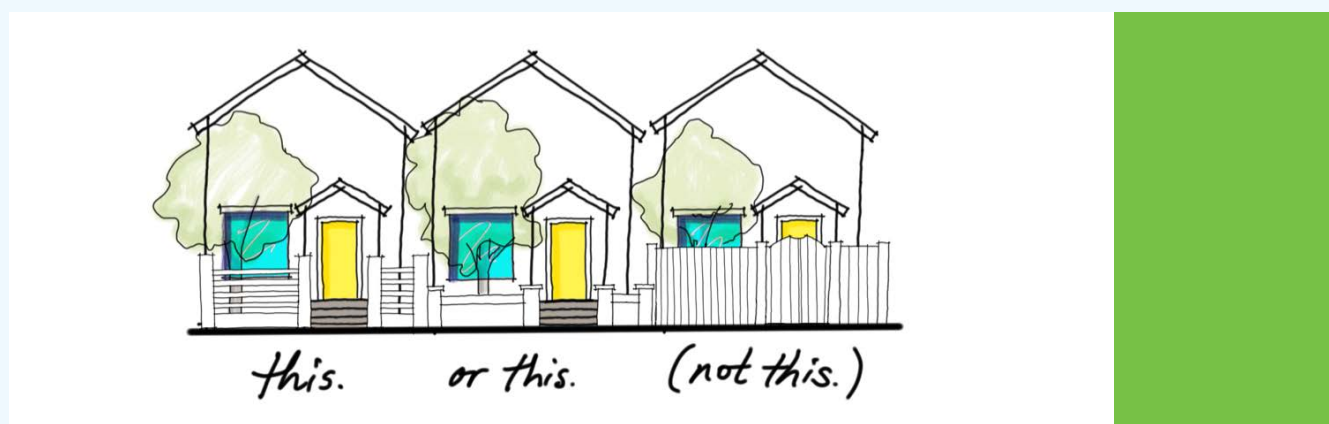


Figure 5-11: G63



5.3 Use-Specific Guidelines

In addition to the General Guidelines in Section 5.2, the following Guidelines regulate form and character for developments defined by specific uses.

There are three use-specific guideline categories:

- **Intensive Residential Development Permit Area Guidelines**
- **Multifamily Residential Development Permit Area Guidelines**
- **Commercial / Mixed-Use Development Permit Area Guidelines**

The two types of residential development, although similar in use, are distinguished by differences in scale, which has implications for form and character.

Commercial & Mixed-Use guidelines address the form and character of buildings and streetscapes along commercial frontages.

5.3.1 Intensive Residential Development Permit Area

Intensive Residential includes single detached houses with a carriage house, small lot residential development and duplexes.

5.3.1.1 Designation

The Intensive Residential Development Permit Area establishes objectives for the form and character of intensive residential development pursuant to Section 488.1(1)(e) of the Local Government Act.

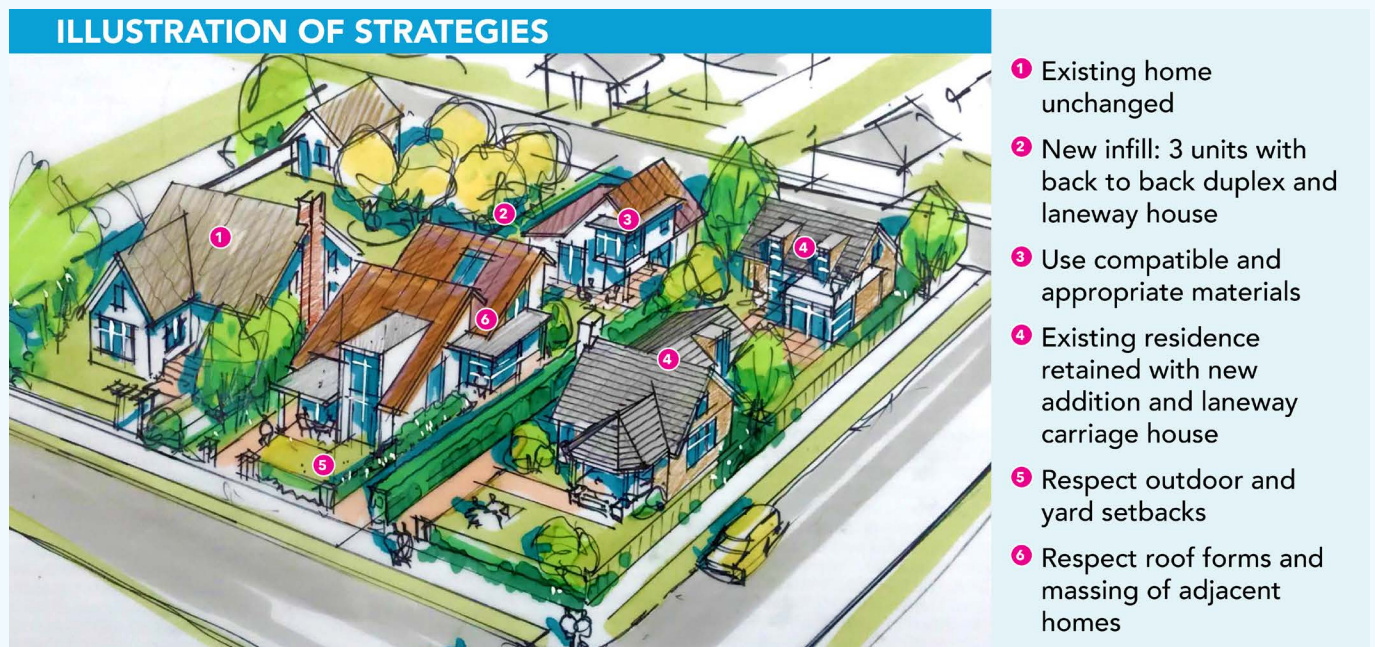


Figure 5-12

5.3.1.2 Justification

Intensive Residential is located in lower-density residential neighbourhoods, primarily in areas serviced with lanes, close to neighbourhood-scale amenities (services, parks) and where gentle densification is most appropriate.

Guidelines will outline strategies for access to sunlight, respecting the privacy of existing residents, and transitioning scale of buildings and density with an emphasis on neighbourliness.

5.3.1.3 Intent

Specifically related to “infill” residential development within established neighbourhoods, the intent of the Intensive Residential Guidelines is to manage form and character that strengthens livability, neighbourliness, and visual interest.



5.3.1.4 Objectives

New development should recognize and respect local scale and patterns of development with the following objectives:

1. Introduce new housing that fits with and relates to its context.
2. Accommodate diverse and eclectic form and scale while ensuring a clear hierarchy of primary and secondary buildings on a site
3. Ensure transition of scale with smaller forms to protect privacy and “right to light” (sun exposure for livability)
4. Ensure “friendly faces” along residential frontages and secondary edges (where applicable) with comfortable relationship to the street.

5.3.1.2 Area

For the purpose of this DPA, an Intensive Residential Development Permit is required prior to issuing of a Building Permit for any of the following:

- property proposing a carriage house
- property currently zoned for, or will become zoned for, a duplex (RD zones)
- property containing an existing single-family dwelling that is being converted into a two-family dwelling (duplex)
- small-lot residential development, which includes the following:
 - » a lot with an overall area of less than 4,200 square feet (390m²)
 - » a single-family lot with less than 10m in lot frontage
 - » a lot that has an overall area of less than 5,000 square feet (464m²) and that proposes a single-family dwelling with secondary suite

Where the Intensive Residential Development Permit Area overlaps with other DPAs, all applicable guidelines will be considered.

5.3.1.6 Exemptions

A Development Permit will not be required for the exemptions as indicated in [Section 5.1.2 EXEMPTIONS](#), plus:

- minor exterior alterations to carriage houses and small lot residential development that do not require a Building Permit .
- minor exterior alterations that do not require a Building Permit where the footprint of the building is not increased by more than 10 percent of the existing footprint.

5.3.1.7 Intensive Residential Guidelines

In addition to the following Intensive Residential Guidelines, Development Permit Applications must also adhere to the General Guidelines (Section 5.2.2).

Site Planning

Designing in Context

Recognizing the intent to maintain single family character, new buildings should respect existing scales of development. In addition to the zoning's siting regulations (e.g., minimum setbacks), the placement of new buildings should consider the context of adjacent homes and the transition between existing and new development.

IR1. Building siting

- Front and rear yard setbacks should relate to those of existing neighbouring buildings. (see Figure 5-13).
- The primary building's front setback should be no greater than 6.0m so that homes engage with the street.

IR2. Intensive residential (infill) development should offer a diversity of housing to support objectives related to affordability and ageing in place.

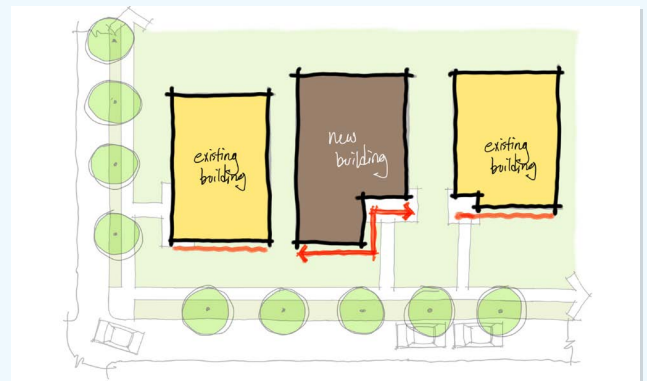


Figure 5-13: IRI

Special Considerations

Accessory Dwellings and Accessory Buildings : Carriage Houses, Garages, and Sheds

As cities grow, they need to balance densification with existing neighbourhood character. Allowing carriage homes is one of the more sensitive densification strategies for single family neighbourhoods, and Penticton is fortunate to have a gridded network of streets and lanes in many places that can potentially support them. The following guidelines direct development of both accessory dwellings (carriage houses) and buildings (non-dwellings – garages, sheds, etc.)

IR3. General Guidelines apply to accessory dwellings and buildings.

IR4. Scale – accessory buildings (garages, storage sheds, covered patios/decks, greenhouses) and accessory dwelling units (carriage houses) shall be modest in scale:

- Floor area and Coverage – Accessory dwellings and buildings shall be no more than 60% of the floor area of the principal building and no more than 15% coverage of the lot
- Height – detached covered accessory dwellings and structures must not exceed the height of the principle building.
- Fit – accessory buildings and dwellings should follow considerations for site and neighbourhood character fit:
- Frontages – buildings that face the lane or side street should address them in a positive way. This should include windows and doors facing the lane, planters, trellises and planted strips.
- Style – exterior finish and trim should visually match the primary structure.
- Roof pitch - should be the same as the predominant roof pitch of the primary structure.



Carriage Houses

In addition to being a sensitive infill strategy, carriage houses provide more housing choice, as well as rental units for a variety of users such as aging family members, adult children, caregivers. The following guidelines to ensure fit of additional dwellings in existing neighbourhoods.

IR5. Designing in Context: Appropriate Locations

- Carriage houses should only be built on sites serviced by lanes or on large lots where impact on neighbours is negligible.
- Construction of carriage house or repurposing of existing buildings as carriage houses in SPEAs (Streamside Protection and Enhancement Areas) and environmental protection areas is prohibited.

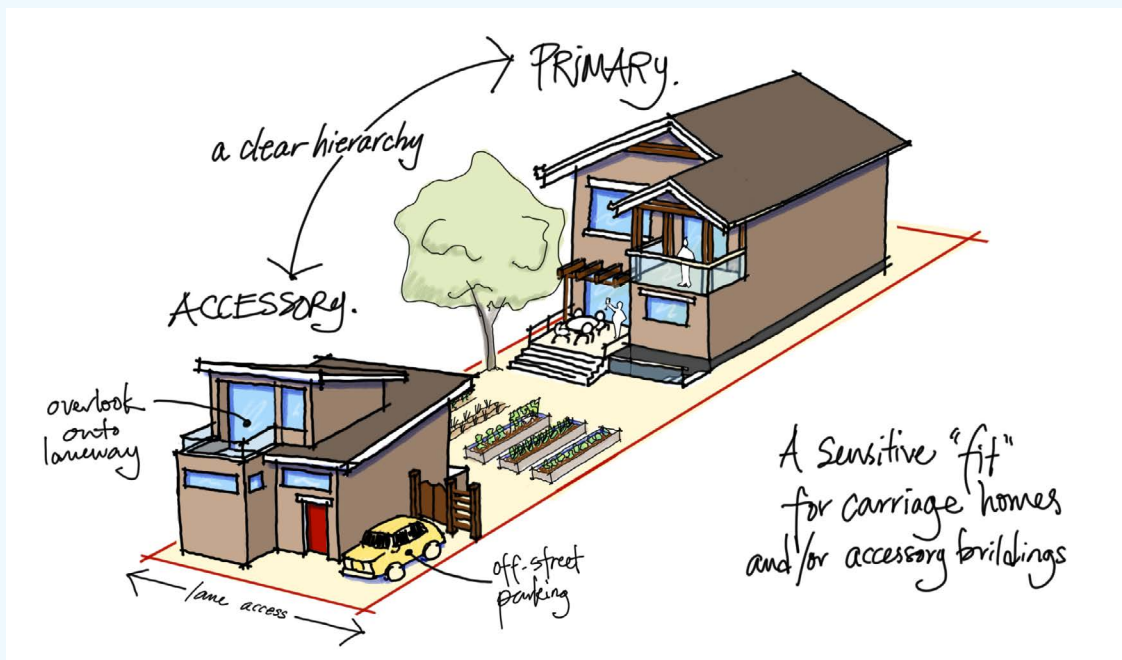


Figure 5-14: IR6

IR6. Friendly Faces, Friendly Neighbours | managing height and size

- Carriage homes shall not dominate the site. One-storey carriage houses (12-15ft) are encouraged to limit impact on neighbours. Where carriage houses are more than one storey tall the second floor is restricted to 60% of the footprint of the carriage house.

IR7. Limiting Overlook

- Upper floor balconies must overlook the lane (or street if on a corner lot). Ground floor outdoor spaces may open onto the site's shared yard space
- Limit upper level sideyard and garden facing windows and/or design them to increase privacy and reduce overlook on neighbouring properties, particularly homes where windows into private uses such as bedrooms may exist. If the distance to a neighbouring dwelling is less than 1.5m, transparent windows are not permitted

IR8. Parking

- One additional off-street parking space shall be provided per carriage house. The parking space may be:
 - » integrated in ground floor (and counted toward the carriage house's footprint / floor area) or
 - » a carport so long as it is architecturally integrated with the carriage house or
 - » off-street surface lot



5.3.2 Multifamily Residential Development Permit Area

Multifamily Residential includes a wide range of higher-density housing forms, including multiplexes, row-houses, townhouses, low-rise apartments, and high-rise apartments.

5.3.2.1 Designation

The Multifamily Residential Development Permit Area establishes objectives for the form and character of commercial, industrial or multifamily development pursuant to Section 488.1(1) (f) of the Local Government Act.

ILLUSTRATION OF STRATEGIES



- 1 Prominent entrances and/or lobbies
- 2 Stepped roofs help transition scale and provide outdoor amenity spaces for residents
- 3 Design of facades to feature local materials creates visual interest and helps break up the appearance of large, monolithic forms.
- 4 “Faced” with townhomes, apartments better engage the street and activate the sidewalk with front doors and patios.
- 5 Landscape design helps transition between public and private spaces on the ground level with plant material and low walls.

Figure 5-15

5.3.2.2 Justification

Certain neighbourhoods and areas along prominent corridors and around the Downtown have been designated for multifamily development to accommodate the demand for housing choice, increased affordability and living close to amenities and services. The Multifamily DPA Guidelines ensure successful integration of this housing into their neighbourhoods.



5.3.2.3 Intent

Guidelines for multifamily housing are a means to enhance neighbourhoods and create sensitive transitions in scale and density by addressing issues such as privacy, landscape retention and neighbourliness.

5.3.2.4 Objectives

New development should recognize and respect local scale and patterns of development with the following objectives:

1. Ensure social spaces and support for active living (through provision of amenity spaces and indoor-outdoor relationships)
2. Avoid shadow/shading impacts to public parks and priority pedestrian realm
3. Encourage high quality materials and design.

5.3.2.5 Area

The Multifamily Residential Development Permit Area applies to all multifamily development within the city for properties currently zoned for multifamily residential (RM zones and containing multifamily residential uses. This includes multiplexes, cluster housing, rowhouses, townhouses and apartments. Where the Multifamily Development Permit Area overlaps with other DPAs, all applicable guidelines will be considered.

5.3.2.6 Exemptions

A Development Permit will not be required for the exemptions as indicated in [Section 5.1.2 EXEMPTIONS](#), plus:

- internal renovations
- external renovations that do not affect the form and character of the building or site (to be determined by the Development Services Department)
- subdivisions where no building is being proposed

5.3.2.7 Multifamily Residential Guidelines

Notwithstanding the following Multifamily Guidelines, Development Permit Applications must also adhere to the General Guidelines (Section 5.2.2).

Site Planning

Framing Space

An multifamily residential buildings require thoughtful planning around design of shared spaces and provision of public amenity space. Penticton's climate and seasonal variations provide opportunities for year-round outdoor activity for residents.

- MF1. All multifamily developments should incorporate community amenity spaces that provide opportunity for recreation and play and address the needs of all age groups likely to reside within the development.
- MF2. In an effort to promote community and social sustainability, multifamily developments should exhibit a preference for courtyard forms with views into them from ground-oriented ground floor units.
- MF3. Amenity spaces should incorporate vegetation for the purposes of active and passive recreation and/or visual interest, and incorporate safe play areas in interior courtyards.



Figure 5-16: MF2

Parking

Access to visitor parking should be visible and accessible, and should provide amenities such as EV (electric vehicle) charging stations.

- MF4. Visitor parking should be:
- in public view,
 - easily accessible near the main entry to the site, and
 - clearly indicated by pavement markings and/or signs
- MF5. Electric vehicle charging stations should be provided in larger developments



Architecture

Attractive Entries

To accommodate pedestrians and provide public amenity:

- MF6. Entrances to apartment lobbies should be connected to adjacent sidewalks and provide seating, as well as clear pedestrian-oriented signage. Public art is also encouraged.

Special Considerations

Tall Buildings

In the context of Penticton's relatively-modest urban scale, tall buildings over six storeys (often known as towers) are landmarks within the city. As a result, they require more careful design consideration so as to mitigate negative impacts (including shadowing and/or obstructing views) in accordance with the following guidelines:

- MF7. Minimize shadowing on adjacent parks, public and private open spaces and priority pedestrian facilities.
- MF8. Pay special attention to preserving or enhancing public views by:
- providing public places with significant views that are visible and accessible from adjacent streets and sidewalks;
 - minimizing impacts on adjacent public streets and open spaces by:
 - » maintaining public, and – where feasible – existing private views (outlooks to the lakes and hillsides), and
 - » reducing perceived building bulk, e.g., by shaping towers so they read as 'point' towers rather than 'slab' towers.
- MF9. To increase their attractiveness, taller buildings should demonstrate:
- high-quality cohesive design of form, materials and colour.
- MF10. To create a positive street presence and contribution to the public realm:
- Tall buildings will be designed with podiums of ground-oriented residential or commercial uses at grade and point towers above. This will provide continuous frontage along the street and ensure active uses at the ground level.
 - Building masses of podiums should be substantially broken up at least every 48m (160 ft.) to vary the spatial experience for a passer-by every 30 seconds at normal walking speed.
- MF11. In cases where there are multiple tall buildings in one area, a minimum distance of 9m (29.5 ft) between them is required to permit open amenity space uses. Allow for the future development of a tower on an adjacent site (if appropriate) by providing a sufficient setback from an interior property line to address separation between towers.

5.3.3 Commercial & Mixed-Use Development Permit Area

Commercial use refers to buildings used for commercial purposes only, while mixed-use buildings typically accommodate retail on the ground floor with office and/or residential above.

5.3.3.1 Designation

The Commercial & Mixed Use Development Permit Area is designated for the establishment of objectives for the form and character of commercial, industrial or multifamily development pursuant to Section 488.1(1)(f) of the Local Government Act.

ILLUSTRATION OF STRATEGIES

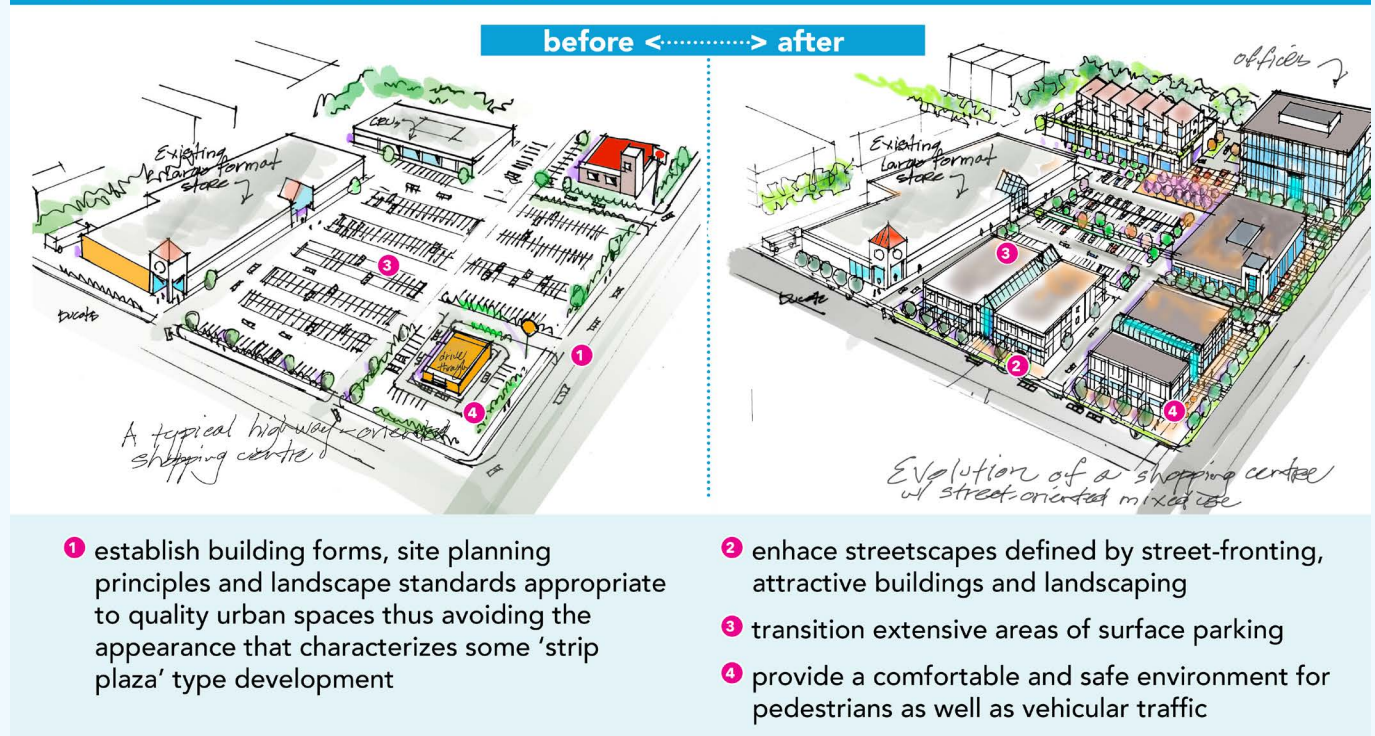


Figure 5-17

5.3.3.2 Justification

Car-oriented commercial areas are common in parts of Penticton. The visual quality of these areas is important as an essential component of the image residents have of their own city. Further, given the importance of tourist commercial activity, it is important to ensure a high standard for the appearance and pedestrian orientation of these areas. Finally, as Penticton grows, these areas represent an opportunity to accommodate additional commercial services and residential uses within already developed areas of the city.



5.3.3.3 Intent

To encourage a wide range of developments that can support both commercial-only use and mixed-use (e.g., retail, office, residential) preserving affordable forms of commercial development and allowing for people to move into higher-density, higher-amenity neighbourhoods. These guidelines recognize established large-format retail and encourage retrofitting strategies to enhance walkability and liveability.

5.3.3.4 Objectives

New development should recognize and respect local scale and patterns of development with the following objectives:

1. Produce streetscapes defined by attractive buildings and landscaping
2. Transition extensive areas of surface parking to more pedestrian friendly and amenity-rich neighbourhood commercial
3. Provide an attractive, comfortable, safe environment for pedestrians as well as vehicular traffic
4. Establish building forms, site planning principles and landscape standards appropriate to quality urban spaces thus avoiding the appearance that characterizes some 'strip plaza' type development
5. Reflect multi-family residential design guidelines for mixed-use residential development

5.3.3.5 Area

The Commercial Development Permit Area applies to all commercial development within the city for properties currently zoned, or that will become zoned, for commercial (C and CT zones) and containing commercial uses.

Where the Commercial Development Permit Area overlaps with other DPAs, all applicable guidelines will be considered.

5.3.3.6 Exemptions

A Development Permit will not be required for the exemptions as indicated in **Section 5.1.3 EXEMPTIONS**, plus:

- internal renovations
- external renovations that do not require a Building Permit and do not affect the form and character of the building or site (to be determined by Development Services Department)
- subdivisions
- additions or renovations that are not visible from the public realm

5.3.3.7 Commercial & Mixed Use Guidelines

Notwithstanding the following Commercial & Mixed-Use Guidelines, Development Permit Applications must also adhere to the General Guidelines (Section 5.2.2).

Site Planning

Framing Space

Commercial and Mixed-Use building siting should create an active and attractive street.

CM1. Retail building frontages:

- shall meet the sidewalk at grade;
- are encouraged to be built to the property line so that a continuous commercial street frontage is maintained;
- may be set back at a maximum of 4.0m from the property line to allow for an active outdoor use such as a courtyard or patio, or to respond to a building setback from an adjacent property, where necessary (see *Figure 5-18*).
- may feature outdoor displays and patios provided a minimum 2.0m wide clear pedestrian zone within the public sidewalk is maintained.



Figure 5-18: CM1

CM2. Plazas

Outdoor eating areas and street-side plazas are encouraged and should:

- be located adjacent and connected to a public sidewalk and at centres of activity, such as transit exchanges, intersections of important streets and retail streets, thus providing a focal point for these areas.
- be framed by buildings on a minimum of two sides to create well defined edges. The buildings should have active uses facing the plaza such as shop entrances, food/beverage, or recreation/community.
- account for user comfort in their design by incorporating:
 - » protection from wind and excessive sun through appropriate siting and use of suitable plants and landscape structures (e.g., layered plantings, screen walls / trellises etc.).
 - » comfortable and functional furnishings such as lighting, seating, trash receptacles and restrooms in high-traffic locations.

CM3. Mixed-use developments require thoughtful consideration to create synergies in mix and placement of uses.

- Mixed-use buildings should be designed with compatible uses, with more public uses (e.g., retail, commercial) on the ground floors fronting high pedestrian traffic areas and more private uses (e.g., residential, office) on upper floors or along quieter streets.
- Mixed-use developments should be ground-oriented and should address, activate and, where setbacks allow, expand the public realm.
- Mixed-use developments require additional consideration for resident amenity spaces within and/or adjacent to buildings (see *Figure 5-20*).

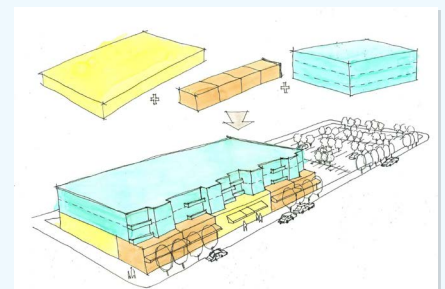


Figure 5-19: CM3



Figure 5-20



Parking

Design to minimize the visual impact of parking.

