



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

Tuesday, January 28, 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 q̓ic̓əy̓ (Katzie) First Nation who were stewards of this land since time immemorial.

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

Pages

A. CALL TO ORDER

B. LATE ITEMS

C. APPROVAL OF AGENDA

Recommended Motion:

THAT the agenda for the January 28, 2025 Regular Meeting of Council be approved.

D. PUBLIC HEARINGS

D.1 Rezoning for 19375 Airport Way (Amenity Lands)

Patrick Ward, Director of Planning & Development, to present an overview of an application to rezone the Amenity Lands from I-3 (Business Park) to P-1 (Community Assembly) to reflect intended use of the property as an extension of the Pitt Meadows Athletic Park ["PMAP"].

D.1.1 Zoning Amendment Bylaw No. 3001, 2024

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D.1.2 Historical Staff Reports

Historical Staff Reports and corresponding materials previously presented to Council can be found online at:

<https://www.pittmeadows.ca/public-hearings>

D.1.3 Notice of Public Hearing

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D.1.4 Written Submissions

There were no written submissions received prior to agenda production deadline.

E. QUESTION AND COMMENT PERIOD

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

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

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

F. ADOPTION OF MINUTES

Recommended Motion:

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

- | | | |
|------------|---|-----------|
| F.1 | January 14, 2025 Regular Meeting of Council | 9 |
| F.2 | January 21, 2025 Special (Pre-Closed) Meeting of Council | 13 |

G. CELEBRATE PITT MEADOWS

G.1 2024 Community Service Award Winners

An opportunity for Council to recognize the 2024 Community Service Award winners following the award ceremony held January 15, 2025.

H. DELEGATIONS AND PRESENTATIONS

H.1 Ridge Meadows Chamber of Commerce

Jerry Kok, President, and Kristi Maier, Chief Executive Officer, from the Ridge Meadows Chamber of Commerce, to present an overview of Chamber activities and their 2024 accomplishments.

I. REPORTS

I.1 Kennedy Road Drainage Pump Station Upgrades - Grant Application

Justin Hart, Manager of Major Projects, to present a grant opportunity and seek Council's endorsement to supplement Staff's full grant application to the Disaster Resilience and Innovation Funding (DRIF) program through the Ministry of Emergency Management and Climate Readiness (EMCR) for the

Kennedy Drainage Pump Station Upgrades Project.

Recommended Motion:

THAT Council:

- A. Endorse Staff's submission of a full proposal to the Disaster Resilience and Innovation Funding (DRIF) program for the Kennedy Drainage Pump Station Upgrades Project; AND
- B. Support the planned Kennedy Drainage Pump Station Upgrades Project; AND
- C. Affirm the City's willingness to provide overall project and funding management for the Project; OR
- D. Other.

I.2 Q1 2025 Strategic Priorities Quarterly Report

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Mark Roberts, Chief Administrative Officer, to provide an overview of the operational strategies proposed for Q1 2025 [January - March, 2025].

Recommended Motion:

THAT Council:

- A. Approve the operational strategies for Q1 2025 as presented to Council on January 28, 2025; OR
- B. Other.

J. BYLAWS & PERMITS

J.1 City of Pitt Meadows Zoning Bylaw Amendments – Third Reading

24

Patrick Ward, Director of Planning & Development, to provide an overview of the bylaw and summary of the comments from the Public Hearing held on December 3, 2024.

Recommended Motion:

THAT Council:

- A. Grant third reading to Zoning Text Amendment Bylaw No. 2972, 2024, regarding amendments to aid in the interpretation and administration of the bylaw; OR
- B. Other.

J.2 Obsolete Bylaws Repeal Bylaw No. 2998, 2024

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Council gave first three readings to Bylaw No. 2998, 2024 at the January 14, 2025 Council Meeting.

Recommended Motion:

THAT Council:

- A. Adopt Obsolete Bylaws Repeal Bylaw No. 2998, 2024 to repeal bylaws that no longer serve a purpose; OR
- B. Other.

K. COUNCIL LIAISON REPORTS

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

L. 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

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M. COUNCIL PRIORITIES

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

N. ADJOURNMENT

**CITY OF PITT MEADOWS
ZONING AMENDMENT BYLAW
No. 3001, 2024**

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

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

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

1. This Bylaw may be cited as the "Zoning Amendment Bylaw No. 3001, 2024".
2. The Zoning Bylaw No. 2505, 2011, including Schedule A (Zoning Map), is amended as follows:
 - a) The parcel of land legally described as:
 - (i) PID: 031-463-096
Lot 3 District Lot 254 Group 1New Westminster District Plan
EPP80530,

and as shown boldly outlined and shaded in Attachment 1, which forms part of this bylaw, is hereby rezoned to Community Assembly (P-1) Zone.

READ a FIRST and SECOND time on December 3, 2024.

PUBLIC HEARING held on [DATE].

READ a THIRD time on [DATE].

