



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

Tuesday, November 7, 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 ḡíçəý (Katzie) First Nation

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

Pages

A. CALL TO ORDER

B. LATE ITEMS

C. APPROVAL OF AGENDA

Recommended Motion:

THAT the agenda for the November 7, 2023, Regular Meeting of Council be approved.

D. ANNOUNCEMENTS

D.1 Indigenous Veterans Day - November 8

Council to recognize the annual event that celebrates the Indigenous Veterans who have served Canada.

E. 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.

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.

F. ADOPTION OF MINUTES

Recommended Motion:

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

F.1 October 24, 2023, Regular Meeting of Council

6

G. CONSENT AGENDA

Recommended Motion:

THAT the following item be received into the record:

G.1 Adoption Awareness Month

12

Email correspondence from Mitzi Dean, Minister of Children and Family Development, dated October 31, 2023, requesting Council recognize November as Adoption Awareness Month in an effort to raise awareness for children and youth still waiting for permanent families.

H. REPORTS

H.1 Municipal Approving Officer

14

Mark Roberts, Chief Administrative Officer, to provide an overview of the Appointment of an Approving Officer for the City of Pitt Meadows.

Recommended Motion:

THAT Council:

- A. Appoint Patrick Ward, Director of Planning and Development, as the Municipal Approving Officer for the City of Pitt Meadows pursuant to Section 77 of the *Land Title Act*; OR
- B. Other.

H.2 2023 Third Quarter Report to the Community

17

Mark Roberts, Chief Administrative Officer, to provide an overview of the of priority topic areas and positive news stories for the period of July 1 to September 30, 2023.

Recommended Motion:

THAT Council:

- A. Receive for information the 2023 Third Quarter Report to the Community highlighting the work and accomplishments of the City from July 1 to September 30, 2023; OR
- B. Other.

H.3 Good Governance Policy C109

21

Tanya Barr, Acting Corporate Officer, to provide an overview of a 'Good Governance' Policy for Council's consideration and approval.

Recommended Motion:

THAT Council:

- A. Approve the 'Good Governance' Policy C109 as presented at the November 7, 2023 Council Meeting; AND
- B. Repeal 'Policy Administration & Evaluation' Policy C065; OR
- C. Other.

H.4 2023 Eight (8) Month Budget Variance Review

28

Laura Barroetavena, Director of Financial Services, to provide Council with the 2023 forecasted operating and capital budget estimates.

Recommended Motion:

THAT Council:

- A. Direct staff to prepare an amended 2023 – 2027 Financial Plan Bylaw reflective of the information contained in the tables included in Attachment A of the '2023 Eight Month Budget Variance Review' report dated October 30, 2023; OR
- B. Other.

H.5 Leases and Licenses to Occupy Municipally Owned Property Update

36

Laura Barroetavena, Director of Financial Services, to provide an overview of the proposed amendments to Council Policy C040 'Leases and Licenses to Occupy Municipally Owned Property'.

Recommended Motion:

THAT Council:

- A. Approve the amendments to Council Policy C040 'Leases and Licenses to Occupy Municipally Owned Property' as presented at the November 7, 2023 Council meeting; OR
- B. Other.

I. BYLAWS & PERMITS

I.1 Growing Communities Reserve Fund Establishment Bylaw

47

Laura Barroetavena, Director of Financial Services, to provide an overview of a new reserve fund for the Growing Communities grant received from the Provincial Government in 2023.

Recommended Motion:

THAT Council:

- A. Grant first, second, and third readings to the Growing Communities Reserve Fund Bylaw No. 2967, 2023 as presented at the November 7, 2023 Council Meeting; OR
- B. Other.

I.2 Development Application Fee Bylaw and Residential Community Amenity Contribution Policy Update

55

Patrick Ward, Director of Planning & Development, to provide an overview of amendments to the Development Application Fee Bylaw No. 2629, 2013 as well as proposed updates to the contribution rates in the Residential Community Amenity Contribution Policy C091.

Recommended Motion:

THAT Council:

- A. Grant first, second and third readings to Development Application Fee Bylaw Amendment Bylaw No. 2963, 2023 as presented at the November 7, 2023 Council Meeting; AND
- B. Approve the amendments to 'Council Policy C091 Residential Community Amenity Contributions' as presented at the November 7, 2023 Council Meeting; OR
- C. Other.

I.3 Development Permit Amendment for Meadowtown Shopping Centre Expansion

69

Patrick Ward, Director of Planning and Development, to provide an overview of the proposed Development Permit Amendment for an expansion to Meadowtown Shopping Centre at 19800 Lougheed Highway.

Recommended Motion:

THAT Council:

- A. Approve issuance of Development Permit Amendment No. 2002-005-014, to permit an expansion to Meadowtown Shopping Centre; OR
- B. Other.

J. COUNCIL LIAISON REPORTS

K. 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.

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.

L. COUNCIL PRIORITIES

114

For reference only, a current copy of the Strategic Priorities Quarterly Report reflecting Council's priorities and respective operational strategies.

M. ADJOURNMENT



Minutes of the Regular Meeting of Pitt Meadows City Council

October 24, 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:

K. Busby, Faulknerbrowns Architects

Staff:

M. Roberts, Chief Administrative Officer
T. Barr, Acting Corporate Officer
D. Chamberlain, Director of Parks, Recreation, & Culture
S. Drolet, Fire Chief
J. Hart, Manager of Major Projects
T. McCaw, Acting Deputy Corporate Officer
C. McDowell, Manager of Recreation & Culture
A. Messner, Manager of Parks
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  (Katzie) First Nation.

B. LATE ITEMS

None.

C. APPROVAL OF AGENDA

It was **MOVED** AND **SECONDED** THAT the agenda for the October 24, 2023, Regular Meeting of Council be approved.

CARRIED

D. QUESTION AND COMMENT PERIOD

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

- Caroline Murphy, Pitt Meadows – Regarding options for the community pool as well as concern for the GHG emissions and impacts. [By email: Attachment 1].

E. ADOPTION OF MINUTES

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

- E.1 October 17, 2023, Special (Pre-Closed) Meeting of Council
- E.2 October 17, 2023, Regular Meeting of Council

CARRIED

F. DELEGATIONS AND PRESENTATIONS

F.1 Aquatics Feasibility Study Report

Kate Busby, Faulknerbrowns Architects, provided a presentation on the recently completed Aquatics Feasibility Study Report including:

- Options based on the size of the community;
- An overview of public engagement and email survey responses;
- Estimated costs per family for lass Class D estimates;
- Grants and partnership opportunities; and
- An overview of next steps.

Council members participated in a roundtable discussion.

No motions were considered.

G. CONSENT AGENDA

It was **MOVED** and **SECONDED** THAT the following items be received into the record:

- G.1 Ridge Meadows RCMP - An Open Letter from the Officer-In-Charge
- G.2 Letter to the Minister of Housing, Infrastructure and Communities
- G.3 Letter to the Minister of Transport
- G.4 Letter to the Ministry of Transportation and Infrastructure ("MOTI")
- G.5 Letter to the Vancouver Fraser Port Authority

Items G.2, G.3, G.4 and G.5 were PULLED for discussion. Following the discussion, the question was called on the main motion and it was:

CARRIED

H. REPORTS

H.1 Community Emergency Preparedness Fund – Volunteer and Composite Fire Departments Equipment and Training Grant Application Approval

Stephane Drolet, Fire Chief, provided an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Direct Staff to make an application to the Community Emergency Preparedness Fund – Volunteer and Composite Fire Departments Equipment and Training Grant, in the amount of \$30,000 to deliver specialized training and equipment to members of Pitt Meadows Fire & Rescue Service.

CARRIED

H.2 Rezoning Application to Permit a New Cannabis Retail Store at 112 – 19150 Loughheed Highway

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. Direct the applicant to host a Development Information Meeting regarding the application to permit retail cannabis sales at 112 – 19150 Loughheed Highway.

CARRIED

Councillor Hayes and Councillor O'Connell voted in the negative.

H.3 Introductory Report - Rezoning Text Amendment at 17430 Kennedy 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. Reject the application to rezone the property at 17430 Kennedy Road to allow for residential use.

CARRIED

H.4 Presentation Schedule for the 2024 Corporate Business Plan

Mark Roberts, Chief Administrative Officer, provided an overview of the Staff Report.

Council participated in a roundtable discussion.

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

- A. Receive for information the October 3, 2023 Staff Report titled "Presentation Schedule for the 2024 Corporate Business Plan".

CARRIED

H.5 Q4 2023 Strategic Priorities Quarterly Report

Mark Roberts, Chief Administrative Officer, provided an overview of the Staff Report.

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

- A. Approve the operational strategies for Q4 2023 as presented to Council on October 24, 2023.

CARRIED

H.6 2024 Council Meeting Schedule

Tanya Barr, Acting Corporate Officer, provided an overview of the Staff Report.

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

- A. Approve the 2024 Council Meeting Schedule as presented at the October 24, 2023 Council meeting; AND
- B. Direct staff to publish the 2024 Council Meeting Schedule and give notice of the availability of the schedule as per section 127 of the *Community Charter*.

CARRIED

I. BYLAWS & PERMITS

I.1 Inter-municipal Business Licence Amendment Bylaw

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

- A. Adopt Inter-municipal Business Licence Amendment Bylaw No. 2965, 2023; AND
- B. Authorize the Corporate Officer to execute the Inter-municipal Business Licence Agreement.

CARRIED

J. COUNCIL LIAISON REPORTS

Council provided updates on recent community involvement and events.

K. QUESTION AND COMMENT PERIOD

- Applicant, Coquitlam - regarding 17430 Kennedy Road and their intentions for food production.

L. COUNCIL PRIORITIES

M. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

Signed and certified as correct:

Nicole MacDonald, Mayor

Tanya Barr, Acting Corporate Officer

Tanya Barr

Subject: FW: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

From: Kerrie Dykeman <KDykeman@pittmeadows.ca>

Sent: Tuesday, October 31, 2023 12:22 PM

To: COUNCIL (Inc Mayor & CAO) - Internal Only <COUNCIL.Inc.Mayor&CAO@pittmeadows.ca>

Subject: FW: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref: 282965

Your Worship Mayor Nicole MacDonald and Council
Pitt Meadows
E-mail: info@pittmeadows.ca

Dear Mayor MacDonald and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

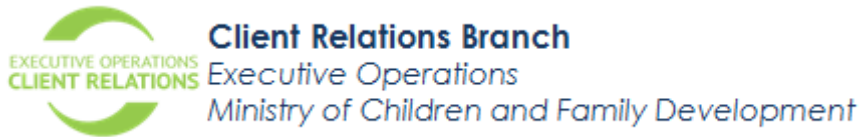
- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:

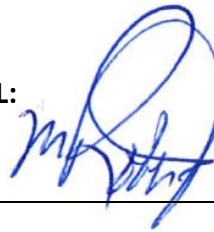


This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

FILE: 01-0570-01/23

REPORT DATE: October 19, 2023 **MEETING DATE:** November 07, 2023
TO: Mayor and Council
FROM: Mark Roberts, Chief Administrative Officer
SUBJECT: Municipal Approving Officer

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Appoint Patrick Ward, Director of Planning and Development, as the Municipal Approving Officer for the City of Pitt Meadows pursuant to Section 77 of the *Land Title Act*; OR
 - B. Other.
-

PURPOSE

To appoint an Approving Officer for the City of Pitt Meadows.

☐ Information Report ☒ Decision Report ☐ Direction Report

DISCUSSION

Background:

The role of the Municipal Approving Officer is to make decisions regarding subdivision approval. The Approving Officer is appointed by Council with the responsibility to independently apply provincial statutes and local bylaws regarding subdivision, and uses their own discretion in making those decisions about subdivision approvals. The Approving Officer is a statutory official with separate and independent jurisdiction from Council. It is the responsibility of the Approving Officer to ensure that subdivisions are in accordance with provincial legislation, regulations and City of Pitt Meadows bylaws.

The City's typical structure is one Approving Officer and two Deputy Approving Officers which has proven to provide sufficient expertise and coverage. The role of Approving Officer is currently vacant. The roles of Deputy Approving Officer are currently held by the Director of Engineering and Operations, Samantha Maki, and the Manager of Planning, Colin O'Byrne.

Relevant Policy, Bylaw or Legislation:

Section 77 of the *Land Title Act* states:

77 (1) For land within a municipality, the municipal council must appoint a person as an approving officer.

(2) An approving officer appointed under this section must be

(a) the municipal engineer,

(b) the chief planning officer,

(c) some other employee of the municipality appointed by the municipal council, or

(d) a person who is under contract with the municipality.

Analysis:

It is recommended that Patrick Ward, Director of Planning and Development, be appointed as the Municipal Approving Officer. Director Ward recently completed the Municipal Administration Training Institute (MATI) School for Statutory Approving Officers course and has 15 years of professional planning experience.

No changes to the Deputy Approving Officer roles are proposed.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Service Excellence: Foster a culture that is focused on customer service excellence and accountability.

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
-

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s):

It is a statutory requirement that Council appoint a Municipal Approving Officer.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS**Written by:**

Allison Dominelli,
Senior Development Services Technician

Reviewed by:

Colin O'Byrne,
Manager of Planning

Patrick Ward,
Director of Planning and Development

FILE: 04-1470-01/23

REPORT DATE: October 20, 2023 **MEETING DATE:** November 07, 2023

TO: Mayor and Council

FROM: Carolyn Baldrige, Manager, Communications & Community Engagement

SUBJECT: 2023 Third Quarter Report to the Community

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Receive for information the 2023 Third Quarter Report to the Community highlighting the work and accomplishments of the City from July 1 to September 30, 2023; OR
 - B. Other.
-

PURPOSE

The content of the quarterly report provides an overview of priority topic areas and positive news stories. The attached is the Third Quarter Report for the period of July 1 to September 30, 2023.

☒ Information Report ☐ Decision Report ☐ Direction Report

DISCUSSION

Background:

Each quarter, the Communications department provides a single 11 x 17 page high-level report using infographics and short editorial. The report will be published in the Maple Ridge News on November 17.

Analysis:

Some of the highlights included:

- Mayor and Council attendance of the 2023 UBCM Convention in September.
- The celebration of Canada Day which included a pancake breakfast, show & shine, artesian alley, dog show, entertainment and more.
- The City recognized National Day for Truth and Reconciliation with a community gathering and walk with the q̓ičəy̓ (Katzie) First Nation.
- A summer season of fresh produce, products from small-scale food producers and artesian made goods.
- The pop-up PMAG featured the work of Laura Stark and Patricia Gordon.
- Residents enjoyed free community events all summer long.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower
-

KATZIE FIRST NATION CONSIDERATIONS

- Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS**Written by:**

Carolyn Baldrige,
Manager, Communications & Community
Engagement

Reviewed by:

Stephanie St. Jean,
Director, Corporate Services

ATTACHMENT(S):

- A. 2023 Third Quarter Report to the Community

Third Quarter Report to the Community

Your Pitt Meadows stats and facts. **Take a look!**

July 1 - September 30, 2023



Mayor & Council

Mayor and Council attended the 2023 Union of British Columbia Municipalities (UBCM) Convention in September. This convention is an annual opportunity for elected officials across the province to attend sessions on topical issues across BC as well as meet with various provincial ministers to advocate for the needs of Pitt Meadows.



Canada Day

The community celebrated Canada Day with an event held in ɬxʷhékʷnəs (Spirit Square), which included a pancake breakfast, show & shine, artisan alley, dog show, main stage entertainment, and more! Thanks to Outer Rim Garrison, over \$1,500 was raised for the Friends In Need Food Bank during the event. Photos of the event are available at pittmeadows.ca/canadaday.



National Day for Truth and Reconciliation

The City recognized National Day for Truth and Reconciliation with a community gathering and walk with the q̓ic̓ay̓ (Katie) First Nation, which included traditional songs, drumming, and open sharing time in ɬxʷhékʷnəs (Spirit Square). City Hall was lit up in orange in memory of the lives lost at residential schools.

Development Services

Building Permits → **25**

\$63,020

Revenue Generated

\$5,376,583

Construction Value



Inspection Requests

84



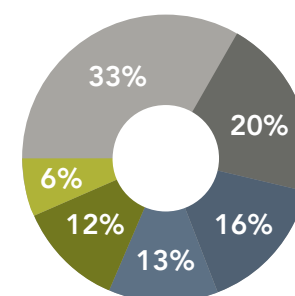
Business Licenses

50

Fire & Rescue

Total number of calls: 265

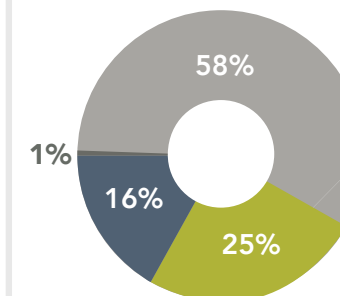
- Medical Calls - 88
- Other - 54
(False alarms, burning complaints, etc.)
- Alarms - 41
- Fires - 33
- Motor Vehicle Accidents - 32
- General Assistance - 17



RCMP

Total number of offenses: 309

- Property Crimes - 180
- Other Criminal Code - 77
- Against Persons - 51
- Controlled Drugs & Substances - 1



Parks, Recreation & Culture



70
PMAG Pop-up
Virtual Visits



3,000+
Canada Day
Attendees



32,438
Shoreline Trail Users



6,468
Outdoor Pool Users



Farmers Market

The community enjoyed another summer season of fresh produce, products from small-scale food producers, and artisan-made goods at the Pitt Meadows Farmers Market. The market welcomed residents for an extended season from June to September.



Pitt Meadows Art Gallery

The Pop-Up Pitt Meadows Art Gallery (PMAG) featured the work of artists Laura Stark and Patricia Gordon. The Pop-Up PMAG will remain in the City Hall lobby until the gallery is relocated to South Bonson Community Centre. Learn more at pittmeadows.ca/pmag.



Summer Events

Residents enjoyed free community events all summer long, including weekly performances of the Summer Serenade outdoor concert series as well as Bard on the Bandstand, featuring the Emerald Pig Society's performance of King Lear.

Engineering & Operations



Facilities & Maintenance Repairs

200



Public Works After Hours Calls For Service

74



Solid Waste Collection Tonnage
Q3 284,310



Organic Waste Collection Tonnage
Q3 529,370

Finance

Department Operating Budget Spent

60-87%

All City Services

Grants Received: \$388,749



Administrative Services



Council Meetings
Includes Closed, EPC & Regular

11



Customer Service Calls **1,179**

572

POSTS ON
Facebook,
Instagram
& Twitter

TOTAL
WEB VISITS
120,388



13,431
FOLLOWERS

On Facebook, Instagram and Twitter

All numbers are preliminary until confirmation at year-end.

Staff Report to Council

Administrative Services

FILE: 01-0340-50/23

REPORT DATE: October 23, 2023

MEETING DATE:

November 07, 2023

TO: Mayor and Council

FROM: Tanya Barr, Acting Corporate Officer

SUBJECT: Good Governance Policy C109

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Approve the 'Good Governance' Policy C109 as presented at the November 7, 2023 Council Meeting; AND
 - B. Repeal 'Policy Administration & Evaluation' Policy C065; OR
 - C. Other.
-

PURPOSE

To present Council with a 'Good Governance' Policy for their consideration and approval.

☐ Information Report

☒ Decision Report

☐ Direction Report

DISCUSSION

Background:

As part of their 2023 key initiatives, Administrative Services undertook a review of 'Policy Administration & Evaluation' Policy C065 to ensure it reflects current practices. Last reviewed in 2015, this policy establishes guidelines for how City policies are created, evaluated and administered. Policies are an important part of the City's governance structure and provide guidance, consistency, accountability, and transparency on how the municipality operates.

Staff not only re-affirm the importance of a policy that provides guidelines for the administration of the City's policies, but recommends that the policy be further expanded to encompass two other important pillars of good governance: strategic planning and municipal bylaws.

This staff report presents to Council the expanded 'Good Governance' Policy C109 [Attachment A] which covers policies, bylaws, and strategic planning, and outlines the key principles for each governance tool.

