

Minutes of the **SPECIAL MEETING** of Pitt Meadows City Council held on **Wednesday, December 13, 2017** at 9:00 a.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
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
D. Jolley, Fire Chief
T. Penney, Corporate Officer
K. Elrick, Deputy Clerk
M. Leug, HR Advisor
C. Baldrige, Manager of Communications and Community Engagement
S. Sigmund, Senior Arts & Culture Services Coordinator
C. Igiri, Safety Program Coordinator
T. Barr, Administration Clerk II
B. Morgan, Emergency Program Coordinator
R. Evans, Operations Superintendent
S. Sloboda, Environmental Stewardship
B. Perrie, Assistant Fire Chief
M. Larrison, Assistant Fire Chief
K. Kreuger, Manager of Parks & Facilities
D. Fast, Manager of IT

Associates: Shawna Kristina, Library Manager
Supt. J. Hyland, OIC, RCMP

The meeting was called to order at 9:10 a.m.

A. ADOPTION OF AGENDA

MOVED by Councillor Bell, **SECONDED** by Councillor Stark, THAT the agenda for the December 13, 2017 Special Meeting of Council be adopted.

CARRIED.

B. QUESTION AND COMMENT PERIOD

None

C. REPORTS**1. Business Plan Presentations.****Corporate Services – Communications**

Ms. Carolyn Baldridge, Manager of Communications and Community Engagement provided a Powerpoint presentation of the Corporate Services – Communications which is included as Attachment 1 and forms part of the original minutes. Information was provided regarding:

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

Discussion points included:

- Civic engagement in capital budget vs. operating budget.
- Breakdown of \$100,000 for civic engagement.
- Replacement of Harris Road banners.

MOVED by Councillor Bell, **SECONDED** by Councillor Miyashita, THAT Council receive the Corporate Services – Communications presentation attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 5.

CARRIED.

Corporate Services – Human Resources, Occupational Health and Safety and Payroll

Ms. Monica Leug, HR Advisor and Ms. Charity Igiri, Health and Safety provided a Powerpoint presentation which is included hereto as Attachment 2 and forms part of the original minutes. Information was provided regarding:

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

Discussion points included:

- Occupational health and safety training for volunteers.
- Cost of respirator program and other initiatives.
- Extended health benefits.

MOVED by Councillor Dingwall, **SECONDED** by Councillor Stark, THAT Council receive the Corporate Services – Human Resources , Occupational Health and Safety and Payroll presentation attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 5.

CARRIED.

Corporate Services – Information Technology

Mr. Darrin Fast, Manager of IT provided a Powerpoint Presentation which is included as Attachment 3 and forms part of the original minutes. Information was provided regarding:

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

- Outline of decision package for Meadows Room Web Streaming.

Discussion points included:

- Meadows room streaming.
- Council meeting streaming.
- Audio video system.
- IT security systems and redundancy.

MOVED by Councillor Bell, **SECONDED** by Councillor Miyashita, THAT Council receive the Corporate Services – Information Technology presentation attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 5.

CARRIED.

Cultural Services

Ms. Susann Sigmund, Senior Arts & Culture Services Coordinator provided a Powerpoint which is included as Attachment 4 and forms part of the original minutes. Information was provided regarding the following:

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

Discussion points:

- Harris Road banner.
- Partnerships.
- Tourism relationship possibilities.

MOVED by Councillor Bell, **SECONDED** by Councillor Miyashita, THAT Council receive the Cultural Services presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 6.

CARRIED.

The meeting was recessed at 10:55 a.m.

The meeting was reconvened at 11:15 a.m. with the same members of council in attendance.

Emergency Program

Ms. Barbara Morgan, Emergency Program Coordinator provided a Powerpoint presentation of the Emergency Program which is included as Attachment 5 and forms part of the original minutes. Information was provided on the following:

- Staffing complement including organizational wide.
- 2017 achievements.
- 2018 initiatives and challenges.
- Proposed operating budget.

Discussion points included:

- Need for emergency preparedness.
- Katzie First Nation.
- Personal preparedness.
- Council and staff training.
- Planning exercises.

MOVED by Councillor Dingwall, **SECONDED** by Councillor Stark, THAT Council receive the Emergency Program presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 7.

CARRIED.

Financial Services

Ms. Cheryl Harding, Director of Financial 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.
- 2018 challenges and initiatives.
- Proposed operating and capital budget.

Discussion points:

- Planning for reserves and asset management.
- Online payment system.

MOVED by Councillor Elkerton, **SECONDED** by Councillor Bell, THAT Council receive the Financial Services presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 9.

CARRIED.

Fire & Rescue Services

Mr. Don Jolley, Fire Chief, Mr. Brad Perrie, Assistant Fire Chief, and Mr. Mike Larsson, Assistant Fire Chief provided a Powerpoint presentation of the Fire & Rescue Services which is included as Attachment 7 and forms part of the original minutes. Information was provided on the following:

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

Discussion points included:

- Fire Hall replacement plan website presence.
- Sprinkler regulations.

- Succession planning.
- Volunteer services.
- Retention of new recruits.

