



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

Tuesday, July 16, 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 qíçəý (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 July 16, 2024 Engagement and Priorities Committee Meeting be approved.

D. ADOPTION OF MINUTES

5

Recommended Motion:

THAT the Minutes of the Engagement and Priorities Committee Meeting held on April 16, 2024 be adopted.

E. DELEGATIONS AND PRESENTATIONS

E.1 Annual Committee Presentations

E.1.1 Parks, Recreation and Culture Advisory Committee

Hudson Campbell, Committee Member, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

- A. Receive for information the annual report from the Parks, Recreation and Culture Advisory Committee as presented at the July 16, 2024 EPC meeting.

E.1.2 Community Service Awards Task Force

Hudson Campbell, Committee Member, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

- A. Receive for information the annual report from the Community Service Awards Task Force as presented at the July 16, 2024 EPC meeting.

E.1.3 Pitt Meadows Day Advisory Committee

Janis Sugimoto, Committee Member, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

- 1. Receive for information the annual report from the Pitt Meadows Day Advisory Committee as presented at the July 16, 2024 EPC meeting.

E.1.4 Agricultural Advisory Committee

Travis Hopcott, Committee Member, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

- 1. Receive for information the annual report from the Agricultural Advisory Committee as presented at the July 16, 2024 EPC meeting.

E.1.5 Economic Development Advisory Committee

Cyrus Ameli, Committee Member, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

- 1. Receive for information the annual report from the Economic Development Advisory Committee as presented

at the July 16, 2024 EPC meeting.

E.1.6 Active Transportation Advisory Committee

Cyrus Ameli, Committee Member, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

1. Receive for information the annual report from the Active Transportation Advisory Committee as presented at the July 16, 2024 EPC meeting.

E.1.7 Community Support and Accessibility Committee

Ana Sanchez and Christina Shearme, Committee Members, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

1. Receive for information the annual report from the Community Support and Accessibility Committee as presented at the July 16, 2024 EPC meeting.

E.1.8 Advisory Design Panel

Shida Neshat-Behzadi, Committee Member, to present the Committee's annual report.

Recommended Motion:

THAT the Committee:

1. Receive for information the annual report from the Advisory Design Panel as presented at the July 16, 2024 EPC meeting.

F. COMMITTEE MINUTES AND REPORTS

Recommended Motion:

THAT the Committee receive for information:

F.1	DRAFT Minutes from the May 22, 2024 Community Service and Accessibility Advisory Committee Meeting	10
F.2	Minutes from the May 30, 2024 Agricultural Advisory Committee Meeting	16
F.3	DRAFT Minutes from the June 19, 2024 Advisory Design Panel Meeting	21
F.4	DRAFT Minutes from the June 26, 2024 Pitt Meadows Day Advisory Committee Meeting	26

G. ADJOURNMENT



Minutes of the Engagement & Priorities Committee of Pitt Meadows

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

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Elected Officials:

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

Staff:

M. Roberts, Chief Administrative Officer
K. Barchard, Corporate Officer
T. Barr, Deputy Corporate Officer
C. Carter, Manager of Strategic Initiatives
A. Dominelli, Planner I
D. Parr, Planner II
P. Ward, Director of Planning & Development

A. CALL TO ORDER

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

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

B. LATE ITEMS

There were no late items.

C. APPROVAL OF AGENDA

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

CARRIED

D. ADOPTION OF MINUTES

It was **MOVED** and **SECONDED** THAT the Minutes of the Engagement and Priorities Committee Meeting held on January 16, 2024 be adopted.

CARRIED

E. COMMITTEE MINUTES AND REPORTS

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

E.1 Minutes from the February 15, 2024 Agricultural Advisory Committee Meeting

E.2 Draft Minutes from the March 07, 2024 Agricultural Advisory Committee Meeting

E.3 Draft Minutes from the March 05, 2024 Community Service Awards Task Force Committee Meeting

E.4 Draft Minutes from the February 28, 2024 Community Support & Accessibility Committee Meeting

E.5 Draft Minutes from the February 29, 2024 Parks, Recreation & Culture Meeting

Item E.2 was PULLED for discussion. Following the discussion the question was called on the main motion and it was:

CARRIED

F. CURRENT PRIORITIES

F.1 Update on Provincial Small-Scale, Multi-Unit Housing Legislation and Policy Manual Considerations

Christine Carter, Manager of Strategic Initiatives, presented an overview of the Staff Report.

