

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

August 31, 2015

9:00 a.m.

Blaney Room, 1st Floor, City Hall

The purpose of the Council Workshop is to review and discuss policies and other items of interest to Council. Although resolutions may be passed at this meeting, the intent is to make a consensus decision to send an item to Council for debate and vote or refer the item back to staff for more information or clarification. The meeting is live streamed and recorded by the City of Maple Ridge.

REMINDERS

August 31, 2015

Closed Council

Committee of the Whole Meeting

following Workshop

1:00 p.m.

September 8, 2015

Council Meeting

7:00 p.m.

1. ***ADOPTION OF THE AGENDA***
2. ***MINUTES***
 - 2.1 Minutes of the July 20, 2015 Council Workshop Meeting and the July 21, 2015 Special Council Workshop Meeting
 - 2.2 Minutes of Meetings of Committees and Commissions of Council
 - Maple Ridge Community Heritage Commission – June 2, 2015
 - Public Art Steering Committee – June 24, 2015
3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL***
4. ***MAYOR AND COUNCILLORS' REPORTS***

5. ***UNFINISHED AND NEW BUSINESS***

5.1 **2015-212-RZ, Zoning Bylaw Text Amendment
- Wine Stores in Grocery Stores** **9:15-9:45 a.m.**

Staff report dated August 31, 2015 providing options for the proposed implementation of a one kilometer distance rule for all future alcohol beverage retailers in Maple Ridge.

5.2 **Official Community Plan Exploration** **9:45-10:45 a.m.**

Presentation by the Manager of Community Planning to facilitate the continuation of the July 20, 2015 Council Workshop discussion

—— BREAK —— **10:45-11:00 a.m.**

5.3 **Joint Parks & Leisure Services
- Financial Benefit Inequity** **11:00-11:45 a.m.**

Staff report dated August 31, 2015 recommending that a letter be written to the City of Pitt Meadows Council requesting that the two Chief Financial Officers work together to provide resolutions correcting the financial inequity of the Joint Parks and Leisure Services Agreement.

5.4 **2015 Business Class Property Taxation** **11:45-12:00 noon**

Staff report dated August 31, 2015 providing information on the municipal portion of the tax rate assessed to Business Class properties in 2015.

5.5 **2015 Major Industry Class Property Taxation**

Staff report dated August 31, 2015 providing information on and comparing the Maple Ridge current Major Industry Class municipal tax rate in 2015 to other municipalities in the area.

5.6 **Permissive Tax Exemption Policy Review** **12:00 noon**

Staff report dated August 31, 2015 providing information on the policy framework for permissive tax exemptions in Maple Ridge.

5.7 Community Grants Policy Review

Staff report dated August 31, 2015 providing a history of the evolution of the Community Grant Program and a review of the current policy framework.

5.8 Mayor's Open Government Task Force and Policy Discussion

Verbal update by Mayor Read

5.9 City of Pitt Meadows Request for Information

Staff report dated August 28, 2015 recommending that the report be received for information and be forwarded to the City of Pitt Meadows in reply to their request of July 21, 2015.

6. ***CORRESPONDENCE***

The following correspondence has been received and requires a response. Staff is seeking direction from Council on each item. Options that Council may consider include:

- a) Acknowledge receipt of correspondence and advise that no further action will be taken.*
- b) Direct staff to prepare a report and recommendation regarding the subject matter.*
- c) Forward the correspondence to a regular Council meeting for further discussion.*
- d) Other.*

Once direction is given the appropriate response will be sent.

Note: Item 6.1 was forwarded from the July 20, 2015 Council Workshop Meeting

6.1 Haney Farmers Market Society – Weekend Public Parking

Staff report dated July 20, 2015 recommending that the City continue to maintain the existing parking rate structure and pricing model for its underground parking lot.

6.2 BeautyCouncil Western Canada

Letter dated July 14, 2015 requesting that the business license requirements for cosmetology businesses be amended to require proof of membership and Certificate of Qualification and/or BeautySafe Certificate issued by the Cosmetology Association Western Canada.

Recommendation: b)

7. *BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*

8. *MATTERS DEEMED EXPEDIENT*

9. *ADJOURNMENT*

Checked by: _____
Date: _____

Rules for Holding a Closed Meeting

A part of a council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or employee negotiations;
- (d) the security of property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council
- (i) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection of subsection (2)
- (o) the consideration of whether the authority under section 91 (other persons attending closed meetings) should be exercised in relation to a council meeting.
- (p) information relating to local government participation in provincial negotiations with First Nations, where an agreement provides that the information is to be kept confidential.

2.1 Council Workshop Meetings Minutes

COUNCIL WORKSHOP MINUTES

July 20, 2015

The Minutes of the City Council Workshop held on July 20, 2015 at 9:00 a.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor N. Read
Councillor C. Bell
Councillor K. Duncan
Councillor B. Masse
Councillor G Robson
Councillor T. Shymkiw
Councillor C. Speirs

Appointed Staff

F. Quinn, Acting Chief Administrative Officer/General
Manager Public Works and Development Services
K. Swift, General Manager of Community Development,
Parks and Recreation Services
P. Gill, General Manager Corporate and Financial Services
C. Marlo, Manager of Legislative Services

Other Staff as Required

C. Carter, Director of Planning
J. Charlebois, Manager of Community Planning
S. Wheeler, Director of Community Support
S. Murphy, Planner
D. Denton, Property and Risk Manager

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca
Councillors Robson and Shymkiw were not in attendance when the meeting was called to order.

1. *ADOPTION OF THE AGENDA*

The agenda was adopted as circulated.

2. *MINUTES*

2.1 Minutes of the July 6, 2015 Council Workshop

R/2015-303

It was moved and seconded

That the minutes of the Council Workshop Meeting of July 6, 2015 be adopted as circulated.

CARRIED

2.2 Minutes of Meetings of Committees and Commissions of Council

- Advisory Design Panel – June 9, 2015
- Maple Ridge and Pitt Meadows Parks & Leisure Services Commission
 - May 14, 2015
 - June 11, 2015

R/2015-304

It was moved and seconded

That the minutes of the Advisory Design Panel of June 9, 2015 and the minutes of the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission of May 14, 2015 and June 11, 2015 be received.

CARRIED

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL*** – Nil

Note: Item 4 will be dealt with following Item 6.4

4. ***MAYOR AND COUNCILLORS' REPORTS***

5. ***UNFINISHED AND NEW BUSINESS***

Note: Councillor Shymkiw arrived at 9:05 a.m.

5.1 **“Regional Affordable Housing Strategy”**

- **Margaret Eberle, Senior Housing Planner, Regional Housing, Metro Vancouver**

Ms. Eberle gave a power point presentation providing an overview of the role of Metro Vancouver Housing and the goals and accomplishments of the Regional Affordable Housing Strategy adopted in 2007.

Note: Councillor Robson arrived at 9:17 a.m.

5.2 **Housing Action Plan Implementation Plan**

Staff report dated July 20, 2015 recommending that the Housing Action Plan Implementation Plan be endorsed.

The Planner gave a power point presentation providing an overview of the proposed Implementation Plan.

R/2015-305

It was moved and seconded

That the Housing Action Plan Implementation Plan identified in Table One in the report titled “Housing Action Plan Implementation Plan”, dated July 20, 2015, be endorsed.

R/2015-306

It was moved and seconded

That consideration of endorsement of the Housing Action Plan Implementation Plan be deferred until a review of the Housing Action Plan at the August 31, 2015 Council Workshop is completed.

CARRIED

Note: The meeting recessed at 11:08 a.m. and reconvened at 11:15 a.m.

5.3 Official Community Plan Exploration 10:30 - 12:30 p.m.

5.3.1 Presentation on Official Community Plan and Implementation Items

The Manager of Community Planning gave a power point overview of the City’s Official Community Plan.

5.3.2 School Capacity: Silver Valley Preferred School Site; School District No. 42 Facilities Study results

5.3.3 Superfluous School Sites: Discussion of hamlet concept, ownership/potential legal issues, other community uses for school sites

The Director of Planning gave a power point presentation providing information on planning for school sites, consultation with School District 42, the School District Facilities Review, school enrollment trends, the Silver Valley Area Plan and the next steps that will be undertaken by the School District and the City.

Note: The meeting recessed at 12:24 p.m.

6. ***CORRESPONDENCE***

6.1 **Haney Farmers Market Society – Weekend Public Parking**

Information memorandum from staff dated July 20, 2015 in response to a letter dated June 11, 2015 from Sandra Ramsey, Board Chair, Haney Farmers Market Society, suggesting a parking initiative for the Maple Ridge Business Centre underground parking area of a weekend first 2 hours fee with a \$2 all day flat rate for the weekend days.

6.2 **Alliance of Beverage Licensees**

Information memorandum from staff dated July 20, 2015 in response to a letter dated June 18, 2015 from Poma Dhaliwal, President of the Alliance of Beverage Licensees and Owner/Operator of Jolly Miller Pub and Liquor Store, Chilliwack, expressing concern with the Provincial Government's decision to allow wine on grocery shelves and requesting that Maple Ridge implement a one kilometer distance rule for all future beverage alcohol retailers in Maple Ridge.

6.3 **Ridge Meadows Youth Diversion Program**

Letter dated June 30, 2015 from Bart R. Findlay, President, Ridge Meadows Youth Justice and Advocacy Association requesting approval of three years of funding at the level previously committed to by the City of Maple Ridge.

6.4 **Upcoming Events**

Thursday, July 23 7:30 – 9:30 pm	Bard on the Bandstand – Memorial Peace Park Organizer: Emerald Pig Theatrical Society
Monday, August 3 9:30 am	Maple Ridge Lawn Bowling BC Day Event Organizer: Maple Ridge Lawn Bowling Club Association
Tuesday, August 11 10:00 am	Mark's Work Wear World Grand Opening – New Mark's Building at 20758 Lougheed Hwy Organizer: Mark's Work Wear World
Tuesday, August 25 11:00 am	Summer Reading Club Finale – Memorial Peace Park Organizer: Maple Ridge Library
Tuesday, September 22 to Thursday, September 24 7:00-8:30 a.m. (Daily)	2 nd Annual Resource Breakfast Series Organizer: BC Resource Sector

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL***

8. ***MATTERS DEEMED EXPEDIENT***

9. ***ADJOURNMENT*** – The meeting was recessed at 12:24 p.m. and not reconvened; there was no adjournment

N. Read, Mayor

Certified Correct

C. Marlo, Corporate Officer

SPECIAL COUNCIL WORKSHOP MINUTES

July 21, 2015

The Minutes of the City Council Workshop held on July 21, 2015 at 4:00 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor N. Read
Councillor C. Bell
Councillor K. Duncan
Councillor B. Masse
Councillor G Robson
Councillor T. Shymkiw
Councillor C. Speirs

Appointed Staff

F. Quinn, Acting Chief Administrative Officer/General
Manager Public Works and Development Services
K. Swift, General Manager of Community Development,
Parks and Recreation Services
P. Gill, General Manager Corporate and Financial Services
C. Marlo, Manager of Legislative Services
C. Carter, Director of Planning
R. Stott, Environmental Planner

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca

1. ***CALL TO ORDER***

2. ***APPROVAL OF THE AGENDA***

The agenda was approved as circulated.

3 ***UNFINISHED AND NEW BUSINESS***

3.1 **Environmental Management Strategy**

Staff report dated July 21, 2015 recommending endorsement of the Maple Ridge Environmental Management Strategy.

The Director of Planning provided background information on the strategy.

The Environmental Planner gave a power point presentation highlighting the following aspects of the Strategy:

- EMS Framework
- Goals and objectives
- Recommended strategies
- Next steps

Note: Councillor Robson left the meeting at 5:06 p.m.

R/2015-307

It was moved and seconded

That the “Maple Ridge Environmental Management Strategy” dated April 2014 be endorsed.

CARRIED

4. ***ADJOURNMENT*** – 5:44 pm.

N. Read, Mayor

Certified Correct

C. Marlo, Corporate Officer

2.2 Committee and Commission Meetings Minutes



The Minutes of the Regular Meeting of the Community Heritage Commission, held in the Blaney Room, at Maple Ridge Municipal Hall, 11995 Haney Place Road, Maple Ridge, British Columbia, on Tuesday, June 2, 2015 at 7:00 p.m.

COMMISSION MEMBERS PRESENT

Len Pettit	Community at Large
Eric Phillips	Community at Large
Sandra Ayres	Community at Large
Brenda Smith, Chair	Maple Ridge Historical Society
Faye Isaac, Vice-chair	Maple Ridge Historical Society
Cyndy Johnson-McCormick	Community at Large

STAFF PRESENT

Lisa Zosiak	Staff Liaison, Community Planner
Sunny Schiller	Committee Clerk

GUESTS

Marg Johnson	Film Production Liaison, City of Maple Ridge
--------------	--

REGRETS/ABSENT

Steven Ranta	Community at Large
Councillor Speirs	Council Liaison

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 7:01 pm.

2. AGENDA ADOPTION

R15-020 It was moved and seconded
That the Agenda for the Regular Meeting of June 2, 2015 be adopted.

CARRIED

3. MINUTE ADOPTION

R15-021 It was moved and seconded
That the Minutes of the May 5, 2015 Regular Meeting be adopted.

CARRIED

4. DELEGATIONS

4.1 Marg Johnson, Film Production Liaison - The History of Maple Ridge's Film Industry

Marg Johnson made a presentation on the film industry in Maple Ridge. Maple Ridge has hosted film crews since the 1980s and attracts mostly smaller films. The Strategic Economic Development office estimates that a day of filming brings approximately \$10,000 into the community.

Ms. Johnson works with film scouts to find filming locations. The Memorial Peace Park gazebo, area parks and the businesses on 224th Street are all very popular locations. Ms. Johnson shared stories and pictures from her experiences working with the film industry. The variety of locations and the streamlined approval procedures are incentives to film in Maple Ridge.

The Commission discussed the use of heritage homes for filming. Ms. Johnson will provide an article for the next edition of the Heritage Here Newsletter on how to communicate the availability of heritage homes.

5. FINANCE

5.1 Financial Report

The Staff Liaison reported the current budget. Members were asked to review the May budget and determine what amount can be allocated to the Heritage Inventory project in the event that Council does not approve funding to start the project in 2015.

6. CORRESPONDENCE

- Letter from Chris Hay in response to congratulations letter from CHC
- Letter from CHC to Heritage BC regarding Heritage BC membership

7. NEW & UNFINISHED BUSINESS

7.1 Membership

7.1.1 Calendar

The calendar and attendance at recent heritage related events were reviewed.

7.1.2 September CHC Meeting

The date for the next meeting was discussed.

R15-022

It was moved and seconded

That the next meeting of the CHC be rescheduled from September 2, 2015 to August 25, 2015.

DEFEATED

The Committee Clerk will send out a poll to determine a date in the last three weeks of August for the next committee meeting.

7.2 Canada 150

The Chair provided the guidelines for projects eligible for Canada 150 funding.

7.3 CHC Recommendations to Council

The Staff Liaison provided an update on the two recent recommendations made by CHC to Council. The report regarding the Robertson Family Cemetery is ready to go to the June 15th Committee of the Whole meeting. There is also a report on the St. Andrew's Manse property ready for the June 15th Closed Council meeting.

7.4 Culture Information Session: Culture Days and Cultural Space Planning

An information session is being held June 2, 2015. Parks and Leisure Services staff have indicated willingness to share outcomes and include the heritage Commission and Historical Society in future consultation. The event is September 25-27, 2015.

8. SUB-COMMITTEE REPORTS

8.1 Communications Sub-committee

8.1.1 Heritage Here Newsletter

Articles for the next newsletter should be submitted to the Chair by June 15.

8.1.2 GETIFest 2015

The Chair and Faye Isaac reported on preparations for GETIFest.

8.2 Recognitions Sub-committee

8.2.1 Marker Inventory

A meeting was recently held with IT staff in regards to the Marker Inventory. The database is currently being developed. The next stakeholders meeting to review the draft database will be held at 11:00 am on June 18, 2015.

8.2.2 Heritage Awards

A meeting with Fred Armstrong, Manager, Corporate Communications, is scheduled for later in June to discuss the Heritage Awards related material on the mapleridge.ca website.

8.3 Project Sub-committee

8.3.1 Heritage Inventory Update Project

Previously covered (Item 5.1).

8.4 Education Sub-committee

8.4.1 Field Trip

No update.

8.4.2 Workshop Series

The Chair presented a proposal for workshops to be developed and presented by the CHC.

9. LIAISON UPDATES

9.1 BC Historical Federation (AGM Report)

The Chair reported on the annual general meeting of the Federation in Quesnel.

9.2 Heritage BC/BC Heritage Branch

The Chair reported that there is an upcoming meeting scheduled with Heritage BC to discuss membership.

9.3 Maple Ridge Historical Society

Sandra Ayres provided a review of the latest meeting of the society. A Strategic Planning meeting is scheduled for this week.

9.4 Council Liaison - Nil

10. COMMUNITY FORUM – Nil

11. ROUNDTABLE

Cyndy Johnson-McCormick recently attended a “Lost Souls of Gastown” walking tour and highly recommends it. Tours can be found by searching “Forbidden Vancouver”.

Sandra Ayres recently travelled to Nelson.

Eric Phillips asked for clarification regarding the CHC calendar. Mr. Phillips reported a local business recently changed hands and it's his understanding the new owner has no plans to make changes to the location. Mr. Phillips reported he had discussed a local park becoming overgrown with David Boag, Director of Parks and Facilities. Mr. Phillips recently attended the opening of the Katzie medical centre and the reopening of the Hammond stadium. Mr. Phillips raised the issues of business development in Hammond and Commission recruitment.

The Staff Liaison discussed the Hammond Area Plan process and noted that options are being explored with regard to density and viability of the historic commercial area. Ms. Zosiak provided a brief update on the new information discovered by Donald Luxton regarding the construction date of Haney House. Donald Luxton has been doing research on this site for a Conservation Plan.

The Chair reported she attended a performance as part of the BC Historical Federation event that was a recreation of a story of coming to Canada on a bride ship and reminded the Commission that there are lots of ways to tell history.

It was moved and seconded that the meeting be adjourned at 8:58 pm.

Next Meeting: TBD

Agenda Deadline: TBD

/ss



City of Maple Ridge
PUBLIC ART STEERING COMMITTEE
REGULAR MEETING

The Minutes of the Regular Meeting of the Public Art Steering Committee, held in the Coho Room, at Maple Ridge Municipal Hall on Wednesday, June 24, 2015 at 3:00 pm.

COMMITTEE MEMBERS PRESENT

Susan Hayes, Chair	Artist
Barbara Duncan	Curator, Maple Ridge Art Gallery
Kristin Krimmel	Artist
Councillor Duncan	City of Maple Ridge
Leanne Koehn	Community at Large Member

STAFF MEMBERS PRESENT

Yvonne Chui	Manager, Arts and Community Connections
Sunny Schiller	Committee Clerk

REGRETS/ABSENTS

Wayne Bissky	Architect
--------------	-----------

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 3:07 pm.

2. AGENDA ADOPTION

R15-012 It was moved and seconded
That the Agenda of be adopted.

CARRIED

3. MINUTE ADOPTION

R15-013 It was moved and seconded
That the Minutes of April 1, 2015 be adopted.

CARRIED

4. COMMUNITY FORUM

5. UNFINISHED BUSINESS

5.1 Annual Report to Council

The Chair and the Staff Liaison made a presentation to Council on May 26, 2015 to report on the work of the committee so far in 2015 and proposed locations for public art.

Leanne Koehn entered the meeting at 3:14 pm.

5.2 Public Art Locations Update

The proposed locations for the three projects for the current year were supported by Council at its meeting on May 25, 2015 – Greg Moore Youth Centre, Hammond Centre and Stadium, various sidewalk replacements in coordination with Engineering. Council supports the installation of more public art in different neighbourhoods throughout the City.

5.3 Whonnock Lake Public Art Project Update

The Chair updated the Committee that the Whonnock Lake Selection Committee has chosen an artist for the public installation. Images of the design concept were shared. Fall 2015 is the target for the installation of the first component of the installation and spring for the second part.

5.4 Creative Cities Network Conference

The Chair provided the Committee with details on the Creative Cities Network Conference. Total costs are estimated at \$1,200 per person for the conference on October 27 – 29th, 2015 in Kelowna, BC. Discussion ensued.

R15-014 It was moved and seconded

That the total costs for two Committee members plus the Staff Liaison to attend the Creative Cities conference in Kelowna in October 2015 be paid for by the Public Art Steering Committee from its budget.

CARRIED

6. NEW BUSINESS

6.1 Community Public Art Grant

The Staff Liaison gave an overview of the “Pianos on the Streets” program, which provides pianos to public spaces throughout Metro Vancouver. The City and the Business Improvement Association (BIA) have been approached about bringing a piano to be placed in an accessible public space in Maple Ridge. The Staff Liaison and Ineke Boekhorst, Executive Director of the BIA, have discussed this new initiative and requests that the Public Art Steering Committee consider the proposal under the community public art grant program. The request is to provide \$500 towards the project and the rest will be paid by the BIA and the program organizers. As time is of essence with the program being in the summer only, the proposal could not be deferred until the fall and the scheduled intake in Oct.

R15-015 It was moved and seconded

That a \$500 contribution be made by the Public Art Steering Committee grant program to support the Pianos on the Street project.

CARRIED

6.2 Artist in Residence – Maple Ridge Art Gallery

Barbara Duncan reported that the three artists in residence will be having a showing next Spring and Summer. Ms. Duncan raised the idea of an exhibition highlighting the artists in residence program as part of the Canada Day 2016 celebrations. Ms. Duncan will provide a more detailed proposal at a future date.

6.3 Canada 150 Grant

The Staff Liaison provided information on a federal funding program created to celebrate Canada's 150th birthday in 2017. This program provides matching funding for projects under the theme "strong, proud and free". The Staff Liaison requested the support of the Committee to apply for matching funds during 2016.

R15-016 It was moved and seconded

That the Staff Liaison apply for a Canada 150 grant to be matched for \$150,000 for the public art program with the artworks to be installed by 2017.

CARRIED

Barbara Duncan, Susan Hayes and Leanne Koehn volunteered to serve on a Canada 150 Grant application sub-committee.

6.4 Webpage Changes

The Staff Liaison reported the public art website will be used to provide more frequent updates to the community (for example with the Whonnock Lake project).

6.5 Developer Public Art Program

The Staff Liaison provided details on the Developer Public Art Program under Item 5.2.

7. ROUNDTABLE

Councillor Duncan reported on her work with the Looking Glass foundation, which promotes awareness of eating disorders. An upcoming provincial eating disorders awareness campaign involves lighting up different areas with purple lights. Councillor Duncan raised the idea that a public art installation could be introduced as part of this campaign. Different ideas for projects and funding were discussed and more appropriate channels to direct the request.

Kristin Krimmel reported on a recently attended Arts Summit at the Roundhouse in Vancouver where arts focused information was provided on a variety of topics. Ms. Krimmel will provide a summary of information to committee members. Ms. Krimmel also shared an update on a past committee member.

Leanne Koehn let the committee know she is in the play "Winter's Tale" running July 15 – 25 on the bandstand. Admission is free.

8. ADJOURNMENT

It was moved and seconded

That the meeting be adjourned at 5:03 pm.

CARRIED

8. NEXT MEETING

Next Meeting: Wednesday July 22, 2015

Agenda Deadline: Wednesday July 8, 2015

Location: Coho Room, Maple Ridge Municipal Hall

Chairperson
/ss

City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First and Second Reading
Maple Ridge Zone Amending Bylaw No. 7162-2015
Zoning Bylaw Text Amendment for a "1 km rule" OR to require site specific text
amendments for Wine Stores in Grocery Stores.

MEETING DATE: August 31, 2015
FILE NO: 2015-212-RZ
MEETING: Workshop

EXECUTIVE SUMMARY:

At a Council Meeting held on July 28, 2015, Council directed staff to prepare a report implementing a minimum 1 kilometre distance rule (the 1-km Rule) through a Zoning Bylaw amendment for all future alcohol beverage retailers in Maple Ridge. Council passed the following resolution:

That staff be directed to prepare a report on options for the implementation of a minimum one km distance rule for all future beverage alcohol retailers in Maple Ridge.

Through the Council discussion, it was acknowledged that the report would also include the actual bylaw amendments. The report provides for two alternative approaches to achieving the 1 kilometre distance rule. The first prohibits alcohol and wine sales in grocery stores (Appendix G) and the second is a general regulation to establish a 1 kilometre distance rule for all future alcohol beverage retailers in Maple Ridge (Appendix H), along with the rationale for the proposed amendments.

A third option (status quo) is also included in the report.

RECOMMENDATION:

1. That Council proceed with one of the following:
 - (a) Make no changes and maintain the "status quo" with the Liquor Control Licencing Branch regulating the licensing of liquor sales in grocery stores through their regulations and directives; or
 - (b) Amend the Zoning Bylaw to prohibit liquor sales in all grocery stores, such that a site specific Zoning Bylaw amendment would be required for any grocery store wishing to sell wine or other liquor; or
 - (c) Amend the Zoning Bylaw to prohibit the sale of liquor in grocery stores that are located within 1 kilometre of an existing liquor store.and
2. In conjunction with options (b) or (c), if selected, Council grant version 1 or 2 of Maple Ridge Zone Amending Bylaw No. 7162-2015 first and second reading, and forward the bylaw to the September 15, 2015 Public Hearing.

DISCUSSION

1. Background Context

Council received a letter dated June 18, 2015 from the Alliance of Beverage Licensees (ABLE BC) (see Appendix A) regarding Bill 22, the new Special Wine Store Licence Auction Act (see Appendix B). The Alliance expressed concern about the impact of wine sales in grocery stores on private liquor stores (referred to as “licensee retail stores” under the Liquor Control and Licensing Act and the Liquor Control and Licensing Regulation). The Alliance noted that licences issued under the new Act “are not subject to the 1 kilometre distance rule” and requested that the City “implement a minimum 1 kilometre distance rule for all future beverage alcohol retailers in Maple Ridge.”

In reading this report, these terms are included and are described for convenience as follows:

- **Liquor (Licensee) Retail Store (LRS)** otherwise known as a Private Liquor Store. At this time, no more of these licences are being issued.
- **BC Liquor Store (BCLS)** otherwise known as a Government Liquor Store.
- **Wine Store (WS)** licences are for wine stores including winery-operated stores, independent wine stores (IWS), VQA stores and tourist wine stores. At this time, no more of these licences are being issued.
- **VQA Store** is a wine store owned and operated by the BC Wine Institute.
- **Special Wine Store** licences will be issued through an auction process once Bill 22 Special Wine Store Licence Auction Act is enacted.

Also, there are essentially two key points around which much of this report revolves. The first key point is that there are two different legislative changes: (a) the changes to the Liquor Control and Licensing Regulation made by BC Reg 42/2015 on April 1, 2015; and (b) the changes that will be made by the new Act, the Special Wine Store Licence Auction Act, once that Act is brought into force. Both of these legislative changes will allow for liquor sales in grocery stores. The amendments to the Regulation do this by allowing existing wine store licences or licensee retail licences to be changed and to be relocated to within a grocery store. The Special Wine Store Licence Auction Act will also allow wine sales in grocery stores (once it is enacted) by providing for the issuance of a number of new special wine store licences to sell wine in grocery stores. The second key point is that neither of the legislative changes alters the 1 kilometre rule which was, and will continue to be, applicable to licensee retail stores but which was not, and will continue not to be, applicable to wine stores.

There are several elements of the ABLE BC letter that may require some clarification. First, as noted above, Bill 22 (the Special Wine Store Licence Auction Act) was enacted on May 14, 2015, but is not yet in force. It is unknown at this time when that Act will be brought into force. Second, while the Special Wine Store Licence Auction Act provides a mechanism by which a limited number of new wine store licences to sell wine in grocery stores will be available through an auction, that Act when enacted will not establish any distance separation rules. Even before the current amendments, wine stores were not subject to a rule requiring them to be located at least 1 kilometre from licensee retail stores. In other words, a wine store could locate next door to a licensee retail store even before Bill 22 was drafted. By contrast, licensee retail stores are subject to a the 1 kilometre separation rule from another licensee retail store and they will remain subject to that rule after the Special Wine Store Licence Auction Act is brought into force. The third thing to note about the ABLE letter is that it does not mention the changes that were made to the Liquor Control and Licensing Regulation by Bill 27 on April 1, 2015. Unlike Bill 22, those regulatory changes are in force, thereby permitting the relocation of existing licensed Wine Stores into grocery stores. In other words, there

is no 1-kilometre rule before or after the regulations changed and no provision in Bill 22 once enacted to have a 1-kilometre rule for wine store or special wine store licensees.

While the ABLE BC letter does not mention the April 1, 2015 amendments of the Liquor Control and Licensing Regulation, staff assumes that ABLE BC wishes Council to implement a 1 kilometre rule in relation to the relocation of existing wine stores to grocery stores pursuant to those amendments in addition to implementing such a rule in relation to special wine store licences to sell wine in grocery stores under the Special Wine Store Licence Auction Act, once that Act is brought into force. In any event, Council's resolution of July 28, 2015 directed staff to report on options for implementing a minimum 1 kilometre distance rule that would apply to "all future beverage alcohol retailers in Maple Ridge". This would introduce a restriction that would apply to (a) existing wine stores that wish to relocate to a new location under the Liquor Control and Licensing Regulation; (b) licensee retail stores that wish to relocate to a new location under the Liquor Control and Licensing Regulation; and (c) special wine stores for which new licences are issued once the new Special Wine Store Licence Auction Act is brought into force.

The following is further explanation of the regulatory changes that have been made as of April 1, 2015 and of the changes that will be effected by the new Special Wine Store Licence Auction Act once it is brought into force.

(a) Old Provincial Regulations

Prior to April 1, 2015, the following rules were in place under the Liquor Control and Licensing Regulation:

1. No *new* licences could be issued for wine stores or licensee retail stores, but existing licences could be amended including for the purpose of allowing the licensee to operate from a different location.
2. Wine store licences could be amended (with approval of the General Manager) to allow relocation of the store to a new location, no matter what distance the new wine store was from another wine store or from a licensee retail store or a government liquor store.
3. Licensee retail store licences could be amended (with approval of the General Manager) to allow relocation of the store to a new location so long as (a) the new location was not within 1 km of another licensee retail store and (b) the new location was not less than 5 km from the location of the old store (if the old store was in another local government's territorial jurisdiction).
4. Wine stores and licensee retail stores could not be located within a building containing another business unless the wine store or licensee retail store had a separate entrance and was separated from other businesses within the building by floor to ceiling walls.
5. Wine stores and licensee retail stores could not appear to be associated with another business.

Under the old provincial regulations, existing wine stores could be relocated to any location (no distance separations rules), including locations next to grocery stores or next to licensee retail stores, but could not be located within a grocery store (or within any other store for that matter). Rules 4 and 5 effectively prevented any liquor outlet (whether a wine store or licensee retail store) from locating within another store.

Existing licensee retail stores could also be relocated to any location, including locations next to grocery stores or wine stores, subject to the requirement (not applicable to wine store relocations) that the new location was not within 1 kilometre of an existing licensee retail store. Under the old provincial regulations, licensee retail stores (like wine stores) were prevented from being relocated to within any other store, including a grocery store.

(b) New Provincial Regulations

(i) BC Reg 42/2015 (April 1, 2015)

On April 1, 2015, the Province amended the Liquor Control and Licensing Regulation to relax the rules regarding the relocation of existing wine stores and licensee retail stores to allow relocation to within grocery stores. The amendments accomplish this by changing rules 4 and 5 above for grocery stores only. As of April 1, 2015, a wine store licence or a licensee retail store licence can be amended to allow wine stores or licensee retail stores to be located within grocery stores as “stores in stores” or, in the case of certain types of wine store licences, to a “wine on shelf” model. This will be discussed further below. Grocery stores are the only type of store in relation to which the structural and associational rules (rules 4 and 5) of the old provincial regulations have been relaxed by the April 1 amendments. A licensee retail store or a wine store still cannot be located within any other type of store. The relaxation (in relation to grocery stores) of the structural separation rule and the rule prohibiting licensee retail stores or wine stores from appearing to be associated with another store is the main change made by the April 1, 2015 amendments.

The April 1, 2015 amendments do not allow the issuance of any new licences: they deal only with licence amendments to allow existing licences to be relocated to new establishments, except to extend the rule so that licensee retail stores are now unable to relocate to within 1 kilometre of another licensee retail store *or a government liquor store*. The April 1, 2015 amendments also did not change the 1 kilometre distance separation rule. It remains the case that licensee retail store licences cannot be amended to allow relocation to a new location that is within 1 kilometre of another licensee retail store. That remains the case even if the new location is a grocery store. It also remains the case that wine store licences can be amended to allow the wine store to relocate to a new location whether or not that location is within 1 kilometre of another wine store or a licensee retail store.

The 5 kilometre rule for the relocation of licensee retail stores was removed by the April 1, 2015 amendments. It is now the case that a licence can be amended to allow a licensee retail store to relocate to another location even if the location of the old store is in another local government jurisdiction and is more than 5 kilometres from the new location.

It should be noted that while the 1 kilometre rule for licensee retail stores was not changed by the April 1, 2015 amendments, that rule is not absolute. The General Manager is authorized to grant relief from it under section 14(6) of the Liquor Control and Licensing Regulation. That subsection is as follows:

- (6) *If an application to amend a licence in respect of a licensee retail store to relocate the store does not comply with subsection (5) (a), the general manager may approve that application in one of the following circumstances only:*

(a) if a licensee proposes to relocate its licensee retail store to a new location that has the same parcel identifier number as the current location, even if the new location is within 1.0 km of another licensee retail store or liquor store or the proposed location of another store;

(b) if a licensee proposes to relocate its licensee retail store that is currently within 1.0 km of another licensee retail store or liquor store or the proposed location of another store, and the new location is not closer to the licensee retail store or liquor store or proposed location of another store than the licensee retail store's current location;

(c) if a licensee proposes to relocate its licensee retail store and the shortest travelling distance by road between the new location and another licensee retail store or liquor store or the proposed location of another store is 1.0 km or more because of a natural barrier between the new location and the licensee retail store or liquor store or proposed location of another store;

(d) if a licensee proposes to relocate its licensee retail store because the licensee retail store was substantially damaged by fire or natural disaster, even if the new location is within 1.0 km of another licensee retail store or liquor store or the proposed location of another store.

