

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

To view the live broadcast and recordings, visit [www.penticton.ca](http://www.penticton.ca)

**Tuesday, December 12, 2023**  
**at 1:00 p.m.**

1. **Call Regular Council Meeting to Order**
2. **Introduction of Late Items**
3. **Adoption of Agenda**
4. **Adoption of Minutes:**

4.1	Minutes of the November 7, 2023 Regular Council Meeting	1-6	Adopt
4.2	Minutes of the November 21, 2023 Special Council Meeting	7-11	Adopt
4.3	Minutes of the November 22, 2023 Special Council Meeting	12-17	Adopt
4.4	Minutes of the November 23, 2023 Special Council Meeting	18-21	Adopt
5. **Consent Agenda:**

Recommendation:

*THAT Council approve the Consent Agenda:*

	<ol style="list-style-type: none"> <li>1. Minutes of the November 15, 2023 Official Community Plan - Housing Task Force Meeting;</li> <li>2. Minutes of the November 29, 2023 Accessibility Committee Meeting; and</li> <li>3. Minutes of the November 29, 2023 Official Community Plan - Housing Task Force Meeting.</li> </ol>	22-30	
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Konanz/Watt  
Boulton  
Konanz/Watt
6. **Staff Reports:**

Laven	<p>6.1 Official Community Plan (OCP) Housing Task Force Recommendations</p> <p><u>Staff Recommendation:</u> <i>THAT Council receive the 18 recommendations from the Official Community Plan Housing Task Force, as outlined on Attachment A;</i></p> <p><i>AND THAT Council direct staff to incorporate the recommendations into the upcoming Official Community Plan amendments.</i></p> <p><i>AND THAT Council thank the Task Force for the work done to create the recommendations.</i></p>	31-59
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Lloyd-Smith	6.2	<p>Social Development Framework 2023-2026</p> <p><i>Staff Recommendation: THAT Council endorse the "Social Development Framework 2023-2026," as shared in Attachment A, a plan that identifies the principles, processes and priorities of the Social Development Department for 2023-2026;</i></p> <p><i>AND THAT Council direct staff to implement the principles, processes and priorities of the Social Development Framework in collaboration with identified partners;</i></p> <p><i>AND THAT Council direct staff to report back annually on progress in implementing the Social Development Framework 2023-2026.</i></p>	60-109
Jones	6.3	<p>2024-2028 Five Year Financial Plan Bylaw No. 2023-41</p> <p><i>Staff Recommendation: THAT Council give first, second and third reading to "2024—2028 Five Year Financial Plan Bylaw No. 2023-41".</i></p>	110-115
Coates	6.4	<p>Fees and Charges Amendment Bylaw No. 2023-40</p> <p><i>Staff Recommendation: THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2023-40", a bylaw to amend:</i></p> <ul style="list-style-type: none"> <li>• <i>Appendix 1 – Administrative Rates</i></li> <li>• <i>Appendix 23 - RCMP</i></li> </ul>	116-121
Hamming	6.5	<p>Reserve Policy CP#2023-11</p> <p><i>Staff Recommendation: THAT Council rescind the 2019 Reserve Policy and approve Reserve Policy CP#2023-11, a policy developed to provide guidance and direction for maintenance and use of the City's reserve funds;</i></p> <p><i>AND THAT Council approve the transfer of \$2,500,000 from the Electric Surplus Reserve to the Electric Capital Reserve;</i></p> <p><i>AND THAT Council approve the transfer of \$6,000,000 from the Sewer Surplus Reserve to Sewer Capital Reserve;</i></p> <p><i>AND THAT Council approve the transfer of \$5,000,000 from the Water Surplus Reserve to Water Capital Reserve;</i></p> <p><i>AND THAT Council approve the transfer of \$1,369,972 from the Investment Income Reserve to the Equipment Replacement Reserve;</i></p> <p><i>AND THAT Council approve the transfer of \$76,771 from the Public Art Reserve to the Financial Stabilization Reserve;</i></p> <p><i>AND THAT the Financial Plan be amended accordingly.</i></p>	122-161
Campbell	6.6	<p>Electrical Dividend Policy CP#2023-10</p> <p><i>Staff Recommendation: THAT Council approve "Electrical Dividend Policy CP#2023-10" effective December 12, 2023.</i></p>	162-165
Contreras/ Desrosiers	6.7	<p>Enabling Accessibility Fund – Grant Opportunity</p> <p><i>Staff Recommendation: THAT Council direct staff to prepare and submit an application to the Enabling Accessibility Fund (EAF) for the Lakawanna Park upgrades in 2025 at an estimated project cost of \$1.5M;</i></p> <p><i>AND THAT Council direct the General Manager of Infrastructure and/or the Director of Finance to sign and submit the application on behalf of the City;</i></p> <p><i>AND THAT Council direct staff to amend the Financial Plan accordingly, if successful in receiving the grant.</i></p>	166-170

Power	6.8	Riverside Skate Park Lighting <i>Staff Recommendation: THAT Council direct staff to construct the lighting to a recreation level standard for the Skate Park and Basketball Court as outlined in the report titled "Riverside Skate Park Lighting".</i>	171-174
Laven	6.9	Zero Carbon Step Code and Energy Code Recommendations <i>Staff Recommendation: THAT Council opt-in to the new Zero Carbon Step Code program established by the province at the EL-1 'measure only' level for 2024, with a plan to move to EL-2 in 2025 based on consultation with the building industry and larger community; AND THAT Council support the current approach to the Energy Step Code for 2024 and 2025, with a goal of moving to Step 4 for Part 9 buildings in 2026; AND THAT Council support similar incentives for projects that achieve higher levels of the Zero Carbon Step Code that are in place for the Energy Step Code; AND THAT Council direct staff to amend applicable bylaws accordingly.</i>	175-190
Laven	6.10	Traffic Amendment Bylaw No. 2023-46 <i>Staff Recommendation: THAT Council give first, second and third reading to "Traffic Amendment Bylaw No. 2023-46", a bylaw to amend the traffic bylaw to address the construction of new driveways and modifications to existing driveways.</i>	191-194
Tanguay	6.11	Development Procedures and Delegation Bylaw No. 2023-42 Fees and Charges Amendment Bylaw No. 2023-43, Municipal Ticketing Information Amendment Bylaw No. 2023-44, and Bylaw Notice Enforcement Amendment Bylaw No. 2023-45 <i>Staff Recommendation: THAT Council give first, second and third reading to "Development Procedures and Delegation Bylaw No. 2023-42"; AND THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2023-43"; AND THAT Council give first, second and third reading to "Municipal Ticketing Information Amendment Bylaw No. 2023-44"; AND THAT Council give first, second and third reading to "Bylaw Notice Enforcement Amendment Bylaw No. 2023-45".</i>	195-213

## 7. Bylaws and Permits

Collison	7.1	Fees and Charges Amendment Bylaw No. 2023-38 Re: Utilities	214-226	Adopt
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## 8. Notice of Motion

## 9. Business Arising

Collison	<i>Staff Recommendation: THAT Council hold a Special Council Meeting on Thursday, December 14, 2023 at 8:00 a.m. to give final readings to bylaws.</i>			
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## 10. Public Question Period

If you would like to ask Council a question with respect to items that are on the current agenda, please visit our website at [www.penticton.ca](http://www.penticton.ca) to find the telephone number or Zoom link to ask your question before the conclusion of the meeting. Use the raise hand feature and you will be given the opportunity to turn on your camera and unmute your microphone and ask Council your questions. Please note that the meeting is streaming live and recorded, access to recordings can be found on the City's website.

11. **Council Round Table**

12. **Adjourn to Closed Meeting:**

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

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



# Minutes

penticton.ca

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

**Tuesday, November 7, 2023**  
**at 1:00 p.m.**

**Present:** Mayor Bloomfield  
Councillor Boulton  
Councillor Gilbert  
Councillor Graham  
Councillor Konanz  
Councillor Miller (via Zoom)  
Councillor Watt

**Staff:** Anthony Haddad, City Manager  
Angie Collison, Corporate Officer  
Angela Campbell, Director of Finance & Administration  
Kristen Dixon, General Manager of Infrastructure  
Blake Laven, Director of Development Services  
Paula McKinnon, 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**

391/2023

#### **It was MOVED and SECONDED**

THAT Council adopt the agenda for the Regular Council Meeting held on November 7, 2023 as presented.

**CARRIED UNANIMOUSLY**

### **4. Adoption of Minutes:**

#### **4.1 Minutes of the October 17, 2023 Regular Meeting of Council**

392/2023

#### **It was MOVED and SECONDED**

THAT Council adopt the Regular Council Meeting minutes of October 17, 2023 as presented.

**CARRIED UNANIMOUSLY**

4.2 Minutes of the October 30, 2023 Special Meeting of Council

393/2023

**It was MOVED and SECONDED**

THAT Council adopt the Special Council Meeting minutes of October 30, 2023 as presented.

**CARRIED UNANIMOUSLY**

**5. Consent Agenda:**

394/2023

**It was MOVED and SECONDED**

THAT Council approve the Consent Agenda:

1. Minutes of the October 17, 2023 Committee of the Whole;
2. Minutes of the October 17, 2023 Public Hearings;
3. Minutes of the October 11, 2023 Official Community Plan – Housing Task Force Meeting;
4. Minutes of the October 25, 2023 Official Community Plan – Housing Task Force Meeting; and
5. Release of Items from Closed Meeting:

THAT Council appoint Kristi Bauman, Randy Boras, Trisha Kaplan, James Ludvigson, Heather Miller, Grant Pattingale, Krista Russo and Leanne Williams to the Accessibility Committee.

THAT Council appoint Councillor Boulton to the Accessibility Committee.

**CARRIED UNANIMOUSLY**

**6. Staff Reports:**

6.1 Reconsideration Request for Remedial Action

Re: 1438 Government Street

Delegation: Susan Garnier, Estate Administrator, Public Guardian and Trustee of BC, informed Council that the sale of the property is pending with a closing date of November 30 and that that the pending purchaser has plans to demolish; however, the timeline is unknown. Ms. Garnier requested that Council consider extending the time limit for completion of all remedial action requirements to February 1, 2024.

395/2023

**It was MOVED and SECONDED**

THAT Council, pursuant to section 78 of the *Community Charter*, after reviewing the correspondence that is attached herein as Attachment A, and after providing the owner of the Property at 1438 Government Street, (the Property) having a legal description of: Amended Lot 1 (230920F), District Lot 250 Similkameen Division Yale District Plan 11894 Except Plan KAP68408 (Parcel Identifier: 009-484-981) with the opportunity to make representations to Council, reconfirm the remedial action requirements imposed on the Property, through Council Resolution No. 347/2023, on October 3, 2023.

**CARRIED UNANIMOUSLY**

6.2 RCMP Quarterly Update

396/2023

**It was MOVED and SECONDED**

THAT Council receive into the record the report titled "RCMP Quarterly Update" dated November 7, 2023.

**CARRIED UNANIMOUSLY**

6.3 Snow and Ice Control Policy CP#2023-09

397/2023

**It was MOVED and SECONDED**

THAT Council rescind "Snow and Ice Control Policy CP#2022-03";  
AND THAT Council approve "Snow and Ice Control Policy CP#2023-09", a policy that provides a balance between public safety, the City's snow and ice removal resources, and the annual available budget.

**CARRIED UNANIMOUSLY**

6.4 Complimentary on-street parking downtown for the 2023 holiday season

398/2023

**It was MOVED and SECONDED**

THAT Council approve free on-street parking in the downtown area for the five weekends in December 2023, which include December 1, 2, 8, 9, 15, 16, 22, 23, 29 and 30.

**CARRIED UNANIMOUSLY**

6.5 Commercial Aquatics Land Lease for the Okanagan Lake Marina

399/2023

**It was MOVED and SECONDED**

THAT Council direct staff to apply to the Ministry of Forests, Lands and Natural Resource Operations for an Aquatics Land Lease at Okanagan Lake Marina, for a 30-year term;  
AND THAT Council agree to acquire from the Province of British Columbia a lease for the term of 30 years over the property described as:

Firstly: District Lot 4197, Similkameen Division of Yale District, containing 0.363 hectares;

Secondly: That part of District Lot 3165s, Similkameen Division of Yale District, containing 0.68 hectares more or less;

Thirdly: That part of District Lot 3695s, Similkameen Division of Yale District, containing 1.25 hectares more or less;

Fourthly: That part of Block A of District Lot 216s, Similkameen Division of Yale District, lying west and south of District Lot 3965s containing 4.59 hectares more or less;

For the purposes of use, operation and maintenance of a commercial marina, restaurant, breakwater, seasonal boat storage and public use purposes;

AND THAT the Mayor and Corporate Officer be authorized to execute the application documents to the Ministry of Forests, Lands and Natural Resource Operations;

AND THAT the City Manager and Director of Finance and Administration be authorized to execute the lease agreement with the Province of British Columbia.

**CARRIED UNANIMOUSLY**

6.6 Signing Officers and Banker for 2023 and Subsequent Years

400/2023

**It was MOVED and SECONDED**

THAT Council approve signing authorities for the City's bank accounts at Valley First Credit Union as follows:

**A Signers**

- Anthony Haddad, City Manager
- Angela Campbell, Director of Finance and Administration
- Elma Hamming, Manager of Finance

- Courtney Jones, Financial Planning & Budget Specialist

**B Signers**

- Julius Bloomfield, Mayor
- Amelia Boulton, Councillor
- Isaac Gilbert, Councillor
- Ryan Graham, Councillor
- Helena Konanz, Councillor
- James Miller, Councillor
- Campbell Watt, Councillor

Signing officers for memberships 2491165 and 2357879 (City of Penticton) will be for the calendar year ending December 31, 2023 and subsequent years until changed.

AND THAT Council approve:

- Cliff Last, Director of Finance, South Okanagan Events Centre
- Susan Coombes, Senior Finance Manager, South Okanagan Events Centre
- Dean Clarke, General Manager, South Okanagan Events Centre
- Kevin Webb, Assistant General Manager, South Okanagan Events Centre
- Mary Richards, PTCC Director of Sales, Penticton Trade and Convention Centre
- Anthony Haddad, City Manager, City of Penticton
- Angela Campbell, Director of Finance and Administration, City of Penticton
- Elma Hamming, Manager of Finance, City of Penticton

Signing officers for membership 2491223 (South Okanagan Events Centre) for the calendar year ended December 31, 2023 and subsequent years until changed.

**CARRIED UNANIMOUSLY**

6.7 Utility Fees and Charges Amendment Bylaw No. 2023-38

401/2023

**It was MOVED and SECONDED**

THAT Council give first, second, and third reading to "Fees and Charges Amendment Bylaw No. 2023-38", a bylaw to set the 2024 Utility fees and charges.

**CARRIED**

**Councillors Boulton, Konanz and Miller, Opposed**

6.8 Grant Operating Agreements

**It was MOVED/No Second**

THAT Council approve the Municipal Grant Operating Agreements and direct staff to include the amounts from the Municipal Grant Operating Agreements into the 2024-2028 Financial Plan as follows:

- Art Gallery \$140,000
- SS Sicamous \$85,000
- Penticton & District Arts Council \$ 30,000
- Activate Penticton \$15,000
- Penticton & Area Cycling Association \$49,000

AND THAT Council authorize the Director of Finance & Administration to execute the operating agreements.

AND THAT Council direct staff to include the amounts from the Special Event Grant Operating Agreements into the 2024-2028 Financial Plan as follows:

- Downtown Penticton Association (Community Market) \$4,300
- Pentastic Jazz Festival Society \$10,200

- Penticton Elvis Festival \$6,300
- Penticton Farmer's Market \$6,000
- Peach City Beach Cruise \$10,500
- Penticton Paddle Sports Association (Event) \$12,000
- Penticton Peach Festival \$60,000
- Penticton Scottish Festival Society \$8,400

402/2023

**It was MOVED and SECONDED**

THAT Council approve the Municipal Grant Operating Agreements and direct staff to include the amounts from the Municipal Grant Operating Agreements into the 2024-2028 Financial Plan as follows:

- Art Gallery \$110,000
- SS Sicamous \$85,000
- Penticton & District Arts Council \$ 30,000
- Activate Penticton \$15,000
- Penticton & Area Cycling Association \$49,000

AND THAT Council authorize the Director of Finance & Administration to execute the operating agreements.

AND THAT Council direct staff to include the amounts from the Special Event Grant Operating Agreements into the 2024-2028 Financial Plan as follows:

- Downtown Penticton Association (Community Market) \$4,300
- Pentastic Jazz Festival Society \$10,200
- Penticton Elvis Festival \$6,300
- Penticton Farmer's Market \$6,000
- Peach City Beach Cruise \$10,500
- Penticton Paddle Sports Association (Event) \$12,000
- Penticton Peach Festival \$60,000
- Penticton Scottish Festival Society \$8,400

**CARRIED**  
**Councillor Miller, Opposed**

The Mayor recessed the meeting at 2:54 p.m. and reconvened at 3:03 p.m.

6.9 Short-Term Rental Accommodation Act

403/2023

**It was MOVED and SECONDED**

THAT Council receive into the record the report dated November 7, 2023, titled "Short-Term Rental Accommodation Act".

**CARRIED UNANIMOUSLY**

6.10 Community Housing Fund (CHF) grant opportunity

404/2023

**It was MOVED and SECONDED**

THAT Council direct staff to apply for a grant through BC Housing's Community Housing Fund (CHF) for the City owned parcel of land located at 2509 South Main Street;  
AND THAT the City's Social Development Specialist and Chief Financial Officer be authorized to submit the application and associated documents on behalf of the City.

**CARRIED UNANIMOUSLY**

**7. Bylaws and Permits**

- 7.1 Zoning Amendment Bylaw No. 2023-35  
Re: 461 Martin Street

405/2023

**It was MOVED and SECONDED**

THAT Council adopt "Zoning Amendment Bylaw No. 2023-35".

**CARRIED UNANIMOUSLY**

**8. Notice of Motion**

- 8.1 Notice of Motion Introduced by Councillor Miller on October 17, 2023:

406/2023

**It was MOVED and SECONDED**

THAT Council appoint Julius Bloomfield (5), Amelia Boulton (4), James Miller (4), Ryan Graham (4), and Helena Konanz (4) to the Regional District of Okanagan-Similkameen (RDOS) for the remainder of the 2022-2026 term and Campbell Watt and Isaac Gilbert as alternate directors.

**DEFEATED**

**Mayor Bloomfield and Councillors Gilbert, Graham, Konanz and Watt, Opposed**

**9. Business Arising**

**10. Public Question Period**

**11. Council Round Table**

**12. Adjourn to Closed Meeting:**

407/2023

**It was MOVED and SECONDED**

THAT Council adjourn at 3:58 p.m. to a closed meeting of Council pursuant to the provisions of the *Community Charter* as follows: Section 90(1)

- (d) the security of the property of the municipality; and
- (g) litigation of potential litigation affecting the municipality.

**CARRIED UNANIMOUSLY**

Certified correct:

Confirmed:

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Angie Collison  
Corporate Officer

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Julius Bloomfield  
Mayor

# Minutes

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## **Special Council Meeting** held at City Hall, Council Chambers 171 Main Street, Penticton, B.C.

**Tuesday, November 21, 2023**  
**at 9:00 a.m.**

**Present:**

Mayor Bloomfield  
Councillor Boulton  
Councillor Gilbert  
Councillor Graham  
Councillor Konanz  
Councillor Miller  
Councillor Watt

**Staff:**

Anthony Haddad, City Manager  
Angie Collison, Corporate Officer  
Angela Campbell, Director of Finance & Administration  
Kristen Dixon, General Manager Infrastructure (left at 12:15 p.m.)  
Blake Laven, Director of Development Services  
Cheryl Hardisty, Manager of Council & Executive Operations  
Elma Hamming, Manager of Finance  
Amber Coates, Financial Analyst  
Courtney Jones, Financial Planning and Budget Specialist  
Crystal Dearden, Finance Exec. Assistant & Project Coordinator  
Paula McKinnon, Deputy Corporate Officer

**1. Call to Order**

Mayor Bloomfield called the Special Meeting of Council to order at 9:00 a.m.

**2. Adoption of Agenda**

408/2023

**It was MOVED and SECONDED**

THAT Council adopt the agenda for the November 21, 2023 Special Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

**3. Financial & Corporate Business Plan Overview**

Angela Campbell, Director of Finance & Administration, provided Council with an overview of the 2024-2028 Draft Financial & Corporate Business Plan.

#### 4. Summary of Public Consultation Feedback

JoAnne Kleb, Communications and Engagement Manager, provided Council with an overview of the public consultation sessions held on October 23-November 12, 2023.

#### 5. Debt and Borrowing Overview

Elma Hamming, Manager of Finance, and Angela Campbell, Director of Finance & Administration, provided Council with proposed borrowing details and debt servicing.

#### 6. Reserves Overview

Elma Hamming, Manager of Finance, and Angela Campbell, Director of Finance & Administration, provided Council with a presentation on the City's financial health focusing on the financial tools of reserves and debt.

The Mayor recessed the meeting at 10:16 a.m. and reconvened at 10:27 a.m.

#### 7. 2024 Budget Deliberations

##### 7.1 Community Services

Kelsey Johnson, Manager of Recreation, Arts & Culture, and Angela Campbell, Director of Finance & Administration, provided Council with the 2023 accomplishments and an overview of the 2024 initiatives and budget.

409/2023

**It was MOVED and SECONDED**

THAT Council refer the Facilities Project Manager position to be discussed during recap and final review.

**CARRIED UNANIMOUSLY**

410/2023

**It was MOVED and SECONDED**

THAT Council refer the Sports and Recreational Needs Assessment and Arena Feasibility Study to be discussed during recap and final review.

**CARRIED UNANIMOUSLY**

Councillor Miller declared a conflict of interest as his spouse is employed as a sub-contractor of the SOEC and left the meeting at 11:40 p.m.

##### 7.2 South Okanagan Events Centre Complex (SOEC)

Dean Clarke, General Manager, OVG360, and Cliff Last, Director of Finance, OVG360, provided Council with the 2023 achievements and an overview of the 2024 initiatives and budget.

411/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the South Okanagan Events Centre Complex 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

**CARRIED UNANIMOUSLY**

Councillor Miller returned to the meeting at 11:46 a.m.



Councillor Gilbert declared a conflict of interest and left the meeting at 11:46 a.m.

7.3 Library

Heather Buzzell, Chief Librarian, and Angela Campbell, Director of Finance & Administration, provided Council with the 2023 achievements and an overview of the 2024 initiatives and budget.

412/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Penticton Public Library 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

**CARRIED**

**Councillor Konanz, Opposed**

Councillor Gilbert returned to the meeting at 12:00 p.m.

7.4 Fire Services

Fire Chief Mike Larsson, Penticton Fire Department, and Angela Campbell, Director of Finance & Administration, provided Council with the 2023 achievements and an overview of the 2024 initiatives and budget.

413/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Penticton Fire Department 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

**CARRIED UNANIMOUSLY**

The Mayor recessed the meeting at 12:14 p.m. and reconvened at 1:17 p.m.

7.5 RCMP

Acting Officer in Charge Bob Vatamaniuck, RCMP, and Angela Campbell, Director of Finance & Administration, provided Council with the 2023 achievements and an overview of the 2024 RCMP initiatives and budget.

414/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the RCMP 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

**CARRIED UNANIMOUSLY**

7.6 Corporate Administration

Cheryl Hardisty, Manager of Council & Executive Operations, and Angela Campbell, Director of Finance & Administration, provided Council with the 2023 achievements and an overview of the 2024 Corporate Administration initiatives and budget.

415/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Corporate Administration 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

**CARRIED**

**Councillor Miller, Opposed**

## 7.7 Finance & Administration

Angela Campbell, Director of Finance & Administration, provided Council with the 2023 achievements and an overview of the 2024 finance initiatives and budget.

Main Motion:

**It was MOVED and SECONDED**

THAT Council approve in principle the Finance & Administration 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

Amendment:

416/2023

**It was MOVED and SECONDED**

THAT Council remove increasing the existing Part-Time Coordinator to Full-Time Role position from the 2024-2028 Financial & Corporate Business Plan.

**DEFEATED**

**Mayor Bloomfield and Councillors Gilbert, Graham and Watt, Opposed**

Main Motion:

417/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Finance & Administration 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

**CARRIED**

**Councillors Boulton, Konanz and Miller, Opposed**

## Protective Services

418/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Public Safety 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

**CARRIED UNANIMOUSLY**

The Mayor recessed the meeting at 2:28 p.m. and reconvened at 2:42 p.m.

419/2023

**It was MOVED and SECONDED**

THAT Council amend the agenda to include Development Services budget presentation from the Day 2 Agenda.

**CARRIED UNANIMOUSLY**

## 7.8 Development Services

Blake Laven, Director of Development Services, and Angela Campbell, Director of Finance & Administration, provided Council with the 2023 achievements an overview of the 2024 Development Services budget.

Main Motion:

**It was MOVED and SECONDED**

THAT Council approve in principle the Development Services 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.

420/2023      Amendment:  
**It was MOVED and SECONDED**  
THAT Council remove the Full-Time Building Official position from the 2024-2028 Financial & Corporate Business Plan.  
**DEFEATED**  
**Mayor Bloomfield and Councillors Gilbert, Graham and Watt, Opposed**

421/2023      Main Motion:  
**It was MOVED and SECONDED**  
THAT Council approve in principle the Development Services 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, subject to final review.  
**CARRIED**  
**Councillors Boulton, Konanz and Miller, Opposed**

**8. Public Question Period**

**9. Adjourn:**

422/2023      **It was MOVED and SECONDED**  
THAT Council adjourn the November 21, 2023 Special meeting of Council at 3:24 p.m.  
**CARRIED UNANIMOUSLY**

Certified correct:

Confirmed:

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Angie Collison  
Corporate Officer

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Julius Bloomfield  
Mayor

# Minutes

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## **Special Council Meeting** held at City Hall, Council Chambers 171 Main Street, Penticton, B.C.

**Wednesday, November 22, 2023**  
**at 9:00 a.m.**

**Present:**

Mayor Bloomfield  
Councillor Boulton  
Councillor Gilbert  
Councillor Graham  
Councillor Konanz  
Councillor Miller  
Councillor Watt

**Staff:**

Anthony Haddad, City Manager  
Angie Collison, Corporate Officer  
Angela Campbell, Director of Finance & Administration  
Kristen Dixon, General Manager Infrastructure  
Blake Laven, Director of Development Services  
Cheryl Hardisty, Manager of Council & Executive Operations  
Elma Hamming, Manager of Finance  
Amber Coates, Financial Analyst  
Courtney Jones, Financial Planning and Budget Specialist  
Crystal Dearden, Finance Exec. Assistant & Project Coordinator  
Paula McKinnon, Deputy Corporate Officer

**1. Call to Order**

Mayor Bloomfield called the Special Meeting of Council to order at 9:02 a.m.

**2. Adoption of Agenda**

423/2023

**It was MOVED and SECONDED**

THAT Council adopt the agenda for the November 22, 2023 Special Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

**3. 2024 Budget Deliberations**

**3.1 Grants**

Amber Coates, Financial Analyst, and Jeff Plant, Sport & Event Supervisor, provided Council with a summary of grant requests made for 2024.

424/2023

**It was MOVED and SECONDED**

THAT Council approve the Arts, Culture & Heritage grant requests for 2024 which includes:

- \$10,000 cash to the Okanagan School of the Arts; and
- \$600 cash to the Penticton Concert Band.

**CARRIED UNANIMOUSLY**

425/2023

**It was MOVED and SECONDED**

THAT Council approve the Health, Safety & Social Services grant requests for 2024 which includes:

- \$700 in-kind to the Dragonfly Pond Family Society; and
- \$13,000 cash to the South Okanagan Seniors Wellness Society.

**CARRIED UNANIMOUSLY**

426/2023

**It was MOVED and SECONDED**

THAT Council approve the Parks, Recreation & Sport grant requests for 2024 which includes:

- \$9,788 in-kind to the Penticton Paddle Sports Association.

**CARRIED UNANIMOUSLY**

427/2023

**It was MOVED and SECONDED**

THAT Council approve the Not-for-Profit Special Event grant requests for 2024 which includes:

- \$5,000 cash to the Community Foundation of the South Okanagan Similkamneen;
- \$3,000 cash to the Jean Minguy Memorial Police Youth Academy;
- \$5,000 in-kind to the Okanagan Valley Music Festival Society; and

**CARRIED UNANIMOUSLY**

Councillor Miller declared a conflict of interest as an active member of the Royal Canadian Legion and left the meeting at 9:17 a.m.

428/2023

**It was MOVED and SECONDED**

THAT Council approve the Not-for-Profit Special Event grant requests for 2024 which includes:

- \$5,000 cash to the Royal Canadian Legion.

**CARRIED UNANIMOUSLY**

Councillor Miller returned to the meeting at 9:18 a.m.

429/2023

**It was MOVED and SECONDED**

THAT Council approve the Health, Safety & Social Services grant requests for 2024 which includes:

- \$0 cash to First Things First Okanagan;
- \$3,600 cash to the Okanagan Fruit Tree Project;
- \$12,650 cash to the Penticton Recovery Resource Society; and
- \$15,465 cash to the Skaha Bluffs Park Watch Society.

**CARRIED UNANIMOUSLY**

430/2023

**It was MOVED and SECONDED**

THAT Council approve the Parks, Recreation & Sport grant requests for 2024 which includes:

- \$1,550 cash to the Penticton Lawn Bowling Club.

**CARRIED UNANIMOUSLY**

431/2023

**It was MOVED and SECONDED**

THAT Council approve the Not-for-Profit Special Event grant requests for 2024 which includes:

- \$4,000 cash and \$6,000 in-kind to the HA HA HA KIDZFEST SOCIETY;
- \$3,600 cash to the Meadowlark Festival/Okanagan Similkameen Conservation Alliance; and
- \$15,450 cash and \$1,000 in-kind to the Penticton Curling Club.

**CARRIED UNANIMOUSLY**

432/2023

**It was MOVED and SECONDED**

THAT Council approve the Not-for-Profit Special Event grant requests for 2024 which includes:

- \$5,150 cash to the Penticton Regional Bridge Tournament;
- \$2,100 cash and \$2,500 in-kind to the Penticton Triathlon Club; and
- \$2,575 cash to the South Okanagan Seniors Wellness Society.

**CARRIED UNANIMOUSLY**

Councillor Gilbert declared a conflict of interest and left the meeting at 9:24 a.m.

433/2023

**It was MOVED and SECONDED**

THAT Council approve the Not-for-Profit Special Event grant requests for 2024 which includes:

- \$15,450 cash and \$5,000 in-kind to the Penticton Art Gallery.

**CARRIED UNANIMOUSLY**

Councillor Gilbert returned to the meeting at 9:27 a.m.

434/2023

**It was MOVED and SECONDED**

THAT Council approve the Partnership Agreement grant requests for 2024 which includes:

- \$400 in-kind to Hoodoo Adventures Company Ltd;
- \$2,575 cash and \$650 in-kind to Okanagan Trestles Tour; and
- \$2,600 cash and \$500 in-kind to Tri 1 Events Ltd.

**CARRIED UNANIMOUSLY**

435/2023

**It was MOVED and SECONDED**

THAT Council approve the Health, Safety & Social Services grant requests for 2024 which includes:

- \$12,000 in-kind to United Way British Columbia.

**CARRIED UNANIMOUSLY**

436/2023

**It was MOVED and SECONDED**

THAT Council approve \$400 cash to the Canadian Mental Health Association.

**CARRIED**  
**Councillor Konanz, Opposed**

437/2023

**It was MOVED and SECONDED**

THAT Council approve the Not-for-Profit Special Event grant requests for 2024 which includes:

- \$2,000 cash to the Downtown Penticton Association (Light Up);
- \$9,000 cash to the Downtown Penticton Association (Alley Activations); and
- \$7,150 cash to The Penti-Con Association.

**CARRIED UNANIMOUSLY**

- 438/2023      **It was MOVED and SECONDED**  
THAT Council approve the Arts, Culture & Heritage grant request for 2024 which includes:  
- \$5,000 cash to the Penticton Peach Festival.  
**CARRIED**  
**Councillors Konanz and Watt, Opposed**
- 439/2023      **It was MOVED and SECONDED**  
THAT Council deny the Health, Safety & Social Services 2024 grant request from the Bethel Food Pantry.  
**CARRIED**  
**Councillor Boulton, Opposed**
- 440/2023      **It was MOVED and SECONDED**  
THAT Council deny the Health, Safety & Social Services 2024 grant request from the Penticton and Area Overdose Prevention Society.  
**CARRIED UNANIMOUSLY**
- 441/2023      **It was MOVED and SECONDED**  
THAT Council approve the Health, Safety & Social Services grant requests for 2024 which includes:  
- \$4,510 cash to The Penticton & Area Access Centre.  
**CARRIED UNANIMOUSLY**
- 442/2023      **It was MOVED and SECONDED**  
THAT Council deny the Parks, Recreation & Sport 2024 grant request from the Penticton & District Minor Hockey Association.  
**CARRIED UNANIMOUSLY**
- 443/2023      **It was MOVED and SECONDED**  
THAT Council approve the Not-for-Profit Special Event grant requests for 2024 which includes:  
- \$2,000 cash to Cat's Paw Productions Society.  
**CARRIED UNANIMOUSLY**
- 444/2023      **It was MOVED and SECONDED**  
THAT Council reduce the in-year 2024 grant budget by \$30,000.  
**CARRIED UNANIMOUSLY**

The Mayor recessed the meeting at 10:05 a.m. and reconvened at 10:24 a.m.

### 3.2      Infrastructure Services

Kristen Dixon, General Manager of Infrastructure and Angela Campbell, Director of Finance & Administration, provided Council with the 2023 accomplishments and an overview of the 2024 infrastructure and utilities initiatives and budget.

- 445/2023      **It was MOVED and SECONDED**  
THAT Council remove the second full-time Gardener position from the 2024-2028 Financial & Corporate Business Plan.  
**DEFEATED**  
**Mayor Bloomfield and Councillors Gilbert, Graham and Watt ,Opposed**

**It was MOVED and SECONDED**

THAT Council remove the Small Projects Coordinator position from the 2024-2028 Financial & Corporate Business Plan.

446/2023

**It was MOVED and SECONDED**

THAT Council refer the Small Projects Coordinator position to be discussed during recap and final review.

**CARRIED UNANIMOUSLY**

447/2023

**It was MOVED and SECONDED**

THAT Council amend the agenda to include Capital Overview budget deliberations from the Day 3 Agenda.

**CARRIED UNANIMOUSLY**

The Mayor recessed the meeting at 12:21 p.m. and reconvened at 1:02 p.m.

448/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Infrastructure Division 2024-2028 Financial & Corporate Business Plan initiatives and proposed budget, excluding FTE positions to be revisited during the recap, subject to final review.

**CARRIED UNANIMOUSLY**

**4. Capital Overview**

Angela Campbell, Director of Finance & Administration, provided Council with a Capital overview.

**5. 2024 Budget Deliberations**

**5.1 Capital Budgets – Community Services**

Anthony Policicchio, Facilities Manager, and Angela Campbell, Director of Finance & Administration, provided Council with an overview of the Community Services 2024 capital budget.

449/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Community Services 2024-2028 Capital Plan proposed projects and budgets, subject to final review.

**CARRIED UNANIMOUSLY**

**5.2 Capital Budgets – Fire Services**

Angela Campbell, Director of Finance & Administration, provided Council with an overview of the Fire Services 2024 capital budget.

450/2023

**It was MOVED and SECONDED**

THAT Council Council approve in principle the Penticton Fire Department 2024-2028 Capital Plan, subject to final review.

**CARRIED UNANIMOUSLY**



5.3 Capital Budgets – Information Technology

Angela Campbell, Director of Finance & Administration, provided Council with an overview of the Information Technology 2024 capital budget.

451/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Finance and Administration 2024-2028 Capital Plan initiatives and proposed budget, subject to final review.

**CARRIED UNANIMOUSLY**

5.4 Capital Budgets –Infrastructure

Kristen Dixon, General Manager of Infrastructure, and Angela Campbell, Director of Finance & Administration, provided Council with an overview of the Infrastructure 2024 capital budget.

The Mayor recessed the meeting at 2:38 p.m. and reconvened at 2:58 p.m.

452/2023

**It was MOVED and SECONDED**

THAT Council approve in principle the Infrastructure Division 2024-2028 Capital Plan, subject to final review.

**CARRIED UNANIMOUSLY**

**6. Public Question Period**

**7. Adjournment**

453/2023

**It was MOVED and SECONDED**

THAT Council adjourn the November 22, 2023 Special meeting of Council at 3:20 p.m.

**CARRIED UNANIMOUSLY**

Certified correct:

Confirmed:

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Angie Collison  
Corporate Officer

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Julius Bloomfield  
Mayor

# Minutes

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## **Special Council Meeting** held at City Hall, Council Chambers 171 Main Street, Penticton, B.C.

**Thursday, November 23, 2023**  
**at 10:00 a.m.**

**Present:**

Mayor Bloomfield  
Councillor Boulton  
Councillor Gilbert  
Councillor Graham  
Councillor Konanz  
Councillor Miller  
Councillor Watt

**Staff:**

Anthony Haddad, City Manager  
Angie Collison, Corporate Officer  
Angela Campbell, Director of Finance & Administration  
Kristen Dixon, General Manager Infrastructure  
Blake Laven, Director of Development Services  
Cheryl Hardisty, Manager of Council & Executive Operations  
Elma Hamming, Manager of Finance  
Amber Coates, Financial Analyst  
Courtney Jones, Financial Planning and Budget Specialist  
Crystal Dearden, Finance Exec. Assistant & Project Coordinator  
Paula McKinnon, Deputy Corporate Officer

**1. Call to Order**

Mayor Bloomfield called the Special Meeting of Council to order at 10:01 a.m.

**2. Adoption of Agenda**

454/2023

**It was MOVED and SECONDED**

THAT Council adopt the agenda for the November 23, 2023 Special Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

### 3. 2024 Budget Deliberations

#### 3.1 Recap

Angela Campbell, Director of Finance & Administration, provided Council with a recap of the decisions made thus far and the overall 2024 budget.

455/2023

**It was MOVED and SECONDED**

THAT Council approve the Sports and Recreational Needs Assessment budget request as presented in the draft 2024-2028 Financial Plan.

**CARRIED**  
**Councillor Miller, Opposed**

456/2023

**It was MOVED and SECONDED**

THAT Council remove the Arena Feasibility Study budget request as presented in the draft 2024-2028 Financial Plan.

**DEFEATED**  
**Mayor Bloomfield and Councillors Boulton, Gilbert, Graham, Konanz and Watt, Opposed**

457/2023

**It was MOVED and SECONDED**

THAT Council approve the Arena Feasibility Study budget request as presented in the draft 2024-2028 Financial Plan.

**CARRIED**  
**Councillor Miller, Opposed**

458/2023

**It was MOVED and SECONDED**

THAT Council approve the increase of the existing part-time Human Resources Coordinator to a full-time position as presented in the draft 2024-2028 Financial Plan.

**CARRIED**  
**Councillors Boulton, Konanz and Miller, Opposed**

459/2023

**It was MOVED and SECONDED**

THAT Council approve the Facilities Project Manager position as presented in the draft 2024-2028 Financial Plan.

**CARRIED**  
**Councillors Boulton and Miller, Opposed**

460/2023

**It was MOVED and SECONDED**

THAT Council remove the Small Projects Coordinator position as presented in the draft 2024-2028 Financial Plan.

**CARRIED**  
**Councillors Gilbert and Watt, Opposed**

461/2023

**It was MOVED and SECONDED**

THAT Council approve the additional Meter and Traffic Technician position as presented in the draft 2024-2028 Financial Plan.

**CARRIED**  
**Councillors Boulton, Konanz and Miller, Opposed**

462/2023      **It was MOVED and SECONDED**  
THAT Council approve the second full-time Gardener position as presented in the draft 2024-2028 Financial Plan.

**DEFEATED**

**Mayor Bloomfield and Councillors Boulton, Graham, Konanz, Miller and Watt, Opposed**

463/2023      **It was MOVED and SECONDED**  
THAT Council remove the second full-time Gardener position as presented in the draft 2024-2028 Financial Plan.

**CARRIED**

**Councillor Gilbert, Opposed**

464/2023      **It was MOVED and SECONDED**  
THAT Council approve the full-time Building Official position as presented in the draft 2024-2028 Financial Plan.

**DEFEATED**

**Mayor Bloomfield and Councillors Boulton, Konanz and Miller, Opposed**

465/2023      **It was MOVED and SECONDED**  
THAT Council remove the full-time Building Official position as presented in the draft 2024-2028 Financial Plan.

**CARRIED**

**Councillors Gilbert, Graham and Watt, Opposed**

466/2023      **It was MOVED and SECONDED**  
THAT Council approve the leadership position for Public Safety and Partnerships position as presented in the draft 2024-2028 Financial Plan.

**CARRIED UNANIMOUSLY**

The Mayor recessed the meeting at 11:01 a.m. and reconvened at 11:17 pm.

### 3.2      Final Decisions

467/2023      **It was MOVED and SECONDED**  
THAT Council direct staff to phase in the remaining 2022 taxation deferral over the years 2024-2026 to be incorporated into the 2024-2028 Financial Plan.

**DEFEATED**

**Mayor Bloomfield and Councillors Gilbert, Graham and Watt, Opposed**

468/2023      **It was MOVED and SECONDED**  
THAT Council direct staff to phase in the remaining 2022 taxation deferral over the years 2024-2025 to be incorporated into the 2024-2028 Financial Plan.

**CARRIED UNANIMOUSLY**

469/2023

**It was MOVED and SECONDED**

THAT Council approve the 2024-2028 Financial Plan as presented, discussed and amended during the budget deliberations, that includes a tax increase of 5.31% and balances the general fund through surplus draw;  
AND THAT Council direct staff to return to Council with a proposed 2024-2028 Financial Plan Bylaw for readings and adoption.

**CARRIED**  
**Councillors Boulton and Miller, Opposed**

**4. Public Question Period**

**5. Adjournment**

470/2023

**It was MOVED and SECONDED**

THAT Council adjourn the November 23, 2023 Special meeting of Council at 12:12 p.m.

**CARRIED UNANIMOUSLY**

Certified correct:

Confirmed:

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Angie Collison  
Corporate Officer

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Julius Bloomfield  
Mayor



# Minutes

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## Official Community Plan - Housing Task Force Meeting

held in-person in Council Chambers  
City Hall, 171 Main Street  
Wednesday, November 15, 2023  
at 4:30 p.m.

**Present:** Nathan Little, Chair  
Nicholas Hill, Vice-Chair  
Drew Barnes  
Ajeet Brar  
Richard Langfield  
Linda Sankey  
Chris Schoenne  
Nicolas Stulberg

**Staff:** Blake Laven, Director of Development Services  
JoAnne Kleb, Manager of Communications and Engagement  
Steven Collyer, Senior Planner  
Gabe Tamminga, Planner I  
Hayley Anderson, Legislative Assistant

**Regrets:** Helena Konanz, Councillor  
Campbell Watt, Councillor  
Rod Ferguson  
Alison Gibson  
Cheryl Kruger  
Brian Menzies  
Dara Parker

### 1. Call to Order

The Chair called the Official Community Plan – Housing Task Force to order at 4:30 p.m.

### 2. Adoption of Agenda

#### It was **MOVED** and **SECONDED**

THAT the Official Community Plan - Housing Task Force adopt the agenda of November 15, 2023 as presented.

**CARRIED UNANIMOUSLY**

### 3. Adoption of Minutes

#### It was **MOVED** and **SECONDED**

THAT the Official Community Plan – Housing Task Force adopt the minutes of the October 25, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

Ajeet Brar joined the meeting at 4:35pm.

4. **New Business**

4.1 Policy Briefing on Bill 44: Housing Statutes (Residential Development)

The Senior Planner provided the Task Force an update on the Provincial legislation in Bill 44 related to upcoming requirements to zone for small-scale multi-unit housing and future changes to public hearings.

**It was MOVED and SECONDED**

THAT the Official Community Plan – Housing Task Force accept the memo dated November 15, 2023 title “Policy Briefing on Bill 44: Housing Statutes (Residential Development) Amendment Act” into the record;

AND THAT the Official Community Plan – Housing Task Force consider the legislative changes as part of the upcoming Official Community Plan amendment recommendations they make to Council.

**CARRIED UNANIMOUSLY**

4.2 Briefing on Short Term Rental Accommodation Act

The Director of Development Services provided the Task Force with an update on the Short Term Rental Accommodation Act.

4.3 Focus on Housing Engagement Results

The Communications and Engagement Manager provided the Task Force with an update on the Focus on Housing engagement results.

4.4 Draft OCP – Housing Task Force Recommendations

The Director of Development Services provided the Task Force with an update on the draft OCP – Housing Task Force Recommendations and the Task Force members discussed the recommendations.

Richard Langfield left the meeting at 6:12pm.

5. **Next Meeting**

The next Official Community Plan – Housing Task Force meeting is scheduled for November 29, 2023 at 4:30 p.m. in Council Chambers.

6. **Adjournment**

**It was MOVED and SECONDED**

THAT the Official Community Plan - Housing Task Force adjourn the meeting held on November 15, 2023 at 6:14 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:



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Hayley Anderson  
Legislative Assistant



# Minutes

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## Accessibility Committee Meeting

held via Zoom and in-person in Room A

City Hall, 171 Main Street

Wednesday, November 29, 2023

at 12:00 p.m.

**Present:** Trisha Kaplan, Chair  
Leanne Williams, Vice-Chair  
Kristi Bauman  
Randy Boras  
James Ludvigson  
Heather Miller  
Krista Russo

**Council Liaison:** Amelia Boulton, Councillor

**Staff:** Sarah Desrosiers, Social Development Coordinator  
Hayley Anderson, Legislative Assistant

**Regrets:** Grant Pattingale

1. **Call to Order**

The Legislative Assistant called the Accessibility Committee to order at 12:02 p.m.

2. **Adoption of Agenda**

**It was MOVED and SECONDED**

THAT the Accessibility Committee adopt the agenda of November 29, 2023 as presented.

**CARRIED UNANIMOUSLY**

**New Business**

3.1 Round Table Committee Member Introductions

The Social Development Coordinator led the Committee in round table introductions of Committee members.