- CM4. Locate parking areas to the rear or interior of a site rather than between the street and building.
- CM5. Support a “Park Once” approach by locating and connecting parking to the greater pedestrian network.
- CM6. Provide off-street parking access from secondary streets if lane access is not possible.

Architecture

Friendly Faces (Massing & Articulation)

Large-Format Retail / car-oriented commercial buildings should maintain a sense of pedestrian friendliness and visual interest (see the Illustration of Strategies)

- CM7. Small Frontages: retail bays shall be no wider than 15 metres in order to create or maintain a fine-grained pattern of shops. A maximum spacing of 10 metres for entrances is desired along the key pedestrian-oriented high streets.
 - A larger retailer may combine bays internally; however, the external bay articulation should be maintained (see Figure 5-21).
- CM8. Building Projections: building projections that do not incorporate living space (e.g., roof overhangs, cornices and entry features) may encroach up to 1.25 metres into street right of way, provided that they are no less than 2.75 metres above the sidewalk.



Figure 5-21

Commercial Frontages

Commercial frontages should serve a range of functions that enliven the pedestrian realm through:

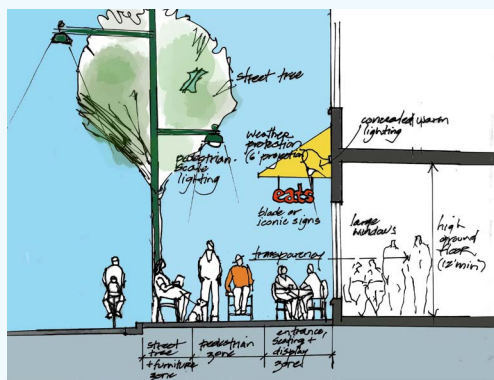


Figure 5-22: CM11

- CM9. Clearly signed and generously sized entries to indicate primary pedestrian access.
- CM10. Visual connection to the store interior maintained through at least 75% glazing along the primary store frontage. Windows shall be transparent and clear of obstructions (e.g., posters, decorative decals, reflective and highly tinted glass, etc.) looking onto display materials and/or active uses.
- CM11. Outdoor spaces that serve to complement the street realm (e.g., street-side plazas, outdoor eating and cafe seating areas);
- CM12. Blank walls should be no greater than 20% of the storefront along the primary store façade; secondary façades should be no greater than 50% blank.
 - Where blank walls exist as a function of a building’s internal program (e.g., merchandising and/or “back of house”), opportunities for creating interest shall be explored, including: murals, architectural design features, etc.



Special Considerations

Weather Protection

- CM13. Awnings and canopies are encouraged on all buildings with street-oriented retail at grade to form a sheltered environment for pedestrians. Other commercial, light industrial and multifamily apartment residential uses shall have awnings overtop of main entrances.
- CM14. Design awnings and canopies as an extension of the architectural expression of the building façade.
- CM15. Canopies should have a minimum vertical clearance of 2.75m measured from the sidewalk. Canopies should preferably extend out over the sidewalk by at least 1.8m while maintaining a minimum 0.6 m setback from the outer face of the curb.
- CM16. Placement of awnings and canopies should balance weather protection with daylight penetration. Avoid opaque canopies that run the full length of façades.

Signage

- CM17. Notwithstanding the City of Penticton's Sign Regulations Bylaw, the following are preferred or acceptable types of commercial signage:
- Projecting two-dimensional or blade signs suspended from canopies and awnings, maintaining minimum clearances from sidewalks and driveways for safety and to reduce vandalism.
 - Flush-mounted fascia signs
 - Externally lit signs
 - Small vertical banners and projecting signs
 - Cut-out or silhouette letter signs mounted on storefronts.
- CM18. Notwithstanding the City of Penticton's Sign Regulations Bylaw, the following the following are strongly discouraged types of commercial signage:
- Internally lit plastic box signs
 - Large signage on awnings
 - Pylon (stand alone) signs
 - Rooftop signs
- CM19. Signage on commercial buildings shall clearly identify uses and business name and be pedestrian-oriented (e.g., installed along the business's primary pedestrian corridor and access).
- CM20. Signage directing traffic to parking shall be provided and visible from the street.

Integrated Lighting, Signage and Weather Protection Design

Integrated lighting and signage design can make a positive contribution to the pedestrian experience through a combination of street, sidewalk, and architectural lighting and signage.

- CM21. A signage and lighting program for commercial developments should be designed, with signs, lighting, and weather protection architecturally integrated from the outset. The signage and lighting plan should be provided with the Development Permit application.



Live / Work (Home Occupation)

Live/work is regulated under zoning as “Home Occupation”. Live/work units contain a street-oriented workspace that is for use by the resident within the dwelling unit. Live/work units can at times serve as quasi-retail space, offering an affordable alternative for artists and local entrepreneurs who would otherwise require a separate commercial space in addition to their primary dwelling unit. In mixed-use locations, the following guidelines apply:

- CM22. Building Interface - live/work units may serve as gallery or retail space for residents. In such instances, the “work” portion of the unit should front the street.
- CM23. Flexible Space - live/work units should have a minimum floor to floor height at-grade of 4.0m in order to provide workspaces that offer flexibility for such diverse uses as retail operations, graphic and visual arts, or small-scale manufacturing.
- CM24. Buildings containing live/work uses should be identifiable by the design of frontages, for instance by:
 - differentiating the living zones from the working zones architecturally through façade design and colour, e.g., with canopies and upper storey step backs
 - reflecting its uses through variation in materials, roof lines, building articulation and/or fenestration pattern.



5.4

Area-Specific Guidelines

Area-Specific Guidelines regulate form and character of specific areas whose unique conditions require their own subset of guidelines.

In Penticton, there are two areas identified for guidelines:

- **Downtown**
- **Hillside**

Downtown, as a specific business, shopping, cultural, residential and entertainment area, is distinguished from other areas by an active, diverse and fine-grained mix of uses. Generally, emphasis for the Downtown Guidelines is in accommodating (and encouraging) the use of the public realm for all times of the day and year, and maintaining a consistent form and character within the Downtown, while allowing for individuality and visually interesting building design.

Hillside guidelines manage development on sloped terrain as a means to mitigate risk; better address environmentally sensitive qualities and moderate the visual impact of developed areas.



5.4.1 Downtown Development Permit Area

Notwithstanding the General Guidelines, the following Downtown Guidelines apply to sites located throughout the Downtown.

5.4.1.1 Designation

The Downtown Development Permit Area is designated for the establishment of objectives for the form and character of commercial, industrial or multifamily development pursuant to Section 488.1(1)(f) of the Local Government Act.



5.4.1.2 Justification

Penticton's Downtown is well established and vibrant: the five-block Main Street and intimate, fine-grained stretch of shopfronts along Front Street – which together make up the Downtown Core – are central to the town's identity and contribute to its "small town feel."

The "transitional areas" within Penticton's downtown include a wide range of uses and services complementary to the "high street" retail frontages concentrated along Main Street and Front Street. Recognized for their own unique character, these areas provide opportunities downtown neighbourhood development of diverse housing, commercial services and community amenities as growth in the Downtown continues.

5.4.1.3 Intent

The intent of the Guidelines is to maintain and strengthen a vibrant, active and livable downtown by creating a high-quality public realm, and supporting local businesses and creating opportunities for people to live in the Downtown.

The intent of the additional Guidelines for the Transitional sub-areas is to encourage a unique form of mixed-use development and adaptive reuse within these areas to strengthen neighbourhood identity and increase amenity (parks and plazas) in support of residential development, while continuing to complement the Main Street and Front Street commercial areas of Downtown.

The guidelines support and build on the vision and intent outlined in the *2012 Downtown Plan*. Proposed development should employ that Plan's urban design and land use principles in their design.

5.4.1.4 Objectives

New development should recognize and respect local scale and patterns of development with the following objectives:

- Complement the existing built form
- Recognize a unique sense of place and history
- Take advantage of strategic opportunities for landmark buildings.



5.4.1.5 Area

A Development Permit shall be required in the Downtown Development Permit Area as shown on **Map 3: Downtown Development Permit Area**. All development in the identified Downtown Development Permit Area must meet the intent of the General Downtown Design Guidelines.

Where the Downtown Development Permit Area overlaps with other DPAs, all applicable guidelines will be considered.

5.4.1.6 Exemptions

A Development Permit will not be required for the exemptions as indicated in Section 5.1.3 EXEMPTIONS, plus:

- internal renovations
- external renovations that do not require a Building Permit and do not affect the form and character of the building or site, such as like-for-like replacement (to be determined by Development Services Department)
- subdivisions
- additions or renovations that are not visible from the public realm

Relaxation of Downtown Guidelines may be considered in cases of re-use/adaptation of existing structures at the discretion of the Director of Development Services pursuant to Section 490(1)(a) of the Local Government Act





5.4.1.7 Downtown Guidelines

Notwithstanding the following Downtown Guidelines, Development Permit Applications must also adhere to the General Guidelines (Section 5.2.2)

Site Planning

Framing Space

As the primary hub for both residents and visitors there is added importance for public realm and public amenity spaces in the Downtown. As Penticton continues to attract economic activity to its Downtown, every opportunity should be pursued to increasing the amount and quality, as well as maximize the use of these spaces.

- DT1. Public spaces should be designed to accommodate various needs for seasonal use and for all times of the day and night with appropriate consideration of public safety and health.
- DT2. Temporary parks are encouraged to animate vacant areas of the Downtown.
- DT3. Pocket parks and plazas in the downtown are encouraged to increase social spaces and vegetation in the Downtown.
 - New pocket parks and plazas should be encouraged as part of future development wherever appropriate, such as:
 - » In sidewalk upgrades for multifamily or mixed-use developments.
 - » In parking spaces, to allow temporary summer seating to be built and operated by the fronting business.

Special Considerations

Weather Protection

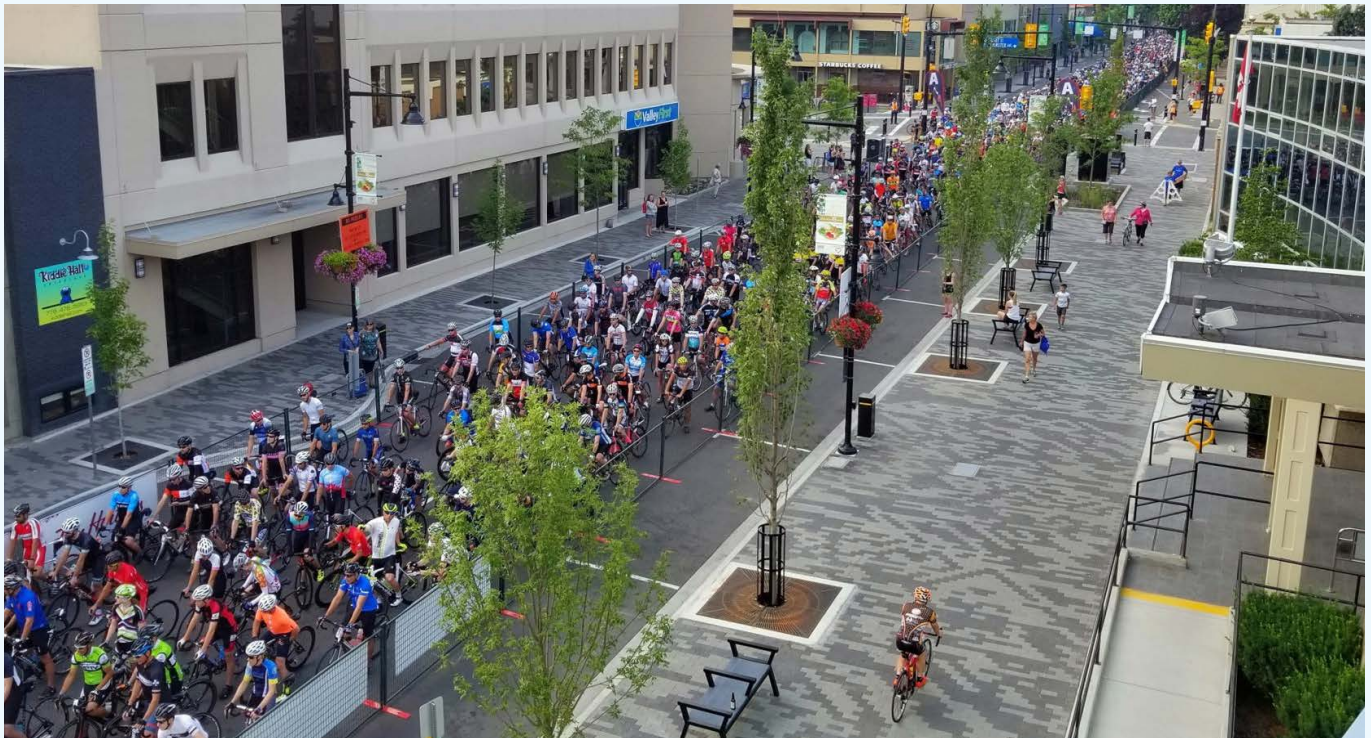
- DT4. Awnings and canopies are encouraged on all buildings with street-oriented retail at grade to form a sheltered environment for pedestrians. Other commercial, and multifamily apartment residential uses shall have awnings overtop of main entrances.
- DT5. Awnings and canopies should be designed an extension of the architectural expression of the building façade.
- DT6. Canopies should have a minimum vertical clearance of 2.75m measured from the sidewalk. Canopies should preferably extend out over the sidewalk by at least 1.8 m while maintaining a minimum 0.6 m setback from the outer face of the curb.
- DT7. Placement of awnings and canopies should balance weather protection with daylight penetration. Opaque canopies that run the full length of façades should be avoided.



Signage, Lighting, Furniture, Public Art

The Downtown Plan identified and named distinct districts for the Downtown. The following guidelines provide strategies to distinguish these areas from each other.

- DT8. Incorporate branding for Downtown character areas (see Penticton's Downtown Plan) through design of signage, lighting, furniture, public art designs / standards.
- DT9. Lighting, signage, furniture and public art should be designed and located to enhance the entertainment experience and safety of the Downtown at night.
- DT10. Wayfinding signage orienting pedestrians to specific amenities and areas of interest (features, attractions and businesses) should be incorporated into larger/ corner lot developments and in public places.





Downtown Core Design Guidelines

The Downtown Core area is recognized as the historical commercial centre of Penticton, with a well-established identity and character. As such, the guidelines seek to build upon existing uses, heritage and style of development.

The following guidelines apply to:

- The 100-300 blocks of Main Street
- The 200 and 300 blocks of Martin Street
- Front Street

ILLUSTRATION OF STRATEGIES



- 1 New residential infill (behind the high street) for a diverse range of downtown housing options
- 2 Rooftop garden and resident amenity
- 3 Ground-oriented townhouses
- 4 Improved lane for pedestrians
- 5 form and character of high street remains intact
- 6 Crime Prevention Through Environmental Design (CPTED) principles are considered in all aspects of public realm (and building interface) design



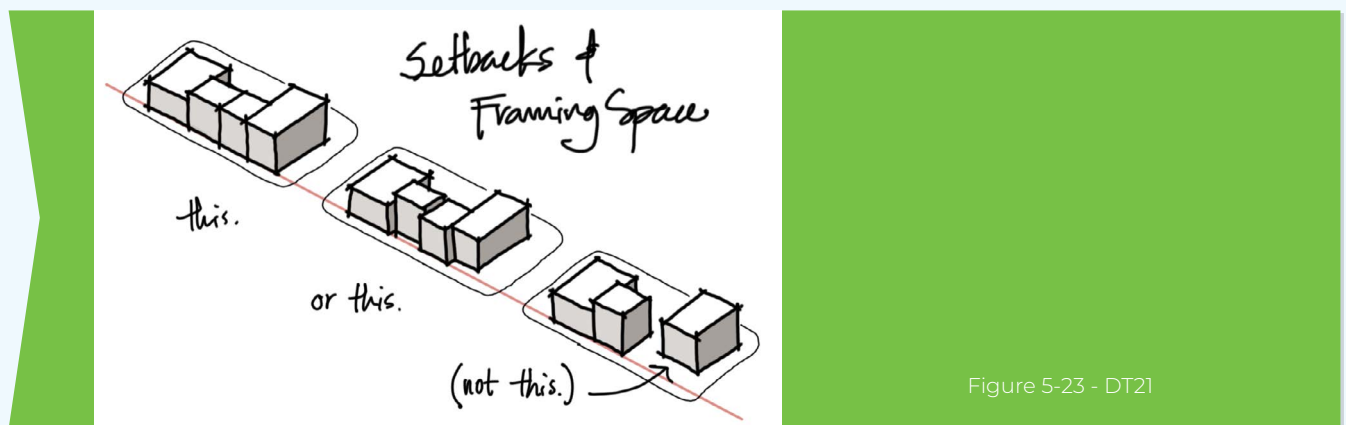
Site Planning

Designing in Context

- DT11. Retain the presence of Downtown heritage sites and buildings by restoring and integrating existing heritage buildings in site planning. (e.g., the re-use of Pen Mar Theatre).
- DT12. Storefront design should be informed by, and compatible with, the historic storefronts of the Core area and appear fine-grained rather than linear.
- DT13. Upper floor setbacks or other architectural techniques that reduce the overall massing and height should be applied where a building is more than two storeys tall
- DT14. In the case of large sites, vary the proposed streetwall frontages in order to reinforce the visual pattern and contextual scale created by existing traditional development on 30' wide building sites
- DT15. Promote an infill development strategy focussed on commercial and/or mixed use buildings between two and five storeys in height (limited to three storeys on Main Street and the 00 block of Front Street), rather than large scale redevelopment (lot consolidations and large-scale demolition and rebuilding).
- DT16. Maintain existing building stock on Main Street and Front Street to support independent retailers/ commercial establishments and preserve historic character.

Framing Space

- DT17. The setback of any one development should be within 10% of the setback of adjacent developments along a street frontage. For instance, if a neighbouring development has 6m building setbacks, adjacent massing should have a maximum variation of 0.6m (5.4m or 6.6m setback). Where appropriate, relaxations are supported.
- DT18. Activate sidewalk space through busker stands and sidewalk cafés
- DT19. Support the beautification of facades and storefronts in the Downtown



Prioritizing Pedestrians

- DT20. Add, enhance and maintain existing pedestrian connections, such as Main Street's mid-block walkways, and multi-use (walking, cycling) corridors, to establish strong linkages with neighbourhoods, adjacent areas, and complementary centres and uses.

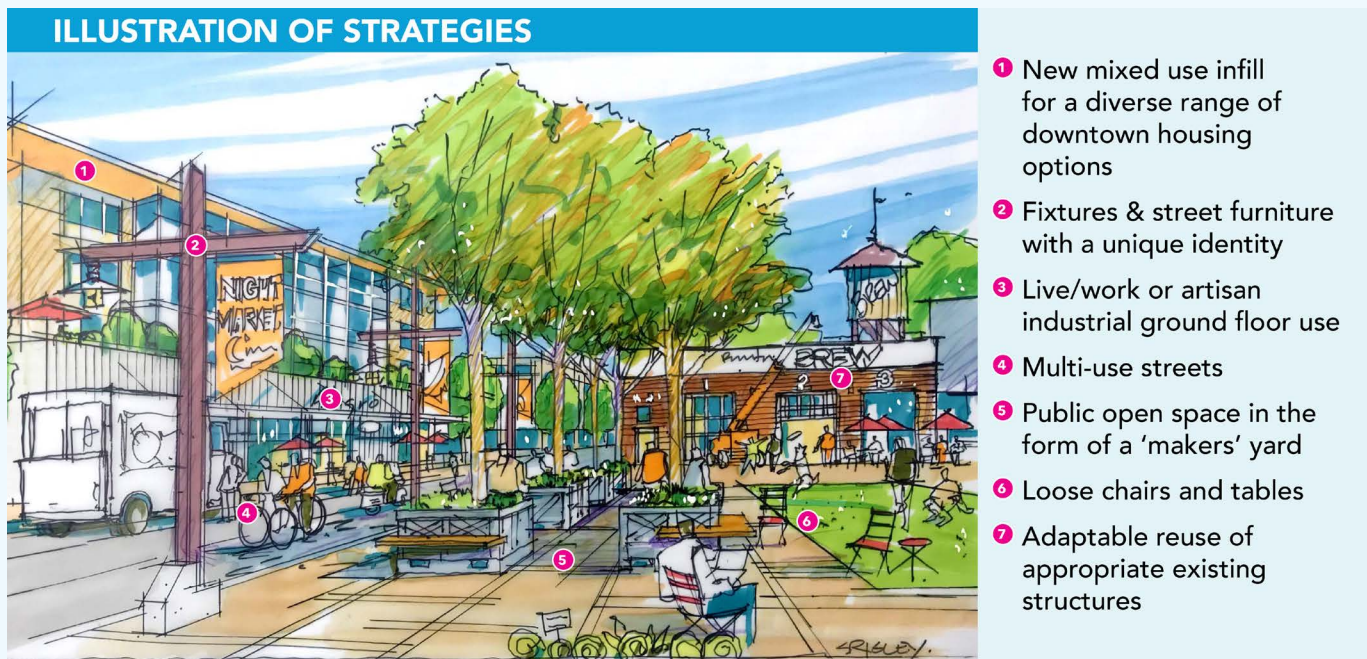


Downtown Transitional Area Design Guidelines

The Downtown Transitional area reflects a shift from the traditional Main Street to neighbourhoods with remnant industrial buildings, and a greater presence of residential, live/work and other mixed uses (as opposed to strictly commercial).

The following guidelines apply to:

- The 100 & 200 blocks of Westminster Avenue West
- The 100 block of Winnipeg Street
- The 00 block and 100 block of Ellis Street, and
- Estabrook Avenue



Site Planning

Design in Context

DT21. Maintain industrial character through preservation of existing buildings and integration of industrial design elements and references, such as bay doors, machinery and fixtures.

Architecture

DT22. Where consolidation of multiple development parcels occurs, building designs should be architecturally detailed so that the street façade mimics the original legal parcel widths along the street to retain the original lot size character.

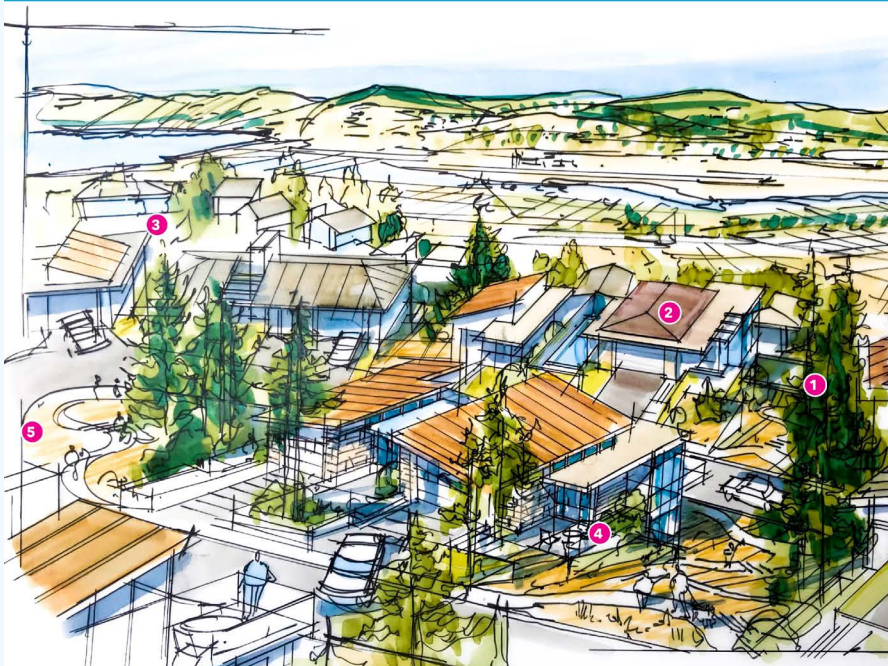
5.4.2 Hillside Development Permit Area

Hillside Development refers to development located on sloping terrain and requires a range of special considerations to mitigate risk and negative impacts.

5.4.2.1 Designation

The Hillside Development Permit Area is designated for the protection of development from hazardous conditions pursuant to Section 488.1(1)(b) of the Local Government Act

ILLUSTRATION OF STRATEGIES



- 1 Sideyard vegetation of hillside plantings help fit with the natural landscape and climate
- 2 Low-slung roof forms protect and enhance views towards the valley and lakes from above.
- 3 Avoid unnecessary scarring of the hillside landscape to protect views back to the hillside through clustering of buildings on gentler slopes
- 4 Create a sense of built form growing from the land through stepped architectural forms
- 5 Create connections for people and wildlife through sidewalks and wildlife corridors.

5.4.2.2 Justification

Penticton is, in large part, defined by its unique topography, lakeside setting and views. The hillsides are a key part of its natural setting. Poorly designed and managed development on hillsides can have a negative impact on the natural environment, expose residents to risk, disrupt views to and from the hillside and create communities highly reliant on the automobile for travel.

This approach to hillside development includes strategies for mitigating risk, landscape retention, grading at the neighbourhood and lot level, and addressing form and character of architecture.



5.4.2.3 Intent

The Guidelines direct development on hillsides that respects the natural setting by minimizing risk from hazards, minimizing ecological and visual impacts, and creating development that ‘settles’ into the landscape. They are also intended to mitigate the typical hillside challenges of low connectivity and poor walkability by making special efforts to create pedestrian and cycling connections.

5.4.2.4 Objectives

New development should recognize and respect its environmental and geotechnical context, local scale and patterns of development with the objectives to:

1. Minimize and mitigate hazards from steep slopes, wildfire and flooding
2. Fit with the natural landscape and climate
3. Protect and enhance views towards the valley and lakes from above
4. Avoid unnecessary scarring of the hillside landscape to protect views back to the hillside
5. Create a sense of built form fitting with the land
6. Create movement connections for both people and wildlife

5.4.2.5 Area

A Development Permit shall be required in the Hillside Development Permit Area as shown on [Map 4: Hillside Development Permit Area](#). All development in the identified Hillside Development Permit Area must meet the intent of the Hillside Design Guidelines.

In areas where Hillside and Environmental Development Permit Areas overlap, nothing in this section is intended to relieve or supercede the direction provided by the Environmental Development Permit. Environmental protection measures are to be integrated and stipulated in Hillside Development Permits.

5.4.2.6 Exemptions

A Development Permit will not be required for the exemptions as indicated in [Section 5.1.3 Exemptions](#)

5.4.2.7 Variance

So long as street frontages are generally consistent along building lines, variances to reduce front yard setbacks will be considered as a means to shorten driveway lengths , at the discretion of the Director of Development Services pursuant to Section 490(1)(a) of the Local Government Act



5.4.2.8 Hillside Guidelines

Notwithstanding the following Hillside Development Permit Area Guidelines, Development Permit Applications must also adhere to the General Guidelines.

Submission Materials

In support of Hillside Development Permit Area applications, the following additional submissions will be required:

i. Site Features Inventory identifying:

- Potential hazards and hazard areas including indicators of slope stability hazards or concerns.
- Property lines, easements, rights-of-way;
- Natural pre-development site contours;
- Geotechnical assessment;
- Existing human-made features such as roads, curbs, sidewalks, utilities, trails, buildings, structures, fences, and retaining walls;
- Natural physical features including but not limited to knolls, ridgelines, rock outcrops, surface and ephemeral watercourses, seeps, springs, gulleys, ravines, and cliffs;
- Prominent views;
- Identification of significant environmental attributes;
- Tree inventory.

ii. Development Concept Plan identifying:

- The proposed site plan outlining the location of roads, shared driveways, lanes, major utility features (mains, pump stations, reservoirs, detention ponds, etc.), lots, building envelopes, parks, trails and open spaces;
- Grading concept plan including identification of proposed large cut and fill areas.

