

Staff Report to Council

Engineering & Operations

FILE: 16-8330-01/25

REPORT DATE: April 28, 2025 **MEETING DATE:** May 06, 2025
TO: Mayor and Council
FROM: S. Maki, Director of Engineering & Operations
SUBJECT: ATAC Transition to Community Safety Working Group

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Approve the transition of the Active Transportation Advisory Committee (ATAC) from an advisory committee to Council, as defined by the City Committees Policy C102, to the Community Safety Working Group under the authority of the CAO, as presented at the May 6, 2025 Council meeting; OR
- B. Other.

PURPOSE

To provide an overview of staff's proposed plan to transition the Active Transportation Advisory Committee (ATAC) from an advisory committee to Council, to a staff-led technical working group.

☐ Information Report ☐ Decision Report ☒ Direction Report

DISCUSSION

Background:

Since the early 2000's, active transportation and cycling have been a focus for the City of Pitt Meadows. There used to be a Maple Ridge/ Pitt Meadows Bicycle Advisory Committee (BAC) that focused on promoting cycling in the two cities and members were involved in:

- Providing feedback in relation to the Golden Ears Bridge and Pitt River Bridge for long-term planning
- Gold Spoke Awards (given to businesses or individually that promote and encourage the use of bicycles)
- Raising the profile of cycling in the community (eg. Roubaix classic, Race the Ridge, Pitt Meadows Flats, bike parking at Pitt Meadows Day)

This committee was transitioned to the current-day Active Transportation Advisory Committee by Council in 2013, based on the needs and service levels of the day. It generally consisted of eight to eleven community members, Council liaisons, and was supported by City staff.

The original mandate of ATAC was to advise Council and staff on strategic priorities and policies related to accessible and active transportation. The committee also provided feedback on active transportation campaigns and infrastructure improvement projects, and participated in annual bike week and oversaw the bike valet at Pitt Meadows Day.

An internal (staff-led) Safer City Committee was also formed between 2002-2017 and consisted of City staff, RCMP, School Trustee, PAC, ICBC, MOTI, Pitt Meadows High School Student, one Pitt Meadows resident and Coast Mountain Bus Company and they focused on more operational topics. This committee was established based on the 2002-2006 Road Safety Strategy and Safer City Initiative that was a joint partnership between the City and ICBC and had a focus on traffic safety and education, with the goal of reducing frequency and severity of motor vehicle crashes.

ATAC has been key in enhancing active transportation in the community, and has successfully delivered many initiatives, such as:

- Feedback into the City's 2023 Active Transportation Plan, previous master plans, and prioritization of recommendations;
- Feedback on the active transportation elements of the Golden Ears Business Park development;
- Feedback on active transportation elements of the Pitt Meadows Road and Rail Project; and
- Support for various infrastructure improvements, school training courses, and grants.

The committee also mentions items of operational concern that they observe in the community, such as: signage needs, uneven ground conditions, lighting levels and more. This information, along with submissions received through the City's typical communication channels, are summarized, reviewed and prioritized by staff accordingly.

In late 2023, staff undertook a review of the terms of reference for all City committees. This initiative, coupled with the completion of the new Active Transportation Plan, prompted staff to research other cities to see what kind of frameworks, committees, staff committees were established, and more closely assess the current needs and service level in the City.

Now that ATAC's original mandate of advising on policy and strategic direction has been largely fulfilled, staff believe this is a good time to transition the committee from an advisory committee to Council, to a technical working group under the authority of the CAO, that supports operational matters and staff decision making.

Relevant Policy, Bylaw or Legislation:

Community Charter – establishes procedural rules for advisory committees to Council, such as giving notice to meetings and ensuring they are open to the public (unless exceptions apply).

City Committees Policy [C102] - establishes a framework and protocol for advisory committees to Council, but excludes working groups or technical advisory committees established by the CAO. The Terms of Reference (TOR) for advisory committees to Council, including their mandate and membership, are recommended by staff and approved by the CAO.

Officers and Delegation of Authority Bylaw No. 2682, 2015 – delegates the operations of the City to the CAO, including the ability to establish the necessary policies and procedures, including staff or technical committees, to meet the operational needs of the City.

Analysis:

In recent years, the committee has had more of a focus on how the budget is used, which is largely managed by staff and subject to grant eligibility, and there is a specific emphasis on cycling infrastructure. When reviewing recent agendas, most topics are operational in nature or informative to the group. This led staff to re-consider the current needs of the community and how to best allocate time and effort. Staff started to explore the idea of shifting the committee back towards the previous 'Safer City Committee', which focused on transportation, active transportation and safety in the City as a whole.

