

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

May 1, 2018

6:00 p.m.

Council Chambers, 1st Floor, City Hall

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

REMINDERS

May 1, 2018

Audit and Finance Committee Meeting

5:00 p.m.

1. **ADOPTION OF THE AGENDA**
2. **ADOPTION OF MINUTES**
 - 2.1 Minutes of the March 27, 2018 and April 3, 2018 Council Workshop Meetings
3. **PRESENTATIONS AT THE REQUEST OF COUNCIL**
4. **UNFINISHED AND NEW BUSINESS**
 - 4.1 **BC Hydro Presentation– Discussion on Water Licence Renewal Application and Process**
 - Maureen DeHaan, Technical Strategic Principal, BC Hydro
 - 4.2 **Ridge Meadows Division of Family Practice Presentation - Recruitment and Retention of Family Physicians**
 - Treena Innes, Executive Director, Ridge Meadows Division of Family Practice
 - Dr. Bob Harrison
 - Dr. Kandas Gounden
 - Dr. Virinder Bhatti

4.3 Strategic Property Management Presentation

- Lino Siracusa, Manager of Economic Development

4.4 Detached Garden Suite Program Review: Pilot Project Process

Staff report dated May 1, 2018 recommending that staff proceed with the Detached Garden Suite Pilot Project Process as outlined in this report.

4.5 Whonnock Lake Centre Operating Model

Staff report dated May 1, 2018 recommending that staff be directed to update the Fees and Charges Bylaw to reduce off-season wedding rates for Whonnock Lake Centre.

5. *CORRESPONDENCE*

6. *MAYOR AND COUNCILLORS' REPORTS*

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

8. *MATTERS DEEMED EXPEDIENT*

9. *ADJOURNMENT*

Checked by: _____

Date: _____

2.0 Minutes

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

March 27, 2018

The Minutes of the City Council Workshop held on March 27, 2018 at 5:30 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Councillor C. Bell

Councillor B. Masse

Councillor G Robson

Councillor T. Shymkiw

Councillor C. Speirs

ABSENT

Mayor N. Read

Councillor K. Duncan

Appointed Staff

P. Gill, Chief Administrative Officer

D. Boag, Acting General Manager of Parks, Recreation & Culture

F. Quinn, General Manager Public Works and Development Services

T. Thompson, Interim Director of Finance

L. Benson, Manager of Legislative Services

Other Staff as Required

D. Pollock, Municipal Engineer

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

Note: Councillor Shymkiw chaired the meeting in the absence of Mayor Read.

1. ADOPTION OF THE AGENDA

R/2018-158

It was moved and seconded

That the agenda of the March 27, 2018 Council Workshop Meeting be adopted as circulated.

CARRIED

2. MINUTES

R/2018-159

It was moved and seconded

That the minutes of the Council Workshop Meeting of February 20, 2018 and March 6, 2018 be adopted as circulated.

CARRIED

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

4. ***UNFINISHED AND NEW BUSINESS***

4.1 **TransLink – Proposed Lougheed Highway B-Line**

- Sarah Ross, Director of System Planning, TransLink
- Brian Soland, Senior Planner, TransLink

The Director of System Planning, TransLink, gave a PowerPoint presentation providing the following:

- Outline of TransLink projects
- Information on the implementation of the Lougheed Highway B-Line and the Maple Ridge Pitt Meadows Area Transport Plan including:
 - Consultation timeline for both projects
 - Objective of the Area Transport Plan
 - Overview of key components of the Area Transport Plan
 - Mayors' 10-Year Vision for B-Lines across the region
 - Importance of the B-Line Corridor, special elements of the proposed line, proposed stops and the alignment in Maple Ridge
 - Proposed improvements in speed and reliability
 - Breakdown of issues being consulted on and promotion of the consultation process and events

4.2 **Albion Dyking District and Maple Ridge Road 13 Dyking District Status Update**

Staff report dated March 27, 2018 providing information on the status of the Albion Dyking District and the Maple Ridge Road 13 Dyking District.

The Municipal Engineer gave a PowerPoint presentation providing the following:

- Background and information on existing Lower Mainland dykes
- Outline of the Lower Mainland Flood Management Strategy phases
- History and current status of the four dyking districts in Maple Ridge - Tretheway-Edge, Albion, Maple Ridge Road 13 and Maple Ridge Pitt Meadows
- Information on the standards for dyke construction and maintenance
- Highlights of a study done by the Provincial Government on the effects of sea level rise and climate change on the Fraser River flood scenarios
- Summary of proposed transfers of the Albion Dyking District and Maple Ridge Road 13 Dyking District from the Provincial Government to the City of Maple Ridge
- Possible steps for the City of Maple Ridge for the upgrading of local dykes

