



Parks and Recreation Advisory Committee Meeting Minutes

November 16th, 2023 – 7:00-8:30pm

Town of Erin Town Hall – 5684 Trafalgar Rd., Basement Conference Room

Present: Patrick D’Almada (Chair), Val Bush (Secretary), Rob Smith, Justyna Toepfner, Bayne Upton, Bridget Ryan (Town Councillor), Dee Dube (Town of Erin).

Regrets: Cara Therriault, Gissel Gonzalez, David DeForest, David McKenzie.

Absent: Sid Spear

1. Call to Order

- Meeting called to order at 7:01pm.

2. Welcome and Introduction

- Welcome to those in attendance by Chair.

3. Approval of Agenda / Additions to Agenda

- Bridget requested to add to the agenda - 2024 Budget.
- **MOTION:** That the agenda for the PTRAC meeting dated November 16th, 2023, be approved. Moved by Bayne, seconded by Justyna. Motion carried.

4. Declaration of Pecuniary Interest

- None.

5. Delegation / Presentation

- Acting CAO (A/CAO) Sawkins in attendance. He thanks the group for being part of the committee.
- A/CAO Sawkins says he’s been interacting with a few organizations thus far and he considered them and the Town ‘partners’. He’s hoping to make as many positive changes as he can while in the A/CAO position and identifies Parks, Recreation and Trails as an important part of the Town landscape. There are a number of initiatives to take place in the future.

- In order for Parks, Recreation and Trails to succeed, there needs to be money available and if need be, they will find money within approved budgets to make improvements.
- Patrick sees positives in how the PRTAC committee is moving forward and getting more organized. Waiting on the revised Terms of Reference to catch up. Having people on the committee from local minor sport groups has helped.

6. Approval of Previous Minutes – September 28th, 2023

- **MOTION:** That the minutes for the PRAC meeting dated September 28th, 2023, be approved. Moved by Justyna, seconded by Bayne. Motion carried.

7. Business arising from previous minutes.

- **7.1** Things are moving forward and looking for a structured plan regarding turf maintenance at Barbour field.
- **7.2** Tree removal report for section of Elora-Cataract Trail between Erin and Hillsburgh received and Bridget has that on hand if anyone wants to see it.
- **7.3** Ice Allocation Policy (IAP) – no update at this time.
- **7.4** Committee Name and Structure – committee name has been officially changed to Parks, Recreation and Trails.

8. Sub-Committee Updates

Communication (Justyna/Val):

- nothing to report at this time. If anyone has anything to add to communicate, then send it to Justyna so that she can put everything together to include in the Erin Connect. Advised by A/CAO Sawkins that a new Communications Officer is starting on Monday.

Facilities (Bayne/Val):

- Bayne advises that company Dolf Turf came in and aerated, fertilized, top dressed, etc. Barbour field and says the fields look fantastic and come spring they should be in great shape. Moving forward, they will plan for spring maintenance. There are some constraints on staff scheduling for when rinks close and fields open.
- Indoor facilities – nothing to report from Val and Justyna. Dee advises that the sound system in Erin has also now been fixed. Looking to also have the scoreboard replaced and switching the lights in the rink to LED over the coming weeks. Town is looking at sponsorships for the new scoreboard. Plans to replace the scoreboard in Hillsburgh as well, and the bistro tables are also going in the lobby for the Erin rink.

Trails (Rob):

- Rob/Bridget/Gissel walked the water tower and rotary trails, as well as the expropriated land that the Town has around the water tower, and looking at what the Town could do with it. The Rotary Club would like to partner with us and see what kind of ideas we can come up with for future trail development.
- Riverwalk feasibility study from 2018, PRTAC to review and see if this is something we wish to bring back up with Council.
- Ways we could come up with some funding for trails: adopt a trail, names on benches.
- Looking at garbage cans/bathrooms and poop bags for along the trails.
- Budget is to be presented to Council Nov. 23rd and hoping to have it passed for Dec. 14th. Still time to add money to the budget to get the trails feasibility study done.

MOTION: Council consider looking at funding for a feasibility study in 2024 with possibility of construction in 2025/26 with regards to extension of the trail. Moved by Rob and seconded by Bayne. Motion carried.

- The A/CAO advised we need to work on a 'forecast' to present to Council.
- Grass cutting, garbage pick-up and sidewalk clearing is being transferred to the Parks and Rec department.
- Rob suggests that the province provide funding to maintain the 'playground' we have in Erin that people come to use outside of our area.
- Adopt a trail / sponsorships - become stewards.

MOTION: That Council support this concept and bring forward the necessary funding for signage, programming and communication, plus working with the CVC to ensure this goes forward. Moved by Bayne, seconded by Rob. Motion carried.

- Recommended we reach out to Georgetown and get information from them about their dog park regarding how they deal with poop. Bridget to look into this.

Procedures (Cara, Patrick):

- terms of reference on hold until the Clerk gets back to us. Facility procedures are on hold at this time and will be reviewed before the next ice season.
- May have the opportunity to personalize the PRTAC committee through the 2024 budget survey.

Community Partners and Programming (Justyna/Val):

- ideas were generated and our current priorities are our current facilities/programs and getting them where we want/need them to be.

Parks and Land Development (David D/Patrick):

- no update as sub divisions are conceptual at this time.

9. New Business

- **9.1** – Advisory Committee Feedback Survey – members completed survey.
- **9.2** – Budget 2024 – disappointed in the survey questions, very event focused and needed more focus on where money should be spent. Dee suggests departments should have input in the survey questions. Town will be changing so what we do now, will impact moving forward.
- **9.3** – Customer Service – looked at expanding the current booking software module in Parks and Rec.

10. Other Business

- Budget for next year for the committee. What is that figure? Dee to follow up. Is there an event that we can use committee money for? It could be used for education, usage, signage, QR signs, trail etiquette. \$5000 potentially. Needed as a support budget.
- Initiative for a Town outdoor rink.

11. Next Meeting

- Thursday, December 21, 2023 @ 7:00 pm

12. Adjournment

- **MOTION:** That the PTRAC meeting be adjourned. Moved by Justyna, seconded by Val. Motion carried.
- Adjourned at 8:17pm.