



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

Tuesday, June 25, 2024, 7:00 p.m.

Council Chamber

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

We acknowledge with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑕᐢᑕᐢᑦ (Katzie) First Nation who were stewards of this land since time immemorial.

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

Pages

A. CALL TO ORDER

B. LATE ITEMS

C. APPROVAL OF AGENDA

Recommended Motion:

THAT the agenda for the June 25, 2024 Regular Meeting of Council be approved.

D. ANNOUNCEMENTS

D.1 Re-Opening of the Pitt Meadows Family Recreation Centre's Youth Lounge

Diane Chamberlain, Director of Parks, Recreation & Culture, to provide an update and timeline for the re-opening of the youth lounge.

E. QUESTION AND COMMENT PERIOD

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

To submit your comments in writing, please visit pittmeadows.ca/submitquestionsandcomments

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

F. ADOPTION OF MINUTES

Recommended Motion:

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

- F.1 June 4, 2024 Special (Pre-Closed) Meeting of Council** 7
- F.2 June 4, 2024 Regular Meeting of Council** 9

G. REPORTS

- G.1 Urban Forest Health Update - Hoffman Park and Shoreline Park** 15

Olivia Huppee, Parks Supervisor and Arborist, to present an overview of the arborist reports for Hoffman Park and Shoreline Park.

Recommended Motion:

THAT Council:

- A. Receive for information the Staff Report titled "Urban Forest Health Update - Hoffman Park and Shoreline Park" as presented at the June 25, 2024 Council meeting; OR
- B. Other.

- G.2 Traffic Management and Statistics Update** 58

Samantha Maki, Director of Engineering and Operations, to present an overview of traffic data and associated initiatives.

Recommended Motion:

THAT Council:

- A. Receive for information the Staff Report titled 'Traffic Management and Statistics Update' as presented at the June 25, 2024 Council Meeting; OR
- B. Other.

- G.3 Cannabis Producer Retail Store Licence Application for 19038 Old Dewdney Trunk Road** 72

Patrick Ward, Director of Planning and Development, to present an overview of a Cannabis Producer Retail Store Licence Application for 19038 Old Dewdney Trunk Road, which if approved, would permit a new cannabis producer retail store.

Recommended Motion:

THAT Council:

- A. Recommend to the Liquor and Cannabis Regulation Branch that the Producer Retail Store licence for Weeds International Inc. at 19038 Old Dewdney Trunk Road be issued; AND

- B. Direct staff to forward to the Liquor and Cannabis Regulation Branch the written comments attached to the report titled “Cannabis Producer Retail Store Licence Application for 19038 Old Dewdney Trunk Road” as presented to Council on June 25, 2024; OR
- C. Other.

G.4 2023 Statement of Financial Information (SOFI) 92

Laura Barroetavena, Director of Financial Services, to present an overview of the Statement of Financial Information for the 2023 fiscal year.

Recommended Motion:

THAT Council:

- A. Approve the City's 2023 Statement of Financial Information as presented at the June 25, 2024 Public Council Meeting for submission to the Ministry of Municipal Affairs by June 30, 2024 and for availability to the public; OR
- B. Other.

G.5 2023 Annual Report & Financial Statements

Mark Roberts, Chief Administrative Officer, together with Laura Barroetavena, Director of Financial Services, to present the City's 2023 Financial Statements and Annual Report.

To download or view a copy of the 2023 Annual Report, please visit:
pittmeadows.ca/annual-reports

H. BYLAWS & PERMITS

H.1 2023 – 2027 Financial Plan Bylaw Amendment 132

Laura Barroetavena, Director of Financial Services, to present an overview of the required amendments to the 2023 to 2027 Financial Plan Bylaw.

Recommended Motion:

THAT Council:

- A. Grant first, second and third readings to the 2023 – 2027 Financial Plan Amendment Bylaw No. 2993, 2024; OR
- B. Other.

H.2 Rezoning and Development Variance Permit for 19476 Hammond Road 140

Patrick Ward, Director of Planning and Development, to present an overview of a Rezoning and Development Variance Permit Application for 19476 Hammond Road, which if approved, would permit subdivision and development of the property into four single family lots.

Recommended Motion:

THAT Council:

- A. Has, pursuant to Section 479(6) of the *Local Government Act*, considered the Provincial Policy Manual: Transit-Oriented Areas, as outlined in the “Rezoning and Development Variance Permit for 19476 Hammond Road” report presented at the June 25, 2024 Council meeting, and in that regard, considers that no further consideration of the Provincial Policy Manual is required at this time; AND
- B. Adopt Zoning Amendment Bylaw No. 2899, 2021 to rezone the property at 19476 Hammond Rd from RS (Large Lot Residential) to R-2 (Small Lot Residential); AND
- C. Grant issuance of Development Variance Permit No. 2024-003 for 19476 Hammond Road, to permit subdivision into four lots by varying the following:
 - 1. Minimum lot width from 11 m to 10.9 m; and
 - 2. Minimum interior side setback from 1.5 m to 1.2 m for the west side of Lots 1, and 3, and east side of Lots 2, and 4; AND
 - 3. Minimum interior side setback from 1.5 m to 1.22 m for the west side of Lot 2 and east side of Lot 3; AND
- D. Waive the 10% lot perimeter frontage requirement in accordance with *Local Government Act* s. 512(2) for Proposed Lots 1-4 as shown on the survey plan for 19476 Hammond Road prepared by Pinnacle Home Designs dated August 12, 2013 (Attachment A of Development Variance Permit No. 2024-003); OR
- E. Other.

H.3 Rezoning Application for Restaurants in Golden Ears Business Park

155

Patrick Ward, Director of Planning and Development, to present an overview of a rezoning application, which if approved, would permit a total of nine restaurants within the Golden Ears Business Park (19055, 19100, 19265, 19300 Airport Way).

Recommended Motion:

THAT Council:

- A. Grant first and second readings to Zoning Text Amendment Bylaw No. 2992, 2024, to permit a total of nine restaurants within the Golden Ears Business Park; AND
- B. Direct staff to schedule a public hearing for an upcoming meeting of Council; OR
- C. Other.

H.4 Zoning Amendment Bylaw to Implement Provincial Small-Scale Multi-Unit Housing and Transit-Oriented Areas Parking Requirements 164

Council gave first three readings at the May 14, 2024, Council meeting.

Recommended Motion:

THAT Council:

- A. Adopt Zoning Amendment Bylaw No. 2986, 2024, to implement the Provincial small-scale multi-unit housing and transit-oriented areas legislation; OR
- B. Other.

H.5 Meadow Highlands Co-operative Mobile Home Park Zoning Bylaw Amendment 184

Council gave first three readings to Zoning Amendment Bylaw No. 2991, 2024, at the June 4, 2024, Council meeting.

Recommended Motion:

THAT Council:

- A. Adopt Zoning Amendment Bylaw No. 2991, 2024 to rezone Meadow Highlands Co-operative from Multi-Family Residential 1 (RM-1) to Residential Mobile Home Zone (RMH); OR
- B. Other.

H.6 Transit-Oriented Area Designation Bylaw to Implement Provincial Transit-Oriented Areas Requirements 188

Council gave first three readings to Transit-Oriented Area Designation Bylaw No. 2989, 2024, at the May 14, 2024, Council meeting.

Recommended Motion:

THAT Council:

- A. Adopt Transit-Oriented Area Designation Bylaw No. 2989, 2024 to implement the Provincial transit-oriented areas legislation; OR
- B. Other.

H.7 Amenity Cost Charge Bylaws 191

Council gave first three readings to Amenity Cost Charge Bylaw No. 2987, 2024 and Amenity Cost Charge Reserve Fund Bylaw No. 2985, 2024, at the June 4, 2024, Council meeting.

Recommended Motion:

THAT Council:

- A. Adopt Amenity Cost Charge Bylaw No. 2987, 2024; AND
- B. Adopt Amenity Cost Charge Reserve Fund Bylaw No. 2985, 2024; OR
- C. Other.

H.8 Amendments to Official Community Plan Development Permit Areas

197

Council gave first and second readings to Official Community Plan Amendment Bylaw No. 2990, 2024, at the May 14, 2024, Council meeting, with a Public Hearing held on June 4, 2024.

Recommended Motion:

THAT Council:

- A. Grant third reading and adopt Official Community Plan Amendment Bylaw No. 2990, 2024; OR
- B. Other.

I. COUNCIL LIAISON REPORTS

J. QUESTION AND COMMENT PERIOD

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

To submit your comments in writing, please visit pittmeadows.ca/submitquestionsandcomments

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

K. COUNCIL PRIORITIES

209

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

L. ADJOURNMENT



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

June 4, 2024, 3:00 p.m.

Video Conference

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

Staff: M. Roberts, Chief Administrative Officer
K. Barchard, Corporate Officer
D. Chamberlain, Director of Parks, Recreation & Culture
S. St. Jean, Director of Corporate Services
P. Ward, Director of Planning & Development

A. CALL TO ORDER

The meeting was called to order at 3:01 p.m.

Mayor MacDonald acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of icy (Katzie) First Nation who were stewards of this land since time immemorial.

B. LATE ITEMS

There were no late items.

C. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the agenda for the June 4, 2024 Special (Pre-Closed) Meeting of Council be approved.

CARRIED

D. NOTICE OF CLOSED MEETING

It was **MOVED** and **SECONDED** THAT the Council Meeting immediately following this meeting be closed to the public as the subject matter being considered relates to the acquisition, disposition or expropriation of land or improvements, the receipt of advice subject to solicitor-client privilege, the proposed provision of a municipal service, negotiations or related discussions between the municipality and the provincial and/or federal government, and a matter under another enactment is such that the public must be excluded under sections 90.1 (e), (i), (k) and 90.2 (b) and (d) of the *Community Charter*.

CARRIED

E. ADJOURNMENT

The meeting was adjourned at 3:02 p.m.

Signed and certified as correct:

Nicole MacDonald, Mayor

Kate Barchard, Corporate Officer



Minutes of the Regular Meeting of Pitt Meadows City Council

June 4, 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

Staff:

- M. Roberts, Chief Administrative Officer
- K. Barchard, Corporate Officer
- R. Costa, Legislative Services Clerk
- T. McCaw, Committee Clerk
- P. Ward, Director of Planning & Development

A. CALL TO ORDER

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

Mayor MacDonald acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᑦᑭᓴ (Katzie) First Nation who were stewards of this land since time immemorial.

B. LATE ITEMS

There were no late items.

C. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the agenda for the June 4, 2024, Regular Meeting of Council be approved.

CARRIED

D. ANNOUNCEMENTS

D.1 National Indigenous History Month and National Indigenous Peoples Day

Mayor MacDonald acknowledged the month of June as National Indigenous History month which recognizes the rich history, heritage, resilience and diversity of the First Nations, Inuit and Métis. Mayor MacDonald then noted National Indigenous Peoples Day on June 21st and encouraged the community to continue to explore ongoing opportunities to highlight Indigenous excellence, learn from Indigenous leaders, and honour the work that needs to be done toward Truth and Reconciliation.

D.2 Pride Month

Mayor MacDonald acknowledged June as Pride Month and an opportunity for communities to celebrate the 2SLGBTQI+ community. The City is hosting a free Pride Month celebration on June 19th at šx^whék^wnəs (Spirit Square) featuring live music and entertainment.

E. PUBLIC HEARINGS

E.1 Public Hearing for Official Community Plan Amendment Bylaw No. 2990, 2024

Mayor MacDonald opened the public hearing at 7:05 p.m.

Patrick Ward, Director of Planning and Development, presented an overview of proposed amendments to the Development Permit Areas and guidelines in the OCP related to Small-Scale Multi-Unit Housing.

Mayor MacDonald then read aloud the public hearing process statement and invited members of the public to make comment for a first, second and third time.

With no members of the public engaging, the public hearing was declared closed at: 7:11 p.m.

There were no written submissions received prior to the conclusion of the public hearing.

F. QUESTION AND COMMENT PERIOD

No members of the community engaged in Question and Comment Period.

G. ADOPTION OF MINUTES

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

G.1 May 28, 2024, Special (Pre-Closed) Meeting of Council

G.2 May 28, 2024, Regular Meeting of Council

CARRIED

H. REPORTS

H.1 2024 UBCM Convention – Meetings with Provincial Ministers

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

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

A. Direct staff to submit the following prioritized requests for meetings with Provincial Cabinet Ministers during the 2024 UBCM Convention:

1. The Hon. Nathan Cullen, Minister of Water, Land and Resource Stewardship, regarding advocacy and support (budget and resources) for the water licensing program and streamlining the process to help meet water needs of the agricultural community; AND
2. The Hon. Rob Fleming, Minister of Transportation and Infrastructure, regarding continued support and advocacy for funding for the Harris Road Underpass to ensure its implementation; as well as continued support and progression of the infrastructure improvements at the Lougheed Highway/Harris Rd. intersection; AND
3. The Hon. Pam Alexis, Minister of Agriculture and Food, regarding agricultural viability in Pitt Meadows; AND
4. The Hon. Katrine Conroy, Minister of Finance, regarding farm property tax reform; AND
5. The Hon. Ravi Kahlon, Minister of Housing, regarding implications arising from the new Provincial Homes for People legislation; AND

6. The Hon. Anne Kang, Minister of Municipal Affairs, to provide an overview of all topics being discussed with the other Ministers; AND
- B. Direct staff to prepare discussion papers for each requested meeting outlining relevant background information and any specific requests; AND
- C. Direct staff to invite representation from icy (Katzie) First Nation to join Council for the above meetings as available; AND
- D. Direct staff to invite Minister Lisa Beare to join Council for the above meetings as available.

CARRIED

H.2 2024 E-Comm Annual General Meeting of Shareholders

Kate Barchard, Corporate Officer, provided an overview of the Staff Report.

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

- A. As a shareholder of E-Comm, affirm their vote in favour of all proposed resolutions for the June 20, 2024 E-Comm Annual General Meeting of Shareholders, as outlined in the Notice of AGM and as presented to Council at the June 4, 2024 Council Meeting; AND
- B. Appoint CAO Mark Roberts as the City’s authorized representative for the purposes of the E-Comm AGM, and direct Mr. Roberts to sign and submit the Form of Proxy indicating Council’s endorsement of all recommended motions and appointing Doug Campbell, E-Comm Board Chair, as the City’s proxyholder.

CARRIED

I. BYLAWS & PERMITS

I.1 Land Use Contracts and Meadow Highlands Co-operative Mobile Home Park

Patrick Ward, Director of Planning and Development, provided an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Has, pursuant to Section 479(6), 525(1.2), and 525.1(4) of the *Local Government Act*, considered the Provincial Policy Manual and Site Standards for Small-Scale Multi-Unit Housing and the Provincial Policy Manual: Transit-Oriented Areas, as outlined in the “Land Use Contracts and Meadow Highlands Co-operative Mobile Home Park” report presented at the June 4, 2024 Council meeting, and, in that regard, considers that no further consideration of the Provincial Policy Manuals is required at this time; AND
- B. Grant first, second, and third readings to Zoning Amendment Bylaw No. 2991, 2024 to rezone Meadow Highlands Co-operative from Multi-Family Residential 1 (RM-1) to Residential Mobile Home Zone (RMH).

CARRIED

I.2 Amenity Cost Charge Bylaws

Patrick Ward, Director of Planning and Development, provided an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Grant first, second, and third readings to Amenity Cost Charge Bylaw No. 2987, 2024; AND
- B. Grant first, second, and third readings to Amenity Cost Charge Reserve Fund Bylaw No. 2985, 2024; AND
- C. Approve amendments to Council Policy C091 Residential Community Amenity Contributions as presented at the June 4, 2024 Council meeting.

CARRIED

J. COUNCIL LIAISON REPORTS

Council provided updates on recent community involvement and events.

K. QUESTION AND COMMENT PERIOD

No members of the community engaged in Question and Comment Period.

L. **COUNCIL PRIORITIES**

M. **ADJOURNMENT**

The meeting was adjourned at 7:50 p.m.

Signed and certified as correct:

Nicole MacDonald, Mayor

Kate Barchard, Corporate Officer

DRAFT



Staff Report to Council

Parks, Recreation, and Culture

FILE: 12-6300-01/24

REPORT DATE: June 12, 2024 **MEETING DATE:** June 25, 2024

TO: Mayor and Council

FROM: Diane Chamberlain - Director of Parks, Recreation, and Culture

SUBJECT: Urban Forest Health Update - Hoffman Park and Shoreline Park

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Receive for information the Staff Report titled 'Urban Forest Health Update - Hoffman Park and Shoreline Park' as presented at the June 25, 2024 Council meeting; OR
- B. Other.

PURPOSE

Arborist reports for Hoffman Park and Shoreline Park were prepared to address the current challenges impacting the health and safety of our natural assets. This report is presented to Council to inform them of the condition of these parks and the potential community impact.

- Information Report Decision Report Direction Report

DISCUSSION

HOFFMAN PARK

Hoffman Park is a 7 acre second-growth urban forest that is home to nearly 450 Douglas Fir, Western Hemlock, and Western Red Cedar trees, with additional understory plantings of a variety of smaller saplings, deciduous trees and shrubs. In the Winter of 2023, several Douglas Fir and Western Hemlock trees were observed showing signs and symptoms of *Phaeolus schweinitzii*, a type of root and butt rot that impacts the structural integrity of conifers in a forest stand. This decline warranted immediate attention and intervention. To better

understand the condition of the urban forest, the City of Pitt Meadows hired a Municipal Specialist in Arboriculture from Root and Crown Consulting to do a thorough examination.

To narrow the scope of work for the Specialist, the city's on staff Arborist walked the entire park and after a visual assessment identified 192 trees to perform a Level 1 Risk Assessment. This assessment focused on high-use areas of the park, such as the dog park, main walking trails, zones frequented by schools and daycares, and neighbouring properties.

The results from the Level 1 assessment provided a critical guide for the Specialist to carry out a detailed analysis. A level 3 Risk Assessment was completed on 77 trees. This assessment involved resistant drilling techniques to collect data from inside the stem to determine the amount of decay present.

Background:

Many trees in Hoffman Park are exhibiting signs of thinning crowns, branch dieback, resinous streams, and some fruiting bodies. The primary cause of this decline is *Phaeolus schweinitzii*, a root and butt rot fungus that attacks the roots and the lower 10 feet (3 meters) of the stem. This fungus enters through wounds or damaged roots and can spread via spores carried by the wind or, less commonly, through root-to-root infection. Environmental stresses due to climate change likely increased the trees inability to defend itself against the fungus.

As the decay progresses, wood loses its structural integrity, making trees vulnerable to breakage and wind throw. Infected trees may also become more susceptible to other pests and diseases, such as the Douglas-fir beetle or *Armillaria* root rot. The presence of these decay pathogens poses significant risks to public safety and compromises the overall health and resilience of the forest stand.

Level 3 Risk Assessment Results:

A total of 77 trees were tested and analyzed by the Specialist using data collected from a resistograph to determine the extent of decay. Outlined below are the results from their assessment:

- 31 trees are in Good condition
- 21 trees are Low Risk and require monitoring
- 9 trees are Medium Risk and require monitoring
- 10 trees are High Risk and require removal
- 6 trees are Urgent and require immediate removal

Management Practices:

Our management practices are rooted in scientific data and expert assessments. Prioritizing safety and sustainability, the city will be proceeding with the removal of 16 trees showing advanced stages of decay.

The removal is scheduled to begin July 2, 2024 and will take approximately 3 weeks to complete. Staff are awaiting a full Safety Plan from the contractor, however; due to the level of rot detected, the trees may not be safe for an Arborist to climb and a crane truck may be required. Additionally, for safety reasons a full park closure may be required which would include fence rental for the entire area at an additional cost.

Estimated Budget and Timeline:

- The estimated cost to fell 16 trees from the ground is \$35,000.
- Potential additional costs – crane and fence rental amount TBD.
- Approximately 3 weeks.

Future Considerations:

Once the impacted trees are removed, the surrounding ground area can not be replanted until the area is determined to be free of the disease and the soil has been remediated. During this time staff will continue to monitor trees in the surrounding area to determine if it has spread beyond what has been identified. Additionally, staff will perform addition research including but not limited to a review of surrounding communities that may be experiencing this and what mitigation measures others have considered and/or implemented.

SHORELINE PARK

Shoreline Park is a popular destination park that sees approximately 800 visitors per day and over 200,000 visits per year. Given the high usage of the trail and it's proximity to homes, the Parks Department began working closely with Professional Arborists, Metro Vancouver, and neighbouring residents to monitor these trees. In 2022, a total of 40 hazardous Cottonwood and Red Alder trees were removed.

For consistent assessments, the City of Pitt Meadows hired Diamond Head Consulting to conduct a Level 1 Tree Risk Assessment, following their assessment along Metro Vancouver's assessment of the Pitt River Greenway. This assessment focused on evaluating the likelihood of tree failure, the potential impact, and the severity of consequences in the event of a failure.

Background:

The trees growing along the south side of Shoreline Trail are predominately Black Cottonwood, mixed with some Red Alder and Bitter Cherry. All of which have naturalized and were not intentionally planted.

Black Cottonwood Trees (*Populus trichocarpa*) are medium-large deciduous trees native to Western North America. They thrive in moist, well-drained soils and are commonly found along rivers and streams. They can grow up to 100-150 feet tall with an average lifespan of 200 years. They are often sensitive to environmental stresses and are prone to self-pruning leading to unpredictable breakage. The trees assessed in the report have been exposed to high pressure winds, tidal changes, and bank erosion making them vulnerable to wind throw.

For the health and safety of park users, 20 trees were identified in the recent assessment for removal due to poor health and structural issues. These trees will be scheduled for removal, following the Hoffman Park work.

Estimated Timeline and Budget:

- The estimated cost to fell 20 trees from the ground is \$30,000.
- Approximately 2 weeks.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

For safety reasons the trees identified in the Arborist report require immediate removal, therefore other tree work in the community will be postponed to future years.

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other

For safety reasons the trees identified in the Arborist report require immediate removal, and were not planned for in the approved 2024 budget. The remaining \$27,000 in the Urban Forestry Capital budget will be used for this work, however it will be overspent by \$38,000. It is important to note that this does not include for the potential additional costs identified for this

project, or other tree failures throughout the year.

Staff will attempt to absorb this overage within Council’s approved 2024 operating budget by offsetting it against other potential unplanned surpluses. If staff are unable to accomplish this, it is proposed to be funded by the Operating Reserve and will be included as an amendment to the 2024 5-year Financial Plan Bylaw that Council will consider prior to June 30th, 2025, following the 2024 year-end.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

Comment(s):

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

Katzie First Nation will be made aware of the tree removal, and permission for harvesting and/or removal of the fallen timber for firewood for the long house will be given.

SIGN-OFFS

Written by:

Olivia Huppee,
Parks Supervisor and Arborist

Reviewed by:

Andy Messner,
Manager of Parks

Diane Chamberlain,
Director of Parks, Recreation and Culture

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

- A. Arborist Report for Hoffman Park – Root and Crown Consulting
- B. Arborist Report for Shoreline Park – Diamond Head Consulting



Resistance Drilling in Hoffman Park
Address: 19130 Advent Road Pitt Meadows B.C.

Contents

Background and Methods of Assessment	1
Scope of Work	1
Aerial Site Map	2
Tree Table	3
Methodology, Limitations and Notes to Tree Care Provider	5
Recommendations	5
Drill Graphs	6
Limitations of this Assessment	9



Root and Crown Tree Consultants Inc.
PO Box 157 STN Matsqui Abbotsford B.C.
V4X 3R2
604.578.0978
info@rootandcrown.ca
rootandcrown.ca

Date of Issue: May 27, 2024

Prepared For: Olivia Huppee

Site Address: 19130 Advent Road Pitt Meadows B.C.

Background and Methods of Assessment

Our Firm has been retained to perform wood density testing on various Douglas fir and Western hemlock trees in Hoffman Park. The possibility of these trees' failure is of notable concern to the client. This assessment has been requested to inform the client of the level of risk posed by these trees and possible means to mitigate this risk. Our assessment is limited to the clients request only. No other trees have been noted or assessed while on site.

Each tree identified in the request has been tagged with a uniquely numbered metal tag installed at approximately 150cm from the base. Diameter measurements have been taken as well as an estimate of height and overall condition. This assessment was conducted from the ground looking for the current health, structure, the presence of disease, decay, defects and damage of the subject trees. A visual inspection of the ground and growing site has also been performed for root damage, fungal fruiting bodies and decay. The presence and/or absence of these factors will help us discuss the risk associated with the subject trees. See (figure 1) for site and tree location reference.

Scope of Work

The client is a Municipal Arborist for the City of Pitt Meadows and in the normal course of her work, she makes decisions about tree management in parks and other municipal properties. Hoffman park has many large native conifers and some are showing signs and symptoms of infection from various wood decay pathogens.

Our scope of work is to perform wood density testing by way of resistance drilling on Douglas firs and Western hemlocks in high use areas. This work is meant to provide her with additional information so that she can make a more informed decision on managing the tree population. To provide good value to the client and limit the scope of work, we are not to perform a full level 3 risk assessment on each tree. This service would cost more money than the client has available to spend. We will inventory the trees which were tested for ease of tracking and reporting and will also offer some recommendations on how to manage the trees based on the drill readings. We will include a few drill graphs from some of the trees to illustrate the process to the reader but will not include all of the drill graphs in this report to save time and money. The testing will be done low on the stems and in places where the tree's growth patterns indicate a possibility of decay (from the ground only). Roots will not be tested as this would require excavation and would not fit into the budget. This methodology of testing low on the stems of Douglas fir and Western hemlocks is usually adequate to discover advanced decay in enough volume to significantly impact tree stability, however there is always a chance that the lower stem of the tree is fairly sound and the roots are decayed to the point of causing instability. The methodology used for this report will not detect that specific scenario. As that specific scenario is rare and there are many trees which need to be assessed in this park on a very limited budget, this is the scope of work which was agreed upon by both parties to most efficiently meet the needs of the client.

This report will be formatted so that it is easily used by the tree service contractor performing the remedial work.



Aerial Site Map

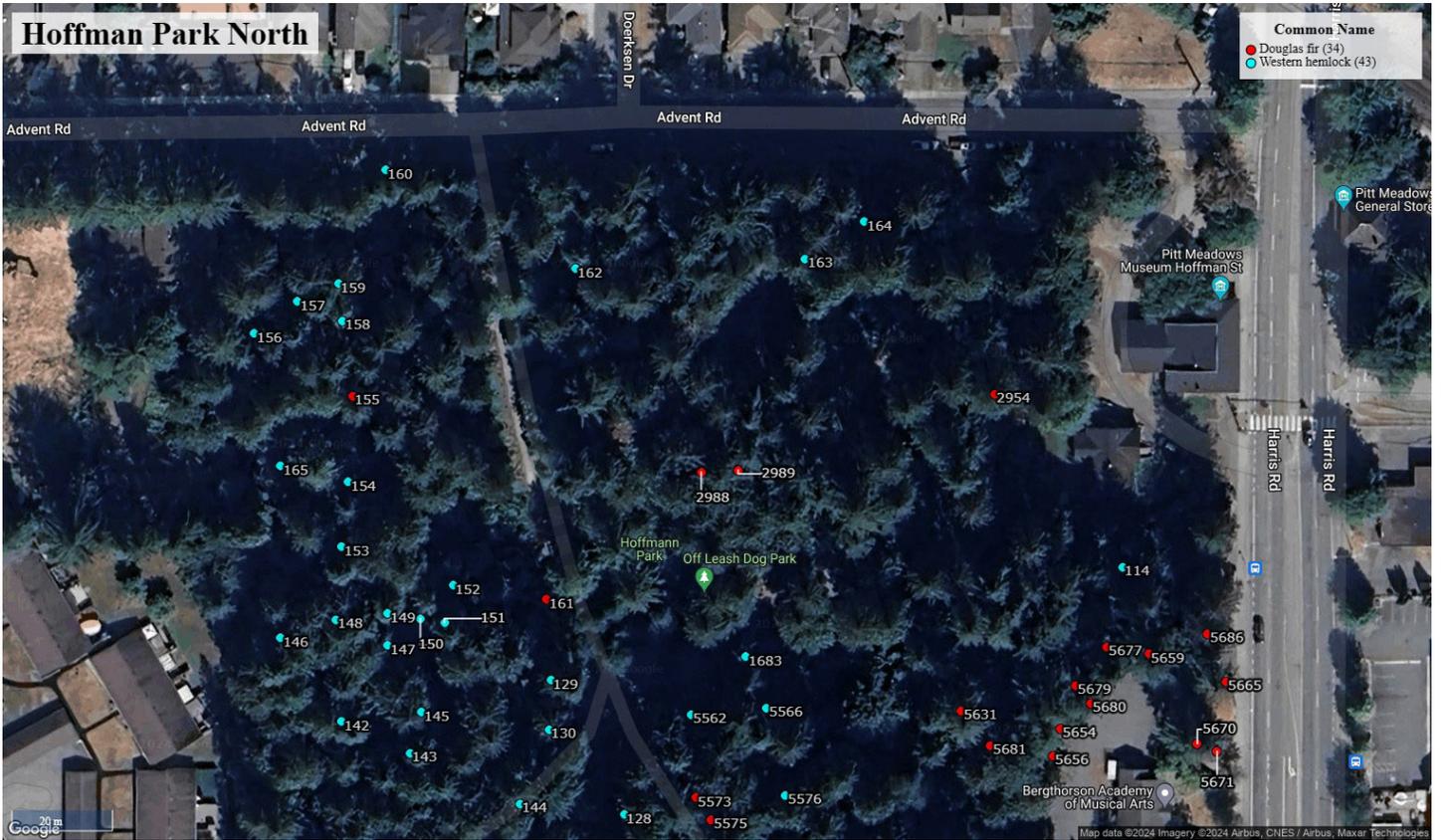


Figure 1. North portion of the park.

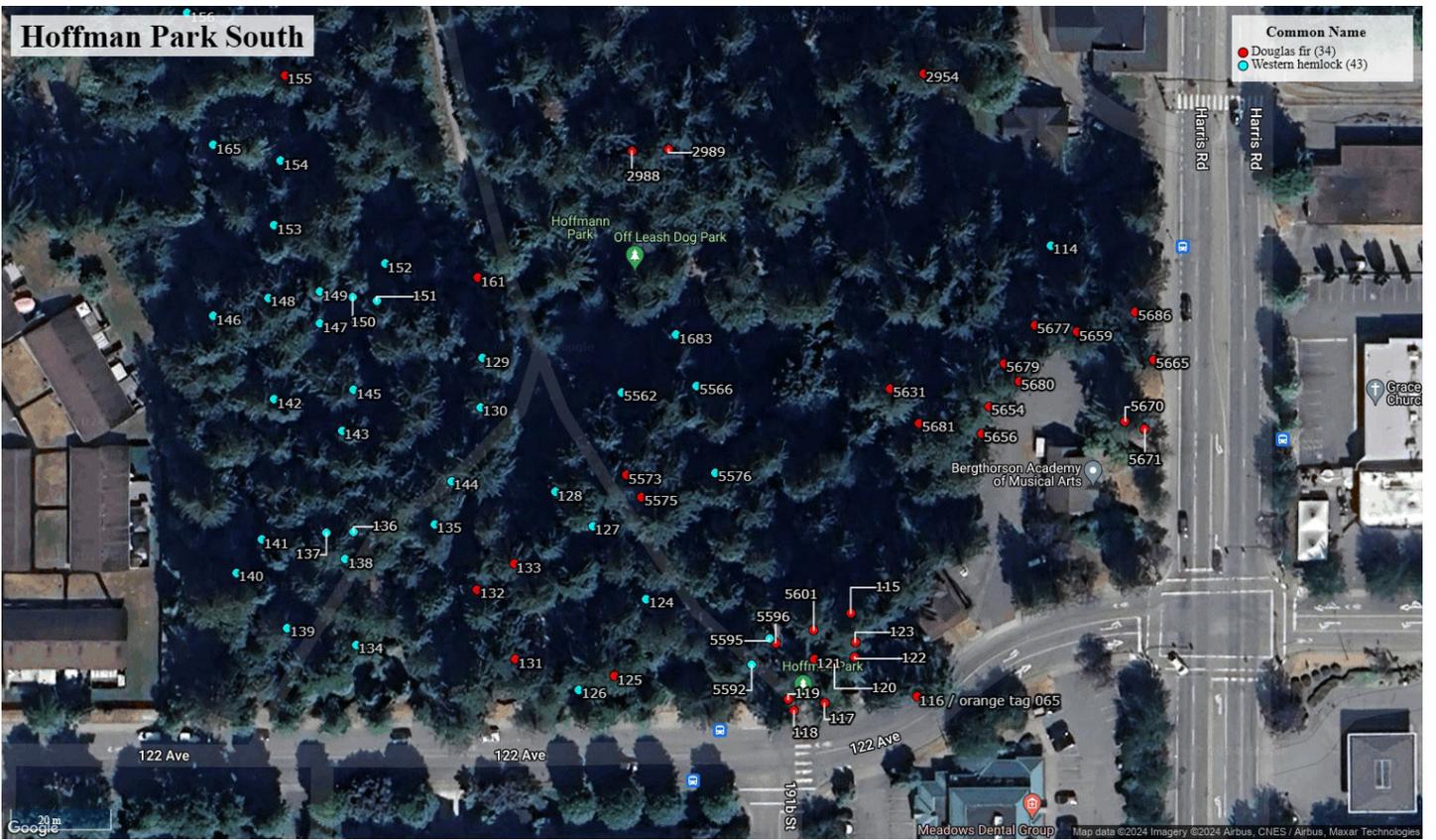


Figure 2. South portion of the park.



Tree Table

Tree Tag #	Species	D.B.H.	Drill Results	Recommendations	Priority
114	Western hemlock	45	Good		
115	Douglas fir	121	Good		
116	Douglas fir	82	Good		
117	Douglas fir	98	Small column of decay on north side	Monitor	
118	Douglas fir	95	Minor decay in multiple locations	Prune to reduce wind load on stem	Medium
119	Douglas fir	73	8 cm shell wall	Remove	Urgent
120	Douglas fir	78	Good		
121	Douglas fir	108	Minor decay deep in stem	Monitor	
122	Douglas fir	55	Extensive decay. 6cm shell wall	Remove	Urgent
123	Douglas fir	70	Extensive decay. 12cm shell wall	Remove	High
124	Western hemlock	36	Extensive decay	Remove	High
125	Douglas fir	118	Possible minor decay	Monitor	
126	Western hemlock	64	Decay in the middle of stem. Lots of shell	Monitor or remove if risk tolerance is low	Medium
127	Western hemlock	91	Minor decay. Bad inclusion.	Prune to reduce wind load on included union and decayed stem. Monitor	Medium
128	Western hemlock	80	Good		
129	Western hemlock	76	Good		
130	Western hemlock	54	Good		
131	Douglas fir	133	Small crack inside on one drill.		
132	Douglas fir	100	Good		
133	Douglas fir	81	Incipient decay in center	Monitor	
134	Western hemlock	124	Minor decay south side	Monitor	
135	Western hemlock	38	Good but old partial uproot	Monitor	
136	Western hemlock	71	18cm shell wall and spreading decay	Prune to reduce wind load on stem and monitor if risk tolerance is high. Remove if tolerance is low	High
137	Western hemlock	80	Good		
138	Western hemlock	33	6cm shell wall	Remove	Urgent
139	Western hemlock	45	Minor decay	Prune to reduce wind load on stem	Low
140	Western hemlock	60	Good		
141	Western hemlock	64	Good		
142	Western hemlock	80	Extensive decay	Remove	High
143	Western hemlock	59	Minor decay	Prune to reduce wind load on stem and monitor	Medium
144	Western hemlock	54	Minor decay	Prune to reduce wind load on stem and monitor	Medium
145	Western hemlock	67	Good		
146	Western hemlock	64	Good		
147	Western hemlock	52	Good		
148	Western hemlock	50	Good		
149	Western hemlock	63	Good		
150	Western hemlock	50	Minor decay and root damage	Monitor	
151	Western hemlock	69	Extensive decay in stem	Remove	High



Tree Tag #	Species	D.B.H.	Drill Results	Recommendations	Priority
152	Western hemlock	51	Dead. No advanced decay detected.	Remove	High
153	Western hemlock	66	Good		
154	Western hemlock	42	Moderate decay	Prune to reduce wind load on stem and monitor.	Medium
155	Douglas fir	77	No decay detected but mid stem issues.	Monitor	
156	Western hemlock	37	Moderate to extensive decay. Leans and targets neighbour's house	Remove	High
157	Western hemlock	49	Moderate decay	Prune to reduce wind load on stem and monitor	Medium
158	Western hemlock	56	Minor decay in west drilling	Monitor	
159	Western hemlock	49	Good		
160	Western hemlock	50	Minor decay. Targets street	Prune to reduce wind load on stem and monitor	Low
161	Douglas fir	100	Good		
162	Western hemlock	50	Good		
163	Western hemlock	48	Good		
164	Western hemlock	29	Minor decay. Declining crown	Monitor	
165	Western hemlock	39	3-8cm shell wall	Remove	Urgent
1683	Western hemlock	41	Good but girdled	Monitor, cut wire or rope which is girdling	
2954	Douglas fir	113	Vertical crack. No decay detected.	Crown clean and monitor. Targets home	Low
2988	Douglas fir	73	Good		
2989	Douglas fir	82	Good		
5562	Western hemlock	82	Good		
5566	Western hemlock	55	Good		
5573	Douglas fir	110	Good but resinosis on stem	Monitor	
5575	Douglas fir	127	Good		
5576	Western hemlock	42	Good		
5592	Western hemlock	74	Extensive decay. 10-11cm shell wall		
5595	Western hemlock	67	Extensive decay. 14-22 cm shell wall	Remove	Urgent
5596	Douglas fir	74	Good. Small crack deep inside.		
5601	Douglas fir	136	Good		
5631	Douglas fir	119	No decay detected but Armillaria present	Monitor	
5654	Douglas fir	82	Extensive decay in the east drilling	Remove	High
5656	Douglas fir	108	No decay detected. Dead wood	Crown clean and monitor	Low
5659	Douglas fir	114	Very minor decay detected. Deadwood and hanger	Crown clean and monitor	Medium
5665	Douglas fir	107	Possible incipient decay. Dying tree	Remove	High
5670	Douglas fir	133	Good		
5671	Douglas fir	112	Good		
5677	Douglas fir	110	Very minor decay detected. Deadwood	Crown clean and monitor	Low
5679	Douglas fir	87	Very minor decay detected. Deadwood	Crown clean and monitor	Low
5680	Douglas fir	72	Moderate decay and declining. Deadwood	Crown clean and monitor	Medium
5681	Douglas fir	108	Good		
5686	Douglas fir	93	Good but dying	Remove	High



Methodology, Limitations and Notes to Tree Care Provider

This report has been created to provide information needed to make decisions about managing the forest within Hoffman Park. The level of detail included is relatively low compared to a full risk assessment. The forest is home to varying species of native trees and is showing outward signs and symptoms of root and butt rot diseases impacting mostly the Douglas fir and the Western Hemlock trees. These wood decay pathogens which impact Douglas fir and Western Hemlock mostly decay the lower stems and roots. There is a possibility that roots could be more decayed than the lower stems. We have used a resistance drill to test the lower stems for advanced decay and have given recommendations on how to perform remedial work based on the following limitations:

- All testing was performed low on the stem.
- Some trees were tested only once and some were tested as many as 6 times. We tested as many times as we needed to gain enough information to provide a recommendation but no more times than were necessary. This testing is minimally invasive but it does damage the tree to a small degree. The balance of performing invasive testing with gaining enough knowledge to make a recommendation was based on the judgment of the assessor.
- Very little information about the upper canopy and stem is included in this report. The tree care provider **MUST** do a thorough tree assessment before climbing or falling any tree included in this report.
- Drill results indicate wood density only where that particular drilling was performed. There is a chance that decay was missed by not drilling where the decay existed. It is unlikely that any amount of decay which was missed between drilling sites would significantly impact tree stability but this limitation needs to be communicated.
- All work performed on these trees should be done with the assumption that the roots of the trees may be decayed. This means that arborists should not perform negative rigging and should use tools and techniques which minimize stem and root crown loading during aerial operations. **There are trees included within this report that may not be safe to climb.** We cannot make decisions about the abilities and limitations of a tree care provider but we highly recommend exercising great caution. We will make ourselves available for further consultation to make sure that the work is performed safely. Please reach out if anyone has questions or concerns.
- Recommendations on which trees should be removed and retained were made with the understanding that the native forest in the park is highly valued and it is preferable to retain trees. The park is also used by school children regularly and the target loading is high in some areas. These are the areas which we focused our work. Other, lower use areas in the park were not investigated. These areas likely have trees which are decayed as well. We recommend further assessment of the rest of the park when budget allows.

Recommendations

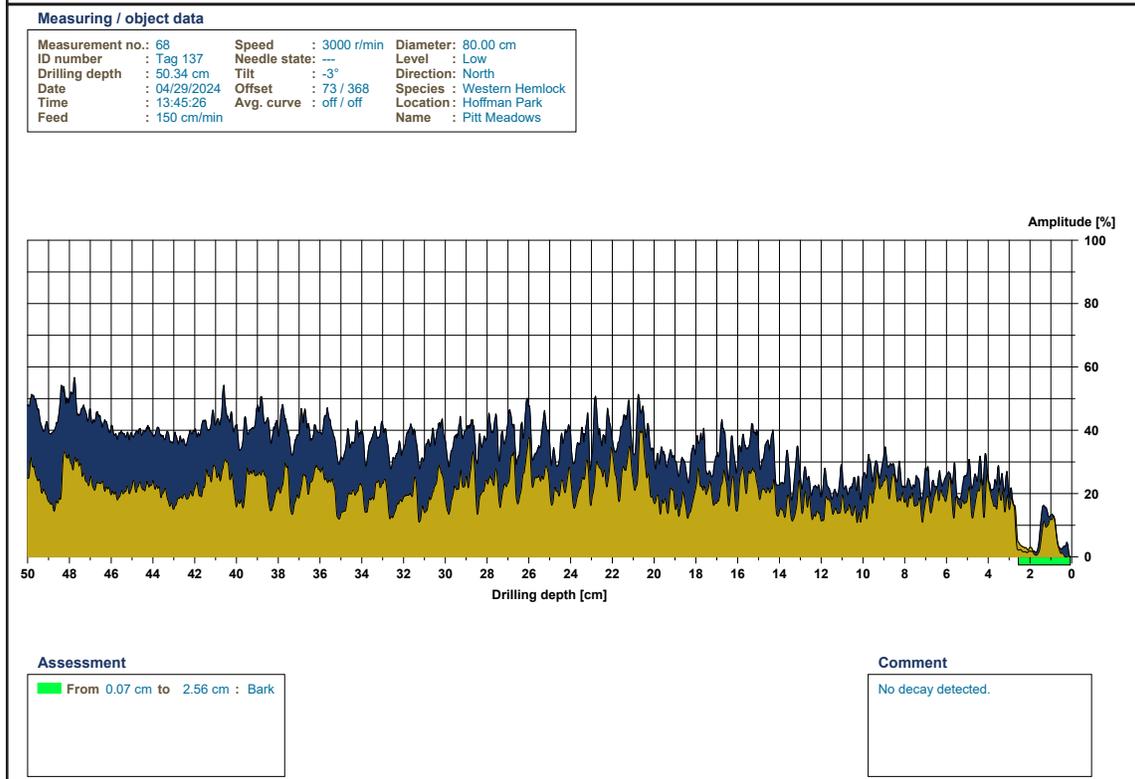
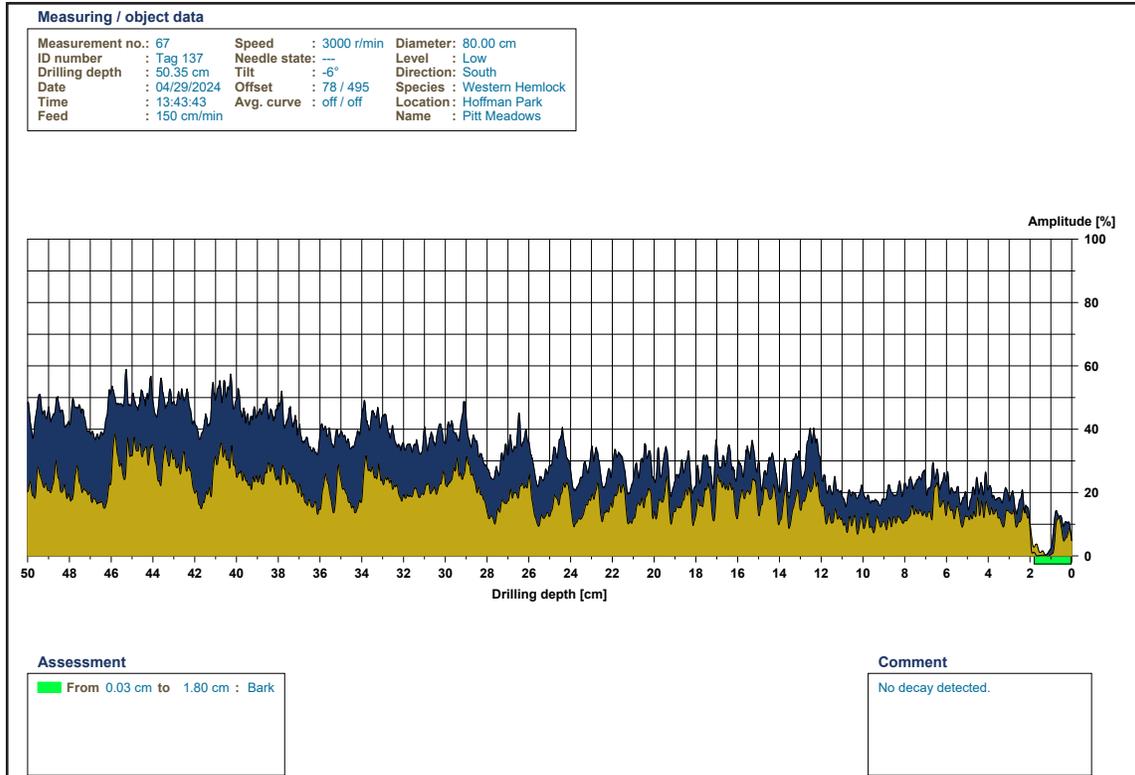
Recommendations for individual trees are included above in the tree table. We make the following recommendations for the management of risk and the tree population in the park in general:

- Install signs which warn park users of increased risk from trees within the park during wind events. During our time in the park testing trees, we noted regular use of the park by groups of school children with teachers and other adults. It is our experience that neither the children nor the adults give any thought to their safety as it pertains to the trees around them. Signage would help to bring awareness to the potential for limbs and even whole trees to fail during wind events.
- Perform regular inspections of the trees which were noted for monitoring and also inspect the park as a whole to look for new signs and symptoms of wood decay pathogens within the forest.
- Install new trees in areas where other trees are being removed. The west side of the park is heavily populated by Western Hemlocks and many have been removed already. Opening the understory of the forest to sunlight through loss of canopy cover allows invasive species to spread. It is best for the forest as a whole to maintain canopy cover. Some thought should be given to replacement species so that diversity can be expanded within the park while maintaining a natural, native mix of species.



