

# Minutes



## Okanagan Falls Parks & Recreation Commission



Meeting of September 26, 2024, 6:30 p.m.

Okanagan Falls Recreation Centre  
Multipurpose Room  
1411 Cedar Street, Okanagan Falls, BC

**Present:** Matt Taylor (RDOS, Director, Electoral Area "D") left meeting at 8:19 p.m.  
**Members:** Bob Daly (Chair), Allison Symons (Vice Chair), Judy Garner, Barb Shanks, Jillian Johnston, Kelvin Hall  
**Absent:** Laura Adamson, Mark Beaulieu  
**Recording Secretary:** Heather Lemieux (Recording Secretary)  
**Staff:** Justin Shuttleworth (RDOS, Manager of Parks and Facilities) left meeting at 7:47 p.m., Andy Foster (RDOS, Manager of Recreation and Facilities) left meeting at 7:47 p.m.  
**Delegates:** None

### 1. CALL TO ORDER

The meeting was called to order at 6:32 p.m. Quorum Present.

#### ADOPTION OF AGENDA

##### RECOMMENDATION

It was Moved and Seconded THAT the the Okanagan Falls Parks & Recreation Commission Agenda of September 26, 2024 be adopted as presented.

**CARRIED**

### 2. APPROVAL OF PREVIOUS MEETING MINUTES

#### 2.1 RECOMMENDATION

It was Moved and Seconded THAT the Minutes for the Okanagan Falls Parks & Recreation Commission meeting of August 22, 2024 be adopted and all presentations and reports be received as presented.

**CARRIED**

### 3. CORRESPONDENCE / DELEGATIONS

None

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

**4.1 Recreation Report** — A. Foster (RDOS, Manager of Recreation and Facilities) presented the *OK Falls Quarterly Report* and reported on a new, data driven format for quarterly reports, and on successes of recreation last quarter.

Discussed revenue, expenses, fees and charges, adding park rental options, and the need to update the RDOS website and booking system.

**4.2 2025 Budget** — J. Shuttleworth (RDOS, Manager of Parks and Facilities), presented a summary of the the *Ok Falls Commission 2025 Budget* and the *OK Falls Commission Summary of Proposed Projects*.

Discussed debt, revenue, recreation options and trends, reserves, parkland acquisitions, cost increases, services and maintenance, project updates, and potential grant opportunities.

**4.3 Capital Project Priorities 2025** — J. Shuttleworth (RDOS, Manager of Parks and Facilities) reported on the commission’s previously prioritized capital projects for 2025:

- i) **Climbing Dome** — The ground surface needs to be updated. Discussed finding an alternative location.
- ii) **Spray Park** — Discussed budget allocation in reserves.
- iii) **Kenyon Park Picnic Shelter** — Staff recommends that this be a two year project to determine all variables.
- iv) **Kenyon Park - Swimming Accessibility** — Reported on the need for staging areas and operational cost considerations.
- v) **Lions Park Rejuvenation** — Staff is planning to work on the concept plan details. Discussed pathways.
- vi) **Kenyon House** — Reported on assessment considerations.
- vii) **Water Fountains** — Staff is looking into seasonal options. Reported on operational considerations.

**4.4 Capital Requests** — *2025 Capital Request Forms* are due on **Thursday, October 3, 2024**.

Next year, capital requests will be due earlier, in June 2025.

Discussed revenue streams and the importance to be “shovel ready” for grant applications.

**4.5 Swimming Platform** — Update provided on the project, currently underway by the Province.

## **5. COMMISSION MEMBER REPORTS**

**5.1 Capital Project Priorities 2025** — Commission discussion.

- i) **Drainage Ditch** — Defer to staff recommendation.
- ii) **Light Replacements** — Long-term project. Defer to staff recommendation. The commission recommends that staff pursue grant funding.
- iii) **Climbing Dome** — Withdraw as a priority project.

### **RECOMMENDATION**

It was Moved and Seconded THAT the Climbing Dome project be withdrawn as a priority project for 2025.

