Welcome to the City of Pitt Meadows



City of Pitt Meadows
THE *Natural* PLACE

Land Acknowledgement

We acknowledge with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of qɪc̓əy̓ (Katzie) First Nation who have been stewards of this land since time immemorial.

The City stands with Indigenous Peoples, committed to learning and evolving, as we acknowledge this historical truth and take meaningful steps towards reconciliation.



Welcome from the CAO



City employees share the vision of our Council in striving to ensure that our community of great natural beauty and proud heritage maintains an enhanced quality of life and a progressive, sustainable future.

We encourage staff to become active members of the community by becoming involved in events, programs and social functions throughout the year. We support your new ideas and value your positive outlook.

We hope you enjoy your employment with the City, as you work within our team to foster an atmosphere committed to customer service as well as personal growth and development.

Welcome to our team!

Mark Roberts
Chief Administrative Officer



About Pitt Meadows

- 22,000 acres of land located on the north bank of the Fraser River between Port Coquitlam and Maple Ridge. Considered the “Gateway” to the Fraser Valley.
- The area was originally populated solely by the q̓i̓c̓əy̓ (Katzie) First Nation, members of the Coast Salish people.
- Pitt Meadows takes its name from the nearby Pitt River.
- The Canadian Pacific line, which intersects the city, was completed in 1885 as the first land transportation link to New Westminster.
- Pitt Meadows became incorporated on April 24, 1914.
- Today, we are home to approximately 19,500 residents.
- We enjoy a combination of industrial, commercial, residential and agricultural development.
- 78% of land in Pitt Meadows is agricultural.
- Residents consistently indicate in surveys that the thing they love most about Pitt Meadows is the small town feel.

Where are we in the Region?







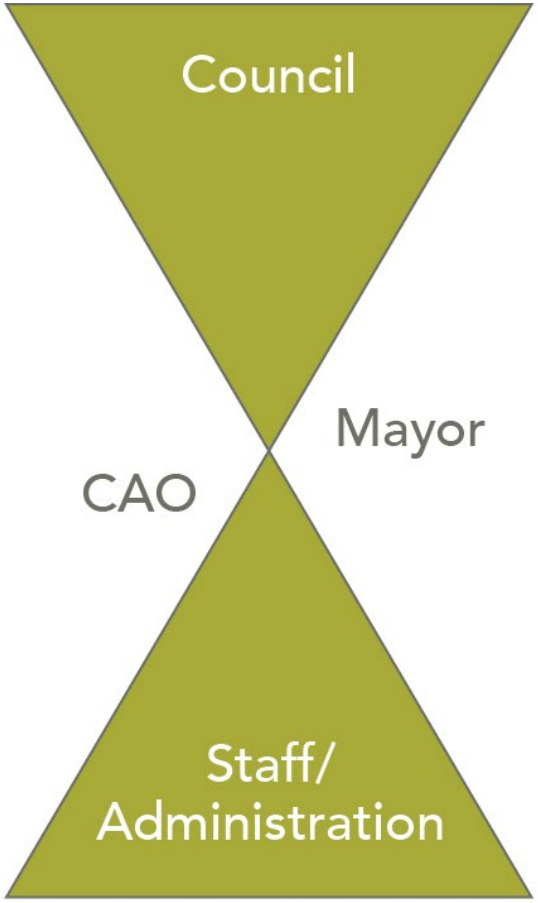


City Services

- We provide and maintain essential services such as clean drinking water, garbage and recycling collection, sewage disposal, roads and sidewalks, streetlights, fire and police protection.
- We ensure that residents have access to a variety of amenities for livability including parks, a library, recreation facilities, trail systems, playing fields and arts, culture and community event opportunities.
- We listen to residents and respond to community needs for development and planning for land use, long-term business planning, bylaw development, and leadership in day to day business affairs.

How Local Government is Structured

- The political component is comprised of an elected mayor and six councillors who are responsible for establishing policies for the community and adopting bylaws based on those policies.
- The administrative component is led by the Chief Administrative Officer (CAO) and is comprised of municipal employees across several divisions who are responsible for translating policy into action and delivering services to the community.





