



# Council Report

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**Date:** May 5, 2026  
**To:** Anthony Haddad, City Manager  
**From:** Blake Laven, General Manager of Development Services  
**Subject:** **Development Services Division Review Task Force**

**File No:** RMS 0540-20

## Staff Recommendation

THAT Council approve the “Development Services Division Review Task Force – 2026 Terms of Reference”.

## Strategic priority objective

**Vision:** Penticton is a connected, resilient and healthy waterfront city focused on safety, livability and vibrancy.

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

## Background

At the April 21, 2026 Regular Council Meeting, Council passed a resolution directing staff to return with draft Terms of Reference for a Development Services Division Review Task Force. The purpose of the Task Force is to bring together representatives from the development industry to provide recommendations on improving development processes and addressing the cost implications of development in Penticton. In addition, the Task Force is intended to provide input to a forthcoming third-party review of the Development Services Division, which is expected to commence imminently and proceed concurrently. The Task Force’s work will help inform the scope and findings of the third-party review.

This report seeks Council endorsement of the proposed Terms of Reference, which establishes the objectives of the Task Force and outlines its composition.

## Financial implication

All work of the Task Force will be done within existing budgets. Any outcomes with an impact on the Financial Plan will be presented to Council for approval.

**Analysis**

The development industry has undergone significant change in recent years. Rising interest and borrowing costs, increasing material and labour expenses, and a shifting regulatory environment have collectively affected the viability of development projects. In response, the City’s Development Services Division must remain adaptive to the evolving conditions under which development occurs. This is an opportune time to review the Division’s level of service to the development industry, as well as the impact of local municipal development costs on housing affordability and commercial rental and lease rates. The Terms of Reference are designed to bring together individuals from all facets of the development industry, including builders, design professionals, and engineering professionals. They also include representation from industry organizations with advocacy experience and expertise gained through policy review across multiple municipalities within the province.

Staff are recommending that Council endorse the Terms of Reference as shown on Attachment A.

**Next Steps**

Upon Council’s approval of the Terms of Reference, the City will advertise for committee members through the City’s website, local news outlets, and social media channels. Council will then appoint members from the pool of applicants at a subsequent meeting, following which the committee will convene its inaugural meeting.

**Attachments**

Attachment A – Draft Terms of Reference for the “2026 Development Services Division Review Task Force”

Respectfully submitted,

Blake Laven,  
General Manager of Development Services

Concurrence

General Manager Corporate Services  <i>AMC</i>	City Manager  <i>SLH</i>
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