3.2 Committee Orientation

The Legislative Assistant provided a Committee Orientation presentation.

3.3 Appointment of Chair and Vice-Chair

**It was MOVED and SECONDED**

THAT the Accessibility Committee appoint Trisha Kaplan as the Committee Chair.

**CARRIED UNANIMOUSLY**

**It was MOVED and SECONDED**

THAT the Accessibility Committee appoint Leanne Williams as the Committee Vice-Chair.

**CARRIED UNANIMOUSLY**

3.4 2024-2026 Meeting Schedule

**It was MOVED and SECONDED**

THAT the Committee set the 2024 meeting schedule and time as follows; January 10, April 10, July 10 and October 9, 2024 at 9:30 a.m.

AND THAT the Committee set the 2025 meeting schedule and time as follows; January 8, April 9, July 9 and October 8, 2024 at 9:30 a.m.

AND THAT the Committee set the 2026 meeting schedule and time as follows; January 14, April 8, July 8, 2026 at 9:30 a.m.

**CARRIED UNANIMOUSLY**

3.5 Overview of Accessibility Plan

The Social Development Coordinator provided the Committee with an overview of the City of Penticton Accessibility Plan 2023-2026 contents and the creation process.

3.6 Enabling Accessibility Fund Application

The Social Development Coordinator provided the Committee with an overview of the Enabling Accessibility Fund, a federal funding opportunity, which aims to make communities and workplaces across Canada more accessible for persons with disabilities.

**It was MOVED and SECONDED**

THAT the Accessibility Committee recommend that Council support the City of Penticton application to the Enabling Accessibility Fund.

**CARRIED UNANIMOUSLY**

5. **Next Meeting**

The next Accessibility Committee meeting is scheduled to be held on January 10, 2024 at 9:30 a.m. via Zoom and in person.

6. **Adjournment**

**It was MOVED and SECONDED**

THAT the Accessibility Committee adjourn the meeting held on November 29, 2023 at 1:04 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:

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Hayley Anderson  
Legislative Assistant

# Minutes

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## Official Community Plan - Housing Task Force Meeting

held in-person in Council Chambers

City Hall, 171 Main Street

Wednesday, November 29, 2023

at 4:30 p.m.

**Present:**

Nathan Little, Chair  
Drew Barnes  
Ajeet Brar  
Richard Langfield  
Linda Sankey  
Chris Schoenne  
Nicolas Stulberg

**Council Liaison:**

Helena Konanz, Councillor  
Campbell Watt, Councillor

**Staff:**

Blake Laven, Director of Development Services  
Steven Collyer, Senior Planner  
Hayley Anderson, Legislative Assistant

**Regrets:**

Nicholas Hill, Vice-Chair  
Rod Ferguson  
Cheryl Kruger  
Alison Gibson  
Brian Menzies  
Dara Parker

1. **Call to Order**

The Chair called the Official Community Plan – Housing Task Force to order at 4:34 p.m.

2. **Adoption of Agenda**

**It was MOVED and SECONDED**

THAT the Official Community Plan - Housing Task Force adopt the agenda of November 29, 2023 as presented.

**CARRIED UNANIMOUSLY**

3. **Adoption of Minutes**

**It was MOVED and SECONDED**

THAT the Official Community Plan – Housing Task Force adopt the minutes of the November 15, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

#### 4. New Business

##### 4.1 Energy Step Code and Zero Carbon Step Code Update

The Director of Development Services provided the Task Force with an update on the Energy Step Code and Zero Carbon Step Code.

**It was MOVED and SECONDED**

THAT the Official Community Plan – Housing Task Force recommend to Council to opt-in to the Zero Carbon Step Code at the “EL-1” measure only for 2024 with a plan for moving to EL-2 for new construction in 2025, based on consultation with the building industry and larger community.

**CARRIED**

**Richard Langfield, Opposed**

**It was MOVED and SECONDED**

THAT the Task Force recommend to Council to maintain the current approach to the energy step code for 2024 and 2025 with the goal of moving to Step 4 for Part 9 buildings in 2026.

**CARRIED**

**Nathan Little and Richard Langfield, Opposed**

Councillor Watt left the meeting at 5:20pm.

**It was MOVED and SECONDED**

THAT the Task Force recommend to Council support for an incentives program for projects that meet EL-2 or higher of the Zero Carbon Step Code.

**CARRIED**

**Richard Langfield, Opposed**

##### 4.2 Growth Plan Discussion

The Director of Development Services provided the Task Force with an update on the Growth Plan.

Councillor Konanz left the meeting at 5:49 pm.

Drew Barnes left the meeting at 5:53 pm.

**It was MOVED and SECONDED**

THAT the Task Force support the growth plan as presented, with Spiller Road being removed as a ‘growth area’ and designated a “Rural Residential” area.

**CARRIED UNANIMOUSLY**

Drew Barnes returned to the meeting at 5:54 pm.

The Chair called a recess at 5:54 pm.

The meeting reconvened at 6:10 pm.

#### 4.3 Draft OCP – Housing Task Force Recommendations

The Director of Development Services provided the Task Force with an update on the draft OCP – Housing Task Force Recommendations and the Task Force members discussed the recommendations.

**It was MOVED and SECONDED**

THAT the Task Force recommend to Council the OCP – Housing Task Force recommendations are as follows;

1. Consolidate several Future Land Use Designations to allow for greater flexibility for housing development in strategic areas of the City, and to help expedite the development approvals process.
2. Consolidate the 'infill residential' and 'detached residential' designations – allowing up to 4 or 6 residential units on all currently single- and two-family designated lands.
3. Increase densities beyond 4-6 units per lot in areas close to parks, services and employment
4. In strategic areas, support changing the commercial, industrial and residential land use designations to the 'mixed use' designation. The 'mixed use' designation supports higher density housing mixed with the option for commercial, office, institutional, retail and other uses. A list of strategic areas and key corridors is included below, with key corridors having access to transit, bike lanes, services and Infrastructure: Downtown, North Gateway, South Gateway – Skaha, College Precinct, and Strategic Transportation Corridors.
5. Remove area-specific height limitations. Eliminate the 3 storey building height limit in the 'downtown mixed use' designation along Front Street and Main Street, with improved design guidelines to retain the character of the Downtown. Also remove the area-specific height limit for a specific section of 'urban residential' designation along Lakeshore Drive.
6. Allow for additional high density residential capacity on larger, commercial-designated properties, by designating large shopping centres 'mixed use'.
7. Need to add more policy direction on specific places in the built-up core to focus new growth and density.
8. Need for more flexible parking options and shift from parking requirements to parking recommendations to incentivize housing development and encourage alternative forms of transportation (i.e. reducing parking minimums, setting parking maximums, and/or remove parking requirements entirely in certain areas) while taking into consideration the accessibility and service needs of the community.
9. Support streamlined and efficient reviews of Development Permit applications, with appropriate design guidelines in place to support densification through quality design.
10. Continue to exceed energy efficiency requirements with new housing development
11. Support the city and staff working with non-profit housing proponents to develop new non-market housing that meets the needs of a range of people, and retains existing non-market housing units (no net loss).
12. The City develop a "social housing plan" in the near term to provide strategic direction to determine and achieve a range of non-market housing goals.

13. Include policy support in the OCP for micro-suites and studio units as a housing option, in addition to one-, two- and three-bedrooms.
14. Remove the Spiller Road area as a 'growth area', and change the future land use designation of Spiller Road to 'Rural Residential'.
15. Update associated bylaws and plans as a result of the OCP amendment, such as:
  - Zoning Bylaw amendments
  - Capital works plan updates
16. Investigate incentive policies to spur new housing development and redevelopment, such as:
  - Property tax exemptions for rental housing and other forms of affordable housing
  - Density bonus policy
  - Development Cost Charge (DCC) program amendments / exemptions
  - City installing infrastructure to support development
  - Allowing small-scale, mixed use buildings in more zones
  - Utilizing city land to support new housing development; either directly for a housing development, or indirectly through providing land for additional parking or parkland
17. Process improvements to bring housing on quicker such as
  - Waiving public hearings for specified housing projects
  - Pre-zoning areas to align with OCP designations
18. Plan for and consider funding options for additional amenities to support residential growth in our neighbourhoods such as:
  - Neighbourhood parks
  - Road design to support alternatives to single occupant vehicles
  - Recreational facilities (pool, community centre, outdoor sports fields etc.)
  - Arts and cultural events
  - Infrastructure upgrades

**CARRIED**

**Linda Sankey, Opposed**

5. **Next Meeting**

The next Official Community Plan – Housing Task Force meeting is to be determined.

6. **Adjournment**

**It was MOVED and SECONDED**

THAT the Official Community Plan - Housing Task Force adjourn the meeting held on November 29, 2023 at 7:22 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:

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Hayley Anderson  
Legislative Assistant

# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Blake Laven, Director of Development Services

**File No:** RMS/6480-20

**Subject:** **Official Community Plan (OCP) Housing Task Force Recommendations**

## Staff Recommendation

THAT Council receive the 18 recommendations from the Official Community Plan Housing Task Force, as outlined on Attachment A;

AND THAT Council direct staff to incorporate the recommendations into the upcoming Official Community Plan amendments.

AND THAT Council thank the Task Force for the work done to create the recommendations.

## Executive Summary

The Official Community Plan (OCP) Housing Task Force was created by Council in early 2023 to make recommendations to the City on changes to the OCP to increase housing opportunities in the community. The Task Force has met on a regular basis over the past 7 months and have created 18 impactful recommendations that the Task Force considers will create additional opportunities for housing construction to meet the needs of the community, including: opening up historically single detached areas to other forms of residential housing; amending the City's growth plan to remove Spiller Road as a growth area; revising the way parking is currently dealt with in the OCP; removing height restrictions in the downtown and along Lakeshore Drive; using financial incentives to spur development in strategic areas of the community; and, ideas for streamlining the development process, among others.

This report outlines the process the Task Force went through in the preparation of the recommendations and recommends that Council receive the Task Force's recommendations and direct staff to incorporate them in the ongoing OCP Housing update project. The report also outlines some next steps in the OCP amendment process.

## Strategic Priority Objectives

**Vision:** A vibrant, resilient and healthy waterfront city focused on safety, livability and vibrancy.

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

**Livable & Accessible:** The City of Penticton will proactively plan for deliberate growth; focused on an inclusive, healthy, safe and desirable place to live.

**Vibrant & Connected:** The City of Penticton will support vibrant and diverse activities creating opportunities for connection in community.

## **Background**

City Council has identified housing as a central priority to focus on in the short term as represented by the Livable and Accessible Council Priority. To help direct that work a Task Force was convened in early 2023 with a mandate to review the city's current Official Community Plan (OCP) and identify areas for unlocking additional housing opportunities based on the needs of the community, as defined by the 2023 Housing Needs Assessment.

The main deliverable envisioned for the Task Force was intended to be a set of recommendations that would lead to OCP amendments 'addressing housing needs and deliberate growth'. The Task Force terms of reference (TOR) directed the Task Force to comment on: growth opportunities; new and innovative housing forms; and, to support and create policies to benefit housing affordability. The TOR also outlined a role for the Task Force to play in participating in community engagement activities, so that the public's views could be considered in the creation of any recommendations. The term of the Task Force was intended to run through to December 2023.

This report outlines the process that the Task Force went through to develop and ultimately approve the recommendations being presented herein and recommends that Council accept the recommendations and directs staff to include them as part of the ongoing OCP update.

### *Housing Needs Assessment*

One of the first pieces of work that was commissioned upon the creation of the Task Force was a revised Housing Needs Assessment report. The report, which was received by City Council at the August 1, 2023 Regular Meeting of Council (Council Resolution 285/2023), outlined a great need for additional housing in the community, all across the housing spectrum, in the short term and over the next 25 + years. The report specifically outlined the need for housing to attracting families and working age populations to balance Penticton's population profile. In all, the report found that Penticton would have to add up to 9,200 new housing units to support a potential population of 56,000 by 2045. This means that between 240 – 380 new housing units are required to be added every year over that time period.

A full review and analysis of the Housing Needs Assessment report was included in the August 1, 2023 Council Meeting agenda package. The Task Force was presented with a review of that material at their Special Meeting of June 29<sup>th</sup>, 2023.

### *Recommendation development process*

The Task Force, after forming in May 2023, met on a regular basis, usually twice a month to work towards the development of the recommendations. In all, 12 Task Force meetings were held. The first set of meetings



involved learning and sharing, which involved a series of topic specific items include specific items directed to them by Council (reviewing the City's housing needs assessment, social housing situation, short term rentals, heritage, climate impacts of construction etc.) as well as a City tour. Several meetings were dedicated to the engagement process and the Task Force received a detailed report on the results of the first round of neighbourhood engagement to understand the views of the public on housing in the community. And finally the Task Force spent the last several meetings drafting, reviewing and revising the draft recommendations that are represented within Attachment A herein.

The following is a high level synopsis of the 12 Task Force meetings:

Meeting	Focus
1.	Orientation and planning process
2.	Social housing overview
3.	Short term rentals, heritage, engagement plan
4.	Housing needs assessment results, CMHC Housing Accelerator Fund (HAF) application
5.	How staff work with the OCP – policy, future land use map, design guidelines
6.	OCP land use designation - Breakout sessions No. I
7.	Urban forest management plan, land use plan breakout sessions No. II
8.	Spiller Road, land use plan breakout sessions No. III, housing policy overview
9.	Housing policy breakout sessions, engagement results
10.	Housing policy draft recommendations
11.	Briefing on Provincial changes, engagement results, review draft recommendations
12.	Energy step code and ZCSC, growth plan discussions cont., final consideration of Task Force recommendations

The adoption of the task force recommendations is the culmination of the Task Force's work as envisioned by the Terms of Reference.

#### *Public engagement process*

Engagement activities have been planned in two phases. The first phase, completed concurrent to the Task Force's mandate, was intended to ensure the community was aware of and understands Penticton's current housing needs and trends while gathering local knowledge about concerns in specific neighbourhoods. In addition the intent was to raise awareness of the OCP update. The second phase will share the Task Force's recommendations with the community.

During Phase I, residents were invited to attend any or all seven events, which occurred in various parks and school gymnasiums throughout the community, between September 20 and October 12, 2023. Residents were also invited to share their feedback by completing a comment sheet or participating in the discussion board at [shapeyourcitypenticton.ca](http://shapeyourcitypenticton.ca). The engagement team, supported by City Planning Department staff and several Task Force members, heard a broad range of ideas, concerns and hopes for the future of the community. The full engagement results are attached to this report as Attachment B.

Phase II of the engagement plan will see the recommendations and the policies that they flow from, shared with the community.

In addition to the community engagement activities, consultation with specific stakeholder is required to be considered by the *Local Government Act* with identified agencies, including the Penticton Indian Band, School District 67, RDOS, and other provincial and federal agencies as determined by Council. Further to these required consultations, as the Task Force recommendations are being incorporated in a revised community plan, other stakeholder groups will need to be carefully consulted and brought into the process. See 'next steps' section of this report below for further detail on this consultation process.

### *Provincial initiatives*

In the background of the Task Force's efforts to create OCP amendment recommendations, the province has been working on changing the housing regulatory landscaping in the province by unlocking more opportunity for housing through legislative changes and direct investment in housing. Starting with the release of the Homes for People Plan in April of 2023 and the creation of the BC Builds program, the province has signaled its intention to pull every lever possible to tackle the challenge of housing affordability and attainability in the province. The following is a list of the main provincial changes that have come about over the past several months:

- *Short Term Rental Accommodation Act:* In October, legislation was passed to address the perceived negative impacts of short term rentals in the province. The regulations restrict short term rentals to only principal residence households in select communities (Penticton included), increased fines for violations of the municipal bylaws, and creates a provincial registry and enforcement team, among other items. Staff are waiting for associated regulations, which were promised to be shared in December of this year, which will provide addition details on the new regulations – specifically, how exemptions will apply, and plan to bring recommendations to Council with proposed changes to the City's short term rental program to align with the new legislation and regulations.
- *Small Scale Multi Unit Housing initiative:* This initiative saw the amendment of the *Local Government Act* requiring municipalities to amend their zoning bylaws to allow for between 3-6 units on every previously single and two-family zoned properties in select communities in the province (Penticton being included). Affected local governments have until June 30, 2024 to amend their zoning bylaws and submit the changes to the province for approval. The initiative also had many other provisions, such as the mandatory waiving of public hearings for projects that meet a community's OCP and requirements around housing needs assessments, OCP and zoning bylaw alignment, and requirements to update OCPs more frequently, among other items. Further regulations are expected in the near future to assist affected local governments in meeting the new requirements.
- *Development Cost Charge and Amenity Cost Charge program changes:* Bill 46 (Development Financing Amendments Act), makes amendments to the *Local Government Act*, representing the first major change to the DCC program since it was established in the 1977 and expands the types of infrastructure that local municipalities can collect development funds for – including previously prohibited items such as fire protection facilities, police facilities and solid waste and recycling facilities. The province has also formalized a system of collecting 'amenity cost charges' (ACCs) which standardizes the more ad hoc Community Amenity Contributions that many high growth municipalities have been collecting for some time. Eligible collection and spending for amenity contributions include: community, youth or seniors centres, recreational or athletic facilities, a library, a daycare facility and/or a public square. Much like previous DCC requirements all of the

funds collected must go growth related infrastructure. The rates are all determined through a Bylaw. Work on amendments to the DCC Bylaw in line with the new provincial rules and consideration of any amenity contribution program will occur after adoption of the OCP amendments.

- *Speculation Tax expanded to Penticton:* Similar to the initiatives around short term rental restrictions, the introduction of a speculation tax in Penticton (and several other municipalities previously not subject to the speculation tax) is intended to put a cost for second homes. The stated intent is to put vacant holding properties into long term housing. The tax is set at 0.5% of assessed value for Canadian owners and 2% for foreign owners, and is payable by property owners whose units aren't rented to long-term tenants for at least six months of the year. Staff are still considering how this tax may impact development in Penticton. The tax collected through this program is intended to go towards affordable housing initiatives in areas where it was collected.
- *Direct investment in social housing:* Through BC Housing the province has signaled a goal of creating 108,000 new social housing units either built or under construction by 2027, with \$4 billion committed over a three year period. The City is in active discussions with the province on projects that can occur in Penticton. The Housing Needs Assessment has identified the need for more social housing in the community. The Task Force discussed how social housing should be delivered in Penticton and has made a recommendation about the creation of a social housing plan for the community to guide these provincial investments and ensure new investments are a benefit to the community.

Many of the initiatives that the province has announced and enacted are aligned with the work of the Task Force. For example the increase of densities in historically single family designated areas, as represented by the 'small scale multi housing initiative', was an item that the Task Force was looking at in detail. Also, ensuring community amenities kept up with development, ensuring that Penticton maintained its high quality of life as growth occurred, was raised through public engagement and discussed in detail throughout the Task Force's work. The changes to the DCC and ACC programs will help address this concern. The Task Force envisioned stream lined processes and better alignment of the City OCP with the zoning bylaw. The province has mandated the waiving of public hearings for projects that align with a City's OCP. And the social housing investments are aligned with the recommendation of the task force on the creation of a social housing strategy.

In many ways the timing of the Task Force has been ideal in aligning with the direction the province is requiring municipalities to go with their housing policy work. Much more information will come forward over the following months on aligning the City's bylaws, processes and policies with the new provincial initiatives.

## **Recommendations**

The 18 recommendations are outlined in detail in Attachment A, but the following provides a high level overview of the recommendations.

### *Future Land Use Designations and Future Land Use Map recommendations*

1. Consolidate several designations to ensure more flexibility in the development process

2. Specifically consolidate the 'infill residential' and 'detached residential' designations – allowing up to 4 or 6 residential units on all currently single- and two-family designated lands
3. Designate lands in areas close to parks, services and employment to support densities 'greater than' 4 units per lot
4. In strategic areas, support changing the commercial, tourist commercial, industrial and residential land use designations to the 'mixed use' designation. The 'mixed use' designation supports higher density housing mixed with the option for commercial, office, institutional, retail and other uses. A list of strategic areas and key corridors is included below, with key corridors having access to transit, bike lanes, services and Infrastructure (several areas such as the downtown, North Gateway, South Gateway, College Precinct and strategic transportation corridors are referenced)
5. Removal of the 3 storey height limit in the downtown and 4 storey height restriction on Lakeshore Drive
6. Allow additional high-density residential capacity on large shopping centres by designating them 'mixed use'

#### *Housing Policy recommendations*

7. Add additional policy direction on specific areas intended for new growth and density
8. Review parking regulations and shift from parking requirements to parking recommendations, in strategic areas to incentivize housing development and encourage alternative forms of transportation (i.e. reducing parking minimums, and/or remove parking requirements entirely in certain areas) while taking into consideration the accessibility and service needs of the community
9. Support streamlined and efficient reviews of Development Permit applications, with appropriate design guidelines in place to support densification through quality design
10. Continue to exceed energy efficiency requirements with new housing development
11. Support the city and staff working with non-profit housing proponents to develop new non-market housing that meets the needs of a range of people, and retains existing non-market housing units (no net loss)
12. The City to develop a "social housing plan" in the near term to provide strategic direction to determine and achieve a range of non-market housing goals
13. Include policy support in the OCP for micro-suites and studio units as a housing option, in addition to one-, two- and three-bedrooms

#### *Growth Plan recommendation*

14. Remove the Spiller Road area as a 'growth area', and change the future land use designation of Spiller Road to 'Rural Residential'

#### *Other housing action recommendations*

15. Update associated bylaws and plans as a result of the OCP amendments, that impact housing (Zoning Bylaw, Subdivision and Development Bylaw, Capital works plan updates, Development Cost Charge Bylaw as examples)
16. Investigate policies and programs to spur new housing development and redevelopment, such as:
  - Property tax exemptions for rental housing and other forms of affordable housing
  - Density bonus policy
  - Development Cost Charge (DCC) program amendments / exemptions

- City installing infrastructure to support development
  - Allowing small-scale, mixed use buildings in more zones
  - Utilizing city land to support new housing development; either directly for a housing development, or indirectly through providing land for additional parking or parkland
17. Process improvements to bring housing on quicker such as waiving public hearings or pre-zoning specific areas to align with OCP designations
18. Plan for and consider funding options for additional amenities to support residential growth in our neighbourhoods such as:
- Neighbourhood parks
  - Road design to support alternatives to single occupant vehicles
  - Recreational facilities (pool, community centre, outdoor sports fields etc.)
  - Arts and cultural events
  - Infrastructure upgrades

Should Council support the recommendations from the Task Force, staff will use the recommendations in the preparation of OCP policy and mapping amendments as well as to inform ancillary Planning work (Capital planning, DCC Bylaw updates, incentive programs etc.).

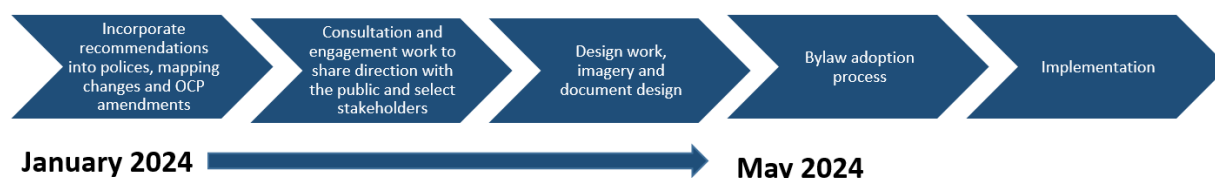
### Term of the Task Force

The Task Force Terms of Reference has the committee completing its work in December of 2023. The recommendations outlined in this report are the culmination of the Task Force's work.

Staff recommend that Council thank the Task Force for the work that they have done and encourage individual Task Force members to participate in any future engagement works as the OCP amendments are drafted and shared with the community.

### Next Steps in the process to update the OCP

Based on the direction from Council, after consideration of the Task Force recommendations, staff will now begin the process of updating the maps, policies and imagery within the OCP to address the housing needs in the community based on the direction from the Task Force. Several of the recommendations will require additional research, policy review and stakeholder engagement to be included in any final changes to City policy.



*Figure 1: Process to move from Task Force work to OCP amendments*

This process will see direct engagement work begin with groups and individuals to assist in developing the policies to align with the Task Force recommendations. The following table outlines some of the groups staff will want to consult with in the drafting of any OCP changes:

Recommended policy change	Groups to consult
Raising the maximum height restrictions in the downtown	Downtown Penticton Business Improvement Area, Heritage Conservation Association, Chamber of Commerce, Downtown residents
Raising maximum height restrictions on Lakeshore Drive	Heritage Conservation Association, Travel Penticton, Lakeshore Drive residents
Changes to the commercial land use designations	Chamber of Commerce, Penticton Industrial Association
Parking regulations	Downtown Penticton Business Improvement Area, Chamber of Commerce
Creation of area specific policies to support growth in certain neighbourhoods	Neighbourhood residents
Development processes improvements and incentives	Development industry, Chamber of Commerce
Energy efficiency standards	Development industry
Creation of a social housing strategy	Social housing sector, governmental agencies
Micro suites, small housing	Development industry, building standards branch, social housing sector

These consultations will happen before and during larger public engagement efforts as represented in the Phase II engagement plan and will begin in early 2024.

At the same time as this consultation and engagement work is occurring, design work will be underway to update the OCP imagery, mapping and document.

The intent is to have an updated Plan for Council's consideration in Q2 of 2024.

### **Financial implication**

The staff recommendation to receiving the OCP Housing Task Force recommendations are not anticipated to impact the City financially. The OCP update process was supported through the 2023 Capital Budget and funds have been carried over to 2024 to complete the project. Staff are anticipating to be within the allotted budget for the project.

### **Climate Impact**

As specific Official Community Plan amendments are brought forward, the climate impact of each move will be considered. Overall though, the recommendations share a future vision of a city that supports growth within the already urbanized areas of the community (with some exceptions) and views the future transportation system as one with more options than single occupant vehicles, and buildings that are built

to a higher energy efficiency and more sustainably than current practices. These are all aligned with the 4 big moves of the City's Community Climate Action Plan 2021.

### **Analysis**

The recommendations developed by the Task Force are the culmination of several months of review of the housing sections of the OCP, reflecting on public engagement, consideration of the new provincial housing announcements and significant deliberation and discussion at the task force table. The recommendations are targeted in nature and align with many of the policy objectives of the current OCP and align well with the vision of a growing community. They also go beyond the OCP and propose broad policy initiatives such as incentives for housing construction, the creation of a social housing plan and considerations on community quality of life as the community grows.

Staff are recommending that Council receive the recommendations and direct staff to incorporate them into the OCP update currently underway.

### **Attachments**

Attachment A – OCP Task Force Recommendations

Attachment B – Phase I engagement Report

Respectfully submitted,

Blake Laven,  
Director of Development Services

Concurrence

City Manager  


# Official Community Plan – Housing Task Force: Recommendations to Council

*18 recommendations to address Penticton's housing need*





## **Personal message from Nathan Little, Chair of the OCP Housing Task Force**

*Penticton is growing. Our community continues to be a desirable place to live, work and play – and the recently completed Housing Needs Assessment report has shown us the population could grow by 20,000 residents in the next 25 years.*

*We see the demand for a more diverse mix of homes to meet the needs of workers, young professionals, families and retirees who face changing circumstances. Underpinning all of this is the need to provide affordable and attainable housing.*

*The Penticton Council and Mayor has taken the vital step of creating the Official Community Plan Housing Task Force. This initiative to create a plan will meet our unique needs as we plan for smart, sustainable growth.*

*As chair of this task force, it has been a privilege to work with such a capable and diverse group of members. Each person who has contributed has brought something special to the table and, most importantly, all have shared the vision of a comprehensive plan that will benefit the citizens of Penticton.*

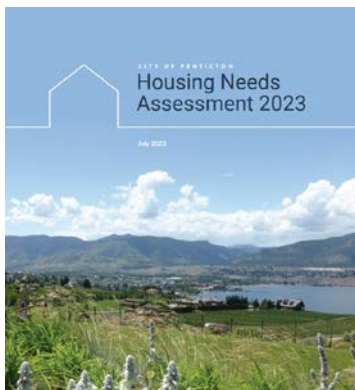
*It has not been an easy task, as the issues are complex and Penticton's geographic circumstances require extra considerations. All of our recommendations draw on the varied experiences of our task force. This task force has aimed to address the housing needs of today and tomorrow. Some of our recommendations will challenge perceptions of what Penticton is – but we believe this work will set us on a path towards our shared goals of attainable and accessible housing for all members of the community.*

*This document is a beginning. These recommendations provide the basis for Council to continue the vital work of making housing a priority.*

*- Nathan Little*

## ***Official Community Plan - Task Force: Role and Responsibilities***

- Review the OCP and identify areas to address based on residential growth trends and housing needs;
- Update the Housing Needs Assessment based on the 2021 census report and the growth occurring in the City;
- Assist with targeted consultation to gather input on housing needs;
- Include diverse stakeholder interests in the OCP review process by representing the views of affected groups in the community;
- Work to engage the community on housing needs to bring various comments and options forward;
- Review and update the OCP Future Land Use Map related to housing opportunities.
- Comment on:
  - Growth opportunities for the City;
  - Review and recommend new and innovative housing forms, and support to create policies and programs to benefit housing affordability;
  - Best outcome possible for the community with diverse perspectives;
  - Ensure alignment with Council Priorities.



## ***Highlights of the 2023 Housing Needs Assessment***

- Accommodate 9,200 new households by 2046
- Plan for between 240 (low growth scenario) and 380 (high growth scenario) new housing units per year, including 70-120 rental units per year
- Support two and three bedroom units in apartments, duplex and single family housing (greatest needs)
- Support workforce housing for those earning moderate to middle incomes
- Address the needs of the unhoused and those at risk of homelessness; the report noted 110-140 residents are experiencing homelessness at any given time

## 18 RECOMMENDATIONS TO COUNCIL

The following 18 recommendations were developed through multiple Task Force break out groups and full-group discussions, taking into account the experience of Task Force members, the public engagement and the information shared with the Task Force by City staff and other meeting presenters. The recommendations are grouped into 4 categories: Future Land Use Designations (6 recommendations), Housing Policy (7 recommendations), Growth Areas (1 recommendation), and Other Housing Actions (4 recommendations).

### *Future Land Use Designation Recommendations*

The OCP Future Land Use designations inform the locations and scale of future development across the city. The designations are represented through the future land use designations map, which is a schedule to the OCP bylaw, as well as the land use designations table which outlines development objectives (densities, uses etc.) for each designation. The Task Force reviewed the existing future land use designation table and map to develop the following recommendations to meet the projected growth and community housing needs.

#### **1. Consolidate several Future Land Use Designations to allow for greater flexibility for housing development in strategic areas of the City, and to help expedite the development approvals process.**

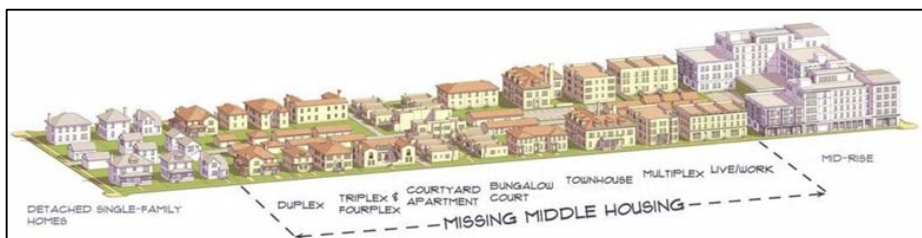
This initiative is being brought forward to reduce duplication within existing land use designations and allow greater flexibility to support increased densities within the community. This general recommendation is also reflected in recommendations for specific consolidations below.

#### **2. Consolidate the 'infill residential' and 'detached residential' designations – allowing up to 4 or 6 residential units on all currently single- and two-family designated lands.**

The 'detached residential' land use designation makes up approximately 15% of the City's land base and by supporting up to 4 or 6 units on each parcel, more neighbourhoods will be able to accommodate a wider range of housing types for a diverse range of residents.

#### **3. Designate lands in areas close to parks, services and employment to support densities greater than 4 to 6 units per lot**

Increase the potential density by providing the 'ground oriented residential' and 'urban residential' designations in areas close to existing parks and services (i.e. schools, shops, and commercial corridors).



- 4. In strategic areas, support changing the commercial, industrial and residential land use designations to the 'mixed use' designation. The 'mixed use' designation supports higher density housing mixed with the option for commercial, office, institutional, retail and other uses. A list of strategic areas and key corridors is included below, with key corridors having access to transit, bike lanes, services and Infrastructure (Strategic areas: Downtown, North Gateway, South Gateway – Skaha, College Precinct; Key corridors: Main Street & Martin Street, Skaha Lake Road, Government Street, Atkinson Street, South Main Street, Fairview Road, Eckhardt Avenue, Westminster Avenue, Duncan Avenue, Green Avenue, Warren Avenue)**

These strategic areas of the community are serviced well with infrastructure and are located along key multi-modal transportation corridors that can support increased residential densities mixed with other uses.

- 5. Remove area-specific height limitations. Eliminate the 3 storey building height limit in the 'downtown mixed use' designation along Front Street and Main Street, with improved design guidelines to retain the character of the Downtown. Also remove the area-specific height limit for a specific section of 'urban residential' designation along Lakeshore Drive.**

The 'downtown mixed use' designation contains a height restriction of 3-stories along Front Street and Main Street, from the 100-600 Blocks. By increasing the allowable height, and improving design guidelines that seek to retain the character of the downtown, there is an opportunity for more housing units to support the downtown business community and continue to enhance the vibrancy of the downtown. A section of Lakeshore Drive West (556 Lakeshore Drive West to 736 Lakeshore Drive West) is designated 'urban residential' with an area-specific limit on height of 4 storeys, rather than the typical 6 storeys in the 'urban residential' designation. Removing that height limitation would allow the same scale of development as other areas of the city also designated 'urban residential'.



- 6. Re-designate properties that currently feature large shopping centre as 'mixed use' to allow for additional high density residential capacity on larger, commercial-designated properties.**

Larger commercial-designated properties such as Cherry Lane Mall and the Walmart, Safeway, Superstore precincts contain large tracts of surface parking. These lands could be utilized in a more efficient manner. Increasing the residential densities on these lands will provide more housing options for our community immediately adjacent to large commercial shopping centres with grocery stores, shops and services along strategic transportation corridors.

## *Housing Policy Recommendations*

The OCP housing policies guide where new housing is expected, what forms it should take, and its design elements, while considering impacts of new development on its surroundings. The Task Force reviewed the existing housing policies to assess what was working well, what needed updating, and what was missing from the current OCP. The following are the Task Force's recommendations related to housing policies.

### **7. Add additional policy direction on specific areas intended for new growth and density.**

Identify specific areas for additional density as reflected on the updated land use plan and create policy specific direction for how those areas will develop (i.e areas such as between Pen-Hi and the hospital, between the malls, residential areas in the South Gateway and Cherryland, strategic corridors). Direction should be given on urban design, parks, infrastructure etc. so existing residents welcome the new development and understand its orderly incorporation into their existing neighbourhood.

### **8. Review parking regulations and shift from parking requirements to parking recommendations, in strategic areas to incentivize housing development and encourage alternative forms of transportation (i.e. reducing parking minimums, and/or remove parking requirements entirely in certain areas) while taking into consideration the accessibility and service needs of the community.**

Parking was discussed in great detail. Moving from parking 'requirements' to parking 'recommendations' can let the market dictate parking needs in strategic areas of the city where transit and bike infrastructure are located and where amenities and employment lands are close by. The Task Force specifically raised the need to consider accessibility and service needs of individuals and businesses when looking to lower on-site parking requirements.

### **9. Support streamlined and efficient reviews of Development Permit applications, with appropriate design guidelines in place to support densification through quality design.**

Desire to see a more streamlined process for infill development approvals, and potential for pre-approved plans.

### **10. Continue to exceed energy efficiency requirements with new housing development.**

The Task Force spoke about finding a balance between high quality, energy efficiency and affordability.



**11. Support the city and staff working with non-profit housing proponents to develop new non-market housing that meets the needs of a range of people, and retains existing non-market housing units (no net loss).**

Noting the gap in the OCP related to non-market and social housing needs, the Task Force recommends that the City collaborate with non-profit housing providers, and funders, to construct new non-market housing in the City. In addition, the OCP should support the retention of existing non-market housing which provides affordable options for many residents.

**12. The City to develop a “social housing plan” in the near term to provide strategic direction to determine and achieve a range of non-market housing goals.**

An overarching social housing plan, flowing from the updated OCP, would provide specific goals, targets and actions for the City to take to achieve the social housing goals of the City and those raised through the Housing Needs Assessment.

**13. Include policy support in the OCP for micro-suites and studio units as a housing option, in addition to one-, two- and three-bedrooms.**

The Task Force acknowledged the lack of reference to micro and studio suites in the OCP and noted that smaller units can lead to more affordability.

## ***Growth Plan Recommendation***

The OCP Growth Plan is outlined in Chapter 3 of the OCP. The growth plan sections outlines generally how and where new growth was envisioned. The growth plan areas were reviewed by the Task Force to consider any changes to the OCP growth plan based on the information presented throughout the Task Force meetings. One recommendation emerged, as noted below.

**14. Remove the Spiller Road area as a ‘growth area’, and change the future land use designation of Spiller Road to ‘Rural Residential’.**

Based on the Housing Needs Assessment, development trends, PIB feedback, infrastructure implications, previous City engagement results and scale of known development proposals in other areas of the city, it is determined that the Spiller Road growth area be removed as a future ‘growth area’. The ‘Rural Residential’ designation is intended to align with the current zoning in the area allowing 0.4 ha sized lots.



## Other Housing Action Recommendations

Additional items were raised by the OCP Housing Task force related to other bylaws and policies the City currently has, or should investigate, related to housing supply in the community. While not directly related to the OCP, these items form separate recommendations on other non-OCP related items to address the housing need:

### **15. Update associated bylaws and plans as a result of the OCP amendments, that impact housing (Zoning Bylaw, Subdivision and Development Bylaw, Capital works plan updates, Development Cost Charge Bylaw as examples)**

Often discussion on policy changes led to items out of the scope of the Official Community Plan. For an example, it was acknowledged that way the DCC Bylaw is set up it may incentivize larger more expensive multi family house as opposed to small units). This recommendation is an acknowledgement that other bylaws need to be updated to achieve the housing affordability goals.

### **16. Investigate incentive policies to spur new housing development and redevelopment, such as:**

- 1. Property tax exemptions for rental housing and other forms of affordable housing**
- 2. Density bonus policy**
- 3. Development Cost Charge (DCC) program amendments / exemptions**
- 4. City installing infrastructure to support development**
- 5. Allowing small-scale, mixed use buildings in more zones**
- 6. Utilizing city land to support new housing development; either directly for a housing development, or indirectly through providing land for additional parking or parkland**

The Task Force Acknowledged that many other City controlled factors impact housing and discussed other levels outside of OCP policies that could be pulled to impact housing starts and incentivize the type of housing identified as needed by the Housing Needs Assessment.



**17. Process improvements to bring housing on quicker such as:**

- 1. Waiving public hearings for specified housing projects**
- 2. Pre-zoning areas to align with OCP designations**

Application processing accounts for additional time in any development process, and redundant steps could and should be removed to streamline processes and reduce the time it takes to get housing projects in the ground

**18. Plan for and consider funding options for additional amenities to support residential growth in our neighbourhoods such as:**

- 1. Neighbourhood parks**
- 2. Road design to support alternatives to single occupant vehicles**
- 3. Recreational facilities (pool, community centre, outdoor sports fields etc.)**
- 4. Arts and cultural events**
- 5. Infrastructure upgrades**

To ensure that Penticton continues to be an amazing place to live with a high quality of life, ensuring additional amenities are in place to support our residential growth needs to be deliberately considered in the planning process





## **OCP Task Force on Housing Engagement Report – Phase 1**

November 15, 2023

- 1.0 Overview
- 2.0 Phase 1 Community Participation
- 3.0 Phase 1 Community Feedback
  - 3.1 Neighbourhood Information Sessions
  - 3.2 Online Information Session
- 4.0 Phase 1 Conclusions

[Appendix A– Letter dated October 2023](#)

[Appendix B– Engagement Timeline](#)

## 1.0 Overview

City Council identified the provision of attainable and accessible housing across the entire housing spectrum as a priority this term. A Task Force on Housing was created to review the policies of the Official Community Plan (OCP) and recommend updates to deliver on this priority. Residents are invited to follow the work of the Task Force as it progresses.

To inform the work of the Task Force, the City recently conducted the 2023 Housing Needs Assessment to understand the need and guide the work of the Task Force. The assessment showed that between 2016 to 2021, Penticton's annual growth rate was high at 1.9%. If this trend continues, the City may have around 20,000 additional residents and 9,200 additional households by 2046.

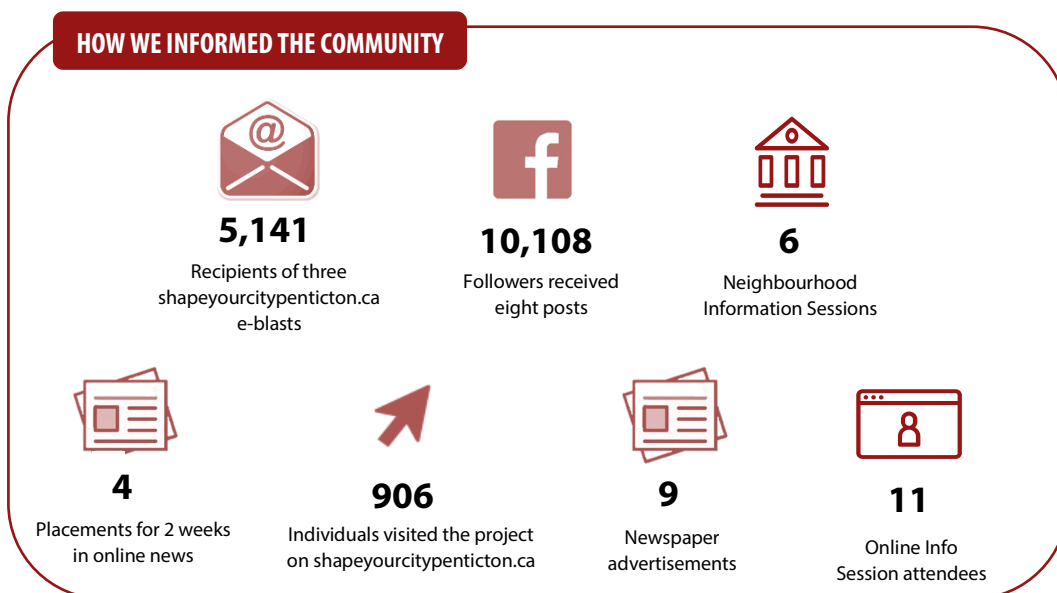
Recognizing the potential impact this growth may have for Penticton neighbourhoods, community engagement was included in the Terms of Reference for the Task Force. Engagement activities to support the work of the Task Force have been planned in two phases. The first phase ensures the community is aware of and understands Penticton's current housing needs and trends while gathering local knowledge about concerns in specific neighbourhoods. The second phase will share the Task Force's recommendations with the community to confirm the recommendations prior to presenting the information to Council at a future meeting.

This report summarizes the activities conducted and the input received during the first phase.

## 2.0 Community Participation

The main focus of the first phase is to raise awareness of the current housing needs and trends while gathering local knowledge about concerns in specific neighbourhoods. Residents were invited to attend any or all seven events between September 20 and October 12, 2023 and to share their feedback by completing a comment sheet or participating in the discussion board at [shapeyourcitypenticton.ca](https://shapeyourcitypenticton.ca)

Communication began September 13 to promote the information sessions and invite residents to ask questions about the future of housing in their neighbourhood. The following chart summarizes the activities conducted to notify residents about the information sessions. A detailed timeline is provided in Appendix A.



### 3.0 Phase 1 - Community Input

Residents had seven different opportunities to learn about Penticton's housing needs and provide their feedback to staff including through an Online Information Session, six Information Session events and a comment sheet available at the sessions or online at [shapeyourcitypenticton.ca](https://shapeyourcitypenticton.ca). The following is a summary of the findings from these activities.

#### 3.1 Neighbourhood Information Sessions

The City held six in-person information sessions between September 20 and October 12 to share a presentation highlighting Penticton's need for housing and the work of the Official Community Plan Task Force followed by a question and answer period. The events were held as follows:

- Sept. 20 Windsor Park 5 pm – 7 pm (outdoors)
- Sept. 25 Kiwanis Park 5 pm – 7 pm (outdoors)
- Sept. 28 Granby Park 5 pm – 7 pm (outdoors)
- Oct. 5 Wiltse Elementary 5 pm – 7 pm (indoors)
- Oct. 7 Uplands Elementary 9 am – 12 pm (indoors)
- Oct. 11 Columbia Elementary 6 pm – 8 pm (indoors)

The following is a summary of the discussions at each of the sessions.

##### 3.1.1 General Comments

The following are the themes heard consistently across all of the information sessions.

- Concern about the types of housing and whether or not what will be proposed by developers will meet the need for workforce housing and affordable housing. Questioned whether the task force is looking at workforce housing, like co-op housing in Victoria and Whistler, and if it will be encouraged. The City does hear that businesses are losing out on employees because they aren't able to find housing.
- General concerns about poorly managed densification and what the threshold will be from turning Penticton from a desirable place to live, into an undesirable/diminished place to live.
- Discussion about whether or not densification will occur in a sustainable manner. Inquired if the Housing Accelerator Fund (HAF) has low carbon and climate resilient criteria. Offered that in BC, the Building Code already sets higher minimum standards of energy efficiency in new development than in other parts of Canada. HAF encourages infill and density as well, so building in the built up area helps preserve natural areas around the city.
- Suggestion to require community garden space in developments for food and tree canopy, permeable landscaping and proper xeriscaping, to develop senior and child-friendly roads and areas with slower roads and more cycling paths, and to require geothermal and electric heat/water
- Discussion about short-term rentals and how will the province/city ensure new development is not used for STRs. Most support densification as long as it addresses the need for housing and is not for short-term rentals. Staff responded that a STR review was conducted earlier this year and when the results were presented to Council, they decided to not make changes to the existing STR program, but that they would bring in stronger enforcement for unlicensed rentals. Penticton has about 400 legal STRs, which is not considered a significant amount. Tourism is a critical economic driver for the City and

through the review it was learned that most tourists prefer STRs, so there is economic benefit to what is currently operating in Pentticton.