Local Government Resources

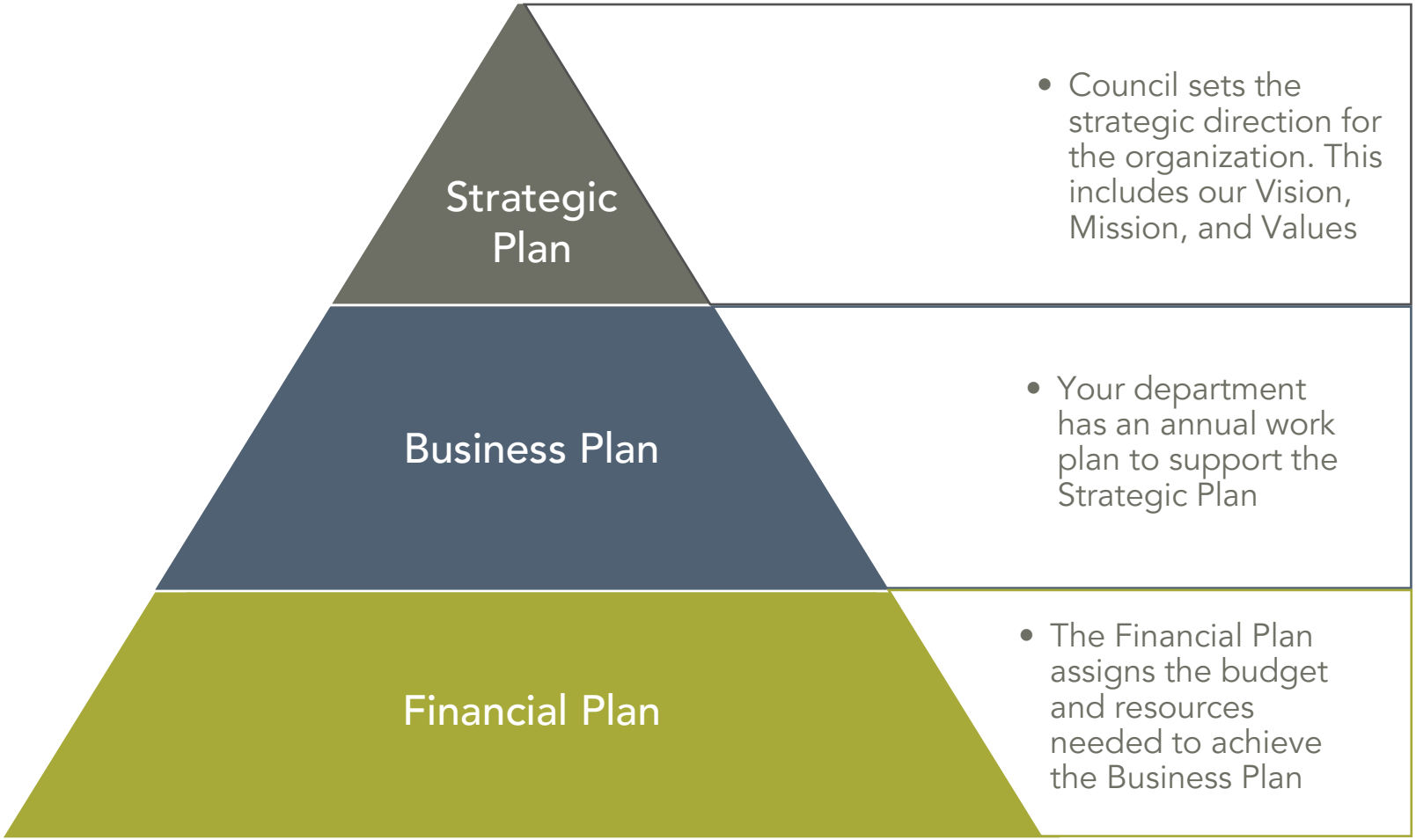
- Municipalities in BC are governed by the provincial Local Government Act.
- The City is a member of the Union of BC Municipalities (UBCM). UBCM offers Fact Sheets for more information on local government operations.