Section 14(6)(c) has relevance in Maple Ridge, because the Specialty Liquor Store at 160 – 20398 Dewdney Trunk Road could conceivably relocate to within the Safeway at 20201 Lougheed Highway if Council decides not to proceed with a zoning amendment. Specialty Liquor Store at 160 – 20398 Dewdney Trunk Road is currently within 1 kilometre of several other licensee retail stores. If it was relocated to Safeway at 20201 Lougheed Highway, it would be moving to a location that is also within 1 kilometre of those licensee retail stores, but it would be moving further away from them than it was before the move. In those circumstances, the General Manager is authorized to approve the move under s.14(6)(c) despite the new location being within 1 kilometre of a licensee retail store.

Following the 2014 Liquor Policy Review undertaken by the Province, the Province published Policy Directive 15-01 (attached as Appendix C) to explain the (then pending) April 1, 2015 regulatory amendments. The Policy Directive describes in the introduction the general key policies reflected in the amendments:

The implementation of the Liquor Policy Review (LPR) report recommendations will permit the implementation of liquor sales in grocery stores, effective April 1, 2015. This directive describes the following key policies that will allow liquor and wine sales in grocery stores effective April 1, 2015:

- *Grocery store eligibility has been defined*
- *Grocery stores may sell liquor either in a store-within-a-store or 100% BC wine on the shelf, but not both at the same location*
- *Licensee Retail Stores (LRS) and BC Liquor Stores (BCLS) may relocate to a store within-a-store grocery store, subject to distance restrictions*
- *The 1 km distance criteria separating LRS's has been retained and extended to include BCLS's*
- *The regulation restricting LRS relocation outside its local government/First Nation jurisdiction (i.e. the 5 km rule) has been repealed*
- *The LRS moratorium has been maintained*
- *Wine stores, other than winery-owned and sacramental wine stores, may relocate to grocery stores in either a store-within-a-store model or for the sale of 100% BC wine off store shelves*
- *LRS's and wine stores owned by or located within eligible grocery stores may cobrand.*

The Policy Directive describes eligible grocery stores as follows:

Eligibility to be eligible for liquor sales, a grocery store must have a minimum of 10,000 square feet of space, including storage space, and must be primarily engaged in retailing a general line of foods including canned, dry and frozen food, fresh fruits and vegetables, fresh and prepared meats, fish and poultry, dairy products, baked products and snack foods, and non-liquor beverages. To maintain eligibility, these conditions must continue to be met, along with the following additional requirements: that the sales revenue from food and non-liquor beverages:

- *totals at least 70% of non-liquor sales, and*
- *totals at least 50% of all sales, including liquor sales from a retailer located in the grocery store.*

Convenience stores and multipurpose stores are not eligible.

Separate sections are included in the Policy Directive explaining the rules applicable to licensee retail store licensees wishing to relocate to a grocery store and to wine store licensees wishing to relocate to a grocery store, in the latter case with an outline of the rules for both the "store in store" model and the "wine on shelf" model.

Those sections of the Policy Directive are set out here:

Liquor stores within grocery stores

The liquor store within the grocery store must be at least 1 km away from any other LRS or BC Liquor Store. Distance is measured from the front door of the other liquor store to the front door of the store within the grocery store, as the crow flies.

Liquor stores within grocery stores must be physically separated from the rest of the grocery store with controlled access and separate cash tills within the liquor store. The same shopping cart will be permitted to move between the grocery and liquor stores.

The entire perimeter of the licensed area must be identifiable. The majority of the perimeter of the licensed area must be bounded by a fixed and immovable barrier. For the portion of the perimeter that is not fixed and immovable, the barrier must be sufficient to:

- monitor and control entrance to the licensed area,*
- prevent unaccompanied minors from accessing the area,*
- secure the retail area when required (i.e. when operating hours for the liquor retail area do not align with grocery store hours), and*
- identify the main entrance (including what is considered to be the front door) to the licensed area.*

An eligible grocery store will be able to co-brand with an LRS that is located within the grocery store or with any stand-alone LRS that the eligible grocery store owns, regardless of its location. The grocery store and the associated LRS must be legally affiliated and either the same legal entity or wholly owned subsidiaries of the same legal entity for stand-alone stores.

Wine in Store

Effective April 1, 2015, wine store licences, other than winery-owned or sacramental wine stores, may be relocated to a grocery store.

A wine store licence can relocate within a grocery store, either in a separate store or on shelf.

There is no distance restriction between other liquor retail or wine store outlets that prohibits the relocation of a wine store.

Wine stores within grocery stores must be physically separated from the rest of the grocery store in the same manner as a liquor store within a grocery store, as described above.

The wine store-within-a-store may sell any type of wine that is permitted under the terms and conditions of their licence. For example, an independent wine store can sell any imported or domestic product. A BC VQA store can only sell BC VQA wine.

An eligible grocery store will be able to co-brand with a wine store that is located within the grocery store or with any stand-alone wine store that the grocery store owns. The owner of the grocery store and the wine store must be the same legal entity for standalone stores.

Wine on Shelf

A wine store licence can relocate to a shelf within a grocery store effective April 1, 2015.

The wine store licensee must transfer the wine store licence to the grocery store owner. The exception is for BC VQA stores whose licences are held by the BC Wine Institute (BCWI). In that case, the BCWI will continue to hold the licence but must apply to appoint the grocery store as the third party operator. The types of products that may be sold off the shelf will be determined by the type of wine store licence as described below.

If the wine store licence allows the sale of only BC VQA wines, then only BC VQA wines can be sold off the shelf.

If the wine store licence allows wine to be sold that is made from 100% BC agricultural products, all types of BC wine, including cider, mead and sake, can be sold off the shelf. If the wine store licence allows all types of wine (imported and domestic) to be sold, only 100% BC produced wine (including cider, mead and sake) may be sold off the shelf, and the terms and conditions of the wine store licence will be amended to reflect this restriction.

Wine that is sold off the shelf may be purchased at designated tills or regular tills. Regardless of the type of till, the staff making the sale must have Serving it Right certification and be at least 19 years of age.

The Policy Directive deals exclusively with the rules applicable to the relocation of existing licences. It does not deal with the new *Special Wine Store Licence Auction Act*.

(ii) Bill 22 (Special Wine Store Licence Auction Act)

On May 14, 2015, the Province enacted the *Special Wine Store Licence Auction Act*. The Act is not yet in force and it is not known when it will be brought into force. When it is brought into force, the *Special Wine Store Licence Auction Act* (and the yet to be enacted regulations to be made under it) will provide for an auction system by which a limited number of successful bidders will be sold the right to acquire new “special wine store licences” under the *Liquor Control and Licensing Act*. It is not known how many new licences the Province intends to distribute under this Act. The new licences issued under the Act will allow wine, cider and sake produced from British Columbia products to be sold from approved locations within grocery stores. Like existing wine store licensees who relocate to grocery stores (or to any other location), persons who acquire special wine store licences under the *Special Wine Store Licence Auction Act* will not be subject to the requirement that the grocery store within which wine, cider and sake is to be sold be located at least 1 kilometre from an existing licensee retail store.

Under the Act, “grocery store” is defined as follows:

"grocery store" means a store that

- (a) is primarily engaged in retailing food and non-alcoholic beverages that are specified in the regulations, and*
- (b) has an area of at least 929 square metres;*

2. Planning Analysis

Location of Existing Liquor Stores and Eligible Grocery Stores:

Appendix D shows the locations of existing grocery stores in Maple Ridge that meet the eligibility criteria under the Provincial regulations. It also shows the location of private and government liquor stores (see Appendix E for LCLB category and City Zoning). The proximity of those stores to the eligible grocery stores is shown by a 1 kilometre circle around each grocery store. The following is a list of the eligible grocery stores in Maple Ridge and the private and government liquor stores:

Grocery Stores

1. Safeway, located at 20201 Lougheed Highway (Zoned CD-2-98)
2. Overwaita Foods (Save-on-Foods), located at 20395 Lougheed Highway (C-2)
3. Langley Farmers Market, located at 11935 207 Street (C-2)
4. Extra Foods, located at 22427 Dewdney Trunk Road (C-3)
5. Thrifty Foods, located at 11900 Haney Place (C-3)
6. Overwaita Foods (Save-on-Foods), located at 22703 Lougheed Highway (C-3)
7. Save-on-Foods (former Cooper's Foods), located at 23981 Dewdney Trunk Road (C-2)

Liquor Stores (Private and Government)

- A. Specialty Liquor Store, located at 160 20398 - Dewdney Trunk Road (Westgate Mall)
- B. Maple Ridge Liquor Store, located at 20690 Lougheed Highway (former Buffalo Club)
- C. Dartford's Liquor Store, located at 11232 Dartford Street
- D. The Office Liquor Store, located at 21525 Dewdney Trunk Road
- E. Firefly Fine Wines and Ales (Maple Ridge) , located at 21755 Lougheed Highway
- F. Haney Motor Hotel, located at 22222 Lougheed Highway
- G. Witch of Endor LRS, located at 22648 Dewdney Trunk Road
- H. Haney (Government Liquor Store #065), located at 300-22709 Lougheed Highway
- I. Black Sheep Pub Liquor Store, located at 12968 232 Street
- J. Outpost Liquor Store (The) , located at 23988 Dewdney Trunk Road
- K. Shake & Shingle Liquor Store, located at 9610 287 Street

Zoning Bylaw:

Maple Ridge Zoning Bylaw No. 3510-1995 defines the terms “Retail” and “Licensee Retail Store” as follows:

RETAIL means a use providing for the sale for final consumption, in contrast to a sale for further sale or processing, and includes accessory manufacturing or assembly of the articles for sale, and excluding adult entertainment and pawnshop use.

LICENSEE RETAIL STORE means an establishment with a valid Licensee Retail Store License provided by the Liquor Control and Licensing Branch that is permitted to sell all types of packaged liquor for consumption off the premise.

Wine stores engage in retail use falling within the definition of “retail” in the bylaw. Wine stores do not fall within the definition “licensee retail store,” because they are permitted under their licence to sell limited types of packaged liquor. Wine stores are thus currently permitted only in zones in which the use “retail” is allowed.

Private liquor stores operate under the provincial regulations pursuant to a licensee retail store licence, a type of licence which is described under the regulations as allowing the sale of all types of packaged liquor (subject to case specific licence limitations). They therefore fit within the definition of “licensee retail store” in the Zoning Bylaw. Accordingly, private liquor stores are currently permitted in those zones in which “licensee retail store” is permitted.

The seven eligible grocery stores identified in a previous section are all zoned either COMPREHENSIVE DEVELOPMENT CD-2-98 (permits a grocery store), COMMUNITY COMMERCIAL C-2 and TOWN CENTRE COMMERCIAL: C-3. Are zones in which both “retail” and “licensee retail store” are permitted uses. Other zones where both “retail” and “licensee retail store” are permitted uses include: VILLAGE CENTRE COMMERCIAL C-5, HERITAGE COMMERCIAL H-1, CD-2-85, CD-1-86, CD-1-87, CD-5-88, CD-6-88, CD-3-92 (permits a grocery store) and the proposed CD-1-13 (located at Brown Avenue and Edge Street currently at 3rd reading). Under the current zoning wine stores or licensee retail stores could both be located within any of the seven grocery stores listed in the previous section.

Possible Outcomes if No Zoning Amendment:

Wine in Grocery Stores

Based on the definition of “eligible grocery store” in the Liquor Control and Licensing Regulation and of “grocery store” in the *Special Wine Store Licence Auction Act*, certain grocery stores in Maple Ridge would be eligible to have a wine store licence relocated to the store under the Liquor Control and Licensing Regulation as of April 1, 2015 or to have a wine, cider and sake sold in the store pursuant to a special wine store licence issued in respect of its location once the *Special Wine Store Licence Auction Act* is in force.

These grocery stores are as follows:

1. Safeway, located at 20201 Lougheed Highway
2. Overwaitea Foods (Save-on-Foods), located at 20395 Lougheed Highway
3. Langley Farmers Market, located at 11935 207 Street
4. Extra Foods, located at 22427 Dewdney Trunk Road
5. Thrifty Foods, located at 11900 Haney Place
6. Overwaitea Foods (Save-on-Foods), located at 22703 Lougheed Highway
7. Save-on-Foods (former Cooper's Foods), located at 23981 Dewdney Trunk Road

Liquor stores in grocery stores

The Liquor Control and Licensing Regulation would prevent any licensee retail store from outside Maple Ridge relocating to any grocery store in Maple Ridge, because the eligible grocery stores are all within 1 kilometre of an existing licensee retail store. However, there appear to be two licensee retail stores in Maple Ridge that could possibly relocate to a Maple Ridge grocery store. The Specialty Liquor Store (Westgate Mall) at 160 – 20398 Dewdney Trunk Road could possibly relocate to Safeway store because it would be moving further away from the other licensee retail stores that are currently within a kilometre from it. The General Manager would have discretion under section 14(6)(c) of the Liquor Control and Licensing Act to approve the move. Second, the General Manager could approve a move by the Outback Liquor Store from its current location at 240th, to Save-on-Foods (former Cooper's Foods) at 240th Street, because it would not be moving to within a kilometre of another licensee retail store.

The Policy Directive augments one aspect of the distance separation rule. Previously exempt, Government liquor stores became subject to the 1 kilometre separation rule. The following is quoted from the Directive:

- *Licensee Retail Stores (LRS) and BC Liquor Stores (BCLS) may relocate to a store within-a-store grocery store, subject to distance restrictions*
- *The 1 km distance criteria separating LRS's has been retained and extended to include BCLS's*

The Policy Directive sets out the following:

BC Liquor Store Relocations

Effective April 1, 2015, the one kilometre rule is extended to BC Liquor Stores, prohibiting them from locating within one kilometre of a LRS and vice versa. There is an exception for BC Liquor Stores that already have store relocations in process. If a BCLS can demonstrate they had valid interest the new location prior to February 27, 2015, they will be exempt from the one kilometre rule. The same exception was applied previously to LRS's when the distance restriction was implemented.

Other Municipalities:

LCLB staff has indicated a number of municipalities have been prompted by ABLE BC or generally about the absence of a geographic criteria for the licensing of wine sales in grocery stores. The following are some examples or practices in place in other municipalities:

Kamloops

A bylaw was taken forward to Public Hearing in Kamloops on July 28, 2015, to amend the General Regulations by adding the following provision:

“No retail liquor sales may occur within 1 km of another retail liquor sales use (as measured in a straight line from the primary retail entrance to the primary retail entrance).”

Following the Public Hearing, the amendment was defeated on a tie vote. However, there was a more recent motion to bring the matter back for reconsideration and the decision was made to proceed with the bylaw.

Vancouver:

The City of Vancouver’s Zoning and Development Bylaw defines a “liquor store” and excludes it from “retail” and “commercial” uses. They also have Liquor Store Guidelines, which limit the number of liquor stores within a Local Shopping Area. The City is currently holding all of their “wine-on-the-shelf” applications until they conduct a formal review of their bylaws later this year or in 2016.

Pitt Meadows:

Staff was directed by Council to contact the City of Pitt Meadows to determine if they intend to apply the 1 km distance restriction on their alcohol retailers, as Council was concerned about the impact of this on the grocery stores located on the west side of Maple Ridge. Their Staff responded on July 29, 2015, that they are looking into the implications of the new regulations. They have forwarded some questions to the LCLB and are awaiting a response before determining their course of action. Staff will inform Maple Ridge of their correspondence moving forward.

Burnaby:

The City of Burnaby has broader restrictions in place. Their Zoning Bylaw has restricted private and government stores for a number of years. LRS and BCLS are defined and each is allowed in its own separate zone. For example, their General Commercial District (C3) zone permits a wide range of uses, but not a LRS or BCLS. The C3a zone includes all C3 Zone uses plus a BCLS; the C3h zone allows all C3 zone uses plus a LRS.

Therefore, any new or an existing liquor and wine store being transferred to a property not allowing these uses is assessed through rezoning on its own merits. Therefore, the recent change in legislation with the absence of the “1-km Rule” does not change the process and wine stores in grocery stores would require rezoning.

Coquitlam:

Coquitlam's Zoning Bylaw prohibits liquor sales in grocery or convenience stores and requires stores permitted to sell liquor to be located a minimum of 300 metres (984 feet) from each other and from schools, parks and places of worship. Coquitlam Council is considering these options for retail sales of wine in grocery stores:

- Maintain the current prohibition;
- Amend to permit BC wines on the sales by grocery stores; or
- Amend to permit BC wines on the sales by grocery stores, but apply the 300 metre (983 foot) or some other separation distance requirement.

Surrey:

The South Point Save-On-Foods in Surrey become the first grocery store in BC where wine is sold in a grocery store. It is a wine on a shelf model. In this location, a BC Wine Institute VQA Wine licence was transferred to establish a "wine-on-shelf" section in the existing store. The front portion of about three food aisles, closest to the check out and customer service desk, have wines on shelves for sale (Appendix F for photos). City of Surrey staff advised that no regulations to limit wine sales in grocery stores are being contemplated at present.

Options:

Keep the status quo

There are no wine store licences in Maple Ridge at present. If a person wished to relocate a wine store to any location in Maple Ridge before the recent amendments to the provincial regulations, they could have done so as long as the site was zoned for "retail" use and so long as the store operated in accordance with the old provincial regulations. Those regulations did not impose a distance separation rule for wine stores, but until the April 1, 2015 amendments they did effectively prohibit liquor from being sold in grocery stores, because they required all liquor retail outlets to be separated from, and not associated with other stores.

Recognizing that the 1 kilometre separation rule that is applicable to licensee retail stores was not applicable to wine stores even under the old provincial regulations, one option for Council is to keep the status quo. This would result in the possibility of wine store licences being relocated to any of the seven eligible grocery stores in Maple Ridge.

Implement a rule that would prevent liquor sales in any grocery store that is within 1 kilometre of an existing licensee retail store

Staff has identified two options if Council wishes to proceed with a bylaw amendment:

- (a) Outright prohibition of the sale of liquor in grocery stores.

Since all of the grocery stores in Maple Ridge that are eligible for liquor sales under the provincial regime are located within 1 kilometre of an existing liquor store, one option is to simply prohibit liquor sales in grocery stores altogether. This option would extend the prohibition to include future grocery stores that may be located more than 1 kilometre from any liquor store, but if such a grocery store is constructed and an application made to locate a wine store or liquor store in it, Council could deal with such a request by considering a site-specific zoning amendment at that time. The amending bylaw to implement this option is attached as Appendix G.

(b) 1 kilometre rule

This option would involve prohibiting the sale of liquor in any grocery store that is located within 1 kilometre of any existing liquor store. A bylaw to implement this option is attached as Appendix H.

Recommendation regarding bylaw amendment options:

If Council wishes to proceed with a zoning amendment, staff recommends option (a), the outright prohibition of liquor sales in grocery stores. That option would achieve the same result as a 1 kilometre rule given that all of the existing eligible grocery stores in Maple Ridge are located within a kilometre of an existing liquor store. It also eliminates the need for owners to look beyond the bylaw (to calculate distances) in order to determine the application of the bylaw in a particular case.

CONCLUSION

ABLE BC wrote to Council about the potential impact of the “1 km Rule” being absent from the requirements considered by the LCLB in the policy to transfer licenses for wine stores to grocery stores. To apply this rule, Council asked for this report to bring forward options to amend the Zoning Bylaw.

Given the “1-km Rule” has not applied to wine store licences in the past, one of the options available to Council is to keep the “status quo” and not proceed with a zoning bylaw amendment.

The other option is to proceed with a zoning amendment either (a) to prohibit liquor sales in all grocery stores or (b) to prohibit liquor sales in grocery stores that are within 1 kilometre of a liquor store. Zone amending bylaws for both options are attached for Council’s consideration.

If Council wishes to proceed with one of the zoning amendment bylaw options, it may give first and second reading of the applicable bylaw at Workshop and direct staff to forward the bylaw to the September Public Hearing.

“Original signed by Adrian Kopystynski”

Prepared by: **Adrian Kopystynski, MCIP, RPP, MCAHP
Planner**

“Original signed by Christine Carter”

Approved by: **Christine Carter, M.PL, MCIP, RPP
Director of Planning**

“Original signed by Frank Quinn”

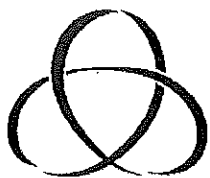
Approved by: **Frank Quinn, MBA, P.Eng.
GM: Public Works & Development Services**

“Original signed by Kelly Swift” for

Concurrence: **Paul Gill,
Acting Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Letter from Alliance of Beverage Licensees (ABLE BC)
- Appendix B – Bill 22
- Appendix C – Policy Directive 15-01
- Appendix D – Map of Liquor Stores and Eligible Grocery Stores
- Appendix E – LCLB issued licences Private Liquor Store & BC Liquor Store Locations in Maple Ridge
- Appendix F – South Surrey Save-on-Foods “Wine on Selves”
- Appendix G – Zone Amending Bylaw No. 7162-2015 for prohibiting liquor sales in all grocery stores
- Appendix H – Zone Amending Bylaw No. 7162-2015 for establishing 1 kilometre prohibition



ALLIANCE OF BEVERAGE LICENSEES FOR A RESPONSIBLE LIQUOR INDUSTRY

June 18, 2015

Maple Ridge City Council
11995 Haney Place
Maple Ridge, BC V2X 6A9

As President of BC's Alliance of Beverage Licensees (ABLE BC), I represent the interests of liquor licensees operating in your community. As the only association representing private liquor stores, bars, pubs, and hotel liquor primaries, ABLE BC is uniquely placed to provide industry expertise across the spectrum of our industry. Our 1,000 members operate in every region of the province, directly employ nearly 100,000 British Columbians, and account for almost 60 percent of the Liquor Distribution Board's annual revenue.

On behalf of ABLE BC, I want to bring to your attention our concerns about the **BC government's recent decision to allow wine on grocery shelves and the serious consequences it poses for BC's liquor industry.**

Allowing grocery stores to sell wine on shelves is a bad fit for BC's economy and BC's wine industry in the long term. ABLE BC's analysis of international experience demonstrates that, when wine is allowed on grocery shelves, between 65-70 percent of *all wine sold* in that jurisdiction is sold in grocery stores. Small distributors are squeezed out of the market and local businesses are forced to close.

Recently, the Legislature passed Bill 22 (Special Wine Store License Auction Act), which sets the stage for the government to auction off a limited number of special wine licenses to sell BC wine on grocery shelves. These licenses are not subject to the 1 kilometre distance rule, meaning your community could have a shopping plaza with a BC Liquor Store or private liquor store next door to a grocery store with a large section of wine. High density of alcohol retailers can pose serious social consequences and will present significant concerns for the future of BC's private retailers.

.../2

6.2

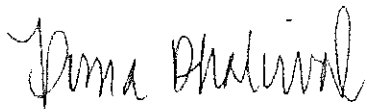
On June 2nd, Kamloops City Council passed a motion to institute a 1 kilometre distance rule for all future liquor licenses and stores, including Grocery Auctioned BC Wine Licenses. Following up on the leadership of Kamloops, ABLE BC strongly encourages Maple Ridge City Council to do the same and **implement a minimum 1 kilometre distance rule for all future beverage alcohol retailers in Maple Ridge**. This will help restrict liquor licenses for wine in grocery stores, protect small businesses and the people they employ, and provide necessary industry stabilization.

I am also pleased to send you a copy of *The Publican* – BC's premier liquor industry magazine. Distributed quarterly to nearly 3,000 bars and private liquor stores across the province, *The Publican* keeps ABLE BC members and the public up-to-date on current liquor industry issues, trends, and events. It is also an excellent way for elected officials to keep abreast of the day-to-day issues affecting our industry's small business owners.

Thank you very much for your time. I would like to reiterate ABLE BC's sincere interest in working with government to implement changes in the best possible way for BC's liquor industry.

If you require additional information or would like to meet with ABLE BC to discuss these issues further, please contact our Executive Director, Jeff Guignard at 604-688-5560 or jeff@ablebc.ca.

Sincerely,



Poma Dhaliwal
President of the Alliance of Beverage Licensees
Owner/Operator of Jolly Miller Pub and Liquor Store, Chilliwack

Home > Documents and Proceedings > 4th Session, 40th Parliament > Bills > Bill 22 – 2015: Special Wine Store Licence Auction Act

**2015 Legislative Session: 4th Session, 40th Parliament
FIRST READING**

The following electronic version is for informational purposes only.
The printed version remains the official version.

**HONOURABLE SUZANNE ANTON
MINISTER OF JUSTICE**

**BILL 22 – 2015
SPECIAL WINE STORE LICENCE AUCTION ACT**

Contents

- 1 Definitions
- 2 Auctions
- 3 Right to apply for special wine store licence
- 4 Requirements for bidders
- 5 Auction procedures
- 6 Conduct of auctions
- 7 General manager's list
- 8 Record of unsuccessful bidders
- 9 Payment of auction price
- 10 Removal from general manager's list
- 11 Addition to general manager's list
- 12 Forfeiture of deposit
- 13 Return of deposit
- 14 *Offence Act*
- 15 Power to make regulations
- 16 Power to make rules
- 17 Regulations prevail
- 18 Related Amendment
- 19 Repeal by regulation
- 20 Commencement

Explanatory Note

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

Definitions

- 1** (1) In this Act:

"auction" means an auction conducted under this Act;

"auction price" means the amount, determined under the auction procedures, that a successful bidder must pay for the right to apply for a special wine store licence;

"auction procedures" means the procedures referred to in section 5 (1);

"general manager's list" means the list of successful bidders that the general manager keeps in accordance with section 7;

"grocery store" means a store that

- (a) is primarily engaged in retailing food and non-alcoholic beverages that are specified in the regulations, and
- (b) has an area of at least 929 square metres;

"record of unsuccessful bidders" means the record of unsuccessful bidders that the general manager keeps in accordance with section 8;

"special wine store licence" means a licence that authorizes the licensee

- (a) to sell wine in respect of which the naturally occurring sugar used in the fermentation process comes from only
 - (i) plant products grown in British Columbia,
 - (ii) honey produced from beehives located in British Columbia, or
 - (iii) milk from animals located in British Columbia,
- (b) to sell cider in respect of which the naturally occurring sugar used in the fermentation process comes only from plant products grown in British Columbia,
- (c) to sell sake in respect of which the rice used in its production is grown only in British Columbia, and
- (d) to sell the wine, cider and sake from any location approved by the general manager within a specified grocery store;

"successful bidder" means a bidder whose bid at an auction is successful as determined under the auction procedures, and includes a bidder who is added to the general manager's list in accordance with section 11.

(2) The definitions in the *Liquor Control and Licensing Act* apply to this Act.

Auctions

- 2 (1) The general manager may conduct one or more auctions to receive bids for the right to apply for a special wine store licence.

(2) Bids may be accepted under this Act in respect of only a prescribed number of special wine store licences.

Right to apply for special wine store licence

- 3 Only a successful bidder on the general manager's list for a specified grocery store may apply under the *Liquor Control and Licensing Act* for a special wine store licence for that grocery store.

Requirements for bidders

- 4 The general manager must not accept a bid from a bidder unless
- (a) the bidder specifies an existing or proposed grocery store from which wine, cider and sake are intended to be sold,
 - (b) the bidder submits a deposit in the prescribed amount by certified cheque or in another prescribed form,
 - (c) the bid is equal to or greater than the minimum bid established by the auction procedures, and
 - (d) the bidder satisfies any other requirement of the auction procedures.

Auction procedures

- 5 (1) An auction must be conducted in accordance with procedures established by
- (a) the regulations, and
 - (b) the rules made by the general manager under section 16.
- (2) The general manager must post, in advance of an auction, the auction procedures on a publicly accessible website maintained by or on behalf of the minister.

Conduct of auctions

- 6 (1) The general manager is responsible for the conduct of an auction.
- (2) The general manager may enter into agreements authorizing a person or organization that has expertise in conducting auctions to conduct, under the supervision of the general manager, all or a part of an auction.

General manager's list

- 7 (1) The general manager must keep a list of all successful bidders, together with the grocery store specified in the bid of each successful bidder.
- (2) The number of grocery stores specified on the list must not exceed the

prescribed number of special wine store licences for which bids may be accepted.

(3) The general manager must substitute, on the list, a different existing or proposed grocery store in respect of a bid of a successful bidder if the successful bidder

- (a) submits an application in a form acceptable to the general manager requesting the substitution, and
- (b) pays the prescribed fee.

Record of unsuccessful bidders

8 The general manager must keep a record of

- (a) all bidders who met the requirements set out in section 4, but were unsuccessful, and
- (b) the grocery store specified in each unsuccessful bid.

Payment of auction price

9 No special wine store licence may be issued to a successful bidder on the general manager's list unless the auction price in respect of the bid has been paid within the prescribed time after the bidder has been notified by the general manager that the bidder's application for the special wine store licence has been approved.

Removal from general manager's list

10 The general manager must remove a successful bidder and the grocery store associated with the bid of the successful bidder from the general manager's list in the following circumstances:

- (a) the successful bidder has not submitted, within the prescribed time, a complete application or fees under the *Liquor Control and Licensing Act* for a special wine store licence for that grocery store;
- (b) the successful bidder has not paid the auction price in respect of the bid of that successful bidder within the prescribed time after being notified by the general manager that the successful bidder's application for a special wine store licence for that grocery store has been approved;
- (c) the successful bidder's application for a special wine store licence for that grocery store is refused under the *Liquor Control and Licensing Act*;
- (d) the successful bidder requests the general manager to do so.

Addition to general manager's list

- 11 If the general manager removes a successful bidder from the general manager's list, the general manager must add to the general manager's list the bidder on the record of unsuccessful bidders having the highest priority, as determined under the auction procedures, together with the grocery store specified in the bid of that bidder.

Forfeiture of deposit

- 12 Subject to any prescribed exceptions, the deposit of a successful bidder submitted in respect of a grocery store is forfeited to the government if the bidder and grocery store are removed from the general manager's list.

Return of deposit

- 13 (1) The general manager must return a deposit submitted by a bidder in respect of a grocery store if
- (a) the bidder is on the record of unsuccessful bidders and has requested the return of the deposit, or
 - (b) the bidder is on the record of unsuccessful bidders and the prescribed number of special wine store licences have been issued.
- (2) If a deposit is returned to an unsuccessful bidder under subsection (1) (a), the general manager must remove the bidder and the grocery store from the record of unsuccessful bidders and the unsuccessful bidder may no longer be added to the general manager's list in respect of that bid.

Offence Act

- 14 Section 5 of the *Offence Act* does not apply to this Act or the regulations.

Power to make regulations

- 15 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) prescribing the number of special wine store licences in respect of which bids may be accepted under this Act;
 - (b) specifying the types of food and non-alcoholic beverages for the purposes of the definition of "grocery store";
 - (c) prescribing the amount of deposits submitted under section 4 (b);
 - (d) respecting the additional forms of deposits that may be

submitted under section 4 (b);

(e) prescribing the fee referred to in section 7 (3) (b);

(f) respecting procedures for the conduct of an auction, including

(i) how to determine successful bids,

(ii) how to calculate the amount that a successful bidder must pay for the right to apply for a special wine store licence,

(iii) how to determine the priority of unsuccessful bidders on the record of unsuccessful bidders, and

(iv) any contractual rights or obligations of the government or a bidder arising on acceptance of a bid at the auction;

(g) prescribing the time periods for the purposes of sections 9 and 10 (a) and (b);

(h) providing for exceptions to the forfeiture of deposits under section 12;

(i) remedying any difficulty encountered in the conduct of an auction or in the administration of this Act.

Power to make rules

16 The general manager may make rules respecting procedures for the conduct of an auction, including

(a) how to determine successful bids,

(b) how to calculate the amount that a successful bidder must pay for the right to apply for a special wine store licence,

(c) how to determine the priority of unsuccessful bidders on the record of unsuccessful bidders, and

(d) any contractual rights or obligations of the government or a bidder arising on acceptance of a bid at the auction.

Regulations prevail

17 If there is any conflict between the rules made by the general manager and the regulations, the regulations prevail.

Related Amendment

Liquor Control and Licensing Act

18 Section 16 of the *Liquor Control and Licensing Act*, R.S.B.C. 1996, c. 267, is amended by adding the following subsection:

(2.3) The requirements of subsection (1) (b) and (c) do not apply to a prescribed class of licence.

Repeal by regulation

19 This Act may be repealed by regulation of the Lieutenant Governor in Council.

Commencement

20 This Act comes into force by regulation of the Lieutenant Governor in Council.

Explanatory Note

This Bill authorizes the general manager to conduct auctions for the right to apply for special wine store licences to be issued under the *Liquor Control and Licensing Act* and sets out the framework for the conduct of the auctions. These licences will authorize the sale, from locations approved by the general manager within specified grocery stores, of wine, cider and sake made from British Columbia agricultural products. Only a prescribed number of these licences will be issued.

This Bill also amends the *Liquor Control and Licensing Act* to allow for regulations exempting certain classes of licences from the requirement that licensees own the business carried on at the establishment and that licensees own or lease the establishment.

Copyright (c) Queen's Printer, Victoria, British Columbia, Canada



Liquor Control and Licensing Branch POLICY DIRECTIVE No: 15 - 01

February 26, 2015

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

Re: **Liquor Policy Review Recommendations #19 and 20: Phased-in
Implementation of Liquor in Grocery stores**

Introduction

The implementation of the Liquor Policy Review (LPR) report recommendations will permit the implementation of liquor sales in grocery stores, effective April 1, 2015.