- Questions about why parking reductions are being considered. Cars won't go away. They may electrify but they won't go away. Staff explained that the cost of providing parking spaces can be prohibitive for developers. Sometimes developments halt, especially in the downtown area, because parking regulations are difficult to meet. The City is seeking to provide options for buyers. Cash in lieu of parking is sometimes collected from developers and can be used towards city lots and potentially a future parkade. Reducing parking can help make housing more affordable because the developer isn't trying to recuperate parking costs back.
- Why are businesses being allowed to set up on properties that could be used for housing? (Fairview dental office, Eckhardt real estate office as examples). Staff explained the zones on those properties don't allow for commercial and residential use at the same time. Owners could look at rezoning to allow housing too, and the City can encourage housing be built by updating the Zoning Bylaw - but ultimately it's up to the applicant/property owner what they choose to build.
- Concern about what the new development would look like and the impacts of densification on existing residents. (i.e. tall buildings and traffic impacts). Need for good 'fit' to be considered in the planning stage. There is a desire to see traffic calming measures introduced in areas as they begin to densify.
- Interest in seeing variability in housing – don't want to see six same towers smattered around. Understanding of the population growth and need for housing, but what will be the impact as the baby boomer bump moves through. Won't many houses become available? Should we not be looking at more options for seniors so they can leave their homes? Can we do a project to provide housing for nurses and healthcare workers?
- Discussion about whether city infrastructure can support additional people (water, electric) and vehicles (road widths, intersection improvements) and who pays. Would love to bring sewer and water services to alleys to develop carriage homes much more easily Staff answered that funding from the HAF could be used for key service upgrades to support development.
- Inquired if the City can say yes or no to Provincial regulations once set. Staff clarified the City is waiting to hear the details on what the Province is bringing forward. This doesn't mean development will explode overnight, a smattering of new proposals is more likely.
- Concerns were expressed that once OCP amendments and related permits are approved, developers do not follow through with construction.
- Questions about the process and future opportunities for residents to provide feedback on proposed developments and what are the opportunities for people to help shape how their neighbourhoods change, once the Province approves its regulations? Staff confirmed that the City's OCP amendment process still exists, and public hearings are still available for individual rezoning applications. The City will not know more until the Province releases its detailed plan.

### 3.1.2 Neighbourhood Specific Comments

The following is a summary of the discussions that were specific to the neighbourhood where the information session was held.

#### 3.1.2.1 Windsor Park (63 attendees)

- Discussion about past attempts to have neighbourhood recognized as a heritage neighbourhood – where is that at and will the Province exempt heritage neighbourhoods

from these densification plans? Staff confirmed it remains unknown until the Province releases its detailed plan, but Council did decide to not move forward with designating this area as heritage in the 2019 Official Community Plan and decided to wait on making a decision on the Neighbourhood Charm project so it could be considered with this larger-scale OCP housing review. Believe “character” and “special” areas are necessary to have a diverse community.

- Discussion about the developer’s 1947 covenant around the Windsor Park area.
  - Will the covenant be respected? City isn’t able to get involved with this covenant. It is a private agreement between property owners and the developer at the time.
  - Can the City support lifting this covenant off titles? No.
  - The neighbourhood covenant currently trumps City zoning. Will the Provincial regulations trump the covenant? It’s unknown at this time, won’t know until Province releases its detailed plan.
  - Comment that City interfered with covenant when development permits were issued to homes in the neighbourhood. Staff explained the City can’t enforce the covenant because it is not a signee. The City checks applications for what it can enforce, it is up to the property owner to be aware of any other covenants that may be restrictive on their titles.
- Update sought on Timmins Street multifamily project. Staff confirmed that a new developer has taken over the project, it has been approved for rezoning and subdivision, development plans are still being finalized. The project was originally approved subject to the developer paying money for traffic calming measures, the City has received the funds from the developer and will begin planning the traffic calming measures.
- Discussion about addition of amenities at the same time as population grows. Already evidence that swimming pool and arenas are oversubscribed. Also questions about the addition of park space and 3-30-300 philosophy (green space and tree canopy target).
- There has been no mention on how affordability will be achieved. Low trust that developers will bring forward proposals. Lack of imagination on alternative housing types such as tiny homes and cooperative housing.
- Is there capacity in the schools for the increased population? How is the school system being consulted?
- Concern about densification and the impact on trees and the natural environment. Identified that the Windsor area has many mature trees, how are we keeping the green canopy to fight climate change? Staff noted that currently the City does have landscaping and tree planting requirements and is in the process of developing an Urban Forest Management Plan. Staff can also look at having other requirements added when developers submit applications.

### **3.1.2.2 Kiwanis Park (20 attendees)**

- With proposed development at 1704 Government Street, concerns for height of buildings and traffic impacts/congestion and street parking.
- Many mature trees in neighbourhood. Recent initiative to protect trees at proposed development site on Edmonton Avenue. No comfort that trees will be protected with plans to densify.
- Concerns with targeting density increases in this neighbourhood broadly and not in more targeted areas.

### **3.1.2.3 Granby Park (20 attendees)**

- Comment for desire to see developers pay community amenity contributions. This could address the recreational facility needs as the city grows. Consider all the other community services that will need to scale up with up to 20,000 additional residents.
- “Pick a neighbourhood you want to move in to not that you want to change”
- Suggestion that City utilities be extended to back alleys to support more building opportunities (carriage and laneway houses), lots should be subdividable front and back as well as side to side.

#### **3.1.2.4 Wiltse Elementary (32 attendees)**

- Comment that there are not enough exits out of the hillside community which is a concern should the area need to be evacuated due to wildfire etc.
- Traffic and speed are also concern especially on Wiltse Boulevard. Lack of effective transit is also a drawback in the neighbourhood.
- Supportive of density which is why they are opposed to Wiltse development unless more of the 700 homes are multifamily.
- Desire to see the new Wiltse development only be single family homes.
- Would like to see commercial activity in Wiltse so that there is no need to travel downtown for all shopping needs. With a little more density hopefully we can find a few more cafes or eateries in the area.
- City should allow housing to be built in backyards with alley access in this area (as they do in other areas). Not just a carriage house but a SFD or Duplex. Lots should be subdividable front to back as well as side to side (Lee Ave)
- Letter received and attached as Appendix A.

#### **3.1.2.5 Uplands Elementary (35 attendees)**

- Comments against future growth in the North East sector due to traffic, erosion, flooding, lack of infrastructure, wildfire interface, etc and concern for luxury homes being built at the expense of family housing. Respect feedback provided previously on proposal to develop Spiller Road area.
- Concerns for the environmental impact, building into fire interface areas
- Concern for lack of infrastructure like sidewalks in the Uplands/Redlands areas, need to address traffic calming
- Concern for the decreasing amount of green spaces and the failure to include them in new/denser developments
- Suggestion to maintain ‘fit’ with existing houses – this neighbourhood is predominantly single family dwellings and should stay zoned this way with carriage houses allowed but nothing more dense
- Issues with existing community (people, children, dogs) walking without sidewalks and increased traffic from Naramata will only worsen if density is increased in this area
- Concern that carriage homes and laneways that are starting to appear in the neighbourhood aren’t being used to help families get homes, want to see City ensuring they aren’t going to be used for short term rentals
- Concern with only Vancouver Hill and Haven Hill as ways to get out of community with increased traffic flows
- Concern with sliding and sinking hillside
- Suggestion to ensure natural assets that attract tourists and new residents don’t get sacrificed for often over sized and under used houses. Concern there is not enough

drinking water available to sustain growth. This area is environmentally sensitive, unique and many species-at-risk.

### **3.1.2.6 Columbia Elementary (16 attendees)**

- Suggestion that carriage houses should be kept lower than primary home
- Comment to ensure that Penticton remains a desirable place to live as it continues to grow and welcome new residents and visitors
- Comment that the City needs to lobby the Province regarding the Residential Tenancy Act for more powers to landlords, increasing the desirability of owners to rent long-term
- Comment to consider adding more transit and purpose-built rentals with site management for seniors
- Suggestion for the City to consider offering a tax break instead of increase on an assessed value when adding a dwelling unit

### **3.2 Online Information Session**

The City hosted an online information session via Zoom on Thursday, Oct. 12 between 6:00 pm and 8:00 pm to provide residents with a presentation outlining Penticton's growth rate, changes in legislation proposed by the Province and how specific neighbourhoods could grow in the future and answer any questions. Eleven attendees participated. The following is a summary of the themes of the discussion:

- Inquiries related to climate change including how the City plans to incorporate low emission building practices, options for heating and cooling to keep people safe
- Participants expressed concern for building in interface zones and wondered what measures can be instated to help mitigate wildfires as FireSmart practices will not be enough
- Discussion about integrating ride-sharing and transit options for reduced parking pilot. Transit will need to be at the forefront if homes are being built with less parking spots.
- Comments that building for the sake of building is not the same as building for the sake of people

## **4.0 Conclusions**

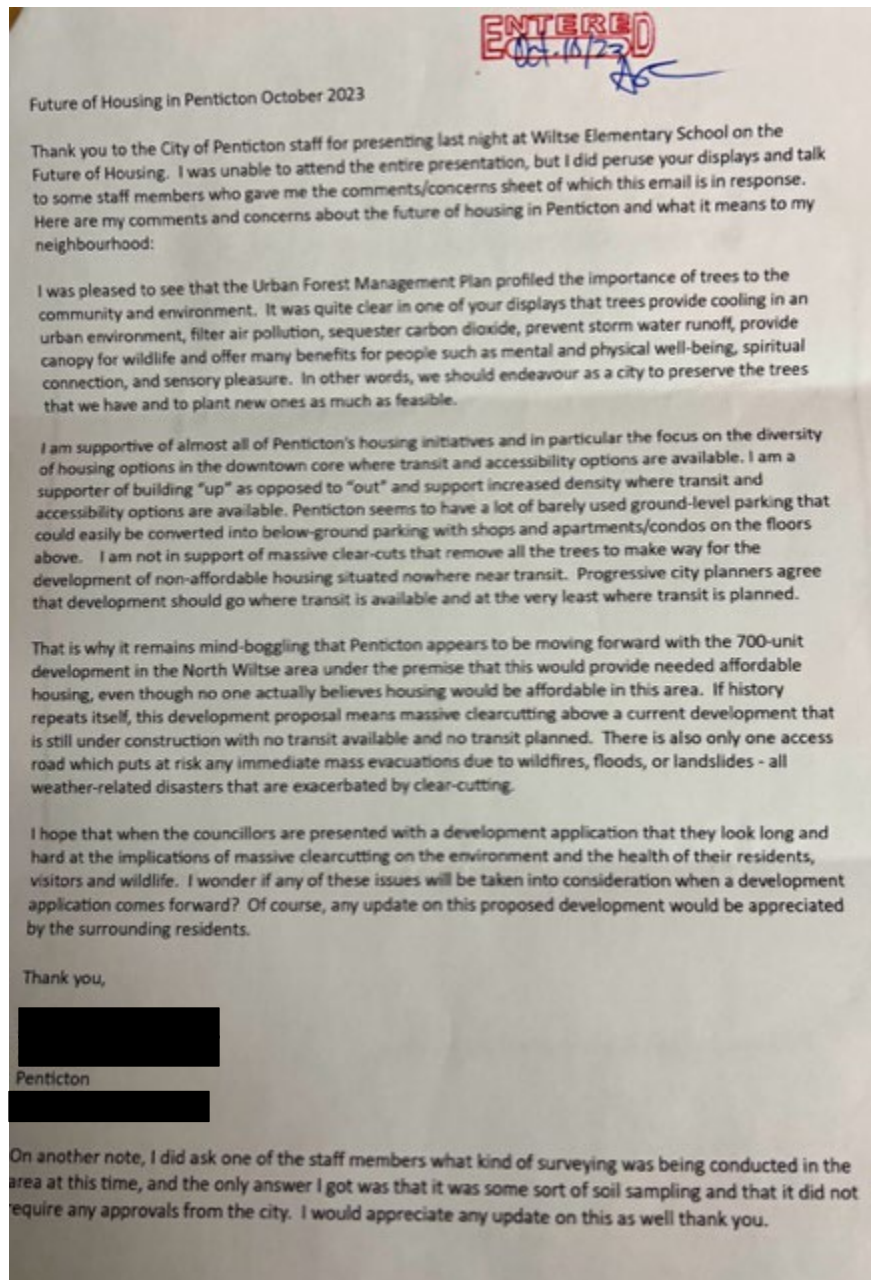
The following is a summary of the findings from the engagement process for the Task Force to consider in preparing their recommendations. In general, participants acknowledged Penticton's high growth rate and recognize the need for more housing across the city. With the densification, participants would like to ensure:

- housing options are available for long-term renters and middle-income/family buyers
- short term rentals are available as mortgage helpers to the primary residents
- when secondary units such as carriage suites and laneway houses are added, there is a desire to maintain the surrounding character and have consistent size and design regulations
- the City has adequate water, electric and sewer infrastructure for the additional development
- that traffic impacts and congestion are considered with each proposal
- transit routes must be sufficient, convenient and frequent enough to make parking reductions viable



- that the City lobbies the Province for reform to the Residential Tenancy Act to better balance the rights of landlords to encourage more people to offer long-term rentals.
- trees and the natural environment are protected and that environmental impacts (wildlife, tree canopy, mature trees, interface locations) are considered
- green/environmental options for housing are promoted including alternative power sources, heating and cooling systems
- that developers commit to their construction projects and zoning changes or variances are removed if the project is not undertaken and that developers fulfill obligations for dust mitigation and tree requirements
- that Council takes a stronger role in determining the types of developments on specific properties
- there is a variety of housing that considers the aesthetics of neighbourhood.
- there is a range of housing types and options specifically for seniors
- that proposals fit the character of Penticton's unique neighbourhoods (i.e. Cherryland)
- there are measures to ensure affordability (don't add housing if it is not going to address the problem)
- that there are plans for amenities and infrastructure to serve the growing population
- the sensitivity and economic and environmental value of the Naramata Bench and previous community consultations are respected

## Appendix A – Letter dated October 2023



## Appendix B - Engagement Timeline

The following list summarizes the main methods that were used to raise awareness about the information sessions and the opportunities for residents to comment between September 13 and October 12, 2023:

Date	Activity
Sept. 13	Project information and feedback form on <a href="http://www.shapeyourcitypenticton.ca">www.shapeyourcitypenticton.ca</a>
Sept. 13	Press Release
Sept. 13	Eblast
Sept. 19	Eblast
Sept. 20	Newspaper ad – Penticton Western
Sept. 22	Newspaper ad – Penticton Herald
Sept. 20	Open House – Windsor Park
Sept. 22	Eblast
Sept. 25	Open House – Kiwanis Park
Sept. 27	Newspaper ad – Penticton Western
Sept. 27	Newspaper ad – Penticton Herald
Sept. 28	Open House - Granby Park
Sept. 29	Newspaper ad – Penticton Herald
Oct. 4	Newspaper ad – Penticton Western
Oct. 5	Open House – Wiltse Elm.
Oct. 6	Newspaper ad – Penticton Herald
Oct. 7	Open House – Uplands Elm.
Oct. 11	Open House – Columbia Elm.
Oct. 12	Online Information Session

# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Jamie Lloyd-Smith, Social Development Specialist  
**Subject:** **Social Development Framework 2023-2026**

File No: 5080-01

## Staff Recommendation

THAT Council endorse the "Social Development Framework 2023-2026," as shared in Attachment A, a plan that identifies the principles, processes and priorities of the Social Development Department for 2023-2026;

AND THAT Council direct staff to implement the principles, processes and priorities of the Social Development Framework in collaboration with identified partners;

AND THAT Council direct staff to report back annually on progress in implementing the Social Development Framework 2023-2026.

## Executive Summary

Following Council direction, the Social Development Department has undergone a process to create a Social Development Framework that identifies principles, sustaining processes, and priorities for the department for 2023-2026. Cross-sector engagements and collaboration ensured that the focus of the document identifies roles and responsibilities that were determined by consensus. The Social Development Framework includes foundational Guiding Principles which are meant to support both relationships and processes in the methods the Social Development uses to address the identified priority areas for the next three years. The key identified priority areas are: Housing, Mental Health and Wellness Supports, Homelessness, Supports for People Who Use Substances, Child Care and Food Security.

The Social Development Framework is designed to provide scope and measurable targets for the work that the City undertakes on social issues, while supporting successful partnerships with others who are also working on these priority areas. The Social Development Framework will be regularly reviewed and adjusted in response to the evaluation of strategies, which are being implemented as new opportunities emerge and in collaboration with community partners. As the Social Development Department has established its process through an integrated systems approach, future work will focus on the implementation of the Social Development Framework in tandem with the Public Safety Framework, developed earlier this year by the Public Safety Working group. Together these two strategies address Council's priority of a safe and resilient community.

## **Strategic priority objective**

**Vision:** A vibrant, resilient and healthy waterfront city focused on safety, livability and vibrancy.

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

**Safe & Resilient:** The City of Penticton will enhance and protect the safety of all residents and visitors to Penticton.

**Livable & Accessible:** The City of Penticton will proactively plan for deliberate growth; focused on an inclusive, healthy, safe and desirable place to live.

**Vibrant & Connected:** The City of Penticton will support vibrant and diverse activities creating opportunities for connection in community.

**Organizational Excellence:** The City of Penticton will support a culture of service excellence built on good governance, leadership and sound financial decisions.

## **Background**

### ***2023-2026 Council Priorities***

2023-2026 Council Priorities identified the enhancement of collaboration and partnerships with the social services sector, including the creation of a Social Development Framework through its 'Vibrant & Connected' priority. 2023-2026 Council Priorities also identified public safety as a priority through its 'Safe & Resilient' priority. Implementation of the City's public safety priorities will be important over the coming years and will include budgetary priorities and actions to ensure delivery of high quality community safety-related services to improve our overall community wellbeing.

Community social wellbeing is a shared responsibility with senior levels of government and community partners. While local governments have a limited mandate to provide social services, they can and do have direct impacts on the quality of life of residents in social planning issues, and in liaising with and supporting community groups and their activities. There is a direct and complementary relationship between the work of Social Development and the public safety priorities.

### ***Public Safety Framework***

The Public Safety Framework, endorsed by Council on March 2023, revolves around Response, Social & Health, Community Action, and Planning, each providing coordinated efforts to improve the perception and reality of public safety in Penticton. Within each of these areas, a range of different municipal, provincial and non-profit sector agencies are involved in leading and working together on a number of initiatives, programs and priorities to better our community. These are highlighted in the Public Safety Framework and share the goal of improving communication and collaboration as part of the Operational Working Group.

Over the past year, this working group has been moving ahead with the range of initiatives, including the growing partnership between Interior Health (IHA) and Crown Counsel. The intent is not to necessarily change the way each agency does their work, but rather to open the lines of communication to better understand how we can all work together more effectively into the future.

### ***Social Development Framework and Public Safety Framework Integration***

The Social Development department has strengthened connections, relationships, and networks within and between individuals, organizations, and groups within the community. The Social Development Framework provides clarity and the roles and responsibilities of the department and the partners it collaborates with. From this perspective, it describes the way in which Social Development will continue to support the social needs of the community that underlie community safety such as poverty, food security, and housing.

The Social Development Framework is a necessary complement to the Public Safety Framework. Together, these frameworks provide a holistic version of actions needed to make Penticton safe and resilient through community safety and wellbeing measures which recognizes that advancing community safety requires collaboration across sectors.

### ***Creation of a Social Development Framework***

On February 1, 2022, City Council directed staff to apply for a grant from the Union of BC Municipalities to support the development of a Social Development Framework for the City of Penticton and Social Development Department (Council Resolution 22/2022). This body of work is meant to help the Social Development Department review some of its work over the last few years, and identify priorities and areas of action for the next several years. The Social Development Framework helps guide decision making, set future direction, and support alignment between various bodies of work.

During the February 1 presentation to Council, staff outlined that they would engage the support of a consultant to help facilitate interviews and workshops with partners if the grant funding from UBCM was received. The City was successful in receiving \$25,000 from UBCM under the Poverty Reduction Planning and Action funding program to support this body of work, and began working with partners on the first phase of developing the Social Development Framework.

### ***Partner Engagement Process***

Staff members engaged consulting support, from WRH Consulting, a Penticton based firm, who designed an inclusive and consultative process that included research on other frameworks, targeted interviews with key stakeholders, and a series of facilitated working sessions welcoming a broad cross-section of partners who interact with the Social Development department. Targeted interviews and facilitated sessions with the sector provided perspective on priorities and challenges and also to consider the scope of City responsibilities in partnership with others. The sessions were designed to achieve consensus on a set of guiding principles, confirm priorities, and begin defining roles and responsibilities.

The sessions were consistently well attended and provided a strong endorsement of the Social Development department, the need for community input, and also the importance of creating a Social Development Framework to support ongoing collaboration.

Staff do note that the engagement work is a snapshot in time and all agencies have shifting priorities and focus over time. This is why it is important to look at the adoption of the framework as the start of something not the end and the framework itself as a fluid document, with an intent to continually check-in with groups and review the priorities on a yearly basis.

## Financial implication

The City received a grant from UBCM under the Poverty Reduction Planning and Action funding stream for \$25,000 to support this work. The grant has covered all associated costs with the development of the Social Development Framework. Any additional funding required to implement the Social Development Framework will be brought separately for Council's consideration.

## Climate Impact

It is well documented that vulnerable people face disproportionate challenges with climate change as it contributes to extreme weather events, health effects, food, water, housing displacement, loss of cultural identity, and other related risks. Supporting a socially healthy community is paramount as the social services sector are critical agents of change that can spur the social transformations necessary to adapt to, mitigate and build resilience to the effects of climate change.

## Analysis

Significant community engagement has been undertaken to create the Social Development Framework in an engagement process that was reached by consensus with key partners. As outlined above, the principles will drive the way the Social Development approaches its work, and key priorities will focus on: Housing, Mental Health and Wellness Supports, Homelessness, Supports for People Who Use Substances, Child Care and Food Security. This is not to say that other areas of focus in the social sector won't be addressed by the Department. The priorities just acknowledge the limitations in resource and identify areas where the sector itself wants focus. The Department though and larger City apparatus will still provide attention to all areas that impact the social wellbeing of the community, within the ability of the Department to manage and the ability to leverage other City resources. The Social Development Framework will remain a 'living document' with review of the sector to adapt and change as new needs emerge.

To support the ongoing work on implementing Council priorities by proactive leadership and integrated systems planning with partners, staff are recommending that Council endorse the Social Development Framework as is documented in Attachment A, direct staff to implement the Social Development Framework and to report annually on progress.

## Alternate recommendations

THAT Council direct staff to return with additional information.

## Attachments

Attachment A – Social Development Framework 2023-2026

Attachment B – Social Development Framework 2023-2026 Graphic

Respectfully submitted,

Jamie Lloyd-Smith  
Social Development Specialist

Director of Development Services  <i>BL</i>	City Manager  <i>SLH</i>
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2023-2026

# Social Development FRAMEWORK



*Prepared By: WRH Consulting &  
Social Development Department*

DECEMBER 2023







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# Land Acknowledgement



Wai

We acknowledge that our community is located on the **traditional and unceded territory** of the **Syilx Okanagan People**.

We are thankful for the opportunity to live, work and play in this beautiful environment.

limlæmt





# Executive Summary



The City of Penticton's Social Development department was supported through endorsement from City Council and senior leadership to promote the social wellbeing of the community. The Social Development Framework (the "Framework") is the guiding document that will prioritize and clarify the work of the Social Development department to maximize the impact of the City's investment in community social development. The Framework represents an iterative and inclusive process that involved facilitated consultation with a wide variety of partners who are active in the shared work of addressing the health and wellbeing of our community. The Framework has foundational Guiding Principles which are meant to support both relationships and processes. Current priorities for the Social Development department, in collaboration with community partners, were

arrived at through consensus. The six priorities are: Housing, Mental Health and Wellness Supports, Homelessness, Supports for People Who Use Substances, Child Care and Food Security.

***The six priorities are: Housing, Mental Health and Wellness Supports, Homelessness, Supports for People Who Use Substances, Child Care, and Food Security.***

The Framework is designed to provide scope and measurable targets for the work that the City undertakes on social issues, while supporting successful partnerships with others who are working on these priority areas. The Framework will be regularly reviewed and adjusted in response to evaluation of strategies which are being implemented, as new opportunities emerge, and in collaboration with community partners.

# Mayor's Message

The City of Penticton's Social Development Framework is a statement of intent. The health, safety and wellbeing of our community are intertwined and this document is designed to bring all those elements together in a cohesive plan that relies on bringing all the partners together through the leadership of the Social Development department. This represents a start, and a blueprint on how we achieve success.

Council has laid out four priorities to ensure Penticton is a growing and thriving place for all residents. We are striving towards a safe and resilient city, a livable and accessible municipality, a vibrant and connected community and underpinning all of that is organizational excellence. The Social Development Framework touches each of these areas.

What makes this Framework unique is the collaboration that recognizes no one group can solve the challenges that lie ahead. The City's Social Development department is designed to be the connective tissue that fuses the work being done by senior levels of government and non-profit organizations. That spirit was defined in the creation of this Framework and it was not a top-down exercise. It is one of the few Social Development Frameworks in British Columbia that sought consensus on the collective philosophy and priorities that define our path forward.

As we tackle the challenges in front of us as a growing community – poverty, child care, mental health, substance use, food security, inclusion and housing – there needs to be a clear understanding of what needs to be done, what the desired result is, who can lead the push for change and who can provide needed support.

The Social Development department was developed to be an avenue for the City to support the work being to reduce stigma associated with

social issues and the people who are impacted most, and to find long-term solutions as well. Within these pages, clarity is provided on the scope, roles and priorities and a vision for how the City can be involved in achieving the goals laid out.

Now begins the next stage, taking the ideas off this page, and in collaboration, bringing them to life. We all want a welcoming, safe and vibrant community. Through the Social Development Framework, we have a direction and understanding of where we need to get to and, most importantly, a road map on how to get there. Having principles and processes that drive our efforts in key social areas, it will be the Social Development department that will leverage connections, relationships, organizations, senior levels of government and individuals with lived experience of social challenges to drive decision-making and collaboration.

To all the groups who have worked with our Social Development department, your work is much appreciated. To all the groups who continue the work to build a stronger Penticton – thank you.



**Mayor Julius Bloomfield**  
*City of Penticton*

Sincerely,

Mayor Julius Bloomfield

# What is a Social Development Framework?

Increasingly, municipal governments are seeking to define their leadership role in responding to social issues and the wellbeing of community members. While the City of Penticton is not mandated to deliver health or social services directly, senior leadership and elected officials understand that local government has an important role to play in building and sustaining healthy, inclusive, and vibrant communities and creating the conditions for residents to thrive by working with partners to promote health and wellbeing. These contributions have an associated benefit of attracting and retaining businesses, supporting a stable workforce, promoting tourism, and building a resilient future for everyone who calls Penticton home.

The City of Penticton has historically contributed to the health and wellbeing of the community through a variety of mechanisms, including advocating on social planning issues, liaising with community groups, planning and policy (e.g., child care action plans and housing opportunities), and grants to social service agencies.

The Framework serves as a clear vision and set of guiding principles that enable formal action in supporting equality and social wellbeing. It emphasizes proactive leadership and collaboration in addressing issues that affect quality of life for all residents. Additionally, the Framework provides clarity on the scope of the municipal government's role on City led and community led initiatives, both of which have social impacts. It solidifies the responsibilities and commitments of the City in promoting a better quality of life for all community members.



A Social Development Framework endorses a **community capacity building approach** by considering how existing assets can be enhanced, and/or how new pathways are created to respond to priority areas. A Social Development Framework offers a structure that assists with coordinating the activities, communications, and future planning providing guidance and reinforcing:

- the quality of life of all individuals along with the health of the community;
- the interaction between both the built and natural environments, and;
- the prioritization of connection and sense of belonging.



**Further Social Development Frameworks assist with providing:**

- a method for evaluating and addressing community needs;
- a foundation for coordinating the strategic actions of the public, private, and community sectors;
- guidance about the role and realistic capacity of the City to address social goals and support the efficient and effective intersection between the various departments that comprise the services and supports provided.

It is also important to note that the Social Development Framework is meant to guide not only how the Social Development department engages with community, but its influence on how collaborative actions and projects will proceed. The Guiding Principles offer a reflective lens to examine successes and challenges.

The Social Development Framework is intended to be a living document that will be reviewed regularly and adjusted, as needed, in response to new opportunities and community inputs.

## Background

During the 2020 budget deliberations, Council supported the hiring of a Social Development Specialist. This position was also requested by organizations in the non-profit sector at the time, who were recommending that the City play a role in supporting the community around social issues and opportunities. When making the decision to support the position, Council identified three main areas of focus for the department: age friendliness (older adults and child care/youth), housing and homelessness, and mental health and substance use. Along with some administrative transitions when the department started (e.g., Emergency Support Services, Local Immigration Partnership, Provincial Nominee Program, and the Respect Network), Social Development has prioritized its efforts in these areas while providing general

customer service to the community and providing day-to-day support to maintain the department.

Now that Social Development is moving out of the startup phase, it is paramount to clearly define its purpose, principles and priority areas. In February 2022, Council directed staff to apply for a grant from the Union of BC Municipalities, through the Poverty Reduction Planning and Action funding program, to support the development of a framework for the City of Penticton's Social Development department. The resulting body of work was meant to help the Social Development department review its work done to date, and identify priorities moving forward. The City was successful in receiving the grant, which supported the development of the Framework.



# Partner Engagement Process

WRH Consulting, a Penticton based firm, was engaged to provide consulting support for the Social Development Framework development process. WRH designed an inclusive and consultative process that included research on other frameworks, targeted interviews with key stakeholders, and a series of facilitated working sessions welcoming a broad cross-section of partners who interact with the Social Development department.



## Interviews

Input was sought from the School District, Interior Health, social service providers, City staff, and advocates working on social issues in the community. These confidential interviews were conducted by WRH Consulting, who gathered input on where the Social Development department had been successful as well as areas for improvement and opportunities to further influence and contribute to strategies to manage social issues. Interviewees were asked to provide their perspective on priorities and challenges and also consider the scope of City responsibilities in partnership with others.



## Facilitated Sessions

Three facilitated sessions were hosted with representatives from a wide circle of community partners. These included representatives from: First Nations and Indigenous organizations, School District, Interior Health, social service providers, first responders, City departments, advocates, and individuals with lived and living experience. The sessions were designed to achieve consensus on a set of guiding principles, confirm priorities, and begin defining roles and responsibilities.

The sessions were consistently well-attended and provided a strong endorsement of the Social Development department, the need for community input, and also the importance of creating a Social Development Framework to support ongoing collaboration.





## Community Snapshot



Penticton's population has seen a significant increase over recent years, a testament to its appeal as a desirable place to live and positive economic climate. Bounded by two lakes, with a history of tourism, agriculture, and recreational opportunities, Penticton is home to a fluid population, with a high rate of resident mobility. Penticton is the largest community and is the main regional growth centre of the South Okanagan. Services offered in the community provide care to a wide area and has attracted significant investments to upgrade and add to the hospital. This growth and dynamism, while a sign of a thriving community, has also resulted in the need for robust public safety

measures and community support systems to ensure the wellbeing of all residents.

Penticton's age demographics present a unique profile: a relatively lower proportion of young children and working age residents, and a higher percentage of older adults than the provincial average. This demographic mix necessitates a focus on services and amenities that cater to older residents, while also ensuring the safety and wellbeing of the younger generation in order to attract and retain families to the community to support economic wellbeing.

Penticton's cultural fabric is rich and diverse, with a significant number of residents identifying as

racialized or Indigenous, and a notable proportion of immigrants. This diversity brings to the fore the importance of inclusive policies and practices that promote the wellbeing of all community members, regardless of their cultural or ethnic backgrounds.

The City's housing landscape is as varied as its population. With a high rate of renter households and an extremely low vacancy rate (below 1%), housing affordability and quality emerge as key issues. Economic factors also play a significant role in shaping the wellbeing and safety of Penticton. With at least 23% of households living in unaffordable housing and a significant portion of residents without an employment income, economic stability is a key area of focus. Addressing these economic challenges is necessary for reducing crime, enhancing public safety, and promoting overall community wellbeing.

In conclusion, Penticton is a city of contrasts – a vibrant and dynamic community that is also grappling with complex challenges. These challenges do not exist in siloes. Understanding

*With at least **23% of households living in unaffordable housing** and a significant portion of residents **without an employment income, economic stability** is a key area of focus.*

them and how they intersect is important for social infrastructure planning and decision-making. By focusing on community wellbeing and safety, Penticton can continue to thrive and evolve, ensuring a high quality of life for all its residents.



1 City of Penticton Housing Needs Assessment 2023: <https://www.penticton.ca/sites/default/files/docs/business-and-building/planning-land%20use/Affordable%20Housing/Housing%20Needs%20Assessment%20FINAL%20July%202023.pdf>







# Municipal Role in Social Development



Since the initial hiring of a Social Development Specialist in 2020, there have been significant changes to the role of municipalities in addressing social issues in the province – largely driven by necessity. The role of local government in addressing social needs, which in many respects fall to other levels of government (i.e. Provincial Health and Housing ministries, Canadian Mortgage and Housing Corporation, Veterans Affairs Canada, etc.) is complex and multifaceted. Historically, local governments have been seen as organizations that are focused on hard infrastructure, parks, recreational opportunities and the like. Increasingly local governments are being asked to administer grants of a social nature from upper levels of government. The non-profit sector as well is more often looking for support and direction from local government. It is to this extent that local government is uniquely situated between senior

orders of government who fund social services and service organizations who operate programs.

The BC Government encourages local governments to address social needs and social wellbeing, and to incorporate social development policies in their official community plans.<sup>2</sup> Official Community Plans must include affordable housing, rental housing, and special needs housing policies. This may be supported by the delivery of social planning services in addition to hiring social planners to address a wide range of social issues and priorities.

Unlike traditional public infrastructure like roads, bridges, or facilities, the social infrastructure of communities is often considered “soft” infrastructure, if considered at all. Yet, homelessness, the toxic drug crisis, social disorder, and domestic violence are critical concerns of

<sup>2</sup> LOCAL GOVERNMENT ACT [RSBC 2015] CHAPTER 1: Part 14 — Planning and Land Use Management: [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001\\_14#division\\_d0e43604](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_14#division_d0e43604)

community members. In the same way we manage public infrastructure assets and develop capital plans, and undertake asset lifecycle planning and risk management, increasingly the importance of considering social infrastructure with the same care and diligence is gaining acceptance. For example, one City Councilor who originally voted against the creation of the Social Development

locally. Most of the funding comes from provincial, federal, and philanthropic sources and is dispersed through a diverse social safety ecosystem of players including non-profits, civil society groups, private sector operators, government, and public systems. This is further compounded by the overlapping nature of these entities who deliver these supports. This in turn adds more pressure to “do something”

on the network of providers that operate locally.

With limited social policy mandates at a collective level, community groups’ capacity to effectively

steward these assets and proactively get ahead of social challenges is understandably hampered. Yet, the effects and impacts of the lack of effective social infrastructure planning and implementation is landing, and will continue to land, on the municipal doorstep.

*Through the **Social Development Framework**, we have a direction and understanding of where we need to get to and, most importantly, a **road map** on how to get there.*

department, two years later, stated that they couldn’t image the City without the function.

The challenge of communities being effective in social infrastructure planning and delivery is that they individually only directly manage a very small portion of the social infrastructure operating

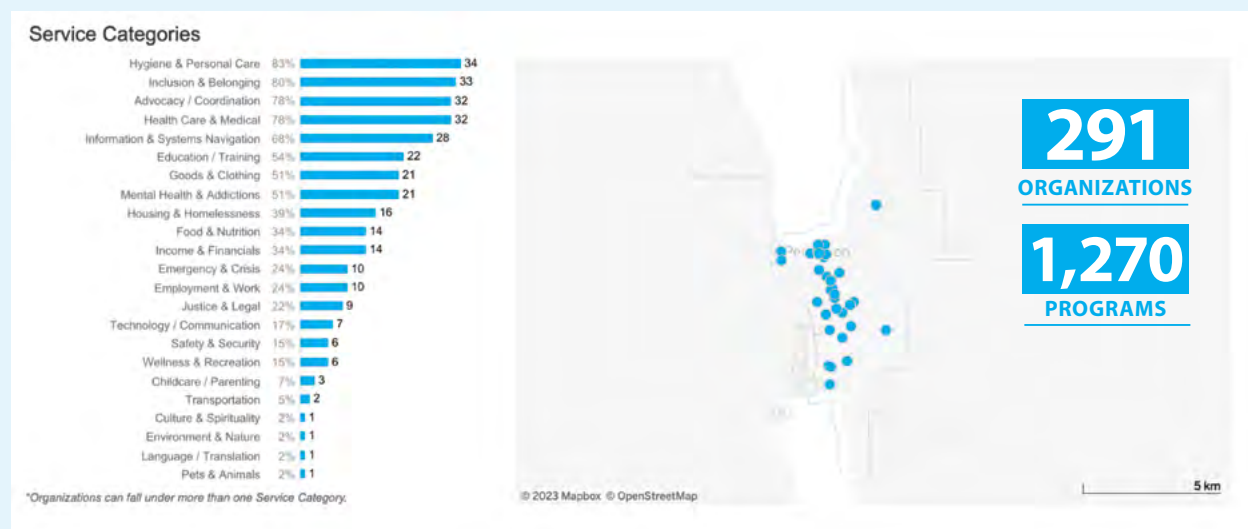


Figure 1. Pentiction Supply Map

**So where do we start?** Just like other infrastructure, we support communities by taking stock and assessing the health of the local social infrastructure in order to understand current and future population's social needs. By assessing the supply/demand balance and dynamics, communities can be prepared to advance a local, evidence-based agenda to fully leverage the social purchasing power in meeting local needs.

The City of Penticton has cultivated strong connections, relationships, and networks between individuals, organizations, and groups within the community by implementing an **Integrated Systems Planning** approach, involving the following components:

### 1. **Understanding Penticton's Social Assets:**

Social Development is taking leadership in understanding Penticton's social assets. This involves understanding the needs of a community from a holistic wellbeing perspective. This probes existing and new data, and considers living and lived experiences to discern patterns locally and in comparison with other jurisdictions. Where the focus is on one issue at a time (i.e., addictions) or population (i.e., youth), this is still analyzed within a broader systems-level framework of analysis. Social Development can fully understand the social network of the community by having the cross jurisdictional purview.

### 2. **Understanding Penticton's Social Needs:**

Social Development is staying apprised of current social needs/trends, organizations, and programs on an ongoing basis to make sense of existing social infrastructure assets and support collaboration moving forward. This involves maintaining a real-time inventory of services available, consistent classification, and how they function as part of the ever-evolving ecosystem. It entails having a mechanism to capture and analyze diverse services, their funding sources, eligibility and prioritization criteria, service redundancy, capacity and real-time flow-through.



### 3. **Mapping & Leveraging Relationships:**

Social Development works to understand the partners within a given ecosystem and how they are interrelated. This supports a deeper understanding of the partner's values, models, incentives and the power dynamics in the system. This understanding is essential in identifying leverage points so that opportunities for collaboration and social benefit can be undertaken.

### 4. **Systems Leadership:** Social Development follows an integrated approach grounded in a shared, person-centred, wellbeing philosophy. The community has been and will continue to be engaged in integrated systems planning across organizations/stakeholders to develop its approach to addressing social challenges across diverse stakeholder groups (i.e., service providers, public systems, government, civil society, private sector).

### 5. **Organizational Infrastructure:** Social Development is positioned to implement the social infrastructure plan/strategy and coordinate the ecosystem to meet common goals. The department plays the role of a clear **Systems Planner** who operationalizes the work



on an ongoing basis. Voluntary and formalized planning and assessment bodies are essential to maintaining momentum throughout implementation, even if these shift over time.

6. **Coordinated Service Delivery:** Social Development facilitates access and flow-through for optimizing participant and system-level outcomes. Here the importance of aligning initiatives like Coordinated Access and Outreach tables are relevant, alongside other integration work among providers and systems such as coordinated case management or co-location of services. Social Development facilitates access and flow-through for optimizing participant and system-level outcomes. Here the importance of aligning initiatives like Coordinated Access and Outreach tables are relevant, alongside other integration work among providers and systems such as coordinated case management or co-location of services.
7. **Data & Technology Foundations:** Social Development is prioritizing aligning data collection, reporting, intake, assessment, referrals, and outcomes tracking to enable coordinated service delivery and planning. This technological backbone of the ecosystem is essential to operationalizing integrated system planning as it helps tie diverse providers together into a coherent whole. By making the system visible, the data makes dynamic performance management possible.
8. **Systems Accountability:** We ensure that all levels are aligned and monitored along common standards to achieve desired outcomes and understand to what extent the needs of the end user are being met. This is more than setting targets in a plan or for a program. This involves developing and monitoring of key indicators and

reporting out on progress, and that service standards common across providers and funders are in place. As well, changes are made in real-time to better serve participants and meet system-level goals.

9. **Lived Experience:** A core value of Social Development is that the lived and living experience perspective of those impacted by our social challenges are continuously engaged in designing and implementing novel ideas to ensure our work maintains an innovation lens to continuously adapt and renew its energy. Communities become living laboratories of innovation where diverse community engagement methods advance common objectives.
10. **Integrated Funding:** Social Development recognizes that without a collective commitment to strategically applying the community's social purchasing power to common priorities, there is little chance of success long term. It is the department's goal to support government, corporate and philanthropic funders demonstrate alignment of their investments to community priorities.

Steps that the Social Development Department has already taken to utilize this approach is detailed in the Appendix B.





# Principles and Processes



The work of Social Development aims to help communities grow in healthy and sustainable ways, all while maintaining and uplifting the work which is already being done by the community. Such a task requires meaningful and deliberate ways of going about the work, therefore the Social Development Department, with input from the community, has identified a set of principles to guide our work and actions.

A principle is a statement which identifies the beliefs that will inform the conduct and behaviors of those following the agreed upon standards. Principles provide guidance for meaningful work, such as sustaining relationships, setting and achieving goals, and defining actions. Complex social issues do not have simple solutions and a collaborative vision based on shared principles is required. The work of a municipal social development department is deeply intertwined with the work of the partners in the non-profit, private, and government spheres, where clearly defined roles and purposeful relationships are crucial to carrying out successful outcomes and initiatives.

These principles will guide the Social Development department when making decisions, working in partnerships, and allocating resources to demonstrate integrity and fulfill our leadership role in supporting solutions that promote social wellbeing.

The principles have not been ordered by priority and naturally intersect with one another. They have been clustered in two groups:

- **Principles which define relationships, and;**
- **Principles which define processes**

In order to accomplish effective social planning, a municipality should align with the principle of *'nothing about us without us'*, meaning that the community must be an active participant in our processes. This requires that there be a strong and trusting relationship between those representing local government and community members. These relationships can be facilitated by the Social Development department. To maintain these connections, actions and initiatives must be effected in ways that honor the established relationships and the context and history of the community. This is why the principles have been clustered by relationships and processes.

# Our Principles - A Snapshot



## Relationships

- Collaborative: ensuring mutual respect and responsibility
- Ensuring dignity and well-being of community members
- Honouring responsibility to decolonization and reconciliation
- Honouring diversity, equity and inclusion



## Processes

- Evidence-based/informed
- Sustainable: social, environmental, economical
- Proactive: prevention oriented
- Flexible and adaptive: responsive to and of community needs, able to pivot when new information emerges
- Supporting public participation and engagement: accessible, balancing perspectives, authentic

### *Defining our principles to safeguard relationships:*

## 1 Collaborative

### *We will:*

- Amplify each partner's strengths and capacity while also demonstrating respect for each organization's autonomy, roles, and jurisdictions.
- Maintain a commitment to the collective good by openly sharing resources and solutions and avoiding competition where possible.
- Be accountable for the expectations, responsibilities, and commitments we enter into in our projects and processes, acknowledging where organizational limitations exist that will impact on our collaborative efforts.
- Support effective communication for both the easy and difficult conversations, ensuring that communication is inclusive, respectful, and accessible. This means returning phone calls and emails in a timely manner, declaring conflicts of interest and any limitations on our capacity, and proactively working to resolve concerns.



### In Action

- ➔ Attend local community action tables
- ➔ Participate in meaningful ways
- ➔ Collaborate on funding initiatives



## 2 Ensuring dignity and wellbeing of community members

### *We will:*

- Promote positive impacts at both a community and individual level. This means continually reflecting on the downstream impacts of our decisions in order to prevent unintended, harmful consequences and making sure we celebrate our success stories.
- Reflect a holistic approach, using the social determinants of health and safety as a framework for understanding the impact we hope to have on our community.
- Advocate for equity and optimal quality of life for all members of our community and ensuring that all residents are viewed as being deserving of having their basic needs met. This means challenging stereotypes and discriminatory perspectives with our messaging, educational projects, and ensuring we include the voices of people with lived and living experience in our work.



### **In Action**

- ➔ Engagement with lived experience
- ➔ Community engagement and education
- ➔ Place-based research with community

## 3 Honouring responsibilities to decolonization and reconciliation

### *We will:*

- Work to build relationships and support meaningful engagement that respects our responsibility to understand and learn (decolonization) and take tangible actions to challenge systemic barriers and colonial practices (reconciliation).
- Be informed by the Truth and Reconciliation Commission (TRC) Calls to Action<sup>3</sup> and the United Nations Declaration on the Rights of Indigenous Peoples<sup>4</sup> in our actions and support of Indigenous peoples.
- Recognize the differences and responsibilities between individual, departmental, municipal, and community reconciliation actions.



