

City of Maple Ridge

COUNCIL MEETING AGENDA

March 12, 2019

7:00 p.m.

Council Chamber

MEETING DECORUM

Council would like to remind all people present tonight that serious issues are decided at Council meetings which affect many people's lives. Therefore, we ask that you act with the appropriate decorum that a Council Meeting deserves. Commentary and conversations by the public are distracting. Should anyone disrupt the Council Meeting in any way, the meeting will be stopped and that person's behavior will be reprimanded. *The meeting is live streamed and recorded by the City of Maple Ridge.*

Note: This Agenda is also posted on the City's Web Site at www.mapleridge.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

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- 100 **CALL TO ORDER**
- 200 **AMENDMENTS TO THE AGENDA**
- 300 **APPROVAL OF THE AGENDA**
- 400 **ADOPTION OF MINUTES**
- 401 Minutes of the Regular Council Meeting of February 26, 2019 and Special Council Meetings of February 26, 25 and 19, 2019
- 500 **PRESENTATIONS AT THE REQUEST OF COUNCIL**
- 600 **DELEGATIONS**
- 601 **How to Intensify your Laugh Lines – Ridge Meadows Senior Society**
- Maria Perretta, Executive Director
 - Don Mitchell, President

602 **Annual Update - Ridge Meadows Recycling Society**

- Kim Day, Executive Director

603 **Licensing Considerations - Agri-Tech Farms Ltd.**

- Don Schmidt, President

650 ***QUESTIONS FROM THE PUBLIC***

Note: Questions from the Public are limited to 15 minutes unless extended by a motion approved by the majority of Council. Each speaker is limited to 2 minutes at a time.

700 ***ITEMS ON CONSENT***

701 **Minutes**

701.1 Minutes of the Development Agreements Committee Meetings of February 27, 2019 and March 6, 2019

701.2 Minutes of Meetings of Committees and Commissions of Council

- Agricultural Advisory Committee – January 24, 2019
- Social Policy Advisory Committee – January 30, 2019

702 **Reports**

702.1 **2018 Council Expenses**

Staff report dated March 12, 2019 providing information on Council Expenses recorded to December 31, 2018.

702.2 **2019 Council Expenses**

Staff report dated March 12, 2019 providing information on Council Expenses recorded to January 31, 2019.

800 ***UNFINISHED BUSINESS***

For the following items that refer to staff report earlier than this agenda date: the items were presented at Council Workshop meeting typically a week prior on the date of the staff report, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. The reports are not reprinted again in hard copy, however; they can be found in the electronic agenda or in the Council Workshop agenda package dated accordingly.

**801 Ridge Canoe and Kayak Club Race Course Replacement at Whonnock Lake
– Sponsorship Offer and Naming Request**

Staff report dated March 12, 2019 recommending that the flat-water sprint course be named the 'Laura Rosenthal Race Course at Whonnock Lake' for a ten-year period and that two name signs be permitted to recognize this sponsorship for a ten-year period.

802 Pitt Meadows Airport Society Revised Bylaws

Correspondence received from Guy Miller, Airport General Manager requesting that each Member approve the revised Bylaws as attached so that the changes may be enacted, and a new Board of Directors selected.

900 CORRESPONDENCE

1000 BYLAWS

Bylaws for Adoption

**1001 Maple Ridge Economic Development Committee Bylaw No. 7204-2016
To expand the Community Membership from six (6) to eight (8) members
Adoption**

1100 COMMITTEE REPORTS AND RECOMMENDATIONS

For the following items that refer to staff report earlier than this agenda date: the items were presented at a Committee of the Whole meeting typically a week prior on the date of the staff report, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. The reports are not reprinted again in hard copy, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.

1101 2019-016-DVP, 27134 Ferguson Avenue

Staff report dated March 5, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-016-DVP respecting property located at 27134.

1102 2018-505-DVP, 11299 240A Street

Staff report dated March 5, 2019 recommending that the Corporate Officer be authorized to sign and seal 2018-505-DVP respecting property located at 11299 240A Street.

1103 Maple Ridge Business Licencing and Regulation Amending Bylaw

Staff report dated March 5, 2019 recommending that Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7529-2019 be given first, second and third readings.

1104 Ridge Brewing Company Ltd. – Brewery Lounge Endorsement

Staff report dated March 5, 2019 recommending that the application for a brewery lounge endorsement, as an amendment to their manufacturing license, by Ridge Brewing Company Ltd. Located at #2-22826 Dewdney Trunk Road, Maple Ridge be supported based on the information contained in the Council report dated March 5, 2019 and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch.

5. *CORPORATE SERVICES*

1131 First Nation-Municipal Community Economic Development Initiative Application

Staff report dated March 5, 2019 recommending that staff be directed to work with Kwantlen First Nation on a joint submission to the First Nation-Municipal Community Economic Development Initiative (CEDI) based on the program information attached to this report dated March 7, 2019 and that the Mayor provide a letter in support of the application to the CEDI.

6. *PARKS, RECREATION & CULTURE*

1151 Joint Youth Planning Table Recommendation

Staff report dated March 5, 2019 recommending that Maple Ridge Council invite the City of Pitt Meadows to join the Youth Planning Table to establish a Maple Ridge & Pitt Meadows Youth Planning Table and that the Terms of Reference be amended to include voting members from the City of Pitt Meadows and that a cost sharing arrangement be developed should the City of Pitt Meadows accept the invitation to join the Youth Planning Table.

1200 *STAFF REPORTS*

1300 *OTHER MATTERS DEEMED EXPEDIENT*

1400 *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING*

1500 *MAYOR AND COUNCILLORS' REPORTS*

1600 **ADJOURNMENT**

QUESTIONS FROM THE PUBLIC

The purpose of the Questions from the Public session is to provide the public with an opportunity to ask questions of Council on items that are of concern to them, with the exception of Public Hearing bylaws which have not yet reached conclusion.

Council will not tolerate any derogatory remarks directed at Council or staff members.

Each person will be permitted 2 minutes to ask their question (a second opportunity is permitted if no one else is sitting in the chairs in front of the podium). Questions must be directed to the Chair of the meeting and not to individual members of Council. The total session is limited to 15 minutes.

Council reserves the right to defer responding to a question in order to obtain the information required to provide a complete and accurate response.

Other opportunities are available to address Council including public hearings, delegations and community forum. The public may also make their views known to Council by writing or via email and by attending open houses, workshops and information meetings. Serving on an Advisory Committee is an excellent way to have a voice in the future of this community.

For more information on these opportunities contact:

Clerk's Department at 604-463-5221 or clerks@mapleridge.ca.
Mayor and Council at mayorandcouncil@mapleridge.ca.

Checked by: 

Date: Mar 7/19

400 Adoption and Receipt of Minutes

401 Minutes of Regular and Special Council Meetings

City of Maple Ridge

COUNCIL MEETING MINUTES

February 26, 2019

The Minutes of the City Council Meeting held on February 26, 2019 at 7:03 p.m. in the Council Chamber of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor M. Morden
Councillor K. Duncan
Councillor J. Dueck
Councillor C. Meadus
*Councillor G. Robson
Councillor R. Svendsen
Councillor A. Yousef

Appointed Staff

P. Gill, Chief Administrative Officer
K. Swift, General Manager Parks, Recreation and Culture
C. Carter, Acting, General Manager Public Works and Development Services / Director of Planning
L. Benson, Director Corporate Administration
T. Thompson, Chief Financial Officer
Other staff as required
D. Pollock, Municipal Engineer
C. Goddard, Manager of Development and Environmental Services
B. Elliott, Manager of Community Planning
A. Kopystynski, Planner 2, Development and Environmental Services
A. Grochowich, Planner 1, Community Planning
B. Livingstone, Business Retention and Expansion Officer

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca.
The meeting was also live streamed and recorded by the City of Maple Ridge.

*Councillor Robson entered the meeting at 7:13 pm.

100 **CALL TO ORDER**

The Mayor called the meeting to order at 7:03 p.m.

200 *AMENDMENTS TO THE AGENDA*

R/2019-100

It was moved and seconded

That the February 26, 2019 Regular Council agenda be amended as follows:

1. That Open for Business Award be added to the agenda as item 501;
2. That item 801 be removed from the agenda; and,
3. That item 1301 be added to the agenda.

CARRIED

300 *APPROVAL OF THE AGENDA*

R/2019-101

It was moved and seconded

That the February 26, 2019 Regular Council agenda be approved as amended.

CARRIED

400 *ADOPTION OF MINUTES*

401 Minutes of the Regular Council Meeting of February 12, 2019 and Special Council Meeting of February 12, 2019

R/2019-102

It was moved and seconded

That the minutes of the Regular Council Meeting of February 12, 2019 and the Special Council Meeting of February 12, 2019 be adopted as circulated.

CARRIED

402 Minutes of the Public Hearing of February 19, 2019

R/2019-103

It was moved and seconded

That the minutes of the Public Hearing of February 19, 2019 be adopted as circulated.

CARRIED

500 ***PRESENTATIONS AT THE REQUEST OF COUNCIL***

501 **Open for Business Award**

A. Grochowich, Planner 1, Community Planning, and B. Livingstone, Business Retention and Expansion Officer presented Council with the 2018 Open for Business Award in recognition of home based business process. The award was presented to staff last week at the BC Small Business roundtable. An official press release will be released February 27, 2019.

600 ***DELEGATIONS***

601 **2018 Annual Report on Activities, Alouette River Management Society**

- Greta Borick-Cunningham, Executive Director

Great Borick, gave a PowerPoint presentation including the following information:

- 2018 Annual Report on Activities
- ARMS 25th Anniversary – Recognizing Founders Jeff Clayton and Gord Robson
- 25th Annual Ridge Meadows Rivers Day noting that over 400 people attended and 470 volunteer hours donated, and noting financial sponsors
- 60 hard-working volunteers made Rivers Day happen in 2018
- Rivers Day activities including fishing, kids activities
- Community Groups which attended Rivers Day were acknowledged
- Merkley Park Revitalization including community tree planting around Corina LeBlanc field parking lot
- ARMS President Cheryl Ashlie and Forest Recovery Canada CEO Rob Keen
- Alouette Fish Passage Work
- Adult salmon enumeration noting 2640 salmon counted, and noting the reduced number and late start
- 346 sockeye returned with 284 successfully released into reservoir
- Spawner surveys on Latimer Channel and Millionaire Creek
- Environmental Education 2018 noting that ARMS reached 2,177 youth were educated through in-class workshops, tours and eco-cams, and noting six spring and summer camp programs which will be used to fund more programs
- New programs such as Pro D day offerings
- Community Outreach programs in Maple Ridge and Pitt meadows including Maple Ridge Celebrate Earth Day and Chartwell Willow Retirement Community Pollinate-it program
- Maple Ridge Adopt-a-Block Activities

- Volunteer and Financial Contributions noting 6,388 total volunteer hours and \$97,390 total value of volunteer hours, \$172,884 – Successful Grants 2018
- Highlighted the upcoming 2019 events

Councillor Robson entered the meeting during the delegation presentation.

650 *QUESTIONS FROM THE PUBLIC*

St. Anne Injunction Update

Mayor Morden provided an update on the Court Ordered life safety injunction noting:

- staff from several departments commenced enforcing the injunction on Friday, February 22, 2019
- the Fire Department reported tampering with the electrical panel to the warming centre and exposure of live wires
- the Fire Department also reported that the major propane canisters used for the warming centre had been tampered with a second time and were removed at the vendors discretion
- consistent issues at the camp being ignition sources and accelerants
- clean up of the camp continued into Sunday when RCMP were required to maintain the peace
- the situation with the camp is fluid and Council and staff remain committed to work with the injunction to address life safety for those living in and around the camp
- alternatives are there for those not wishing to sleep in the cold as there is a bus that transports people to the Hope of Freedom location where they are provided with a bed, meals and drop off to the camp the next morning
- Councils' commitment to work to address life safety issues for the short term and to address the long term issues so that those with addiction and mental health issues can get the help they need to get off the street
- a meeting with five Provincial ministers to address the lack of community safety and resources for those with addiction and mental health issues. All parties agreed that the camp needs to come to an end and that all parties need to work together to achieve this while addressing the needs of the camp residents.
- primary concerns addressed in the meeting included housing affordability and availability, substance abuse, and mental health
- the assistance of the local MLA's in setting up the meeting
- the city's Community Safety Plan is in progress but will take time to ensure that it is done correctly

The Mayor then opened the floor up to questions from the public. The Corporate Officer advised of the rules of order for questions from the public.

Speaker #1

Inquired as to whether the City has been in touch with BC Housing to get the propane tanks and power restored to the warming centre in light of the recent cold snap. The Mayor advised that both were tampered with beyond repair. Staff advised of the process to restore services.

Speaker #2

Inquired as to why RCMP were required from three municipalities and what will happen to the camp residents once the camp is shut down. The Mayor advised that the RCMP were required to keep the peace and maintain community safety, and that this Council is committed to a Community Safety Plan which will include all resources required to move the camp residents forward in their lives.

Speaker #3

Inquired as to whether a purpose built facility was included in the discussions with the Province, and when this would be coming forward again. The Mayor reiterated Councils' commitment to provide safety to all community members and that a frame work is need to make that happen.

Speaker #4

Thanked Council and staff for their work to make a safer community.

Speaker #5

Inquired as to when the full details of the Council Strategic Plan will be available to the public. The Mayor advised that the strategic plan will be available once finalized and that the priority right now is the ongoing life safety issues at the camp.

Speaker #6

Inquired as to what the emergency back-up plan is for those at the camp with the frigid temperatures.

Speaker #7 -

Inquired as to whether Council was trying to find a way to help those in need at the camp and when the framework would become public. The Mayor advised that there is a process that needs to be followed, and that Council plays a role to facilitate assistance to those living within our community, while providing housing, health and addiction resources for those who need it.

Speaker #8

Inquired as to Councils' plan for a restorative justice program and community court. The Mayor advised that there is currently a Youth Justice Restorative program in place and that Council and staff will need to work with the Province but no timeline has been set at the moment.

700 *ITEMS ON CONSENT*

701 Minutes

701.1 Minutes of the Development Agreements Committee Meetings of February 12 and 20, 2019

701.2 Minutes of Meetings of Committees and Commissions of Council

- Audit and Finance Committee – July 3, 2018
- Environmental Advisory Committee – November 14, 2018

702 Reports

702.1 Disbursements for the month ended January 31, 2019

Staff report dated February 26, 2019 providing information on Disbursements for the month ended January 31, 2019.

R/2019-104

It was moved and seconded

That the items on the Consent Agenda be received into the record.

CARRIED

800 *UNFINISHED BUSINESS*

801 Item withdrawn.

900 *CORRESPONDENCE – Nil*

1000 **BYLAWS**

Note: Items 1001 to 1002 are from the February 19, 2019 Public Hearing

Bylaws for Third Reading

1001 **2017-074-RZ, 20383 Ospring Street
Maple Ridge Zone Amending Bylaw No. 7315-2017**

To rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit a future subdivision of 2 lots
Third reading

Staff answered questions relative to the approximate height of the proposed building in relation to surrounding houses.

R/2019-105

It was moved and seconded

That Maple Ridge Zone Amending Bylaw No. 7315-2017 be given third reading.

CARRIED

1002 **2017-390-RZ, 23084 and 23100 Loughheed Highway**

1002.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7499-2018**

To amend the boundary of the Conservation designation and Urban Residential designation for ground-truthing
Third reading

R/2019-106

It was moved and seconded

That Maple Ridge Official Community Plan Amending Bylaw No. 7499-2018 be given third reading.

CARRIED

1002.2 Maple Ridge Zone Amending Bylaw No. 7442-2018

To rezone a portion of the subject property from RS-3 (One Family Rural Residential) to RM-4 (Multiple Family Residential District) to permit a future project originally with approximately 30 townhouses
Third reading

R/2019-107

It was moved and seconded

That Maple Ridge Zone Amending Bylaw No. 7442-2018 be given third reading.

CARRIED

Bylaws for Adoption

**1003 2016-109-RZ, 21137 River Road
Maple Ridge Zone Amending Bylaw No. 7249-2016**

Staff report dated February 26, 2019 recommending adoption to rezone from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit the development of a duplex
Adoption

R/2019-108

It was moved and seconded

That Maple Ridge Zone Amending Bylaw No. 7249-2016 be adopted.

CARRIED

1100 COMMITTEE REPORTS AND RECOMMENDATIONS

1101 2013-087-RZ, 23500 and 23550 Larch Avenue, RS-3 and RS-2 to RM-1 and P-1

Staff report dated February 19, 2019 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7526-2018 to establish a defined boundary between the portion of the site to be developed and the portion proposed to be developed as neighborhood park to the west be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7068-2018 to rezone from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) and P-1 (Park and School) to allow future development of approximately 19 townhouses with 0.53 ha (1.3 acres) allocated for a future

neighborhood park and conservation lands be given second reading and be forwarded to Public Hearing.

Staff answered questions relative to the status of the two units without a parking apron.

R/2019-109

It was moved and seconded

- 1) That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7526-2018 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7526-2018 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7526-2018 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7526-2018 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7068-2014, as amended, be given second reading, and be forwarded to Public Hearing; and,
- 6) That the following terms and conditions be met prior to final reading:
 - i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii. Amendment to Official Community Plan Schedule "A", Chapter 10.3, Part VI, A – Silver Valley, Figure 2 - Land Use Plan, Figure 3C - River Hamlet, and Figure 4 - Trails/ Open Space;
 - iii. Road dedication on Larch Avenue as required;
 - iv. Subdivision of the subject site into Townhouse, active parkland (to be acquired by City) and dedication of conservation areas, including construction of walkways, equestrian trails; and removal of all invasives, debris and garbage from park land, as required;
 - v. Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property(ies) for the proposed development;
 - vi. Registration of a Restrictive Covenant for the protection of any Environmentally Sensitive areas on the subject property(ies);
 - vii. Registration of a Statutory Right-of-Way plan with a servicing easement;
 - viii. Registration of a Restrictive Covenant for protecting the Visitor Parking;

- ix. Registration of a Restrictive Covenant for Tree Protection;
- x. Registration of a Restrictive Covenant for Stormwater Management, including maintenance guidelines for the owners and strata council;
- xi. Removal of existing building/s;
- xii. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
- xiii. That a voluntary contribution, in the amount of \$80,000, be provided for Parkland development in lieu of the reduced neighbourhood park space and open space amenity on the development site.
- xiv. That a voluntary contribution, in the amount of \$77,900 (\$4,100/unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

1102 2016-109-DVP, 21137 River Road

Staff report dated February 19, 2019 recommending that the Corporate Officer be authorized to sign and seal 2016-109-DVP respecting property located at 21137 River Road.

The Corporate Officer advised that nine letters were sent out and no response was received.

R/2019-110

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2016-109-DVP respecting property located at 21137 River Road.

CARRIED

1103 2018-448-RZ, 12061 Laity Street, Maple Ridge Heritage Designation and Revitalization and Tax Exemption Agreement Bylaw

Staff report dated February 19, 2019 recommending that Maple Ridge Heritage Designation and Revitalization and Tax Exemption Agreement Bylaw No. 7532-2019 be given first reading and that the applicant provide further information as described on Schedule D of the Development Procedures Bylaw No. 5879-1999 and Schedules B and C of the Maple Ridge Heritage Procedures Bylaw No. 6951-2012.

R/2019-111

It was moved and seconded

That Maple Ridge Heritage Designation and Revitalization and Tax Exemption Agreement Bylaw No 7532-2019 be given first reading; and

That the applicant provide further information as described on Schedule D of the Development Procedures Bylaw No. 5879-1999 and Schedules Band C of the Maple Ridge Heritage Procedures Bylaw 6951-2012.

CARRIED

5. CORPORATE SERVICES – Nil

6. PARKS, RECREATION & CULTURE

1151 Festival Grant Program Recommendations – Intake One

Staff report dated February 19, 2019 recommending that festival support allocations totaling \$77,120 for events taking place between May 1 and October 31, 2019 as outlined in Attachment A of this report titled “Festival Grant Program Summary Chart – Intake One 2019” be approved.

R/2019-112

It was moved and seconded

That festival support allocations totaling \$77,120 for events taking place between May 1 and October 31, 2019, as outlined in Attachment A of this report titled "Festival Grant Program Summary Chart - Intake One 2019" be approved.

CARRIED

1152 Region View Lease Renewal

Staff report dated February 19, 2019 recommending that the lease renewal request from Region View Recreation Services be approved on the same terms and conditions as the original lease agreement, which includes a rate that is the greater of \$120,000 per annum or 20% of gross revenue.

R/2019-113

It was moved and seconded

That the lease renewal request from Region View Recreation Services be approved on the same terms and conditions as the original lease agreement, which includes a rate that is the greater of \$120,000 per annum or 20% of gross revenue.

CARRIED

1200 STAFF REPORTS – Nil

1300 OTHER MATTERS DEEMED EXPEDIENT

1301 2017-461-RZ, 11641 – 227 Street, Cash in-Lieu Housing Option

Staff report dated February 26, 2019 recommending that the necessary bylaw readings, as originally presented on January 29th, 2019, be granted and forwarded to the March 19th, 2019 Public Hearing

Christine Carter, Director of Planning provided background on the application and the options in front of Council. On January 29, 2019 Council deferred the item and asked staff to work with the applicant relative to the Housing Agreement. Instead of entering into a Housing Agreement, the Applicant has chosen to pay a cash in-lieu option and an additional community amenity contribution, while still constructing 16 market value rental units. She advised Council of the options available to them with the new staff report.

It was moved and seconded

That the terms and conditions for 2017-461-RZ as presented on January 29th, 2019 be amended to include a voluntary cash in-lieu contribution of \$256,000 along with an additional community amenity contribution of \$49,600 and that a Housing Agreement no longer be required to secure the future provision of affordable, rental and special needs housing; and that the necessary bylaw readings be granted and forwarded to the March 19th, 2019 Public Hearing.

The motion was withdrawn.

Council noted their appreciation of staff in working with the applicant.

Councillor Yousef left the meeting at 8:11 p.m.

R/2019-113

It was moved and seconded

- 1) That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7525-2018 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7525-2018 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7525-2018 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7525-2018 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7401-2017 be amended as identified in the staff report dated January 22, 2019, be given second reading, and be forwarded to Public Hearing;
- 6) That 11641 227 Street Housing Agreement Bylaw No. 7524-2018 be given first and second readings;
- 7) That the following terms and conditions be met prior to final reading:
 - i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii. Approval from the Ministry of Transportation and Infrastructure;
 - iii. Road dedication as required;
 - iv. Subdivision of the subject property into two lots;
 - v. Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 - Town Centre Area Land-Use Designation Map and Schedule "C";
 - vi. Registration of a Restrictive Covenant based on the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
 - vii. Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject property;
 - viii. Registration of a Restrictive Covenant for Stormwater Management;
 - ix. Registration of a Statutory Right-of-Way plan and agreement for a trail;
 - x. The posting of necessary securities or construction of the trail on the subject property and on the City land to the west;
 - xi. Registration of a Restrictive Covenant for Stormwater Management;
 - xii. Registration of a Restrictive Covenant for protecting the Visitor Parking;

- xiii. Registration of a Restrictive Covenant tying any tandem parking stall to one unit;
- xiv. Registration of a Housing Agreement in accordance with Section 483 of the Local Government Act and a Restrictive Covenant stating that 3 units will be Affordable Rental Units and 13 units will be Market Rental Units that will be restricted to residential rental units;
- xv. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
- xvi. A Traffic Impact Assessment prepared at the sole cost of the proponent to the satisfaction of the City. The findings in the assessment may require the proponent to upgrade infrastructure at their sole cost; and
- xvii. That a voluntary contribution, in the amount of \$474,300 (\$3,100 unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DEFEATED

Councillor Svendsen, Councillor Robson, Councillor Meadus, and Councillor Dueck
– OPPOSED

R/2019-115

It was moved and seconded

- 1) That, in accordance with Section 4 75 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7525-2018 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7525-2018 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7525-2018 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7525-2018 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7401-2017 be amended as identified in the staff addendum report dated February 26th, 2019 , be given second reading, and be forwarded to Public Hearing;
- 6) That the following terms and conditions be met prior to final reading:
- 7) That the following terms and conditions be met prior to final reading:

- i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
- ii. Approval from the Ministry of Transportation and Infrastructure;
- iii. Road dedication as required;
- iv. Subdivision of the subject property into two lots;
- v. Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 - Town Centre Area Land-Use Designation Map and Schedule "C";
- vi. Registration of a Restrictive Covenant based on the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
- vii. Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject property;
- viii. Registration of a Restrictive Covenant for Stormwater Management;
- ix. Registration of a Statutory Right-of-Way plan and agreement for a trail;
- x. The posting of necessary securities or construction of the trail on the subject property and on the City land to the west;
- xi. Registration of a Restrictive Covenant for Stormwater Management;
- xii. Registration of a Restrictive Covenant for protecting the Visitor Parking;
- xiii. Registration of a Restrictive Covenant tying any tandem parking stall to one unit;
- xiv. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
- xv. A Traffic Impact Assessment prepared at the sole cost of the proponent to the satisfaction of the City. The findings in the assessment may require the proponent to upgrade infrastructure at their sole cost;
- xvi. That a voluntary contribution in the amount of \$256,000.00 be provided in exchange for the bonus density requested; and
- xvii. That a voluntary contribution, in the amount of \$474,300 (\$3,100 unit X 153 units) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

Councillor Duncan – OPPOSED

Councillor Yousef re-entered the meeting at 8:15 p.m.

