



City of Port Moody

Report/Recommendation to Council

Date: January 9, 2024
Submitted by: Legislative Services Division
Subject: 2023 Annual Report – Civic Committees

Purpose

To provide a report on the activities of the 2023 civic advisory committees.

Recommended Resolution(s)

THAT the report dated January 9, 2024, from the Legislative Services Division regarding 2023 Annual Report – Civic Committees be received for information.

Background

Per the Council Committee System Policy, civic advisory committees, with the exception of the Advisory Design Panel, Land Use Committee, and Youth Focus Committee, are required to submit an Annual Report no later than the first meeting in January of the following year.

Arts, Culture, and Heritage Committee

Committee Mandate

The mandate of the Arts, Culture, and Heritage Committee is to provide Council with advice and recommendations on issues related to Port Moody's arts, cultural, and heritage resources in an effort to align these important areas for the benefit of the City of the Arts.

The Committee's duties are to provide advice and recommendations in the following areas:

- providing feedback regarding proposals, bylaws, city projects related to heritage conservation;
- providing feedback regarding proposals, bylaws and policies related to arts and culture;
- arts, cultural and heritage tourism initiatives;
- promotional strategies for arts, culture and heritage;
- the Arts and Culture Masterplan;
- the Heritage Strategic Plan; and
- other areas identified by the committee with approval from the Council.

The Arts, Culture, and Heritage Committee met monthly between April and November, with the exception of August, due to summer break.

Councillor Kyla Knowles was appointed as Chair and Councillor Amy Lubik as Vice-Chair for the 2023 term.

Key Activities and Work Plan

The 2023 Arts, Culture, and Heritage Committee Work Plan was approved by Council on June 13, 2023. The following are the key activities that have been undertaken in 2023 by the Arts, Culture, and Heritage Committee:

- Utility Box Wrap Approach

Staff gave a presentation on utility box wraps and the following areas were discussed:

- the City's current strategy for utility box wraps including a wide variety of sources;
- the lack of a consistent process to select or accept wrap submissions;
- the time and resource-intensive process to design, storyboard, and create a wrap;
- the benefits and lifetime of wraps;
- the status of Marcon's sponsored wraps and the developer-supported wrap process;
- the potential in the near future to expedite the process internally; and
- the desire for staff to come back with suggested options.

More work on this item is needed in order to develop a holistic and efficient approach to wrapping utility boxes.

- Civic Awards

The Arts Award and Heritage Award nominations had been included on the annual work plan; however, with the awards being paused in 2023, this was not discussed.

- Artist Grant

The Artist Grant program is being incorporated into the existing Community Grant Program, as of 2024. 2023 is the last year that the Artist Grant awards will be overseen by the Committee and five local artists were awarded funding through this program.

- Update on the In the Presence of Ancestors Project

Staff provided an update on the In the Presence of Ancestors project, which included information on the June 21, 2023, Blessing Ceremony for the House Posts representing Tsleil-Waututh and Kwikwetlem Nations.

- loco Ghost Town Festival

Staff and the Heritage Society Representative provided an update on the format for the IOCO Festival this year, noting that the scope of the event had been reduced and vendors were not being included. In previous years, the City and the past Heritage Commission had participated in the event; however, given the scaled back presentation in 2023 and the absence of vendors, the City would not be participating.

The Heritage Society Representative provided an update following the event.

- Representation from Equity-Seeking Communities

This item was discussed at the June 8 and July 13, 2023, meetings where discussion included:

- opportunities for close interaction with or reciprocal support of community groups or non-profits;
- grant opportunities;
- local cultural organisation;
- utilizing the IDEA Committee as a resource on this matter;
- the importance of establishing a common understanding of this matter;
- methods to reach out to underrepresented groups;
- the question of why underrepresented people may be less involved;
- ways to remove barriers and be more inviting and the factors that create a welcoming environment considering varying cultures, backgrounds, and expectations;
- the City's efforts to examine, understand, and support these factors; and
- how to mindfully bring this to the focus of the Committee

- GIS Story Map Project

An introduction to the ArcGIS StoryMap platform was provided to Committee members at the May 11, 2023, meeting. An example created in New Westminster (Adventures on Twelfth Street) was shared as a comparable example to the project planned in Port Moody.

The project was further discussed at the June 8, 2023, meeting, where the Committee selected Clarke Street, from three provided options, as the area to focus this StoryMap.

A GIS StoryMap was created by summer students, hired by the City, who researched the area, and interviewed businesses in that area. The completed StoryMap was presented to the Committee at the September 15, 2023, meeting, where the Committee discussed:

- the planned public publishing date for the site;
- some potential edits for the site before it goes live;
- the benefits of the interactive website format over a traditional heritage project; and
- the upcoming changes to the area as a result of the Mary Anne's Place development.

- Queens Street Plaza Placemaking Update

Staff provided an update on the Queens Street Plaza Placemaking project, including the partnership opportunity with a developer and some of the ideas that have been suggested for the space.

Staff also shared details of the Pop-Up Park taking place at Queens Street Plaza in 2023.

- City of the Arts Strategy

Staff provided a brief overview on the project of developing a broader City of the Arts Strategy. This project will take place over 2024 and will build on the work completed by the Mayor's Arts and Business Coalition Task Force. Discussion on the following topics ensued:

- ways in which the Committee could be involved;
- adapting to change in the city while retaining art and culture;
- making space and opportunity for arts and heritage;
- opportunities for inclusion of community groups and stakeholders;
- identifying new types of art to include; and
- inclusion of environmental and sustainable considerations in art and culture strategies.

