



Parks & Recreation Advisory Committee (PRAC)

Minutes of the March 9, 2023 Meeting
6:30PM
Town Hall – Conference Room

Present: **Dee-Enna Dube (Parks & Recreation Officer), Bridget Ryan (Councillor), Bayne Upton, Cara Knibbs, David DeForest, David McKenzie, Giselle Gonzalez, Justyna Toeppner, Rob Smith, Valerie Bush (Via Zoom)**

Absent: **Patrick D'Almada, Sidney Speare**

Meeting Notes After initial introductions, the committee discussed and agreed to proceed with this meeting as follows: Temporary Chair: Rob Smith Temporary Recording Secretary: Bridget Ryan

Agenda: An agenda was decided upon and the following items were discussed.

1. Confirmation and agreement of:

2023 PRAC Advisory Term

Chair: Patrick D'Almada

Vice-Chair: Rob Smith

Recording Secretary: Valerie Bush

Town of Erin Rep: Bridget Ryan, Councillor Email: bridget.ryan@erin.ca

Committee format:

Meeting dates: 3rd Thursday of each month (this date was an exception due to March Break), Next meeting: Thursday April 20, 2023 at 6:30 pm, Erin Town Hall

- Definition of Quorum/Passing a Vote of Motion:
- 50% of committee + one (eg. 7 people)
- Process of minutes/procedure and engagement with the Town of Erin.
- Action: Bridget to send a note to Lisa Campion, Clerk and clarify process and share information with committee.

- Councillor' Role (to be confirmed by Town Clerk)
- The role of the Councillor (Bridget Ryan) is to represent the PRAC Advisory Committee at Town Council, and to communicate concerns, queries, new ideas and planned activities.
- Advisory Committee Term: A 2 year term is being assumed—to be confirmed. Previously terms were one year, and that was found to be too short to enact programming; prior to that, the term was 4 years (to coincide with Town Council Election terms)—that was found to be too long.

Other topics discussed/To bring forward:

2. Where will we focus in 2023/24? What will this committee engage in?

- The committee reviewed the SWOT analysis developed during 2022, and reviewed and discussed the “long list” (attached) of possible actions/events and engagement for PRAC (developed in 2022), for seeking the direction for PRAC during upcoming term.

Specific mention:

- a) Subcommittees: We need further clarification of if/how we will form subcommittees to address niche concerns and specific areas of interest; so that the Committee aims to address as wide an audience as possible with Mission/Vision/Values and Execution of 2022 events/programs/communications.
- b) Code of Conduct: Councillor Ryan to follow p and provide Advisory Committee Code of Conduct and to share this information with PRAC Committee members.
- c) Communications:

Several members expressed disappointment in current Town of Erin communication stream and content, and wanted to know if/where there could be additional back and forth with residents concerned about Town Recreation facilities and trails.

General sentiment: “There appears to be a gap in communications....people have misinformation, residents are unclear where/how to get Town updates, correct and timely information”.

Clarification needed regarding communications on behalf of the Town of Erin (e.g. are these approved by the Clerk or Communications at the Town) and what is the process for communication distribution to the residents of Erin.

Website: What is the process for getting new information regarding PRAC added to the Erin Town website?

Facebook: Negative comments and often mis-informed communication on local pages—how can this be rectified/supported to become ‘more positive, correct info’?

Digital communications, “live” trail apps and booking apps. Dee-Enna spoke to this, and shared that this was in progress, however it was also noted that while this is in place, it still required work to be really useful to various groups—eg. It has limitations.

Some vehicle/way to improve communications between PR & Trails users groups/teams.

- d) PRAC Vision/Goals: Extensive and lengthy conversation and comments as to what the PRAC Vision/Goal will be going forward; the group bring this forward for further discussion, clarification and agreement at our next meeting.

*David Deforest requested chart paper and coloured stickers for Goal setting/Brain storming session; Dee-Enna is going to follow up on this.

- e) Consider the following areas, and prioritize where we go next:

- Policy Advisory to Council & Development of Policy
- Events
- Facilities
- Communications?

- f) Trails:

Why is the Trail to Water Tower closed, and when will it be opened?

What is the current status on the Riverwalk Trail?

When is the official opening to ?/ (Riverwalk at Churchill Lane--??)

Garbage, Dog poo, Horse poo cleanup—who is responsible

Shared Trail Use: Ettiquette and Responsibility

Infrastructure: eg. Dog poop bags, Signage for Horse Riders/Cyclists/Walker etc.

Public Washrooms

Joining all our trails—what is the plan for this

What is the plan for trails within our new housing developments?

Trail Maps; what is available, where is it? Budget for this?

- g) User Groups: Determine and understand the following for service delivery.

- Seniors: How can we make our Parks/Rec/Trails useful and accessible to a senior lifestyle?
- Teens/Youth
- Are the Town of Erin Parks/Rec/Trails addressing the recreational interests of new population demographics: eg. Are new residents interested (and will they use/engage in, in the future) the facilities we have now, and the future plan?

- Special interest groups: Cyclists, Bike Clubs, Horse Owners, Horse Clubs, Hikers, DogHikers/Walkers, Snow mobile Users, Birding, Physical Activity Circuits, Public Art Trails

h) PRAC Committee Budget

- What is it currently? How is this spent?
- Consider corporate sponsors: eg. Adopt a Trail?
- Fundraising activities
- Grants/funding

-A question was tabled regarding the Town Parks & Rec Budget: Is this information public and where can it be accessed?

i) 2023 Work Plan, Goals and Scope of the PRAC committee

- more discussion and agreement desired by the group.
- Develop a Task List
- Determine and Plan a public event to invite volunteer engagement and community support and usership.

Parkland Fees: What is happening with this since the introduction to Bill 23?
Clarification of how Bill 23 affects Development Charges and Parkland Fees.

Next Steps

Item Follow-up/Next Steps

- Committee members are to review the 'long list of ideas' document from 2022 committee and come prepared to support 1-3 ideas at April meeting.

Bridget Ryan to find and forward to committee the following

- PRAC Committee Terms of Reference framework
- Parks & Rec Master Plan
- Trails Master Plan
- Parks & Rec Budget: Bayne has had discussions with Councillor Aylard about this

THANK YOU FOR YOUR TIME AND COMMITMENT TO OUR BEAUTIFUL TOWN OF ERIN!

Next meeting; Thursday April 20, 2023 at Town Hall, Erin.