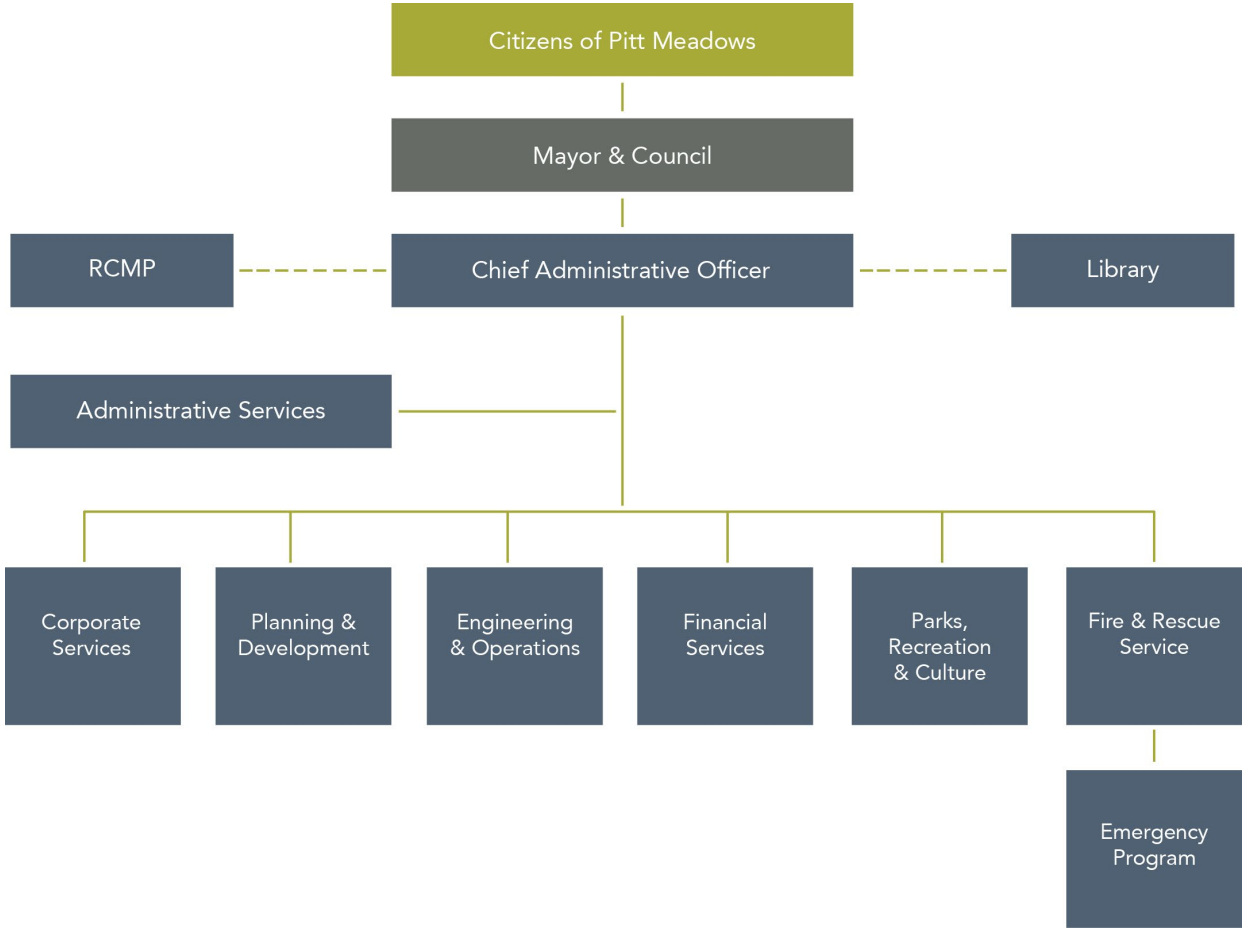
What it Means to Work for Local Government

- As local government employees, we are entrusted by citizens to manage City resources and assets.
- Staff should always recognize that our budgets are largely funded by citizens, and we should be cognizant of how we use taxpayer dollars – avoid waste, spend wisely, use resources carefully.
- Remember that you represent the City and your conduct in the community reflects our organization to the public we serve.

Corporate Strategic Priorities



Our Organizational Structure





Mission

To maintain a friendly, safe and healthy community that values people, honours heritage, where all citizens are welcomed and growth is balanced with the protection of our natural place and quality of life.



