



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

**Tuesday, December 3, 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 November 19, 2019 Regular Council Meeting	1-8	Adopt
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7. **Consent Agenda:**

*Recommendation: THAT Council approve the Consent Agenda.*

<i>Consent Agenda:</i>	9-24
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1. *Minutes of the November 19, 2019 Committee of the Whole Meeting;*
2. *Parks and Recreation Advisory Committee Meeting Minutes of August 21, 2019;*
3. *Parks and Recreation Advisory Committee Meeting Minutes of September 25, 2019;*
4. *Penticton Creek and Ellis Creek Restoration Committee Meeting Draft Minutes of November 7, 2019;*
5. *Parks and Recreation Advisory Committee Meeting Draft Minutes of November 12, 2019;*
6. *Release of Items from Closed Meeting:*
  - *THAT Council reappoint Connie Redknapp, Ernie Ingles and Wesley Nickel to the Penticton Public Library Board for a two-year term;*  
*AND THAT Council appoint Lyndsay de Jonge to the Penticton Public Library Board for a two-year term;*  
*AND THAT Council appoint Jeannette LeBlanc to the Penticton Public Library Board for a one-year term;*  
*AND THAT Council reappoint Councillor Kimberley to the Penticton Public Library Board.*
  - *THAT Council acknowledge the upcoming leave of Zoe Eyjolfson, Okanagan Nation Alliance representative for the Penticton and Ellis Creek Restoration Select Committee;*  
*AND THAT Council appoint Camille Rivard-Sirois as the Okanagan Nation Alliance representative and Karilyn Alex as alternate for the Penticton and Ellis Creek Restoration Select Committee.*

8. **Committee and Board Reports**

9. **Correspondence**

10. **Staff Reports:**

- Tanguay 10.1 Zoning Amendment Bylaw No. 2019-29 25-27  
Re: 595 Vancouver Avenue  
*Staff Recommendation: THAT Council remove the condition of registering a Covenant to restrict direct vehicular access to Proposed Lot 3 (access will need to come through an easement on the Proposed Lot 2 panhandle) prior to adoption of Zoning Amendment Bylaw No. 2019-29; AND THAT Council adopt "Zoning Amendment Bylaw No. 2019-29".*
- Robson 10.2 1400 Riddle Road (3 Blind Mice Area) – Park Designation, Management Plan, 28-38  
Wild Fire Interface and Existing Licenses to Use  
*Staff Recommendation: THAT Council proceeds with the process of rezoning the City property located at 1400 Riddle Road (District Lot 392S, Similkameen Division Yale District) from Forestry Grazing (FG) to an appropriate park zone to coincide with the current and future Official Community Plan designation for this property; AND THAT the budget for a "Management Plan" and the anticipated capital and operational outcomes is forwarded for Council consideration in a future annual budget process; AND THAT the Wild Fire Interface concerns continue to be investigated and addressed as outlined in the City of Penticton Community Wildfire Protection Plan (CWPP) as required, subject to sufficient funding being available; AND FURTHER THAT until such time as the "Management Plan" is complete Council directs Staff to amend the existing Penticton Area Cycling Association License to Use and the Penticton Disc Golf Club License to Use to include additional language that outlines requirements to ensure orderly maintenance and development of the related infrastructure, considers the sensitive environmental values that may exist on the property, implements recognized design standards, outlines public consultation requirements, and approval processes as desired by the City of Penticton.*
- Chapman 10.3 Road Closure Permits Policy 39-45  
*Staff Recommendation: THAT Council approve the "Road Closure Permits Policy", a policy that provides guidance to staff who have the delegated authority to issue a road closure permit to temporarily restrict or prohibit traffic.*
- Bauer 10.4 Fees and Charges Amendment Bylaw No. 2019-37 46-131  
*Staff Recommendation: THAT Council rescind third reading and give third reading as amended to "Fees and Charges Amendment Bylaw No. 2019-37", a bylaw that establishes the rates the City will charge for various services.*
- Bauer 10.5 Third Quarter Financial Update 132-143  
*Staff Recommendation: THAT Council receive into the record the report titled "Third Quarter Financial Update" dated December 3, 2019.*
- Bauer 10.6 Third Quarter Corporate Business Plan Update 144-155  
*Staff Recommendation: THAT Council receive into the record the report titled "Third Quarter Corporate Business Plan Update" dated December 3, 2019.*

11. **Public Question Period**

12. **Recess Regular Council Meeting**

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

14. **Bylaws and Permits:**

Laven	14.1	Zoning Amendment Bylaw No. 2019-44 Re: 589 Churchill Avenue	156-157	2 <sup>nd</sup> /3 <sup>rd</sup>
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15. **Land Matters:**

Hodges/Laven	15.1	Development Variance Permit PL2019-8636 Re: 157 Abbott Street <i>Staff Recommendation: THAT Council deny "Development Variance Permit PL2019-8636" for Lot A District Lot 202 Similkameen Division Yale District Plan KAP81594, a permit to vary Subdivision and Development Bylaw Schedule G section 00400.</i>	158-188	Del/Sub
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16. **Notice of Motion**

17. **Business Arising**

17.1 Introduced by Councillor Kimberley at the November 17, 2019 meeting during the Council Round Table:

Cannabis Revenue Sharing with Local Governments

*WHEREAS the Government of Canada has increased the percentage of cannabis taxation revenue to be transferred to provinces in order to help local governments manage the impacts associated with the legalization of non-medical cannabis;*

*AND WHEREAS the Union of BC Municipalities (UBCM) executive has endorsed a principled approach to guide the negotiation of a cannabis excise tax revenue sharing agreement including reimbursement for any additional policing costs resulting from cannabis legalization;*

*THEREFORE be it resolved that the City of Penticton send a letter to the Minister of Finance, supporting the short and long term strategy for cannabis excise tax revenue sharing proposed by UBCM and enter into a provincial-local government revenue sharing agreement.*

18. **Council Round Table**

19. **Public Question Period**

20. **Adjournment**

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

**Tuesday, November 19, 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  
Jim Bauer, Chief Financial Officer  
Ben Johnson, Acting Director of Development Services  
Bregje Kozak, Director Recreation and Facilities (left at 4:10 p.m.)  
Mitch Moroziuk, General Manager of Infrastructure (left at 4:10 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**

490/2019

**It was MOVED and SECONDED**

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

**CARRIED UNANIMOUSLY**

**4. Recess to Committee of the Whole**

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

**5. Reconvene the Regular Council Meeting**

Council reconvened the Regular Council Meeting at 2:11 p.m.

**6. Adoption of Minutes:**

6.1 Minutes of the November 5, 2019 Regular Meeting of Council

491/2019

**It was MOVED and SECONDED**

THAT Council adopt the minutes of the November 5, 2019 Regular Meeting of Council as presented.  
**CARRIED UNANIMOUSLY**

**7. Consent Agenda:**

492/2019

**It was MOVED and SECONDED**

THAT Council approve the Consent Agenda:

1. Minutes of the November 5, 2019 Committee of the Whole Meeting;
2. Minutes of the November 5, 2019 Public Hearing Meeting;
3. Agriculture Advisory Committee Meeting Minutes of November 4, 2019;
4. Release of Items from Closed Meeting:
  - THAT Council appoint the following members to the Arts, Creative and Cultural Innovation Committee:
    - Anita Petersen, Brenda Longland, Mairoula Dimopoulos, Juliana Buitenhuis as members at large;
    - Kim Palmer, Shatford Centre and Okanagan School of Arts representative;
    - Paul Crawford, Penticton Art Gallery representative;
    - Timothy Tweed, Penticton and District Community Arts Council representative.
  - THAT Council appoint the following members to the Community Sustainability Advisory Committee:
    - Chris Allen, Margaret Holm, Brad Dollevoet, Randy Boras, Nicolas Stulberg as members at large;
    - Jaqueline Duncan, Interior Health representative;
    - Brian Rippy, Okanagan College representative;
    - Philip Hawkes, Fortis BC representative.
  - THAT Council appoint the following members to the Heritage and Museum Advisory Committee:
    - Anne Hargrave and Gerald Buzzell as members at large;
    - Karen Collins, Shatford Centre and Okanagan School of Arts representative;
    - Brad Hillis, Leir House representative;
    - Arlana Tanner, SS Sicamous Society representative.
  - THAT Council appoint the following members to the Safety and Security Advisory Committee:
    - Matthew Camirand, Cheryl Watts, Matt Taylor, Nicolette Rodriguez and Adam Power as members at large;
    - Lynn Allin, Downtown Penticton Association representative;
    - Daryl Clarke, Chamber of Commerce representative.
  - THAT Council appoint Sandy Ross, Parks and Recreation Advisory representative to the Penticton and Ellis Creek Restoration Select Committee.
  - THAT Council appoint Councillor Watt as the Council liaison to Penticton and Area Cycling Association (PACA).
  - THAT Council receive the resignation of Frank Conci, Penticton Industrial Development Association (PIDA) representative for the Penticton and Ellis Creek Restoration Select Committee;

AND THAT Council appoint Gerry Turchak as the Penticton Industrial Development Association (PIDA) representative and Drew Nagy as alternate for the Penticton and Ellis Creek Restoration Select Committee.

**CARRIED UNANIMOUSLY**

**8. Committee and Board Reports**

**9. Correspondence**

**10. Staff Reports:**

10.1 Complimentary Christmas Parking Downtown

493/2019

**It was MOVED and SECONDED**

THAT Council approve no charge for on-street parking in the downtown area on the four (4) Saturdays in December, 2019 which includes: December 7, 14, 21, 28, 2019.

**CARRIED UNANIMOUSLY**

Council agreed by consensus to refer the request of free public transit for the four (4) Saturdays in December of 2019 to business arising.

10.2 Consideration of Declaration and Remedial Action  
Re: 377 Winnipeg Street

494/2019

**It was MOVED and SECONDED**

Whereas the City has authority under section 72(1) (b) of the Community Charter to impose remedial action requirements in relation to a declared nuisance:

1. THAT Council consider this staff report and presentation and, under the authority provided in Section 74 of the Community Charter, declare the single detached dwelling and detached shed located at 377 Winnipeg Street (the "Property") legally described as Lot 2 District Lot 4 Group 7 Similkameen Division Yale (Formerly Yale-Lytton) District Plan 3853 PID 010-706-241 a nuisance as the buildings are dilapidated, unclean and offensive to the community;
2. AND FURTHER THAT Council require remedial action requirements of the owner of the Property as follows:
  - Pay all outstanding amounts owing to the City; and
  - Obtain and successfully complete a Building Permit to demolish
3. AND FURTHER THAT Council set the time limit for completing the requirements described in Recommendation No. 2 to be no later than 4:30 p.m. on December 31, 2019 pursuant to Section 76 of the Community Charter;
4. AND FURTHER THAT Council authorize staff to commence a proceeding in the British Columbia Supreme Court after the time for the owners' compliance has expired to enforce the "Good Neighbour Bylaw No. 2012-5030" and "Controlled Substances Property Remediation Bylaw No. 2004-71" the remedial action Orders by way of civil injunction;
5. AND FURTHER THAT Council set the time limit for giving notice of a request for Council to reconsider the remedial action requirements described in Recommendation No. 2 to be no later than 4:30 p.m. on December 6, 2019 pursuant to section 78 of the Community Charter.

**CARRIED UNANIMOUSLY**

Mayor Vassilaki left the meeting at 2:34 p.m. and Councillor Sentes chaired the meeting.

10.3 Safety and Health Policy

495/2019

**It was MOVED and SECONDED**

THAT Council approve Safety & Health Policy dated November 19, 2019, a policy that replaces Safety & Health Policy of March 17, 2014 (resolution #136/2014).

**CARRIED UNANIMOUSLY**

Mayor Vassilaki returned to the meeting at 2:38 p.m.

10.4 Fees and Charges Amendment Bylaw No. 2019-37

496/2019

**It was MOVED and SECONDED**

THAT Council rescind third reading and give third reading as amended to "Fees and Charges Amendment Bylaw No. 2019-37", a bylaw that establishes the rates the City will charge for various services.

**CARRIED UNANIMOUSLY**

10.5 Penticton as an Age Friendly Community

497/2019

**It was MOVED and SECONDED**

THAT Council commit the City of Penticton to becoming a designated 'age friendly community' through the 'Age Friendly BC Community Recognition Program' administered by the Ministry of Health;  
AND THAT Council direct staff to apply through the Union of BC Municipalities Age Friendly Communities Program, for Stream 1 funding, to complete an 'age-friendly assessment' and 'action plan' in 2020.

**CARRIED UNANIMOUSLY**

10.6 Community Food Action Initiative Grant Opportunity

498/2019

**It was MOVED and SECONDED**

THAT Council direct staff to apply for grant funding through the Interior Health multi-year 'Community Food Action Initiative' program to complete a 'food security plan' for Penticton and for plan implementation;  
AND THAT funds be included in the 2020 (\$5,000), 2021 (\$20,000) and 2022 (\$20,000) budgets to meet the financial matching contributions of the grant program, if the grant process is successful.

**CARRIED UNANIMOUSLY**

10.7 Request from RDOS to participate in Regional Housing Needs

499/2019

**It was MOVED and SECONDED**

THAT Council support the request from Regional District of Okanagan Similkameen to apply for, receive and manage grant funding on the City's behalf through the 'UBCM Housing Needs Report Program', to complete a regional Housing Needs Report.

**CARRIED UNANIMOUSLY**

10.8 Budget Request for Hospital Bus Stop Construction

500/2019

**It was MOVED and SECONDED**

THAT Council approve funding for the design and construction of a new bus stop at the Penticton Regional Hospital at a cost of \$35,000 to be funded from the Capital Reserve.

**CARRIED UNANIMOUSLY**

10.9 Development Cost Charges Amendment Bylaw No. 2019-45

501/2019

**It was MOVED and SECONDED**

THAT Council give first reading to "Development Cost Charges Amendment Bylaw No. 2019-45", a bylaw that increases Development Cost Charges over a two-year period to reflect construction pricing increases from 2007 to 2019 (40%).

**CARRIED**

**Councillors Sentes, Watt and Bloomfield, Opposed**

10.10 Council Meeting Schedule for 2020

502/2019

**It was MOVED and SECONDED**

THAT Council select the following dates for the 2020 Regular Meetings of Council: January 7, 21, February 4, March 3, 17, April 7, 21, May 5, 19, June 2, 16, July 7, 21, August 18, September 1, 15, October 6, 20, November 3, 17, and December 8.

**CARRIED UNANIMOUSLY**

10.11 Appointment of Regional District of Okanagan-Similkameen Directors

503/2019

**It was MOVED and SECONDED**

THAT Council approve the following 2020 Regional District of Okanagan-Similkameen (RDOS) director appointments and vote distributions: John Vassilaki (5), Jake Kimberley (5), Frank Regehr (5), Julius Bloomfield (4), Katie Robinson, first alternate director, Judy Sentes, second alternate director and Campbell Watt, third alternate director.

**CARRIED UNANIMOUSLY**

**11. Public Question Period**

**12. Recess to a Closed Meeting:**

504/2019

**It was MOVED and SECONDED**

THAT Council recess at 4:10 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.

**CARRIED UNANIMOUSLY**

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

Council reconvened the Regular Council Meeting at 6:00 p.m.

**14. Bylaws and Permits:**

14.1 Zoning Amendment Bylaw No. 2019-25  
Re: 1050 Churchill Avenue

505/2019

**It was MOVED and SECONDED**

THAT Council adopt "Zoning Amendment Bylaw No. 2019-25".

**CARRIED UNANIMOUSLY**

14.2 Zoning Amendment Bylaw No. 2019-39  
Re: 962 Churchill Avenue

506/2019

**It was MOVED and SECONDED**

THAT Council adopt "Zoning Amendment Bylaw No. 2019-39".

**CARRIED UNANIMOUSLY**

14.3 Electric Utility Services Amendment Bylaw No. 2019-40  
Fees and Charges Amendment Bylaw No. 2019-41  
Re: Net Metering

507/2019

**It was MOVED and SECONDED**

THAT Council adopt "Electric Utility Services Amendment Bylaw No. 2019-40";  
AND THAT Council adopt "Fees and Charges Amendment Bylaw No. 2019-41".

**CARRIED UNANIMOUSLY**

14.4 Fire and Life Safety Amendment Bylaw No. 2019-43

508/2019

**It was MOVED and SECONDED**

THAT Council adopt "Fire and Life Safety Amendment Bylaw No. 2019-43".

**CARRIED UNANIMOUSLY**

**15. Land Matters:**

15.1 Development Variance Permit PL2019-8529  
Development Permit PL2019-8530  
Development Permit PL2019-8531  
Re: 308 and 310 Abbott Street

Delegations/Submissions:

- Lynn Kelsey, Oakville Street, question of reduction of parking, each site will have 3 parking spots for 2 top units and 2 bottom units for a total of 8 units and 6 parking spots.
- Dave Sutton, designer of project, available to answer questions.
- Jordan Shade, Rigsby Street, wondering about visitor parking and where people are going to park.
- Craig Wood, owner, owns 5 other suits and 3 vehicles are common and sees plenty of parking on the street.

509/2019

**It was MOVED and SECONDED**

THAT Council approve "Development Variance Permit PL2019-8529", for Lots 3 and 4, Block 30, District Lot 202, Similkameen Division Yale District, Plan 479, located at 308 and 310 Abbott Street, a permit to increase the maximum lot coverage from 40% to 42%, and to decrease the minimum number of required parking spaces from 4 to 3, to support a duplex development with suites;

AND THAT staff be directed to issue "Development Variance Permit PL2019-8529".

**CARRIED**

**Councillors Bloomfield, Regehr and Robinson, Opposed**

510/2019

**It was MOVED and SECONDED**

THAT Council, subject to issuance of "Development Variance Permit PL2019-8529", approve "Development Permit PL2019-8530" for 308 Abbott Street and "Development Permit PL2019-8531", for 310 Abbott Street, permits to allow for the construction of front-to-back duplexes with suites.

**CARRIED**

**Councillor Robinson, Opposed**

**16. Notice of Motion**

**17. Business Arising**

17.1 From the November 19, 2019 Committee of the Whole delegation – 3.2 Locum housing for physicians

511/2019

**It was MOVED and SECONDED**

THAT Council approve funding of \$30,000 for locum housing for physicians with funding coming from the 2019 budget.

**CARRIED**

**Councillor Watt and Robinson, Opposed**

17.2 From the November 19, 2019 Committee of the Whole delegation – 3.3 Endorsement of statement of equitable access to ebooks

512/2019

**It was MOVED and SECONDED**

THAT Council endorse the communication titled "Statement on Equitable Public Access to E-Books";

AND THAT the Mayor sign the statement from The Canadian Urban Libraries Council to form part of the submission from British Columbia.

**CARRIED UNANIMOUSLY**

17.3 Complimentary Bus Transit

513/2019

**It was MOVED and SECONDED**

THAT Council approve free public transit on the four (4) Saturdays in December, 2019 which includes: December 7, 14, 21, 28, 2019.

**DEFEATED**

**Councillors Regehr, Robinson, Watt, Sentes and Bloomfield, Opposed**

514/2019

**It was MOVED and SECONDED**

THAT Council direct staff to look into free transit for Saturdays in December of 2020.

**CARRIED UNANIMOUSLY**

**18. Council Round Table**

**19. Public Question Period**

**20. Adjournment**

515/2019

**It was MOVED and SECONDED**

THAT Council adjourn the Regular Council meeting held on Tuesday, November 19, 2019 at 7:00 p.m.

**CARRIED UNANIMOUSLY**

Certified correct:

Confirmed:

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Angie Collison  
Corporate Officer

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John Vassilaki  
Mayor

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

**Tuesday, November 19, 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  
Bregje Kozak, Director of Recreation and Facilities  
Ben Johnson, Acting Director of Development Services  
Mitch Moroziuk, General Manager of Infrastructure  
Caitlyn Anderson, Deputy Corporate Officer

1. **Call to order**

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

2. **Adoption of Agenda**

**It was MOVED and SECONDED**

THAT the agenda for the Committee of the Whole meeting held on November 19, 2019 be adopted as presented.

**CARRIED UNANIMOUSLY**

3. **Delegations and Staff Presentations:**

3.1 Declaring a Climate Emergency

Nicolas Stulberg provided Council with a brief overview of what declaring a climate emergency might look like in the City of Penticton.

**It was MOVED and SECONDED**

THAT Council refer the request to declare a climate emergency in the City of Penticton to the Community Sustainability Committee meeting in January 2020.

**CARRIED UNANIMOUSLY**

3.2 Locum housing for physicians

Dr. Brian Forzley and Dr. David Stoll from the Penticton Medical Staff Society provided Council with a presentation on locum statistics, the challenge and requested \$30,000 seed funding. Council agreed by consensus to refer this to business arising.

3.3 Endorsement of statement on equitable access to ebooks

Heather Buzzell, Chief Librarian, Penticton Public Library provided Council with a presentation on the request for endorsement to the Association of British Columbia Public Library Directors on equitable public access to E-Books. Council agreed by consensus to refer this to business arising.

3.4 Presentation of Expedition Canada – Hoodoo Adventures

Lyndie Hill and Nathalie Long, Hoodoo Adventures provided Council with a presentation and video on a new international race to Penticton in June of 2020 called Adventure Racing World Series.

3.5 Skaha Park East Plan

JoAnne Kleb, Engagement Strategist and Ben Johnson, Acting Director of Development Services provided Council with an update on the plan for Skaha Park East.

4. **Adjourn to Regular Meeting**

**It was MOVED and SECONDED**

THAT Council adjourn the Committee of the Whole meeting held November 19, 2019 at 2:11 p.m. and reconvene the Regular Meeting of Council.

**CARRIED UNANIMOUSLY**

Certified correct:

Confirmed:

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Angie Collison  
Corporate Officer

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John Vassilaki  
Mayor



# Minutes

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## Parks and Recreation Advisory Committee Meeting

Held at City of Penticton, Council Chambers  
171 Main Street, Penticton, B.C.

Wednesday, August 21, 2019  
at 1:30 p.m.

**Present:** Isaac Gilbert, Chair  
Councillor Kimberley  
James Palanio  
Tyson Bull  
Lesley Chapman  
John Archer  
Sandy Ross  
Peter Osborne  
Michaela Wooldridge  
Julia Barber  
Drew Barnes  
Laura Harp (*left the meeting at 3:00 p.m.*)  
Donna Ritchie (*left the meeting at 3:09 p.m.*)

**Staff:** Len Robson, Public Works Manager  
Blake Laven, Manager of Planning  
Kelsey Johnson, Recreation Business Supervisor  
Paula McKinnon, Legislative Assistant

**Guest:** Adolph Steffen, SS Sicamous Marine Heritage Society

1. **Call to Order:**

The Parks and Recreation Advisory Committee was called to order by the chair at 1:30 p.m.

2. **Introduction of Late Items**

3. **Adoption of Agenda:**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the agenda for the meeting held on August 21, 2019 as presented.

**CARRIED UNANIMOUSLY**

4. **Adoption of Minutes:**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the minutes of the July 10, 2019 meeting as presented.

**CARRIED UNANIMOUSLY**

5. **Delegations:**

5.1 Marine Education and Woodworking Centre – SS Sicamous Marine Heritage Society

Mr. Steffen provided the Committee with a presentation on the SS Sicamous Marine Heritage Society's project plans for a marine education and woodworking centre, a space for repairing and constructing wooden boats. The Committee was informed that a proposal has been submitted to the Rotary to aide with funding in order to construct the workshop; however, in order for the Rotary to proceed, an endorsement from the City is required. The Committee was also informed that this project is consistent with the S.S. Sicamous Area Master Plan which will be provided to the Committee by way of email for their information.

Main Motion:

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee endorse the Marine Education and Woodworking Centre project;

Amendment:

**It was MOVED and SECONDED**

AND THAT the endorsement be subject to the project being consistent with the current SS Sicamous Master Plan.

**CARRIED UNANIMOUSLY**

Main Motion as Amended:

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee endorse the Marine Education and Woodworking Centre Project;

AND THAT the endorsement be subject to the project plans being consistent with the SS Sicamous Master Plan.

**CARRIED UNANIMOUSLY**

6. **Business Arising from Prior Meetings:**

7. **Correspondence:**

8. **New Business:**

8.1 1400 Riddle Road (3 Blind Mice Area) – Park Designation & Management Plan

The Manager of Public Works provided the Committee with a presentation on 1400 Riddle Road (3 Blind Mice Area).

Brief discussions ensued regarding potential increases in liability to the City and increase in costs to PACA. A discussion also ensued regarding recommendation to rezone to Parks and Recreation and whether the City has the capacity to undertake this and invest the money. The Manager of Public Works clarified that the management plan would specify policies for users to follow and that City staff would not be responsible for providing anything in the hills.

Councillor Regehr entered the meeting at 2:22 p.m.

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee recommend that the City property located at 1400 Riddle Road (District Lot 392S, Similkameen Division Yale District) be rezoned from Forestry Grazing (FG) to Parks and Recreation (P2) to coincide with the current and future Official Community Plan designation for this property;

AND THAT in accordance with the 2018 Parks and Recreation Master Plan that a "Management Plan" for the property be included in the 10-Year Parks Department Capital Budget submission;

AND THAT the Wild Fire Interface concerns continue to be investigated and addressed as outlined in the City of Penticton Community Wildfire Protection Plan (CWPP) as required subject to sufficient funding being available;

AND FURTHER THAT until such time as the "Management Plan" is complete the Parks and Recreation Advisory Committee recommends the existing and future Penticton Area Cycling Association License to Use and the Penticton Disc Golf Club License to Use be amended to include additional language that sets out requirements for:

- a. Environmental assessment and protection prior to developing any new recreational trails, amenities, or features; and
- b. Consultation and approval of City staff prior to designing and constructing any further recreational trails, amenities, or features; and
- c. Construction, operation, and maintenance methodology and standards; and
- d. Public Service/Outreach; and
- e. Consultation and engagement with the public prior to designing and constructing any further recreational trails, amenities, or features.

**CARREID UNANIMOUSLY**

8.2 'Open Space (Parkland) Development Cost Charge (DCC) Update' Work Plan

The Manager of Planning introduced Development Cost Charges (DCC) to the Committee, an initiative brought forward by Councillor Regehr. A brief review was provided of the types of projects that may be funded through the DCC Program, best

practices, Economic Development considerations, history of DCC in Penticton, open space DCC rates and the current parks projects in the DCC program.

Discussion ensued about the costs to developers.

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee endorses the 'Open Space (Parkland) Development Cost Charge (DCC) Update' work plan as outlined in the report titled 'Open Space (Parkland) Development Cost Charge (DCC) Update' Work Plan', dated August 21, 2019 by Blake Laven, Planning Manager.

**CARRIED UNANIMOUSLY**

9. **Council Outcome:**

10. **Next Meeting:**

The next Parks and Recreation Advisory Committee Meeting will be decided at a later date.

8. **Adjournment:**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adjourn the meeting held on Wednesday, August 21, 2019 at 3:17 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:



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Paula McKinnon  
Legislative Assistant

## Parks and Recreation Advisory Committee Meeting

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

Wednesday, September 25, 2019  
at 3:00 p.m.

**Present:** John Archer (*Acting Chair*)  
Donna Ritchie  
Sandy Ross  
Peter Osborne  
Michaela Wooldridge  
Drew Barnes  
Lee Davidson

**Staff:** Len Robson, Public Works Manager  
Bregje Kozak, Director of Recreation and Facilities  
Paula McKinnon, Legislative Assistant  
Ben Johnson, Manager of Special Projects  
JoAnne Kleb, Engagement Strategist  
Ysabel Contreras, Parks Technician

1. **Call to Order**

The Parks and Recreation Advisory Committee was called to order by the Acting Chair at 3:04 p.m.

2. **Introduction of Late Items**

3. **Adoption of Agenda**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the agenda for the meeting held on September 25, 2019 as presented.

**CARRIED UNANIMOUSLY**

4. **Adoption of Minutes**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the minutes of the August 21, 2019 meeting as presented.

**CARRIED UNANIMOUSLY**

5. **Business Arising from Prior Meetings**

6. **Correspondence**

7. **New Business**

7.1 Appointment to the Penticton and Ellis Creek Restoration Select Committee

The Manager of Public Works informed the Committee that the Penticton and Ellis Creek Restoration Advisory Committee's Terms of Reference have been amended to include one member from the Parks and Recreation Advisory Committee in a voting capacity. Committee members who are interested in the appointment are to provide their name to Paula McKinnon, Legislative Assistant, to be considered by Council.

Lesley Chapman and Sandy Ross volunteered to be considered for appointment by City Council to the Penticton and Ellis Creek Restoration Advisory Committee.

7.2 Skaha Lake Park Master Plan

The Manager of Special Projects provided the Committee with a presentation on the Skaha Lake Park Master Plan draft engagement strategy. The Committee was briefed on the first phase of the initial community engagement objectives and the timeline.

Following the presentation, members at large provided feedback to staff regarding various engagement options which included approaching the local service clubs, elementary and middle schools for input, creating a gathering place at the park for the engagement sessions as well as holding the engagement sessions at various locations and times to accommodate all community members.

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee endorse the proposed scope of engagement for the initial round of engagement on the Skaha Lake Park Master Plan.

**CARRIED UNANIMOUSLY**

8. **Delegations**

8.1 Skaha Lake Park Amenity Upgrades – Peter Osborne

Mr. Osborne informed the Committee regarding the concerns raised by current lease holders of facilities on the east side of Skaha Lake Park regarding the Master Plan process and timelines.

Mr. Osborne also provided the Committee with a presentation of future concepts to be taken into consideration during the Master Plan process for east beach of Skaha Lake Park which include replacement of marina docks, addition of green space and a new structure to accommodate the boat house, concession stand and washrooms.

*Continued...*

8.2 Skaha Lake Park Amenity Upgrades – Peter Osborne - Continued

A member at large inquired whether a time extension of five minutes per additional speaker may be granted to accommodate the remaining speakers of the delegation.

**It was MOVED and SECONDED**

THAT the delegation time limit be extended to five minutes per participant of the delegation request to provide a fair opportunity to share information with the Parks and Recreation Advisory Committee.

**CARRIED UNANIMOUSLY**

Mr. Don Mulhall, Penticton Dragon Boat Society, provided an overview of the dragon boat events that take place on Skaha Lake Park and the society's current challenges with the size and state of the boat house.

Mr. Randy Gallagher, Skaha Marina/NautiDog, informed the Committee that significant funds, with the help of the City, have been spent in updating and improving the marina for esthetic and safety purposes. Mr. Gallagher advised that further improvements are still required.

9. **Council Outcome**

10. **Next Meeting**

The next Parks and Recreation Advisory Committee Meeting has been scheduled for Wednesday, October 16, 2019 beginning at 3:00 p.m. in Meeting Room A, City Hall.

11. **Adjournment**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adjourn the meeting held on Wednesday, August 21, 2019 at 4:22 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:



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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.

Thursday, November 7, 2019  
at 9:00 a.m.

**Present:** Paul Askey, Freshwater Fisheries Society of BC (*Chair*)  
Zoe Eyjolfson, Okanagan Nation Alliance  
Bryn White, South Okanagan Conservative Program  
Bruce Turnbull, Penticton Fly Fisheries Association  
Bill Wickett, Penticton Fly Fisheries Association  
Bryn White, South Okanagan Similkameen Conservation Program (*Left meeting at 12:03 p.m.*)  
Doug Maxwell, Member at Large  
Bruce McFarlane, Ministry of FLNRO, Regional Water Management  
Gerry Turchak, Penticton Industrial Development Association  
Drew Nagy, Penticton Industrial Development Association

**Staff:** Mitch Moroziuk, General Manager of Infrastructure  
Ian Chapman, City Engineer  
Paula McKinnon, Legislative Assistant

**Guest:** Joe Kennedy, Stantec Consulting  
James Bigblow, Stantec Consulting  
Leif Burge, Stantec Consulting  
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 9:01 a.m.

### 2. **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 November 7, 2019 as amended to include items 6.5 – Ellis Creek Master Plan and 6.6 – Status of Appointment.

**CARRIED UNANIMOUSLY**

3. **Adoption of Minutes**

**It was MOVED and SECONDED**

THAT the Penticton and Ellis Creek Restoration Select Committee adopt the minutes of the September 24, 2019 meeting as circulated.

**CARRIED UNANIMOUSLY**

4. **Business Arising from Prior Meetings**

5. **Correspondence**

6. **New Business**

6.1 Penticton Creek Reach 3A Upper and Reach 3B Draft Pre-Design Report

Joe Kennedy, James Bigblow and Leif Burge of Stantec Consulting presented to the Committee the Penticton Creek Reach 3A Upper and Reach 3B Draft Pre-Design. The presentation reviewed the following topics:

- Existing Conditions
- Project Objectives/ Constraints
- Proposed Design
- Next Steps

The focus of the presentation was the proposed design which included overviews of the profile, flood conveyance, upper and lower sections, step pool concept, riffle pool concept, hydraulic performance, Structure #2, Wade Avenue Pedestrian Bridge, Nanaimo Avenue Bridge, flood protection, erosion protection and options which include planting beds, floodplain terrace and pathway modifications.

Members at large provided their comments throughout the presentation and were also informed that comments and feedback will be received by Paula McKinnon, Legislative Assistant, until November 28, 2019.

6.2 Penticton Creek Reach 12A 100% Design

Jody Good, Mould Engineering, presented to the Committee the Penticton Creek Reach 12A 100% Design. The presentation reviewed the following topics:

- Alternative analyzed since last Committee meeting
- Plan view, Profile and Table Comparisons between One vs. Two Riffles
- Proposed Design
- Design Summary
- Detailed Designs
  - Structure #39 Plan View
  - Profile View
  - Typical Cross Sections
- Cost Estimate

Members at large provided their comments throughout the presentation.

### 6.3 Penticton Creek Remedial Work

Jody Good, Mould Engineering, provided an update to the Committee on the remedial work that has taken place on Penticton Creek due to the high flows in 2017 and 2018. Remedial work included concrete repair on Structure #1, river rock placed in holes upstream of Nanaimo Street, downstream of Structure #10, at Structure #23.

Ellis Creek remedial work also took place at the Dartmouth riffle in October 2018. The primary objective behind riffles was to backwater bridge footings to stop undermining. The Committee was notified that due to time constraints, void filling did not take place, however, the riffle is still fish passable through/beneath the rocks after construction.

### 6.4 Penticton Creek Grant Application

The General Manager of Infrastructure informed the Committee that approval for a grant for flood mitigation for Reach 3A Upper and 3B was provided by Council. The City will be going after a \$2.9-million-dollar project set up for construction in 2029.

### 6.5 Ellis Creek Master Plan

The General Manager of Infrastructure informed the Committee that the public engagement phase has concluded. Engagement took place with City Council, the Penticton Indian Band, Members of the Public at the Farmers Market, Cantex Group and the Penticton Industrial Development Association.

The Committee was reminded that comments on the Ellis Creek Master Plan are being received until November 15.

### 6.6 Status of Appointment

Zoe Eyjolfson, Okanagan Nation Alliance representative, informed the Committee that as of January 2020 she will be away on maternity leave and that Okanagan Nation Alliance has appointed Camille Rivard-Sirois to act in her place. Karilyn Alex will remain in an alternate capacity.

## 7. **Council Outcome**

The Committee was informed that Council received Frank Conci's resignation letter and appointed the following individuals to the Penticton and Ellis Creek Restoration Select Committee:

- Gerry Turchak, Penticton Industrial Development Association
- Drew Nagy, Penticton Industrial Development Association (Alternate)
- Robert (Sandy) Ross, Parks and Recreation Advisory Committee (Liaison)

## 8. **Next Meeting**

The next Penticton and Ellis Creek Select Restoration Committee meeting has been scheduled for Thursday, November 28, 2019 at 9:00 a.m. in meeting room A, City Hall.

9. **Adjournment**

**It was MOVED and SECONDED**

THAT the Penticton and Ellis Creek Restoration Select Committee adjourn the meeting held on Thursday, November 7, 2019 at 12:02 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:

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Paula McKinnon  
Legislative Assistant

## Parks and Recreation Advisory Committee Meeting

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

Tuesday, November 12, 2019  
at 3:00 p.m.

**Present:** Isaac Gilbert, Chair  
John Archer  
Julia Barber  
Gary Dean  
Donna Ritchie  
Peter Osborne  
Tyson Bull  
Drew Barnes  
Lee Davidson  
Councillor Regehr

**Staff:** Len Robson, Public Works Manager  
Bregje Kozak, Director of Recreation and Facilities  
Paula McKinnon, Legislative Assistant  
Ben Johnson, Manager of Special Projects  
JoAnne Kleb, Engagement Strategist

1. **Call to Order**

The Parks and Recreation Advisory Committee was called to order by the Chair at 3:00 p.m.

2. **Introduction of Late Items**

3. **Adoption of Agenda**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the agenda for the meeting held on November 12, 2019 as presented.

**CARRIED UNANIMOUSLY**

4. **Adoption of Minutes**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the minutes of the September 25, 2019 meeting as presented.

**CARRIED UNANIMOUSLY**

5. **Business Arising from Prior Meetings**

6. **New Business**

6.1 Parks and Recreation Advisory Committee Term Extension – Bregje Kozak

The Director of Recreation and Facilities informed the Committee that the Parks and Recreation Advisory Committee term is concluding on December 31, 2019, however, Staff would like to recommend to Council that the Committee term be extended for another year ending on December 31, 2020.

Members at large who are not able to commit to another term were asked to notify Paula McKinnon, Legislative Assistant, as soon as possible.

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee accepts the proposed extension of term into 2020.

**CARRIED UNANIMOUSLY**

6.2 Childcare BC New Spaces Fund – Ben Johnson and JoAnne Kleb

The Manager of Special Projects provided the Committee with a presentation on the time-limited grant program called Childcare BC New Spaces Fund. The proposal to pursue a grant worth up to \$3 million to replace the aging Edmonton Avenue Centre in Kiwanis Park with a new, expanded childcare facility was presented to Council at the November 5, 2019 regular meeting.

The Engagement Strategist reviewed with the Committee the proposed engagement needs.

Members at large inquired about the proposed increase to daycare spaces that will become available, the location and whether other city-owned locations have been considered to minimize the foot print and maintain as much green space as possible, the current lease-holder and how this proposal affects them, costs incurred by the City in maintaining the property and current structures and the construction timeline.

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee endorse consult as the IAP2 level of engagement in the zoning amendment application to add 'daycare' as permitted use in Kiwanis Park; and

THAT the Committee direct staff to implement the proposed engagement plan.

