



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

**Tuesday, January 14, 2025, 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 ᑭᓯᑕᓪᓴᑦ (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**

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**Pages**

**A. CALL TO ORDER**

**B. LATE ITEMS**

**C. APPROVAL OF AGENDA**

**Recommended Motion:**

THAT the agenda for the January 14, 2025, Regular Meeting of Council be approved.

**D. QUESTION AND COMMENT PERIOD**

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

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

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

**E. ADOPTION OF MINUTES**

**Recommended Motion:**

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

**E.1 December 9, 2024, Special (Public) Meeting of Council**

E.2	December 10, 2024, Special (Pre-Closed) Meeting of Council	11
E.3	January 7, 2025, Special (Pre-Closed) Meeting of Council	13
F.	<b><u>CELEBRATE PITT MEADOWS</u></b>	
F.1	<b>Traditional Powwow Dance</b>	
	Muuk Muuktsakit (Oscar Joseph), Hereditary Chief of Quinmatis Kwatswiath from ᑭᑭᑭᑭᑭ (Katzie) First Nation & Ahousaht First Nation, performing a traditional powwow dance.	
G.	<b><u>CONSENT AGENDA</u></b>	
	<b>Recommended Motion:</b> THAT the following items be received into the record:	
G.1	<b>DRAFT Board of Variance [BOV] Meeting Minutes, December 4, 2024</b>	15
G.2	<b>Metro 2050 Type 3 Proposed Amendment – City of Surrey (15238 - 64 Avenue)</b>	20
	Letter from Mike Hurley, Chair, Metro Vancouver Board, dated December 13, 2024, regarding the City of Surrey's Metro 2050 Type 3 Proposed Amendment for 15238 - 64 Avenue.	
H.	<b><u>REPORTS</u></b>	
H.1	<b>2025 Capital Project Pre-Approval</b>	22
	Korey Holtzman, Manager of Financial Planning and Accounting, to provide an overview of select 2025 Capital projects prior to approval of the 2025 to 2029 Five-Year Financial Plan Bylaw.	
	<b>Recommended Motion:</b> THAT Council:	
	A. Approve the select 2025 capital projects as presented at the January 14, 2025 Council Meeting; OR	
	B. Other.	
H.2	<b>Flag Policy C001 Amendments</b>	27
	Kate Barchard, Corporate Officer, to present an overview of proposed amendments to Flag Policy C001.	
	<b>Recommended Motion:</b> THAT Council:	
	A. Approve amendments to Flag Policy C001 as presented at the January 14, 2025 Public Council Meeting; OR	
	B. Other.	



## **I. BYLAWS & PERMITS**

### **I.1 Development Permit Application for 19516 Hammond Road**

38

Colin O'Byrne, Manager of Planning, to present an overview of the Development Permit Application for 19516 Hammond Road.

#### **Recommended Motion:**

THAT Council:

- A. Direct the applicant for Development Permit No. 2024-003, proposing a four-unit townhouse building with one basement suite at 19516 Hammond Road, to amend the plans to include a single driveway access and sufficient on-site vehicle maneuvering for further consideration; OR
- B. Other.

### **I.2 Obsolete Bylaws Repeal Bylaw No. 2998, 2024**

65

Kate Barchard, Corporate Officer, to present an overview of Bylaw No. 2998, 2024 to repeal 36 bylaws and one policy as they are outdated, superseded, or otherwise obsolete.

#### **Recommended Motion:**

THAT Council:

- A. Give first, second and third readings to “Obsolete Bylaws Repeal Bylaw No. 2998, 2024” to repeal bylaws that no longer serve a purpose; AND
- B. Repeal Council Policy C017 – Temporary Use of Municipally Owned Dike Right of Ways, as presented at the January 14, 2025 Council Meeting; OR
- C. Other.

## **J. COUNCIL LIAISON REPORTS**

Council members to provide a verbal overview of recent community involvement and events.

## **K. QUESTION AND COMMENT PERIOD**

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

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

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*Period will become part of the public record.*

**L. COUNCIL PRIORITIES**

202

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

**M. ADJOURNMENT**



## **Minutes of the Special (Public) Meeting of Pitt Meadows City Council**

**December 9, 2024, 5:30 p.m.**

**Council Chamber**

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

**Elected Officials:**

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

**Guests:**

J. Armstrong, Fraser Valley Regional Library

**Staff:**

M. Roberts, Chief Administrative Officer  
K. Barchard, Corporate Officer  
T. Barr, Deputy Corporate Officer  
L. Barroetavena, Director of Financial Services  
D. Chamberlain, Director of Parks, Recreation & Culture  
S. Drolet, Fire Chief  
J. Hart, Manager of Major Projects  
S. Maki, Director of Engineering & Operations  
S. St. Jean, Director of Corporate Services  
P. Ward, Director of Planning & Development

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**A. CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

Mayor MacDonald acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ḱíçəý̓ (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 December 9, 2024 Special (Public) Meeting of Council be approved.

**CARRIED**

**D. QUESTION AND COMMENT PERIOD**

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

- Heather Emmett, Pitt Meadows - regarding appreciation for Staff's memorandum outlining the City's 2025 budget reduction efforts and process.

**E. ADOPTION OF MINUTES**

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

E.1 December 3, 2024 Regular Meeting of Council

**CARRIED**

**F. CONSENT AGENDA**

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

F.1 2025 Business Planning Reductions

Item F.1 was PULLED for discussion.

Following the discussion, the question was called on the main motion and it was:

**CARRIED**

## **G. REPORTS**

### **G.1 Recap of the 2025 Budget**

Laura Barroetavena, Director of Financial Services, presented an overview of the 2025 budget.

### **G.2 Review of Decision Packages**

#### **G.2.1 Library Open Hours on Saturdays and Sundays of Long Weekends [Library Services]**

Laura Barroetavena, Director of Financial Services, presented an overview of the Decision Package.

Council members participated in a roundtable discussion.

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

- A. Endorse moving forward with Saturday and Sunday openings (“Openings”) on long weekends at Pitt Meadows Library in fiscal 2025, funded within the existing budget and/or FVRL’s Pitt Meadows Salary & Benefit Reserve.

**CARRIED**

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

- B. In future years, if Library openings on statutory weekends cannot be funded within the existing budget and/or FVRL’s Pitt Meadows Salary & Benefit Reserve, direct staff to return to Council with gathered data regarding the use of the Library on statutory weekends to consider future funding from a property tax increase.

**CARRIED**

#### **G.2.2 Rannie Road Repave [Engineering Division]**

Laura Barroetavena, Director of Financial Services, presented an overview of the Decision Package.

Council members participated in a roundtable discussion.

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

- A. Support the start of the Rannie Road Repave project design in 2025 with \$35,000 from the Road Use Levies Reserve, \$35,000 from the Drainage reserve, and \$287,000 from the Transportation Reserve.

**CARRIED**

Councillors Evans, Hayes and Manion voted in opposition.

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

- B. Support the completion of the Rannie Road Repave project design and construction in 2026 with \$573,000 funded from the Drainage Reserve, \$1,378,000 funded from the Transportation Reserve, \$2,800,000 funded from Road Use Levies Reserve, and continue to explore the potential of partial grant funding jointly with ᑭᓴᓐᓂᓴᓴ (Katzie) First Nation.

**DEFEATED**

Unanimous

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

- C. Direct staff to continue to explore the potential of partial grant funding jointly with ᑭᓴᓐᓂᓴᓴ (Katzie) First Nation for the Rannie Road Repave project.

**CARRIED**

Councillor Manion voted in opposition.

### **G.2.3 Harris - Rail Monitoring & Alert System [Major Projects Division]**

Laura Barroetavena, Director of Financial Services, presented an overview of the Decision Package.

Council members participated in a roundtable discussion.

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

- A. Direct staff to implement a rail monitoring / alert system at the Harris Road rail crossing with \$40,000 funded from the General Operating Reserve, and \$160,000 expected to be funded by Transport Canada's Rail Safety Improvement Program (RSIP).

**CARRIED**

#### **G.2.4 Discontinuation of Cross Street Banners on Harris Road [Communications & Civic Engagement Division]**

Laura Barroetavena, Director of Financial Services, presented an overview of the Decision Package.

Council members participated in a roundtable discussion.

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

- A. Approve the permanent discontinuation of cross-street banner use on Harris Road as presented at the November 26, 2024 Public Council Meeting; AND
- B. Repeal Council Policy C018 – Cross Street Banners on Harris Road.

**CARRIED**

#### **G.2.5 Harris Road Park Public Art [Culture Division]**

Laura Barroetavena, Director of Financial Services, presented an overview of the Decision Package.

Council members participated in a roundtable discussion.

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

- A. Approve \$250,000 for a Public Art project at Harris Road Park, funded from the Public Art Reserve.

**DEFEATED**

Councillors Evans, Hayes and O’Connell voted in the affirmative.

#### **G.3 Review of Parking Lot Item - Matching Grant Reserve Fund**

Laura Barroetavena, Director of Financial Services, introduced the topic. Diane Chamberlain, Director of Parks, Recreation & Culture, provided an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Direct staff to evaluate the success of grants and sponsorships and, if warranted, consider the establishment of a matching grant reserve fund during the 2027 Business Planning process.

**CARRIED**

#### **G.4 Updated Dollar Impact**

Laura Barroetavena, Director of Financial Services, presented an overview of the updated dollar impact based on Council's decisions and provided an updated tax calculation.

#### **G.5 2025 Budget Recommendations**

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

- A. Approve the operating and capital budgets presented on November 25 and 26, 2024; AND
- B. Direct staff to prepare the consolidated 2025 to 2029 Financial Plan Bylaw and Utility Fee Bylaws based on the budgets presented on November 25 and 26, 2024 and decisions made on December 9, 2024.

**CARRIED**

#### **H. QUESTION AND COMMENT PERIOD**

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

- Heather Emmett, Pitt Meadows - regarding Council's perspective of the business planning and budget process.

#### **J. ADJOURNMENT**

The meeting was adjourned at 7:04 p.m.

**Signed and certified as correct:**

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Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer





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

December 10, 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  
T. Barr, Deputy Corporate Officer  
L. Barroetavena, Director of Financial Services\*  
M. Baski, Manager of Agriculture & Environment  
C. Gemperle, Manager of Building & Bylaw Services  
T. O'Grady, Manager of Communications & Civic Engagement  
S. St. Jean, Director of Corporate Services  
P. Ward, Director of Planning & Development\*

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#### A. **CALL TO ORDER**

The meeting was called to order at 3:00 p.m.

Mayor MacDonald 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.

\*L. Barroetavena and P. Ward joined the meeting at 3:01 p.m.

**B. LATE ITEMS**

There were no late items.

**C. APPROVAL OF AGENDA**

It was **MOVED** and **SECONDED** THAT the agenda for the December 10, 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, law enforcement, litigation or potential litigation affecting the municipality and the proposed provision of a municipal service under sections 90.1 (e), (f), (g) and (k) of the *Community Charter*.

**CARRIED**

**E. ADJOURNMENT**

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

**Signed and certified as correct:**

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Nicole MacDonald, Mayor

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Kate Barchard, Corporate Officer



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

January 7, 2025, 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
- T. Barr, Deputy Corporate Officer
- L. Barroetavena, Director of Financial Services
- S. Drolet, Fire Chief
- S. St. Jean, Director of Corporate Services

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#### A. **CALL TO ORDER**

The meeting was called to order at 3:00 p.m.

Mayor MacDonald 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.

#### B. **LATE ITEMS**

There were no late items.

**C. APPROVAL OF AGENDA**

It was **MOVED** and **SECONDED** THAT the agenda for the January 7, 2025 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 labour relations under section 90.1 (c) of the *Community Charter*.

**CARRIED**

**E. ADJOURNMENT**

The meeting was adjourned at 3:01 p.m.

**Signed and certified as correct:**

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Nicole MacDonald, Mayor

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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 Board of Variance Meeting**

**December 4, 2024, 2:00 PM**

**Meadows Room**

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

Voting Members:        B. Casidy (Chair)  
                                 S. Atkinson  
                                 C. White

Guests:                    Applicant & representative - 19339 & 19347 119B Avenue  
                                 Members of the public

Staff:                        C. Gemperle, Manager of Buildings & Bylaws  
                                 J. Jagpal, Development Services Technician  
                                 C. O'Byrne, Manager of Planning

Recording Clerk:        T. McCaw, Administrative Services Supervisor

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**1.     CALL TO ORDER**

B. Cassidy, current Chair of the Board of Variance, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᑭᓴᑭ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 2:00 PM.

As their first order of business, the Board considered appointment of a new Chair and Vice Chair.

It was **MOVED** and **SECONDED** THAT the Board of Variance:

- A. Elects Bryce Casidy as the Chair for 2025; and
- B. Elects Steven Atkinson as the Vice-Chair for 2025.

**CARRIED**

**2. LATE ITEMS**

None.

**3. APPROVAL OF AGENDA**

There was general consent amongst the committee to approve the December 4, 2024 Board of Variance agenda.

**4. ADOPTION OF MINUTES**

There was general consent amongst the Board to approve the minutes from the July 6, 2022 Board of Variance meeting as circulated.

**5. NEW BUSINESS****5.1 Annual Nomination of Chair & Vice Chair**

This item was addressed at the beginning of the meeting.

**5.2 Roundtable of Introductions**

City Staff and the Board of Variance members participated in a roundtable of introductions.

**5.3 Roles & Responsibilities of a Board of Variance Member**

T. McCaw, Administrative Services Supervisor, provided a presentation on the duties and responsibilities of the City's Board of Variance member which forms part of the 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
- It was recommended that everyone reads and reviews the Committee Training Manual and the LGMA Board of Variance Manuals which can be found at: <https://bm-public-pittmeadows.escribemeetings.com/BoardDetails/BoardInformation/4>

**5.4 Board of Variance Application - 19339 & 19347 119B Avenue [FILE: 0360-20-2024-01]**

J. Jagpal, Development Services Technician, provided an overview of the application received by the City to vary the maximum first floor elevation above

the average finished grade for the duplex located at 19339 & 19347 119B Avenue which forms a part of the minutes as **Attachment 2**.

The Board received one written submission forming a part of the minutes as **Attachment 3**.

Members of the public provided comments on the application and the presentation, some of the highlights included:

- A question was raised around the current status of the approval process on this application (*Staff confirmed that the Applicant has not yet received final occupancy*);
- A question was raised around when the Applicant was found to be in non-compliance (*Staff confirmed this was identified during one of the final inspections prior to the issuance of a Final Occupancy Permit*);
- The question was raised around why the design of this property was not brought forward to neighbours for comments prior to building (*Staff confirmed that the City followed procedure in the approval of the building plans and it is in compliance with the Building Code and the City's current Zoning Bylaw regulations with the exception of the requested variance*);
- Questions were raised around height restrictions for basements suites being built above ground (*Staff confirmed the building permit was issued following review of the submitted plans for compliance with the Building Code and the City's Zoning Bylaw*);
- A comment was made regarding the windows of the new build now facing into the homes of neighbouring existing homes and whether this was approved within the fire code (*Staff confirmed there were no fire code or building code regulations that prohibit this design*);
- Impacts around densification were identified;
- A comment was made that privacy for new owners and existing neighbours were not appropriately addressed in the landscape plan;
- A comment was made around the pitch of the roofline which appears to have raised the height of the first floor out of the ground and increased the height of the build (*The Applicant responded noting the height of the roof does not impact the requested variance and the building is within the height permitted under the Zoning Bylaw*);

Board members participated in a roundtable discussion, some of the highlights included:

- A question was raised around whether an error was made in the Applicants topographical survey which impacted the landscape plan *(Staff confirmed that yes, there was an error in the topographical survey used for the initial application)*
- A question was raised, if the variance is approved, what is the hardship *(The Applicant noted only one side of the property is lower on the height variation. Raising the grade in the front yard, installing retaining walls is the only remedy at this point which has a financial impact on the builder as it is difficult to raise the grade at this point and could impact sightlines); and*
- The question was raised around what the next steps for the Applicant could be if the variance was not approved *(Staff confirmed that the Applicant could raise the finished grade in order to come within compliance, the Applicant could apply for a Development Variance Permit for Council's consideration) (The Applicant's representative noted the property was designed to be accessible for young families for strollers and wheelbarrows to move from the front to the back of the property with the removal of the stairs in the original landscape plans).*

The Applicant and his representative provided comments after the presentation, some of the highlights included:

- The intention of the build was to minimize the impacts to the existing neighbours and neighbourhood;
- The City's current Zoning Bylaw otherwise supports the build and this application is to discuss a variance for the height of the first floor;
- The landscapers decided not to install the stairs which was designed based on the elevation in the rear of the property; and
- Landscapers did not restore the condition of the yard as per the plans; therefore the changes in landscaping resulted in a higher first floor.

By unanimous vote, the Board decided to recess the meeting while deliberations were made on the application at 2:50 PM.

*\*The Applicant and members of the public exited the Meadows Room while the Board of Variance members deliberated on the matter at 2:50 PM*



It was **MOVED** and **SECONDED** THAT the Board of Variance:

- A. Deny the application to vary Zoning Bylaw No. 2505, 2011 to permit the surface of the first floor of the duplex at 19339 and 19347 119B Avenue being up to a maximum of 1.58 m above the average finished grade at any building elevation facing a street.

**CARRIED**

*\*The Applicant & members of the public rejoined the meeting at 3:00 PM*

The Board informed the Applicant and members of the public that the variance application had been denied.

#### **5.5 2025 Board of Variance Meeting Calendar**

B. Cassidy, provided an update on the 2025 Committee Calendar as attached in today's agenda.

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

#### **6. ROUNDTABLE**

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

#### **7. ADJOURNMENT**

The meeting was adjourned at 3:10 PM.

*The next **Board of Variance** Meeting is tentatively scheduled for **January 8, 2025** at **2:00 PM.***

**Certified as correct:**

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Tatiana McCaw,

Administrative Services Supervisor

December 13, 2024

File: CR-12-01  
Ref: RD 2024 Nov 1

Mayor Nicole MacDonald and Council  
City of Pitt Meadows  
12007 Harris Road  
Pitt Meadows, BC V3Y 2B5  
**VIA EMAIL:** [council@pittmeadows.ca](mailto:council@pittmeadows.ca)

Dear Mayor Nicole MacDonald and Council:

**Metro 2050 Type 3 Proposed Amendment – City of Surrey (15238 - 64 Avenue)**

You are invited to provide written comments on a proposed amendment to *Metro 2050*, the regional growth strategy. *Metro 2050* is the regional federation's plan for managing growth coming to Metro Vancouver in a way that: protects important lands like agriculture, ecologically important and industrial lands; contains growth within an urban containment boundary and directs it to transit oriented locations; and supports the efficient provision of utilities and transit. *Metro 2050* contains six regional and parcel based land use designations that support those objectives. By signing on to *Metro 2050*, if a member jurisdiction aspires to change the land use designation for a site then, as a part of the process, they have agreed to have the Metro Vancouver Board consider the regional implications of the proposed amendment. *Metro 2050* outlines the process for proposed amendments.

The City of Surrey is requesting an amendment to *Metro 2050* for a 0.67 hectare site comprising one property located at the southeast corner of 152 Street and 64 Avenue in the Newton area. The proposed amendment would redesignate the regional land use of the property from Agricultural to Industrial to accommodate a multi-tenant industrial building with a restaurant and a volleyball facility. The proposed amendment would extend the Urban Containment Boundary to include the subject property. The site is not in the Agricultural Land Reserve.

71929395

At its November 1, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) passed the following resolution:

*That the MVRD Board:*

- a) initiate the Metro 2050 amendment process for the City of Surrey's requested amendment to include the property located at 15238 - 64 Avenue within the Urban Containment Boundary and amend its regional land use designation from Agricultural to Industrial;*
- b) give first, second, and third readings to Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1396, 2024; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

The proposed amendment is a Type 3 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by an affirmative 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. Enclosed is a Metro Vancouver staff report dated September 16, 2024, titled "Metro 2050 Type 3 Proposed Amendment – City of Surrey (15238 - 64 Avenue)" providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050*.

If you have any questions or wish to comment with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391 or by email at [jonathan.cote@metrovanancouver.org](mailto:jonathan.cote@metrovanancouver.org) by **February 10, 2025**.

Yours sincerely,



Mike Hurley  
Chair, Metro Vancouver Board

MH/JC/vc

cc: Mark Roberts, Chief Administrative Officer, City of Pitt Meadows  
Kate Barchard, Corporate Officer, City of Pitt Meadows  
Jerry W. Dobrovolsky, Commissioner/Chief Administrative Officer, Metro Vancouver  
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [Metro Vancouver Board report dated September 16, 2024, titled "Metro 2050 Type 3 Proposed Amendment – City of Surrey \(15238 - 64 Avenue\)" \(pg. 140\)](#)

71929395

# Staff Report to Council

Financial Services

FILE: 05-1700-01/25

**REPORT DATE:** January 02, 2025

**MEETING DATE:**

January 14, 2025

**TO:** Mayor and Council

**FROM:** Korey Holtzman, Manager of Financial Planning and Reporting

**SUBJECT:** 2025 Capital Project Pre-Approval

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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## RECOMMENDATION(S):

THAT Council:

- A. Approve the select 2025 capital projects as presented at the January 14, 2025 Council Meeting; OR
- B. Other.

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## PURPOSE

To obtain Council approval for select 2025 Capital projects prior to approval of the 2025 to 2029 Five-Year Financial Plan Bylaw.

☐ Information Report

☒ Decision Report

☐ Direction Report

## DISCUSSION

### Background:

In circumstances where project start times are deemed necessary prior to the scheduled budget bylaw adoption in May, 2025 departments have submitted a request for a project pre-approval to Financial Services outlining the reason for an early approval. The list of projects being submitted for pre-approval is provided in Attachment A. These projects were included in the business plans presented to Council on November 25<sup>th</sup> and 26<sup>th</sup>, 2024.

**Relevant Policy, Bylaw or Legislation:**

Pre-approved projects will be included in the 2025 to 2029 Five-Year Financial Plan Bylaw.

**Analysis:**

Thirty-seven (37) of the 108 capital projects amounting to \$22,025,800 of the \$37,516,500 total capital plan are requested for 2025 pre-approval funded from various reserves and grants. Twenty-three (23) projects have a priority level of high and fourteen (14) have medium priority based on the following criteria:

- High - Public health and life safety issues; Legislation or regulation requirements; Preservation of existing assets; Strategic priority of Council
- Medium - Improves an existing asset; Increases cost savings/revenues generated; Equipment replacement at the end of its lifecycle; Reduces future maintenance/repair costs
- Low - New service/infrastructure; Addresses future concerns; Addresses deficiencies reported in commissions or studies

The reserve balances will provide sufficient funding for these planned projects in the 2025-2029 Five Year Financial Plan.

**COUNCIL STRATEGIC PLAN ALIGNMENT**

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

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**WORKPLAN IMPLICATIONS**

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

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**FINANCIAL IMPLICATIONS**

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

Financial Implications have been discussed above.

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**PUBLIC PARTICIPATION**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

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**KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☐ Yes    ☒ No    ☐ Other

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**SIGN-OFFS****Written by:**

Korey Holtzman,  
Manager of Financial Planning and Reporting

**Reviewed by:**

Laura Barroetavena,  
Director of Financial Services

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**ATTACHMENT(S):**

- A. 2025 Project Pre-Approval Requests

**Rank** - Apply the appropriate ranking to the project referring to the following criteria:

**High**

Public health and life safety issues  
Legislation or regulation requirements  
Preservation of existing assets  
Strategic priority of Council

**Medium**

Improves an existing asset  
Increases cost savings/revenues generated  
Equipment replacement at the end of its lifecycle  
Reduces future maintenance/repair costs

**Low**

New service/infrastructure  
Addresses future concerns  
Addresses deficiencies reported in commissioned studies or reports

#	Division	Project Name	Project Number	Justification	Rank	Funding Source	2025 Project Cost	GL
1	DV112 - ADMINISTRATIVE SERVICES	MICROFICHE DIGITIZATION	250003	Work beginning in Q1 to ensure completion by year end	High	GENERAL OPERATING RESERVE	30,000	02-2-8110-6700
2	DV112 - ADMINISTRATIVE SERVICES	ARCHIVES ROOM SHELVING EXPANSION	250022	Work beginning in Q1 to ensure completion by year end	Medium	GENERAL FACILITIES RESERVE	15,000	02-2-8110-6700
3	DV132 - COMMUNICATIONS	COMMUNICATIONS SERVICES REVIEW	250009	Work to begin early in 2024 to affect change in 2025	Medium	GENERAL OPERATING RESERVE	30,000	02-2-8140-6700
4	DV132 - COMMUNICATIONS	CORPORATE VIDEOS	250019	Corporate videos about Pitt Meadows and our services, etc., to support public communication.	High	GENERAL OPERATING RESERVE	10,000	02-2-8140-6700
5	DV133 - IT	MISC COMPUTER INFR PURCHASE #09-IT-020	080020	This fund is used to purchase unplanned computer equipment the timing of which cannot be anticipated	High	EQUIPMENT REPLACEMENT RESV	40,000	02-2-8150-6700
6	DV133 - IT	LAPTOP REPLACEMENT #19-IT-001	190017	Lead time required to order and receive equipment. Must be done in coordination with Laptop replacement and eDocs Major Upgrade	High	EQUIPMENT REPLACEMENT RESV	43,000	02-2-8150-6700
7	DV133 - IT	EDOCS MAJOR UPGRADE	250011	Strong preference to complete project by end of Q2	High	EQUIPMENT REPLACEMENT RESV	65,000	02-2-8150-6700
8	DV133 - IT	DESKTOP COMPUTER REPLACEMENT #09-IT-001	990039	Lead time required to order and receive equipment. Must be done in coordination with Laptop replacement and eDocs Major Upgrade	High	EQUIPMENT REPLACEMENT RESV	200,000	02-2-8150-6700
9	DV134 - POLICE HOUSING AND SUPPORT	RCMP START-UP ASSET FUNDING	250001	To utilize available funds prior to the end of the RCMP fiscal year and allow for long delivery and order lead times for specialized equipment.	High	AUTONOMOUS POLICE TRANS RESV	38,200	02-2-8210-6700
10	DV134 - POLICE HOUSING AND SUPPORT	POLICE H&S TRANSITION START-UP	250002	To secure 2024 pricing for specialized equipment/supplies and to allow for long delivery and order lead times.	High	AUTONOMOUS POLICE TRANS RESV	75,100	02-2-8210-6700
11	DV221 - FIRE	F/F PROTECTIVE CLOTHING/GEAR #16-FS-024	090020	To ensure evergreening required in Q1 is achieved	High	EQUIPMENT REPLACEMENT RESV	53,000	02-2-8220-6700
12	DV221 - FIRE	FIRE EQUIPMENT REPLACEMENT	230022	Equipment is due to be replaced in Q1	Medium	EQUIPMENT REPLACEMENT RESV	42,200	02-2-8220-6700
13	DV301 - ENGINEERING	RANNIE RD REPAVE	160008	To accommodate design start in early 2025	Medium	DRAINAGE RESERVE, TRANSPORTATION RESERVE, ROAD USE LEVIES RESERVE	357,000	02-2-8300-6700
14	DV301 - ENGINEERING	AC REP 195B, 119A, 120B AVE	180060	To accommodate work beginning in early 2025	Medium	WATER RESERVE	650,700	06-2-8410-6700
15	DV301 - ENGINEERING	AC REP 115A AVE, 197A, 197B, 196B	180062	To accommodate work beginning in early 2025	Medium	WATER RESERVE	574,200	06-2-8410-6700
16	DV301 - ENGINEERING	CL REP-BONSON RD (SOUTH)& 117A	190069	To accommodate work beginning in early 2025	Medium	WATER RESERVE	663,000	06-2-8410-6700
17	DV301 - ENGINEERING	ADVENT AC REPLACEMENT - 188 TO 188A	210045	To accommodate design start in early 2025	Medium	WATER RESERVE	15,000	06-2-8410-6700
18	DV301 - ENGINEERING	CI REP - 195A ST	240019	To accommodate work beginning in early 2025	Medium	WATER RESERVE	100,000	06-2-8410-6700

## 2025 Project Pre-Approval Request

#	Division	Project Name	Project Number	Justification	Rank	Funding Source	2025 Project Cost	GL
19	DV302 - MAJOR PROJECTS	PMAP - DOUBLE ARTIFICIAL TURF FIELD AND PARKING LOT	230004	Work continuing into 2025. Carry over value alone not sufficient to keep progressing	High	COMMUNITY AMENITY RESERVE, GROWING COMMUNITIES RESERVE	6,650,000	02-2-8600-6700
20	DV302 - MAJOR PROJECTS	PMAP - COVERED MULTI-USE SPORT BOX AND FIELD HOUSE	230005	Work continuing into 2025. Carry over value alone not sufficient to keep progressing	High	COMMUNITY AMENITY RESERVE	4,513,000	02-2-8600-6700
21	DV302 - MAJOR PROJECTS	HARRIS - RAIL MONITORING & ALERT SYSTEM	250032	Depending on grant availability and other factors, may progress quickly in 2025	High	GENERAL OPERATING RESERVE	40,000	02-2-8300-6700
22	DV305 - FACILITIES	ARENA BLDG & EQUIPMENT	120005	To pay for new zamboni following delivery in Q1 2025	High	ARENA CAPITAL RESERVE	950,000	02-2-8640-6700
23	DV305 - FACILITIES	FACILITIES HVAC REPLACEMENT	190055	To accommodate award and scheduling of HVAC replacement package early in 2025	Medium	GENERAL FACILITIES RESERVE, CANADA COMMUNITY BLDG RESV	70,000	02-2-8640-6700
24	DV305 - FACILITIES	HARRIS RD PARK - SANITARY CHAMBER REPL	250014	Work starting early 2025	High	GENERAL FACILITIES RESERVE	75,000	02-2-8640-6700
25	DV313 - OPS - FLEET SERVICES	2007 GRADALL REPLACEMENT- M032	170050	Lead time required to receive equipment	High	VEHICLE REPLACEMENT RESV	905,000	02-2-8310-6700
26	DV410 - OPS - WATER SERVICES	WATER CONSERVATION & ENHANCEMENTS	230017	To allow for continued improvements related to water infrastructure in Q1 of 2025	Medium	WATER RESERVE	307,000	06-2-8410-6700
27	DV430 - OPS - SEWER SERVICES	HAMMOND LIFT STATION PIPING REPAIR	250005	Repair Work Required for Q1 completion	High	SEWER RESERVE	92,000	08-2-8430-6700
28	DV450 - OPS - DRAINAGE SERVICES	CULVERT REPLACEMENTS	070002	Repair Work Required for Q1 completion	High	DCCS REVENUE-DRAINAGE, DRAINAGE RESERVE	237,000	04-2-8450-6700
29	DV554 - PLANNING	CHILD CARE FACILITY (GRANT FUNDED)	210062	Design and approvals for Heron's Nest completed in December 2024 with construction starting as well. Grant funding provided to cover costs associated with child care space design and construction; anticipate request for grant funding from Metro Vancouver Housing in January 2025.	Medium	PROVINCIAL CONDITIONAL GRANTS	4,360,100	02-2-8550-6700
30	DV601 - PARKS	PARKS-MINOR CAPITAL USER GRPS #14-PK-074	150026	Work planned for early 2025 prior to start of baseball season at PMAP.	High	SPORTS FIELD IMPROVEMENT	15,400	02-2-8600-6700
31	DV601 - PARKS	URBAN FORESTRY AND TREE REPLACEMENT PROGRAM #18-PK-093	180002	Urban forestry work takes place 12 months of the year.	High	GENERAL FACILITIES RESERVE, TREE REPLACEMENT RESV	50,000	02-2-8600-6700
32	DV601 - PARKS	EXPANDED WASTE BINS #18-ES-006	180079	Lead time to procure equipment and ensure installation is complete during ideal conditions.	Medium	SOLID WASTE OPERATING RESV	8,000	02-2-8600-6700
33	DV601 - PARKS	PARK PLAYGROUND UPGRADES #18-PK-091	180081	Lead time to procure equipment and ensure installation is complete during ideal conditions.	High	EQUIPMENT REPLACEMENT RESV	400,000	02-2-8600-6700
34	DV601 - PARKS	IRRIGATION UPGRDES #18-PK-095	180083	Irrigation improvements done in advance of growing season to ensure less disruption to park users.	High	GENERAL FACILITIES RESERVE	24,100	02-2-8600-6700
35	DV601 - PARKS	SHORELINE PARK - AESTHETIC IMPROVEMENTS	210003	Improvements done in advance of peak season to reduce disruption to park users.	Medium	FUTURE CAPITAL RESERVE	25,000	02-2-8600-6700
36	DV601 - PARKS	AMENITY LAND SECURITY AND MAINTENANCE	210051	Project is underway.	High	GENERAL OPERATING RESERVE	13,300	02-2-8600-6700
37	DV601 - PARKS	PARKS INFRASTRUCTURE #10-PK-003	990031	Infrastructure projects planned for early 2025, many of which require lead time to procure equipment or supplies.	High	GENERAL FACILITIES RESERVE	289,500	02-2-8600-6700



# Staff Report to Council

Administrative Services

FILE: 01-0340-50/24

**REPORT DATE:** January 06, 2025

**MEETING DATE:**

January 14, 2025

**TO:** Mayor and Council

**FROM:** Kate Barchard, Manager of Administrative Services

**SUBJECT:** Flag Policy C001 Amendments

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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## RECOMMENDATION(S):

THAT Council:

- A. Approve amendments to Flag Policy C001 as presented at the January 14, 2025 Public Council Meeting; OR
- B. Other.

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## PURPOSE

The purpose of this report is to present amendments to Flag Policy C001 for Council's review and approval.

☐ Information Report

☒ Decision Report

☐ Direction Report

## DISCUSSION

### Background:

As part of the City's good governance practices, bylaws and policies are regularly reviewed to ensure they stay current and aligned with best practices. The Administrative Services department identified the Flag Policy (C001) for review as part of their 2025 key initiatives. Amendments have now been drafted and are ready for Council's review (see **Attachment A**).

## Relevant Policy, Bylaw or Legislation:

Federal Protocol for Half-Masting of Flags - <https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>

## Analysis:

Flag Policy C001 provides standards and protocol for the display and half-masting of City flags at various City facilities, and generally aligns with federal protocol. The policy currently includes:

- general standards for the displaying of flags;
- customary configuration and order of precedence for various flags;
- periods of mourning when City flags are half-masted;
- approval and direction for the display of the ᑭᓴᓴᓴ (Katzie) First Nation flag in Spirit Square and Council Chamber;
- the availability of Pitt Meadows flags for purchase at City Hall;
- the provision of Pitt Meadows flags, at no cost, to each Pitt Meadows school, the MP's Office, the MLA's Office, the Pitt Meadows Airport, and the Pitt Meadows Museum; and
- roles and responsibilities for the maintenance of City flags and the administration of the policy.

The following amendments to the policy are recommended:

- Half-masting City flags upon the death of a ᑭᓴᓴᓴ (Katzie) First Nation Council member or elder (upon notice from their Council).
- Changing the period during which flags are half-masted to mourn a death. The current policy reads that flags will be half-masted '...from the day of death until sunset on the day of the funeral'. It was once customary to have a funeral within a week of a person's passing. It is becoming more common to hold memorial services instead, which can occur several weeks or months after a person's death. Staff are therefore recommending the half-masting period be modified to read 'from the time of notification of death until sunset the following day, and from sunrise to sunset on the day of the memorial service.' This option is included in the federal half-masting protocol.
- The exception to the above would be the half-masting of flags for the death of the Sovereign, Governor General, and the Prime Minister. It is recommended that flags remain half-masted from the time of notification of death until sunset on the day of the funeral or the memorial service. This is because of the significance to the country of the deaths of these individuals, and the fact that their deaths will result in state funerals which will occur within a timely period.

- The addition of half-masting for the following days of significance:
  - June 23 - National Day of Remembrance for Victims of Terrorism;
  - Second Sunday in September - Firefighters' National Memorial Day;
  - Last Sunday in September - Police and Peace Officers' National Memorial Day;
  - September 30 - National Day of Truth and Reconciliation; and
  - November 8 – 11 inclusive – to commemorate Veterans' Week, Indigenous Veterans Day, and Remembrance Day.
- Inclusion of language that allows staff to adjust the timing of the half-masting and raising of flags to fall within regular business hours to avoid staff overtime.
- Removal of administrative details pertaining to who is notified when flags are half-masted. Instead, the Corporate Officer is delegated responsibility to establish the necessary procedures to ensure effective communication.
- Inclusion of language that ensures the ᑭᓴᓐᓴ (Katzie) flag in Spirit Square is only half-masted with the approval of their Chief.

Proposed changes that impact the intent or service level established by the current policy have been tracked **in red font** in **Attachment A**. Minor changes to grammar and sentence structure have not been tracked.

### **COUNCIL STRATEGIC PLAN ALIGNMENT**

- ☐ Principled Governance    ☐ Balanced Economic Prosperity    ☐ Infrastructure  
☒ Community Spirit & Wellbeing    ☒ Corporate Pride    ☐ Public Safety

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### **WORKPLAN IMPLICATIONS**

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

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### **FINANCIAL IMPLICATIONS**

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

A small inventory of Pitt Meadows flags is maintained by Administrative Services for sale to the public at City Hall and for replacing torn/worn flags flown at City facilities.

## **PUBLIC PARTICIPATION**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

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## **KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☒ Yes    ☐ No    ☐ Other

Staff reached out to ᑭᓴᓴᓴ (Katzie) First Nation Council to inform them and seek their feedback on the proposed policy changes related to the flying of the Katzie flag and the half-masting of City flags upon the death of a Katzie Council member or elder. Although no feedback was received before this report was published, Staff will keep Council informed should any communications be received.

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## **SIGN-OFFS**

### **Written by:**

Kate Barchard,  
Manager of Administrative Services

### **Reviewed by:**

Diane Chamberlain,  
Director of Parks, Recreation & Culture

Tia O'Grady,  
Manager of Communications & Public Engagement

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## **ATTACHMENT(S):**

- A. Flag Policy C001 – with tracked changes

## COUNCIL POLICY C001

01 - Administration

### Flag Policy

Effective Date: October 3, 2006  
Last Revised: May 7, 2019

#### 1. Purpose

This policy has been developed to ensure that all flags flown at City Hall and on other properties and/or at facilities owned and operated by the City of Pitt Meadows are flown and displayed in a consistent and appropriate manner.

#### 2. Scope

This policy applies to flags flown by the City of Pitt Meadows.

#### 3. Exclusions

Property owned by the City of Pitt Meadows, but operated by a third party, is excluded from this policy.

