

Minutes of the **COUNCIL IN COMMITTEE MEETING** of Pitt Meadows City Council held on **Tuesday, January 26, 2010** at 3:00 p.m. in the Meadows Room of the Pitt Meadows City Hall, 12007 Harris Road, Pitt Meadows, British Columbia.

PRESENT:

Elected Officials: Mayor D.F. MacLean
Councillor J. Becker, Chair
Councillor B. Bell
Councillor D. Bing
Councillor T. Miyashita
Councillor G. O'Connell
Councillor D. Walters

Staff

J. Rudolph, Chief Administrative Officer
D. Rear, Director of Finance
K. Grout, Director of Operations & Development Services
L. Darcus, Director of Corporate Services
A. Kopystynski, Manager of Development Services
M. Murray, General Manager: Community Development,
Parks and Recreation Services
N. Coburn, Planning Technician
K. Zanon, Economic Development CEO
L. Jones, Director of HR and Communications
K. Wilson, Administrative Assistant to Mayor and CAO
P. Rear, Legislative Services Clerk
L. Kelly, Deputy Clerk

GUEST: Russ Haycock, Hyla Environmental Services Ltd.

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

A. ADOPTION OF AGENDA

MOVED by Mayor MacLean, **SECONDED** by Councillor Miyashita, THAT the agenda for the January 26, 2010 Council in Committee Meeting be amended by deleting Item D.1 sections B.1, B.2 and C – Amendment to Strata Plan at #11 – 19040 Lougheed Highway and Item D.2 – Temporary Use Permit for 17616 Ford Road Detour (Anbrook Industries); AND THAT the agenda be adopted as amended.

CARRIED.

B. ADOPTION OF MINUTES**1. Minutes of the January 12, 2010 Council in Committee Meeting.**

MOVED by Councillor Bell, **SECONDED** by Councillor Bing, THAT the Minutes of the Council in Committee Meeting held on January 12, 2010, be adopted.

CARRIED.

C. DELEGATIONS AND PRESENTATIONS

There were no items received for this Meeting.

D. REPORTS**1. Amendment to Strata Plan at #11 – 19040 Lougheed Highway. (3320-20-2009-10-P)**

A. **MOVED** by Councillor Walters, **SECONDED** by Councillor Miyashita, THAT the Committee recommends THAT Council receive for information the report from the Director of Operations and Development Services dated January 12, 2010.

CARRIED.

B. **MOVED** by Councillor O'Connell, **SECONDED** by Mayor MacLean, THAT staff be directed to schedule an information meeting with representatives from the RCMP and the Liquor Control Board; AND THAT staff provide details on the circumstances when Council approval is necessary for different types of liquor licence applications that will be considered by the Liquor Control Board.

CARRIED.

2. Temporary Use Permit for 17616 Ford Road Detour (Anbrook Industries).(4520-20-2010-01-P)

This item was deleted from the Agenda as per a motion of Council under Section A.

3. Development Variance Permit to Allow "Hammer Head" Turnaround on Cusick Crescent.(3090-20-2009-06-P)

MOVED by Councillor Walters, **SECONDED** by Councillor Miyashita, THAT the Committee recommends THAT Council:

3. Development Variance Permit to Allow “Hammer Head” Turnaround on Cusick Crescent Cont’d. (3090-20-2009-06-P)

- A. Authorize staff to notify surrounding property owners that Development Variance Permit No. 2009-009 to vary the Subdivision and Development Servicing Bylaw No. 2206 to allow a hammerhead rather than a cul-de-sac turnaround will be considered at the Regular Meeting of Council on February 16, 2010; AND
- C. After reviewing any public input, consider the issuance of Development Variance Permit No. 2009-009 at the Regular Meeting of Council at February 16, 2010; AND
- C. Require the following as conditions of permit issuance:
 - C.1 The proposed hammerhead turnaround has to be designated as a fire lane; and
 - C.2 Each proposed lot with access from Cusick Crescent needs to have sufficient length driveways to accommodate at least two parking spaces for the residents and their visitors.

CARRIED.

4. 2010 Corporate Energy and Green House Gas Emissions Plans. (13-6410-05)

MOVED by Mayor MacLean, **SECONDED** by Councillor Walters, THAT the Committee recommends THAT Council:

- A. Adopt the City of Pitt Meadows Corporate Energy and Greenhouse Gas Emissions Plan 2010.

CARRIED.

(P. Rear left the meeting at 4:00 p.m.)

5. Procedure Bylaw Update and Council Meeting Processes: Workshop.(01-0540-01/10)

The Director of Corporate Services provided a PowerPoint presentation to guide Council with discussion regarding the proposed changes; this is included as Attachment 1 and forms part of the minutes.