5. **CORRESPONDENCE**

5.1 **Upcoming Events**

April 4, 2018 8:00 a.m.	Innovation in Emerging Cities – The ACT, Maple Ridge, BC Organizer: City of Maple Ridge
April 9, 2018 12:00 p.m.	Humans of Maple Ridge – The ACT, Maple Ridge, BC Organizer: Maple Ridge Opioid Overdose Response Task Group
April 12, 2018 7:30 a.m.	CivX 2018 – Morris J. Wosk Centre for Dialogue, Asian Pacific Hall, 580 W. Hastings Street, Vancouver, BC Organizer: Civic Info BC
April 21, 2018 10:00 a.m.	Celebrate Earth Day – Memorial Peace Park, Maple Ridge, BC Organizer: Ridge Meadows Recycling Society
April 28, 2018 9:00 a.m.	Council of Councils – The Westin Wall Centre, 3099 Corvette Way, Richmond, BC Organizer: Metro Vancouver Board

6. **MAYOR'S AND COUNCILLORS' REPORTS**

Councillor Speirs

Councillor Speirs participated in the opening of the Film Festival. He attended a Pot Luck event hosted by the Historical Society, an information session on the Pitt Meadows Airport hosted by the City of Pitt Meadows and a meeting of the Maple Ridge Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness. Councillor Speirs also attended a forum on Poverty Reduction, a Repair Café event, a modular housing information session, a Metro Vancouver Utilities Committee meeting and a Multi-cultural Society Meet and Greet.

Councillor Masse

Councillor Masse referred to Work BC and Fraser Health and their collaboration to help persons find employment.

Councillor Bell

Councillor Bell attended the modular housing information session. She asked whether BC Housing would be able to present to Council on the proposals.

Councillor Robson

Councillor Robson commented on the modular housing information session and the impact of the proposals put forward by BC Housing on the community.

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*** – Nil
8. ***MATTERS DEEMED EXPEDIENT*** – Nil
9. ***ADJOURNMENT*** - 7:40 p.m.

N. Read, Mayor

Certified Correct

L. Benson, Corporate Officer

COUNCIL WORKSHOP MINUTES

April 3, 2018

The Minutes of the City Council Workshop held on April 3, 2018 at 6:00 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

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

ABSENT

Councillor C. Bell

Appointed Staff

F. Quinn, Acting Chief Administrative Officer and General Manager Public Works and Development Services
K. Swift, General Manager of Parks, Recreation & Culture
T. Thompson, Interim Director of Finance
L. Benson, Manager of Legislative Services

Other Staff as Required

D. Boag, Director of Parks and Facilities
L. Zosiak, Planner 2

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

1. ADOPTION OF THE AGENDA

R/2018-188

It was moved and seconded

That the agenda of the April 3, 2018 Council Workshop Meeting be adopted as circulated.

CARRIED

2. MINUTES – Nil

3. PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil

4. **UNFINISHED AND NEW BUSINESS**

4.1 **Parks & Recreation Facility Infrastructure Project Updates**

- David Boag, Director of Parks & Facilities

The General Manager of Parks, Recreation & Culture introduced the topic.

The Director of Parks & Facilities gave a PowerPoint presentation providing the following information:

- Delivering on the City's various plans and projects
- New infrastructure projects: Merkley Park/Karina Leblanc Field; Leisure Centre Pool & Lobby improvements; Albion Community Centre; Thomas Haney/Telosky Stadium Fields; Additional Ice Sheet; MRSS Track Facility improvements; Hammond Community Centre renovation; Silver Valley Neighbourhood Gathering Places; Whonnock Canoe & Kayak Facility Upgrades
- Karina Leblanc Public Art
- Other major capital projects
- Efficiencies & Opportunities
- Timelines & Resources

4.2 **BC Housing Offer of Existing House on Royal Crescent**

Staff report dated April 3, 2018 recommending that staff be directed to accept the Mussallem Residence for relocation to the Maple Ridge Cemetery, on the condition that BC Housing provide sufficient funds for such move, and to restore, service and repurpose the building as outlined in "BC Housing Offer of Existing House on Royal Crescent" dated April 3, 2017.

The General Manager of Parks, Recreation & Culture introduced the topic and reviewed the staff report.

R/2018-189

It was moved and seconded

That staff be directed to accept the Mussallem Residence for relocation to the Maple Ridge Cemetery, on condition that the funds provided by BC Housing are sufficient to move, restore, service and repurpose the building, as outlined in the report titled "BC Housing Offer of Existing House on Royal Crescent", dated April 3, 2018; and

That should BC Housing not provide the necessary funds to move, restore, service and repurpose the building that the offer be respectfully declined.

CARRIED

4.3 2018 Local Government Election Approach and Budget

Staff report dated April 3, 2018 recommending that staff enhance voting opportunities in the 2018 Local Government Election beyond those of 2014, that a City-wide mail-out with election information be contracted and that funding for enhancements be allocated from accumulated surplus.

The Corporate Officer reviewed the staff report. She gave a PowerPoint presentation providing the following information:

- Voting opportunities in 2014 for advanced voting and voting on election day
- Proposed voting opportunities in 2018 for advanced voting and voting on election day
- Map of proposed 2018 voting places

R/2018-190

It was moved and seconded

That staff enhance voting opportunities in the 2018 Local Government Election beyond those of 2014 by: a) doubling advance voting opportunities from six to twelve; b) extending all voting opportunities to span from 8:00 am to 8:00 pm; and c) introducing Sunday advance voting; and

That a City-wide mail-out be contracted, providing citizens with election information, and further,

That \$19,000 be allocated from accumulated surplus to fund these election enhancements.