~~This policy does not apply to the City of Pitt Meadows' Street Banner program.~~

#### 4. Procedures & Guidelines

##### 4.1 Displaying of Flags - General Terms and Conditions

- a) The City of Pitt Meadows flies the Canadian flag, the Province of British Columbia flag, the City of Pitt Meadows flag, and the q̓ícəy̓ (Katzie) First Nation flag, on designated poles at various buildings or properties throughout the City, as listed in Appendix 1.
- b) Flags, in general, will be displayed in accordance with the Government of Canada Flag Protocol, as amended from time to time.
- c) The City does not have a courtesy pole designated for flying guest

flags and therefore does not currently consider such requests.

#### 4.2 Customary Flag Configuration

- a) According to Canadian and Provincial protocol, the order of precedence for flags is:
  - The national flag of Canada
  - The flags of other sovereign nations in alphabetical order (if applicable)
  - The flags of the provinces of Canada (in the order in which they joined Confederation)
  - The flags of the territories of Canada (in the order in which they joined Confederation)
  - The flags of municipalities (Pitt Meadows first, then alphabetical)
- b) When three flags are flown together, the position of honour is the centre flag pole. When any other number of flags are flown together (i.e. two flags or more than three flags) the position of honour is furthest to the left (to an observer facing the display).
- c) In a three flag configuration, the Canadian flag will be flown on the centre flagpole, with the Province of BC flag flown to the left of the Canadian flag, and the City of Pitt Meadows flag flown to the right (to an observer facing the display).
- d) The City's flags may be flown at night.
- e) Flags may be temporarily changed to accommodate a facility rental for a filming opportunity at Pitt Meadows City Hall or at operated municipal properties, at the discretion of the Chief Administration Officer (CAO) or designate.

#### 4.3 Half-Masting of Flags

- a) Half-masting of flags is a symbol of honour and expresses a collective sense of sorrow and loss while sending a strong visual message of mourning.
- b) Half-masting of City flags may occur simultaneously at all City facilities

or at key sites only, such as ~~šx̣ẉhékẉnəs (Spirit Square)~~Spirit Square, at the discretion of the CAO or designate. When one flag is flown at half-mast, all flags flown together will be flown at half-mast.

c) Flags will be flown at half-mast at one or more City facilities upon the death of:

i. The Sovereign, the Governor General, or the Prime Minister, from the time of notification of death until sunset on the day of the funeral or the memorial service;

ii. The Sovereign's spouse, the Heir to the Throne, the Heir of the Heir to the Throne, or another member of the Royal Family related in the first degree to the Sovereign;

~~iii.~~ A former governor general, a former prime minister, or a federal cabinet minister;

~~iv.~~ The current or former Lieutenant Governor or Premier of BC;

~~v.~~ A Member of the House of Commons or a Member of the Legislative Assembly when that member represents the Pitt Meadows riding;

vi. The Mayor or former Mayor of Pitt Meadows, a current Councillor of Pitt Meadows or a former Councillor who has served at least two (2) terms;

vii. A member of q̣ic̣əỵ' (Katzie) First Nation Council or an elder of their nation (upon notice from their Council);

~~iv-viii.~~ A Pitt Meadows City employee when their death has occurred as a direct result of performing their duties; and

~~v-ix.~~ A person to whom Council wishes to bestow this honour.

d) Flags will be flown at half-mast at one or more City facilities, from sunrise to sunset, on the following days of significance:

i. April 28 - Day of Mourning for Persons Killed or Injured in the Workplace ;

ii. June 23 - National Day of Remembrance for Victims of Terrorism;

iii. Second Sunday in September - Firefighters' National

Memorial Day:

- iv. Last Sunday in September - Police and Peace Officers' National Memorial Day;
  - ~~i-v.~~ September 30 - National Day of Truth and Reconciliation;
  - vi. November 8 - 11 – to commemorate Veterans' Week, Indigenous Veterans Day, and Remembrance Day; and
  - ~~ii.~~ Remembrance Day (November 11) from 11 a.m. until sunset;
  - ~~iii-vii.~~ December 6 - National Day of Remembrance and Action on Violence Against Women.
- e) In the case of a death, and unless otherwise noted in this policy or approved by the Mayor, half-masting will take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.
- ~~e)f)~~ In the event of a death not specified in this policy, the City will follow the direction of the federal and/or provincial government.
- ~~f)g)~~ In exceptional circumstances, and on the advice of the CAO, the Mayor may approve the half-masting of flags not provided for in this policy.
- ~~g)h)~~ The timing of the half-masting or raising of flags may be adjusted to fall within regular business hours to avoid staff overtime.
- ~~h)i)~~ If the flags are half-masted due to a death, they must nonetheless be flown at full-mast on Canada Day, Victoria Day, and on the day on which the accession of a new monarch is proclaimed, after which the flags can resume half-masting until the prescribed time as noted in this policy.
- ~~i)~~ When half masting has been deemed appropriate, the Corporate Officer or designate will notify the following persons by email:
- ~~• Mayor and Council;~~
  - ~~• The manager responsible for Parks & Operations and the clerk responsible for tracking work orders for the Parks & Operations teams, to arrange for the half-masting of flags as identified;~~
  - ~~• The manager responsible for the Communications division to~~



- ~~arrange for notification of the half masting on the website;~~
- ~~• The Fire Chief to arrange for half masting of the flags at the Fire Hall (when relevant);~~
- ~~• The Corporate Leadership Team (for information); and~~
- ~~• The Pitt Meadows Community Police Office (for information).~~

#### 4.4 q̓ic̓əy̓ (Katzie) First Nation

- a) The q̓ic̓əy̓ (Katzie)~~Katzie~~ flag will be displayed in Council Chamber next to the Pitt Meadows flag, acknowledging that meetings are held on the traditional, unceded territory of q̓ic̓əy̓ (Katzie) First Nation, and the City's commitment to taking meaningful steps towards reconciliation.
- b) The q̓ic̓əy̓ (Katzie) flag will fly in šx̣ẉhékẉnəs (Spirit Square) at City Hall.
- c) The q̓ic̓əy̓ (Katzie) flag may be half-masted in accordance with this policy when approval is granted by the q̓ic̓əy̓ (Katzie) Chief.

#### 4.5 Special Events

- a) Events involving flag raising ceremonies may be held at City Hall upon request and at the CAO's discretion. The manager responsible for Corporate Communications and the manager responsible for Cultural Services should be informed of such special events.

#### 4.6 Purchase of Municipal Flags

- a) Pitt Meadows flags may be purchased at City Hall during regular business hours. Flags may also be purchased at special events throughout the year, at the discretion of the CAO.
- b) The City will provide a Pitt Meadows flag, at no cost, to be flown at the schools and offices listed in Appendix 1.
- ~~b)c)~~ The City of Pitt Meadows does not sell federal or provincial flags.
- ~~e)d)~~ The City of Pitt Meadows does not regulate the display of flags on private property.

#### 4.7 Financial Implications

- a) An annual budget is established to cover the costs of maintaining and replacing flags at City facilities.

#### 4.8 Removal of Flags

- a) Flags on City property will be maintained in good condition and replaced when showing signs of wear, tear or discolouration.
- b) Flags removed from service will be disposed of in a dignified manner and immediately replaced.

#### 4.9 Responsibilities and Maintenance of Flags

- a) The Chief Administrative Officer is responsible for approving discretionary matters as identified in this policy.
- a)b) The Corporate Officer is responsible for coordinating the lowering of flags at City facilities in accordance with this policy, and establishing the necessary procedures to ensure the communication of such decisions with relevant departments.
- c) Department heads responsible for the half-masting of flags at the various City facilities are responsible for their maintenance and replacement as needed.
- b) Maintenance of the flags flown at City facilities and operational support with the half-masting of flags are the responsibility of the Engineering and Operations department.

## Appendix 1 – Flag Locations

### City Facility Flag Poles

Location	Address	Flags Flown
City Hall, Spirit Square	12007 Harris Road	National, Provincial, Municipal, <u>Katzie</u>
City Hall, Council Chambers	12007 Harris Road	National, Provincial, Municipal, Katzie
Public Works Yard	11333 Harris Road	National
Harris Road Park	12474 Harris Road	National
Heritage Hall	12460 Harris Road	National
<u>PM Museum &amp; Archives</u>	<u>12294 Harris Road</u>	<u>National, Municipal</u>
PM Fire Hall	19240 122 Avenue	National, Provincial, Municipal

### Other Pitt Meadows Flag Locations

The City will provide a Pitt Meadows flag, at no cost, to the following schools and offices to be flown at their locations:

Location	Civic Address
Pitt Meadows Schools	
Davie Jones Elementary	12030 Blakely Road
Edith McDermott Elementary	12178 Bonson Road
Highland Park Elementary	18961 Advent Road
Pitt Meadows Elementary	11941 Harris Road
Pitt Meadows Secondary	19438 116B Avenue
Other Locations	
<u>Office of the MLA [Maple Ridge-Pitt Meadows]</u>	<u>104 - 20130 Lougheed Hwy</u>
<u>Dan Ruimy, MP [Pitt Meadows-Maple Ridge]</u>	22369 Lougheed Hwy, Maple Ridge
<u>Pitt Meadows Airport</u>	<u>18799 Airport Way</u>
<u>Pitt Meadows Museum &amp; Archives</u>	<u>12294 Harris Road</u>

# Staff Report to Council

Planning and Development

FILE: 08-3060-20/24-03

**REPORT DATE:** January 06, 2025      **MEETING DATE:** January 14, 2024  
**TO:** Mayor and Council  
**FROM:** Colin O'Byrne, Manager of Planning  
**SUBJECT:** Development Permit Application for 19516 Hammond Road

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Direct the applicant for Development Permit No. 2024-003, proposing a four-unit townhouse building with one basement suite at 19516 Hammond Road, to amend the plans to include a single driveway access and sufficient on-site vehicle maneuvering for further consideration; OR

B. Other.

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**PURPOSE**

Consideration of development permit issuance for the property at 19516 Hammond Rd (PID: 010-486-950) to develop four townhouses with one basement suite.

☐ Information Report      ☒ Decision Report      ☐ Direction Report

**DISCUSSION**

**Background:**

The property at 19516 Hammond Road was rezoned on September 20, 2022 from R-1 (Medium Lot Residential) to R-2 (Small Lot Residential) to allow for the subdivision of the property into two single-family lots. As part of this process, a Development Variance Permit (DVP) was approved to vary the minimum lot width requirement from 11 meters to 10.919 meters to accommodate the proposed subdivision. The DVP was registered at the Land Titles Office on

A development permit application has now been received for a proposed five-unit development at 19516 Hammond Rd. The proposal aligns with the current small-scale multi-unit housing zoning and a development permit is required before a building permit can be issued.

**Property Size:** 1,011.80 m<sup>2</sup> (10,891 ft<sup>2</sup>)

**Zoning:** R-6 (Urban Residential 6)

Staff Report – Page 2 of 16

**Relevant Policy, Bylaw or Legislation:**

Development Permit Area No. 9 applies to the subject property and surrounding area. This area is designated to ensure high-quality, ground-oriented residential development that aligns with the City's design guidelines for livability, neighborhood integration, and aesthetic appeal.

Zoning Bylaw No. 2505, 2011 R-6 (Urban Residential 6) Zone also applies. This zoning allows for increased residential density, accommodating up to six units per lot. Within the requirements established by the Province, this zone was prepared to support compact urban development while maintaining compatibility with surrounding neighborhoods.

**Analysis:**

The subject property is situated on the south side of Hammond Road and is surrounded by single-family residential properties. Hammond Road has undergone increased densification over the past decade with rezoning and subdivision into small-lot single-family homes. However, provincial housing legislation introduced at the end of 2023 required that municipalities permit up to six-units per lot, depending on lot size and location. This application represents the first proposed multi-unit development under the new R-6 zoning and updated development permit area guidelines. As such, this development permit is likely to serve as an example for future applications under the R-6 zoning.



*Figure 2: Subject Property*



*Figure 3: Properties East of the Site*





*Figure 4: Properties West of the Site*

This development proposal features four townhouses facing Hammond Road and one basement suite accessed from the rear of the building (Figure 5). Each townhouse unit includes three bedrooms plus a den, offering 2,095 ft<sup>2</sup> of living space on the main and upper floors, with an additional 691 ft<sup>2</sup> in the basement. Only unit one contains a basement suite (labelled unit 5 in the plans; see Attachment D). Unit one includes 200 ft<sup>2</sup> of private outdoor deck space, units two and three have 256 ft<sup>2</sup> each, and unit four has 220 ft<sup>2</sup>. Each townhouse also has a single-car garage and a parking space in the front driveway. Access to the site is proposed via two shared driveways from Hammond Road.

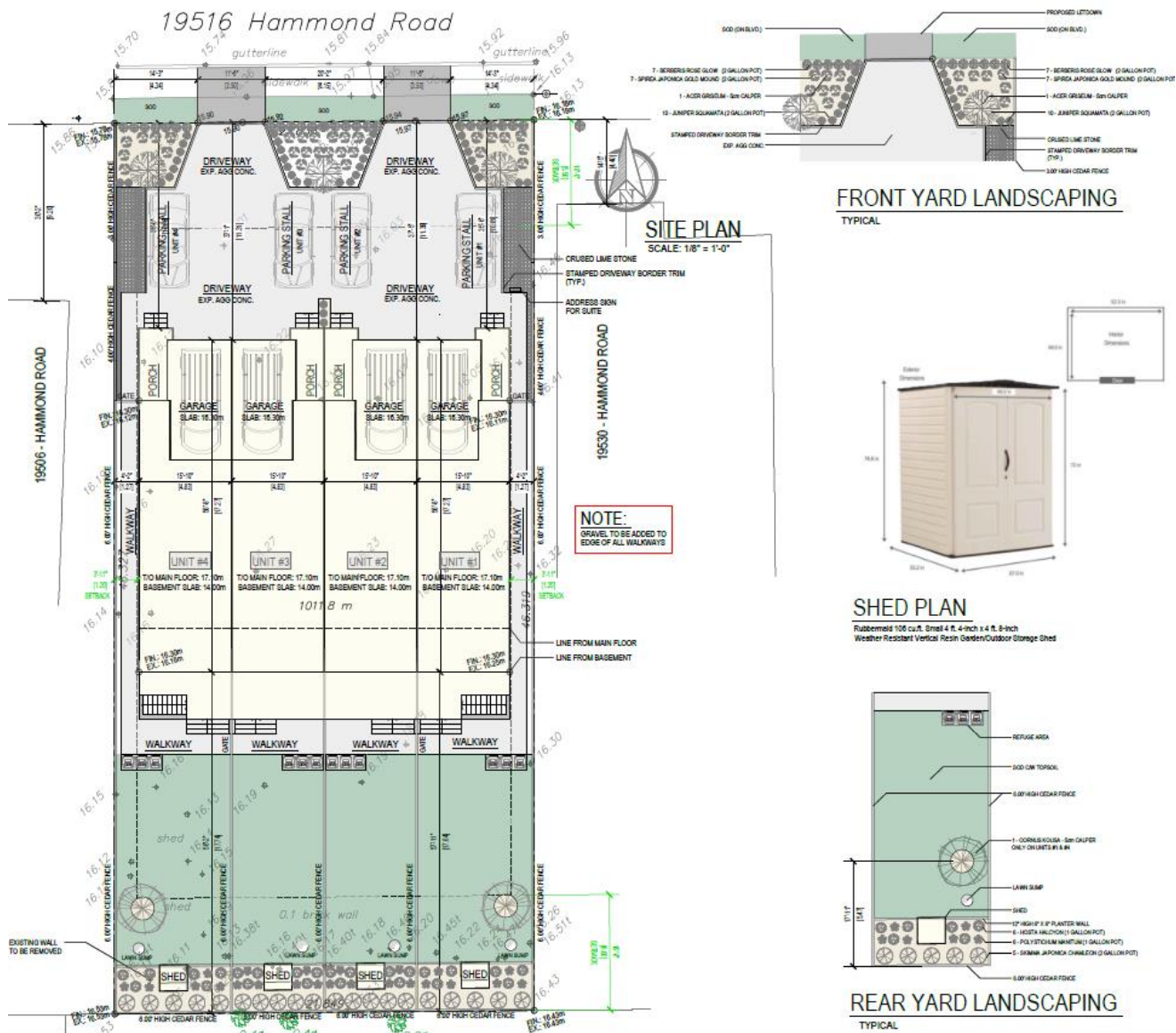


Figure 5: Site Plan

The exterior cladding includes asphalt shingles, Hardie shakes, and Hardie board that are consistent with surrounding developments (see figure 6 below).



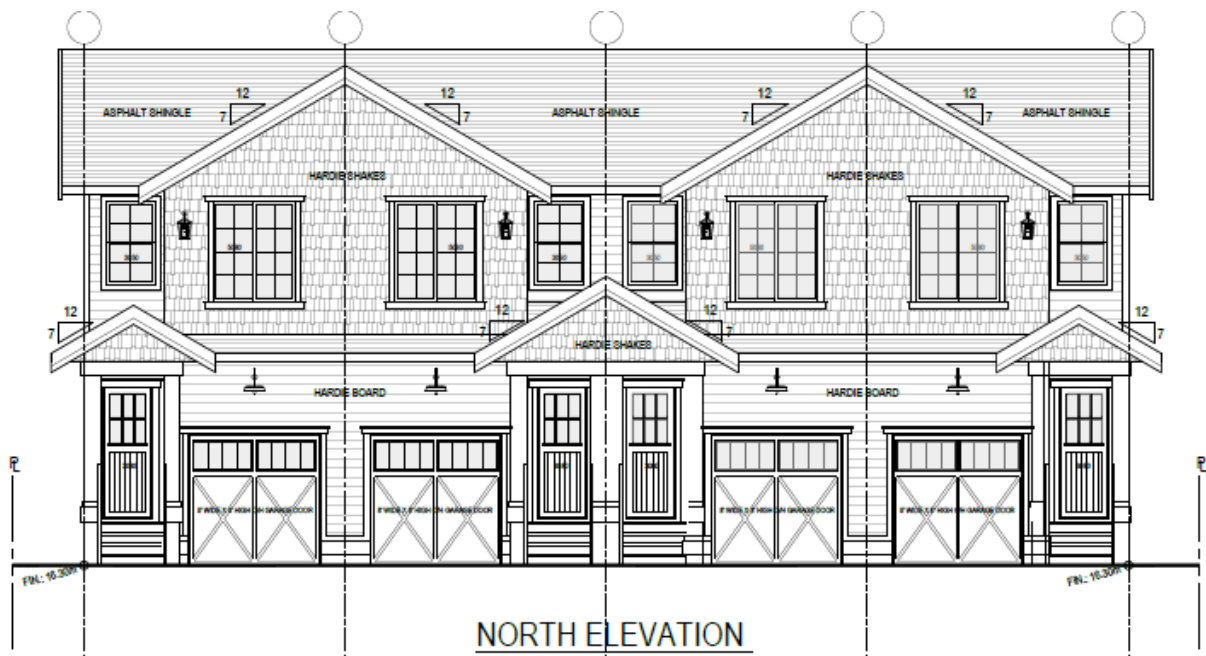


Figure 6: Exterior Materials

## MATERIALS/COLOURS

ITEM	COLOUR
ASPHALT SHINGLE ROOF	SLATESTONE GREY
TRIM	SHERWIN WILLIAMS TRICORN BLACK SW6258
GUTTERS /DOWNPIPES	SOLID BLACK
HARDIE SHAKES	KHAKI BROWN
HARDIE BOARD	LIGHT MIST
FRONT DOOR	SHERWIN WILLIAMS TRICORN BLACK SW6258
GARAGE DOOR	SHERWIN WILLIAMS TRICORN BLACK SW6258
METAL FLASHING	SOLID BLACK
GUARDS/RAILING	SOLID BLACK

Table 1: Materials and colours



Figure 7: Colour Palette

The front and rear yard feature a combination of trees, plants, and shrubs that contribute to the landscape's aesthetic appeal and greenery (see Figures 8 & 9 for details). Each yard will have a 4'4"x 4'8" shed for storage and will be separated by 6 foot tall cedar panel fences.

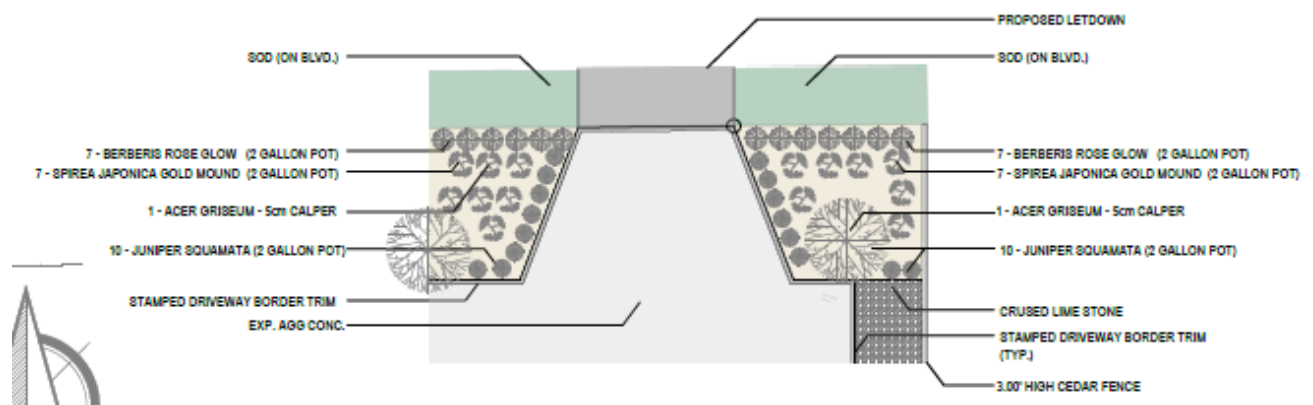


Figure 8: Front Yard Landscaping

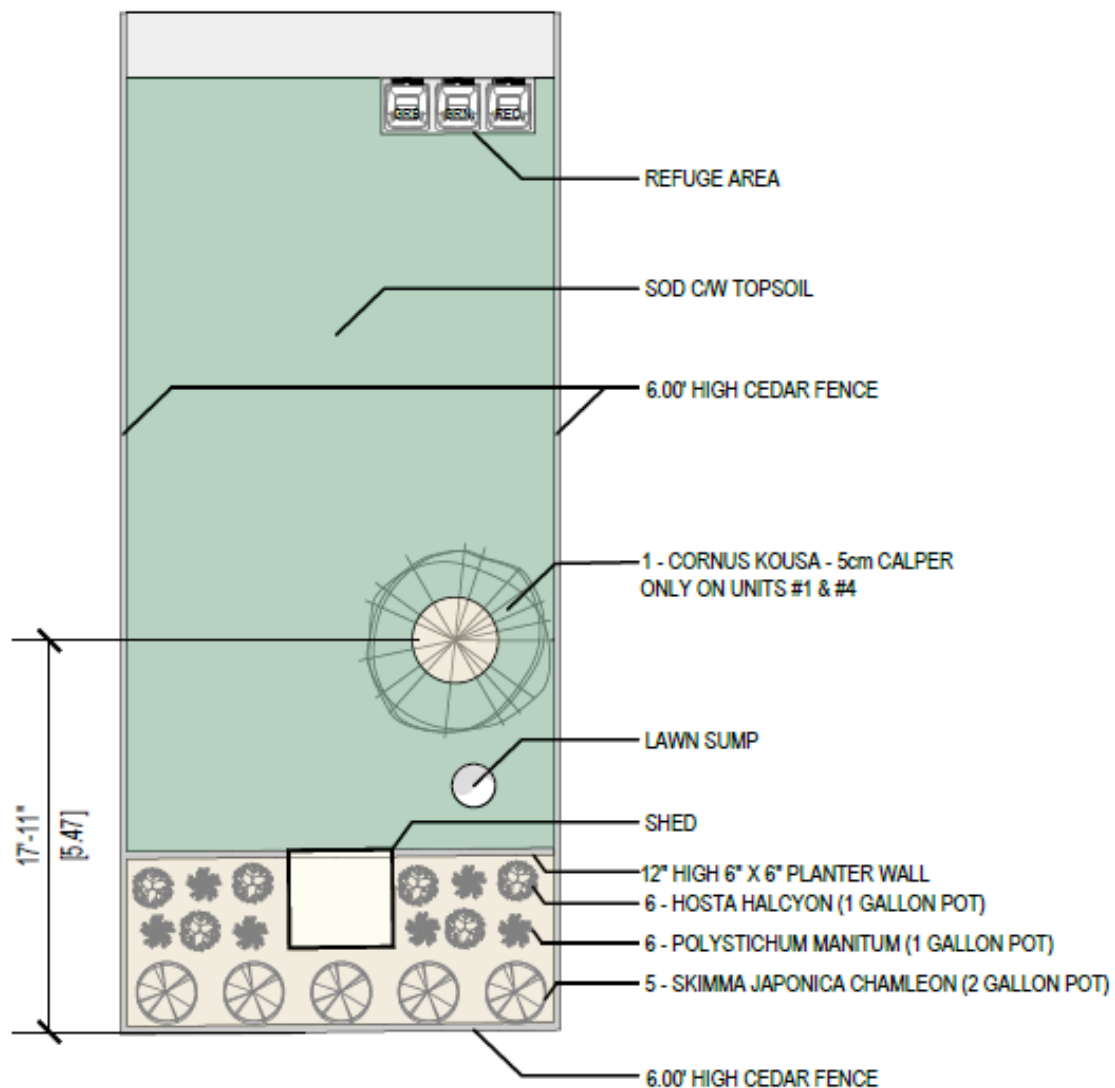


Figure 9: Rear Yard Landscaping

## **Development Permit Area No. 9 Ground-Oriented Residential**

The objectives of the development permit area (DPA) are:

- Provide a diversity of housing types through sensitive residential infill development;
- Increase land use efficiency, enabling a compact and complete community;
- Ensure compatibility of housing forms with the “small-town” character of existing neighbourhoods;
- Promote high-quality design in ground-oriented residential areas; and
- Respect the existing scale of development within the community.

This application represents the first development under the new provincially-mandated zoning in this neighbourhood with increased density and a multi-family housing form. Careful consideration of building scale, visual impact, architectural style and landscape character ensures a smooth transition from the surrounding single family residential dwellings and compatibility with the overall neighbourhood. Additionally, this application will establish an example for future design proposals.

The developer is proposing on-site parking, even though the City is not permitted to require that parking be provided under the new provincial legislation. Staff anticipates that these types of developments will incorporate some on-site parking so that they are more marketable. Including on-site parking in a development of this type will alleviate the pressure on street parking availability; however, parking spaces, driveways and garages for multi-unit developments also need to support safe and visually appealing streetscapes. Generally, the development aligns with the DPA design guidelines with two exceptions (i.e., driveway access and address signage) that are discussed below.

### **Advisory Design Panel**

The application was presented to the City’s Advisory Design Panel (ADP) on two occasions, initially on October 9, 2024, and, at the request of the ADP, subsequently on November 13, 2024, when the applicant presented revised plans addressing the ADP’s earlier feedback. While quorum was not met at the November 13th meeting and no formal motion was passed, staff documented the feedback provided by the ADP members who were present.

The key changes to the proposal in response to feedback from the first meeting in October were:

1. Tree Canopy Enhancements:
  - The applicant added dogwood trees to each backyard, centrally positioned, to complement the existing three maple trees in the front yard.
2. Street Addressing and Visibility for the Basement Suite:
  - An address sign for the basement suite was added; however, the applicant chose not to include the recommended addition of a roof overhang over the side path leading to the suite entrance.

### 3. Driveway and Landscaping Revisions:

- Redesigned to include two driveways with additional landscaping elements, including a stamped border trim, for aesthetic enhancement and to reduce blind spots and facilitate vehicles backing out from the end units.

### 4. Storage and Waste Management:

- Dedicated backyard areas for garbage, recycling, and compost bins were added, along with garden sheds for extra storage.

### 5. Single vs. Dual Driveway Design:

- Redesigned the driveway layout to have two driveways to resolve vehicle maneuvering difficulties with the proposed single driveway configuration.

Comments from the second ADP meeting held in November included the following:

#### 1. Dual driveway proposal

Staff provided additional information on relevant policies and bylaws that recommend minimizing the number of driveways for improved safety and sidewalk accessibility. ADP members had varied perspectives on the dual driveway proposal:

- Safety concerns about vehicles backing out onto Hammond Road across the sidewalk and bike lane.
- The front yard and parking areas appear cramped; a previous single-driveway design appears to offer more on-site maneuvering space for vehicles.
- Suggestion to push the building back to improve parking and on-site vehicle maneuvering.
- The two-driveway option allows easier straight-line backing out and accommodates an additional tree at the front.
- Sightlines restricted by 3.5m-wide driveways; consider slightly widening the driveways.

#### 2. Trees

- The central backyard dogwood trees may limit recreational use and the roots could affect lawn areas. Suggested moving these to yard corners.
- Having the additional trees aligns with the City's urban canopy goals.
- The paperbark maple trees in the front are a suitable species for that area but should be shifted south to improve sightlines for departing vehicles and canopy clearance from the sidewalk.

#### 3. Landscape

- Use gravel or similar material between the side yard paths and fences to prevent maintenance issues.
- Address the gap between middle front porches with plantings or enclosures to avoid a maintenance issue.

#### 4. Street Addressing for the Basement Suite

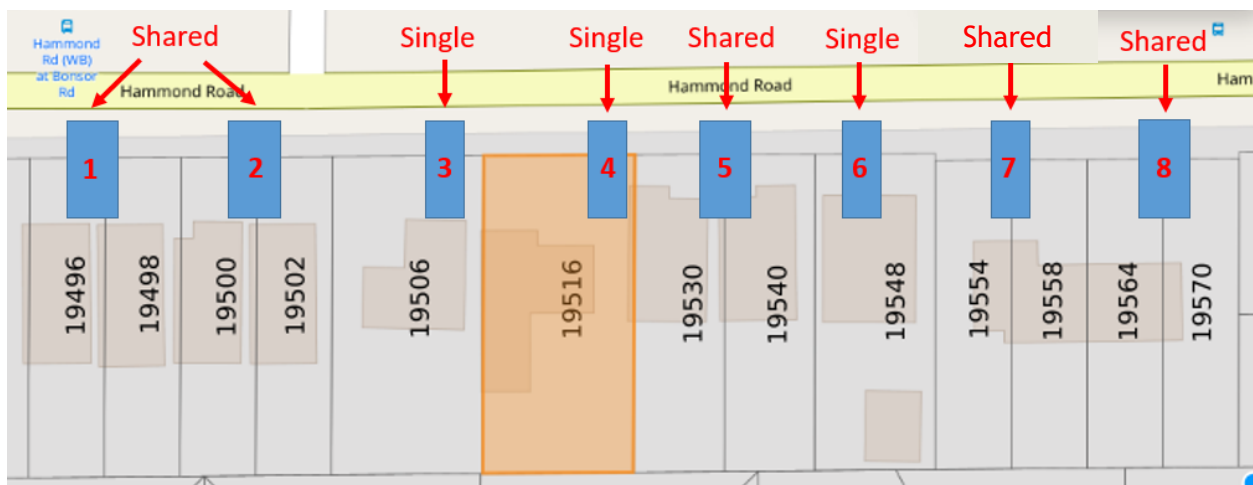
- The proposed location for the basement suite address is not easily visible from the street.

#### Revisions Following the November ADP meeting

The revised plans submitted by the applicant (Attachment D) address most of the remaining concerns identified above; however, two issues remain unresolved. The first is the proposed dual driveway design, and the second is the placement of the suite address sign, which was not relocated as recommended.

#### **Driveways and On-site Maneuvering**

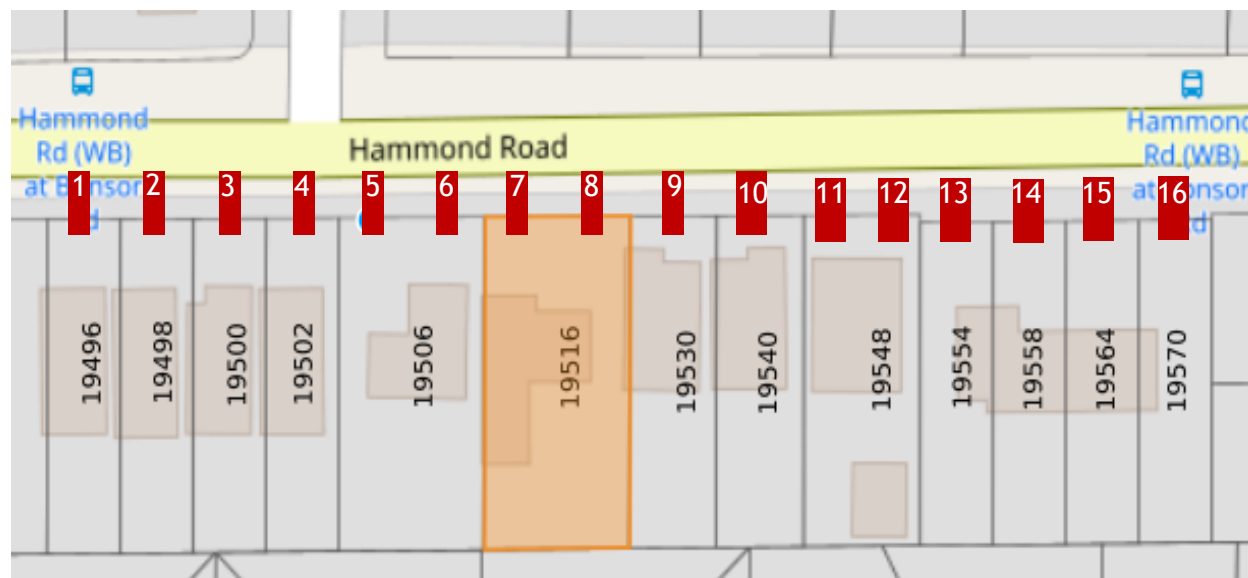
In alignment with the City's Highway Access Bylaw, the development permit guidelines, and the Province's Active Transportation Design Guide that recommend minimizing the number of driveways, staff recommend the applicant amend the proposal to use a single shared driveway access and accommodate on-site vehicle maneuvering. Minimizing the number of driveways improves safety for pedestrians and people riding bikes or using mobility aids. This is consistent with past practice for other small multi-family and townhouse developments in Pitt Meadows, such as the approved 4-unit townhouse development at the corner of Blakely and Hammond Roads.



*Figure 10: Current number of driveways on Hammond Rd in blue*

Figure 10 above illustrates the existing driveway distribution along Hammond Road, where 13 lots (including the subject property, highlighted in orange) collectively have eight driveways. Some of these are shared or single driveways, but notably, no lot currently has two separate driveways. The shared driveways were required by the City as part of the infill subdivision applications to limit the number of driveways accessing Hammond Road. Where adjacent shared driveways (e.g., between driveways #1 and #2 in figure 10) are approximately 12m apart, which accommodates one parking space and room on either side of the parked vehicle

for turning vehicles and sightlines. 19516 Hammond Road is double the width of the lots with shared driveways and, therefore, would have double the number of driveways. Allowing a proportional number of driveways for future redevelopment, where narrower lots can have one driveway and wider lots can have two, would result in a notable increase, as shown below in figure 11.



*Figure 11: Potential Driveways Along Hammond Rd.*

Hammond Road is designated as an arterial road and bike route in the City’s plans, and is a frequent transit route. Increasing driveway access points along a busy roadway elevates the risk of conflicts between vehicles and people using the sidewalk or bicycle lane, compromising safety and active transportation objectives. Additionally, frequent driveway letdowns create an uneven sidewalk that affects the accessibility, safety, and comfort for people that use mobility aids (e.g., wheelchairs, mobility scooters, walkers) by increasing the risk of trips and falls. Allowing multiple driveways on small lots would also limit opportunities for landscaping, street trees, and on-street parking.

On-site maneuvering is another aspect to consider to avoid vehicles needing to reverse onto a busy street, across the sidewalk and bike lane. A shared on-site parking area with a shared driveway is more likely to allow vehicles to turn around on-site and exit forward onto Hammond Road.

By requiring each lot to utilize a single shared driveway and have sufficient on-site maneuvering space, the City can minimize unnecessary access points and maintain the safety and functionality of Hammond Road for all users. As more four- to six-unit developments are anticipated, it is important, in staff’s opinion, to establish best practices that prioritize safety, active transportation, and efficient land use.

## Suite Address Sign

While not addressed in the revised development permit plans, the City's Fire Protection and Life Safety Bylaw does outline requirements for displaying addresses for all units on the property. This matter can be resolved as the applicant proceeds through the building permit process.

## Summary

Overall, the proposal does comply with the intent of the relevant design guidelines, except for the number of driveway access points and visibility of the basement suite address. The recommendation is to direct the applicant to revise the site design to employ a single driveway access. If this recommendation is adopted, the revised design would then come back to Council for further review.

Alternatively, a copy of the draft development permit including plans is included as Attachment D, should Council be satisfied with the proposal as presented. Once the development permit application is approved, a landscape bond will be collected at the time of building permit and a final inspection will occur to ensure that landscaping is completed in accordance with the plans.

## **COUNCIL STRATEGIC PLAN ALIGNMENT**

- ☐ Principled Governance    ☐ Balanced Economic Prosperity    ☐ Infrastructure  
☒ Community Spirit & Wellbeing    ☐ Corporate Pride    ☐ Public Safety

**Housing Diversity.** Encourage diversity in housing types to foster an inclusive, affordable, and multi-generational community.

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## **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.