Points that were agreed to by Council include:

- Section 4.3.2 –all members of Council present can waive the notification for a closed meeting as long as all members of Council have been notified at least 24 hours in advance.

5. Procedure Bylaw Update and Council Meeting Processes: Workshop Cont'd.(01-0540-01/10)

- Section 4.5.4 – “unanimous vote” should be defined as all members of Council present at the meeting.
- Section 4.5.5 – the order is correct as presented.
- Announcements – to remain as a separate item – communications received requesting an announcement are not to be included under Correspondence. The final decision to include an announcement in an agenda will be at the prerogative of the Chair.
- Question Period – move into the agenda prior to Adjournment – minutes to be taken. Twenty minute maximum for Question Period, to be controlled by the Chair.
- Section 4.6.10 –
 - (a) delete “to” before “the main question”
 - (c) re-word to read, “a motion to lay on the table the main question”
 - Add (e) a motion to defer definitely or indefinitely.
- Section 4.6.11 – Voting on all matters shall be done by raising of the hand in such a clear manner that the votes may be easily counted by the presiding officer.
- Section 4.6.12 – Replace “taken separately” with “divided”.
- Section 4.7 – Resolutions - no changes.
- Section 4.9 – Delegations and Presentations - a maximum of three delegations – each delegation allotted 10 minutes including questions from Council members.
- Section 4.10 – Release of Closed Meeting Items – Change “Mayor” to “Council”.
- Section 6.2.1 – Delete the second sentence regarding not requiring a Seconder.
- Meetings outside the municipality and electronic meetings – staff to research options to include in the procedure bylaw.

5. Procedure Bylaw Update and Council Meeting Processes: Workshop Cont'd. (01-0540-01/10)

- Number of times a Council member may speak on an item – leave it at the call of the Chair.
- Consent agendas – include all minutes, reports for information and correspondence for a trial period of three months - only at Regular Council.
- Public Hearings – continue to combine with Regular Council Meetings; include a sign-in sheet to be kept at the podium. Staff to research and provide additional information to Council on taking and recording names and addresses.
- Staff reports – staff should always give a presentation at a Public Hearing; include on the agenda that a “staff report is available for presentation”- use an icon instead of wording.
- Protection of Privacy – cautioned Council to not include residents’ names or addresses in public discussion unless person has approved release of that personal information.
- Defeated Motions in Council in Committee (CIC) – items should not “die” in CIC – they should move forward to Regular Council. The original motions from CIC will be preceded by the following sentence in the Regular Meeting agenda:
 - “The decision from Council in Committee is to recommend that Council NOT support the following resolutions:”
- Committee Round Table in Council in Committee – Council members to state if they want an item recorded in the minutes.
- PowerPoint presentations for business plans – email to Council prior to the presentation.
- Council Calendar – discontinue Council calendar; but include invitations to special big city events.
- Policy B22 – delete and establish the Council meeting in July and August at beginning of the year when the Council Meeting Calendar is adopted.
- Electronic Options for Council Agendas – staff to research in the Fall for the 2011 business planning process.

(K. Zanon, K. Wilson and N. Coburn left the meeting at 5:38 p.m.)

6. Upcoming Council Strategic/Priorities Workshop.

Staff was directed to schedule a Strategic/Priorities Retreat at the BCIT Woodlot for an upcoming Saturday, and to provide a proposal regarding using a Facilitator. Items suggested as topics for discussion include Transportation, the Business Park at the Airport, Arts and Culture, Community Image, and Parking Strategy.

7. Correspondence – New Liquor Store.

The following correspondence was received by Council and is included as Attachment 2 and forms part of these minutes:

1. Communication from the Ministry of Citizens' Services dated January 14, 2010. and
2. Communication from the Ministry of Housing and Social Development dated January 15, 2010.

E. COMMITTEE ROUND TABLE

F. ADJOURNMENT


MOVED by Councillor Miyashita, **SECONDED** by Councillor Walters, THAT this meeting now be adjourned at 6:10 p.m.

CARRIED.

Chair

ATTACHMENT 1:

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u15



City of Pitt Meadows Procedure Bylaw & Meeting Processes

The Natural Place


Bylaw 1978

4.3.1 – (Notice of Closed meeting waived) unanimous means ALL members of Council, not just those present

4.5.4 – (Include items for discussion that are not on the agenda) Does unanimous mean all members of Council, or in this case all members of Council Present

City of Pitt Meadows – Council Procedures and Processes

u57



The Natural Place

4.5.5 - Items on the agenda (page 140/141)


- Order correct?
- Additional categories, less categories?

