



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

**Tuesday, April 15, 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 ḱíçəý (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 April 15, 2025, Regular Meeting of Council be approved.

**D. ANNOUNCEMENTS**

**D.1 Day of Mourning for Workers Killed and Injured on the Job**

Irene Pelonio with the New Westminster & District Labour Council, to share the significance of April 28 and recognize the national event that is dedicated to remembering those who have lost their lives, suffered injury or illness on the job, or experienced a work-related tragedy.

**D.2 Earth Day 2025**

Council to recognize the annual event held on April 22<sup>nd</sup> to promote environmental protection. This year's theme is "Our Power, Our Planet," and focuses on renewable energy sources.

**D.3 National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and LGBTQ2S+ Peoples (MMIWG2S)**

Council to recognize May 5 as the National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and LGBTQ2S+ Peoples (MMIWG2S); also

known as Red Dress Day.

**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](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.*

**F. ADOPTION OF MINUTES**

**Recommended Motion:**

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

- |            |  |           |
|------------|--|-----------|
| <b>F.1</b> | <b>April 1, 2025 Regular Meeting of Council</b>              | <b>5</b>  |
| <b>F.2</b> | <b>April 8, 2025 Special (Pre-Closed) Meeting of Council</b> | <b>11</b> |

**G. CELEBRATE PITT MEADOWS**

**G.1 2025 Business Excellence Award Winners**

An opportunity for Council to recognize the 2025 Ridge Meadows Chamber of Commerce Business Excellence Award Winners.

**H. DELEGATIONS AND PRESENTATIONS**

**H.1 Metro Vancouver Communications Campaigns**

Alison Schatz, Senior Communications Specialist with Metro Vancouver, to present an overview of the organization's upcoming campaigns.

**I. REPORTS**

**I.1 UBCM FireSmart Grant Opportunity**

Stephane Drolet, Fire Chief, to provide an overview of a grant opportunity to secure funding for wildfire training and education, as well as additional equipment for the Structure Protection Unit to enhance its capabilities.

**Recommended Motion:**

THAT Council:

- A. Support Staff's proposed activities and grant application to the UBCM FireSmart Community Funding and Supports Program for:

1. \$50,000 for Wildfire training, community engagement, and education to reduce the community's risk from wildfire; and
2. \$50,000 for equipment for the Structure Protection Unit to increase its capabilities; AND

- B. Affirm the City's willingness to provide overall grant management; OR
- C. Other.

**I.2 Agricultural Land Commission Non-Adhering Residential Use Application for 12770 McTavish Rd** 13

Patrick Ward, Director of Planning & Development, to present an application for a Non-Adhering Residential Use for 12770 McTavish Rd, to retain an unauthorized third dwelling unit.

**Recommended Motion:**

THAT Council:

- A. Direct staff to forward the Non-Adhering Residential Use Application for a third dwelling unit at 12770 McTavish Rd, as presented at the April 15, 2025 Council meeting, to the Agricultural Land Commission with a recommendation of support, subject to no further subdivision of the property; OR
- B. Other.

**I.3 Pitt Meadows Economic Development Corporation – Annual Business** 38

Kate Barchard, Corporate Officer, to provide an overview of the annual requirements to maintain the Pitt Meadows Economic Development Corporation in good standing, as per the *Business Corporations Act of BC*. .

**Recommended Motion:**

THAT Council:

- A. Authorize the City, being the sole shareholder of the Pitt Meadows Economic Development Corporation (the “Company”), to consent to the written resolutions of the Company, as presented to Council at the April 15, 2025 public meeting, in lieu of holding an annual general meeting; AND
- B. Direct the City’s authorized signatories to sign the resolutions of the Company on behalf of the City of Pitt Meadows; OR
- C. Other.

**I.4 Revisions to Video Surveillance Policy C042** 45

Kate Barchard, Corporate Officer, to provide an overview of an updated version of the Video Surveillance Policy [C042] for Council's approval.

**Recommended Motion:**

THAT Council:

- A. Approve revisions to the Video Surveillance Policy [C042] as presented at the April 15, 2025 Council meeting; OR
- B. Other.

**J. BYLAWS & PERMITS**

**J.1 1960 - 1970 Financial Bylaws Repeal Bylaw No. 3008, 2025**

52

Council gave first three readings at the April 1, 2025 Regular Council Meeting.

**Recommended Motion:**

THAT Council:

- A. Adopt “1960 – 1970 Financial Bylaws Repeal Bylaw No. 3008, 2025” to repeal expired financial bylaws as presented at the April 15, 2025 Council Meeting; OR
- B. Other.

**K. COUNCIL LIAISON REPORTS**

Members of Council to provide 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.

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**M. COUNCIL PRIORITIES**

55

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

**N. ADJOURNMENT**



## **Minutes of the Regular Meeting of Pitt Meadows City Council**

**April 1, 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  
C. Carter, Manager of Strategic Initiatives  
J. Lemire, Project Manager, Corporate Sponsorship & Grants  
P. Ward, Director of Planning & Development

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**A. CALL TO ORDER**

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

Mayor MacDonald acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᑭᑭᑭ (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 April 1, 2025, Regular Meeting of Council be approved.

**CARRIED**

**D. ANNOUNCEMENTS**

**D.1 Local Food Infrastructure Fund Grant Announcement**

Jeff Lemire, Program Manager, Corporate Sponsorship & Grants, shared that the City was recently awarded more than \$80,000 in federal grant funding from the Local Food Infrastructure Fund (LFIF). The grant funding is intended to be used to construct a community orchard and edible garden within Grabenhorst Garden and will promote food security and sustainability with the construction of accessible planter boxes, and planting of fruit trees and herbs. Staff anticipate that the garden will yield approximately 1,500 lbs of food annually.

**E. QUESTION AND COMMENT PERIOD**

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

**F. ADOPTION OF MINUTES**

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

F.1 March 11, 2025, Regular Meeting of Council

**CARRIED**

**G. CONSENT AGENDA**

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

G.1 Declination of Housing Accelerator Fund (HAF)

G.2 UBCM Endorses 2024 Resolution - Minimum Income Requirements for Farm Classification

Items G.1 and G.2 were PULLED for discussion. Following the discussion, the question was called on the main motion and it was:

**CARRIED**

## H. REPORTS

### H.1 Corporate Sponsorship and Grants - Six Month Update

Jeff Lemire, Program Manager, Corporate Sponsorship & Grants, presented an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Receive for information the Corporate Sponsorship and Grants - Six Month Update Staff Report as presented at the April 1, 2025 meeting of Council.

**CARRIED**

### H.2 Ridge Meadows Chamber of Commerce 2025-2027 Fee-for-Service Proposal

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

Council members participated in a roundtable discussion.

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

- A. Authorize staff to execute a 2025-2027 fee-for-service agreement with the Ridge Meadows Chamber of Commerce, as described in the "Ridge Meadows Chamber of Commerce 2025-2027 Fee-for-Service Proposal" report presented at the April 1, 2025 Council meeting.

**CARRIED**

### H.3 Complete Communities Assessment Update

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

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

- A. Receive for information the report titled "Complete Communities Assessment Update", as presented at the April 1, 2025 Council Meeting.

**CARRIED**

#### **H.4 Q2 2025 Strategic Priorities Quarterly Report**

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

Council members participated in a roundtable discussion.

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

- A. Approve the operational strategies for Q2 2025 as presented to Council on April 1, 2025.

**CARRIED**

### **I. BYLAWS & PERMITS**

#### **I.1 Development Variance Permit for 19339 & 19347 119B Avenue**

Patrick Ward, Director of Planning & Development, presented an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Authorize issuance of Development Variance Permit No. 2025-001 to vary zoning requirements to permit the surface of the first floor of the duplex at 19339 and 19347 119B Avenue to be a maximum of 1.58 m above the average finished grade at the building elevation facing a street.

**CARRIED**

#### **I.2 Rezoning Application for 12469 191B Street**

Patrick Ward, Director of Planning & Development, presented an overview of the Staff Report.

Council members participated in a roundtable discussion.

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

- A. Has, pursuant to Sections 479(6), 525(1.2) and 525.1(4) of the *Local Government Act*, considered the Provincial Policy Manual: Transit-Oriented Areas and the Provincial Policy Manual: Small Scale, Multi-Unit Housing, as outlined in the “Rezoning Application for 12469 191B Street” report presented at the April 1, 2025 Council meeting, and in that regard,



considers that no further consideration of the Provincial Policy Manuals is required at this time; AND

B. Grant first, second and third readings to Zoning Amendment Bylaw No. 2997, 2025; AND

C. Require the following condition be fulfilled prior to adoption of Zoning Amendment Bylaw No. 2997, 2025:

1. Payment of \$91,000 as Residential Community Amenity Contribution as offered by the developer.

**CARRIED**

### **I.3 1960 – 1970 Financial Bylaws Repeal Bylaw No. 3008, 2025**

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

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

- A. Grant first, second and third readings to the “1960 - 1970 Financial Bylaws Repeal Bylaw No. 3008, 2025” to repeal expired or otherwise obsolete financial bylaws as presented at the April 1, 2025 Council Meeting.

**CARRIED**

### **I.4 2025 Good Governance Repeal Bylaw No. 3015, 2025**

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

- A. Adopt the “2025 Good Governance Repeal Bylaw No. 3015, 2025” as presented at the April 1, 2025, Council Meeting.

**CARRIED**

### **I.5 Indemnification Bylaw No. 3016, 2025**

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

- A. Adopt the Indemnification Bylaw No. 3016, 2025 as presented at the April 1, 2025, Council Meeting.