Site Planning

Designing in Context

HS1. Hillside development applications shall identify significant on-site and off-site natural features:

ENVIRONMENTAL ASSESSMENT

- Prior to site planning and subdivision, development proponents must retain a Qualified Environmental Professional (QEP), Qualified Professional Geotechnical Engineer, Registered Professional Forester, and any other required Registered Professional to analyze and map the existing natural features and functions of the hillside area to identify and describe:
 - » Environmentally Sensitive Areas (ESAs)
 - » wildlife corridors
 - » geological features (steep slopes, ridges, knolls, outcrops, gulleys etc.)
 - » significant vegetation (large trees, patches) and riparian features (streams, wetlands, springs)
- These shall be compiled into a composite geotechnical hazard and environmental basemap that forms the starting point for site planning.

HAZARD ASSESSMENT

- Site plans should be designed to preserve the important natural features, such as rock outcrops, watercourses, and ravines, as identified by the Qualified Environmental Professional, and provide adequate space for buffering.



Site Planning - cont'd

- HS2. All development within the Hillside Development Permit Area shall be under the direct supervision of a Qualified Professional Geotechnical Engineer
- HS3. Integrate assessment of wildfire behaviour (e.g., fire movement and topography) in hillside development planning and integrate ecologically-appropriate FireSmart principles at the neighbourhood-wide and site levels.
- HS4. Development shall integrate parks & open space designs in site planning to capitalize on scenic view opportunities.
- HS5. Planning for hillside environments should consider opportunities to integrate development into existing landscape functions whereby:
- Environmentally Sensitive Areas (ESAs) are avoided;
 - Natural areas further buffer and connect landscape features, provide recreational amenity (trail corridors) and compliment active parks; and
 - Landscape retention reduces visual impacts within development areas. (see *Figure 5-24: HS5*)

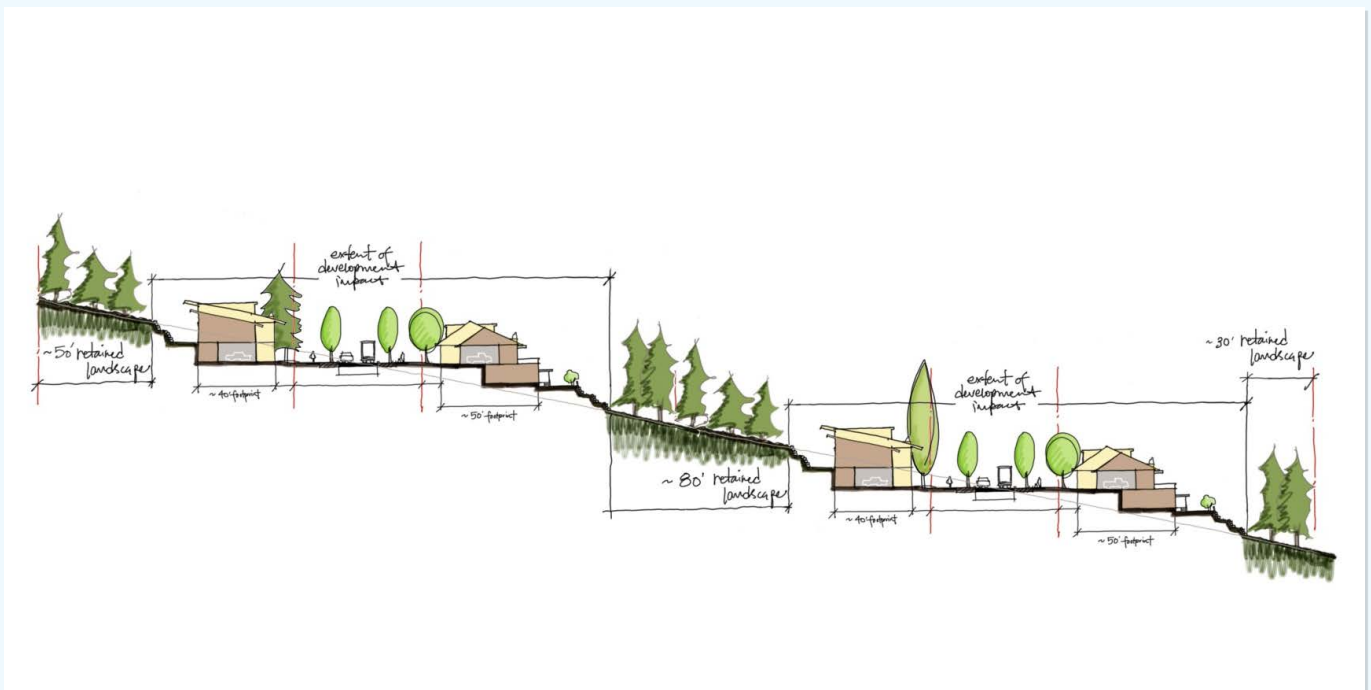


Figure 5-24: HS5





HS6. Retain the greatest possible hillside area in its natural condition. In addition to protecting environmentally-sensitive and riparian areas, developers should retain a target of 30% of the natural landscape in its existing condition and grade, and/or achieve a similar outcome through a restoration plan that mimics the natural slope and prioritizes ecologically-appropriate revegetation (see Figure 5-25: HS6).

Strategies to achieve this target:

- Avoid development or reduce density on the steepest slopes and cluster more density on flatter areas to reduce impact
- Retain and enhance significant natural scenic features, such as gullies, rock outcrops and knolls
- Create larger sideyards and backyards and leave these in a natural state
- Avoid development of engineered flat individual building lots; and instead preserve the natural topography (e.g., as part of the backyard)
- Apply low-impact development design such as shared driveways and narrower street standards, sidewalks on one side, separated sidewalks etc.
- Careful route roads along natural site contours to minimize unnecessary cut and fill

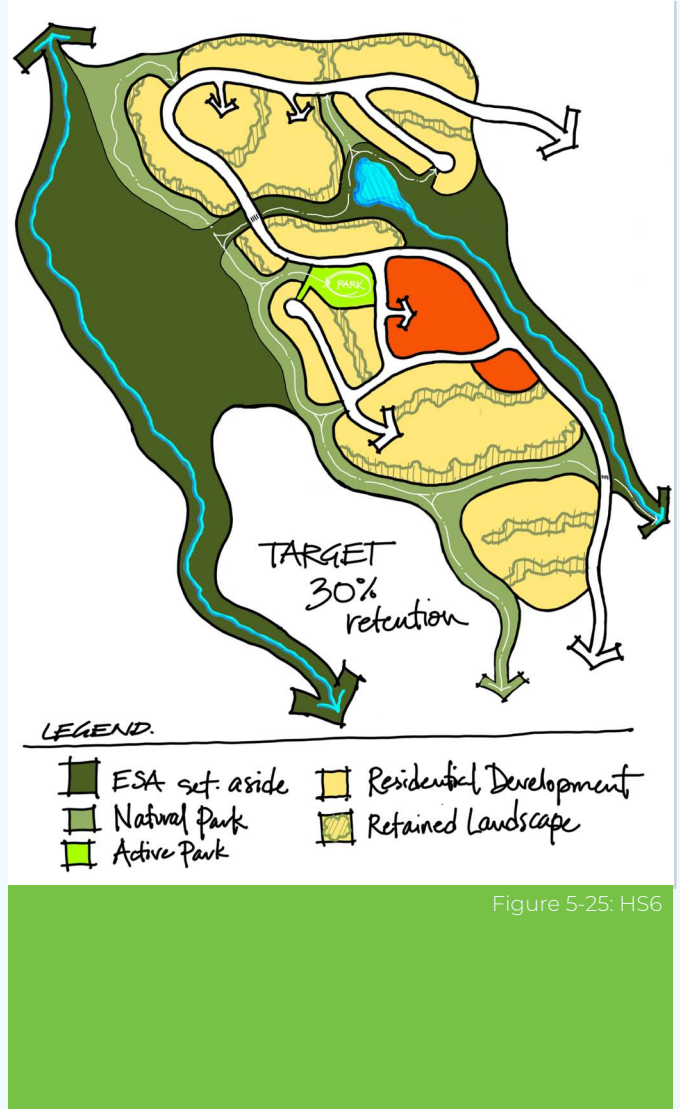


Figure 5-25: HS6



Figure 5-26: HS8

HS7. All house sites shall be identified and surveyed and lots pre-graded at the time of subdivision registration to ensure that the grading plan works and achieves the objectives in HS6 noted above.

HS8. Consider views by offsetting lot lines to allow for views of mountains and lakes between buildings (see Figure 5-26: HS8).



Streets and Parking

HS9. Apply a “lighter on the land” approach to engineering and access to achieve significant reductions in hillside view impacts and landscape scarring through special design requirements for streets in hillside environments, including:

- narrower streets,
- reduced on-street parking, and
- lower design speeds.

HS10. Consider increased cul-de-sac lengths with emergency vehicle access to reduce impacts to hillsides in challenging topographic conditions.

HS11. Emergency vehicle access lanes shall generally have a minimum hard packed surface width of 4 metres. Emergency vehicle access lanes should generally be designed to achieve a maximum grade of 11%. In steeper areas the City may consider varying this requirement to allow stretches with grades of up to 15%.

HS12. Maximum driveway slopes shall not exceed 20%.

Architecture



Figure 5-27: HS13



Figure 5-28: HS13



Figure 5-29: HS14

Building Orientation and Massing

The following architectural guidelines aim to foster a better fit of buildings in the land, to minimize disturbance and to maintain the views of ridgelines.

- HS13. Use stepped building forms that retain the slope by using building foundations, and low, stepped retaining walls where necessary (see *Figure 5-27 & 28: HS13*).
- HS14. Promote low slung / horizontal architecture that nestles into the landscape and internalizes retaining walls as part of the building design (see *Figure 5-29: HS14*).
- HS15. Use low-pitched or flat roofs made of non-reflective materials
- HS16. Avoid reflective materials and use local, natural materials and colours where possible

Landscape Architecture

- HS17. Keep retaining walls to a maximum of 4' high before stepping back to a distance of a minimum of 4', unless the retaining wall is integral to and integrated with the architecture of the home, in which case it may extend up to 8'.
- HS18. Retaining walls should use natural-looking textures and natural colours
- HS19. Reconstructed slopes must be replanted with appropriate native plant material to blend with existing/ surrounding hillside setting and to stabilize the soil



Special Considerations

Lighting

HS20. Street lighting will be provided on hillside streets only at street intersections.

Steep Slopes

HS21. Approval of development on natural slopes of more than 30%, shall be limited to a lot-by-lot basis. Each home will require a suitable design for the site so as to adhere to Hillside design standards and require:

- a geotechnical study prepared by a Qualified Professional Geotechnical Engineer demonstrating the feasibility of development prior to approval;
- a site grading plan demonstrates that works with and is consistent with the hillside environment;
- minimum grading as is necessary for the building platform. Flat yards are not permitted, and
- visual impact assessment demonstrating adherence to the above Guidelines.





5.5

Riparian And Environmental Guidelines

Background

Penticton is located in a region of Canada with a large number of unique species, many of which are at risk and not found elsewhere in the province or in Canada. The South Okanagan-Similkameen is very biologically diverse due to the region’s milder climates and variety of landscapes. At risk species and ecosystems overlap the areas where people live, making it important to consider and plan development to avoid and mitigate impacts of development on environmental values. Unique sensitive ecosystems like grasslands and shrub-steppe are found here, but are very rare elsewhere in Canada. Wetlands were historically rare in the Okanagan’s dry landscape, and today 85-95% of this already-rare ecosystem have been lost to development, roads, agriculture and other land uses. Streams, lakes and their shorelines have also been extensively modified. Our lack of remaining wetlands and modified shorelines have greatly reduced our natural capacity to protect water quality, prevent erosion, have resilient development, and adapt to changing climate.



5.5.2 Riparian Development Permit Area

5.5.2.1 Designation

The Riparian Development Permit Area establishes objectives for the protection of the natural environment pursuant to Section 488.1(1)(a) of the Local Government Act.

5.5.2.2 Justification

The Riparian Areas Protection Act requires Penticton to protect riparian areas from the effects of residential, commercial, institutional and industrial development. The Riparian Development Permit Area is designated to protect, enhance and restore riparian habitat. This development permit helps protect water quality, fish and fish habitat, limit flooding impacts, support biodiversity and encourage habitat restoration in priority areas identified in the Penticton Creek Master Plan and Ellis Creek Master Plan.

5.5.2.3 Area

The Riparian Development Permit Area applies to all privately-owned land located within 30 m of the high water mark or top of a stream's ravine bank within city boundaries. **Map 5: Riparian Development Permit Area** identifies the known watercourses within the city of Penticton. The Riparian Development Permit Area includes all watercourses or water bodies within city limits. Should a stream or other watercourse not identified on the map be found on or adjacent to a project subject to development, however, it is the responsibility of the proponent to contact the City of Penticton to determine whether or not the Riparian Development Permit Area applies.

Where the Riparian Development Permit Area overlaps with other Development Permit Areas, all applicable guidelines are to be considered.

5.5.2.4 Objectives

1. To protect and enhance water quality and prevent contamination of water from land use and development activities throughout the Riparian Development Permit Area.
2. To regulate development activities within riparian assessment areas as a means to protect aquatic habitat, enhance, conserve and restore watercourses and their riparian areas.
3. To regulate development activities and support riparian restoration within riparian restoration areas as a means to restore fish habitat, and protect recognized ecological, cultural and public amenities associated with Penticton Creek and Ellis Creek.



5.5.2.5 Exemptions

The following lists potential qualifying exemptions:

1. The repair, maintenance of and improvements to all existing public structures, facilities, open spaces, trails, roads, and utilities which is meant to include but not limited to: sanitary sewer, storm sewer, water, natural gas, cable, hydro-electric, telephone.
2. Acceptance by the City of Penticton of a report prepared by a Qualified Environmental Professional concluding that there is no watercourse associated with the development or adjacent areas described on the Riparian Development Permit Area Map.
3. A subdivision involving a lot consolidation or a boundary adjustment where no new lots are being created and each remaining lot provides, outside of any riparian / environmental protection assessment areas, a building envelope of sufficient area to permit the construction of a standard sized building within the setback established by the Zoning Bylaw.
4. The only proposed development is the installation and maintenance of fences or signs, where no vegetation needs to be removed or disturbed.
5. Where the only proposed development is environmentally-sensitive removal of infested, diseased, or hazardous trees in accordance with '**Best Management Practices for Tree Topping, Limbing and Removal in Riparian Areas**' (Provincial Guidelines) as indicated in a report by a Qualified Environmental Professional or ISA certified Arborist with Wildlife and Danger Tree Assessor training, and the provision of environmental monitoring to ensure the tree removal is carried out in accordance with the report recommendations.
6. The proposed works are site restoration, ecological enhancement, general parks maintenance and works in accordance with established Best Management Practices and applicable Provincial and Federal regulations, as required, under purview of the city of Penticton Parks Department.
7. The development consists of the farm use of existing active agricultural areas, not involving the construction of buildings for farm or non-farm use over 10 square metres in floor area, or not altering natural areas for farm or non-farm uses.



5.5.2.6 Riparian Development Permit Area Guidelines

RP1. A riparian assessment report authored by a Qualified Environmental Professional following the Professional Practice Guidelines for Legislated Riparian Area Assessments in British Columbia must be submitted to the City of Penticton, including;

- description and map of all pertinent aspects of the proposed development;
- confirmation of the boundaries of the Riparian Assessment Area, and within that, the proposed width of the Streamside Protection and Enhancement Area (SPEA) and supporting rationale;
- description of the natural features, functions and conditions in the riparian area that support fish life processes;
- recommended measures necessary for conserving, restoring or enhancing the integrity of the riparian area; and
- supporting professional opinion that either the development as proposed will not result in the Harmful Alteration, Disruption or Destruction (HADD) of fish habitat, or that no HADD would result if the recommended measures in the assessment report were implemented.

RP2. The City may require the applicant to provide the City with financial security as a condition of the issuance of a Development Permit. The value of the financial security will be based on a cost estimate, prepared by a Qualified Environmental Professional and accepted by the City. Financial security may be used where, in the opinion of City staff:

- landscaping is prescribed
- an unsafe condition has resulted as a consequence of contravention of a condition of a permit; or
- where damage to the natural environment has resulted as a consequence of a contravention of a condition of a permit.

RP3. A Qualified Environmental Professional is required to provide ongoing monitoring of Development Permit conditions and submit a post-development report to the city of Penticton confirming that conditions of the permit have been met.

RP4. Riparian Assessment Regulation Assessments must be reviewed by a Qualified Environmental Professional and updated if more than two years has passed before development proceeds or if proposed development plans are changed.

RP5. The Riparian Assessment Area Development Permit shall not be issued prior to confirmation that the Assessment Report has been submitted to the Province by a Qualified Environmental Professional.

RP6. The city of Penticton will not issue a Development Permit for a Streamside Protection and Enhancement Area (SPEA) defined by the Riparian Areas Regulation that is narrower than 10m. For lots that meet the definition of hardship in the "Protocol for Management of Riparian Area Regulation variances", a landscaping plan will be required to prescribe restoration measures and enhance riparian function in the SPEA.

RP7. Landscaping should support riparian functions including erosion prevention and protection of water quality, and be limited to native species.



5.5.3 Environmental Development Permit Area

5.5.3.1 Designation

The Environmental Development Permit Area establishes objectives for the protection of the natural environment pursuant to Section 488.1(1)(a) of the Local Government Act.

5.5.3.2 Justification

The Environmental Development Permit Area is designated to protect important sensitive ecosystems and biological diversity including valuable habitat for species at risk and other wildlife. This Development Permit Area designation provides an important mechanism for Penticton to support compliance with Migratory Birds Convention Act, Species at Risk Act, Wildlife Act and other relevant Provincial and Federal policy and legislation applicable to development activities on private land.

There are two categories within the **Environmental Development Permit Area**:

Environmental Protection Areas are applied on known very high-sensitivity areas to retain bio-diversity, support wildlife movement corridors, and protect the natural environment from disturbance or degradation including tree cutting, dumping and uncontrolled access. These areas include oxbows, wildlife corridors and ravines, the Esplanade and silt bluffs, and the Skaha Bluffs.

Environmental Assessment Areas are applied to potentially environmentally-sensitive areas to ensure that environmental values are considered in development planning.

5.5.3.3 Area

Environmental Development Permit Area Guidelines apply to all areas identified on **Map 6: Environmental Development Permit Area**. Specific individual guidelines apply to Environmental Protection Areas and Environmental Assessment Areas which are part of the larger Environmental Development Permit Area.

5.5.3.4 Objectives

1. To protect ecosystem services, biological diversity, wildlife and important wildlife habitats, features and functions throughout the Environmental Development Permit Area;
2. To minimize disturbance to Environmental Development Permit Areas and to ensure that development within these areas proceeds according to specified guidelines.
3. To maintain ecosystem connectivity within connectivity corridor areas and to ensure that development within these areas proceeds according to the specified guidelines
4. To plan land development and new subdivisions carefully in a manner that identifies and protects sensitive ecosystems and species, consistent with applicable guidelines.



5.5.3.5 Exemptions

1. The removal of hazardous and invasive trees and other species, and a report prepared by a registered professional in BC or an ISA Certified Arborist who is qualified as a Wildlife/Danger Tree Assessor has been submitted; and this report concludes that the tree(s) proposed for removal is (are) hazardous and recommends their removal.
2. The proposed works are site restoration, ecological enhancement, general parks maintenance and works in accordance with established best management practices and Provincial approvals, as required, under purview of the city of Penticton Parks Department and directed by advice from a Qualified Environmental Professional.
3. The activity involves the environmentally-sensitive removal of trees and shrubs designated as hazardous by a Professional Forester registered in BC in accordance with provincial FireSmart standards as outlined in a site-specific wildfire hazard report, with provisions in place to ensure that tree removal is carried out in accordance with the report recommendations.
4. A subdivision involving a lot consolidation or a boundary adjustment where no new lots are being created and each remaining lot provides, outside of any riparian / environmental protection assessment areas, a building envelope of sufficient area to permit the construction of a standard sized building within the setback established by the Zoning Bylaw.
5. For land development without construction where the development is occurring solely for the restoration of an environmental feature or the hand removal of an invasive species. A restoration plan prepared by a Qualified Environmental Professional must be presented to the city of Penticton prior to development.
6. Where development consists of the farm use of existing active agricultural areas, not involving the construction of buildings for farm or non-farm use over 10 square metres in floor area, or not altering natural areas for farm or non-farm uses.
7. All Environmental Protection and Environmental Assessment Areas applicable to the development are included in a registered covenant as assessed by a Qualified Environmental Professional.
8. There is change of use or alteration of an approved existing building or structure in which the building or structure "footprint" is not altered or increased or addition to buildings and structures that are less than 10m² in area (Environmental Assessment Area only).



5.5.3.6 Environmental Development Permit Area Guidelines

General

- E1. Issuance of an Environmental Development Permit requires the submission of an environmental assessment report authored by a Qualified Environmental Professional (QEP) that is a Registered Professional Biologist in British Columbia or a team that includes a Registered Professional Biologist in British Columbia (RPBio).
- E2. The submitted environmental assessment must be prepared in accordance with the City of Penticton's *Terms of Reference for Environmental Reports*.
- E3. Construction of underground service utilities may be considered provided that disturbance to the natural environment is minimal, and restoration and enhancement of disturbed areas is undertaken upon completion of construction and is addressed in the Environmental Report and implemented under the guidance of a Qualified Environmental Professional.
- E4. Construction standards for trail development may be varied to minimize impacts on the environment.
- E5. The applicant may be required to provide the City with financial security prior to the issuance of a Development Permit. The value of the financial security will be based on a cost estimate, prepared by a qualified professional and accepted by the City, of the total cost of any rehabilitation and/or restoration prescribed in the environmental assessment report or resulting from unauthorized damage caused by construction or site disturbance in contravention of a Development Permit.
- E6. A Qualified Environmental Professional is required to provide ongoing monitoring of Development Permit conditions and submit a post-development report to the city of Penticton confirming that conditions of the permit have been met.
- E7. Environmental Assessments must be reviewed by a Qualified Environmental Professional and updated if more than two years passes before development proceeds or if development plans change.

Applied to Environmental Protection Areas

- E8. Environmental Protection Areas shall remain free of development and in their natural condition except for fencing, trails, buildings or works required for the preservation or public enjoyment of the natural habitat.
- E9. Dedication of natural watercourses is required in Environmental Protection Areas
- E10. Construction of access roads may be considered in Environmental Protection Areas providing disturbance to the natural environment is minimal and restoration and enhancement of disturbed areas is undertaken upon completion of construction.

Applied to Environmental Assessment Areas

- E11. Development shall be planned away from native trees and trees containing active nest sites or cavities. If removal of native trees cannot be avoided (e.g., when native trees block the only possible access route, where they pose an imminent danger or where leaving them would sterilize the lot), mitigation should include restoration and replanting with equivalent native trees, consistent with applicable Federal and Provincial legislation.
- E12. Plan development to avoid destruction of Critical Habitat for Endangered and Threatened Species under the Federal Species at Risk Act, unless Federal permits are issued to allow this.
- E13. Plan development to avoid Provincial Red Listed ecosystems and species and to minimize impacts on Provincial Blue Listed ecosystems and species



Chapter 6

Implementation



Implementation Approach

This Official Community Plan is intended to guide the City of Penticton’s priorities, initiatives and strategies moving forward. While not all actions in the OCP need to be undertaken, under the Local Government Act, all City bylaws and works must be consistent with the OCP. This section outlines the implementation approach, with direction on how the OCP guides subsequent work, how progress is evaluated, and under what conditions amendments to the Plan may be considered.



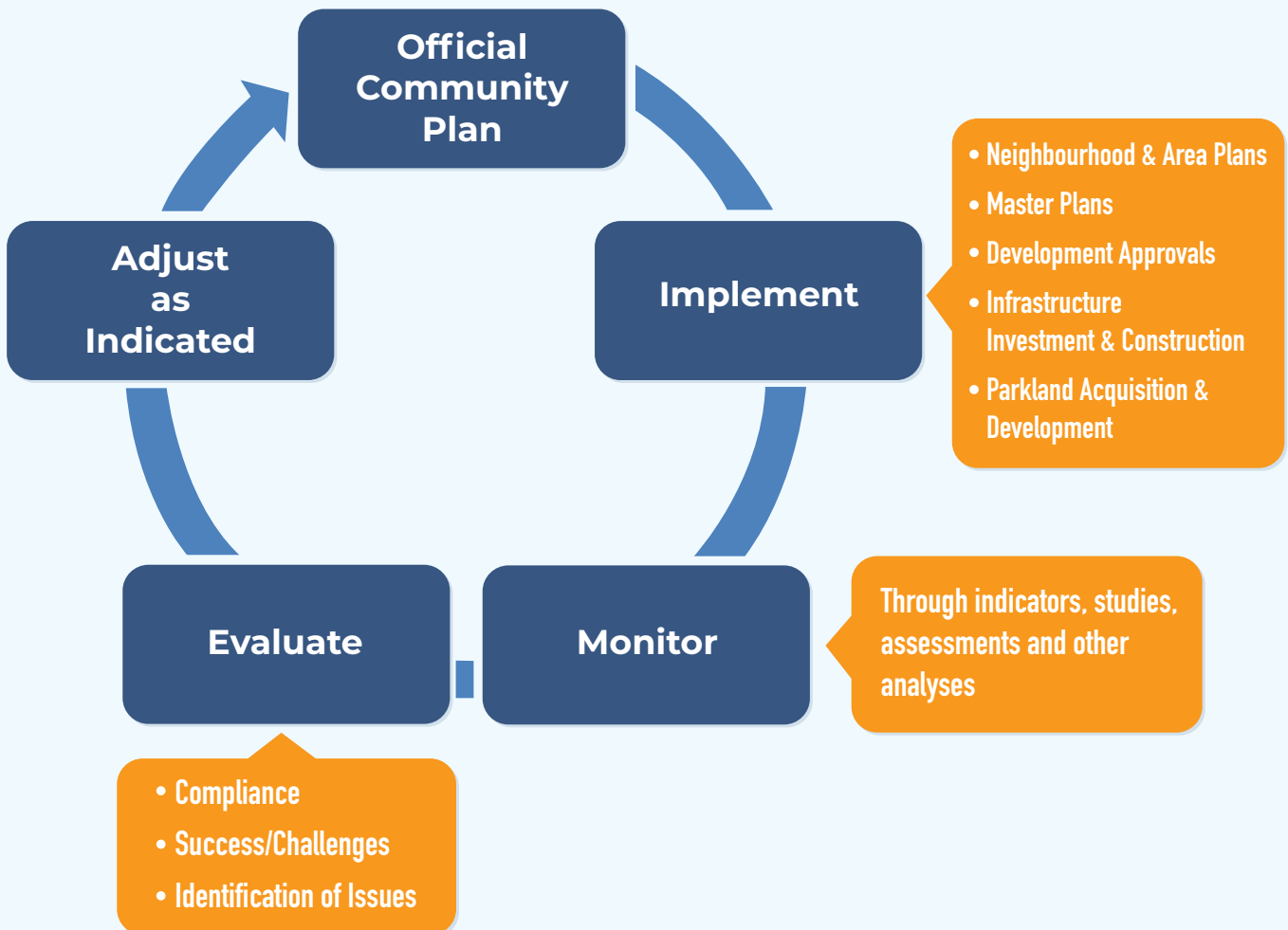
OCP Amendments and Plan Review

Long-term Review of the OCP

The time horizon of this OCP is 25-30 years; this is how far forward our population projections and land capacity analyses look, and the basis for direction in the goals and policies and the Future Land Use Plan. Recognizing that the world changes quickly, the intention, however, is to comprehensively update the OCP every five-to-ten years to take into account new trends, unanticipated changes and influences, and to integrate new learning and opportunities. The City will anticipate, support and resource the comprehensive updating of the OCP within this timeframe.