Councillor Duncan moved the following motion:

That staff bring back a report on what is a fair market value for cash in-lieu contribution as opposed to the provision of rental units.

There was no seconder

1400 *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING – Nil*

1500 *MAYOR AND COUNCILLORS' REPORTS*

Councillor Yousef

Councillor Yousef noted that he attended the Nature Fund announcement at the Bell Irving Hatchery. He noted that Council welcomed the OSS International School to chambers on Wednesday. He noted that on Thursday he attended the UDI luncheon and the Community Heritage Commission Awards.

Councillor Meadus

Councillor Meadus noted that she attended the Youth Planning Table and was impressed with the new programmer Melissa. She advised that the youth planning table was attended by 37 people including representatives of the RCMP and youth supporters. She advised that the Child Development Centre is still without a permanent home and suggested that council could advocate for assistance.

Councillor Dueck

Councillor Dueck noted that she attended the Council of Councils meeting and was impressed with how informative the meeting was. She advised that she and Councillor Meadus attended the Coldest Night of the Year Walk and the Business Excellence Awards.

Councillor Robson

Councillor Robson announced that there would be a meeting at the Pitt Meadows airport at Sky Helicopters on Wednesday, February 27 and invited everyone to come and see the presentation on the proposed new development.

Councillor Duncan

Councillor Duncan noted that she attended same events as her colleagues.

Councillor Svendson

Councillor Svendson advised that he attended the Act board meeting and the Environmental Advisory Committee meeting. He also attended the Metro Vancouver Liquid Waste Committee advising that our liquid waste will be moved underground to Langley and that upgrades to the Langley facility are underway.

Councillor Svendsen advised that he attended Adopt A Block and Franklin Park Clean up. He also noted his attendance at the city's family day events.

Mayor Morden

The Mayor announced that Chief Administrative Officer, Paul Gill, had announced his retirement to Council some time ago. On behalf Council, the Mayor thanked Mr. Gill for kick starting their four year term and for his hard work over the years. The Mayor advised that Kelly Swift has been appointed as Acting Chief Administrative Officer for the interim. He advised that Council will be working with Human Resources to ensure that the organization is prepared for upcoming retirements to ensure that organizational history and knowledge is not lost.

1600 *ADJOURNMENT* – 8:25 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

February 26, 2019

The Minutes of the City Council Meeting held on February 26, 2019 at 4:00 p.m. in the Blaney Room, 1st Floor, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor M. Morden

*Councillor J. Dueck

Councillor K. Duncan

Councillor C. Meadus

Councillor R. Svendsen

Councillor A. Yousef

Councillor G. Robson

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca
The meeting was live streamed and recorded by the City of Maple Ridge

* Councillor Dueck acted as Recording Secretary for the meeting.

1.0 CALL TO ORDER

R/2019-123

It was moved and seconded

That public notice for the February 26, 2019 Special Council Meeting be waived upon unanimous consent of all members of Council.

CARRIED

2.0 APPROVAL OF THE AGENDA

R/2019-124

It was moved and seconded

That the agenda for the February 26, 2019 Special Council Meeting be approved as circulated.

CARRIED

3.0 NOTICE OF CLOSED COUNCIL MEETING

The meeting will be closed to the public pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(c) labour relations or employee negotiations;

Any other matter may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90(1) and 90(2) of the *Community Charter* or *Freedom of Information and Protection of Privacy Act*.

4.0 ADJOURNMENT- 4:02 p.m.

Certified Correct

M. Morden, Mayor

Councillor. J. Dueck
Recording Secretary

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

February 25, 2019

The Minutes of the City Council Meeting held on February 25, 2019 at 5:31 p.m. in the Blaney Room, 1st Floor, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor M. Morden
Councillor J. Dueck
Councillor K. Duncan
Councillor C. Meadus
Councillor R. Svendsen
Councillor A. Yousef
Councillor G. Robson

Appointed Staff

Paul Gill, Chief Administrative Officer
Kelly Swift, General Manager, Parks, Recreation and Culture
Laura Benson, Director of Corporate Administration

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

1.0 CALL TO ORDER

2.0 APPROVAL OF THE AGENDA

R/2019-121

It was moved and seconded

That the agenda for the February 25, 2019 Special Council Meeting be approved as circulated.

CARRIED

3.0 NOTICE OF CLOSED COUNCIL MEETING

The meeting will be closed to the public pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

- | | |
|------------------|---|
| Section 90(1)(d) | the security of property of the municipality |
| Section 90(1)(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 |
| Section 90(1)(g) | litigation or potential litigation affecting the municipality |
| Section 90(1)(i) | the receipt of advice that is subject to solicitor-client privilege, including communications necessary for the purpose |

Any other matter may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90(1) and 90(2) of the *Community Charter* or *Freedom of Information and Protection of Privacy Act*.

4.0 ADJOURNMENT– 6:27 p.m.

Certified Correct

M. Morden, Mayor

Laura Benson, Corporate Officer

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

February 19, 2019

The Minutes of the City Council Meeting held on February 19, 2019 at 2:07 p.m. in the Blaney Room, 1st Floor, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor M. Morden
Councillor J. Dueck
Councillor K. Duncan
Councillor C. Meadus
Councillor R. Svendsen
Councillor A. Yousef

Appointed Staff

K. Swift, General Manager of Parks, Recreation & Culture,
Acting Chief Administrative Officer
F. Quinn, General Manager of Public Works and
Development Services
L. Benson, Director of Corporate Administration

Other staff as required

D. Denton, Acting Director Economic Development and
Civic Properties
H. Exner, Fire Chief
M. Van Dop, Deputy Fire Chief

ABSENT

Councillor G. Robson

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca
The meeting was live streamed and recorded by the City of Maple Ridge

1.0 CALL TO ORDER

2.0 APPROVAL OF THE AGENDA

R/2019-117

It was moved and seconded

That the agenda for the February 19, 2019 Special Council Meeting be approved
as circulated.

CARRIED

3.0 NOTICE OF CLOSED COUNCIL MEETING

The meeting will be closed to the public pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(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

Any other matter may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90(1) and 90(2) of the *Community Charter* or *Freedom of Information and Protection of Privacy Act*.

4.0 ADJOURNMENT- 2:08 p.m.

Certified Correct

M. Morden, Mayor

L. Benson, Corporate Officer

700 *ITEMS ON CONSENT*

701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

February 27, 2019
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 18-123923 BG

LEGAL: Lot 13 District Lot 281 New Westminster District Plan 4183
LOCATION: 20194 Wharf Street
OWNER: Athanasios Comninos
REQUIRED AGREEMENTS: Floodplain Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-123923 BG.

CARRIED

2. 15-119945 BG

LEGAL: Lot 82 District Lot 396 Group 1 New Westminster District Plan 26368
LOCATION: 12071 Dunbar Street
OWNER: Ryan and Amanda Svendsen
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 15-119945 BG.

CARRIED

3. 18-112723 BG

LEGAL: Lot 6 Section 28 Township 12 New Westminster District
Plan LMP50571

LOCATION: 13390 235 Street

OWNER: Daryl and Shannon Stephenson

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-112723 BG.

CARRIED

4. 2013-117-RZ

LEGAL: Lot A Except: Firstly: The North 75 Feet, and Secondly: Part
Subdivided by Plan 44214 Section 20 Township 12 New Westminster
District Plan EPP90716

LOCATION: 12182 228 Street

OWNER: Bahal Holdings Inc. (Ronnie Jagday)

REQUIRED AGREEMENTS: No Build Covenant
Stormwater Management Covenant

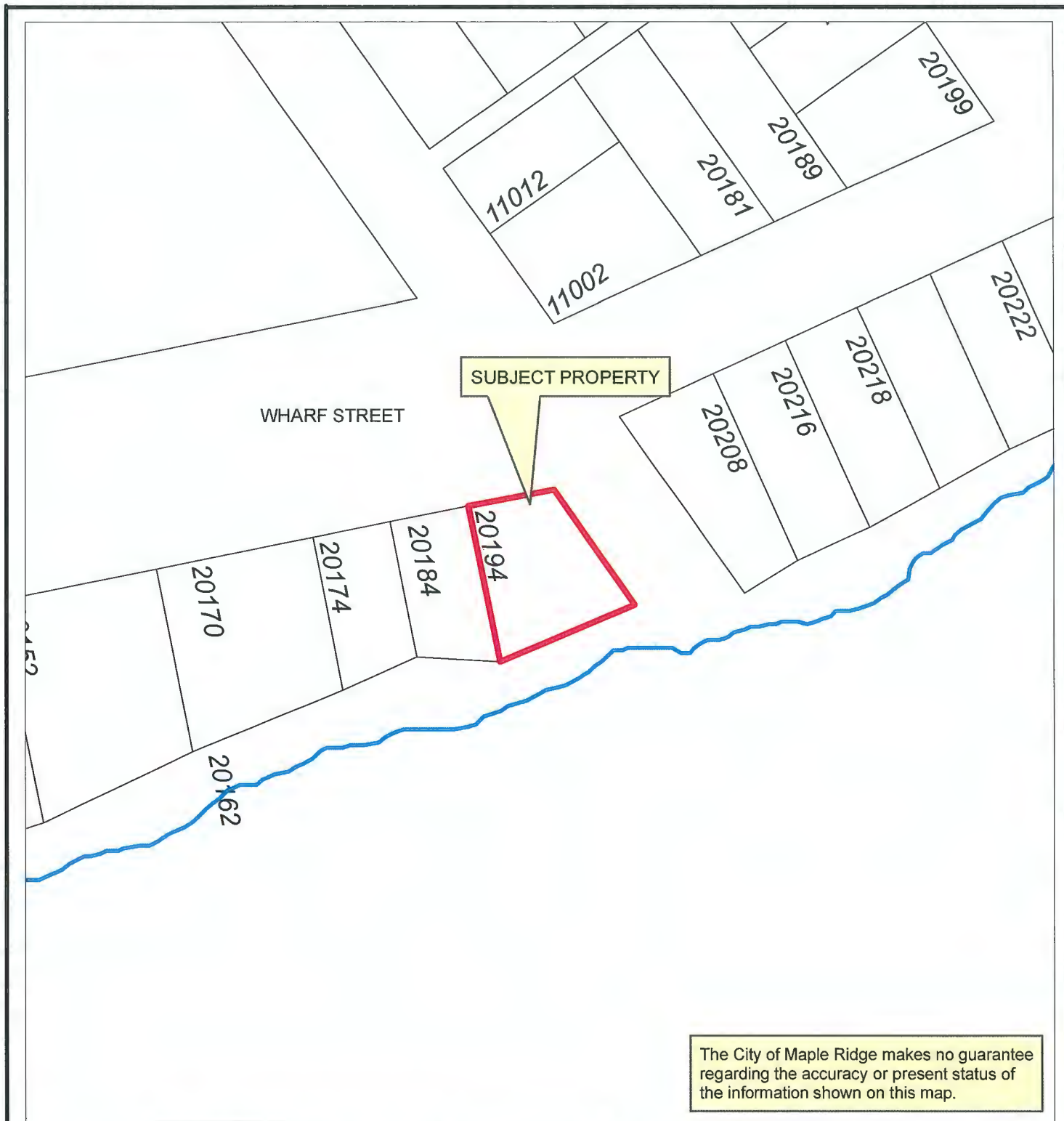
THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2013-117-RZ.

CARRIED

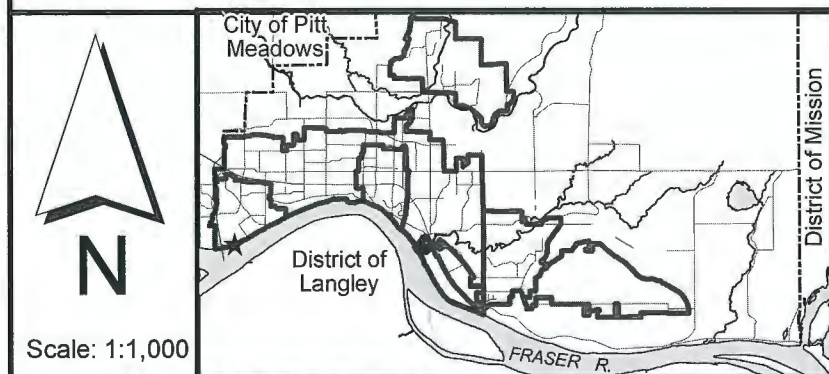


Michael Morden, Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member



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



20194 Wharf Street Flood Plain Covenant

LICENCES, PERMITS & BYLAWS DEPT.



MAPLE RIDGE

British Columbia

mapleridge.ca

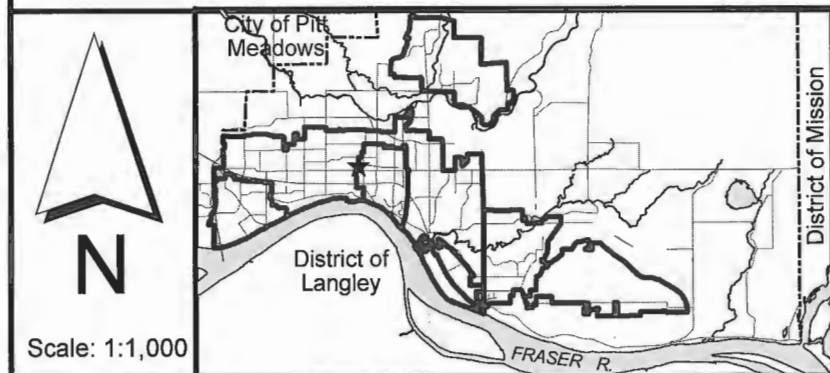
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DATE: Feb 25, 2019

BY: JP

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12129						
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12097		12106	12097		12096	
12087		12090	12085		12086	22162
12071		12086	12081		12080	
			12071		12070	
12053		12060	12061		12060	22151
12047		12050	12053		12048	
12041		12046	12041		12032	
12029		12042				
		12040				
		12028	12037		12026	

SUBJECT
PROPERTY

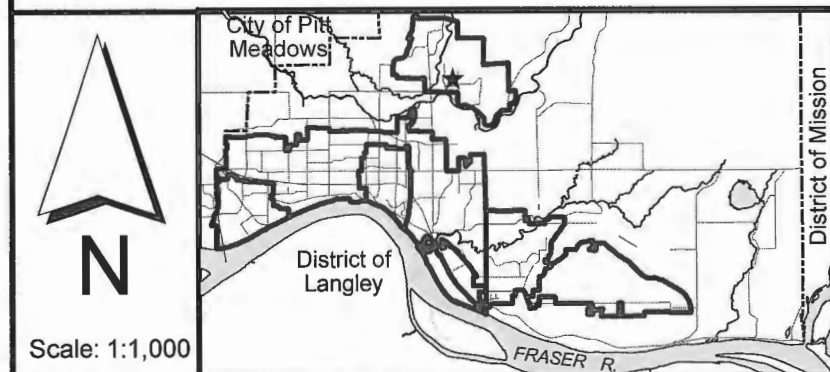
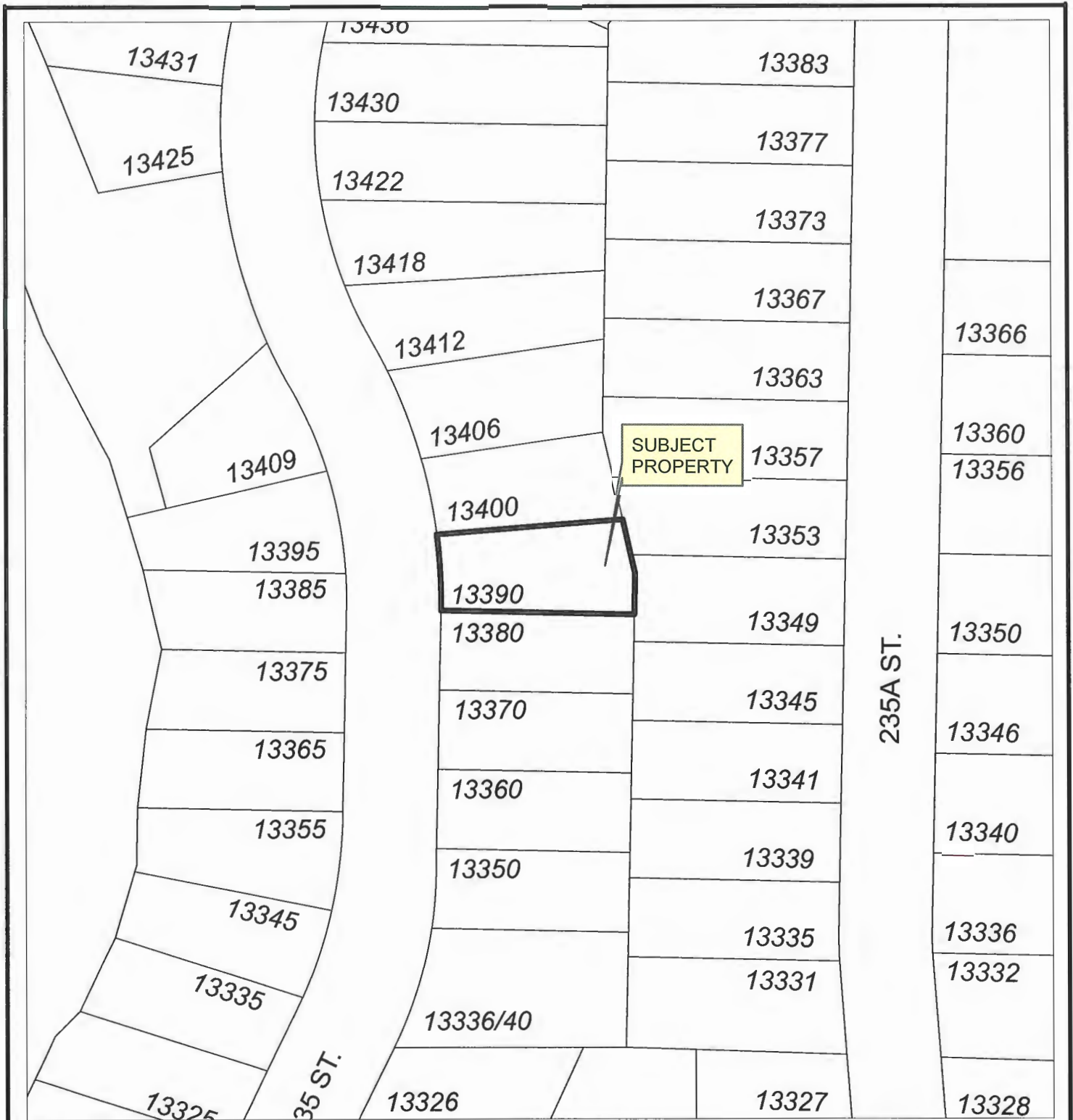


12071 Dunbar St.



FILE: Untitled
DATE: Feb 26, 2019

BY: C3



13390 235 St

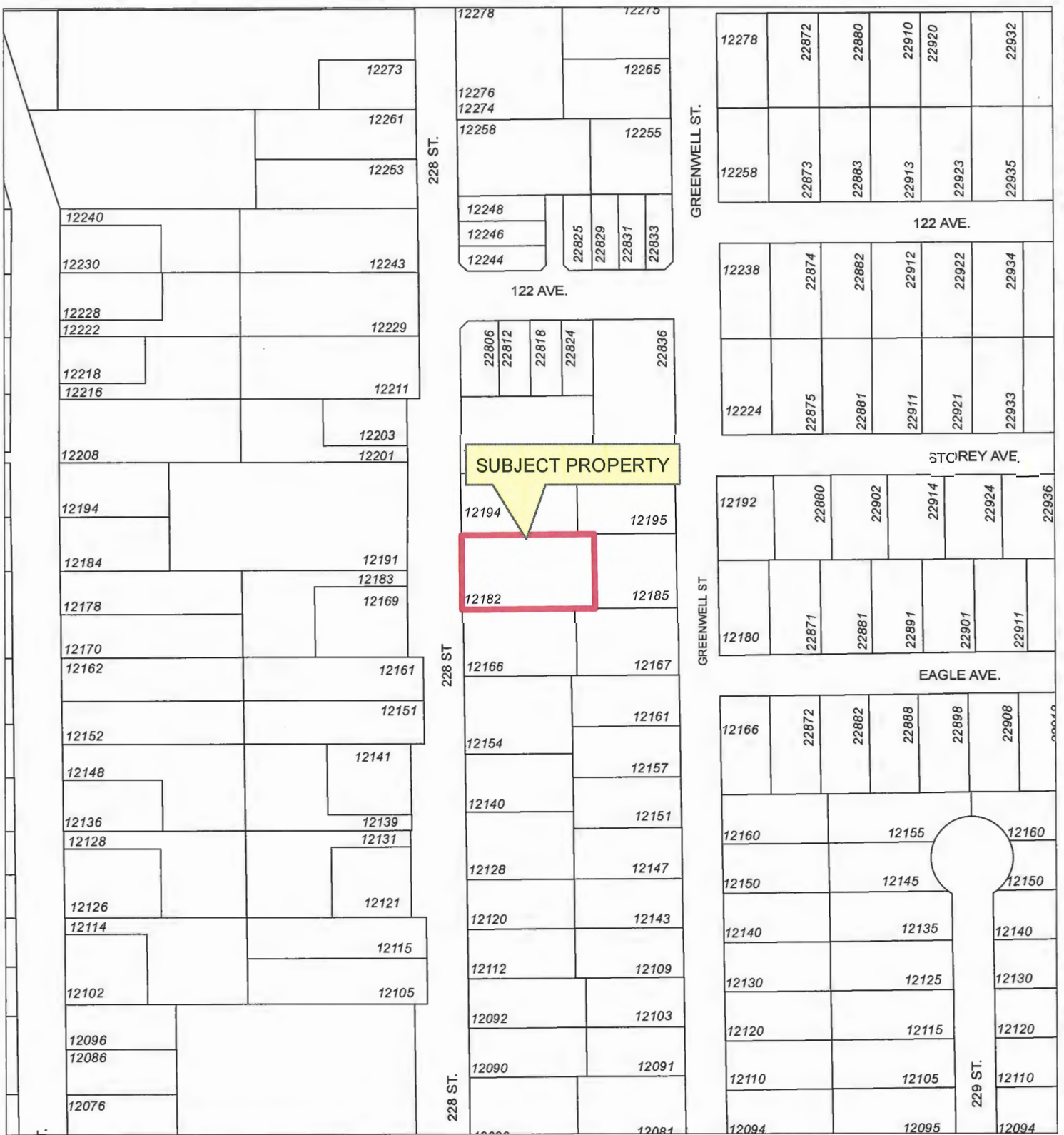
ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

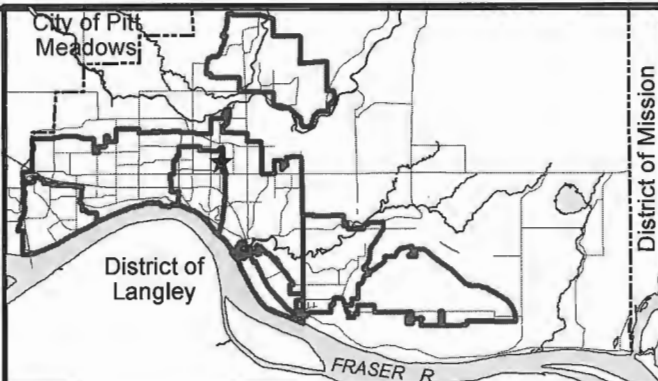
mapleridge.ca

FILE: Untitled
DATE: Feb 26, 2019

BY: CR



Scale: 1:2,000



12182 228 STREET
P.I.D. 001-675-257

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2013-117-RZ
DATE: Feb 27, 2019

BY: PC

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

March 6, 2019
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 18-120963 BG

LEGAL: Lot 61 Section 15 Township 12 New Westminster District Plan EPP44181

LOCATION: 24441 113 Avenue

OWNER: Fintan Purcell and Stacey Robinson

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-120963 BG.

CARRIED

2. 2014-106-SD

LEGAL: Lot A Except: Part Subdivided by Plan LMP1144 Section 16 Township 12
New Westminster District Plan LMP806

LOCATION: 23882 Dewdney Trunk Road

OWNER: Norfolk Holdings Ltd., Stewart & Son Development Group Ltd. and Tassong
Development Corp.

