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Minutes of the Parks, Recreation, and Culture Advisory Committee Meeting

October 30, 2025, 3:00 PM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members:

L. Bissett
M. Carpenter
R. Dubin
R. Harmston
S. Sweet
L. Woolley

Council Liaisons:

Councillor Elke
Councillor Evans (Alternate)

Regrets:

H. Campbell
D. Loubert
J. Parra
S. Williams

Staff:

R. Bosma, Manager of Recreation
J. Callaghan, Arts & Cultural Services Coordinator
D. Chamberlain, Director of Parks, Recreation, & Culture (Chair)
J. Lemire, Project Manager – Corporate Sponsorship & Grants
A. Messner, Manager of Parks

Recording Clerk:

T. McCaw, Administrative Services Supervisor

1. CALL TO ORDER

D. Chamberlain, Director of Parks, Recreation, & Culture, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded

territory of q̓ic̓əy̓ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 3:00 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent to address item 5.6 [Grabenhorst Programming 2026] ahead of item 5.5 [World Cup].

By unanimous consent, the agenda of the October 30, 2025 meeting of the Parks, Recreation, and Culture Advisory Committee was approved as amended.

4. ADOPTION OF MINUTES

By unanimous consent, the minutes of the April 17, 2025 meeting of the Parks, Recreation, and Culture Advisory Committee were approved.

5. NEW BUSINESS

5.1 Roundtable of Introductions

Staff & Committee members participated in a roundtable of introductions.

5.2 2026 Business Plans

5.2.1 Culture

J. Callaghan, Arts & Cultural Services Coordinator, provided an overview of the 2026 Business Plans for the department. Some of the highlights included:

- Public Art initiative at the new RCMP detachment;
- Review of the British Columbia Provincial Report on community events safety;
- Development of future public facing Pride imagery;
- Review Standard Operating Procedures; and
- Business Continuity Plan for Arts & Culture.

The Committee participated in a discussion with the following main themes noted:

- Questions were raised around the process of public artwork installations (*Staff outlined the process for the Committee noting this case would be an open callout which would include specifications encouraging for proposals*).

5.2.2 Parks

A. Messner, Manager of Parks, provided an overview of the 2026 Business Plans for the department. Some of the highlights included:

- Park Designation Bylaw review;
- Business Continuity Plan for Parks;
- Standard Operating Procedures;
- Grabenhorst Garden Operational Needs Assessment; and
- Decommissioning of the Pitt Meadows Secondary School artificial turf.

The Committee participated in a discussion with the following main themes noted:

- Questions were raised around whether there have been any parking issues at Grabenhorst Garden (*Staff confirmed attendance numbers have become more manageable and shared there are plans to increase the number of parking stalls*);
- A recommendation was made for the addition of a self guiding walking tour of the property;
- A suggestion was made for holiday lights to be added to the Grabenhorst Garden; and
- A question was raised around how Staff are tracking attendance numbers (*Staff confirmed the property has infrared sensors installed that are used to track data in various locations*).

5.2.3 Recreation

R. Bosma, Manager of Recreation, provided an overview of the 2026 Business Plans for the department. Some of the highlights included:

- Business Continuity Plan
- Policy Review - Parks and Community Facilities Regulations Bylaw
- Standard Operating Procedures;
- Spatial review of the Pitt Meadows Family Recreation Centre;
- Program evaluation framework; and
- World Cup viewing party.

The Committee participated in a discussion with the following main themes noted:

- It was noted that parking on the north side of the Recreation Centre is only two hours further recommending this be reviewed and increased to better support recreational programming times *(Staff noted that there is no time limitation to underground parking suggesting patrons park underground for longer programs and recreational visits); and*
- A question was asked around the decision that was made by Council on the Aquatics Feasibility Study *(Staff confirmed that Council made the decision to not proceed with the addition of a new aquatics center at this time).*

5.2.4 Sponsorship & Grants

J. Lemire, Project Manager - Corporate Sponsorship & Grants, provided an overview of the 2026 Business Plans for the department. Some of the highlights included:

- Full review of the position;
- Evaluating internal systems and partnerships;
- Review of internal policies;
- Standard Operating Procedures;
- Business Continuity Plans; and
- Outreach Plan for Pitt Meadows Athletics Sport Box & Turf Field Development.

There were no further discussions or comments made by the Committee on this topic.

5.3 2025 Holiday Cards

J. Callaghan, Arts & Cultural Services Coordinator, provided an update on the 2025 Holiday Card and shared a copy of this years selection.

The Committee participated in a discussion with the following main themes noted:

- A committee member acknowledged and recommended that the Territorial Land Acknowledgement on the Holiday Card be updated. The suggestion included revising the language to state that the City of Pitt Meadows is located on the traditional, unceded territory of the ᑕᐱᐱᐱᐱ (Katzie) First Nation, who have been stewards of this land since time immemorial. It was noted that the use of the word “were” could be interpreted as implying they are no longer stewards.

5.4 Lions Fun Park

5.4.1 Playground Replacement

A. Messner, Manager of Parks, provided an update on the Lions Fun Park playground replacement project. Some of the highlights included:

- The contractor is working on the finishing touches and repairing final deficiencies; and
- Staff anticipate the park opening in the next few weeks.