MOVED by Councillor Stark, **SECONDED** by Councillor Miyashita, THAT Council receive the Fire & Rescue Services presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 10.

CARRIED.

Library

Ms. Shawna Kristin, Library Manager provided a Powerpoint presentation of the Library which is included as Attachment 8 and forms part of the original minutes. Information was provided on the following:

- Overview of library.
- Staffing complement.
- 2017 achievements.
- 2018 challenges and initiatives.
- Proposed operating budget.
- Outline of decision package for Sunday Library Openings, Summer Months.

Discussion points included:

- Sunday opening budget.
- Utilization of space within library for programming.
- Collection of loaned materials back from public.
- Use of electronic communication vs mail outs or other marketing tools.
- Cost of materials.
- Access to materials for visually impaired.

MOVED by Councillor Dingwall, **SECONDED** by Councillor Elkerton, THAT Council receive the Library Services presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 11.

CARRIED.

The meeting was recessed at 12:30 p.m.

The meeting was reconvened at 1:10 p.m. with the same members of Council in attendance with the exception of Councillor Bell.*

RCMP

Superintendent, Jennifer Hyland, OIC provided a Powerpoint presentation which is included as Attachment 9 and forms part of the original minutes. Information was provided on the following:

- Regular member complement.
- Environmental impacts.
- Pillars of performance – workplan.
- Pillar of communication.
- Milestones.
- Member resourcing.
- Housing and support cost increase.
- Budget.

Discussion points included:

- Policing costs.
- Alternative security options.
- Advance planning for resources.
- Cannabis legislation and impairment enforcement.
- Collective agreement.
- Possibility of using vacancy surplus for funding initiatives.

- Traffic policing coverage.
- Stop and start model.

MOVED by Councillor Stark, **SECONDED** by Councillor Miyashita, THAT Council receive the Library Services presentation which is attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 12.

CARRIED.

*Councillor Bell returned to the meeting at 1:40 p.m.

Operations & Engineering

Mr. Forrest Smith, Director of Engineering and Operations provided a Powerpoint presentation which is included as Attachment 10 and forms part of the original minutes. Information was provided on the following:

- Department Overview
- Staffing complement

Operations & Engineering – Operations

Mr. Randy Evans, Operations Superintendent, continued the presentation regarding the operations division. Information was provided on the following:

- 2017 Achievements
- 2018 Key Challenges and Initiatives

Operations & Engineering – Engineering

Mr. Forrest Smith, Director of Engineering and Operations continued the presentation regarding the engineering division. Information was provided on the following:

- 2017 achievements
- 2018 key challenges and initiatives

Operations & Engineering – Environmental

Ms. Susanne Slobada, Environmental Stewardship continued the presentation regarding the environmental division. Information was provided on the following:

- 2017 achievements
- 2018 challenges and initiatives

Operations & Engineering

Mr. Forrest Smith, Director of Engineering and Operations continued the presentation. Information was provided on the following:

- Cross departmental initiatives.
- Proposed operating and capital budget.
- Outline of staffing decision package for Project Engineer.

Discussion points included:

- Invasive species vs. shoreline budget.
- Katzie slough.
- Possible environmental advisory committee.
- Works yard capacity.
- Project engineer proposed position.
- Drainage asset condition assessment process.
- Parrot feather management.
- Grant funding.
- Fish passage and access to habitat considerations with infrastructure improvements.
- Fish friendly pumps.

MOVED by Councillor Miyashita, **SECONDED** by Councillor Stark, THAT Council receive the Engineering and Operations presentation which is

attached to these minutes and further detailed in the 2018 Corporate Business Plan Tab 8.

CARRIED.

The meeting was recessed at 2:50 p.m.

The meeting was reconvened at 2:55 p.m. with the same members of Council present.

2018 5-Year Utilities Financial Plan

Ms. Cheryl Harding, Director of Financial Services provided a Powerpoint presentation which is included in the agenda package.

Discussion points:

- Drainage operating budget – Maple Ridge drainage levy clarification
- Building replacement reserve fund amount
- Gas tax revenue stream

MOVED by Councillor Stark, **SECONDED** by Councillor Miyashita, THAT Council receive the 2018 5-Year Utilities Financial Plan presentation.

CARRIED.

MOVED by Mayor Becker, **SECONDED** by Councillor Bell, THAT Council direct Staff to report back to Council regarding the following “parking lot” items at the January 2018 budget deliberation session:

1. Vision and Mission Statement Changes
2. Expanded hours of PM Seniors Centre on Saturdays
3. Long Term agreement with CMR re: sports field maintenance
4. Community Engagement Operating Budget vs Capital Budget
5. Civic Engagement 100K breakdown / incremental package
6. Emergency Kits built into Emergency Program Capital Budget
7. Grant Funding
8. Review \$100K decision pkg re: riparian management

CARRIED.

D. QUESTION AND COMMENT PERIOD

None.

E. ADJOURNMENT

MOVED by Councillor Bell, **SECONDED** by Councillor Stark, THAT this meeting now be adjourned at 3:36 p.m.

CARRIED.

Signed:

Certified Correct:

John Becker, Mayor

Tina Penney, Corporate Officer