### **In Action**

- ➔ Sisters in Spirit ➔ National Indigenous Peoples Day
- ➔ National Day for Truth and Reconciliation

3 TRC Calls to Action: [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls\\_to\\_action\\_english2.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf)

4 UNDRIP: <https://social.desa.un.org/issues/indigenous-peoples/united-nations-declaration-on-the-rights-of-indigenous-peoples>

## 4 Honouring equity, diversity, inclusion and belonging

### *We will:*

- Celebrate and welcome the strengths and contributions of diverse voices in our planning and decision making tables, ensuring that marginalized voices are invited, welcomed, and meaningfully included. This means we regularly ask: “Who is missing from the table?”
- Challenge ourselves to regularly reflect on our own biases and actively seek education to build anti-racist and anti-oppressive practices. This means creating anti-racism and inclusivity agreements, championing our commitment to EDI in our interactions, and promoting opportunities to celebrate diversity.
- Annually evaluate our progress in reducing barriers to participation and furthering inclusive access to decision making forums.



### **In Action**

- ➔ Participation in the Respect Network
- ➔ Developing and implementation of the City of Penticton’s Accessibility Plan<sup>5</sup>
- ➔ Implementing Age-Friendly Action Plan<sup>6</sup> with Aging Well

### *Defining our principles to safeguard our processes:*

## 5 Evidence based/informed planning

### *We will:*

- Balance the implementation of promising practices from other jurisdictions with the use of practices that have been effective or shown promise in our local context. This means honouring relationships in the social system network, multiple ways of knowing and wisdom, and where community readiness and experience should guide decision making.
- Conduct regular evaluation and analysis privileging both quantitative and qualitative data collection. This means actively welcoming research partnerships with academia, community organizations, and people with lived and living experiences to guide our decision making.
- Actively share the outcomes of our work with our partners, and the broader community, to support systems integration, awareness, and coordination.

5 City of Penticton Accessibility Plan 2023-2026: <https://www.penticton.ca/sites/default/files/docs/our-community/social-development/City%20of%20Penticton%20Accessibility%20Plan%202023-2026.pdf>

6 Penticton Age-Friendly Action Plan: <https://www.penticton.ca/sites/default/files/docs/our-community/social-development/2021-05-04-PDF-Age%20Friendly%20Action%20Plan.pdf>



## 6 Sustainable

### *We will:*

- Ensure and document clear roles, responsibilities, levels of collaboration, and outcomes in our shared projects with periodic reviews and assessments incorporated into planning and timelines.
- Recognize that in order to impact complex social issues, we will require long term commitments, sustained funding support, and authentic engagement to effect change and build capacity.
- Actively consider the interrelationship between our social, cultural, economic, and environmental goals in our design and implementation strategies.

## 7 Proactive and Preventative

### *We will:*

- Seek to identify root causes in designing potential solutions.
- Emphasize prevention and early intervention strategies to address issues before they become crises in the development and implementation of any shared projects.
- Ensure we canvas the community and our partners regularly to keep abreast of needs and adjust actions and plans accordingly.

## 8 Flexible and adaptive

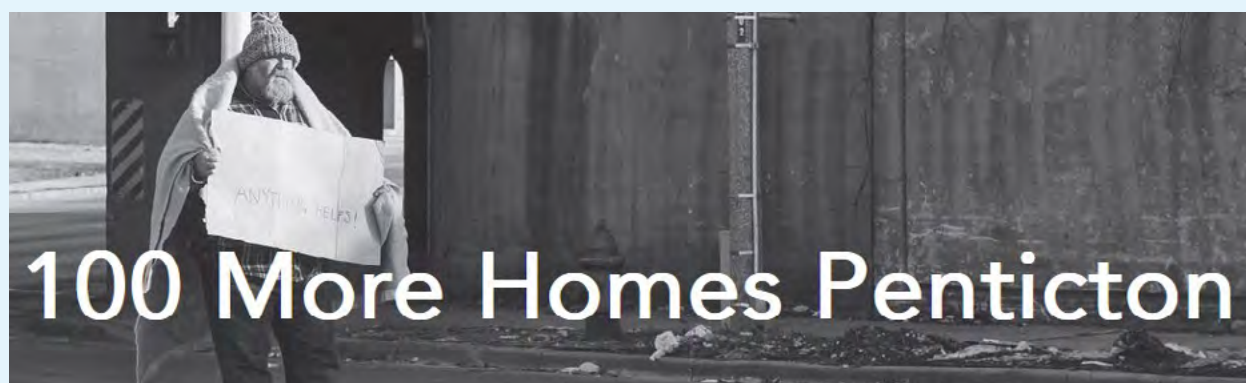
### *We will:*

- Remain responsive to community needs, pivoting when new information emerges.
- Be willing to challenge and cease support for approaches or solutions when it becomes apparent that they aren't effective.
- Welcome a variety of sources of information and be aware of emerging trends and research.
- Be creative and courageous, promoting innovative ideas in order to find new and sustainable solutions to social needs.

## 9 Supporting public participation and engagement

### *We will:*

- Ensure that our engagement activities reflect authentic representation of community voices. This means we will make sure that the voices of those not typically included in consultations and planning tables are invited and welcomed and that those who participate are informed of the outcomes.
- Employ multiple ways of welcoming input to ensure barriers to engagement are reduced, especially for people with lived and living experiences and ensure that information and updates are communicated back to participants. This means considering the supports required to actively participate in our planning and upholding the principles of IAP2 engagement.<sup>7</sup>
- Embed the Collective Impact model working to build a shared vision of the change we are working toward.<sup>8</sup>

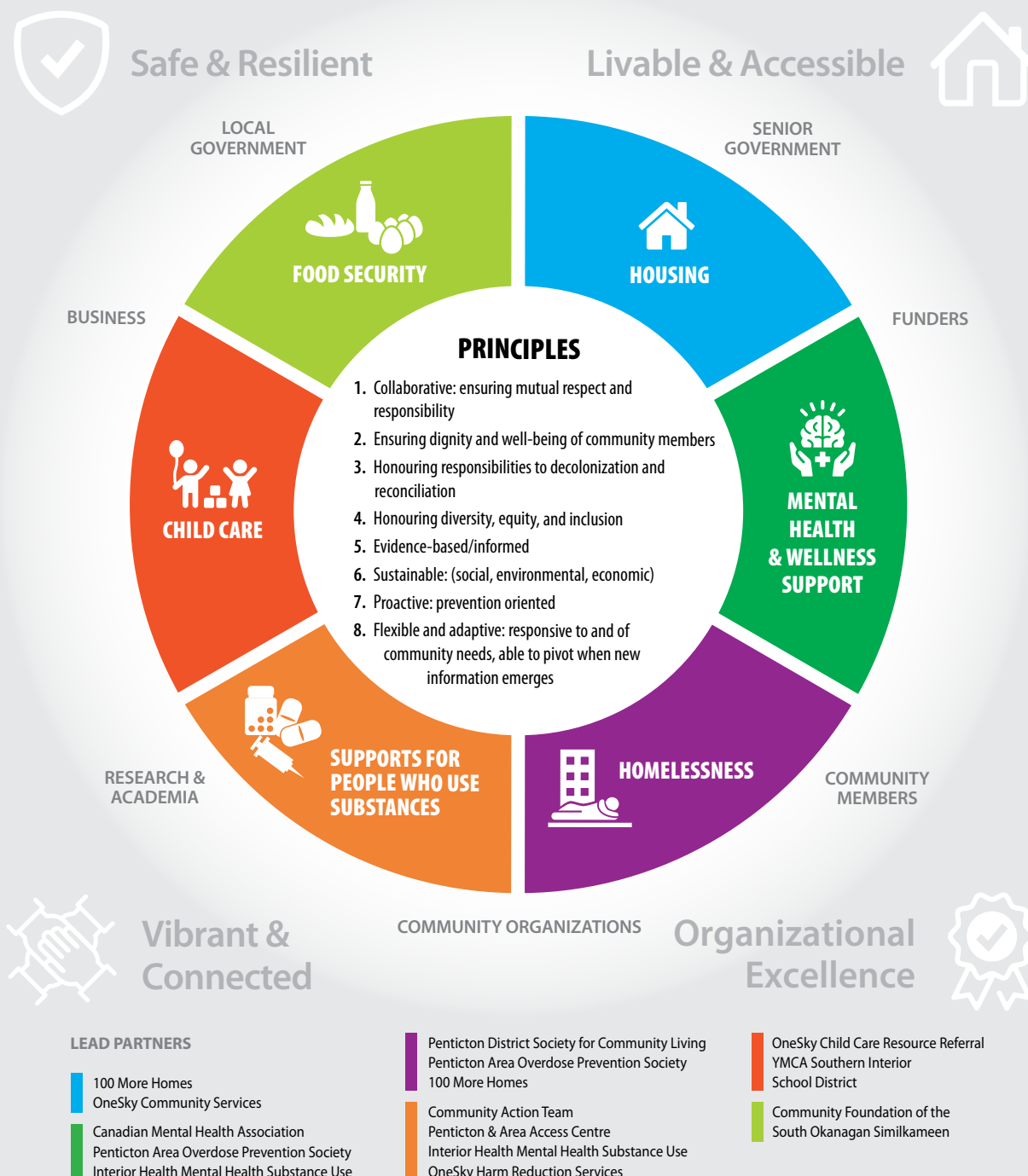


<sup>7</sup> International Association for Public Participation (IAP2): <https://www.iap2.org/mpage/Home>

<sup>8</sup> Collective Impact: <https://www.tamarackcommunity.ca/collective-impact>

# Strategic Priorities

The strategic priorities were arrived at through a consensus-based process. The activities defined in the Framework reflect the areas where the City had a lead role to play. Partnerships are inherent to the successful achievement of our goals in each area.







## Housing

Access to safe, affordable, and accessible housing is essential to the quality of life of our community. Housing must be available that accommodates the ages, stages, and abilities of all residents.

### Our Community's Assets

Penticton has approximately **1,390 units of social and non-market affordable housing**, and **17 partners** who play a key role in addressing the provision of attainable housing, including: 100 More Homes, One Sky Community Resources, Canadian Mental Health Association-Penticton Branch, South Okanagan Brain Injury Society, ASK Wellness, Penticton & District Society for Community Living, and City Community Safety Officers.

### Workplan

#### Objective: Increase the availability of affordable housing options within Penticton

STRATEGIES	INDICATORS OF PROGRESS
Work with 100 More Homes to access funding support via BC Housing	<ul style="list-style-type: none"> <li>Amount of funding accessed</li> </ul>
Work with local developers to target affordable units within new developments	<ul style="list-style-type: none"> <li>Tracking of potential partnerships and discussions/contacts with local developers</li> <li>Number of new affordable housing units committed to or in planning</li> <li>Explore policy options for density bonusing</li> </ul>
Find opportunities to work with the social services sector on affordable housing opportunities with City owned land	<ul style="list-style-type: none"> <li>Number of new developments committed to or in planning</li> </ul>
Work with First Nations and Indigenous organizations to develop culturally responsive housing	<ul style="list-style-type: none"> <li>Number of meetings/contacts with Indigenous organizations</li> <li>Number of culturally responsive housing units committed to or planned</li> </ul>

### Performance Measurement/Monitoring

INDICATOR	MEASURE/DATA SOURCE	METHODOLOGY	REPORTING
<i>Number of new affordable housing units committed to or in planning</i>	Department tracking	Data gathered from meetings with developers and non-profit partners, City approvals	Annually



# Mental Health and Wellness Supports

Supporting mental health and wellness includes increasing connectivity to resources, addressing the complexity of co-occurring issues (such as poverty and mental health), reducing the stigma associated with seeking help, and access to both preventative and responsive supports.

## Our Community's Assets

Penticton has approximately **198 programs** addressing mental health and wellness, and **15 partners** who play a key supporting role, including: Canadian Mental Health Association-Penticton Branch, Penticton Area Overdose Prevention Society, Interior Health, OneSky Community Resources, City Community Safety Officers, The Senior's Centre, South Okanagan Immigrant Community Services, South Okanagan Brain Injury Society, Penticton & Area Access Centre and the Penticton Library.

## Workplan

### Objective: Increase access to community resources that support mental health and wellness

#### STRATEGIES

#### INDICATORS OF PROGRESS

Expand City website to include information about local resources

- Website updates complete

Promote mental health and wellness awareness by endorsing agency initiatives and promotions

- Number of initiatives endorsed or promoted by the City

Participate in initiatives that help develop new pathways for accessing community resources to support mental health and wellness

- Tracking of potential partnerships and discussions/contacts with government agencies and local non-profits

### Objective: Enhance community social connection

#### STRATEGIES

#### INDICATORS OF PROGRESS

Continue to work with community partners to support events that foster learning and connection

- Number of events supported

## Objective: Explore opportunities for integrating trauma-informed practices to frontline responders

### STRATEGIES

Work in collaboration with RCMP, Bylaw, Fire, etc., to equip first responders and front-line service providers with the tools and local resource knowledge to respond appropriately to people living with mental illness and mental health challenges

### INDICATORS OF PROGRESS

- Tracking trainings and number of people trained

## Objective: Social Sector Support

### STRATEGIES

Support activities to reduce the stigma that still surrounds mental health problems and illnesses

Find opportunities to support the mental wellbeing of the social services sector to sustain resiliency and capacity

### INDICATORS OF PROGRESS

- Number of initiatives/events supported
- Number of resiliency training opportunities

## Objective: Ensure City initiatives support mental health and wellness

### STRATEGIES

Find ways to work cross-departmentally to ensure City's infrastructure/initiatives are equitable and support belonging and connection

### INDICATORS OF PROGRESS

- Tracking of cross-departmental initiatives and outcomes

## Performance Measurement/Monitoring

INDICATOR	MEASURE/DATA SOURCE	METHODOLOGY	REPORTING
<i>Percentage of community members reporting that they are generally mentally healthy</i>	Vital Signs Report from the Community Foundation of the South Okanagan/Similkameen	Online survey conducted by the Community Foundation of the South Okanagan/Similkameen	Annual community report, publicly available
	City of Penticton Citizen Survey	Tracking City of Penticton Citizen Survey	Biannual community report, publicly available





# Homelessness

- ▶ Ensuring that residents do not become homeless is equally important as offering dignified and secure responses when individuals experience housing loss. It is crucial to have a range of resources that can effectively address the various needs of individuals experiencing housing loss. Providing a continuum of supports from emergency housing through to transitional and permanent residences is necessary to effectively address homelessness.

## Our Community's Assets

Penticton has approximately **87 programs** addressing homelessness and approximately **15 partners** who have a key role to play in supporting individuals experiencing homelessness, including: Compass Court, Penticton Area Overdose Prevention Society, 100 More Homes, South Okanagan Brain Injury Society, City Community Safety Officers, ASK Wellness, South Okanagan Women in Need Society and Foundry Penticton and Youth Centre.

## Workplan

**Objective: Work to build a continuum of low barrier, accessible housing to prevent and respond to homelessness in our community**

### STRATEGIES

Work with the Youth Homelessness Action Table to develop options to address and prevent youth becoming unhoused

Work with 100 More Homes to safeguard emergency housing, including responses to extreme cold and heat

Work with community partners to provide ancillary supports within housing: e.g., harm reduction, mental health, and food security

### INDICATORS OF PROGRESS

- Support tracking of progress and implementation of actions with partners

- Support 100 More Homes to address extreme weather responses for unhoused residents

- Number of ancillary supports made available through partnerships

## Objective: Data-based planning

### STRATEGIES

Acknowledge Compass House as the City's main homeless shelter but remain open to ancillary shelters for other groups (i.e., sober shelter) a based on evidence and need

Explore the development of a Social Housing Plan

### INDICATORS OF PROGRESS

- Work with 100 More Homes and BC Housing on planning emergency shelter needs
- Creation of social housing targets across the housing continuum

### Performance Measurement/Monitoring

INDICATOR	MEASURE/DATA SOURCE	METHODOLOGY	REPORTING
<i>Number of new youth-specific housing options created</i>	Department tracking	Internal tracking through partner reporting	Annual
<i>Number of extreme weather emergency housing beds made available</i>	Department tracking or reporting from partners	Internal tracking through partner reporting and BC Housing reporting	Annual





## Supports For People Who Use Substances

- ▶ Residents experiencing substances use challenges requires responsive supports that are trauma informed, accessible, and guided by best practices in harm reduction and recovery.

### Our Community's Assets

Penticton has approximately **62 services** for individuals using substances and **13 organizations** who play a lead role, including: Community Action Team, Interior Health, One Sky Harm Reduction, Penticton Area Overdose Prevention Society, Discovery House, ASK Wellness, Canadian Mental Health Association – Penticton Branch, South Okanagan Brain Injury Society, City Community Safety Officers, Compass Court, Foundry and Youth Centre, South Okanagan Women in Need Outreach, Martin Street Clinic, and the Penticton Library.

### Workplan

**Objective: Support the development and access of a continuum of supports for people who use substances**

#### STRATEGIES

#### INDICATORS OF PROGRESS

Continue to provide partnerships with community groups to manage pick up of sharps and access to safe disposal sites for sharps

- Number of needles/sharps removed

Facilitate the development of overdose prevention services to safeguard individuals who use substances

- Tracking progress with Interior Health on opportunities and providing regular updates to senior leadership and/or Council

Support Public Safety Working Group to ensure the lens of Social Development is incorporated into planning and development

- Tracking of initiatives in conjunction with the City's Public Safety Working Group

STRATEGIES

Work with community partners on the development of locally-based treatment options for people who use substances

INDICATORS OF PROGRESS

- Tracking discussions and program development with key partners on a long-term treatment model for Penticton: sharing updates with senior leadership and/or Council as needed

Performance Measurement/Monitoring

INDICATOR	MEASURE/DATA SOURCE	METHODOLOGY	REPORTING
<i>Number of sharps collected</i>	ASK Wellness Peer Ambassador Reports	Partner tracking	Annual
<i>Planning on treatment options for Penticton</i>	Repots from the Community Action Team	Internal tracking through Community Action Team	Annual





## Child Care

Access to affordable, safe and quality child care is fundamental to attracting and retaining a stable workforce, the wellbeing of families, and the development and nurturing of children in our community. Progress has been made in increasing the number of spaces and developing professionals to work in the sector, however, continuing those efforts are considered a priority.

### Our Community's Assets

Penticton has approximately **197 programs** addressing childcare and parenting, and **10 key partners** that play a role in advancing Penticton's Child Care Action Plan<sup>9</sup>, including: OneSky Child Care Resource and Referral, Okanagan College, Interior Health, YWCA, School District 67, Library, BGC Okanagan and private operators.

### Workplan

#### Objective: Maintain the leadership of the Child Care Action Planning Table

##### STRATEGIES

Co-chair the Action Planning Table to achieve progress on recommendations

##### INDICATORS OF PROGRESS

- Sharing of regular updates to Senior Leadership and/or Council on progress

#### Objective: Increase Accessibility

##### STRATEGIES

Work with other public partners to create an inventory of prospective opportunities for child care locations

##### INDICATORS OF PROGRESS

- Inventory developed

Work with SD67 to assess opportunities to increase the number of before and after school programs

- Tracking data and discussions with SD67 on progress

Work with public partners to identify opportunities to access provincial capital funding

- Number of capital grant opportunities/partnerships explored

Identify and implement changes to local government process and regulations in order to facilitate/develop child care

- Drafting and tracking any local Bylaw and/or policy changes

<sup>9</sup> Penticton Child Care Action Plan: <https://www.penticton.ca/sites/default/files/docs/our-community/living-here/2021%20Penticton%20Child%20Care%20Action%20Plan.pdf>



## Objective: Improving Affordability

### STRATEGIES

Assist prospective child care operators with identifying potential lands for new builds

Explore opportunities with the Province and/or post-secondary institutions on increased compensation for workers in the sector

Partner with CCRR to enhance the promotion of the BC Affordable Child Care Benefit Program

### INDICATORS OF PROGRESS

- Number of contacts/meetings with providers regarding building opportunities

- Tracking grant opportunities/partnerships explored

- Number of partnership events/activities

## Objective: Focus on Quality

### STRATEGIES

Support the provincial Early Care & Learning Recruitment & Retention Strategy

Work with SD67 to extend dual credit ECE program

Develop new partnerships with post-secondary institutions to offer ECE training

Incorporate ECE and child care in formal Workforce Development or Economic Development Strategy

### INDICATORS OF PROGRESS

- Number of partnership events/activities

- Tracking grant opportunities/partnerships explored

- Number of partnerships developed

- Strategy document updated as needed





## Objective: Strengthening Collaborations & Partnerships

### STRATEGIES

Support the Child Care Action/Planning Table

Continue to build supportive and learning relationships with First Nations and Indigenous partners

Coordinated advocacy on issues of child care and family supports

### INDICATORS OF PROGRESS

- Sharing of regular updates to Senior Leadership and/or Council on progress

- Number of meetings or partnership activities

- Sharing of regular updates to senior leadership and/or Council on progress

### Performance Measurement/Monitoring

INDICATOR	MEASURE/DATA SOURCE	METHODOLOGY	REPORTING
<i>Number of new child care spaces created</i>	Tracking based on reporting at action planning table	Department tracking	Annual to action table
<i>Number of new child care facilities planned or committed to</i>	Tracking based on reporting at action planning table	Department tracking	Annual to action table



## Food Security

Access to quality, affordable food is intrinsically linked to health, wellness, and quality of life for residents of our community.

### Our Community's Assets

Penticton has approximately **102 programs** addressing food and nutrition and **11 partners** who play a role in addressing food security and advancing Penticton's Food Security Strategy,<sup>10</sup> including: Community Foundation of the South Okanagan Similkameen, South Okanagan Immigrant Community Services, Salvation Army Food Bank, School District 67, Penticton Elks, Purple Pantry, Soupateria and the Community Garden.

### Workplan

#### Objective: Support the implementation of the Food Security Strategy

##### STRATEGIES

Work with Community Foundation of the South Okanagan/Similkameen to implement the Food Security Strategy

Consider strategies to develop more community gardens within the City

##### INDICATORS OF PROGRESS

- Tracking number of initiatives supported and/or completed

- Complete assessment of community garden expansion

### Performance Measurement/Monitoring

INDICATOR	MEASURE/DATA SOURCE	METHODOLOGY	REPORTING
<i>Percentage of residents that report their household can afford an adequate amount of healthy food</i>	Vital Signs survey question form the Community Foundation of the South Okanagan/Similkameen	Online survey conducted by the Community Foundation of the South Okanagan/Similkameen	Annual community report, publicly available

<sup>10</sup> Penticton Food Security Strategy: [https://www.penticton.ca/sites/default/files/docs/city-services/social%20development/202208%20Penticton%20Food%20Security%20Strategy%20\(FINAL\).pdf](https://www.penticton.ca/sites/default/files/docs/city-services/social%20development/202208%20Penticton%20Food%20Security%20Strategy%20(FINAL).pdf)





## Governance

- ▶ In order for Social Development to maintain a participatory role within the social sector in Penticton, it is important to continue to build off the existing Systems Integrated Approach taken thus far. Through specific workplan actions we can enhance this function.

### Workplan

**Objective: Act as an internal resource on social health and wellbeing to other City departments and initiatives**

#### STRATEGIES

Seek opportunities to work across departments within the City e.g. as part of strategic planning, applying an equity lens to initiatives, providing regular check-ins, alignments with public safety goals, etc.

#### INDICATORS OF PROGRESS

- Tracking number of cross department initiatives

**Objective: Communications and Excellence**

#### STRATEGIES

Define success and provide evidence, publicly promote successes, provide internal briefings, measure and evaluate progress and programs

Include a regular Social Development impact analysis in Council reports

#### INDICATORS OF PROGRESS

- Reporting on deliverables and performance measures as defined above
- Social Development Impact added in template for Council reports



## Objective: Focus on Organizational Excellence

### STRATEGIES

### INDICATORS OF PROGRESS

Act in accordance with our defined Guiding Principles

- Regularly checking in with the social services sector for feedback

Sustain existing relationships, repair any that may be fragile, continue to focus on trust and presence

- Continue to map out existing relationships and crediting community partners in joint collaborative projects

Practice outstanding fiduciary management with grant funding and decision-making processes

- Tracking grant applications, management and processes

Aligning our financial resources with the Social Development Framework and measuring the social impact

- Annual budgets are reflective of Social Development Framework

Building off the success of the Building Safer Communities Fund process, explore opportunities for consensus-led decision-making opportunities with community partners

- Documentation of processes, decisions and best-practices

## Objective: Social Sector Leadership

### STRATEGIES

### INDICATORS OF PROGRESS

Explore the development and implementation of a Systems Leaders Table for leaders and decision-makers to discuss and further collaborate efforts on key social issues

- Assessment of need for Systems Leaders table completed

Bring the sector together yearly, or as needed, for performance feedback and information gathering

- Tracking of input and feedback



## Conclusion



This Social Development Framework provides direction to sustain and continue to support a socially healthy community. It identifies the principles to guide the leadership of the department, both internally (within the City's administrative structure) and externally (within the community). It identifies not only where we play a role in addressing key social issues, but also where we align with our community partners – and therefore lays the groundwork for how we leverage assets, needs, funding, data and relationships to build a healthy and inclusive community for all.

In recognizing that there are a variety of social, economic, and physical environments that change the landscape of social issues, it is recognized that the City's leadership role in social planning is centered on principles. Although priority areas may change with current events and with the input of community partners, the principles guiding the work of the department will remain. It is key that the next era of community safety and well-being understands that good governance and community partnerships are critically necessary for social change.

# Appendix A

## Definitions and Core Concepts

To provide a common understanding of the information presented in this briefing note, the following working definitions are provided for concepts used across Social Development Department activities and assets.

### Core Set of Definitions #1: Social Development, Social Planning, and Systems Planning

Although often used interchangeably, the concepts of Social Development, Social Planning, and Systems Planning are three distinct but highly interconnected approaches aimed at addressing social challenges related to community safety and wellbeing across the prevention spectrum. These distinct but highly interconnected approaches address social challenges related to community safety and wellbeing across the prevention spectrum and can be effectively applied in communities at various stages of urban growth.

1. Social development is a process that aims to improve the well-being of individuals, families, and communities by fostering social, economic, and political growth. This approach focuses on empowering people, increasing their access to resources, and creating opportunities for them to participate fully in society. It involves the improvement of human capital, the reduction of inequalities, and the promotion of social cohesion. It encompasses initiatives such as education, healthcare, poverty alleviation, and community-building.
2. Social planning is a systematic process of formulating policies, programs, and strategies to address social challenges and promote community well-being. It involves analyzing

the needs and resources of a community, setting goals, and designing interventions to achieve those goals. The approach emphasizes collaboration among various stakeholders, including government agencies, non-governmental organizations, and community members. It seeks to create an inclusive, equitable, and sustainable social environment by addressing issues such as housing, employment, education, and health.

3. Systems planning is a holistic approach to tackling social challenges that recognizes the interdependence of various social, economic, and environmental factors. It focuses on understanding the complex relationships and feedback loops among these factors to design interventions that can produce lasting, systemic change. Systems planning aims to create resilient and adaptive systems that can respond effectively to emerging challenges and opportunities. This approach requires interdisciplinary thinking, cross-sector collaboration, and a long-term perspective.



## Core Set of Definitions #2: Social Policy, Social Infrastructure, and the Social Safety Net

The second core set of working definitions are those of social policy, social infrastructure, and social safety net - which are also related and interdependent, yet distinct in their focus and objectives. Social policy provides the overall framework and direction for addressing social needs, social infrastructure encompasses the physical facilities and services necessary for a functioning society, and the social safety net offers targeted support for vulnerable individuals and families during times of crisis.

Together, these three concepts work in concert to promote the well-being, welfare, and quality of life for citizens and communities.

**1. Social policy** refers to guidelines, principles, legislation, and activities that directly affect the living conditions, welfare, and well-being of citizens. Social policy can encompass areas

such as health care, education, housing, employment, and social protection.

- 2. Social infrastructure** refers to the interconnected network of public services and facilities that enable societies to function effectively, supporting the economic and social well-being of its inhabitants. This includes schools, hospitals, public transportation, parks, and recreational facilities.
- 3. Social safety net** refers to a collection of programs and services designed to support vulnerable members of society, particularly in times of economic or personal crisis. These may include unemployment benefits, food assistance programs, and public housing, among others.

---

### Definition Focus and Objectives Application to BC Local Governments

Social Development is a process aimed at improving the wellbeing of individuals, families and communities. It fosters social, economic, and political growth; focuses on empowering people, increasing access to resources, and creating opportunities for participation in society; involves the improvement of human capital, reduction of inequalities, and promotion of social cohesion.

#### Local governments in BC can:

- 1.** Support Social Development by allocating resources and implementing policies that promote social, economic, and political growth;

- 2.** Partner with community organizations and non-governmental organizations to facilitate the development and implementation of initiatives related to education, healthcare, poverty alleviation, and community-building;
- 3.** Work towards reducing inequalities and promoting social cohesion within their communities

# Appendix B

COMPONENT	ACCOMPLISHMENTS TO DATE
1. Understanding Penticton's Social Assets	Developed Penticton's first-ever map of social infrastructure
2. Understanding Penticton's Social Needs	Conducted a social needs assessment, studying the demand for social supports and identifying potential future needs and emerging social challenges across demographics
3. Mapping & Leveraging Relationships	Performed an initial network analysis to map the relationships and dynamics among service provider stakeholders, helping identify leverage points and opportunities for systems change specifically focused on homelessness and community safety and wellbeing
4. Systems Leadership	Advanced systems leadership, bringing together organizations and stakeholders with the broader community (100 Homes, Age Friendly, Child Care Action, etc.)
5. Organizational Infrastructure	Established a Systems Planner organization to improve coordination among partners to focus on homelessness (100 Homes) and convene partners in a collaborative manner in which the City is a partner, not a driver of solutions. This operates as a hub and spoke model to support continuous feedback loops in planning and a nimble approach
6. Coordinated Service Delivery	Developed initial analysis of service delivery by defining bottlenecks from a client perspective (journey mapping) and identifying opportunities at aligning processes while fostering collaboration among service providers and systems, ensuring easy access and flow-through
7. Data & Technology Foundations	Established a data and technology foundation to support the integration of system planning and better align data-related processes. The department developed internal capacity to use advanced systems planning analytics and uses systems mapping and demand data in assessing needs and forecasting future demand
8. Lived Experience	Conducted research into a meaningful way to engage with folks with lived and living experience

COMPONENT	ACCOMPLISHMENTS TO DATE
9. Systems Accountability	Implemented baseline foundation of systems accountability measures to monitor performance and service standards, enabling timely adjustments to improve outcomes by identifying the core social infrastructure operating locally through systems mapping, and building mutual accountability through shared information mechanisms
10. Integrated Funding	Facilitated the alignment of funding sources to ensure resources were directed towards community priorities and strategic investments





# Appendix C

For each 'bucket', participants then considered the role they would take to support action using the following matrix.

## DIRECT INVOLVEMENT

Lead (responsible)  
At The Table (accountable)

## INDIRECT INVOLVEMENT

Consulted (valuable input/info)  
Informed (aware of what's going on)



## Housing

### DIRECT

#### LEAD

- 100 More Homes
- OneSky Community Services

#### AT THE CONVERSATION

- Interior Health Mental Health Substance Use
- Pathways Addictions & Resource Centre
- Canadian Mental Health Association
- Penticton Area Overdose Prevention Society
- South Okanagan Immigrant and Community Services
- ASK Wellness
- City of Penticton Community Safety Officers
- Penticton District Society for Community Living

### INDIRECT

#### CONSULTED

- Pathways Addictions & Resource Centre
- Penticton & Area Access Centre
- OneSky Seniors Services
- Community Foundation of the South Okanagan Similkameen

#### INFORMED

- Penticton Library
- OneSky Child Care Resource Referral
- OneSky Harm Reduction Services
- BGC Okanagan



## Mental Health & Wellness Supports

### DIRECT

#### LEAD

- Canadian Mental Health Association
- Penticton Area Overdose Prevention Society
- Interior Health Mental Health Substance Use

#### AT THE CONVERSATION

- Pathways Addictions & Resource Centre
- Penticton & Area Access Centre
- OneSky Seniors Services
- South Okanagan Immigrant and Community Services
- OneSky Child Care Resource Referral
- OneSky Harm Reduction Services
- City of Penticton Community Safety Officers

### INDIRECT

#### CONSULTED

- Penticton Library
- Penticton District Society for Community Living
- Shelter Services Community Foundation

#### INFORMED

- ASK Wellness
- BGC Okanagan



## Homelessness

### DIRECT

#### LEAD

- Penticton District Society for Community Living
- Penticton Area Overdose Prevention Society
- 100 More Homes

#### AT THE CONVERSATION

- Pathways Addictions & Resource Centre
- Penticton & Area Access Centre
- BGC Okanagan Youth Services
- Interior Health Mental Health Substance Use
- City of Penticton Community Safety Officers

### INDIRECT

#### CONSULTED

- Penticton Library
- South Okanagan Immigrant and Community Services
- ASK Wellness
- OneSky Harm Reduction Services
- Community Foundation of the South Okanagan Similkameen

#### INFORMED

- OneSky Seniors Services
- OneSky Child Care Resource Referral



## Supports for People Who Use Substances

### DIRECT

#### LEAD

- Community Action Team
- Penticton & Area Access Centre
- Interior Health Mental Health Substance Use
- OneSky Harm Reduction Services

#### AT THE CONVERSATION

- Pathways Addictions & Resource Centre
- Canadian Mental Health Association
- Penticton & Area Access Centre
- ASK Wellness Drug Checking & Peer Ambassadors

### INDIRECT

#### CONSULTED

- Penticton Library
- Penticton District Society for Community Living
- City of Penticton Community Safety Officers
- Discovery House
- Community Foundation of the South Okanagan Similkameen

#### INFORMED

- South Okanagan Immigrant and Community Services
- OneSky Seniors Services
- BGC Okanagan



## Child Care

### DIRECT

#### LEAD

- OneSky Child Care Resource Referral
- YMCA of the Southern Interior BC
- School District

#### AT THE CONVERSATION

- BGC Okanagan Youth Services
- South Okanagan Immigrant and Community Services

### INDIRECT

#### CONSULTED

- Penticton Library
- Pathways Addictions & Resource Centre
- Penticton & Area Access Centre
- Community Foundation of the South Okanagan Similkameen
- Interior Health

## Food Security

### DIRECT

#### LEAD

- Community Foundation of the South Okanagan Similkameen

#### AT THE CONVERSATION

- Pathways Addictions & Resource Centre
- Penticton & Area Access Centre
- BGC Okanagan Youth Services
- South Okanagan Immigrant and Community Services

### INDIRECT

#### CONSULTED

- Canadian Mental Health Association – Penticton Branch
- OneSky Senior Services
- Purple Pantry
- Salvation Army
- Soupateria
- Community Garden

#### INFORMED

- Penticton Library
- OneSky Child Care Resource Referral
- ASK Wellness
- Penticton Area Overdose Prevention Society
- Interior Health Mental Health Substance Use





[www.penticton.ca](http://www.penticton.ca) | [ask@penticton.ca](mailto:ask@penticton.ca)  
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# Strategic Priorities

The strategic priorities were arrived at through a consensus-based process. The activities defined in the Framework reflect the areas where the City had a lead role to play. Partnerships are inherent to the successful achievement of our goals in each area.



## LEAD PARTNERS

100 More Homes  
OneSky Community Services  
Canadian Mental Health Association  
Penticton Area Overdose Prevention Society  
Interior Health Mental Health Substance Use

Penticton District Society for Community Living  
Penticton Area Overdose Prevention Society  
100 More Homes  
Community Action Team  
Penticton & Area Access Centre  
Interior Health Mental Health Substance Use  
OneSky Harm Reduction Services

OneSky Child Care Resource Referral  
YMCA Southern Interior  
School District  
Community Foundation of the South Okanagan Similkameen



# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Courtney Jones, Manager of Financial Planning  
**Subject:** **2024-2028 Five Year Financial Plan Bylaw No. 2023-41**

File No: 1700-05

## Staff Recommendation

THAT Council give first, second and third reading to "2024-2028 Five Year Financial Plan Bylaw No. 2023-41".

## Strategic priority objective

**Vision:** A vibrant, resilient and healthy waterfront city focused on safety, livability and vibrancy.

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

**Organizational Excellence:** The City of Penticton will support a culture of service excellence built on good governance, leadership and sound financial decisions.

## Background

Section 165 of the *Community Charter* directs that a municipality must have a Five Year Financial Plan Bylaw adopted annually. This Bylaw must be adopted prior to May 15 and before the Annual Tax Rate Bylaw. The *Community Charter* also provides that the Financial Plan Bylaw may be amended at any time to reflect changes that may occur throughout the year.

The City's proposed Financial and Corporate Business Plan was shared publicly on October 23, 2023.

Public consultation was undertaken through the City's online information and feedback platform (ShapeYourCity), print questionnaire, media debrief, business community information session, podcast, and public engagement open house, from October 23, 2023 to November 12, 2023. The results of these engagement sessions were presented on November 21, 2023 at Council Budget Deliberations and can be viewed at [shapeyourcitypenticton.ca](https://shapeyourcitypenticton.ca). On November 21-23, 2023, special Council meetings were held for Council to review and provide decisions on the budget.

At the special Council meetings, Council directed staff to make the following changes to the draft 2024-2028 Five Year Financial Plan:

- Reduction of in-year grants budget by \$30k;

- Removal of the Small Projects Coordinator position \$110k;
- Removal of the second full-time Gardener position \$50k;
- Removal of the full-time Building Official position \$51k;
- Phase in the remaining 2022 taxation deferral equally over the years 2024-2025;
- Set the overall 2024 tax rate increase to 5.31%.
- Balance the 2024 budget with a General Surplus draw of \$1.5M
  - 2022 deferred tax increase (approximately 3.0% tax increase)
  - Two firefighters funded from surplus (approximately 0.5% tax increase)

These amendments have been incorporated into Schedule A of the attached 2024-2028 Five Year Financial Plan Bylaw No. 2023-41.

The business tax multiplier will be reviewed and set along with tax rates when the Tax Rate Bylaw is brought forward to Council in spring 2024.

### **Financial implication**

The 2024-2028 Five Year Financial Plan includes an overall property tax increase of 5.31% for 2024. The draw from General Surplus Reserve to balance the 2024 budget is \$1.5M for Council's decision to phase in the balance of the 2022 deferral in 2024-2025 and 2022 Council approved motion to transitionally fund four firefighters from surplus over 2023-2026.

The 2024 budget includes a 5.31 per cent tax increase which would see residential property owners pay an average of \$8.90 more per month and commercial property owners pay an average of \$34.50 more per month.

### **Attachments**

Attachment A – 2024-2028 Five Year Financial Plan Bylaw No. 2023-41

Respectfully submitted,

*Courtney Jones*

Courtney Jones, CPA, CGA, B.Comm  
Manager of Financial Planning

Concurrence

Director of Finance and Administration  <i>AMC</i>	City Manager  <i>ABH</i>
--	--------------------------------

**The Corporation of the City of Penticton**

**Bylaw No. 2023-41**

*A bylaw to adopt the five year financial plan*

---

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

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

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

**1. Title**

This bylaw may be cited as "2024-2028 Five Year Financial Plan Bylaw No. 2023-41".

**2. Purpose**

Schedule "A" and Schedule "B" attached hereto and forming part of this bylaw shall be the Five Year Financial Plan of the City of Penticton for the period of January 1, 2024 to December 31, 2028.

READ A FIRST time this	day of	, 2023
READ A SECOND time this	day of	, 2023
READ A THIRD time this	day of	, 2023
ADOPTED this	day of	, 2023

---

Julius Bloomfield, Mayor

---

Angie Collison, Corporate Officer

## City of Penticton - Schedule A

	2024 Budget	2025 Projection	2026 Projection	2027 Projection	2028 Projection
<b>Revenue</b>					
Municipal Taxation	\$ (46,003,010)	\$ (48,690,034)	\$ (50,775,967)	\$ (52,242,567)	\$ (53,522,178)
Sale of Services	(13,743,687)	(13,810,090)	(13,908,525)	(13,999,263)	(14,102,360)
Electric Utility Revenue	(48,840,029)	(52,721,121)	(56,912,233)	(61,438,153)	(66,325,661)
Sewer Utility Revenue	(9,823,397)	(10,849,129)	(11,989,056)	(13,256,181)	(14,559,257)
Water Utility Revenue	(11,059,284)	(11,856,177)	(12,709,431)	(13,625,198)	(14,494,469)
Storm Water Utility Revenue	(1,576,000)	(2,073,000)	(2,727,000)	(3,588,000)	(4,664,400)
Fiscal Services	(4,146,000)	(4,146,000)	(4,146,000)	(4,146,000)	(4,146,000)
Grants	(3,185,975)	(2,744,823)	(2,398,174)	(2,164,374)	(2,164,374)
Other Contributions	(5,317,254)	(5,350,884)	(5,385,187)	(5,420,175)	(5,455,865)
Development Cost Charges	(1,470,000)	(1,470,000)	(1,470,000)	(1,470,000)	(1,470,000)
Donations	(19,500)	(18,500)	(18,500)	(18,500)	(18,500)
<b>Total Revenues</b>	<b>(145,184,136)</b>	<b>(153,729,758)</b>	<b>(162,440,073)</b>	<b>(171,368,411)</b>	<b>(180,923,064)</b>
<b>Operating Expenses</b>					
General Operating	76,410,902	77,188,634	79,057,613	80,033,335	81,686,665
Storm Water	668,870	721,861	774,312	778,136	987,336
Electric Utility	43,460,185	45,438,453	46,512,487	48,225,728	49,845,215
Sewer System	6,764,024	6,714,332	6,878,854	6,894,125	6,806,410
Water Utility	6,926,364	6,604,148	6,950,790	6,990,736	6,994,713
<b>Total Operating Expenses</b>	<b>134,230,345</b>	<b>136,667,428</b>	<b>140,174,056</b>	<b>142,922,060</b>	<b>146,320,339</b>
<b>Net Operating Surplus</b>	<b>(10,953,791)</b>	<b>(17,062,330)</b>	<b>(22,266,017)</b>	<b>(28,446,351)</b>	<b>(34,602,725)</b>
<b>Capital Expenses</b>					
General Capital	15,271,465	15,002,111	12,796,268	11,197,167	12,455,570
Electric Capital	8,361,409	8,730,012	7,139,765	7,311,666	7,875,435
Sewer Capital	3,209,900	3,645,200	11,220,500	5,728,800	6,316,303
Water Capital	14,462,725	8,451,725	2,569,400	3,418,150	5,845,425
<b>Total Capital Expenses</b>	<b>41,305,499</b>	<b>35,829,048</b>	<b>33,725,933</b>	<b>27,655,783</b>	<b>32,492,733</b>
Debt Proceeds	-	(4,000,000)	-	(1,485,000)	-
Debt Servicing - Principal Repayments	2,187,651	2,299,769	2,314,928	2,089,026	2,036,454
Capital Grant Funding	(7,980,000)	-	-	-	-
Transfer To (From) Surplus/Reserve	(10,197,359)	(2,704,487)	587,156	14,548,542	14,435,538
Amortization Offset	(14,362,000)	(14,362,000)	(14,362,000)	(14,362,000)	(14,362,000)
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Schedule B

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

Taxation	45,422,780	31.29%
Grant in Lieu	493,000	0.34%
Local Improvement Levy	87,230	0.06%
Sale of Services	13,743,687	9.47%
Electric Utility	48,840,029	33.64%
Sewer Utility	9,823,397	6.77%
Water Utility	11,059,284	7.62%
Storm Water Utility	1,576,000	1.09%
Fiscal Services	4,146,000	2.86%
Grants	3,185,975	2.19%
Other Revenues	5,317,254	3.66%
Development Cost Charges	1,470,000	1.01%
Donations	19,500	0.01%
Total Revenues	145,184,136	100.00%

Current Property Class Multiples:

<b>Ratio</b>	<b>2024 Est.</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Residential	1.00	1.00	1.00	1.00	1.00	1.00
Utilities	10.06	10.06	10.09	7.22	7.24	7.66
Supportive Housing	1.00	1.00	1.00	1.00	1.00	1.00
Major Industry	1.86	1.86	1.88	1.72	1.65	1.79
Light Industry	1.86	1.86	1.88	1.72	1.65	1.79
Business & Other	2.22	2.22	2.14	1.91	1.75	1.82
Managed Forest	2.22	2.22	2.14	1.91	1.75	1.82
Rec/Non-Profit	1.37	1.37	1.31	1.28	1.29	1.4
Farm	5.18	5.18	4.59	3.57	3.55	3.59

The 2024 multiples are estimated using the revenue neutral tax approach and are based on the 2023 revised assessment rolls. During budget deliberations, Council postponed consideration of the 2024 BTM to a meeting in Spring 2024.

## Use of Permissive Tax Exemptions

In 2023, Council passed Bylaw 2023-29 to exempt certain properties from taxation in 2024. The Bylaw contains the list of properties and the estimated amount of tax revenue forgone (\$702,258). The list of properties includes religious institutions, historical societies, recreational facilities, and service organizations that form a valuable part of our community. These organizations have demonstrated to Council that their services support our residents and community.

### **Use of Revitalization Tax Exemptions**

Revitalization tax exemption bylaws were introduced in Penticton in 2010 to provide economic incentives for specified key areas within the City, including the downtown area, industrial areas, and other strategic areas. Bylaws 2014-04, 2014-44, and 2015-52 provide for tax exemptions for specific uses within those areas. Each of the bylaws included 'sunset clauses' whereby construction is required to begin and end. While there are still some properties receiving benefits, all sunset clauses have now passed and thus no future projects are eligible to receive benefits under any of these bylaws.



# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Amber Coates, Financial Analyst  
**Subject:** **Fees and Charges Amendment Bylaw No. 2023-40**

File No: 1810-01

## Staff Recommendation

THAT Council give first, second, and third reading to "Fees and Charges Amendment Bylaw No. 2023-40", a bylaw to amend:

- Appendix 1 – Administrative Rates
- Appendix 23 - RCMP

## 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.

**Organizational Excellence:** The City of Penticton will support a culture of service excellence built on good governance, leadership and sound financial decisions.

## Background

The General Fees and Charges Amendment Bylaw No. 2023-28 was adopted September 12, 2023. This bylaw set general fees and charges for the 2024 year, with the bulk of the rate changes occurring either on January 1, 2024 or April 1, 2024. Updates for utilities rates have been addressed through separate amendment bylaws.

After the main bylaw adoption, minor updates and new fee items become necessary for a variety of reasons such as new services or regulation changes. Fees and Charges Amendment Bylaw No. 2023-40 reflects updates to the Fees and Charges Bylaw that are as a result of emergent items since the regular annual review.

