



Meeting #: PRAC5/2025
Date: December 4, 2025, 5:00 pm
Location: City Hall Council Meeting Room

Present: A. Douglas (Chair)
B. Green (Secretary)
I. Churchill
M. Crowley
E. Eriksson
C. Janes
M. Lynch

Staff Present: M. McCollum, Council Representative
G. Garbutt, City Manager
S. Saunders, Director of Recreation, Culture and Community Services
J. Chan, Manager of Business Administration

1. ADOPTION OF MINUTES

1.1 Parks and Recreation Advisory Commission (PRAC) Minutes – October 16, 2025

Moved By Iris Churchill

Seconded By Mary Crowley

THAT the Parks and Recreation Advisory Commission (PRAC) adopt the October 16, 2025, PRAC Meeting minutes

Carried

2. ACCEPTANCE OF AGENDA

2.1 Acceptance of Agenda for December 4, 2025

Moved By Erik Eriksson

Seconded By Michael Lynch

THAT the December 4, 2025, agenda be accepted as presented.

Carried

3. NEW BUSINESS

3.1 2026 Meeting Schedule

Moved By Mary Crowley

Seconded By Carolyn Janes

THAT the Parks and Recreation Advisory Commission (PRAC) adopt the 2026 meeting schedule.

Carried

3.2 Bench Donation Program

Staff Presentation: Joy Chan, Manager of Business Administration for Recreation, Culture and Community Services presented information on the former Memorial Bench Program, the current decommissioning process of this program, and an update on the proposed Park Bench Donation Policy and Implementation Strategy that will be presented to Council at the December 10, 2025, Council meeting.

3.3 Pickleball Courts

Staff Presentation: Joy Chan, Manager of Business Administration for Recreation, Culture, and Community Services presented information on the Pickleball Needs Assessment and Options Analysis. Parks and Recreation Advisory Commission (PRAC) members generally supported the proposed location at Lewis Park and noted questions around noise impacts and overlap with other sports (i.e. tennis and softball).

4. UNFINISHED BUSINESS

4.1 Actionland - City of Courtenay / Comox Valley Welcome Sign

Bill Green, Secretary, shared for information with the Commission, that the Comox Valley was previously known as "Action Land."

5. NEXT MEETING

6. IN CAMERA RESOLUTION

THAT the committee close the meeting to the public pursuant to the following subsections of the *Community Charter*:

90 (1) A part of a committee meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

Carried

THAT the Parks and Recreation Advisory Commission (PRAC) defer the in-camera meeting originally scheduled for December 4, 2025, to the next PRAC meeting on February 5, 2026.

Carried

7. ADJOURNMENT

The meeting was adjourned at 6:00 p.m.