



**CITY OF PITT MEADOWS**  
**Public Meeting of Pitt Meadows City Council**  
**AGENDA**

**Tuesday, April 4, 2023, 7:00 p.m.**

**Council Chamber**

**12007 Harris Road, Pitt Meadows, BC V3Y 2B5**

*Council acknowledges that we meet on the traditional territory of the q̓ícəy̓ (Katzie) First Nation*

**THIS MEETING'S PROCEEDINGS WILL BE BROADCAST LIVE VIA THE CITY'S WEBSITE AND AVAILABLE AS A  
RECORDED ARCHIVE**

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Pages

**A. CALL TO ORDER**

**B. LATE ITEMS**

**C. APPROVAL OF AGENDA**

**Recommended Motion:**

THAT the agenda for the April 4, 2023 Special (Public) Meeting of Council be approved.

**D. QUESTION AND COMMENT PERIOD**

Maximum 15 minutes for each Q&C Period. Registered speakers may speak once during each Q&C Period (on agenda items only) for a max. of 3 minutes including the time it takes for Council and Staff to respond. Please see the 'Public Engagement at Council Meetings' Policy on the City's website for rules and procedures.

To submit your comments in writing, please visit [pittmeadows.ca/submitquestionsandcomments](http://pittmeadows.ca/submitquestionsandcomments)

*This meeting's proceedings will be broadcast live via the city's website and available as a recorded archive from the city's website. Any information shared during the Q&C Period will become part of the public record.*

**E. ADOPTION OF MINUTES**

**Recommended Motion:**

THAT the Minutes of the following Council meetings be approved as circulated:

**E.1 March 27, 2023 Special (Pre-Closed) Meeting of Council**

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F. ANNOUNCEMENTS

F.1 **City of Pitt Meadows Receives GFOA Canadian Award for Financial Reporting for the 2021 Annual Financial Report**

For the 8th consecutive year, the Canadian Award for Financial Reporting is being awarded to City of Pitt Meadows, by Government Finance Officers Association of the United States and Canada (GFOA) for Excellence in Financial Reporting.

G. DELEGATIONS AND PRESENTATIONS

None.

H. CONSENT AGENDA

**Recommended Motion:**

THAT the following item be received into the record:

H.1 **Appointment to the 2023 – 2027 Metro Vancouver Agricultural Advisory Committee**

13

Letter dated March 28, 2023 from Metro Vancouver, confirming the appointment of Travis Hopcott as a member of the Metro Vancouver Agricultural Advisory Committee (AAC) for the term beginning immediately and ending in December 2027.

I. STAFF/OTHER REPORTS

I.1 **Pitt Meadows Economic Development Corporation – Annual Business**

18

Kate Barchard, Corporate Officer, to present an overview of the annual requirements to maintain the Pitt Meadows Economic Development Corporation in good standing.

**Recommended Motion:**

THAT Council:

- A. Authorize the City, being the sole shareholder of the Pitt Meadows Economic Development Corporation (the “Company”), to consent to the written resolutions of the Company, as presented to Council at the April 4, 2023 public meeting, in lieu of holding an annual general meeting; AND
- B. Direct the City’s authorized signatories to sign the resolutions of the Company on behalf of the City of Pitt Meadows; OR
- C. Other.

## I.2 Q2 2023 Strategic Priorities Quarterly Report

25

Mark Roberts, Chief Administrative Officer, to present the operational strategies proposed for Q2 2023 (April - June).

### **Recommended Motion:**

THAT Council:

- A. Approve the operational strategies for Q2 2023 as presented to Council on April 4, 2023; OR
- B. Other.

## J. BYLAWS & PERMITS

### J.1 2023 Financial Plan and Utility Fees Bylaws

33

Council gave first three readings to the financial plan and utility fees bylaws at the March 28, 2023 Regular Council Meeting.

### **Recommended Motion:**

THAT Council:

- A. Adopt the 2023 – 2027 Financial Plan Bylaw No. 2949, 2023; AND
- B. Adopt the Drainage System Protection Amendment Bylaw No. 2947, 2023; AND
- C. Adopt the Sanitary Sewer and Drainage Amendment Bylaw No. 2945, 2023; AND
- D. Adopt the Solid Waste Collection and Disposal Amendment Bylaw No. 2946, 2023; AND
- E. Adopt the Waterworks Amendment Bylaw No. 2944, 2023; OR
- F. Other.

### J.2 Bylaw Updates for Cannabis Retail Sales

47

Council granted the first three readings to the Business Licensing and Regulation Amendment Bylaw No. 2933, 2023 and the Development Application Fee Amendment Bylaw No. 2934, 2023 at the March 7, 2023 Regular Council Meeting.

### **Recommended Motion:**

THAT Council:

- A. Adopt Business Licensing and Regulation Amendment Bylaw No. 2933, 2023; AND
- B. Adopt Development Application Fee Amendment Bylaw No. 2934,

2023; OR

C. Other.

**J.2.1 Written Submissions**

Following public notice, there were no written submissions received prior to agenda production deadline.

**J.3 Council Procedure Bylaw No. 2939, 2023**

49

Council gave first three readings to the Council Procedure Bylaw No. 2939, 2023 at the March 7, 2023 Regular Council Meeting.

**Recommended Motion:**

THAT Council:

A. Adopt Council Procedure Bylaw No. 2939, 2023; OR

B. Other.

**J.3.1 Written Submissions**

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Following public notice, there was one [1] written submission received prior to agenda production deadline.

**K. COUNCIL LIAISON REPORTS**

**L. NOTICE OF CLOSED MEETING**

None.

**M. QUESTION AND COMMENT PERIOD**

Maximum 15 minutes for each Q&C Period. Registered speakers may speak once during each Q&C Period (on agenda items only) for a max. of 3 minutes including the time it takes for Council and Staff to respond. Please see the 'Public Engagement at Council Meetings' Policy on the City's website for rules and procedures.

To submit your comments in writing, please visit [pittmeadows.ca/submitquestionsandcomments](http://pittmeadows.ca/submitquestionsandcomments)

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**N. COUNCIL PRIORITIES**

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A current copy of the Strategic Priorities Quarterly Report reflecting Council's priorities and respective operational strategies.

**O. ADJOURNMENT**



## Minutes of the Special (Pre-Closed) Meeting of Pitt Meadows City Council

March 27, 2023, 6:00 p.m.

**Meadows Room**  
**12007 Harris Road, Pitt Meadows, BC V3Y 2B5**

Elected Officials:

Mayor N. MacDonald  
Councillor T. Elke  
Councillor A. Evans  
Councillor M. Hayes  
Councillor M. Manion  
Councillor B. Meachen  
Councillor G. O'Connell

Staff:

M. Roberts, Chief Administrative Officer  
C. Baldrige, Manager of Communications & Community Engagement  
K. Barchard, Corporate Officer  
T. Barr, Deputy Corporate Officer  
L. Barroetavena, Director of Financial Services  
D. Chamberlain, Director of Parks, Recreation & Culture  
C. Harding, Director of Financial Services  
S. Maki, Director of Engineering & Operations  
C. Mc Dowell, Manager of Recreation & Culture  
C. O'Byrne, Manager of Planning  
S. St. Jean, Director of Corporate Services  
T. Warren, Deputy Fire Chief

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**A. CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

Mayor MacDonald acknowledged that the meeting was held on the traditional territory of the  (Katzie) First Nation.

**B. LATE ITEMS**

None.

**C. APPROVAL OF AGENDA**

It was **MOVED** and **SECONDED** THAT the agenda for the March 27, 2023 Special (Pre-Closed) Meeting of Council be approved.

**CARRIED**

**D. NOTICE OF CLOSED MEETING**

It was **MOVED** and **SECONDED** THAT the Council Meeting immediately following this meeting be closed to the public as the subject matter being considered relates to employee relations, the potential acquisition of land, the receipt of legal advice, potential litigation, the proposed provision of a new municipal service, matters protected under FIPPA, and inter-governmental negotiations and/or related discussions under sections 90.1 (c), (e), (g), (i), (j), (k), (m), and 90.2 (b) of the Community Charter.

**CARRIED**

**E. ADJOURNMENT**

The meeting was adjourned at 6:01 p.m.

**Signed and certified as correct:**

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Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer



## Minutes of the Regular Meeting of Pitt Meadows City Council

March 28, 2023, 7:00 p.m.

Council Chamber

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Elected Officials:

Mayor N. MacDonald  
Councillor T. Elke  
Councillor M. Hayes  
Councillor M. Manion  
Councillor A. Evans  
Councillor B. Meachen  
Councillor G. O'Connell

Guests:

D. Fitch, Vancouver Fraser Port Authority ["VFPA"]  
C. Olson, VFPA  
J. Braun, VFPA  
M. Bekiaris, VFPA  
J. Westlund, VFPA  
N. Horsford, VFPA  
J. Knight, CP Rail  
H. MacMahon, CP Rail  
S. Ross, TransLink  
S. Hassko, TransLink

Staff:

M. Roberts, Chief Administrative Officer  
C. Baldrige, Manager of Communications & Community Engagement  
K. Barchard, Corporate Officer  
T. Barr, Deputy Corporate Officer  
R. Costa, Clerk II  
A. Gu, Project Engineer – Major Projects  
C. Harding, Director of Financial Services by Video Conference  
J. Hart, Manager – Major Projects  
S. Maki, Director of Engineering & Operations  
C. O'Byrne, Manager of Planning

**A. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

Mayor MacDonald acknowledged that the meeting was held on the traditional territory of the ǫíćǎý (Katzie) First Nation.

**B. LATE ITEMS**

None.

Kate Barchard, Corporate Officer, advised that question and comment period would be addressed following Item F.2 [Delegations and Presentations].

**C. APPROVAL OF AGENDA**

It was **MOVED** and **SECONDED** THAT the agenda for the March 28, 2023, Regular Meeting of Council be approved as amended.

**CARRIED**

**D. QUESTION AND COMMENT PERIOD**

This item was addressed following Item F.2

**E. ADOPTION OF MINUTES**

It was **MOVED** and **SECONDED** THAT the Minutes of the following Council meetings be approved as circulated:

E.1 March 6, 2023, Special (Pre-Closed) Meeting of Council

E.2 March 7, 2023, Special (Pre-Closed) Meeting of Council

E.3 March 7, 2023, Regular Meeting of Council

**CARRIED**

**F. DELEGATIONS AND PRESENTATIONS**

**F.1 Harris Road Underpass Update**

Devan Fitch, Vancouver Fraser Port Authority [“VFPA”], introduced his replacement to the project, Charlotte Olson. D. Fitch spoke to the Harris Road Underpass project funding challenges and proceeded to provide an overview of train activity, community engagement, original cost estimates, current funding gap, key cost drivers and steps taken to mitigate cost increases.

D. Fitch formally requested that the City commit to being a funding partner for the project.



## F.2 CP Rail Update

Jeffrey Knight, CP Rail, presented an overview of the CP Railway Works and CP's intent to give formal notice of the works to Pitt Meadows residents in the coming days. J. Knight confirmed that the works are independent of the Harris Road Underpass project and will proceed regardless of decisions pertaining to the Underpass. J. Knight provided an update to the design change required to protect a nearby watercourse and next steps in the project.

Mayor MacDonald shared the City's disappointment with the project status and adverse impacts to the community.

Mayor MacDonald then allowed members of the public to make comment following the VFPA and CP Rail presentations.

The following members of the public engaged in Question & Comment Period:

Heather Emmett, Pitt Meadows - regarding noise mitigation, criteria effectiveness and lack of funding from CP Rail.

Brian Anderson, Pitt Meadows - regarding details, timing of noise walls and overall impacts to the residents along the rail corridor.

L. Donato, Pitt Meadows - regarding notice to residents impacted along the rail corridor.

Lawrence Kerman, Pitt Meadows - regarding community division, length of time for shunting and idling of trains.

Hudson Campbell, Pitt Meadows - regarding a plea to Council for how the community can assist to progress the project.

Bill Dingwall, Pitt Meadows - regarding the business rationale and benefits to CP Rail for the underpass and lack of contribution from CP Rail to address the funding gap.

Erin O'Mellin, Pitt Meadows - regarding the exact dollar value contributed by CP Rail for the underpass.

Peter Jongbloed, Pitt Meadows - regarding potential for reassignment of funding dedicated for the RCMP detachment be directed to the underpass project.

Sandie Bannie, Pitt Meadows - regarding legal obligations of CP Rail and potential for yard expansion in PoCo rather than Pitt Meadows. [Attachment 1: by email]

Mayor MacDonald thanked guests for their presentations and willingness to answer the questions from the community.

### **F.3 TransLink**

Sarah Ross, VP Communications, and Shezana Hassko, Director of Infrastructure Program Management from TransLink, presented an overview of services, ridership, pending improvements for the Golden Ears Bridge, and Transport 2050 [a 10 year Priorities Plan].

Council members participated in a roundtable discussion. No motions were considered.

### **G. STAFF/OTHER REPORTS**

None.

### **H. BYLAWS & PERMITS**

#### **H.1 2023 Financial Plan and Utility Fees Bylaws**

Cheryl Harding, Director of Financial Services, provided a verbal overview of the Staff Report.

It was **MOVED** and **SECONDED** THAT Council:

- A. Approve updated Policy C049 – Revenue and Taxation for inclusion as an attachment in the 2023 to 2027 Financial Plan Bylaw No. 2949, 2023 as required by the Community Charter; AND
- B. Grant first, second, and third readings to the 2023 – 2027 Financial Plan Bylaw No. 2949, 2023; AND
- C. Grant first, second and third readings to the Drainage System Protection Amendment Bylaw No. 2947, 2023; AND
- D. Grant first, second and third readings to the Sanitary Sewer and Drainage Amendment Bylaw No. 2945, 2023; AND

- E. Grant first, second and third readings to the Solid Waste Collection and Disposal Amendment Bylaw No. 2946, 2023; AND
- F. Grant first, second and third readings to the Waterworks Amendment Bylaw No. 2944, 2023.