CARRIED

5. *CORRESPONDENCE*

5.1 Upcoming Events

April 6, 2018 4:00 p.m.	Chief and Council Inauguration – 19700A Salish Road, Pitt Meadows, BC Organizer: Katzie First Nation
April 21, 2018 6:00 p.m.	Celebrate Local Culinary Arts Students – Thomas Haney Secondary, Maple Ridge, BC Organizer: BC Agriculture in the Classroom Foundation

6. **MAYOR'S AND COUNCILLORS' REPORTS** – Nil
7. **BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL** - Nil
8. **MATTERS DEEMED EXPEDIENT** - Nil
9. **ADJOURNMENT** - 7:07 p.m.

N. Read, Mayor

Certified Correct

L. Benson, Corporate Officer

City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Detached Garden Suite Program Review: Pilot Project Process

MEETING DATE: May 1, 2018
FILE NO: 2017-360-RZ
MEETING: Workshop

EXECUTIVE SUMMARY:

Detached Garden Suites (DGS) are currently permitted in Maple Ridge through regulations in the Zoning Bylaw. In August 2016, Council directed a review of the DGS and Secondary Suites (SS) regulations in an effort to expand and encourage the construction of more units. This review has been underway since the Fall of 2017 and a number of potential expansion options are being explored.

At the February 6, 2018 Council workshop, the outcomes of a public consultation process on potential expansion of the SS and DGS regulations were presented, including the community's feedback on several possible options. During this workshop, Council directed that staff provide information on pilot projects to:

- Allow a Secondary Suite and DGS on the same lot;
- Allow a DGS size to be a minimum of 20.3 m² (219 ft²); and
- Allow a DGS size to be up to 140m² (1500 ft²) or 15% of the lot area, whichever is less.

A pilot project suggests the creation of tangible examples and in order to provide this for each of the above, interested private property owners would need to be brought into this project. In order to facilitate such a pilot project, the following steps are needed:

1. Identification of property owners interested in constructing a DGS unit as described in one of the above configurations;
2. Council adoption of a Zoning Bylaw text amendment for each pilot project property.

To help inform Council's understanding of the proposed pilot projects, between steps 1 and 2 above, an interim step is proposed to prepare a "Look-Book" document which will provide initial conceptual DGS images of what each pilot project would look like if constructed. For each property, the Look-Book document will contain site information, a site plan, and abstract images of a future DGS unit. The intent is to compile concepts for approximately 5-10 existing single-family properties with information that can be used to inform Council's decisions regarding each pilot project Zoning Bylaw amendment. Prior to proceeding with Zoning Bylaw text amendments, the Look-Book will be presented to Council for endorsement.

The Look-Book is a booklet with a collection of site information, site plans, and abstract images that will be produced for each property.

Property owners selected for the DGS pilot project must agree to proceed with preparing building permit plans and obtaining permit approvals upon Council endorsement of the Look-Book and subsequent adoption of a Zoning Bylaw text amendments.

This report presents an outline and process for a DGS pilot project.

RECOMMENDATION:

THAT staff be directed to proceed with the DGS Pilot Project Process, outlined in the report titled, DGS Program Review: Pilot Project Process, dated May 1, 2018.

1.0 BACKGROUND:

While DGS units are currently permitted in Maple Ridge, through Zoning Bylaw regulations, an exploration into the expansion of these regulations is currently underway. The review of SS and DGS regulations was initialized at the August 29, 2016 Council workshop, wherein Council directed staff to look into expanding these programs. A scoping report for the SS review was presented to Council on September 19, 2017 and the DGS scoping report was presented on October 3, 2017. Each of these reports included an outline for a public consultation process and received Council endorsement.

Public consultation commenced in November 16, 2017 with a DGS stakeholder workshop, followed by a public open house for SS and DGS on November 25, 2017. The open house included a questionnaire requesting the community's input on several potential options for expanding the SS and DGS regulations. The questionnaire was made available online after the open house event for approximately three weeks.

The outcomes of the public consultation were presented at Council Workshop on February 6, 2018. At that meeting, Council directed staff as follows:

1. Provide information on pilot projects to:

- a. Allow a Secondary Suite and DGS on the same lot;
- b. Allow a DGS size to be a minimum of 20.3 m² (219 ft²); and
- c. Allow a DGS size to be up to 140m² (1500 ft²) or 15% of the lot area, whichever is less.

2. Undertake further research and report back to Council on:

- a. Allowing a Secondary Suite in all single-family residential zones;
- b. Allow a Secondary Suite within a Duplex unit (RT-1 zone);
- c. Allowing a DGS in all single-family residential zones;
- d. Allowing flexibility in siting a DGS on a lot;
- e. Allowing 2-storey units and units above a garage in all DGS zones;
- f. Allowing Tiny Homes as a permanent DGS structure;
- g. Allowing Tiny Homes as a temporary DGS structure; and
- h. Removing owner-occupancy requirement for Secondary Suites and DGS.

3. Undertake interdepartmental/stakeholder processes to:

- a. Review the building permit application process; and
- b. Develop an approach for creating pre-approved DGS building permit plans.