Relevant Policy, Bylaw or Legislation:

The current 'Policy Administration & Evaluation' Policy C065 can be viewed at:

<https://www.pittmeadows.ca/city-hall/bylaws-policies/policies/c065>

Analysis:

The Good Governance Policy establishes the following governance principles:

Corporate Strategic Plan

- Council will develop and maintain a Corporate Strategic Plan to guide the City's decision-making over Council's four-year term;
- Annual business plans will be developed by staff in alignment with Council's goals and objectives as outlined in the Strategic Plan.

Bylaws

- Council is responsible for adopting bylaws to exercise certain statutory authorities;
- Bylaws may be recommended by Council, the Chief Administrative Officer (CAO), or staff as deemed expedient;
- The Corporate Officer, in consultation with the CAO, will ensure the regular review of City bylaws by the department of primary responsibility;
- The Corporate Officer will establish and communicate the necessary procedures for the effective maintenance of all bylaws.

Policies

- The City will continue to maintain two types of policies:
 - Council Policies - established by Council to achieve consistent and transparent outcomes for the City by conveying Council's strategic direction, expectations, and/or service levels for City programs;
 - Administrative Policies – established by the CAO to efficiently and consistently manage matters pertaining to employees, labour relations, and the administration of City functions;

- Policies may be recommended by Council, the CAO, or staff as deemed expedient;
- The Corporate Officer, in consultation with the CAO, will ensure the regular review of Council and Administrative policies by relevant departments to ensure they remain current and pertinent to City business;
- The Corporate Officer will establish and communicate the necessary procedures for the effective maintenance of all City policies.

Conclusion:

Strategic planning, bylaws, and policies are essential pillars for good municipal governance. Expanding the City's Policy Administration Policy to encompass all three tools ensures that Council and Staff are regularly reviewing these strategic tools and leveraging them to provide consistent, accountable, transparent and effective municipal services to the community.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

There are no financial implications associated with this report.

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower
-

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

There are no impacts to the Katzie First Nation.

SIGN-OFFS**Written by:**

Tanya Barr,
Acting Corporate Officer

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

A. Good Governance Policy C109

COUNCIL POLICY C109

01 - Administration

Good Governance

Effective Date:

Last Revised:

1. Purpose

This policy establishes an effective and consistent framework for the development and maintenance of the City's Corporate Strategic Plan, bylaws, and policies to ensure good governance of the municipality.

2. Scope

This policy applies to the City's Corporate Strategic Plan, bylaws and policies.

3. Exclusions

This policy does not apply to standard operating procedures, staff work plans, department manuals, or other staff-related guidance documents.

4. Definitions

In this policy,

- (1) **CAO** means Chief Administrative Officer for the City of Pitt Meadows.
- (2) **Council** means Pitt Meadows City Council.
- (3) **Department Head** means the manager or director responsible for a particular business unit at the City of Pitt Meadows, or their delegate.

5. Policy Statements

5.1. Corporate Strategic Plan

- (1) Council will develop and maintain a Corporate Strategic Plan to serve as a guiding framework for financial planning, policy development, service levels, operational priorities, and other decision-making over the Council term.
- (2) Council will review the Corporate Strategic Plan at least once per Council term.

- (3) The CAO and Department Heads will develop their annual business plans and budgets to align with the goals and objectives established by the Corporate Strategic Plan.

5.2. City Bylaws

- (1) Council is responsible for adopting bylaws to exercise certain statutory authorities delegated through provincial legislation.
- (2) Council, the CAO, or Department Heads may bring forward new or amending bylaws for Council's consideration as deemed necessary or expedient.
- (3) The Corporate Officer, in consultation with the CAO, will ensure the periodic review of City bylaws by the offices of primary responsibility, so that they remain current, in alignment with legislation, responsive to the needs of the community, and relevant to City business.
- (4) The Corporate Officer will establish the necessary procedures to ensure the effective and consistent recording, storage, maintenance, distribution, public availability, and safety of all City bylaws, in accordance with the Community Charter and the City's Records Management Bylaw.

5.3. City Policies

- (1) Policies are guiding principles used by the City to ensure the consistent and transparent provision and operation of programs and services.
- (2) The City will maintain Council policies and Administrative policies.
- (3) Council policies:
 - a) are established by Council resolution;
 - b) convey Council's strategic direction;
 - c) establish expectations and service levels for City programs and services that are not established by bylaw;
 - d) guide Council decisions to achieve consistent and transparent outcomes; and
 - e) may delegate certain responsibilities to City staff.
- (4) Administrative policies:
 - a) are established by the CAO;
 - b) focus on internal operations;
 - c) are specific to employee expectations and relations, operational issues, and/or the administration of City functions; and

- d) will be consistent with the strategic direction set by Council.
- (5) The CAO is delegated full authority to approve, amend, repeal or replace Administrative policies as they determine necessary or expedient.
- (6) Council, the CAO, or Department Heads may bring forward new or amended Council policies for Council's consideration as deemed necessary or expedient.
- (7) The Corporate Officer, in consultation with the CAO, will ensure the periodic review of Council and Administrative policies so that they remain current, in alignment with legislation, responsive to the needs of the community, and relevant to City business.
- (8) The Corporate Officer will establish the necessary procedures to ensure the effective and consistent recording, storage, maintenance, distribution, and safety of all City policies, including the public availability of all Council policies in alignment with the City's Records Management Policy.

6. Related Policies

- (1) Records Management Bylaw No. 2878, 2021

Staff Report to Council

Financial Services

FILE: 05-1615-01/23

REPORT DATE: October 30, 2023

MEETING DATE:

November 07, 2023

TO: Mayor and Council

FROM: Laura Barroetavena, Director of Financial Services

SUBJECT: 2023 Eight (8) Month Budget Variance Review

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

A. Direct staff to prepare an amended 2023 – 2027 Financial Plan Bylaw reflective of the information contained in the tables included in Attachment A of the '2023 Eight Month Budget Variance Review' report dated October 30, 2023; OR

B. Other.

PURPOSE

The purpose of this report is to provide Council with the 2023 forecasted operating and capital budget estimates and identify any anomalies.

☐ Information Report

☐ Decision Report

☒ Direction Report

DISCUSSION

Background:

The 2023 eight month budget variance review is performed for the following reasons:

- To deliver on the obligation of meeting Council's financial oversight responsibility;
- To provide a mechanism for staff to adjust their work plans based on significant unplanned financial events; and
- To include a projection of potential surplus or deficit and significant items to be

contemplated during the 2024 budget and business planning process.

Relevant Policy, Bylaw or Legislation:

The 2023 – 2027 Financial Plan Bylaw No. 2949, 2023 provides the authority to expend funds. Amendments within this report along with any identified during the 2023 yearend process will be incorporated into the financial plan bylaw amendment in the spring of 2024.

Council Surplus Policy C094 has established a targeted accumulated surplus minimum balance of 5% of regular general fund net operating expenditures which is the equivalent of approximately \$1.5 million. The purpose of the accumulated surplus is to maintain a level of financial resources sufficient to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

Analysis:

Attachment A is a summary of the budgeted and actual operating revenues and expenditures by fund as well as capital projects, for the eight months ending August 31, 2023. The summary includes projected values through to the end of the year based on known trends, expectations and issues. The forecast is summarized as follows:

General Fund

The projected surplus for the General Fund is the result of the following budget variances as referenced in Table A below:

- Item 1 – Phase 4 of the Onni development progressed slower than anticipated resulting in lower tax revenue in 2023. The corresponding tax revenue growth is expected to be realized in 2024.
- Item 2 & 10 – Investment Interest revenues are higher than anticipated mainly due to higher interest rates received. All earned interest is allocated to reserves. The total interest earned for the year includes interest earned from the investment of the Debt Proceeds for the new RCMP building received in advance of the start of the project. It is estimated that approximately \$1.4M in total interest will have been earned by the time the proceeds are fully utilized.
- Item 3 & 11 – Increase in Road Use levies fees are higher than anticipated. Road Use levies are collected and transferred to the Road Use Levy Reserve to fund transportation infrastructure mainly for repairing roads that would typically be subject to excessive wear and tear due to soil activity. These revenues are known to vary year over year.
- Item 4 – The budget for Pitt Meadows day donations was exceeded by approximately \$44,000. Since this revenue source can be unpredictable, it will not necessarily impact the corresponding revenue budget in 2024.

- Item 5 & 6 – The RCMP budget is forecasting a surplus of approximately \$930,300 mainly due to RCMP member vacancies resulting in costs savings. Consistent with prior year practice, it is proposed that 50% of the annual RCMP surplus be transferred to the RCMP reserve for the purpose of smoothing out onetime capital requests and fluctuations in member vacancies. Therefore, for 2023, 50% of \$930,300, or \$464,150 is expected to be transferred to this reserve. This reserve would be accessed to phase-in the cost of increased staffing by spreading the impact to taxation out over a few years instead of all in one year.

The RCMP budget is very complex and highly dependent on the Federal Government budgeting and accounting practices which creates challenges to accurately predict yearend results. Therefore, the anticipated surplus should be cautiously accepted.

- Item 7 – Repairs and Maintenance costs are tracking higher than budgeted mainly due to City facilities aging infrastructure as well as increase in snow and ice removal. These higher expenses are expected to carry forward into the 2024 budget.
- Item 8 & 9 – Each year the City budgets for potential position vacancy savings created by unplanned staff vacancies such as resignations. There is an estimated surplus of \$204,000 mainly due to longer vacancies being experienced. The increase in vacancies often results in an accumulation of regular operational work that remains outstanding until positions are filled. As such, the vacancy surplus is being set aside in carry forward funds for 2024 to support staff in addressing these operational requirements.
- Item 12 – Savings in consulting expenses in planning and operations are being forecasted. The savings are of one time nature as a result of competing priorities in 2023.
- Item 13 – This increase is due to higher enrolment in the preauthorized tax prepayment option which results in interest payments credited to those registered in the program. Enrolment in the prepayment program varies year over year and as such it is not considered fully sustainable.
- Item 14 – This is comprised of a wide variety of account variances.

Table A – General Fund

#		Surplus (Deficit)	Sustainable Adjustment to the 2024 Budget	Volatile or One Time Activities
	Revenues			
1	2023 Property Tax Growth	(223,900)	(223,900)	
2	Investment Interest	368,600		368,600
3	Road Use Levies	152,300		152,300
4	Donations	44,000		44,000
		\$341,000	\$(223,900)	\$564,900
	Expenses			
5	RCMP estimated surplus	930,300		930,300
6	Transfer 50% surplus to RCMP Reserve	(465,150)		(465,150)
7	Repairs and Maintenance	(77,400)	(77,400)	
8	Position vacancy surplus	204,000		204,000
9	Provision for supporting staff work activities	(204,000)		(204,000)
10	Investment Interest Transfer out to Reserves	(368,600)		(368,600)
11	Transfer out to Road Use Levy Reserve	(152,300)		(152,300)
12	Consulting	68,600		68,600
13	Interest and Finance Charges	(74,700)		(74,700)
14	Other Expenses	(8,650)		(8,650)
		\$(147,900)	\$(77,400)	\$(70,500)
	Contribution to Accumulated Surplus	\$193,100	\$(301,300)	\$494,400

Utilities**Table B - Solid Waste**

#	Description	Surplus (Deficit)
1	Growth	\$11,900
2	Garbage Tickets Sales and other revenue	4,700
3	Green Waste Tipping Fee	106,200
4	Garbage Pick up Services	(64,800)
5	Other Operational expenses	(21,300)
	Estimated Surplus	\$36,700

The Solid Waste Utility is estimated to generate a surplus of \$36,700 which will be transferred to the Solid Waste Reserve which serves in part to provide funding to stabilize solid waste levies and for solid waste equipment.

The surplus is mainly a result of a decrease in green waste tonnage collected (#3) being offset by cost escalation related to garbage carts as well as additional carts being purchased as a result of growth (#4).

Table C – Drainage Utility

#	Description	Surplus (Deficit)
1	Growth	\$(4,700)
2	Ditch Maintenance	12,000
3	Drainage Maintenance	(6,800)
4	Pump Station Maintenance	36,900
5	Culvert Maintenance	(600)
	Estimated Surplus	\$36,800

The Drainage Utility is estimated to generate a surplus of \$36,800 which is dependent on favourable weather conditions.

Each year a conservative estimate of new development drainage revenue is established during the business plan process since the actual amount is unknown until BC Assessment issues the final taxation assessment roll in April. As a result of this timing difference a lower than anticipated revenue in the amount of \$4,700 will be realized in 2023. This has been reflected in the 2024 budget.

The balance of \$41,500 in maintenance savings come from unexpected staff vacancies experienced in 2023.

The actual surplus at the end of the year will be transferred to the Drainage Reserve which will contribute to narrowing the asset replacement funding gap. The gap is currently \$600,000, as per the recently completed 2023 Asset Management Plan (AMP) Report suggesting a savings target of \$1.7 million which is higher than the City's 2023 annual contribution of \$1.1 million.

Table D - Sewer

#	Description	Surplus (Deficit)
1	Growth	\$16,900
2	Sewage Pump Station	31,800
3	Sewer Collection	(3,500)
	Estimated Surplus	\$45,200

The Sanitary Sewer Utility forecasted surplus for 2023 is mainly due to higher than expected revenues related to growth as well as savings arising from staff vacancies in this area.

The estimated surplus of \$45,200 will contribute to narrowing the asset replacement funding gap currently estimated at approximately \$235K based on the 2023 AMP report funding target of \$765K which is higher than the City's 2023 annual contribution set at \$530K.

Table E - Water

#	Description	Surplus (Deficit)
1	Growth	\$144,000
2	Water Purchase - usage	(926,300)
3	Water Distribution	(14,700)
4	PRV Servicing	4,900
5	Meter Servicing	(36,000)
6	Hydrant Servicing	17,500
	Estimated Deficit	<u>\$(810,600)</u>

The Water Utility is estimated to generate a deficit of \$810,600 mainly due to higher than anticipated water consumption in 2023. The increase in water use for 2023 is currently tracking approximately 12% higher compared to same time last year, January to August.

Last year, staff reported the need to conduct a water review to better understand possible drivers of the deficit being forecasted in 2022. This initiative was reflected throughout the 2023 Business Plans, which included a decision package to consider modifications to the City's Waterworks Bylaw and a communication campaign to bring awareness to water conservation. In addition, a review of the water billing processes to understand the impact of rates being used as well as the overall cost recovery model was also part of this work plan.

As of 2023, staff begun conducting the review and multiple areas of interest were identified. These areas are as follows:

- Water consumption: Actual vs. Budget variances, trends, etc.
- Replacement of defective or end of life meters (See #5 above reflecting additional cost)
- Complete calibration of PRV stations and leak detection test
- Complete the review of various processes related to water services set up and related billing to enhance monitoring and documentation of processes and procedures
- Review impact of using Metro Vancouver's blended rates versus seasonal rates

It is worth noting that for the 2023 budget and as in previous years, the City has relied heavily on the water consumption estimates provided by Metro Vancouver. However, as part of the current water review, staff have noticed that over the last couple of years, the actual annual consumption has deviated significantly from the budgeted estimate provided by Metro Vancouver. Therefore, the City will be incorporating actual water consumption data as part of determining the budget estimate for the 2024 Financial Plan.

In addition to estimating the annual water consumption, other challenges related to fees contribute to the City's ability to fully recover the water services related costs. For example, while the City is charged seasonal rates on its water consumption by Metro Vancouver, the City is unable to recoup full costs since water metered rates charged to customers are based on Metro Vancouver's blended rate. Recognizing the City's inability to implement seasonal billing rates due to technical limitations at the moment, to account for this shortfall, for 2024 Business Planning, the City will be considering the impact of the blended rate charged to customers versus the seasonal rates paid to Metro Vancouver and plan to incorporate the additional cost accordingly. Additionally, allocation of the City's water consumption costs will be based on consumption by user type (metered and flat fee), rather than based on the number of water connections associated to the user.

In terms of flat fee users, the flat fee is heavily dependent on the total annual water consumption estimate used in the budget. Therefore, when the actual annual consumption exceeds the budgeted estimated consumption, the flat fee does not capture the additional cost of the higher consumption. The City will continue to monitor these rates to ensure that they are as reflective as possible of the actual water consumption as part of ongoing business planning.

As a result of the review, staff will be incorporating findings into the development of the 2024 Financial Plan to reflect the adjustments needed to achieve a more representative cost recovery model in the water fund. It is anticipated the deficit mitigating measures planned for implementation in 2024 will negate operating deficits that have been experienced in 2022 and forecasted to be experienced in 2023.

Capital

For the year 2023, there are 177 capital projects in the plan, with forecasts expected to produce 67 projects completed on budget, 35 projects under budget, 2 projects cancelled, and 73 projects to be carried forward to 2024. Further to the Budget Guidelines, if a project has not been started it may not be carried forward beyond 2 years from the year of approval. All potential project carry forwards fall within these parameters. No projects are expected to exceed their budgets.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

The eight (8) month review provides transparency in responsible financial management.

WORKPLAN IMPLICATIONS

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

As outlined in the report.

FINANCIAL IMPLICATIONS

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

As outlined in the report.

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS

Written by:

Laura Barroetavena,
Director of Financial Services

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

None.

Staff Report to Council

Financial Services

FILE: 05-1610-01/23

REPORT DATE: October 30, 2023 **MEETING DATE:** November 07, 2023
TO: Mayor and Council
FROM: Laura Barroetavena, Director of Financial Services
SUBJECT: Leases and Licenses to Occupy Municipally Owned Property Update

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Approve the amendments to Council Policy C040 'Leases and Licenses to Occupy Municipally Owned Property' as presented at the November 7, 2023 Council meeting;
OR
 - B. Other.
-

PURPOSE

To present Council with the proposed amendments to Council Policy C040 'Leases and Licenses to Occupy Municipally Owned Property'.

☐ Information Report ☒ Decision Report ☐ Direction Report

DISCUSSION

Background:

Council Policy C040 was listed in the 2023 Business Plan and identified as part of the overall city wide policy review process. This policy establishes guidelines on the City's ability to generate revenue through creating agreements for the use of municipally owned property. These revenues may offset servicing costs or provide a service to the community that Council finds appropriate and beneficial to the community.

Relevant Policy, Bylaw or Legislation:

The Leases and Licenses to Occupy Municipally Owned Property Policy is not legislatively mandated, but it is considered good practice to ensure accountability and transparency when creating and entering into leases or licenses to occupy agreements with third parties for the use of the City's real property assets.

Analysis:

The following amendments have been incorporated into the draft policy as a result of reviewing similar policies with other cities:

1. Expand Section 3 "Definitions" to include additional terms with respect to:
 - a. Types of leases (i.e. Market Value, Triple Net, etc.),
 - b. Duration terms on agreements (i.e. 3 years maximum for Licenses to Occupy and 5 years maximum for Leases), and
 - c. Significant changes to an agreement
2. Updated Section 5 "Roles and Responsibilities" to:
 - a. Align negotiation of agreements with Schedule B of the Officers and Delegation of Authority Amendment Bylaw No. 2960, 2023

Value of Contract	Commitment Authority
Up to \$100,000	Department Directors
Up to \$250,000	Chief Administrative Officer
Greater than \$250,000	Council

- b. Ensure property tax and utility fees considerations are incorporated in all agreements
 - c. Limit Approval to Council and the Chief Administrative Officer as the only authorized approvers depending on contract value and type of agreement.
3. Updated Section 6 "Prohibitions", item #3, to indicate that leases or licenses to occupy agreements may not be assigned to another party without written approval of Council
4. Updated Section 7 "Fee Structure and Applicable Taxes", Table 1 has been updated to reflect types of agreements and the corresponding required approval.

The proposed amendments will provide additional guidance on the types of agreements the City may consider as well as clarity on the negotiation and approval process.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

As outlined in this report.

FINANCIAL IMPLICATIONS

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

As outlined in this report

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower
-

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS**Written by:**

Laura Barroetavena,
Director of Financial Services

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

- A. Proposed Amended Leases and Licenses to Occupy Municipally Owned Property Policy C040 – with highlighted amendments
- B. Schedule B of the Officers and Delegation of Authority Amendment Bylaw No. 2960, 2023.

COUNCIL POLICY C040

02 - Buildings, Facilities & Properties

Leases and licenses to Occupy Municipally Owned Property

Effective Date: June 7, 2005

Last Revised: May 26, 2015

1. Purpose

Leases and licenses to occupy agreements are created to provide revenue to the City, which may offset some servicing costs, or alternately to provide a service to the community that Council finds appropriate which may generate revenue.