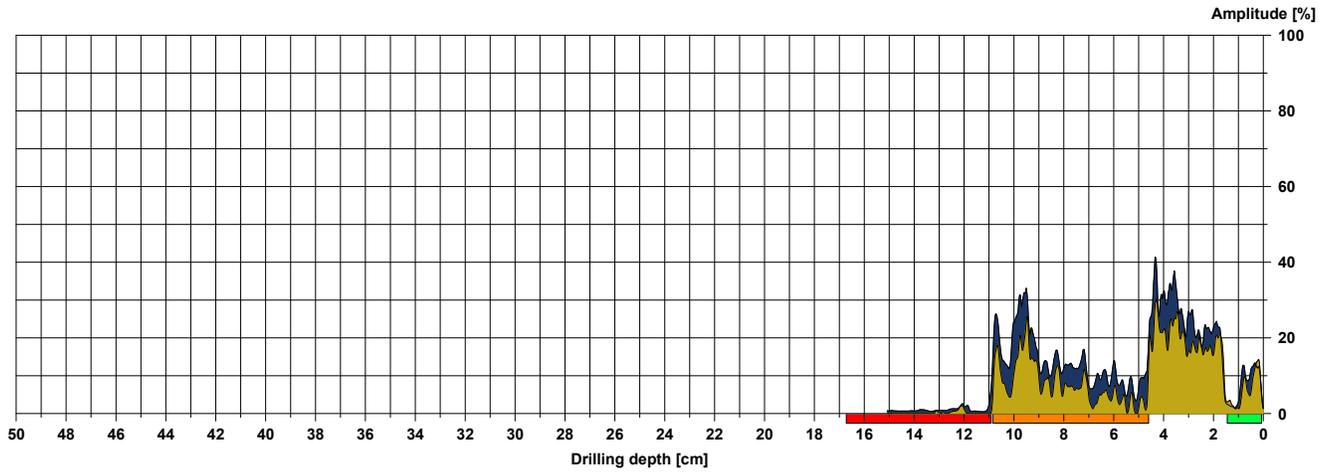
Drill Graphs

Included below are some of the drill graphs from this assessment. All of the drill graphs taken during this assessment have been saved to our files and are available if requested. To use a graph in a report, we must download it, interpret the findings, add information about the drilling location and tree and then export it to a PDF file before placing it in the report. This process takes some amount of effort and time. During this assessment, we drilled 77 trees in 195 locations. Including all of those drill graphs in this report would be very costly. The graphs included below are meant to illustrate the process of our assessment to a reader who is unfamiliar with it.



Measuring / object data

Measurement no.:	4	Speed	: 3000 r/min	Diameter:	39.00 cm
ID number	: Tag 165	Needle state:	---	Level	: Low
Drilling depth	: 15.08 cm	Tilt	: -5°	Direction:	South
Date	: 05/16/2024	Offset	: 69 / 315	Species	: Western Hemlock
Time	: 12:11:05	Avg. curve	: off / off	Location	: Hoffman Park
Feed	: 150 cm/min	Name	: Pitt Meadows		



Assessment

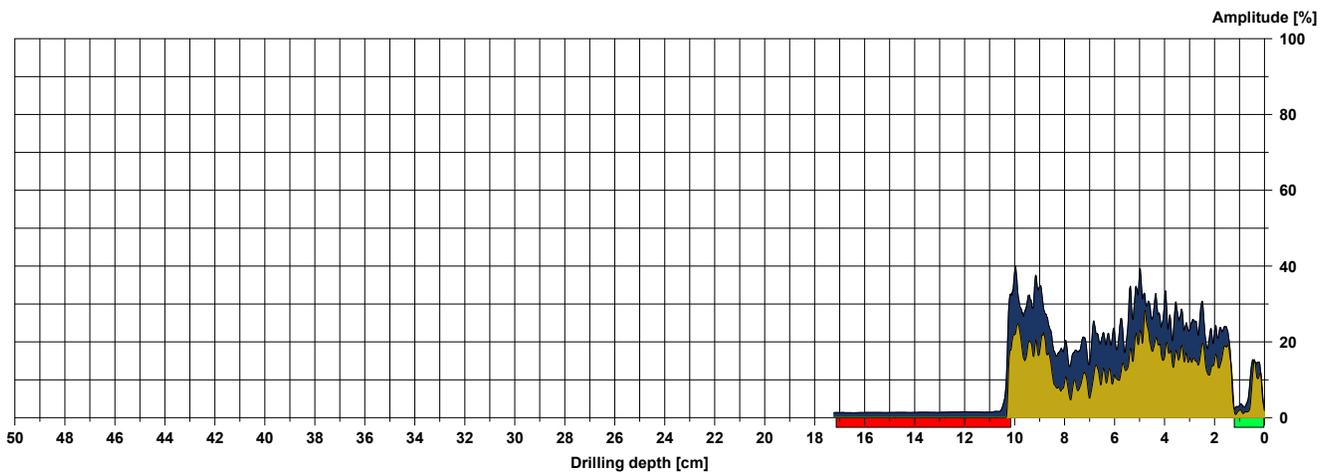
- █ From 0.07 cm to 1.45 cm : Bark
- █ From 4.60 cm to 10.85 cm : Decay
- █ From 10.92 cm to 16.72 cm : Cavity

Comment

S

Measuring / object data

Measurement no.:	3	Speed	: 3000 r/min	Diameter:	39.00 cm
ID number	: Tag 165	Needle state:	---	Level	: Low
Drilling depth	: 17.23 cm	Tilt	: -3°	Direction:	East
Date	: 05/16/2024	Offset	: 79 / 287	Species	: Western Hemlock
Time	: 12:10:37	Avg. curve	: off / off	Location	: Hoffman Park
Feed	: 150 cm/min	Name	: Pitt Meadows		



Assessment

- █ From 0.03 cm to 1.21 cm : Bark
- █ From 10.16 cm to 17.14 cm : Cavity

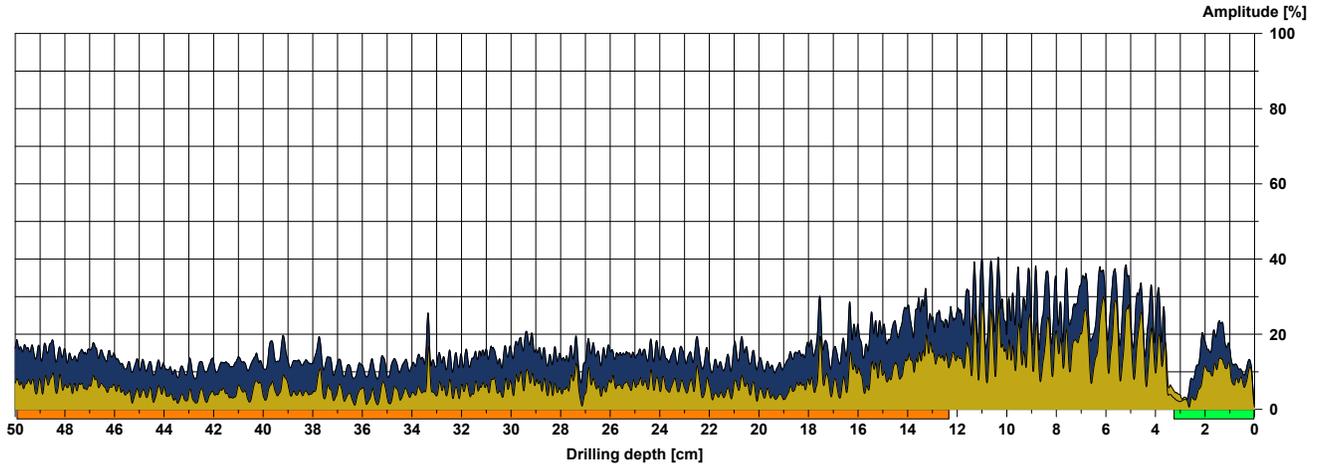
Comment

9cm Shell wall



Measuring / object data

Measurement no.:	31	Speed	: 3000 r/min	Diameter:	73.00 cm
ID number	: Tag 119	Needle state:	---	Level	: Low
Drilling depth	: 50.32 cm	Tilt	: -6°	Direction:	North
Date	: 04/11/2024	Offset	: 81 / 301	Species	: Douglas fir
Time	: 11:18:32	Avg. curve	: off / off	Location	: Hoffman Park
Feed	: 150 cm/min			Name	: Pitt Meadows



Assessment

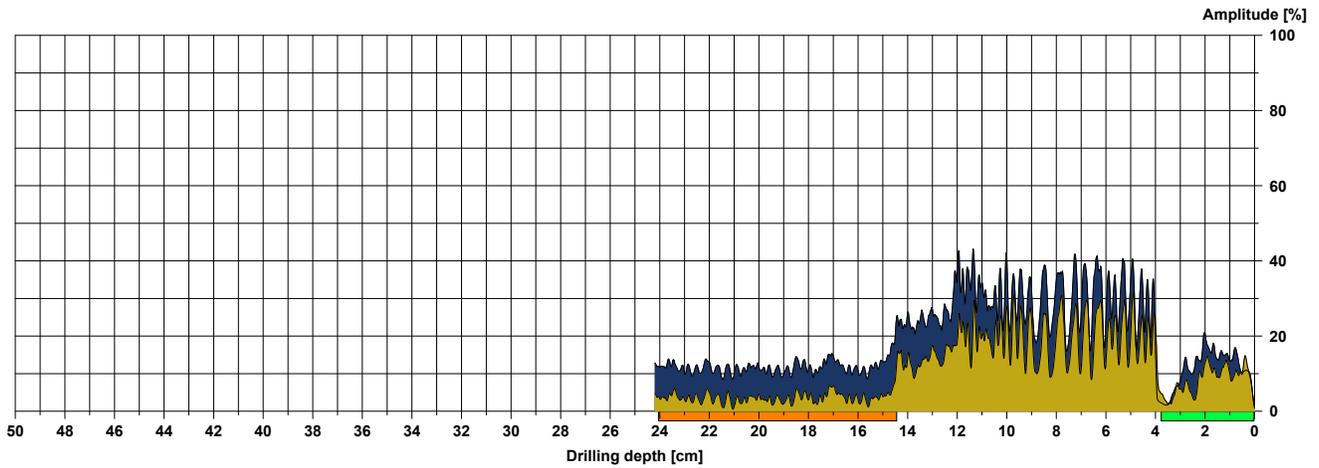
From	0.03 cm	to	3.25 cm	:	Bark
From	12.34 cm	to	49.93 cm	:	Decay

Comment

8cm Shell wall. *Phaeolus schweinitzii*

Measuring / object data

Measurement no.:	32	Speed	: 3000 r/min	Diameter:	73.00 cm
ID number	: Tag 119	Needle state:	---	Level	: Low
Drilling depth	: 24.19 cm	Tilt	: -5°	Direction:	East
Date	: 04/11/2024	Offset	: 83 / 302	Species	: Douglas fir
Time	: 11:22:25	Avg. curve	: off / off	Location	: Hoffman Park
Feed	: 150 cm/min			Name	: Pitt Meadows



Assessment

From	0.03 cm	to	3.77 cm	:	Bark
From	14.44 cm	to	24.05 cm	:	Decay

Comment

10cm Shell wall. *Phaeolus schweinitzii*



Limitations of this Assessment

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property and the trees situate thereon by Root and Crown Tree Consultants Inc. ("Root and Crown Tree Consultants") and upon information provided by the Client to Root and Crown Tree Consultants. The opinions in this Assessment are given based on observations made and using generally accepted professional judgment, however, because trees and plants are living organisms and subject to change, damage and disease, the results, observations, recommendations, and analysis as set out in this Assessment are valid only as at the date any such testing, observations and analysis took place and no guarantee, warranty, representation or opinion is offered or made by Root and Crown Tree Consultants as to the length of the validity of the results, observations, recommendations and analysis contained within this Assessment. As a result, the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis and recommendations that were made as at the date of such inspections. It is recommended that the trees discussed in this Assessment should be re-assessed periodically.

Further Services

Neither Root and Crown Tree Consultants, nor any Assessor employed or retained by Root and Crown Tree Consultants (the "Assessor") for the purpose of preparing or assisting in the preparation of this Assessment shall be required to provide any further consultation or services to the Client, save and except as already carried out in the preparation of this Assessment and including, without limitation, to act as an expert witness or witness in any court in any jurisdiction unless the Client has first made specific arrangements with respect to such further services, including, without limitation, providing the payment of the Assessor's regular hourly billing fees.

Root and Crown Tree Consultants accepts no responsibility for the implementation of all or any part of the Assessment, unless specifically request to examine the implementation of such activities recommended herein. In the event that inspection or supervision of all or part of the implementation is request, that request shall be in writing and the details agreed to in writing by both parties.

Assumptions

The Client is hereby notified and does hereby acknowledge and agree that where any of the facts and information set out and referenced in this Assessment are based on assumptions, facts or information provided to Root and Crown Tree Consultants by the Client and/or third parties and unless otherwise set out within this Assessment, Root and Crown Tree Consultants will in no way be responsible for the veracity or accuracy of any such information. Further, the Client acknowledges and agrees that Root and Crown Tree Consultants has, for the purposes of preparing their Assessment, assumed that the Property, which is the subject of this Assessment is in full compliance with all applicable federal, provincial, municipal and local statutes, regulations, by-laws, guidelines and other related laws. Root and Crown Tree Consultants explicitly denies any legal liability for any and all issues with respect to non-compliance with any of the above-referenced statutes, regulations, bylaws, guidelines and laws as it may pertain to or affect the Property to which this Assessment applies.

Publication

The Client acknowledges and agrees that all intellectual property rights and title, including without limitation, all copyright in this Assessment shall remain solely with Root and Crown Tree Consultants. Possession of this Assessment, or a copy thereof, does not entitle the Client or any third party to the right of publication or reproduction of the Assessment for any purpose save and except where Root and Crown Tree Consultants has given its prior written consent. This Assessment may not be used for any other project or any other purpose without the prior written consent of Root and Crown Tree Consultants.

Neither all nor any part of the contents of this Assessment shall be disseminated to the public through advertising, public relations, news, sales, the internet or other media (including, without limitation, television, radio, print or electronic media) without the prior written consent of Root and Crown Tree Consultants.

Hazardous Materials

Root and Crown Tree Consultants has no knowledge of and has made no inquiries or investigations in preparing this Assessment with respect to the existence of hazardous materials and/or any hazardous site conditions on the Property. Root and Crown Tree Consultants is not qualified to detect or evaluate said hazardous materials or hazardous site conditions. The Assessment was carried out based on the assumption that no such hazardous materials or hazardous site conditions exist on or near the Property. No legal liability is assumed by Root and Crown Tree Consultants, or its directors, officers, employees, agents or contractors, for any such materials and conditions or for any expertise required to discover, analyze, remediate or document them in the Assessment or to disclose them to the Client. The Client does hereby acknowledge and agree that Root and Crown Tree Consultants has advised the Client to retain an expert in the field of hazardous materials and/or hazardous site conditions.

Restriction of Assessment

The Assessment carried out was restricted to the Property. No Assessment of any other trees or plants has been undertaken by Root and Crown Tree Consultants. Root and Crown Tree Consultants is not legally liable for any other trees or plants on the Property except those expressly discussed herein. The conclusions of this Assessment do not apply to any areas, trees, plants or any other property not covered or referenced in this Assessment.

Professional Responsibility

In carrying out this Assessment, Root and Crown Tree Consultants and any Assessor appointed for and on behalf of Root and Crown Tree Consultants to perform and carry out the Assessment has exercised a reasonable standard of care, skill and diligence as would be customarily and normally provided in carrying out this Assessment. The Assessment has been made using accepted arboricultural techniques. These include a visual examination of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discolored foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the current or planned proximity of property and people. Except where specifically noted in the Assessment, none of the trees examined on the property were dissected, cored, probed, or climbed and detailed root crown examinations involving excavation were not undertaken.

While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or all parts of them will remain standing. It is professionally impossible to predict with absolute certainty the behaviour of any single tree or group of trees, or all their component parts, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential to fall, lean, or otherwise pose a danger to property and persons in the event of adverse weather conditions, and this risk can only be



eliminated if the tree is removed.

Without limiting the foregoing, no liability is assumed by Root and Crown Tree Consultants or its directors, officers, employers, contractors, agents or Assessors for:

- a) any legal description provided with respect to the Property;
- b) issues of title and or ownership respect to the Property;
- c) the accuracy of the Property line locations or boundaries with respect to the Property; and
- d) the accuracy of any other information provided to Root and Crown Tree Consultants by the Client or third parties;
- e) any consequential loss, injury or damages suffered by the Client or any third parties, including but not limited to replacement costs, loss of use, earnings and business interruption; and
- f) the unauthorized distribution of the Assessment.

The total monetary amount of all claims or causes of action the Client may have as against Root and Crown Tree Consultants, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited solely to the total amount of fees paid by the Client to Root and Crown Tree Consultants pursuant to the Contract for Services for which this Assessment was carried out.

Further, under no circumstance may any claims be initiated or commenced by the Client against Root and Crown Tree Consultants or any of its directors, officers, employees, contractors, agents or Assessors, in contract or in tort, more than 12 months after the date of this Assessment.

Third Party Liability

This Assessment was prepared by Root and Crown Tree Consultants exclusively for the Client. The contents reflect Root and Crown Tree Consultants' best Assessment of the trees and plants situate on the Property considering the information available to it at the time of preparation of this Assessment. Any use which a third party makes of this Assessment, or any reliance on or decisions made based upon this Assessment, are made at the sole risk of any such third parties. Root and Crown Tree Consultants accepts no responsibility for any damages or loss suffered by any third party or by the Client as a result of decisions made or actions based upon the use or reliance of this Assessment by any such party.

Intellectual Property Ownership

All legal rights and ownership in all drawings, renderings, images, deliverables and work product in any form prepared by Root and Crown Tree Consultants and its directors, officers, employees, representatives and agents in the performance of the Services, and all intellectual property in such drawings, renderings, images, deliverables and work product in any form, including without limitation, all copyright and moral rights, are reserved unto and at all times shall remain the property of Root and Crown Tree Consultants. Notwithstanding anything to the contrary in this Agreement, Root and Crown Tree Consultants shall have the unrestricted right to utilize all its intellectual property in other contexts, including the rights to use its intellectual property for its own purposes. Unauthorized distribution and/or alteration of Root and Crown Tree Consultants' intellectual property by the Client or third parties or for any other use not expressly permitted herein is strictly prohibited, save and except with the prior written consent of Root and Crown Tree Consultants.

General

Any plans and/or illustrations in this Assessment are included only to help the Client visualize the issues in this Assessment and shall not be relied upon for any other purpose. This report is best viewed in colour. Any copies printed in black and white may make some details difficult to properly understand. Root and Crown Tree Consultants Inc. accepts no liability for misunderstandings due to a black and white copy of the report.

The Assessment has a cover, a table of contents and 10 pages. It shall be considered as a whole, no sections are severable, and the Assessment shall be considered incomplete if any pages are missing.

Dated: May 27, 2024

Root and Crown Tree Consultants Inc.

Per:

Authorized Signatory:	Board Certified Master Arborist # PN-6083 BM
	ISA Certified Municipal Specialist
	Tree Risk Assessor Qualified
	ITA Certified Arborist Technician
	Falling and Bucking Endorsed
Gordon William Field	TCIA CTSP #03030



Tree Risk Assessment



For:
City of Pitt Meadows

Site Location:
Trans Canada Trail – Shoreline Park
Pitt Meadows

Submitted to:
Olivia Huppee
City of Pitt Meadows
11333 Harris Road
Pitt Meadows, BC V3Y 2M5

Date: May 23, 2024

Submitted by:



The following Diamond Head Consulting staff either performed the site visit and/or reviewed the report.

All general and professional liability insurance and individual accreditations have been provided below for reference.

Supervisor:



Trevor Cox | Principal | Senior Arborist | Planner
MCIP, ISA Certified Arborist
ISA Tree Risk Assessment Qualified (TRAQ)
BC Wildlife and Danger Tree Assessor

Project Staff:



Joey Banh | Arborist
ISA Certified Arborist (PN-9035A)
ISA Tree Risk Assessment Qualified (TRAQ)
BC Parks Wildlife and Danger Tree Assessor (P3051)

Please contact us if there are any questions or concerns about the contents of this report.

Contact Information:

Phone: 604-733-4886

Email: trevor@diamondheadconsulting.com or joey@diamondheadconsulting.com

Website: www.diamondheadconsulting.com

Insurance Information:

WCB: # 657906 AQ (003)

General Liability: Northbridge General Insurance Corporation - Policy #CBC1935506, \$10,000,000

Errors and Omissions: Lloyds Underwriters – Policy #1010615D, \$1,000,000

Contents

1.0	Introduction	3
1.1	Scope of Assignment.....	3
1.2	Site Overview	3
2.0	Process and Methods	4
3.0	Findings: Tree Risk Assessment	5
3.1	Trees and Site Conditions.....	5
3.2	Targets.....	8
3.3	Tree Risk Assessment.....	8
4.0	Summary and Conclusions	10
5.0	Site Photographs	11
Appendix 1	Report Assumptions and Limiting Conditions	20

1.0 Introduction

1.1 Scope of Assignment

Diamond Head Consulting Ltd. (DHC) was retained to complete a tree risk assessment for multiple dike locations in Pitt Meadows. Joey Banh of DHC visited the site on May 22, 2024.

The scope of work for this tree risk assessment was to identify trees that met the following tree risk threshold:

- i. Trees rated as “high or extreme” (TRAQ) (see Appendix 2);
- ii. Trees with a probable likelihood of failure (2 year timeframe for assessment) and a moderate risk rating.

This report is produced with the following primary limitations, detailed limitations specified in Appendix 1:

- 1) Our investigation is based solely on visual inspection of the trees during our last site visit.
- 2) This inspection is conducted from ground level and involves a visual inspection of the tree from all sides to look at the site, roots, trunk and branches. We do not conduct aerial inspections, soil tests or below grade root examinations to assess the condition of tree root systems unless specifically contracted to do so.
- 3) Risk assessments consider only known targets and visible tree conditions, and represent the condition at the time of inspection only.
- 4) Only the trees specified in the scope of work in the locations as directed by the client were assessed and assessments were performed within the limitations specified.
- 5) Risk is assessed in the context of the timeframe specified. However, it is not a guarantee period for the risk assessment.
- 6) This report does not provide any estimates to implement the proposed recommendations provided in this report.
- 7) Tree Risk Assessments were completed following ISA Standards to the accepted industry standard of care. Trees that do not have signs of visible weakness can fail under abnormal weather conditions and wind events, or in any case where the forces applied exceed the strength of the tree or its parts.

1.2 Site Overview

The subject site is a section of the Trans Canada Trail within Shoreline Park in Pitt Meadows. The trail is gravel and goes through a grass field, with small deciduous trees planted along it. Larger trees growing along the Shoreline edge north of the Fraser River are mostly mature Cottonwood (*Populus balsamifera* ssp. *Trichocarpa*) and Red Alders (*Alnus rubra*) in moderate to poor condition. The edge appears to be eroding, and the roots of the mature trees can be seen. The edge is overgrown with Himalayan

Blackberry in most areas. Prevailing winds are predominantly from the south and the trees have established in this prevailing wind. The eroding of the shoreline has led to the exposure of some of the roots of specific trees along the bank.



Figure 1 Overview map of the Trans Canada Trail in Shoreline Park provided by the client. Only the trees in the areas delineated in this map that target the walking trails have been assessed.



Figure 2. High Risk trees on the West section of the Trans Canada Trail in Shoreline Park.



Figure 3. High Risk trees on the East section of the Trans Canada Trail in Shoreline Park.

2.0 Process and Methods

Tree risk assessments were completed following methods of the ISA Tree Risk Assessment Manual¹ published in 2013 by the International Society of Arboriculture, which is the current industry standard for assessing tree risk. This methodology assigns risk based on the likelihood of failure, the likelihood of impact and the severity of consequence if a failure occurs. The likelihood and risk rating matrices used to categorize tree risk are provided below. These two risk rating matrices are taken from the International Society of Arboriculture Tree Risk Assessment Qualification Manual. We conducted a basic assessment from ground level, using diameter tape, a mallet, and a camera.

Matrix 1: Likelihood

Likelihood of Failure	Likelihood of Impacting Target			
	Very Low	Low	Medium	High
Imminent	Unlikely	Somewhat Likely	Likely	Very Likely
Probable	Unlikely	Unlikely	Somewhat Likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat Likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2: Risk Rating

Likelihood of Failure and Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very Likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat Likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

¹ Dunster, J.A., Smiley, E.T., Matheny, N. and Lilly, S. (2013). Tree Risk Assessment Manual. *International Society of Arboriculture*. Champaign, Illinois.

3.0 Findings: Tree Risk Assessment

3.1 Trees and Site Conditions

Each tree found to be high risk is described in Table 1 and the risk assessment outcome for each tree is reported in Table 2.

Table 1. Description of trees assessed.

Tag #	Species	DBH (cm)	Ht (m)	Description
1683	Black Cottonwood	100	28	<ul style="list-style-type: none"> Crack at union and split down from top of union down 1 m.
1684	Red Alder	20	8	<ul style="list-style-type: none"> Codominant stem dead alder. Brittle tops and can strike path.
1685	Red Alder	8	8	<ul style="list-style-type: none"> Dead alder. Brittle top and can strike path.
1686	Black Cottonwood	80	26	<ul style="list-style-type: none"> A multistem tree is growing on the edge of an eroding shoreline. Its base is very rotten. Although phototrophically growing towards the river, prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1687	Black Cottonwood	47	20	<ul style="list-style-type: none"> A dead tree is leaning towards the trail. The base of the tree is rotten and is on eroding soil. Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1688	Bitter Cherry	34	16	<ul style="list-style-type: none"> Tree roots are anchored on the edge of the eroding shoreline bank. Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1689	Black Cottonwood	46	27	<ul style="list-style-type: none"> Tree roots are anchored on the edge of an eroding shoreline bank. The bark at the base is peeling off, revealing dead wood within. Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.

Tag #	Species	DBH (cm)	Ht (m)	Description
1690	Black Cottonwood	47	27	<ul style="list-style-type: none"> • Tree roots are anchored on the edge of the eroding shoreline bank. • The bark at the base is peeling off, revealing dead wood within. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1691	Black Cottonwood	49	28	<ul style="list-style-type: none"> • Beaver damage can be seen at the base. • A wound (~60 cm l x 30 cm w x 8 cm d) on the south side has internal decay. • The wound was probed beyond ~20 cm at the top of wound with a probing tool. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1692	Black Cottonwood	78	28	<ul style="list-style-type: none"> • Growing on the edge of the shoreline bank that is actively eroding. • Tree roots are anchored on the edge of the eroding shoreline bank. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1693	Black Cottonwood	180	28	<ul style="list-style-type: none"> • Multistem tree. • Growing on the edge of the shoreline bank that is actively eroding. • Tree roots are anchored on the edge of the eroding shoreline bank. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1694	Black Cottonwood	120	28	<ul style="list-style-type: none"> • Codominant stem tree. • Growing on the edge of the shoreline bank that is actively eroding. • Tree roots are anchored on the edge of the eroding shoreline bank. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.

Tag #	Species	DBH (cm)	Ht (m)	Description
1695	Black Cottonwood	79	27	<ul style="list-style-type: none"> • Growing on the edge of the shoreline bank that is actively eroding. • Tree roots are anchored on the edge of the eroding shoreline bank. • The tree has two wounds: <ul style="list-style-type: none"> ○ One wound is ~10 cm l x10 cm w and can be probed beyond ~20 cm above the wound. ○ It appears to connect to the larger wound above. ○ The larger wound above is ~30 cm l x 30 cm w and can be probed beyond ~20 cm above the wound. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail.
1696	Red Alder	30	13	<ul style="list-style-type: none"> • Dead tree with brittle wood. Targets edge of trail.
1697	Black Cottonwood	60	28	<ul style="list-style-type: none"> • Growing on the edge of the shoreline bank that is actively eroding. • Tree roots are anchored on the edge of the eroding shoreline bank. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail and the viewing deck.
1698	Black Cottonwood	75	24	<ul style="list-style-type: none"> • Codominant stem. • Growing on the edge of the shoreline bank that is actively eroding. • Tree roots are anchored on the edge of the eroding shoreline bank. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail and the viewing deck.
1699	Black Cottonwood	40	24	<ul style="list-style-type: none"> • Growing on the edge of the shoreline bank that is actively eroding. • Tree roots are anchored on the edge of the eroding shoreline bank. • Prevailing south-westerly winds can cause the tree to fail towards the shoreline trail and the viewing deck.

3.2 Targets

The targets include pedestrians, the viewing decks and Bronson Avenue. The viewing deck and Bronson Ave occupancy rating is “Constant”. While assessing the areas, multiple groups of pedestrians were seen using the Trans Canada Trail within Shoreline Park; therefore, the pedestrians were assessed as having a “Frequent” occupancy rating.

3.3 Tree Risk Assessment

Table 2: Summary of trees that pose a high or extreme risk at the time of assessment. To meet these criteria there was a probable or imminent likelihood of failure and will impact a target with significant or severe consequences. Trees that meet these criteria are shown in the table below. Residual risk will be discussed for any tree within the table that is not a complete removal.

Tree		Target	Likelihood			Consequences	Risk Rating	Action	Residual Risk
Number	Part to Fail	Type	Failure	Impact	Failure & Impact				
1683	Whole Tree	Bronson Ave - car	Probable	Medium	Likely	Significant	Moderate	Remove	Nil
1684	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1685	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1686	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1687	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1688	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1689	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1690	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1691	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1692	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1693	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1694	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil

Tree		Target	Likelihood			Consequences	Risk Rating	Action	Residual Risk
Number	Part to Fail	Type	Failure	Impact	Failure & Impact				
1695	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1696	Whole Tree	Pedestrians	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1697	Whole Tree	Pedestrians, viewing deck	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1698	Whole Tree	Pedestrians, viewing deck	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1699	Whole Tree	Pedestrians on viewing deck	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1697	Whole Tree	Viewing deck	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1698	Whole Tree	Viewing deck	Probable	Medium	Likely	Severe	Moderate	Remove	Nil
1699	Whole Tree	Viewing deck	Probable	Medium	Likely	Severe	Moderate	Remove	Nil

Medium

4.0 Summary and Conclusions

In total, 17 trees were found to pose a high risk to targets. The remaining trees pose a moderate or low risk. The time frame for this risk assessment covers 2 years and is based on the conditions present at the time of assessment.

The following describes those trees that meet the risk thresholds for the assessment. Risk mitigation actions and residual risk are recommended below. It is up to the risk manager (tree owner or manager) to choose among these risk mitigation options and prioritize the treatments according to your threshold for acceptable risk.



- Tree 1683 poses a risk to Bronson Avenue. Due to a crack in the union, removal is recommended. Following mitigation, residual risk will be nil.
- Trees 1684 and 1685 pose a high risk to pedestrians using the trail. These two dead trees have brittle tops, so they are recommended for removal. Following mitigation, residual risk will be nil.
- Trees 1687-1695 pose a high risk to pedestrians using the trail. These trees are growing on the edge of an actively eroding bank. These trees are susceptible to windthrow from the prevailing south-westerly winds, so they are recommended for removal. Following mitigation, residual risk will be nil.
- Tree 1696 poses a risk to pedestrians using the trail. Due to the tree being dead and brittle, this tree is recommended for removal. Following mitigation, residual risk will be nil.
- Trees 1697-1699 pose a high risk to pedestrians using the trail, as well as the viewing deck. These trees are growing on the edge of an actively eroding bank. These trees are susceptible to windthrow from the prevailing south-westerly winds, so they are recommended for removal. Following mitigation, residual risk will be nil.

It is recommended that trees on-site be inspected every 2 years, or any time site conditions change. Where possible, the trees should be wildlified and girdled to permit the roots to remain intact in the bank and provide additional resistance to erosion along the bank. This may require ongoing pruning in the future.

5.0 Site Photographs



Photo 1. Showing crack un union of tree #1683.



Photo 2. Showing dead Alders #1684 and 1685.



Photo 3. Showing eroding bank at the base of trees #1686 and 1687.



Photo 4. Showing trees #1688-1690 growing on the edge of the eroding bank. The bark of trees #1689 and 1690 were found peeled off at the base, revealing deadwood.



Photo 5. Showing wound of tree #1691 with internal decay within.



Photo 6. Showing tree #1692 growing on an actively eroding soil bank.



Photo 7. Showing trees #1693 and 1694 in actively eroding soil.



Photo 8. Showing tree #1697 in actively eroding soil.



Photo 9. Showing trees #1698-1699 in actively eroding soil.

Appendix 1 Report Assumptions and Limiting Conditions

- 1) Unless expressly set out in this report or these Assumptions and Limiting Conditions, Diamond Head Consulting Ltd. (“Diamond Head”) makes no guarantee, representation or warranty (express or implied) regarding this report, its findings, conclusions or recommendations contained herein, or the work referred to herein.
- 2) The work undertaken in connection with this report and preparation of this report have been conducted by Diamond Head for the “Client” as stated in the report above. It is intended for the sole and exclusive use by the Client for the purpose(s) set out in this report. Any use of, reliance on or decisions made based on this report by any person other than the Client, or by the Client for any purpose other than the purpose(s) set out in this report, is the sole responsibility of, and at the sole risk of, such other person or the Client, as the case may be. Diamond Head accepts no liability or responsibility whatsoever for any losses, expenses, damages, fines, penalties or other harm (including without limitation financial or consequential effects on transactions or property values, and economic loss) that may be suffered or incurred by any person as a result of the use of or reliance on this report or the work referred to herein. The copying, distribution or publication of this report (except for the internal use of the Client) without the express written permission of Diamond Head (which consent may be withheld in Diamond Head’s sole discretion) is prohibited. Diamond Head retains ownership of this report and all documents related thereto both generally and as instruments of professional service.
- 3) The findings, conclusions and recommendations made in this report reflect Diamond Head’s best professional judgment given the information available at the time of preparation. This report has been prepared in a manner consistent with the level of care and skill normally exercised by arborists currently practicing under similar conditions in a similar geographic area and for specific application to the trees subject to this report on the date of this report. Except as expressly stated in this report, the findings, conclusions and recommendations it sets out are valid for the day on which the assessment leading to such findings, conclusions and recommendations was conducted. If generally accepted assessment techniques or prevailing professional standards and best practices change at a future date, modifications to the findings, conclusions, and recommendations in this report may be necessary. Diamond Head expressly excludes any duty to provide any such modification if generally accepted assessment techniques and prevailing professional standards and best practices change.
- 4) Conditions affecting the trees subject to this report (the “Conditions”, include without limitation, structural defects, scars, decay, fungal fruiting bodies, evidence of insect attack, discoloured foliage, condition of root structures, the degree and direction of lean, the general condition of the tree(s) and the surrounding site, and the proximity of property and people) other than those expressly addressed in this report may exist. Unless otherwise stated information contained in this report covers only those Conditions and trees at the time of inspection. The inspection is limited to visual

examination of such Conditions and trees without dissection, excavation, probing or coring. While every effort has been made to ensure that any trees recommended for retention are both healthy and safe, no guarantees, representations or warranties are made (express or implied) that those trees will not be subject to structural failure or decline. The Client acknowledges that it is both professionally and practically impossible to predict with absolute certainty the behavior of any single tree, or groups of trees, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential for failure and this risk can only be eliminated if the risk is removed. If Conditions change or if additional information becomes available at a future date, modifications to the findings, conclusions, and recommendations in this report may be necessary. Diamond Head expressly excludes any duty to provide any such modification of Conditions change or additional information becomes available.

- 5) Nothing in this report is intended to constitute or provide a legal opinion and Diamond Head expressly disclaims any responsibility for matters legal in nature (including, without limitation, matters relating to title and ownership of real or personal property and matters relating to cultural and heritage values). Diamond Head makes no guarantee, representation or warranty (express or implied) as to the requirements of or compliance with applicable laws, rules, regulations, or policies established by federal, provincial, local government or First Nations bodies (collectively, "Government Bodies") or as to the availability of licenses, permits or authorizations of any Government Body. Revisions to any regulatory standards (including by-laws, policies, guidelines an any similar directions of a Government Bodies in effect from time to time) referred to in this report may be expected over time. As a result, modifications to the findings, conclusions and recommendations in this report may be necessary. Diamond Head expressly excludes any duty to provide any such modification if any such regulatory standard is revised.
- 6) Diamond Head shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
- 7) In preparing this report, Diamond Head has relied in good faith on information provided by certain persons, Government Bodies, government registries and agents and representatives of each of the foregoing, and Diamond Head assumes that such information is true, correct and accurate in all material respects. Diamond Head accepts no responsibility for any deficiency, misinterpretations or fraudulent acts of or information provided by such persons, bodies, registries, agents and representatives.
- 8) Sketches, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.
- 9) Loss or alteration of any part of this report invalidates the entire report.



Staff Report to Council

Engineering

FILE: 11-5460-07/24

REPORT DATE: June 18, 2024

MEETING DATE: June 25, 2024

TO: Mayor and Council

FROM: Samantha Maki, Director of Engineering and Operations

SUBJECT: Traffic Management and Statistics Update

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Receive for information the Staff Report titled 'Traffic Management and Statistics Update' as presented at the June 25, 2024 Council Meeting; OR
- B. Other.

PURPOSE

This report is to provide Council with an update on the following key initiatives:

- Development of the new Traffic Complaint Tracking and prioritization program;
- A new internal crosswalk treatment selection matrix and prioritization system;
- Traffic signal updates, active transportation and traffic calming applications;
- Traffic data collection and ICBC crash data statistics.

This report builds on the content of the April 12, 2021, report titled 'Traffic Data Collection Summary and Update'.

Information Report

Decision Report

Direction Report

Background:

The Engineering Department oversees activities within the City's road network. This ranges from facilitating vision documents such as the Transportation Master Plan and Active Transportation

Plan, through individual intersection reviews and traffic calming projects, to changes in on-street parking regulations. While balancing the demands of day-to-day issues with the need to progress specific projects, one of the biggest challenges for both short term and long range tasks, is taking a proactive approach rather than a reactionary approach. In 2023, one of the goals for the department was to refine our processes to streamline traffic-related submissions and establish a better prioritization system.

In addition, each year traffic capital projects, initiatives and data collection are coordinated and the below section summarizes some of the key takeaways.

Relevant Policy, Bylaw or Legislation:

The Highway and Traffic Bylaw No. 2836, 2020, regulates speed limits, parking and speed zones within City highways.

Traffic Calming Policy C029, which outlines consistent procedures and criteria for traffic calming applications in the urban part of the City.

The B.C. Motor Vehicle Act (MVA) sets a default speed limit of 50 km/hr on municipal streets when a different speed limit has not been posted by signs.

DISCUSSION

Analysis:

Traffic Complaint Tracking and Prioritization Program

The Engineering Department receives many public requests for traffic reviews concerning speeding, pedestrian safety, parking, signage, congestion, crosswalks, and more. These requests inform our data collection program and traffic analyses.

In 2023, the Engineering Department adopted a more formalized process for receiving, responding to, documenting, and prioritizing traffic-related concerns. The process includes directing all concerns to a centralized departmental email address. They are replied to in a standardized format that acknowledges receipt and provides additional information and resources. All submissions undergo an initial review, then are delegated, as required, or filed for information. Data related to the submission is populated and analyzed to identify trends or specific areas of concern. The new and active submissions are reviewed quarterly, and action is prioritized based on various factors such as the number of concerns in a specific area, incident reports, alignment with capital projects, and funding opportunities. Some items may be closed or require no action, but remain on file for reference, as needed, in the future.

Pedestrian Crossing Treatment Matrix

Crosswalks are implemented throughout the City by a variety of mechanisms. The City follows a standard engineering evaluation process to determine if new or additional crosswalk infrastructure is appropriate at a site. The primary component is the Transportation Association of Canada (TAC) crosswalk warrant. The warrant is a national standard used by municipalities throughout Canada. Its purpose is to help determine what, or if, improvements are required in a consistent way.

The TAC crosswalk warrant is comprised of numerous criteria and supporting data. Criteria includes: surrounding land use context, vehicle and pedestrian volumes, traffic characteristics, speed data, pedestrian crossing distance, distance to existing traffic control, network connectivity, site geometry, and collision data. Within the warrant, minimum thresholds are provided and must be satisfied in order for a site to be warranted for new crossing infrastructure or additional improvements. As Pitt Meadows is a smaller community, with a smaller population compared to the larger cities that also use the TAC crosswalk warrant, crosswalks in Pitt Meadows often don't meet the minimum criteria outlined in the TAC guide. Considering this and feedback received from the community, staff have created a strategy to further build on the TAC warrant criteria to be more intuitive to the needs of a smaller community, while still aiming to achieve consistency in the assessment and provision of pedestrian crossings across the City.