**CARRIED**

- iv) **Spray Park** — Continue to reserve funds for the project.
- v) **Kenyon Park Picnic Shelter** — Proceed with a feasibility study and plan to become “shovel ready” for grant opportunities.
- vi) **Kenyon Park - Swimming Accessibility** — High priority for 2025. Discussed pursuing grant funding.
- vii) **Lions Park Rejuvenation** — Proceed with planning and a feasibility study. Discussed the existing concept design.
- viii) **Kenyon House** — High priority for 2025.
- ix) **Water Fountains** — High priority for 2025. Discussed pursuing grant funding.

## **6. RDOS DIRECTOR’S REPORT — M. Taylor (RDOS, Director, Electoral Area “D”)**

M. Taylor (RDOS, Director, Electoral Area “D”) presented the following report:

**6.1 Staffing Changes** — Reported on staffing changes and department realignments.

Recreation, facilities, and parks are now all separate departments.

**6.2 Union of BC Municipalities (UBCM)** — Report provided on a recently attended a UBCM conference.

Discussions were had with Provincial staff on improving awareness and reducing the footprint of ASTER (Advanced Spaceborne Thermal Emission and Reflection Radiometer).

### 6.3 Director Priorities:

- i) To work with staff to achieve the most from parks, to continue to provide the best recreation possible, and to come to decisions and get resolutions on issues.
- ii) To continue to work with stakeholders in regards to ASTER.
- iii) To come to a decision on what to do with the Lamb property. It is estimated that it will cost approximately \$30,000 in repairs before the house is rentable.
- iv) Park Conditions and Maintenance — to have Keogan Park baseball diamond considered a priority.

### 6.4 Capital Projects — Presented on the importance of maintaining existing parks and completing projects that are underway, such as Heritage Hills and Garnett Family Park, as a priority before pursuing new projects.

Discussed grant writing and training. H. Lemieux (Recording Secretary) is also a grant writer and offered to present at the next meeting.

## 7. BUSINESS ARISING

- 7.1 **Questions Regarding Climbing Dome and Lamb Property** — Discussed the status of the Lamb property questions previously submitted to staff. The commission requests that a follow up be provided.
- 7.2 **Review of Parks and Recreation Bylaws** — C. Malden (RDOS, Corporate Officer/ Deputy CAO) responded that the review is underway. The commission will be provided with an update soon.
- 7.3 **Park User Code of Conduct (from the discussion of Keogan Park at the August 22, 2024 meeting)** — J. Shuttleworth (RDOS, Manager of Parks and Facilities) is looking into adding protocols, etiquette, and conduct requirements to apply to all park and facilities users.
- 7.4 **Communication – how can the Commission help the RDOS in dealing with issues and questions by public (e.g. watering restrictions, geese problems, maintenance schedules, policies)** — A. Symons (Vice Chair) presented examples of user group requirements from other jurisdictions.
- 7.5 **Waterfront Master Plan Update** — The plan will be presented at the next meeting.
- 7.6 **Reminder** — Incorporation Study consultants will meet with the Okanagan Falls Parks & Recreation Commission on **Wednesday, October 16, 2024 @ 4:30 p.m. at 1109 Willow Street, Okanagan Falls, BC V0H 1R0**

## 8. ADJOURNMENT

### **RECOMMENDATION**

It was Moved and Seconded THAT the meeting be adjourned at 8:26 p.m.

**CARRIED**

**NEXT MEETING** – October 24, 2024 at 6:30 p.m.

**Incorporation Study Consultant Meeting** — October 16, 2024 @ 4:30 p.m. at 1109 Willow Street, Okanagan Falls, BC V0H 1R0

### **Attachments:**

[Commission Resource Page](#)

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

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

[2023 3rd Quarter Activity Report – Community Services](#)

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

Commission - Annual Timeline.PDF


Ok Falls Commission 2025 Budget.pdf

OK Falls Commission Summary of Proposed Projects.pdf

OK Falls Quarterly Report.pdf

---

Bob Daly (Chair), Okanagan Falls Parks & Recreation Commission – Electoral Area “D”



---

Heather Lemieux, Recording Secretary