2. Scope

This policy applies to City owned property available for use and rental with the appropriate approval as outlined within this policy.

3. Definitions

In this policy,

- (a) **Administrative Procedures** means those procedures issued by a City staff member that set out the procedural requirements to be carried out in fulfillment of this policy.
- (b) **Assistance** means disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;
- (c) **Disposition** means disposing of an interest in land to any party including entering into leases and licenses to occupy as a landlord;
- (d) **Lease** is an agreement between a landlord and a tenant for exclusive occupancy for a specified period of time and for a specified consideration. Examples include:
 - (i) **Market Value** means the fair market rental rate per square feet of floor space in the Leased Premises
 - (ii) **Percentage Rent** means an agreement to pay base rent plus a percentage of gross sales over a certain minimum.
 - (iii) **Gross Rent** means an agreement to pay a single amount that covers base rent and all incidental expenses, including property taxes and utilities.

(iv) **Triple Net** means:

- (1) A type of commercial real estate under which you typically pay the base rent, plus property taxes, building insurance and utilities, as well as other operating and maintenance costs. The landlord assumes no costs, other than those for structural repairs.
- (2) A lease with conditions including the payment of utilities, taxes, and base rent.

(v) **Cost Recovery** means the rate is set at the cost recovery value as determined in consideration of the terms of the use of the space.

(vi) **Nominal** means a below the market rental rate (normally \$1.00 per year) to satisfy the requirements for the creation of a lease.

(e) **Lease Term** is the specific period of time in which the contracted lease is in place, not to exceed 5 years.

(f) **License to Occupy** is used to formalize permissions given to use the premises for a particular purpose and does not grant exclusive possession.

(g) **License to Occupy Term** is the specific period of time in which the license to occupy contract is in place, not to exceed 3 year.

(h) **Significant Change** means where new terms or considerations to the license to occupy or lease agreement are added and increase risk to the City. Examples include: requests for lease improvements, expansion of leasing or licensed use of space, restrictions on annual fee increases, etc.

4. Policy Statements

The City of Pitt Meadows manages its real property assets to optimize their use and maximize value to the community, which includes provision of those assets to third parties as leases or licenses to occupy.

5. Roles and Responsibilities

1. Council to:

- a. Approve this policy;
- b. Approve future amendments to this policy; and.
- c. Approve or deny all lease or license to occupy agreements as per Schedule B of the Officers and Delegation of Authority Amendment Bylaw No. 2960, 2023.

- d. Approve or deny all lease or license to occupy agreements requesting to exceed their maximum term, as defined within this policy.
 - e. Approve or deny all Nominal Leases and Zero Fee based Licenses to Occupy Agreements.
- 2. Chief Administrative Officer to:
 - a. Implement this policy;
 - b. Bring forward future amendments for Council's consideration; and
 - c. Approve and issue Administrative Directives required to implement this policy.
 - d. Approve and negotiate lease or license to occupy terms as per Schedule B of the Officers and Delegation of Authority Amendment Bylaw No. 2960, 2023.
- 3. Director of Financial Services to:
 - a. Ensure compliance with this policy as required;
 - b. Approve and issue Administrative Procedure(s) required to implement this Policy; and
 - c. Review agreement and lease documents and provide recommendations to the Chief Administrative Officer.
- 4. Department Directors to:
 - a. Ensure compliance with this policy; and
 - b. In collaboration with Financial Services (Contract Administration), commence pre-consultation meetings with requestors to determine opportunity.
 - c. Negotiate and review lease or license to occupy terms as per Schedule B of the Officers and Delegation of Authority Amendment Bylaw No. 2960, 2023.
 - d. Ensure Property Tax and Utility Fees are discussed and mentioned in the negotiation process and clearly outlined in the agreement, in alignment with Section 5(f) below.

5. Finance Department - Procurement and Contract Administration to
 - a. Develop Administrative Procedure(s) required to implement this policy;
 - b. Co-ordinate proposed property disposition notice requirements;
 - c. Execute all approved contracts on behalf of the City covered under this policy;
 - d. Maintain a repository of lease and license to occupy agreements in accordance with the Local Government Management Association (LGMA) file plan and retention practices in consultation with Legislative Services;
 - e. Review and track mandatory documents and insurance requirements as stated on the agreement ;
 - f. Work with Taxation Services (Finance) and the Department Director to incorporate property tax and utility fees payment consideration into the contract.
 - g. Co-ordinate invoice issuance and track the payment of rent;
 - h. Maintain a complete list of lease and license to occupy agreements on file to manage timing of renewal, termination, etc. as well as other changes in the terms of the contract(s).
 - i. Bring forward a report to Council with recommendations of the completed annual review of the City's leases and license to Occupy agreements;
 - j. Bring forward contracts missing property tax and utility fees consideration to the Director of Financial Services attention;
 - k. Bring forward contracts requesting significant changes to the Department Director and/or CAO as per Schedule B of the Officers and Delegation of Authority Amendment Bylaw No. 2960, 2023.
6. Finance Department Taxation Services to
 - a. Where applicable, contact BC Assessment and submit required documentation for the purposes of assessing property tax and utility fees.

6. Prohibitions

Prohibitions include:

1. Committing the City to agreements without the authority to do so; and

2. Providing assistance to business per section 25 of the *Community Charter*.

3. Leases and Licenses to Occupy cannot be assigned to another party without written approval of Council.

7. Procedures and Guidelines

Notice of Proposed Property Disposition

Before the City enters into a lease as a landlord, it must publish notice of the proposed disposition in accordance with section 94 of the *Community Charter*.

Section 26 of the *Community Charter* sets out the notice requirements.

The notice is to advise the public of the disposition occurring. There is no legislated requirement to provide for public input.

Notice of Assistance

Where disposition is less than market value, the City must publish notice of its intention to provide assistance under an agreement per *Community Charter* section 24.

Notice under this section is only required when the City intends to provide assistance to either

- a) a society or
- b) a business under a partnering agreement under section 21 of the *Community Charter*.

Otherwise, the City is prohibited from providing assistance to business per section 25 of the *Community Charter*.

Reporting

A report shall be prepared and presented to Council annually by Financial Services which identifies the current leases and license to occupy agreements for the upcoming year. At that time, Council will review the proposed annual increase, if applicable, based on either the most current CPI rate for Vancouver or as otherwise resolved by Council to be applied to agreements that have an annual review of fees.

Fee Structure and Applicable Taxes

Base rent rates for most agreements are based on fair market value, based on square footage. Renewals may include a combination of applicable CPI and fair market value if a lease is determined to be under market value.

Additionally, depending on the changes being requested upon renewal of leases or license to occupy agreements, Council may be required to approve the agreement(s). See Table 1 below.

Table 1 – Agreement Type and Required Approval

AGREEMENT TYPE	FEE TYPE	TERM LENGTH	REQUIRED APPROVAL
LICENSE TO OCCUPY	Zero Fee	ALL	Council
	Set Fee	Greater than 3 years	Council
		Up to 3 years	Chief Administrative Officer: Contract value up to \$250,000 Council: Contract value over \$250,000
LEASES			
Nominal Lease	Nominal Fee	ALL	Council
All other Leases as Defined within this Policy	Set Fee	Greater than 5 years	Council
		Up to 5 years	Chief Administrative Officer: Contract value up to \$250,000 Council: Contract value over \$250,000

5. Related Policies

Other related policies include:

- (a) Schedule B of the Officers and Delegation of Authority Amendment Bylaw No. 2960, 2023.

**CITY OF PITT MEADOWS
DELEGATION OF AUTHORITY AMENDMENT
Bylaw No. 2960, 2023**

A bylaw to amend a portion of the Officers and Delegation of Authority
Bylaw No. 2682, 2015

The Council of the City of Pitt Meadows enacts as follows:

1. This Bylaw may be cited as the "Delegation of Authority Amendment Bylaw No. 2960, 2023".
2. The Officers and Delegation of Authority Bylaw No. 2682, 2015 is amended by repealing Schedule B in its entirety and replacing it with the Schedule B attached to and forming part of this amending bylaw.

READ a FIRST, SECOND and THIRD time on July 25, 2023.

ADOPTED on September 12, 2023.

Nicole MacDonald
Mayor

Tanya Barr
Corporate Officer

SCHEDULE "B"

This schedule refers to the approvals required for various procurement levels. Other than in emergencies, budget approval is required before procurement begins.

Acquisition Dollar Amount Approval Threshold

Once City Council has approved funds for the purchase of goods and services through the Business Plan and Budget process, the following thresholds apply:

Value of Purchase or Contract*	Commitment Authority
Less than \$10,000	Individuals designated by Department Directors.
\$10,001 to \$50,000	Department Managers for low bid purchases. Approval of Department Directors for all non-low bid purchases.
\$50,001 to \$100,000	Approval of Department Directors.
\$100,001 to \$250,000	Approval of the Chief Administrative Officer
Greater than \$250,000	Approval of the Chief Administrative Officer for all low bid purchases. Recommendation to award to be approved by City Council for all non-low bid purchases.

* Although the value of most contracts can be defined by the cost to the City to acquire a specific good or service, occasionally there is a need to consider the total value of the rights and privileges embedded in a contract in favour of the successful supplier i.e. bus bench advertising; towing services in order to determine appropriate approval levels.

Staff Report to Council

Financial Services

FILE: 05-1840-01/23

REPORT DATE: October 30, 2023 **MEETING DATE:** November 07, 2023
TO: Mayor and Council
FROM: Laura Barroetavena, Director of Financial Services
SUBJECT: Growing Communities Reserve Fund Establishment Bylaw

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Grant first, second, and third readings to the Growing Communities Reserve Fund Bylaw No. 2967, 2023 as presented at the November 7, 2023 Council Meeting; OR
 - B. Other.
-

PURPOSE

To provide Council with information regarding the required establishment of a reserve fund for the Growing Communities funding received from the Provincial Government in 2023.

☐ Information Report ☐ Decision Report ☒ Direction Report

DISCUSSION

Background:

The City received a one-time provincial grant in the amount of \$5,370,000 from the Growing Communities Fund (GCF) as detailed in Attachment A – Growing Communities Fund Award Letter.

The primary objective of the fund is to provide funding for infrastructure and amenity construction as a result of community growth. One of the conditions of funding is that the grant be placed in a segregated reserve fund that is specifically separate from existing reserves.

Relevant Policy, Bylaw or Legislation:

This reserve must be established by bylaw under the Community Charter Section 188 and the City must provide annual reporting on how the funds were spent and the remaining balance available at year-end until all funds are exhausted.

Analysis:

The Growing Communities Reserve Fund Bylaw 2967, 2023 contains the following provisions:

- Monies may be paid into this reserve from grant funding from the provincial Growing Communities Fund, or as otherwise authorized in the City's Annual Financial Plan bylaw.
- Any and all amounts in this reserve fund must be used and expended solely for eligible project costs in accordance to the terms of the provincial Growing Communities Fund.

The grant conditions as stipulated by the Provincial Government require the City to:

- Report annually how the grant is being spent, in accordance with section 167 of the Community Charter;
- Provide a schedule to the audited financial statements identifying the funding received, use of the funds, and the year-end balance;
- Report annually on work-related Housing Needs Reports and pre-zoning requirements, as applicable;
- Highlight projects that align with the province's Environment, Social and Governance framework for capital projects.

The provincial government anticipates the funds will be expended within approximately five years of receipt. Once the funds have been fully expended, the bylaw's purpose will be satisfied and staff will recommend Council repeal it.

With the funding spending guidelines provided in Attachment A, staff will submit recommended eligible project(s) for Council's consideration during 2024 Business Planning.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

Work Plan implications will be assessed as part of the project identification process and proposal to Council, and will be reflected in staff's 2024 Business Plans.

FINANCIAL IMPLICATIONS

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

There are no financial implications at this time.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS

Written by:

Laura Barroetavena,
Director of Financial Services

Mark Roberts,
Chief Administrative officer

ATTACHMENT(S):

- A. Growing Communities Fund Award Letter
- B. Growing Communities Reserve Fund Bylaw No. 2967, 2023



March 16, 2023

Ref: 271994

Their Worship Mayor Nicole MacDonald
City of Pitt Meadows
12007 Harris Rd
Pitt Meadows BC V3Y 2B5

Dear Mayor MacDonald:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the City of Pitt Meadows is the recipient of a \$5,370,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

.../3

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: LGIF@gov.bc.ca. Further information on the program will be available on the following webpage: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang
Minister

pc: Mark Roberts, Chief Administrative Officer, City of Pitt Meadows
Cheryl Harding, Chief Financial Officer, City of Pitt Meadows

Attachment with Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% = $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% = $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% = $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% = $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ($=2,000 + 2,400 + 3,000 + 2,000$).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000

CITY OF PITT MEADOWS
GROWING COMMUNITIES RESERVE FUND
BYLAW No. 2967, 2023

A bylaw to establish the Growing Communities Reserve Fund.

WHEREAS the Council of the City of Pitt Meadows is authorized to enact a bylaw pursuant to Section 188 of the Community Charter to establish a reserve fund for a specific purpose and direct that money to be placed to the credit of the reserve fund;

AND WHEREAS Council wishes to establish a reserve fund for the purposes of segregating grant monies received from the Growing Communities Fund and to meet the condition of funding;

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

1. This Bylaw may be cited as the "Growing Communities Reserve Fund Bylaw No. 2967, 2023".
2. The Growing Communities Reserve Fund is hereby established to support the delivery of infrastructure projects necessary to enable community growth.
3. Monies may be paid into this reserve from grant funding from the provincial Growing Communities Fund, or as otherwise authorized in the City's Annual Financial Plan bylaw.
4. Any and all amounts in this reserve fund must be used and expended solely for eligible project costs in accordance with the terms of the provincial Growing Communities Fund.

READ a FIRST, SECOND and THIRD time on [DATE].

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Tanya Barr
Corporate Officer

Staff Report to Council

Planning and Development

FILE: 09-3900-20/23

REPORT DATE: October 24, 2023 **MEETING DATE:** November 07, 2023

TO: Mayor and Council

FROM: Patrick Ward, Director of Planning and Development

SUBJECT: Development Application Fee Bylaw and Residential Community Amenity Contribution Policy Update

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Grant first, second and third readings to Development Application Fee Bylaw Amendment Bylaw No. 2963, 2023 as presented at the November 7, 2023 Council Meeting; AND
 - B. Approve the amendments to 'Council Policy C091 Residential Community Amenity Contributions' as presented at the November 7, 2023 Council Meeting; OR
 - C. Other.
-

PURPOSE

To bring forward to Council proposed amendments to the Development Application Fee Bylaw No. 2629, 2013 in order to update existing fees and to introduce fees for the new Development Permit Areas that form part of the new Official Community Plan, which was adopted in 2022. This report also brings forward updates to the contribution rates in the Residential Community Amenity Contribution Policy.

☐ Information Report ☒ Decision Report ☐ Direction Report

DISCUSSION

Background:

Development Application Fee Bylaw

The City's Development Application Fee Bylaw sets out the fees charged for planning and development applications and other services. The recommended amendments will update the existing fees, which have not been generally updated since 2013, and add application fees for the new development permit areas included in the new Official Community Plan.

Residential Community Amenities Contributions Policy

Adopted in 2017, the Residential Community Amenities Contributions Policy provides guidance on developer contributions to offset the impact of urban residential development on community amenities, when considering rezoning applications for residential projects. The purpose of the amendments is to update the contribution amounts to reflect inflation that has occurred since 2017.

The policy does not apply to non-market housing and affordable housing projects secured by housing agreements (as defined in section 483 in the *Local Government Act*), housing located outside the urban containment boundary, or the commercial or office portions of mixed use projects. These are dealt with on a case-by-case basis as they have different impacts and considerations than typical urban residential development.

Relevant Policy, Bylaw or Legislation:

The *Community Charter* requires that local governments have in place bylaws for collecting fees; a municipality cannot collect a fee for a service without having it specified and adopted within a bylaw.

Analysis:

The City has not reviewed development application fees since 2013. Staff recommend increasing existing fees for all planning and development applications and services in step with the Consumer Price Index, which rose by 22% between 2013 and 2023.

Also included are new recommended fees for applications to develop within the new development permit areas, included as part of the OCP that was adopted last year. These new development permit areas include:

- Development Permit Area No. 2: Riparian Areas
- Development Permit Area No. 3: Wildfire Hazard
- Development Permit Area No. 4: Slope Hazard
- Development Permit Area No. 5: Farmland Protection

The fee structure for development permit applications in these new areas, which apply primarily to the rural areas of the municipality, offers lower application fees for new single-family homes and renovations of existing single family homes than for other types of more complex development, such as commercial or industrial development. Staff anticipate that the majority of development permit applications in these areas will be for single-family homes. Agricultural buildings and activities are exempted from the development permit area requirements in an effort to minimize regulations on farming, in keeping with the objective of other OCP policies and provincial regulations.

Other types of development (commercial and industrial) in these new development permit areas will be required to pay fees that are consistent with the fees for existing development permit areas. Applicants will also pay an additional amount per additional new unit (for residential developments) or on a development site area (for commercial and industrial development), consistent with other existing development permit fees. This graduated fee structure reflects that applications for larger developments can be complex and require more City resources to review and manage.

Applications for land located in more than one development permit area will be required to pay the fee of the highest value development permit plus \$150 for each additional development permit type. This combination fee shall not apply to development resulting in the subdivision of land and those development applications will pay all relevant development permit fees.

Finally, staff are proposing to include a new provision in the fee bylaw that doubles applications fees in the case of land alteration without a development permit and buildings and structures constructed or partially constructed without building permits from the City (i.e., retroactive applications). Such applications generally require additional staff time and City resources for: site visits, inspections, compliance and application correspondence, records management, and follow-up. These additional costs to the City are estimated to be proportional to the type and number of required approvals and permits; therefore, doubling of fees would reduce the financial impact to the City of the average retroactive application.

Staff compared the City's existing development fees with those of other municipalities, including Maple Ridge, Port Coquitlam, Port Moody and Langley Township. Given that the municipality has not increased development application fees since 2013, the City's fees have fallen behind those charged by other municipalities. Increasing the fees as proposed will bring them in line with other local governments. Staff recommend reviewing the fees again in 2025.

Residential Community Amenities Contributions Policy

The current community amenity contribution amounts in Policy C091 were determined based on a 2017 economic analysis. At this time, staff propose increasing the contribution rates based on the Consumer Price Index which rose 15% between 2017 and 2023. It is noted that a more comprehensive review of the Policy has been identified as a future housing action initiative,

particularly as it relates to community amenity contributions for larger development applications. The recommended new rates are as follows:

Housing Type	Existing Contribution Rate per Unit	New Contribution Rate per Unit
Single Family	\$4,500	\$5,200
Townhouse	\$4,000	\$4,600
Apartment	\$3,000	\$3,500
Mixed Use	\$3,000	\$3,500

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Fiscal Stewardship and Accountability: Strive to maintain an informed balance between taxation levels and the delivery of quality services.

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

The changes will generally result in increased revenue for the City per development application, in step with the Consumer Price Index.

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s): The public will be informed of the minor changes to the City's bylaws through this report and Council presentation.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

No impacts to Katzie First Nation were identified.

SIGN-OFFS

Written by:

Dana K. Parr,
Planner II

Reviewed by:

Colin O'Byrne,
Manager of Planning

Patrick Ward,
Director of Planning and Development

ATTACHMENT(S):

- A. Development Application Fee Amendment Bylaw No. 2963, 2023
- B. Council Policy C091, Residential Community Amenity Contributions, with tracked changes

CITY OF PITT MEADOWS
DEVELOPMENT APPLICATION FEE
AMENDMENT BYLAW NO. 2963, 2023

Attachment A

A bylaw to amend sections of the City of Pitt Meadows Development
Application Fee Bylaw No. 2629, 2013

WHEREAS it is deemed expedient to amend City of Pitt Meadows 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 2963, 2023".
2. The City of Pitt Meadows Development Application Fee Bylaw No. 2629, 2013 is amended as follows:
 - a) Section 3 is amended by adding "incurred by the municipality and" after "All legal fees".
 - b) Section 4 is amended by changing the letter of credit amount from \$2,500 to \$5,000.
 - c) Section 4 is amended by adding the following sub-section:
 - 4.1 Application fees will be doubled in the case of land alteration or building construction without the necessary permits from the City.
 - d) Section 5 (b) is amended by deleting "and second".
 - e) Section 6 is amended by deleting "event".
 - f) Section 8 is deleted in its entirety.
 - g) Section A is deleted in its entirety and replaced with the Schedule A attached to and forming part of this bylaw.