Vision

Pitt Meadows Proud™



Governance Values

- Trust
- Respectful and accountable leadership
- Community pride and spirit
- Excellence in service
- Environmental stewardship
- Courage



Staff Communications

- Staff emails are sent out most Fridays and provide corporate updates as well as information in relation to community and staff events.
- Brand Guidelines provide standards and templates to ensure a consistent look and feel to our work and to protect our brand; these are posted on the Intranet.
- Staff Meetings are every Wednesday morning at 9:00 am via Teams – we encourage everyone to attend!
- The Staff Hub provides corporate updates, employee announcements and information on corporate, community and staff events. Policies, procedures, forms and resources can be found and downloaded from the intranet.
- City of Pitt Meadows website - pittmeadows.ca
- Citizen Engagement and Feedback Portal - haveyoursaypittmeadows.ca



City Social Media

- Facebook
  facebook.com/pittmeadows
- Twitter
  @citypittmeadows
- LinkedIn
  linkedin.com/company/city-of-pitt-meadows
- Instagram
  @citypittmeadows









A Great Place to Work

- Health and Wellness
  - Free gym memberships at the Pitt Meadows Recreation Centre
  - Confidential Employee and Family Assistance Program (EFAP)
  - Programming throughout the year to promote mental, physical, and emotional wellness

- Employee Recognition Policy acknowledges great work by individuals and teams, long service, and safety habits.
- Spirit Committee helps create fun team building activities like drop-in sports at lunch, BBQs, and more.
- Technology Loan Program is an interest free loan to enable staff to purchase home computers.
- Do you have a great idea to contribute to staff team building? Talk to HR – we'd love to hear your ideas!

Labour Relations

The City of Pitt Meadows has two collective agreements that outline Union employees' employment conditions, benefits, and other terms.

- CUPE 622 represents Municipal Workers in Pitt Meadows and Maple Ridge. Local executives include:

  Neerje Harvey, President
  presidentcupe622@gmail.com

  Vacant, Vice-President (Pitt Meadows)
  cupe622pmvice@gmail.com

  Jackie Didrikson, Lead Shop Steward (Pitt Meadows)
  cupe622pmchief@gmail.com

  For more info, visit https://622.cupe.ca

- IAFF 4810 represents Firefighters in Pitt Meadows. Local executives include:

  Mark Davies, President
  4810president@gmail.com; mdavies@pittmeadows.ca

  Jon Coroliuc, Secretary
  4810secretary@gmail.com; jcoroliuc@pittmeadows.ca

  For more info, contact IAFF4810@gmail.com

City Workplaces





Alcohol & Drugs

- No City personnel shall report for work or duty while impaired by alcohol or drugs.
- No City personnel shall consume alcohol or drugs while at work or while on duty, or while riding on or in any City vehicle.
- No one may drive a City vehicle while under the influence of impairing drugs, either the over the counter variety or as prescribed by a physician, or carry such in the vehicle.



Breaks & Wages

- Employees are permitted one paid 15-minute break in both the first and second half of a shift.
- Lunch breaks are coordinated within departments and may need to accommodate coverage of other employees.
- Staff lunch rooms are available with complementary coffee and tea. All staff are expected to clean up after themselves and keep common areas tidy.
- Employees are paid on alternate Fridays through direct deposit to their bank accounts. You will be provided with a statement listing wages and deductions.



