

Minutes



Okanagan Falls Parks & Recreation Commission



Meeting of October 24, 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")
Members: Bob Daly (Chair), Allison Symons (Vice Chair), Judy Garner, Barb Shanks, Kelvin Hall, Laura Adamson
Absent: Mark Beaulieu, Jillian Johnston
Recording Secretary: Heather Lemieux (Recording Secretary)
Staff: Kyle Gabelhei (RDOS, Projects Supervisor) left meeting at 7:55 p.m.
Delegates: None

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m. Quorum Present.

Added 5.2 Incorporation Consultant Meeting and 7.9 Christmas Event.

ADOPTION OF AGENDA

RECOMMENDATION

It was Moved and Seconded THAT the the Okanagan Falls Parks & Recreation Commission Agenda of October 24, 2024 be adopted as amended.

CARRIED

2. APPROVAL OF PREVIOUS MEETING MINUTES

Moved the sentence in 7.4 to 7.3.

2.1 RECOMMENDATION

It was Moved and Seconded THAT the Minutes for the Okanagan Falls Parks & Recreation Commission meeting of September 26, 2024 be adopted as amended and all presentations and reports be received as presented.

CARRIED

3. CORRESPONDENCE / DELEGATIONS

None

4. RDOS STAFF REPORTS — K. Gabelhei (RDOS, Projects Supervisor)

4.1 OK Falls Parks Master Plan – K. Gabelhei (RDOS, Projects Supervisor) provided a project update, presented survey results, concept plans, and recommendations.

Discussed planned amenities and locations, assessments and evaluations, and project planning.

4.2 Communication — Discussed the commission and staff partnership, and ways to accomplish more projects.

ACTION — M. Koch (RDOS, Managing Director, Community and Environmental Services) to attend an upcoming Okanagan Falls Parks & Recreation Commission meeting.

5. COMMISSION MEMBER REPORTS

5.1 Garnett Family Park Meeting – B. Daly (Chair) provided an update on a meeting that was held to discuss budget and to develop recommendations.

5.2 Incorporation Study Consultant Meeting — B. Daly (Chair) update provided on the meeting. More information is needed on the difference between regional vs. community parks.

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 RDOS Changes — Reported on staff changes and department changes and that there are more areas in the region with parks and recreation commissions that RDOS staff is responsible for. Discussed the value of having staff attend meetings.

Appreciation was extended to the commission for preparing evaluations and reports for staff consideration.

6.2 Walkway — Reported that walkway has been registered on title of a Sun and Sands property. A Development Permit can now be obtained.

6.3 Lamb Property — A meeting was held with RDOS staff in regards to the property and the water utility building. A legal opinion is being obtained to determine the options of what to do with the property.

Reported on the referendums that were used to obtain the property.

Discussed the current condition of the property.

6.4 Budget — A budget update was provided. Discussed incorporation.

6.5 Code of Conduct — Follow up provided on creating a code of conduct for the baseball diamond. M. Taylor (RDOS, Director, Electoral Area “D”) suggested the commission begin a drafting a Code of Conduct to submit to staff.

Discussed that it would be beneficial to add personnel to assist with administrative and writing duties.

7. BUSINESS ARISING

7.1 Lamb Property — Refer to 6.3.

7.2 Volunteers – Spit, Volunteer Project List, Procedures, Encouragement — B. Daly (Chair) provided and update and extended appreciation to all the volunteers that assisted with events and projects in 2024.

Suggestion made to ask the RDOS to consider adding volunteer coordinator.

7.3 Keogan Park Update — Refer to 6.2.

7.4 Budget Report Debrief — B. Daly (Chair) distributed debrief documents. Presented an overview on recommendations, park standards, the fee and charges review.

Discussed revenues and expenses, tracking metrics, budget process, and timing.

Review requested on the accuracy of the debt servicing amounts.