REQUIRED AGREEMENTS: Subdivision Servicing Agreement
Stormwater Management Covenant
Release (CA6663292 – Stormwater Management)
Release (BE232564)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2014-106-SD.

CARRIED

3. 2018-094-SD

LEGAL: Lots 1 and 2, both of: Section 11 Township 12 New Westminster District
Plan EPP87382

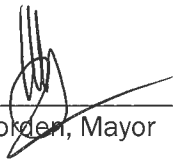
LOCATION: 10891 Morrisette Place and 24955 109 Avenue

OWNER: 0939988 B.C. Ltd. (Peter Muller)

REQUIRED AGREEMENTS: Geotechnical Covenants

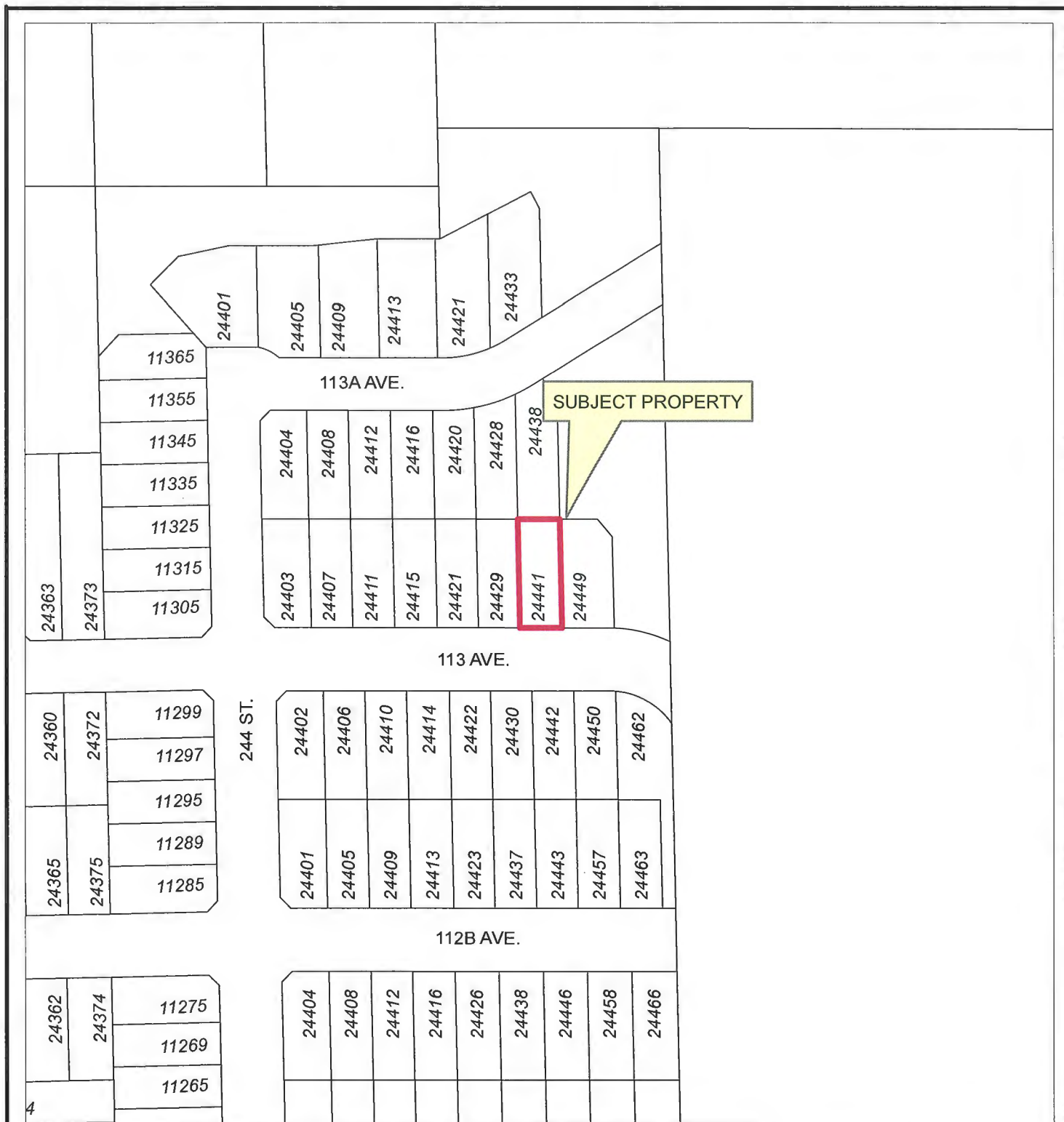
THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2018-094-SD.

CARRIED

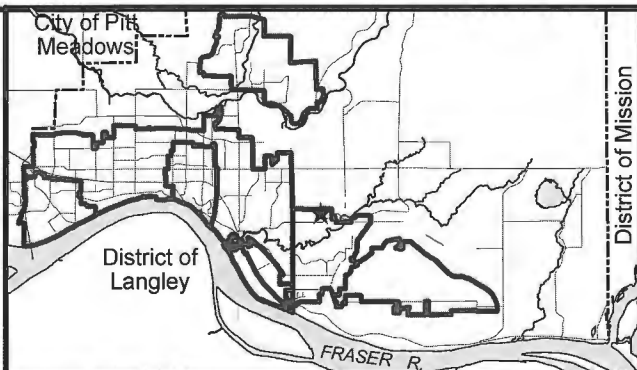


Michael Morgen, Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member



Scale: 1:1,500



24441 113 AVE

LICENCES, PERMITS & BYLAWS DEPT.



MAPLE RIDGE

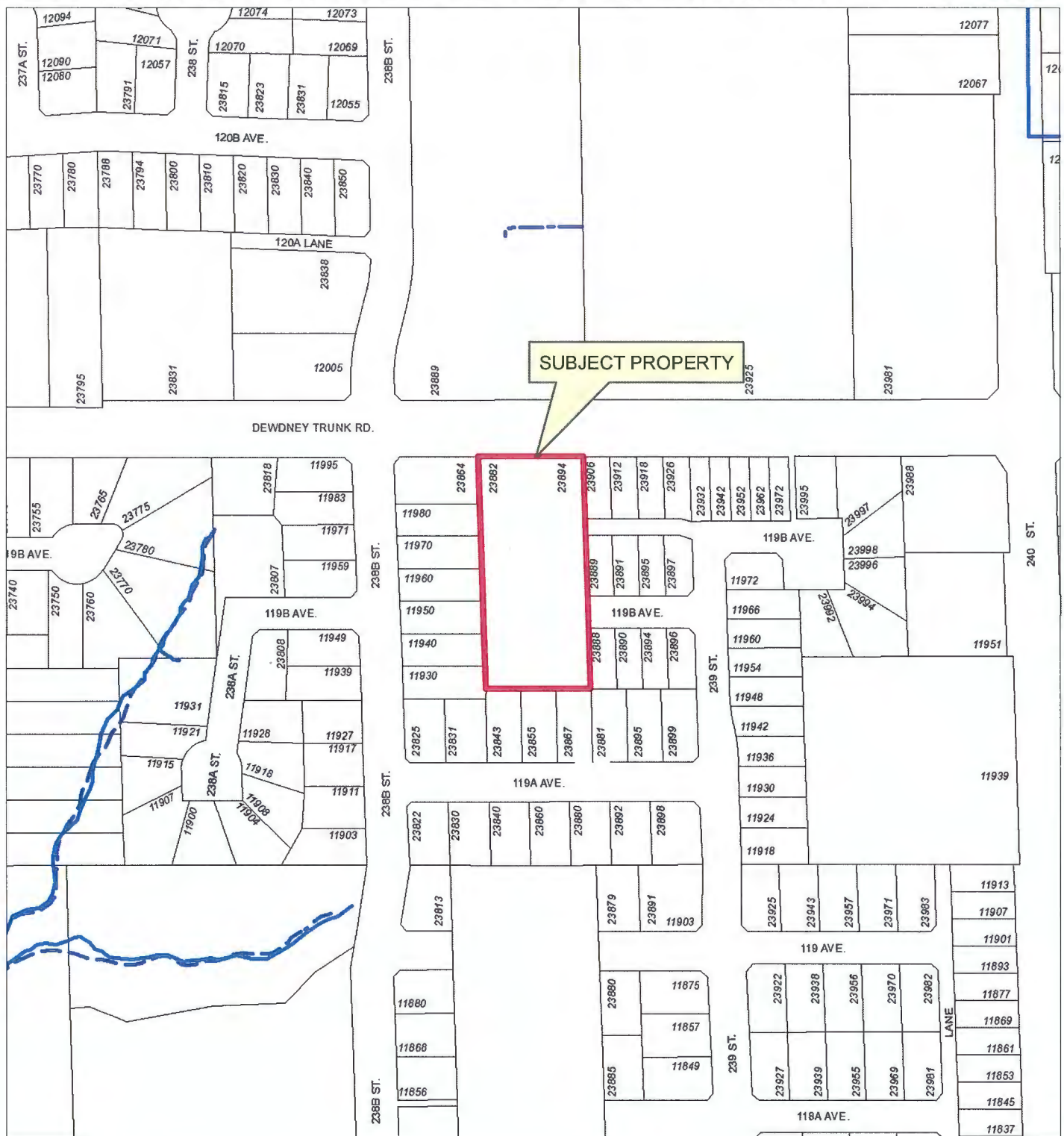
British Columbia

mapleridge.ca

FILE: Untitled

DATE: Mar 1, 2019

BY: RA



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

23882 DEWDNEY TRUNK ROAD

PLANNING DEPARTMENT



MAPLE RIDGE

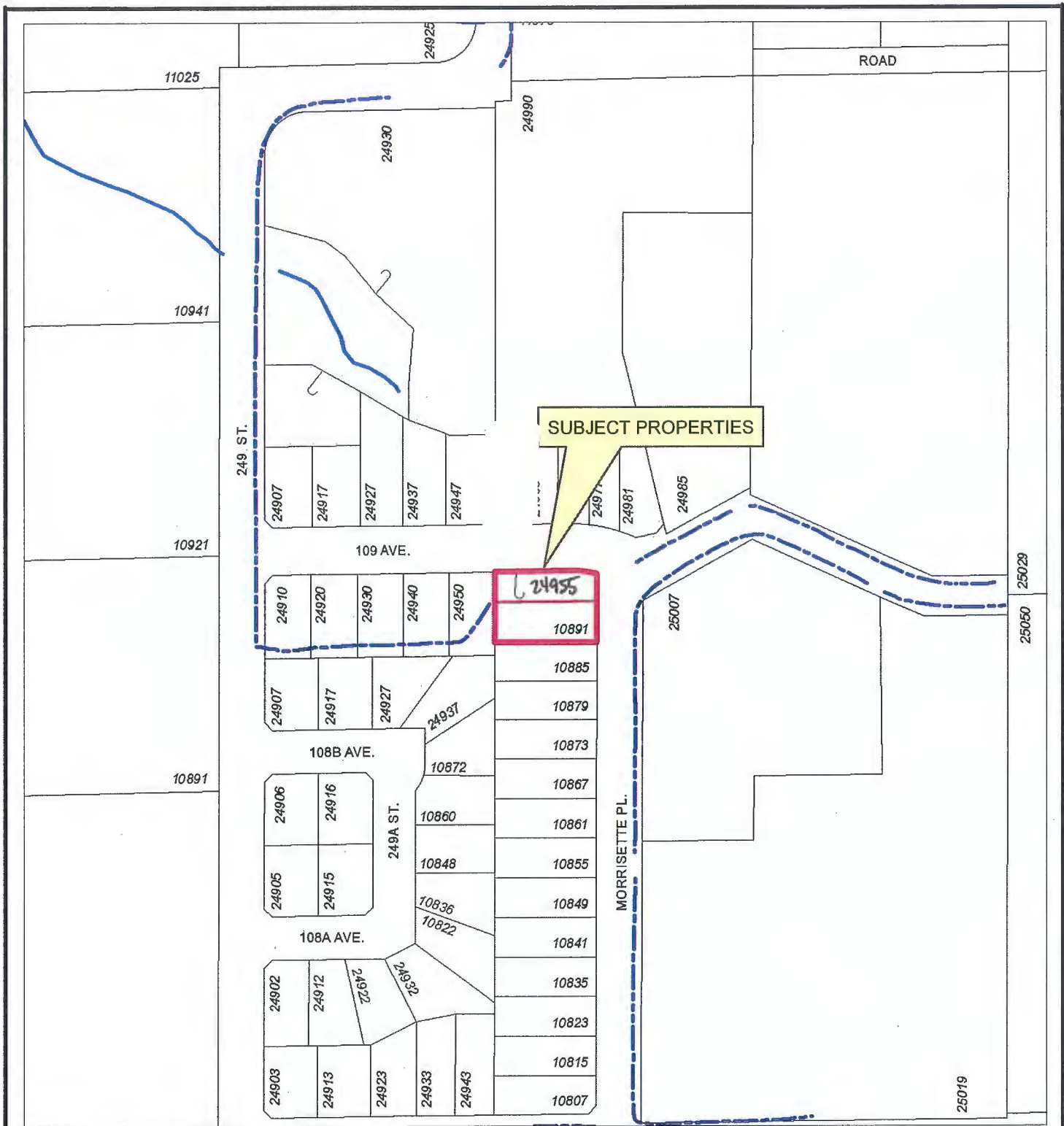
British Columbia

mapleridge.ca

FILE: 2014-106-SD

DATE: Oct 5, 2018

BY: LP



Scale: 1:2,000

Legend

- Stream
- - - Ditch Centreline

10891 Morrisette Place
24955 109 Avenue

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2018-094-SD
DATE: Mar 22, 2018

BY: LP

701.2 Minutes of Meetings of Committees and Commissions of Council

City of Maple Ridge
AGRICULTURAL ADVISORY COMMITTEE
REGULAR MEETING

The Minutes of the Regular Meeting of the Agricultural Advisory Committee, held in the Blaney Room,
at Maple Ridge Municipal Hall on January 24, 2019 at 7:03 pm.

COMMITTEE MEMBERS PRESENT

Councillor Gordy Robson	City of Maple Ridge
Councillor Ryan Svendsen	City of Maple Ridge
Bill Hardy, Chair	Member at Large
Al Kozak, Vice Chair	Agricultural Sector
Andrew Pozsar	Member at Large
Carla Schiller	Agricultural Sector
Chris Zabek	Regional Agrologist, Ministry of Agriculture
Ian Brooks	Member at Large
Lorraine Bates	Agricultural Fair Board
Pascale Shaw	Agricultural Sector
Ryan Murphy	Agricultural Sector

STAFF MEMBERS PRESENT

Amanda Grochowich	Staff Liaison / Planning Department
Amanda Allen	Committee Clerk

ABSENT

David Kaplan	Member at Large
Josef Hans Lara	Economic Development Committee Representative
Candace Gordon	Haney Farmers Market Society

Note: Councillor Ryan Svendsen chaired the meeting as the presiding member.

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**

R/2019-001

It was moved and seconded

That the January 24, 2019 Agricultural Advisory Committee agenda be approved as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2019-002

It was moved and seconded

That the minutes of the Maple Ridge Agricultural Advisory Committee meeting dated November 29, 2018 be adopted.

CARRIED

4. **DELEGATIONS** - Nil

5. **NEW AND UNFINISHED BUSINESS**

Note: Carla Schiller joined the meeting at 7:07 pm

5.1. **2019 Chair and Vice Chair Elections**

The staff liaison opened the floor to nominations for a Chair

R/2019-003

It was moved and seconded

That Bill Hardy be elected Chair of the Agricultural Advisory Committee for 2019.

CARRIED

The staff liaison opened the floor to nominations for a Vice Chair.

R/2019-004

It was moved and seconded

That Al Kozak be elected Vice Chair of the Agricultural Advisory Committee for 2019.

CARRIED

Note: Bill Hardy assumed the Chair.

5.2. **2019 Subcommittee Appointments**

The staff liaison provided a summary of the 2018 subcommittees and there was discussion on the formation of subcommittees for the 2019 term.

R/2019-005

It was moved and seconded

That a subcommittee be formed consisting of Andrew Poszar, Pascale Shaw, and Lorraine Bates to participate in the development of a Backyard Chicken program for the 2019 term.

CARRIED

R/2019-006

It was moved and seconded

That a subcommittee be formed consisting of Al Kozak and Chris Zabek to organize educational events on food and agriculture for the 2019 term.

CARRIED

R/2019-007

It was moved and seconded

That a subcommittee be formed consisting of Al Kozak, Ian Brooks, and Ryan Murphy to pursue the development of key components of a local food distribution system for the 2019 term.

CARRIED

R/2019-008

It was moved and seconded

That a subcommittee be formed consisting of Pascale Shaw, Carla Schiller, and Ryan Murphy to organize and support the 2019 Food Garden Contest.

CARRIED

R/2019-009

It was moved and seconded

That a subcommittee be formed consisting of Lorraine Bates to organize and support the 2019 Golden Harvest.

CARRIED

5.3. Educational Event – Proposal Update

Al Kozak summarized the education event proposal “Let’s Get Farming”. Mr. Kozak advised of the tentative commitment from Kent Mullinex and Kim Grout and outlined their potential speaking points. There was discussion on panel members and it was suggested that a speaker versed in farm trusts could provide interesting insights. Mr. Kozak reported on possible venue locations. The price of event admission and sponsorship opportunities were discussed.

R/2019-010

It was moved and seconded

That the proposal for an education event “Let’s Get Farming” in Spring 2019 be accepted and a maximum of \$500.00 be approved for use by the organizing committee in the development of the event.

CARRIED

5.4. Prioritization of Agricultural Plan Action Items

The Chair reviewed the short list of agricultural plan action items. There was discussion on items to include as part of the 2019 work plan. The item will be included on the next agenda and members are to bring specific actions that fit under the four short list items. Members will consider the items and develop a work plan for Council review.

6. SUBCOMMITTEE REPORTS

6.1. Food Distribution

The subcommittee will be meeting to develop a community capacity workshop.

The Chair recently attended a Fraser Valley Farm Direct Marketing Association workshop where the Manager of the Vancouver Farmers Market Direct gave a presentation on the mobile food hub in Vancouver. An invitation will be extended to the Manager of the Vancouver Farmers Market Direct to appear as a delegation.

6.2. **True North Fraser**

The Chair reported on the identified next steps in the evaluation and analysis of the True North Fraser brand.

7. **CORRESPONDENCE**

7.1. **Metro Vancouver 2019 Agriculture Awareness Grants**

The staff liaison reported Metro Vancouver is accepting applications from non-profit organizations for the 2019 Agriculture Awareness grants and encouraged members to promote the information.

8. **QUESTION PERIOD - Nil**

9. **ROUNDTABLE**

The Metro Vancouver Agricultural Advisory Committee has invited Maple Ridge to nominate a representative to the committee. Council has requested that the Committee select from its membership a member to participate on the Metro Vancouver AAC. The invitation will be circulated to members and included as an item on the next meeting for discussion.

AgriService BC webinar "What To Do When Your Birds Are Sick" is scheduled for February 13, 2019 at 2:00 pm.

Members reported out on relevant local agricultural topics and activities.

10. **ADJOURNMENT - 8:54 pm.**

"Original signed by Bill Hardy"
Bill Hardy, Chair

/aa

City of Maple Ridge



SOCIAL POLICY ADVISORY COMMITTEE MEETING MINUTES

The Minutes of the Regular Meeting of the Social Policy Advisory Committee, held in the Blaney Room, at Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia, on January 30, 2019 at 7:03 pm

COMMITTEE MEMBERS PRESENT

Councillor Judy Dueck, Chair	Council Liaison
Tarel Swansky, Vice Chair	Member at Large
Annette Morgan	Maple Ridge-Pitt Meadows Katzie Seniors Network
Colene Thompson	Maple Ridge Pitt Meadows Katzie Community Network
Elaine Yamamoto	School Trustee
Ineke Boekhorst	Downtown Maple Ridge Business Improvement Association
Dr. Ingrid Tyler	Fraser Health
Jenny Earley	Maple Ridge Pitt Meadows Katzie Community Network
Laura Butler	Member at Large

STAFF MEMBERS PRESENT

Tony Cotroneo	Staff Liaison / Recreation Manager, Community Services
Amanda Allen	Committee Clerk

GUESTS

Councillor Chelsa Meadus	Council Liaison – Alternate
Kim Dumore	School Trustee - Alternate
Brenna Ayliffe	Fraser Health – Alternate
Valerie Spurrell	Fraser Health - Alternate

ABSENT

Cpl. Amanda Harnett	Ridge Meadows RCMP
Hailey Robinsmith	Member at Large – Youth Rep

Note: Tarel Swansky chaired the meeting as Acting Chair.

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**

R/2019-001

It was moved and seconded

That the January 30, 2019 Social Policy Advisory Committee agenda be approved as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2019-002

It was moved and seconded

That the minutes of the Maple Ridge Social Policy Advisory Committee meeting dated November 7, 2018 be adopted.

CARRIED

Note: Ineke Boekhorst joined the meeting at 7:06 pm.

Note: Councillor Dueck joined the meeting at 7:07 pm.

4. **DELEGATIONS**

4.1. **Baby Friendly Community**

- Lucy Melinda Dominak, Baby Friendly Initiative Project Lead, Fraser Health

Kim Jones and Lucy Dominak gave a presentation on the baby friendly initiative and informing families on the risks and benefits of the different feeding methods. The presentation included information on:

- the importance of breastfeeding;
- the costs of not breastfeeding;
- the Maple Ridge prototype and Infant Feeding policy;
- mobilizing the community to achieve baby friendly designation.

Note: Elaine Yamamoto joined the meeting at 7:37 pm.

4.2. **Community Network Request for Funding for Community Resource Website**

- Colene Thompson, Chair, Community Network
- Jenny Earley, Executive Director, Family Education and Support Centre
- Cheryl Ashlie, Project Manager, Ridge Meadows Division of Family Practice

Cheryl Ashlie, Project Manager, gave a presentation and shared a video on Pathways, an online resource platform. The platform lists current local, regional, provincial and federal social and health care services. The Ridge Meadows Division of Family Practice determined the Community Network would be a suitable organization to take ownership of the information in the platform once developed. Ms. Ashlie outlined the annual funding request from the Community Network who is seeking to cover increased staffing hours for the Community Network Coordinator position that will be required to support Pathways. Ms. Ashlie answered questions from the committee

R/2019-003

It was moved and seconded

That SPAC endorse the Maple Ridge Pitt Meadows Katzie Community Network Community Resource Website Proposal funding support for an additional annual cost of \$5,667.20 to cover the increased staffing hours for the Community Network Coordinator position; and That the proposal be forwarded to Council for consideration.

CARRIED

5. **ROUNDTABLE**

February 10, 2019: Farmers Helping Seniors Pub Night Fundraiser, hosted by the Seniors Network, Haney Farmers Market and Golden Ears FEAST.

February 8 and 9, 2019: 2019 BC Vision Zero Summit, hosted by the City of Surrey in partnership with Fraser Health, Provincial Health Services Authority and Vancouver Coastal Health.

Members reported out on relevant social policy topics and activities.

6. **NEW AND UNFINISHED BUSINESS**

6.1. **2019 Chair and Vice Chair Elections**

The staff liaison opened the floor to nominations for a Chair.

R/2019-004

It was moved and seconded

That Judy Dueck be elected Chair of the Maple Ridge Social Policy Advisory Committee for 2019.

CARRIED

The staff liaison opened the floor to nominations for a Vice Chair

R/2019-005

It was moved and seconded

That Tarel Swansky be elected Vice Chair of the Maple Ridge Social Policy Advisory Committee for 2019.

CARRIED

6.2. **2019 SWOT Review**

The staff liaison summarized the SWOT developed at the November 7, 2018 meeting.

6.3. **Council Strategic Priorities as pertaining to SPAC**

The Council liaison advised that strategic planning has been deferred by Council for further details and review.

6.4. 2019 Work Plan Subcommittee

The staff liaison sought interest from members on initiating a subcommittee to develop the 2019 work plan.

R/2019-006

It was moved and seconded

That a subcommittee be formed consisting of Councillor Dueck, Councillor Meadus, Laura Butler, Annette Morgan, Jenny Earley, Brenna Ayliffe and Tony Cotroneo to develop a 2019 work plan for the Social Policy Advisory Committee.

CARRIED

6.5. Social Services Delivery Research Plan

The staff liaison spoke to research work completed in 2016 and shared the Maple Ridge Social Services Delivery Research Project for information.

7. COMMITTEE UPDATES

7.1. Community Network

Colene Thompson reported on the Christmas social for Seniors and outlined the upcoming monthly events and topics the Community Network will be examining.

7.2. Youth Strategy

The staff liaison advised that Council endorsed the Youth Planning Table Terms of Reference.