## Financial Implication

As provided for in the *Community Charter*, fees and charges are used to recover the cost of services provided as an alternative to property taxation. The fees and charges take into account administrative process, market rates, cost recovery where possible, and any *Community Charter* restrictions.

Revenues generated by the update to Appendix 23 – RCMP will be monitored for impact and the budget will be amended accordingly. The updates to Appendix 1 – Administrative Rates are anticipated to be revenue neutral and will not require amendments to the 2024 budget.

## **Analysis of Changes**

### **Appendix 1 - Administrative Rates**

Starting in 2023, the City began preparing to accept credit card payments over the counter to supplement the existing online-only options, where the fees are levied and retained by the service provider. Previously this service was limited due to the additional costs associated with processing credit cards and was only made available at locations outside of City Hall with low volume. However, with new regulations in effect, it is now possible to recover the interchange rate directly from customers who wish to pay by credit card at the counter. Adding a City Surcharge rate of 2.4% will recapture costs associated with credit card processing. This surcharge would apply to credit card payments accepted at locations such as City Hall, City Yards, and the City Bylaw offices following a 30-day notice period which will begin after the bylaw has been adopted for all types of transactions over \$4.00.

The surcharge will not be added to credit card transactions at the Community Centre, as the service has been historically available without surcharge for recreation activities to ensure affordability and accessibility to all citizens. Payment services at the RCMP will also be excluded due to very low volume of transactions. City staff will monitor the revenue recovery and expenses of the service to ensure that it remains a cost-neutral user pay service with the addition of the higher volume and value customer transactions. For those that do not wish to pay by credit card, other surcharge-free payment options are still available, such as cash, cheque, debit, and online banking.

In addition, the fees for in-house Tax Certificates are being consolidated to encourage the use of BC Online services instead of relying on the City's internal staffing resources. This consolidation also ensures that the fee remains competitive compared to those set by the Land Title Survey Authority (LTSA) for tax certificates. As at November 10, 2023, the LTSA Tax Certificate fee is \$95.39. This update is not anticipated to impact 2024 revenues in a material manner, but to ensure City resources are being utilized efficiently.

### **Appendix 23 - RCMP**

The Penticton RCMP detachment offers highly specialized and in-demand Enhanced Digital Field Technical services, which are beneficial not only to our local detachment but also to other policing agencies. To recover the costs of providing these services to other agencies, new fees are introduced in this appendix, including per device and per hour charges. Revenues generated by these new fees will be monitored and the budget will be amended accordingly through the year.

## **Alternate Recommendations**

THAT Council provide alternative direction to staff.

## **Attachments**

Attachment – Fees and Charges Amendment Bylaw No. 2023-40

Respectfully submitted,

*Amber Coates*

Amber Coates, Financial Analyst

Director of Finance & Administration  <i>AMC</i>	City Manager  <i>PH</i>
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**The Corporation of the City of Penticton**

**Bylaw No. 2023-40**

*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 "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. 2023-40".

2. **Amendment:**

2.1 Amend "Fees and Charges Bylaw No. 2014-07" by deleting and replacing the following appendices in their entirety:

Appendix 1 Administrative Rates  
Appendix 23 RCMP

2.2 Appendices 1 & 23 attached hereto forms part of this bylaw.

READ A FIRST time this 12 day of December, 2023

READ A SECOND time this 12 day of December, 2023

READ A THIRD time this 12 day of December, 2023

ADOPTED this day of , 2023

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Julius Bloomfield, Mayor

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Angie Collison, Corporate Officer

Appendix 1		
ADMINISTRATIVE RATES	2023	2024
Historical Information Search (per hour, 1 hour minimum)	\$40.00	\$41.20
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*	\$40.00	\$40.00
Online Tax Search – per tax roll*	\$20.00	\$20.00
Online Tax Search – per utility account*	\$20.00	\$20.00
Tax Certificate for Non-Owners (per property)	Rate per Land Title Office + \$20	
Monthly Billing/Postage Fee for Electric and Water Bills*	\$1.00	\$1.00
City Surcharge (on credit card payments excluding Recreation, minimum transaction \$4.00)		2.4%
Interest rate on Accounts Receivable in arrears	2% per Month	2% per Month

#### Freedom of Information Protection of Privacy - Requests for Information

Non Commercial and Media Applicants	Per Regulation B.C. Reg. 155/2012	
Commercial Applicants	Actual Cost	Actual Cost

#### Transferring payments

Account Transfer (first time - fee waived)	\$25.00	\$25.00
Refund overpayment (excludes final overpaid utility accounts)	\$25.00	\$25.00

#### Requests for photocopies

Photocopying (black and white) - per page (letter and legal)*	\$0.35	\$0.37
Photocopying (black and white) - per page (ledger)*	\$0.55	\$0.59
Photocopying (colour) - per page (letter and legal)*	\$1.05	\$1.12
Photocopying (colour) - per page (ledger)*	\$1.30	\$1.39

\* GST applicable

## Appendix 23

RCMP	2023	2024
Criminal Record Checks (includes VISA and Liquor Control Board Applications)	\$50.00	\$50.00
Volunteers – require stamped self addressed envelope	n/c	n/c
Private Investigators Applications	\$50.00	\$50.00
Canadian Police Certificate (any agency including Visa applications Foreign Travel/Work Permits) Admin Fee	\$35.00	\$35.00
Fingerprinting Fee*	\$35.00	\$35.00
RV Overnight Parking Permit (a window permit is issued to those user groups requiring an RV on site <b>for special event security</b> - pending approval by the PRC Director of designate. Permit is issued through the RCMP.	\$40.00	\$40.00
Disclosure of Information - Ministry of Children & Families (per hour, min 1/2 hour charge)	\$60.00	\$60.00

\* Waived for reclaiming an Indigenous name for citizenship and permanent residence as per the Federal Government of Canada's Truth and Reconciliation Commission report Action Item #17.

### Police Reports

Accident reports	\$50.00	\$50.00
Court Ordered File copy – up to and including 60 pages	\$70.00	\$70.00
File copy in excess of 60 pages - per page	\$0.65	\$0.65
Traffic Analyst/Collision Reports	\$70.00	\$70.00
CD & Video tape/cd reproductions	\$40.00	\$40.00

### False Alarms

1 <sup>st</sup> occurrence	n/c	n/c
2 <sup>nd</sup> occurrence	\$65.00	\$65.00
3 <sup>rd</sup> occurrence	\$90.00	\$90.00
4 <sup>th</sup> occurrence and subsequent	\$115.00	\$115.00

### False Alarms - Hold Up Alarms (Robbery in Progress)

1 <sup>st</sup> occurrence	n/c	n/c
2 <sup>nd</sup> and subsequent	\$170.00	\$170.00

Note: False alarms 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.

### Enhanced Digital Field Technical (EDFT) Service

Advanced Unlocking/Decryption of Portable Electronic Device (per device)		\$1,000.00
Process Digital Storage Device (per device)		\$200.00
EDFT Labour Rate (per hour)		\$115.00

Note: Service only provided to Policing Agencies



# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Elma Hamming, Manager of Financial Services  
**Subject:** Reserve Policy CP#2023-11

File No: 1610

## Staff Recommendation

THAT Council rescind the 2019 Reserve Policy and approve Reserve Policy CP#2023-11, a policy developed to provide guidance and direction for maintenance and use of the City's reserve funds;

AND THAT Council approve the transfer of \$2,500,000 from the Electric Surplus Reserve to the Electric Capital Reserve;

AND THAT Council approve the transfer of \$6,000,000 from the Sewer Surplus Reserve to Sewer Capital Reserve;

AND THAT Council approve the transfer of \$5,000,000 from the Water Surplus Reserve to Water Capital Reserve;

AND THAT Council approve the transfer of \$1,369,972 from the Investment Income Reserve to the Equipment Replacement Reserve;

AND THAT Council approve the transfer of \$76,771 from the Public Art Reserve to the Financial Stabilization Reserve;

AND THAT the Financial Plan be amended accordingly.

## Strategic Priority Objective

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

**Organizational Excellence:** The City of Penticton will support a culture of service excellence built on good governance, leadership and sound financial decisions.

## Background

The City's current Reserve Policy was last reviewed February 5, 2019. A new policy has been drafted based on the 2023 Utility Rate Review, the addition of new reserves for specific revenue streams, the removal of

outdated reserves, and other general housekeeping changes as recommended in the Corporate Purpose of the Policy.

The Utility Rate Review was completed in 2023 and one of the recommendations was to update reserve policies to ensure balances reflect future asset management needs. Many of the reserve optimum balances are based on historical cost and these amounts have been updated to reflect replacement costs. The change to the balances is significant because historical costs based on financial statement total cost is \$602M, whereas replacement costs total \$1.4B.

All reserve and surplus funds must be established, maintained and used for a specified purpose as mandated by this policy, statute, or City by-law, including the financial plan. The City's management of reserve and surplus funds needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*.

## Analysis

In proposing this new policy, Staff have reviewed similar reserves from other municipalities, guidelines provided by the Government Finance Officers Association of BC (GFOABC), UBCM's Asset Management for Sustainable Service Delivery, and the relevant sections of the *Community Charter*. By incorporating measures of best practice, the City ensures stable and predictable levies, focus on long-term financial stability, safeguard and maintain existing assets and provide for operating emergencies.

The City of Penticton currently has 45 reserves with the majority of these having specified restrictive purposes, which is largely dependent on the revenue streams of the reserve. The following two tables show the revenue streams that flow into specific reserves.

\$	Utility Fee Revenues	Developer Fee Revenue	Grant Revenue
RESERVE	Water Surplus & Capital	Parkland Acquisition	Community Works
	Sewer Surplus & Capital	Public Amenity	Growing Communities
	Electric Surplus & Capital	Affordable Housing	Recycling
	Capital General	Alternative Transportation	Climate Action
	Storm Water	Local Improvement	
	Sewer Equipment Replacement	Off-site Parking	
		DCCs	
		Urban Forest	

If there is a General Revenue surplus at year-end, a calculation based on the Year End Surplus Policy dictates how funds should be allocated into the Reserves for RCMP, Financial Stabilization, equipment replacement, asset emergency, and asset sustainability shown in red in the table below. Each of these reserves have specific uses. The remaining other reserves in the middle column are funded by specific revenue sources, shown in the last column.

\$	General Revenue	Other Revenue	Other Revenue Source
RESERVE	RCMP	Land Acquisition	Land sales
	Financial Stabilization	Asset Sustainability	Gaming, rental fees
	Equipment Replacement	Marinas	Marina Leases
	Asset Emergency	Parking & Revitalization	Parking fees
	Asset Sustainability	Gaming	Gaming
	General Surplus	Online Accommodation	PRBC OAP funds

At December 31, 2022, the City has \$114M in reserves; however, many of these have restricted uses leaving a small portion that are available to draw from for general use. When statutory, utility, and other restricted reserves are removed, a balance of \$21.6M of reserves was available for general use as at the end of 2022.

Reserves for General Use	2022 Balance
Financial Stabilization	\$ 2.7M
Gaming	\$ 1.8M
Investment Income	\$ 1.4M
Surplus	\$10.1M
Assets (asset emergencies, or other capital needs)	\$ 4.7M
Other (RCMP, Election, Public Art)	\$ 0.9M
<b>Total</b>	<b>\$21.6M</b>

Upon reviewing the existing policy as well as best practices, the following provides a summary of significant changes being proposed in the new policy:

1. Addition - Growing Communities Reserve Fund
  - This statutory reserve is funded by contributions from the provincial Growing Communities Fund program. The reserve funds expenditures for capital infrastructure and are restricted to expenditures as defined by the provincial Growing Communities Fund Program. Receipt of this grant included a requirement that funds be directed into a statutory reserve until fully utilized.
2. Removal - Investment Income Reserve
  - This is a non-statutory reserve used to stabilize the impacts of cyclical interest revenue down turns. This reserve has been inactive since 2011 because there are other investing and budgeting mechanisms in place to mitigate interest risk, as well as the creation of the Financial Stabilization Reserve in 2017; therefore, this reserve is no longer required. The balance in this reserve is \$1,369,972 and staff recommend transferring this amount to the Equipment Replacement Reserve to mitigate higher than normal vehicle costs experienced post-Covid, which will see this reserve fully depleted with current capital forecasts by 2027.
3. Addition – Online Accommodation Platform (OAP)

- This is a non-statutory reserve to accumulate Affordable Housing contributions from Destination BC for approved projects. The City opted to retain OAP funds for affordable housing projects in 2021.

4. Removal – Public Art Reserve

- This non-statutory reserve was created to fund public art projects to be displayed throughout the City. A separate reserve is no longer required as these projects have been built in to the annual Recreation budget; therefore, staff recommend the balance of \$76,771 be transferred to the Financial Stabilization Reserve.

5. Removal – COVID Safe Restart Reserve

- This non-statutory reserve was created to hold grants received from the Provincial government during COVID and is no longer required. The balance of this reserve was fully utilized in the 2022 budget year to offset the taxation deferral.

6. Addition – Urban Forest Reserve

- This non-statutory reserve is for the purpose of tree infilling with development services funds received in lieu of required tree planting which commenced in 2020.

7. Minimum and Optimum Balances

- The tables below show the recommended minimum and maximum balances which have been adjusted to align with best practices and replacement values. In Attachment C the December 31, 2022 balance has been included for reference with comparisons to the minimum and maximum amounts; however, when the five-year financial plan is prepared, these balances forecast five years out and are not indicative of future balances. For example, in the Equipment Replacement Reserve significant draws in the next 3 years which will reduce this reserve significantly, with long term forecasting showing the reserve completely depleted. A summary of the changes to minimum and optimum balances as well as 2022 reserve amounts is included in the table below.

Reserve	2019 Policy Minimum	Minimum Recommended	2019 Policy Optimum	Maximum Recommended	2022 Balance
Asset Sustainability	2,000,000	6,000,000	13,200,000	60,000,000	\$ 7,377,259
Capital	1,300,000	8,700,000	8,300,000	58,000,000	\$ 1,644,735
Electric capital	\$ 750,000	\$ 2,700,000	\$ 6,000,000	\$ 26,500,000	\$ 5,400,752
Equipment Replacement	\$ 1,000,000	\$ 1,400,000	\$ 4,400,000	\$ 5,500,000	\$ 7,314,267
Sewer Capital	\$ 1,500,000	\$ 3,900,000	\$ 3,900,000	\$ 19,500,000	\$ 1,455,497
Water Capital	\$ 1,600,000	\$ 5,100,000	\$ 4,000,000	\$ 25,300,000	\$ 2,101,067
Asset Emergency	250,000	600,000	2,500,000	6,000,000	\$ 4,115,859
Electric Surplus	\$ 2,800,000	\$ 3,100,000	\$ 5,900,000	\$ 6,300,000	\$ 18,372,976
Financial Stabilization	\$ 700,000	\$ 700,000	\$ 1,900,000	\$ 3,700,000	\$ 2,743,108
General Surplus	\$ 4,000,000	\$ 6,500,000	\$ 12,100,000	\$ 13,000,000	\$ 10,115,549
RCMP	NA	No Change	\$ 400,000	\$ 1,000,000	\$ 613,000
Sewer Surplus	\$ 400,000	\$ 1,000,000	\$ 800,000	\$ 1,800,000	\$ 8,000,317
Storm Water	\$ 150,000	\$ 150,000	\$ 300,000	\$ 300,000	\$ 610,043
Water Surplus	\$ 500,000	\$ 1,000,000	\$ 800,000	\$ 2,000,000	\$ 10,007,988
<b>TOTAL</b>	<b>\$ 16,950,000</b>	<b>\$ 40,850,000</b>	<b>\$ 64,500,000</b>	<b>\$ 228,900,000</b>	<b>\$ 79,872,417</b>

As noted in the table above, the City's optimum reserve balances significantly exceeds the 2022 balances which do not yet reflect 2023 forecasted draws to reserves. The maximum recommended amounts reflect approx. 16% of the City's asset replacement costs.

### Financial implications

Utility rates are set to include capital investment for future needs which historically were flowing through to the surplus reserves annually. As these amounts have grown past the reserve optimum balance, it is necessary to transfer the funds into the respective utility capital reserves by Council resolution. In future years, these capital transfers will be made directly to the capital reserves.

The Electrical Surplus shows a balance of \$18.3M, however only \$2.5M is recommended for transfer as sufficient funds in surplus are required to cover the operating deficits forecasted in the Financial Plan. A long-term strategy was recommended through the utility rate review to incorporate sufficient rate increases in future years to ensure the sustainability of the electric utility.

The Water Surplus shows a balance of \$10M, but only \$5M is recommended for transfer so there is sufficient funds in surplus to cover the operating deficit forecasted for 2024. Therefore, the following transfers are recommended at this time:

- a transfer of \$2,500,000 from the Electric Surplus Reserve to the Electric Capital Reserve;
- a transfer of \$6,000,000 from the Sewer Surplus Reserve to Sewer Capital Reserve; and
- a transfer of \$5,000,000 from the Water Surplus Reserve to Water Capital Reserve.

These transfers will assist in rebalancing the reserve levels based on the recommended optimum amounts.

**Alternate recommendations**

THAT Council direct staff to amend the Reserve Policy based on Council direction.

**Attachments**

Attachment A – Reserve Policy CP#2023-11

Attachment B – Reserve Policy dated Feb 5, 2019

Attachment C – Reserve Balances

Respectfully submitted,

Elma Hamming  
Manager of Financial Services

Concurrence

Director of Finance and Administration  <i>AMC</i>	City Manager  <i>SH</i>
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**Category:** FINANCE

**Subject:** Reserve Policy

## **Purpose**

The City of Penticton Reserve Policy has been developed to provide guidance and direction for the development, maintenance, and the use of City's reserve funds to ensure appropriate funds are available to both support asset management best practices, and to address future priorities while meeting statutory requirements.

## **Scope**

The City of Penticton Reserve Policy provides direction to staff on the City's reserve funds including the funding source, minimum and optimum levels and the rationale for levels established.

## **Policy Statement**

Reserves form an integral component of the City's budget and strategic financial plan and ensure equity between current and future taxpayers.

### **1. DEFINITIONS**

**"Accumulated Surplus"** means the accumulated excess of revenues over expenditures from prior years which has not been set aside for specific purposes.

**"Annual Surplus"** means the accumulated excess of revenues over expenditures for the current year.

**"Non-Statutory Reserve"** means funds allocated for a specified purpose but not established by bylaw.

**"Statutory Reserve"** means a reserve fund established by bylaw for a specified purpose as per the *Community Charter*.

### **2. POLICY ADMINISTRATION**

#### **2.1 Responsibilities**

The Chief Financial Officer is assigned the responsibility of financial administration for the City which includes ensuring the keeping of and the oversight of all reserve/surplus funds, and investing funds until required in statutorily authorized investments.

The Manager of Finance shall be responsible for:

- Ensuring the establishment, keeping and maintenance of all reserve, surplus and other municipal funds in compliance with provincial enactments, City bylaws and this policy;
- Conducting an annual review of the reserve, surplus and other municipal funds and reporting the results to City Council during the annual presentation of the Financial Statements;
- On an “as required basis” recommending revisions or amendments to this policy, due to changes in Council direction, applicable statutes, accounting standards, or economy.

## **2.2 Corporate Purpose**

Reserves must have a unique and specific corporate purpose. Every effort must be made to:

- Reduce complexity by combining amounts with similar purposes,
- Eliminating those with redundant or outdated purposes,
- Re-focusing departmental reserves to corporate purposes and strategic plans.

## **2.3 Reserve Contributions**

Annual and/or periodic contributions to reserve funds shall be specific to each reserve, as approved by Council through the City’s annual financial planning bylaw, and as required by section 188 of the *Community Charter* and section 566 of the *Local Government Act*, as amended or replaced from time to time.

## **2.4 Minimum and Optimum Reserve Balances**

A minimum and optimum balance shall be established if considered necessary for each Statutory Reserve. The minimum balance will ensure that each Statutory Reserve is not depleted to the degree that it is no longer able to serve its intended purpose. The optimum balance ensures the City’s guiding principles are achieved and that excess funds are not remaining idle that could be otherwise utilized for other corporate priorities. Reserves are cyclical in nature, balances may be near minimum or near optimum at times as they are available to minimize tax impacts to the taxpayer. A review of actual, minimum and optimal Statutory Reserve balances shall be undertaken periodically. The minimum and optimal reserve balances are shown in Appendix 1.

Minimum and optimum reserve balances may be established for Non-Statutory Reserves but is not required.

## **2.5 Internal Borrowing**

A payment from a reserve/surplus fund to another reserve/surplus fund established for another purpose, shall be permissible as allowed for by legislation, if a clearly defined and attainable payback plan, including payment of foregone interest if applicable, and is established by the resolution that authorizes the payment. Such payments from one reserve/surplus fund to another allows for more flexibility in terms of payback amount and loan duration than external borrowing. Paybacks shall be executed according to plan, including the time for repayment, the calculation of the foregone interest and the obligation in the case of a Statutory Reserve to repay the amount with interest before the money is needed for the purpose of the first Statutory Reserve. Such payments will be approved by Council and incorporated into the financial plan bylaw.

## 2.6 Interest

All Statutory Reserve funds will earn interest each year. Interest will be calculated based on the average fund balances at the end of year using the City's average rate of return on investments. Per subsection 189 (1) of the *Community Charter*, any interest earned in a reserve fund must be used only for the purpose for which the fund was established.

## 2.7 Guide and Transition

The minimum and optimal fund balance guidelines shown in this policy serve as a guide in moving the City towards the goals or targets it wishes to attain, in terms of individual fund balances. It is recognized that the City's fund balances may not be at the minimum and optimal levels at the time of policy adoption.

# 3. GUIDING PRINCIPLES AND OBJECTIVES

## 3.1 Guiding Principles

All reserve and surplus funds must be established, maintained and used for a specified purpose as mandated by this policy, statute, or City by-law, including the financial plan. The City's management of reserve and surplus funds needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*.

## 3.2 Objectives

The primary objectives of the City's reserve and surplus funds are to:

### a. Ensure Stable and Predictable Levies

The City recognizes that unstable and unpredictable levies can adversely affect residents and businesses in Penticton. In order to maintain stable and predictable levies and fees, the City will endeavor to maintain sufficient reserves to buffer the impact of any unusual or unplanned cost increases and revenue volatility over multiple budget cycles.

### b. Focus on Long-Term Financial Stability

The City recognizes that adequate reserve/surplus levels are important in achieving community goals including financial health and stability. The City will strive to be proactive in achieving long-term financial stability and balancing the costs of maintaining reasonable reserves/surplus levels to current and future taxpayers.

### c. Safeguard and Maintain Existing Assets

The City has an inventory of specialized machinery, equipment, technology and infrastructure that are necessary for the efficient delivery of services to the public. These capital assets need to be maintained and replaced according to their service lifecycles in accordance with asset management best practices. The capital asset reserve balances are focused on maintaining enough funds overall to manage risk of asset failure with a focus on annual spending and investment on infrastructure rather

than maintaining significant balances in reserve. Typically, funds established to maintain are for maintaining existing service levels not an increase to service levels.

#### **d. Provide for Operating Emergencies**

The City is exposed to unusual operating emergencies resulting from climatic events, catastrophic events, law enforcement issues, legal claims, insurance claims, tax assessment appeals, environmental hazards and various other events. It may not be feasible, or cost-effective, to absorb the costs in one budget cycle. The City will establish and maintain what Council considers to be reasonably adequate reserves to minimize the financial impact of such emergencies, extensive service interruptions, and prevent risks to infrastructure and public safety.

#### **e. Finance New Capital Assets**

The use of reserve funds for financing new capital assets is an effective means of matching one-time funds to one-time capital projects. In addition, the City requires financial resources to leverage external funding or to quickly respond to opportunities that could provide capital infrastructure through private sector or public partnerships, and other alternative service delivery methods. Typically new capital assets are for an increase to service levels.

### **4. ACCUMULATED SURPLUSES**

The City needs to maintain accumulated surplus balances in its four operating funds (general, electric, sewer, and water) for working capital or cash flow purposes. Maintaining minimum working capital funds minimizes the need to borrow externally and/or internally to cover operating expenses before property taxes, user fees and other revenues are collected.

### **5. STATUTORY RESERVES**

The minimum and optimal reserve balances are shown in Appendix 1.

#### **5.1 AFFORDABLE HOUSING RESERVE**

The purpose of this reserve is to provide funding for Affordable Housing projects that provide social or not-for-profit for those in need.

#### **5.2 ALTERNATIVE TRANSPORTATION RESERVE**

This reserve is to provide funding solely for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

#### **5.3 ASSET SUSTAINABILITY**

This reserve is to provide funding solely for replacement or significant repair that would increase estimated useful life of existing capital assets.

#### **5.4 CAPITAL RESERVE FUND**

This reserve is to fund new capital and replacement projects in the general fund including parks, facilities, roads, traffic signals, curb and gutters, sidewalks and streetlights. This reserve can also be used to fund other capital projects as needed.

#### **5.5 COMMUNITY WORKS RESERVE FUND**

This reserve is to be used pursuant to the Community Works Gas Tax Agreement; funds to be used to build and revitalize public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities. This reserve will be used for eligible projects as set out in the Community Works Gas Tax Agreement.

#### **5.6 ELECTRIC CAPITAL RESERVE FUND**

This reserve is to fund electric utility equipment, buildings, land improvements and infrastructure.

#### **5.7 EQUIPMENT REPLACEMENT RESERVE FUND**

This reserve is to fund the replacement of City equipment including fleet and heavy equipment, fire trucks and information technology assets.

#### **5.8 GROWING COMMUNITIES RESERVE FUND**

This reserve is to fund expenditures for or in respect to capital infrastructure and used only for expenditures as defined by the provincial Growing Communities Fund program.

#### **5.9 LAND ACQUISITION FUND**

Per subsection 188 (2) (e) of the *Community Charter*, funds received from the sale of land and improvements must be set aside in a reserve and used for paying any debt remaining in relation to the property and for acquiring land, improvements and other assets of a capital nature.

#### **5.10 LOCAL IMPROVEMENT FUND**

This reserve is to provide funding for financing the construction or provision of local improvement works or local service area works or services payable by special charges

#### **5.11 OFF-SITE PARKING RESERVE FUND**

This reserve is to provide funding for new and existing off-street parking spaces in specified areas.

#### **5.12 PARKLAND ACQUISITION RESERVE FUND**

Per subsection 188 (2) (b) of the *Community Charter*, Funds received from the sale or disposal of parkland as well as funds received pursuant to section 941 of the *Local Government Act* (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The parkland acquisition reserve fund has been established for accumulating and expending monies as per this requirement.

#### **5.13 PUBLIC AMENITY RESERVE FUND**

This reserve is to provide funding solely for the purposes of community park improvements, Community Centre improvements, parkland acquisition, and acquisition of equipment necessary to service higher elevation buildings, and other amenities as determined from time to time.

#### **5.14 SEWER CAPITAL RESERVE FUND**

This reserve is to fund sanitary sewer utility equipment, buildings, land improvements and infrastructure.

#### **5.15 TAX SALE LANDS RESERVE**

This reserve is funded from all sales of City land and buildings through the annual tax sale.

#### **5.16 WATER CAPITAL RESERVE FUND**

This reserve is to fund water utility equipment, buildings, land improvements and infrastructure.

## **6. NON-STATUTORY RESERVES**

### **6.1 ASSET EMERGENCY**

This reserve is to fund unplanned non-budgeted asset emergency costs that occur during the year.

### **6.2 CEMETERY LAND**

This reserve is to fund the purchase of future Cemetery lands.

### **6.3 CLIMATE ACTION**

This reserve is to provide funding for carbon neutral initiatives; part of working towards carbon neutrality as per the Climate Action Charter.

### **6.4 ELECTION**

This reserve is to fund election expenses that occur every 4 years.

### **6.5 ELECTRIC SURPLUS**

This reserve is for working capital purposes in the electric operating and capital funds.

### **6.6 FINANCIAL STABILIZATION**

The financial stabilization reserve has been established for the following purposes:

*Significant Operating Events and Environmental Emergencies* – these appropriations are for major non-reoccurring costs related to significant operating events and various emergency events or situations, for instance significant legal costs/claims, inclement weather, environmental hazards, and the like.

*Revenue Stabilization and Operating Contingency* – these appropriations are intended to stabilize the impacts of cyclical revenue downturns and operating cost increases that are largely temporary and not within the City's ability to adjust to in the short-term.

*One-Time and Intermittent Projects* – these appropriations are to allow the City the flexibility to fund one-time and intermittent operating projects without resulting in a spikes and declines in general taxation.

### **6.7 GAMING**

This reserve is to support Council strategic priorities and initiatives; this fund can be used for any municipal purpose however Council provides direction for use through a Council resolution or through adoption of the financial plan bylaw.

### **6.8 GENERAL SURPLUS**

To cover cash flows and working capital before property tax revenues are collected.

### **6.9 MARINAS**

This reserve is to fund renovations and repairs for the City's marina's and marina infrastructure.

### **6.10 ONLINE ACCOMODATION PLATFORM (OAP)**

This reserve is to fund affordable housing initiative, required to be submitted and approved by the Ministry of Municipal Affairs.

### **6.11 RECYCLING**



This reserve is to provide funding for recycling initiatives or reductions in recycling levies as per the agreement with Recycle BC.

#### **6.12 PARKING AND REVITALIZATION**

This reserve is to fund parking lot improvements in the City's lots.

#### **6.13 RCMP**

This reserve is to fund major non-recurring costs related to significant RCMP events, capital, and provide gap funding for vacancies filled to achieve full compliment.

#### **6.14 SEWER EQUIPMENT REPLACEMENT**

This reserve is to fund the replacement of sewer equipment for the septage receiving facility.

#### **6.15 SEWER SURPLUS**

This reserve is for working capital purposes in the sewer operating and capital funds.

#### **6.16 STORM WATER RESERVE**

This reserve is for working capital purposes in the storm sewer cost center for operating and capital funding.

#### **6.17 URBAN FOREST RESERVE**

This reserve is to fund tree infilling in the City.

#### **6.18 WATER SURPLUS**

This reserve is for working capital purposes in the water operating and capital funds.

#### **6. 19 WEST BENCH CAPITAL**

This reserve is to fund future replacement of West Bench capital infrastructure.

#### **6.20 WEST BENCH WATER**

This reserve is to fund the water sales pricing offset provided to West Bench customers.

### **7. MANDATORY RESERVES**

#### **7.1 DEVELOPMENT COST CHARGES**

Per subsection 188 (2) (a) of the *Community Charter*, separate Reserves need to be established for DCC collections and use, under section 566 of the *Local Government Act*. The following DCC Reserves have been established for the purpose so identified in the associated DCC bylaws and are as follows:

Roads DCC	Waste Water DCC
Parks DCC	Water DCC
Drainage DCC	

#### **7.2 CEMETERY PERPETUAL CARE**

The Cemetery Care Reserve is established in accordance with the Cremation, Interment, and Funeral Services Act to upkeep the cemetery grounds/facilities upon closure of the cemetery. As per this legislation, current interest income earned on the Reserve balance may be used to offset cemetery operating and capital expenditures. Annual cemetery operating and capital expenditures are approved by Council through the annual budgeting process.

Approval History			
Replaces: Reserve Policy Resolution No. 39/2019			
Approved by Council on:		Resolution No.:	

Certified Correct:

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Angie Collison, Corporate Officer

## APPENDIX 1

*The reserves/surplus policy appendix includes additional detail on the City's reserve funds including the funding source, minimum and optimum levels and the rationale for levels established.*

### RESERVE AND SURPLUS POLICY APPENDIX

#### STATUTORY RESERVES

Statutory Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
<b>Affordable Housing Reserve</b>	To accumulate Affordable Housing contributions for approved projects	Developer contributions from amenity zoning or Phase Development Agreements (PDA)	Sufficient balance to fund budgeted or planned affordable housing projects	Sufficient balance to fund budgeted or planned Affordable Housing projects	Affordable Housing projects should not be budgeted if Affordable Housing contribution projections indicate lack of available funding
<b>Alternative Transportation Reserve</b>	To fund transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation	Cash in lieu of required parking	N/A	N/A	Contributions are dependent upon collections
<b>Asset Sustainability Reserve</b>	To fund major repairs, upgrades, replacement and expansions of existing municipal buildings, ancillary structures and site services, and other core City assets in the general fund. Excludes electric, sewer, water and storm capital	Annual contribution from taxation, gaming funding, net capital funding allocations as necessary and facility fee revenue collected from ticket sales at the	\$6,000,000 1% of total replacement cost of facilities and road capital assets (excluding water and sewer buildings)	\$60,000,000 10.0% of total replacement cost of facilities and roads capital assets (excluding water and sewer buildings)	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure as well as future replacement costs as identified in the City's Asset Management Investment.

Statutory Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
		South Okanagan Events Centre			
<b>Capital Reserve</b>	To fund general fund capital and replacement projects including parks, facilities, roads, curb and gutters, and sidewalks. Includes linear assets – roads and bridges; as well as other assets as needed	Contribution consists of any excess unutilized capital funding during the fiscal year. Capital works reserve is the flow through reserve to allocate additional capital funding	\$8,700,000 1.5% of total replacement cost	\$58,000,000 10% of total replacement cost	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure as well as future replacement costs as identified in the City's Asset Management Investment.
<b>Community Works Reserve</b>	To be used pursuant to the Community Works Gas Tax Agreement; funds to be used to build and revitalize public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities. Fund utilized for ongoing enhancements and betterments to the community and Council strategic capital projects	Federal Community Works Gas Tax funds distributed by the Union of BC Municipalities (UBCM)	N/A	N/A	Reserve level and related spending is dependent upon funds received

<b>Statutory Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
<b>Electric Capital Reserve</b>	To fund electric utility equipment and infrastructure	Excess funds Transferred from accumulated surplus electric	\$2,700,000 1% of total replacement cost of electric fund capital assets	\$26,500,000 10% of replacement cost of electric fund capital assets	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure
<b>Equipment Replacement Reserve</b>	To fund the purchase and replacement of City fleet and heavy equipment, including fire trucks. Includes sewer, water fleet and heavy equipment	Contributions are allocated amongst City departments from all funds based on annual equipment rates and equipment usage. Net capital funding allocations as necessary Net gain/loss from fleet and heavy equipment disposals. Annual contribution from taxation as determined by the financial plan.	\$1,400,000 2.5% of total replacement cost of equipment	\$5,500,000 <b>10.0%</b> of total replacement cost of equipment	Fleet failure is a risk to the City and does interrupt business operations therefore minimum and maximum balances are based on ensuring enough funds remain to replace the most expensive fleet asset. The annual reserve contributions will be based on planned capital spending and priority needs
<b>Growing Communities Reserve</b>	To fund expenditures for or in respect to capital infrastructure defined by the province's Growing Communities Fund program.	Contributions are funded by the provincial Growing Communities funding stream.	N/A	N/A	Reserve level and related spending is dependent upon funds received

<b>Statutory Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
<b>Land Acquisition Reserve</b>	To purchase strategic land in the City, and to pay any remaining debt on such lands, or to acquire other assets of a capital nature	Funds received from the sale or disposal of City held lands (except Parkland)	N/A	Adequate balance to fund land acquisitions per Council's strategic priorities	Acquisitions are dependent upon collections
<b>Local Improvement Reserve</b>	To be used for financing the construction of local improvement or local service area works or services	Monies allocated from general revenue and monies expended from and prepaid to the fund	N/A	N/A	Contributions are dependent upon local improvement projects
<b>Off-Site Parking Reserve</b>	To provide new and existing off street parking spaces	Funds received in lieu of required parking	N/A	N/A	Contributions are dependent upon collections
<b>Parkland Acquisition Reserve</b>	To purchase parkland as per the <i>Community Charter</i> .	Funds received from the sale or disposal of parkland, and parkland funds received upon subdivision.	N/A	Adequate balance to fund parkland acquisitions per Council's strategic priorities.	Acquisitions are dependent upon collections
<b>Public Amenity Reserve</b>	To accumulate community amenity contributions for approved projects	Developer contributions from amenity zoning or Phase Development Agreements (PDA) from residential or other re-zonings	N/A	Sufficient balance to fund budgeted or planned Community Amenity projects	Community Amenity projects should not be budgeted if Community Amenity contribution projections indicate lack of available funding

<b>Statutory Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
<b>Sewer Capital Reserve</b>	To fund sewer utility equipment and infrastructure.	Excess funds Transferred from accumulated surplus sewer	\$3,900,000 2% of total replacement cost of sewer fund assets	\$19,500,000 10% of total replacement cost of sewer fund capital assets	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure as well as future replacement costs as identified in the City's Asset Management Investment.
<b>Tax Sale Lands Reserve</b>	To accumulate proceeds from any sales of City land and buildings	Sale of City land and buildings through tax sales	N/A	N/A	Contributions are dependent upon tax sale property transfers
<b>Water Capital Reserve</b>	To fund water utility equipment and infrastructure.	Excess funds Transferred from accumulated surplus water.	\$5,100,000 2% of total replacement cost of water fund assets	\$25,300,000 10% of total replacement cost of water fund capital assets	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure as well as future replacement costs as identified in the City's Asset Management Investment.



## NON-STATUTORY RESERVES

Non-Statutory Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
<b>Asset Emergency Reserve</b>	To fund unbudgeted unanticipated emergency costs related to repair or replacement of assets	Excess funds transferred from accumulated surplus general as per the Year End Surplus policy	\$600,000 .1% of general fund replacement costs of assets (buildings, equipment and roads)	\$6,000,000 1% of general fund replacement cost of capital assets (buildings, equipment and roads)	Asset failure is a risk to the City and does interrupt business operations therefore minimum and maximum balances are based on ensuring enough funds remain to fund an emergent issue
<b>Cemetery Land Reserve</b>	To purchase future Cemetery lands	Contribution from the general fund allocated as necessary	N/A	N/A	
<b>Climate Action Reserve</b>	To provide funding for local climate action to help reach legislated climate targets.	Annual transfer from community works gas tax reserve in lieu of purchasing carbon offsets, in addition to annual CleanBC funding	N/A	N/A	CleanBC funding of approximately \$190k per year are received from the Province to prepare communities for the impacts of a changing climate.
<b>Election Reserve</b>	To fund election expenses	One quarter of expected election expenses are budgeted annually, in years outside of election year this amount is transferred to the reserve	N/A	N/A	Funding level is depending on expected election expenses in election year

<b>Non-Statutory Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
<b>Electric Surplus</b>	For working capital purposes in the electric operating fund, for major emergent operating issues, one-time and intermittent projects, and to offset unrealized revenues	Annual electric operating surplus	\$3,100,000 8% of net expenditures	\$6,300,000 16% of net expenditures	To provide cash flows before utility fees are collected
<b>Financial Stabilization Reserve</b>	For major emergent operating issues, one-time and intermittent projects, and to offset unrealized revenues	Excess funds transferred from accumulated surplus general as per the Year End Surplus policy	\$700,000 1.0% of operating fund revenues (less Collections for other taxing authorities)	\$3,700,000 5.0% of operating fund revenues (less Collections for other taxing authorities)	Funds emergent issues and offset unrealized revenues which generally do not exceed a percentage of the general operating fund budget
<b>Gaming Reserve</b>	To accumulate gaming revenues and fund priorities established by City Council	Gaming funds received pursuant to the City's Host Financial Assistance Agreement with the Province of BC	\$500,000 25% of projected revenues in case of unplanned reduction in revenues	N/A	Reserve level and related spending is dependent upon gaming funds received.
<b>General Surplus</b>	To cover cash flows and working capital before property tax revenues are collected	Annual general operating surplus	\$6,500,000 8% of net expenditures	\$13,000,000 16% of net expenditures	To provide cash flows before property taxes are collected. Excess balances transferred as per the Year End Surplus policy
<b>Marina Reserve</b>	To fund renovations for both Skaha and Okanagan marinas	Net lease revenue of both Skaha and Okanagan marinas	N/A	N/A	Reserve level and related spending is dependent upon funds received

<b>Non-Statutory Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
<b>Online Accommodation Platform (OAP) Reserve</b>	To accumulate Affordable Housing contributions for approved projects	Online Accommodation Platform (OAP) funds from Destination BC	Sufficient balance to fund budgeted or planned affordable housing projects	Sufficient balance to fund budgeted or planned Affordable Housing projects	Affordable Housing projects should not be budgeted if Affordable Housing contribution projections indicate lack of available funding
<b>Recycling Reserve</b>	To fund recycling initiatives or to offset reductions to recycling rates	Recycle BC funds as per agreement	N/A	N/A	Reserve level and related spending is dependent upon funds received
<b>Parking and Revitalization Reserve</b>	To fund parking lot improvements in City owned parking lots	Long term rentals of City parking lots	N/A	N/A	Reserve level and related spending is dependent upon funds received
<b>RCMP Reserve</b>	To fund wage gap and unbudgeted RCMP contract expenses due to unforeseen events	Surplus of RCMP yearly contract expenditures under budgeted expenditures as per the Year End Surplus policy	N/A	\$1,000,000, based on two major events(\$500k) and gap funding (\$500K)	Unanticipated, major RCMP contract expenditures can arise at any time. These expenditures are a percentage of the RCMP contract budget
<b>Sewer Equipment Replacement Reserve</b>	To fund replacement of sewer equipment for septage receiving	Surplus funds from septage receiving facility operations	N/A	N/A	
<b>Sewer Surplus</b>	For working capital purposes in the sewer operating	Any excess sewer operating fund revenues (including	\$1,000,000 - 8% (\$500,000) of net expenditures or 2	\$1,800,000 - 16% (\$900,000) of net expenditures plus	To provide cash flows before utility fees are

<b>Non-Statutory Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
	fund, for major emergent operating issues, one-time and intermittent projects, and to offset unrealized revenues	user fees) over expenditures and transfers (including capital transfers)	months operating expenditures plus 5% (\$500,000) of sewer sales of service revenues	10% (\$900,000) of sewer sales of service revenue	collected and financial stabilization
<b>Storm Water Reserve</b>	For working capital purposes for the Storm Utility infrastructure, including capital	Excess of revenue over expenditures in the Storm Water Cost Centre	\$150,000 8% of net expenditures	\$300,000 16% of net expenditures	To provide cash flows before utility fees are collected
<b>Urban Forest Reserve</b>	For the purposes of tree infilling	Funds received in lieu of required tree planting	N/A	N/A	Contributions are dependent upon collections
<b>Water Surplus</b>	For working capital purposes in the water operating fund for major emergent operating issues, one-time and intermittent projects, and to offset unrealized revenues	Annual water operating surplus	\$1,000,000 - 8% (\$500,000) of net expenditures, plus 5% (\$500,000) of water sales of service revenue	\$2,000,000 - 16% (\$1,000,000) of net expenditures plus 10% (\$1,000,000) of water sales of service revenue	To provide cash flows before utility fees are collected and financial stabilization
<b>West Bench Capital Reserve</b>	To fund West Bench water utility infrastructure.	One time funding from the Regional District of the South Okanagan	N/A	N/A	
<b>West Bench Water Reserve</b>	To offset monthly water sales pricing	One time funding from the Regional District of the South Okanagan	N/A	N/A	

# Council Policy

penticton.ca

**Effective date:** February 5, 2019

**Resolution No.:** 39/2019

**Subject:** Reserve Policy

## 1 PURPOSE OF POLICY

This policy has been developed to provide guidance and direction for the development, maintenance, and the use of City's reserve funds.

## 2 DEFINITIONS

**"Accumulated Surplus"** means the accumulated excess of revenues over expenditures from prior years which has not been set aside for specific purposes

**"Annual Surplus"** means the accumulated excess of revenues over expenditures for the current year

**"Non-Statutory Reserve"** means funds allocated for a specified purpose but not established by bylaw

**"Statutory Reserve"** means a reserve fund established by bylaw for a specified purpose as per the *Community Charter*

## 3 POLICY ADMINISTRATION

### 3.1 RESPONSIBILITIES

The Chief Financial Officer is assigned the responsibility of financial administration for the City including ensuring the keeping of and the oversight of all reserve/surplus funds, and investing funds until required in statutorily authorized investments.

The Controller shall be responsible for:

- Ensuring the establishment, keeping and maintenance of all reserve, surplus and other municipal funds in compliance with provincial enactments, City bylaws and this policy;
- Conducting an annual review of the reserve, surplus and other municipal funds and reporting the results to City Council;
- On an "as required basis" but at least every two years recommending revisions or amendments to this policy, due to changes in applicable statutes, accounting standards, or economy.

## **CORPORATE PURPOSE**

Reserves must have a unique and specific corporate purpose. Every effort must be made to:

- Reduce complexity by combining amounts with similar purposes,
- Eliminating those with redundant or outdated purposes,
- Re-focusing departmental reserves to corporate purposes and strategic plans.

### **3.3 RESERVE CONTRIBUTIONS**

Annual and/or periodic contributions to reserve funds shall be specific to each reserve, as approved by Council through the City's annual financial planning bylaw, and as required by section 188 of the *Community Charter* and section 566 of the *Local Government Act*, as amended or replaced from time to time.

### **3.4 MINIMUM AND OPTIMUM RESERVE BALANCES**

A minimum and optimum balance shall be established if considered necessary for each Statutory Reserve. The minimum balance will ensure that each Statutory Reserve is not depleted to the degree that it is no longer able to serve its intended purpose. The optimum balance ensures the City's guiding principles are achieved and that excess funds are not remaining idle that could be otherwise utilized for other corporate priorities. A review of actual, minimum and optimal Statutory Reserve balances shall be undertaken annually. The minimum and optimal reserve balances are shown in Section 9, Appendix.

Minimum and optimum reserve balances may be established for Non-Statutory Reserves but is not required.

### **3.5 INTERNAL BORROWING**

A payment from a reserve/surplus fund to another reserve/surplus fund established for another purpose, shall be permissible as allowed for by legislation, if a clearly defined and attainable payback plan, including payment of foregone interest, is established by the resolution that authorizes the payment. Such payments from one reserve/surplus fund to another allows for more flexibility in terms of payback amount and loan duration than external borrowing. Paybacks shall be executed according to plan, including the time for repayment, the calculation of the foregone interest and the obligation in the case of a Statutory Reserve to repay the amount with interest before the money is needed for the purpose of the first Statutory Reserve.