READ a FIRST, SECOND and THIRD time on [DATE].

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Tanya Barr
Corporate Officer

Schedule A

Application fees for the purpose of recovering the direct costs of the processing, inspecting and advertising relating to the application will be submitted at the time of application in accordance with the following schedule:

A. Official Community Plan Amendments		
A.1	OCP amendment	\$ 3,050
A.2	OCP amendment with a rezoning application	\$ 1,830
A.3	Regional Context Statement Amendment	\$ 4,270
B. Zoning Bylaw Amendments (Rezoning)		
B.1	Single Family, Duplex Residential	\$ 3,050 + \$ 500 per additional lot
B.2	Multi-Family Residential	\$4,150 + \$55 per 100 m ² site area
B.3	Mixed Use	\$4,150 + \$67 per 100 m ² site area
B.4	Commercial	\$3,050 + \$98 per 100 m ² site area for the first 20,000 m ² and \$6 per 100 m ² or portion thereafter
B.5	Industrial	\$3,050 + \$18 per 100 m ² site area for the first 20,000 m ² and \$4 per 100 m ² or portion thereafter
B.6	Comprehensive Development	\$5,750 + \$45 per 100 m ² site area
B.7	Other Zones	\$3,050 + \$30 per 100 m ² site area
B.8	Text Amendment	\$3,050
B.9	Third Reading Extension	\$765
B.10	Additional Public Hearing	\$880
C. Land Use Contract Amendments		
C.1	Discharge	\$365 or \$0 with rezoning application
C.2	Major Amendment – Single Family (use or density)	\$2,440
C.3	Minor Amendment – Single Family	\$945
C.4	Amendment – All other zones	\$3,660

D. Heritage Applications

D.1	Heritage Designation Bylaw	\$185
D.2	Heritage Revitalization Agreement Bylaw (with Public Hearing)	\$185
D.3	Heritage Revitalization Agreement Bylaw (without Public Hearing)	\$90
D.4	Heritage Alteration Permit	\$125
D.5	Heritage Alteration Permit – minor amendment	\$60

E. Development Permits

E.1	Single Family, Duplex, Garden Suite	\$500 per unit
E.2	Natural Environment, Hazardous Conditions, Farmland Protection – Single-Family	New building \$1,200; Renovation \$600. Excludes development resulting in the subdivision of land.
E.3	Natural Environment, Hazardous Conditions, Farmland Protection – Single-Family Other	\$3,050 + \$65 per unit for residential development or \$50 per 100 m ² of development site area for commercial and industrial development. Development site area is defined as the area that is proposed to be disturbed through the removal of natural vegetation, deposition of fill, removal or rock or soil, construction of impervious paved surfaces such as driveways, or the construction of buildings. Development site area does not include naturalized areas or conservation areas.
E.4	Multi-Family Residential	\$3,050 + \$65 per unit
E.5	Commercial	\$3,050 + \$50 per 100 m ² gfa
E.6	Industrial	\$3,050 + \$50 per 100 m ² gfa
E.7	Other	\$3,050 + \$75 per 100 m ² gfa
E.8	Signs	\$975
E.9	Major Amendment	\$2,440
E.10	Minor Amendment	\$975
E.11	Minor Amendments – Single-Family	\$300

E.12	Landscaping DP Compliance & Inspection	2% of estimated landscaping costs up to a maximum of \$2,440
E.13	DP Exemption Requiring Staff Review	\$50
E.14	Residential and agricultural zoned properties requiring more than one development permit: The fee for all development permits will be the fee of the highest value development permit plus \$150 for each additional development permit type. This combination fee will not apply to developments resulting in the subdivision of land.	
F. Development Variance Permits		
F.1	Single Family Residential and Agricultural	\$1,100 per unit
F.2	All Other Zones	\$2,440
F.3	Signs	\$975
G. Subdivision		
G.1	PLA Fee Simple, Bare Land Strata (5 lots or less)	\$1,830 + \$120 per additional lot
G.2	PLA Fee Simple, Bare Land Strata (more than 5 lots)	\$2,440 + \$120 per additional lot
G.3	Final Plan Approval	\$425
G.4	PLA Extension or Amendment	\$300
G.5	Strata Title Conversion	\$975
G.6	Phased Strata	\$425 per phase
G.7	Form P Approval or Amendment	\$340
H. Legal Documents		
H.1	Legal Document Discharge	\$365
H.2	Restrictive Covenant - new	\$425
H.3	Restrictive Covenant - amendment	\$275
I. Other Applications		
I.1	ALR Application	Fees as established by the ALC
I.2	Board of Variance	\$600
I.3	Secondary or Garden Suite Registration	\$50
I.4	Temporary Use Permit and Renewals	\$2,440
I.5	Radiocommunication Facility Application	\$5,000

I.6	Other Council Resolutions or Bylaw Amendments	\$2,440
I.7	Liquor License – new or permanent amendment	\$3,050
I.8	Liquor License – temporary amendment	\$1,010
I.9	Liquor License – no Council resolution	\$610
I.10	Cannabis Retail Store or Producer Retail Store Licence – new	\$3,050
I.11	Cannabis Retail Store Licence – with a Zoning Bylaw Text Amendment	\$1,000

J. Miscellaneous Fees

J.1	Changes to Application	\$60
J.2	Change of Address Request	\$385
J.3	Development Information Meeting - staff attendance	\$245
J.4	Development Information Meeting - mailing labels	\$50
J.5	Independent Design Review	\$520 + recovery of actual cost
J.6	Peer review of a registered professional report or qualified professional report where it is required in the opinion of the Director. The peer reviewer will be retained by the City at the owner's expense	Recovery of actual cost
J.7	Title Search, Company Search or similar online information retrieval	\$10
J.8	Copies of a legal plan, occupancy permit, building site survey, building permit plans or other permits or licenses	No charge for property owner first ½ hour, \$18.00 for every additional ½ hour or portion thereof
J.9	Copies of Planning Studies or other documents	\$30
J.10	Copies of the Zoning Bylaw or the Official Community Plan Bylaw	\$50
J.11	Photocopies printed or digital	\$1.00 per page, \$5.00 minimum charge

J.13	Property related research for property owner	\$18.00 per ½ hour or portion thereof
J. 14	Custom GIS data requests	\$100 per hour of preparation + an additional \$10 for each additional data layer requested (charged in 15 minute increments)

COUNCIL POLICY C091

13 - Planning & Development

Residential Community Amenity Contributions

Effective Date: March 14, 2017

Last Revised: March 6, 2018

1. Policy Statement

The Community Amenity Contribution Policy is intended to provide the City with a framework for negotiating amenities as part of the rezoning application process.

2. Purpose

Provincial legislation enables municipal governments to require services, collect fees and / or obtain land from new development through development cost charges, servicing agreements, park land and roadway acquisition to mitigate the impacts of growth. Provincial legislation and the courts also grant local governments broad powers when considering zoning applications where councils weigh the costs and benefits of development on the community. The impact of new development on a community can extend beyond roadways, infrastructure, schools and park land and place additional burdens on City services and amenities that are not captured by the Development Cost Charge funding schedule. Other impacts may include the need for more library space or community meeting rooms, fitness equipment, improvements to bike paths and pedestrian corridors, and various forms of affordable housing.

Since rezoning land to permit a more dense or intense land use is a discretionary decision (as recognized by the courts) made by Council, the City regards the rezoning application process as an opportunity to negotiate these additional services and amenities.

This policy is intended to provide direction on community amenity contributions, including the process to inform the contribution amount.

3. Definitions

In this policy,

Community Amenity Contributions are negotiated in-kind or cash contributions agreed to by the applicant/developer and local government as part of a rezoning process initiated by the applicant/developer.

Low Rise: Low Rise refers to apartment buildings that are typically four stories in Pitt Meadows. Under the proposed policy, these buildings could either be stratified or under one ownership (dwelling units rented out).

Mixed Use: Mixed Use buildings are those with commercial on the first floor with dwelling units on the upper floors. Under the CAC policy, funds would only be collected from the dwelling units, not the commercial units.

Single family: Lots for one-unit homes. The Zoning Bylaw also permits garden suites and secondary suites in certain one-unit zones and under certain conditions. Garden suites and secondary suites are exempted from the policy

Townhouse: A townhouse is a dwelling unit contained in a building intended to be used for several units, each dwelling unit having direct access to grade outside. For the purposes of the CAC policy, the townhouse category also includes duplexes, triplexes and courtyard housing.

4. Scope

The Community Amenity Contribution Policy applies to properties within the Urban Containment Boundary for proposed residential development needing rezoning approval from Council including:

- Single-family dwellings
- Townhouses (this category includes duplexes, triplexes and courtyard housing)
- Apartment buildings
- Apartment buildings with first floor commercial space

5. Exclusions

The CAC policy applies to the development of all residential dwellings, including those within a mixed use development with the following exceptions:



- a) Affordable and special needs housing that are secured through a Housing Agreement as established in Section 483 of the Local Government Act.
- b) Accessory dwelling units such as secondary suites or detached garden suite.

6. Policy

- 1. Each CAC will be based on the following contribution rate:

Housing Type	Contribution Rate per Unit
Single Family	\$5,200
Townhouse*	\$4,600
Low Rise	\$3,500
Mixed Use	\$3,500

*Townhouses includes duplexes, triplexes and courtyard housing

- 2. Council will establish a Community Amenity Contribution Reserve and identify those amenities that may benefit from the community amenity contributions.
- 3. Community amenity contribution funds received will contribute to any of the following amenities:
 - a) Community Civic Facility
 - b) Public Art
 - c) Acquisition of land for the provision of:
 - i. Affordable or special needs housing
 - ii. Parks
 - iii. Trails
 - iv. Significant ecological features
 - d) Park, trail, or sports facility or field construction or maintenance
 - e) Affordable or special needs housing units
 - f) Heritage conservation
 - g) Conservation of significant ecological features
 - h) Other projects as identified by Council
- 4. Council may also consider the provision of the specific amenity as listed in Section 3, above, rather than a cash-in-lieu contribution.
- 5. Council may choose to suspend this policy at any time and contemplate an alternate formula or process of collecting residential community amenity contributions.

Staff Report to Council

Planning & Development

FILE: 3060-20-2023-06

REPORT DATE: October 19, 2023

MEETING DATE: November 07, 2023

TO: Mayor and Council

FROM: Patrick Ward, Director of Planning and Development

SUBJECT: Development Permit Amendment for Meadowtown Shopping Centre
Expansion

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. Approve issuance of Development Permit Amendment No. 2002-005-014, to permit an expansion to Meadowtown Shopping Centre; OR
 - B. Other.
-

PURPOSE

To consider a development permit amendment for a proposed expansion to Meadowtown Shopping Centre at 19800 Lougheed Hwy (PID: 026-397-218), for eight commercial retail units with eight office units above.

☐ Information Report

☒ Decision Report

☐ Direction Report

DISCUSSION

Background:

Civic Address: 19800 Lougheed Hwy
Property Size: 16.64 ha/41.12 acres
OCP Designation: Highway Commercial
Zoning: C-1 Highway Commercial
DPA: No. 11 Lougheed Commercial
Existing

Floor Area: 39,356 m²/423,627 ft²

Lot Coverage: 24%

Proposed Additional

Floor Area: 3,414 m²/36,748 ft²

Lot Coverage: 1.02%



Meadowtown Shopping Centre was constructed in stages, beginning in 2004. It is the City's largest commercial shopping centre, located at the southwest corner of Lougheed Highway and Golden Ears Way. Anchor tenants include Real Canadian Superstore, Winners, Jysk, Cineplex, Sport Chek, Michael's, and a BC Liquor Store (see Figure 1).

When the shopping centre was developed, it was constructed with the intention to accommodate a future addition to the building containing the Superstore grocery store.



Figure 1: Site plan showing circled expansion area

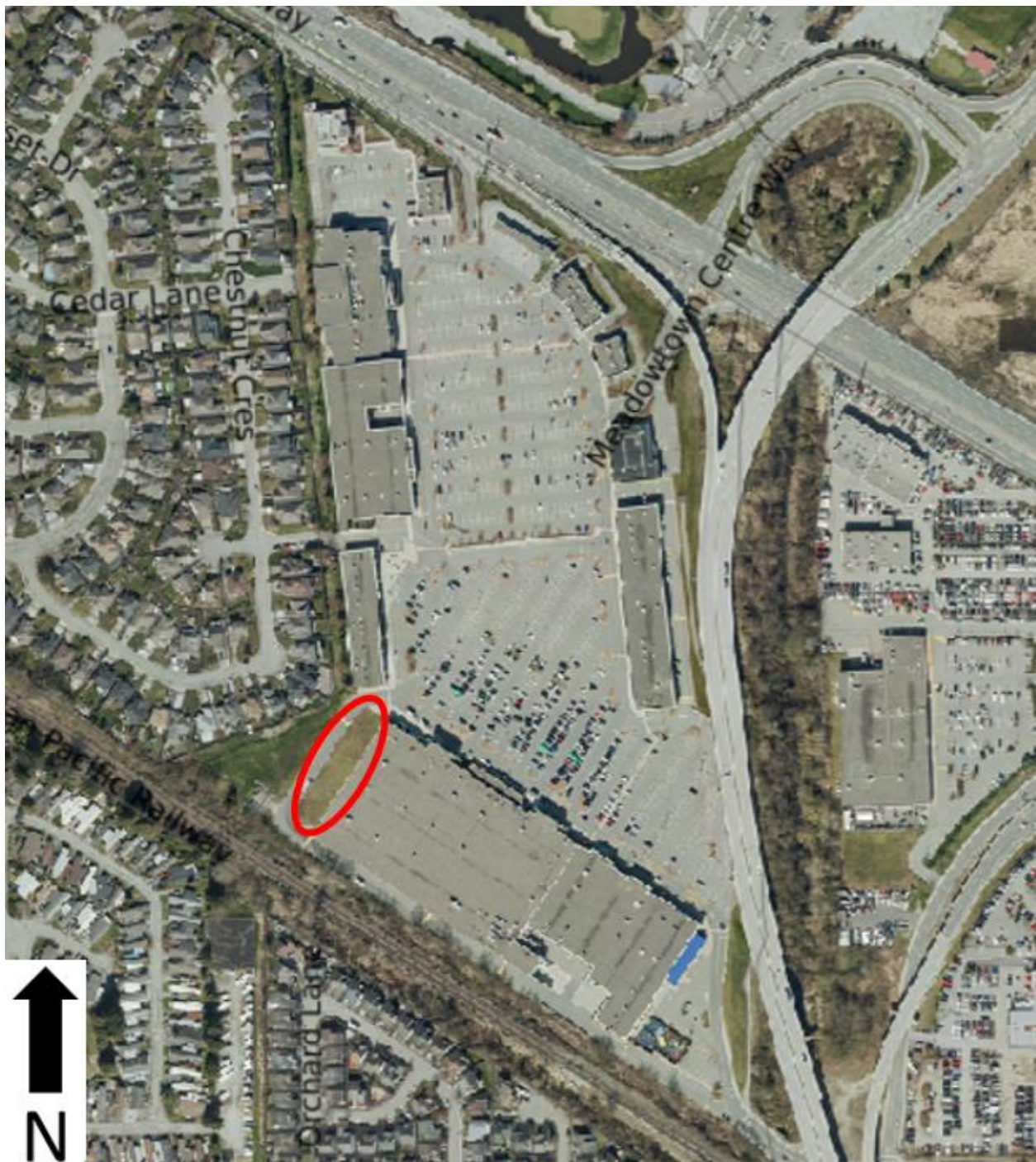


Figure 2: Aerial map showing circled expansion area

Relevant Policy, Bylaw or Legislation:

The property is designated as Highway Commercial in the Official Community Plan, for regionally-directed retail, service, recreation, and office commercial uses.

The property's C-1 (Highway Commercial) zoning provides for a mix of commercial and related uses oriented to vehicular access.

This development supports objectives of the City's Economic Development Strategic Plan, including increasing the supply of leasable commercial space.

Proposal:

Meadowtown Shopping Centre consists of one and two-storey buildings, with a total leasable area of 39,356 m² (423,627 ft²). The buildings are oriented around the perimeter of the site, with vehicle parking on the interior.

Design

This proposal involves a two-storey addition on the west side of the building containing Superstore (see Architectural Plans in Attachment A). Eight commercial retail units (CRU's) are proposed on the ground floor, with eight office spaces above (see Figure 3). The proposed units will face west, towards the existing drive aisle that leads around the building towards the CP rail track.

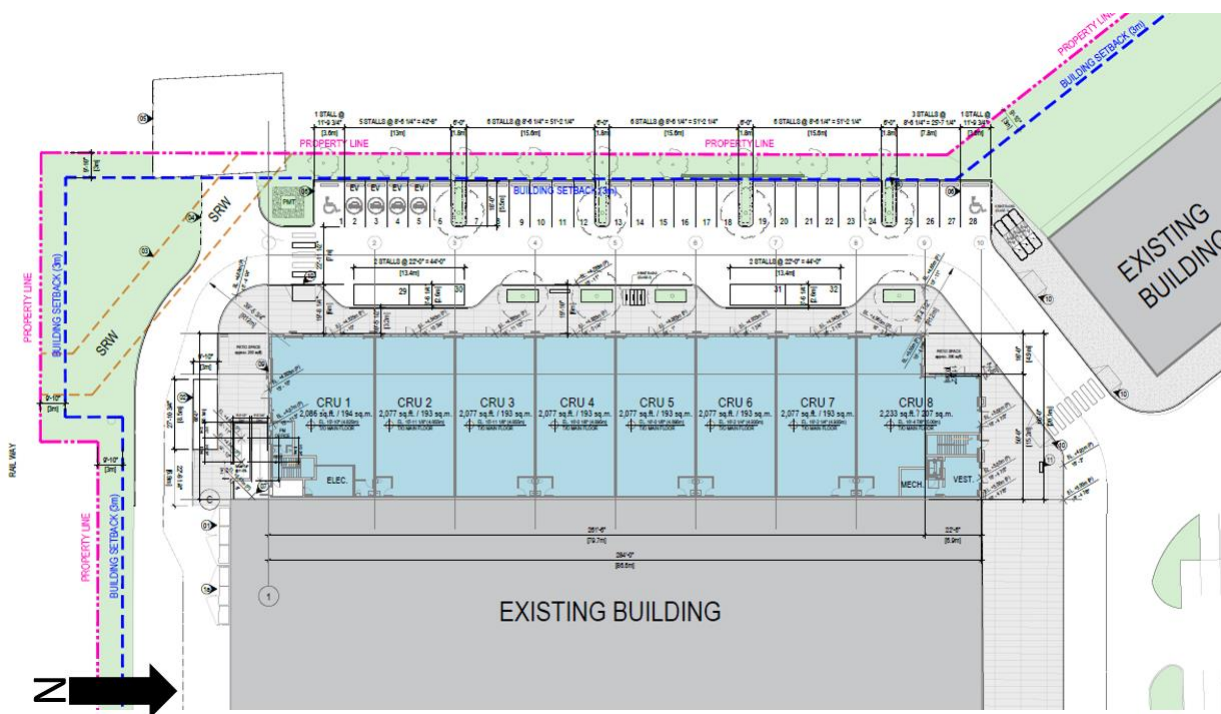


Figure 3: Site plan

In total, an additional 3,414 m² (36,748 ft²) of additional commercial and office space is proposed.

The addition is proposed to be constructed of concrete tilt-up panels, painted a light grey on the upper level and light black on the lower level, with brick veneer column accents. Glass canopies are proposed over ground floor entrances, to break up the long building façade and provide weather protection (see Figure 5).



Figure 4: Existing and proposed west elevation

The addition is designed to be architecturally compatible with the existing buildings in the shopping centre:



Figure 5: Context, showing existing buildings

At the front of the addition (on the north side), an entrance lobby for the upper floor offices is designed with a higher entry feature, to match the existing retail stores (see Figure 5).