Currently, crosswalk assessments are generally initiated by public requests. There are 11 locations currently under review, only 1 appears to meet TACs warrant criteria for possible upgrades (Bonson Rd at PMAP entrance). With Pitt Meadows' specific criteria, 3 to 5 are likely to be recommended for upgrade:

Crossing location	Existing Crossing	Road Classification	TAC Guide	Selection Matrix	*ATP	Upgrade
North Bonson at Hammond Road	NA	C	NA	NA		N
122 Ave at 190 St	GM+	C	GM	GM+		N
Somerset Drive at Cypress Ct	NA	C	NA	NA		N
* Baynes Road at Airport Trail	GM+	A	GM	RRFB	RRFB	Y
Ford Rd at 191B St	GM+	A	GM	RRFB		Y
Bonson Rd at Sutton Ave	GM+	C	GM	GM+		N
Ford Rd at 190A St	GM+	A	UR	UR		UR
Wildwood at Wildcrest	NA	C	NA	NA		N
Bonson at PMAP entrance	GM+	C	UR	UR		UR
Wildwood at Hammond	NA	C	NA	NA		N
* Harris @ Silver Bridge	GM+	A	GM	RRFB	RRFB	Y

Under Review	UR
Not Applicable	NA
Twin Parallel Bars/Zebra	PM
Zebra Markings	GM+
Rectangular Rapid Flashing Beacons	RRFB
RRFB or Special	RRFB-OF
Special (Pedestrian Half Signal)	OF
Signal upgrade	TS

Arterial	A
Collector	C
Local	L

* Active Transportation Plan

TABLE 1:2024 CROSSWALK SECTION MATRIX RESULTS

In 2024, two existing crosswalks will be upgraded with Rapid Rectangular Flashing Beacons (RRFBs) as initiatives of the Active Transportation Advisory Committee (ATAC):

- Harris Road at Silver Bridge, which has received grant cost-share through the British Columbia Vision Zero in Road Safety for Vulnerable Road Users Program, and
- Baynes Road at the Airport Trail Crossing, which is to be cost-shared through Translink's Major Road Network & Bike (MRNB) funding program.

In 2025, two additional crosswalks are likely be upgraded based on the outcome of the Pedestrian Crossing Treatment Matrix analysis. This matrix will need some refinement by staff over the next few years to ensure it is functioning as intended.

Traffic Signal Upgrades

In 2022, to mitigate decreased service levels due to increased traffic, a new advanced southbound left turn signal was installed at Harris Road and Hammond Road, improving travel efficiency and safety. ICBC funded over 50% of this upgrade.

In 2023, with funding from the *British Columbia Vision Zero in Road Safety for Vulnerable Road Users Program*, the City implemented Leading Pedestrian Intervals (LPIs) at most major intersections along the Harris Rd corridor. An LPI allows pedestrians to enter a crosswalk 3-7 seconds before vehicles, enhancing their visibility and safety. An LPI upgrade was also recently implemented at the intersection of Hammond Rd and Blakely Rd.

Benefits of the LPI signal timing includes:

- Increased visibility of crossing pedestrians.
- Reduced conflicts between pedestrians and vehicles.
- Increased likelihood of motorists yielding to pedestrians.
- Enhanced safety for pedestrians who may be slower to start into the intersection.

Active Transportation Plan

The City's new Active Transportation Plan, endorsed by the council in 2023, replaces the 2012 Pedestrian and Cycling Master Plan. The plan reflects evolving guidance on active mode design and planning, outlining strategies for developing walking and biking infrastructure. It guides future investments in active transportation, supporting a balanced and sustainable transportation system. Approximately 50% of the plan's development costs were funded by a BC Active Transportation Network Plan Grant.

A priority project for 2024 is the Harris Rd Complete Street Feasibility Study; staff are actively working through two funding applications and expect to receive a minimum 50% cost share. In

April, HUB also conducted ride-the-road courses for various elementary schools in the City. The City recently launched the annual Active Transportation social media campaign to increase awareness as we move into the warmer weather.

More information on this and other active transportation initiatives will be presented at the July 16, 2024 Engagement and Priorities Committee (EPC) meeting.

Traffic Calming

Traffic calming enhances residential neighborhood livability by discouraging speeding and minimizing user conflicts. The City's Traffic Calming Policy provides a comprehensive approach to identifying and resolving neighborhood traffic problems through various measures. Each Traffic Calming application is processed using guidelines from this policy. Most applications staff receive do not meet the criteria (location, volume, and speed) for action. When a request fails to meet the criteria, applicants are informed of the speeds, volumes, and accident data on the proposed street and can choose to proceed to the petition stage. Currently, one application is in the petition stage. Figure 1 shows a summary of the Traffic Calming Applications the City has received.

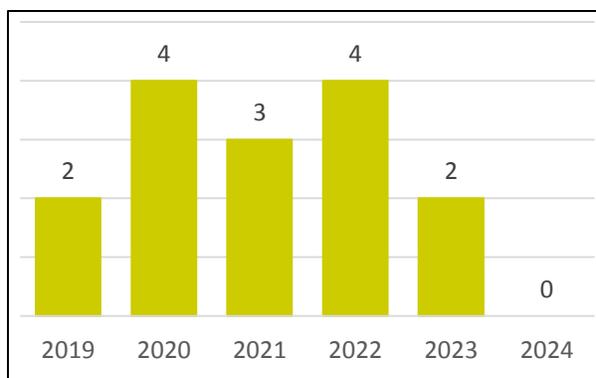


FIGURE 1: TRAFFIC CALMING APPLICATIONS BY YEAR

Crash Data Statistics

Initiatives and prioritization of projects involves review of available ICBC collision data. The total 5 year ICBC vehicular collision data from 2018 to 2022 shows most of the collisions were at intersections and on collector and arterial roadways within the urban core. Some were also along the City's truck route (Old Dewdney Trunk Rd).

From 2018 to 2022, excluding provincially regulated highways, there have been 716 recorded vehicular collision. From that, 262 were injury collisions. The intersection with the largest increase of incidents is Harris Road & Hammond Road, and this data was before the new advanced green signal and LPIs were implemented. Figure 2 shows the ten intersections with the highest reported vehicle collisions.

Note that a study is currently underway jointly with Maple Ridge for the 203rd St and ODTR.

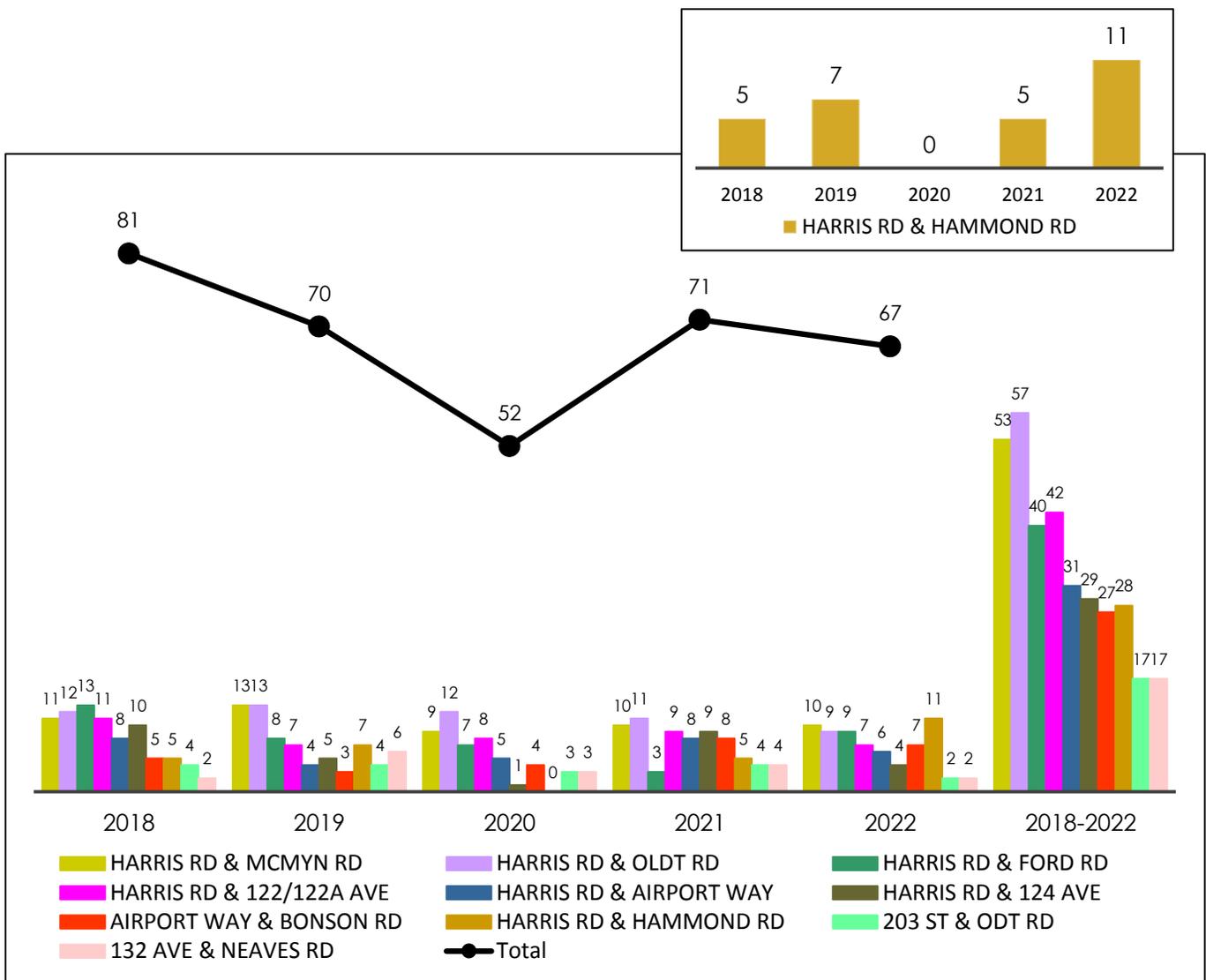


FIGURE 2: VEHICLE COLLISION DATA- TOP 10 INTERSECTIONS

The ICBC collision data from 2018 to 2022 for pedestrians collisions shows there was a total of 18 incidents reported to ICBC; one of the pedestrian collisions was on a local road. Within the 5 years, the majority of pedestrian incidents were at intersections and are concentrated along the City’s main urban arterial, Harris Road. The intersections with the most pedestrian collisions were Harris & Ford and Harris & McMyn Rd. When reviewing the pedestrian data, there is a clear decline in incidents from 2018 (Figure 3). In general, higher conflicts are expected along busier corridors. Once data is received for 2023 and 2024, staff can review again and see what measurable improvement the LPIs had.

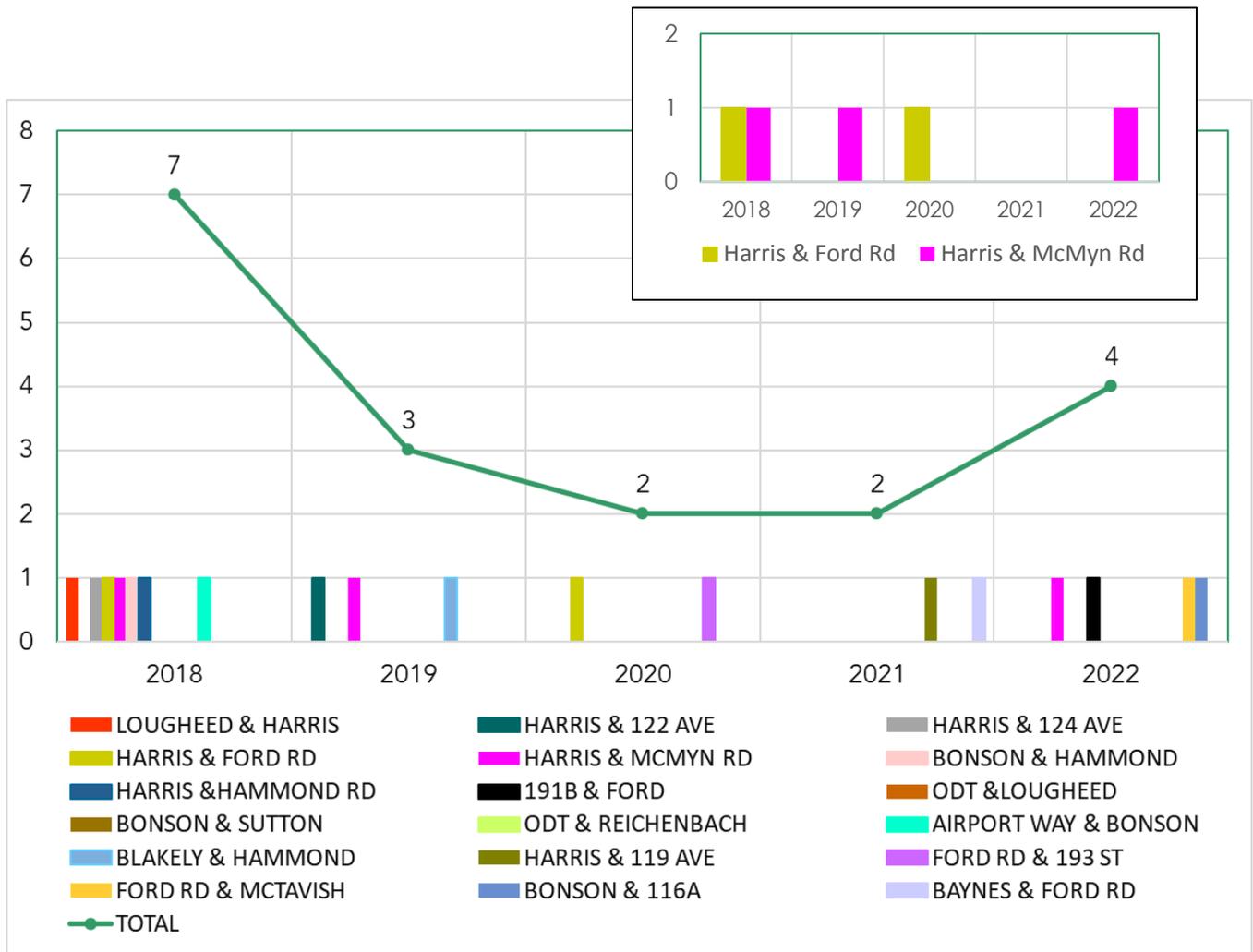


FIGURE 3: PEDESTRIAN COLLISIONS BY YEAR

The 5 year ICBC collision data from 2018 to 2022 for cyclist collisions shows there were 18 incidents between a vehicle and a cyclist; with no cyclist collisions on local roads within the urban area. The majority of the collisions were at intersections and on arterial roadways with 2 collisions taking place on collector roadways. As shown on Figure 4, the number of cyclist collisions more than doubled in 2021 over past years with a steep decline in 2022. This may be attributed to increased activity during COVID-19. The intersections with the highest overall cyclist collisions were at Harris Road & Airport Way and Harris Road & 124th Ave.

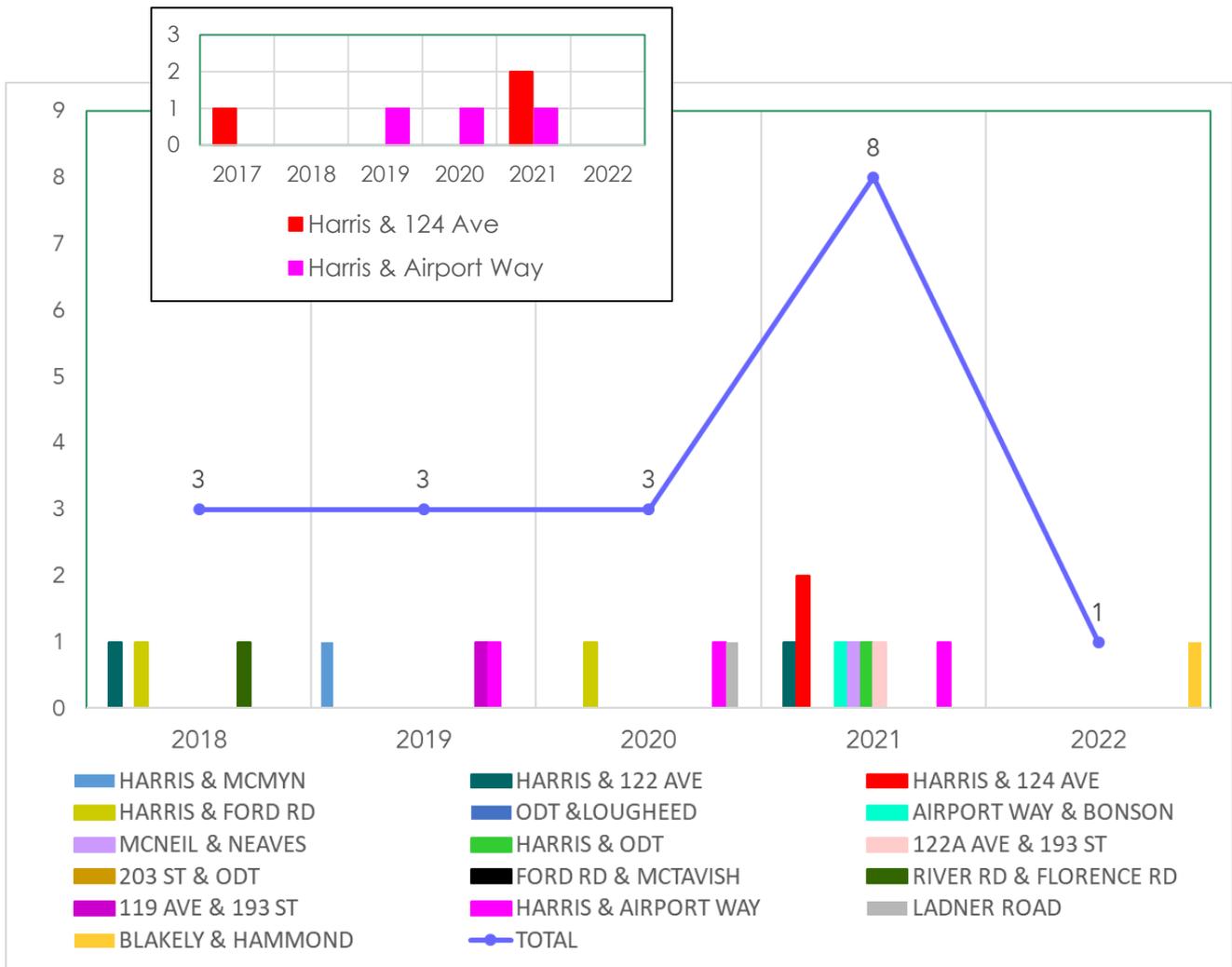


FIGURE 4: CYCLIST COLLISIONS BY YEAR

Specific incidents and data are discussed with the RCMP as well. While there are no specific trends or concerns at this time, an ongoing focus for the City and the RCMP is in relation to education and awareness. The RCMP also reaches out to the School District and coordinates key messaging, and ICBC coordinates many campaigns throughout the year. Residents are also encouraged to take part in volunteer Speed Watch.

Speed Data and Concerns of Speed

One of the most common concerns received by the Engineering Department is related to speeding. Reported accounts of speeding are often subjective, based on perception and local standards. To understand actual travel speeds along roadways, staff deploy measures such as Radar Speed Displays (RSDs) and covert Traffic Counters (TCs). Data frequently shows that on average, vehicles travel at or below posted speed limits, except on roads where the speed limit is lower than expected (e.g., 30 km/h limits outside school or playground zones). Concerns and data are also shared with the RCMP for enforcement and hot spot awareness.

Typically, TCs will be installed in a location for one to two months and consideration of the season will also influence when data will be collected. RSDs will be installed for a minimum of 3 months to ensure adequate awareness is achieved, but they are found to be more effective when they are moved around and motorists do not become use to them in the same spot. RSDs are also more labor intensive to install and not as easily moved from location to location in comparison to the TC. Due to other departmental priorities, overall collection of data has been limited to areas where Traffic Calming applications have been submitted.

The table below summarizes the traffic data collected from 2020 to 2023 and part of 2024, and the map in Figure 5 shows the general locations.

Location	Stn No.	Posted Speed (km/hr)	Road Classification	Average Speed (km/hr)				
				2020	2021	2022	2023	2024
North Harris	0	60	L	44	45			
Richardson Road	1	50	L	63.0				
Harris Road (Silver Bridge)	6	60	A		42.0			
Neaves Rd- N/O S. Alouette Bridge	11a	60	A		69.0	71.0		
Hale Road	15	40	A	44.0				
Ford Road Detour(West of 176th)	27a	50	A	56.0				
Ford Road Detour(South of Ford)	27b	50	A	63.0				
BroomStick Lane	30a	20	L					33.0
Sutton	30b	50	C		33.0			
Advent Road east of 189B	37	30	C		37.0			
McMyn Ave	40A	50	L		25.0			
Ford Road (East of Baynes)	44A	50	A			49.0		
Harris Road (PME)	46	30	A		41.0		42.0	
Ford Road (west of 191B)	47A	50	A			48.0		
Baynes Road Mid	52A	50	A			66.0		
119 Avenue (West of Blakley)	58	50	C		48.0			
Harris Road(North of Ham/Mit)	62	50	A		42.0			
Blakely Road north of Hammond	66	50	C		50.0			
Wildwood Crescent (South)	75	50	C	42.0				
122 Avenue Midblock	86A	50	C		46.0			
193 Ave North of Ford (Southbound)	106	50	C				44.1	
Bonson Road south of Airport Way	109	30	C	41.0	41.0	43.0	41.4	42.7
Bonson Road north of Airport Way	110	50	C			50.0		
Park Rd West of Sommerset	116	50	C			38.0		
Kennedy Road (South Slough)	231a	50	A				34.1	33.1
193rd St Midblock Sout of 120B	235	50	C			51.0		
Bonson Rd at Bonson Park	236	30	C	40.9	40.9	41.0	39.7	39.8

TABLE 2: TRAFFIC DATA

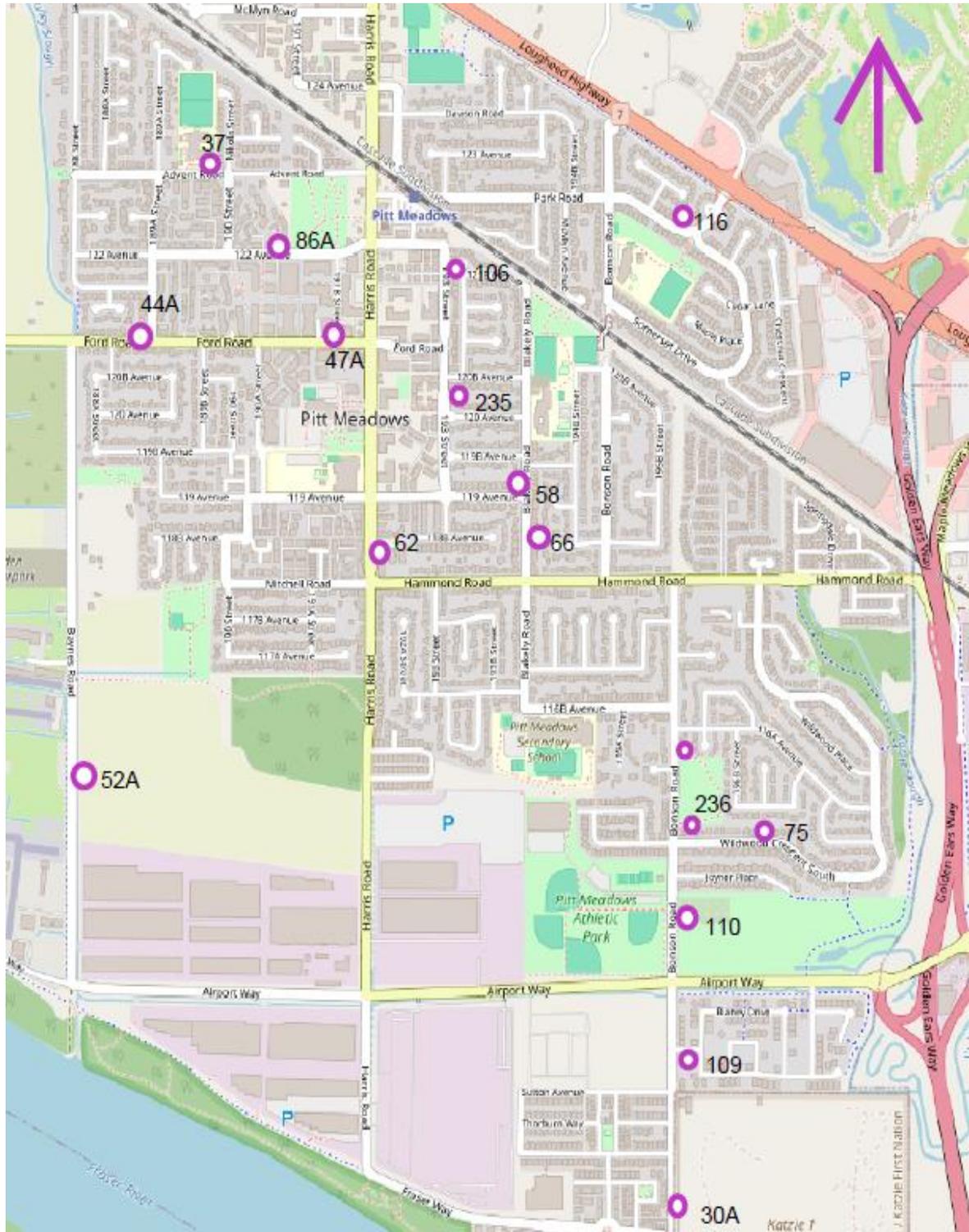


FIGURE 5: DATA COLLECTION STATIONS

It is noted that urban roads with an average speed exceeding the posted speed limit by 20% or more are on roads with a posted speed limit of 30 km/hr or less. Of those roads with a posted speed limit of 30km/hr or less, 4 of the 5 are collector/arterial roads and 3 of the 4 are school or playground zones. Figure 6 shows what percentage the average vehicle speeds are exceeding (or if negative are less then) the posted speed limit. It is noted that of the 4 locations that are exceeding the speed limit, 3 are locations where the speed limit is 30 km/hr on a collector road.

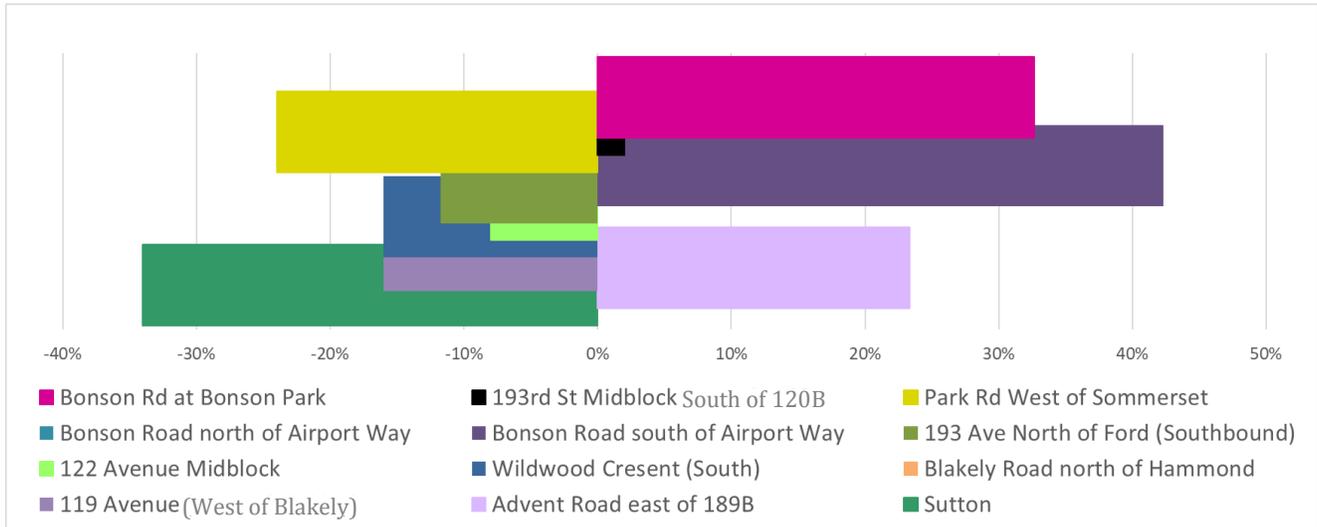


FIGURE 6: PERCENT SPEED- COLLECTOR

The data shows that reducing the speed limit from 50 km/hr to 30 km/hr, by only installing lower speed limit signs, has minimal impact on vehicle speeds. Even data collected within school and playground zones which have a posted speed 30 km/hr, the speeds were 7 to 11 km/hr over the speed limit. This conclusion has been mirrored in many studies in the Lower Mainland and across the country. Even with enforcement, at locations where drivers expect to encounter speed enforcement, like school zones, vehicle speeds are not reduced significantly. The most effective way to reduce travelled speeds is through engineering design and construction of speed management or traffic calming measures.

Updates on Various Projects and Priorities

Wildwood Crescent

In 2021, a corridor traffic study was conducted along Wildwood Crescent. The assessment indicated that many of the curves along the corridor warranted advisory signage for reduced speeds. In 2022 and 2023, updates to the corridor included:

1. A crosswalk was also added near the entrance to Linden Grove Park, which is also close to a transit stop;
2. A marked crossings on Wildwood Cres. South, near the entrance to Wildwood trail;

3. New sidewalk letdowns at all the new crossings and additional letdown upgrades at 3 other locations along Wildwood Crescent; and
4. Advisory signage added at curves based on road alignment design speeds.

Crosswalks and letdowns were cost-shared through Translink funding programs.

Bonson South, South of Airport Way

Bonson Road, south of Airport Way is a collector road and has a partial designated bike lane. Past data collection showed that the average vehicle is travelling at 42 km/hr, 12 km/hr above the speed limit. Due to classification, width and use, implementation of the 30 km/hr speed limit in 2018 has proven difficult to enforce without further measures. As previously mentioned, the corridor geometry and use is more suited to a 50 km/hr speed limit.

A development-specific traffic impact assessment was recently completed and did not warrant any further improvements to the roadway or crossings at this time; however, painted bike lanes and parking restrictions were extended from Sutton Ave to Fraser Way. As part of the Eagle Meadows Business Park development on KFN lands, localized improvements such as a slightly widened roadway, sidewalks, street lighting and landscaping are planned. The City also continues to advocate for secondary access to ᑕᑎᑕᑎᑎ (Katzie) First Nation IR1 with all parties.

Staff will continue to monitor speed and volume data as development progresses, and provide an update and possible recommendation as part of a future traffic statistic update to Council.

Harris Road by Pitt Meadows Elementary

In 2023, several upgrades were implemented to improve awareness and availability to the school zone on Harris Road at PME. The upgrades included:

1. Addition of 2 new Radar Speed Boards - north and southbound;
2. Large, neon “school zone” pavement markings at the beginning of the school zone;
3. Updated diamond grade reflective “school zone” signage; and the addition of signage to confirm the end of school zone;
4. Updated pedestrian pushbutton signage to bring awareness and education about when to “walk”; and
5. Adjacent roads on the “walk to school” routes were also reviewed, and updates to the school drop off zone and parking signage were implemented.

As previously mentioned, the average speed in the school zone adjacent to Pitt Meadows Elementary is 12 km/hr above the speed limit during school hours. As the school zone is on an arterial roadway and the main north-south vein through the urban area, it is unlikely there will be a reduction in speed in this area without the implementation of physical engineering measures. This section of Harris Rd will be a focus of the Harris Road Complete Street Feasibility Study, and is an ongoing hot spot for the RCMP.

School Areas and Zones

Similar to the traffic review at Pitt Meadows Elementary, staff plan to review one Pitt Meadows School per year, to assess existing conditions, define areas of concern and identify short-term needs and any long-term plans that can be considered as part of future neighbourhood bikeways in the area. Currently, Edith McDermott Elementary School is under review. Staff have been collaborating with and gathering feedback from the school administration in assessing the current drop off/pick up zones and the concerns of adjacent residents in relation to congestion in the area.

A review of the School Area on Old Dewdney Trunk Rd is also underway, adjacent to the Canyon Springs Montessori Academy. Staff have been coordinating efforts with TransLink as the School Area is on the Major Road Network, which is regulated in-part by Translink. An initial analysis of the area has identified some requirements for improved vegetation management and an established point of entry in and out of the site.

CONCLUSION

Staff will continue to progress these important initiatives and share information with the RCMP. During 2024 Business Planning, resourcing in relation to traffic, active transportation and associated grants were asked above. Following up to this, a 2-year trial position has been approved by the CAO to help with these priorities. This position is funded from past years' position vacancy funds that are carried forward to help alleviate workloads.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other

Works are being completed as budget allows. Future works will be referred to future business planning and staff will continue to seek grants, where possible, to help offset the associated costs.

Following the 2-year trial position, staff will evaluate the success of this additional resource, in regards to grants and projects completed, and may consider a permanent position as part of future business planning, if needed.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

Comment(s):

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

Coordination and collaboration with q̄ičəȳ (Katzie) First Nation is ongoing in relation to the Eagle Meadows Business Park.

SIGN-OFFS

Written by:

Ashley Seed,
Engineering Technologist

Reviewed by:

Samantha Maki,
Director of Engineering & Operations

ATTACHMENT(S):

None.



Staff Report to Council

Planning and Development

FILE: 09-4320-01/24

REPORT DATE: June 07, 2024 **MEETING DATE:** June 25, 2024

TO: Mayor and Council

FROM: Patrick Ward, Director of Planning and Development

SUBJECT: Cannabis Producer Retail Store Licence Application for 19038 Old Dewdney Trunk Road

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Recommend to the Liquor and Cannabis Regulation Branch that the Producer Retail Store licence for Weeds International Inc. at 19038 Old Dewdney Trunk Road be issued; AND
 - B. Direct staff to forward to the Liquor and Cannabis Regulation Branch the written comments attached to the report titled "Cannabis Producer Retail Store Licence Application for 19038 Old Dewdney Trunk Road" as presented to Council on June 25, 2024; OR
 - C. Other.
-

PURPOSE

For Council to consider submission of comments and recommendation to the Liquor and Cannabis Regulation Branch to permit a new cannabis producer retail store at 19038 Lougheed Hwy (PID: 004-562-674).

Information Report Decision Report Direction Report

DISCUSSION

Background:

The application is for a producer cannabis retail store licence, where farm gate sales of cannabis at the cultivation site are sold. At the January 9, 2024 Public Meeting (see Attachment A), Council considered this application where the following resolution was passed:

“Direct staff to mail out notices to surrounding property owners and occupiers within 488 m of 19038 Old Dewdney Trunk Road, inviting written submissions regarding a Producer Retail Store licence, in advance of Council consideration of a resolution to submit to the Liquor and Cannabis Regulation Branch.”

The formal licence referral from the Liquor and Cannabis Regulation Branch (LCRB) was received at the end of March. On May 1, notices were sent out to the surrounding property owners and occupiers inviting feedback regarding the proposal to be submitted until May 24, 2024. Notice was also published on the City’s website. No submissions were received.

Since this application was received, a new rezoning application for the property was submitted, outlining the applicant’s intention to redevelop the site with a larger cannabis production facility and new associated retail space. Cannabis production inside a building is prohibited in the Zoning Bylaw, with the exception of greenhouses that were in existence as of July 13, 2018, which is the case for the current production use. All new-build cannabis facilities require a site-specific zoning amendment, and in this case ALC approval may also be required due to the volume of fill currently proposed for the project. The rezoning application is in the preliminary review stages, and is anticipated to be presented to Council at a future meeting. The applicant has advised that the subject licence application is for the interim, and if the property is successfully redeveloped, the subject producer retail store licence may be amended for the new development. Although structural changes to a producer retail store are not referred by the LCRB to local governments, any changes proposed in conjunction with the rezoning application may be further considered by Council as part of that application.

Analysis:

The current proposal is consistent with the evaluation criteria in Council Policy C108 Cannabis Retail Stores, including maximum size, availability of non-permanent parking, farm classification and separation from parks and schools (see Attachment A). No public feedback regarding the application was received. Therefore, it is recommended that the City recommend to the LCRB that the license be issued, and the written comments attached to this report be provided to the LCRB (see Attachment B).

The written comments include the public notification methods and a recommendation to issue the licence. Once submitted, the LCRB will complete its licence review process and determine whether or not to issue the licence. If the licence is ultimately issued, the next steps are for the applicant to apply for a building permit and for a business licence to operate.

For reference purposes, Figure 1 below shows the location of the proposed producer retail store, and approved and proposed cannabis retail stores. As described in the report received by Council on March 5, 2024 regarding the proposed cannabis retail store at 19167 Ford Road, if that application is approved, staff will bring forward, for Council’s consideration, an amendment to

Council Policy C108 that integrates a three-store limit on cannabis retail stores. It is not currently anticipated that producer retail stores would be affected by this proposed Policy amendment.

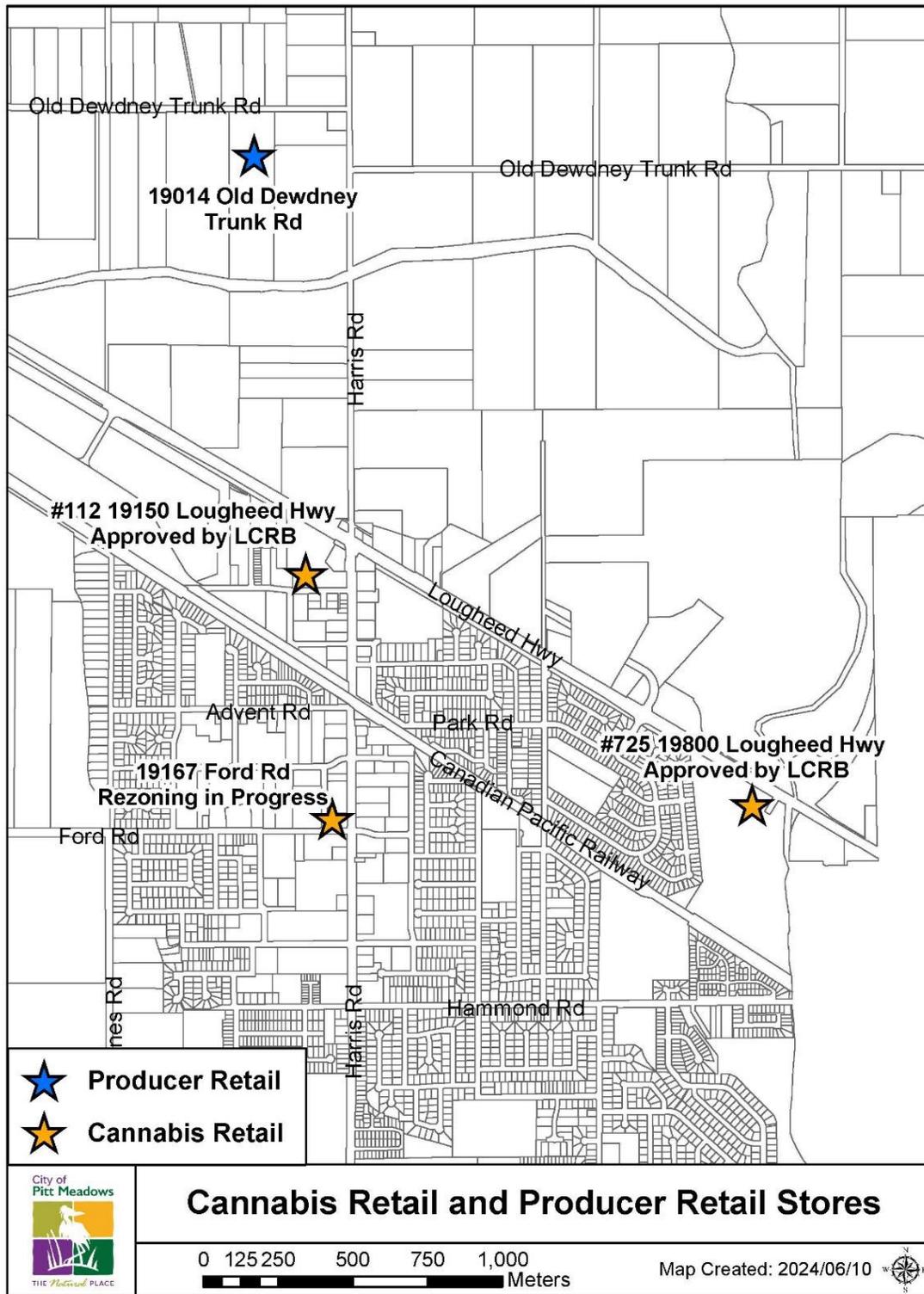


Figure 1: Cannabis and Producer Retail stores

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Agriculture. Advocate for the viability of the agricultural industry and food security through innovation and reducing regulatory barriers.

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other
-

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

Comment(s):

LCRB regulations require that the views of nearby residents be considered, when the City is providing a recommendation on whether or not to issue a Producer Retail Store licence. Notices about the application were mailed out to property owners and occupiers within 488 m, and posted on the City’s website.

KATZIE FIRST NATION CONSIDERATIONS

- Referral Yes No Other
-

SIGN-OFFS

Written by:

Allison Dominelli,
Planner

Reviewed by:

Colin O'Byrne,
Manager of Planning

Patrick Ward,
Director of Planning and Development

ATTACHMENT(S):

- A. January 9, 2024 Historical Council Report
- B. Letter to Liquor and Cannabis Regulation Branch



Staff Report to Council

Planning and Development

FILE: 4320-01/23

REPORT DATE: January 02, 2024 **MEETING DATE:** January 09, 2024

TO: Mayor and Council

FROM: Patrick Ward, Director of Planning and Development

SUBJECT: Cannabis Producer Retail Store Licence Application for 19038 Old Dewdney Trunk Road

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Direct staff to mail out notices to surrounding property owners and occupiers within 488 m of 19038 Old Dewdney Trunk Road, inviting written submissions regarding a Producer Retail Store licence, in advance of Council consideration of a resolution to submit to the Liquor and Cannabis Regulation Branch; OR
- B. Other.

PURPOSE

To present an application for a new cannabis producer retail store at 19038 Old Dewdney Trunk Rd (PID: 004-562-674).

Information Report Decision Report Direction Report

DISCUSSION

Background:

On November 30, 2022, the Province began permitting federally licensed cannabis cultivators and nurseries to apply for a licence allowing farm gate sales of cannabis at their cultivation site (known as a Producer Retail Store licence). If a cannabis producer applies for such a licence, the Liquor and Cannabis Regulation Branch (LCRB) refers the licence application to the applicable local government, with the following options outlined in Figure 1:

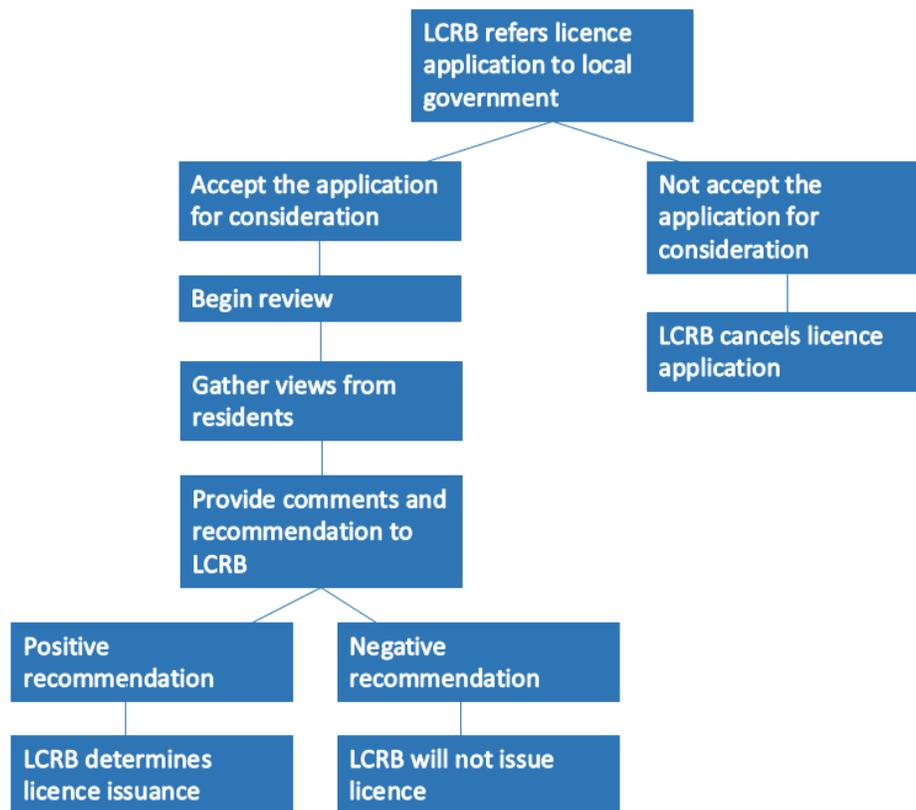


Figure 1: LCRB process

Ultimately, the LCRB cannot issue a licence unless a positive recommendation from the local government is received. Additionally, even if a positive recommendation is received, the LCRB retains final discretion on whether or not to issue the licence.