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**PUBLIC PARTICIPATION**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

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

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**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 & Development

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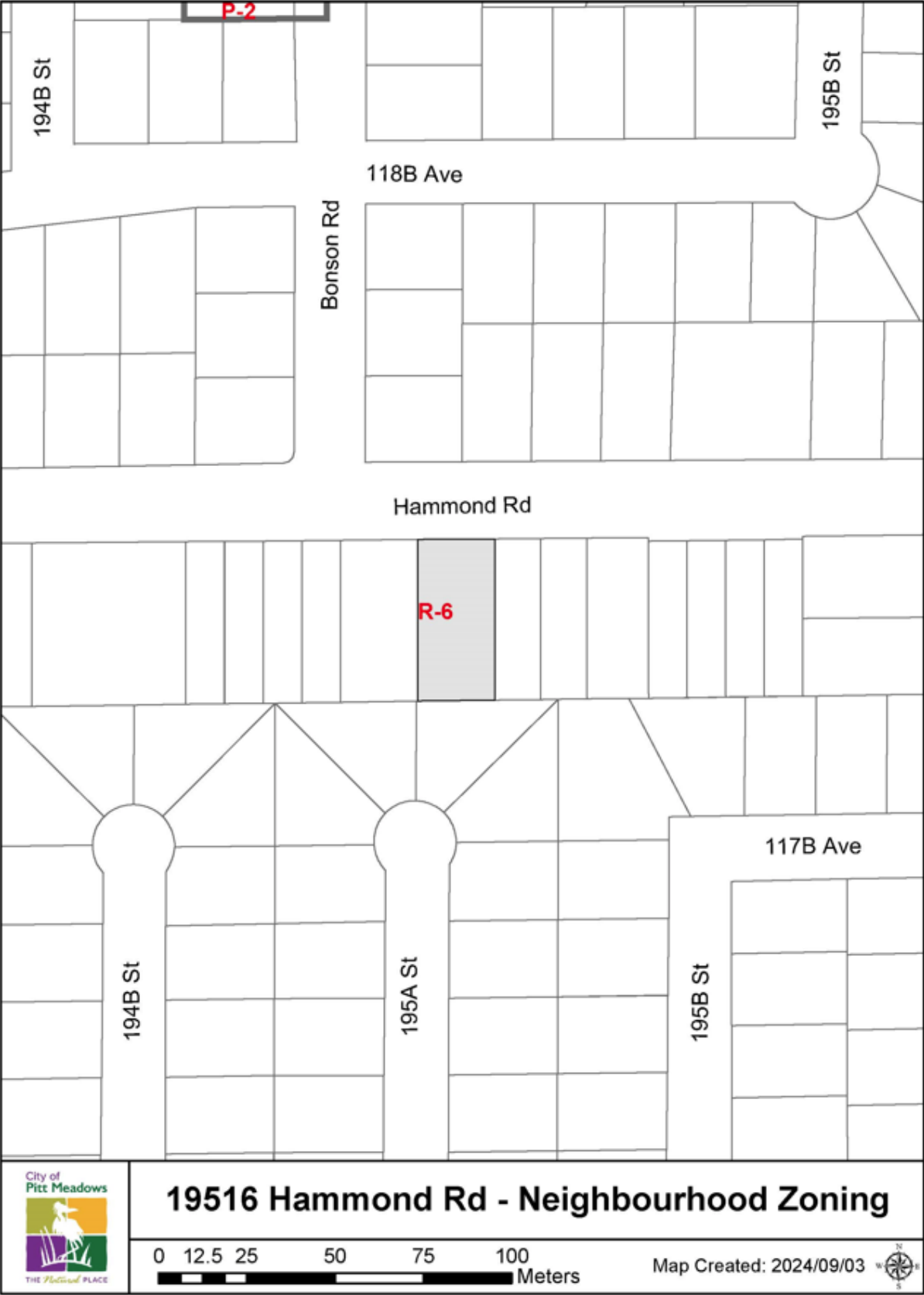
**ATTACHMENT(S):**

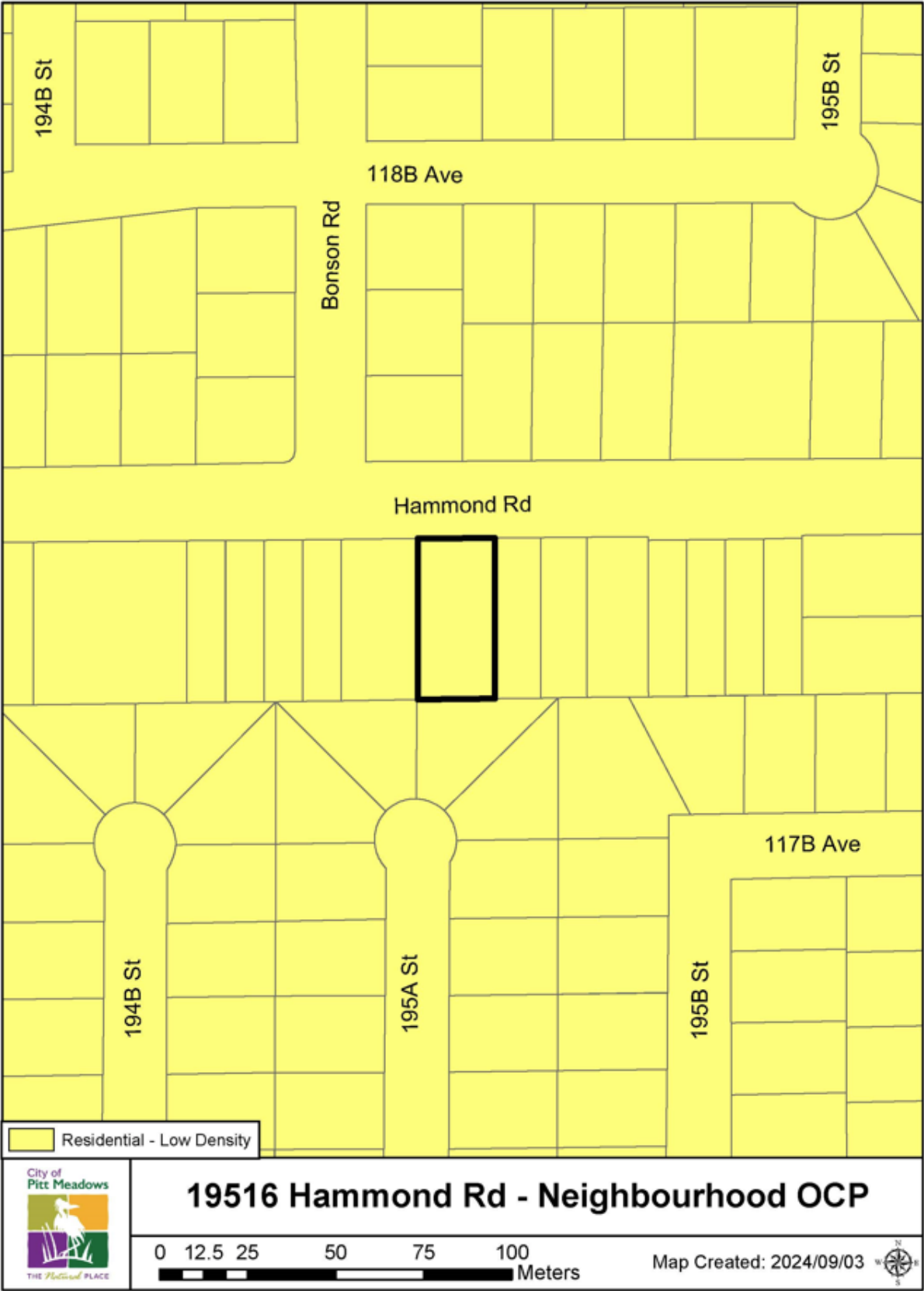
- A. Aerial Imagery Map
- B. Neighbourhood Zoning Map
- C. Neighbourhood OCP Map
- D. Draft Development Permit No. 2024-003



Attachment A







CITY OF PITT MEADOWS

DEVELOPMENT 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: ROBERT BRADLEY SCHULL  
KRISTIN ELLEN SCHULL  
19516 HAMMOND ROAD  
PITT MEADOWS, BC  
V3Y 1L4

(hereinafter called the "Permittee(s)")

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

Parcel Identifier: 010-486-950

Legal Description: LOT 4 EXCEPT: PART SUBDIVIDED BY PLAN 41610;  
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 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 a Development Permit in respect of the Lands as follows:

1. This Development Permit is issued subject to compliance with all City Bylaws except where specifically varied or supplemented by this Development Permit.
2. The Permittee(s) shall comply with all City and Provincial building regulations and shall not commence work until they have received a Building Permit from the City.

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

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

Securities totaling the amount of \$20,000 for the on-site landscaping works on-site landscaping works are to be provided prior to Building Permit issuance to ensure that the development specified in Part 6 hereto, and particularly the landscaping works therein, is carried out in accordance with the terms and conditions of this Development Permit, and to ensure that an unsafe condition will not result from a contravention of the provisions of this Development Permit.

The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security and any interest thereon accrued by the City to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee(s), or should the Permittee(s) carry out the development permitted by this Development Permit under the conditions set out in Paragraph b) hereto, the security and any interest thereon accrued by the City shall be returned to the Permittee(s) upon:

- a) Issuance by the Building Official of an Occupancy Permit where applicable; and
- b) Verification by the Planner that the development set out in Part 6 hereto, and particularly the landscaping works therein, have been completed in accordance with the terms and conditions in this Development Permit; and
- c) Confirmation from a professional landscaper that landscaping works completed in accordance with the landscape plan in this Development Permit, and a one-time landscape inspection fee of \$1,000 also applies.

6. Development upon the Lands shall conform to the following set of plans and specifications dated September 2024 by D.Mand Design & Drafting Services Ltd., 14658 84 Avenue, Surrey, BC, V3S 9K7, copies of which are attached to and form part of this permit.
7. Before demolition and construction begin, protective tree barriers must be installed and approved by an arborist.
8. Sanitary and storm service connections may require pumping. Should it be the case, an engineered system for the storm pump system will be required and a registered covenant will be required prior to issuance of occupancy.
9. In the event the Permit lapses, the Permittee(s) may request refund of the security described in Part 5 and the City shall make refund provided the Director Responsible for Development Services or designee authorizes such refund.
10. It is understood and fully agreed by the Permittee(s) that the site and abutting streets shall be maintained in a neat and tidy order during the construction process, and that construction debris bins will be removed from the site promptly once they are full.
11. Whenever the singular or masculine is used in this Development Permit, the same shall be deemed to include the plural, or the feminine, or the body politic or corporate as the context so requires, and every reference to each part hereto shall be deemed to include the heirs, executors, administrators, successors and assigns of such party whenever this context or the parties so require.
12. It is understood and agreed that the City has made no representations, covenants, warranties, guarantees, promises or agreement (verbal or otherwise) with the Permittee(s) other than those in this Development Permit.
13. If the Permittee(s) does not substantially start any construction with respect to which this Permit was issued, within 2 years after the date it is issued the Permit shall lapse.
14. The terms of this Development Permit or any amendment to it, are binding on all persons who acquire an interest in the Land.

AUTHORIZED BY COUNCIL RESOLUTION passed by on the \_\_\_\_ day of \_\_\_\_, 2025.

THE CORPORATE SEAL OF THE CITY OF PITT MEADOWS  
was hereunto affixed on the \_\_\_\_ day of \_\_\_\_\_, 2025

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

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

\_\_\_\_\_  
*Owner of the Lands or authorized signatory(ies)*

\_\_\_\_\_  
*Print Name*

SIGNED, SEALED AND DELIVERED BY  
the Owner of the Lands on  
the \_\_\_\_\_ day of \_\_\_\_\_, 2025

**PDF Files of Development Permit Drawings:**

***11 x 17 copies attached***





MATERIALS/COLOURS

ITEM	COLOUR
ASPHALT SHINGLE ROOF	SLATESTONE GREY
TRIM	SHERWIN WILLIAMS TRICORN BLACK SW6258
GUTTERS /DOWNPIPES	SOLID BLACK
HARDIE SHAKES	KHAKI BROWN
HARDIE BOARD	LIGHT MIST
FRONT DOOR	SHERWIN WILLIAMS TRICORN BLACK SW6258
GARAGE DOOR	SHERWIN WILLIAMS TRICORN BLACK SW6258
METAL FLASHING	SOLID BLACK
GUARDS/RAILING	SOLID BLACK



Slatestone Gray

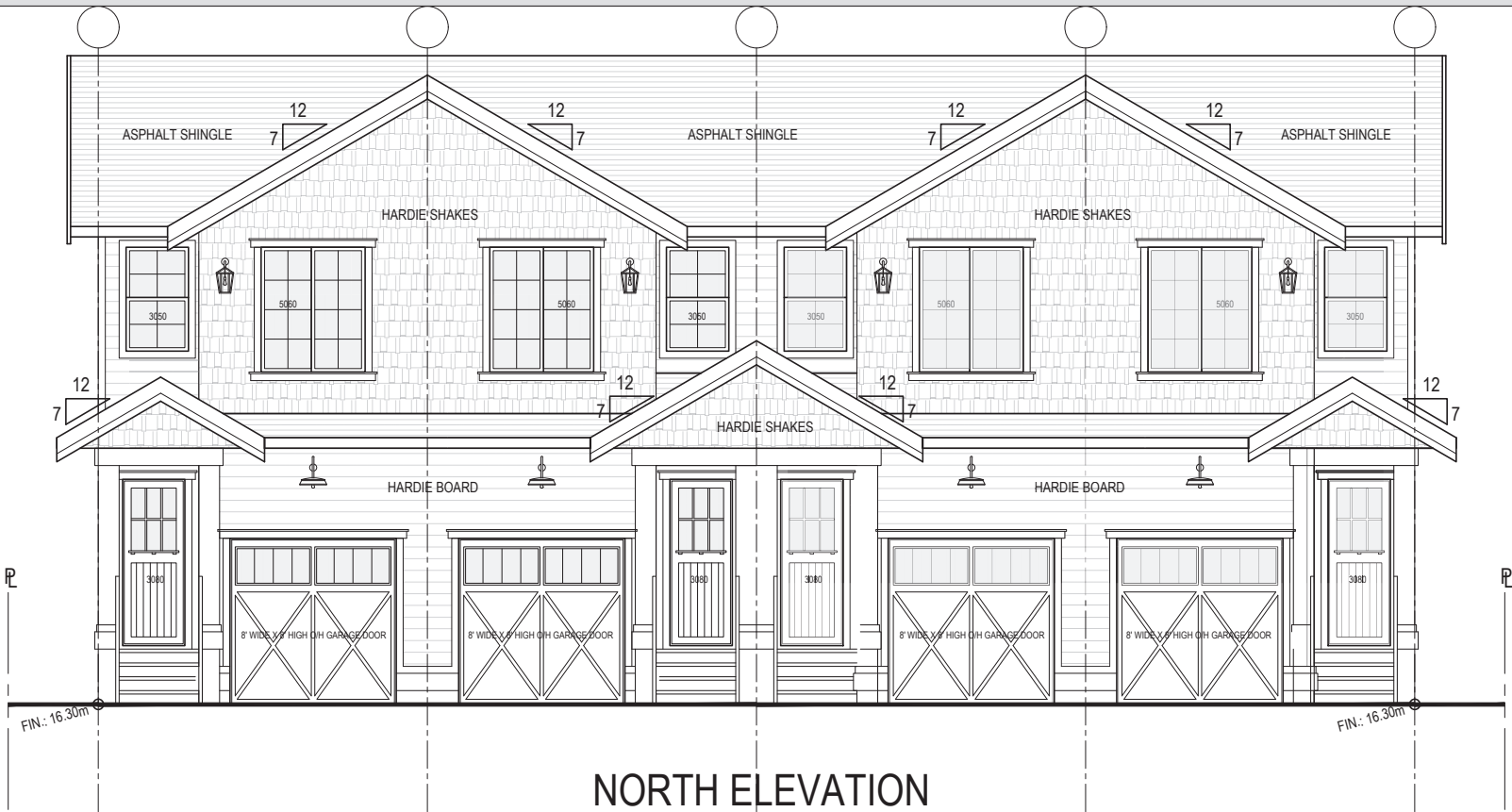


Khaki Brown

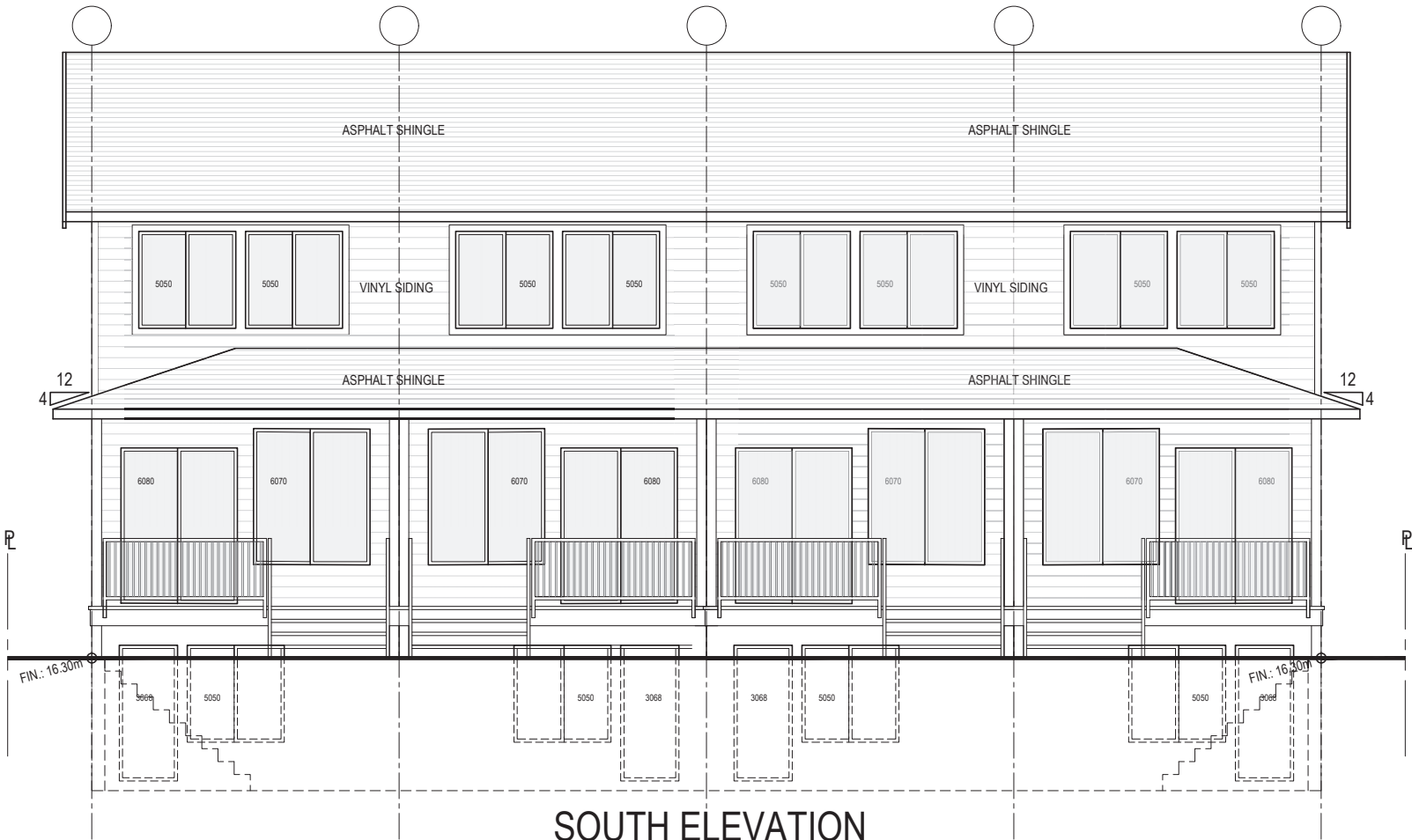


Light Mist

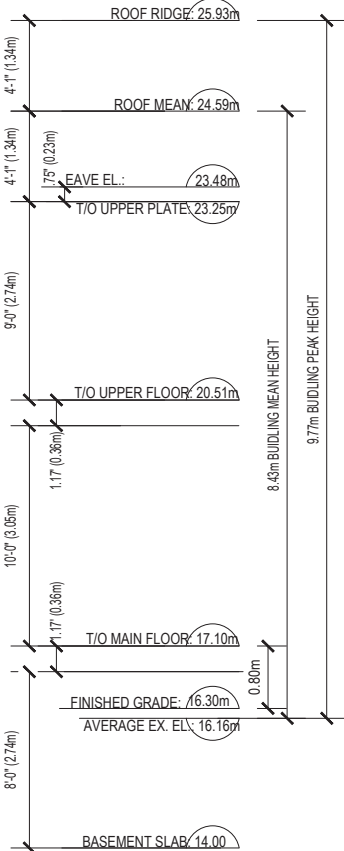
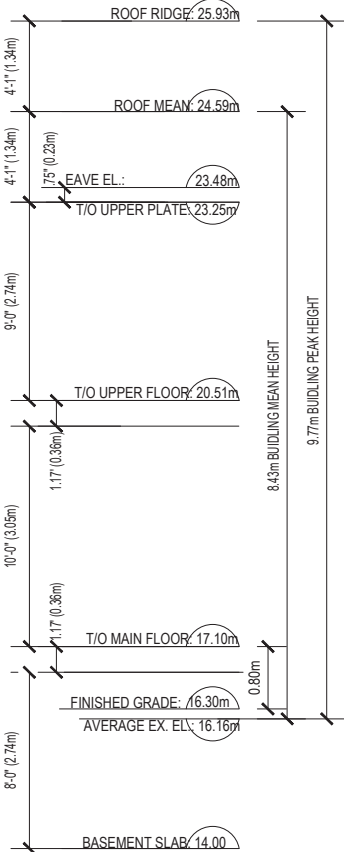
SW 6258  
Tricorn Black



NORTH ELEVATION



SOUTH ELEVATION



14658 - 84 AVENUE  
SURREY, BC  
V3S 9K7  
t: 6045971838  
f: 6045971350  
dmand@telus.net  
www.dmanddesign.com

THESE PLANS CONFORM TO BCBC 2018  
CONSTRUCTION SHALL COMPLY WITH  
THESE PLANS AND LOCAL BUILDING  
BY-LAWS.  
CONTRACTOR SHALL CONFIRM ALL  
DIMENSIONS PRIOR TO START OF  
CONSTRUCTION.  
THE DESIGNER ASSUMES NO LIABILITY  
FOR ANY ERRORS OR OMISSIONS IN  
THESE PLANS. IT IS THE BUILDER/OWNER  
RESPONSIBILITY TO REVIEW AND VERIFY  
ALL LEVELS, DIMENSIONS AND  
STRUCTURAL ADEQUACIES PRIOR TO  
CONSTRUCTION  
DO NOT SCALE DRAWINGS  
\*\*BUILDERS NOTES:  
THE OWNER/BUYER IS AWARE THAT  
DOORS, WINDOWS AND BUILDING ELEVATIONS  
MAY VARY DUE TO SITE CONDITIONS.  
SQUARE FOOTAGE SHOWN ARE APPROXIMATE  
THE BUILDER RESERVES RIGHT TO MAKE  
ON GOING CHANGES AND ADJUSTMENTS  
FINAL HOME DESIGN AND MEASUREMENTS  
MAY NOT MATCH AS PER PLANS  
IN ORDER TO COMPLY WITH BYLAWS,  
BUILDING CODES AND SITE CONDITIONS:  
THESE PLANS ARE SUBJECT TO CHANGE  
WITHOUT NOTICE TO CLIENT/BUILDER.

JOB DESCRIPTION:  
**5 UNIT PROPOSAL**  
ADDRESS:  
**19516 Hammond Road  
Pitt Meadows, B.C.**  
LEGAL DESCRIPTION:  
**LOT 4  
D.L. 282 GP 1  
NWD PLAN 19441**  
PID:010-486-950

CLIENT:  
**PCL HOMES**  
DATE:  
**SEPT 2024**  
SCALE:  
**1/4"=1'-0" (UND)**  
DRAWN:  
**HARP** CHECKED:  
**D.M.**

2

GENERAL NOTES:

THESE DRAWINGS HAVE BEEN PREPARED BY D.MAND DESIGN AND DRAFTING SERVICES LTD. TO CONFORM TO CURRENT RESIDENTIAL STANDARDS OF THE BRITISH COLUMBIA BUILDING CODE (B.C.B.C. 2024). THE BUILDER IS RESPONSIBLE FOR ENSURING THAT ALL CONSTRUCTION CONFORMS TO PROVINCIAL AND LOCAL BUILDING CODES AND BY-LAWS.

IT IS THE RESPOSIBILITY OF THE BUILDER/FRAMER TO CHECK AND VERIFY ALL DIMENSIONS, MATERIALS, AND SPECIFICATIONS PRIOR TO CONSTRUCTION. ANY ERRORS OR OMISSIONS SHALL BE BROUGHT TO OUR ATTENTION IMMEDIATELY SO THAT CORRECTIONS CAN BE MADE AND PLANS REPLACED. DESIGNER IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS AFTER CONSTRUCTION HAS COMMENCED.

DIMENSIONS TAKE PRECEDENCE TO SCALE DRAWINGS, DO NOT SCALE THESE DRAWINGS.

ALL CONSTRUCTION AND INSTALLATION OF MATERIALS AND EQUIPMENT SHALL BE DONE IN ACCORDANCE WITH GOOD BUILDING PRACTICE AND MANUFACTURERS INSTRUCTIONS IN A TIMELY MANNER.

STRUCTURAL FRAMING MATERIALS ARE TO BE:  
- JOISTS: DOUGLAS FIR #2 OR BETTER.  
- LINTELS: DOUGLAS FIR #2 OR BETTER.  
- BEAMS: DOUGLAS FIR #2 OR BETTER.  
- HEADERS: DOUGLAS FIR #2 OR BETTER.  
- RAFTERS: DOUGLAS FIR #2 OR BETTER.  
- PLATES: DOUGLAS FIR OR SPF #2 OR BETTER.  
- STUDS: DOUGLAS FIR OR SPF STUD GRADE.  
UNLESS OTHERWISE STATED. APPLICATION OF MATERIALS MUST CONFORM TO THE TABLES PROVIDED IN THE B.C.B.C RESIDENTIAL STANDARDS AND THE SPAN BOOK CURRENT EDITION.

BUILDING FRAMES SHALL BE ANCHORED TO THE FOUNDATION WALLS BY FASTENING A SILL PLATE TO THE FOUNDATION WALL WITH 1/2" ANCHOR BOLTS SPACED AT 6'-0" ON CENTER, UNLESS OTHERWISE NOTED.

ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PROTECTED WITH 45LB. FELT, SILL GASKET OR OTHER APPROVED METHODS.

CAULKING AND FLASHING TO BE PROVIDED AS PER B.C.B.C.

FLOOR JOISTS SPANNING MORE THAN 7'-0" ARE TO BE BRIDGED AT MID SPAN OR AT 7'-0" O.C. BY 2" X 2" DIAGONAL BRACING. ALL SUBFLOORS TO BE 5/8" T&G PLYWOOD, GLUED AND NAILED TO FLOOR JOISTS.

PARTITION WALL PARALLEL TO FLOOR JOISTS SHALL BE SUPPORTED BY A SINGLE JOIST OR BLOCKING BETWEEN JOISTS. PARTITION WALLS, SUPPORTING KITCHEN CABINETS, PARALLEL TO FLOOR JOISTS SHALL BE SUPPORTED BY DOUBLE JOISTS.

ALL LINTELS TO BE 2 - 2" X 10" DOUGLAS FIR #2 OR BETTER, UNLESS OTHERWISE STATED, AND SHALL BE SUPPORTED ON A MINIMUM 2" BEARING.

BUILDER TO CHECK SNOW LOAD AND RAIN LOAD GUIDELINES FOR THEIR MUNICIPALITY PRIOR TO CONSTRUCTION.

ROOF SPACE SHALL BE VENTED WIT H ROOF TYPE, EAVE TYPE, AND/OR GABLE TYPE VENTS TO A MINIMUM OF 1:300 OF THE INSULATED CEILING AREA. ROOF JOISTS VENTED TO MINIMUM 1:150.

CRAWLSPACES SHAL BE VENTED TO A MINIMUM OF 1:500. VENTS SHALL BE UNIFORMLY PLACED AROUND THE BUILDING. CRAWLSPACES MAY ALSO BE HEATED BY A FORCED AIR HEATING SYSTEM OR VENTS TO AN ADJACENT BASEMENT.

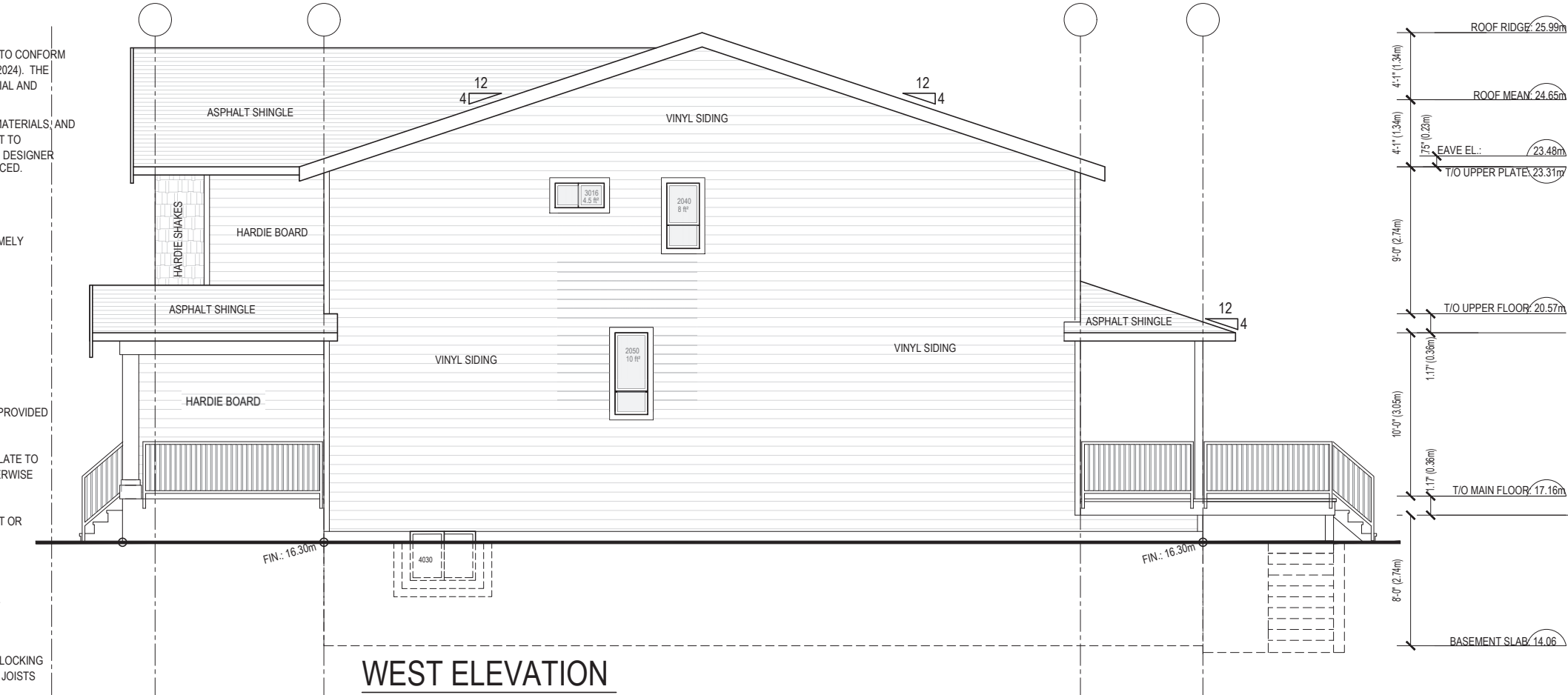
MINIMUM INSULATION REQUIREMENTS:  
- FOUNDATION WALL: R-12  
- ROOF: R-40  
- 2" X 4" WALLS: R-14  
- 2" X 6" WALLS: R-20  
- CANTILEVERED FLOORS, CEILINGS AND DECKS ABOVE FLOORS: R-28  
WITH 6MIL POLY VAPOUR BARRIER INSTALLED ON THE WARM SIDE OF THE INSULATION.

CEILING INSULATION SHALL BE INSTALLED SO AS NOT TO RESTRICT AIR FLOW THROUGH ROOF VENTS TO ATTIC SPACES.

ATTIC SPACES AND CRAWLSPACES TO HAVE A MINIMUM 20" X 32" ACCESS HATCHWAY, WEATHERSTRIPPED

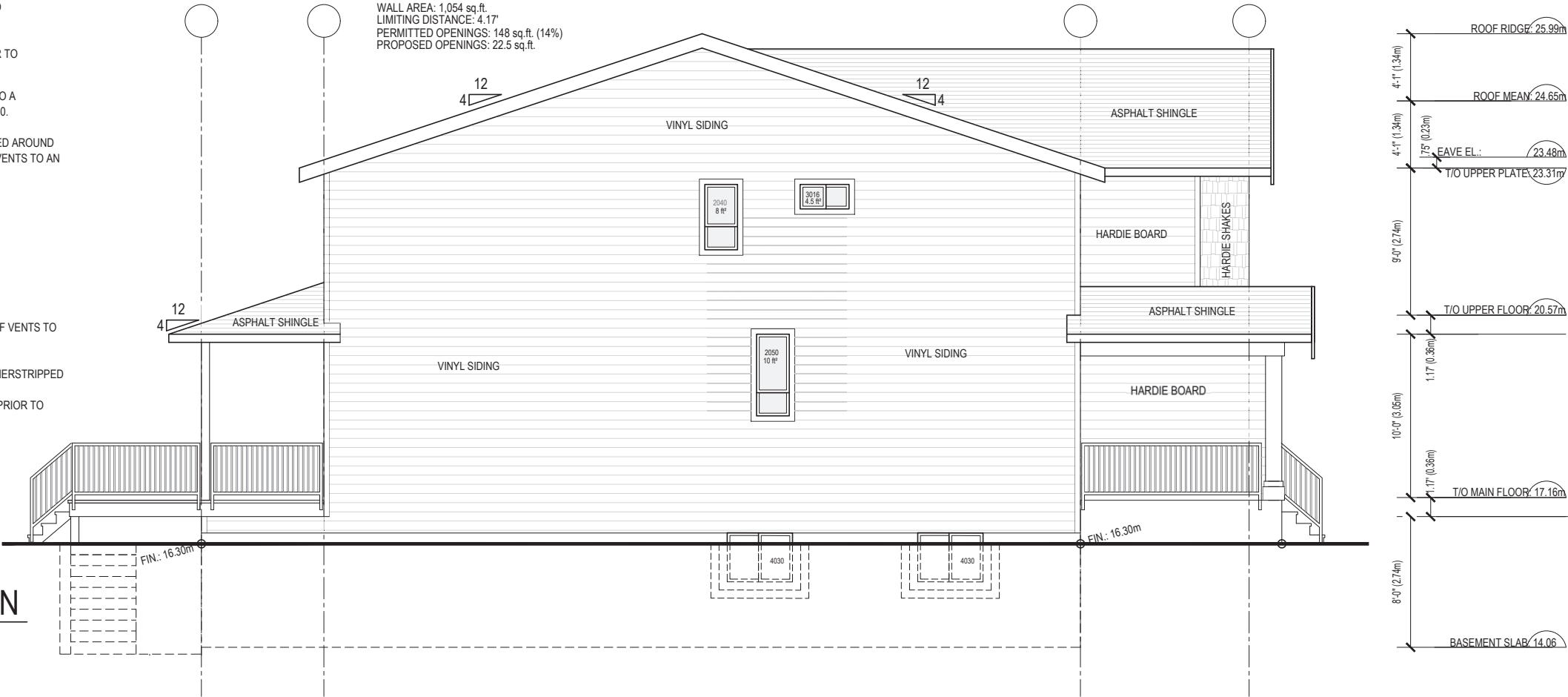
PROVIDE A COPY OF SIGNED ANS SEALED ROOF TRUSS SHOP DRAWINGS & SPECIFICATIONS PRIOR TO FRAMING INSPECTION.

REMOVING WEB MEMBERS, DRILLING OR CUTTING CHORDS WILL NOT BE PERMITTED.



WEST ELEVATION

SPATIAL CALCULATIONS:  
WALL AREA: 1,054 sq.ft.  
LIMITING DISTANCE: 4.17'  
PERMITTED OPENINGS: 148 sq.ft. (14%)  
PROPOSED OPENINGS: 22.5 sq.ft.



EAST ELEVATION

SPATIAL CALCULATIONS:  
WALL AREA: 1,054 sq.ft.  
LIMITING DISTANCE: 4.17'  
PERMITTED OPENINGS: 148 sq.ft. (14%)  
PROPOSED OPENINGS: 22.5 sq.ft.



14658 - 84 AVENUE  
SURREY, BC  
V3S 9K7  
t: 6045971838  
f: 6045971350  
dmand@telus.net  
www.dmanddesign.com

THESE PLANS CONFORM TO BCBC 2018  
CONSTRUCTION SHALL COMPLY WITH  
THESE PLANS AND LOCAL BUILDING  
BY-LAWS.

CONTRACTOR SHALL CONFIRM ALL  
DIMENSIONS PRIOR TO START OF  
CONSTRUCTION.

THE DESIGNER ASSUMES NO LIABILITY  
FOR ANY ERRORS OR OMISSIONS IN  
THESE PLANS. IT IS THE BUILDER/OWNER  
RESPONSIBILITY TO REVIEW AND VERIFY  
ALL LEVELS, DIMENSIONS AND  
STRUCTURAL ADEQUACIES PRIOR TO  
CONSTRUCTION

DO NOT SCALE DRAWINGS  
\*\*BUILDERS NOTES:  
THE OWNER/BUYER IS AWARE THAT  
DOORS, WINDOWS AND BUILDING ELEVATIONS  
MAY VARY DUE TO SITE CONDITIONS.  
SQUARE FOOTAGE SHOWN ARE APPROXIMATE

THE BUILDER RESERVES RIGHT TO MAKE  
ON GOING CHANGES AND ADJUSTMENTS  
FINAL HOME DESIGN AND MEASUREMENTS  
MAY NOT MATCH AS PER PLANS

IN ORDER TO COMPLY WITH BYLAWS,  
BUILDING CODES AND SITE CONDITIONS:  
THESE PLANS ARE SUBJECT TO CHANGE  
WITHOUT NOTICE TO CLIENT/BUILDER.