Figure 6: Proposed office entrance lobby

Parking

Thirty-two (32) new parking spaces are proposed, including two accessible stalls and four stalls with EV charging capability. The new parking spaces can be accessed from either the main parking lot or the lane along the south side of the building.

While 78 parking spaces are required for the addition as per the Zoning Bylaw regulations, Meadowtown Shopping Centre already exceeds their required parking by more than 500 parking spaces. The proposed parking stalls are located 3 m from the property line, exceeding the 1.5 m minimum setback requirement in the Zoning Bylaw. The proposal, therefore, will be compliant with the Zoning Bylaw in terms of vehicle parking.

Six short-term bicycle parking stalls are proposed, in the form of a bike rack, along with six secured bicycle parking lockers, designed for longer-term use by business employees. This meets the Zoning Bylaw requirements for bicycle parking.

Landscaping

There is a small berm on the west edge of the subject property, that continues on the adjacent City-owned lot (see Figures 7 and 8). Staff could not locate any records as to why or how that berm was constructed, and it was not included as part of the original development plans for the shopping centre. The City-owned lot is being used for utility purposes and open space; a right of way to secure access to the lot is included as a condition of the Development Permit. Finalization of the right of way may require minor revisions to the site plan (e.g., parking spaces and on-site utilities) along the west edge of the property.



Figure 7: Aerial view of berm



Figure 8: View of berm looking west towards adjacent residential neighbourhood

The portion of the berm that is located on the subject property is proposed to be cut into, and a retaining wall added to create parking (see Figures 9 and 10).

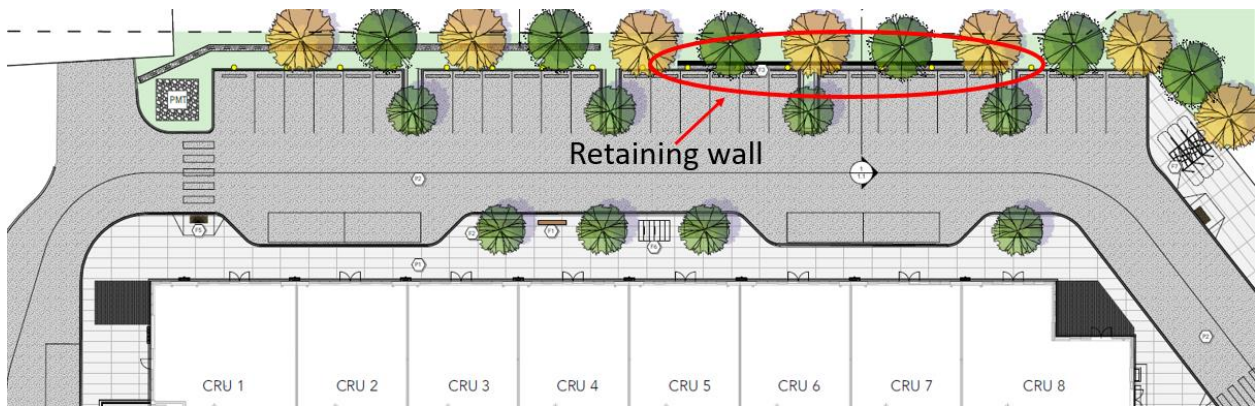


Figure 9: Proposed retaining wall

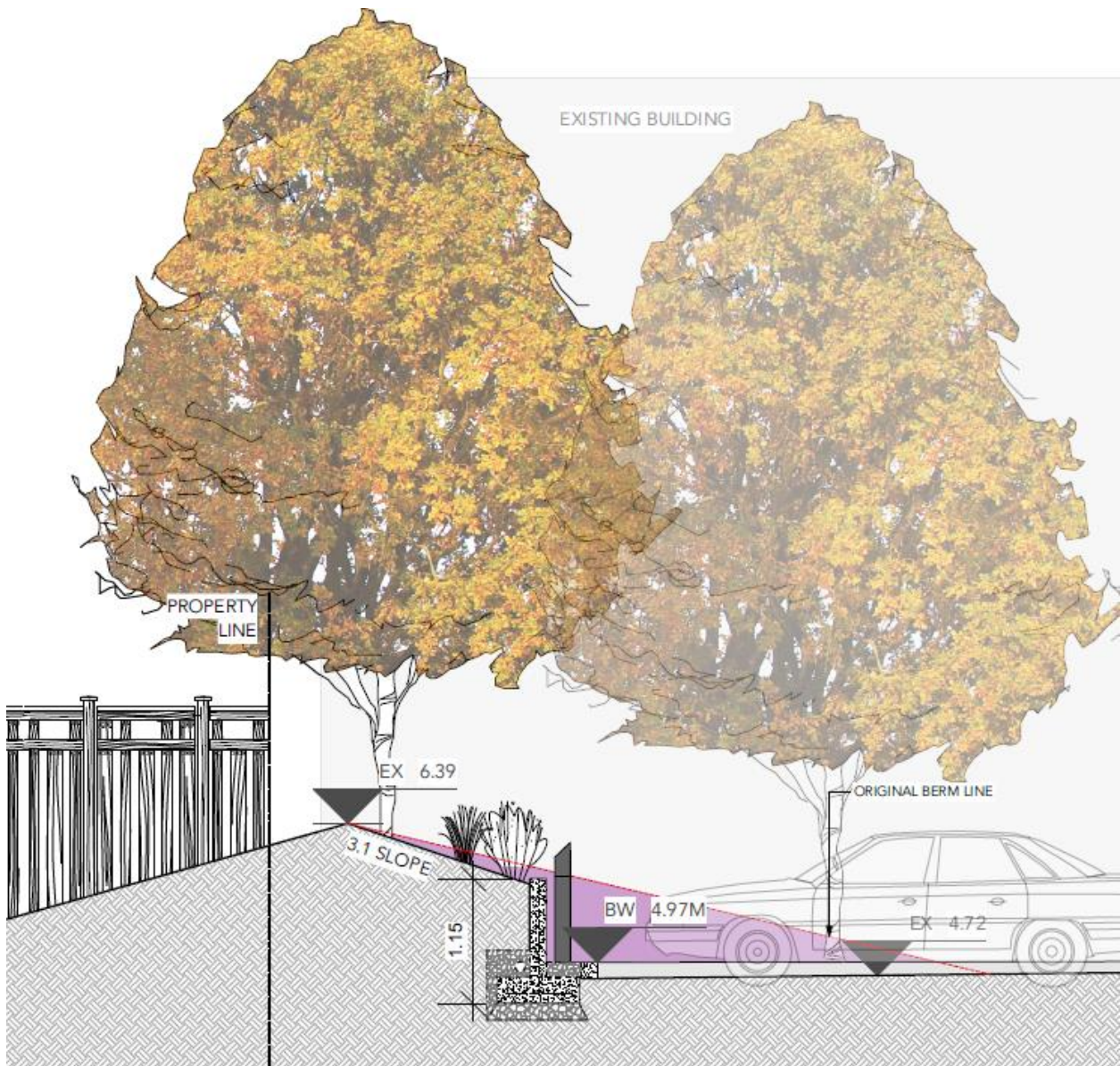


Figure 10: Cross-section of proposed retaining wall (berm to be removed in purple)

A 3 m wide landscape buffer is proposed between the new parking area and the property line. The City property adjacent to the site provides an additional buffer from the new development to most of the nearby homes. New landscaping is proposed to treat that property edge, including new trees, rhododendron shrubs, and dune grass (see Landscape Plans in Attachment A). Over time, the amount of visual screening for the adjacent homes should increase, given there is only grass in the area currently.

Trees, a bike rack, and heavy timber bench for seating are proposed along the front of the addition.

In the new parking area, double-headed lights are proposed in the planting islands. The applicant has advised that these lights will be provided with backspill eliminators, to ensure no lighting is directed towards the adjacent residential area. A condition is included in the development permit that requires lighting to be fully shielded from adjacent residential parcels.

Additional landscaping includes 21 new trees, and all new plantings along the western property edge where currently there is no landscaping (see Figure 11).

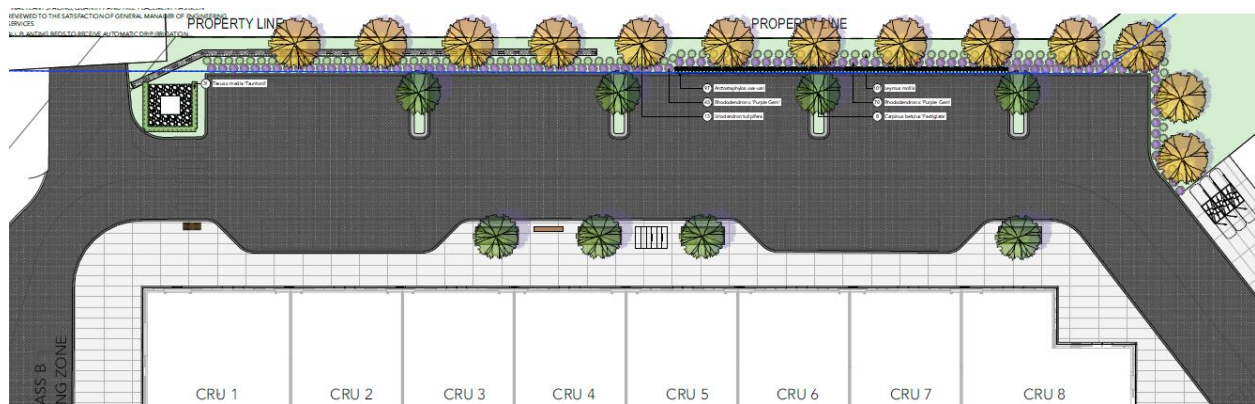


Figure 11: Planting plan

Analysis:

Development Permit Area No. 11 Loughheed Commercial

The objectives of this development permit area (DPA) are to facilitate orderly development, a coordinated and coherent visual appearance, and to promote good urban design and attractive streetscapes.

A number of the guidelines contained in this DPA pertain to the potential development of the North Loughheed Area, or are for brand new development of a site, and are not applicable to this application. In saying that, the proposed addition complies with the relevant guidelines, including the provision of landscaping within new parking areas, accessible parking and pedestrian access, visual consistency with surrounding development, weather protection over entrances, and substantial landscaping adjacent to residential development (see Attachment B). It is also compatible with the existing development.

Advisory Design Panel:

The application was referred to the City's Advisory Design Panel (ADP) on September 13, 2023, where the following motion was passed:

"It was **MOVED** and **SECONDED** THAT Advisory Design Panel:

- A. Supports the application for a Development Permit Amendment at Meadowtown Shopping Centre, subject to the applicant's consideration of comments as captured at the September 13, 2023 ADP Meeting; AND
- B. Recommends that the applicant submits revisions inclusive of feedback to the satisfaction of the Planning and Development Department before Council considers the application.

CARRIED"

The following comments were discussed at the ADP meeting:

- Recommendations were made regarding revisions to the identified species of plants to be used in the berm area in an effort to provide screening year round;
- A question was raised around the potential light pollution for neighbouring homes as a result of signage and or the lighting from the building (*applicant noted the new trees will shield the lighting and the lighting will be controlled (e.g., shielding for the lights in the parking area) to avoid radiating in all directions*);
- A suggestion was made for adding a horizontal band between the columns in an effort to tie in the 2nd floor framing with the colour of the bricks as well as the addition of bright colours to the exterior of the building near entry doors 8 & 12;
- A suggestion was made to provide details of soil volumes for all planting to ensure trees will survive when planted and confirmation was requested that the applicant follow the Canadian Landscape Standard rather than the older BC Landscape Standard as referenced on the drawings;
- A recommendation was made for signage to be added at the access from the parking lot identifying the stores located in this section of the mall;
- Support was given for the application and the improvements to the mall;
- A suggestion was made to review the pattern and design language for the shopping mall holistically in an effort to include similar design patterns in this new development adding articulation to the facade;
- A recommendation was made to reconfigure the accessible parking spaces moving them closer to the corners of the building, where the office entrances are, in an effort to address accessibility; and
- The suggestion was made to increase the width of the sidewalk near patio CRU8 to support easier movement for individuals using mobility aids.

The applicant considered these recommendations of ADP and revised the final plans for submission, as follows:

- Revised tree types to provide year round screening

- Increased thickness of horizontal concrete bands along building elevations
- Soil volume details added
- Business signage locations added
- Relocated an accessible parking space closer to main building entrance
- Increased sidewalk width by CRU8

Recommendation:

Based on overall compliance with the intent of the relevant design guidelines and feedback from the City's Advisory Design Panel, authorization of Development Permit Amendment No. 2002-005-014 is recommended. A copy of the draft development permit including plans is included as Attachment A. The architecture design and landscape plans meet the intent of the development permit area guidelines and were improved based on feedback from the Advisory Design Panel.

If approved, a landscape bond will be collected at the time of building permit and a final inspection will occur to ensure that landscaping is completed in accordance with the plans.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Business Vitality. Cultivate a vibrant and diverse economy where local businesses prosper by attracting visitors and businesses.

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
-

PUBLIC PARTICIPATION

- ☒ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s):

This application was reviewed by the City's Advisory Design Panel.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS**Written by:**

Allison Dominelli,
Senior Development Services Technician

Reviewed by:

Colin O'Byrne,
Manager of Planning

Patrick Ward,
Director of Planning and Development

ATTACHMENT(S):

- A. Development Permit No. 2002-005-014
- B. Application checklist for compliance with relevant design guidelines

CITY OF PITT MEADOWSDEVELOPMENT PERMIT NO. DP 2002-005-014ADDENDUM TO DEVELOPMENT PERMIT NO. 2002-005

As Registered at the Land Titles Office on August 20, 2002

THIS DEVELOPMENT PERMIT made in triplicate and dated the day of , 2023

ISSUED BY:

THE CITY OF PITT MEADOWS, a City under the "Local Government Act" of the Province of British Columbia, and having its Municipal Offices at 12007 Harris Road, in the Municipality of Pitt Meadows, in the Province of British Columbia, V3Y 2B5
(hereinafter called the "City")

TO: **ONNI DEVELOPMENT (MAYFAIR PLACE) CORP**
200-1010 SEYMOUR ST
VANCOUVER BC V6B 3M6
(hereinafter called the "Permittee(s)")

WHEREAS the Permittee(s) wishes to commence a development upon ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in The Corporation of the City of Pitt Meadows in the Province of British Columbia, and more particularly known and described as:

Parcel Identifier: 026-397-218

Legal Description: LOT A EXCEPT: PART SUBDIVIDED BY PLAN BCP18702;
DISTRICT LOTS 223 AND 224 GROUP 1 NEW
WESTMINSTER DISTRICT PLAN BCP18701
(hereinafter called the "Lands")

AND WHEREAS the Permittee(s) has made application for a Development Permit in regard to the Lands;

AND WHEREAS the previous development permits (the "previous permits") were issued by Council and notice of this issuance being registered on title in regard to the Lands as the charge BT301879;

AND WHEREAS the Local Government Act provides that in such a Permit certain matters may be regulated, required or limited; and

NOW THEREFORE, the Council of the City hereby issues a Development Permit in respect of the Lands as follows:

1. This Development Permit is issued subject to compliance with all City Bylaws except where specifically varied or supplemented by this Development Permit.
2. The Permittee(s) shall comply with all City and Provincial building regulations and shall not commence work until they have received a Building Permit from the City.
3. The Lands shall be developed by the Permittee(s) in strict conformity with the terms and conditions set out in this Development Permit.
4. The Permittee(s) shall not sell, assign, transfer, convey or otherwise dispose of all or any part of his interest in and to the Lands, save and except for mortgage purposes, until the Lands have been developed in accordance with the conditions of this Development Permit, or alternatively, until the proposed purchaser or assignee has covenanted with the City, in a manner acceptable to the Council of the City, to ensure development of the Lands in conformity with the conditions herein contained. After the successor or assignee of the applicant has covenanted in writing to the satisfaction of the Council of the City to assume all of the Permittee's obligation and liabilities herein, the obligations and liabilities of the Permittee(s) shall cease in regard to development work done thereafter by the said successor assignee.
5. All plans, specifications, minutes and written commitments referred to above are subject to any changes required by the Building Official or their designate, or other officials of the City, where such plans and specifications do not comply with any duly enacted law or Bylaw, and such non-compliance is not specifically permitted by this Development Permit; minor variations which do not substantially alter the work referred to in Part 6 and 7 may be permitted if approved in writing by the Director Responsible for Development Services or their designate (hereinafter called the "Planner") thereon.

As a condition of the issuance of this Development Permit, the City is holding security in the form of an Irrevocable Letter of Credit as follows:

Securities totaling the amount of **\$184,147** for the on-site landscaping works are to be provided prior to Building Permit issuance to ensure that the development specified in Part 6 i) and 6 ii) hereto, and particularly the landscaping works therein, is carried out in accordance with the terms and conditions of this Development Permit, and to ensure that an unsafe condition will not result from a contravention of the provisions of this Development Permit.

The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security and any interest

thereon accrued by the City to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee(s), or should the Permittee(s) carry out the development permitted by this Development Permit under the conditions set out in Paragraph b) hereto, the security and any interest thereon accrued by the City shall be returned to the Permittee(s) upon:

- a) Issuance by the Building Official of Occupancy Permits where applicable;
 - b) Verification by the Planner that the development set out in Part 6 i) and 6 ii) hereto, and particularly the landscaping works therein, have been completed in accordance with the terms and conditions in this Development Permit;
 - c) Confirmation from a professional landscaper that landscaping works completed in accordance with the landscape plan in this Development Permit.
 - d) A one-time landscape inspection fee of \$1,000 also applies.
6. Development upon the Lands shall conform to the following plans, specifications, and the conditions:
- i) Set of architectural plans and specifications prepared by Aplin & Martin Consultants Ltd., 201 - 12448 82 Avenue, Surrey, B.C. V3W 3E9, entitled "Meadowtown Expansion", copies of which are attached to and form part of this permit; and
 - ii) Set of landscape plans and specifications prepared by Gauthier & Associates Landscape Architects Inc., 629 Atlantic Street, Vancouver, British Columbia, V6A 2J9, entitled "Meadowtown Expansion", copies of which are attached to and form part of this permit.
7. All lighting, including business signage lighting, to be fully shielded from adjacent residential parcels. Lighting and signage to be designed to have no direct source of light visible from adjacent residential land. Business signage lighting to be turned off or dimmed when business hours are over. Fascia lighting is restricted to either up- or down-lighting only. A covenant registered on title ensuring compliance with this condition is required.
8. Minimum sidewalk clearance of at least 2 m to be maintained around the building addition.
9. Pedestrian routes to be fully accessible to people with disabilities, including pathways wide enough for wheelchairs/mobility scooters and a tactile strip for the visually impaired.
10. Rooftop mechanical, electrical or other service equipment to be screened from adjacent residential neighbourhood.

11. Solid screen (fence or hedge row) is required along the rear yards of the residential lots abutting the development area, to the acceptance of the City.
12. Amendment or discharge of Statutory Right-of-way Y133612, such that a Statutory Right-of-way is registered on title reflecting accurate, as-built location of sanitary force main across the southwest corner of the property.
13. New statutory right-of-way to be registered on title to provide access along the southern property line to the City's Meadowtown lift station property.
14. This particular amendment applies only to the changes noted above and as shown in "Attachment A" and all other conditions in Development Permit No. 2002-005-014 and subsequent amendments remain unchanged. This amendment is applicable only for the life of Development Permit No. 2002-005-014.
15. In the event the Permit lapses, the Permittee(s) may request refund of the security described in Part 5 and the City shall make refund provided the Director responsible for Development Services or designee authorizes such refund.
16. It is understood and fully agreed by the Permittee(s) that the site and abutting streets shall be maintained in a neat and tidy order during the construction process, and that construction debris bins will be removed from the site promptly once they are full.
17. Whenever the singular or masculine is used in this Development Permit, the same shall be deemed to include the plural, or the feminine, or the body politic or corporate as the context so requires, and every reference to each part hereto shall be deemed to include the heirs, executors, administrators, successors and assigns of such party whenever this context or the parties so require.
18. It is understood and agreed that the City has made no representations, covenants, warranties, guarantees, promises or agreement (verbal or otherwise) with the Permittee(s) other than those in this Development Permit.
19. If the Permittee(s) does not substantially start any construction with respect to which this Permit was issued, within 2 years after the date it is issued the Permit shall lapse.
20. The terms of this Development Permit or any amendment to it, are binding on all persons who acquire an interest in the Land.

