



Council Report

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Date: May 5, 2026
To: Anthony Haddad, City Manager
From: Kelsey Johnson, General Manager of Community Services

File No: 0340-50

Subject: Park Land Protection & Use Policy Update

Staff Recommendation

THAT Council rescind the 2018 Park Land Protection and Use Policy and approve Council Policy #2026-03 Park Land Protection & Use Policy.

Strategic priority objective

Livable & Accessible: The City of Penticton will proactively plan for deliberate growth, focusing on creating an inclusive, healthy, and vibrant community.

Background

At the Regular Council Meeting on February 11, 2025, Council received and approved the Parks & Recreation Advisory Committee's recommendation to direct staff to undertake a review of the Park Land Protection and Use Policy with the objective to streamline and enhance the efficiency of processes related to parkland protection, allocation and use.

Staff incorporated a number of updates to the License to Use (LTU) Renewal Procedure that are aligned with the Committee's comments and feedback on the policy. Staff shared the draft policy, CP#2026-03 Park Land Protection & Use Policy, with the Parks & Recreation Advisory Committee at their meeting on April 22, 2026, and received the following recommendation:

4.3 Park Land Protection & Use Policy

It was MOVED and SECONDED

THAT the Parks & Recreation Advisory Committee receive into the record the report dated April 22, 2026, titled "Park Land Protection & Use Policy Update";

AND THAT the Parks & Recreation Advisory Committee endorses the draft CP #2026-03 Park Land Protection & Use Policy as outlined in the report.

CARRIED UNANIMOUSLY

The key changes to the policy are summarized below:

1. LTU Renewal Term – Ability to issue a five (5) year LTU agreement

- The Committee had raised concerns about the barrier of the maximum three-year terms for businesses submitting Proposals to operate within park land, particularly when the business makes an investment in the facility or equipment. Members commented that a longer-term LTU Agreement would provide more confidence for the tenant to recover their investment.

Providing staff with the ability to issue a five (5) year LTU Agreement, should a tenant provide significant capital and financial investment to operate, will create a more efficient process and likely garner more interest and investment into these City facilities and amenities. In recent years, both Committee and Council have been supporting 5-year term renewals.

2. Streamlined Step Procedure for LTU Renewals

- Amending the applicable step procedure to provide staff direction to bring forward the LTU renewal directly to PRAC will remove the requirement to introduce the LTU Renewal at an Open Council meeting for the sole purpose of having Council refer to the next PRAC meeting.

3. Introducing a Pre-Approved Site List

- To support operational continuity, administrative efficiency and long-term community partnerships, staff are proposing a list of Pre-Approved Sites where the use has been previously approved, remains unchanged, and poses no material impact to parkland protection objectives. Inclusion on the list does not guarantee renewal of a license.

If approved, the Pre-Approved Site List will be reviewed and maintained every three (3) years through the following procedure:

Step 1: Parks & Recreation Advisory Committee reviews the Pre-Approved Site List and feedback from staff

Step 2: Parks & Recreation Advisory Committee would then make a recommendation to Council to approve or amend the Pre-Approved Site List.

If a site is removed from the Pre-Approved Site List, subsequent License to Use Renewals would need to comply with the Full Renewal for License to Use Agreements procedure.

Staff are proposing the following sites for the Pre-Approved Site List as part of the policy update:

1. Concessions (Peach, Skaha Main, Skaha East, Sudbury)
2. Beach Vending Program Sites
3. 185 Lakeshore Drive West - Jubilee Pavilion
4. 215 Riverside Drive (current agreement with Coyote Cruise)
5. Rotary Park foreshore (current agreement for Pier Watersports)
6. 500 Edmonton Avenue (Day Care & Penticton Safety Village)
7. 1701 Government Street (current agreement with Interior Health – Hospice House)

8. Community Gardens (Vancouver Ave & Baskin St)
9. 1400 Riddle Road (current agreement with Penticton Area Cycling Association PACA)
10. Disc Golf (Riddle Road & Three Blind Mice – current agreement with Penticton Disc Golf Society)
11. 1051 Penticton Avenue (current agreement with Province of BC for Air Quality Station)
12. 3807 Skaha Lake Road (current agreement with Oxbow RV Park)
13. Okanagan Lake Foreshore (current agreement with Splash BC – WIBIT)
14. 630 Munson Mountain Road (current agreement with BMX Society)
15. 1060 Main Street (current agreement with Penticton New Beginnings Christian Fellowship)

Additionally, a number of other minor amendments are being proposed for the purpose of providing clarity and reducing redundant information.

Financial implication

There are no financial implications associated with the approval of the policy.

Analysis

Originally adopted in 2018, the Park Land Protection & Use Policy is an important document that provides policy guidance and procedural direction to staff. Using the experience and learnings over the past several years, along with feedback from the Committee, staff are proposing these amendments to create efficiencies in the process while ensuring the integrity of the policy is maintained.

Attachments

Attachment A – Council Policy #2026-03 Park Land Protection & Use Policy

Respectfully submitted,

Kelsey Johnson
GM of Community Services

Concurrence

GM of Development Services <i>BL</i>	GM of Infrastructure <i>KD</i>	City Manager <i>AB</i>
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