**CARRIED**

## **H.2 Rezoning Application for 12051 Bonson Road**

Colin O'Byrne, Manager of Planning, presented an overview of the Staff Report.

Council members participated in a roundtable discussion.

It was **MOVED** and **SECONDED** THAT Council:

- A. Grant first and second readings to Zoning Amendment Bylaw No. 2941, 2023 to rezone the property at 12051 Bonson Road from R-1 (Medium Lot Residential) to R-2 (Small Lot Residential); AND
- B. Direct Staff to schedule a Public Hearing for an upcoming Meeting of Council.

**CARRIED**

## **H.3 Official Community Plan and Zoning Bylaw Amendments for the New RCMP Site**

Colin O'Byrne, Manager of Planning presented an overview of the Staff Report.

It was **MOVED** and **SECONDED** THAT Council:

- A. Waive the requirement for a Development Information Meeting related to the new RCMP detachment site; AND
- B. Grant first and second readings to Official Community Plan Amendment Bylaw No. 2942, 2023; AND
- C. Grant first and second readings to Zoning Amendment Bylaw No. 2943, 2023; AND
- D. Schedule a public hearing for an upcoming public Council meeting.

**CARRIED**

#### H.4 Rezoning Application for 11898 Baynes Road

It was **MOVED** and **SECONDED** THAT Council:

- A. Grant third reading, as amended, and adopt Zoning Amendment Bylaw No. 2932, 2022, which if adopted would permit the rezoning of the property at 11898 Baynes Road to facilitate construction of an additional residence in the Agricultural Land Reserve.

**CARRIED**

Councillor Manion voted in opposition.

#### I. COUNCIL LIAISON REPORTS

Council provided updates on recent community involvement and events.

#### J. NOTICE OF CLOSED MEETING

None.

#### K. QUESTION AND COMMENT PERIOD

Heather Emmett, Pitt Meadows - regarding the City's objection to CP Rail's Notice of Railworks as announced tonight and the possibility of CP Rail installing a protection wall near the pedestrian walkway to mitigate potential derailments.

#### L. COUNCIL PRIORITIES

#### M. ADJOURNMENT

The meeting was adjourned at 8:37 p.m.

**Signed and certified as correct:**

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Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer

March 28, 2023

File: CR-14-01-AGR

Travis Hopcott

FIPPA s.22

Pitt Meadows, BC V3Y 2R9

VIA EMAIL: FIPPA s.22

Dear Travis Hopcott:

**Appointment to the 2023 – 2027 Metro Vancouver Agricultural Advisory Committee**

It is my pleasure to confirm your appointment as a member of the Metro Vancouver Agricultural Advisory Committee (AAC) for the term beginning immediately and ending in December 2027.

The AAC Terms of Reference (enclosed) provides a description of the role of the Committee, as well as its composition and management.

There are four AAC meetings scheduled for 2023, which will all be held between 10:00 am and 1:00 pm. The first meeting will be held online via Zoom, during which time the Committee will appoint a Chair and Vice Chair, and decide if future meetings will remain virtual or be held in person. Unless otherwise arranged, any in-person meetings will take place at Metro Vancouver's Head Office, Metrotower III, 4515 Central Boulevard, Burnaby, BC, V5H 0C6, with lunch provided.

The meetings scheduled for 2023 are as follows:

- Thursday, April 20, 2023
- Thursday, June 22, 2023
- Thursday, September 21, 2023
- Thursday, November 23, 2023

On behalf of the Metro Vancouver Regional District Board of Directors, I would like to thank you for volunteering your time, and for your commitment to help protect farmland and the viability of agriculture in this region.

57831146

Should you have any questions regarding the AAC, please contact Carla Stewart, Senior Planner, Regional Planning and Housing Services, by phone at 604-451-6024 or by email at [Carla.Stewart@metrovancover.org](mailto:Carla.Stewart@metrovancover.org).

Yours sincerely,



George V. Harvie  
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: City of Pitt Meadows

Encl: Agricultural Advisory Committee Terms of Reference

## Agricultural Advisory Committee

### Terms of Reference

The Agricultural Advisory Committee (AAC) is a committee comprised of stakeholder representatives that provides advice and recommendations to the standing committee responsible for matters related to the protection of agricultural land and the viability of agriculture in the region (“Standing Committee”).

#### Committee Responsibilities

Within the context of the *Board Strategic Plan*, MVRD Board policies and *Metro Vancouver 2040: Shaping Our Future*, the AAC exists to raise, and provide insight on, important agricultural issues in the Metro Vancouver region. The AAC’s specific responsibilities include the following:

- **Agriculture in the Region** – The AAC provides advice and recommendations to the Standing Committee on:
  - Actions to protect agricultural land and promote the viability of farming in the region;
  - Recipients for the Agricultural Awareness grants funded by Metro Vancouver;
  - Opportunities to raise awareness of the contributions made by agriculture to the sustainability of the region; and
  - Other matters related to agriculture that the Standing Committee refers to the AAC, or that AAC itself identifies.
- **Implications for Agriculture** – The AAC identifies and provides advice to staff and the Standing Committee on the potential implications of Metro Vancouver’s service activities and policy decisions for agriculture in the region.
- **Information and Perspectives** – The AAC serves as a forum for the exchange of technical information and policy perspectives on agricultural issues in the region.

#### Committee Membership

The membership is based on nominations from member municipalities, agricultural organizations and educational institutions and selected agencies. Initial appointments are made in the months following the regular local government general elections, and before the AAC’s inaugural meeting.

The Chair of the MVRD Board appoints one MVRD Director to the AAC. One representative each from the British Columbia Ministry of Agriculture and the Agricultural Land Commission may also be appointed. All three of these representatives are non-voting members, and do not form part of the quorum calculation. Apart from the one non-voting MVRD Director, local elected officials, including members of municipal councils, are not eligible to serve as members of the AAC.

All members are appointed for a four-year term by the Chair of the Metro Vancouver Regional District (MVRD) Board except the MVRD Director, who is appointed annually. In the event that a member is

no longer able to participate, an alternate representative from the nominating organization can be appointed by the Chair of the MVRD Board for the remainder of the term.

The membership and size of the AAC is determined by the Metro Vancouver Board Chair at the beginning of each term and may include representatives from agricultural producer groups, member jurisdictions, agri-food organizations and educational institutions. Agricultural producers will generally comprise the majority of voting members of the Committee at all times.

The members of the AAC elect a Committee Chair and Vice Chair at the first meeting of each calendar year.

### **Committee Meetings**

The AAC meets four to five times per year. The regular location for meetings will be the Metro Vancouver's Head Office or via a virtual meeting link, but one meeting a year can be held in an alternate location in the Lower Mainland. Meetings of the AAC are generally open to the public, unless there are confidential matters to be discussed in a meeting closed to the public.

A quorum of 50% plus one of the voting members of the AAC membership is required to conduct AAC business. Each voting member of the AAC has one vote on each matter; a simple majority of votes decides every matter.

A meeting room or virtual link and minute taking services shall be provided by Metro Vancouver. Meeting minutes, which will be provided for each meeting, shall be forwarded to the Regional Planning Committee for information.

### **Committee Management**

The AAC Chair, or in the absence of the Chair, the Vice Chair, is the chief spokesperson on matters of public interest within the AAC's purview. If the AAC passes a resolution intended for the Standing Committee, the Agricultural Advisory Committee Chair or the MVRD Director appointed to the AAC will speak on behalf of the AAC to the Standing Committee.

On technical matters or in cases where an initiative is still at the staff proposal level, the Director of Regional Planning is the appropriate spokesperson. Where necessary and practical, the AAC Chair, Standing Committee Chair and the Regional Planning Director confer to determine the most appropriate representative to speak.

The Deputy GM of Regional Planning and Housing Development or their designate is the Committee Manager for the AAC. The Committee Manager is responsible for coordinating agendas and serves as the principal point of contact for AAC members.

### **Code of Conduct**

The following code of conduct is intended to serve as a framework to guide the spirit and intent of how RAAC members are expected to deliver on the RAAC's purpose, objectives, and intent in an ethical and respectful manner.

1. **Respect and Collaboration:** Discussions and debates will take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.



2. Transparency: It is expected that all members speak honestly and transparently, engaging in good-faith dialogue and sharing information openly to encourage fact-based dialogue.
3. Disclosure of Connections and Conflicts of Interest: Members must disclose at the beginning of each RAAC meeting if they, or a family member, may have any direct or indirect interest or connection to any of the issues discussed at RAAC meetings, and whether or not any such connections may result in a real, potential, or perceived conflict of interest.
4. Confidentiality: Members may discuss or review confidential or sensitive issues and documents, and are not permitted to divulge any information to a third party. As a consequence, members may be required to sign a confidentiality and non-disclosure agreement.
5. Treatment of other Members: Members of the committee have a duty to treat other members with respect during RAAC meetings. Specifically, members have a duty to avoid:
  - (i) Disrupting meetings by making continual interruptions or whispered asides;
  - (ii) Making offensive or abusive remarks directed at other members;
  - (iii) Impugning the motives of other members or supporting staff;
  - (iv) Ignoring the legitimate direction of the Chair or Vice Chair.

In the event that a member is unwilling to abide by the Terms of Reference, including the Code of Conduct, the Chair or the Committee Manager may rescind the membership of that person and seek a new member to replace the role.

FILE: 13-6750-01/22

**REPORT DATE:** March 27, 2023                      **MEETING DATE:** April 04, 2023  
**TO:** Mayor and Council  
**FROM:** Kate Barchard, Corporate Officer  
**SUBJECT:** **Pitt Meadows Economic Development Corporation – Annual Business**

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Authorize the City, being the sole shareholder of the Pitt Meadows Economic Development Corporation (the “Company”), to consent to the written resolutions of the Company, as presented to Council at the April 4, 2023 public meeting, in lieu of holding an annual general meeting; AND
- B. Direct the City’s authorized signatories to sign the resolutions of the Company on behalf of the City of Pitt Meadows; OR
- C. Other.

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**PURPOSE**

To complete the annual requirements to maintain the Pitt Meadows Economic Development Corporation in good standing, as per the *Business Corporations Act of BC*. Two written resolutions are being put forward for Council’s approval (**see Attachments A and B**).

Information Report                       Decision Report                       Direction Report

**BACKGROUND:**

The Pitt Meadows Economic Development Corporation (PMEDC) was incorporated in 2010 to implement the City’s economic development strategy, with the City being the sole shareholder

of the Company. With a change in Council and strategic direction in 2015, the Company became inactive. The City, however, continues to maintain the Company in good standing by meeting annual requirements as per the *Business Corporations Act of BC*, providing Council with the option to re-activate the Company if ever there's a desire.

As the sole shareholder of the Company, the City must ensure the following annual requirements are met through written resolutions:

- a) Consent to all of the business required to be transacted at an annual general meeting;
- b) Confirm the Company's directors;
- c) Select an annual reference date which will be deemed the day upon which the AGM took place;
- d) Appoint an auditor; and
- e) Waive the annual production and publication of financial statements.

Staff are seeking Council's approval of two written resolutions which will address all annual requirements; **please see Attachments A and B**. Once authorized, the Mayor and Corporate Officer will sign the resolutions on behalf of the City.

#### **RELEVANT LEGISLATION:**

##### **A. Section 182 of the Business Corporations Act**

*(Relevant sections have been italicized and underlined)*

- (1) Subject to subsections (2) to (5), a company must hold an annual general meeting,
  - (a) for the first time, not more than 18 months after the date on which it was recognized, and
  - (b) after its first annual reference date, at least once in each calendar year and not more than 15 months after the annual reference date for the preceding calendar year.
- (2) Subject to subsection (3), all of the shareholders entitled to vote at an annual general meeting of a company may,
  - (a) by a unanimous resolution passed on or before the date by which that annual general meeting is required to be held under this section, defer the holding of that annual general meeting to a date that is later than the date by which the meeting is required to be held under subsection (1),
  - (b) by a unanimous resolution, consent to all of the business required to be transacted at that annual general meeting, or
  - (c) by a unanimous resolution, waive the holding of
    - (i) that annual general meeting,

- (ii) the previous annual general meeting, or
  - (iii) any earlier annual general meeting that the company had been obliged to hold.
- (3) The shareholders must, in any unanimous resolution passed under subsection (2) (a), (b) or (c) (i) or (ii), select, as the company's annual reference date, a date that would, under subsection (1), be appropriate for the holding of the applicable annual general meeting.
- (4) If a unanimous resolution is not passed under subsection (2) with respect to an annual general meeting of a company, on the application of the company, the registrar may, if satisfied that it is appropriate to do so and on the terms and conditions the registrar considers appropriate, allow the company to hold that annual general meeting on a date that is later than the date by which the meeting is required to be held under subsection (1).
- (5) If a unanimous resolution is passed in relation to an annual general meeting under subsection (2) (b) or (c), the company need not hold that annual general meeting.

**B. Article 6.1 of the Articles of Incorporation for the PMEDC:**

- (6.1) If all of the shareholders who are entitled to vote at an annual general meeting consent by a unanimous resolution under section 182(2) (b) of the Business Corporations Act to all of the business that is required to be transacted at that annual general meeting, the annual general meeting is deemed to have been held on the date selected, under section 182 (3) of the business Corporations act, in the unanimous resolution.

