



**CITY OF PITT MEADOWS
ENGAGEMENT & PRIORITIES COMMITTEE
AGENDA**

Tuesday, April 16, 2024, 7:00 p.m.

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

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

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

	Pages
A. <u>CALL TO ORDER</u>	
B. <u>LATE ITEMS</u>	
C. <u>APPROVAL OF AGENDA</u>	
Recommended Motion: THAT the agenda for the April 16, 2024 Engagement & Priorities Committee Meeting be approved.	
D. <u>ADOPTION OF MINUTES</u>	3
Recommended Motion: THAT the Minutes of the Engagement and Priorities Committee Meeting held on January 16, 2024 be adopted.	
E. <u>COMMITTEE MINUTES AND REPORTS</u>	
Recommended Motion: THAT the Committee receive for information:	
E.1 Minutes from the February 15, 2024 Agricultural Advisory Committee Meeting	6
E.2 Draft Minutes from the March 07, 2024 Agricultural Advisory Committee Meeting	14
E.3 Draft Minutes from the March 05, 2024 Community Service Awards Task Force Committee Meeting	20

E.4	Draft Minutes from the February 28, 2024 Community Support & Accessibility Committee Meeting	29
E.5	Draft Minutes from the February 29, 2024 Parks, Recreation & Culture Meeting	38

F. CURRENT PRIORITIES

F.1	Update on Provincial Small-Scale, Multi-Unit Housing Legislation and Policy Manual Considerations	45
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Christine Carter, Manager of Strategic Initiatives, to provide an update on the implementation of the Provincial housing legislation and discuss options and implications for the City's Zoning Bylaw.

Recommended Motion:

THAT the Committee:

- A. Receive for information the report titled "Update on Provincial Small-Scale, Multi-Unit Housing Legislation and Policy Manual Considerations ", as presented at the April 16, 2024 Engagement and Priorities Committee Meeting; OR
- B. Other.

F.1.1	Historical Staff Report - Presented February 6, 2024	66
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G. ADJOURNMENT



Minutes of the Engagement & Priorities Committee of Pitt Meadows

January 16, 2024, 7:00 p.m.

Council Chamber

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Elected Officials:

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

Guests:

- słáməx^w (Rain Pierre), Artist

Staff:

- M. Roberts, Chief Administrative Officer
- T. Barr, Acting Corporate Officer
- D. Chamberlain, Director of Parks, Recreation & Culture
- R. Costa, Legislative Services Clerk
- T. McCaw, Acting Deputy Corporate Officer
- C. McDowell, Manager of Recreation & Culture

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 ǵícəǵ (Katzie) First Nation.

B. LATE ITEMS

None.

C. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the agenda for the January 16, 2024 Engagement & Priorities Committee Meeting be approved.

CARRIED

D. ADOPTION OF MINUTES

It was **MOVED** and **SECONDED** THAT the Minutes of the Engagement and Priorities Committee Meeting held on November 21, 2023 be adopted.

CARRIED

E. COMMITTEE MINUTES AND REPORTS

It was **MOVED** and **SECONDED** THAT the Committee receive for information:

- E.1 Draft Minutes from the November 20, 2023 Special Pre-Closed Community Service Awards Task Force Meeting
- E.2 Draft Minutes from the November 30, 2023 Economic Development Advisory Committee Meeting
- E.3 Draft Minutes from the December 13, 2023 Advisory Design Panel Meeting

CARRIED

F. CURRENT PRIORITIES

F.1 Public Art

słáməx^w (Rain Pierre), Artist, spoke about his life story, reconciliation and presented his design for the mural scheduled for installation at the South Bonson Community Centre. Some of the highlights included:

- The journey leading to the path of becoming an artist;
- An intimate recital of his life and appreciation for family;

- Shared history of his first pieces of artwork including his first public art display located at Pitt Meadows Secondary School;
- The importance of perseverance, healing and progress;
- The development and motivation to create RainAwakens;
- Unveiling of the artwork to be installed at the new Art Gallery located at South Bonson Community Centre; and
- Promotion of his first art show scheduled to take place in Pitt Meadows beginning March 12, 2024.

On behalf of Council, Mayor MacDonald shared gratitude for tonight's presentation, the stories that were shared on family, life's journey, the road as an artist and truth and reconciliation.

Council participated in a roundtable discussion.

No motions were considered.

G. ADJOURNMENT

The meeting was adjourned at 7:51 p.m.

Signed and certified as correct:

Nicole MacDonald, Mayor

Tanya Barr, Acting Corporate Officer

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Agricultural Advisory Committee Meeting

February 15, 2024, 10:00 a.m.

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: J. Bachmann
H. Bitter
T. Hopcott
W. Jack
L. Kemper
P. Robinson
T. Vader
D. Bondar, B.C. Ministry of Agriculture and Food (non-voting member)

Council Liaisons: Councillor B. Meachen (Alternate)

Guests: Honourable L. Beare, Minister of Citizens' Services, and MLA for Maple Ridge-Pitt Meadows
H. Campbell, School District Trustee
T. Despault, B.C. Ministry of Agriculture and Food
E. Elsliger, Ministry of Water, Land and Resource Stewardship
J. Shrimmer, Ministry of Water, Land and Resource Stewardship

Staff: M. Baski, Project Manager, Agriculture & Environment (Chair)
P. Ward, Director of Planning & Development
C. Reimer, Manager of Operations
T. Warren, Deputy Fire Chief, Community Safety

Regrets: D. Kosicki
S. Howkins
J. Parmar
W. Wisselink
Councillor M. Manion

Recording Clerk: K. Hills, Committee Clerk II
V. Reid, Committee Clerk II

1. CALL TO ORDER

M. Baski, Project Manager, Planning, acknowledged that the meeting was held on the traditional territory of the ᑭᓴᓴᑦ (Katzie) First Nation.

The meeting was called to order at 10:07 a.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the committee to approve the February 15, 2024 Agricultural Advisory Committee agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the November 9, 2023 Agricultural Advisory Committee meeting as circulated.

5. NEW BUSINESS

5.1 Water Licensing and Water Shortage Discussion

The Honourable L. Beare, Minister of Citizens' Services, and MLA for Maple Ridge-Pitt Meadows, was in attendance and addressed the topic of water licensing and water shortages. She advised that many community members have shared their concerns about water licensing and thanked the committee for the opportunity to attend the meeting.

Note: All questions and discussions were held until all guests had given their presentations to the Committee.

J. Shrimmer and E. Elsliger, from the Ministry of Water, Land and Resource Stewardship provided a PowerPoint presentation on water licensing and water shortage, forming a part of the minutes as Attachment 1.

T. Despault, from the Ministry of Agriculture and Food provided a PowerPoint presentation on available resources to producers from the Ministry of Agriculture and Food, which included: information, tools, and funding; training

and engagement workshops; and resources on agricultural water management, forming part of the minutes as Attachment 2.

D. Bondar, from the Ministry of Agriculture and Food also provided an information poster on Decoding Drought Management Engagements Sessions, forming part of the minutes as Attachment 3. The information sessions are an initiative to help better communicate with the Agricultural Community and ascertain information as to how improvements could be made.

The Committee participated in a roundtable discussion following all guest presentations, including the following main themes:

- M. Baski informed the committee that the City of Pitt Meadows is already looking further into irrigation data provided by J. Shrimmer and E. Elsliger. Specifically, City staff are looking into ground water wells and location parameters.
- A question was raised on whether a water right could be taken back.
 - E. Elslinger advised that the water license is granted in perpetuity, however, if there was a situation of a severe draught, a licensee would first be asked to voluntarily surrender the license.
- A comment was made about whether the Alouette Lake Reservoir water could be used for irrigation.
 - J. Shrimmer said BC Hydro and Katzie First Nation both hold water rights to Alouette Lake Reservoir, but it may be something to look into further; J. Shrimmer offered to provide a contact name with respect to the water licensing for BC Hydro to determine whether some water could be held for irrigation purposes at a cost.
- The Fraser River was brought forward as a source of water for irrigation purposes and there was discussion on why the current pump station couldn't be used.
 - Staff said they didn't currently have resources, including staffing, and the current infrastructure is reactive for flooding rather than for proactive for irrigation. Staff also confirmed the City does not hold any water licenses.

- A discussion was had around the subject of wells and a comment was made that drilling wells could potentially be a waste of resources, as they had previously filled with salt water and they are not a long term solution; instead there would be support from the committee for a lift pump in the Pitt River that puts water back into the system, which would be a solution for everyone as it would raise the water back up in the ditches.
 - Staff confirmed they would pass this information along to the assessors; a comment was made about the wells that were drilled being unusable as they always had salt water in them. J. Shrimmer suggested looking at existing wells prior to drilling new ones.
- Staff asked Ministry staff whether there was information on ground water wells in Pitt Meadows.
 - J. Shrimmer said they did not have that information, and suggested looking at mapped Aquifers in Pitt Meadows and the age of the maps.

*The Hon. L. Beare, left the meeting 10:54 a.m.

*The Hon. L. Beare, returned to the meeting at 10:57 a.m.

- Staff confirmed that the current pump systems near the rivers are set up for drainage and not intended for irrigation. The City has to consider the options and risks for the entire community, in addition to the needs of the farming community. The City's in-progress irrigation study is intended to support the further consideration of the challenges and opportunities.
- A comment was made about the upcoming farming season being affected by the predicted lack of water, and that main comments today were about how can the licensing requirements be expedited when the situation immediately demands it.
- J. Shrimmer suggested applying for a Use Approval Permit, which is the short-term ability for a City, to use water. The application would still require information such as flow data, but the validity of the water license is for a short term period of time: two years. The data collected

during the Use Approval Permit could be then be used at a later date for a Water Licensing Application.

- D. Bondar suggested that the Agricultural Water Infrastructure Program could potentially provide funding for irrigation and water supply systems, such as a lift pump.

It was **MOVED** and **SECONDED** THAT the members of the AAC, request staff to:

- A. Pursue the application for a Use Approval Permit for water licensing for irrigation purposes, from either the:
 - i. Pitt River and/or;
 - ii. Fraser River and/or;
 - iii. Alouette River; and
- B. Pursue grant funding for irrigation and water supply systems, including a lift pump.

CARRIED

*The Hon. L. Beare, left the meeting at 11:02 a.m.

5.2 Draft 2024 Union of British Columbia Municipalities (UBCM) Resolutions

P. Ward, Director of Planning and Development, provided an overview of the draft UBCM Resolutions, forming a part of the minutes as Attachment 4.

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

- (1) Minimum Requirements for Farm Classification: There was a discussion on how the resolutions affect the livelihood of small farm owners; the goal of the change was noted as to incentivize more farming;
- It was suggested to look at a two tiered system for minimum requirements for Farm Classification;

- Further to the discussion, the committee did not agree this was the best way to achieve that goal and it was noted they do not support the proposed increased income threshold for gross annual value of the farm operation figures;
- (2) School Tax Exemption: There was discussion on the proposed resolution regarding school tax exemption on ALR land if the land is vacant and unused or used only for a residential purpose;
- A question was raised on how other municipalities handle this specific type of taxation in the ALR;
- Further to the discussion, the committee confirmed their support of the proposed resolution of the School Tax Exemption;
- (3) Unfarmed Land Tax: There was a discussion on establishing a targeted unfarmed land tax to discourage speculation and encourage farming in the ALR; this resolution mirrors the speculative vacancy tax, same approach but with farm land;
- The committee confirmed their support of the proposed resolution for the Unfarmed Land Tax;

It was **MOVED** and **SECONDED** THAT the members of the AAC endorse the following draft UBCM Resolutions as presented at the February 15, 2024, Agricultural Advisory Committee meeting:

- A. School Tax Exemption, and
- B. Unfarmed Land Tax.

CARRIED

5.3 Introduction to the Urban Forest Strategy

Due to time, it was suggested to defer the Introduction to the Urban Forest Strategy presentation until the next committee meeting on March 7, 2024.

- M. Baski, Project Manager, Planning, to provide a PowerPoint presentation on the introduction to the Urban Forest Strategy, at the next AAC meeting.

5.4 AAC Application Tracker

M. Baski, Project Manager, Planning, provided an update on the AAC Application Tracker attached in today's agenda.

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

5.5 AAC Action Items

M. Baski, Project Manager, Planning, provided an update on the AAC Action Item Tracker. Proposed to open the March meeting to the Maple Ridge AAC.

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

5.6 2024 AAC Calendar

M. Baski, provided a review of the 2024 Committee meeting dates and it was confirmed that the April 11, 2024 meeting date would be changed to **April 25, 2024**, to accommodate guests' schedules.

5.7 Fire Department Committee Recruitment

Tracey Warren, Deputy Fire Chief, Community Safety, briefly spoke to the Committee about potential drought situations this summer. Deputy Chief Warren also advised that the Pitt Meadows Fire Department is recruiting members for the Community Firesmart and Resiliency Committee; a handout was provided and forms a part of the minutes as Attachment 5. The ideal candidate would have a vested interest in speaking on behalf of the AAC and have a vast range of knowledge. Commitment would be approximately 3 to 4 meeting per year, locally.

6. **ROUNDTABLE**

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

7. **ADJOURNMENT**

The meeting was adjourned at 12:23 p.m.

The next **Agricultural Advisory Committee** Meeting is scheduled for **March 7, 2024** at **10:00 AM**.

Certified as correct:

Vanessa Reid

Vanessa Reid, Committee Clerk

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Agricultural Advisory Committee Meeting

March 7, 2024, 10:00 a.m.

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: J. Bachmann
T. Hopcott
S. Howkins
W. Jack
L. Kemper
D. Kosicki
J. Parmar
D. Bondar, B.C. Ministry of Agriculture and Food (non-voting member)

Regrets: H. Bitter
P. Robinson
T. Vader
W. Wisselink

Guests: K. Bose, Surrey Farmers Institute
L. Yee, Delta Farmers Institute

Staff: M. Baski, Project Manager, Agriculture & Environment (Chair)
Councillor M. Manion
Councillor B. Meachen (Alternate)

Recording Clerk: V. Reid, Committee Clerk II

1. CALL TO ORDER

M. Baski, Project Manager, Agriculture & Environment, acknowledged that the meeting was held on the traditional territory of the ǵícǵǵ (Katzie) First Nation.

The meeting was called to order at 10:05 a.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the committee to approve the March 7th, 2024 Agricultural Advisory Committee agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the February 15th, 2024 Agricultural Advisory Committee meeting as circulated.

5. NEW BUSINESS

5.1 Discussion on Advantages/Disadvantages of Farmers Institutes

Leisa Yee from the Delta Farmers Institute and Kevin Bose from the Surrey Farmers Institute presented information on the advantages and/or disadvantages of Farmers Institutes.

- Delta Farmers Institute (DFI) is comprised of 100 members as well as 20 board members; DFI was started as educational agriculture awareness resource and has grown into more of a lobbyist role;
- Informal meetings are often held between Farmers Institutes and City staff regarding local issues such as irrigation and drainage;
- Anyone can join a Farmers Institute, including non-farming members; often have multi-generational farmers with deep investments in the farming community;
- With a dedicated Farmers Institute, the focus is on the farmer which allows for centred attention to issues and reaffirms that farming for food remains the priority in local communities;
- Surrey Farmers Institute (SFI) charges annual dues of \$200 per member;
- Delta Farmers Institute charges \$50 for members;
 - Delta Agriculture Society supports the DFI for administrative expenses;
 - Income is a little from membership, more from fundraising and the Delta Agriculture Society has had an investment in Delta that has always supported the institute.

- With a Farmers Institute in place, the farming community is able to plan ahead for infrastructure projects and programming, and mitigate impacts to ALR land long term;
- A significant advantage of a Farmers Institute is funding; as an advisory committee, access to funding opportunities is limited in comparison (i.e. funding grants for Farm Tours);
- With an established Farmers Institute, there may be fewer barriers when progressing issues forward to local MLA;
- A main function of a Farmers Institute is hosting Farm Tours as well as hosting education tables at Farm Markets to encourage membership, education and networking opportunities;
- The DFI hosts an annual “Farmers Ball” as a fundraiser event which is hugely successful that provides a great source for revenue generation and networking amongst community members;
- The scope of the Farmers Institute includes project work, grant applications to the Province of BC, any other grant application work for irrigation and maintaining a direct line of communication with the City;
- A Farmers Institute can be highly beneficial for educational purposes; bringing in resources/contacts with new technologies to showcase what’s new and share benefits of upgraded irrigation methods;
- It was shared that there is more than enough work for someone to be employed full-time in this administrative role at a Farmers Institute:
 - The role may warrant approximately 500 hours/year;
 - A person in this role must ensure a good understanding on the bylaws in the community as they are a resource for farmers.
- It is critical to the success of a Farmers Institute to have a point person for building relationships between various levels of government and growers within the community;
 - In turn, growers/farmers can use the Farmers Institute as a resource and leverage support for any obstacle or current issue.
- Farmers Institutes may help with bulk purchasing of ingredients and supplies as required;

- Some challenges faced by Farmer's Institutes include staffing costs and retention.

5.2 Introduction to the Urban Forestry Strategy

M. Baski, Project Manager, Agriculture & Environment, provided a PowerPoint presentation on the introduction to the Urban Forest Strategy.