- Heritage Strategic Plan Update Scoping

Staff gave a presentation titled "Heritage Strategic Plan Scoping", and the Committee discussed the following topics:

- the definition of heritage in Port Moody;
- ways in which Port Moody can move forward to value, engage with, and tell the story of the city;
- the lack of cultural focus;
- living traditions and identities, in Port Moody heritage;
- the nature of the Port Moody Heritage Society's involvement and engagement with the City's Heritage Plan;
- the complex challenge of defining heritage;
- the need for broad and diverse community involvement in the definition of heritage;
- the City's truth and reconciliation efforts;
- the need for collaboration between stakeholders and community groups;
- the opportunity due to a lack of an archive in Port Moody;
- the upcoming Mayor's Arts and Business Coalition Task Force findings;
- grass roots methods of eliciting feedback and buy-in from the community; and
- the various arts grants offered by the City and partner organisations.

- Mills Storyboard Update

This is a project that was initiated by the past Heritage Commission. The next step in the project is to review final design of the storyboard; however, this was not possible in 2023 and will be brought back to the Committee once the design is ready for review.

- Review of Mayor's Arts and Business Coalition Task Force Recommendations from October 10, 2023

While not on the annual work plan due to timing, it was determined that it was appropriate to provide the Arts, Culture, and Heritage Committee with an overview of the

work completed the Mayor's Arts and Business Coalition Task Force and the list of recommendation present to, and approved by, City Council.

The Chair of the Task Force, Councillor Agtarap, joined the Committee on October 12, 2023, to provide this presentation.

Outstanding Matters

- the Mills Storyboard project will be brought back to the Committee once designs have been completed. As well, there were three items introduced in 2023 that will come back to the Committee in the future:
- considerations for an approach to wrapping utility boxes;
- representation from equity seeking groups (this should become a lens that is generally applied to the work of the Committee and City); and,
- development of a City of the Arts Strategy.

At the final meeting of 2023, feedback on the committee process and development of the work plan was sought. The feedback received from the Committee will assist staff in developing future committee work plans.

Climate Action Committee

Committee Mandate

The mandate of the Climate Action Committee is to provide Council with advice and recommendations on ways in which the City can achieve carbon neutrality in corporate operations and community energy and emission programs for residents and businesses, specifically through the reduction of GHG emissions as within the terms of the Council Committee System Policy and the Council Strategic Plan.

The Committee's duties are to provide advice and recommendations in the following areas:

- existing or proposed bylaws and policies related to energy efficiency, carbon neutrality, and the reduction of GHG emissions;
- existing or proposed initiatives, pilot projects, and activities the City could participate in to promote energy efficiency, the reduction of GHG emissions, and achieve carbon neutrality;
- mitigation and adaptation to climate change;
- any other matters referred by Council; and
- other areas identified by the Committee for approval by Council.

Meetings and Attendance

The Climate Action Committee met monthly between April of 2023 and November of 2023, with the exceptions of June, due to lack of quorum, and July, due to Chair unavailability.

Councillor Samantha Agtarap was appointed as Chair and Councillor Haven Lurbiecki as Vice-Chair for the 2023 term.

Key Activities and Work Plan

The 2023 Climate Action Committee Work Plan was approved by Council on June 27, 2023. The following are the key activities that have been undertaken in 2023 by the Climate Action Committee:

- Extreme Weather Public Education Campaign
The Committee received an overview of the extreme weather education project, noting that the primary goal is to improve the City's emergency planning and preparedness. Some suggestions were discussed by the Committee including: promoting the Climate Action Plan; providing paper copies of communications materials; bus stop advertising; school outreach; multi-lingual communication materials; updates in The Focus newsletter; and connecting with seniors to determine preferred communication methods.
- Extreme Weather Ambassadors
The Committee received an overview of the project noting the following: need to determine the number of ambassadors required to reach the majority of the population; adjusting messaging for different areas and housing types; host pop-events; collaborate with strata councils, police and fire departments; and place an open casting call for ambassadors.
- Review and revise KPIs for CAP annual report
The Committee discussed KPI Consolidation, noting that finding KPIs that are feasible and reflect the outcome of a strategy is difficult. A KPI Consolidation Working Group was formed with 3 Committee members. The Working Group met on Oct. 31, 2023 and provided an update on their progress as the Nov. 27, 2023 meeting. This Working Group will continue to meet in 2024.
- Update on Civic Facilities Climate Audits and Energy Management Software
The Committee received a presentation entitled "Civic Facilities Climate Audits and GHG Reduction Pathways" summarizing the final report and recommendations regarding options to meet the City's GHG reduction targets related to civic buildings. The Committee noted support for Pathway 2 being chosen by Council.
- Climate Action Award
The Climate Action Award nominations had been included on the annual work plan; however, with the awards being paused in 2023, this was not discussed.
- Update on Zero Emissions Mobility Plan
The Committee received a presentation entitled "Tri-Cities ZEMP" which was followed by discussion on the following topics: the different adoption scenarios and how they were developed; car ownership rates; implementation of the Plan; funding sources for future EV charging stations; education on medium/heavy duty vehicles; and the Province's micro-mobility pilot project.
- Advocate for schools to include cooling
The Committee discussed a potential Resolution to UBCM to Advocate for Schools to Include AC, noting that the resolution is to advocate for including air conditioning in

schools, as well as other cooling measures. The resolution was finalized for consideration as part of the resolution package being forwarded to UBCM by the City of Port Moody.