This directive describes the following key policies that will allow liquor and wine sales in grocery stores effective April 1, 2015:

- Grocery store eligibility has been defined
- Grocery stores may sell liquor either in a store-within-a-store or 100% BC wine on the shelf, but not both at the same location
- Licensee Retail Stores (LRS) and BC Liquor Stores (BCLS) may relocate to a store-within-a-store grocery store, subject to distance restrictions
- The 1 km distance criteria separating LRS's has been retained and extended to include BCLS's
- The regulation restricting LRS relocation outside its local government/First Nation jurisdiction (i.e. the 5 km rule) has been repealed
- The LRS moratorium has been maintained
- Wine stores, other than winery-owned and sacramental wine stores, may relocate to grocery stores in either a store-within-a-store model or for the sale of 100% BC wine off store shelves
- LRS's and wine stores owned by or located within eligible grocery stores may co-brand

Statutory Authority and Policy Rationale

Government has approved regulations setting out an application lottery procedure for the initial relocation applications. Sections 14.01, 14.02 and 14.03 have been added to the regulations. The new sections of the regulations have been posted to the LCLB website at www.pssg.gov.bc.ca/lclb.

Government intends to bring into force the necessary regulations prior to the April 1, 2015 implementation date to allow the movement of liquor and wine into grocery stores. The policy outcomes of these additional regulations are reflected below.

The following summarizes changes to the policies and regulations and describes the eligibility criteria, application period, application process, and related procedures.

Grocery stores

Eligibility

To be eligible for liquor sales, a grocery store must have a minimum of 10,000 square feet of space, including storage space, and must be primarily engaged in retailing a general line of foods including canned, dry and frozen food, fresh fruits and vegetables, fresh and prepared meats, fish and poultry, dairy products, baked products and snack foods, and non-liquor beverages.

To maintain eligibility, these conditions must continue to be met, along with the following additional requirements: that the sales revenue from food and non-liquor beverages:

- totals at least 70% of non-liquor sales, and
- totals at least 50% of all sales, including liquor sales from a retailer located in the grocery store.¹

Convenience stores and multipurpose stores are not eligible.

Liquor stores within grocery stores

The liquor store within the grocery store must be at least 1 km away from any other LRS or BC Liquor Store. Distance is measured from the front door of the other liquor store to the front door of the store within the grocery store, as the crow flies.

Liquor stores within grocery stores must be physically separated from the rest of the grocery store with controlled access and separate cash tills within the liquor store. The same shopping cart will be permitted to move between the grocery and liquor stores.

The entire perimeter of the licensed area must be identifiable. The majority of the perimeter of the licensed area must be bounded by a fixed and immovable barrier. For the portion of the perimeter that is not fixed and immovable, the barrier must be sufficient to:

- monitor and control entrance to the licensed area,
- prevent unaccompanied minors from accessing the area,
- secure the retail area when required (i.e. when operating hours for the liquor retail area do not align with grocery store hours), and
- identify the main entrance (including what is considered to be the front door) to the licensed area.

An eligible grocery store will be able to co-brand with an LRS that is located within the grocery store or with any stand-alone LRS that the eligible grocery store owns, regardless of its location. The grocery store and the associated LRS must be legally affiliated and either the same legal entity or wholly owned subsidiaries of the same legal

¹ Original wording was revised on March 17th, 2015 to clarify the eligibility requirements for grocery stores.

entity for stand-alone stores.²

Wine in Store

Effective April 1, 2015, wine store licences, other than winery-owned or sacramental wine stores, may be relocated to a grocery store.

A wine store licence can relocate within a grocery store, either in a separate store or on shelf.

There is no distance restriction between other liquor retail or wine store outlets that prohibits the relocation of a wine store.

Wine stores within grocery stores must be physically separated from the rest of the grocery store in the same manner as a liquor store within a grocery store, as described above.

The wine store-within-a-store may sell any type of wine that is permitted under the terms and conditions of their licence. For example, an independent wine store can sell any imported or domestic product. A BC VQA store can only sell BC VQA wine.

An eligible grocery store will be able to co-brand with a wine store that is located within the grocery store or with any stand-alone wine store that the grocery store owns. The owner of the grocery store and the wine store must be the same legal entity for stand-alone stores.

Wine on Shelf

A wine store licence can relocate to a shelf within a grocery store effective April 1, 2015.

The wine store licensee must transfer the wine store licence to the grocery store owner. The exception is for BC VQA stores whose licences are held by the BC Wine Institute (BCWI). In that case, the BCWI will continue to hold the licence but must apply to appoint the grocery store as the third party operator.

The types of products that may be sold off the shelf will be determined by the type of wine store licence as described below.

If the wine store licence allows the sale of only BC VQA wines, then only BC VQA wines can be sold off the shelf.

If the wine store licence allows wine to be sold that is made from 100% BC agricultural products, all types of BC wine, including cider, mead and sake, can be sold off the shelf.

If the wine store licence allows all types of wine (imported and domestic) to be sold, only 100% BC produced wine (including cider, mead and sake) may be sold off the shelf, and the terms and conditions of the wine store licence will be amended to reflect this restriction.

² Original wording was revised on May 13, 2015 to clarify the corporate relationship requirement for eligible grocery store to co-brand with stand-alone stores.

Wine that is sold off the shelf may be purchased at designated tills or regular tills. Regardless of the type of till, the staff making the sale must have Serving it Right certification and be at least 19 years of age.

Floor plans/separation requirements for wine on the shelf

The licensee is responsible for determining their product display area and the tasting area, if tastings are offered. The product display area does not need to be bounded and may encompass a variety of shelf configurations such as a small corner of the store, a kiosk, multiple shelves on one or both sides of an aisle, etc. as long as the following conditions are met:

- All product to which the public has access must be within one contiguous product display area within the grocery store; separate “wine sections” are not permitted.
- The liquor must be able to be secured and inaccessible to the public during the hours that liquor is not available for sale (e.g. when licensed hours do not align with the grocery store’s hours of operation)

The licensee may move the product display area within the grocery store without notifying the Branch, as long as it continues to meet the above-noted conditions.

Liquor inventory may be securely stored within the non-public areas of the store (i.e. stockroom) or in an approved off-site storage using the form found here: <http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB027.pdf>.

The licensee must submit a security plan to the LCLB indicating how they will guard against shop-lifting and ensure minors do not access the product on the shelf.

One tasting area is permitted. It must be immediately adjacent to the product display area and must be defined by a physical barrier (e.g. ropes and stanchions). Only product sold off the shelves may be offered for tasting. For additional information about tastings, please refer to the guidebook for wine store licensees at <http://www.pssg.gov.bc.ca/lclb/docs-forms/guide-winestore.pdf>.

Liquor Retail Stores

LRS distance and relocation criteria

Effective April 1, 2015 the restriction that limited LRS relocation to its own local government/First Nation jurisdiction or up to five kilometers if moving outside the jurisdiction will be eliminated. LRS's can now apply to relocate anywhere in the province.

The regulation prohibiting the relocation of a LRS to within one kilometre of another LRS has been maintained.

BC Liquor Store Relocations

Effective April 1, 2015, the one kilometre rule is extended to BC Liquor Stores,

prohibiting them from locating within one kilometre of a LRS and vice versa. There is an exception for BC Liquor Stores that already have store relocations in process. If a BCLS can demonstrate they had valid interest the new location prior to February 27, 2015, they will be exempt from the one kilometre rule. The same exception was applied previously to LRS's when the distance restriction was implemented.

Application Process to relocate liquor stores from February 27 to March 27, 2015

The elimination of the 5 kilometre restriction may create an initial surge of LRS relocation applications. Due to the 1 km rule, it is critical to determine the order of applications. This is because applications assessed first may negatively affect applications assessed later if the proposed sites are within close proximity.

To ensure a fair process, Sections 14.01, 14.02 and 14.03 have been added to the regulations. These sections establish a lottery system to determine the order of applications.

Relocation Lottery

LRS licensees and BC Liquor Stores will have a four week window from February 27 to March 27, 2015 to apply to relocate. All complete applications received during this window will be placed in the lottery with the order of applications determined on April 1, 2015 and then communicated to applicants. Incomplete applications will not be entered into the lottery and will be dealt with after the lottery applications are processed.

On Friday 27 February 2015, the Liquor Control and Licensing Branch (LCLB) will no longer accept applications for consideration under the previous rules and procedures.

From Friday 27 February until 4:30pm on Friday 27 March 2015, all LRS and BCLS relocation applications received by the LCLB will be set aside to determine eligibility for the lottery. Applicants wishing to be included in the lottery process must download an updated application form package which lays out instructions and criteria for submitting a complete application. Other than for processing payments, the LCLB will not be contacting applicants until after the lottery takes place on April 1, 2015.

Only one application may be submitted per LRS licence number or BCLS store number. Once the application package has been submitted, the LCLB will not accept amendments to the application. Applicants have the option of contacting the LCLB to terminate their application if they wish to withdraw and submit a new application package during the lottery window; application fees will not be refunded. If an applicant submits a second application without cancelling the first one, the second application will be returned to the applicant.

Any applications received by the LCLB after 4:30pm on Friday 27 March 2015, will be reviewed and considered in the order they are received, but only following all the applications received during the lottery intake period.

LCLB staff will determine the applications that are eligible to be placed into the lottery. Eligible and ineligible applicants will be notified regarding their status and any options for going forward, but not prior to the lottery being completed. Eligible applications will have their LRS licence number or BCLS store number entered into the lottery.

On April 1, 2015, the LCLB will conduct the lottery to determine the order in which eligible applications will be reviewed and considered for relocation. The procedures for the lottery draw are attached as Appendix A.

If an application is unsuccessful because it is within 1 km of another application drawn earlier in the lottery, the application fee will be returned to the unsuccessful applicant. The application fee will not be refundable if the proposed location is within 1 km of a LRS or BCLS whose address was posted on the LCLB website prior to February 27, 2015.

Complete Applications

Only complete applications will be eligible to be entered into the lottery. To be complete, the application must include:

1. The application form, with all fields completed
2. The application fee of \$330
3. Proof of valid interest for the proposed LRS or BC Liquor Store location
4. Scaled site plan of the proposed liquor store site showing all the buildings and entrances of those buildings, including any street names. The location for the front entrance door of the proposed LRS establishment must be identified on the site plan.
5. Photographs showing the proposed site
6. Grocery Store Declaration if the proposed liquor store site is located within a grocery store.

Applicants will not be advised if their application is incomplete until after the lottery has been concluded.

The application form, application guide, application checklist, grocery store declaration can be found at <http://www.pssg.gov.bc.ca/lclb/policy/relocation.htm>. The onus is on the applicant to ensure that all requirements set out in the application materials are complete and received at the Liquor Control and Licensing Branch no later than 4.30 p.m. on March 27, 2015. Any application received after that time will not be eligible to be entered into the lottery regardless of the reason.

Failure to provide the above documentation will result in an incomplete application with the following consequences:

- Incomplete applications will not be reviewed for compliance with the 1 km distance criteria
- Incomplete applications will not secure your proposed site or the 1 km radius surrounding it
- Incomplete applications will not be put into lottery

Structural changes and relocations

Structural changes are changes to existing construction, and are defined in detail in section 6.2.1 of the Liquor Licensing Policy Manual.

Where an LRS proposes to move to an address at the same site and within the existing building (with the same parcel identifier number) or to a location that is attached to or abutting the existing building, this is considered a structural change application.

A structural alteration that meets this criteria is not considered a relocation and is not subject to the 1 km distance restriction.

If a LRS or BCLS is attached to or abutting an eligible grocery store, they can apply for a structural alteration to remove the wall to create a store-in-store liquor store. The LRS or BCLC can submit an application for structural change as of February 27, 2015, together with the Grocery Store Declaration. The licensee cannot begin structural alterations until they have received approval in principle from LCLB. The final approval to complete the licensing of the store-within-a store cannot be concluded prior to April 1, 2015 when the prohibition against a LRS co-branding with an eligible grocery store is eliminated.

LRS Applications after March 27, 2015

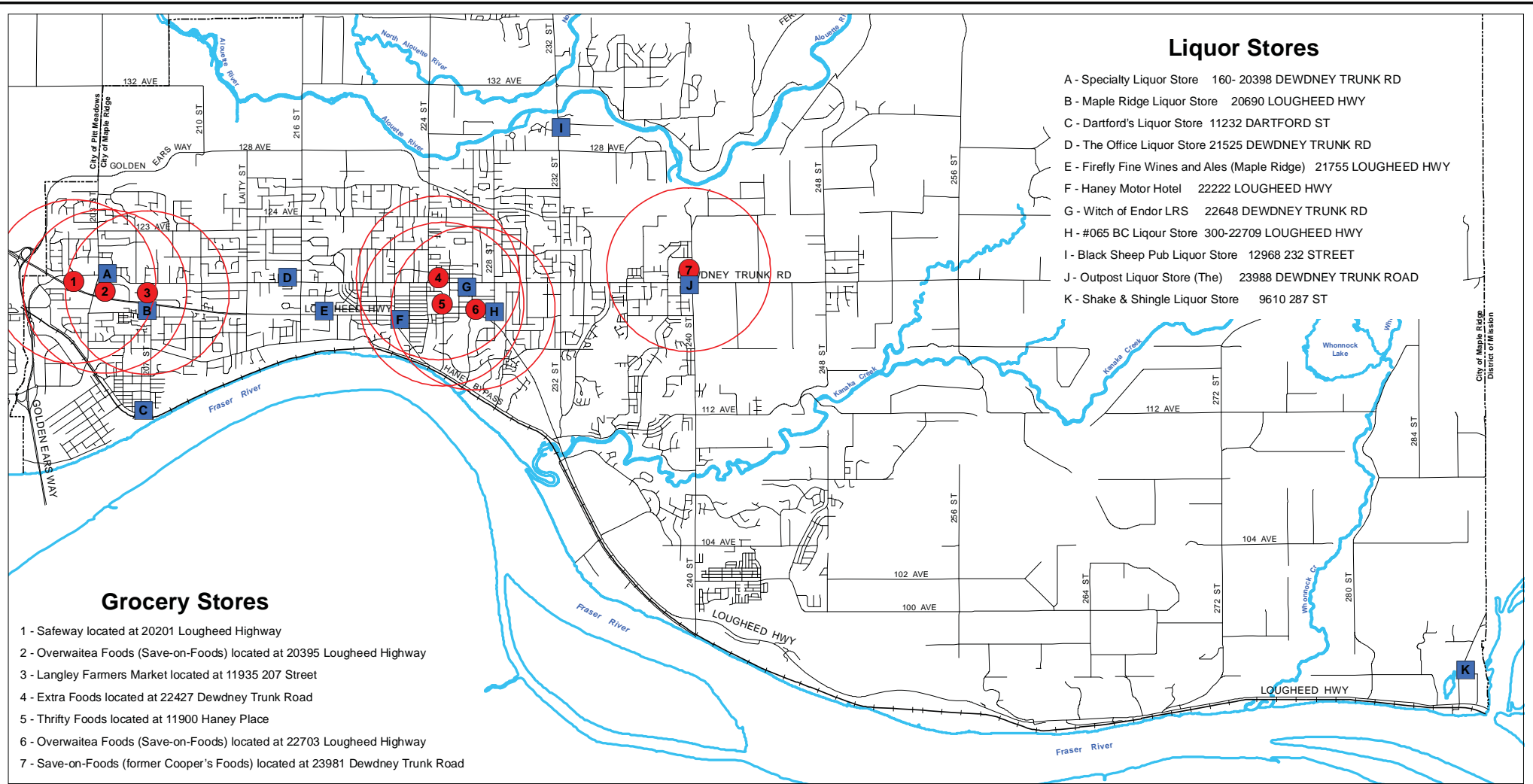
All LRS relocation applications received after 4.30 p.m. on March 27, 2015 will be reviewed in the date order they are received and only after the applications received during the lottery intake period.

Further Information

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at <http://www.pssg.govbc.ca/lclb>. If you have any questions regarding these changes, please contact the Liquor Control and Licensing Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling within the Victoria area.

Original signed by:

Douglas Scott
Assistant Deputy Minister and General Manager



Scale: 1:45,000

Legend

- Grocery Store and 1 Km Radius
- Liquor Store

The City of Maple Ridge makes no guarantee regarding the accuracy or present status of the information shown on this map.

City of Pitt Meadows
District of Langley
District of Mission

Grocery and Liquor Stores

PLANNING DEPARTMENT

mapleridge.ca

FILE: GroceryLiquorStores.mxd
DATE: Aug 10, 2015
BY: DT

APPENDIX E

APPENDIX E: Private Liquor Store and BC Liquor Store Locations

MAP LOCATION	NAME	ADDRESS	CATEGORY	ZONING
A	SPECIALTY LIQUOR STORE	160- 20398 DEWDNEY TRUNK RD	Private Liquor Store	C-2
B	MAPLE RIDGE LIQUOR STORE	20690 LOUGHEED HWY	Private Liquor Store	C-2
C	DARTFORDS LIQUOR STORE	11232 DARTFORD ST	Private Liquor Store	C-4
D	THE OFFICE LIQUOR STORE	21525 DEWDNEY TRUNK RD	Private Liquor Store	C-4
E	FIREFLY FINE WINES AND ALES (MAPLE RIDGE)	21755 LOUGHEED HWY	Private Liquor Store	C-2
F	HANEY MOTOR HOTEL	22222 LOUGHEED HWY	Private Liquor Store	C-3
G	WITCH OF ENDOR LRS	22648 DEWDNEY TRUNK RD	Private Liquor Store	C-3
H	HANEY GLS 065	300 - 22709 LOUGHEED HWY	BC Liquor Store	C-3
I	BLACK SHEEP PUB LIQUOR STORE	12968 232 STREET	Private Liquor Store	CS-1
J	OUTPOST LIQUOR STORE (THE)	23988 DEWDNEY TRUNK ROAD	Private Liquor Store	CS-1
K	SHAKE & SHINGLE LIQUOR STORE	9610 287 ST	Private Liquor Store	C-4

Source: Liquor Control and Licensing Branch (August 4, 2015)
http://www.pssg.gov.bc.ca/lclb/licensed/liquor_retail_location.htm

Appendix F
South Surrey Save-on-Foods “Wine-on-Shelves” section



(Option 1 – All Grocery Stores)

CITY OF MAPLE RIDGE

BYLAW NO. 7161-2015

A Bylaw to prohibit liquor sales in grocery stores

WHEREAS it is deemed expedient to amend Maple Ridge Bylaw No. 3510-1985;

NOW THEREFORE, the Municipal Council of the City of Maple Ridge enacts as follows:

Citation

1. This Bylaw may be cited as “Maple Ridge Zone Amending Bylaw No. 7162-2015.”

Amendments

2. Maple Ridge Zoning Bylaw No. 3510-1985 is amended by adding the following under Part 4, GENERAL REGULATIONS, Section 401(3):

(g) The sale in or from a grocery store, or in or from a store located in a grocery store, of beer, cider, wine or spirits, or any other product intended for human consumption, that contains more than 1% alcohol by volume, except a product produced primarily for cooking purposes.

READ a first time the day of 2015.

READ a second time the day of 2015.

PUBLIC HEARING held the day of 2015.

READ a third time the day of 2015.

ADOPTED, the day of 2015.

PRESIDING MEMBER

CORPORATE OFFICER

(Option 2 – 1 km Rule)

CITY OF MAPLE RIDGE

BYLAW NO. 7161-2015

A Bylaw to prohibit liquor sales in grocery stores within one kilometre of a liquor store

WHEREAS it is deemed expedient to amend Maple Ridge Bylaw No. 3510-1985;

NOW THEREFORE, the Municipal Council of the City of Maple Ridge enacts as follows:

Citation

1. This Bylaw may be cited as “Maple Ridge Zone Amending Bylaw No. 7162-2015.”

Amendments

1. Maple Ridge Zoning Bylaw No. 3510-1985 is amended by adding the following under Part 4, GENERAL REGULATIONS, Section 401(3):

(g) The sale in or from an ineligible grocery store, or in or from a store located in an ineligible grocery store, of beer, cider, wine or spirits, or any other product intended for human consumption, that contains more than 1% alcohol by volume, except a product produced primarily for cooking purposes, and for this purpose “ineligible grocery store” means a grocery store any part of any public entrance to which is located within 1 kilometre, measured in a straight line, from any part of any public entrance to a Licensee Retail Store or government liquor store that is carrying on business when sales referred to in this section commence.

READ a first time the day of 2015.

READ a second time the day of 2015.

PUBLIC HEARING held the day of 2015.

READ a third time the day of 2015.

ADOPTED, the day of 2015.

PRESIDING MEMBER

CORPORATE OFFICER

City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
DATE: August 31, 2015
MEETING: Workshop
SUBJECT: Joint Parks and Leisure Services – financial benefit inequity

EXECUTIVE SUMMARY:

The Joint Parks and Leisure Services (JPLS) agreement was adopted in 1994 by Maple Ridge and Pitt Meadows to provide a framework for the provision and financial support of parks, recreation facilities, and leisure services between the two communities. The agreement calls for regular reviews to ensure consistent customer satisfaction levels and reviews costs.

The most recent review of the Joint Parks and Leisure Services model was completed in July of 2014 by Professional Environmental Recreation Consultants (PERC). The report was presented to each Council along with recommendations. The report was based on extensive consultation and included work done by a Project Steering Committee consisting of the General Manager of Community Development, Parks and Leisure Services, and financial representatives from Maple Ridge and Pitt Meadows. Recommendations of the PERC Report were endorsed by each community.

In the report presented by PERC, six areas of benefit of the agreement were highlighted. This memo is focused on just one: the Economies of Scale. Economies of scale in the provision of parks, recreation facilities and leisure services are where much of the financial savings of the JPLS model are generated.

Our recent analysis demonstrates a disproportionate financial benefit of the agreement is being enjoyed by Pitt Meadows, \$1,020,000 plus or minus \$200,000. In essence, Maple Ridge is not deriving any economies of scale as a result of this agreement, beyond what it would achieve operating independent of the agreement. The current financial model of the agreement costs Maple Ridge residents more, estimated at \$200,000 (plus or minus \$200,000), as compared to providing the same service levels on our own.

RECOMMENDATION(S):

That a letter be written to the City of Pitt Meadows Council asking that the two Chief Financial Officers work together to provide resolutions correcting the financial inequity of the Joint Parks and Leisure Services Agreement and that a report be provided by the end of October 2015.

DISCUSSION:

The JPLS agreement was adopted in 1994 by Maple Ridge and Pitt Meadows. This agreement calls for regular reviews to ensure consistent levels of citizen satisfactions and confirmation of the financial model.

The most recent review of the JPLS agreement was completed in July of 2014 by an external consultant: Professional Environmental Recreation Consultants (PERC). The report includes a section evaluating six Benefit Categories:

1. Equal Access to Services
2. Access to Technical Resources
3. Public Service Benefits (One Stop Leisure Information Shopping)
4. Coordinated Service and Facility Planning
5. Economies of Scale
6. School District Cooperative Service Planning

Each category is explained in more detail in PERC's report which is included in Appendix A.

This memorandum is focused on just one: the Economies of Scale. Economies of scale are a primary benefit that was the impetus for the establishment of the JPLS model over twenty years ago. Economies of scale in the provision of public parks and leisure services are where financial savings as a result of the JPLS model are accrued to each community.

The financial analysis of the economies of scale is based on the current level of service delivery generally, but is not exhaustive. For example the PERC report includes a description of the angst felt by Pitt Meadows Council regarding whether their interests are being served through the JPLS. (P. 10). A sense of dissatisfaction with the services provided through the JPLS has been consistently expressed to the staff delivering the service by Pitt Meadows Council since the inception of the agreement. The staff time spent responding to these concerns is not insignificant but has not been calculated into the financial analysis of the economies of scale. Nor has the cost of the administrative burden associated with operationalizing the JPLS. For example, staff support for the governance model that includes reporting to the Maple Ridge / Pitt Meadows Parks and Leisure Services Commission and to two Councils.

The relative level of investment in capital does not have a proportionate impact to the financial equity in the JPLS model as each community covers their own capital investments. It is with the sharing of the operating costs of facilities and programs where the distribution of equity is relevant.

In the current model where Maple Ridge covers 80% of the operating costs, there is little incentive for Pitt Meadows to make capital investments that may mitigate operating costs. One design option when considering the South Bonson Community Centre was to invest in a caretaker residence. Selecting this more capital intensive option would have reduced operating costs. Weighing the options Pitt Meadows decided not to include the caretaker residence.

The overall net financial benefit of the agreement is in the order of \$820,000, as noted in the report by PERC under Economies of Scale. This is the combined saving compared to what it would cost each municipality to deliver the same services independently. Addendum A summarized each service concluding that if Pitt Meadows provided the same services themselves, it would likely cost about \$1,020,000 more for the same level of service that Pitt Meadows receives now. For Maple Ridge, the cost of providing the current service level for our own community would be reduced by \$200,000 compared to what it currently costs us under the JPLS agreement.

This analysis demonstrates a disproportionate financial benefit under the agreement is being enjoyed by Pitt Meadows. To continue with the current financial model within the agreement will cost Maple Ridge residents more in comparison to providing the same service levels on our own.

If additional capital investments, such as new pool, are added in Maple Ridge approximately 20% of the operating costs would be charged to Pitt Meadows, this will lessen the inequity of the JPLS agreement but would require significant capital outlays. Originally it was anticipated that Pitt Meadows would build a pool in their community. Pitt Meadows has since removed this from their capital plan and suggested that Maple Ridge construct a second pool in East Maple Ridge.

If the inequity is not resolved or if Pitt Meadows does not respond to the request to fix the inequity, staff will recommend that Maple Ridge pursue a detailed analysis of the up front and transitional costs of exiting the agreement. Although the agreement indicates that it will be the responsibility of the community that initiates withdrawal from the agreement to cover such costs, given the dissatisfaction expressed by Pitt Meadows and the financial inequity that Maple Ridge is experiencing, it may be in both parties interest to consider sharing those costs.

CONCLUSION:

Although the costs and savings is just one aspect of benefit of this agreement, it is important to maintain a financial balance. Maple Ridge Council and residents may deem the level of subsidy enjoyed by Pitt Meadows as inappropriate, and it will require significant resolve to rectify a balance in equity.

Therefore, it is recommended that staff be directed to work collaboratively with Pitt Meadows staff to review the apportionment of costs and benefits under this agreement, and to investigate adjustments to the cost sharing allocation to resolve the financial inequity.

“Original signed by Trevor Thompson”

Prepared by: Trevor Thompson, BBA, CPA, CGA
Manager of Financial Planning

“Original signed by *Paul Gill*”

Approved by: Paul Gill, BBA, CPA, CGA, FRM
General Manager: Corporate & Financial Services

“Original signed by *Kelly Swift*”

Approved by: Kelly Swift
General Manager: Community Development, Parks and Recreation

“Original signed by Paul Gill”

Concurrence: Paul Gill, BBA, CPA, GCA, FRM
Acting Chief Administrative Officer



District of Maple Ridge

TO: His Worship Mayor Ernie Daykin
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: August 25, 2014
FILE NO: 0640-30-01
MEETING: C.O.W.
SUBJECT: FINAL REPORT ON JOINT LEISURE SERVICES REVIEW

EXECUTIVE SUMMARY:

A review of the Joint Leisure Services (JLS) model was included in the 2014 business plan. The JLS model was adopted by the District of Maple Ridge and City of Pitt Meadows in 1994, formalized through an agreement and bylaws, and made operational through the Maple Ridge and Pitt Meadows Parks and Leisure Services Commission.

Professional Environmental Recreation Consultants (PERC) was selected to conduct this review. PERC met with both Councils three times each as well as key stakeholder groups during the review process. In addition the consultant reviewed financial, business planning and other pertinent documents. PERC's final report on the Joint Parks and Leisure Services Model Review is attached.

RECOMMENDATION:

That the recommendations in the Joint Parks and Leisure Services Model Review report dated July 31, 2014 prepared by Professional Environmental Recreation Consultants Ltd. and implementation of each recommendation as described in this report dated August 25, 2014 be endorsed.

DISCUSSION:

a) Background Context:

Previous reviews of this model were conducted in 2002 and 2010. Following each review the model was refined. In 2010, a resolution was passed that scheduled the next review for 2015. However, both Councils asked that it be done sooner. Consequently, a review of the JLS model was included in the 2014 work plan. A report on the project scope was brought forward to Council on February 17, 2014 and following that Professional Environmental Recreation Consultants (PERC) was selected through a formal request for proposal process to conduct this review.

During the review process Mr. Brian Johnston, representing PERC, met with Council on three occasions: on May 5, 2014 Council provided input on the current model; on June 9, 2014 Council heard and commented on input provided by all stakeholder groups; on

July 7, 2014 Council heard and commented on draft conclusions and recommendations prepared by PERC. The final report on the Joint Parks and Leisure Services Model Review has now been completed.

The report includes two key sections titled Conclusions and Recommendations. PERC concludes that the JLS model is well grounded; that the five benefit categories that anchor the agreement are still applicable today; that a sixth benefit could be categorized as the ability for School District No. 42 to work with one unified parks and leisure service agency; that the existing model should be retained; that “opting out” of services should be avoided or only done in exceptional cases; and finally, that the model should be retained and improved as outlined in the recommendations provided.

The Conclusion Section of PERC’s report also includes a list of “stresses and strains that need to be resolved”. This includes: the need for clarity on the nature of the relationship between the three parties to the JLS Agreement which PERC has defined as a partnership. Further “stresses and strains” noted were the need for clarity on what is and what is not included in the agreement; clarity and consensus on how to measure performance of the system; clarity on the total cost savings and breakdown of same to both municipalities; clarity on how to manage service level discussions; clarity on the role, structure and function of the Commission; and the need to rectify Pitt Meadows concern about staff allegiance. PERC has addressed these areas of concern in their recommendations.

For clarity, PERC has also identified “stresses and strains” that were raised that cannot be put into effect without compromising the benefits that the agreement strives to attain. In this regard PERC suggests that the partners not create variation to the approach and delivery method of programs and services; not break down information (promotion and public contact) systems by municipality; not opt out of services; and not duplicate services beyond what is necessary. In addition, this section includes PERC’s assessment that the Pitt Meadows Seniors Centre is operating at an equitable level of service within the current model.

The conclusions described above lead to eight recommendations:

1. *That any service change requests or concerns with service standards be forward directly to the Commission.*
The role of staff, Commission and Councils as well as communication between these groups needs further clarification. Staff recommend that this be included as a discussion topic at the workshop with both Councils.
2. *That the Art Gallery support be added to the Joint Services Agreement.*
Staff support this recommendation and will bring it forward during the 2015 business planning process.
3. *That net financial benefits be shared equitably.*
Staff recommend that this item be referred to Finance representatives to review how greater financial equity could be achieved.

4. *That a joint Council workshop be hosted to deal with each Joint Service Model review.*
Staff support this recommendation and if supported by Council, this workshop can be planned to occur following this review and with each incoming Council.
5. *That an annual senior management workshop be held.*
Staff support this recommendation and will coordinate this workshop for the Fall of 2014 and on an annual basis, or more often if needed, in future.
6. *Establishment of a City of Pitt Meadows staff member advocate and resource.*
Staff support this recommendation and propose that this item be brought back to Council with a recommended structure.
7. *That a more complete set of performance measures be developed.*
Staff support this recommendation and will bring it forward during preparation of the 2015 business plan.
8. *Regularization of the schedule of full reviews of the agreement.*
The current agreement identifies that a review will occur every three years and staff support this review schedule.

b) Desired Outcomes:

This review process met the outcomes established in the scope of work by confirming the benefits associated with the JLS model as well as any constraints; assessing the financial benefit that a joint service delivery model provides to both municipalities; suggesting an operating model for the delivery of parks, recreation and cultural services for the future; and providing recommendations on how to improve the current service delivery model.

c) Strategic Alignment:

This review has confirmed that each municipality is utilizing the optimal operating model to deliver good quality parks, recreation and cultural services to our citizens and customers.

d) Citizen/Customer Implications:

The final report prepared by the consultant includes an evaluation of the benefits that the JLS model provides to citizens in each municipality and confirms that all five of the previously identified benefits are being achieved although it was noted that while there is a net financial benefit of approximately \$820,000, all of this benefit flows to Pitt Meadows. In addition, a sixth benefit was identified regarding the enhanced level of cooperative planning with School District No. 42 that is enabled through the JLS model.

e) Interdepartmental Implications:

The project team supporting this work included Finance representatives from both municipalities and the General Manager of Community Development, Parks and Recreation.

f) Business Plan/Financial Implications:

If supported by Council, the recommendations in the attached report will input to the development of work plan items brought forward during the 2015 business planning discussions.

CONCLUSIONS:

Staff support the recommendations PERC has provided in their Final Report on the Joint Leisure Services Model Review and an outline regarding implementation of each recommendation has been included in this report for Council's consideration.

"Original signed by Kelly Swift"

Prepared by: Kelly Swift, General Manager Community Development,
Parks and Recreation Services

"Original signed by Trevor Thompson"

Concurrence: Trevor Thompson, Manager, Financial Planning

"Original signed by Jim Rule"

Concurrence: J.L. (Jim) Rule
Chief Administrative Officer

:ks

Attachment:
Joint Parks and Leisure Services Model Review Final Report

**Maple Ridge and Pitt Meadows
Parks and Leisure Services
Joint Parks and Leisure Services
Model Review**

Final Report

Submitted by: Professional Environmental
Recreation Consultants Ltd.

Submitted on: July 31st, 2014

Submitted to: Maple Ridge and Pitt Meadows
Parks and Leisure Services



Professional Environmental Recreation Consultants Ltd.