AUTHORIZED BY COUNCIL RESOLUTION passed by on the day of , 2023.

THE CORPORATE SEAL OF THE CITY OF PITT MEADOWS was
hereunto affixed on the _____ day of _____, 2023.

Nicole MacDonald, Mayor

Tanya Barr, Corporate Officer

Owner of the Lands or authorized signatory(ies)

Print Name

SIGNED, SEALED AND DELIVERED BY
the Owner of the Lands on
the _____ day of _____, 2023

PDF Files of Development Permit Drawings:
11 X 17 copies attached to this document

Architectural plans and specifications prepared by Aplin & Martin Consultants Ltd.,
 201 - 12448 82 Avenue, Surrey, B.C. V3W 3E9, entitled "Meadowtown Expansion":

A0.0	–	Cover Page	Attachment "A"
A0.1	–	Project Information & Zoning Analysis	Attachment "B"
A0.2	–	Site Survey	Attachment "C"
A1.1	–	Site Context Plan	Attachment "D"
A1.2	–	Site Plan	Attachment "E"
A2.1	–	Ground Floor Plan	Attachment "F"
A2.2	–	Second Floor Plan	Attachment "G"
A2.3	–	Roof Plan	Attachment "H"
A3.1	–	Building Sections	Attachment "I"
A4.1	–	Building Northwest Elevation	Attachment "J"
A4.2	–	Building Southwest & Northeast Elevations	Attachment "K"
A9.1	–	Perspectives	Attachment "L"
A9.2	–	Perspectives	Attachment "M"

Landscape plans and specifications prepared by Gauthier & Associates Landscape
 Architects Inc., 629 Atlantic Street, Vancouver, British Columbia, V6A 2J9, entitled
 "Meadowtown Expansion":

L0.0	–	Cover Sheet	Attachment "N"
L0.1	–	Soil Depth Plan	Attachment "O"
L1.0	–	Layout & Materials Plan	Attachment "P"
L2.0	–	Planting Plan	Attachment "Q"
L3.0	–	Irrigation Plan	Attachment "R"
L4.0	–	Section	Attachment "S"
L5.0	–	Details	Attachment "T"
L5.1	–	Details	Attachment "U"
L6.0	–	Plant List & Images	Attachment "V"

MEADOWTOWN EXPANSION DEVELOPMENT



Aplin & Martin Consultants Ltd.
201 - 12448 82 Avenue, Surrey, B.C. V3W 3E9
Tel: (604) 597-9058, Fax: (604) 597-9061
Email: general@aplinmartin.com



REV	DATE	DESCRIPTION	DR	REV
0	JUN-09-23	ISSUED FOR PDMA SUBMISSION	YUSK	AS1
1	AUG-14-23	RE-ISSUED FOR PDMA SUBMISSION	YF	AS1
2	OCT-13-23	RE-ISSUED AFTER COMMENTS	YF	AS1
3	NOV-08-23	RE-ISSUED AFTER COMMENTS	YF	AS1

PROJECT: MEADOWTOWN EXPANSION

19800 LOUGHEED HWY,
PITT MEADOWS, BC V3Y 2W1

SHEET TITLE

COVER PAGE

SCALE:	REVISION 2
DRAWING NO.	PROJECT NO. 22-2021

CONTACT	SHEET DIRECTORY			
OWNER: ONNI GROUP 200 - 1000 SEYMOUR STREET VANCOUVER, BC V6C 3R8 CONTACT: CHRISTOS PLATIS 604-800-1657 CPLATIS@ONNI.COM JASPER DOSLEY J.DOSLEY@ONNI.COM	ARCHITECTURAL: APLIN & MARTIN CONSULTANTS LTD. SUITE 1818 - 1177 WEST HASTINGS STREET VANCOUVER, BC V6E 4A9 CONTACT: INTL ASSOC. AIA, IRACAC 604-202-2486 HRAO@APLINMARTIN.COM Gauthier Landscape Architects 639 ATLANTIC STREET VANCOUVER, BC V6C 1A9 CONTACT: BRUCE GAUTHIER, BCSCIA, CSIA, LEED AP 604-317-9682 BRYCEE@GAUTHIERA.COM	CIVIL: APLIN & MARTIN CONSULTANTS LTD. SUITE 1818 - 1177 WEST HASTINGS STREET VANCOUVER, BC V6E 4A9 CONTACT: ROBERT LEW, P. ENG. 604-278-9434 RLEW@APLINMARTIN.COM	SURVEY: BENNETT LAND SURVEYING LTD. 201 - 275 FELL AVENUE VANCOUVER, BC V6E 4P5 CONTACT: NORTHVAN@BENNETTSURVEYS.COM 604-380-4688	ARCHITECTURAL: A0.0 COVER PAGE A0.1 PROJECT INFORMATION & ZONING ANALYSIS A0.2 SITE SURVEY A1.1 SITE CONTEXT PLAN A1.2 SITE PLAN A2.1 GROUND FLOOR PLAN A2.2 SECOND FLOOR PLAN A2.3 ROOF PLAN A3.1 BUILDING SECTIONS A4.1 BUILDING NORTHWEST ELEVATION A4.2 BUILDING SOUTHWEST & NORTHEAST ELEVATIONS A5.1 PERSPECTIVES A5.2 PERSPECTIVES

LOT INFORMATION		ZONING INFORMATION	
ADDRESS:	19800 LOUGHEED HWY	ZONING:	C-1 HIGHWAY COMMERCIAL
LEGAL DESCRIPTION:	LOT A DISTRICT LOT 223 NEW WESTMINSTER DISTRICT PLAN BCP 18701 GROUP 1 EXCEPT PLAN BCP 18702, & DL 224	OCP DESIGNATION:	#11 - LOUGHEED COMMERCIAL, 3 - RIPARIAN AREAS
PID:	026-397-218	<u>LOT AREA:</u>	
		LOT AREA:	166,352 sq.m. / 1,790,598 sq.ft.
		<u>BUILDING AREA:</u>	
		NEW BUILDING FOOTPRINT:	1,707 sq.m. / 18,375 sq.ft.
		TOTAL NEW BUILDING GFA:	3,414 sq.m. / 36,750 sq.ft.
		<u>DENSITY:</u>	
		ALLOWABLE FAR:	0.5
		PROPOSED FAR:	EXISTING FAR + 0.02
		<u>LOT COVERAGE:</u>	
		ALLOWABLE LOT COVERAGE:	50%
		PROPOSED LOT COVERAGE:	EXISTING COVERAGE + 1.02%
		<u>BUILDING HEIGHT:</u>	
		ALLOWABLE MAX HEIGHT:	12m
		PROPOSED HEIGHT:	10.35m

<u>SETBACK:</u>	
ALL SIDE SETBACK:	3.0m
LOUGHEED HWY SIDE:	7.5m
<u>UNIT:</u>	
CRU:	8 UNITS
OFFICE:	8 UNITS
TOTAL UNIT COUNT:	16 UNITS
<u>PARKING:</u>	
CRU PARKING REQUIRED:	1 PER 30 sq.m. GFA = 1,367 sq.m. / 30 sq.m. = 45.57 = 46 PARKING STALLS
OFFICE PARKING REQUIRED:	1 PER 45 sq.m. GFA = 1,431 sq.m. / 45 sq.m. = 31.80 = 32 PARKING STALLS
TOTAL PARKING REQUIRED:	46 + 32 = 78 PARKING STALLS
PARKING PROVIDED:	32 PARKING STALLS (NEW) 46 PARKING STALLS (LOT 28)

2	OCT.13	23	RE-ISSUED AFTER ADP COMMENTS	VN	AS/
1	AUG.14	23	RE-ISSUED FOR DPMA SUBMISSION	FF	AS/
0	JUN.09	23	ISSUED FOR DPMA SUBMISSION	VO/SK	AS/

REV	DATE	DESCRIPTION	DR	RV
-----	------	-------------	----	----

THIS DRAWING IS THE PROPERTY OF APLIN & MARTIN CONSULTANTS LTD. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF APLIN & MARTIN CONSULTANTS LTD. ALL RIGHTS ARE RESERVED. ANY UNAUTHORIZED USE OF THIS DRAWING MAY BE SUBJECT TO LEGAL ACTION. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL SIGNED BY THE CONSULTANT.

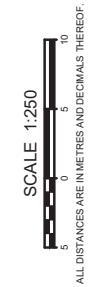
PROJECT:
MEADOWTOWN EXPANSION

19800 LOUGHEED HWY,
PITT MEADOWS, BC V3Y 2W1

SHEET TITLE

PROJECT
INFORMATION
& ZONING
ANALYSIS

SCALE	REVISION
	2
DRAWING NO.	PROJECT NO.
A0.1	22-2021



Aplin & Martin Consultants Ltd.
2201 - 12448 82 Avenue, Surrey, B.C. V3W 3E9
Tel: (604) 597-9058, Fax: (604) 597-9061
Email: general@aplinmartin.com



REV	DATE	DESCRIPTION	DR	RV
0	JUN 09 23	ISSUED FOR DAWA SUBMISSION	VD5K ASHR	
1	AUG.14.23	RE-ISSUED FOR DIPMA SUBMISSION	FF ASHR	
2	OCT.13.23	RE-ISSUED AFTER ADP COMMENTS	IN ASHR	

DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF MARTIN CONSULTANTS LTD. THE COPYRIGHT IN THEM IS RESERVED TO THEM. NO REPRODUCTION IS ALLOWED WITHOUT THE PERMISSION OF ARLIN & MARTIN CONSULTANTS LTD. AND WHEN MADE MUST BEAR ITS NAME. ALL PRINTS TO BE RETURNED.

THIS DRAWING MUST NOT BE SCALED. THE CONTRACTOR IS TO OBTAIN A COPY OF THE DRAWING FROM THE ARCHITECT WITH CONDITIONS ON THE SITE AND BE RESPONSIBLE FOR REPORTING DISCREPANCIES TO ARLIN & MARTIN CONSULTANTS LTD. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL SIGNED BY THE CONSULTANT.

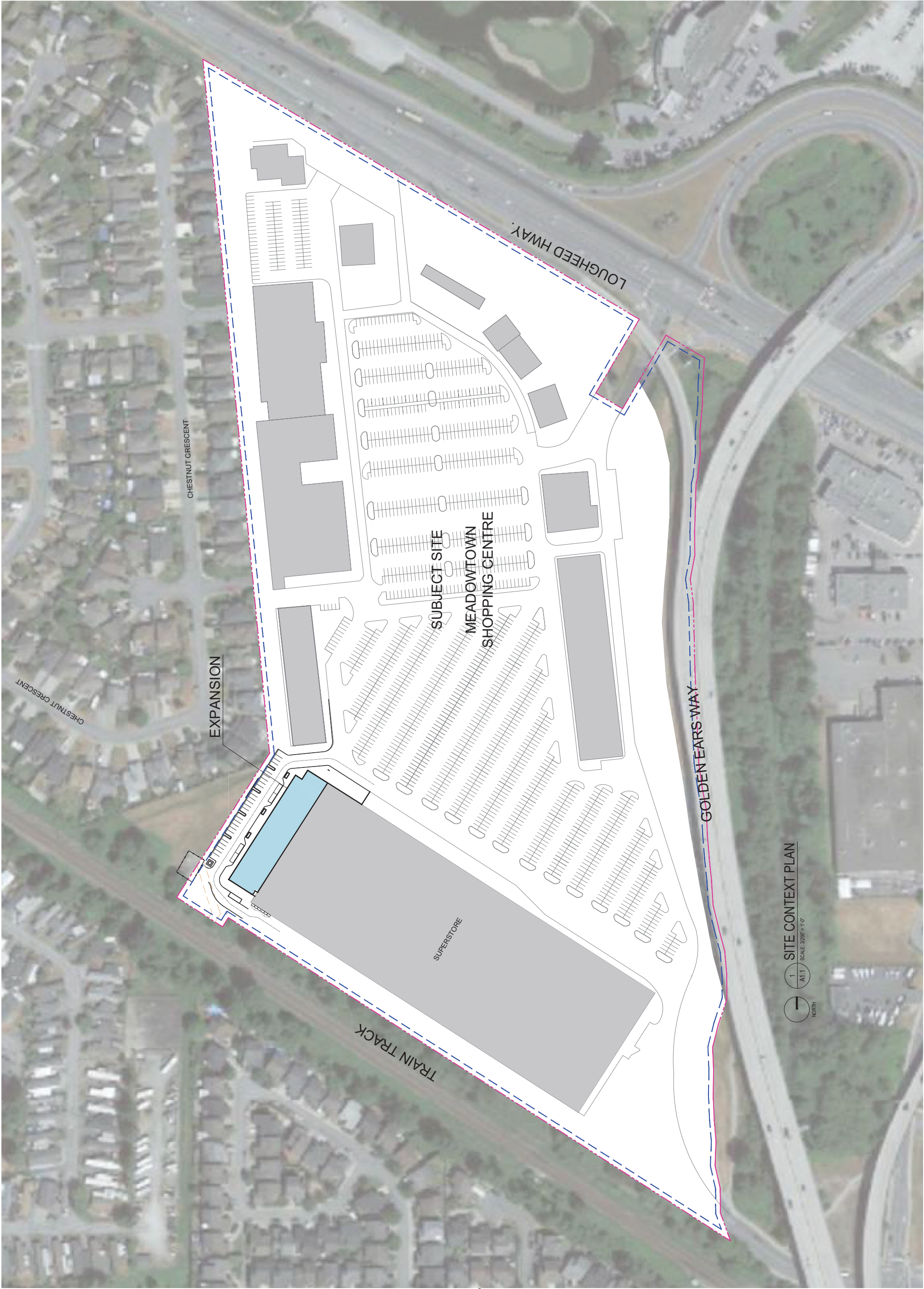
PROJECT: MEADOWTOWN EXPANSION

19800 LOUGHEED HWY,
PITT MEADOWS, BC V3Y 2W1

SHEET 111

SITE SURVEY

1 **2** **A0.2** **SCALE: 1:250** **SITE SURVEY**



REV	DATE	DESCRIPTION	DR	RV
2	OCT 13/23	RE-ISSUED AFTER APP COMMENTS	IN	ASHR
1	AUG 14/23	RE-ISSUED FOR DRMA SUBMISSION	FF	ASHR
0	JUN 09/23	ISSUED FOR DRMA SUBMISSION	USK	ASHR

THIS DRAWING MUST NOT BE SCALED. THE CONTRACTOR IS TO VERIFY ALL DIMENSIONS AND CONDITIONS ON THE SITE AND IS HELD RESPONSIBLE FOR ANY DISCREPANCIES. THIS DRAWING IS TO BE USED FOR CONSTRUCTION PURPOSES DATE SIGNED BY THE CONSULTANT:

PROJECT: MEADOWTOWN EXPANSION

19800 LOUGHEED HWY.
PIT MEADOWS, BC V3V 2W1

SHEET TITLE:

SITE CONTEXT PLAN

SCALE	3/256" = 1'-0"	REVISION
DRAWING NO.	A1.1	PROJECT NO.
		22-2021



SHEET TITLE:

GROUND FLOOR PLAN

SCALE:	3/32" = 1'-0"	REVISION	2
DRAWING NO.	A2.1	PROJECT NO.	22-2021



REV	DATE	DESCRIPTION	DR	RW
2	OCT.13.23	RE-ISSUED AFTER ADP COMMENTS	VN	ASH
1	AUG.14.23	RE-ISSUED FOR DPMA SUBMISSION	FF	ASH
0	JUN.09.23	ISSUED FOR DPMA SUBMISSION	VO/SK	ASH

THIS DRAWING MUST NOT BE SCALED. THE CONTRACTOR IS TO VERIFY ALL DRAWING DIMENSIONS AND DATA NOTED HEREIN WITH CONDITIONS ON THE SITE AND IS HELD RESPONSIBLE FOR REPORTING DISCREPANCIES TO APULIN & MARTIN CONSULTANTS LTD. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL SIGNED BY THE CONSULTANT.

MEADOWTOWN
EXPANSION

19800 LOUGHEED HWY,
PITT MEADOWS, BC V3Y 2W1

SHEET TITLE:

SECOND FLOOR PLAN

SCALE:	3/32" = 1'-0"	REVISION	2
DRAWING NO.	A2.2	PROJECT NO.	22-2021



REV	DATE	DESCRIPTION	DR	RV
-----	------	-------------	----	----

THIS DRAWING IS NOT TO BE SCALED. THE CONTRACTOR IS TO VERIFY ALL DIMENSIONS AND CONDITIONS ON THE SITE AND IS HELD RESPONSIBLE FOR REPORTING DISCREPANCIES TO AP/IN A MARTIN CONSULTANTS LTD. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL SIGNED BY THE CONSULTANT.

MEADOWTOWN
EXPANSION

19800 LOUGHEED HWY,
PITT MEADOWS, BC V3Y 2W1

BUILDING
SECTIONS

SCALE:	As indicated	REVISION 2
DRAWING NO.	A3.1	PROJECT NO. 22-2021





SCALE: As indicated	REVISION 2
DRAWING NO. A4.1	PROJECT NO. 22-2021



NORTHEAST VIEW



TYPICAL CRU FRONT



NORTHWEST VIEW

2	OCT.13.23	RE-ISSUED AFTER ACP COMMENTS	VN	ASHR
1	AUG.14.23	RE-ISSUED FOR DPMA SUBMISSION	FF	ASHR
0	JUN.09.23	ISSUED FOR DPMA SUBMISSION	VOISY	ASHR

REV	DATE	DESCRIPTION	DR	RV

THIS DRAWING IS THE PROPERTY OF APLIN & MARTIN CONSULTANTS LTD. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF APLIN & MARTIN CONSULTANTS LTD. ALL RIGHTS ARE RESERVED. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL SIGNED BY THE CONSULTANT.

PROJECT:
MEADOWTOWN EXPANSION
19800 LOUGHEED HWY PITT MEADOWS, BC V3Y 2M1
SHEET TITLE

PERSPECTIVES

SCALE	REVISION
	2
DRAWING NO.	PROJECT NO.
A9.1	22-2021



NORTH VIEW



SOUTHWEST VIEW

2	OCT.13.23	RE-ISSUED AFTER ADP COMMENTS	VN	ASHR
1	AUG.14.23	RE-ISSUED FOR DPMA SUBMISSION	FF	ASHR
0	JUN.09.23	ISSUED FOR DPMA SUBMISSION	VOSS	ASHR

REV	DATE	DESCRIPTION	DR	RV
-----	------	-------------	----	----

THIS DRAWING IS THE PROPERTY OF APLIN & MARTIN CONSULTANTS LTD. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF APLIN & MARTIN CONSULTANTS LTD. ALL RIGHTS ARE RESERVED. ANY UNAUTHORIZED REPRODUCTION OR USE OF THIS DRAWING IS PROHIBITED AND WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL SIGNED BY THE CONSULTANT.

PROJECT:	MEADOWTOWN EXPANSION
----------	-------------------------

19800 LOUGHEED HWY,
PITT MEADOWS, BC V3Y 2W1

SHEET TITLE

PERSPECTIVES

SCALE	REVISION	2
DRAWING NO.	PROJECT NO.	A9.2
		22-2021

MEADOWTOWN EXPANSION

ISSUED FOR DP

CLIENT:

ONNI GROUP

JASPER BOSLEY
jbosley@onni.com
604.341.5453

ARCHITECTS:

APLIN & MARTIN CONSULTANTS

HOMAYOUN RAD
hrad@aplinmartin.com
604.678.9434

ANISH SHARMA
asharma@aplinmartin.com
604.587.9058

LANDSCAPE ARCHITECT:

G | ALA GAUTHIER + ASSOCIATES LANDSCAPE

ARCHITECTS INC.