ANNOUNCEMENTS

- What should be announced?
- Better in correspondence?

City of Pitt Meadows – Council Procedures and Processes

u58




The Natural Place

- Question Period
 - Should questions be relevant to an item on the agenda? (If no, how is Public to address items not on agenda)
 - Time limits?
 - Minutes taken?

City of Pitt Meadows – Council Procedures and Processes

u84




The Natural Place

- 4.6.10 – add “motion to defer to later date”
- 4.9 – Maximum number of delegations? Who? What? Time Limit?
- 4.10.1 – Council to decide to release closed items? (as is current practice)
- 6.2.1 – Committee motions not need seconder?

City of Pitt Meadows – Council Procedures and Processes

u77



The Natural Place

- Potential Additions per Community Charter changes
 - Add Meetings outside the Municipality (CC Section 134.1)
 - Options for Electronic Meetings (CC Section 128)
 - Other
 - Maximum times a Council/Committee member speaks to an item?

City of Pitt Meadows – Council Procedures and Processes

u78



The Natural Place

- Consent Agendas
- Public Hearings (e.g. sign in?) Record addresses? Combine with regular meeting?
- Staff reports: When? What?

City of Pitt Meadows – Council Procedures and Processes

u79




The Natural Place

- **Correspondence – what to receive?**
 - 1. Other levels of government (local/provincial/federal)
 - 2. Regional districts (ie, Metro Vancouver, Strathcona)
 - Motions, reports, etc.
 - 3. TransLink updates
 - 4. Resident letters/complaints
 - 5. Industry requesting Council support or promoting special cause
 - 6. Associations/Societies (ie, FCM, UBCM, Museum Society)
 - 7. Organizations such as LMTAC – information reports/updates
 - 8. Companies promotions
 - 9. Community Event Info

City of Pitt Meadows – Council Procedures and Processes

u80



The Natural Place

- **Protection of Privacy – Be aware**
- **Motions defeated at Council**
 - Negative motion
 - “Without CIC support”

City of Pitt Meadows – Council Procedures and Processes

u60




The Natural Place

- Council Round Table
 - What to include in minutes?

- Council Calendars – Do you use them?
 - What to include:
 - Special events
 - Council liaison meetings
 - Council and CIC Meetings
 - Conferences
 - Should we enter your meetings/special events into your calendar?

City of Pitt Meadows – Council Procedures and Processes

u64



The Natural Place

- Policy B22- Council Meetings in July/August (potential to repeal and deal with when setting annual meeting schedule)

- Electronic Options
- Other items

City of Pitt Meadows – Council Procedures and Processes

Minutes of the Council in Committee Meeting - January 26, 2010

38



ATTACHMENT 2:

January 14, 2010

File: 292-30/HSD-2010-00014

Piero Ferronato, Director
Alpi Construction Inc/Burnaby Construction Ltd
Unit 2 – 5550 Hastings Street
Burnaby BC V5B 1R3

Dear Piero Ferronato:

Re: Freedom of Information and Protection of Privacy Act - Request for Access to Records

The Ministry of Housing and Social Development received your request for access to information under the *Freedom of Information and Protection of Privacy Act* (the Act) on **January 8, 2010**. We understand your request to be for:

“Information received by branch with respect to the proposed new Liquor Store at 19040 Lougheed Hwy Pitt Meadows (“Dewcys -Meadowvale”) including the licensee retail store application submitted to the Branch, any accompanying or supporting documentation, any correspondence between the Branch and the applicant, any related documents from the District of Pitt Meadows,”

The Act allows 30 business days for public bodies to respond unless the nature of the request requires an extension as per section 10 of the Act. We will make every effort to respond to your request by **February 19, 2010**. We will notify you as soon as possible if there is a need to extend the time limit for responding to your request.

The Act also allows that we may charge a fee for certain limited costs of providing you with the requested information, such as locating, retrieving and copying a large volume of records. Should this be the case, we will contact you at a later date with a fee estimate.

The analyst assigned and responsible for processing your request is Alan Hughes. Should you have any questions please contact the analyst by telephone, mail or email to Alan.Hughes@gov.bc.ca.

If calling from Vancouver dial 604-660-2421, or elsewhere in BC dial 1-800-663-7867, and ask to be transferred to 250-356-8985.