**C. Section 200 of the Business Corporations Act:**

- (1) Directors are relieved from their obligation under section 198 to produce and publish financial statements
- (a) if all of the shareholders of the company, whether or not their shares otherwise carry the right to vote, resolve by a unanimous resolution to waive the production and publication of the financial statements.

**COUNCIL STRATEGIC PLAN ALIGNMENT**

- Principled Governance     Balanced Economic Prosperity     Corporate Excellence
- Community Spirit & Wellbeing     Transportation & Infrastructure Initiatives

**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

Keeping the Pitt Meadows Economic Development Corporation in good standings and meeting the annual obligations laid out in the Business Corporations Act takes approximately 2 hours of staff time per year. The only fee associated with meeting these requirements is approximately \$45 per year to file the annual report with the BC Government. Appointment of an audit firm does not require payment.

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**PUBLIC PARTICIPATION**

- Inform       Consult       Involve       Collaborate       Empower
- 

**KATZIE FIRST NATION CONSIDERATIONS**

- Referral       Yes       No
- 

**SIGN-OFFS**

**Written by:**

Kate Barchard,  
Corporate Officer

**Reviewed by:**

Mark Roberts,  
Chief Administrative Officer

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**ATTACHMENT(S):**

- A. Resolution in Lieu of Holding an AGM
- B. Resolution to Waive Preparation of Financial Statements

SHAREHOLDERS' RESOLUTION IN LIEU OF HOLDING AN ANNUAL GENERAL MEETING

CONSENT UNANIMOUS RESOLUTION OF THE SHAREHOLDERS OF

PITT MEADOWS ECONOMIC DEVELOPMENT CORPORATION (the "Company")

April 4, 2023 (the "Effective Date")

We, the undersigned, being all the shareholders of the Company entitled to vote at an annual general meeting of the Company, hereby consent to the following unanimous resolutions:

**RESOLVED**, as a unanimous resolution of all the shareholders of the Company entitled to vote at an annual general meeting, that:

- (1) all lawful acts, contracts, proceedings, appointments, and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified, and confirmed;
- (2) the number of directors of the Company is hereby fixed at SEVEN (7);
- (3) the following persons, each of whom has consented in writing to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:
  - a. Tracy Elke,
  - b. Alison Evans,
  - c. Mike Hayes,
  - d. Nicole MacDonald,
  - e. Mike Manion,
  - f. Bob Meachen, and
  - g. Gwen O'Connell;
- (4) KPMG be appointed auditors for the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors; and
- (5) *April 4, 2023* is hereby selected as the annual reference date for the Company for its current annual reference period.

**Execution in Counterparts**

**RESOLVED** that this resolution may be signed by the shareholders in as many counterparts as may be necessary, each of which so signed shall be deemed to be an original, and such

counterparts together shall constitute one and the same instrument and, notwithstanding the date of execution, shall be deemed to bear the effective date set forth above.

**DATED:** \_\_\_\_\_

)  
)  
)  
)  
)  
)  
)  
)  
)  
)  
)

**CITY OF PITT MEADOWS**, by its authorized signatories:

\_\_\_\_\_  
Nicole MacDonald, Mayor

\_\_\_\_\_  
Kate Barchard, Corporate Officer

SHAREHOLDERS’ RESOLUTION TO WAIVE THE PREPARATION OF FINANCIAL STATEMENTS

CONSENT UNANIMOUS RESOLUTION OF THE SHAREHOLDERS OF

PITT MEADOWS ECONOMIC DEVELOPMENT CORPORATION (the “Company”)

April 4, 2023 (the “Effective Date”)

We, the undersigned, being all the shareholders of the Company entitled to vote at an annual general meeting of the Company, hereby consent to the following unanimous resolutions:

**RESOLVED**, as a unanimous resolution of all of the shareholders of the Company, that the production and publication of the Company’s financial statements for the Company’s most recently completed financial year in the manner required by s. 198 of the British Columbia Business Corporations Act are hereby waived under s. 200 of that Act.

**Execution in Counterparts**

**RESOLVED** that this resolution may be signed by the shareholders in as many counterparts as may be necessary, each of which so signed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and, notwithstanding the date of execution, shall be deemed to bear the effective date set forth above.

|              |   |                                         |
|--------------|---|-----------------------------------------|
| DATED: _____ | ) | CITY OF PITT MEADOWS, by its authorized |
|              | ) | signatories:                            |
|              | ) |                                         |
|              | ) | _____                                   |
|              | ) | Nicole MacDonald, Mayor                 |
|              | ) |                                         |
|              | ) |                                         |
|              | ) | _____                                   |
|              | ) | Kate Barchard, Corporate Officer        |
|              | ) |                                         |



# Staff Report to Council

Office of the CAO

FILE: 01-0620-04/23

**REPORT DATE:** March 27, 2023      **MEETING DATE:** April 04, 2023  
**TO:** Mayor and Council  
**FROM:** Mark Roberts, Chief Administrative Officer  
**SUBJECT:** Q2 2023 Strategic Priorities Quarterly Report

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Approve the operational strategies for Q2 2023 as presented to Council on April 4, 2023;  
OR
- B. Other.

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**PURPOSE**

To seek Council's approval of the operational strategies proposed for Q2 2023 (April - June).

Information Report       Decision Report       Direction Report

**DISCUSSION**

**Background:**

Each quarter, Staff present to Council a Strategic Priorities Quarterly Report to ensure that staff priorities are properly aligned with Council's vision and goals. The document also serves as a reporting tool to inform the community of key operational strategies.

Staff have drafted the Q2 2023 Quarterly Report (**Attachment A**) and are now seeking Council's feedback and approval.

## Relevant Policy, Bylaw, or Legislation:

2019-2022 Corporate Strategic Plan\*

*\*Council will soon be adopting their new Strategic Plan. The Q3 priorities report will be adjusted to align with the new Strategic Plan.*

## Key Changes:

The following is a list of the key changes made to the operational strategies for Q2 2023 (April - June):

### 1. Principled Governance:

#### Added:

- a) 2023-2026 Strategic Plan *(Council to consider and adopt a new strategic plan to guide the City's work over the next four years)*

### 2. Balanced Economic Prosperity

No changes

### 3. Community Spirit and Wellbeing

#### Removed:

- a) Mitchell Park Playground Replacement Engagement *(completed)*
- b) Family Day Event *(completed)*

#### Added:

- a) Transition to 24 Hour Firefighter Coverage
- b) Recruitment of Deputy Chief
- c) Easter Event
- d) Pitt Meadows Day
- e) Pride Concert

#### Modified:

- a) ~~Firefighter Recruitment~~ Onboarding of (8) Firefighters & (1) Training Officer  
*(more reflective of current state of initiative)*

### 4. Transportation & Infrastructure Initiatives

#### Added:

- c) Mitchell Park Tender and Design *(The play structure at Mitchell has aged out and is in need of replacement; design process will include public consultation and review by the PRC Advisory Committee)*

**Modified:**

- b) Fire Hall Replacement Project Construction Completion & Move (Fire Services will be moving into the new Fire Hall in April/May)
- c) Airport Way Sound Attenuation Wall ~~Survey~~ (the survey component of this initiative is now complete)
- d) Harris Park Washroom Facility Design & Tender (moving to tender)
- e) Harris Rd Park Design ~~Tender~~ (tender complete)
- f) Aquatics Feasibility ~~Tender~~ Study & Community Engagement (tender complete; moving onto community engagement)
- g) PMFRC Design ~~Tender~~ (tender complete; project on short-term hold)
- h) PMAP Design ~~Tender~~ (tender complete; moving onto design)

**5. Corporate Excellence**

**Removed:**

- a) Fees and Charges Bylaw Review (completed)

**Added:**

- a) Accessible BC Act Implementation (development of new accessibility plan, accessibility committee, and public feedback mechanism to align with mandate established by new provincial legislation)

**COUNCIL STRATEGIC PLAN ALIGNMENT**

- Principled Governance     Balanced Economic Prosperity     Corporate Excellence  
 Community Spirit & Wellbeing     Transportation & Infrastructure Initiatives
- 

**WORKPLAN/RESOURCE IMPLICATIONS**

- Already accounted for in dept. workplan / no adjustments required
- Emergent issue – will require deferral of other priority(ies)
- Other

Resource implications related to specific operational strategies will be flagged for Council as the projects are brought forward for decision making.

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**FINANCIAL IMPLICATIONS**

- None       Budget Previously Approved     Referral to Business Planning  
 Other

All proposed operational strategies have been considered through the annual business and budget planning process. Any changes mid-year will be assessed for financial impact and funding requests brought to Council as required.

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**PUBLIC PARTICIPATION**

- Inform       Consult       Involve       Collaborate     Empower
- 

**KATZIE FIRST NATION CONSIDERATIONS**

Council and staff view their relationship with Katzie First Nation (KFN) as a key priority. As rights holders, KFN’s input and feedback are integral to several key initiatives, including: KFN service agreements and secondary access; Council to Council meetings; Economic Development strategy review & update; Agricultural Plan; Pitt Meadows Day; transition to independent RCMP Detachment; CP Logistics Park opposition; Road & Rail improvements; equity, diversity & inclusion awareness; and Accessible BC Act Implementation.

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**SIGN-OFFS**

**Written by:**

Kate Barchard,  
Corporate Officer

**Reviewed by:**

Corporate Leadership Team

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**ATTACHMENT(S):**

- A. Q2 2023 Strategic Priorities Quarterly Report (NEW report)
- B. Q1 2023 Strategic Priorities Quarterly Report (OLD report)

# Strategic Priorities Quarterly Report

April - June (Q2) 2023

| PRIORITY                                                                                                                                                | OPERATIONAL STRATEGIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principled Governance</b><br>Community Voice • Regional Relationships • Katzie First Nation • Fiscal Stewardship & Accountability                    | <ol style="list-style-type: none"> <li>1. Katzie First Nation Relationship</li> <li>2. Katzie First Nation Service Agreements / Secondary Access MOU</li> <li>3. Council Orientation</li> <li>4. Council to Council Meetings</li> <li>5. 2023-2026 Strategic Plan</li> </ol>                                                                                                                                                                                                                                                                                                        |
| <i>Council Advocacy</i>                                                                                                                                 | <ul style="list-style-type: none"> <li>• <i>Lougheed Corridor Transportation Upgrades</i></li> <li>• <i>CP Logistics Park Opposition</i></li> <li>• <i>Golden Ears Roundabout Infrastructure Improvements (TransLink)</i></li> <li>• <i>KFN Secondary Access (province and TransLink)</i></li> <li>• <i>CP Rail Corridor Emissions Standards</i></li> <li>• <i>CP Noise &amp; Vibration Existing Exceedances</i></li> </ul>                                                                                                                                                         |
| <b>Balanced Economic Prosperity</b><br>Business Vitality • Agriculture • Affordability • Employment • Tourism • Airport                                 | <ol style="list-style-type: none"> <li>1. Golden Ears Business Park 3 &amp; 4</li> <li>2. Metro Vancouver Affordable Housing Detail Design</li> <li>3. Economic Development Strategy Review &amp; Update</li> <li>4. Agricultural Plan</li> </ol>                                                                                                                                                                                                                                                                                                                                   |
| <b>Community Spirit and Wellbeing</b><br>Pride & Spirit • Health & Safety • Wellness • Natural Environment • Housing Diversity                          | <ol style="list-style-type: none"> <li>1. PoCo Mutual Aid Agreement</li> <li>2. Transition to 24 Hour Firefighter Coverage</li> <li>3. Recruitment of Deputy Chief</li> <li>4. Transition to Independent RCMP Detachment</li> <li>5. CP Logistics Park Opposition Strategy</li> <li>6. Trail Signage</li> <li>7. Onboarding of (8) Firefighters &amp; (1) Training Officer</li> <li>8. Easter Event</li> <li>9. Pitt Meadows Day</li> <li>10. Pride Concert</li> <li>11. Pop Up Art Gallery</li> <li>12. Housing Needs Assessment Update</li> <li>13. Parks Bylaw Update</li> </ol> |
| <b>Transportation &amp; Infrastructure Initiatives</b><br>Infrastructure • Investments • Improved Transportation • Active Transportation • Preparedness | <ol style="list-style-type: none"> <li>1. Fire Hall Construction Completion &amp; Move</li> <li>2. Police Detachment – Design and Tender</li> <li>3. Road &amp; Rail Improvements – Underpass</li> <li>4. Airport Way Sound Attenuation Wall</li> <li>5. Active Transportation Network Review</li> </ol>                                                                                                                                                                                                                                                                            |

6. Airport Way Widening & Improvements
7. Culvert Condition Assessment
8. Harris Park Washroom Facility Design & Tender
9. Art Gallery Relocation
10. PMAP Design
11. Harris Rd Park Design
12. PMFRC Design
13. Rose Grabenhorst Garden Design
14. Mitchell Park Tender and Design
15. Aquatics Feasibility Study & Community Engagement

### Corporate Excellence

Corporate Culture • Employee Excellence • Responsiveness • Accountability • Resources

1. IT Cyber-Security Recommendations Implementation
2. Equity, Diversity & Inclusion (EDI)
3. 2022 Year End Audit
4. Microsoft 365 Road Mapping Project
5. Water Conservation
6. Asset Management Plan Update
7. DCC Review
8. Accessible BC Act Implementation