**CARRIED**

**Donna Ritchie, Opposed**

6.3 Skaha Lake Park East Plan – Ben Johnson

The Manager of Special Projects provided the Committee with a presentation on the Skaha Lake Park East Plan.

The Engagement Strategist provided a high level overview of the community engagement needs and process which includes stakeholders and the community in the development of a plan. The Committee was informed that the Parks and Recreation Advisory Committee will be involved throughout the engagement process.

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee endorse creating a plan for the eastern portion of Skaha Lake Park as the priority for the Master Plan Process; and

THAT the Committee endorse the process to create the plan.

**CARRIED UNANIMOUSLY**

7. **Council Outcome**

8. **Next Meeting**

The next Parks and Recreation Advisory Committee Meeting date is to be determined.

11. **Adjournment**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adjourn the meeting held on Tuesday, November 12, 2019 at 3:47 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:

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Paula McKinnon  
Legislative Assistant

# Council Report



**Date:** December 3, 2019  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Audrey Tanguay, Senior Planner  
**Address:** 595 Vancouver Avenue

File No: RZ PL2019-8526

**Subject: Zoning Amendment Bylaw No. 2019-29**

## Staff Recommendation

THAT Council remove the condition of registering a Covenant to restrict direct vehicular access to Proposed Lot 3 (access will need to come through an easement on the Proposed Lot 2 panhandle) prior to adoption of Zoning Amendment Bylaw No. 2019-29;

AND THAT Council adopt "Zoning Amendment Bylaw No. 2019-29".

## Background

At the September 3, 2019 Regular Council Meeting, Council gave third reading to a bylaw to rezone 595 Vancouver Avenue. Adoption of the bylaw was subject to demolition of the current single family dwelling and the registration of a covenant to restrict direct vehicular access to proposed lot 3. Demolition of the house has now been completed. Additionally, after further review, staff have determined that the covenant and easement will be more efficiently dealt with at the subdivision stage of the development. As such staff are recommending adoption of the zoning amendment bylaw at this time, with the understanding that the easement will be registered at the time of subdivision.

## Alternate Recommendations



THAT Council keep the requirement for the covenant prior to bylaw adoption.

## Attachments

Attachment - Zoning Amendment Bylaw No. 2019-29

Respectfully submitted

Audrey Tanguay,  
Senior Planner

Director Development Services  	Chief Administrative Officer  
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**Bylaw No. 2019-29**

*A Bylaw to Amend Zoning Bylaw 2017-08*

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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. 2019-29".

2. **Amendment:**

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

Rezone "Proposed Lot 1" of Lot A, District Lot 202 Similkameen Division Yale District, Plan 37662, 595 Vancouver Avenue from R1 (Large Lot Residential) to R3 (Small Lot Residential: Lane) and rezone "Proposed Lot 2 and 3" of Lot A, District Lot 202 Similkameen Division Yale District, Plan 37662, 595 Vancouver Avenue from R1 (Large Lot Residential) to R2 (Small Lot Residential) as identified on Schedule 'A' of this bylaw.

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

READ A FIRST time this	6	day of	August, 2019
A PUBLIC HEARING was held this	20	day of	August, 2019
READ A SECOND time as AMENDED this	20	day of	August, 2019
A SECOND PUBLIC HEARING was held this	3	day of	September, 2019
READ A THIRD time this	3	day of	September, 2019
ADOPTED this		day of	, 2019

Notice of intention to proceed with this bylaw was published on the 9 day of August, 2019 and the 14 day of August, 2019 and the 23 day of August, 2019 and 28 day of August, 2019 in the Penticton Western newspaper, pursuant to Section 94 of the *Community Charter*.

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John Vassilaki, Mayor

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Angie Collison, Corporate Officer

# 595 Vancouver Ave – Rezoning

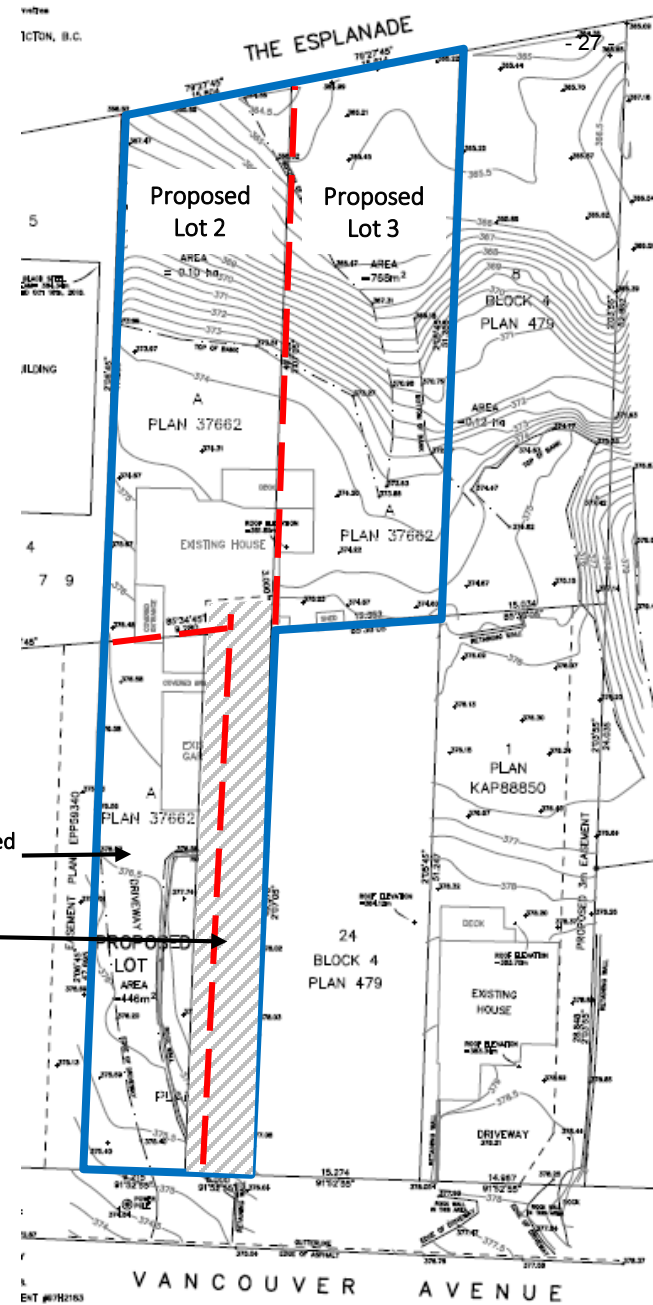
Proposed Lot 1:  
From R1 (Large Lot Residential) to R3  
(Small Lot Residential: Lane)

Proposed Lots 2 and 3:  
From R1 (Large Lot Residential) to R2  
(Small Lot Residential)

Reduce width of panhandle from 6.0m to 4.5m

Proposed Lot 1

Proposed Lot 1



City of Penticton – Schedule 'A'

Zoning Amendment Bylaw No. 2019-29

Date: \_\_\_\_\_

Corporate Officer: \_\_\_\_\_

# Council Report

penticton.ca

**Date:** December 3, 2019 **File No:** 6130-20  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Len Robson, Public Works Manager  
  
**Subject:** **1400 Riddle Road (3 Blind Mice Area) – Park Designation, Management Plan, Wild Fire Interface and Existing Licenses to Use**

## Staff Recommendation

THAT Council proceeds with the process of rezoning the City property located at 1400 Riddle Road (District Lot 392S, Similkameen Division Yale District) from Forestry Grazing (FG) to an appropriate park zone to coincide with the current and future Official Community Plan designation for this property;

AND THAT the budget for a “Management Plan” and the anticipated capital and operational outcomes is forwarded for Council consideration in a future annual budget process;

AND THAT the Wild Fire Interface concerns continue to be investigated and addressed as outlined in the City of Penticton Community Wildfire Protection Plan (CWPP) as required, subject to sufficient funding being available;

AND FURTHER THAT until such time as the “Management Plan” is complete Council directs Staff to amend the existing Penticton Area Cycling Association License to Use and the Penticton Disc Golf Club License to Use to include additional language that outlines requirements to ensure orderly maintenance and development of the related infrastructure, considers the sensitive environmental values that may exist on the property, implements recognized design standards, outlines public consultation requirements, and approval processes as desired by the City of Penticton.

## 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.

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

## Background

At the May 21, 2019 Committee of the Whole Meeting the following Council request was made:

*3.2 Request to Parks and Recreation Advisory Committee*

*Doug Cox, Protect Penticton Parks Society provided Council with a presentation on allocating 332 acres at 1400 Riddle Road to be treated as Penticton park and refer this request to the Parks and Recreation Advisory Committee.*

*Council agreed by consensus to refer the request to the Parks and Recreation Advisory Committee.*

On July 10th, 2019 Doug Cox attended the Parks and Recreation Advisory Committee as a delegation:

*5.1 1400 Riddle Road (Three Blind Mice) – Doug Cox, Riddle Road Fire Smart*

*Mr. Cox provided the Committee with a presentation on allocating 332 acres at 1400 Riddle Road (Three Blind Mice) from its current zoning of Forestry Grazing to Parks and Recreation for consistency purposes with the Official Community Plan and also with a goal to have the Staff research and implement ways to manage the property from a safety perspective, specifically with fire mitigation.*

*It was MOVED and SECONDED*

*THAT the Parks and Recreation Advisory Committee direct staff to prepare a report for consideration at an upcoming meeting.*

*CARRIED UNANIMOUSLY*

On August 21<sup>st</sup>, 2019 Staff presented a report as attached Appendix A - Parks and Recreation Advisory Committee Report - 1400 Riddle Road (3 Blind Mice Area) – Park Designation & Management Plan to the committee. The Committee resolved the following:

*It was MOVED and SECONDED*

*THAT the Parks and Recreation Advisory Committee recommend that the City property located at 1400 Riddle Road (District Lot 392S, Similkameen Division Yale District) be rezoned from Forestry Grazing (FG) to Parks and Recreation (P2) to coincide with the current and future Official Community Plan designation for this property;*

*AND THAT in accordance with the 2018 Parks and Recreation Master Plan that a “Management Plan” for the property be included in the 10-Year Parks Department Capital Budget submission;*

*AND THAT the Wild Fire Interface concerns continue to be investigated and addressed as outlined in the City of Penticton Community Wildfire Protection Plan (CWPP) as required subject to sufficient funding being available;*

*AND FURTHER THAT until such time as the “Management Plan” is complete the Parks and Recreation Advisory Committee recommends the existing and future Penticton Area Cycling Association License to Use and the Penticton Disc Golf Club License to Use be amended to include additional language that sets out requirements for:*

- a. Environmental assessment and protection prior to developing any new recreational trails, amenities, or features; and*

- b. Consultation and approval of City staff prior to designing and constructing any further recreational trails, amenities, or features; and*
- c. Construction, operation, and maintenance methodology and standards; and*
- d. Public Service/Outreach; and*
- e. Consultation and engagement with the public prior to designing and constructing any further recreational trails, amenities, or features.*

*CARREID UNANIMOUSLY*

### **Financial implication**

Rezoning will require an application fee of \$2,500 plus staff time; and

Development of a Management Plan is estimated at \$100,000 plus a significant commitment of staff time. The implementation of the completed management plan would require significant investment of capital and operational budgets which would be determined upon completion of the plan.

### **Analysis**

1400 Riddle Road “3 Blind Mice Area” is currently zoned for Forestry Grazing with an Official Community Plan future land use designation as Parks. The property is currently used for a variety of recreation purposes and is referred to in the Parks and Recreation Master Plan (PRMP) as a Natural Park.

The 2018 PRMP recommends the creation of a “Management Plan” to protect, enhance, and manage this area. Changing the 3 Blind Mice Recreation Area from its current status to that of a managed park requires financial resources and a detailed process to ensure a comprehensive and inclusive plan is developed. A management plan for this area would consider and provide direction on matters including, the community vision for this property, the identification, protection and enhancement of the sensitive environmental areas, the various current uses of the property and their respective impacts and the current status of the park, would identify the growth potential and limitations of recreational development within the park, access and parking, park-wide polices, accepted and prohibited activities, public safety, and perimeter access management & interface conflicts.

With respect to the Wild Fire Interface concerns expressed, the Penticton Fire Department has worked with forestry professionals to develop a prescription to mitigate the wildfire concerns and have commenced with securing a suitable contractor to implement the treatment of the property. If grant funding is approved by the Province it is expected that the program for this property will continue into 2021 and beyond.

Given the potentially sensitive eco – system and recreational popularity of this property, consideration should be given to restricting any further development until such time as the Management Plan for this area is complete. Alternatively, the City could continue to work with organizations such as PACA and Disc Golf allowing them to maintain and develop this area in a responsible manner by amending their existing License to Use Agreements to include conditions regarding public consultation, environmental protection, construction and maintenance standards, and approvals by City staff prior to design and construction work

being undertaken. This approach would be similar to the requirements outlined in Partnership Agreements between Recreation Sites and Trails BC and various user groups.

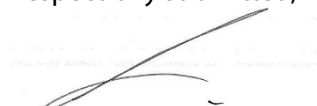
**Alternate recommendations**

1. THAT Council resolves to make no changes on the zoning, management, and use of the City owned property located at 1400 Riddle Road.
2. THAT Council provides direction relating to the issues outlined in the report and refer the matter back to Staff for implementation.

**Attachments**






Appendix A – Parks and Recreation Advisory Committee Report - 1400 Riddle Road (3 Blind Mice Area) – Park Designation & Management Plan

Respectfully submitted,



Len Robson, ASCT  
Public Works Manager

Concurrence

General Manager of Infrastructure 	Director of Development Services 	Chief Financial Officer 	Fire Chief 	Chief Administrative Officer 
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# Committee Report

**Date:** August 21, 2019 **File No:** 0540-20  
**To:** Parks and Recreation Advisory Committee  
**From:** Len Robson, Public Works Manager  
**Subject:** 1400 Riddle Road (3 Blind Mice Area) – Park Designation & Management Plan

## Staff Recommendation

THAT the Parks and Recreation Committee recommend that the City property at 1400 Riddle Road (District Lot 3925, Similkameen Division Yale District) be rezoned from Forestry Grazing (FG) to Parks and Recreation (P2) to coincide with the current and future Official Community Plan designation for this property;

AND THAT in accordance with the 2018 Parks and Recreation Master Plan that a “Management Plan” for the property be included in the 10 Year Parks Department Capital Budget submission;

AND THAT the Wild Fire Interface concerns continue to be investigated and addressed as outlined in the City of Penticton Community Wildfire Protection Plan (CWPP) as required subject to sufficient funding being available;

AND FURTHER THAT until such time as the “Management Plan” is complete the Parks and Recreation Committee recommends the existing and future Penticton Area Cycling Association License to Use and the Penticton Disc Golf Club License to Use be amended to include additional language that sets out requirements for:

- a. Environmental assessment and protection prior to developing any new recreational trails, amenities, or features; and
- b. Consultation and approval of City staff prior to designing and constructing any further recreational trails, amenities, or features; and
- c. Construction, operation, and maintenance methodology and standards; and
- d. Public Services / Outreach; and
- e. Certification, Training, and Qualifications; and
- f. Consultation and engagement with the public prior to designing and constructing any further recreational trails, amenities, or features.

## Background

On May 21<sup>st</sup>, 2019 Doug Cox and Karen Brownlee made a presentation to Council to which Council responded as follows:

### Request to Parks and Recreation Advisory Committee

*Doug Cox, Protect Penticton Parks Society provided Council with a presentation on allocating 332 acres at 1400 Riddle Road to be treated as Penticton park and refer this request to the Parks and Advisory Committee.*

*Council agreed by consensus to refer the request to the Parks and Recreation Advisory Committee.*

On July 10th, 2019 Doug Cox attended the Parks and Recreation Advisory Committee as a delegation to request that the committee consider recommending to Council:

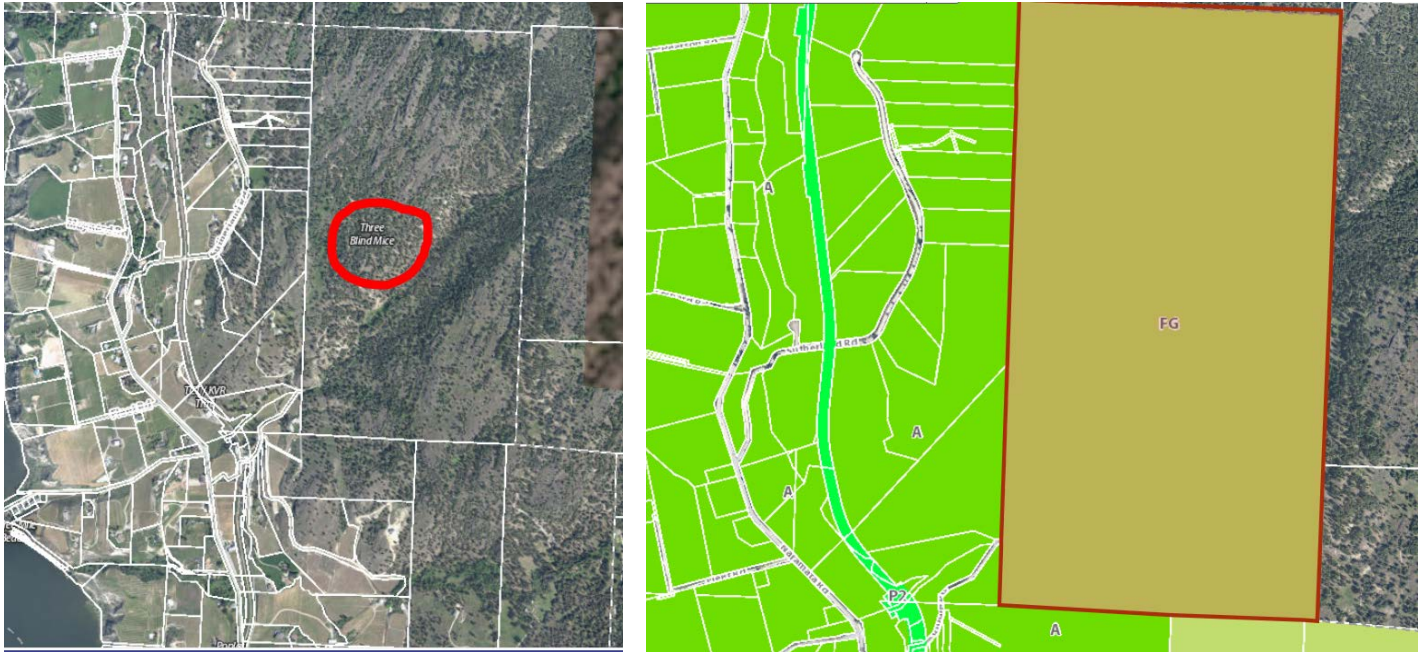
*That 1400 Riddle Road be rezoned from Forestry Grazing (FG) to Parks and Recreation (PR) to be consistent with the OCP Designation;*

*And That the City establishes a "Management Plan" for the property as recommended in the 2018 Parks and Recreation Master Plan.*

The Committee recommended that staff be directed to prepare a report on the request for consideration at an upcoming meeting.

### Property Description

- Located at 1400 Riddle Road "Three Blind Mice Trail Network" with a legal description of DL 392s.
- Current zoning of this property is FG - Forestry Grazing
- Not located in the ALR
- OCP – Northeast Sector, Parks and Recreation – Bylaw No. 2014-48 "Official Community Plan Amendment Bylaw No. 2014-48" designated the land from North East Sector to "PR" (Parks and Recreation). The proposed new OCP supports this designation.
- 338.71 acres



### Existing Use

The current use of this property is primarily Mountain Biking, Disc Golf, Hiking and Cattle Grazing.

In 2014 the OCP designation was changed as a requirement to achieve accreditation under the “Avoided Forest Conversion Project” to receive carbon offsets for the avoidance of forest conversion. This offset contributes towards the Climate Action Charter commitment of reducing the GHG emissions by 20% in 2020.

### Licenses to Use

City Council has authorized the following Non Exclusive - Licenses to Use (LTU) on this property:

- August 19, 2013 – Penticton and Area Cycling Association (PACA) - 5 Year LTU renewed on April 10, 2018 for 5 years, expiring March 31, 2023.
  - Allowing for a mountain bike trail network, and to allow improvements and development of new trails suitable for use by the general biking community.
- May 4, 2015 - Penticton Disc Golf Club – 5 year LTU – expiring February 29, 2020
  - Approximately 27 acres for the purpose of operating a Disc Golf Course including holding Disc Golf Events.

Historically there was a License to Use issued to Sather Ranches for the purposes of cattle grazing. This License to Use is no longer valid as staff and Sather Ranches failed to negotiate a mutual agreement.

### Parks and Recreation Master Plan References

The 2018 Parks and Recreation Master Plan (PRMP) references the “3 Blind Mice” recreation area in a number of locations.

The PRMP refers to the property as a “Natural Park”. Natural Parks are mostly undeveloped because they have been protected as natural areas. Most include natural features such as steep slopes, grasslands, forests, watercourses, ravines or bluffs. The recreational use of these areas is usually limited to trail uses and nature appreciation. Depending on the size, location and characteristics of the natural open space, it may be used by residents of one neighborhood or the entire City. Facilities such as parking lots, signs, trails, gathering areas, and washrooms support public access and use. Examples include Cleland Natural Greenbelt, Esplanade, Munson Mountain Park, Wiltse Nature Park, **Three Blind Mice**, Water Treatment Plant Natural Area, Ellis Creek Pathway, Penticton Creek Pathway.

The PRMP suggests that many of the Penticton Parks are well established and only needs are related to upgrading of infrastructure and amenities over time. The following parks that require some planning and design include:

**Three Blind Mice** - this large park and adjacent Crown land are an asset to the community; there is a License to Use over the City portion to PACA and Disc Golf, and the area is a popular destination for hiking, mountain biking and disc golf; improvements are needed to the staging area in the City, eg., more parking and washrooms, and a long-term management strategy for the area as a whole (City and Crown Portions) could help address challenges.

Section 4.3 of the PRMP addresses Natural Areas and identifies the need to develop an overall management plan for natural areas such as the 3 Blind Mice Area.

*Many of Penticton’s parks contain natural areas of indigenous plants and habitat, which are important to the local habitat and biodiversity. There is not a management plan in place for these areas.*

In summary the PRMP identifies the Community Identified Needs for Natural Areas including:

*“Prepare management plans for natural areas in parks and for Three Blind Mice, including ways of protecting, enhancing, and managing these areas.”*

As the development of the 2018 PRMP was nearing completion the PRMP Steering Committee developed a priority list of 11 projects/tasks that they felt were the highest priority items/projects of the plan. Although the 3 Blind Mice Management Plan is recommended it was not identified as one of the highest priorities in their opinion.

#### Penticton Fire Department (PFD) / Fire Smart

Riddle road has been recognized as a FIRESMART community in 2017 and 2018 and has been evaluated by our PFD FIRESMART representatives. We have completed the wildfire hazard assessment and evaluation of the community’s wildfire readiness, including some individual homes in this area. The PFD has completed Pre-Wildfire Plans in the event of a wildfire encroaching in this area, and how our response will be deployed to Wildfires in this area. The PFD will continue to work with the residents and FIRESMART Champions on Riddle Rd. and will further support their efforts through Provincial and FIRESMART grants, and community based fuel management and educational programs.

The recreational use of any urban wildfire interface property does increase the risk to wildfire exposure. However, the current use of the property by hiking, biking, and frisbee golf recreational users creates far less

exposure to risk than motorized recreational uses. The existing user groups have demonstrated reasonable care and responsibility for the area and can provide for early warnings should a fire event occur. Additionally the development of a well-documented trail system (Trailforks) provides all emergency services with improved access to most of the property.

### **Financial Implication**

The development of a Management Plan for the 3 Blind Mice Recreation Area would require the specialized expertise of numerous professionals including engineers, environmental specialists, landscape architects, public engagement specialists, and biologists as such the estimated cost for these services is in the \$100,000 range plus a significant commitment of staff time.

The implementation of the management plan would require significant investment of capital and operational budgets.

The completion of the 2018 Parks and Recreation Master Plan has resulted in direction and prioritization of many projects which will require significant funding to complete. The 2020 Annual Budget submission will outline a strategy to addressing the Park Development needs for the next 10 years.

### **Analysis**

1400 Riddle Road "3 Blind Mice Area" is currently zoned for Forestry Grazing with an OCP designation as Parks and Recreation. The property is currently used for recreation purposes and is referred to in the PRMP as a Natural Park.

The PRMP recommends the creation of a "Management Plan" to protect, enhance, and manage this area. A management plan for a property such as this would consider:

- The Community Vision for this property;
- The identification, protection and enhancement of the sensitive environmental areas;
- The various current uses of the property and their respective impacts and the current status of the park;
- Would identify the growth potential and limitations of recreational development within the park;
- Land use and zoning;
- Access and parking;
- Park wide policies;
- Accepted and prohibited activities;
- Public safety; and
- Perimeter access management & interface conflicts.

Changing the 3 Blind Mice Recreation Area from its current status to that of a managed park requires financial resources and a detailed process to ensure a comprehensive and inclusive plan is developed.

Given the potentially sensitive eco – system and recreational popularity of this property, consideration should be given to restricting any further development until such time as the Management Plan for this area is done.

Alternatively the City could continue to work with organizations such as PACA and Disc Golf and allow them to develop this area in a responsible manner by amending existing and future License to Use Agreements to include conditions regarding public consultation, environmental protection, construction and maintenance standards, and approvals by City staff prior to design and construction work being undertaken. This approach would be similar to the requirements outlined in Partnership Agreements between Recreation Sites and Trails BC and various user groups.

Restricting development of new infrastructure and trails until such time as the Management Plan for this property can be developed has a number of Pros and Cons that need to be considered:

**Pros** of restricting further development until the Management Plan can be commissioned and complete include:

- Ensure the orderly development of the area and appropriate infrastructure is in place to meet the needs of the user groups; and
- Identify and protect environmentally sensitive areas within the property to restrict development of these areas; and
- Consideration for provisions for development of recreational uses other than cycling trails and Frisbee Golf; and
- Ensuring the minimization of long lasting or irreversible detrimental effects to the wildlife and biodiversity that exist in the area; and
- Ensure the development of the property is sustainable; and
- Ensures the public is consulted prior to further development of this natural area.

**Cons** of restricting further development until the Management Plan can be commissioned and complete include:

- Given the significant demands on the City's general revenue budgets and the overall priority rating of this project there is a potential that the project may not be complete within a 10 year time frame; and
- The demands on the 3 Blind Mice cycling trail network are significant as such the network may reach capacity before a management plan can be developed; and
- Restricting the development of the cycling network on this property may increase the pressures to develop other properties such as Campbell Mountain which will result in the need for a management plan for that area; and
- Ceasing the momentum that has been created by PACA to develop recreational trails in the area; and
- May result in the lost Sport Tourism opportunities of sponsorship, or grant funding that may become available for recreational use development.

### **Alternate recommendations**

In addition to the Staff Recommendation there are other alternatives that could be considered by the Parks and Recreation Advisory Committee including:

1. That the future development of recreational trails, facilities and amenities be suspended; or

2. Maintain the status quo of the property, making no changes to the Licenses to Use that exist and considering others as they arise; or
3. Allow or not allow for the existing user groups to continue to use the property under their license agreements; or
4. Modify the existing license agreements to allow for maintenance of existing developed infrastructure only and no further developments unless specific criteria are met; or
5. Allow further development of new trail networks subject to the completion of an environmental study/assessment of the area; or
6. Recommending the property be developed primarily as a mountain bike destination.

**Attachments**

N/A

Respectfully submitted,



Len Robson, ASCT  
Public Works Manager

# Council Report

penticton.ca

**Date:** December 3, 2019 **File No:** 0550-20  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Ian Chapman, City Engineer  
**Subject:** **Road Closure Permits Policy**

## Staff Recommendation

THAT Council approve the "Road Closure Permits Policy", a policy that provides guidance to staff who have the delegated authority to issue a road closure permit to temporarily restrict or prohibit traffic.

## Strategic priority objective

**Mission:** Penticton will serve its residents, businesses and visitors through good governance, partnership and the provision of effective and community focused services.

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

## Background

The City of Penticton advertises itself as a well-organized and safe community with good road infrastructure that facilitates convenient connections through our City. The City also needs to maintain that infrastructure, accommodate new development and host special events all of which could require the full or partial closure of City roads.

These closures represent a departure from the intended use of the roads and there has to date been minimal guidance concerning the circumstances under which closures have been allowed. Staff have used their discretion in defining the procedures and requirements that should be followed and there has been some inconsistency in the way that these have been applied for long standing special events that mix event participants and spectators on roads that have remained partially open to public traffic.

## Financial implication

There may be modest additional costs to organizers of repeat special events where revised requirements for the production and submission of a mobility and community impact assessment, traffic management plan, a public information/communication plan and insurance levels have changed or did not exist or where the event route and or set up has changed from previous years.

## Analysis

There are five types of road closure that take place in the City to accommodate different activities:

1. **Special Events** (An organized community, sporting, cultural or other activity occurring for a limited or fixed duration, held over one or more days, and affects the road right-of-way.)
2. **Construction Projects** (Activities by a contractor or any entity external to the City of Penticton which are construction related and affect any part of the road right-of-way.)
3. **Works by the City of Penticton** (Activities which affect a road right-of-way and are completed by City of Penticton staff members or Contractors working for the City of Penticton.)
4. **Third Party Utilities** (Activities which affect a road right-of-way and are completed by a company regulated under the *Utilities Commission Act*.)
5. **On-Street Containers** (The placement of a shipping container or waste container on a City street in a legal parking area for the purpose of loading/unloading.)

The policy provides specific requirements that must be met:

- a permit is required for all road closures;
- an amendment to a road closure permit must be issued if the road closure requirements change;
- the applicant must ensure all requirements of the permit are fully implemented;
- the policy must be used in conjunction with:
  - The City of Penticton’s Road Closure Permit Procedures;
  - BC Ministry of Transportation and Infrastructure’s Traffic Management Manual for Work on Roadways;
  - The City of Penticton’s Outdoor Events Guide;
  - The City of Penticton’s Traffic Bylaw;
  - The City of Penticton’s Zoning Bylaw.

A copy of the Road Closure Policy is provided as Attachment A.

Road closures vary in complexity from a major special event (such as Ironman or Granfondo) to a simple placement of a waste or storage container associated with construction activity adjacent to the road. All road closures for these activities need to be authorized through a Road Closure Permit which would be issued based on the following information provided through a Permit Application:

<b>1</b>	<b>Project Details &amp; Schedule</b>	The purpose of this section is to describe the event/project details, and activities of each stage of the event/project.
<b>2</b>	<b>Mobility &amp; Community Impact</b>	The purpose of this section is to describe how the project will impact road users and/or impact parking (loss and/or increased need). Measures to mitigate these impacts should be identified.
<b>3</b>	<b>Traffic Management Plan</b>	The purpose of this section is to provide the details of how the road closure will be undertaken to meet the City’s requirements and expectations in the form of a complete Traffic Management Plan, including drawing requirements.

<b>4</b>	<b>Communication Plan</b>	The purpose of this section is to illustrate how the applicant will inform stakeholders/public of anticipated project impacts.
<b>5</b>	<b>Insurance</b>	This section specifies the insurance requirements related to the Road Closure Permit. Attach all documents that are procured at the time of submission or indicate the expected date that it will be received.

A summary of the changes and their impacts is provided in the tabulation below.

<b>Potential change</b>		<b>Current requirement</b>	<b>Proposed requirement</b>
Mobility and Community assessment	Simple closure	None	Applicant is required to consider and provide a statement showing how the impacts of the proposed event will have on the community.
	Complex/Large closure	None	
Traffic Management Plan	Simple full road closure	Simple plan indicating barricade placement	Simple plan indicating barricade placement.
	Complex/large or partial road closure	Professionally prepared traffic management plan required to address public safety and/or extensive traffic impacts with some exceptions for smaller well established special events.	Professionally prepared traffic management plan required for all complex, large or partial road closures. Cost dependent on size of event. Additional qualified traffic control persons may be required.
Communication Plan	Simple closure	Event organizer responsible to inform adjacent property owners and advertise in a newspaper.	As before except with specific direction concerning minimum advertising requirements.
	Complex/large closure		
Insurance coverage	Simple closure	\$3M (changed from \$2M in 2019) general Liability Insurance with City as named insured for most closures except Construction and On-Street containers requiring \$2M.	\$3M general Liability Insurance with City as named insured for all closures except Single Block (very simple) closures.
	Complex/large closure	\$3M (changed from \$2M in 2019) general Liability Insurance with City as named insured for most	\$3M general Liability Insurance with City as named insured.

		closures except Construction and On-Street containers requiring \$2M.	
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Staff have been applying some of the proposed procedural changes such as the requirement for better traffic management plans and higher insurance coverages in 2019 to better address public safety and liability concerns. Moving forward the Policy should not present a significant financial (or operational) challenge to event organizers and contractors wishing to close City roads.

The Road Closure Permit Policy was developed over an eight-month period with the assistance of Urban Systems and consultation with: Event organizers; The Sport and Event Project Manager; the Corporate Officer; and the City Risk Management Committee. The document went through several drafts prior to coming forward for the consideration of Council.

**Alternate recommendations**

THAT Council direct staff to do further work to the draft Road Closure Permits Policy.


**Attachments**

Attachment A – Road Closure Permits Policy

Respectfully submitted,

Ian Chapman, P.Eng  
City Engineer

Concurrence

General Manager of Infrastructure 	Director of Recreation and Facilities <i>BK</i>	Chief Administrative Officer <b>DyD</b>
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Approval date:

**Resolution No.**

**Subject: Road Closure Permits**

## Purpose

To provide guidance to City staff who have the delegated authority to issue a road closure permit to temporarily restrict or prohibit traffic in the City of Penticton.

## Scope

A road closure permit is required for any activity that affects the road right-of-way (any part of the roadway used by the traveling public, including the vehicle lanes and roadway, sidewalks, bike facilities, on-street parking, landscaping and boulevard, etc.) and for events/projects that could have an impact on:

- Mobility – including interruptions to pedestrians, cyclists and vehicular traffic; and/or
- Community – including interruptions to surrounding businesses and residents from project activity and additional parking needs.

## Policy Statement

This policy, in conjunction with the Road Closure Permit Procedure, outlines how the City will process and approve requests for road closures.

Road closures are categorized into five (5) types:

1. **Special Events** (An organized community, sporting, cultural or other activity occurring for a limited or fixed duration, held over one or more days, and affects the road right-of-way.)
2. **Construction Projects** (Activities by a contractor or any entity external to the City of Penticton which are construction related and affect any part of the road right-of-way.)
3. **Works by the City of Penticton** (Activities which affect a road right-of-way and are completed by City of Penticton staff members or Contractors working for the City of Penticton.)
4. **Third Party Utilities** (Activities which affect a road right-of-way and are completed by a company regulated under the *Utilities Commission Act*.)

5. **On-Street Containers** (The placement of a shipping container or waste container on a City street in a legal parking area for the purpose of loading/unloading.)

All road closure permit applications will address the five (5) components summarized below:

<b>1</b>	<b>Project Details &amp; Schedule</b>	The purpose of this section is to describe the event/project details, and activities of each stage of the event/project.
<b>2</b>	<b>Mobility &amp; Community Impact</b>	The purpose of this section is to describe how the project will impact road users and/or impact parking (loss and/or increased need). Measures to mitigate these impacts should be identified.
<b>3</b>	<b>Traffic Management Plan</b>	The purpose of this section is to provide the details of how the road closure will be undertaken to meet the City's requirements and expectations in the form of a complete Traffic Management Plan, including drawing requirements.
<b>4</b>	<b>Communication Plan</b>	The purpose of this section is to illustrate how the applicant will inform stakeholders/public of anticipated project impacts.
<b>5</b>	<b>Insurance</b>	This section specifies the insurance requirements related to the Road Closure Permit. Attach all documents that are procured at the time of submission or indicate the expected date that it will be received.

All activities which affect the road right-of-way must have an approved road closure permit. A road closure permit application that is missing required components per this policy and/or does not contain additional data requested by the City will be deemed incomplete and returned for revision and resubmittal.

If the road closure requirements change, the applicant must submit an amendment to the road closure permit.

The applicant shall ensure all activities are performed in accordance with the approved road closure permit to confirm all responsibilities and liabilities are met.

This policy should be used in conjunction with the City of Penticton's Road Closure Permit Procedure, BC Ministry of Transportation and Infrastructure's Traffic Management Manual for Work on Roadways<sup>1</sup>, the City of Penticton's Outdoor Events Guide and any applicable sections regarding road closures contained in the Traffic Bylaw and Zoning Bylaw.

<sup>1</sup> <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/traffic-engineering-safety/trafficmanagementmanual>

**Previous revisions**

None.

Certified Correct

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Angie Collison, Corporate Officer

# Council Report

penticton.ca

**Date:** December 3, 2019  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Wesley Renaud, Budget Analyst  
**Subject:** **Fees and Charges Amendment Bylaw No. 2019-37**

File No: 1715-05

## Staff Recommendation

THAT Council rescind third reading and give third reading as amended to "Fees and Charges Amendment Bylaw No. 2019-37", a bylaw that establishes the rates the City will charge for various services.

## Background

As provided for in the *Community Charter*, fees and charges are used to recover the cost of services provided wherever possible, and as an alternative to property taxation.

On November 5 Staff brought a report forward and Council approved first, second and third readings of the Fees and Charges Bylaw No 2019-37.

### 10.3 Fees and Charges Amendment Bylaw No. 2019-37

472/2019 **It was MOVED and SECONDED**  
THAT Council give first, second, and third reading to "Fees and Charges Amendment Bylaw No. 2019-37".  
**CARRIED UNANIMOUSLY**

Subsequently it came to light that an error existed in Appendix 4 – Building Department Fees.

On November 19 staff brought a report forward to correct Appendix 4 – Building Department Fees. Council rescinded and re-gave third reading of the Fees and Charges Bylaw No 2019-37 as amended.

### 10.4 Fees and Charges Amendment Bylaw No. 2019-37

496/2019 **It was MOVED and SECONDED**  
THAT Council rescind third reading and give third reading as amended to "Fees and Charges Amendment Bylaw No. 2019-37", a bylaw that establishes the rates the City will charge for various services.  
**CARRIED UNANIMOUSLY**

Based on this recent error it prompted staff to complete a comprehensive review of appendixes 1-31 to ensure no further errors exist. Staff have completed this comprehensive review and are seeking Council's support for these minor revisions.

### Financial implication

The revised Fees and Charges rates are an important component in finalizing the proposed 2020-2024 Financial Plan.