7.3. Opioid Overdose Working Group

Dr. Tyler provided an update on Provincial funding for the community action teams. The Humans of Maple Ridge Gallery recently held a pop up session on Naloxone training and that the gallery will be open until April. Brenna Ayliffe advised of community dialogues through the Community Action Initiative and that the Compassion in Care photo contest has been extended until the end of February.

8. CORRESPONDENCE - Nil

9. QUESTION PERIOD - Nil

10. ADJOURNMENT – 8:55 pm.

“Original signed by Tarel Swansky”
Tarel Swansky, Vice Chair

/aa

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2018 Council Expenses

MEETING DATE: March 12, 2019
FILE NO:
MEETING: Council

EXECUTIVE SUMMARY

In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses recorded to December 31 2018. The expenses included on the schedule are those required to be reported in the annual Statement of Financial Information and are available on our website.

RECOMMENDATION:

Receive for information

Discussion

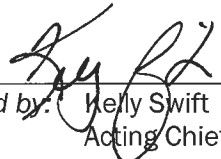
The expenses included in the attached schedule are those reported in the annual Statement of Financial Information (SOFI), including those incurred under Policy 3.07 "Council Training, Conferences and Association Building". The budget for Council includes the provision noted in Policy 3.07 as well as a separate budget for cell phone and iPad usage. The amounts on the attached Schedule are those recorded prior to the preparation of this report and are subject to change.



Prepared by: Trevor Hansvall
Accounting Clerk 2



Approved by: Catherine Nolan, CPA, CGA
Corporate Controller



Approved by: Kelly Swift
Acting Chief Administrative Officer

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Bell, Corisa						
January	Portable electronic device charges (e.g. Ipad) Local Government Leadership Academy (LGLA) Conference	156.60			17.12	
February	South Asian Cultural Society Gala Portable electronic device charges (e.g. Ipad) Alouette Addictions Fundraiser		110.00 60.00		17.12	
March	Portable electronic device charges (e.g. Ipad) MR Chamber of Commerce Business Excellence Awards		125.00		17.12	
April	Portable electronic device charges (e.g. Ipad) CivX 2018: Smart Communities, Smart Region April 12	199.00			17.12	
May	Portable electronic device charges (e.g. Ipad)				8.56	
June	Portable electronic device charges (e.g. Ipad) LMLGA General Meeting	445.00			8.56	
July	Annual Fundraising Dinner and Citizen of the Year Awards Presentation Portable electronic device charges (e.g. Ipad) LMLGA Conference in May		127.49		8.56	
August	Portable electronic device charges (e.g. Ipad)	589.99			8.56	
September	Portable electronic device charges (e.g. Ipad) Union of BC Municipalities Convention	3,012.73			8.56	
October	Portable electronic device charges (e.g. Ipad)				13.91	
November	Portable electronic device charges (e.g. Ipad)				5.35	
December	Portable electronic device charges (e.g. Ipad)				(4.28)	
		4,403.32	422.49	-	126.26	4,952.07

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Dueck, Judy						
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November	Salvation Army - Dignity Breakfast		60.00			
	Cell phone charges				45.77	
	Portable electronic device charges (e.g. Ipad)				7.77	
December	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
		-	60.00	-	101.85	161.85

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Duncan, Kiersten						
January	Cell phone charges				42.95	
	Portable electronic device charges (e.g. Ipad)				8.56	
	Local Government Leadership Academy (LGLA) Conference	758.44				
February	South Asian Cultural Society Gala		110.00			
	Cell phone charges				47.97	
	Portable electronic device charges (e.g. Ipad)				17.12	
March	Cell phone charges				42.95	
	Portable electronic device charges (e.g. Ipad)				17.12	
	Ridge Meadows Chamber Business Excellence Awards		125.00			
April	Cell phone charges				86.52	
	Portable electronic device charges (e.g. Ipad)				4.28	
May	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
	LMLGA Conference Cancellation Fee	50.00				
June	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
July	Cell phone charges				45.54	
	Portable electronic device charges (e.g. Ipad)				4.28	
	The Innaugural 'Ladies Only' Backyard Soiree July 21		95.00			
August	Cell phone charges				45.65	
	Portable electronic device charges (e.g. Ipad)				17.12	
September	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
	Union of BC Municipalities Convention	792.90				
October	Cell phone charges				44.72	
	Portable electronic device charges (e.g. Ipad)				22.47	
	Golden Harvest event		30.00			
	Ridge Meadows Hospital Foundation Gala		195.00			
November	Salvation Army - Dignity Breakfast		60.00			
	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				13.12	
December	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				10.70	
		1,601.34	615.00	-	698.23	2,914.57

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Masse, Bob						
January						
February						
March						
April						
May						
June						
July						
August						
September						
October	Golden Harvest event		20.00			
November						
December						
		-	20.00	-	-	20.00

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Meadus, Chelsa						
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November	Salvation Army - Dignity Breakfast		60.00		45.77	
	Cell phone charges				7.77	
	Portable electronic device charges (e.g. Ipad)				42.96	
December	Cell phone charges				5.35	
	Portable electronic device charges (e.g. Ipad)					
		-	60.00	-	101.85	161.85

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Morden, Mike						
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November	Salvation Army - Dignity Breakfast		60.00			
	Cell phone charges				45.77	
	Portable electronic device charges (e.g. Ipad)				7.77	
	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
December		-	60.00	-	101.85	161.85

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Read, Nicole						
January	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				17.12	
February	Cell phone charges				43.02	
	Portable electronic device charges (e.g. Ipad)				8.56	
March	Cell phone charges				47.52	
	Portable electronic device charges (e.g. Ipad)				17.12	
April	Cell phone charges				45.65	
	Portable electronic device charges (e.g. Ipad)				17.12	
May	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				17.12	
June	Cell phone charges				45.50	
	Portable electronic device charges (e.g. Ipad)				17.12	
July	Cell phone charges				43.77	
	Portable electronic device charges (e.g. Ipad)				34.24	
August	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				17.12	
September	Cell phone charges				44.45	
	Portable electronic device charges (e.g. Ipad)				8.56	
October	Cell phone charges				48.20	
	Portable electronic device charges (e.g. Ipad)				22.47	
November	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
December						
		-	-	-	671.37	671.37

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Robson, Gordy						
January	Portable electronic device charges (e.g. Ipad)				4.28	
February	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				4.28	
March	Portable electronic device charges (e.g. Ipad)				4.28	
April	Portable electronic device charges (e.g. Ipad)				4.28	
May	Portable electronic device charges (e.g. Ipad)				16.46	
	LMLGA Conference Cancellation Fee	50.00				
June	Portable electronic device charges (e.g. Ipad)				8.56	
	LMLGA Refund GST Adjustment	7.14				
July	Portable electronic device charges (e.g. Ipad)				4.28	
August	Portable electronic device charges (e.g. Ipad)				4.28	
September	Portable electronic device charges (e.g. Ipad)				4.28	
October	Portable electronic device charges (e.g. Ipad)				9.63	
November	Portable electronic device charges (e.g. Ipad)				34.52	
December	Portable electronic device charges (e.g. Ipad)				32.10	
		57.14	110.00	-	131.23	298.37

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Shymkiw, Tyler						
January	Portable electronic device charges (e.g. Ipad)					
February	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				4.28	
March	Portable electronic device charges (e.g. Ipad)				4.28	
April	Portable electronic device charges (e.g. Ipad)				4.28	
May	Portable electronic device charges (e.g. Ipad)				4.28	
June	Portable electronic device charges (e.g. Ipad)				4.28	
July	Portable electronic device charges (e.g. Ipad)				4.28	
August	Portable electronic device charges (e.g. Ipad)				4.28	
September	Portable electronic device charges (e.g. Ipad)				4.28	
October	Portable electronic device charges (e.g. Ipad)				9.63	
November	Portable electronic device charges (e.g. Ipad)				5.35	
December	Portable electronic device charges (e.g. Ipad)				(4.28)	
		-	110.00	-	49.22	159.22

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Speirs, Craig						
January	Cell phone charges				44.47	
	Portable electronic device charges (e.g. Ipad)				4.28	
February	South Asian Cultural Society Gala		110.00			
	Cell phone charges				43.32	
	Portable electronic device charges (e.g. Ipad)				4.28	
March	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
	MR Chamber of Commerce Business Excellence Awards		125.00			
April	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
May	Federation of Canadian Municipalities (FCM) Conference	3,031.47				
	LMLGA 2018 Conference and AGM May 9-11 Cancellation Fee	60.50			42.80	
	Cell phone charges				4.28	
	Portable electronic device charges (e.g. Ipad)				47.67	
June	Cell phone charges				4.28	
	Portable electronic device charges (e.g. Ipad)					
	Annual Fundraising Dinner and Citizen of the Year Awards Presentation		127.49			
July	Cell phone charges				49.17	
	Portable electronic device charges (e.g. Ipad)				4.28	
August	Cell phone charges				42.95	
	Portable electronic device charges (e.g. Ipad)				4.28	
September	Cell phone charges				47.22	
	Portable electronic device charges (e.g. Ipad)				4.28	
	Federation of Canadian Municipalities (FCM) Committee Meeting	2,146.46				
October	Cell phone charges				46.56	
	Portable electronic device charges (e.g. Ipad)				9.63	
	Golden Harvest event		20.00			
	Ridge Meadows Hospital Foundation Gala		175.00			
November	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
December	Portable electronic device charges (e.g. Ipad)				(4.28)	
		5,238.43	557.49	-	541.94	-

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Svendsen, Ryan						
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November	Cell phone charges				45.77	
	Portable electronic device charges (e.g. Ipad)				7.77	
	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
December		-	-	-	101.85	101.85

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Yousef, Ahmed						
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November	Salvation Army - Dignity Breakfast		60.00		45.77	
	Cell phone charges				7.77	
	Portable electronic device charges (e.g. Ipad)				42.96	
	Cell phone charges				5.35	
	Portable electronic device charges (e.g. Ipad)					
December		-	60.00	-	101.85	161.85

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2019 Council Expenses

MEETING DATE: March 12, 2019
FILE NO:
MEETING: Council

EXECUTIVE SUMMARY


In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses recorded to January 31 2019. The expenses included on the schedule are those required to be reported in the annual Statement of Financial Information and are available on our website.

RECOMMENDATION:


Receive for information

Discussion

The expenses included in the attached schedule are those reported in the annual Statement of Financial Information (SOFI), including those incurred under Policy 3.07 "Council Training, Conferences and Association Building". The budget for Council includes the provision noted in Policy 3.07 as well as a separate budget for cell phone and iPad usage. The amounts on the attached Schedule are those recorded prior to the preparation of this report and are subject to change.



Prepared by: Trevor Hansvall
Accounting Clerk 2



Approved by: Catherine Nolan, CPA, CGA
Corporate Controller



Approved by: Kelly Swift
Acting Chief Administrative Officer

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Dueck, Judy						
January	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		-	-	-	48.31	48.31
Duncan, Kiersten						
January	2019 Elected Officials Seminar - LMLGA Region	339.15				
	Cell phone charges				43.60	
	Portable electronic device charges (e.g. Ipad)				5.35	
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		339.15	-	-	48.95	388.10

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Meadus, Chelsa						
January	2019 Elected Officials Seminar - LMLGA Region Cell phone charges Portable electronic device charges (e.g. Ipad)	652.84			42.96 5.35	
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		652.84	-	-	48.31	701.15
Morden, Mike						
January	2019 Elected Officials Seminar - LMLGA Region Cell phone charges Portable electronic device charges (e.g. Ipad)	652.84			42.96 5.35	
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		652.84	-	-	48.31	701.15

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Robson, Gordy						
January	2019 Elected Officials Seminar - LMLGA Region Portable electronic device charges (e.g. Ipad)	350.00			10.70	
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		350.00	-	-	10.70	360.70
Svendsen, Ryan						
January	2019 Elected Officials Seminar - LMLGA Region Cell phone charges	302.84			42.96	
February	Portable electronic device charges (e.g. Ipad)				5.35	
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		302.84	-	-	48.31	351.15

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Yousef, Ahmed						
January	2019 Elected Officials Seminar - LMLGA Region	652.84				
	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		652.84	-	-	48.31	701.15

800 *Unfinished Business*

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Ridge Canoe and Kayak Club Race Course Replacement at Whonnock Lake – Sponsorship Offer and Naming Request

MEETING DATE: March 12, 2019
FILE NO: 2155735
MEETING: Council

EXECUTIVE SUMMARY:

The Ridge Canoe and Kayak Club (RCKC) recently removed their flat-water sprint course on Whonnock Lake as it had reached the end of its useful life. Mr. Rosenthal, Vice Commodore of RCKC, has offered to personally fund the cost of the materials needed for a replacement course while the Club is to undertake the installation using member volunteers. Mr. Rosenthal is requesting that the course be named the 'Laura Rosenthal Race Course at Whonnock Lake' in recognition of his sponsorship of \$10,000 and that two name signs are permitted to be installed at the Club's cost. The RCKC has provided a letter in support of this naming request and signage. The City's Sponsorship Policy stipulates that the terms of the sponsorship agreement must be approved by the General Manager of Parks, Recreation & Culture and that naming rights must receive Council approval.

RECOMMENDATION:

That the flat-water sprint course be named the 'Laura Rosenthal Race Course at Whonnock Lake' for a ten-year period; and further

That two name signs be permitted to recognize this sponsorship for a ten-year period.

DISCUSSION:

a) Background Context:

In November 2018, Mr. Rosenthal approached the City with a proposal to replace the flat-water sprint course at Whonnock Lake along with an offer to sponsor the materials needed. The replacement course has been designed by the Club members and includes a proposed location, materials and installation methods for a nine-lane course with a new anchoring system designed to not impede swimming or boating. The material cost is estimated at approximately \$10,000 including the start/finish dock. The former course, recently removed, ran east-west near the swimming area. The proposed course is rotated to move the competitors, officials and safety boats away from the swimming area while providing beach spectators the ability to view the entire course including the finish line (Attachment A). The RCKC proposes that the course be installed by the Club's head coach assisted by other registered volunteers.

Mr. Rosenthal has requested that the race course be named the 'Laura Rosenthal Race Course at Whonnock Lake' in recognition of his sponsorship, and the RCKC supports this request (Attachment B). This offer and naming request is consistent with the City's Sponsorship Policy (Policy No. 4.20 June 13, 2017) and a sponsorship agreement will be put in place which includes a timeframe, signage responsibility and expectations for approval of the General Manager of Parks, Recreation & Culture. One name sign is proposed to be installed on the RCKC dock and another within the boat launch area. The installation and maintenance of these signs would be the responsibility of RCKC for the duration of the sponsorship term. As the race course is anticipated to have a lifespan of approximately ten years, staff suggest that this would be an appropriate sponsorship term. On approval of this sponsorship request, City staff will forward a notification to the appropriate Ministry on behalf of RCKC to support this course installation proposal.

b) Desired Outcome:

The desired outcome is to support the sponsorship offer including the name request to provide for a replacement race course at Whonnock Lake for the benefit of the Ridge Canoe and Kayak Club's athletes, program participants and the community.

c) Citizen/Customer Implications:


The Ridge Canoe and Kayak Club offers training and programs for recreational and competitive paddlers across the various disciplines including sprint/flatwater, marathon, competitive canoeing, kayaking, and dragon boating for citizens and visitors to Maple Ridge. The community will benefit from the ability to access this renewed facility and the opportunity to participate in the Club's offerings.

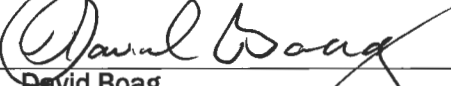
d) Alternatives:

Should Council wish to decline this sponsorship offer, the RCKC would need to seek an alternative funding source. The course replacement would be delayed until funding was secured, which may not be realized for this year's paddling season.

CONCLUSIONS:

The former RCKC race course at Whonnock Lake had reached the end of its useful life and was removed in anticipation of the installation of a replacement course which would be funded through a private donation and installed by Club volunteers. Staff recommend that the replacement race course be named the 'Laura Rosenthal Race Course at Whonnock Lake' for a ten-year term in recognition of Mr. Rosenthal's generous sponsorship offer, and that signage to reflect this name be permitted.


Prepared by: Valoree Richmond, MBCSLA
Manager of Parks Planning & Development


Reviewed by: David Boag
Acting General Manager Parks, Recreation & Culture

Reviewed by:  Trevor Thompson, BBA, CPA, CGA
Chief Financial Officer

Approved by:  Kelly Swift, MBA
Acting Chief Administrative Officer

Attachments:

- (A) Proposed Whonnock Lake Sprint Course Design
- (B) Support Letter from RCKC – Whonnock Race Course Donation

RCKC Race Course Proposal/Estimate

November 7th/2018

The following is an estimate for a proposed Canoe/Kayak racecourse on Whonnock Lake. The first table indicates the charges for materials and design for a 9 Lane course. The anchoring system is dependent on the lowest impact and cost effective solution while providing minimal disturbance to the lake floor. Currently we propose permanent anchoring through 4' helix anchors, screwed vertically through the silt into the solid clay/mud below. This results in single eyelets being exposed just above the lake bottom, rather than the entire surface of a pyramid or mushroom anchor. A lateral cable system will run between anchors placed at the far end of the course. The network of cables will not impede swimming or boat use. The network will consist of ten cables that run 500m laterally across the lake, each being attached to an anchor at each end. The anchors will sit roughly 50ft past the start and finish to allow for ample tensioning of the lines.

All metal materials are 100% 316 stainless steel, including splicing system and ferrules for the buoy system. The lane cable is 1/8" 7x7 316 stainless steel aircraft cable. Tension is maintained on the course by "rope locks" which consist of the same cable, combined with hooks and a ratchet system in order to adjust effectively.

The course will be installed by the RCKC head coach – who helped work to install the course in Kamloops for the 2011 Western Canada Summer Games. The course is still in use today, and only differs in that the anchoring system is on shore rather than submerged. The RCKC head coach will be assisted by the former provincial coach, and Australian team national coach who has extensive experience installing world class courses in several locations.

For installation we will require a single motor boat, containing 2-3 people and capable of handling roughly 400lbs total. RCKC already has a boat of this capacity in position so will not require assistance in this matter. Once deployed the course can be made invisible at the end of the season through removal of the buoys which will sit at a 10m spacing on each line.

Table 1

9 Lane (10 line) Course fully installed by RCKC

Description	Cost
10x 500M Lane Lines	\$2500
Crimping Ferrules for Buoy Placement	\$150
Buoys @10M Spacing	\$1800
Helix Anchors x20	\$1500
Cable Tensioners x20	\$1000
Long Line Snaps	\$300
Twine	\$100

Materials Total **\$7,350**

Extra Wire **~\$500**

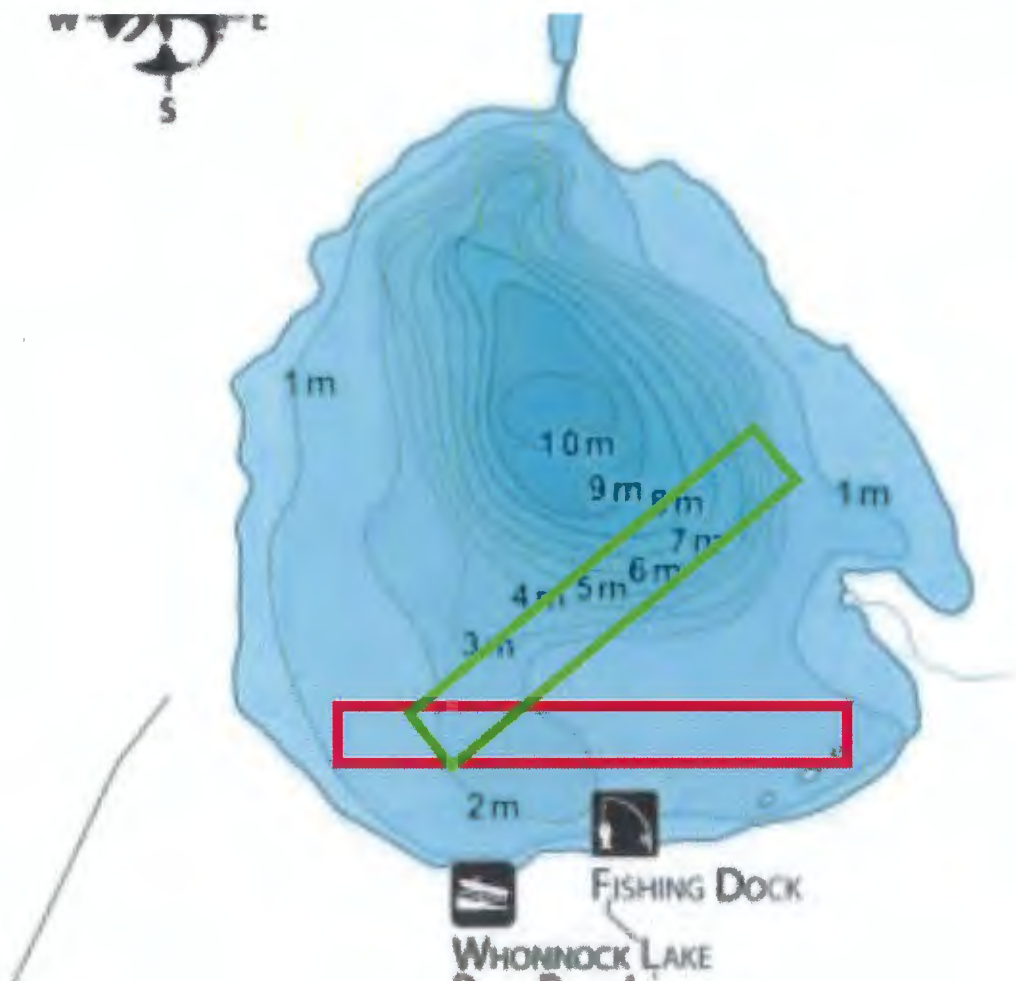
Start/Finish Dock **\$2000**

Subtotal **~\$10,000**

Depending on course needs as installation continues, tensioner amount may be cut in half as deemed necessary for alignment.

Course Placement

The current RCKC runs in an east to west fashion near the swimming area located on the Whonnock Park beach. The proposed course would be rotated out away from the current course approximately 30 degrees N. This moves the course to a deeper part of the lake allowing official timing at a 2M depth throughout the course. Further, during competition it moves competitors, officials, and safety boats away from the swimming area while racing is active. Further it creates a better spectating venue as the whole course including the finish can be viewed from the beach. In the figure below the old course placement is displayed in red, while the proposed placement can be seen in green.





Ridge Canoe and Kayak Club

PO Box 213

Maple Ridge, B.C.

V2X 7G1

Phone: 604-462-7202

Website: www.rckc.ca

Re: Whonnock Race Course Donation

To whom it may concern,

On behalf of the Board of the Ridge Canoe and Kayak Club, I am writing this letter to inform you:

That RCKC will enter into a construction agreement with the City of Maple Ridge for the installation of a new race course.

We support the naming of the race course the "Laura Rosenthal Race Course at Whonnock Lake".

We support the plan for the two signs, naming the course, that we will remove at our cost and the end of the agreed term.

Sincerely,

Darren Koehler
Commodore RCKC

February 26, 2019

City of Pitt Meadows Mayor and Council
12007 Harris Road
Pitt Meadows, BC V3Y 2B4

and

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

RE: PITT MEADOWS AIRPORT SOCIETY REVISED BYLAWS

At the December 6, 2018 meeting of the Directors of the Pitt Meadows Airport Society, the Airport Executive Committee was tasked with creating a permanent Board structure for recommendation back to the PMAS Board for approval. At the February 11, 2019 meeting of the Directors of the Pitt Meadows Airport Society, the recommended changes were approved by Board Motion with direction to the Airport Executive Committee to make the necessary revisions to the Pitt Meadows Airport Society Bylaws to support the new structure and forward the revised Bylaws to the Members for their consideration and approval (attached).

Changes to the Bylaws include:

- The Board shall be composed of seven Directors.
- The CAO of City of Pitt Meadows and CAO of City of Maple Ridge are permanent Directors on the Board.
- There shall be no "Member Directors" and instead the Airport Executive Committee shall collectively select five "Expert Directors" according to a predetermined required skill set.

- Two of the first five selected Expert Directors will sit for a term of three years.
Three of the first five selected Expert Directors will sit for a term of five years.
Subsequently appointed Expert Directors will sit for a term of three years.
- Elected City Officials are not permitted to be appointed to the Board.

The Pitt Meadows Airport Society Board of Directors requests that each Member approves the revised Bylaws at their upcoming Council Meetings so the changes may be enacted, and a new Board of Directors selected in a timely manner.