JOB DESCRIPTION:  
**5 UNIT PROPOSAL**

ADDRESS:  
**19516 Hammond Road  
Pitt Meadows, B.C.**

LEGAL DESCRIPTION:  
**LOT 4  
D.L. 282 GP 1  
NWD PLAN 19441**

PID:010-486-950

CLIENT:  
**PCL HOMES**

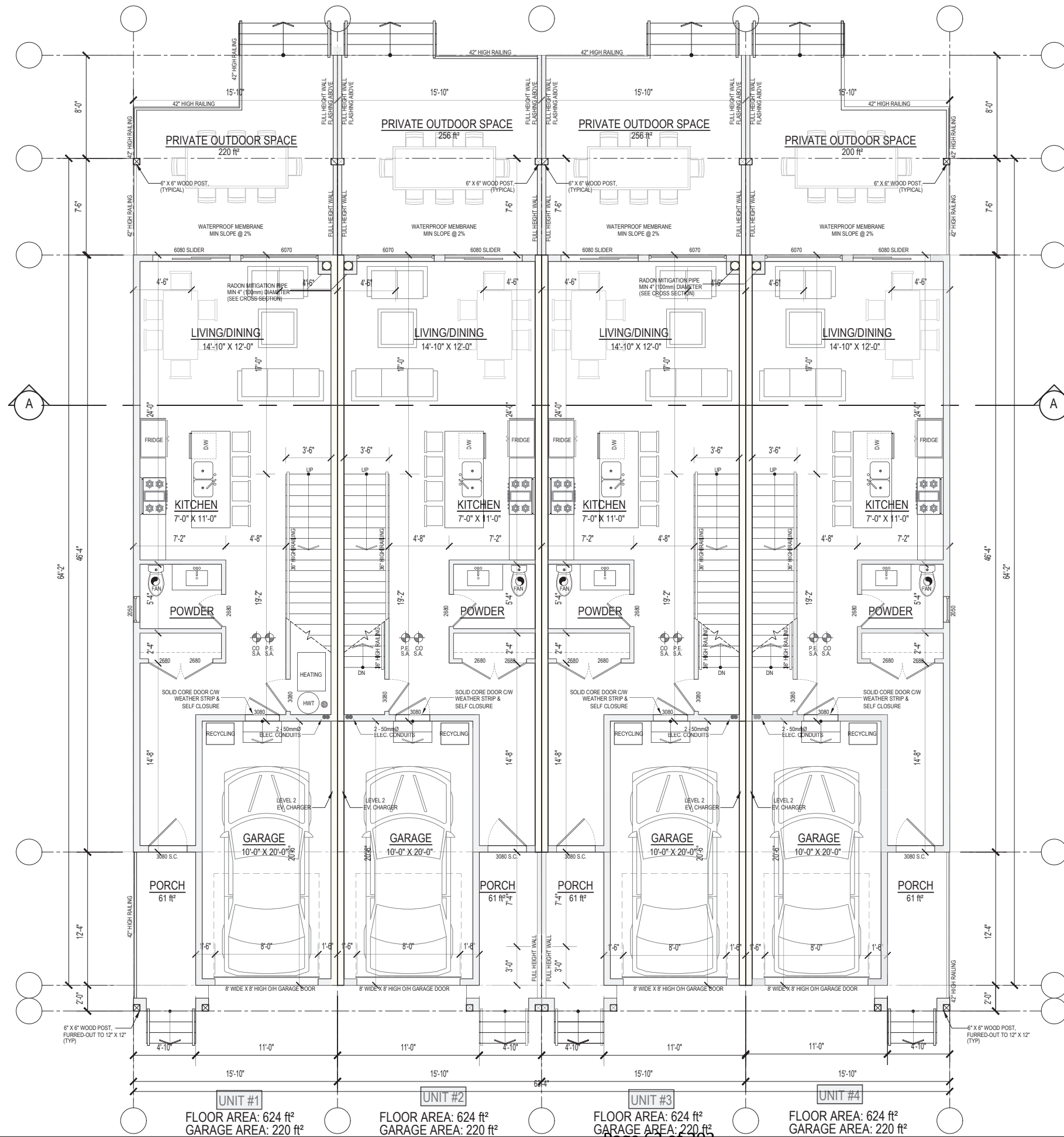
DATE:  
**SEPT 2024**

SCALE:  
**1/4"=1'-0" (UND)**

DRAWN: **HARP** CHECKED: **D.M.**

**3**





PROPOSED BUILDING IS SPRINKLERED

## MAIN FLOOR PLAN

FLOOR AREA: 2,496 ft²  
GARAGE AREA: 880 ft²



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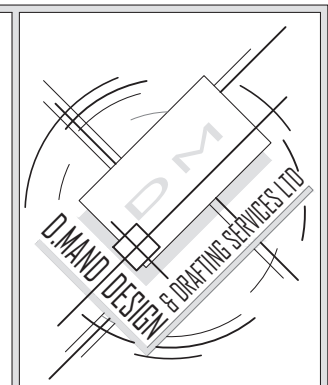
CLIENT:  
**PCL HOMES**

DATE:  
**SEPT 2024**

SCALE:  
**1/4"=1'-0" (UND)**

DRAWN: **HARP** CHECKED: **D.M.**

**5**



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THESE PLANS CONFORM TO BCBC 2018

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DO NOT SCALE DRAWINGS

\*\*\*BUILDER'S NOTES:

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SQUARE FOOTAGE SHOWN ARE APPROXIMATE

THE BUILDER RESERVES RIGHT TO MAKE ON GOING CHANGES AND ADJUSTMENTS

FINAL HOME DESIGN AND MEASUREMENTS MAY NOT MATCH AS PER PLANS

IN ORDER TO COMPLY WITH BYLAWS, BUILDING CODES AND SITE CONDITIONS, THESE PLANS ARE SUBJECT TO CHANGE WITHOUT NOTICE TO CLIENT/BUILDER.

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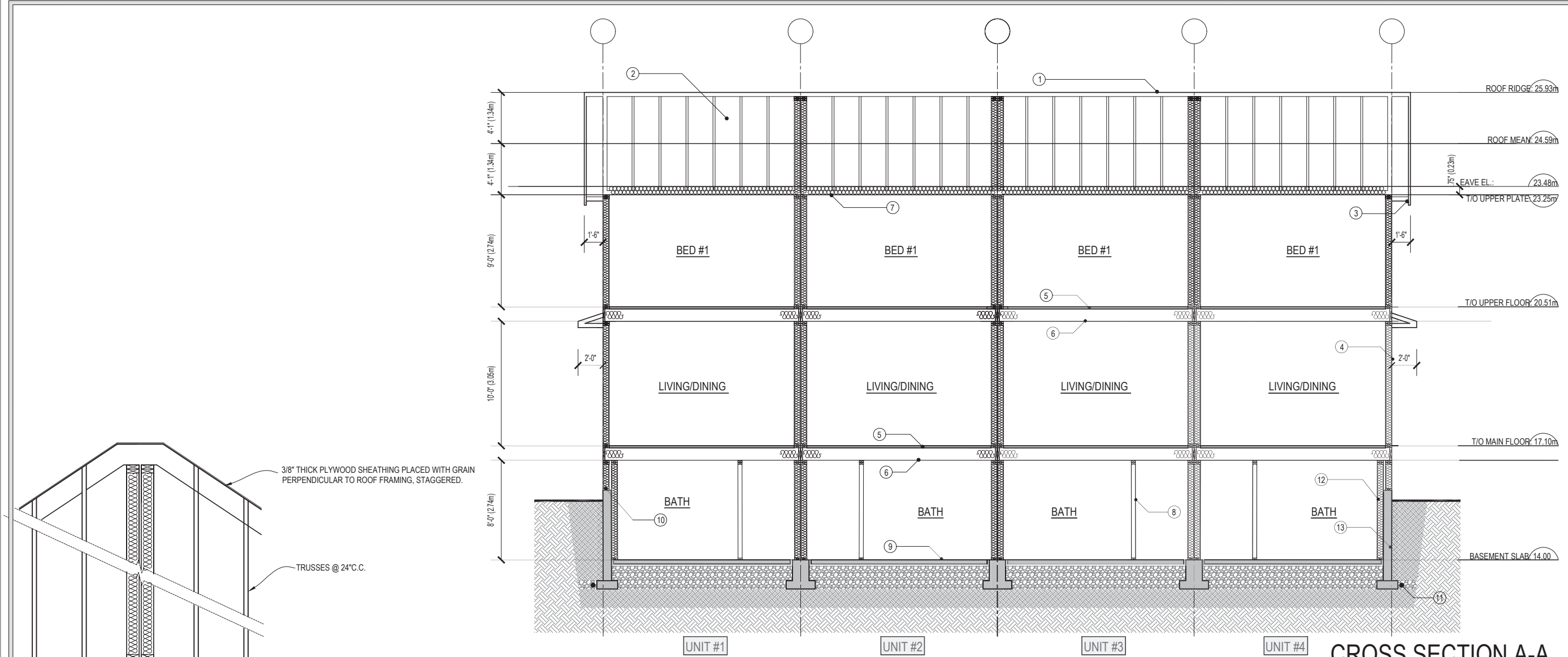
CLIENT:  
**PCL HOMES**

DATE: SEPT 2024

SCALE:  
1/4"=1'-0" (UND)

DRAWN: HARP	CHECKED: D.M.
----------------	------------------

6



## CROSS SECTION SCHEDULE

- 1 ASPHALT SHINGLE ROOFING, MIN. 2 THICKNESSES OF SHINGLE OVER ENTIRE ROOF, MIN. HEAD LAP OF 50mm. TABS SECURED BY MAX. 25mm Ø SPOT OF PLASTIC CEMENT SHINGLES TO EXTEND MIN. 4" ON EITHER SIDE OF HIP OR RIDGE, AS PER B.C.B.C. 9.26.7

1" X 4" STRAPPING - SPACING IN ACCORDANCE WITH ROOF SLOPE AND MANUFACTURERS SPECIFICATIONS.

2-LAYERS OF 30 MIN. BUILDING PAPER TO CONFORM TO CAN/CGSB-51.34-M

3/8" THICK PLYWOOD SHEATHING PLACED WITH GRAIN PERPENDICULAR TO ROOF FRAMING, STAGGERED.

ENGINEERED TRUSSES AS PER TURSS MANUFACTURED SPECIFICATIONS

CONTINUOUS VENTED ALUMINUM SOFFITS.
- 2 ATTIC SPACE

ROOF TYPE VENTS AT 1/300 UNIFORMLY AT OPPOSITE SIDES OF BUILDING.

CONTINUOUS RIBBED BAFFLE TO PREVENT INSULATION FROM BLOCKING SOFFIT VENTS & TO MAINTAIN 1" GAP FOR VENTILATION AIR TRAVEL.

R-60 "BLOWN" INSULATION AS PER B.C.B.C. 9.25.2.2

POLYETHYLENE SHEET CONTINUOUS TO PREVENT AIR LEAKAGE FROM INSIDE BUILDING OUT AND OUTSIDE BUILDING IN. LAP MIN 4" AT JOINTS, TAPE OR SEAL AIR-TIGHT. PROVIDE CONTINUOUS SEAL AT PENETRATIONS. TO CONFORM TO CAN/CGSB-51.33-M TO PROTECT ENTIRE SURFACE. MAXIMUM PERMEANCE=60ng/(Pa·S·m<sup>2</sup>) MEASURED IN ACCORDANCE WITH ASTM E 96 AS PER B.C.B.C. 9.25.4.
- 3 ALUMINUM GUTTERS, 2" X 8" ROUGH FASCIA, CONTINUOUS VENTED ALUMINUM SOFFITS.
- 4 HARDIE BOARD SIDING, INCLUDING FLASHING AND TRIM ACCESSORIES TO CONFORM TO CAN/CGSB-41.24, ATTACHMENT TO CONFORM TO REQUIREMENTS IN SUBSECTION B.C.B.C. 9.27.5.

WEATHER TREATED LUMBER 1" X 4" VERTICAL STRAPPING @ 16" O/C TO PROVIDE 1" AIRSPACE BETWEEN CLADDING AND SHEATHING MEMBRANE.

2-LAYERS OF 30 MIN. BUILDING PAPER TO CONFORM TO CAN/CGSB-51.33-M

2" X 6" STUDS @ 16" C.C.

R-24 BATT INSULATION AS PER B.C.B.C. 9.25.2.2 UNIFORMLY OVER ENTIRE FACE OF WALL, FULL WIDTH AND LENGTH OF FRAMING, WITH ONE FACE IN FULL CONTACT WITH SHEATHING

POLYETHYLENE SHEET CONTINUOUS TO PREVENT AIR LEAKAGE FROM INSIDE BUILDING OUT AND OUTSIDE BUILDING IN. LAP MIN 4" AT JOINTS, TAPE OR SEAL AIR-TIGHT. PROVIDE CONTINUOUS SEAL AT PENETRATIONS. TO CONFORM TO CAN/CGSB-51.33-M TO PROTECT ENTIRE SURFACE. MAXIMUM PERMEANCE=60ng/(Pa·S·m<sup>2</sup>) MEASURED IN ACCORDANCE WITH ASTM E 96 AS PER B.C.B.C. 9.25.4.

1/2" TYPE 'X' GYPSUM WALL BOARD
- 5 1 1/2" LIGHT WEIGHT CONCRETE (FOR RADIANT HEATING)
- 6 FINISH FLOOR ON 5/8" T&G PLYWOOD, T.J.I. JOIST (AS PER ENG) C/W BRIDGING, 1/2" GYP. BOARD ON THE CEILING.

5/8" GYP. BOARD ON CEILING.

2" X 4" @ 16" C.C., 1/2" GYP. BOARD ON BOTH SIDES

4" THICK BASEMENT SLAB (20 MPa CONCRETE), CONTINUOUS POLYETHYLENE SHEET, LAP MIN. 4" AT JOINTS, TAPE OR SEAL AIR-TIGHT., 3" EPS UNDER ENTIRE SLAB, MINIMUM 8" GRANULAR MATERIAL OR CRUSHED STONE (COMPACTED), CALUKING BEAD TO SEAL SLAB @ WALL C/W EXPANSION JOINT.

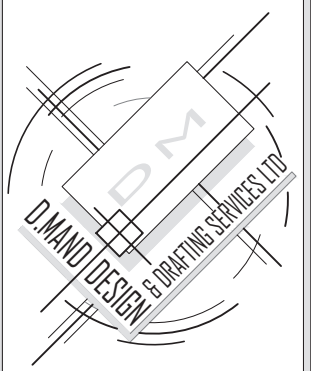
1/2" ANCHOR BOLT @ 6" O/C, 2" X 6" WOOD SILL PLATE C/W MOISTURE BARRIER, TYPE 'S' ROLL ROOFING SILL GASKET, 6" CONCRETE FOUNDATION

4" PERFORATED DRAINTILE TO CONFORM TO CAN/GSA-B182.1 AS PER B.C.B.C. 9.14.3.1 WALL ON 18" X 8" FOOTING C/W 2 COATS OF ASPHALT. INSTALLED AS PER B.C.B.C. 9.14.3.3. C/W MINIMUM 6" GRANULAR MATERIAL OR CRUSHED STONE

8" CONCRETE FOUNDATION WALL (HEIGHT VARIES ACCORDING TO GRADE)

CROSS SECTION A-A

PARTY WALL DETAIL  
SCALE: 1/2" = 1'-0"



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**SEPT 2024**

SCALE:  
**1/4"=1'-0" (UNO)**

DRAWN:  
**HARP**

CHECKED:  
**D.M.**

**7**

# Staff Report to Council

Administrative Services

FILE: 09-3900-02/25

**REPORT DATE:** January 06, 2025

**MEETING DATE:**

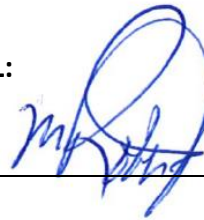
January 14, 2025

**TO:** Mayor and Council

**FROM:** Kate Barchard, Corporate Officer

**SUBJECT:** Obsolete Bylaws Repeal Bylaw No. 2998, 2024

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



---

## **RECOMMENDATION(S):**

THAT Council:

- A. Give first, second and third readings to “Obsolete Bylaws Repeal Bylaw No. 2998, 2024” to repeal bylaws that no longer serve a purpose; AND
- B. Repeal Council Policy C017 – Temporary Use of Municipally Owned Dike Right of Ways, as presented at the January 14, 2025 Council Meeting; OR
- C. Other.

---

## **PURPOSE**

The purpose of this report is to present to Council 36 bylaws and one policy that require repealing as they are outdated, superseded, or otherwise obsolete.

☐ Information Report

☒ Decision Report

☐ Direction Report

## **DISCUSSION**

### **Background:**

In 2024, Administrative Services undertook an audit of all City bylaws adopted since the incorporation of Pitt Meadows in 1914. The purpose of this review was to ensure a complete and accurate inventory of all bylaws and to coordinate the repeal of any bylaws that were no



longer required. This has resulted in the repeal of more than 60 obsolete bylaws over the past year.

Staff have now prepared an additional 36 obsolete bylaws for repeal, and one policy that is no longer required.

### **Analysis:**

#### **Bylaws for Repeal**

The following bylaws have been reviewed by Staff and deemed outdated, Superseded, or otherwise obsolete. They will be repealed through the adoption of 'Obsolete Bylaws Repeal Bylaw No. 2998, 2024' (**Attachment A**).

<b>Bylaw No.</b>	<b>Purpose of Bylaw</b>	<b>Reason for Repeal</b>
Bylaw No. 1, 1914 – Interpretation of Bylaws	Sets out and defines rules for interpreting legislation.	Outdated; many provisions now covered under the <i>Interpretation Act</i> .
Bylaw No. 186, 1938 - Automatic Vending Machines	To licence and regulate automatic vending machines for the sale of goods.	Superseded by Business Licencing and Regulation Bylaw.
Bylaw No. 190, 1938 – Road Protection	To regulate the use of devices on tires of vehicles on certain roads.	Superseded by <i>Motor Vehicle Act</i> and Highway and Traffic Bylaw 2836, 2020.
Bylaw No. 263, 1949 – Solicitor Appointment	To appoint a solicitor for the City.	Outdated/not required.
Bylaw No. 389, 1962 – Commercial Vehicle Licencing	To provide for licensing or exemption of licensing of commercial vehicles.	Superseded by <i>Motor Vehicle Act</i> .
Bylaw No. 474, 1970 – Highway Access <sup>1</sup>	Unknown/copy unavailable.	Superseded by Highway and Traffic Bylaw 2836, 2020.

---

<sup>1</sup> A copy of this bylaw cannot be located. With certainty, it is not being enforced; therefore, repeal is recommended.



<b>Bylaw No.</b>	<b>Purpose of Bylaw</b>	<b>Reason for Repeal</b>
Bylaw No. 475, 1970 - Animal Compensation <sup>2</sup>	Unknown/copy unavailable.	Not enforced.
Bylaw No. 711, 1977 – Assessment Base	To provide for determination of assessed value of land and improvements.	Superseded by <i>Assessment Act</i> .
Bylaw No. 730, 1978 - Central Fraser Valley Union Board of Health Confirmation	To establish a Union Board of Health, the participation of Municipalities therein and the appointment of officials.	Defunct / Superseded by <i>Health Authorities Act</i> and other provincial legislation.
Bylaw No. 904, 1982 – Heritage Advisory Committee Establishment	To establish the Heritage Advisory Committee.	Obsolete; the committee no longer exists.
Bylaw No. 1025, 1986 - Highway Access [and all amendments]	A bylaw to regulate the use of highways.	Superseded by Highway and Traffic Bylaw No. 2836, 2020.
Bylaw No. 1042, 1985 – District of Pitt Meadows - Goose Lake Waterworks District - Greater Vancouver Water District Water Agreement Bylaw	To authorize an agreement with Goose Lake Waterworks District and the Greater Vancouver Water District.	Obsolete; the Goose Lake Waterworks District was deemed dissolved in 1994.
Bylaw No. 1078, 1986 – Officers and Employees Indemnification	To indemnify officers and employees.	Superseded by Indemnification Bylaw No. 2574, 2012.
Bylaw No. 1085, 1985 – Maple Ridge Pitt Meadows Joint Family Court Committee Agreement	To amend Bylaw No. 982 pertaining to the Committee [and incorporation of Young Offenders Act].	Obsolete; the committee no longer exists.
Bylaw No. 1157, 1987 – Indemnification	To indemnify officers and employees.	Superseded by Indemnification Bylaw No. 2574, 2012.

---

<sup>2</sup> A copy of this bylaw cannot be located. With certainty, it is not being enforced; therefore, repeal is recommended.

<b>Bylaw No.</b>	<b>Purpose of Bylaw</b>	<b>Reason for Repeal</b>
Bylaw No. 1289, 1989 – Parks Regulation Amendment	Amendment to Bylaw No. 765 with respect to closing hours of Lions Park.	Bylaw No. 765 was repealed in 2014 but did not reference amendments.
Bylaw No. 1401, 1991 - Ticket Information [and all amendments]	To authorize the issuing of a summons by means of a ticket.	Superseded by Bylaw Notice Enforcement Bylaw 2439, 2009.
Bylaw No. 1420, 1991 – Procedure Amendment Bylaw	Amendment to Bylaw 1414, 1991 to incorporate Committee of the Whole.	Bylaw No. 1414 was repealed in 2000 but did not reference amendments.
Bylaw No. 1458, 1992 – Council Indemnity	To indemnify officers and employees.	Superseded by Indemnification Bylaw No. 2574, 2012.
Bylaw No. 1459, 1992 – Police Support Staff Agreement	To authorize an agreement with City of Maple Ridge for civilian positions.	Superseded by RCMP Housing & Support Agreement Bylaw No. 1506, 1992.
Bylaw No. 1586, 1993 – Procedure Amendment Bylaw	Amendment to Bylaw 1414, 1991 to incorporate amendments to Council proceedings.	Bylaw No. 1414 was repealed in 2000 but did not reference amendments.
Bylaw No. 1587, 1993 – Election Bylaw	To provide for the determination and conduct of local government elections.	Superseded by Election and Assent Voting Bylaw No. 2922, 2022.
Bylaw No. 1593, 1993 – Parks Regulation Amendment	Amendment to Bylaw No. 765, 1979 to include school grounds.	Bylaw No. 765 was repealed in 2014 but did not reference amendments.
Bylaw No. 1597, 1993 – Fire Department Emergency Plan	To establish the City's Emergency Plan.	Superseded by Emergency Program Bylaw No. 2813, 2018.
Bylaw No. 1603, 1994 – Procedure Amendment Bylaw	Amendment to Bylaw 1414, 1991 to incorporate amendments to Council's decision making.	Bylaw No. 1414 was repealed in 2000 but did not reference amendments.

<b>Bylaw No.</b>	<b>Purpose of Bylaw</b>	<b>Reason for Repeal</b>
Bylaw No. 1671, 1995 – Employee Benefit Plans	To establish and ratify agreements for benefits for employees.	Obsolete/defunct; current benefits are established through the collective agreement process.
Bylaw No. 1682, 1995 - Recreation Facilities Rates Amendment	To incorporate and define local groups for the recreation hall and sport field user fees.	Superseded by PRC Fees and Charges Bylaw 2935, 2023.
Bylaw No. 1685, 1995 – Procedure Amendment Bylaw	Amendment to Bylaw 1414, 1991 to incorporate speaking time limits for delegations.	Bylaw No. 1414 was repealed in 2000 but did not reference amendments.
Bylaw No. 1704, 1995 – Parks Regulation Amendment	Amendment to Bylaw No. 765, 1979 to exclude dogs from tot lots.	Bylaw No. 765 was repealed in 2014 but did not reference amendments.
Bylaw No. 1785, 1996 – False Alarm [and all amendments]	To reduce false alarms.	Superseded by Security Alarm Bylaw No. 2284, 2006.
Bylaw No. 1834, 1997 - Bicycle Advisory Committee [and all amendments]	To establish the Bicycle Advisory Committee.	Outdated; committee no longer exists.
Bylaw No. 1842, 1997 – Procedure Amendment Bylaw	Amendment to Bylaw 1414, 1991 to incorporate amendments for Council proceedings.	Bylaw No. 1414 was repealed in 2000 but did not reference amendments.
Bylaw No. 2034, 2001 - Tourism Service Establishment Bylaw	To establish tourism as a service.	Outdated; not required.
Bylaw No. 2073, 2002 – Parks Regulation Amendment	Amendment to Bylaw No. 765 to reference the closing of parks from dusk to dawn.	Bylaw No. 765 was repealed in 2014 but did not reference amendments.
Bylaw No. 2253, 2005 – Parks Regulation Amendment	Amendment to Bylaw No. 765 to update definitions and prohibited activities.	Bylaw No. 765 was repealed in 2014 but did not reference amendments.

Bylaw No.	Purpose of Bylaw	Reason for Repeal
Bylaw No. 2361, 2008 – Parks Regulation Amendment	Amendment to Bylaw No. 765 to prohibit tobacco within 10m.	Bylaw No. 765 was repealed in 2014 but did not reference amendments.

Copies of these obsolete bylaws have been compiled and included as **Attachment B**.

#### Council Policy C017 – Temporary Use of Municipally Owned Dike Right of Ways

During Staff research for bylaw repeals, it was identified that Council Policy C017 – Temporary Use of Municipally Owned Dike Right of Ways, was no longer serving a purpose. This policy was established in September 1992 and last reviewed in June 2012. The intention of the policy was to permit dike access strictly for adjacent land owners. These requests are now considered on an ‘as needed’ or adhoc basis. Requests for temporary use of dikes for an event are addressed through the application process for a special event permit and considered cross-departmentally. As a result of these current departmental protocol and practices, Staff recommend repealing Council Policy C017 [**Attachment C**].

#### **Relevant Policy, Bylaw or Legislation:**

Section 137 of the *Community Charter* requires that a bylaw must be repealed through the enactment of another bylaw.

#### **COUNCIL STRATEGIC PLAN ALIGNMENT**

- ☒ Principled Governance   
 ☐ Balanced Economic Prosperity   
 ☐ Infrastructure  
☐ Community Spirit & Wellbeing   
 ☐ Corporate Pride   
 ☐ Public Safety

#### **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

There are no financial implications associated with this report.

---

**PUBLIC PARTICIPATION**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

---

**KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☐ Yes    ☒ No    ☐ Other

---

**SIGN-OFFS****Written by:**

Tanya Barr,  
Deputy Corporate Officer

**Reviewed by:**

Diane Chamberlain,  
Director of Parks, Recreation & Culture

Kate Barchard,  
Corporate Officer

---

**ATTACHMENT(S):**

- A. Obsolete Bylaws Repeal Bylaw No. 2998, 2024
- B. Obsolete Bylaws [combined]
- C. Council Policy C017 - Temporary Use of Municipally Owned Dike Right of Ways

**CITY OF PITT MEADOWS**  
**OBSOLETE BYLAWS REPEAL**  
**Bylaw No. 2998, 2024**

Attachment A

A bylaw to repeal bylaws that are considered obsolete.

---

**WHEREAS** the Community Charter requires that a bylaw must be repealed through the enactment of another bylaw;

**AND WHEREAS** Council deems it expedient to repeal bylaws that are considered obsolete;

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

**Citation/Title**

1. This Bylaw may be cited as the “Obsolete Bylaws Repeal Bylaw No. 2998, 2024”.

**Definitions**

2. In this bylaw:

**Obsolete** means bylaws that are outdated, no longer in force, have been superseded by more current legislation, or no longer serve a practical purpose in City operations.

**Repeal**

3. The following bylaws and their amendments are hereby repealed:
  - (1) Bylaw No. 1, 1914 – Interpretation of Bylaws
  - (2) Bylaw No. 186, 1938 - Automatic Vending Machines
  - (3) Bylaw No. 190, 1938 – Road Protection
  - (4) Bylaw No. 263, 1949 – Solicitor Appointment
  - (5) Bylaw No. 389, 1962 – Commercial Vehicle Licencing
  - (6) Bylaw No. 474, 1970 – Highway Access
  - (7) Bylaw No. 475, 1970 - Animal Compensation
  - (8) Bylaw No. 711, 1977 – Assessment Base
  - (9) Bylaw No. 730, 1978 - Central Fraser Valley Union Board of Health Confirmation
  - (10) Bylaw No. 904, 1982 – Heritage Advisory Committee Establishment
  - (11) Bylaw No. 1025, 1986 – Highway Access
  - (12) Bylaw No. 1042, 1985 – Goose Lake Water Agreement
  - (13) Bylaw No. 1078, 1986 – Officers and Employees Indemnification

- (14) Bylaw No. 1085, 1986 – Maple Ridge Pitt Meadows Joint Family Court Committee Agreement
- (15) Bylaw No. 1157, 1987 – Indemnification
- (16) Bylaw No. 1289, 1989 – Parks Regulation Amendment
- (17) Bylaw No. 1401, 1991 - Ticket Information
- (18) Bylaw No. 1420, 1991 – Procedure Amendment Bylaw
- (19) Bylaw No. 1458, 1992 – Council Indemnity
- (20) Bylaw No. 1459, 1992 – Police Support Staff Agreement
- (21) Bylaw No. 1586, 1993 – Procedure Amendment Bylaw
- (22) Bylaw No. 1587, 1993 – Election Bylaw
- (23) Bylaw No. 1593, 1993 – Parks Regulation Amendment
- (24) Bylaw No. 1597, 1993 – Fire Department Emergency Plan
- (25) Bylaw No. 1603, 1994 – Procedure Amendment Bylaw
- (26) Bylaw No. 1671, 1995 – Employee Benefit Plans
- (27) Bylaw No. 1682, 1995 - Recreation Facilities Rates Amendment
- (28) Bylaw No. 1685, 1995 – Procedure Amendment Bylaw
- (29) Bylaw No. 1704, 1995 – Parks Regulation Amendment
- (30) Bylaw No. 1785, 1996 – False Alarm
- (31) Bylaw No. 1834, 1997 - Bicycle Advisory Committee
- (32) Bylaw No. 1842, 1997 – Procedure Amendment Bylaw
- (33) Bylaw No. 2034, 2001 - Tourism Service Establishment Bylaw
- (34) Bylaw No. 2073, 2002 – Parks Regulation Amendment
- (35) Bylaw No. 2253, 2005 – Parks Regulation Amendment
- (36) Bylaw No. 2361, 2008 – Parks Regulation Amendment

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

**ADOPTED** on [DATE].

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Nicole MacDonald  
Mayor

---

Kate Barchard  
Corporate Officer



BY-LAW NO. 1, 1914.

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A BY-LAW  
RESPECTING THE INTERPRETATION OF THE BY-LAWS  
OF THE CORPORATION OF THE DISTRICT OF  
PITT MEADOWS.

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BE IT ENACTED by the Council of the Corporation of the District of Pitt Meadows as follows:-

INTERPRETATION.

1. Where the words following occur in this or any By-law of the Corporation of the District of Pitt Meadows passed at or subsequent to the date of the passing of this By-law shall be construed in the manner hereinafter mentioned unless a contrary intention appears, or the interpretation which such provision would give to any word, expression or clause is inconsistent with the context of the By-law in which it occurs

- (1) The word "herein" used in any section of a By-law be understood to relate to the whole By-law and not that section only.
- (2) The word "shall" shall be construed as imperative, the word "may" as permissive.
- (3) The word "now" or "next" shall be construed as reference to the time when the By-law was passed.
- (4) The word "month" shall mean a calendar month, and the word "year" a calendar year.
- (5) The words "the Municipality" shall mean "the Municipality of Pitt Meadows."
- (6) The words "the Corporation" shall mean "the Corporation of the District of Pitt Meadows."



- (7) The words "the Council" shall mean "the Council of the Corporation of the District of Pitt Meadows."
- (8) The word "Reeve" shall include the person acting as Reeve, or the person for the time being having the powers of or performing the duties of the Reeve of the Pitt Meadows Municipality.
- (9) If any matter or proceeding is directed to be done or taken by or before a "Police Magistrate", it may be done or taken by or before the Reeve or any Justice or Justices of the Peace, whose jurisdiction or powers extend or extend to the matter or proceeding so directed to be done or taken.
- (10) The word "person" shall include any body corporate, politic, or party, and the heirs, executors, administrators or other legal representatives of such person to whom the context can apply according to law.
- (11) The word "street" or "streets", "road" or "roads" include all highways, roads, lanes, alleys, avenues, thoroughfares, drives, bridges and ways of a public nature and shall also include sidewalks, boulevards, courts, court yards, commons, mews, parks, public squares and public places, unless the contrary is expressed or such construction would be inconsistent with the spirit or the manifest intention of the By-law.
- (12) Words importing the singular number or the masculine gender only, shall include more persons, parties, or of the same kind than one, and females as well as or the converse.
- (13) The duties prescribed to any particular officer of the Corporation by any By-law may be performed by any other officer or person as may be appointed by the Reeve or other authority to perform the same.



(14) The word "holiday" shall include Sunday, New Year's Day, Good Friday, Christmas Day, Dominion Day, the day appointed for the celebration of the Birthday of His Majesty, and His Royal successors, Labour Day and any day appointed by proclamation of the Governor-General or Lieutenant-Governor, as a public holiday, or for a general fast or thanksgiving, or any day proclaimed by the Council as a public holiday under the authority of this Council.

2. All By-laws shall be numbered each year consecutively, they are passed commencing from the number one, and shall be and designated by the numbers respectively endorsed upon them the year in which they were passed.

3. It shall be sufficient on all occasions in citing or referring to a By-law to cite or refer to its number and year.

4. The law shall be considered as always speaking, and whenever any matter or thing is expressed in the present tense, the same is to be applied to the circumstances as they arise and effect may be given to each By-law, and every part thereof, according to its spirit, true intent and meaning.

*2.13*  
*W.F.S.* Passed this <sup>13<sup>th</sup></sup>~~16<sup>th</sup>~~ day of June, 1914.

Reconsidered and finally passed and sealed with the Seal of the Corporation this <sup>24<sup>th</sup></sup> day of June, 1914.

*John Blaney*  
*W. F. Sank*

DATED 1st July, 1914.

CORPORATION OF THE DISTRICT OF  
PITT MEADOWS.

BY-LAW NO. 1, 1914.

INTERPRETATION BY-LAW, 1914.

BOWSER, REID & WALLBRIDGE,  
Barristers, etc.,  
Vancouver.



CORPORATION OF THE DISTRICT OF PITT MEADOWS

BY-LAW No. 186 1938

A By-law to license and regulate Automatic Vending Machines for the sale of confectionery, stationery, stamps, tobacco, or goods of any kind, within the Corporation of the District of Pitt Meadows

The Reeve and Council of the Corporation of the District of Pitt Meadows in open meeting assembled do enact as follows:

1. No person shall use or operate or allow to be used or operated upon any premises occupied by him in that portion of the Municipality of Pitt Meadows lying within Block 5, North Range 1 East, and Block 6, North Range 1 East, and District Lots 261 and 283, Group 1, New Westminster District, any automatic vending machine, unless he has obtained from the Municipality of Pitt Meadows a licence for each and every such automatic vending machine used by him, and paid therefor the fee required by this By-law.

2. Such licence shall be in the Form "A" in the Schedule to the "Municipal Act" and shall in every case be granted so as to terminate on the 15th day of July or the 15th day of January from and after the date of the issue thereof, and no proportionate reduction shall be made on behalf of any person commencing business at any particular time.

3. The licence fee for each such automatic vending machine shall be the sum of Two hundred & fifty Dollars for every term of six months or less where the licence is applied for between the 15th day of July and the 15th day

of January or the 15th day of January and the 15th day of July in any particular year.

4. The Council may by the unanimous vote of all the members present refuse in any particular case to grant the request of an applicant for a licence under this By-law.

5. Any person within that part of the Municipality described in paragraph 1 hereof who uses or operates or allows to be used or operated upon the premises occupied by him in that portion of the Municipality of Pitt Meadows described in said paragraph (1) hereof, without having taken out or had granted to him a licence in that behalf, shall be liable on summary conviction before a Justice of the Peace, to a penalty not exceeding the sum of Fifty Dollars for every violation of the provisions of this By-law, together with the amount which should have been paid for such licence, which said amount and penalty shall, for the purposes of recovery hereunder, be held to be one penalty.

6. This By-law may be cited for all purposes as the "Pitt Meadows Automatic Vending Machines By-law No. 186 1938"


PASSED by the Council on the Fourth day of June A.D. 1938

RECONSIDERED and FINALLY PASSED AND ADOPTED by the Council, signed by the Reeve and Clerk, and sealed with the Corporate Seal of the Municipality, on the Second day of July A.D. 1938

W. J. Park Reeve

W. J. Park Clerk

CERTIFIED to be a true copy of By-law No. 186  
1938, as reconsidered and finally passed by the Council of  
the Corporation of the District of Pitt Meadows, on the  
2nd day of July A.D. 1938  
DATED this 5th day of July  
A.D. 1938

  
Clerk of the Corporation of the  
District of Pitt Meadows



Dated      day of

CORPORATION OF THE DISTRICT

OF

PITT MEADOWS

BY-LAW NO. **186** 1938  
to license and regulate Automatic Vending Machines

HEID, WALLBRIDGE, GIBSON & SUTTON  
Barristers, &c.  
VANCOUVER ..... B. C.

CORPORATION OF THE DISTRICT OF PITT MEADOWS

BY-LAW No. 190 - 1938

A By-law to regulate the use of chains, cleats, ribs, clamps, flanges or other devices on the tires of vehicles on certain roads within the limits of the Corporation of the District of Pitt Meadows

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WHEREAS certain roads within the Corporation of the District of Pitt Meadows have been or may be hereafter surfaced with asphalt;

AND WHEREAS it is considered expedient to regulate the use of chains, cleats, flanges, spikes, lugs, or other devices on the tires of vehicles used and operated on such portions of the roads of the Municipality as may have been or may hereafter be surfaced with asphalt;

AND WHEREAS such asphaltic surfaces are susceptible to damage by certain traffic;

NOW THEREFORE the Municipal Council of the Corporation of the District of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. No person shall drive or operate any vehicle or machine having wheels, tires or tracks constructed or equipped with projecting cleats, flanges, spikes, lugs or other attachments extending beyond or outside the tread or traction surface of the wheel, tire or track upon or over any roads within the Municipality of Pitt Meadows which now have or may hereafter have asphaltic surfaces laid thereon.



2. Any person guilty of an infraction of this By-law shall be guilty of an offence and shall on summary conviction before any Justice of the Peace be liable to a penalty not exceeding \$100.00 (ONE HUNDRED) and costs of conviction or in default THIRTY DAYS imprisonment with hard labor.

3. This By-law may be cited for all purposes as the "ROAD PROTECTION BY-LAW, No. 190, 1938"

PASSED by the Council on the Fifth day of NOVEMBER A.D. 1938

RECONSIDERED and FINALLY PASSED AND ADOPTED by the Council, signed by the Reeve and Clerk, and sealed with the Corporate Seal of the Municipality, on the TWENTY-NINETH day of DECEMBER A.D. 1938

[Signature] Reeve

[Signature] Clerk

Certified to be a true copy of By-law No 190. 1938. as reconsidered and finally passed by the Council of the Corporation of the District of Pitt Meadows on the 29th day of December 1938.

Dated at Pitt Meadows, B.C.  
This 23rd Day of February 1939.

[Signature]  
Clerk of the Corporation of  
the District of Pitt Meadows.

CORPORATION OF THE DISTRICT  
OF PITT MEADOWS

BY-LAW No. 190 - 1938

"ROAD PROTECTION BY-LAW,  
No. 190 - 1938"

KEID, WALLBRIDGE, GIBSON & SUTTON  
Barristers, &c.  
VANCOUVER ..... B. C.

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BY LAW NO. 263.

A By Law to appoint a Municipal Solicitor  
for the Corporation of the District of  
Pitt Meadows.