7.5 Capital Projects — B. Daly (Chair) submitted the following report:

2025 Revised Capital Project Recommendations from the September 26, 2024 Okanagan Falls Parks and Recreation Commission meeting.

The commission was presented with a difficult task in planning capital budget priorities without current information:

- i) **Garnett Family Park** — Upgrades have been removed from the 2024 capital projects without the commission’s knowledge or explanation, fully expecting that it would have been brought forward in 2025.
- ii) **Lighting** — The costing for beach pathway lighting on the *2024-2029 Summary of Proposed Projects* is outdated.
- iii) **Costing** — There is conflicting information regarding projected costing between preliminary feasibility studies and the *2024-2029 Summary of Proposed Projects*.

It was also challenging to prioritize and present recommendations within a week from the September 26, 2024 Okanagan Falls Parks & Recreation meeting.

7.6 Capital Project Recommendations — The Okanagan Falls Parks & Recreation Commission completed the task and recommends the following capital projects for the 2025 budget, each of which is a high priority:

- i) **Garnett Family Park Upgrades** — \$46,000 was previously budgeted for 2024, but was removed from the 2024 project list with no explanation to the commission. The commission recommends that the project be restored as a high priority.
- ii) **Spray Park Reserve Allocation** — Begin saving for replacement, per the 2028-2029 schedule. Also, consider putting aside reserves for the replacement of the playground on the 2028-2029 schedule.
- iii) **Kenyon Park Picnic Shelter** — The commission recommends this as a two-year project, the first year (Phase I) being obtaining permits and identifying location. The structure has already been identified on the master plan for Kenyon Park with public consultation. The commission recommends using the same design of the picnic shelter in Garnett Family Park. The commission questions the \$24,000 cost of Phase I work. The commission also questions the cost increase from the project feasibility study of \$80,000 (which was the cost of the Garnett Family Park structure) to a cost of \$120,000 in the *2024-2029 Summary of Proposed Projects*.
- iv) **Kenyon Park Swimming Accessibility** — The commission recommends that this remains a priority for 2025. Information is available from the City of Penticton regarding the implementation, use, and success of Mobi-mats.
- v) **Lions Park Improvements** – The commission recommends elements of the master plan for Lions Park be prioritized and costed in 2025, and that implementation begin in 2026.
- vi) **Kenyon House Assessment** – The commission recommends the assessment of Kenyon House in 2025, but questions the \$8,000 cost per the *2024-2029 Summary of Proposed Projects*.
- vii) **Water Fountains/Bottle Filling Stations** – The commission recommends carrying through with this project in 2025.

7.7 Projects Not to be Considered — The commission recommends that the following projects *not* be considered as part of the 2025 Capital Projects program:

- i) **Christie-Kenyon Parks Drainage Ditch Upgrade** – This is a project that is attached to the spit restoration project and should not be considered in the capital projects plan.
- ii) **Beach Pathway Light Replacement** – The carry forward estimate of \$150,000 for the project is out of date. The commission recommends the project not be considered until current costs are obtained.
- iii) **Climbing Dome** – The commission recommends that this be deferred to the 2028-2029 schedule to be addressed with the playground replacement.

- 7.8 Grant Procedures/Protocols** — Discussed the importance of being “shovel ready” with plans and concepts, eligibility, the role of the commission in finding grant opportunities, obtaining RDOS authorization, administrative and timing considerations, and alliances with community partners and non-profits.
- 7.9 Christmas Event** — Interested volunteers can email N. Wigley (RDOS) Recreation Coordinator to volunteer at an event on December 8, 2024.

8. ADJOURNMENT

RECOMMENDATION

It was Moved and Seconded THAT the meeting be adjourned at 8:50 p.m.

CARRIED

NEXT MEETING – November 28, 2024 at 6:30 p.m.

Attachments:

[Commission Resource Page](#)

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

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

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

Commission - Annual Timeline.PDF

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



Heather Lemieux, Recording Secretary