



# City of Port Moody

## Report/Recommendation to Council

Date: March 30, 2022  
Submitted by: Legislative Services Division  
Subject: Updated Heritage Commission and Parks and Recreation Commission Bylaws

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### Purpose

To present for Council consideration updated Bylaws and Terms of References for the Heritage Commission and the Parks and Recreation Commission.

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### Recommended Resolution(s)

**THAT City of Port Moody Heritage Commission Bylaw, 2022, No. 3340 and City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347 be read a first, second, and third time as recommended in the report dated March 30, 2022 from the Legislative Services Division regarding Updated Heritage Commission and Parks and Recreation Commission Bylaws;**

**AND THAT the Heritage Commission Terms of Reference and the Parks and Recreation Commission Terms of Reference be approved.**

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### Background

The Heritage Commission and the Parks and Recreation Commission are established by bylaw pursuant to s. 143(1) of the *Community Charter*, SBC 2003 Chapter 26. The establishing bylaws, which include the Commissions' Terms of Reference, were last updated in 2016.

### Discussion

During a regular review of City of Port Moody Heritage Commission Bylaw, 2016, No. 3062 (**Attachment 1**) and City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063 (**Attachment 2**), staff identified several errors and inconsistencies, as well as numerous clauses in need of updating. Staff are recommending that the Heritage Commission Bylaw and the Parks and Recreation Commission Bylaw be amended to remove the Terms of Reference to:

- ensure that the Heritage Commission and the Parks and Recreation Commission are operated in alignment with the Council Committee System Policy (**Attachment 3**);
- ensure that the Terms of Reference for the Heritage Commission and the Parks and Recreation Commission are consistent with the Terms of Reference for the City's other Committees of Council; and

- enable Council to revise the Terms of Reference without being required to amend the establishing Bylaws for the Commissions.

Draft revised establishing Bylaws for the Heritage Commission (**Attachment 4**) and the Parks and Recreation Commission (**Attachment 5**), as well as draft Terms of Reference for each Commission (**Attachments 6 and 7**) are attached for Council consideration.

### Other Option(s)

1. THAT City of Port Moody Heritage Commission Bylaw, 2022, No. 3340 be read a first, second, and third time with the following amendments...
2. THAT City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347 be read a first, second, and third time with the following amendments...
3. THAT the Heritage Commission Terms of Reference be approved with the following amendments...
4. THAT the Parks and Recreation Commission Terms of Reference be approved with the following amendments...
5. THAT staff be directed to report back with a revised Heritage Commission Bylaw and a revised Parks and Recreation Commission Bylaw that incorporate the Terms of Reference.

### Financial Implications

There are no financial implications associated with the recommendations in this report.

### Communications and Civic Engagement Initiatives

There are no communications or civic engagement initiatives associated with the recommendations in this report.

### Council Strategic Plan Objectives

The recommendations in this report align with the following Council Strategic Plan Objectives:

- ensure our customers are highly satisfied with the quality of our service; and
- provide the public with transparent and open government, and opportunities to provide input on City issues.

### Attachment(s)

1. City of Port Moody Heritage Commission Bylaw, 2016, No. 3062.
2. City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063.
3. Corporate Policy – 01-0360-2016-01 – Council Committee System.
4. Draft City of Port Moody Heritage Commission Bylaw, 2022, No. 3340.
5. Draft City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347.
6. Draft Terms of Reference – Heritage Commission.
7. Draft Terms of Reference – Parks and Recreation Commission.

### Report Author

Tracey Takahashi  
Deputy Corporate Officer

## Report Approval Details

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|----------------------|--|
| Document Title:      | Updated Heritage Commission and Parks and Recreation Commission Bylaws.docx  |
| Attachments:         | <ul style="list-style-type: none"><li>- Attachment 1 - City of Port Moody Heritage Commission Bylaw, 2016, No. 3062.PDF</li><li>- Attachment 2 - City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063.PDF</li><li>- Attachment 3 - Corporate Policy - 01-0360-2016-01 - Council Committee System.pdf</li><li>- Attachment 4 - Draft City of Port Moody Heritage Commission Bylaw, 2022, No. 3340.pdf</li><li>- Attachment 5 - Draft City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347.pdf</li><li>- Attachment 6 - Draft Terms of Reference - Heritage Commission.pdf</li><li>- Attachment 7 - Draft Terms of Reference - Parks and Recreation Commission.pdf</li></ul> |
| Final Approval Date: | May 2, 2022  |

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

Dorothy Shermer, Corporate Officer - Apr 27, 2022 - 5:15 PM

Tim Savoie, City Manager - May 2, 2022 - 12:39 PM