

Parks & Recreation Master Plan Steering Committee Meeting

Held at City of Penticton Committee Room A
171 Main Street, Penticton, B.C.

Tuesday, January 19, 2016
at 3:00 p.m.

Present: Andrew Jakubeit, Mayor
Judy Sentes, Councillor
Kevin Gabriel, Penticton Indian Band Representative
Doug Gorcak, Penticton School District 67 Representative
Roland Curnow, Organized Field Sport Representative
Adolph Steffen, Development Community Representative
Sharon Devlin, Member at Large
James Palanio, Member at Large
Ron Ramsay, Member at Large
Peter Dooling, Member at Large

Staff: Mitch Moroziuk, General Manager of Infrastructure
Jeff Lynka, Parks Supervisor
Lori Mullin, Recreation & Culture Manager
Lorraine Williston, Corporate Committee Secretary

1. **Call to Order**

The Parks & Recreation Master Plan Steering Committee was called to order by the Mayor at 3:02 p.m.

2. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Parks & Recreation Master Plan Steering Committee adopt the agenda for the meeting held on January 19, 2016 as circulated.

CARRIED UNANIMOUSLY

3. **Adoption of Minutes**

It was MOVED and SECONDED

THAT the Development Services Advisory Committee adopt the minutes of the December 2, 2015 meeting as circulated.

CARRIED UNANIMOUSLY

4. New Business

4.1 Draft Request for Proposal

The Manager of Infrastructure presented the draft Request for Proposal (RFP) for input and direction by the committee and noted this document is a compilation of research, examination of existing master plans and request for proposals for a master plan used by neighboring communities including recommendations by the Parks & Recreation Master Plan sub-committee. The project schedule timeline contained in the draft RFP was reviewed. Questions and committee discussion followed on the contents, process and why hiring a consultant is necessary. Comments included the following suggestions:

- a geographic map showing the locations of all park and recreational areas is needed
- analysis of greening, sustainability in relation to access issues, demographic issues, diversity, wetlands, riparian lands, grasslands, forestry, outdoor recreation, economics and finances
- Penticton Indian Band engagement -joint partnership?
- request that shortlisted consultants (up to 3 max) recommended by staff and the sub-committee present their proposal to the committee
- schedule timeline may be too restrictive. A clause should be added to the RFP requesting proponents to contact the City by a certain date if they require additional time periods.

The Parks Supervisor provided background information on the 1993 Parks & Recreation Master Plan process and confirmed the need for an updated inventory, analysis of demographics, trends and diversity.

James Palanio left the meeting at 4:30 p.m.

The General Manager of Infrastructure stated as part of the RFP process, the background section of the Terms of Reference can be expanded to provide a better definition of the framework for the project. The City also requests a table of contents prior to the report being done which allows for items to be edited and the information we are seeking to be included for example, what exists out there today, best practices, gaps and public wants.

It was MOVED and SECONDED

THAT the Parks & Recreation Master Plan Steering Committee support the Request for Proposal as presented to the committee with the addition of clauses to include a date requesting proponents to contact the City if the schedule timeline is too restrictive, notification that shortlisted proponents will be interviewed by the committee and include an introduction to the Request for Proposal outlining the need for a geographical analysis of greenspace, best practices and gaps.

CARRIED
Peter Dooling, Opposed

4.2 Overview of City Parks and Recreation

The Parks Supervisor presented an overview of the Parks Department including their mission statement, inventory consisting of neighborhood, community, special purpose and private parks. Information also included the number of parks, beaches, trails and sport fields and amenities listing the City's playgrounds, waterparks, off-leash dog parks, sport courts, skate parks, tennis and pickleball courts, fitness park and jogging track. Other responsibilities for

the Parks Department include horticulture, irrigation, cemeteries and park services. A review of the number of staff required was provided.

The Recreation and Culture Manager presented an overview of the Recreation Department including their mission statement, strategic priorities and staffing requirements. Responsibilities include reception services, programming, aquatics, park and outdoor facility bookings, Community Centre, arenas, curling rink, school and Okanagan College facilities and the Adidas Sportsplex. The Penticton Tourism brochure and the Recreation Guide were noted as excellent information and reference tools on the Recreation Department's services and facilities.

A question and discussion period followed.

4.3 FTP Site Access for committee members

The General Manager of Infrastructure advised the committee that access has been set up for members to the City's FTP (File Transfer Protocol) site. Instructions for access will be emailed to members. This will allow members to view very large documents that are difficult to download or email due to their size. Files pertinent to this committee have been made available for you to view.

5. **Appointment of Committee Chair**

The Mayor encouraged members to consider putting their names forward for the Chair position. Three names are required and will be brought forward to Council. Ron Ramsay and Doug Gorcak agreed to bring their names forward and James Palanio (not in attendance) was nominated. The Mayor to confirm with James Palanio. Names to be brought forward to council for approval at their next regular meeting.

6. **Next Meeting**

The next regularly scheduled meeting of the Parks & Recreation Master Plan Steering Committee will be March 9, 2016 at 1:00 p.m.

7. **Adjournment**

The Parks & Recreation Master Plan Steering Committee adjourned the meeting at 5:01 p.m.