### Analysis of changes

#### Appendix 4: Building Department Fees

Amendment to Appendix 4 to correct a calculation error for the rate structure for permit fees over \$1,500,000. The schedule now reflects the correct flat fee for permits over \$1,500,000 of \$16,880 replacing the previous figure of \$16,800. This change is reflected in green.

Amendment to Appendix 4 to correct the mid-construction blower door test refund. The schedule now has the correct wording of "per residential building" replacing the previous wording of "per unit".

#### Appendix 5: Business License Fees

Amendment to Appendix 5 to remove Vacation Rental & Bed and Breakfast tourism fee as those businesses now fall under the Online Accommodation Platform and are collecting hotel tax (MRDT) funds.

#### Appendix 25: Sewer

A print margin error has been rectified to now ensure the 2020 rates column is included in the appendix.

### Alternate recommendations

THAT Council provide alternative direction to staff.

### Attachments

Attachment – Fees and Charges Amendment Bylaw No. 2019-37

Respectfully submitted,



Wes Renaud  
Budget Analyst

Chief Financial Officer  <i>JWB</i>	Acting Director Development Services  <i>BJ</i>	General Manager of Infrastructure  	Director, People & Community Safety Strategy  <i>KL</i>	Director, Recreation & Facilities  <i>BK</i>	Chief Administrative Officer  <b>DyD</b>
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**The Corporation of the City of Penticton**

**Bylaw No. 2019-37**

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

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

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

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

1. **Title:**

This Bylaw may be cited as "Fees and Charges Amendment Bylaw No. 2019-37".

2. **Amendment:**

"Fees and Charges Bylaw No. 2014-07" is amended as follows:

2.1 Delete and replace the following appendices in their entirety:

- Appendix 1 – Administrative Rates
- Appendix 2 – Dog Control – Dog Kennel, Licence and Penalty Charges
- Appendix 3 – Arena Rates (McLaren)
- Appendix 4 – Building Department Fees
- Appendix 5 – Business Licence Fee
- Appendix 6 – Cemetery
- Appendix 7 – Electric
- Appendix 8 – Equipment Rates
- Appendix 9 – Fire Department
- Appendix 10 – Fitness Room
- Appendix 11 – Garbage Rates
- Appendix 13 – Information Technology
- Appendix 14 – Liquor Licences
- Appendix 16 – Meeting Rooms/Activity Spaces
- Appendix 18 - Parking
- Appendix 19 – Parks and Sports Fields
- Appendix 20 – Planning and Development
- Appendix 21 – Pool/Aquatics
- Appendix 23 - RCMP
- Appendix 24 – Recreation – Miscellaneous
- Appendix 25 – Sewer
- Appendix 28 – Vending Fees
- Appendix 29 – Water
- Appendix 31 – Storm Water Utility

2.3 Appendices 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 16, 18, 19, 20, 21, 23, 24, 25, 28, 29, 31 attached hereto forms part of this bylaw.

READ A FIRST time this	5	day of	November, 2019
READ A SECOND time this	5	day of	November, 2019
READ A THIRD time this	5	day of	November, 2019
RESCIND THIRD and give THIRD READING as AMENDED	19	day of	November ,2019
RESCIND THIRD and give THIRD READING as AMENDED		day of	,2019
ADOPTED this		day of	, 2019

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John Vassilaki, Mayor

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Angie Collison, Corporate Officer

## SCHEDULE A

### TABLE OF APPENDICES

<b>Appendix 1</b>	Administrative Rates
<b>Appendix 2</b>	Dog Control - Dog Kennel, Licence and Penalty Charges
<b>Appendix 3</b>	Arena Rates (McLaren)
<b>Appendix 4</b>	Building Department Fees
<b>Appendix 5</b>	Business Licence Fees
<b>Appendix 6</b>	Cemetery
<b>Appendix 7</b>	Electric
<b>Appendix 8</b>	Equipment Rates
<b>Appendix 9</b>	Fire Department
<b>Appendix 10</b>	Fitness Room
<b>Appendix 11</b>	Garbage Rates
<b>Appendix 12</b>	Human Resources
<b>Appendix 13</b>	Information Technology
<b>Appendix 14</b>	Liquor Licences
<b>Appendix 15</b>	Marinas
<b>Appendix 16</b>	Meeting Rooms/Activity Spaces
<b>Appendix 17</b>	Museum
<b>Appendix 18</b>	Parking
<b>Appendix 19</b>	Parks and Sports Fields
<b>Appendix 20</b>	Planning and Development
<b>Appendix 21</b>	Pool/Aquatics
<b>Appendix 22</b>	Public Works
<b>Appendix 23</b>	RCMP
<b>Appendix 24</b>	Recreation - Miscellaneous
<b>Appendix 25</b>	Sewer
<b>Appendix 26</b>	Theatre
<b>Appendix 27</b>	Transit
<b>Appendix 28</b>	Vending Fees
<b>Appendix 29</b>	Water
<b>Appendix 30</b>	Excessive Nuisance Abatement Fee
<b>Appendix 31</b>	Storm Water Utility

<b>Appendix 1</b>		
<b>ADMINISTRATIVE RATES</b>	<b>2019</b>	<b>2020</b>
Historical Information Search (per hour, 1 hour minimum)	\$37.00	\$37.00
Mortgage Roll Register (hard or electronic copy) - price per folio*	\$10.00	\$10.00
N.S.F. Cheques	\$30.00	\$30.00
Manual Tax Search - written*	\$30.00	\$30.00
Manual Tax Search - verbal*	\$10.00	\$10.00
Online Tax Search - per tax roll*	\$10.00	\$10.00
Online Tax Search - per utility account*	\$10.00	\$10.00
Monthly Billing/Postage Fee for Electric and Water Bills*	\$1.00	\$1.00
Freedom of Information requests fees shall be as prescribed by BC Reg 155-2012 as amended or replaced from time to time		
Interest rate on Accounts Receivable in arrears	2% per Month	2% per Month
Commercial Freedom of Information Request Minimum Fee (all commercial requests except Media)	\$20.00	
<b>Freedom of Information Protection of Privacy - Requests for Information</b>		
Non Commercial and Media Applicants	<i>Per Regulation B.C. Reg. 155/2012</i>	
Commercial Applicants	Actual Cost	
<b>Transferring payments</b>		
Account Transfer (first time - fee waived)	\$25.00	\$25.00
Refund overpayment (excludes final overpaid utility accounts)	\$25.00	\$25.00
Photocopying (black and white) - per page (letter and legal)*	\$0.30	\$0.30
Photocopying (black and white) - per page (ledger)*	\$0.50	\$0.50
Photocopying (colour) - per page (letter and legal)*	\$1.00	\$1.00
Photocopying (colour) - per page (ledger)*	\$1.25	\$1.25
<b>* GST applicable</b>		

<b>Appendix 2</b>		
<b>DOG CONTROL - DOG KENNEL, LICENCE AND PENALTY CHARGES</b>	<b>2019</b>	<b>2020</b>
<b>Licence Fee if purchased prior to January 31st</b>		
Unspayed or Unneutered Dog*	\$62.00	\$63.50
Dog Licence – Female Dog	<del>*\$62.00</del>	
License fees for new dogs brought into the City after June 30th	50% off the licence fee	50% off the licence fee
Spayed or Neutered Dog (where proof from a veterinarian or sworn declaration is provided)	\$31.00	\$31.50
*If an owner provides proof of spaying or neutering, the difference in the fee will be refunded		
Foster Care Dog (where Foster Care Permit is provided)	No Charge	No Charge
<b>Licence Fee Late Charge (purchased after January 31st)</b>		
Unspayed or Unneutered Dog	\$72.00	\$73.50
Spayed or Neutered Dog (where proof from a veterinarian or sworn declaration is provided)	\$41.00	\$42.00
Service, Guide or RCMP Dog (where certification is provided)	No Charge	No Charge
Foster Care Dog (where Foster Care Permit is provided)	No Charge	No Charge
<b>Replacement Tag</b>		
Replacement for lost tag for the non-expired period of the current licence year	\$10.00	\$10.00
Owner holding a valid and current licence from another BC Local Government	\$10.00	\$10.00
<b>Impoundment of a dog with a valid licence:</b>		
First offence	\$25.00	\$25.50
Second offence	\$50.00	\$51.00
Third offence	\$75.00	\$76.50
Fourth and each subsequent offence**	\$100.00	\$102.00
** increasing by \$200.00 for each subsequent impoundment		
<b>Impoundment of a dog Without a valid licence:</b>		
First offence		\$75.00
<b>Impoundment of an aggressive or dangerous dog with a valid licence:</b>		
First offence	\$250.00	\$255.00
Second offence	\$350.00	\$357.00
Third offence	\$450.00	\$459.00

<b>Appendix 2</b>		
<b>DOG CONTROL - DOG KENNEL, LICENCE AND PENALTY CHARGES</b>	<b>2019</b>	<b>2020</b>
Fourth and each subsequent offence***	\$500.00	\$510.00
***increasing by \$300.00 for each subsequent impoundment		
<b>Impoundment Maintenance Fee</b>		
Maintenance fee per day or part day of impoundment	\$20.00	\$30.00
Maintenance fee per day or part day for impoundment of a dangerous dog	\$30.00	\$50.00
<b>Disposal Fees</b>		
Euthenasia	\$60.00	\$61.50
Disposal Fees	\$35.00	\$35.50
Pick up dog carcass	\$30.00	\$30.50
<b>Veterinarian Exam/Treatment</b>		
Examination or treatment by a licensed veterinarian	Actual Cost	Actual Cost
<b>Kennel Operation Permits</b>		
Commercial Kennel Operation Permit (includes 2 licence tags)	Requires Business Licence	Requires Business Licence
Hobby Kennel Operation Permit	\$25.00	\$25.00
Foster Care Permit (includes 2 dog tags)	\$25.00	\$25.00

<b>Appendix 3</b>		
<b>Arena Hourly Rates (McLaren)</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Ice in</b>		
Non Profit/Local		
Child/Youth	\$88.74	\$90.51
Adult	\$163.20	\$166.46
Non School District 67 Schools*	\$44.37	\$45.26
Local Private	\$165.24	\$168.54
Local Commercial	\$179.52	\$183.11
Non Resident	\$168.30	\$171.67
<b>Ice Out (Dry Floor)</b>		
Non Profit/Local		
Child/Youth	\$35.96	\$36.68
Adult	\$53.91	\$54.99
Non School District 67 Schools*	\$17.98	\$18.34
Commercial Day Rate (8 hours)	\$800.00	\$800.00
Local Private	\$53.91	\$54.99
Local Commercial	\$139.72	\$142.51
Non Resident	\$56.56	\$57.69

<b>Appendix 3</b>		
<b>Arena Hourly Rates (McLaren)</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Admission Rates - Public Skating</b>		
<b>Single Admission</b>		
Preschool	\$1.70	\$1.90
Child	\$2.67	\$2.86
Youth	\$3.64	\$3.81
Adult	\$4.38	\$4.52
Senior	\$3.64	\$3.81
Super Senior	\$2.67	\$2.86
Family	\$11.17	\$11.43
Parent & Tot -Adult	\$2.67	\$2.86
Parent & Tot -preschooler	\$1.70	\$1.90
Skate Rentals	\$3.64	\$3.81
Skate Rentals preschooler	\$2.67	\$2.86
Skate rentals - school	\$2.67	\$2.86

<b>Appendix 3</b>		
<b>Arena Hourly Rates (McLaren)</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>10 Tickets</b>		
Preschool	\$15.33	\$17.14
Child	\$24.05	\$25.71
Youth	\$32.77	\$34.29
Adult	\$39.38	\$40.00
Senior	\$32.77	\$34.29
Super Senior	\$24.05	\$25.71
Family	\$100.52	\$102.86
Parent & Tot -Adult	\$24.05	\$25.71
Parent & Tot -preschooler	\$15.33	\$17.14
<b>Community Centre/McLaren Arena Meeting Room</b>		
Non Profit/Local		
Child/Youth	\$12.13	\$12.38
Adult	\$12.13	\$12.38
Non School District 67 Schools*	\$9.10	\$9.28
Local Private	\$15.35	\$15.65
Local Commercial	\$26.86	\$27.39
Non-Resident	\$38.37	\$39.13
Non School District 67 Schools* are defined as grade schools (K-12) located		

<b>Appendix 4</b>		
<b>BUILDING DEPARTMENT FEES</b>	<b>2019</b>	<b>2020</b>
<b>Building Application Fees</b>		
A non-refundable deposit is required at time of building permit application (credited towards end of Building Permit Fee)	\$175.00	\$180.00
<b>Building Permit Fee Calculations</b>		
\$1.00 - \$25,000 (Flat Fee)	\$175.00	\$180.00
\$25,001 - \$500,000	\$175.00 + \$12.00 per \$1,000 of Construction Value (between \$25,001 and \$500,000)	\$180.00 + \$12.00 per \$1,000 of Construction Value (between \$25,001 and \$500,000)
\$500,001 - \$1,500,000	\$5,875 + \$10.00 per \$1,000 of Construction Value (between \$500,001 and \$1,500,000)	\$5880.00 + \$11.00 per \$1,000 of Construction Value (between \$500,001 and \$1,500,000)
over \$1,500,000	\$15,875 + \$10.00 per \$1,000 of Construction Value (above \$1,500,000)	\$16,880.00 + \$10.00 per \$1,000 of Construction Value (above \$1,500,000)
<b>Security Deposits</b>		
Foundation Only Permit Security (Complex Buildings only)	\$25,000.00	\$25,000.00
Relocating a home, including a manufactured home	\$500.00	\$520.00
Temporary Building Permit Security	the greater of \$500.00 or 10% of the value of the temporary building.	the greater of \$500.00 or 10% of the value of the temporary building.
Partial Occupancy security	the greater of \$500.00 or 10% of the original value of the building permit fee.	the greater of \$500.00 or 10% of the original value of the building permit fee.
<b>Plumbing Fees</b>		
Minimum application (up to 10 Fixtures - including water/sanitary/storm service replacement)	\$75.00	\$80.00
Per Fixture thereafter	\$10.00	\$10.00
For Alteration to an existing system where there are no fixture count changes	\$75.00	\$80.00
<b>Site Plumbing</b>		
<b>Single and Two family dwellings</b>		
Water service inspection fee per unit	\$35.00	\$35.00
Sanitary service inspection fee per unit	\$35.00	\$35.00
Storm service inspection fee per unit	\$35.00	\$35.00
Combined water and sewer service inspection fee per unit	NA	NA
Combined water, sewer and storm service inspection fee per unit	NA	NA
<b>Water service inspection fee, except single and two family dwellings</b>		
First 15 m, or part thereof, plus	\$35.00	\$35.00
Each additional 15 m, or part thereof	\$25.00	\$25.00
<b>Sanitary service inspection fee, except single and two family dwellings</b>		
First 15 m, or part thereof, plus	\$35.00	\$35.00
Each additional 15 m, or part thereof	\$25.00	\$25.00
<b>Storm service inspection fee, except single and two family dwellings</b>		
First 15 m, or part thereof, plus	\$35.00	\$35.00
Each additional 15 m, or part thereof	\$25.00	\$25.00
Each storm catch basin, sump or oil/grease interceptor	\$25.00	\$25.00
<b>Sprinkler Permits (Including site works)</b>		
For first ten (10) sprinkler heads	\$175.00	\$180.00
For each additional sprinkler head	\$2.00	\$2.00
For each Siamese connection, standpipe, hose cabinet, hose outlet	\$25.00	\$25.00
First 15 m of underground fire lines of portion thereof, plus	\$75.00	\$75.00
each additional 15 m of fire lines of portion thereof.	\$25.00	\$25.00
Each private fire hydrant on private property	\$25.00	\$25.00
<b>Mechanical Permits (Building)</b>		
New or Replacement of Mechanical System in a Single or Two Family Dwelling	\$75.00	\$80.00
New installation or replacement of a spray booth or commercial cooking ventilation system	\$250.00	\$260.00
<b>Demolition Fees</b>		
Removal of Building(s) on a property	\$175.00	\$180.00
Security Deposit - refunded upon completion of works and confirmation of hazardous material assessment and appropriate disposal of waste	\$500.00	\$500.00
Security Deposit - pre-utility disconnect agreement- refunded upon completion of works and confirmation of hazardous material assessment and appropriate disposal of waste	\$1,000.00	\$1,000.00

<b>Appendix 4</b>		
<b>BUILDING DEPARTMENT FEES</b>	<b>2019</b>	<b>2020</b>
<b>Locating/Relocating a Building or Structure</b>		
Minimum Fee for relocating/placement of mobile home or accessory structure, plus	\$250.00	\$260.00
Minimum Fee for relocating/placement of an existing building or manufactured home, plus	\$1,000.00	\$1,050.00
Additional Building Permit Fee for new work on site for foundations, cribbing, etc.	Calculated as per building application fees above	Calculated as per building application fees above
<b>Permit Reductions and Additional Charges</b>		
<b>Reductions</b>		
Complex (Part 3) Building Projects - Where the City has stated in writing that it is relying on the Certification by a Professional Engineer or Architect, registered as such under Provincial Legislation, that the plans or the aspects of the plans, complied with the Building Code or other applicable enactment.	5% for Registered Coordinating Professional 5% per Registered Professional discipline up to a maximum of 15% (including RPC if used as well as RP)	5%
Simple (Part 9) Building Projects - Where the City has stated in writing that it is relying on the Certification by Professional Engineers, registered as such under Provincial Legislation, that the plans or the aspects of the plans, complied with the Building	10% for every Registered Professional Discipline up to 20% maximum	10% for every Registered Professional Discipline up to 20% maximum.
Plumbing Permit Homeowner Surcharge	\$50 or 25% (whichever is greater) surcharge for Single Family new construction and renovation projects completed by home owners	\$50 or 25% (whichever is greater) surcharge for Single Family new construction and renovation projects completed by home owners
BC Energy Step Code - building permit refund for residential projects designed and certified to Step 03 at time of Occupancy.	5%	5%
Mid-construction blower door test refund for all new Simple (Part 9) residential projects, issued as of January 01, 2020.		\$250 (per residential building)
<b>Additional Fees</b>		
Plan Check Fee - For review of revised drawings where more than two plan checks have been submitted or substantial changes to the approved design during construction that requires additional Building Code or Zoning Reviews	\$100.00	\$105.00 (Plus GST)
Re-Inspection Penalty	\$175.00 where more than two inspections have been called for. Fee must be paid in full prior to any additional inspections or completion certificate granted.	\$180.00 where more than two inspections have been called for. Fee must be paid in full prior to any additional inspections or completion certificate granted. (Plus GST)
Alternative Building Code Solutions Review	\$200.00 per alternate solution or substantial revision to approved alternate solution	\$210.00 per alternate solution or substantial revision to approved alternate solution. (Plus GST)
After hours inspections or permit application review (minimum one hour)	\$175.00 for first hour and \$75.00 for every subsequent hour	\$180.00 for first hour and \$80.00 for every subsequent hour. (Plus GST)
Preliminary Application Reviews - For Stratifications and potential change of use inquiries, file searches and / or site inspections prior to permit applications.	\$250.00	\$260.00
Earthworks	\$250.00	\$260.00
Annual Backflow test filing fee per device	\$14.45	\$14.45
Blasting Permit	\$250.00	\$260.00
<b>Other Miscellaneous Building Permit Fees</b>		
Permit to install a fireplace/stove or chimney	\$175.00	\$180.00

<b>Appendix 4</b>		
<b>BUILDING DEPARTMENT FEES</b>	<b>2019</b>	<b>2020</b>
Swimming Pool Permit (Private)	\$175.00	\$180.00
Foundation Permit - Additional Application to above grade Building Permit, plus Additional Fee shall be charged based on the estimated cost of construction	\$175.00 Calculated as per Section 2	\$180.00 Calculated as per Section 3
Secondary Suite	\$300.00	\$400.00
Crane Permits	\$175.00	\$180.00
Change of Use or Occupancy when a Building Permit is not required	\$175.00	\$180.00
Permit Extension Fee - when existing Building Permit has expired	\$100 or 10% of original permit fee(s), whichever is greater	\$105 or 10% of original permit fee(s), whichever is greater
Permit Transfer Fee	\$100.00	\$105.00 (Plus GST)
<b>Development Application Refunds</b>		
Refunds with respect to development application are to be addressed in the following manner:		
<b>Building and Plumbing Permit Fee Refund:</b>		
Building and or Plumbing Permit application submitted, permit not issued – Upon cancellation of the Building and or Plumbing Permit application, refund Building Permit and or Plumbing Permit fees less an administrative fee of:		
For Single Family, Duplex and smaller developments	\$500.00 plus \$200.00 for each Alternative Solution requested	\$500.00 plus \$200.00 for each Alternative Solution requested
For all other larger developments	\$1000.00 plus \$200.00 for each Alternative Solution Requested	\$1000.00 plus \$200.00 for each Alternative Solution Requested
Building and or Plumbing Permit issued, no construction started as determined by the Director of Development Services – Upon cancellation of the Building and or Plumbing Permit, refund Building Permit and or Plumbing Permit fees less an administrative fee of:		
For Single Family, Duplex and smaller developments	\$750.00 plus \$200.00 for each Alternative Solution Requested	\$750.00 plus \$200.00 for each Alternative Solution Requested
For all other larger developments	\$1500.00 plus \$200.00 for each Alternative Solution	\$1500.00 plus \$200.00 for each Alternative Solution
Building and or Plumbing Permit issued, construction started as determined by the Director of Development Services – No refund.		
<b>City infrastructure<sup>1</sup> requirements as part of Building Permit:</b>		
Building permit and/or plumbing permit application submitted, permit not issued – Upon cancellation of the building permit and/or plumbing permit application refund City infrastructure costs paid by the developer less an administrative fee of:		
For Single Family, Duplex and smaller developments	\$470.00	\$480.00
For all other larger developments	\$990.00	\$1,000.00
Building permit and/or plumbing permit issued, construction not started as determined by the Director of Development Services and the City infrastructure has not been installed – Upon cancellation of the building permit and or plumbing permit refund City infrastructure costs paid by the developer less an administrative fee of:		
For Single Family, Duplex Triplex and smaller developments	\$470.00	\$480.00
For all other larger developments	\$990.00	\$1,000.00
Building permit and/or plumbing permit issued, construction not started as determined by the Director of Development Services and the City infrastructure has been installed – No refund.	No Refund	No Refund
Building permit and/or plumbing permit issued, construction started as determined by the Director of Development Services and the City infrastructure has not been installed – The person seeking a refund must make a submission for a refund in the prescribed form to the Director of Development Services or the designate who will prepare a report for Council's consideration.	Council consideration	Council consideration
Council will consider the matter and may by resolution:		

<b>Appendix 4</b>		
<b>BUILDING DEPARTMENT FEES</b>	<b>2019</b>	<b>2020</b>
a. authorize the density bonus refund subject to conditions as; or b. refuse the request for a density bonus refund; c. refer the matter to staff or a future Council meeting; or d. such other determination as Council may direct. As a requirement of any density bonus refund the development permit and building permit must be cancelled and the development Permit must be discharged from the title of the lands.		
Admin. Fee for Single Family, Duplex, Triplex and small Development	\$470.00	\$480.00
For all larger Developments will be held	\$990.00	\$1,000.00
Building permit and/or plumbing permit issued, construction started as determined by the Director of Development Services and the City infrastructure has been installed.	No Refund	No Refund
<b>Notes:</b>		
<b>1. City Infrastructure is defined as:</b>		
a. Any items related to the City of Penticton water, sanitary, storm system including main line pipe, appurtenances, services etc.		
b. Any items related to roads, sidewalks, curb, gutter, signs etc.		
<b>Sidewalk Uses</b>		
Type 1 Sidewalk Café- Annual Fee	\$300.00	\$310.00 (Plus GST)
Type 2 Sidewalk Café - Annual Fee	\$300.00	\$310.00 (Plus GST)
For each parking space or portion thereof occupied by a temporary sidewalk café - Annual Fee	\$200.00	\$210.00 (Plus GST)
Sidewalk Sales Area or sidewalk seating area - (maximum of 2 tables and 8 seats)	\$100.00	\$105.00 (Plus GST)
Martin Street and Westminster Avenue Revitalization Project Area - Storefront sales/seating	\$100.00	\$105.00 (Plus GST)
Martin Street and Westminster Avenue Revitalization Project Area - Storefront Café	\$300.00	\$310.00 (Plus GST)
Main Street Revitalization Project Area - Storefront Sales/Seating (100 & 200 blocks)	n/c to 2019	\$105.00 (Plus GST)
Main Street Revitalization Project Area - Storefront Café (100 and 200 blocks)	n/c to 2019	\$310.00 (Plus GST)
Main Street Revitalization Project Area - Storefront Sales/Seating (300 block)	n/c to 2022	n/c to 2022
Main Street Revitalization Project Area - Storefront Café (300 block)	n/c to 2022	n/c to 2022
<b>VACANT BUILDING REGISTRATION FEES</b>		
Fee for special safety inspection prior to registration permit	\$500.00	\$520.00 (Plus GST)
Fee for subsequent inspections not related to Vacant Building Registration Permit	\$175.00 per inspection	\$180.00 (Plus GST) per inspection
Fee for Vacant Building Registration Permit (12 months maximum) for each building or structure located on a single and two family zoned properties	\$2,500.00	\$2,600.00
Fee for Vacant Building Registration Permit (24 months maximum) for each building or structure located on all other zoned properties.	\$5,000.00	\$5,200.00
Fee for additional Vacant Building Registration (12 month maximum)	\$2,500.00	\$2,600.00
Attendance by City of Penticton Fire Services	Actual costs incurred by the City for related labour, materials and equipment	Actual costs incurred by the City for related labour, materials and equipment
Refund	75% of Vacant Building Permit Fee may be refunded if it is remediated or demolished within first six (6) months of registration.	75% of Vacant Building Permit Fee may be refunded if it is remediated or demolished within first six (6) months of registration.

<b>Appendix 5</b>		
<b>BUSINESS LICENCE FEES</b>	<b>2019 Revised</b>	<b>2020</b>
Application Fee: Non-refundable deposit is required at time of application ( credited towards end of Business Licence Fee)		\$80.00
Application Fee: Short Term Rental - Major High Occupant - Non-refundable deposit is required at time of application ( credited towards end of Business Licence Fee)		\$250.00
Business Licence Base Fee	\$175.00	\$180.00
Accomodation	Base fee plus \$2.00 per room	Base fee plus \$2.00 per room
Adult Only	Base fee plus Criminal Record Check	Base fee plus Criminal Record Check
Criminal Records Checks	As set out in the RCMP section of this bylaw	As set out in the RCMP section of this bylaw
Vacation Rental & Bed and Breakfast	Base Fee plus tourism fee	Removed
Bed and Breakfast (Bylaw 2017-16)	Base Fee plus tourism fee	\$180.00
Vacation Rental Application Fee (Bylaw 2017-16)	\$75.00	delete
Vacation Rental (Home Stay) (Bylaw 2017-16)	No Fees	No Fees
Short Term Vacation Rental (Minor) (Bylaw 2017-16) (per year)	\$100 Annual Fee plus \$100 Toursim Fee	\$180.00
Short Term Vacation Rental (Major) (Bylaw 2017-16) (per year)	\$150 Annual Fee plus \$200 Toursim Fee	\$250.00
Short Term Vacation Rental (Major High Occupant) (Bylaw 2017-16) (per year)	\$250 Annual Fee. \$250 first year public notification fee plus \$300 Tourism Fee.	\$400.00
Tourism Fee - Bed & Breakfast (per year)	\$200.00	NA
Seasonal - Six month maximum	\$100.00	\$100.00
Seasonal - Short Term 30 day - no location	\$35.00	\$35.00
Change of Owner Fee	\$0.00	\$0.00
Change of Location Fee	\$75.00	\$100.00
Penalty (late payment)	\$50.00	\$50.00
Seconday Suites and Carriage houses (per year)	\$175.00	\$180.00
Agricultural Business (seasonal)	\$100.00	\$105.00
Downtown Farmers Market	\$400/per yr.	\$500/per yr.
Downtown Community Market	\$1000/per yr.	\$1250/per yr.
Inter-Community Business Licence fee		\$150.00

Appendix 6		
CEMETERY	2019	2020
<b>Grave Space</b>		
<b>Standard Size Plot - Flat Marker Section</b>		
Residents (including Care Fund contribution of 25%)	\$1,393	\$1,435
Non-Residents (including Care Fund contribution of 25%)	\$1,881	\$1,937
<b>Standard Size Plot - Up-Right Marker Section</b>		
Residents (including Care Fund contribution of 25%)	\$2,028	\$2,089
Non-Residents (including Care Fund contribution of 25%)	\$2,738	\$2,820
<b>Small Size Plot (includes infants less than 2 years) - Flat Marker Section</b>		
Residents (including Care Fund contribution of 25%)	\$454	\$468
Non-Residents (including Care Fund contribution of 25%)	\$613	\$631
<b>Small Size Plot (includes infants less than 2 years) - Up-Right Marker Section</b>		
Residents (including Care Fund contribution of 25%)	\$662	\$682
Non-Residents (including Care Fund contribution of 25%)	\$893	\$920
<b>Cremation Size Plot - Flat Marker Section</b>		
Residents (including Care Fund contribution of 25%)	\$447	\$460
Non-Residents (including Care Fund contribution of 25%)	\$603	\$621
<b>Cremation Size Plot - Up-Right Marker Section</b>		
Residents (including Care Fund contribution of 25%)	\$651	\$671
Non-Residents (including Care Fund contribution of 25%)	\$879	\$906
<b>Green Burial Plot</b>		
Residents (including Care Fund contribution of 25%)	\$1,393	\$1,435
Non-Residents (including Care Fund contribution of 25%)	\$1,881	\$1,937
<b>Family Estate Plot - Traditional In-ground</b>		
Residents (including Care Fund contribution of 25%)	\$29,000	\$29,000
Non-Residents (including Care Fund contribution of 25%)	\$39,150	\$39,150
<b>Family Estate Plot - Cremation</b>		
Residents (including Care Fund contribution of 25%)	\$2,300	\$2,300
Non-Residents (including Care Fund contribution of 25%)	\$3,105	\$3,105
Any plots reserved as per The Corporation of the City of Penticton Cemetery Management Bylaw No. 2010-		
<b>Services Internment</b>		
Standard size - Traditional In-ground or Green Burial - First Interment per Plot	\$1,428	\$1,471
Standard size - Traditional In-ground or Green Burial - Second Interment	\$975	\$1,004
Small size	\$484	\$499
Infant under 2 years	\$484	\$499
Cremation size	\$303	\$312
Green Burial - Memorialization - Name and Dates etched into communal marker stone (optional)	\$225	\$225
<b>Opening and Closing Grave for Exhumation</b>		
Standard size	\$1,851	\$1,907
Small size	\$745	\$767
Infant under 2 years	\$745	\$767
Cremation size	\$392	\$404
<b>Extra Deep to Permit Second Burial in Same Grave</b>		
Less than 24 Hours Notice – Charge	\$240	\$247
Installation of Memorials (each time) - including care fund contribution of 25%	\$280	\$288
Reset Fee	\$190	\$196
<b>Reservation of Side by Side Graves for Extended Family</b>		
One time Administration Fee	\$75	\$77
Annual Reservation Fee	\$28	\$29
<b>Fairview Internment</b>		
Fairview Cemetery Fee	\$377	\$388

Appendix 6		
CEMETERY	2019	2020
<b>Goods</b>		
Grave Liners – Regular	\$490	\$490
Grave Liners – Child	\$207	\$207
Concrete Slab for Lanterns	\$207	\$207
<b>Columbarium</b>		
Resident		
Level I	\$3,150	\$3,245
Level II	\$3,045	\$3,136
Level III	\$2,940	\$3,028
Non-Resident		
Level I	\$4,253	\$4,381
Level II	\$4,111	\$4,234
Level III	\$3,969	\$4,088
The rates include a one-time opening/closing rate, and initial engraving		
<b>Care Fund Per Niche Sold</b>		
Columbarium	\$379	\$440
Marker	\$26	\$27
<b>Other Charges</b>		
Additional Opening/closing (includes 2nd engraving)	\$302	\$312
Niche Flower Vase	\$81	\$81
Exhumation	\$332	\$342
Overtime	\$424	\$437
<b>Mausoleum</b>		
Basic Rate per unit		
Resident		
Level I	\$19,110	\$19,683
Level II	\$18,375	\$18,926
Level III	\$17,640	\$18,169
Non-Resident		
Level I	\$25,799	\$26,573
Level II	\$24,806	\$25,550
Level III	\$23,814	\$24,528
The rates include a one-time opening/closing rate, and initial engraving		
<b>Care Fund Per Unit Sold</b>		
Mausoleum	\$379	\$2,700
Marker	\$26	\$27
<b>Opening and Closing for Exhumation</b>		
Level I, II and III	\$1,758	\$1,811
<b>Ossuary / Scattering Garden and Memorial</b>		
Basic Rate per Unit:		
Ossuary - Resident	\$439	\$440
Ossuary - Non-resident	\$593	\$594
Bronze Memorial Wall Name Plaque	\$325	\$335
Lakeview Cemetery – Cost of Saturday burials is the same as on weekdays		
Fairview Cemetery – cost of Saturday burials is subject to additional labour charges		
No Sunday or Statutory Holiday Burials		

<b>Appendix 7</b>		
<b>ELECTRIC</b>	<b>2019</b>	<b>2020</b>
<b>Utility Administration Rates</b>		
Utility credit references (current or recent account)	\$17.00	\$17.25
Archived account	\$30.00	\$30.50
Utility account history	\$17.00	\$17.25
Interest rate on delinquent utility accounts	10% per annum	10% per annum
Special electric meter reading	\$41.50	\$41.50
Special electric meter inspection fee	\$41.50	\$41.50
<b>AMR OPT OUT</b>		
AMR Opt Out manual electric meter reading for an individual meter	\$17.80	\$17.80
AMR Opt Out manual combined electric and water meter reading for an individual for an individual meter read	\$18.80	\$18.80
AMR Opt Out manual electric meter reading for a meter bank installation	\$17.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter	\$17.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter
AMR Opt Out combined electric and water meter reading for a combined electric and water meter bank installation	\$18.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.	\$18.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.
AMR Opt Out electric meter use of a digital non radio frequency electric meter	\$153.00	\$153.00
Utility application fee – next day service	\$47.50	\$47.50
Utility application fee – same day service (accounts with combined electric and water)	\$105.00	\$105.00
Utility application fee (electric only) same day service (accounts that only have electric services)	\$59.50	\$59.50
Non-Payment: Electric disconnect and re-connect(during City Hall hours only)	\$83.00	\$83.00

<b>Appendix 7</b>		
<b>ELECTRIC</b>	<b>2019</b>	<b>2020</b>
Non-Payment: Site visit without a disconnect (during City Hall hours only)	\$41.50	\$41.50
Electrical disconnect or re-connect or site visit (cost per visit after hours with call-out)	\$430.25	\$430.25
Electrical disconnect or reconnect or site visit (cost per visit during City Hall hours)	\$41.50	\$41.50
Electrical disconnect or reconnect or site visit (cost per visit after hours without call-out)	\$83.00	\$83.00
Illegal reconnection administration charge	\$280.00	\$285.00
Utility fee - Leave on Authorized	\$12.25	\$12.50
Electrical Disconnect and reconnect from pole	\$358.00	\$358.00
Special Administration charge per service	\$28.00	\$28.50
<b>Electric Rates</b>		
<b>Rate Code 10 - Residential</b>		
Basic Charge	\$18.72 per billing plus	\$18.72 per billing plus
Energy Charge	\$0.1284 per kwh for all consumption during the billing period	\$0.1284 per kWh for all consumption during the billing period
<b>Rate Code 20 - General - Secondary metered and City owned Transformation</b>		
Basic Charge	\$18.72 per billing plus	\$18.72 per billing plus
Energy Charge: First 10,000 kwh per billing	\$0.1429per kwh	\$0.1429per kWh
Next 90,000 kwh per billing	\$0.1126 per kwh	\$0.1126 per kWh
Additional kwh per billing	\$0.0789 per kwh	\$0.0789 per kWh
Demand Charge	\$10.09 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing or b) 75% of the maximum kVA billable demand in excess of 45kVA recorded during the previous 364 days to the current billable demand read	\$10.09 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing or b) 75% of the maximum kVA billable demand in excess of 45kVA recorded during the previous 364 days to the current billable demand read

<b>Appendix 7</b>		
<b>ELECTRIC</b>	<b>2019</b>	<b>2020</b>
<b>Rate Code - 25, 30 and 35</b>		
Are subject to the same base rates for consumption and demand as set out in Rate Code 20 with the following discounts:		
Primary Metering	1.5% discount on consumption and demand charges. Customer-owned transformation - 9.0% discount on demand charges only	1.5% discount on consumption and demand charges. Customer-owned transformation - 9.0% discount on demand charges only
<b>Rate Code 25 - General - Primary metered and City owned Transformation</b>		
Basic Charge	\$18.72 per billing plus	\$18.72 per billing plus
Energy Charge		
First 10,000 kwh per billing	\$0.1408 per kwh	\$0.1408 per kWh
Next 90,000 kwh per billing	\$0.1109 per kwh	\$0.1109 per kWh
Additional kwh per billing	\$0.0777 per kwh	\$0.0777 per kWh
Demand Charge	\$9.93 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing; or b) 75% of the maximum kVA billable demand in excess of 45kVA recorded during the previous 364 days to the current billable demand read	\$9.93 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing; or b) 75% of the maximum kVA billable demand in excess of 45kVA recorded during the previous 364 days to the current billable demand read

<b>Appendix 7</b>		
<b>ELECTRIC</b>	<b>2019</b>	<b>2020</b>
<b>Rate Code 30 - General - Secondary metered and customer owned Transformation</b>		
Basic Charge	\$18.72 per billing plus	\$18.72 per billing plus
Energy Charge		
First 10,000 kwh per billing	\$0.1429 per kwh	\$0.1429 per kWh
Next 90,000 kwh per billing	\$0.1126 per kwh	\$0.1126 per kWh
Additional kwh per billing	\$0.0789 per kwh	\$0.0789 per kWh
Demand Charge	\$9.18 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing; or b) 75% of the maximum KVA demand in excess of 45 KVA recorded during the previous 364 days to the current billable demand read	\$9.18 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing; or b) 75% of the maximum KVA demand in excess of 45 KVA recorded during the previous 364 days to the current billable demand read
<b>Rate Code 35 - General - Primary metered and customer owned Transformation</b>		
Basic Charge	\$18.72 per billing plus	\$18.72 per billing plus
Energy Charge		
First 10,000 kwh per billing	\$0.1408 per kwh	\$0.1408 per kWh
Next 90,000 kwh per billing	\$0.1109 per kwh	\$0.1109 per kWh
Additional kwh per billing	\$0.0777 per kwh	\$0.0777 per kWh
Demand Charge	\$9.04 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing; or b) 75% of the maximum KVA demand in excess of 45 KVA recorded during the previous 364 days to the current billable demand read	\$9.04 per KVA of billing demand which is the greater of a) the maximum KVA demand in excess of 45 KVA for the current billing; or b) 75% of the maximum KVA demand in excess of 45 KVA recorded during the previous 364 days to the current billable demand read
<b>Rate Code 45 - General - City Accounts</b>		
Energy Charge	\$0.0953 per kwh for all consumption	\$0.0953 per kWh for all consumption