- The City of Pitt Meadows does not currently have a forestry plan; the process of creating a strategic implementation plan is underway, including community engagement;
- Several local public events have been held to provide education to the public about trees; as well as informational boards posted in City parks to bring awareness to the public;
- The current tree canopy cover in the City of Pitt Meadows is considered inadequate by 81% of those who completed the survey;
- The plan has four main goals:
 1. Protect the existing urban forest from further decline;
 2. Manage the existing urban forest in parks and on publicly-owned lands;
 3. Grow the urban forest canopy cover;
 4. Partner with the community to foster stewardship and ownership of the urban forest plan;
- City of Pitt Meadows does not currently have a tree bylaw;
- The goal of the strategy is for the City of Pitt Meadows to have a 30% tree canopy coverage within the Urban Containment Boundary, which would equate to adding approximately 11,500 trees; currently the City has a canopy of 17% within the Urban Containment Boundary;
- Re: Action 4.4 – Addressing partnering with the Ag and Rural community:
 - In discussion with Committee members, there was concern that vegetation planted near the ditches may be impacted by routine ditch cleaning which is required to maintain access for irrigation purposes;
 - There's concern that the type of plants/trees should be taken into consideration, for if any seeds are deposited in the water sources, it can affect crops as farmers pull water from the ditches for irrigation use;

- Most farmers are using their land at capacity and there isn't much available land to plant trees;
- Shade provided from the trees is not advantageous for some crops (such as berries) and that full sun is required;
- Some farmers fertilize with a helicopter and trees could potentially impede visibility or access.

5.3 Draft Ag Survey Questions and Options for Outreach to Farmers

M. Baski, Project Manager, Agriculture & Environment, lead a discussion on the Draft Ag Survey questions and options for Outreach to local farmers.

- It was noted that this topic can be further discussed at the next meeting, however some initial feedback rendered suggested using local media to get the survey out to the public;
 - Placing ads in the local paper and the use of the City's social media channels;
 - More and more surveys have incentives attached to them and consideration if there were an incentive it would gain a larger percentage of people completing the survey.

5.4 AAC Application Tracker

M. Baski, Project Manager, Agriculture & Environment, provided update on the AAC Application Tracker attached in today's agenda.

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

5.5 AAC Action Items

M. Baski, Project Manager, Agriculture & Environment provided an update on the AAC Action Item Tracker.

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

6. **ROUNDTABLE**

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

- Reminder that S/Sgt Michelle Luca will be in attendance at the next meeting for a discussion on crime reporting in ALR.

7. **ADJOURNMENT**

The meeting was adjourned at 12:14 p.m.

The next ***Agricultural Advisory Committee*** Meeting is scheduled for ***April 25th, 2024*** at ***10:00 a.m.***

Certified as correct:

Vanessa Reid, Committee Clerk II

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Community Service Awards Task Force

March 5, 2024, 3:00 PM

Video Conference

Voting Members: M. Bakstad
L. Bissett
H. Campbell
G. Conn

Staff: C. McDowell, Manager of Recreation & Culture

Recording Clerk: V. Reid, Committee Clerk II

1. CALL TO ORDER

C. McDowell, Manager of Recreation & Culture, acknowledged that the meeting was held on the traditional territory of the ȩicȩy (Katzie) First Nation.

The meeting was called to order at 3:06 p.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Task Force to approve the March 5, 2024 Community Service Awards Task Force agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the November 20, 2023 (Pre-Closed) Community Service Awards Task Force meeting as circulated.

5. **NEW BUSINESS**

5.1 **Debrief 2023 Process**

C. McDowell, Manager of Recreation & Culture, provided an overview of the 2023 Community Service Awards process. Task Force members participated in a roundtable discussion with the following themes noted:

- **Nominations:**

- It was suggested that in an effort to reach a larger target of local youth, that the Committee reach out to Pitt Meadows Senior Secondary administration as well as to high school students to recruit members to the task force as well as advertise the nomination process for the Community Service Awards;
- It was requested that CSA nomination information is presented to all City Committees in an effort to better promote the awards;
- Staff will continue to pre-screen nominations to ensure citizens nominated are in good standing with the City and that initial criteria is met prior to consideration;
- For 2023, nomination packages were provided to Task Force members in advance and the Task Force agreed this was immensely advantageous to allow for a throughout review prior to coming together for group evaluations.

- **Notifications:**

- It is preferred that any and all phone calls to nominees be conducted by the same Task Force member to allow for continuity in questioning;
- It was mentioned that one member of the Task Force will be selected on a rotational basis to attend the Closed Council meeting to present the winners to Council.

5.2 **Debrief Awards Event**

C. McDowell, Manager of Recreation & Culture, provided an overview of the awards event for the 2023 Community Service Awards recipients. Task Force members participated in a roundtable discussion with the following main themes noted:

- **Private Event Jan 24, 2024:**

- A private luncheon was held on January 24, 2024 to award 2023 winners for the Pitt Meadows Community Service Awards; this event differed from previous years where the announcements took place at Christmas in Pitt Meadows in a public forum;
- Members of the CSA Task Force gave high praise and shared positive feedback for the private event and suggested to continue in this format for upcoming awards;
- The Swan-e-Set Bay Resort & Country Club was acknowledged as a beautiful venue to honour and recognize winners, their nominators and guests;
 - It was noted that the location and caliber of the venue matched the importance of the event and elevated the experience for award winners and guests.
- It was suggested that there may be an opportunity to allow winners to bring more than one guest for the next event;
 - C. McDowell will inquire as to the budget for two (2) guests per winner, plus the nominator.
- There was discussion on the timing of the event and it was noted that the luncheon time worked well for most guests, City Staff and Mayor and Council;
 - It was agreed to keep the event at mid-day, during the week, however there may be some benefit in releasing the date further in advance to notify winners.

- **Award Presentation Flow at Event:**

- The presentations overall were very well done, however the presentation flow could be improved slightly:
 - Suggestions include asking the Mayor to first introduce the recipient; next asking the recipient to come to the podium; next asking the recipient if they would like to say a few words; concluding with photos to wrap up the category;

- It was also suggested that designated CSA TF presenters/announcers arrive 15 minutes early to run through and familiarize themselves with the setting.

5.3 Terms of Reference (TOR) Review

C. McDowell, Manager of Recreation & Culture, provided an overview of the Terms of Reference (TOR). Task Force members participated in a roundtable discussion providing feedback and recommendations on updates to the TOR. The main themes and highlights included:

- There was discussion regarding the Community Service Award categories and the Task Force recommended amending the language to better define the requirements when considering nominees. The recommended edits are attached and form part of the minutes as Attachment 1.
- There was discussion about permitting City Staff to submit nominations for the Task Force's consideration as they are often in contact with individuals and groups that may not be recognized otherwise.

MOTION:

It was **MOVED** and **SECONDED** THAT the Community Service Awards Task Force recommend to the Chief Administrative Officer that the language for the Community Service Awards categories be amended as captured and revisions be reflected on the Terms of Reference.

CARRIED

5.4 Council Presentation by Committee Members

C. McDowell, Manager of Recreation & Culture, provided an overview of the Council presentation by Task Force members. Task Force members participated in a roundtable discussion with the following themes noted:

- Any Committee member is eligible to present to Council and to contact C. McDowell to express interest;

- Suggestion to implement a rotational schedule of all Committee members for Council presentations.

5.5 Policy Review

C. McDowell, Manager of Recreation & Culture, provided an overview of Council Policy C073 - Community Service Awards and Civic Recognition. Task Force members participated in a roundtable discussion providing feedback and recommendations.

- Any recommended changes suggested by the CSA Task Force will be reviewed by the CAO and brought forward to Council for approval. If approved, the changes will then be incorporated into the Policy.

6. ROUNDTABLE

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

7. ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

Certified as correct:

Vanessa Reid, Committee Clerk II

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Special (Pre-Closed) Community Service Awards Task Force

November 20, 2023, 4:15 PM

Video Conference

Voting Members: M. Bakstad
L. Bissett
H. Campbell

Regrets: G. Conn

Staff: C. McDowell, Manager of Recreation & Culture (Chair)

Recording Clerk: K. Hills, Committee Clerk II
T. McCaw, Acting Deputy Corporate Officer

1. CALL TO ORDER

C. McDowell, Manager of Recreation & Culture, acknowledged that the meeting was held on the traditional territory of the ᑭᓴᓴᓴ (Katzie) First Nation.

The meeting was called to order at 4:15.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Task Force to approve the agenda for the November 20, 2023 Special (Pre-Closed) Community Service Awards Task Force meeting as circulated.

4. **ADOPTION OF MINUTES**

There was general consent amongst the Task Force to approve the minutes of the October 17, 2023 Special (Pre-Closed) Community Service Awards Task Force meeting.

5. **NOTICE OF SPECIAL (CLOSED) MEETING**

It was **MOVED** and **SECONDED** THAT the Community Service Awards Task Force meeting immediately following this meeting be closed to the public as the subject matter being considered relates to personal information about an identifiable person who is being considered for a municipal award, as per section 90.1 (b) of the Community Charter.

CARRIED

6. **ADJOURNMENT**

The meeting was adjourned at 4:19 PM

Certified as correct:

Tatiana McCaw,
Acting Deputy Corporate Officer

The Annual Community Service Awards Program was established in 2019 to recognize and honour outstanding contributions and achievements of groups, organizations and individuals in Pitt Meadows. The award program recognizes recipient's contributions in various areas including volunteerism; coaching; arts and cultural contributions; teaching; environmental and humanitarian champions; advocates for community inclusion; significant acts of philanthropy or heroism; or other noteworthy endeavors in the following six categories.

i. Against the Odds Achievement-

To recognize individuals who successfully overcome extraordinary obstacles; being resilient in difficult times and situations, and showing perseverance during exceptional circumstances.

v. Business of the Year –

To recognize local businesses that, on a regular basis, contribute to the overall quality of life in Pitt Meadows through endeavors that support community service, programs or events, and/or foster positive relationships with volunteer groups or activities.

iii. Community Service Youth (25 years and under)

For demonstrating exemplary leadership in community service. This award is intended to recognize the positive contributions of young members of the community, who have provided outstanding service to the community without regard for their own personal gain. Such an award is to establish an example for others of a young age to follow. Each year, the City awards two bursaries each valued at \$500.00;

11. Community Service-

To recognize exemplary leadership and outstanding community service provided without regard for personal gain that impacts the community and beyond.

iv. Good Neighbour Award –

For an individual, who has contributed to their Neighbourhood community through a **single act of kindness**, or multiple good deeds Benefitting many people. This is a resident who makes their **local** neighbourhood a better place to live.

vi. Spirit of Pitt Meadows -

Recognizing the contributions of one individual for their overall outstanding community service, dedication and commitment to improving the quality of life for the citizens of Pitt Meadows. This individual had dedicated **many years** of service to the community, has made a lasting difference through their service.

The Annual Community Service Awards Program was established in 2019 to recognize and honour outstanding contributions and achievements of groups, organizations and individuals in Pitt Meadows. The award program recognizes recipient's contributions in various areas including volunteerism; coaching; arts and cultural contributions; teaching; environmental and humanitarian champions; advocate for community inclusion; significant acts of philanthropy or heroism; or other noteworthy endeavors in the following six categories.

i. Against the Odds Achievement- To recognize individuals who successfully overcome extraordinary obstacles; being resilient in difficult times and situations, and showing perseverance during exceptional circumstances.

v. Business of the Year - To recognize local businesses that, on a regular basis, contribute to the overall quality of life in Pitt Meadows through endeavors that support community service, programs or events, and/or foster positive relationships with volunteer groups or activities.

iii. Community Service Youth (18-25 years and under) - For demonstrating exemplary leadership in community service. This award is intended to recognize the positive contributions of young members of the community, who have provided outstanding service to the community without regard for their own personal gain. Such an award is to establish an example for others of a young age to follow. Each year, the City awards bursaries each valued at \$500.00; ~~ideally one award for each category of 5-12 year olds and 13-18 years old with authorization to award two in one category based on submitted nominations.~~

ii. Community Service- To recognize exemplary leadership and outstanding community service provided without regard for personal gain ~~that impacts the community and beyond.~~

iv. Good Neighbour Award - For an individual, who has contributed to their Neighbourhood community through a **single act of kindness**, or multiple good deeds Benefitting many people. This is a resident who ~~is an unsung hero and~~ makes their **local** neighbourhood a better place to live.

vi. Spirit of Pitt Meadows - Recognizing the contributions of one individual for their overall outstanding community service, dedication and commitment to improving the quality of life for the citizens of Pitt Meadows. This individual had dedicated **many years** of service to the community, has made a **lasting** difference through ~~volunteerism and/or philanthropy, their service.~~

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Community Support & Accessibility Committee Meeting

February 28, 2024, 10:00 AM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: Councillor M. Hayes
Councillor O'Connell

Members at Large: M. Robson, Friends in Need Food Bank
A. Sanchez, Fraser Health
C. Shearme, Community Network - Maple Ridge, Pitt Meadows & Katzie First Nation
H. Treleaven, Seniors Network
V. Kipps, Community Services
M. Perretta, Ridge Meadows Senior Society

Regrets: K. Sullivan, School District 42

Staff: P. Ward, Director of Planning & Development
D. Parr, Planner II, Planning

Recording Clerk: V. Reid, Committee Clerk II

1. CALL TO ORDER

Councillor O'Connell acknowledged that the meeting was held on the traditional territory of the ᑭᓴᓴᓴ (Katzie) First Nation.

The meeting was called to order at 10:05 a.m.

2. LATE ITEMS

None.

3. APPPROVAL OF AGENDA

There was general consent amongst the Committee to approve the February 28, 2024 Community Support & Accessibility Committee agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the October 25, 2023 Community Support & Accessibility Committee meeting as circulated.

5. NEW BUSINESS

5.1 Accessibility Plan

P. Ward, Director of Planning and Development, provided an overview of the project and obtained the Committee's feedback on the draft terms of reference.

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

- The Province has introduced accessibility legislation and the government requires prescribed organizations to do three things:
 - Form a Committee
 - Develop an Accessibility Plan
 - Build a tool to provide feedback to government
- This is not only limited to physical disabilities, but includes any person who is unable to participate fully and equally in society as a result of an impairment or a barrier;
 - This includes a sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic.
- Development of the accessibility plan will involve research, internal consultation and community engagement with the purpose being to identify, remove and prevent barriers to individuals in, or interacting with, an organization;
- An introduction to the work plan noted that it is currently in Phase 1; key goals during this phase will include engagement with the Committee and

local community members and businesses to identify current accessibility gaps and gather feedback;

- It was shared that in Pitt Meadows, wheelchair accessibility is an issue for many local businesses;
- A Request for Proposal is planned to hire a consultant with subject matter expertise to work along side the City of Pitt Meadows and Committee members;
- Phase 2 will entail identifying specific challenges within our community;
- Phase 3 will entail the execution of a draft plan with emerging priorities and Council approval of the plan in early 2025;
- Dana Parr, Planner II, will be the Staff Liaison working with the consultant to develop the draft plan and will lead updates with this Committee and Council as well to ensure alignment is on track;
- How best to include individuals with lived experiences during the gathering of critical information phase of the project;
 - Focus groups, and tasks groups with guidance from the committee to identify individuals with lived experiences was suggested;
 - It was noted that the BC Disability Alliance has a grant available that might be applicable.
- Concern regarding the budget amount for this plan; while this is an exciting this opportunity to do some really great work, budget might be too low to take full advantage of the opportunity for engagement:
 - Pitt Meadows staff resources will compliment the work required to be done as well as the consultant will support the project.

*A. Sanchez and C. Shearme arrived at 10:15 a.m.

- It was suggested that the Committee pool resources and share contact information for research purposes; specifically if Committee members can share contact information to P. Ward;
- An idea was circulated to create targeted engagement for people with disabilities as well as their caregivers;

- A question was raised on whether this plan would include cognitive impairment or the unhoused community;
 - Individuals with cognitive impairments would be within the scope of this particular project, whereas individuals that are unhoused (without an impairment) would be beyond the scope of this project;

5.2 Updates from Community Outreach Agencies

Community Outreach Agencies participated in a roundtable discussion providing a verbal update on their individual organizations.

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

M. Robson - Friends in Need Food Bank Update:

- A revision on previous statistics provided at the last meeting:
 - June 2023 to September 2023, the number of homes served in Pitt Meadows was 87 (not 117 as previously reported) with 230 members served within those households.
- October 2023 to January 2024 saw ten (10) new households registered;
 - In the past three months, 86 households served, with 233 members served within those households.
- Food Banks are executing a Standard of Excellence review on all Food Banks, as an accreditation process. Standards will vary for small, medium and large size Food Banks;
 - Pitt Meadows is considered medium in size;
 - Received a grant to do legwork on this process, someone working on this since last October - going to take until at the end of this year to complete.
- School District 42 has been cooperative in recent months in providing funding for dairy products purchased by the Food Bank;

- It was noted that approximately 150 students are benefiting from (all four local elementary schools) sit down breakfasts and lunches;
- It was reported that approximately 550 students are benefiting from snack programs in our local elementary schools.
- Perishable Food Recovery Program update:
 - Currently at 5.5 years running with 5.5 million pounds recovered, repurposed and with no food sent to landfills;
 - Averaging 51% for human consumptions - shared with Food Bank clients and other organizations that are dealing with food insecurity, such as the Salvation Army and the Senior Centre, with the balance going to farm feed and compost;
 - Current managers have brought this percentage up to 70% - means less for farmers but more for families.
- It was noted that there is an increase in registration - over 700 families per month accessing Food Bank services at least once per month;
 - 760 households registered - lifetime registration in Pitt Meadows;
 - Done by address: currently 86 are accessing Food Bank services from October 2023 to January 2024, at least once per month.
- Food Bank is looking at what changes can be made to accommodate the growth as line ups get long;
 - Suggestions were to change hours or operational procedures.
- Food Bank has some dedicated and amazing volunteers, however it's an ongoing challenge to maintain a strong volunteer base.
 - December volunteer hours were 170;
 - January volunteer hours were 261.