Highlights of the presentation included:

- Overview of Small-Scale, Multi-Unit Housing Zoning Requirements;
- Unit Mix based on lot size and/or location in relation to Transit Oriented Area;
- Introduction of new residential zones; and
- Overview of high level issues.

Council members participated in a roundtable discussion with the following comments being captured:

- Concern with tandem parking;
- Importance of maintaining greenspace [avoid front yard parking];
- Concern of the validity of the Metro stat regarding use of parking;
- Consideration of tiny houses on 6 unit lots;
- Concerns of parking impacts on bike lanes & sidewalks;
- Gratitude for staff efforts in communicating impacts of legislation;
- Concern that the legislation addresses housing and not necessarily affordability;
- Clarification of the City's ability to amend bylaws following passed legislation;
- Appreciation for the variety of housing 'type' on prescribed lots;
- Would like to encourage garden suites; and
- Safety concerns as a result of limited parking.

Christine then continued the presentation providing an overview of the technical considerations regarding:

- Setbacks;
- Maximum height/storeys;
- Lot coverage;
- Floor space ratio; and
- Off street parking.

Council members participated in a roundtable discussion with the following comments being captured:

- Parking considerations in relation to home-based businesses;
- Clarification of parking requirement per unit;
- Concern of parking sprawl into commercial areas as a result of no residential parking;
- Consideration of a parking strategy;
- Concern of lack of residential awareness of incoming legislation;
- Consideration of permit parking;
- Support of implementing FSR protocol;
- Concern of impact on tree protection and greenspace;
- Flood plain considerations;
- Concern of limited setbacks; and
- Potential for increasing amenity cost charges.

Christine then closed the presentation by providing an overview of next steps in addressing the Provincial Housing Legislation in Pitt Meadows with the next public presentation scheduled for May 14, 2024.

Mayor MacDonald invited speakers to make comment with the following members of the community engaging:

- Dan Kosicki, Pitt Meadows - regarding frustration of the City's efforts to create an OCP that was supported by its residents and lack of mechanisms in place for residents impacted by provincial decisions. Dan also spoke to the lack of community awareness of provincial legislation.
- Peter Jongbloed, Pitt Meadows - regarding the importance of creating affordable housing as the infill housing plan has not been successful.
- Maureen Robertson, Pitt Meadows - regarding concern of the communications strategy to engage the community to mitigate lack of awareness of legislation.

Mayor MacDonald invited speakers for a second time with the following member of the community engaging:

- Maureen Robertson, Pitt Meadows - regarding opportunities to expand notification radius to notify residents of potential applications.

It was **MOVED** and **SECONDED** THAT the Committee:

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

CARRIED

G. ADJOURNMENT

The meeting was adjourned at 9:04 p.m.

Signed and certified as correct:

Nicole MacDonald, Mayor

Kate Barchard, Corporate Officer

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



Minutes of the Community Support & Accessibility Committee Meeting

May 22, 2024, 10:00 AM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: J. Armstrong, Fraser Valley Regional Library
T. Camire, Community Services
E. Crowdis, Seniors Network
M. Perretta, Ridge Meadows Seniors Society
Councillor G. O'Connell (Chair)
A. Sanchez, Fraser Health
C. Shearme, Community Network - Maple Ridge, Pitt Meadows & Katzie First Nation

Regrets: Councillor M. Hayes (Co-Chair)
D. Parr, Planner II
M. Robson, Friends in Need Food Bank
K. Sullivan, School District 42
P. Ward, Director of Planning & Development

Staff: J. Kloosterboer, Emergency Program Manager

Recording Clerk: T. McCaw, Committee Clerk II

1. CALL TO ORDER

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

The meeting was called to order at 10:00 AM.

2. **LATE ITEMS**

None.

3. **APPROVAL OF AGENDA**

There was general consent amongst the Committee to approve the May 22, 2024 Community Support & Accessibility Committee agenda.

4. **ADOPTION OF MINUTES**

There was general consent amongst the Committee to approve the minutes from the February 28, 2024 Community Support & Accessibility Committee meeting as amended.

5. **NEW BUSINESS**

5.1 **Updates from Community Outreach Agencies**

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

A. Sanchez, Fraser Health, provided an update to the Committee, including communication initiatives which have been included in the minutes as **Attachment 1**, some of the other highlights included:

- Fraser Health is launching a communications campaign around age legal substances including introducing suggestions to support open discussions; and
- Staff is providing presentations at the Fraser Valley Regional Library speaking about the smoke and heat warnings in Maple Ridge.

J. Armstrong, FVRL, provided an update to the Committee, some of the highlights included:

- The library in Pitt Meadows is on the second floor; however, has an elevator to support accessibility needs;
- FVRL provides access to all digital materials online;
- FVRL Express is a service providing pickups for on hold items on behalf of the cardholder <https://www.fvrl.bc.ca/fvrlexpress.php>;
- Pamphlets and books are offered in multiple languages;
- All resources are offered free of charge;

- Library resources are offered in multiple formats including large font, electronic books, small font, hard copies, digital copies and audio copies; and
- The FVRL is unofficially used as a warming or cooling station in some communities where anyone is welcome.

C. Shearme, Maple Ridge, Pitt Meadows, and Katzie Community Network provided an update to the Committee, some of the highlights included:

- Staff is working on community events and providing support where needed;
- Will be providing support for cooling, warming and smoke support when needed which includes messaging to other agencies to distribute; and
- In partnership with the doctors Division of Family Practice, giving patients the opportunity to look at what services are available locally including the services available in Ridge Meadows.

M. Perretta, Ridge Meadows Seniors Society (RMSS), provided updates some of which have been included in the minutes as **Attachment 2**, other highlights included:

- The center has been experiencing an increase in membership from new comers in the community who are working on increasing social connections;
- Staff has been working on managing growth in the centre;
- Successful grant funding was received to support social meals for seniors in both Maple Ridge & Pitt Meadows which has been taking place in the centre;
- Staff is looking to utilize the Seniors Community bus in order to take members on day trips;
- Staff is looking into further grant opportunities to support caregivers by reducing the amount of meal preparation; and
- Statistics were shared on the centres volunteer driving program which logged over 1,700 hours of volunteer driving time last year which equated to a cost savings of over \$14,000 to seniors through this service.

E. Crowdis, Seniors Network, provided an update to the Committee, some of which have been included in the minutes as **Attachment 3**, other highlights included:

- Food security and lack of affordable housing continues to be a problem for seniors;
- United Way of BC - published a seniors preparedness guide, originally created by the Seniors Network;
- BC Seniors Week - June 2nd - 8th this year offering a number of fun social events for seniors in our community;
- Full page add will be inserted into the Maple Ridge-Pitt Meadows News to promote Seniors Week which includes a list of many local events during the week <https://www.mapleridgenews.com/community/plenty-of-fun-planned-for-bc-seniors-week-in-maple-ridge-and-pitt-meadows-7365074>; and
- World Elder Abuse Awareness Day - June 15th – Maple Ridge, Pitt Meadows, Katzie Community Response Network brings community agencies together to speak to this and provide support.

T. Camire, Community Services, provided an update to the Committee, some of the highlights included:

- Seniors Social Prescribing Program connects seniors to community programming in an effort to keep them active and connected;
- Seniors team is holding information sessions in Pitt Meadows at the co-op and the Pitt Meadows Food Bank discussing the various services offered by the organization;
- Senior digital literacy presentations are taking place Monday – Friday <https://www.comservice.bc.ca/programs-services/senior-digital-literacy-program/>;
- Childcare Resource & Referral Program currently providing drop in sessions at South Bonson Community Centre on Tuesday's for free;
- Cythera Transition House is no longer accepting pets and has updated their policy accordingly as the trial period demonstrated the acceptance was not successful; with that, other agencies have agreed to house pets in an effort to provide support needed for people with pets; and

- Current gap experienced in the community is low income housing for seniors.

J. Kloosterboer, Emergency Program Manager, provided an update to the Committee, some of the highlights included:

- Updates were provided on the impacts to residents who experienced housing displacements as a result of a fire apartment fire in the community;
- Discussions were held around support for residents should displacement occur as a result of a fire; Provincial funding is only available for food and lodging for 72 hours;
- Staff to provide workshops on disaster preparedness for the apartment and condominium buildings in the community upon request; and
- Grant funding received to complete an Emergency Support Services (ESS) exercise which would include considerations for people with disabilities which will likely take place in the fall.

5.2 Annual Committee Presentation to the Engagement & Priorities Committee [EPC]

Councillor Gwen O'Connell requested a committee member volunteer to provide the presentation at the July 16, 2024 Engagement and Priorities Committee (EPC) meeting on behalf of the Community Support & Accessibility Committee.

- Committee members Anna Sanchez & Christina Schearme, volunteered to provide the presentation to the EPC; and
- Staff to distribute PowerPoint template and some suggestions for consideration.

6. ADJOURNMENT

The meeting was adjourned at 10:55 AM.

*The next **Community Support & Accessibility Committee** meeting is scheduled for **September 25, 2024 at 10:00 AM.***

Certified as correct:

Tatiana McCaw, Committee Clerk II

DRAFT

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



Minutes of the Agricultural Advisory Committee Meeting

May 30, 2024, 10:00 a.m.

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: A. Aquilini
 J. Bachmann
 H. Bitter
 Drew Bondar, B.C. Ministry of Agriculture and Food (*Non-Voting Member*)
 T. Hopcott*
 S. Howkins
 W. Jack
 D. Kosicki
 T. Vader

Council Liaisons: Councillor Manion
 Councillor Meachen (Alternate)

Regrets: L. Kemper
 J. Parmar
 P. Robinson

Members of the Public: S. Robinson

Staff: M. Baski, Project Manager, Agriculture & Environment (Chair)
 M. Roberts, Chief Administrative Officer
 S. Maki, Director of Engineering
 P. Ward, Director of Planning & Development

Recording Clerk: T. McCaw, Committee Clerk II

1. CALL TO ORDER

M. Baski, Project Manager, Agriculture & Environment, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᓐᓴ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 10:06 AM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the committee to approve the May 30, 2024 Agricultural Advisory Committee agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the April 25, 2024 Agricultural Advisory Committee meeting as circulated.

5. NEW BUSINESS**5.1 Water Study Update**

S. Maki, Director of Engineering & Operations, provided an update on irrigation needs, water concerns and initiatives by the City forming a part of the minutes as **Attachment 1.**

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

- Questions were raised around impacts to water licenses for the municipality and the new initiatives being implemented (Staff noted the municipality does not currently have a license and the City will determine what level of water they are comfortable with in the ditches as well as the drainage networks that will require review and assessment);
- Discussions were held around risks, costs, and recovery for the City should they become an irrigation district;
- A suggestion was made to clean out the ditches to the engineering standards which would increase the volume of water being stored (Staff confirmed that their ditch and cleaning practices have not changed);

- Salmon and fish in the ditches was discussed;
- The importance of preserving farms and farmland in Pitt Meadows was discussed;
- The recommendation was made for the City to collect more data prior to making a decision around moving towards becoming an irrigation district;
- Questions were raised around the benefits of the City becoming an irrigation district and whether consultation with the agricultural community will be had;
- Staff confirmed that data gathering will come from the Irrigation study and will involve the AAC before making any decisions; and
- A request was made for Staff to reach out to the City of Delta to come speak to the AAC regarding their experiences with becoming an irrigation district (Staff confirmed they will reach out to the City of Delta prior to extending an invitation to speak to the AAC).

**T. Hopcott joined the meeting at 10:59 am.*

5.2 Update: Metro Vancouver Regional Food Systems Strategy

M. Baski, Project Manager, Agriculture & Environment, provided an update on the Metro Vancouver Regional Food Systems Strategy.

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

- The Canadian Food Inspection Agency, food destruction and waste was discussed; and
- The impacts of fossil fuels and fertilizer, which are imperative to food production in farming.

5.3 Soil Fill in the Agricultural Land Reserve

M. Baski, Project Manager, Agriculture & Environment, & T. Hopcott, provided an update from Metro Vancouver on Soil Fill in the Agricultural Land Reserve.

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

5.4 Pitt Meadows Farmers Institute

M. Baski, Project Manager, Agriculture & Environment, provided an update on the opportunity for the re-instatement of the Pitt Meadows Farmers Institute.

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

- Discussions were held around possible funding opportunities to support the operation of a Farming Institute in the City of Pitt Meadows (Staff confirmed there are funding opportunities available to support this initiative);
- The question was raised whether a Farmer's Institute would be a separate initiative from the City (Staff confirmed yes, this would not be a City-run initiative);
- Discussions were held around the operations of a standard Farmers Institute; and
- The question was raised whether there would be an opportunity for the AAC to provide funding for \$5-\$10k for the instatement of the Farmer's Institute.

5.5 Educational Signage Along Dikes & Farming Areas

M. Baski, Project Manager, Agriculture & Environment, provided an overview on new educational signage along the dikes and farming areas in Pitt Meadows.

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

- Important to include the history on farming cranberries and blueberries and possibly noting how many berries/other commodities are grown and produced in Pitt Meadows each year;
- The recommendation was made to include information on the five major commodity groups within the City; and
- Discussions were held around what the primary focus of these signs would be (Staff confirmed the recommendation would lay with whatever members find value in, such as education around off leash dogs and the impacts).

5.6 AAC Application Tracker

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

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

5.7 AAC Action Items

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

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

6. ROUNDTABLE

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

7. ADJOURNMENT

The meeting was adjourned at 12:01 PM

The next ***Agricultural Advisory Committee*** Meeting is scheduled for
June 27, 2024 at 10:00 AM.

Certified as correct:



Tatiana McCaw, Committee Clerk II

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



Minutes of the Advisory Design Panel Meeting

June 19, 2024, 2:00 PM

Video Conference

Voting Members:	B. Casidy M. Malesevich S. Neshat-Behzadi Sgt. T. Todd (non-voting member) A. Scott M. Wu C. White*
Council Liaison:	Councillor Meachen
Guests:	C. Griffiths, PMG Landscape Architects* M. Liew, Martin Liew Architecture Inc.*
Regrets:	L. Kan Councillor Manion (Alternate)
Staff:	A. Dominelli, Planner D. Parr, Sr. Planner II (Chair)
Recording clerk:	T. McCaw, Committee Clerk II

1. CALL TO ORDER

D. Parr, Senior Planner II, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᓴᓴ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 2:02 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the committee to approve the June 19, 2024 Advisory Design Panel agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Panel to approve the minutes from the December 13, 2023 Advisory Design Panel meeting as circulated.

5. NEW BUSINESS**5.1 Roundtable of Introductions**

The Committee participated in a roundtable of introductions.

5.2 Roles & Responsibilities of a Committee Member

T. McCaw, Committee Clerk II, provided a brief summary of the duties and responsibilities of a City committee member, including a PowerPoint presentation which forms part of the original minutes as **Attachment 1**. Some of the highlights included:

- The review of expectations for members such as preparing for meetings, participating in voting and engaging with fellow members in an honest and respectful manner; and
- Staff recommended everyone reads and reviews the Committee Training manual in preparation for their role on the Advisory Design Panel.

5.3 Rezoning Application - 12469 191B Street

A. Dominelli, Planner, provided a presentation on a Rezoning Application for 12469 191B Street to gather initial feedback from the Advisory Design Panel on a new rezoning application to develop 13 townhouse units forming a part of the minutes as **Attachment 1**.

M. Liew, Architect, Martin Liew Architecture Inc. & C. Griffiths, Landscape Architect, PMG Landscape Architects, provided presentations on the development plans for a townhouse development located at 12469 191B Street forming a part of the minutes as **Attachments 2** and **Attachment 3**.

The Committee participated in a discussion with the following main themes noted once all three presentations were completed:

- Discussions were held around the shade impacts of the new development on the existing single family dwelling to the north of the development property with recommendations made to consider a flat roof or the removal of the flex rooms for the units on the north side;
- The question was raised whether there had been any studies completed around traffic impacts in this area as a result of this development (Staff confirmed there is a traffic impact assessment being completed);
- Recommendations were made for the addition of a dog washing station and/or dog relief area in an effort to support residents with pets;

**C. White exited the meeting at 3:00 PM*

- Recommendations were made for additional screening opportunities to be reviewed for the upper patios on the north side of the development in order to create privacy for residents and neighbours;
- A suggestion was made to review the design of the top of the parkade entry suggesting making this a low impact extensive green roof to align with the sustainability goals of the development in an effort to reduce the glare and heat impacts into the units above;
- Mixed opinions were expressed over the large white wall on the south east elevation used to create a pause in the design of the building;
- The recommendation was made to increase the prominence of the entrance into the building at front of the building for the entry near the parkade;
- Questions were raised around the existing trees both on and off of the site and which ones could be removed;
- Building code questions were raised around the width of pathways and ramps around the building for accessibility purposes;
- A comment was made noting the trees on the patio and the street trees, the trees are competing in the front of the building creating a lot of shade with the recommendation to reconsider the tree planting and to consider root barriers;

- A recommendation was made for additional lighting to be added along the planter walls, along the stairs in the entrance of each individual unit and in the parking garage entry area to increase safety;
- There was general support for the overall look and feel of the new development in addition noting support for access to all units from the exterior of the building;
- Garbage, recycling, and pickup was discussed;
- Questions were raised around whether there were any concerns with exiting the elevator and needing to use the city sidewalk to regain access back on to the property to gain access to the building; and

**C. White rejoined the meeting at 3:30 PM*

- Finishing features such as air conditioning, audio/video cameras, electric vehicle chargers, number of parking stalls and the capabilities of adding mobility aids for residents with accessibility needs was discussed.

**Cllr. Meachen exited the meeting at 3:33 PM*

**C. Griffiths & M. Liew exited the meeting at 3:36 PM*

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

- A. Receive for Information the Staff Report titled " " as presented to the ADP on June 19, 2024.

CARRIED

5.4 Annual Committee Presentation to the Engagement & Priorities Committee (EPC)

D. Parr, Planner II, requested a committee member volunteer to provide the presentation at the July 16, 2024 Engagement and Priorities Committee (EPC) meeting on behalf of the Advisory Design Panel.

No members of the committee came forward to volunteer for this presentation.

6. ROUNDTABLE

The Advisory Design Panel did not participate in a roundtable discussion.

7. **ADJOURNMENT**

The meeting was adjourned at 3:38 PM.

The next ***Advisory Design Panel*** Meeting is tentatively scheduled for ***July 10, 2024*** at ***2:00 PM.***

Certified as correct:

Tatiana McCaw, Committee Clerk II

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



Minutes of the Pitt Meadows Day Advisory Committee Meeting

June 26, 2024, 3:00 PM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members:	C. Hartevelt C. McCorkindale M. Salonga
Regrets:	H. Campbell Councillor T. Elke (Alternate) M. Hansen Councillor M. Hayes J. Parmar W. Perron T. Sanderson A. Shandler J. Sugimoto
Staff:	C. McDowell, Manager of Recreation & Culture (Chair) J. Callaghan, Special Event & Volunteer Coordinator T. Jung, Arts & Culture Programmer
Recording Clerk:	T. McCaw, Committee Clerk II

1. CALL TO ORDER

C. McDowell, Manager of Recreation & Culture, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᑭᓴ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 3:05 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Committee to approve the June 26, 2024 Pitt Meadows Day Advisory Committee agenda for information purposes only as quorum was not achieved.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the June 21, 2023 Pitt Meadows Day Advisory Committee meeting at the next meeting since quorum was not achieved.

5. NEW BUSINESS**5.1 Post Event Debrief**

Staff & Committee members participated in a roundtable discussion providing post event debrief to the group on their individual departmental roles for Pitt Meadows Day. Some of the highlights for each area included:

Pancake Breakfast:

- Pancake breakfast in the new location in the lobby at the Pitt Meadows Arena was well received by the Lions Club & the public; and
- The recommendation was made to move the tables for breakfast into the dryland arena in order to create more space for people to sit and enjoy breakfast.

Parade:

- A recommendation was made to use an auto reply for emails which would include basic information around expectations and response times from volunteers;
- Discussions were held around the potential for adding an entrance fee for parade floats;
- 53 floats registered for the 2024 parade which was around the same number as 2023 but the length of the parade was shorter perhaps due to no train delays;

- Support was given for the new marshalling location, having the recreation centre open for washroom access and the location of the judges being in front of Pitt Meadows Elementary;
- The suggestion was made to spread out the floats and create more space in between floats with music to improve event timing and experience;
- Discussions were held around the protocol and location of the Youth Ambassadors in the parade lineup; and
- The suggestion was made for additional traffic control at the end of the parade route.

Food Truck & Vendors:

- The suggestion was made for the addition of a Texas BBQ Food; and
- Discussions were held on whether trucks should stay until after the drone show or leave before and include more snack type foods.

Security & RCMP:

- A suggestion was made to have staff & volunteers wear lanyards stating full access;
- The recommendation was made to add lighting on the east side of the field as well as the night before;
- The suggestion was made by security to make entrances smaller than 10ft; and
- Discussions were held regarding the location of the first aid truck in proximity to the first aid table.

Kids Zone:

- The kids zone was busy and in high demand;
- Feedback was given that the preparations for certain games was too time consuming;
- The suggestion was made to reduce the time increments in the bouncy castle to three minutes instead of five minutes which was too long; and
- Families were in support of closing the bouncy castles in the rain due to safety.

Talent & Entertainment:

- The suggestion was made to have a designated volunteer provide shuttle service on a golf cart for entertainment;
- A suggestion was made to ensure there a break in talent in order to announce Salmon & Chicken BBQ; and
- Discussions were held around the number of vehicles brought to the event in VIP Parking with the recommendation of reducing the number next year.

Salmon & Chicken BBQ:

- The recommendation was made to use larger tents for the next event and change the location to a flat surface as well as the overall location of the dinner;
- The suggestion was made to review the portion sizes for next years dinner to ensure that the size of the chicken was a ½ a chicken;
- Support was given for the Volunteer Firefighters who helped serve dinner as well as positive feedback around taking credit and debit as a form of payment this year; and
- The suggestion was made for more signage to promote the event.

Skating:

- The free skating event was a success with nearly 340 skaters throughout the day.

Artisans & Exhibitors:

- Move in and move out was well run and staff heard positive feedback from artisans and exhibitors on the layout, organization and the setup/takedown of the event; and
- Discussions were held around placement and spacing of booths as some had lineups in front of them for face painting which caused backups and blockages of other tents.

Bike Valet:

- A suggestion was made to review the location of the bike valet for 2025.

Shuttle Service:

- The suggestion was made to add a third shuttle in the first few hours in order to transport people during the busiest hours;
- The Harris Road Park pickup location was the busiest;
- The changes of the hours of operation worked well; and
- 580 people used the shuttle for transportation to and from the event between the hours of 1pm – 8pm.

Information Booth and Volunteers:

- A suggestion was made to briefly interview each volunteer in order to place them in a location to showcase their strengths;
- The recommendation was made for a larger tent, the option for shorter shifts, more water for volunteers, a space where volunteers can take a break and remove themselves from the event as well as a stack of recreation guides for inquiries;
- Volunteers were able to have breaks, get their food at the side of the food trucks and arrive back on time;
- A suggestion was made to add signage arrows pointing towards shuttle drop off and pickup locations; and
- The suggestion was made for the addition of a bus shelter advertisement which would include a QR code and details on the new Pitt Meadows Day parade route and event.

Drone Show:

- The drone show was well received by the community.

5.2 Portfolios for 2025 Pitt Meadows Day

Committee members participated in a roundtable discussion providing updates to the group on their intentions for their individual departmental roles for Pitt Meadows Day 2025.

5.3 Committee Recruitment

Staff provided a general overview of the 2025 City Committee Recruitment process letting current members know to reach out to anyone they know who may wish to volunteer on the Committee.

5.4 Annual Committee Presentation to the Engagement & Priorities Committee (EPC)

C. McDowell, Manager of Recreation & Culture, requested a committee member volunteer to provide the presentation at the July 16, 2024 Engagement and Priorities Committee (EPC) meeting on behalf of the Advisory Design Panel.

5.5 Thank You

Staff expressed gratitude to all Committee members further acknowledging the members who will be retiring this year.

6. ADJOURNMENT

The meeting was adjourned at 4:42 PM

*The next **Pitt Meadows Day Advisory Committee** meeting is scheduled for **October 23, 2024 at 3:00 PM.***

Certified as correct:

Tatiana McCaw, Committee Clerk II

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



Minutes of the Agricultural Advisory Committee Meeting

June 27, 2024, 10:00 a.m.

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members:	J. Bachmann S. Howkins W. Jack L. Kemper D. Kosicki P. Robinson T. Vader A. Aquilini*
Non-Voting Member:	Drew Bondar, B.C. Ministry of Agriculture and Food
Council Liaison:	Councillor Manion
Guests:	Applicant 2 – 19731 Richardson Road J. Oaten, Deputy Director, Emergency Management Branch, Ministry of Agriculture & Food,
Regrets:	H. Bitter T. Hopcott Councillor Meachen (Alternate) J. Parmar
Staff:	M. Baski, Project Manager, Agriculture & Environment (Chair) A. Dominelli, Sr. Development Services Technician
Recording Clerk:	T. McCaw, Committee Clerk II

1. **CALL TO ORDER**

M. Baski, Project Manager, Agriculture & Environment, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᓐᓴᓐ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 10:03 AM.

2. **LATE ITEMS**

None.

3. **APPROVAL OF AGENDA**

There was general consent amongst the Committee to approve the June 27, 2024 Agricultural Advisory Committee agenda.

4. **ADOPTION OF MINUTES**

There was general consent amongst the Committee to approve the minutes from the May 30, 2024 Agricultural Advisory Committee meeting as circulated.

