



Parks & Recreation Advisory Commission

Meeting Minutes

Meeting #: PRAC1/2025
Date: February 6, 2025, 6:30 p.m.
Location: Lewis Centre – Craft Room A, 489 Old Island Hwy, Courtenay
489 Old Island Hwy, Courtenay, BC V9N 3P5

Present: S. Saunders, Director Recreation, Culture and Community Services
M. Lynch
I. Churchill
C. Janes
M. McCollum (Council Representative)
A. Douglas
M. Crowley
B. Green

1. ACCEPTANCE OF AGENDA

THAT the agenda for the February 6, 2025 meeting be amended to include a new item under New Business titled "3.3 Downtown Local Area Plan Update."

CARRIED

2. ADOPTION OF MINUTES

2.1 Parks and Recreation Advisory Commission (PRAC) Minutes – November 21, 2024

THAT the Parks and Recreation Advisory Commission (PRAC) adopt the November 21, 2024 PRAC Meeting minutes.

CARRIED

3. NEW BUSINESS

3.1 PRAC Meeting Procedural Recommendations & Best Practices

Guest Presentation: Kate O'Connell, Director of Corporate Services, City of Courtenay, reviewed **Council Procedure Bylaw No. 2730** which establishes the rules and procedures for Council and Committee meetings in the City of Courtenay.

- Committee discussed and reviewed: Legislative updates, minute-taking standards, public notice requirements, and Commission role and Council interaction.

- Bylaw Reference: *Section 56(9)*, Page 23, pertains to Commissions.

3.2 2025-2029 Financial Plan: Recreation, Culture and Community Services

Susie Saunders, Director Recreation, Culture and Community Services, City of Courtenay provided an updated on the recently proposed 2025-2029 Financial Plan.

3.3 Downtown Local Area Plan Update

Susie Saunders, Director Recreation, Culture and Community Services, City of Courtenay provided an update on the Downtown Local Area Plan.

4. UNFINISHED BUSINESS

On January 29th, 2025, Courtenay City Council approved the PRAC recommendation to continue the free public swim at Courtenay & District Memorial Pool.

5. NEXT MEETING

The next PRAC meeting is scheduled for **Thursday April 3, 2025 6:30 p.m.** at the Lewis Centre – Craft Room A.

6. ADJOURNMENT

Without objection, the meeting was adjourned at 8:00 p.m.