

City of Port Moody

Agenda

Parks and Recreation Commission

Brovold Room
Wednesday, March 13, 2019
Commencing at 7:00pm

1. Call to Order

Call to Order

1.1

2. Adoption of Minutes

Minutes

2.1 **Recommendation:**

Pages 3-8

THAT the minutes of the Parks and Recreation Commission meeting held on Wednesday, February 13, 2019 be adopted.

3. Unfinished Business

4. New Business

2019 Work Plan Discussion

4.1 Report: Lesley Douglas, General Manager of Environment and Parks, and Jim Lacroix, Manager of Recreation

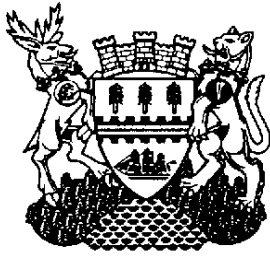
Report to be sent out under separate cover.

File: 01-0360-20-10

5. Information

6. Adjournment

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City of Port Moody Agenda

Parks and Recreation Commission

Minutes of the meeting of the Parks and Recreation Commission held on Wednesday, February 13, 2019 in the Brovold Room.

Present

Councillor Steve Milani, Chair
 Councillor Hunter Madsen, Vice-Chair
 Barry Brown
 Tyler Brown
 John Callaghan
 Edward Dwyer
 Caitlin Hickenbotham
 Kate Le Souef
 Haven Lurbiecki
 Steve McGinley
 David Parker
 Jeff Poste
 Rajeev Sharma
 David Tang
 Megan Traverse
 Matthew Turnell

Absent

Emelia Colman-Shepherd
 Nancy Owens (Regrets)
 David Shin (Youth Focus Committee representative) (Regrets)

In Attendance

Lesley Douglas – General Manager of Environment and Parks
 Jim LaCroix – Manager of Recreation
 Philip Lo – Committee Coordinator

1. Call to Order

Call to Order

1.1 The Chair called the meeting to order at 7:02pm.

Welcome and Introductions

1.2 Committee members and staff introduced themselves, noting their professional backgrounds and reasons for joining the Commission.

 2. Adoption of Minutes

Minutes2.1 PRC19/001

Moved, seconded, and CARRIED

THAT the minutes of the Parks and Recreation Commission meeting held on Wednesday, October 10, 2018 be adopted.

 3. Unfinished Business

 4. New Business

Committee Orientation

4.1 Presentation: Legislative Services Division and Staff Liaison Attachments:

- City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063
- Committee Orientation Manual

Link: Parks and Recreation Master Plan –

<http://www.portmoody.ca/index.aspx?page=1043>

File: 01-0360-20-10

Staff provided an orientation on the City's committee system as well as a presentation on the Parks and Recreation Master Plan.

In response to questions from the Commission, staff noted the following:

- the most popular Parks and Recreation programs vary by age group, which range from pre-school to seniors;
- 20% to 30% of the of priorities and recommendations contained in the Master Plan are considered to be "high priority" items;
- there is currently no mechanism for reporting on the progress of recommendations and priorities in a meaningful way, and some progress metrics are also difficult to obtain;
- when the vacant Parks Manager position is filled, the new Manager will review and determine an effective method for reporting out on the progress of recommendations and priorities. The new Manager will also be the staff liaison for this Commission;
- staff are continuing to address program wait list issues; however this may be difficult due to program-specific factors such as start times and facility locations;
- the turf field at Inlet Park is now at 90% detailed design stage, and the City has applied to senior government grants to assist with funding for this project; and

- Pacific Coast Terminals, PetroCanada/Suncor, Onni, and other developers have been the largest sponsors of Parks and Recreation programs.

The Commission noted the following in discussion:

- staff turnover in previous years have resulted in previous Commission work plans and other projects losing momentum or not being adhered to; and
- more expediency from staff is requested when issues within parks and trails are identified.

Staff advised the Commission that parks issues requiring immediate attention should be reported to the Works Yard so a work order can be opened.

