

Memorandum

Date: July 16, 2021
Submitted by: Community Services Department – Cultural Services Division
Subject: Winter Holiday Market at the Station Museum

The purpose of this memo is to inform Council of the Heritage Society's desire to partner with a local business to host a winter holiday market at the Station Museum. Under section 4.1 h) of the operating agreement between the City and the Heritage Society, *the Society covenants with the City to consult with the City when considering non-museum related partnerships and activities that would take place on the Museum property.*

An outline for the Winter Holiday Market is attached (**Attachment 1**), and is summarized here:

- it would be an outdoor market at the Station Museum;
- dates and times are from December 1 to 24; daily from noon to 9 pm (6 pm on December 24);
- vendor priority given to local businesses that sell handmade and fair trade items;
- vendors would include artists, local entertainment, and food trucks; and
- admission by donation to benefit the Station Museum.

A holiday themed winter market would contribute to the holiday season atmosphere in Port Moody and provide additional options to the public for holiday shopping, and possibly attracting additional visitors to Port Moody. Given the proximity to Moody Centre, this may also benefit other local businesses by adding to the shopping options within walking distance in the area. This also provides another opportunity for local businesses and artists to show and sell their work locally. If successful, this may become an annual event.

The purpose of this memo is to seek Council permission to allow the Station Museum to consider partnering on this event, and to host it if desired, per the agreement. The event organizers would still be required to work with staff to obtain the necessary permits and meet applicable requirements set out by the City for this type of event. The following motion is recommended:

THAT the Port Moody Heritage Society be permitted to consider a winter holiday market at the Station Museum and to proceed if desired as presented in the memo dated July 16, 2021 from the Community Services Department – Cultural Services Division regarding Winter Holiday Market at the Station Museum.

Attachment(s)

1. Winter Holiday Market Outline.

Report Approval Details

Document Title:	Winter Holiday Market at the Station Museum.docx
Attachments:	- Attachment 1 - Winter Holiday Market Outline.pdf
Final Approval Date:	Jul 19, 2021

This report and all of its attachments were approved and signed as outlined below:

Devin Jain for Theresa Cochran, General Manager of Community Services - Jul 16, 2021 - 12:44 PM

Dorothy Shermer, City Manager - Jul 16, 2021 - 5:29 PM

Natasha Vander Wal for Rosemary Lodge, Manager of Communications and Engagement - Jul 17, 2021 - 11:30 AM

Paul Rockwood, General Manager of Finance and Technology - Jul 18, 2021 - 7:56 PM

Tim Savoie, City Manager - Jul 19, 2021 - 10:53 AM