**CARRIED**

**I.6 Zoning Text Amendment Bylaw No. 2972, 2024**

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

A. Adopt Zoning Amendment Bylaw No. 2972, 2024.

**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 8:18 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

April 8, 2025, 3:00 p.m.

### Video Conference

Elected Officials: Mayor N. MacDonald  
Councillor A. Evans  
Councillor M. Hayes  
Councillor B. Meachen  
Councillor G. O'Connell

Staff: M. Roberts, Chief Administrative Officer  
K. Barchard, Corporate Officer  
T. Barr, Deputy Corporate Officer  
S. Drolet, Fire Chief  
S. St. Jean, Director of Corporate Services

Absent: Councillor T. Elke  
Councillor M. Manion

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

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

Mayor MacDonald acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of 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 April 8, 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 and/or labour relations, potential litigation affecting the municipality, information that is prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*, and the proposed provision of a municipal service, under section 90.1 (c), (g), (j) 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

# Staff Report to Council

Planning and Development

FILE: 13-6635-20/24-09

**REPORT DATE:** April 07, 2025      **MEETING DATE:** April 15, 2025  
**TO:** Mayor and Council  
**FROM:** Patrick Ward, Director of Planning and Development  
**SUBJECT:** Agricultural Land Commission Non-Adhering Residential Use Application  
for 12770 McTavish Rd

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Direct staff to forward the Non-Adhering Residential Use Application for a third dwelling unit at 12770 McTavish Rd, as presented at the April 15, 2025 Council meeting, to the Agricultural Land Commission with a recommendation of support, subject to no further subdivision of the property; OR

B. Other.

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**PURPOSE**

To present an application for a Non-Adhering Residential Use for 12770 McTavish Rd (PID: 011-439-343), to retain an unauthorized third dwelling unit.

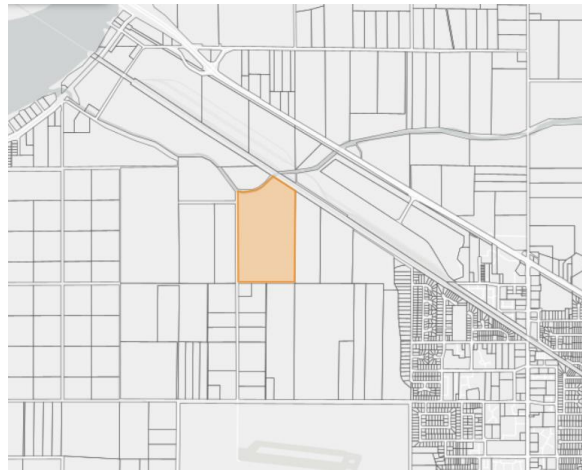
☐ Information Report      ☐ Decision Report      ☒ Direction Report

**DISCUSSION**

**Background:**

The subject property is 25.2 ha (65 acres) in size, and has been in the applicant's family since 1947. The property was a dairy farm and feed lot until 2000. Since then, approximately 6 ha (15 acres) of the property has been used for boarding up to 15 horses, including an indoor riding arena and stables. Other areas of the property are used for organic garlic production, beehives,

and poultry. The majority of the property (19 ha/47 acres) is leased to Specimen Trees for nursery tree stock.



*Figure 1: Site Location*

For context, the following is an overview of the various residential and associated applications on the property over the years, based on available records:

Date unknown	Single-family dwelling constructed (12352 McTavish Rd)
1967	Single-family dwelling constructed (18241 Green Rd)
1983	Mobile home placed for farm help
1992	<p>Homesite severance subdivision application approved by ALC (1 acre surrounding 12352 McTavish Rd)</p> <p>Single-family dwelling constructed (18275 Green Rd)</p> <ul style="list-style-type: none"> <li>• Subject to completion of homesite severance subdivision</li> <li>• Subject to mobile home removal</li> <li>• Subject to registration of restrictive covenant, limiting use of dwelling to farm help only</li> </ul>
1993	<p>Mobile home removed</p> <p>Homesite severance subdivision not completed</p> <p>Covenant for farm help second dwelling (18275 Green Rd) not registered</p>
2006	Demolition of fire-damaged 12352 McTavish Rd
2009	<p>Application to subdivide into three lots denied by ALC</p> <ul style="list-style-type: none"> <li>• Property has good agricultural capability (Class 2 and 3 soils)</li> <li>• Subdivision would reduce overall agricultural potential</li> </ul>
2010	<p>Agricultural building constructed (12770 McTavish Rd)</p> <ul style="list-style-type: none"> <li>• Owner supplied letter confirming use of building for agricultural purposes only (mechanical shop and storage of future blueberry farming equipment)</li> <li>• Constructed under the National Farm Code</li> </ul>

Date unknown	Upper floor of agricultural building converted to residential dwelling (12770 McTavish Rd)
2022	<p>Application to complete 1992 homesite severance subdivision submitted to the City</p> <ul style="list-style-type: none"> <li>• Conditions of approval not completed <ul style="list-style-type: none"> <li>○ Register covenant for farm help second dwelling (18275 Green Rd)</li> <li>○ Removal of unauthorized third dwelling (12770 McTavish Rd)</li> <li>○ Application expired and file closed in November 2023.</li> </ul> </li> </ul>



*Figure 2: Site Map*

The City became aware of the subject third dwelling unit in the agricultural building when the subdivision application was submitted in 2022. Removal of that dwelling and returning the agricultural building to its original approved 2010 building plans were conditions for approval of the subdivision. That subdivision was ultimately not completed, and the application expired in 2023. Subsequently, the City alerted the property owner that the third dwelling unit was unauthorized and must be removed or converted back to an agricultural building. In response, this Non-Adhering Residential Use application was submitted to retain the third dwelling.

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

*The Agricultural Land Commission (ALC) Act and Agricultural Land Reserve General Regulation* establish the permitted land uses in the Agricultural Land Reserve (ALR) and the processes for seeking Provincial authorization for non-permitted uses. The *ALC Act* also establishes the Commission's mandate to prioritize farming on ALR lands and places limits on residential development. Since 2019, the ALC approval is required for all dwelling units in excess of one principal residence per lot, except for a 90 m<sup>2</sup> additional residence.

The *ALC Act*<sup>1</sup> states that the ALC must not grant permission for an additional residence unless it is necessary for a farm use. In assessing these types of applications, the ALC<sup>2</sup> will review whether the housing reflects the agricultural activity occurring on the farm, including assessing the scale and intensity of the farm operation, the number of existing residences, and the contribution of their occupants to the farm operation.

The City's Official Community Plan Bylaw No. 2864, 2020 includes policies prioritizing the protection and viability of agricultural land, and limiting additional housing and residential uses in agricultural areas. Farming is recognized as the priority use on agricultural land, and non-farm uses are discouraged. In general, increased residential use on agricultural land can lead to more urban-rural conflicts, such as trespassing, rural traffic, and complaints about farming practices. It can also heighten expectations of approval or increase speculation about the potential allowance of more residential or non-farm uses for other properties. At the same time, the City's OCP recognizes that there may be a need for additional housing in the agricultural area for farm worker housing. The OCP includes guidelines that Council may apply, on a case-by-case basis, when considering additional homes in the agricultural area (see below).

The property's A-1 (General Agricultural) zoning permits agriculture and related uses. In the Zoning Bylaw No. 2505, 2011, a second dwelling is only permitted in the following circumstances:

- Minimum farm operation size of 8 ha;
- Owner of the farm resides on the property; and
- Covenant registered on title restricting occupancy of the dwelling to a full-time farm employee.

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<sup>1</sup> Section 25(1.1)(b)

<sup>2</sup> ALC Policy L-26 Non-Adhering Residential Use Applications for Housing in the ALR:  
[https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/policies/alc\\_policy\\_l-26\\_-\\_non-adhering\\_residential\\_use\\_applications.pdf](https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/policies/alc_policy_l-26_-_non-adhering_residential_use_applications.pdf)



A third dwelling for a full-time farm employee is only permitted where a farm operation is greater than 40 ha (99 acres) in size. The subject parcel is less than this minimum area, at 25.2 ha.

The City's Agricultural Viability Strategy supports the preservation of farmland, the use of farmland for farming, and discourages non-farm uses.

#### **Analysis:**

Presently, the two dwelling units at 18241 and 18275 Green Rd are permitted by the City's zoning and because they were constructed before the ALC's regulations changed in 2019, (i.e. ALC approval is now required for all dwelling units in addition to the principal dwelling unit). However, it was a requirement of the City at the time of construction of 18275 Green Rd that a covenant be registered on title restricting occupancy of that dwelling for full-time farm help and that remains outstanding (presently, 18275 Green Rd is occupied by one of the property owners who, according to the applicant, is a full-time farm worker). The third dwelling unit at 12770 McTavish Rd is not permitted under the City's zoning as three dwellings are only allowed on farm operations greater than 40 ha (100 acres).