This is the first such Producer Retail Store licence application referral received by the City. In the urban area, the City has received three cannabis retail store applications and has approved one for Meadowtown Shopping Mall.

To-date, one Producer Retail Store Licence has been issued in BC; however, it was for a commercial-industrial production facility that is not located on farmland.

Agricultural Land Commission Regulations:

In the Agricultural Land Reserve (ALR), farm retail (including cannabis) sales are designated as a farm use by the ALC (which means they cannot be prohibited by local government) if:

1. 100% of the farm products offered for sale are produced on that agricultural land or farm operation with no limit to the retail sales area; or
2. The area used for retail sales meets both of the following conditions:

- at least 50% of that area is limited to the sale of farm products produced either on that agricultural land or by an association to which the owner of the agricultural land belongs; and
- the total area, both indoors and outdoors, does not exceed 300 m².

Despite the fact that farm retail sales cannot be prohibited in the ALR (including cannabis retail) and the City's Zoning Bylaw must align with this, the local government can still decide whether or not to authorize a cannabis retail licence in the ALR, through the LCRB licensing process. This is because a recommendation to the LCRB from a local government is not a prohibition under a law, and a local government can decline to provide a positive recommendation to the LCRB.

Relevant Policy, Bylaw or Legislation:

The City's Official Community Plan supports preservation of ALR land for agricultural production uses, and does encourage value-added agricultural business initiatives in appropriate locations, including on-farm sites.

The Agricultural Viability Strategy recommends supporting the economic viability of the agricultural sector.

The Economic Development Strategic Plan supports a viable and growing agriculture sector, including ancillary revenue generation opportunities.

Council Policy C108 Cannabis Retail Stores was drafted to define the application process for cannabis and producer retail stores to be able to operate in the City, and provides a framework to evaluate these applications.

There are two types of provincial cannabis retail licences: Cannabis Retail Store and Producer Retail Store. A Cannabis Retail Store licence authorizes a typical retail outlet selling cannabis products produced off-site, similar to a liquor store. A Producer Retail Store licence authorizes a retail outlet to be located on the same property or a property belonging to a farm operation where the cannabis is cultivated, similar to a farm stand or winery.

Analysis:

The proposed store is located at 19038 Old Dewdney Trunk Rd, inside an existing cannabis production facility (converted greenhouse) operated by the proponent, Weeds International. The property is 22 acres in size, on the south side of Old Dewdney Trunk Rd, next to Amsterdam Nursery.

The property is classed by BC Assessment as a combination of Residential, Light Industrial (the classification for cannabis production facilities), and Farm. The back part of the property, behind the cannabis production facility, is leased for growing hay.

The proposed retail store is 70 m² (754 ft²) and will be located in the northeast corner of the existing facility, taking over a current storage space. In accordance with ALC and City regulations, at least 50% of the products sold in the retail store will be produced in the facility.

The proponent anticipates that there will be two employees working in the retail store at a time, with hours of operation from 9am to 7pm, and expectations of 10-20 customers per day.

No new driveway or parking areas are proposed, and the current gravel parking lot has space for at least 20 vehicles. The site is relatively close to the urban area, and is located on an arterial route, designed to handle a larger volume of traffic than other rural roads.

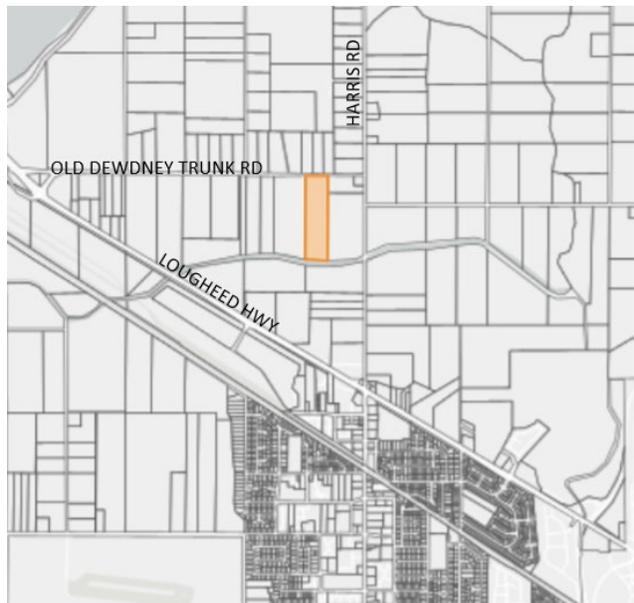


Figure 2: 19038 Old Dewdney Trunk Rd



Figure 3: Proposed producer retail store location

HISTORICAL STAFF REPORT - FOR REFERENCE ONLY

Evaluation with respect to Council Policy C108: Cannabis Retail Stores

The Policy establishes review criteria for cannabis producers applying to sell their products. The intent is to insure disturbance to surrounding agricultural land and farm operations is minimized to an acceptable level.

The subject application complies with the evaluation criteria of the policy as follows:

Criteria	Criteria Met	Notes
Located within existing building or structure	✓	
Maximum floor area 300 m ²	✓	70 m ²
Sufficient, non-permanent parking	✓	Gravel, 20 spots
Farm classification	✓	
Separation from places frequented by children or youth	✓	See Figure 4
Separation from a school, sports field, or playground	N/A	See Figure 4
Potential impacts to nearby residents	✓	

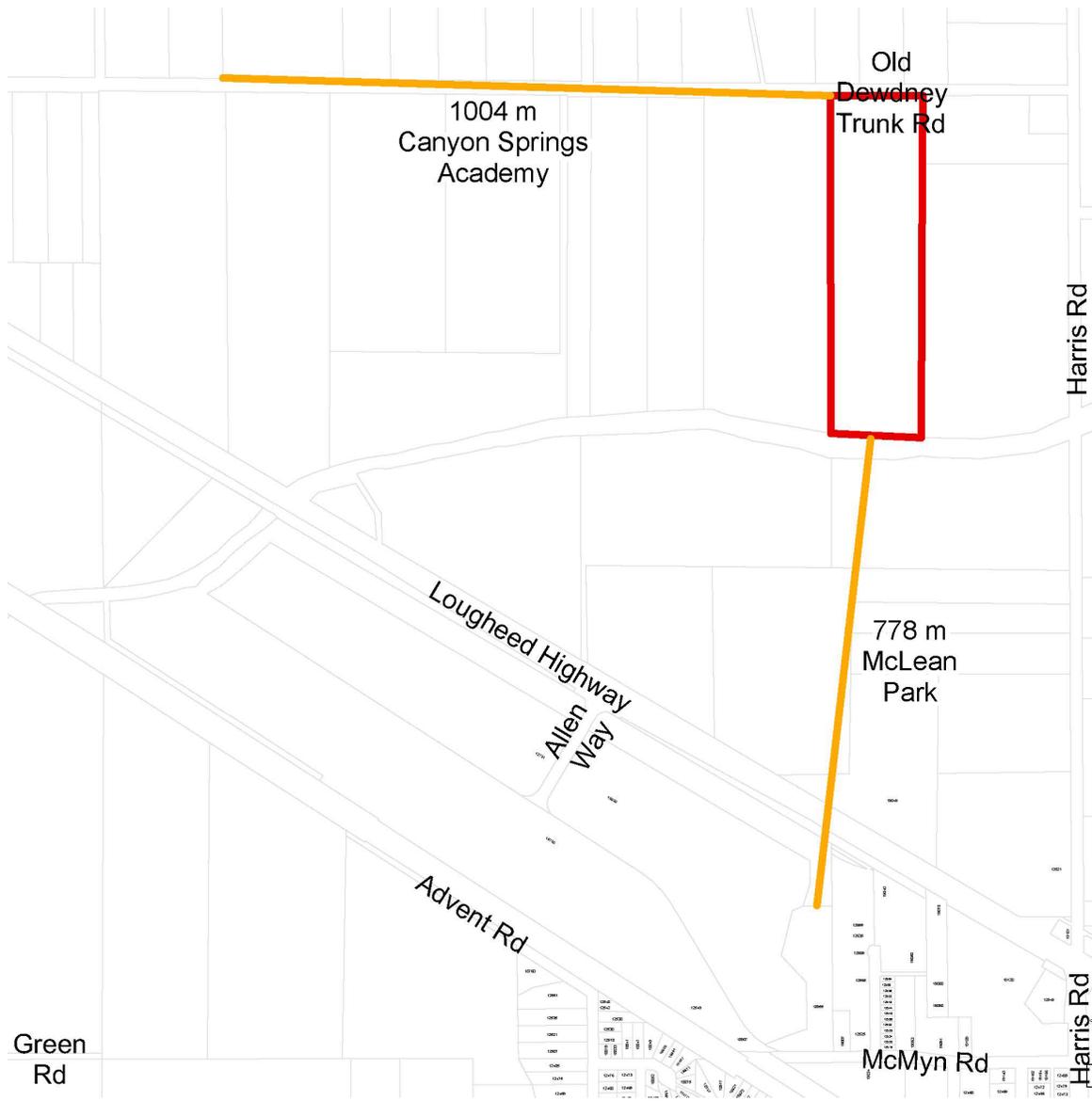


Figure 4: 19038 Old Dewdney Trunk Rd and distances to nearest school and park

Though a minimum distance from other cannabis stores is not part of the evaluation criteria for Cannabis Producer Retail Store licences under Council Policy C108, it is noted that the proposed producer retail store is 2,735m from the approved retail store at Meadowtown Centre (725 – 19800 Lougheed Hwy), 1,400m from the proposed retail store at Meadow Vale Shopping Centre (112 – 19150 Lougheed Hwy), and 2,280m from the proposed retail store at 19167 Ford Rd.

Public Consultation

As required by the LCRB, the City is required to gather the views of nearby residents when considering a licence. The LCRB does not stipulate the method that a municipality must use to gather these views, but suggests collecting written comments in response to a public notice, or holding a public hearing or meeting.

In this case, it is recommended that notices about the application be sent out to property owners and occupiers within 488 m of the subject property (see Figure 5). That is the same radius used for any other type of application involving a public notice for the rural area. The notices will invite comments (via letters, emails, and phone calls) to be submitted to the City in advance of the application being further considered by Council for a resolution to send back to the LCRB. Upon receiving the public comments, Council may direct that additional consultation, including a hearing, be held.

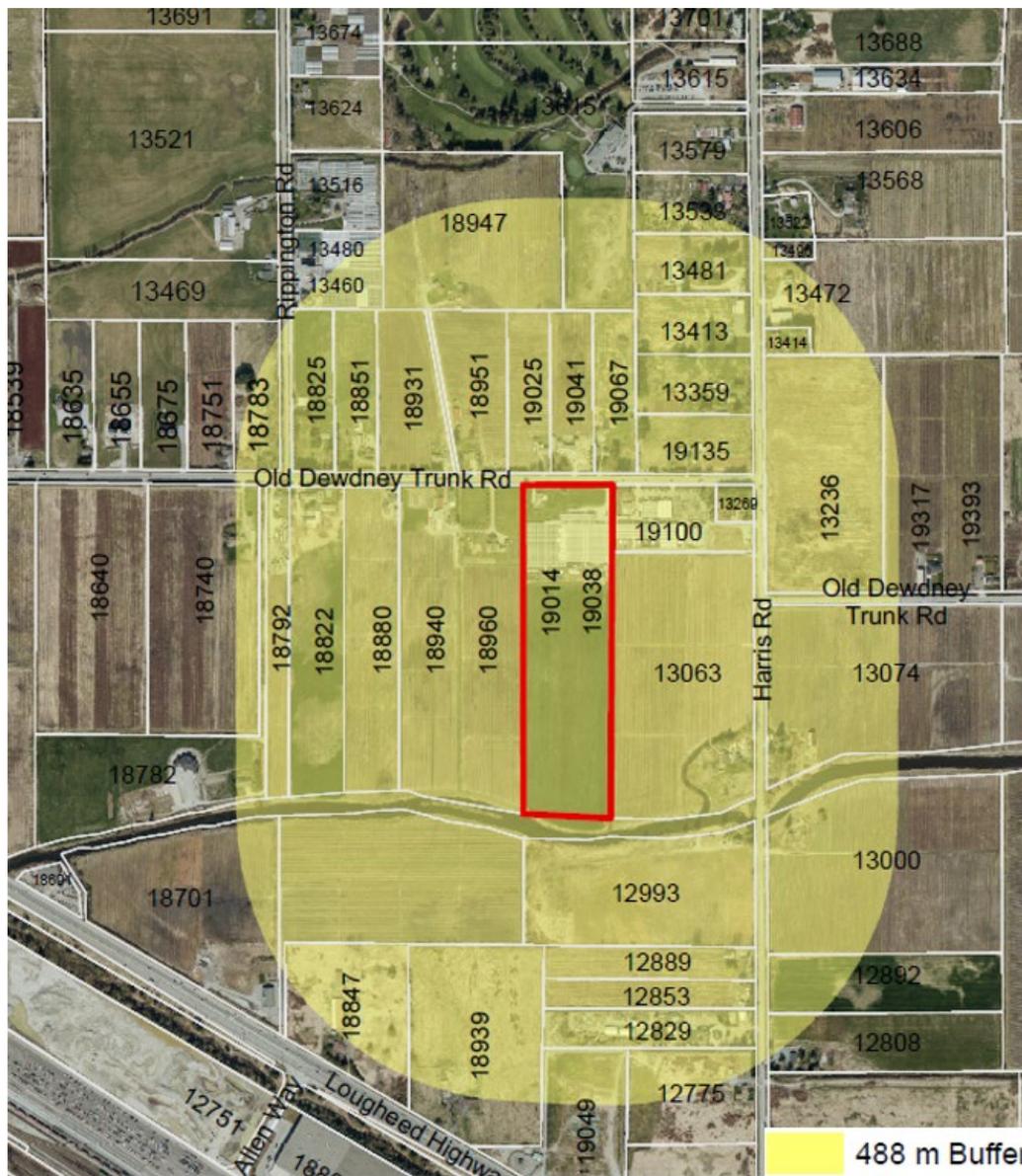


Figure 5: Proposed notification radius

Recommendation

City plans and policies generally support retail and other commercial businesses to be located within the urban area, closer to transit and easier to walk or cycle to, and near other complementary businesses and services. However, other policies lend support to increasing the economic viability of the agriculture sector, including through ancillary revenue-generating activities such as farm gate sales. Various agricultural products are sold at farm stands and in ancillary retail spaces regularly throughout the community. While cannabis is a non-traditional agricultural product, it is now a permitted farm use and part of the sector.

HISTORICAL STAFF REPORT - FOR REFERENCE ONLY

It is recommended that notices be sent out to surrounding property owners and occupiers, in order to obtain public input about the application, before returning to Council for consideration of a resolution to send to the LCRB.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Agriculture. Advocate for the viability of the agricultural industry and food security through innovation and reducing regulatory barriers.

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

Comment(s):

LCRB regulations require that the views of nearby residents be considered, when the City is providing a recommendation on whether or not to issue a Producer Retail Store licence. It is recommended that notices be sent out to property owners and occupiers within 488 m.

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

SIGN-OFFS

Written by:

Allison Dominelli,
Senior Development Services Technician

Reviewed by:

Colin O'Byrne,
Manager of Planning

Patrick Ward,
Director of Planning and Development

ATTACHMENT(S):

- A. Letter of Intent
- B. Site Plan
- C. Floor Plan

Letter of Intent

Sept 21, 2023

The City of Pitt Meadows
12007 Harris Road,
Pitt Meadows BC V3Y 2B5

The Honorable Mayor and Councilors,

Subject: Application for **producer** retail store **license**

I, Devon Briere, on behalf of Weeds International, have entered an application to operate a producer retail store at 19038 Old Dewdney Trunk Road. Weeds International has received support from the property owner to proceed with the application and supporting documents.

About **Weeds International**

Weeds International is an owner operated cannabis producer. Currently operating one site in Pitt Meadows BC

Location of proposed **Retail** Store

Weeds International is proposing to open a producer retailer store in a pre-existing secure room which is part of the site adjacent to their licensed production facility

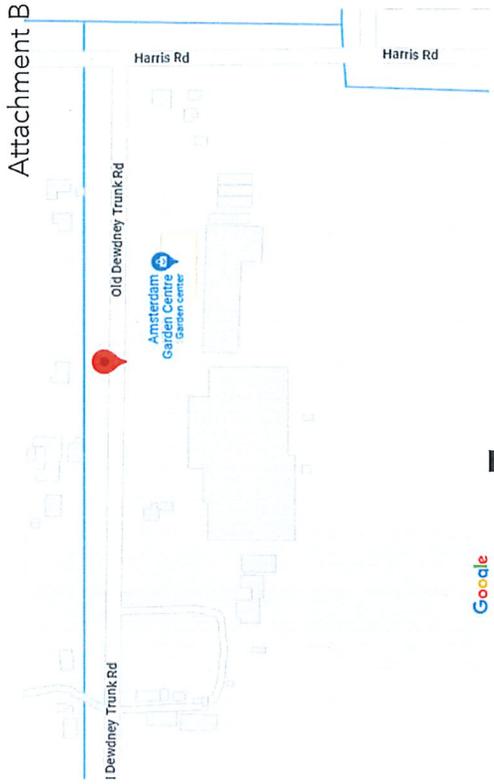
- The property is located in a non-residential ALR neighborhood
- The store is compliant with current policy framework recommended by the provincial and city governments, including distance from schools

The size of the proposed retail store is approximately 750 square feet for the retail space and an additional 100sqf room to be utilized for secure storage.

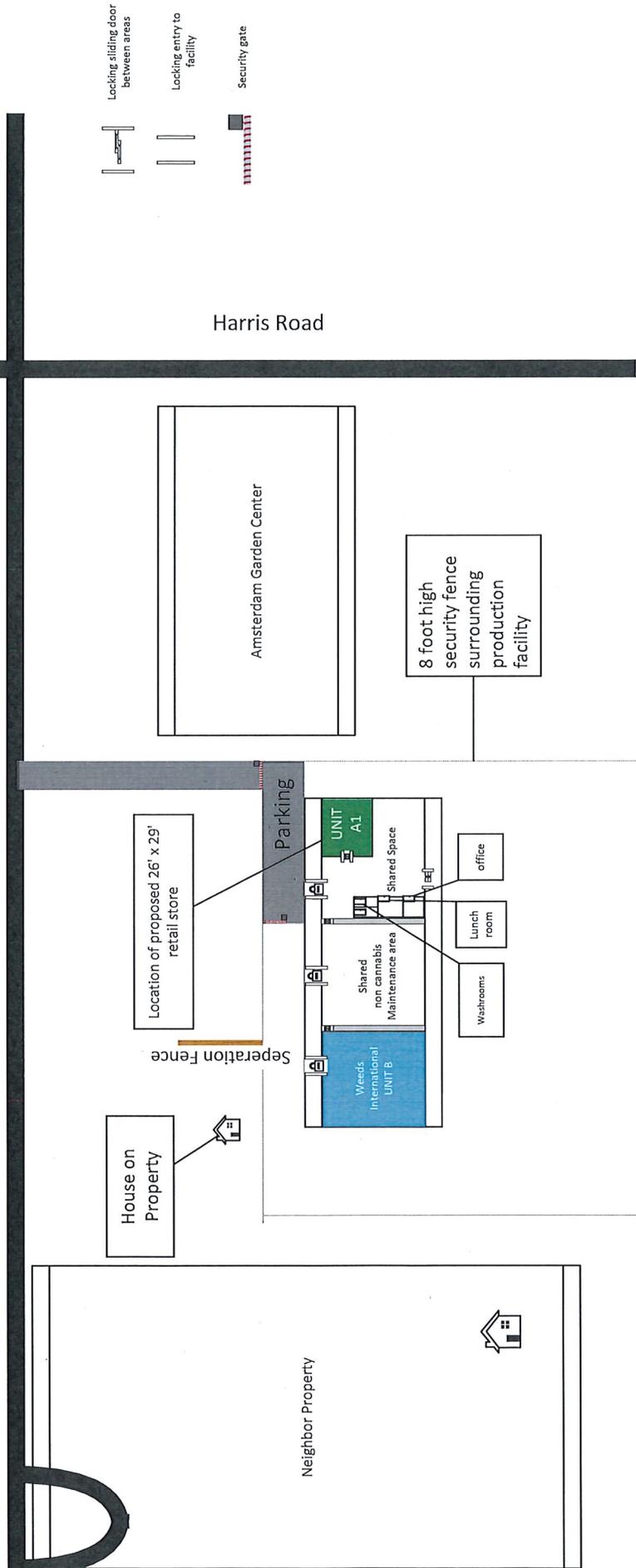
Weeds International is committed to bringing an elevated cannabis experience to Pitt Meadows and look forward to working with the city to make our dream a reality.

Devon Briere
President
Weeds International

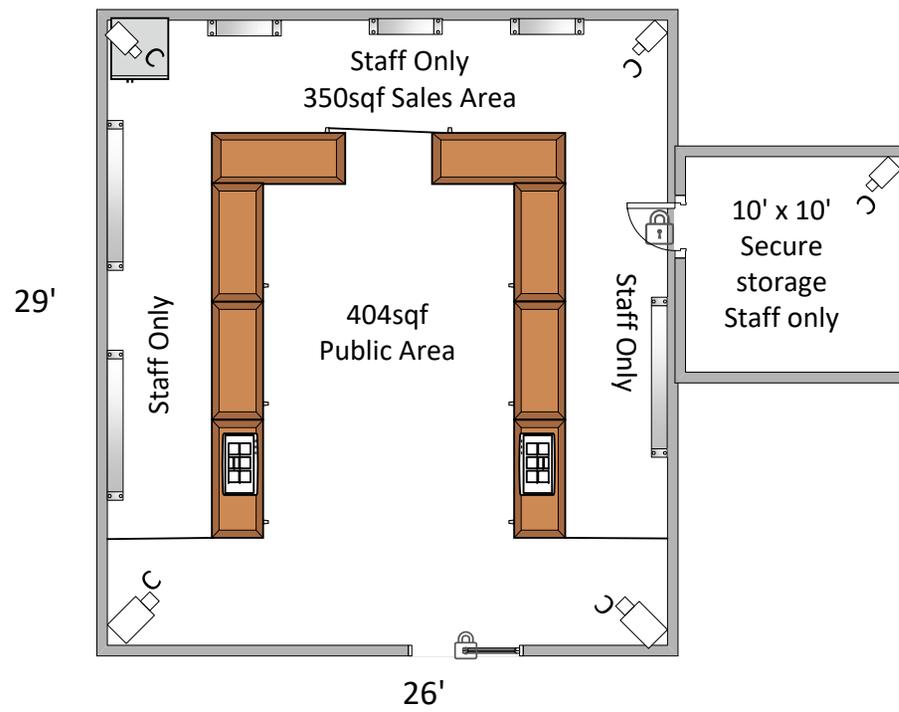
HISTORICAL STAFF REPORT - FOR REFERENCE ONLY



Old Dewdney Trunk Road



-  POS Tablet / Cash Station
-  Security Camera
-  Locking Display Case
-  Wall Shelf
-  Locking Cooler
-  Locking Front Door



Re: Job #088243 Application for Producer Retail Store Licence
Applicant: Weeds International Inc.
Proposed Establishment Name: Weeds
Proposed Establishment Location: 19038 Old Dewdney Trunk Rd, Pitt Meadows

The City of Pitt Meadows has considered the above application with regards to the general impact of the proposed store on the community, including the evaluation criteria outlined in Council Policy C108: Cannabis Retail Stores.

To gather the views of nearby residents, notices were mailed out to all property owners and residents within 488 m of the site. Notice was also posted on the City's website. Feedback on the application was invited between May 1 to May 24, 2024. No submissions concerning the application were received.

As the application is consistent with the City's Cannabis Retail Store policy and no feedback was received during the public input period, the City recommends that the licence be issued.

Appendix:

A. Notice to surrounding residents

Appendix A: Notice to surrounding residents



**INVITATION TO PROVIDE COMMENTS ON A CANNABIS PRODUCER
RETAIL STORE LICENCE APPLICATION**

The City of Pitt Meadows is inviting public comment on an application by Weeds International Inc. for a provincial Producer Retail Store licence at 19014 Old Dewdney Trunk Road, Pitt Meadows, BC; to sell cannabis products and accessories at their federally licensed cultivation site (i.e., farmgate sales). If the application is successful, 50% or more of the retail products sold on-site must be produced on-site. The proposed location of the retail store is shown with a star on the map below.

**19014 Old Dewdney Trunk Road
Pitt Meadows, BC**

The property legally described as:

PID: 004-562-674

Lot B Sections 24 Block 6 North Range
1 East New Westminster District Plan
9582

Pursuant to S. 33 of the *Cannabis
Control & Licensing Act*, the City invites
feedback on this application.



How do I make comment?

Written submissions regarding this application are invited prior to City of Pitt Meadows Council submitting a resolution regarding the application to the Liquor and Cannabis Regulation Branch. Written submissions can be emailed to adominelli@pittmeadows.ca. Physical letters can be sent to: Allison Dominelli, City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC V3Y 2B5. Deadline for written submissions is 4:30 p.m., May 24, 2024.

All written submissions received, including names and addresses, will become part of the public record in accordance with the Freedom of Information and Protection of Privacy Act.

If you require further information, please contact:

Allison Dominelli | 604.465.2433 | adominelli@pittmeadows.ca



Staff Report to Council

Financial Services

FILE: 05-1910-20/24

REPORT DATE: June 17, 2024

MEETING DATE: June 25, 2024

TO: Mayor and Council

FROM: Laura Barroetavena, Director of Financial Services

SUBJECT: 2023 Statement of Financial Information (SOFI)

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Approve the City's 2023 Statement of Financial Information as presented at the June 25, 2024 Public Council Meeting for submission to the Ministry of Municipal Affairs by June 30, 2024 and for availability to the public; OR
- B. Other.

PURPOSE

The purpose of this report is to seek Council approval of the Statement of Financial Information for the 2023 fiscal year.

Information Report Decision Report Direction Report

DISCUSSION

Background:

The Statement of Financial Information (SOFI) is an annual City reporting requirement to the province and to the public. This information must be approved by Council as well as the Director of Financial Services being the Chief Financial Officer assigned responsibility for financial administration under the City's Officers and Delegation of Authority Bylaw No. 2682, 2015.

Relevant Policy, Bylaw or Legislation:

The *Financial Information Act of BC*, Chapter 140 requires municipalities and other Government organizations to prepare annual financial information and make it available to the public within six months of their fiscal year end which translates into a deadline of June 30. The information required by the Act for a municipality encompasses audited financial statements and schedules disclosing debt, guarantee and indemnity agreements, employee remuneration and amounts paid to suppliers for the provision of goods and services. The Financial Information Act - Financial Information Regulation 371/93 sets out the prescribed form, amount and classification of financial information.

The Purchasing and Procurement Council Policy C012 directs the process for staff to follow in procurement and expenditure of goods, services and construction activities.

Analysis:

The statements included in the SOFI package, Attachment A, are:

- Statement of Financial Information Approval
- Management Letter
- 2023 Audited Financial Statements
- Schedule of Council and Employee Remuneration and Expenses
 - o The remuneration schedule contains three columns - one for salary; one for taxable benefits, vacation payouts, overtime, acting pay and other similar payments; and one for expenses such as professional development and mileage.
 - o This schedule lists the employees whose combined base salary and benefits are more than the \$75,000 threshold.
 - o Includes a consolidated total of remuneration paid to all other employees.
- Schedule of Guarantee and Indemnity Agreements - there were no agreements.
- Schedule of Payments to Suppliers of Goods and Services
 - o Provides the sum of payments to each supplier of goods and services amounting to greater than \$25,000.
 - o Includes a consolidated total of all other payments made to other suppliers of goods or services.
- Statement of Severance Agreements
 - o There were no severance agreements made between the City and its non-unionized employees during 2023.
- Statement of Contracts with Council members or former Council members
 - o There were no contracts with current or former Council members.

Payments to Suppliers equal to or less than \$25,000 are reported as a sum total value only as per the provincial legislated reporting requirement. City and audit processes presiding over financial and procurement activities provide reasonable assurance that assets are safeguarded and transactions are properly authorized and recorded. We believe our systems of internal accounting controls provide reasonable assurance errors or irregularities that would be material to the consolidated financial statements are prevented or detected in the normal course of business.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

There are no workplan implications associated with this report.

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other

There are not financial implications with this report.

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

Comment(s):

Following Council approval, the SOFI package will be submitted to the province and posted on the City’s website.

KATZIE FIRST NATION CONSIDERATIONS

- Referral Yes No Other

SIGN-OFFS

Written by:

Laura Barroetavena,
Director of Financial Services

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

- A. 2023 Statement of Financial Information

CITY OF PITT MEADOWS

2023 STATEMENT OF FINANCIAL INFORMATION

As required by the Financial Information Act

- Statement of Financial Information Approval
- Management Report
- 2023 Audited Financial Statements
- Schedule of Council and Employee Remuneration and Expenses
- Schedule of Payments to Suppliers of Goods and Services
- Statement of Severance Agreements
- Schedule of Guarantee and Indemnity Agreements

Additional information to conform with Community Charter S. 168 (1)(d) and (2)

- Disclosure of contracts with Council members or former Council members

CORPORATION OF THE CITY OF PITT MEADOWS
STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule I, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.



Laura Barroetavena
Director of Financial Services

Date: June 25, 2024

CORPORATION OF THE CITY OF PITT MEADOWS
MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the City's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council and meet with it on an annual basis.

On behalf of the Corporation of the City of Pitt Meadows,



Laura Barroetavena

Director of Financial Services

Date: June 25, 2024

Consolidated Financial Statements of
CITY OF PITT MEADOWS
And Independent Auditor's Report thereon
Year ended December 31, 2023



KPMG LLP
Suite 200 - 9123 Mary Street
Chilliwack BC V2P 4J7
Canada
Telephone 604 793 4700
Fax 604 793 4747

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the City of Pitt Meadows

Opinion

We have audited the consolidated financial statements of the City of Pitt Meadows (the "City"), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes and Schedules I and II to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2023, and its consolidated results of operations, its changes in net consolidated financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Comparative Information

We draw attention to Note 2 to the financial statements, which explains that certain comparative information presented for the year ended December 31, 2022 has been restated.

Note 2 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect of this matter.



Other Matter – Comparative Information

As part of our audit of the financial statements for the year ended December 31, 2023, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2022.

In our opinion, such adjustments are appropriate and have been properly applied.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.



City of Pitt Meadows

Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Chilliwack, Canada

May 7, 2024

Consolidated Statement of Financial Position

As At December 31, 2023, with comparative information for 2022

	2023	2022 (Restated - Note 2)
Financial Assets		
Cash and Cash Equivalents	\$ 38,836,093	\$ 3,516,424
Portfolio Investments (Note 3)	45,217,765	70,152,220
Accounts Receivable (Note 4)	9,462,509	10,455,200
	<u>93,516,367</u>	<u>84,123,844</u>
Liabilities		
Accounts Payable and Accrued Liabilities (Note 5)	9,559,384	8,878,023
Refundable Deposits (Note 6)	2,127,368	2,764,276
Deferred Revenue (Note 7)	5,705,047	3,392,405
Employee Benefit Liability (Note 8)	952,500	1,035,500
Asset Retirement Obligation (Note 9)	1,103,784	1,060,412
Development Cost Charges (Note 10)	16,881,640	16,585,515
Debt (Note 11)	23,023,812	23,845,017
	<u>59,353,535</u>	<u>57,561,148</u>
Net Financial Assets	<u>34,162,832</u>	<u>26,562,696</u>
Non-Financial Assets		
Tangible Capital Assets (Note 12)	210,267,109	206,825,863
Inventories of Supplies	248,070	233,808
Prepaid Expenses & Leases	1,541,064	1,552,216
	<u>212,056,243</u>	<u>208,611,887</u>
Accumulated Surplus (Note 13)	<u>\$ 246,219,075</u>	<u>\$ 235,174,583</u>

Contingent Liabilities and Commitments (Note 15)

Contractual rights (Note 17)

See accompanying Notes to the Consolidated Financial Statements.



Laura Barroetavena, Director of Financial Services



Nicole MacDonald, Mayor

Consolidated Statement of Operations

Year Ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
	(Note 19)		(Restated - Note 2)
Revenues			
Municipal Property Taxes (Note 18)	\$ 30,165,500	\$ 29,844,811	\$ 27,422,489
Utility Charges	12,274,900	12,351,695	11,650,510
Sale of Services	2,370,600	3,167,045	2,789,677
Licences, Permits, Penalties, and Fines	1,820,300	2,196,073	2,050,045
Investment Income	1,331,700	2,450,641	991,717
Other Revenue	626,200	968,477	702,918
Government Transfers (Note 16)	2,918,700	6,234,965	1,679,395
Contributions	4,433,600	539,747	604,528
	<u>55,941,500</u>	<u>57,753,454</u>	<u>47,891,279</u>
Expenses			
General Government Services	7,226,483	7,331,806	6,264,683
Protective Services	11,827,841	11,104,164	9,563,192
Transportation Services	4,377,256	4,716,907	4,538,220
Solid Waste Services	1,177,888	1,193,306	1,100,622
Water Services	4,851,881	5,958,748	5,477,021
Sewer Services	2,669,135	2,637,678	2,422,979
Drainage Services	2,587,870	2,796,369	2,404,778
Diking Services	236,701	249,816	140,890
Development Services	1,069,565	1,045,861	1,048,689
Parks, Recreation and Cultural Services	9,179,378	9,674,307	8,815,051
	<u>45,203,998</u>	<u>46,708,962</u>	<u>41,776,125</u>
Annual Surplus	<u>\$ 10,737,502</u>	<u>\$ 11,044,492</u>	<u>\$ 6,115,154</u>
Accumulated Surplus, Beginning of Year	<u>235,174,583</u>	<u>235,174,583</u>	<u>229,978,248</u>
Adjustment on Adoption of the Asset Retirement Obligation Standard	<u>-</u>	<u>-</u>	<u>(918,819)</u>
Accumulated Surplus, Beginning of Year as Restated	<u>235,174,583</u>	<u>235,174,583</u>	<u>229,059,429</u>
Accumulated Surplus, End of Year	<u>\$ 245,912,085</u>	<u>\$ 246,219,075</u>	<u>\$ 235,174,583</u>

Consolidated Statement of Changes in Net Financial Assets

Year Ended December 31, 2023, with comparative information for 2022

	2023 Budget	2023 Actual	2022 Actual
	(Note 19)		(Restated - Note 2)
Annual Surplus	\$ 10,737,502	\$ 11,044,492	\$ 6,115,154
Tangible Capital Assets			
Acquisition	(35,781,202)	(10,348,487)	(20,126,995)
Amortization	5,389,500	6,434,779	5,805,015
Proceeds from disposal	-	36,490	26,951
Loss on disposal	-	435,972	320,830
Write-down	-	-	8,016
	<u>(30,391,702)</u>	<u>(3,441,246)</u>	<u>(13,966,183)</u>
Inventories of Supplies			
Acquisition	-	(270,479)	(296,860)
Use	-	256,217	300,537
	<u>-</u>	<u>(14,262)</u>	<u>3,677</u>
Prepaid Expenses & Lease			
Acquisition	-	(367,751)	(323,416)
Use	-	378,903	353,052
	<u>-</u>	<u>11,152</u>	<u>29,636</u>
Increase (Decrease) in Net Financial Assets	(19,654,200)	7,600,136	(7,817,716)
Net Financial Assets, Beginning of Year	26,562,696	26,562,696	35,361,727
Adjustment on Adoption of the Asset Retirement Obligation Standard	-	-	(981,315)
Net Financial Assets, Beginning of Year as Restated	26,562,696	26,562,696	34,380,412
Net Financial Assets, End of Year	<u>\$ 6,908,496</u>	<u>\$ 34,162,832</u>	<u>\$ 26,562,696</u>

Consolidated Statement of Cash Flow

Year Ended December 31, 2023, with comparative information for 2022

	2023	2022 (Restated - Note 2)
Operating Activities		
Annual Surplus	\$ 11,044,492	\$ 6,115,154
Items not utilizing cash:		
Development Cost Charge Revenue Recognized (Note 10)	(321,438)	(193,208)
Amortization	6,434,779	5,805,015
Accretion	43,372	40,524
Write-down of Tangible Capital Assets	-	8,016
Loss on Disposal of Tangible Capital Assets	435,972	320,830
Change in non-cash assets and liabilities:		
Accounts Receivable	992,691	572,022
Accounts Payable and Accrued Liabilities	681,361	(774,917)
Refundable Performance Deposits	(636,908)	(1,228,405)
Deferred Revenue	2,312,642	(469,916)
Employee Benefit Liability	(83,000)	98,500
Inventories of Supplies	(14,262)	3,677
Prepaid Expenses & Lease	11,152	29,636
Cash Provided by Operating Activities	<u>20,900,853</u>	<u>10,326,928</u>
Capital Activities		
Proceeds on Disposal of Tangible Capital Assets	36,490	26,951
Cash Used to Acquire Tangible Capital Assets	(10,348,487)	(20,088,422)
Cash Used in Capital Activities	<u>(10,311,997)</u>	<u>(20,061,471)</u>
Investing Activities		
Purchase of Investments	(16,896,530)	(37,014,543)
Redemption of Investments	41,830,985	9,397,614
Cash Provided (Used) in Investing Activities	<u>24,934,455</u>	<u>(27,616,929)</u>
Financing Activities		
Development Cost Charge Receipts and Interest	617,563	403,074
Proceeds from Long-term Debt and Temporary Borrowing	-	20,000,000
Repayment of Temporary Borrowing	-	-
Repayment of Long Term Debt	(821,205)	(424,422)
Cash Provided in Financing Activities	<u>(203,642)</u>	<u>19,978,652</u>
Increase (Decrease) in Cash and Cash Equivalents	<u>35,319,669</u>	<u>(17,372,820)</u>
Cash and Cash Equivalents, Beginning of Year	<u>3,516,424</u>	<u>20,889,244</u>
Cash and Cash Equivalents, End of Year	<u>\$ 38,836,093</u>	<u>\$ 3,516,424</u>
Non-cash transaction:		
Initial recognition of asset retirement obligation capitalized to tangible capital assets	<u>\$ -</u>	<u>\$ 38,573</u>

See accompanying Notes to the Consolidated Financial Statements.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

The City was incorporated as a District Municipality in 1914 under the *Municipal Act* (now a combination of the *Community Charter* and the *Local Government Act*), a statute of the Province of British Columbia. Effective January 1, 2007, the articles of incorporation of the municipality were changed by an Order in Council of the provincial government to reflect a change in its name to the City of Pitt Meadows. Its principal activities include the provision of local government services to the residents of the incorporated area. These services include community planning, protective, transportation, recreational & cultural, solid waste, water, sewer, drainage diking services and general government.

I. Significant Accounting Policies

(a) Basis of Presentation

The consolidated financial statements of the City of Pitt Meadows are prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada.

The consolidated financial statements reflect the assets, liabilities, revenues, expenses, and accumulated surplus of the reporting entity which is comprised of all organizations that are controlled or owned by the City, including the Pitt Meadows Economic Development Corporation which was incorporated on March 5, 2010 and is currently inactive. Inter-entity balances and transactions have been eliminated on consolidation.

(b) Cash and Cash Equivalents

Cash and cash equivalents consist of cash, bank balances, highly liquid money market investments and short-term investments with maturities of less than 90 days at acquisition.

(c) Portfolio Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized over the term of the respective investment. Investments are written down when there is considered to be a permanent decline in value.

(d) Deferred Revenue

The City defers a portion of the revenue collected from permits, licenses and other fees and recognizes this revenue in the year in which related inspections are performed or related expenditures are incurred.

(e) Government Transfers

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized, any eligibility criteria are met, and the amount to be received can be reasonably estimated except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when the transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(f) Debt

Debt is recorded net of related sinking fund balances held by the Municipal Finance Authority of BC (MFA).

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

I. Significant Accounting Policies (continued)

(g) Employee Future Benefits

The City and its employees make contributions to the Municipal Pension Plan. The Municipal Pension Plan is a multi-employer contributory defined pension plan. These contributions are expensed as incurred.

The City also accrues sick leave, deferred vacation, supplementary vacation, vacation in year of retirement, overtime and service severance benefits. The liability relating to these benefits is actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liability under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits. The discount rate used to measure obligations is based on the cost of borrowing. The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service life of active employees covered under the plan.

(h) Asset Retirement Obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) the past transaction or event giving rise to the liability has occurred;
- c) it is expected that future economic benefits will be given up; and;
- d) a reasonable estimate of the amount can be made.

The liability for the removal and disposal of hazardous materials (Asbestos and Lead) in several of the buildings and pump stations, as well as the removal of fuel storage tanks, and decommissioning of monitoring wells owned by the City has been recognized based on estimated future expenses on retirement of the tangible capital assets. Under the modified retrospective method, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. Assumptions used in the subsequent calculations are revised yearly.

The liability is discounted using a present value calculation, and adjusted yearly for accretion expense. The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets which are amortized over the assets' estimated useful lives.

(i) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Any liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the City is directly responsible or accepts responsibility;
- d) it is expected that future economic benefits will be given up;
- e) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of remediation and post-remediation including operation, maintenance and monitoring that are integral parts of the remediation strategy for a contaminated site.

(j) Non Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of goods and services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

I. Significant Accounting Policies (continued)

(i) *Tangible Capital Assets*

Tangible Capital Assets, including capital work-in-progress, are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development and betterment of the assets. Interest incurred during construction is capitalized.

The cost, less residual value, is amortized on a straight-line basis over the estimated useful lives of the assets as follows:

Buildings	20 to 50 years
Drainage Infrastructure	30 to 80 years
Equipment and Furnishings	4 to 10 years
Land Improvements	20 to 30 years
Leasehold Improvements	10 years
Other Infrastructure	50 to 100 years
Road Infrastructure	20 to 100 years
Sewer Infrastructure	30 to 80 years
Vehicles	5 to 20 years
Water Infrastructure	10 to 80 years

Amortization commences when the asset is put into service.

Diking Infrastructure consists of dikes and ditches which are not amortized since they do not deteriorate as long as they are maintained properly.

Contributed tangible capital assets are recorded at their estimated fair value at the date of contribution as contributed revenue.

Natural resources, works of art and cultural and historic assets are not recorded as assets in these financial statements..

(ii) *Inventories of Supplies*

Inventories of supplies held for consumption are recorded at the lower of actual cost and replacement cost.

(k) *Revenue Recognition*

Revenue is recorded on the accrual basis and recognized in the period in which the transactions or events occurred that give rise to the revenues. Revenue unearned in the current period is recorded as deferred revenue until the services are provided.

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Unrestricted revenue for the sale of goods and services are reported as revenue at the time the services or products are provided.

Contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year in which the related expenses are incurred.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

I. Significant Accounting Policies (continued)

(l) Expense Recognition

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(m) Tax Collections for Other Governments

The City is required by legislation to bill and collect taxes on behalf of other governments. These revenues and payments are not included in the City's financial statements.

(n) Use of Estimates

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and contingent assets and liabilities, and the reported amounts of revenues and expenses during the period. Significant areas requiring use of management estimates relate to the determination of employee benefit obligations, useful lives of tangible capital assets, valuation of contributed assets and liabilities associated with legal claims. As such, actual results could differ from those estimates.