BRYCE GAUTHIER
bryce@gauthierla.com
604.317.9682

GABRIELA CARVALLO
gabriela@gauthierla.com
604.445.7768

LANDSCAPE DRAWING INDEX PERMIT

Sheet No.	Sheet Name
L0.0	COVER SHEET
L0.1	SOIL DEPTH PLAN
L1.0	LAYOUT + MATERIALS PLAN
L2.0	PLANTING PLAN
L3.0	IRRIGATION PLAN
L4.0	SECTION
L5.0	DETAILS
L5.1	DETAILS
L6.0	PLANT LIST + IMAGES



Gauthier + Associates Landscape Architects Inc.

Meadowtown Expansion
Schematic Design
19800 Lougheed Hwy,
Pitt Meadows, BC

Omni Group
2210
February 8th, 2023

L0.0
COVER SHEET

GROWING MEDIUM SOIL DEPTH LEGEND

SYMBOL

DESCRIPTION

SOIL DEPTH 90cm

SOIL DEPTH 100cm

SYMBOL

DECIDUOUS TREES:

- 6

Magnolia grandiflora 'Saint Mary'
- 7

Liriodendron tulipifera
- 8

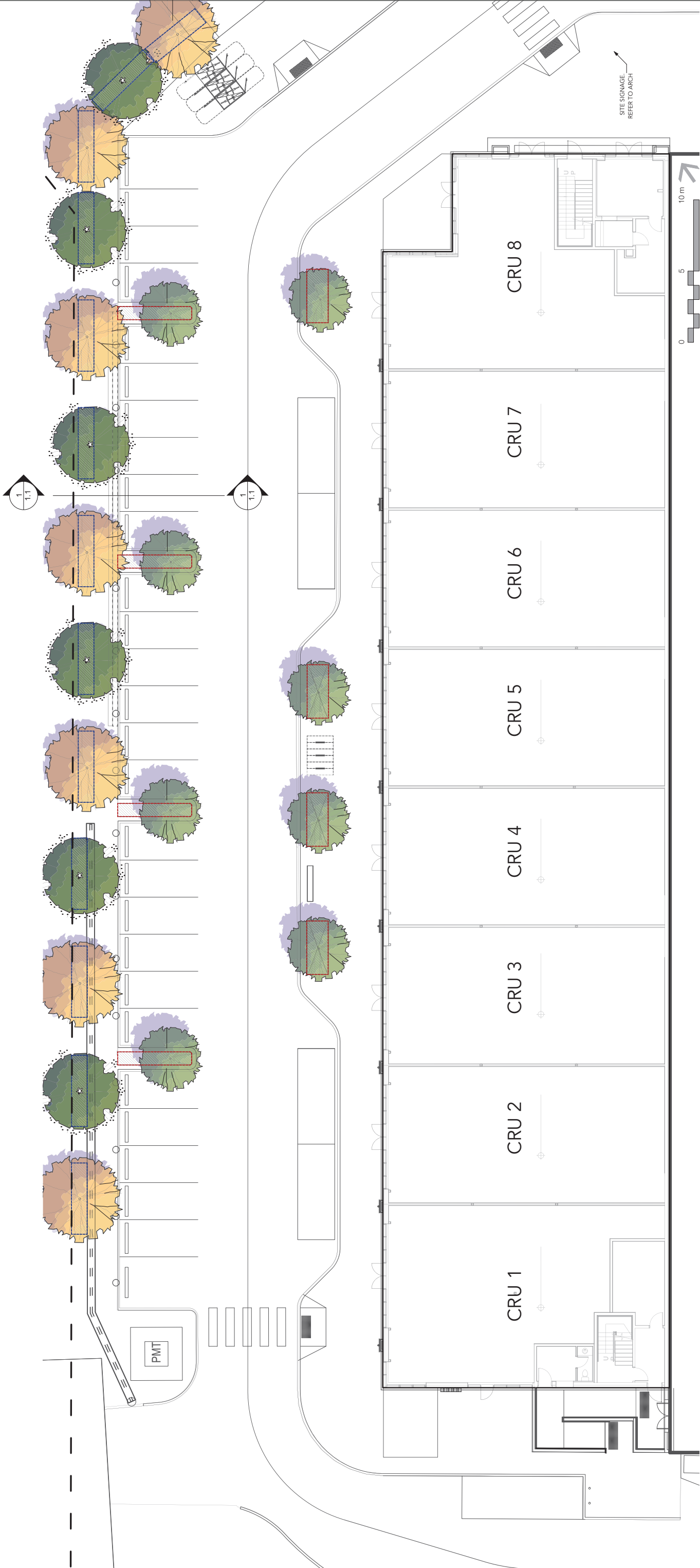
Carpinus betulus 'Fastigiata'

Quantity

Common Name

Canopy Size





































Soil Volume required



GENERAL LAYOUT + MATERIALS NOTES:

- ALL DIMENSIONS ARE METRIC UNLESS OTHERWISE NOTED. VERIFY ALL DIMENSIONS WITH FIELD CONDITIONS. REPORT ANY DISCREPANCIES TO LANDSCAPE ARCHITECT FOR REVIEW AND RESPONSE.
- ALL UTILITIES TO BE STAKED OUT BY CONTRACTOR AND PROTECTED FOR DURATION OF CONSTRUCTION PERIOD.
- UNLESS OTHERWISE NOTED, PROVIDE A MINIMUM 2% SLOPE ON ALL HARD AND SOFT LANDSCAPE AREAS TO ENSURE POSITIVE DRAINAGE AWAY FROM BUILDINGS OR TO DRAINAGE STRUCTURES. MAXIMUM 3:1 SLOPE IN SOFT LANDSCAPE AREAS.
- THE LAYOUT OF ALL LANDSCAPE ITEMS, SITE FURNISHINGS, BOULDERS, LANDSCAPE LIGHTING, PLANTING BEDS AND OTHER MATERIALS IS TO BE STAKED OUT BY THE CONTRACTOR AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL SUBSTITUTIONS OF SPECIFIED MATERIALS TO BE APPROVED BY LANDSCAPE ARCHITECT.
- THIS PLAN IS "NOT FOR CONSTRUCTION" AND IS TO BE SUBMITTED FOR REVIEW TO ENGINEERING SERVICES A MINIMUM OF 8 WEEKS PRIOR TO THE START OF ANY CONSTRUCTION PROPOSED FOR PUBLIC PROPERTY. NO WORK ON PUBLIC PROPERTY MAY BEGIN UNTIL SUCH PLANS RECEIVE "FOR CONSTRUCTION" APPROVAL AND RELATED PERMITS ARE ISSUED. PLEASE CONTACT ENGINEERING, DEVELOPMENT SERVICES AND/OR YOUR ENGINEERING, BUILDING SITE INSPECTOR FOR DETAILS.
- MAINTENANCE AND IRRIGATION WILL BE PROVIDED TO ALL AREAS.

MATERIALS LEGEND

SYMBOL	QTY	DESCRIPTION	DETAIL
		CIP CONCRETE PAVING 3"x8' Grid	 
		ASPHALT	 
		COMPOSITE BENCH	 
		AT GRADE PLANTER	 
		RETAINING WALL	 
		BOLLARD BEGA model ref 84 024	 
		TACTILE WALKING SURFACE TRUNCATED DOMES	 
		CLASS 2 BIKE RACK 304 Zoo Bike Rack by Sholto design	 
		CLASS 1 BIKE RACK Greenspoke Model 850950	 

PROPOSED SWALE
LINING WITH DRAIN
ROCK AND FILTER
FABRIC. REFER TO CIVIL
DRAWINGS.



GENERAL PLANTING NOTES:

1. ALL PLANTING SHALL BE IN ACCORDANCE WITH THE CANADIAN LANDSCAPE STANDARD, LATEST EDITION

2. ALL TREE AND SHRUB AREAS TO BE MULCHED WITH 50MM (2") OF MEDIUM FINE MULCH, LESS THAN 50MM (2") DIAMETER.

3. ROOTZONE TO REST ON TAMPED PLANTING SOIL

4. SHRUBS: PREPARE PLANTING HOLES AS SPECIFIED. PLANT AT THE SAME GRADE AS NURSERY. WATER AND FERTILIZE AS SPECIFIED. ENSURE POSITIVE DRAINAGE THROUGHOUT PLANTING BED

5. TREE SIZE AND SPACING TO BE AS PER CITY OF VANCOUVER ARBORIST

6. TREE: PREPARE PLANTING HOLES AS SPECIFIED. INSTALL TOP OF ROOTZONE 6" ABOVE FINISHED GRADE OF GROWING MEDIUM. WATER AND FERTILIZE AS SPECIFIED BY NURSERY.

7. FINAL SOFTSCAPE AND GRADING LAYOUTS AS WELL AS LOCATION SPACING TO BE APPROVED BY LANDSCAPE ARCHITECTS IN THE FIELD PRIOR TO INSTALLATION
8. IN CASE OF A DISCREPANCY BETWEEN PLANT INFORMATION ON THE LIST AND ON THE PLAN, THE LATTER SHALL PREVAIL

9. ALL PLANT MATERIAL TO BE MANUALLY WATERED FROM START OF INSTALLATION THROUGH THE END OF THE WARRANTY PERIOD

10. INSTALL TREE PROTECTION FENCING AROUND ALL EXISTING TREES TO CITY OF VANCOUVER STANDARDS. INSTALL TREE PROTECTION FENCING ON NEW PLANTING IF PHASED INSTALLATION IS REQUIRED.

11. FINAL PLANT SPACING, QUANTITY AND TREE PLACEMENT HAS BEEN REVIEWED TO THE SATISFACTION OF GENERAL MANAGER OF ENGINEERING SERVICES

12. ALL PLANTING BEDS TO RECEIVE AUTOMATIC DRIP IRRIGATION



GENERAL IRRIGATION NOTES:

1. INSTALL POP-UP SPRINKLER HEADS POSITIONED WITHIN SHRUB OR GROUND COVER AREAS WITH THE TOP OF SPRINKLER ABOVE FINISH GRADE AS SHOWN IN THE DETAILS
2. SET SPRINKLER HEADS PERPENDICULAR TO FINISH GRADE OF AREA TO IRRIGATED UNLESS INDICATED OTHERWISE ON THE DRAWINGS
3. SPRINKLER SYSTEM WILL BE BASED ON MINIMUM PRESSURE AND MAXIMUM FLOW DEMAND SHOWN ON IRRIGATION DRAWINGS. VERIFY PERMANENT WATER PRESSURE BEFORE THE START OF CONSTRUCTION. REPORT DIFFERENCES BETWEEN WATER PRESSURE INDICATED ON DRAWINGS AND ACTUAL SITE PRESSURE READING AT IRRIGATION POINT-OF-CONNECTION TO OWNER'S AUTHORIZED REPRESENTATIVE FOR RESOLUTION. IN THE EVENT PRESSURE DIFFERENCES ARE NOT REPORTED PRIOR TO START OF CONSTRUCTION, ASSUME ALL RESPONSIBILITY FOR REVISIONS.
4. FLUSH AND ADJUST SPRINKLER HEADS FOR OPTIMUM PERFORMANCE. PREVENT OVERSPRAY ONTO WALKS, ROADWAYS, WALLS, FENCES AND BUILDINGS. SELECT THE MOST APPROPRIATE PART CIRCLE PATTERN NOZZLE TO FIT THE SITE CONDITIONS AND THROTTLE THE FLOW CONTROL ADJUSTMENT AT EACH CONTROL VALVE TO OBTAIN OPTIMUM SPRINKLER HEAD PRESSURE.
5. IT IS THE CONTRACTOR'S RESPONSIBILITY TO BECOME FAMILIAR WITH GRADE DIFFERENCES, WALL/HARDSCAPE LOCATIONS, ETC. COORDINATE WORK FOR THE INSTALLATION OF IRRIGATION PIPE SLEEVES THROUGH WALLS, UNDER PAVEMENT AND STRUCTURES ETC.

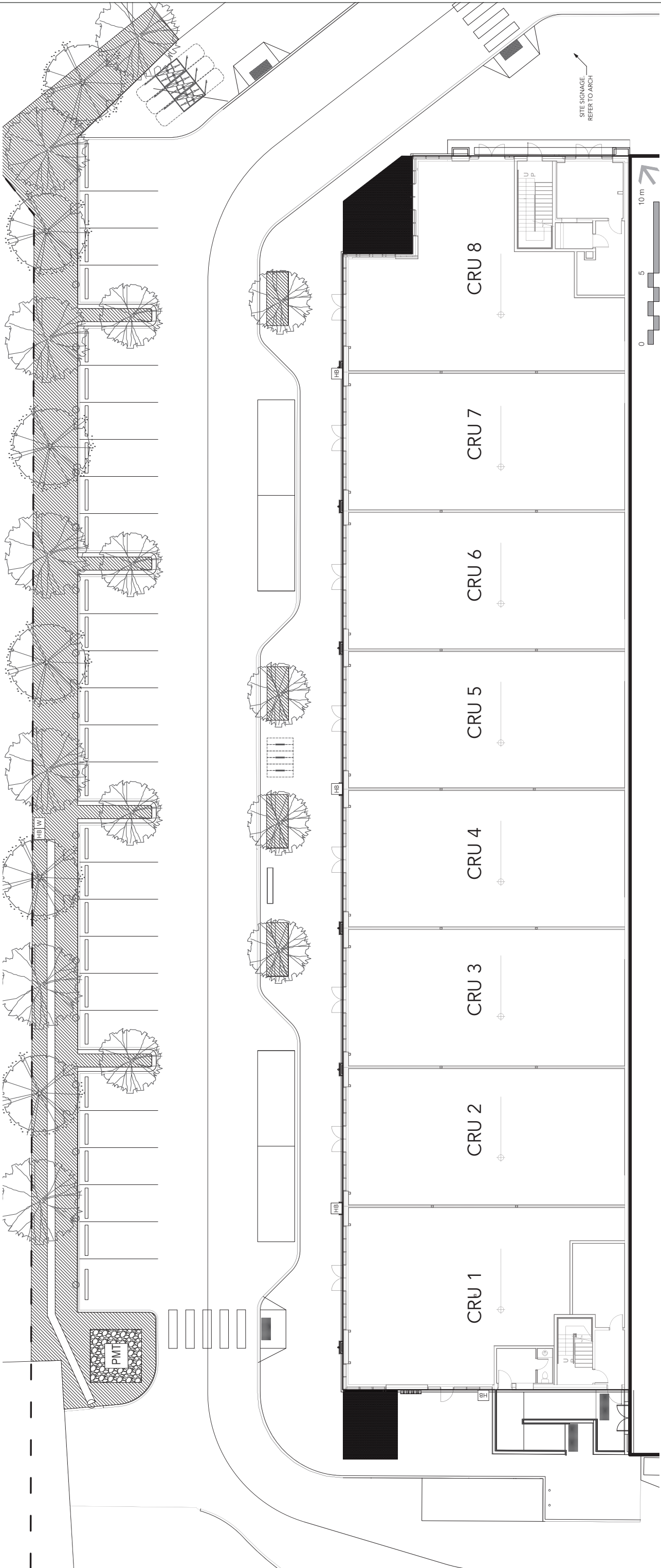
6. CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION OF SUFFICIENTLY SIZED SLEEVES FOR CONTROL WIRES AND NON-PRESSURE LATERAL LINE PIPING UNDER PAVED AREAS. IN ADDITION TO CONTROL WIRES AND LATERAL LINE PIPING SLEEVES SHOWN ON THE DRAWINGS.
7. TEST ALL PRESSURE MAIN LINES UNDER HYDROSTATIC PRESSURE OF 150 PSI FOR PERIOD OF 3 HOURS. TESTING OF PRESSURE MAIN LINE PIPING SHALL OCCUR PRIOR TO THE INSTALLTION OF ANY ELECTRONIC CONTROL VALVE, BASKET STRAINERS, QUICK COUPLING VALVES AND OTHER PRESSURE-SIDE IRRIGATION FACILITIES. PRESSURE TESTING RESULTS SHALL BE SUBMITTED TO LANDSCAPE ARCHITECT
8. REFER TO PLANTING LEGEND FOR PLANT MATERIAL NAMES, ABBREVIATIONS, SPECIFIC SIZES, ON-CENTRE SPACING, AND ADDITIONAL INFORMATION.
9. DO NOT INSTALL DRIPLINE TUBING UNDER PAVED SURFACES. CONNECT DRIPLINE TUBING TO SCHEDULE 40 PVC LATERAL LINE PIPING FOR ROUTING UNDER PAVED SURFACES AND SCHEDULE 80 PVC PIPING ROUTING THROUGH PLANTER WALLS. ADAPT DRIPLINE TUBING TO PVC PIPING AS REQUIRED WITH COMPRESSION ADAPTER FITTINGS
10. CONNECT DRIPLINE PIPING TO PRESSURE REGULATOR UNITS WITH SCHEDULE 40 PVC MALE ADAPTER FITTINGS AND COMPRESSION ADAPTER FITTINGS

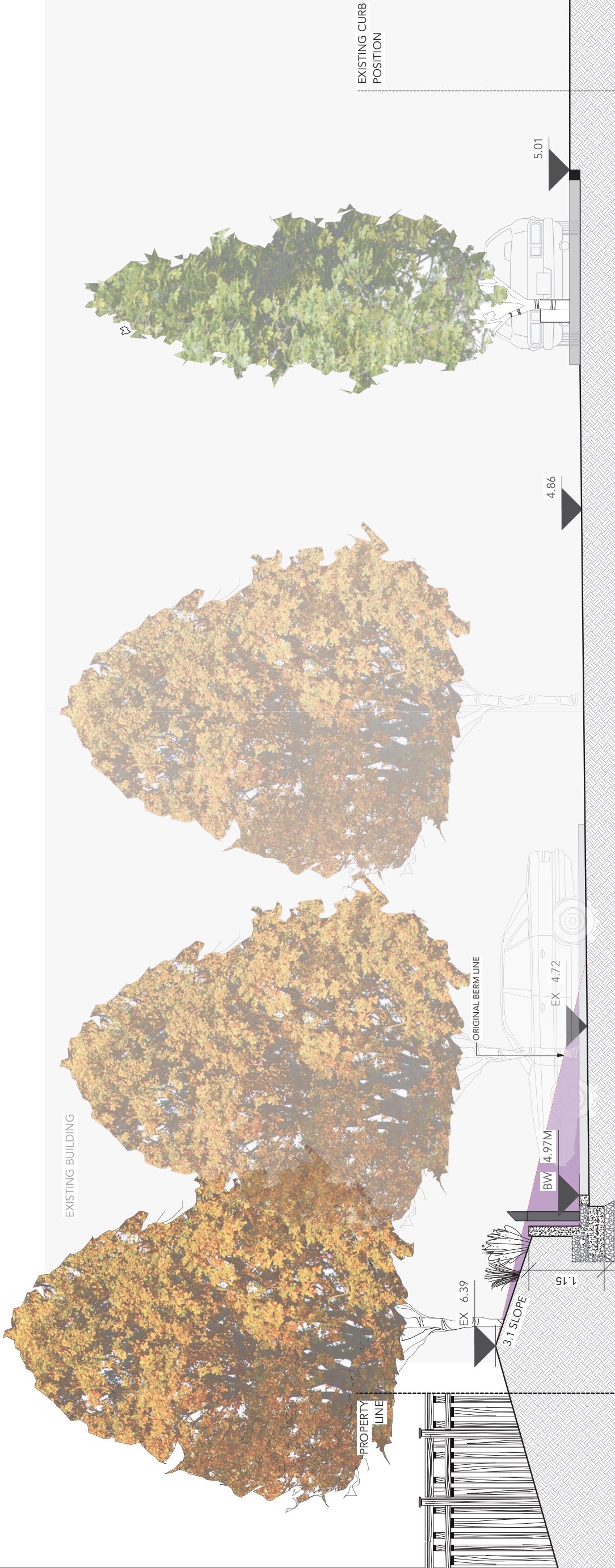
11. PROVIDE COMPRESSION SERIES FITTINGS FOR TUBING CONNECTIONS AND CONNECTIONS TO PVC PIPING AS INDICATED IN THE EQUIPMENT LEGEND IN THIS SHEET. THE IRRIGATION DESIGN SHALL BE DONE BY A LICENSED IRRIGATION CONTRACTOR AND BE FULLY COMPLIANT WITH THE CONSULTANT'S SPECIFICATIONS. THE LANDSCAPE OR GENERAL CONTRACTOR SHALL SUBMIT THE IRRIGATION DESIGN AS A SHOP DRAWING FOR REVIEW BY THE LANDSCAPE ARCHITECT AT LEAST TWO MONTHS PRIOR TO INSTALLATION. NO WORK SHALL BEGIN UNTIL THE SHOP DRAWING IS APPROVED BY THE LANDSCAPE ARCHITECT. THE SHOP DRAWINGS MUST BE COMPLIANT WITH ALL MUNICIPAL BYLAWS AND PROVINCIAL HEALTH AND BUILDING CODES.
12. SYSTEM TO BE DESIGN BUILD. CONTRACTOR SHALL REFER TO SPECIFICATIONS FOR ALL WORK.
13. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AS-BUILT DRAWINGS FOR ALL COMPLETED WORK ONCE APPROVED BY LANDSCAPE ARCHITECT.
14. IRRIGATION COMMAND CONTROLLER WITH RAIN SENSOR SYSTEM TO BE MOUNTED IN MECHANICAL ROOM.
15. ALL PIPE TO BE SCHEDULE 40.
16. IRRIGATION CONTROLLER TO BE INSTALLED IN VANDAL RESISTANT METAL LOCK BOX.
17. INSTALL PRECISION SOIL SENSOR ON SYSTEM

18. ALL PIPING RUNS ARE DIAGRAMMATIC. AVOID TRENCHING NEAR EXISTING TREE DRIIP LINE.
19. UNLESS OTHERWISE NOTED ON THE DRAWINGS, THE IRRIGATION SYSTEM SHALL BE DESIGNED AT 40PSI AND 18GPM.
20. THE SYSTEM SHALL INCLUDE A RAIN SENSOR.
21. THE SYSTEM SHALL BE A HIGH EFFICIENCY SYSTEM WITH A BUILT-IN RAIN SENSOR.