Suite 400, 505 – 8840 210th Street, Langley, BC V1M 2Y2

Tel: 604.868.3604 www.peronline.com

Table of Contents

Introduction	1
Background	1
Evaluation of the Benefits Categories	3
1. Equal Access to Services.....	3
2. Access to Technical Resources	5
3. Public Service Benefits (One Stop Leisure Information Shopping)	6
4. Coordinated Service and Facility Planning	6
5. Economies of Scale	7
6. School District Cooperative Service Planning.....	8
Evaluation of Additional Information	9
Clarity.....	9
The Nature of the Relationship	10
Governance	10
Differences Between the Two Communities	11
Divergent Levels of Required Service Levels.....	11
Gaps in Service Delivery.....	12
Options to the Existing Delivery System.....	12
Options within the Existing Governance Model.....	12
Options to the Existing Governance Model	15
Overall Findings of the Review.....	17
Conclusions	18
Recommendations.....	21
 Addendum A – Summary of Financial Benefits of the Joint Delivery System.....	 A - 1
Addendum B – Inventory of Parks Breakdown by Municipality	B - 1

Introduction

In March of 2014 PERC was retained to undertake a review of the Joint Parks and Leisure Services Agreement in which the District of Maple Ridge, the City of Pitt Meadows and School District 42 jointly deliver public parks and leisure services within the two municipalities. This is the third in a series of reviews mandated by the agreement that underpins the Joint Services Model, which has been in existence for 20 years.

In the course of this review the consultant:

- Compiled and analyzed a great deal of background data including budgets for Parks and Leisure Services, agreements and contracts, previous reviews of the Agreement, results of surveys of the general public and community groups;
- Met with both councils three times before submitting and presenting this final report;
- Solicited and obtained input from members of the Maple Ridge / Pitt Meadows Parks and Leisure Services Commission;
- Met with groups representing front line service delivery staff, senior municipal staff at each of the municipalities, and representatives of the Ridge Meadows Senior Services Society;
- Solicited and obtained input from the staff and Board of School District 42;
- Met with a Project Steering Committee representing the two municipalities five times before undertaking the analysis that led to a draft report, and now this final report.

The consultant would like to thank all who had input to the review, and provided background information. However, any errors or omissions in the information provided are the consultants' responsibility.

The report provides some analysis, explores several options to the existing system, draws nine conclusions and culminates in a set of eight recommendations.

Background

Twenty years ago the two municipalities, by by-law, agreed to enter into a Joint Parks and Leisure Services Delivery Model representing the two municipalities. The Delivery Model is implemented by a Joint Parks and Leisure Services Commission, which then entered into a master agreement and several sub-agreements with the School District. The School District and each of the municipalities have three elected representatives which sit on the Commission, which is augmented by six additional unelected citizens at large (i.e. two from Pitt Meadows and four from Maple Ridge) for a total of fifteen voting members.

Each municipality entered into a full range of parks and leisure services originally, and the range has been extended over time as new facilities have been built or enhanced (e.g. South Bonson Community Centre). However, Pitt Meadows has unilaterally opted out of a few services (e.g. Art Gallery) even though the Agreement is not clear on how opting out is to occur. The parks and leisure services are provided by the staff of Maple Ridge's Community Development, Parks and Recreation Department, which reports to the Commission for direction on service delivery.

The costs for each of the 21 services currently provided within the Agreement are calculated as follows;

- Direct costs for each service are identified and any non-tax revenues associated with that service (e.g. user fees and outside grants) are deducted;
- Then a portion of a basket of Support Services is added to account for Departmental staff and services which span a number of service areas;
- Finally 4.5% is added to account for support from other Maple Ridge departments other than Community Development Parks and Recreation. This includes Information Technology, Finance, Human Resources, and the CAO's office.

The result is the total cost for each service (and, by addition, all services) that must be paid by local taxpayers.

Once the net tax support for each and all of the shared services is quantified, the total net cost to be assumed by local taxpayers is split on the basis of proportional population. At present, that split is 80% Maple Ridge (population of 79,142) and 20% Pitt Meadows (population of 18,648) and this ratio has remained quite constant for many years.

When the Joint Services Model was originally being considered, the benefits of working together were clearly articulated in an Investigative Report. These five categories of benefits became the basis for the Joint Services Agreement and continue to be a base for reviewing the current relevance and appropriateness of the Model. They are listed in **Figure One** along with some comments provided by the consultant.

Figure One
The Benefits That Justified the Formation of the Joint Services Model

Categories of Benefits	Some Explanation	Consultant Comments
1. Benefits of Equal Access	No delayed registration or non-resident fees for accessing parks and leisure services in either municipality	Access to an indoor pool continues to be one of main issues here. While there are more opportunities for Pitt Meadows to use indoor pools and other services west and south than there were 20 years ago, this is still a significant benefit.
2. Access to Technical Resources	Specialized training and expertise is available that might not otherwise be justified (at least in the smaller municipality)	This is still quite important and relevant, and may actually be growing in importance as expertise becomes more sophisticated. Specialized operating and maintenance equipment also comes into play now (e.g. a synthetic turf groomer used on both sides of the border).
3. Public Service Benefits	Individuals and user groups deal with only one agency for accessing information, facilities and services	This continues to be quite important and relevant, and especially advantageous to user groups; most of which have a membership which spans the two municipalities.

Categories of Benefits	Some Explanation	Consultant Comments
4. Coordinated Planning	No inappropriate duplication of services; rather a systematic approach to services for both communities	This is still quite relevant and a powerful overall benefit. However, Pitt Meadows is requesting some services which could cause inappropriate duplication of effort. Also, when Pitt Meadows eventually gets an indoor pool, it becomes less relevant as each community will have some of almost all categories of facilities.
5. Cost Savings	One larger delivery system can provide more efficient services than two separate smaller delivery systems operating in parallel	This continues to be quite important and relevant. There are very significant cost savings overall delivered through the joint model; especially to Pitt Meadows.

Source of the first two columns: Ridge Meadows Parks and Leisure Services; An Investigative Report, December 21st, 1992, page 12; the final column represents the consultant's understanding of the situation.

While not part of the original five categories of benefits, it is worth noting that a sixth area of substantial benefit accrues to local residents due to the inclusion of the School District in the Joint Services Model. The fact that School District 42, which has boundaries coterminous with the two municipalities, can deal directly with the two municipalities through a single joint Parks and Leisure Services Commission of which it is part, has allowed for substantially more cooperative planning and service delivery involving school district property and assets than would have been likely if the School District had to work with two separate municipal bodies in parallel to effect the same level of reciprocal benefit. In the consultant's experience, the list of cooperative projects entered into with this School District is atypically high in Maple Ridge and Pitt Meadows when compared to other communities in British Columbia.

The above noted five categories of benefits and the sixth category of cooperative planning and service delivery with the School District form the basis for this review and assessment of how well the existing model is working.

Evaluation of the Benefits Categories

The information collected by the consultant as part of this review is analyzed and the results summarized firstly under each of the six benefits categories introduced in the previous section and then under a few additional headings that have broader application.

1. Equal Access to Services

The first category of benefits is the assurance that all residents of both municipalities have equitable access to all public parks and leisure services available in both municipalities.

Every three years the Commission retains an independent research firm to conduct a random sample, statistically reliable survey of Pitt Meadows and Maple Ridge residents to determine usage patterns and satisfaction levels; in part to test this category of benefit. The most recent survey was completed in May of 2014 and the results were considered as part of this review process. The following salient points represent the overall findings that are most pertinent to this review.

- An extremely high proportion (97%) of resident households has used the existing parks and leisure services over the past year. About the same proportion of residents in both communities have used one or more parks or leisure services, with most using multiple parks and leisure services. Generally, there appears to be equitable access to all services.
- Satisfaction levels with the existing parks and leisure service delivery system are very high, with 86% of respondents indicating that the services are excellent or good, and separately 62% indicating that such services are equal to or better than comparable services in other Metro Vancouver communities.
- Usage rates and satisfaction levels are at or higher than experienced in the results of similar surveys in previous years, which is a very good result.
- A higher proportion of Pitt Meadows respondents (27%) indicated a need for more or better parks and leisure services than did Maple Ridge residents (16%). More than half the need for additional services in Pitt Meadows was specifically tied to a need for a new indoor pool.
- In general, this most recent survey and past surveys have shown very similar usage rates of parks and leisure services spaces and programs. However, for the first time, there is a statistically significant difference in the proportion of households that have used the Maple Ridge Leisure Centre indoor pool in the past year. Whereas 60% of Maple Ridge households reported using the pool within the past twelve months, only 46% of Pitt Meadows households reported using the same facility over the same time frame. This indicates that the single indoor pool may not be serving both municipalities proportionately. The consultant wondered if Pitt Meadows residents may be using indoor public pools west and south of the community as an alternative to using the Maple Ridge Leisure Centre indoor pool. However, a smaller proportion of respondents¹ from Pitt Meadows (26%) indicated some swimming activity over the past year than Maple Ridge residents (32%), which suggests that Pitt Meadows residents aren't so much using other pools as they are simply less likely to swim in any indoor pool. This survey result may indicate a general pattern of use seen with other facilities whereby residents tend to use facilities that are located geographically closer to them, or it may be an anomaly, or it may represent a potentially emerging problem for the Joint Delivery Model that needs to be monitored. If it is an anomaly, it won't recur or it will reduce. If it indicates a growing trend, this will have to be addressed.

Other issues were raised about equity of access to parks and leisure services. They include the following points.

- Concern was expressed by Pitt Meadows staff or elected officials that some services are unbalanced and unfair to Pitt Meadows. A specific example is that the operating hours at and services located within the Pitt Meadows Seniors Centre are not commensurate with the operating hours at and services provided within the Maple Ridge Seniors Centre, even though both are operated by the same organization. However, when this was discussed with the non-profit organization that operates the two centres, it did not agree with that perception. It clearly indicated to the consultant that the organization attempts to deal with both centres as fairly as possible and that the differences are due to operating economies of scale, the relative size of the population served, the specific differences in the two facilities, and the age and

¹ The higher proportions for using the MRLC indoor pool (60% for MR and 46% for PM) were for household use, whereas the lower proportions for swimming activity (32% for MR and 26% for PM) were for the individual respondents.

evolution of one facility which is more advanced than the other. Board members of the group from both Pitt Meadows and Maple Ridge resisted any perception of inequity in service delivery between the two communities and asserted that they knew best that both centres operated equitably. It is also worth noting that the resources originally assigned to operate the Seniors Centre in Pitt Meadows were sufficient for 20 hours of operation per week and that the society operating both centres has been able to more than double that level of service through reallocation of resources.

- There are some areas in which Pitt Meadows does not participate financially in, and yet still derives benefits from. For example, Pitt Meadows doesn't participate in social planning initiatives. So, Maple Ridge alone funds a Facilitator for the Maple Ridge, Pitt Meadows, Katzie Community Network of social service providers which includes representation from all providers serving the region except for the City of Pitt Meadows. Therefore, Maple Ridge funds something that benefits Pitt Meadows and Pitt Meadows cannot easily be excluded from that benefit. Also, Pitt Meadows has opted out of funding for the Art Gallery within the ACT facility. Yet, attendance data shows that a significant amount of Art Gallery use is by Pitt Meadows residents which continue to benefit from the service and cannot easily be excluded from that benefit.

2. Access to Technical Resources

There appears to be ample clarity and near unanimity that this benefit heading continues to be at least as relevant as it once was and possibly even delivers more benefits now than it has in the past. This would be due to increasingly sophisticated equipment and technical expertise being required in the delivery of certain parks and leisure services. In the area of technical expertise, examples include the following.

- In order to legally operate an outdoor pool, a technically qualified pool supervisor is required who has training in water quality testing and control as well as thorough knowledge of safety and operating issues. In the two communities, one such person is available at the indoor pool to supervise the opening, operating and closing of both outdoor pools. If the two municipalities operated independently, a second staff person would be legally required to operate the Pitt Meadows outdoor pool.
- The Parks Planning technician in the Joint Parks and Leisure Services Model has been available to coordinate and supervise design and development of parks in both communities. It would be much more difficult for both communities to justify retaining such expertise separately and independently.
- A Manager in the Joint Parks and Leisure Services Model acts as a Project Manager for such capital projects as the Pitt Meadows Family Recreation Centre retrofit, and is available to deal with technical HVAC and other facility operating issues in facilities on both sides of the municipal boundary. It would be much more difficult for both communities to retain such expertise separately and independently.

In addition to technical expertise, sophisticated technical equipment can be justified within a single unified department, whereas it would be much less economical to duplicate that equipment in each municipality if the two were to operate separately. Just one example of this type of equipment is the synthetic turf groomer which is used to groom all three synthetic fields in Maple Ridge and Pitt Meadows.

3. Public Service Benefits (One Stop Leisure Information Shopping)

This benefit category suggests that citizens of both municipalities would benefit from dealing with a single agency that provides service and attempts to ensure that everyone knows about the availability of all leisure opportunities in the region and how to access them. It also suggests that one agency dealing with all Ridge Meadows organizations, providing support and allocating indoor and outdoor spaces is much easier than would be the case if these groups were to deal with two separate agencies.

Generally, this appears to be as compelling a benefit now as it has always been. Indeed a recent survey of organized user groups probing for how supported they feel had very positive results and many user groups benefit greatly from dealing with only one agency in terms of accessing spaces on both sides of the municipal border. Also, most citizens appear to benefit from having access to all information they might ever need through unified phone numbers and a common website.

However, there was one concern registered. Pitt Meadows staff and council report that some of its citizens contact Pitt Meadows City Hall to obtain information about parks and leisure services, programs spaces or special events. Although they are referred to the joint and common website, some would prefer to obtain such information directly from City Hall.

4. Coordinated Service and Facility Planning

One of the benefit categories is coordinated service and facility planning to reduce duplication and optimize service delivery. This doesn't mean that there will only be one facility or one program of each type in the region; each serving all residents of both municipalities. Instead, it means a hierarchy of services and spaces with duplicates in each neighbourhood or community and some specialized spaces and services provided in one location within the region as the total population grows to the point where a second one is warranted. At that point, a second service or space can be provided where it is most needed. It also means a systems approach to service delivery which includes more effective inter-municipal trails and green spaces. While coordinated facility planning appears to be working well, the notion of coordinating services between the two jurisdictions has exhibited some stresses and strains as summarized below.

The consultant heard a few examples where a program or special event that should optimally be provided in one location within the two municipalities, and possibly moved from one to the other over time, is duplicated in both municipalities, usually due to requests from Pitt Meadows to have its own permanent version of the program or special event. Also, some services are duplicated between the two communities and this causes the staff to support two separate and independent functions (e.g. the two municipal Public Art Committees).

Interestingly, the need for a new indoor pool in Pitt Meadows is a bit of a "two edged sword" in that:

- On the one hand, a second pool in the region, located in Pitt Meadows, would benefit all residents of both municipalities. It would directly impact Pitt Meadows positively, and indirectly help Maple Ridge residents by freeing up capacity at the MRLC, thereby delaying the need for a second pool in eastern Maple Ridge.
- However, if a second pool is developed by Pitt Meadows under the terms of the current agreement, the flows of net financial benefit will shift even more substantially in favour of Pitt Meadows such that there could be pressure for Maple Ridge to opt out of the Joint Parks and Leisure Services Agreement. This would increase costs to Pitt Meadows over and above the costs of the new indoor pool and make it much more difficult for Pitt Meadows to sustain the increased level of parks and leisure services on its own.

5. Economies of Scale

It continues to be quite clear there is net financial benefit to the entire system due to the Joint Delivery Model. The actual figures are included in **Addendum A**. While the overall financial benefit is likely in the order of \$820,000 (or about \$8 per citizen), it is more difficult (and less accurate) to clarify the benefit for each of the categories of service. This is due to the large block of what is called “Support Services” which includes all staff and all services that span several service categories. This \$2,100,000 block of costs includes management staff and employees with a broad base of responsibilities as well as a number of common services such as banking costs and vehicle insurance. The block is quantified and then apportioned to each of the 21 service categories on a percentage basis. If each service were to be broken out and operated separately, it would be difficult to reduce tiny pieces of several staff members or systems. However, that has been done and the results are summarized in **Addendum A**. It shows that virtually all of the financial benefit flows to Pitt Meadows which benefits most from the partnership. In fact, it is possible that Maple Ridge taxpayers currently subsidize Pitt Meadows taxpayers to a modest degree.

This financial benefit is reaffirmed by comparing what Pitt Meadows pays and the level of service it gets against other lower mainland communities (e.g. City of Langley, City of White Rock and City of Port Moody) of similar size and circumstance and other communities in BC. **Figure Two** provides some comparison.

Figure Two
Comparison of Small Cities in the Lower Mainland

Community	Population	Net Public Subsidy for Parks and Leisure Services	Net Public Subsidy per Capita
City of Pitt Meadows Parks and Leisure Services in 2013, including support for an indoor pool	18,648	2,195,000	\$118
City of Langley Parks and Leisure Services in 2012 but no support for an indoor pool	27,000	1,268,000	\$47
City of White Rock Parks and Leisure Services in 2012 but no support for an indoor pool	20,000	1,110,000	\$56
City of Port Moody Parks and Leisure Services in 2012 but no support for an indoor pool	33,000	5,382,000	\$163
City of Trail* All parks and recreation in 2013, including support for an indoor pool	8,000	2,057,000	\$257
City of Williams Lake All recreation in 2012, including indoor pool but no parks are included	20,000	2,020,000	\$101

* While the City of Trail provides services to another 8,000 residents in the outlying area, and some contribute to the cost of parks and recreation services, the net cost to the 8,000 City residents is \$2,057,000.

As **Figure Two** shows, Pitt Meadows, which does not operate its own indoor pool, but which contributes to the indoor pool in Maple Ridge, and enjoys most other types of services and facilities, invests more

per capita than two other smaller Lower Mainland Cities which also do not own an indoor pool but do not contribute to the operation of the indoor pool in an adjacent municipality. It also spends less per capita than the City of Port Moody which does not support an indoor pool. In all three of these comparator urban centres, there is very little collaborative service delivery between the City and its adjacent municipality that provides an indoor pool.

It is worth noting that smaller centres like Trail and Williams Lake which have a full complement of parks and recreation spaces, including an indoor pool, spend significantly more than Pitt Meadows on a per capita basis. Trail spends more than twice what Pitt Meadow spends, and Williams Lake, if the cost of operating parks services were added, would certainly spend more than Pitt Meadows.

Maple Ridge also spends about \$120 per capita on a full slate of parks and leisure services. In a series of surveys of communities in BC, conducted by PERC over the past thirty years, Maple Ridge has consistently reported about 10% less spending per capita than the average of large urban centres.

6. School District Cooperative Service Planning

Among the long list of successful municipal/school district collaborations, several examples stand out.

1. **Sport and Recreation Facilities** - SD42 and Parks and Leisure Services (PLS) have collaboratively developed and maintained more than a dozen school and community sport facilities that flowed from the Master Agreement, including several synthetic turf fields, natural turf athletic fields, courts, diamonds and pitches, as well as several other school amenities.
2. **SD42 Use of PLS Facilities** - More than 30,000 visits per year are made by SD42 students to public facilities and amenities in the two communities as part of the school curriculum, with swimming and skating the most popular categories of uses. In addition, SD42 operates a Store Front School within Greg Moore Youth Centre (GMYC), and the School Outreach Team brings students into the facility during unutilized times to connect with youth and to connect youth to the centre and the services provided there.
3. **Community Use of SD42 Facilities** – More than 5,000 visits per year are made by residents of the two municipalities to schools within SD42 to participate in programs and a range of community group activities, all coordinated, scheduled and tracked by the department's registration software. Also, more than 1,000 hours of community group rentals are recorded in school facilities each year resulting in more than 15,000 participant hours. In addition to this usage, PLS offers summer day camps on weekends and during summer school break at school sites such as the Lillooet (Old Yennadon Community) Centre and Alexander Robinson.
4. **Partnership Programs** - The formation of the Maple Ridge, Pitt Meadows, Katzie Community Network in 1999 and its evolution as a recognized and effective community planning table, provided a valuable venue that strengthened the system's ability to achieve Master Agreement objectives. This has occurred through shared research such as the Early Development Indicators (EDI), through dialogue between service providers about common issues and community priorities, and through shared knowledge and resources to address defined priorities. Examples of services that have resulted from discussions in this forum include a Girls in Action Noon Hour Program, International Student Special Events, Listen to Us Youth Forum, Neighbourhood School Gardens Project, Hive Neighbourhood Learning Centre, School Yard Youth Action Park and Leadership Team, Active Kids Club, and the Building Community Solutions Study Circles.

5. **Other Examples of Collaboration** - There are many ways that SD42 and PLS work together outside of programming to benefit children, youth and families.
- SD42 supports PLS staff to conduct regular focus groups with children and youth within schools to gauge recreation interests and needs.
 - SD42 provides PLS with funding through the Tzu Chi Foundation to alleviate financial barriers to recreation for SD42 students. PLS allocates that funding following SD42's criteria and reports back on participation levels.
 - PLS promotes Active Healthy Lifestyle and program opportunities through school newsletters and publications; makes presentations to children and youth to promote recreation and healthy living to staff at career days and at leadership classes.
 - PLS supports students to gain experience in recreation settings under the Career and Personal Planning Program.
 - PLS works with SD42 Leadership Classes to host special events.

It is unlikely that all of these would have been initiated and operated as successfully as they have in both municipalities if the School District had to deal separately with two municipalities within its boundaries to effect such cooperation.

Evaluation of Additional Information

In addition to assessing how the original set of six benefits continue to be relevant, the consultant received additional input which collectively fits under subheadings that span more than one of the six.

There is a perception, at least among staff and elected officials in Pitt Meadows, that the delivery system is not working as well as it should. There are a number of examples of concerns expressed publicly, and these concerns were registered with the consultant and summarized under a series of sub-headings as follows.

Clarity

- There is a lack of clarity about what is included in the Agreement and what is not; especially when staff members originally involved in its implementation came to understandings that were never documented as refinements to the Agreement. In some cases, new senior staff members come into new roles and don't have the background to understand what is included within each of the 21 service categories.
- On a related matter, there is little clarity on the specifics of defined service levels for each category of service. That allows for expectations that are divergent on each side of the border. For example, there is pressure to provide higher staffing levels at South Bonson Community Centre than for similarly positioned community centres in Maple Ridge which are operated differently.
- Measuring the value of the partnership is difficult. In fact few measures are available on which to base value of the cooperative effort. This leaves value open to individual interpretation which allows for variance in interpretation of how well the model is working.

The Nature of the Relationship

- There is some lack of clarity about the nature of the relationship between the two municipalities. Some perceive it as a partnership and some perceive it as a contract for service. This warrants some discussion. The consultant would suggest that a contract for service is a simple relationship in which a municipality contracts another to deliver a service at a set price. This works best where there is competition for the contract such that the purchaser has some market assurance that it is getting good value for its service fee. At worst, it is a so called “soft service” area without clarity of how to measure benefits (see first subheading above). It has also been described as a “race to the bottom” where any entity that can provide the service cheaper wins the contract because it is unclear that the level of service is also reduced.

On the other hand, a partnership is a more complex and broader relationship. It typically involves two municipalities cooperating and giving up some things in order to gain others which are deemed to be more important. For example, it could be that Pitt Meadows gives up some degree of customizing of the services for its residents, in favour of the financial benefits of standardized economies of scale in delivering services to both communities. Alternatively, Maple Ridge might give up the right to provide local citizens with preferred access to its indoor pool as it approaches maximum capacity, in return for the revenue it derives from the partnership agreement. In the consultant’s opinion, the Joint Service Agreement describes a partnership in which both parties “give and get” and both sacrifice some things in order to get others deemed to be more important.

Governance

- The employer of record is Maple Ridge, yet the employees have to take direction primarily from the Commission in terms of how to implement the jointly funded service levels. There are cases where there is some conflict, or at least perceived or potential for conflict, between the two “bosses”.
- The fact that all staff members are employees of the “other municipality” causes some angst among staff and council of Pitt Meadows, who may not be convinced that they have Pitt Meadows’ interests at heart. If the staff group were somehow neutral (i.e. retained by the Commission as a separate employer, or by the Regional District in a regional function) this might resolve this angst.
- Structure of the Commission has been a cause of some minor concern. It currently includes mixture of elected representatives and unelected representatives. Often the elected representatives have a longer tenure on the Commission due to multiple three year terms than the community representatives, and often also have more complete background about issues before the Commission because they have dealt with them during council and budget meetings. For example, one or more members and senior staff reporting to the Commission have a twenty year history with the Commission and the model, while some lay Commission members have only two or three years. This has the tendency to create two classes of voting members; those with more background and knowledge, and those with less. And, this creates some inequity in the debates of the Commission.
- Also, with respect to the Commission, there is sometimes lack of clarity of the roles that elected Commission members play when they represent the Commission while sitting on Commission

Committees that liaise with community groups and partners. Whether an elected person is representing the Commission or their Council is unclear on occasion.

- Maple Ridge council, which is accountable to Maple Ridge residents for spending of their tax contributions, funds 80% of the costs of Parks and Leisure Services but has only three of fifteen votes on the Commission. This has, at times, caused council some concerns.

Differences Between the Two Communities

- The perception has been expressed that “things are done differently here in Pitt Meadows” and that the current Joint Services Model doesn’t appropriately respond to those differences. More specifically, there is concern that the current model relies heavily on, and is focussed on a community development approach to service delivery which, although approved by the Commission, is sometimes understood differently and implemented differently in Pitt Meadows than it is in Maple Ridge. Some Pitt Meadows representatives feel like their community has a more “just get it done by staff” approach. However, the community development model espoused by PLS is that a longer term investment in community organizations will be more cost effective and better for the community in the long run, even if it takes longer to see the results. Another example is that Pitt Meadows would prefer to have facility operating hours for Pitt Meadows facilities like the South Bonson Community Centre different than what might be set by the unified system. So, the management of PLS locates support staff at the centre in order to oversee longer opening hours, even if that staff isn’t directly involved in community centre operations.
- Because it is a much smaller municipality, Pitt Meadows council interacts with its citizens differently than does Maple Ridge. In Pitt Meadows, councillors have a great deal of day to day interaction with its citizens about the specifics of the delivery of public leisure services that happens in a different way in Maple Ridge. This interaction results in a great deal more communication between the council of Pitt Meadows and senior management of PLS than the staff has with the council in Maple Ridge. Also, councillors in Pitt Meadows interact with the PLS staff in a very different way than the councillors in Maple Ridge. They are much more “hands on” and more involved in day to day operating issues. The result is that PLS management staff members spend much more time dealing with Pitt Meadows council than they do with Maple Ridge council.
- In Pitt Meadows, council sometimes wants to brand special events as municipal corporate events and prefers that they be staff driven. In Maple Ridge, council supports community groups to host events that are branded by the community groups that organize them. This difference in approach causes differences in types and amounts of staffing support for special events on each side of the border than the other.

Divergent Levels of Required Service Levels

- Originally, the Joint Services Agreement included a wide range of service categories that were available at that time. Several additional services have been added over time as they were required. The Agreement also provides for the possibility that one municipality may request a higher level of service (e.g. parks maintenance for a specific category of parks) than the basic standard, and pay for it directly. However, the Agreement is not clear about what to do if one of the two municipalities either wishes to opt out of a service or wishes to reduce service levels in one or more service categories. There have been examples of both recently and they have been referred to this review to address.

Gaps in Service Delivery

- Representatives of Pitt Meadows felt that there was a gap in services for youth during the after school hours on weekdays. They felt that the existing system wasn't doing enough to respond to the needs of all types of youth and keep them active and engaged in Pitt Meadows. While there as a significant amount of youth oriented opportunity at the Pitt Meadows Family Recreation Centre, this was perceived as not serving all segments of the youth demographic in the community. This perception needs to be addressed

In summary, more concerns with the current Joint Services Agreement were raised in Pitt Meadows than in Maple Ridge. Also, the concerns raised by both parties were quite different. Before drawing conclusions on how to respond to these concerns and preparing recommendations on how to deal with them, the consultant reviewed some options to the existing delivery system.

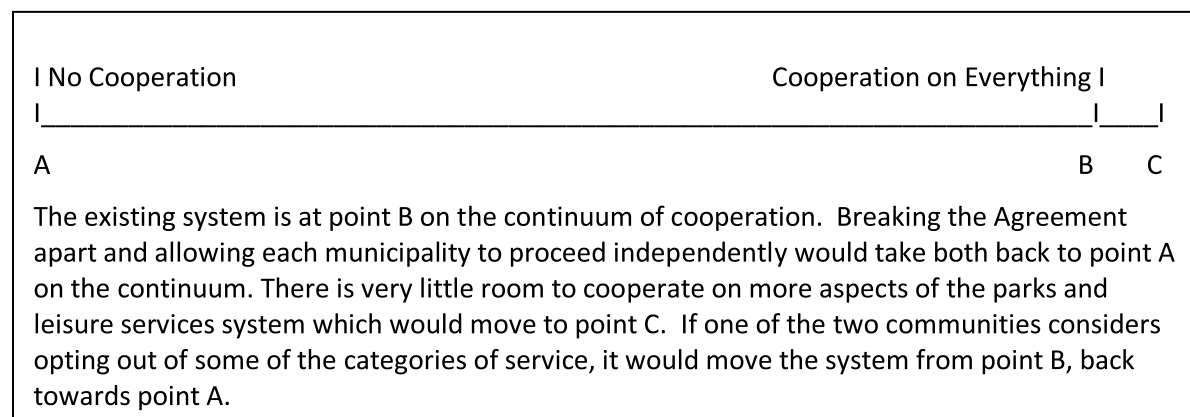
Options to the Existing Delivery System

The consultant reviewed two types of options to the existing system. In the first case, the review examines options within the current governance model. These include the option of getting into or out of specific types of service. Then the consultant reviewed different governance and funding models to deliver the services currently being delivered.

Options within the Existing Governance Model

As **Figure Three** suggests, the existing system collaborates on and includes the vast majority of all parks and leisure service categories.

Figure Three
The Continuum of Joint Service Delivery



There are very few areas where one of the two municipalities has determined that it would not collaborate or share costs. Three were raised in this review as follows:

- Adding the Art Gallery into the Joint Delivery Model – Pitt Meadows has opted out of this category of service – however, Pitt Meadows residents continue to use and benefit from the Art Gallery and can't easily be excluded from those benefits;

- Cemetery services – Pitt Meadows doesn't have a cemetery – it uses the one operated by Maple Ridge and pays a non-resident premium to make use of it;
- Social Planning Initiatives – Pitt Meadows has opted out of the service, but still benefits from some of the Maple Ridge funded services.

At present, there has been little interest in Pitt Meadows to join and participate in the funding of any of the three outstanding services that comprise the difference between points B and C along the continuum in **Figure Three**.

In discussing some of the stresses and strains on the system with Pitt Meadows council, there appeared to be some interest in opting out of and pursuing separately a few of the 21 existing jointly funded categories of parks and leisure services. Therefore, the consultant assessed each of the 21 categories of service independently and subjectively against each of the five benefits headings. The result is summarized in **Figure Four**, in which each of the 21 services are subjectively assessed on the basis of whether they deliver the benefit category in each column to a **High** degree, a **Moderate** degree or a **Low** degree.

Those categories with a higher score are more relevant to remain in a joint service agreement.

Figure Four
Evaluation of Parks and Leisure Service Categories

	Equal Access	Access to Technical Resources	Public Service Benefits	Coordinated Planning	Cost Savings	Overall Score	Comments
1. Pitt Meadows Family Recreation Centre	M	M	M	L	L	M	The vast majority of use of this facility comes from Pitt Meadows residents and most of its services also exist in Maple Ridge. However, the high quality fitness centre may draw uses from Maple Ridge.
2. South Bonson Recreation Centre	M	M	M	L	L	M	The majority of use of this facility comes from Pitt Meadows residents and most of its services also exist in Maple Ridge.
3. Pitt Meadows Heritage Hall	L	L	M	L	L	L	The vast majority of use of this facility comes from Pitt Meadows residents and most of its services also exist in Maple Ridge.
4. Arenas	H	H	H	H	H	H	Arenas are used by Ridge Meadows groups that use all ice surfaces in both communities through one coordinated system with services at the two facilities planned in a coordinated fashion.
5. Historic Sites	H	M	H	M	M	M	More use of each site comes from its host community than the other one. However, they are unique and different.
6. Outdoor Pools	M	H	M	H	H	H	Specialized staff supervision is required, economies of scale are significant and coordinated scheduling helps each other.
7. Municipal Parks	H	H	H	H	H	H	These are specialized areas that draw use from across the region, require specialized expertise and equipment and exhibit significant economies of scale.
8. Community Parks	M	M	H	H	M	M	These are less specialized so users tend to use the closest one, but athletic uses need to be coordinated regionally, technical expertise is required and economies of scale apply.

	Equal Access	Access to Technical Resources	Public Service Benefits	Coordinated Planning	Cost Savings	Overall Score	Comments
9. Neighbourhood Parks	L	L	L	L	L	L	These spaces are neighbourhood specific, with much less technical expertise or equipment to maintain and fewer economies of scale.
10. Trails and Greenways	H	M	H	M	M	M	These spaces operated on a regional level with planning required inter-municipally. However, there are fewer economies of scale or specialized equipment or expertise required.
11. Fairgrounds	H	M	H	H	H	H	There is only one in the region and it is used regionally.
12. Arts and Culture	H	H	H	H	M	H	These are specialized services operated regionally, and mostly through a single fee for use arrangement.
13. Children's Services	M	M	M	M	H	M	While regionally planned, coordinated and advertised, this program area tends to be more community specific than some other areas of services (e.g. sport leagues, which are quite standardized across municipal boundaries).
14. Neighbourhood Development	M	M	L	L	L	L	This is quite community specific service.
15. Youth Services	H	H	H	M	M	H	While these can be community specific, the two youth centres share many users and are scheduled and operated collaboratively with significant economies of scale.
16. Seniors Services	H	H	H	M	M	H	These services can vary by community but the two seniors centres operate synergistically through a single organization with significant economies of scale.
17. Special Events	M	L	L	L	M	L	Pitt Meadows council has an approach to Special events which is different than in Maple Ridge and, while coordinated regionally with a regional draw, they are quite community specific.
18. Special Access	H	M	H	H	H	H	This is a single system which is very expensive to duplicate, and will be very similar in each community.
19. Maple Ridge Leisure Centre	H	H	H	H	H	H	This facility includes a pool which is the only one in the region, and is therefore used heavily by residents of both municipalities. However, if Pitt Meadows were to build an indoor pool, the scores could change.
20. Whonnock Community Centre	L	L	M	L	L	L	The vast majority of use of this facility comes from Maple Ridge residents and most of its services also exist in Pitt Meadows.
21. Curling Rink	H	H	H	H	H	H	This single facility is clearly used proportionately by residents of both municipalities.