BE IT ENACTED by the Council of the Corporation of the  
District of Pitt Meadows, as follows:-

1. Alexander S. Duncan, Esquire, of the City of New  
Westminster, Province of British Columbia, Barrister and Solic-  
itor, is hereby appointed Solicitor to the Corporation of the  
District of Pitt Meadows on a retainer of One Hundred Dollars  
(\$100.00) per year from the 1st day of April, 1949; such ret-  
ainer to cover advice from time to time, the drawing of ordin-  
ary By laws, and one attendance at the Court of Revision, if  
required, other services to be performed by him to be paid acco-  
rding to the usual scales of charges, and in addition to the  
said payments, the said Alexander S. Duncan shall be entitled  
for his own use to such lawful costs as the said Corporation  
of the District of Pitt Meadows may recover in actions and pro-  
ceedings, which costs, except the disbursements which may have  
been paid by the said Corporation, shall be paid to the said  
Solicitor. In addition to the salary payable to the said  
Solicitor.

2. The said Solicitor shall perform the duties in re-  
spect of said office prescribed by By Law No. 2 and any amend-  
ments thereto passed or to be passed by the Council.

3. By Law No. 32, 1918, is hereby repealed.

This By Law may be cited for all purposes as  
the "Solicitor Appointment" By Law, 1949.

PASSED by the Council on the

9<sup>th</sup> day of May

194



RECONSIDERED and finally passed and adopted by the Council, signed by the Reeve and Clerk, and sealed with the Corporate Seal of the Municipality, this

12<sup>th</sup> day of May 1949.

*Hawedra Sutton*  
.....  
Reeve.

*W. T. A. Thompson*  
.....  
Clerk.

CERTIFIED to be a true copy of By Law No. 263  
1939, as reconsidered and finally passed  
by the Council of the Corporation of the  
District of Pitt Meadows on the *twelfth*  
day of *May* 1949.



Dated this 14<sup>th</sup> day of *May* 1949.

*W. T. A. Thompson*  
.....  
Clerk of the Corp.  
Dist. of Pitt Meadows.

I hereby certify the foregoing to be a true copy of By-Law No. 263,  
"Solicitor Appointment By-Law, 1949" which was registered in the County  
Court of Westminster, at New Westminster, B.C. on the 19th day of May, 1949.

Dated at New Westminster, B.C. this 19th day of May, 1949.

*A. Rhodway*  
.....  
Registrar of the County Court  
of Westminster.



of the District of Pitt Meadows to be a true copy of said By-Law, and  
was registered in the office of the County Court of Westminster, at  
New Westminster, B.C., on the 1st day of June, 1949.

DATED at New Westminster, B.C. this 1st day of June, A.D. 1949.



*A. Rodway*  
.....  
REGISTRAR, County Court of  
Westminster.



A By-law to Provide for the  
Licensing of or Exemption from  
Licensing of Commercial Vehicles

The Council of the Corporation of the District of Pitt Meadows, in open meeting assembled, enacts as follows:-

1. In this by-law, unless the context otherwise requires;

"Act" means the Municipal Act being chapter 255 of the Revised Statutes of British Columbia 1960, as amended;

"Gross Vehicle Weight" means the weight at which a vehicle is licensed under the Department of Commercial Transport Act or the Motor-Vehicle Act, as the case may be;

"Highway" means a highway as defined by the Act but does not include an arterial highway as defined by the Highway Act;

"Licence Inspector" means the person from time to time duly appointed as Licence Inspector for the municipality and also any person lawfully acting in that capacity for the time being;

"Licence-year" means the licence-year as prescribed under the Motor-vehicle Act;

"Motor-vehicle" means a vehicle designed to be self-propelled, except (a) a vehicle operating wholly on a fixed rail or rails; (b) an electric trolley bus;

"Municipality" means a municipality as defined by the Act (other than a local district) and the City of Vancouver;

"Owner" means, when used in reference to a vehicle, the person or persons duly registered from time to time under the Motor-vehicle Act or the Department of Commercial Transport Act as the owner or owners of the vehicles;

"Registration Card" means the motor-vehicle licence for the motor-vehicle issued pursuant to the motor-vehicle Act or the Department of Commercial Transport Act;

"Semi-trailer" means a vehicle without motive power designed to be drawn by a motor-vehicle or truck-tractor and so constructed that an appreciable part of its weight and that of its load rests on and is carried by the motor-vehicle or tractor-trailer;

"Truck-tractor" means a motor-vehicle designed and used primarily for drawing a semi-trailer, and not constructed to carry a load other than part of the weight of the semi-trailer and its load;

"Vehicle" means any vehicle used by any person upon any highway in the municipality which is a commercial vehicle defined as such by and licensed under the Department of Commercial Transport Act, and any vehicle licensed under the Motor-vehicle Act which is used for the collection or delivery, or both, of goods, wares, merchandise, or other commodity in the ordinary course of a business undertaking.

2. Division 1 of Part X of the Act shall be repealed and the provisions thereof shall be read into the municipality from and after the first year beginning in 1963.
3. (1) Except as otherwise provided in this by-law and in the Act, but subject to the Motor Carrier Act, no vehicle shall be used or operated on any highway in the municipality unless there is displayed upon the vehicle a valid and subsisting licence-plate or exemption-plate issued for the vehicle in accordance with Division (2) of Part X of the Act and with this by-law.  
  
(2) A valid and subsisting licence and licence-plate or exemption-plate issued for the current licence-year by any other municipality is valid in the municipality for such licence-year.
4. Except as may be otherwise lawfully provided, the owner of every vehicle shall, before it is used or operated on any highway in the municipality, cause the vehicle to be licensed with the Licence Inspector and a licence-plate or exemption-plate obtained pursuant to the Act and this by-law.
5. The application for a licence and licence-plate or exemption-plate, as the case may be, shall be in the form "A" shown as Appendix "A" hereto attached and forming part of this by-law and shall be signed by the owner or his duly authorized agent, provided that in the case of partnerships or multiple owners any one of such owners may apply and such owner applying shall be deemed to be the duly authorized agent of all the owners.
6. Where the applicant for a licence is an agent or co-owner, the owner or owners shall be deemed to have authorized all statements set forth in the application and shall be deemed to have made such statements on his own or their behalf and as his own or their statements.
7. (1) The application form, together with the registration card for the vehicle, shall be delivered to the Licence Inspector and, in the case where a licence fee is applicable, shall be accompanied by the fee prescribed in the Act and set out in Appendix "B" hereto attached and forming part of this by-law.  
  
(2) Where the applicant for licences is one and the same person, as many applications of the same kind as may conveniently be made on any one of the forms prescribed may be combined in one such form without the necessity for the completion of separate application forms for each vehicle for which a licence and a licence-plate or exemption-plate is sought.  
  
(3) Notwithstanding subsection (1) and (2) but not inconsistent with the Act or this by-law, the Licence Inspector is hereby authorized to modify any of the forms prescribed, or any of the administrative procedures prescribed, deemed necessary by him when dealing with any owner applying for licences and plates for more than one vehicle.
8. The owner of any vehicle enumerated and described in Appendix "C" hereto attached and forming part of this by-law is exempt from payment of a licence fee but the vehicle is required to have displayed thereon an exemption-plate, if operated upon a highway in the municipality, which plate shall be issued without charge by the Licence Inspector upon being satisfied that the vehicle should in fact be exempted.
9. Except as is otherwise provided by section 15 all fees collected by the Licence Inspector under this by-law and in accordance with Division (2) of Part X of the Act shall be paid forthwith to the Treasurer of the municipality who shall deal with the said fees in the manner provided by the Act.



10. Upon receipt of the application for a licence, if the applicant is satisfied of the truth of the statements contained therein, and that the prescribed fee (if any) has been paid, the Licence Inspector shall cause to be issued and delivered a numbered licence-plate or exemption-plate, as the case may be, and shall endorse on the registration card
- (a) the number of such licence-plate or exemption-plate;
  - (b) the date of issuance thereof; and
  - (c) the fee paid or the qualification for exemption.
11. The licence-plate or exemption-plate shall at all times be affixed in a horizontal position on the front of the vehicle either to, or immediately adjacent to, the provincial motor-vehicle licence plate, and shall be kept entirely unobstructed and in a legible condition and shall not obscure any other legally required plate, sign, or notice.
12. (1) Where a person ceases to be the owner of a vehicle licensed and authorized to carry a licence plate or an exemption-plate, the registration thereof and the licence-plate or exemption-plate therefor, as the case may be, are deemed to be cancelled and the new owner of such vehicle shall make application forthwith to the Licence Inspector of the municipality for:
- (a) a transfer of the registration and plate; or
  - (b) the cancellation of the licence and the surrender of the plate.
- (2) The fee for the transfer of a licence and licence-plate or exemption-plate is two dollars.
- (3) Notwithstanding subsections (1) and (2) the purchase of a vehicle by a dealer in vehicles for resale shall not require the licence-plate or exemption-plate to be cancelled or transferred until the dealer sells the vehicle to a person other than another such dealer for resale; provided, however, that the vehicle shall not be operated upon any highway in the municipality except for the purpose of transporting the vehicle to such other dealer or except for demonstration purposes for a prospective purchaser.
13. Where a licence-plate or exemption-plate is lost, stolen, destroyed or becomes illegible or mutilated, the owner of the vehicle in respect of which the plate was issued, or his agent, may apply to the Licence Inspector for a replacement thereof for a fee of two dollars upon the surrender of such plate, if still in possession of the owner, and the Licence Inspector, if satisfied of the truth of the facts in support of the application, may cause a new licence-plate or exemption-plate, as the case may be, to be issued in replacement and shall endorse the record of its issuance on the registration card.
14. Notwithstanding anything in this by-law contained, where the vehicle in respect of which an application for a licence and a licence-plate is made is a vehicle operated by the owner under an agreement under section 23 of the Department of Commercial Transport Act, such licence-plate shall be valid for display on any of the vehicles operated by the owner.
15. The fees collected under sections 12 and 13 are revenues of the municipality and are deemed not to be part of the fees mentioned in Division (2) of Part X of the Act.
16. Except as provided by section 14, it is unlawful to operate a vehicle having affixed to it a licence-plate or exemption-plate not authorized or issued for that vehicle.



17. (1) Every person who offends against any of the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention or violation of any of the provisions of this by-law, or neglects to do or refrains from doing anything required to be done under this by-law, or who does any act or thing which violates any of the provisions of this by-law shall be deemed to have committed an offence under this by-law and shall be liable, on conviction to a fine and penalty of not less than twenty-five dollars (\$25.00) nor more than five hundred dollars (\$500.00).

(2) Without affecting the generality of subsection (1) and pursuant to Division (2) of Part X of the Act:

- (a) it is an offence for any person to operate or cause to be operated an unlicensed vehicle in the municipality, and upon conviction such person is liable to a fine equal to the prescribed licence fee and shall be required to pay the prescribed licence fee forthwith to the Licence Inspector;
- (b) any person fraudulently obtaining or issuing an exemption-plate under the said Division is liable, on summary conviction, to a fine not exceeding five hundred dollars (\$500.00)

18. This by-law shall come into force and effect on the first day of January A.D. 1963.

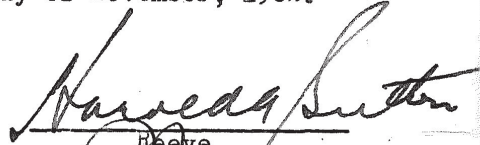

19. This by-law may be cited as the "Commercial Vehicle Licensing By-law."

READ a first time on the third day of November, 1962.


READ a second time on the third day of November, 1962.

READ a third time on the fifth day of November, 1962.

RECONSIDERED AND ADOPTED this tenth day of November, 1962.

  
Reeve  
  
Clerk

CERTIFIED to be a true copy of By-law No. 389, 1962 as reconsidered and adopted by the Council of The Corporation of the District of Pitt Meadows on the tenth day of November, 1962.

  
Clerk of the Corporation  
of the District of Pitt  
Meadows.

APPENDIX "A"

By-law No.389

Municipal Licence Plate \_\_\_\_\_

Exemption-Plate \_\_\_\_\_

I, \_\_\_\_\_, owner (agent of \_\_\_\_\_  
\_\_\_\_\_ who is the owner) of \_\_\_\_\_  
\_\_\_\_\_ of a gross vehicle weight of \_\_\_\_\_  
pounds, Motor-vehicle Registration No. \_\_\_\_\_ apply to  
the \_\_\_\_\_:

1. A municipal licence-plate for the above vehicle  
for the licence-year 19\_\_ for which is hereby  
tendered the fee of \$\_\_\_\_\_.

or

2. An exemption plate for the above vehicle for the  
licence-year 19\_\_ and in support of this  
application, I (on behalf of the owner) declare  
that the above vehicle is exempt for the reason  
that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Owner/Agent

Address: \_\_\_\_\_  
\_\_\_\_\_

APPENDIX "B"

By-law No. 389

F E E S

The fees for licences applied for under the provisions of this by-law for each licence-year are as follows:

<u>Gross Vehicle Weight</u>	<u>Fee</u>
1. Up to 6,000 lbs	\$10.00
6,001 lbs to 26,000 lbs	15.00
26,001 lbs to 44,000 lbs	20.00
44,001 lbs and over	25.00
2. For an application under Section 14 hereof	\$25.00



APPENDIX "C"

By-law No. 389

EXEMPT VEHICLES

Notwithstanding anything hereinbefore contained where the vehicle is of the kind or class or subject to the uses hereinafter set forth, no fees shall be payable for:-

1. A tractor owned by a bona fide farmer and used for towing a trailer for the purpose of transporting thereon the produce of his own farm to market and of transporting supplies for his own farm from market, or for towing any implement of husbandry used by or on behalf of the farmer.
2. A vehicle licensed as a farm vehicle under the "Department of Commercial Transport Act."
3. A vehicle owned or leased exclusively by any municipality or school district.
4. A Government of Canada vehicle.
5. A school bus or mission bus, the sole property of a religious organization, and used solely for religious purposes.
6. A vehicle used exclusively for fire protection purposes.
7. A vehicle owned and operated by an improvement district.
8. A vehicle owned and used by any person who, through active service in the Armed Forces of the Crown in any war has lost a limb or is in receipt of one hundred per centum (100%) disability pension, but the exemption does not extend to the concurrent registration or licensing of more than one vehicle.
9. A vehicle licensed under the "Department of Commercial Transport Act" not being used by a person for the purpose of his business, trade, occupation, or by an organization for profit.

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BY-LAW NO. 711

Being a By-law to provide for determination of assessed value of land and improvements within the municipality for general municipal purposes.

WHEREAS subsections (17) and (18) Section 24 of the Assessment Act provides:

(17) The Council of a municipality shall, by by-law adopted on or before November 10 in each calendar year, a copy of which shall be deposited with the Commissioner and the Inspector of Municipalities, provide that the assessed values of land and improvements within the municipality for general municipal purposes in the following calendar year be determined in accordance with one of the following options:

- (a) assessment of land and improvements, as defined in this Act for general municipal purposes, at the same percentage of actual values and with the same limitations on assessment increases as those fixed or provided for in subsections (6) to (16); or
- (b) assessment of land and improvements, as defined in this Act for general municipal purposes, as the same percentages of actual value as fixed under subsection (7); or
- (c) assessment of land and improvements, as defined in this Act for general municipal purposes, at the same average percentages of actual values as those that are determined by the Commissioner to have existed within the municipality on April 1 of the calendar year preceding the calendar year for which the assessment roll is being prepared; for each class of property defined in subsection (8); or
- (d) assessment of land and improvements, as defined in this Act for general municipal purposes, at actual value or at some uniform percentage of actual value specified in the by-law for all classes of property.

(18) A by-law adopted under subsection (17) remains in effect from year to year until a new by-law is adopted, and during that period, subsection (17) does not apply.

NOW THEREFORE pursuant to subsection (17) of Section 24 of the Assessment Act, the Council of The Corporation of the District of Pitt Meadows in open meeting assembled, enacts as follows:

1. The assessed value of land and improvements for general municipal purposes in 1978 and subsequent years until a new by-law comes into force and effect, shall be determined in accordance with the option provided in paragraph (a) of subsection (17) of Section 24 of the Assessment Act.

... 2

Page 2

BY-LAW NO. 711

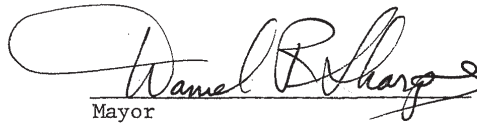
2. This by-law may be cited as "The District of Pitt Meadows Assessment Base By-law, 1977 No. 711."

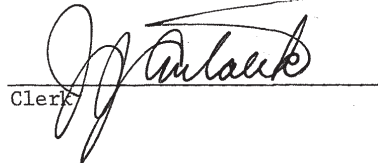
READ a first time the 4th day of October, 1977.

READ a second time the 4th day of October, 1977.

READ a third time the 18th day of October, 1977.

RECONSIDERED AND ADOPTED the 1st day of November, 1977.

  
Mayor

  
Clerk

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BY-LAW NO. 730

A By-law to confirm the establishment of a Union Board of Health, the participation of Municipalities therein and the appointment of officials.

WHEREAS, pursuant to the provisions contained in the "Health Act", being Chapter 170, R.S.B.C., 1960 and amendments thereto and the "Municipal Act", being Chapter 255, R.S.B.C., 1960 and amendments thereto, several Municipalities may by by-law jointly establish a Board of Health, known as a Union Board of Health.

AND WHEREAS, it is deemed advisable and essential by the Municipal Council to create a Board of Health jointly with adjacent Municipalities, School Districts and Regional District.

NOW THEREFORE, the Council of The Corporation of the District of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. The Council of The Corporation of the District of Pitt Meadows joins with the following Municipalities, School Districts and Regional District to form a Union Board of Health:

The Corporation of the District of Maple Ridge,  
The Board of School Trustees of School District No. 42  
(Maple Ridge),

The Corporation of the District of Mission,  
The Board of School Trustees of School District No. 75  
(Mission),

The Corporation of the City of Langley,  
The Corporation of the Township of Langley,  
The Board of School Trustees of School District No. 35  
(Langley),  
Dewdney-Alouette Regional District.

2. The Union Board of Health thus created shall be known as the "Central Fraser Valley Union Board of Health" and the functions of it are those imposed by Statutes of British Columbia.
3. Dr. Arthur G. Bailey, the person presently holding the position known as the Director of the Central Fraser Valley Health Unit is hereby appointed as the Medical Health Officer for The Corporation of the District of Pitt Meadows.
4. In the event of the position of Medical Health Officer becoming vacant, a new appointment shall be made by resolution of the Municipal Council.
5. Mr. J. Leonard Hiebert, Mr. Nick Potter, and Mr. Patrick Fan, the persons presently holding the positions known as the Public Health Inspectors of the Central Fraser Valley Health Unit are hereby appointed as the Public Health Inspectors for The Corporation of the District of Pitt Meadows.
6. In the event of a position of Public Health Inspector becoming vacant, a new appointment shall be made by resolution of the Municipal Council.

PAGE 2

BY-LAW NO. 730

7. The duties of the Medical Health Officer and Public Health Inspectors shall be those imposed by the Statutes of British Columbia and the By-laws of The Corporation of the District of Pitt Meadows.
8. "North Fraser Valley Health Unit Confirmation By-law, 1950 No. 273", is hereby repealed.
9. This By-law may be cited for all purposes as "Pitt Meadows Central Fraser Valley Union Board of Health Confirmation By-law, 1978 No. 730".

READ a first time this 18th day of April, 1978.

READ a second time this 18th day of April, 1978.

READ a third time this 2nd day of May, 1978.

RECONSIDERED AND ADOPTED this 16th day of May, 1978.

  
Mayor

  
Clerk



BY-LAW NO. 904

A By-law to establish a Heritage Advisory Committee in  
and for The Corporation of the District of Pitt Meadows.

The Municipal Council of The Corporation of the District of  
Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This By-law may be cited as the "Heritage Advisory Committee Establishment By-law, 1982 No. 904".
2. A Committee to be known as the "Heritage Advisory Committee" (hereinafter referred to as "the Committee") is hereby established pursuant to Section 15 of the Heritage Conservation Act, R.S.B.C. 1979, Chapter 165.
3. (a) The Committee shall consist of five members, all of whom shall be appointed by Council, and shall be selected as follows:
  - (i) one member shall be a member of the Council;
  - (ii) two members, who shall be nominated by the Pitt Meadows Heritage and Museum Society, shall be selected on the basis of their knowledge of and active interest in local history;
  - (iii) one member shall be selected on the basis of experience and knowledge of building restoration and preservation and local heritage values;
  - (iv) one member shall be selected from the community at large.
- (b) The Development Officer or the Planning Technician shall serve the Committee as a Technical Advisor.
- (c) Each member appointed to the Committee shall hold office for the calendar year or until his successor is appointed, but a member may be re-appointed for a further term or terms.
- (d) In the event of a vacancy occurring among the appointed members of the Committee, the Municipal Council shall appoint a new member to fill such vacancy for the unexpired portion of the term.
- (e) The Council may remove any of its appointees from the Committee by an affirmative vote of a majority of all of the members of Council.
4. (a) It shall be the duty of the Committee to advise the Council on those matters coming within the scope of PART 3 of the Heritage Conservation Act which are from time to time referred to it by the Council and, in particular, to make recommendations to Council respecting designation of heritage buildings, structures, and lands and the demolition, preservation, alteration, or renovation of those buildings, structures and lands;

- (b) When any matter is referred to the Committee pursuant to this By-law the Committee shall, where possible, meet and report back on such matter to the next general meeting of the Council.
5. (a) The Committee shall be presided over by a Chairman who shall be elected annually by a majority vote of the members of the Committee from among the said members;
- (b) The Chairman may from time to time appoint a member of the Committee as Acting Chairman to preside in his absence;
- (c) Meetings of the Committee shall be at the call of the Chairman, who shall give or cause to be given to each member not less than 24 hours notice of each meeting, provided that such notice may be waived by unanimous vote of the Committee;
- (d) A majority of the members of the Committee shall constitute a quorum;
- (e) The Chairman shall preserve order at all meetings and decide all points of order which may arise;
- (f) All questions before any meeting of the Committee shall be decided by a majority of the members present including the Chairman and the Chairman shall in addition have a deciding vote in the event of an equality of votes;
- (g) The Chairman shall cause minutes of all meetings and proceedings of the Committee to be recorded in a book kept for that purpose and shall forthwith after the adoption by the Committee of such minutes sign and deliver the same to the Municipal Clerk;
- (h) Save with respect to matters expressly dealt with or provided for in this By-law, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the Procedural By-law of Council passed under Section 231 of the Municipal Act, insofar as the said rules may be applicable.

READ a first time this 6th day of July, 1982.

READ a second time this 6th day of July, 1982.

READ a third time this 20th day of July, 1982.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this 3rd day of August, 1982.

  
\_\_\_\_\_  
Mayor (Acting)

  
\_\_\_\_\_  
Clerk



THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1025

A Bylaw for the protection of highways and to regulate the means of access to and from a highway for any parcel of land abutting thereon, including the location and extent of such access.

The Municipal Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

Short Title

1. This Bylaw may be cited for all purposes as "Pitt Meadows Highway Access Bylaw, 1986 No. 1025".

Definitions

2. In this Bylaw, unless the context otherwise requires:

"boulevard" means that portion of a highway between the curb lines or the lateral lines of a roadway or the shoulder thereof and the adjoining property line;

"boulevard crossing" means that portion of a boulevard constructed and improved for the purpose of providing access to and from a highway for any parcel of land abutting thereon;

"roadway" means the portion of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder; and where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of the roadways collectively;

"sidewalk" means the area between the curb lines or later lines of a roadway and the adjacent property lines improved for use of pedestrians;

General Regulations

3. No person shall:
  - (a) dig up, break up or remove any part of a highway or cut down or remove trees or timber growing on a highway, or excavate in or under a highway;
  - (b) change the level of a highway whatsoever, or stop or impede the flow of water through any ditch, drain, sewer or culvert on or through a highway;
  - (c) place, construct or maintain a loading platform, or skids, rails, mechanical devices, buildings, signs or any other structure or thing on a highway;

- (d) construct or maintain a ditch, sewer or drain, the effluent from which causes damage, fouling, nuisance or injury to any portion of a highway;
- (e) ride, drive, lead, move or propel any animal or vehicle over or across a boulevard, including any curb, sidewalk or ditch unless such has been constructed or improved to form a suitable crossing in conformity with the provisions of this Bylaw;
- (f) construct a boulevard crossing, including a curb, ditch or sidewalk crossing;
- (g) construct and maintain a boulevard on any highway;
- (h) plant any shade or ornamental trees, shrubs or bushes upon a highway without first obtaining a permit therefor.

Conditions of Permit

4. (1) The Engineer may issue a permit in the form prescribed in the Schedule to this Bylaw, to do any or all of those things otherwise prohibited by Section 3 of this Bylaw, subject to the payment of an application fee of \$10.00 with each application thereof and subject to such other conditions contained in this Section as may be applicable to each such application.

(2) As a prerequisite to the issuance of a permit under this section, the applicant therefor shall

- (a) deposit with the Municipality, a sum of money or bond acceptable to the Municipality if the amount is greater than \$250.00 sufficient to pay for the cost of repairing any damage likely to be done to the highway and as sufficient security that the obligations imposed by the permit shall be fulfilled within the time specified by such permit.

The amount of each such deposit shall be not less than the cost of repairing such damage as estimated by the Engineer and with respect to permits for the crossing of boulevards and the construction of boulevard crossings shall not be less than \$100.00 for each such permit.

- (b) provide satisfactory plans of the work to be undertaken and when such are supplied and approved by the Engineer and the necessary permit issued, the work shall conform in every way to the approved plans and to the specifications contained in the "Pitt Meadows Subdivision Bylaw, 1980 No. 786".

(3) Where a deposit has been made in accordance with this Section, and upon satisfactory compliance with the permit within the time specified therein, the deposit will be refunded to the applicant, less, where applicable, an inspection fee of \$30.00 or the actual cost of administration and inspection, whichever is the greater.

(4) Where completed work is to be taken over by the Municipality the applicant shall maintain such work for a period of one year from the date of inspection and acceptance thereof by the Engineer.

A new permit and applicable security deposit shall be required for the maintenance period.

(5) Where adjustments to completed works are required due to reconstruction of a highway during the maintenance period referred to in Subsection (4) hereof, the person responsible for maintenance as shown on the permit shall pay all costs of such adjustments.

(6) Each applicant for a permit under this Section shall indemnify, protect and save harmless the Municipality from and against all claims, demands and lien claims of every kind arising out of or in any way connected with the work or other things for which the permit has been issued.

(7) Failure by the permit holder to repair damage and/or fulfill such obligations as are set out in the permit within the time specified therein, shall result in the forfeiture of the deposit to the Municipality as liquidated damages.

(8) The hereinbefore mentioned Schedule, annexed hereto, is hereby incorporated with and made part of this Bylaw.

#### Temporary Closure of Highway

5. The Engineer is hereby authorized and empowered, at his discretion, to temporarily close a highway or any part thereof to traffic, or to control traffic thereon, during the time work is in progress.

#### Standard Boulevard Crossing

6. The means of access to and from every highway for every parcel of land abutting thereon, shall be provided by means of a standard boulevard crossing constructed in accordance with the specifications contained in the "Pitt Meadows Subdivision Bylaw, 1980 No. 786", and the location and extent of each such access shall be decided by the Engineer, whose decision shall be subject to appeal to the Council. The provisions of this section shall not apply to



any parcel of land within any commercial zone or to any parcel of land zoned for commercial use.

Private Highway

7. Every owner of a private highway shall maintain the same in a clean, fit and safe state and shall affix suitable signs thereon indicating that such highway is a private thoroughfare, and access from every such highway to a Municipal highway shall be subject to the provisions of this Bylaw.

Penalty for Infractions

8. Every person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw shall be guilty of an offence and shall be liable upon summary conviction thereof to a penalty of not less than Fifty Dollars (\$50.00) and not more than the maximum amount provided in the Offence Act and costs for every such violation, and a separate offence shall be deemed to be committed each day during or on which a violation occurs or continues.

Repeal

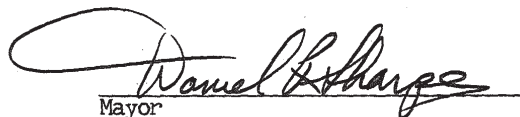
9. Bylaw No. 331, cited as "Pitt Meadows Highway Access Bylaw No. 331, 1959" and Bylaw No. 439, cited as "Harris Road Regulated Access Bylaw, 1968", are hereby repealed.

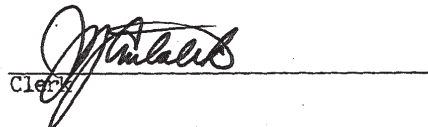
READ a first time this 15th day of January, 1985.

READ a second time this 15th day of January, 1985.

READ a third time this 4th day of February, 1986.

RECONSIDERED AND ADOPTED THIS 18th day of February, 1986.

  
Mayor

  
Clerk



THE CORPORATION OF THE DISTRICT OF PITT MEADOWS  
"PITT MEADOWS HIGHWAY ACCESS BYLAW, 1986 NO. 1025."

SCHEDULE

HIGHWAY USE PERMIT

Permit No. \_\_\_\_\_

File No. \_\_\_\_\_

Applicant's name and address: \_\_\_\_\_

Permission pursuant to Section 4 of "Pitt Meadows Highway Access Bylaw, 1984 No. 1025" is hereby granted to the above named to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and such works are hereby approved insofar as they relate to the use of a Municipal highway or part thereof requiring the permission of the Engineer in accordance with the "Pitt Meadows Highway Access Bylaw, 1986 No. 1025". The said approval and permission to construct, use and maintain the said works, is however, at all times subject to the provisions of said Bylaw No. 1025 and to the following conditions:

1. That any necessary plans and specifications have been approved by and deposited with the Engineer.
2. That the construction and maintenance of the said works shall be carried out to the satisfaction of the Engineer.
3. That before opening up any highway or interfering with any public works, notice in writing of intention to do so shall be given to the Engineer not less than seven (7) clear days before any work is begun.
4. That the Engineer and any person appointed by him for the purpose of inspecting the said works, shall have free and uninterrupted access to all parts of the works at all times.
5. That the construction of the said works shall be commenced on or before \_\_\_\_\_ and shall be proceeded with due diligence, to the satisfaction of the Engineer, and shall be completed on or before \_\_\_\_\_.
6. That the permission hereby granted to construct, use and maintain the said works is subject to all provisions of and without prejudice to "Pitt Meadows Highway Access Bylaw, 1986 No. 1025".
7. That this permission shall be effective only during such time as the said works are used and maintained by the applicant to the entire satisfaction of the Engineer and shall be subject to cancellation without notice if the applicant shall fail to observe and comply with all terms and conditions thereof.
8. That this permit shall be valid only for the specific works and for that period of time stated herein.
9. That the Municipality will not be responsible for grade changes affecting boulevard crossings and accesses caused by the reconstruction of any Municipal highway.

10. That while reasonable care will be taken by the Municipality not to damage any private works while carrying out the construction or maintenance of any public works in any highway, it can accept no responsibility of any kind if damage to such private works does occur.

This Permit shall be effective on \_\_\_\_\_

And shall expire on \_\_\_\_\_

I, hereby agree to all the terms of "Pitt Meadows Highway Access Bylaw, 1986 No. 1025" and this permit and deposit herewith the sum of \$ \_\_\_\_\_ as security to guarantee that I shall fulfill all of the terms and conditions set out herein within the time specified in this Permit.

AND I agree that in the event of my failure or neglect to complete the said works to the satisfaction of the Engineer within the time herein specified, or if I should fail or neglect to fulfill all the terms and conditions of "Pitt Meadows Highway Access Bylaw, 1986 No. 1025" and this permit is cancelled as the result thereof, that the Municipality may, without further notice to me or action in the courts, estreat the security deposit made herewith and retain the same to the use of the Municipality as liquidated damages.

AND I further agree that upon completion of the said works to the satisfaction of the Engineer, pursuant to this permit, the Municipality shall have the authority to deduct from the security deposit made herewith the inspection fees prescribed by Section 4(3) of the said Bylaw No. 1025.

Signature of Applicant \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ISSUED BY THE ENGINEER this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Engineer

Application fee (\$ \_\_\_\_\_ ) Paid, Receipt No. \_\_\_\_\_

Security Deposit (\$ \_\_\_\_\_ ) Received, Receipt No. \_\_\_\_\_

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1042

A Bylaw to authorize an agreement with  
Goose Lake Waterworks District and the  
Greater Vancouver Water District.

The Municipal Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:-

1. This Bylaw may be cited for all purposes as "District of Pitt Meadows - Goose Lake Waterworks District - Greater Vancouver Water District Water Agreement Bylaw, 1985 No. 1042".
2. The Corporation of the District of Pitt Meadows is hereby authorized to enter into an Agreement with the Goose Lake Waterworks District and the Greater Vancouver Water District in the form attached hereto and marked Schedule "A" and forming part of this bylaw, to provide a supply of water to the Goose Lake Waterworks District.
3. The Mayor and the Clerk-Administrator are hereby authorized to sign and affix the seal of the Corporation and to do all things necessary to complete the said Agreement on behalf of The Corporation of the District of Pitt Meadows.

READ a first time this 5th day of February, 1985.

READ a second time this 5th day of February, 1985.

READ a third time this 19th day of February, 1985.

RECONSIDERED AND FINALLY ADOPTED this 6th day of May, 1986.

  
Mayor

  
Clerk

1001

DISTRICT OF PITT MEADOWS - GOOSE LAKE WATER  
- GREATER VANCOUVER WATER DISTRICT WATER AGREEMENT BYLAW, 1985 NO. 1042

SCHEDULE "A"

1984. This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_,

BETWEEN:

THE CORPORATION OF THE DISTRICT OF  
PITT MEADOWS, of 12007 Harris Road,  
Pitt Meadows, British Columbia,

("Pitt Meadows")

AND:

GREATER VANCOUVER WATER DISTRICT, of  
2294 West 10th Avenue, Vancouver,  
British Columbia,

("GVWD")

AND:

GOOSE LAKE WATERWORKS DISTRICT, of  
16351 Menton Road, R.R. #1, Pitt Meadows,  
British Columbia,

("Goose Lake")

WHEREAS:

A. Pursuant to the terms of the Greater Vancouver Water District Act, a municipality within the area included in the GVWD possessing a distribution system of water mains of its own may assume the duty of delivering water in bulk supplied to it by the GVWD to any other municipality or area within or without the area of the GVWD upon such terms and for such period of time as may be arranged between such municipality and the parties interested subject to the approval of the Administration Board of the GVWD;



B. Pitt Meadows as a municipality within the area of the GVWD possessing a distribution system of water mains wishes to deliver water in bulk to Goose Lake in the Pitt Polder area;

C. The Administration Board of the GVWD has approved the delivery of water in bulk by Pitt Meadows to Goose Lake on the terms and conditions hereinafter set out.

NOW THIS AGREEMENT WITNESSES that in consideration of the premises and the conditions, covenants, agreements and payments set out below the parties agree as follows:

1. Subject to paragraph 2 below and the provisions in this agreement for termination, the GVWD during the term of this agreement shall furnish to Pitt Meadows such additional amount of water in bulk not exceeding two million gallons per day as Pitt Meadows shall require to fulfill its commitment to supply water to Goose Lake.

2. If

(a) there is or may be at any time in the opinion of the GVWD's Engineer (the "GVWD Engineer") an insufficient supply of water available to the GVWD to supply fully all the requirements of the present and future members of the GVWD (the "GVWD Members") or any person, firm or

corporation which the GVWD is obligated to supply with water (a "Non-Member User"); or

- (b) the supply of water to Pitt Meadows under this agreement in the opinion of the GVWD Engineer would or may jeopardize or impair the GVWD's waterworks systems or the GVWD's ability to supply the GVWD Members or any Non-Member User with their water requirements; or
- (c) an event under section 57 of the Greater Vancouver Water District Act occurs which would entitle the Administration Board of the GVWD to apportion the quantity of water to be distributed; or
- (d) there occurs any act of God, strike, lock-out, work slow down, labour dispute or unrest, inclement weather, damage to any of the GVWD's waterworks systems or facilities, order of a competent governmental authority, war (declared or undeclared), civil unrest, riot, action of terrorists or other of the Queen's enemies or any other matter of whatsoever kind or nature beyond the control of the GVWD;

then the GVWD's obligations to supply water to Pitt Meadows under this agreement shall either be abated to such extent as the GVWD



Engineer deems necessary or desirable or shall be terminated until such time as in the GVWD Engineer's opinion its obligations can be resumed in part or in whole.

3. Pitt Meadows shall

- (a) install and maintain at its own cost during the term of this agreement such water meters at such locations as the GVWD Engineer determines are necessary or desirable to meter the quantity of water delivered to Goose Lake and shall report to the GVWD in writing on the quantities of water supplied to Goose Lake; and
- (b) ensure that its own distribution system of water mains is sufficient to take the water delivered to it for supply to Goose Lake and is at all times in good working order.

4. Goose Lake shall

- (a) disconnect its present source of water supply;
- (b) utilize exclusively on a 24 hour basis water supplied by the GVWD and shall not utilize water from any other source of whatsoever kind or nature;

(c) ensure that no water from any other source of whatsoever kind or nature is mixed with the water supplied by GVWD;

(d) ensure that it does not cause the water within the mains and pipes of the GVWD's system or that of any GVWD Member or Non-Member User to become in any way contaminated; and

(e) ensure that its own distribution system of water mains is sufficient to take the water delivered to it and is at all times in good working order.

5. The GVWD Engineer shall have the right from time to time and at any time to inspect the water distribution systems of Pitt Meadows and Goose Lake to ensure that they comply with the requirements set out in paragraphs 3 and 4 and are otherwise in the GVWD Engineer's opinion, reasonably exercised, in all respects satisfactory.

6. Pitt Meadows shall pay to GVWD for the water supplied to it for distribution to Goose Lake an amount equal to the water rate charged from time to time by the GVWD to GVWD Members plus a surcharge of 20%, payable by Pitt Meadows at the same time as it pays the GVWD for water supplied to it for its own purposes.

7. Any party may terminate this agreement by giving to the other party not less than 6 months' written notice.

8. GVWD may terminate this agreement

(a) forthwith if there is a breach by either or both of Pitt Meadows or Goose Lake of the provisions of paragraphs 3 or 4 or the GVWD Engineer is of the opinion, reasonably exercised, that either or both of Pitt Meadow's or Goose Lake's water distribution systems are not in all respects satisfactory;

(b) upon 30 days' written notice if Pitt Meadows or Goose Lake is in breach of any other provision of this agreement.

9. If GVWD is not able to supply all or any part of the water for any reason set out in paragraph 2 or if any party terminates this agreement for any reason, the GVWD will not be liable in any manner whatsoever for any injury, loss, damage, cost or inconvenience that may be caused to Pitt Meadows, Goose Lake or to any person, firm or corporation affected thereby and Pitt Meadows and Goose Lake shall jointly and severally defend, hold harmless and indemnify the GVWD, its employees and agents from and against any claim, suit, action, proceeding, damage, loss, injury,

cost or expense whatsoever brought against or incurred by the GVWD in respect thereof.