(o) Segment Disclosures

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information. The City has provided definitions of segments as well as presented financial information in Note 20.

(p) Budget Information

Budget information, presented on a basis consistent with that used for actual results, was included in the Five Year Plan and was adopted by Council on April 5, 2022.

2. Adoption of New Accounting Standards

(a) PS 3280 Asset Retirement Obligations

On January 1, 2023, the City adopted Canadian public sector accounting standard PS 3280 Asset Retirement Obligations (PS 3280). An asset retirement obligation is recognized when, as at financial reporting date, all of the following criteria are met:

- a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) the past transaction or event giving rise to the liability has occurred;
- c) it is expected that future economic benefits will be given up; and;
- d) a reasonable estimate of the amount can be made.

The estimate of the asset retirement obligation includes costs directly attributable to the asset retirement activities and is recorded as a liability and increase to the related tangible capital assets if the tangible capital asset is in productive use. The asset retirement obligation is recorded as a liability and expense if the related tangible capital asset is unrecognized or no longer in productive use. The City determined that there were significant asset retirement obligations associated with its tangible capital assets as at December 31, 2023 and December 31, 2022 and has adopted of this standard on a modified retroactive basis.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

2. Adoption of New Accounting Standards (continued)

The impact of the adoption of this standard results in the restatement of the comparative information as at and for the year ended December 31, 2023 as follows:

	As previously stated	Adjustment	As restated
Consolidated Statement of Financial Position:			
Asset Retirement Obligations	\$ -	\$ 1,060,412	\$ 1,060,412
Net Financial Assets	27,623,108	(1,060,412)	26,562,696
Tangible Capital Assets	206,730,785	95,078	206,825,863
Accumulated Surplus	236,139,917	(965,334)	235,174,583
Consolidated Statement of Operations			
General Government Services Expenses	6,246,282	18,401	6,264,683
Transportation Services Expenses	4,533,715	4,505	4,538,220
Drainage Services Expenses	2,404,477	301	2,404,778
Parks, Recreation and Cultural Services Expenses	8,791,743	23,308	8,815,051
Annual Surplus	6,161,669	(46,515)	6,115,154
Accumulated Surplus, Beginning of Year	229,978,248	(918,819)	229,059,429
Accumulated Surplus, End of Year	236,139,917	(965,334)	235,174,583
Consolidated Statement of Changes in Net Financial Assets			
Annual Surplus	6,161,669	(46,515)	6,115,154
Acquisition of Tangible Capital Assets	(20,088,422)	(38,573)	(20,126,995)
Amortization of Tangible Capital Assets	5,799,024	5,991	5,805,015
Increase (Decrease) in Net Financial Assets	(7,738,619)	(79,097)	(7,817,716)
Net Financial Assets, Beginning of Year	35,361,727	(981,315)	34,380,412
Net Financial Assets, End of Year	27,623,108	(1,060,412)	26,562,696
Consolidated Statement of Cash Flow			
Annual Surplus	6,161,669	(46,515)	6,115,154
Amortization of Tangible Capital Assets	5,799,024	5,991	5,805,015
Asset Retirement Obligations Accretion Expense	-	40,524	40,524

(a) PS 3450 Financial Instruments and related standards

On January 1, 2023, the City adopted Canadian public sector accounting standard PS 3450 Financial Instruments, PS 2601 Foreign Currency Translation, PS 1201 Financial Statement Presentation and PS 3041 Portfolio Investments. Under PS 3450 Financial Instruments, all financial instruments are included on the statement of financial position and are measured at either fair value or cost or amortized cost based on the characteristics of the instrument and the City's accounting policy choices.

The adoption of these standards did not have an impact on the amounts presented in these financial statements.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

3. Portfolio Investments

The City's portfolio of investments include money market mutual funds and fixed income Canadian corporate paper and bonds.

The fixed income instruments have stated rates of return ranging from 0.44% to 5.39% (2022 – 0.44% to 4.46%), with varying maturity dates up to November 1, 2027 (2022 – November 1, 2027). It is the City's practice to buy and hold investments to maturity in order to realize the stated rate of return.

	2023 Market	2023 Cost	2022 Cost
Money market mutual funds			\$ 1,828
Fixed income Canadian corporate paper & bonds	45,039,859	45,217,765	70,150,392
	\$ 45,039,859	\$ 45,217,765	\$ 70,152,220

4. Accounts Receivable

	2023	2022
Property taxes and utilities	\$ 2,004,666	\$ 2,097,151
Federal government agencies	325,429	474,946
Provincial government	17,676	52,140
Other government	698,707	856,024
General receivables	1,150,226	1,304,141
Development installments	5,265,805	5,670,798
	\$ 9,462,509	\$ 10,455,200

Development installments represent funds due from developers and others on a financing arrangement within two years. The City holds letters of credit as security for these amounts.

5. Accounts Payable and Accrued Liabilities

	2023	2022
Accounts Payable and Accrued Liabilities	\$ 2,612,867	\$ 2,489,513
Wages and Benefits Payable	2,033,835	853,385
Statutory Holdbacks	545,973	1,462,484
Due to Other Governments	4,366,709	4,072,641
	\$ 9,559,384	\$ 8,878,023

6. Refundable Deposits

	Balance December 31, 2022	Amounts Received	Amounts Refunded/ Forfeited	Balance December 31, 2023
Contract work	\$ 839,968	\$ 291,034	\$ (536,773)	\$ 594,229
Building (Construction)	101,000	10,000	(12,000)	99,000
Engineering Services	1,608,040	270,870	(646,595)	1,232,314
Parks & Recreation	19,738	74,200	(66,588)	27,350
Other	195,530	78,421	(99,477)	174,473
	\$ 2,764,276	\$ 724,525	\$ (1,361,433)	\$ 2,127,368

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

7. Deferred Revenue

	Balance December 31, 2022	Amounts Received	Revenue Recognized	Balance December 31, 2023
Business and dog licenses	\$ 143,707	\$ 173,748	\$ (143,707)	\$ 173,748
Major road network funding	10,553	247,347	(54,964)	202,936
Engineering fees	341,606	0	(16,857)	324,749
Parks & Recreation fees	73,312	113,830	(73,312)	113,830
Prepaid taxes	1,966,540	2,202,723	(1,966,540)	2,202,723
Other	856,687	1,862,297	(31,923)	2,687,061
	\$ 3,392,405	\$ 4,599,945	\$ (2,287,303)	\$ 5,705,047

8. Employee Benefit Liability

The City provides non-vested sick leave, service severance, overtime bank, and vacation benefits to its employees. These benefits are described as follows:

- a) Non-Vested Sick Leave: Regular full-time employees are entitled to a sick leave benefit of 1.5 days for each month of service which may be accumulated to a maximum of 261 days. Regular part-time employees are entitled to a sick leave benefit of 1 day (pro-rated) for each month of service which may be accumulated to a maximum of 75 days.
- b) Service Severance: Upon retirement, employees are eligible for a payout of 3 days per year of service accumulated paid at his or her current rate of pay. Employees leaving the service of the employer, other than on retirement or layoff who have completed 8 or more years of service are eligible for a payout of 1 day per year of service paid at his or her current rate of pay.
- c) Overtime Bank: Employees may accumulate overtime hours in a bank. Upon termination, retirement or death, accrued overtime is paid out at his or her current rate of pay.
- d) Deferred Vacation: Employees may defer a portion of their annual vacation entitlement. Employees in the collective bargaining unit who are entitled to 25 vacation days or more are subject to a maximum accumulation of 20 days. Exempt employees are subject to a maximum of 20 days.
- e) Supplementary Vacation: Employees are entitled to 5 days of supplementary vacation every five years. Employees in the collective bargaining unit are entitled commencing the fifteenth year of service. Exempt employees are entitled commencing the fifth year of service. The supplementary days must be used during the five year period following entitlement.
- f) Severance, deferred vacation and sick leave plans do not provide medical or dental coverage as part of the benefit provided, therefore medical and dental is not included in the valuation.

Information about obligations for employee sick leave, overtime, vacation and retirement benefits are as follows:

	2023	2022
Accrued Benefit Obligation, beginning of year	\$ 969,700	\$ 1,018,100
Current Service Cost	112,700	141,700
Interest Cost	47,300	29,500
Employer Contributions	(244,300)	(86,100)
Actuarial loss/(gain)	217,400	(133,500)
Cost of plan amendment	-	-
Accrued Benefit Obligation, end of year	\$ 1,102,800	\$ 969,700
Unamortized net actuarial loss/(gain)	(150,300)	65,800
Accrued Benefit Liability	\$ 952,500	\$ 1,035,500

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

8. Employee Benefit Liability (continued)

The benefit obligations have been rolled forward from the corresponding valuation for accounting purposes as at September 30, 2021 and extrapolated to December 31, 2023.

The significant actuarial assumptions used in measuring the City's accrued benefit obligations include estimated future wage increases and the following.

	2023	2022
Discount Rate	4.10%	4.5%
Expected Future Inflation Rate	2.50%	2.50%
Expected Average Remaining Service Life	11 years	11 years

9. Asset Retirement Obligation

The City asset retirement obligation consists of several obligations as follows:

- The City owns and operates several buildings and pump stations that are known to have asbestos and lead, which represent a health hazard upon demolition of the building and there is a legal obligation to remove it and dispose of it. These facilities have an average estimated useful life remaining of 13 years.
- The City owns underground fuel tanks at its works yard and there is a legal obligation to remove and dispose of the tanks at the end of their useful life. The tanks have an estimated useful life remaining of 9 years.
- The City owns several monitoring wells and there is a legal obligation to fill and cap these wells at the end of their useful life. The wells have an estimated useful life remaining of 10 years.

Estimated costs have been discounted at the present value using a discount rate of 4.09% per annum. As at December 31, 2023, the undiscounted cash flows are \$1,745,200.

Changes to the asset retirement obligation in the year are as follows:

	Balance December 31, 2022	Accretion Expense	Balance December 31, 2023
Hazardous Material Remediation (Asbestos and Lead)	\$ 1,033,664	\$ 42,277	\$ 1,075,941
Underground Fuel Storage Removal	16,354	669	17,023
Well Removal	10,394	426	10,820
	\$ 1,060,412	\$ 43,372	\$ 1,103,784

10. Development Cost Charges

	Balance December 31, 2022	Developer Contributions	Interest Earnings	Capital Expenditures	Balance December 31, 2023
Major Roads	\$ 9,985,803	\$ 46,676	\$ 328,533	\$ (21,438)	\$ 10,339,574
Minor Roads	3,291,264	3,272	106,559	-	3,401,095
Sewer	710,798	6,781	17,948	-	735,527
Water	480,301	4,438	12,438	-	497,177
Drainage	1,753,727	4,823	54,897	-	1,813,447
Parks	363,622	19,235	11,963	(300,000)	94,820
	\$ 16,585,515	\$ 85,225	\$ 532,338	\$ (321,438)	\$ 16,881,640

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

II. Debt

The City obtains debt financing through the Municipal Finance Authority (MFA) in accordance with the Community Charter to finance certain capital expenditures. Sinking fund balances managed by the MFA are offset against related long term debt.

Bylaw	Purpose	Maturity Date	Interest Rate	Authorized	Repayments & Actuarial Adjustments	2023	2022
2368	Civic Centre Parkade	2035	1.28%*	\$ 2,600,000	\$ 1,047,440	\$ 1,552,560	\$ 1,655,290
2408	Arena Acquisition	2025	1.28%*	2,175,000	1,808,582	366,418	540,386
2429	Community Centre	2033	1.00%**	3,141,602	1,649,341	1,492,261	1,649,341
2913	Police Building	2052	4.09%	20,000,000	387,427	19,612,573	20,000,000
				\$27,916,602	\$4,892,790	\$ 23,023,812	\$23,845,017

*MFA rate re-set from 3.73% to 1.28% October 5, 2020

**MFA rate re-set from 1.15% to 1.100%, 1.050%, and 1.00%, on Sept 28, 2022, March 28, 2023, and Sept 28, 2023 respectively.

Future principal repayments on net outstanding debt over the next five years and thereafter are as follows:

Year	Amount
2024	\$844,450
2025	868,508
2026	700,525
2027	719,546
2028	739,232
Thereafter	19,151,551
	\$ 23,023,812

The City paid \$911,321 in interest on long-term debt during the year (2022 - \$96,463)

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

12. Tangible Capital Assets

Year ended December 31, 2023

Asset Category	Cost				Accumulated Amortization					Net Book Value
	Balance Beginning of Year	Additions	Disposals	Construction in Progress Transfer	Balance End of Year	Balance Beginning of Year	Amortization	Disposals	Balance End of Year	
Buildings	\$ 34,944,559	\$ 2,719,504	\$ 1,284,225	\$ 12,711,554	\$ 49,091,392	\$ 19,909,802	\$ 1,503,167	\$ 1,163,150	\$ 20,249,819	\$ 28,841,573
Diking Infrastructure	12,026,612	-	-	-	12,026,612	-	-	-	-	12,026,612
Drainage Infrastructure	44,522,195	272,518	597,388	1,313,939	45,511,264	14,520,711	891,942	361,600	15,051,053	30,460,211
Equipment and Furnishings	10,047,736	1,077,182	300,321	106,816	10,931,413	6,258,844	664,320	296,657	6,626,507	4,304,906
Land	57,676,622	-	-	-	57,676,622	4,706	138	-	4,844	57,671,778
Land Improvements	10,113,191	120,340	-	-	10,233,531	5,358,726	385,158	-	5,743,884	4,489,647
Leasehold Improvements	1,302,970	14,879	-	-	1,317,849	1,302,970	124	-	1,303,094	14,755
Other Infrastructure	5,462,881	35,712	18,245	-	5,480,348	1,440,637	93,756	4,216	1,530,177	3,950,171
Road Infrastructure	55,176,110	808,055	268,189	44,678	55,760,654	28,562,055	1,545,026	207,631	29,899,450	25,861,204
Sewer Infrastructure	15,848,382	242,219	31,308	-	16,059,293	6,357,764	239,400	17,542	6,579,622	9,479,671
Vehicles	7,970,300	316,524	590,635	-	7,696,189	4,655,425	418,827	590,635	4,483,617	3,212,572
Water Infrastructure	40,723,849	370,107	55,002	68,130	41,107,084	15,450,757	692,921	31,420	16,112,258	24,994,826
Construction in Progress	14,832,853	4,371,447	-	(14,245,117)	4,959,183	-	-	-	-	4,959,183
TOTAL	\$ 310,648,260	\$ 10,348,487	\$ 3,145,313	\$ -	\$ 317,851,434	\$ 103,822,397	\$ 6,434,779	\$ 2,672,851	\$ 107,584,325	\$ 210,267,109

Year ended December 31, 2022

(Restated - Note 2)

Asset Category	Cost				Accumulated Amortization					Net Book Value
	Balance Beginning of Year	Additions	Disposals	Construction in Progress Transfer	Balance End of Year	Balance Beginning of Year	Amortization	Disposals	Balance End of Year	
Buildings	\$ 34,579,851	\$ 471,399	\$ 106,691	\$ -	\$ 34,944,559	\$ 18,964,704	\$ 1,014,638	\$ 69,540	\$ 19,909,802	\$ 15,034,757
Diking Infrastructure	12,026,612	-	-	-	12,026,612	-	-	-	-	12,026,612
Drainage Infrastructure	44,108,157	423,719	9,681	-	44,522,195	13,659,328	868,774	7,391	14,520,711	30,001,484
Equipment and Furnishings	9,503,703	668,109	143,225	19,149	10,047,736	5,772,487	628,973	142,616	6,258,844	3,788,892
Land	55,956,164	1,720,458	-	-	57,676,622	4,567	139	-	4,706	57,671,916
Land Improvements	9,664,449	481,849	58,418	25,311	10,113,191	5,017,687	369,992	28,953	5,358,726	4,754,465
Leasehold Improvements	1,302,970	-	-	-	1,302,970	1,270,396	32,574	-	1,302,970	-
Other Infrastructure	5,389,471	73,411	-	-	5,462,881	1,348,257	92,380	-	1,440,637	4,022,244
Road Infrastructure	52,439,751	3,390,154	660,471	6,676	55,176,110	27,568,896	1,458,288	465,129	28,562,055	26,614,055
Sewer Infrastructure	15,871,360	76,771	99,749	-	15,848,382	6,217,399	237,557	97,192	6,357,764	9,490,618
Vehicles	7,222,280	815,889	132,324	64,455	7,970,300	4,384,277	403,473	132,325	4,655,425	3,314,875
Water Infrastructure	38,983,984	2,180,515	440,650	-	40,723,849	15,112,813	698,227	360,283	15,450,757	25,273,092
Construction in Progress	5,131,739	9,816,705	-	(115,591)	14,832,853	-	-	-	-	14,832,853
TOTAL	\$ 292,180,491	\$ 20,118,979	\$ 1,651,210	\$ -	\$ 310,648,260	\$ 99,320,811	\$ 5,805,015	\$ 1,303,429	\$ 103,822,397	\$ 206,825,863

Contributed tangible capital assets (including transportation, drainage, water and sanitary sewer assets) have been recognized as contributions at fair market value at the date of construction. In 2023, the City did not receive any contributed assets, (2022 - nil).

Included in additions for 2022 is \$38,573 related to asset retirement obligations for assets acquired within the year.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

13. Accumulated Surplus

Accumulated Surplus includes the Investment in Tangible Capital Assets, Current Year Surplus and Statutory Reserves as follows:

	2023	2022
Current Year Surplus (Deficit)		
General Fund	\$ 195,359	\$ 253,427
Water Fund	(988,513)	(843,162)
Sewer Fund	73,631	88,089
Drainage Fund	40,259	124,229
Solid Waste	9,915	72,097
Appropriated Surplus		
Statutory Operating Reserves	8,188,303	7,697,011
Statutory Capital Reserves	52,560,608	45,862,458
	\$ 60,079,562	\$ 53,254,149
Investment in Tangible Capital Assets	186,139,513	181,920,434
Total Accumulated Surplus	\$ 246,219,075	\$ 235,174,583

14. Municipal Pension Plan

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$979,575 (2022 - \$875,161) for employer contributions while employees contributed \$865,013 (2022 - \$779,249) to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

15. Contingent Liabilities and Commitments

Contingent Liabilities

- a) The City is a member of the Municipal Insurance Association (MIA), which operates under a reciprocal insurance exchange agreement. The main purposes of the exchange agreement are: (1) to pool the risk of third party liability claims against member municipalities (approximately 170) in order to allow for stable financial planning related to those liability claims; and (2) to engage in broad risk management strategies to reduce accidents or occurrences that may result in liability claims against the City. The City is assessed an annual premium by MIA based on factors such as population, administrative costs, premium tax and re-insurance costs. MIA is subject to financial oversight by the Provincial Government.
- b) The City self insures for certain potential financial losses arising from the penetration of water into building envelopes ("leaky buildings") and acts of terrorism, for any claims made after January 1st, 2002.
- c) The City has been named defendant in a number of claims that are currently pending. In determining their estimated exposure the City has relied upon their understanding of the claims, including activities undertaken by the other parties, as well as discussions with legal counsel. In the opinion of management, the amount of any loss from these claims cannot be reasonably estimated, nor can the likelihood of their outcomes be known at this time. Therefore, management has made no provision for these claims and any future settlement will be accounted for in the year of settlement.
- d) As at December 31, 2023 there were various property assessment appeals pending. The outcome of those appeals may result in adjustments to property taxes receivable for the current and prior years. The City has made no specific provision for these appeals as the outcome is indeterminable. Management does not expect any material adjustments to occur from appeals.
- e) The City is a member of E-Comm, an organization comprised predominately of member municipalities, for the purpose of providing emergency dispatch services. The City is represented on the board, and as a Class 'A' shareholder has voting rights should the organization want to incur additional debt. The E-Comm facility was constructed using debt as a financing mechanism and members are liable for a proportionate share of that debt. This debt is repaid by members through annual fees charged by E-Comm. Should E-Comm dissolve, members would be liable for a proportionate share of any residual debt. Alternatively should a member choose to opt out of E-Comm, they would be liable for a proportionate share of debt at the time of withdrawal.
- f) The City has a contingent liability with respect to debentures of the Greater Vancouver Water District, Greater Vancouver Sewerage and Drainage District and Metro Vancouver, to the extent provided for in their respective Enabling Acts, Acts of Incorporation and Amending Acts. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

Commitments

- g) The City has a long-term service agreement with another organization for the provision of fire and public works dispatch services. This agreement has an annual cost of approximately \$36,000 and will expire on December 31, 2024.
- h) The City leases approximately 12,200 square feet of space at 12059 Harris Road, Pitt Meadows for the Pitt Meadows Library. The lease commenced March 1, 2012 for a term of ten years and was renewed for a five year term ending February 28, 2027 with an option to renew for a further five years. The annual minimum rent is \$151,000 and is subject to annual CPI increases in the renewal periods.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

15. Contingent Liabilities and Commitments (continued)

Commitments (continued)

- i) The City has an Operating and Maintenance Agreement with Nustadia Recreation Inc. for the operation and maintenance of the Pitt Meadows Arena. The agreement was effective May 1, 2011, with an initial term of five years and four optional renewal periods. In April 2021, the parties agreed to renew the contract for 2-periods for a total of 10 years from May 11, 2021 to April 30, 2031. An annual management fee of \$100,000 is payable under the agreement (adjusted annually for inflation), with payments due in equal monthly installments.
- j) The City has a long-term service agreement with the Province of British Columbia for the provision of police services by the Royal Canadian Mounted Police with an annual cost of approximately \$5.1 million. The current agreement commenced April 1, 2012 with an expiry date of March 31, 2032.

16. Government Transfers

	2023	2022
Federal Conditional		
Canada Day Events	\$ 3840	\$ 2,940
Drainage Condition Assessment	50,000	-
Provincial Conditional		
Active Transportation Network Plan	6,643	18,120
Asset Management Grant	23,808	-
BC Fairs, Festivals, and Events Recovery Grant	20,400	16,600
BC Hydro Regreening Grant	7,500	-
BC Employer Training Grant	3,679	-
Community Emergency Preparedness	52,063	59,570
Emergency Response Claim	2,639	10,085
Fire Smart	-	17,797
Housing Needs	-	11,780
ICBC Traffic Road Safety Study	-	9,900
National Disaster Mitigation - Flood Protection	-	300,697
Other	-	7,500
Provincial Unconditional		
Local Government Climate Action Program	149,082	149,082
Small Communities	127,000	173,000
Traffic Fines	199,000	181,910
Growing Communities Fund	5,370,000	-
Regional Conditional		
BC Employer Training Grant	-	3,800
Fraser Health Vision Zero in Road Safety	-	7,800
TransLink Bicycle/Walking Infrastructure	42,850	-
TransLink Major Road Network	54,963	592,833
Regional Unconditional		
Canada Community-Building Fund	121,498	115,981
	\$ 6,234,965	\$ 1,679,395

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

17. Contractual Rights

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The City's contractual rights arise from contracts entered into for leases, licenses to occupy, grant funding agreements, service agreements, and developer contribution agreements.

Contractual Rights	2024	2025	2026	2027	2028	Thereafter
	\$1,088,582	\$7,223,592	\$652,627	\$673,127	\$602,627	\$755,859

18. Taxation and Other Levies

In addition to its own tax levies, the City is required to collect taxes on behalf of other taxing authorities, and remit to those authorities. Total taxes levied and remitted are as follows:

	2023	2022
Gross taxes levied on property	\$ 48,202,824	\$ 43,357,117
Taxes levied and collected on behalf of other jurisdictions:		
Provincial School Taxes	14,307,973	12,375,358
TransLink	2,949,461	2,600,290
British Columbia Assessment Authority	437,763	382,607
Greater Vancouver Regional District	660,365	574,337
Municipal Finance Authority of British Columbia	2,451	2,036
	\$ 18,358,013	\$ 15,934,628
Taxation Revenue	\$ 29,844,811	\$ 27,422,489

19. Budget

The budget amounts which are presented for comparative purposes reflect the statutory balanced budget as adopted by Council on April 4, 2023 per Financial Plan Bylaw No. 2949, 2023. The chart below reconciles the balanced statutory budget to the budget surplus reported on the Consolidated Statement of Operations:

	Budget Amount
Revenues	\$ 55,941,500
Expenses	45,203,998
Annual surplus per consolidated statement of operations	\$ 10,737,502
Add:	
Amortization	5,389,500
Transfers from reserves	20,475,400
Debt Proceeds	-
Less:	
Capital expenditures	(35,781,202)
Debt principal repayments	(821,200)
Approved budget	\$ -

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

20. Segmented Information

For reporting purposes, City activities have been aggregated into functional segments based on the services each activity provides. The Segmented Disclosure Note (20(a)) reports the revenues and expenses that are directly attributable to each functional segment. The following describes the services included in each segment:

General Government Services

The General Government segment includes administration, legislative, financial, human resources, information technology and sustainability services. This also contains municipal property taxation and penalties and interest charged thereon, taxes in lieu, return on investments, and interest paid on development cost charge funds and tax prepayment accounts.

Protective Services

The Protective Services segment includes Police services provided by the RCMP and support services by the City of Maple Ridge, fire protection, bylaw enforcement, business licensing, building inspection, animal control and emergency program services.

Transportation Services

The Transportation Services segment includes engineering, operations administration, and roads maintenance services.

Utility, Solid Waste and Diking Services

The Utility, Solid Waste and Diking Services segment includes drainage, water, and sewer utility services, the solid waste collection and disposal service and diking services.

Parks, Recreation and Cultural Services

The Parks, Recreation and Cultural Services segment includes parks and recreation services provided by the City, Library services provided by the Fraser Valley Regional Library, and the operations of the Pitt Meadows Arena.

Development Services

The Development Services segment includes services for managing development and community planning.

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2023

20 (a). Segmented Information – Segmented Disclosure

	2023 Actual						2023 Budget	
	General Government Services	Protective Services	Transportation Services	Utility, Solid Waste and Diking Services	Development Services	Parks, Recreation and Cultural Services	Consolidated	Consolidated
Revenues								(Note 19)
Municipal Property Taxes	\$ 29,682,800	\$ -	\$ -	\$ 162,011	\$ -	\$ -	\$ 29,844,811	\$ 30,165,500
Utility Charges	-	-	-	12,351,695	-	-	12,351,695	12,274,900
Sale of Services	44,267	92,486	43,013	488,751	2,710	2,495,818	3,167,045	2,370,600
Licenses, Permits, Penalties and Fines	-	293,486	1,394,657	39,575	452,259	16,096	2,196,073	1,820,300
Investment Income	2,450,641	-	-	-	-	-	2,450,641	1,331,700
Other Revenue	612,024	54,000	3,063	1,949	-	297,441	968,477	626,200
Government Transfers	6,027,295	54,702	71,228	50,000	-	31,740	6,234,965	2,918,700
Contributions	-	-	21,439	18,964	78,650	420,694	539,747	4,433,600
	38,817,027	494,674	1,533,400	13,112,945	533,619	3,261,789	57,753,454	55,941,500
Expenses								
Salaries and Benefits	4,101,847	4,012,753	1,839,195	1,858,607	881,955	2,654,636	15,348,993	15,454,000
Contracted Services	1,145,586	6,202,066	678,121	2,265,383	160,418	5,030,096	15,481,670	16,495,998
Supplies, Materials and Equipment	444,658	171,276	281,093	610,438	3,488	419,531	1,930,484	1,889,900
Purchase of Water and Sewer Levy	-	-	-	5,997,537	-	-	5,997,537	5,013,300
Amortization & Accretion	603,511	753,524	1,843,910	1,830,816	-	1,446,390	6,478,151	5,389,500
Interest Charges	1,036,155	-	-	-	-	-	1,036,155	961,300
Loss (gain) on disposal	49	(35,455)	74,588	273,136	-	123,654	435,972	-
	7,331,806	11,104,164	4,716,907	12,835,917	1,045,861	9,674,307	46,708,962	45,203,998
Annual Surplus (Deficit)	\$ 31,485,221	\$ (10,609,490)	\$ (3,183,507)	\$ 277,028	\$ (512,242)	\$ (6,412,518)	\$ 11,044,492	\$ 10,737,502

(Restated - Note 2)

	2022 Actual						2022 Budget	
	General Government Services	Protective Services	Transportation Services	Utility, Solid Waste and Diking Services	Development Services	Parks, Recreation and Cultural Services	Consolidated	Consolidated
Revenues								
Municipal Property Taxes	\$ 27,271,109	\$ -	\$ -	\$ 151,380	\$ -	\$ -	\$ 27,422,489	\$ 27,310,100
Utility Charges	-	-	-	11,650,510	-	-	11,650,510	11,524,200
Sale of Services	46,193	22,803	69,587	422,022	4,991	2,224,081	2,789,677	2,042,400
Licenses, Permits, Penalties and Fines	-	536,752	1,126,122	27,012	336,060	24,099	2,050,045	2,202,600
Investment Income	991,717	-	-	-	-	-	991,717	449,300
Other Revenue	358,983	45,398	13,758	2,849	-	281,930	702,918	614,300
Government Transfers	470,891	87,452	632,453	449,779	11,780	27,040	1,679,395	3,540,000
Contributions	-	21,000	4,355	55,388	256,200	267,585	604,528	3,888,700
	29,138,893	713,405	1,846,275	12,758,940	609,031	2,824,735	47,891,279	51,571,600
Expenses								
Salaries and Benefits	3,712,029	3,043,047	1,719,328	1,632,708	805,536	2,353,496	13,266,144	13,176,800
Contracted Services	1,135,069	6,146,275	617,103	1,907,552	240,359	4,482,908	14,529,266	15,129,736
Supplies, Materials and Equipment	417,010	151,629	266,909	570,656	2,794	495,640	1,904,638	1,725,000
Purchase of Water and Sewer Levy	-	-	-	5,539,540	-	-	5,539,540	4,644,800
Amortization & Accretion	629,797	222,241	1,766,487	1,810,620	-	1,416,394	5,845,539	5,181,500
Interest Charges	370,168	-	-	-	-	-	370,168	304,200
Loss (gain) on disposal	610	-	168,393	85,214	-	66,613	320,830	-
	6,264,683	9,563,192	4,538,220	11,546,290	1,048,689	8,815,051	41,776,125	40,162,036
Annual Surplus (Deficit)	\$ 22,874,210	\$ (8,849,787)	\$ (2,691,945)	\$ 1,212,650	\$ (439,658)	\$ (5,990,316)	\$ 6,115,154	\$ 11,409,564

Schedule I - COVID-19 Safe Restart Grant

Year Ended December 31, 2023

In November 2020, the Ministry of Municipal Affairs provided the City with funding in support of dealing with the increased operating costs and lower revenue due to COVID-19.

	2023	2022
Balance, Beginning of Year	738,141	1,330,393
Eligible costs incurred:		
Revenue shortfalls	0	(29,700)
Facility reopening and operating costs	(50,876)	(471,283)
Protective services and bylaw enforcement costs	(22,247)	(87,388)
Computer and other electronic technology costs	(18,701)	(3,881)
Total eligible costs incurred	(91,824)	(592,252)
Balance, End of Year	646,317	738,141

Schedule II - Growing Communities Fund Grant

Year Ended December 31, 2023

In March 2023, the Ministry of Municipal Affairs provided the City with funding to address infrastructure and amenity demands from a growing population.

	2023
Balance, March 23, 2023	5,370,000
Eligible costs incurred:	-
Total eligible costs incurred	-
Balance, December 31, 2023	5,370,000

On December 11, 2023 City Council approved a motion to use the \$5,370,000 in funds to design and construct a double artificial turf field and parking lot at Pitt Meadows Athletic Park.



CITY OF PITT MEADOWS
SCHEDULE OF REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF ELECTED OFFICIALS AND EMPLOYEES

2023

ELECTED OFFICIALS:

NAME	POSITION	Salary *	Benefits and Other **	Expenses
MACDONALD, NICOLE	MAYOR	111,432	153	7,303
ELKE, TRACY	COUNCILLOR	44,578	1,955	6,677
EVANS, ALISON	COUNCILLOR	44,578	1,955	7,943
HAYES, MIKE	COUNCILLOR	44,578	1,908	8,662
MANION, MICHAEL	COUNCILLOR	44,578	1,908	8,004
MEACHEN, BOB	COUNCILLOR	44,578	1,908	3,384
O'CONNELL, GWEN	COUNCILLOR	44,578	1,908	5,771
TOTAL ELECTED OFFICIALS		\$ 378,903	\$ 11,696	\$ 47,743

NAME	POSITION	Salary *	Benefits and Other **	Expenses
Employees with base salary + benefits and other greater than \$75,000:				
BALDRIDGE, CAROLYN	MANAGER, COMMUNICATIONS & COMMUNITY ENGAGEMENT	124,420	1,196	6,433
BARCHARD, KATE	MANAGER, ADMINISTRATIVE SERVICES	134,423	737	2,638
BARR, TANYA	DEPUTY CORPORATE OFFICER	102,554	5,772	4,735
BARROETAVERNA, LAURA	DIRECTOR FINANCIAL SERVICES	138,328	696	6,169
BASKI, MICHELLE	PROJECT MANAGER-AGRICULTURE & ENVIRONMENT	102,648	523	2,303
BENNETT, DEREK	UTILITY OPERATOR II	80,609	2,701	1,454
BRECKELS, ADAM	SERVER, STORAGE & INFRASTRUCTURE SPECIALIST	88,124	4,610	4,456
BROWN, ANDREW	FIREFIGHTER	113,783	4,174	451
BUCKLE, ANDY	ARTS AND RECREATION PROGRAM COORDINATOR	81,862	1,251	229
BURDICK, RICK	LEAD UTILITIES OPERATOR	78,731	2,132	1,077
BUTLER, BRENT	TRADES II ELECTRICIAN	83,387	6,820	1,217
CALLAGHAN, JODI	SPECIAL EVENTS & VOLUNTEER COORDINATOR	81,862	1,319	1,113
CHAMBERLAIN, DIANE	DIRECTOR, PARKS, RECREATION & CULTURE	198,636	9,718	3,019
COROLIUC, JONATHAN	FIREFIGHTER	115,481	4,130	
CROWTHER, KELLY	LEAD UTILITIES OPERATOR	87,914	9,130	3,351
DAVIES, MARK	FIREFIGHTER - CAPTAIN	150,467	8,123	
DEJERSEY, SEAN	FIREFIGHTER - CAPTAIN	149,253	6,565	
DIDRIKSON, JACKIE	PROGRAM SERVICES COORDINATOR - RECREATION	81,862	1,152	1,128
DOMINELLI, ALLISON	PLANNER 1	82,060	286	2,248
DYKEMAN, KERRIE	EXECUTIVE ASSISTANT TO MAYOR & CAO	82,948	5,210	528
FAST, DARRIN	MANAGER, IT	124,420	2,833	907
GEMPERLE, CHANTAL	MANAGER OF BUILDING & BYLAW	112,553	6,878	3,760
GILLESPIE, GORD	GIS TECHNOLOGIST	81,128	1,087	701
GOLCHINJAVADI, AFI	BUSINESS APPLICATIONS SUPPORT ANALYST	80,167	5,509	1,079
GU, ALICE	PROJECT MANAGER, ENGINEERING	94,470	480	2,297
GUERIN, LUKE	TURF SPECIALIST	83,326	12,970	2,037
HANNAH, BRENT	FIREFIGHTER - CAPTAIN	174,069	7,296	
HARDING, CHERYL	DIRECTOR, FINANCIAL SERVICES	101,451	843	2,200
HART, JUSTIN	MANAGER, MAJOR PROJECTS, ENGINEERING	105,843	2,170	2,803
HOLTZMAN, KOREY	MANAGER, FINANCIAL PLANNING & REPORTING	95,880	490	412
HOOKS, DEBI	SENIOR BYLAW ENFORCEMENT OFFICER	79,111	286	2,753
IDDON, MELANIE	MARKETING & COMMUNICATIONS COORDINATOR	75,558	284	612
IGIRI, CHARITY	OCCUPATIONAL HEALTH & SAFETY ADVISOR	92,279	473	3,061
JAGPAL, SYLVIA	ACCOUNTANT II	81,129	286	32
JENNINGS, ROBERT	MAINTENANCE SUPERVISOR	70,574	13,043	1,626
JUDD, CHANTELE	TECHNICAL SUPPORT SUPERVISOR	75,077	881	977
KINGSTON, MARK	FIREFIGHTER-TRAINING OFFICER	77,696	502	3,081
KOCHERKEWYCH, CHAD	UTILITY OPERATOR II	69,272	19,881	1,439
KYLE, SCOTT	FIREFIGHTER - CAPTAIN	166,618	7,045	
LARSSON, MIKE	DIRECTOR, FIRE SERVICES	117,250	56,454	4,738
LAUSTRUP, WADE	SIGN MAINTENANCE WORKER	73,564	6,134	998
LLEWELLYN, CAMERON	LABOURER II	66,698	17,263	2,172
LUEG, MONICA	MANAGER, HUMAN RESOURCES	112,688	1,045	2,119
MACLACHLAN, LEILA	ACCOUNTANT II	72,975	2,237	195
MAKI, SAM	DIRECTOR, ENGINEERING & OPERATIONS	185,915	1,818	3,015
MANSON, CHRISTI	PROCUREMENT & CONTRACT ADMINISTRATOR	81,128	286	651
MCDOWELL, CARLEEN	MANAGER, RECREATION AND CULTURE	119,294	1,363	3,297
MESSNER, ANDY	MANAGER OF PARKS	103,688	543	4,527
NOGA, GEORGE	LEAD UTILITIES OPERATOR	74,487	5,035	1,073
NORDQUIST, DIANNA	MANAGER PAYROLL & BENEFITS	94,575	2,448	999
O'BYRNE, COLIN	MANAGER OF PLANNING AND DEVELOPMENT	114,042	580	1,519
OLIVEIRA, FABIO	BUSINESS SYSTEMS ANALYST	75,759	1,991	1,270
ORIEUX, CHAD	LEAD MECHANIC	80,475	1,336	953
PARR, DANA	PLANNER II	104,277	1,088	1,058
PERRIE, BRAD	ASSISTANT FIRE CHIEF	120,343	21,205	
REIMER, CAMERON	MANAGER, OPERATIONS	129,516	659	4,146
ROBERTS, MARK	CHIEF ADMINISTRATIVE OFFICE	227,068	27,743	5,455
ROBICHAUD, KATIA	ENGINEERING TECHNOLOGIST	81,138	310	592
SADDLER, DAVE	ASSISTANT FIRE CHIEF	57,925	20,104	425
SADDLER, JERROD	FIREFIGHTER	109,629	4,832	
SEED, ASHLEY	ENGINEERING TECHNOLOGIST	78,335	286	848
ST. JEAN, STEPHANIE	DIRECTOR, CORPORATE SERVICES	164,858	10,423	2,386
TAKHAR, AMANBIR	NETWORK SERVICES SPECIALIST	82,344	286	2,529
TORRES, ALINA	MANAGER ENGINEERING AND FACILITIES	114,785	586	2,051
VAHIDI, KASRA	PROJECT MANAGER, ENGINEERING	96,392	489	1,556
WARD, PATRICK	DIRECTOR OF PLANNING & DEVELOPMENT	98,962	521	5,252
WARREN, TRACY	DEPUTY FIRE CHIEF	143,061	6,622	5,205
WENNAUS, BRODY	FIREFIGHTER	104,244	3,562	155
WILLARD, JAMES	EQUIPMENT OPERATOR V	72,342	3,466	4,046
WOODS, CHRIS	EQUIPMENT OPERATOR V	73,461	11,834	4,119
Total of other employees with base salary + benefits and other less than \$75,000		3,345,882	432,499	50,021
TOTAL EMPLOYEES		\$ 10,577,075	\$ 804,528	\$ 189,695

* Salary includes regular salaries or wages, vacation taken, sick time taken, banked regular time taken off.

** Benefits and Other includes items such as maternity top-up, msp premiums, group life premiums, overtime premiums, standby and callout premiums, acting pay, payment of prior year retroactive pay increase, payout of vacation and overtime banks, payment for severance/early retirement for employees covered under the City's various collective agreements. For Council this includes acting mayor pay.

Remuneration and benefit costs reported in the schedules of remuneration and expenses differ from benefits per Note 18 of the Consolidated Financial Statements for the following reasons:
Salaries and benefits per the Consolidated Financial Statements include expenses for benefits of a nature applicable to all employees pursuant to employment agreements including EI, CPP, medical, dental, counselling, insurance and similar plans

City of Pitt Meadows
Schedule of Payments to Suppliers of Goods and Services
2023

Supplier Name	Aggregate Payment to Supplier
A&G SUPPLY LTD	\$ 28,216
AFFIRMA CONSULTING LLC	34,378
ALTEX CONTRACTING LTD	44,625
ALWAYS SMILES IRRIGATION	52,660
AMAZONCOM	27,620
APPLIED GEOLOGICS	47,716
ASSOCIATED FIRE SAFETY EQUIPMENT	105,312
ATC LANDSCAPE	37,538
AVENUE MACHINERY CORP	43,404
B.C. HYDRO & POWER AUTHORITY	862,298
B.C. PENSION CORPORATION	1,845,660
BARR PLASTICS INC	36,030
BGIS	29,113
BLACK PRESS GROUP LTD	54,664
BOILEAU ELECTRIC & POLE LINE LTD	36,606
CAMBIE ROOFING CONTRACTORS LTD	32,687
CENTRAL SQUARE CANADA SOFTWARE INC.	182,576
CHILLIWACK ROOFING LTD	1,026,410
CITY OF MAPLE RIDGE	1,458,264
CITY OF SURREY	63,746
COBING BUILDING SOLUTIONS INC	94,780
COBRA ELECTRIC SERVICES LTD.	25,134
COMMERCIAL TRUCK EQUIPMENT CO.	38,520
CONCORD EXCAVATING AND CONTRACTING LTD	42,839
CONVERTUS CANADA LTD.	333,291
COULSON, RON	36,519
CREATIVE RIDGE CONTRACTING	102,084
DOMINIC TRANSPORT LTD.	106,251
DRAKE EXCAVATING (2016) LTD	183,733
E.B. HORSMAN & SON	49,714
E-COMM 911 EMERGENCY COMMUNICATIONS FOR BC INC	196,185
ELEMENTAL ARCHITECTURE AND INTERIORS INC.	31,397
ESCRIBE SOFTWARE LTD	26,529
FAIRLANE FIRE PREVENTION LTD.	34,548
FARM-TEK TURF SERVICES INC.	35,201
FAULKNER BROWNS ARCHITECTURE INC	86,134
FORTIS BC	180,974
FRASER VALLEY REGIONAL LIBRARY	1,103,100
G. KOSICKI LTD.	59,608
GOLDEN MEADOWS BILLINGS DEVELOPMENT LTD.	278,707
GREATER VANCOUVER SEWERAGE & DRAINAGE DISTRICT	1,908,716
GREATER VANCOUVER WATER DISTRICT	3,857,779
HALLMARK FACILITY SERVICES INC	264,947
HANK'S TRUCKING & BULLDOZING	112,943
HILSON CONSTRUCTION LTD	219,824
HRX TECHNOLOGY INC	31,106
HUMANE SOLUTIONS INC	61,344
ICBC - INSURANCE CORPORATION OF BRITISH COLUMBIA	67,827
INSIGHT CANADA INC.	97,045

City of Pitt Meadows
Schedule of Payments to Suppliers of Goods and Services
2023

Supplier Name	Aggregate Payment to Supplier
INTERCONTINENTAL TRUCK BODY (B.C.) INC.	190,691
IRON MOUNTAIN CONSTRUCTION GROUP LTD	39,202
ISL ENGINEERING AND LAND SERVICES LTD	699,907
JACK CEWE LTD.	620,860
JACOB BROS. CONSTRUCTION INC	4,974,822
JETT NETWORKS	96,566
JOHNSTON DAVIDSON ARCHITECTURE & PLANNING INC	72,758
JORDAIR COMPRESSORS INC	61,423
KEISER CORPORATION	29,514
KENAI DAN CONTRACTING LTD	664,414
KMBR ARCHITECTS PLANNERS INC	423,718
KPMG LLP	45,990
KTI LTD	29,907
LAFARGE CANADA INC.	88,302
LAND LOGIC EXCAVATING LTD	93,683
LIDSTONE & COMPANY LAW CORP.	132,244
MAPLE LEAF DISPOSAL LTD	40,343
MCDONALD & ROSS CONSTRUCTION LTD	306,977
MCRAE'S POWER SWEEPING LTD	42,068
MECHANICAL ADVANTAGE INDUSTRIES LTD	58,723
MEDIA RESOURCES INC	55,052
METRO VANCOUVER	1,671,533
MI PETRO MAINTENANCE INC	47,456
MICROSERVE	222,834
MILES TIRE SERVICE LTD.	41,649
MINISTER OF FINANCE	341,407
MUNICIPAL INSURANCE ASSOCIATION	430,212
NORQUIP SERVICES LTD	50,299
NORTH OF 49 ICE SPORTS SERVICES LTD	28,246
OAKCREEK GOLF & TURF LP	49,053
PACIFIC BLUE CROSS	498,385
PALMIERI BROS. PAVING LTD.	94,537
PARK N PLAY DESIGN COMPANY LTD	45,388
PETERSONS TRAFFIC CONTROL INC	86,653
PITT MEADOWS HERITAGE & MUSEUM SOCIETY	76,050
PONTE BROS. CONTRACTING LTD.	186,143
PSD CITYWIDE INC	54,712
R.A.W. SEALCOATING & PAVING LTD	57,549
RAYBERN ERECTORS LTD.	43,574
RECEIVER GENERAL	7,212,338
RICOH CANADA INC	26,599
RIDGE MEADOWS SENIOR SOCIETY	138,219
ROCKY MOUNTAIN PHOENIX	103,267
SANDPIPER CONTRACTING LLP	79,935
SCADA CONTROLS CENTRAL LTD	27,933
SCOTTISH LINE PAINTING LTD.	33,406
SPECIALIZED TREE CARE	81,434
STAPLES ADVANTAGE	89,031
STROHMAIER EXCAVATING (2019) LTD.	113,195

City of Pitt Meadows
Schedule of Payments to Suppliers of Goods and Services
2023

Supplier Name	Aggregate Payment to Supplier
SUNCOR ENERGY PRODUCTS PARTNERSHIP	206,437
TELUS COMMUNICATIONS	53,227
TELUS SERVICES INC	27,149
TETRA TECH CANADA INC	78,383
THE FLY GUY AVIATION INC	65,464
THE URBAN LUMBERJACK TREE SERVICES INC.	26,093
TOTAL GREEN COMMERCIAL CLEANING & MAINTENANCE	42,571
TUNDRA PLUMBING LTD.	51,169
TURF HEALTH PRODUCTS COMPANY (2011) LTD.	44,382
UNIFIRST CANADA LTD	45,136
UPLAND AGRICULTURAL CONSULTING LTD	83,575
VACTERRA HYDROVAC INC	87,924
VALLEY TECH PRODUCTION GROUP LTD	25,110
WASTE MANAGEMENT OF CANADA CORP	696,383
WESTCOAST HHD LTD. DBA/ SUMMIT SNOW REMOVAL	67,237
WHITESTAR PROPERTY SERVICES LTD	61,117
WISHBONE SITE FURNISHINGS	38,613
WORKSAFE BC	244,542
WSP CANADA INC	40,323
YOUR BETTER LIFE COACHING INC	84,023
ZEEMAC VEHICLE LEASE LTD.	33,657
ZONE WEST ENTERPRISES LTD	35,264
TOTAL AMOUNT PAID TO SUPPLIERS WHO RECEIVED AGGREGATE PAYMENTS EXCEEDING \$25,000 FOR GOODS AND SERVICES	38,552,280
TOTAL AMOUNT PAID TO SUPPLIERS WHO RECEIVED AGGREGATE PAYMENTS OF \$25,000 OR LESS	2,507,847
TOTAL AMOUNT PAID TO SUPPLIERS FOR GRANTS EXCEEDING \$25,000	-
TOTAL PAYMENTS TO SUPPLIERS FOR GOODS AND SERVICES	\$ 41,060,127

AMOUNTS REPORTED ON THE OPERATIONAL STATEMENTS WILL DIFFER FROM THIS STATEMENT. THIS STATEMENT SHOWS PAYMENTS DURING THE YEAR WHILE THE OPERATIONAL STATEMENT REPORTS EXPENDITURES DURING THE YEAR. AMOUNTS ARE ACCRUED AT YEAR END FOR GOODS AND SERVICES RECEIVED, BUT PAID IN JANUARY OF THE NEW YEAR.

CORPORATION OF THE CITY OF PITT MEADOWS
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

This organization has not given any guarantees or indemnity agreements under the Guarantees and Indemnity Agreements section for 2023.

CORPORATION OF THE CITY OF PITT MEADOWS
STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between the City of Pitt Meadows and its non-unionized employees during fiscal year 2023.

CORPORATION OF THE CITY OF PITT MEADOWS
STATEMENT OF CONTRACTS WITH COUNCIL MEMBERS OR FORMER
COUNCIL MEMBERS

There were no contracts made between the City of Pitt Meadows and its Council Members or former Council Members during fiscal year 2023.



Staff Report to Council

Financial Services

FILE: 05-1680-01/24

REPORT DATE: June 10, 2024 **MEETING DATE:** June 25, 2024

TO: Mayor and Council

FROM: Laura Barroetavena, Director of Financial Services

SUBJECT: 2023 – 2027 Financial Plan Bylaw Amendment

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Grant first, second and third readings to the 2023 – 2027 Financial Plan Amendment Bylaw No. 2993, 2024; OR
- B. Other.

PURPOSE

To communicate the required amendments to the 2023 to 2027 Financial Plan Bylaw No. 2949, 2023 which result from unplanned financial activities that occurred in 2023, as identified during financial reviews and the year-end process. Therefore, staff prepared an amended bylaw for Council consideration of first three readings.

Information Report Decision Report Direction Report

DISCUSSION

Background:

Due to the nature of municipal financial accounting, it is very likely that unplanned financial transactions or transactions that vary from the original approved budget amounts will occur in any given year.

Therefore, it is reasonable to expect the annual financial plan bylaw will require subsequent amendment at one or more times during the year or subsequent to year-end.

In order to avoid unnecessary administrative effort by requesting Council to amend the original bylaw each time an amendment has been identified, it has been the City's practice to accumulate the amendments that are needed throughout the year and present one amended financial plan bylaw to Council after the year-end process is completed.

Most of the amendments included in this bylaw will already be familiar to Council as amendments previously identified by staff and presented to Council during periodic financial reviews and in individual Council reports that mention financial implications of a particular initiative. The only amendments that may not be familiar to Council will be those that arise during the year-end process which will be communicated at this time.

None of the amendments will affect taxation, as they primarily relate to the need to fund unplanned expenditures from reserves or from the need to recognize unplanned revenue changes.

Relevant Policy, Bylaw or Legislation:

The financial plan may be amended by bylaw at any time per the *Community Charter* section 165 (2).

Analysis:

Details of the major budget amendments are described below:

- 1. Additional Road Use Levies** – In accordance with the Extraordinary Traffic Bylaw, 100% of road use levies collected are deposited to the Transportation Infrastructure Reserve Fund. The levies are intended to recover costs associated with substantially increased burdens that are placed on City roads as a result from damage and expense in respect of the road beyond what is reasonable and ordinary. Given the nature of the revenue stream it is very difficult to predict the appropriate budget amount in advance of the actual road use activity that would trigger levies to be collected.

In 2023, the budget for road use levies was set at \$1,000,000, however actual revenue received was \$1,378,900, creating a difference of \$378,900 that needs to be recognized as revenue with a corresponding transfer to the Transportation Infrastructure Reserve Fund.

- 2. Grants & Contributions** – During the year the City was awarded a number of grants either earmarked for capital projects or set aside for reserve savings. The most significant was the \$5,370,000 Growing Communities Grant from the Province which have been placed in Reserves. Council approved a motion Dec 11, 2023 to use these funds to construct a double artificial turf field at Pitt Meadows Athletic Park. Onni

leased the amenity lands adjacent to Pitt Meadows Athletic Park from the City for a portion of 2023, \$270,000 was received and transferred to the Community Amenity Reserve.

- 3. Investment Interest** – The City invests its reserves and excess current funds in safe investments in accordance with the Community Charter. Interest rates rose during 2023. The City experienced a return \$1.1m greater than budgeted. Surplus funds have been allocated to reserves as per past practice in continuing to save for future replacement of aging infrastructure established by the City's asset management plans.
- 4. COVID Safe Restart Reserve** – In November 2020, the Ministry of Municipal Affairs provided the City with funding in support of dealing with the increased operating costs and lower revenue due to COVID-19. Of the \$738,100 unspent balance at the beginning of the year, \$50,100 was earmarked in 2023 to fund COVID-19 related revenue shortfalls, emergency planning and response costs; facility reopening and operating costs; protective services and bylaw enforcement costs; and computer and other technology costs. During the year the remaining unspent balance of the grant was earmarked primarily related to AV improvements to the Council Chambers and Meadows Room enhancing remote participation in meetings and improvements to Grabenhorst Gardens to facilitate increased parks and outdoor space usage.
- 5. RCMP Surplus** – Due to unfilled positions the City had a \$464,000 surplus related to RCMP costs. Consistent with previous years, this represents 50% the total RCMP surplus being allocated to the RCMP Reserve.
- 6. Snow and Ice Control Surplus** – Due to weather conditions the City had a surplus for winter snow and ice control of \$78,000 which was allocated to the Inclement Weather Reserve.
- 7. Arena Capital Reserve** – As per the operating agreement between the City and the arena operator (Nustadia Recreation Inc. or NRI), 50% of the surplus funds are transferred to the Arena Capital Reserve Fund for replacement of equipment and facility rehabilitation at the Pitt Meadows Arena. The other 50% is distributed to NRI. The 2023 operating results have produced a surplus of \$44,000 over the \$128,000 budgeted surplus therefore the City's 50% or \$22,000 was placed in the Arena Capital Reserve Fund.

8. Water Reserve – The Water Fund generated a deficit of \$988,500. The deficit was funded by the Water Reserve Fund. In addition, the Water Reserve Fund was used to pay back \$233,500 which was borrowed from the Sewer Reserve Fund to cover a portion of the 2022 water deficit. A permanent one year shift in the water capital project plan was implemented in order to replenish the Water Reserve Fund for this unplanned expense. Total water consumption was the largest contributing factor to the deficit, with additional impact arising from Metro Vancouver (Metro) seasonal rates charged by Metro to the City for water purchase; versus the Metro Vancouver blended rate charged by the City to metered users. Staff are implementing gradual options to transition the City to a better model as well as encourage water conservation. Changes in the approach to developing water consumption estimates have been implemented for 2024 which will result in higher water fees necessary to mitigate future water deficits.

9. South Bonson Community Centre Mural - \$130,000 was allocated from the Public Art Reserve to commission a mural at South Bonson Community Centre by Artist Rain Pierre.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

Corporate Pride is demonstrated through responsible financial management in reporting of amendments to the original financial plan bylaw.

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
- Other

As described in this report.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

Comment(s):

This step is part of the annual Financial Services work plan and no further action is needed upon bylaw adoption.

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

SIGN-OFFS

Written by:

Korey Holtzman,
Manager of Financial Planning & Reporting

Reviewed by:

Laura Barroetavena,
Director of Financial Services

ATTACHMENT(S):

- A. 2023 to 2027 Financial Plan Amendment Bylaw No. 2993, 2024

CITY OF PITT MEADOWS
2023 to 2027 FINANCIAL PLAN AMENDMENT BYLAW
Bylaw No. 2993, 2024

A Bylaw to amend the 2023 to 2027 Financial Plan Bylaw No. 2949, 2023

WHEREAS it is deemed expedient to amend the City of Pitt Meadows 2023 to 2027 Financial Plan Bylaw No. 2949, 2023;

AND WHEREAS the Community Charter section 165 (2) provides for amending a financial plan bylaw;

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

1. This Bylaw may be cited as the "City of Pitt Meadows 2023 – 2027 Financial Plan Amendment Bylaw No. 2993, 2024".
2. Schedules "A" and "B" of the 2023 to 2027 Financial Plan Bylaw No. 2949, 2023 are hereby deleted in their entirety and replaced with Schedules "A" and "B" attached hereto and which form part of the bylaw.

READ a FIRST, SECOND and THIRD time on

ADOPTED ON

Nicole MacDonald, Mayor

Kate Barchard, Corporate Officer

Schedule A

<u>REVENUES</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Municipal Property and Other Taxes	\$ 30,165,500	\$ 31,777,500	\$ 33,368,800	\$ 34,624,300	\$ 35,940,900
Utility Charges	12,301,700	13,290,300	14,353,200	15,541,100	17,087,200
Sale of Services	2,569,500	2,428,800	2,488,600	2,545,000	2,603,100
Licenses, Permits, Penalties, Fines	2,203,300	1,798,000	1,554,700	1,624,000	1,624,800
Investment Income	2,268,200	986,600	728,500	664,100	776,200
Other Revenue	985,100	646,900	616,000	621,300	607,500
Government Transfers	8,524,600	698,200	704,300	1,738,800	718,300
Contributions	4,115,500	1,545,100	681,100	114,800	114,800
Total Revenues	63,133,400	53,171,400	54,495,200	57,473,400	59,472,800
<u>EXPENSES</u>					
Operating Expenditures	37,302,300	38,765,900	40,908,800	43,045,100	45,309,800
Debt Interest	1,036,200	959,200	957,000	927,100	924,400
Amortization	5,389,500	5,389,500	5,389,500	5,389,500	5,389,500
Total Operating Expenses	43,728,000	45,114,600	47,255,300	49,361,700	51,623,700
Net Revenues (Expenditure)	19,405,400	8,056,800	7,239,900	8,111,700	7,849,100
<u>ALLOCATIONS</u>					
Net Transfers from/(to) Reserves	12,558,100	10,707,200	2,773,600	(4,861,300)	(7,061,200)
Capital Expenditures	(36,531,700)	(23,309,000)	(14,534,500)	(7,939,400)	(5,457,800)
Unfunded Amortization	5,389,500	5,389,500	5,389,500	5,389,500	5,389,500
External Debt Principal Repayment	(821,300)	(844,500)	(868,500)	(700,500)	(719,600)
Total Allocations	(19,405,400)	(8,056,800)	(7,239,900)	(8,111,700)	(7,849,100)
BUDGET BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

Schedule B

Transfers from Reserves:	2023	2024	2025	2026	2027
Arena Capital Reserve Fund	\$ 348,500	\$ 230,000	\$ 235,000	\$ 240,000	\$ 245,000
Carbon Neutrality Reserve Fund	41,100	115,000	15,000	-	-
Community Amenity Fund	150,000	3,000,000	430,000	410,000	-
Diking Capital Reserve Fund	389,100	75,200	75,600	76,000	76,600
Drainage Capital Reserve Fund	1,286,800	2,525,200	1,230,700	1,001,500	242,000
Equipment Replacement Reserve Fund	1,681,200	1,742,400	983,500	846,700	616,700
Facilities & Fixtures Lifecycle Reserve Fund	20,628,400	8,958,400	4,830,100	2,082,700	1,317,100
Future Capital Reserve Fund	403,600	25,000	25,000	-	-
Minor Capital Reserve Fund	14,000	14,500	15,000	505,500	16,000
Operating Reserve Fund	2,824,200	258,000	347,100	380,200	272,100
Sanitary Sewer Capital Reserve Fund	706,800	1,770,100	223,200	348,300	285,300
South Bonson Amenities Reserve Fund	44,300	41,100	37,900	34,800	31,600
Transportation Infrastructure Reserve Fund	2,503,700	4,307,100	5,765,700	1,908,800	1,403,400
Waterworks Capital Reserve Fund	1,672,400	1,227,300	2,184,100	1,222,300	2,492,000
Total Transfers from Reserves	32,694,100	24,289,300	16,397,900	9,056,800	6,997,800
Transfers to Reserves:					
Arena Capital Reserve Fund	(356,700)	(252,200)	(257,200)	(262,300)	(267,500)
Carbon Neutrality Reserve Fund	(157,500)	(152,500)	(153,100)	(155,400)	(158,000)
Community Amenity Fund	(483,500)	(106,700)	(59,100)	(53,000)	(47,200)
Diking Capital Reserve Fund	(188,000)	(171,300)	(172,900)	(174,500)	(176,100)
Drainage Capital Reserve Fund	(1,188,100)	(1,696,500)	(1,208,500)	(1,258,900)	(1,314,000)
Equipment Replacement Reserve Fund	(1,182,500)	(1,493,100)	(1,275,000)	(1,359,900)	(1,448,300)
Facilities & Fixtures Lifecycle Reserve Fund	(4,425,500)	(3,911,000)	(4,750,000)	(4,858,900)	(5,319,800)
Future Capital Reserve Fund	(15,600)	(1,100)	(700)	(300)	(300)
Growing Communities Reserve Fund	(5,370,000)	-	-	-	-
Minor Capital Reserve Fund	(77,200)	(63,700)	(64,500)	(65,300)	(58,100)
Operating Reserve Fund	(1,227,500)	(269,700)	(163,000)	(163,600)	(163,600)
Parkland Reserve Fund	(5,200)	(5,200)	(5,200)	(5,200)	(5,200)
Sanitary Sewer Capital Reserve Fund	(964,300)	(961,400)	(614,900)	(1,342,000)	(677,700)
South Bonson Amenities Reserve Fund	(19,000)	(14,000)	(13,500)	(13,100)	(12,800)
Transportation Infrastructure Reserve Fund	(2,869,800)	(2,898,700)	(3,060,300)	(2,500,700)	(2,401,100)
Waterworks Capital Reserve Fund	(1,605,600)	(1,585,000)	(1,826,400)	(1,705,000)	(2,009,300)
Total Transfers to Reserves	(20,136,000)	(13,582,100)	(13,624,300)	(13,918,100)	(14,059,000)
Total Transfers from (to) Reserves	\$ 12,558,100	\$ 10,707,200	\$ 2,773,600	\$ (4,861,300)	\$ (7,061,200)

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



Staff Report to Council

Planning and Development

FILE: 08-3090-20/24

REPORT DATE: June 14, 2024 **MEETING DATE:** June 25, 2024
TO: Mayor and Council
FROM: Patrick Ward, Director of Planning and Development
SUBJECT: Rezoning and Development Variance Permit for 19476 Hammond Road

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Has, pursuant to Section 479(6) of the *Local Government Act*, considered the Provincial Policy Manual: Transit-Oriented Areas, as outlined in the “Rezoning and Development Variance Permit for 19476 Hammond Road” report presented at the June 25, 2024 Council meeting, and in that regard, considers that no further consideration of the Provincial Policy Manual is required at this time; AND
- B. Adopt Zoning Amendment Bylaw No. 2899, 2021 to rezone the property at 19476 Hammond Rd from RS (Large Lot Residential) to R-2 (Small Lot Residential); AND
- C. Grant issuance of Development Variance Permit No. 2024-003 for 19476 Hammond Road, to permit subdivision into four lots by varying the following:
 - 1. Minimum lot width from 11 m to 10.9 m; and
 - 2. Minimum interior side setback from 1.5 m to 1.2 m for the west side of Lots 1, and 3, and east side of Lots 2, and 4; AND
 - 3. Minimum interior side setback from 1.5 m to 1.22 m for the west side of Lot 2 and east side of Lot 3; AND
- D. Waive the 10% lot perimeter frontage requirement in accordance with *Local Government Act* s. 512(2) for Proposed Lots 1-4 as shown on the survey plan for 19476 Hammond Road prepared by Pinnacle Home Designs dated August 12, 2013 (Attachment A of Development Variance Permit No. 2024-003); OR
- E. Other.

PURPOSE

For Council to consider adopting a rezoning bylaw, issuing a development variance permit, and waiving the *Local Government Act* (LGA) 10% perimeter frontage requirement to accommodate the proposed subdivision and development of 19476 Hammond Road into four single family lots.

Information Report

Decision Report

Direction Report

DISCUSSION

Background:

The owners of 19476 Hammond Road applied to rezone the property to R-2 (Small Lot Residential) to accommodate subdivision into four lots for new single family homes. Zoning Amendment Bylaw No. 2899, 2021, received its first and second readings on July 20, 2021. A public hearing was held on May 3, 2022. Third reading was granted on September 20, 2022, and a third reading extension was granted on April 30, 2024. The applicants have satisfied the conditions of the third reading and are requesting Council adopt the amending bylaw to rezone the property at 19476 Hammond Rd to R-2 (Small Lot Residential).

The minimum required lot width in the R-2 zone is 11m; however, each of the four proposed lots will have a lot width of 10.9 m. Additionally, the applicant is requesting that the interior side setbacks for each of the proposed lots be reduced from 1.5 m to 1.2 m or 1.22 m depending on the proposed lot (see Figure 2). The interior side setbacks adjacent to the existing neighboring parcels are proposed to remain at 1.5 m. Several previous applications to rezone and subdivide properties along this same stretch of Hammond Road requested similar variances to lot width and side setbacks to accommodate new single family homes.

Relevant Policy, Bylaw or Legislation:

Zoning Bylaw No. 2505, 2011 establishes requirements for lot dimensions, land use, and building setbacks.

Local Government Act, Section 512 regulates the minimum parcel frontage requirement for subdivision purposes.

Analysis:

Zoning Amendment Bylaw No. 2899, 2021

The following conditions were required to be fulfilled prior to adoption of Zoning Amendment Bylaw No. 2899, 2021:

- A. Payment of \$13,500 as a Residential Community Amenity Contribution (CAC) as offered by the developer;

- B. Payment of \$7,500 for cash in-lieu related to the trees that cannot be replaced on the property as a result of accommodating the proposed development;
- C. Registration of a tree protection covenant; and
- D. Registration of a restrictive covenant limiting the number of units to one per lot as offered by the developer.

The CAC and cash in-lieu (A and B above) have both been paid, and the covenants (C and D above) have been registered at the Land Title Office.

If the Zoning Amendment Bylaw is adopted, Section 511 of the *Local Government Act* allows the applicant one year following adoption of the small-scale multi-unit housing (SSMUH) zoning (also being considered at the same Council meeting) to complete the subdivision into four lots under the R-2 zone designation. As per the covenant (item D above), each lot would be restricted to one single family dwelling (with no secondary suites), resulting in a total of four dwellings for the development. If the applicant does not complete the subdivision within this timeframe, then the new SSMUH zoning will apply and subdivision will not be possible without a new application to Council, given the 1,215 sq m minimum lot size for the SSMUH zoning. Up to six dwelling units would be permitted on the existing lot under the SSMUH zoning.

Provincial Policy Manual Considerations

In accordance with the *Local Government Act*, Council must consider the [Provincial Policy Manual: Transit-Oriented Areas](#) when developing or adopting a zoning bylaw. As the subject property is not located in a transit-oriented area, no further consideration of the Provincial Policy Manual is required at this time with regards to Zoning Amendment Bylaw No. 2899, 2021.

Development Variance Permit No. 2024-003

The staff reports presented for first and second reading of Zoning Amendment Bylaw No. 2899, 2021 on July 20, 2021 and for third reading on September 20, 2022, noted the proposed development will require variances for lot width and interior side setbacks prior to subdivision into four lots.

Lot Width Variance

The application is to reduce the minimum required lot width from 11 m (36 ft) to 10.9 m (35.8 ft), for a variance of 10 cm per lot. Similar width variances on this block of Hammond Road have previously been considered by Council (see Figure 1).

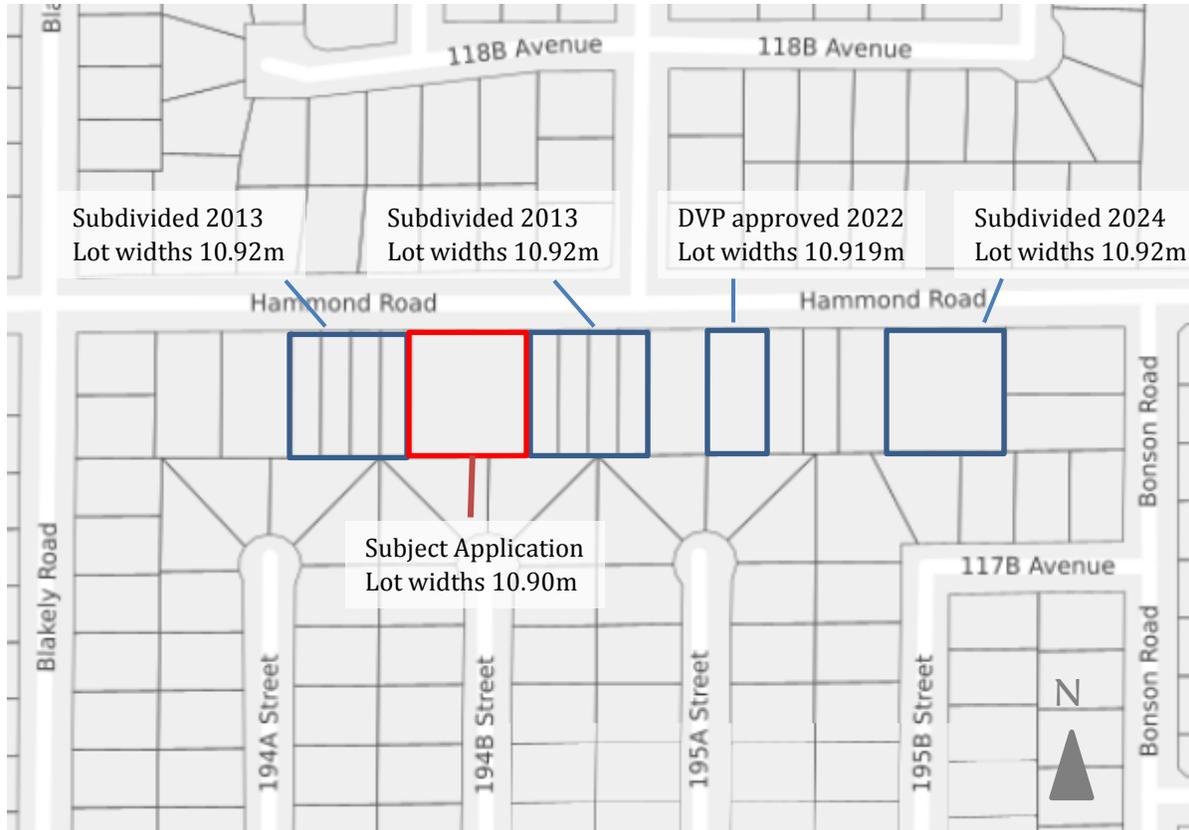


Figure 1: Infill Development on Hammond Rd

If the lot width reduction from 11 m to 10.9 m is not approved, then a maximum of three lots can be created under the R-2 zone designation.

Side Setback Variances

The application is also made to reduce the interior side setback on each proposed lot from 1.5 m to 1.2 m or 1.22 m as shown in Figure 2 and Table 1 below:

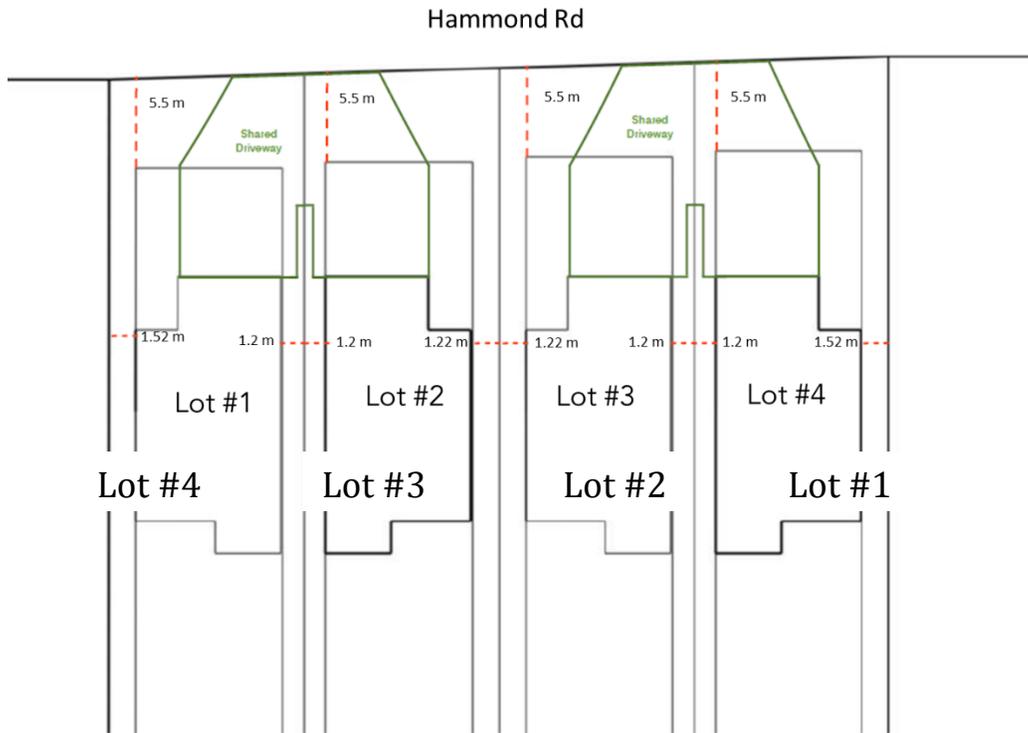


Figure 2: Proposed side setbacks

N

	West Interior Side Setback	Requested Variance	East Interior Side Setback	Requested Variance
Lot #4 (Outermost West Lot)	1.52 m	None.	1.2 m	0.3 m
Lot #3 (Internal West Lot)	1.2 m	0.3 m	1.22 m	0.28 m
Lot #2 (Internal East Lot)	1.22 m	0.28 m	1.2 m	0.3 m
Lot #1 (Outermost East Lot)	1.2 m	0.3 m	1.52 m	None.

Table 1: Summary of requested interior side setback variances

The neighbouring homes in the previous, adjacent subdivisions in 2013 were developed with 1.2 m side setbacks (see Figure 3), the minimum required in the Zoning Bylaw at that time. In 2017, the minimum side setback was increased to 1.5 m, as part of the infill policy review.

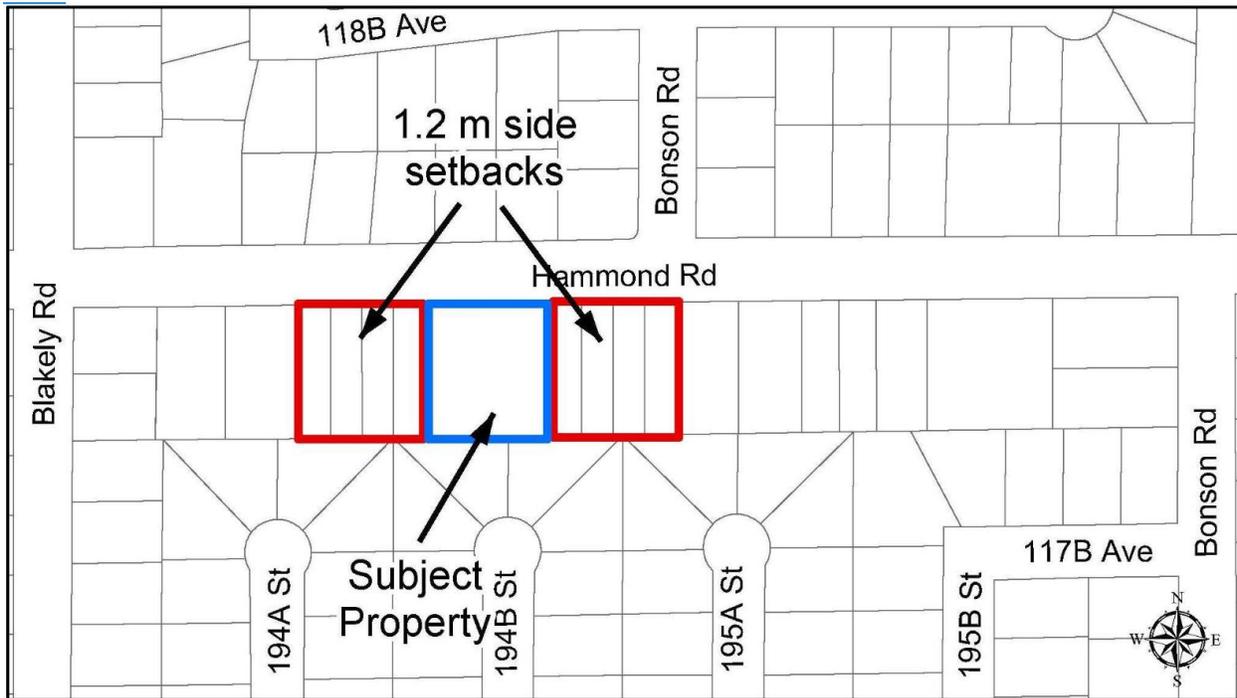


Figure 3: Side setbacks of previous subdivisions

Approval of this side setback variance will accommodate the proposed homes, helping to slightly mitigate the perception of tall and narrow homes. However, the overall amount of living space permitted will not increase. As the variance is only requested on the lot lines internal to the new subdivision, the impact of this particular variance on existing neighbours will be minimal.

Perimeter Frontage

Section 512 (2) of the *Local Government Act* states:

Minimum parcel frontage on highway

- (1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of
 - (a) 10% of the perimeter of the lot that fronts on the highway, and
 - (b) the minimum frontage that the local government may, by bylaw, provide.
- (2) A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).
- (3) As a limitation on section 229 [delegation of board authority] of this Act or section 154 [delegation of council authority] of the *Community Charter*, a local government may delegate its powers under subsection (2) only to an approving officer.

This section of the *LGA* requires a lot created by subdivision to have a minimum parcel frontage along a highway (road) equal to at least 10% of the perimeter of that lot (see Figure 4) to avoid parcel shapes that would create inadequate building envelopes or limit parcel use. If this 10% requirement is not met, a local government can waive this requirement, either by Council or staff if Council has delegated this authority. This authority has not been delegated to staff and, therefore, a Council resolution is required.

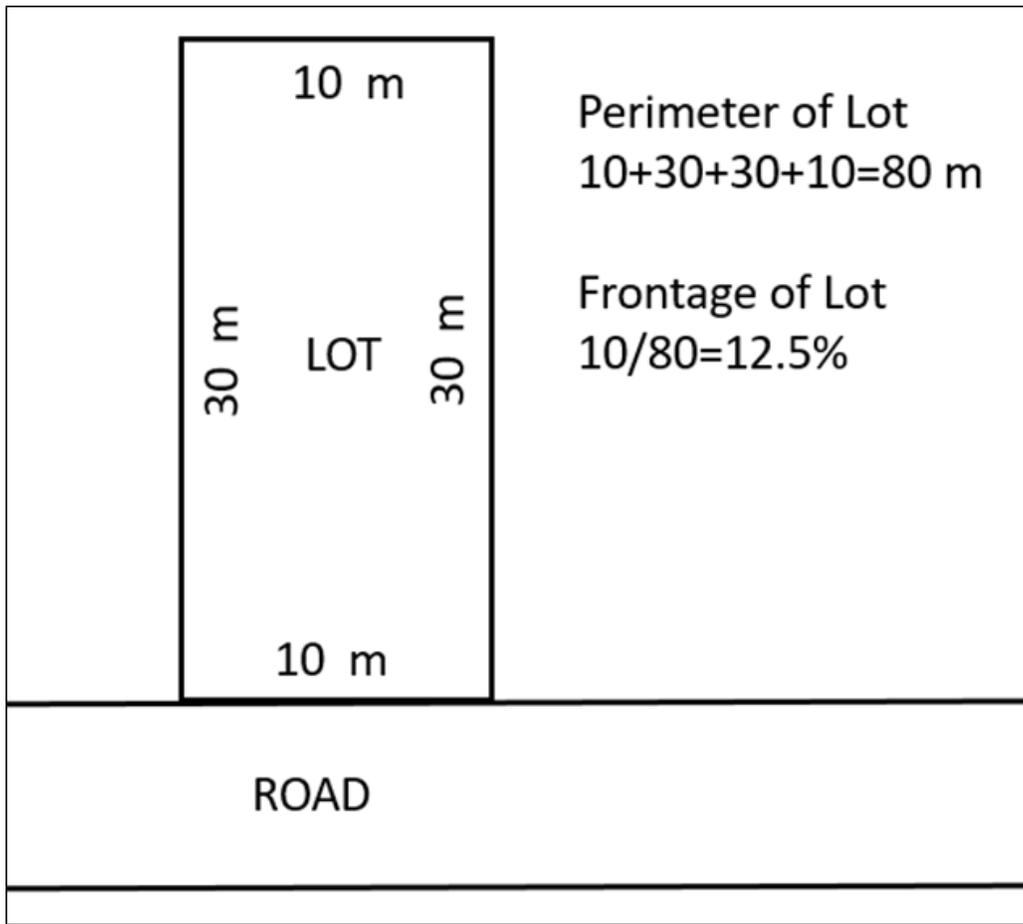


Figure 4: Example of perimeter frontage calculation

For this proposed four-lot subdivision, each lot carries a 9.5% parcel frontage. The proposed lots are deeper than most infill lots in the City, which increases their perimeter length and impacts the frontage calculation. Each proposed lot has a sufficient building envelope and frontage width to accommodate development that aligns with the neighbourhood character.

If the development variance for lot width is supported, Council is also asked to consider waiving the minimum 10% parcel frontage requirement. A subdivision application for this site cannot receive preliminary approval until a decision on the variance for lot width has been made.

Summary and next steps

The applicants have satisfied the conditions of rezoning and are seeking variances to lot width and building setbacks that are consistent with past development approvals along this same

stretch of Hammond Road. As noted in previous reports, this proposal aligns with the Official Community Plan vision for this area.

If the development variance permit and final adoption of the rezoning are both approved, a development permit will be required before final subdivision approval. This development permit will address the form and character outlined in the Development Permit Area (DPA) No. 9 Ground-Oriented Residential. Approval for this type of development permit (i.e., infill development for less than 5 dwelling units) is delegated to staff. Detailed design drawings will be submitted at the development permit stage.

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
-

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
- Other

There are no financial implications associated with this report.

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

Comment(s):

Property owners and residents within 50 m (164 ft) of the subject property were notified. To date, no comments have been received.

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

SIGN-OFFS

Written by:

Jaimie Jagpal,
Development Services Technician

Reviewed by:

Colin O'Byrne,
Manager of Planning

Patrick Ward,
Director of Planning and Development

ATTACHMENT(S):

- A. Draft Development Variance Permit No. 2024-003
- B. Zoning Amendment Bylaw No. 2899, 2021

CITY OF PITT MEADOWS**DEVELOPMENT VARIANCE PERMIT NO. 2024-003**

ISSUED BY:

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

(hereinafter called the "City")

TO: **NARINDER SINGH GREWAL**

9185 147A St
Surrey, BC
V3R 3V9

(hereinafter called the "Permittee(s)")

WHEREAS the Permittee(s) requests certain provisions be varied or supplemented upon ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in the City of Pitt Meadows in the Province of British Columbia, and more particularly known and described as:

Parcel Identifier: 008-960-127**Legal Description: LOT 6 DISTRICT LOT 282 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 19441**

(hereinafter called the "Lands")

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

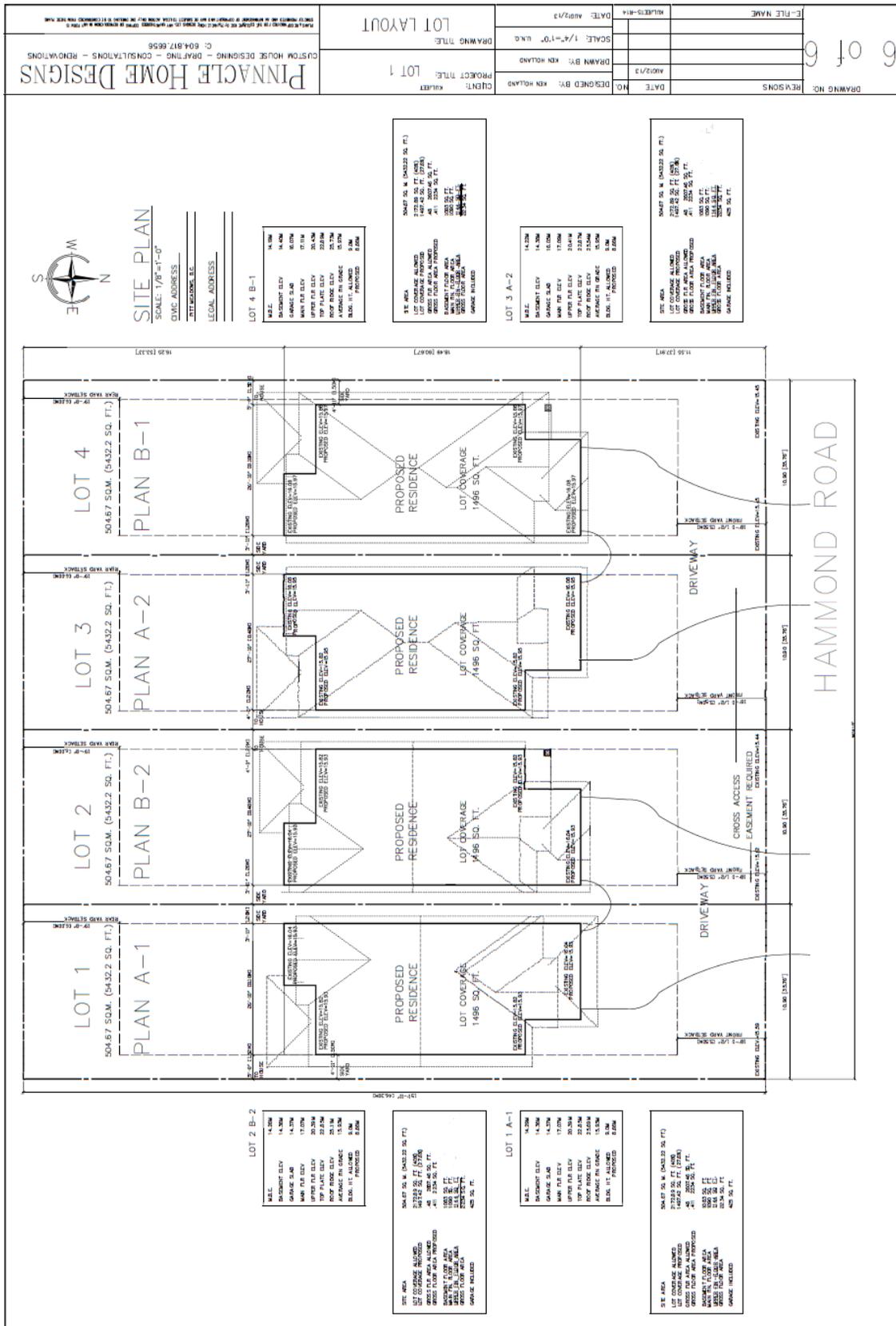
AND WHEREAS the Local Government Act provides that in such a Permit certain matters may be regulated, required or limited; and

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

1. All development of lands shall conform to all requirements contained in the City's Bylaws except where specifically varied or supplemented by this Development Variance Permit.
2. a) Section 10.3.4 (b), Site Requirements of Zoning Bylaw 2505, 2011, is varied to reduce the minimum lot width from 11 m to 10.9 m.
- b) Section 10.3.6 (a) (ii), Siting of Zoning Bylaw 2505, 2011, is varied to reduce the interior lot line from 1.5 m to 1.2 m for the west side of Lots 1 and 3, and east side of Lots 2 and 4.

- c) Section 10.3.6 (a) (ii), Siting of Zoning Bylaw 2505, 2011, is varied to reduce the interior lot line from 1.5 m to 1.22 m for the west side of Lot 2 and east side of Lot 3. The site plan identifying the proposed lots is shown on Attachment A.
3. Whenever the singular or masculine is used in this Development Variance Permit, the same shall be deemed to include the plural, or the feminine, or the body politic or corporate as the context so requires, and every reference to each part hereto shall be deemed to include the heirs, executors, administrators, successors and assigns of such party whenever this context or the parties so require.
 4. It is understood and agreed that the City has made no representations, covenants, warranties, guarantees, promises or agreement (verbal or otherwise) with the Permittee(s) other than those in this Permit.
 5. This Permit shall lapse if final subdivision approval is not granted within three (3) years of the date this Permit is issued.
 6. The terms of this Permit or any amendment to it, are binding on all persons who acquire an interest in the Land.
 7. This permit is not a building permit.

ATTACHMENT "A"



CITY OF PITT MEADOWS
ZONING AMENDMENT BYLAW
No. 2899, 2021

A bylaw to amend applicable sections of Zoning Bylaw No. 2505, 2011

WHEREAS it is deemed expedient to amend the City of Pitt Meadows Zoning Bylaw No. 2505, 2011;

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

1. This Bylaw may be cited as the "Zoning Amendment Bylaw 2899, 2021".
2. The Zoning Bylaw No. 2505, 2011, including Schedule A (Zoning Map), is amended as follows:

a) The parcel of land legally described as:

PID: 008-960-127

Lot 6 District Lot 282 Group 1 New Westminster District Plan 19441

as shown boldly outlined and shaded in Attachment 1, which forms part of this bylaw, is hereby rezoned to Small Lot Residential (R2) Zone.

READ a FIRST and SECOND time on July 20, 2021.

PUBLIC HEARING held on May 3, 2022.

READ a THIRD time on September 20, 2022.

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

Attachment 1





Staff Report to Council

Planning and Development

FILE: 08-3360-20/24

REPORT DATE: June 07, 2024 **MEETING DATE:** June 25, 2024

TO: Mayor and Council

FROM: Patrick Ward, Director of Planning and Development

SUBJECT: Rezoning Application for Restaurants in Golden Ears Business Park

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Grant first and second readings to Zoning Text Amendment Bylaw No. 2992, 2024, to permit a total of nine restaurants within the Golden Ears Business Park; AND
- B. Direct staff to schedule a public hearing for an upcoming meeting of Council; OR
- C. Other.

PURPOSE

To present a Zoning Text Amendment application that would permit a total of nine restaurants anywhere in Golden Ears Business Park (19055, 19100, 19265, 19300 Airport Way – PIDs: 025-907-867, 028-360-494, 031-463-088, 031-463-070).

Information Report Decision Report Direction Report

DISCUSSION

Background:

Golden Ears Business Park consists of four lots, developed in phases (see Figure 1). All four lots are zoned I-3 Light Industrial Business Park; there are no other parcels in the City that are zoned I-3.

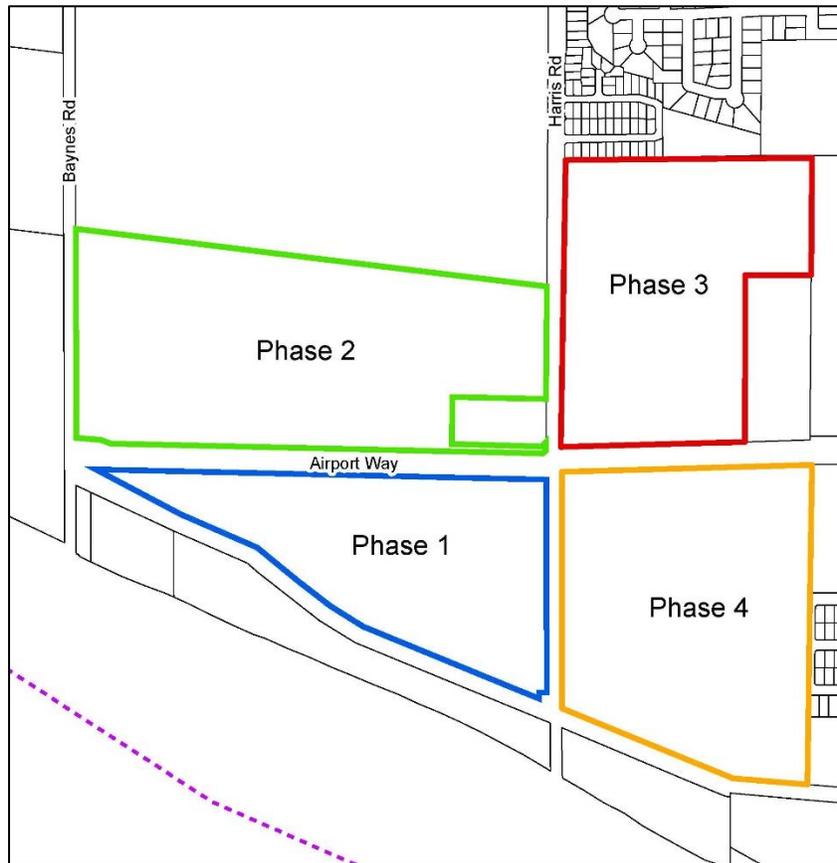


Figure 1: Golden Ears Business Park Phases

In the I-3 zone, the following complementary land uses are permitted in addition to the principal light industrial use:

- *Indoor Recreation*
- *Commercial Schools*
- *Vehicle body Repair*
- *Micro-brewery*
- *Restaurant*
- *Child Daycare*
- *Retail*
- *Personal Service*
- *Dog Daycare*
- *Government Service*
- *Office*

As these uses are intended to be complementary, the zoning permits up to 15% of a lot's total built floor area for these uses.

In addition, restaurant use in the I-3 zone is specifically limited to three per lot and to locations within 150 m from the eastern property line north of Airport Way, and 150 m from the property corners at Harris Road and Fraser Way (see Figure 2). Due to those restrictions, no restaurants would be permitted in Phase 2, and therefore a total of only nine restaurants is currently possible (i.e., three in each of Phases 1, 3, and 4).



Figure 2: Areas where restaurants are currently permitted (orange)

Those sites were identified during the 2018 rezoning process for their visual prominence, accessibility to business park employees, and the possibility of attracting local residents using the new trail and sidewalk connections. The area along the eastern property line north of Airport Way, adjacent to the amenity lands and Pitt Meadows Athletic Park, was included to contribute to activation of the greenway and park space.

While the term restaurant is used throughout this report and in the City’s Zoning Bylaw, it encompasses all food service businesses where seating is provided. For example, a restaurant can range from a coffee shop, to a sandwich shop, to a larger full-service restaurant. A drive-through restaurant is not permitted in the I-3 zone.

Recently, the property owner of Golden Ears Business Park (GEBP) obtained a development variance permit (DVP) to expand the permitted locations of restaurant uses to anywhere in Building 300 of GEBP (19265 Airport Way). As part of that process, the applicant noted their intention to submit a future rezoning application that would amend the section in the I-3 zone

that limits restaurants to three per lot. When issuing that DVP, at the January 23, 2024, Regular Meeting, Council also passed the following motion:

“Direct staff to further explore and encourage restaurant uses on the east side of Building 300 at 19265 Airport Way.”

The applicant has now applied to amend the restaurant section of the I-3 zone, specifically to increase leasing flexibility by eliminating the three restaurants per lot restriction and location restrictions, while limiting the total number to nine within the I-3 zone.

Relevant Policy, Bylaw or Legislation:

The City’s Official Community Plan prioritizes business park lands for light industrial uses, but also supports appropriately scaled commercial opportunities to serve employees and the public in industrially zoned areas.

The Economic Development Strategic Plan also supports prioritizing business park lands for light industrial uses, and encourages increasing the diversity of unit sizes and being supportive of evolving industrial needs.

The site is zoned I-3 Light Industrial Business Park, which permits light industrial and other complementary uses, subject to the conditions of use in the zone.

Analysis:

If approved, the Zoning Text Amendment will allow up to nine restaurants located anywhere within GEBP. For example, if nine restaurants were located in Phase 3, no other restaurants would be permitted anywhere else in GEBP. Business licences would be issued on a first-come, first-served basis. In addition, the 15% of the total floor area constructed per parcel for those complementary land uses listed above would still apply, including for restaurants. This will help to ensure continued compliance with the “Business Park” land use designation in the City’s Official Community Plan and “Industrial” land use designation in Metro Vancouver’s Regional Growth Strategy.

Vehicle parking requirements for restaurants will remain at one space per five seats. While each lot appears to have a large supply of parking, the availability of that parking and the number of seats proposed in a restaurant will need to be taken into account by the property owner when leasing out space for restaurant uses.

Although the application proposes the ability to have nine restaurants anywhere in GEBP, it is anticipated that most of these nine will initially be located in Phase 3. No restaurants have chosen to locate in Phase 1 yet, despite being able to for several years. Phase 3 is closest to residential areas, Pitt Meadows Athletic Park, new multi-use trails, and is easily accessible from Harris Rd and Airport Way. Once the new multi-use trail network is complete and the amenity lands are

developed for park use, the east side of Phase 3 is anticipated to be more attractive to potential restaurant tenants.

Conclusion and Next Steps

Overall, the applicant is not asking to increase the number of restaurants or the percentage of floor area for restaurant use but rather is requesting flexibility in the location of restaurants within GEBP. Market conditions will help to identify where restaurants are most viable at GEBP. As this is not an application involving residential use, a public hearing can be held and is recommended. However, given that the application is consistent with the OCP, Council can waive the public hearing if preferred.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

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

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

Comment(s):

A public hearing is recommended.

KATZIE FIRST NATION CONSIDERATIONS

- Referral Yes No Other

SIGN-OFFS

Written by:

Allison Dominelli,
Planner

Reviewed by:

Colin O'Byrne,
Manager of Planning

Patrick Ward,
Director of Planning and Development

ATTACHMENT(S):

- A. Letter of Intent
- B. Zoning Text Amendment Bylaw No. 2992, 2024



City of Pitt Meadows
12007 Harris Road
Pitt Meadows, BC V3Y 2B5
Canada

RE: Rezoning Text Amendment (I-3) at Golden Ears Business Park

Dear City of Pitt Meadows Planning Department,

I am writing to express our intent to submit a rezoning text amendment to the I-3 Zoning to allow for a maximum of nine (9) restaurant uses across all four Golden Ears Business Park phases located at 19100, 19055, 19265 and 19300 Airport Way, Pitt Meadows respectively. While the existing I-3 Zoning contemplates a maximum of no more than 3 restaurants per lot and limited to certain areas near Airport Way & Fraser Way, the intent of this amendment is to allow for restaurant uses to be allowed all over the 4 phases at Golden Ears Business Park to ensure the continued development and growth of the area to benefit both the local community and businesses in the region.

City of Pitt Meadows Council is fully supportive of this initiative, as evidenced by the approval of the development variance permit to allow for restaurant uses anywhere within BLDG 300 at 19265 Airport Way in January 2024. At the same council meeting in January 2024, Council reiterated the need for more restaurants in Pitt Meadows and requested City of Pitt Meadows Planning Staff to work with Onni on facilitating this. This application demonstrates our commitment to enhancing the economic vitality of the Golden Ears Business Park and creating a vibrant and dynamic commercial hub in the heart of Pitt Meadows.

By allowing for a greater number of restaurants in the area, we aim to meet the growing demand for diverse dining options and create a more attractive destination for residents and visitors alike. This rezoning text amendment aligns with the City's vision for the future development of Pitt Meadows and will contribute to the overall prosperity and success of the community.

We are excited about the prospect of bringing more restaurants to the Golden Ears Business Park and are confident that this initiative will have a positive impact on the local economy and quality of life in Pitt Meadows. We look forward to working closely with the City of Pitt Meadows to ensure the successful implementation of this Rezoning Text Amendment to the existing I-3 Zoning.

Thank you for considering our proposal. We are eager to collaborate with the city to make this vision a reality and contribute to the continued growth and prosperity of Pitt Meadows.

Sincerely,

Christos Platis
Development Manager
Onni Group of Companies

CITY OF PITT MEADOWS
ZONING TEXT AMENDMENT BYLAW
No. 2992, 2024

A bylaw to amend applicable sections of Zoning Bylaw No. 2505, 2011

WHEREAS it is deemed expedient to amend the City of Pitt Meadows Zoning Bylaw No. 2505, 2011;

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

1. This Bylaw may be cited as the "Zoning Text Amendment Bylaw No. 2992, 2024".
2. The Zoning Bylaw No. 2505, 2011 is amended as follows:
 - a) Section 13.3 [I-3 Light Industrial Business Park] is amended by:

(i) Deleting subsection 13.3.9 i) and replacing it with the following:

Restaurant use shall be limited to a total of nine restaurants, on any of these four parcels:

Civic Address	Legal Description
19055 Airport Way	LOT 2 SECTION 12 BLOCK 5 NORTH RANGE 1 EAST NEW WESTMINSTER DISTRICT PLAN BCP9735 EXCEPT: PART DEDICATED ROAD ON PLAN BCP41323 PID: 025-907-867
19100 Airport Way	PARCEL A (BEING A CONSOLIDATION OF LOTS A AND B, SEE CA1783946) SECTION 13 BLOCK 5 NORTH RANGE 1 EAST NEW WESTMINSTER DISTRICT PLAN BCP5764 PID: 028-360-4940
19265 Airport Way	LOT 2 DISTRICT LOT 254 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP80530 PID: 031-463-088
19300 Airport Way	LOT 1 DISTRICT LOT 254 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP80530 PID: 031-463-070

READ a FIRST and SECOND time on [DATE].

PUBLIC HEARING held on [DATE].

READ a THIRD time on [DATE].

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

**CITY OF PITT MEADOWS
ZONING AMENDMENT BYLAW
NO. 2986, 2024**

A bylaw to amend applicable sections of Zoning Bylaw No. 2505, 2011

WHEREAS it is deemed expedient to amend the City of Pitt Meadows Zoning Bylaw No. 2505, 2011;

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

1. This Bylaw may be cited as the "Zoning Amendment Bylaw No. 2986, 2024".
2. The Zoning Bylaw No. 2505, 2011 is amended as follows:
 - a) All references to "bicycle parking" are replaced with "bicycle storage".
 - b) Subsection 1.3(a) and the subsequent table are deleted and replaced with the following:
 - a) *The City of Pitt Meadows is hereby divided into the following zones:*

<i>Zone Designation</i>	<i>Short Form</i>
<i>General Agricultural</i>	<i>A-1</i>
<i>Large Lot Agricultural</i>	<i>A-2</i>
<i>Agricultural and Farm Industrial</i>	<i>A-3</i>
<i>Agricultural and Golf Course</i>	<i>A-4</i>
<i>Agricultural and Wildlife Management</i>	<i>A-5</i>
<i>Estate Lot Rural Residential</i>	<i>RR-1</i>
<i>Large Lot Rural Residential</i>	<i>RR-2</i>
<i>Medium Lot Rural Residential</i>	<i>RR-3</i>
<i>Small Lot Rural Residential</i>	<i>RR-4</i>
<i>Rural Residential Cluster Housing</i>	<i>RR-5</i>
<i>Large Lot Residential</i>	<i>RS</i>
<i>Urban Residential 3</i>	<i>R-3</i>
<i>Urban Residential 4</i>	<i>R-4</i>
<i>Urban Residential 6</i>	<i>R-6</i>
<i>Multi-Family Residential 1</i>	<i>RM-1</i>
<i>Multi-Family Residential 2</i>	<i>RM-2</i>
<i>Multi-Family Residential 3</i>	<i>RM-3</i>

<i>Multi-Family Residential 4</i>	<i>RM-4</i>
<i>Multi-Family Residential 5</i>	<i>RM-5</i>
<i>Highway Commercial</i>	<i>C-1</i>
<i>Neighbourhood Centre Commercial</i>	<i>C-2</i>
<i>Community Commercial</i>	<i>C-3</i>
<i>Local Commercial</i>	<i>C-4</i>
<i>Gas Station Commercial</i>	<i>C-5</i>
<i>Neighbourhood Pub Commercial</i>	<i>C-6</i>
<i>Town Centre Commercial</i>	<i>TC</i>
<i>Mainstreet Commercial</i>	<i>MC</i>
<i>General Industrial</i>	<i>I-1</i>
<i>Light Industrial Warehouse</i>	<i>I-2</i>
<i>Light Industrial Business Park</i>	<i>I-3</i>
<i>Industrial Storage</i>	<i>I-4</i>
<i>Airport</i>	<i>I-5</i>
<i>Outdoor Recreation 1</i>	<i>OR-1</i>
<i>Outdoor Recreation 2</i>	<i>OR-2</i>
<i>Community Assembly</i>	<i>P-1</i>
<i>Assembly</i>	<i>P-2</i>
<i>River</i>	<i>P-3</i>
<i>Comprehensive Development E</i>	<i>CD-E</i>
<i>Comprehensive Development G</i>	<i>CD-G</i>
<i>Comprehensive Development H</i>	<i>CD-H</i>
<i>Comprehensive Development K</i>	<i>CD-K</i>
<i>Comprehensive Development L</i>	<i>CD-L</i>
<i>Comprehensive Development M</i>	<i>CD-M</i>
<i>Comprehensive Development N</i>	<i>CD-N</i>
<i>Comprehensive Development O</i>	<i>CD-O</i>
<i>Comprehensive Development Q</i>	<i>CD-Q</i>

- c) Subsection 2.3 [General Definitions] is amended by deleting the following definitions and replacing them with the following:

- a) *DUPLEX* means a building containing two principal dwelling units divided vertically or horizontally by a common party wall, each having its own access to grade. Where permitted, a duplex may contain one secondary suite in each principal dwelling unit.
 - b) *DWELLING UNIT* means self-contained accommodation providing sleeping, washroom, and a kitchen to be used for permanent residential use as a household, having a minimum gross floor area of 33 sq m, and does not include a room in a hotel.
 - c) *GARDEN SUITE* means a dwelling unit separate from and accessory to a principal building on the same lot and is located in the rear yard, but excludes mobile homes.
 - d) *SECONDARY SUITE* means a dwelling unit that is accessory to, contained entirely within, and separated from a dwelling unit within a principal building.
- d) Subsection 2.3 [General Definitions] is amended by deleting the following definition:
- a) *PRINCIPAL DWELLING UNIT*
- e) Subsection 3.4 [Specific Prohibitions] is amended by adding the following subparagraph to paragraph e):
- (ii) *The use of a motorized home, travel trailer, slide-in camper or chassis mounted camper as a dwelling unit.*
- f) Subsection 4.4 [Projections into Yards in Single Family and Duplex Zones], is amended by:
- a) deleting the subsection title and first sentence, and replacing them with the following:

4.4 Projections into Yards in Residential Zones

The following projections shall be permitted for buildings containing a principal use in the RS, R-3, R-4 and R-6 zones:
 - b) deleting paragraph d) and its subparagraphs, and replacing them with the following:
 - d) *Porches, stairs, awnings, canopies, sunlight control projections, decks, or balconies may project:*

- j) Subsection 4.20 [Commercial and Recreational Vehicle Parking and Storage] is amended by:
 - a) deleting the first sentence and replacing it with the following:

In residential zones, vehicles, boats, and equipment parked or stored outdoors on any lot at any time shall be limited to the following:
 - b) deleting paragraph b) and replacing it with the following:

b) Not more than one commercial vehicle per dwelling unit owned by an occupant, not exceeding a gross vehicle weight of 4,600 kg.
- k) Subsection 5.4 [Secondary Suites] is amended by:
 - a) deleting subparagraph (a)(i) and replacing it with the following:

(i) Be permitted as an accessory use only where permitted in the zone.
 - b) deleting subparagraph (a)(ii) and replacing it with the following:

(ii) Be completely enclosed within the same building containing the principal use and not in an accessory building.
 - c) deleting subparagraph (a)(iii) and replacing it with the following:

(iii) Be integrated with the building containing the principal use so as not to externally appear as a separate dwelling unit apart from having an independent entrance.
 - d) deleting subparagraph (a)(iv) and replacing it with:

(iv) Have a gross floor area of at least 33 sq m and not more than 90 sq m.
 - e) deleting subparagraph (b)(v) and replacing it with:

(v) A secondary suite is not permitted on a lot that contains a garden suite, except in the R-3, R-4, and R-6 zone.
 - f) deleting subparagraph (b)(vi).

l) Subsection 5.5 [Garden Suites] is amended by deleting it and replacing it with the following:

(a) *Where permitted, one or more garden suites is permitted in the R-3, R-4, and R-6 zone, provided that the garden suite(s) shall:*

i. *remain part of the same real-estate entity as the principal building to which they are accessory;*

ii. *be connected to municipal water, sewer and drainage utilities;*

iii. *be located within the rear yard with:*

<i>Minimum distance from the principal building</i>	<i>2.4 m</i>
<i>Minimum interior side yard setback</i>	<i>1.2 m</i>
<i>Minimum exterior side yard setback</i>	<i>3.0 m</i>
<i>Minimum rear yard setback</i>	<i>1.2 m</i>
<i>Unobstructed pathway provided between the front lot line and the garden suite</i>	<i>At least 1.2 m wide</i>

iv. *be limited to a height of 4.0 m;*

v. *be limited to a gross floor area of not less than 33 sq m and not more than 90 sq m. In this instance, gross floor area shall include any basement area;*

vi. *be freestanding and not attached to an accessory building or accessory structure;*

vii. *not contain a rooftop balcony, deck or patio;*

viii. *be occupied by the registered owner of the lot on which the garden suite is situated unless the registered owner resides in another dwelling unit on the lot or:*

- *identify a property management company with an address within Pitt Meadows, Maple Ridge or Port Coquitlam to manage the tenancies of the dwelling units;*
- *authorize the property management company to deal with complaints of neighbours or the City arising from the occupancy of the dwelling units;*

- and provide the City the name, address, telephone number and email address of the property management company, and provide written authorization to the City to contact the property management company in the event of such complaints.

(b) One garden suite is permitted on lots having areas of at least 557 sq m within the RS and RR zones and on lots less than 8094 sq m within A-1 and A-2 zones, provided that the garden suite shall:

- i. be limited to lots occupied by a single-family dwelling and that the single-family dwelling does not contain a secondary suite;
- ii. remain part of the same real-estate entity as the principal building to which they are accessory;
- iii. be located within the rear yard with:

Minimum distance from the single-family dwelling	2.4 m
Minimum interior side yard setback	1.5 m
Minimum exterior side yard setback* (see <i>Exception</i>)	3.0 m
Minimum rear yard setback * (see <i>Exception</i>)	2.4 m
* <i>Exception</i> : Minimum exterior side yard setback or rear yard setback on lots where the garden suite will have direct lane or road access and where a garden suite is built above a garage	4.5 m
Unobstructed pathway provided between the front lot line and the garden suite	At least 1.5 m wide

- iv. be limited to a height of 4.0 m except where a garden suite may be a maximum height of 6.0 m if the garden suite has direct lane or road access and occupies the second story above a one storey garage;
- v. be limited to a gross floor area of not less than 33 sq m and not more than 90 sq m. In this instance, gross floor area shall include any basement area;
- vi. be freestanding and not attached to an accessory building or accessory structure;

- vii. *not contain a rooftop balcony, deck or patio;*
- viii. *be occupied by the registered owner of the lot on which the garden suite is situated unless the registered owner resides in the single-family dwelling on the lot or:*
 - *identify a property management company with an address within Pitt Meadows, Maple Ridge or Port Coquitlam to manage the tenancies of the dwelling units;*
 - *authorize the property management company to deal with complaints of neighbours or the City arising from the occupancy of the dwelling units;*
 - *and provide the City the name, address, telephone number and email address of the property management company, and provide written authorization to the City to contact the property management company in the event of such complaints.*

m) Subsection 5.7 [Boarding] is amended by:

g) deleting paragraph b) and its subparagraphs, and replacing them with the following:

b) The maximum number of boarders permitted per dwelling unit shall be limited to:

i. Four persons in A-1, A-2, A-3 and RR zones;

ii. Two persons in RS, R-3, R-4, and R-6 zones and on lots less than 8094 m² within the A-1 and A-2 zones.

n) Subsection 6.5 [Screening for Garbage and Recycling Bins] is amended by deleting it and replacing it with the following:

a) All premises for which garbage, recycling, and green waste containers are or will be provided, shall be provided with an outdoor storage area that is screened from any adjacent road and adjacent private property by a landscape screen, a solid decorative fence, a structure, a building, or a combination thereof to a minimum height that is equivalent to the height of the container.

- b) For garbage, recycling, and green waste containers that are 1 cubic m in capacity or larger, such areas screened under this section shall be located a minimum of 3.0 m from any adjacent residential zone.
- o) Subsection 6.7 [Impervious Surface] is deleted in its entirety.
- p) Subsection 7.2 [Location of Parking Spaces] is amended by:
 - a) deleting subparagraph (c)(iii) and replacing it with the following:
 - iii. in a building or development consisting of townhouse dwelling units in an RM or CD zone, be located within carports, garages, or an accessory parking structure.
- q) Subsection 7.3 [Off-Street Parking Requirements] is amended by:
 - a) deleting Table 7.1 and replacing it with the following:

Use	Number of Parking Spaces	
Residential Uses not in R-3, R-4, or R-6 zone	Basic Requirements	Visitor Requirements
Single-Family Dwelling	2 per dwelling unit	n/a
Duplex	2 per dwelling unit	n/a
Townhouse	1.75 per dwelling unit	0.2 per dwelling unit
Apartment (not in TC, MC)	1.3 per bachelor unit or 1-bedroom unit 1.5 per 2-bedroom or more unit	0.2 per dwelling unit
Apartment (in TC, MC)	1.2 per bachelor unit or 1-bedroom unit 1.5 per 2-bedroom or more units	0.2 per dwelling unit
Secondary Suite	1 per suite	n/a
Garden Suite	1 per suite	n/a
Residential Uses in R-3 and R-4 zones	Requirements	
Dwelling unit ≤90 m ²	0.5 per dwelling unit	
Dwelling unit >90 m ²	1.5 per dwelling unit	

All Residential Uses	Basic Requirements	Visitor Requirements
<i>Congregate Care Facility</i>	<i>0.5 per suite</i>	<i>0.2 per suite</i>
<i>Assisted Living</i>	<i>0.25 per suite</i>	<i>0.3 per suite</i>
<i>Boarding</i>	<i>1 per sleeping unit</i>	<i>n/a</i>
<i>Bed and Breakfast</i>	<i>1 per sleeping unit</i>	<i>n/a</i>
<i>Home-Based Business</i>	<i>1 per business</i>	
Commercial Uses		
<i>Professional Office</i>	<i>1 per 45 sq m gfa</i>	
<i>Medical Office</i>	<i>1 per 30 sq m gfa</i>	
<i>Office</i>	<i>1 per 45 sq m gfa</i>	
<i>Retail Use</i>	<i>1 per 30 sq m gfa</i>	
<i>Liquor Retail</i>	<i>1 per 30 sq m gfa</i>	
<i>Farm Retail Sales</i>	<i>1 per 20 sq m gfa</i>	
<i>Retail Outlet</i>	<i>1 per 40 sq m gfa</i>	
<i>Commercial School</i>	<i>1 per 93 sq m gfa</i>	
<i>Theatre Use</i>	<i>1 per 5 seats of capacity</i>	
<i>Hotel</i>	<i>1 per sleeping unit (plus parking for other uses)</i>	
<i>Personal Service</i>	<i>1 per 45 sq m gfa</i>	
<i>Veterinary Service</i>	<i>1 per 45 sq m gfa</i>	
<i>Dog Daycare</i>	<i>1 per 93 sq m gfa</i>	
<i>Child Daycare</i>	<i>1 per 93 sq m gfa</i>	
<i>Restaurant</i>	<i>1 per 5 seats of capacity</i>	
<i>Liquor-Primary Establishment—Minor</i>	<i>1 per 5 seats of capacity</i>	
<i>Liquor-Primary Establishment—Major</i>	<i>1 per 5 seats of capacity</i>	
<i>Vehicle Dealership</i>	<i>1 per 45 sq m gfa of sales and showroom area</i>	
<i>Vehicle Repair</i>	<i>3 per service bay</i>	
<i>Gas Station</i>	<i>1 per 45 sq m gfa</i>	
<i>Car Wash</i>	<i>1 per wash bay</i>	
Industrial Uses		

<i>General Industrial</i>	<i>1 per 100 sq m gfa</i>
<i>Light Industrial</i>	<i>1 per 100 sq m gfa</i>
<i>Warehouse</i>	<i>1 per 200 sq m gfa</i>
<i>Research Establishment</i>	<i>1 per 100 sq m gfa</i>
<i>Landscaping Retail</i>	<i>1 per 100 sq m gfa</i>
<i>Civic, Cultural, Recreational Uses</i>	
<i>Government Services</i>	<i>1 per 45 sq m gfa</i>
<i>Community Services</i>	<i>1 per 10 sq m gfa or 1 per 10 seats, whichever is greater</i>
<i>Cultural Facility</i>	<i>1 per 45 sq m, or 1 per 5 seats where occupancy is determined by seating</i>
<i>Place of Worship</i>	<i>1 per 10 sq m gfa</i>
<i>School (Elementary/Middle)</i>	<i>1 per classroom plus 9 for drop-off plus 2 spaces for bus loading</i>
<i>School (Secondary)</i>	<i>5 per classroom plus 2 spaces for bus loading</i>
<i>Indoor Recreation</i>	<i>1 per 10 sq m gfa or 1 per 10 seats, whichever is greater</i>
<i>Outdoor Recreation sports fields tennis/ball courts</i>	<i>1 per 5 seats of capacity 15 per field (if not located adjacent to school/sport facility) 2 per court (if not located adjacent to school/sport facility)</i>
<i>Golf Course</i>	<i>8 per hole (includes associated uses)</i>
<i>Driving Range</i>	<i>1 per tee</i>
<i>Marina</i>	<i>1 per 2 moorages (plus parking for other uses)</i>
<i>Banquet Facility</i>	<i>1 per 10 sq m gfa or 1 per 10 seats, whichever is greater</i>

b) inserting the following new subsection 7.3 c) and renumbering subsequent subsections:

c) Despite Table 7.1, no vehicle parking spaces are required for a residential use within an area designated by bylaw as a Transit Oriented Area, except that accessible parking spaces are still required in accordance with this bylaw.

r) Subsection 7.4 [Off-Street Parking Design Criteria] is amended by:

a) deleting the following words from paragraph (a):

Any additional parking spaces that are required for garden suites, secondary suites, and home-based businesses shall be surfaced with permeable material.

- b) deleting paragraph (i) and its subparagraphs, and replacing them with the following:

i) Tandem parking is not permitted for any use except for single-family residential, duplex residential, apartments, secondary suite, garden suite, bed and breakfast, and townhouse residential. Tandem parking is permitted provided:

- i. Both parking spaces are held by the same owner;*
- ii. Except in the R-3, R-4 and R-6 zones, in apartment developments, the total number of tandem parking spaces does not exceed 50% of the total number of parking spaces provided;*
- iii. Except in the R-3, R-4 and R-6 zones, in townhouse developments, 50% of the tandem parking spaces must be enclosed and attached to the unit when the units are ground-oriented.*

- s) Subsection 7.7 [Bicycle Parking Requirements] is amended by:

- a) in subparagraph (d)(i), deleting the words after "...programmed entry system" and replacing them with "...and contain individual bicycle storage spaces.";

- b) inserting the following new paragraph:

f) In the R-3, R-4, and R-6 zones, long-term, enclosed bicycle storage is required as follows:

- i. Minimum one space per dwelling unit;*
- ii. Each space shall be at least 1.3 cu m in size;*
- iii. No bicycle parking is required for each dwelling unit that has access to a private garage.*

- t) Subsection 8 [Agricultural] is amended by:

- a) deleting subparagraph (a)(ii) of subsection 8.1.10 [Conditions of Use], and replacing it with the following:

ii. The use of the land and erection, alteration, and maintenance of residential buildings and structures on lots on which a dwelling unit was in existence on January 21, 1992 shall conform with the following regulations:

Principal Uses	Accessory Uses
<ul style="list-style-type: none"> ▪ <i>Single-Family Dwelling</i> 	<ul style="list-style-type: none"> ▪ <i>Secondary Suite</i> ▪ <i>Garden Suite</i> ▪ <i>Home-Based Business</i> ▪ <i>Accessory Residential Buildings and Uses</i> ▪ <i>Boarding</i>

- The maximum lot coverage is 30%;
 - The height of a principal building shall not exceed
 - i. 9.0 m for a building with a roof slope of 1:4 or more;
 - or
 - ii. 7.4 for a building with a roof slope less than 1:4;
 - Principal buildings shall not be sited less than
 - i. 7.5 m from front and rear lot lines
 - ii. 1.5 m from interior side lot lines
 - iii. 4 m from exterior side lot lines.
- u) Subsection 10.2 [R-1 Medium Lot Residential] is deleted in its entirety and replaced with the following:

10.2 R-3 Urban Residential 3

10.2.1 Intent

The intent of the Urban Residential 3 (R-3) Zone is to provide for development of up to three dwelling units on a lot within the urban containment boundary, in a variety of building forms.

10.2.2 Permitted Uses

Principal Uses	Accessory Uses
<ul style="list-style-type: none"> ▪ <i>Single-Family Dwelling</i> 	<ul style="list-style-type: none"> ▪ <i>Secondary Suite</i>

<ul style="list-style-type: none"> ▪ Duplex ▪ Townhouse ▪ Apartment 	<ul style="list-style-type: none"> ▪ Garden Suite ▪ Home-Based Business ▪ Accessory Residential Buildings and Uses ▪ Boarding
--	---

10.2.3 Lot Requirements

- a) The minimum lot area shall be 1,215 sq m.
- b) The minimum lot width shall be 12 m.
- c) The maximum permitted impervious surface allowance is 70% of the lot area.

10.2.4 Permitted Density

- a) The maximum permitted number of dwelling units is three.

10.2.5 Dimensions of Buildings and Structures

- a) The maximum permitted gross floor area is 232 sq m.
- b) For a single-family dwelling or duplex, up to 25 sq m of gross floor area per dwelling unit can be excluded from the maximum gross floor area for a garage or carport.
- c) Up to 4 sq m of gross floor area per dwelling unit can be excluded from the maximum gross floor area for space dedicated for residential storage, provided it is a contiguous partitioned space designed for the purpose of storage and located inside the dwelling unit and within 4 m of its principal entrance.
- d) The maximum lot coverage is 50%.
- e) The height of a principal building shall not exceed the lesser of 10 m and three storeys.
- f) The depth of a principal building shall not exceed 22 m.
- g) The surface of the first floor is not more than 0.8 m above the average grade at any building elevation facing a street, except that where the property is located in the flood plain or has a flood

covenant registered on the property title the surface of the first floor may be adjusted to meet the flood proofing requirements.

10.2.6 Siting

Principal buildings shall not be sited less than

- a) 5.5 m from front lot line, but may be reduced to 4 m where parking is provided behind the principal building.
 - b) 6 m from rear lot lines.
 - c) 1.2 m from interior side lot lines.
 - d) 1.8 m from exterior side lot lines.
- v) Subsection 10.3 [R-2 Small Lot Residential] is deleted in its entirety and replaced with the following:

10.3 R-4 Urban Residential 4

10.3.1 Intent

The intent of the Urban Residential 4 (R-4) Zone is to provide for development of up to four dwelling units on a lot within the urban containment boundary, in a variety of building forms.

10.3.2 Permitted Uses

<i>Principal Uses</i>	<i>Accessory Uses</i>
<ul style="list-style-type: none"> ▪ Single-Family Dwelling ▪ Duplex ▪ Townhouse ▪ Apartment 	<ul style="list-style-type: none"> ▪ Secondary Suite ▪ Garden Suite ▪ Home-Based Business ▪ Accessory Residential Buildings and Uses ▪ Boarding

10.3.3 Lot Requirements

- a) The minimum lot area shall be 1,215 sq m.
- b) The minimum lot width shall be 12 m.
- c) The maximum permitted impervious surface allowance is 70% of the lot area.

10.3.4 Permitted Density

- a) *The maximum permitted number of dwelling units is four.*

10.3.5 Dimensions of Buildings and Structures

- a) *For a duplex, townhouse, or apartment use, at least one dwelling unit must contain at least three bedrooms.*
- b) *The maximum permitted floor space ratio is:*
- i. *0.50 where one or two dwelling units are provided*
 - ii. *0.70 where three or four dwelling units are provided*
- c) *For a single-family dwelling or duplex, up to 25 sq m of gross floor area per dwelling unit can be excluded from the maximum gross floor area for a garage or carport.*
- d) *Up to 4 sq m of gross floor area per dwelling unit can be excluded from the maximum gross floor area for space dedicated for residential storage, provided it is a contiguous partitioned space designed for the purpose of storage and located inside the dwelling unit and within 4 m of its principal entrance.*
- e) *The maximum lot coverage is 40%.*
- f) *The height of a principal building shall not exceed the lesser of 10 m and three storeys.*
- g) *The depth of a principal building shall not exceed 22 m.*
- h) *The surface of the first floor is not more than 0.8 m above the average grade at any building elevation facing a street, except that where the property is located in the flood plain or has a flood covenant registered on the property title the surface of the first floor may be adjusted to meet the flood proofing requirements.*

10.3.6 Siting

Principal buildings shall not be sited less than

- e) *5.5 m from front lot line, but may be reduced to 4 m where parking is provided behind the principal building.*

- f) 6 m from rear lot lines.
 - g) 1.2 m from interior side lot lines.
 - h) 3 m from exterior side lot lines.
- w) Subsection 10.4 [RD Duplex Residential] is deleted in its entirety and replaced with the following:

10.4 R-6 Urban Residential 6

10.4.1 Intent

The intent of the Urban Residential 6 (R-6) Zone is to provide for development of up to six dwelling units on a lot, within the urban containment boundary and that is close to frequent transit, in a variety of building forms.

10.4.2 Permitted Uses

<i>Principal Uses</i>	<i>Accessory Uses</i>
<ul style="list-style-type: none"> ▪ Single-Family Dwelling ▪ Duplex ▪ Townhouse ▪ Apartment 	<ul style="list-style-type: none"> ▪ Secondary Suite ▪ Garden Suite ▪ Home-Based Business ▪ Accessory Residential Buildings and Uses ▪ Boarding

10.4.3 Lot Requirements

- a) The minimum lot area shall be 1,215 sq m.
- b) The minimum lot width shall be 12 m.
- c) The maximum permitted impervious surface allowance is 70% of the lot area.

10.4.4 Permitted Density

- a) The maximum permitted number of dwelling units is five. A maximum of six dwelling units is permitted, on the condition that at least one dwelling unit meets the applicable adaptable housing requirements in the BC Building Code.

10.4.5 Dimensions of Buildings and Structures

- a) *For a duplex, townhouse, or apartment use, at least two dwelling units must contain at least three bedrooms.*
- b) *The maximum permitted floor space ratio is:*
 - i. *0.55 where one or two dwelling units are provided*
 - ii. *0.80 where three, four, five or six dwelling units are provided*
- c) *For a single-family dwelling or duplex, up to 25 sq m of gross floor area per dwelling unit can be excluded from the maximum gross floor area for a garage or carport.*
- d) *Up to 4 sq m of gross floor area per dwelling unit can be excluded from the maximum gross floor area for space dedicated for residential storage, provided it is a contiguous partitioned space designed for the purpose of storage and located inside the dwelling unit and within 4 m of its principal entrance.*
- e) *Up to 25 sq m of gross floor area per dwelling unit can be added to the maximum gross floor area where at least one parking space for that dwelling unit is provided below the surface of the first floor.*
- f) *The maximum lot coverage is 50%.*
- g) *The height of a principal building shall not exceed the lesser of 10 m and three storeys.*
- h) *The depth of a principal building shall not exceed 22 m.*
- i) *The surface of the first floor is not more than 0.8 m above the average grade at any building elevation facing a street, except that where the property is located in the flood plain or has a flood covenant registered on the property title the surface of the first floor may be adjusted to meet the flood proofing requirements.*

10.4.6 Siting

Principal buildings shall not be sited less than

- a) *5.5 m from front lot line, but may be reduced to 4 m where parking is provided behind the principal building.*
 - b) *6 m from rear lot lines.*
 - c) *1.2 m from interior side lot lines.*
 - d) *3 m from exterior side lot lines.*
- x) Section 16 [Comprehensive Development] is amended by deleting the following subsections in their entirety:
- 16.1 CD-A Comprehensive Development A
 - 16.2 CD-B Comprehensive Development B
 - 16.3 CD-C Comprehensive Development C
 - 16.4 CD-D Comprehensive Development D
 - 16.6 CD-F Comprehensive Development F
 - 16.9 CD-I Comprehensive Development I
 - 16.10 CD-J Comprehensive Development J
 - 16.16 CD-P Comprehensive Development P
- y) Schedule D [Fieldstone Parcel Map for CD Zone] is deleted.
- z) The lands shown in identified colours in Attachment 1, which forms part of this bylaw, are hereby rezoned to Urban Residential 3 (R-3), Urban Residential 4 (R-4), and Urban Residential 6 (R-6) respectively, as indicated in the Legend of the Attachment.

NOTICE OF FIRST READING given on May 3 and 10, 2024.

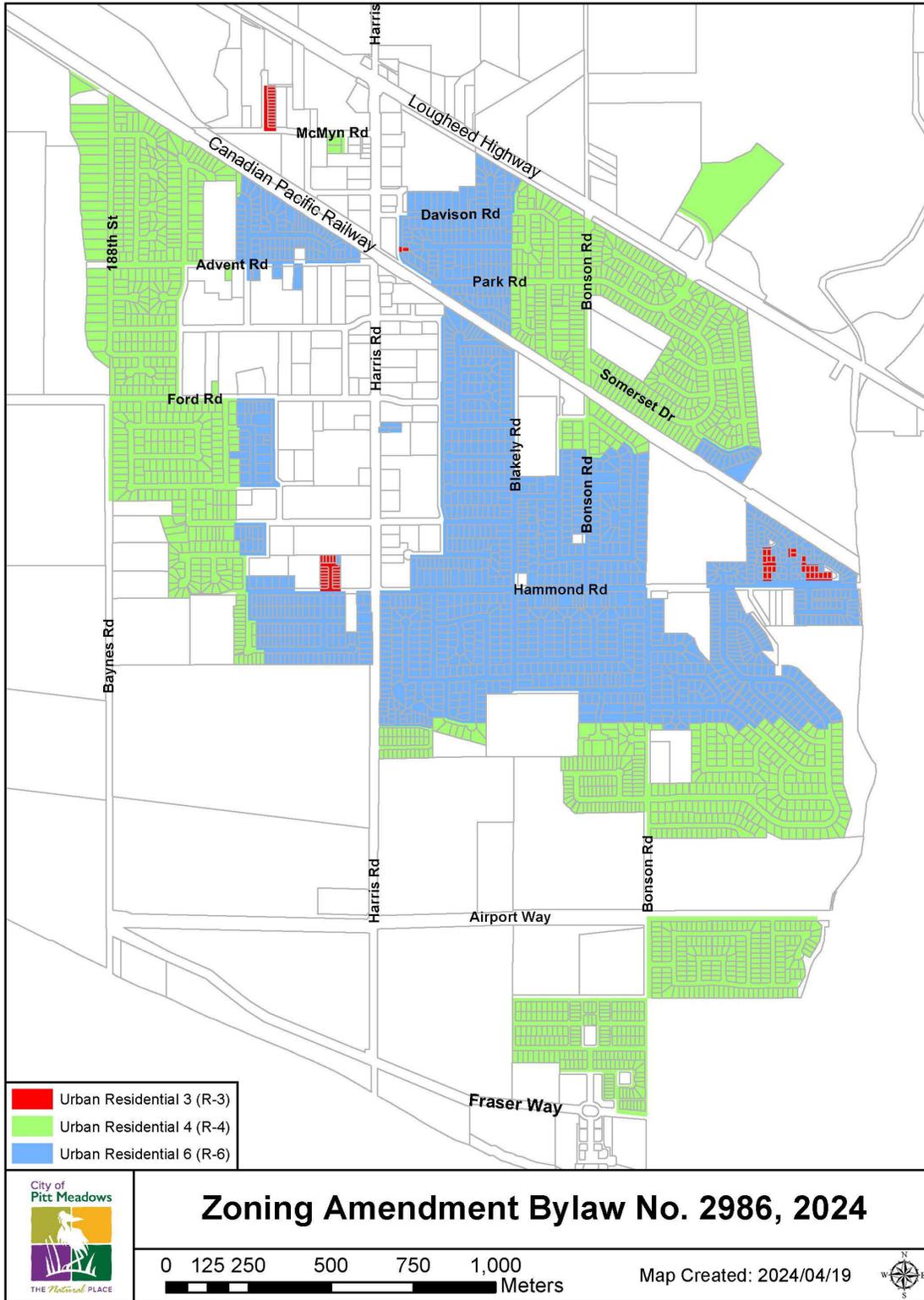
READ a FIRST, SECOND and THIRD time on May 14, 2024.

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

Attachment 1



**CITY OF PITT MEADOWS
ZONING AMENDMENT BYLAW
No. 2991, 2024**

A bylaw to amend applicable sections of Zoning Bylaw No. 2505, 2011

WHEREAS it is deemed expedient to amend the City of Pitt Meadows Zoning Bylaw No. 2505, 2011;

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

1. This Bylaw may be cited as the "Zoning Amendment Bylaw No. 2991, 2024".
2. The Zoning Bylaw No. 2505, 2011, including Schedule A (Zoning Map), is amended as follows:
 - (a) The table included in paragraph 1.3 (a) is amended by adding a new row before Multi-Family Residential 1 with "Residential Mobile Home" noted under Zone Designation and "RMH" noted under Short Form.
 - (b) Row (a) of the table included in paragraph 5.3.1 is amended by adding ", *Mobile Home*" to the end of the list in the column titled 'Minor'.
 - (c) Table 7.1 [Off-Street Parking Requirements] is amended by adding ", *Mobile Home*" to the first column of the fifth row after the word "*Townhouse*."
 - (d) A new zone titled "Residential Mobile Home (RMH)" is established with the addition of the following subsection:

10.10 RMH Residential Mobile Home

10.10.1 Intent

The intent of the Residential Mobile Home Zone is to accommodate mobile homes within a mobile home park.

10.10.2 Permitted Uses

Principal Uses	Accessory Uses
<ul style="list-style-type: none"> • Mobile Home 	<ul style="list-style-type: none"> • Home-Based Business • Accessory Residential Buildings and Uses

10.10.3 Lot Requirements

- a) The minimum lot area shall be 9 ha.

10.10.4 Permitted Density

- a) The maximum number of *mobile homes* per ha is 17.

10.10.5 Dimensions of Buildings and Structures

- a) The maximum lot coverage is 35%.
- b) The maximum height for principal buildings is 9 m.

10.10.6 Siting

- a) *Mobile homes* and *accessory residential buildings* shall be sited not less than
 - i) 7.5 m from front and rear lot lines;
 - ii) 1.5 m from interior side lot lines;
 - iii) 4.5 m from exterior side lot lines.

10.10.7 Conditions of Use

- a) Section 4.12, Siting for Buildings Adjacent to Highway and CPR Line, shall not apply to mobile homes.
- b) Notwithstanding Section 4.13, accessory residential buildings and structures are limited to one per mobile home.

(e) The parcel of land legally described as

- (i) REM 2, Plan 13435
Lot Two (2) of District Lot 223, Group One (1) Plan 13435,
New Westminster District, except part subdivided by Plan
36908.

and shown boldly outlined and shaded in Attachment 1, which forms part of this bylaw, is rezoned to RMH – Residential Mobile Home zone.

NOTICE OF FIRST READING given on May 23 and 30, 2024.

READ a **FIRST**, **SECOND** and **THIRD** time on June 4, 2024.

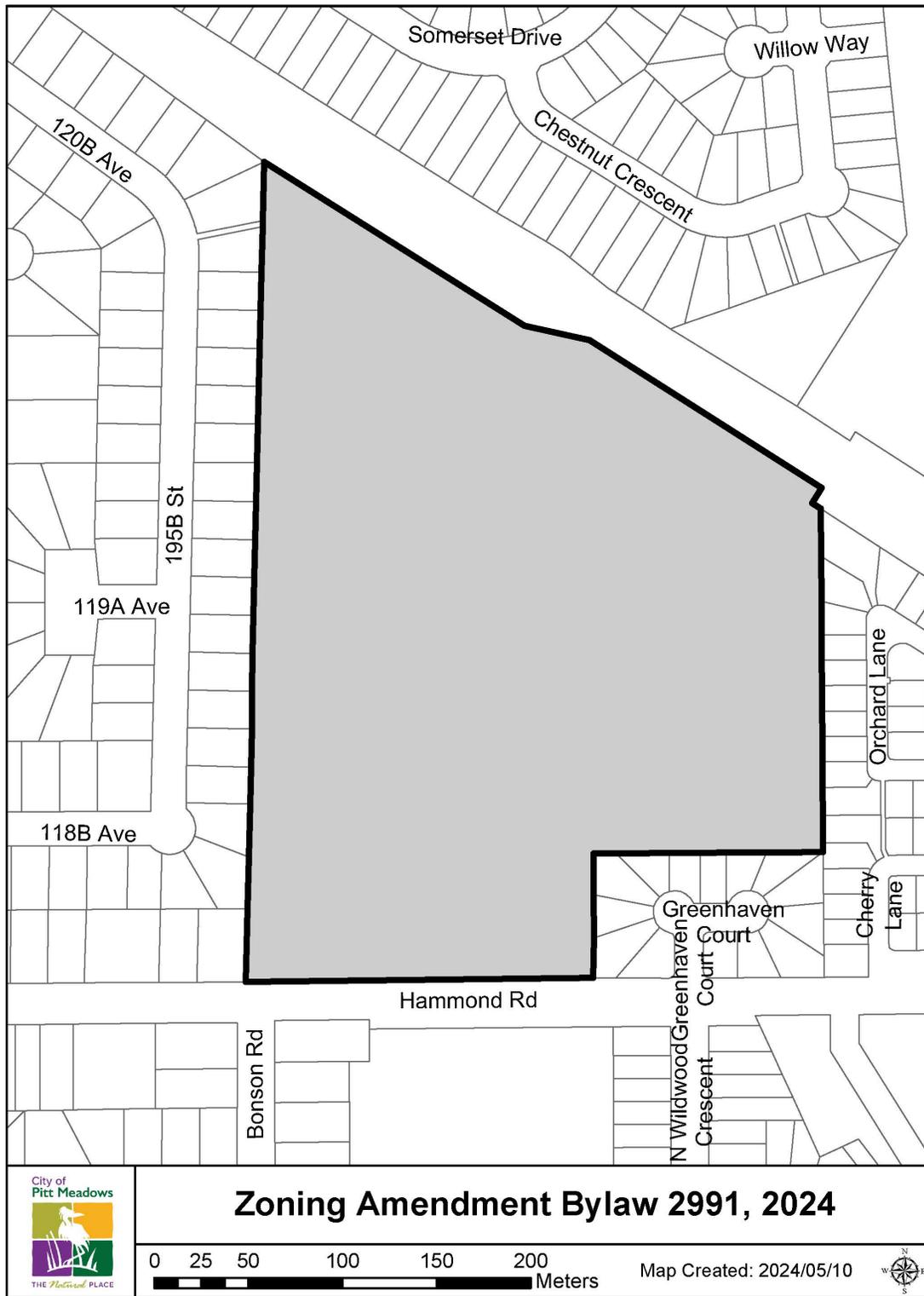
MINISTERIAL APPROVAL granted on June 7, 2024.

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

Attachment 1



CITY OF PITT MEADOWS
TRANSIT-ORIENTED AREA DESIGNATION
BYLAW NO. 2989, 2024

A bylaw to designate transit-oriented areas in Pitt Meadows

WHEREAS Council is required under the *Local Government Act* to designate prescribed transit-oriented areas in respect of the City of Pitt Meadows;

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

1. Citation/Title

1.1 This Bylaw may be cited as the 'Transit-Oriented Area Designation Bylaw'.

2. Designation of transit-oriented areas under the *Local Government Act*

2.1 The parcels shown as being within or partially within the 200 Metre Tier and 400 Metre Tier in Schedule "A" and Schedule "B", which form part of this Bylaw, are designated as transit-oriented areas in accordance with the *Local Government Act*.

3. Severability

3.1 If a section, subsection or clause in this Bylaw is held to be invalid by a court of competent jurisdiction, then that invalid portion will be severed and the remainder of this Bylaw will be deemed to have been adopted without the invalid and severed section, subsection or clause.

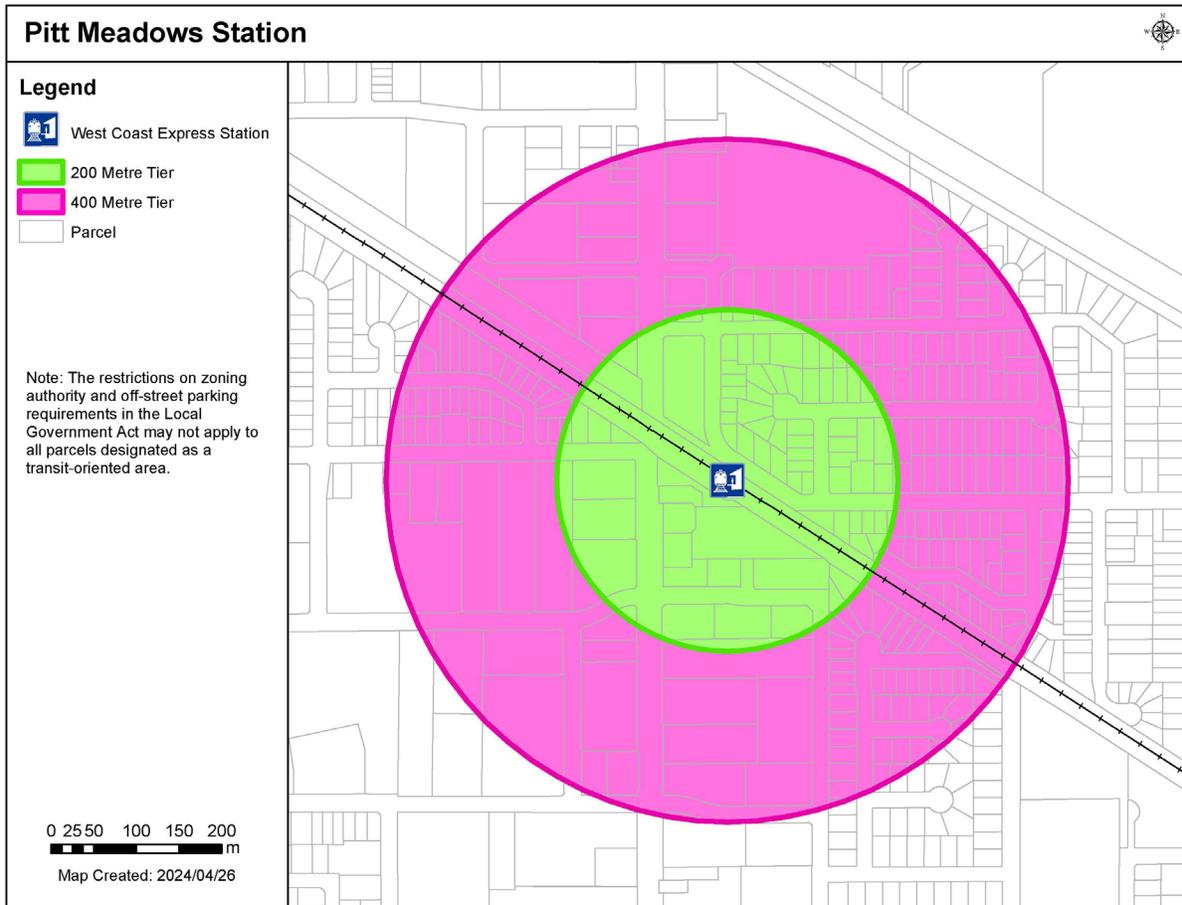
READ a FIRST, SECOND and THIRD time on May 14, 2024.

ADOPTED on [DATE].

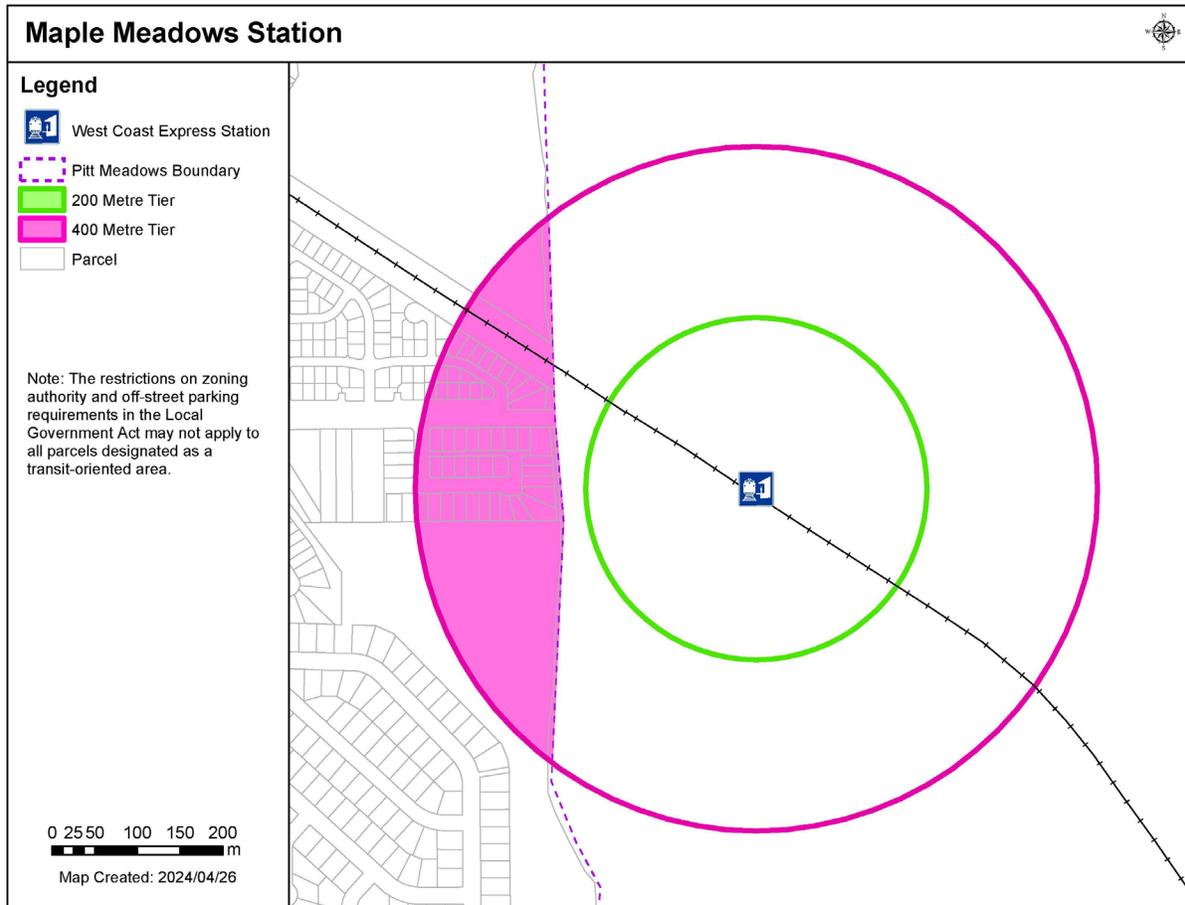
Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

Schedule "A"



Schedule "B"



CITY OF PITT MEADOWS
AMENITY COST CHARGE BYLAW
No. 2987, 2024

A bylaw to impose Amenity Cost Charges

WHEREAS Council may impose an amenity cost charge under section 570.2 of the *Local Government Act*;

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

1. Citation/Title

1.1 This Bylaw may be cited as the 'Amenity Cost Charge Bylaw'.

2. Interpretation

2.1 In this bylaw the following words, terms, and phrases have the following meanings:

- a) **Amenity Cost Charge** means the charge payable pursuant to the provisions of this Bylaw and in the amounts as calculated in Schedule "A". The term Amenity Cost Charge may also be referred to as "ACC" or "ACCs" in this Bylaw.
- b) **Apartment** means an apartment as defined in the Zoning Bylaw.
- c) **City** means the lands within the municipal boundaries of the City of Pitt Meadows, or the corporation of the City of Pitt Meadows, as the context requires.
- d) **Development** means the construction, alteration or extension of a building or structure.
- e) **Duplex** means a duplex as defined in the Zoning Bylaw.
- f) **Dwelling Unit** means a dwelling unit as defined in the Zoning Bylaw, except for a dwelling unit used for migrant farm-worker housing in accordance with the Zoning Bylaw.
- g) **Garden Suite** means a garden suite as defined in the Zoning Bylaw.
- h) **Secondary Suite** means a secondary suite as defined in the Zoning Bylaw.

- i) **Single-Family Dwelling** means a single-family dwelling as defined in the Zoning Bylaw.
- j) **Townhouse** means a townhouse as defined in the Zoning Bylaw.
- k) **Zoning Bylaw** means the City of Pitt Meadows Zoning Bylaw No. 2505, 2011, as amended from time to time.

3. Amenity Cost Charge

- 3.1 Subject to an exemption in the *Local Government Act*, every person who obtains a building permit within the City authorizing a development that will, after the development, contain a dwelling unit must pay to the City the applicable Amenity Cost Charge set out in Schedule "A" which is attached to and forms part of this Bylaw.
- 3.2 Where a type of development is not identified in Schedule "A", the Amenity Cost Charge for the most comparable type of development, as determined by the City, is to be used to determine the amount payable.
- 3.3 For an Amenity Cost Charge imposed pursuant to this Bylaw, a credit will be granted for each dwelling unit that exists on the property prior to issuance of the building permit.
- 3.4 Subject to the *Local Government Act*, the Amenity Cost Charge must be paid at the time of the issuance of building permit.

4. Amenities

- 4.1 The amenities that will receive funding from the Amenity Cost Charges are:
 - a) Recreation and culture facilities;
 - b) Public art;
 - c) Heritage conservation; and
 - d) Environmental conservation.

5. Severability

- 5.1 If a section, subsection or clause in this Bylaw is held to be invalid by a court of competent jurisdiction, then that invalid portion will be severed and the

remainder of this Bylaw will be deemed to have been adopted without the invalid and severed section, subsection or clause.

READ a FIRST and SECOND and THIRD time on June 4, 2024.

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

Schedule "A"

Amenity Cost Charge Amounts

Type of Development	Amenity Cost Charge Amount
Single-Family Dwelling	\$8,100 per dwelling unit
Duplex or Townhouse	\$7,000 per dwelling unit
Apartment	\$5,000 per dwelling unit
Secondary Suite or Garden Suite	\$3,400 per dwelling unit

Note:

1. The Amenity Cost Charge Amount will be adjusted on April 1 each year based on the annual percent change of the Consumer Price Index for the Vancouver Census Metropolitan Area (CMA) in the previous year, rounded to the nearest ten dollars.

CITY OF PITT MEADOWS
AMENITY COST CHARGE RESERVE FUND
Bylaw No. 2985, 2024

A bylaw to establish a Capital Reserve Fund to be used for the provision of public amenities consistent with the Amenity Cost Charge Bylaw 2987, 2024

WHEREAS the Council of the City of Pitt Meadows is authorized to enact a bylaw pursuant to section 570.8 of the *Local Government Act* and section 188 (2) (a.1) of the *Community Charter*, to establish a reserve fund for a specific purpose and direct that money be placed to the credit of the reserve fund;

AND WHEREAS Council wishes to establish a reserve fund for the purposes of segregating amenity cost charges paid to the City of Pitt Meadows, as per the Amenity Cost Charge Bylaw No. 2987, 2024;

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

1. This Bylaw may be cited as the "Amenity Cost Charge Reserve Fund Bylaw".
2. The Amenity Cost Charge Reserve Fund is hereby established under the provisions of section 570.8 of the *Local Government Act*, to be known as the Amenity Cost Charge Reserve Fund.
3. Monies may be paid into this reserve from amenity cost charges collected as per the City's Amenity Cost Charge Bylaw or as otherwise authorized in the City's Financial Plan and from the other Reserve Funds as authorized by bylaw.
4. Pursuant to section 570.8(2) of the *Local Government Act*, money in the Amenity Cost Charge Reserve Fund, together with interest, may be used only for the following:
 - a) to pay the capital costs of providing, constructing, altering or expanding amenities specified in the Amenity Cost Charge Bylaw;
 - b) to pay principal and interest on a debt incurred by the City as a result of an expenditure under paragraph (a);
 - c) to pay a person subject to an amenity cost charge for some or all of the capital costs the person incurred in completing a project described in paragraph (a) if
 - i. the project was completed under an agreement referred to in section 570.9 (1) of the *Local Government Act* between the person and the City, and
 - ii. the project is included in the calculations used to determine the amount of that amenity cost charge.

Definitions

5. In this bylaw:
- a) "Amenity cost charge" means a charge imposed by the Amenity Cost Charge Bylaw.
 - b) "Amenity Cost Charge Bylaw" means the City of Pitt Meadows Amenity Cost Charge Bylaw No. 2987, 2024.
 - c) "Capital costs" includes:
 - i. Planning, engineering and legal costs directly related to the work for which a capital cost may be incurred under Division 19.1 [Amenity Costs Recovery] of the *Local Government Act*;
 - ii. Interest costs directly related to the work referred to in paragraph (i) above; and
 - iii. Expenditures made to a person or public authority under a partnering agreement in order to pay capital costs incurred by the person or public authority.

READ a FIRST, SECOND and THIRD time on June 4, 2024.

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

**CITY OF PITT MEADOWS
OFFICIAL COMMUNITY PLAN AMENDMENT
BYLAW NO. 2990, 2024**

A bylaw to amend applicable sections of Official Community Plan
Bylaw No. 2864, 2020

WHEREAS it is deemed expedient to amend the City of Pitt Meadows Official Community Plan Bylaw No. 2864, 2020;

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

1. This Bylaw may be cited as the "Official Community Plan Amendment Bylaw No. 2990, 2024".
2. The Official Community Plan Bylaw No. 2864, 2020 is amended as follows:
 - a) Chapter 14, Development Permit Area Guidelines, Permit Area 8: Town Centre Mixed Residential / Commercial is amended by adding the following new section:

8.3.1: DEVELOPMENT PERMITS FOR SMALL SCALE MULTI-UNIT HOUSING

8.3.1.1 The guidelines of DPA 9, Ground-oriented Residential, will apply to development applications seeking six residential units or less and no commercial component.

- b) Chapter 14, Development Permit Guidelines, Permit Area 9: Ground-oriented Residential is deleted and replaced with the following:

PERMIT AREA 9: GROUND-ORIENTED RESIDENTIAL

9.1 PURPOSE

The Ground-oriented Residential Development Permit Area (DPA) establishes objectives and the provision of guidelines for the form and character of intensive residential development pursuant to the *Local Government Act*.

9.2 OBJECTIVES

Sensitive residential infill development can provide a diversity of housing types and increase the efficiency of land use, enabling a compact and complete community. The Ground-oriented Residential DPA is designated to foster housing and landscape designs that are

compatible with the “small-town” character of existing neighbourhoods.

9.3 DESIGNATED AREA

Pursuant to section 488 (1) (e) of the *Local Government Act*, all parcels shaded the applicable colour as indicated on the Map Schedules 10A and 10B's legends are collectively designated as the ground-oriented Residential development permit area (the “Ground-oriented Residential DPA”).

9.4 DEVELOPMENT IN TRANSIT-ORIENTED AREAS

9.4.1 The guidelines of DPA 8, Town Centre Mixed Residential / Commercial, will apply to development applications seeking seven or more units, and located within a transit-oriented area as identified by City of Pitt Meadows Transit-Oriented Area Designation Bylaw No. 2989, 2024.

9.5 EXEMPTIONS

A development permit is not required for:

- a. Site improvements such as the addition of landscaping, walkways, bikeways and permeable paving;
- b. Construction of a secondary suite completely contained within an existing principal dwelling;
- c. Construction of a garden suite;
- d. Construction or addition with a floor area less than 30 m² that is not visible from any road, public recreation area or path, that is two storeys in height or less;
- e. Construction of an addition up to 90 m² and resulting in additional dwelling units that is not visible from any road, public recreation areas or paths, and that is two storeys in height or less;
- f. Construction of or addition to a single-family dwelling, where there is one single-family dwelling on a lot; or
- g. Placement of a mobile home.

9.6 APPLICATION REQUIREMENTS

9.6.1 For the purpose of this DPA, an Intensive Residential Development Permit is required prior to issuing of a building permit for any one of or combination of the following:

- a. Duplex;
- b. Subdivision of lots in existing single-family neighbourhoods;
- c. Multi-plex;
- d. Apartment buildings;
- e. Courtyard housing; and
- f. Townhouse or rowhouse buildings.

9.6.2 All development applications must include a comprehensive development design package and a statement of intent or rationale that demonstrates how the proposed development meets the requirements outlined in the Development Permit Guidelines. The design package should include, in addition to the standard development application drawings required by the City:

- a. A landscape plan,
- b. A rendering of how the proposed development will look in relation to adjacent buildings,
- c. Colour elevation drawings, and
- d. A tree survey.

9.7 GUIDELINES

The guidelines respecting the manner by which the objectives of the form and character designation will be addressed are as follows:

9.7.1 General Neighbourhood Character

- a. When siting new buildings, consider existing buildings and outdoor spaces, including the location of windows and entrances, to minimize overlooks and visual intrusions to neighbouring properties.

- b. Orient and design new developments to present a friendly face to the street, enhancing public streets, open spaces, street vitality, pedestrian activity, safety and eyes on the street.
- c. Residential units facing streets should have entries oriented towards and be clearly accessible and visible from the fronting street.
- d. Where some units do not front onto a public street, a clear, legible and welcoming pedestrian pathway from the public street should be established.
- e. For developments that have interior-facing units, or side yard facing entryways, ensure unit entries are legible and emphasized through design features. This is important for welcoming visitors, for emergency responders and for consistency with Crime Prevention through Environmental Design (CPTED) principles. Strategies to achieve this include:
 - i. visible addressing to help visitors navigate to the entry. Where an entry is shared, include addressing at the shared entry;
 - ii. defining features such as a roof overhang, patio or porch or other features to help identify the entry;
 - iii. provide low-glare outdoor lighting beside or above entry doors as well as walkways, to enhance security and to help identify the entrance;
 - iv. if the entrance is immediately adjacent to a parking area, delineate the entrance with planters or other landscape features to provide visual relief and a clear separation from the parking area.
- f. Design all principal and accessory buildings with the same architectural style.
- g. Changes in colour and materials are recommended to create variety in repeated designs. Repetitive and monotonous building designs are discouraged.
- h. The lot should be graded to meet elevations of adjacent existing lots. A smooth transition from lot to lot is important.
- i. The use of retaining walls between lots is discouraged.

9.7.2 Driveways and Parking

- a. Vehicular access, circulation, garage doors and parking should not be the dominant aspect of developments and should be designed to minimize impacts on fronting streets and adjacent public and private open spaces. Design strategies should be employed to minimize the impact of accommodating vehicles on site, including the following:
 - i. location of driveway access and parking spaces should strive to preserve existing canopy trees or provide opportunities for new canopy trees within the boulevard or front yards by providing enough planting space;
 - ii. in cases where front yard parking is provided, attention to design is required to emphasize front entryways, pedestrian access, patios, porches, front yard landscape, and tree planting space in order to support a pedestrian-friendly street- scape;
 - iii. minimize the impact of garage doors and vehicular entries by recessing them from the facade to emphasize residential unit entries and shield them from public view where possible;
 - iv. incorporate landscaping within driveway areas to soften impacts of front yard parking and hardscape environment, and to emphasize unit entryways where they are located and accessed from a driveway;
 - v. when a garage is incorporated into a principal building, it should be designed to minimize its impact on the street-facing elevation. Front garages are encouraged to occupy no more than 50% of the ground floor of the front building facade and should be recessed from the front façade;
 - vi. use a variety of driveway paving materials to create visual interest.
- b. Driveway access from the street should be minimized where possible. Strategies for minimizing driveway access include:
 - i. shared driveways where possible or narrowed from the curb to the property line;
 - ii. for corner lots, locate driveway access for all units on the intersecting minor road;

- iii. locate and consolidate off-street parking areas to minimize the extent of driveways and eliminate need for driveway access to individual units;
- iv. consider grouping driveway access points to minimize the number of driveway cuts and maximize space for landscaping and on-street parking.
- c. Driveways on corner lots should be located as far as possible from the intersection.
- d. Consider using pervious materials for hard surfaces such as driveways, walkways and patios to maximize rainwater infiltration.
- e. An energized electrical outlet capable of providing Level 2 charging for an electric vehicle for each residential unit is strongly encouraged.
- f. Parking is encouraged to be located at the rear or side of the property.

9.7.3 Building Construction

- a. Design the roof to minimise the overall building mass and include articulation and architectural interest such as gables, dormers or deep soffits.
- b. Buildings should be constructed out of high-quality, durable materials. Use of horizontal wood siding, glazing, brick and stone is encouraged.
- c. Garage doors with glazing and materials complementary to the overall design are encouraged.
- d. Front porches or verandas are encouraged and the area under the front porches should be concealed with wood, lattice, stone or other complementary material.
- e. The palette of materials should be simple and complementary of existing dwellings in the neighbourhood. Vibrant colour should be used with discretion and in small amounts.
- f. For flush-mounted windows, trim pieces or sashes should be used.
- g. Entry features and front doors should be the dominant elements facing the street. Avoid a large number of steps leading to the front entry.

- h. Exterior walls should be articulated through a combination of material and colour composition and architectural details, including projections, recesses, reveals, trim, porches, verandas, balconies, terraces and bay windows that incorporate three-dimensional depth and composition.
- i. Building sidewalls should be designed to be attractive and interesting when viewed from the streets, sidewalks, and public open spaces through the use of a combination of materials, colours, textures, articulation, fenestration, and/ or plant material.
- j. Privacy should be carefully considered. Landscaping, windows, decks and balcony placement should respect the privacy of adjacent properties and units by means of careful orientation, offset of placement between units and the use of privacy screening to prevent unnecessary visual intrusion.
- k. Noise should be carefully considered when planning unit layouts. Placement of noise-sensitive rooms, such as bedrooms, and the use of building elements such as stairs and closets to act as noise buffers against shared walls should be considered as a way to reduce the impact of noise between units.
- l. Daylight for interior and exterior spaces for all housing types should be maximized. All habitable rooms (not including bathrooms and kitchens) should have at least one window on an exterior wall.
- m. Natural ventilation is encouraged through the size, type and placement of windows.
- n. Buildings with a third storey are encouraged to be designed so that the third storey is integrated into the roof form.
- o. For lots with frontages on two parallel streets, a front-to-back unit configuration is encouraged, with entrances to the units from each street.
- p. On a corner or double-fronting site, all sides facing a street should be fully designed and detailed.
- q. Differentiation between units, particularly ground-oriented units, should be accomplished through the use of different colours, location of windows, and appropriate uses and combinations of materials for exterior treatments.

9.7.4 Landscaping

- a. Mature trees should be preserved and incorporated into the overall landscape design. Any mature tree that is removed should be replaced. An arborist's report and tree-replacement plan, complete with security for replanting, may be required prior to approval of a development permit. If there are no existing mature trees on the site that can be preserved, a minimum of one tree in the front yard and one in the back yard shall be planted.
- b. Natural hedge landscaping between houses is encouraged instead of standard fencing within the front yards.
- c. Incorporate plantings integrated with entryways, patios, and pathways to create a green interface between buildings and streets. Planting should incorporate a mix of trees, shrubs and other plants.
- d. Landscaping should be used to help make a visual transition between the street and the front of the building. Consider incorporating low fences, terraces and low retaining walls with floral displays, compact trees, shrubs, groundcovers and use of stone or brick masonry walls.
- e. Landscape areas are encouraged to include a mixture of tree sizes and types.
- f. Integrate landscaping features and plantings to soften hardscape areas associated with vehicle circulation and parking. Driveway access and surface parking areas should incorporate a minimum 1 m landscaped buffer along edges while maintaining site lines and enabling casual surveillance.
- g. Site design should integrate features to mitigate surface runoff of stormwater. This may include a variety of treatments (e.g. permeable paving for driveways and parking areas, landscape features designed for rainwater management, cisterns or green roofs, and/or other approaches).
- h. Consider planting tree species and other landscape plants that will tolerate a degree of drought and will survive summer water restrictions and dry conditions.
- i. Creative use of landscaping or other screening should be incorporated to reduce the perceived scale of development without compromising surveillance of public areas.

- j. Non-glare lighting should be provided at residential unit entrances, along pedestrian paths and common areas to contribute to safety. Lighting strategies that mitigate undue spillover for adjacent residential units and prevent light pollution (e.g. caused by up-lighting or unshielded lights) are strongly encouraged.
- k. Residential units, including suites, are strongly encouraged to have direct access to usable outdoor amenity space. This may include a combination of private and semi-private spaces such as a patio, porch, balcony, deck, or similar feature of sufficient size and dimensions to be usable, attractive and comfortable. At a minimum, access to a shared yard or amenity space should be provided.
- l. Consider factors such as privacy and access to sunlight in locating and designing amenity spaces.
- m. Consider integrating opportunities for play in both soft and hardscaped design. This can include designing driveways and parking areas as play courts for children when not in use by vehicles.
- n. Consider using low fencing to delineate private space and add interest to landscaping.

9.7.5 Bicycle Storage

- a. A dedicated, secure, and easy-to-access space for at least one adult-sized bicycle should be provided for each dwelling unit.

9.6.6 Garbage and Recycling

- a. Provide adequate space for garbage, recycling and compost bins for each unit.
- b. The location and design of the space should allow for ease of access so that residents are able to move the bins out on collection days.
- c. The design of the exterior space for garbage, recycling and compost bins should be integrated with the exterior architectural treatment of the building and screened from nearby streets and sidewalks with high-quality, durable finishes compatible with building design.

9.6.7 Mechanical Equipment & Storage

- a. Mechanical equipment, such as the outdoor components of heat pumps and air conditioners, vents and service areas should be located to minimize noise impacts to residents in adjacent

residential units by avoiding proximity to the windows, doors and usable outdoor spaces of the neighbouring residential buildings.

- b. Location and installation of gas and electrical meters and their utility cabinets, as well as other mechanical or service apparatus should be carefully integrated into building and site design. Gas and electrical metres and utility cabinets on building frontages should be screened.
- c. Consideration should be given to the need for storage of garden tools, lawnmowers, etc. Storage sheds should be an integral part of the design.

9.8 SECURITY

- a. The City shall require the applicant to provide security in the form of cash or an unconditional, irrevocable and automatically renewing letter of credit to ensure that the conditions of the development permit are met and to correct any damage to the environment that may result as a consequence of a contravention of a permit condition.
- b. The amount of security shall be determined by:
 - i. submission of a cost estimate of the proposed landscaping work prepared by a qualified professional. The City will require 110% of the proposed value of work as security to ensure sufficient funds to cover the cost of any work that may be undertaken by the City to correct deficient landscaping conditions, an unsafe condition and damage to the natural environment that could reasonably be expected to result from the contravention of the permit;
 - ii. in the case of a development permit for developments resulting in fewer than four units, the amount will be \$5,000 per unit; or
 - ii. the City.
- c) Chapter 14, Development Permit Guidelines, Permit Area 10: Multi-Family Residential is amended by adding the following new section:

10.3.1: DEVELOPMENT PERMITS FOR SMALL-SCALE MULTI-UNIT HOUSING

10.3.1.1 The guidelines of DPA 9, Ground-Oriented Residential, will apply to development applications seeking six residential units or less.

- d) Schedule 3, Official Community Plan Maps, Map 10A: Urban Development Permit Areas is deleted and replaced with Schedule 1, which is attached to and forms part of this bylaw.

READ a FIRST and SECOND time on May 14, 2024.

PUBLIC HEARING held on June 4, 2024.

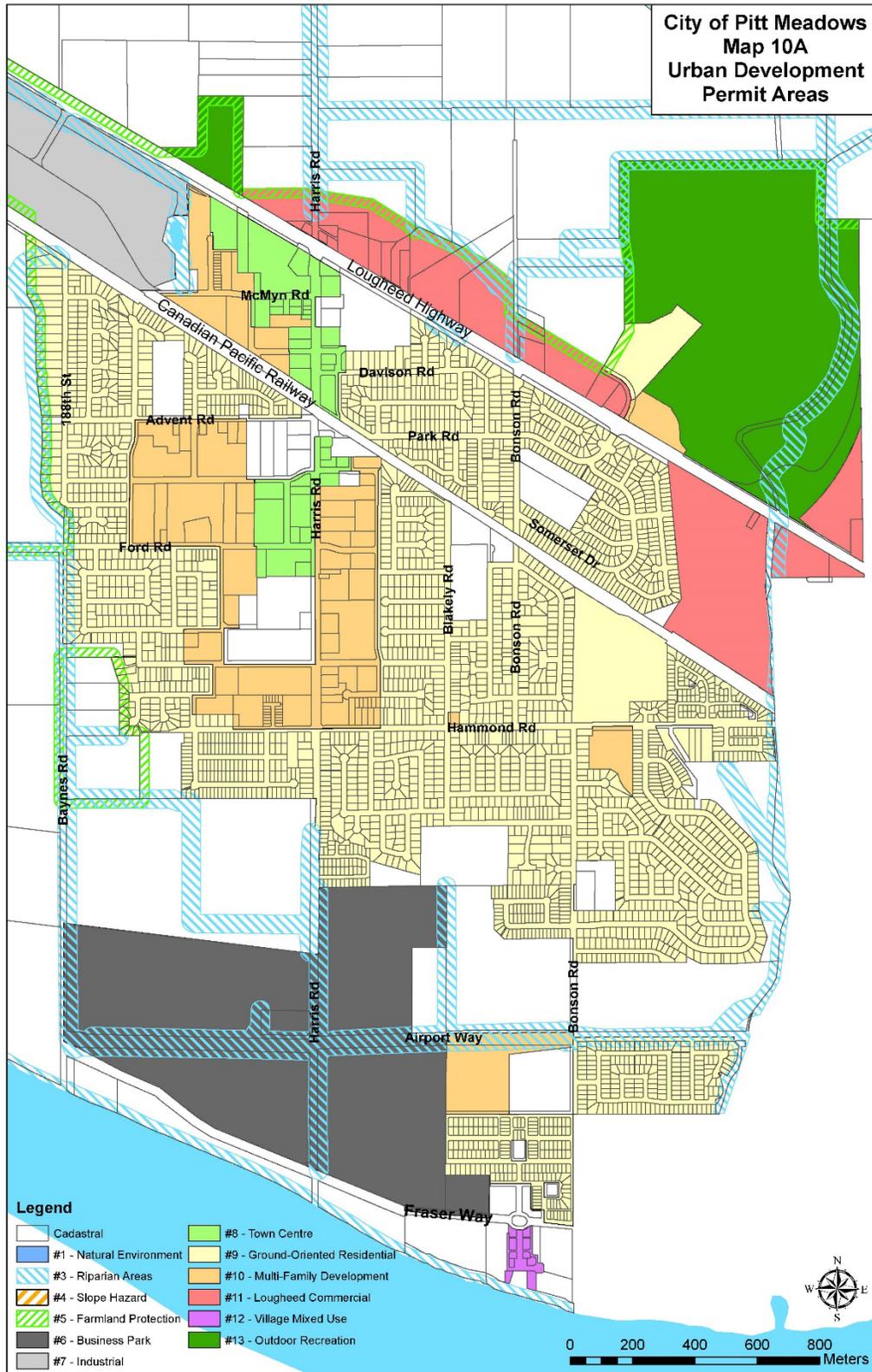
READ a THIRD time on [DATE].

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

SCHEDULE 1



Strategic Priorities Quarterly Report

April - June (Q2) 2024

PRIORITY

Principled Governance

- First Nations Relationship
- Meaningful Engagement
- Regional Partnerships
- Fiscal Stewardship & Accountability
- Environmental/Climate Stewardship

Council Advocacy

Balanced Economic Prosperity

- Agriculture
- Business Vitality
- Airport
- Affordability

Community Spirit & Wellbeing

- Pride & Spirit
- Active Wellness
- Natural Environment
- Housing Diversity
- Recreation

OPERATIONAL STRATEGIES

1. q̄ic̄əy (Katzie) First Nation Service Agreements / Secondary Access MOU
2. Flood Management
3. Post-Secondary Feasibility Study
4. Electric Vehicle Charging Review
5. Climate Action Strategy
6. 2023 Audited Financial Statements
7. 2023 Statement of Financial Information (SOFI) Report
8. 2024 Five Year Financial Plan Bylaw
9. KFN Land Acknowledgement Plaques for City Facilities
10. 2024 Tax Rate Bylaw

- Road & Rail Improvements Project – Underpass
- Secondary School Replacement
- Lougheed Corridor Transportation Upgrades
- CP Logistics Park Opposition
- Golden Ears Roundabout Infrastructure Improvements (TransLink)
- KFN Secondary Access (province and TransLink)
- CP Rail Corridor Emissions Standards (Air Quality Monitoring Study)
- CP Noise & Vibration Existing Exceedances
- Farm Tax Reform (LMLGA/UBCM)

1. Golden Ears Business Park 3 & 4
2. Airport Zoning Review
3. Agricultural Viability Strategy Implementation [inclusive of detailed irrigation study]
4. Economic Development Strategic Plan Implementation
5. North Lougheed Area Plan Engagement Agreement

1. CP Logistics Park Opposition Strategy
2. Heron's Nest; Metro Vancouver Non-Market Housing & Childcare
3. Pop Up Art Gallery
4. Housing Initiatives
5. Environmental Inventory Management Strategy Implementation
6. Accessibility Committee & Plan
7. Parks and Facility Naming Policy
8. Sponsorship and Advertising Policy
9. Complete Communities Program
10. Civic Centre Master Plan
11. Zoning Bylaw Updates

	<ol style="list-style-type: none"> 12. Urban Forest Strategy 13. Red Dress Day May 5 14. Pitt Meadows Day June 1 15. Youth Week May 1 - 7 16. Pitt Meadows Art Gallery - Reestablish Customer Base
<p>Infrastructure</p> <ul style="list-style-type: none"> • Investments • Transportation • Active Transportation • Facilities • Preparedness 	<ol style="list-style-type: none"> 1. Culvert Condition Assessment 2. Harris Park Washroom Facility 3. Pitt Meadows Athletic Park 4. Rose Grabenhorst Garden Renovations 5. Mitchell Park Playground Re-Opening 6. Water Services Review 7. Bonson Park Disc Golf Course Design 8. Amenity Cost Charge Bylaw 9. PMAP & Grabenhorst Garden Test Wells 10. Replacement of the City's three Core Enterprise ESX Servers 11. Replacement of the City's two Production Storage Appliances
<p>Corporate Pride</p> <ul style="list-style-type: none"> • Employee Excellence • Corporate Culture • Service Excellence • Resources • Desirable Employee 	<ol style="list-style-type: none"> 1. IT Cyber-Security Recommendations Implementation – Managed Security Operations Centre 2. Equity, Diversity & Inclusion (EDI) – Internal Audit [Implementation] 3. Microsoft 365 Implementation 4. DCC Engagement and Bylaw Amendments 5. Collective Bargaining preparation - IAFF 6. CPM Corporate Intranet – Version 1 Launch 7. Laptop & Mobile Device Replacement Program 8. Exempt Compensation Review 9. Enhanced Access to Mental Health – BCMSA partnership pilot program 10. RCMP IT Planning and Design 11. Confined Spaces Review – OH&S 12. 2022 CAnFR Award 13. 2023 Annual Report 14. 2024 Financial Plan Report 15. 2025 Business Planning Guidelines
<p>Public Safety</p> <ul style="list-style-type: none"> • Police • Fire • Emergency Preparedness • Bylaws • Regulatory 	<ol style="list-style-type: none"> 1. Police Detachment Construction 2. Transition to Independent RCMP Detachment (Admin Support) 3. Recruitment of Four Flex Firefighters 4. Next Generation 911 5. Enhance EOC Technical Capacity 6. Parks Maintenance Policy 7. Cross-Connection Control Program Administration 8. Council Policy C014 Complaints and Bylaw Enforcement Update