# Strategic Priorities Quarterly Report

January - March (Q1) 2023

| PRIORITY                                                                                                                                                | OPERATIONAL STRATEGIES                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principled Governance</b><br>Community Voice • Regional Relationships • Katzie First Nation • Fiscal Stewardship & Accountability                    | <ol style="list-style-type: none"> <li>1. Katzie First Nation Relationship</li> <li>2. Katzie First Nation Service Agreements / Secondary Access</li> <li>3. Council Orientation</li> <li>4. Council to Council Meetings</li> </ol>                                                                                                                                                                                                                                       |
| <i>Council Advocacy</i>                                                                                                                                 | <ul style="list-style-type: none"> <li>• <i>Lougheed Corridor Transportation Upgrades</i></li> <li>• <i>CP Logistics Park Opposition</i></li> <li>• <i>Golden Ears Roundabout Infrastructure Improvements (TransLink)</i></li> <li>• <i>KFN Secondary Access (province and TransLink)</i></li> <li>• <i>CP Rail Corridor Emissions Standards</i></li> <li>• <i>CP Noise &amp; Vibration Existing Exceedances</i></li> </ul>                                               |
| <b>Balanced Economic Prosperity</b><br>Business Vitality • Agriculture • Affordability • Employment • Tourism • Airport                                 | <ol style="list-style-type: none"> <li>1. Golden Ears Business Park 3 &amp; 4</li> <li>2. Metro Vancouver Affordable Housing Detail Design</li> <li>3. Economic Development Strategy Review &amp; Update</li> <li>4. Agricultural Plan</li> </ol>                                                                                                                                                                                                                         |
| <b>Community Spirit and Wellbeing</b><br>Pride & Spirit • Health & Safety • Wellness • Natural Environment • Housing Diversity                          | <ol style="list-style-type: none"> <li>1. PoCo Mutual Aid Agreement</li> <li>2. Transition to Independent RCMP Detachment</li> <li>3. CP Logistics Park Opposition Strategy</li> <li>4. Trail Signage</li> <li>5. Firefighter Recruitment</li> <li>6. Family Day Event</li> <li>7. Pop Up Art Gallery</li> <li>8. Housing Needs Assessment Update</li> <li>9. Mitchell Park Playground Replacement Engagement</li> <li>10. Parks Bylaw Update</li> </ol>                  |
| <b>Transportation &amp; Infrastructure Initiatives</b><br>Infrastructure • Investments • Improved Transportation • Active Transportation • Preparedness | <ol style="list-style-type: none"> <li>1. Fire Hall Replacement Project</li> <li>2. Police Detachment – Design and Tender</li> <li>3. Road &amp; Rail Improvements – Underpass</li> <li>4. Airport Way Sound Attenuation Wall - Survey</li> <li>5. Active Transportation Network Review</li> <li>6. Airport Way Widening &amp; Improvements</li> <li>7. Art Gallery Relocation</li> <li>8. Harris Park Washroom Facility Design</li> <li>9. PMAP Design Tender</li> </ol> |

- 
10. Harris Rd Park Design Tender
  11. Aquatics Feasibility Tender
  12. PMFRC Design Tender
  13. Rose Grabenhorst Garden Design
  14. Culvert Condition Assessment
- 

### Corporate Excellence

Corporate Culture • Employee  
Excellence • Responsiveness •  
Accountability • Resources

1. IT Cyber-Security Recommendations Implementation
  2. Equity, Diversity & Inclusion (EDI)
  3. 2022 Year End Audit
  4. Microsoft 365 Road Mapping Project
  5. Water Conservation
  6. Fees & Charges Policy Review
  7. Asset Management Plan Update
  8. DCC Review
-



CITY OF PITT MEADOWS  
2023 – 2027 FINANCIAL PLAN  
BYLAW NO. 2949, 2023

A Bylaw to adopt the 2023 to 2027 Financial Plan

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WHEREAS in accordance with Section 165 of the Community Charter, the Council of the City of Pitt Meadows is required, by bylaw, to adopt a Financial Plan for the municipality before the annual property tax bylaw is adopted;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

**Citation/Title**

1. This Bylaw may be cited as the "2023 – 2027 Financial Plan Bylaw No. 2949, 2023".

**Schedules**

2. The following Schedules are attached to, and form part of, this Bylaw:
  - (a) Schedule "A", is adopted as the 2023 - 2027 Financial Plan of the City of Pitt Meadows for the period beginning January 1, 2023 and ending December 31, 2027.
  - (b) Schedule "B", specifies the transfers to, and expenditures from, the City Reserve Funds for the period beginning January 1, 2023 and ending December 31, 2027.
  - (c) Schedule "C", is the Revenue and Taxation Policy for the City of Pitt Meadows.

**READ** a FIRST, SECOND and THIRD time on March 28, 2023.

**ADOPTED ON**

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Nicole MacDonald  
Mayor

---

Kate Barchard  
Corporate Officer

## SCHEDULE "A"

## 2023 - 2027 Financial Plan

| <b>REVENUES</b>                     | <b>2023</b>         | <b>2024</b>        | <b>2025</b>        | <b>2026</b>        | <b>2027</b>        |
|-------------------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|
| Municipal Property and Other Taxes  | \$ 30,165,500       | \$ 31,777,500      | \$ 33,368,800      | \$ 34,624,300      | \$ 35,940,900      |
| Utility Charges                     | 12,274,900          | 13,290,300         | 14,353,200         | 15,541,100         | 17,087,200         |
| Sale of Services                    | 2,370,600           | 2,428,800          | 2,488,600          | 2,545,000          | 2,603,100          |
| Licenses, Permits, Penalties, Fines | 1,820,300           | 1,798,000          | 1,554,700          | 1,624,000          | 1,624,800          |
| Investment Income                   | 1,331,700           | 986,600            | 728,500            | 664,100            | 776,200            |
| Government Transfers                | 2,918,700           | 698,200            | 704,300            | 1,738,800          | 718,300            |
| Contributions                       | 4,433,600           | 1,545,100          | 681,100            | 114,800            | 114,800            |
| Other Revenue                       | 626,200             | 646,900            | 616,000            | 621,300            | 607,500            |
| <b>Total Revenues</b>               | <b>55,941,500</b>   | <b>53,171,400</b>  | <b>54,495,200</b>  | <b>57,473,400</b>  | <b>59,472,800</b>  |
| <b>EXPENSES</b>                     |                     |                    |                    |                    |                    |
| Operating Expenditures              | 37,027,800          | 38,765,900         | 40,908,800         | 43,045,100         | 45,309,800         |
| Debt Interest                       | 961,300             | 959,200            | 957,000            | 927,100            | 924,400            |
| Amortization                        | 5,389,500           | 5,389,500          | 5,389,500          | 5,389,500          | 5,389,500          |
| <b>Total Operating Expenses</b>     | <b>43,378,600</b>   | <b>45,114,600</b>  | <b>47,255,300</b>  | <b>49,361,700</b>  | <b>51,623,700</b>  |
| <b>Net Revenues (Expenditure)</b>   | <b>12,562,900</b>   | <b>8,056,800</b>   | <b>7,239,900</b>   | <b>8,111,700</b>   | <b>7,849,100</b>   |
| <b>ALLOCATIONS</b>                  |                     |                    |                    |                    |                    |
| Net Transfers from/(to) Reserves    | 20,475,400          | 10,707,200         | 2,773,600          | (4,861,300)        | (7,061,200)        |
| Capital Expenditures                | (37,606,600)        | (23,309,000)       | (14,534,500)       | (7,939,400)        | (5,457,800)        |
| Unfunded Amortization               | 5,389,500           | 5,389,500          | 5,389,500          | 5,389,500          | 5,389,500          |
| External Debt Principle Repayment   | (821,200)           | (844,500)          | (868,500)          | (700,500)          | (719,600)          |
| <b>Total Allocations</b>            | <b>(12,562,900)</b> | <b>(8,056,800)</b> | <b>(7,239,900)</b> | <b>(8,111,700)</b> | <b>(7,849,100)</b> |
| <b>BUDGET BALANCE</b>               | <b>\$ -</b>         | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        |

**SCHEDULE "B"**

| <b>Transfers from Reserves:</b>              | <b>2023</b>       | <b>2024</b>       | <b>2025</b>       | <b>2026</b>      | <b>2027</b>      |
|----------------------------------------------|-------------------|-------------------|-------------------|------------------|------------------|
| Arena Capital Reserve Fund                   | \$ 344,300        | \$ 230,000        | \$ 235,000        | \$ 240,000       | \$ 245,000       |
| Community Amenity Fund                       | 150,000           | 3,000,000         | 430,000           | 410,000          | -                |
| Carbon Neutrality Reserve Fund               | 41,100            | 115,000           | 15,000            | -                | -                |
| Diking Capital Reserve Fund                  | 389,100           | 75,200            | 75,600            | 76,000           | 76,600           |
| Drainage Capital Reserve Fund                | 1,286,800         | 2,525,200         | 1,230,700         | 1,001,500        | 242,000          |
| Equipment Replacement Reserve Fund           | 1,762,200         | 1,742,400         | 983,500           | 846,700          | 616,700          |
| Future Capital Reserve Fund                  | 403,600           | 25,000            | 25,000            | -                | -                |
| Facilities & Fixtures Lifecycle Reserve Fund | 22,369,500        | 8,958,400         | 4,830,100         | 2,082,700        | 1,317,100        |
| Minor Capital Reserve Fund                   | 14,000            | 14,500            | 15,000            | 505,500          | 16,000           |
| Operating Reserve Fund                       | 1,798,700         | 258,000           | 347,100           | 380,200          | 272,100          |
| Sanitary Sewer Capital Reserve Fund          | 822,100           | 1,770,100         | 223,200           | 348,300          | 285,300          |
| South Bonson Amenities Reserve Fund          | 44,200            | 41,100            | 37,900            | 34,800           | 31,600           |
| Transportation Infrastructure Reserve Fund   | 2,503,700         | 4,307,100         | 5,765,700         | 1,908,800        | 1,403,400        |
| Waterworks Capital Reserve Fund              | 2,298,900         | 1,227,300         | 2,184,100         | 1,222,300        | 2,492,000        |
| <b>Total Transfers from Reserves</b>         | <b>34,228,200</b> | <b>24,289,300</b> | <b>16,397,900</b> | <b>9,056,800</b> | <b>6,997,800</b> |

| <b>Transfers to Reserves:</b>                |                      |                      |                     |                       |                       |
|----------------------------------------------|----------------------|----------------------|---------------------|-----------------------|-----------------------|
| Arena Capital Reserve Fund                   | (247,500)            | (252,200)            | (257,200)           | (262,300)             | (267,500)             |
| Community Amenity Fund                       | (107,300)            | (106,700)            | (59,100)            | (53,000)              | (47,200)              |
| Carbon Neutrality Reserve Fund               | (150,300)            | (152,500)            | (153,100)           | (155,400)             | (158,000)             |
| Diking Capital Reserve Fund                  | (170,000)            | (171,300)            | (172,900)           | (174,500)             | (176,100)             |
| Drainage Capital Reserve Fund                | (1,115,500)          | (1,696,500)          | (1,208,500)         | (1,258,900)           | (1,314,000)           |
| Equipment Replacement Reserve Fund           | (1,119,000)          | (1,493,100)          | (1,275,000)         | (1,359,900)           | (1,448,300)           |
| Future Capital Reserve Fund                  | (4,700)              | (1,100)              | (700)               | (300)                 | (300)                 |
| Facilities & Fixtures Lifecycle Reserve Fund | (4,045,900)          | (3,911,000)          | (4,750,000)         | (4,858,900)           | (5,319,800)           |
| Minor Capital Reserve Fund                   | (62,900)             | (63,700)             | (64,500)            | (65,300)              | (58,100)              |
| Operating Reserve Fund                       | (284,500)            | (269,700)            | (163,000)           | (163,600)             | (163,600)             |
| Parkland Reserve Fund                        | (5,100)              | (5,200)              | (5,200)             | (5,200)               | (5,200)               |
| Sanitary Sewer Capital Reserve Fund          | (585,200)            | (961,400)            | (614,900)           | (1,342,000)           | (677,700)             |
| South Bonson Amenities Reserve Fund          | (14,500)             | (14,000)             | (13,500)            | (13,100)              | (12,800)              |
| Transportation Infrastructure Reserve Fund   | (4,114,500)          | (2,898,700)          | (3,060,300)         | (2,500,700)           | (2,401,100)           |
| Waterworks Capital Reserve Fund              | (1,725,900)          | (1,585,000)          | (1,826,400)         | (1,705,000)           | (2,009,300)           |
| <b>Total Transfers to Reserves</b>           | <b>(13,752,800)</b>  | <b>(13,582,100)</b>  | <b>(13,624,300)</b> | <b>(13,918,100)</b>   | <b>(14,059,000)</b>   |
| <b>Total Transfers from (to) Reserves</b>    | <b>\$ 20,475,400</b> | <b>\$ 10,707,200</b> | <b>\$ 2,773,600</b> | <b>\$ (4,861,300)</b> | <b>\$ (7,061,200)</b> |

\* - Statutory Reserves as per Part 6 of the Community Charter

**SCHEDULE "C"**

**POLICY NO. C049 – Revenue and Taxation**

Policy Statement

1. To comply with the disclosure requirements as set out in section 165 (3.1) of the Community Charter.

Policy

2. Total Revenue

**Charter Requirement:** Set out the objectives and policies regarding the proportion of total revenue proposed to come from each funding source.