Respectfully,

Guy Miller
Airport General Manager

BYLAWS

PART 1 – INTERPRETATION

1.1 In these Bylaws, unless the context otherwise requires,

- (a) “Act” means the *Societies Act* of British Columbia as amended from time to time
- (b) “Airport” means the Pitt Meadows Regional Airport;
- (c) “Airport Executive Committee” is a Board approved Committee consisting of the CAO of City of Pitt Meadows, CAO of City of Maple Ridge, and the Airport General Manager that functions as a support and approval mechanism to oversee, monitor, advise on, and approve a variety of development, administrative, and financial functions, as well as provide a vital link for information sharing to the Members.
- (d) “Airport Master Plan” has the meaning assigned in Bylaw 15.1;
- (e) “Board” means the Board of Directors of the Society;
- (f) “Bylaws” means these Bylaws as amended from time to time;
- (g) “Committee” has the meaning assigned in Bylaw 7.9
- “Directors” means the Directors of the Society for the time being,
- (h) “Expert Directors” has the meaning assigned in Bylaw 6.8 and “Expert Director” means any one of them;
- (i) “General Manager” has the meaning assigned in Bylaw 9.1
- (j) “Member” means every person who becomes and remains a Member in accordance with the Bylaws;
- (k) “Member Representative” has the meaning assigned in Bylaw 3.7
- (l) “registered address” of a Member means that Member’s address as recorded in the register of Members;

(m) "Society" means the Pitt Meadows Airport Society; and

(n) "*Societies Act*" means the *Societies Act*, SBC, 2015 c. 18.

1.2 The definitions in the Act apply to these Bylaws.

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

1.4 Unless otherwise expressly provided, words importing the singular include the plural and vice versa and words importing a male person include a female person and a corporation.

1.5 Unless otherwise expressly provided, a reference in these Bylaws to a statute is a reference to that statute as from time to time in force, re-enacted or replaced.

PART 2 – FUNDAMENTAL MATTERS

2.1 The Society shall be carried on without purposes of gain for its Members or Directors and any profits or other accretion to the Society shall be used in furtherance of its purposes. No Member of the Society or Director shall be paid any remuneration for services rendered to the Society but may be paid reasonable expenses in acting as a Member or Director. This clause was previously unalterable.

2.2 Upon winding-up or dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the wind-up including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after the payment of any other debts of the Society, shall be distributed equally between the City of Pitt Meadows and the City of Maple Ridge. This clause was previously unalterable.

PART 3 - MEMBERSHIP

3.1 Membership in the Society shall be limited to:

(a) the City of Pitt Meadows; and

(b) the City of Maple Ridge;

3.2 The Society shall not, at any time, have more than two (2) Members.

3.3 Every Member shall uphold the constitution and comply with these Bylaws.

3.4 There shall be no annual membership dues.

- 3.5 A Member shall cease to be a Member of the Society
- (a) by delivering its resignation in writing to the Secretary-Treasurer of the Society or by mailing or delivering it to the address of the Society; or
 - (b) on dissolution.
- 3.6 All Members are in good standing except those who have ceased to be a Member as provided in Bylaw 3.5 and every Member shall be entitled to vote at all meetings of the Society.
- 3.7 For the purposes of a meeting of the Members, each Member shall be represented by one (1) individual who shall be the Member's Mayor or another individual representing that Member who is chosen by that Member and who is a Councillor of that Member (the "Member Representative").
- 3.8 A Member Representative is entitled to speak and vote, and in all other respects exercise the rights of a Member, and that Member Representative shall be reckoned as a Member for all purposes with respect to a meeting of the Society.

PART 4 – MEETINGS OF MEMBERS

- 4.1 Meetings of the Members of the Society, including the annual general meeting, shall be held at the time and place, in accordance with the *Societies Act*, that the Board determines.
- 4.2 Every meeting of the Members, including an annual general meeting, is a general meeting.
- 4.3 The Board may, when it thinks fit, convene a general meeting.
- 4.4 A Member may request that the Board call a general meeting at any time and when so requested the Board will call a meeting within 14 days.
- 4.5 Notice of a general meeting or an annual general meeting must be sent to the Members no less than 7 days in advance of the date of the meeting.
- 4.6 A notice of a general meeting or an annual general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a Member receiving the notice to form a reasoned judgment concerning that business.
- 4.7 An annual general meeting must be held once every calendar year.

4.8 An annual general meeting is deemed to have been held if:

- (a) the matters that must, under the *Societies Act* or the Bylaws, be dealt with at that meeting, including the presentation of the financial statements and auditor's report, if any, to the Members are dealt with in a resolution; and
- (b) all of the Members consent in writing to the resolution on or before the date by which the annual general meeting must be held.

PART 5 – PROCEEDINGS AT GENERAL MEETINGS

5.1 At a general meeting the following business is ordinary business:

- (a) calling the meeting to order
- (b) the adoption of rules of order;
- (c) the election of a chairperson pursuant to Bylaw 5.4;
- (d) approving the minutes of the last general meeting;
- (e) the consideration of the financial statements;
- (f) the report of the Directors, if any;
- (g) the report of the auditor, if any;
- (h) the appointment of Directors;
- (i) the appointment of the auditor, if required; and
- (j) the other business that, under these Bylaws, ought to be transacted at a general meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

5.2 (a) No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

- (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (c) A quorum is two (2) Member Representatives present.

- 5.3 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be terminated. In any other case it shall stand adjourned to the same day in the next week, at the same time and place.
- 5.4 The President, the Vice President or, in the absence of both, one of the other Directors present shall preside as chairperson of a general meeting.
- 5.5 If at a general meeting
- (a) there is no President, Vice president or other Director present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the President and all the other Directors present are unwilling to act as chairperson, the Member Representatives present shall choose one of the Member Representatives to be chairperson.
- 5.6 A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 5.7 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- 5.8 Except as provided in these Bylaws, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- 5.9 No resolution proposed at a meeting need be seconded and the chairperson of a meeting may move or propose a resolution.
- 5.10 In case of an equality of votes the chairperson shall not have a casting or second vote in addition to the vote, if any, to which he or she may be entitled as a Member Representative and the proposed resolution shall not pass.
- 5.11 A Member in good standing, present at a meeting of Members is entitled to one vote.
- 5.12 Voting is by show of hands or by ballot, as directed by the chairperson of the meeting.
- 5.13 Voting by proxy is not permitted.
- 5.14 The chairperson of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 5.15 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

- 5.16 The Members may, by resolution, adopt rules of order but if no such rules of order are adopted, the proceedings of the Members shall be governed by Robert's Rules of Order Newly Revised or, if the procedure adopted by resolution does not cover any point of order, such point of order shall be determined according to Roberts Rules of Order Newly Revised.

PART 6 – DIRECTORS

- 6.1 The Board may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, including the full management and control of the assets, liabilities, revenues and expenditures of the Airport and the ability to make rules and regulations governing its operations, but subject, nevertheless, to
- (a) all laws affecting the Society;
 - (b) these Bylaws;
 - (c) the Airport Master Plan;
 - (d) policies established by the Members; and
 - (e) rules, not being inconsistent with these Bylaws, which are made from time to time by the Society in a general meeting.
- 6.2 No rule made by the Society in a general meeting invalidates a prior act of the Board that would have been valid if that rule had not been made.
- 6.3 The Board shall be composed of seven (7) Directors, and must include the CAO of City of Pitt Meadows and the CAO of City of Maple Ridge, or his/her designate as required.
- 6.4 Elected City Officials cannot be Directors.
- 6.5 Except as otherwise provided in these Bylaws, each person appointed as a Director shall become a Director effective on January 1 of the following year.
- 6.6 All Directors must be qualified under the *Societies Act* to be Directors.
- 6.7 A Director who ceases to be qualified to be a Director must immediately resign from the Board.

6.8 On the recommendations of the Airport Executive Committee, the Members shall appoint five (5) additional Directors having such skills or representing such constituency as the Directors feel to be in the best interests of the Society (the "Expert Directors"), subject to the requirements in Bylaw 6.5. Without limiting the generality of the foregoing, the Members may appoint as Expert Directors persons with expertise in one or more of the following:

- (a) airport operations;
- (b) the aeronautics industry;
- (c) real estate development;
- (d) property management;
- (e) finance;
- (f) accounting;
- (g) economic development;
- (h) planning;
- (i) marketing; and
- (j) communications and public engagement.

6.9 On the coming into force of these Bylaws, the Members will appoint Directors to the following terms:

- (a) the term of two (2) of the Directors appointed by the Members will expire December 31, 2022
- (b) the term of three (3) Directors appointed by each of the Members will expire December 31, 2024.

6.10 Subsequent to the appointments in Bylaws 6.9 and 6.10, each Director appointed shall serve for a term of three (3) years.

6.11 An Expert Director appointed under Bylaw 6.8 may be removed before the expiration of his or her term of office by a special resolution of the Members and a new Expert Director may be appointed by the Members to complete the remainder of the term of the removed Expert Director.

- 6.12 Directors may serve a maximum of two consecutive terms, except the CAO of City of Pitt Meadows and CAO of City of Maple Ridge who are both named as permanent Directors of the Board.
- 6.13 Terms of Directors are deemed to be consecutive if there is a break of less than twelve (12) months between terms.
- 6.14 The Directors are each entitled to participate in and vote at a meeting of Directors or a Committee.
- 6.15 No act or proceeding of the Board is invalid only by reason of there being less than the prescribed number of Directors in office.

PART 7 – PROCEEDINGS OF DIRECTORS

- 7.1 The Board may meet together at the places it thinks fit to dispatch business, and may adjourn and otherwise regulate their meetings and proceedings as it sees fit.
- 7.2 A meeting of the Board may be held by telephone or other communications facilities that permit all participants in the meeting to hear each other, and a Director who participates in the meeting by those means shall be counted as present at the meeting.
- 7.3 The quorum for a meeting of the Board shall be the majority of Directors holding office at the time of the meeting.
- 7.4 The President shall be chairperson of all meetings of the Board, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice President shall act as chairperson. If neither the President nor the Vice President are present, the Directors present may choose one of their numbers to be chairperson at that meeting.
- 7.5 All meetings of the Board shall be open to the public except that
- (a) the chairperson may exclude from a meeting those that the chairperson considers to be improperly conducting themselves;
 - (b) the Board may exclude from the meeting, all persons other than the Directors, Members and officers of the Society, if the Directors adopt a resolution that states that in the opinion of the Board, the Society's interest requires the exclusion;
 - (c) A resolution adopted under (b) requires an affirmative vote of a majority of the Directors present at the meeting if the resolution involves any of the following matters:
 - i personnel matters about an identifiable individual;

- ii a financial, commercial or economic transaction of the Society, including a proposed or pending acquisition or disposition of land for the Society's purposes;
 - iii litigation matters and the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (d) a resolution adopted under (b) requires an affirmative vote of at least two-thirds (2/3) of the Directors present at the meeting if the resolution involves a matter that is not set out in (c); and
- (e) a Director who cannot or does not intend to keep confidential the nature and details of the matters for which a resolution is passed under (b) through (d) is expected to defer to the decision of the majority of the Board, until the Board resolves to reveal the details or the subject matter or discusses it at a public meeting, by immediately leaving the meeting or that part of it during which those matters are under consideration.

- 7.6 Any two (2) Directors may call a meeting of the Board at any time.
- 7.7 At least two (2) days' notice of a Board meeting must be given unless all the Directors agree to a shorter notice period.
- 7.8 The accidental omission to give notice of a Board meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.
- 7.9 The Board may delegate any, but not all, of its powers to a committee consisting of one (1) or more Directors as it thinks fit (a "Committee").
- 7.10 A Committee shall, in the exercise of the powers delegated to it, conform to any rules imposed on it by the Board, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Board to be held next after it has been done.
- 7.11 A Committee shall elect a chairperson of its meetings, but if no chairperson is elected, or if at a meeting the chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Directors present who are members of the Committee shall choose one of their number to be chairperson of the meeting.
- 7.12 The members of a Committee may meet and adjourn as they think proper.
- 7.13 For a first meeting of the Board held immediately following the appointment of a Director or Directors at an annual or other general meeting of Members, it is not necessary to give notice of the meeting to the newly appointed Director or Directors for the meeting to be constituted, if a quorum of the Board is present.

- 7.14 Questions arising at a meeting of the Board or a Committee shall be decided by a majority of votes.
- 7.15 In case of an equality of votes on a question arising at a meeting of the Board or a Committee the chairperson does not have a second or casting vote and the motion is defeated.
- 7.16 No resolution proposed at a meeting of the Board or a Committee need be seconded and the chairperson of a meeting may move or propose a resolution.
- 7.17 A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.
- 7.18 No Director or employee of the Society shall have any direct or indirect financial interest in any purchase order or contract entered into or issued on behalf of the Society unless such Director or employee absents himself from all meetings where the order or contract is approved or discussed or any vote is taken in any matter affecting such an interest in an order or contract. The provisions of this Bylaw shall not apply to the reimbursement of a Director in respect of expenses incurred with the Board's approval in carrying out the business of the Society.
- 7.19 No Director or employee will use any information obtained in connection with his or her position with the Society for personal benefit or for the benefit of any other person unless such information has been disclosed to the public or has been made available to the public. Without limiting the generality of the foregoing, a Director who has knowledge of a proposed action or decision by the Society shall not purchase or sell assets or shares or advise any other party to purchase or sell assets or shares the value of which could be expected to be materially affected by the proposed action or decision until such time as the proposed action or decision has been announced or has been made available to the public.
- 7.20 A Director, former Director, employee or former employee must, unless otherwise authorized by the Board,
- (a) keep in confidence any record held in confidence by the Board until the record is released to the Members;
 - (b) keep in confidence information considered in any part of a Board meeting that is discussed in a closed meeting unless or until the information is released to the Members.
- 7.21 The Board or a Committee may, by resolution, adopt rules of order but if no such rules of order are adopted, the proceedings of the Board or Committee shall be governed by Robert's Rules of Order Newly Revised or, if the procedure adopted by resolution does not cover any point of order, such point of order shall be determined according to Robert's Rules of Order Newly Revised.

PART 8 – DUTIES OF OFFICERS

8.1 The Society shall have three (3) officers, who shall be the President, Vice President, and Secretary-Treasurer.

8.2 The Board shall elect from among their number a President, a Vice President, and Secretary-Treasurer-, each of whom shall hold office for one year and shall retire from office at each annual general meeting, when their successors shall be elected. A Director, other than the Director elected President, may hold more than one (1) officer position.

8.3 The President shall preside at all meetings of the Members and of the Directors.

8.4 The President is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.

8.5 The Vice President shall carry out the duties of the President during the absence of the President.

8.6 The Secretary-Treasurer shall

- (a) conduct the correspondence of the Society;
- (b) issue notices of meetings of the Society and the Board;
- (c) keep minutes of all meetings of the Society and the Board;
- (d) have custody of all records and documents of the Society;
- (e) have custody of the common seal of the Society; and
- (f) maintain the register of Members.

- (g) receive and bank monies collected from the Members or other sources;
- (h) keep accounting records in respect of the Society's financial transactions;
- (i) prepare the Society's financial statements; and
- (j) make the Society's filings with respect to taxes.

8.8 In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as Secretary at the meeting.

- 8.9 The Members may by special resolution remove a Director as the President, Vice President, or Secretary- Treasurer before the expiration of his or her term of office, and the Board may elect a successor to complete the term of office.
- 8.10 Neither the President, the Vice President, nor the Secretary- Treasurer shall be remunerated for being or acting as an officer, but shall be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society.

PART 9 – EMPLOYEES

- 9.1 The Board shall appoint a person as Chief Administrative Officer, also known as the “General Manager” to manage the operation of the Airport in accordance with the policies established by the Board (the “General Manager”).
- 9.2 The General Manager is responsible for:
- (a) Ensuring that all provisions of the *Aeronautics Act* and the Airports Operating Manual are adhered to and are effectively administered to provide for safe and secure airport operations;
 - (b) Ensuring that all provincial and municipal laws, regulations and bylaws, including but not limited to those relating to land use, building permits and business licensing, are effectively administered and adhered to;
 - (c) Managing all property through leasing, licensing or other arrangements as authorized by the Board;
 - (d) Administering all contracts for capital projects other works and services as authorized by the Board;
 - (e) Ensuring a high level of transparency and communication with the community, including engaging in public consultations relating to projects, in keeping with the practices of the Cities of Pitt Meadows and Maple Ridge;
 - (f) Performing such further and other duties as the Board may direct.
- 9.3 The Board may appoint such agents and engage such employees as it may deem necessary from time to time and said persons will have such authority and will perform such duties as will be prescribed by the Board at the time of the appointment.
- 9.4 The General Manager must not be a Director.

PART 10 - SEAL

- 10.1 The Board may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- 10.2 The common seal shall be affixed only when authorized by a resolution of the Board and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and Secretary-Treasurer or President and Vice President.
- 10.3 All instruments, agreements, contracts or other documents which are not executed by affixing the common seal of the Society may be executed by
- (a) such persons as may be prescribed from time to time by resolution of the Board;
 - (b) the President and the Secretary-Treasurer;
 - (c) the Vice President and the Secretary-Treasurer; or
 - (d) the President and the Vice President.

PART 11 - BORROWING

- 11.1. In order to carry out the purposes of the Society the Board may, on behalf of and in the name of the Society, borrow or raise and secure the payment or repayment of, money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
- 11.2. No debenture shall be issued without first obtaining the consent of the Members by special resolution.
- 11.3. The Members may by special resolution restrict the borrowing powers of the Board, but a restriction imposed expires at the next annual general meeting.

PART 12 - AUDITOR

- 12.1. The Society shall engage an auditor qualified to act under both the *Societies Act* and the *Community Charter* who shall be a person who is a member or partnership whose partners are members in good standing of the Chartered Professional Accountants, Canada or the Chartered Professional Accountants, British Columbia, or a person certified by the Auditor Certification Board established under the *Business Corporations Act* (British Columbia).

12.2. The auditor shall be appointed by the Board, who shall also fill all vacancies occurring in the office of the auditor.

12.3. An auditor may be removed and a new auditor appointed by the Board.

12.4. An auditor shall be promptly informed in writing of appointment or removal.

12.5. No Director and no employee of the Society shall be appointed as auditor.

12.6. The auditor may attend general meetings.

12.7. The fiscal year end of the Society shall be December 31 in each year.

PART 13 – NOTICES TO MEMBERS

13.1 A notice may be given to a Member or Director, either personally or by pre-paid mail to him or her at his or her registered address.

13.2 A notice sent by mail shall be deemed to have been given on the third day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

13.3 Notice of a general meeting shall be given to

- (a) every Member shown on the register of Members on the day notice is given; and
- (b) the auditor.

13.4 No person, other than those referred to in Bylaw 13.3 is entitled to receive a notice of general meeting.

13.5 Nothing in these Bylaws shall preclude or prohibit notice being given to a Member, Director or auditor by alternative means, including email, but any notice given by such alternative means shall only be deemed effective if express acknowledgement of receipt is given by the recipient.

PART 14 – DEALINGS IN LAND

14.1 The fee-simple interest in any land held by the Society must not be sold, transferred or otherwise disposed of without first obtaining the consent of the Members by special resolution

PART 15 – PLANNING AND REPORTING

- 15.1 The Board shall develop a master plan for the operation, management and development of the Airport (the "Airport Master Plan") and shall present the Airport Master Plan to the Members for approval.
- 15.2 Once the Airport Master Plan has been approved by the Members, all Directors, Officers and employees of the Society must act in accordance with the Airport Master Plan.
- 15.3 The Airport Executive Committee shall revise and update the Airport Master Plan periodically as it deems appropriate, or as otherwise directed by the Members, but no revision or update of the Airport Master Plan shall be effective until it has been approved by the Members.
- 15.4 The Board shall, not less than two (2) times per calendar year, or as otherwise directed by the Members, provide a formal report to the Members concerning the operation and management of the Airport.

PART 16 – BYLAWS

- 16.1 On being admitted to membership, each Member is entitled to and the Society shall provide, without charge, a copy of the Constitution and Bylaws of the Society.

BYLAWS

PART 1 – INTERPRETATION

1.1 In these Bylaws, unless the context otherwise requires,

(a) "Act" means the *Societies Act* of British Columbia as amended from time to time

(b) "Airport" means the Pitt Meadows Regional Airport;

(c) "Airport Executive Committee" is a Board approved Committee consisting of the CAO of City of Pitt Meadows, CAO of City of Maple Ridge, and the Airport General Manager that functions as a support and approval mechanism to oversee, monitor, advise on, and approve a variety of development, administrative, and financial functions, as well as provide a vital link for information sharing to the Members.

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(d) "Airport Master Plan" has the meaning assigned in Bylaw 15.1;

(e) "Board" means the Board of Directors of the Society;

(f) "Bylaws" means these Bylaws as amended from time to time;

(g) "Committee" has the meaning assigned in Bylaw 7.9

~~(g) "Directors" means the Directors of the Society for the time being, and includes both Member Directors and Community Directors, and "Director" means any one of them;~~

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(i) "General Manager" has the meaning assigned in Bylaw 9.1

(j) "Member" means every person who becomes and remains a Member in accordance with the Bylaws;

~~(k) "Member Directors" has the meaning assigned in Bylaw 6.7 and "Member Director" means any one of them~~

~~(h)~~(k) "Member Representative" has the meaning assigned in Bylaw 3.7

~~(m)~~(l) "registered address" of a Member means that Member's address as recorded in the register of Members;

~~(n)~~(m) "Society" means the Pitt Meadows Airport Society; and

~~(o)~~(n) "*Societies Act*" means the *Societies Act*, SBC, 2015 c. 18.

- 1.2 The definitions in the Act apply to these Bylaws.
- 1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.
- 1.4 Unless otherwise expressly provided, words importing the singular include the plural and vice versa and words importing a male person include a female person and a corporation.
- 1.5 Unless otherwise expressly provided, a reference in these Bylaws to a statute is a reference to that statute as from time to time in force, re-enacted or replaced.

PART 2 – FUNDAMENTAL MATTERS

- 2.1 The Society shall be carried on without purposes of gain for its Members or Directors and any profits or other accretion to the Society shall be used in furtherance of its purposes. No Member of the Society or Director shall be paid any remuneration for services rendered to the Society but may be paid reasonable expenses in acting as a Member or Director. This clause was previously unalterable.
- 2.2 Upon winding-up or dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the wind-up including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after the payment of any other debts of the Society, shall be distributed equally between the City of Pitt Meadows and the City of Maple Ridge. This clause was previously unalterable.

PART 3 - MEMBERSHIP

- 3.1 Membership in the Society shall be limited to:
 - (a) the City of Pitt Meadows; and
 - (b) the City of Maple Ridge;

- 3.2 The Society shall not, at any time, have more than two (2) Members.
- 3.3 Every Member shall uphold the constitution and comply with these Bylaws.
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- 3.5 A Member shall cease to be a Member of the Society
- (a) by delivering its resignation in writing to the Secretary-Treasurer of the Society or by mailing or delivering it to the address of the Society; or
 - (b) on dissolution.
- 3.6 All Members are in good standing except those who have ceased to be a Member as provided in Bylaw 3.5 and every Member shall be entitled to vote at all meetings of the Society.
- 3.7 For the purposes of a meeting of the Members, each Member shall be represented by one (1) individual who shall be the Member's Mayor or another individual representing *that Member who is chosen by that Member and who is a Councillor of that Member (the "Member Representative")* ~~and the individual Member Representative may not be one of the Member Directors.~~
- 3.8 A Member Representative is entitled to speak and vote, and in all other respects exercise the rights of a Member, and that Member Representative shall be reckoned as a Member for all purposes with respect to a meeting of the Society.

PART 4 – MEETINGS OF MEMBERS

- 4.1 Meetings of the Members of the Society, including the annual general meeting, shall be held at the time and place, in accordance with the *Societies Act*, that the Board determines.
- 4.2 Every meeting of the Members, including an annual general meeting, is a general meeting.
- 4.3 The Board may, when it thinks fit, convene a general meeting.
- 4.4 A Member may request that the Board call a general meeting at any time and when so requested the Board will call a meeting within 14 days.
- 4.5 Notice of a general meeting or an annual general meeting must be sent to the Members no less than 7 days in advance of the date of the meeting.

4.6 A notice of a general meeting or an annual general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a Member receiving the notice to form a reasoned judgment concerning that business.

4.7 An annual general meeting must be held once every calendar year.

4.8 An annual general meeting is deemed to have been held if:

- (a) the matters that must, under the *Societies Act* or the Bylaws, be dealt with at that meeting, including the presentation of the financial statements and auditor's report, if any, to the Members are dealt with in a resolution; and
- (b) all of the Members consent in writing to the resolution on or before the date by which the annual general meeting must be held.