<i>Dwelling Unit</i>	<i>Permitted under Zoning Regulations</i>	<i>Permitted under ALC Regulations</i>	<i>Outstanding Requirements</i>
<i>18241 Green Rd</i>	Yes	Constructed prior to ALR formation	n/a
<i>18275 Green Rd</i>	Yes	Yes, at time of construction. Would require ALC approval if constructed today	Covenant limiting occupancy to full-time farm worker
<i>12770 McTavish Rd</i>	No	Subject to ALC approval	ALC approval, Rezoning

The City's OCP provides the following matters to consider, on a case-by-case basis, when reviewing Non-Adhering Residential Use (NARU) applications to the ALC, or rezoning applications:

- the need to accommodate a variety of cultural and intergenerational family needs and farm situations;
- verification that the site has been or can be used for agricultural production;
- verification that the applicant has been farming in Pitt Meadows or elsewhere for a significant period; or if they are a new farmer, that they can demonstrate they are, or will be, capable of farming;

- demonstration that there is a need for a larger farmhouse to accommodate existing or anticipated workers on-site through the submission of a detailed report from a professional agrologist indicating such, or through other information; and
- submission of a farm plan that is acceptable to Council, which may include justifying any proposed on-site infrastructure or farm improvements, and providing financial security to ensure that the approved farm plan is implemented.

In this case, the property has been owned by the applicant's family since 1947 and has been successfully farmed since then. An agrologist report was submitted by the applicant indicating that the third dwelling unit is justifiable based on the farming operation (see Appendix B of Attachment A), and outlining the current farming operation as follows:

- horse boarding and riding ring accommodating 15 horses;
- organic garlic planting (1 acre);
- small-scale poultry production (30 chickens, 30 turkeys);
- seasonal beehives (50);
- road and ditch maintenance for leased nursery operation; and
- future plans for beef cattle and vegetable crops.

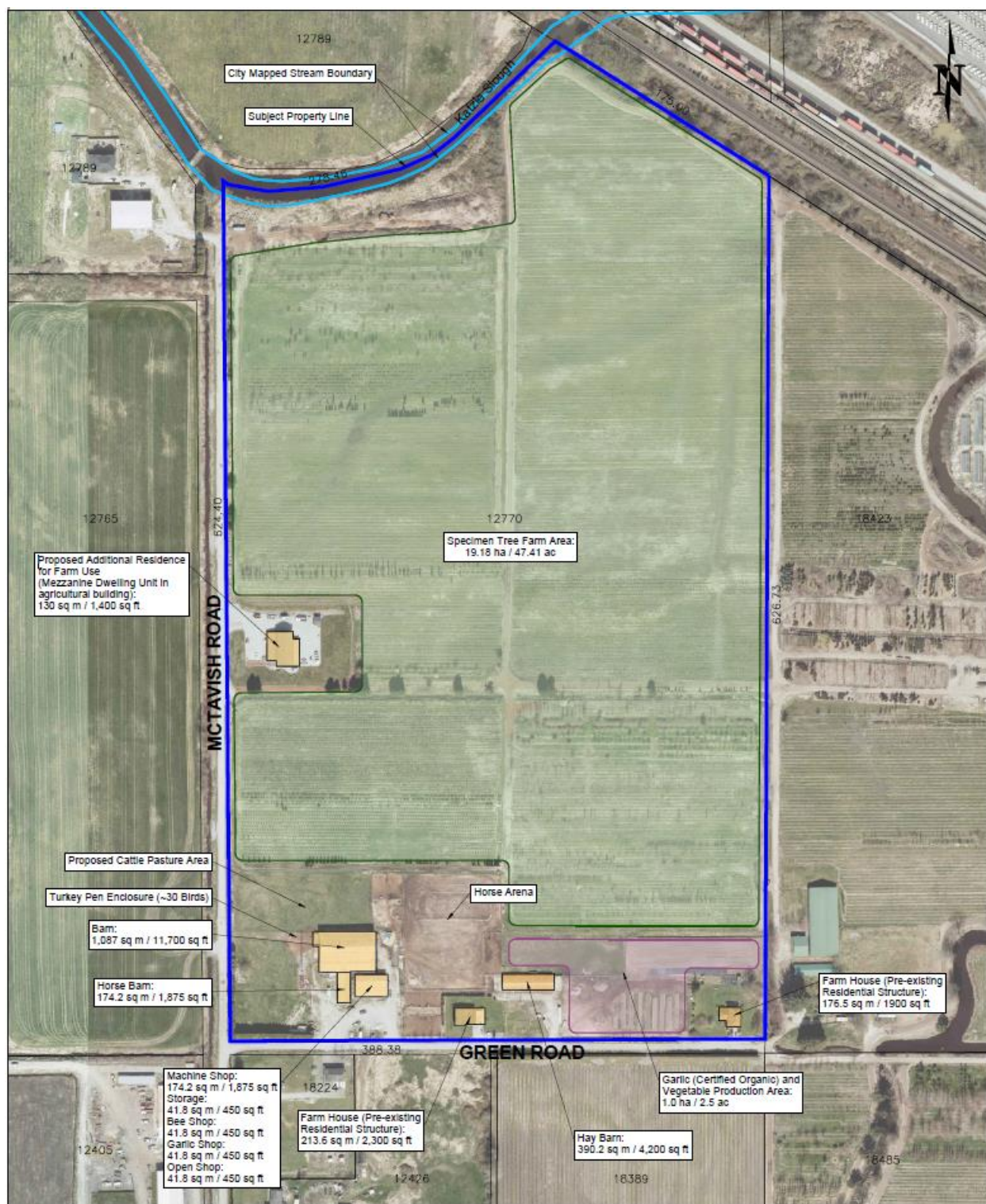


Figure 3: Site Plan

Given that most of the site (47 of 65 acres) is farmed by a neighbouring farm, it is difficult to assess if the level of agricultural production substantiates the need for multiple dwelling units. A supporting agrologist's report (see Attachment A) does, however, indicate that the farming

activity is quite diverse and the property owner does assist the leasing farm operation with some on-site ditch and road maintenance. The remaining 18 acres of the property is being farmed or used for residential purposes by the property owner and family.

The total residential floor area on a property permitted by the ALC is 590 m<sup>2</sup> (500 m<sup>2</sup> for the principal dwelling and 90 m<sup>2</sup> for a secondary dwelling). The applicant rationalizes that this property's total residential floor area is 520.1 m<sup>2</sup>, spread across three dwellings, which is less than the ALC permits. While mathematically correct, this does not fully align with the intent of the residential regulations. Multiple detached dwelling units typically use more land (multiple driveways, septic fields, backyards, etc.) for non-farm purposes than one larger dwelling and, therefore, do impact the agricultural potential. It is noted that the applicant has indicated that a homesite severance subdivision application would not be pursued further if this Non-Adhering Residential Use application is approved, which could be secured through a restrictive covenant if this ALC application proceeds.

### **Agricultural Advisory Committee**

At their meeting on February 13, 2025, the City's Agricultural Advisory Committee (AAC) considered the application and passed the following motion:

*"THAT the AAC recommends that Council forwards to the ALC the Non-Adhering Residential Use application for 12770 McTavish Rd subject to no further subdivision of the property."*

Discussion at the AAC meeting included support for the location of the unauthorized dwelling at the edge of the property and minimized residential footprint, and noted the long-term family farming operation. The AAC expressed support for the application, provided that the property is not subdivided in the future.

### **Next Steps:**

An NARU application only proceeds to the ALC for review if it receives approval in the form of an authorizing resolution from the local government to be forwarded. Council has the option of:

- Forwarding the application to the ALC with a recommendation of support;
- Forwarding the application to the ALC with no comment;
- Forwarding the application to the ALC with a recommendation of no support; or
- Not forwarding the application to the ALC.

If an application is forwarded to the ALC, the ALC will consider the local government's input, but ultimately, any decision is made by the ALC. Conversely, if Council does not resolve to forward an application to the ALC, then the application does not proceed any further. There is no appeal process to the ALC that an applicant can make in that case.

Should this application be approved by the ALC, the applicant must submit a land use application (rezoning) to permit the third dwelling unit on the property. As part of that application, recommendations for conditions of approval are likely to include:

- Registration of a covenant on title confirming occupancy of 18275 Green Rd and 12770 McTavish Rd to farm employees only;
- Registration of a covenant on title prohibiting further subdivision; and
- Registration of a covenant on title prohibiting any additional residential floor area or dwelling units being added to the property.

If ultimately rezoned, a building permit will be required to bring the unauthorized dwelling unit at 12770 McTavish Rd into residential code compliance.

### **Conclusion**

While the majority of the property is farmed by a neighbouring tree farm and City policies do not support this level of residential use on a farm property of this size, the agrologist report outlines a rationale for allowing multiple residential dwellings to support the agricultural business, and the AAC recommended the application be forwarded to the ALC. Further, noting that the property has received a homesite severance subdivision approval from the ALC, retention of large agricultural lots is supported by City and ALC policies. Therefore, the recommended motion is for Council to forward the application to the ALC with a recommendation of support provided no further subdivision of the property is permitted.

### **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
-

**PUBLIC PARTICIPATION**

☒ Inform    ☒ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

Comment(s):

The application was reviewed by the City's Agricultural Advisory Committee on February 13, 2025.

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**KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☐ Yes    ☒ No    ☐ Other

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

Allison Dominelli,  
Planner

**Reviewed by:**

Colin O'Byrne,  
Manager of Planning

Patrick Ward,  
Director of Planning & Development

---

**ATTACHMENT(S):**

A. Letter of Intent

**Vancouver Office**  
Suite 1500 – 701 West Georgia Street  
Vancouver, British Columbia  
Canada, V7Y1C6

**Surrey Office**  
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October 4, 2024

PLG File: 24-2782

Allison Dominelli, Planner  
City of Pitt Meadows  
12007 Harris Road  
Pitt Meadows, BC  
V3Y 2B5

**RE: Planning Rationale for Non-Adhering Residential Use Application at 12770 McTavish Road, Pitt Meadows**

Pacific Land Resource Group Inc. ("PLG") has prepared a planning rationale to support a Non-Adhering Residential Use proposal at 12770 McTavish Road, Pitt Meadows ("subject property") on behalf of one of the property owners of the subject property (the "applicant"). The purpose of this proposal is to permit an additional residence in the ALR, located in the mezzanine of an agricultural building, which is currently occupied by one of the property owners and farm operators of the subject property.