J. Kloosterboer - Emergency Preparedness Update:

- J. Kloosterboer shared an overview on what Emergency Support Services ['ESS'] can do in emergency situations and how accessibility can be better addressed;
- A question was raised in regards to potential extreme heat situations this summer and how we can better prepare and serve the community; it was noted that we have options for cooling centres at the Recreation Centre and Library, more information will come and an update to be provided at a later date.

V. Kipps – Community Services Update:

- It was noted that the majority of services offered by Community Services are free to clients;
- An update was provided regarding Cythera House, which is a 12 bed transition house providing a safe refuge and basic necessities to women and children fleeing abuse;
 - A barrier has been having to turn away women who have pets;
 - It was noted that Cythera House has applied for permissions to allow for pets on property;
 - It was reported that Cythera House has a 30 day transition period and there is limited alternate housing post stay and a need for second stage housing; construction of secondary housing - 26 units for women and children is underway.
- Community Services is currently expanding their seniors program and their legal services program;
- It was noted that childcare streams are now receiving increased funding from Government resources and Community Services has reapplied and been accepted, which will allow for expanded childcare services offered to clients.

M. Perretta – Pitt Meadows Senior Society [‘PMSS’] Update:

- Pitt Meadows Senior Society is currently focused on grant proposals, specifically with a focus on providing meals for local seniors;
- There has been a loss of volunteers over the past few years with several people having moved or passed away;
 - Individuals come to volunteer and are receiving meals in return.
- The PMSS is making calls to check in and to chat with seniors and welcome them back to the centre;
- 70 brand new seniors register in Pitt Meadows;
- PMSS is currently gearing up for tax clinics:
 - Two tax clinics open at Katzie First Nations;
 - Highly beneficial and used service, last year the clinics assisted over 600 seniors.

C. Shearme - Community Network Update:

- The Community Network continues to focus on Truth and Reconciliation work with a specific focus on Pitt Meadows history;
 - There is an open invitation for all to learn about Truth and Reconciliation work;
 - Attending a meeting this week at the Pitt Meadows Museum - learning local history and settler history of City of Pitt Meadows.
- Trends continue to see a focus on current housing issues:
 - Groups that struggle the most are senior adults and single persons;
 - BC Housing is already a highly limited resource, with wait times up to eight years.
- Meeting Circle with the Kwantlen First Nation with a presentation on March 20th;
- New relationship with Metis Society at April meeting.

A. Sanchez - Fraser Health Update:

- Shots and immunization programs are currently underway:
 - Doing mobile and drop in events to be able to accommodate as many people as possible.
- It was noted that food insecurity continues to be a focus for Fraser Health and A. Sanchez sits as committee co-chair with School District 42 to work on a local strategy to address causes.

B. Treleaven - Seniors Network Update:

- The Seniors Network is working hard to assist seniors affected by housing challenges;
- Critical to include seniors voices and what housing is needed and what is missing;
 - Mapping was done with eight seniors who participated, one Pitt Meadows senior resident: and it was shared that many are continuing working into their senior years in order to afford rent.
- New Horizons funding helps to focus on intergenerational work that is being done;
 - Senior volunteers that are reading in local elementary schools;
 - Garden volunteers;
 - SD42 - connecting with seniors and the schools for food distribution.
- A question was asked what age level is considered a senior;
 - While it would depend on the program being offered, typically the range is 55 years and up.

6. **ADJOURNMENT**

The meeting was adjourned at 11:36 a.m.

The next **Community Support & Accessibility Committee** meeting is scheduled for **Wednesday, May 22, 2024 at 10:00 a.m.**

Certified as correct:

Vanessa Reid, Committee Clerk II

DRAFT

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



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

February 29, 2024, 3:00 PM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members:

L. Bissett
H. Campbell
M. Carpenter
S. Sweet
S. Williams

Regrets:

D. Chamberlain, Director, Parks, Recreation & Culture
R. Harmston
L. Woolley

Staff:

A. Messner, Manager of Parks [Chair]
C. McDowell, Manager, Parks, Recreation & Culture
O. Huppe, Parks Operations, Supervisor
M. Baski, Project Manager, Agriculture and Environment, Planning

Recording Clerk

V. Reid, Committee Clerk II

1. CALL TO ORDER

A. Messner, Manager of Parks, acknowledged that the meeting was held on the traditional territory of the Ɂícəý (Katzie) First Nation.

The meeting was called to order at 3:03 PM

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Committee to approve the February 29, 2024 Parks, Recreation and Culture Advisory Committee agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the following meetings as circulated:

4.1 April 20, 2023 Parks, Recreation and Culture Committee Minutes

4.2 October 19, 2023 Parks, Recreation and Culture Committee Minutes

5. NEW BUSINESS

5.1 Urban Forestry Plan

M. Baski, Project Manager, Agriculture and Environment, provided a presentation on the Urban Forestry Plan.

The Committee participated in a roundtable discussion, including the following main themes:

- The City of Pitt Meadows does not currently have a forestry plan; with the consideration of community engagement, the process of creating a strategic implementation plan is underway;
- Several local public events have been held to provide education to the public about trees; as well as informational boards posted in City parks to bring awareness to the public;
- The current tree canopy cover in the City of Pitt Meadows is considered inadequate;
- The plan has four main goals:
 1. Protect the existing urban forest from further decline;
 2. Improve the management of the existing urban forest in parks and on publicly-owned lands;
 3. Grow the urban forest canopy cover;
 4. Partner with the community to foster stewardship and ownership of the urban forest plan;
- City of Pitt Meadows does not currently have a tree bylaw;

- The goal of the strategy is for the City of Pitt Meadows to have a 30% tree canopy, which equates to 11,500 trees; currently the City has a canopy of 17% on residential land and public parks combined;
- The Committee asked M. Baski to return to a future PRC meeting and give an update.

5.2 2024 Committee Recruitment Campaign & Membership Expiration

V. Reid, Committee Clerk II, provided details of the 2024 Committee recruitment campaign and information about re-application for members with an April 1, 2024 term expiration.

Summary for PRC:

- Voting Members in Good Standing with Terms Expiring March 31, 2024:
 - Lindsey Bissett (resident with experiential knowledge of inclusiveness)
 - Richard Harmston (MAL)
 - Sean Sweet (MAL)
- Voting Members in Good Standing with Terms Expiring March 31, 2025:
 - Hudson Campbell (youth/young adult)
 - Miranda Carpenter (MAL)
 - Shauna Williams (MAL)
 - Laurie Wooley (MAL)
- Terms of Reference for the PRC state:
 - Up to eight (8) voting members, with 2 or 3 year staggered terms, including:
 - One (1) member with experiential knowledge of inclusiveness and accessibility;
 - One (1) youth or young adult;
 - One (1) representative from Katzie First Nation (“KFN”), nominated by KFN’s Chief Administrative Officer; and
 - Up to five (5) members from the general public, who have an interest in parks, landscape architecture/parks planning, arts, culture and/or recreation, or whose organization provides services in Pitt Meadows and holds interest in one or more of these stated areas.
- It was shared that the PRC received ten (10) applications within two of the three sub-categories, with no applications received from a representative of the Katzie First Nation;
- D. Chamberlain, Director of Parks, Recreation & Culture, is currently reviewing applications. Successful applicants will be notified and begin their term effective April 1, 2024.

5.3 2024 Business Plan

A. Messner, Manager of Parks, and C. McDowell, Manager of Recreation & Culture, provided information on the 2024 Business Plan for Parks, Recreation and Culture.

The Committee participated in a roundtable discussion, including the following main themes:

- Water Well at the Pitt Meadows Athletic Park ['PMAP']:
 - City of Pitt Meadows is working with an engineer to explore options for an irrigation water source at PMAP; a test well is to be dug to explore if there would be enough water underground to supply and sustain watering at this location independent from Metro Vancouver water supply;
 - It could take up to 8 years to get a water permit.
- Rose Grabenhorst Garden:
 - Phase 1 is complete:
 - The renovations to the Caretakers home are complete;
 - The creation of a parking lot is complete;
 - Four (4) of five (5) water retention ponds have been built;
 - The Heritage barn has been refurbished.
 - Phase 2 will include:
 - The last pond;
 - A place of remembrance to be designed and built;
 - Cedar-sided washroom building;
 - Picnic style covered shelter for teaching/eating/gathering;
 - Soft opening anticipated around Mothers Day 2025.
- Bonson Park Disc Golf Course:
 - Recent success of the 'Pop Up Disc Golf' event has inspired a desire from the community for access to a location for this newly popular sport;
 - Park improvements for disc golf at Bonson Park are underway and a design team is working with the City to ensure a natural aesthetic;
- Recreation:
 - Reviews continue on program continuity and facility booking accommodation for South Bonson Community Centre ['SBCC'], to

- ensure the transition of the PMAG into the SBCC and existing bookings, rentals and programs aren't interrupted;
 - Osprey Village street light banners are scheduled to be installed in advance of the March 12th PMAG opening;
 - Staff are working on a Trail Map to encourage awareness of the trails available in Pitt Meadows; this map will be available online and in print form and utilize QR codes from the newly installed trail signs;
- Parkside Trail Improvements:
 - Upgrade to the small section of gravel pathway on the Parkside Trail; paving will take place so that the trail is entirely paved and aligns with the Golden Ears Business Park Multi-use Path expansion. The improvements also include expansion of stairs that connect up to Pitt Meadows Secondary School.

5.4 Pitt Meadows Athletic Park Sport Box and Double-Turf Field

A. Messner, Manager of Parks, provided information on the Pitt Meadows Athletic Park ['PMAP'] sport box and double-turf field.

The Committee participated in a roundtable discussion, including the following main themes:

- The expansion plan focuses on PMAP while no further plans to Harris Road Park, beyond the removal of baseball diamond #1;
- Concept designs include a double-sized turf field, seating and a covered sports box;
- Additional parking spaces also included.

5.5 Aquatics Feasibility Study

C. McDowell, Manager, Parks, Recreation and Culture, provided information on the Aquatics Feasibility Study.

The Committee participated in a roundtable discussion, including the following main themes:

- The Committee reviewed the presentation to Council on the Aquatic Feasibility Study;
 - A motion was passed by Mayor and Council to discontinue research for an indoor pool in Pitt Meadows;

- Revised budget concerns included an increase in costs per single family household would result in an increase of \$630 for an outdoor pool and \$1200 for an indoor pool.

5.6 Public Art Update

C. McDowell, Manager of Recreation & Culture, provided an update on public art.

The Committee participated in a roundtable discussion, including the following main themes:

- Actively relocating the Pitt Meadows Art Gallery (PMAG) to the lower floor of the South Bonson Community Centre. PMAG opening is March 12, 2024 with a Rain Pierre exhibit;
 - PMAG will be open Tuesdays to Sundays, with weekly closures on Mondays and all statutory holidays.
 - Art Gallery shop will be available onsite as of March 12;
 - Link to current PMAG exhibitions and details for the opening: <https://www.pittmeadows.ca/arts-culture-heritage/pitt-meadows-art-gallery>
- Indigenous Arts Programs are being prepared to be offered for community members, such as a recent weaving workshop and drum making. Programs will be featured in the departmental program guide;
- There will be a mural by a local Katzie First Nation Artist installed on the exterior of the SBCC, which aligns with the PRC Master Plan to identify opportunities to integrate public art into the community;
 - Mural is intended to be installed on the windows on the SBCC before the March 12th, 2024 opening;

5.7 Sponsorship of City Assets and Facility Naming Policies

This item was DEFERRED to a future dated PRC meeting pending the finalized policies.

6. ROUNDTABLE

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

7. **ADJOURNMENT**

The meeting was adjourned at 4:36 p.m.

The next **Parks, Recreation & Culture Advisory Committee** meeting is scheduled for **April 18th, 2024 at 3:00 p.m.**

Certified as correct:

Vanessa Reid, Committee Clerk II

FILE: 01-0125-01/24

REPORT DATE: April 08, 2024 **MEETING DATE:** April 16, 2024

TO: Engagement & Priorities Committee

FROM: Christine Carter, Manager of Strategic Initiatives

SUBJECT: Update on Provincial Small-Scale, Multi-Unit Housing Legislation and Policy Manual Considerations

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT the Committee:

- A. Receive for information the report titled “Update on Provincial Small-Scale, Multi-Unit Housing Legislation and Policy Manual Considerations”, as presented at the April 16, 2024 Engagement and Priorities Committee Meeting; OR
- B. Other.

PURPOSE

To provide an update on the implementation of the Provincial housing legislation and discuss options and implications for the City’s Zoning Bylaw. This report also presents, for Council’s consideration and discussion some high level issues, and the SSMUH site standards recommended in the Provincial SSMUH Policy Manual and Site Standards.

☒ Information Report ☐ Decision Report ☐ Direction Report

DISCUSSION

Background:

On December 5, 2023 and February 6, 2024 Council received reports providing an update on the Province of British Columbia Homes for People Action Plan. The focus of both reports was to provide an overview of the *Housing Supply Act*, *Short-Term Rental Accommodations Act*, and the three additional pieces of legislation that contribute to the sweeping changes to the local planning framework in BC: *Bill 44 Housing Statutes (Residential Development) Amendment Act* (also referred to as the Small Scale, Multi-Unit Housing Legislation); *Bill 46 Housing Statutes (Development Financing) Amendment Act*; and *Bill 47 Housing Statutes (Transit Oriented Areas) Amendment Act*.

A key component of the Provincial housing action plan is the SSMUH legislation that received Royal Assent on November 30, 2023 and mandates significant change in single family and duplex zoned areas. Mandated changes include the requirement to pre-zone such properties to allow a range of housing types including single family, secondary suites, garden suites, duplex, multi-plexes, and townhomes as follows:

- i) up to three units will be permitted as-of-right on lots less than, or equal to 280 m² – refer to Map 1 (Attachment A);
- ii) up to four units will be permitted as-of-right on lots larger than 280 m² – refer to Map 2 (Attachment B); and
- iii) up to six units will be permitted as-of-right on lots larger than 280 m², that are within 400 metres of a frequent transit stop - refer to Map 3 (Attachment C).

In addition, on April 3, 2024, the Province of BC announced that it had given first reading to a new Bill to improve the ability of local governments to build more affordable, livable communities and help tenants facing eviction from redevelopment: *Bill 16 – 2024 Housing Statutes Act Amendment, 2024*. According to the Provincial press release, the proposed legislation expands local government authority to introduce inclusionary zoning provisions; density bonus updates; require an increased range of site specific works and services for new developments; and introduce tenant protection bylaws to provide added support to tenants facing displacement in the case of redevelopment. At this point in time, this Bill has not been included in the work plan, however, as more information becomes available, staff will review these materials to determine how to best address any legislative requirements.

ISSUES:

The purpose of this report is to provide an update on the implementation of the Provincial housing legislation and summarize some of the high-level issues being considered by staff. In addition, the SSMUH legislation requires that Council give consideration to Part 4, of the SSMUH Provincial Policy Manual and Site Standards, and this report not only provides a mechanism for Council to review and consider the Provincial recommendations, but formally satisfies the legislative requirement.¹ Council's feedback on these matters will help shape the resulting new zones.

The Province's SSMUH Policy Manual provides information on the relationship of the SSMUH legislation to other legislation, and provides recommended site standards to be included in local zoning bylaws. The site standards include recommendations for setbacks, height, number of storeys, parking, and maximum lot coverage. The Policy Manual is intended to be a resource to local governments and states, "a local government must consider any applicable guidelines for SSMUH, including this Policy Manual". Said another way, the Policy Manual is non-binding and does not require strict compliance. However, according to section 481.3(7) of the *Local Government Act*, local governments must demonstrate that they have reviewed and contemplated the policy manual when updating their zoning bylaw.

Furthermore, it should be noted that while the City has some discretion when establishing zoning requirements related to SSMUH, section 457.1 of the *Local Government Act* clearly states that the zoning bylaw "must not be exercised in a manner that unreasonably prohibits or restricts the use or density of use" permitted under the SSMUH legislation. As a result of this provision, staff are mindful that zoning provisions cannot be so onerous, as to sterilize a property. Site modelling and work with a local architect are being used to prove out viability and with a goal of demonstrating that the draft zoning provisions are reasonable.

SSMUH Zoning Bylaw Amendments:

Since January 2024, staff have been using all provincial materials to guide their work as changes to the zoning bylaw are contemplated. It is recognized that the SSMUH zoning changes represent a significant change in traditional approval processes, building forms, and the appearance of neighbourhoods. The legislation requires that zoning bylaws are to be updated to allow up to 3, 4 or 6 units, by June 30, 2024.

¹ On December 7, 2023, the Province of BC released the Policy Manual and Site Standards for Small-Scale, Multi-Unit Housing: https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh_provincial_policy_manual.pdf

In reviewing local bylaws, it is obvious that enabling 3, 4 or 6 units on historically single family lots will require a shift in how people view their neighbourhoods from that of single family to multi-family, urban environments. The conventional zoning bylaw regulations regarding height, setbacks, and lot coverage, which have been in place for decades, do not accommodate multiple units; therefore, based on the initial site modelling to date, it appears that meeting the Provincial densification mandate may only be feasible by relaxing the current regulations and finding a balance.

Key to balance is understanding what characteristics are most valued in this community, and how best to prioritize these competing priorities. For example, when zoning bylaw regulations of height / number of storeys, parking², lot coverage/FSR and setbacks are weighed against other community values (e.g., open/green space, tree protection, provision of landscaping, site permeability), it suggests that most, if not all, of these zoning bylaw regulations will require some relaxation.