### **3.6 INTEREST**

All Statutory Reserve funds will earn interest each year. Interest will be calculated based on the average fund balances at the end of year using the City's average rate of return on investments. Per subsection 189 (1) of the *Community Charter*, any interest earned in a reserve fund must be used only for the purpose for which the fund was established.

### **3.7 GUIDE AND TRANSITION**

The minimum and optimal fund balance guidelines shown in this policy serve as a guide in moving the City towards the goals or targets it wishes to attain, in terms of individual fund balances. It is recognized that the City's fund balances may not be at the minimum and optimal levels at the time of policy creation.



## **4 GUIDING PRINCIPLES AND OBJECTIVES**

### **GUIDING PRINCIPLES**

All reserve and surplus funds must be established, maintained and used for a specified purpose as mandated by this policy, statute, or City by-law, including the financial plan.

The City's management of reserve and surplus funds needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*.

### **OBJECTIVES**

The primary objectives of the City's reserve and surplus funds are to:

#### **a. Ensure Stable and Predictable Levies**

The City recognizes that unstable and unpredictable levies can adversely affect residents and businesses in Penticton. In order to maintain stable and predictable levies and fees, the City will endeavor to maintain sufficient reserves to buffer the impact of any unusual or unplanned cost increases and revenue volatility over multiple budget cycles.

#### **b. Focus on Long-Term Financial Stability**

The City recognizes that adequate reserve/surplus levels are important in achieving community goals including financial health and stability. The City will strive to be proactive in achieving long-term financial stability and balancing the costs of maintaining reasonable reserves/surplus levels to current and future taxpayers.

#### **c. Safeguard and Maintain Existing Assets**

The City has an inventory of specialized machinery, equipment, technology and infrastructure that are necessary for the efficient delivery of services to the public. These capital assets need to be maintained and replaced according to their service lifecycles. The capital asset reserve balances are focused on maintaining enough funds overall to manage risk of asset failure with a focus on annual spending and investment on infrastructure rather than maintaining significant balances in reserve. Typically, funds established to maintain are for maintaining existing service levels.

#### **d. Provide for Operating Emergencies**

The City is exposed to unusual operating emergencies resulting from climatic events, catastrophic events, law enforcement issues, legal claims, insurance claims, tax assessment appeals, environmental hazards and various other events. It may not be feasible, or cost-effective, to absorb the costs in one budget cycle. The City will establish and maintain what Council considers to be reasonably adequate reserves to minimize the financial impact of such emergencies, extensive service interruptions, and prevent risks to infrastructure and public safety.

#### **e. Finance New Capital Assets**

The use of reserve funds for financing new capital assets is an effective means of matching one-time funds to one-time capital projects. In addition, the City requires financial resources to leverage external funding or to quickly respond to opportunities that could provide capital infrastructure through private sector or public



partnerships, and other alternative service delivery methods. Typically new capital assets are for an increase to service levels.

## **5 ACCUMULATED SURPLUSES**

The City needs to maintain accumulated surplus balances in its four operating funds (general, electric, sewer, and water) for working capital or cash flow purposes. Maintaining minimum working capital funds minimizes the need to borrow externally and/or internally to cover operating expenses before property taxes, user fees and other revenues are collected.

## **6 STATUTORY RESERVES**

The minimum and optimal reserve balances further to section 3.4 are shown in Section 9, Appendix.

### **6.1 AFFORDABLE HOUSING RESERVE**

This reserve is to provide funding for the purpose of funding expenditures for or in respect of Affordable Housing projects that provide social or not-for-profit for those in need.

### **6.2 ALTERNATIVE TRANSPORTATION RESERVE**

This reserve is to provide funding solely for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

### **6.3 ASSET SUSTAINABILITY**

This reserve is to provide funding solely for replacement or significant repair that would increase estimated useful life of existing capital assets.

### **6.4 CAPITAL RESERVE FUND**

This reserve is to fund new capital and replacement projects in the general fund including roads, traffic signals, curb and gutters, sidewalks and streetlights. This reserve can also be used to fund other capital projects as needed.

### **6.5 COMMUNITY WORKS RESERVE FUND**

This reserve is to be used pursuant to the Community Works Gas Tax Agreement; funds to be used to build and revitalize public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities. This reserve will be used for eligible projects as set out in the Community Works Gas Tax Agreement.

### **6.6 ELECTRIC CAPITAL RESERVE FUND**

This reserve is to fund electric utility equipment, buildings, land improvements and infrastructure.

### **6.7 EQUIPMENT REPLACEMENT RESERVE FUND**

This reserve is to fund the replacement of City equipment including fleet and heavy equipment, fire trucks and information technology assets.

### **6.8 LAND ACQUISITION FUND**

Per subsection 188 (2) (e) of the *Community Charter*, funds received from the sale of land and improvements must be set aside in a reserve and used for paying any debt remaining in relation to the property and for acquiring land, improvements and other assets of a capital nature.

#### **6.9 LOCAL IMPROVEMENT FUND**

This reserve is to provide funding for financing the construction or provision of local improvement works or local service area works or services payable by special charges

#### **6.10 OFF-SITE PARKING RESERVE FUND**

This reserve is to provide funding for new and existing off-street parking spaces in specified areas.

#### **6.11 PARKLAND ACQUISITION RESERVE FUND**

Per subsection 188 (2) (b) of the *Community Charter*, Funds received from the sale or disposal of parkland as well as funds received pursuant to section 941 of the *Local Government Act* (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The parkland acquisition reserve fund has been established for accumulating and expending monies as per this requirement.

#### **6.12 PUBLIC AMENITY RESERVE FUND**

This reserve is to provide funding solely for the purposes of community park improvements, Community Centre improvements, parkland acquisition, acquisition of equipment necessary to service higher elevation buildings, and other amenities as determined from time to time.

#### **6.13 SEWER CAPITAL RESERVE FUND**

This reserve is to fund sanitary sewer utility equipment, buildings, land improvements and infrastructure.

#### **6.14 TAX SALE LANDS RESERVE FUND**

This reserve is funded from all sales of City land and buildings through the annual tax sale.

#### **6.15 WATER CAPITAL RESERVE FUND**

This reserve is to fund water utility equipment, buildings, land improvements and infrastructure.

### **7 NON-STATUTORY RESERVES**

#### **7.1 ASSET EMERGENCY**

This reserve is to fund unplanned non-budgeted asset emergency costs that occur during the year.

#### **7.2 CEMETERY LAND**

This reserve is to fund the purchase of future Cemetery lands.

#### **7.3 CLIMATE ACTION**

This reserve is to provide funding for carbon neutral initiatives; part of working towards carbon neutrality as per the Climate Action Charter.

#### **7.4 ELECTION**

This reserve is to fund election expenses that occur every 4 years.

#### **7.5 ELECTRIC SURPLUS**

This reserve is for working capital purposes in the electric operating and capital funds.

#### **7.6 FINANCIAL STABILIZATION**

The financial stabilization reserve has been established for the following purposes:

**Significant Operating Events and Environmental Emergencies** – these appropriations are for major non-recurring costs related to significant operating events and various emergency events or situations, for instance significant legal costs/claims, inclement weather, environmental hazards, and the like.

**Revenue Stabilization and Operating Contingency** – these appropriations are intended to stabilize the impacts of cyclical revenue downturns and operating cost increases that are largely temporary and not within the City's ability to adjust to in the short-term.

**One-Time and Intermittent Projects** – these appropriations are to allow the City the flexibility to fund one-time and intermittent operating projects without resulting in a spikes and declines in general taxation.

#### **7.7 GAMING**

This reserve is to support Council strategic priorities and initiatives; this fund can be used for any municipal purpose however Council provides direction for use through a Council resolution.

#### **7.8 GENERAL SURPLUS**

To cover cash flows and working capital before property tax revenues are collected.

#### **7.9 INVESTMENT INCOME**

This reserve is intended to stabilize the impacts of cyclical interest revenue downturns caused by interest rates fluctuations.

#### **7.10 MARINAS**

This reserve is to fund renovations and repairs for the City's marina's and marina infrastructure.

#### **7.11 RECYCLING**

This reserve is to provide funding for recycling initiatives or reductions in recycling levies as per the agreement with Recycle BC.

#### **7.12 PARKING AND REVITALIZATION**

This reserve is to fund parking lot improvements in the City's lots.

#### **7.13 PUBLIC ART**

This reserve is to fund public art projects and/or pieces to be displayed throughout the City.

#### **7.14 RCMP**

This reserve is to fund major non-recurring costs related to significant RCMP events.

#### **7.15 SEWER EQUIPMENT REPLACEMENT**

This reserve is to fund the replacement of sewer equipment for the septage receiving facility.

#### **7.16 SEWER SURPLUS**

This reserve is for working capital purposes in the sewer operating and capital funds.

#### **7.17 STORM WATER RESERVE**

This reserve is for working capital purposes in the storm sewer cost center for operating and capital funding.

#### **7.18 WATER SURPLUS**

This reserve is for working capital purposes in the water operating and capital funds.

### **7.19 WEST BENCH CAPITAL**

This reserve is to fund future replacement of West Bench capital infrastructure.

### **7.20 WEST BENCH WATER**

This reserve is to fund the water sales pricing offset provided to West Bench customers.

## **8 MANDATORY RESERVES**

### **8.1 DEVELOPMENT COST CHARGES**

Per subsection 188 (2) (a) of the *Community Charter*, separate Reserves need to be established for DCC collections and use, under section 935 of the *Local Government Act*. The following DCC Reserves have been established for the purpose so identified in the associated DCC bylaws and are as follows:

- Roads DCC
- Parks DCC
- Drainage DCC
- Waste Water DCC
- Water DCC

### **8.2 CEMETERY PERPETUAL CARE**

The Cemetery Care Reserve is established in accordance with the Cemeteries Act, to upkeep the cemetery grounds/facilities upon closure of the cemetery. As per this legislation, current interest income earned on the Reserve balance may be used to offset cemetery operating and capital expenditures. Annual cemetery operating and capital expenditures are approved by Council through the annual budgeting process.

## 9 APPENDIX

The reserves/surplus policy appendix includes additional detail on the City's reserve funds including the funding source, minimum and optimum levels and the rationale for levels established.

### RESERVE AND SURPLUS POLICY APPENDIX

#### STATUTORY RESERVES

Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
<b>Affordable Housing Reserve</b>	To accumulate Affordable Housing contributions for approved projects	Developer contributions from amenity zoning or Phase Development Agreements (PDA)	Sufficient balance to fund budgeted affordable housing projects	Sufficient balance to fund budgeted or planned Affordable Housing projects	Affordable Housing projects should not be budgeted if Affordable Housing contribution projections indicate lack of available funding
<b>Alternative Transportation Reserve</b>	To fund transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation	Cash in lieu of required parking	N/A	N/A	Contributions are dependent upon collections
<b>Asset Sustainability Reserve</b>	To fund major repairs, upgrades, replacement and expansions of municipal buildings, ancillary structures and site services, and other core City assets in the general fund. Excludes electric, sewer, water and storm capital	Annual contribution from taxation, gaming funding, net capital funding allocations as necessary and facility fee revenue collected from ticket sales at the South Okanagan	\$2,000,000 1% of total cost of facilities and roads tangible assets (excluding water and sewer buildings)	\$8,000,000 4.0% of total cost of facilities and roads tangible capital assets (excluding water and sewer buildings)	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure

Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
<b>Capital Reserve</b>	To fund general fund capital and replacement projects including roads, curb and gutters, and sidewalks. Includes linear assets – roads and bridges; as well as other assets as needed	Events Centre Contribution consists of any excess unutilized capital funding during the fiscal year. Capital works reserve is the flow through reserve to allocate additional capital funding	\$1,300,000 1.5% of total cost of roads	\$2,600,000 3% of total cost of roads	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure
<b>Community Works Reserve</b>	To be used pursuant to the Community Works Gas Tax Agreement; funds to be used to build and revitalize public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities. Fund utilized for ongoing enhancements and betterments to the community and Council strategic capital projects	Federal Community Works Gas Tax funds distributed by the Union of BC Municipalities (UBCM)	N/A	N/A	Reserve level and related spending is dependent upon funds received
<b>Electric Capital Reserve</b>	To fund electric utility equipment and infrastructure	Excess funds Transferred from accumulated	\$750,000 1% of total cost of electric fund	\$5,000,000 7% of total cost of electric fund	The minimum and optimum levels are based on maintaining a

<b>Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
		surplus electric	tangible capital assets	tangible capital assets	sufficient balance in all capital reserves to cover risk of uninsured asset failure
<b>Equipment Replacement Reserve</b>	To fund the purchase and replacement of City fleet and heavy equipment, including fire trucks. Includes sewer, water fleet and heavy equipment	Contributions are allocated amongst City departments from all funds based on annual equipment rates and equipment usage. Net capital funding allocations as necessary Net gain/loss from fleet and heavy equipment disposals. Annual contribution from taxation	\$1,000,000 2.5% of total cost of equipment	\$3,200,000 8.0% of total cost of equipment	Fleet failure is a risk to the City and does interrupt business operations therefore minimum and maximum balances are based on ensuring enough funds remain to replace the most expensive fleet asset. The annual reserve contributions will be based on planned capital spending and priority needs
<b>Land Acquisition Reserve</b>	To purchase strategic land in the City, and to pay any remaining debt on such lands, or to acquire other assets of a capital nature	Funds received from the sale or disposal of City held lands (except Parkland)	N/A	Adequate balance to fund land acquisitions per Council's strategic priorities	Acquisitions are dependent upon collections
<b>Local Improvement Reserve</b>	To be used for financing the construction of local improvement or local service area works or	Monies allocated from general revenue and monies expended	N/A	N/A	Contributions are dependent upon local improvement projects



<b>Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
	services	from and prepaid to the fund			
<b>Off-Site Parking Reserve</b>	To provide new and existing off street parking spaces	Funds received in lieu of required parking	N/A	N/A	Contributions are dependent upon collections
<b>Parkland Acquisition Reserve</b>	To purchase parkland as per the <i>Community Charter</i> .	Funds received from the sale or disposal of parkland, and parkland funds received upon subdivision.	N/A	Adequate balance to fund parkland acquisitions per Council's strategic priorities.	Acquisitions are dependent upon collections
<b>Public Amenity Reserve</b>	To accumulate community amenity contributions for approved projects	Developer contributions from amenity zoning or Phase Development Agreements (PDA) from residential or other re-zonings	N/A	Sufficient balance to fund budgeted or planned Community Amenity projects	Community Amenity projects should not be budgeted if Community Amenity contribution projections indicate lack of available funding
<b>Sewer Capital Reserve</b>	To fund sewer utility equipment and infrastructure.	Excess funds Transferred from accumulated surplus sewer	\$1,500,000 2% of total cost of sewer fund tangible capital assets	\$3,700,000 5% of total cost of sewer fund tangible capital assets	The minimum and optimum levels are based on maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure.
<b>Tax Sale Lands Reserve</b>	To accumulate proceeds from any sales of City land and buildings	Sales of City land and buildings through tax sale	N/A	N/A	Contributions are dependent upon tax sale property transfers
<b>Water Capital Reserve</b>	To fund water utility equipment and	Excess funds Transferred from	\$1,600,000 2% of total cost of water	\$4,000,000 5% of total cost of	The minimum and optimum levels are based on

Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
	infrastructure.	accumulated surplus water.	fund tangible capital assets	water fund tangible capital assets	maintaining a sufficient balance in all capital reserves to cover risk of uninsured asset failure.

# NON-STATUTORY RESERVES

Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
<b>Asset Emergency Reserve</b>	To fund unbudgeted unanticipated emergency costs related to repair or replacement of assets	Excess funds transferred from accumulated surplus general as per the Year End Surplus policy	\$250,000 .1% of general fund assets (buildings, equipment and roads)	\$2,500,000 1% of general fund assets (buildings, equipment and roads)	Asset failure is a risk to the City and does interrupt business operations therefore minimum and maximum balances are based on ensuring enough funds remain to fund a minimal emergent issue
<b>Cemetery Land Reserve</b>	To purchase future Cemetery lands	Contribution from the general fund allocated as necessary	N/A	N/A	
<b>Climate Action Reserve</b>	To provide funding for carbon neutral initiatives; part of working towards carbon neutrality as per the Climate Action Charter commitment	Annual transfer from community works gas tax reserve in lieu of purchasing carbon offsets, in addition to annual CARIP (Climate Action Revenue Incentive Program) funding	N/A	N/A	CARIP grants of approximately \$30,000 per year are received from the Province as part of being a member of the Climate Action Charter commitment.
<b>Election Reserve</b>	To fund election expenses	One quarter of expected election expenses are budgeted annually, in years outside of election year this amount is transferred to the reserve	N/A	N/A	Funding level is depending on expected election expenses in election year

<b>Reserve</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum \$ Level</b>	<b>Optimum \$ Level</b>	<b>Rationale for \$ Levels Established</b>
<b>Electric Surplus</b>	For working capital purposes in the electric operating fund	Annual electric operating surplus	\$2,800,000 7.5% of net expenditures	\$5,750,000 15% of net expenditures	To provide cash flows before utility fees are collected
<b>Financial Stabilization Reserve</b>	For major emergent operating issues, one-time and intermittent projects, and to offset unrealized revenues	Excess funds transferred from accumulated surplus general as per the Year End Surplus policy	\$650,000 1.0% of operating fund revenues (less Collections for other Governments)	\$1,600,000 2.5% of operating fund revenues (less Collections for other Governments)	Funds emergent issues and offset unrealized revenues which generally do not exceed a percentage of the general operating fund budget
<b>Gaming Reserve</b>	To accumulate gaming revenues and fund priorities established by City Council	Gaming funds received pursuant to the City's Host Financial Assistance Agreement with the Province of BC	\$500,000 25% of projected revenues in case of unplanned reduction in revenues	N/A	Reserve level and related spending is dependent upon gaming funds received.
<b>General Surplus</b>	To cover cash flows and working capital before property tax revenues are collected	Annual general operating surplus	\$4,000,000 7.5% of net expenditures	\$7,950,000 15% of net expenditures	To provide cash flows before property taxes are collected. Excess balances transferred as per the Year End Surplus policy
<b>Investment Income</b>	To offset unrealized budgeted investment revenues due to decline in interest rates	General revenue in excess of allocation from budget of investment income	\$250,000 25% of expected investment income for a year		Significant decreases in investment income can happen any time there is a decline in interest rates
<b>Marina Reserve</b>	To fund renovations for both Skaha and Okanagan marinas	Net lease revenue of both Skaha and Okanagan marinas	N/A	N/A	Reserve level and related spending is dependent upon funds received

Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
<b>Recycling Reserve</b>	To fund recycling initiatives or to offset reductions to recycling rates	Recycle BC funds as per agreement	N/A	N/A	Reserve level and related spending is dependent upon funds received
<b>Parking and Revitalization Reserve</b>	To fund parking lot improvements in City owned parking lots	Long term rentals of City parking lots	N/A	N/A	Reserve level and related spending is dependent upon funds received
<b>Public Art Reserve</b>	To fund public art projects to be displayed throughout the City	Contribution from the general fund allocated as necessary	N/A	N/A	Reserve level and related spending is dependent upon funds received
<b>RCMP Reserve</b>	To fund unbudgeted RCMP contract expenses due to unforeseen events	Surplus of RCMP yearly contract expenditures under budgeted expenditures as per the Year End Surplus policy	N/A	\$400,000, based on two major events	Unanticipated, major RCMP contract expenditures can arise at any time. These expenditures are a percentage of the RCMP contract budget
<b>Sewer Equipment Replacement Reserve</b>	To fund replacement of sewer equipment for septage receiving	Surplus funds from septage receiving facility operations	N/A	N/A	
<b>Sewer Surplus</b>	For working capital purposes in the sewer operating fund	Annual sewer operating surplus	\$400,000 7.5% of net expenditures	\$800,000 15% of net expenditures	To provide cash flows before utility fees are collected
<b>Storm Water Reserve</b>	For working capital purposes for the Storm Utility	Excess of revenue over expenditures in the Storm Water Cost	\$150,000 7.5% of net expenditures	\$300,000 15% of net expenditures	To provide cash flows before utility fees are collected

Reserve	Purpose	Funding Source(s)	Minimum \$ Level	Optimum \$ Level	Rationale for \$ Levels Established
	infrastructure, including capital	Centre			
<b>Water Surplus</b>	For working capital purposes in the water operating fund	Annual water operating surplus	\$400,000 7.5% of net expenditures	\$765,000 15% of net expenditures	To provide cash flows before utility fees are collected
<b>West Bench Capital Reserve</b>	To fund West Bench water utility infrastructure.	One time funding from the Regional District of the South Okanagan	N/A	N/A	
<b>West Bench Water Reserve</b>	To offset monthly water sales pricing	One time funding from the Regional District of the South Okanagan	N/A	N/A	

Certified Correct:



Angie Collison, Corporate Officer

Reserve	Minimum	Minimum Recommended	Optimum	Optimum Recommended	2022 Balance
Affordable Housing	Sufficient balance to fund budgeted or planned affordable housing projects	No change	Sufficient balance to fund budgeted or planned affordable housing projects	No change	\$ 260,175
Alternative Transportation	NA	No change	NA	No change	\$ 219,833
Asset Sustainability	\$2M - 1% of total asset cost	\$6M - 1% of total replacement cost	\$13.2M - 4% of total asset cost	\$60M - 10% of total asset replacement cost	\$ 7,377,259
Capital	\$1.3M - 1.5% of total cost	\$8.7M - 1.5% total replacement cost	\$8.3M - 3% of total cost	\$58M - 10% of total cost	\$ 1,644,735
Community Works	NA	No change	NA	No change	\$ 3,064,964
Electric capital	\$750K - 1% of total cost	\$2.7M - 1% of total replacement cost	\$6M - 7% of total cost	\$26.5M - 10% of total replacement cost	\$ 5,400,752
Equipment Replacement	\$1M - 2.5% of total cost	\$1.4M - 2.5% of total replacement cost	\$4.4M - 8% of total cost	\$5.5M - 10% of total replacement cost	\$ 7,314,267
Growing Communities	(new)	NA	(new)	NA	
Land Acquisition	NA	No change	Adequate balance to fund land acquisitions per Council's strategic priorities	No change	\$ 1,235,553
Local Improvement	NA	No change	NA	No change	\$ 1,278,779
Off-site Parking	NA	No change	NA	No change	\$ 144,568
Parkland Acquisition	NA	No change	Adequate balance to fund parkland acquisitions per Council's strategic priorities	No change	\$ 221,301
Public Amenity	NA	No change	Adequate balance to fund budgeted or planned Community Amenity projects	No change	\$ 155,621
Sewer Capital	\$1.5M - 2% of total cost	\$3.9M - 2% of total replacement cost	\$3.9M - 5% of total cost	\$19.5M - 10% of total replacement cost	\$ 1,455,497
Tax Sale Lands	NA	No change	NA	No change	\$ 8,311
Water Capital	\$1.6M - 2% of total cost	\$1.1M - 2% of total replacement cost	\$4M - 5% of total cost	\$25.3M - 10% of total replacement cost	\$ 2,101,067
Asset Emergency	\$250K - .1% of general fund assets	\$600K - .1% of general fund replacement costs	\$2.5M - 1% of general fund assets	\$6M - 1% of general fund replacement cost	\$ 4,115,859
Cemetery Land	NA	No change	NA	No change	\$ 133,000
Climate Action	NA	No change	NA	No change	\$ 668,510
Election	NA	No change	NA	No change	\$ -
Electric Surplus	\$2.8M 7.5% of net expenditures	\$3.1M - 8% of net expenditures	\$5.9M 15% of net expenditures	\$6.3M 16% of net expenditures	\$ 18,372,976
Financial Stabilization	\$650K - 1% of operating fund revenues	No change	\$1.9M - 2.5% of operating fund revenues	\$3.7M 5% of operating fund revenues	\$ 2,743,108
Gaming	\$500K 25% of projected revenues in case of unplanned reduction in revenues	No change	NA	No change	\$ 1,848,216
General Surplus	\$4M - 7.5% of net expenditures	\$6.5M - 8% of net expenditures	\$12.1M - 15% of net expenditures	\$13.0M - 16% of net expenditures	\$ 10,115,549
Marina	NA	No change	NA	No change	\$ 432,404
Online Accommodation Platform	(new)	Sufficient balance to fund budgeted or planned affordable housing projects	(new)	Sufficient balance to fund budgeted or planned affordable housing projects	\$ 102,624
Recycling	NA	No change	NA	No change	\$ 1,362,054
Parking and Revitalization	NA	No change	NA	No change	\$ 51,765
RCMP	NA	No Change	\$400K based on two major events	\$1M based on two major events and gap funding	\$ 613,000
Sewer Equipment and Replacement	NA	No change	NA	No change	\$ 350,000
Sewer Surplus	\$400K - 7.5% of net expenditures	\$1M - 8% (\$500,000) of net expenditures or 2 months operation expenditures plus 5% (\$500,000) of sewer sales service revenue	\$800K - 15% of net expenditures	\$1.8M - 16% (\$900,000) of net expenditures plus 10% (\$900,000) of sewer sales service revenue	\$ 8,000,317
Storm Water	\$150K - 7.5% of net expenditures	\$150K - 8% of net expenditures	\$300K 15% of net expenditures	\$300K or 16% of net expenditures	\$ 610,043
Urban Forest Reserve	(new)	NA	(new)	NA	\$ 10,800
Water Surplus	\$400K - 7.5% of net expenditures	\$1M - 8% (\$500,000) of net expenditures plus 5% (\$500,000) of water sales of service revenue	\$765K - 15% of net expenditures	\$2M - 16% (\$1,000,000) of net expenditures plus 10% (\$1,000,000) of water sales of service revenue	\$ 10,007,988
West Bench Capital	NA	No change	NA	No change	\$ 1,185,185
West Bench Water	NA	No change	NA	No change	\$ 1,253,376
<b>TOTAL</b>	<b>\$16.95M</b>	<b>\$40.85M</b>	<b>\$64.5M</b>	<b>\$228.90M</b>	<b>\$ 93,859,456</b>



# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Angela Campbell, Director Finance and Administration  
**Subject:** **Electrical Dividend Policy CP#2023-10**

File No: 1610

## Staff Recommendation

THAT Council approve "Electrical Dividend Policy CP#2023-10" effective December 12, 2023.

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

**Organizational Excellence:** The City of Penticton will support a culture of service excellence built on good governance, leadership and sound financial decisions.

## Background

Historically the City has transferred funds, known as the Electrical Dividend, that are collected through electrical user fees to recognize the return on the City's investment for operating an electrical utility which are transferred from the Electrical Fund to the General Capital Fund. In recent years, this calculation has been done based on 7% of the net book value of the electric utility assets.

Despite this consistent practice, there continued to be uncertainty around how much is transferred, why it is transferred, and what it is used for. Therefore, as part of the 2023 Utility Rate Review, the City tasked the successful consultant, Intergroup Consultants, to review the City's processes as it relates to the Electrical Dividend. Following the review, as presented to Council on August 15, 2023, Intergroup made the following recommendations relating to the Electrical Dividend:

1. Intergroup concluded that the percentage of total revenue methodology was the most administratively simple, and would also reflect the growing nature of the utility. They therefore recommended that the dividend be calculated annually, in the range of 8.5-10% of utility revenue, and included an 8.5% dividend in their proposed rates, which equated to \$4.2M in 2024.
2. They recommended this approach be formalized in to a Council Policy, which was widely agreed to by the community through the engagement process (52% agree and 19% somewhat agree), as provided to Council at the October 3, 2023 Council meeting.

This report brings forward the proposed Council policy, as recommended by the review.

Analysis

**1. Policy Administration**

The policy assigns administration to both the Chief Financial officer for the overall responsibility of ensuring oversight in transfers between funds, and to the Manager of Financial Planning to conduct the annual review of the dividend calculation including the amount during the annual presentation of the Financial Plan as well as recommending revisions or amendments to the policy.

**2. Dividend Use and Calculation**

The Electrical Dividend will contribute solely to the City's General Capital Program and be calculated at 8.5% of utility user fee revenue for that fiscal year. This will be calculated at 8.5% of the annual budgeted user fee revenues for any respective year.

Example:

Electric User Fees	\$48,000,000
Dividend 8.5%	\$4,080,000

The annual dividend amount will be re-calculated and clearly identified on an annual basis as part of the compilation of the City's' annual Financial Plan.

**Attachment**

Attachment A – Electrical Dividend Policy CP2023-10

Respectfully submitted,



Angela Campbell  
Director of Finance and Administration

Concurrence

General Manager of Infrastructure	City Manager
<i>KD</i>	<i>PH</i>

**Category:** FINANCE

**Subject:** Electrical Dividend Policy

### **Purpose**

The City of Penticton Electrical Dividend Policy will govern the City's calculation and utilization of the Electrical Dividend to improve clarity and transparency for both electric rate payers and property owners.

### **Scope**

The City of Penticton Electrical Dividend Policy provides direction to staff on the calculation and distribution of the annual dividend from Electrical Fund to the General Capital Fund.

### **Policy Statement**

The City of Penticton Electrical Dividend Policy applies to the treatment of the annual dividend calculation from the Electric to General Capital fund.

#### **1. Definitions:**

**"Electrical Dividend"** means the funds that are collected through electrical user fees that recognize the return on the City's investment for operating an electrical utility and are transferred from the Electrical Fund to the General Capital Fund.

**"Electrical Fund"** means the financial and accounting funds maintained by the City for the operations and maintenance of capital infrastructure of the Electric Department.

**"Fiscal Year"** means the 12-month accounting period that an organization uses for financial and reporting purposes.

**"General Fund"** means the financial and accounting funds maintained by the City for the operations and maintenance of the general operation of the City.

**"Year End"** means the end of the fiscal year.

#### **2. Policy Administration**

The Chief Financial Officer is assigned the responsibility of financial administration for the City which includes ensuring the keeping of and the oversight of all transfers between funds.

The Manager of Financial Planning shall be responsible for:

- Conducting an annual review of the dividend calculation including that amount during the annual presentation of the Financial Plan;
- On an “as required basis” recommending revisions or amendments to this policy, due to changes in Council direction, applicable statutes, accounting standards, or economy.

### 3. Use of Electrical Dividend Funds

The Electrical Dividend will contribute solely to the City's General Capital Program.

### 4. Calculation of Dividend

- A. Calculation of the annual dividend amount will be based on a percentage of utility revenue for that fiscal year. This will be calculated at 8.5% of the annual budgeted user fee revenues for any respective year.

Example:

Electric User Fees	\$48,000,000
Dividend 8.5%	\$4,080,000

- B. The annual dividend amount will be re-calculated on an annual basis as part of the compilation of the City's' annual Financial Plan.
- C. The amount of the annual dividend will be clearly identified in the City's annual Financial Plan.

Approval History			
Approved by Council on:		Resolution No.:	

Certified Correct:

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Angie Collison, Corporate Officer

# Council Report

penticton.ca

**Date:** December 12, 2023 **File No:** 6240-01  
**To:** Anthony Haddad, City Manager  
**From:** Ysabel Contreras, Park Planning & Capital Projects Coordinator and Sarah Desrosiers, Social Development Coordinator  
**Subject:** **Enabling Accessibility Fund – Grant Opportunity**

## Staff Recommendation

THAT Council direct staff to prepare and submit an application to the Enabling Accessibility Fund (EAF) for the Lakawanna Park upgrades in 2025 at an estimated project cost of \$1.5M;

AND THAT Council direct the General Manager of Infrastructure and/or the Director of Finance to sign and submit the application on behalf of the City;

AND THAT Council direct staff to amend the Financial Plan accordingly, if successful in receiving the grant.

## Strategic Priority Objective

**Vision:** A vibrant, resilient and healthy waterfront city focused on safety, livability and vibrancy.

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

**Livable & Accessible:** The City of Penticton will proactively plan for deliberate growth; focused on an inclusive, healthy, safe and desirable place to live.

**Vibrant & Connected:** The City of Penticton will support vibrant and diverse activities creating opportunities for connection in community.

## Background

The Lakawanna Playground and Spraypark was constructed in 2000 and currently requires major upgrades. Several sections of both the playground and spraypark are deteriorating and have undergone multiple repairs in recent years. The 2018 Parks and Recreation Master Plan (PRMP) has established guidelines for asset replacement, recommending replacement cycles for playgrounds and sprayparks at 20 years and 15 years, respectively.

Although a popular spot for residents and visitors, the park's aging components, coupled with its outdated design, restrict its use and accessibility, raising safety concerns for its users. Consequently, the project has been included in the 2024-2028 Financial Plan with an estimated budget of \$1.3M, which was tentatively approved by Council as part of the November 2023 budget deliberations.

In an effort to ensure inclusivity for people of all abilities, the proposed park upgrade will be designed to go beyond minimum regulations, such as Interior Health Regulations and National Standard of Canada for Children's Playspaces and Equipment (CAN/CSA-Z614), by adopting a Universal Design<sup>1</sup> approach. The park also intends to preserve the beautiful mature trees surrounding the area while incorporating additional amenities like benches, wheelchair accessible picnic tables, lighting, bike racks, garbage cans, signage, water fill station, and an upgraded irrigation system, all geared towards enhancing the overall user experience. The planning and design for the playground and spray park are currently underway and will extend into the New Year. Construction of the new assets is scheduled for spring 2025.

### Grant Opportunity

Employment and Social Development Canada, a department of the federal government, announced the Enabling Accessibility Fund (EAF) for Mid-Sized Project in October 2023 which outlines the following:

"The Enabling Accessibility Fund provides funding for projects that make communities and workplaces across Canada more accessible for persons with disabilities. EAF creates more opportunities for persons with disabilities to take part in community activities, programs and services... Eligible organizations can apply for funding for a minimum of \$500,000 and a maximum of \$3,000,000 per project. For projects requesting between \$1.2M and up to \$2M, the minimum amount of accessibility project activities<sup>2</sup> is set at \$600,000. For projects requesting between \$2M and \$3M, the minimum amount of accessibility project activities is set at \$800,000."

This grant would provide between \$500,000 and \$3M in funding in fiscal years 2024 to 2026 for new construction, renovation and/or retrofit activities that will contribute to reducing waitlists for persons with disabilities to access programs, services and/or support. The grant requires that small municipalities of a population under 50,000 provide a 35% leveraging requirement. This means that the City needs to have 35% of the project's total costs committed.

### City of Penticton Accessibility Plan 2023-2026 and Accessibility Committee

Council at the August 15, 2023 Regular Meeting, had endorsed the City of Penticton's Accessibility Plan 2023-2026, in compliance with the new provincial legislation, the *Accessible British Columbia Act*.

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<sup>1</sup> Universal Design involves designing spaces so that they can be used by the widest range of people possible. Universal Design evolved from Accessible Design, a design process that addresses the needs of people with disabilities. Universal Design goes further by recognizing that there is a wide spectrum of human abilities. Everyone, even the most able-bodied person, passes through childhood, periods of temporary illness, injury and old age. By designing for this human diversity, we can create things that will be easier for all people to use. Universal Design makes places safer, easier and more convenient for everyone

<sup>2</sup> A project element that addresses a barrier to accessibility and directly contributes to increasing the degree to which an environment can be considered an "accessible facility"

## 8.1 City of Penticton Accessibility Plan 2023-2026

302/2023

### **It was MOVED and SECONDED**

THAT Council, in accordance with the requirements of *Accessible British Columbia Act*, endorse the "City of Penticton Accessibility Plan 2023-2026", a plan that identifies, removes, and prevents barriers to people interacting with the City of Penticton;  
AND THAT Council approve the Terms of Reference for the Accessibility Committee to support the ongoing implementation of the "City of Penticton Accessibility Plan 2023-2026".

**CARRIED UNANIMOUSLY**

The plan represents the City's commitment to ensuring that residents of all abilities have equal and independent access to municipal services and aims to identify, remove and prevent barriers to continually improve the accessibility of our community, including outdoor recreation and play spaces.

The Accessibility Task Force created a plan which reflected the current knowledge landscape of accessibility barriers in our community, including the need to engage in environmental scans of accessibility barriers in our City facilities and services. As we are already aware that Lakawanna Park is not currently accessible, this removes the need to assess the space further and instead, move forward with planning and designing an accessible playground and spray park.

In addition to creating an Accessibility Plan and maintaining an Accessibility Committee, the *Accessible British Columbia Act* required prescribed organizations, such as the City, to maintain public feedback mechanism. Through the currently public feedback mechanism and past engagement mechanisms, we have heard that the community is looking for accessible parks and play grounds.

### *Accessibility Committee*

At the Accessibility Committee meeting of November 29, 2023, the Accessibility Committee was updated on the grant funding opportunity, and the City's proposed submission for the Lakawanna Park projects. The Committee advised that it would be extremely beneficial to upgrade the washroom and parking lot facility at the same time, to ensure the entire experience would not have any accessibility barriers. These additional upgrades are anticipated to be approximately \$200,000, and staff are recommending the City apply for the grant for this higher amount, for a total project budget of \$1,500,000. Should the City not be successful in its application, the City will need to consider reducing the scope of work back to the previously proposed scope, or funding the additional upgrades either at the same time or in a future year.

Following this discussion, the Committee unanimously voted to endorse the City of Penticton's application to the Enabling Accessibility Fund.

## 3.6 Enabling Accessibility Fund Application

The Social Development Coordinator provided the Committee with an overview of the Enabling Accessibility Fund.

### **It was MOVED and SECONDED**

THAT the Accessibility Committee support the City of Penticton application to the Enabling Accessibility Fund.

**CARRIED UNANIMOUSLY**



## **Financial implication**

As per the City's 2024-2028 Financial Plan, expected to be adopted in December, the budget for Lakawanna Park capital projects is \$1.3M in 2025. Out of this amount, roughly \$930k is allocated for the playground and \$415k for the Spray Park. The grant requires the City to contribute a minimum of 35%, which will be met following adoption of the Financial Plan.

Given this grant opportunity and the feedback from the Accessibility Committee, staff are also exploring an expanded scope as discussed above, to include upgrades to the parking lot and washroom facility. This additional scope would increase the total project budget by an additional \$200k. However, if successful, the net cost to the City would be still be lower than what is already proposed to be funded in the Financial Plan.

Should the City not be successful in receiving this grant, the project scope will either have to be reduced back to the playground and splash park as originally contemplated, or amended to include additional City funding for the expanded scope of work in 2025 or a future year.

## **Climate Impact**

It is well-known that climate change disproportionately affects the vulnerable populations within our community. As climate change continue to increase, it is important to prioritize accessibility and inclusivity in all of our services and facilities, including outdoor play spaces so that everyone, including people with disabilities have equal access to our parks and can effectively respond to and recover from climate change events.

Additionally, providing our community members with a fully accessible playground and park will reduce the need to drive to other communities to access their accessible parks and therefore reduce the carbon footprint which come from those commutes.

## **Analysis**

The proposed upgrades for Lakawanna Park is in line with Council's strategic priorities of creating an inclusive, healthy, safe, and desirable place to live, as well as the initiatives of the 2018 PRMP and the 2023 Accessibility Plan. Although, many of the upgrades proposed in the park will involve a financial component, City staff have reviewed the grant program and considers the Lakawanna Park upgrades to be a strong candidate for funding.

The EAF fund allows the City to apply for funding to offset the costs of the project, with additional grant funding available to enhance the overall accessibility. If the City is unsuccessful, there will be no impact to the existing capital project and budget to upgrade the park as planned.

Staff are recommending that Council support the submission of a grant application to the Enabling Accessibility Fund for December 13, 2023.

## **Alternate recommendations**

N/A

## Attachments

N/A

Respectfully submitted,

Ysabel Contreras  
Parks Planning & Capital Projects Coordinator

Sarah Desrosiers  
Social Development Coordinator

Concurrence

Director of Development Services  <i>BL</i>	General Manager of Infrastructure  <i>KD</i>	Director of Finance and Administration  <i>AMC</i>	City Manager  <i>SH</i>
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# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Draydan Power, Manager of Energy & Environment

File No:

**Subject: Riverside Skate Park Lighting**

## Staff Recommendation

THAT Council direct staff to construct the lighting to a recreation level standard for the Skate Park and Basketball Court as outlined in the report titled "Riverside Skate Park Lighting".

## Strategic priority objective

**Vision:** A vibrant, resilient and healthy waterfront city focused on safety, livability and vibrancy.

**Livable & Accessible:** The City of Penticton will proactively plan for deliberate growth; focused on an inclusive, healthy, safe and desirable place to live.

**Vibrant & Connected:** The City of Penticton will support vibrant and diverse activities creating opportunities for connection in community.

## Background

The Riverside Skate Park is located at 135 Riverside Dr. and currently contains no lighting for the skate park area and adjacent basketball court. Following receipt of the Growing Communities Funding, and a notice of motion from Council, the following resolution was passed on May 16<sup>th</sup>, 2023:

207/2023 **It was MOVED and SECONDED**

THAT Council gives first, second and third reading to "Growing Communities Reserve Fund Bylaw No. 2023-17", a bylaw to establish a reserve fund for the Growing Communities Fund Grant in accordance with the Community Charter;

AND That Council authorize the transfer of \$7.177M of grant funds from the Growing Communities Fund Grant into the Growing Communities Reserve Fund;

AND That approximately 20% of the funds be used to fund existing projects that may require amendments due to inflation;

AND That approximately 50% of the funds be used on community projects including, but not limited to Downtown, Okanagan and Skaha Lake decorative seasonal lighting displays, Riverside Park Skate Park and Basketball Court Lighting, Urban Forestry Master Plan Projects, and the Kiwanis Pier Replacement;

AND That the remaining 30% be allocated to the North Gateway with projects to be identified as they arise or through the budget process;

AND That Council direct staff to amend the 2023-2027 Financial Plan accordingly.

**CARRIED**

**Councillor Miller, Opposed**

The relevant portion of the resolution is outlined above, which allocated roughly \$400,000 of that funding for the lighting project. This budget was further detailed through the draft 2024 financial plan, which has also received preliminary approval and is available for first three readings by Council at the December 12, 2023 meeting.

This report provides additional details on the costs and options considered for the project.

### **Financial implication**

The 2024-2028 Financial Plan includes \$400,000 for this project funded from the Growing Communities Reserve.

### **Analysis**

Staff have considered three lighting levels for Council's consideration, which will be further described below:

- Basic street lights surrounding the park
- Recreational level sportsfield lighting
- Competition level sportsfield lighting

Regardless of the lighting level selected, an electrical service will need to be extended to the site, and the estimated cost of this service is roughly \$85k-\$100k due to the length of service and infrastructure in the area.

### **Basic Lighting**

The basic lighting option includes lighting the skate park and basketball courts with City standard streetlights (or similar) for a total cost of roughly \$180k (including the electrical service noted above). Standard streetlights are 9m high with smaller light fixtures, whereas sport lighting structures are 18m high and typically have multiple light fixtures. The difference can be visualized below.

While this would not achieve any standards for sports and recreation facilities, it would provide some lighting to the area relative to what is there today. However, there would not be a consistent lighting level or uniformity across the park, which would result in shadowing of various elements of the skate park

including the bowls, rails, and jumps. The shadowing effect would create a safety hazard for users. Given the cost of this option and the corresponding risks, staff do not recommended proceeding with this option.



Figure 1 – Sport Lighting Example



Figure 2 – Street Lighting Standard

### Recreational Lighting (200 Lux) - Recommended

The recommended design, shown to the right, is based on *ANSI/IES RP-6-22 Recommended Practice: Lighting Sports and Recreational Areas*. This includes Class III illuminance targets for skate parks, and Class IV illuminance targets for outdoor basketball courts. Skate park and basketball court lighting of this level is considered to be appropriate for recreational use. Under these parameters, the Skate Park would be lit to 200 lux (essentially the brightness) with a uniformity of 3:1 (consistency of the lighting across the park), and similarly lighting the basketball court to 200 lux with a uniformity of 4:1.

The lighting is proposed to be built on four structures on the north, northeast, south, and southwest corners of the skate park. The basketball court will be illuminated from the south and southwest structures (P1 and P2), and will not include dedicated lighting structures on the southern side of the courts. The estimated total cost (again including the electrical service) of this level of lighting is \$350,000.



### Competition Level (500 lux)

The lighting standard described above also outlines lighting levels for competition grade facilities. This standard would increase the lighting level to 500 lux with a uniformity of 2:1 for the Skate Park, and result in a 300 lux with a uniformity of 2.5:1 for the basketball court. The lighting for the basketball court would remain "recreation level" as it would only be coming from one side of the court. The premium for this higher level of lighting is roughly \$50-75k more than the recreation level lighting and may exceed the previously budgeted amount.

In discussions with recreation staff, it was agreed that it would be more appropriate to bring in additional temporary competition lighting should the City wish to host future events that would require additional lighting levels, rather than paying this premium up front.

### Conclusion

Overall, staff are of the opinion that if the City is going to light the Skate Park, including the effort of extending electrical service to the area, the City should install the recreational level lighting in accordance with the recommended practice. This level of lighting can be accommodated within the previously approved budgeted amount.

### Alternate recommendations

Should Council wish to proceed with either of the other lighting options, Council could consider the following resolutions:

Alternative 1: That Council direct staff to construct the lighting to a basic street light level for the Skate Park and Basketball Court, or

Alternative 2: That Council direct staff to construct the lighting to a competition level standard for the Skate Park, and recreation level for the Basketball Court, and amend the financial plan accordingly to increase the project budget.

Respectfully submitted,

Draydan Power, P.Eng.  
Manager of Energy & Environment

Concurrence

General Manager of Infrastructure  <i>KD</i>	Manager of Recreation, Arts & Culture  <i>KJ</i>	Director of Finance and Administration  <i>AMC</i>	City Manager  <i>SH</i>
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# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Blake Laven, Director of Development Services  
**File No:** 3760-20/Special Projects  
**Subject:** **Zero Carbon Step Code and Energy Step Code Recommendations**

## Staff Recommendation

THAT Council opt-in to the new Zero Carbon Step Code program established by the province at the EL-1 'measure only' level for 2024, with a plan to move to EL-2 in 2025 based on consultation with the building industry and larger community;

AND THAT Council support the current approach to the Energy Step Code for 2024 and 2025, with a goal of moving to Step 4 for Part 9 buildings in 2026;

AND THAT Council support similar incentives for projects that achieve higher levels of the Zero Carbon Step Code that are in place for the Energy Step Code;

AND THAT Council direct staff to amend applicable bylaws accordingly.