Amending the OCP

Recognizing that the OCP is a "living document" amendments to the OCP may be initiated by the City if the evaluation cycle depicted below indicates the need to adjust. All OCP amendments require public consultation and a Public Hearing.





OCP Land Use Designation Amendments

Respecting the vision and values in this OCP, but also providing for innovation and adaption as new opportunities arise, proposals to amend OCP Land Use Designations by landowners may be considered by City Council with the following considerations:

- Alignment with broad OCP vision and goals
- Provision of demonstrable social, economic and environmental benefits to the community
- Assessment of cost and other implications for infrastructure – parks, roads, utilities, water, sanitary and storm sewer, public facilities
- Suitability to context – form, character and design
- All proposed amendments will be accompanied by meaningful public engagement, in addition to the required notification, and a formal Public Hearing.

Monitoring Progress of the OCP

Monitoring and evaluation of the OCP's progress, relevance and effectiveness will be achieved through annual reporting to Council and the community of key indicators. Progress will be tracked by identifying measureable targets defined by clear and available data, or generating new data if required. Progress towards (or away) from these defined target indicators will form the basis of the annual reporting by the City's Planning Department. The indicators will span all policy areas in the Official Community Plan.

Examples of OCP Indicators		
Housing	Net new homes built per year	Defined target (e.g., 150)
	% of new houses as rental	Defined target (e.g., 25%)
	Rental vacancy rate	Progress towards target
Transportation	% of commutes by active modes and transit	Upward trend
	kms of separated bike lanes, trails and multi-use pathways	Upward trend
Economy	Creation of new industrial and commercial floorspace	Upward trend
Environment & Resilience	% of land area as natural and conservation area	Upward trend
Agriculture & Food Systems	% of land base in ALR	Holding steady or increasing
Parks & Recreation	Hectares of active parkland per 1,000 population	Defined target (2.5 ha/1,000)

Failure to meet targets or apparent trends away from targets may require a 'rethink' of strategies to achieve the underlying goals and policies, and potentially could warrant an amendment to the OCP, supported by appropriate and meaningful community engagement. The broad vision of the OCP, and the supporting goals and policies intended to achieve it, should not, in principle, be deviated from. Generally, major new direction should be achieved through a comprehensive review of the OCP in a five-to-ten year interval.



Master Plans and Neighbourhood Plans

Master Plans and Bylaws to Update

Direction for planning and development, engineering, parks and recreation, heritage and culture are provided by a range of City of Penticton master plans, bylaws and strategies. These will need to be reviewed, and if necessary adjusted or renewed, to be brought into alignment with the vision and goals of the OCP.

The following plans have a direct impact on the growth and development of Penticton and will require review and updating, where warranted, as part of the OCP's implementation strategy and reflecting policy changes and legislative requirements by senior governments:

Plan/Strategy/Bylaw	Short Term (1-2 Years)	Medium Term (3-5 Years)	Long Term (>5 Years)
Agriculture Plan		✓	
Arts and Culture Facility Strategy		✓	
Community Climate Action Plan	✓		
Community Energy Emissions Inventory	✓		
Community Wildfire Protection Plan		✓	
Comprehensive Development Plan	✓		
Corporate Climate Action Plan	✓		
Development Cost Charge Bylaw		✓	
Development Procedures Bylaw	✓		
Economic Development Strategy			✓
Food System Strategy		✓	
Heritage Strategy		✓	
Housing Needs Assessment		✓	
Official Community Plan			✓
Parks and Recreation Master Plan			✓
Subdivision and Development Bylaw	✓		
Transportation Master Plan	✓		
Urban Forest Strategy	✓		
Zoning Bylaw	✓		

Neighbourhood Plans and the OCP

Neighbourhood plans may be newly created or revised after adoption of the OCP. These plans will clearly indicate how they conform to the OCP and how they will help achieve the OCP's vision, goals and policies. Neighbourhood plans must additionally take into account infrastructure and servicing costs, social benefits, ecological impacts, and transportation impacts. Neighbourhood planning exercises will be accompanied by a community engagement strategy that outlines the level of engagement, specific engagement tools, and the roles of key stakeholders.



Temporary Use Permits

Uses not otherwise permitted in the Zoning Bylaw may be permitted on a temporary basis in all parts of the City of Penticton through issuance of Temporary Use Permits, as identified and defined in Section 492 of the Local Government Act. Uses can be permitted for a maximum of three years, with the possibility of one renewal of up to three years, and approval of which will be assessed based on:

- Compatibility with its Land Use Designation
- Minimizing conflict with adjacent land uses
- Avoiding impacts on environmentally-sensitive areas
- Not creating a significant increase in the level of demand for services
- Not permanently altering the site where it is located



Maps

Map 1: Future Land Use

Map 2: Transportation Network

Map 3: Downtown Development Permit Area

Map 4: Hillside Development Permit Area

Map 5: Riparian Development Permit Area

Map 6: Environmental Development Permit Area

Map 7: Water Network

Map 8: Sanitary Network



Appendices

Appendix 1 – Glossary

Definitions are provided for plain language convenience and are not intended to limit the statutory authority where the same term is defined within local government legislation.

Active Transportation: any form of human-powered transportation: walking, cycling, wheelchairs, skateboards, and other non-motorized modes of travel.

Affordable Housing: housing is considered to be affordable when a household spends less than 30% of its pre-tax income on adequate shelter. Households that spend more than 30% of their income on shelter are deemed to be in core housing need.

Carriage House: a second dwelling unit located on a residential lot with an existing single detached dwelling or duplex. A carriage house may be a purpose-built structure, or a renovated garage or accessory building.

Crime Prevention Through Environmental Design (CPTED): a planning approach that recognizes how the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime and an improvement in safety and quality of life.

Development: new construction and redevelopment, as well as subdivision and land and/or building alteration.

Development (in Environmentally Sensitive and Riparian Development Permit Areas):

- a.) removal, alteration, disruption, or destruction of vegetation;
- b.) disturbance of soils;
- c.) construction or alteration of buildings and structures;
- d.) creation of non-structural impervious or semi-impervious surfaces;
- e.) flood protection works;
- f.) construction of new roads, bridges, trails, and utilities, meant to include sanitary sewer, storm sewer, water, natural gas, cable, hydro-electric, telephone, and other;
- g.) development of drainage systems;
- h.) development of utility corridors;
- i.) subdivision as defined in Section 872 of the Local Government Act.

Development Permit Area: an area that has been designated under the Local Government Act as requiring issuance of a Development Permit prior to the commencement of development.



Duplex: a building designed exclusively to accommodate two households living independently in separate dwelling units above, below, beside each other or back-to-back to each other.

Environmentally Sensitive Areas: place that have special environmental attributes worthy of retention or special care. These areas are critical to the maintenance of productive and diverse plant and wildlife populations. Examples include rare ecosystems, habitats for species at risk and areas that are easily disturbed by human activities.

Food System: all processes and infrastructure involved in feeding a population: growing, harvesting, processing, packaging, transporting, marketing, consumption, and disposal of food and food-related items. It also includes the inputs needed and outputs generated at each of these steps.

Ground Oriented Housing: housing that provides direct outdoor access to and from each dwelling unit and private open space at grade level, rather than from a common entrance or hallway

Household: a person or group of persons who occupy the same dwelling.

Household Income: the sum of the incomes of all people aged 15 years or older residing at a single address.

Housing Continuum: the range of shelter and housing options, from emergency shelters and transitional housing, to supportive housing for vulnerable populations including seniors and people with mental illness, to public and not-for-profit affordable rental housing, to market rental, to home ownership.

High-rise Buildings: buildings that are greater than six storeys in height

Infill: more intensive development in areas well-served with public infrastructure, such as transportation, water, wastewater, and other utilities.

Intensification: development of a property, site, or area at a higher density than currently exists through redevelopment; the development of vacant and/or underutilized lots within previously developed areas; infill development; and the expansion or conversion of existing buildings.

Low-rise Buildings: buildings that are one to three storeys in height

Mid-rise Buildings: buildings that are four to six storeys in height

Mixed-use: the combination of more than one use, such as residential, commercial (office and/or retail), or institutional uses, in the same building or development.



Multifamily Residential: development where the building or buildings on a lot are used for three or more dwellings

Neighbourhood Commercial: small-scale commercial amenities within minor neighbourhood centres that provide retail sales or limited service functions (e.g. small grocery store, coffee shop, neighbourhood pub, or convenience store), while serving as walkable gathering places for surrounding neighbourhood residents.

Public Realm: the space around, between and within buildings that are publicly accessible, including streets, squares, parks and open spaces. These areas and settings support or facilitate public life and social interaction

Qualified Environmental Professional: a professional qualified and registered in British Columbia and trained to undertake the riparian assessment methods, in accordance with the Provincial Riparian Areas Regulation.

Redevelopment: any proposed expansion, addition, or major façade change to an existing building or structure, or a proposed development on a formerly occupied site.

Rowhouses: side-by-side single-family dwellings sharing common walls with one or two adjacent units. Each unit is either on its own legal parcel or is stratified, with a formal street address and its own front and back yard.

Riparian Assessment Area: the area where the assessment occurs to determine the Streamside Protection and Enhancement Area (SPEA) and measures.

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

Social Housing: housing is owned by a not-for-profit organization, a co-op or a government. Rents are subsidized (usually by the government) making it possible for people with lower incomes to find housing they can afford. Household income must be below certain limits in order to be eligible.

Solar Access: the ability of one property to continue to receive sunlight across property lines without obstruction from another's property (buildings, foliage or other impediment).

SPEA: Streamside Protection and Enhancement Area.



Stacked Townhouse: typically two residential units stacked one on top of the other in a row of four or more stacked pairs sharing one legal parcel. The units may have more than one storey each, and all units have their own front entrances facing the street or a courtyard.

Stream: any natural or human-made watercourse that contains water on a perennial or seasonal basis, is scoured by water or contains observable deposits of mineral alluvium or has a continuous channel bed, including a watercourse that is obscured by overhanging or bridging vegetation or soil mats.

Townhouse: side-by-side attached ground-oriented houses with individual entrances to the front or rear, and typically with small front and/or rear yards.

Universal Design: the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.

Watercourse: a natural source of water supply including a lake, pond, river, creek, spring, ravine, gulch, or wetland, whether or not usually containing water, including ice, but does not include an aquifer.

Xeriscaping: the process of landscaping or gardening that reduces or eliminates the need for supplemental water from irrigation. Also known as water-wise gardening and dryland gardening.



Shaping your future.

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CONTACT US

Official Community Plan

171 Main Street
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T: (250) 490-2400

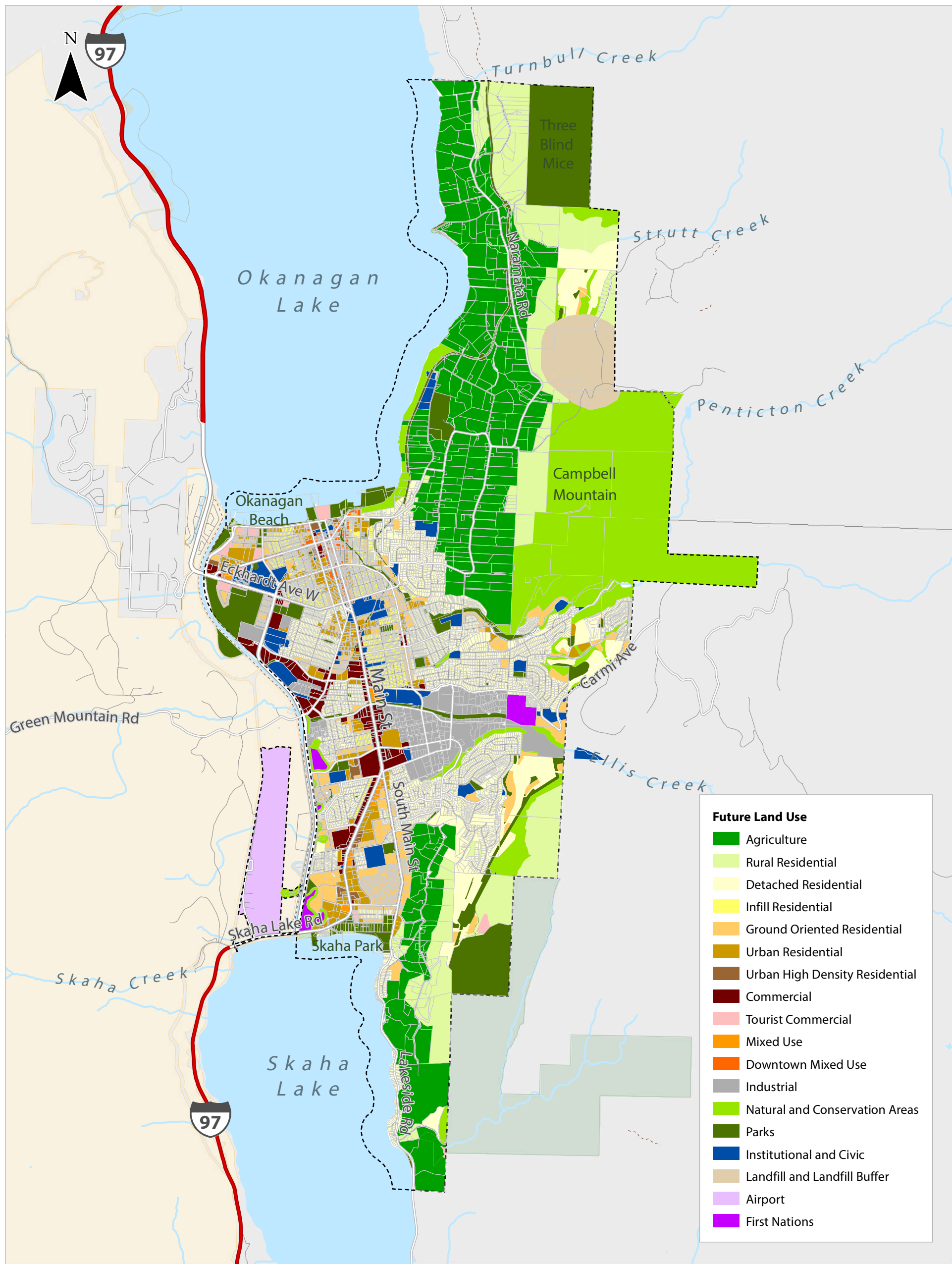
F: (250) 490-2402

E: ocp@penticton.ca

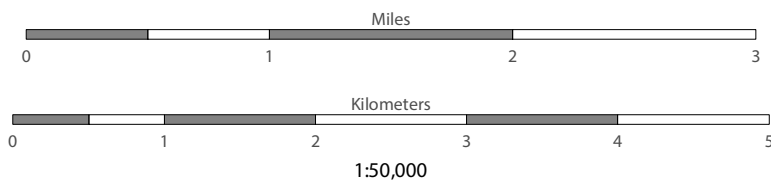


Map 1: Future Land Use

Official Community Plan



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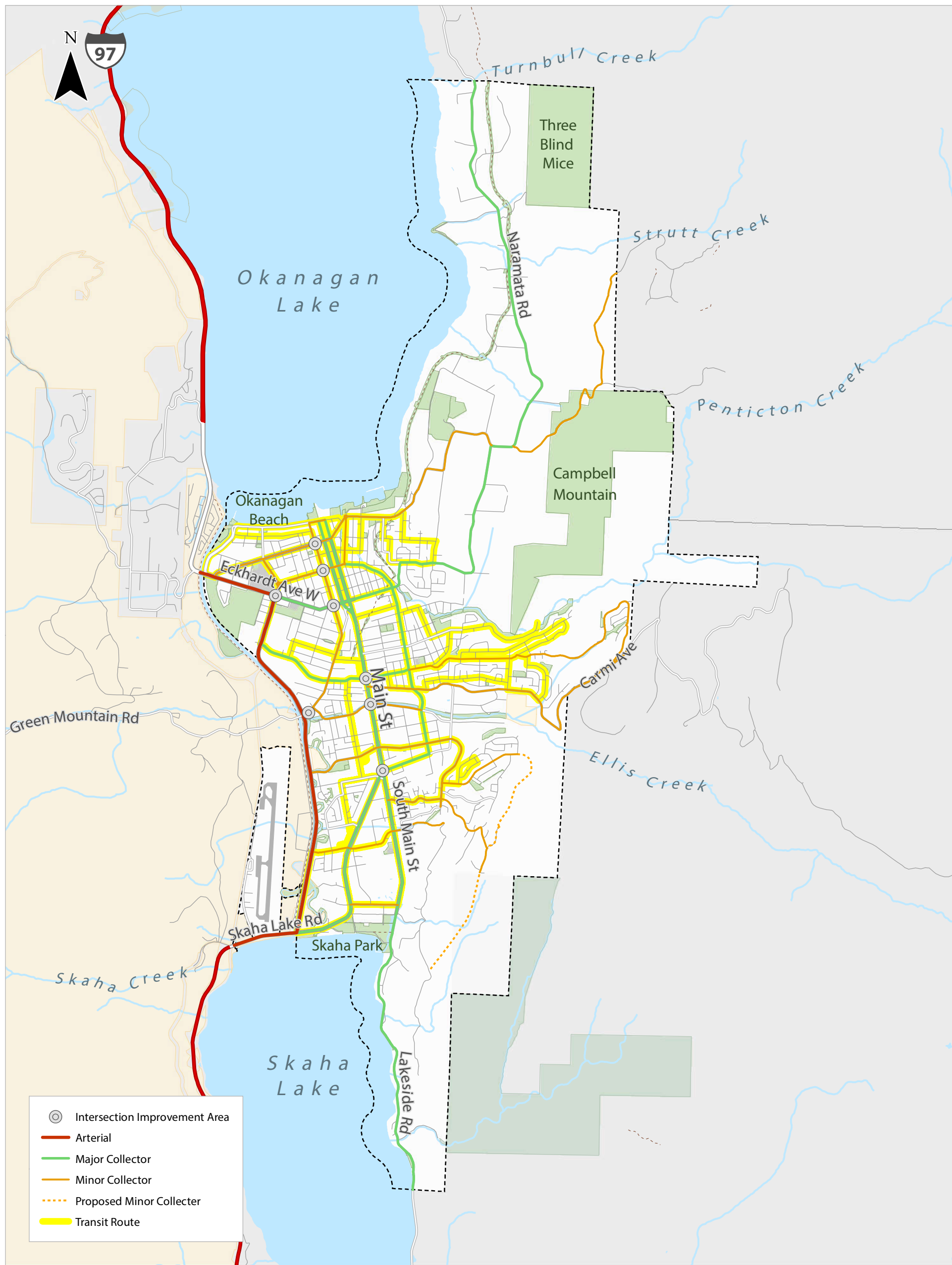


- Highway
- Arterial
- Collector
- Local
- Trail
- Watercourse
- City of Penticton
- Parcel
- Recreation Facility
- Park
- PIB
- Waterbody



Map 2: Transportation Network

Official Community Plan



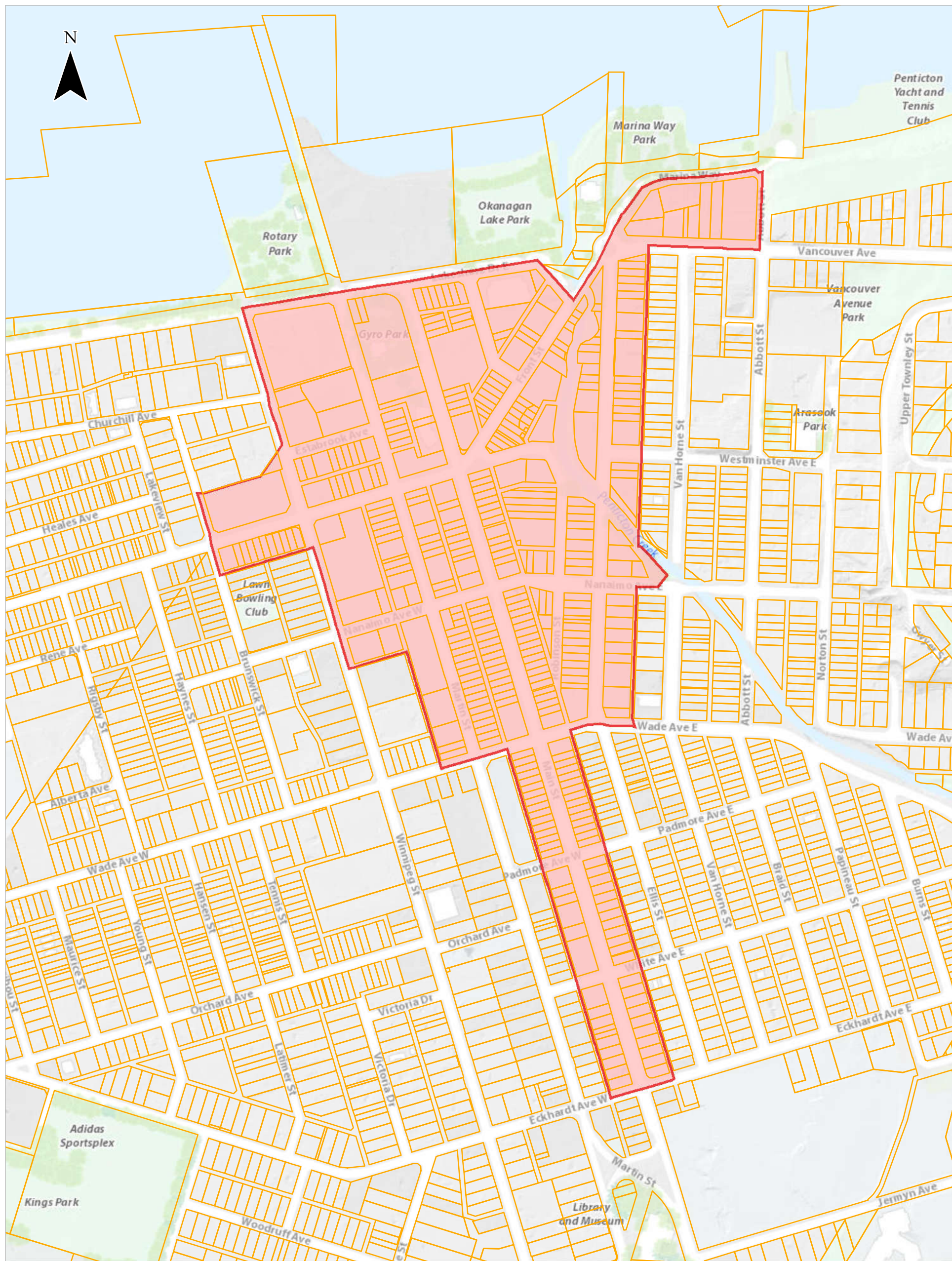
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- Highway
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- City of Penticton
- Recreation Facility
- Park
- PIB
- Waterbody
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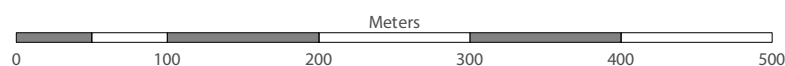
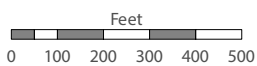


Map 3: Downtown Development Permit Area

Official Community Plan



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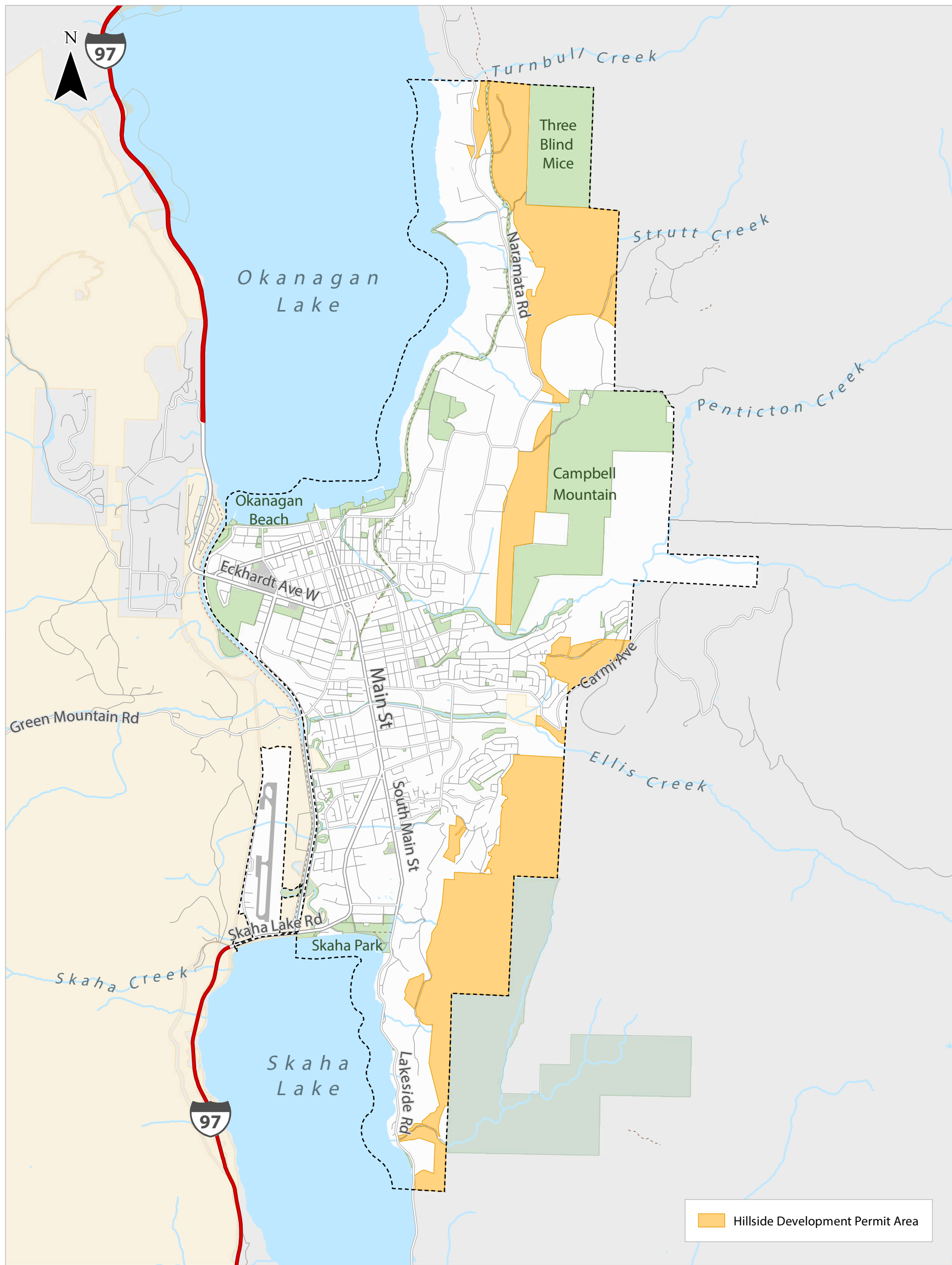
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Downtown Development Permit Area