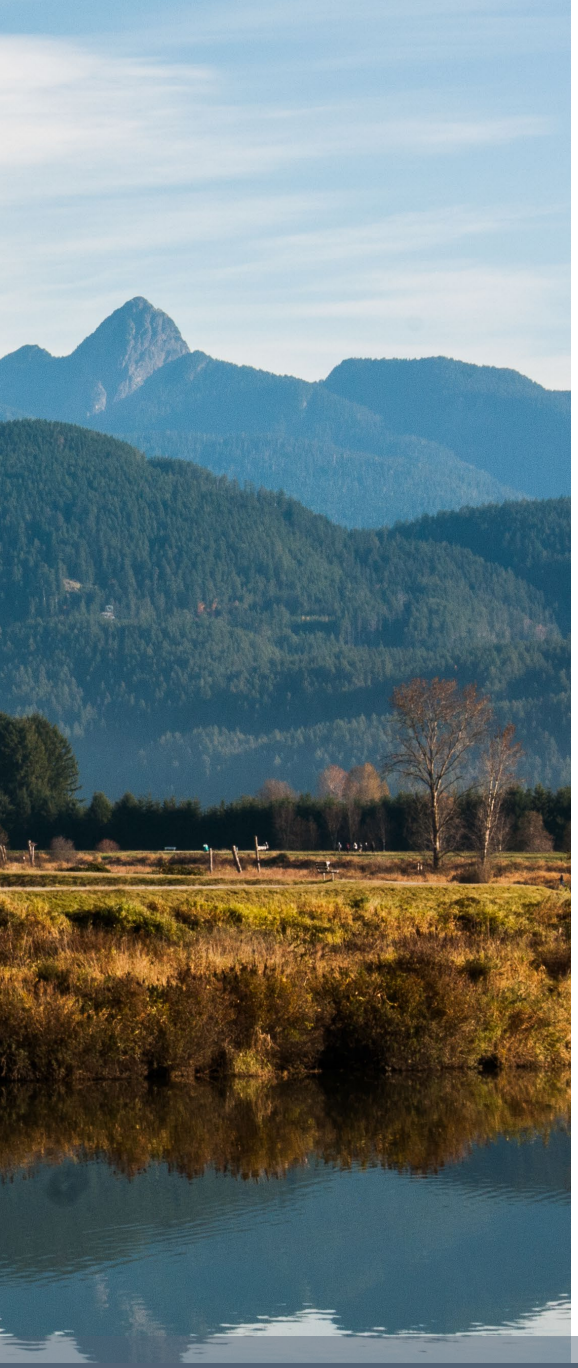
Code of Conduct

- Each employee must obey the law and act ethically. Employees are expected to comply with all applicable City of Pitt Meadows policies, directives and guidelines.
- No single set of guidelines or policies can provide the absolute last word to address all circumstances.
- Therefore, we expect City of Pitt Meadows employees to use sound judgment in all of their conduct and ask for help when needed.



Confidentiality

- Staff should only access information needed for City business and as it relates to the work.
- Employees must refrain from discussing or disclosing any confidential information with/to other staff or with persons outside the organization.
- Employees should not access another employee's work, including email and electronic files, without prior approval.
- Confidential information should not be used with the intention to cause harm or detriment to any other person.
- Employees may only release confidential information with proper authority and in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).



Conflict of Interest Policy

- High standards of public business ethics shall be observed by employees in all dealings with the public, suppliers, other government bodies, etc.
- City employees must ensure that their personal lives and their official duties co-exist independently of each other.
- Employees must act in the best interest of the City and the taxpayer, and avoid any actual or perceived conflict of interest.

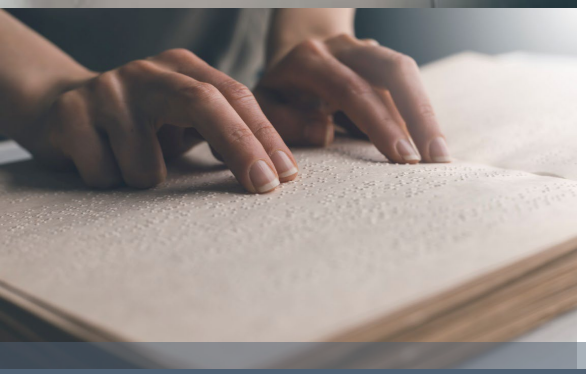


Dress Code

- Tasteful and neat clothing is required at all times.
- Business casual is acceptable within the office environment.
- In other work areas, employees should dress appropriately for their specific work environment. This may mean work boots, safety gear, etc.
- You should refrain from wearing anything which could be construed as promoting any product or business.
- Jeans are allowed on Fridays as long as they are office appropriate.







Accessibility

- The City's Community Support & Accessibility Committee (CSAC) was established to create a platform to strengthen relationship and share information between City Council and community organizations, in support of Pitt Meadows citizens.
- All City employees that require any accommodation either during the recruitment process, onboarding, training or throughout their tenure at the City are encouraged to contact hr@pittmeadows.ca for consideration, and to develop an individual accommodation plan that meets your needs.
- Please note, we have ensured that all Emergency Planning for City Staff includes any and all staff with disabilities.



Emergency Preparedness

- Participation of all staff is needed to fully implement our Emergency Management Program in order to protect the community in the event of emergency.
- The Emergency Management Coordinator hosts sessions several times a year to guide you through the development of a family emergency plan, including assembling an emergency kit
- You will be contacted and given a role in the Emergency Operations Centre along with appropriate training so you become confident in your role, and can support the City in the event of disaster or local emergency.