**1.0 Site Context and History**

The subject property is a 64-acre (25.8-hectare) parcel located at the northeast corner of McTavish Road and Green Road in the City of Pitt Meadows. The subject property is within the Agricultural Land Reserve ("ALR"), designated "Agriculture" in the City of Pitt Meadow's Official Community Plan ("OCP"), and zoned General Agriculture "A-1" in the Zoning Bylaw. There are several agricultural uses on the subject property and the site has farm classification under the *BC Assessment Act*. All abutting lands to property are in the ALR.

*1.1. Farm history and farming activities*

The subject property has been farmed for over 75 years by the family of the applicant. The property was purchased in 1947 and initially operated as a dairy farm with a small feed lot until 2000 when the cows and quota were sold for family members to buy out partial ownership of the property. Following the sale of the cows, horse boarding was offered and an indoor riding arena was built. The horse stables, barns, sheds, and paddocks take up approximately 15 acres of the property.

The applicant and his brother continue to farm the subject property today. There is a diverse range of farming activities carried out on the subject property by the property owners and include the following:



- The horse boarding facility can accommodate 15 horses. The boarded horses and facility are maintained daily by the property owners in addition to other duties to support the facility.
- Approximately 47 acres of the subject property has been used to grow nursery tree stock. The land for the nursery trees is leased by Specimen Trees Wholesale Nurseries. The property owners provide regular road and ditching maintenance in the 47-acre area per their lease agreement with Specimen Trees.
- In 2022, an approximate 1-acre area was established for garlic planting and received organic certification in 2023. Currently, there are 15,000 garlic plants with an additional 18,000 garlic plants to be planted in 2024. The property owners look after the garlic fields, harvest, dry, and package the garlic.

The property owners are planning to plant 1.5 acres of organic vegetables in 2025 and establish a farm stand on the corner of McTavish Road and Green Road.

- There are 50 beehives on the subject property maintained by the property owners. Daily duties include feeding the bees, harvesting the honey, bottling the honey, maintaining the bee hives, and maintenance of the electric fence for the bee hives. The hives are also rented out to blueberry and cranberry farms in Pitt Meadows for pollination purposes.
- There are 30 chickens on the subject property and their eggs are consumed by the property owners. The chickens and the chicken coop are looked after by the land owners.
- The property owners raise 30 turkeys three times a year. Daily feeding and maintenance tasks are undertaken by the property owners.
- The property owners plan on purchasing four beef cattle in the spring of 2025.

A full list of farm duties completed by the property owners is attached in Appendix A. The list demonstrates that the 64-acre property is actively farmed and maintained the property owners who all reside on the subject property. We have also sought the opinion of a professional agrologist to assess the farm activities and confirm the labour required to carry out the farm duties. The letter from McTavish Resource & Management Consultants is attached to the planning rationale in Appendix B. A site plan of agricultural buildings, farm uses, and residential uses is included in this proposal and attached in Appendix C.

### *1.2. On-site structures*

There were three farm houses on the subject property that were occupied by the applicant's FOIPPA s. 22 [REDACTED] [REDACTED]<sup>1</sup> One of the three farm houses located closest to the

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<sup>1</sup> Farm House, as defined in the City of Pitt Meadows Zoning Bylaw, means a single-family dwelling or a modular home located on a farm and used for the accommodation of one family, a member of which operates the farm on the lot on which the dwelling is located.



intersection of McTavish Road and Green Road burned down in 2008. The farm house was situated within area of an approved 0.5-hectare homesite severance from 1992 and a Preliminary Layout Approval ("PLA") for the subdivision of the homesite severance was issued by the City of Pitt Meadows in November of 2022.

The property owners listed on title all reside on the subject property in three separate dwellings.

FOIPPA s. 22

FOIPPA s. 22

FOIPPA s. 22<sup>2</sup> The agricultural building is used to store farm equipment.

The dwelling unit in the agricultural building was not identified on the building permit drawings submitted in 2010. The retention of the dwelling unit is the purpose of the Non-Adhering Residential Use application. Should the Non-Adhering Residential Use be approved by the ALC, a rezoning application will be required to permit a third dwelling unit. Please consider the following rationale for retention and allowance of a third dwelling unit / additional residence.

## 2.0 Non-Adhering Residential Use Proposal Rationale

A Non-Adhering Residential Use, under s.25 of the *Agricultural Commission Act* ("ALCA"), is proposed to **retain an existing 130 m<sup>2</sup> dwelling unit to accommodate a property owner who farms the subject property**. The Non-Adhering Residential Use would allow for an additional residence in the ALR along with the two existing farm houses on the subject property, which were in existence prior to the amendment to the ALCA and adoption of the ALR Use Regulation in 2019. Table 1 below delineates the floor area per farm house/dwelling unit and the occupant of the farm house/dwelling unit. The total floor area used for residential use on the subject property is 520.1 m<sup>2</sup>.

**Table 1** - Residential Floor Area per Dwelling

Dwelling	Floor Area	Occupant	Constructed Date
18275 Green Road (southeast corner)	176.5 m <sup>2</sup>	FOIPPA s. 22 (property owner)	1992
18241 Green Road	213.6 m <sup>2</sup>	FOIPPA s. 22 (property owner)	1967
12770 McTavish Road (mezzanine dwelling unit above agricultural building)	130 m <sup>2</sup>	FOIPPA s. 22 (property owner)	2011
<b>Total</b>	<b>520.1 m<sup>2</sup></b>		

<sup>2</sup> Dwelling unit, as defined in the City of Pitt Meadows Zoning Bylaw means self-contained accommodation providing sleeping, washroom, and a kitchen to be used for permanent residential use as a household, having a minimum gross floor area of 33 sq m, and does not include a room in a hotel. (Bylaw 2986, 2024).

S. 20.1 of the ALCA permits one residence per parcel with a maximum total floor area of 500 m<sup>2</sup>. The ALC may approve an application for an additional residence if necessary for farm use pursuant to s. 25(1.1) of the ALCA. In this case, the two existing farm houses (i.e., pre-existing residential structures) pre-date the changes to the ALCA and the ALR Use Regulations.<sup>3</sup> The total floor area of the two pre-existing residential structures is 390.1 m<sup>2</sup> which is under the allowable 500 m<sup>2</sup> currently prescribed for principal residences in s. 20.1 of the ALCA.

S. 34.3 of the ALR Use Regulation states:

- (i) if the parcel is 40 ha or less, there will be
  - (A) one residence, the total floor area of which is 500 m<sup>2</sup> or less, and
  - (B) one residence, the total floor area of which is 90 m<sup>2</sup> or less;

Under this provision, a total of 590 m<sup>2</sup> of residential floor area would be permitted. While the 130 m<sup>2</sup> dwelling unit above the agricultural building is greater than the 90 m<sup>2</sup> for the additional residence identified in s.34.3 of the ALR Use Regulation, the total residential floor area of the two farm houses and the dwelling unit in Table 1 is below the maximum 590 m<sup>2</sup> permitted in the Use Regulation.

The proposed dwelling unit above the agricultural building is also akin to a secondary suite above an attached garage or a manufactured home that was permitted to be built up to 90 m<sup>2</sup> for occupancy by the owner or family members of the owner. The dwelling unit has been and will continue to be used for a property owner of the subject property who tends to and maintains the farm uses on a daily basis.

No expansions to existing residential floor areas or new building footprints are being proposed in the subject application. The farmable area of the property is maintained with plans to expand farm uses in 2025 that include a 1.5-acre vegetable farm and the addition of four beef cattle.

## *2.1 Family-run Farm*

An important aspect of the Non-Adhering Residential Use application is the ability for family members to continue to support and maintain the farm while residing on the property. The applicant's FOIPPA father resides at FOIPPA s. 22 and wishes to age in place on a property that has been in the family since 1947. The applicant and FOIPPA s. 22 carry out the majority of the farm duties described in Appendix A; by residing on subject property, FOIPPA s. 22 can also contribute to daily farm tasks and ensure the success of the farming operation.

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<sup>3</sup> Pre-existing residential structure, as defined in s. 20.2 (1) in the ALCA, means a residential structure that exists on agricultural land on the date this section comes into force, and  
(a) is an additional residence for which all required authorizations to construct or alter the residence were granted,  
(b) is a principal residence having a total floor area of more than 500 m<sup>2</sup>, or  
(c) is of a size or is sited in contravention of a regulation;

Housing affordability in the Metro Vancouver region has impacted all communities and includes the City of Pitt Meadows. The use of the existing dwelling unit above the agricultural building would allow the applicant to continue and the growth the family farm and carry out farm duties efficiently.

## 2.2 Homesite Severance Approval (ALC Resolution #913/92)

The subject property was issued a Homesite Severance Approval by the ALC per Resolution #913/92, which permitted creation of a parcel of approximately 0.4 hectares for a homesite at the southwest corner of the property, at the intersection of McTavish Road and Green Road. An application for subdivision was submitted to the City of Pitt Meadows in 2022 to complete the homesite severance with the PLA issued in November of 2022. The PLA has not been extended and has now expired. The property owners have decided to not move forward with the homesite severance and the subdivision application at the City of Pitt Meadows. As such, the subject property will remain whole as a 64-acre parcel and maintain a contiguous farmable area.