A considerable amount of staff time is spent preparing, chairing and administrating the committee, which may be better spent on implementation of various operational initiatives. Staff acknowledge that the committee is a simple and direct way to have concerns or observations voiced, but it does not directly tie back to the primary mandate of the committee and the public committee members represent a very small proportion of the population. Staff also note that smaller working groups or task forces, with public participation, would be formed for specific projects where the City is seeking input and not already conducting engagement in another forum (eg. Open house, EPC, etc.).

The volunteer efforts over the past decade have been very valuable in shaping today's community and helping to guide the long-term vision and priorities that are set out in the Active Transportation Plan. While active transportation is still a priority, it is one part of a larger picture

that includes traffic calming, school zone safety, emergency response coordination and enforcement. Staff's proposed transition allows for efficiencies within City processes, better alignment with the current needs, and will allow operational items to be more effectively discussed and actioned.

The intent would be for the new Community Safety Work Group to be led by staff and to include representation from various City departments (potentially including, but not limited to, engineering, bylaws, planning, fire, communications), RCMP, ICBC and the School District. Other agencies may also wish to attend the meetings to aid discussions, as needed, depending on the agenda topics.

This would provide a venue for discussion on how to improve safety and overall quality of life in the community and progress operational initiatives that can address some of the safety challenges in relation to: enhanced public safety, fire safety, traffic, crime, vandalism and graffiti, and nuisance matters. It will also help to identify trends that are impacting the community in a timely manner, and promote information sharing on items that wouldn't be appropriate for a public committee.

The group would plan to meet at least 3 times a year, and could potentially merge with other staff-level meetings already individually occurring to gain efficiencies and synergies. As an example, Bylaw Services staff currently meet with the RCMP to discuss certain files and broader community safety items. It may benefit the Engineering Department and ICBC to be part any discussions related to traffic, active transportation or associated topics. This may also help the City advance more proactive measures in relation to community safety.

Feedback has already been sought from ICBC, RCMP, Fire and some internal departments on the generation of this staff committee, with general support being mentioned.

While the formal ATAC structure may be winding down, our commitment to public engagement is not. We would continue to consult with the community on key transportation and safety initiatives, including open houses, surveys (like the recent Harris Road Complete Street survey), and pop-up engagements in order to promote transparency and ensure the community and Council are kept informed. Periodic updates from staff to Council could also be provided, and delegations from the public could be permitted at the working group meetings for relevant topics.

This transition best aligns with Council's strategic plan (in particular, public safety), appropriately delineates operational matters, provides the greatest impact across all areas of community safety, and will help with the implementation phase of the Active Transportation Plan and other City initiatives. A summary table is outlined below of the differences between the current committee and proposed Community Safety Working Group:

Table 1. Differences Between Current Committee and Proposed Working Group

	Active Transportation Advisory Committee	Community Safety Working Group
Type	Council-appointed Advisory Committee	Staff-led operational and technical working group
Purpose	Provide advice to Council specifically on active transportation topics (walking, cycling, etc.)	Coordinate efforts across departments to address overall community safety, including traffic safety, active transportation, school zones, enforcement and more
Membership	Volunteers from the community, Council liaison and staff support	Internal staff (Engineering, Bylaws, Fire, RCMP) and external partners (ICBC, School District #42)
Scope	Focus on pedestrian and cycling issues	Broader focus on all modes of transportation and public safety
Public Engagement	Meetings are open to the public; formal minutes and agendas are required	Not a public-facing body; engagement occurs through specific projects and outreach initiatives
Reporting	Makes recommendations to Council for consideration	Internal coordination; updates occur by broader staff reports to Council
Resource Needed	Requires significant staff time for coordination, minute-taking, and administration	More efficient use of staff time, allowing for quicker implementation of community safety measures and initiatives
Benefits	Focus is limited to active transportation and does not address broader traffic or safety concerns	Supports the implementation of the Active Transportation Plan while addressing a wider range of community safety issues

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☐ Principled Governance ☐ Balanced Economic Prosperity ☒ Infrastructure
☒ Community Spirit & Wellbeing ☐ Corporate Pride ☒ Public Safety
☐ Not Applicable

WORKPLAN IMPLICATIONS

- ☒ Already accounted for in department workplan / no adjustments required
☐ Emergent issue / will require deferral of other priority(ies)
☐ Other

FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved ☒ Referral to Business Planning
☐ Other

Staff propose to keep the annual \$100k line item in the capital budget to address ongoing items and initiatives (localized crossing improvements, letdowns, accessibility improvements, signage, school training, etc.), similar to the Traffic Calming and Sidewalk capital budgets. This budget would also be supported through various grants. In the future, it may be advantageous for this budget to be merged with Traffic Calming.

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s):

ATAC's current term ended in March 2025 and prior to that updates were provided by staff to Council and ATAC on the potential transition to a staff-led group. This concept was also included in the 2024 Active Transportation Decision Package that was submitted to Council in November 2023.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS

Written by:

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Director of Engineering & Operations

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENTS

None.