- Update on Urban Forest Management Strategy

The Committee received a presentation from Diamond Head Consulting summarizing the engagement process undertaken and providing an overview of the draft strategy including the proposed goals, strategies, and recommendations. As there wasn't quorum at this meeting, no discussion was ensued.

- Update on Changes to Energy Step Code and addition of Zero Carbon Step Code

The Committee discussed the Zero Carbon Step Code (ZCSC), noting concerns about the urgency of the climate crisis in relation to the timeline for the implementation of the step code. Discussion included: clarification on the application of the ZCSC in the rezoning process; ZCSC requirements compared to BC Building Code (BCBC) requirements; EV charging requirements in the BCBC; and BC Hydro's ability to meet energy demands.

- Update on Coastal Flood Management Strategy

The Committee received a presentation on the strategy providing an overview of the scope of the project which is in the early stages. Discussion included the following topics: clarifying the complexity of public information in the strategy; desire to include overland flooding and to make milestone updates to the Committee; desire to develop an interactive model so that new information can be incorporated into the model as it becomes available.

Outstanding Matters

- There are no outstanding matters but several topics that will likely carry over into the 2024 Work Plan.

Economic Development and Tourism Committee

Committee Mandate

The mandate of the Economic Development and Tourism Committee is to provide Council with advice and recommendations on strategic economic and tourism development directions and related matters within the terms of the Council Committee System Policy and the Council Strategic Plan.

The Committee's duties are to provide advice and recommendations in the following areas:

- short-, medium-, and long-term goals and objectives for economic development and tourism;
- local, regional and national economic and geographic trends and spotting related Opportunities and threats that may affect the City's economy;
- best practices for success in local economic development from other municipalities;
- the relationship between planned and potential growth in an effort to identify what will be needed from new developments for the local economy to flourish;
- retention and support of local businesses;

- tourism development objectives;
- efficiency of the City's tourism, advertising, and marketing programs; and
- other areas identified by the committee with approval from the Council.

Meetings and Attendance

The Economic Development and Tourism Committee met monthly between May of 2023 and November of 2023, with the exception of August, due to summer break.

Councillor Diana Dilworth was appointed as Chair and Councillor Samantha Agtarap as Vice-Chair for the 2023 term.

Key Activities and Work Plan

The 2023 Economic Development and Tourism Committee Work Plan was approved by Council on June 27, 2023. The following are the key activities that have been undertaken in 2023 by the Economic Development and Tourism Committee:

- Shoreline House Post Project/In the Presence of Ancestors Update
A brief summary of the work and timeline for this project was provided along with a Shoreline Trail improvement project update.
- Rocky Point Park Master Plan Update
A brief progress update was provided given tourism implications as this project moves forward.
- Review of Economic Development Microsite and Phase 2 Opportunities
The Committee was invited to provide feedback of the microsite, which was launched in mid 2023. Comments were largely favourable with several suggestions for consideration for a second phase of improvements provided.
- Support Attraction of Office-Based Employment
This discussion began as a review of draft material to support business attraction. Related topics were considered, however, such as pending development and commercial supply opportunities, and pursuing a hotel entity within one of the mixed-use projects. Consideration was given as to how best to engage Council about these topics including potentially organizing a meeting.
- Oversee Spike Business Awards (Nominations, Shortlisting Finalists, Gala)
The Committee oversaw the nomination process, shortlisted finalists, and selected winners. Members also participated at the gala event on November 30 in various capacities including presenting awards in five categories, acting as hosts and ambassadors during the reception portion, and being the voice from the booth. Committee members representing Shop Local Port Moody and the Tri-Cities Chamber gave presentations as well.

- Develop Business Outreach Program / Business Retention
As a deliverable in the Economic Development Master Plan, the Committee indicated that this is a priority item. The Chamber of Commerce could also be a partner to co-host joint breakfast events and other such initiatives.
- Support Implementation of Industrial Land Strategy/ Support Brownfield Strategy
The Committee was informed of Council's approval of the Industrial Land Strategy and were provided with the key policy directions in the document.
- Review of 2023 BC Ale Trail Campaign and 2024 Opportunities
The BC Ale Trail team presented to the Committee at the end of 2022 about the opportunity for the City to participate in the Ale Trail passport program in 2023. The City participated in the campaign in early 2023 with funding provided by the BC Ale Trail. The Committee provided feedback on what metrics should be considered to gauge the initiative as a success or not and impacts on local businesses.
- Review Discover Port Moody Microsite
A brief discussion was held in regard to reviewing and renewing the Discover Port Moody microsite now that the economic development microsite had launched.
- Receive Report Back on Mayor's Arts and Business Coalition Task Force
The Vice Chair of the Committee served as the Chair of the Task Force and provided a report back on the Task Force's mandate, the recommendations it produced, how these could have synergies with economic development and arts and culture goals, and ties to the work of the Committee.
- Discuss/Review Economic Impact of Events e.g. Golden Spike Days 6/30-7/3; Ribfest 7/21-23
A working group was struck to explore the economic impact of major events in the city. A draft proposal was tabled that outlined considerations of scope of work, provided a high-level framework of how such a project could be structured and benefits and disadvantages of such a study, and suggested integration with qualitative feedback from the local business community to validate findings. The Committee provided recommendations on next steps.

Outstanding Matters

- There are no outstanding matters but several topics that will likely carry over into the 2024 Work Plan.

Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee

Committee Mandate

The mandate of the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee is to provide Council with advice and recommendations on inclusion, diversity, equity, and accessibility issues, strategies and initiatives within the terms of the Council Committee System Policy and the Council Strategic Plan.

The Committee's duties are to provide advice and recommendations in the following areas:

- reviewing proposed or existing policies, programs, and bylaws related to services for, or relating, to accessibility in all its forms, New Comers to Canada and people from diverse backgrounds, and Reconciliation;
- reviewing short-, medium-, and long-term goals to accessibility and equity within municipal jurisdiction;
- opportunities for strengthening the City's existing recreation programs and services for all residents;
- opportunities for Reconciliation, anti-racism and inclusion actions and programs;
- providing feedback on how to more meaningfully connect with communities and groups not always reached by traditional challenges, with opportunities to act as liaisons where warranted.
- hearing and providing recommendations to delegations by community groups, social service agencies and others and makes recommendations to Council;
- reviewing proposed or existing or proposed policies, programs, and bylaws related to services for or relating to people experiencing homelessness or housing precariousness that are not within the purview of the Tri-Cities
- homelessness and Housing Task Force;
- considering other social planning issues as may be referred by Council; and
- any other matters referred by Council.

Meetings and Attendance

The Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee met monthly between April and November, with the exception of August, due to summer break.

Councillor Amy Lubik was appointed as Chair and Councillor Diana Dilworth as Vice-Chair for the 2023 term.

Key Activities and Work Plan

The 2023 Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee Work Plan was approved by Council on June 27, 2023. The following are the key activities that have been undertaken in 2023 by the IDEA Committee:

- Organizational DEI Plan Implementation
The Staff Liaison provided an overview of the Organizational Inclusion, Diversity, and Equity Plan for Staff and Committee members provided input.
- Truth and Reconciliation Phase 2
The General Manager of Community Service provided a verbal update regarding the Truth and Reconciliation – Phase Project and Committee members provided input.
- Provide Foundational IDEA Training for Committee Members
The Staff Liaison presented options for IDEA training for Committee members whom expressed interest in participating in the training and discussed the benefits of sharing this training with others.

- Accessibility Plan and Response
The Manager of Corporate Planning presented the City's Accessibility Plan and Committee members provided input. Engineering and Operations also presented an update on Transportation Accessibility.
- Community Well-Being Guidelines
Staff presented the Community Well-Being Guidelines and the Committee members provided input.
- Leisure Access Pass Review
This work plan item will be carried forward to the 2024 work plan.
- Heritage Strategic Plan Update Scoping
The Manager of Policy Planning gave a presentation and Committee members provided input.
- Facility Accessibility Improvements
This work plan item will be carried forward to the 2024 work plan.
- Discuss how to engage more effectively with underrepresented groups, and how the city can better be there to support work that groups are already doing in the community and to feel more welcome.
This work plan item will be carried forward to the 2024 Work Plan.
- Coordinate a request for Tsleil-Waututh Nation representative(s) to attend a meeting to present their Indigenous design guidelines.
This item was removed from the work plan and may be pursued in another form.
- Coordinate a request to have staff from the City of Victoria attend a meeting to present on their Welcoming City Strategy and consider any related recommendations the Committee may wish to make to Council.
This work plan item will be carried forward to the 2024 Work Plan.
- Shoreline House Post Project
The Manager of Cultural Services provided an update on the Shoreline House Post Project.

Outstanding Matters

- Discussion on Accessibility Guidelines for City events is carried forward to the 2024 Work Plan;
- Leisure Access Pass Review;
- Facility Accessibility Improvements;
- Discuss how to engage more effectively with underrepresented groups, and how the city can better be there to support work that groups are already doing in the community and to feel more welcome;

- Coordinate a request to have staff from the City of Victoria attend a meeting to present on their Welcoming City Strategy and consider any related recommendations the Committee may wish to make to Council.

Parks and Environment Committee

Committee Mandate

The mandate of the Parks and Environment Committee is to provide Council with advice and recommendations on parks and environmental issues as outlined below and within the Council Committee System Policy and Council's Strategic Plan.

The Committee's duties are to provide advice and recommendations in the following areas:

- long term planning, management, maintenance, improvement, operation, control, construction, and use of Parks and Recreation facilities;
- fee schedule for all facilities, programs, and operations on which fees shall be levied on an annual basis;
- existing or proposed bylaws and policies related to the protection and enhancement of the City's parks and environment;
- requirements for parks and environment in new development or re-development within the city as referred by Council;
- opportunities for park enhancement and environmental protection within the city; and
- other areas identified by the committee with approval from the Council.

Meetings and Attendance

The Parks and Environment Committee met monthly between April and November of 2023, with the exception of August, due to summer break.

Councillor Diana Dilworth was appointed as Chair and Councillor Callan Morrison as Vice-Chair for the 2023 term.

Key Activities and Work Plan

The 2023 Parks and Environment Committee Work Plan was approved by Council on June 13, 2023. The following are the key activities that have been undertaken in 2023 by the Parks and Environment Committee:

- Parks and Recreation Master Plan – Background Information
Staff gave a presentation to provide background on the ten-year strategic plan and Committee discussion ensued regarding parks amenity, park and trail listings on the City website, capital project planning and expenditures, and public art in parks.
- Urban Forest Management Strategy
Diamond Head Consulting gave a presentation and the Committee discussed tree planting initiatives and outreach and engagement opportunities, including existing and future partnership with Tree Canada to meet the City's tree planting goals, opportunities for reconciliation and repairing relationships with Indigenous people through collaboration in planting native species and guidance regarding the tree canopy strategy, strategies used by other cities to increase their tree canopy coverage including tree

canopy requirements within zoning bylaws. The feedback received from the Parks and Environment Committee was incorporated as stakeholder feedback in the final Urban Forest Management Strategy approved by Council.

- Parkland Strategy Update

Lees and Associates gave a presentation and the Committee discussed where park spaces appear to be exceeding capacity, and where they seem underused in the city, the format and accessibility of the online parkland strategy survey, accessibility requirements in parks and how new requirements are met and expanding, and tools for parking management.

- Shoreline Trail Boardwalk Replacement

Staff gave a presentation entitled “Shoreline Trail Boardwalk Replacement Project Update”. The Committee discussed safety considerations for the height of the boardwalk, need for careful evaluation of anti-slip measures, height and weight capacity of the new boardwalk, access to the boardwalk for maintenance vehicles, the type of material and surfacing that will be used, and whether the boardwalk will be deemed a multi-use pathway. The Committee also asked questions to staff regarding the funding sources for the project, such as grants.

- Fees and Charges Bylaw – Proposed Update

Staff provided an overview of the proposed updates to the Fees Bylaw. Staff noted that fees are primarily determined by inflation and a review of fees in other municipalities and that youth rates are comparatively low. The proposed changes to the Bylaw included a 3% increase to all rates and the elimination of the Super Senior fee increase. Staff and the Chair answered questions regarding Coquitlam’s funding sources for recreation funding, the difference in amenities and how this affects the fee structure, and a Port Moody residents first policy regarding enrolling in programs.

- Park Master Plans – Rocky Point and Old Orchard

Staff gave a brief introduction on the Park Master Plans, including planned public engagement with an online survey and an open house event. The Hapa Collaborative Representative, Marta Toesev, gave a presentation entitled “Rocky Point Park and Old Orchard Park Master Plans” and the Committee discussed and provided feedback on the concept plans for the master plans, including potential enhancements and alterations for the concept plans. For Old Orchard Park, the Committee discussed alternative locations for washroom facilities, the importance of an accessible pathway to the waterfront, and the addition of amenities to support marine based recreation. Concerns were raised about increased traffic and parking issues, especially with the addition of new amenities.

The Rocky Point Master Plan was also a focal point, with discussions revolving around waterfront access, potential changes to amenities, and considerations for increased density in planned developments within proximity to the park. The committee raised questions about adaptations to sea level rise, shoreline protection strategies, and the potential relocation of the outdoor pool and whether an indoor pool was under consideration. Additional capacity for picnicking, parking management and the enhancement of active transportation options were highlighted, along with inquiries

about accessible parking expansion. The committee also sought updates on the existing restaurant lease in Rocky Point Park and the House Post's location.

Throughout the discussions, the committee emphasized the importance of maintaining green spaces and not adding additional paving for parking, addressing congestion concerns, and consulting with local First Nations. They explored potential solutions for sea level rise, parking challenges, and the overall improvement of waterfront areas in both parks.

- Queens Street Plaza

Staff gave an update on the history of the Queens Street Plaza, which was created 15 years ago. The Arts and Culture Committee proposed a new vision for the plaza in 2019, which resulted in more individuals taking advantage of the space. Staff shared background that the 2023 pop-up park includes misting pole(s), a kid's area, and a beach area. Recently, Council has approved funding to enhance the space and the developer of the 2400 Block of Clarke Street is interested in working with the City to improve the Plaza. The discussion noted that design for the project and consultation has not yet begun, but some items could be included for consideration, such as a new entrance, shade elements and a water bottle filling station and the heritage building will be retained and relocated to the northeast corner of the Plaza. and the Committee noted that seating appropriate for seniors should be included in the design plan.

- Moody Centre South Neighbourhood Plan

Staff gave a presentation entitled "Moody Centre South Neighbourhood Plan Scoping". The location of Chip Kerr Park and the heritage conservation area was noted to be within the study area. The Committee discussed the considerations for neighbourhood parks, pop-up parks, and passive green spaces. There was discussion on the environmental and green infrastructure future needs including daylighting and maintenance of creeks, tree planting and canopy coverage, and vehicle access.

- Mossom Creek Park (Salmon in the City) – Feasibility Study

Staff gave a presentation entitled "Parks & Environment Committee Project Update: 1440 loco Rd". The Committee discussed the timing of public input, accessibility, and parking. Feedback received to date from the Department of Fisheries and Oceans and surrounding property owners was noted. Staff were also asked about the funding source for the project, park design, parking provisions at Mossom Creek Hatchery, and property maintenance costs. There was a follow up site visit with staff for interested members of the Parks and Environment Committee.

- Lower Suter Brook Enhancement Plan

Staff gave a presentation entitled "Lower Suter Brook Enhancement". Committee discussion ensued regarding impacts to the creek, accessibility needs for trail and wildlife viewing cameras. Staff answered questions regarding beaver management, forest health, and rodenticides.

- Trail Network Plan

Staff gave a presentation entitled "Trail Network Plan". The Committee discussed the Trail Network Plan, noting that the connectivity improvements between parks are highly anticipated and that washroom facilities and benches or rest area should be considered

at Bert Flinn Park. There was discussion on the community feedback received regarding trails. Discussion included the projected completion date for Shoreline Trail, whether certain classes of trails will become a priority with projected population growth, considerations of development cost charges and the City's purchasing process.

- Invasive Plant Management Program

The Committee were provided an overview on invasive species management in parks and provide feedback to staff on future improvements. The Committee discussed invasive species management, noting that restrictions on the use of chemicals makes eradication of Japanese Knot Weed difficult. The Committee provided feedback on the potential collaborating with strata councils on invasive species work and the Condominium Home Owners Association of BC (CHOA) could be a beneficial organization to work with. Staff answered questions regarding Japanese Beetles and other invasive species in the City.

- Tree Bylaw Update

The Diamond Head Consulting Representative, Camille Lefrançois, gave a presentation entitled "Tree Protection Bylaw Review". The Committee discussion on the tree bylaw update noted that protecting trees should be prioritized rather than replacing them, non-native tree plantings in Port Moody, application of the two-for-one tree replacement strategy, and tree canopy coverage. Staff also answered questions regarding the application of the tree bylaw in School District No. 43 lands, and penalties related to the removal of privately planted trees.

- City Event and Facility Zero Waste Strategy

Staff introduced the City Event and Facility Zero Waste Strategy. Staff noted the Sustainable Event Guide and recommendations for signage to communicate plans to park users and event participants. Staff also noted procedural changes in handling waste and employee training and metrics. Committee discussed the City Event and Facility Zero Waste Strategy and noted that QR codes could be used to reduce the volume of signage, reduce waste, and provide the ability to timely update content.

- Truth and Reconciliation Project

Staff Provided an update on the Truth and Reconciliation Project. Staff noted that the project was started in 2021, and recommendations made included training of staff and territorial acknowledgement development, the City is moving into Phase 2 of the strategy and relationships with First Nations groups are evolving. The projects allow for improved training and learning, and there is a staff working group that works on this project. The Committee discussed the Truth and Reconciliation Project and noted the importance of relationship building with and the involvement of First Nations, the "In the Presence of Ancestors" and Shoreline Trail House Post projects. The Committee discussion also included next steps for the Belcarra waterfront cottages, in recognition of the pre- and post-colonisation history including First Nations feedback and the Metro Vancouver decision making and engagement process such as the process including in renaming Belcarra. Committee discussion also noted the recognition of various immigrant groups in the area, consideration for that naming of places would be a collaborative decision between all stakeholders and include public engagement.

- Recreation – Updates

The General Manager of Community Services introduced Nathan Taylor, Manager of Recreation. Staff gave a presentation entitled "Play in our Parks Inaugural Summer 2023" which was a previous recommendation from the Parks and Recreation Commission in 2022. The Committee discussed collaboration with youth organisations such as the Scouts and the Guides, appreciation for the inclusion of statistics and a desire to raise awareness of successes shown through these statistics via social media or other advertisement. Committee discussion noted the importance of communicating the ways in which the City is benefiting residents and the possibility of integration with community events for promotions

- Community Stewardship

The Community Stewardship program consideration , as presented by staff, involves establishing a centralized volunteer program with a focus on promoting civic pride and environmental engagement. Staff outlined criteria for community groups applying to participate, drawing examples from comparable programs in other cities. The potential use of catchy names for promotion and branding, along with the consideration of employing co-op students for administrative support, was highlighted. Committee discussions emphasized resource efficiencies through program consolidation, maximizing the volunteer base, and the importance of dedicated staff management. Concerns were raised about volunteers assuming responsibilities falling under the city's purview, defining the roles and limits of volunteers, and addressing age-related considerations with waivers. Despite these concerns, the committee expressed overall support for fostering increased volunteerism in parks and the environment, especially noting a rise in interest following the COVID pandemic and an increased outreach from volunteer groups seeking information and opportunities for environmental initiatives, including winter weather activities managed by seniors.

Outstanding Matters

- OCP Update – Natural Environment and Parks chapters
- Review Terms of Reference for Dog Management Strategy.

Seniors Focus Committee

Committee Mandate

The mandate of the Seniors Focus Committee is to provide Council with advice and recommendations on seniors' issues, strategies and initiatives as detailed below and within the Council Committee System Policy and the Council Strategic Plan.

The Committee's duties are to provide advice and recommendations in the following areas:

- recommendations provided in the Age Friendly Community Planning Project report;
- short-, medium- and long-term goals to address seniors' issues within municipal Jurisdiction;
- opportunities for strengthening the City's existing recreation programs and services for seniors;
- current and future trends that may influence the delivery of services for seniors;
- opportunities for corporate alliances;

- seniors' issues, strategies, and initiatives within municipal jurisdiction; and
- other areas identified by the committee with approval from the Council.

Meetings and Attendance

The Seniors Focus Committee met monthly between May of 2023 and November of 2023, with the exception of August, due to summer break.

Councillor Haven Lurbiecki was appointed as Chair and Councillor Amy Lubik as Vice-Chair for the 2023 term.

Key Activities and Work Plan

The 2023 Seniors Focus Committee Work Plan was approved by Council on June 27, 2023. The following are the key activities that have been undertaken in 2023 by the Seniors Focus Committee:

- Age-Friendly Recreation Centre – Final Results and Findings and Report to Council
Committee discussion ensued regarding the following topics:
 - utilization of space and user volume projections;
 - multigenerational spaces with dedicated senior spaces;
 - changing user activities and programming, such as spaces for gaming and not just fitness, and keeping up with the user demand; and
 - potential for a seniors centre in the Kyle Centre redevelopment.
Staff answered questions from the Committee regarding the following topics:
 - the limitations and demands on existing facilities; and
 - the proposed design, including adaptable spaces that can accommodate different users.
- Seniors Needs Assessment – Recreation (Social) Opportunities
 - presentation entitled “Seniors Needs Assessment”
 - Committee discussion ensued regarding the following topics:
 - census data demographic projections;
 - opportunities to reach seniors of different demographics;
 - user fees;
 - proposed design of the recreation centre expansion;
 - consideration of seniors' needs at tabletop discussions, including noise and seating;
 - different needs of seniors groups; and
 - evolving definition of a senior; the varying criteria for what age qualifies as being a senior;
 - facilitation methods for gathering feedback and stimulating conversation at tabletop discussions;
 - methods of creating wider participation and removing barriers to entry;
 - potential dates for tabletop events;
 - the desire to move the dates to October to avoid scheduling conflicts;
 - the desire to have an update

- table tops discussion occurred with recorded feedback, link to Age-Friendly Plan
 - topics re-enforced, marketing and communication are top priorities, senior social spot for connection is key (senior specific spaces)
 - Seniors want special events,
 - appreciation for the event preparation and presentation materials; and
 - avenues for advertising the events and encouraging participation.
 - Special events and social programs are connecting senior, programs offered are appreciated and variety advertising methods to connect more is needed
- Accessibility Plan Presentation as It Relates to BC Accessibility Act – Rick Hansen Accessibility Audit
 - Staff gave an overview of the ongoing Rick Hansen Accessibility Audit and the locations, methodology, and actions involved – Val Tepes
 - Committee discussion ensued regarding the following topics:
 - inclusion of seniors needs within accessibility considerations;
 - funding limitations and allotment for current issues; and the scope of the consideration focused on by the Rick Hansen Foundation
- Participate in Silver Alert Presentation
 - Seniors-Specific City Website – Communications
 - Committee discussion ensued regarding the following topics:
 - separation of site and microsite;
 - City website improvement;
 - centralization and navigation for seniors' content;
 - scope of seniors programs and services offered by Port Moody;
 - opportunities in the design of the City website; and
 - the use of a calendar of events for seniors.
- Accessibility Plan – BC Accessibility Act – Preliminary Work
 - Touched on by Val Tepes only as it relates to Accessibility Audit – Rick Hansen Foundation

Outstanding Matters

- Seniors Fair – in 2024 (from 2023)
- Revisit Accessibility Audit – Rick Hansen Foundation – impact and changes at offsite buildings along with main recreation complex (from 2023)

Transportation Committee

Committee Mandate

The mandate of the Transportation Committee is to provide Council with advice and recommendations on traffic and transportation issues and priorities, and related matters as detailed below and within the Council Committee System Policy and the Council Strategic Plan.

The Committee's duties are to provide advice and recommendations in the following areas:

- traffic safety;
- accessibility;
- traffic operational issues;
- sustainable transportation modes including the reduction of Greenhouse Gas Emissions;
- traffic calming and place making;
- parking needs and systems; and
- other areas identified by the committee with approval from the Council.

Meetings and Attendance

The Transportation Committee met monthly between April of 2023 and November of 2023, with the exception of August, due to summer break.

Councillor Callan Morrison was appointed as Chair and Councillor Amy Lubik as Vice-Chair for the 2023 term.

Key Activities and Work Plan

The 2023 Transportation Committee Work Plan was approved by Council on June 13, 2023. The following are the key activities that have been undertaken in 2023 by the Transportation Committee:

- Participate in Engagement for Master Transportation Plan Update
The Committee received a presentation on the ongoing Master Transportation Plan Update project.
- Review Cumulative Development Traffic Model
The Committee reviewed a summary of this Citywide traffic model. The Committee endorsed the model and staff recommendations on ongoing maintenance and updates for Council consideration. This model was then presented to Council and Council Strategic Priorities Committee and has been incorporated into staff operational work.
- Transportation Assessment for New Developments – Phase 1
The Committee reviewed a summary of the Transportation Assessment for New Developments Study and endorsed taking on a Goals Based Assessment framework for evaluating traffic and transportation in new developments. This model was then presented to Council and Council Strategic Priorities Committee and has been incorporated into staff operational work.
- Traffic Signal System Presentation /Discussion
The Committee received a presentation on the City's traffic signal system and technology. The Committee passed a recommendation to Council for the City to undertake annual traffic signal corridor coordination reviews and updates. Council supported action on this recommendation and staff are currently preparing a report back to Council outlining the costs and resource requirements to implement the annual program.

- Barnet/loco/Dewdney Intersection Discussion & Recommendation
Staff presented a conceptual improvement for the subject intersections which would help to eliminate vehicles blocking Barnet Highway eastbound while turning from Dewdney Trunk Road to the Barnet Highway left turn lanes (to access loco Road). The Committee provided feedback on the project and endorsed staff recommendations to complete a traffic study to confirm the viability of the option. These recommendations were presented to Council and approved, along with a funding source, for staff to continue work on the project. Work on the project is currently underway and updates will be presented to the Transportation Committee and Council in 2024.
- Review Moray Street Traffic Calming Pilot Project – Results and Recommendations
The Committee reviewed a summary of the results of the Moray Street traffic calming pilot project, including before and after traffic data and public feedback, and recommended that the pilot be adopted as a permanent initiative. With the Transportation Committee and Staff recommendations, Council approved the adoption of the Moray Street traffic calming initiative pilot. A detailed design for a permanent traffic calming installation is now included in the City's Capital Plan for 2024.
- Traffic Calming Initiatives Prioritization
The Transportation Committee is tasked with an annual review of the City's traffic calming initiative candidate list. The Committee reviewed the updated list, suggested a small number of additional locations to review, and approved a priority list for traffic calming locations for the coming year.
- Speed Hump Program Implementation Location Review
Based on the traffic calming initiative candidate list, the Committee also endorsed the next locations for the speed hump program for 2023/2024 which help to more rapidly address the long list of traffic calming candidate locations.
- School Traffic Safety Program Update
The Committee received an update on the School Traffic Safety Program which seeks to complete a safe and active routes to school study at each of the City's elementary schools, along with some minor traffic infrastructure improvements, over a number of years.
- Review draft recommendations of Tri-Cities Climate Mobility Strategy Phase 1
The Transportation Committee received an update on the jointly completed Tri-Cities Climate Mobility Strategy. This topic also led to a discussion on micromobility and e-scooters in Port Moody and the Tri-Cities.
- Trail Network Plan Input
The Committee provided feedback and input into the City's Trail Network Plan project.
- Port Moody Police Department Presentation / Discussion
The Port Moody Police Department provided a presentation on the department's traffic safety and enforcement initiatives.

- ICBC Presentation / Discussion

The Committee's ICBC representative presented on ICBC's road safety initiatives, including infrastructure funding, education, and enforcement support.

- loco/Murray Intersection Left Turn Signal Discussion and Recommendation

Staff presented an update on work underway to review protected only left turn phases for several movements at the loco Road and Murray Street intersection. The Transportation Committee provided feedback and also endorsed further work on the initiative in coordination with the Guildford Way Cycling Facilities project.

- HUB Presentation / Discussion

The Committee's HUB representative presented on HUB's overall goals, commentary on and alignment with Port Moody goals, and their high priority cycling gaps in the area.

- Review Concept for Guildford Way Cycling Facilities

The Transportation Committee provided input into concepts currently in design for improvements to separate the Guildford Way bike lanes. This project is intended to upgrade the Guildford Way cycling route to provide All Ages and Abilities facilities that will connect between Guildford Way in Coquitlam and the off-street bike path on Murray Street.

- Transportation Accessibility Program Update

Staff provided a presentation on the City's transportation accessibility projects completed in 2023. The projects included several issues that have been identified by the Transportation Committee in recent years. The Committee further discussed accessibility in Port Moody, considerations for future design guidelines and projects, and suggested some other locations for inclusion in future programs.

Outstanding Matters

The Transportation Committee completed all of its scheduled work plan items for 2023. Three of the 2023 work plan items which had unconfirmed timing for the year remain and may be considered for the 2024 work plan:

- loco Road Utility Rehabilitation Transportation Study
- Pedestrian Priority Zone Exploration
- Clarke Street Transportation Study

Other Option(s)

This report is for information only; therefore, no other options are being provided.

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 Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- 1.1 – Sustainable Core Services – Prioritize core services.
- 1.2 – Sustainable Core Services – Ensure financial sustainability.
- 1.3 – Sustainable Core Services – Lead with good governance.
- 2.1 – Resilient Natural Environment – Protect, integrate, and enhance our natural assets.
- 2.2 – Resilient Natural Environment – Advance climate change mitigation and adaptation.
- 2.3 – Resilient Natural Environment – Enhance and expand parkland and open space.
- 3.1 – Healthy Community Development – Create complete and connected communities through balanced growth.
- 3.2 – Healthy Community Development – Provide safe, efficient, and accessible transportation options.
- 3.3 – Healthy Community Development – Enhance community wellbeing.
- 4.1 – Vibrant and Prosperous Community – Improve local business climate.
- 4.2 – Vibrant and Prosperous Community – Enhance vibrancy through placemaking, arts, culture, heritage, and tourism.
- 4.3 – Vibrant and Prosperous Community – Leverage public spaces.

Attachment(s)

1. 2023 Work Plan – Arts, Culture, and Heritage Committee.
2. 2023 Work Plan – Climate Action Committee.
3. 2023 Work Plan – Economic Development and Tourism Committee.
4. 2023 Work Plan – Inclusion, Diversity, Equity, Accessibility Committee.
5. 2023 Work Plan – Parks and Environment Committee.
6. 2023 Work Plan – Seniors Focus Committee.
7. 2023 Work Plan – Transportation Committee.

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Report Approval Details

Document Title:	2023 Annual Report - Civic Committees.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - 2023 Work Plan – Arts, Culture, and Heritage Committee.pdf- Attachment 2 - 2023 Work Plan – Climate Action Committee.pdf- Attachment 3 - 2023 Work Plan – Economic Development and Tourism Committee.pdf- Attachment 4 - 2023 Work Plan – Inclusion, Diversity, Equity, Accessibility Committee.pdf- Attachment 5 - 2023 Work Plan – Parks and Environment Committee.pdf- Attachment 6 - 2023 Work Plan – Seniors Focus Committee.pdf- Attachment 7 - 2023 Work Plan – Transportation Committee.pdf
Final Approval Date:	Dec 21, 2023

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

Stephanie Lam, City Clerk and Manager of Legislative Services - Dec 16, 2023

Stephanie Lam, City Clerk and Manager of Legislative Services, for Angie Parnell, General Manager of Corporate Services - Dec 16, 2023

Tim Savoie, City Manager - Dec 21, 2023