

## Parks and Recreation Advisory Committee Meeting

held via Zoom  
Monday, November 2, 2020  
at 3:00 p.m.

**Present:** Isaac Gilbert, Chair  
James Palanio, Vice Chair  
John Archer  
Drew Barnes  
Robert (Sandy) Ross  
Julia Barber  
Gary Dean  
Laura Harp  
Michaela Wooldridge  
Tyson Bull

**Council Liaison:** John Vassilaki, Mayor

**Staff:** Len Robson, Public Works Manager  
Kelsey Johnson, Recreation Business Supervisor  
Blake Laven, Director of Development Services  
Michael Hodges, Development Infrastructure Manager  
Paula McKinnon, Legislative Assistant

**Regrets:** Jake Kimberley, Councillor  
Susan Fraser  
Jeff Leonard  
Lee Davidson

**Guest:** Katya Irwin, Word Count Consulting

1. **Call to Order**

The Parks and Recreation Advisory Committee was called to order by the Chair at 3:03 p.m.

2. **Adoption of Agenda**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the agenda for the meeting held on November 2, 2020 as presented.

**CARRIED UNANIMOUSLY**

3. **Adoption of Minutes**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adopt the minutes of the August 31, 2020 meeting as presented.

**CARRIED UNANIMOUSLY**

4. **New Business**

4.1 Roundtable Introductions

Roundtable introductions were postponed to the next meeting due to the newly appointed members not being present.

4.2 Open Space (Parks) Development Cost Charges Update – Michael Hodges, Development Infrastructure Manager

The Development Infrastructure Manager provided the Committee with a presentation on open space development cost charges (DCCs), specifically, park land acquisition and improvements. The Committee was provided with a brief scope overview of each project included on the current project list and informed of the associated approximate costing and how much cost would be funded from DCCs.

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee support the project list of Development Cost Charge applicable park projects for incorporation into the revised Open Space Development Cost Charge calculations.

**CARRIED UNANIMOUSLY**

4.3 2021 Parks and Recreation Advisory Committee Meeting Schedule – Paula McKinnon, Legislative Assistant

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee 2021 meetings be held on January 18, February 22, March 15, April 19, May 17, June 14, July 19, August 17, September 21, October 19, November 15 and December 6 at City Hall or via Zoom at 3:00 p.m. unless otherwise specified.

**CARRIED UNANIMOUSLY**

5. **Next Meeting**

The next Parks and Recreation Advisory Committee meeting is tentatively scheduled to be held on December 7, 2020 at 3:00 p.m.

6. **Public Question Period**

7. **Adjournment**

**It was MOVED and SECONDED**

THAT the Parks and Recreation Advisory Committee adjourn the meeting held on November 2, 2020 at 3:47 p.m.

**CARRIED UNANIMOUSLY**

Certified Correct:

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Paula McKinnon  
Legislative Assistant

DRAFT

**From:** [Caitlyn Anderson](#)  
**To:** [Blake Laven](#)  
**Cc:** [Paula McKinnon](#)  
**Subject:** November 3, 2020 Regular Council Meeting Resolution  
**Date:** Friday, November 6, 2020 10:29:13 AM

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Hello,

Please be advised that Council at their Regular Council meeting held on Tuesday, November 3, 2020, passed the following resolution:

8.1 Safety and Security Advisory Committee Recommendation from October 19, 2020

346/2020 **It was MOVED and SECONDED**

THAT Council direct staff to prepare an expression of interest, in consultation with the Parks and Recreation Advisory Committee, for the operation of a concession and public washroom at Okanagan Lake Park.

**CARRIED UNANIMOUSLY**

I ask that you kindly follow through with the above resolution. Please place on the next Parks and Recreation Advisory Committee Meeting.

Thank you,

**Caitlyn Anderson, BBA, Deputy Corporate Officer**

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**Date:** November 30, 2020 File No: 0540-20  
**To:** Parks and Recreation Advisory Committee  
**From:** Blake Laven, Director of Development Services  
**Subject:** **Expression of Interest for a concession at Okanagan Lake Park**

## Staff Recommendation

THAT the Parks and Recreation Advisory Committee support the development of a concession in the general vicinity of the Okanagan Lake Park public washroom facility and that the developer / operator be selected through an expression of interest process.

## Background

The City of Penticton currently operates several year round public washroom facilities. The facilities located within Okanagan Lake Park, by not being adjoined with a concession or having any direct surveillance on them, are a constant target of vagrancy and vandalism. Through direction from the City's Safety and Security Advisory Committee, City Council has supported a pilot project whereby a concession may be established in the general vicinity of the public washrooms, with the understanding that the concession operator takes responsibility for the year round maintenance and security of the public washroom facility.



## Proposal

Staff are proposing that an expression of interest (EOI) be issued, which will provide organizations or persons interested in operating the concession to bring forward unique and innovative ideas for the development of the concession. Staff will review the proposals and determine which proposal provides the best benefit to the community, with the goal of ultimately entering into a Licence to Use with the successful respondent.

Under the Parkland Protection and Use Policy, Council is required to approve the Licence to Use with a recommendation from the Parks and Recreation Advisory Committee.

### *Details of the Expression of Interest (EOI)*

The concession could either involve a renovation to the current washroom building or bringing in a mobile concession unit to be located in close proximity to the washroom facility. The license to use area may be delineated apart from open park area via low fencing, landscaping or other mean – with the walkway, however, not being impeded. Furniture may be installed in the license to use area, but be able to be removed with notice.

The washrooms must remain open for the same periods that the washrooms are currently open (dawn to dusk year round), regardless of the hours of operation of the concession or seasonality of the concession.

The EOI will not have any limitations on the type of service the concession is providing (i.e. food and beverage, retail, recreation, informational etc.). Responses will be viewed based on the best community benefit provided.

Okanagan Lake Park is used often for large events. The EOI Respondents will need to provide information on how they intend to operate when the park is rented out for events, which often includes other vendors.

The license to use area shown on Figure 1 may be adjusted to suit the Respondent's proposal. A final area will be negotiated and agreed on by the City and the successful person or organization identified through the EOI process, prior to entering into the final license to use agreement. The minimum yearly fee will be \$7,500, but those proposals with higher proposed yearly fee will be reviewed more favorably.

The Licence to Use will be for a three-year period, with options for up to two (2) renewals. The option for a renewal will be based on the level of capital investment proposed. All renewals are required to be approved by Council with a recommendation made by the Parks and Recreation Advisory Committee, as per the Parkland Protection and Use Policy.

### **Analysis**

Staff consider a concession at Okanagan Lake Park will provide oversight to the washroom building and help mitigate some of the problems around vagrancy and vandalism experienced there. In addition, the concession if done well will have a positive benefit to the park and add additional activity and vibrancy when events are not occurring.

Going through the expression of interest process provides the opportunity to entrepreneurs to bring forward proposals that City staff likely may not consider, leading to greater community benefit. The limitations on tenure (3 years for a LTU) will ensure that if the concession does not seem like a good fit, it can be discontinued in relatively short time. Given the above, staff are recommending that the Committee support the proposal in concept.

Respectfully submitted,

Blake Laven,  
Director of Development Services