As **Figure Four** indicates, ten of the 21 service categories, including Maple Ridge Leisure Centre, arenas, Fairgrounds, municipal parks, curling rink, special access, arts and culture services, youth services, seniors services, and outdoor pools clearly benefit in a major way from continuing in the Joint Services Agreement. Six other service categories, including two Pitt Meadows recreation centres, community parks, children's services, trails and greenways and historic sites exhibit significant, but less extensive benefits of joint delivery. And, five service categories, including neighbourhood development, neighbourhood parks, Pitt Meadows Heritage Hall, Whonnock Community Centre and special events are

more community specific and require a community specific approach. It is these five that could become candidates for opting out of the Joint Services Agreement.

However, as the consultant looked more closely at the implications of opting out of any or all of these five service categories, it became apparent that it would be difficult and expensive to take these out of a Joint Delivery Model and deal with them separately in each municipality as they are so interdependent with the other sixteen service categories. For example, even if special events were an “opt out” consideration, they would still have to deal with the joint Parks and Leisure Services system for such things as advertising, facility rental, and involve arts and sports groups which are already dealing with the Commission. Also, there is an existing joint Festivals Network which is supported by the staff of Parks and Leisure Services. If one municipality opted out, the group would still exist and would still be supported, so the opting out municipality would save the costs but still get all the benefits of that support.

It is worth noting that services like Public Art, which is currently not covered within the Joint Services Agreement, would be the type of service that is so community specific that it would not qualify for inclusion within it. However, a service like the ACT Art Gallery, which is a region wide venue with use proportionately from both municipalities, would score highly under such an evaluation and would be a candidate to add to the Joint Services Agreement.

On balance, the consultant believes that opting out of even one or two services would not be viable in the long run. While it could deliver some incremental benefits, it would also experience new and costly disadvantages. An “all or nothing” paradigm appears to be most suitable in the foreseeable future.

If, however, there were some appetite to proceed from point B to point C along the continuum in **Figure Three**, the Art Gallery and Social Planning Initiatives are areas that currently benefit both municipalities and where the benefit cannot easily be isolated to one or the other. They are logical candidates for inclusion in the Agreement.

Options to the Existing Governance Model

Even if all 21 existing service categories continue to be within the Joint Delivery System, there can be alternatives to the structure and function of that system. A variety of options exist.

Funding

The existing system includes all operating costs and revenues and a very small amount of depreciation of some pieces of equipment which are embedded in equipment rental rates charged to the jointly funded services. There appears to be no viable alternative to what is included within the cost sharing agreement. Because all physical assets are owned by the municipality in which they are located, it is that municipality’s responsibility to invest in their spaces sufficient to ensure they are operational and sustainable.

However, it is possible to examine how the net costs are shared. In the case of the two communities, the net costs are shared on the basis of proportionate population. Other alternatives exist.

Some inter-municipal systems share net costs on the basis of use. An example of this is the City and District of North Vancouver. However, there are two compelling disadvantages to this approach:

- Accurately measuring the residence of users is difficult, can be abused, and is expensive. It has been argued, even in North Vancouver, that it costs more to measure use than advantage gained to either party. And, in the long run, use tracks and should track very closely to population, which is much easier and less expensive to measure.

- The real benefits of parks and leisure services are not the direct benefit to users, but the indirect benefit to all citizens, regardless of whether they use the service or not. For example, studies in the US show that the economic benefit of parks to property values outweighs the cost of the parks regardless of who is using them. In other words, neighbourhoods and communities with parks have higher value homes than those without. Also, the social, community and health benefits of parks and leisure services accrue to all citizens indirectly.

For those reasons, it is not prudent to share costs on the basis of use.

Another option used in BC is to share all or part of the costs on the basis of taxable assessment. This applies and is more relevant when there is a significant variance in the net assessment per capita that results in the sharing of some major commercial or industrial taxable assessment in a region. However, currently, the net taxable assessment per capita is virtually identical in each of Pitt Meadows and Maple Ridge, so sharing the costs on the basis of assessment would not change anything.

It is also possible to combine more than one base for sharing net costs. For example, in the Peninsula Recreation system in the Capital Regional District, the three contributing municipalities share half the net costs based on population and half on the basis of taxable assessment. However, there isn't a significant difference in the net taxable assessment per capita between Maple Ridge and Pitt Meadows, so this option doesn't offer any advantages.

Structure

In BC, inter-municipal parks and leisure services are essentially formed under two formats; inter-municipal agreements (like the one currently used in Maple Ridge and Pitt Meadows, but also used in many other jurisdictions including the City and District of North Vancouver) and Regional District Specified Areas (which form the vast majority of inter-municipal systems in BC, including areas like Trail and District and Williams Lake and District).

The regional district format is worth considering. This is most popular in BC as it offers a well-developed legislative system of governance and funding. In this model, the delivery system is set up as a function of the local regional district, operating within a specified benefitting area. While there are no such examples in Metro Vancouver, many of the other regional districts have such functions. The advantage of this model is the clarity of the role, and governing structure of the Commission and the regional directors voting on the basis of population represented so that a direct relationship between funding and control is guaranteed. Another advantage is that the staff members, often employees of the Regional District, are not aligned with, nor seen to be aligned with any one municipal partner in the system.

However, while this structure may be worth considering if the system were being developed today, it would be costly to shift from the current structure to the new system and the costs of changing the structure would likely outweigh any benefits derived.

Regardless of whether the joint system is created by way of an inter-municipal agreement or a Regional District benefitting area, the system has options for how it delivers the service. In the case of the inter-municipal agreement, the service is often provided by the staff of the larger of the participating municipalities, as it is in the Maple Ridge/Pitt Meadows case. However, the joint commission can also act as its own employer, as in the case of the North Vancouver Recreation Commission. Or, it can contract to an outside entity, usually a not-for-profit agency. While these not for profit agencies work reasonably well where a single facility needs to be operated with a single set of interests (e.g. a single ice sheet arena used primarily by ice using groups that form a society to operate the arena), these

structures often breakdown where multiple sets of interests need to be arbitrated over time through public policy (e.g. facility allocation priority policies).

One relatively new example in BC combines the public accountability with the notion of a not-for-profit operating contractor. This example is in the five communities west of Victoria which used to be a regional function called Juan de Fuca Parks and Recreation and is now called Westshore Parks and Recreation Society. In this case, the five municipalities formed a not for profit society with five municipal members. The society is then contracted to deliver the public services. However, during this transition, little or no financial advantages were realized. The major reported benefit was to bring the service back under direct control of municipal councils rather than through Regional District directors. But, Maple Ridge and Pitt Meadows already have that in place.

The option of contracting out a public service to a not-for-profit or private agency has sometimes been driven by an interest in providing lower cost service by shifting from a unionized environment to a non-unionized operator. However, this has generally been viewed as either inappropriate or not viable in the long term, and usually both.

It is worth noting here that the consultant also considered altering the structure and makeup of the existing Commission to deal with the concern that elected members have a somewhat different status than the unelected members. In BC there are generally two kinds of Commission; advisory and operating. The advisory Commissions are generally weighted in favour of unelected members who represent various community sets of interests and the community's interests as a whole. In such cases the municipal councils make all final operating decisions on the advice of these Commissions. The operating Commissions are weighted heavily in favour of elected officials as only they can be held accountable through a democratic process for public policy decisions of an operating nature. The experience has been that it is difficult to appoint unelected members in a majority on a Commission and hold it accountable for operating decisions. Therefore, experience suggests that to get the "best of both worlds" in terms of accountability and public input, a mix of elected and unelected members is appropriate. It may be more prudent then to deal with the relatively minor issue of differential status between elected and unelected Commission members through a procedural response rather than a structural one. That is the approach taken in the conclusions and recommendations that follow.

There was also a suggestion that the Commission was too large and required too many elected officials from each partner. The consultant explored the implications of reducing the size of the Commission by having only two elected representatives of each partner and only five non-elected representatives. However, it appears to function quite well as a larger organization and, because parks and leisure services represent one of the largest categories of public services, it could easily continue with three elected officials from each municipality. So, no changes in the size of the Commission are indicated.

In summary, the consultant can find no viable option to the status quo for either funding or governance that offers such significant benefits over the status quo that it is worth considering further.

Overall Findings of the Review

In the course of the review the consultant learned a great deal about how the Joint Delivery Model currently operates and which issues or problems are in need of resolving. These learnings led to a number of conclusions which are listed below and these conclusions are translated into a series of recommendations in the next section for consideration by all three parties over the next year.

Conclusions

- **The Joint Services Model appears to be well grounded.** A great deal of work was done 22 years ago and that work formed a solid foundation on which to build trust and cooperation. A review of that foundation showed insight and foresight, the value of which is relevant to this day. The evidence of the enduring foundation is the 20 years of outstanding cooperation, which is a major accomplishment indeed.
- **In general, the five categories of benefits that anchored the Joint Services Model continue to apply today.** The delivery system currently enjoys all five of the categories of benefits and each on its own, and certainly all together, justify continuation of the relationship. While the financial benefits may accrue to and be realized by one of the two municipalities more than the other, it is clear that there is a significant net benefit to the region as a whole in the order of \$800,000 dollars, as well as significant benefits in the other categories of benefit.
- In addition to the five benefits categories referred to above, **there is a sixth substantial benefit of School District 42 working closely with a single unified parks and leisure service agency** with boundaries coterminous with its own. There would be diseconomies in both municipalities' dealings with School District 42 if the existing model were to be phased out. It would be much more difficult to engage the School District in the kinds of cooperative programs and services that respond to shared mandates if the School District had to deal separately with each.
- While the consultant recognizes and has referred to a number of different options to the existing joint delivery model, **no other alternatives have advantages that so clearly outweigh the disadvantages that they should be adopted in favour of the existing model.** If the joint delivery model were being newly considered at this time, alternatives to the existing model might be considered. However, to change the existing model, once it has evolved to its current status, would add its own risks and costs and these, added to the fact that no alternative model is substantially better than the existing one, suggest that considering alternatives to the existing model is not prudent at this time. **The current model, refined through recommendations herein, should be continued.**
- The possible small exceptions to this conclusion may be one or two service areas where the services are so local in nature, and respond separately to the uniqueness of each of the two communities, that they may be candidates for "opting out" of the Joint Delivery Model by either municipality, with permission of the other, through the vehicle of a Commission recommendation. However, any opting out brings with it its own difficulties as all services are so closely interdependent, and therefore difficult to separate. **Both municipalities should think long and hard before asking that they be allowed to opt out of even a single service category and proceed alone with it.** A more prudent approach might be to opt for an increased level of service in a specific category, and to pay the difference. However, even this is difficult to incorporate into the existing system and should be done only in exceptional cases with full understanding of the difficulties it might create.
- Over the past three years some modest stresses and strains have arisen which have challenged the Joint Delivery Model. These relate to quite understandable differences in the two communities; the way they operate and govern, and the respective differences in priorities. **It behooves all three partners to work on these relatively minor differences to resolve them, rather than disband the model and proceed separately in parallel for the foreseeable future or adopt an alternative model.**

- The stresses and strains that need to be resolved include the following.
 - **Clarity is required on the nature of the relationship** between the three parties; that is the fact that it is a partnership and not a contract for service. A contractual service involves a municipality paying for a service and judging whether or not good value for that payment is being received. A partnership is a broader, more complex relationship in which two municipalities are prepared to give up certain things in order to realize broader benefits that outweigh what is given up.
 - **Clarity is required on exactly what is and is not included in the Agreement and the standard or level of service in each category of service is required.**
 - **Clarity and consensus is required on how to measure performance of the system** to the satisfaction of all parties. The standard or level of service is being tracked now in a periodic survey, but more clarity on how to measure the public benefits delivered within each category of service would be helpful. Performance measures cannot vary by municipality and need to be supported by both so that the system can be even more accountable than it is at present.
 - **Clarity on the total cost savings and the breakdown of same to both municipalities is also required.** Greater shared understanding and consensus is required about the magnitude and flow of the financial benefits. While this review attempts to shed much light on such financial benefits, it can only achieve a margin of error of about $\pm 2\%$. It behooves both parties to pursue even more clarity on both the magnitude and flow of financial benefits over time and to reconcile the flow of net financial benefits so that there is no inappropriate cross subsidization from one municipality to the other. At present, it is possible that Maple Ridge subsidizes Pitt Meadows to a very modest extent. However, the estimate error of the financial benefits is not sufficiently narrow to be sure of that subsidy. Therefore, it needs to be tracked over time.
 - **Clarity is required on how to manage a situation where one of the two partners wishes to opt out of a service, and/or wishes to reduce the level of service in a specific area or across the board.** The Agreement currently assumes an “all or nothing” approach and so the above potential situations need to be clarified.
 - **Clarity is also required on the role, structure and function of the Joint Parks and Leisure Services Commission,** as it relates to the role and jurisdiction of the three parent bodies. The two municipalities enter into a partnership by agreeing to a complete set of service standards and providing the funds to realize those standards. The Commission operationalizes those standards on behalf of the two municipalities. There are, however, a few modest exceptions to the authority of the Commission, where municipalities cannot delegate authority to the Commission (e.g. authority to lease a municipal asset). However, for all other operating issues, the Commission has authority to collectively represent its parent bodies and make decisions on their behalf. While the two municipal councils retain responsibility for setting the budget, the Commission operates the service within that budget. It would also be helpful if both councils ensured that the council representatives appointed as liaison to various committees and groups that are within the purview of the Commission are the same council members that are appointed to the Commission to ensure consistency of information flow.

- Because all staff members of the Parks and Leisure Services Model are employees of Maple Ridge, **there is a perception or potential perception that the staff may have more allegiance to the District of Maple Ridge than to the City of Pitt Meadows. This creates an “us” and “them” perception that needs to be rectified.**
- There were other stresses and strains that were identified by at least one person during the review that the consultant does not believe can be easily remedied within the existing model. These include the following.
 - **Varying the approach and delivery method of specific programs and services by municipality such that they are significantly different in Pitt Meadows than they are in Maple Ridge is untenable.** Attempts to operate differently on one side of the municipal border than on the other work against three of the five categories of benefit (i.e. economies of scale, one stop leisure information, and coordinated service delivery) and would reduce any cost savings in implementing service delivery in each municipality.
 - **Separating the sources of information for each municipality and breaking down the information systems by municipality so that residents and groups based in each contact only their own municipality for information about the availability of parks and leisure services must be resisted.** Separating information systems, even to a minor extent, would work against the benefit of “one stop leisure shopping” for parks and leisure services information. Other joint municipal operations (e.g. North Vancouver City and District) have proved that a single unified delivery system with its own information support can serve the residents of both municipalities well.
 - **Separating out a few of the specific categories of service that, on the surface, appear to be more community specific, and taking them out of the Joint Delivery Model for each community to implement separately is not prudent.** If the pieces of the entire Joint Service Model are separated, the synergy of the whole entity is jeopardized and several of the benefits headings are jeopardized.
 - **Any concerns that the Pitt Meadows Seniors Centre is not operating at an equitable level of service to the Maple Ridge Seniors Centre are unfounded.** Such concerns should be left to the Ridge Meadows Seniors Society to sort out and manage within its relationship to Parks and Leisure Services. At present, any differences in services are due to appropriate differences between the two communities, the size of the market in each, the age and therefore degree of evolution of services in each and the uniqueness of each Seniors Centre.
 - **When one party unilaterally opts out of a service area, and yet cannot be excluded from the benefit of that service area (e.g. Pitt Meadows opting out of the operation of the Art Gallery), there is virtually nothing that can be done about it.** If and when one of the two partners opts out too much, or the opting out appears to be abused too much, the other partner’s only recourse is to cancel the entire Agreement and the two parties will proceed independently and in parallel in the future.
 - **There is some tendency toward duplication of service in a few cases (e.g. special events or specialized programs). Some can be condoned as appropriate responses to differences in the two communities. Others may not be in the best interests of users or taxpayers in the long run.** If there are ever examples where one community requests, through the Commission, to have a service which the staff believe to be inappropriate duplication (i.e. not in the best interests of all citizens, or best use of

resources to have more than one such program in the region), the staff must make that belief clear to the Commission in a recommendation, and the Commission will decide on whether the service or program should be duplicated in each municipality. If deemed by the Commission to be inappropriate duplication, the requesting municipality may decide to have the duplicate program or service and pay for it as an enhanced level of service within the agreement.

- **There are a few possibly foreseeable significant changes that could occur over time that will cause such significant stresses and strains on the model that they will require a major change to it,** and trigger the possibility that the model be disbanded. These could include:
 - The construction of a new indoor pool in Pitt Meadows, thereby creating a situation where both municipalities have at least one of almost all categories of services and facilities.
 - Total population build out levels being reached in Pitt Meadows while the population of Maple Ridge continues to grow significantly; thereby creating such an imbalance in the funding levels as to make the partnership much less relevant.
 - Evidence that residents of one municipality, likely Pitt Meadows, are becoming significantly less likely to use a category of facilities, possibly an indoor pool, than residents of the other municipality, likely Maple Ridge. Early indication that this could be the case has recently been recorded and needs to be monitored to determine if it is an anomaly, or is the beginning of an important trend in behaviour patterns.

Recommendations

The conclusions reached above, and the analysis in the previous sections, have triggered the following recommendations by the consultant.

1. **All service change requests or concerns with service standards should go directly to the Commission**

The General Manager and her Directors spend far too much time dealing with issues with the two municipal councils that need to be dealt with by the Commission. These issues are often dealt with at two or three tables resulting in a great deal of redundancy. These issues (e.g. one partner's concern that youth services are not delivered equitably in both municipalities) should be dealt with at the Commission table where all parties get to hear about them and deal with them within a single point of operationalizing the Joint Services Agreement. This may require that a portion of each Commission meeting or an additional occasional meeting is/are required; possibly in a monthly workshop mode to fully discuss such issues. In fact, workshopping these issues outside of the formal meeting format may also help to ensure that all Commission members are equally comfortable in debating and voting on the issues in the formal part of the meeting. Furthermore, this will be the format for dealing with any issues of duplication of service brought forward by staff or Commissioners.

2. **Add the Art Gallery support to the Joint Services Agreement**

One of the two municipalities unilaterally opted out of the cost sharing for this specific service in spite of the fact that it continues to be used proportionately by Maple Ridge and Pitt Meadows residents and the fact that Pitt Meadows residents cannot be isolated from its benefits. If one partner wishes to opt out of a specific service area, such a request needs to be directed first to

the Commission which, after reviewing the situation, would make a recommendation to both councils. This protocol, and the one in the first recommendation above, should also be embedded in the Agreement.

The total Art Gallery budget at present is only about \$22,000 per year, and therefore the cost to Pitt Meadows of sharing this cost is quite limited. However, the service may be expanded in the short term future. There are other categories of service that could take the Joint Services Agreement from its current point B in Figure Three towards point C. The two other categories of service which could be considered are cemetery operation and Social Planning. However, funding for both is more complicated than the Art Gallery and both would require some separate analysis to determine the feasibility of adding them to the Joint Services Agreement.

3. Net financial benefits need to be shared equitably

The issue of the magnitude and flow of financial benefits needs to be monitored on a regular basis and any inequity needs to be dealt with. Equity does not mean equal. It simply means that one partner should not be inappropriately subsidizing the other. It would appear that the total net benefits are quite significant now, but that only one of the six significant categories of benefit can be monetized. The attempt to quantify the net financial benefits of the sixth category is summarized in **Addendum A**, and shows, with a margin of error of about +/-2%, that it is possible that Maple Ridge could be seen to be subsidizing Pitt Meadows by about \$200,000 annually. However, because this amount is just within the range of estimate error, the consultant cannot conclude that it is significant. Rather it is an amount that needs to be continually monitored. If this amount were to increase beyond the range of estimate error, it becomes a situation where one municipality is inappropriately subsidizing the other. In that case, the finance officers of both parties need to strategize on how to ameliorate that imbalance. However, ameliorating any imbalance does not necessarily mean reducing it to zero, as the benefits under the other five categories of benefits are also significant to both partners, even if they can't be monetized.

4. A Joint Council workshop is required to deal with each review

The clarity issues listed in the conclusions and any other significant concerns held by either council need to be aired directly in a facilitated working session involving both councils. The working session, possibly hosted by the Commission, should be planned for some time during the year after this and any future reviews of the partnership.

5. Annual senior management workshop

As an extension of the Joint Council Workshop, and to leverage its value, the two municipal senior management teams should meet annually around budget time to jointly reaffirm or alter the existing service levels and agree on what that means in terms of changes to the budget. That same meeting should address any outstanding issues of clarity as are listed under conclusions above; possibly in a workshop mode.

6. City of Pitt Meadows staff member advocate and resource

The City of Pitt Meadows should consider designating one senior staff member to make themselves intimately aware of such issues as parks and leisure service levels/standards, the budget and any operating issues such that she/he can advise council accordingly. This may assist in ameliorating the concern that the staff members of the Joint Services Model are all Maple Ridge employees and may be seen to be protecting the interests of one municipality more than the other. Pitt Meadows elected officials need to have advice on parks and leisure service issues in which they have confidence, in the same way they have staff providing input on all other

types of public services. Council needs to know that staff providing advice are protecting its interests.

7. Invest in a more complete set of performance measures

The Commission should invest in a more robust set of performance measures so that both councils have greater comfort when comparing the costs of the service in relation to their benefits. While the public survey is an excellent gauge of performance, and public perception of satisfaction is one form of reality, additional measures are indicated that provide a more nuanced evaluation of the performance of the system. This set of measures has to be embraced by both councils for it to be helpful. Therefore, they need to be involved in crafting the set of measures.

8. Regularize the schedule of full reviews of the Agreement

This review needs to be updated every three or four years to ensure it continues to meet the needs of all parties.

Addendum A – Summary of Financial Benefits of the Joint Delivery System

Category of Services	Pitt Meadows		Maple Ridge		Consultant Comments
	Net Costs in the Current Model in 000's	Net Costs of Paying Only for Their Own Services in 000's	Net Costs in the Current Model in 000's	Net Costs of Paying for Their Own Services in 000's	
Administration and Management	80	180	250	320	MR would reduce by one manager within its Support Services mgt. team (dealt with under subsequent headings) at 120k and PM would have to add a core of one manager at 120k and one .4 Executive Assistant at 80k; special projects that are now included in the cost centre would be duplicated. For example, the satisfaction survey and Master Plan.
Pitt Meadows Family Rec Centre	140	735	585	50	All the total costs would shift to the host municipality, with premium of about 10k added to PMFRC to top up for extra costs involved in support services currently provided more efficiently by MR (e.g. IT support). However, MR can't realize all savings in reduced Support Services so still has 50k in costs it must assume elsewhere.
South Bonson Rec Centre	35	185	130	30	All the total costs would shift to the host municipality and an assumption that new PM staff would be located there to compensate for no Support Services staff housed at this location to broaden hours of operation. However, MR can't realize all savings in reduced Support Services.
Pitt Meadows Heritage Hall	30	100	70	5	All the total costs would shift to the host municipality. However, MR can't realize all savings in reduced Support Services.
Arenas	185	135	745	820	In addition to its contract with the private arena operator, PM requires a half time booking clerk and some senior staff time to manage the contract and arena uses.
Historic Sites	55	110	225	175	
Outdoor Pools	25	75	90	80	Costs should be split evenly for the two pools but cost reductions in MR can't be realized due to inability to realize savings in Support Services. Also a premium of 15k due to duplication of supervisory and technical staff is added to PM.
Community Parks	170	300	765	720	The net costs are first apportioned 74/26 as PM has 26% of park area in this category, then a premium of 6,000 due to duplication of specialized equipment and expertise and addition of a portion of a Director to manage parks system in PM and a premium of 29k added to MR due to inability to reduce Support Services Costs.
Neighbourhood Parks	80	120	340	300	No adjustments to this net cost. But costs shifted 71/29 as PM has 29% of park area so pays accordingly.

Category of Services	Pitt Meadows		Maple Ridge		Consultant Comments
	Net Costs in the Current Model in 000's	Net Costs of Paying Only for Their Own Services in 000's	Net Costs in the Current Model in 000's	Net Costs of Paying for Their Own Services in 000's	
Municipal Parks	390	325	1400	1560	The costs were split 86/14 as PM has 14% of park area in this category. There would be a premium of 75k due to specialized equipment and expertise and a portion of Director to manage the parks system in PM. Finally, MR adds a premium of 20k as it can't realize all benefits of reduced Support Services.
Fairgrounds	20	5	70	85	PM would pay a nominal amount for this service. The remainder would be MR's cost.
Greenbelts and Trails	65	80	260	250	Costs are first split 75/25 as PM has 25% of all maintained trails. A small premium is added for duplication of services.
Insurance	0	60	135	75	PM would have to purchase insurance for its own facilities. It was formally in Support Services.
Arts and Culture	135	130	585	720	Figures account for what PM would need to operate its own arts services, even if they wouldn't actually duplicate what is currently provided. Because the current total is a fee for service contract that would not change if separated, MR could not reduce it.
Children's Services	50	105	170	135	Adjustment due to an analysis of where staff time is spent now and what PM would need to operate its own children's services; mostly in the area of Support Services. However, MR can't realize all savings in reduced Support Services Staff.
Neighbourhood Development	20	20	70	90	Whereas fixed costs are such that MR couldn't reduce its costs in this area, PM would have to add costs to replace what was no longer provided in the shared service area.
Youth Services	145	260	610	525	While the volume of service at MR is higher than in PM, the hours of operation are roughly the same, so the existing costs have been shared according to volume and hours of operation with a premium of 20k in duplicate supervisory and management staff. Also, MR can't realize all savings in reduced Support Services.
Seniors Services	70	125	280	255	While MR centre is higher volume and broader opening hours, there are still core services required to operate each such that duplication of supervisory and support staff would be required. Some costs have been shifted to account for volume of service and a premium of 20k is added for duplicated staff. Also, MR can't realize all savings in reduced Support Services Staff.
Special Events	70	110	290	290	Some costs need to be shifted to account for the fact that more than 20% of staff time and support costs are currently allocated to PM. Also, a premium is added to account for duplication of effort.
Special Access	45	65	185	175	While 20k would shift to PM in order to create its own service, there would be a total of 10,000 that MR would not be able to reduce on its side. So, the premium due to duplication of service would be about 10k.
Maple Ridge Leisure Centre	385	0	1475	1860	All the total costs would shift to the host municipality without any premium added.

Category of Services	Pitt Meadows		Maple Ridge		Consultant Comments
	Net Costs in the Current Model in 000's	Net Costs of Paying Only for Their Own Services in 000's	Net Costs in the Current Model in 000's	Net Costs of Paying for Their Own Services in 000's	
Whonnock Community Centre	5	0	15	20	All of the costs would shift to the host municipality without any premium added.
Curling Rink	5	0	15	20	All the total costs would shift to the host municipality without any premium added.
Total	2205	3225	8760	8560	The economic benefit of partnership is about \$820,000 but appears to be very one sided.

Assumptions:

1. Figures have been rounded to the nearest \$5,000 so as not to suggest a higher level of accuracy than is actually the case.
2. Usage, and therefore operating revenues, would remain constant in the two scenarios.
3. The standard and level of service would remain constant in the two scenarios.
4. Due to difficulties in determining how Support Services would be affected and how much of that \$2,100,000 total could actually be saved if the two municipalities dissolved the Joint Services Agreement, estimates of the total impact should be seen to be accurate only to within about one or two hundred thousand dollars. To get more accurate would require a great deal more effort than allowed within the Terms of Reference for this review.

It is important to note In understanding the table, that if the existing model were ever to be terminated, the two municipalities would likely not spend exactly the total amounts at the bottom of the projected columns, as they would be free to increase or decrease service levels or get out of some service lines completely that don't make sense at the new, less cost effective level. All the figures at the bottom of projected columns actually indicate is that if the two municipalities tried to duplicate the level and types of services they are now getting, the costs would likely be in that range.

What the figures in the table suggest is that for Pitt Meadows, if it were to operate on its own, in order to deliver the same services it currently receives, there would be a need to hire two senior director positions (Parks and Recreation) to replace the management currently provided in the Joint Delivery Model and the two new directors would collectively require one full time senior clerical support person. The City would also have to retain at least four programmers (in the areas of special events, arts, youth and children's services), create a Special Access Program to reduce barriers to participation, and add staff or contracted services in areas such as marketing, ice programming, facility lifecycle maintenance, facility allocation, seniors services, and fitness services. It would have to assume operation of facilities such as the Pitt Meadows Family

Recreation Centre, the South Bonson Community Centre, the Pitt Meadows Heritage Hall and the Harris Road outdoor pool, the Pitt Youth Action Park, all at the current level of service and operating hours. It would also need to manage a multimillion dollar budget, house all above staff (the cost of which is not currently accounted for in the table) manage and maintain 59 hectares of parks and athletic fields and several kilometers of trails. Also, the City would have to acquire a great deal of capital equipment required to maintain such specialized services such as artificial turf, natural grass, and trails. The City would assume some staff from the existing Joint Services Model and would budget for some initial expense of staff terminations where the new structure could not accommodate all existing staff. The costs of all that would be slightly more than one million dollars more than the City currently spends, not including capital and the cost of housing new staff. This represents almost a 50% increase in net tax support for parks and leisure services.

While the City would not likely do all of the above as it would likely result in more cost than can easily be assumed by local taxpayers at one time, and would result in a staff complement that is higher than what Cities of similar size can currently justify; but that is what would be required to maintain the existing service levels currently enjoyed.

What the figures mean for Maple Ridge is that in order to downsize to meet only its own needs, the municipality would have to reorganize to shift management responsibilities to reduce at least one Manager, shift a great deal of work within its department to reduce hours and eventually staff positions in several areas, possibly including special events, youth programming, arts services and children's programming. It would also shed several staff positions in areas such as horticulture and parks maintenance, facility operation and maintenance. It would divest itself of responsibility for the facilities and parks that would be assumed by the City of Pitt Meadows. It would not be able to downsize proportionately to the loss of its 20% of revenue from Pitt Meadows in several areas such as Special Access, marketing, outdoor aquatics, youth services and arts services. Over time, the municipality would manage staff such that staffing increases would be resisted in favour of using existing positions to accommodate growth in the community. It would also be free to adjust service levels on its own both upward and downward. It would likely be able to sell some equipment and vehicles to Pitt Meadows. It would have to budget for some initial expense of staff terminations where the new structure could not accommodate all existing staff. The Municipality would wind up saving up to \$200,000 from what it currently spends. However, it is unlikely that it would be able realize much savings as the cost of dissolution and the turmoil of staff downsizing would be expensive and so any potential savings would likely be phased in over time.

Finally, the increased costs to the School District due to dealing with two municipalities in parallel would need to be quantified and added to the diseconomies of separating the two delivery systems.

As the table indicates, the net cost impact of abolishing the partnership and proceeding in parallel are quite negative for Pitt Meadows and more neutral for Maple Ridge. But, in general, it would be negative for taxpayers of the region, with total costs increasing by about \$800,000 which is the net financial benefit of economies of scale. However, whatever the financial economies or diseconomies of partnership, they are only one of five or six categories of benefit that are currently being realized by local citizens.

Addendum B – Inventory of Parks Breakdown by Municipality

Maple Ridge Municipal Parks	Area Ha			PM Municipal	Area Ha	
Albion Fair grounds	12.73			Cottonwood	4.08	
Jerry Sullina	19.14			Harris Landing	9.75	
Maple Ridge Park	9.03			Menzies Crossing	1.67	
Maple Ridge Upper Park	3.8			Shoreline	1.74	
Memorial Peace Park	1.07					
Whonnock Lake	60.53					
		106.3				17.24
		86%				14%

MR Community Parks	Area Ha			PM Community	Area Ha	
Albion Park	13.96			Harris Road	4.08	
Albion Sports Comp	12.36			Hoffmann	3.65	
Allco	11.21			PM Athletic	15.07	
Cliff	2.25			PM Civic	2.94	
Crosses Cabins	1.92			PM Museum	0.1	
Davidson Pool	0.61			PMSS Field	2.63	
Fraser River Walk	0.04					
Hammond Stadium	5.36					
Haney House	0.39					
Horsemen's Park	3.64					
Jim Hadkiss	0.81					
Merkley	0.66					
Reiboldt	2.24					
Ruskin	6.4					
Selvey	4.6					
Thomas Haney	5.79					
Thornhill Park	3.84					
SRT	2.27					
Westview Field	2.78					
		81.13				28.47
		74%				26%

PM Neighborhood parks	Area Ha			PM Neighborhood Parks	Area Ha	
Alexamnder Robinson	0.95			Bonson Park	2.02	
Alouette	0.5			Mitchell Road	2.85	
Belle Morse	2.29			North Bonson	1.83	
Boundary	1.04			Somerset	1.33	
Brickwood	1.65			Waterfront Commons	0.24	
Camwood	0.64			Davie Jones	1.88	
Canoe	0.9			Edith McDermott	1.8	
Nokai	0.93					

Cook	0.27					
Cottonwood North	1.9					
Faqorview	1.28					
Fletcher	0.78					
Hammond	0.83					
Hampton	0.47					
Harry Hooqe	3.74					
Jordan	1.37					
Kin	0.82					
Lions	1.08					
Pioneer	1.54					
Reg Franklin	1.36					
Tolmie	0.67					
Volker	1.62					
Cedar Park	1.2					
Birch Park	0.1					
Sword fern	0.32					
Websters Corners Park	1.27					
Westview Park	1.89					
		31.41				11.95
		72%				28%

Mini Neighborhood parks	Area Ha			Mini Parks	Area Ha	
Callaghan	0.16			Advent Park	0.13	
Chilcotin	0.07			Chestnut	0.38	
Country Lane north	0.11			Linden Grove	0.28	
Country Lane South	0.05			Lions Fun	0.17	
Horseshoe creek	0.02			Morningside East	0.05	
Storety Green	0.02			Morningside West	0.02	
Holly	0.13			North Commons	0.22	
Homestead	0.09			Roundabout	0.14	
Dewdney Parkette	0.06			Shinglebolt	0.12	
Creeks Crossing	0.08					
Brown Ave	0.06					
		0.85				1.51
		36%				64%

Total for MR	219.69			Total for PM	59.17	
	73%				27%	

TO:	Her Worship Mayor Nicole Read and Members of Council	MEETING DATE:	August 31, 2015
FROM:	Chief Administrative Officer	MEETING:	Council Workshop
SUBJECT:	2015 Business Class Property Taxation		

EXECUTIVE SUMMARY:

It is the practice of the City to review our tax rates to make sure they are reasonable in relation to other municipalities in the lower mainland. In May of 2007, Council was presented with information about property taxation for the Business and Light Industry Classes which indicated that rates in Maple Ridge were competitive with other lower mainland municipalities. Since then, our annual reviews have confirmed our competitiveness.

This report examines the municipal portion of the tax rate assessed to Business Class properties in 2015.

RECOMMENDATION:

This report is provided for information only. No resolution is required.

DISCUSSION:

We looked at the municipal portion of the tax rate assessed to Business Class properties by reviewing:

1. Municipal Tax Rates

The Maple Ridge Business Class municipal tax rate and how it compares to eighteen municipalities in the lower mainland. While this type of analysis is straightforward to accomplish, it does not account for the differences in assessed property values from jurisdiction to jurisdiction.

2. Business Class Multiples

The Maple Ridge Business Class multiple and how it compares to eighteen municipalities in the lower mainland. The multiple is calculated by taking the Business Class municipal tax rate and dividing it by the Residential Class municipal tax rate. While this method looks at the relative tax burden among the property classes, it does not account for the variability in assessed property value changes.

3. Sample Properties

There are eight sample commercial properties from various locations within Maple Ridge that we follow the yearly percentage change in assessed property values and municipal property taxes.

This report looks at the Maple Ridge Business Class municipal property tax rate from these three perspectives.

1. Municipal Tax Rates

In Maple Ridge, Business Class and Light Industry Class properties have the same tax rate and are treated as a composite class when setting the tax rates. This is done because the types of businesses in each of the property classes are very similar. This alignment was achieved over a long period of time with small incremental adjustments. Not all municipalities follow this practice.

As shown in Figure 1, in 2015, the Maple Ridge Business Class municipal tax rate of \$12.3038 per \$1,000 of assessed property value ranks as being fifteenth lowest of the nineteen lower mainland municipalities that were surveyed.

When we look at the municipal tax rates increasing as we move from west to east, this is to be expected given the decreasing assessed values as we move up the Fraser Valley. This is confirmed with West Vancouver, which at \$4.31540 per \$1,000 of assessed property value has the lowest municipal tax rate, and with Mission, which at \$14.3749 per \$1,000 of assessed property value has the highest municipal tax rate. There are some anomalies, however. New Westminster and Coquitlam have municipal tax rates that are relatively close to the municipal tax rate in Maple Ridge even though assessed property values are likely higher in those areas. In addition, the municipal tax rate in Chilliwack is lower than many of the communities located to its west where assessed property values are likely higher.

Figure 1: Business Class Municipal Tax Rates – lowest to highest

Municipality	2013	2014	2015	
	Business Rate	Business Rate	Business Rate	Rank
West Vancouver	4.23400	4.24510	4.31540	1
Richmond	7.62851	7.28682	6.94287	2
Surrey	6.98799	7.01681	7.02465	3
Vancouver	8.20424	7.88427	7.34590	4
North Vancouver, District	8.60129	8.47875	8.27863	5
North Vancouver, City	8.61408	8.57249	8.42034	6
Langley, City	8.78440	8.88270	8.79470	7
Burnaby	9.46120	9.35700	9.12440	8
Port Moody	10.04190	10.19280	9.95770	9
Langley, Township	9.82990	9.94960	9.96950	10
Chilliwack	10.13818	10.26719	10.28317	11
Delta	11.02225	10.81870	10.76928	12
Pitt Meadows	12.11050	12.48220	11.18660	13
Port Coquitlam	11.86070	11.74160	11.46280	14
Maple Ridge	12.23070	12.73140	12.30380	15
Abbotsford	13.28373	13.02217	12.49189	16
New Westminster	13.01990	13.22830	12.92410	17
Coquitlam	13.75540	13.81270	13.34520	18
Mission	14.88790	14.55490	14.37490	19

2. Business Class Tax Multiples

Looking at the property tax rates, it is apparent that for many years the Business Class municipal tax rate for most communities has been higher than the Residential Class municipal tax rate.

The tax multiple is one way that the tax rates between property classes are compared. To calculate the Business Class multiple, the Business Class tax rate is divided by the Residential Class tax rate and the resulting number is the Business Class tax multiple.

In 2015, the Maple Ridge Business Class municipal tax rate is 12.3038 and the Residential Class municipal tax rate is 4.4713. The multiple is 2.75 (calculated as $12.3038 \div 4.4713$). In other words, the business taxpayer's rate is 2.75 times higher than that of a residential taxpayer. Figure 2 shows what our Business Class tax rates, Residential Class tax rates and the tax multiples have looked like over the years.

Figure 2: Maple Ridge Business Class, Residential Class, Tax Multiple

Year	Business	Residential	Multiple
2011	12.1045	3.8978	3.11
2012	11.7510	4.0888	2.87
2013	12.2307	4.2833	2.86
2014	12.7314	4.4625	2.85
2015	12.3038	4.4713	2.75

Since 2011, our Business Class tax multiple has gone down. The main weakness of the tax multiple is that it is greatly affected by varying market value fluctuations between the property classes. In accordance with Council Policy, each year we adjust our tax rates to neutralize market changes.

Figure 3 shows the effect of market value on Residential Class and Business Class municipal tax rates and the Business Class multiple since 2011. The market change in each of the property classes differs from year to year.

Figure 3: Effect of Market Value on Municipal Tax Rates and Business Class Multiple

<u>Residential</u>	2011	2012	2013	2014	2015
Market change	-	-0.02%	-1.20%	-1.24%	2.77%
Approved Tax Increase	-	4.88%	3.50%	2.95%	2.97%
Tax Rate	3.8978	4.0888	4.2833	4.4625	4.47130
Tax Rate Change	-	4.90%	4.76%	4.18%	0.20%
<u>Business</u>	2011	2012	2013	2014	2015
Market change	-	8.04%	-0.56%	-1.10%	6.56%
Approved Tax Increase	-	4.88%	3.50%	2.95%	2.97%
Tax Rate	12.1045	11.7510	12.2307	12.7314	12.3028
Tax Rate Change	-	-2.92%	4.08%	4.09%	-3.37%
Business Class Multiple	3.11	2.87	2.86	2.85	2.75

The largest variance in market change occurred in 2012, when there was a decrease of 0.02% in the Residential Class, and an increase about 8% in the Business Class. In 2012, we required an additional 4.88% in funding to meet the approved budget. Because market values in the Business Class increased so much, the Business Class municipal tax rate decreased, and because market values decreased in the Residential Class, the Residential Class municipal tax rate increased.

Figure 3 shows that in the years when the market changes are similar for both property classes, as in 2013 and 2014, there is little change in the Business Class multiple. In the years where there is more of a difference in the market changes between the property classes, as in 2012 and 2015, there is a more noticeable change in the Business Class multiple.

Variability in market changes between the property classes in any given year means that there will be variability in the tax rate changes between the property classes. This has a direct impact on the Business Class multiple which decreased in 2012 and continues to decrease. This wasn't a deliberate tax policy to close the gap between Business Class and Residential Class municipal tax rates, but it was a direct result of the changes in assessed property values.

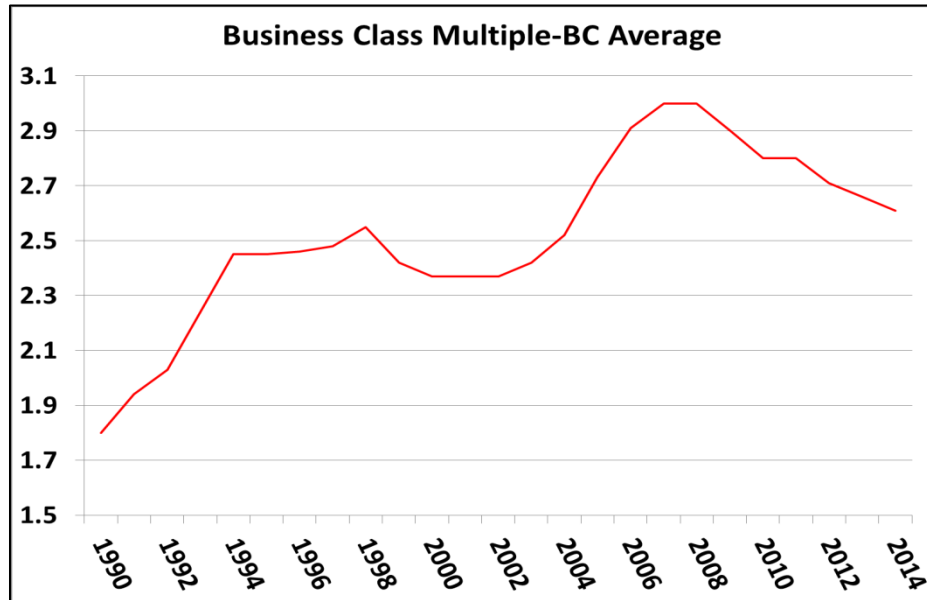
As shown in Figure 4, in 2015, the Maple Ridge Business Class tax multiple is 2.8 (2.75 rounded), and ranks as fifth lowest of the nineteen surveyed municipalities. Our multiple is below the average multiple of 3.1.

Figure 4 Business Class Tax Multiples, Based on General Municipal Rates – lowest to highest:

Municipality	2013	2014	2015		
	Multiple	Multiple	Business Rate	Multiple	Rank
Chilliwack	2.1	2.0	10.28317	2.0	1
Langley, City	2.3	2.3	8.79470	2.3	2
Abbotsford	2.5	2.4	12.49189	2.4	3
West Vancouver	2.5	2.4	4.31540	2.6	4
Maple Ridge	2.9	2.9	12.30380	2.8	5
Surrey	2.9	2.8	7.02465	2.8	6
Pitt Meadows	3.1	3.1	11.18660	2.8	7
Port Moody	3.0	2.9	9.95770	2.9	8
Mission	3.2	3.0	14.37490	2.9	9
Delta	3.2	3.0	10.76928	2.9	10
Langley, Township	3.0	3.0	9.96950	3.0	11
Port Coquitlam	3.1	3.0	11.46280	3.0	12
Richmond	3.6	3.2	6.94287	3.2	13
North Vancouver, City	3.5	3.4	8.42034	3.3	14
New Westminster	3.7	3.5	12.92410	3.5	15
North Vancouver, District	3.6	3.5	8.27863	3.5	16
Burnaby	4.2	4.0	9.12440	4.0	17
Vancouver	4.3	4.3	7.34590	4.2	18
Coquitlam	4.5	4.3	13.34520	4.2	19

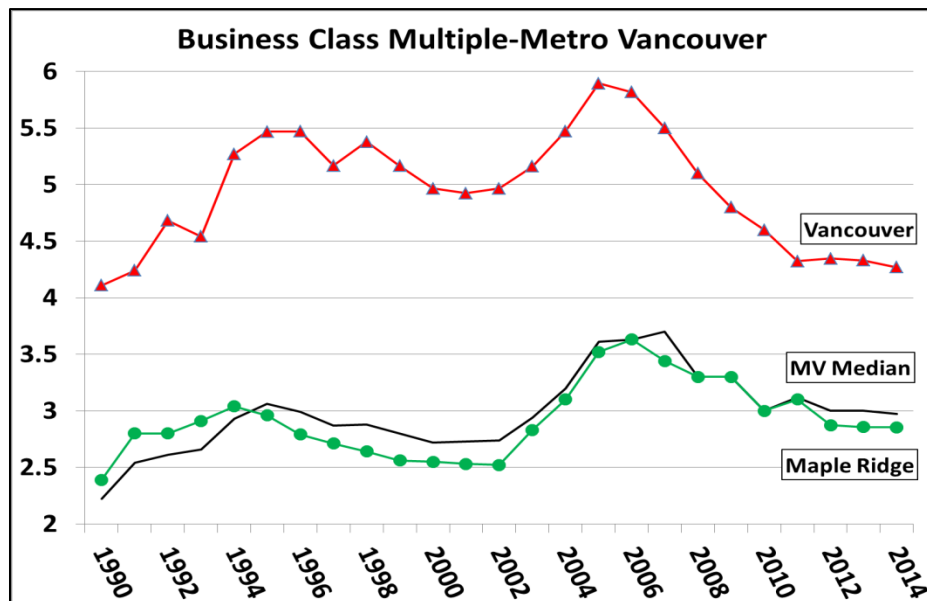
Figure 5 shows what the average Business Class multiple has looked like in BC since 1990. In recent years, the overall trend is that the gap between the Business Class and the Residential Class is getting smaller, just like in Maple Ridge and the majority of the surveyed municipalities.

Figure 5: Business Class Multiple – BC Average



In recent years, this issue has attracted a lot of attention in Vancouver. Figure 6 shows what the tax multiples look like for Vancouver. Also shown is the median for Metro Vancouver and where Maple Ridge fits.

Figure 6: Business Class Multiple – Metro Vancouver



The basic taxation system that we have is one that is tax on the value of property. Property values are determined by BC Assessment. Municipalities set the tax rates. When we set tax rates, we try to neutralize the impact of market value changes. We don't have to do this; we can focus on tax rates.

A multiple of 2:1 could be achieved by reducing the taxes collected from the Business Class. Moving about \$3.2 million to the Residential Class would do this. This would equate to a 6.2% increase from the 2014 municipal tax rate for the Residential Class.

At the end of the day, budgets are balanced; however, benefits to one property class are at the expense of another. This is illustrated in Figure 7.

Figure 7: Scenario – Existing Method vs 6.2% Increase

Scenario 1 - Existing	2015 Tax Rate	Revenue
Residential	4.4713	53,675,801
Business	12.3038	13,889,980
Ratio	2.75:1	67,565,782
Scenario 2 - 6.2% Increase	2015 Tax Rate	Revenue
Residential	4.7374	56,869,620
Business	9.4747	10,696,162
Ratio	2:1	67,565,782

3. Sample Properties

There are eight sample commercial properties from various locations within Maple Ridge that we follow the yearly percentage change in assessed property values and the municipal property tax. Samples include:

1. Commercial office in a stratified building
2. Retail store
3. Convenience store with gas station
4. Small commercial building with a coffee shop and two other commercial units
5. Coffee shop
6. Family restaurant
7. Bank
8. Big box retail store

There are numerous subsets of BC Assessment's Business Class, which includes the property types listed above. While assessed property values in one of the subsets may experience an increase in values, other subsets may experience a decrease. Figure 8a shows the percentage change in assessed property values for the sample properties from 2011 to 2015.

Figure 8a: Sample Commercial Properties – Change in Assessed Property Values

Description	2011	2012	2013	2014	2015
1 Commercial Office-Strata	0.0%	0.0%	2.2%	0.0%	-1.8%
2 Retail Store	4.4%	16.6%	3.8%	0.0%	0.0%
3 Convenience Store/Service Station	-0.3%	0.8%	4.2%	0.0%	21.1%
4 Small Commercial Building w/Coffee Shop & 2 Other Units	0.4%	11.2%	0.0%	-1.6%	4.4%
5 Coffee Shop	0.0%	7.5%	3.1%	0.0%	8.9%
6 Family Restaurant	0.0%	8.1%	-3.8%	3.6%	7.1%
7 Bank	0.0%	72.4%	0.0%	-28.7%	-10.0%
8 Big Box Retail Store	5.9%	0.0%	0.0%	-3.6%	4.2%
Total	2.5%	13.6%	0.2%	-6.8%	3.7%

There is a very wide variation in the yearly changes. In their news release of January 2, 2015, BC Assessment reported that most owners of commercial and industrial properties in the Fraser Valley would see changes in their 2015 Property Assessments ranging from 5% to 10%. For the most part, changes in the assessed values for the sample commercial properties reflect this range; however, the changes in assessed values for Sample #3, the Convenience Store/Service Station and Sample #7, the Bank are outside of this range. We contacted BC Assessment about the changes in assessed values for these properties.

BC Assessment advised that for the 2012 Assessment Roll, they conducted a review of all bank property assessed values in the Fraser Valley Assessment Area. Due to this review, some banks saw significant increases in value. In 2014, the owner of Sample #7, the Bank owner appealed their property assessment and the value was reduced. As a result of the successful appeal, BC Assessment conducted a review of bank leases in Maple Ridge's downtown core, and the 2015 assessment was decreased a further 10%. BC Assessment noted that recently, the Bank property sold for much higher than its recent assessment, so they may be reviewing their strategy in this area.

With respect to the convenience store/service station, BC Assessment advised that service stations with retail or convenience stores in the Maple Ridge area experienced higher than average increases in their assessed values for 2015.

Figure 8b, shows the percentage change in the municipal portion of the property taxes for the sample properties. As there is variability with the changes in assessed property values, there is also variability with the changes in municipal property taxes. Local governments do not have the legislative authority to smooth tax increases amongst properties.

From 2014 to 2015, municipal property taxes changes range from a decrease of 13% for the bank property to an increase of 17.0% for the convenience store/service station property. It is important to note that while some of the sample properties may experience the same percentage tax increase, the tax bills will vary depending on the assessed property values.

Figure 8b: Sample Commercial Properties – Change in Municipal Property Taxation

Description	2011	2012	2013	2014	2015
1 Commercial Office-Strata	3.1%	-2.9%	6.3%	4.1%	-5.1%
2 Retail Store	7.6%	13.2%	8.1%	4.1%	-3.4%
3 Convenience Store/Service Station	2.8%	-2.2%	8.5%	4.1%	17.0%
4 Small Commercial Building w/Coffee Shop & 2 Other Units	3.5%	7.9%	4.1%	2.4%	0.8%
5 Coffee Shop	3.1%	4.4%	7.3%	4.1%	5.3%
6 Family Restaurant	3.1%	4.9%	0.1%	7.8%	3.6%
7 Bank	3.1%	67.4%	4.1%	-25.7%	-13.0%
8 Big Box Retail Store	9.2%	-2.9%	4.1%	0.4%	0.7%
Total	5.7%	10.3%	4.3%	-6.8%	3.7%

CONCLUSION:

It is important for the City of Maple Ridge to review our municipal tax rates to make sure they are reasonable in relation to other municipalities. This is not a simple task and each indicator has its own strengths and weaknesses. This is why we look at a variety of indicators over a period of time.

The City's Business Class municipal tax rate in 2015 is fifteenth lowest of the nineteen surveyed municipalities. This is not unexpected as most municipalities in the survey group have higher assessed property values. It is noteworthy that tax rates in Coquitlam and New Westminster are higher than ours, even though those communities likely have assessed property values that are higher than those in Maple Ridge.

The City's Business Class tax multiple continues to rank lower than the average. In 2015, assessed property values for residential properties increased about 2.8% and commercial properties increased about 6.6%; municipal tax rates were adjusted to generate the funding required in the Financial Plan.

With respect to assessed property values and municipal taxes, we looked at the yearly percentage change in property assessments and the municipal portion of property taxes from 2011 to 2015 for eight sample properties within Maple Ridge. As there is some variability with the percentage change in assessed property values for these properties, there is also some variability around the percentage change in municipal property taxes.

Overall, our data indicates that Maple Ridge's Business Class municipal tax rates are reasonable when compared to other lower mainland municipalities.

"Original signed by Jacquie Bergmann"

Prepared by: Jacquie Bergmann
Research Technician

"Original signed by Paul Gill"

Approved by: Paul Gill
GM: Corporate & Financial Services

"Original signed by Paul Gill"

Concurrence: Paul Gill
Acting Chief Administrative Officer

:jgbb

TO:	Her Worship Mayor Nicole Read and Members of Council	MEETING DATE:	August 31, 2015
FROM:	Chief Administrative Officer	MEETING:	Council Workshop
SUBJECT:	2015 Major Industry Class Property Taxation		

EXECUTIVE SUMMARY:

The Finance Department provides Council with reports on property assessments and taxation. This information allows Council to see how our taxes compare to those of other municipalities in our area. A report on Residential Class property taxes was provided in May, and it concluded that Residential Class property taxes in Maple Ridge are ranked among the lowest in the region.

In Maple Ridge, the only Major Industry Class properties are the cedar mill properties. In 2009 and 2010, to support additional investments in the subject property and to keep rates competitive, the municipal portion of the Major Industry Class tax rates was reduced by 5%.

As part of Financial Planning discussions in December 2013, Council authorized a reduction in the Major Industry Class tax rate by \$70,000 each year for five years, 2014-2018. The rationale behind this adjustment is to make the Major Industry Class property tax rate more in line with other jurisdictions.

In both 2014 and 2015, the Major Industry Class municipal tax rate was reduced and did not receive the same budgeted tax increase that other Maple Ridge property classes received; this resulted in tax savings of about \$70,000 in 2014, plus an additional \$70,000 in 2015.

The purpose of this report is to see how our current Major Industry Class municipal tax rate in 2015 compares to other municipalities in our area.

RECOMMENDATION:

This report has been provided for information only. No resolution is required.

DISCUSSION:

In Maple Ridge, the only Major Industry Class properties are the cedar mill properties. In 2009 and 2010, the municipal portion of the property taxes for the Major Industry Class was reduced by 5%, while other property classes received the budgeted tax increase. In 2011, 2012, and 2013, the Major Industry Class received the same property tax increase as the other property classes.

As part of Financial Planning discussions in December 2013, Council authorized a reduction in the Major Industry Class tax rate by \$70,000 each year for five years, 2014-2018, and this is reflected in the 2015 Major Industry Class municipal property tax rates.

As shown in Figure 1, in 2015, assessed property values for the Major Industry Class decreased about 3.1%. The Major Industry Class municipal property tax rate was adjusted to 33.2682. The municipal tax rate multiple decreased to 7.4, and municipal taxes are \$573,211.

Because we reduced the Major Industry Class municipal tax rate and did not apply the same budgeted tax increase that other Maple Ridge property classes received, the tax savings amount to about \$70,000 in 2014 and a further reduction of about \$70,000 in 2015.

Figure 1: Maple Ridge Major Industry Class - Year to Year Comparison

	<u>2013</u>	<u>% Change</u>	<u>2014</u>	<u>% Change</u>	<u>2015</u>
Assessed Value	\$18,016,100	-1.34%	\$17,774,100	-3.06%	\$17,230,000
Municipal Tax Rate	37.2342	-6.23%	34.9163	-4.72%	33.2682
Municipal Tax Rate Multiple	8.7	-9.99%	7.8	-4.91%	7.4
Municipal Taxes	\$670,815	-7.48%	\$620,606	-7.64%	\$573,211

As in previous years, in this report we will look at two indicators to determine how the Maple Ridge Major Industry Class municipal tax rate compares to other lower mainland municipalities.

1. Municipal Tax Rate Comparison:

This indicator looks at the municipal tax rate in our municipality and compares it to the municipal tax rate for the same class in other municipalities. While this indicator is fairly easy to obtain, it is problematic in that similar properties in one community may be valued very differently in other communities.

As shown in Figure 2, in 2015, the City's Major Industry Class 4 municipal tax rate is \$33.2682 per \$1,000 of assessed value. Among the fourteen surveyed municipalities, our tax rate ranks as ninth lowest, while in 2014 it ranked as tenth lowest and in 2013 it ranked as eleventh lowest.

Figure 2: Major Industry Class Municipal Property Tax Rates – lowest to highest

Municipality	2013	2014	2015	
	Major Industry Rate	Major Industry Rate	Major Industry Rate	Rank
Langley, Township	8.83280	8.76410	9.49430	1
Surrey	11.41012	11.56272	11.20174	2
Richmond	14.42822	13.71527	12.87490	3
West Vancouver	13.86750	15.26860	16.04540	4
North Vancouver, City	27.50000	27.50000	27.50000	5
Coquitlam	29.19840	28.85520	28.87690	6
New Westminster	28.56440	29.51880	30.13070	7
North Vancouver, District	36.76622	29.33316	30.97096	8
Maple Ridge	37.23420	34.91630	33.26820	9
Vancouver	32.98091	33.77460	33.68465	10
Delta	35.11899	35.21332	33.92342	11
Pitt Meadows	37.52650	40.27550	37.06480	12
Burnaby	44.95180	47.10730	45.24490	13
Port Moody	65.28500	68.54770	71.30020	14

It is important to remember that not all assessed property values are comparable across the lower mainland. The Major Industry classification by BC Assessment can be very broad, and it includes a wide variety of major industry types, including saw mills, cement and asphalt plants, grain elevators, oil refining plants, docks and wharves, shipyards and more.

North Vancouver City may have a lower tax rate, but the assessed values for a waterfront property similar to those owned by Interfor in Maple Ridge would likely be much higher in that community. Notable is that the Major Industry properties in the City of North Vancouver are located along the waterfront and are operated as ports. Ports have a regulated Provincial Cap tax rate of \$27.50 per \$1,000 of assessed value.

For this reason, we should also look at another indicator such as the municipal tax rate multiple.

2. Municipal Tax Rate Multiple Comparison:

This indicator looks at the relative tax rate on one class, as a ratio of the tax rate charged to another property class. The “other” class used in this analysis is the Residential Class. As outlined in previous reports to Council, the main weakness of this indicator is that it is greatly affected by varying market value fluctuations between the property classes.

As shown in Figure 3, in 2015, the Maple Ridge Major Industry Class municipal tax rate multiple of 7.4 ranks as fourth lowest among the fourteen municipalities as it ranked in 2014, while in 2013 it ranked as sixth lowest. In 2015, our multiple is below the average tax rate multiple of 10.7.

This year half of the fourteen municipalities saw increases in their multiples and half experienced decreases. Since 2007, our multiple in this class has dropped from 15.6, making it one of the most significantly improved of the surveyed municipalities. This is due to changes in the assessed property values and Council’s direction of trying to ease the tax burden on this property class.

Figure 3: Major Industry Class Municipal Property Tax Rate Multiples – lowest to highest

Municipality	2013	2014	2015		
	Multiple	Multiple	Major Industry Rate	Multiple	Rank
Langley, Township	2.7	2.6	9.49430	2.8	1
Surrey	4.8	4.7	11.20174	4.5	2
Richmond	6.8	6.1	12.87490	5.9	3
Maple Ridge	8.7	7.8	33.26820	7.4	4
New Westminster	8.1	7.9	30.13070	8.1	5
Coquitlam	9.6	9.0	28.87690	9.2	6
Delta	10.1	9.8	33.92342	9.3	7
Pitt Meadows	9.6	10.0	37.06480	9.4	8
West Vancouver	8.2	8.6	16.04540	9.5	9
North Vancouver, City	11.2	11.0	27.50000	10.9	10
North Vancouver, District	15.5	12.0	30.97096	13.0	11
Vancouver	17.4	18.3	33.68465	19.0	12
Burnaby	20.1	20.1	45.24490	19.7	13
Port Moody	19.2	19.5	71.30020	20.6	14

CONCLUSION:

Maple Ridge's position in terms of Major Industry Class municipal property tax rates and multiples has improved as a direct result of direction from Council. Maple Ridge seems to be well placed when compared to other municipalities in the lower mainland. Our Major Industry Class municipal tax rate is ranked as ninth lowest when compared to the fourteen surveyed municipalities, and our Major Industry Class municipal tax rate multiple ranks as fourth lowest, below the average municipal tax rate multiple.

It appears that the tax burden against Major Industry Class properties has become more equitable. In December 2013, Council authorized a reduction in the Major Industry Class tax rate by \$70,000 each year for five years, 2014-2018. The Major Industry Class municipal tax rate was reduced and did not receive the same budgeted tax increase that other Maple Ridge property classes received resulting in a tax savings of about \$70,000 in 2014, and a further reduction of \$70,000 in 2015. Our ability to effect further reductions will be reviewed as part of our Business Planning deliberations in December.

We will continue to review the tax burden against our other property classifications to ensure we remain well-positioned when compared to neighbouring municipalities.

"Original signed by Jacquie Bergmann"

Prepared by: Jacquie Bergmann
Research Technician

"Original signed by Paul Gill"

Approved by: Paul Gill
GM: Corporate & Financial Services

"Original signed by Paul Gill"

Concurrence: Paul Gill
Acting Chief Administrative Officer

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Permissive Tax Exemption Policy Review

MEETING DATE: 31-August-2015
FILE NO:
MEETING: Workshop

EXECUTIVE SUMMARY:

The *Community Charter* provides for a general exemption from property taxes if certain criteria are met. These are referred to as statutory exemptions and Council does not have any legislative powers or authority over these exemptions. BC Assessment determines which properties qualify for statutory exemptions.

The *Community Charter* also provides Council with the authority to exempt certain other properties from municipal taxation if specified criteria are met. These are referred to as permissive exemptions. Councils adopt policies that define how these exemptions are applied in their communities. In Maple Ridge, Council has chosen to adopt a series of policies intended to prevent the downloading of services that are the responsibility of senior governments and to ensure that local residents are not subsidizing residents from other municipalities. Property tax relief is also granted to churches, private schools and organizations providing services and programs that are an extension of municipal services and fall under the responsibility of local government. The current policies were adopted in 2001 following the enactment of the *Community Charter*. Since their adoption, each Council has reviewed them during their term in office. Reviews took place in 2004, 2008 and most recently in 2012. No changes to the policy framework have been made as a result of those reviews.

In order to provide a permissive tax exemption for the next calendar year, Council must adopt a bylaw on or before October 31 of the current year. This bylaw applies specifically to the municipal tax levies on the property tax notice. Both the *School Act* and the *Hospital District Act* provide for exemptions from other taxing authorities for properties included in the bylaw. In 2015, permissive tax exemptions totalling \$662,111 were granted in bylaw 7105-2014.

RECOMMENDATION(S): None required – information only

DISCUSSION:

The *Community Charter* provides for a general exemption from property taxes if certain criteria are met. Council does not have any legislative powers or authority over these exemptions, referred to as statutory exemptions. Included under this are properties such as schools, public hospitals, buildings set apart for public worship and provincial and municipally held public buildings and land. BC Assessment determines which properties qualify for statutory exemptions.

The *Community Charter* also provides Council with the authority to exempt certain other properties from municipal taxation, again if specified criteria are met. These exemptions are referred to as permissive tax exemptions and are the subject of this report.

Permissive exemptions from property taxation may be granted to land or improvements under section 224(2) of the *Community Charter* for the following:

- (a) Properties owned or held by charitable , philanthropic or other not for profit corporations that council considers are used for a purpose that is directly related to the purposes of the corporation
- (b) Properties owned or held by a municipality, regional district or other local authority that council considers are used for a purpose of the local authority,
- (c) Properties that council considers would otherwise qualify for Statutory Exemption were it not for a secondary use
- (d) Properties owned by a public or local authority and are used by a corporation or organization, if that organization would receive exemption if they were owners of the property,
- (e) Properties owned by persons providing a municipal service under a partnering agreement
- (f) Properties in relation to a building used for public worship receiving a statutory exemption
- (g) Properties occupied by a religious organization, as a tenant or licensee
- (h) Properties in relation to buildings used for seniors' homes, hospitals or private schools receiving a statutory exemption
- (i) Land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes
- (j) Property being operated as a private hospital

Recognizing that exempting properties from taxation shifts the tax burden to the remaining properties in the municipality, councils adopt policies that define how these exemptions will be applied in their communities. In Maple Ridge, Council has chosen to adopt a series of policies intended to prevent the downloading of services that are the responsibility of senior governments and to ensure local residents are not subsidizing residents from other municipalities. The policies also establish that where a permissive exemption is granted all residents of Maple Ridge have access to the service provided and make certain the property tax exemption does not provide an unfair competitive advantage. The services provided by the organization are to be an extension of municipal services and programs, and fall under the responsibility of local government. Choosing to provide a permissive tax exemption where the service provided is the responsibility of another level of government would be funding programs not intended to be funded by property taxes.

The current policies were adopted in 2001 following the enactment of the *Community Charter* and are attached as Appendix "A". The introduction of the *Charter* required the policies in place prior to 2001 be updated to refer to it instead of previous legislation. The following provides a summary of each policy:

Policy: 5.16 Homes for the Care of Children and the Relief of the Aged, the Poor, the Disabled and the Infirm

- Confirms that permissive tax exemptions will not be provided to these organizations.

Policy 5.17 Private Hospitals and Daycares

- Confirms that exemptions will not be granted to these organizations.

Policy 5.18 Community Halls

- Exemptions are provided for a limited number of community halls:
 - Ruskin Community Hall
 - Ridge Meadows Seniors Society
 - Fraternal Order of Eagles

Policy 5.19 Municipal Recreation Services

- Exemptions are granted to those organizations providing services that are an extension of municipal services and are the responsibility of local government:
 - Maple Ridge Golf Course
 - Cam Neely Arena (90%)
 - Golden Ears Winter Club (95%)

Policy 5.20 Churches

- In addition to the statutory exemption, church halls and land up to 5 acres will be granted a permissive tax exemption.