In response to the Provincial mandated changes stemming from the SSMUH legislation, staff are recommending that the existing RS Large Lot Residential, R-1 Medium Lot Residential, R-2 Small Lot Residential, RD Duplex Residential and a number of single family-oriented Comprehensive Development zones be repealed and replaced with three new zones:

- the R-3 zone which will allow up to 3 units on lots 280m² or less (consistent with Map 1, Attachment A)
- the R-4 zone which will allow up to 4 units on lots larger than 280 m² (consistent with Map 2, Attachment B)
- the R-6 zone which will allow up to 6 units on lots larger than 280 m², that are within 400 metres of a frequent transit stop (consistent with Map 3, Attachment C)

As mentioned previously, staff have been evaluating current zoning requirements, looking at precedent images, preparing site models, and working with a local architect to consider, preliminarily, the viability of the new requirements; however, before the zones can be finalized, it is important to obtain Council's feedback.

i. High Level Issues Table

Table 1 attached to the report provides a summary of the high level issues that will influence how each new zone is structured.

² local government are prohibited from requiring parking in 6 unit areas

ii. Part 4, SSMUH Policy Manual & Site Standard Considerations Tables

The SSMUH legislation requires that Council give consideration to Part 4, of the SSMUH Provincial Policy Manual and Site Standards, and this report not only provides a mechanism for Council to review and consider the Provincial recommendations, but formally satisfies a legislative requirement.

Part 4 – Site Standards, in the Provincial Policy Manual includes 4 standards based on the different SSMUH unit requirements that are set out in the legislation:

- Site Standards Package A –sets out standards where either a secondary suite or accessory dwelling unit must be permitted in a single family zone. Package A has been considered and no changes to the Zoning Bylaw are required because all residential zones outside of the Urban Containment Boundary currently allow for either a secondary suite or garden suite³. Within the Urban Containment Boundary, the SSMUH zoning bylaw amendments will include secondary suites and garden suites, as well as a range of other unit types.
- Site Standards Packages B sets out the standards for 3 and 4 units on lots less than 1,215m² (13,078 ft²) in size. To ease in the review of these packages, staff have created two tables: one set of standards where up to 3 units are permitted; and another for lots where up to 4 units are permitted. Refer to Tables 2 and 3 attached.
- Site Standards Package C sets out the standards for 4 units on lots larger than 1,215m² (13078 ft²) in size. It is unclear why the Provincial Policy Manual includes a separate set of site standards for larger lots; it is noted that the recommended zoning regulations in Packages B and C are similar. As such, this Site Standards Package was considered and deemed unnecessary, especially due to the relatively small number of SSMUH lots 1,215 m² or larger (93 lots, representing approximately 3% of SSMUH lots).
- Site Standards Package D sets out the recommended standards where up to 6 housing units must be permitted on lots within 400 metres from a prescribed transit stop. Refer to Table 4 attached.

Tables 2, 3 and 4 provide an overview of the Policy Manual recommendations, and include comments and an emerging staff recommendation based on 3 new SSMUH Housing Zones: R-3, R-4, and R-6. The emerging zoning regulation recommendations in Tables 2, 3, and 4 were informed by the Provincial Policy Manual Site Standards, as well as the City's existing regulatory framework. As noted above, staff have also undertaken some preliminary site modelling to consider the technical feasibility of the emerging recommendations (i.e., the extent to which the potential zoning regulations will accommodate SSMUH development forms). However, it is

³ the A-1, A-2, RR1, RR2, RR3, RR4 and RR5 zones permit either a secondary suite or garden suite

noted that zoning regulations related to building setbacks, building height, lot coverage, floor space ratio, and parking affect both the technical and financial feasibility of SSMUH development. In other words, even if zoning regulations accommodate new development, it may not be financially feasible (i.e., when project costs exceed the value of the project). Given the compressed timelines related to the SSMUH work, there has not been the opportunity to undertake a detailed financial feasibility analysis of the emerging zoning regulation recommendations. As a general guide, however, as SSMUH zoning regulations allow for greater buildable floor area, the feasibility of SSMUH projects will increase.

NEXT STEPS AND KEY TIMELINES

The feedback received from Council at the EPC meeting will be used to inform the completion of the draft R-3, R-4 and R-6 zones. At the same time, a number of other implementation items are being prepared and include the following key dates and timelines⁴:

April 30, 2024	Public Hearing Amendment package at Regular Council meeting
May 14, 2024	1 st , 2 nd , 3 rd Reading - SSMUH Zone Amending Bylaw package at Regular Council meeting (LGA prohibits SSMUH zone amending bylaws from being considered at public hearing) 1 st & 2 nd Reading - OCP amending bylaw to update Development Permit Area Guidelines at Regular Council Meeting. Referral to Public Hearing. 1 st , 2 nd & 3 rd Reading - TOA Designation Bylaw at Regular Council Meeting Amenity Cost Charge program report at Regular Council
May 15, 2024	Referral of SSMUH zoning bylaw amendments to Minister of Transportation and Infrastructure
May 28, 2024	Public Hearing for OCP amending Bylaw
Before June 30/24	Final adoption of SSMUH Zone Amending Bylaws; OCP Amending Bylaw; TOA designation Bylaw; and ACC Bylaw
June 30, 2024	Written notice to be provided to the Minister of Housing re: adoption of SSMUH Zoning Bylaw amendments Written notice to be provided to Minister of Transportation and Infrastructure re: adoption of TOA designation Bylaw
TBD	Local Governments have been awaiting Provincial instructions on the Housing Needs Report since January 2024. Upon receipt, the update will

⁴ The dates provided are estimates and may shift

commence.

June/July 2024	Province to provide zoning bylaw and OCP update instructions (based on Housing Needs Reports) to local governments. Pre-approved housing plans expected to be available
Jan 1, 2025	Interim Housing Needs Report is to be adopted
Dec 31, 2025	Municipalities to have completed their first review and update of Official Community Plan and Zoning Bylaw to align with interim Housing Needs Report

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Housing Diversity: Encourage diversity in housing types to foster an inclusive, affordable and multigenerational community.

WORKPLAN IMPLICATIONS

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

Much of the housing related work, including updates to the zoning bylaw and Housing Needs Report related to Provincial legislative changes are contemplated in the Planning and Development Department's 2024 Business Plan. However projects such as the ACC Program, OCP amendments, and Transit Oriented Area designation bylaw were not specifically accounted for, and required some reallocation of staff resources. Staff continue to place a priority on the implementation of the frequently expanding Provincial housing legislation, which may result in some 2024 key initiatives being deferred to future years.

FINANCIAL IMPLICATIONS

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

Recent legislation requires a number of local government bylaw and policy changes, to be done in a very tight timeframe. The City has received \$241,303 funding from the Province of BC to assist with the implementation of the housing legislation. The funding is intended to be spent on updating zoning, Official Community Plans, and housing needs reports, among other items,

and can include hiring staff or consultants to support the work. Staff will continue to monitor resource implications related to the implementation of the housing legislation and will report back to Council, as required.

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

The subject report provides an update on Provincial housing initiatives and is provided as information only. On April 9, Council received the Communication Strategy which is intended to share information on Provincial Housing legislation with the community and provide access to information.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

A referral to the Katzie First Nation is not required or recommended, at this time. It is noted that the Provincial housing legislation specifically indicates that the regulations do not apply to First Nations reserve lands.

SIGN-OFFS

Written by:

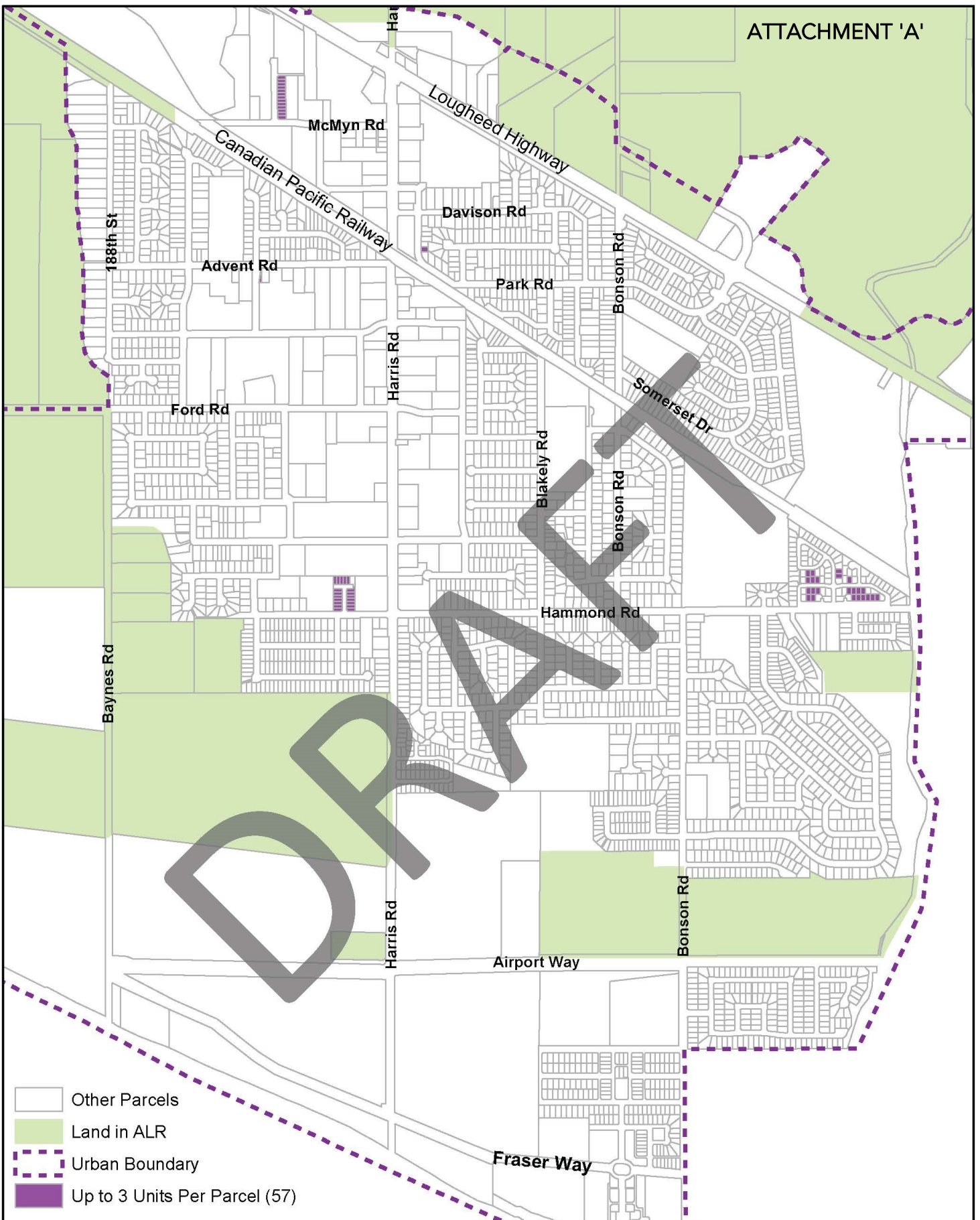
Christine Carter,
Manager of Strategic Initiatives

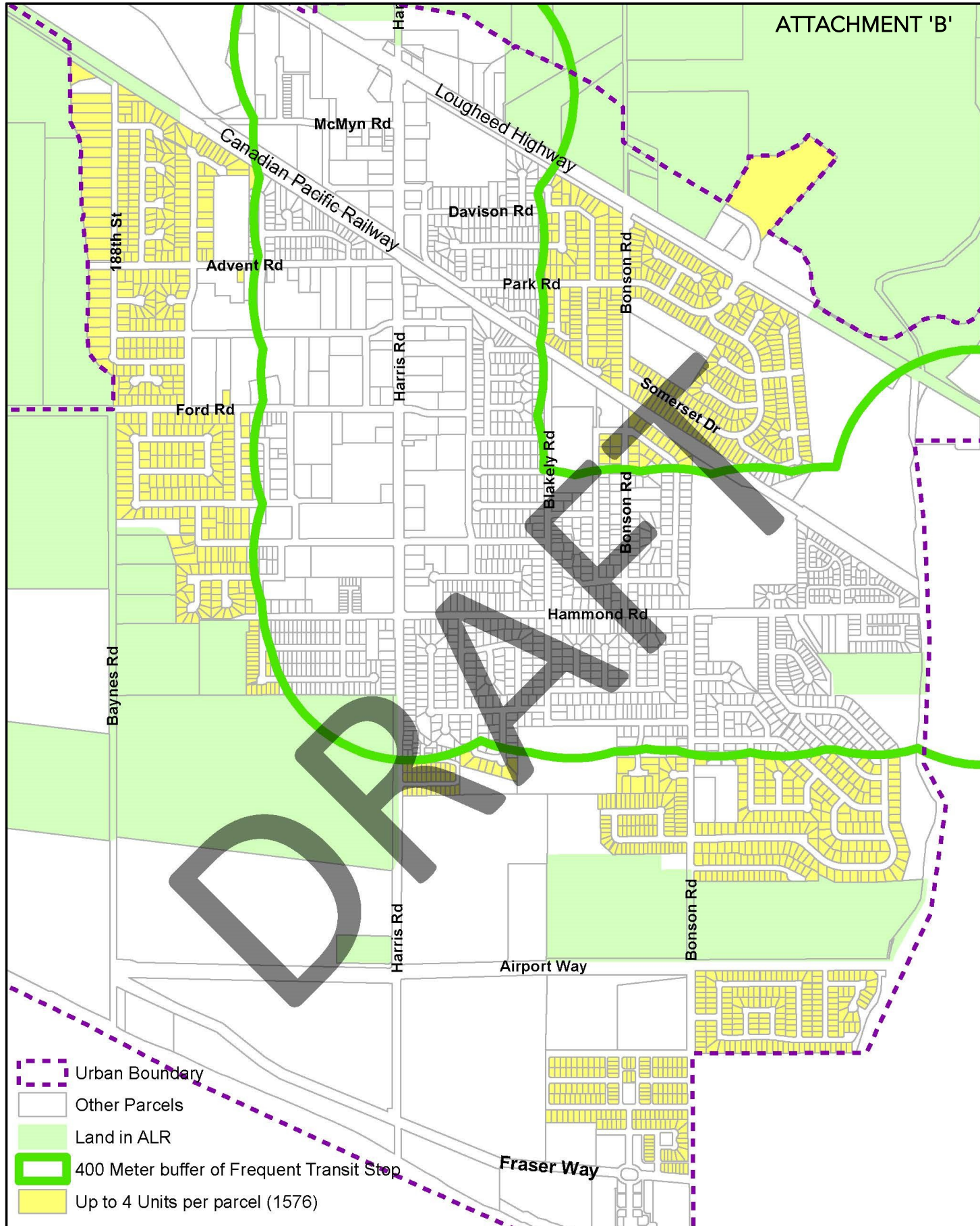
Reviewed by:

Patrick Ward,
Director of Planning and Development

ATTACHMENT(S):

- A. Map 1 - Parcels 280m² or less
- B. Map 2 - Parcels larger than 280m² & more than 400m from Frequent Transit Corridor Stop
- C. Map 3 - Parcels larger than 280m² & less than 400m from Frequent Transit Corridor Stop
- D. Table 1 SSMUH High Level Issues
- E. Table 2 SSMUH Provincial Policy Manual & Site Standards – 3 units
- F. Table 3 SSMUH Provincial Policy Manual & Site Standards – 4 units
- G. Table 4 SSMUH Provincial Policy Manual & Site Standards – 6 units
- H. Map 4 - Select Parcels in TOA





Map 2 – Parcels Larger than 280 m² and more than 400 m from Frequent Transit Corridor Stop