## Background

At the October 17, 2023 Regular Meeting of Council, staff presented Council with options in response to the Province's May 2023 announcement about new climate action focused requirements for all new construction in the province. The May announcement mandated all new construction to meet specific levels on the Provincial Energy Step Code, an energy efficiency classification system that had been in place since 2017, and introduced a new 'voluntary' classification system for measuring the GHG emissions performance of new buildings, called the Zero Carbon Step Code. At the October 17 meeting, after considering the options presented, Council gave direction to refer the item to the OCP Housing Task Force prior to making a decision.

### 8.8 Energy Step Code and Zero Carbon Step Code Update

380/2023

#### **It was MOVED and SECONDED**

THAT Council refer the Energy Step Code and Zero Carbon Step Code Update to the Official Community Plan – Housing Task Force for their review and recommendation.

**CARRIED**

**Mayor Bloomfield and Councillor Gilbert and Miller, Opposed**



Following that direction the Task Force considered a staff memo at their meeting of November 29, 2023. The Committee after discussion passed the following resolutions:

**It was MOVED and SECONDED**

THAT the Official Community Plan – Housing Task Force recommend to Council to opt-in to the Zero Carbon Step Code at the “EL-1” measure only for 2024 with a plan for moving to EL-2 for new construction in 2025, based on consultation with the building industry and larger community.

**CARRIED**

**Richard Langfield, Opposed**

**It was MOVED and SECONDED**

THAT the Task Force recommend to Council to maintain the current approach to the energy step code for 2024 and 2025 with the goal of moving to Step 4 for Part 9 buildings in 2026.

**CARRIED**

**Nathan Little and Richard Langfield, Opposed**

**It was MOVED and SECONDED**

THAT the Task Force recommend to Council support for an incentives program for projects that meet EL-2 or higher of the Zero Carbon Step Code.

**CARRIED**

**Richard Langfield, Opposed**

*Letter from the Canadian Home Builders Association – South Okanagan*

In addition to consideration of the issue at the Task Force in November, the Canadian Home Builders Association or the South Okanagan have submitted a letter supporting staff’s recommendation to opt in at the measure only level for 2024 and urging caution with moving too quickly and too far ahead of the Province and other communities on these measures. The letter was addressed to both City Council and Council’s OCP Housing Task Force.

**Proposal**

Based on the recommendations of the Task Force and based on the previous staff analysis and recommendations, staff are now recommending that Council support opting into the zero carbon step code program at the EL1 level for 2024, maintain the current level on the Energy Step Code until 2026 and institute an incentive program for those builders who achieve higher levels on the ZCSC similar to those currently in place for the Energy Step Code.

**Financial implication**

Financial analysis was provided in the previous staff report dated October 17, 2023, attached herein as Attachment A.

## Climate Impact

Analysis on the climate impact of staff's recommendations is provided in the previous staff report dated October 17, 2023, attached herein as Attachment A.

## Analysis

Council desired to have input from the OCP Housing Task Force prior to making a decision on whether to opt in to the new Zero Carbon Step Code classification system and to support incentives if any for builders who achieved higher levels on the new system and the previous Energy Step Code. The Task Force has reviewed the materials presented by staff and have recommended that Council move forward with opting in to the new program – albeit in a measured way. The Task Force wanted to see a monitor only approach for the next year with a 'plan' to move to more mandatory measures in 2025, with a final decision on that trigger based on feedback from the development industry and public.

In addition to the recommendations from the Task Force, the Canadian Home Builders Association has also supported a similar approach, acknowledging the challenges facing the construction industry presently.

Given this new information staff are recommending that Council make the decision to opt into the Zero Carbon Step Code program at the EL1 measure only level for 2024 and as recommended by the committee establish a plan for moving to EL2 in 2025, based on feedback from the construction industry and public. Staff are also recommending maintain the status quo on the Energy Step Code until 2026 and ensuring similar incentives are in place for builders who achieve higher levels of the ZCSC as are in place for the Energy Step Code.

## Next Steps

Should Council support staff's recommendations, staff will make the necessary bylaw amendments which will be considered by Council early in 2024. Staff will also work towards communicating out the necessary information to applicable parties, including the construction and design industry and provincial partners.

## Attachments

Attachment A – Council Report from October 17, 2023

Attachment B – Letter from the Canadian Home Builders Association

Respectfully submitted,

Blake Laven,  
Director of Development Services

General Manager Infrastructure  <i>KD</i>	City Manager  <i>BL</i>
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# Council Report

penticton.ca

**Date:** October 17, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Ken Kunka, Building and Permitting Manager

**File No:** RMS/3760-20 Special Projects

**Subject:** Energy Step Code and Zero Carbon Step Code Update

## Staff Recommendation

THAT Council elect to opt-in to the Zero Carbon Step Code;

AND THAT Council direct staff to bring back changes to the Building Bylaw to support EL-1 'measure only' for 2024 with a plan for moving to EL-2 for new construction by 2025;

AND THAT the City maintain the current approach to the energy step code for 2024 and 2025 with the goal of moving to Step 4 for Part 9 buildings in 2026;

AND THAT Council direct staff to amend applicable bylaws putting in place the following incentives for meeting the Zero Carbon Step Code and higher steps of the Energy Step Code:

- Projects that meet EL-2 or higher of the Zero Carbon Step Code receive a similar Building Permit fee refund as is currently in place for the Energy Step Code
- Projects that meet EL-4 of the Zero Carbon Step Code AND Step 4 and above of the Energy Step Code be eligible for an additional accessory dwelling unit on their property, above and beyond what the zoning bylaw currently permits for maximum number of units and density, up to 90m<sup>2</sup> in size and without a requirement for an additional vehicle parking space

## Strategic priority objective

- **Vision:** A vibrant, resilient and healthy waterfront city focused on safety, livability and vibrancy.
- **Livable & Accessible:** The City of Penticton will proactively plan for deliberate growth; focused on an inclusive, healthy, safe and desirable place to live. Committed to minimizing environmental impacts of new development and adopting to climate change in our community.

## Executive Summary

The province is accelerating their Clean BC initiative with the introduction of two revisions to the BC Building Code that will see construction of new homes shift to low-carbon in line with the goals of all new construction being zero carbon by 2030. The first change requires all 'new' buildings to meet 20% greater energy efficiency than BC Building Code minimums, which is equal to Step 3 of the *Energy STEP Code*, first introduced in 2017. The second change is the introduction of the new *Zero Carbon STEP Code*. At this time the *Zero Carbon STEP Code* is voluntary for municipalities to opt into if they desire. Penticton has a history of

leadership in adoption of the Energy STEP Code in 2018 and Council directed staff to come back with options to respond to the province's latest initiatives. This report recommends that the City voluntarily opt-in to the *Zero Carbon Step Code* at the entry level measure, with the goal of moving up to the next level in 2025 and for the City to maintain our current *Energy Step Code* levels, with the goal of moving up to the next levels in 2026, ahead of the provincially mandated jump in 2027. This report also recommends putting in place incentives for those builders wishing to move to higher levels of the Energy Step Code and Zero Carbon Step Code.

## Background

At the March 21, 2023 Committee of the Whole, two delegations presented information to City Council making recommendations about sustainable building practices. The first delegation, from First Things First Okanagan, presented on the new BC Zero Carbon Step Code and challenged the City to opt-in to the new Provincial program. The second delegation was from two local designer/builders with recommendations around moving towards more sustainable construction through incentives and streamlining processes rather than through new regulations.

At the Council meeting following the Committee of the Whole, Council passed the following resolution:

135/2023

**It was MOVED and SECONDED**

THAT Council direct staff to report back with information regarding incentive ideas for step code and net-zero ready building.

**CARRIED UNANIMOUSLY**

This report is in response to that direction and outlines where the province is at with the existing Energy Step Code and the new Zero Carbon Step Code programs. The report makes several recommendations on where the City should go with regards to the new program, where we should be with regards to the energy step code, and recommends incentives that will make meeting these new requirements attractive to the construction industry.

### *New provincial initiatives*

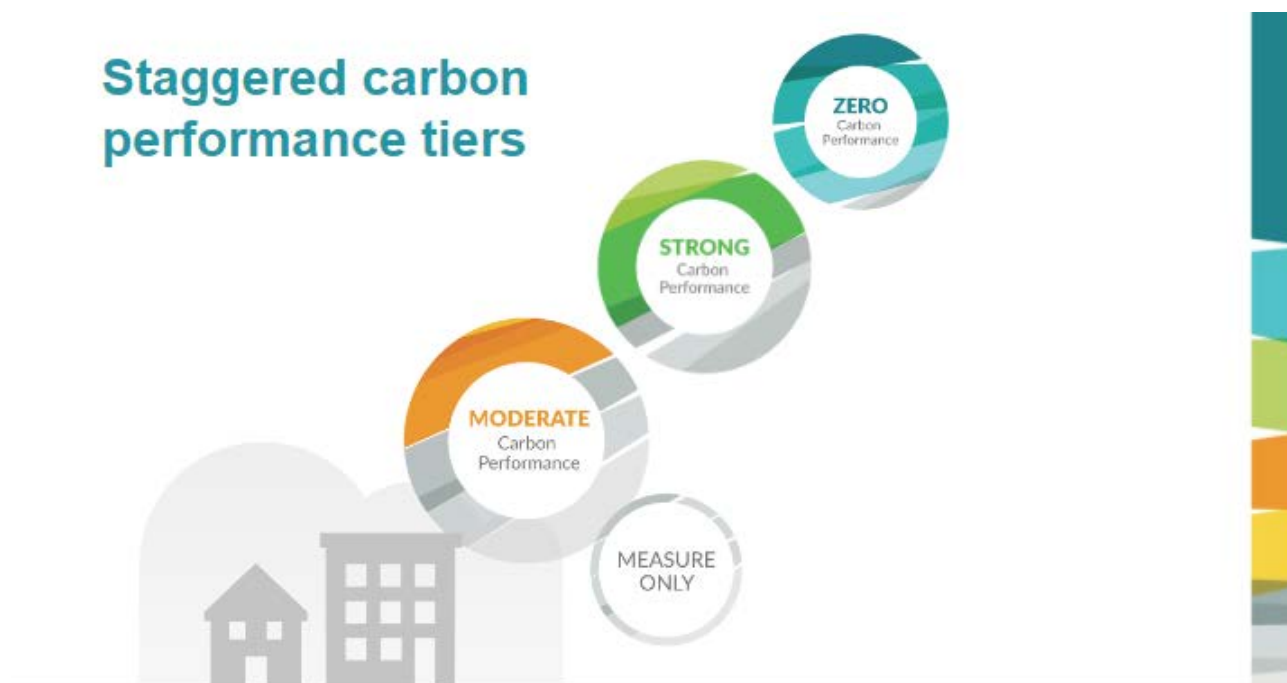
In May of this year, the province announced new initiatives pertaining to the energy efficiency of new buildings (Attachment A). The first change announced was a requirement for all new construction to meet 20% more energy efficiency than the minimum BC Building Code standard – equivalent to Step 3 on the Energy Step Code for small buildings (Part 9 buildings) and Step 2 for large buildings (Part 3 buildings). The second announcement was the introduction of a new energy modeling system called the Zero Carbon Step Code (ZCSC), which deals with carbon emissions of new construction.

The two announcements are part of the Province's commitment towards their Clean BC 2030 goals – where new buildings are to be zero carbon by 2030 and net-zero energy ready by 2032.

The province originally introduced the Energy Step Code in 2017. The Energy Step Code has 5 steps, with each step having a higher requirement for energy performance and building efficiency above and beyond what the BC Building Code requires. When originally introduced the province allowed municipalities to opt-in or out of the requirement, but has over time made meeting certain levels of the Step Code increasingly mandatory, leading to the May 2023 changes shared above. The next step up is scheduled for 2027, where all new Part 9 buildings will be required to meet Step 4.

The Zero Carbon Step Code (ZCSC), introduced in May of 2023 has a different but related focus to the Energy Step Code. Whereas the Energy Step Code requires buildings to have a specified energy efficiency, the ZCSC focuses on emissions reductions – with the goal of having buildings with zero carbon emitting emissions (ie no natural gas used for space or water heating or cooking) at its highest level (EL – 4).

Rather than numerical steps the ZCSC is categorized into the following 4 categories “Measure Only” (EL-1), “Moderate Carbon Performance” (EL-2), “Strong Carbon Performance” (EL-3) and “Zero Carbon Emissions” (EL-4). There are two ways of showing compliance to the ZCSC. The first as shown on the graphic below (figure 1), is for BCBC Part 9 buildings, and is a proscriptive method that requires less reliance on natural gas/fossil fuels.



*Figure 1: Proscriptive method for meeting Zero Carbon Step Code categories (graphic from BOABC)*

The other performance measure used for BCBC Part 3 buildings is a system-based numerical GHG emissions calculation that has a certain allowable emissions level for each step.

Like when the Energy Step Code was first introduced, municipalities have the ability to opt-in to the new standard. The ZCSC will, like the Energy Step Code, become mandatory eventually as the province attempts to meet its 2030 commitments. The province has not shared timelines yet on when the moderate and strong steps will be required, but it is likely that over the next few years the province will mandate these requirements and it is anticipated that they will require EL-4 (Zero Carbon) by 2030.

With regard to the Energy Step Code, Local governments will continue to have the ability to adopt Step 4 or higher for Part 9 buildings, and Step 3 or higher for Part 3 buildings. However, it will no longer be necessary for local authorities to adopt by bylaw either the Step 3 standard for Part 9 buildings or the Step 2 standard for Part 3 as these standards have become universally applicable province-wide as the new minimum acceptable standard for compliance with the BCBC.

The following chart outlines where the province is on the two programs:

	<i>Building Type</i>	<i>May 2023</i>	<i>2024</i>	<i>2027</i>	<i>2030</i>	<i>2032</i>
<b>BC Energy Step Code</b>	<i>BCBC Part 9 (small buildings)</i>	<i>Step 3</i>		<i>Step 4</i>		<i>Step 5</i>
	<i>BCBC Part 3 (large buildings)</i>	<i>Step 2</i>		<i>Step 3</i>		<i>Step 4</i>
<b>Zero Carbon Step Code</b>		<i>Introduced, optional compliance</i>	<i>TBD</i>	<i>TBD</i>	<i>EL-4</i>	

*Figure 2: Provincial timelines on energy and zero carbon step codes*

Further information related to the Energy and Zero Carbon Step Codes can be found in Attachments A.

### *Municipal update*

Penticton was a leader in the province in the implementation of the Energy Step Code. The adoption of the 2018 Building Bylaw set a high standard for energy efficiency and City Building Department staff have worked hard to bring the local industry along, with both ambitious requirements (usually a step ahead of the province) and incentives for achieving higher levels (ie building permit reductions, blower door testing rebates etc.). Building Department staff have also provided many industry training sessions and through a grant from Fortis BC, hired a specific Building Inspector for two years to assist applicants on meeting the new Energy Step Code requirements.

As of May 1<sup>st</sup>, the province has caught up to where Penticton is on our Step Code journey. Penticton does continue to offer incentives for projects that build above this level. Incentives for achieving higher Step Code performance than Code minimum will continue to receive a 5% permit fee refund for those projects achieving Step 4 or 5.

In 2021, the City adopted a new Climate Action Plan, which includes commitments around moving to zero emission buildings. That plan showed that 32% of the greenhouse gas emissions generated in the City of Penticton are from our homes and buildings. The main source of those emissions are from space and water heating. The Plan calls for the City to adopt Step 4 of the BC Energy Step Code prior to the 2027 provincial deadline and calls for the City to opt-in to any provincial carbon metrics for new buildings if/when they become available.

The City has also taken many other measures to promote more sustainable construction, such as Electrical Vehicle Ready requirements in all new buildings (2023), increased requirements for shade tree planting (2019) and the support of a parking reduction pilot (2023), among many other policy changes.

With the new Zero Carbon Step Code coming into existence, a decision is required on whether Penticton should take a similar leadership approach as was taken with the Energy Step Code. Several municipalities have already come out with aggressive approaches (Victoria, Nelson, and Nanaimo as examples). Alternatively, the City could take a more measured approach at this time given the current state of the construction industry (discussed in further detail in the Analysis section). The City will also have to make a decision on where we want to be on the Energy Step Code continuum – the province is scheduled to move to make Step 4 mandatory for all small buildings by 2027. As stated above, our Climate Action Plan recommends moving ahead of the province on the requirement for Step 4.

## Proposal

Staff are recommending that Council opt-in to the Zero Carbon Step Code but take a 'monitor only' (EL-1) approach for 2024 with a goal of moving to EL-2 in 2025. This would provide a year to monitor how closely buildings are coming to meeting the new requirement and for the industry to get ready for the new regulations for 2025. Staff are also recommending no changes to the current approach on the Energy Step Code for 2024 or 2025, but move towards Step 4 for Part 9 buildings in 2026.

Staff are also recommending including incentives for buildings that do meet a higher standard on the ZCSC, similar to what is provided with Energy Step Code compliance (building permit rebates). Building Permit rebates are used by many municipalities to incentivize more sustainable construction. Staff have seen some success in this with 34 projects receiving rebates in the past 3 years. Fortis BC and other governmental organizations also provide rebates and other financial incentives to builders meeting higher levels of sustainability.

In addition to rebates, staff are also recommending that projects that meet the highest levels of the step code be granted a density bonus in the form of an additional dwelling unit, up to 90m2 in size, above and beyond what the density and maximum unit count of the current zoning permits. This unit would also not require an additional parking space.

Should Council support the proposed changes, the Building Department and Climate Action Department staff will host information sessions throughout 2024 to assist the building community in getting ready for the new requirements.

## Financial implication

There are no immediate impacts to City finances for opting in to the Zero Carbon Step Code. The 2024 Building Department budget includes ongoing builder workshops and staff training to bring the industry up to speed on the new requirements and to ensure staff have the skills and training to review compliance with the new requirements.


Providing an incentive for meeting the ZCSC may impact the City's Building Permit revenue. Currently, the City provides a 5% building permit rebate for meeting energy step code levels higher than required by the City. So far, this incentive has had nominal impacts on the City's Building Permit revenue (\$20,000 in rebates paid out over a 3 year period).

## Climate Impact

The City's Green Build program, which emphasizes new construction, plays a significant part in the City's overall Community Climate Action Plan (CCAP). The recent changes implemented within the Provincial Energy and Zero Carbon Step Codes are in alignment with the city's plan outlined in New Build 1.2: Adopt a low-carbon approach to the Step Code (p. 56).

<p>NEW BUILD 1.2</p> <p><b>Adopt a low-carbon approach to the Energy Step Code</b></p>	<p><input type="checkbox"/> Conduct consultation with the local building industry about low carbon approaches to the Energy Step Code</p>	<p><input type="checkbox"/> Adopt a tiered approach encouraging low carbon energy systems (e.g. Step 3 community wide, Step 2 if they connect their project to a district energy</p>	<p><input type="checkbox"/> Adopt the Provincial GHG metrics when they become available</p>	<p><input type="checkbox"/> Investigate opportunities to address embodied carbon in the construction sector</p>
--	---	--	---	---



 <p>Lead: Buildings</p>		<p>system or implement a low carbon energy system</p>		
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To meet the CCAP GHG reduction target of a 40% reduction in emissions below 2007 levels by 2030, 67.5% of new homes will be required to have zero-carbon heating sources starting in 2023 (p. 73). New homes will need to be built with zero carbon heating sources, such as heat pumps, as heating homes with natural gas significantly increases emissions in comparison to using electricity for space and water heating.

Electricity is nearly emissions free in BC and heat pumps use 1/2 to 1/4 the energy of a home heated by baseboard heaters, saving energy and money for residents over the long run. Each new building that is inefficient and has a fossil heating system is one more building that will need to be retrofitted at a later date.

### Analysis

Staff's recommendations will make progress towards a lower carbon future and ensure our new buildings are constructed as energy efficiently as possible.

While this recommendation does not move as quickly from a regulatory perspective as some may wish and as quickly as some other communities have done, there are other issues to consider, such as housing affordability and availability. The construction industry, particularly for housing, is in a precarious moment, with several headwinds slowing progress – high construction costs, inflation, high interest rates, labour shortages and supply chain issues. We are seeing these challenges play out in real time with a significant slowing down of housing construction in Penticton over the past year, despite unprecedented demand for housing. Adding additional costs through higher regulations can compound the already precarious state of the industry and add complexity to building projects. In addition, the province is expected to make significant changes to the BC Building Code in late 2023, requiring the industry to evolve to meet those changes as well.

Furthermore, staff are recommending two incentives that have the potential to make meeting higher levels attractive for developers. The reduction in building permit fees can offset some of the additional costs of meeting the new higher Code requirements. But more impactful will be the ability to add a bonus suite to any housing project that meets the higher code requirement.

The proposals recommended by staff move us in a measured way towards the targets in our Climate Action Plan. Staff will continue to work with industry partners to make this transition to a low carbon future as collaborative as possible through continued education sessions and workshops.

In conclusion, staff recommend that Council opt-in to the Zero Carbon Step Code program at a EL-1 (measure only) level for 2025 and EL-2 for 2025 and that the City maintain the status quo on the Energy Step Code for 2024 and 2025, looking to move to Step 4 for Part 9 buildings in 2026. And further that Council support the two incentives recommended by staff: Building Permit fee reductions/refunds and amendments to the zoning bylaw allowing an additional accessory dwelling unit for buildings meeting the higher thresholds.

### Alternate recommendations

Council may wish to take a more aggressive approach to meeting our climate action targets. If this is the case, Council could direct staff to amend our bylaws to achieve a higher level on both the Energy Step Code and Zero Carbon Step Code. If that is the direction Council wishes to proceed, staff recommend not going higher than Zero Carbon Step Code EL-2 and Energy Step Code Step 4 for 2024, to ensure the industry has some time to prepare for the changes. Staff, however, are not recommending this approach at this time as Council has set housing affordability and availability as a priority and adding this additional consideration onto an industry currently experiencing significant challenges, may result in a further slowdown in construction.

Alternatively, Council may wish to maintain our status quo approach and monitor the experiences of other communities that are looking at being more aggressive with their building requirements. If that is the case, staff recommend Alternative 2.

1. THAT council elects to opt in to the Zero Carbon Step Code at level EL-2 and Step 4 of the Energy Step Code 4 for 2024.
2. THAT Council opt in to the Zero Carbon Step Code for 2024 at EL-1 and maintain the status quo on the Energy Step Code, but direct staff to bring back a report on a granting program for builders who build to the higher levels.
3. THAT Council elect to take a status quo approach and wait for the province to mandate the Zero Carbon Step Code and any higher steps on the Energy Step Code prior to the

### Attachments

- Attachment A – BC Building Safety Standards Branch: 20% Better Energy Efficiency and Zero Carbon Step Code


Respectfully submitted,

Ken Kunka ASCT RBO  
Building and Permitting Manager

Concurrence

Director of Development Services  <i>BL</i>	General Manager of Infrastructure  <i>KD</i>	City Manager  <i>AB</i>
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## Attachment A – BC Building Safety Standards Branch: 20% Better Energy Efficiency and Zero Carbon Step Code



BRITISH COLUMBIA  
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No. B23-01  
May 1, 2023

### 20%-Better Energy Efficiency & Zero Carbon Step Code British Columbia Building Code 2018 - Revision 5

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The purpose of this bulletin is to provide information about the Revision 5 changes to the British Columbia Building Code 2018 (BCBC) regarding energy efficiency and the introduction of voluntary requirements for greenhouse gas reduction. This bulletin also provides information about how these changes may involve or affect local government bylaws.

#### 20%-Better Energy Efficiency

To meet CleanBC's goal of net-zero energy ready new construction by 2032, the BCBC will gradually increase energy efficiency requirements. As of May 1, 2023, the first incremental change to the BCBC requires new construction to be 20% more energy efficient.

#### Performance-based Approach

Effective May 1, 2023, most new buildings will be required to comply with the energy efficiency requirements of the BC Energy Step Code. The BC Energy Step Code's performance-based energy efficiency approach requires that a building's designed performance be evaluated through whole-building energy modelling and on-site airtightness testing to validate how the building's design and construction meets performance targets for the desired 'Step' of the BC Energy Step Code.

Effective May 1, 2023, the lower Steps in Article 9.36.6.3. for Part 9 buildings and Step 1 in Article 10.2.3.3. for Part 3 buildings will be marked as 'reserved' in Division B of the BCBC and are no longer be applicable to new construction.

Local authorities will continue to have the ability to adopt Step 4 or higher of the BC Energy Step Code for Part 9 buildings, and Step 3 or higher for Part 3 buildings. However, it will no longer be necessary for local authorities to adopt by bylaw either the Step 3 standard for Part 9 buildings or the Step 2 standard for Part 3 as these standards will become universally applicable province-wide as the new minimum acceptable standard for compliance with the BCBC.

#### Prescriptive Approach

As of May 1, 2023, the prescriptive values for energy efficiency in the BCBC will increase, targeting an improvement of 20%. These prescriptive requirements are applicable to Part 9 buildings not within the scope of the BC Energy Step Code such as Part 9 non-residential and some mixed-use buildings. Under the prescriptive approach, buildings must meet specific requirements for insulation, windows, and other equipment. This approach focuses on individual assemblies or pieces of equipment, rather than the performance of the whole building as a system.

*The contents of this Bulletin are not intended to be provided as legal advice and should not be relied upon as legal advice. For further information, contact the Building and Safety Standards Branch.*

1



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On a temporary basis, the Building Act General Regulation will allow local authorities to permit the prescriptive approach to be used for those Part 9 buildings that the BC Energy Step Code would otherwise apply to, for example, single-family homes. This may be necessary in rural and remote areas of the province where access to energy modelling and airtightness testing services is limited or impractical.

Where a local authority chooses to allow for compliance with the prescriptive requirements, they may not restrict builders from voluntarily complying with the performance requirements of Step 3, Step 4, or Step 5, as an acceptable alternative to the prescriptive requirements.

However, where a local authority requires compliance with Step 4 or Step 5 for Part 9 buildings, builders may not use the prescriptive requirements and must satisfy the performance requirements of the BC Energy Step Code (energy modelling and airtightness testing), with the exception of log homes.

#### **Bylaw Required to Accept the Prescriptive Approach**

Acceptance of the prescriptive approach for Part 9 buildings to which the BC Energy Step Code applies must be done by a bylaw in relation to the conservation of energy. No bylaw is required for those Part 9 buildings to which the BC Energy Step Code does not apply like Part 9 non-residential and some mixed-use commercial buildings.

Local authorities may adopt a specific bylaw to accept the prescriptive requirements in Subsections 9.36.2 to 9.36.4., Division B, of the BCBC or amend an existing bylaw such as a building bylaw. Local authorities should seek legal advice to determine how best to amend bylaws to achieve their desired policy intent, within the limitations established by relevant legislation (e.g. *Building Act*).

Unless a bylaw to accept the prescriptive approach has been adopted, the BCBC requires the performance approach to be followed for Part 9 buildings.

#### **Log Homes**

A definition of "log homes" has been added to the BCBC (See Sentence 9, Division B, Article 9.36.1.2.) to describe homes where the exterior vertical walls primarily consist of structural log members.

When the regulatory amendments to the BCBC come into effect on May 1, 2023, log homes will have the option of complying with the BC Energy Step Code but will also have several available compliance paths under the prescriptive approach. (See Sentence 7 in Article 9.36.1.3., Division B, BC Code.) Local authorities do not need to adopt a bylaw to accept the prescriptive approach for log homes and must not limit acceptance of log homes to the performance approach only.

Further information on the changes to the BCBC for energy efficiency can be found in Information Bulletin No. B23-02.

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## Information Bulletin

### Building and Safety Standards Branch

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Website: [www.gov.bc.ca/buildingcodes](http://www.gov.bc.ca/buildingcodes)

### Zero Carbon Step Code

Previous iterations of the BCBC contained energy efficiency requirements without directly addressing greenhouse gas (GHG) emissions. Amendments to Division B, Parts 9 and 10 of the BCBC will add new optional technical building requirements for the reduction of GHG emissions. These requirements, commonly referred to as the Zero Carbon Step Code, come into force on May 1, 2023.

Technical requirements for GHG emissions have been added to the BCBC using a tiered approach, similar to the BC Energy Step Code. Local authorities have the discretion to determine which of the levels, if any, will apply in their jurisdiction, to further decide in which areas the level or levels will apply, and under what conditions or circumstances. Local authorities must adopt all elements of the selected level(s) and are not able to select individual elements from one or more of the levels.

The Zero Carbon Step Code has four levels of increasing stringency for Part 9 and Part 10 buildings. The first level of the Zero Carbon Step Code is called EL-1 ('Measure-Only') as it only requires measurement of a building's emissions. EL-2 is the next level and will likely require decarbonization of either space heating or domestic hot water systems. The next level is EL-3 which will require decarbonization of both space heating and domestic hot water systems. EL-4 is the fourth and final level and indicates that the operation of the is as close to zero emissions as possible.

Initially, the Zero Carbon Step Code requirements will be voluntary. The CleanBC Roadmap to 2030 commits to requiring increasingly stringent emission requirements for new buildings in 2024 and 2027. In 2030 the BCBC will require all new buildings to be zero carbon.

Further information on the Zero Carbon Step Code is available in Information Bulletin No. B23-03.

### Other Authorities for the Reduction of Greenhouse Gas Emissions

It is not the intent to restrict the ability of local authorities to establish incentives and other voluntary requirements for GHG emissions in buildings or impede other relevant authorities in other legislation, particularly, the authorities for development permit areas for the reduction of greenhouse gas emissions in ss. 491(9) of the *Local Government Act*, as well as s. 53(2)(c) of the *Community Charter* and s. 298(2)(c) of the *Local Government Act* which provide local governments with the authority to regulate with respect to the reduction of GHG emissions. It is recommended that all local governments with bylaw requirements regarding GHG emissions review any technical requirements to ensure they are in keeping with these authorities.

Technical requirements in bylaws that are outside the scope of these authorities may be affected by section 5 of the Building Act. Adding technical requirements to the BCBC for GHG emissions and amending the Building Act General Regulation to limit the extent to which these matters are 'unrestricted', may mean that local building requirements no longer have the force of law. It is recommended that legal advice be sought as necessary.

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### **Application to Existing Buildings**

It can be difficult to determine what requirements in the BCBC should apply when an existing building is being altered. To address these challenges, the Province is supporting the National Research Council's development of a code that will address alterations to existing buildings. Anticipated for release in 2024, this code will help to provide guidance to owners, designers, local governments, and building officials.

The Energy and Zero Carbon Step Codes were developed for new buildings. Division A of the BCBC discusses alterations to existing buildings and options for applying the requirements of the BC Building Code to existing buildings.

Discretion and judgement must be exercised by designers and enforcement officials when applying the acceptable solutions in Division B to the alteration to an existing building as described in Division A. Each alteration to each existing building requires unique consideration. As outlined in Division A, it is up to the local governments that administer and enforce the BCBC to determine what is appropriate and practical on a case-by-case basis.

### **More Information**

The Building Act and Building Act General Regulation are available online at [BC Laws](#).

### **Other Links**

- Ministry website: <https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards>
- Free online access to the [BC Building Code](#) and the [BC Fire Code](#) is available on the BC publications [website](#).

### **Contact the Building and Safety Standards Branch**

- **General** inquiries can be sent to [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca)

### **Contact the Local Authority**

- Local authority contact information is available online at <http://www.civicinfo.bc.ca/directories>.

The Building and Safety Standards Branch does not enforce compliance with the BC Code. Local authorities are authorized to enforce the BC Code through the Local Government Act and Community Charter.

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November 27, 2023

Mayor and Council  
Official Community Plan  
Housing Task Force  
City of Penticton

Re: Zero Carbon Step Code

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Penticton is battling a need for housing that has never been seen before. Consultants, builders and regulators are all struggling to build more homes while achieving the most ambitious energy efficiency goals in Canada. It's working because we are moving in steps, educating and sharing lessons learned along the way. We can achieve zero carbon too, if we take the same incremental approach. Moving unilaterally and ahead of the province leaves us without the resources and support that will come with the Zero Carbon Step Code (ZCSC).

While we appreciate the intent to address carbon emission concerns, premature implementation of this policy may have unintended consequences. Here are points to consider:

- **Affordability for Residents:** Implementing the ZCSC may increase construction costs significantly and this burden will ultimately be passed on to residents, making housing less affordable for many families in our community. As housing affordability is already a pressing issue, the introduction of additional costs could exacerbate this problem.
- **Impact on Local Economy:** The stringent regulations outlined in the ZCSC might discourage investment and development in our municipality. Small businesses, builders, and developers may face increased financial strain due to compliance costs, potentially stalling or deterring new construction projects. This slowdown in economic activity could have adverse effects on local employment opportunities and economic growth.
- **Lack of Feasibility Assessment:** Before implementing this step code, a comprehensive feasibility study needs to be conducted. We need to evaluate the practicality, economic implications, and potential consequences for local businesses and residents. Without a thorough



assessment, the Zero Carbon Step Code could inadvertently create hardships for our community without achieving its intended environmental goals effectively.

CHBA South Okanagan supports the staff recommendation to implement the ZCSC at "EL-1" Measure only for 2024. We appreciate the City of Penticton's consideration of the strain new initiatives like the ZCSC can have on our industry. As housing supply continues to be a growing challenge, we should not place obstacles in the way of our goal for more housing in our community. Collaborative discussions involving stakeholders from various sectors can help develop a more intentional process, where the building and development community can achieve these targets responsibly.

Sincerely,



Wally James  
Buccaneer Contracting  
President, CHBA South Okanagan



Sarah Taylor  
Executive Officer  
CHBA South Okanagan

*The Canadian Home Builders Association South Okanagan works to support our members and address the important issue of housing supply and affordability in our region. Based in Penticton, we offer education and advocacy to over 500 home builders, renovators, design professionals and suppliers in the South Okanagan, Boundary and West Kootenay regions.*

# Council Report

penticton.ca

**Date:** December 12, 2023  
**To:** Anthony Haddad, City Manager  
**From:** Blake Laven, Director of Development Services  
**Subject:** **Traffic Amendment Bylaw No. 2023-46**

File No: 5240

## Staff Recommendation

THAT Council give first, second and third reading to "Traffic Amendment Bylaw No. 2023-46", a bylaw to amend the traffic bylaw to address the construction of new driveways and modifications to existing driveways.

## Strategic priority objective

**Livable & Accessible:** The City of Penticton will proactively plan for deliberate growth; focused on an inclusive, healthy, safe and desirable place to live.

**Vibrant & Connected:** The City of Penticton will support vibrant and diverse activities creating opportunities for connection in community.

## Background

At the Regular Council Meeting held October 3, 2023, Council passed the following resolution:

349/2023 It was MOVED and SECONDED

THAT Council direct staff to proceed with a "sign diet" of the Lake to Lake Route for Martin Street, at an estimated cost of \$50,000;

AND THAT the funding be included as an amendment to the 2023-2027 Financial Plan, from the Gaming Reserve;

AND THAT staff bring forward amendments to applicable bylaws to prevent crossings of separated bike facilities (and the associated conflict and signage) when alternative access is available.

This report focuses on the last part of the resolution. To implement, staff are proposing to amend Traffic Bylaw No. 94-39.

## Proposal

The amending bylaw adds a new section to Section 9 of the Traffic Bylaw, which deals with uses requiring Director approval. The new proposed section deals with property owners wishing to construct a new driveway or modify an existing driveway. The guidelines provided to the Director when considering a new driveway or modification are:

- the driveway's conformance with the standards in the subdivision and development bylaw
- the presence of bicycle infrastructure
- limitation to one driveway per lot, unless warranted otherwise

The changes are intended to limit crossings through bike and pedestrian infrastructure (bike lanes, separated bike lanes, sidewalks etc. when there are other means of egress to a property, particularly when there is rear lane access) and to limit the number of signs and distractions, as well as crossing conflicts, to vehicles and other road users.

## Financial implication

The proposed changes will have no financial impact on the City.

## Analysis

There are currently multiple City Bylaws regulating the creation of new driveways, or the modification of existing driveways. The proposed amendment to the Traffic Bylaw will tie the requirements together, increase pedestrian and cyclist safety, and assist in limiting new signage along bicycle routes and provide guidance for Staff in decision making around driveways.

The amendment provides the overall requirements and outlines what considerations shall be taken into account when reviewing requests for new driveways, or modifications of existing driveways. This will allow for Staff to work with property owners to ensure they can access their properties, while improving safety for all road users.

## Alternate recommendations

THAT Council deny first, second and third reading to "Traffic Amendment Bylaw No. 2023-46".

## Attachments

Attachment A – Traffic Amendment Bylaw No. 2023-46

Respectfully submitted,

Blake Laven  
Director of Development Services

General Manager Infrastructure	City Manager
<i>KD</i>	<i>ALH</i>

**The Corporation of the City of Penticton**

**Bylaw No. 2023-46**

*A Bylaw to Amend Traffic Bylaw No. 94-39*

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WHEREAS the Council of the City of Penticton has adopted a Traffic Bylaw pursuant to the *Community Charter* and *Motor Vehicle Act*;

AND WHEREAS the Council of the City of Penticton wishes to amend Traffic Bylaw No. 94-39;

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 "Traffic Amendment Bylaw No. 2023-46".

2. **Amendment:**

Traffic Bylaw No. 94-39 is hereby amended as follows:

2.1 Add the following to SECTION 9 – USES REQUIRING THE DIRECTOR'S PERMISSION

DRIVEWAY

10. Construct a new, or modify an existing, driveway

11. Any new, or changes to, an existing driveway shall:

- Comply with the driveway standards within the Subdivision and Development Bylaw and Zoning Bylaw;
- Not cross an existing or proposed bicycle lane where alternative access (side street or lane) exists;
- Typically be limited to a single driveway per property, with a maximum number of two unless required to manage the traffic volumes.

12. Requests for new, or changes to, driveways will take into account the following:

- Current access to the site and the need for any additional access;
- Proposed driveway widths and grades;
- Impact on existing, or proposed, bicycle lanes;
- Impact on the street scape;
- Impact on street parking;
- Impact on pedestrians;
- Impact of traffic movement;
- Impact on the boulevard landscaping, including trees;
- Traffic volumes.

READ A FIRST time this	day of	, 2023
READ A SECOND time this	day of	, 2023
READ A THIRD time this	day of	, 2023
ADOPTED this	day of	, 2023

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Julius Bloomfield, Mayor

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Angie Collison, Corporate Officer

# Council Report

penticton.ca

**Date:** December 12, 2023 **File No:** RMS\3700-4699  
**To:** Anthony Haddad, City Manager  
**From:** Audrey Tanguay, Planning and Licensing Manager  
**Subject:** **Development Procedures and Delegation Bylaw No. 2023-42**  
**Fees and Charges Amendment Bylaw No. 2023-43, Municipal Ticketing Information**  
**Amendment Bylaw No. 2023-44 and Bylaw Notice Enforcement Amendment Bylaw No. 2023-45**

## Staff Recommendation

THAT Council give first, second and third reading to "Development Procedures and Delegation Bylaw No. 2023-42";

AND THAT Council give first, second and third reading to "Fees and Charges Amendment Bylaw No. 2023-43";

AND THAT Council give first, second and third reading to "Municipal Ticketing Information Amendment Bylaw No. 2023-44";

AND THAT Council give first, second and third reading to "Bylaw Notice Enforcement Amendment Bylaw No. 2023-45".

## Background

At Council's meeting of January 17, 2023, staff shared the recent changes to provincial rules to allow for the delegation of 'minor' development variance permits (DVPs) to designated staff. The intent of the new legislation was to provide local governments with more power to simplify and speed up the development approval process, and in turn, get the homes people need built faster.

Development Variance Permits are permits that allow for Council, as the approving authority, to vary or otherwise amend certain bylaw regulations, on a property specific basis, to facilitate a specific development proposal. The recent amendments to the Local Government Act (LGA) allow local governments to delegate certain DVP decisions to staff, if the proposed variance is minor and pertains to matters specified in legislation, including:

- Zoning bylaws respecting siting, size and dimensions of buildings, structures and permitted uses;
- Off-street parking and loading space requirements;
- Screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment; and
- Sign regulations

Council is required to set the conditions and criteria that the delegated staff need to consider in their consideration of the permit. This is similar to other types of permits that are currently delegated to staff – such as certain types of development permits. The legislation also includes a provision whereby if the applicant is not satisfied with the decision of the delegated staff, that Council may then consider the permit. The Local Government Act also waives the obligation to provide notice to adjacent landowners if a delegate exercises the ability to issue a Development Variance Permit.

After considering the information shared by Staff, Council passed the following resolution, giving staff direction to amend the development procedures bylaw to allow minor development variance permits to be delegated to staff:

8.3 <u>Amendments to Development Procedure and Delegation Bylaw No. 2010-92</u>	
07/2023	<p><b>It was MOVED and SECONDED</b> THAT Council direct staff to prepare necessary amendments to “Development Procedures and Delegation Bylaw No. 2010-92” to allow minor development variance permits to be delegated to staff for approval.</p> <p style="text-align: right;"><b>CARRIED</b> <b>Councillor Miller, Opposed</b></p>

Following this direction, staff have been working with legal counsel on an update to the development procedures and delegation bylaw. In addition to the delegation of minor variances, several other areas of the bylaw were deemed to be out of date and an opportunity was taken to modernize the entire bylaw and update references to more recent legislation sections and bylaws.

## Proposal

The new bylaw "Development Procedures and Delegation Bylaw No. 2023-42" includes bylaw amendments to delegate “Minor Variance DVP” applications to the Director of Development Services or delegate, similar to the process used for development permits. The bylaw adds “Minor Variance Development Permit” to the delegation and procedure bylaw defined as follow:

“Minor Variance Development Variance Permit” or “Minor Variance DVP” means a development variance permit that varies the following:

- a) a setback regulation by no more than 25%;
- b) a building footprint, carriage house floor area, lot area, lot coverage, lot width, or height regulation by no more than 10%;
- c) a landscape buffer regulation;
- d) a provision of the Sign Regulation Bylaw No. 2013 -17, as amended or superseded;



- e) a fence or retaining wall height regulation; or
- f) a lot coverage or setback regulation in a phased strata subdivision.

The proposed bylaw also include guidelines under which the Director of Development Services must consider when deciding on the issuance of a variance:

- a) comments received from the public, if any;
- b) applicable City bylaws, policies and guidelines;
- c) neighbourhood context;
- d) impact to neighbouring properties or uses; and
- e) any other considerations the Director of Development Services considers relevant or appropriate in the circumstances.

In addition to the inclusion of the “Minor Variance DVP”, the Bylaw includes modernized numbering and updates references to historic bylaws and provincial regulations. The bylaw also includes reference to the City’s Liquor Policy to solidify the authority for the Director of Development Services to approve or deny liquor applications as per the Council adopted Liquor Policy. The following table summarizes the process and scope for the two types of DVP’s. DVP’s that require Council approval include notices mailed to property owners and residents within 100m of the subject property as stated in the current procedure bylaw. The proposed “Minor Variance DVP” are smaller in nature and would not prompt neighborhood circulation.

**Development Variance Permit Types (proposed):**

	<b>Scope</b>	<b>Process</b>	<b>Public Consultation</b>
DVP (Council approval)	<ul style="list-style-type: none"> <li>• DVP’s referred from Development Officer</li> <li>• Subdivision &amp; Development Bylaw</li> <li>• Parking (number of spaces, or design requirements)</li> <li>• Subdivision Regulation: <ul style="list-style-type: none"> <li>○ Exceeds 10% of lot width, lot area</li> </ul> </li> <li>• Development Regulation: <ul style="list-style-type: none"> <li>○ Exceeds 10% lot coverage, height requirements</li> <li>○ Exceeds 25% of setback,</li> </ul> </li> <li>• Enforcement files</li> <li>• Variances for any other provisions of Zoning Bylaw</li> </ul>	<ol style="list-style-type: none"> <li>1. Application Intake</li> <li>2. Internal Referrals</li> <li>3. Draft Council Report and Permit</li> <li>4. Public Notification</li> <li>5. Report to Council</li> <li>6. Council decision on Permit</li> <li>7. Issuance</li> </ol>	100m neighbourhood circulation

Minor DVP	<ul style="list-style-type: none"> <li>• Subdivision Regulation: Within 10% of lot width, lot area</li> <li>• Development Regulation: <ul style="list-style-type: none"> <li>○ Within 25% of setback,</li> <li>○ Within 10% of lot coverage, height requirements</li> </ul> </li> <li>• Landscape requirements</li> <li>• Sign bylaw</li> <li>• lot coverage or setback regulation in a phased strata subdivision.</li> </ul>	<ol style="list-style-type: none"> <li>1. Application Intake</li> <li>2. Internal Referrals</li> <li>3. Draft Memo and Permit</li> <li>4. Development Officer decision</li> <li>5. Permit Issuance</li> </ol>	No neighbourhood circulation
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This report also includes amendments to the Fees and Charges Bylaw, Municipal Ticketing Information Bylaw, and Bylaw Notice Enforcement Bylaw to supplement the delegation bylaws new sections.

### Financial implication

The reduced application fees for Minor Variance DVP is expected to have a corresponding reduction in fee revenue generated from DVP Applications. The total impact, however, is anticipated to be minor (<\$5,000 a year). An estimate of the fees to be generated by the Municipal Ticketing Information and Bylaw Notice Enforcement fines is yet to be determined, this will be monitored over time and a budget amendment will be made accordingly.

### Analysis

#### *Development Procedure Bylaw*

The intent of allowing a local government authority to delegate minor variances was intended to increase the efficiency of development processes and remove minor variances from Council's busy agendas. Staff have done an analysis on the potential impact of the bylaw. Of the 59 development variance permit applications considered by Council over the past 2 years, staff estimate that, if the new Bylaw provisions were in place, 30 of those variances would have met the criteria to be delegated to staff, saving significant amounts of time for the applicants and Council (as well as staff).

