

Minutes of the **COUNCIL IN COMMITTEE MEETING** of Pitt Meadows City Council held on **Tuesday, November 28, 2017** at 3:00 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
Councillor J. Elkerton
Councillor T. Miyashita
Councillor M. Stark, Chair

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
D. Jolley, Fire Chief
S. St. Jean, Director of Corporate Services
T. Penney, Corporate Officer
K. Elrick, Deputy Clerk
L. Grant, Manager of Community Development
M. Leug, Human Resources Advisor
C. Baldrige, Manager of Communications and Community Engagement
D. Parr, Planner

Guest: Bill Sutherland, Beacons of Change
Kim Johnston, Johnston Davidson Architecture & Planning

The meeting was called to order at 3:03 p.m.

A. LATE ITEMS

B. APPROVAL OF AGENDA

MOVED by Councillor Bell, **SECONDED** by Councillor Elkerton, THAT the agenda for the November 28, 2017 Council in Committee Meeting, be adopted.

CARRIED.

C. QUESTION AND COMMENT PERIOD

Ron Bennewith, South Bonson regarding Bonson Road conditions.

Leslie Bennewith, South Bonson regarding standing water on townhouse site and school site.

D. ADOPTION OF MINUTES**1. Minutes of the July 25, 2017, Council in Committee Meeting.**

MOVED by Councillor Miyashita, **SECONDED** by Councillor Bell, THAT the Minutes of the Council in Committee Meeting held on July 25, 2017, be adopted.

CARRIED.

E. DELEGATIONS

None

F. PRESENTATIONS

None

G. REPORTS

None

H. NEW/OTHER BUSINESS**1. CAO 2017/2018 Goals and Objectives. (01-0640-20/17)**

Ms. Stephanie St. Jean, Director of Corporate Services provided an overview of the process and introduced guest, Bill Sutherland, from “Beacons of Change Consulting” as the independent consultant who will assist in facilitation of the process with Council.

Discussion points from Mr. Sutherland included:

- Whether the current review date should continue to be matched with Quarter 2 (April-June) which is the date of the current CAOs anniversary or if the date should be matched to the City’s business planning cycle. Mr. Sutherland recommended that the date of performance review be matched to the City’s business planning cycle.

- The current timeline of initiating the review process in Quarter 2 would effectively result in the process beginning at the end of March and concluding at the end of June.
- If planning occurred in November and December, goals could be finalized at the end of January. This would enable Council and CAO to reflect desired achievements for 2018.

MOVED by Mayor Becker, **SECONDED** by Councillor Dingwall, THAT the Committee recommend THAT Council direct that the review cycle for the CAO performance goals and objectives be coordinated with the City business planning cycle effectively shifting the process back to Quarter 1(January – March) instead of Quarter 2 (April – June).

CARRIED.

Discussion continued amongst Staff, Council and Mr. Sutherland regarding goals and objectives and the following was noted as potential considerations for CAO performance review:

- Long term strategic planning beyond the 4 year council term. Development of a 25 year range plan in order to prepare and implement a long term strategic plan for the community which would maintain continuity from council term to council term.
- Official Community Plan review.
- Transportation Strategy –defining what should be accomplished, what are the driving issues for Pitt Meadows, measurables for achieving objectives, including:
 - Driving issues for Pitt Meadows
 - Stakeholder Engagement including other levels of government and citizens
 - Potential for partnerships
- Should not duplicate the business plan rather identify items for the CAO to accomplish.
- Common understanding of expectations is needed.
- Identify realistic “doable” goals that can be measured by what has been accomplished.

- 2018 goals and objectives will need to take into consideration the election in October and include the first 8 months of the year.
- List could be drafted based on strategic priorities set by Council.
- Possibly hive off goals and objectives from regular day to day business planning and identify expectations outside of routine business operations.
- Identification of ordinary or extraordinary goals and objectives which are of sufficient importance to highlight and put priority behind that they should reflect in a performance review.
- Reflecting expectations which are understood and shared on the premise of continuous improvement.

MOVED by Councillor Bell, **SECONDED** by Councillor Dingwall, THAT the Committee recommend THAT Council direct Staff to compile a list of CAO performance goals and objectives based on the Committee's discussion and to report back to Council in January 2018 for further consideration.