Council direction for information on pilot projects (in item 1 above) and the creation of pre-approved DGS building permit plans (item 3(b) above) are discussed in this report. Subsequent reports will come forward to Council at a later date to discuss undertaking further research on DGS expansion options under item 2 above and a process to review the building permit application process under item 3(a) above.

2.0 DISCUSSION

The aim of the proposed DGS pilot project is to enable built DGS units on existing single-family properties to create tangible examples of a:

- Secondary Suite and DGS on the same lot;
- DGS between 20.3 m² (219 ft²) and 36m² (388 ft²); or
- DGS up to 140m² (1500 ft²) or 15% of the lot area, whichever is less¹.

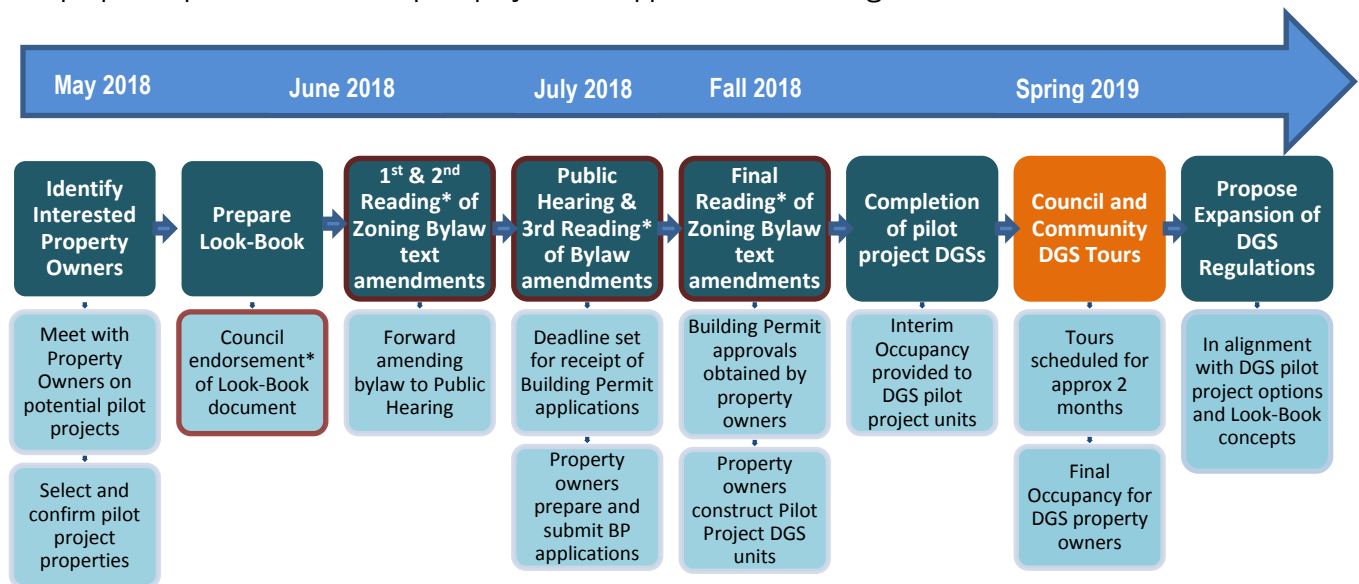
Given that the intent of a pilot project is to limit a regulatory opportunity and not have it broadly available at the outset, it will be necessary to identify a small number of specific single-family property owners who are interested in building one of the above and the adoption of text amendments to the Zoning Bylaw for each pilot project property.

One additional step proposed to be integrated early on in the pilot project is the compilation of a Look-Book document that contains a conceptual design for each property selected. The intent of creating a Look-Book prior to DGS construction is to provide a common viewpoint early in the process of how the units will appear on site and within the neighbourhood context, thereby enabling Council to make a more informed decision on Zoning Bylaw text amendment approvals. It should be noted that full DGS designs, that indicate building style, siding, and colour, will not be provided with the conceptual Look-Book designs as property owners will undertake such efforts later within their own DGS design process.

¹ Note that under current regulations, DGS units are permitted to be a minimum size of 37m² (398 ft²) to a maximum size of 90m² (968 ft²), or 10% of the lot area, whichever is less.

2.1 DGS Pilot Project Process

The proposed process for a DGS pilot project is mapped out in the diagram below.



* Council consideration required

Through the process outlined above, it will be important to document the experience of the property owners involved as well as identify lessons learned to help inform a future expansion of the DGS regulations. Additionally, feedback from neighbours of the pilot project properties will be sought throughout the process.

2.2 Steps in Process

2.2.1 Identifying Pilot Project Properties

The public consultation process for SS and DGS in November 2017 generated substantial interest within the community and since February 2018 when the report on outcomes went to Council, several property owners have put forward their names and contact information for any upcoming pilot project opportunities. However, most of these property owners live on large lots and are interested in constructing a 140m² (1500 ft²) DGS unit. As such, more advertising will be needed to create pilot project examples that include providing DGS examples on a variety of lot sizes and using different construction or design techniques. Advertisements can be placed in the Maple Ridge Times newspaper, posted on the Maple Ridge website, FaceBook page, and Twitter, as well as drafting emails to property owners who participated in the public consultation and requested to be kept updated on progress of the SS and DGS review process. Where possible, property owners will be encouraged to talk with their neighbours early in the process and discuss their intentions for DGS construction.