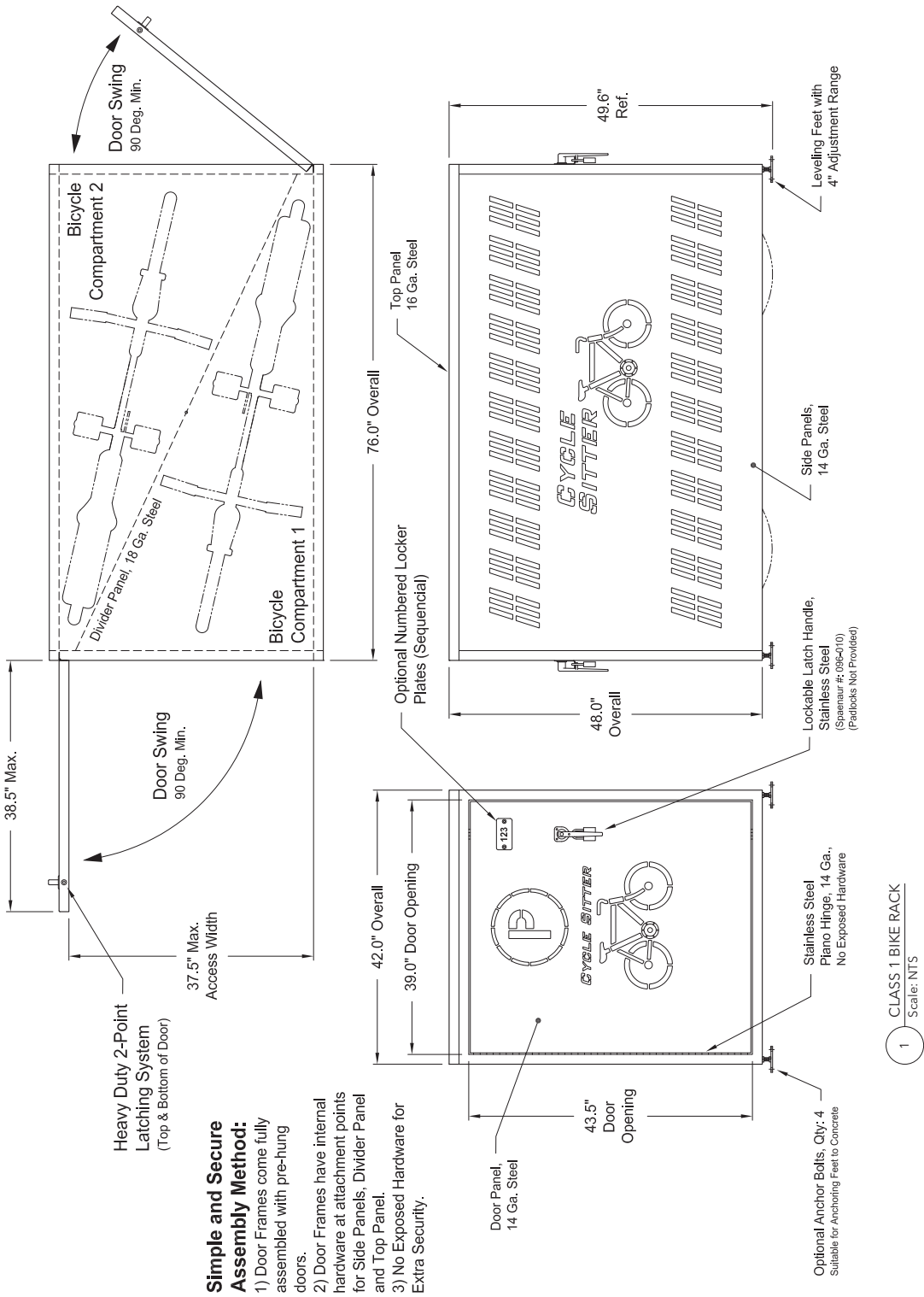
IRRIGATION LEGEND

SYMBOL	DESCRIPTION
<div></div>	RAISED / RECESSED PLANTER AREA TO BE IRRIGATED
<div></div>	WATER CONNECTION C/W BACK FLOW PREVENTER COMPLIANT MUST MEET ALL PROVINCIAL AND MUNICIPAL BYLAWS AND BUILDING CODES. IT IS UP TO THE INSTALLER TO DETERMINE COMPLIANCE WITH ALL CODES, NOT THE CONSULTANT. PROVIDE AUTOMATED TIME CLOCK WITH WEATHER SENSOR IN MECHANICAL ROOM. FLOW RATES TO BE AT 18 GPM AND WATER PRESSURE TO BE 60 PSI. REFER TO MECHANICAL DRAWINGS.
<div>W</div>	HOSE BIB CONNECTION C/W BACK FLOW PREVENTER COMPLIANT MUST MEET ALL PROVINCIAL AND MUNICIPAL BYLAWS AND BUILDING CODES. IT IS UP TO THE INSTALLER TO DETERMINE COMPLIANCE WITH ALL CODES, NOT THE CONSULTANT.
<div>HB</div>	











1 SECTION 1
Scale: 1:30



OVERALL PLANT LIST

Symbol	Quantity	Latin Name	Common Name	Scheduled Size	Spacing	Notes
DECIDUOUS TREES:						
	6	Magnolia grandiflora 'Saint Mary'	Saint Mary Southern Magnolia	8' Ht. Min	As Shown	B&B Specimen
	7	Liriodendron tulipifera	Tulip Tree	7cm cal.	As Shown	B&B Specimen
	8	Carpinus betulus 'Fastigiata'	'Fastigiata' European Hornbeam	10cm cal.	As Shown	
SHRUBS:						
	31	Taxus x media 'Tauntonii'	Tauntton's Yew	B&B	0.4 o.c.	B&B Specimen, 5' Ht.
	111	Rhododendron x 'Purple Gem'	purple gem rhododendron	#2 Pot	0.95 o.c.	Specimen.
PERENNIALS, GRASSES, GROUNDCOVER:						
	100	Leymus mollis	Dune Grass	#3 Pot	0.95 o.c.	
NOTES:						
1. ALL PLANT MATERIAL AND LANDSCAPING PRACTICES SHALL BE COMPLIANT WITH THE LATEST EDITION OF THE BCNA NURSERY STANDARD.						
2. IN CASE OF DISCREPANCY BETWEEN PLANT INFORMATION ON THE LIST AND ON THE PLAN, THE LATTER SHALL PREVAIL.						
3. FINAL SOFTSCAPE AND GRADING LAYOUTS AS WELL AS LOCATION AND SPACING TO BE APPROVED BY LANDSCAPE ARCHITECT IN THE FIELD PRIOR TO INSTALLATION.						
4. ALL PLANT MATERIAL TO BE MANUALLY WATERED FROM START OF INSTALLATION THROUGH THE END OF THE WARRANTY PERIOD.						
5. INSTALL TREE PROTECTION FENCING AROUND ALL EXISTING TREES TO CITY STANDARDS. INSTALL TREE PROTECTION FENCING ON NEW PLANTING IF PHASED INSTALLATION IS REQUIRED.						
6. FINAL LOCATION, QUANTITY, TREE SPECIES TO THE SATISFACTION OF THE GENERAL MANAGER OF ENGINEERING.						
7. NEW TREE MUST BE OF GOOD STANDARD, MINIMUM 4 CM CALIPER AND INSTALLED WITH APPROVED ROOT BARRIERS. TREE GUARDS AND APPROPRIATE SOIL.						
8. ROOT BARRIERS SHALL BE 8'-0" (2.4M) LONG AND 18" (0.46M) DEEP. PLANTING DEPTH OF ROOT BALL MUST BE BELOW SIDEWALK GRADE. NEW STREET TREES TO BE CONFIRMED PRIOR TO ISSUANCE OF THE BUILDING PERMIT.						

PLANT IMAGES

TREES



Pyramidal European Hornbeam

SHRUBS



Tautonn's Yew

PERENNIAL, GRASSES, GROUNDCOVER



Dune Grass

Development Permit Area No. 11 – Lougheed Commercial

Application checklist for compliance with relevant design guidelines

Guideline	Not Applicable	Non- Compliant	Partial Compliance	Substantial Compliance
Parking				
Provide off-street parking in accordance with the City of Pitt Meadows bylaws.				✓
Locate parking away from Lougheed Highway and to the rear of the site. No parking shall be permitted at the front of the site within or adjacent to the front-yard setback abutting the Lougheed Highway right-of-way. Provide a low-level landscaped buffer between the Lougheed Highway right-of-way and any parking areas visible from the public realm along Lougheed Highway.				✓
Divide parking areas into small sections to avoid large areas of paved asphalt. Incorporate landscaping strips, trees, building edges, pedestrian pathways and pavement treatment to enhance the visual appearance of parking areas.				✓
Landscaping should be provided in parking lots between and at the end of parking rows, within and at the perimeters of parking areas, and adjacent to pedestrian pathways.				✓
Provide curbed landscaped strips a minimum of 1.5 m in width and 3.6 m in length: at end of each parking row; between every six spaces in a single row or between a group of six paired spaces (i.e., 12 spaces configured in front-to-front adjoining rows); and planted with shrubs, ground-cover planting and at least one 7.6 cm caliper “shade” tree.				✓
To prevent damage to landscaped areas, provide a concrete staging area approximately 0.6 m in width adjacent to planted areas parallel to parking stalls and concrete wheelstops set back approximately 0.6 m from planted areas at the heads of parking stalls.				✓

Guideline	Not Applicable	Non-Compliant	Partial Compliance	Substantial Compliance
Trees should be of a type and height so that the crown extends above the height of a standard passenger or sport utility vehicle (approximately 2 m).				✓
Where pedestrian pathways intersect service or access roads for access to parking areas, crosswalks should be clearly designated through use of pavement markings, signs, flashing lights or, where warranted, traffic signals.				✓
Where a major pedestrian pathway intersects a driving aisle within a lot, consider ramping up the driving aisle surface to meet the grade of the pedestrian pathway to clearly demarcate the pedestrian realm and to promote pedestrian safety.	✓			
All pedestrian routes shall be fully accessible to people with disabilities. Pedestrian pathways should be wide enough for wheelchairs/mobility scooters and should include a tactile strip for the visually impaired.				✓
Curb-cuts and curb let-downs should be provided in appropriate locations to facilitate safe, convenient and direct access from parking spaces to buildings for people with disabilities. Locate curb cuts and letdowns to the sides of intersections to steer pedestrians to the sides of roads.				✓
Locate parking spaces allocated for people with disabilities as close as possible to the main entrance of a building.				✓
Site Design				
Site design should ensure that pedestrian use is given priority over vehicular use.				✓
Building Form and Character				
Buildings within a development should be designed around an architectural “theme” to ensure a high quality and co-ordinated development.				✓
Main entrances should open directly onto sidewalks and/or public open space areas. Entries set back from the sidewalk should be highly visible, clear glazed, and easily recognizable and accessible from the street.				✓

Guideline	Not Applicable	Non-Compliant	Partial Compliance	Substantial Compliance
Provide weather protection over building entrances as part of the overall design of a development. Consider providing continuous pedestrian weather protection along all major pedestrian pathways and public places (i.e., transit stops, display windows and outdoor seating/dining areas).				✓
Large facades should be articulated or broken down by including architectural elements that create the appearance of smaller buildings. Buildings with more than 15 m of street frontage should break the horizontal mass of the building with vertical elements in a rhythmic pattern.				✓
Avoid blank walls and substantial areas of concrete, particularly on the facades fronting Lougheed Highway. Where solid walls are unavoidable, use building mass, variation of the facade, textured surfaces, architectural detailing or graphics and colours to reduce the impact of any solid wall. Consider incorporating “green screens” (i.e., hedges, vines, climbing plants on wire mesh or trellis structures) on large wall surfaces.				✓
Orient mechanical equipment, drive-through uses, service or car wash bays, shipping and loading areas, utility areas, refuse/recycling areas, restrooms, vending machines, unenclosed storage and public telephones to face away from adjacent public streets and residential zones. Whenever possible, these uses should not be visible from an adjacent residential property				✓
Garbage and recycling bins should be easily accessible, contained within roofed/walled enclosures and screened from public view. Where possible, service areas should be internalized.				✓
Enclose or screen all exterior mechanical units or equipment — including rooftop units, mechanical equipment, outdoor vents, transformers and satellite dishes — within upper floors, roof forms or structures that form part of the overall design of a development.				✓
Building ventilation systems shall be located to minimize noise and to avoid exhaust to pedestrian areas and outdoor spaces. Air intakes should not be located on the sides of buildings that face agricultural land.				✓

Guideline	Not Applicable	Non- Compliant	Partial Compliance	Substantial Compliance
Developments are encouraged to incorporate energy efficiency and environmental sustainability principles in the design of buildings, such as the LEED (Leadership in Energy and Environmental Design) rating system.				✓
Landscaping				
Landscaping should be designed around a theme or concept to promote a unified/co-ordinated appearance for each development. Landscape designs on new developments should complement the landscaping on existing adjacent developments to ensure a consistent design vocabulary and visual coherency for the entire area.				✓
Include continuous and substantial landscaped areas in all side- and rear-yard setbacks along property lines, particularly adjacent to residential development. Landscape treatment should include natural drainage swales, with rock, gravel and plantings where possible. Select robust plant species for planted areas.				✓
Minimize the amount of asphalt surfaces in parking areas by integrating a variety of paving materials, such as concrete, decorative pavers, etc., or by using alternate surface treatments.			✓	
Consider the use of permeable parking paving techniques or shallow concrete swales with rolled edges as an alternative treatment for surface drainage.			✓	
Developments are encouraged to incorporate Low Impact Development (LID) elements into the design of sites to manage rainfall at the source. Design site elements to achieve a target of retaining the first inch of rainfall on site where feasible.			✓	
Signage and Lighting				
All signs shall conform to the Pitt Meadows Sign Bylaw.				✓
Major signage should be located close to prominent intersections.	✓			
Pedestrian-level lighting should be provided along all pedestrian routes and pedestrian plazas.	✓			

Guideline	Not Applicable	Non- Compliant	Partial Compliance	Substantial Compliance
Provide lighting for parking areas that is located and designed to ensure that all areas are well lit.				✓
Lighting and signage should be designed to have no direct source of light visible from the public right-of way or adjacent residential land.				✓
Direct high-intensity illumination away from adjoining properties.				✓
Where appropriate, incorporate decorative lighting and floodlighting features on buildings to accent recessed or articulated surfaces, to enhance architectural and site design elements, and to illuminate building entrances and/or dramatic interior spaces.	✓			
Select vandal-proof lens styles for exterior lighting fixtures to deter vandalism and for maintenance purposes.				✓

Strategic Priorities Quarterly Report

October – December (Q4) 2023

PRIORITY	OPERATIONAL STRATEGIES
Principled Governance <ul style="list-style-type: none"> • First Nations Relationship • Meaningful Engagement • Regional Partnerships • Fiscal Stewardship & Accountability • Environmental/Climate Stewardship <p><i>Council Advocacy</i></p>	<ol style="list-style-type: none"> 1. qíçəy' (Katzie) First Nation Service Agreements / Secondary Access MOU 2. Flood Management 3. Post-Secondary Needs Assessment 4. Development Application Fee Bylaw Update <hr/> <ul style="list-style-type: none"> • Road & Rail Improvements Project – Underpass • Alouette River Clean Up • Secondary School Replacement • Lougheed Corridor Transportation Upgrades • CP Logistics Park Opposition • Golden Ears Roundabout Infrastructure Improvements (TransLink) • KFN Secondary Access (province and TransLink) • CP Rail Corridor Emissions Standards • CP Noise & Vibration Existing Exceedances <hr/>
Balanced Economic Prosperity <ul style="list-style-type: none"> • Agriculture • Business Vitality • Airport • Affordability 	<ol style="list-style-type: none"> 1. Golden Ears Business Park 3 & 4 2. Agricultural Plan 3. Inter-municipal Business Licence Bylaw Update 4. Home-based Business Regulations Review 5. Airport Zoning Review <hr/>
Community Spirit & Wellbeing <ul style="list-style-type: none"> • Pride & Spirit • Active Wellness • Natural Environment • Housing Diversity • Recreation 	<ol style="list-style-type: none"> 1. CP Logistics Park Opposition Strategy 2. Trail Signage 3. Heron's Nest; Metro Vancouver Non-Market Housing & Childcare 4. Pop Up Art Gallery 5. Housing Needs Initiatives Next Steps 6. Environmental Inventory Management Strategy Implementation 7. Accessibility Committee & Plan 8. Remembrance Day Ceremony 9. Christmas in Pitt Meadows Event 10. Complete Communities Program 11. Civic Centre Scoping Project 12. Building Bylaw Update 13. Zoning Bylaw Updates 14. Urban Forest Strategy <hr/>

Infrastructure <ul style="list-style-type: none"> • Investments • Transportation • Active Transportation • Facilities • Preparedness 	<ol style="list-style-type: none"> 1. Airport Way Widening & Improvements 2. Culvert Condition Assessment 3. Harris Park Washroom Facility 4. Art Gallery Relocation 5. Pitt Meadows Athletic Park 6. Harris Road Park 7. Rose Grabenhorst Garden Renovations 8. Mitchell Park Playground Installation 9. North Commons Park Playground Installation 10. Aquatics Feasibility Study 11. Council Chamber and Meadows Room AV Upgrade 12. Water Services Review
Corporate Pride <ul style="list-style-type: none"> • Employee Excellence • Corporate Culture • Service Excellence • Resources • Desirable Employee 	<ol style="list-style-type: none"> 1. IT Cyber-Security Recommendations Implementation – Final Steps 2. Equity, Diversity & Inclusion (EDI) – Internal Audit 3. Microsoft 365 Road Mapping Implementation/Execution 4. 2023 Eight Month Financial Forecast 5. DCC Review 6. 2024 Budget & Business Planning 7. Collective Bargaining 8. CPM Corporate Intranet – Version 1 Launch 9. Migration of City Hall Datacentre to Fire Hall
Public Safety <ul style="list-style-type: none"> • Police • Fire • Emergency Preparedness • Bylaws • Regulatory 	<ol style="list-style-type: none"> 1. Recruitment / Onboarding of Deputy Chief, Emergency Program Manager 2. Transition to 24 Hour Firefighter Coverage 3. PoCo Mutual Aid Agreement 4. Next Generation 911 5. Police Detachment Construction 6. Transition to Independent RCMP Detachment (Admin Support) 7. Rebuild EOC Technical Capacity 8. Dog Control Bylaw Update