Freedom of Information and Protection of Privacy Act

- Applies to all records in the custody or under the control of a public body.
- Makes the public body more accountable by providing access to records.
- Protects the personal privacy of individuals by restricting the collection, use and disclosure of personal information.
- If it is recorded or written down, it is a record which may be subject to release. This can include your City email, written notes, text messages or other work records.

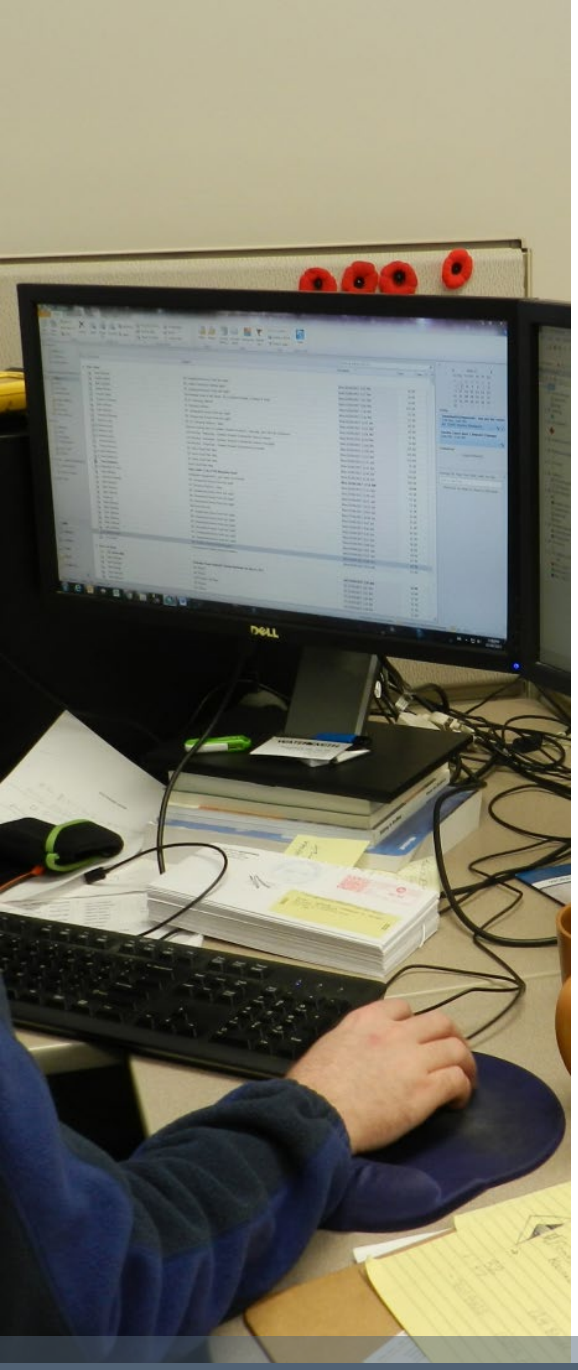






Green Initiatives

- The City is an environmentally friendly organization and strives to be green wherever possible.
- From composting and recycling to printing paper and reducing energy consumption in the workplace, we encourage the use of sustainable practices.
- We offer regular green initiatives in the community and the workplace.
- We have an active Green Team working to support enviro-friendly initiatives. Want to join?
- Email greenteam@pittmeadows.bc.ca.



Information Technology

- Users are expected to conduct their business in an appropriate manner. The City has the right, with just cause, to monitor users of the system at any time.
- Users may utilize the system for non-business research, browsing and communication during breaks or non-working hours provided they adhere to the Acceptable Usage policy.



Records & Documents Management

- Records are held in trust by the City for the public and for the benefit of future generations.
- All employees are responsible for retaining records according to the Master File Plan and protecting municipal information.
- A City record may be subject to release under the Freedom of Information and Protection of Privacy Act.



Respectful Workplace Policy

- The City of Pitt Meadows is committed to providing and maintaining a positive and safe workplace free from any prohibited conduct where all employees, volunteers, contractors, suppliers and visitors act and are treated with respect and dignity.
- The purpose of this policy is to assist all employees in identifying and preventing discriminatory and personal harassment in the workplace, and to provide procedures for handling and resolving complaints.
- All those subject to this policy share a vision of a safe, healthy, and rewarding work environment that is characterized by professionalism, collegiality, and cooperation.