It is anticipated that between 5 to 10 property owners may be needed to demonstrate the various permutations resulting from differences in site configurations, topography and servicing requirements. This will ensure that if one or two property owners are unable to meet their commitment of potential future DGS construction, other examples will help fill the void. Additionally, property owners may choose different forms of construction, such as wood-framed or

modular, which will provide different forms and styles for other property owners to view and consider for their own future DGS project.

Planning, Building, and Engineering staff will form a selection committee to identify a short-list of candidates and then meet with prospective DGS pilot project property owners to confirm who will participate. Once property owners are identified for each of the three DGS pilot project options², commitments will be secured through a Letter of Agreement along with a fee (up to \$1,000) to cover costs for creating the Look-Book concepts. Additionally, each DGS pilot project property owner will be required to enter into a housing agreement to secure commitments made during the pilot project, such as preparing building permit plans at their own expense and then gifting the plans to the City. Each housing agreement will be created by bylaw and requires Council consideration and approval. These plans could then be made available for future use by property owners, as pre-approved building permit plans, if the Zoning Bylaw regulations are amended to incorporate the pilot project options for all eligible properties.

2.2.2 Preparing the Look-Book Concepts

The Look-Book visual concepts are intended to establish a shared understanding of what expanded options for DGS developments may look like in terms of integration with existing development on the site and within the neighbourhood. It is anticipated that once pilot project properties are selected, it will take approximately one month for the Look-Book to be completed and brought to Council for consideration and endorsement. Look-Books are commonly used in the fashion industry to illustrate a product through a collection of photos. Staff are proposing to expand this concept to clearly show an expanded DGS program in a form that is easily understood by all.

Small Housing BC (SHBC) has been working with City staff on the SS and DGS program review and they have offered their expertise to create the Look-Book for this pilot project. For each pilot project property selected, the Look-Book will contain a:

- Profile of property owners that includes what the DGS pilot project means for them;
- Description of the neighbourhood context;
- Site conditions, showing the lot dimensions, topography, existing access, parking, buildings and servicing;
- Site plan, showing footprint for infill development, including any new accesses for walkways and parking;
- Outline of servicing requirements, including water, storm, and sanitary;
- Conceptual elevations of DGS unit, including views adjacent to existing buildings on site and from neighbouring properties; and
- Projected costs for building foundation, site servicing, and construction.

² 1) SS and DGS on one lot; 2) Minimum size DGS of 20.3m² (219 ft²); 3) Maximum size DGS of 140m² (1500 ft²).

It is possible that a property owner may propose an alternative or variation to the 3 pilot project examples directed by Council (being the SS & DGS; smaller DGS, and larger DGS). For example, along with several inquiries received, property owners have expressed interest in a two-storey 140m² (1500 ft²) DGS, to enable construction over a garage and preserve more yard space. Additionally, inquiries have been received regarding allowing a DGS with a crawl space for storage. It should be noted that these options may be included in the Look-Book as additional possible pilot project examples, as property owners are aiming to create an accessory dwelling unit that meets their needs. If this is the case, it should be noted that Council will have an opportunity to review and comment on the concepts of any new options prior to proceeding to 1st and 2nd Reading of the text amendment bylaw.

A draft of the Look-Book will be provided to neighbouring property owners of the pilot project properties with an invitation to forward any comments and attend the public hearing for the text amendment bylaw.

A final element of the Look-Book is that it can become a living document, whereby as the DGS pilot project concepts evolve, if approved and permitted, the Look-Book can be equally expanded upon. Staff will investigate opportunities to expand the Look-Book at the end of the process with final design drawings and costing figures for each of the pilot projects.

2.2.3 Text Amendments to Zoning Bylaw

Upon Council endorsement of the completed Look-Book concepts, various text amendments to the Zoning Bylaw for the pilot project properties will be brought to Council for 1st and 2nd Readings with a recommendation that the amending bylaws be forwarded to Public Hearing. The text amendment bylaws are necessary to enable the Look-Book conceptual examples to be constructed on the pilot project properties.

If Council grants 1st and 2nd Readings to each text amendment bylaw, it is anticipated that the bylaw will be scheduled for the July 2018 public hearing making Council consideration of 3rd Reading possible before August.

2.2.4 Housing Agreement Bylaws

A housing agreement bylaw will be required for each pilot project property (as is currently required with all DGS building permit applications) that will include the property owner's agreement to various conditions including:

- The timely preparation and iteration, at the property owner's cost, building permit plans submitted to the City for review and approval;
- Adherence to strict deadlines in order to process all housing agreement and text amendments concurrently;
- Subject to copyright interests, approved building permit plans to be gifted to the City for potential future use as pre-approved DGS plans;
- Commencing construction of the DGS immediately upon adoption of the text amendment to the Zoning Bylaw and building permit issuance with the aim to have all DGS pilot projects completed at roughly the same time;

- Allowing tours of the constructed DGS for Council and the community for approximately two months prior to receiving final occupancy;
- Use of images and their story in ongoing web and print media to further showcase the pilot project outcomes.