PART 5 – PROCEEDINGS AT GENERAL MEETINGS

5.1 At a general meeting the following business is ordinary business:

- (a) calling the meeting to order
- (b) the adoption of rules of order;
- (c) the election of a chairperson pursuant to Bylaw 5.4;
- (d) approving the minutes of the last general meeting;
- (e) the consideration of the financial statements;
- (f) the report of the Directors, if any;
- (g) the report of the auditor, if any;
- (h) the appointment of Directors;
- (i) the appointment of the auditor, if required; and
- (j) the other business that, under these Bylaws, ought to be transacted at a general meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

5.2 (a) No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

- (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - (c) A quorum is two (2) Member Representatives present.
- 5.3 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be terminated. In any other case it shall stand adjourned to the same day in the next week, at the same time and place.
- 5.4 The President, the Vice President or, in the absence of both, one of the other Directors present shall preside as chairperson of a general meeting.
- 5.5 If at a general meeting
 - (a) there is no President, Vice president or other Director present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the President and all the other Directors present are unwilling to act as chairperson, the Member Representatives present shall choose one of the Member Representatives to be chairperson.
- 5.6 A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 5.7 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- 5.8 Except as provided in these Bylaws, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- 5.9 No resolution proposed at a meeting need be seconded and the chairperson of a meeting may move or propose a resolution.
- 5.10 In case of an equality of votes the chairperson shall not have a casting or second vote in addition to the vote, if any, to which he or she may be entitled as a Member Representative and the proposed resolution shall not pass.
- 5.11 A Member in good standing, present at a meeting of Members is entitled to one vote.
- 5.12 Voting is by show of hands or by ballot, as directed by the chairperson of the meeting.
- 5.13 Voting by proxy is not permitted.

- 5.14 The chairperson of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 5.15 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.
- 5.16 The Members may, by resolution, adopt rules of order but if no such rules of order are adopted, the proceedings of the Members shall be governed by Robert's Rules of Order Newly Revised or, if the procedure adopted by resolution does not cover any point of order, such point of order shall be determined according to Roberts Rules of Order Newly Revised.

PART 6 – DIRECTORS

- 6.1 The Board may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, including the full management and control of the assets, liabilities, revenues and expenditures of the Airport and the ability to make rules and regulations governing its operations, but subject, nevertheless, to
 - (a) all laws affecting the Society;
 - (b) these Bylaws;
 - (c) the Airport Master Plan;
 - (d) policies established by the Members; and
 - (e) rules, not being inconsistent with these Bylaws, which are made from time to time by the Society in a general meeting.
- 6.2 No rule made by the Society in a general meeting invalidates a prior act of the Board that would have been valid if that rule had not been made.

6.3 The Board shall be composed of ~~not less than eight (8)~~ seven (7) ~~and not more than eleven (11)~~ Directors, and must include the CAO of City of Pitt Meadows and the CAO of City of Maple Ridge, or his/her designate as required.

6.36.4 Elected City Officials cannot be Directors.

6.46.5 Except as otherwise provided in these Bylaws, each person appointed as a Director shall become a Director effective on January 1 of the following year.

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~~6.56.6~~ All Directors must be qualified under the *Societies Act* to be Directors.

~~6.66.7~~ A Director who ceases to be qualified to be a Director must immediately resign from the Board.

~~6.7 — Each of the Members described in Bylaw 3.1 will appoint four (4) Directors to the Board, (the "Member Directors") subject to the requirements in Bylaw 6.5~~

6.8 ~~On the recommendations of the Airport Executive Committee, the Members~~The Directors shall appoint ~~up to three (3) five (5)~~ additional Directors having such skills or representing such constituency as the Directors feel to be in the best interests of the Society (the "Expert Directors"), subject to the requirements in Bylaw 6.5. Without limiting the generality of the foregoing, the ~~Directors-Members~~ may appoint as Expert Directors persons with expertise in one or more of the following:

- (a) airport operations;
- (b) the aeronautics industry;
- (c) real estate development;
- (d) property management;
- (e) finance;
- (f) accounting;
- (g) economic development;
- (h) planning;
- (i) marketing; and
- (j) communications and public engagement.

6.9 On the coming into force of these Bylaws, the Members will ~~each~~-appoint ~~Member~~-Directors to the following terms:

- (a) the term of ~~2 two (2)~~ of the ~~Member~~-Directors appointed by ~~each-of~~ the Members will expire December 31, ~~2022~~ 2018;
- (b) the term of ~~2-of-the~~three (3) ~~Member~~-Directors appointed by each of the Members will expire December 31, ~~2019~~2024.

~~5.9 The Member Directors appointed under Bylaw 6.9 will, within 90 days of their appointment, appoint the first Expert Directors in accordance with Bylaw 6.8. One Expert Director will be appointed to a term that expires December 31, 2018, and two Expert Directors will be appointed to terms that expire December 31, 2019.~~

6.10 Subsequent to the appointments in Bylaws 6.9 and 6.10, each Director appointed shall serve for a term of three (3) years.

~~6.10 A Member Director may be removed by the Member who appointed him or her before the expiration of his or her term of office and a new Member Director may be appointed by the Member to complete the term of the removed Member Director.~~

6.11 An Expert Director appointed under Bylaw 6.8 may be removed before the expiration of his or her term of office by a special resolution of the Members ~~or a resolution of the Board~~ and a new Expert Director may be appointed by the Board Members to complete the remainder of the term of the removed Expert Director.

6.12 Directors may serve a maximum of two consecutive terms, ~~except the CAO of City of Pitt Meadows and CAO of City of Maple Ridge who are both named as permanent Directors of the Board, as either a Member Director, an Expert Director or a combination thereof.~~

6.13 Terms of Directors are deemed to be consecutive if there is a break of less than twelve (12) months between terms.

6.14 The Directors are each entitled to participate in and vote at a meeting of Directors or a Committee.

6.15 No act or proceeding of the Board is invalid only by reason of there being less than the prescribed number of Directors in office.

PART 7 – PROCEEDINGS OF DIRECTORS

7.1 The Board may meet together at the places it thinks fit to dispatch business, and may adjourn and otherwise regulate their meetings and proceedings as it sees fit.

7.2 A meeting of the Board may be held by telephone or other communications facilities that permit all participants in the meeting to hear each other, and a Director who participates in the meeting by those means shall be counted as present at the meeting.

7.3 The quorum for a meeting of the Board shall be the majority of Directors holding office at the time of the meeting.

7.4 The President shall be chairperson of all meetings of the Board, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the

meeting, the Vice President shall act as chairperson. If neither the President nor the Vice President are present, the Directors present may choose one of their numbers to be chairperson at that meeting.

7.5 All meetings of the Board shall be open to the public except that

- (a) the chairperson may exclude from a meeting those that the chairperson considers to be improperly conducting themselves;
- (b) the Board may exclude from the meeting, all persons other than the Directors, Members and officers of the Society, if the Directors adopt a resolution that states that in the opinion of the Board, the Society's interest requires the exclusion;
- (c) A resolution adopted under (b) requires an affirmative vote of a majority of the Directors present at the meeting if the resolution involves any of the following matters:
 - i personnel matters about an identifiable individual;
 - ii a financial, commercial or economic transaction of the Society, including a proposed or pending acquisition or disposition of land for the Society's purposes;
 - iii litigation matters and the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (d) a resolution adopted under (b) requires an affirmative vote of at least two-thirds (2/3) of the Directors present at the meeting if the resolution involves a matter that is not set out in (c); and
- (e) a Director who cannot or does not intend to keep confidential the nature and details of the matters for which a resolution is passed under (b) through (d) is expected to defer to the decision of the majority of the Board, until the Board resolves to reveal the details or the subject matter or discusses it at a public meeting, by immediately leaving the meeting or that part of it during which those matters are under consideration.

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7.6 Any two (2) Directors may call a meeting of the Board at any time.

7.7 At least two (2) days' notice of a Board meeting must be given unless all the Directors agree to a shorter notice period.

7.8 The accidental omission to give notice of a Board meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

- 7.9 The Board may delegate any, but not all, of its powers to a committee consisting of one (1) or more Directors as it thinks fit (a "Committee").
- 7.10 A Committee shall, in the exercise of the powers delegated to it, conform to any rules imposed on it by the Board, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Board to be held next after it has been done.
- 7.11 A Committee shall elect a chairperson of its meetings, but if no chairperson is elected, or if at a meeting the chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Directors present who are members of the Committee shall choose one of their number to be chairperson of the meeting.
- 7.12 The members of a Committee may meet and adjourn as they think proper.
- 7.13 For a first meeting of the Board held immediately following the appointment of a Director or Directors at an annual or other general meeting of Members, it is not necessary to give notice of the meeting to the newly appointed Director or Directors for the meeting to be constituted, if a quorum of the Board is present.
- 7.14 Questions arising at a meeting of the Board or a Committee shall be decided by a majority of votes.
- 7.15 In case of an equality of votes on a question arising at a meeting of the Board or a Committee the chairperson does not have a second or casting vote and the motion is defeated.
- 7.16 No resolution proposed at a meeting of the Board or a Committee need be seconded and the chairperson of a meeting may move or propose a resolution.
- 7.17 A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.
- 7.18 No Director or employee of the Society shall have any direct or indirect financial interest in any purchase order or contract entered into or issued on behalf of the Society unless such Director or employee absents himself from all meetings where the order or contract is approved or discussed or any vote is taken in any matter affecting such an interest in an order or contract. The provisions of this Bylaw shall not apply to the reimbursement of a Director in respect of expenses incurred with the Board's approval in carrying out the business of the Society.
- 7.19 No Director or employee will use any information obtained in connection with his or her position with the Society for personal benefit or for the benefit of any other person unless such information has been disclosed to the public or has been made available to the public. Without limiting the generality of the foregoing, a Director who has knowledge of a proposed action or decision by the Society shall not purchase or sell assets or shares or advise any other party to purchase or sell assets or shares the value of which could be expected to be materially affected by the proposed action or decision until such time

as the proposed action or decision has been announced or has been made available to the public.

7.20 A Director, former Director, employee or former employee must, unless otherwise authorized by the Board,

- (a) keep in confidence any record held in confidence by the Board until the record is released to the Members;
- (b) keep in confidence information considered in any part of a Board meeting that is discussed in a closed meeting unless or until the information is released to the Members.

7.21 The Board or a Committee may, by resolution, adopt rules of order but if no such rules of order are adopted, the proceedings of the Board or Committee shall be governed by Robert's Rules of Order Newly Revised or, if the procedure adopted by resolution does not cover any point of order, such point of order shall be determined according to Robert's Rules of Order Newly Revised.

PART 8 – DUTIES OF OFFICERS

8.1 The Society shall have ~~four-three (4)-(3)~~ officers, who shall be the President, Vice President, and Secretary, ~~and~~ Treasurer.

8.2 The Board shall elect from among their number a President, a Vice President, and a Secretary ~~Treasurer and a Treasurer~~, each of whom shall hold office for one year and shall retire from office at each annual general meeting, when their successors shall be elected. A Director, other than the Director elected President, may hold more than one (1) officer position.

8.3 The President shall preside at all meetings of the Members and of the Directors.

8.4 The President is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.

8.5 The Vice President shall carry out the duties of the President during the absence of the President.

8.6 The Secretary ~~Treasurer~~ shall

- (a) conduct the correspondence of the Society;
- (b) issue notices of meetings of the Society and the Board;

- (c) keep minutes of all meetings of the Society and the Board;
- (d) have custody of all records and documents of the Society;
- (e) have custody of the common seal of the Society; and
- (f) maintain the register of Members.

8.7 ~~The Treasurer shall~~

- ~~(a)~~ (g) receive and bank monies collected from the Members or other sources;
- ~~(b)~~ (h) keep accounting records in respect of the Society's financial transactions;
- ~~(c)~~ (i) prepare the Society's financial statements; and
- ~~(d)~~ (j) make the Society's filings with respect to taxes.

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- 8.8 In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as Secretary at the meeting.
- 8.9 The Members may by special resolution remove a Director as the President, Vice President, or Secretary ~~or~~ Treasurer before the expiration of his or her term of office, and the Board may elect a successor to complete the term of office.
- 8.10 Neither the President, the Vice President, nor the Secretary, ~~nor the~~ Treasurer shall be remunerated for being or acting as an officer, but shall be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society.

PART 9 – EMPLOYEES

- 9.1 The Board shall appoint a person as Chief Administrative Officer, also known as the "General Manager" to manage the operation of the Airport in accordance with the policies established by the Board (the "General Manager").
- 9.2 The General Manager is responsible for:
- (a) Ensuring that all provisions of the *Aeronautics Act* and the Airports Operating Manual are adhered to and are effectively administered to provide for safe and secure airport operations;

- (b) Ensuring that all provincial and municipal laws, regulations and bylaws, including but not limited to those relating to land use, building permits and business licensing, are effectively administered and adhered to;
 - (c) Managing all property through leasing, licensing or other arrangements as authorized by the Board;
 - (d) Administering all contracts for capital projects other works and services as authorized by the Board;
 - (e) Ensuring a high level of transparency and communication with the community, including engaging in public consultations relating to projects, in keeping with the practices of the Cities of Pitt Meadows and Maple Ridge;
 - (f) Performing such further and other duties as the Board may direct.
- 9.3 The Board may appoint such agents and engage such employees as it may deem necessary from time to time and said persons will have such authority and will perform such duties as will be prescribed by the Board at the time of the appointment.
- 9.4 The General Manager must not be a Director.

PART 10 - SEAL

- 10.1 The Board may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- 10.2 The common seal shall be affixed only when authorized by a resolution of the Board and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and Secretary-Treasurer or President and Vice President.
- 10.3 All instruments, agreements, contracts or other documents which are not executed by affixing the common seal of the Society may be executed by
- (a) such persons as may be prescribed from time to time by resolution of the Board;
 - (b) the President and the Secretary-Treasurer;
 - (c) the Vice President and the Secretary-Treasurer; or
 - (d) the President and the Vice President.

PART 11 - BORROWING

- 11.1. In order to carry out the purposes of the Society the Board may, on behalf of and in the name of the Society, borrow or raise and secure the payment or repayment of, money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
- 11.2. No debenture shall be issued without first obtaining the consent of the Members by special resolution.
- 11.3. The Members may by special resolution restrict the borrowing powers of the Board, but a restriction imposed expires at the next annual general meeting.

PART 12 - AUDITOR

- 12.1. The Society shall engage an auditor qualified to act under both the *Societies Act* and the *Community Charter* who shall be a person who is a member or partnership whose partners are members in good standing of the Chartered Professional Accountants, Canada or the Chartered Professional Accountants, British Columbia, or a person certified by the Auditor Certification Board established under the *Business Corporations Act* (British Columbia).
- 12.2. The auditor shall be appointed by the Board, who shall also fill all vacancies occurring in the office of the auditor.
- 12.3. An auditor may be removed and a new auditor appointed by the Board.
- 12.4. An auditor shall be promptly informed in writing of appointment or removal.
- 12.5. No Director and no employee of the Society shall be appointed as auditor.
- 12.6. The auditor may attend general meetings.
- 12.7. The fiscal year end of the Society shall be December 31 in each year.

PART 13 – NOTICES TO MEMBERS

- 13.1 A notice may be given to a Member or Director, either personally or by pre-paid mail to him or her at his or her registered address.
- 13.2 A notice sent by mail shall be deemed to have been given on the third day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

13.3 Notice of a general meeting shall be given to

- (a) every Member shown on the register of Members on the day notice is given; and
- (b) the auditor.

13.4 No person, other than those referred to in Bylaw 13.3 is entitled to receive a notice of general meeting.

13.5 Nothing in these Bylaws shall preclude or prohibit notice being given to a Member, Director or auditor by alternative means, including email, but any notice given by such alternative means shall only be deemed effective if express acknowledgement of receipt is given by the recipient.

PART 14 – DEALINGS IN LAND

14.1 The fee-simple interest in any land held by the Society must not be sold, transferred or otherwise disposed of without first obtaining the consent of the Members by special resolution

PART 15 – PLANNING AND REPORTING

15.1 The Board shall develop a master plan for the operation, management and development of the Airport (the "Airport Master Plan") and shall present the Airport Master Plan to the Members for approval.

15.2 Once the Airport Master Plan has been approved by the Members, all Directors, Officers and employees of the Society must act in accordance with the Airport Master Plan.

15.3 The ~~Board~~ Airport Executive Committee shall revise and update the Airport Master Plan periodically as it deems appropriate, or as otherwise directed by the Members, but no revision or update of the Airport Master Plan shall be effective until it has been approved by the Members.

15.4 The Board shall, not less than two (2) times per calendar year, or as otherwise directed by the Members, provide a formal report to the Members concerning the operation and management of the Airport.

PART 16 – BYLAWS

16.1 On being admitted to membership, each Member is entitled to and the Society shall provide, without charge, a copy of the Constitution and Bylaws of the Society.

1000 Bylaws

CITY OF MAPLE RIDGE

BYLAW NO. 7531-2019

A bylaw to amend the Maple Ridge Economic Development Committee Bylaw No. 7204-2016

WHEREAS, it is deemed expedient to amend the Maple Ridge Economic Development Committee Bylaw No. 7204-2016;

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

1. This bylaw may be cited as “Maple Ridge Economic Development Committee Amending Bylaw No.7531-2019”.
2. Maple Ridge Economic Development Committee Bylaw No. 7204-2016 is hereby amended as follows:

Section 3. under COMMITTEE COMPOSITION be amended by changing the number of community members appointed by Council from six to eight

3. Maple Ridge Economic Committee Bylaw No. 7204-2016 is hereby amended accordingly.

READ a first time the 12th day of February, 2019

READ a second time the 12th day of February, 2019

READ a third time the 12th day of February, 2019

ADOPTED the day of , 2019

PRESIDING MEMBER

CORPORATE OFFICER

1100 *Committee Reports and Recommendations*

TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE: March 5, 2019
FROM:	Chief Administrative Officer	FILE NO: 2019-016-DVP
SUBJECT:	Development Variance Permit 27134 Ferguson Avenue	MEETING: C o W

EXECUTIVE SUMMARY:

Development Variance Permit application 2019-016-DVP has been received in conjunction with a Building Permit application to renovate the existing house. The requested variance is to reduce the asphalt width requirement, from the current standard for a local rural road of 7m to the pre-existing 6m width.

Since the existing asphalt width of 6m provides an adequate level of services for the road, the variance can be supported. It is recommended that Development Variance Permit 2019-016-DVP be approved.

RECOMMENDATION:

That the Corporate Officer be authorized to sign and seal 2019-016-DVP respecting property located at 27134 Ferguson Avenue.

DISCUSSION:

a) Background Context

Applicant:	Luke A Didiuk		
Legal Description:	Lot 36, Section 18, Township 15, New Westminster District Plan 9809		
OCP :			
Existing:		Rural Residential	
Proposed:		Rural Residential	
Zoning:			
Existing:		RS-3 (One Family Rural Residential)	
Proposed:		RS-3 (One Family Rural Residential)	
Surrounding Uses:			
North:	Use:	Single Family Residential	
	Zone:	RS-3 (One Family Rural Residential)	
	Designation	Rural Residential	
South:	Use:	Single Family Residential	
	Zone:	RS-3 (One Family Rural Residential)	
	Designation:	Rural Residential	
East:	Use:	Single Family Residential	
	Zone:	RS-3 (One Family Rural Residential)	
	Designation:	Rural Residential	

West:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Rural Residential
Existing Use of Property:		Residential
Proposed Use of Property:		Residential
Site Area:		8070 m ² (2 acres)
Access:		Ferguson Avenue
Servicing:		private well and septic

b) Project Description:

The subject property is approximately 2 acres in size, and is relatively flat, with an indefinite water stream on the adjacent southern property. The property is bound by rural residential properties and Ferguson Avenue to the north (see Appendix A). The property owner has applied for a Building Permit to seek approval for renovations. Development Variance Permit application 2019-016-VP has been received in conjunction with this Building Permit application, to seek approval to reduce the required asphalt width for a local rural road to the pre-existing width.

c) Variance Analysis:

The Zoning Bylaw establishes general minimum and maximum regulations for single family development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variances and rationale for support are described below (see Appendices B and C):

1. *Subdivision and Development Services Bylaw No. 4800-1993, Schedule D (Design Criteria Manual) and Schedule F (Supplementary Standard Detail Drawings):* To reduce the asphalt width requirement for a Local Rural Road, from 7m to the pre-existing 6m.

The existing asphalt width of 6m provides an adequate level of services for the road, therefore the variance can be supported.

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

CONCLUSION:

The proposed variance is supported for the reasons described above, therefore it is recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2019-016-DVP.

"Original signed by Therese Melser"

Prepared by: **Therese Melser**
Planning Technician

"Original signed by Christine Carter"

Reviewed 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 Paul Gill"

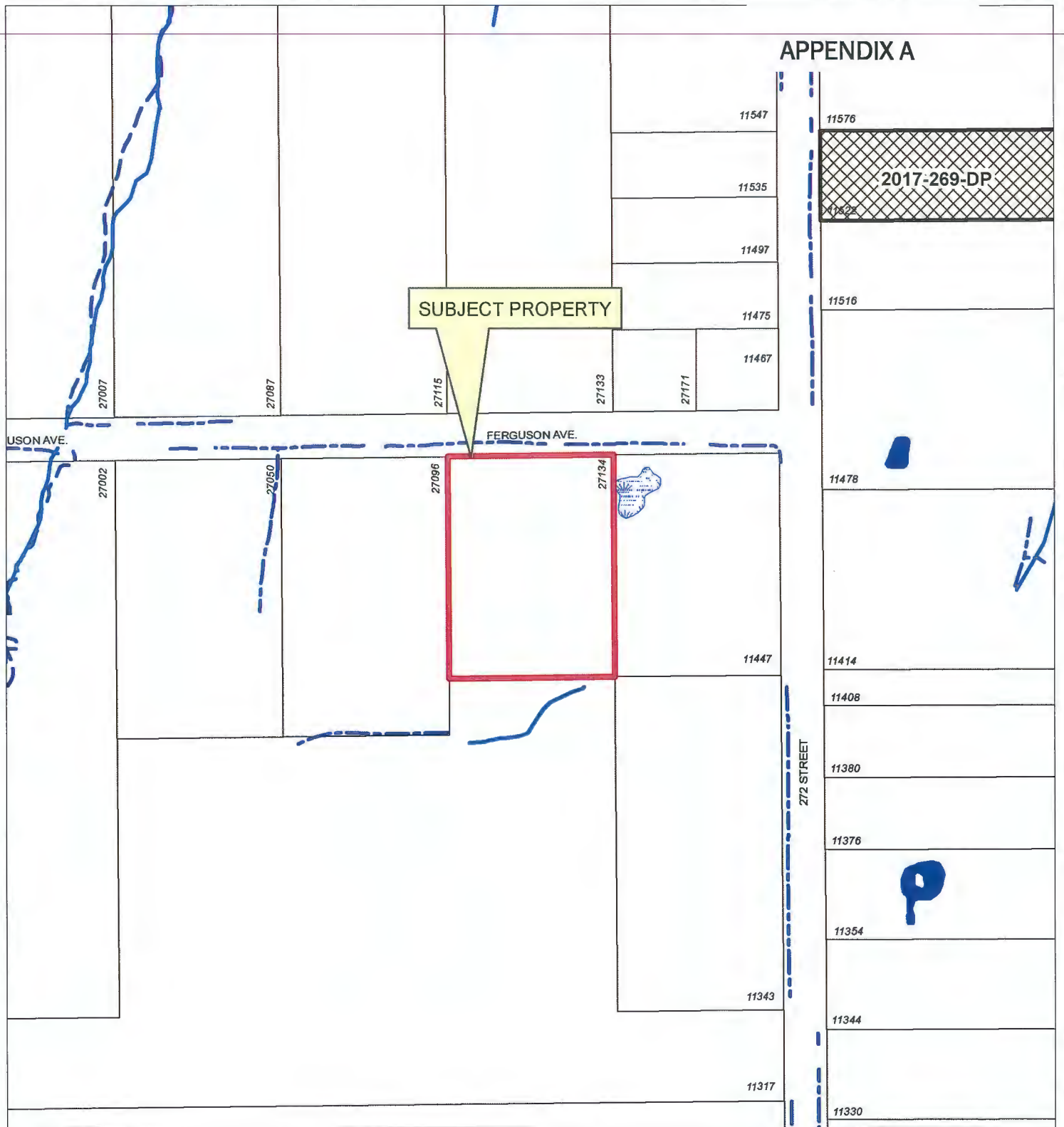
Concurrence: **Paul Gill, BBA, CPA, CGA**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

APPENDIX A



Legend

- Stream
- Ditch Centreline
- Edge of Marsh
- Indefinite Creek
- Lake or Reservoir
- Marsh
- ▨ Active Applications (RZ/SD/DP/VP)

Scale: 1:2,500

27134 FERGUSON AVE

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2019-016-VP
DATE: Jan 30, 2019

BY: LP

APPENDIX B

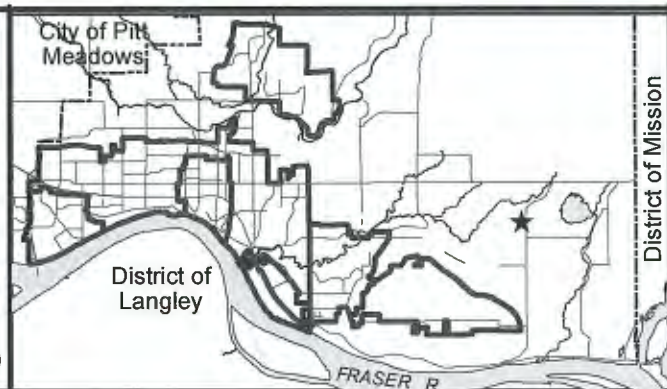
SUBJECT PROPERTY



Aerial Imagery from the Spring of 2018



Scale: 1:2,500



27134 FERGUSON AVE

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2019-016-VP
DATE: Jan 30, 2019

BY: LP



MAPLE RIDGE

British Columbia

mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer

MEETING DATE: March 5, 2019
FILE NO: 2018-505-DVP
MEETING: C o W

SUBJECT: Development Variance Permit
11299 240A Street

EXECUTIVE SUMMARY:

Development Variance Permit application (2018-505-DVP) has been received in conjunction with a building permit application for a single family house in the R-2 Urban Residential District. The recently created subject property was part of a rezoning and subdivision application to create 5 single family lots and a 54 unit townhouse development. The requested variances are to:

1. Vary the rear yard setback from the principal dwelling from 13 metres to 9.47 metres;
2. Vary the required separation between principal structure and detached garage from 4.5 metres to 2.3 metres.