10. Notwithstanding and in addition to paragraph 9 Pitt Meadows shall defend, hold harmless and indemnify the GVWD from and against any claim, suit, action, proceeding, damage, loss, injury, cost or expense whatsoever brought against or incurred by the GVWD arising directly or indirectly out of the failure of Pitt Meadows to do those things it is required to do pursuant to subparagraphs 3(a) and (b).

11. Notwithstanding and in addition to paragraph 9 Goose Lake shall defend, hold harmless and indemnify the GVWD from and against any claim, suit, action, proceeding, damage, loss, injury, cost or expense whatsoever brought against or incurred by the GVWD arising directly or indirectly out of the failure of Goose Lake to do those things it is required to do pursuant to subparagraphs 4(a) to (e).

12. Pitt Meadows, Goose Lake and GVWD will each execute and deliver such further documents and instruments and do such further things as may be necessary or desirable to give full effect to the intent and meaning of this agreement.

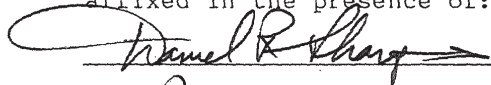
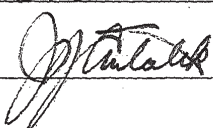
13. Pitt Meadows and Goose Lake shall not assign in whole or

in part this agreement without the prior written consent of the  
GWWD which consent the GWWD may in its sole discretion withhold.

14. This agreement shall enure to the benefit of and be  
binding on the parties and their respective successors and  
permitted assigns.

IN WITNESS WHEREOF the parties have caused their  
corporate seals to be affixed in the presence of their duly  
authorized officers the day and year first above written.

The Corporate Seal of THE  
CORPORATION OF THE DISTRICT OF  
PITT MEADOWS was hereunto  
affixed in the presence of:

  
\_\_\_\_\_  
  
\_\_\_\_\_

(c/s)

The Corporate Seal of GREATER  
VANCOUVER WATER DISTRICT was  
hereunto affixed in the  
presence of:

\_\_\_\_\_  
\_\_\_\_\_

(c/s)

The Corporate Seal of GOOSE LAKE  
WATERWORKS DISTRICT was hereunto  
affixed in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

(c/s)



DATED as of the      day of      , 1984.

BETWEEN:

THE CORPORATION OF THE DISTRICT OF  
PITT MEADOWS

AND:

GREATER VANCOUVER WATER DISTRICT

AND:

GOOSE LAKE WATERWORKS DISTRICT

A G R E E M E N T

RCH/eft      #2830-80

FARRIS, VAUGHAN, WILLS & MURPHY

BARRISTERS & SOLICITORS

26TH FLOOR, TORONTO DOMINION BANK TOWER  
700 WEST GEORGIA STREET  
VANCOUVER, B.C. V7Y 1B3

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1078

A Bylaw to indemnify officers and employees against claims for damages arising out of the performance of their duties in the course of their employment with the Municipality.

WHEREAS Section 262 of the Municipal Act, R.S.B.C. 1979, Chapter 290, provides that a municipality may indemnify its officers and employees against any claim for damages as provided in the said Section;

AND WHEREAS the Council deems it desirable to make such provision for its officers and employees;

NOW THEREFORE the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Pitt Meadows Officers and Employees Indemnification Bylaw, 1986 No. 1078.
2. The Municipality will indemnify its officers and employees against any claim for damages against an officer or employee
  - (a) which has arisen at any time subsequent to the date of commencement of his employment with the Municipality, or
  - (b) which may ariseout of the performance of his duties in the course of his employment with the Municipality and, in addition, will pay legal costs incurred in a court proceeding arising out of the claim.
3. The Municipality will not seek indemnity against its officers and employees where the actions of those officers or employees in the course of their employment with the Municipality have resulted or result in a claim for damages against the Municipality by a third party unless the officer or employee has been grossly negligent or has acted contrary to the terms and conditions of his employment or to an order given to him by a person in authority over him.
4. In this Bylaw, the term "officers" includes all former officers and the term "employees" includes all former employees of the Municipality.

READ a first time this 4th day of February, 1986.

READ a second time this 4th day of February, 1986.

READ a third time this 18th day of February, 1986.

RECONSIDERED AND FINALLY ADOPTED this 4th day of March, 1986.

  
Mayor

  
Clerk

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1085

A Bylaw to amend Bylaw No. 982 pertaining  
to the Joint Family Court Committee.

WHEREAS a Joint Family Court Committee was established by agreement between the District of Maple Ridge and the District of Pitt Meadows in the year 1983;

AND WHEREAS, since the establishment of this Joint Committee, the Young Offenders Act was enacted which provides that a Youth Justice Committee be established or that the Family Court Committee be designated as the Youth Justice Committee, with the approval of the Attorney General of the Province;

AND WHEREAS the Attorney General has approved said designation;

AND WHEREAS the Councils of Maple Ridge and Pitt Meadows deem it desirable and expedient to alter the make-up of the Joint Family Court Committee;

NOW THEREFORE, the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Maple Ridge-Pitt Meadows Joint Family Court Committee Agreement Bylaw, 1986 No. 1085".
2. The Mayor and Clerk are hereby authorized to sign and to affix the corporate seal to an agreement with the Corporation of the District of Maple Ridge in the form of agreement attached hereto and forming part of this Bylaw.
3. Bylaw No. 982, cited as "Maple Ridge-Pitt Meadows Joint Family Court Committee Agreement Bylaw, 1983 No. 982". is hereby repealed.

READ a first time this 4th day of February 1986.

READ a second time this 4th day of February, 1986.

READ a third time this 18th day of February, 1986.

RECONSIDERED AND FINALLY ADOPTED this 4th day of March, 1986.

  
Mayor

  
Clerk



FORM OF AGREEMENT  
ATTACHED TO BYLAW NO. 1085  
JOINT FAMILY COURT COMMITTEE AGREEMENT

THIS AGREEMENT made as of the                      day of                      , 1986.

BETWEEN:                      CORPORATION OF THE DISTRICT OF MAPLE RIDGE  
                                    11995 Haney Place  
                                    Maple Ridge, B.C.  
                                    V2X 6G2.

AND:                              THE CORPORATION OF THE DISTRICT OF PITT MEADOWS  
                                    12007 Harris Road  
                                    Pitt Meadows, B.C.  
                                    VCM 1P0.

WHEREAS the Provincial Court Act states that each Municipality shall have a Family Court Committee.

AND WHEREAS the Young Offenders Act also provides for the establishment of a Youth Justice Committee and that the Family Court Committee can be designated as the Youth Justice Committee where approved by the Attorney General of the Province of British Columbia.

AND WHEREAS the Attorney General of the Province has approved said designation.

AND WHEREAS a Court facility in which family matters are dealt with serves more than one Municipality and therefore there may be a joint Family Court Committee.

AND WHEREAS the Municipal Councils of the Corporation of the District of Maple Ridge and The Corporation of the District of Pitt Meadows are desirous of establishing a joint committee.

NOW THEREFORE, the parties hereto agree as follows:

1. That a Joint Family Court Committee be established, hereinafter known as the "Maple Ridge-Pitt Meadows Family Court Committee."
2. The membership of the Committee shall consist of
  - (a) one member from each Municipal Council, appointed by the respective Councils; and
  - (b) four individuals from the community at large, two appointed by each Council.

The appointments shall be made at the Inaugural Meeting of the Councils each year and the Councils may rescind their appointments at any time and appoint other members.

3. Each of the following agencies are entitled to send a representative to the Family Court Committee meetings as Resource people;
  - (a) The John Howard Society of B.C.
  - (b) Ministry of Attorney General - Probation & Family Court Services
  - (c) Ministry of Attorney General - Court Administration
  - (d) R.C.M.P.
  - (e) Central Fraser Valley Health Unit
  - (f) School District No. 42
  - (g) Maple Ridge Legal Information Society
4. For the year beginning in December, 1985, the Chairman of the Family Court Committee shall be the appointee of the Municipal Council of The Corporation of the District of Pitt Meadows and the Vice-Chairman shall be the appointee of the Corporation of the District of Maple Ridge and in each year thereafter, the appointments shall alternate.



5. The Secretary to the Family Court Committee shall be provided by the Municipality of the Chairman for that year.
6. The Family Court Committee shall set its own Rules of Procedures and decide upon the frequency and dates of meetings except however, the Committee shall not meet less than four (4) times per calendar year.
7. The Family Court Committee shall report annually in writing to the participating Municipalities and to the Attorney General respecting their activities during the past calendar year.
8. The Family Court Committee shall carry out those duties set out in Section four (4) of the Provincial Court Act and for the Youth Justice Committees as set out in the Young Offenders Act (Canada).

IN WITNESS WHEREOF, the parties hereto have set their hands and seals.

The seal of the Corporation of  
the District of Maple Ridge has  
been affixed in the presence of:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

(seal)

The seal of The Corporation of  
the District of Pitt Meadows has  
been affixed in the presence of:

  
MAYOR

  
CLERK

(seal)



THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1157

A Bylaw to indemnify officers, employees and members of council against claims for damages arising out of the performance of their duties.

WHEREAS Section 262 of the Municipal Act, R.S.B.C. 1979, Chapter 290, as amended, provides that a municipality may indemnify its officers, employees and members of council against a claim for damages as provided in the said Section;

AND WHEREAS the Council deems it desirable to make such provision for its officers, employees and members of council;

NOW THEREFORE the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Indemnification Bylaw", 1987 No. 1157.
2. The Municipality will indemnify an officer or employee of the municipality or a member of council against any claim for damages against an officer, employee or member of council arising out of the performance of his duties and, in addition, pay legal costs incurred in a court proceeding arising out of the claim.
3. In this Bylaw
  - (a) the terms "officers", "employees" and "member of council" include all former officers, employees and members of council of the Municipality, and
  - (b) "officer" or "employee" include
    - (i) a volunteer firefighter, and
    - (ii) any volunteer who participates in the delivery of services by the Municipality under the supervision of an officer or employee of the Municipality.

4. Bylaw No. 1078, cited as "District of Pitt Meadows Officers and Employees Indemnification Bylaw, 1985 No. 1078", is hereby repealed.

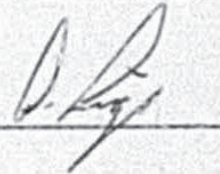
READ a first time the 7th day of July, 1987.

READ a second time the 7th day of July, 1987.

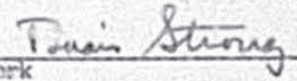
READ a third time the 21st day of July, 1987.

RECONSIDERED AND FINALLY ADOPTED the 5th day of August, 1987.

A.C. Mayor



by Clerk





THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

Bylaw No. 1289

A Bylaw to amend the Parks Regulation Bylaw with  
respect to the closing time of Lions Fun Park

---

The Council of The Corporation of the District of Pitt  
Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Parks Regulation Amendment  
Bylaw No. 1289".
2. Section 2 of Bylaw No. 765, cited as "The District of Pitt  
Meadows Parks Regulation Bylaw, 1979 No. 765", is hereby amended  
by inserting the following after the eighth line thereof:

"Notwithstanding the foregoing, Lions Fun Park shall be  
closed to the public and to all vehicles each and every  
day of the year from nine thirty o'clock in the  
afternoon (9:30 p.m.) until six o'clock in the forenoon  
(6:00 a.m.) of the following day."

READ a first time the 18th day of July 1989.

READ a second time the 18th day of July 1989.

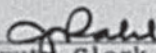
READ a third time the 1st day of August 1989.

RECONSIDERED AND ADOPTED the 15th day of August 1989.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
A/ Deputy Clerk

CERTIFIED to be a true and correct copy  
of the "Parks Regulation Amendment Bylaw  
No. 1289", as reconsidered and adopted the  
15th day of August.

  
\_\_\_\_\_  
A/ Deputy Clerk of the Corporation  
of the District of Pitt Meadows.

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

**BYLAW NO. 1401**

A Bylaw to authorize the laying of an information  
and the issuing of a summons by means of a ticket

WHEREAS section 934.1 of the Municipal Act, R.S.B.C. 1979,  
c.290 authorizes Council, by bylaw, to:

- (A) designate those bylaws which may be enforced by means of a form of ticket, from among those bylaws prescribed by regulation under section 934.3(a) of the Municipal Act;
- (B) designate as a bylaw enforcement officer those persons who come within the class prescribed by regulation under section 934.3(b) of the Municipal Act.
- (C) designate an offence against a municipal bylaw by means of a word or expression on a ticket; and
- (D) after consultation with the Chief Judge of the Provincial Court, set a fine, not exceeding \$500, for contravention of a designated bylaw.

NOW THEREFORE, the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited as the **"Ticket Information Bylaw"**.
- 2. The bylaws listed in Column 1 of Schedule "A" of this bylaw may be enforced by means of a ticket in the form prescribed by the regulations adopted pursuant to section 934.3(c) of the Municipal Act.
- 3. The persons appointed to the job positions or titles listed in Column 2 of Schedule "A" to this Bylaw are designated bylaw enforcement officers for the purpose of enforcing the bylaw listed in Column 1 of Schedule "A" opposite the respective job position.
- 4. The words or expressions set forth in Column 1 of Schedule "B" of this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 of Schedule "B" opposite the respective words or expressions.

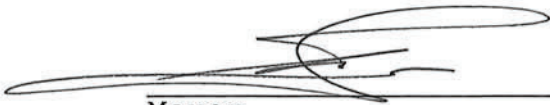
5. The amounts appearing in Column 3 of Schedule "B" of this Bylaw are the fines for contravention of the bylaw offence set out in Column 1 of Schedule "B" of this Bylaw.

READ a first time the 5th day of March 1991.

READ a second time the 5th day of March 1991.

READ a third time the 18th day of June 1991.

RECONSIDERED AND ADOPTED the 16th day of September 1991.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Clerk



## SCHEDULE "A"

Column 1

Designated bylaws:

1. Property Maintenance  
Bylaw (No. 1400)

Column 2Designated bylaw  
enforcement officers:Bylaw enforcement  
officers under  
section 29 of the  
Police ActBuilding inspectors  
who have been assigned  
responsibility for  
administering bylaws  
under section 734 of the  
Municipal Act

## SCHEDULE "B"

Property Maintenance Bylaw (No. 1400)ColumnColumn 2Column 3

OFFENCE COMMITTED

BYLAW SECTION NO.

FINE

Accumulation of  
rubbish

Section 3

\$50.00

Accumulation of  
rubbish

Section 4

\$50.00

Placing of Graffiti

Section 5

\$50.00

Unsightly property

Section 6

\$50.00

Unsightly property

Section 7

\$50.00

Discarded building  
materials

Section 8

\$50.00

Insect infestations

Section 9

\$50.00

Weeds on property

Section 10

\$50.00

Posting of indecent  
placards

Section 12

\$50.00

Failure to remove

Section 13

\$50.00

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1420

A Bylaw to amend the Procedure Bylaw  
regarding the Committee of the Whole.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Procedure Amendment Bylaw No. 1420".
2. Subsection (2) of section 7 of Bylaw No. 1414, cited as the "Procedure Bylaw", is repealed.
3. Said Bylaw No. 1414 is further amended by adding the following section:

"36A. (1) Committee of the Whole meetings shall be held on the second and fourth Tuesdays of each month, at the hour of 7:00 p.m., unless otherwise decided by the Council.

(2) The Mayor shall chair the portion of the Committee of the Whole meeting dealing with general items and the chairmen of the standing committees shall chair the portions of the meetings dealing with items belonging to their committees.

NOTICE OF INTENT given on the 4th day of June 1991.

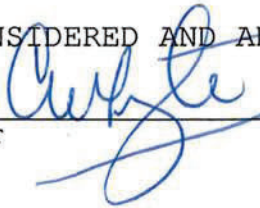
READ a first time the 18th day of June 1991.

READ a second time the 18th day of June 1991.

READ a third time the 18th day of June 1991.

RECONSIDERED AND ADOPTED the 2nd day of July 1991.

Mayor



Clerk



THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1458

A Bylaw to authorize the paying of an  
annual indemnity to the Mayor and Aldermen

WHEREAS Section 267 of the "Municipal Act" provides that the Council may by bylaw provide for paying out of the annual revenue an annual indemnity to the Mayor and to the Aldermen, and the indemnity for the Mayor may be greater than for other members of Council;

AND WHEREAS a bylaw passed under said Section 267 of the "Municipal Act" may provide that a portion of the remuneration to be paid to the Mayor or to an Aldermen shall be paid as an allowance for expenses incidental to the discharge of the duties of his office;

NOW THEREFORE the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Council Indemnity Bylaw."
2. The Mayor or an Acting Mayor appointed under Section 230 of the Municipal Act shall be paid an annual indemnity of Forty Thousand Nine Hundred and Sixty Dollars (\$40,960.00).
3. Each Aldermen shall be paid an annual indemnity of Thirteen Thousand Four Hundred and Thirty Dollars (\$13,430.00).
4. A Deputy Mayor appointed by the Council shall be paid an annual indemnity of Three Thousand Seven Hundred and Thirty Dollars (\$3,730.00) in addition to the indemnity paid to all Aldermen.
5. The indemnities payable under this Bylaw shall commence on the 1st day of December 1991 and all sums payable under the terms of this Bylaw shall be deemed to accrue from day to day and, in the case of the Mayor's indemnity shall be paid in bi-weekly installments, and in the case of the Aldermen's indemnity shall be paid by monthly installments.
6. One-third (1/3) of the remuneration to be paid to the Mayor or to an Alderman shall be paid as an allowance for expenses incidental to the discharge of the duties of his office.
7. Bylaw No. 1404, cited as the "Council Indemnity Bylaw", and all previous Council Indemnity Bylaws are hereby repealed.

READ a first time the 4th day of February 1992.

READ a second time the 4th day of February 1992.

READ a third time the 18th day of February 1992.

RECONSIDERED AND ADOPTED the 17th day of March 1992.



Mayor



Clerk

THE CORPORATION OF THE DISTRICT OF PITT MEADOWS

BYLAW NO. 1459 - 92

A Bylaw to authorize the entering into of an agreement with the District of Maple Ridge for the funding of two civil positions assigned to the Maple Ridge Detachment of the R.C.M.P.

WHEREAS The Corporation of the District of Maple Ridge has engaged the services of the Royal Canadian Mounted Police for policing within the boundaries of the municipality and has provided a complement of support staff;

AND WHEREAS the Maple Ridge Detachment of the Royal Canadian Mounted Police also provides policing services to The Corporation of the District of Pitt Meadows;

AND WHEREAS The Corporation of the District of Pitt Meadows is desirous of providing support staff over and above the complement provided by The Corporation of the District of Maple Ridge and to fund these additional positions;

AND WHEREAS Section 237 of the Municipal Act being Chapter 290, R.S.B.C., 1979 as amended, allows a municipality to join with another municipality to exercise a power by entering into an agreement;

AND WHEREAS a written agreement has been prepared;

NOW THEREFORE, the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited the "Police Support Staff Agreement Bylaw".
2. Pursuant to Section 237 of the Municipal Act, being Chapter 290, R.S.B.C., 1979 as amended, the Mayor and Clerk are hereby authorized to execute an agreement with The Corporation of the District of Maple Ridge substantially in the form of the Schedule attached hereto and forming part of this Bylaw.

READ a first time the *21st day of January 1992.*

READ a second time the *21st day of January 1992.*

READ a third time the *21st day of January 1992.*

APPROVED by the Minister of Municipal Affairs, Recreation and Housing the                      day of                      , 1992.

RECONSIDERED AND ADOPTED on the                      day of                      1992.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## SCHEDULE

Page 1

THIS AGREEMENT made the            day of            , 1991

BETWEEN:        CORPORATION OF THE DISTRICT OF MAPLE RIDGE, a District Municipality under the "Municipal Act" of the Province of British Columbia and having its offices at 11995 Haney Place in the Municipality of Maple Ridge in the Province of British Columbia

(hereinafter called "Maple Ridge").

## OF THE FIRST PART

AND:            THE CORPORATION OF THE DISTRICT OF PITT MEADOWS, a District Municipality under the "Municipal Act" of the Province of British Columbia and having its offices at 12007 Harris Road in the Municipality of Pitt Meadows in the Province of British Columbia.

(hereinafter called "Pitt Meadows").

## OF THE SECOND PART

WHEREAS Maple Ridge had engaged the services of the Royal Canadian Mounted Police for policing within the boundaries of the municipality and has provided a complement of support staff;

AND WHEREAS the Maple Ridge Detachment of the Royal Canadian Mounted Police also provides policing services to Pitt Meadows;

AND WHEREAS Pitt Meadows is desirous of providing support staff over and above the complement provided by Maple Ridge and to fund these additional positions;

AND WHEREAS Section 237 of the Municipal Act being Chapter 290, R.S.B.C., 1979 as amended allows a municipality to join with another municipality to exercise a power conferred upon them by the Municipal Act.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants, conditions and payments herein reserved and expressed the parties hereto covenant and agree each with the other as follows:

1.    (a)        "Agreement" means this Agreement and all attached Schedules.
- (b)        "Collective Agreement" means the Agreement between the Corporation of the District of Maple Ridge and the Canadian Union of Public Employees Local No. 622.

## SCHEDULE

Page 2

2. Pitt Meadows covenants and agrees to permit Maple Ridge to hire two (2) regular full time employees pursuant to all the conditions contained in the Collective Agreement and to assign these said employees to the complement of the Maple Ridge Detachment of the Royal Canadian Mounted Police.
3. The two positions to be hired should be as follows:
  - (a) Receptionist - One (1).
  - (b) Clerk II - One (1).
4. Pitt Meadows covenants and agrees to fund these positions and in this respect, pay quarterly upon receipt of an invoice from Maple Ridge; the invoice to be based on compensation paid the two employees and all benefits (inclusive of vacation entitlement, sick leave, etc.) pursuant to the terms and conditions of the Collective Agreement.
5. Either party may terminate this Agreement upon providing one hundred and twenty (120) days written notice to the other party.
6. Neither party to this Agreement may extend or alter the terms without the written consent of the other party to such extensions or alterations.
7. This Agreement shall ensure to the benefit of and be binding upon the parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals in the presence of their duly authorized signatories.

The Corporate Seal of the CORPORATION  
OF THE DISTRICT OF MAPLE RIDGE was  
hereunto affixed in the presence of:

---

MAYOR

---

CLERK

The Corporate Seal of the CORPORATION  
OF THE DISTRICT OF PITT MEADOWS was  
hereunto affixed in the presence of:

---

MAYOR

---

CLERK

11995 Haney Place  
Maple Ridge, B.C. V2X 6A9  
Telephone (604) 463-5221  
Fax (604) 463-8336



Mr. Brian Strong  
Clerk, District of Pitt Meadows  
12007 Harris Road  
Pitt Meadows, B.C.  
V3Y2B5

Dear Mr. Strong: *BRIAN*

**Re: Police Support Staff**

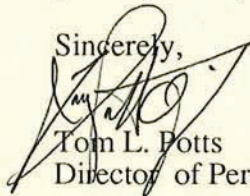
We have reviewed the resolution passed by your Council in regards to the above subject matter and conclude the following.

It is our understanding that in order for the District of Maple Ridge and the District of Pitt Meadows to enter into an arrangement for additional civilian police support staff each Municipal Council should do so through a formal agreement and by-law.

Find attached a draft agreement and by-law for your perusal. In order for this arrangement to be formalized the District of Pitt Meadows should consider a similar by-law.

I trust you will complete the appropriate steps and advise your Council of same. Should you require any further information please do not hesitate to contact the undersigned.

Sincerely,



Tom L. Potts  
Director of Personnel

/tlp

c.c. Inspector B. Bechdholt

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BY-LAW NO. 4642 - 1991

A BY-LAW TO AUTHORIZE THE ENTERING INTO OF  
AN AGREEMENT WITH THE CORPORATION OF THE  
DISTRICT OF PITT MEADOWS FOR THE FUNDING OF  
TWO CIVIL POSITIONS ASSIGNED TO THE MAPLE  
RIDGE DETACHMENT OF THE R.C.M.P.

---

WHEREAS the Corporation of the District of Maple Ridge has engaged the services of the Royal Canadian Mounted Police for policing within the boundaries of the municipality and has provided a complement of support staff;

AND WHEREAS the Maple Ridge Detachment of the Royal Canadian Mounted Police also provides policing services to the Corporation of the District of Pitt Meadows;

AND WHEREAS the Corporation of the District of Pitt Meadows is desirous of providing support staff over and above the complement provided by the Corporation of the District of Maple Ridge and to fund these additional positions;

AND WHEREAS Section 237 of the Municipal Act being Chapter 290, R.S.B.C., 1979 as amended allows a municipality to join with another municipality to exercise a power by entering into an agreement;

AND WHEREAS, a written agreement has been prepared.

NOW THEREFORE, the Municipal Council of the Corporation of the District of Maple Ridge in open meeting assembled ENACTS AS FOLLOWS:

1. This by-law may be cited for all purposes as "Maple Ridge and Pitt Meadows Police Staffing Agreement By-law No. 4642 - 1991".
2. Pursuant to Section 237 of the Municipal Act, being Chapter 290, R.S.B.C., 1979 as amended, the Mayor and Clerk are hereby authorized to execute an agreement with the Corporation of the District of Pitt Meadows in the form of Schedule "A" attached hereto and forming part of this by-law.

READ a first time this                      day of    , 1992, A.D.

READ a second time this                      day of    , 1992, A.D.

READ a third time this                      day of    , 1992, A.D.



RECEIVED THE APPROVAL of the Minister of Municipal Affairs,  
Recreation and Housing pursuant to Section 237 of the  
Municipal Act the       day of       , 1992, A.D.

RECONSIDERED AND ADOPTED on the       day of       ,  
1992, A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

(347)



SCHEDULE "A"  
TO  
BY-LAW NO. 4642 - 1991

THIS AGREEMENT made the       day of       , 1991

**BETWEEN:**       **CORPORATION OF THE DISTRICT OF MAPLE RIDGE**, a District Municipality under the "Municipal Act" of the Province of British Columbia and having its offices at 11995 Haney Place in the Municipality of Maple Ridge in the Province of British Columbia

(hereinafter called "Maple Ridge").

**OF THE FIRST PART**

**AND:**       **THE CORPORATION OF THE DISTRICT OF PITT MEADOWS**, a District Municipality under the "Municipal Act" of the Province of British Columbia and having its offices at 12007 Harris Road in the Municipality of Pitt Meadows in the Province of British Columbia.

(hereinafter called "Pitt Meadows").

**OF THE SECOND PART**

WHEREAS Maple Ridge had engaged the services of the Royal Canadian Mounted Police for policing within the boundaries of the municipality and has provided a complement of support staff;

AND WHEREAS the Maple Ridge Detachment of the Royal Canadian Mounted Police also provides policing services to Pitt Meadows;

AND WHEREAS Pitt Meadows is desirous of providing support staff over and above the complement provided by Maple Ridge and to fund these additional positions;

AND WHEREAS Section 237 of the Municipal Act being Chapter 290, R.S.B.C., 1979 as amended allows a municipality to join with another municipality to exercise a power conferred upon them by the Municipal Act.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants, conditions and payments herein reserved and expressed the parties hereto covenant and agree each with the other as follows:

1.    (a)       "Agreement" means this Agreement and all attached Schedules.
- (b)       "Collective Agreement" means the Agreement between the Corporation of the District of Maple Ridge and the Canadian Union of Public Employees Local No. 622.

2. Pitt Meadows covenants and agrees to permit Maple Ridge to hire two (2) regular full time employees pursuant to all the conditions contained in the Collective Agreement and to assign these said employees to the complement of the Maple Ridge Detachment of the Royal Canadian Mounted Police.
3. The two positions to be hired should be as follows:
  - (a) Receptionist - One (1).
  - (b) Clerk II - One (1).
4. Pitt Meadows covenants and agrees to fund these positions and in this respect, pay quarterly upon receipt of an invoice from Maple Ridge; the invoice to be based on compensation paid the two employees and all benefits (inclusive of vacation entitlement, sick leave, etc.) pursuant to the terms and conditions of the Collective Agreement.
5. Either party may terminate this Agreement upon providing one hundred and twenty (120) days written notice to the other party.
6. Neither party to this Agreement may extend or alter the terms without the written consent of the other party to such extensions or alterations.
7. This Agreement shall ensure to the benefit of and be binding upon the parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals in the presence of their duly authorized signatories.

The Corporate Seal of the CORPORATION  
OF THE DISTRICT OF MAPLE RIDGE was  
hereunto affixed in the presence of:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

The Corporate Seal of the CORPORATION  
OF THE DISTRICT OF PITT MEADOWS was  
hereunto affixed in the presence of:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# PROCEDURE AMENDMENT BYLAW NO. 1586

## Bylaw No. 1586

### A Bylaw to amend the Procedure Bylaw.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**Procedure Amendment Bylaw No. 1586**".
2. Section 7 of Bylaw No. 1414, cited as the "Procedure Bylaw", is deleted and the following substituted therefor:  
  
"7. The regular meetings of Council shall be established, annually, and may be varied from time to time, by resolution of the Council."
3. Section 13 of said Bylaw No. 1414 is deleted and the following substituted therefor:  
  
"13. The order of business on the agenda shall be as follows:
  - (a) Call to Order;
  - (b) Adoption of Agenda - additions/deletions;
  - (c) Proclamations or Announcements;
  - (d) Public Hearing (if required);
  - (e) Adoption of Minutes;
  - (f) Business Arising from the Minutes;
  - (g) Delegations and Presentations;
  - (h) Bylaws;
  - (i) Finance;
  - (j) Committee Reports;
  - (k) New Business;
  - (l) Notice of Motion;
  - (m) Council-Staff In-Camera items;
  - (n) Correspondence;
  - (o) Adjournment."
4. Section 31 of Bylaw No. 1414 is hereby repealed.



5. Bylaw No. 1414 is hereby amended by adding the following as section 31:

"31. (1) A resolution which was adopted may be brought back before the Council by the motions to reconsider, rescind, or amend something previously adopted, provided that the resolution has not been acted upon, as follows:

(a) The motion to reconsider an adopted resolution shall require a majority vote to adopt and may only be made during the same day of the original vote by a member who voted on the resolution in the affirmative. If the motion to reconsider is adopted, the adopted resolution shall be re-opened for debate and vote.

(b) If it is too late to move to reconsider an adopted resolution, any member may move to rescind the resolution or amend it, provided that sufficient notice was given to have the motion to rescind or amend included with the notice of the meeting, and a majority of the entire Council shall be required to rescind or amend a previously adopted resolution.

(2) A resolution which was defeated may be brought back before the Council by the motion to reconsider or by renewal, as follows:

(a) The motion to reconsider a defeated resolution shall require a majority vote to adopt and may be made during the same day of the original vote by a member who voted on the resolution in the negative. If the motion to reconsider is adopted, the defeated resolution shall be re-opened for debate and vote.

(b) If it is too late to move to reconsider, the defeated resolution may be re-introduced as new business, provided that sufficient notice was given to have the resolution included with the notice of the meeting.

(c) The same or substantially the same resolution which was defeated a second time in 3 (three) months may not be brought back before Council for 6 (six) months from the date of the latest vote, except with the unanimous consent of all the members of Council."

NOTICE OF INTENT given on the 17th day of August 1993.

PROCEDURE AMENDMENT BYLAW NO. 1586

Bylaw No. 1586

Page 3

READ a first and second times the 7th day of September 1993.

READ a third time the 28th day of September 1993.

RECONSIDERED AND ADOPTED the 6th day of October 1993.



Mayor



Clerk



# ELECTION BYLAW

## Bylaw No. 1587

A Bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

WHEREAS under the *Municipal Act*, the council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS council wishes to establish various procedures and requirements under that authority;

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

### Citation

1. This Bylaw may be cited as the "**Election Bylaw**".

### Definitions

2. In this Bylaw

"**elector**" means a resident elector or property elector of the jurisdiction as defined under the *Municipal Act*;

"**election**" means an election for the number of persons required to fill a local government office;

"**general local election**" means the elections held for the mayor and all councillors of the municipality which must be held in the year 1993 and in every 3rd year after that;

"**general voting day**" means,

- (a) for a general local election, the 3rd Saturday of November in the year of the election,
- (b) for other elections, the date set under sections 38 (5), 39 (1) or (3) or 142 (5) of the *Municipal Act*, and
- (c) for other voting, the date set under section 162 of the *Municipal Act*;

"**jurisdiction**" means, in relation to an election, the municipality for which it is held;

"**local government**" means

- (a) in relation to a municipality, the council, and
- (b) in relation to a regional district, the board;

**Additional Advance Voting Opportunities**

3. As authorized under section 98 of the Municipal Act, the following additional advance voting opportunities are established for each election to be held in advance of general voting day for each election:
- (a) additional advance voting opportunities will be available at the Municipal Hall;
  - (b) additional advance voting opportunities will be held on the following date(s):
    - (i) on the 5th day before general voting day, provided that if the Municipal Offices are closed on that day, the additional advance voting opportunity will be held on the 4th day before general voting day; and
    - (ii) on the 8th day before general voting day, provided that if the Municipal Offices are closed on that day, the additional advance voting opportunity will be held on the 9th day before general voting day;
  - (c) the voting hours at these additional advance voting opportunities will be from 8:00 a.m. to 8:00 p.m.

**Special Voting Opportunities**

4. (1) In order to give electors who may otherwise be unable to vote an opportunity to do so, the council will provide a special voting opportunity as authorized under section 99 of the *Municipal Act* for each election:
- (a) at the Ridge Meadows Hospital and Health Care Centre, 11666 Laity Road, Maple Ridge;
  - (b) on general voting day;
  - (c) during the hours of 10 a.m. to 12 noon.
- (2) The only electors who may vote at this special voting opportunity are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as patients to the Hospital.



## ELECTION BYLAW

Bylaw No. 1587

Page 3

### Special Voting Opportunities - Section 4, cont'd.

- (2) The only electors who may vote at this special voting opportunity are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as patients to the Hospital.
- (3) A voting place shall be established in the Hospital to take the vote of patients who are qualified to vote, provided that if a patient who is qualified to vote is bedridden or unable to walk, the presiding election officer may attend the patient, in the presence of another election official, with the ballot box, and the patient shall mark the ballot in the privacy that can be reasonably arranged.
- (4) The number of candidates representatives who may be present at the special voting opportunity is limited to one, with that candidate representative chosen by agreement of the candidates for that election, or, failing such agreement, by the chief election officer.

### **Resolution of Tie Votes after Judicial Recount**

5. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Municipal Act*.

### **Repeal of Previous Bylaw**

6. Bylaw No. 975, cited as the "Pitt Meadows Advance Poll Bylaw, 1983 No. 975", is hereby repealed.

READ a first and second times the 17 day of August 1993.

READ a third time the 7 day of September 1993.

RECONSIDERED AND ADOPTED the 14th day of September 1993.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

# PARKS REGULATION AMENDMENT BYLAW NO. 1593

## Bylaw No. 1593

A Bylaw to amend the Parks Regulation Bylaw No.  
765 to include school grounds.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**Parks Regulation Amendment Bylaw No. 1593**".
2. Clause (e) of section 1 of "The District of Pitt Meadows Parks Regulation Bylaw, 1979 No. 765" is hereby repealed and the following substituted therefor:  
  
"(e) "Park" shall mean and include any real or personal property within the Municipality used for public parks and recreational purposes and includes all buildings and structures situated thereon and shall include any other parcel of land improved, maintained, developed or administered by the Municipality such as school grounds, pursuant to direction from the Municipal Council."
3. Said Bylaw No. 765 is further amended by deleting the phrase "Superintendent of Works" wherever it appears and substituting therefor the phrase "Director of Operations".

READ a first and second times the 19th day of October 1993.

READ a third time the 19th day of October 1993.

RECONSIDERED AND ADOPTED the 26th day of October 1993.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Clerk



# FIRE DEPARTMENT EMERGENCY PLAN BYLAW

## Bylaw No. 1597

A Bylaw to adopt an Emergency Plan for the Pitt  
Meadows Volunteer Fire Department.

WHEREAS in accordance with the Emergency Program Bylaw, No. 1154, the Pitt Meadows Volunteer Fire Department (PMVFD) has prepared an Emergency Plan which would be used by the PMVFD in the event of a major emergency or disaster within the Municipality of Pitt Meadows;

AND WHEREAS the objective of the PMVFD Emergency Plan is to provide the fire department with the authority and a set of procedures to respond to a major emergency or disaster in Pitt Meadows, in either a lead or support role if required;

AND WHEREAS the PMVFD Emergency Plan, and the authority and policies contained within it, will assist the PMVFD in its response to major emergencies or disaster, and meets the requirements of the Pitt Meadows Emergency Program and Pitt Meadows Bylaw No. 1154, 1988;

NOW THEREFORE The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**Fire Department Emergency Plan Bylaw.**"
2. The Fire Department Emergency Plan, attached hereto and made a part of this Bylaw, is adopted as the Emergency Plan for the Pitt Meadows Volunteer Fire Department.
3. The PMVFD Emergency Plan gives the Pitt Meadows Fire Chief, or the senior fire officer in attendance, the authority to
  - (a) initiate the actions outlined in the PMVFD Emergency Plan when responding to a Municipal Emergency in Pitt Meadows as declared by the Mayor, or designate;
  - (b) implement the PMVFD Emergency Plan without the Mayor's declaration of an emergency, if the incident is of such magnitude that it overwhelms the response capabilities of the PMVFD and Mutual Aid departments, but does not require a full municipal emergency declaration;



**FIRE DEPARTMENT EMERGENCY PLAN BYLAW**

**Bylaw No. 1597**

**Page 2**

Section 3, cont'd.

- (c) procure any resources that are required (private, municipal, or government; equipment or personnel) in order to preserve life and/or property which is threatened before, during or after an emergency;
- (d) incur the cost(s) of said resources to the PMVFD and Municipality of Pitt Meadows, if required;
- (e) actively participate in the planning, execution and debriefing of all activities that the PMVFD will be responsible for, or assisting in, during a major emergency or disaster under the direction of the Emergency Program Executive Committee and the Pitt Meadows Emergency Plan.

READ a first and second times the 21st day of December 1993.

READ a third time the 18th day of January 1994.

RECONSIDERED AND ADOPTED the 1st day of February 1994.