The average processing time for DVP's is 8-12weeks. Removing the Council process for minor DVPs will significantly speed up the time between when an application is made and permit decision is rendered. This will also result in decreased staff time required to prepare variances and staff reports for Council, as well as a decrease in the total timeline from receipt of application to issuance of permit. As a spin off, staff can anticipate spending that saved time on processing other applications. In summary, the delegation of development variance permits will:

- Expedite the process of DVP approval and issuance,
- Streamline development, contributing to diversifying and strengthening Penticton's housing needs, and

- Free up staff capacity to focus on other projects

The other changes to the Bylaw, are all housekeeping in nature (updating references to legislation and other City Bylaws, modernized numbering etc.).

#### *Fees and Charges Bylaw*

The proposed Minor Variance DVP application does not trigger neighborhood notification. As the current fee includes the notification process, staff are proposing to reduce the fee to be in line with staff issuable development permits. This amendment to the fees and charges bylaw is intended to capture this minor change.

#### *Municipal Ticketing Information Bylaw and Bylaw Notice Enforcement Bylaw*

Staff are also proposing minor amendments to the Municipal Ticketing Information Bylaw and Bylaw Notice Enforcement Bylaw to allow adequate enforcement in the case of failure to obtain permit for alteration of land, building or other structure within development permit area and failure to comply with Land Use Permit.

### **Summary**

In summary, the delegation of development variance permits to staff will expedite and streamline the process of variance permit approval and issuance. Staff are recommending approval of Development and Procedures Bylaw 2023-43 and amendments to associated bylaws.

### **Alternate recommendations**

If Council requests additional changes to the bylaws, Council may refer back the proposed bylaws to staff for further work.

1. Refer the proposed Development Procedures and Delegations Bylaw to staff.

### **Attachments**

- Attachment A: Development Procedures and Delegation Bylaw No. 2023-42
- Attachment B: Fees and Charges Amendment Bylaw No. 2023-43
- Attachment C: Municipal Ticketing Information Amendment Bylaw No. 2023-44
- Attachment D: Bylaw Notice Enforcement Amendment Bylaw No. 2023-45

Respectfully submitted,

Audrey Tanguay  
Planning and Licensing Manager

Director of Development Services  <i>BL</i>	Director of Finance and Administration  <i>AMC</i>	City Manager  <i>PH</i>
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**The Corporation of the City of Penticton  
Bylaw No. 2023-42**

A Bylaw to establish procedures to amend the Official Community Plan Bylaw or the Zoning Bylaw or to issue a permit under the *Local Government Act* and to delegate the authority to issue permit in accordance with section 154 of the *Community Charter*.

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WHEREAS the Council of the City of Penticton has adopted an Official Community Plan and Zoning Bylaw;

AND WHEREAS the Council of the City of Penticton must, by bylaw, establish procedures to amend an Official Community Plan or a Zoning Bylaw or issue a permit;

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

**1. Title**

This Bylaw may be cited for all purposes as "Development Procedures and Delegation Bylaw No. 2023-42."

**2. Scope**

This Bylaw shall apply to applications:

- a) to amend the Official Community Plan;
- b) to amend the Zoning Bylaw;
- c) for a Land Use Permit;
- d) for approval pursuant to s. 242(3) of the *Strata Property Act* of a strata plan of a previously occupied building with four (4) Dwelling Units or less; and
- e) for issuance or amendment of a licence pursuant to s. 38 of the *Liquor Control and Licensing Act*.

**3. Definitions**

In this Bylaw:

"Applicant" means the owner(s) of the land whose name appears on the registered title certificate, or a person authorized in writing by the owner(s) to make an application on behalf of all owners of the land.

"Application" means an application within the scope of this Bylaw.

"Building Footprint" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"City" means The Corporation of the City of Penticton.

"Council" means the municipal Council of the City.

"Director of Development Services" means the person assigned to that position by the City or their designate responsible for acting in their place.

"Dwelling Unit" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Fees and Charges Bylaw" means the City of Penticton Fees and Charges Bylaw 2014-07 as amended or superseded.

"Fence" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"File Manager" means a staff member assigned by the Director of Development Services to process an application in accordance with this Bylaw.

"Height" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Land Use Permit" means a development permit, a temporary use permit, a development variance permit, a Minor Variance Development Variance Permit, or a permit under Division 10 of Part 14 of the *Local Government Act*.

"Landscape Buffer" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Lot Area" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Lot Coverage" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Lot Width" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Minor Variance Development Variance Permit" or "Minor Variance DVP" means a development variance permit that varies the following:

- a) a setback regulation by no more than 25%;
- b) a building footprint, carriage house floor area, lot area, lot coverage, lot width, or height regulation by no more than 10%;
- c) a landscape buffer regulation;
- d) a provision of the Sign Regulation Bylaw No. 2013 -17, as amended or superseded;
- e) a fence or retaining wall height regulation; or
- f) a lot coverage or setback regulation in a phased strata subdivision.

"Official Community Plan" means the City of Penticton Official Community Plan Bylaw No. 2019-08 as amended or superseded.

"Retaining Wall" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Setback" has the same meaning as in the Zoning Bylaw No. 2023-08, as amended or superseded.

"Technical Planning Committee" means a committee of staff representatives assembled to discuss technical, infrastructure and other matters related to development applications.

"Zoning Bylaw" means the City of Penticton Zoning Bylaw No.2023-08 as amended or superseded.

#### **4. Submission of Applications**

- 4.1 Applications shall be submitted to the Planning Department.
- 4.2 Applications shall be signed by all owners of land whose names appear on the registered title certificate or by a person authorized in writing by all such owners to make an Application on behalf of all owners of the land.
- 4.3 Every Application shall include the supporting documentation and attachments specified in writing from time to time by the Director of Development Services in respect of the type of Application in question, which specifications the Director of Development Services must make available to Applicants on request and without charge.
- 4.4 Upon receipt of an Application that does not conform to this Bylaw, the File Manager may:
  - a. refuse to accept the Application; or
  - b. process the Application in accordance with this Bylaw if, in the opinion of the File Manager, the content of the Application is sufficient to proceed for further consideration notwithstanding its deficiencies.
- 4.5 When refusing to accept an Application, the File Manager will endeavour to inform the Applicant of the requirements that must be met for the Application to comply with this Bylaw.

#### **5. Fees**

- 5.1 All Applications shall include payment in full of the applicable fees prescribed in the Fees and Charges Bylaw.
- 5.2 Applications that do not comply with Section 5.1 shall be deemed incomplete and will not proceed until the required payment is made.

#### **6. Referrals**

- 6.1 Prior to consideration by Council or the Director of Development Services, Applications shall be referred, for a minimum of ten (10) business days, to City departments and external agencies as required by legislation or as deemed appropriate by the File Manager.
- 6.2 Prior to consideration by Council or the Director of Development Services, after the referrals under Section 6.1 have occurred, the File Manager may forward any application to the Technical Planning Committee for review.

## **7. Reports**

- 7.1 Where Council will consider an application within the scope of this Bylaw, Council shall be provided with the following items for consideration:
- a. a report prepared by the File Manager;
  - b. a copy of the proposed permit, plan or amending bylaw, as applicable; and
  - c. any additional materials deemed necessary by the File Manager for Council's consideration.
- 7.2 Where the Director of Development Services will consider an application pursuant to this Bylaw, they shall be provided with the following items for consideration:
- a. a briefing note prepared by the File Manager;
  - b. a copy of the proposed Development Permit, Minor Variance DVP, or strata plan of a previously occupied building, as applicable, and
  - c. any additional materials deemed necessary for the Director of Development Services' consideration by the File Manager.

## **8. Delegation of Development Permit Issuing Authority**

- 8.1 Council delegates its powers to the Director of Development Services to issue development permits authorizing:
- a. additions to existing buildings where the floor area of the addition is less than 930m<sup>2</sup>;
  - b. amendments to existing development permits dealing with the form and character of development that do not substantially alter the form and character approved in the original permit;
  - c. façade alterations on existing buildings;
  - d. construction of multi-family residential buildings to a maximum of six stories in height and with a maximum floor area of 2,800 m<sup>2</sup>;
  - e. construction of commercial buildings containing one or more residential units to a maximum of six stories in height and with a maximum floor area of 2,800 m<sup>2</sup>;
  - f. commercial construction with a floor area of up to 2,800 m<sup>2</sup>;
  - g. surface parking lots or alterations to existing surface parking lots;
  - h. development within the Environmental Development Permit Area; and
  - i. development within the Riparian Development Permit Area.



## **9. Exceptions and Limitations to Director of Development Services Powers**

- 9.1 Notwithstanding Section 8, the Director of Development Services may not issue a development permit when the Application is submitted concurrently with an application:
- a. to amend the Official Community Plan;
  - b. to amend the Zoning Bylaw;
  - c. for a development variance permit, other than a Minor Variance DVP; and
  - d. for a temporary use permit.

## **10. Requirements for Security**

- 10.1 When a permit is issued by the Director of Development Services under Section 8, the Applicant shall provide security.
- 10.2 Securities required under Section 10.1 must be provided:
- a. when an Application for a Building Permit is made, if the development permit authorizes the construction of a structure requiring a building permit, or
  - b. prior to issuance of the development permit, if the development permit authorizes development that does not require a building permit.
- 10.3 The amount of security required shall be the greater of:
- a. an estimate or quote provided by the Applicant or obtained by the City, prepared by a professional qualified to undertake or supervise the works for which the securities are required; or
  - b. \$5000 per Dwelling Unit
- and the Applicant may be required to add a contingency amount of up to 10% to an amount of security determined under this Bylaw.

## **11. Delegation of Minor Variance DVP Issuing Authority**

- 11.1 Council delegates its powers to the Director of Development Services to issue Minor Variance DVPs.
- 11.2 The Director of Development Services must consider the following guidelines in deciding whether to issue a Minor Variance DVP:
- a. comments received from the public, if any;
  - b. applicable City bylaws, policies and guidelines;
  - c. neighbourhood context;

- d. impact to neighbouring properties or uses; and
- e. any other considerations the Director of Development Services considers relevant or appropriate in the circumstances.

11.3 If the Director of Development Services has determined that the application is for a Minor Variance DVP and has considered the guidelines in this Bylaw they may issue the Minor Variance DVP and include any conditions they consider appropriate.

## **12. Delegation of Liquor Licence Applications**

12.1 Council delegates its powers under s. 38 of the *Liquor Control and Licensing Act* to the City's Director of Development Services, or in their absence, to the Planning and Licensing Manager, to be exercised in accordance with Council Policy #2021-03 as amended or superseded.

## **13. Delegation of Strata Conversion Approval/Refusal Authority**

13.1 In accordance with Section 242 (10) of the *Strata Property Act*, Council delegates its powers under section 242(3) of the *Strata Property Act* to approve or refuse a strata plan of a previously occupied building with four (4) Dwelling Units or less, to the Director of Development Services.

## **14. Reconsideration of Director of Development Services Decision**

- 14.1 An Applicant is entitled to have Council reconsider a decision of the Director of Development Services or the Planning and Licensing Manager in accordance with the following procedures:
- a. within 30 days of receiving the Director of Development Services' or Planning and Licensing Manager's decision, the Applicant must submit a written request for reconsideration and pay the prescribed fee;
  - b. the File Manager shall prepare a report to Council in accordance with Section 7 of this Bylaw, including the reasons for the original decision;
  - c. at a date and time set by the Corporate Officer, the Applicant shall be provided an opportunity to appear before Council and be heard regarding the decision; and
  - d. following the Applicant's opportunity to be heard, Council may either confirm the original decision or render a different decision.

## **15. Permit Applications Considered by Council**

15.1 Upon receipt of an Application for a Land Use Permit, Council may, by resolution, authorize the issuance of the Land Use Permit, authorize the issuance of the Land Use Permit subject to conditions, including conditions respecting security or refuse to authorize the issuance of the Land Use Permit.

## **16. Notification and Consultation Requirements**

- 16.1 Where Council or the Director of Development Services proposes to approve an Application for a development permit or a Minor Variance DVP no notification is required.
- 16.2 Prior to final consideration of an Application for a development variance permit, by Council staff shall deliver notification in accordance with Section 499 of the *Local Government Act* to:
- a. all owners and tenants of the land that is subject to the proposed permit; and
  - b. all owners and tenants of lands any portion of which is within 100 metres of the land that is subject to the proposed permit.
- 16.3 Prior to final consideration of an Application for a temporary use permit by Council, staff shall deliver notification in accordance with Section 494 of the *Local Government Act* to:
- a. all owners and tenants of the land that is subject to the proposed permit; and
  - b. all owners and tenants of lands any portion of which is within 100 metres of the land that is subject to the proposed permit.
- 16.4 Prior to final consideration of an Application for a development variance permit or temporary use permit and only after notification has been carried out in accordance with this Bylaw, all persons who believe their interests are affected by the proposed permit shall be afforded reasonable opportunity to present written submissions respecting matters relating to the permit.
- 16.5 Council may receive and consider representations and give final consideration and approval, approval with conditions, or reject a development variance permit or temporary use permit at the same meeting.
- 16.6 Where Council proceeds with a public hearing, notice of the public hearing shall be mailed or otherwise delivered by the Planning Department at least ten days before the date of the hearing to:
- a. all owners and tenants of the land that is subject to the proposed amendment, and
  - b. to owners and tenants of lands any portion of which is within 100 metres of the land that is subject to the proposed amendment.
- 16.7 Notification distances shall be measured from the legal boundary of the parcel or parcels in respect of which the permit or amendment Application is made.

## **17. Requirements to Post a Sign on the Subject Property**

- 17.1 All applicants applying for an Official Community Plan amendment or a Zoning Bylaw amendment shall post a sign on the subject property that is the subject of the amendment, in accordance with this Bylaw.
- 17.2 Notwithstanding Section 17.1, posting a sign on the subject property is not required for

amendments to the Official Community Plan or Zoning Bylaw initiated by the City affecting ten or more parcels, or for amendments to the Zoning Bylaw if no public hearing will be held.

- 17.3 The sign shall contain the information prescribed by the Director of Development Services and be erected on the subject property at least ten days before the date of the public hearing and maintained in place until the day following the public hearing.
- 17.4 Where a sign under Section 17.1 must be erected, the Applicant shall, at their cost, have the sign erected by the contractor designated by the City to fabricate and erect signs required by this bylaw.
- 17.5 The cost of posting the sign shall be specified in the Fees and Charges Bylaw.

## **18. Requirements to Maintain Signage and Failure to Post a Sign**

- 18.1 The Applicant shall promptly have the sign repaired by the City sign contractor, at the Applicant's cost, if the sign is destroyed or damaged such that it no longer conveys the information prescribed by the Director of Development Services or if the sign is removed.
- 18.2 If an Applicant fails to post or maintain the sign in accordance with this Bylaw, Council may:
  - a. postpone consideration of the Application until the sign is posted in accordance with this Bylaw; or
  - b. reject the Application.
- 18.3 If a sign is deliberately or accidentally removed, damaged or destroyed, the Applicant is deemed to have complied with the requirement to post and maintain notice under this bylaw if:
  - a. the Applicant made a reasonable effort to comply with this Bylaw; and
  - b. the removal, damage or destruction of the sign was not the result of a deliberate or negligent action by the Applicant.

## **19. Reapplication**

- 19.1 An Application within the scope of this Bylaw that has been refused by Council shall not be re-submitted within a six-month period immediately following the date of refusal.

## **20. Offences, Penalties and Enforcement**

- 20.1 Every person who:
  - a. commences construction of, an addition to, or alteration of a building or other structure within a development permit area designated by the City under Section 488(1) of the *Local Government Act*;
  - b. alters land within a development permit area designated by the City under Section 488 (1) (a) or (b) of the *Local Government Act*; or

- c. alters land or a building or other structure on land within a development permit area designated by the City under Section 488 (1) (d), (h), (i) or (j) of the *Local Government Act*;

shall first obtain a development permit, unless an exemption applies.

- 20.2 Every person who obtains a Land Use Permit or any other approval under this bylaw shall strictly comply with the terms and conditions of the approval and shall develop land strictly in accordance with the Land Use Permit.

- 20.3 Every person who:

- a. violates a provision of this bylaw;
- b. permits, suffers or allows any act to be done in violation of any provision of this bylaw;
- c. neglects to do anything required to be done under any provision of this bylaw; or
- d. allows a violation of this bylaw to continue;

commits an offence and each day a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

## 21. Repeal

- 21.1 The City of Penticton Development Procedures and Delegation Bylaw 2010-92 and amendments thereto are repealed upon the adoption of this bylaw.

READ A FIRST time this \_\_\_\_\_ day of \_\_\_\_\_, 2023

READ A SECOND time this \_\_\_\_\_ day of \_\_\_\_\_, 2023

READ A THIRD time this \_\_\_\_\_ day of \_\_\_\_\_, 2023

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Julius Bloomfield, Mayor

Angie Collison, Corporate Officer

**The Corporation of the City of Penticton**

**Bylaw No. 2023-43**

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

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

AND WHEREAS the Council of the City of Penticton wishes to amend "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. 2023-43".

2. **Amendment:**

- 2.1 Amend "Fees and Charges Bylaw No. 2014-07" by removing the four major and minor variance fees and replacing with the following part of Appendix 20 – Planning and Development:

Appendix 20		
PLANNING AND DEVELOPMENT	2023	2024
Development Variance Permit Application or Board of Variance Application		
Major Variance (Council Decision)		\$1,510.00
Minor Variance (staff issuable)		\$825.00

READ A FIRST time this                      day of                      , 2023

READ A SECOND time this                      day of                      , 2023

READ A THIRD time this                      day of                      , 2023

ADOPTED this                      day of                      , 2023

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Julius Bloomfield, Mayor

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Angie Collison, Corporate Officer

**Bylaw No. 2023-44**

*A bylaw to amend the Municipal Ticketing Information Bylaw No. 2012-5021*

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WHEREAS the Council of the City of Penticton has adopted a Municipal Ticketing Information Bylaw pursuant to the *Community Charter*;

AND WHEREAS the Council of the City of Penticton wishes to amend the "City of Penticton Ticket Information Bylaw No. 2012-5021";

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

1. **Title:**

This Bylaw may be cited as "Municipal Ticketing Information Amendment Bylaw No. 2023-44".

2. **Amendment:**

2.1 Amend "City of Penticton Ticket Information Bylaw No. 2012-5021" by updating Schedule A:

- i. In column 1 under Designated Bylaws, add 24. Development Procedures and Delegation Bylaw No. 2023-42
- ii. In column 2 under Designated Bylaw Enforcement Officer, add Bylaw Enforcement Officers

2.2 Add the following Schedule:

- Schedule B24 – Development Procedures and Delegation Bylaw No. 2023-42

2.3 Schedule B24 attached hereto forms part of this bylaw.

READ A FIRST time this                      day of                      , 2023

READ A SECOND time this                      day of                      , 2023

READ A THIRD time this                      day of                      , 2023

ADOPTED this                      day of                      , 2023

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Julius Bloomfield, Mayor

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Angie Collison, Corporate Officer



**Schedule B24 to "City of Penticton Ticket Information Bylaw No. 2012-5021"**

**Development Procedures and Delegation Bylaw No. 2023-42**

<b>Description of Offence</b>	<b>Bylaw Section</b>	<b>Fine</b>
Failure to obtain permit for alteration of land, building or other structure within development permit area	20.1	\$1000
Failure to comply with Land Use Permit	20.2	\$1000

**The Corporation of the City of Penticton**

**Bylaw No. 2023-45**

*An amendment to regulate enforcement of bylaw notices*

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WHEREAS pursuant to the *Local Government Bylaw Notice Enforcement Act* and the *Community Charter*, the City may establish fine amounts for contravention of City bylaws;

AND WHEREAS the City of Penticton has adopted "Bylaw Notice Enforcement Bylaw No. 2012 – 5037";

AND WHEREAS the City of Penticton wishes to amend Schedule 'A' to "Bylaw Notice Enforcement Bylaw No. 2012 - 5037";

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

**1. Title:**

This Bylaw may be cited as the "Bylaw Notice Enforcement Amendment Bylaw No. 2023-45".

**2. Amendment:**

2.1 Amend Schedule 'A' by updating the Appendices Index and adding:

Appendix 25 – Development Procedures and Delegation Bylaw No. 2023-42

2.2 Appendix 25 attached hereto forms part of this bylaw.

READ A FIRST time this                      day of                      , 2023

READ A SECOND time this                      day of                      , 2023

READ A THIRD time this                      day of                      , 2023

ADOPTED this                      day of                      , 2023

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Julius Bloomfield, Mayor

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Angie Collison, Corporate Officer

# Schedule 'A'

## APPENDIX 25

### Development Procedures and Delegation Bylaw No. 2023-42

<b>Description of Offence</b>	<b>Bylaw Section</b>	<b>Column A1 Fine</b>	<b>Column A2 Early Payment Penalty</b>	<b>Column A3 Late Payment Penalty</b>	<b>Column A4 Compliance Agreement Available</b>
Failure to obtain permit for alteration of land, building or other structure within development permit area	20.1	\$450	\$400	\$500	Yes
Failure to comply with Land Use Permit	20.2	\$450	\$400	\$500	Yes

**The Corporation of the City of Penticton**

**Bylaw No. 2023-38**

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

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

AND WHEREAS the Council of the City of Penticton wishes to amend "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. 2023-38".

2. **Amendment:**

2.1 Amend "Fees and Charges Bylaw No. 2014-07" by deleting and replacing the following appendices in their entirety:

Appendix 7	Electric
Appendix 25	Sewer
Appendix 29	Water
Appendix 31	Storm Water

2.2 Appendices 7, 25, 29, 31 attached hereto forms part of this bylaw.

READ A FIRST time this	7	day of	November, 2023
READ A SECOND time this	7	day of	November, 2023
READ A THIRD time this	7	day of	November, 2023
ADOPTED this		day of	, 2023

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Julius Bloomfield, Mayor

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Angie Collison, Corporate Officer

## Appendix 7

### ELECTRIC

Effective  
October 3rd, 2023

2024

#### Utility Administration Rates

Utility credit references (current or recent account)	\$17.85	\$18.40
Archived account	\$31.50	\$32.40
Utility account history	\$17.85	\$18.40
Interest rate on delinquent utility accounts	10% per annum	10% per annum
Special electric meter reading	\$42.25	\$43.50
Special electric meter inspection fee	\$42.25	\$43.50

#### AMR Opt Out

AMR Opt Out manual electric meter reading for an individual meter	\$17.90	\$18.40
AMR Opt Out manual combined electric and water meter reading for an individual for an individual meter read	\$18.75	\$19.30
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	\$18.30 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	\$18.73 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.	\$19.30 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	\$156.00	\$160.70
Utility application fee – next day service	\$48.50	\$50.00
Utility application fee – same day service (accounts with combined electric and water)	\$107.00	\$110.30
Utility application fee (electric only) same day service	\$60.50	\$62.40
Non-Payment: Electric disconnect and re-connect(during City Hall hours only)	\$84.50	\$87.10
Non-Payment: Site visit without a disconnect (during City Hall hours only)	\$42.25	\$43.60
Electrical disconnect or re-connect or site visit (cost per visit after hours with call-out)	\$454.00	\$467.70
Electrical disconnect or reconnect or site visit (cost per visit during City Hall hours)	\$42.25	\$43.60
Electrical disconnect or reconnect or site visit (cost per visit after hours without call-out)	\$84.50	\$87.10
Service Safety Inspection Call Out	No Charge	No Charge
Illegal reconnection administration charge	\$296.00	\$304.90
Utility fee - Leave on Authorized	\$13.00	\$13.40
Electrical Disconnect and reconnect from pole	\$457.75	\$471.50
Special Administration charge per service	\$29.60	\$30.50

#### Electric Rates

##### Rate Code 10 - Residential

Basic Charge	\$17.50 per billing plus	19.07 per billing plus
Energy Charge	\$0.1200 per kWh for all consumption during the billing period	\$0.1234 per kWh for all consumption during the billing period

##### Rate Code 20 - General - Secondary metered and City owned Transformation

Basic Charge	\$17.50 per billing plus	\$19.07 per billing plus
Energy Charge		
First 10,000 kwh per billing	\$0.1337 per kWh	\$0.1337 per kWh
Next 90,000 kwh per billing	\$0.1053 per kWh	\$0.1054 per kWh
Additional kwh per billing	\$0.0738 per kWh	\$0.0739 per kWh
Demand Charge	\$9.44 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	\$10.28 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

## Appendix 7

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#### Rate Code - 25, 30 and 35

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
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#### Rate Code 25 - General - Primary metered and City owned Transformation

Basic Charge	\$17.50 per billing plus	\$19.07 per billing plus
Energy Charge		
First 10,000 kwh per billing	\$0.1317 per kWh	\$0.1317 per kWh
Next 90,000 kwh per billing	\$0.1036 per kWh	\$0.1037 per kWh
Additional kwh per billing	\$0.0727 per kWh	\$0.0727 per kWh
Demand Charge	\$9.28 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	\$10.11 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

#### Rate Code 30 - General - Secondary metered and customer owned Transformation

Basic Charge	\$17.50 per billing plus	\$19.07 per billing plus
Energy Charge		
First 10,000 kwh per billing	\$0.1337 per kWh	\$0.1337 per kWh
Next 90,000 kwh per billing	\$0.1053 per kWh	\$0.1054 per kWh
Additional kwh per billing	\$0.0738 per kWh	\$0.0739 per kWh
Demand Charge	\$8.58 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	\$9.34 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

#### Rate Code 35 - General - Primary metered and customer owned Transformation

Basic Charge	\$17.50 per billing plus	\$19.07 per billing plus
Energy Charge		
First 10,000 kwh per billing	\$0.1317 per kWh	\$0.1317 per kWh
Next 90,000 kwh per billing	\$0.1036 per kWh	\$0.1037 per kWh
Additional kwh per billing	\$0.0727 per kWh	\$0.0727 per kWh
Demand Charge	\$8.45 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	\$9.21 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

#### Rate Code 45 - General - City Accounts

Energy Charge	\$0.0891 per kWh for all consumption	\$0.0920 per kWh for all consumption
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## Appendix 7

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#### Rate Code 55 - Street Lighting, Traffic Lights & Other Un-metered Loads

Per fixture watt or volt ampere per billing subject to Electric Utility Services Bylaw No. 2017-44	\$0.1005 per fixture kWh or kVAh per billing	\$0.1005 per fixture kWh or kVAh 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 kilowatt-hour or kilovolt ampere-hour loading shall be used for billing purposes.	\$0.1892 per kWh	\$0.1892 per kWh
Monthly minimum charge per fixture or service connection	\$17.50 per billing plus	\$19.07 per billing plus

#### Net Metering Rate Code (aka Micro-DR)

When paying Net Metered Customers for any excess Energy generated by the Customer, the Penticton Electric Utility shall use the applicable Rate Code under which the Customer is receiving Service from the Penticton Electric Utility. 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.

#### Electrical Service Calls

Service Call – 1 stop (1 hr. max)	\$229.30	\$236.20
Service Call – 2 stops (1.75 hr. max)	\$401.25	\$413.30

#### Electrical Service Connections

##### Temporary Service Connection

1 Phase up to 200 amps	\$388.00	\$399.70
all except 1 phase up to 200 amps	Actual Cost	Actual Cost

##### Service Relocate

1 phase up to 200 amps	\$461.15	\$475.00
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##### Service Upgrade

1 phase up to 200 amps	\$461.15	\$475.00
1 phase over 200 amps	Actual Cost	Actual Cost
3 phase overhead and underground (all)	Actual Cost	Actual Cost

##### Service Connection

1 phase per unit (200 amps max -includes 1 meter) overhead and underground	\$521.30	\$537.00
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	\$454.15	\$467.80

#### Electrical Service Connections Non-Refundable Fee

Non-refundable portion of invoiced service connection cost if the project is cancelled after payment is received but prior to construction start	3%	As per Contract
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#### Electrical Pole Contacts

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	As per Contract	As per Contract
Recoverable Sign Installations	Actual Cost	Actual Cost

#### Power Factor Surcharge:

	Power Factor	Surcharge	Surcharge
a) Every Customer must regulate their load to maintain a Power Factor of not less than ninety (90%) percent.	Between 90% and 100%	Nil	Nil
	Between 88% and 89.99%	2%	2%
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.	Between 85% and 87.99%	4%	4%
	Between 80% and 84.99%	9%	9%
	Between 75% and 79.99%	16%	16%
	Between 70% and 74.99%	24%	24%
	Between 65% and 69.99%	34%	34%
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.	Between 60% and 64.99%	44%	44%
	Between 55% and 59.99%	57%	57%
	Between 50% and 54.99%	72%	72%
d) Electrical Service shall not be provided to any customer whose Load Power Factor is less than fifty (50%) percent.	Less than 50%	90% and electrical service may be disconnected	90% and electrical service may be disconnected



## Appendix 7

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#### Notes:

#1. Any applicable Federal or Provincial taxes are in addition to the above charges. Penalty interest at the rate of two percent (2%) per bill for current charge amounts remaining unpaid after the passage of the due date denoted on the bill will be applied.

#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.

#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.

#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:

- 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;
- 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
- 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.

#### Eligibility requirements:

- Must be for a new or an upgrade to an Electrical Service;
- Must be a City of Penticton Electric Utility customer;
- Must have a credit score of: 650 or greater for an individual, or less than 25 for a business;
- Must have a maximum of 19 City of Penticton Utility Credit Points;
- The customer must own both the land and building where the service is required; and
- If Micro-DR, receipts must be submitted from the contractor performing the work; and
- 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.

## Appendix 25

SEWER	2023	2024
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### Sanitary Sewer Fixture Charges

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.

An extension to the 180 day period will be considered providing the builder applies **in writing** to Building & Licence Division prior to the expiration of the 180 day period. Should a request come from a builder **after** the expiration of the 180 day period, an extension may still be granted upon payment of an administration fee:

Extensions are only to be granted in multiples of 30 days, i.e. 30, 60, 90 days.

### Sanitary Sewer Charges based on Treated Water Use

#### Residential Use

Monthly Fixed Sanitary Sewer Rates Based on Water Meter Size charged April to October

13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month April to October)	\$40.69	\$44.00
25mm (1 inch) / month April to October	\$104.31	\$126.13
38 mm (1 1/2 inches) / month April to October	\$209.02	\$242.22
50 mm (2 inches) / month April to October	\$343.29	\$376.67
75 mm (3 inches) / month April to October	\$720.55	\$786.79
100 mm (4 inches) / month April to October	\$1,370.67	\$1,526.79

#### PLUS Variable Sanitary Sewer Generation Charge based on Water Use for all Meter Sizes charged November to March

<b>Variable Usage 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]	\$8.81	\$9.68
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#### Non- Residential Use

Monthly Fixed Sanitary Sewer Rates Based on Water Meter Size charged January to December

13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month January to December)	\$20.09	\$21.72
25mm (1 inch) / month January to December	\$50.21	\$60.71
38 mm (1 1/2 inches) / month January to December	\$100.45	\$116.41
50 mm (2 inches) / month January to December	\$160.71	\$176.34
75 mm (3 inches) / month January to December	\$351.56	\$383.88
100 mm (4 inches) / month January to December	\$632.81	\$704.89

#### PLUS Variable Sanitary Sewer Generation Charge based on Water Use for all Meter Sizes

<b>Variable Usage Charge</b> / 2.83 cubic meters (100 cubic feet) charged monthly January to December	\$3.85	\$4.23
Request for Reduction Submission and Review	\$110.00	\$114.00
Fee for falsification of information on a Request for Reduction	\$550.00	\$550.00

#### NOTES

Any applicable Federal or Provincial taxes are in addition to the above charges. Penalty interest at the rate of two percent (2%) per bill for current charge amounts remaining unpaid after the passage of the due date denoted on the bill will be applied.

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

## Appendix 25

SEWER	2023	2024
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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 usage 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 dust control.

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.

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

### Connected Sanitary Sewer Services with No Water Meter or No Water Service (per month)

Fee based on property zoning as follows:

For properties zoned Single Family Residential	\$40.18	\$44.27
For properties zoned I Multi Family Residential	\$57.18	\$63.01
For properties zoned Commercial	\$134.44	\$148.16
For properties zoned Industrial	\$913.29	\$1,006.44
For all other properties	\$134.44	\$148.16

### Miscellaneous Rates

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	\$62.12	\$63.99
Minimum flat rate charge for sanitary sewer for residential properties adjacent to a sanitary sewer main but not connected *	\$48.68	\$53.65
Minimum flat rate charge for sanitary sewer for non-residential properties adjacent to a sanitary sewer main but not connected *	\$394.07	\$434.27
Permit to Discharge	\$273.36	\$281.60
Evaluation of restricted wastes of over strength matter	Actual Cost	Actual Cost
Over strength B.O.D. charge (over 300 mg/l) per kilogram	\$0.66	\$0.66
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) per kilogram	\$0.285	\$0.285
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) per kilogram	\$0.67	\$0.67

\* Charged during temporary service/construction phase. Changed to metered or unmetered rate once occupancy is granted

Appendix 25		
SEWER	2023	2024

**Septic Waste Receiving Facility Rates**

Tipping Fee for receiving septic waste per cubic meter	\$37.50	\$41.33
Repair/remediation of septic receiving area	Actual Cost	Actual Cost

**Sanitary or Storm Sewer Service Connections**

(a) 100mm (4") BASE RATE sanitary or storm sewer service and connections - for up to 10 meters in length from the sanitary or storm sewer main to the property line	\$6,200.00	\$6,200.00
(b) 100mm (4") <b>PER METER RATE</b> OVER 10m IN LENGTH sanitary or storm sewer service and connections - Additional amount to the BASE RATE for the portion of sanitary and storm sewer service greater than 10 meters in length from the sanitary sewer or storm sewer main to property line.	\$585.00	\$585.00
(c) Two – 100mm (4") BASE RATE sanitary or storm sewer service and connections installed in the same trench - for up to 10 meters in length from the sanitary or storm sewer main to the property line	\$7,140.00	\$7,140.00
(d) Two – 100mm (4") <b>PER METER RATE</b> OVER 10m IN LENGTH sanitary or storm sewer service and connections installed in the same trench - Additional amount to the BASE RATE for the portion of sanitary and storm sewer service greater than 10 meters in length from the sanitary sewer or storm sewer main to property line.	\$660.00	\$660.00
(e) All other sanitary or storm sewer and service and connections	Actual Cost	Actual Cost
(f) 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.	\$560.00	\$560.00
(g) Repair of service failure or interruption	Actual Cost	Actual Cost
(h) Winter Trench Repair maintenance	\$460.00	\$460.00
(i) Reconnecting to a capped sewer service - No work by City - Reconnection Fee Only	\$225.00	\$225.00
(j) Sanitary or Storm Sewer Service Video Inspection	\$190.00	\$190.00

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.

**Other:**

(a) Service inspection of an irrigation water service, treated water service, sanitary sewer service and storm sewer service.	\$185.00	\$185.00
(b) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service	\$2,550.00	\$2,550.00
(c) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service - COMPLETED IN CONJUNCTION WITH SERVICE INSTALLATION IN SAME LOCATION	No Charge	No Charge

## Appendix 29

WATER	2023	2024
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### Utility Administration Rates

Utility credit references (current or recent account)	\$17.85	\$18.40
Archived account	\$31.50	\$32.40
Utility account history	\$17.85	\$18.40
Interest rate on delinquent utility accounts	10% per annum	10% per annum
Special water meter reading	\$42.25	\$43.50
Special water meter inspection fee	\$42.25	\$43.50

### AMR OPT OUT

AMR Opt Out manual water meter reading for an individual meter	\$17.46	\$18.40
AMR Opt Out manual combined electric and water meter reading for an individual meter read	\$18.36	\$19.30
AMR Opt Out manual water 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 water meter bank read is to be equally split between all customers serviced by the bank meter	\$18.40 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 water 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	\$18.73 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.	\$19.30 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.

### Applications / Connect / Disconnect / Reconnect

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 (Water Only) – next day service	\$34.68	\$35.80
Utility application fee – same day service (accounts with combined electric and water)	\$107.00	\$110.30
Utility application fee (water only) same day service (accounts that only have water services)	\$68.34	\$70.40
Water disconnect / re-connect fee (for non payment during regular City hall hours)	\$37.74	\$38.90
Water disconnect / re-connect fee (for non payment after hours without call-out)	\$96.90	\$99.90
Water disconnect or re-connect (customer / agent request during City hall hours)	\$33.66	\$34.70
Water disconnect or re-connect (customer / agent request after hours without call-out)	\$48.96	\$50.50
Water disconnect or re-connect (customer / agent request after hours with call-out)	\$224.40	\$231.20
Water Illegal reconnection administration charge	\$295.80	\$304.70
Utility fee - Leave on Authorized	\$13.00	\$13.40
Water Disconnection (for non-payment) requiring capping or plugging service	\$244.80	\$252.20
Special Administration charge per service	\$29.60	\$30.50

### Non Treated Irrigation Water Charges

#### No Meter

Non-treated irrigation water per acre per year	\$198.21	\$210.23
Minimum charge for non-treated irrigation water / year	\$198.21	\$210.23
Household use from a connection to the untreated irrigation water system, unless metered, in which case metered rates then apply. (per annum per residence)	\$465.19	\$493.57

#### Monthly Fixed Non Treated Irrigation Water Meter Rates based on Meter Size

13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month)	\$11.66	\$12.37
25mm (1 inch) / month	\$24.99	\$26.51

Appendix 29		
WATER	2023	2024
38 mm (1 1/2 inches) / month	\$73.61	\$78.08
50 mm (2 inches) / month	\$162.08	\$171.91
75 mm (3 inches) / month	\$465.31	\$493.54
100 mm (4 inches) / month	\$1,023.15	\$1,085.22
150 mm (6 inches) / month	\$2,871.61	\$3,045.81
PLUS Variable Consumption Charge for all Meter Sizes		
Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)	\$0.28	\$0.30

#### Reclaimed Treated Effluent for Irrigation Charges

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)	\$14.37	\$15.25
25mm (1 inch) / month	\$53.67	\$56.94
38 mm (1 1/2 inches) / month	\$65.62	\$69.63
50 mm (2 inches) / month	\$154.67	\$164.10
75 mm (3 inches) / month	\$336.75	\$357.29
100 mm (4 inches) / month	\$715.28	\$758.91

#### PLUS Variable Consumption Charge for all Meter Sizes

Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)	\$1.08	\$1.15
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#### Treated Water Rates

Monthly Fixed Treated Water Meter Rates Based on Meter Size

13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch /month)	\$30.00	\$31.95
25mm (1 inch) / month	\$111.32	\$118.45
38 mm (1 1/2 inches) / month	\$136.96	\$158.34
50 mm (2 inches) / month	\$322.82	\$343.84
75 mm (3 inches) / month	\$698.46	\$683.75
100 mm (4 inches) / month	\$1,492.92	\$1,525.01
Individually metered Bareland Strata Properties with 19mm meters UPON APPLICATION ONLY	\$8.45	\$8.99

#### PLUS Variable Consumption Charge for all Meter Sizes

Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)	\$2.22	
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#### PLUS Variable Consumption Charge

##### Residential Use Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)

13mm / 16mm / 19mm (1/2 inch, 5/8 inch and 3/4 inch)	\$2.22	
Block 1 First 600 Cubic Feet		\$2.35
Block 2 From 601-1,600 Cubic Feet		\$2.93
Block 3 Over 1,600 Cubic Feet		\$3.52
25mm (1 inch)	\$2.22	\$2.36
38 mm (1 1/2 inches)	\$2.22	\$2.36
50 mm (2 inches)	\$2.22	\$2.36
75 mm (3 inches)	\$2.22	\$2.36
100 mm (4 inches)	\$2.22	\$2.36
Non-Residential Use Variable Consumption Charge / 2.83 cubic meters (100 cubic feet)	\$2.22	\$2.36

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.

## Appendix 29

WATER	2023	2024
<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)	\$47.92	\$50.68
25mm (1 inch) / month	\$147.85	\$156.37
38 mm (1 1/2 inches) / month	\$242.20	\$256.17
50 mm (2 inches) / month	\$544.91	\$576.36
75 mm (3 inches) / month	\$1,385.83	\$1,465.82
100 mm (4 inches) / month	\$2,934.27	\$3,103.62
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

**Minimum Flat Rate Charges for Properties located adjacent to a Treated Water Main but Not Connected:**

Fee based on property zoning as follows:

For properties zoned Single Family Residential *	\$47.92	\$50.98
For properties zoned I Multi Family Residential *	\$147.85	\$157.31
For properties zoned Commercial *	\$242.20	\$257.70
For properties zoned Industrial *	\$2,934.27	\$3,122.07
For all other properties *	\$242.20	\$257.70

\* Charged during temp/construction phase. Changed to metered rate once meter is installed.

**NOTES:**

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. Penalty interest at the rate of two percent (2%) per bill for current charge amounts remaining unpaid after the passage of the due date denoted on the bill will be applied.

The A.R.D.A. rate referred to in this bylaw is billed on the annual property tax notice and is subject to a 10% penalty if unpaid on the tax penalty date in each year.

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.

**Treated and Irrigation Services and Metering**

AMR Opt Out treated or irrigation water meter, old style meter, use of a digital non radio frequency electric meter, per meter	\$201.00	\$201.00
AMR Opt Out treated or irrigation water meter, new style meter, use of a digital non radio frequency electric meter, per meter	\$42.25	\$42.25
(a) Treated and Irrigation water service supply and installation, not including meter or meter chamber. Fee to be as follows:		
19mm ( 3/4") water service	N/A	N/A
25 mm (1") water service - BASE RATE - for up to 10 meters in length from the water line to the property line.	\$6,100.00	\$6,100.00
25 mm (1") water service - <b>PER METER RATE</b> OVER 10m IN LENGTH - Additional amount to the BASE RATE for the portion of water service greater than 10 meters in length from the water main to property line.	\$575.00	\$575.00
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 ( 3/4") water meter	\$650.00	\$650.00
25 mm (1") water meter	\$900.00	\$900.00
38 mm (1 1/2") water meter with register and Radio Frequency	\$1,515.00	\$1,515.00
50 mm (2") compound water meter with register and Radio Frequency	\$1,850.00	\$1,850.00
(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)	\$880.00	\$880.00
(e) Water meter chamber up to 25 mm (1") supply and installation (not installed with service)	\$2,300.00	\$2,300.00
(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	\$350.00	\$350.00

## Appendix 29

WATER	2023	2024
(i) Water meter testing or repair if replacement is required and deemed the fault of the owner additional charges may be applied.	\$97.00	\$97.00
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 to be accurate within the above limits the City shall bear the costs.		
Customer request to relocate (or alter due to construction) meter or appurtenances	Actual Cost	Actual Cost

### Water Connection Charges

(a) Service inspection of an irrigation water service, treated water service, sanitary sewer service and storm sewer service.	\$183.60	\$189.20
(b) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service	\$2,550.00	\$2,626.50
(c) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service - COMPLETED IN CONJUNCTION WITH SERVICE INSTALLATION IN SAME LOCATION	No Charge	No Charge
(d) Service calls regarding water service, treated water service, sanitary sewer service and storm sewer service	Actual Cost	Actual Cost

### Fire Hydrants (both City and private hydrants)

(a) Fire hydrant supply and installation not requiring curb, gutter and asphalt work	\$7,750.00	\$7,750.00
(b) Fire hydrant supply and installation requiring curb, gutter and asphalt work	\$9,500.00	\$9,500.00
(c) Fire Hydrant rental (includes hook-up and water usage) Note: if total # of days is not known (amount to be billed)	\$117.00 first day and \$25.00 each day thereafter	\$120 first day and \$25.00 each day thereafter
(d) Portable water meter rental	\$20 per day (plus cost of water used at the current metered rate)	\$20 per day (plus cost of water used at the current metered rate)
(e) Fire Hydrant ACCEPTANCE - Level A Inspection - post final inspection or prior to city acceptance	\$174.50	\$179.80

### Other:

(a) Service inspection of an irrigation water service, treated water service, sanitary sewer service and storm sewer service.	\$183.60	\$189.20
(b) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service	\$2,550.00	\$2,626.50
(c) Termination of an irrigation water service, treated water service, sanitary sewer service and storm sewer service - COMPLETED IN CONJUNCTION WITH SERVICE INSTALLATION IN SAME LOCATION	No Charge	No Charge
(d) Service calls regarding water service, treated water service, sanitary sewer service and storm sewer service	Actual Cost	Actual Cost
(f) 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.	\$525.00	\$525.00



## Appendix 31

STORM WATER	Unit	2023	2024
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### Storm Water NO Direct Connect Fees

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>			
No direct connection to the Storm Sewer:			
Single Family Dwellings	\$/year per folio	\$62.60	\$81.38
Multi Family Apartment Buildings with 4 or less units	\$/year per folio	\$100.30	\$130.39
Multi Family Apartment Buildings with more than 4 units	\$/year per unit	\$33.40	\$43.42
Multi Family Dwellings [strata]	\$/year per folio	\$33.40	\$43.42
<b>Farm/Recreational/Non Profit/Supportive Housing</b>			
No Direct Connection to the Storm Sewer	\$/year per folio	\$62.60	\$81.38
<b>Business/Light Industry/Major Industry/Utilities</b>			
No direct connection to the Storm Sewer, with gross assessment value:			
Below \$300,000	\$/year per folio	\$127.00	\$165.10
Between \$300,001 and \$800,000	\$/year per folio	\$190.50	\$247.65
Above \$800,000	\$/year per folio	\$285.80	\$371.54

### Storm Water Direct Connect Fees

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>			
Direct Connection to the Storm Sewer:			
Single Family Dwellings	\$/year per folio	\$81.40	\$105.82
Multi Family Apartment Buildings with 4 or less units	\$/year per folio	\$130.40	\$169.52
Multi Family Apartment Buildings with more than 4 units	\$/year per unit	\$43.50	\$56.55
Multi Family Dwellings [strata]	\$/year per folio	\$43.50	\$56.55
<b>Farm/Recreational/Non Profit/Supportive Housing</b>			
Direct Connection to the Storm Sewer	\$/year per folio	\$81.40	\$105.82
<b>Business/Light Industry/Major Industry/Utilities</b>			
Direct connection to the Storm Sewer, with gross assessment value:			
Below \$300,000	\$/year per folio	\$165.10	\$214.63
Between \$300,001 and \$800,000	\$/year per folio	\$247.70	\$322.01
Above \$800,000	\$/year per folio	\$371.50	\$482.95