CARRIED.

2. Update on Firehall Spatial Assessment Review.

Don Jolley, Fire Chief, provided an introduction of a report prepared by Johnston Davidson Architecture & Planning. Ms. Kim Johnston, Principal of Johnston Davidson provided a Powerpoint presentation which is included as Attachment 1 and forms part of the original minutes:

Ms. Johnston identified the following points:

- Johnston Davidson Architecture & Planning has worked on over 50 fire halls ranging from 3,500 square feet to 50,000 square feet including a range of fire service models.
- Currently the project is at the spatial analysis and feasibility step.
- Through a space program analysis it was determined that 21,000 square feet of space would be required to meet existing needs for the fire services while the current space is 6,600 square feet.
- An existing site analysis identified challenges including relocation of the fire department during a replacement process of 18-24 months, and fit testing considerations for the existing site or a new site.

- The current building reaching end of service life and lack of required updates for building code, seismic, safety and other considerations.
- The fire hall replacement would be a 50 year critical infrastructure building.
- Whether a single fire hall is the model of choice.
- Consideration of relocation to another site.

Discussion points included:

- Implications for consideration of a one or two fire hall model.
- Possible alternate sites.
- Potential infrastructure projects that would affect fire department including above or below grade rail crossing.
- Feedback and consultation from firefighters.
- Availability of potential grant opportunities from Federation of Canadian Municipalities.
- Parameters to consider for secondary site.

MOVED by Mayor Becker, **SECONDED** by Councillor Dingwall, THAT the Committee recommend THAT Council direct Staff to investigate potential site options for a relocation of the fire hall using a single hall fire hall model and report back to Council for consideration.

CARRIED.

MOVED by Councillor Bell, **SECONDED** by Councillor Miyashita, THAT Committee receive the report prepared by Johnston Davidson Architecture & Planning which is included as an Attachment to the original minutes.

CARRIED.

3. **Official Community Plan 2018 Review Scoping Report. (6480-20-01/17)**

Ms. Kate Zanon, Director of Community Services provided an introduction of the staff report and outlined the process to move forward with the

Official Community Plan (OCP) review process. Ms. Lisa Grant, Manager of Community Development and Ms. Dana Parr, Planner provided a PowerPoint presentation which is included as Attachment 2 and forms part of the original minutes.

Discussion points included:

- Definition of OCP which identifies a vision and goals of community and provides policies that help achieve the vision and goals of the community.
- OCP is a long term visionary document with critical pieces of next five years.
- Outline and identification of legislative requirements for OCP.
- OCP is considered an umbrella document, for flow of future pathway to achieve strategic goals.
- Current OCP, process of development and issues affecting OCP development process as a vision statement.
- Guidance principles for an OCP update including innovative, broad and inclusive engagement, achieving a clear and user-friendly document, knowledge sharing and storytelling, sustainability, social economic, and environmental considerations.
- Issues and topics for consideration were identified including local area policies, North Loughheed special study area, airport lands, and Baynes Road special study area.

Other points raised:

- Workplan summary;
- 18-24 month timeline for process;
- Engagement of community;
- Obtaining useful background information;
- Regional projections and relationship to accommodate growth;
- Different approaches to accommodate growth.

MOVED by Councillor Bell, **SECONDED** by Councillor Elkerton, THAT Committee:

- A. Receive, for information, the report dated November 28, 2017 from Community Services providing the scope for the 2018 Official Community Plan review.

CARRIED.

I. COMMITTEE ROUND TABLE / COUNCIL LIAISON REPORTS

Council provided updates on community events and liaison activities.

J. QUESTION AND COMMENT PERIOD

Maureen Robertson, 19100 Mitchell Road regarding North Loughheed area between Harris Road and Pitt River bridge.

Leslie Bennewith, South Bonson regarding transportation and Translink information related to removal of bridge tolls and relation to McElhinney report.

William Wild, Kennedy Road regarding fire hall, railway over/underpass.

K. ADJOURNMENT

MOVED by Councillor Elkerton, **SECONDED** by Councillor Bell, THAT this meeting now be adjourned at 5:36 p.m.

Signed:

Certified Correct:

Mike Stark, Chair

Tina Penney, Corporate Officer