Council gave final reading to the rezoning application 2016-336-RZ on May 22, 2018.

It is recommended that Development Variance Permit 2018-505-DVP be approved.

RECOMMENDATION:

That the Corporate Officer be authorized to sign and seal 2018-505-DVP respecting property located at 11299 240A Street.

DISCUSSION:

a) Background Context

Applicant: Main Street Willow & Oak Homes Ltd.

Legal Description: Lot 3 Section 15 Township 12 Plan EPP83476

OCP :

Existing: MRES (Medium Density Residential)
Proposed: Medium Density Residential

Zoning:

Existing: R-2 (Urban Residential District)
Proposed: R-2 (Urban Residential District)

Surrounding Uses:

North:	Use:	One Family Residential
	Zone:	CD-1-93 Amenity Residential District
	Designation	Medium Density Residential
South:	Use:	Vacant (Townhouse site)
	Zone:	RM-1 Townhouse Residential
	Designation:	Medium Density Residential
East:	Use:	Park
	Zone:	RS-3 One Family Rural Residential
	Designation:	Conservation
West:	Use:	Townhouse Residential
	Zone:	RM-1 Townhouse Residential
	Designation:	Urban Residential
Existing Use of Property:		Vacant
Proposed Use of Property:		One Family Residential
Site Area:		429 m ²
Access:		240 A Street
Servicing:		Full Urban Services
Previous Applications:		2016336-RZ, 2016-336-SD

b) Project Description:

This variance request pertains to the siting of a single family home and detached garage for one of the 5 single family lots created by this subdivision. The lot dimensions comply with the requirements of the R-2 (Urban Residential District) Zone. The applicant is seeking to develop the property in consistency with the neighbourhood context with a principal residence and detached garage. However, this objective is challenging due to the lot dimensions, and requires a variance in order to be realized.

c) Variance Analysis:

The Zoning Bylaw establishes general minimum and maximum regulations for single family development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variances and rationale for support are described below:

1. *Maple Ridge Zoning Bylaw No 3510 -1985, Part 6, Section 601B, D, a1. b):* To vary the rear yard setback from the principal dwelling from 13 metres to 9.47 metres;
2. *Maple Ridge Zoning Bylaw No 3510 -1985, Part 6, Section 601B, D, b, v):* To Vary the required separation between principal structure and detached garage from 4.5 metres to 2.3 metres.

This variance request is being made in order to site a principal dwelling and detached garage that are consistent with the neighbourhood context. For these reasons, this application is supportable.

Citizen/Customer Implications:

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

CONCLUSION:

The proposed variance is supported because it will help to achieve a consistent appearance in the neighbourhood.

It is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2016-505-DVP.

“Original signed by Diana Hall”

**Prepared by: Diana Hall, M.AL, MCIP, RPP
Planner 2**

“Original signed by Chuck Goddard” for

**Reviewed 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 Paul Gill”

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

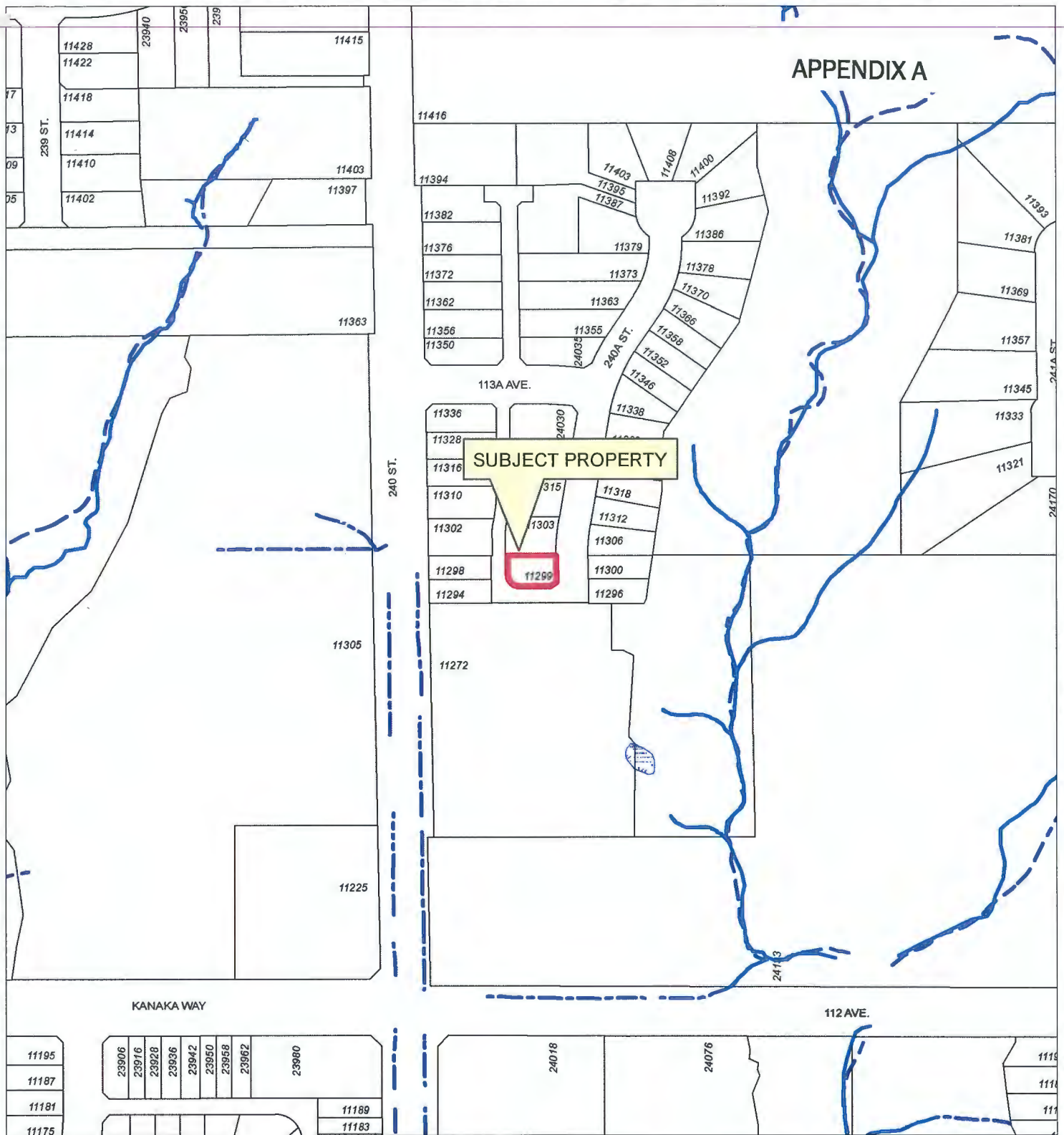
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Site Plan showing requested variances.

APPENDIX A



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- Edge of Marsh
- Indefinite Creek
-  Marsh

11299 240A ST.

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2018-505-VP
DATE: Dec 11, 2018

BY: RA

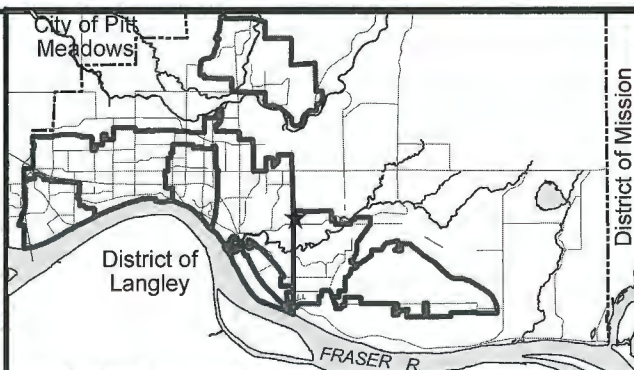
APPENDIX B



Aerial Imagery from the Spring of 2016



Scale: 1:2,500



11299 240A ST.

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2018-505-VP

DATE: Dec 11, 2018

BY: RA

10.72

 8.26

9.12

LANE

TO: His Worship, Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: March 5, 2019
MEETING: CoW
SUBJECT: Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7529-2019

EXECUTIVE SUMMARY:

On September 4, 2018 at Council Workshop, Council passed a resolution directing staff to prepare an amendment to the Business Licencing and Regulation Bylaw (Appendix I) to include the sale of non-medical cannabis. Those amendments have been enacted but more are needed as changes to the Federal regulations on cannabis continue.

These amendments are being made to create a separate category in the Business Licencing and Regulation Bylaw for cannabis related businesses and to address the need for a fee for the review of each application.

Other housekeeping amendments are based on a review of the Bylaw to bring certain sections up to date.

RECOMMENDATION(S):

That Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7529-2019 be given first, second and third readings.

DISCUSSION:

a) Background Context:

The Federal government legalized cannabis October 17, 2018. The Province has set out their guidelines for the retail sale and the City of Maple Ridge has created a policy of defining how this will be applied in the City. This policy was approved by Council. The Federal government has announced that they will be looking at legalizing different products as well as reviewing the micro cannabis production. Because there will potentially be several types of cannabis sales and production, it is necessary to create categories for these in the Business Licence and Regulation bylaw. These amendments address that need.


The policy that was adopted includes the review of each application for approval of a business that retails cannabis. This review includes mailing out letters to the surrounding neighbourhood, tabulating the results as well as preparing a report on the review. This entails a considerable amount of staff time as well as the cost of postage and office supplies. A review of other municipalities has shown that they are charging a fee for this service and this amendment proposes a fee for this as well.


Staff also reviews the Business Licence and Regulation bylaw on a regular basis to ensure that it is current with existing legislation and recent business trends. After this review there are also some housekeeping changes that are included in this amending bylaw.

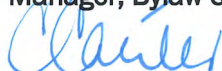
The Community Charter requires that City of Maple Ridge provide an opportunity for individuals who consider they may be affected by the adoption of the bylaw the opportunity to provide input. Staff posted a public notice advertisement in the local paper on January 30 and February 1, 2019. Those who considered themselves affected by the adoption of the bylaw were directed to make a written submission to the attention of the Manager of Bylaw & Licensing Services. No responses were received.

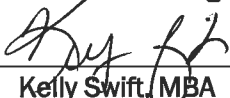
CONCLUSIONS:

The adoption of this bylaw will ensure that the Council resolution is complete and that the Business Licence and Regulation bylaw will be able to address all the new additions of the Federal program.


Prepared by: **R. MacNair**
Senior Advisor, Bylaw & Licensing Services


Co-Prepared by: **Michelle Orsetti**
Manager, Bylaw & Licensing Services


Approved by: **Frank Quinn, MBA, P.Eng**
General Manager: Public Works and Development Services


Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer

RM/jd

Appendix I - Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7529-2019

City of Maple Ridge

Maple Ridge Business Licencing and Regulation Amending No. 7529-2019

A bylaw to amend Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011

WHEREAS the Council of The City of Maple Ridge deems it expedient to amend Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011;

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

1. This bylaw may be cited as Maple Ridge Business Licencing and Regulation Amending No. 7529-2019.
2. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A** by adding the following new section 11 and re-numbering all subsequent categories accordingly.

11. CANNABIS SERVICES

Category	Licence Fee
a. Cannabis Retail	\$5000.00
b. Cannabis Production	\$5000.00
c. Provincial Cannabis Application Review	\$ 500.00

3. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended by adding the following under 7.7 Cannabis

7.7.2 All provincial applications submitted to the City of Maple Ridge are subject to an application review.

4. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A** by removing k. Cannabis from 41. **RETAIL**.
5. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, 12. **CLOTHING & LAUNDRY SERVICE** by amending the fee for category d. Laundromat to read \$110.00.
6. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, 24. **FOOD & BEVERAGE SERVICES** by adding the following under c. Liquor Primary Licence Establishment, under the phrase "For each additional occupant":

Provincial Application Review	\$500.00
-------------------------------	----------

7. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended under **Part 7 Specific Regulations**, 7.16 **Licensed Premises and U-Brews**, by adding:

7.16.2 All Licensed Premises shall not be open later than 2:00 am on New Year's Eve.

8. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended by adding the following under **6.6 Licence Renewal**

6.6.2 The **Licence** renewal fee shown on the **Licence** renewal statement is due and payable in full by December 31 the preceding year or a late payment fee of \$25 shall be applied.

9. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended by updating the table of contents to reflect the current page numbers.

READ A FIRST TIME this ____ day of _____, 2019.

READ A SECOND TIME this ____ day of _____, 2019.

READ A THIRD TIME this ____ day of _____, 2019.

ADOPTED this ____ day of _____, 2019.

PRESIDING MEMBER

CORPORATE OFFICER

City of Maple Ridge

TO: His Worship Mayor Michael Morden **MEETING DATE:** March 5, 2019
and Members of Council

FROM: Chief Administrative Officer **MEETING:** CoW

SUBJECT: Ridge Brewing Company Ltd. - Brewery Lounge Endorsement

EXECUTIVE SUMMARY:

The Liquor and Cannabis Regulation Branch (LCRB) received an amendment application from Ridge Brewing Company Ltd. located at #2 - 22826 Dewdney Trunk Road for a brewery lounge endorsement to their manufacturing brewery licence (Appendix I).

One of the considerations utilized by the LCRB in reviewing an endorsement application to a licence is a resolution from the local government. A number of regulatory criteria must be addressed in the Council resolution as well as comments pertaining to the views expressed by area residents. Council may choose to support the application, not support the application or indicate they do not wish to comment.

In 2015 the previous owner of Ridge Brewing Company submitted an application to the Liquor Control and Licensing Branch (LCLB) for a manufacturer-brewery lounge. On November 16, 2015, that application was not supported by Council due to the change in occupancy, the significant structural alterations that would need to be done to the building, inadequate parking, and concerns raised by clients in the adjoining units. The Council comments supported this type of business in the Town Centre, but not at this location.

In order for Ridge Brewing to change their existing manufacturing brewery licence to permit a brewery lounge endorsement, the building classification would need to be evaluated to all three occupancy classifications to determine the construction requirements which would have to be implemented in the entire building. The parking allotment and availability will need to be reviewed and verified to ensure it meets the required number of parking spaces.

RECOMMENDATION(S):

1. That the application for a brewery lounge endorsement, as an amendment to their manufacturing license, by Ridge Brewing Company Ltd. located at #2 - 22826 Dewdney Trunk Road, Maple Ridge be supported based on the information contained in the Council report dated March 5, 2019.
2. That a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with the legislative requirements.

DISCUSSION:

a) Background Context:

On September 12, 2018, the current owner of Ridge Brewing Company Ltd. through the Liquor and Cannabis Regulation Branch (LCRB) submitted an application for a brewery lounge endorsement to their manufacturing brewery licence.

The LCRB guidelines request a specific Council resolution commenting on the application in terms of community impacts which may occur as a result of the proposed change to the establishment operations as a result to the proposed change to the licensed brewery license at this particular location. Part of the process requires Council to gather views of the residents who may be affected by the establishment of the liquor primary license in their neighbourhood.

In following the public input requirement, the City posted a public notice in the local newspaper running in two separate editions the 19th of September and then again on the 10th October 2018. The City also mailed 500 letters to owners and occupants of property within approximately 200 metres of the subject site with the vast majority of the recipients being Maple Ridge residents and the rest of the property owners showing as registered companies. Of the 500 letters sent to surrounding property owners and occupants there were 3 responses all in support of the proposed application. In addition to the area resident's responses, there were 9 responses from citizens who reside in Maple Ridge opposed to this proposal and 140 in support of it as well as 148 other supportive responses from people who did not provide any information as to where they resided.

The Maple Ridge RCMP Detachment was asked for their input on this matter and they have confirmed they do not have any operational issues with this application.

Attached as Appendix II to this report is correspondence from the Chief Building Official for the City, who advises that for Ridge Brewing to change from a manufacturing establishment to a manufacturing brewery lounge establishment, the building classification would need to be evaluated to all three occupancy classifications to determine the construction requirements which would have to be implemented in the entire building.

Parking allotment and availability will need to be reviewed and verified on the subject property for this proposed change as it just meets the required number of parking spaces.

The three closest liquor primary licensed premises to the subject property are:

- Witchcraft Pub – 22648 Dewdney Trunk Road
- Maple Meadows Brewing – 22775 Dewdney Trunk Road
- Chances Maple Ridge – 22710 Lougheed Highway

b) Intergovernmental Issues:

Both local government and the provincial government have an interest in ensuring that liquor regulations are followed and that licensed establishments listen to the needs of the community.

c) Citizen/Customer Implications:

The review of this application has taken into consideration the potential for concerns from surrounding properties in terms of parking, traffic and noise generation as well as the proximity of schools and similar establishments.

d) Interdepartmental Implications:

The Licences & Bylaws Department has coordinated in the review process and solicited input from the public, other municipal departments as well as the RCMP.


e) Alternatives:

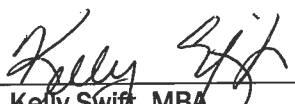
To not approve the application and provide conditions to the approval in the form or recommendations to forward to the LCRB.

CONCLUSIONS:

That Council pass the necessary resolution supporting the application from Ridge Brewing Company Ltd. based upon the staff findings set out in this report.


Prepared by: Michelle Orsetti
Manager, Bylaw & Licensing Services


Approved by: Frank Quinn, MBA, P.Eng
General Manager: Public Works and Development Services


Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

MO/jd

Attachments:

Appendix I: Liquor and Cannabis Regulation Branch Lounge and Special Event Area Application

Appendix II: Correspondence from the city's Chief Building Official

RECEIVED

APPENDIX I

SEP 12 2018



Liquor and Cannabis Regulation Branch
400-646 Tyea Road, Victoria, BC V9A 6X5
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 2P9
Phone: 1 866 209-2111 Fax: 250-380-9349

MAPLE RIDGE
LICENSES, PERMITS & BYLAWS

LOUNGE AND SPECIAL EVENT AREA APPLICATION

Liquor and Cannabis Regulation Form LCRB049A

Instructions:

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor and Cannabis Regulation Branch.

Part 1: Type of Application☒ Lounge Endorsement☐ Special Event Area Endorsement

office use only

Job No:

Note: Do not apply for special event area if it will occupy same footprint as the lounge.

Are you submitting an application for a manufacturing licence with this application? ☒ No ☐ Yes

Are you submitting an application to transfer the location of the manufacturing facility with this application? ☒ No ☐ Yes

Part 2: Applicant

Manufacturer Licence Number (if licensed): 306440

Applicant/Licensee Name: Ridge Brewing Company Ltd.

Mailing Address:

2-22826 Dewdney Trunk Road

Street

Maple Ridge

City

BC

Province

V2X 3H6

Postal Code

Phone number: 604-380-0888

E-mail address: steve@ridgebrewing.com

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCRB101 Add, Change or Remove Licensee Representative

Part 3: Application Contact Person

Name: Stephen Barron/Aegir Consulting Inc.

Phone number: 778-885-6582

Position: Agent

E-mail address: steve@aegirconsulting.ca

Note: The applicant authorizes the person above to be the primary contact for the duration of the application process only.

Part 4: Establishment

Establishment Name: Ridge Brewing Company

Manufacturer Address:

2-22826 Dewdney Trunk Road

Street

Maple Ridge

City

BC

Province

V2X 3H6

Postal Code

4a. Parcel Identifier (PID): 023-575-654

4b. Local Government/First Nation: City of Maple Ridge

Local Police: Ridge Meadows RCMP

4c. Is this location zoned for liquor service? ☐ No ☒ Yes

4d. Is this manufacturing site part of the Agricultural Land Reserve (ALR)? ☒ No ☐ Yes

4e. If the proposed site is on ALR land, have you reviewed the ALR policies regarding a lounge and/or special event area? ☐ No ☐ Yes

Part 5: Lounge Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site map.

5a. Proposed Service Areas:

Complete the following based on your establishment floor plan and occupant load (see page 5 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Patio	Occupant Load
1.	MAIN	25		25
2.				
3.				
4.				
5.				
Total Occupant Load (of all licensed areas): 25 persons				

5b. Hours of Liquor Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	11	11	11	11	11	11	11
Close	6p	9	9	9	9	10	10

Part 6: Special Event Area Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site plan.

6a. Proposed Service Areas:

Complete the following chart based on your establishment floor plan. Occupant load is required for indoor and patio areas (see page 5 of guide). If you want an outdoor area that is not a patio see 6b:

Area No.	Floor Level (e.g. Main, Mezzanine)	Indoor	Patio	Occupant Load
1.				
2.				
3.				
4.				
Total Occupant Load (of all licensed areas):				

6b. Complete the following chart if you will have an outdoor event area (not a patio). Outdoor areas require a person capacity not occupant load (see page 5 of guide):

Area No.	Outdoor Area Identify by location or name	Capacity
1.		
2.		
3.		
4.		
Total Person Capacity for all Outdoor Areas:		

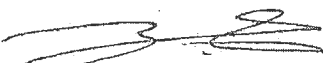
6c. Hours of Liquor Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

Part 7: Declaration of Signing Authority

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: 
 Authorized signatory of the licensee

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 8: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- ☐ Completed Lounge & Special Event Area Application (this form).
- ☐ Letter of Intent for each type of endorsement (page 5 of the guide).
- ☐ Lounge Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- ☐ Special Event Area Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- ☐ Site plan for any outdoor endorsement area (see page 6 of guide).
- ☐ Patio(s) (see Appendix I on page 8 of the guide).
- ☐ Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- ☐ Take your application package to Local Government/First Nation (Part 9 below). Note: This step is not required if you are applying for this endorsement(s) on a second manufacturing licence located at the same site (see # 3 on page 2 of guide).
- ☐ After Part 9 is completed, submit your application package to the Branch (Parts 10 and 11 below).

Part 9: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name): **City of Maple Ridge**

Name of official: **Jaci Diachuk** Title/Position: **Admin. Assistant**

Email: **jdiachuk@mapleridge.ca** Phone: **604-467-7391**

Signature of Official:  Date Received: **Sept 12/18**

Check here if the LG/FN will not be providing comment: ☐ Yes, opting out of comment.

Note: The LG/FN cannot provide comment for their own application.

Is the manufacturing site located on Treaty First Nation land? ☒ No ☐ Yes

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form, patio appendix (if applicable), letter of intent, floor plan and site map (for outdoor areas) to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 9 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- The impact of noise on nearby residents.
- The impact on the community if the application is approved.
- The view of residents and a description of the method used to gather views.
- The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.

September 6, 2018

Liquor Control & Licensing Branch
PO Box 9292, Stn Prov. Govt.
Victoria, B.C.
V8W 9J8

AEGIR CONSULTING INC

COLUMBIA SQUARE RPO
PO BOX 42555
NEW WESTMINSTER, B.C. V3L 0A5
TELEPHONE: 778.885.6582
WWW.AEGIRCONSULTING.CA

Attention: Licensing

via email: liquor.licensing@gov.bc.ca

LETTER OF INTENT

**Application for New Brewery Lounge
Applicant: Ridge Brewing Company Ltd.
Manufacturing Licence #306440**

**Db a Ridge Brewing Company
at: Unit 2 - 22826 Dewdney Trunk Road, Maple Ridge BC**

Please be advised that we are the duly authorized representative for the applicant and as such, pursuant to application guidelines, this is the written submission in support of the Manufacturer Lounge application as required.

1. Purpose:

The applicant is submitting this application for a Manufacturer Lounge Endorsement (Brewery) for Ridge Brewing Company at Unit 2 -22826 Dewdney Trunk Road, Maple Ridge BC.

This application seeks to add a lounge endorsement as permitted by Liquor Control and Licensing Regulation and the City of Maple Ridge.

The licensee wishes to have a licensed lounge area of the brewery in order to showcase the products produced by the brewery. The lounge area will be used for educational purposes for wholesale clients, as well as an area to promote products to the general public, including locals and tourists.