The housing agreement bylaws will be brought to Council for 1st and 2nd Reading along with the text amendment bylaw.

2.2.5 Preparation of Building Permit Plans and Final Reading of Bylaws

After 3rd Reading of the text amendment bylaws and the respective housing agreement bylaws, pilot project property owners will be asked to begin preparation of their building permit plans. All costs related to preparation of building permit plans will be the responsibility of the property owners.

When the Building Department is ready to issue building permits for the DGS pilot project units, a report will be prepared for Council recommending Final Reading of the text amendment bylaws and the housing agreement bylaws.

2.2.6 DGS Pilot Project Tours and Expansion of DGS Regulations

As discussed in Section 2.2.4 above, staff and property owners will host Council and community tours of the newly constructed DGS prior to receiving final occupancy of the unit. It is anticipated that approximately two months will be sufficient to enable Council and all other interested parties to view and experience the structure on the site and within the neighbourhood setting.

Once the tours are complete, a final report to Council on the outcomes of the DGS pilot project will be prepared and include:

- Update Look-Book designs and costing information;
- Feedback on the experience and outcomes for pilot project property owners;
- Feedback received from neighbours on the completed units;
- Lessons learned through the pilot project process;
- A recommendation on proceeding with an expansion of the DGS regulations to fully incorporate the pilot project options into the Zoning Bylaw.

3.0 INTERDEPARTMENTAL IMPLICATIONS

Throughout the DGS pilot project process, Planning staff will be working closely with the Building and Engineering Departments as a working committee. This working committee will initially review and select pilot project properties and continue to meet to discuss Look-Book information and comment on concepts for the first and final drafts. Additionally, the Fire Department will likely be involved in review of the Look-Book concept plans.

4.0 FINANCIAL IMPLICATIONS

It is anticipated that the Look-Book portion of the project will cost \$5,000 to prepare, graphically layout and complete and it is intended that the property owners participating in the pilot project will pay a fee (up to \$1,000) to cover the costs of creating this document. As a City initiated process, property owners will not be required to pay the text amendment fee (\$1,913.00) or the public

hearing fee (\$882.00), but will be required to pay for preparing and erecting the signage on their property, as per the City's Development Sign Policy 6.21, for Zoning Bylaw amendments.

5.0 CONCLUSION:

The proposed DGS pilot project process is intended to provide tangible built examples of the three DGS options Council is considering for expansion of the SS and DGS regulatory program. The pilot project and its Look-Book documentation will enable Council and the community to see and experience the three DGS options under discussion from concept to completion.

It is intended that the outcomes of the DGS pilot project will be compiled in a report to Council along with recommendations on proceeding with expansion of the SS and DGS regulations within the Zoning Bylaw. If expansion of the SS and DGS program is approved, the Look-Book concepts and DGS pilot projects will continue to serve as examples and ideally help generate interest and increased uptake in DGS construction.

"Original signed by Lisa Zosiak"

Prepared by: Lisa Zosiak, MRM, MCIP, RPP
Planner

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Whonnock Lake Centre Operating Model

MEETING DATE: May 1, 2018
DOC NO: 1924237
MEETING: Workshop

EXECUTIVE SUMMARY:

At the February 13, 2018 Council meeting, Council requested that staff bring forward a report on the Whonnock Lake Centre (WLC) operating model, with specific information on wedding rentals, current capacity and how the facility compares to similar-sized facilities in other municipalities. Staff has gathered the requested information and identified an opportunity to increase rental revenue at WLC by reducing off-season wedding rates, thereby increasing usage.

RECOMMENDATION:

That staff be directed to update the Fees and Charges Bylaw to reduce off-season wedding rates for Whonnock Lake Centre.

DISCUSSION:

a) Background Context:

The Whonnock Lake Centre is a multi-use space that serves an important role in the local area as a site for recreation programs, social engagement and celebrating community events and weddings. The primary uses of the WLC include weddings, community rentals, meetings, and Parks, Recreation & Culture (PRC) programming, with weddings comprising the largest share of hourly usage in 2017 (Attachment 1, Chart 1). While analyzing the booking and facility usage data, staff identified capacity for off-season weddings in addition to opportunities to market WLC for corporate events use such as meetings and/or workshops.

When management of the WLC transferred from the Whonnock Community Association to the City in 2013, an agreement was made to maintain facility access for local residents and volunteers. In addition, staff maintained the thriving wedding rental use at similar levels as part of the operating model to offset operating costs. At present, the current operational model allows for shared access by residents, non-residents, community associations, and partners. The facility also has dedicated lease space for child care and shares its location with the Ridge Canoe and Kayak Club. This has ensured that the Centre remains a community hub for the Whonnock neighbourhood.

WLC is a popular venue for weddings, and bookings are accepted up to two years in advance. Maple Ridge citizens receive priority access to ensure the facility is available for local residents. In 2017, 53% (1,077 hours) of booked hours were for wedding use with the

majority of bookings made by non-residents (Attachment 1, Charts 1 & 2) Over the past four full years (2014-2017) of operating the WLC, the City has realized an average annual operating surplus of \$30,000, with wedding rentals a significant contributor to this surplus. For example, in 2017, wedding rentals generated 81% of annual revenue (Attachment 1, Chart 3).