Regards,

Uta Dunz
Consolidated Intake
Information Access Operations

Ministry of
Citizens' Services

Information Access
Operations

Mailing Address:
Ministry of Citizens' Services
PO Box 9569 Stn Prov Govt
Victoria BC V8W 9K1

Web Address:
<http://www.gov.bc.ca/cit/z/lao/>
Facsimile: 250-387-9843

Minutes of the Council in Committee Meeting - January 26, 2010**39**

January 15, 2010

Alpi Construction Inc.
 Burnaby Construction Ltd.
 Unit 2 – 5550 Hastings St.
 Burnaby BC V5B 1R3

Dear Mr. Ferronato and Mr. Artuso:

RE: Proposed New Liquor Store at 13-19040 Lougheed Hwy in Pitt Meadows

Your letters dated January 6 and 12, 2010 regarding the new proposed liquor store at Meadowvale Mall in Pitt Meadow have been forwarded to me for response.

When an application for relocation of a Licensee Retail Store (LRS) is received by the Liquor Control and Licensing Branch (Branch), the proposed new location is plotted with respect to other LRSs in the area. Staff uses the computer software programs, Streets and Trips and Google Earth, to determine the distances between other LRS establishments. Also, survey reports may be considered. It is the Branch's practice to measure the distance between LRS establishments as the crow flies from door to door.

I have reviewed the LRS relocation and have confirmed that the distance between the door of the proposed LRS site located at 13-19040 Lougheed Hwy and the door of your LRS licence located at 19267 Lougheed Hwy meets the legislative criteria of being 0.5 km apart. In your January 12 letter, you provided a survey showing a distance that is less than 0.5 km. As the establishment is still under construction it would be difficult to determine the applicant's plans for reconfiguration of the establishment, including entrances and exits. It is possible the location for the entrance of the establishment is different than what you have based your distance measurement on. This may account for the variation between the Branch's measurement and yours.

One of the requirements a licensee must satisfy prior to the LRS licence being issued at a new location is to ensure they have the proper zoning to operate an LRS establishment with their local government. Local government may restrict the location of LRS establishment by adapting zoning bylaws which do not allow for that type of business in a particular location.

Ministry of Housing and
 Social Development

Liquor Control and
 Licensing Branch

Mailing Address:
 PO Box 9292 Stn Prov Govt
 Victoria BC V8W 9J8

Telephone: 250 387-1254
 Facsimile: 250 387-9184

Location:
 Second Floor, 1019 Wharf Street
 Victoria BC

[http:// www.hsd.gov.bc.ca/clib](http://www.hsd.gov.bc.ca/clib)

Minutes of the Council in Committee Meeting - January 26, 2010

40

Mr. Ferronato & Mr. Artuso

-2-

January 15, 2010

Alpi Construction Inc & Burnaby Construction Ltd.

Liquor legislation only allows for the general manager to considering public interest in relation to public safety concerns when considering whether to approve an LRS application. They do not encompass matters related to community standards such as information about the economic impact on competitors and business neighbours. I have included Section 2.1 of the Licensing Policy Manual for your reference.

If you have any questions or require further information, please contact me directly at 250-387-5325.

Sincerely,



Katherine Colquhoun
Assistant Manager, Licensing Administration

Enclosure: Licensing Policy Manual Section 2.1

cc: Tina Bains, Liquor Inspector



Ministry of Liquor Control and
Public Safety and Licensing Branch
Solicitor General

**POLICY
DIRECTIVE
No: 04-03**

May 14, 2004

To: All LCLB staff
All Industry Associations
All Local Government, First Nations, and Police Agencies

Re: Licensee Retail Store (LRS) Relocation Criteria

The purpose of this directive is to announce a new policy concerning the relocation of existing Licensee Retail Stores or LRS applications in progress.

Applications made to relocate an LRS on or after the date of this directive will not be approved by the general manager if the proposed site is within 0.5 km of an existing LRS or the site of an LRS application in progress. Complete applications to relocate received prior to this date are not subject to this policy. *

Licensees with relocation applications currently in progress who decide to seek a different location for their LRS will be required to apply for a new LRS location or revert to the location of their original LRS application. If they choose to apply for a new location, the relocation application will be subject to the distance criterion of 0.5 km. *

Notwithstanding the above, the conditions under which the general manager may approve the relocation of an LRS to a location within 0.5 km of another LRS include but are not limited to the following circumstances:

- Where it would not be contrary to the public interest, e.g. a store loses their leased location due to circumstances beyond their control and the only reasonable location is within 0.5 km of another store; or
- Where there is a large natural or artificial barrier between the stores, e.g. a river or divided highway.

Further Information

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at www.pssg.gov.bc.ca/lcib. If you have any questions regarding this change, please contact the Liquor Control and Licensing Branch toll free at 1-866-209-2111 or 387-1254 if calling from the Victoria area.

Mary Freeman
A/General Manager

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