



Parks and Recreation Advisory Committee Meeting Minutes

December 21st, 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-Enna Dube (Town of Erin), Cara Therriault, Gissel Gonzalez, David DeForest, Sid Spear (virtually).

Regrets: David McKenzie

Absent: Justyna Toepfner

1. Call to Order

- Meeting called to order at 6:57pm.

2. Welcome and Introduction

- Welcome to those in attendance by Chair. Guests in attendance: Justin Grainger and Mayor Michael Dehn.

3. Approval of Agenda / Additions to Agenda

- Bridget requested to add to the agenda – Hillsburgh Community Centre washrooms, ECC electronic sign and welcoming new members should a current member resign.

MOTION: That the agenda for the PTRAC meeting dated December 21st, 2023, be approved. Moved by Bayne, seconded by David. Motion carried.

4. Declaration of Pecuniary Interest

- None.

5. Delegation / Presentation

- Justin Grainger, Town of Erin’s Legislative and Licensing Coordinator in attendance to clarify roles and responsibilities of the committee.

- Update on our Terms of Reference for length on the committee. Council approved a 4 year term, to be consistent with the current council member term. Members can resign at any time. There will be a Call for Applications in the new year since we just had one member resign.
- We can change the Terms of Reference if we'd like to increase the number of members on the committee. This is something we can recommend to Council for consideration if we are in favour of it.
- Objective of the committee is to have enhanced communication with Council, a more clear linkage.
- Clarify how activities are coordinated – shared responsibilities between members of the committee.
- Posting of the agenda clarification – policy provisions to make sure jobs are being done and Justin needs the agenda 5 days before the meeting takes place.
- Meetings are on designated day unless there is no business or a holiday. Text/telephone contact list to be circulated to all committee members.
- Councillor role at meetings: advocate for the committee but still responsible to Council. They can not instruct Town employees on what to do.
- Questions to Justin: Facebook social media page for the committee. Justin will follow up with the Town Communications Officer to see what options are available to us. Perhaps a recommendation to Council to have this approved. Invitation to the Communications Officer to attend a future meeting and address this with us.
- Mayor Michael Dehn also addressed the group and introduced himself to members.

6. Approval of Previous Minutes – November 16th, 2023

- **MOTION:** That the minutes for the PRAC meeting dated November 16th, 2023, be approved. Moved by Val, seconded by Rob. Motion carried.

7. Business arising from previous minutes.

- **7.1** TOE Budget 2024 – budget approved by Council.
- **7.2** Erin Arena – Lights are now complete at ECC (LED) and the scoreboard installed. Painting will be done in the warmer weather, where the old scoreboard was located. New scoreboard has new sponsors on it for a 5 year term. It was expressed by Val that the Town should have reached out to the not for profit organizations first to see if they would take one of the sponsorship spots. Dee said she's working on revamping how sponsorships look with Parks and Rec. Blaine suggested something for sponsors at Barbour Field.
- HCC is getting new LED lights for its scoreboard next week or early January. HCC washrooms were addressed. Do we update them or get rid of them – looking into seeing which is best as they are not the best and need a rehaul.
- Centre 2000 digital sign is not working and hasn't been for years. Dee to find out what the issue is on getting it fixed or whether it needs to be replaced.

- New seating at ECC seems to be a concern. It's not maximizing the viewing capabilities. Discussed ensuring we meet AODA standards to accommodate accessibility. Suggestion to also increase the window size in the lobby to maximize viewing for anyone.
- **7.3** Erin Water Tower trail – nothing to report at this time.
- **7.4** Dog Poop Management – No update from Bridget at this time. Move to January meeting. There was also some suggestion as to educating residents on how to use dog parks and what's expected behaviour when using them. Mayor Dehn advises that other townships use a membership fee system.
- **7.5** Customer Service – implemented booking software however groups are not getting an itemized invoice in order to pay their bills. This is needed for many of the not for profits for audits. Dee said she's working with the company, however there is no way to have the invoices itemized. They may need to come up with something outside of the new system in order to do this.

8. Sub-Committee Updates

Communication (Justyna/Val):

- Nothing to report at this time.

Facilities (Bayne/Val):

- Bayne advises that the fields are in great shape.

Trails (Rob):

- Rob reiterated that the Rotary Club is on board to assist/partner with us when it comes to the trails and exploring new trails (water tower). Is there any money in the budget for consulting for trails? Bridget is to follow up on this.

Procedures (Cara, Patrick):

- Terms of reference and Ice Allocation is ongoing.

Community Partners and Programming (Justyna/Val):

- No update at this time. Question as to whether the Town is working with the County on the new Erin library. They are not, it is strictly a County project. Bridget said it's likely that someone could attend a meeting and do a presentation on it.

Parks and Land Development (David D/Patrick):

- Nothing at this time. Guiseppe is the contact for Solmar and there may be potential for a presentation to the committee about their subdivision and what they have planned for park development.

8.0 New Business

8.1 Water bottle filling station at Barbour Field. Dee to look into this as she's the contact.

8.2 David McKenzie notified the committee by email that he is resigning.

MOTION: That David McKenzie's resignation be approved.

Moved by Val, seconded by Rob. Motion carried.

- Discussion as to how people are put on the committee and if there are any 'skills' of person we're looking to have sit on the committee. We can suggest some criteria to Council, however Council approves members on all committees.

9. Other Business

- None.

10. Next Meeting

- Thursday, January 18th, 2024 @ 7:00 pm

11. Adjournment

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