There were no further discussions or comments made by the Committee on this topic.

5.4.2 Accessibility Grants

J. Lemire, Project Manager - Corporate Sponsorship & Grants, provided an update on the accessibility grants received for the Lions Fun Park playground replacement project.

- The City successfully received a \$25,000 community grant which allowed for the parks design to increase the width of the pathways to exceed accessibility standards and build wheelchair accessible ramp access to Harris Road which will include fencing for increased safety.

There were no further discussions or comments made by the Committee on this topic.

5.6 Grabenhorst Programming 2026 [In accordance with Committee approval under item 3 – Approval of the Agenda]

5.6.1 Grants

J. Lemire, Project Manager, Corporate Sponsorship & Grants, provided an update on grants for the 2026 programming at Grabenhorst Garden.

Highlights included:

- A \$4,900 Plan H Community Focus Grant was received by the City which is an excellent opportunity to use grant funding to build a social network around the community and edible garden;
- Volunteer honorariums and offering workshops such as small-space planting, leveraging the existing network of engaged volunteers while also involving interested students was discussed; and
- Staff is working towards offering free workshops that encourage participation and inspire attendees to become garden volunteers, helping to build community connections and reduce social isolation.

The Committee participated in a discussion with the following main themes noted:

- A question was raised whether Staff had reached out to the agricultural community for their support.

5.6.2 Workshops

A. Messner, Manager of Parks, provided an update on proposed workshops in 2026 at Grabenhorst Garden. Some of the highlights included:

- A guide to fruit tree pruning;
- A Mothers' Day hanging basket workshop;
- A wormy workshop for kids;
- Sound bathing; and

- A holiday wreath making program.

The Committee participated in a discussion with the following main themes noted:

- Committee members suggested adding activities such as a holiday scavenger hunt, bird or insect identification, basket weaving, Grinch tree-making workshop, photography or art classes, spotting scope stations, a 24/7 garden webcam, a full moon event, and a Pitt Meadows grieving day.

5.5 World Cup

5.5.1 Viewing Parties

R. Bosma, Manager of Recreation, provided an update on proposed World Cup viewing parties.

- City is looking into a variety of ways to host World Cup viewing parties at the Recreation Centre.

The Committee participated in a discussion with the following main themes noted:

- The question was raised around whether this would be an opportunity for the City to generate revenue from these events (*Staff confirmed that it would not be focused on income generating but with more of a family focused viewing event at the Recreation Centre*); and
- Committee members suggested to presell tickets and recommended booking food trucks on site.

5.5.2 Canada Day

J. Lemire, Project Manager - Corporate Sponsorship & Grants, provided an update on the 2026 Canada Day celebrations.

- Staff has applied for a Heritage Canada Grant which offers additional funding opportunities for events related to the World Cup so Staff will be including soccer into the Canada Day event; and
- Staff will be holding a callout for volunteers for the Canada Day event.

The Committee participated in a discussion with the following main themes noted:

- Committee members suggested a soccer game – perhaps a Futsal game (*Staff is currently looking into utilizing the gym at the Recreation Centre or the field at Pitt Meadows Elementary School*);
- Committee members suggested other venues for the event (*Staff confirmed Spirit Square was best option for this particular event*);
- A suggestion was made to reach out to Jamie Perrault, local female soccer player for the Vancouver Rise; and
- Committee members suggested to support local and begin purchasing items for Canada Day and the World Cup while stock is high.

5.5.3 Garden Bed

A. Messner, Manager of Parks, provided an update on the garden bed. Some of the highlights included:

- Parks Staff has planned for the creation of a garden bed at Lions Fun Park;
- This garden bed could potentially be utilized for different garden themed displays throughout the year; and
- Staff are planning on a World Cup theme garden display bed for the Summer of 2026.

There were no further discussions or comments made by the Committee on this topic.

5.7 Bike Stations

A. Messner, Manager of Parks, provided an update on the addition of bike stations throughout the community. Some of the highlights included:

- Staff is developing a plan to install and roll out the new stations in spring 2026 donated in partnership with Amazon;
- Staff identified potential locations for installing these stations along key corridors that connect to major bike paths;

- Staff requested the Committee’s feedback on potential locations for the remaining three stations that can be added within the community.

The Committee participated in a discussion with the following main themes noted:

- Committee members provided suggested locations for the three available stations, some of the locations were: the CP Trail, the West Coast Express, and YPK Airport;
- A suggestion was made for the stations to include a tire recycling bin or garbage receptacle; and
- A recommendation was made to add the location of these stations to the [trail guide](#).

5.8 2026 Committee Calendar

D. Chamberlain, Director of Parks, Recreation, & Culture, shared the 2026 meeting schedule for the Parks, Recreation, & Culture Advisory Committee.

There were no further discussions or comments made by the Committee on this topic.

6. ROUNDTABLE

The Committee participated in a roundtable discussion there were no formal motions or recommendations put forward.

7. ADJOURNMENT

The meeting was adjourned at 4:40 PM.

The next **Parks, Recreation & Culture Advisory Committee** meeting is scheduled for **January 22, 2026 at 3:00 PM.**

Certified as correct:

Tatiana McCaw,
Administrative Services Supervisor