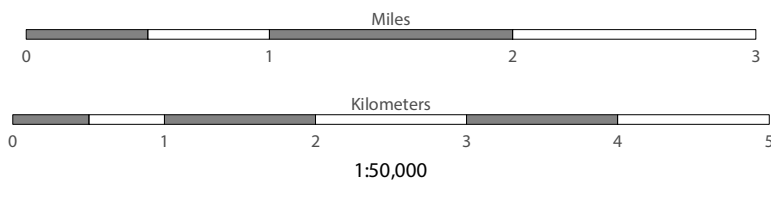


Map 4: Hillside Development Permit Area

Official Community Plan



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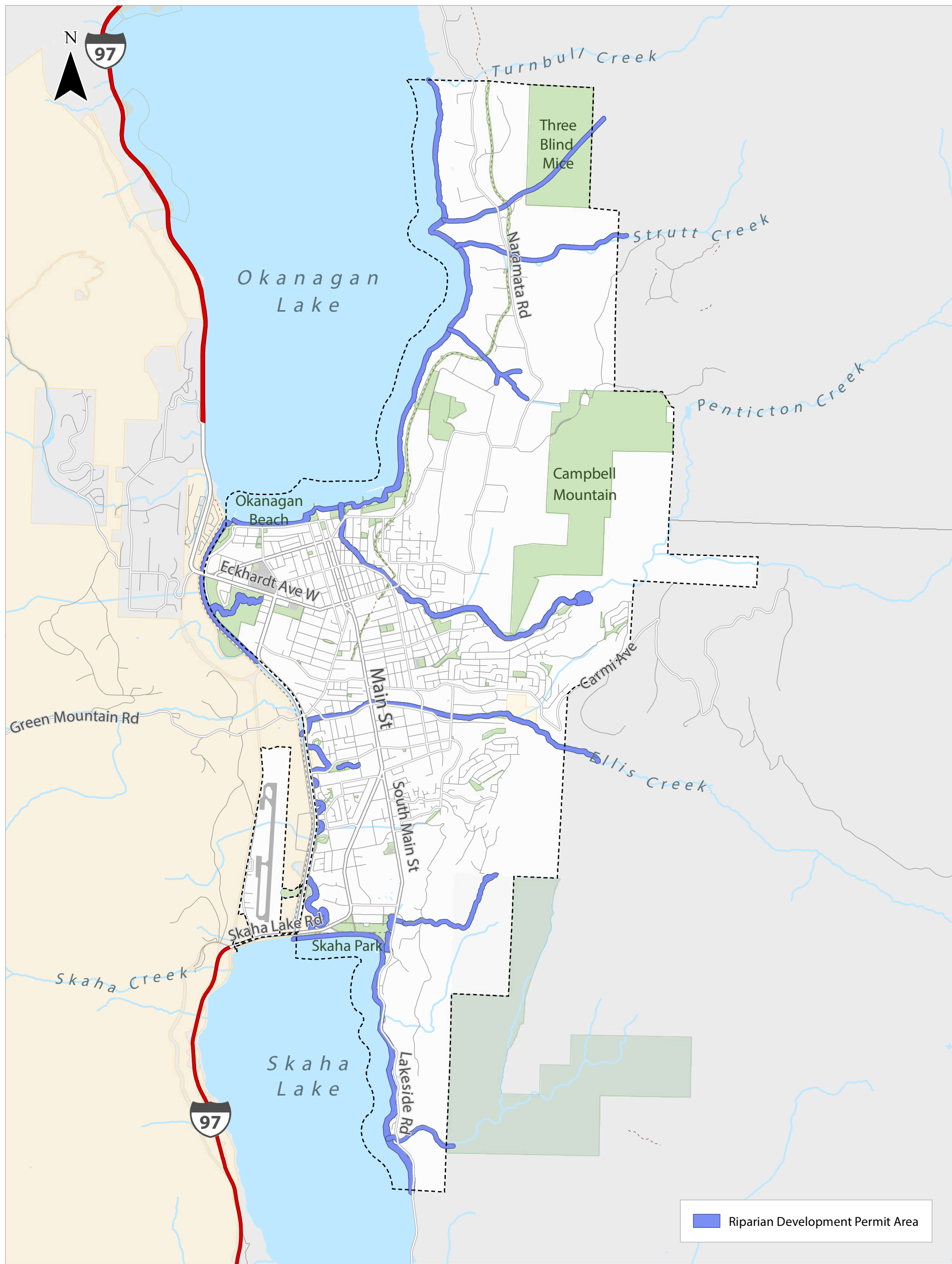


- Highway
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- Trail
- City of Penticton
- Recreation Facility
- Park
- PIB
- Waterbody
- Watercourse



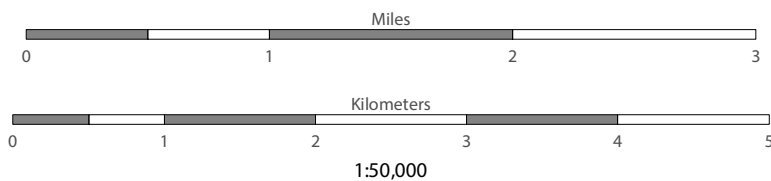
Map 5: Riparian Development Permit Area

Official Community Plan



Riparian Development Permit Area

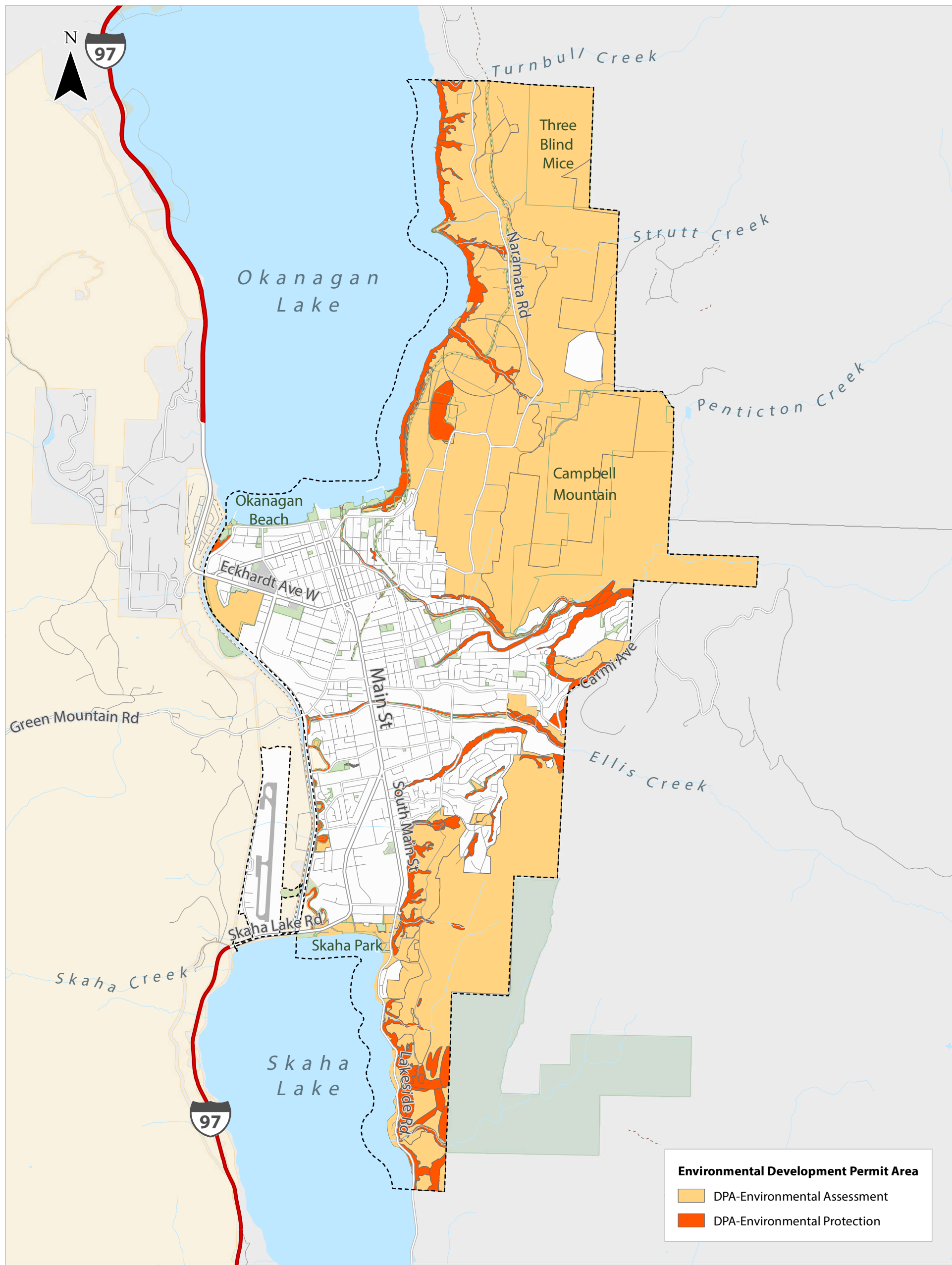
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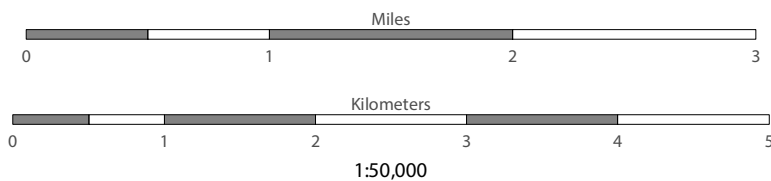
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- Trail
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- Recreation Facility
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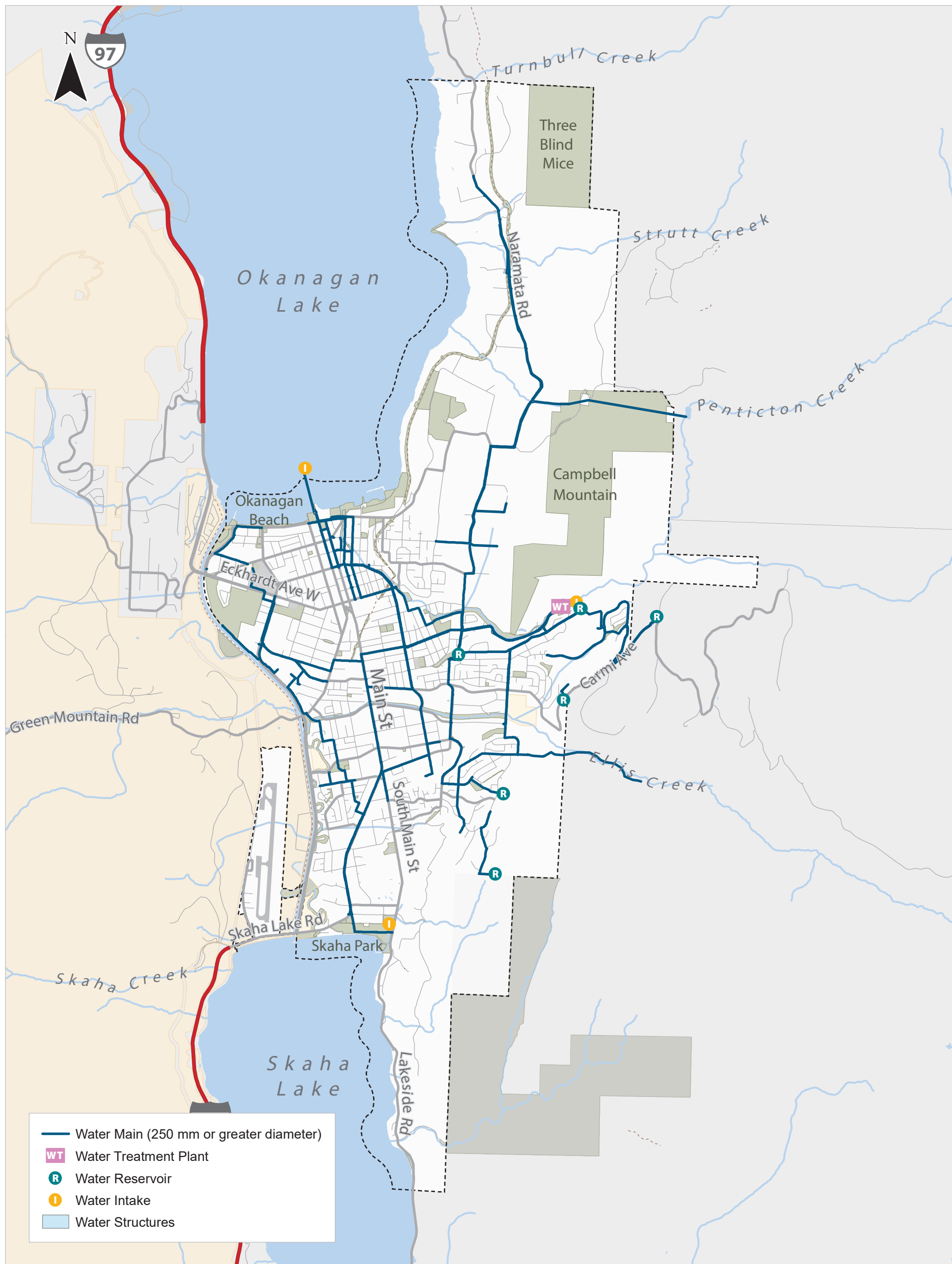
Map 6: Environmental Development Permit Official Community Plan



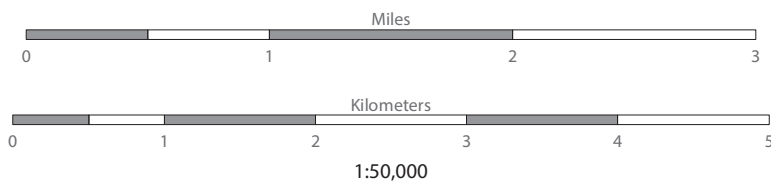
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- Highway
- Arterial
- Collector
- Local
- Trail
- City of Penticton
- Recreation Facility
- Park
- PIB
- Waterbody
- Watercourse



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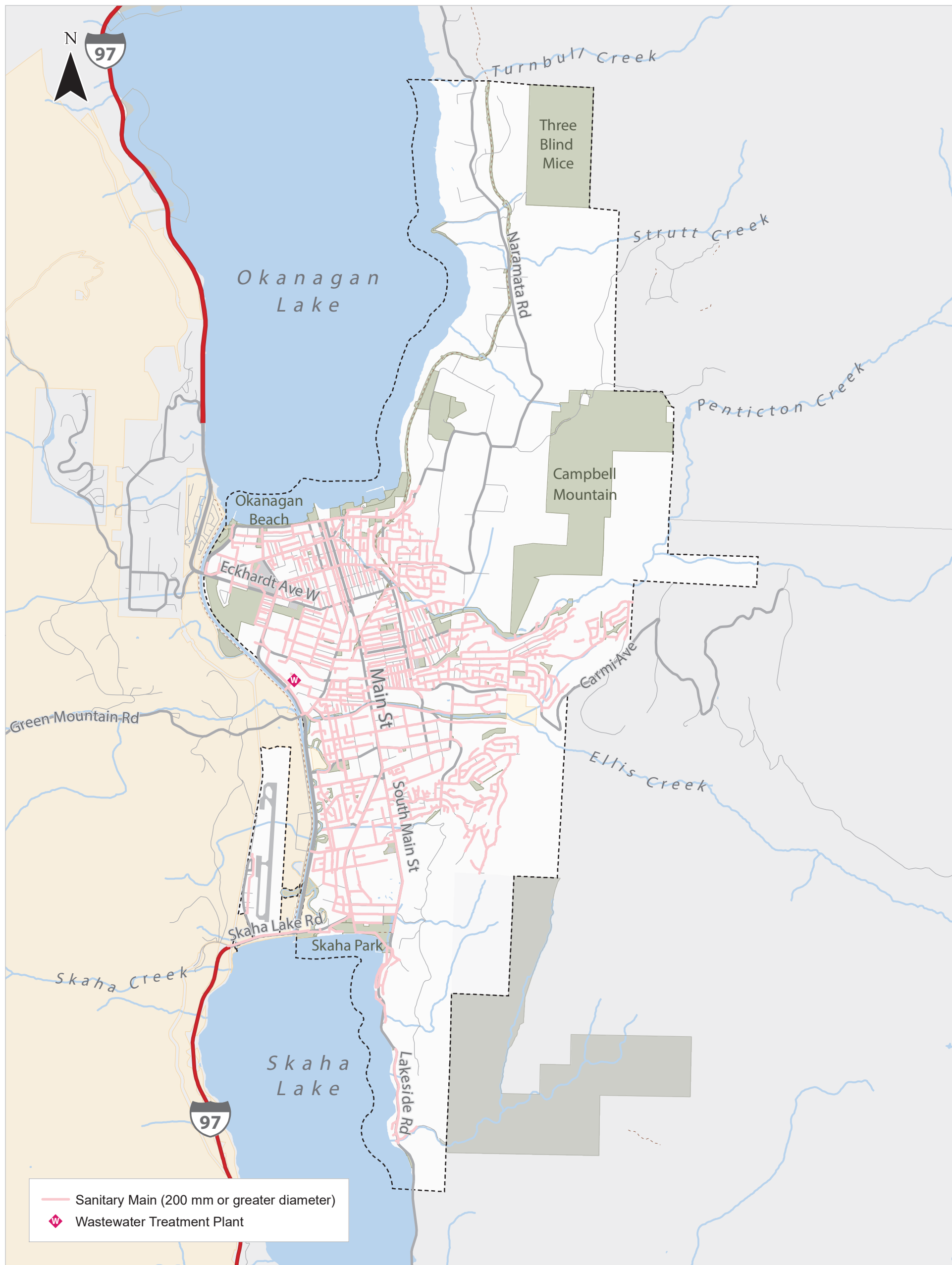


- Highway
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- City of Penticton
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- Park
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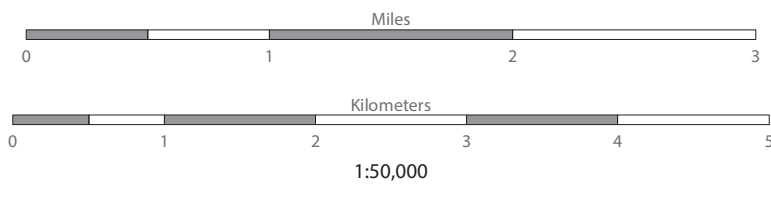
Map 8: Sanitary Network

Official Community Plan



— Sanitary Main (200 mm or greater diameter)
 W Wastewater Treatment Plant

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- Highway
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- Collector
- Local
- Trail
- City of Penticton
- Recreation Facility
- Park
- PIB
- Waterbody
- Watercourse

Council Report

penticton.ca

Date: July 16, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Blake Laven, Planning Manager

File No: RMS 6800-01

Subject: Heritage Designations

Staff Recommendation

THAT Council receive into the record the report titled "Heritage Designations" dated July 16, 2019;

AND THAT Council direct staff to maintain the 'status quo' approach to heritage properties and maintain the time line for the Heritage Strategy update (currently a medium term project in the 2019 OCP);

AND THAT Council re-instate the Heritage Advisory Committee as a standalone advisory committee and direct staff to bring back Terms of Reference for the Heritage Advisory Committee for Council approval.

Executive Summary

Council has requested staff to prepare an informational report on the protection of heritage buildings and properties in Penticton as well as provide options for increasing protections for recognized heritage properties (Council resolution 205/2019). This report provides an overview of the current heritage protection framework in BC, speaks to the status of the Penticton Heritage Registry, reviews current processes and provides some options for Council to consider moving forward. The report also encourages the re-instatement of a stand-alone Heritage Advisory Committee to advise Council on heritage related issues and matters.

Background

In 1994, the BC government, enacted the *Heritage Conservation Statutes Amendments Act (HCSAA)*, which made wide-ranging improvements to heritage conservation in BC. The *HCSAA* amended more than twenty Acts, and made significant changes to the *Heritage Conservation Act*, the *Local Government Act*, the *Community Charter* and the *Building Act*, among pieces of legislation. The changes created a system empowering local governments to undertake heritage conservation activities that were therefore outside of municipal jurisdiction.

The current provincial legislation (*LGA Part 15*) identifies two classes of heritage properties, 'protected heritage properties' and 'heritage properties':

- 'Protected heritage properties' are those properties that are provincial heritage sites, archeological sites, properties listed in a 'heritage conservation area' in an Official Community Plan (OCP) or

designated by a heritage protection bylaw. A property that is merely listed on a municipal heritage registry is not 'protected heritage property'. When a property is deemed a 'protected heritage property' there are prohibitions on alterations of the property or structures thereon. Usually what is allowed and what is prohibited is outlined in the instrument that put the protections in place (bylaw, covenant, provincial order, OCP etc).

- 'Heritage properties' are those properties that are recognized as heritage sites by the local government, making them eligible for a variety of incentives and exemptions from various regulations. The process of becoming a heritage property is through municipal recognition (Council resolution or being listed in a municipally endorsed heritage registry). 'Heritage properties' aren't inherently *protected* from redevelopment.

Once a property is deemed a 'heritage property' by the municipality, the main deterrent to redevelopment, from the property owner's perspective, is losing the status of being a recognized heritage property and any incentives that may come with it. In many cases, the loss of a property / building with heritage significance is more widely felt by the community than the individual property owner, who may be able to realize larger financial gains from redevelopment or renovation than maintaining the heritage features. In cases where a property owner wants to redevelop or alter a 'heritage property' or structure and the local government wishes to protect the heritage feature from redevelopment, there are tools that allow the local government to engage with the property owner to put protections in place.

Tools for the protection of heritage properties

Temporary protection

If a property is recognized as a 'heritage property' and is in imminent danger of being demolished or altered, the local government 'can' put temporary measures in place by introducing a heritage protection bylaw. With the introduction of the bylaw, a 60-day period is established whereby protection is temporarily in place.

While temporary protection is in place, an owner (or any person) cannot: alter; make structural changes; move buildings or structures; or, take action that would impact the heritage features identified in the temporary protection bylaw. The local government during this period can also refuse demolition or building permits to the property.

This temporary protection presumably gives the municipality time to either negotiate with the property owner to protect the features or establish more permanent heritage protections by other means (spoken to below).

The legislation also confers broad powers with respect to inspecting heritage sites. The *LGA* gives the ability, with proper notice, for municipal inspectors to inspect the state of the 'heritage property' or structure to fully evaluate the state of the structure and true heritage value to assist in heritage planning and informing on further protection measures.

The local government, however, is not under any obligation to exercise these powers. In staff's research, temporary protection bylaws have never been used in Penticton.

Continuing protection

The *LGA* lists the following tools as ways of establishing longer term protection of heritage structures and lands: heritage designation bylaw; heritage revitalization agreements; and, the establishment of a heritage conservation area. A description of each follows:

▪ **Heritage designation bylaws**

The most impactful tool in heritage protection at the ready for local governments is the 'designation' of a property as a heritage property through a heritage designation bylaw. Once a property or structure is designated through bylaw as a heritage property, it becomes a 'protected heritage property' and the owner is limited in ways the property or structure may be altered (see above section on 'protected heritage properties').

The designation of a private property as a 'protected heritage property' through bylaw *requires* local government compensation for any loss in property value by having this designation applied.

Once a property is designated as a 'protected heritage property', any alternation of the building requires the issuance of a heritage alteration permit prior to any construction proceeding. An exemption to the permit requirement is for works that are specifically exempted in the bylaw which designated the property. An example of this could be the replacement of shingles for similar shingles, or painting within a certain colour palate, etc.

To adopt a heritage designation bylaw a public hearing is required. Prior to the public hearing, a report on the property must be made available including the following information:

- The property's heritage value,
- The compatibility of conservation with the OCP and any other community planning objectives in the area in which the property is located,
- The compatibility of conservation with lawful uses of the property and adjoining lands,
- The condition and economic viability of the property, and
- The possible need for financial or other support to enable appropriate conservation

In staff's research there has only been one such process in Penticton, for the designation of the Leir House. The Gibson House at 112 Eckhardt Avenue went through a similar process, having a covenant registered against its title protecting its heritage features. The covenant was a condition of zoning approval, and not a heritage designation bylaw. Nevertheless, compensation for the heritage designation was provided to the property owner of the day as compensation for loss of value based on the covenant being registered on title (\$100,000).

▪ **Heritage Revitalization Agreement (HRA)**

Heritage Revitalization Agreements were the centerpiece of the 1994 *Heritage Conservation Statutes Amendments Act*, giving broad powers to municipalities in relation to incentivizing heritage conservation. An HRA allows a municipality and property owner to negotiate exemptions / variances to a broad range of regulations, such as relaxations on zoning regulations, increases in density and granting uses not permitted in a particular zone. HRAs can provide financial incentives such as waiving Development Cost Charges and other fees. Municipalities are able to enter into these agreements with property owners of either 'protected heritage properties' or 'heritage properties'.

Heritage Revitalization Agreements are approved via bylaw. Depending on what the agreement says, a Public Hearing is sometimes required (if there is a change in use or density of land from what is required under the zoning bylaw). HRAs, once approved, are filed at the land title office as a 'notation' on title of the applicable property. The agreement then runs with the land and any future purchasers of the lands are subject to the conditions of the agreement.

In staff's research, there has been only one property that has a heritage revitalization agreement with the City – 18 Front Street, which is the current location of the Lloyd Gallery and former Empress Theater. This property was protected as a heritage building through an HRA in 2007. The HRA allows the building to have a residential unit on the ground floor (which is not permitted by zoning) and includes relaxations to the City's sign bylaw. The agreement also provided financial aid (up to \$10,000) to the property owner to historically restore the building. In exchange for these relaxations and financial assistance, the property owner agreed to have the lands designated with a 'protected heritage property' status by way of a restrictive covenant placed on the title of the property.

▪ **Heritage Conservation Area**

Under authority of the *Local Government Act* (Section 614), municipalities can designate neighborhoods that demonstrate distinct heritage value and character as Heritage Conservation Areas in their OCPs. Once designated, the zoning cannot be altered and development is required to meet design guidelines for the area. Any new development or renovation is required to be permitted through a heritage alteration permit.

In the development of the 2019 Official Community Plan an effort was made, based on public urging, to designate the wartime district housing (K-Streets) and a portion of Windsor Avenue as separate heritage conservation areas. Through the public consultation on the initiative, there was not enough support for inclusion in the ultimate document.

There are currently no heritage conservation areas in Penticton.