Appendix 7		
ELECTRIC	2019	2020
<b>Rate Code 55 - Street Lighting, Traffic Lights &amp; Other Un-metered Loads</b>		
Per fixture watt or volt ampere per billing subject to Electric Utility Services Bylaw No. 2017-44	\$0.1071 per fixture watt or volt ampere per billing	\$0.1071 per fixture kWh <del>watt</del> or kVAh <del>volt ampere</del> per billing
Per watt or volt ampere per billing based on equipment name plate data or customer information, or where data is insufficient, the City will determine by appropriate measurement and calculation what equipment <del>kilowatt-hour</del> or <del>kilovolt ampere-hour</del> loading shall be used for billing purposes.	\$0.2024 per watt	\$0.2024 per kWh <del>watt</del>
Monthly minimum charge per fixture or service connection	\$18.72 per billing plus	\$18.72 per billing plus
<b>Net Metering Rate Code (aka Micro-DR)</b>		
When paying Net Metered Customers for any excess Energy generated by the Customer, the Penticton Electric Utility shall use the applicable <b>Rate Code under which the Customer is receiving Service from the Penticton Electric Utility</b> . Customers will be responsible for all costs of their Distribution Generation System including, but not limited to, design, permits, installation, inspection fees, connection fees, repairs and maintenance.		
<b>Electrical Service Calls</b>		
Service Call – 1 stop (1 hr. max)	\$217.25	\$217.25
Service Call – 2 stops (1.5 hr. max)	\$326.00	\$350.00
<b>Electrical Service Connections</b>		
<b>Temporary Service Connection</b>		
1 Phase up to 200 amps	\$217.25	\$349.00
all except 1 phase up to 200 amps	Actual Cost	Actual Cost
<b>Service Relocate</b>		
1 phase up to 200 amps	\$347.00	\$421.00
<b>Service Upgrade</b>		
1 phase over 200 amps	Actual Cost	Actual Cost
3 phase overhead and underground (all)	Actual Cost	Actual Cost

<b>Appendix 7</b>		
<b>ELECTRIC</b>	<b>2019</b>	<b>2020</b>
<b>Service Connection</b>		
1 phase per unit (200 amps max -includes 1 meter) overhead and underground	\$393.25	\$480.00
Additional meters	Actual Cost	Actual Cost
1 phase overhead and underground over 200 amps	Actual Cost	Actual Cost
3 phase overhead and underground (all)	Actual Cost	Actual Cost
Primary Underground Cable	Actual Cost	Actual Cost
Terminate and Energize underground - Per lot	Actual Cost	Actual Cost
Installation of electrical poles, vaults, road-crossings, etc	Actual Cost	Actual Cost
Electrical Call Out Rate	\$430.25	\$430.25
<b>Electrical Pole Contacts</b>		
Telus (JU Contacts, WiFi, Power Point Contact + Energy at appropriate rate code(s))	As per Contract	As per Contract
Shaw Cable (JU Contacts, WiFi, Antenna, Power Point Contact + Energy at appropriate rate code(s))	As per Contract	As per Contract
Bell Canada JU Contacts <del>Shaw WiFi</del>	As per Contract	As per Contract
Recoverable Sign Installations	Actual Cost	Actual Cost

<b>Appendix 7</b>		
<b>ELECTRIC</b>	<b>2019</b>	<b>2020</b>
<p><b>Power Factor Surcharge:</b></p> <p>a) Every Customer must regulate their load to maintain a Power Factor of not less than ninety (90%) percent.</p> <p>b) If customers have equipment or install equipment that results in poor power factor (less than 90%) a power factor surcharge may be applied and it is the Customer's responsibility to install equipment to correct or improve power factor.</p> <p>c) The surcharge shall be added to the Customer's bill after the rates or minimum charges have been calculated and the surcharge will remain in effect until the Penticton Electric Utility is satisfied that the Power Factor has been corrected.</p> <p>d) Electrical Service shall not be provided to any customer whose Load Power Factor is less than fifty (50%) percent.</p>	<b>Power Factor</b>	<b>Surcharge</b>
	Between 90% and 100%	Nil
	Between 88% and 90%	2%
	Between 85% and 88%	4%
	Between 80% and 85%	9%
	Between 75% and 80%	16%
	Between 70% and 75%	24%
	Between 65% and 70%	34%
	Between 60% and 65%	44%
	Between 55% and 60%	57%
	Between 50% and 55%	72%
	Less than 50%	90% and electrical service may be disconnected

<b>Appendix 7</b>		
<b>ELECTRIC</b>	<b>2019</b>	<b>2020</b>
<p><b>Notes:</b></p> <p>#1. Any applicable Federal or Provincial taxes are in addition to the above charges. A discount forfeit equal to 10% of the "current charges" (excluding Goods and Services Tax) will result if full payment of current charges is not received. a) on "residential-(rate codes 10), on or before the expiration of fifteen (15) days after the date of the mailing of the invoices therefore. b) on all other services not included in the definition of "residential" on or before the expiration of twenty-two (22) days after the date of the mailing of the invoices therefore, provided that when the said day falls on Saturday, Sunday, or holiday, the discount shall apply if payment is received on the next succeeding day which is not a holiday. In the event of a partial payment of the current charges on or before the discount date, a proportionate discount shall be allowed.</p> <p>#2. Basic charges will be applicable to accounts that are disconnected from electric for seasonal or temporary purposes when the electric is being turned off at the account holders request but the account holder(s) is not altering.</p> <p>#3. City Electrical Infrastructure is defined as: Any items related to the City of Penticton Electrical Utility distribution system including but not limited to primary duct and secondary duct, street lighting, power cables, transformers and associated appurtenances.</p> <p>#4. All customers are eligible to access the "Electrical Service Payment Plan" for the installation of City Electrical Infrastructure and/or customer owned Micro-DR equipment that supplies power to their properties. The details of this program are summarized as follows:</p> <ul style="list-style-type: none"> <li>- Payment Plan range: A customer can put a minimum amount of \$2,000 up to a maximum amount of \$50,000 on a Payment Plan;</li> <li>- Payment Plan terms: 5 year payback in equal monthly amounts on the Electric Utility Bill plus interest calculated at the Prime Interest Rate +0.5%; and</li> <li>- The customer has the ability to end the Payment Plan at any time by repaying the balance owing in full at any time without penalty.</li> </ul> <p>Eligibility requirements:</p> <ul style="list-style-type: none"> <li>-Must be for a new or an upgrade to an Electrical Service;</li> <li>-Must be a City of Penticton Electric Utility customer;</li> <li>-Must have a credit score of: 650 or greater for an individual, or less than 25 for a business;</li> <li>-Must have a maximum of 19 City of Penticton Utility Credit Points;</li> <li>-The customer must own both the land and building where the service is required; and</li> <li>- If Micro-DR, receipts must be submitted from the contractor performing the work; and</li> <li>-Protection: Any defaults on the Payment Plan will be subject to the normal City of Penticton utility collection procedures, including service disconnect and ultimately transfer of outstanding amount to taxes. Any outstanding payment plan amounts must be paid in full upon sale of the property.</li> </ul>		

<b>Appendix 8</b>		
<b>EQUIPMENT RATES</b>	<b>2019</b>	<b>2020</b>
Passenger Vehicle (<5,500 kg)	\$6.50	\$6.50
Single / Tandem Dump	\$36.00	\$36.00
Trailers	\$5.00	\$5.00
Small Aerial	\$25.00	\$30.00
1 Ton Dump	\$7.50	\$7.50
1 Ton with Utility Box	\$7.50	\$7.50
Litter Truck	\$18.85	\$18.85
AWWTP - Crane Truck	\$7.50	\$9.00
parks Tractor	\$18.75	\$18.75
Electrical Line Truck	\$34.00	\$40.80
Grader	\$75.00	\$75.00
Back Hoe	\$29.00	\$29.00
Sewer Flush Truck	\$53.00	\$63.50
Street Sweeper	\$50.00	\$50.00
Wheel Loader	\$38.00	\$38.00
Rotary Mower - Large	\$30.00	\$30.00
Rotary Mower - Small	\$16.50	\$16.50
Chipper	\$20.00	\$20.00
Tractor	\$13.00	\$13.00
Fork Lift	\$40.50	\$40.50
Beach Cleaner	\$45.00	\$45.00
Air Compressor	\$10.00	\$10.00
Large Sander & Blade	\$37.25	\$37.25
Small Sander & Blade	\$18.00	\$18.00
Ice Resurfacer	\$6.50	\$6.50
Leaf Vac	\$25.00	\$25.00
utility Truck (Water/Sewer)	\$12.00	\$14.50

<b>Appendix 8</b>		
<b>EQUIPMENT RATES</b>	<b>2019</b>	<b>2020</b>
Passenger Van (15 Passenger)	\$8.00	\$8.00
ATV	\$6.00	\$6.00
Compost Screener - Trommel	\$100.00	\$120.00
Small Equipment	\$4.00	\$4.00
Valve Machine	\$10.00	\$12.00
Flat Deck Crane Truck	\$33.00	\$33.00
Barge - Water Craft	\$32.00	\$32.00
Pick-Up Utility Box	\$7.50	\$7.50

## Appendix 9

Fire Department	2019	2020
The fees hereinafter specified shall be paid to the City by all applicants for any permit required by this bylaw, or under		
<b>Installation of compressed gas systems, gasoline tanks, oil tanks, diesel tanks and dispensing pumps or refueling station:</b>		
<b>Aboveground Tank</b>		
<2500L	\$100.00	\$102.00
>2500L-<5000L	\$250.00	\$255.00
>5000L	\$350.00	\$357.00
<b>Underground Tank</b>		
<2500L	\$100.00	\$102.00
>2500L-<5000L	\$250.00	\$255.00
>5000L	\$350.00	\$357.00
Each dispensing pump	\$50.00	\$51.00
Tank removal or decommission*	\$150.00	\$153.00
* all installation and removal are subject to an environmental assessment to accompany application		
<b>Inspection and installation of domestic and commercial oil burners:</b>		
each domestic installation	\$15.75	\$16.00
each commercial installation	\$26.25	\$26.75
<b>Permits</b>		
<b>Public Fireworks Display permit</b>		
Low Hazard	\$50.00	\$51.00
High Hazard	\$250.00	\$255.00
Burning Permit as allowed by bylaw	\$50.00	\$51.00
Permanent Outdoor Fireplace	\$50.00	\$51.00
<b>Emergency Assist Calls</b>		
Charge for responding to Jaws of Life	as per Provincial Emergency Program Fee Schedule	as per Provincial Emergency Program Fee Schedule
Ambulance Assist	as per Provincial Emergency Program Fee Schedule	as per Provincial Emergency Program Fee Schedule
Public Service	Actual Cost	Actual Cost
False Alarms	1st - n/c 2nd - \$200 3rd - \$300 4th+ \$400	1st - n/c 2nd - \$200 3rd - \$300 4th+ \$400
<b>Other Fees</b>		
File Search for Building Deficiencies/Incident Reports/Investigations	\$165.00	\$165.00
Fire Investigation (for Fire Damage greater than \$5,000.00)	\$500.00	\$500.00
Requested on-site inspection/consultation for commercial purposes	Actual Cost	Actual Cost
Fire Extinguisher Training (per person)	\$5.00	\$5.00
Failure to keep fire under control and Fire Dept must attend pursuant to Fire and Life Safety Bylaw 2004-57 Section 9.04(g) as amended or superceded	Rates are based on the Office of the Fire Commissioner inter agency reimbursement rates as it changes from time to time	Rates are based on the Office of the Fire Commissioner inter agency reimbursement rates as it changes from time to time
Drive over fire hose pursuant to Fire and Life Safety Bylaw 2004-57 Section 8.01 as amended or superceded	Actual cost to repair or replace damaged hose	Actual cost to repair or replace damaged hose
Flat rate per fill for both Self Contained Breathing Apparatus (SCBA) and Self Contained Underwater Breathing Apparatus (SCUBA)	\$10.00	\$10.00
Fire Flow Testing	Actual Cost	Actual Cost

## Appendix 9

<b>Fire Department</b>	<b>2019</b>	<b>2020</b>
Re-Inspection after Order	\$100.00	\$100.00
Fire Safety Plan Review - Initial	\$100.00	\$100.00
Fire Safety Plan Review - Subsequent	\$50.00	\$50.00
<b>Training Centre Rental Rates</b>		
Classroom (projector/screen/TV/sound/flipcharts) / day	\$118	\$118
Live Fire Burn Building / day	\$531	\$531
Search Building / day	\$118	\$118
Engine / day	\$236	\$236
Full Facility - one day (including Engine)	\$826	\$826
Full Facility - two days (including Engine)	\$1,652	\$1,652
Instructor	\$354	\$354
Safety Officer	\$300	\$300
Technician (Rehab/Fire Control/Pump Operator)	\$300	\$300
Consumables (artificial smoke, generator, pallets, propane)	Actual Cost	Actual Cost
SCBA Rental per pack/per day	\$25	\$25
Natural Gas/Fuels	Actual Cost	Actual Cost
Student User Fee (Consumable Supplies) / day / student	\$6	\$6
Bunker Gear Rental (per set per day)	\$25	\$25
Fog Machine / per day	\$50	\$50
Mobile Vending Permit (Annual)**	\$50	\$50
Failure of Property Owner or Agent to attend Emergency Incident Scene	\$300	\$300
Fire Department control of life safety system until Owner or Agent takes responsibility	Actual Cost	Actual Cost
Fire Smart Burning Permit	No Charge	No Charge
Fire Smart Home Assessment	\$100	\$100
**Fee waived if inspected on Fire Department designated inspection dates		

<b>Appendix 10</b>		
<b>FITNESS ROOM</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Single Admission</b>		
Youth	\$4.50	\$4.76
Adult	\$6.50	\$6.67
Senior	\$4.50	\$4.76
Super Senior	\$3.50	\$3.81
Family		\$15.24
<b>10 Tickets</b>		
Youth	\$40.00	\$40.95
Adult	\$58.00	\$59.05
Senior	\$40.00	\$40.95
Super Senior	\$31.00	\$31.43
Family		\$136.19
<b>1 Month</b>		
Youth	\$40.00	\$40.95
Adult	\$58.00	\$59.05
Senior	\$40.00	\$40.95
Super Senior	\$31.00	\$31.43
Family		\$136.19
<b>3 Months</b>		
Youth	\$108.00	\$110.48
Adult	\$152.00	\$155.24
Senior	\$108.00	\$110.48
Super Senior	\$86.00	\$87.62
Family		\$359.05
<b>6 Months</b>		
Youth	\$185.00	\$188.57
Adult	\$261.00	\$267.62
Senior	\$185.00	\$188.57
Super Senior	\$152.00	\$154.29
Family		\$614.29

<b>Appendix 10</b>		
<b>FITNESS ROOM</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>12 Month Annual Pass</b>		
Youth	\$294.00	\$300.00
Adult	\$414.00	\$422.86
Senior	\$294.00	\$300.00
Super Senior	\$239.00	\$243.81
Family		\$975.24
<b>Fitness Room/Pool Combined Single Admission</b>		
Youth	\$7.75	\$7.86
Adult	\$10.75	\$10.95
Senior	\$7.75	\$7.86
Super Senior	\$6.75	\$6.90
Family	\$25.36	\$25.71
<b>10 Tickets</b>		
Youth	\$69.00	\$70.48
Adult	\$96.00	\$98.10
Senior	\$69.00	\$70.48
Super Senior	\$60.00	\$60.95
Family	\$226.50	\$228.57
<b>1 Month</b>		
Youth	\$69.00	\$70.48
Adult	\$96.00	\$98.10
Senior	\$69.00	\$70.48
Super Senior	\$60.00	\$60.95
Family	\$226.50	\$228.57

<b>Appendix 10</b>		
<b>FITNESS ROOM</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>3 Months</b>		
Youth	\$182.00	\$185.71
Adult	\$246.00	\$250.48
Senior	\$182.00	\$185.71
Super Senior	\$149.00	\$152.38
Family	\$583.00	\$585.71
<b>6 Months</b>		
Youth	\$320.00	\$326.67
Adult	\$427.00	\$435.24
Senior	\$320.00	\$326.67
Super Senior	\$256.00	\$260.95
Family	\$1,014.00	\$1,018.10
<b>12 Month Annual Pass</b>		
Youth	\$503.00	\$513.33
Adult	\$674.00	\$687.62
Senior	\$503.00	\$513.33
Super Senior	\$406.00	\$414.29
Family	\$1,599.50	\$1,604.76
<b>FITNESS ROOM / PUBLIC SWIMMING DAY PASS - Single Admission</b>		
Youth	\$11.50	\$11.67
Adult	\$15.50	\$15.71
Senior	\$11.50	\$11.67
Super Senior	\$9.50	\$9.76
Family	\$36.75	\$37.14

<b>Appendix 10</b>		
<b>FITNESS ROOM</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Clinic Rates</b>		
<b>Weekly Fitness</b>		
Senior	\$11.00	\$11.19
Adult	\$16.00	\$16.43
<b>Weekly Fitness/Pool</b>		
Senior	\$19.01	\$19.29
Adult	\$26.50	\$27.14
<b>Monthly Fitness</b>		
Senior	\$30.00	\$30.48
Adult	\$43.50	\$44.29
<b>Monthly Fitness/Pool</b>		
Senior	\$51.75	\$52.86
Adult	\$72.00	\$73.33
<b>Fitness 10 Ticket</b>		
Senior	\$32.00	\$32.62
Adult	\$46.00	\$46.90
<b>Fitness/Pool 10 Ticket</b>		
Senior	\$55.00	\$56.19
Adult	\$77.00	\$78.57

Appendix 11		
GARBAGE RATES	2019	2020
The scale of charges by The Corporation of the City of Penticton for the collection, removal and disposal of solid waste and recyclable materials as provided for in the City of Penticton Garbage "Solid Waste Collection and Recyclable Materials Disposal Bylaw", shall be as follows and will be billed by the City as current taxes on the property for which the premises were served by solid waste and recycling collection.		
<b>Annual Fee - Solid Waste Collection</b> Includes one (1) 120L Garbage Cart and one (1) 240L Yard Waste Cart	\$142.00	\$144.00
<b>Annual Fee - Recycling Collection - Bi-Weekly</b> Includes one (1) 240L Recyclable Cart	\$31.50	\$32.00
<b>Annual Fee - Multi-Family Weekly Recycling Collection (per unit, per year)</b>	\$63.00	\$64.00
Administration Fee for Sewer and Garbage Extension - for first unit	\$15.75	\$15.75
- Each Additional Unit in same complex	\$5.00	\$5.00
Tag a Bag - Additional Curb Side Collection bag - price per tag	\$3.50	\$3.50
25 Tag a Bag Coupons	\$62.50	\$62.50
Application for Curb Side Collection from a Multi-Family Dwelling	\$80.00	\$81.50
Application fee for Multi-Family Residential Weekly Recycle Collection	\$80.00	\$81.50
<b>Base Cart Program</b>		
Base Cart Program includes: one (1) 120 Litre Garbage Cart, one (1) 240 Litre Recyclables Cart, and one (1) 240 Litre Yard Waste Cart		
Cart Change Administration Fee Per property visit, any quantity of carts (Commences January 1, 2017)	\$30.00	\$30.50
Disability Exemption Application	No charge	No charge
Garbage Cart - upgrade to two (2) 120L Carts In addition to the Annual Fee - Solid Waste Collection	\$120.00	\$122.00
Garbage Cart - upgrade to a 240L Cart In addition to the Annual Fee - Solid Waste Collection	\$120.00	\$122.00
Recyclables Cart - upgrade to a 360L Cart	No charge, part of Annual Fee	No charge, part of Annual Fee
Recyclables Cart - upgrade to two (2) 240L Carts	No charge, part of Annual Fee	No charge, part of Annual Fee
Recyclables Cart - upgrade to two (2) 360L Carts	No charge, part of Annual Fee	No charge, part of Annual Fee
Recyclables Cart - downgrade to a 120L Cart	No charge, part of Annual Fee	No charge, part of Annual Fee
Yard Waste Cart - upgrade to 360L Cart In addition to the Annual Fee - Solid Waste Collection	\$34.50	\$35.00
Yard Waste Cart - upgrade to two (2) 240L Carts In addition to the Annual Fee - Solid Waste Collection (max 2 carts allowed)	\$69.00	\$70.00
Yard Waste Cart - upgrade to two (2) 360L Carts In addition to the Annual Fee - Solid Waste Collection (max 2 carts allowed)	\$69.00	\$70.00
Yard Waste Cart - downgrade to 120L Cart	No charge, part of Annual Fee	No charge, part of Annual Fee
Yard Waste Cart - opt out of Yard Waste Program	No charge, part of Annual Fee	No charge, part of Annual Fee
Wildlife Resistant Cart Upgrade - 120L Garbage Cart only (one time fee)	\$75.00/Cart	\$75.00/Cart
Repeated or willful damage to Carts will be charged to property owner	Actual Cost of replacement and Cart Change Administration Fee	Actual Cost of replacement and Cart Change Administration Fee
<b>Screened Compost Sales</b>		
Bulk / Wholesale - (greater than 5 tonnes)	\$12.50 / tonne	\$12.50 / tonne
Less than 5 tonnes	\$20.00 / tonne	\$20.00 / tonne
Individual Bags	\$2.50 / bag	\$2.50 / bag

<b>Appendix 12</b>		
<b>HUMAN RESOURCES DEPARTMENT</b>	<b>2019</b>	<b>2020</b>
Seminars and Speakers	Actual Costs	Actual Costs

<b>Appendix 13</b>		
<b>INFORMATION TECHNOLOGY</b>	<b>2019</b>	<b>2020</b>
<b>Provision of Dark Fibre Services</b>		
Dark Fibre - per fibre optic strand (per month)	336.60	343.25
Administration Fee	included	included
One Time Connection Fee	831.30	\$848.00
Physical Connection Costs	As quoted	As quoted
Co-location Services (per month)	156.06	\$159.00
<b>Provision of Telephone and Internet Services</b>		
High-end 8861 (Gigabit, Bluetooth, Wifi)	41.82	\$42.50
High-end 8851 (Gigabit, Bluetooth)	31.62	\$32.25
Mid-range 8841 (Gigabit)	26.52	\$27.00
Low-end greyscale 8811 (Gigabit)	15.30	\$15.50
Wireless portable phone Model 8821 (Bluetooth)	46.92	\$48.00
Conference phone Model 8832	41.82	\$42.50
D-A Convertor Allows for analog devices on City digital phone network Model ATA 190 (fee per ATA device)	10.20	\$10.40
Extra DID external phone number added to existing hardware	5.10	\$5.20
Internet	41.82	\$42.50
Wireless Internet Services add-on (where available)	10.20	\$10.40
Connection/Configuration Charge	104.04	\$106.00
<b>Electronic Data Fees</b>		
GIS Electronic Data	share data free of charge	share data free of charge

<b>Appendix 14</b>		
<b>LIQUOR LICENCES</b>	<b>2019</b>	<b>2020</b>
A non-refundable application review for Local Government confirmation for Receipt Application or Zoning Confirmation. (credited towards end of Liquor Licence Review Fee)	\$175.00	\$180.00
New Food Primary review or Occupant load reviews	\$175.00	\$180.00
New Liquor Primary Licence (Public Consultation)	\$700.00 + public notice sign	\$700.00 + public notice sign
Permanent Change including <b>change in hours, occupant load</b> , addition of a winery, brewery or distillery lounge or special event area.	\$700.00 + public notice sign	\$700.00 + public notice sign
Structural Change - with public consultation	\$700.00 + public notice sign	\$700.00 + public notice sign
Structural Change - no public consultation	\$350.00	\$360.00
Structural Change - Zoning confirmation <b>including Picnic Area Endorsement</b>	\$175.00	\$180.00
Temporary Change or Request to extend hours for a Special Event Permit	\$175.00	\$180.00
Appeal to Council of a Staff Decision on a Liquor Application Review	\$350.00	\$360.00
<b>Public Notice Signs</b>		
Initial Public Consultation Notice Sign	\$250 (plus GST)	\$250 (plus GST)
Repair of Damaged Signs	\$80 (plus GST)	\$80 (plus GST)
Replacement of damaged signs	\$80 (plus GST)	\$80 (plus GST)

<b>Appendix 15</b>		
<b>MARINAS</b>	<b>2019</b>	<b>2020</b>
<b>Penticton Marina (Okanagan Lake)</b>		
Moorage Fees – January 1 <sup>st</sup> to December 31 <sup>st</sup>	Moorage fees, land storage, and parking fee increases as per lease agreement	Moorage fees, land storage, and parking fee increases as per lease agreement
<b>Skaha Lake Marina</b>		
Moorage Fees	Moorage and land storage fees to be determined by the operator based on market value	Moorage and land storage fees to be determined by the operator based on market value
<p><b>DEFINITIONS:</b></p> <p>A. Moorage season – March 1 to November 30 inclusive (9 months)</p> <p>B. Storage season – October 1 to March 31 inclusive (6 months)</p> <p>C. Penticton residents and taxpayers acquire moorage on a first come first served basis until May 1<sup>st</sup> annually, after which any available moorage may be rented to non-resident or non-taxpayer.</p> <p><b>Overnight Parking</b></p> <p>A window permit is issued to those user groups requiring an RV on site for <b>special event security</b> – pending approval by the PRC Director or designate. Permit is issued through the RCMP.</p>		
RV Overnight Parking Permit	\$29.68	\$29.68

<b>Appendix 16</b>		
<b>Meeting Rooms/Activity Spaces Hourly Rate</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Community Centre/McLaren Arena Meeting Room</b>		
Non Profit/Local/ Regular		
Child/Youth	\$11.79	\$12.00
Adult	\$11.79	\$12.00
Non School District 67 Schools*	\$8.84	\$9.00
Local Private	\$14.91	\$15.25
Local Commercial	\$26.09	\$26.75
Non-Resident	\$37.27	\$38.25
<b>Community Centre Large Meeting Room</b>		
Note: Meeting Room #4, Meeting Room #7, and Combined #2 & #3 Rate is 1.75X Meeting Room Rate		
Non Profit/Local/ Regular		
Child/Youth	\$20.63	\$21.00
Adult	\$20.63	\$21.00
Non School District 67 Schools*	\$15.47	\$15.75
Local Private	\$26.25	\$27.00
Local Commercial	\$45.66	\$46.75
Non-Resident	\$65.22	\$67.00
<b>Community Centre Conference Room</b>		
Note: Conference Room Rate is 75% X Meeting Room Rate		
Non Profit/Local/ Regular		
Child/Youth	\$8.84	\$9.00
Adult	\$8.84	\$9.00
Non School District 67 Schools*	\$6.63	\$6.75
Local Private	\$11.18	\$11.50
Local Commercial	\$19.57	\$20.00
Non-Resident	\$27.95	\$28.75
<b>Library/Museum Auditorium</b>		
Note – Security premium of \$10.50 added to base rates. To be increased by CPI.		
Non Profit/Local/ Regular		
Child/Youth	\$18.34	\$18.75
Adult	\$25.74	\$26.25
Non School District 67 Schools*	\$13.75	\$14.00
Local Private	\$29.89	\$30.50
Local Commercial	\$53.06	\$54.25
Non-Resident	\$75.81	\$77.50

<b>Appendix 16</b>		
<b>Meeting Rooms/Activity Spaces Hourly Rate</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Activity Spaces</b>		
<b>Community Centre Dance Studio</b>		
Non Profit/Local/ Regular		
Child/Youth	\$20.63	\$21.00
Adult	\$20.63	\$21.00
Non School District 67 Schools*	\$15.47	\$15.75
Local Private	\$26.09	\$26.75
Local Commercial	\$45.66	\$46.75
Non-Resident	\$65.22	\$66.75
<b>Community Centre Gymnasium</b>		
Non Profit/Local/ Regular		
Child/Youth	\$18.02	\$18.25
Adult	\$37.35	\$38.25
Non School District 67 Schools*	\$13.51	\$13.75
Local Private	\$49.80	\$51.00
Local Commercial	\$87.14	\$89.00
Non-Resident	\$124.49	\$127.50
<b>Community Centre 1/2 Gymnasium</b>		
Note: 1/2 Gymnasium Rate 66.7% X Gymnasium Rate		
Non Profit/Local/ Regular		
Child/Youth	\$12.02	\$12.25
Adult	\$24.91	\$25.50
Non School District 67 Schools*	\$9.02	\$9.25
Local Private	\$33.22	\$34.00
Local Commercial	\$58.12	\$59.50
Non-Resident	\$83.04	\$85.00
Non School District 67 Schools* are defined as grade schools (K-12) located within City of		
NOTE: For all after hours bookings a security premium will be added to the base rate at		

<b>Appendix 17</b>		
<b>MUSEUM</b>	<b>2019</b>	<b>2020</b>
<b>Museum Exhibits</b>		
Entrance Fee	By Donation-suggested donations: Adult: \$2.00 Child:\$1:00	By Donation-suggested donations: Adult: \$2.00 Child:\$1:00
Exhibit Openings	By Donation-suggested donations: Adult: \$2.00 Child:\$1:00	By Donation-suggested donations: Adult: \$2.00 Child:\$1:00
<b>Museum Programs</b>		
School & group visits (guided)		
Public & Private schools - per student	\$3.00	\$3.00
- maximum per group	\$25.00	\$25.00
Service Groups, Clubs & Societies - per person	\$3.00	\$3.00
- maximum per group	\$50.00	\$50.00
School & group visits (self-guided) - per student	\$1.00	\$1.00
- per adult	\$3.00	\$3.00
Curator Kid Program		
Curator Kid Yearly Membership - individuals	\$20.00	\$20.00
- per family	\$50.00	\$50.00
Curator Kid Programs - drop-in; non-members - per child	\$5.00	\$5.00
- per family	\$20.00	\$20.00
Curator Kid Programs - offsite	Cost dependent on activities	Cost dependent on activities
Curator Kid Programs - summer specials - per child	\$5.00	\$5.00
- per family	\$20.00	\$20.00
Adult Programs		
Onsite - Museum	\$25/per person + supplies	\$25/per person + supplies
	\$25 min; activity dependent	\$25 min; activity dependent

<b>Appendix 17</b>		
<b>MUSEUM</b>	<b>2019</b>	<b>2020</b>
<b>Lectures</b>		
Brown Bag - per person	admission by donation	admission by donation
Custom Guest	Cost dependent on lecture	Cost dependent on lecture
<b>Archives</b>		
Self-guided research	By donation-suggested min. \$10/ph	By donation-suggested min. \$10/ph
Staff-assisted research		
Non-commercial clients - first hour	Free	Free
- each additional hour	\$30.00	\$30.00
Commercial clients (first hour)	\$50.00	\$50.00
(every additional 60 minutes) - per hour	\$30.00	\$30.00
Photograph Reproductions (Print format)		
From existing digital file (up to 8x10 only)	\$16.00	\$16.00
Outsource (paper type and size dependent)	Actual Cost	Actual Cost
Outsource (paper type and size dependent)	Actual Cost	Actual Cost
Photographic reproductions (digital format only - 1200 dpi jpg)		
By email	\$18.00	\$18.00
Non-photographic reproductions (maps, plans, manuscripts)		
From existing digital file - In House (up to 32" only)	\$16.00	\$16.00
Outsource (paper type and size dependent)	Actual Cost	Actual Cost
Outsource (paper type and size dependent)	Actual Cost	Actual Cost
Publication & Commercial Fees (supplement)		
Fee for print, negative or digital copies for : Reports, calendars, brochures, magazines, newsletter, websites - per image	\$20.00	\$20.00
Fee for Print, negative or digital copies for : Books, films, videos - per image	\$50.00	\$50.00

<b>Appendix 17</b>		
<b>MUSEUM</b>	<b>2019</b>	<b>2020</b>
Fee for Print, negative or digital copies for : Postcards, T-shirts, mugs etc. merchandise - per image	\$50.00	\$50.00
Photocopy Fees (black and white only)	see Administration services for fee	see Administration services for fee
Archival Supplies (boxes, tissue, encapsulation etc.)	Retail price plus 35%	Retail price plus 35%
<b>Gift shop</b>		
Books & other Publications	Retail suggested price; minimum 35% markup	Retail suggested price; minimum 35% markup
Souvenirs & crafts	Wholesale price plus 35%	Wholesale price plus 35%
Photographic posters & postcard books	Style and format dependent	Style and format dependent
<b>Museum Curatorial Services &amp; Presentations</b>		
On-site consultation	By donation-suggested min. \$35/ph	By donation-suggested min. \$35/ph
Off-site consultation	By donation-(suggested \$35/ph plus travel)	By donation-(suggested \$35/ph plus travel)

## Appendix 18

<b>PARKING</b>	<b>2019</b>	<b>2020</b>
Off Street Scramble Parking permit (unassigned stall lots) per month	\$45.00	\$50.00
Off Street Reserved Parking Permit - monthly rate	\$50.00	\$60.00
Meters Bagged, No Parking or Reserved Parking - first day	\$10.50	\$11.00
- each day thereafter	\$6.30	\$11.00
Off-Street Parking Rental - first day	\$50.00	\$50.00
- each day thereafter	\$50.00	\$50.00
Sidewalk closure and parking meter rental permit	\$10.50	\$11.00
- administration fee per application	\$5.00	\$25.00
<b>Resident Only Parking Areas</b>		
Resident Parking Only Application - non refundable deposit	\$157.50	\$175.00
Resident Parking Only Sign and Each Timed Parking Sign	\$84.00	\$90.00
Resident Parking Only Permit	\$15.00	\$15.00
Replacement Parking Only Permit	\$15.00	\$15.00
<b>Parking Meters</b>		
For each twelve (12) minutes (2019: for each 6 minutes)	\$0.10	\$0.25
For each 1/2 hour up to the maximum time on the meter	\$0.50	Remove
For two (2) hours -up to the maximum time on the meter	\$2.00	\$2.50
<b>Ticket Spitters</b>		
Martin Street Extension Lot, 200, 300, and 400 and 500 Blocks of Main Street parking Lots (first one (1) hour free and for each twelve (12) minutes thereafter (2019: for each 30 minutes thereafter)	\$0.50	\$0.25
For all other ticket spitters, for each twelve (12) minutes up to the maximum time on ticket (2019: for each 30 minutes)	\$0.50	\$0.25

## Appendix 18

<b>PARKING</b>	<b>2019</b>	<b>2020</b>
<b>Boat Trailer Parking (South Main &amp; Skaha Parking Lot)</b>		
Half Day Permit (up to 5 hours)	\$5.00	\$5.00
Full Day Permit (5 or more hours)	\$10.00	\$10.00
Annual Permit for Residents of Penticton	\$70.00	\$70.00
Annual Permit for Non-Residents	\$105.00	\$105.00
<b>Parking Violations</b>		
Towing and Impound Charges (made payable to the "Contractor" as designed in the Municipal Towing Contract)	As set under: Motor Vehicle Act Regulations, or ICBC Payment Schedule	As set under: Motor Vehicle Act Regulations, or ICBC Payment Schedule
Administration Fee: collected by the "Contractor" payable to the City of Penticton	\$50.00	\$50.00
Storage of Materials or Impounding per 30 days	\$50.00	\$50.00
<b>Permit Parking Sign Installation Fees</b>		
Supply of Placard (each)	\$2.00	\$2.00
Supply of sign post (each)	\$20.00	\$20.00
Supply of sign post sleeve (each)	\$10.00	\$10.00
Supply of Residential Parking Only or Special Event Parking Only sign (each)	\$10.50	\$10.50
Labour to erect a sign and post (each)	\$21.00	\$21.00
Labour to erect and remove a sign from existing infrastructure (each)	\$7.00	\$7.00
<p>Note: i) In all instances Public Works Staff will endeavor to erect permit Parking Signs on existing sign posts; ii) In instances where Special Event Permit Parking signs are being erected in areas where it is likely that multiple or re-occurring Special Events will occur there will be no charge for the sign, or post of sleeve. The only charge will be for the labor to erect and remove the sign.</p>		

<b>Appendix 19</b>		
<b>Parks &amp; Sports Fields Hourly Rate per Field</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Sports Fields</b>		
Note: Phased in rates 2010-2012		
Non Profit/Local		
Child/Youth	\$3.82	\$3.90
Adult	\$11.45	\$11.68
Non School District 67 Schools*	\$2.87	\$2.92
Local Private	\$15.27	\$15.58
Local Commercial	\$26.73	\$27.26
Non-Resident	\$38.17	\$38.93
<b>Kings Park</b>		
Non Profit/Local		
Child/Youth	\$5.01	\$5.11
Adult	\$12.85	\$13.11
Non School District 67 Schools*	\$3.76	\$3.83
Local Private	\$19.30	\$19.68
Local Commercial	\$33.77	\$34.45
Non-Resident	\$48.26	\$49.22
<b>Major Event Park</b>		
Non Profit/Local		
Child/Youth	\$6.12	\$6.24
Adult	\$18.33	\$18.69
Non School District 67 Schools*	\$4.59	\$4.68
Local Private	\$24.44	\$24.93
Local Commercial	\$42.76	\$43.61
Non-Resident	\$61.09	\$62.31
<b>Major Event Park (duplicate event - non prime - Before May 1 and After Sept 30)</b>		
Non Profit/Local		
Child/Youth	\$4.89	\$4.99
Adult	\$14.66	\$14.95
Non School District 67 Schools*	\$3.67	\$3.74
Local Private	\$19.55	\$19.94
Local Commercial	\$34.20	\$34.89
Non-Resident	\$48.87	\$49.85
<b>Major Event Parks:</b> Okanagan Lake Park, Gyro Park/Bandshell, Rotary Park, Skaha		
<b>Minor Event Park</b>		
Non Profit/Local		
Child/Youth	\$5.44	\$5.55
Adult	\$16.32	\$16.65
Non School District 67 Schools*	\$4.08	\$4.17
Local Private	\$21.76	\$22.19
Local Commercial	\$38.08	\$38.84
Non-Resident	\$54.40	\$55.49
*Major event users	\$22.98	\$23.44

<b>Appendix 19</b>		
<b>Parks &amp; Sports Fields Hourly Rate per Field</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Minor Event Park (additional/second event - non prime - Before May 1 and After Sept 30)</b>		
Non Profit/Local		
Child/Youth	\$4.36	\$4.44
Adult	\$13.06	\$13.32
Non School District 67 Schools*	\$3.27	\$3.33
Local Private	\$17.41	\$17.75
Local Commercial	\$30.46	\$31.07
Non-Resident	\$43.52	\$44.39
*Major event users	\$18.38	\$18.75
<b>Minor Event Parks:</b> Penticton Youth Park, Lakawanna, Gyro South Lawn, Rose Garden and		
Wedding Ceremony Rate - Minimum 4 hour booking (additional hours subject to hourly park rates)	\$225.23	\$229.74
<b>Passive Parks and Play Courts</b>		
Passive Parks		
Non Profit/Local		
Child/Youth	\$3.31	\$3.38
Adult	\$9.94	\$10.14
Non School District 67 Schools*	\$2.48	\$2.53
Local Private	\$13.23	\$13.49
Local Commercial	\$23.14	\$23.61
Non-Resident	\$33.08	\$33.74
Admin Rate User	\$9.04	\$9.22
<b>Passive Parks (additional/second event - non prime - Before May 1 and After Sept 30)</b>		
Non Profit/Local		
Child/Youth	\$2.65	\$2.70
Adult	\$7.95	\$8.11
Non School District 67 Schools*	\$1.99	\$2.03
Local Private	\$10.58	\$10.79
Local Commercial	\$18.51	\$18.88
Non-Resident	\$26.46	\$26.99
Admin Rate User	\$7.23	\$7.38
Passive Parks: Neighbourhood parks, Parking lots, Riverside and Beaches		
<b>Play Courts</b>		
Non Profit/Local		
Child/Youth	\$1.73	\$1.77
Adult	\$5.20	\$5.30
Non School District 67 Schools*	\$1.30	\$1.32
Local Private	\$12.10	\$12.34
Local Commercial	\$13.84	\$14.12
Non-Resident	\$17.30	\$17.64
Penticton Pickleball Society seasonal court usage (per player)	\$14.25	\$14.54

<b>Appendix 19</b>		
<b>Parks &amp; Sports Fields Hourly Rate per Field</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Play Courts (additional/second event - non prime - Before May 1 and After Sept 30)</b>		
Non Profit/Local		
Child/Youth	\$1.39	\$1.41
Adult	\$4.16	\$4.24
Non School District 67 Schools*	\$1.04	\$1.06
Local Private	\$9.68	\$9.87
Local Commercial	\$11.08	\$11.30
Non-Resident	\$13.84	\$14.11
Non School District 67 Schools* are defined as grade schools (K-12) located within City of Penticton boundaries		
Parking Space Rental (per parking space/per day)	\$5.63	\$5.74
Specialty Vehicle Event Parking Permits (minimum 50 permits); per vehicle; per day	\$2.04	\$2.08
<b>Misc. Park Fees</b>		
Garbage Removal	Actual Cost	Actual Cost
Beach Cleaning Services - Regular Working Hours - Min 4 Hour Charge (incl. admin fees)	\$1,020.00	\$1,025.00
Beach Cleaning Services - Regular Working Hours - Hourly Rate After 4 Hours (incl. admin fees)	\$255.00	\$258.00
Beach Cleaning Services - Outside Regular Working Hours - Min 4 Hour Charge (incl. admin fees)	\$1,428.00	\$1,450.00
Beach Cleaning Services - Outside Regular Working Hours - Hourly Rate After 4 Hours (incl. admin fees)	\$357.00	\$365.00
Double Cut and Tournament Preparation for Sports Fields on Weekends	Actual Cost	Actual Cost
Field Mowing - Regular Time - Soccer / Field	\$82.81	\$85.00
Field Mowing - Over Time - Soccer / 2 Fields - First 2 Fields	\$249.52	\$255.00
Field Mowing - Over Time - Soccer / Additional Field	\$124.77	\$125.00
Field Lining - Regular Time - Soccer / First Field	\$206.46	\$210.00
Field Lining - Regular Time - Soccer / Additional Field	\$155.68	\$160.00
Field Lining - Over Time - Soccer / First Field	\$292.59	\$295.00
Field Lining - Over Time - Soccer / Additional Field	\$198.73	\$200.00
Rates listed are per day		
Picnic Table (per table)	\$8.45	\$8.61
Picnic Table Delivery & Return (per table)	\$33.12	\$33.78
Garbage/Recycling Cans (per pair of 2)		\$8.61
Garbage Can/Recycling Delivery & Return (per pair of 2)****	\$33.11	\$33.77
Local Private/ Commercial	\$77.28	Removed
Gyro Park Connect & Disconnect	\$55.19	Removed
All other Parks Delivery, Connect, Disconnect, Return	\$496.83	\$506.76
Note: Additional washroom cleaning charges are applied (when required for an event) as set by contracted service rates.		
Rates listed are per day		

<b>Appendix 19</b>		
<b>Parks &amp; Sports Fields Hourly Rate per Field</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Three - Five Tiered Bleacher Rental</b>		
Non Profit/Local	\$10.12	\$11.00
Local Private/ Commercial	\$22.51	\$25.00
Moving and Set Up One Time Fee	\$198.72	\$200.00
Rates listed are per day		
<b>Ten Tiered Bleacher Rental</b>		
Non Profit/Local	\$22.51	\$25.00
Local Private/ Commercial	\$50.66	\$55.00
Moving and Set Up One Time Fee	\$419.54	\$420.00
*Moving and set up costs are in addition to rental fees. A damage deposit may be required.		
<b>Mobile Stage (Rates listed are per day)</b>		
Non Profit/Local	\$157.66	\$160.00
Local Private/ Commercial	\$337.84	\$340.00
Moving and Set Up One Time Fee	\$202.70	\$205.00
<b>Mobile Stage with Awning (Rates listed are per day)</b>		
Non Profit/Local	\$180.17	\$185.00
Local Private/ Commercial	\$427.93	\$430.00
Moving and Set Up One Time Fee	\$1,126.15	\$1,130.00
**Mobile stage daily rates to be calculated annually as part of the City Fleet and approved by Council. Moving and set up costs are in addition to rental fees. Actual Costs of labour and equipment to be added. Prior to confirmation of the booking, users will receive a quote for the estimated moving charges. Users may receive permission to move on their own. A damage deposit may be required.		
Delivery/Removal 1-10 Barricades/Signs*** (one-time fee)	\$91.26	\$95.00
Delivery/Removal 11-20 Barricades/Signs*** (one-time fee)	\$136.90	\$140.00
Delivery/Removal 21-40 Barricades/Signs*** (one-time fee)	\$182.53	\$185.00
Delivery/Removal 40+ Barricades/Signs*** (one-time fee)	Actual Cost	Actual Cost
Delivery/Removal 1-5 Water Stands (Gyro Only) (one-time fee)	\$106.12	Removed
Delivery/Removal Garbage Cans & Bags**** (one-time fee)	\$53.06	\$33.78
***No charge if paying for delivery/removal of picnic table or bleachers		
****No charge if paying for delivery/removal of picnic tables or bleachers		

<b>Appendix 19</b>		
<b>Parks &amp; Sports Fields Hourly Rate per Field</b>	<b>Effective April 1, 2019</b>	<b>Effective April 1, 2020</b>
<b>Park Donation Program</b>		
Park Bench Donation - New Bench - 15 year - Council Policy 1037 - December 17, 2012 as amended from time to time.	\$2,570.00	\$2,570.00
Park Bench Donation - Refurbished Bench - 10 year renewal - Council Policy 1037 - December 17, 2012 as amended from time to time.	50% of current donation	50% of current donation
Picnic Table Donation - New Table - 15 year - Council Policy 1037 - December 17, 2012 as amended from time to time.	\$3,060.00	\$3,060.00
Picnic Table Donation - Refurbished Table - 10 year renewal - Council Policy 1037 - December 17, 2012 as amended from time to time.	50% of current donation	50% of current donation
Plaque Addition or Replacement	\$415.00	\$415.00
Tree Donation	\$415.00	\$415.00
Bike Rack - New Rack - 15 year - Council Policy 1037 - December 17, 2012 as amended from time to time.	\$1,040.00	\$1,040.00
Bike Rack - Refurbished Rack - 10 year renewal - Council Policy 1037 - December 17, 2012 as amended from time to time.	50% of current donation	50% of current donation
Pet Stand - New Pet Stand - 5 year - Council Policy 1037 - December 17, 2012 as amended from time to time.	\$315.00	\$315.00
Hanging Basket Sponsor - 1 season - location determined by City	\$250.00	\$250.00
Park Stewardship - contribution towards favorite park, trail or beach	\$200.00	\$200.00
Floral Display Sponsor - 1 season - Sponsor one of the City's garden displays	\$2,500.00	\$2,500.00
Park Improvement Projects - Platinum Sponsor	\$10,000.00	\$10,000.00
Park Improvement Projects - Gold Sponsor	\$2,500.00	\$2,500.00
Park Improvement Projects - Silver Sponsor	\$500.00	\$500.00
<b>Electrical Fees</b>		
Gyro Park - seasonal per 50 amp receptical	\$318.36	\$324.73
Gyro Park - seasonal per 15 amp receptical	\$159.18	\$162.36
Gyro Park - Saturday market only (seasonal) per receptical	\$108.20	\$110.37
Nanaimo Square - Saturday market only (season) per receptical	\$54.10	\$55.18

<b>Appendix 20</b>		
<b>PLANNING AND DEVELOPMENT</b>	<b>2019</b>	<b>2020</b>
<b>Subdivision and Development Costs</b>		
Every person who obtains:		
a) approval of the subdivision of a parcel of land under the "Land Registry Act" or the "Strata Titles Act" for any purpose other than the creation of three (3) or less lots to provide sites for a total of three (3) or less self-contained dwelling units; or		
b) a Building Permit authorizing the construction or alteration of buildings or structures for any purpose other than the construction of three (3) or less self-contained dwelling units; or		
c) a building Permit authorizing construction, alteration or extension of a building or structure, other than a building or portion of it used for residential purposes, where the value of the work exceeds Twenty-five Thousand Dollars (25,000);		
Shall:		
1) prior to commencement of the construction or installation of any works or services required under the Subdivision and Development Bylaw 2004-81, the owner shall pay to the City an administration fee of 3% of all works and services to be provided;		
2) prior to commencement of the construction or installation of any works or services required under the Subdivision and Development Bylaw 2004-81, as amended from time, the owner shall pay to the City a Rectification and Repair Contingency fee of 2% of the estimated cost of construction. This fee shall be used to repair or replace existing City infrastructure that has been altered or damaged by activity related to the installation of the works and services for the development. The remainder of the fee will be returned to the owner upon issuance of the Total Performance Certificate.		
<b>OCP Amendments</b>		
a) OCP Amendments in Rural Residential, Detached Residential and Agricultural OCP-designated areas	\$1,600.00	Removed
b) OCP Amendments	\$2,000.00	\$2,000.00
c) OCP Amendments in Rural Residential, Detached Residential and Agricultural OCP-designated areas (where in-conjunction with a Rezoning Application)	\$1,100.00	Removed
d) OCP Amendments (where in conjunction with a Rezoning Application)	\$1,300.00	\$1,300.00
e) OCP Text Amendments	\$1,600.00	Removed
<b>Rezoning</b>		
a) Stand alone Rezoning applications in Rural Residential, Detached Residential and Agricultural OCP-designated areas	\$1,250.00	Removed
b) All other stand alone Rezoning applications.	\$1,750.00	\$1,750.00
c) Zoning Bylaw Text Amendments	\$1,250.00	\$1,250.00
d) Comprehensive Development Zone	\$5,000.00	\$5,000.00
<b>Public Notice Signs (OCP and Zoning Amendments)</b>		
a) Initial OCP or Zoning Bylaw Sign	\$250.00	\$250.00
b) Repair of Damaged Signs	\$250.00	\$250.00
c) Replacement of damaged signs	\$250.00	\$250.00
d) Additional Public Hearing Fee	\$250.00	\$250.00
<b>Development Permit Application</b>		
a) Major Development Permit (Council Decision)	\$1,200.00	\$1,200.00

<b>Appendix 20</b>		
<b>PLANNING AND DEVELOPMENT</b>	<b>2019</b>	<b>2020</b>
b) Minor Development Permit (Staff issuable)	\$700.00	\$700.00
c) Major Amendments to Development Permits (Council Decision)	\$600.00	\$600.00
d) Minor Amendments to Development Permits (Staff issuable)	\$350.00	\$350.00
e) Appeal to Council of a Staff Decision on a Development Permit	\$700.00	\$700.00
f) Reissuance of an expired Development Permit	<del>\$450.00</del>	Removed
g) Riparian / Environmental Assessment Development Permit	\$600.00	\$600.00
<b>Development Variance Permit Application or Board of Variance Application</b>		
a) Major Variance (3+ Variances per development)	\$1,200.00	\$1,200.00
b) Major Variance (3+ Variances per development) if in conjunction with a Development Permit Application	\$700.00	\$700.00
c) Minor Variance (1 or 2 Variances per development)	\$700.00	\$700.00
d) Minor Variance (1 or 2 Variances per development) if in conjunction with a Development Permit Application	\$500.00	\$500.00
e) Reissuance of expired Development Variance Permit	<del>\$600.00</del>	Removed
f) Note: No additional fee is required for a Variance where it is issued under Section 490 (1)(a) of the <i>Local Government Act</i> .		
g) Board of Variance	\$500.00	\$500.00
<b>Temporary Use Permit</b>		
a) Temporary Use Permit	\$800.00	\$800.00
b) Temporary Use Permit Renewal	\$400.00	\$400.00
<b>Canabis Retail Store</b>		
a) Application for local government support or relocation of a Cannabis Retail Store	\$2,500.00	\$2,500.00
<b>Subdivision (Fee Simple &amp; Bareland Strata)</b>		
a) Preliminary Layout Approval Review		
1-2 Lots	\$1,000.00	\$1,000.00
3-10 Lots	\$1000.00 + \$300.00 per lot in excess of 2 lots	\$1000.00 + \$300.00 per lot in excess of 2 lots

<b>Appendix 20</b>		
<b>PLANNING AND DEVELOPMENT</b>	<b>2019</b>	<b>2020</b>
11-20 Lots	\$3,000.00 + \$220.00 per lot in excess of 10 lots	\$3,000.00 + \$220.00 per lot in excess of 10 lots
21-30 Lots	\$5,000.00 + \$200.00 per lot in excess of 20 lots	\$5,000.00 + \$200.00 per lot in excess of 20 lots
31-40 Lots	\$7,000.00 + \$180.00 per lot in excess of 30 lots	\$7,000.00 + \$180.00 per lot in excess of 30 lots
41 Lots or Greater	\$8,800.00 + \$110.00 per lot in excess of 40 lots	\$8,800.00 + \$110.00 per lot in excess of 40 lots
b) Preliminary Layout Approval (PLA) Renewal or Amendment	\$220.00	\$220.00
c) Early Registration Agreement (Applicable to Fee Simple Subdivisions)	\$800.00	\$800.00
d) Latecomer Agreement (Applicable to any excess or extended services as a result of Subdivision or Building)	\$750.00	\$750.00
<b>Strata Conversion</b>		
a) First lot	\$500.00	\$500.00
b) Each Additional Lot	\$500 + \$150 per strata lot to a max. of \$2,000.	\$500 + \$150 per strata lot to a max. of \$2,000.
c) Report Inspection Fees	\$250.00	\$250.00
d) Third Party Review of Professional Reports submitted with an Application	Actual Cost	Actual Cost
<b>Phased Strata</b>		
a) Phasing Approval Fee	\$600.00	\$600.00
c) Form P Approval	\$100.00	\$100.00
d) Preliminary Layout Approval (PLA) Renewal or Amendment	\$450.00	\$450.00
<b>ALR</b>		
ALR Exclusion/Inclusion/Subdivision/Non Farm Use	As established by the Agricultural Land Commission	As established by the Agricultural Land Commission
<b>Other Administrative Fees</b>		
b) Boulevard Trees	\$472.50	\$472.50
c) Ministry of Environment-Site Profile Referral	\$100.00	\$100.00
d) Address Number Change Request (owner initiated)	\$150.00	\$150.00
e) Road Name Change Fee (owner initiated)	\$500.00	\$500.00

Appendix 20		
PLANNING AND DEVELOPMENT	2019	2020
f) Land Title Search (when not provided at time of application)	\$20.00	\$20.00
g) File Search or comfort letter initial fee for first hour	\$250.00	\$250.00
h) File search hourly rate (minimum 1/2 hour charge \$30)	\$60.00	\$60.00
i) Property File review request (new)	\$25.00	\$25.00
j) Developer initiated address change affecting other properties (fee charged per unit affected)		\$250.00
j) Landscape inspection fees		
First inspection		No charge
2nd inspection		\$75.00
Additional inspections		\$150.00
<b>Map and Bylaw Rates</b>		
a) Plotter Printing Fees for all documents over 11" X 17"/ per sq/m (A1 page = 0.5 sq/m)	\$12.00	\$12.00
b) Bylaws (OCP, Zoning, Subdivision and Development)/page (note: large bylaw maps shall be charges separately as above)	As outlined in Appendix 1 Administrative Rates	As outlined in Appendix 1 Administrative Rates
<b>Land Administration Services</b>		
a) Prepare document and register with Land Titles Office	\$1200 min or actual cost <sup>1</sup>	\$1200 min or actual cost <sup>1</sup>
b) Prepare amended document and register with LTO	\$840 min. or actual cost <sup>1</sup>	\$840 min. or actual cost <sup>1</sup>
c) Prepare discharge document and register with LTO	\$840 min. or actual cost <sup>1</sup>	\$840 min. or actual cost <sup>1</sup>
d) Prepare document (lease, licence, sub-licence) not registered with LTO	\$300.00	\$300.00
e) Amend or renew document (lease, licence, sub-licence)	\$150.00	\$150.00
f) Location Certificate (Licenced BC Land Surveyor prepared)	Actual Cost	Actual Cost
g) Use of City Owned Lands	Market Value	Market Value
h) Appraisals	Actual Cost	Actual Cost
i) To raise title on Park or Road for the purposes of Disposition	\$1200 min or actual cost <sup>1</sup>	\$1200 min or actual cost <sup>1</sup>
j) Road Closure Permit (excluding GST)	\$135.00	\$140.00
l) City Survey Costs	Actual Cost	Actual Cost
Removal of Section 57 Notice on Title*	\$500.00	\$500.00
<sup>1</sup> Any additional city legal and/or survey costs which are required in the processing of any of the applications listed in this Application Fee Schedule will be borne by the applicant including but not limited to the preparation and registration of restrictive covenants, land use Contract Amendments, Statutory Rights-of-Way, Road Closure and Disposition, etc.		
<b>*Development Applications Refunds</b> Development Cost Charges, DCC, Refund:  Refunds for development cost charges are to be addressed as per City of Penticton Development Cost Charges Bylaw No. 2007-79 as amended or superceded.		

Appendix 20		
PLANNING AND DEVELOPMENT	2019	2020
<p>Density Bonus Refund:</p> <p>Density bonus paid as part of building permit issuance, construction beyond the footings not started, as determined by the Director of Development Services – Upon cancellation of the building permit or building permit application refund all density bonus paid less an administrative fee of \$250.</p> <p>Density bonus paid as part of building permit issuance, construction beyond the footings started as determined by the Director of Development Services – The person seeking a refund must make a submission for a refund in the prescribed form to the Director of Development Services or the designate who will prepare a report for Council’s consideration.</p> <p>Council will consider the matter and may by resolution:</p> <ul style="list-style-type: none"> <li>a. authorize the density bonus refund subject to conditions as; or</li> <li>b. refuse the request for a density bonus refund;</li> <li>c. refer the matter to staff or a future Council meeting; or</li> <li>d. such other determination as Council may direct.</li> </ul>		
As a requirement of any density bonus refund the development permit and/or building permits must be cancelled and the development permit must be discharged from the title of the land – all density bonus paid shall be refunded less an administration fee of:	\$250.00 and a discharge notice of fee of \$250.00	\$250.00 and a discharge notice of fee of \$250.00
<p><b>City infrastructure<sup>1</sup> requirements as part of Subdivision:</b></p> <p>Subdivision not approved and infrastructure not installed – Upon cancellation of the preliminary layout approval, refund infrastructure charges less an administrative fee of:</p>		
a. For Single Family, Duplex and smaller developments	\$470.00	\$470.00
b. For all other larger developments	\$990.00	\$990.00
Subdivision not approved and infrastructure installed	No Refund	No Refund
Subdivision approved	No Refund	No Refund
<p><b>City infrastructure<sup>1</sup> requirements as part of Zoning:</b></p> <p>Zoning Bylaw amendment not adopted and infrastructure not installed – Upon rescinding all readings of the Zoning Bylaw amendment refund infrastructure charges less an administrative fee of:</p>		
a. For Single Family, Duplex and smaller developments	\$470.00	\$470.00
b. For all other larger development	\$990.00	\$990.00
Zoning Bylaw amendment not adopted and infrastructure installed	No Refund	No Refund
Zoning Bylaw Amendment adopted	No Refund	No Refund
<p><b>Development Variance Permit Application Fee:</b></p>		
a. Cancellation of a development variance permit application not received at a Technical Planning Committee meeting	\$500.00	\$500.00

<b>Appendix 20</b>		
<b>PLANNING AND DEVELOPMENT</b>	<b>2019</b>	<b>2020</b>
b. Cancellation of a development variance permit application, discussed at a Technical Planning Committee meeting but not scheduled for delegations and submissions at Council	\$250.00	\$250.00
c. Development variance permit application scheduled for Council consideration	No Refund	No Refund
<b>Development Permit Application Fee:</b>		
a. Cancellation of a development permit application not received at a Technical Planning Committee meeting	\$500.00	\$500.00
b. Cancellation of a development permit application discussed at a Technical Planning Committee meeting but not scheduled for Council consideration.	\$250.00	\$250.00
c. Development permit application considered by Council	No Refund	No Refund
<b>Rezoning Application Fee:</b>		
a. Cancellation of a rezoning application not received at a Technical Planning Committee meeting	\$1000.00 + associated Public Hearing signage fees	\$1000.00 + associated Public Hearing signage fees
b. Cancellation of a rezoning application discussed at a Technical Planning Committee meeting but has not considered by Council	\$600.00 + associated Public Hearing signage fees	\$600.00 + associated Public Hearing signage fees
c. Rezoning application considered by Council	No Refund	No Refund
<b>Official Community Plan, (OCP) Amendment Application Fee:</b>		
a. Cancellation of an OCP amendment application not reviewed at a Technical Planning Committee meeting	\$1000.00 + associated Public Hearing signage fees	\$1000.00 + associated Public Hearing signage fees
b. Cancellation of an OCP amendment application received by the Technical Planning Committee but not considered by Council	\$600.00 + associated Public Hearing signage fees	\$600.00 + associated Public Hearing signage fees
c. OCP amendment application considered by Council	No Refund	No Refund
<b>Subdivision Application Fee Refund</b>		
a. Cancellation of a subdivision application that has not been received at a Technical Planning Committee meeting	75% of original application fee	75% of original application fee
b. Cancellation of a subdivision application received by the Technical Planning Committee but has not been issued preliminary layout approval (PLA)	50% of original application fee	50% of original application fee
c. Subdivision has been issued or refused Preliminary Layout Approval (PLA)	No Refund	No Refund
<b>Landscaping Security Refund:</b>		
a. In the case where a development has paid a landscape bond, but the development has not proceeded.	full refund minus a \$350.00 administration fee	full refund minus a \$350.00 administration fee
<b>Agriculture Land Reserve (ALR) Application Fee:</b>		
a. Cancellation of an ALR application that has not been forwarded to the Agricultural Land Commission (ALC)	\$1,200	As per the Agricultural Land Commission
b. Cancellation of an ALR application that has been forwarded to the Agricultural Land Commission	No Refund	No Refund

Appendix 20		
PLANNING AND DEVELOPMENT	2019	2020
<p><b>Notes:</b></p> <p><b>1. City Infrastructure is defined as:</b></p> <p>a. Any items related to the City of Penticton water, sanitary, storm system including main line pipe, appurtenances, services etc.</p> <p>b. Any items related to roads, sidewalks, curb, gutter, signs etc.</p> <p><b>Sign Permit Fees:</b></p> <p>For the purpose of calculating the fee for a sign permit, the value of construction shall be the total contract price for the work, including all subcontractors, or the value of construction as determined by the Building Inspector on the basis of the plans, specifications and information available, whichever value shall be the greater.</p>		
for enlargement, conversion, alteration or relocation of a sign for which a permit has been issued	\$30.00	\$30.00
signs with a value of \$1,000 or less (per sign)	\$50.00	\$50.00
for each \$1,000 of part thereof, by which the value exceeds the sum of \$1,000 (per sign)	\$10.00	\$10.00
Variance to the Sign Bylaw	\$700.00	\$700.00
Where any sign has been erected without a permit having previously been obtained, the fee for obtaining such permit shall be double the amount of the regular permit fee	minimum \$100 fine	minimum \$100 fine

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>1 Lane (minimum 3 lane rental required for booking unless special</b>		
Non Profit/Local		
Child/Youth	\$5.43	\$5.54
Adult	\$12.86	\$13.12
Local Private	\$16.28	\$16.60
Local Commercial	\$28.46	\$29.03
Non-Resident	\$40.66	\$41.47
<b>3 Lanes</b>		
Non Profit/Local		
Child/Youth	\$16.14	\$16.46
Adult	\$38.19	\$38.96
Local Private	\$48.81	\$49.79
Local Commercial	\$85.39	\$87.09
Non-Resident	\$121.99	\$124.43
Note: Lifeguard/Instructor wages + 5% Admin Fee to be added to rental rate when appropriate		
<b>4 Lanes to a Maximum of 13 Lanes Multiply # of Leisure Pool</b>		
Note: Leisure Pool Rate is 7 Lane Rate		
Non Profit/Local		
Child/Youth	\$38.03	\$38.79
Adult	\$89.98	\$91.78
Local Private	\$113.91	\$116.19
Local Commercial	\$199.26	\$203.24
Non-Resident	\$284.66	\$290.36

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>Full Aquatic Facility</b>		
Note: Full Aquatic Facility Rate is 15 Lane Rate		
Non Profit/Local		
Child/Youth	\$81.47	\$83.10
Adult	\$192.80	\$196.66
Local Private	\$244.10	\$248.98
Local Commercial	\$426.96	\$435.50
Non-Resident	\$609.99	\$622.19
<b>Public Swimming</b>		
<b>Single Admission</b>		
Preschool	\$1.25	\$1.43
Child	\$4.25	\$4.52
Youth	\$5.25	\$5.48
Adult	\$6.25	\$6.43
Senior	\$5.25	\$5.48
Super Senior	\$4.25	\$4.52
Family	\$16.00	\$16.19

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>10 Tickets</b>		
Preschool	\$11.00	\$11.43
Child	\$38.00	\$39.05
Youth	\$47.00	\$47.62
Adult	\$56.00	\$57.14
Senior	\$47.00	\$47.62
Super Senior	\$38.00	\$39.05
Family	\$144.00	\$146.67
<b>1 Month</b>		
Preschool	\$11.00	\$11.43
Child	\$38.00	\$39.05
Youth	\$47.00	\$47.62
Adult	\$56.00	\$57.14
Senior	\$47.00	\$47.62
Super Senior	\$38.00	\$39.05
Family	\$144.00	\$146.67

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>3 Months</b>		
Preschool	\$27.00	\$27.62
Child	\$94.00	\$95.24
Youth	\$104.00	\$104.76
Adult	\$146.00	\$147.62
Senior	\$104.00	\$104.76
Super Senior	\$94.00	\$95.24
Family	\$346.00	\$352.38
<b>6 Months</b>		
Preschool	\$50.00	\$50.48
Child	\$167.00	\$170.48
Youth	\$188.00	\$190.48
Adult	\$251.00	\$256.19
Senior	\$188.00	\$190.48
Super Senior	\$167.00	\$170.48
Family	\$629.00	\$641.90

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>12 Month Annual Pass</b>		
Preschool	\$76.00	\$76.19
Child	\$262.00	\$266.67
Youth	\$293.00	\$299.05
Adult	\$398.00	\$404.76
Senior	\$293.00	\$299.05
Super Senior	\$262.00	\$266.67
Family	\$976.00	\$995.24
<b>Fitness Room/Pool Combined Single Admission</b>		
Youth	\$7.75	\$7.86
Adult	\$10.75	\$10.95
Senior	\$7.75	\$7.86
Super Senior	\$6.75	\$6.90
Family	\$25.36	\$25.71
<b>10 Tickets</b>		
Youth	\$69.00	\$70.48
Adult	\$96.00	\$98.10
Senior	\$69.00	\$70.48
Super Senior	\$60.00	\$60.95
Family	\$226.50	\$228.57

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>1 Month</b>		
Youth	\$69.00	\$70.48
Adult	\$96.00	\$98.10
Senior	\$69.00	\$70.48
Super Senior	\$60.00	\$60.95
Family	\$226.50	\$228.57
<b>3 Months</b>		
Youth	\$182.00	\$185.71
Adult	\$246.00	\$250.48
Senior	\$182.00	\$185.71
Super Senior	\$149.00	\$152.38
Family	\$583.00	\$585.71
<b>6 Months</b>		
Youth	\$320.00	\$326.67
Adult	\$427.00	\$435.24
Senior	\$320.00	\$326.67
Super Senior	\$256.00	\$260.95
Family	\$1,014.00	\$1,018.10

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>12 Month Annual Pass</b>		
Youth	\$503.00	\$513.33
Adult	\$674.00	\$687.62
Senior	\$503.00	\$513.33
Super Senior	\$406.00	\$414.29
Family	\$1,599.50	\$1,604.76
<b>FITNESS ROOM / PUBLIC SWIMMING DAY PASS - Single Admission</b>		
Youth	\$11.50	\$11.67
Adult	\$15.50	\$15.71
Senior	\$11.50	\$11.67
Super Senior	\$9.50	\$9.76
Family	\$36.75	\$37.14
Agency Activity Pass - Annual	\$629.00	\$633.33
Access Passes	Eligible Persons with disabilities: 25% off 10 Ticket, 1, 3, 6, 12, month passes for pool and fitness room	Eligible Persons with disabilities: 25% off 10 Ticket, 1, 3, 6, 12, month passes for pool and fitness room

<b>Appendix 21</b>		
<b>POOL/AQUATICS</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>CLINIC RATES</b>		
<b>Weekly Pool</b>		
Senior	\$13.00	\$13.33
Adult	\$15.50	\$15.95
<b>Weekly Fitness/Pool</b>		
Senior	\$19.01	\$19.29
Adult	\$26.50	\$27.14
<b>Monthly Pool</b>		
Senior	\$35.50	\$36.19
Adult	\$42.25	\$43.10
<b>Monthly Fitness/Pool</b>		
Senior	\$51.75	\$52.86
Adult	\$72.00	\$73.33
<b>10 Ticket Pool</b>		
Senior	\$38.00	\$38.81
Adult	\$45.00	\$45.95
<b>Fitness/Pool 10 Ticket</b>		
Senior	\$55.00	\$56.19
Adult	\$77.00	\$78.57

<b>Appendix 22</b>		
<b>PUBLIC WORKS</b>	<b>2019</b>	<b>2020</b>
<p><b>Concrete Rates:</b></p> <p style="padding-left: 40px;">Note: costs involving concrete will be estimated by the Engineering Department (with the exception being all flat rate fees for water, sewer and storm sewer for which concrete costs are included)</p> <p><b>Asphalt Rates:</b></p> <p style="padding-left: 40px;">Note: costs involving asphalt will be estimated by the Engineering Department (with the exception being all flat rate fees for water, sewer and storm sewer for which concrete costs are included)</p> <p><b>Minimum Work Order Charge:</b></p>		
The minimum charge for any work order shall be:	\$400.00	\$400.00

<b>Appendix 23</b>		
<b>RCMP</b>	<b>2019</b>	<b>2020</b>
Criminal Record Checks (includes VISA and Liquor Control Board Applications)	\$40.00	\$45.00
Volunteers – require stamped self addressed envelope	n/c	n/c
Chauffer's Permits (annual renewal)	\$40.00	Removed
Private Investigators Applications	\$40.00	\$45.00
Canadian Police Certificate (any agency including Visa applications Foreign Travel/Work Permits) Admin Fee	\$25.00	\$30.00
Fingerprinting Fee		\$30.00
RV Overnight Parking Permit (a window permit is issued to those user groups requiring an RV on site for special event security - pending approval by the PRC Director of designate. Permit is issued through the RCMP.	\$30.88	\$35.00
<b>Police Reports</b>		
Accident reports	\$40.00	\$45.00
Court Ordered File copy – up to and including 60 pages	\$60.00	\$65.00
File copy in excess of 60 pages - per page	\$0.55	\$0.60
Traffic Analyst/Collision Reports	\$60.00	\$65.00
CD & Video tape/cd reproductions	\$30.00	\$35.00
<b>False Alarms</b>		
1 <sup>st</sup> occurrence	n/c	n/c
2 <sup>nd</sup> occurrence	\$55.00	\$60.00
3 <sup>rd</sup> occurrence	\$80.00	\$85.00
4 <sup>th</sup> occurrence and subsequent	\$105.00	\$110.00
<b>False Alarms - Hold Up Alarms (Robbery in Progress)</b>		
1 <sup>st</sup> occurrence	n/c	n/c
2 <sup>nd</sup> and subsequent	\$160.00	\$165.00
(False alarm and hold up alarms will be counted on a calendar year basis. Each January 1 <sup>st</sup> all businesses and residences will start with a clean slate for the purposes of the charges noted above)		
Disclosure of Information - Ministry of Children & Families (per hour, min 1/2 hour charge)	\$50.00	\$55.00

<b>Appendix 24</b>		
<b>Recreation - Miscellaneous</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>Gymnasium Drop -In</b>		
Single Visit	\$4.25	\$4.29
Family	\$10.50	\$11.43
<b>Service Fees</b>		
Membership Card Replacement	\$2.25	\$2.14
*Non-Profit Sport/Recreation Groups	\$2.25	\$2.38
*Non-Profit Theatre Tickets	\$2.25	\$2.38
*Commercial Theatre Tickets	\$2.75	\$2.86
* Subject to applicable taxes and card service (Visa/Master/Amex) fees for credit card use.		
Agency Activity Pass— Annual	\$629.00	See appendix 21
Access Passes	Eligible Persons with disabilities: 25% off 10-Ticket, 1, 3, 6, 12, month passes for pool and fitness room	See appendix 21
Group Discounts	10% off drop-in admission rates for groups of 10 or more. 20% off drop-in admission rates for groups of 20 or more. Non School District 67 schools*: 50% off drop-in admission rates for groups of 30 or more.	10% off drop-in admission rates for groups of 10 or more. 20% off drop-in admission rates for groups of 20 or more. Non School District 67 schools*: 50% off drop-in admission rates for groups of 30 or more.
<b>Recreation Program Fees</b>		
Program fees set at a level sufficient at minimum to cover all instructor, expendable and consumable materials and extraordinary costs plus an additional 20%.		

<b>Appendix 24</b>		
<b>Recreation - Miscellaneous</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>Storage Rental (Community Centre Gym)</b>		
4x7x10 compartment (per month)	\$26.45	\$26.97
Misc. Storage Rentals/sq feet/month (minimum \$10/month)	\$0.64	\$0.65
<b>Piano Rental</b>		
The Licensee shall be responsible for and shall pay for the tuning of the Piano if required	Actual Cost	Actual Cost
Grand/Upright Piano (1/3 of a day)	\$12.37	\$12.37
<b>Concert Steinway Piano</b>		
Commercial - 1 day of First day	\$190.83	\$190.83
Commercial - Subsequent Days	\$95.40	\$95.40
Non-Profit 1 day or first day	\$95.40	\$95.40
Non-profit - Subsequent days	\$47.70	\$47.70
<b>Specialty Items</b>		
Community Centre Equipment Rentals	market value	market value
Community Centre Retail Merchandise	mark up at Retail Price to reflect 25%-50%	mark up at Retail Price to reflect 25%-50%
RV Overnight Parking Permit (a window permit is issued to those user groups requiring an RV on site for special event security - pending approval by the PRC Director of designate. Permit is issued through the RCMP.	\$30.88	Remove: Moved to Appendix 23
<b>McLaren Arena Advertising</b>		
Standard Rink Boards	\$499.00	\$499.00
On-site advertising/promotion per week (commercial)	\$50.00	\$50.00
Non School District 67 Schools* are defined as grade schools (K-12) located within City of Penticton boundaries and Penticton Indian Band lands. The Non School District 67 Schools rates		

## Appendix 25

<b>SEWER</b>	<b>2019</b>	<b>2020</b>
<p>Such charges to be effective immediately upon the expiration of 180 days (60 days in the case of a renovated building) from the date of validation of the building permit, provided however, that this amount may be pro-rated from the effective date to December 31 of the year in which the building is built or renovated.</p> <p>An extension to the 180 day period will be considered providing the builder applies <b>in writing</b> to Building &amp; Licence Division prior to the expiration of the 180 day period. Should a request come from a builder <b>after</b> the expiration of the 180 day period, an extension may still be granted upon payment of an administration fee:</p> <p>Extensions are only to be granted in multiples of 30 days, ie 30, 60, 90 days.</p>		
<b>Sanitary Sewer Charges based on Treated Water Use</b>		
<b>Residential Use Monthly Fixed Sanitary Sewer Rates Based on Water Meter Size charged April to</b>		
13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month April to October)	\$31.96	\$34.68
25mm (1 inch) / month April to October	\$79.90	\$88.90
38 mm (1 1/2 inches) / month April to October	\$159.79	\$178.14
50 mm (2 inches) / month April to October	\$255.67	\$292.57
75 mm (3 inches) / month April to October	\$559.29	\$614.10
100 mm (4 inches) / month April to October	\$1,006.73	\$1,168.17
<b>PLUS Variable Sanitary Sewer Generation Charge based on Water Use for all Meter Sizes charged November to March</b>		
<b>Variable Consumption Charge</b> / 2.83 cubic meters (100 cubic feet) charged monthly November to March [Minimum monthly consumption charge for 3/4" meter size customer based on 250 cubic feet]	\$6.87	\$7.51
<b>Non- Residential Use Monthly Fixed Sanitary Sewer Rates Based on Water Meter Size charged January to</b>		
13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month January to December)	\$15.65	\$17.12
25mm (1 inch) / month January to December	\$39.13	\$42.79
38 mm (1 1/2 inches) / month January to December	\$78.28	\$85.61
50 mm (2 inches) / month January to December	\$125.24	\$136.97

## Appendix 25

<b>SEWER</b>	<b>2019</b>	<b>2020</b>
75 mm (3 inches) / month January to December	\$273.96	\$299.62
100 mm (4 inches) / month January to December	\$493.14	\$539.32
<b>PLUS Variable Sanitary Sewer Generation Charge based on Water Use for all Meter Sizes</b>		
<b>Variable Consumption Charge</b> / 2.83 cubic meters (100 cubic feet) charged monthly January to December	\$3.00	\$3.28
Request for Reduction Submission and Review	\$100.00	\$100.00
Fee for falsification of information on a Request for Reduction	\$500.00	\$500.00

**NOTES**

Residential Uses includes: All single family, duplex, multi-family and mobile home parks

Non Residential Customers may apply after paying the prescribed fee to the City for a reduction in the % of water use to calculate the sanitary sewer consumption fee to account for business practices that create a large discrepancy between water use and sewage generation.

The following business practices will be eligible for consideration for a reduction:

- i. Water used to produce a product for sale that is consumed or used off the site. Examples include: Concrete production, off sales beer and wine, take out coffee and soft drinks.
- ii. Water used to irrigate plants that are sold. Examples include: Garden Centers.
- iii. Water used in a cooling process that does not enter the sanitary sewer.
- iv. Water used by contractors in water trucks for dustcontrol.

The requested reduction in water use must be substantiated either through:

- i. The installation and reading of a water meter that will monitor the water used in the process for which the reduction is being sought.
- ii. Financial records or audit documents prepared by an accountant or a report prepared by a professional engineer that calculates the volume of water that should be considered for reduction.

The cost of producing the substantiation is to be borne by the party requesting the reduction.

## Appendix 25

SEWER	2019	2020
No reduction will be granted for volumes of water less than 5%.		
A person found to have submitted false information to support their reduction request will be required to pay the Fee for falsification of information on a Request for Reduction		
<b>Sanitary sewer charges no water meter or no water service (per month)</b>		
Fee based on property zoning as follows:		
For properties zoned Single Family Residential	\$31.31	\$34.24
For properties zoned I Multi Family Residential	\$44.56	\$48.73
For properties zoned Commercial	\$104.77	\$114.58
For properties zoned Industrial	\$711.71	\$778.36
For all other properties	\$104.77	\$114.58
Sanitary sewer charges based on a negotiated agreement	Fee to be as per the agreement approved by Council	Fee to be as per the agreement approved by Council
Sanitary Sewer Fixture Charge	\$43.57	\$47.65
Minimum flat rate charge for sanitary sewer for residential properties adjacent to a sanitary sewer main but not connected	\$37.94	\$41.49
Minimum flat rate charge for sanitary sewer for non-residential properties adjacent to a sanitary sewer main but not connected	\$307.09	\$335.85
Permit to Discharge	\$248.00	\$248.00
Evaluation of restricted wastes of over strength matter	Actual cost	Actual Cost
Over strength B.O.D. charge (over 300 mg/l)	\$0.57/kg	\$0.60/kg
Over strength C.O.D. surcharge (over 600 mg/l)	Fee to be developed	Fee to be developed
Over strength oil and grease surcharge (over 100 mg/l)	\$0.247/kg	\$0.259/kg
Over strength phosphorous surcharge (over 10 mg/l)	Fee to be developed	Fee to be developed
Over strength total suspended solids surcharge (over 300 mg/l)	\$0.58/kg	\$0.61/kg
<b>Septic Waste Receiving Facility Rate - Tipping Fee</b>		

## Appendix 25

<b>SEWER</b>	<b>2019</b>	<b>2020</b>
Tipping Fee for receiving septic waste	\$36.00 per cubic meter	\$36.00 per cubic meter
<b>Sanitary or Storm Sewer Service Connections</b>		
(a) 100mm (4") sanitary or storm sewer service and connections	\$3,500.00	\$4,000.00
(b) Two – 100mm (4") sanitary or storm sewer service and connections installed in the same trench	\$4,100.00	\$4,700.00
(c) All other sanitary or storm sewer and service and connections	Actual Cost	Actual Cost
(d) When winter conditions prevail or hot mix asphalt is not available, if installation is to proceed, add \$525.00 each to the estimated and flat rate costs for service provided by the city that requires excavation.	\$550.00	\$550.00
(e) Repair of service failure or interruption	Actual Cost	Actual Cost
(f) Winter Trench Repair maintenance	\$450.00	\$450.00
(g) Reconnecting to a capped sewer service - No work by City - Reconnection Fee Only	\$220.00	\$220.00
(h) Sanitary or Storm Sewer Service Video Inspection	\$182.00	\$186.00
In the event problem is determined to be caused by the City or the responsibility of the City all associated costs shall be applied to the City.		
<b>Other:</b>		
(a) Service inspection of an irrigation water service, treated water service, sanitary sewer service and storm sewer service.	\$175.00	\$178.50
(b) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service	\$1,675.00	\$1,750.00
(c) Service calls regarding water service, treated water service, sanitary sewer service and storm sewer service	Actual Cost	Actual Cost

<b>Appendix 26</b>		
<b>Theatre</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
Theatre Technician Rate of \$35.25/hr effective April 1, 2017 is included. To be increased by CPI in non-review years.	\$35.25	\$35.25
<p>Theatre may be rented for a minimum of 4 hours. First half hour and last half hour of rental is for staff to ensure safety requirements and is not available to licensee.</p> <p>Theatre rental comes with the Basic House Wash Lighting. Any additions or changes and the reversal back to the Basic House Wash will be charged at actual hours required X Theatre Technician rate per hour.</p>		
Non-Profit/Local Public/Rehearsal/Set up/Take down		
Child/Youth	\$50.95	\$50.95
Adult	\$75.75	\$75.75
Non School District 67 Schools*	\$47.43	\$47.43
Non-Profit/ Local Public/ Performance		
Child/Youth	\$65.25	\$65.25
Adult	\$89.35	\$89.35
Non School District 67 Schools*	\$58.16	\$58.16
Local Private/Commercial/ Rehearsal/Set up/Take Down		
Convention Rate	\$89.35	\$89.35
Local Private/ Commercial/ Performance	\$156.38	\$156.38
Non-Resident/Private/Commercial: Rehearsal Set Up/Take Down	\$175.22	\$175.22
Non-Resident/Private/Commercial: Performance	\$219.02	\$219.02
Non-Resident/Non Profit: Rehearsal Set Up/Take Down	\$89.35	\$89.35
Non-Resident/Non Profit: Performance	\$156.39	\$156.39
Non-Resident Commercial Day Rate*	\$1490/day	\$1490/day
Non-Resident Non Profit Day Rate*	\$850/day	\$850/day
*Additional rental hours past 8 hours on Day Rate will be charged Technician Rate for each additional		

## Appendix 26

<b>Theatre</b>	<b>Effective April 1,2019</b>	<b>Effective April 1,2020</b>
<b>Dark Days</b>		
Non-profit Child/Youth	\$13.61	\$13.61
Non School District 67 Schools*	\$10.20	\$10.20
Adult/Private/ Commercial/Non-Resident	\$26.69	\$26.69
Set Shop Only	\$6.72	\$6.72
*Non-Profit Theatre Tickets	\$2.14	\$2.14
*Commercial Theatre Tickets	\$2.62	\$2.62
* Subject to applicable taxes and card service (Visa/Master/Amex) fees for credit		
Note: Non School District 67 Schools* are defined as grade schools (K-12) located within City of Penticton boundaries and Penticton Indian Band lands. The Non School District 67 Schools rates are applicable during school hours.		
Note: Security premium may be added to after hour and high risk bookings at actual cost for service		

<b>Appendix 27</b>		
<b>TRANSIT</b>	<b>Effective July 1, 2019</b>	<b>Effective July 1, 2020</b>
<b>CONVENTIONAL TRANSIT</b>		
<b>Cash Fares</b>		
Local Fare	\$2.25	\$2.25
Regional Fare	\$4.00	\$4.00
<b>Book of Ten Tickets</b>		
Local Fare	\$20.25	\$20.25
Regional Fare	\$36.00	\$36.00
<b>Monthly Passes</b>		
Local Fare	\$45.00	\$45.00
Regional Fare	\$60.00	\$60.00
Discounted Local Fare	\$35.00	\$35.00
Discounted Regional Fare	\$40.00	\$40.00
Discounted Fares apply to: Seniors over 65 years of age with valid ID; Students 20 or under in full-time attendance to Grade 12 with valid ID; Post-Secondary with proof of attendance. Post-Secondary institution refers to universities, vocational universities, community colleges, liberal arts colleges, institutes of technology and other collegiate level institution, such as vocational schools, trade schools and career colleges that award academic degrees or professional certifications.		
<b>Day Passes</b>		
Local Fare	\$4.50	\$4.50
Regional Fare	\$8.00	\$8.00
<b>CUSTOM TRANSIT</b>		
<b>Cash Fares</b>		
Adult	\$2.25	\$2.25
Child (aged 6 and under)	Free	Free

<b>Appendix 27</b>		
<b>TRANSIT</b>	<b>Effective July 1, 2019</b>	<b>Effective July 1, 2020</b>
<b>RDOS Regional Route 70 Penticton Kelowna</b>		<b>Effective September 3, 2019</b>
<b>Cash Fares</b>		
All	\$5.00	\$5.00
<b>Book of Ten Tickets</b>		
All	\$45.00	\$45.00
<b>Monthly Passes</b>		
Adult	\$100.00	\$100.00
Student / Senior	\$85.00	\$85.00
<p><b>NOTE:</b> The RDOS Regional Route 70 Penticton to Kelowna is run by the RDOS. In the event there is a discrepancy between the fees listed in this bylaw and those listed in the RDOS Fees and Charges Bylaw the fees in the RDOS Fees and Charges Bylaw will govern.</p>		

<b>Appendix 28</b>		
<b>VENDING FEES</b>	<b>2019</b>	<b>2020</b>
<b>Park, Beach and Street Vending Fees</b>		
One Year Permits (Victoria Day - Labour Day weekends) Price per 10'x10' spot annually (3 year terms available, rate adjusted annually by CPI)		
Beach and Park Vending Fee (annually) 10'*10' Okanagan Prime Plus	\$1,581.00	\$1,615.00
Beach and Park Vending Fee (annually) 10'*10' Okanagan Prime	\$1,428.00	\$1,460.00
Beach and Park Vending Fee (annually) 10'*10' Okanagan Secondary	\$1,351.50	\$1,380.00
Beach and Park Vending Fee (annually) 10'*10' Skaha Prime	\$1,351.50	\$1,380.00
Beach and Park Vending Fee (annually) 10'*10' Skaha Secondary	\$1,326.00	\$1,355.00
Sudbury Beach Shack	\$1,530.00	\$1,565.00
<b>Street Vending Fees</b>		
One Year Permit 6' x 12'	\$1,351.50	\$1,380.00
<b>Motorized and Non-Motorized Mobile Vending (Victoria Day -</b>		
Seasonal Motorized Mobile Vending Fee	\$1,917.60	\$1,960.00

<b>Appendix 29</b>		
<b>WATER</b>	<b>2019</b>	<b>2020</b>
<b>Utility Administration Rates</b>		
Utility credit references (current or recent account)	\$17.00	\$17.25
Archived account	\$30.00	\$30.50
Utility account history	\$17.00	\$17.25
Interest rate on delinquent utility accounts	10% per annum	10% per annum
Special water meter reading	\$36.25	\$41.50
Special water meter inspection fee	\$36.25	\$41.50
<b>AMR OPT OUT</b>		
AMR Opt Out manual water meter reading for an individual meter	\$27.50	\$17.80
AMR Opt Out manual combined electric and water meter reading for an individual for an individual meter read	\$28.50	\$18.80
AMR Opt Out manual water meter reading for a meter bank installation	\$27.50 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter	\$17.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the electric meter bank read is to be equally split between all customers serviced by the bank meter
AMR Opt Out combined electric and water meter reading for a combined electric and water meter bank installation	\$29.50 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.	\$18.80 for the first meter and \$1.00 per read for each additional meter in the meter bank per meter read. The total cost for the combined electric and water meter bank read is to be equally split between all customers served by the meter bank.
<b>Applications / Connect / Disconnect / Reconnect</b>		
City padlocks	\$22.50	\$22.50
City lock boxes (installed by City)	\$68.00	\$68.00
City lock boxes (installed by customer)	\$50.00	\$50.00
Utility application fee – next day service	\$33.00	\$33.50
Utility application fee – same day service (accounts with combined electric and water)	\$105.00	\$105.00
Utility application fee (water only) same day service (accounts that only have water services)	\$65.00	\$66.00
Water disconnect / re-connect fee (for non payment during regular City hall hours)	\$65.00	\$66.00
Water disconnect / re-connect fee (for non payment after hours without call-out)	\$91.50	\$93.00
Water disconnect or re-connect (customer / agent request during City hall hours)	\$32.00	\$32.50
Water disconnect or re-connect (customer / agent request after hours without call-out)	\$46.00	\$46.75
Water disconnect or re-connect (customer / agent request after hours with call-out)	\$213.00	\$217.00
Illegal reconnection administration charge	\$280.00	\$285.50

<b>Appendix 29</b>		
<b>WATER</b>	<b>2019</b>	<b>2020</b>
Utility fee - Leave on Authorized	\$12.25	\$12.50
Water Disconnection (for non-payment) requiring capping or plugging service	\$230.00	\$235.00
Special Administration charge per service	\$28.00	\$28.50
<b>Non Treated Irrigation Water Charges</b>		
<b>No Meter</b>		
Non-treated irrigation water per acre per year	\$171.15	\$178.00
Minimum charge for non-treated irrigation water / year	\$171.15	\$178.00
Household use from a connection to the untreated irrigation water system, unless metered, in which case metered rates then apply. (per annum per residence)	\$401.68	\$417.75
<b>Monthly Fixed Non Treated Irrigation Water Meter Rates based on Meter Size</b>		
13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month)	\$11.13	\$11.58
25mm (1 inch) / month	\$23.86	\$24.81
38 mm (1 1/2 inches) / month	\$70.29	\$73.10
50 mm (2 inches) / month	\$154.77	\$160.96
75 mm (3 inches) / month	\$444.33	\$462.10
100 mm (4 inches) / month	\$977.02	\$1,016.10
150 mm (6 inches) / month	\$2,742.12	\$2,851.80
PLUS Variable Consumption Charge for all Meter Sizes		
Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)	\$0.27	\$0.28
<b>Reclaimed Treated Effluent for Irrigation Charges</b>		
Monthly Fixed Reclaimed Treated Effluent Meter Rates Based on Meter Size		
13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month)	\$15.30	\$15.40
25mm (1 inch) / month	\$57.49	\$57.49
38 mm (1 1/2 inches) / month	\$69.85	\$70.29
50 mm (2 inches) / month	\$164.64	\$165.67
75 mm (3 inches) / month	\$360.70	\$360.70
100 mm (4 inches) / month	\$761.37	\$766.15
150 mm (6 inches) / month	Potable water has no 6' fee	Potable water has no 6' fee
<b>PLUS Variable Consumption Charge for all Meter Sizes</b>		
Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)	\$1.13	\$1.14
<b>Treated Water Rates</b>		
Monthly Fixed Treated Water Meter Rates Based on Meter Size		
13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month)	\$30.60	\$30.79
25mm (1 inch) / month	\$114.97	\$114.97
38 mm (1 1/2 inches) / month	\$139.70	\$140.58

<b>Appendix 29</b>		
<b>WATER</b>	<b>2019</b>	<b>2020</b>
50 mm (2 inches) / month	\$329.27	\$331.34
75 mm (3 inches) / month	\$721.39	\$721.39
100 mm (4 inches) / month	\$1,522.74	\$1,532.30
Individually metered Bareland Strat Properties with 19mm meters <b>UPON APPLICATION ONLY</b>		\$8.31
<b>PLUS Variable Consumption Charge for all Meter Sizes</b>		
Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)	\$2.26	\$2.27
<p>Notwithstanding the above basic charges, should a 150 mm (6") meter be provided in conjunction with a 150 mm (6") line for the purpose of providing the dual requirements of domestic water and fire protection, the basic charge will be based on the size of meter that would be required to service the domestic water needs of the complex as determined by the Public Works Supervisor. This charge is to commence at the time of the installation of the meter. Prior to the installation of the meter, the service is to be billed at a 25 mm (1") unmetered rate.</p>		
<b>Monthly Fixed Non Metered Treated Water Rates Based on Service Size</b>		
13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month)	\$48.87	\$49.18
25mm (1 inch) / month	\$150.80	\$151.75
38 mm (1 1/2 inches) / month	\$247.04	\$248.59
50 mm (2 inches) / month	\$555.80	\$559.29
75 mm (3 inches) / month	\$1,413.52	\$1,422.40
100 mm (4 inches) / month	\$2,992.88	\$3,011.68
Treated water charges based on a negotiated agreement	Fee to be as per the agreement approved by Council	Fee to be as per the agreement approved by Council
Minimum charge for treated water for domestic purposes	Fee to be minimum monthly Basic Charge based on the meter size or the minimum monthly charge based on the size of service	Fee to be minimum monthly Basic Charge based on the meter size or the minimum monthly charge based on the size of service
<b>Minimum Flat Rate Charges for Properties located adjacent to a Treated Water Main but not Connected:</b>		
Fee based on property zoning as follows:		
For properties zoned Single Family Residential	\$48.87	\$49.18
For properties zoned I Multi Family Residential	\$150.80	\$151.75
For properties zoned Commercial	\$247.04	\$248.59
For properties zoned Industrial	\$2,992.88	\$3,011.68
For all other properties	\$247.04	\$248.59
<b>Sundry Charges</b>		
Sign on of new customer	\$27.00	\$27.50
Special Administration charge per service	\$16.00	\$16.50
Transfer fee per service	N/A	N/A
When a customer applies for electric and water service/transfer of service at the same time, only one application/transfer fee will apply		
Any applicable Federal or Provincial taxes are in addition to the above charges		

<b>Appendix 29</b>		
<b>WATER</b>	<b>2019</b>	<b>2020</b>
<p>A discount forfeit equal to 10% of the "current charges" (excluding Goods &amp; Services Tax) will result if full payment of current charges is not received as follows:</p> <p>a) on "residential and residential/special services" (rate codes 10 and 15). On or before the expiration of fifteen (15) days after the date of the mailing of the invoices therefore,</p> <p>b) on all other services not included in the definition of "residential or residential/special services" on or before the expiration of twenty-two (22) days after the date of the mailing of the invoices thereof,</p> <p>provided that when the said day falls on a Saturday, Sunday, or holiday, the discount shall apply if payment is received on the next succeeding day which is not a holiday.</p> <p>In the event of a partial payment of the current charges on or before the discount date, a proportionate discount shall be allowed.</p> <p>The A.R.D.A. rate referred to in this bylaw is billed on the annual property tax notice and is not subject to the 10% discount. Rather a 10% penalty is applicable if unpaid on the tax penalty date in each year.</p> <p>Basic charges will be applicable to accounts that are disconnected from water for seasonal or temporary purposes when the water is being turned off at the account holders request but the account holder(s) is not altering.</p> <p><b>Treated and Irrigation Services and Metering</b></p>		
AMR Opt Out treated or irrigation water meter, old style meter, use of a digital non radio frequency electric meter	\$201.00 per meter	\$201.00 per meter
AMR Opt Out treated or irrigation water meter, new style meter, use of a digital non radio frequency electric meter	\$42.25 per meter	\$42.25 per meter
(a) Treated and Irrigation water service supply and installation, not including meter or meter chamber. Fee to be as follows:		
19mm ( ¾") water service	\$2,750.00	\$3,100.00
25 mm (1") water service	\$3,500.00	\$4,000.00
All other water services	Actual Cost	Actual Cost
(b) Treated and Irrigation water meter supply and installation, not including meter chamber. Fee to be as follows:		
19mm ( ¾") water meter	\$455.00	\$500.00
25 mm (1") water meter	\$640.00	\$700.00
38 mm (1 ½") water meter with register and Radio Frequency	\$1,120.00	\$1,200.00
50 mm (2") compound water meter with register and Radio Frequency	\$3,760.00	\$1,650.00
(c) All other water meters with register and Radio Frequency	Actual Cost	Actual Cost
(d) Water meter chamber up to 25 mm (1") supply and installation (in conjunction with service install)	\$850.00	\$865.00
(e) Water meter chamber up to 25 mm (1") supply and installation (not installed with service)	\$1,850.00	\$2,250.00
(f) Provision of temporary water	Actual Cost	Actual Cost
(g) All other water meter chambers supply and installation	Actual Cost	Actual Cost
(h) Water meter register and Radio Frequency - Supply and install	\$250.00	\$255.00
(i) Water meter testing or repair if replacement is required and deemed the fault of the owner additional charges may be applied.	\$93.00	\$95.00
<p>Note: if the meter is found to be accurate within 98.5% - 101.5%, the party disputing the accuracy of the meter shall bear the cost. If the meter is found not be accurate within the above limits the City shall bear the costs.</p>		
Customer request to relocate (or alter due to construction) meter or appurtenances	Actual Cost	Actual Cost

<b>Appendix 29</b>		
<b>WATER</b>	<b>2019</b>	<b>2020</b>
<b>Water Connection Charges</b>		
(a) Service inspection of an irrigation water service, treated water service, sanitary sewer service and storm sewer service.	\$173.00	\$178.50
(b) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service	\$1,675.00	\$1,750.00
(c) Service calls regarding water service, treated water service, sanitary sewer service and storm sewer service	Actual Cost	Actual Cost
<b>Fire Hydrants (both City and private hydrants)</b>		
(a) Fire hydrant supply and installation not requiring curb, gutter and asphalt work	\$7,500.00	\$7,500.00
(b) Fire hydrant supply and installation requiring curb, gutter and asphalt work	\$9,000.00	\$9,200.00
(c) Fire Hydrant rental (includes hook-up and water usage) Note: if total # of days is not known (amount to be billed)	\$112.00 first day and \$22.00 each day thereafter	\$115.00 first day and \$23.00 each day thereafter
(d) Portable water meter rental	\$16.75 per day (plus cost of water used at the current metered rate)	\$18 per day (plus cost of water used at the current metered rate)
(e) Fire Hydrant Implementation	\$171.00	\$174.50
<b>Other:</b>		
(a) Service inspection of an irrigation water service, treated water service, sanitary sewer service and storm sewer service.	\$173.00	\$178.50
(b) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service	\$1,675.00	\$1,750.00
(c) Service calls regarding water service, treated water service, sanitary sewer service and storm sewer service	Actual Cost	Actual Cost

<b>Appendix 30</b>		
<b>Excessive Nuisance Abatement Fee</b>	<b>2019</b>	<b>2020</b>
<b>Administered through the Good Neighbour Bylaw</b>		
RCMP Nuisance Service Call	\$200/Call	\$200/Call
City of Penticton Fire Department Nuisance Service Call	\$400/Call	\$400/Call
City of Penticton Staff Nuisance Service Call	\$200/Call	\$200/Call

Appendix 31			
STORM WATER UTILITY	Unit	2019	2020
<b>Storm Water NO Direct Connect Fees</b>			
Notes:			
The different categories of Storm Water Utility Rates are based on the Property Tax Classification.			
The following rates apply to properties that are NOT directly connected to the Storm Water System.			
In cases where a property has multiple Property Tax Classifications the City will determine the Property Tax Classification that best represents the property and charge for Storm Water according to that Property Tax Classification.			
<b>Residential</b>			
Single Family Dwellings	\$/year per folio	\$20.50	\$31.00
Multi Family Apartment Buildings with 4 or less units	\$/year per folio	\$32.90	\$49.80
Multi Family Apartment Buildings with more than 4 units	\$/year per unit	\$11.00	\$16.60
Multi Family Dwellings [strata]	\$/year per strata	\$11.00	\$16.60
<b>Farm/Recreational/Non Profit/Supportive Housing</b>			
No Direct Connection to the Storm Sewer	\$/year per folio	\$20.50	\$31.00
<b>Business/Light Industry/Major Industry/Utilities</b>			
No direct connection, with gross assessment value:			
Below \$300,000	\$/year per folio	\$41.60	\$63.00
Between \$300,001 and \$800,000	\$/year per folio	\$62.40	\$94.50
Above \$800,000	\$/year per folio	\$93.70	\$141.70
<b>Storm Water Direct Connect Fees</b>			
Notes:			
The different categories of Storm Water Utility Rates are based on the Property Tax Classification.			
The following rates apply to properties that ARE directly connected to the Storm Water System.			
In cases where a property has multiple Property Tax Classifications the City will determine the Property Tax Classification that best represents the property and charge for Storm Water according to that Property Tax Classification.			
<b>Residential</b>			
Single Family Dwellings	\$/year per folio	\$26.70	\$40.40
Multi Family Apartment Buildings with 4 or less units	\$/year per folio	\$42.80	\$64.70
Multi Family Apartment Buildings with more than 4 units	\$/year per unit	\$14.30	\$21.60
Multi Family Dwellings [strata]	\$/year per strata	\$14.30	\$21.60
<b>Farm/Recreational/Non Profit/Supportive Housing</b>			
Direct Connection to the Storm Sewer	\$/year per folio	\$26.70	\$40.40
<b>Business/Light Industry/Major Industry/Utilities</b>			
Direct connection, with gross assessment value:			
Below \$300,000	\$/year per folio	\$54.10	\$81.90
Between \$300,001 and \$800,000	\$/year per folio	\$81.20	\$112.80
Above \$800,000	\$/year per folio	\$121.80	\$184.20

# Council Report

[penticton.ca](http://penticton.ca)

**Date:** December 3, 2019  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Jim Bauer, Chief Financial Officer  
**Subject:** **Third Quarter Financial Update**

File No:

## Staff Recommendation

THAT Council receive into the record the report titled "Third Quarter Financial Update" dated December 3, 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).

City staff have committed to reporting to Council on a quarterly basis the status of the financial plan.

This is the second 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, as 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 \$2.4 million higher than the \$139.9 million budget. This is owing primarily to higher forecast revenues in the following areas:

- Development cost charge revenues (\$1.3m)
- Approved grants, including one-time gas tax (\$1.7m)

- Building permit revenues and other sale of services (\$.5m)
- Increased interest revenues (\$.2m)

These increases are offset by lower than budgeted tax revenue collected from other taxing jurisdictions (predominantly non-residential school tax revenue) (\$1.3m).

### **Operating Expenses**

Operating expenses are forecast to come in \$4.7 million below the \$118.6 million budget. The major contributing factors are:

- Lower than expected tax expenses remitted to other taxing jurisdictions (predominantly non-residential school tax expenses) (\$1.3m).
- Lower than budgeted electricity costs (\$2.8m).
- Reduced net spending of \$400K in the general fund owing to several staff vacancies, reduced transit contract costs and other initiatives not proceeding as planned. These savings offset increased bylaw services costs of \$150k caused by greater safety/enforcement demands.
- Reduced spending of \$130K at the water treatment plant as detailed in appendix A.

### **Capital Expenses**

2019 Capital Expenses are forecast to be \$.7 million above the original budget of \$19.7 million owing to the following:

- Emergency chiller replacement for memorial arena (\$.2m)
- Demolition costs for the greyhound building (\$.28m)
- Wheel loader replacement (\$.26m)

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. There were 66 capital projects still underway at the end of 2018. The unspent budgets of \$6.2 million for these projects have been carried forward into 2019 and were added to the \$19.7 million capital budget, bringing a total capital expenses to \$25.8 million.

### **Reserve Transfers**

Reserve transfers are forecast to total \$7 million, owing primarily to:

- Forecast electrical surplus (\$2.8m)
- One Time Gas Tax Grant (\$1.5m)
- Additional DCC revenues (\$1.9m)
- Projected Operating Surplus (\$.8m)

The table below contains a summary of these financial changes.

Budget Summary	Original Budget	Year End Forecast	Forecast Variance
Total Operating Revenues	(139,990,554)	(142,418,987)	(2,428,433)
Total Operating Expenses	118,606,094	113,984,055	(4,622,039)
Operating Surplus	(21,384,460)	(28,434,932)	(7,050,472)
Total 2019 Capital Expenses	19,685,630	19,779,004	93,374
Net Remaining	(1,698,830)	(8,655,928)	(6,957,098)
Debt Principal Repayments	2,333,054	2,333,054	-
Capital Grant Funding	(535,000)	(535,000)	-
2019 Reserve Transfers	(99,224)	6,857,874	6,957,098
Capital Carryforward Expenses	6,160,847	6,160,847	-
Capital Carryforward Reserve Transfers	(6,160,847)	(6,160,847)	-
<b>Financial Plan Balance</b>	-	-	-

For additional details, see attached Attachment A.

**Alternate recommendations**

THAT Council provide alternate direction to Staff.

**Attachments**


Attachment A – Third Quarter Financial Update

Respectfully submitted,



Jim Bauer  
Chief Financial Officer

Concurrence

GM Infrastructure 	Director Recreation & Facilities <i>BK</i>	A/ Director Development Services <i>BQ</i>	Director, People & Community Safety Strategy <i>KL</i>	Chief Administrative Officer <b>DvD</b>
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# Attachment A – Third Quarter Financial Update

## Summary

Budget Summary	Original Budget	Year End Forecast	Forecast Variance
Total Operating Revenues	(139,990,554)	(142,418,987)	(2,428,433)
Total Operating Expenses	118,606,094	113,984,055	(4,622,039)
Operating Surplus	(21,384,460)	(28,434,932)	(7,050,472)
Total 2019 Capital Expenses	19,685,630	19,779,004	93,374
Net Remaining	(1,698,830)	(8,655,928)	(6,957,098)
Debt Principal Repayments	2,333,054	2,333,054	-
Capital Grant Funding	(535,000)	(535,000)	-
2019 Reserve Transfers	(99,224)	6,857,874	6,957,098
Capital Carryforward Expenses	6,160,847	6,160,847	-
Capital Carryforward Reserve Transfers	(6,160,847)	(6,160,847)	-
<b>Financial Plan Balance</b>	-	-	-

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 Recognized Revenue	% Recognized	2019 Revenue Forecast	Forecast Variance
Taxation	(56,091,125)	(54,944,102)	98.0%	(54,944,102)	1,147,023
Sale of Services	(7,290,528)	(7,824,572)	107.3%	(7,983,048)	(692,520)
Electric Utility Revenue	(42,083,551)	(35,975,012)	85.5%	(42,092,821)	(9,270)
Sewer Utility Revenue	(6,784,578)	(5,110,048)	75.3%	(6,510,141)	274,437
Water Utility Revenue	(8,822,919)	(8,015,427)	90.8%	(8,830,448)	(7,529)
Storm Water Utility Revenue	(367,000)	(362,216)	98.7%	(362,104)	4,896
Fiscal Services	(3,621,925)	(2,794,969)	77.2%	(3,860,299)	(238,374)
Grants	(1,677,995)	(2,678,198)	159.6%	(3,474,802)	(1,796,807)
Other Revenues	(12,650,931)	(7,306,442)	57.8%	(12,433,816)	217,115
Development Cost Charges	(600,000)	(1,876,914)	312.8%	(1,876,914)	(1,276,914)
Donations	-	(50,491)	0.0%	(50,491)	(50,491)
<b>Total</b>	<b>(139,990,553)</b>	<b>(126,938,390)</b>	<b>90.7%</b>	<b>(142,418,987)</b>	<b>(2,428,433)</b>

## Explanations

### **Taxation**

- Forecasting to receive \$1.3M less revenue than budgeted due to lower than expected revenue required from other taxing jurisdictions (i.e. school tax). The corresponding expense will also be lower, so there is no impact to the City.

### **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 budgeted revenue. Further, areas like recreation will have some revenue deferred, so staff are not expecting to recognize much more than what has been collected to date.
- Forecasting to receive about \$550K more revenue than budgeted due to strong building permit revenues and misc. other revenues.

### **Electric Utility Fees**

- As of October 31, almost \$36M in revenue has been collected. Assuming the same power usage through to the end of the year as occurred in 2018, staff are projecting to meet budgeted revenue.

### **Sewer User Fees**

- As of October 31, just over \$5.1M in revenue has been collected. Assuming the same sewer usage through to the end of the year as occurred in 2018, staff are projecting to fall short of budgeted revenue by \$275K.

### **Water Utility Fees**

- As of October 31, just over \$8M in revenue has been collected. Assuming the same water usage through to the end of the year as occurred in 2018, staff are projecting to meet budgeted revenue.

### **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.
- Staff are projecting to see better than \$200K increase in interest revenue than was budgeted.

### **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 misc. 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.
- \$1.4M has been collected in gaming revenue from Q1 to Q3, and Staff expect to receive approximately \$1.8M year-end, \$200K less than budget.
- \$900K of depreciation relating to the transfer to equipment reserve is recognized at year end.
- Cemetery, Transit, Bylaw, and misc. 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: \$199K, Parks: \$272K, Drainage: \$167K, Waste Water: \$1.02M, Water: \$211K.

### **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**

<b>Operating Budget</b>	<b>Original Budget</b>	<b>Expense \$ Spent</b>	<b>% Spent</b>	<b>Year End Forecast</b>	<b>Forecast Variance</b>
Corporate Administration	4,030,464	3,325,528	82.5%	3,952,087	(78,377)
Financial Services	7,022,676	6,062,886	86.3%	7,056,079	33,403
Development Services	5,049,500	3,930,930	77.8%	4,812,891	(236,609)
Infrastructure	11,826,044	9,222,051	78.0%	11,577,142	(248,902)
Emerg. Response & Prevention	16,413,198	9,802,159	59.7%	16,320,148	(93,050)
Recreation & Culture	6,901,568	6,345,223	91.9%	7,022,857	121,289
General Government	23,015,680	21,768,144	94.6%	21,868,657	(1,147,023)
<b>Total General Fund</b>	<b>74,259,130</b>	<b>60,456,921</b>	<b>81.4%</b>	<b>72,609,861</b>	<b>(1,649,270)</b>
Electrical Utility	35,509,407	25,456,826	71.7%	32,695,966	(2,813,441)
Sewer Utility	4,569,471	3,765,985	82.4%	4,537,956	(31,515)
Water Utility	4,268,086	3,628,458	85.0%	4,140,272	(127,814)
<b>Total Operating Expenses</b>	<b>118,606,094</b>	<b>93,308,191</b>	<b>78.7%</b>	<b>113,984,055</b>	<b>(4,622,040)</b>

Year to date spend is using data from October 31, 2019. Therefore, 10 out of 12 months have elapsed, or 83% of the year. On the whole, expenses are trending in line with time elapsed.

## **Explanations**

### **Corporate Administration**

- Includes Corporate Administration, Mayor and Council, Communications, HR, and the Library.
- The Director of Corporate Services left in March 2019. This vacancy will result in forecast spending coming in below budget.

### **Financial Services**

- Includes Accounting, Finance, Procurement, 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.
- Forecasting a small overrun in this area primarily due to a \$132K write off of obsolete inventory.

### **Development Services**

- Includes Development Services, Land Management, Planning, Building & License, Bylaw Services, and Economic Development.
- Bylaw department forecast is trending \$150K higher than budgeted, mainly to deal with greater demands that resulted in the need for extended bylaw relief hours (7am-11pm), including Saturdays, and the addition of a further staff member. These unexpected demands were caused by the heightened social issues, and need for greater enforcement presence around the city, including event coverage, etc.
- Planning budget is forecast to under spend by \$130K as the comprehensive development plan did not proceed as budgeted. There is also a \$45K underrun due to staff vacancies.
- Development services is forecast to under spend as a result of the vacancy of the Director position (\$50K) and lower than budgeted legal expenses (\$60K).
- Economic development is forecast to under spend \$38K as a result of several initiatives either coming in under budget or being reduced in scope.

### **Infrastructure**

- Includes Engineering Services, Storm Sewer, 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.
- Transit contract is forecasted to be \$215K under budget.

## **Emergency Response & Prevention**

- Includes Dog Control, RCMP, and the 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.
- The RCMP department didn't achieve budgeted staffing levels early on in 2019, resulting in a \$300K underrun forecasted for the policing contract.

## **Recreation & Facilities**

- Includes the SOEC, Facility Maintenance, Recreation, and Museum.
- The SOEC forecast provided as of September 30, 2019, stated a projected \$27K underrun.
- DPA events now financed by the City have resulted in \$65,000 in additional forecasted costs.
- \$55K overrun in facilities for unplanned needs for City Yards (lights, wiring, HVAC unit, safety items)
- \$40K overrun in facilities for Community Centre waterslide and UV system repairs

## **General Government**

- Includes payments to other taxing jurisdictions.
- Per the taxation revenue area above, the forecast variance is due to the reduction in expenses related to reduction in revenue requested by other taxing jurisdictions (i.e. school tax).

## **Electric**

- Based on power purchases from Fortis as of September 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 \$2.8M under budget.

## **Sewer**

- No material forecast deviations noted.

## **Water**

- Water treatment plant chemical costs are forecasted to be \$80K under budget.
- Water treatment plant parts and equipment accounts are forecasted to be \$50K under budget.

## Capital Expenses

Annually, staff review capital projects that are not complete at the end of the fiscal year and notifies the Finance department of the budgets that are not fully spent. Finance reviews the proposed capital 'carry forward' (CF) projects and if there is a justifiable reason, includes the carry forward capital budgets into a financial plan amendment bylaw for Council approval.

Capital Budget	Original Budget	Carry Forward Budget	Total Budget	Net \$ Spent	% Spent	Year End Forecast	Forecast Variance
Engineering	1,529,253	1,787,006	3,316,259	941,969	28.40%	2,180,186	(1,136,073)
Facilities	2,232,500	520,211	2,752,711	1,920,279	69.76%	2,591,896	(160,815)
IT	931,014	735,915	1,666,929	1,312,841	78.76%	1,650,996	(15,933)
Fleet	812,950	461,977	1,274,927	1,191,637	93.47%	1,284,927	10,000
Other	1,989,680	193,972	2,183,652	1,358,126	62.20%	2,059,610	(124,042)
<b>Total General Capital</b>	<b>7,495,397</b>	<b>3,699,081</b>	<b>11,194,478</b>	<b>6,724,851</b>	<b>60.07%</b>	<b>9,767,615</b>	<b>(1,426,863)</b>
Electric Capital	2,100,233	350,430	2,450,663	1,478,425	60.33%	1,785,625	(665,038)
Sewer Capital	4,577,800	1,238,157	5,815,957	2,749,636	47.28%	4,099,253	(1,716,704)
Water Capital	5,512,200	873,179	6,385,379	2,830,466	44.33%	4,126,511	(2,258,868)
<b>Total Capital</b>	<b>19,685,630</b>	<b>6,160,847</b>	<b>25,846,477</b>	<b>13,783,378</b>	<b>53.33%</b>	<b>19,779,004</b>	<b>(6,067,473)</b>

## 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.
- Forecasting to spend \$1.1M less than budgeted primarily due to:
  - \$378K projected to be carried forward for Main Street upgrades from Industrial Avenue to Warren Avenue.
  - \$356K projected to be carried forward for Woodstock Road.
  - \$208K projected to be carried forward for design completion for reach 3 of Penticton Creek.
  - \$125K projected to be carried forward for overland drainage improvement projects.

### Facilities

- CF budget primarily includes \$312K for misc. upgrades to Memorial Arena and various other smaller projects.
- Increased forecast by \$200K to account for Memorial Arena Refrigeration work as per resolution 265/2019.
- \$290K that was budgeted for the City Hall HVAC/Envelope upgrades was deferred pending the outcome of the asset and amenity management initiative.
- SOEC Parking upgrades of \$100K did not proceed and is being deferred to future years.

## IT

- CF budget primarily includes \$370K for hardware/server replacement, SOEC IT/AV \$132K, and \$105K for GIS related initiatives.
- No major budget deviations noted.

## Fleet

- CF budget primarily includes \$238K for a wheel loader, and \$110K for truck purchases.
- Forecast was increased \$260K for the purchase of a wheel loader per Council resolution 358/2019.
- Forecast was decreased by \$250K as staff expect to carry forward the purchase of a Digger Derrick Aerial unit.

## Other

- CF budget primarily includes Lakeview Cemetery upgrades, misc. fire equipment, and misc. other small items.
- Forecasted \$280K higher due to demolition costs of the Greyhound building per resolution 47/2019.
- Forecasted \$535K lower as a result of grant money received for Penticton Creek.

## **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.
- Forecasting lower than budget due to expected carry forwards:
  - \$298K distribution system rebuild voltage conversion pushed back to spring 2020 in response to customer requests.
  - \$385K of system reliability work (FCI installation, conductor upgrades) to be completed in 2020.

## **Sewer Capital**

- CF budget primarily includes \$846K of lift station equipment replacement and \$124K for a screw pump.
- Forecasted to spend less than budgeted primarily due to:
  - \$1.05M budgeted for compost site improvements will be carried forward to 2020.
  - \$756K projected to be carried forward to 2020 for Main Street upgrades (sewer portion) from Industrial Avenue to Warren Avenue.

## **Water Capital**

- CF budget primarily includes \$395K to replace electrical items at Okanagan Lake pump station, and \$261K for water main replacements.
- Forecasted to spend less than budgeted primarily due to:
  - \$1.17M will be carried forward to 2020 to complete the replacement of electrical equipment at the Okanagan Lake pump station.
  - \$756K projected to be carried forward to 2020 for Main Street upgrades (water portion) from Industrial Avenue to Warren Avenue.
  - \$139K projected to be carried forward to 2020 for completion of water treatment plant building modifications.

## **Reserve Transfers**

The \$7M increase in 2019 reserve transfers is primarily due to the following items:

- Projected Electrical Surplus of \$2.8M 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 \$1.9M will be transferred to DCC reserves
- Projected Operating Surplus of \$800K (primarily driven by RCMP vacancies and strong building permit revenues) will be transferred to reserves/surplus per the year end surplus policy

# Council Report

pentiction.ca

**Date:** December 3, 2019  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Jim Bauer, Chief Financial Officer  
**Subject:** **Third Quarter Corporate Business Plan Update**

File No:

## Staff Recommendation

THAT Council receive into the record the report titled "Third Quarter Corporate Business Plan Update" dated December 3, 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 114 goals across the seven 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 second update that has been brought forward to Council since the Corporate Business Plan was approved in late February.

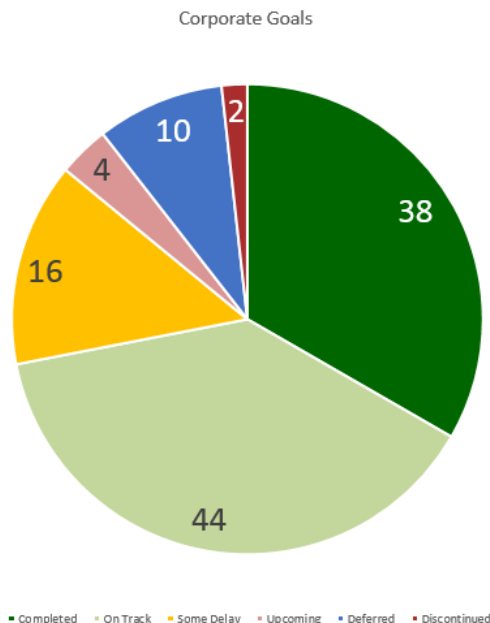
## Financial implication

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.

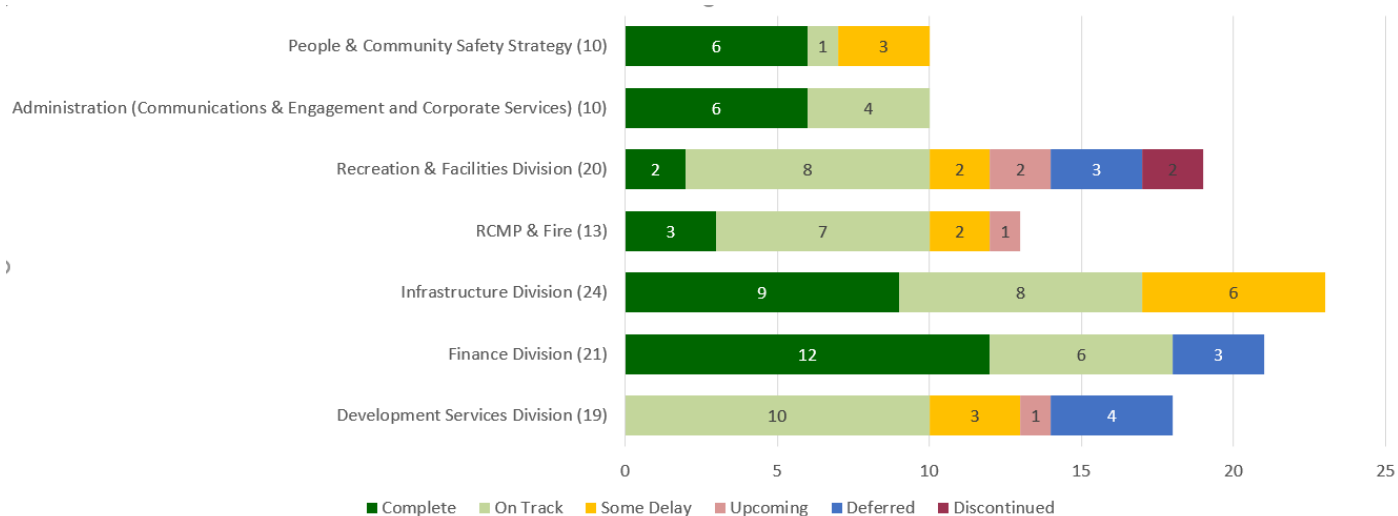
## Analysis

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 114 goals with 38 complete and 44 are on track. 16 are experiencing some delay, 4 are upcoming, 10 have been deferred and 2 discontinued.



The progress of business plan goals on a Divisional basis are reflected in the table below.



For a 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 	Director Recreation & Facilities  <i>BK</i>	Acting Director Development Services  <i>BJ</i>	Director, Human Resources and Community Safety Strategy  <i>KL</i>	Chief Administrative Officer  <b>DvD</b>
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## 3rd Quarter 2019 - Business Plan Council Update

Administration (Communications & Engagement and Corporate Services)		
Goal Title	Goal Update	Status
Launch New Version of Penticton.ca.	New website is in development, working test version expected for launch end of Q4	On Track
Develop a Community Engagement Framework.	Policy and Framework approved by Council	Completed
Implement Citizen-led Engagement Program.	Concept developed, no more action to be taken in 2019.	Completed
Introduce Continuous Improvement Initiatives.	Various website, video and engagement solutions introduced through 2019.	Completed
Introduce the News Release Creator	Project incorporated into new website project.	Completed
Implement an Electronic Document and Records Management Plan.	Completed interviews for a Records Management Specialist. Initiative will continue with implementation in 2020/2021.	Completed
Implement New Council Orientation.	Council attended various training sessions on topics such as Public Hearings and Conflict of Interest.	Completed
Update Bylaws and Policies.	Continues to be an ongoing objective.	On Track
Implement an Events Tracking Calendar including Council Invitations.	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.	On Track
Implement an Issues Management Program.	Executive Assistant continues to monitor issues and is approaching other municipalities for options.	On Track
Development Services Division		
Goal Title	Goal Update	Status
Complete a Downtown Parkade Feasibility Study.	Phase 1 feasibility study completed in October.	On Track
Apply to the Province for Daycare space funding.	Issued EOI for partner for BC New Spaces Childcare Fund for late 2019 application	On Track
Implement Homeowner Permit Awareness campaign.	No new progress - waiting on final edits to rack cards. To pick up again in early October	Some Delay
Expand Long-Term Residential Rental Program.	Continuing to gather information from other communities. Presentation on initiative in December	Upcoming
Develop a Welcome Package for New Residents and New Business Licenses.	Draft versions of the Packages are near completion.	On Track
Priority Clusters Impact and Opportunity Assessments.	Clusters will be evaluated individually and each year beginning in 2020 analysis and implementation will occur.	Some Delay
Develop a Parks Master Plan for Skaha Park.	In November, the Parks and Recreation Advisory Committee provided support for focusing the scope of work on the east portion of the park and on the appropriate engagement approach launching in December.	Some Delay
Maintain Economic Development relationships.	Staff working on FutureBiz Penticton and Hiring & Housing Forum for Q3 / Q4 2019. Co-ordinate the implementation of the Economic Development Strategic Plan in Q3 to commence in Q3.	On Track
Support new investment and development of the community in line with the Official Community Plan.	Multiple initiatives underway reflecting directions in the OCP: Transportation Master Plan, Lake-to-Lake route, development projects, development permits, Climate Action Plans, action on food security, etc.	On Track
Administer Entrepreneur Immigration Program.	Continuing with program administration. Have now held three site visits and three Provincial referrals	On Track
Modernize Business Licence Bylaws.	Due to Acting director rotation and staffing resources - this Goal will be deferred to 2020. Some minor housekeeping will be completed with Inter-Community and Long Term Rental.	Deferred

Goal Title	Goal Update	Status
Host a Business Community Forum.	Forum was hosted on September 18th with representation from 85 delegates and 30 presenters. The full day was well-received with many people making connections with each other and with the presenters. A wrap up report will be written to summarize the event and findings coming out from it. The wrap up report is scheduled to be delivered as part of the Economic Development 3rd quarter update on December 17th	On Track
Host the 2nd Annual FutureBiz Penticton.	<p>Building on last year's success, FutureBiz 2019 will continue to provide information on how companies can future-proof their businesses. This year's theme has the working title of 'When Disaster Hits: Preparing for the unexpected in your business'. December 4th has been selected as the date of the forum.</p> <p>Event planning well underway with a solid marketing plan and a stellar speaker list. The approach to the topic of Disaster Preparedness and the impressive speaker list has attracted some strong sponsor companies.</p> <p>Hosted at the PTCC, the day is set up to deliver hands-on information to help businesses be more prepared to deal with a number of unexpected circumstances in such a way that downtime could be greatly reduced or non-existent. Topics being addressed cover subjects such as property theft prevention, cyber crime, crisis communications, and business continuity planning.</p>	On Track
Develop an Economic Development Newsletter.	Reviewed Several other community economic development websites. In the process of creating the first draft newsletter and purchasing the mailing software	On Track
Purchase Carbon Off-sets to Retain Carbon Neutrality.	Action 3.1.4.1: Complete 2018 greenhouse gas emissions reporting Source: 2019 FINAL Dept Plan DEV SERVICES Council report presented in June for approval (81% completed) Carbon reporting has been submitted to the province and has been advertised on the City's website as per provincial requirements. We are still preparing the report to Council to present the reporting to them.	On Track
Building Department Accreditation.	Due to rotating Acting Director and staff resources and permit volumes - this project will be deferred to 2021 Budget. Some research and policy work will continue to prep for 2020.	Deferred
Create a Comprehensive Development Plan.	We've had our internal scoping exercise and are now preparing the RFP for issuance.	Deferred
Develop and Implement Plan for Land Use Contract.	Randy Houle was the lead on this project and is no longer with the City. This project is now on hold until 2020.	Deferred
<b>Finance Division</b>		
Goal Title	Goal Update	Status
Development of an Open Data Policy and Public Open Data Portal.	The 'Open Data Hub - Open Penticton' Council Policy has been approved, the open data site called Open Penticton has been launched	Completed
Continued Implementation of IT Governance.	The IT Steering Committee is established as meets as required to review progress, set policy and make decisions.	Completed
Continued Implementation of IT Service Management (ITSM).	IT has implemented a new Service Management system in the department which will support the departments processes into the future. Development will continue on it as we implement industry best practices.	Completed
Implement Bar Coding System for the City's inventory.	Awaiting pro-type from developer	On Track
Amend Purchasing Policy.	Amended Procurement Policy was endorsed by Council on June 18, 2019.	Completed
Research and Implement a Contract Management System.	Selected Contract Management module from Business World. Awaiting implementation from consultant	On Track

Goal Title	Goal Update	Status
Core IT Network Refresh and Redesign.	The Core IT Network has been refreshed and redesigned.	Completed
Develop a Comprehensive Land Management Strategy.	This goal will be completed in 2020 as part of the Land Management Strategy.	Deferred
Establish Department Efficiencies.	Staff have completed departmental efficiencies and checklists to assist with the large workload volume.	Completed
Feature the Land Department on City Website.	This goal is part of the City Website revamp.	On Track
Establish a Nominal Lease Policy.	This goal will be completed in 2020 as part of the Land Management strategy.	Deferred
Establish a Risk Management Framework and Policy.	Council approved the Risk Management Policy and Framework July 2. Communication of risk management has been provided to City staff. Implementation of the framework continue under the guidance of the Risk Management Committee as an ongoing initiative.	Completed
Implement Integrated Business Planning and Financial Reporting to Council.	Third Quarter business plan and financial update to be provided to Council December 3.	On Track
Policy Updates and Development (Finance).	Reserve Policy and amendments to Municipal Grants Policy have been completed and adopted by Council. Due to other priorities, remaining drafted policies will be brought forward for Council approval in early 2020.	Completed
Develop a High-level Disaster Recovery Plan.	The initial scope of the plan has been review and a project charter developed. IT is currently documenting vital systems and related dependencies.	On Track
Data Migration of Parks and Facilities Information into the GIS system.	Existing Parks and Facilities data has been migrated into the GIS system and the structure has been built to track Parks and Facilities assets going forward.	Completed
Implement an online credit card payment option for Utility payments.	Credit Card payments for Utilities online went live August 20, 2019 and is fully available to the public.	Completed
Establish a Formalized Grant Seeking Process.	Preliminary research conducted however project deferred given higher priority initiatives.	Deferred
Develop a Long-term Revenue Model.	Development of the model is anticipated to be complete by the end of 2019. Implementation will commence in 2020 within the Asset & Amenity Management Strategy	On Track
Update the Permissive Tax Exemption Policy for the 2020 application intake.	Council approved revised policy April 2, 2019 which resulted in a maximum of 1.68% of taxes foregone through this policy.	Completed
Deliver the 2019 Tax Rate Bylaw to Council for adoption by May 15, 2019.	2019 Tax Rate Bylaw adopted May 2, 2019.	Completed

**Infrastructure Division**

Goal Title	Goal Update	Status
Improve strategic area lighting and pedestrian crossing lighting city wide.	A decision has been made to go with Transportation Association of Canada standards for light levels. The areas where lighting is required have been prioritized, materials have been ordered and installation is underway. Phase 1 of a 5 year project will be complete by 2019 12 31.	Some Delay
Complete the 200 Block Main Street East Lane Electrical Rebuild.	Project Complete.	Completed
Develop Ellis Creek Master Plan.	The Master Plan is in draft stage and under review. The project is scheduled for completion 2020 02 28.	Some Delay
Design and Implement/Construct the third phase of the Penticton Creek Reach 12 Revitalization.	Detailed design work has advanced to 90% submission stage. Finalization of the design and permit application will proceed in December with construction planned for 2020.	Some Delay
Implement the Penticton to Kelowna Transit Route.	Project Complete.	Completed
Restructure work areas to address gaps in resources and expertise Branch.	Project Complete.	Completed

Goal Title	Goal Update	Status
New Service Advisor Coordinator.	Project Complete.	Completed
Create Permanent Clean Team.	Project Complete.	Completed
Complete and Begin Implementing a Waste Water Solids Management Plan.	Study Complete and presented to Council. The City is now working with the RDOS to see if there are any economies of scale to do a combined Waste Water Solids and Food Waste Compost Site.	Completed
Replace Aging and Small Water Mains.	Project Complete.	Completed
Improve Capacity of South Main Sanitary Sewer and Water.	Project on track and scheduled for Completion 2019 11 22.	On Track
Complete Main Street Upgrade Okanagan Avenue to Warren Avenue.	Project tender awarded 2019 11 13. Construction scheduled for completion 2020 05 30.	On Track
Upgrade and Install Pedestrian Crosswalks.	Designs are complete. Civil works scheduled for completion 2019 11 29. Lights scheduled for completion 2019 12 19. Some delay to this project due to high tender prices.	Some Delay
Finalize Phase II Drought Management plan.	RFP process completed and project awarded to Associated Engineering. Work underway and on track. Scheduled for completion 2020 02 28.	On Track
Implement Chlorine and Sulphur Dioxide Gas Removal from the Water Treatment Process.	Design Complete, project tendered and awarded. Work is underway and scheduled for 2020 02 28.	Some Delay
Upgrade Okanagan Lake Pump Station Electric and Pump Motor.	Design complete, tender for equipment purchase has closed and is under review. Once equipment is purchased a RFP will be issued for installation. Scheduled for completion 2020 03 31.	Some Delay
Implement 2019 Actions of the Asset Management Renewal Plan.	Screw pump installation completed. WAS pump replacement tender awarded and project is under construction, scheduled for completion 2020 03 31. Cake pump installation is complete. South Lift Station under construction and scheduled for completion 2019 12 16.	On Track
Complete the 2018 Utility Rate Review.	Project Complete.	Completed
Complete Voltage Conversion.	Voltage conversion 67% completed 2 of 3 feeders are complete. R34 (Naramata) is Deferred/Discontinued until the spring of 2020 as the wineries have concerns with extended power outages in Sept/Oct.	On Track
Investigate and report on Power Generation Possibilities.	Draft Report received and under review. Plan to take the Draft report to the new sustainability committee and then to Council. Project Scheduled for completion 2020 02 28.	On Track
Implement Asset Management Software.	The Invitational RFP was awarded to Assetic and work on Phase 1 is underway and scheduled for completion 2020 04 30	On Track
Update the 1968 Special Area Bylaw.	Decision made to go with a Council Policy instead of a Bylaw. Council Policy completed and adopted. Project Complete.	Completed
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.	On Track
<b>People &amp; Community Safety Strategy</b>		
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 Facility changes made. Goal completed	Completed
Review and Update Role of Bylaw Officers.	Goal complete.	Completed
Enhance Service Provision with Staff Additions.	Extended hours continue till 11 30pm with CSOs and added Sat evening shift. 3 new relief BEOs hired and are working through training program and officer coaching program.	Completed

Goal Title	Goal Update	Status
Utilize Geographic Information Systems (GIS) within the Bylaw Services department.	Working with Communications/social media to determine how to provide this data to the public.- Website, media release, etc.	Some Delay
Update Good Neighbour Bylaw.	Action 5.1.21.1: Collaborate with Gov Law on related bylaw amendments, including a charter review. Source: 2019 FINAL Dept Plan BYLAW SERVICES (100% completed)Collaborated with Gov Law to review Good Neighbor Bylaw proposed amendments. Charter and legal review took place. Met with DPA and Board to discuss changes to bylaw and used their feedback to support the changes. Action 5.1.21.2: Prepare staff report for Council approval of bylaw amendments. Provide public awareness and education of changes including media release Source: 2019 FINAL Dept Plan BYLAW SERVICES (10% completed)Drafting report to Council with proposed amendments for May 21st. Once passed through Council, public education/awareness to take place.	Completed
Office Relocation/New Deployment (Bylaw/RCMP).	Final design plans approved and going to tender to commence construction this week	Some Delay
Implement the Five Year Succession Planning Master Plan.	All leadership meetings have taken place. Critical positions identified and plans created to address.	On Track
Achieve Certificate of Recognition (COR) and The Partners in Injury and Disability Prevention Program (PIR).	OH&S Staffing disruption. On track for completion by end of 2020 / Q1 2021.	Some Delay
Ratification of Three Expired Collective Agreements.	Ratification of three Collective Agreements completed.	Completed
Support Mayor and Council Remuneration Advisory Task Force.	Recommendation and adoption by Council of all 11 Task Force recommendations.	Completed
RCMP & Fire		
Goal Title	Goal Update	Status
(RCMP) Increase Transparency and Accessibility to Police.	Downtown Bylaw/RCMP shared space is moving forward, plan to have desk available for member's use along with direct access to RCMP front counter from location's lobby. Actions listed herein are either Completed or are On Track. Community Forum held on May 19 with over 100 community members in attendance. Increased our Media Relations trained Officers in the Regional Detachment to improve access and availability. 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 37 situations brought to the Table up to October 31, 2019. Of those 20 have been connected to services successfully due to direct action of the CAST. CAST continues to be an advocate for other communities as they implement the program. This has included West Kelowna and Williams Lake.	On Track
(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 particularly violent habitual offenders who are responsible for 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 (as of June 30, 2019) in Penticton and surrounding Rural detachment areas. The traffic unit continues to target high collision areas, and areas in which the public complains about traffic safety issues. Two Penticton Detachment Traffic members were awarded the Alexa Award for outstanding efforts in removing drunk drivers from the street. 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. Continued engagement with the Director of People and Public Safety .	On Track
(RCMP) Conduct Organizational Reviews.	<p>We have moved to realign our support resources after the retirement of the Municipal Admin Manager this summer. This position was not filled, rather her duties and responsibilities were divided between two existing exempt staff who now oversee the day to day operations of the support staff together.</p> <p>An Electronic File Administrator has been created 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> <p>There continues to be a need to increase the support staff in two areas: Records, as changing legislation responsibilities continues to increase the demands in this area. As well, the Detachment requires a person to assist in the recovery of digital evidence in operational files who can also participate in the IT support requirements of the Detachment</p>	On Track
(FIRE) Project Assessment and Planning for Fire Hall Replacement.	Defer start to September 2019.	Some Delay
(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>	Completed
(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/Discontinued until fall 2019. Grant funding for one action item not approved - defer to 2020	On Track
(FIRE) 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/Discontinued into 2020 pending additional resources to support development of full business continuity plan.	Some Delay
(FIRE) Wildfire Symposium - Penticton Fire Department	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

Goal Title	Goal Update	Status
<b>Recreation &amp; Facilities Division</b>		
Goal Title	Goal Update	Status
Enhance Partnerships with Community Service Groups.	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. 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. Each of these partnerships has resulted in the community having better access to a variety of affordable programs and services.	Upcoming
Implementation of South Okanagan Event Centre (SOEC) Parking Strategy.	This was not identified as a priority through the strategic planning process and the project is on-hold.	Discontinued
Parks and Recreation Advisory Committee.	Action 1.1.12.1: Advisory board created and priorities confirmed Source: 2019 FINAL Dept Plan RECREATION AND FACILITIES Source: 2019 FINAL Dept Plan PUBLIC WORKS (100% completed) Parks and Rec committee was created in early January with priorities being: 1) Robinson Property 2) Coyote Cruises and 3) Skaha Master plan Action 1.1.12.2: Gather data, stakeholder engagement Source: 2019 FINAL Dept Plan RECREATION AND FACILITIES Source: 2019 FINAL Dept Plan PUBLIC WORKS (10% completed) A skaha park walkthrough occurred with the committee in May so they can familiarize themselves with the area and amenities. Further data gathering and stakeholder engagement to be conducted. The major planning piece is on hold until OCP is finalized in June. Action 1.1.12.3: Engage consultant for Skaha Park master plan study Source: 2019 FINAL Dept Plan RECREATION AND FACILITIES Source: 2019 FINAL Dept Plan PUBLIC WORKS (0% completed) on hold - Not enough information yet to determine if/what kind of consultant may be required.	Upcoming
2019 Civic Events.	Action 1.1.13.2: Arrange for suppliers, vendor and entertainment Source: 2019 FINAL Dept Plan RECREATION AND FACILITIES (80% completed) All suppliers, vendors and entertainers have been selected. Insurance and WCB requirements are being coordinated. Final details of the events are still being finalized. Action 1.1.13.3: Event implementation Source: 2019 FINAL Dept Plan RECREATION AND FACILITIES (0% completed) Canada Day will be the first City run event as part of this strategy.	On Track
Complete annual shutdown of McLaren Arena and the Community Centre.	Annual maintenance shutdown for the McLaren Arena and Community centre.	On Track
Convert Conventional Lighting Systems to LED.	Discontinued	Discontinued
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. Artifacts chosen and display case has been refurbished.	On Track
Lifeguard Surveillance Evaluation And Enhancement.	Emerging priorities (eg. staffing, software implementation and safety program work) requiring more immediate attention and resources have required that this project be moved down the priority list. It is on hold.	Deferred

Goal Title	Goal Update	Status
Develop a Sport and Event Tourism Strategy.	Completed triathlon strategy by securing IRONMAN Canada (a key piece of the overall Sport and Event Tourism Strategy). Assessed granting strategies for revision 2020. Created facility inventory and identified community capacity for future events. Researched comparable strategies and compared policies at CSTA Sport Event Congress 2019. Identified event opportunities for short and long-term based on existing and potential community capacity. Identified need for new or revised policies.	On Track
Improve Existing Event Hosting Processes.	Established Event Hotline for organizers (one call system). Streamlined front end service delivery procedures (ex. rec centre staff, City Hall staff). Consolidated back end information (all department information in one spreadsheet location). Edited event application form and event guide. Revised grant assessment criteria. Continuous improvements and revisions based on consumer feedback, input from relevant City departments. Enhanced on-site presence from Events Department at major events. Enhanced communications to public re: events and road closures (ex. road closures page, consistent social media posts, radio features, etc.). Enhanced communications with event organizers through on-site meetings, pre- and post-event meetings.	On Track
Develop a Signature Triathlon Event for the next three to five years.	Signed final contract with IRONMAN July 2019 for IRONMAN event 2020-2024. Race sold out in 24 hours.	On Track
Develop Other Signature Event(s).	Collaborated with Spectra to bid for National Junior A Hockey Championship. Awarded October 2019. Identified opportunities at Canadian Sport Tourism Alliance for shoulder season marquee events. Successful test event for indoor Dragonboat event in off-season, with plan to host again in 2020. Continue to support existing signature events.	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 and civic event hosts. Regular meetings with Travel Penticton, Spectra, MICE group 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 on various events (i.e. Civic Events - Canada Day, etc.). Fostered relationships with BC Sport Branch, BC Tourism and Okanagan Sport and Event Managers to identify needs and future plans for Okanagan hosting opportunities.	On Track
Revamp the First Peoples Display Area.	Still formulating designs and design approach. I have come up with a design approach for taxidermy exhibits, which will include FP (First Peoples) information.	Upcoming
Renovations for RCMP/Bylaw Office (284 Main Street).	Delayed due to changing RCMP requirements. Project is expected to be tendered in 2019 with construction in Q1/Q2 2020.	Some Delay
Create and Facilitate a Shared Community Centre Incident Reporting.	Emerging priorities (eg. staffing, software implementation and safety program work) requiring more immediate attention and resources have required that this project be moved down the priority list. It is on hold.	Discontinued

Goal Title	Goal Update	Status
Implementation of New Recreation Software (PerfectMind).	<p>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, we are finalizing the last items required to successfully complete data migration and change over in recreation software systems.</p> <p>Perfect MIND was implemented in August. The team continues to work with the software provider on issues, training and enhancements.</p>	Completed
Recreation Revenue and Cost Sharing Review.	This goal was put on hold as it will be dealt with as part of the Asset and Amenity Management Project.	Deferred
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.	Completed

Bylaw No. 2019-44

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. 2019-44".

2. Amendment:

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

Rezone Lot 1, District Lot 2 Group 7 Similkameen Division Yale (Formerly Yale Lytton) District Plan EPP18269, located at 589 Churchill Avenue, from R3 (Small Lot Residential: Lane) to RD3 (Residential Infill).

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

READ A FIRST time AS AMENDED this	5	day of	November, 2019
A PUBLIC HEARING was held this	3	day of	December, 2019
READ A SECOND time this		day of	, 2019
READ A THIRD time this		day of	, 2019
RECEIVED the approval of the Ministry of Transportation on the		day of	, 2019
ADOPTED this		day of	, 2019

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

<p>Approved pursuant to section 52(3)(a) of the <i>Transportation Act</i>  this _____ day of _____, 2019</p> <p>_____</p> <p>for Minister of Transportation &amp; Infrastructure</p>
--

\_\_\_\_\_  
John Vassilaki, Mayor

\_\_\_\_\_  
Angie Collison, Corporate Officer

Rezone 589 Churchill Ave

From R3 (Small Lot Residential: Lane)

To RD3 (Residential Infill)



City of Penticton – Schedule 'A'  
Zoning Amendment Bylaw No. 2019-44

Date: \_\_\_\_\_

Corporate Officer: \_\_\_\_\_

# Council Report

pentiction.ca

**Date:** December 3, 2019 File No: 2019 PRJ-124  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Michael Hodges, Development Infrastructure Manager  
**Address:** 157 Abbott Street  
  
**Subject: Development Variance Permit PL2019-8636**

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## Staff Recommendation

THAT Council deny "Development Variance Permit PL2019-8636" for Lot A District Lot 202 Similkameen Division Yale District Plan KAP81594, a permit to vary Subdivision and Development Bylaw Schedule G section 00400.

## 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.

**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

In June 2018, City Council amended the Official Community Plan land use designation (from High Density Residential to Medium Density Residential) and gave zoning approval (Zoning Amendment Bylaw 2018-36) to a development proposal for 157 Abbott Street, which proposed the creation of 11 new RD3 (Residential Infill) zoned lots with rear lane access.

In December 2018, City Council supported a recommendation (505/2018) for a land exchange between the City and the developer to provide to the City the land associated with the laneway in the development in exchange for unused land fronting on Westminster Avenue East. At this time, a concept for the design of the laneway was introduced. The concept varied from a traditional lane and was described as a 'living lane'. The lane right-of-way was proposed to be 6.0m in width, which is standard, but would provide only 4.0m of paving with 1.0m of trafficable landscaped boulevard on either side of the pavement. Council approved Development Variance Permit (PL2019-8577) on October 1, 2019 (438/2019) to allow this variance from the Subdivision and Development Bylaw.

The developer has applied for an additional variance to the Subdivision and Development Bylaw for the laneway design. In this case, the requested variance pertains to the vertical alignment of the lane.

The City's lane and road design criteria is outlined in the Subdivision and Development Bylaw Schedule G section 00400. This section requires that all vertical and horizontal alignments are designed utilizing the Bylaw standards and the guidelines in the current edition of the Transportation Association of Canada's *Geometric Design Guide for Canadian Roads*.

The requested variance relates to the "K-value" which is used in the engineering and design of roadways and lanes to define the abruptness of a grade change. A K-value represents the horizontal distance along which a 1% change in grade occurs on the vertical curve. The Bylaw specifies the minimum vertical curve as defined by the K-value in Table 3.0 as 7. An extract of the Subdivision and Development Bylaw describing these standards can be found in Attachment C.

The applicant is proposing to vary the Subdivision and Development Bylaw to decrease the K-value from 7 to 3. In this specific design the K-value represents the length of lane that it takes to transition from 6% grade going up to 6% grade going down. The Bylaw requires approximately 84 meters for this transition and the request from the developer is to reduce this to 31 meters. The letter of intent from the applicant outlining their justifications for this reduction can be found in attachment E.

### **Financial implication**

The applicant for 157 Abbott Street will be responsible for the design and construction of the lane. Once the section is constructed the works will become part of the City road network and it will be the City's responsibility for all maintenance costs.

### **Analysis**

The applicant has provided design drawings showing both the proposed lane with the variance and the Bylaw-compliant lane to illustrate the differences between the two options. These drawings are found in attachment B.

Typically, when assessing if a variance to the Subdivision and Development Bylaw is supportable, staff ask two questions: "Can the Bylaw be followed?" and "Are the requirements of following the Bylaw extremely onerous on the developer, or surrounding neighborhood?" If either of these show a compelling reason to vary the Bylaw, then we look at the standard that is being proposed.

In terms of precedents for such a variance, the City has varied the requirements of the Subdivision and Development Bylaw twice in the last year and once it was a very similar request to what has been made (a variance to K-values). The difference was that, in both of these cases, it was not possible to construct the road to the Bylaw requirements without acquisition of private land. In this specific case a Bylaw-compliant lane can be constructed by the applicant without having to do so.

Staff's review of the proposed design concludes that constructing a Bylaw-compliant lane is no more onerous than constructing a lane with the proposed variance. Staff's assessment is that the variance request is not based on technical design or construction constraints, but rather the preference of the developer to achieve an outcome different to the Bylaw.

The applicant has stated that the change to the lane design will eliminate the need for future retaining wall variances, and that such variances will be required if the lane is constructed in accordance with the Bylaw. The drawings provided by the applicant, however, do not confirm this conclusion, and in staff's assessment of the drawings, construction of a Bylaw-compliant lane does not increase the required retaining wall variances.

The proposed design with the variance does not present significant risks to the community. The design that the applicant is proposing meets the minimum requirements in the Traffic Association of Canada guidelines. Meeting these guidelines will ensure the proposed lane is safe for the users.

However, it is staff's conclusion that despite meeting the Traffic Association of Canada Guidelines, the lane is not likely to function as well as a Bylaw-compliant lane due to its overall design. The lane only has one entrance with a 'hammerhead' turn-around at the north end, and serves eleven lots that are zoned for up to three dwellings each. This will likely be a highly-trafficked lane with a significant number of driveways and parking off the lane. As a result of the earlier variance, the developer has reduced the width of the paved portion of the lane from six to four meters, with trafficable landscaping. The proposed lane will have a maximum grade of 6% and have a sharper than standard transition over the crest back into the 6% grade down. While none of these items individually create a reason for significant concern, staff believe all of these factors together will create a lane that does not function as well as it could if it adhered to the Bylaw.

For the reasons provided, staff are recommending that Council deny this variance.

**Alternate recommendation**

THAT Council approve "Development Variance Permit PL2019-8636" for Lot A District Lot 202 Similkameen Division Yale District Plan KAP81594, a permit to vary Subdivision and Development Bylaw Schedule G section 00400.

**Attachments**

- Attachment A – Location Map
- Attachment B – Proposed design drawings
- Attachment C – Subdivision and Development Bylaw extract
- Attachment D - Development permit number PL2019-8636
- Attachment E- Letter of intent

Respectfully submitted,

Michael Hodges  
Development Infrastructure Manager

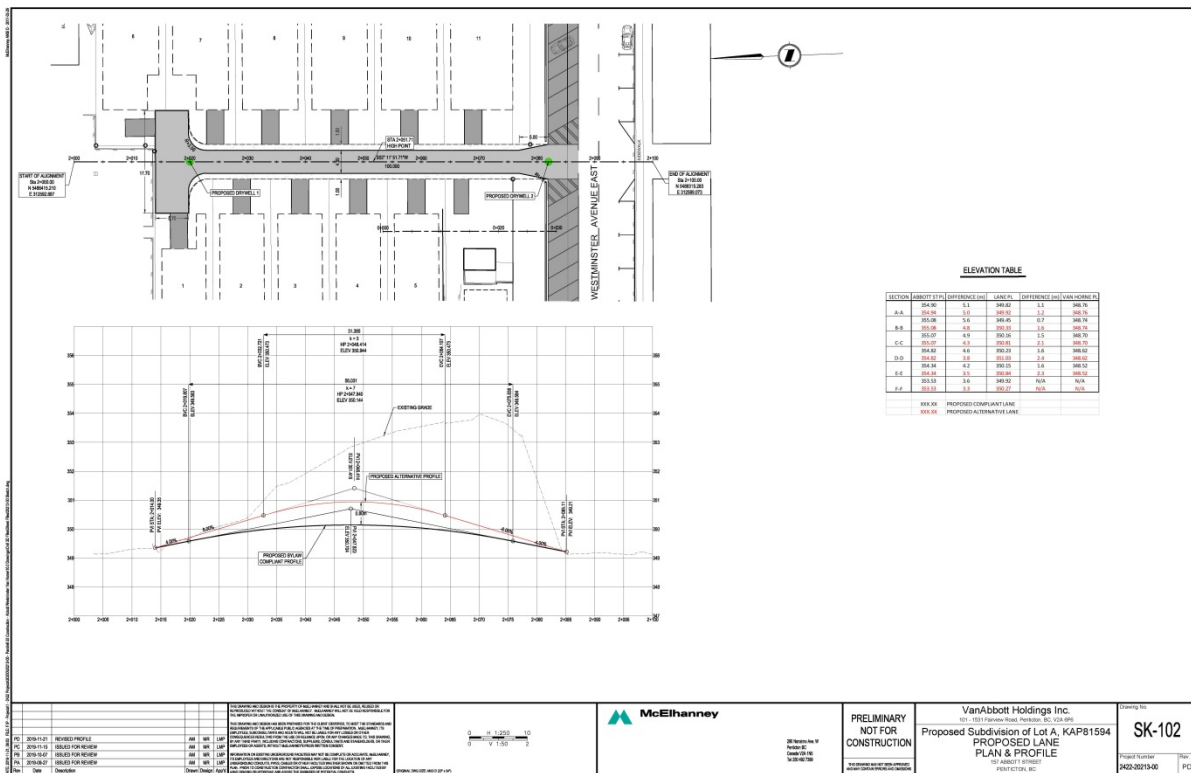
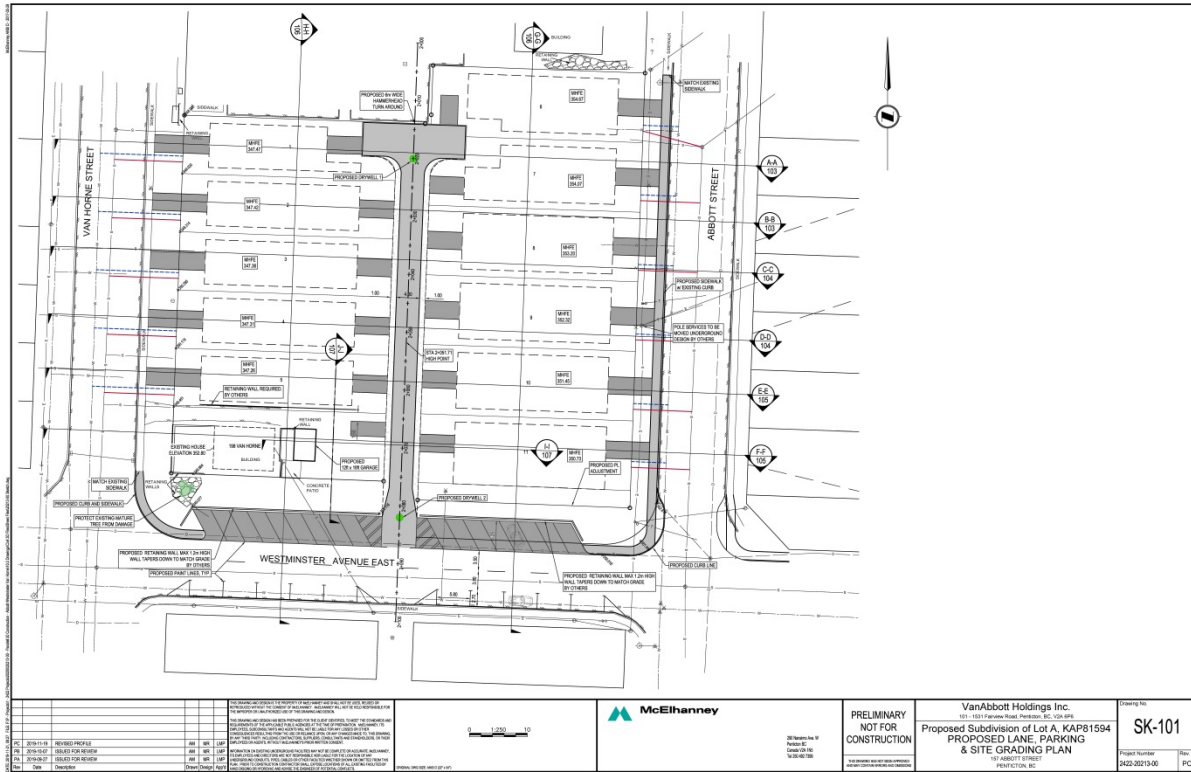
Concurrence

<p>Acting Director of Development Services</p> <p><i>EH</i></p>	<p>Chief Administrative Officer</p> <p><b>DyD</b></p>
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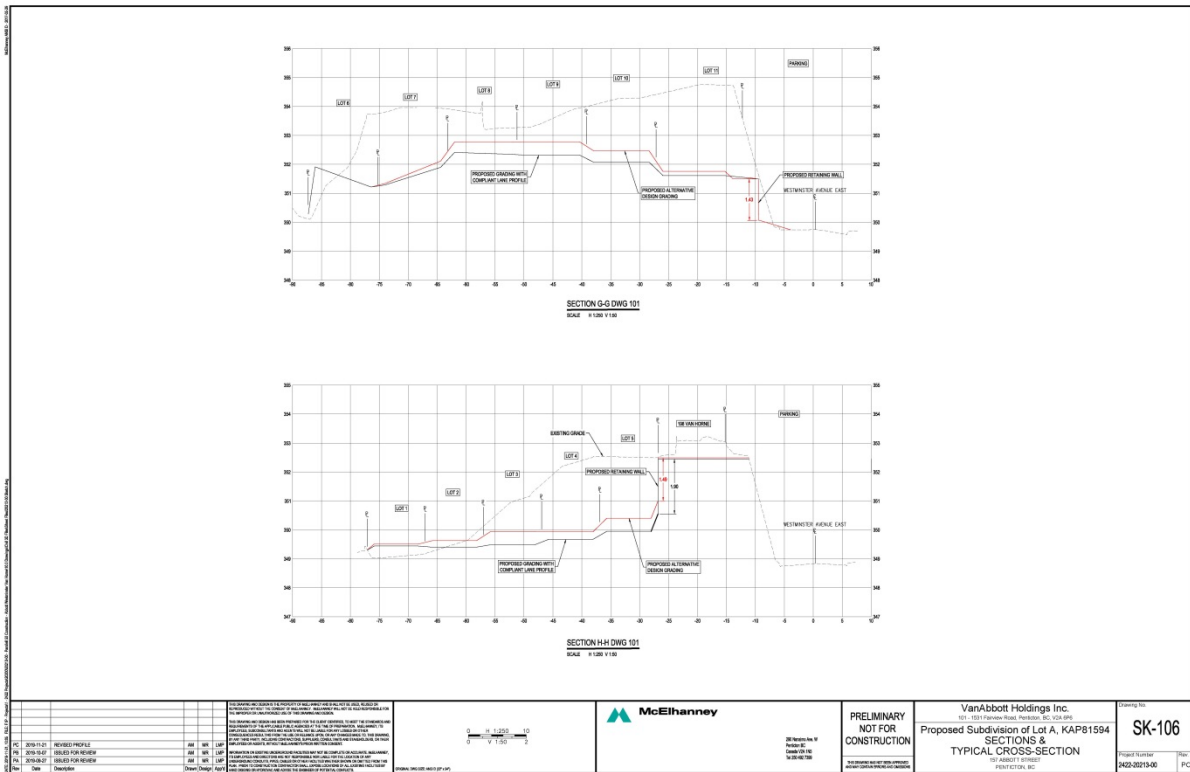
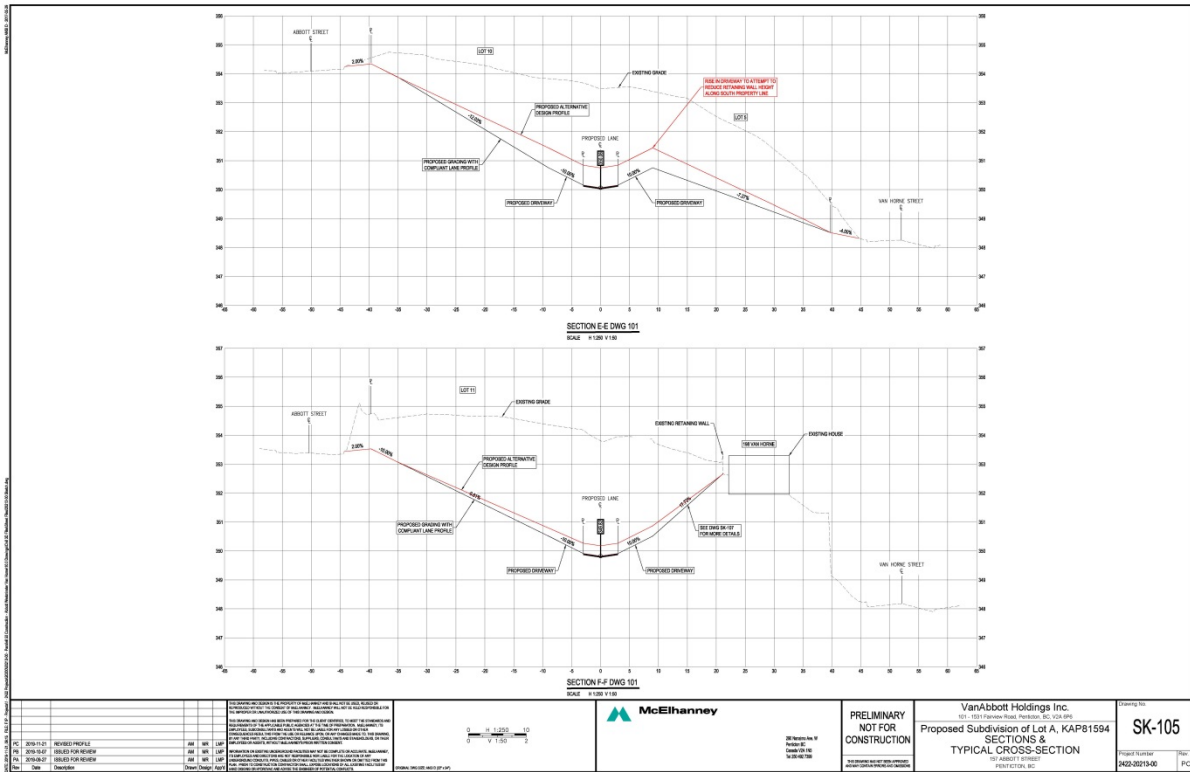
Attachment A -Property Location Map



### Attachment B – Proposed design drawings









Attachment C – Subdivision and Development Bylaw extract

SECTION 00400: Schedule "G" – ROADS, Table 3.0. (Page 3 of 10)  
 3.0 ROAD CLASSIFICATION DESIGN CRITERIA - TABLE 3.0

	URBAN										LANES					
	RURAL ROADS					LOCAL					COLLECTOR		RESIDENTIAL		COMMERCIAL	
	Local	Collector	Residential	Industrial	Commercial	Residential	Industrial	Commercial	Residential	Industrial	Residential	Commercial	Residential	Commercial	Residential	Commercial
Standard Drawing No.	S-R10	S-R11	S-R2	S-R4a	S-R4	S-R2	S-R4a	S-R4	S-R5	S-R6	S-R6a	S-R12	S-R6a	S-R12	S-R12a	Commercial / Multi-Family
TAC Classification	RLU50	RCU60	ULU50	ULU50	ULU50	ULU50	ULU50	ULU50	ULU50	UCU60	UCU60	UCU60	UCU60	UCU60	UCU60	UCU60
Design Speed (km/h)	50	60	50	50	50	50	50	50	50	50	50	50	50	50	50	30
Right-of-Way Width	16	20	16	20	20	16	20	20	20	21	21	20	21	21	21	7.5
Road Width	8.0	10	8.6	12	12	8.6	12	12	12	14	14	12	14	14	14	7.5
Travel Lane Width	2 x 3.0	2 x 3.5	2 x 3.0	2 x 3.5	2 x 3.5	2 x 3.0	2 x 3.5	2 x 3.5	2 x 3.5	2 x 3.5	2 x 3.7	2 x 3.5	2 x 3.7	2 x 3.7	2 x 3.7	-
Paved Parking Allowance	2 x 1.0	2 x 1.5	2.5	2 x 2.5	2 x 2.5	2.5	2 x 2.5	2 x 2.5	2 x 2.5	2 x 2.5	2 x 3.3	2 x 2.5	2 x 3.3	2 x 3.3	2 x 3.3	-
Gravel Shoulder Width	2 x 1.0	2 x 0.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gravel Rounding	2 x 0.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Boulevard Width <sup>a</sup>	4.0	5.0	3.75	4.0	4.0	3.75	4.0	4.0	4.0	3.5	3.5	4.0	3.5	3.5	3.5	-
Cable Strip Width	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Curve centerline Radius <sup>b</sup>	100	160	100	100	100	100	100	100	100	150	150	150	150	150	150	50
Min. Crowned Crossfall (%)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Max. Crowned Crossfall (%)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Max. Super-elevation (m/m)	0	0	0	0	0	0	0	0	0	0.04	0.04	0	0.04	0	0	0
Intersection Angle (deg)	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110
Vertical Alignment:																
Min. Grade Asphalt (%)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Min. Grade Concrete (%)	-	-	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Max. Grade (%) <sup>c</sup>	11	10	15	12	12	15	12	12	12	11	11	11	11	11	11	11
Max. Grade at Intersection (%)	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Min. K Value (sag)	12	18	6	6	6	6	6	6	6	6	6	6	6	6	6	12
Min. K Value (crest)	7	13	7	7	7	7	7	7	7	7	7	7	7	7	7	7
Concrete Works:																
Curb Type	-	-	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover	Rollover
Detail Drawing	-	-	C4	C4	C4	C4	C4	C4	C4	C4	C4	C4	C4	C4	C4	C4
Sidewalk Requirement <sup>d</sup>	-	-	One Side <sup>e</sup>	One Side <sup>e</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>	Both Sides <sup>f</sup>
Sidewalk Width	-	-	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Minimum Road Structure <sup>g</sup>																
Min. Granular Sub-Base (mm)	150	200	150	200	200	150	200	200	200	200	200	200	200	200	200	150
Min. Granular Base (mm)	75	100	75	100	100	75	100	100	100	100	100	100	100	100	100	75
Min. Asphalt Thickness (mm)	50	75	50	75	75	50	75	75	75	75	75	75	75	75	75	50

## Attachment D - Development Variance Permit PL2019-8636



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

### Development Variance Permit

**Permit Number: DVP PL2019-8636**

#### Conditions of Permit

1. This permit is issued subject to compliance with all of the bylaws of the City, except as specifically varied or supplemented by this Permit.
2. This permit applies to:  
  
Legal: Lot A, District Lot 202, Similkameen Division Yale District, Plan KAP81594  
Civic: 157 Abbott Street  
PID: 026-772-108
3. This permit has been issued in accordance with Section 498 of the *Local Government Act*, to vary Subdivision and Development Bylaw Schedule G section 00400. This section requires that all vertical and horizontal alignments are designed utilizing the Bylaw standards and the current edition of the Transportation Association of Canada guidelines. The Bylaw specifies the minimum vertical curve as defined by the K-Value in Table 3.0 as 7. Section 6.2 of Subdivision and Development Bylaw 2004-81, reducing the pavement width of a lane as listed in Table 3 of Section 00400: Schedule "G" – Roads at a minimum width of 6.0m to a minimum width of 4.0m.

#### General Conditions

4. In accordance with Section 501 of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and the plans attached as Schedule A.
5. In accordance with Section 504 of the *Local Government Act*, if the holder of this permit does not commence the development authorized by this permit within 2 years of the date of this permit, this permit shall lapse.
6. This permit is not a building permit. In order to proceed with this development, the holder of this permit must hold a valid building permit issued by the Building Inspection Department.
7. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain any additional municipal, federal, or provincial approvals prior to commencing the development authorized by this permit.
8. This permit does not include off-site infrastructure costs that may be required at the building permit stage, such as Development Cost Charges (DCC's), road improvements and electrical servicing. There may be substantial infrastructure and servicing costs payable at a later date. For more information on servicing and infrastructure requirements please contact the Development Engineering Department at (250) 490-2501. For more information on electrical servicing costs, please contact the Electric Utility at (250) 490-2535.

Authorized by City Council, the 3<sup>rd</sup> of December, 2019

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Angela Collison,  
Corporate Officer

## Attachment E– Letter of intent

### 157 Abbott Street- Letter of Intent

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Development Variance Permit to the Subdivision & Development Bylaw for the Lane at 157 Abbott St, specifically related to the K-Value (Crest).

November 15, 2019  
Michael Hodges, Development Infrastructure Manager  
City of Penticton  
171 Main Street  
Penticton, BC V2A 5A9

**Dear Michael,**

**RE: Development Variance Permit to the Subdivision & Development Bylaw for the Lane at 157 Abbott Street, K-Value (Crest):**

**Letter of Intent:**

**Request:**

Van Abbott Holdings Inc. is respectfully submitting a formal Development Variance Permit to the City of Penticton for the property located at 157 Abbott Street, Penticton. Van Abbott Holdings Inc. is proposing to subdivide this property into eleven fully serviced lots with rear lane.

The intent is to build more desirable family oriented units in the downtown area. These lots will be a community within our community, designed like no other subdivision in Penticton. Our vision is to keep with the character of the neighbourhood, while gently modernizing it.

This submission seeks to propose a lane design that is unique to Penticton, inspired by 'Living Lanes' in other progressive communities. For this specific variance; VanAbbott is seeking to vary the K value (crest) from 7 to 3. Our professional consultant, McElhanney Ltd. confirms; that this meets the Transportation Association of Canada Guidelines, and requires the posting of a 20km/hr. signage.

**Key comments:**

- Speed reduction of lane to 20km/hr. and reduce the K-crest from 7 to 3
- Allows VanAbbott to keep within the 11% maximum slop requirements (no variances), currently at 6%
  - All of the above meets Transportation Association of Canada Guidelines
- This recommended plan prevents additional variances at the building permit stage on approximately 7-9 of the 11 lots for maximum retaining wall heights
- VanAbbott understood at time of purchase;
  - that the site would require excessive servicing
  - Slopes of Abbott St. and VanHorne St. are very difficult and this lane would require similar slope
  - Slope of Abbott street at the corner of Westminster and Abbott is 7.7%

**Background:**

- Purchased in May 2, 2017
- VanAbbott Holdings believes that this will be a unique neighbourhood in the city core that will attract a vibrant mix of; families looking for homes with the opportunity for mortgage helpers and granny-suites, those interested in building single family homes or duplexes, providing a broad range of rental units from basement suites, carriage houses to full home rentals all in one neighbourhood. An offering that is not widespread currently in this community.
- Council has been supportive of this innovation project and their recent unanimous support of the Lane width variance, Oct. 1, 2019

**Proposal:**

- Refer to Appendix A for more detail:
- The proposed profile detailed in drawing SK-102 contains one (1) crest with the following k values:
  - PVI 2+048.414, K Value (crest)= 3
- As per the Transportation Association of Canada Geometric Design Guide for Canadian Roads, 2017 (TAC) K Factors to Provide Stopping Sight Distance on Crest Vertical Curves the minimum required design k value to provide stopping sight distance at a design speed of 30km/h is 2. To provide stopping sight distance at a design speed of 20km/h the minimum required design k value is 3.
- Precedent for VanAbbott's requested variance has been established in April of this year with the 'Ellis One' project, with a similar variance to K-Values. Refer to Appendix B.

**Financial Implications:**

- There is no financial impact to the City associated with these requested slope variances

**Neighbourhood Consultation:**

- VanAbbott conducted a neighbourhood consultation in June 2018, approximately 45 people attended the event
- Neighbourhood was quite supportive and happy to see that the property was to be developed as residential lots versus a large scale apartment building.
- Neighbours took the opportunity to speak with both the VanAbbott Team as well as City Staff about their concerns for traffic calming required at the corner of Abbott St. and Westminster and their need for incremental parking in the neighbourhood

**Benefits:**

- The lane is intended to be a vibrant community connector that in the future may connect through to the Kiwanis building located just north of the proper, and welcome the neighbours to the south to use it as part of their walking routes
- Attract people to move to Penticton that are looking for this type of housing opportunity
- Assist in further upgrading the neighbourhood
- Incremental parking stalls will be created in an already congested neighbourhood according to the Commercial & Residential neighbours alike
- The lane is designed for neighbours to get out and meet each other and spend time together
- Create a new neighbourhood that the City as well as the landowners can be proud of

In conclusion, please accept the enclosed application package for 157 Abbott Street. We would greatly appreciate your consideration in granting the request for the Development Variance Permit to the Subdivision & Development Bylaw as it relates to the lane K-value (crest) from 7 to 3 lane at 157 Abbott.

Respectfully,  
VanAbbott Holdings Inc.



Appendix B:



## Council Report

penticton.ca

**Date:** April 16, 2019  
**To:** Donny van Dyk, Chief Administrative Officer  
**From:** Michael Hodges, Development Infrastructure Manager  
**Address:** 110 Ellis Street - laneway  
**Subject:** 110 Ellis Street – Lane alignment and design  
Subdivision & Development Bylaw Variance Request

### Staff Recommendation

THAT Council, with properly posted speed reductions to 20 km/h, support the Development Variance Permit to vary the minimum road vertical curve in the lane at the Back of 110 Ellis Street to be reduced from a K Value of 12 to 1 as allowed in the Transportation Association of Canada Guidelines.

AND THAT Council, require the Developer to enter into a Maintenance Agreement for snow clearing of the entire lane to Westminster until a suitable turnaround can be constructed.

### Background

The 'Ellis-One' condominium development at 110 Ellis Street was approved by Council in 2018 and will contain 51 units, adding over 100 new residents to the downtown core. The property being developed contains challenging topography and access constraints with the configuration of the existing laneway. Through the design process staff worked with the developer to identify ways to incorporate vehicle access into the building design and not unreasonably impact the pedestrian environment and visual impact along Ellis Street. The subject property and laneway location is shown in attachment A.

The eventual building design that was approved by Council split vehicle access into two locations – one from Ellis Street and one from the rear lane – taking advantage of the topographical constraints and providing for a high quality design solution along the Ellis Street frontage. The design however comes with challenges around the laneway access and in order to accommodate the rear laneway design a variation to the City's Subdivision and Development Bylaw standards is required.

A typical laneway designed to the City's bylaw standards would see a maximum grade of 11% and Vertical Curve that allowed for 66 metres of lane length to transition to the maximum grade to comply with the City's Subdivision and Development Bylaw.

Staff are requesting that Council support Staff in reducing the Vertical Curve in the 100 Block Ellis Street lane to allow the lane to transition to the 11% grade required over less of a distance required under the bylaw. This

will reduce the length of the transition from 66 metres to 20 metres – providing for a shorter distance between the high point of the lane and low point of the lane.

The main reason for the requested variance is largely based on the fact that the laneway between Ellis Street and Van Horne Street is already non-compliant to City bylaws. The lane is constructed from Westminster Avenue East intersection to the rear of the property at 146 Ellis Street. This current lane accesses the property at 146 Ellis, but does not allow for a turnaround of vehicles, unless they enter private property, where opportunity exists. The lane to the north of 146 Ellis Street that is behind the 'Ellis One' development has not been fully constructed and was a dirt lane on the natural slope of approximately 14% grade. This section of lane was occasionally accessed by residents to access the rear of their properties, but due to existing grades cannot be extended north to Vancouver Avenue.

A photo of the existing lane prior to the development commencing is shown in Attachment B. A photograph is the lane, in its current condition as the new development takes place is also shown in Attachment B, the eventual design of the laneway to access the new development subject to the Variance proposal.

#### Proposal

Staff have been working with the developer and designers of 110 Ellis Street on their development, 'Ellis One' into a 51 unit apartment building which was previously approved by Council. To meet the parking requirements the developer is proposing the two lower floors as parking, one accessed from the ground floor along Ellis Street and the second floor accessed directly from the lane.

During the initial planning and design the City agreed that the lane could be constructed to access the development, but it was not possible to extend the lane through to Vancouver Avenue. The intention was to have a hammer-head turnaround incorporated into the building entrance to allow for vehicles in the lane to turn around without having to enter the building. (Attachment E)

During the detailed design of the project and the laneway it was determined that the impact on the existing landowners would be significant if the lane was constructed to City requirements. To achieve the vertical curves required in the bylaw the lane would need to be raised significantly starting behind 160 Ellis Street and increasing as the lane moved north. This would restrict access to the properties fronting onto Ellis Street to the point that access from the lane would not be possible without significant alteration of the rear of the private properties. It would also require approval to fill in the rear of the Van Horne Street properties along the laneway, although the impact would be less as their rear grades are higher and lifting the lane would potentially improve their access.

The City's lane and road design criteria is outlined in the Subdivision and Development Bylaw Schedule G section 00400. This section requires that all vertical and horizontal alignments are designed utilizing the Bylaw standards and the current edition of the Transportation Association of Canada guidelines. The Bylaw specifies the minimum vertical curve as defined by the K-Value in Table 3.0 as 12. An extract of the Subdivision and Development Bylaw referencing these standards can be found in Attachment C.

A K-Value represents the horizontal distance along which a 1% change in grade occurs on the vertical curve. It expresses the abruptness of the grade change in a single value. It is used in the engineering and design of roadways and lanes.

The Developer has submitted a road design for approval with a supporting letter (Attachment D) from their design professional requesting the reduction of two of the Subdivision and Development bylaw requirements while confirming that the road still complies with the minimum design requirements as set out in the Transportation Association of Canada Guidelines. The following Sections of the Subdivision & Development Bylaw are proposed to be reduced to accommodate the proposed road design:

- Reduce the minimum Vertical Curve radius as specified in Schedule G Section 004400 Table 3 from a K-Value of 12 to 1 as outlined in the Traffic Association of Canada Guidelines; and
- Reduce the design and posted speed limit from 30km/h to 20km/h.

Staff consider that upgrading the lane to a City standard is not possible, without significant negative impact on private property. The proposed design is considered to be an appropriate design solution for this location and the intended eventual use of the laneway. Based on the information provided Staff are recommending that Council support the developer's request to vary the bylaw requirements.

The attached drawings (Attachment E) show the designed lane alignment that will meet the reduced standard.

#### Financial Implication

The developers for 110 Ellis Street will be responsible for the design and construction of the lane. Once the section is constructed the works will become part of the City road network and it will be the City's responsibility for all maintenance costs.

The current use of the lane does not trigger a high priority on snow clearing, however, with the proposed residential development using the lane as its primary access for many of the units this will increase the priority of the lane. It is the Staff recommendation that the developer and strata enter into a maintenance agreement to provide snow clearing to the lane, as the city will not be able to turn our equipment around in the proposed turnaround. This will mean that there will be no additional cost on the City for snow clearing from this development. The Development will be required to clear the snow from the entire lane to allow access for their residents to Westminster Avenue East.

#### Neighborhood Consultation

The Developer has contacted the owners of the neighboring properties to get their approval and support for this proposal. Currently the City has been provided letters of support from the affected neighbors.

The main reason that the developer is requesting this variance is at the request from the owner of 160 Ellis Street. If the lane was constructed to City Bylaws it would need to be raised at the back of 160 Ellis Street. They currently use this area for their business and need access to the lane. The developer has requested this variance to accommodate the needs of the owner of 160 Ellis Street and a letter of support from the owner has been provided to staff.

The neighbors at 131 and 145 Van Horne Street are affected by the works and they have agreed to the works taking place on their property. The variance proposed reduces the impact of the lane on their properties. While still impacted the owners have submitted a letter of support for the proposal and approval from some of the works to be carried out on their properties.

The developer has spoken with the three properties to the north of development entrance (109, 113 and, 121 Van Horne Street) as they do occasionally use the lane to access their properties. The design for the lane is not impacted by the proposed variance.

**Analysis**

The design solution proposed is considered to be reasonable for the proposed development and the adjacent properties. Given the topographical constraints that exist along the laneway and the relatively low usage of the lane, staff are supportive of the proposed variance. The inability for the laneway to access Vancouver Avenue will restrict the amount of vehicles that use the southern portion of the lane to those within the Ellis once development and existing and future developments to the south.

The existing lane will be greatly improved by the proposed works and the impact on the existing properties will be minimal. Staff cannot see a way to upgrade with lane to access the new development without this variance and believe that compliance with the bylaw will create a significant impact on the developer and the surrounding properties to achieve the Bylaw requirements.

The City received advice from a third party traffic consultant who reviewed the proposal from the developer and concluded that the impact of the change to the K-value was acceptable with a minor change that has been incorporated, and compliant to the Traffic Association of Canada Guidelines.

The traffic consultant did highlight concerns about the design of the driveway entrance and the grade. The concern is that the 11% grade on the road and the turn into the building will be difficult and challenging in wet or ice conditions. In response the developer has provided a report to address the concerns detailing their reconditions on the ability for passenger vehicles to access the building and to turn around in the lane. This additional report is also located in Attachment D.

The developer's Design Consultant has confirmed that the laneway design will meet good engineering practice and Transportation Association of Canada guidelines and even though the City's design standard will be altered, they believe that the proposed road design will result in a safe and accessible configuration for the public.

Due to the final design of the access to the building, the hammerhead turnaround will not be suitable for the City fleet of snow plows. Staff are advising Council that if this design is allowed to be constructed the City will not be able to provide snow clearing to this development. The development (eventual Strata Corporation) will have to arrange for a smaller private snow plow to maintain this entire lane when required. As outlined in the staff recommendation, a condition of approval for this variance will be that the developer enter into a maintenance agreement requiring the development be responsible for lane snow clearing and maintenance. If at some point in the future a development occurs, between 110 Ellis Street and Westminster Avenue East, the City will work to have a turnaround installed that will allow access for our snow clearing equipment. This will mean that the 110 Ellis Street would only need to remove the snow up until any new turnaround and then the City will be able to remove snow from the turnaround to Westminster Ave.

*Support for Alternative Recommendation 1*

Council have the ability to deny the Development Variance Permit. This would require the developer to design the lane in accordance with the Bylaw and negotiate to compensate the affected properties, or to

rebuild the entrance to the building. This is not the preferred option of Staff, given the negative impacts on the adjacent properties.

**Alternate recommendations**

**Alternative recommendation 1 - THAT Council deny the Development Variance Permit.**

**Attachments**

**Attachment A – Location of the lane**

**Attachment B – Lane photographs – pre development & current situation**

**Attachment C – Extract from the Subdivision and Development Bylaw**

**Attachment D – Letter from the Designer Engineer**

**Attachment E – Design drawings – showing the K-value of 1**

**Attachment F – Draft Development Variance Permit PL2019-8506**

Respectfully submitted,

Michael Hodges  
Development Infrastructure Manager

**Concurrence**

Director  <i>MH</i>	Acting Chief Administrative Officer
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Attachment A – Location of the lane



Council Report

Page 6 of 12

**Attachment B – Photo of the existing lane pre-development**

The lane can be seen below with the existing asphalt ending behind 146 Ellis and the undeveloped lane continuing up the hill.



**Attachment B – Photo of the lane – during development**

The lane as it exists today during the construction process for the development. The vehicle access to the development from the laneway will be from the northern most opening in the parkade wall. The laneway grade will be brought back up to the vehicle entrance point to the building – the design standard subject to this Variance is required to be lowered to accommodate the access and laneway topographical challenges.



**Attachment C – Extract from the Subdivision and Development Bylaw**

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CITY OF PENTICTON	SUBDIVISION & DEVELOPMENT BYLAW	SECTION 00400 – ROADS
SUBDIVISION & DEVELOPMENT	SCHEDULE "G"	PAGE 1 OF 10
BYLAW 2004-81	DESIGN CRITERIA	NOVEMBER 2004

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**1.0 GENERAL**

- 1.1** All road classifications and designations for vertical and horizontal alignment elements will be designed utilizing information contained in this section, and in compliance with:
  - 1.1.1** The current edition of the Transportation Association of Canada - Geometric Design Guide for Canadian Roads.
- 1.2** Consulting Engineers retained by the Owner to design the works and services must consult with the City to determine what existing information may be of assistance to them.
- 1.3** The City may require an independent Traffic Impact Study to determine the requirements or warrants for deceleration and acceleration turning lanes or traffic control signalization for access off major roads for safety reasons and to minimize disruption to traffic.

Council Report

SECTION 00400: Schedule "G" - ROADS, Table 3.0. (Page 3 of 10)

3.0 ROAD CLASSIFICATION DESIGN CRITERIA - TABLE 3.0

	RURAL ROADS				URBAN				LANES			
	Local	Collector	Local Residential	Industrial	Commercial	Residential	Collector Industrial	Commercial	Residential	Commercial	Residential	Commercial / Multi-Family
Standard Drawing No.	S-R10	S-R11	S-R2	S-R4a	S-R4	S-R5	S-R6	S-R6a	S-R12	S-R12a		
TAC Classification	RLU50	RCU60	ULU50	ULU60	ULU50	UCU60	UCU80	UCU60				
<b>Horizontal Alignment:</b>												
Design Speed (km/h)	50	60	50	50	50	50	60	60	30		30	
Right-of-Way Width	16	20	16	20	20	20	21	21	6		6	7.5
Road Width	8.0	10	8.5	12	12	12	14	14	6		6	7.5
Travel Lane Width	2 x 3.0	2 x 3.5	2 x 3.0	2 x 3.5	2 x 3.5	2 x 3.5	2 x 3.5	2 x 3.7	2 x 3.7		2 x 3.7	
Paved Parking Allowance	2 x 1.0	2 x 1.5	2.5	2 x 2.5	2 x 2.5	2 x 2.5	2 x 2.5	2 x 3.3	2 x 3.3		2 x 3.3	
Gravel Shoulder Width	2 x 1.0	2 x 0.5	-	-	-	-	-	-	-		-	
Gravel Rounding	2 x 0.5	2 x 0.5	-	-	-	-	-	-	-		-	
Shoulder Width	4.0	3.0	3.75	4.0	4.0	4.0	3.5	3.5	-		-	
Cable Strip Width	-	-	-	-	-	-	0.5	0.5	-		-	
Curve Centreline Radii <sup>1</sup>	100	150	100	100	100	150	150	150	80		80	50
Min. Crowned Crossfall (%)	2	2	2	2	2	2	2	2	2		2	2
Max. Crowned Crossfall (%)	4	4	4	4	4	4	4	4	4		4	4
Max. Superelevation (m/m)	0	0	0	0	0	0	0.04	0.04	0		0	0
Intersection Angle (deg)	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110	70-110		70-110	70-110
<b>Vertical Alignment:</b>												
Min. Grade Asphalt (%)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		1.0	1.0
Min. Grade Concrete (%)	-	-	0.5	0.5	0.5	0.5	0.5	0.5	0.5		0.5	-
Max. Grade (%)	11	10	15	12	12	11	11	11	11		11	11
Max. Grade at Intersection (%)	8	8	8	8	8	8	8	8	8		8	8
Min. K Value (esp)	12	16	6	8	8	6	9	8	12		12	12
Min. K Value (crest)	7	13	7	7	7	7	13	13	7		7	7
<b>Concrete Works:</b>												
Curb Type	-	-	Roller C4	Roller C4	Roller C4	Roller C4	Roller C4	Roller C4	Barrier		-	-
Outlet Draining	-	-	One Side <sup>2</sup>	Both Sides <sup>3</sup>	Both Sides <sup>3</sup>	One Side <sup>2</sup>	-	-	Both Sides <sup>3</sup>		-	-
Sidewalk Requirement <sup>4</sup>	-	-	1.5	1.5	1.5	1.5	-	1.5	-		-	-
Sidewalk Width	-	-	-	-	-	-	-	-	-		-	-
<b>Minimum Road Structure<sup>5</sup></b>												
Min. Granular Sub-Base (mm)	150	200	150	200	200	200	300	300	150		150	150
Min. Granular Base (mm)	75	100	75	100	100	100	100	100	75		75	75
Min. Asphalt Thickness (mm)	50	75	50	75	75	75	2 x 50	2 x 50	50		50	50

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**Attachment D – Letter from the Design Engineer**



April 2, 2019

Ecora File No.: CP-17-601

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

**Attention:** Michael Hodges  
Development Infrastructure Manager

**Reference:** Ellis One – Lane Design Review Response

In response to the "Ellis One (Ellis Street-Van Horne Street Lane) Lane Design Review" performed by Peter A. Truch (Dated March 25, 2019), Ecora Engineering and Resource Group Ltd (Ecora) would like to address the three (3) concerns identified: Vertical Curve Length, Vertical % Grade of the area North of the paved lane, and Parkade Transition from the Lane into the structure.

Vertical Curve Length

In the civil design drawings dated March 15, 2019 the length of vertical curve is 13m with a corresponding K-Value of 1.00. Mr. Truch has recommended increasing this curve length to 20m. Please see attached drawing showing this revision.

Vertical % Grade

Mr. Truch has identified the portion of lane beyond the entrance of the parkade and extent of paved surface as 14% which is steeper than the City's S&D bylaw (maximum 11% for a lane). However, since the design intention of this portion of the lane is to limit the otherwise substantial impact to surrounding neighbours and deter normal traffic that may utilize this portion, Ecora believes the 3% exceedance is safe and acceptable for this scenario. As such, a warning sign (W-14) will be posted at the end of pavement indicating a dead end.

Parkade Transition

As the parkade entrance must transition from a 10% lane profile to a "flat" parking slab, an unordinary problem arises for the building structure which is solved by a custom concrete slab. Since this "intersection" will see a very limited number of vehicles (passenger cars and trucks) from the 25 stall parkade level, Ecora believes the current design is safe and acceptable for this scenario. As such, surfacing improvements will be made to increase traction for vehicles.

As well, Mr. Truch has identified this entrance as a 'hammerhead' style turn-around by which vehicles utilizing this lane may require the space to turn around and leave safely. Please see attached drawing which illustrates adequate space required to successfully complete the maneuver. While the CAD design vehicle is shown as a passenger car, the dimensions meet that of a Ford F150 pickup truck. As such, a legal easement will be registered over the parkade entrance permitting access.

We trust this information meets your present requirements. If you have any questions or comments, please contact the undersigned.

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Sincerely

Ecora Engineering & Resource Group Ltd.



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March 18, 2019

Ecora File No.: CP-17-601

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

**Attention:** Michael Hodges  
Development Infrastructure Manager

**Reference:** Ellis One – Lane Design Profile

As a requirement of providing access for personal vehicles to the second storey of the Ellis One condo development at 110 Ellis Street, Ecora Engineering & Resource Group Ltd. (Ecora) has designed the lane profile so as to minimize impact to surrounding neighbours and adhere to a maximum grade of 11%.

We note that the existing lane had a K-Value of less than 1 leading into a 17% grade up a gravel hill. This is extremely difficult and most likely impossible to navigate with most cars. As this proposed lane leads to a parkade, all vehicle types must be accommodated.

As per the Transport Association of Canada Geometric Design Guide for Canadian Roads, where good street lighting prevails, the following formula may be used to calculate the minimum k-value required based on the comfort of the passengers:

$$K = V^2 / 395$$

Section 3.3.3.5  
Eq 3.3.8

Where:

V = the design speed [km/h]

By utilizing a posted speed limit of 20 km/h for the lane, a minimum k-value can be calculated to be 1.0. As such, a 20 km/h speed limit will be posted at the lane entrance off Westminister Ave E and a streetlight will be placed above the low point in the sag curve (~0+020) to supplement existing lighting in the area.

This k-value is less than the minimum value of 6.0 listed in the CoP Subdivision and Development Bylaw 2004-81, however based on the TAC, Ecora believes the designed profile complies with best engineering practices and is more than adequate to provide a safe transition between grades.

We trust this information meets your present requirements. If you have any questions or comments, please contact the undersigned.

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Sincerely

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3/14/2019

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c: Wildstone Construction & Engineering