## 3.0 City of Pitt Meadows Policy Provisions

### 3.1 Official Community Plan By-law No. 2864, 2020

Agriculture is the dominant land use in Pitt Meadows, with 78 percent of land in the municipality designated within the ALR boundaries. The City's OCP recognizes the importance of agriculture and contain policies that encourage farming and the preservation of agricultural land (e.g., Policies 2.1.1, 2.1.3, 2.1.5). To ensure agricultural lands can be utilized for farming potential, OCP policy 2.1.4 aims to limit housing in the ALR. The policy contains guidelines that Council can apply when considering rezoning applications or applications to the ALC, to increase house size or permit an additional home. Table 2 lists the guidelines contained in Policy 2.1.4 (c) and how the subject proposal meets each guideline.

**Table 2 - OCP Policy 2.1.4 (c) guidelines and Non-Adhering Residential Use Proposal Responses**

<b>Policy 2.1.4(c) Guideline</b>	<b>the need to accommodate a variety of cultural and intergenerational family needs and farm situations;</b>
<b>Non-Adhering Residential Use Proposal</b>	<i>The subject property has been farmed for over 75 years by the family of the applicant and continues to be farmed and expanded by the applicant and his brother. This is an intergenerational farm and all family members currently reside on the property, as shown in Table 1.</i>
<b>Policy 2.1.4(c) Guideline</b>	<b>verification that the site has been or can be used for agricultural production;</b>
<b>Non-Adhering Residential Use Proposal</b>	<i>The property was purchased in 1947 and initially operated as a dairy farm with a small feed lot until 2000 when the cows and quota were sold for family members to buy out partial ownership of the property. The agrologist letter prepared by Justin McTavish, P.Ag of McTavish Resource and Management Consultants confirms that the property is actively farmed with farm duties carried out by the applicant and his brother.</i>
<b>Policy 2.1.4(c)</b>	<b>verification that the applicant has been farming in Pitt Meadows or</b>

<b>Guideline</b>	<b>elsewhere for a significant period; or if they are a new farmer, that they can demonstrate they are, or will be, capable of farming;</b>
<b>Non-Adhering Residential Use Proposal</b>	<i>The subject property has been farmed for over 75 years by the family of the applicant and continues to be farmed and expanded by the applicant and his brother. See Section 1.1 of the planning rationale.</i>
<b>Policy 2.1.4(c) Guideline</b>	<b>demonstration that there is a need for a larger farmhouse to accommodate existing or anticipated workers on-site through the submission of a detailed report from a professional agrologist indicating such, or through other information; and</b>
<b>Non-Adhering Residential Use Proposal</b>	<i>The proposal is for an additional dwelling unit located in the mezzanine of an agricultural building. The agrologist letter prepared by Justin McTavish, P.Ag confirms that there is significant amount of labour to needed to maintain the farm operations, the success of which relies on the residence of both the applicant and his brother on the subject property.</i>
<b>Policy 2.1.4(c) Guideline</b>	<b>submission of a farm plan that is acceptable to Council, which may include justifying any proposed on-site infrastructure or farm improvements, including providing financial security to ensure that the approved farm plan is implemented.</b>
<b>Non-Adhering Residential Use Proposal</b>	<i>Based on the property owners' farming experience, a farm plan has not been formally prepared. The applicant and his brother are experienced farmers and have been successfully operating and improving the farm for many years. For example, they recently obtained organic certification for the garlic production field. They also have plans to add new vegetable crops to the certified organic fields and to introduce cattle on the property (based on their previous experience with dairy farming).</i>

### 3.2 Zoning Bylaw No. 2505, 2011

The subject property is zoned A-1 in City of Pitt Meadow's zoning bylaw, which permits agricultural uses and two farm houses, subject to the provisions of the Agricultural Land Commission. As the two farm houses are considered pre-existing residential structures, the two structures can continue to be used for residential purposes.

The proposed retention of the 130 m<sup>2</sup> dwelling unit in the mezzanine of the agricultural building will result in a third residence on the subject property and will allow the applicant – a family member, property owner, and farm operator – to reside on the subject property to support and maintain agricultural uses. As the additional dwelling does not meet the provisions of A-1 zone or the definition of a secondary suite, a rezoning via text-amendment to the A-1 zone to permit a third dwelling unit on the property will be required should the ALC support the Non-Adhering Residential Use application. Residential building setbacks for existing farm homes and the agriculture building containing the dwelling unit meet A-1 requirements.

### 3.3 Agricultural Viability Strategy (November, 2023)

The City of Pitt Meadows adopted the Agricultural Viability Strategy ("AVS") in 2023 as an update to the Agricultural Plan. The AVS is a comprehensive agricultural planning document that identifies opportunities to strengthen the local agriculture and agrifood sector and

contribute to its long-term sustainability. The AVS identifies several key issues facing agriculture and agrifood in Pitt Meadows and provides a series of goals, strategies, and action items for implementation. Goals include continued protection of farmland for farming, support the economic viability of the agricultural sector, and planning and managing infrastructure assets to support agriculture. The AVS lays out plans to strengthen City policies and zoning to discourage non-farm uses in the ALR, particularly around issues such as non-agricultural vehicle parking and soil deposit and removal.

#### 4.0 Conclusions

In summary, the subject Non-Adhering Residential Use application is a unique circumstance with established evidence that the farming operations have been conducted by the family members / property owners for over 75 years and continue to operate as a family-run and family-owned farm. The farm labour is carried out primarily by the applicant and his brother who have successfully run a diversified family operation. In order to maintain and expand the farming operation, both the applicant and his brother need to reside on the subject property to carry out the daily farm duties. The applicant's FOIPPA s. 22

From a residential floor area perspective, the combined floor area of the two farm houses / pre-existing residential structures and the dwelling unit above the agricultural building is 520.1 m<sup>2</sup>. S. 34.3 of the ALR Use Regulation allows a maximum floor area of 590 m<sup>2</sup> for the principal dwelling and the additional dwelling. No expansions to existing residential floor areas or new building footprints are being proposed in the subject application, thus retaining the farmable area of the property. The applicant has also confirmed not to proceed with the homesite severance and subdivision and keep the property intact.

We trust that the planning rationale clearly describes the intent of the proposed Non-Adhering Residential use application. Should you have questions or require further clarification, please do not hesitate to contact Rosa Shih at 778-879-2864.

Sincere Regards,

**Pacific Land Resource Group Inc.**

FOIPPA s. 22

Rosa Shih, MCIP, RPP  
Planner

Attachments

Appendix A – Detailed list of farm responsibilities and duties

Appendix B – 12770 McTavish Rd, Pitt Meadows Agricultural Operation Confirmation by McTavish Resource & Management Consultants

Appendix C – Site Plan

## APPENDIX A

### List of Farm Duties completed by property owners

1. Horse Boarding / Riding Facility (up to 15 horses boarded)
  - Going to get hay in Lillooet, Alberta or the United States
  - Manure maintenance (using the tractor to push it up and then load it onto truck for removal)
  - Fence maintenance (installing new fences, fixing existing fences)
  - Arena maintenance (using the tractor to add mulch to arena, replacement of lights)
  - Barn and building maintenance
  - Field mowing
  - General barnyard maintenance including parking surfaces and yard areas
  - Equipment maintenance of tractors, mowers, mules and gator
  - Feed and grain loading/unloading
  - Repair and maintenance of stables/paddocks
  - Cleaning stalls
  - Putting horses in outside paddocks
  - Feeding horses
2. 30 Chickens (4 dozen eggs produced weekly consumed by property owners)
  - Cleaning of chicken coop
  - Maintenance of fences
  - Birds need to be dusted twice a year as does the coop
  - Purchasing feed
3. 30 Turkeys x 3 times a year
  - Maintenance of turkey coop
  - Maintenance of fences
  - Purchasing feed
4. Garlic Field – 1 acre with 15000 garlic plants with organic certification  
Expected to plant an additional 18000 garlic plants in 2024
  - Rototilling
  - Preparing garlic bed
  - Maintenance of garlic beds
  - Weeding
  - Harvesting
  - Drying of garlic
  - Packaging of garlic
  - Fertilizing
  - Cutting scapes

- Watering
  - Planting garlic bulbs
5. Nursery Trees (leased by Specimen Trees)
- maintain the roads and do the ditching / drainage as per our lease agreement
6. 50 bee hives
- From Spring to October is about 35 hrs a week, feeding and maintaining hives
  - Harvesting the honey
  - Bottling the honey
  - Maintenance of electric fence for bee hives
  - Maintenance of bee hives
  - Hives rented out to blueberry and cranberry farms
7. Farm Expansion plans (2025)
- Purchasing 4 beef cattle in the spring of 2025.
  - 1 ½ acres of organic vegetables which includes corn to be planted
  - Establishing a farm stand on corner of McTavish and Green Road

Date: 09/04/2024

To: Pacific Land Group, c/o Rosa Shih

**Re: 12770 McTavish Rd, Pitt Meadows Agricultural Operation Confirmation**

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## 1.0 Introduction

McTavish Resource and Management Consultants (McTavish), was requested to conduct a farm walkthrough of a property located at 12770 McTavish Road, in Pitt Meadows, BC and confirm the agricultural operations to support the rationale for a non-adhering residential use application. The purpose of the application is to permit an additional residence in the ALR, located in the mezzanine of an agricultural building, which is currently occupied by one of the property owners and farm operators of the subject property. On August 23, 2024 Justin McTavish, P.Ag. met and interviewed one of the landowners [FOIPPA s. 22] to get an understanding of the farm operations.