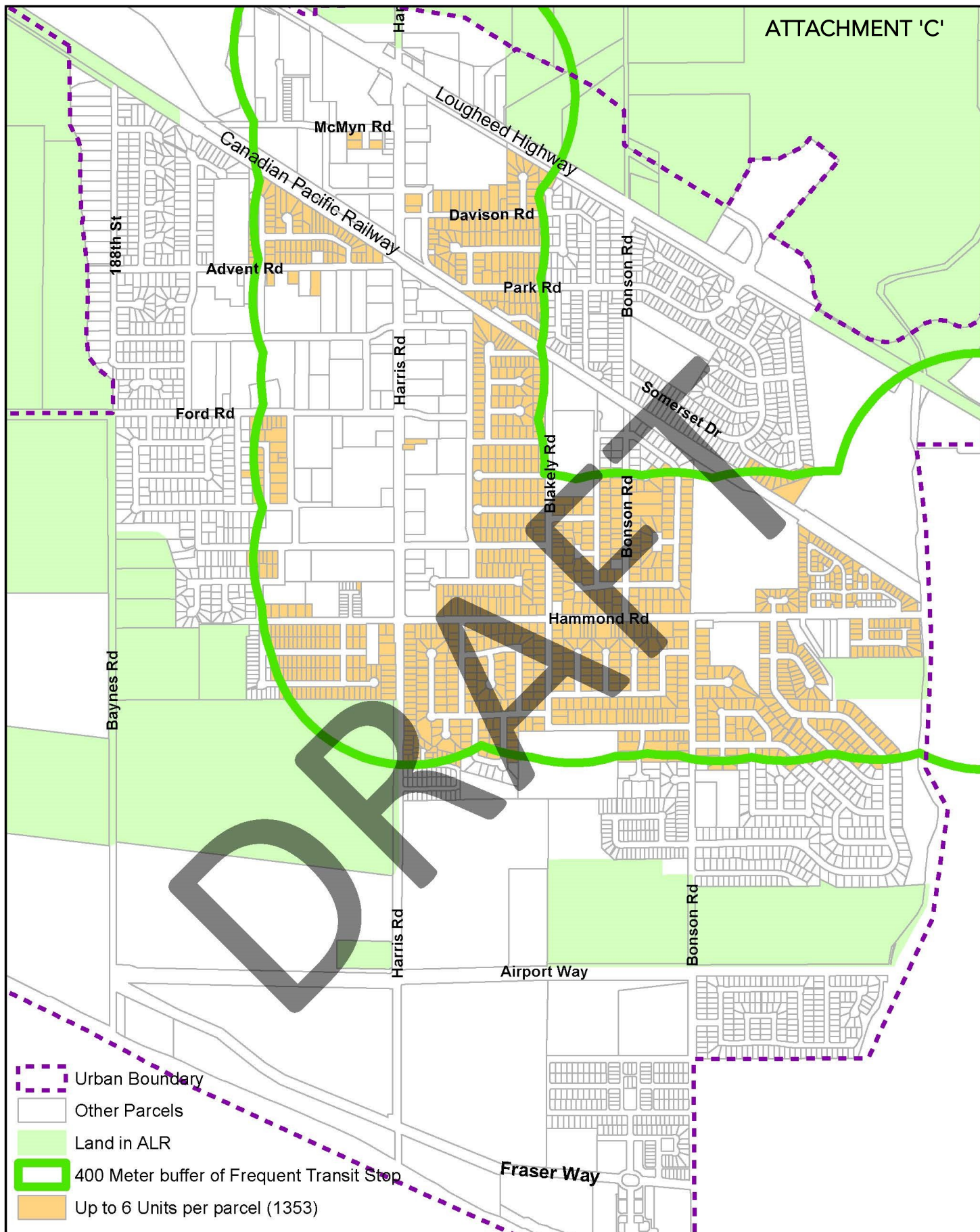


Table 1 – SSMUH High Level Issues

Issue	Legislation	Provincial Guidance/Legislation	CPM current requirements	Advantages/Disadvantages	Emerging Staff Recommendations
1. SSMUH density entitlements in TOA designated areas	SSMUH/TOA	Transit Oriented Area (TOA) Policy Manual identifies that properties within a designated TOA area are exempt from the requirements to zone for 3 to 6 units under the SSMUH TOA designation includes residential parcels within 400 m of a transit station. Properties that are partially within the TOA radius, are deemed to be 100% within the TOA (see Appendix H - Map of TOA)	312 properties within the TOA are currently zoned for residential use, and are primarily a single family or duplex housing form. Council has the option of: i. exempting the affected residential properties from the SSMUH density entitlements, or ii. zoning the current residential properties to permit SSMUH densities. Noting that only OCP designated Residential properties would be granted the SSMUH density entitlements.	Advantages of extending SSMUH densities to TOA designated properties: - Residential lots are in established residential neighbourhoods, so it would treat all lots in the area the same - TOA development will likely take years to consolidate/develop - Provides residential homeowners in TOA's an opportunity to create housing on their properties in the short term - Short-term development should support transit ridership Disadvantages of extending SSMUH densities to TOA designated properties: - May make lot consolidation challenging	Staff recommend that the SSMUH density entitlements be extended to Residential designated and zoned properties in the TOA.
2. Density Bonus of 6th unit	SSMUH	- Section 482 LGA allows LG's to establish conditional density rules to achieve 1 of the 6 units permitted under SSMUH - The 6 th unit it to be limited to affordable or special needs housing - Bill 16-2024 appears to introduce changes to conditional density rules that may limit LG ability to impose density bonus in SSMUH	- In 2025 buildings with common entrances or elevators will be required to meet new adaptability provisions in the Building Code. - Will not apply to garden suites, single family, duplex, and townhouse	Advantages of allowing a 6 th unit through a density bonus: - Can create affordable or special needs housing unit - Amenity Cost Charge program cannot be used for affordable or special needs housing Disadvantages of allowing 6 th unit as a density bonus: - Potential additional costs for applicant - Non market or accessible units may require CPM monitoring & enforcement	That the 6 unit in areas within 400 m of frequent transit be allowed as a density bonus with options including: - Creation of an adaptable unit - staff are exploring possibility of taking cash-in-lieu contribution for affordable or special needs reserve fund Staff are reviewing Bill 16-2024 to assess whether density bonus can be applied
3. Prescribing Unit Typology	SSMUH	SSMUH Policy Manual: - LG's should be flexible in terms of permitting the full range of combinations and configurations of SSMUH - LG's can prescribe unit typology. For example, an area that permits 4 units could only allow a 4-plex - LG zoning should not create zones that are prohibitive to achieving the SSMUH density entitlements	- CPM zoning bylaw currently allows a range of uses in multi-family zones. - SSMUH zoning could expand on the range of uses to include secondary suites, garden suites, single family, duplex, multi-plex and townhouse	Advantages of prescribing unit typology: - None identified to date Disadvantages of prescribing unit typology: - limits flexibility to take into account site considerations (i.e. servicing, trees, environment and heritage) - restricts the creation of a variety of unit types and sizes - could result in a repetitive building form - not all properties are the same and could restrict density	That the City's new SSMUH zones allow the full range of SSMUH unit typology (i.e. single family, secondary suite, garden suite, duplex, multi-plex, townhouse and apartment) subject to the maximum density regulations in the zone

Table 1 – SSMUH High Level Issues

Issue	Legislation	Provincial Guidance/Legislation	CPM current requirements	Advantages/Disadvantages	Emerging Staff Recommendations
4. Subdivision and minimum lot size	SSMUH	<p>LG's should consider relationship between lot/frontage size and potential number and viability of units</p> <p>Smaller lots can mean a more efficient use of infrastructure and services</p> <p>SSMUH legislation sets out specific lot sizes for the purpose of determining density but does not establish minimum lot sizes for the purposes of subdivision.</p>	<p>The most predominate zone in the 4 and 6 unit areas is the R-1 zone which currently has a minimum lot area 409 m2.</p> <p>Many properties rezone to the R-2 zone which has a minimum lot area of 350m2.</p> <p>Subdivision has the potential to double density. For example, without subdivision a lot may have up to 6 units. With subdivision the same property could have up to 12 units.</p>	<p>Advantages of increasing current lot sizes:</p> <ul style="list-style-type: none"> - Given SSMUH densification, it is uncertain that additional lots are needed - Larger lots result in larger unit sizes and are less challenging to maximize density - Provides greater opportunity for landscaping, tree protection, open space, parking, and on-site servicing <p>Disadvantages of increasing current lot sizes:</p> <ul style="list-style-type: none"> - discontinues current lotting pattern already established on certain streets 	<p>Staff recommend that the lot sizes be increased to limit subdivision in UCB.</p> <p>Staff further recommend that densification and unit numbers be monitored, and that this topic be revisited pending completion of Housing Needs Report and OCP amendments.</p>
5. Location of on-site parking: tandem front yard rear yard	SSMUH	<p>SSMUH Policy Manual:</p> <p>Parking has the greatest impact on the viability of a project</p> <p>LG's cannot require parking in 6 unit areas</p> <p>No parking requirement is recommended for most SSMUH housing forms</p> <p>2018 Metro Vancouver study found that parking supply exceeded use by around 40% in strata developments</p>	<p>Tandem – refers to 2 parking spaces, one behind the other</p> <p>Tandem parking is permitted for single-family residential, duplex residential, apartments, secondary suite, bed and breakfast, and townhouse residential.</p> <p>Tandem parking:</p> <ol style="list-style-type: none"> both parking spaces are to be held by the same owner; apartments & townhouse, the tandem parking spaces not to exceed 50% <p>Parking in front yard is limited to the driveway.</p>	<p>Advantages of tandem and front yard parking:</p> <ul style="list-style-type: none"> - provides for parking on site - provides flexibility in location of parking - location requirements should not impact ability to achieve unit entitlement <p>Disadvantages of tandem & front yard parking:</p> <ul style="list-style-type: none"> - front yard parking has potential to remove on-street parking - tandem spots are difficult to access - negative aesthetic or appearance of the streetscape 	<p>That tandem and parking in the front yard be permitted as an incentive for providing parking.</p>
6. Unit Size	SSMUH	<p>A variety of unit types and sizes is supported.</p>	<p>Housing Needs Report identifies a need for seniors and family housing</p> <p>There is an opportunity to regulate the size of units.</p>	<p>Advantages of regulating unit size:</p> <ul style="list-style-type: none"> - Is in alignment with Housing Needs Report as it creates a variety of unit sizes - Could create units suitable for seniors and/or families <p>Disadvantages:</p> <ul style="list-style-type: none"> - Is very prescriptive - Removes flexibility for homeowner 	<p>Staff are not recommending that unit size be regulated.</p> <p>Staff favour the requirement that in duplex, townhouse & apartments that at least 1 or 2 dwelling units must contain at least 3 bedrooms.</p>

Table 1 – SSMUH High Level Issues

Issue	Legislation	Provincial Guidance/Legislation	CPM current requirements	Advantages/Disadvantages	Emerging Staff Recommendations
7. Development Permit (DP) Areas: Form & Character	SSMUH	SSMUH Policy Manual: <ul style="list-style-type: none">- Local Governments are discouraged from using DP's for SSMUH- Prefer LG's to produce set of voluntary, non-regulatory design guidelines- Some jurisdictions have template plans that are consistent with zoning and design	Development Permit (DP) Areas <ul style="list-style-type: none">- DP's currently required for garden suites, intensive residential, duplex, house-plex, and multi-family housing forms Director of Planning is delegated authority to: <ul style="list-style-type: none">- amend minor development permits issued by Council and- issue development permits for duplexes, garden suites and up to four contiguous infill single-family lots	Advantages of status quo: <ul style="list-style-type: none">- Gives Council opportunity to review Disadvantages of status Quo: <ul style="list-style-type: none">- Inconsistent with SSMUH Policy Manual- DP review contributes to costs and time in process	<ul style="list-style-type: none">- That no DP be required for garden suites- That Director of Planning continue to issue DP's for up to 4 contiguous infill lots and duplexes- That Council continue to review DP's for triplex and house-plex, townhouse and apartment forms, and greater than 4 single family contiguous infill lots- That staff monitor DP activity and bring back report to consider further exemptions and/or delegation, as needed- That when Permit Ready plans are introduced by the Province, staff will review and consider appropriateness of waiving DP requirements

Table 2 – Up to 3 units	SSMUH Provincial Policy Manual & Site Standards – Recommendations			City of Pitt Meadows	
Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations	Draft R-3 Zone – 3 units	Policy Manual Consideration	Move towards Compliance with SSMUH Policy Manual
Front Lot Line Setback	Minimum of 2 metres	A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications	5.5 m 4.0 m if parking is provided in the rear yard	<ul style="list-style-type: none">- Reduction to the current setback of 7.5m in RS, R-1 and RD zones- Consistent with current 5.5 m setback in the R-2 zone- Provides space for a parking pad- Numerous streets have no sidewalks	Increased compliance with Policy Manual
Rear Lot Line Setback	Minimum of 1.5 metres for Accessory Dwelling Units (ADU's) or main buildings	Actual rear lot line setbacks will approximate 5 metres if parking in rear is required due to parking requirements and lot configuration	6 m 1.5 m for ADU (i.e. garden suites)	<ul style="list-style-type: none">- Reduction in the current setback of 7.5 m in RS, R-1 and RD zones- Consistent with 6 m setback in R-2 zone- Reduction in current setback of 2.4 m for garden suite- 6 m rear yard accommodates parking to the rear of the dwelling	Increased compliance with Policy Manual
Side Lot Line Setbacks	Minimum of 1.2 metres	Actual side setbacks will approximate 3 metres if parking in the rear is required due to parking requirements and lot configuration	1.2 m interior side 1.8 m exterior side	<ul style="list-style-type: none">- Interior side is consistent with Policy Manual- Reduction from current 1.5 m in single family and duplex zones	Increased compliance with Policy Manual
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof on principal buildings At least 8 metres for accessory dwelling units	A universal height limit that permits three storeys regardless of the method of measurement, site gradient, or roof style is recommended to improve the viability and diversity of SSMUH housing forms	11 m for principal building	<ul style="list-style-type: none">- Increase from current requirement of: 9.0 m for a building with a roof slope of 1:4 or more; or- 7.4 for a building with a roof slope < 1:4- consistent with Provincial Policy Manual- increased height supports permeability, tree preservation, open space, and landscaping.	Increased compliance with Policy Manual
Maximum Number of Storeys	3	blank	3	<ul style="list-style-type: none">- Increase from current requirement of 2 storey- consistent with Provincial Policy Manual- increased height supports permeability, tree preservation, open space, and landscaping.	Increased compliance with Policy Manual
Maximum Lot Coverage	50%	Onsite parking requirements will contribute significantly to impervious surface coverage on lots. Impervious coverages exceeding 60% may require on-site stormwater retention and/or treatment.	50%	<ul style="list-style-type: none">- Increase from 30% in RS zone; 40% in R-1 and RD zones- Max GFA of 232 m² has been introduced to regulate massing of structure (based on existing R1, R-2)- Site modelling demonstrates ability to achieve 3 units	Increased compliance with Policy Manual

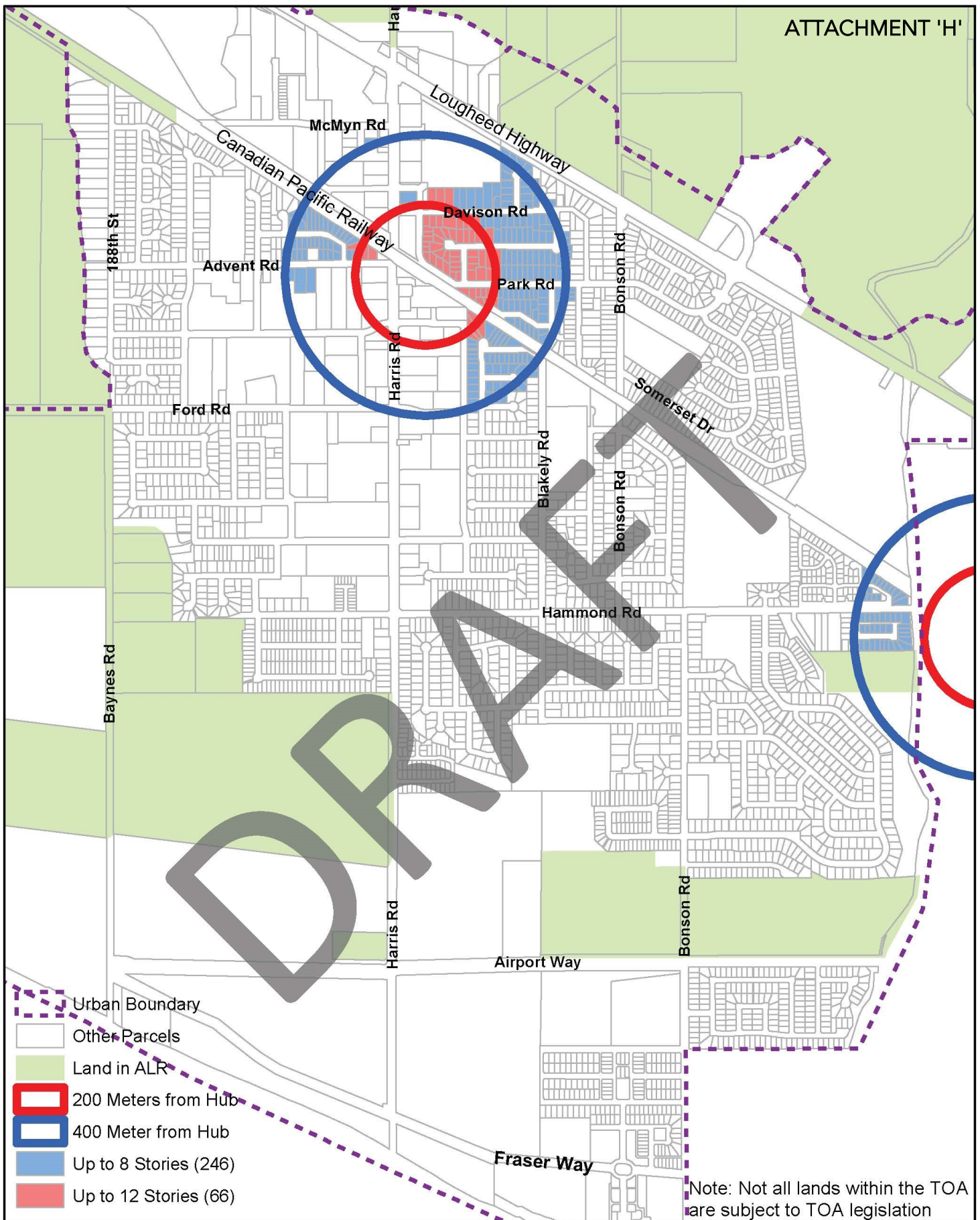
Table 2 – Up to 3 units	SSMUH Provincial Policy Manual & Site Standards – Recommendations			City of Pitt Meadows	
Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations	Draft R-3 Zone – 3 units	Policy Manual Consideration	Move towards Compliance with SSMUH Policy Manual
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7 am and 7pm) Maximum 1 space/unit otherwise	Other factors that could be used to set parking requirements include proximity to services (e.g. designated village or town centres), walk scores, and the single family and duplex zones of on-street or other parking alternatives. Higher maximum parking requirements (e.g. 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example where on-street parking is impractical due to snow removal requirements.	<90 m2 unit: 0.5 space/unit >90m2 unit: 1.5 space/unit	<ul style="list-style-type: none">- Reduction from 1 space/unit to 0.5 sp/unit for secondary/garden suites- Reduction from 2 spaces/unit to 1.5 spaces/unit for single family and duplex- Reduction from 1.75 space/unit plus 0.2 visitor to 1.5 for Townhouse (assuming over 90 m2)- Reduced parking standard for bachelor an 1 bedroom apt outside of TC Assuming <90m2) from 1.5 to 0.5 space/unit- Slight reduction from 1.7 sp/unit to 1.5 sp/unit for 2 bedroom plus in apartment	Increased compliance with Policy Manual
Floor Space Ratio (FSR)	The Policy Manual <ul style="list-style-type: none">- FSR not recommended for SSMUH housing forms- May be suitable on large lots to avoid construction of large & expensive housing- LG should consider FSR limits for single family dwellings to encourage multi-unit housing forms	blank	0.5 – 0.65 FSR depending on the number of dwelling units	<ul style="list-style-type: none">- Staff are exploring the introduction of FSR to regulate the size/bulk of a building that can be built on the property- Introduces FSR to single family to discourage large single family housing forms	Increase in compliance with Policy Manual

