



City of Port Moody

Minutes

Parks and Recreation Commission

Minutes of the meeting of the Parks and Recreation
Commission held on Wednesday, October 12, 2022 via Zoom.

Present

Councillor Amy Lubik – Chair
John Callaghan
John Grasty
Kyla Knowles
Wilhelmina Martin
Connie Meisner
Pedram Moshirfatemi
Cleone Todgham

Absent

Councillor Hunter Madsen – Vice-Chair
Haven Lurbiecki

In Attendance

Esin Gozukara – Committee Coordinator
Emily Gutenberg – Environmental Technician
Jim LaCroix – Manager of Recreation
Anna Mathewson – General Manager of Community Services
Julie Pavey-Tomlinson – Director of Environment and Parks

1. Call to Order

Call to Order

- 1.1 The Chair called the meeting to order at 7:03pm.

2. Adoption of Minutes

Minutes

- 2.1 PRC22/018
Moved, seconded, and CARRIED
**THAT the minutes of Parks and Recreation Commission
meeting held on Wednesday, September 21, 2022 be
adopted.**

3. Unfinished Business

4. New Business

2022 Sports Award 90(1)(b)

4.1 PRC22/019

Moved, seconded, and CARRIED

THAT, pursuant to section 90 of the *Community Charter*, this portion of the Regular Meeting of the Parks and Recreation Commission be closed to the public as the subject matter being considered relates to the following:

- **90(1)(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.**

Christmas Decorations in Parks

4.2 Presentation: Emily Gutenberg, Environmental Technician Attachments:

- a) Bert Flinn Park Forest Decorating Management and Recommendations
- b) Memo, Environment Division, dated October 4, 2022

The Environmental Technician gave a presentation on Christmas Decorations in Parks, and noted the following:

- staff observed annual winter holiday decorating by residents in natural off-trail areas of Bert Flinn Park since 2016;
- ongoing and increasing decorating in the Park requires possible management strategies in place for 2022;
- growing participation encourages off-trail traffic, poses risks to wildlife and dogs, and candy canes/food décor are potential wildlife attractants;
- general outdoor decorating may lead to environmental problems;
- staff is projected to dedicate an increased amount of time for clean up;
- decorations appear to be a polarizing issue amongst residents on social media;
- options for minimizing environmental impacts and city-led engagement opportunities are identified by staff; and
- four options/recommendations are formulated based on cost and staff effort.

The Commission noted the following:

- decorations do not belong in this park, if decorations are placed, they should not be left behind, and resources should not be dedicated to providing trees to decorate;
- a limited and controlled area, possibly in Rocky Point Park, could be provided to allow residents to decorate, and guidelines could be offered;

- rules and regulations regarding memorialization and/or decorating could be formulated, and consideration should be given to enforcement;
- concerns around inclusivity, diversity, and equity should be taken into consideration, and decorating opportunities should be provided to all cultures and religions;
- if decorations are to be allowed, they need to be limited to urban areas or the Recreation Complex and kept out of natural areas;
- adequate enforcement should be in place at all times, including the holidays;
- neighbouring cities experience similar issues as well;
- no decorations should be allowed in parks, and this rule should be clearly communicated to residents; and
- a place that is not a park or wild area could be designated, the area behind Kyle Centre could be made available for decorating, and the groups doing the decorating could be responsible for taking them down.

The Director of Environment and Parks noted that the City does not have a memory tree program, but there is a partnership in place with the Port Moody Foundation for commemorative benches and picnic tables.

Pedram Moshirfatemi left the meeting at this point and did not return.

The Environmental Technician noted that if the Option 4 is to be selected, the potted fir trees supplied for decorations would be repurposed thereafter, and vandalism has already been taken into consideration by staff and some measures could be put in place if necessary. The Environmental Technician also noted that providing an alternative space may not solve the issue of decorating in parks, and the option selected could be piloted for a year.

PRC22/020

Moved, seconded, and CARRIED

THAT a policy to prohibit holiday decorations in parks and accompanying education be developed;

AND THAT a pilot pop-up park option in an urban setting to invite holiday decorations be investigated.

(Voting against: John Grasty)

The Environmental Technician left the meeting at this point and did not return.

Trail Network Plan

4.3 Presentation: Julie Pavey-Tomlinson, Director of Environment and Parks Attachment: Trail Standards

The Director of Environment and Parks gave a presentation on Trail Network Plan, and noted the following:

- Trail Network Plan, part of the approved capital budget for 2022, is expected to be completed by the end of 2023;
- one of the first items that has been worked on is the Trail Standards, an important supporting piece to trail inspections;
- In 2009, the Public Sector Accounting Board (PSAB) required municipalities to account for tangible capital assets and to amortize them;
- this requirement has forced municipalities to develop asset management plans in order to comply with the new standard;
- an inventory of assets is developed through identifying classes, service life predictions, maintenance and upgrade planning, and service risk management for an asset management plan;
- asset management plans allow for determining the current state of assets, and preparing and implementing a plan to maintain and/or replace those assets;
- one of the City's natural assets is trails, and they are classified based on use, surface, width, clearance, drainage, and slope;
- this classification determines the service levels and help staff identify whether the trails meet the demands of the community;
- Class 3 Urban Nature Trail and Class 4 Natural Trail are narrower;
- Class 5, Mountain Bike Primary TORCA Trail is managed in partnership with TORCA;
- the difficulty ratings for trails are organized in a similar way to ski slope ratings;
- inspection standards provide guidance to staff for assessing the condition of trail assets, and all inventoried trails will be inspected regularly and after major storm events;
- a detailed process is in place to document trail and environmental conditions;
- trails will be maintained to meet the type and expected level of use;
- design standards for constructed features, like stairs, boardwalks, and bridges, will also be in place; and
- an interactive map for the existing trail network can be found on City's website.

The Commission noted that handrails should be built in a way to ensure that all users, including those that have accessibility needs, are able to use, and trail information, including length and difficulty, is useful for both residents and visitors.

The Director of Environment and Parks noted the following in response to questions from the Commission:

- the total length of the trail network is between 30 and 40 kilometres, and one that has recently been added to the inspection list;
- a GIS based map of parks and trails can be found on City's website;
- Parks Asset Management document is not available to public;
- trail counters are used to determine the use levels, and this information is tied into inspections;
- definition of green space is provided to the Parkland Strategy Project, and it will be included in the document;
- staff is working on ways to address unofficial trail building; and
- Bert Flinn Park is widely used, and some signage and drainage improvements have been recently made.

**Parks and
Recreation Master
Plan Updates**

- 4.4 Julie Pavey-Tomlinson, Director of Environment and Parks and Jim LaCroix, Manager of Recreation
- Attachments:
- a) Parks and Environment Master Plan Tracking Sheet
 - b) Master Plan Goal Review

The Manager of Recreation noted that the Parks and Recreation Master Plan was approved in 2015, a new Master Plan is scheduled to be prepared soon, and 21 goals are completed, 25 goals are ongoing, and 5 goals are incomplete. The Manager of Recreation also noted that Kyle Centre goals will be flagged as "in process", and priorities for these goals could be provided to the Commission.

The Director of Environment and Parks provided an overview of the Parks and Environment Master Plan, including information regarding trails, paths, and sidewalks, parkland, park design and development, outdoor sports, other park amenities, communications and marketing, programs, festivals, and events, partnerships and volunteers, and human resources.

The Director of Environment and Parks noted that the neighbourhood park promotion item was referred to staff for action and an update will be provided to the Commission soon.

The General Manager of Community Services noted that the public art in the city is planned and managed through Art in Public Spaces Plan that and guided by the Arts and Culture Committee.

5. Information

Staff Updates

- 5.1 The Manager of Recreation noted that the Youth Focus Committee elected a new Commission representative, and she will join the meetings starting November 2022.

The Director of Environment and Parks noted that new bike parking furniture was installed in several parks.

6. Adjournment

- 6.1 The Chair adjourned the meeting at 8:53pm.



Councillor Amy Lubik,
Chair



Esin Gozukara,
Committee Coordinator