In addition, Provincial licensing regulation now prohibits the sale of glasses of beer (12 oz) unless there is a lounge endorsement. The brewery currently sells flights of beer (4 3 oz tasting glasses), however customers have requested the ability to order beer in a glass. The brewery would also like the ability to showcase other BC products and a lounge would permit a guest tap (from another brewery or cidery).

Many patrons of the lounge will participate in short tours of the establishment, which will conclude in the lounge where patrons will be able to sample and purchase product made on site.

The Brewery will hold special events such as beer pairing dinners in the licensed area

of the lounge. There will also be special beer launch events and seasonal celebrations such as New Year's. All events will take place in the brewery lounge seating area.

The brewery lounge capacity will comprise 23 customers and 2 staff for a total of 25 persons. This final capacity will be contingent on obtaining City building department approval. The room will include a bar of 3 seats, a small retail counter, a stand up rail and table seating. The bar counter will be used to display products including bottles and cans for sale as well as merchandise such as hats, T-shirts and glassware. There will also be a small growler filling station at the bar to allow permit the operator to fill growlers to go.

2. TARGET MARKET:

The target demographic is patrons from all income levels. Tourists, locals and wholesale customers will attend the brewery to learn about the production process and have the opportunity to taste new and existing products.

The focus of the brewery lounge will be to retain local customers of the establishment, however it is expected that tourists and other lovers of craft beer will patronize the establishment once its products become better known.

Maple Ridge is increasingly becoming known as a destination for food and craft beer lovers and it is anticipated that this lounge will become a destination for these customers.

3. Composition of the Neighbourhood

This neighbourhood is primarily industrial and commercial use. The zoning for this area is specifically for manufacturing, industry and commercial buildings.

Please see the attached map for details of the neighbourhood characteristics, including social facilities, schools and public buildings. There are no social facilities within a two block radius of the site.

There are two other breweries located in Maple Ridge.

We have used a distance guideline of two city blocks, given that this located in the City of Maple Ridge, in a built-up industrial area.

4. BENEFITS TO THE COMMUNITY:

If this application is approved, the community will have a location to patronize to sample locally crafted beer. The brewery will become a destination for the local craft beer culture, and if approved, this location will serve to enhance Maple Ridge as a centre of craft brewing culture. We believe that the City of Maple Ridge and Province of British

Columbia has moved to assist local companies to promote their products to local residents and visitors like by permitting the addition of brewery lounges.

The addition of a 'brewery lounge' to this neighbourhood in the City of Maple Ridge will be a positive addition to the community. In addition, it will also provide for:

- employment opportunities for residents of the community;
- a potential location for fundraising and small community events;
- payment of provincial and city taxes;
- a further diversification the hospitality venues available in Maple Ridge

5. Impact of noise on the surrounding community

The tasting room is on the interior of the brewery . As such, the noise impact to the neighborhood will be minimal and noise will only be generated when people enter and exit the lounge.

Furthermore there is no residential housing adjacent to or across from the brewery entrance.

6. Other Impacts on the surrounding community

This is a small lounge located in a mini mall in Maple Ridge; the impact on parking to be minimal.

The lounge will be staffed by two servers on a daily basis. Each of our staff members will be trained and certified by "serving it right". The operational controls will ensure a safe and orderly environment to be enjoyed by our patrons.

There are no public buildings or facilities that have been impacted by the brewery and it is not anticipated that addition of a lounge endorsement will change the operation or impacts.

We will be communicating with the neighbouring businesses to ensure that there are no impact on their customers.

7. Other information

The applicant will be operating under and complying with all City bylaws, including those related to noise and licensed establishments.

There are no specific entertainment options apart from a television planned at this time.

The proposed lounge space will also have food available to patrons and currently offers snacks, and hot sandwiches. The applicant believes that this will enhance the

experience for customers and also will promote responsible liquor service.

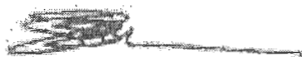
The applicant will complete any public consultation required by the Branch related to this request. The City has conducted the public consultation process on another brewery lounges in the area, and we anticipate that this may be the case for this application.

We look forward to working with you to complete this project.

Should you have any questions or require anything further, please contact me directly at 778-885-6582 or steve@aegirconsulting.ca

Regards,

Aegir Consulting Inc.

A handwritten signature in dark ink, appearing to read 'Stephen Barron', with a horizontal line extending to the right.

Stephen Barron
Encl.

TO WHOM IT MAY CONCERN

LETTER OF AUTHORIZATION

TO ANY AND ALL LIQUOR LICENSING ISSUES AND/OR APPLICATIONS

I hereby authorize AEGIR CONSULTING Inc. to represent the following Company and/or our interests regarding the application for a liquor licence that is currently in process whether it is before the Liquor Control and Licensing Branch or the Local Government in the appropriate jurisdiction.

This appointment and authorization will remain in effect until modified or revoked by written notification sent to the government in question.

All Communication shall be made directly with the company at:

AEGIR CONSULTING INC.

PO Box 42555 RPO Columbia Square

130-1005 Columbia Street, New Westminster B.C. V3M 6L7

778-885-6582

Yours Truly,

Yanchuan Guo (Steve)

Name

Owner

Title



Signature

Ridge Brewing Company Ltd.

Applicant Company

July 30, 2018

Date



Liquor Control and Licensing Branch

Brewery Licence #306440

Expires on March 31, 2019

Establishment Name: **Ridge Brewing Company**
Licence Name: **Ridge Brewing Company**
Location Address: **2 - 22826 Dewdney Trunk Road**
MAPLE RIDGE, BC V2X 3H6
Issued to: **Ridge Brewing Company Ltd.**

TERMS AND CONDITIONS

On-site Store Endorsement Approved

- The terms and conditions to which this licence is subject include the terms and conditions contained in the licensee Terms and Conditions Handbook, which is available on the Liquor Control and Licensing Branch website. The Terms and Conditions Handbook is amended from time to time.
- Subject to terms and conditions specified in the restriction or approval letter(s). A copy of restriction or approval letter(s) to be kept with current liquor licence.
- Liquor product sold in the on site store must be registered under the manufacturer licence.

YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY
DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR
DEFACING THIS LICENCE IN ANY MANNER MAY RESULT
IN THE LICENCE BEING CANCELLED.

March 16, 2018

DATE

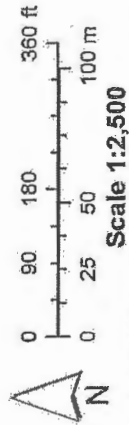

GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH

Property Report (2 - 22826 DEWDNEY TRUNK RD)

Property ID: 12925
 Address: 2 22826 DEWDNEY TRUNK RD
 Folio: 52629-0002-0
 Plan: LMS2583
 Lot: 2
 Legal: PID: 023-575-654
 LTO:
 Zoning: CS-1
 OCP Land Use: TCCOMM
 Backyard Burning: Backyard Burning on this property is not permitted due to the Outdoor Burning Regulation.
 Recycling Pickup Day: Wednesday
 Approx. Area: 0.393 ha.

Street Label (large)

- * Facility or Attraction
- + Railway
- Major River or Lake Edge
- Major River or Lake
- Interior Lot Boundary
- School
- Park
- Property
- Municipal Boundary



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

City of Maple Ridge
 RidgeView 2.0
 Printed: August 28, 2018



Property Report (2 - 22826 DEWDNEY TRUNK RD)

Property ID: 12925
 Address: 2 22826 DEWDNEY TRUNK RD
 Folio: 52629-0002-0
 Plan: LWS2583
 Lot: 2
 Legal:
 PID: 023-575-654
 LTO:

Zoning: CS-1
 OCP Land Use: TCCOMM
 Backyard Burning: Backyard Burning on this property is not permitted due to the Outdoor Burning Regulation.
 Recycling Pickup Day: Wednesday
 Approx. Area: 0.393 ha.

Street Label (large)

Facility or Attraction

Railway

Major River or Lake Edge

Major River or Lake

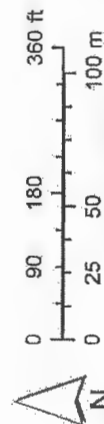
Interior Lot Boundary

School

Park

Property

Municipal Boundary



Scale 1:2,500

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

City of Maple Ridge
 RidgeView 2.0
 Printed: August 28, 2018



January 21, 2019

To Michelle Orsetti
Manager Bylaw & Licensing Services

Re: Proposed Change In Use to Ridge Brewing Co., Unit 2 – 22826 Dewdney Trunk Road, Maple Ridge

I have reviewed the files for 22826 Dewdney Trunk Road and in particular Unit 2 at this address as this unit is requesting a change of their license from micro-brewery to liquor primary.

The original building was constructed to the following BC Building Code requirements:

- Constructed to the 1992 BC Building Code,
- Constructed as a split occupancy; Group E & Group F Division 2 classifications,
- Building Area is 1,434m² (15,434 sq. ft.), and
- The sprinkler system installed in compliance with NFPA 13

The proposal is to change what can be served in Unit 2. As the seating capacity is not changing this serving area is still considered a subsidiary use to the primary function which is currently considered a Group F Division 2 (F2) industrial classification and the subsidiary use being considered a Group A Division 2 (A2) Assembly classification. With this proposed change the floor area in this building that is being used for A2 occupancy's exceeds 10% of the buildings floor area which requires the building to be evaluated to all three occupancy classifications to determine the most restrictive construction requirements which would have to be implemented in the entire building. Code excerpts included here for reference.

3.2.2.6. Multiple Major Occupancies

- 1) Except as permitted by Articles 3.2.2.7. and 3.2.2.8., in a building containing more than one major occupancy, the requirements of this Subsection for the most restricted major occupancy contained shall apply to the whole building.

3.2.2.8. Exceptions for Major Occupancies

- 2) In a building in which the aggregate area of all major occupancies in a particular Group or Division is not more than 10% of the floor area of the storey in which they are located, these major occupancies need not be considered as major occupancies for the purposes of this Subsection, provided they are not classified as Group F, Division 1 or 2 occupancies.

3.1.2.6. Group A, Division 2, Low Occupant Load

- 1) A suite of Group A, Division 2 assembly occupancy, except a child or infant daycare facility, is permitted to be classified as a Group D, business and personal services occupancy provided....

Not only does the building classification need to be reviewed to determine use classification of the space and its potential impacts on the existing building but based on the patronage of the unit, the buildings parking allotment and availability will need to be reviewed and verified. An evaluation of the units and the required parking per – Schedule A of the Off-Street Parking and Loading Bylaw No. 4350 – 1990 and amendments – is as follows:

Unit 1 Broco

- 2(d) of the parking bylaw 1 per 20m², unit is 249m², therefore 12 parking spaces.

Unit 2 Proposed Brewery/Lounge

- 2(l) of the parking bylaw 1 per 4 seats, based on 25 seats 6.25 therefore, 7 parking spaces

Unit 3 & 4

- 4 of the parking bylaw 1 per 20m², 463m² therefore 23 parking spaces

Unit 5 Karate

- 4 of the parking bylaw 1 per 20m² unit is 252m², therefore 12.6 = 13 parking spaces

Unit 6 Car Rental

- 2(b) of the parking bylaw 1 per 25m², unit is 244m², therefore 10 parking spaces

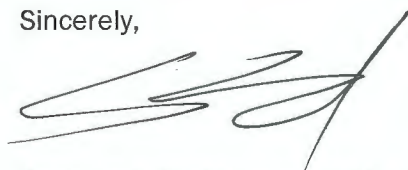
Based on the above calculations and current and proposed uses on the property, 65 parking spaces are required for this development.

The original development was required to provide 64 parking spaces. Of these required spaces, 56 were provided as designated parking spots and 10 were considered based on the area in front of the overhead doors being available to the tenants of these units. Currently only 8 of the original 10 spaces are available which means the site still just provides the minimum number of spaces required of the original development. Considering these calculations and the proposed change in the use of unit 2, the site just meets the required number of parking spaces.

Based on the current uses on this site only one business runs a standard 9 to 5 type work day where the other business would still be open and operating during the same time period as this proposed space. This being the case there is no availability to use spaces from other tenants that would be unoccupied after 5pm

Both building code and parking evaluations will be required as part of the building permit process once Council has considered and accepted the proposal. Based on the proposal there should be no impact on the buildings design or life safety features.

Sincerely,



Stephen J. Côté-Rolvink, RBO, CRBO

Chief Building Official

Building Department - Permits & Inspection Services

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Nation-Municipal Community Economic Development Initiative Application

MEETING DATE: March 5, 2019
FILE NO: 2160138
MEETING: COW

EXECUTIVE SUMMARY:

The City of Maple Ridge has received a request from Kwantlen First Nation to submit a joint application to the First Nation-Municipal Community Economic Development Initiative (CEDI). This program is administered by the Federation of Canadian Municipalities and the Council for the Advancement of Native Development Officers, and offers support to First Nations and adjacent municipalities in the development and implementation of joint community economic development or land use initiatives while building a resilient, sustainable partnership.

Kwantlen First Nation is interested in partnering with the City of Maple Ridge on this application to facilitate work on joint land use planning and investment attraction.

RECOMMENDATION:

That staff be directed to work with Kwantlen First Nation on a joint submission to the First Nation-Municipal Community Economic Development Initiative (CEDI) based on the program information attached to this March 7, 2019 report; and further

That the Mayor provide a letter in support of the application to the CEDI.

DISCUSSION:

a) Background Context:

Over the past number of years Kwantlen First Nation has expressed interest in the potential development of its lands east of 240 Street, known as the IR5 lands. More recently, Kwantlen's economic development branch, Seýerñ Qwantlen Business Group (SQ), has met with the City's Economic Development staff to discuss the potential for the City to provide some guidance for how to structure their planning process. Undertaking this work presents an excellent opportunity to develop a joint land use plan for the area, including the municipal land surrounding IR5, to support positive economic development outcomes for both the City and Kwantlen First Nation. The CEDI application, if successful, would provide funding for such a planning process.

First Nations and municipalities are invited to jointly apply for the CEDI. Participation in the program requires a commitment from each partner organization as outlined in the February 19, 2019 call for applications (Attachment A). Should Council endorse the recommendation, staff will work with SQ on the joint application, which is due for submission by March 15, 2019.

b) Desired Outcome:

The desired outcome of this work with Kwantlen First Nation is a cohesive, vibrant neighbourhood in and adjacent to IR5 that will benefit all residents and highlight our communities as desirable places to invest.

c) Strategic Alignment:

Collaboration with Kwantlen First Nation in the CEDI aligns with the Council Strategic Plan, particularly with regard to inter-government relations and building strong relationships with the region and other levels of government, including First Nations. This work also connects to the priority of growth management and planning for local infrastructure and economic growth.

d) Interdepartmental Implications:

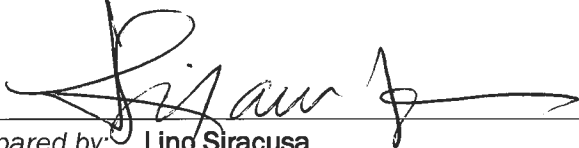
Collaboration on land use planning and economic development in the context of the IR5 lands will involve staff from Planning and Economic Development & Civic Properties, with support from the City's First Nations Liaison.

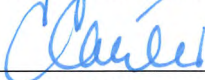
e) Business Plan/Financial Implications:

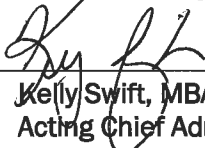
There are no direct costs associated with participation in the CEDI program. CEDI provides technical support through third-party facilitation, and provides financial support by covering workshop costs. Three grants are also available jointly to the participating communities, including a \$35,000 Capacity Building Grant that can be used to support the implementation of the joint community economic development initiative.

CONCLUSION:

The City of Maple Ridge and Kwantlen First Nation continue to build positive working relationships that benefit citizens and strengthen the economic, environmental and social fabric of our communities. The opportunity to work with Kwantlen through the CEDI presents an opportunity to further develop our relationship in alignment with Council's strategic priorities for inter-government relations and economic growth.


Prepared by: **Lino Siracusa**
Director of Economic Development & Civic Properties


Prepared by: **Frank Quinn, MBA, P.Eng.**
General Manager Public Works & Development Services


Reviewed by: **Kelly Swift, MBA**
Acting Chief Administrative Officer

Attachments:

(A) 2019-02-19 Call for applications: First Nation-Municipal Collaboration Program

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[HOME](#) > [NEWS & MEDIA](#) > [ANNOUNCEMENTS](#) > **CALL APPLICATIONS FIRST NATION MUNICIPAL COLLABORATION PROGRAM**

ANNOUNCEMENT

Call for applications: First Nation-Municipal Collaboration Program

February 19, 2019

Cando (the Council for the Advancement of Native Development Officers) and the Federation of Canadian Municipalities (FCM) are accepting applications for one partnership through the First Nations-Municipal Community Economic Development Initiative (CEDI). CEDI supports First Nations and adjacent municipalities in the development and implementation of joint community economic development or land use initiatives while building a resilient, sustainable partnership.

Previous and current First Nation-Municipal partnerships across Canada have collaborated on many successful joint community economic development initiatives. These include the development of a Regional Growth Plan, the development and implementation of a joint tourism strategy, the creation of joint land use plans, the hiring of joint economic development and tourism staff, successful joint investor attraction

initiatives, and the development of an industrial park that provides benefits to both the municipality and the First Nation.

Program Information

Who should apply?

- First Nation and municipal governments – jointly.

What is joint community economic development?

- Joint Community Economic Development is a process by which community partners initiate and generate their own innovative solutions to their common economic challenges, thereby building mutual long-term community capacity. This approach integrates economic, social, and environmental objectives that benefit members of both of communities, building stronger and more sustainable communities.

What are the benefits to joint community economic development?

There are many potential benefits, including:

- A stronger, united voice for engaging with businesses and other levels of government.
- Increased ability to access funding from other levels of government.
- Cost savings and more efficient program and/or service delivery.
- More opportunities for local business development and jobs.
- Ability to leverage the unique financial, human and physical resources of each partner.
- Coordinated planning efforts to improve land use, land management and environmental/resource protection.

What level of commitment is required?

Joint applicants are committing to an initiative that runs from April 1, 2019 to March 31, 2021. During that time they will:

- Assign joint working group champions (minimum of one elected official and one staff member from each community) to lead participation in the CEDI program and attend monthly joint working group meetings.
- Through the joint working group, contribute to the design and development of two workshops for staff and elected officials per year that include objectives pertaining to relationship development and joint community economic development initiatives.

How much does participation cost?

There are no direct costs associated with participation. CEDI provides technical support through third-party facilitation, using the Stronger Together approach, for working group meetings and workshops, administrative support, along with financial support by covering workshop costs. Three grants are also available jointly to the participating communities (details below).

Is there available funding to support a joint community economic development initiative?

There are three grants available to support the selected partnership in the development and implementation of their joint community economic development initiative:

1. Peer Mentoring Grant – \$3,600 that can be used for travel and accommodations for a peer mentor.
2. Study Tour / Learning Grant – \$7,200 that can be used for learning activities locally or further afield.
3. Capacity Building Grant – \$35,000 that can be used to support the implementation of the joint community economic development initiative.

Important Dates

- **Deadline for applications: Friday, March 15th** (midnight, MST).
- Short-listed applicants must be available for an interview between **Monday, March 25th & Friday, March 29th**.
- Successful applicants will be notified at the end of March and should be available during the first 2 weeks of April for an orientation meeting with the CEDI team.

Selection criteria

If you are a pair of a First Nation and a municipal government interested in participating in CEDI, please jointly complete and submit the application form. CEDI will only consider joint applications from First Nations and municipal governments, based on the following criteria:

1. Candidates should have clear need for support in the area of joint community economic development.
2. Candidates should have political leadership of both the First Nation and municipality able to demonstrate:
 - a. interest and leadership in supporting and participating in intergovernmental relationship building;
 - b. interest and leadership in exploring regional planning processes; &
 - c. time and capacity to commit to the CEDI process.
3. Candidates should have the capacity to dedicate staff resources (estimated 12 hours/month) to CEDI work.
4. Candidates should understand the goals, objectives and expectations of CEDI program and the nature of the support to be provided.
5. Candidates should be prepared to begin in April 2019 and have the capacity to commit to an accelerated process (completing March 31, 2021).

Learn more about CEDI

- ~~Example of Program Delivery Timeline~~
- CEDI Program page (FCM)
- CEDI Program page (Cando)

Download the application form

Please Note: All three sections (Joint, First Nation,& Municipal) must be completed and submitted **by email to CEDI@edo.ca**; applicants are asked to submit one joint application, with all sections completed. Deadline is March 15th. Please email CEDI@edo.ca or call 1-613-277-2684 if you have any questions.

Instructions to completing the application:

1. Determine which community representative will begin the application.
2. Select the English or French version of the application.
3. Save the application* to your computer using both communities' names (First Nation & Municipality) (i.e. Enoch Edmonton CEDI Application)
4. Complete your section of the application and start thinking about how to answer the joint section.
5. Save the application and send to the co-applicant to complete their section.
6. Once both have completed their sections, meet to discuss and complete the joint section.
7. Submit completed application CEDI@edo.ca by March 15th.

*Saved applications can be edited as many times as needed. As well, individual answers can be edited.

Community Economic Development Initiative

First Nations Programs



24 Clarence Street
Ottawa, Ontario
K1N 5P3
T. 613-241-5221
F. 613-241-7440
Email: info@fcm.ca

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City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: March 5, 2019
FILE NO: 2164923
FROM: Chief Administrative Officer
MEETING: COW
SUBJECT: Joint Youth Planning Table Recommendation

EXECUTIVE SUMMARY:

On February 14, 2019, Maple Ridge staff held a Youth Planning Table (YPT) information meeting with service providers and community members. During discussions, it was noted that all YPT non-municipal service providers support youth in both Maple Ridge and Pitt Meadows, and that surveys conducted to inform the Maple Ridge Youth Strategy (YS) and its priorities were inclusive of students across School District No. 42 as well as caregivers and service providers in both communities. At the conclusion of this meeting, the majority of participants recommended that staff report back to Maple Ridge Council with a recommendation to make the YPT a joint table with the City of Pitt Meadows (CPM).

RECOMMENDATION:

That Maple Ridge Council invite the City of Pitt Meadows to join the Youth Planning Table to establish a Maple Ridge & Pitt Meadows Youth Planning Table; and

That the Youth Planning Table Terms of Reference be amended to include a voting Council liaison, a non-voting staff liaison and members at large from the City of Pitt Meadows, and that a cost sharing arrangement be developed should the City of Pitt Meadows accept the invitation to join the Youth Planning Table.

DISCUSSION:

a) Background Context:

At Council Workshop on December 11, 2018, Maple Ridge Council endorsed the YPT Terms of Reference and directed staff to report back with a draft implementation schedule for the YS. To begin this process, staff held an information meeting on February 14, 2019 with the proposed YPT membership, many of which are service providers who work with clients from both Maple Ridge and Pitt Meadows. As a result of this meeting, a recommendation was brought forward that the YPT become a joint Maple Ridge & Pitt Meadows Youth Planning Table to recognize the joint nature of many of the participating service providers and that the YS was developed through consultation with all SD42 students, as well as caregivers and service providers from both communities.

The proposed joint planning table would be similar to other existing joint Committees and working groups including the Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI) and Ridge Meadows Senior's Society (RMSS). In both cases, the

inclusion of Council and staff liaisons from both municipalities has provided added value to the working groups and are greatly benefiting both communities.

Should both Councils endorse the YPT as a joint table, the membership outlined in the YPT Terms of Reference will need to be amended, and staff will work with CPM on an agreement for shared administration and financial support.

b) Desired Outcome:

The desired outcome is to deliver a comprehensive Youth Strategy Implementation Plan that is inclusive and supportive of youth and services in Maple Ridge and Pitt Meadows.

c) Citizen/Customer Implications:

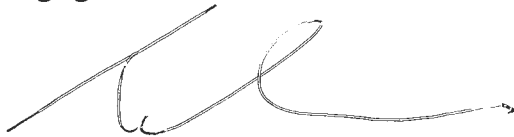
A joint table would support service providers to better allocate resources to respond to the needs of youth in Maple Ridge and Pitt Meadows.

d) Business Plan/Financial Implications:

\$2000 has been budgeted for administrative costs of the Maple Ridge Youth Planning Table. Staff will work with CPM to develop a cost sharing arrangement for all associated YPT costs should CPM join the YPT.

CONCLUSION:


The YPT membership believes that a joint table would be an asset to both the City of Maple Ridge and the City of Pitt Meadows. Shared resources will provide both communities with the necessary expertise in creating and delivering a comprehensive implementation plan. We know that youth access services in both cities. A consistent approach to delivering services will benefit our children, youth and emerging adults.



Prepared by: **Tony Cotroneo**
Manager of Community Engagement



Reviewed by: **Danielle Pope**
Director of Recreation & Community Engagement



Approved by: **David Boag**
Acting General Manager Parks, Recreation & Culture



Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer