

## Parks & Recreation Master Plan Steering Committee Meeting

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

Tuesday, November 29, 2016  
at 2:00 p.m.

**Present:** Andrew Jakubeit, Mayor  
Judy Sentes, Councillor  
Ron Ramsay, Chair  
James Palanio, Vice-Chair  
Doug Gorcak, Penticton School District 67 Representative  
Ezra Cremers, Organized Field Sport Representative  
Barb Hoolaeff, Special Event Group Representative  
Roland Curnow, Organized Field Sport Representative  
Adolf Steffen, Development Community Representative  
Sharon Devlin, Member at Large  
Peter Dooling, Member at Large

**Staff:** Jeff Lynka, Parks Supervisor  
Lori Mullin, Recreation & Culture Manager  
Blake Laven, Planning Manager  
Lorraine Williston, Corporate Committee Secretary

### 1. Call to Order

The Parks & Recreation Master Plan Steering Committee was called to order by the Chair at 2:02 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 November 29, 2016 as amended (refer to item 4.2).

**CARRIED UNANIMOUSLY**

### 3. Business Arising from Prior Meetings

#### 3.1 Meeting Minutes/Protocols

The Chair brought forth concerns over the recording of minutes and what is being captured and what is not. The Chair reported he has met with the Mayor and staff regarding this matter and it was decided that any submissions from committee members should be forwarded to the committee secretary in advance of the meeting for circulation to the rest of the committee

prior to the meeting. The committee secretary is to circulate the draft minutes within 48 hours to the Chair and staff for the initial review and then forwarded to the committee prior to bringing them forth for adoption. Discussion followed regarding Council receiving minutes before they have been adopted by the committee. Councillor Sentes stated the process can be amended however by waiting until minutes are adopted by the committee, the time frame from which Council receives information will be considerably longer. The Mayor explained that amendments to the minutes are always noted in the minutes and any recommendations made by the committee sometimes do need to be addressed immediately and that is why committee minutes go forth to Council before they have been adopted by the committee to allow staff time to prepare a report that includes the committee's recommendation. By consensus the committee agreed the minutes are to be adopted by the committee first before being presented to Council.

### 3.2 Communications on behalf of the Committee

The Chair expressed concerns over the perception that information being presented to the public has come from this committee, via the media, and stated that this committee is one voice and any communication should be through the Chair. The draft master plan was done by Urban Systems, not by this committee and the press needs to understand that. The information is in draft form and the committee has not dealt with anything yet. The Chair stated any press releases need to be done by the Chair.

Sharon Devlin asked for clarification from the Planning Manager regarding his comments made during the Nov. 23, 2016 Public Hearing regarding the zoning amendment for 175 Kinney Avenue wherein his comments referenced this committee's involvement which was not the case and is concerned this is now a part of the public record. The Planning Manager apologized to the committee for any confusion his presentation may have caused and assured the committee that he would be careful not to imply any Parks & Recreation Master Plan Steering Committee position on planning matters going forward. The Planning Manager provided a letter addressed to the committee for clarification that included the background of the property and the previous decision made by Council and noted the reference he made regarding committee involvement, was from the previous Parks and Recreation Advisory committee. The Committee Secretary to circulate the letter to all members via email. Sharon Devlin requested it be noted that the Planning Manager inappropriately referenced this committee at the Public Hearing. The Chair directed the Planning Manager to refrain from referencing this committee in the future. Councillor Sentes added that in 2010, the cost to attain the property was too high as the property owner's asking price was way above the fair market value.

### 3.3 Commercial Use in Parks – Discussion Update

The Chair stated that commercial use in parks is the most important aspect of the master plan and also the most controversial and we need to slow down and get into the details regarding this. The Chair further stated that section 7.1 of the draft master plan that was written by Urban Systems has yet to be fully discussed by this committee and he hopes this committee's discussion will be included into the revision of this section.

Peter Dooling provided a handout to the committee containing information on the core meaning of what is a public park. James Palanio and Ezra Cremers stated they would like to receive information prior to a meeting to have the opportunity to review and understand the information being presented. The Chair stated he will endeavor to have future information provided to the committee prior to the meeting.

Peter Dooling reviewed the definition of a park that was adopted by this committee at the November 18<sup>th</sup> meeting. Adolf Steffen asked for clarification of some of the wording contained in the adopted definition of a park namely 'for the protection, conservation, preservation of the natural, physical, geological, historical and cultural resources thereon'. In the adopted definition of a public park, namely "for the benefit, use and enjoyment of the people and for the protection, conservation, preservation of natural, physical, historical and cultural resources thereon", Mr. Dooling replied that the use and protection mandates (purposes) of public parks vary in their application between park types (classes) and to a lesser extent between parks within a park type. The types and intensities of public use and the types and intensities of protection are the basis to the formulation of specific park master plans. Asked what the word 'natural' meant, he replied meaning vegetation, flora and fauna, water resources and associated aquatic life.

Peter Dooling stated that the principles contained in the information sheet he provided to the Chair, and distributed by the Chair at the meeting, were brought forth at this time as notice for discussion purposes in the next meeting and noted we need to address, adopt, modify or reject these principles before long and before a park master plan can ever be finalized.

The Mayor stated the City currently has leases in our parkland and noted the word 'encumbered still needs to be defined. Council has approved the request to move forward with a commercial use policy. The Mayor suggested a discussion and/or workshop could be arranged to work out the details for a policy. The Chair stated that in his experience, all agreements contain definitions in the first few pages and for the policy we are going to need those definitions and so suggested those be determined first. Once we have that, we can begin defining other aspects of commercial and concessionaire operations and then move into the process for a policy.

Peter Dooling stated he is not happy with section 7.1 (6 pages) of the draft master plan regarding commercialization of public parks. Mr. Dooling noted commercial policy has not been debated by this committee, but was inserted into the master plan by Urban Systems. Wherein it's this committee that needs to determine that. There needs to also be clarification from the committee between a concessionaire and commercial policy. One core principle is that the City maintain only a public park concessions policy. The Chair agreed it is important to define concessionaires in parks and then move to commercial use. A policy on short term concessionaire leases could be developed first to allow for more discussion on the contentious issue of long term commercial leases. The Vice-Chair asked the question why not have someone with the expertise to draft a policy who has a larger array of knowledge from other communities. We need to provide a policy that Council will adopt and move forward with it. The Mayor asked that staff provide information and an overview of all leases and agreements that were and are in place for the next meeting. The Committee Secretary to forward the list prior to the next meeting and add this item to the agenda.

Peter Dooling stated further that he was not suggesting the writing of a policy at this particular time but rather we establish the principles upon which a park master plan policy could be developed. This information was prepared as an alternative for section 7.1 and was for discussion purposes only and he would like it to be discussed, revised (if required) and adopted at the next meeting. Adolf Steffen expressed his concerns over having a 'blanket' policy stating we need to look at each park individually as to not hog tie the Council for future projects and suggested we start with Skaha Park and move on to other parks. Roland Curnow stated we need to start with a framework and define small, medium and large commercial uses. The Chair asked staff to also include information on indoor and outdoor concessions. This information is needed to begin work on definitions. All suggestions need to be refined and adopted before becoming part of the master plan. Sharon Devlin suggested that vendors,

restaurants and amenities need to be defined. The Mayor asked the question whether the committee would like a facilitator to help outline and create a framework for a policy. The Chair stated the committee is not ready for a facilitator as the committee still needs to agree on definitions. The Vice-Chair suggested members start providing input on what terms or issues they would like to define and include their own definitions for discussion at the next meeting. The Chair directed members to forward their input to the Committee Secretary and so she can compile it into one list. It was also suggested that Peter Wallace, the City's Land Administrator, be invited to the next meeting to provide information on leases. The Mayor to invite Peter Wallace to the next meeting. The Chair stated the first priority right now is outdoor facilities and considering all the terms we would like to define and work towards defining them. The Mayor stated the committee still needs to hear what the public feedback was from the first draft of the master plan. The Recreation & Culture Manager stated the last day to receive input is November 30 and Urban Systems will then compile the public feedback and forward it to staff for review. Doug Gorcak expressed his concern over having enough time to review all information from staff. The Planning Manager stated they can compile the information in about a weeks' time.

#### 4. **New Business**

##### 4.1 Committee Members in Good Standing

The Chair spoke to the committee regarding meeting attendance and the time commitment required for this committee and stated that if someone is unable to come to a meeting to contact him directly. Sharon Devlin noted in the committee Terms of Reference it states 'If an advisory committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office on any advisory committee of the City of Penticton for a period of one year.' Roundtable discussions ensued regarding disqualification and whether this committee should enforce that rule.

The Committee Secretary reviewed the attendance for all committee members and noted, according to the her record of attendance, Barb Hoolaeff, Ezra Cremers, Doug Gorcak, Kevin Gabriel and Ron Ramsay have missed three or more consecutive meetings. Doug Gorcak and Ezra Cremers asked the Committee Secretary to confirm those dates they were noted as absent. Further discussion followed on Barb Hoolaeff's attendance and whether she should be allowed to remain on the committee due to only have attended 2 out of the 14 meetings and without leave from the committee, should be disqualified from a position on the committee. Barb Hoolaeff stated she always sent the Committee Secretary an email providing notice and that her absence was work related but that she has been keeping up to speed through emails and meeting minutes and further stated that she will not be missing any future meetings. Further discussion followed and the question arose that if we are sticking to the Terms of Reference then if you remove one member for missing three consecutive meetings, you should remove the others. The Mayor reminded the committee that the Terms of Reference are a guideline and it is usually up to the Chair to contact members who are absent to enquire whether or not they wish to remain on the committee. If you remove all five members, Council will appoint new members. Discussion followed on the addition of new members and the fact that it would be challenging to move forward with new members. Further discussion followed. Adolf Steffen stated the PIB representative has also missed a lot of meetings and this should be followed up. A vote was taken and members disqualified her.

Andrew Jakubeit and Judy Sentes left the meeting at 3:40 pm.

However after further discussion, another vote was taken and Barb Hoolaeff was allowed to remain, based on the interpretation of the rules of governing members in good standing and a discussion of other member's attendance.

#### 4.2 Press Release

The Chair stated this committee needs to be speaking for ourselves, not the media and asked the committee if they would be in favor of a press release sent out on a bi-monthly basis from this committee that will provide the public with an update on our progress. By consensus the committee was in agreement that this was a good idea. The Recreation & Culture Manager noted that this should be done through the City's Communication Officer and she will forward his contact information to the Chair. The Chair further stated the draft press release will be provided to the committee for review prior to being sent out.

#### 4.3 Social Night

The Chair stated this committee would like to meet socially. Dates were discussed and Friday, Dec. 16 at 5:00 p.m. was tentatively scheduled. Location to be determined.

### 5. **Next Meeting**

The next meeting of the Parks & Recreation Master Plan Steering Committee to be determined.

### 6. **Adjournment**

The Parks & Recreation Master Plan Steering Committee adjourned the meeting at 3:54 p.m.