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

Attachment 1



NOTICE OF PUBLIC HEARING

The City of Pitt Meadows hereby gives notice that it will hold a public hearing as part of its Council meeting on **Tuesday, January 28, 2025**, starting at 7:00 pm to receive comments and submissions regarding the following proposed bylaw amendment to City of Pitt Meadows Zoning Bylaw 2505, 2011:

City of Pitt Meadows Zoning Amendment Bylaw 3001, 2024

The intent of this proposed bylaw is to permit sports and recreation uses and facilities on the City-owned property listed below, and as shown boldly outlined on the map:

19375 Airport Way, Pitt Meadows, BC

PID: 031-463-096

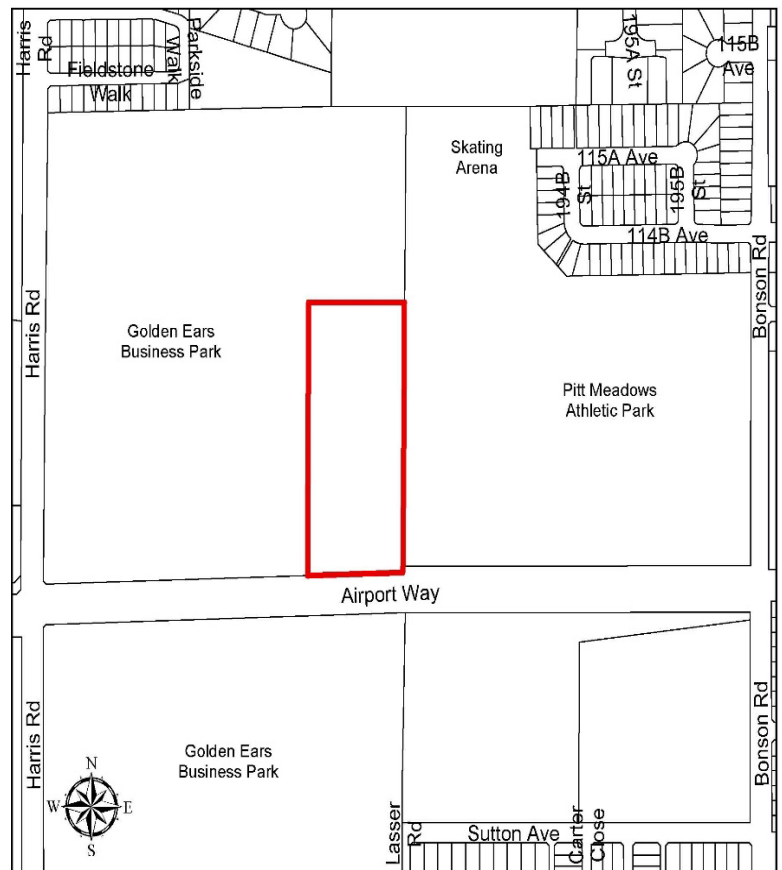
Lot 3 District Lot 254 Group 1 New
Westminster District Plan EPP80530

How Do I Get More Information?

From January 17 to January 28, 2025, copies of the respective bylaws and other relevant information can be found by visiting City Hall or online at pittmeadows.ca/publichearings

If you require further information after reviewing the above online materials, please contact:

Allison Dominelli | 604.465.2433
adominelli@pittmeadows.ca



Listen to and Participate in the Meeting

Anyone who believes they are affected by the proposed bylaw will be given a reasonable opportunity to be heard. There are several ways to take part:

1. Watch the Public Hearing Live

View the livestream by visiting pittmeadows.ca/councilmeetings.

2. Submit Written Comments to Council

Email: Send an email to publichearing@pittmeadows.ca with 'January 28, 2025 – 19375 Airport Way Public Hearing Submission' in the subject line.

Mail: Mail your comments to the Corporate Officer at:
City of Pitt Meadows,
12007 Harris Road, Pitt Meadows, BC V3Y 2B5

In person: Drop off your written comments at City Hall to the attention of the Corporate Officer.

3. Attend In Person to Give Comment

Join us in Council Chamber at City Hall to make your comments in person.

Where: 12007 Harris Road, Council Chamber (inside foyer)

When: 7:00 p.m.

Submissions received BEFORE 3:00 pm on the Thursday prior to the meeting will be included in the meeting agenda package. Submissions received AFTER this deadline, up until 3:00 pm on the day of the public hearing, will form part of an on-table circulation.

No representations on this proposed bylaw amendment will be received by Council after the conclusion of the public hearing.

All oral and written submissions, including names and addresses, will become part of the public record which includes being made available for public inspection on the City's website.

If you have questions regarding the public hearing process, please contact:

Kate Barchard | Corporate Officer | 604.465.2462 | kbarchard@pittmeadows.ca



Minutes of the Regular Meeting of Pitt Meadows City Council

January 14, 2025, 7:00 p.m.

Council Chamber

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Elected Officials:

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

Staff:

M. Roberts, Chief Administrative Officer
K. Barchard, Corporate Officer
T. Barr, Deputy Corporate Officer
K. Holtzman, Manager of Financial Planning & Accounting
C. O'Byrne, Manager of Planning
P. Ward, Director of Planning & Development

A. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

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

B. LATE ITEMS

There were no late items.

C. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the agenda for the January 14, 2025, Regular Meeting of Council be approved.

CARRIED

D. QUESTION AND COMMENT PERIOD

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

- Brad Schull, Pitt Meadows- regarding comments related to a single driveway configuration for the development at 19516 Hammond Road.