WLC operating expenses include building maintenance, caretaker fees, PRC program costs and staff wages. The day to day operations of the Centre are provided by a caretaker under contract with the City. The responsibilities and duties of the caretaker include general cleaning of the facility, opening and securing the WLC and parking lot as per by-laws and regulations, and the day to day maintenance of the facility, including litter control. The caretaker acts as the liaison for wedding rentals by providing advance tours and on-site assistance during events, and ensuring the building is clean before the next booking.

The Centre's rental fees are reviewed regularly in conjunction with the City's Fees & Charges Bylaw. The most recent update to the bylaw was in 2016. In 2017, staff conducted a market comparison to gauge where Maple Ridge rental rates are compared to the region. Comparable facilities to the WLC include the South Bonson Community Centre in Pitt Meadows and the Shadbolt Centre in Burnaby.

Staff's review of comparable facilities indicates that the fees charged to local residents for private rentals is consistent with the region, whereas the rate charged for commercial use and to non-residents is 6% above average (Attachment 1, Table 1). Rates charged to local youth, senior and adult non-profit organizations are below the average, and reflect Council's support for reduced rates for non-profit organizations in the Parks, Recreation & Culture Fees and Charges Policy.

b) Desired Outcome:

The desired outcome is to ensure Whonnock Lake Centre's operating model serves the needs of the community.

c) Strategic Alignment:

The 2010 Parks, Recreation & Culture Master Plan recognizes the importance of community halls, and highlights their significance for neighbourhood level programming and the provision of rental space for day care providers and other users. They are an important part of ensuring that programming remains accessible and close to communities.

d) Citizen/Customer Implications:

The Whonnock Lake Centre is well used by residents in the area and draws visitors from outside the community as a popular wedding destination. The City strives to balance the needs of both groups to ensure fair access for all users. In addition to this, the Ridge Canoe and Kayak Club operates in very close proximity to the Centre, and shares its site during weddings and other events.

e) Business Plan/Financial Implications:

The Whonnock Lake Centre functions under a cost effective operating model for the City, and has demonstrated an average annual surplus of \$30,000 over the last 4 years.

CONCLUSIONS:

The Whonnock Lake Centre serves as a gathering place for a number of community groups, sport clubs and programs, and its surrounding natural beauty makes it a popular location for weddings. This report provides Council with information on the current operation of Whonnock Lake Centre and how it compares to similar facilities in other municipalities. This analysis has identified some capacity to increase rentals during off-season months.

“Original signed by Russ Brummer”

Prepared by: Russ Brummer, Recreation Manager

“Original signed by Danielle Pope”

Reviewed by: Danielle Pope, Director Recreation & Community Services

“Original signed by Kelly Swift”

Approved by: Kelly Swift, MBA, BGS
General Manager Parks, Recreation & Culture

“Original signed by Frank Quinn for”

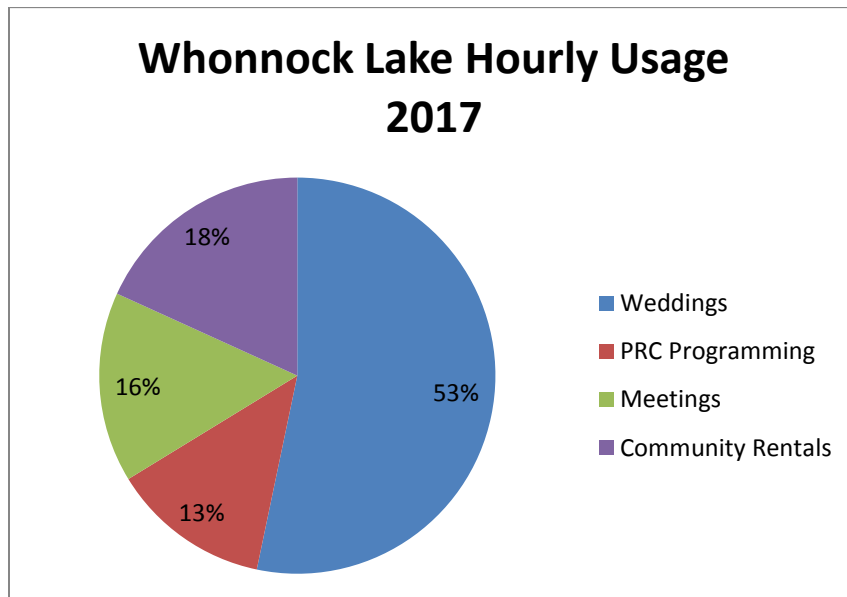
Concurrence: **Paul Gill, CPA, CGA**
Chief Administrative Officer

Attachments:

(1) Whonnock Lake Centre Charts & Table

Attachment 1: Whonnock Lake Centre Charts & Table

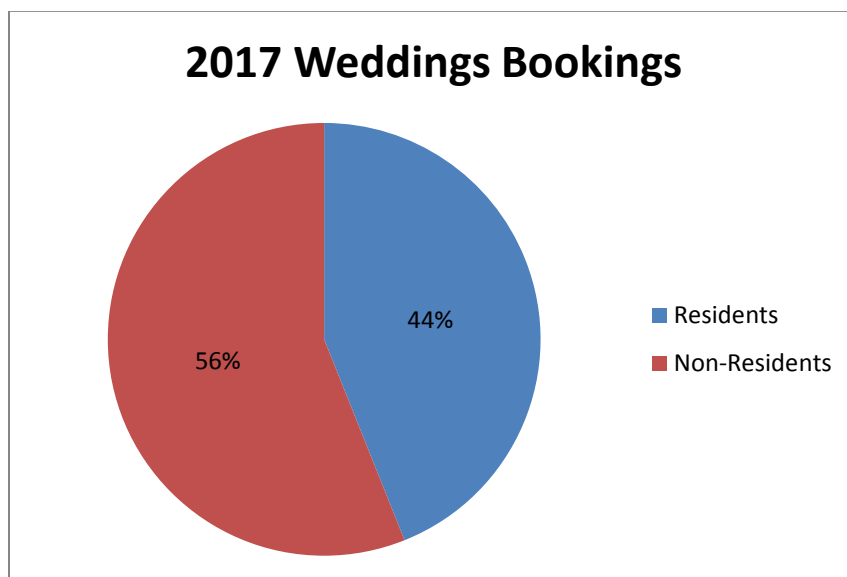
Chart 1



Pie chart based on the number of hours booked.

Type of Use	# of Hours	# of Bookings
Weddings	1077 Hours	62
PRC Programming	262 Hours	135
Meetings	314 Hours	16
Community Rentals	368 Hours	14

Chart 2



Attachment 1: Whonnock Lake Centre Charts & Table

Chart 3

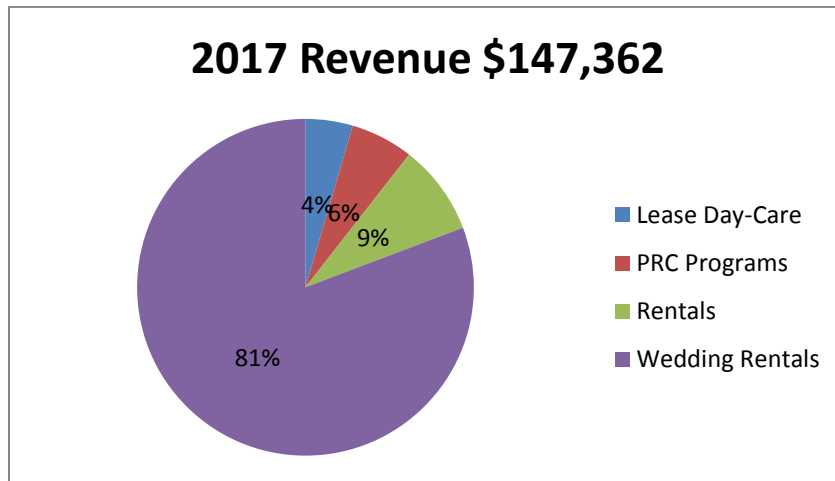


Chart 4

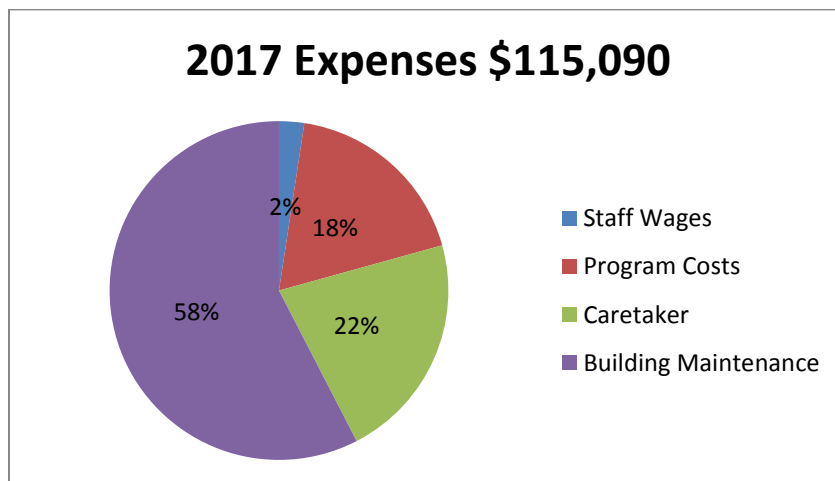


Table 1

Fees & Charges Review 2017

	Shadbolt, Burnaby	South Bonson, Pitt Meadows	Average Rate	Whonnock Centre, Maple Ridge	Variance
Private	\$208.75	\$207.95	\$208.35	\$207.95	\$(0.40)
Youth/Senior non-profit	\$135.69	\$83.18	\$109.44	\$83.18	\$(26.26)
Adult Non-profit	\$135.69	\$124.77	\$130.23	\$124.77	\$(5.46)
Commercial	\$208.75	\$232.68	\$220.72	\$232.68	\$11.97
Non-Resident	\$208.75	\$232.68	\$220.72	\$232.68	\$11.97