Policy 5.21 Private Schools

- A permissive exemption for additional land used for parking or playgrounds for private schools that receive the statutory exemption.
 - Haney – Pitt Meadows Christian School Association
 - Meadowridge School Society
 - Roman Catholic Archbishop of Vancouver (St. Patrick's School)

Policy 5.22 Youth Recreation Groups

- A permissive exemption can be granted to not for profit societies providing fitness or recreational activities for youth.
 - Girl Guides of Canada
 - Scout Properties

Policy 5.23 Heritage Sites

- Eligible heritage properties can be granted an exemption.
 - Haney House
 - Haney Brick Yard Office and Haney Brick Yard House
 - St. Andrews United Church
 - Old Japanese School House
 - Masonic Lodge

Since the policies were adopted in 2001, each Council has reviewed them during their term in office. Reviews took place in 2004, 2008 and most recently in 2012. No changes have been made to the policy framework as a result of those reviews.

All new applications for permissive tax exemptions are evaluated against the policy framework and only recommended when they fit within that framework. Over the past five years the following organizations have applied for, and been denied, a permissive exemption as the services they provide are not an extension of municipal services, nor are they the responsibility of local government:

- Friends in Need Food Bank
- Canadian Red Cross HELP Depot
- Army, Navy & Air Force Veterans
- North Fraser Therapeutic Riding Association
- Maple Ridge Hospice Society

Cythera House was denied a permissive exemption as it is the retail arm of the Maple Ridge Hospice and its purpose is to generate funds for the hospice facility. The Royal Canadian Legion Branch #88 was also denied a permissive exemption as most of the building is considered a commercial operation and not eligible under our policies. A small part of the building is a multi-function room

used for legion functions, as well as being available for community groups. This portion of the building could be eligible under police 5.18 (Community Halls), but the Ridge Meadows Seniors Activity Centre is the designated community hall for this area.

In order to provide a permissive tax exemption for the next calendar year, Council must adopt a bylaw on or before October 31 of the current year. This bylaw applies specifically to the municipal tax levies on the property tax notice. Both the *School Act* and the *Hospital District Act* provide for exemptions from other taxing authorities for properties included in the bylaw. Prior to adoption, the properties being proposed for exemption (with the exception of churches and private schools) must be publically posted and included in a newspaper. The notice will include a description of each property and the estimated tax exemption for the year of the bylaw and the following two years. The City also includes a listing of all properties receiving permissive tax exemptions in the Annual Report.

In 2015, permissive tax exemptions totalling \$662,111 were granted in bylaw 7105-2014, attached as Appendix "B". This amount covers exemptions provided under the City's policy framework as well as permissive exemptions granted under lease or fee for service agreements.

CONCLUSIONS:

The policy framework surrounding permissive tax exemptions in Maple Ridge is designed with a number of outcomes in mind. The intent is to prevent the downloading of services that are the responsibility of other levels of government and to ensure that local residents are not subsidizing residents from other municipalities. Property tax relief is granted to churches, private schools and organizations providing services and programs that are an extension of municipal services and fall under the responsibility of local government.

"Original signed by Catherine Nolan"

Prepared by: Catherine Nolan, CPA, CGA
Manager of Accounting

"Original signed by Paul Gill"

Approved by: Paul Gill, CPA, CGA
GM, Corporate & Financial Services

"Original signed by Paul Gill"

Concurrence: **Paul Gill, CPA, CGA**
Acting Chief Administrative Officer



POLICY STATEMENT

District of Maple Ridge

<u>Title:</u> Tax Exemption – Homes For The Care of Children and the Relief of the Aged, the Poor, the Disabled and the Infirm	Policy No : 5.16 Supersedes: AMENDED
<u>Authority:</u> <u>Council</u> <u>Approval:</u> <u>August 31, 2004</u>	<u>Effective Date:</u> <u>September 11, 2001</u>
Policy Statement: No exemptions are permitted under this Section as these services are the responsibility of senior government.	
Purpose: Section 224(2)(a) of the <i>Community Charter</i> allows for permissive tax exemptions for properties that (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and (ii) the Council considers are used for a purpose that is directly related to the purposes of the corporation. There are Provincial and Federal programs in place to assist these organizations and the services that they provide are the responsibility of these senior governments. The purpose of this policy is to confirm that permissive tax exemptions will not be granted to these organizations.	
Definitions: None	



POLICY STATEMENT

District of Maple Ridge

Title: Tax Exemption – Private Hospitals and Daycares	Policy No : 5.17 Supersedes: AMENDED
Authority: <u>Council</u> Approval: <u>August 31, 2004</u>	Effective Date: <u>September 11, 2001</u>
Policy Statement: No exemptions are permitted under this Section as these services are the responsibility of senior government.	
Purpose: Section 224(2)(j) of the <i>Community Charter</i> allows permissive tax exemptions for properties owned or held by a person or organization and operated as a private hospital licensed under the <i>Hospital Act</i> , or an institution licensed under the <i>Community Care Facility Act</i> . While some day-care facilities are licensed under the <i>Community Care Facility Act</i> , it takes a broad interpretation of "institution" to make these facilities eligible for tax exemption. This appears to be contrary to the <i>Community Charter</i> . The purpose of this policy is to confirm that tax exemptions will not be provided to services that are the responsibility of other governments.	
Definitions: None.	



POLICY STATEMENT

District of Maple Ridge

Title: Tax Exemption – Community Halls	Policy No : 5.18 Supersedes: AMENDED
Authority: <u>Council</u> Approval: <u>August 31, 2004</u>	Effective Date: <u>September 11, 2001</u>
Policy Statement: The land and buildings necessary to the operation of a community hall that provides its community with non-restricted social and recreation activity will be exempt from taxation under Section 197(1)(a) of the <i>Community Charter</i> [municipal property taxes].	
Purpose: To establish the level of permissive tax exemption that is provided to community halls. Section 224(2)(i) of the <i>Community Charter</i> provides for a permissive tax exemption for properties owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes.	
Definitions: The athletic or service association must be a non-profit registered society that is in good standing with the Registrar. It must be apolitical and non-restrictive in its membership, executive, and event participation. A community hall offers identity to its recognized area and provides the community with social and recreational activity. Tax exemptions for community halls will be restricted to one hall per Maple Ridge community as follows: Hammond, West Maple Ridge, Haney, Albion, Thornhill, Whonnock, Ruskin, and Yennadon.	



POLICY STATEMENT

District of Maple Ridge

Title: Tax Exemption – Municipal Recreational Services	Policy No : 5.19 Supersedes: AMENDED
Authority: <u>Council</u> Approval: <u>August 31, 2004</u>	Effective Date: <u>September 11, 2001</u>
Policy State ment: Council may, on a request-by-request basis, exempt from taxation under Section 197(1)(a) of the <i>Community Charter</i> [<i>municipal property taxes</i>], all land and improvements, or portion thereof, necessary to the operation of a program that provides recreation services that have been accepted as an endorsed municipal service.	
Purpose: Section 224(2)(i) of the <i>Community Charter</i> allows permissive tax exemptions for properties owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes. Section 224(2)(a) of the <i>Community Charter</i> allows permissive tax exemptions for properties that (i) are owned or held by a charitable, philanthropic or other not profit corporation, and (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation. The purpose of this policy is to confirm that Council will, on a request-by-request basis, consider providing permissive tax exemptions to organizations that provide recreational services that are an extension of municipal services.	
Definitions: The land and/or improvements must be owned or held by the Municipality or by a registered non-profit society that is in good standing with the registrar. The organization must be apolitical, and be non-restrictive in its membership, executive, and program services. Exemptions will not be considered where the services duplicate those offered by a level of government or government agency.	



POLICY STATEMENT

District of Maple Ridge

Title: Tax Exemption - Churches	Policy No : 5.20 Supersedes: AMENDED
Authority: <u>Council</u> Approval: <u>August 31, 2004</u>	Effective Date: <u>September 11, 2001</u>
Policy Statement: The church halls, not including church manses, and the surrounding land up to five acres that is situated on the same legal parcel as the buildings will be exempted from taxation.	
Purpose: General statutory exemption from taxation is provided under Section 220(1)(h) of the <i>Community Charter</i> for the building and the land on which the building stands for properties that are registered in the name of the religious organization using the building. This policy is required to provide tax exemptions under Sections 224(2)(f) and 224(2)(g) of the <i>Community Charter</i> for land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied	
Definitions: The properties for the purpose of public worship will be those established by the Area Assessor. Reference: Maple Ridge Church Taxation Exemption By-Law No. 3625-1985.	



POLICY STATEMENT

District of Maple Ridge

Title: Tax Exemption – Private Schools	Policy No : 5.21 Supersedes: AMENDED
Authority: <u>Council</u> Approval: <u>August 31, 2004</u>	Effective Date: <u>September 11, 2001</u>
Policy Statement: Buildings used principally for providing instruction to children equivalent to instruction provided by public schools; and the land upon which the buildings are situated, as well as developed lands that are on the same legal parcel and used for parking or as a playground, will be exempt from property taxation.	
Purpose: Section 220(1)(l) of the <i>Community Charter</i> provides for statutory tax exemptions for a building owned by an incorporated institution of learning that is regularly giving children instruction accepted as equivalent to that given in a public school, in actual occupation by the institution and wholly in use for the purpose of giving the instruction, together with the land on which the building stands. Exemption is given to the instructional buildings and the land upon which they are situated. Council may also exempt, pursuant to Section 224(2)(h) of the <i>Community Charter</i> , which provides a permissive tax exemption in relation to property that is exempt under Section 220(1)(l) [private schools], any area of land surrounding the exempt building that they determine as being reasonably necessary in connection with the instructional process. The purpose of this policy is to establish the level of permissive tax exemption that is to apply.	
Definitions: The level of instruction must satisfy the Provincial Government's standards for private schools.	



POLICY STATEMENT

District of Maple Ridge

Title: Tax Exemption – Youth Recreation Groups	Policy No : 5.22 Supersedes: AMENDED
Authority: <u>Council</u> Approval: <u>August 31, 2004</u>	Effective Date: <u>September 11, 2001</u>
Policy Statement: Land up to a maximum of 5 acres and buildings that are owned or held by a registered non-profit youth or recreation group, and used principally for fitness development and recreational activities of the public, will be exempt from taxation under Section 197(1)(a) of the <i>Community Charter</i> [municipal property taxes].	
Purpose: Section 224(2)(i) of the <i>Community Charter</i> allows for permissive tax exemptions for properties owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes. The purpose of this policy is to establish the level of permissive tax exemption that will apply to youth and recreation groups.	
Definitions: The youth or recreation group must be a non-profit registered society that is in good standing with the Registrar. It must be apolitical, and non-restrictive in its membership, executive and event participation. The group must be dedicated to the fitness development and/or recreational needs of a reasonable section of the community. Exemptions will not be considered where comparable facilities or activities are offered by the Municipality or the private sector.	



POLICY STATEMENT

District of Maple Ridge

Title: Tax Exemption – Heritage Sites	Policy No : 5.23 Supersedes: AMENDED
Authority: <u>Council</u> Approval: <u>August 31, 2004</u>	Effective Date: <u>September 11, 2001</u>
Policy Statement: Council will consider requests for exemption from taxation under Section 197(1)(a) of the <i>Community Charter</i> [municipal property taxes] for: <ol style="list-style-type: none">1. Eligible heritage property under Section 225(2)(b) of the <i>Community Charter</i>; or2. A historical building which has previously received an exemption from taxation under Section 400 (2)(a), now repealed, of the Municipal Act.	
Purpose: The <i>Community Charter</i> provides authority to municipalities to undertake certain activities relating to heritage conservation. Section 225(2)(b) of the <i>Community Charter</i> allows for permissive tax exemption for eligible heritage properties. The purpose of this policy is to confirm that requests for tax exemption for eligible heritage properties will be considered by Council. Properties which are not eligible heritage properties but which were granted a tax exemption under section 400(2)(a), now repealed, continue to be eligible for permissive tax exemption under the transitional provisions of the Heritage Conservation Statutes Amendment Act, 1994.	
Definitions: <i>Eligible heritage properties</i> include protected heritage properties under Section 967 of the <i>Local Government Act</i> , properties subject to a heritage revitalization agreement under Section 966 of the <i>Local Government Act</i> or properties subject to a covenant under Section 219 of the Land Title Act that relates to the conservation of heritage property.	

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BYLAW NO. 7105-2014

A Bylaw to exempt from taxation, certain properties within
the Corporation of the District of Maple Ridge

WHEREAS, pursuant to provisions of the Community Charter, S.B.C., 2003, Chapter 26, a Municipal Council may exempt certain land and improvements from taxation, where, in the opinion of the Municipal Council, the use of the land and improvements qualifies for exemption;

AND WHEREAS, the Municipal Council deems it expedient to exempt certain land and improvements;

NOW THEREFORE, the Municipal Council of the Corporation of the District of Maple Ridge in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited for all purposes as "Maple Ridge Tax Exemption Bylaw No. 7105-2014".
2. That in accordance with Section 224(2)(i) of the Community Charter, the following lands and improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes be exempt from taxation:

- (a) Owned by the Ruskin Community Hall
Roll No.: 94856-0000-8 28395 96th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$311,500	4,108	4,242	4,380

- (b) Owned by the Girl Guides of Canada
Roll No.: 05322-0300-1 26521 Ferguson Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$612,600	8,079	8,342	8,613

- (c) Owned by the Scout Properties (B.C./Yukon) Ltd.
Roll No.: 05299-0100-0 27660 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$1,169,000	15,417	15,918	16,436

- (d) Portion of Land and Improvements owned by the Corporation of the District of Maple Ridge
 Leased to: Ridge Meadows Senior Society
 Roll No.: 52700-0001-0 12148 224th Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$3,592,000	47,089	48,620	50,200

- (e) Owned by the Fraternal Order of Eagles, Maple Ridge Aerie #2831
 Roll No.: 73878-0300-6 23461 132nd Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$564,100	7,440	7,681	7,931

3. That in accordance with Section 224(2)(i) of the Community Charter, the following lands and improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes be exempt from taxation; and in accordance with Section 225(2)(e) of the Community Charter, the following land and improvements that are eligible golf course property, being land maintained as a golf course be exempt from taxation:

- (a) Owned by the Corporation of the District of Maple Ridge
 Leased to: Maple Ridge Golf Course Ltd. (Public Golf Course)
 Roll No.: 21238-1001-1 20818 Golf Lane

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$2,270,800	29,604	30,566	31,558

4. That in accordance with Section 224(2)(a) of the Community Charter, the following land and improvements that are owned or held by a charitable, philanthropic, or other not for profit corporation, and the council consider are used for the same purpose be exempt from taxation:

- (a) Owned by the Maple Ridge Search and Rescue Society
 Roll No.: 84120-0005-0 23598 105th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$591,000	7,748	8,000	8,260

5. That in accordance with Section 224(2)(d) of the Community Charter, the interest in land and improvements owned by a public or local authority that are being used by a corporation or organization that would be eligible for exemption if the land and improvements were owned by that corporation or organization, shall be exempt from taxation:

- (a) Owned by the Corporation of the District of Maple Ridge
Leased to: The Society for the Prevention of Cruelty to Animals
Roll No.: 84292-0257-0 10235 Jackson Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$2,613,000	34,255	35,368	36,518

- (b) Owned by the Corporation of the District of Maple Ridge
Leased to: Katie's Place
Roll No.: 84292-0100-0 10255 Jackson Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$187,900	2,463	2,543	2,626

- (c) Owned by the Greater Vancouver Sewerage and Drainage District
Leased to: Ridge Meadows Recycling Society
Roll No.: 84112-0001-0 10092 236th Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$1,221,000	16,007	16,527	17,064

- (d) Owned by the Corporation of the District of Maple Ridge
Leased to: Maple Ridge Pitt Meadows Arts Council
Roll No.: 31711-1000-0 11944 Haney Place

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$11,201,000	146,840	151,612	156,539

- (E) Owned by the Corporation of the District of Maple Ridge
Leased to: Alouette Home Start Society
Roll No.: 42274-0000-4 11932 221 Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$388,000	1,783	1,841	1,901

6. That in accordance with Section 224(2)(f) of the Community Charter, in relation to property that is exempt under section 220(1)(h) [buildings for public worship], the following land and improvements, that have been deemed as necessary to the building set apart for public worship, be exempt from taxation:

- (a) Owned by Wildwood Fellowship Church
Roll No.: 05071-0100-5 10810 272nd Street

Exempt 2014 Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$246,600	3,252	3,358	3,467

- (b) Owned by Pt. Hammond United Church
Roll No.: 10622-0100-0 11391 Dartford Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$125,300	1,653	1,706	1,762

- (c) Owned by Christian & Missionary Alliance – Canadian Pacific District
Roll No.: 20804-0401-1 20399 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$381,400	5,030	5,194	5,362

- (d) Owned by the St. Pauls Evangelical Lutheran Church of Haney B.C.
Roll No.: 20861-0100-4 12145 Laity Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$350,100	4,617	4,767	4,922

- (e) Owned by the St. John the Divine Anglican Church
Roll No.: 20920-0100-1 21299 River Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$387,200	5,107	5,273	5,444

- (f) Owned by Roman Catholic Archbishop of Vancouver Church
Roll No.: 21140-0400-1 20285 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$647,000	8,533	8,810	9,097

- (g) Owned by the Christian Reformed Church of Maple Ridge B.C.
Roll No.: 21142-3300-3 20245 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$387,300	5,108	5,274	5,445

- (h) Owned by the Burnett Fellowship Baptist Church
Roll No.: 21190-0001-0 20639 123rd Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$291,200	3,840	3,965	4,094

- (i) Owned by the President of the Lethbridge Stake (Mormon Church)
Roll No.: 21255-0201-X 11750 207th Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$380,700	5,021	5,184	5,352

- (j) Owned by the Trustees of the Maple Ridge East Congregation of Jehovah's
Roll No.: 21335-2200-2 11770 West Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$406,200	5,357	5,531	5,711

- (k) Owned by First Church Christ Scientist
Roll No.: 31678-0000-8 11916 222nd Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$200,600	2,646	2,732	2,820

- (l) Owned by The Church of the Nazarene
Roll No.: 41990-0000-8 21467 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$422,053	5,566	5,747	5,934

- (m) Owned by the High Way Church
Roll No.: 42162-0000-X 21746 Lougheed Highway

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$470,200	6,201	6,403	6,611

- (n) Owned by the Trustees of the Congregation of the Haney Presbyterian Church
Roll No.: 42176-0000-8 11858 216th Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$525,900	6,936	7,161	7,394

- (o) Owned by the Trustees of St. Andrews Congregation of the United Church of Canada
Roll No.: 42249-0100-6 22165 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$1,311,900	17,302	17,864	18,445

- (p) Owned by M.R. Baptist Church
Roll No.: 42331-0100-1 22155 Lougheed Highway

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$3,661,700	48,292	49,861	51,482

- (q) Owned by the Trustees of Webster's Corner United Church
Roll No.: 63029-0100-5 25102 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$232,600	3,068	3,167	3,270

- (r) Owned by Pentecostal Assemblies of Canada
Roll No.: 63163-2300-2 11756 232nd Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$750,000	9,891	10,213	10,545

- (s) Owned by Lord Bishop of New Westminster (St. John Evangelical)
Roll No.: 94720-0001-0 27123 River Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$432,300	5,701	5,887	6,078

- (t) Owned by Ruskin Gospel Church
Roll No.: 94803-0100-3 28304 96th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$255,600	3,371	3,481	3,594

- (u) Owned by Roman Catholic Archbishop of Vancouver
Roll No.: 52788-0000-8 22561 121st Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$273,700	3,610	3,727	3,848

- (v) Owned by The B.C. Conference of the Mennonite Brethren Churches Inc.
Roll No.: 20762-0305-0 20450 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$2,143,000	28,263	29,181	30,130

- (w) Owned by The Parish of St. George, Maple Ridge
Roll No.: 63157-2001-1 23500 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$336,300	4,435	4,579	4,728

- (x) Owned by Generations Christian Fellowship and Colleen Findlay Foundation
Roll No.: 21034-0000-8 11601 Laity Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$855,000	11,276	11,643	12,021

- (y) Owned by Apostles of Infinite Love, Canada
Roll No.: 94906-0000-3 27289 96th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$215,000	2,836	2,928	3,023

- (z) Owned by Timberline Ranch
Roll No.: 52982-0000-X 22351 144th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$30,700	405	418	432

7. That in accordance with Section 224(2)(g) of the Community Charter, land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied, be exempt from taxation:

- (a) Leased by Maple Ridge Vineyard Christian Fellowship
Roll No.: 31594-0000-1 22336 Dewdney Trunk Road

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$548,900	5,822	6,011	6,207

8. That in accordance with Section 224(2)(h) of the Community Charter, in relation to property that is exempt under section 220(1)(l) [*private schools*], any area of land surrounding the exempt building shall be exempt from taxation:

- (a) Owned by Haney – Pitt Meadows Christian School Association
Roll No.: 20806-0302-0 12140 203rd Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$395,400	5,184	5,352	5,526

- (b) Owned by Meadowridge School Society
Roll No.: 63414-0002-0 12224 240th Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$940,000	12,323	12,723	13,137

- (c) Owned by Roman Catholic Archbishop of Vancouver
Roll No.: 52788-0000-8 22561 121st Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$258,000	3,382	3,492	3,606

9. That in accordance with Section 225(2)(b) of the Community Charter the following Heritage lands and improvements shall be exempt from taxation:

- (a) Owned by the Corporation of the District of Maple Ridge
Leased to: The Maple Ridge Historical Society (Haney House)
Roll No.: 31790-0000-4 11612 224th Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$454,000	2,086	2,154	2,224

- (b) Owned by the Corporation of the District of Maple Ridge
Leased to: The Maple Ridge Historical Society (Haney Brick Yard Office & Haney Brick Yard House)
Roll No.: 31962-0502-3 22520 116th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$533,000	6,987	7,214	7,449

- (c) Owned by the Corporation of the District of Maple Ridge
Leased to: The Maple Ridge Historical Society (St. Andrew's United Church)
Roll No.: 31428-0000-1 22279 116th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$202,000	2,648	2,734	2,823

- (d) Owned by the Corporation of the District of Maple Ridge
Leased to: Fraser Information Society (Old Japanese School House)
Roll No.: 31492-0000-3 11739 223rd Street

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$278,700	3,654	3,772	3,895

- (e) Owned by Prince David Temple Society (Masonic Lodge)
Roll No.: 31429-0100-0 22272 116th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$377,500	4,979	5,140	5,307

10. That in accordance with Section 224(2)(c) of the Community Charter, “land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use”, the council may, by the adoption of a by-law, determine the proportions of the land and improvements that are to be exempt and taxable; and Section 224(2)(i) of the Community Charter, land or improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes, shall be exempt from taxation as by the proportions set in accordance with Section 224(2)(c) of the Community Charter.

- (a) Land and Improvements owned by the Corporation of the District of Maple Ridge, Herein called Cam Neely Arena, shall be exempted from 90% of taxation
Roll No.: 84120-0002-0 23448 105th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$3,787,200	49,648	51,262	52,928

- (b) Land and Improvements owned by the Corporation of the District of Maple Ridge, Herein called The Golden Ears Winter Club, shall be exempted from 95% of taxation
Roll No.: 84120-0004-0 23588 105th Avenue

2014 Exempt Assessed Value	Estimated 2015 Exemption	Estimated 2016 Exemption	Estimated 2017 Exemption
\$2,841,260	37,248	38,458	39,708

Included within each of the exemptions 10(a) and 10(b) is a proportionate share (based on the square footage areas of Cam Neely Arena, The Golden Ears Winter Club, and the remainder of the building) of all entrances, lobbies, change rooms, stairs, elevators, hallways, foyers and other common use areas of the lands and improvements.

11. The exemptions from taxation as herein before noted applies for the year 2015.

12. The exemptions granted by this bylaw are without prejudice to any claim for entitlement to exemption based on any other provisions of the Community Charter or any other legislation.

READ a FIRST TIME the 9th day of September, 2014.

READ a SECOND TIME the 9th day of September, 2014.

READ a THIRD TIME the 9th day of September, 2014.

ADOPTED the 30th day of September, 2014.

PRESIDING MEMBER

CORPORATE OFFICER

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Community Grants Policy Review

MEETING DATE: 31-August-2015
FILE NO:
MEETING: Workshop

EXECUTIVE SUMMARY:

The Community Charter grants Council powers to deliver services in the community and the Community Grants program provides Council with a tool to support the delivery of services by various community groups.

Over time Maple Ridge has moved from having a policy of not providing grants to community organizations to having a policy framework establishing eligibility and evaluation criteria. Since 2003, the budget envelope has increased from \$23,600 to \$62,200 in 2015. On July 28, 2015 Council directed that \$18,000 of the Community Grant budget for future years be allocated to operating agreements with the Haney Farmers Market Society and the Maple Ridge and Pitt Meadows Agricultural Association. The budget envelope will be reduced by this amount starting in 2016.

The current policy framework was formalized in 2013, establishing the eligibility and evaluation criteria used to evaluate applications for funding.

The purpose of today's report is to provide some history about the evolution of the Community Grant Program and review the current policy framework. Should Council wish to make any changes to the current policy, staff will bring an amended policy back to Council in the coming months.

RECOMMENDATION(S): None required, information only

DISCUSSION:

a) Background Context:

The Community Charter is the legislation that governs municipalities and with some exceptions, such as the prohibition of assistance to business, provides Councils with broad powers to deliver services in their communities. Programs, such as our Community Grants program, allow Council to support groups that deliver valuable services in our community.

The Community Grant program is one mechanism Council uses to support various community groups. The City has entered into "fee for service" agreements with community organizations such as Maple Ridge Search and Rescue and the Alouette River Management Society. Fee for service agreements differ from community grants in that the groups enter into an agreement with the City and receive funding in exchange for the provision of specific services. Fee for service agreements are managed by the departments closest to the area of service provision and are approved during

the business planning process. Community grants are applied for and awarded annually by Council resolution. The focus of this report is on the Community Grant program.

A number of years ago, Maple Ridge had a policy of not providing any grants to community organizations. The premise was that citizens were free to support these organizations through their own donations and that we would not use citizens' tax dollars for that purpose. Despite this policy there were organizations that Council chose to support, most notably, the Friends in Need Food Bank, in recognition of the need in the community.

Over time, Council has increased the budget envelope set aside for community grant purposes. In 2003, the budget envelope was \$23,600. Since that time Council has increased the budget annually and in 2015 the budget envelope is now \$62,200. This limited pool of funding has allowed Council to support various organizations that provide valuable services to the citizens of our community. On July 28, 2015 Council directed that the Community Grant budget be reduced by \$18,000 starting in 2016 and that the monies be allocated to operating agreements with the Haney Farmers Market Society and the Maple Ridge and Pitt Meadows Agricultural Association.

For a number of years, staff reviewed grant applications using a consistent set of principles with Council having final approval of the budget allocation. In April 2012, Council directed staff to prepare a policy to establish eligibility and evaluation criteria for community grants. That policy, attached as Appendix "A", incorporated the principles already in use and key concepts from Council's Strategic Plan objective of achieving a safe and livable community.

Eligible requests are defined as requests that:

- support one time items or events, or
- provide bridge funding while an organization looks for long-term stable funding, or
- allow an organization to leverage additional funding from other agencies, or
- allow an organization denied a permissive tax exemption to apply for a grant, or
- are for services not duplicated in the private sector

Requests for funding are evaluated using the following criteria:

- the organization is a registered not-for-profit or charitable community organization, based in Maple Ridge that has been in operation for more than one year,
- the purpose of the grant request is consistent with the City's Vision Statement,
- the proposed service, project or event supports one or more of the following Council Key Strategies for a safe and livable community:
 - Strive for quality of life and independence by citizens
 - Develop and implement preventative as well as reactionary plans to address the impacts of emerging issues on the local community and citizens
 - Encourage active and healthy living among citizens
 - Encourage a strong sense of community by providing citizens with opportunities to connect
- the citizens of Maple Ridge are the primary beneficiaries of the services provided by the organization
- the proposed service, project or event will be sustainable past the support of the grant funding
- the organization has a proven track record of working collaboratively with other community partners.

While Council has expressed a preference for one-time funding requests from organizations, the reality is that in many instances the same groups have received annual funding for a period of time.

A summary of the community grants Council has awarded over the past five years is attached as Appendix "B".

In May, when Council allocated the Community Grants for 2015, a commitment was made to review the policy, allowing time for any changes to be made before community groups began to apply for 2016. Recipients were apprised of this when they received their community grant for the year.

b) Desired Outcome(s):

The purpose of this report is to provide Council with some history about the evolution of community grants in Maple Ridge and to review the policy adopted in 2013. If there are any changes Council would like to see made to the current policy framework staff will bring an amended policy back to Council in the coming months.

CONCLUSIONS:

The Community Grant program is a tool available to Council for the provision of support to community groups offering services for the benefit of Maple Ridge citizens. The program has evolved over time, with \$62,200 dedicated to community grant purposes in 2015. The current policy framework was adopted in 2013, formalizing the eligibility and evaluation criteria that will be used to evaluate applications for funding. Over the past five years, Council has provided a total of over \$380,000 to various community groups.

"Original signed by Catherine Nolan"

Prepared by: Catherine Nolan, CPA, CGA
Manager of Accounting

"Original signed by Paul Gill"

Approved by: Paul Gill, CPA, CGA
GM, Corporate & Financial Services

"Original signed by Paul Gill"

Concurrence: **Paul Gill, CPA, CGA**
Acting Chief Administrative Officer



Deep Roots
Greater Heights

POLICY MANUAL

Title: Community Grants	Policy No: 5.56 Supersedes: New	
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: February 27, 2013 Review Date: February 2014	
Policy Statement: Council's vision for a safe and livable community is supported by a network of organizations that contribute to the wellness and vitality of the community. Funding will be allocated to the Community Grants program as part of the District's business planning process and grants awarded to organizations that provide valuable community services in support of Council's objectives.		
Purpose: It is recognized that community organizations contribute significant value to the community. The purpose of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants, respecting the limited financial resources available for this purpose.		
Definitions: Community Grant Review Committee: refers to a committee of four staff members including representatives from Administration, Finance and Community Development, Parks and Recreation. The work of the committee is to evaluate grant requests against Council's guidelines and provide Council with recommendations for allocating the annual community grant budget. Eligible Requests: The following requests, submitted on a completed application with financial statements from the most recently completed fiscal year, would be eligible for funding from the Community Grant Program: <ul style="list-style-type: none"> ➤ requests to fund one-time items or events, or ➤ requests for bridge funding while an organization works to secure long-term stable funding, or ➤ requests that will allow a community group to leverage additional funding from other agencies, or ➤ organizations denied a permissive tax exemption will be eligible to apply for a community grant or 		

- requests for services that are not duplicated in the private sector

Evaluation Criteria: The following criteria will be used to evaluate grant requests:

- The organization is a registered not-for-profit or charitable community organization based in Maple Ridge that has been in operation for more than one year
- The purpose of the grant request is consistent with the District's Vision Statement
- The proposed service, project or event supports one or more of the following Council Key Strategies for a safe and livable community
 - Strive for quality of life and independence by citizens.
 - Develop and implement preventative as well as reactionary plans to address the impacts of emerging issues on the local community and citizens
 - Encourage active and healthy living among citizens
 - Encourage a strong sense of community by providing citizens with opportunities to connect
- The citizens of Maple Ridge are the primary beneficiaries of the services provided by the organization
- The proposed service, project or event will be sustainable past the support of the grant funding
- The organization has a proven track record of working collaboratively with other community partners

Key Areas of Responsibility

Action to Take

1. Review grant applications received
2. Prepare report to Council
3. Authorize distribution of Community Grants
4. Distribute grants
5. Report back

Responsibility

Review committee
Review committee
Council
Finance
Recipient

	5-Year History					Totals
	2015	2014	2013	2012	2011	
Alouette Home Start Society	5,000	5,000	8,700	8,400	4,700	31,800
Alouette River Management Society ¹	-	30,000				30,000
Canuck Place	-	-	4,000			4,000
Family Education and Support Centre	9,000	9,000	4,000	4,000	4,000	30,000
Fetal Alcohol Spectrum Disorder Society for BC			10,000			10,000
Fraser River all Nations Aboriginal Society	3,000	-	-	-	-	3,000
Friends in Need Food Bank	17,000	15,000	14,700	17,000	15,000	78,700
Haney Farmers' Market	6,000	6,000	6,000	6,000	6,000	30,000
Maple Ridge Concert Band ¹	-	5,000	-	-	-	5,000
Maple Ridge Historical Society	-	-	-	-	3,000	3,000
Maple Ridge Lions Club	3,000	3,000	3,000	3,000	2,500	14,500
MR, PM Agricultural Association ²	12,000	12,000	12,000	12,000	12,000	60,000
MR, PM Community Services	-	-	-	-	2,000	2,000
MR, PM Katzie Seniors Network	-	2,000	2,800	-		4,800
North Fraser Therapeutic Association	700	1,538	2,500			4,738
Pacific Parklands Foundations (KEEPS) ³	-	-	-	30,000	-	30,000
Royal Canadian Legion					2,500	2,500
Salvation Army	6,500	6,000	6,000	11,115	12,475	42,090
	62,200	94,538	73,700	91,515	64,175	386,128

1. Funding for ARMS and the MR Concert Band was provided from gaming revenues

2. In 2013 Funding for the Agricultural Society was provided from gaming revenues

3. Funding for Pacific Parklands Foundation was provided from gaming revenues

City of Maple Ridge

TO: Her Worship Mayor Nicole Read
FROM: and Members of Council
Chief Administrative Officer
SUBJECT: Pitt Meadows City Council Request for Maple Ridge Staff Salaries Information

MEETING DATE: August 31, 2015
FILE NO:
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The City of Pitt Meadows Council recently passed a resolution directing their staff to provide an analysis of the salaries paid to Maple Ridge Community Development, Parks and Recreation Services exempt staff from 2012 to 2015. The request was received by City of Maple Ridge staff and the information has been compiled for release.

RECOMMENDATION(S):

Receive for information and forward to City of Pitt Meadows in reply to their request of July 21, 2015.