The subject property has been farmed for over 75 years by the family of the applicant. The property was purchased in 1947 and initially operated as a dairy farm with a small feed lot until 2000 when the cows and quota were sold for family members to buy out partial ownership of the property. Following the sale of the cows, horse boarding was offered, and an indoor riding arena was built. The horse stables, barns, sheds, and paddocks take up approximately 15 acres of the property.

## 2.0 Agricultural Land Capability

Soils located on the property are predominately complexes of Pitt and Katzie soils. These soils are fluvial soils ranging from silty loams to silty clay loams that are generally poorly drained. The unimproved agricultural land capability of these soils is Class 4 and Class 3 with restrictions caused by excess wetness, and undesirable soil structure<sup>1</sup>.

The landowner has made several improvements to the land to increase the agricultural land capability of the parcel. Land improvements have included installing sub surface drainage in garlic planted fields as well as subsoiling and organic matter incorporation to improve soil structure. Future improvements include expanding the drainage system to additional fields. Agricultural land capability improvements have likely increased the Agricultural land capability ratings in these areas to Class 3 and Class 2<sup>2</sup>.

## 3.0 Farm Operations

Farm labor is currently done by [FOIPPA s. 22] and his brother who both reside on the property. Historically, farming operations included his father [FOIPPA s. 22] but due to [FOIPPA s. 22]. With the diverse range in farming operations, there is a significant amount of labour that is needed to maintain the farm. A summary of observed farm operations are:

- Horse boarding facility and riding ring;
- Organic certified garlic plantings (expansion planned for 2025);

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<sup>1</sup>

<https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html?appid=cc25e43525c5471ca7b13d639bbcd7aa>

<sup>2</sup> Based only on visual observations and desktop review





- Small scale poultry production.
- Nursery operation road and ditch maintenance;
- Seasonal beehives; and
- Multiple farm infrastructure for hay storage and garlic processing/drying.

Significant year-round labor is needed for both field-based agriculture operations as well as horse boarding and poultry operations. The garlic operations are typically 8 months from seed to harvestable maturity and include the following labour:

- Land preparation (clearing, digging and operator labour);
- Applying pre-plant soil amendments (compost and fertilizers);
- Planting preparation (establishing garlic beds, mulching and subsoiling);
- Planting of garlic bulbs;
- Organic pest management; and
- Post harvest (picking, drying cleaning).

The landowners continue to farm the subject property today. Current and planned farming activities carried out by the property owners on the subject property include the following:

- The horse boarding facility can accommodate 15 horses. The boarded horses and facility are maintained daily by the property owners in addition to other duties to support the facility.
- Approximately 47 acres of the subject property has been used to grow nursery tree stock. The land for the nursery trees is leased by Specimen Trees Wholesale Nurseries. The property owners provide regular road and ditching maintenance in the 47-acre area per their lease agreement with Specimen Trees.
- In 2022, an approximate 1-acre area was established for garlic planting and received organic certification in 2023. Currently, there are 15,000 garlic plants with an additional 18,000 garlic plants to be planted in 2024. The property owners look after the garlic fields, harvest, dry, and package the garlic. The property owners are planning to plant 1.5 acres of organic vegetables in 2025 and establish a farm stand on the corner of McTavish Road and Green Road.
- There are 50 beehives on the subject property maintained by the property owners. Daily duties include feeding the bees, harvesting the honey, maintaining the bee hives, and maintenance of the electric fence for the bee hives. The hives are also rented out to blueberry and cranberry farms in Pitt Meadows for pollination.
- There are 30 chickens on the subject property and their eggs are consumed by the property owners. The chickens and the chicken coop are looked after by the [FOIPPA]
- The property owners raise 30 turkeys three times a year. Daily feeding and maintenance tasks are undertaken by the property owners.
- The property owners plan on purchasing four beef cattle in the spring of 2025

#### **4.0 Summary**

From an agricultural standpoint, rationale for having the [FOIPPA] family residing on the property and conducting the farm operations is justifiable. The farming operations have been conducted by the family for 75 years and they wish to keep it a family-run/family-owned operation. The farm labor is conducted by the [FOIPPA s.] who successfully run a diversified farming operation. The success of the current farming operation relies on the residence of both [FOIPPA] and his brother's families to fulfill the day-to-day responsibilities and duties on the farm.

FOIPPA s. 22

#### **Justin McTavish, B.Sc, P.Ag**

Vice President, Agriculture and Soils | Sr. Partner

McTavish Resource & Management Consultants Ltd.

W: [www.mctavishconsultants.ca](http://www.mctavishconsultants.ca) | M: 604.992.2229 | E: [justin@mctavishconsultants.ca](mailto:justin@mctavishconsultants.ca)

**Attachment A- Site observation photographs**



**Figure 1 Organic certified garlic field**



**Figure 2 Planned 2025 field expansion of organic garlic**



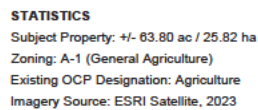


**Figure 3 Well maintained horse riding ring**



**Figure 4 Field with planned drainage improvements and Turkey production**





**PACIFIC LAND GROUP**  
*Land Use, Development & Environmental Strategists*

**Pacific Land Resource Group Inc.**

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FILE: 13-6750-01/25

**REPORT DATE:** March 31, 2025      **MEETING DATE:** April 15, 2025

**TO:** Mayor and Council

**FROM:** Kate Barchard, Corporate Officer

**SUBJECT:** Pitt Meadows Economic Development Corporation – Annual Business

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:****RECOMMENDATION(S):**

THAT Council:

- A. Authorize the City, being the sole shareholder of the Pitt Meadows Economic Development Corporation (the “Company”), to consent to the written resolutions of the Company, as presented to Council at the April 15, 2025 public meeting, in lieu of holding an annual general meeting; AND
- B. Direct the City’s authorized signatories to sign the resolutions of the Company on behalf of the City of Pitt Meadows; OR
- C. Other.

**PURPOSE**

The purpose of this report is to complete the annual requirements to maintain the Pitt Meadows Economic Development Corporation in good standing, as per the *Business Corporations Act of BC*. Two written resolutions are being put forward for Council’s approval [see Attachments A and B].

☐ Information Report      ☒ Decision Report      ☐ Direction Report

**DISCUSSION****Background:**

The Pitt Meadows Economic Development Corporation (PMEDC) was incorporated in 2010 to implement the City’s economic development strategy, with the City being the sole shareholder of the Company.

With a change in Council and strategic direction in 2015, the Company became inactive. The City, however, continues to maintain the Company in good standing by meeting annual requirements as per the *Business Corporations Act of BC*, providing Council with the option to re-activate the Company if ever there's a desire.

As the sole shareholder of the Company, the City must ensure the following annual requirements are met through written resolutions:

- (a) Consent to all of the business required to be transacted at an annual general meeting;
- (b) Confirm the Company's directors;
- (c) Select an annual reference date which will be deemed the day upon which the AGM took place;
- (d) Appoint an auditor; and
- (e) Waive the annual production and publication of financial statements.

Staff are seeking Council's approval of two written resolutions which will address all annual requirements; **please see Attachments A and B**. Once authorized, the Mayor and Corporate Officer will sign the resolutions on behalf of the City.

**Relevant Policy, Bylaw or Legislation:**

**A. Section 182 of the *Business Corporations Act* (Relevant sections have been italicized and underlined)**

(1) Subject to subsections (2) to (5), a company must hold an annual general meeting,

(a) for the first time, not more than 18 months after the date on which it was recognized, and

(b) after its first annual reference date, at least once in each calendar year and not more than 15 months after the annual reference date for the preceding calendar year.

(2) Subject to subsection (3), all of the shareholders entitled to vote at an annual general meeting of a company may,

(a) by a unanimous resolution passed on or before the date by which that annual general meeting is required to be held under this section, defer the holding of that annual general meeting to a date that is later than the date by which the meeting is required to be held under subsection (1),

(b) by a unanimous resolution, consent to all of the business required to be transacted at that annual general meeting, or

(c) by a unanimous resolution, waive the holding of

- i. that annual general meeting,
- ii. the previous annual general meeting, or
- iii. any earlier annual general meeting that the company had been obliged to hold.

- (3) The shareholders must, in any unanimous resolution passed under subsection (2) (a), (b) or (c) (i) or (ii), select, as the company's annual reference date, a date that would, under subsection (1), be appropriate for the holding of the applicable annual general meeting.
- (4) If a unanimous resolution is not passed under subsection (2) with respect to an annual general meeting of a company, on the application of the company, the registrar may, if satisfied that it is appropriate to do so and on the terms and conditions the registrar considers appropriate, allow the company to hold that annual general meeting on a date that is later than the date by which the meeting is required to be held under subsection (1).
- (5) If a unanimous resolution is passed in relation to an annual general meeting under subsection (2) (b) or (c), the company need not hold that annual general meeting.

**B. Article 6.1 of the Articles of Incorporation for the PMEDC:**

- (6.1) If all of the shareholders who are entitled to vote at an annual general meeting consent by a unanimous resolution under section 182(2) (b) of the Business Corporations Act to all of the business that is required to be transacted at that annual general meeting, the annual general meeting is deemed to have been held on the date selected, under section 182 (3) of the Business Corporations Act, in the unanimous resolution.

**C. Section 200 of the Business Corporations Act:**

- (1) Directors are relieved from their obligation under section 198 to produce and publish financial statements (a) if all of the shareholders of the company, whether or not their shares otherwise carry the right to vote, resolve by a unanimous resolution to waive the production and publication of the financial statements.