E. ADOPTION OF MINUTES

It was **MOVED** and **SECONDED** 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
- E.3 January 7, 2025, Special (Pre-Closed) Meeting of Council

CARRIED

F. CELEBRATE PITT MEADOWS

F.1 Traditional Powwow Dance

MukMuuktsakit (Oscar Joseph), Hereditary Chief of Ouinmatis Kwatswiath from ᑭᑭᑭᑭ (Katzie) First Nation & Ahousaht First Nation, performed a traditional powwow dance and shared the importance of passing down traditions to the next generation. Oscar then invited and led Council in a second powwow dance.

G. CONSENT AGENDA

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

- G.1 DRAFT Board of Variance [BOV] Meeting Minutes, December 4, 2024
- G.2 Metro 2050 Type 3 Proposed Amendment – City of Surrey (15238 - 64 Avenue)

CARRIED

H. REPORTS

H.1 2025 Capital Project Pre-Approval

Korey Holtzman, Manager of Financial Planning and Accounting, provided an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

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

CARRIED

H.2 Flag Policy C001 Amendments

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

Council members participated in a roundtable discussion.

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

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

CARRIED

I. BYLAWS & PERMITS

I.1 Development Permit Application for 19516 Hammond Road

Colin O'Byrne, Manager of Planning, presented an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Authorize the issuance of Development Permit No. 2024-003, proposing a four-unit townhouse building with one basement suite at 19516 Hammond Road, with double driveway access as captured in the draft development permit and presented at the January 14, 2025 Council Meeting.

CARRIED

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

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

Council members participated in a roundtable discussion.

It was **MOVED** and **SECONDED** 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.

CARRIED

J. COUNCIL LIAISON REPORTS

Council members provided updates on recent community involvement and events.

K. QUESTION AND COMMENT PERIOD

No members of the public engaged in Question & Comment Period.

M. ADJOURNMENT

The meeting was adjourned at 8:04 p.m.

Signed and certified as correct:

Nicole MacDonald, Mayor

Kate Barchard, Corporate Officer



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

January 21, 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
T. Barr, Deputy Corporate Officer
L. Barroetavena, Director of Financial Services
S. Maki, Director of Engineering & Operations
T. O'Grady, Manager of Communications & Civic Engagement
C. Reimer, Manager of Operations

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  (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 21, 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 employee relations, the acquisition, disposition or expropriation of land or improvements, and the proposed provision of a municipal service under sections 90.1 (c), (e) and (k) of the *Community Charter*.

CARRIED

E. ADJOURNMENT

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

Signed and certified as correct:

Nicole MacDonald, Mayor

Kate Barchard, Corporate Officer



Staff Report to Council

Office of the CAO

FILE: 01-0620-04/25

REPORT DATE: January 20, 2025 **MEETING DATE:** January 28, 2025

TO: Mayor and Council

FROM: Mark Roberts, Chief Administrative Officer

SUBJECT: Q1 2025 Strategic Priorities Quarterly Report

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Approve the operational strategies for Q1 2025 as presented to Council on January 28, 2025; OR
 - B. Other.
-

PURPOSE

To seek Council’s approval of the operational strategies proposed for Q1 2025 [January - March, 2025].

- Information Report Decision Report Direction Report

DISCUSSION

Background:

Each quarter, Staff present to Council a Strategic Priorities Quarterly Report to ensure that Staff are properly aligned with Council’s vision and goals. The document also serves as a reporting tool to inform the community of key operational strategies.

Staff have drafted the Q1 2025 Quarterly Report [Attachment A] and are now seeking Council’s feedback and approval.

Relevant Policy, Bylaw or Legislation:

2023-2026 Corporate Strategic Plan.

Available for viewing at: pittmeadows.ca/strategicplan

Analysis:

The Quarterly Report has been updated to reflect the City's refreshed priorities and objectives. The following is a list of the key changes made to the operational strategies within each priority area.

1. Principled Governance:

Added:

- a) Development of Annual Report and Financial Plan Documents – To refresh and enhance the development of the Annual Report and Financial Plan, improving efficiency and overall presentation.

Removed:

- a) 2025 Business Planning [Completed]
- b) Eight Month 2024 Budget Review [Completed]

Modified:

- a) Lower Mainland Agriculture Roundtable ~~Nov-27~~ – Next Steps [updated to reflect current stage of initiative]

2. Council Advocacy:

Added:

- a) 2025 UBCM Resolution – Ministry of Agriculture and Food - With input from the City's Agricultural Advisory Committee, staff will draft a UBCM resolution for the 2025 convention calling on the Province to increase funding for the Ministry of Agriculture and Food.

3. Balanced Economic Prosperity:

Modified:

- a) Agricultural Viability Strategy Implementation [including detailed irrigation study **and targeted survey to agriculture community**]
- b) Economic Development Strategic Plan Implementation [**including tourism development considerations**]

4. Community Spirit & Wellbeing:

Added:

- a) Family Day Carnival (Feb 17)
- b) Harris Road Complete Street Feasibility Study – To assess existing conditions and provide recommendations to incorporate complete street corridor features in order to improve Harris Road accessibility for all ages and abilities.