DISCUSSION:

a) Background Context:

At the July 21, 2015 City of Pitt Meadows Regular Council Meeting, Pitt Meadows Council passed a resolution directing their staff to provide details on amounts paid to all exempt Maple Ridge Community Development, Parks and Recreation Services staff from January 1, 2012 to date. In response to this resolution, a request was sent to the Maple Ridge Director of Human Resources to provide the information.

Each year, we are required to report employee remuneration and expenses in the Statement of Financial Information (SOFI) Report and this information is published on our website. In response to the request from Pitt Meadows, the Human Resources Department staff compiled the attached information in Appendix A. Page 3 shows the total remuneration as reported on the SOFI reports. These amounts have two main components: Salaries and Lieu Time/Vacation Payouts. Pages 1 and 2 of the attached Appendix break down the total paid into these components.

Comparisons and calculations of averages or percentage changes from year to year require an understanding of the contents or drivers behind the changes. On page 3 of Appendix A, the calculated percentage change for all Parks and Leisure Services exempt staff between 2012 and 2013 is a decrease of 4.95%. Focusing on this overall change is meaningless due to the broad range in changes. In actual fact, there was no general wage increase paid between 2012 and 2013.

Variances in the reported salaries are affected by a number of factors including partial year employment for new or resigned employees, temporary vacancies, and merit based salary changes such as performance bonuses or transitioning through the pay grade steps. One significant variation between 2013 and 2014 salaries was due to retroactive payment of 2012 and 2013 general wage increases. Variances in the reported payout of lieu time or vacation are dependent on individual circumstances.

For this group of employees, the total percentage increase in salaries from 2012 to 2014 calculates to 11.23%. However, general wage increases for this same period actually accumulate to just over 4.82%. The variance in this statistic represents the type of misinformation that can be generated without understanding the data. Because the 2014 salaries reported are not representative of only the 2014 salaries but also include the retroactive wages for 2012 and 2013, the true story is obscured. The reported salaries next year for 2015 will include a general wage increase but when compared to 2014 will likely indicate a significant decrease.

It may be helpful for Pitt Meadows Council to know that in 2014, Maple Ridge Council approved retroactive general wage increases for all exempt staff in line with wage increases negotiated with the Canadian Union of Public Employees (CUPE) staff. They were: 2012 – 1.25%, 2013 – 1.75%, 2014 – 1.75% and 2015 – 2.00%. In addition, the General Manager of Community Development, Parks and Recreation Services has the discretion of awarding annual performance bonuses to directors and managers up to a maximum of \$1,000. Where paid, these variable bonuses were included in the total salaries paid.

CONCLUSIONS:

The information provided is in response to the request that was received. As outlined above, conclusions based on overall changes should not be reached without an understanding of the drivers behind the changes.

“Original signed by Kathleen Gormley”

Prepared by: Kathleen Gormley,
Manager of Finance Business Systems

“Original signed by Kelly Swift”

Approved by: Kelly Swift,
General Manager: Community Development, Parks and Recreation Services

“Original signed by Paul Gill”

Concurrence: **Paul Gill, CPA, CGA**
Acting Chief Administrative Officer

Attachments: Appendix A

Appendix A

**Community Development, Parks & Recreation Services
Exempt Staff Positions
Salaries Paid
2012 to 2014**

Position	2012	% Change 2012 to 2013	2013	% Change 2013 to 2014	2014	Total % Change 2012 to 2014
Recreation Manager Health & Wellness	104,021.41	3.23%	107,383.60	8.55%	116,569.75	12.06%
Director Parks & Facilities	136,041.81	0.63%	136,900.60	9.20%	149,499.55	9.89%
Recreation Manager Arts & Community Connections		N/A	28,919.20	242.82%	99,139.53	N/A
Recreation Manager Youth, Seniors & Neighborhood Services	88,374.24	0.01%	88,382.84	9.56%	96,830.71	9.57%
Senior Recreation Manager	116,453.97	2.60%	119,477.32	9.22%	130,488.10	12.05%
Recreation Manager Community Connections	100,110.01	N/A		N/A		-100.00%
Parks & Open Space Manager	101,277.08	5.63%	106,976.00	8.68%	116,261.84	14.80%
Director of Recreation	125,215.47	1.48%	127,068.80	9.69%	139,376.20	11.31%
Manager Parks Planning & Development	107,195.81	-0.21%	106,976.00	8.66%	116,241.90	8.44%
Facilities Operations Manager	107,254.09	0.12%	107,383.60	8.39%	116,391.77	8.52%
Manager Business Operations	88,648.47	3.78%	92,000.80	14.08%	104,958.92	18.40%
General Manager CDPR	161,318.28	4.94%	169,294.03	12.90%	191,129.65	18.48%
Director Community Services	119,555.68	0.35%	119,979.54	9.06%	130,854.15	9.45%
	<u>1,355,466.32</u>	-3.30%	<u>1,310,742.33</u>	15.03%	<u>1,507,742.07</u>	11.23%

Appendix A

**Community Development, Parks & Recreation Services
Exempt Staff Positions
Lieu Time or Vacation Payouts
2012 to 2014**

Position	2012	% Change 2012 to 2013	2013	% Change 2013 to 2014	2014	Total % Change 2012 to 2014
Recreation Manager Health & Wellness	-		-		-	N/A
Director Parks & Facilities	2,596.00	85.80%	4,823.37	146.23%	11,876.70	357.50%
Recreation Manager Arts & Community Connections	-		-		-	N/A
Recreation Manager Youth, Seniors & Neighborhood Services	8,306.38	-11.50%	7,351.52	19.72%	8,801.28	5.96%
Senior Recreation Manager	6,848.40	-100.00%	-	N/A	7,178.40	4.82%
Recreation Manager Community Connections	10,882.41		-		-	-100.00%
Parks & Open Space Manager	-		-		-	N/A
Director of Recreation	9,308.80	-28.38%	6,667.10	-41.20%	3,920.25	-57.89%
Manager Parks Planning & Development	1,834.20	-100.00%	-		-	-100.00%
Facilities Operations Manager	-	N/A	2,853.20	42.86%	4,076.00	N/A
Manager Business Operations	-		-		-	N/A
General Manager CDPR	9,128.40	-100.00%	-	N/A	10,417.20	14.12%
Director Community Services	2,282.80	100.00%	4,565.60	17.03%	5,343.26	134.07%
	51,187.39	-48.70%	26,260.79	96.54%	51,613.09	0.83%

Appendix A

**Community Development, Parks & Recreation Services
Exempt Staff Positions
Total Remuneration
2012 to 2014**

Position	2012	% Change 2012 to 2013	2013	% Change 2013 to 2014	2014	Total % Change 2012 to 2014
Recreation Manager Health & Wellness	104,021.41	3.23%	107,383.60	8.55%	116,569.75	12.06%
Director Parks & Facilities	138,637.81	2.23%	141,723.97	13.87%	161,376.25	16.40%
Recreation Manager Arts & Community Connections		N/A	28,919.20	242.82%	99,139.53	N/A
Recreation Manager Youth, Seniors & Neighborhood Services	96,680.62	-0.98%	95,734.36	10.34%	105,631.99	9.26%
Senior Recreation Manager	123,302.37	-3.10%	119,477.32	15.22%	137,666.50	11.65%
Recreation Manager Community Connections	110,992.42	-100.00%		N/A		-100.00%
Parks & Open Space Manager	101,277.08	5.63%	106,976.00	8.68%	116,261.84	14.80%
Director of Recreation	134,524.27	-0.59%	133,735.90	7.15%	143,296.45	6.52%
Manager Parks Planning & Development	109,030.01	-1.88%	106,976.00	8.66%	116,241.90	6.61%
Facilities Operations Manager	107,254.09	2.78%	110,236.80	9.28%	120,467.77	12.32%
Manager Business Operations	88,648.47	3.78%	92,000.80	14.08%	104,958.92	18.40%
General Manager CDPR	170,446.68	-0.68%	169,294.03	19.05%	201,546.85	18.25%
Director Community Services	121,838.48	2.22%	124,545.14	9.36%	136,197.41	11.79%
	<u>1,406,653.71</u>	-4.95%	<u>1,337,003.12</u>	16.63%	<u>1,559,355.16</u>	10.86%

City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Weekend Underground Parking Rates

MEETING DATE: July 20, 2015
FILE NO:
MEETING: Workshop

EXECUTIVE SUMMARY:

The City received correspondence from the local Farmers' Market, inquiring as to the potential to adjust the parking rates for Saturdays and Sundays in the City-owned underground parking lot. The delegation requested that the weekend parking rates be adjusted to reflect the following:

First 2 hours	Free
All Day (until 11:00 PM)	\$2.00

The rationale for consideration of implementing this change would be to increase the attendance and reduce hardship at/for the Farmers' Market and its attendees as well as other events that may be occurring in the Town Centre.

If the City chooses to undertake this proposed rate reduction it could conceivably see its overall parking revenue decrease by \$3,406.85 to \$7,212.00, a reduction of about 32% overall. Over the course of the entire Farmers' Market season (May – October) the total reduction in lost revenues would be approximately \$9,100.00.

As paid parking serves to increase the circulation of traffic and typically creates an increased availability of parking in a given area, if the proposed changes were to be implemented, the expectation should be for a reduction in the amount of available parking in the underground lot. If the cost of parking truly does serve as a deterrent to some attendees, it should be noted that there is an abundance of free, street parking available in close proximity to the Farmer's Market.

Given these factors and in review of the lost revenue numbers as noted above, it is difficult to justify the proposed rate adjustment. As such, retaining the existing parking rate structure would appear to be the most operationally practical and financially viable direction for the foreseeable future.

RECOMMENDATION(S):

That the City continues to maintain the existing parking rate structure and pricing model for its underground parking lot in order to maintain its existing revenue base and to ensure that there remains an availability of accessible, underground parking for all visitors to the Town Centre.

DISCUSSION:

a) Background Context:

The Maple Ridge Farmer's Market typically operates on Saturday from early May until early October usually from 9:00 AM until 2:00 PM in Memorial Peace Park on 224th Street in downtown Maple Ridge. On a typical Saturday, there are 30-40 vendors on-site and anecdotal evidence suggests that it takes an individual less than one hour to complete a leisurely navigation of the entire Farmers' Market site.

The City received correspondence from the local Farmers' Market, inquiring as to the potential to adjust the parking rates for Saturdays and Sundays in the City-owned underground parking lot. Currently, the basic rate structure, offered seven days per week is as follows:

First 1 Hour	Free
2 hours	\$0.75
3 Hours	\$1.50
4 Hours	\$2.25
5 Hours	\$3.00
6 Hours	\$3.75
All Day (until 11:00 PM)	\$4.00

The delegation requested that the weekend parking rates be adjusted to reflect the following

First 2 hours	Free
All Day (until 11:00 PM)	\$2.00

The rationale for consideration of implementing of this change would be to increase the attendance and reduce hardship at/for the Farmers' Market and its patrons as well as other events that may be occurring in the downtown area.

In determining the financial impact of the proposed rate reduction, one is required to make a couple of assumptions as follows:

Assumption A) an increase of two hours of free parking would eliminate those paying for a maximum of two hours of parking

Assumption B) a \$2.00 all day rate would capture the entirety of those parking for more than 2 hours

Assumption C) that the May - June 2015 parking numbers sample can be extrapolated over a full Farmers' Market season (May - October) to determine the full financial impact.

Taking these assumptions into consideration, if the City had undertaken this proposed rate reduction through May and June 2015, rather than netting the full \$10,618.85 that it did generate, it would have seen its overall revenue decrease by \$3406.85 to \$7,212.00, a reduction of about 32% overall. Over the course of the entire Farmers' Market season (May - October) the total reduction in lost revenues would be approximately \$9,100.00.

In general, paid parking serves to increase the circulation of traffic and typically creates an increased availability of parking in a given area. If the proposed changes were to be

implemented, the expectation should be for a reduction in the amount of available parking in the underground lot. As noted earlier, a typical Farmer's Market visitor can quite fully patronize the vendor offerings in less than one hour's time, so even if they were required to spend the requisite \$0.75 cents to double their time to two hours, this should not be considered a significant deterrent to attending. As well, note that there is an abundance of free, street parking available in close proximity to the Farmer's market.

Given these factors and in review of the reduced revenue numbers as noted above, it is difficult to justify the proposed rate adjustment. Lastly, while there remains a significant interest in increasing the participation in Town Centre events and activities by the City in general, reducing parking rates to support one particular event (the Farmers' Market) sets a challenging precedent for other City events and activities.

As such, retaining the existing parking rate structure would appear to be the most operationally practical and financially viable direction for the foreseeable future

b) Citizen/Customer Implications:

While a reduction in the existing weekend parking rates may have a positive effect on a few individual visitors to the City and Farmers' Market, the offset reduction in revenue, coupled with the loss of available parking would create additional challenges for the community and its events and would ultimately set a difficult precedent for the City to manage moving forward.

c) Business Plan/Financial Implications:

As noted, a change in the current parking rate structure and pricing model for the underground lot would see parking revenues reduced by upwards of 30%.

d) Policy Implications:

While there are no direct policy implications that would accompany an adjustment of rates, an adjustment to rates to accommodate a single not-for-profit entity, admittedly sets a difficult precedent for the City to manage moving forward.

e) Alternatives:

The City may maintain its existing rate structure and pricing model or continue to explore other options as to parking rate structures and pricing models.

CONCLUSIONS:

Generally accepted theories as related to the demand and supply of parking suggest that a reduction in parking rates results in a reduction in availability of parking spaces. Given the currently low rate of pricing for parking in the underground parking lot, coupled with the availability of alternative, nearby, free options, there does not appear to be any practical rationale for adjusting the current parking rate structure or prices in the City's underground lot.

(signature page to follow this page)

"Original signed by Darrell Denton"

Prepared by: Darrell Denton
Property and Property Manager

"Original signed by John Bastaja" for

Approved by: Paul Gill, BBA, CGA
General Manager: Corporate & Financial Services

"Original signed by Frank Quinn"

Concurrence: Frank Quinn, MBA, P. Eng
General Manager, Public Works and Development Services
Acting Chief Administrative Officer

Appendix A: Summary Data Tables - City of Maple Ridge - Underground Parking - Saturday/Sunday - May - June 2015

City of Maple Ridge
Underground Parking - Saturday/Sunday - May - June 2015

Saturday, May 2nd 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	49	\$40.30
\$0.75 - For 2 Hours(1)	49	\$38.20
\$1.50 - For 3 Hours	15	\$22.50
\$1.50 - For 3 Hours(1)	11	\$16.50
\$2.25 - For 4 Hours	6	\$13.50
\$2.25 - For 4 Hours(1)	4	\$9.00
\$3.00 - For 5 Hours	3	\$9.00
\$3.00 - For 5 Hours(1)	1	\$3.00
\$4.00 - Until 11PM	4	\$16.00
Free For 1st 60MIN	162	\$0.00
Free For 1st 60MIN(1)	145	\$0.00
Total Tickets	449	
% of Tickets		
Total \$ Value		\$168.00
% of Total \$ Value		

Sunday, May 3rd 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	31	\$23.80
\$0.75 - For 2 Hours(1)	47	\$36.25
\$1.50 - For 3 Hours	5	\$8.00
\$1.50 - For 3 Hours(1)	6	\$10.00
\$2.25 - For 4 Hours	2	\$4.50
\$3.00 - For 5 Hours	1	\$3.00
Free For 1st 60MIN	149	\$0.00
Free For 1st 60MIN(1)	173	\$0.00
Total Tickets	414	
% of Tickets		
Total \$ Value		\$85.55
% of Total \$ Value		

Saturday, May 9th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	71	\$58.50
\$0.75 - For 2 Hours(1)	29	\$22.60
\$1.50 - For 3 Hours	79	\$124.00
\$1.50 - For 3 Hours(1)	19	\$31.00
\$2.25 - For 4 Hours	36	\$81.75
\$2.25 - For 4 Hours(1)	9	\$20.25
\$3.00 - For 5 Hours	13	\$40.00
\$3.00 - For 5 Hours(1)	1	\$3.00
\$3.75 - For 6 Hours	5	\$18.75
\$3.75 - For 6 Hours(1)	3	\$11.25
\$4.00 - Until 11PM	31	\$124.00
\$4.00 - Until 11PM(1)	5	\$20.00
Free For 1st 60MIN	307	\$0.00
Free For 1st 60MIN(1)	166	\$0.00
Total Tickets	774	
% of Tickets		
Total \$ Value		\$555.10
% of Total \$ Value		

Sunday, May 10th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	24	\$18.75
\$0.75 - For 2 Hours(1)	46	\$38.30
\$1.50 - For 3 Hours	12	\$19.00
\$1.50 - For 3 Hours(1)	6	\$9.50
\$2.25 - For 4 Hours	2	\$4.50
\$2.25 - For 4 Hours(1)	1	\$2.25
\$3.00 - For 5 Hours	3	\$9.00
\$3.75 - For 6 Hours	2	\$7.50
\$4.00 - Until 11PM	8	\$32.00
\$4.00 - Until 11PM(1)	3	\$12.00
Free For 1st 60MIN	214	\$0.00
Free For 1st 60MIN(1)	183	\$0.00
Total Tickets	504	
% of Tickets		
Total \$ Value		\$152.80
% of Total \$ Value		

Saturday, May 16th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	49	\$40.00
\$0.75 - For 2 Hours(1)	34	\$27.25
\$1.50 - For 3 Hours	83	\$129.50
\$1.50 - For 3 Hours(1)	16	\$24.50
\$2.25 - For 4 Hours	49	\$111.75
\$2.25 - For 4 Hours(1)	8	\$18.75
\$3.00 - For 5 Hours	20	\$60.00
\$3.00 - For 5 Hours(1)	3	\$9.00
\$3.75 - For 6 Hours	10	\$37.50
\$3.75 - For 6 Hours(1)	2	\$7.50
\$4.00 - Until 11PM	41	\$164.00
\$4.00 - Until 11PM(1)	15	\$60.00
Free For 1st 60MIN	187	\$0.00
Free For 1st 60MIN(1)	153	\$0.00
Total Tickets	670	
% of Tickets		
Total \$ Value		\$689.75
% of Total \$ Value		

Sunday, May 17th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	17	\$13.50
\$0.75 - For 2 Hours(1)	35	\$29.10
\$1.50 - For 3 Hours	6	\$11.00
\$1.50 - For 3 Hours(1)	5	\$8.50
\$2.25 - For 4 Hours	1	\$3.00
\$2.25 - For 4 Hours(1)	1	\$2.25
\$3.75 - For 6 Hours	1	\$3.75
\$4.00 - Until 11PM	1	\$4.00
Free For 1st 60MIN	62	\$0.00
Free For 1st 60MIN(1)	86	\$0.00
Total Tickets	215	
% of Tickets		
Total \$ Value		\$75.10
% of Total \$ Value		

Saturday, May 23rd 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	1	\$0.50
\$0.75 - For 2 Hours	166	\$136.10
\$0.75 - For 2 Hours(1)	55	\$45.55
\$1.50 - For 3 Hours	85	\$133.55
\$1.50 - For 3 Hours(1)	10	\$15.50
\$2.25 - For 4 Hours	66	\$151.55
\$2.25 - For 4 Hours(1)	3	\$6.75
\$3.00 - For 5 Hours	10	\$30.00
\$3.00 - For 5 Hours(1)	3	\$9.00
\$3.75 - For 6 Hours	18	\$68.00
\$4.00 - Until 11PM	1	\$3.00
\$4.00 - Until 11PM	76	\$304.05
\$4.00 - Until 11PM(1)	2	\$8.00
Free For 1st 60MIN	436	\$0.00
Free For 1st 60MIN(1)	148	\$0.00
Total Tickets	1080	
% of Tickets		
Total \$ Value		\$911.55
% of Total \$ Value		

Sunday, May 24th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	62	\$48.75
\$0.75 - For 2 Hours(1)	44	\$34.80
\$1.50 - For 3 Hours	55	\$89.00
\$1.50 - For 3 Hours(1)	16	\$26.70
\$2.25 - For 4 Hours	79	\$182.50
\$2.25 - For 4 Hours(1)	10	\$23.25
\$3.00 - For 5 Hours	25	\$76.00
\$3.00 - For 5 Hours(1)	3	\$9.00
\$3.75 - For 6 Hours	11	\$41.75
\$3.75 - For 6 Hours(1)	3	\$11.25
\$4.00 - Until 11PM	73	\$292.00
\$4.00 - Until 11PM(1)	10	\$40.00
Free For 1st 60MIN	253	\$0.00
Free For 1st 60MIN(1)	167	\$0.00
Total Tickets	811	
% of Tickets		
Total \$ Value		\$875.00
% of Total \$ Value		

Saturday, May 30th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	81	\$64.70
\$0.75 - For 2 Hours(1)	54	\$45.80
\$1.50 - For 3 Hours	2	\$2.55
\$1.50 - For 3 Hours	81	\$126.60
\$1.50 - For 3 Hours(1)	28	\$42.50
\$2.25 - For 4 Hours	89	\$203.25
\$2.25 - For 4 Hours(1)	8	\$18.00
\$3.00 - For 5 Hours	27	\$82.00
\$3.00 - For 5 Hours(1)	1	\$3.00
\$3.75 - For 6 Hours	10	\$38.25
\$3.75 - For 6 Hours(1)	1	\$3.75
\$4.00 - Until 11PM	44	\$176.00
\$4.00 - Until 11PM(1)	3	\$12.00
Free For 1st 60MIN	247	\$0.00
Free For 1st 60MIN(1)	142	\$0.00
Total Tickets	818	
% of Tickets		
Total \$ Value		\$818.40
% of Total \$ Value		

Sunday, May 31st 2015

Rate	Total	\$ Total	% of Total
\$0.75 - For 2 Hours	58	\$49.25	0.0802
\$0.75 - For 2 Hours(1)	41	\$31.05	0.0567
\$1.50 - For 3 Hours	60	\$96.00	0.083
\$1.50 - For 3 Hours(1)	16	\$25.50	0.0221
\$2.25 - For 4 Hours	1	\$2.00	0.0014
\$2.25 - For 4 Hours	99	\$226.85	0.1369
\$2.25 - For 4 Hours(1)	8	\$18.00	0.0111
\$3.00 - For 5 Hours	28	\$84.25	0.0387
\$3.00 - For 5 Hours(1)	1	\$3.00	0.0014
\$3.75 - For 6 Hours	2	\$7.50	0.0028
\$3.75 - For 6 Hours(1)	1	\$3.75	0.0014
\$4.00 - Until 11PM	37	\$148.00	0.0512
Free For 1st 60MIN	210	\$0.00	0.2905
Free For 1st 60MIN(1)	161	\$0.00	0.2227
Total Tickets	723		
% of Tickets			
Total \$ Value		\$695.15	
% of Total \$ Value			

Saturday, June 6th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	59	\$49.25
\$0.75 - For 2 Hours(1)	20	\$16.50
\$1.50 - For 3 Hours	71	\$117.00
\$1.50 - For 3 Hours(1)	14	\$21.50
\$2.25 - For 4 Hours	1	\$2.00
\$2.25 - For 4 Hours	102	\$233.80
\$2.25 - For 4 Hours(1)	13	\$29.25
\$3.00 - For 5 Hours	24	\$72.05
\$3.00 - For 5 Hours(1)	2	\$6.00
\$3.75 - For 6 Hours	14	\$52.50
\$3.75 - For 6 Hours(1)	9	\$33.75
\$4.00 - Until 11PM	151	\$604.00
\$4.00 - Until 11PM(1)	53	\$213.00
Free For 1st 60MIN	183	\$0.00
Free For 1st 60MIN(1)	92	\$0.00
Total Tickets	808	
% of Tickets		
Total \$ Value		\$1,450.60
% of Total \$ Value		

Sunday, June 7th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	23	\$18.50
\$0.75 - For 2 Hours(1)	14	\$10.75
\$1.50 - For 3 Hours	19	\$32.25
\$1.50 - For 3 Hours(1)	3	\$4.50
\$2.25 - For 4 Hours	19	\$42.75
\$2.25 - For 4 Hours(1)	6	\$13.50
\$3.00 - For 5 Hours	5	\$15.00
\$3.00 - For 5 Hours(1)	2	\$6.00
\$3.75 - For 6 Hours	2	\$7.50
\$3.75 - For 6 Hours(1)	3	\$11.25
\$4.00 - Until 11PM	69	\$276.00
\$4.00 - Until 11PM(1)	48	\$192.00
Free For 1st 60MIN	123	\$0.00
Free For 1st 60MIN(1)	121	\$0.00
Total Tickets	457	
% of Tickets		
Total \$ Value		\$630.00
% of Total \$ Value		

Saturday, June 13th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	76	\$63.80
\$0.75 - For 2 Hours(1)	39	\$30.75
\$1.50 - For 3 Hours	76	\$119.00
\$1.50 - For 3 Hours(1)	21	\$31.50
\$2.25 - For 4 Hours	1	\$0.40
\$2.25 - For 4 Hours	97	\$220.50
\$2.25 - For 4 Hours(1)	15	\$33.75
\$3.00 - For 5 Hours	6	\$19.00
\$3.00 - For 5 Hours(1)	5	\$15.00
\$3.75 - For 6 Hours	13	\$49.50
\$3.75 - For 6 Hours(1)	3	\$11.25
\$4.00 - Until 11PM	28	\$112.00
\$4.00 - Until 11PM(1)	7	\$28.00
Free For 1st 60MIN	345	\$0.00
Free For 1st 60MIN(1)	147	\$0.00
Total Tickets	879	
% of Tickets		
Total \$ Value		\$734.45
% of Total \$ Value		

Sunday, June 14th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	72	\$59.50
\$0.75 - For 2 Hours(1)	37	\$28.55
\$1.50 - For 3 Hours	121	\$190.55
\$1.50 - For 3 Hours(1)	14	\$21.00
\$2.25 - For 4 Hours	69	\$156.00
\$2.25 - For 4 Hours(1)	6	\$13.50
\$3.00 - For 5 Hours	9	\$27.50
\$3.00 - For 5 Hours(1)	2	\$6.05
\$3.75 - For 6 Hours	3	\$11.25
\$4.00 - Until 11PM	8	\$32.00
Free For 1st 60MIN	244	\$0.00
Free For 1st 60MIN(1)	118	\$0.00
Total Tickets	703	
% of Tickets		
Total \$ Value		\$545.90
% of Total \$ Value		

Saturday, June 20th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	79	\$64.05
\$0.75 - For 2 Hours(1)	36	\$29.25
\$1.50 - For 3 Hours	83	\$132.00
\$1.50 - For 3 Hours(1)	18	\$28.60
\$2.25 - For 4 Hours	127	\$291.75
\$2.25 - For 4 Hours(1)	20	\$45.00
\$3.00 - For 5 Hours	31	\$93.00
\$3.00 - For 5 Hours(1)	3	\$9.00
\$3.75 - For 6 Hours	7	\$26.50
\$3.75 - For 6 Hours(1)	1	\$3.75
\$4.00 - Until 11PM	28	\$112.00
\$4.00 - Until 11PM(1)	2	\$8.00
Free For 1st 60MIN	307	\$0.00
Free For 1st 60MIN(1)	137	\$0.00
Total Tickets	879	
% of Tickets		
Total \$ Value		\$842.90
% of Total \$ Value		

Sunday, June 21st 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	2	\$1.10
\$0.75 - For 2 Hours	61	\$50.40
\$0.75 - For 2 Hours(1)	38	\$31.50
\$1.50 - For 3 Hours	60	\$96.55
\$1.50 - For 3 Hours(1)	27	\$43.00
\$2.25 - For 4 Hours	68	\$154.75
\$2.25 - For 4 Hours(1)	18	\$40.50
\$3.00 - For 5 Hours	10	\$30.00
\$3.00 - For 5 Hours(1)	4	\$12.00
\$3.75 - For 6 Hours	7	\$27.50
\$4.00 - Until 11PM	26	\$104.00
\$4.00 - Until 11PM(1)	3	\$12.00
Free For 1st 60MIN	154	\$0.00
Free For 1st 60MIN(1)	137	\$0.00
Total Tickets	615	
% of Tickets		
Total \$ Value		\$603.30
% of Total \$ Value		

Saturday, June 27th 2015

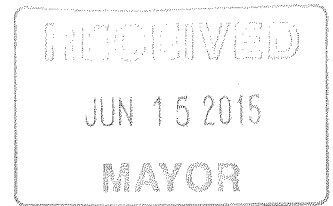
Rate	Total	\$ Total
\$0.75 - For 2 Hours	38	\$30.75
\$0.75 - For 2 Hours(1)	31	\$26.50
\$1.50 - For 3 Hours	67	\$104.50
\$1.50 - For 3 Hours(1)	13	\$21.00
\$2.25 - For 4 Hours	1	\$0.25
\$2.25 - For 4 Hours	71	\$162.00
\$2.25 - For 4 Hours(1)	11	\$24.75
\$3.00 - For 5 Hours	14	\$42.00
\$3.75 - For 6 Hours	12	\$46.25
\$3.75 - For 6 Hours(1)	1	\$3.75
\$4.00 - Until 11PM	55	\$220.00
\$4.00 - Until 11PM(1)	8	\$32.00
Free For 1st 60MIN	213	\$0.00
Free For 1st 60MIN(1)	105	\$0.00
Total Tickets	640	
% of Tickets		
Total \$ Value		\$713.75
% of Total \$ Value		

Sunday, June 28th 2015

Rate	Total	\$ Total
\$0.75 - For 2 Hours	25	\$19.50
\$0.75 - For 2 Hours(1)	29	\$22.25
\$1.50 - For 3 Hours	5	\$7.55
\$1.50 - For 3 Hours(1)	1	\$1.50
\$2.25 - For 4 Hours	1	\$2.25
\$3.00 - For 5 Hours	1	\$3.00
\$3.75 - For 6 Hours	2	\$7.50
\$4.00 - Until 11PM	2	\$8.00
Free For 1st 60MIN	81	\$0.00
Free For 1st 60MIN(1)	108	\$0.00
Total Tickets	255	
% of Tickets		
Total \$ Value		\$71.55
% of Total \$ Value		



HANEY FARMERS MARKET SOCIETY
11925 HANEY PLACE
MAPLE RIDGE, BC, V2X 6G2



June 11, 2015

Mayor Nicole Read
and Members of Council
11995 Haney Place
Maple Ridge, BC V2X 6A9

M&C____ CAO____ GM____

Other Next Workshop

Action:_____

Dear Mayor & Council:

Re: Weekend Public Parking – 2 Hours Free - \$2 Flat Rate for 2 Days

The Haney Farmers Market in a recent discussion with the Downtown BIA identified a parking initiative that we believe is worth consideration. The Maple Ridge Business Centre underground parking owned and managed by the City is empty most weekends.

We are suggesting that this space would be filled if there were a special weekend rate of the first two hours free, along with a flat rate of \$2.00 for the day. The advantages of such an initiative to the Haney Farmers Market on market days are obvious, but we submit that the citizens along with local businesses would benefit as well as other Festivals and special events held in the Memorial Peace Park.

The City is committed to support the economic health of the downtown core where many small businesses are challenged. We believe that our customers and others will remain longer on the weekend days if parking is cheaper and easier. As well, the empty underground space would be utilized, thus generating more income than it does at present. As you know, our parkade is expensive space, thus every effort should be made to see that it is fully occupied.

In our opinion, a weekend first 2 Hours Free - \$2 all day Flat Rate - for the 2 weekend days would be a win, win for all concerned. We appreciate your attention to this matter and look forward to a positive response.

Sincerely,

Sandra Ramsay, Board Chair
Haney Farmers Market Society

Ineke Boekhorst
DMRBIA Executive Director



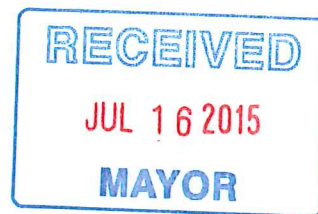
**DOWNTOWN
MAPLE RIDGE**

Business Improvement Association

July 14, 2015

Nicole Read, Mayor
11995 Haney Place
Maple Ridge BC V2X 6A9

*Council meeting
for discussion
pls.*



Dear Mayor Read,

The Cosmetology Association Western Canada (dba BeautyCouncil) has been a provincially recognized Cosmetology trade association since 1929. We represent approximately 6000 Hairdressers, Estheticians and Nail Technicians in BC and Alberta.

In 2003 the Provincial Government deregulated the majority of trades in BC; Cosmetology was included in this change. Since that time, this association has seen an increase in concerns about qualifications to practice in the industry – from consumers, business owners, practitioners and municipalities. Of particular note has been a continued desire for some type of “qualifier” in order to operate a business offering hairdressing, esthetic/spa services and/or nail services that captures professional service standards as well as sanitation and safe customer practices following both province’s Personal Service Establishment Guidelines.

To that end, we are respectfully consider supporting our request to municipalities to revise their current business license Bylaw requirements for Cosmetology businesses (Hairdressing, Esthetics/Spa, Nail Technology) to require that the owner/operator show proof of membership issued by the Cosmetology Association Western Canada (BeautyCouncil), and that all practitioners show proof of membership as well as a Certificate of Qualification and/or BeautySafe Certificate issued by CAWC.

The City of Surrey and the City of New Westminster currently require both proof of membership and a Certification of Qualification issued by our association as part of their Bylaws and Best Practices. The City of North Vancouver requires both CAWC membership and a Certificate of Qualification for Estheticians and Nail Technicians and we have requested they consider expanding this to Hairdressing.

We are making a concerted effort to contact all municipalities in British Columbia (and eventually Alberta) to include these measures of qualified and hygienic customer practice as part of their Best Practices model. We have also noticed that many municipalities are working to reduce “unsavoury” practices in body rub/massage environments. To that end, our Certificate of Qualification in Esthetics includes measures to evaluate professional client interaction and techniques for massage services.

On behalf of the CAWC Board of Directors, thank you for your consideration and we look forward to further communication on this proposal. Please do not hesitate to contact me directly with any further questions.

Best Regards,

A handwritten signature in black ink, appearing to read "JDreichel".

Jim Dreichel, Acting Executive Director.