The proportion of funding sources included in the financial plan is as follows:

|                                     | 2023          | 2024          | 2025          | 2026          | 2027          |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Municipal Property & Other Taxes    | 53.9%         | 59.8%         | 61.2%         | 60.2%         | 60.4%         |
| Utility Charges                     | 21.9%         | 25.0%         | 26.3%         | 27.1%         | 28.7%         |
| Sale of Services                    | 4.3%          | 4.6%          | 4.6%          | 4.4%          | 4.4%          |
| Licenses, Permits, Penalties, Fines | 3.3%          | 3.4%          | 2.9%          | 2.8%          | 2.8%          |
| Investment Income                   | 2.4%          | 1.8%          | 1.4%          | 1.2%          | 1.3%          |
| Government Transfers                | 5.2%          | 1.3%          | 1.3%          | 3.0%          | 1.2%          |
| Contributions                       | 7.9%          | 2.9%          | 1.2%          | 0.2%          | 0.2%          |
| Other Revenue                       | 1.1%          | 1.2%          | 1.1%          | 1.1%          | 1.0%          |
| <b>Total</b>                        | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> |

3. Property Tax is the City’s largest source of revenue and provides funding for the “public type” services provided by the City which cannot be or are undesirable to be funded on a user pay basis such as parks and leisure services, public safety, transportation and general government. Its proportion of total revenue will vary from year to year depending on the capital program and the use of reserves, borrowing or grants for the capital program.
4. **Policy:** The City is committed to, where feasible and for appropriate municipal services, shifting the payment of the services from property taxes to user fees. To this end, the City will review user fees and charges annually

and compare to the costs to provide the services and comparative costs from other municipalities.

The City will also regularly review Development Cost Charge rates to ensure that developers who profit from development in the municipality pay an appropriate share of the cost of the municipal infrastructure required to service new developments.

5. **Objective:** That “private type” services provided by the City are charged and paid for on a full cost recovery basis.
6. Taxation Revenue

**Charter Requirement:** Set out the objectives and policies regarding the distribution of property taxes among the property classes.

The distribution of general property tax revenue across different property taxes is as follows:

|                         | Class | Assessment<br>% | Revenue<br>% |
|-------------------------|-------|-----------------|--------------|
| Residential             | 1     | 78.12%          | 54.45%       |
| Utilities               | 2     | 0.11%           | 1.11%        |
| Major Industry          | 4     | 0.17%           | 0.63%        |
| Light Industry          | 5     | 3.24%           | 7.46%        |
| Business & Other        | 6     | 17.38%          | 32.60%       |
| Recreation / Non-Profit | 8     | 0.79%           | 1.37%        |
| Farm                    | 9     | 0.19%           | 2.38%        |
| <b>Total</b>            |       | 100.00%         | 100.00%      |

The City remains heavily reliant on residential property taxation at 54.45% of total general property tax revenue. For 2023, approximately 45.55% is budgeted to come from non-residential assessment classes which make up only 21.88% of the total assessed value for the City.

7. **Policy:** The City is committed to increasing the overall proportion of revenue from non-residential classes through growth and development while working to ensure that the amount of property taxes paid by business and industry does not harm the ability for existing businesses to operate effectively in the community and is not a deterrent for business considering locating in the community.

The City will regularly review growth in the respective classes of the tax base and compare the City's tax ratio between residential property owners and business owners relative to other municipalities in Metro Vancouver.

8. **Objective:** That the City has a broad assessment base in which each class share an equitable portion of the general property tax burden.
9. Permissive Exemptions

**Charter Requirement: Set out the objectives and policies regarding the use of permissive tax exemptions.**

10. **Policy:** The City of Pitt Meadows uses Policy C061 – Permissive Tax Exemptions, which has been approved by Council. The purpose of the policy is as follows:

*“A permissive tax exemption is a means for Council to support organizations within the community which further Council’s objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. This policy guides identification of organizations meeting Council’s objectives.”*

This policy demonstrates that Council will consider providing permissive exemptions to not-for-profit institutions that form a valuable part of our community. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

11. **Objective:** Council will periodically examine its permissive tax exemption policy to determine if changes are necessary. The policy was last reviewed by Council in 2015 and an updated policy will be brought to Council this year to review.

#### **Related Policies or Bylaws**

12. 2023 to 2027 Financial Plan Bylaw No. 2949, 2023

CITY OF PITT MEADOWS  
WATERWORKS AMENDMENT  
BYLAW NO. 2944, 2023

A Bylaw to amend a section of the Waterworks Bylaw No. 2891, 2021.

---

WHEREAS the Council of the City of Pitt Meadows is authorized to enact a bylaw pursuant to section 194 [*municipal fees*] of the *Community Charter*;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

**Citation / Title**

1. This Bylaw may be cited as the "Waterworks Amendment Bylaw No. 2944, 2023".

**Schedules**

2. Schedule "B" of Waterworks Bylaw No. 2891, 2021 is repealed and replaced with a revised Schedule "B" which is attached to, and forms part of, this Bylaw.

**READ** a **FIRST, SECOND,** and **THIRD** time on March 28, 2023.

**ADOPTED** on [DATE].

---

Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer

**SCHEDULE "B"****USER RATES**

Unless otherwise specified by the Director, pursuant to the conditions of this Bylaw, the uses listed under "Flat Rate Charges" shall be charged on the basis of the Flat Rates so specified. All other uses shall be required to have metered water services.

**METER RATE CHARGES**

- (1) Each Water connection being charged on a metered basis shall be subject to an annual base charge of \$322 to cover provision and maintenance of Waterworks infrastructure by the City.
- (2) The meter rate shall be \$0.87 per cubic metre for all metered users.
- (3) Water consumption charges for metered services shall be for a continuous period of six (6) months or broken part thereof, the first period from January to June, inclusive, the second period from July to December, inclusive.

**FLAT RATE CHARGES (ANNUAL RATES)**

|    | <b>USES</b>                                                                                                                               | <b>RATES<br/>Per Unit</b> |
|----|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| A. | Residential Units<br>Apartments, Motel, Hotel, Boarding House, Trailer Court or like units not otherwise metered. Rate per dwelling unit: | \$468.00                  |
|    | All other residential units including detached homes, townhouses and like units. Rate per dwelling unit:                                  | \$615.00                  |
| B. | Restaurant, Cafes, Eating Establishments not otherwise metered.<br>- Minimum:<br>- Per person for each occupancy above 20:                | \$817.00<br>\$3.00        |
| C. | Schools - each classroom:                                                                                                                 | \$310.00                  |
| D. | All other commercial or institutional not otherwise metered:                                                                              | \$615.00                  |
|    | Where there is occupied living quarters located with units noted in B,C and D add an additional per unit charge:                          | \$468.00                  |
| E. | Multi Family Residential Deposit Amount                                                                                                   | \$100/unit                |



CITY OF PITT MEADOWS  
SANITARY SEWER AND DRAINAGE  
AMENDMENT BYLAW NO. 2945, 2023

A Bylaw to amend a section of the Sanitary Sewer and Drainage  
Bylaw No. 2890, 2021

---

WHEREAS the Council of the City of Pitt Meadows is authorized to enact a bylaw pursuant to section 194 [*municipal fees*] of the *Community Charter*;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

**Citation / Title**

1. This Bylaw may be cited as the "Sanitary Sewer and Drainage Amendment Bylaw No. 2945, 2023".

**Schedules**

2. Schedule "B" of the Sanitary Sewer and Drainage Bylaw No. 2890, 2021, is repealed and replaced with a revised Schedule "B" which is attached to and forms part of this Bylaw.

**READ** a **FIRST, SECOND, and THIRD** time on March 28, 2023.

**ADOPTED** on [DATE].

---

Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer

### SCHEDULE "B"

The following charges for use of the sanitary sewer system shall apply to all real property served by the sanitary sewers owned, operated and maintained by the Municipality:

|    | USES                                                                                                                                                                                                                                                          | USER RATE                |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| A. | Residential Units<br>Rate per dwelling unit and mobile home space:                                                                                                                                                                                            | \$372.00                 |
| B. | Hotel, Motel, Auto Court, Boarding Houses and like units<br>Rate per room available for hire:                                                                                                                                                                 | \$91.00                  |
| C. | Restaurants, Cafes, Eating Establishments<br>Minimum rate for the first 50 seats:<br>Plus – rate per additional 10 seats or any fraction thereof:                                                                                                             | \$372.00<br>\$38.00      |
| D. | Laundromats, Dry Cleaners<br>Minimum rate for the first 5 machines installed therein<br>Plus – rate per additional machine installed                                                                                                                          | \$617.00<br>\$73.00      |
| E. | Schools<br>Rate per classroom:                                                                                                                                                                                                                                | \$296.00                 |
| F. | Commercial and Institutional Units ( <i>not specified</i> )<br>Rate per unit:                                                                                                                                                                                 | \$372.00                 |
| G. | Industrial Units ( <i>including ice arenas, golf courses, car washes and warehouses</i> )<br>Minimum rate for the first 1,000,000 gallons of annual water usage recorded by City meters:<br>Plus – rate per additional 1,000,000 gallons or fraction thereof: | \$742.00<br>\$2,974.00   |
| H. | Per Diem Rates<br>Residential building per dwelling unit:<br>Industrial, Commercial or Institutional building per unit:                                                                                                                                       | \$1.02/day<br>\$1.02/day |
| I. | Deposit Amounts<br>Multi-family residence                                                                                                                                                                                                                     | \$100/unit               |

**CITY OF PITT MEADOWS  
SOLID WASTE COLLECTION AND DISPOSAL AMENDMENT  
BYLAW NO. 2946, 2023**

A Bylaw to amend a section of the Pitt Meadows Solid Waste Collection and  
Disposal Bylaw No. 2568, 2012

---

WHEREAS the Council of the City of Pitt Meadows is authorized to enact a bylaw pursuant to section 194 [*municipal fees*] of the *Community Charter*;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

**Citation / Title**

1. This Bylaw may be cited as the "**Solid Waste Collection and Disposal Amendment Bylaw No. 2946, 2023**".

**Schedules**

2. Schedule "A" of the City of Pitt Meadows Solid Waste Collection and Disposal Bylaw No. 2568, 2012 is repealed and replaced with a revised Schedule "A", which is attached to and forms part of this Bylaw.

**READ** a **FIRST, SECOND,** and **THIRD** time on March 28, 2023.

**ADOPTED** on [DATE].

---

Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer

## SCHEDULE "A"

### FEES AND CHARGES

|    | Class of Property                                                                                | Charge                      |
|----|--------------------------------------------------------------------------------------------------|-----------------------------|
| A. | Combined Solid Waste Services (Garbage and Green Waste)                                          |                             |
|    | 1. Single family and two-family residence, per dwelling unit                                     | \$223.00                    |
|    | 2. Multi-residential premise #1, per dwelling unit                                               | \$223.00                    |
| B. | Green Waste Services <b>only</b> (curbside)                                                      |                             |
|    | 3. Mobile home park, per mobile home                                                             | \$ 135.00                   |
|    | 4. Multi-residential premise #1(curbside), per dwelling unit                                     | \$ 135.00                   |
| C. | Bulk Container Green Waste                                                                       |                             |
|    | 5. Multi-residential premise #2 (Central Collection), per dwelling unit                          | \$ 23.00                    |
| D. | Garbage (Curbside) and Bulk Container Green Waste                                                |                             |
|    | 6. Garbage (curbside) and Central Collection Green Waste                                         | \$ 110.00                   |
| E. | Per Diem Rates provided for in Section 34 and 37                                                 |                             |
|    | 7. Single family and two-family residence, per dwelling unit                                     | \$0.61/day                  |
|    | 8. Mobile home park, per mobile home                                                             | \$0.37/day                  |
|    | 9. Multi-residential premise #1 (Curbside), per dwelling unit                                    | \$0.37/day                  |
|    | 10. Multi-residential premise #2 (Central Collection), per dwelling unit                         | \$0.06/day                  |
| F. | Multi-residential Deposit provide for in Section 35                                              |                             |
|    | 11. Multi-residential premise #1 and #2, per dwelling unit                                       | \$100/unit                  |
| G. | Extra Bag Tag Charge                                                                             |                             |
|    | 12. Price per tag                                                                                | \$5.00                      |
| H. | New and or Replacement Collection Cart Charge                                                    |                             |
|    | 13. Price per 240 Litre Collection Cart                                                          | \$72.00 + taxes             |
|    | 14. Price per 120 Litre Collection Cart                                                          | \$64.00 + taxes             |
|    | 15. Convert from standard 120 Litre garbage collection cart to 240 Litre garbage collection cart | \$96 – Annual fee pro-rated |
|    | 16. Delivery Charge                                                                              | \$50                        |

CITY OF PITT MEADOWS  
DRAINAGE SYSTEM PROTECTION AMENDMENT  
BYLAW NO. 2947, 2023

A Bylaw to amend a section of Pitt Meadows Drainage System Protection  
Bylaw No. 2266, 2007

---

WHEREAS the Council of the City of Pitt Meadows is authorized to enact a bylaw pursuant to section 194 [*municipal fees*] of the *Community Charter*;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

**Citation / Title**

1. This Bylaw may be cited as the **"Drainage System Protection Amendment Bylaw No. 2947, 2023"**.

**Schedules**

2. Schedule "E" of Pitt Meadows Drainage System Protection Bylaw No. 2266, 2007, is repealed and replaced with a revised Schedule "E", which is attached to and forms part of this Bylaw.

**READ** a **FIRST, SECOND, and THIRD** time on March 28, 2023.

**ADOPTED** on [DATE].

---

Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer

**SCHEDULE "E"**  
**DRAINAGE CHARGES**

**Urban Areas:**

|                                |                   |
|--------------------------------|-------------------|
| Residential – single housing*  | \$54.19/unit      |
| Residential – multiple housing | \$23.14/unit      |
| Non-residential                | \$1520.49/hectare |

**Rural Areas:**

|                 |                  |
|-----------------|------------------|
| Agriculture**   | \$149.23/hectare |
| Non-agriculture | \$149.23/hectare |

\* Single housing includes duplex housing, modular homes, mobile homes

\*\* Agriculture includes land zoned agriculture located within urban areas

**CITY OF PITT MEADOWS**  
**BUSINESS LICENSING AND REGULATION AMENDMENT BYLAW**  
**Bylaw No. 2933, 2023**

A bylaw to amend a portion of Business Licensing and Regulation Bylaw No.  
2643, 2014

---

**WHEREAS** it is deemed expedient to amend Business Licensing and Regulation Bylaw No. 2643, 2014;

**NOW THEREFORE** the Council of the City of Pitt Meadows enacts as follows:

1. This Bylaw may be cited as the "Business Licensing and Regulation Amendment Bylaw No. 2933, 2023".
2. The Business Licensing and Regulation Bylaw No. 2643, 2014 is amended as follows:

- a) Part 2 Interpretation Section 2.1 is amended by inserting the following definition for 'CANNABIS RETAIL', in correct alphabetical order:

***Cannabis Retail*** means a retail business licensed under the Cannabis Control and Licensing Act, as amended, selling cannabis or cannabis accessories for offsite consumption.

- b) Schedule "A" - Licence Fees is amended by DELETING Category number 33 in its entirety and REPLACING it with the following:

|                                               |                             |
|-----------------------------------------------|-----------------------------|
| <b>33. LIQUOR, CANNABIS &amp; FOOD RETAIL</b> |                             |
| <b>Category</b>                               | <b>Licence Fee</b>          |
| 1. Cabaret                                    | \$157.00 for all categories |
| 2. Liquor Food Primary                        |                             |
| 3. Liquor Primary                             |                             |
| 4. Restaurant / Café                          |                             |
| 5. Winery                                     |                             |
| 6. Cannabis Retail                            |                             |

**READ** a FIRST, SECOND and THIRD time on March 7, 2023.

**NOTICE OF INTENTION TO ADOPT** posted on March 10, 2023.

**ADOPTED** on [DATE].

---

Nicole MacDonald  
Mayor

---

Kate Barchard  
Corporate Officer

**CITY OF PITT MEADOWS**  
**DEVELOPMENT APPLICATION FEE AMENDMENT BYLAW**  
**Bylaw No. 2934, 2023**

A bylaw to amend a portion of Development Application Fee  
Bylaw No. 2629, 2013

---

**WHEREAS** it is deemed expedient to amend Development Application Fee Bylaw No. 2629, 2013;

**NOW THEREFORE** the Council of the City of Pitt Meadows enacts as follows:

1. This Bylaw may be cited as the "Development Application Fee Amendment Bylaw No. 2934, 2023".
2. The Development Application Fee Bylaw No. 2629, 2013 is amended as follows:
  - a) Schedule A is amended by adding the following fees:
    - I.10 Cannabis Retail Store or Producer Retail Store Licence – new \$2,500
    - I.11 Cannabis Retail Store Licence – with a Zoning Bylaw Text Amendment \$1,000

**READ** a FIRST, SECOND and THIRD time on March 7, 2023.

**ADOPTED** on [DATE].

---

Nicole MacDonald  
Mayor

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Kate Barchard  
Corporate Officer



**CITY OF PITT MEADOWS**  
**COUNCIL PROCEDURE BYLAW**  
**Bylaw No. 2939, 2023**

A bylaw to establish the rules of procedure for City Council, its standing and select committees, and other advisory committees of the City.

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**WHEREAS** Council is required to enact a Procedure Bylaw, pursuant to the *Community Charter*, to establish the general procedures to be followed by Council and their committees in conducting their business;

**NOW THEREFORE** the Council of the City of Pitt Meadows enacts as follows:

## **PART I – INTRODUCTION**

### **1. Citation/Title**

- 1.1 This bylaw may be cited as the ‘Council Procedure Bylaw No. 2939, 2023.’

### **2. Repeal**

- 2.1 Council Procedure Bylaw No. 2834, 2019 and its amendments are repealed.

### **3. Definitions**

- 3.1 In this bylaw:

- a) **“Acting Mayor”** means the member appointed or selected by Council to act in the absence of the Mayor.
- b) **“Agenda”** means the list of items and order of business for a meeting.
- c) **“CAO” means the Chief Administrative Officer for the City.**
- d) **“Chair”** means the person presiding at a meeting.
- e) **“City”** means the City of Pitt Meadows.
- f) **“City Hall”** means Pitt Meadows City Hall located at 12007 Harris Road, Pitt Meadows, British Columbia.
- g) **“City website”** means the information resource found at an internet address provided by the City.
- h) **“Committee”** means a standing, select or other committee of Council, excluding the Engagement and Priorities Committee.
- i) **“Corporate Officer”** means the Corporate Officer for the City.
- j) **“Council”** means the Council of the City of Pitt Meadows.
- k) **“Electronic meeting”** means a meeting where all attendees

participate electronically. (Bylaw No. 2904, 2021)

- l) **“Electronic participation”** means the electronic participation of one or more attendees at an in-person meeting. (Bylaw No. 2904, 2021)
- m) **“EPC”** means Engagement and Priorities Committee, which is a committee of the whole of Council.
- n) **“General consent”** means an informal way of taking a vote, used only for routine and non-controversial decisions, usually of a procedural nature, e.g. “Is there any objection to extending the time for this speaker by two minutes? Seeing no objection, the time is so extended.”
- o) **“Hybrid meeting”** means a meeting where some members are attending in-person and some members are attending electronically. (Bylaw No. 2904, 2021)
- p) **“Mayor”** means the Mayor of the City.
- q) **“Member”** means a member of Council.
- r) **“Meeting schedule”** means the annually published schedule of regular Council meetings and EPC meetings.
- s) **“Point of order”** is the raising of a question by a member to call attention to any departure from procedures established in the Procedure Bylaw.
- t) **“Public notice posting places”** means the notice board located in the City Hall lobby area and the City website.
- u) **“Quorum”** means:
  - (i) For a meeting of Council, the EPC or a standing committee, a majority of its members;
  - (ii) **For all other committee meetings, as defined within that committee’s Terms of Reference.**
- v) **“Unanimous”** means all members of Council.

#### 4. Application of Rules of Procedure

- 4.1 The provisions of this bylaw govern the proceedings of Council, the Engagement and Priorities Committee (“EPC”), and all other standing, select, and advisory committees of Council, as applicable.
- 4.2 In cases not provided for under this bylaw, the most recently published edition of Robert's Rules of Order Newly Revised (RONR) applies to the

- proceedings of Council, EPC, standing committees, and other advisory committees to the extent that those rules are:
- a) applicable in the circumstances;
  - b) not inconsistent with provisions of this bylaw; and
  - c) not inconsistent with the *Community Charter* or other applicable enactments.
- 4.3 The failure of Council to observe the provisions of this bylaw will not affect the validity of resolutions passed or bylaws enacted by Council as long as they are not contrary to any Act or other statute.
- 4.4 If any portion of this bylaw is held to be invalid by a Court of competent jurisdiction, such invalidity does not affect the validity of the remaining portions of this bylaw.
- 4.5 A reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time.
- 5. Suspension of Rules**
- 5.1 Any one or more of these procedures may be temporarily suspended by general consent or a majority vote of members present, except procedures which:
- a) require a unanimous vote of Council; or
  - b) cannot be suspended without violating the provisions of the *Community Charter* or the *Local Government Act*.

## **PART 2 – COUNCIL MEETINGS**

- 6. Inaugural Meeting**
- 6.1 Following a general local election, the first Council meeting will be held on the first Tuesday in November in the year of the election.
- 6.2 In accordance with section 125(2) of the *Community Charter [Council meetings]*, if a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in section 6.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

## 7. Time and Location of Meetings

- 7.1 Subject to section 7.2, Council meetings will take place within City Hall.
- 7.2 Council may meet at a location other than City Hall, provided that notice of the alternate location is posted at the public notice posting places in accordance with this bylaw.
- 7.3 Regular Council meetings will:
- a) be held on Tuesday evenings in accordance with the annual meeting schedule as approved by Council each year;
  - b) be held approximately twice monthly, except during the month of August;
  - c) begin at 7:00 P.M.; and
  - d) be adjourned by 11:00 P.M. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time as per section 34.
- 7.4 Despite section 7.3, the Mayor or Chair of a Council meeting, in consultation with the CAO, may:
- a) cancel a regular Council meeting if they determine there is insufficient business to convene the meeting, provided that two consecutive meetings are not canceled; or
  - b) reschedule a regular Council meeting to a different day, time and/or place.

## 8. Notice of Council Meetings

- 8.1 In accordance with section 127 of the *Community Charter [notice of Council meetings]*, Council will:
- a) prepare annually, on or before January 31 of each year, a meeting schedule of the dates and times of regular Council and EPC meetings;
  - b) make the meeting schedule available to the public by posting it at the public notice posting places; and
  - c) give notice of the availability of the meeting schedule on or before January 31 of each year, in accordance with section 94 of the *Community Charter [requirements for public notice]*.
- 8.2 Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer will, as soon as possible, post a notice at

the public notice posting places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

## **9. Notice of Special Meetings**

9.1 Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) of the *Community Charter [notice of Council meeting]*, the Corporate Officer will give notice of the date, time, and place of a special Council meeting at least 24 hours before the time of the meeting, by:

- a) posting a copy of the notice at the public notice posting places; and
- b) providing notice to each Council member via email.

9.2 The notice under section 9.1 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

## **10. Electronic Meetings**

10.1 A regular or special Council meeting or an EPC or other committee meeting may be conducted by electronic means.

10.2 Electronic meetings will be held in accordance with the rules established by the *Community Charter and Council Policy C106 'Electronic Council Meetings'*.

10.3 Advance public notice of

- a) the way in which the electronic meeting will be conducted, and
- b) where applicable, the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,

will be posted in the public notice posting places according to the procedures established in this bylaw for giving notice.

## **11. Electronic Participation at Hybrid Meetings**

11.1 A member may attend an in-person Council, EPC or other Council committee meeting by electronic means or other communication facilities, as available.

11.2 The following rules apply to electronic participation referred to in section 11.1:

- a) A member may not participate electronically in an in-person

- meeting more than ten (10) times per calendar year without the approval of the Chair;
- b) A member who wishes to attend an in-person meeting via electronic means must provide notice to the Chair and Corporate Officer of their intent no less than four hours in advance of the meeting;
  - c) No more than three (3) members of Council at one time may participate electronically at an in-person Council or EPC meeting, **unless approved by the Chair**;
  - d) Priority for electronic participation will be granted in order based on notification date and time;
  - e) Electronic participants will be noted in the meeting minutes as having participated electronically; and
  - f) Electronic participants who lose connectivity with the electronic platform for more than two (2) consecutive minutes during the meeting will be noted in the minutes as having left the meeting;
  - g) Electronic participants will abide by the rules established by Council Policy C106 'Electronic Council Meetings'.

### **PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

#### **12. Acting Mayor**

- 12.1 At the inaugural Council meeting following an election, Council must by resolution appoint councillors to serve on a rotating basis, in two month increments and in alphabetical order by last name, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- 12.2 The Acting Mayor must fulfill the responsibilities of the Mayor in their absence.
- 12.3 If both the Mayor and the Acting Mayor are absent from the Council meeting, the Council members present must choose a councillor to preside at the Council meeting.
- 12.4 The Acting Mayor or member chosen under section 12.1 has the same powers and duties as the Mayor in relation to the applicable matter.
- 12.5 The Acting Mayor may also serve as the chair for the EPC meetings held during that member's rotation.



- 12.6 A Council member may trade their rotation as Acting Mayor, or a portion of their rotation, with another member of Council, subject to the following conditions:
- a) both Council members concerned must be amenable to the change in the schedule;
  - b) the request must be made in writing;
  - c) the Mayor must approve the substitution; and
  - d) the Corporate Officer must be informed of the change in schedule.
- 12.7 Despite paragraph 12.6(c), a request to adjust the Acting Mayor schedule will not be unreasonably withheld.

#### **PART 4 – COUNCIL PROCEEDINGS**

##### **13. Community Charter Provisions**

- 13.1 Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*].

##### **14. Public Meetings**

- 14.1 This section applies to all meetings of Council, as well as meetings of the bodies referred to in section 93 of the *Community Charter* [*application of rules to other bodies*], including without limitation:
- a) Engagement and Priorities Committee;
  - b) standing and select committees of Council;
  - c) Board of Variance; and
  - d) other advisory bodies established by Council.
- 14.2 Except where the provisions of section 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.
- 14.3 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter* [*requirements before Council meeting is closed*] which requires the resolution to state:
- a) the fact that the meeting or part is to be closed; and

- b) the basis for closing the meeting under section 90 of the *Community Charter*.

14.4 Despite section 14.2, the Chair may expel or exclude from a Council meeting a person if the person's behaviour is deemed improper by the Chair, in accordance with section 133 of the *Community Charter* [expulsion from meetings].

## 15. Calling Meeting to Order

15.1 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, will take the chair and call the meeting to order. Where the Mayor is absent, the Acting Mayor will take the chair and call the meeting to order.

15.2 If a quorum of Council is present but the Mayor or the Acting Mayor does not attend within 15 minutes of the scheduled time for a Council meeting:

- a) the Corporate Officer will call the meeting to order, and
- b) the members present will choose a member to preside over the meeting.

## 16. No Quorum

16.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

- a) record the names of the members present, and those absent; and
- b) adjourn the meeting until the next scheduled meeting unless a special meeting is called in the meantime.

## 17. Agenda

17.1 Prior to each Council or EPC meeting, the Corporate Officer, in consultation with the Mayor and CAO, will prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.

17.2 The Corporate Officer will make the agenda available to members of Council and the public as follows:

- a) for regular Council meetings and EPC meetings, on the Friday afternoon prior to the meeting;
- b) for special meetings, except those meetings closed to the public, as

soon as is practical at the discretion of the Corporate Officer;

- c) in accordance with Council Policy C039 'Distribution of Agendas and Minutes', as amended from time to time.