Heritage Strategy and Penticton Heritage Registry

After adoption of the 2002 Official Community Plan, one of the significant implementation pieces was the creation of a Heritage Strategy, which was developed by Hobson Consultants and adopted by Council in 2005. The Heritage Advisory Committee, which ran (in a variety of forms) from the 1990s through until 2018, was the lead group on the Heritage Strategy initiative, with the Planning Department as the lead internal department. The strategy had as its vision statement: "To celebrate the living history of Penticton by retaining, conserving and enhancing our heritage resources." The document outlined the current state of heritage in Penticton and strategies for increasing heritage awareness and protection, including:

- Creation of a heritage register
- Façade restoration program
- Incentives for heritage restoration (tax relief and granting program)
- Opportunities related to the Penticton Centennial (2008)
- Implement and manage heritage conservation areas / corridors
- Develop a heritage marketing strategy to increase awareness and encourage partnerships

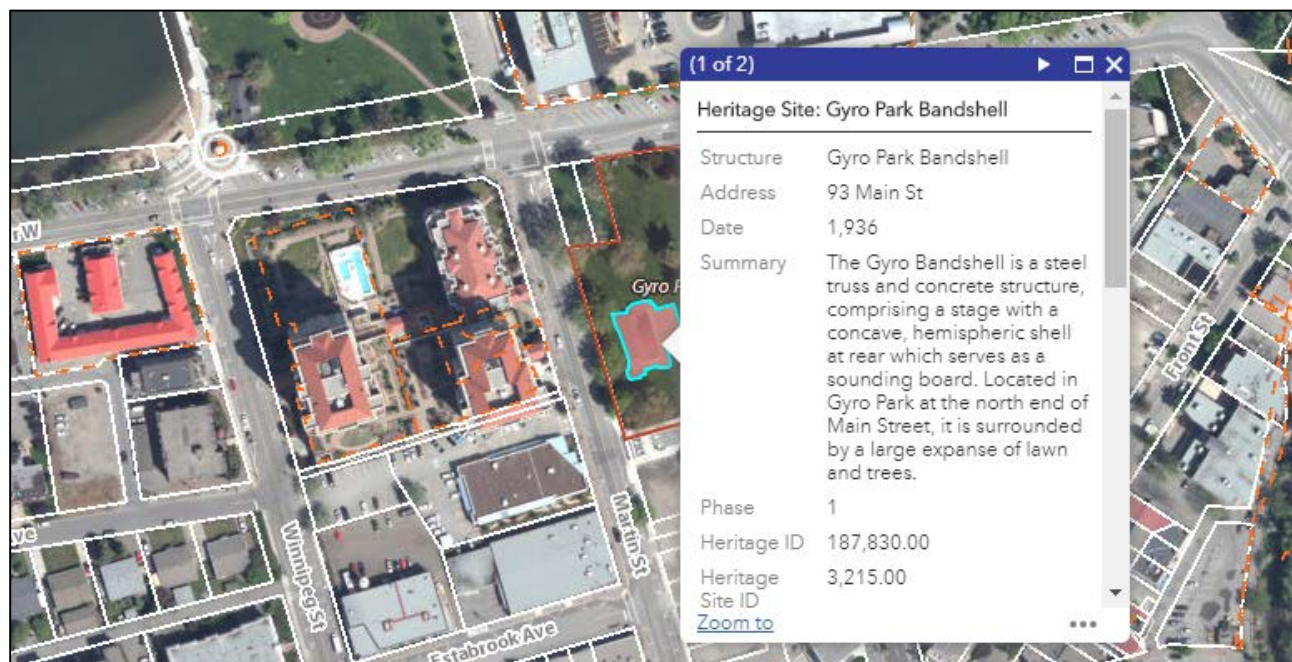
Coming out of the Heritage Strategy work, the first big initiative was the creation of a registry that would recognize all of those properties and buildings that had heritage significance in Penticton. The development of the register occurred between 2006 and 2009, being adopted by Council in 2009 in its current form.

There are currently 55 sites / buildings listed on the Penticton Heritage Registry (see attached *table of contents*, listing the properties). Each building / property / structure, includes a statement of significance, which includes a description of what the historic place includes, an explanation of why the place has heritage value and a description of the character defining elements of the place that gives it heritage value.

The majority of the sites on the registry are not under any form of heritage designation protections, nor are federally or provincially protected (more on federal and provincial protection below).

The 2019 Official Community Plan has, as a statement of policy, an intent to review the Heritage Strategy and Heritage Register, with an intent to add / remove additional sites as warranted. While this work is not planned until likely 2022, Council may wish to advance that timetable by giving staff other direction on this.

A recent project (2018) by the GIS Department, has seen the information on the heritage register be added to the City's public parcel viewer - the online mapping system used by the public. When the heritage layer is toggled on, all heritage properties are highlighted, allowing the public to easily see which properties in the city are listed on the registry. When properties are clicked on, a description of why the property has historical significance is displayed (See Image below). The informational panel also includes the provincial heritage site ID, which is included on the provincial register as well as a link to the Penticton Heritage Registry website, where additional information can be found.



Beyond the work done on the registry, there has been progress on other initiatives in the strategy, such as the centennial celebrations and downtown revitalization. Other initiatives have not been implemented or have not been successful (façade program). An update of the heritage strategy is identified as an implementation piece in the 2019 OCP. Currently identified as a 'medium term' project.

Provincial protection / designation

Beyond the municipal level, the province also exercises some control over heritage protection. The province is obligated by the *Heritage Conservation Act* to maintain a provincial heritage register. The register includes the following:

- List of provincial heritage site and objects
- Buildings and structures which the minister has received notice from a local government under the following circumstances:
 - Where a tax exemption is provided for heritage reasons,
 - Where a heritage property is included as part of a heritage conservation area in an OCP,
 - Where a property is listed on a municipal heritage register,
 - Where a property is subject to a heritage revitalization agreement,
 - Where a property is designated by a heritage designation bylaw.

Being listed on the provincial register does not place any protections on a property. Under the Heritage Conservation Act, Lieutenant Governor in Council may designate lands and / or objects for heritage protection. There are currently 59 sites in the province that are protected by the province for their heritage significance, with the SS Sicamous being the only site in Penticton.

Federal protection / designation

Like the province, the federal government has a role in the protection of heritage sites and maintains a directory of federally designated sites. There are approximately 3,600 sites listed in the directory with the following categories:

- National historic sites,
- National historic events,
- National historic people,
- Heritage railway stations,
- Federal heritage buildings, and
- Heritage lighthouses.

The directory does not currently recognize any sites in Penticton. To be added to the directory, an application for nomination is required to be made through the Secretariat of the Historic Sites and Monuments Board of Canada. Nomination and selection is a lengthy process.

The federal government also maintains a register of historic places. This list, like the provincial and municipal registers does not put any active protections in place for heritage structures listed within and lists all municipally designated structures.

2019 Official Community Plan

The 2019 Official Community Plan (currently in draft as of the writing of this report) has several heritage related policies in its Arts, Culture and Heritage section. The OCP references the First Nations history of the area with goals around partnering with the Penticton Indian Band and increasing indigenous presence in

the community, through public art, signage and place-making. The OCP also gives direction for the updating of the Heritage Registry and other heritage related initiatives.

Current development review process with regard to heritage properties, and suggested improvements

When an application for redevelopment of any kind is presented to the Development Services Division, staff are trained to review our on-line mapping system for a variety of information, including: zoning, hazards, ALR status, utility servicing, environmentally sensitive areas, and, of course, heritage status, among many other items.

If a property is listed on the City's heritage registry, the file is forwarded to the City's Planning Department for review and direction.

In review of the process, some immediate improvements are being made to the process. Those improvements include the following:

- Designated Planning Department staff member assigned to all heritage related issues - heritage champion;
- Training for all staff to be aware of process for heritage properties;
- Expand the scope to include business license checks and other city process that may alter the form of the building, but not necessarily require any permits;
- Information pamphlet for persons owning or interested in properties on the registry; and
- Page on the City's website with additional information on heritage properties and processes for the public.

Beyond these changes, staff are not recommending any shift in approach. If Council so desires, additional steps can be added to the process whereby Council is involved in approvals on properties listed on the Heritage Registry. While this may seem like a good way to protect heritage structures, there is a balance that needs to be recognized between incentives and disincentives for property owners. If the process becomes too arduous for property owners to make changes to their properties, there is always the risk of backlash against the heritage program. It is important to keep the owners of the heritage properties invested in the process.

Financial implication

Of the 55 sites listed on the Penticton heritage registry, 11 are owned directly by the City of Penticton. Those include:

- CNR Bridge,
- Dredge Shed,
- Fairview Cemetery,
- Gyro Park Bandshell,
- KVR Right-of-Way,
- Lakeview Cemetery,
- Leir House,
- Memorial Arena,
- Munson Mountain and sign,

- Penticton ox-bows, and
- SS. Sicamous

Several of these sites are managed by other agencies, such as the SS. Sicamous and Dredge Shed which are managed by the SS Sicamous Society and the Leir House which is operated by the Penticton Arts Council. Most of the sites though, are maintained and operated by various City departments, including Parks and Facilities. Each site has its own costs of operation and maintaining the heritage aspects are an additional cost. There is no specific 'heritage maintenance' line item in the budget. Each individual facility or feature would have its own maintenance budget and would have to consider heritage considerations during any planned work.

Council was also interested in costs for the protection or designation of private lands listed on the heritage registry. This is a difficult question to address. If Council were to proceed with the designation / protection of heritage buildings, compensation would need to be paid to the owners of those lands in which the designation were applicable to. For instance, when the application for a bed and breakfast home came forward at 434 Lakeshore Drive, if Council wanted to designate that property as a 'protected heritage property' through bylaw, an appraisal of the lands would need to be undertaken and a determination on the loss of value by designating the lands heritage would need to be understood. The City would likely need to compensate that amount to the owner. There have been two cases where the city has provided compensation for heritage protections, both are spoken to above (Gibson House \$100,000, Empress Theater \$10,000).

Analysis

Staff are recommending that Council receive this report as information and direct staff to maintain the status quo approach to heritage protection.

Through this review of our process some internal improvements have been identified and will be implemented through Planning Department process changes. Development Services staff will continue to monitor when inquiries on properties listed on the heritage buildings come through development services. Opportunities for additional protections will be explored with property owners as opportunities arise and willing properties owners come forward. Educational opportunities will be realized through improvements to the City's website. Staff training and development processes regarding heritage will be strengthened, ensuring designated staff are available to realize opportunities as they arise. City owned buildings with heritage status will continue to be managed accordingly.

As per the schedule in the OCP implementation section, the City's Heritage Strategy and Registry will be updated. The project is currently listed as a medium term project by the 2019 OCP.

Staff are confident that this approach will meet Council's objectives with regard to the protection of Penticton built heritage.

Heritage Advisory Committee reinstatement

Staff are also recommending that Council consider the re-instatement of the Heritage Advisory Committee. While the issues of heritage protection are covered under the terms of reference of the current "Arts, Creative, Cultural Innovations, Heritage and Museum Committee", the scope of the committee is proving to be overly broad to effectively focus on protection and promotion of heritage built inventory in Penticton. A

dedicated advisory committee will be able to advise Council on these issues and assist staff with opportunities for heritage protection when they arise.

Alternatives

Alternative 1: Direct staff to begin an update of the Heritage Strategy in 2020:

Council may wish to see work on the Heritage Strategy and Registry expedited. If that is the case, staff will prioritize this work in the 2020 budget and adjust projected work plans accordingly. Likely this would require the attention of the Arts, Culture, Creative Innovations, Heritage and Museum Advisory Committee to work closely with staff and hired consultants. A public engagement process would also be utilize to develop updates to the plan. If council directs further research on this option prior to making a decision, staff can prepare some preliminary budgets and timelines for such a process.

Alternative 2: Direct staff to look at developing a heritage protection policy, requiring Council direction prior to development or alteration of a heritage structure:

Council may wish to take a much more active role in heritage protection than what currently exists. This could involve the development of a heritage property procedure and policy that gives staff direction on when and where to engage property owners in heritage protection. Up until now, it has mainly been a voluntary process by property owners to enter into the various heritage protection schemes available under the provincial statues. Many other communities have policies outlining procedures for any approvals on properties listed on a heritage register and often require Council approval for permits. The development of such procedures and policy should be done with the oversight of the Arts, Culture, Creative Innovations, Heritage and Museum Advisory Committee or Heritage Advisory Committee if it is reinstated as a stand-alone committee.



Attachments

Attachment A – Table-of-contents: Penticton Heritage Registry

Respectfully submitted,

Blake Laven, MCIP, RPP
Planning Manager

Concurrence:

<p>Director</p> 	<p>Chief Administrative Officer</p> 
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Attachment A
Table of Contents for Penticton Heritage Registry

Penticton Heritage Sites

	Structure	Address	Date	Page
1	Atkinson House	235 Middle Bench Rd N.	1924	60
2	Beaton House	984 Fairview Rd	1922	61
3	The Bike Barn/Dyne's	300 Westminster Ave	1922	17
4	The Cannery	1475 Fairview Rd	1940	18
5	Capitol Theatre	333 Main St	1936	n/a
6	Captain Stevens House	150 Edmonton Ave	1906	43-44
7	CNR Railway Bridge	Okanagan Lake Park	1931	62
8	Colquhoun Residence	524 Lakeshore Dr	1938	63
9	Provincial Courthouse	100 Main St	1949	14
10	Cranna House	364 Lakeshore Dr W.	1928	45-46
11	Dredge Shed	1065 Lakeshore Dr W.	1933	68
12	Elite Café	340 Main St	1927	47
13	Ellis Chapel	150 Orchard Ave	1892	38
14	Ellis Street Cottage	127 Ellis St	1899	48
15	Empire Theatre	18 Front St	1921	32
16	Erickson Building	245 Main St	1922	28
17	Fairview Cemetery	1136 Fairview Rd	1898	5
18	Gibson/Latimer House	112 Eckhardt Ave E.	1906	6
19	Ginza/Bennett Block	74 Front St	1911	41-42
20	Greer Block	410 Main St	1922	29-30
21	Gyro Park Bandshell	93 Main St	1936	7
22	Herrick/Debeck House	810 Hudson St	1906	4
23	Kendall/Lasting Impressions	25 Front St	1911	22-23
24	Keyes House	494 Young St	1913	31
25	KVR Right of Way	No address	1915	50-51
26	KVR Station	216 Hastings Ave	1941	8
27	Lakeview Cemetery	775 Lower Bench Rd	1912	64-65
28	Leir House	274 Manor Park Ave	1929	9
29	Memorial Arena	325 Power St	1951	34
30	Mitchell Block	277 Main St	1911	35-36
31	Moog House	1302 Kensington St	1945	55
32	Munson Mountain and sign	650 Lower Bench Rd	1937	11
33	Munson Property	10 Upper Bench Rd S.	1908	10
34	Murk Block/Dragon's Den	12 Front St	1911	26-27
35	Palace Hotel	251 Main St	1906	24-25
36	Parker House	1205 Fairview Rd	1940	54
37	P.D. McDonald House	558 Ellis St	1912	53
38	Pelton Residence	570 Martin St	1911	55
39	Pen-Hi Ellis	158 Eckhardt Ave E.	1913	12
40	Pen-Hi Shatford	158 Eckhardt Ave E.	1921	12
41	Penticton Oxbows	No address		37
42	Penticton United Church	696 Main St	1929	56
43	Post Office	301 Main St	1936	13
44	Power Block/Safeway	239 Main St	1921	69
45	Riordan House	689 Winnipeg St	1921	15
46	R.J. Long House	645 Victoria Dr	1928	52

47	Robb House	267 Hastings Ave	1916	57
48	S.S. Sicamous	1065 Lakeshore Dr W.	1914	16
49	St. Andrew's Presbyterian	391 Martin St	1929	58
50	St. Savior's Anglican	150 Orchard Ave	1929	38-39
51	Sutcliffe Residence	196 Penticton Ave	1912	70
52	Tupper House	230 Orchard Ave	1938	71
53	Walker Home	452 Lakeshore Dr W.	1936	72
54	Warren House	434 Lakeshore Dr W.	1912	19
55	White Lodge	1425 McMillan Ave	1927	20

Council Report

penticton.ca

Date: July 16, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Angela Campbell, Controller
Subject: **Municipal Grants Policy**

File No:

Staff Recommendation

THAT Council approves the amended City of Penticton Municipal Grants Policy dated July 16, 2019.

Strategic priority objective

This aligns with the City Mission that Penticton will serve its residents, businesses and visitors through good governance, partnership and the provision of effective and community focused services.

Background

City Council approved the latest version of the City of Penticton's municipal grants policy on July 3, 2018. Following municipal grants awarded during the 2019 City budget process in February, a number of shortcomings were identified with the municipal grant policy. Based on these shortcomings a policy review was conducted which resulted in recommended changes to improve the policy. Input was also sought from grant applicants through an applicant workshop in May 2019. The amended grant policy addresses the identified shortcomings and feedback from grant recipients.

Financial Implication

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

Analysis

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

Proposed changes to the municipal grants policy will:

- Provide clarity about the term of grant funding by removing reference to sustainable and seed grants
- Clarify the process for mid-year grant requests
- Clarify criteria around financial need and forecasted surpluses
- Add an additional category for Community Events
- Separate the policy criteria into an Appendix
- Remove the Eventful Penticton Matrix
- Ensure all content in the policy is relevant

During budget deliberations and in discussion with grant applicants it was evidenced that the terms sustainable and seed created confusion and required revision. The revised policy removes both terms and is replaced with the term annual grants. Applicants will be required to apply annually using the full grant application with references to the short form being removed from the policy.

Staff also understood the need to provide clarification when applicants displayed a surplus in their application forms. Wording has now been added to the policy allowing for applicants to explain the purpose of proposed surplus funds to provide a greater understanding for Council.

To provide better information to Council, staff is proposing to add a fourth category to the policy for Community Events. This will further allow Council a better comparison for funding as previously events were contained within the other three categories.

The grant policy contains a great amount of detail. To make the policy more concise and easier to follow, staff is proposing to move the policy conditions to an attachment. In addition, the need to make revisions and enhancements to the Eventful Penticton Matrix is recognized. To enable greater flexibility staff is proposing to remove the Matrix from the policy while it is under review. Also during the review of the policy, staff identified areas that required rewording or removal to ensure the content of the policy is relevant and accurate.

Alternate Recommendation:

THAT Council provide alternate direction to staff.

Attachments

Attachment A: Proposed Municipal Grants Policy

Respectfully submitted,



Angela Campbell, Controller

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

Approval date:

Resolution No.

Subject: Municipal Grants

Purpose

The purpose of the municipal grant program is to improve the well-being and quality of life of the community and its residents, through financial assistance to non-profit community based organizations which provide meaningful programs and services in the arts, culture, heritage, recreation, sport, environment, health, and social services.

Policy Statement

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

How to Apply

The City will offer separate intakes for municipal grant applications, a main intake that will be approved through the financial plan deliberation process and a mid-year intake is available for any grants that were not submitted during the main intake. All cash grants and in-kind grant requests over \$500 must be submitted through the formal grant application process. For in-kind grant requests under \$500 please email grants@penticton.ca.

Main Intake:

Eligible community groups must complete an application form and submit with all required documentation by the deadline of August 31. **Incomplete or late applications may not be considered by the City.** The City reserves the right to change or extend the application deadline as required. Applications and documentation can be submitted electronically using the City's grant software.

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

Mid-Year Intake:

Mid-year grant requests must be initiated by submitting an application online with all required documentation using the City's grant software, unless they are for in-kind requests less than \$500.

Incomplete applications may not be considered by the City. Small in-kind requests may be approved by the City Manager consistent with City Manager Grant Approval Policy. All other requests will be approved by

City Council. In-kind requests under \$500 can be sent to grants@penticton.ca detailing the organization making the request, what in-kind is being requested and the dollar amount.

Eligibility Criteria

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

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

If the organization is forecasting a surplus, the intended use of any surplus funds must be explained in the application.

Consideration will be given towards the nature of the service being provided to the community and the responsibility for funding the service. Council retains discretion to provide or decline funding to organizations that are considered to be a Provincial service.

Categories

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

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

The City determines in its evaluation whether organizations are eligible for annual funding. Consideration for grants will be given to organizations that meet some or all of the following criteria:

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

Evaluation Criteria

Organizations requesting assistance will be evaluated by the following outcomes:

Community Value:

- Number of Participants/Residents and Volunteers
- Number of Partners (letters of support, list of donations)
- Number of Sponsors (total budget/total grant request)
- Demonstrated need for this service within the community

City Value:

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

Category Value (Based on Organization-Identified Outcomes):

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

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

Additional Assistance

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

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

How to Report

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

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

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

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

Approvals

The application and reporting out forms must be submitted by the authorized representative of the organization acknowledging that the applicants have fully read and understand the policy conditions and agree to be bound by them and that the information included in the application or report is true and correct to the best of their knowledge and that all completed applications, reporting out forms, and correspondence must be completed in the City's grant software program.

Revisions

Revision Date	Author
May 31, 2004	KUHN
April 21, 2014	CFISHER
September 28, 2015	CFISHER
August 15, 2016	CFISHER
August 1, 2017	ACAMPBELL
July 3, 2018	ACAMPBELL
July 16, 2019	ACAMPBELL

Certified Correct:

Angie Collison, Corporate Officer

Attachments:

Attachment A: Policy Conditions

Attachment A: Policy Conditions

Policy Conditions

By submitting an application through the grant process, applicants required to agree are agreeing to the following conditions:

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

- 7) In the event the organization makes changes to the event/program/project indicated on the application for which the grant has been provided, written notification must be forwarded prior to the change to the City of Penticton to the attention of the Controller.
- 8) The organization must make, and continue to make, attempts to secure funding from other sources as indicated in the application.
- 9) The organization will keep financial records which meet generally accepted standards of good business practice. For the purpose of this policy, the determination of those standards will be wholly at the discretion of the City of Penticton or its auditors. The organization's financial records must be made available to the City or its auditors as may be requested from time to time. If, upon examination of the financial records, they are deemed inadequate the City may at its discretion:
 - i) Direct remedial action with respect to the financial record keeping;
 - ii) Deem the grant to be void and demand the funds be returned immediately to the City of Penticton to the attention of the Controller.
- 10)
 - i) Grant recipients must acknowledge funding support from the City of Penticton in all communications materials, media coverage, and verbal promotion pertaining to the event/program/project being supported by the grant. Evidence of acknowledgement must be included in the reporting out form.
 - ii) Grant recipients agree that all related communications materials, including signs, websites, posters, etc. will contain a visible and current City of Penticton logo. Current logo files are available through Corporate Administration and must be used in accordance with the City's Visual Identity Standards manual. The City of Penticton logo should only be used in reference to the event/program/project supported by grant funding.
 - iii) If grant funding is supporting an event, the recipient agrees to obtain a loan of the City banner for prominent display during the event and to recognize support from the City of Penticton through verbal acknowledgement during the event.
 - iv) Grant recipients are encouraged to tag the City of Penticton in social media posts (Facebook, Instagram, Twitter) in recognition of grant support.
 - v) For all promotion, communications and acknowledgement of the City, the primary contact with the City is the Communications Department.
- 11) Notwithstanding the previous section, the event/program/project may not be represented as an event/program/project within the City of Penticton, nor may the organization hold itself out as an agent of the City of Penticton in any way.
- 12) The City of Penticton reserves the right to use any information related to the organization and the grant assistance to the organization in its promotions and advertising. The use of any such information will be at the discretion of the City and may be done so upon notification to the organization by the City.
- 13) The organization will complete and submit a reporting out form no later than October 31, or 4 p.m. on the last business day before October 31, of the year in which grant assistance was provided. Organizations shall include a copy of externally prepared financial statements along with their reporting out form. If the event/program/project is not complete within six weeks of the deadline, the organization may before the deadline request an extension to the City of Penticton to the attention of the Controller.

- 14) Based on the results reported in the form, the City may at its discretion discontinue funding and any other assistance to the organization for any time period.
- 15) Advances of grant funds must be requested via email communications to grants@penticton.ca. **For greater certainty, cash grants will not be forwarded in the absence of a request by the organization that the funds be advanced or a reporting out form from prior years.** The City at its discretion may determine that funding will be forwarded by a series of two or more instalments.
- 16) With respect to value in-kind grants, where the value of facilities used by the organization exceeds the amount approved as the in-kind portion of the grant assistance, the organization hereby acknowledges that the City will invoice the organization for the difference and the organization is liable to pay the amount invoiced.
 - a. Examples of in-kind grants include but are not limited to:
 - i. Use of City facilities (Community Centre rooms, Library/Museum Auditorium, etc.)
 - ii. Rental of City parks including misc rentals (bleacher, tables, etc.)
 - iii. City fees (Road closure permits, season licence fees, etc.)

In-kind grants are valued either at actual cost (labor) or the value as set out in the City's current Fees and Charges Bylaw.

- 17) All grants are subject to all requirements specified in this policy and are also subject to the following additional guidelines:
 - i) Consideration may be given to requests submitted by a non-Penticton community organization if its membership includes Penticton residents;
 - ii) No consideration shall be given to requests to waive or reduce a development cost charge.
 - iii) Requests for grants for subsequent years property taxes will be referred to the Permissive Tax Exemption process
 - iv) Mid-Year Grant applicants are expected to apply during the annual intake for continued funding for subsequent grant requests. Applicants applying through the mid-year intake for a second year may be delayed and referred to the main intake.
- 18) All documentation submitted to the City as part of the municipal grants process becomes the property of the City and will not be returned to the applicants and will be retained by the City at its discretion. The City acknowledges that information submitted may be proprietary to the applicants and is confidential. All submitted information shall be treated as confidential and retained securely as provided by in the Community Charter.
- 19) The City may at any time enter into an agreement with a qualified community foundation for the purpose of managing municipal grants on its behalf. Pursuant to any such agreement, this may be done for all or part of the funds the City has budgeted for grants as part of its annual budget for any particular year.
- 20) Where the value in-kind portion of a municipal grant includes facility or amenity, the City reserves the right at any time to substitute an appropriate alternative facility, amenity or dates at its sole discretion.

Council Report

penticton.ca

Date: July 16, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Jim Bauer, Chief Financial Officer
Subject: **Second Quarter Corporate Business Plan Update**

File No:

Staff Recommendation

THAT Council receive into the record the report titled "Second Quarter Corporate Business Plan Update" dated July 16, 2019.

Strategic priority objective

This aligns with the strategic objective of the City's mission to serve its residents, businesses and visitors through good governance, partnership and the provision of effective and community focused services.

Background

As part of the 2019 -2023 Five Year Financial Plan the City also prepared a Corporate Business Plan that articulates the 111 goals across the six major divisions/business areas.

As part of the increased accountability measures City staff have committed to reporting to Council on a quarterly basis the progress of achieving the Corporate Business Plan.

This is the first update that has been brought forward to Council given the Corporate Business Plan was approved in late February.

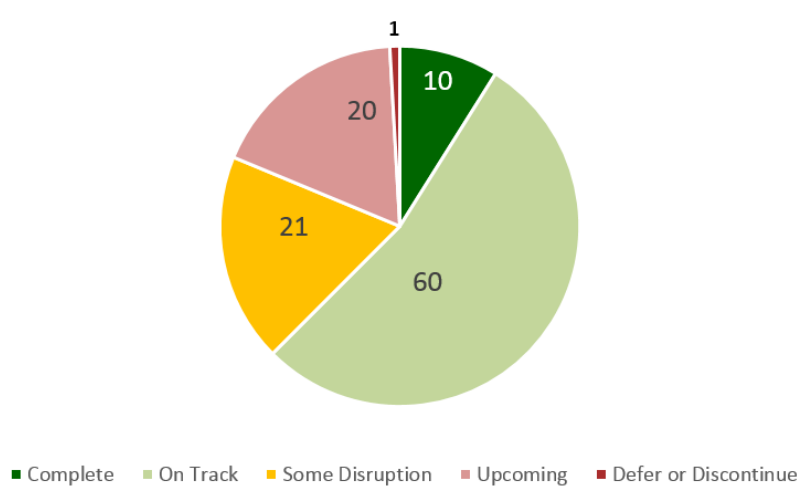
Financial implication

There are no financial implications to the City, however any changes to business plan goals that have fiscal implication will be brought to Council for approval should necessary changes emerge.

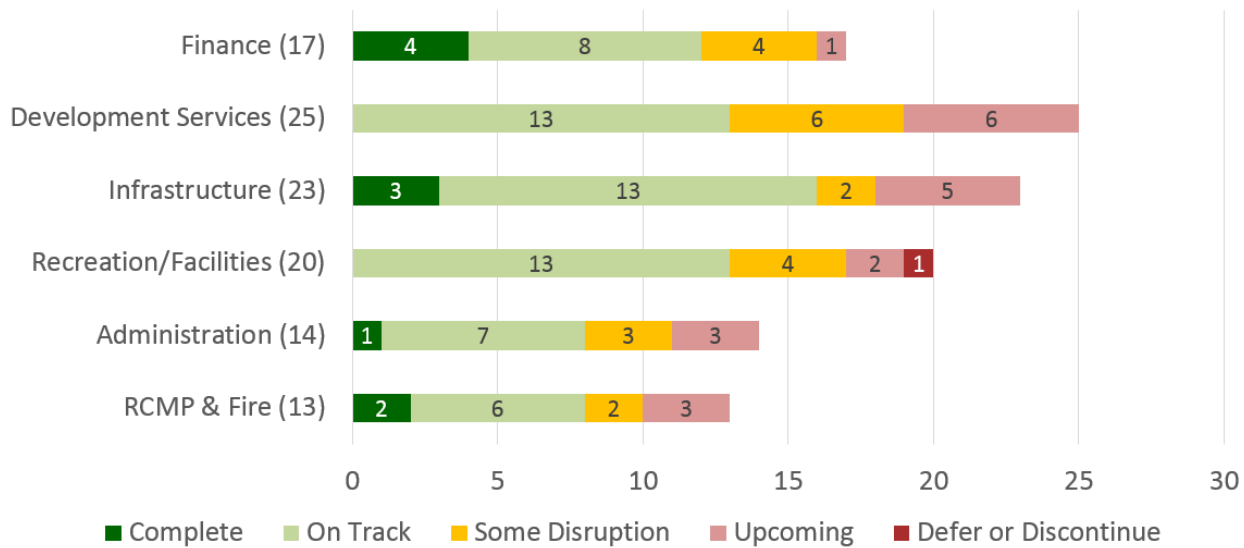
Analysis

Overall, the City is making good progress achieving its business plan goals however it should be recognized that many of activities associated with the goals did not commence until the budget was adopted on April 2, 2019. As a result slower progress has occurred in the first half of the year with many goals being completed later in 2019.

The table below shows the status of 112 goals (one more has been added by the Fire department) with 10 complete and 60 are on track. 21 are experiencing some delay, 20 are upcoming and 1 has been deferred or discontinued.



The progress of business plan goals on a Divisional basis are reflected in the table below.



For greater explanation on the status of each goal see Attachment A.

Alternate recommendations

THAT Council provide alternate direction to Staff.

Attachments

Attachment A – Second Quarter Corporate Business Plan Update

Respectfully submitted,



Jim Bauer
Chief Financial Officer

Concurrence

GM Infrastructure 	A/ Director Recreation & Facilities <i>Kg</i>	Director Development Services <i>JH</i>	Chief Administrative Officer DvD
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2nd Quarter - Business Plan Council Update

Finance Division		
Goal Title	Goal Update	Status
Development of an Open Data Policy and Public Open Data Portal	Council has approved the Open Penticton Policy and hub. The link has been made live and website links are in progress. Formal communication that the hub is live is expected to be made by the end of July.	Some Delay
Continued Implementation of IT Governance.	IT Steering Committee has met regularly to monitor progress of IT projects. Two advisory committees have been established to monitor and reprioritize emerging needs that have been identified.	Some Delay
Continued Implementation of IT Service Management (ITSM).	The new IT service management application has been implemented allowing to further refine the support process. This application now enables clients to understand the status and progress of help desk requests.	On Track
Core IT Network Refresh and Redesign.	Core network has been installed.	Completed
Develop a High-level Disaster Recovery Plan.	We have been working on the configuration of the new IT infrastructure that will enable a new disaster recover plan. The network infrastructure is in place and the server infrastructure is currently being configured and tested. We have been working with a vendor to determine network and internet redundancy.	Upcoming
Data Migration of Parks and Facilities Information into the GIS system.	Continuing to incorporate newly captured data into GIS. Expecting to have data fully migrated by end of August for both parks and facilities.	On Track
Implement Bar Coding System for the City's inventory.	Staff are working with a local vendor and close to finalizing statement of work. Development to occur in second half of the year.	On Track
Amend Purchasing Policy.	Amended Procurement Policy was endorsed by Council on June 18, 2019.	On Track
Research and Implement a Contract Management System.	Needs assessment survey drafted and will be sent to users to commence gathering needs shortly. Expecting to finalize user needs in Q3 and begin researching solutions in Q4.	On Track
Establish a Risk Management Framework and Policy.	Council approved the Risk Management Policy and Framework July 2. Implementation of the framework will continue under the guidance of the Risk Management Committee.	Completed
Implement Integrated Business Planning and Financial Reporting to Council.	Second quarter business plan and financial update to be provided to Council July 16	On Track
Policy Updates and Development (Finance)	Reserve Policy approved earlier in 2019. The following policies will be brought forward for Council approval in fall 2019 - Interest Policy, Finance Signing Policy, Investment Policy.	On Track
Establish a Formalized Grant Seeking Process.	Work will commence on the Grant Seeking Framework in fall, given other priorities.	Some Delay
Develop a Long-term Revenue Model.	Consultant has been engaged and briefed on the scope of what is required. Expect a report back from the consultant with a skeleton model by the end of July.	On Track
Update the Permissive Tax Exemption Policy for the 2020 application intake.	Council approved revised policy Apr 2 2019 which resulted in a maximum of 1.68% of taxes foregone through this policy. Applications received and being reviewed. Proposed Permissive Tax Exemption Bylaw to be brought forward for Council approval in September.	Completed

Goal Title	Goal Update	Status
Deliver the 2019 Tax Rate Bylaw to Council for adoption by May 15, 2019.	2019 Tax Rate Bylaw adopted May 2	Completed
Implement an online credit card payment option for Utility payments.	Technology issues have been encountered with the implementation, causing some delays. The software vendor has been engaged to address. Given tax collection focus in July, Collections staff will likely not have capacity to test the fixes until beginning of August. Expecting online payments to be ready for use later in August.	Some Delay
Development Services Division		
Goal Title	Goal Update	Status
Implement Dog Control Service Changes.	Dog control and dogs in market videos are complete. Mobile bike patrols are planned for summer months to educate and enforce bylaw in trails, parks, beaches, etc	On Track
Implement Homeowner Permit Awareness campaign.	Initial rack cards under review by staff. Webpage redevelopment outlined. About 50% completed with projection to launch out end of July.	On Track
Expand Long-Term Residential Rental Program.	Research into best practices underway and investigation into resource needs and program benefits to be undertaken in Fall.	Some Delay
Complete a Downtown Parkade Feasibility Study.	RFP review underway	On Track
Modernize Business Licence Bylaws.	Information being gathered. eApply for Building License will work in conjunction with changes to Building License processes re-starting in Aug. Major work to commence September.	Some Delay
Host a Business Community Forum.	Event agenda is taking shape with 2 key streams: Hiring and Housing, a tradeshow component and Expert Advice Speed Appointments. Event Team is mostly determined. Key speakers are mostly confirmed with more to be added to the agenda in the coming weeks. Expect to have event registration launched before end of July.	On Track
Host the 2nd Annual FutureBiz Penticton.	After review of community calendar, we will look at moving the event to November 22 as the 21st clashes with RDOS Board meeting and would preclude several Councillors from attending FutureBiz.	Upcoming
Develop an Economic Development Newsletter.	On track with an expected completion date of Q3.	On Track
Develop a Welcome Package for New Residents and New Business Licenses.	Started conversation with Local Immigration Partnership on their newcomer welcome package. Expected completion Q4.	On Track
Priority Clusters Impact and Opportunity Assessments.	Prioritization of strategic industry clusters underway and analysis to be undertaken in Q3 to identify focus for Economic Impact Assessments.	Some Delay
Support new investment and development of the community in line with the Official Community Plan.	Official Community Plan (OCP) Strategic Investment Areas developed into OCP and will support Economic Development investment strategy.	On Track
Purchase Carbon Off-sets to Retain Carbon Neutrality.	Carbon reporting has been submitted to the province and has been advertised on the City's website as per provincial requirements.	On Track

Goal Title	Goal Update	Status
Review and Update Role of Bylaw Officers.	Community Safety Officers (CSO) hired and working later evening shifts to meet public expectations. Use of Force training completed by all Bylaw Enforcement Officers, reporting and tracking documents are being drafted and reviewed before additional tools are provided to officers.	On Track
Enhance Service Provision with Staff Additions.	Extended summer hours of service from 7am to 1030pm have commenced for bylaw team. Interviewing and hiring of 3 new relief bylaws is in process and will have new staff starting within a few weeks.	On Track
Utilize Geographic Information Systems (GIS) within the Bylaw Services department.	Once data from the calls for service program is complied with IT/ GIS, a report will be prepared and provided to Director for review and update to community/council.	On Track
Update Good Neighbour Bylaw.	Good Neighbour Bylaw amendments brought forward in Q2 for Council approval. Staff will continue to monitor bylaw implementation and bring forward any updates as required.	On Track
Office Relocation/New Deployment (Bylaw/RCMP)	Working with Ecora and city facilities team to plan the layout and construction of new office. Works to commence soon with goal of being in new office later this summer.	Some Delay
Develop a Parks Master Plan for Skaha Park.	Staff have met with the Parks and Recreation Advisory Committee and provided an initial overview. Staff have met with the Committee on site at Skaha Park, providing the Committee with information of different City assets while walking throughout the entire park.	Upcoming
Develop a Comprehensive Land Management Strategy	This goal has not been started yet.	Upcoming
Establish Department Efficiencies.	With the restructure of the Land department we are now fully staffed and are examining areas to create efficiencies, saving time and creating a smoother work-flow. In the second quarter of 2019 we have identified four areas of improvement and will continue to establish new procedures on an on-going basis.	On Track
Feature the Land Department on City Website.	Scoping of land department website needs underway. Will be working with IT Department on new website initiative in Q3/Q4 2019.	Upcoming
Establish a Nominal Lease Policy.	This goal has not been worked on yet.	Upcoming
Building Department Accreditation.	Staff are working on high level enforcement and plan/site review procedures. Due to high volumes of permits and inquiries this project will not commence with provider until Aug/Sept.	Some Delay
Create a Comprehensive Development Plan.	Official Community Plan adoption will trigger the commencement of the Comprehensive Development Plan (CDP). CDP scoping currently underway	Upcoming
Develop and Implement Plan for Land Use Contract.	Staff review currently underway within Planning department Legal review also to be undertaken in Q3/Q4	Some Delay
Infrastructure Division		
Goal Title	Goal Update	Status
Improve strategic area lighting and pedestrian crossing lighting city wide.	Locations for pedestrian lighting changes have been identified and prioritized. Work is on going to set a lighting standard. Phase 1 of a 5 year project is scheduled for completion by the end of Q4 2019.	Upcoming
Complete the 200 Block Main Street East Lane Electrical Rebuild.	Project is 99% complete except for the receipt of As-build drawings and the release of the holdback.	On Track

Goal Title	Goal Update	Status
Develop Ellis Creek Master Plan.	Consultant is working on an expanded scope to reflect land issues in the vicinity of the adjacent industrial business owners. Further additional work is being contemplated to address development proposals at the east end of the study area.	On Track
Design and Implement/Construct the third phase of the Penticton Creek Reach 12 Revitalization.	Pre-design work has been completed and received by City. The 85% detailed design work was presented to the Penticton and Ellis Creek Committee and is now under final revision.	Upcoming
Implement the Penticton to Kelowna Transit Route	The Route has been finalized, Stops have been finalized, Park and Ride locations have been finalized. Design of the Park and Ride and Bus Stop signs needs to be completed and the signs need to be installed. The Riders Guide needs to be updated.	On Track
Restructure work areas to address gaps in resources and expertise Branch	Restructure is complete and all positions have been filled. On going work is required to develop the positions.	Completed
New Service Advisor Coordinator.	Budget was approved, recruitment completed and a candidate has been hired and is scheduled to start July 15, 2019.	Completed
Create Permanent Clean Team.	Clean Team in place and operational.	Completed
Complete and Begin Implementing a Waste Water Solids Management Plan.	The project is scheduled for completion on August 31, 2019 and a presentation will be made to Council on August 20, 2019.	On Track
Replace Aging and Small Water Mains.	There are two areas where small watermain replacement is occurring. One is complete and the other is scheduled for completion in Mid August.	On Track
Improve Capacity of South Main Sanitary Sewer and Water.	The tender has been awarded, construction is scheduled to commence in September and be completed December of 2019.	On Track
Complete Main Street Upgrade Okanagan Avenue to Warren Avenue.	Designs complete. Tender package is currently being compiled. Tender is scheduled to go out July 23rd. Public consultations letters have been sent out. Project Scheduled to commence in September.	On Track
Upgrade and Install Pedestrian Crosswalks.	Electrical department is working on finalization of the standard to which the crosswalk illumination work will be based.	On Track
Finalize Phase II Drought Management plan.	Phase II of the Drought Management Plan RFP is currently out for proposal and is scheduled to close July 17, 2019 with completion set for October 2019.	Upcoming
Implement Chlorine and Sulphur Dioxide Gas Removal from the Water Treatment Process.	Project was tendered and no bids were received. The project is being revised to reallocate the risk to the most appropriate party. The City will also be pre-purchasing some of the equipment. A revised tender is being worked on and will be issued in mid July.	Some Delay
Upgrade Okanagan Lake Pump Station Electric and Pump Motor.	An RFP to hire a consultant for the Pump Station Electric and Pump Motor design was issued, reviewed and awarded to AECOM. Detail Design is in progress.	Upcoming
Implement 2019 Actions of the Asset Management Renewal Plan.	Screw pump tender awarded. Waste Activated Sludge pump replacement tender has closed and under review. The Cake Pump Request for Proposal closed has been awarded and we are awaiting delivery. Four additional small project will be going out for procurement in August.	On Track

Goal Title	Goal Update	Status
Complete the 2018 Utility Rate Review	The work on the Utility Rate Review Project by the Committee is complete and the results and recommendations will be coming to the July 16, 2019 meeting of Council.	On Track
Implement Asset Management Software.	The Invitational RFP was issued, closed, the review is complete and award is underway with implementation to commence after that.	On Track
Update the 1968 Special Area Bylaw.	Research complete, decision made to go with a Council Policy instead of a Bylaw, Draft Council Policy completed and under review. This will come to Council following completion of the staff review.	On Track
Update the Asset Management Investment Plan.	No work has started on this. Staff are waiting for the Geographic Information work to be completed on the Parks and Facilities assets prior to starting this project.	Upcoming
Complete Voltage Conversion.	2019 Work Plan completed and 67.7% of the voltage conversion will be done by July 20. The project is on track for 100% completion by Q4 of 2020.	On Track
Investigate and report on Power Generation Possibilities.	The RFP is being drafted and is scheduled for issuance July 15, 2019 with work to be completed by the end of Q4 2019.	Some Delay
Recreation & Facilities Division		
Goal Title	Goal Update	Status
Curate and build two new off-site museum displays.	One topic chosen. Amateur naturalist exhibit. Research is underway, production as well. Second topic is identified as well.	On Track
Lifeguard Surveillance Evaluation And Enhancement.	Emerging priorities have postponed this action. Develop requirements for evaluator training (0% completed). Identify purpose statement, goal statement and activities required (50% completed)	Some Delay
Enhance Partnerships with Community Service Groups.	<p>We have partnered with the Penticton & District Seniors Centre to host two events (BC 55+ Games and BC Seniors Week Activities) and we are continuing our collaboration to celebrate Active Aging Week in October. We continue to work closely with the YES Project to support their initiatives and promotion of their programming through the Penticton Recreation Guide.</p> <p>For the third year in a row, we have partnered with the Penticton Art Gallery to host the Penticton Public Sculpture Exhibit Artist Talks. This has led to further collaboration and we are now currently working together to enhance art program offerings through the Rec Dept.</p> <p>Each of these partnerships has resulted in the community having better access to a variety of affordable programs and services.</p>	On Track
Implementation of South Okanagan Event Centre (SOEC) Parking Strategy	Project currently on hold pending completion of other priorities.	Some Delay
Parks and Recreation Advisory Committee.	Parks & Recreation Advisory Committee members have been recruited and the following priorities have been established by the board: 1) Review and Endorse Robinson Property Master Plan (complete) 2) Coyote Cruises Engagement Support (on track) 3)Skaha Park Master Plan Input (on track).	On Track

Goal Title	Goal Update	Status
2019 Civic Events.	Arrange for suppliers, vendor and entertainment (80% completed). All suppliers, vendors and entertainers have been selected. Insurance and WCB requirements have been coordinated. Final details of the events are still being finalized.	On Track
Complete annual shutdown of McLaren Arena and the Community Centre.	Materials and services have been acquired for both pools - some delay in finalizing scope of work. Shutdown and reopening scheduled for September 2019.	On Track
Develop a Sport and Event Tourism Strategy.	Completed research on comparable strategies and compared policies at the Canada Sport Tourism Alliance Sport Event Congress 2019. Identified event opportunities for short and long-term events based on existing and potential capacity. Assessed event policies (grants, liquor license permits, etc.) and identified required revisions.	On Track
Improve Existing Event Hosting Processes.	Successfully implemented multiple new procedures to provide more efficient event support and communication between Event Organizers, City departments and the public. New procedures include an Event Hotline for organizers, consolidated information location for internal City departments, enhanced on-site support with City staff and the development of a communication strategy to notify public of events and impacts. Review and assessment of event feedback is ongoing and will provide direction for further improvements.	Some Delay
Develop a Signature Triathlon Event for the next three to five years.	Completed negotiations with IRONMAN to host a 5 year signature triathlon event.	On Track
Develop Other Signature Event(s).	Collaborated with Spectra to organize a bid for the National Junior A Hockey Championships and are currently awaiting the results. Partnered with the Dragonboat Festival Society to produce a test indoor off-season event. The test event was successful and plans are in place to host in 2020 and beyond. Other opportunities for shoulder season events have been identified and discussions have been initiated.	On Track
Attract New Events and Event Hosts	- attended Canadian Sport Tourism Alliance to meet and follow up with NSO and other events rights holders- issued EOI for new triathlon event hosts - follow up emails with CSTA NSO contacts for potential future events (i.e. Boxing Canada) - regular meetings with Travel Penticton, Spectra, MICE to identify long-term hosting opportunities and goals - meetings with local event organizers as their events approach, and local sport and tourism organizations as bid opportunities arise- worked with DPA, Chamber of Commerce on various events (i.e. Civic Events - Canada Day, etc.) - continued relationship with BC Sport Branch, BC Tourism and Okanagan Sport and Event Managers to identify needs and future plans for Okanagan hosting opportunities	On Track
Convert Conventional Lighting Systems to LED.	Discontinued (budget reallocated to other projects).	Deferred
Revamp the First Peoples Display Area.	Still formulating designs and design approach	Upcoming
Establish a Cultural Engagement Framework between the Museum and Archives and the Penticton Indian Band.	Had two meetings with Penticton Indian Band. Original draft has been further refined. Consultation in progress.	On Track

Goal Title	Goal Update	Status
Renovations for RCMP/Bylaw Office (284 Main Street).	Design team has been engaged to complete design and documentation for project. Design development and tender documents are underway with 2 review meetings completed.	On Track
Create and Facilitate a Shared Community Centre Incident Reporting.	Emerging priorities have this goal on temporary hold. Create shared file for information and develop policy for reporting (0% completed).	Some Delay
Implementation of New Recreation Software (PerfectMind).	Design and configuration of the new software has been completed and the software is ready for implementation. All Recreation staff have been provided with thorough training and are prepared to begin to utilize. A communication and change management strategy has been created to inform the public of upcoming changes and we have initiated many of the steps including an informational video and notices on our website, utility bills and social media channels. With approximately 4 weeks until our Go-Live date (mid-August), we are finalizing the last items required to successfully complete data migration and change over in recreation software systems.	On Track
Recreation Revenue and Cost Sharing Review.	Data Collection and Analysis (10% completed). Data collection has started. Usage data will be based on estimates and not actual counts. Population based data is likely to be used for calculating cost sharing targets. Preliminary data findings to be compiled later in summer.	Upcoming
Finalize Arena Development Strategy Business.	Ongoing operational and capital requirements to be funded as part of annual budget planning. No new information or actions are required unless Council provides alternate direction in the future.	On Track
Administration (Corporate Services, HR & Safety, Communications)		
Goal Title	Goal Update	Status
Launch New Version of Penticton.ca.	Web content rewritten and contractor awarded project. New website is anticipated to launch near the end of Q4.	On Track
Develop a Community Engagement Framework.	Draft framework created. Preparing plans to engage the community on draft.	Some Delay
Implement Citizen-led Engagement Program.	Planning phase underway.	Some Delay
Implement an Electronic Document and Records Management Plan.	Posting for Records Management Specialist closed April 24. Reposted with closing date June 17. Conducting interviews. RM Specialist will be tasked with completing comprehensive Needs Assessment and next steps towards issuing an expression of interest for Electronic Records Management System.	Upcoming
Implement New Council Orientation.	Additional adhoc info sessions, webinars and discussions will be held on an ongoing basis through 2019. Staff will suggest topics and will solicit Council for further suggestions.	On Track
Update Bylaws and Policies.	This is an ongoing goal - to date reviewed and replaced 6 policies and 25 Bylaws have been written.	On Track

Goal Title	Goal Update	Status
Implement an Events Tracking Calendar including Council Invitations.	Council invitations are circulated via the Executive Assistant's calendar. Invitations include as many details as possible, additional information/requests is shared via email as it comes in. Executive Assistant will be working with the Events Coordinator in Q3 to create an appropriate "Invite Council" form/button to be added to the events page on penticton.ca. This will create a streamlined process for event organizers and City staff to convey and collect information in a uniform manner. Q4 will see a complete years worth of events which staff can start to identify as reoccurring, one-offs etc and have the ability to anticipate upcoming requests.	Upcoming
Implement an Issues Management Program.	Currently no mechanism to track issues management from the CAOs/Mayor & Councils office. This is done manually and would benefit from a central system. Executive Assistant continues to monitor issues and is approaching other municipalities for options.	On Track
Introduce Continuous Improvement Initiatives.	A draft engagement strategy has been prepared and will be released this summer.	On Track
Introduce the News Release Creator	This project is scheduled to start this fall.	Upcoming
Implement the Five Year Succession Planning Master Plan.	Implementation is ongoing	On Track
Achieve Certificate of Recognition (COR) and The Partners in Injury and Disability Prevention Program (PIR).	Due to emerging priorities this project has been delayed.	Some Delay
Ratification of Three Expired Collective Agreements	Completion of one agreement is scheduled for July 16.	On Track
Support Mayor and Council Remuneration Advisory Task Force.	Completed at Council Meeting on June 18	Completed
RCMP & Fire		
Goal Title	Goal Update	Status
(RCMP) Increase Transparency and Accessibility to Police.	Redeployment of CSET to downtown has encountered major delays - planning is still in progress. Actions listed herein are either Completed or are On Track. Open House is in planning with many security considerations to be addressed. Community Forum held on May 19 with over 100 community members in attendance. Biweekly media conferences with Supt De Jager hosting membes of the media. To date 6 Town Hall meetings have been conducted in residential and commercial areas. Community/Youth Liaison officer actively engaged in duties. Enhanced patrols are in active "hot spots".	On Track
(RCMP) CAST - Increase Awareness and Expand to South Okanagan.	The Community Active Support Table continues to meet weekly at Fire Hall #1. Support for the Table is very strong with representation from all community agencies at an impressive level. There have been 27 situations brought to the Table to June 30, 2019. Of those 16 have been connected to services successfully due to direct action of the CAST. Our CAST continues to be an advocate for other communities as they implement the program. This has included West Kelowna and Williams Lake.	On Track

Goal Title	Goal Update	Status
(RCMP) Reduce Crime Related to Drug Use.	The Street Enforcement Unit was initiated with a Corporal and two Constables in June 2019. They are actively targeting prolific offenders as identified by our Crime Analysis. Bi-weekly Senior Management meetings are now in place where senior RCMP and Crown Council meet to discuss issues and prolific offender management. Targeted Enforcement Unit have been aggressively apprehending violent offenders throughout the region. They have been successful in the arrest of a particularly violent habitual offender who was responsible for a number of violent and property crimes.	On Track

Goal Title	Goal Update	Status
(RCMP) Increase Road Safety.	South Okanagan Traffic Services and Penticton Detachment members are actively collaborating to conduct road safety checks on Impaired, distracted driving and excessive speeding around Penticton. Conducted joint operations since January with 72 Impaired drivers, 164 Distracted drivers and 330 speeding violators in Penticton and surrounding Rural detachment areas. Community Policing Volunteers are conducting Speed Watch shifts weekly.	On Track
(RCMP) Ensure Accountability and Financial Transparency.	A meeting was held in Kelowna with E Division presenting on the RCMP contract. City officials attended with Supt. De Jager. Tour of RCMP Depot in Regina for Mayor and Council is in planning stage.	On Track
(RCMP) Conduct Organizational Reviews.	<p>We have moved to realign our support resources as we were not approved for an additional Municipal Employee in the 2019 Budget. To improve efficiency and capacity to meet the increased demand for support we have signed on to receive Central Transcript Services from E Division. This will allow us to deploy our support staff to peak periods. We have identified the need for increased supervision in quality control in our records keeping and have posted for two Records Specialist/Readers.</p> <p>The need for an Electronic File Administrator has been identified due to the complexity and Provincial standards we are required to meet in electronic file disclosure to Crown Council. The duties of this position require a highly trained individual with extensive knowledge of RCMP and Provincial standards.</p>	On Track
(FIRE) Project Assessment and Planning for Fire Hall Replacement.	Defer start to September 2019.	Upcoming
(FIRE) Hazardous Materials Response Evaluation and Mitigation Strategy.	<p>New Deputy Chief is evaluating our response to complex, high risk/low frequency events to determine if we are on mark for WorkSafe requirements.</p> <p>Some Delay due to Deputy Fire Chief's retirement.</p>	Some Delay
(FIRE) Develop pre-incident plans for wildfire in Penticton.	Plans and Maps completed.	Completed
(FIRE) FireSmart - Wildland Urban Interface a new Community Resiliency Investment (CRI) Program.	Due to wildfire risk - remaining actions on this goal are deferred until fall 2019. Grant funding for one action item not approved - defer to 2020	Upcoming
(FRE) Complete the City's Flood Risk Assessment and Build a Flood Mitigation Plan	Finished the first phase being the risk assessment. Second phases has been initiated to the contractor, "TETRA-TECH"	Upcoming
(FIRE) Establish a Business Continuity Plan for the City.	We are currently working on collecting data from each Department manager on the potential risk to each department that could impact the day to day operations of that service. Given the complexity of the project, elements of this project will be deferred into 2020 pending additional resources to support development of full business continuity plan.	Some Delay
(FIRE) Wildfire Symposium - Penticton Fire Department (NEW)	Symposium successfully held for 2019. Curriculum Development: 150 hrs. Strike Team / Task Force Leader. Engine Company Crew Boss: 100 hrs. Structure Protection Sprinkler Systems 100 hrs.	Completed

Council Report

penticton.ca

Date: July 16, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Jim Bauer, Chief Financial Officer
Subject: **Second Quarter Financial Update**

File No:

Staff Recommendation

THAT Council receive into the record the report titled "Second Quarter Financial Update" dated July 16, 2019.

Strategic priority objective

This aligns with the strategic objective of the City's mission to serve its residents, businesses and visitors through good governance, partnership and the provision of effective and community focused services.

Background

The 2019 -2023 Five Year Financial Plan Bylaw was adopted April 2, 2019 and included an overall tax increase of 3.6% (net of non-market changes).

As part of the increased accountability measures City staff have committed to reporting to Council on a quarterly basis the status of the financial plan.

This is the first update that has been brought forward to Council given 2019-2023 financial plan was not approved until April 2, 2019.

Financial implication

There are no immediate financial implications to the City, however any budgetary changes have either been approved by Council earlier in the fiscal year or will be brought forward should necessary changes emerge.

Analysis

Overall, the City continues to forecast a balanced budget.

Revenues

Operating revenues are projected to be \$2.7 million higher than the \$139.9 million budget. This is owing primarily to higher forecast revenues in the following areas:

- Development cost charge revenues (\$1.1m)
- Approved grants, including one time gas tax (\$1.7 m)
- Building permit revenues and other sale of services (\$.5 m)
- Electricity sales (\$.6m)

These increases are offset by lower forecast non-residential school tax revenue (\$1.1 m).

Operating Expenses

Operating expenses are forecast to come in \$2.9 million below the \$118.6 million budget. The two major contributing factors are:

Decrease of non-residential school tax payment to the School District (\$1.1m)

Lower than budgeted electricity costs (\$1.7m)

Capital Expenses

Capital Expenses are forecast to be \$.48 million above the original budget of \$19.7 million owing to the following:

- Emergency chiller replacement for memorial arena (\$.2 m)
- Demolition costs for the greyhound building (\$.28 m)

Each year various capital projects experience delays owing to various reasons, resulting in unspent capital budgets. When this occurs unspent capital project budgets are added to the subsequent year to enable completion of the approved projects. In 2018 there were 66 capital projects still underway at the end of 2018. The unspent budgets of \$6.1 million for these projects have been carried forward into 2019 and will be added to the \$19.7 million capital budget, bringing a total anticipated capital expenses to \$25.6 million.

Reserve Transfers

Reserve transfers are forecast to total \$5.1 million up from the \$.1m owing primarily to:

- Forecast electrical surplus (\$2.7 m)
- One Time Gas Tax Grant (\$1.5m)
- Additional DCC revenues (\$1.1m)

The table below contains a summary of these financial changes.

Budget Summary	Original Budget	Year End Forecast	Forecast Variance
Total Operating Revenues	(139,990,553)	(142,730,638)	(2,740,084)
Total Operating Expenses	118,606,094	115,709,800	(2,896,293)
Operating Surplus	(21,384,460)	(27,020,837)	(5,636,378)
Total 2019 Capital Expenses	19,685,630	20,165,630	480,000
Net Remaining	(1,698,830)	(6,855,207)	(5,156,378)
Dept Principal Repayments	2,333,054	2,333,054	-
Capital Grant Funding	(535,000)	(535,000)	-
2019 Reserve Transfers	(99,224)	5,057,153	5,156,378
Capital Carry Forward Expenses	6,160,847	6,160,847	-
Capital Carry Forward Reserve Transfers	(6,160,847)	(6,160,847)	-
Financial Plan Balance	-	-	-

For additional details, see attached Attachment A.

Alternate recommendations

THAT Council provide alternate direction to Staff.

Attachments


Attachment A – Second Quarter Financial Update

Respectfully submitted,



Jim Bauer
Chief Financial Officer

Concurrence

GM Infrastructure 	A/ Director Recreation & Facilities <i>KJ</i>	Director Development Services <i>SBH</i>	Chief Administrative Officer DvD
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Attachment A – Second Quarter Financial Update

Summary

Budget Summary	Original Budget	Year End Forecast	Forecast Variance
Total Operating Revenues	(139,990,553)	(142,730,638)	(2,740,084)
Total Operating Expenses	118,606,094	115,709,800	(2,896,293)
Operating Surplus	(21,384,460)	(27,020,837)	(5,636,378)
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Net Remaining	(1,698,830)	(6,855,207)	(5,156,378)
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Capital Grant Funding	(535,000)	(535,000)	-
2019 Reserve Transfers	(99,224)	5,057,153	5,156,378
Capital Carry Forward Expenses	6,160,847	6,160,847	-
Capital Carry Forward Reserve Transfers	(6,160,847)	(6,160,847)	-
Financial Plan Balance	-	-	-

Details pertaining to Revenues, Operating and Capital Expenses, and Reserve Transfers are contained in the following tables and explanations.

Revenues

Revenue Type	2019 Budgeted Revenue	2019 Revenue Recognized	% Recognized	2019 Revenue Forecast	Forecast Variance
Taxation	(56,091,125)	(54,612,940)	97.4%	(54,947,940)	1,143,186
Sale of Services	(7,290,528)	(5,808,954)	79.7%	(7,790,528)	(500,000)
Electric Utility Fees	(42,083,551)	(19,530,219)	46.4%	(42,739,859)	(656,308)
Sewer Utility Fees	(6,784,578)	(2,596,347)	38.3%	(6,784,578)	0
Water Utility Fees	(8,822,919)	(3,479,521)	39.4%	(8,822,919)	0
Storm Water Fees	(367,000)	(362,216)	98.7%	(362,216)	4,784
Fiscal Services	(3,621,925)	(955,406)	26.4%	(3,621,925)	0
Operating Grants	(1,677,995)	(218,937)	13.0%	(3,344,819)	(1,666,824)
Other Revenues	(12,650,931)	(2,975,596)	23.5%	(12,650,931)	0
Development Cost Charges	(600,000)	(1,636,318)	272.7%	(1,636,318)	(1,036,318)
Donations	0	(28,604)	0.0%	(28,604)	(28,604)
Total	(139,990,553)	(92,205,058)	65.9%	(142,730,638)	(2,740,084)

Explanations

Taxation

- Forecasting to receive about \$1.1M less revenue than budgeted due to lower than expected non-residential school tax revenue. The corresponding expense will also be lower, so there is no impact to the City. Other than Property in Lieu of Tax (PILT) revenues, the full amount of taxation revenue has been recognized as the tax notices have been issued.

Sale of Services

- Sale of Services includes annual lease revenue, garbage/recycling fees and other fees that the City typically collects in the first half of the year, which is why the City has already recognized the bulk of the budgeted revenue.
- Forecasting to receive about \$500K more revenue than budgeted primarily due to strong building permit revenues and various other revenue sources such as recreation revenues and garbage collection revenues.

Electric Utility Fees

- Revenue as of May 31st, 2019 is 1.6% higher than the same period as last year due to a higher volume of electrical sales. Projecting this to the end of the year, assuming the same power demand curve as last year, staff are projecting \$656K of higher revenues.

Sewer & Water Utility Fees

- Adjusting for seasonal influences, these items are in line with their budgets.

Storm Water Utility Fees

- This item is billed with property taxes, thus, all of the revenue has been recognized.

Fiscal Services

- Primarily includes investment interest revenue, internal fleet revenue, and penalties/interest related to late property tax payments.
- The bulk of the budgeted penalty/interest revenue will be recognized when the property tax deadline passes on July 31.
- Many internal fleet costs are posted during year-end and thus, will be recognized at that time.

Operating Grants

Since the adoption of the 2019 Financial Plan, the City has received approval for the following additional grants that were not budgeted for:

- One-time bonus gas tax payment (\$1.5M)
- Wildfire Mitigation Grant (\$90K)
- Flood Risk Assessment Grant (\$59K)
- FireSmart Grant (\$10K)

Other Revenues

- Includes overhead allocations from the general fund to the utilities, gaming revenue, and miscellaneous other revenue including Cemetery, Transit, Bylaw, Building, etc.
- Just over \$3.1M of the remaining amount relates to budgeted overhead allocations from the general fund to the utilities, which will be recognized at year-end.
- \$545K of the remaining amount relates to fire recoveries from the West Bench and PIB, which will be invoiced later in 2019.

- \$434K has been collected in gaming revenue in Q1, and Staff expect to receive the \$2M that was budgeted by year-end.
- \$380K in budgeted traffic revenue sharing is typically received in early Q3 of every year.
- Cemetery, Transit, Bylaw, Building, and miscellaneous other revenues contained in this grouping appear to be tracking close to budget.

Development Cost Charges

- DCC revenue is historically budgeted conservatively due to the uncertainty of the amounts received in a given year. Further, any DCC revenue received is transferred into the pertinent DCC reserve, so there is no operational impact to these revenues.
- DCC revenue received to date by area is as follows: Roads: \$171K, Parks: \$214K, Drainage: \$145K, Waste Water: \$900K, Water: \$206K.

Donations

- Given the uncertainty of donation revenue, the City doesn't typically budget for donations unless staff are aware of specific donations planned for the coming year.

Operating Expenses

Operating Budget	Original Budget	Expense \$ Spent	% Spent	Year End Forecast	Forecast Variance
Corporate Administration	4,030,464	1,662,529	41.2%	3,950,008	(80,456)
Financial Services	7,022,676	4,683,082	66.7%	7,006,866	(15,810)
Development Services	5,049,500	1,867,210	37.0%	5,094,120	44,620
Infrastructure	11,826,044	3,947,548	33.4%	11,864,044	38,000
Emerg. Response & Prevention	16,413,198	4,869,350	29.7%	16,372,198	(41,000)
Recreation and Facilities	6,901,568	3,051,117	44.2%	6,936,861	35,293
General Government	23,015,680	272,928	1.2%	21,872,494	(1,143,186)
Total General Fund	74,259,130	20,353,764	27.4%	73,096,591	(1,162,539)
Electrical Utility	35,509,407	12,041,653	33.9%	33,775,653	(1,733,754)
Sewer Utility	4,569,471	1,940,679	42.5%	4,569,471	-
Water Utility	4,268,086	1,741,295	40.8%	4,268,086	-
Total Operating Expenses	118,606,094	36,077,391	30.4%	115,709,800	(2,896,293)

Year to date spend is using data from May 31st, 2019. 5 out of 12 months elapsed, or 42% of the year.

Explanations

Corporate Administration

- Includes corporate administration, Mayor and Council, Communications, HR, and the Library.

- The Director of Corporate Services left in March 2019, and the CAO intends to hold this position vacant for the balance of the year. The cost savings realized from this will cover costs related to the increase in Council remuneration (Resolution 301/2019).

Financial Services

- Includes Accounting, Finance, Procurement & Inventory, Revenue & Collections, IT, and civic grants & partnerships.
- The \$47K payment to the Shatford Center per Resolution 159/2019 is offset by \$50K of savings associated with the cancellation of the 2019 Super League Event and some minor cost savings in the IT department.

Development Services

- Includes Development Services, Development Engineering, Land Management, Planning & Land Use, Building & License, Bylaw Services, and Economic Development.
- Forecast is trending slightly higher than budgeted, mainly as a result relief Bylaw Officers working extended hours (7am-11pm) to deal with social issues, event coverage, etc.

Infrastructure

- Includes Engineering Services, Storm Water, Solid Waste, Cemetery, Fleet, Parks, Road Maintenance, Street Lighting, Traffic Control and Transit.
- Forecasting an overrun in roads snow clearing as \$301K has been spent out of a budgeted \$331K due to a late winter. \$68K was spent in the fall of 2018, so if we have a similar year we would see an overrun of \$38K.

Emergency Response & Prevention

- Includes dog control, RCMP, and Fire department.
- The fire department received a FireSmart Grant (\$10K), Flood Risk Assessment Grant (\$59K) and a Wildfire Mitigation Grant (\$90K), resulting in a forecasted increase of \$159K in related expenses.
- As of March 31, 2019, the RCMP department hasn't achieved budgeted staffing levels (42.1FTE of budgeted 47FTE). While Staff expect the FTE level to increase throughout 2019, an underrun of \$200,000 for the policing contract looks probable.

Recreation & Facilities

- Includes the SOEC, Facility Maintenance, Recreation, and Museum areas.
- The SOEC forecast provided as of May 31st, 2019, stated a projected \$29,707 underrun.
- DPA events now financed by the City have resulted in \$65,000 in additional forecasted costs.

General Government

- Includes debt principal repayments and payments to other taxing jurisdictions. The bulk of these entries occur in the second half of the year, and staff expect this area to remain as budgeted.

- Forecast variance is due to the reduction in expenses related to the non-residential school tax.

Electric

- Based on power purchases from Fortis as of April 30, 2019, and assuming the same demand for power to the end of the year in 2019 as was used in 2018, staff are projecting to be \$1.7M under budget.

Sewer & Water

- There are no material budget variances of note at this time.

Capital Expenses

Given the April 2nd, 2019 budget approval and the May 31st cutoff of this report, most capital projects are forecasting on track with the budget except as noted.

The following focuses primarily on what is contained in the carry forward capital budgets. Annually, staff review the capital projects that are not complete at the end of the fiscal year and notified Finance of the budgets that are not yet fully spent. Finance reviews the proposed capital ‘carry forward’ projects and if there is justifiable reason (i.e. project delays), it approves the carry forward of the capital budget into the subsequent fiscal year. More details of capital carry forward (CF) projects will be provided to Council when staff brings forward the next 2019 financial plan amendment.

Capital Budget	Original Budget	Carry Forward Budget	Total Budget	Expense \$ Spent	% Spent	Year End Forecast	Forecast Variance
Engineering	1,529,253	1,787,006	3,316,259	502,446	15.2%	3,316,259	-
Facilities	2,232,500	520,211	2,752,711	1,376,994	50.0%	2,952,711	200,000
IT	931,014	735,915	1,666,929	986,162	59.2%	1,666,929	-
Fleet	812,950	461,977	1,274,927	700,218	54.9%	1,274,927	-
Other	1,989,680	193,972	2,183,652	255,275	11.7%	2,463,652	280,000
Total General Capital	7,495,397	3,699,081	11,194,478	3,821,095	34.1%	11,674,478	480,000
Electric Capital	2,100,233	350,430	2,450,662	1,283,259	52.4%	2,450,662	-
Sewer Capital	4,577,800	1,238,157	5,815,957	772,117	13.3%	5,815,957	-
Water Capital	5,512,200	873,179	6,385,379	474,210	7.4%	6,385,379	-
Total Capital	19,685,630	6,160,847	25,846,477	6,350,682	24.6%	26,326,477	480,000

General Capital

Engineering – CF budget primarily includes flood recovery at SS Sicamous \$731K, Ellis Creek Master Plan \$284K, Ellis Creek Flood recovery \$188K, and Woodstock Road \$381K.

Facilities – Increased forecast by \$200K to account for Memorial Arena refrigeration work as per Resolution 265/2019. CF budget primarily includes \$312K for miscellaneous upgrades to Memorial Arena and various other smaller projects.

IT – CF budget primarily includes \$370K for hardware/server replacement, SOEC IT/AV \$132K, and \$105K for GIS related initiatives.

Fleet – CF budget primarily includes \$238K for a wheel loader, and \$110K for truck purchases.

Other – Forecasted \$280K higher due to demolition costs of the Greyhound building per Resolution 47/2019. CF budget primarily includes Lakeview Cemetery upgrades, miscellaneous fire equipment, and miscellaneous other small items.

Electric Capital – CF budget primarily includes system reliability improvements such as installing faulted circuit indicators, upgrading conductors to improve load transfer times, and to add/upgrade switches.

Sewer Capital – CF budget primarily includes \$846K of lift station equipment replacement and \$124K for a screw pump.

Water Capital – CF budget primarily includes \$395K to replace electrical items at Okanagan Lake pump station, and \$261K for water main replacement.

Reserve Transfers

The increase in 2019 reserve transfers is primarily due to the following items:

- Projected Electrical Surplus of \$2.4M will be transferred to the electrical surplus/reserve
- Additional Gas Tax Revenue \$1.5M will be transferred to the gas tax reserve
- Additional DCC Revenue \$1M will be transferred to DCC reserves

Council Report

penticton.ca

Date: July 16, 2019
To: Donny van Dyk, Chief Administrative Officer
From: Anthony Haddad – Director, Development Services

File No: RMS

Subject: Penticton Art Gallery – Funding Request

Staff Recommendation

Option 1

THAT Council deny the funding request from the Penticton Art Gallery.

Option 2

THAT Council support a portion of the costs up to a maximum of \$3,266 by utilizing the unallocated 2019 grant budget for the Penticton Art Gallery.

Option 3

THAT Council support 50% (\$14,481.97) of the request from the Penticton Art Gallery with \$3,266 funding coming from the unallocated 2019 grant budget for the Penticton Art Gallery and the remaining balance (\$11,255.97) found through administrative savings.

Option 4

THAT Council support 100% (\$28,963.94) of the request from the Penticton Art Gallery with \$3,266 funding coming from the unallocated 2019 grant budget for the Penticton Art Gallery and the remaining balance (\$25,697.94) found through administrative savings.

Strategic priority objective

Asset & Amenity Management: The City of Penticton will ensure the services we provide to our residents and visitors are reliable and cost effective by proactively investing into our natural and built assets.

Background

The Penticton Art Gallery exists to exhibit, interpret, preserve and promote the visual, artistic and cultural heritage of Indigenous Peoples and of Canada; to educate and engage the public on local, regional and global social issues through the visual arts. The Penticton Art Gallery has been situated in its current location

since the building opened in 1985 and with its unique history envision a gallery accessible to everyone as a vibrant public space in service of our community, to foster greater social engagement, critical thinking and creativity.

The agreement between the City of Penticton and the Art Gallery is a unique situation, wherein the City provided the land and the Art Gallery paid for the costs involved to construct the building.

The current 20 year lease agreement is a nominal lease, with the Art Gallery responsible for all repairs, maintenance, taxes, security and any other associated costs to the building. The Gallery has paid for all costs thus far except for an emergency repair to the boiler, wherein the City contributed approximately \$20,000.00. Under the terms of the lease the building reverts to City, and as a result the responsibility for the repairs and maintenance of the building would fall to the City at that time.

With the term of the historical lease coming to an end on September 30, 2019, staff have been working with the Gallery to determine the next steps with regards to the lease and use of the building. The Art Gallery has requested that the City take over all costs associated with the building. This would leave the Art Gallery responsible for staff wages, programming, exhibitions, janitorial and curatorial care of the art collection. The building is getting older and the costs to maintain and operate the building are increasing. It is expected that the building will require further investment from the City under a new lease agreement. The Art Gallery is estimating that the repairs, maintenance, and upgrades required over the next 10 years will be approximately \$445,000. Staff will keep Council apprised of the process to develop a new lease agreement over the coming months.

The City currently is providing the following financial support to the Penticton Art Gallery in 2019:

Type of Support	Value
Municipal Grant	\$125,000
Nominal Lease	\$97,500
Permissive Tax Exemption	\$18,428
Total	\$240,928

Proposal

The Penticton Art Gallery have sent a request to City Council to assist in funding some recent unexpected expenses that are impacting the ability of the Gallery to operate. Due to a series of break-in's and mechanical equipment's repairs required, the Penticton Art Gallery have to spend \$23,463.94 to rectify the break in related matters and \$5,5000 for HVAC repairs.

Attachment 1 provides a list of all itemized costs that have been occurred by the Gallery, the specific request that is being made of the City is to fund 100% of the costs incurred for a total of \$28,963.94.

Financial implication

Under the current lease agreement between the City of Penticton and the Penticton Art Gallery, there is no obligation on the City's part to cover any of the requested items.

However, should Council wish to fund any or all of the request being made, it could do so as a grant from the City's municipal grant program. Currently unallocated grant funding remains at \$3,266. Any additional support would be funded through administrative savings found during the year.

It is expected that greater financial assistance will be requested from the City as lease discussions move forward, and staff will keep Council updated as that process moves forward.

Analysis

Options for Consideration

As part of Council's Strategic Priority for *Asset and Amenity Management*, the Penticton Art Gallery and a number of other city facilities will require attention to make sustainable use of space and facilities within our community. Discussion around investment into older buildings containing single uses, compared to the consolidation of uses into newer more energy efficient and locating appropriate buildings will be part of the discussion as this Strategic Priority item moves forward over the coming years.

The options below provide Council with opportunities to respond to the Penticton Art Gallery request, which provide for short term solutions. The larger issue that will need to be considered moving forward is the future of the Art Gallery in its current location, given the building age, condition and upcoming costs that will need to be invested – and how they align with an eventual lease term. As noted above, the costs to be incurred for future building maintenance and improvements are being requested to be completed by the City under a new lease agreement. As discussions move forward on this matter, a shorter term lease may be an appropriate solution to ensure that any upcoming investments made are done so in the most fiscally responsible manner.

Option 1 – THAT Council not support the funding request from the Penticton Art Gallery.

Under the current lease agreement, the responsibility for all maintenance and operations of the Gallery are the responsibility of the Penticton Art Gallery. Currently there is no legal obligation under the terms of the lease for the City to contribute to the request.

Option 2 – THAT Council support a portion of the costs up to a maximum of \$3,266 by utilizing the unallocated 2019 grant budget for the Penticton Art Gallery.

The City allocates \$125,000 through a municipal grant to the Penticton Art Gallery on an annual basis. Currently there is an unspent portion of the grant that totals \$3,266 and should Council wish to allocate these funds to the request from the Penticton Art Gallery, direction will need to be provided by supporting Option 2. This amount is less than what is being requested, however does provide Council with an option for sourcing funds for a portion of the costs, in line with the budget allocations that are already in place for the purpose of supporting the Penticton Art Gallery.

Option 3 – THAT Council support 50% (\$14,481.97) of the request from the Penticton Art Gallery with \$3,266 funding coming from the unallocated 2019 grant budget for the Penticton Art Gallery and the remaining balance (\$11,255.97) found through administrative savings.

Should Council wish to support 50% of the request from the Penticton Art Gallery, the sources of funds are available to do so. Utilization of the unspent portion of the grant budget of \$3,266 could be supplemented with funds that

have been created through administrative savings over the past year, which will need to total \$11,255.97. This will support 50% of the request, making a contribution of \$14,481.97 towards the Gallery's recent expenses.

Option 4 – THAT Council support 100% (\$28,963.94) of the request from the Penticton Art Gallery with \$3,266 funding coming from the unallocated 2019 grant budget for the Penticton Art Gallery and the remaining balance (\$25,697.94) found through administrative savings.

Should Council wish to support 100% of the request from the Penticton Art Gallery, the sources of funds are available to do so. Utilization of the unspent portion of the grant budget of \$3,266 could be supplemented with funds that have been created through administrative savings over the past year, which will need to total \$25,697.94. This will support 100% of the request, making a contribution of \$28,963.94 towards the Gallery's recent expenses for the security matters and HVAC repairs.




Attachments

Attachment 1 – Letter from Penticton Art Gallery

Respectfully submitted,

Anthony Haddad

Director of Development Services

Director of Development Services 	Chief Financial Officer 	Chief Administrative Officer 
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Attachment 1 – Letter from Penticton Art Gallery



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Thursday, June 20, 2019

From: Penticton Art Gallery

To: City of Penticton

Attention: Mayor and Council

The Penticton Art Gallery, located at 199 Marina Way, Penticton, is currently sitting on city-owned land and the building is owned by the Penticton Art Gallery Society. Under the terms of the agreement, which expires in October 2019, the building will be owned by the City. This agreement came into effect forty years ago, when the building was brand new. Under this arrangement, the Gallery was responsible for maintenance and repairs.

The Gallery has experienced some unexpected expenses that are seriously impacting its ability to operate. Due to a series of break-ins in the last four months, we have incurred costs of nearly \$25,000.00 in replacement, repairs, and security upgrades (please see attached summary sheet of these expenses). Also, at this time the Gallery's HVAC system had broken down and we have had to make a \$5,500 temporary patch repair (which may, or may not, last for another four months). We have received the cost estimate of \$35,000.00 to properly repair and bring the system up to proper standards.

In April of this year, the Gallery provided the City with a list of needed repairs and upgrades that will be required for the building in the immediate future, and over the next ten years. The HVAC system was included in that list, as well as some of the security upgrades.

The Board of Directors of the Penticton Art Gallery is urgently requesting that the City of Penticton pay the expenses that have been incurred by the break-ins and the repairs to the HVAC system. Any questions or further information needed regarding these expenses can be provided to Mayor and Council immediately.

Respectfully,

Ret Tinning
Treasurer

Eric Hanston
President

on behalf of the Penticton Art Gallery Board of Directors.

Penticton Art Gallery
199 Marina Way
Penticton, BC V2A 1H5

www.pentictonartgallery.com
Tel: 250-493-2928
Fax: 250-493-3992

PENTICTON ART GALLERY

CRIME EXPENSES 2019

Alarm System: Price's Alarms

- Note: \$504.00 is our typical annual total of fees, per 2016, 2017, and 2018 financials.
- **\$4,085.86**: current expenses this year, including upgrades to the security system itself, such as installing wireless alarm contact points on all exterior doors and the roof hatch, and adding a security guard response to ensure the safety of Paul and Glenn.
- Note: We had 3 free guard responses included in our new contract, which we have used up. Since, we have paid for 4 further guard responses at a cost of \$57.75 each (included in the above figure). Should we require more this year, we will pay the same amount for the security guard response each time.
- **\$500** (approx.): Thursday the 13th of June sensors will be installed in the HVAC room and the fire escape stairwell.

Security camera system:

- **\$82.50**: fees for Andrew Drouin, technical support, to assist RCMP in getting the chips out of gift shop cameras and later to re-insert camera chips and reconfigure camera software.
- **\$3,374.30**: estimate cost from Price's Alarms on replacing our antiquated and inadequate camera system with a new, 4-camera system with monitoring panel in office.

Physical security of building:

- **\$1,408.75**: Lockworks locksmith
 - Repairs and servicing to exterior and interior doors.
 - Installation of full length steel plates on all exterior doors
- **\$1,600.00**: Roofing Company (estimate)
 - Replacement to damaged roof hatch, installed.

Losses from stolen and damaged equipment and merchandise:

- **\$375.20**: cash drawer.
- **\$100.00**: cash in drawer.
- **\$695.51**: point of sale laptop from the front desk.
- **\$2,381.06**: wholesale cost of stolen jewelry to be paid out to the artisans.
- **\$1,020.76**: lost profits on jewellery stolen.

- **\$2,500.00:** estimated value of DSLR camera and portrait lens.
- **\$650.00:** estimated value of office / presentation laptop.
- **\$450.00:** estimated value of damaged filing cabinet.

Replacements costs of stolen equipment:

- **\$269.86:** replacement cash drawer from front desk.
- **\$863.51:** replacement point of sale laptop at front desk.
- **\$2,500.00:** estimated cost of replacement Nikon DSLR camera and lens.
- **\$782.88:** replaced office / presentation laptop with PC.
- **\$474.87:** same model filing cabinet.

TOTALS:

\$10,527.20: Paid

\$12,936.74: To be paid

Total expenses: \$23, 463.94

Memorandum

penticton.ca

To: Donny van Dyk, Chief Administrative Officer
From: Anthony Haddad, Director of Development Services
Date: July 16, 2019
Subject: July 2, 2019 Notice of Motion from Councillor Robinson

Notice of Motion from Councilor Robinson for consideration on July 16, 2019:

THAT Council direct staff to review and report back with options to regulate the distribution and collection of sharps in the City of Penticton.

Background:

The distribution of sharps in Penticton, and other communities, is a Provincial program that is intended to deal with the health impacts of reusing sharps. Distribution of sharps and other materials is undertaken by Pharmacies, and other authorized organizations. The collection of sharps in Penticton, however is being undertaken on a number of fronts, including the use of City resources such as the Bylaw Department, Fire Department, Parks and Public Works Departments.

In consideration of the Provincial Programs that authorize the distribution of sharps in our community, staff will need to research other communities and complete a comprehensive analysis of potential options that may be available to deal with this matter, including an analysis of the City's Business Licence Bylaw to determine our ability to regulate. It will involve discussions with IHA, local organizations and other municipalities who may have dealt with similar matters, including those distributing sharps. There may also be a need to complete a legal review to ensure the City has the legal authority to potentially regulate the distribution and collection of sharps in the City of Penticton.

Resource and Financial Implications:

Staff within the Development Services Division and Corporate Office will need to be involved in researching this matter to ensure Council are provided with the appropriate advice and potential options on this matter.

The review is expected to take between 3-4 months to complete and at that time, staff will bring back report to Council with options for consideration. Cost implications may include legal review of options that may be brought forward.

Anthony Haddad,
Director of Development Services