5. **NEW BUSINESS**

5.1 **Emergency Response**

J. Oaten, Deputy Director, Emergency Management Branch, Ministry of Agriculture & Food, provided a presentation on the Province's plans for emergency response, emergency preparedness, and support for the agricultural community should a disaster take place forming a part of the minutes as **Attachment 1**. Some of the highlights included:

- BC Emergency Management Legislation & Regulations & BC Emergency Response;
- Agricultural Emergency Management in BC, Evacuation orders & BC Premises ID program for registration of all livestock were all discussed; and
- BC Agriculture Council currently undertaking a project in an effort to allow temporary access to disaster zones during an order in an effort to support livestock removal

The Committee participated in a discussion, which included the following main themes:

- Discussions were held around the historical flooding event in Abbotsford and the concerns around farmers not having access to move livestock out of danger;
- The suggestion was made to allow farmers to provide support to their livestock in the event of an emergency;
- Discussions were held around the loss of the facility where farmers were able to dispose of deceased livestock; and
- Discussions were held around what the Evacuation Plan is for temporary migrant farm workers and livestock in the event of an emergency.

5.2 City Emergency Planning Presentation

J. Kloosterboer, Emergency Program Manager, provided a verbal update on the City's Emergency Plan in the event of a disaster or emergency. The following items were discussed:

- Emergency Operation Centre activations;
- Duties and responsibilities of the Emergency Operation Centre (EOC) in the City; and
- Evacuation Alert Order communication and delivery of instructions.

The Committee participated in a discussion, which included the following main theme:

- Questions were raised around the City's evacuation plans for livestock and migrant farm workers in the event of an emergency or a natural disaster.

It was suggested that a working group would be helpful to determine the issues and how to address them. M. Baski to send out an invitation to the AAC for expression of interest in participating on the working group, and then J. Kloosterboer to organize a meeting.

5.3 ALC Non-farm Use Application for 17607 and 17890 Ford Rd Detour

A. Dominelli, Planner, provided a presentation on a Non-Farm Use Application at 17607 and 17890 Ford Rd Detour to permit the continued operation of a soil mixing and screening business forming a part of the minutes as **Attachment 2**.

The Committee participated in a discussion which included the following main themes:

- A question was raised around whether there were any recent changes made to the location since the last application;
- The question was raised around whether there were any concerns to the surrounding properties being close to the site which has concerns with cross-contamination;
- Support was given for this application as this property supports many smaller operations in the community; and
- Questions were raised around succession planning for the operation with the ALC approval linking only to the current owner.

It was **MOVED** and **SECONDED** THAT the Agricultural Advisory Committee:

- A. Recommends that Council forwards to the Agricultural Land Commission with a recommendation of support, the Non-Farm Use Application for 17607 and 17890 Ford Rd Detour to use the site for a soil mixing and screening operation.

CARRIED

5.4 Non-Adhering Residential Use Application for 19731 Richardson Rd

A. Dominelli, Planner, provided a presentation on a Non-Adhering Residential Use Application for 19731 Richardson Rd, which is seeking additional housing for temporary farm workers, forming a part of the minutes as **Attachment 3**.

The Committee participated in a discussion which included the following main themes:

- The suggestion was made around streamlining the application process for agricultural operations needing to increase housing for temporary

migrant farm worker as seasonal workers are critical in the farming operation;

- There was general support given for the application; and
- Questions were raised around the application timeline and the approval processes for the applicant.

It was **MOVED** and **SECONDED** THAT the Agricultural Advisory Committee:

- A. Recommends that Council forwards to the Agricultural Land Commission the Non-Adhering Residential Use application for additional farm worker housing at 19731 Richardson Rd, with a recommendation of support;
AND
- B. Recommends that Council supports an amendment to the Zoning Bylaw to permit greater than 40 workers at 19731 Richardson Rd, if the Non-Adhering Residential Use application is approved by the Agricultural Land Commission for additional farm worker housing.

CARRIED

5.5 AAC Application Tracker

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

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

5.6 AAC Action Items

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

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

* A. Aquilini left the meeting at 11:36 AM

6. ROUNDTABLE

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

7. **ADJOURNMENT**

The meeting was adjourned at 11:58 AM

The next ***Agricultural Advisory Committee*** Meeting is scheduled for ***September 12, 2024 at 10:00 AM.***

Certified as correct:

Tatiana McCaw, Committee Clerk II