Mayor



Clerk

# **EMERGENCY PLAN**



**PITT MEADOWS  
FIRE DEPARTMENT**

**PITT MEADOWS, BRITISH COLUMBIA**

**JANUARY 1, 1994**

**SECTION****CONTENTS**

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**C. RESOURCES**

13	Telephone Lists - Emergency Contacts
14	Fire Hall Equipment Inventory
15	Apparatus Equipment Inventories
16	Communications Equipment Inventory
17	Mutual Fire Aid Equipment Inventories (MRVFD, PCFD)
18	Resource Acquisition Directory - Future Use
19	Specialized Support Agencies <ul style="list-style-type: none"><li>- CANUTEC</li><li>- Chlorep</li><li>- Coroners Service</li><li>- Environmental Protection Division</li><li>- Provincial Emergency Program</li><li>- TEAP</li></ul>
20	P.M.F.D. Emergency Response Kits
21	Reserved for Future Use

# PITT MEADOWS FIRE DEPARTMENT EMERGENCY PLAN

## RECORD OF AMENDMENTS

[illegible]

## GLOSSARY OF TERMS/DEFINITIONS

AREA COORDINATOR	- The Provincial Emergency Program (PEP) representative responsible for Pitt Meadows and Maple Ridge (Ian Murray).
B.C.A.S.	- British Columbia Ambulance Service
B.C.E.L.P.	- British Columbia Ministry of Environment, Lands, and Parks.
CANUTEC	- Canadian Transport Emergency Center
COMMAND POST	- A specified location for the Emergency Site Manager (ESM) Headquarters.
C.T.S.B.	- Canadian Transportation Safety Board
DISASTER	- A critical situation that has exceeded the emergency response resources of the community
ENVIRONMENTAL PROTECTION DIVISION	- A specialized branch of the BCELP that is responsible for assistance at, or management of, environmental emergencies such as Dangerous Goods spills.
E.O.C.	- Emergency Operations Center
E.O.C. FIRE DEPT. REPRESENTATIVE	- A ranking F.D. official who represents the fire service during overall planning at the EOC. Usually the Fire Chief.
E.O.C.G.	- Emergency Operations Control Group
E.P.E.C.	- Emergency Program Executive Committee
E.S.M.	- Emergency Site manager
E.S.S.	- Emergency Social Services
HAZMAT	- Hazardous Materials (Dangerous Goods)
I.C.S.	- Incident Command System



T.E.A.P.

- Transportation Emergency Assistance Program

TRIAGE

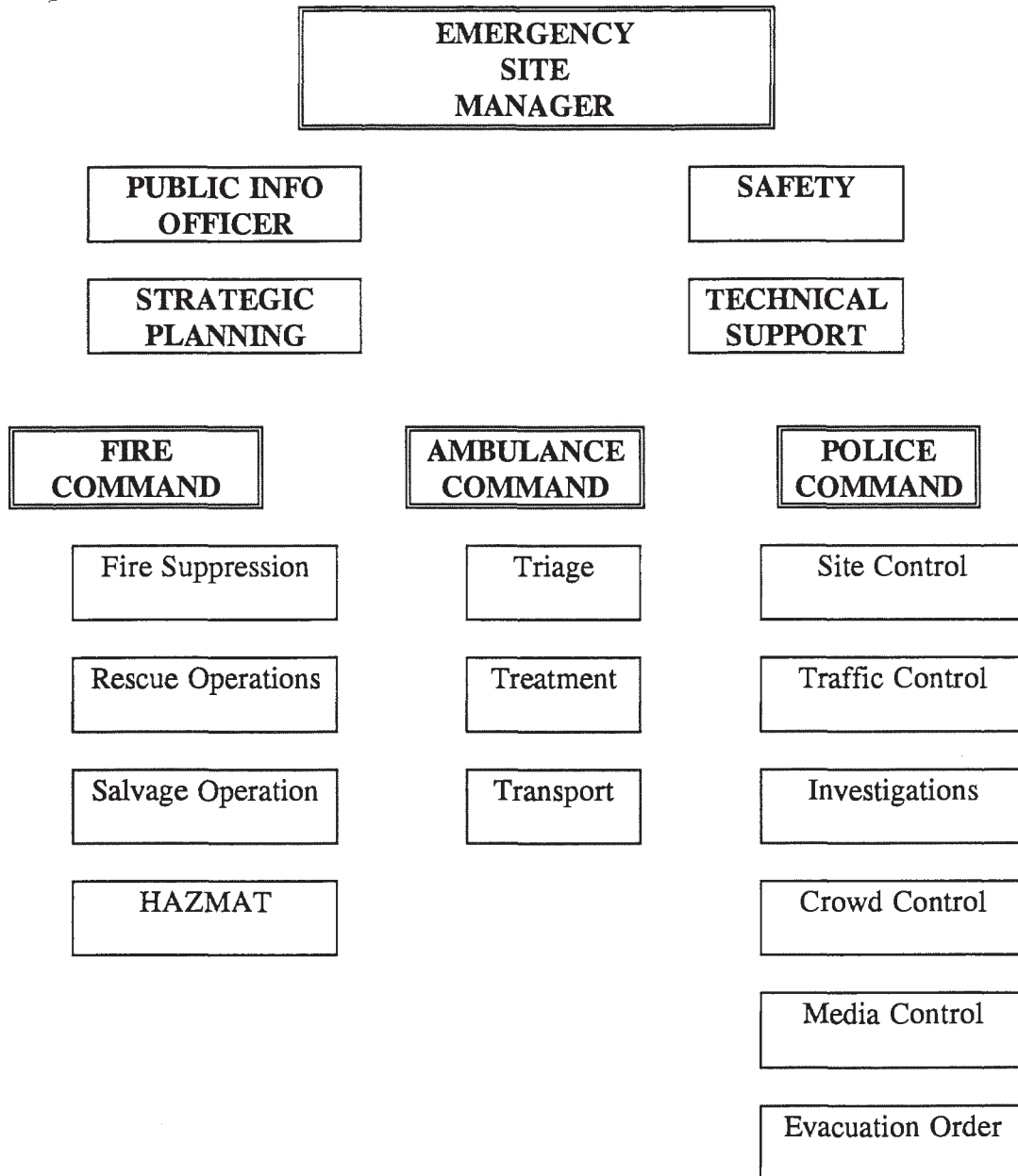
- The sorting of casualties by degree/severity of injury at an emergency.

W.C.B.

- Workers Compensation Board

# DISASTER SITE CHAIN OF COMMAND

(GENERIC)



## HAZARD ANALYSIS FOR MUNICIPALITY OF PITT MEADOWS

Results = Planning priorities based on past events and recent changes

Completed by Don Jolley 01/01/94

POTENTIAL		<u>*RATING FOR POTENTIAL</u>				
HAZARD	Historical Evidence	Change in Conditions	Outside Effects	Lack of ability to cope	Sum total	Prior-ity
Dangerous Goods Transit	2	+3	+3	3	11	1
Dangerous Goods On Site	1	+3	+3	3	10	2
Major Fire (Industry, Bldg.)	3	+2	0	2	7	4-5
Earthquake	1	+1	0	0	2	
Flood	1	+2	-1	0	2	
Railway Accident	1	+2	+2	3	8	3
Aircraft Crash	2	+2	+2	1	7	4-5
Major Motor Vehicle Crash	2	+1	+1	1	5	
Explosion	1	+1	0	1	3	
Utility Failure (Power outage)	2	-1	0	1	2	
Oil Spill (land or marine)	1	+1	0	1	3	
Major Snowstorm	1	0	0	1	2	
Wildland Fire (Major)	2	+1	+1	1	5	

### \*SCALE DESCRIPTIONS

- 1) Historical Evidence - ranging from 0 (no potential) to 5 (high potential)
- 2) Change in Conditions - ranging from -3 (great improvement) to +3 (major deterioration) from historical events.
- 3) Outside Effects - ranging from -3 (great improvement) to +3 (major deterioration) from neighboring communities.
- 4) Lack of ability to Cope - ranging from 0 (no change) to 3 (high effect) on hazard potential.

## DUTIES OF THE FIRE DEPARTMENT REPRESENTATIVE AT THE E.O.C.

**GENERAL:** The Emergency Operations Center (E.O.C.) Representative for the PMFD at a Disaster should be the Fire Chief, if available. If not, the Deputy Chief or Senior Captain should be appointed to the role.

The Fire Department's E.O.C. Representative will become part of the Emergency Operations Control Group (E.O.C.G.), and will therefore be charged with representing the Fire Department during the formulation of an overall strategy and Action Plan by the E.O.C. staff.

The Fire Department E.O.C. Representative will co-ordinate all Fire Department operations within the overall strategy as outlined in the Action Plan.

The Fire Department E.O.C. Representative will be directly accountable to the E.O.C. Director, usually the Municipal Administrator.

## DUTIES AND RESPONSIBILITIES:

- 1) Activate the Fire Department Emergency Plan;
- 2) Report immediately to the Emergency Operations Centre;
- 3) Appoint a Fire Department Site Commander at the scene(s);
- 4) Activate the Mutual Aid System if necessary/available;
- 5) Co-ordinate all fire-fighting and rescue efforts;
- 6) Ensure notification of all necessary agencies as the event dictates (i.e. B.C. Gas, B.C. Hydro, HAZMAT, BCAS, etc.);
- 7) Maintain an active role within the E.O.C. Planning Committee throughout the duration of the Fire Department's involvement in the overall operation;
- 8) Ensure that provision has been made for the Department to function on a 24-hour basis if it appears that this will be necessary;
- 9) Advise the Executive Committee of any requirements for special funds to meet the emergency situation;
- 10) Advise the Resources Officer in the E.O.C. of requirements for resources beyond the capability of the Fire Department to obtain on its own;
- 11) Ensure that the Operations Officer in the E.O.C. is receiving up to date Situation Reports (SITREPS) on actions being taken by the Fire Department;
- 12) Maintain a log of all actions ordered and/or taken by the Fire Department Command and personnel through the E.O.C.

- 13) Brief and debrief personnel as required, or after a rest break to ensure co-ordination and safety;
- 14) Arrange for a decontamination area and procedure, as required;
- 15) Control and restrict access to the Fire Command Post to all but essential personnel;
- 16) Prepare status reports regularly and forward them to the Emergency Operations Centre (E.O.C.);
- 17) BEWARE of fatigue and stress in your personnel.  
Take immediate and appropriate action if either of these conditions begin to affect crew members. EXPECT THIS PROBLEM TO OCCUR AND PLAN AHEAD FOR IT!



## PERSONNEL MUSTER AND EQUIPMENT STAGING FOR DISASTER

### Personnel Muster:

- 1) For all emergencies, where access to the fire hall and its apparatus are unimpeded, all personnel should report there for assignment;
- 2) If firefighters from north of the CP Rail line are unable to cross due to an emergency involving the rail line, they should muster at the Pitt Meadows Recreation Hall and await direction from the officer in charge by monitoring radio traffic on their pagers:
  - \*\* The officer in charge, once identifying the above situation, should issue a general broadcast over the radio instructing crew, at the Recreation Hall Muster Point, as to actions to be taken. If radio contact is possible, the officer in charge should appoint the senior firefighter/officer located at the north muster point, to be a sector leader, or site commander;
- 3) If a disaster situation occurs, which renders the fire hall inaccessible, due to collapse or other hazard, all responding firefighters should muster at the rear of the Pitt Meadows Municipal Hall and await direction from the officer in charge;
  - \*\* The officer in charge, once establishing that the fire hall and equipment is inaccessible, should immediately contact the Meadows Fire Dispatch, using the radio console located within the municipal hall and begin to formulate response strategies using alternate resources (i.e. mutual aid, vehicles, equipment);

### Equipment Staging:

- 1) In the event of an emergency, especially an earthquake, all apparatus should be immediately driven out onto the fire hall apron by the first member at the hall to avoid getting equipment trapped;
- 2) If a major emergency is occurring, the resources of the fire department should be split between the north and south as divided by the CP Rail line. This will assist in ensuring that emergency response can take place throughout the community without relying on mutual aid, which may not be available;
  - \*\* Engine 7 and Squad 4 should remain on the south side due to the greater residential base and the airport.
  - \*\* Engine 5 and Rescue 6 should stage to the north side due to the increased risk of rescue emergencies.

## PUBLIC INFORMATION/MEDIA RELATIONS

The Public Information Officer (P.I.O.), for the PMFD at the scene of any emergency or disaster will be a member who is appointed by the Fire Chief. Their function is to establish, and assume direct control of, a Media Relations Center on-site.

Unless requested, or authorized, by the Fire Chief or his designate, no PMFD member shall make a public statement concerning fire department operations, life or property loss, or the nature of injuries/casualties. All comments must come from authority so that media information is controlled, no rumors or false information get passed on the public, and a professional image is maintained by the PMFD at all times.

The reasons for having a single spokesperson include:

- identifies a single location and source of information for the media,
- avoids contradiction between responding agencies,
- reduces duplication of information and/or services,
- promotes better overall image for PMFD,
- provides for realistic media relations planning,
- better insures professional competence,
- SINGLE CONTACT!

The Role of the Media at an emergency may be:

- Rumor control, if you help them, they'll help you,  
\* if you don't they will promote rumors as fact!
- Risk Assessment and Warning; prior to an event they will consult experts, then warn the public,
- Identify the disaster; name it, publicize it, etc.,
- Determine how public agencies are handling the crisis; the Report Card!
- Give another perspective; the victims view, the media view, the "experts" view, the responders view (if you give it), etc.,
- Bread and Butter Information for the public!

Procedures for dealing with the Media, if you are designated as the Public Information Officer, include:

- Set up and publicize a Media Relations Center near the F.D. Command Post or in conjunction with the Media Center established by the ESM.
- Set a time schedule for media briefings and be there! (It will do wonders for your credibility).
- Announce and convene special media briefings if new or important developments arise.
- Prepare and distribute written media briefings throughout the incident to keep them all up to date and to provide accurate background details.
- Don't talk to them unless you have to!
- Be brief, to the point, and DON'T RAMBLE (20 second statements maximum so you are not miss-quoted).
- Be prepared to answer Who, What, Where, When, Why, and How.
- Don't use departmental jargon. Talk English!
- Be expressive, in control, and friendly.
- Don't volunteer facts, information, or opinions.
- NEVER say "No comment". It means you are hiding information and the media doesn't tolerate that! State "I don't know but I will find out and get back to you in \_\_\_\_ minutes".
- NEVER say anything "off the record". There is no such thing as far as the media is concerned.
- NEVER give your opinion. Use only confirmed and authorized information to answer questions unless you would like to be replaced!

TIPS for T.V.

- Look at the camera.
- Don't chew gum.
- Don't wear sunglasses.
- Be conscious of body language.
- Look to the sides, never up or down.
- Don't touch negative things (i.e. hair, nose, genitals, shirt collar, etc.)
- BEWARE the telephoto lens if talking privately!



R.C.M.P. - Maple Ridge	emergency .....	467-3411	1
	non-emergency .....	463-6251	2
Royal Columbian Hospital	emergency .....	520-4283	1
	Admitting desk .....	520-4253	2
Search and Rescue - Maple Ridge	emergency .....	467-3411	
Search and Rescue - Coast Guard/Military	emergency .....	1-800-742-1313	
S.P.C.A.	emergency .....	879-7343	1
	Maple Ridge shelter .....	463-9511	2
T.E.A.P. - Transportation Emerg. Asst. Program ( 24 hr. pgr. ) .....		298-2484	1
	Dave Peters - coord. pgr. ....	650-3732	2
	Dave Peters - coord. office ..	268-4213	3
Weather Information	Environment Canada Report .	664-9010	1
	Aviation Report - Winds .....	273-1151	2



## PMFD FIREHALL EQUIPMENT INVENTORY

### FIREFIGHTING EQUIPMENT

- HOSE                      4" HI-VOL                      - 0  
                                 2.5"                              - 29x50 ft. = 1450 ft.  
                                 1.75"                             - 32x50 ft. = 1600 ft.  
                                 1.5"                             - 15x50 ft. = 750 ft.
- FOAM SUPPLY = approx. 100 gallons AFFF
- OXYGEN BOTTLES (spare) = 4
- BASKET STRETCHER - 1
- TRAFFIC CONES - 12 lg.
- FIRE EXTINGUISHERS (extra) = 3 - Dry Chemical &                      1 - CO2
- TURNOUT GEAR =                      2 spare sets
- FIRST AID SUPPLIES - misc. as per 1st Responder equip.

### OFFICE AND SUPPORT SUPPLIES

- JMAR COMPRESSOR UNIT AND 4 BOTTLE CASCADE SYSTEM
- MSA REGULATOR TESTING STATION
- ONAN GENSET GENERATOR - 5KW (permanent/natural gas)
- TELEPHONE LINES = 5
- RADIO-PAGING UNIT - PMFD call-out
- TELEVISION - 2
- VIDEO RECORDERS - 2 (vhs)
- VIDEO CAMERA - 1 (vhs)
- OVERHEAD PROJECTOR - 1
- COMPUTERS - Dispatch Office (IBM comp.) & Chief Office (IBM comp.)
- TABLES =                      1 - 10' x 3' tables & 6 - 3' x 3' tables
- CHAIRS = 70
- KITCHEN (stove, fridge, freezer, microwave, coffee urns, coolers, etc.)

## **PMFD RESCUE #6 EQUIPMENT INVENTORY**

- HURST 'JAWS OF LIFE' EXTRICATION EQUIPMENT (12000 LBS.)
- ONAN GENSET (3500 Watt with 4 Halogen lights)
- RAMSEY ELECTRIC WINCH (12000 LBS. - truck mounted)
- AIR CHISEL SET (includes 3 - 20 min. air bottles)
- MISC. HAND TOOLS AND EXTRICATION EQUIPMENT
- 1 @ 150 foot EXTENSION CORD
- 1 @ 50 foot EXTENSION CORD
- 3 X 150 foot BLUE WATER RESCUE ROPES
- 2 LIFE JACKETS
- 2 WATER VACUUMS
- 1 DRY CHEMICAL FIRE EXTINGUISHER
- 1 PRESSURIZED WATER FIRE EXTINGUISHER
- 12 MSA AIR BOTTLES (spares)
- 1 DOT MOBILE RADIO
- 2 SPINEBOARDS WITH CERVICAL COLLAR KIT
- 1 BASKET STRETCHER
- 1 AUXILIARY STRETCHER (No. 9)
- 1 FIRST RESPONDER FIRST AID KIT
- 1 OXYGEN KIT (with spare bottle)
- 1 BURN KIT

## COMMUNICATIONS INVENTORY - PMFD

P.M.F.D. OPERATING FREQUENCIES - Channel 1 = 154.710 (operations)  
Channel 2 = 154.370 (tactical)

FIRE HALL - Motorola Base Station with remote terminal in the Radio Room.

- MODEN 36 Tone Pager Encoder.
- \* BACKUP POWER via 12 volt battery and/or Natural Gas generator (fire hall emergency. power)

### VEHICLE MOBILES

- Chief Car
  - Motorola Radius M200 Multi-channel VHF
  - Motorola Radius M200 UHF (MRVFD frequency)
  - Communications Specialists PE-1000 Tone Pager Encoder
- Deputy Chief
  - Motorola MOCOM 35 (1 channel; 15W)
- Engine #7
  - Motorola MAXTRAC 100 (1 channel; 15W)
- Engine #5
  - Motorola MOCOM 35 (1 channel; 15W)
- Rescue #6
  - Motorola MAXAR 80 (2 channel; 15W)
  - COMCO Mobile (D.O.T. Airport Radio channel)
- Squad #4
  - Motorola MOCOM 35 (1 channel; 15W)

### PORTABLE RADIOS

- Engine #7
  - 2 Motorola HT-90 (5W)
  - 2 Marconi DP-140 (5W)
  - 1 ICOM IC-A2 (D.O.T. Airport Freq. - 5W)
- Engine #5
  - 4 Marconi DP-140 (5W)
  - 1 ICOM IC-A2 (D.O.T. Airport Freq. - 5W)
- Rescue #6
  - 1 Motorola HT-90 (5W)
  - 1 ICOM IC-A2 (D.O.T. Airport Freq. - 5W)
- Squad #4
  - 1 Motorola HT-90 (5W)
  - 1 ICOM IC-A2 (D.O.T. Airport Freq. - 5W)
- Fire Chief
  - 1 Motorola P2000 (2 channel; 5W)
  - 1 ICOM IC-A2 (D.O.T. Airport Freq. - 5W)
- Deputy Chief
  - 1 Motorola HT-90 (2 channel; 5W)
  - 1 ICOM IC-A2 (D.O.T. Airport Freq. - 5W)
- Training Officer - 1 Marconi DP-140 (2 channel; 5W)
- Duty Captain - 1 Motorola HT-500 (2 channel; 5W)

### PAGERS

- 30 Motorola MINITOR 2
- \* 3 pagers on group page (Chief, Deputy Chief, and Training Officer)

## **EXAMPLE RESOURCE ACQUISITION DIRECTORY**

### **HEAVY RESCUE**

- excavators
- dump trucks
- loaders
- winches, pulleys, block and tackle
- JAWS, power tools, cutting torches
- jack hammers

### **MEDICAL**

- B.C. Ambulance Service, Maple Ridge Hospital.
- Medical Response Teams, M.D.'s, Nurses
- medical kits, stretchers, body bags
- coroner, temporary morgue

### **WATER/FOOD**

- fresh water supply (trucked in, bottled)
- food stuffs for patients
- food stuffs for survivors
- food stuffs for workers at site

### **SANITATION**

- provision for ensured sewage removal
- porta-potties, hygienic articles
- garbage removal crews and equipment
- liaison with Medical Health Officer

### **TRANSPORTATION**

- ambulances (BCAS responsibility)
- transit buses
- clear, secured roadways and airport

### **COMMUNICATION**

- inter-agency communication must be established and maintained at all times
- telephone lines used on priority basis
- utilization of CelTel if available
- establish HAM radio network immediately
- radio and telephone setup for the E.O.C.

### **FIRE SUPPRESSION**

- PMFD equipment and manpower
- Mutual Aid from PoCo and Maple Ridge FD's if available
- acquisition of portable pump units (rent)
- Fire Watch to be manned 24hrs by volunteers
- Helicopter/Aircraft spotting and coordination of fire attack units
- consideration of aircraft water-bombing

### **SHELTER**

- schools, recreation centres, public bldg's.
- portable tents and buildings
- bedding supplies, blankets, clothing
- heaters, water-proof clothing/equipment

## CANUTEC:

CANUTEC is the Canadian Transport Emergency Centre. It is located in Ottawa and is operated by the Transport Dangerous Goods Directorate of Transport Canada.

CANUTEC is staffed by professional chemists experienced and trained in interpreting technical information and providing emergency response advice.

CANUTEC can be reached 24 hours a day by calling COLLECT to:

# (613) 996-6666 24 hr. emergency

The CANUTEC Centre has taped phone line capability for any future use, as well as the capability to establish a conference link which can enable the emergency site team to have direct contact with technical experts, as necessary.

CANUTEC Advisors have access to some 20,000 reference cards and an enormous computer data base which they can consult to provide information to emergency responders at the scene of an emergency involving dangerous goods.

The Centre provides information and communication links only. It has no authority to direct intervention. It will not replace or exercise the powers of local, provincial or federal departments or agencies to whom the law requires that accidents be reported and who have responsibility for dealing physically with the emergency.

When calling CANUTEC for assistance call collect.

The Advisor will require the following information when the call is placed in order to ensure accurate and timely assistance for dangerous goods incidents:

- 1) Identification
  - your name and organization
  - call-back number and location
- 2) Event
  - product(s) involved (FULL ACCURATE NAME)
  - quantity involved
  - type of vehicle or container
  - number of deaths and/or injuries
  - time and exact location
  - environment (weather, wind, terrain, etc.)
  - help on-site or to be called
- 3) Other Information
  - shipper and origin
  - carrier
  - consignee and destination
  - car/truck/trailer/flight #
  - bill of lading/waybill number



## CORONERS SERVICE

The coroner is charged with the responsibility of determining "Who" the deceased is, and "How", "Where", "When", and "By What Means", a person came to their death. A major disaster with multiple deaths does not change the Coroner's legal mandate. The coroner shall supervise the removal of human remains in a systematic and orderly manner, coordinated with the police agency that has jurisdiction, i.e. R.C.M.P. or Municipal Police. The Coroner will be responsible to determine where the permanent morgue facility will be located and will coordinate forensic pathology and odontology services.

The Chief Coroner of British Columbia has designated that the Regional Coroner in whose region the disaster occurs, will be in charge of the investigation pursuant to the B.C. Coroners Act.

The B.C. Coroners Service Disaster Response Plan will be activated when the following circumstances occur and there is loss of life involved:

- 1) transportation incident - airplane, train, ferry, etc.;
- 2) building collapse - fire, explosion, design fault;
- 3) industrial accident;
- 4) epidemic;
- 5) environmental conditions - earthquake, flood, dangerous goods spill;
- 6) civil disobedience - riots, prison revolts, etc.

The coroner will be notified by and will operate with the local police agency.

## **THE PROVINCIAL EMERGENCY PROGRAM (PEP)**

The Provincial Emergency Program (PEP) is responsible for coordinating the response of the Provincial Government to emergencies occurring within British Columbia.

All requests for provincial, federal, or international emergency assistance should be directed through the P.E.P.

The Provincial Emergency Program supports the activities of the Municipal Volunteer Services. All volunteers that are called upon to work or train at authorized P.E.P. responses are entitled to Workers' Compensation Board coverage while providing their services. This is accomplished with a Task Number issued by P.E.P. at situation requiring their involvement.

All volunteers must be registered prior to performing their "official" function in order for W.C.B. coverage to apply.

24 hr. toll-free 1-800-663-3456

## PMFD EMERGENCY RESPONSE KITS

The PMFD will assemble, locate, and maintain Emergency Response Kits for the Commanding Officers. These kits will be located on the following fire department vehicles and municipal buildings in order to ensure availability to staff during an emergency situation;

- PMFD Chief Vehicle
- PMFD Squad Van
- Pitt Meadows Firehall (Radio Room)
- Pitt Meadows Municipal Hall (Operations Room)
- Pitt Meadows Public Works Building

All of the kits will contain the documentation necessary to plan for, and coordinate fire department operations during an emergency. The contents common to all of the kits are as follows:

- |            |  |
|------------|--|
| Plans      | <ul style="list-style-type: none"><li>- copy of the PMFD Emergency Plan</li><li>- copy of the Pitt Meadows/Maple Ridge Emergency Plan</li></ul>  |
| Maps       | <ul style="list-style-type: none"><li>- large municipal maps (overall, highlands)</li><li>- Airport maps</li><li>- PMFD map book for Pitt Meadows</li><li>- MRVFD map book for Maple Ridge</li></ul>   |
| Documents  | <ul style="list-style-type: none"><li>- PMFD Incident Reports</li><li>- PMFD Tactical Worksheets</li><li>- PMFD Emergency Response Checklists</li><li>- PMFD Equipment Acquisition List</li><li>- PMFD Personnel Acquisition List</li><li>- CANUTEC manual</li></ul> |
| Phone List | <ul style="list-style-type: none"><li>- PMFD Phone List (members)</li><li>- Emergency Contact Phone Lists</li><li>- Pitt Meadows/Maple Ridge Telephone Book</li></ul>  |
| Support    | <ul style="list-style-type: none"><li>- Two (2) clipboards with pads of paper</li><li>- numerous pencils and pens (multicolored)</li><li>- highlighter pen for maps</li></ul>  |

In addition to these contents the kits located in the Fire Chief vehicle, and the Squad Van, will have two (2) of the fluorescent vests (labeled) to be used by the Fire Dept. "Commander" and the overall "Emergency Site Commander".

# PITT MEADOWS FIRE DEPARTMENT

## SITE COMMANDER CONTROL CHART

SITE COMMANDER	ASST. SITE COM.	LIASON OFFICER	E.O.C OFFICER
----------------	-----------------	----------------	---------------

LOCATION OF EMERGENCY:

TIME OF EMERGENCY: TYPE OF EMERGENCY:

UNIT	TIME ON SCENE	ASSIGNMENT	QUADRANT EXPOSURE / SECTOR			
			B	3		C
			2			4
			A	1		D
			SPECIAL REQUESTS			
				MUTUAL AID		EVACUATION
				AMBULANCE		SEARCH/RESCUE
				POLICE		FOOD/DRINK
				BC Gas		RESCUE EQUIP.
				BCHydro		OTHER:
				BCTel		
				HAZ/MAT TEAM		

### NOTES

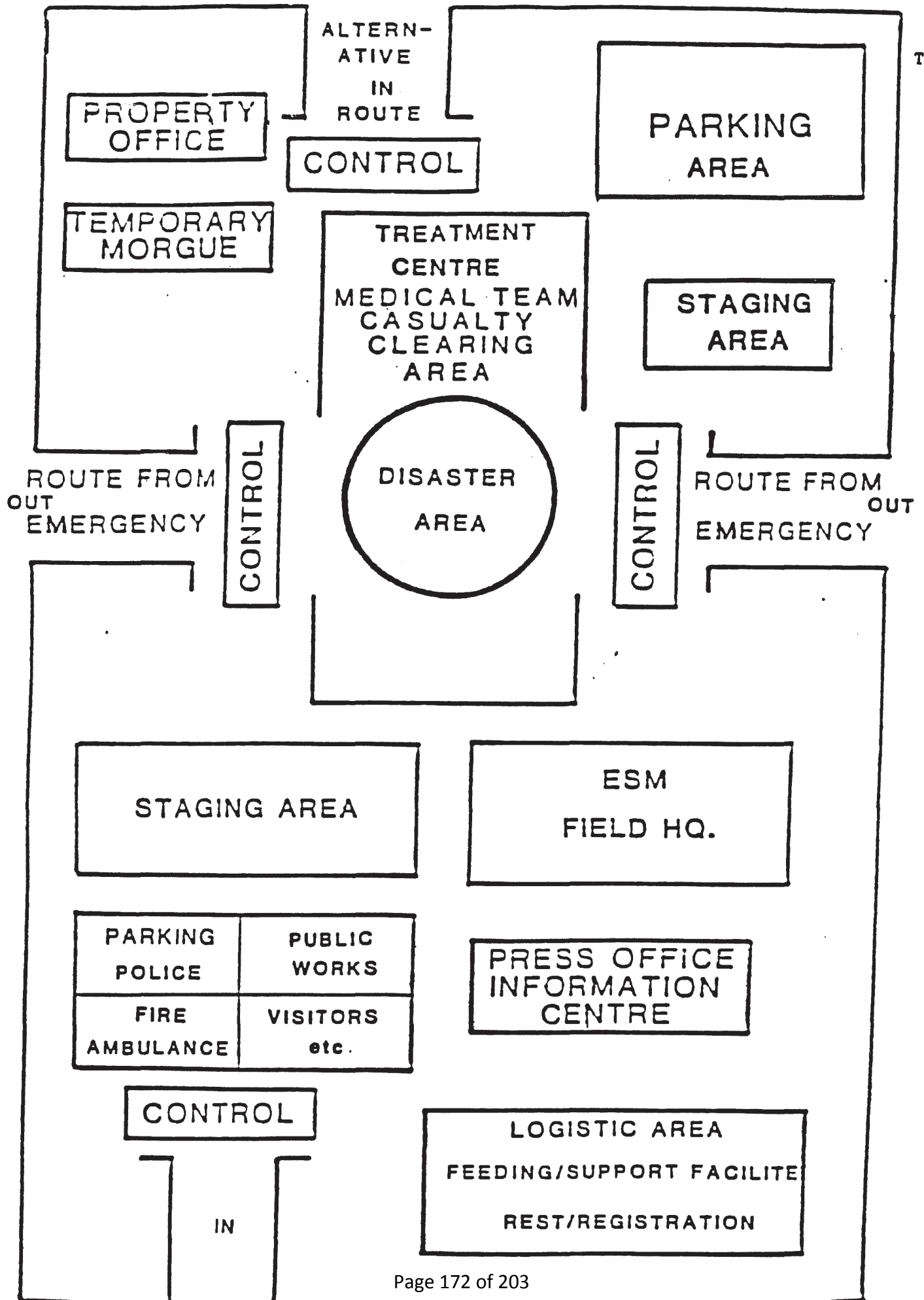


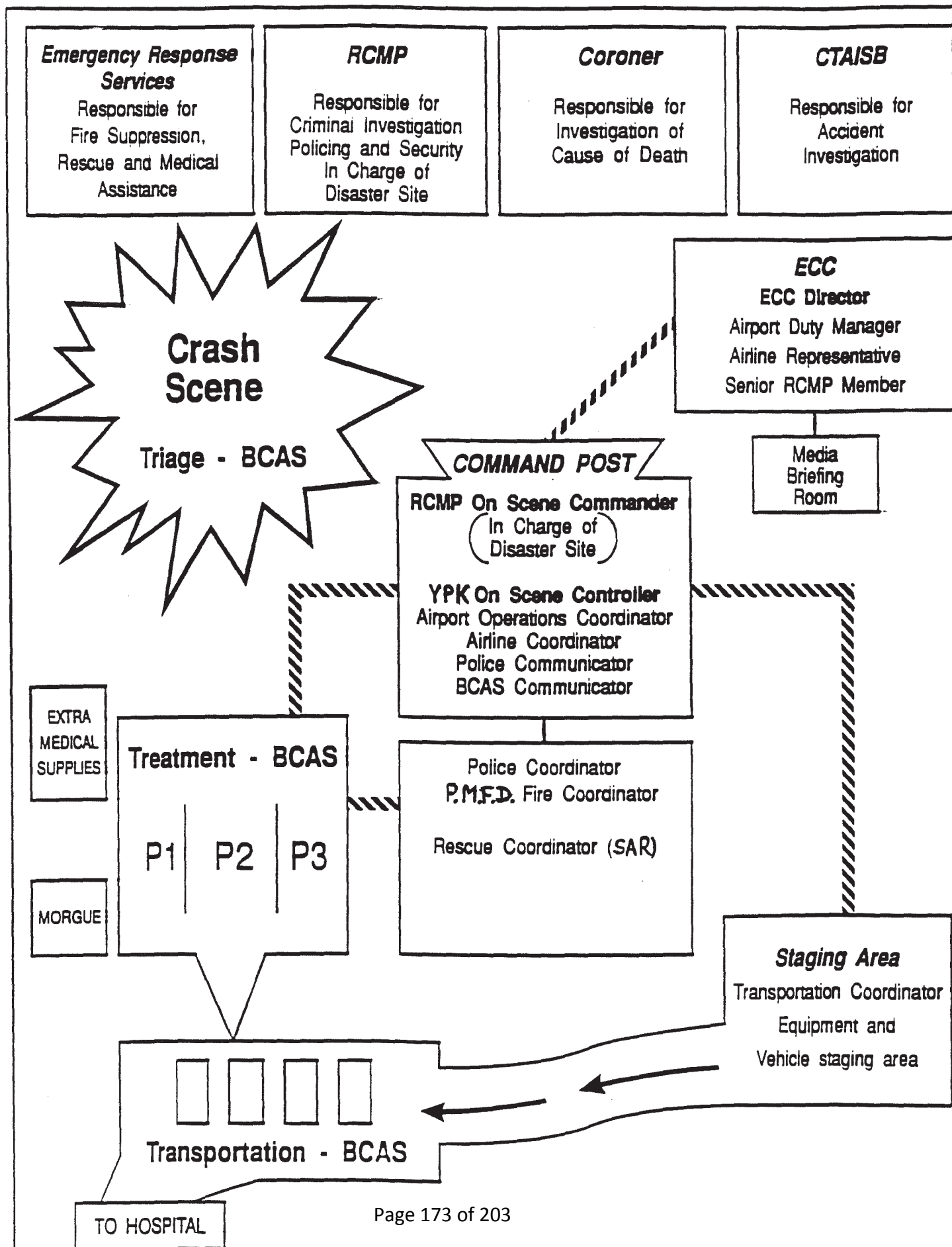


## **MAJOR FIRE / EXPLOSION**

### **Checklist**

- ☐ **ESTABLISH COMMAND AND SIZE UP**
- ☐ **DETERMINE PRIORITIES USING "S.C.O.P.E." ALGORITHM**
- ☐ **IS LIFE SAFETY INVOLVED?**
- ☐ **CAN YOU CARRY OUT RESCUE?**
- ☐ **OFFENSIVE vs DEFENSIVE ACTION?**
- ☐ **MUTUAL AID?**
- ☐ **ESTABLISH SECTORS?**
- ☐ **IS THERE AN EXPLOSION HAZARD? WHEN? WHERE?**
- ☐ **OTHER EMERGENCY SERVICES REQUIRED? (BCAS, RCMP, BCGas, BCHydro)**
- ☐ **TREATMENT SECTOR SET UP FOR CASUALTIES / FIREFIGHTERS?**
- ☐ **EVACUATION NECESSARY?**  
\* call Fire Commissioner # 660-9026 (24 hr.)
- ☐ **RELIEF FOR CREWS? REFRESHMENTS?**
- ☐ **FIRE COMMISSIONER / RCMP CALLED FOR INVESTIGATION?**



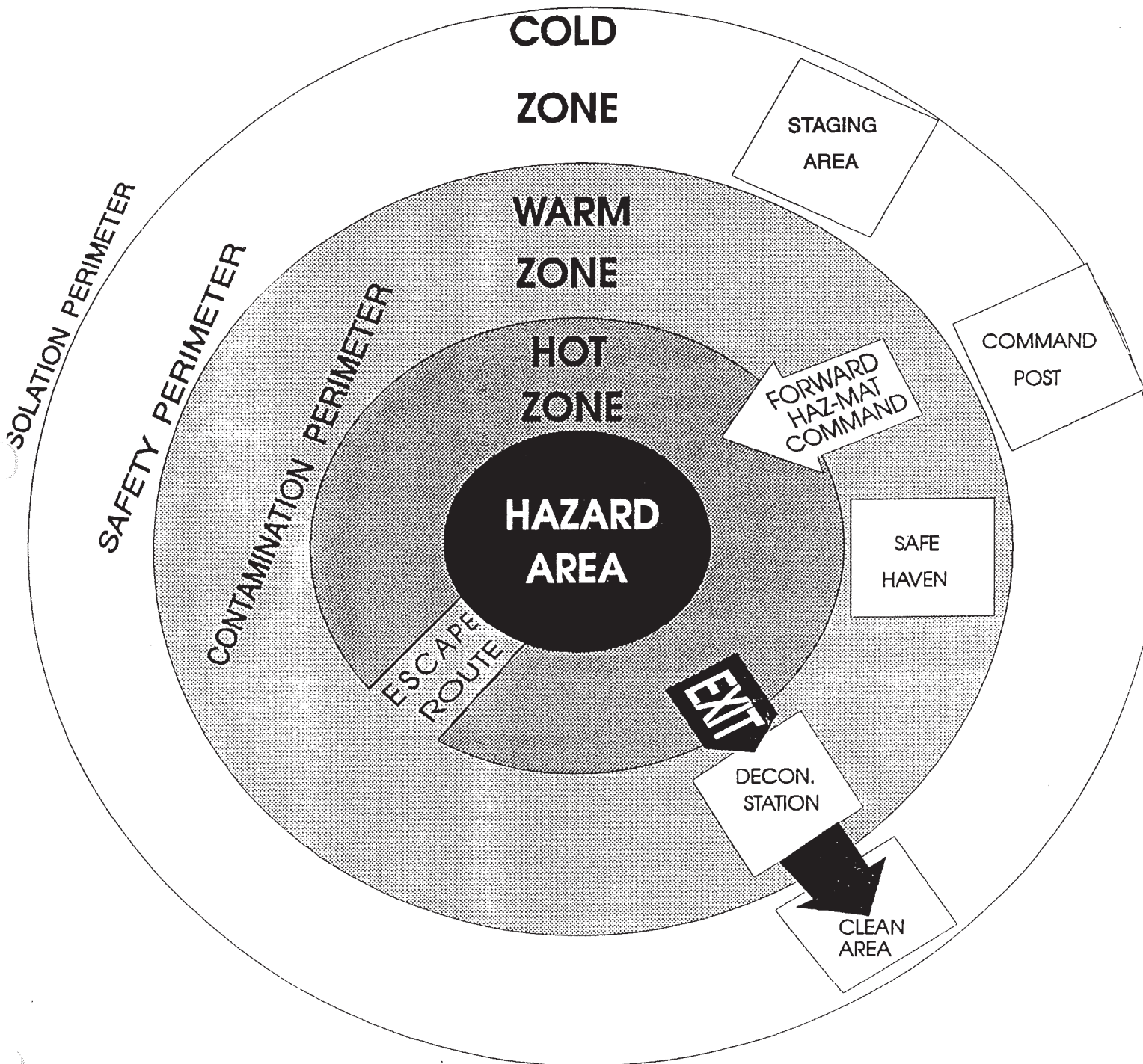


## OTHER COMMON TERMS

HOT= Red, or Restricted Zone

WARM = Yellow, or Limited Access Zone

COLD = Green Zone



**HAZMAT / DANGEROUS GOODS  
SUGGESTED SITE CONTROL PLAN**





# PROCEDURE AMENDMENT BYLAW NO. 1603

## Bylaw No. 1603

A Bylaw to amend the Procedure Bylaw with  
respect to Decisions Made at Closed Meetings.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**Procedure Amendment Bylaw No. 1603**".
2. Bylaw No. 1414, cited as the "Procedure Bylaw", is hereby amended by adding the following section:

"48A. (1) At the first Regular Meeting of Council after a Special (Closed) Meeting, the Mayor shall announce the decisions made in the Special (Closed) Meeting that he determines are no longer confidential matters.