Removed:

- a) Housing Needs Report Update [Completed]
- b) Remembrance Day Ceremony [Completed]
- c) Christmas in Pitt Meadows [Completed]
- d) Holiday Exhibition at the Art Gallery [Nov 16 – Dec 24] [Completed]

Modified:

- a) Accessibility Committee & Plan [including community engagement survey]

Infrastructure:

Added:

- a) Vital Records Protection Plan - Development of a protection plan for the City's vital record sets (i.e. records essential for business continuity) to ensure access to those records in the event of a significant crisis (e.g. flood, fire, cyber attack, etc.).

Modified:

- a) Water Services Review **Implementation** – Review is complete; now implementing recommendations.

5. Corporate Pride:

Added:

- a) Enhancing Operational Safety with Comprehensive Procedure Development - To ensure the highest standards of workplace safety and operational efficiency, we will develop and implement comprehensive safe work procedures across all areas of the Operations department. This initiative reflects our ongoing commitment to fostering a safe and sustainable work environment for all employees.
- b) Review Performance Management Tools - Review and update the CUPE annual performance review tool to ensure it effectively supports meaningful feedback, aligns with organizational objectives, and promotes employee development.
- c) Communications Services Review - Comprehensive review of department's services, recurring projects, channels, processes, etc., to strengthen staff support and provide clarity on functions.
- d) Assessment of Online/Self-Serve Building Permit Software - Evaluation of software options for online and self-serve building permit applications to streamline the permitting process.

- e) Corporate Fees & Charges Bylaw - Establish a consolidated fee setting bylaw to allow for easier access to, and monitoring of, established fees across the City's various departments and services.

Removed:

- a) Tempest, Vadim and OMS Software Upgrades [Completed]
- b) Collective Bargaining – IAFF [Completed]

Modified:

- a) Electronic Document and Records Management ~~Major System Planning Upgrade~~ - Updated to reflect current status of project.
- b) Laptop and ~~Mobile Device PC~~ replacement Program - Updated to reflect current focus of project.
- c) ~~Begin~~ Windows Server Upgrade Program – Updated to reflect current status of project.

6. Public Safety:

Added:

- a) Voyent Alert Rollout – Develop next steps to communicate and implement the notification software for sending personalized emergency messages.
- b) Business Continuity Planning – Develop a business continuity plan that consists of the critical information an organization needs to continue operating and facilitate recovery during an unplanned event, emergency or disaster. The initial focus for 2025 will be to create business continuity plans for the Information Technology and Legislative Services departments.
- c) Incident Response Plans Review - To review/refresh existing plans and to develop plans that aren't currently in place. (Examples: Flood/Evacuation, Contaminated Spills, Atmospheric Rivers)

Removed:

- a) Enhance EOC Technical Capacity [Completed]
- b) Council Policy C014 Complaints and Bylaw Enforcement Update [Completed]
- c) Temporary Use of Municipal Dike Right of Way [Policy repealed]

Modified:

- a) Seasonal Communication Campaigns: ~~Fireworks Education; Clearing Catch Basins; Water Main Flushing~~; Snow and Ice – Updated to reflect current focus of campaign.

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

Resource implications related to specific operational strategies will be flagged for Council as the projects are brought forward for decision making.

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
- Other

All proposed operational strategies have been considered through the annual business and budget planning process.

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

KATZIE FIRST NATION CONSIDERATIONS

- Referral Yes No Other

Council and staff view their relationship with ᑕᑎᑕᑦᑦ (Katzie) First Nation [“KFN”] as a key priority. As rights holders, KFN’s input and feedback are integral to several key initiatives, including: KFN Service Agreements; Climate Action Strategy; Road & Rail Improvement Projects – Grade Separation; CP Logistics Park Opposition; KFN Secondary Access; North Loughed Area Plan Engagement Agreement; Environmental Inventory Management Strategy Implementation; Accessibility Committee & Plan; Invasive Species Management Plan; and Transition to Independent RCMP Detachment.

SIGN-OFFS

Written by:

Kate Barchard,
Corporate Officer

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

- A. Q1 2025 Strategic Priorities Quarterly Report (NEW report)
- B. Q4 2024 Strategic Priorities Quarterly Report (OLD report)

Strategic Priorities Quarterly Report

January - March (Q1) 2025

Attachment A

PRIORITY

OPERATIONAL STRATEGIES

Principled Governance

- First Nations Relationship
- Meaningful Engagement
- Regional Partnerships
- Fiscal Stewardship & Accountability
- Environmental/Climate Stewardship

1. q̓ičə'y (Katzie) First Nation Service Agreements
2. Post-Secondary Feasibility Study
3. Electric Vehicle Charging Review
4. Flood Management
5. Climate Action Strategy
6. Development of Annual Report and Financial Plan Documents
7. Lower Mainland Agriculture Roundtable – Next Steps

Council Advocacy

- Road & Rail Improvements Project – Grade Separation
- Secondary School Replacement
- CP Logistics Park Opposition
- Golden Ears Roundabout Infrastructure Improvements (TransLink)
- KFN Secondary Access (Province, TransLink and City of Maple Ridge)
- CP Rail Corridor Emissions Standards (Air Quality Monitoring Study)
- CP Noise & Vibration Existing Exceedances
- 2025 UBCM Resolution – Ministry of Agriculture and Food Funding