Table 3 – up to 4 units	Table 3 - SSMUH Policy Manual Recommendations			City of Pitt Meadows	
Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations	Draft R-4	Policy Manual Consideration	Move towards Compliance with SSMUH Policy Manual
Front Lot Line Setback	Minimum of 2 metres	A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications	5.5 m 4.0 m if parking provided in the rear yard	<ul style="list-style-type: none">- reduction to the current setback of 7.5m in RS, R-1 and RD zones- consistent with R-2 zone- provides space for a parking pad- numerous streets have no sidewalks	Increased compliance with Policy Manual
Rear Lot Line Setback	Minimum of 1.5metres for ADU's or main buildings	Actual rear lot line setbacks will approximate 5 metres if parking in rear is required due to parking requirements and lot configuration	6 m 1.5 m ADU's	<ul style="list-style-type: none">- Reduction in the current setbacks of 7.5 m in RS, R-1 and RD zones- Reduction from current 2.4 m for ADU's- 6 m rear yard accommodates parking in the rear yard	Increased compliance with Policy Manual
Side Lot Line Setbacks	Minimum of 1.2 metres	Actual side setbacks will approximate 3 metres if parking in the rear is required due to parking requirements and lot configuration	1.2 m interior side 3.0 m exterior side	<ul style="list-style-type: none">- Interior side is consistent with Policy Manual- Reduction from current 1.5 m to 1.2 m in single family and duplex zones	Increased compliance with Policy Manual
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof on principal buildings At least 8 metres for accessory dwelling units	A universal height limit that permits three storeys regardless of the method of measurement, site gradient, or roof style is recommended to improve the viability and diversity of SSMUH housing forms	11 m for Principal building	Increase from current requirement: 9.0 m for a building with a roof slope of 1:4 or more; or 7.4 for a building with a roof slope less than 1:4 <ul style="list-style-type: none">- consistent with Provincial Policy Manual- increased height supports permeability, tree preservation, open space, and landscaping.	Increased compliance with Policy Manual
Maximum Number of Storeys	3	blank	3	Increase from current requirement of 2 storey Same rationale as above	Increased compliance with Policy Manual
Maximum Lot Coverage	50%	Onsite parking requirements will contribute significantly to impervious surface coverage on lots. Impervious coverages exceeding 60% may require on-site stormwater retention and/or treatment.	40%	<ul style="list-style-type: none">- Increase from 30% in RS zone; 40% in R-1 and RD zones- Floor Space Ratio is recommended to regulate massing of building- Draft site modelling suggests ability to achieve 4 units	Increased compliance with Policy Manual

Table 3 – up to 4 units	Table 3 - SSMUH Policy Manual Recommendations			City of Pitt Meadows	
Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations	Draft R-6 Zone	Policy Manual Consideration	Move towards Compliance with SSMUH Policy Manual
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7 am and 7pm) Maximum 1 space/unit otherwise	Other factors that could be used to set parking requirements include proximity to services (e.g. designated village or town centres), walk scores, and the availability of on-street or other parking alternatives. Higher maximum parking requirements (e.g. 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example where on-street parking is impractical due to snow removal requirements.	<90 m2 unit: 0.5 space/unit >90m2 unit: 1.5 space/unit	<ul style="list-style-type: none"> - Reduction from 1 space/unit to 0.5 sp/unit for secondary/garden suites - Reduction from 2 spaces/unit to 1.5 spaces/unit for single family and duplex - Reduction from 1.75 space/unit plus 0.2 visitor to 1.5 for Townhouse (assuming over 90 m2) - Reduced parking standard for bachelor an 1 bedroom apt outside of TC Assuming <90m2) from 1.5 to 0.5 space/unit Slight reduction from 1.7 sp/unit to 1.5 sp/unit for 2 bedroom plus in apartment	Increased compliance with Policy Manual
Floor Space Ratio (FSR)	The Policy Manual <ul style="list-style-type: none"> - FSR not recommended for SSMUH housing forms - May be suitable on large lots to avoid construction of large & expensive housing - LG should consider FSR limits for single family dwellings to encourage multi-unit housing forms 	blank	0.5 – 0.70 FSR depending on the number of dwelling units	<ul style="list-style-type: none"> - Staff are exploring the introduction of FSR to regulate the size/bulk of a building that can be built on the property - Introduces FSR to single family to discourage large single family housing forms 	Increase in compliance with Policy Manual

Table 4 – Up to 6 units	SSMUH Policy Manual Recommendations			City of Pitt Meadows	
Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations	Draft R-6 Zone	Policy Manual Consideration	Move towards Compliance with SSMUH Policy Manual
Front Lot Line Setback	Minimum of 2 metres	A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications	5.5 m 4.0 m if parking provided in the rear yard	- reduction to the current setback of 7.5m in RS, R-1 and RD zones - provides space for a parking pad should an applicant chose to provide parking - numerous streets have no sidewalks	Increased compliance with Policy Manual
Rear Lot Line Setback	Minimum 1.5 metres	blank	3 m	- reduction in the current setbacks of 7.5 m in RS, R-1 and RD zones	Increased compliance with Policy Manual
Side Lot Line Setbacks	Minimum of 0-1.2 metres	Zero lot line setbacks are appropriate in urban settings to achieve row housing typologies, which will help to improve urban/street vibrancy, and are viable spatially due to the absence of on-street parking. Side setbacks approximating 2.5 m may be required for combustible buildings.	1.2 m interior side 3 m exterior side	- Reduction from 1.5 m to 1.2 - Consistent with Provincial policy manual	Increased compliance with Policy Manual
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof	Depending on how building height is measured by a local government, heights greater than 11 meters may be required on sloped sites to achieve 3 storeys.	11 m for Principal building	Increase from current requirement: - 9.0 m for a building with a roof slope of 1:4 or more; or - 7.4 for a building with a roof slope less than 1:4 - consistent with Provincial Policy Manual - increased height supports permeability, tree preservation, open space, and landscaping.	Increased compliance with Policy Manual
Maximum Number of Storeys	3	On small lots, 4 storeys may be required to achieve a minimum of 6 liveable units.	3	Increase from current requirement of 2 storey - consistent with Provincial Policy Manual - increased height supports permeability, tree preservation, open space, and landscaping.	Increased compliance with Policy Manual
Maximum Lot Coverage	60%	On-site stormwater retention and/or treatment may be required. A higher lot coverage limit (i.e. 70%) may be required on small lots to achieve a sufficiently large buildable area; however, increasing height limits may be a preferable solution to maintain site permeability.	50%	- Increase from 30% in RS zone; 40% in R-1 and RD zones - Site modelling demonstrates ability to achieve 6 units	Increased compliance with Policy Manual

Table 4 – Up to 6 units	SSMUH Policy Manual Recommendations			City of Pitt Meadows	
Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations	Draft R-3 Zone – 3 units	Policy Manual Consideration	Move towards Compliance with SSMUH Policy Manual
Off-Street Parking Requirements	0	Local governments are not permitted to set off-street parking requirements in relation to residential uses.	0	- LG’s are prohibited from requiring parking in 6 unit area however: - Have allowed space in front yard to accommodate parking - Have included an incentive of floor space ratio exemption of 25 sq m per dwelling unit for a garage or carport.	Increased compliance with Policy Manual
Floor Space Ratio (FSR)	The Policy Manual - FSR not recommended for SSMUH housing forms - May be suitable on large lots to avoid construction of large & expensive housing - LG should consider FSR limits for single family dwellings to encourage multi-unit housing forms	blank	0.5 – 0.80 FSR depending on the number of dwelling units	- Staff are exploring the introduction of FSR to regulate the size/bulk of a building that can be built on the property - Introduces FSR to single family to discourage large single family housing forms	Increase in compliance with Policy Manual





Staff Report to Council

Planning and Development

FILE: 01-0125-01/24

REPORT DATE: January 29, 2024

MEETING DATE:

February 06, 2024

TO: Mayor and Council

FROM: Christine Carter, Manager of Strategic Initiatives

SUBJECT: Update on Provincial Housing Legislation

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Receive for information the report titled "Update on Provincial Housing Legislation", as presented at the February 6, 2024 Regular Council Meeting; OR
- B. Other.

PURPOSE

To provide information to Council on Bill 44 - Housing Statutes (Residential Development) and Bill 47 - Housing Statutes (Transit Oriented Areas) which received Royal Assent on November 30, 2023.

☒ Information Report

☐ Decision Report

☐ Direction Report

DISCUSSION

Background:

On December 5, 2023, Council received a report providing an update on the Province of British Columbia, Homes for People Plan with a goal of increasing the supply of homes for middle income earners, and speeding up the delivery of such housing. At the time of drafting that report, the Province had given Royal Assent to the *Housing Supply Act* and *Short-Term Rental Accommodations Act*, and had introduced three additional pieces of legislation that contribute to the sweeping changes to the local planning framework in BC: *Bill 44 Housing Statutes*

(Residential Development) Amendment Act (also referred to as the Small Scale, Multi-Unit Housing Legislation); *Bill 46 Housing Statutes (Development Financing) Amendment Act*; and *Bill 47 Housing Statutes (Transit Oriented Areas) Amendment Act*. On November 30, 2023 all three Bills received Royal Assent, and became law.

The previous report noted that the Provincial housing legislation represents a fundamental shift in the planning and regulation of land use in the Province of BC. Residential land use matters and decisions, which have historically been primarily within the mandate of local government, are now subject to substantially more Provincial oversight and influence. The report noted that staff were hopeful that many of the outstanding questions would be clarified with the release of regulations, policy manuals and guidelines that were expected to be released in December 2023.

On December 7, 2023, the Province of British Columbia released the Regulations and policy manuals for Bills 44 and 47, and identified the location of Transit Oriented Areas. The purpose of this report is to provide an update on the Small Scale, Multi-Unit Housing (SSMUH) and Transit Oriented Areas legislation, timelines, and anticipated implications.

A. Bill 44 Housing Statutes (Residential Development) Amendment Act

On November 30, 2023, *Bill 44 - 2023 Housing Statutes (Residential Development) Amendment* received Royal Assent. In December 2023, the Regulations for Bill 44 were deposited, and the Provincial Policy Manual and Site Standards for Small Scale, Multi-Unit Housing (SSMUH) were released. Some key highlights include:

Changes to Public Hearing:

Effective November 30, 2023 a local government must NOT hold a Public Hearing on a zoning bylaw if the:

- bylaw is compliant with the Official Community Plan (OCP);
- bylaw is to permit a development that is, in whole or part, residential; and
- residential component is at least 50% of the gross floor area of all buildings/structures of development.

The legislation does exempt any in-stream zoning application that has received first reading to proceed to Public Hearing. The legislation also prohibits the local government from holding a public hearing in connection with the Zoning Bylaw amendments necessary to accommodate the SSMUH requirements.

It is noted that public hearings will still be permitted for OCP amendments and rezoning applications that are not OCP compliant, and non-residential rezoning applications. A summary of the Public Hearing rules is summarized in Table 1 below.

Public Hearing Requirements – Table 1

OCP Amendment Zoning bylaw amendment not compliant with OCP	No Change to process Refer to Public Hearing
Zoning Bylaw amendment – non residential	No Change to process Refer to Public Hearing
Zoning Bylaw amendment – residential & OCP compliant	Change to process Public Hearing Prohibited

When a public hearing is prohibited, the local government is required to provide public notice before first reading. The notice is intended to provide residents an opportunity to share their feedback with staff, and it appears that staff will be able to include this information in conjunction with the first reading report. The notice is to include information regarding the purpose of the bylaw and lands subject to the bylaw, plus provide details on the date of first reading, and places, times and dates that are available for someone to inspect the bylaw. Similar to current processes, the notice is to be published in the newspaper, once each week, for 2 consecutive weeks, plus written notice is mailed to owners and occupiers within a prescribed distance.

Status:

In early January 2024, an internal Public Hearing Working Group, comprised of staff from Planning, Legislative Services, and Communications was formed. The Working Group is reviewing the legislative changes, and will prepare an amending package and communications materials to implement these new public hearing requirements.

A number of bylaws and policies require review, including the Development Procedures Bylaw and Council Procedures Bylaw. In addition, updates are needed to Council reports, letters to applicants, workflows, brochures, and the website.

The prohibition of residential, OCP compliant rezoning applications from going to public hearing is a significant change, and one that citizens may find confusing. However, it is important to note that this change is being imposed by the Province, and residents should still be able to provide feedback to Council through staff.

The City is fortunate that there are only a few in-stream rezoning applications impacted by this change, and there is time to make these amendments and communicate changes with applicants and residents. It is anticipated that the public hearing amending package will be presented to Council in the spring of 2024.

Small-Scale, Multi-Unit Housing Zoning Bylaw amendments

In addition to the changes to how and when local governments refer items to Public Hearing, Bill 44 is also implementing some of the most significant changes to the local government planning and land use regime in decades. Namely, local governments have until June 30, 2024 to adopt zoning bylaw amendments that will increase density and change the land use in single family and duplex zoned properties. Said another way, local governments can no longer zone for exclusively single family or duplex dwellings (except for areas that are exempt from the legislation).

This section of the report provides an overview of the SSMUH legislation and identifies how the legislation is applied in the City of Pitt Meadows. To assist with this, a series of maps have been prepared to illustrate the application across the City. It is important to note that these maps are in draft form, and are expected to change pending further refinement, as provincial exemptions, overlays, and property boundaries are confirmed.

i) Secondary suites or accessory dwelling units:

Zoning bylaws are to be amended to permit a minimum of one secondary suite and/or accessory dwelling unit in all single-family zones, both within and outside the Urban Containment Boundary.

In addition, the Province is launching a pilot secondary suite incentive program that will provide forgivable loans up to \$40,000 to people who create a secondary suite in their homes and rent out the unit at below market rates, for a minimum of 5 years.

Preliminary review of the Pitt Meadows Zoning Bylaw identifies that the majority of single family zones allow either a secondary suite or garden suite. However, based on the preliminary analysis, it appears that the R-2 Small Lot Residential zone, and a number of CD zones will require amendments to allow a secondary suite, and/or garden suites as a permitted use.

ii) Up to three units will be permitted as-of-right on lots less than, or equal to 280 m²

Map 1 attached identifies single family or duplex zoned properties that are 280 m² (3013 ft²) or smaller, and will require a zone amendment to permit three units as of right, without requiring an individual rezoning application. These properties are currently zoned R-2 Small Lot Residential, RD Duplex, and include a number of Comprehensive Development Zones that will require amendment to allow a secondary suite, garden suite, duplex or triplex housing form. There are 59 lots within the Urban Containment Boundary that fall within this category.

iii) Up to four units will be permitted as-of-right on larger than 280 m²

The legislation now requires that all single family or duplex zoned properties larger than 280 m² (3,013 ft²), within the Urban Containment Boundary, are permitted four units, as-of-right. The unit mix is to include secondary suites, garden suites, duplex, house-plexes, and townhomes.

Map 2 shows the 1,558 lots that are larger than 280 m², and more than 400 metres from a frequent transit stop area (see below), and eligible for four units as of right. These properties are predominately zoned RS Large Lot Residential, R-1 Medium Lot Residential and R-2 Small Lot Residential, with CD Comprehensive Development Zones making up the balance.

iv) Up to six units will be permitted as-of-right on lots larger than 280 m², that are within 400 metres of a frequent transit stop

The legislation requires that the City update its Zoning Bylaw to permit up to six units, on single family or duplex zoned lots, larger than 280 m², and within 400 metres of a frequent transit stop. The unit mix is to include secondary suites, garden suites, duplex, house-plexes, and townhomes. Within this category, local governments are not permitted to require on-site parking. In Pitt Meadows, there is frequent transit along Harris Rd, between Lougheed Hwy and Hammond Rd, and along Hammond Rd, between Harris Rd and Golden Ears Way (see orange line on the map below).



Figure 1: Excerpt from the TransLink Frequent Transit Network Map

Map 3 attached illustrates the 1,351 properties that are 281m² or larger, and within 400 m of a frequent transit stop. These properties are predominately zoned R-1 Medium Lot Residential and R-2 Small Lot Residential, with a variety of other zones including RS Large Lot Residential, RD Duplex Residential and CD Comprehensive Development zones.

Provincial Policy Manual & Site Standards

On December 7, 2023, the Province of BC released the Policy Manual and Site Standards for Small-Scale, Multi-Unit Housing. The Policy manual is intended to be a resource to local governments, and states that “a local government must consider any applicable guidelines for SSMUH, including this Policy Manual”.

