

Parks and Recreation Advisory Commission Meeting

Date: Thursday April 4, 2024 at 6:00 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Iris Churchill
Michael Lynch
Mary Crowley
Carolyn Janes
Erik Eriksson
Susie Saunders (Ex Officio)
Melanie McCollum (Council Representative)
Bill Green
Iris Churchill
Wendy Morin (Council Representative)
Allan Douglas

Regrets:

Minutes

Adoption of Minutes

- Adopt February 1, 2024 meeting minutes

New Business

1. **Playground Design Standards [What We Heard Report & Emerging Directions](#)** (Susie Saunders, City)
 - a. Susie provided overview of Playground Design Standards project including draft vision and guiding principles, engagement process to date, and initial findings.
 - b. Next steps are to develop detailed standards for playground design.
 - c. Committee discussed safety at playgrounds as an important issue, support for the goals of positive, safe, inclusive and vibrant public parks, and consideration for destination playgrounds that draw people from other communities (i.e. Parksville and Campbell River)
2. **[Comox Valley Nature Vanier Nature Park Garry Oaks](#)** (Susie Saunders, City)
 - a. Council approved project for Comox Valley Nature to complete restoration work in Garry Oaks in Vanier Nature Park.
3. **Father's Day Kite Fly Event** (Susie Saunders, City)
 - a. Event on June 16, 2024: Request for PRAC committee member to be Judge. Mary agreed to be a judge.

Old Business

1. Recreation Fees & Charges (Susie Saunders, City)

- a. Proposed amendments to Recreation Rental and User Fees and Charges bylaw to be presented to Council April 10.
- b. Committee discussed changes to program, membership, and rental fees with focus on ensuring financial assistance is offered to low income residents.

2. Playing fields updates:

- a. CVRD Artificial turf field is presently on hold. CVRD will consider options for including in future.
- b. Reviewed improvements at Bill Moore Park
- c. Discussed improved collaboration between sport groups regarding allocation, especially as all sports continue to see growth in registration.
- d. Discussed how improvements to sport field facilities will support sport development in the Comox Valley and enable children and youth to stay here.

3. PRAC Committee Structure and Terms of Reference (Susie Saunders, City)

- a. Council resolution January 17, 2022 directing staff to review TOR for PRAC
- b. Committee reviewed Courtenay Council report regarding committees as well as examples of TOR's from other communities
 - Council Report attached: [Committee Review \(escribemeetings.com\)](https://www.escribemeetings.com)
 - Terms of Reference examples attached from other B.C. communities:
 - Surrey: Select Committee [TOR PRTC Current.pdf \(surrey.ca\)](https://www.surrey.ca)
 - Burnaby: Select Advisory Committee [Parks-Recreation-and-Culture-Committee-Terms-of-Reference.pdf \(burnaby.ca\)](https://www.burnaby.ca)
 - Penticton: Advisory Committee [Microsoft Word - DRAFT - TOR Parks and Recreation Advisory Committee \(penticton.ca\)](https://www.penticton.ca)
 - Coquitlam: Advisory Committee [Attachment - Sport Council \(coquitlam.ca\)](https://www.coquitlam.ca) and workplan [2023-Sports-and-Recreation-Advisory-Committee-Work-Plan \(coquitlam.ca\)](https://www.coquitlam.ca)
- c. Committee discussed updating the TOR including:
 - i. Form of committee
 1. Advisory role
 2. Discussion re: committee make-up and diversity and representation of membership (i.e. youth, accessibility, school, health, etc)
 - ii. Role(s) of committee members and purpose of committee
 1. Health and wellness of the community, improving quality of life, focusing on youth
 2. Bringing forth diverse opinions, provide community input
 3. Long term perspective
- d. Staff to draft updated Terms of Reference for Committee review

Next Meeting: Thursday, June 6, 2024