(2) Prior to the first day of the months of April, July, October and January in each year, the Clerk shall bring to the attention of the Mayor those items in the preceding 3 months that were dealt with in a Special (Closed) Meeting and have not been released for public information. The Mayor shall then determine which items are no longer confidential matters and announce the decisions at the next Regular Meeting of Council."

NOTICE OF INTENTION to amend the Procedure Bylaw given the 15th day of February 1994.

READ a first and second times the 1st day of March 1994.

READ a third time the 15th day of March 1994.

RECONSIDERED AND ADOPTED the 5th day of April 1994.



Mayor



Clerk

# EMPLOYEE BENEFIT PLANS BYLAW

## Bylaw No. 1671

A Bylaw to provide for agreements for benefits for employees and officers and their dependents, including medical and dental services and insurance policies, and to provide for the payment of all or part of the premiums for such agreements.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**Employee Benefit Plans Bylaw**".
2. The following group employee benefit plans, including any amendments to date which have been approved by Council, are hereby ratified and approved:
  - (a) Medical Services Plan of British Columbia;
  - (b) Extended Health Care Contract with C. U. & C. Health Services Society, dated the 12th day of September 1989, Group 7426;
  - (c) Dental Plan Contract with C. U. & C. Health Services Society, dated the 12th day of September 1989, Group 7426;
  - (d) Group Life Insurance and Accident and Sickness Policy No. 44767, issued by The Great-West Life Assurance Company, effective the 1st day of January 1989;
  - (e) Extended Health Care Contract with C. U. & C. Health Services Society, dated the 12th day of September 1989, Group No. 9645;
  - (f) Dental Plan Contract with C. U. & C. Health Services Society, dated the 12th day of September 1989, Group No. 9645;
  - (g) Long-term Disability Plan for Exempt Staff issued by The Great-West Life Assurance Company, dated the 1st day of March 1993;
  - (h) Employee Assistance Plan with The Great-West Life Assurance Company.



## EMPLOYEE BENEFIT PLANS BYLAW

### Bylaw No. 1671

Page 2


3. (1) The Municipality shall provide seventy-five percent (75%) of the cost of the premiums of group employee benefit plans (a), (b), (c) and (d) listed in section 2 hereof, on behalf of employees who are members of the Canadian Union of Public Employees.  
  
(2) The Municipality shall provide the total cost of the premiums of group employee benefit plans (d), (e), (f) and (h), listed in section 2 hereof, on behalf of employees who are not members of the Canadian Union of Public Employees.  
  
(3) The Municipality shall provide seventy-five percent (75%) of the cost of the premiums of the employee assistance plan listed in section 2 (h), on behalf of the members of the Canadian Union of Public Employees, with the Canadian Union of Public Employees paying the other twenty-five percent (25%).
4. Bylaw No. 1045, cited as the "Pitt Meadows Group Employee Benefit Plans Bylaw, 1985, No. 1045", is hereby repealed.

READ a first and second times the 17th day of January 1995

READ a third time the 7th day of February 1995.

RECONSIDERED AND ADOPTED the 21st day of February 1995.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

# RECREATION FACILITIES RATES AMENDMENT BYLAW NO. 1682

## Bylaw No. 1682

A Bylaw to amend the Recreation Facilities Rates Bylaw No. 1418 with respect to Local Groups at the Recreation Hall and Sport Field User Fees.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**Recreation Facilities Rates Amendment Bylaw No. 1682**".
2. Schedule "B", Pitt Meadows Recreational Hall, of Bylaw No. 1418, cited as the "Recreation Facilities Rates Bylaw", is hereby amended by adding the following:

### "7. LOCAL GROUP STATUS

- (a) A group must meet the following conditions to be considered a Local Group:
  - (1) the majority of the group members must reside in Pitt Meadows or Maple Ridge;
  - (2) the group must be a non-profit association;
  - (3) the group must be seen to be a benefit to the community as a whole - generally speaking, religious groups, non-profit Youth, Senior and Adult groups registered and recognized in the communities of Maple Ridge and Pitt Meadows, and those groups that provide a service to a significant portion of the community, fulfill this criteria.
- (b) A political party is not considered a Local Group.

### 8. FREE USE OF RECREATION HALL

- (a) The following groups are granted free use of the Recreation Hall for weekday (Monday to Thursday) meetings:
  - (1) Pitt Meadows Beavers, Cubs, Scouts, Pathfinders, Brownies and Guides;
  - (2) Pitt Meadows Old Age Pensioners Association.



**RECREATION FACILITIES RATES AMENDMENT BYLAW NO. 1682**

**Bylaw No. 1682**

**Page 2**

**Section 2 - Enacting Item 8, Schedule "B", cont'd.**

- (b) The following groups are granted one free day per year:
- (1) Heritage and Museum Society (Reunion Tea);
  - (2) Pitt Meadows Old Age Pensioners Association (Bazaar);
  - (3) Pitt Meadows Day Committee (Pitt Meadows Day);
  - (4) Pitt Meadows Day/Pitt Meadows Volunteer Fire Department (Fireworks Dance);
  - (5) Pitt Meadows Volunteer Fire Department (Appreciation Dinner).
3. Said Bylaw No. 1418 is further amended by adding the following to section 3:
- "(c) Sport Fields: Schedule "C"."
4. Bylaw No. 1418 is further amended by adding the schedule, entitled "Pitt Meadows Sports Fields", attached hereto and forming part of this Bylaw.

READ a first and second times the 7th day of February 1995.

READ a third time the 7th day of March 1995.

RECONSIDERED AND ADOPTED the 21st day of March 1995.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk



**RECREATION FACILITIES RATES AMENDMENT BYLAW NO. 1682****Bylaw No. 1682****Page 3****SCHEDULE "C"****PITT MEADOWS SPORTS FIELDS**

Facility Rental Rates per Hour of Use Effective May 1, 1995.

	<b>\$21.00 Playfield Class "A" *</b>	<b>\$15.00 Playfield Class "B" **</b>	<b>\$5.00 Playfield Class "C" ***</b>
<b>NON PROFIT YOUTH &amp; SENIORS GROUPS</b>			
Commercial Use	\$21.00	\$15.00	\$5.00
Fund Raising	10.50	7.50	2.50
Special Event	5.25	3.75	1.25
Regular Use	-----	-----	-----
<b>NON PROFIT ADULT GROUPS</b>			
Commercial Use	\$21.00	\$15.00	\$5.00
Fund Raising	21.00	15.00	5.00
Special Event	16.00	10.00	2.50
Regular Use	11.00	5.00	-----
<b>LOCAL PRIVATE OR POLITICAL GROUPS</b>			
Fund Raising	\$31.50	\$22.50	7.50
Special Event	26.25	18.75	6.25
Regular Use	21.00	15.00	5.00
<b>LOCAL COMMERCIAL GROUPS</b>			
Fund Raising	\$33.60	\$24.00	8.00
Special Event	28.35	20.25	6.75
Regular Use	23.10	16.50	5.50
<b>NON RESIDENT GROUPS</b>			
Fund Raising	\$35.70	\$25.50	\$8.50
Special Event	30.45	21.75	7.25
Regular Use	25.20	18.00	6.00

\* Class "A" Fields: Bonson South (Twin Rinks).

\*\* Class "B" Fields: Harris Park #1, #2, #3, #4; Cottonwood Park; North Bonson Park; Bonson Park (Central) #1 &amp; #2; Davie Jones Elementary; Meadowland Elementary; Pitt Meadows Elementary; Pitt Meadows Secondary (under irrigation), G &amp; H Field.

\*\*\* Class "C" Fields: Highland Park Elementary.

# PROCEDURE AMENDMENT BYLAW NO. 1685

## Bylaw No. 1685

A Bylaw to amend the Procedure Bylaw with  
respect to a speaking time limit for Delegations.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

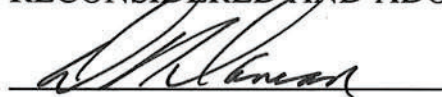
1. This Bylaw may be cited as the "**Procedure Amendment Bylaw No. 1685**".
2. Subsection (b) of section 33 of Bylaw No. 1414, cited as the "Procedure Bylaw", is hereby amended by deleting the last four words of the subsection ("unless extended by Council"), so that the subsection reads as follows:  
  
"(2) The request shall specify the names of persons desiring to speak to Council, the subject matter, and shall include support documents, letters, plans and other material for distribution to members of Council with the meeting agenda. Speakers shall be limited to the subject matter specified in the written request, and to a total time limit of fifteen minutes."

NOTICE OF MOTION given on the 21st day of February 1995.

READ a first and second times the 7th day of March 1995.

READ a third time the 21st day of March 1995.

RECONSIDERED AND ADOPTED the 4th day of April 1995.



Mayor



Clerk



# PARK REGULATION AMENDMENT BYLAW NO. 1704

## Bylaw No. 1704

A Bylaw to amend the Park Regulation Bylaw No.  
765 to exclude dogs from tot lots.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**Park Regulation Amendment Bylaw No. 1704**".
2. Section 9 of Bylaw No. 765, cited as "The District of Pitt Meadows Parks Regulation Bylaw, 1979 No. 765" is hereby deleted and the following substituted in its place:

"9. (1) No person as owner or having the control of any animal or fowl shall suffer or permit such animal or fowl

(a) to run at large or feed in any park or upon any roadway or path;

(b) to enter into or remain in any park that is one acre or less in area.

(2) The owner or other person having the custody of any such animal or fowl who suffers or permits such running at large or feeding or entering into or remaining in any park of one acre or less in area shall be deemed to be guilty of an infraction of this Bylaw and shall be liable to the penalties hereinafter imposed."

READ a first and second times the 2nd day of May 1995.

READ a third time the 2nd day of May 1995.

RECONSIDERED AND ADOPTED the 16th day of May 1995.



Mayor



Clerk

# FALSE ALARM BYLAW

## Bylaw No. 1785

### A Bylaw to reduce false alarms.

WHEREAS Section 932.1 of the *Municipal Act* provides that Council may establish fees to be paid by the owner or occupier of real property to which policing and fire services are provided in response to a false alarm of a security alarm or fire alarm system;

AND WHEREAS excessive numbers of false alarms are being permitted to occur by the owners or users of these alarm systems;

AND WHEREAS these false alarms require emergency responses from the Police and Fire Departments posing a threat to the safety of these officers and members of the public by creating unnecessary hazards and delaying the police and fire response to true emergencies;

AND WHEREAS under section 526 of the *Municipal Act* the Council may regulate the carrying on of business in the municipality for the purpose of protecting the public or preventing or minimizing nuisances;

NOW THEREFORE the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

#### Citation

1. This By-law may be cited as the "**False Alarm Bylaw**".

#### Definitions

2. In this Bylaw, unless the context otherwise requires:

"**alarm incident**" means the activation of a security alarm system or fire alarm system and the direct or indirect reporting of the activation to the Police Department or the Fire Department;

"**District**" means The Corporation of the District of Pitt Meadows;

"**false alarm**" means the activation of a fire alarm system or security alarm system as a result of which services, including fire and police services, are provided on behalf of the District and the providers of the service do not find any evidence of fire, fire damage, smoke, criminal activity or unauthorized entry;



**2. Definitions, cont'd.**

**"fire alarm system"** means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the occupants of the dwelling unit in which it is installed;

**"Fire Department"** means the Pitt Meadows Volunteer Fire Department;

**"Monitoring Service"** means a person, partnership or company engaged in the business of monitoring alarm systems and reporting the occurrence of alarms to the police;

**"Police Department"** means the Ridge Meadows Detachment of the Royal Canadian Mounted Police;

**"security alarm system"** means a device or devices installed on or in real property and designed to warn of criminal activity or unauthorized entry by activating an audible alarm signal or alerting a monitoring facility.

**Owner's Responsibilities**

3. The owner or occupier of real property shall be responsible for the proper use, installation, maintenance and operation of any security alarm system or fire alarm system installed on or in the real property in order to ensure the prevention of false alarms.

**Notices to Police and Fire Departments**

4. Every owner or occupier of real property who uses a security alarm system or fire alarm system must keep the Police Department and the Fire Department informed by notice in writing of the names, addresses and telephone numbers of
  - (a) a Monitoring Service, if applicable, or
  - (b) a least three persons who will be known as Property References;

who may be contacted in the event of an alarm incident.



## **FALSE ALARM BYLAW**

**Bylaw No. 1785**

**Page 3**

### **Property References**

5. The Property References whose names are provided pursuant to section 4 must be persons who are
  - (a) available to receive telephone calls from the Police Department or Fire Department in the event of an alarm incident;
  - (b) able to attend at the address of the alarm incident within thirty (30) minutes of being requested to do so by the Police Department or Fire Department;
  - (c) capable of affording the Police Department or Fire Department access to the premises where the alarm incident is located; and
  - (d) capable of operating the alarm system and able to safeguard the premises.

### **Monitoring Service to Telephone Premises First**

6. It shall be an offence for a Monitoring Service to report an alarm to the Police Department, other than a hold-up alarm, unless it has first placed a telephone call to the premises from which the alarm was sent to verify that the alarm incident is not a false alarm.

### **Fees To Be Charged For Attendance At False Alarms**

7. The owner or occupier of real property to which the services of the Police Department or the Fire Department are provided in response to a false alarm shall pay to the District, the following fees:
  - (a) for the first three false alarms in the calendar year there shall be no fee; and
  - (b) for the fourth false alarm and each subsequent false alarm in the calendar year the fee shall be \$300.00.

### **Invoicing**

8. Where a fee is charged, the District will invoice the owner of the real property for the response service.

## FALSE ALARM BYLAW

Bylaw No. 1785

Page 4

### When Invoice Due

9. An invoice issued under this bylaw is due and payable upon receipt.

### Collection Of Fees

10. Any fees remaining unpaid at December 31st (and where the bill is more than 30 days in arrears) will be added to and form part of the taxes payable on the real property as taxes in arrears.

### Fees Property of Disrict

11. All fees collected become the property of the District.

### General Penalty Provision

12. Every person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence and, upon summary conviction therefore, shall be liable to a fine of not more than the maximum fine provided by the *Offence Act*.

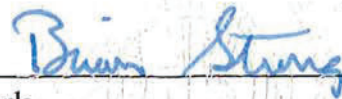
READ a first and second times the 20th day of August 1996.

READ a third time the 20th day of August 1996.

RECONSIDERED AND ADOPTED the 3rd day of September 1996.



Mayor



Clerk



# BICYCLE ADVISORY COMMITTEE BYLAW

## Bylaw No. 1834

A Bylaw to establish a joint bicycle advisory committee with the District of Maple Ridge.

### Contents

- |  |                                   |
|--|-----------------------------------|
| 1. Citation                                    | 15. Limitation on Terms           |
| 2. Definitions                                 | 16. Calculation of Part Terms     |
| 3. Committee Established                       | 17. Vacancy                       |
| 4. Purpose of Committee                        | 18. Chairperson                   |
| 5. Composition                                 | 19. Absenteeism                   |
| 6. Appointment of Councillors                  | 20. Quorum                        |
| 7. Appointment of Cycling B. C. Representative | 21. Voting                        |
| 8. Appointment of Members-at-Large             | 22. Meeting Procedures            |
| 9. Members-at-Large - Applications             | 23. Meetings Open to Public       |
| 10. Others May Attend                          | 24. Meeting Schedule              |
| 11. Remuneration and Expenses                  | 25. Appointment of Sub-committees |
| 12. No Membership on Other Advisory Committees | 26. Minutes                       |
| 13. Term of Appointment                        | 27. Expenses                      |
| 14. Initial Terms of Office                    | 28. Secretarial and Support Staff |

### Preamble

WHEREAS Council may establish a Bicycle Advisory Committee pursuant to section 241 of the Municipal Act, R.S.B.C. 1979, Chap. 290 and has expressed an interest in establishing a joint Committee with the District of Maple Ridge;

NOW THEREFORE the Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

### Citation

1. This By-law may be cited as the "**Bicycle Advisory Committee Bylaw**".

### Definitions

2. For the purposes of this Bylaw,

"**Committee**" means the Maple Ridge-Pitt Meadows Bicycle Advisory Committee;

"**Councils**" means the Council of the Corporation of the District of Maple Ridge and the Council of The Corporation of the District of Pitt Meadows;

# **BICYCLE ADVISORY COMMITTEE BYLAW**

**Bylaw No. 1834**

**Page 2**

## **2. Definitions, cont'd.**

**"Districts"** means the Corporation of the District of Maple Ridge and The Corporation of the District of Pitt Meadows;

**"Maple Ridge"** means the geographical area known as the Corporation of the District of Maple Ridge;

**"Mayors"** means the elected Mayors of the Districts;

**"Member"** means a current Member of the Maple Ridge-Pitt Meadows Bicycle Advisory Committee;

**"Pitt Meadows"** means the geographical area known as The Corporation of the District of Pitt Meadows.

## **Committee Established**

3. Council hereby establishes a committee to be known as the "Maple Ridge-Pitt Meadows Bicycle Advisory Committee".

## **Purpose of Committee**

4. The purpose of the Committee is to advise the Councils on cycling issues in the community and implementation of the Maple Ridge-Pitt Meadows Bikeways Plan.

## **Composition**

5. The Committee is comprised of seven (7) Members as follows:
  - (a) one Councillor from the District of Maple Ridge who has an interest in cycling;
  - (b) one Councillor from the District of Pitt Meadows who has an interest in cycling;
  - (c) one representative from Cycling B.C.;
  - (d) three Members-at-Large who reside in Maple Ridge;
  - (e) one Member-at-Large who resides in Pitt Meadows.

## **Appointment of Councillors**

6. The Councillors are appointed annually by their respective Mayors.

## **Appointment of Cycling B. C. Representative**

7. The representative from Cycling B.C. is appointed bi-annually by Cycling B.C.



**Appointment of Members-at-Large**

8. The Members-at-Large are appointed by their respective Councils after a newspaper advertisement is placed asking people who have an interest in cycling to write to the District in which they reside stating their background and their reasons for wanting to be appointed to the Committee.

**Members-at-Large - Applications**

9. Applicants for the positions of Member-at-Large will be interviewed by their respective Councils and a ballot will be prepared. The applicants with the most votes from the Council become Members of the Committee.

**Others May Attend**

10. Other people who may attend Committee meetings, to provide opinions, advice or information or other services to the Committee, but who are not Members, are:
- (a) the Mayors of the Districts;
  - (b) the Chief Administrative Officers of the Districts or his/her designate;
  - (c) staff from the Districts.

**Remuneration and Expenses**

11. No Member of the Committee will receive any remuneration for services; however, a Member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the Committee.

**No Membership on Other Advisory Committees**

12. No Member of the Committee will serve concurrently on another District of Pitt Meadows Advisory Committee.

**Term of Appointment**

13. The term of appointment for all Members, with the exception of the Councillors, is two years commencing on January 1st in the year they are appointed and terminating two years later on December 31st or until their successors are appointed.



**Initial Terms of Office**

14. Notwithstanding section 13 above, the initial appointments of the Members-at-Large to the Committee shall be as follows:
- (a) two Members-at-Large from the District of Maple Ridge shall be appointed for a one (1) year term;
  - (b) one Member-at-Large from each of the Districts shall be appointed for a two (2) year term.

**Limit on Terms**

15. A person may not serve as a Member for more than six (6) consecutive years.

**Calculation of Part Terms**

16. A person appointed to a vacancy with more than one-half of the original term left will be considered to be serving a full term the purposes of calculating years of service on the Committee.

**Vacancy**

17. Notwithstanding other sections of this bylaw, a vacancy created by death or resignation will be reported as soon as possible to the respective Mayors, who may appoint a replacement for the unexpired term of the former Member.

**Chairperson**

18. The Members will elect annually a Chairperson and a Vice-Chairperson from amongst themselves by a simple majority vote. The Vice-Chairperson will act in the capacity of the Chairperson at any meeting where the Chairperson is absent.

**Absenteeism**

19. A Member who is absent, except for reasons of illness or with the leave of the chairperson of the Committee or his/her designate, from three consecutive, or five in any twelve consecutive, regular meetings is deemed to have resigned effective at the end of the third or fifth such meeting, as the case may be.

**Quorum**

20. Quorum is four Members.

# **BICYCLE ADVISORY COMMITTEE BYLAW**

**Bylaw No. 1834**

**Page 5**

## **Voting**

21. Only Members may vote on issues and resolutions and any Member not voting but present is deemed to have voted in the affirmative.

## **Meeting Procedures**

22. The Committee has the power to govern its own procedure, provided such rules and regulations do not contravene the *Municipal Act*, R.S.B.C. 1979, Chap. 290, District of Maple Ridge by-laws, District of Pitt Meadows by-laws or any other statutes.

## **Meetings Open to Public**

23. All meetings of the Committee are open to the public.

## **Meeting Schedule**

24. The Committee will hold regular meetings, at such time and place within the Districts as it may decide, although special meetings over and above the regular meetings may be called by the Chairperson or any two (2) Members as long as each Member is given not less than 48 hours notice of such meeting, which can only be waived by unanimous vote of all the Members of the Committee.

## **Appointment of Sub-committees**

25. The Committee may, from time to time on an affirmative vote of not less than two thirds of the Members present at any meeting, appoint a sub-committee or sub-committees for any specific purpose or purposes and may delegate to such sub-committee or sub-committees authority with or without restrictions or conditions to execute and carry out any of the purposes of the Committee.

## **Minutes**

26. The minutes of the proceedings of all meetings of the Committee will be maintained in a Minute Book and forthwith following each meeting of the Committee, a copy, when signed by the Chairperson or Member presiding shall be forwarded to the Municipal Clerk of both Districts.

## **Expenses**

27. The Councils may include in their annual budgets such sums as are necessary to defray the expenses of the Committee. The Committee must provide a detailed budget proposal to the Councils on or before August 1st of the year preceding the budget year.



# **BICYCLE ADVISORY COMMITTEE BYLAW**

**Bylaw No. 1834**

**Page 6**

## **Secretarial and Support Staff**

28. The Committee will be provided with secretariat and staff support to carry out its functions.

READ a first and second times the 15th day of April, 1997.

READ a third time the 6th day of May, 1997.

RECONSIDERED AND ADOPTED the 20th day of May, 1997.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

# PROCEDURE AMENDMENT BYLAW NO. 1842, 1997

## Bylaw No. 1842

### A Bylaw to amend the Procedure Bylaw.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the **"Procedure Amendment Bylaw No. 1842, 1997"**.
2. Section 34 of Bylaw No. 1414, cited as the "Procedure Bylaw", is deleted and the following substituted therefor:

"34. (a) Council may, by resolution duly adopted at any meeting thereof, at which notice has been given, sit as Committee of the Whole, endorse the Agenda, refer matters on the Agenda as endorsed to Committee of the Whole and resolve to sit as Committee of the Whole.

(b) The quorum for the Committee of the Whole shall be the same as for a Regular Meeting of Council.

(c) The Municipal Clerk, or his substitute, shall act as the recording clerk for the Committee of the Whole.

(d) Sections 20, 21 and from 23 to 33 inclusive of this bylaw shall apply, mutatis mutandis, to the conduct and authority of the Committee of the Whole. In all cases not otherwise provided for, the provisions of Robert's Rules of Order, 1990 ninth edition, relating to Committee of the Whole shall apply to the conduct and authority of the Committee of the Whole. Notwithstanding the foregoing, motions of the Committee of the Whole need not be seconded before being debated or put to the meeting.

(e) Unless otherwise agreed upon by the Committee of the Whole, the Committee of the Whole shall proceed with business referred to it by Council in the order set out in the Council agenda.

(f) The Committee of the Whole may not consider any matter not referred to it by Council.

- (g) The vote on the resolutions of the Committee of the Whole will take place on the same day as that meeting of the Committee of the Whole.
- (h) After the Committee of the Whole has risen, a member of the Council will move adoption of all of the resolutions of the Committee of the Whole in a single motion. Such a motion is not open to debate and may be in the following form:

"That all resolutions made by the Committee of the Whole on (day, month, year) be adopted as resolutions of Council".

READ a first and second time the 17th day of June, 1997.

READ a third time the 17th day of June, 1997.

FINALLY CONSIDERED AND ADOPTED the 2nd day of July, 1997.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Municipal Clerk



**TOURISM SERVICE ESTABLISHMENT BYLAW**  
**Bylaw No. 2034, 2001**

A Bylaw to Establish Tourism as a Service.

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**WHEREAS:**

- A. Council may, by Bylaw, operate any service it considers necessary or desirable;
- B. Council considers it desirable to provide planning, marketing and promotional services relating to tourism within the District and to provide tourist services and visitor information;
- C. Council may provide such services through the District or by agreement with other persons or public agencies.

NOW THEREFORE, the Council of The Corporation of the District of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited as the **"Tourism Service Establishment Bylaw No. 2034, 2001"**.
- 2. There is hereby established a service within the District of Pitt Meadows to provide tourist services and services for tourists and, without limiting the generality of the foregoing, to provide for the planning, marketing and promotion of tourism within the District and to provide visitor information and other tourist services.

READ a first and second time on the 3rd day of April, 2001.

READ a third time on the 3rd day of April, 2001.

FINALLY CONSIDERED AND ADOPTED on the 17th day of April, 2001.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Administrator

**PARKS REGULATION AMENDMENT BYLAW**  
**Bylaw No. 2073, 2002**

A Bylaw to Amend the Parks Regulation Bylaw No. 765.

The Council of The Corporation of the District of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the **"Parks Regulation Amendment Bylaw No. 2073, 2002"**.
2. Parks Regulation Bylaw No. 765, 1979, is hereby amended by deleting "General Regulations, Section 3, Paragraph 1 and Paragraph 2", and replacing it with the words, "All parks in the Municipality of Pitt Meadows shall be closed to the public from dusk to dawn each and every day of the year".

READ a first and second time on the 5th day of March, 2002.

READ a third time on the 5th day of March, 2002.

FINALLY CONSIDERED AND ADOPTED on the 19th day of March, 2002.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Corporate Administrator

# **PARKS REGULATION BYLAW**

BYLAW NO. 2253, 2005

A Bylaw to further amend Pitt Meadows Parks Regulation  
Bylaw No. 765, 1979

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**WHEREAS** it is deemed expedient to further amend Pitt Meadows Parks Regulation Bylaw No. 765, 1979 as amended;

**NOW THEREFORE** the Municipal Council of the Corporation of the District of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw shall be cited for all purposes as "Pitt Meadows Parks Regulation Amending Bylaw No. 2253, 2005.
2. Pitt Meadows Parks Regulation Bylaw No. 765-1979 is hereby amended as follows:

- a. by adding the following definitions in correct alphabetical order under Interpretation, Section 2:

"Drug Paraphernalia" means any goods, products, equipments, things or materials of any kind primarily used or intended to be primarily used to produce, process, package, store, inject, ingest, inhale or otherwise introduce into the human body a controlled substance as defined in Schedules I, II, or III of the *Controlled Drugs and Substances Act* (R.S.C. 1996, c. 19) as may be amended from time to time, but does not include a controlled substance that is permitted under that Act.

"Public Place" means any real or personal property or portions thereof owned by the Municipality of Pitt Meadows to which the public is ordinarily invited or permitted to be in or on, and includes but is not limited to, the grounds of public facilities or buildings, public greenways and public parkades or parking lots.

- b. by adding the following as Section 12:

No person shall urinate or defecate except in a provided public or private toilet facility in a park, or upon any boulevard, roadway or path.

- c. by adding the following as Section 13 and renumber the remaining portions of the Bylaw accordingly

No person shall possess any Drug Paraphernalia in a park, or upon any boulevard, roadway or path.

- d. by adding the following as Section 24 and renumber the remaining portions of the Bylaw accordingly:

**Prohibited Activities in a Public Place**

24. NO PERSON WHILE within the confines of a Public Place shall:

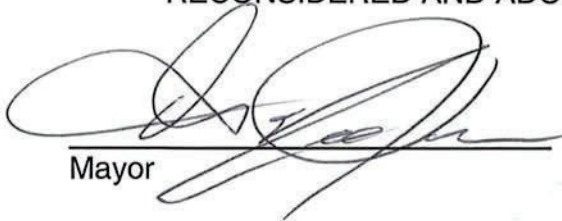
- (a) urinate or defecate in or on a Public Place except in a provided public or private toilet facility; and
- (b) possess Drug Paraphernalia in any Public Place.

READ a first time the 18<sup>th</sup> day of October, 2005.

READ a second time the 18<sup>th</sup> day of October, 2005.

READ a third time the 18<sup>th</sup> day of October, 2005.

RECONSIDERED AND ADOPTED the 1st day of November, 2005.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Corporate Officer



**PARKS REGUALTION AMENDMENT BYLAW  
BYLAW NO. 2361, 2008**

A Bylaw to amend a section of Pitt Meadows Parks Regulation  
Bylaw No. 765, 1979

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**WHEREAS**, it is deemed expedient to amend City of Pitt Meadows Parks Regulation Bylaw No. 765, 1979; AND

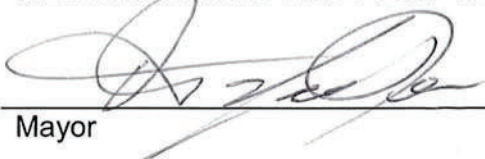
**WHEREAS**, a smoke free environment be created in areas that are in close proximity to where children or youth may be participating in sport or other healthy outdoor pursuits. This initiative is consistent with the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission and School District No. 42 goals to encouraging healthy choices for the residents in our community.

**NOW THEREFORE**, the Council of The City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the **"City of Pitt Meadows Parks Regulation Amendment Bylaw No. 2361, 2008"**.
2. This Bylaw shall be amended by adding the following under General Regulations as #17 and renumbering the remaining sections of the Bylaw accordingly:
  17. *The use of tobacco is prohibited within 10 meters (33 feet) of any sport field, athletic surface, children's playground or water play-park located in a municipal park.*

READ a FIRST, SECOND and THIRD time the 18<sup>th</sup> day of March, 2008.

RECONSIDERED AND ADOPTED the 1<sup>st</sup> day of April, 2008.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Officer



## COUNCIL POLICY C017

12 - Parks Administration

### **Temporary Use of Municipally Owned Dike Right of Ways**

Effective Date: September 1, 1992

Revised Date: June 19, 2012

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#### **Purpose:**

That the Council, upon the recommendation of the Council in Committee, adopts a general policy of retaining title to all dyke rights-of-way; temporary use of surplus lands may be considered subject to the following general terms and conditions.

#### **Policy:**

1. The applicant must own or share an interest in land immediately adjacent to the surplus dyke property.
2. The maximum term for license to occupy is one years, and may be renewed.
3. The use of the land shall be the same as that to which the applicant's adjacent lands are used.
4. There are no significant historical or environmental qualities to the lands.
5. No permanent structures or dwellings of any kind will be permitted to be constructed on the licensed property.
6. The owner must maintain comprehensive public liability insurance for the use of the property with the City of Pitt Meadows named as an additional insured party.

# Strategic Priorities Quarterly Report

October - December (Q4) 2024

PRIORITY	OPERATIONAL STRATEGIES
<b>Principled Governance</b> <ul style="list-style-type: none"> <li>• First Nations Relationship</li> <li>• Meaningful Engagement</li> <li>• Regional Partnerships</li> <li>• Fiscal Stewardship &amp; Accountability</li> <li>• Environmental/Climate Stewardship</li> </ul>	<ol style="list-style-type: none"> <li>1. qíçəy' (Katzie) First Nation Service Agreements</li> <li>2. Post-Secondary Feasibility Study</li> <li>3. Electric Vehicle Charging Review</li> <li>4. Flood Management</li> <li>5. Climate Action Strategy</li> <li>6. 2025 Business Planning</li> <li>7. Eight Month 2024 Budget Review</li> <li>8. Lower Mainland Agriculture Roundtable – Nov 27</li> </ol>
<i>Council Advocacy</i>	<ul style="list-style-type: none"> <li>• Road &amp; Rail Improvements Project – Grade Separation</li> <li>• Secondary School Replacement</li> <li>• CP Logistics Park Opposition</li> <li>• Golden Ears Roundabout Infrastructure Improvements (TransLink)</li> <li>• KFN Secondary Access (Province, TransLink and City of Maple Ridge)</li> <li>• CP Rail Corridor Emissions Standards (Air Quality Monitoring Study)</li> <li>• CP Noise &amp; Vibration Existing Exceedances</li> </ul>
<b>Balanced Economic Prosperity</b> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Business Vitality</li> <li>• Airport</li> <li>• Affordability</li> </ul>	<ol style="list-style-type: none"> <li>1. Golden Ears Business Park 3 &amp; 4</li> <li>2. Agricultural Viability Strategy Implementation [including detailed irrigation study]</li> <li>3. Economic Development Strategic Plan Implementation</li> <li>4. North Lougheed Area Plan Engagement Agreement</li> <li>5. Business Licensing and Regulation Bylaw Review</li> </ol>
<b>Community Spirit &amp; Wellbeing</b> <ul style="list-style-type: none"> <li>• Pride &amp; Spirit</li> <li>• Active Wellness</li> <li>• Natural Environment</li> <li>• Housing Diversity</li> <li>• Recreation</li> </ul>	<ol style="list-style-type: none"> <li>1. Heron's Nest - Metro Vancouver Non-Market Housing &amp; Childcare</li> <li>2. Housing Needs Report Update</li> <li>3. Regional Context Statement and Official Community Plan Update</li> <li>4. Environmental Inventory Management Strategy Implementation</li> <li>5. Accessibility Committee &amp; Plan</li> <li>6. Complete Communities Project</li> <li>7. Civic Centre Master Plan</li> <li>8. Zoning Bylaw Updates</li> <li>9. Urban Forest Strategy Implementation</li> <li>10. Invasive Species Management Plan</li> <li>11. Trail Map Design</li> <li>12. Pitt Meadows Art Gallery - Reestablish Customer Base</li> <li>13. Remembrance Day Ceremony (Nov 11)</li> <li>14. Christmas In Pitt Meadows (Dec 6)</li> <li>15. Holiday Exhibition at the Art Gallery (Nov 16-Dec 24)</li> </ol>

<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Investments</li> <li>• Transportation</li> <li>• Active Transportation</li> <li>• Facilities</li> <li>• Preparedness</li> </ul>	<ol style="list-style-type: none"> <li>1. Water Services Review</li> <li>2. Pitt Meadows Athletic Park Design</li> <li>3. Rose Grabenhorst Garden Renovations</li> <li>4. Rose Grabenhorst Garden Test Wells Monitoring</li> <li>5. Bonson Park Disc Golf Course Construction and soft opening</li> </ol>
<b>Corporate Pride</b> <ul style="list-style-type: none"> <li>• Employee Excellence</li> <li>• Corporate Culture</li> <li>• Service Excellence</li> <li>• Resources</li> <li>• Desirable Employee</li> </ul>	<ol style="list-style-type: none"> <li>1. Electronic Document and Records Management System Planning</li> <li>2. OneDrive (cloud storage) Implementation</li> <li>3. Tempest, Vadim and OMS Software Upgrades</li> <li>4. Equity, Diversity &amp; Inclusion (EDI) Initiatives</li> <li>5. Collective Bargaining - IAFF</li> <li>6. Laptop &amp; Mobile Device Replacement Program</li> <li>7. RCMP IT Planning and Design</li> <li>8. Transitioning City Copper IT Services to Fibre Optics</li> <li>9. Begin Windows Server Upgrade Program</li> </ol>
<b>Public Safety</b> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire</li> <li>• Emergency Preparedness</li> <li>• Bylaws</li> <li>• Regulatory</li> </ul>	<ol style="list-style-type: none"> <li>1. Police Detachment Construction</li> <li>2. Transition to Independent RCMP Detachment</li> <li>3. Recruitment of Four Flex Firefighters</li> <li>4. Next Generation 911</li> <li>5. Enhance EOC Technical Capacity</li> <li>6. Fire Department Community Risk Assessment</li> <li>7. Parks Maintenance Policy</li> <li>8. Cross-Connection Control Program Administration</li> <li>9. Council Policy C014 Complaints and Bylaw Enforcement Update</li> <li>10. Noise Bylaw Review</li> <li>11. Temporary Use of Municipal Dike Right of Way</li> <li>12. New Soil Bylaw</li> <li>13. Seasonal Communication Campaigns: Fireworks Education; Clearing Catch Basins; Snow and Ice</li> </ol>