**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
-



Keeping the Pitt Meadows Economic Development Corporation in good standings and meeting the annual obligations laid out in the *Business Corporations Act* takes approximately 2 hours of staff time per year. The only fee associated with meeting these requirements is approximately \$50 per year to file the annual report with the BC Government. Appointment of an audit firm does not require payment.

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**PUBLIC PARTICIPATION**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

Comment(s):

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**KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☐ Yes    ☒ No    ☐ Other

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**SIGN-OFFS**

**Written by:**

Tanya Barr,  
Deputy Corporate Officer

**Reviewed by:**

Kate Barchard,  
Corporate Officer

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**ATTACHMENT(S):**

- A. Resolution in Lieu of Holding an AGM
- B. Resolution to Waive Preparation of Financial Statements

SHAREHOLDERS' RESOLUTION IN LIEU OF HOLDING AN ANNUAL GENERAL MEETING

CONSENT UNANIMOUS RESOLUTION OF THE SHAREHOLDERS OF

PITT MEADOWS ECONOMIC DEVELOPMENT CORPORATION (the "**Company**")

April 15, 2025 (the "**Effective Date**")

We, the undersigned, being all the shareholders of the Company entitled to vote at an annual general meeting of the Company, hereby consent to the following unanimous resolutions:

**RESOLVED**, as a unanimous resolution of all the shareholders of the Company entitled to vote at an annual general meeting, that:

- (1) all lawful acts, contracts, proceedings, appointments, and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified, and confirmed;
- (2) the number of directors of the Company is hereby fixed at SEVEN (7);
- (3) the following persons, each of whom has consented in writing to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:
  - a. Tracy Elke,
  - b. Alison Evans,
  - c. Mike Hayes,
  - d. Nicole MacDonald,
  - e. Mike Manion,
  - f. Bob Meachen, and
  - g. Gwen O'Connell;
- (4) KPMG be appointed auditors for the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors; and
- (5) April 15, 2025 is hereby selected as the annual reference date for the Company for its current annual reference period.

**Execution in Counterparts**

**RESOLVED** that this resolution may be signed by the shareholders in as many counterparts as may be necessary, each of which so signed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and, notwithstanding the date of execution, shall be deemed to bear the effective date set forth above.

<b>DATED:</b> _____	)	<b>CITY OF PITT MEADOWS</b> , by its authorized
	)	signatories:
	)	
	)	_____ Nicole MacDonald, Mayor
	)	
	)	_____ Kate Barchard, Corporate Officer
	)	
	)	
	)	
	)	

SHAREHOLDERS’ RESOLUTION TO WAIVE THE PREPARATION OF FINANCIAL STATEMENTS  
CONSENT UNANIMOUS RESOLUTION OF THE SHAREHOLDERS OF  
PITT MEADOWS ECONOMIC DEVELOPMENT CORPORATION (the “Company”)

April 15, 2025 (the “Effective Date”)

We, the undersigned, being all the shareholders of the Company entitled to vote at an annual general meeting of the Company, hereby consent to the following unanimous resolutions:

**RESOLVED**, as a unanimous resolution of all of the shareholders of the Company, that the production and publication of the Company’s financial statements for the Company’s most recently completed financial year in the manner required by s. 198 of the *British Columbia Business Corporations Act* are hereby waived under s. 200 of that Act.

**Execution in Counterparts**

**RESOLVED** that this resolution may be signed by the shareholders in as many counterparts as may be necessary, each of which so signed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and, notwithstanding the date of execution, shall be deemed to bear the effective date set forth above.

DATED: _____	)	CITY OF PITT MEADOWS, by its authorized
	)	signatories:
	)	
	)	_____ Nicole MacDonald, Mayor
	)	
	)	_____ Kate Barchard, Corporate Officer
	)	
	)	
	)	
	)	

# Staff Report to Council

Administrative Services

FILE: 01-0340-01/25

**REPORT DATE:** April 07, 2025

**MEETING DATE:**

April 15, 2025

**TO:** Mayor and Council

**FROM:** Kate Barchard, Privacy Head

**SUBJECT:** Revisions to Video Surveillance Policy C042

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Approve revisions to the Video Surveillance Policy [C042] as presented at the April 15, 2025 Council meeting; OR
  - B. Other.
- 

**PURPOSE**

The purpose of this report is to present an updated version of the Video Surveillance Policy [C042] for Council's approval.

☐ Information Report      ☒ Decision Report      ☐ Direction Report

**DISCUSSION**

**Background:**

In 2012, Council adopted a Video Surveillance Policy [C042] approving the use of video surveillance in circumstances where safety or property security concerns warranted such surveillance. The policy followed best practices established by the Office of the Information & Privacy Commissioner to mitigate risks associated with privacy protection.<sup>1</sup>

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<sup>1</sup> 'Public Sector Surveillance Guidelines', Office of the Information & Privacy Commissioner for BC, January 2001

This policy is now being reviewed as part of the City's good governance practices. Although the key policy statements remain unchanged, Staff are recommending a full replacement of the policy to bring it up to current standards, including merging it into the City's new policy template.

**Relevant Policy, Bylaw or Legislation:**

*Freedom of Information & Protection of Privacy Act* – governs the collection, use, and disclosure of personal information by public bodies.

Video Surveillance Policy C042 – the current policy can be reviewed online at <https://www.pittmeadows.ca/media/2650>

**Analysis:**

The draft revision of the Video Surveillance Policy [C042] includes the same key policy statements as the original version:

- Video surveillance is allowed in special circumstances where there is evidence of crime, public safety concerns, or other compelling circumstances that warrant surveillance;
- A privacy impact assessment must be completed before a new surveillance system is implemented to ensure privacy risks are mitigated;
- Public notice will be given in any areas where video surveillance is used;
- Video surveillance systems will be situated and calibrated so that they collect the minimum amount of personal information required to achieve their purposes;
- Video footage will only be accessed when there is documented evidence of a crime, imminent risk to public safety, or other compelling circumstance that warrants access;
- Access to, and disclosure of, collected data will be done in compliance with FIPPA.

The main change to the policy is the removal of procedural elements that are unnecessary at the Council policy level, including technical aspects of the video surveillance systems and the approval form used to request access to video footage. The policy delegates responsibility to the Privacy Head to establish the procedures required to ensure compliance with the policy, the City's Privacy Program, and provincial legislation.

**Conclusion**

This policy offers a balanced approach to video surveillance, providing the City with an effective tool for protecting people and facilities from potential crime, while recognizing the importance of privacy protection and mitigating privacy risks as best possible.

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**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)
- 

**FINANCIAL IMPLICATIONS**

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

There are no financial implications associated with this report.

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**PUBLIC PARTICIPATION**

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

**KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☐ Yes    ☒ No    ☐ Other

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

Kate Barchard,  
Corporate Officer

**Reviewed by:**

Mark Roberts,  
Chief Administrative Officer

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**ATTACHMENT(S):**

A. DRAFT Video Surveillance Policy C042

## COUNCIL POLICY C042

02 - Buildings, Facilities &amp; Properties

## Video Surveillance

Effective Date: September 4, 2012

Last Revised: April 15, 2025

### 1. Purpose

The purpose of this policy is to authorize and set standards for the implementation and use of video surveillance systems in City facilities and spaces.

### 2. Scope

This policy applies to all City Staff and all video surveillance systems owned and managed by the City.

### 3. Exclusions

This policy is not applicable to, nor intended to interfere with, the surveillance needs and responsibilities of the RCMP or other law enforcement agencies.

### 4. Definitions

In this policy,

- (1) **City** means the City of Pitt Meadows.
- (2) **Collected data** means any video, audio, images, or other personal information captured and recorded through a video surveillance system.
- (3) **FIPPA (the "Act")** means the Freedom of Information and Protection of Privacy Act.
- (4) **Privacy Impact Assessment ("PIA")** means a written assessment that is conducted by the City to determine if a proposed program, activity or system meets the privacy protection requirements established by FIPPA, and which identifies steps to mitigate privacy risks and ensure compliance.



- (5) **Privacy Head** means the person appointed by Council, pursuant to FIPPA, to oversee the Privacy Program of the City.
- (6) **Video surveillance** means a mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals, assets and/or property.

## 5. Policy Statements

### 5.1. Video Surveillance

- (1) The City may implement video surveillance for the purposes of safety, security, and law enforcement, including the deterrence of, and intervention in, unlawful activities.
- (2) The City recognizes the intrusive nature of video surveillance and will only use such systems if:
  - a) there is evidence of crime, public safety concerns, or other compelling circumstances that support the necessity of surveillance in a City facility or space;
  - b) the surveillance is authorized by FIPPA; and
  - c) it is determined that other, less privacy-invasive options would not be effective or feasible.
- (3) Access to, and disclosure of, collected data will be done in compliance with FIPPA, this Policy, and the City's Privacy Management Program, with all necessary procedures established by the Privacy Head.

### 5.2. Consultation and Assessment

- (1) Before implementing a new video surveillance camera or system, City staff will:
  - a) consult with the IT Department regarding the technical feasibility of implementing a surveillance system in the specified location;
  - b) consult with the Privacy Head regarding the scope, responsibilities, and privacy risks associated with the proposal;
  - c) ensure compliance with section 5.1(2) of this Policy; and
  - d) complete a PIA, using the form prescribed by the Privacy Head.

