



Minutes



Naramata Parks & Recreation Commission Meeting of September 23, 2024, 6:30 p.m.

Naramata Fire Hall, 1095 Lower Debeck Rd,
Naramata, BC V0H 1N1

- Present:** Adrienne Fedrigo, Director, Electoral Area “E”
- Members:** Dennis Smith (Chair), Eileen Meehan, Maureen Balcaen, Jim Pearmain, Richard Blackwell, Kim Hoath, Cynthia Enns
- Absent:** Vince Boutilier
- Staff:** Justin Shuttleworth (RDOS, Manager of Parks and Facilities) left meeting at 7:38 p.m., Andy Foster (RDOS, Manager of Recreation and Facilities) left meeting at 7:38 p.m.
- Guests:** Dirk Groenewold
- Recording Secretary:** Heather Lemieux (Recording Secretary)
- Delegates:** None

1. CALL TO ORDER

The meeting was called to order at 6:34 p.m. Quorum present.

ADOPTION OF AGENDA

RECOMMENDATION

It was Moved and Seconded THAT the Agenda for the Naramata Parks and Recreation Meeting of September 23, 2024 be adopted and all presentations and reports be received as presented.

CARRIED

2. APPROVAL OF PREVIOUS MEETING MINUTES

RECOMMENDATION

It was Moved and Seconded THAT the Minutes for Naramata Parks and Recreation Commission of July 3, 2024 be approved as presented.

CARRIED

3. CORRESPONDENCE / DELEGATIONS

- 3.1 Community Feedback** — Feedback was received regarding fees and charges. Discussed park rentals, requiring non-profits to rent parks for events and fundraisers, and park rental fees.

RDOS staff is currently analyzing the *Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2927, 2021*.

RECOMMENDATION

It was Moved and Seconded THAT local non-profits, with a registered address in Area “E”, be exempt from paying Park Rental fees for events.

CARRIED

4. RDOS STAFF REPORTS — J. Shuttleworth (RDOS, Manager of Parks and Facilities) & A. Foster (RDOS, Manager of Recreation and Facilities)

- 4.1 2025 Budget** — J. Shuttleworth (RDOS, Manager of Parks and Facilities), presented a summary of the the *Naramata Commission 2025 Budget* and the *Naramata Commission Summary of Proposed Projects*.

Discussed reserve allocations, staff time, assets, operating reserves, and operational budget revenues. The budget utilization percentage can be determined after the budget’s first reading.

Discussed the possibility of using the Parkland Acquisition Reserve to pay Parkland Acquisition Debt.

Update provided on capital projects. Discussed community communication and grant opportunities.

ACTION — A. Fedrigo, Director, Electoral Area “E” to ask the RDOS Finance Department if reserves can be invested.

- 4.2 Recreation Report** — A. Foster (RDOS, Manager of Recreation and Facilities) presented the *Quarterly Report - Naramata Q2*.

Discussed the new report template, regional highlights, prescribed recreation, and the fee and charges review.

5. RDOS DIRECTOR REPORT — A. Fedrigo, Director, Electoral Area “E”

- 5.1 Spirit Park** — Update provided on the project. The Request for Proposals (RFP) for the washroom building has been published.

- 5.2 Adra Tunnel** — An engineering report needs be completed before the tunnel is officially opened.

Discussed Regional Trails and the Woodwacker volunteer group.

- 5.3 Recreation Programs** — Presented on program fees.
Discussed reducing fees wherever possible.
- 5.4 Recreation Coordinator** — Update provided on the position. Reported on levels of service, community feel, and the benefits of having a local community member as a contracted coordinator.
The commission advised to continue looking into all options for the type of position.
- 5.5 Surveys** — Reminder provided to members to complete surveys available on the [Regional Connections website](#).

6. COMMISSION MEMBER REPORTS

- 6.1 Parks Maintenance Contractor** — M. Balcaen reported.
Discussed Naramata Market days.
D. Smith (Chair) will begin forwarding weekly park security reports to the commission.
- 6.2 Goose Management** — Discussed the benefit of off-leash dogs as goose deterrents.
Discussed the status and effectiveness of other deterrents.

7. BUSINESS ARISING

- 7.1 In-Camera Meeting Minutes** — Discussed the procedure for recording minutes during In-Camera sessions.

RECOMMENDATION

It was Moved and Seconded THAT the rising report from the minutes of the In-Camera session for the Naramata Parks and Recreation Commission meeting of July 3, 2024 be approved as presented.

CARRIED

- 7.2 Budget** — A. Fedrigo, Director, Electoral Area “E” presented on budget, service levels, and projects.
- 7.3 Commission Member Terms** — Members whose two year term expiry is approaching will be contacted by the RDOS.
- 7.4 Wharf Park** — The commission noted that a barrier or fence is a high priority, to prevent vehicles from driving on the park.

8. ADJOURNMENT

8.1 **RECOMMENDATION**

It was Moved and Seconded THAT the meeting of the Naramata Parks and Recreation Commission be adjourned at 8:30 p.m.

CARRIED

NEXT MEETING:

Monday, October 28, 2024 @ 6:30 p.m. — Naramata Fire Hall

Attachments:

Area E Commission Meeting Spreadsheet.xlsx

Project Request Form - (Insert Proj. Title).doc

[Commission Resource Page](#)

[By Area | RDOS](#) (Recreation Fall Guide, etc.)

[RDOS Regional Connections](#) (link to Regional Connections page)

Quarterly Report - Naramata Q2.pdf

Naramata Commission 2025 Budget.pdf

Naramata Commission Summary of Proposed Projects.pdf



Chair, Dennis Smith, Naramata Parks and Recreation Commission – Electoral Area “E”



Recording Secretary, Heather Lemieux