The Policy Manual provides information on the relationship of the SSMUH legislation to other legislation, and provides details on the recommended site standards to be included in local zoning bylaws. The site standards have been organized by prescribed unit mix and lot size, and identify recommendations for setbacks, height, number of storeys and maximum lot coverage. The Policy Manual also provides details regarding parking, and states that parking requirements often have the greatest influence on the viability of SSMUH form, and for that reason local governments should minimize or eliminate parking requirements when updating their zoning bylaws. The policy manual recommends that the following parking requirements be included in the zoning bylaw:

Table 2 – SSMUH Policy Manual Parking Requirements

Number of Units	Pitt Meadows Zoning Bylaw (current requirement)	Recommended Requirement
2 unit areas	Single family/Duplex: 2 space/unit Secondary Suite/Garden Suites: 1 sp/unit	1 sp/unit
3 or 4 unit areas	Same as above Townhouse: <ul style="list-style-type: none"> 1.75 sp/unit, plus 0.2 sp/unit visitor Apartment in TC/MC: <ul style="list-style-type: none"> Bachelor & 1 bed: 1.2 sp/unit, plus 0.2 visitor 2 bedroom+: 1.5 sp/unit, plus 0.2 visitor Apartment outside TC/MC: <ul style="list-style-type: none"> Bachelor & 1 bed: 1.3 sp/unit , plus 0.2 visitor 2 bedroom+: 1.5 sp/unit, plus 0.2 visitor 	Within 800m frequent transit stop: 0.5 sp/unit Outside 800 m: 1 sp/unit
6 units	Same as above	Parking prohibited in the Legislation

The reduction and/or elimination of parking requirements is expected to have the greatest impact on the community, and staff are exploring options to minimize these impacts.

For properties within 400 m of the frequent transit stop (i.e. those properties that permit up to six units), the Legislation prohibits the City from requiring parking. However, in the areas where two, three or four units are permitted, the policy manual suggests that a parking

requirement of 1.5 space/unit may be appropriate in smaller communities or where on-street parking is impractical due to snow removal requirements. While local government is required to give consideration to the Policy Manual, Council has discretion to adopt a parking standard that is appropriate to the needs of this community, recognizing that the parking standards should not frustrate the construction of the two, three or four units permitted under the SSMUH legislation.

The Policy Manual provides instruction on GIS analysis to calculate maximum build out density under the SSMUH zoning. These numbers are intended to assist with analyzing impacts on local infrastructure. It is noted that there is a process to apply for an extension to the June 30, 2024 deadline for the SSMUH zoning bylaw updates if the local government is in the process of upgrading infrastructure, or if the densification is likely to increase health, public safety, or the environment. A detailed bulletin regarding extension requests is expected to be issued by the Province in February 2024.

As part of the current development process, the City generally requires assessment of the existing and proposed services with development and this process would remain the same. For example, for drainage and storm water run-off, any new development is not to increase the burden on the City's drainage system. The uptake of new SSMUH development may take years, and the City is including projects in the upcoming Development Cost Charges (DCC) program to update the drainage, water and sanitary modelling for the City. Future projections of the impacts of the maximum build out due to the SSMUH updates could be added to this scope, and upgrades may be needed in some areas. Information would also need to be shared with Metro Vancouver for future planning.

Housing Needs Reports and OCP amendments:

Housing Needs Reports are to be updated using a standardized methodology and are to include 20 year projections, and be updated every five years. The interim Housing Needs Report is due January 1, 2025. Following the completion of the Housing Needs Report, the Official Community Plan and Zoning Bylaw are to be amended to address any housing gaps identified in the Housing Needs Report (due December 31, 2025).

The Province is to provide details on updating the Housing Needs Report in January or February 2024. Further information on the updating of the Housing Needs Report will be provided to Council in a subsequent report, following further details from the Province.

B. Bill 47 Housing Statutes (Transit Oriented Areas) Amendment Act

On November 30, 2023 the Provincial Government gave Royal Assent to *Bill 47-2023 Housing Statutes (Transit Oriented Areas) Amendment*. On December 7, 2023, the Transit Oriented Area (TOA) regulations were released, and prescribed 104 TOAs in 31 municipalities throughout BC. The legislation and regulations prescribe minimum allowable densities in TOAs, and restrict local governments' ability to mandate residential parking, if the land is zoned to permit residential use. The Province also released the Provincial Policy Guidance Manual: Transit-Oriented Areas as a resource to assist local governments with the implementation of the TOA requirements.

The legislation defines Transit Oriented Areas as areas within 800 metres of a rapid transit station (i.e. SkyTrain station) and within 400 metres of a bus exchange where passengers transfer from one route to another. With the release of the Regulations, it is now clear that the West Coast Express station is classified as a Bus Exchange, and for that reason, the City must designate TOA's within 400 metres of the Pitt Meadows West Coast Express Station, as well as those lands situated in Pitt Meadows that are within 400 metres of the Maple Meadows West Coast Express Station, in Maple Ridge (see Map 4).

In TOAs, local governments may not require off-street parking spaces for the residential use of the building, other than parking for disabled persons. However, commercial parking requirements will remain. Table 3 below identifies the prescribed density, height and type of building that are dependent on Transit Oriented Area Type. Pitt Meadows is subject to the TOA Type 1B) Bus Exchange regulations, however it has been clarified that the Federal Pitt Meadows Airport Zoning Regulation supersedes the TOA legislation, which is anticipated to limit heights within the 200 metre area to 10 storeys.

Table 3 – Transit Oriented Development Areas – Policy Framework

TOA Type	Transit Hub Type	Prescribed Distance	Minimum Allowable Density (FAR)	Minimum Allowable Height (Storeys)	Type of Building
TOA Type 1 (Metro Vancouver)	1A) Rapid Transit	200m or less	Up to 5.0	Up to 20	Condo Tower
		201m – 400m	Up to 4.0	Up to 12	High Rise, Mid-rise
		401m – 800m	Up to 3.0	Up to 8	Mid-rise
	1B) Bus Exchange	200m or less	Up to 4.0	Up to 12	High Rise, Mid Rise
		201m – 400m	Up to 3.0	Up to 8	Low-rise, Townhouse
TOA Type 2 (Victoria/Kelowna/Other Medium-Sized Munis)	Bus Exchange	200m or less	Up to 3.5	Up to 10	Mid-rise
		201m – 400m	Up to 2.5	Up to 6	Low-rise/Townhouse
TOA Type 3 Other qualifying areas	Bus Exchange	200m or less	Up to 2.5	Up to 6	Low-rise
		201m – 400m	Up to 1.5	Up to 4	Townhouse

Source – Province of BC, Backgrounder 3, Nov 8, 2023

It is important to understand that although local governments are required to designate these areas, local governments are not required to pre-zone these properties, and may require that TOA properties to be rezoned, and approved by Council. While height, density, or a lack of residential parking are no longer grounds for denial of an application in a TOA, staff believe that applications can be denied based on concerns related to access, site conditions, or other development constraints.

Municipalities will have until June 30, 2024 to designate these TOAs by bylaw. It is noted that where a TOA and SSMUH area overlap, the TOA has precedence, therefore local governments may choose to apply the SSMUH zoning to TOAs, or not. Potential SSMUH areas that overlap with TOAs are shown on Map 5.

C. Analysis of SSMUH and TOA Legislation:

The December release of the Small Scale, Multi-Unit Housing and TOA regulations and guidelines has provided some clarity regarding the status of lands within the City of Pitt Meadows and the expectations regarding the designations of the TOA's and updating of the Zoning Bylaw. Map 5 attached, provides the boundaries of the TOA and Small Scale Multi-Unit Housing legislation when combined, and illustrates how this legislation impacts properties within the urban containment boundary.

In the December 5, 2023 staff report, staff identified a number of items where clarification was required. The December release of Regulations and Policy Manuals, and further Provincial information have provided clarification to some of the issues raised, while some remain. Clarification received to date includes:

- Restrictive Covenants and Building Schemes: existing section 219 covenants and building schemes that may restrict residential uses and densities are not impacted. New covenants that prevent prescribed densities are not in compliance with the legislation, however covenants for health, safety and protection of natural environment can still be requested.
- Floodplain protections remain, and the Province has clarified that floodplain related development permits are permitted. However, development permits can not be used to restrict use or density, unless a qualified professional certifies that the development would significantly increases threat or risk, and cannot be safely used for the additional residential use.
- Development Permit Guidelines to protect the natural environment, hazardous conditions and farming remain.
- Per the Policy Manual, the use of form and character Development Permits is discouraged for SSMUH, and if utilized should be delegated to City staff. The Policy Manual states that "the authority to issue development permits should be delegated to staff under the provisions of LGA section 490(5) to improve consistency in the adjudication of applications and the timeliness of approvals".

- Densification beyond the current OCP designation will likely impact enrollment levels and projections for School District 42. Ministry staff have advised they are aware of this, and are in discussion with the Ministry of Education and Child Care.
- When integrating the SSMUH requirements into zoning bylaws, local governments must give consideration to the Policy Manual, although it is noted that the Manual is not a substitute for the legislation.
- Airport zoning height regulations, under the Aeronautics Act, supersede the TOA and SSMUH regulations. Staff are reviewing the various Acts to determine the extent to which the Federal legislation will impact heights in the TOA and SSMUH areas.
- The Provincial Government has announced that “off-the-shelf designs” for SSMUH will be available starting in the summer of 2024. Approximately 10 plans are expected ranging from garden suites to multi-plex housing forms. Furthermore, in December, 2023, the Federal Government announced its intention to revamp the wartime housing program and is also preparing shelf-ready designs for a range of housing types.
- Pre-zoning for SSMUH removes the City’s ability to take road dedication. Provincial staff have advised they are looking into this matter with a goal of identifying how to fill this gap.
- The Agricultural Land Commission Act and Heritage Protections supersede SSMUH legislation.

In-Stream Applications

The SSMUH Policy Manual provides some guidance regarding options for in-stream development applications, although they do not prescribe a specific process or approach. For applications that are in process to allow uses that will become permitted as-of-right, local governments in smaller jurisdictions may wish to consult with applicants to determine how they would like to proceed. For larger jurisdictions, it is recommended that a Council policy be created, however a detailed policy is likely not needed in Pitt Meadows given the relatively small number of in-stream applications. Staff are reviewing these files to determine how they may be impacted by the Legislation, and a recommended approach for managing the rezoning applications will be provided in a future report to Council.

Next Steps

Staff continue to review all provincial legislation very closely and are staying apprised of any changes. The Province has organized a number of webinars to assist local governments with implementation and to provide clarification on the requirements. Metro Vancouver has also provided a forum for member municipalities to share information and continue to place the Housing legislation on both elected officials and staff committee agendas.

Internal Working groups at the City have been formed to review the legislation and assist with the preparation of the Small-Scale, Multi-Unit Housing zone amending bylaw and designation of Transit Oriented Areas, with a goal of meeting the June 30, 2024 Provincial deadline.

Staff have been identifying a list of actions required to bring Pitt Meadows bylaws, policies and practices into alignment with Provincial Housing legislation. Provincial policy manuals and webinars have been helpful in resolving many of the questions/issues raised earlier, however some remain. At the same time, staff are exploring the feasibility of utilizing a number of tools to mitigate impacts that may result from the implementation of the new provincial legislation. Some of the items being considered include:

- Understanding the impacts and costs to municipal utility services. Staff will be preparing a build-out analysis based on the required zoning bylaw updates, which will be used in future years as part of the modelling updates in the DCC program to better understand impacts to infrastructure.
- Assessing infrastructure and service delivery demands, along with associated financial implications.
- Parking restrictions and eliminations could have significant impacts to city streets. The policy manual does provide guidance on the recommended standards and staff are reviewing these to determine their appropriateness in this community. Staff are also reviewing minimum lot size and siting requirements with a goal of providing greater opportunities for provision of on-site parking, landscaping, and open space.
- The preparation of communication materials to explain that SSMUH zoning and TOA designations are provincially mandated.
- Exploring the use of incentives to encourage the provision of on-site parking in areas where parking can not be required, or where parking rates have been reduced.
- Considering the introduction of density bonus provisions to achieve community amenities.
- Exploring ways to increase the availability of on-street parking.
- Reviewing “form and character” development permit area guidelines with a view promoting high-quality design outcomes, while at the same time complying with the intent of the legislation.

This list is a work in progress and is being used to develop a comprehensive project work plan, the highlights of which will be shared with Council in a future staff report.

It is important to note that other jurisdictions that have already enacted similar regulations to permit additional density on single detached lots have not experienced an immediate transformation, suggesting that the City has time to conduct analysis understand the potential uptake of these new regulations in the City of Pitt Meadows. The City of Kelowna launched its infill housing program approximately 7 years ago and their staff advise that they have not seen huge impacts to on-street parking. Likewise, staff from the City of Kirkland, Washington have shared that their infill program was not problematic for local infrastructure because the units were distributed across the entire city, and not focused on only one street or neighbourhood.

This report identifies a number of actions and deadlines that are required to satisfy the Provincial Legislation. By June 30, 2024, the Zoning Bylaw is to be amended to comply with the SSMUH legislation, and TOA areas are to be designated by bylaw. Other required amendments

may include updates to the Zoning Bylaw to reflect short-term rental requirements; the establishment of an Amenity Contribution Charges bylaw; and updates to Development Cost Charges. Given the complex and inter-connected nature of the legislation, staff anticipate that further amendments to the Zoning Bylaw and TOA areas may also be required after June 30, 2024, as more details are learned, and refinements are identified.

Key Dates and Timelines:

Recently adopted legislation requires a very ambitious implementation schedule for local governments. Some key dates are as follows:

Jan/Feb 2024	Housing Need Report instructions to be provided by the Province to Local Governments. Commence update of Housing Needs Report
Jan-Mar 2024	Initiate process to calculate maximum build out density under SSMUH zoning to assess infrastructure
June 30, 2024	Zoning Bylaw amendments related to Small-Scale, Multi-unit housing to be adopted and Transit Oriented Areas to be designated
June/July 2024	Province to provide zoning bylaw and OCP update instructions to local governments; pre-approved housing plans to be available
Jan 1, 2025	Interim Housing Needs Report is to be adopted
Dec 31, 2025	Municipalities to have completed their first review and update of Official Community Plan and Zoning Bylaw to align with interim Housing Needs Report

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Housing Diversity: Encourage diversity in housing types to foster an inclusive, affordable and multigenerational community.

Investments: Proactively plan for infrastructure and invest tax dollars to ensure the long-term viability and resiliency.

WORKPLAN IMPLICATIONS

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

This work is accounted for in the 2024 Work program. The Department has allocated additional resources and is well positioned to deliver and meet Provincial mandated requirements.

FINANCIAL IMPLICATIONS

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

Recent legislation requires a number of local government bylaw and policy changes, to be done in a very tight timeframe. The City has received \$241,303 funding from the Province of BC to assist with the implementation of the housing legislation. The funding is intended to be spent on updating zoning, Official Community Plans, Development Cost Charges, and housing needs reports, and can include hiring staff or consultants to support the work. It is anticipated the Provincial funding allotment is insufficient to manage the substantive legislative changes and its implications to City processes. The City has also applied to the Canada Mortgage and Housing Corporation Housing (CMHC) Housing Accelerator Fund which can be used to support the implementation of housing initiatives, should the City be awarded the grant.

PUBLIC PARTICIPATION

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

Comment(s):

The subject report provides an update on Provincial housing initiatives and is provided as information only. The prescriptive nature of the Provincial housing initiatives and, as noted earlier in this report, the removal of public hearings for implementing the initiatives limits the ability for residents to provide input into the land use changes. Moving forward, staff will be updating the City webpage and considering other ways to communicate the provincial housing initiatives with the community.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

A referral to the Katzie First Nation is not required or recommended, at this time. It is noted that the Provincial housing legislation specifically indicates that the regulations do not apply to First Nations reserve lands. However, as additional information is received from the Province, and the City's work program is developed, there will be opportunities for information sharing.

SIGN-OFFS

Written by:

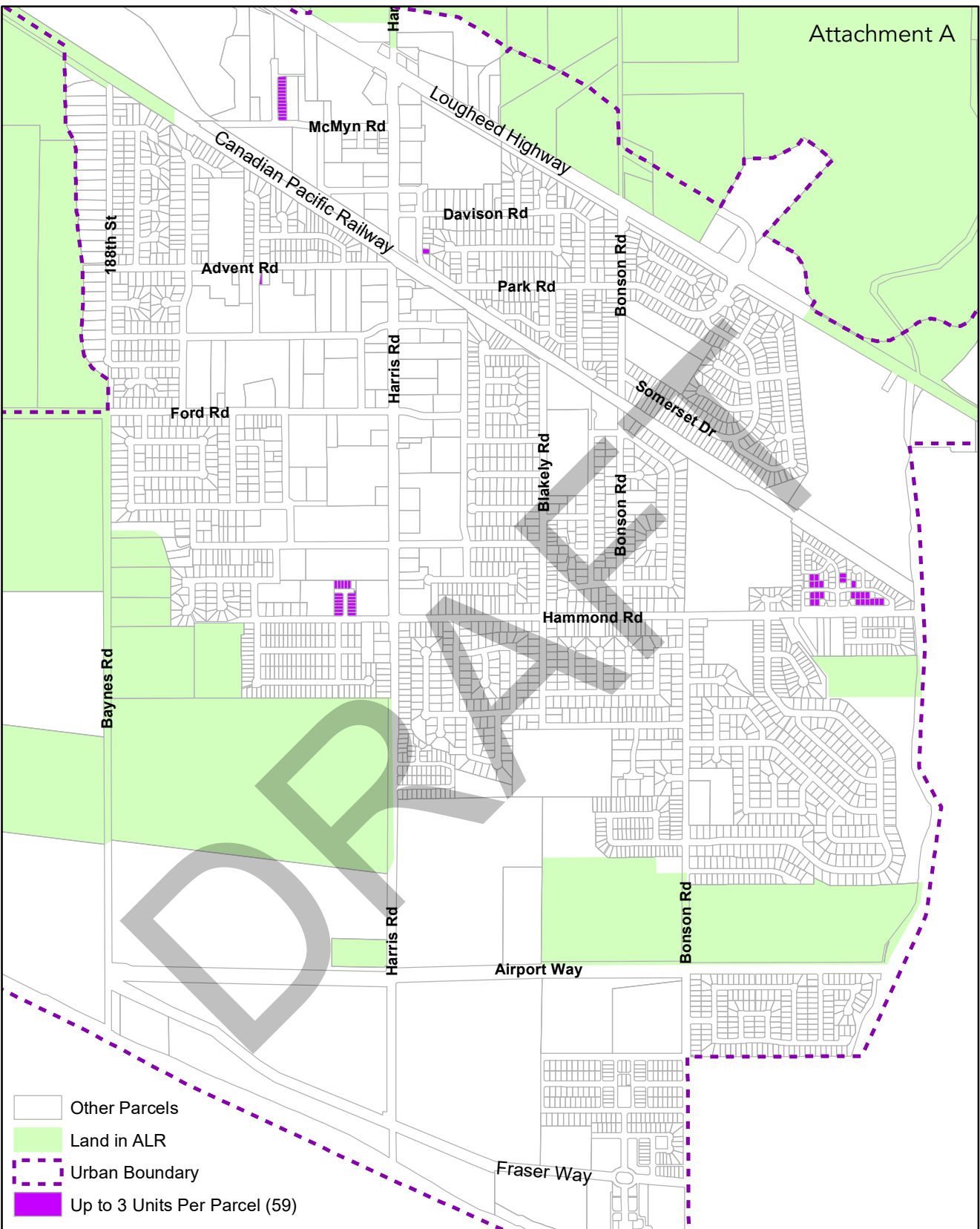
Christine Carter,
Manager of Strategic Initiatives

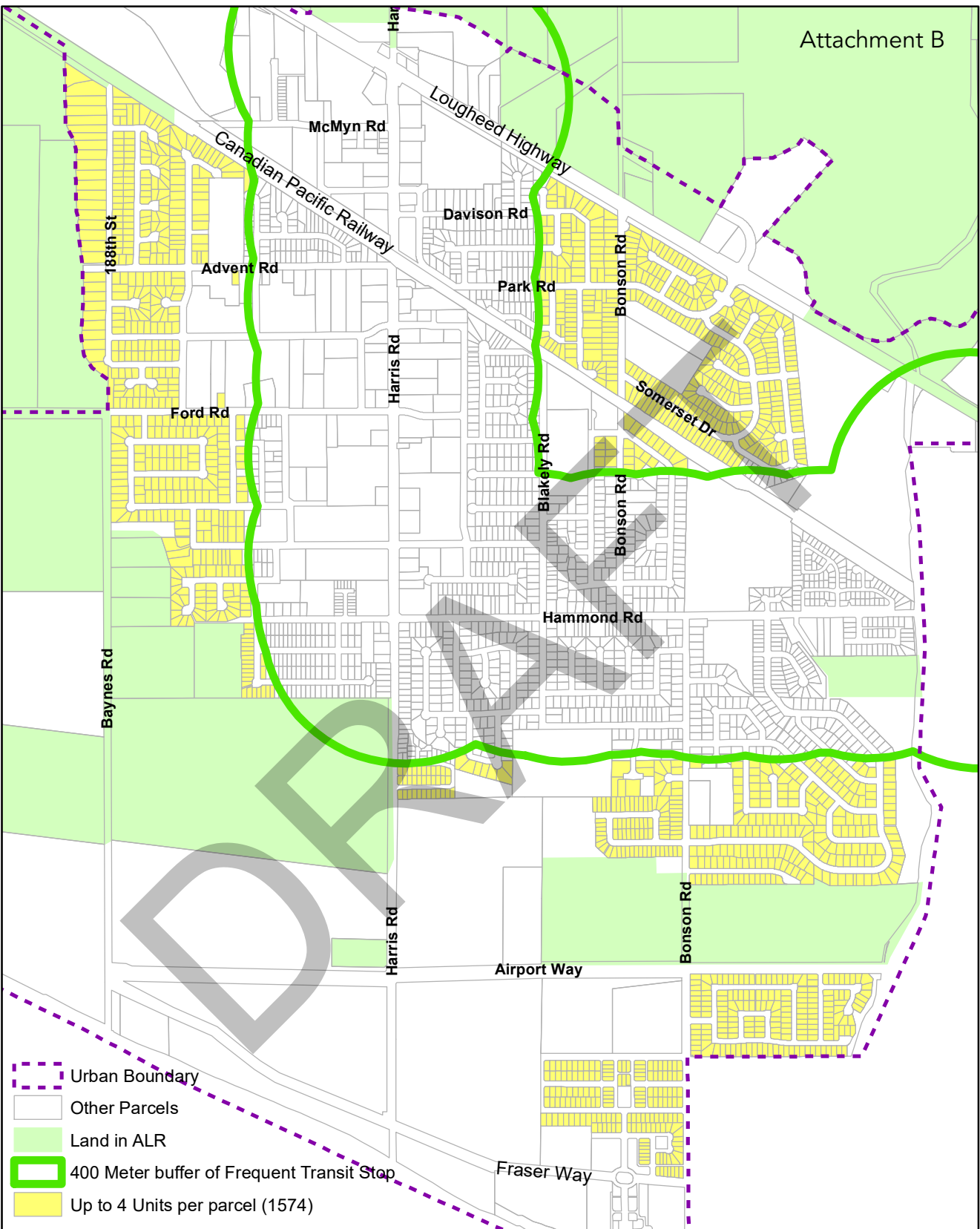
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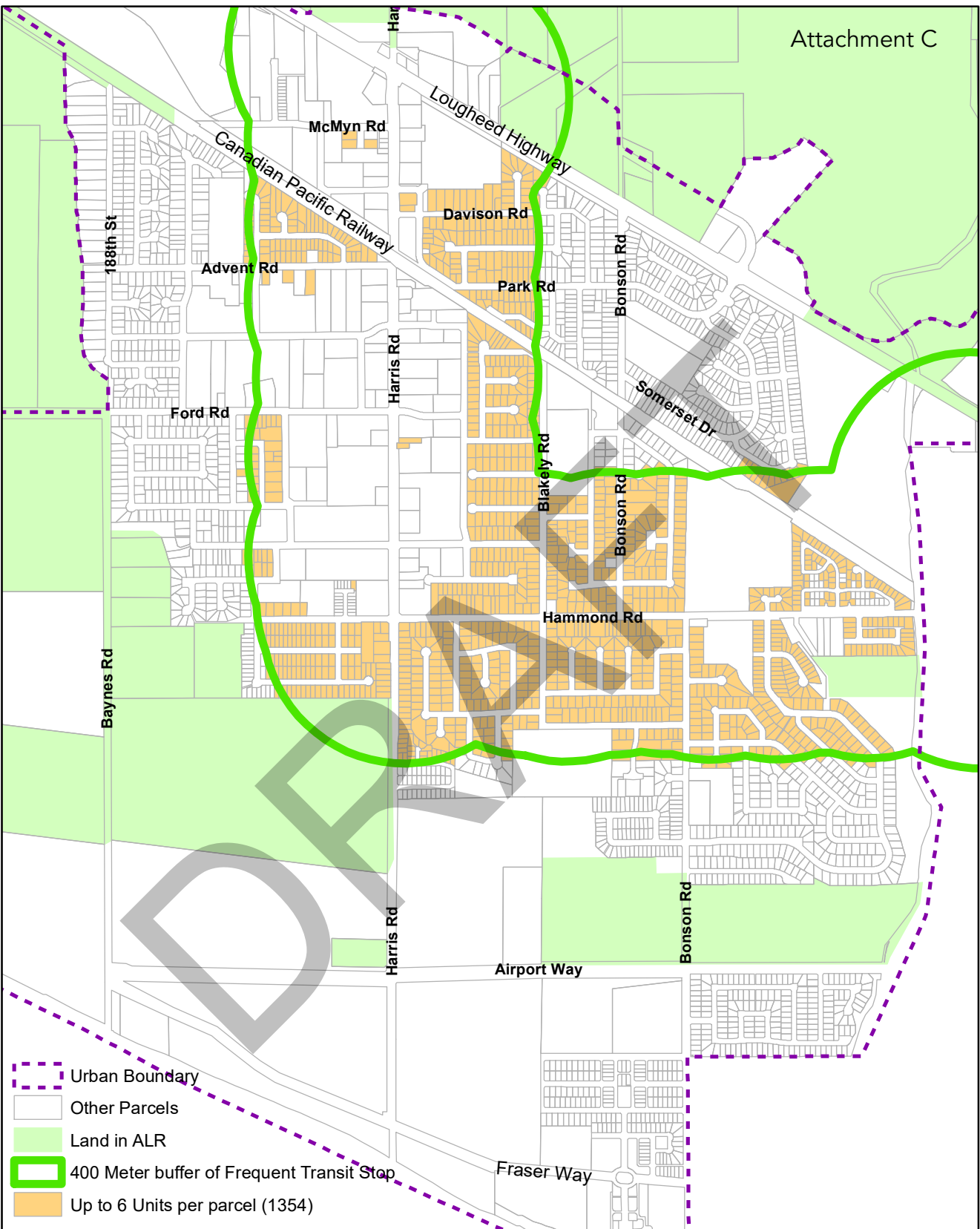
Patrick Ward,
Director of Planning and Development

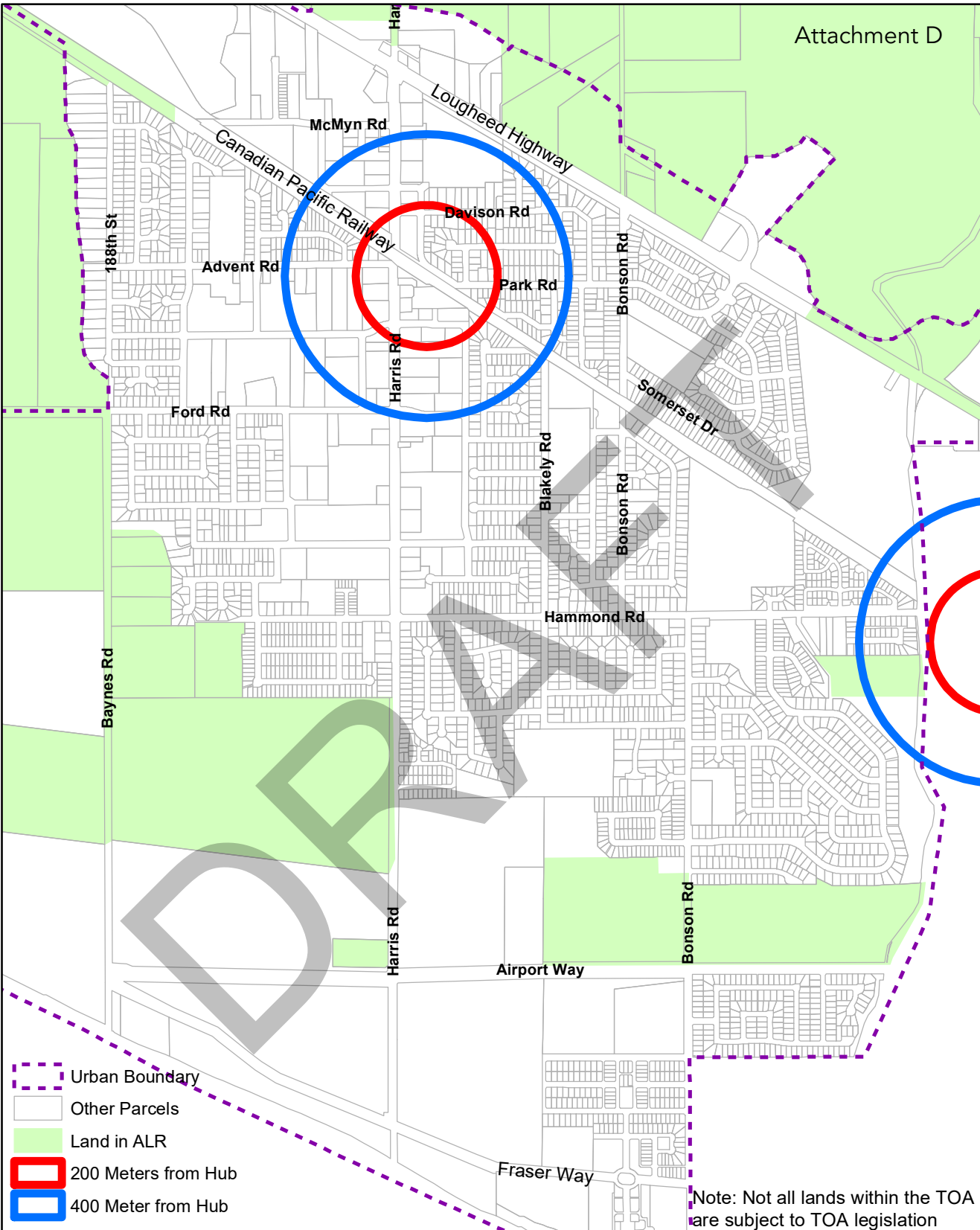
ATTACHMENT(S):

- A. Map 1 – Parcels 280 m² or less
- B. Map 2 – Parcels Larger than 280 m², and more than 400 m from Frequent Transit Corridor Stop
- C. Map 3 – Parcels Larger than 280 m², and less than 400 m from Frequent Transit Corridor Stop
- D. Map 4 – Parcels within 200 m and 400 m of West Coast Express Station (TOA)
- E. Map 5 – SSMUH and TOA combined







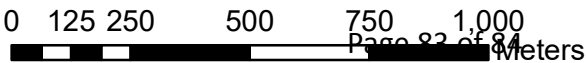


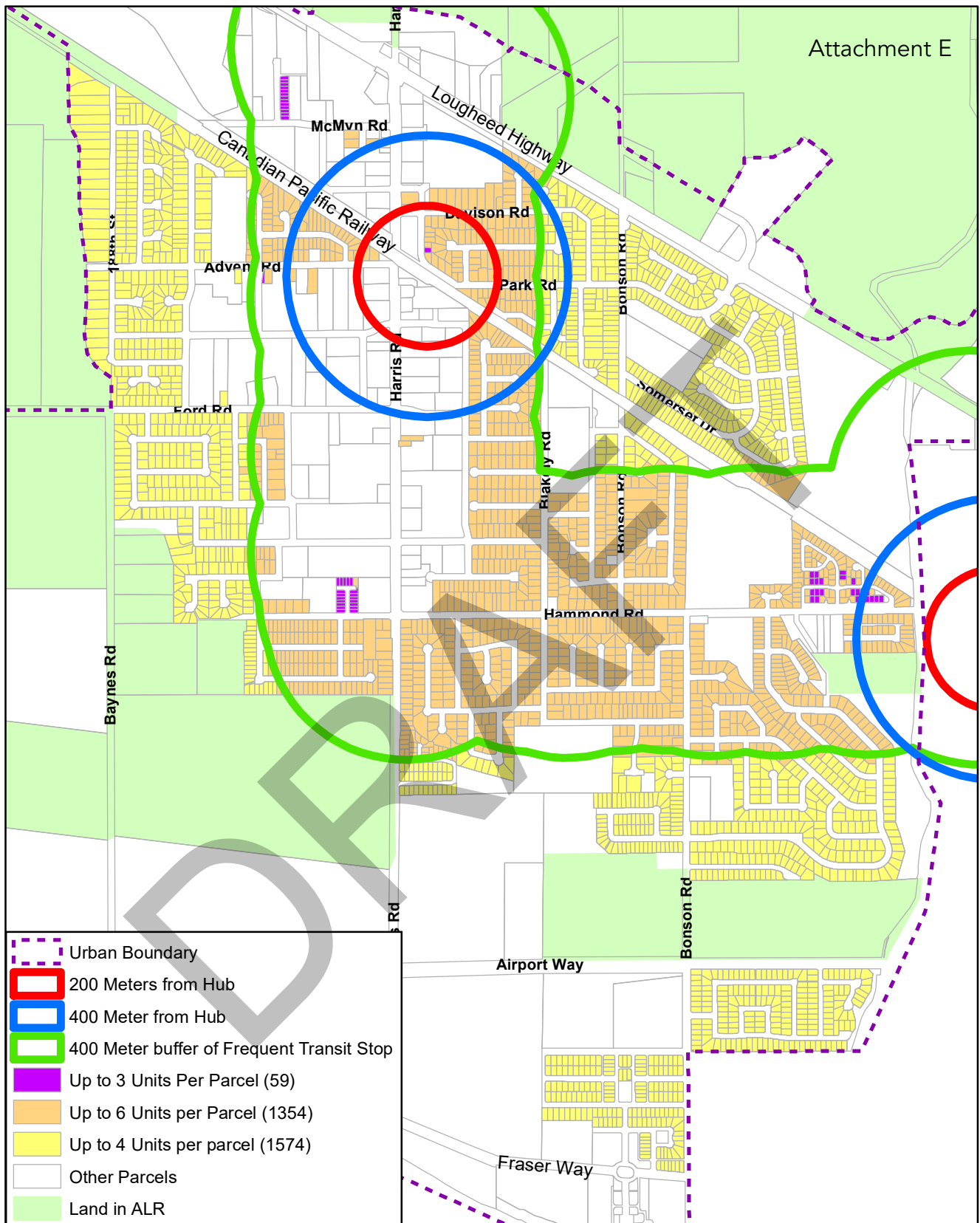
- Urban Boundary
- Other Parcels
- Land in ALR
- 200 Meters from Hub
- 400 Meter from Hub

Note: Not all lands within the TOA are subject to TOA legislation



Map 4 – Parcels within 200 m and 400 m of West Coast Express Station (TOA)





Map 5 – SSMUH and TOA combined

0 125 250 500 750 1,000
Meters

Map Created: 2024/01/29