Balanced Economic Prosperity

- Agriculture
- Business Vitality
- Airport
- Affordability

1. Golden Ears Business Park 3 & 4
2. Agricultural Viability Strategy Implementation [including detailed irrigation study and targeted survey to agriculture community]
3. Economic Development Strategic Plan Implementation [including tourism development considerations]
4. North Lougheed Area Plan Engagement Agreement
5. Business Licensing and Regulation Bylaw Review

Community Spirit & Wellbeing

- Pride & Spirit
- Active Wellness
- Natural Environment
- Housing Diversity
- Recreation

1. Heron's Nest - Metro Vancouver Non-Market Housing & Childcare
2. Regional Context Statement and Official Community Plan Update
3. Environmental Inventory Management Strategy Implementation
4. Accessibility Committee & Plan [including community engagement survey]
5. Complete Communities Project
6. Civic Centre Master Plan
7. Zoning Bylaw Updates
8. Urban Forest Strategy Implementation
9. Invasive Species Management Plan
10. Trail Map Design
11. Pitt Meadows Art Gallery - Reestablish Customer Base
12. Family Day Carnival (Feb 17)
13. Harris Road Complete Street Feasibility Study

Infrastructure

- Investments
- Transportation
- Active Transportation
- Facilities
- Preparedness

1. Water Services Review Implementation
2. Pitt Meadows Athletic Park Design
3. Rose Grabenhorst Garden Renovations
4. Rose Grabenhorst Garden Test Wells Monitoring
5. Bonson Park Disc Golf Course Construction and Soft Opening
6. Vital Records Protection Plan

Corporate Pride

- Employee Excellence
- Corporate Culture
- Service Excellence
- Resources
- Desirable Employee

1. Electronic Document and Records Management Major System Upgrade
2. OneDrive (cloud storage) Implementation
3. Equity, Diversity & Inclusion (EDI) Initiatives
4. Enhancing Operational Safety with Comprehensive Procedure Development
5. Review Performance Management Tools
6. Laptop & PC Replacement Program
7. Communications Services Review
8. RCMP IT Planning and Design
9. Transitioning City Copper IT Services to Fibre Optics
10. Windows Server Upgrade Program
11. Assessment of Online/Self-Serve Building Permit Software
12. Corporate Fees & Charges Bylaw

Public Safety

- Police
- Fire
- Emergency Preparedness
- Bylaws
- Regulatory

1. Police Detachment Construction
2. Transition to Independent RCMP Detachment
3. Recruitment of Four Flex Firefighters
4. Next Generation 911
5. Fire Department Community Risk Assessment
6. Parks Maintenance Policy
7. Cross-Connection Control Program Administration
8. Noise Bylaw Review
9. New Soil Bylaw
10. Seasonal Communication Campaigns: Water Main Flushing; Snow and Ice
11. Voyent Alert Rollout
12. Business Continuity Planning
13. Incident Response Plans Review

Strategic Priorities Quarterly Report

October - December (Q4) 2024

Attachment B

PRIORITY

OPERATIONAL STRATEGIES

Principled Governance

- First Nations Relationship
- Meaningful Engagement
- Regional Partnerships
- Fiscal Stewardship & Accountability
- Environmental/Climate Stewardship

1. q̓ičəy' (Katzie) First Nation Service Agreements
2. Post-Secondary Feasibility Study
3. Electric Vehicle Charging Review
4. Flood Management
5. Climate Action Strategy
6. 2025 Business Planning
7. Eight Month 2024 Budget Review
8. Lower Mainland Agriculture Roundtable – Nov 27

Council Advocacy

- Road & Rail Improvements Project – Grade Separation
- Secondary School Replacement
- CP Logistics Park Opposition
- Golden Ears Roundabout Infrastructure Improvements (TransLink)
- KFN Secondary Access (Province, TransLink and City of Maple Ridge)
- CP Rail Corridor Emissions Standards (Air Quality Monitoring Study)
- CP Noise & Vibration Existing Exceedances

Balanced Economic Prosperity

- Agriculture
- Business Vitality
- Airport
- Affordability

1. Golden Ears Business Park 3 & 4
2. Agricultural Viability Strategy Implementation [including detailed irrigation study]
3. Economic Development Strategic Plan Implementation
4. North Lougheed Area Plan Engagement Agreement
5. Business Licensing and Regulation Bylaw Review

Community Spirit & Wellbeing

- Pride & Spirit
- Active Wellness
- Natural Environment
- Housing Diversity
- Recreation

1. Heron's Nest - Metro Vancouver Non-Market Housing & Childcare
2. Housing Needs Report Update
3. Regional Context Statement and Official Community Plan Update
4. Environmental Inventory Management Strategy Implementation
5. Accessibility Committee & Plan
6. Complete Communities Project
7. Civic Centre Master Plan
8. Zoning Bylaw Updates
9. Urban Forest Strategy Implementation
10. Invasive Species Management Plan
11. Trail Map Design
12. Pitt Meadows Art Gallery - Reestablish Customer Base
13. Remembrance Day Ceremony (Nov 11)
14. Christmas In Pitt Meadows (Dec 6)
15. Holiday Exhibition at the Art Gallery (Nov 16-Dec 24)

Infrastructure

- Investments
- Transportation
- Active Transportation
- Facilities
- Preparedness

1. Water Services Review
2. Pitt Meadows Athletic Park Design
3. Rose Grabenhorst Garden Renovations
4. Rose Grabenhorst Garden Test Wells Monitoring
5. Bonson Park Disc Golf Course Construction and soft opening

Corporate Pride

- Employee Excellence
- Corporate Culture
- Service Excellence
- Resources
- Desirable Employee

1. Electronic Document and Records Management System Planning
2. OneDrive (cloud storage) Implementation
3. Tempest, Vadim and OMS Software Upgrades
4. Equity, Diversity & Inclusion (EDI) Initiatives
5. Collective Bargaining - IAFF
6. Laptop & Mobile Device Replacement Program
7. RCMP IT Planning and Design
8. Transitioning City Copper IT Services to Fibre Optics
9. Begin Windows Server Upgrade Program

Public Safety

- Police
- Fire
- Emergency Preparedness
- Bylaws
- Regulatory

1. Police Detachment Construction
2. Transition to Independent RCMP Detachment
3. Recruitment of Four Flex Firefighters
4. Next Generation 911
5. Enhance EOC Technical Capacity
6. Fire Department Community Risk Assessment
7. Parks Maintenance Policy
8. Cross-Connection Control Program Administration
9. Council Policy C014 Complaints and Bylaw Enforcement Update
10. Noise Bylaw Review
11. Temporary Use of Municipal Dike Right of Way
12. New Soil Bylaw
13. Seasonal Communication Campaigns: Fireworks Education; Clearing Catch Basins; Snow and Ice



Staff Report to Council

Planning and Development

FILE: 08-3360-20/23

REPORT DATE: January 20, 2025 **MEETING DATE:** January 28, 2025

TO: Mayor and Council

FROM: Patrick Ward, Director of Planning and Development

SUBJECT: City of Pitt Meadows Zoning Bylaw Amendments – Third Reading

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Grant third reading to Zoning Text Amendment Bylaw No. 2972, 2024, regarding amendments to aid in the interpretation and administration of the bylaw; OR
- B. Other.

PURPOSE

Provide a summary of the Public Hearing comments from December 3, 2024 and recommend that Council grant third reading to the bylaw.

- Information Report Decision Report Direction Report

DISCUSSION

Background:

Following first and second readings granted by Council on November 5, 2024, a public hearing was held on December 3, 2024 for a group of amendments to the Zoning Bylaw that are intended to aid in its interpretation and administration, to ensure that the regulations are consistent with the City’s intent and to address new land use trends. These amendments include updates regarding:

- Building separation requirements;
- Farm retail sales area provisions;

- Vehicle repair and inspection uses; and
- Migrant farm-worker housing.

Relevant Policy, Bylaw or Legislation:

Section 479 of the *Local Government Act* allows a local government to adopt a zoning bylaw that regulates the use and density of uses permitted on land, the dimensions and siting of buildings and structures on the land, and the location of uses on the land and within buildings and other structures.

The Zoning Bylaw implements the City’s land use planning vision expressed in the Official Community Plan (OCP) by regulating how land, buildings and other structures may be used and developed. The current Zoning Bylaw and the spatial allocation of existing zones (i.e., the zoning of individual parcels) do not need to be consistent with the OCP; however, under the *Local Government Act*, new zoning changes are required to be generally consistent with the OCP. With some limitations related to public uses, affordable housing, and special needs housing, amendments to a zoning bylaw do not require a property owner's consent.

Analysis:

One person spoke at the public hearing, and no other communication from the public was received at the public hearing or in advance of the public hearing.

The speaker at the public hearing, a member of the City’s Agricultural Advisory Committee (AAC), generally addressed the amendments concerning uses in the Agricultural Land Reserve and inquired if the proposed zoning bylaw amendments regarding agricultural zones were presented to the AAC. Of the proposed zoning bylaw amendments, two address regulations specific to the agricultural area (i.e., farm retail sales areas and migrant farm-worker housing).

Farm Retail Sales Area

At the February 28, 2023 Regular Council Meeting, the issue of farm retail sales, including farm gate cannabis sales, was presented to Council, and the following motion was passed:

That Council direct staff to prepare bylaws to limit farm retail sales area to a maximum gross floor area of 300 m².

In keeping with Council’s direction, the proposed Zoning Amendment Bylaw extends the maximum farm retail sales area of 300 m² to all farm retail sales where 100% of products sold are produced on site or within the farm operation. As described in the report received by Council on February 28, 2023, the 300 m² regulation currently applies to farm retail operations where 50 to 99% of products sold are produced on the farm. Extending this regulation to farm retail operations where 50 to 100% of products sold are produced on the farm avoids potential issues with more extensive retail operations in the agricultural area (e.g., traffic and servicing). This proposed change is not expected to impact any existing farm retail operations or current applications. It was, therefore, not brought to the AAC as the change from 99% to 100% was not

considered to have a substantive impact, and was in keeping with Council’s February 28, 2023 motion.

Migrant Farm-worker Housing

The proposed amendments regarding migrant farm-worker housing are intended to address restrictions that were identified as a result of two separate applications for temporary farm worker housing that did not conform to the City’s Zoning Bylaw. In both cases, the non-adhering residential use applications to the ALC were considered and supported by the AAC and Council, and the applications were forwarded to the ALC with Council endorsement. The report received by Council on July 23 regarding one of the applications noted that staff would bring forward the necessary Zoning Bylaw amendment.

Next Steps

Before Council can adopt the bylaw, it must receive approval from the Ministry of Transportation and Transit. This is necessary as the proposed zoning amendments apply to lands within 800 m of Lougheed Highway (a controlled access highway).

As noted in the first and second reading reports for this bylaw, staff are undertaking a review of the agricultural zones, which will involve engaging with the AAC on the proposed changes. Farm worker housing will be included in this review, and the AAC can help to monitor any potential unintended implications associated with the farm retail sales area amendment moving forward.

COUNCIL STRATEGIC PLAN ALIGNMENT

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

WORKPLAN IMPLICATIONS

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

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
 Other

There are no financial implications associated with this report.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

A public hearing was held on December 3, 2024 in accordance with the City’s Development Procedures Bylaw.

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

SIGN-OFFS

Written by:

Dana K. Parr,
Planner II

Reviewed by:

Colin O’Byrne,
Manager of Planning

Patrick Ward,
Director of Planning & Development

ATTACHMENT(S):

A. Zoning Text Amendment Bylaw No. 2972, 2024

**CITY OF PITT MEADOWS
ZONING TEXT AMENDMENT
BYLAW NO. 2972, 2024**

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

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

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

1. This Bylaw may be cited as the "Zoning Text Amendment Bylaw No. 2972, 2024".
2. The Zoning Bylaw No. 2505, 2011 is amended as follows:
 - a) Subsection 2.3 [General Definitions] is amended by:
 - (i) adding the following new definition:

SHORT-TERM RENTAL means the service of accommodation, in exchange for a fee, that is provided to members of the public for a period of time of less than 90 consecutive days, but does not include boarding, a bed and breakfast, or hotel;
 - (ii) deleting the definition for VEHICLE REPAIR and replacing it with the following:

VEHICLE REPAIR means the service, maintenance, repair, and inspection of motor vehicles, and excludes vehicle-body repair.
 - b) Section 3 [Enforcement] subsection 3.4 [Specific Prohibitions] is amended as follows:
 - (i) the following new subparagraph is added to paragraph (e):
 - iii. Short-term rental;
 - (ii) Subparagraph (f)(xviii) is amended by adding "and retail sales" after the word "production" and removing the words "and subject to the *Agriculture Land Reserve Use, Subdivision and Procedure Regulation* (Bylaw 2814, 2018)".
 - c) Section 4 [General Development Regulations] is amended as follows:
 - (i) Paragraph 4.2(b) is deleted and replaced with the following:

- b) Swimming pools and hot tubs shall be located a minimum of 1.2 m from a side lot line and rear lot line, and 1.5 m from any street.
- (ii) Subsection 4.14 [Building Separation] is deleted and replaced with the following:
- The minimum horizontal clearance between all buildings on a lot is 2 m.
- d) Section 5 [Specific Use Regulations] is amended as follows:
- (i) Subsection 5.3 [Home-Based Businesses] paragraph 5.3.2 is amended by adding the following subparagraph:
- h) *Short-term rental*
- (ii) Subsection 5.10 [Migrant Farm-Worker Housing] subparagraph (a)(iii) is deleted and replaced with the following:
- iii. The accommodation is located on a lot with an area of at least 3.75 ha.
- (iii) Subsection 5.10 [Migrant Farm-Worker Housing] subparagraph (b)(vi) is deleted and replaced with the following:
- vi. Migrant farm worker accommodation shall be limited to ten persons for each 4.05 ha of land within the farm operation up to a maximum of 60 persons per farm operation, except that a maximum of 150 persons may be accommodated in respect of a farm operation comprising at least 40.5 ha, and a maximum of 250 persons may be accommodated in respect of a farm operation comprising at least 405 ha, if
- no more than 60 persons are accommodated in any single building
 - no more than one building for migrant farm-worker housing is located on any lot
 - no building for migrant farm-worker housing is located within 500 m of any other such building.
- (iv) Subsection 5.11 [Farm Retail Sales and Winery / Brewery / Distillery / Meadery or Cider Lounges] paragraph (a) is deleted and replaced with the following:

- a) The total combined indoor and outdoor retail sales area for *farm retail sales* shall not exceed 300 sq m.

- e) Subsection 10.2 [R-3 Urban Residential 3] paragraph 10.2.3 [Lot Requirements] is amended by deleting subparagraphs (a) and (b) and replacing with the following:
 - a) The minimum lot area for subdivision shall be 1,215 sq m.
 - b) The minimum *lot width* for subdivision shall be 12 m.

- f) Subsection 10.3 [R-4 Urban Residential 4] paragraph 10.3.3 [Lot Requirements] is amended by deleting subparagraphs (a) and (b) and replacing with the following:
 - a) The minimum *lot area* for subdivision shall be 1,215 sq m.
 - b) The minimum *lot width* for subdivision shall be 12 m.

- g) Subsection 10.4 [R-6 Urban Residential 6] paragraph 10.4.3 [Lot Requirements] is amended by deleting subparagraphs (a) and (b) and replacing with the following:
 - a) The minimum lot area for subdivision shall be 1,215 sq m.
 - b) The minimum *lot width* for subdivision shall be 12 m.

- h) Subsection 11.1 [C-1 Highway Commercial] is amended as follows:
 - (i) Paragraph 11.1.2 [Permitted Uses] is amended by adding 'Vehicle Repair' under Principal Uses and deleting 'Vehicle Repair' under Accessory Uses;

 - (ii) Paragraph 11.1.8 [Conditions of Use] is amended by adding the following subparagraph:
 - c) *Vehicle repair* as a principal use is permitted only on lots that are not located adjacent to lots that are zoned residential or mixed-use or are not located across a road (excluding a provincial highway) from properties that are zoned residential or mixed-use.

- i) All references throughout the bylaw to "*floor space ratio*" are deleted and replaced with "*floor-area ratio*".

READ a FIRST and SECOND time on November 5, 2024.

PUBLIC HEARING held on December 3, 2024.

READ a **THIRD** time on [DATE].

MINISTERIAL APPROVAL received on [DATE].

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

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

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 January 14, 2025.

ADOPTED on [DATE].

Nicole MacDonald
Mayor

Kate Barchard
Corporate Officer

Strategic Priorities Quarterly Report

October - December (Q4) 2024

PRIORITY

OPERATIONAL STRATEGIES

Principled Governance

- First Nations Relationship
- Meaningful Engagement
- Regional Partnerships
- Fiscal Stewardship & Accountability
- Environmental/Climate Stewardship

1. q̄ičəy' (Katzie) First Nation Service Agreements
2. Post-Secondary Feasibility Study
3. Electric Vehicle Charging Review
4. Flood Management
5. Climate Action Strategy
6. 2025 Business Planning
7. Eight Month 2024 Budget Review
8. Lower Mainland Agriculture Roundtable – Nov 27

Council Advocacy

- Road & Rail Improvements Project – Grade Separation
- Secondary School Replacement
- CP Logistics Park Opposition
- Golden Ears Roundabout Infrastructure Improvements (TransLink)
- KFN Secondary Access (Province, TransLink and City of Maple Ridge)
- CP Rail Corridor Emissions Standards (Air Quality Monitoring Study)
- CP Noise & Vibration Existing Exceedances

Balanced Economic Prosperity

- Agriculture
- Business Vitality
- Airport
- Affordability

1. Golden Ears Business Park 3 & 4
2. Agricultural Viability Strategy Implementation [including detailed irrigation study]
3. Economic Development Strategic Plan Implementation
4. North Lougheed Area Plan Engagement Agreement
5. Business Licensing and Regulation Bylaw Review

Community Spirit & Wellbeing

- Pride & Spirit
- Active Wellness
- Natural Environment
- Housing Diversity
- Recreation

1. Heron's Nest - Metro Vancouver Non-Market Housing & Childcare
2. Housing Needs Report Update
3. Regional Context Statement and Official Community Plan Update
4. Environmental Inventory Management Strategy Implementation
5. Accessibility Committee & Plan
6. Complete Communities Project
7. Civic Centre Master Plan
8. Zoning Bylaw Updates
9. Urban Forest Strategy Implementation
10. Invasive Species Management Plan
11. Trail Map Design
12. Pitt Meadows Art Gallery - Reestablish Customer Base
13. Remembrance Day Ceremony (Nov 11)
14. Christmas In Pitt Meadows (Dec 6)
15. Holiday Exhibition at the Art Gallery (Nov 16-Dec 24)

Infrastructure

- Investments
- Transportation
- Active Transportation
- Facilities
- Preparedness

1. Water Services Review
2. Pitt Meadows Athletic Park Design
3. Rose Grabenhorst Garden Renovations
4. Rose Grabenhorst Garden Test Wells Monitoring
5. Bonson Park Disc Golf Course Construction and soft opening

Corporate Pride

- Employee Excellence
- Corporate Culture
- Service Excellence
- Resources
- Desirable Employee

1. Electronic Document and Records Management System Planning
2. OneDrive (cloud storage) Implementation
3. Tempest, Vadim and OMS Software Upgrades
4. Equity, Diversity & Inclusion (EDI) Initiatives
5. Collective Bargaining - IAFF
6. Laptop & Mobile Device Replacement Program
7. RCMP IT Planning and Design
8. Transitioning City Copper IT Services to Fibre Optics
9. Begin Windows Server Upgrade Program

Public Safety

- Police
- Fire
- Emergency Preparedness
- Bylaws
- Regulatory

1. Police Detachment Construction
2. Transition to Independent RCMP Detachment
3. Recruitment of Four Flex Firefighters
4. Next Generation 911
5. Enhance EOC Technical Capacity
6. Fire Department Community Risk Assessment
7. Parks Maintenance Policy
8. Cross-Connection Control Program Administration
9. Council Policy C014 Complaints and Bylaw Enforcement Update
10. Noise Bylaw Review
11. Temporary Use of Municipal Dike Right of Way
12. New Soil Bylaw
13. Seasonal Communication Campaigns: Fireworks Education; Clearing Catch Basins; Snow and Ice