17.3 Upon approval from the Mayor and/or CAO, the Corporate Officer may revise an agenda up to 24 hours before the scheduled start of the respective meeting. Any additions required after this deadline will be dealt with as late items as per section 20 of this bylaw [Late Items].

17.4 The Corporate Officer must provide a copy of a revised agenda to all Council members as soon as reasonably possible.

17.5 Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as an amendment to the agenda pursuant to section 20 [Late Items].

## 18. Notice of Motion

18.1 A councillor may submit a recommended motion for inclusion on a future agenda.

18.2 A motion as described in section 18.1 will:

- a) be submitted in writing to the Mayor and CAO;
- b) be contained within a report written by the councillor, using the form prescribed by the Corporate Officer, and will include relevant background and explanatory information;
- c) make a clear recommendation for Council action;
- d) be signed by the mover and seconder of the recommended motion; and
- e) be placed on an agenda by the CAO as soon as reasonably possible.

18.3 At the meeting at which a notice of motion is scheduled for consideration:

- a) only the mover or seconder of the motion may make introductory remarks; and
- b) after the motion is moved and seconded, it may be debated and voted on by Council.

18.4 At the CAO's discretion, a staff report may be included to supplement the Councillor report.

## 19. Order of Business

19.1 The agenda for all regular Council meetings will contain the following sections, as applicable, in the order in which they are listed below:

- a) Call to Order
- b) Late Items
- c) Approval of Agenda
- d) Announcements
- e) Public Hearings
- f) Question and Comment Period
- g) Adoption of Minutes
- h) Celebrate Pitt Meadows
- i) Delegations and Presentations
- j) Consent Agenda
- k) Reports
- l) Bylaws and Permits
- m) Council Liaison Reports
- n) Notice of Closed Meeting
- o) Question and Comment Period
- p) Adjournment

19.2 The agenda for all regular EPC meetings will contain the following sections, as applicable, in the order in which they are listed below:

- a) Call to Order
- b) Late Items
- c) Approval of Agenda
- d) Adoption of Minutes
- e) Delegations and Presentations
- f) Committee Minutes and Reports
- g) Current Priorities
- h) Emerging Strategies/Issues
- i) Adjournment

19.3 At their discretion, the Corporate Officer may delete a section from an agenda where there are no business matters to discuss under that section.

19.4 Particular business at a Council or EPC meeting will be taken up in the order in which it is listed on the agenda unless otherwise determined by Council, by general consent or resolution.

19.5 The agenda will include all correspondence, reports and background information pertinent to the topics listed on the agenda.

## 20. Late Items

20.1 An item of business not included on the agenda must not be considered at a Council or EPC meeting unless introduction of the late item is approved by a majority vote of members present at the time allocated on the agenda for such matters.

20.2 If Council makes a resolution under section 20.1, information pertaining to the late item(s) must be distributed to the members and the public.

20.3 The Corporate Officer will inform Council, during the time allocated on the agenda for Late Items, of any agenda items that have been canceled or postponed, with a brief explanation provided.

## 21. Public Engagement

21.1 Opportunities for public engagement will be provided:

- a) at every regular Council meeting during each 'Question & Comment Period'; and
- b) at every EPC meeting as part of each agenda item, not including Call to Order, Late Items, Approval of Agenda, or Adoption of Minutes.

21.2 Protocol for public engagement at Council and EPC meetings is established by Council Policy C107 'Public Engagement at Council Meetings'.

## 22. Consent Agenda

22.1 Items will be grouped together under the Consent Agenda section that, in the opinion of the Mayor and/or CAO, require little or no discussion or debate.

22.2 Items which may be included in the Consent Agenda are:

- a) minutes;
- b) correspondence;
- c) reports for information; and
- d) other items for which debate is not expected.

22.3 Consent Agenda items will be dealt with through one resolution of Council to receive the items into the record, unless a member wishes to comment, debate, and/or register a vote against an item, and therefore requests that it be pulled.

22.4 If a member requests that an item be pulled from the Consent Agenda, it must be pulled.

22.5 Pulled items will be discussed, debated, and voted on separately.

**23. Voting at Meetings**

23.1 The following procedures apply to voting at Council meetings:

- a) When debate on a matter is closed, the Chair must put the matter to a vote of Council members;
- b) When Council is ready to vote, the Chair will put the matter to a vote by calling the question by saying:
  - (i) "Those in favour?" and then,
  - (ii) "Those opposed?"
- c) When the Chair is putting the matter to a vote, a member must not:
  - (i) cross or leave the room;
  - (ii) make a noise or other disturbance; or
  - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- d) After the Chair puts the question to a vote, a member must not speak to the question or make a motion concerning it;
- e) The Chair's decision about whether a question has been finally put is conclusive;
- f) Whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand;
- g) The Chair must declare the result of the voting by stating that the motion was carried or defeated;

- h) Should a member refrain from voting when a question is put, the member will be regarded as having voted in the affirmative and the member's vote will be counted accordingly;
- i) The Corporate Officer must record all dissenting votes either for or against a question.

## 24. Delegations

- 24.1 Delegations will be scheduled in accordance with the '*Delegations Before Council*' Policy C010, as amended from time to time.

## 25. Points of Order

- 25.1 The Chair must preserve order and, subject to an appeal, decide points of order that may arise.
- 25.2 Without limiting the Chair's duty under section 132(1) of the *Community Charter [authority of Chair]*, the Chair must apply the correct procedure to a motion:
  - a) if the motion is contrary to the rules of procedure in this bylaw; and
  - b) whether or not another Council member has raised a point of order in connection with the motion.
- 25.3 When the Chair is required to decide a point of order:
  - a) the Chair must cite the applicable rule or authority if requested by another Council member; and
  - b) another member must not question or comment on the rule or authority cited by the Chair under section 25.3(a).

## 26. Conduct and Debate

- 26.1 A member may speak to a question or motion at a meeting only if that member is first given the floor by the Chair.
- 26.2 Members must address the Chair by that person's title of Mayor, Acting Mayor, or Chair.
- 26.3 Members must address other non-chairs by the title of Councillor or Mayor, as applicable.
- 26.4 A member must not interrupt another member who is speaking, except:

- a) to raise a point of order, as per section 25; or
  - b) to raise a matter of privilege, as per section 32.
- 26.5 If more than one member requests the floor, the Chair must call on the member who, in the Chair's opinion, requests the floor first.
- 26.6 When debating a motion, the Chair will speak last, other than opening or preliminary comments to introduce the motion.
- 26.7 Members who are called to order by the Chair:
- a) must immediately stop speaking;
  - b) may explain their position on the point of order; and
  - c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of Chair]*.
- 26.8 Members speaking at a Council meeting:
- a) must use respectful language;
  - b) must not use offensive gestures or signs;
  - c) must speak only in connection with the matter being debated;
  - d) must adhere to:
    - (i) the rules of procedure established under this bylaw;
    - (ii) the Council Code of Conduct Policy C100; and
    - (iii) the decisions of the Chair and Council pertaining to the rules and points of order.
- 26.9 If a member does not adhere to section 26.8, the Chair may order the member to leave the member's seat; and
- a) if the member refuses to leave, the Chair may cause the member to be removed from their seat by a peace officer; and
  - b) if the member apologizes to Council, Council may, by general consent or resolution, allow the member to retake their seat.
- 26.10 A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- 26.11 The following rules apply to limit speech on matters being considered at a Council meeting:
- a) a member may speak more than once in connection with the same



question only:

- (i) with the permission of the Chair; and
  - (ii) after all members have been given the opportunity to speak for the first time;
- b) a member who has made a substantive motion to Council may reply to the debate; and
  - c) the Chair may set a time limit and the number of times that a member may speak on the same question or motion.

26.12 When a member wishes to leave the Council Chamber:

- a) they will advise the Chair and be excused; and
- b) their absence and return, if applicable, will be noted by the Corporate Officer, or designate, in the minutes.

26.13 The Chair may make a motion, second a motion and/or debate a motion while presiding during the meeting.

## 27. Conflict of Interest

27.1 In accordance with section 100 of the *Community Charter [disclosure of conflict]*, if a member attending a meeting considers that they have a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why they consider this to be the case.

27.2 After making the declaration, it is the member's responsibility to ensure that they do not:

- a) remain at or attend any part of a meeting when the matter is under consideration;
- b) participate in any discussion of the matter at such meeting;
- c) vote on a question in respect of the matter at such meeting; or
- d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.

27.3 When a declaration is made, the Corporate Officer will record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.

## 28. Motions Generally

- 28.1 A motion may only be debated and voted on if it is first moved by a member and then seconded by another member.
- 28.2 At the discretion of the Chair, a motion may be prefaced by a short explanation of the matter or a member can first request information or advice from the Chair in crafting a potential motion with respect to the matter.
- 28.3 A member may make only the following subsidiary motions when a main motion is on the floor:
- a) to lay on the table (postpone the question to later in the meeting) in order to consider a more urgent item;
  - b) to call for the vote on the main question or main question as amended;
  - c) to adjourn the debate;
  - d) to defer (postpone) indefinitely or to a certain time;
  - e) to refer to staff, a committee or another person or group for consideration or further information; or
  - f) to amend the main motion.
- 28.4 A subsidiary motion listed in section 28.3 has precedence over those subsidiary motions listed after it, and always has precedence over the main motion.
- 28.5 A subsidiary motion made under sections 28.3(a) to (d) is not amendable or debatable, with the exception that a motion to defer (postpone) to a certain time is debatable only as to the time and reasons for the deferral, and is amendable only as to the time to which the deferral refers.
- 28.6 If requested by a member, Council must vote separately on each distinct part of a motion that is under consideration at a Council meeting, and in such circumstances a new mover and seconder are not required.
- 28.7 A member may propose a motion to refer or defer with respect to either:
- a) a matter which is on the agenda of a Council meeting but on which a motion has not yet been made; or
  - b) a motion which is on the floor.

- 28.8 When a motion has been moved by a member and seconded by another member, it is deemed to be in the possession of Council, and such a motion:
- a) may only be withdrawn with the general consent of the members present; and
  - b) may not be withdrawn after it has been voted on by Council.

28.9 Motions that have been withdrawn by Council will not be recorded in the minutes.

## **29. Motion for Main Question**

29.1 In this section, "main question", in relation to a matter, refers to the motion that first brought the matter before Council.

29.2 At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

- a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
- b) if the motion for the main question, or for the main question as amended, is decided in the negative, Council may again debate the question, or proceed to other business.

## **30. Amendments Generally**

30.1 A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

30.2 The amendments permitted may take the form of deletion, addition, or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Chair, affect the intent of the original motion.

30.3 A proposed amendment must be reproduced in writing by the mover if requested by the Chair.

30.4 A proposed amendment must be decided, or withdrawn by the mover, before the main motion being considered is put to a vote, unless there is a call for the main question.

30.5 An amendment may be amended once only.

- 30.6 An amendment that has been defeated by a vote of Council cannot be proposed again.
- 30.7 A member may propose an amendment to an adopted amendment.
- 30.8 The Chair must call the question on a motion which has been amended in the following order:
- a) a sub-amendment;
  - b) an amendment to the original motion;
  - c) the original motion.
- 30.9 A 'friendly amendment', which is an amendment that changes the main motion in an insignificant way and does not change the intent, need not be voted on separately from the main motion, but rather will be incorporated into the main question with the general consent of Council.

### **31. Reconsideration**

- 31.1 In accordance with section 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]*, the Mayor may at any time within 30 days of the vote, require Council to reconsider and vote again on a matter that was the subject of a vote.
- 31.2 A member who voted with the majority either for or against a motion, may, at any time within one month of the vote, introduce a motion to reconsider the matter, following the procedures established in section 18 [Notice of Motion].
- 31.3 A motion under section 31.2 must be introduced as a scheduled agenda item.
- 31.4 Council must not discuss the main matter referred to in section 31.2 unless a motion to reconsider that matter is adopted by a majority vote.
- 31.5 Council may only reconsider a matter that has not:
- a) had the approval or assent of the electors and been adopted;
  - b) been already reconsidered pursuant to this section or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; or
  - c) been acted on by an officer, employee, or agent of the City.
- 31.6 If a motion to reconsider is defeated, the subject matter of the motion may not be open for consideration by Council within six months except

by way of a new and substantially different motion, subject to the Mayor's authority to require Council's reconsideration of a matter under the *Community Charter*.

## **32. Privilege**

32.1 In this section, a matter of privilege refers to any of the following motions:

- a) fix the time at which to adjourn;
- b) adjourn;
- c) recess;
- d) raise a question of privilege of Council; or
- e) raise a question of privilege of a member.

32.2 A matter of privilege must be immediately considered when it arises at a Council meeting.

32.3 A matter of privilege listed in section 32.1 takes precedence over those matters listed after it.

## **33. Reports from Committees**

33.1 Council may take any of the following actions in connection with a resolution it receives from a committee:

- a) agree or disagree with the resolution;
- b) amend the resolution;
- c) refer the resolution back to the committee or to staff; or
- d) postpone consideration of the resolution.

## **34. Adjournment**

34.1 A Council or EPC meeting must be adjourned by 11:00 p.m. unless Council passes a resolution by majority vote of members present to proceed beyond that time.

## **35. Minutes**

35.1 This section applies to the minutes of the meetings of Council, the EPC, and standing committees.

- 35.2 Minutes of a meeting must be:
- a) legibly recorded;
  - b) certified as correct by the Corporate Officer; and
  - c) signed by the Mayor or Chair of the respective meeting, or by the member chairing the meeting at which the minutes are adopted.
- 35.3 The Corporate Officer may make minor amendments to approved minutes including, but not limited to:
- a) typographical errors;
  - b) sequential numbering errors;
  - c) grammatical errors; or
  - d) completing missing information.
- 35.4 The names of the members who moved and seconded a motion will not be recorded in the minutes.
- 35.5 All votes on motions will be recorded as either carried or defeated, as applicable, with the names of members who voted on the non-prevailing side, recorded in the minutes.

## **36. Minutes of Other Committees**

- 36.1 This section applies to the minutes of the meetings of select and other advisory committees.
- 36.2 Minutes of a committee meeting must be:
- a) legibly recorded; and
  - b) certified as correct by the Corporate Officer or their designate upon adoption by the committee.
- 36.3 The Corporate Officer or their designate may make minor amendments to approved minutes including, but not limited to:
- a) typographical errors;
  - b) sequential numbering errors;
  - c) grammatical errors; or
  - d) completing missing information.
- 36.4 The names of the members who moved and seconded a motion will not be recorded in the minutes.

- 36.5 All votes on motions will be recorded as either carried or defeated, as applicable, with the names of members who voted on the non-prevailing side recorded in the minutes.

## **PART 5 – BYLAWS**

### **37. Copies to Council Members**

- 37.1 A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **38. Form of Bylaws**

- 38.1 A bylaw introduced at a Council meeting must:
- a) be printed or circulated electronically;
  - b) have a distinguishing name and number;
  - c) contain an introductory statement of purpose; and
  - d) be divided into sections.

### **39. Consideration Separately or Jointly**

- 39.1 Council must consider a proposed bylaw at a Council meeting either:
- a) separately when directed by the Chair or requested by another Council member; or
  - b) jointly with other proposed bylaws in the sequence determined by the Chair.

### **40. Reading and Adopting Bylaws**

- 40.1 The Chair of a Council meeting may:
- a) have the Corporate Officer, or designate, read a synopsis of each proposed bylaw or group of proposed bylaws; and then
  - b) request a motion that the proposed bylaw or group of bylaws be read.
- 40.2 The readings of the bylaw may be given by stating its title and number.

- 40.3 A proposed bylaw may be debated and amended at any time during the first three readings, subject to any statutory restrictions.
- 40.4 Subject to section 40.5, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- 40.5 In accordance with section 477 of the *Local Government Act [adoption procedures for official community plan]*, each reading of an official community plan bylaw must receive an affirmative vote of a majority of all Council members.
- 40.6 In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, and subject to section 465 of the *Local Government Act [public hearing procedures]*, Council may give up to three readings to a proposed bylaw at the same Council meeting.
- 40.7 Bylaws that require statutory public hearings prior to their adoption will only be read for the first time, or the first and second time, prior to the holding of the public hearing.
- 40.8 In accordance with section 135(3) of the *Community Charter [requirements for passing bylaws]*, there must be at least one day between the third reading and the adoption of the bylaw unless otherwise provided by provincial legislation.
- 40.9 Despite section 40.8, and in accordance with sections 477 *[adoption procedures for official community plan]* and 480 *[adoption of municipal zoning bylaw]* of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

## 41. Signing of Bylaws

- 41.1 After a bylaw is adopted:
- a) the Corporate Officer will record on the last page:
    - (i) the dates of its readings and adoption;
    - (ii) the dates of required public notice, if applicable;
    - (iii) the date of a required public hearing, if applicable; and
    - (iv) the date of Ministerial approval or approval of the electorate, if applicable;
  - b) it must be signed by the Corporate Officer and the Chair of the Council meeting at which it was adopted (as per section 135 of the



- Community Charter [requirements for passing bylaws];* and
- c) the Corporate Officer must place it in the City's records for safekeeping.

## **PART 6 – ENGAGEMENT & PRIORITIES COMMITTEE**

### **42. EPC Terms of Reference**

- 42.1 The Engagement and Priorities Committee (“EPC”) is a committee of the whole of Council, established to:
- a) provide an informal environment in which Council, staff and invited guests can discuss current and emerging priorities in a more in-depth and iterative manner;
  - b) create a place for advisory committees to have direct access, engagement and dialogue with Council and staff; and
  - c) broaden public engagement opportunities on current and emerging priorities.

### **43. EPC Meetings**

- 43.1 Unless otherwise stated, all proceedings related to Council meetings as detailed in PART 4 [Council proceedings] of this bylaw apply to EPC meetings, as applicable.
- 43.2 Regular EPC meetings will be:
- a) scheduled approximately once monthly, except for August, between regular Council meetings;
  - b) typically held on Tuesday evenings at 7:00 pm at City Hall; and
  - c) held in accordance with the annual meeting schedule as approved by Council each year.
- 43.3 Despite section 43.2, the Mayor or Chair of an EPC meeting, in consultation with the CAO, may cancel, postpone, or reschedule an EPC meeting, or change the location of an EPC meeting, from time to time, as required.

### **44. Notice of EPC Meeting**

- 44.1 Notice of regular EPC meetings will be given annually as per section 8 [Notice of Council meetings] of the bylaw.

44.2 Notice of special EPC meetings will be given as per section 9 [Notice of special meetings] of this bylaw.

44.3 Where changes are made to the date, time or place of a scheduled EPC meeting, or if an EPC meeting is canceled, the Corporate Officer will, as soon as possible, post a notice at the public notice posting places indicating the changes.

#### **45. Chair of EPC Meeting**

45.1 Any Council member may chair an EPC at the discretion of the Mayor.

#### **46. EPC Meeting Conduct and Debate**

46.1 A member may speak any number of times on the same question as long as they are presenting new information, questions or perspectives.

46.2 A member should not speak longer than a total of 5 minutes on any one question.

46.3 The EPC cannot make decisions on City business but may direct staff, refer to a committee or other body, or make recommendations to Council for consideration at a regular or special Council meeting.

### **PART 7 – OTHER COMMITTEES**

#### **47. Standing Committees**

47.1 In accordance with section 141 of the *Community Charter [standing committees of Council]*, the Mayor may:

- a) establish standing committees for matters they consider would be better regulated and managed by a committee; and
- b) appoint the members of the standing committee, including a Chair and Vice-Chair.

47.2 When established, standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:

- a) matters that are related to the general subject indicated by the name of the committee;
- b) matters that are assigned by Council; and

- c) matters that are assigned by the Mayor.

47.3 Standing committees must report and make recommendations to Council at all of the following times:

- a) in accordance with the schedule of the committee's meetings; and
- b) on matters that are assigned by Council or the Mayor,
- c) as required by Council or the Mayor; or
- d) at the next Council meeting if the Council or Mayor does not specify a time.

47.4 All proceedings related to Council meetings as detailed in PART 4 [Council proceedings] of this bylaw apply to standing committees, as applicable.

#### **48. Select and Other Advisory Committees**

48.1 Council may establish and appoint select or other advisory committees in accordance with the City Committees Policy C102 and section 142 of the *Community Charter [select committees of council]*.

48.2 All proceedings related to Council meetings as detailed in PART 4 [Council proceedings] of this bylaw apply to select and other advisory committee meetings, as applicable.

48.3 Select and other advisory committees established by Council will:

- a) consider, inquire into, report to, and make recommendations to Council about the matters referred to the committee by Council; and
- b) operate within their established Terms of Reference and in accordance with the City Committees Policy C102.

#### **49. Attendance, Debate and Voting**

49.1 Council members who are not members of a standing, select or other advisory committee of Council may attend the meetings of such committees.

49.2 Council members attending a meeting of a standing, select or other advisory committee, of which they are not a member may participate in the discussion only with the permission of the committee Chair.

49.3 Council members attending a meeting of a standing, select or other advisory committee of which they are not a member must not vote on a question.

**READ** a FIRST, SECOND and THIRD time on March 7, 2023.

**NOTICE OF INTENTION TO ADOPT** published on March 24 and 31, 2023.

**ADOPTED** on [DATE].

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Nicole MacDonald  
Mayor

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Kate Barchard  
Corporate Officer

## Tanya Barr

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**From:** Clerks - City of Pitt Meadows  
**Subject:** FW: Council Procedure Bylaw -- Suggestion to allow for more Public Input and Engagement

**From:** Richard Boulton [REDACTED] FIPPA s.22  
**Sent:** Tuesday, March 28, 2023 5:46 PM  
**To:** Clerks - City of Pitt Meadows <clerks@pittmeadows.ca>  
**Subject:** Council Procedure Bylaw -- Suggestion to allow for more Public Input and Engagement

**WARNING:** This email originated from outside of the organization. Do not click links, open attachments or reply, unless you recognize the sender and know the content is safe.

To whom it may concern,

Please disregard my previous email as not everything I had copied and edited came through when I was cutting and pasting the following:

Public input (a) A period of thirty minutes will be made available on each regular Council meeting agenda for public input.

(b) An individual shall not speak more than once at the meeting or for a period longer than three minutes. No person shall speak on a bylaw that is subject of a closed public hearing and which has not yet been adopted. No person shall speak on an item that is, or has been the subject of a public participation process.

(c) Speakers shall sign up in advance by email or telephone through the Municipal Clerk between the time the agenda is made public on Friday, four days prior to the meeting, and 3:00 pm on the day of the meeting and providing their name and the subject they wish to speak on.

(i) The speakers list shall be on a first come, first served basis.

(ii) Individuals must sign up directly as one person cannot sign up on behalf of another.

(iii) An individual may claim only one speaking slot.

(iv) Priority will be given to speakers speaking on reports from council or staff over those speaking on items not on the agenda.

(v) Where those on the speakers list have spoken and the allotted thirty minutes has not been filled, the Mayor may ask for speakers from the virtual and in person

galleries, under the same rules as in this section, to fill any remaining time in the designated thirty minute period.

(d) Speakers wishing to speak on Reports from Council or Staff may sign up to speak during the thirty minute public input period or during the meeting at the time when the report is on the floor. Speakers speaking at the time when a report is on the floor will be limited to one in support of the matter and one opposed to the matter.

(i) Speakers wishing to speak on a items not on the agenda will only be permitted during the thirty minute public input period if time permits.

(e) Council members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.

(f) Following a speaker Council may refer an issue to staff for a report or refer the issue to a committee.

Best regards,

Richard Boulton  
Pitt Meadows Resident

# Strategic Priorities Quarterly Report

January - March (Q1) 2023

| PRIORITY                                                                                                                                                        | OPERATIONAL STRATEGIES                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Principled Governance</b><br/>Community Voice • Regional Relationships • Katzie First Nation • Fiscal Stewardship &amp; Accountability</p>                | <ol style="list-style-type: none"> <li>1. Katzie First Nation Relationship</li> <li>2. Katzie First Nation Service Agreements / Secondary Access</li> <li>3. Council Orientation</li> <li>4. Council to Council Meetings</li> </ol>                                                                                                                                                                                                                                       |
| <p><i>Council Advocacy</i></p>                                                                                                                                  | <ul style="list-style-type: none"> <li>• <i>Lougheed Corridor Transportation Upgrades</i></li> <li>• <i>CP Logistics Park Opposition</i></li> <li>• <i>Golden Ears Roundabout Infrastructure Improvements (TransLink)</i></li> <li>• <i>KFN Secondary Access (province and TransLink)</i></li> <li>• <i>CP Rail Corridor Emissions Standards</i></li> <li>• <i>CP Noise &amp; Vibration Existing Exceedances</i></li> </ul>                                               |
| <p><b>Balanced Economic Prosperity</b><br/>Business Vitality • Agriculture • Affordability • Employment • Tourism • Airport</p>                                 | <ol style="list-style-type: none"> <li>1. Golden Ears Business Park 3 &amp; 4</li> <li>2. Metro Vancouver Affordable Housing Detail Design</li> <li>3. Economic Development Strategy Review &amp; Update</li> <li>4. Agricultural Plan</li> </ol>                                                                                                                                                                                                                         |
| <p><b>Community Spirit and Wellbeing</b><br/>Pride &amp; Spirit • Health &amp; Safety • Wellness • Natural Environment • Housing Diversity</p>                  | <ol style="list-style-type: none"> <li>1. PoCo Mutual Aid Agreement</li> <li>2. Transition to Independent RCMP Detachment</li> <li>3. CP Logistics Park Opposition Strategy</li> <li>4. Trail Signage</li> <li>5. Firefighter Recruitment</li> <li>6. Family Day Event</li> <li>7. Pop Up Art Gallery</li> <li>8. Housing Needs Assessment Update</li> <li>9. Mitchell Park Playground Replacement Engagement</li> <li>10. Parks Bylaw Update</li> </ol>                  |
| <p><b>Transportation &amp; Infrastructure Initiatives</b><br/>Infrastructure • Investments • Improved Transportation • Active Transportation • Preparedness</p> | <ol style="list-style-type: none"> <li>1. Fire Hall Replacement Project</li> <li>2. Police Detachment – Design and Tender</li> <li>3. Road &amp; Rail Improvements – Underpass</li> <li>4. Airport Way Sound Attenuation Wall - Survey</li> <li>5. Active Transportation Network Review</li> <li>6. Airport Way Widening &amp; Improvements</li> <li>7. Art Gallery Relocation</li> <li>8. Harris Park Washroom Facility Design</li> <li>9. PMAP Design Tender</li> </ol> |

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10. Harris Rd Park Design Tender
  11. Aquatics Feasibility Tender
  12. PMFRC Design Tender
  13. Rose Grabenhorst Garden Design
  14. Culvert Condition Assessment
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### Corporate Excellence

Corporate Culture • Employee  
Excellence • Responsiveness •  
Accountability • Resources

1. IT Cyber-Security Recommendations Implementation
  2. Equity, Diversity & Inclusion (EDI)
  3. 2022 Year End Audit
  4. Microsoft 365 Road Mapping Project
  5. Water Conservation
  6. Fees & Charges Policy Review
  7. Asset Management Plan Update
  8. DCC Review
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