- (2) A PIA for a new video surveillance system will include:
  - a) an assessment of how the system might affect the privacy of individuals and steps for mitigating privacy risks;
  - b) details of the physical and technical security measures, including access controls, that will be implemented to ensure the protection of the surveillance system and collected data;
  - c) recommendations from the Privacy Head to ensure the collection, use, disclosure, and security of any personal information is compliant with the Act; and
  - d) any other information deemed necessary by the Privacy Head.
- (3) The Privacy Head must review and approve the PIA, confirming compliance with FIPPA and the City's Privacy Program, before a new video surveillance system is implemented.

### **5.3. Notification of Surveillance**

- (1) The City will provide notice to the public of a video surveillance system by prominently displaying signs in or at the perimeter of the surveillance area.
- (2) The notification of surveillance must be approved by the Privacy Head and meet the notification requirements established by FIPPA.

### **5.4. System Calibration**

- (1) Video surveillance systems will be situated and calibrated so that they collect the minimum amount of personal information required to achieve the purposes identified for that system.

### **5.5. Security, Access, and Disclosure**

- (1) Only authorized individuals who require the information in order to do their jobs will have access to video surveillance systems, software, and collected data.
- (2) Physical and electronic security measures will be implemented to ensure the safety, security, and controlled access of video surveillance systems, software, and collected data.
- (3) Collected data will only be accessed when there is documented

evidence of a crime, imminent risk to public safety, or other compelling circumstance that warrants access.

- (4) Requests for access and disclosure of collected data will be managed in accordance with the Privacy Program as prescribed by the Privacy Head.

#### 5.6. Records Management

- (1) Collected data will be retained for a period of no longer than 60 days and destroyed at the end of this retention period, unless legislation prescribes otherwise.

### 6. Related Policies

Other related policies include:

- (1) Freedom of Information & Protection of Privacy Bylaw No. 2877, 2021
- (2) Privacy Program Policy A043

**CITY OF PITT MEADOWS**  
**1960 - 1970 FINANCIAL BYLAWS REPEAL**  
**Bylaw No. 3008, 2025**

A bylaw to repeal financial bylaws from 1960 - 1970 that are  
expired or otherwise obsolete.

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**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 expired or otherwise obsolete;

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

**Citation/Title**

1. This Bylaw may be cited as the "1960 - 1970 Financial Bylaws Repeal Bylaw No. 3008, 2025".

**Definitions**

2. In this bylaw:

**Expired** means no longer in force as indicated by an expiry date or specified length of term, has been superseded by more current legislation, or no longer serves a practical purpose in City operations.

**Repeal**

3. The following expired bylaws and their amendments are hereby repealed:
  - (1) Bylaw No. 357, 1960 – Temporary Loan Bylaw
  - (2) Bylaw No. 359, 1960 – Pitt Meadows Annual Budget Bylaw
  - (3) Bylaw No. 360, 1960 – Pitt Meadows Revenue Tax Bylaw
  - (4) Bylaw No. 365, 1961 - Temporary Loan Bylaw
  - (5) Bylaw No. 367, 1961 – Pitt Meadows Annual Budget Bylaw
  - (6) Bylaw No. 368, 1961 – Pitt Meadows Revenue Tax Bylaw
  - (7) Bylaw No. 372, 1961 - Short Term Capital Loan Bylaw

- (8) Bylaw No. 378, 1962 - Temporary Loan Bylaw
- (9) Bylaw No. 380, 1962 – Pitt Meadows Annual Budget Bylaw
- (10) Bylaw No. 381, 1962 - Pitt Meadows Revenue Tax Bylaw
- (11) Bylaw No. 390, 1963 - Temporary Loan Bylaw
- (12) Bylaw No. 392, 1963 - Pitt Meadows Annual Budget Bylaw
- (13) Bylaw No. 393, 1963 - Pitt Meadows Revenue Tax Bylaw
- (14) Bylaw No. 395, 1963 - Tax Sale Properties Reserve Expenditure Bylaw
- (15) Bylaw No. 399, 1963 - Sale of Real Property Reserve Expenditure Bylaw
- (16) Bylaw No. 400, 1963 - Temporary Loan Bylaw [Referenced as 401, 1963]
- (17) Bylaw No. 402, 1964 - Tax Sale Properties Reserve Expenditure Bylaw
- (18) Bylaw No. 404, 1964 - Pitt Meadows Annual Budget Bylaw
- (19) Bylaw No. 405, 1964 - Pitt Meadows Revenue Tax Bylaw
- (20) Bylaw No. 412, 1964 - Temporary Loan Bylaw
- (21) Bylaw No. 413, 1965 - Hospital Construction Loan
- (22) Bylaw No. 414, 1965 - Pitt Meadows Annual Budget Bylaw
- (23) Bylaw No. 415, 1965 - Pitt Meadows Revenue Tax Bylaw
- (24) Bylaw No. 421, 1966 - Temporary Loan Bylaw
- (25) Bylaw No. 422, 1966 - Pitt Meadows Annual Budget Bylaw
- (26) Bylaw No. 423, 1966 - Pitt Meadows Revenue Tax Bylaw
- (27) Bylaw No. 427, 1966 - Short-Term Capital Loan Bylaw
- (28) Bylaw No. 429, 1967 - Temporary Loan Bylaw
- (29) Bylaw No. 431, 1967 - Pitt Meadows Annual Budget Bylaw
- (30) Bylaw No. 432, 1967 - Pitt Meadows Revenue Tax Bylaw
- (31) Bylaw No. 433, 1968 - Temporary Loan Bylaw
- (32) Bylaw No. 437, 1968 - Pitt Meadows Annual Budget Bylaw

- (33) Bylaw No. 438, 1968 - Pitt Meadows Revenue Tax Bylaw
- (34) Bylaw No. 453, 1969 - Temporary Loan Bylaw
- (35) Bylaw No. 458, 1969 - Pitt Meadows Annual Budget Bylaw
- (36) Bylaw No. 459, 1969 - Pitt Meadows Revenue Tax Bylaw
- (37) Bylaw No. 460, 1969 - Capital Budget
- (38) Bylaw No. 470, 1970 - Temporary Loan Bylaw
- (39) Bylaw No. 476, 1970 - Pitt Meadows Annual Budget Bylaw
- (40) Bylaw No. 477, 1970 - Pitt Meadows Revenue Tax Bylaw
- (41) Bylaw No. 478, 1970 - Capital Budget

**READ** a FIRST, SECOND and THIRD time on April 1, 2025.

**ADOPTED** on [DATE].

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Nicole MacDonald  
Mayor

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Kate Barchard  
Corporate Officer

# Strategic Priorities Quarterly Report

April - June (Q2) 2025

## PRIORITY

## OPERATIONAL STRATEGIES

### Principled Governance

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

1. q̓ic̓ə'y̓ (Katzie) First Nation Service Agreements
2. Post-Secondary Feasibility Study Support
3. Electric Vehicle Charging Review
4. Flood Management
5. Climate Action Strategy
6. Lower Mainland Agriculture Roundtable – Second Meeting
7. 2024 Audited Financial Statements
8. 2024 Statement of Financial Information
9. 2024 Annual Report
10. 2025 Five Year Financial Plan
11. 2026 Business Plan Guidelines

### *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 agricultural zoning review)
3. Economic Development Strategic Plan Implementation (including tourism development considerations and online business directory launch)
4. North Lougheed Area Plan Engagement Agreement
5. Business Licensing and Regulation Bylaw Review
6. Fraser River Foreshore Policy Analysis & Market 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
5. Complete Communities Project
6. Civic Centre Master Plan
7. Urban Forest Strategy Implementation
8. Invasive Species Management Plan

(Community Spirit & Wellbeing cont.)	<ol style="list-style-type: none"> <li>9. Trail Map Distribution</li> <li>10. Harris Road Complete Street Feasibility Study</li> <li>11. Easter Fun Day – April 20</li> <li>12. Youth Week – May 1-7</li> <li>13. Red Dress Day – May 5</li> <li>14. Pitt Meadows Day – June 7</li> <li>15. Farmers Market – June 10</li> <li>16. Pride Concert – June 19</li> <li>17. Vibrant Communities Policy Review</li> <li>18. Artists in Our Parks Policy Review</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 Implementation</li> <li>2. Pitt Meadows Athletic Park Design</li> <li>3. Grabenhorst Garden Renovations</li> <li>4. Grabenhorst Garden Test Wells Monitoring</li> <li>5. Bonson Park Disc Golf Course Planting, Drainage Review &amp; Opening (May 8)</li> <li>6. Vital Records Protection Plan</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 Major System Upgrade</li> <li>2. OneDrive (cloud storage) Implementation</li> <li>3. Equity, Diversity &amp; Inclusion (EDI) Initiatives</li> <li>4. Enhancing Operational Safety with Comprehensive Procedure Development</li> <li>5. Laptop &amp; PC Replacement Program</li> <li>6. Communications Services Review</li> <li>7. RCMP IT Planning and Design</li> <li>8. Transitioning City Copper IT Services to Fibre Optics</li> <li>9. Windows Server Upgrade Program</li> <li>10. Assessment of Online/Self-Serve Building Permit Software</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. Onboarding of Four Flex Firefighters</li> <li>4. Next Generation 911</li> <li>5. Fire Department Community Risk Assessment</li> <li>6. Parks Maintenance Policy</li> <li>7. Cross-Connection Control Program Administration</li> <li>8. Noise Bylaw Review</li> <li>9. Seasonal Communications Campaigns: Water Main Flushing; Water Restrictions; Emergency Preparedness; Heat Preparedness; Active Transportation.</li> <li>10. Voyent Alert Rollout</li> <li>11. Business Continuity Planning (Fire, Operations, IT, and Legislative Services)</li> <li>12. Incident and General Response Plans Review</li> </ol>