2019 Work Plan Discussion

4.2 Attachments:

- a) 2017-2018 Parks and Recreation Commission Annual Report
- b) 2017-2018 Parks and Recreation Commission Work Plan
- c) Draft 2019 Parks and Recreation Commission Work Plan
File: 01-0360-20-10

Members of the Commission expressed concerns regarding the alignment of the 2019 Draft Work Plan with the Parks and Recreation Master Plan.

PRC19/002

Moved and seconded

THAT the adoption of the Draft 2019 Parks and Recreation Commission Work Plan be postponed pending a report back from staff regarding the status of prioritized recommendations within the Parks and Recreation Master Plan.

The Commission discussed the above motion, noting the following:

- previous Commission Work Plans have included items that Commission members have little knowledge of and were therefore unsure of how to approach;
- goals and outcomes of the Commission's Work Plan should be more actionable, more specific, and more measurable; this would allow the report back to be more specific;
- each Commission meeting could be structured to include items for: review, brainstorm, and action;
- it would not be advisable to scrutinize the Five-Year Capital Plan at this point; rather, the Commission should

take a realistic approach on what can be accomplished within the current Parks and Recreation Master Plan; and

- the Commission should find ways to support Council's and staff's work, and seek synergies and creativity on the Commission's work.

Staff noted the following in response to the Commission's discussion:

- a number of items identified in the Five-Year Capital Plan are also in the Parks and Recreation Master Plan; staff can review how the priorities in the Five-Year Capital Plan correspond to the Parks and Recreation Master Plan;
- recommendations within the Master Plan have different scopes and timelines, as some are ongoing initiatives and have longer timelines;
- staff do not recommend reviewing the progress of all Master Plan recommendations on a quarterly basis, as this was proven to be overwhelming and ineffective for previous Commission members; and
- staff requested Commission members to review the Master Plan and provide any additional work items that can be considered by the Commission.

PRC19/003

Moved, seconded, and CARRIED

THAT the meeting be extended by 30 minutes to 9:30pm.

Staff further noted that the following items in the draft Work Plan must be completed by the Commission or must have input from the Commission during the current term:

- Fees and Charges, which must be completed and approved by June, and can be considered at a subcommittee level;
- Parks and Facilities Tour;
- Sports Award, with award recommendations made to Council by June or July; and
- Parks Code of Conduct.

PRC19/004

Moved, seconded, and CARRIED

THAT motion PRC19/002 be amended by adding: "With the exception of the following four mandatory work items as identified by staff:

- **Fees and Charges;**
- **Parks and Facilities Tour;**
- **Sports Award; and**

- **Parks Code of Conduct.”**

The question on the main motion (*PRC19/002*) as amended (by *PRC19/004*) was put to a vote; the following motion was CARRIED:

THAT the adoption of the Draft 2019 Parks and Recreation Commission Work Plan be postponed pending a report back from staff regarding the status of prioritized recommendations within the Parks and Recreation Master Plan, with the exception of the following four mandatory work items as identified by staff:

- **Fees and Charges;**
- **Parks and Facilities Tour;**
- **Sports Award; and**
- **Parks Code of Conduct.**

**Review Artist
Caretaker in
Residence Report**

4.3 Report: Community Services Department – Cultural Services Division, dated October 4, 2018
File: 18-7715-01

Staff provided an overview of the Artist Caretaker in Residence pilot project, noting that the Arts and Culture Committee expressed support for continuing to have an artist in residence, while the Parks and Recreation Commission previously supported the provision of security and caretaker services in the park instead.

The Committee noted the following in discussion:

- concerns were expressed that the responsibilities and service levels of the artist are unclear, and that there may be a lack of accountability for any failures to perform these duties;
- the City should clarify its intentions for this role and the facility, noting that artist, caretaker, and security roles are distinct functions; and
- the City should accept proposals for the residence, and explore sustainable opportunities with external partners that may also fulfill poverty reduction and cultural goals.

Action: Staff to request clarification from the Port Moody Police Department regarding their role in providing security in park areas.

**2019 Meeting
Schedule**

5. Information

- 5.1 Attachment: 2019 Parks and Recreation Commission Meeting Schedule
File: 01-0360-20-10

This item was provided for information only.

6. Adjournment

Councillor Milani adjourned the meeting at 9:30pm.

Councillor Steve Milani,
Chair

Philip Lo,
Committee Coordinator