

Minutes of the **SPECIAL MEETING** of Pitt Meadows City Council held on **Monday, December 11, 2017** at 5:30 p.m. in the Council Chamber of the Pitt Meadows City Hall, 12007 Harris Road, Pitt Meadows, British Columbia.

PRESENT:

Elected Officials: Mayor J. Becker
Councillor B. Bell
Councillor B. Dingwall (*6:20 p.m.)
Councillor J. Elkerton
Councillor T. Miyashita
Councillor M. Stark

Absent: Councillor D. Murray (on leave without pay)

Staff M. Roberts, Chief Administrative Officer
K. Zanon, Director of Community Services
F. Smith, Director of Engineering & Operations
C. Harding, Director of Financial Services
S. St. Jean, Director of Corporate Services
L. Grant, Manager of Community Development
K. Krueger, Manager of Parks & Facilities
T. Penney, Corporate Officer
K. Elrick, Deputy Clerk
K. Barchard, Executive Assistant to Mayor and CAO

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

A. ADOPTION OF AGENDA

MOVED by Councillor Bell, **SECONDED** by Councillor Elkerton, THAT the agenda for the December 11, 2017 Special Meeting of Council be adopted.

CARRIED.

B. QUESTION AND COMMENT PERIOD

Patricia Gordon regarding Harris Road reader sign and Osprey Village Christmas lights.

William Wild, Kennedy Road regarding Vancouver Sun article identifying overpass and underpass considerations.

C. REPORTS**1. Business Plan Presentations.****Executive Summary**

Mr. Mark Roberts, CAO provided an overview of the upcoming staff presentations. Mr. Roberts provided a Powerpoint presentation of the Executive Summary which is included as Attachment 1 and forms part of the original minutes. Information was provided regarding:

- Corporate Strategic Plan and Strategic Priorities.
- Business planning cycle, purpose and principles.
- Key challenges.
- Components of Business Plans.
- 2018 Budget.

MOVED by Councillor Stark, **SECONDED** by Councillor Elkerton, THAT Council receive the Executive Summary presentation attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 1.

CARRIED.

Offices of Council & CAO

Mr. Roberts provided a PowerPoint presentation which is included as Attachment 2 and forms part of the original minutes. Information was provided regarding the following

- Staffing complement.
- 2017 achievements.
- 2018 key initiatives.
- Proposed operating and capital budget.
- Outline of decision package related to Long Term Strategic Plan.

Discussion points included:

- Long term strategic plan origin.

- Possible change in vision and mission statement as shown on the City's website - staff will investigate.

MOVED by Councillor Miyashita, **SECONDED** by Councillor Stark, THAT Council receive the Offices of Council & CAO presentation attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 2.

CARRIED.

Administration Services

Ms. Tina Penney, Manager of Administration Services/Corporate Officer provided a Powerpoint which is included as Attachment 3 and forms part of the original minutes. Information was provided regarding the following:

- Staffing complement.
- 2017 achievements.
- 2018 challenges and key initiatives for 2018.
- Proposed operating budget.

*Councillor Dingwall arrived at the meeting at 6:20 p.m.

Discussion points included:

- "Onni" public hearing facilitation achievement.
- MIABC casual legal service logistics and other outside resources.

MOVED by Councillor Bell, **SECONDED** by Councillor Elkerton, THAT Council receive the Administration Services presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 3 .

CARRIED.

Community Services Overview

Ms. Kate Zanon, Director of Community Services provided a Powerpoint presentation outlining the Community Services Department overview which is included as Attachment 4 and forms part of the original minutes. Information was provided on the following:

- Staffing complement.
- Cross-departmental initiatives and leadership.
- Department budget.

Community Services - Recreation

Ms. Zanon further provided a Powerpoint presentation of the Recreation division of the Community Services Department which is included as Attachment 5 and forms part of the original minutes. Information was provided on the following:

- Staffing complement.
- 2017 achievements.
- 2018 challenges and initiatives.
- Proposed operating and capital budget.

Discussion points:

- South Bonson Community centre janitorial expenses and booking charges.
- Seniors society programming and possibility of expanded hours.
- Youth lounge increased attendance.
- Youth wellness centre resource referrals .
- Space programming and diversity in groups.
- Portable skate park.

MOVED by Councillor Dingwall, **SECONDED** by Councillor Elkerton, THAT Council receive the Community Services – Recreation Division department presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 4.

CARRIED.

The meeting was recessed at 6:55 p.m.

The meeting was reconvened at 7:00 p.m. with the same members of Council in attendance.

Community Services – Development

Ms. Lisa Grant, Manager of Community Development Services provided a Powerpoint presentation which is included as Attachment 6 and forms part of the original minutes. Information was provided on the following:

- Staffing complement.
- 2017 achievements.
- Challenges and initiatives for 2018.
- Proposed operating and capital budget.

Discussion points included:

- Marihuana legislation and upcoming changes.
- Clarification of home occupation review for home based businesses.
- Arena operating budget changes.

MOVED by Councillor Bell, **SECONDED** by Councillor Dingwall, THAT Council receive the Community Services – Development Division presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 4.

CARRIED.

Community Services – Parks & Facilities

Mr. Ken Kreuger, Manager of Parks & Facilities provided a Powerpoint presentation which is included as Attachment 7 and forms part of the original minutes. Information was provided regarding:

- Staffing complement.
- 2017 achievements.
- 2018 challenges and initiatives.
- Proposed operating and capital budget.

- Facilities capital plan.
- Outline of decision package for shoreline riparian area management.

Questions/comments:

- Sportsfield maintenance.
- Parks maintenance.
- Heritage hall upgrade and accessibility.
- Bleacher upgrades.
- Assessment for park upgrades.

MOVED by Councillor Bell, **SECONDED** by Councillor Dingwall, THAT Council receive the Community Services Department – Parks and Facilities Division presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 4.

CARRIED.

D. QUESTION AND COMMENT PERIOD

None.

E. ADJOURNMENT

MOVED by Councillor Bell, **SECONDED** by Councillor Miyashita, THAT this meeting now be adjourned at 7:39 p.m.

CARRIED.

Signed:

Certified Correct:

John Becker, Mayor

Tina Penney, Corporate Officer