Equity, Diversity and Inclusion

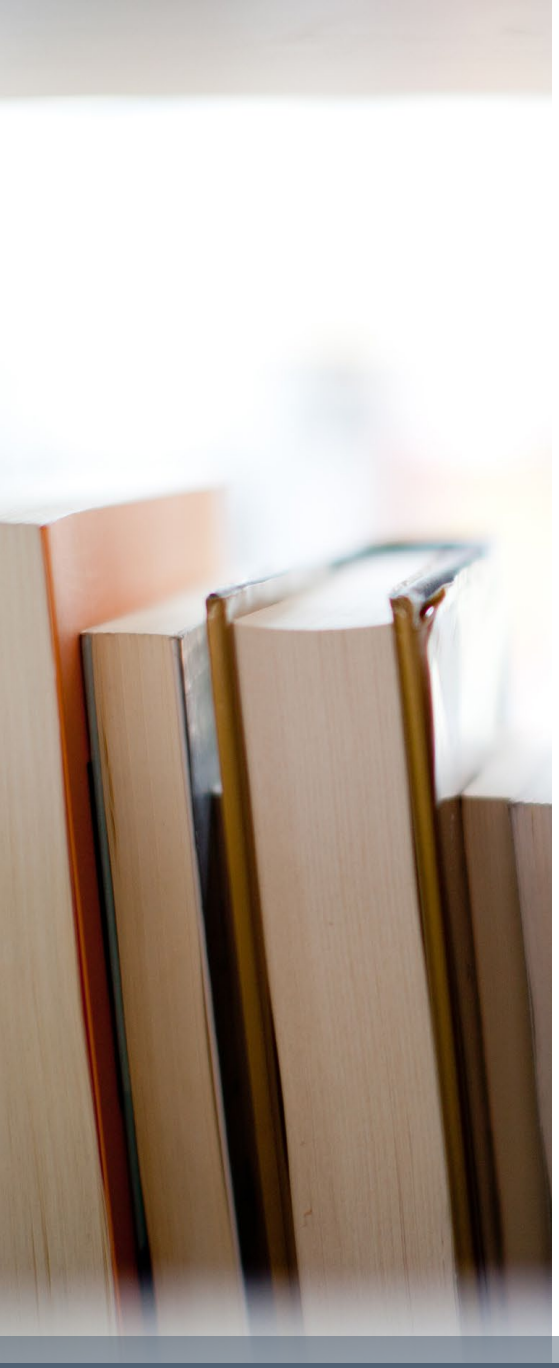
- We strive to foster a workplace culture where every employee feels welcome, safe, a sense of belonging, receives ample support, and forges meaningful connections within our municipal organization.
- The City's Equity, Diversity and Inclusion Committee (EDI) was established to provide a forum for employees to offer insights, perspectives, and feedback on EDI matters within the organization.
- Our guiding principles are:

INTENTIONALITY	COURAGE	COMMUNITY
We intentionally attract people from diverse backgrounds to be part of our team and we create safe environments for them to thrive while being themselves. The City will work diligently to support our diverse employees especially those who might face systemic barriers in accessing our services.	We challenge ourselves and others to maintain the highest standards of quality service so our people feel safe and supported in their work and workplace. To do this, we need courage to acknowledge mistakes, speak up, and do things differently if needed.	We are a community-serving organization. As an employer, we advocate for EDI by creating partnerships with organizations and individuals who share our values and work collectively to remove barriers for marginalized groups.



Security of our Buildings & Property

- You will be issued an access card which will be needed for staff entrances and for after-hours entry.
- Employees who are last to leave at the end of the day will be required to ensure the building is properly secured and alarmed.
- All employees are responsible to ensure precautions are taken to preserve all records, machines, and equipment under their care.



Training & Advancement

- The City embraces a culture of continuous learning and offers on-the-job training and a variety of courses through various learning agencies.
- We may provide financial assistance for pre-approved courses or program related to the work you do.
- Vacant positions are posted throughout our facilities and we encourage you to apply for roles you are qualified for.



Questions About Your First Day?

Contact your Manager or Human Resources for more information!

Human Resources Department:
HR@pittmeadows.ca
604.460.6712 or 604.465.2436