

REPORT

INFORMATION REPORT TO COUNCIL

DATE: January 9, 2018
FROM: Manager of Communications & Community Engagement
SUBJECT: Airport Bylaws Enforcement – Engagement Plan

FILE: 04-1470-01/18

RECOMMENDATION: THAT Council:

1. Receive, for information, the staff report dated January 9, 2018 from the Manager of Communications & Community Engagement; OR
2. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION:



BACKGROUND: Under the newly established Airport Governance structure and as part of the 2017 Business Plan, the City of Pitt Meadows has reviewed current practices as they relate to the City's role in regulating Airport activities. Based on legal advice, the City has committed to exercising greater authority in regulating Airport activities which includes use of lands and buildings and adhering to fire code regulations with the goal of improving safety at the airport.

KEY ISSUE(S)/CONCEPT(S):

Council has made the decision at the November 7, 2017 Regular Council Meeting to move forward with enforcing bylaws at the Airport. The City's enforcement of bylaws and fire code regulations at Airport premises is a new practice that may require changes to how tenants and leaseholders use their space. Life safety violations must be rectified immediately whereas non-life threatening violations will be addressed with each individual tenant, business or lease holder as per the process and timeline to achieve compliance.

Further to Council's direction to develop a bylaw enforcement strategy at the Airport which includes preparation of an informational hand-out regarding building regulations, staff has scheduled an Airport information session for businesses, tenants and leaseholders on Saturday, February 10, 2018 from 10am to 12 noon at South Bonson Community Centre. The goal of this session is to provide education, raise awareness and communicate with Airport businesses, leaseholders and tenants. Staff will also seek feedback about potential issues or challenges that need to be addressed. A letter will be sent out to all identified stakeholders inviting them to attend.

Engagement and Communications Objectives

1. Educate Airport leaseholders and tenants on the City's role in Bylaw and Fire regulation compliance.
2. Educate Airport leaseholders and tenants on what is required to comply with City Bylaws and Fire regulations.

3. Gain compliance.

Stakeholder Engagement/Feedback

Information will focus on educating Airport tenants, businesses and leaseholders about compliance requirements. The focus of the session will be on finding out what information the City can share regarding code and Bylaw requirements to assist with timely compliance for both life safety and other regulations.

Once the City is aware of the potential issues, staff can work with businesses, tenants and leaseholders to implement tools and processes to assist non-compliant businesses, tenants and leaseholders to achieve compliance within an appropriate timeframe that is dependent on type of non-compliance.

RELEVANT POLICY: Agreement on Development Procedures at Pitt Meadows Airport; Fire Protection and Life Safety Bylaw 2405; Building Code; and Community Engagement Policy C098

STRATEGIC ALIGNMENT: Corporate Excellence and Economic Prosperity

FINANCIAL: Not including staff time, expenditure of \$200 – 300 related to the information session and printing of collateral is expected, which can be absorbed within the current operating budget.

IMPLEMENTATION/COMMUNICATION: In keeping with policy C098 communication, communication will be delivered in three phases: Inform and Educate; Incorporate Feedback and Evaluation of engagement.

KATZIE FIRST NATION CONSIDERATIONS: None identified.

OTHER: None.

Prepared by: Carolyn Baldridge, Manager of Communications & Community Engagement

Submitted by: Stephanie St. Jean, Director of Corporate Services

Approved by: Mark Roberts, CAO

ATTACHMENT(S): None